

## Staff Report

**Subject:** Adoption of Code Enforcement Policy and Procedure Manual  
**Author:** Greg Hood, Senior Code Enforcement Officer  
**Department:** Development Services  
**Meeting Date:** April 2, 2024  
**Item Description:** Consideration to approve a manual containing policies and procedures for the office of Code Enforcement.

### Summary Recommendation

Staff recommends **approval** of the Code Enforcement Policy and Procedure Manual

### Executive Summary/Background

- This manual will provide the organization and standards for daily operations and procedures.
- It will emphasize conformity for officers, where all investigations are conducted in a similar manner.
- The manual will set precedent for officers and will serve as a field guide for investigative procedures.
- Establishes a policy standard to protect the county from liability in legal action.

### Alternatives

1. **Approve** the adoption of the Code Enforcement Policy and Procedure Manual.
2. **Deny** the adoption of the Code Enforcement Policy and Procedure Manual.

**Recommended Alternative: 1**

**Other Alternatives: 2**

**Department Review:** Development Services

**FUNDING:** N/A

**Attachments:** 1. Policy and Procedure Manual