

Items highlighted in yellow were added or updated.



## Code Enforcement Officer

**DEPARTMENT:** Police  
**DIVISION:** N/A  
**SUPERVISOR:** On-Duty Supervisor  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### POSITION SUMMARY

Performs routine and complex public safety work in the enforcement of animal control ordinances, parking enforcement ordinances, code enforcement ordinances, abandoned or discarded vehicle ordinances, and building and business codes, laws, and ordinances.

### SUPERVISION RECEIVED

Works under the general supervision of the on-duty supervisor.

### SUPERVISION EXERCISED

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Patrols streets to locate stray animals and promptly capture animals and transport them to the County animal shelter.
- Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries.
- Conducts animal facility inspections and writes reports on findings.
- Removes dead animals from streets providing that they are not too large for one person to handle. Large dead animals requiring two or more people to handle will be referred to the City Public Works department.
- On request of a supervisor, compiles a variety of data, regarding animal control data; prepares reports of activities on Department authorized forms.
- Investigates violations of animal control ordinances and issues warnings or citations as required.
- Serves various criminal or civil notices or papers related to enforcement of animal control ordinances.
- Does routine patrol of City streets on foot or in a City vehicle for illegally parked vehicles and civil code violations such as illegal signs, garbage and debris, weeds and tall grass, City park ordinances, business, contractor or permit violations, dangerous building violations, abandoned or discarded vehicles, and works to rectify any violation located.
- Investigates Municipal Code complaints. Follows municipal civil infraction code procedures to compel resolution of complaints.

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- Issues citations or warnings as necessary.
- ~~Maintains an accurate and up-to-date notebook, which is subject to inspection by a supervisor for clarity and completeness.~~
- Detailed notes are entered in Computer Aided Dispatch (CAD) software and reviewed by supervisor as required.
- Prepares reports on Department authorized report forms.
- Maintains up-to-date knowledge of applicable codes, regulations, and ordinances.
- Works an assigned shift using good judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- ~~Is subject to call out during all hours of the day to assist Officers with animal control problems.~~
- Maintains normal availability by radio or telephone for consultation.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- (ADD) Works in conjunction with City staff with the identification and process for Abatements with nuisance properties.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provides general information about Department activities.
- ~~Works at the direction and discretion of the supervisor assigned to the Department evidence control system to assist with maintenance and operation of that system.~~
- Handles other tasks as assigned.

### **PERIPHERAL DUTIES**

- Maintains departmental equipment, supplies, and facilities.
- Serves as a member of various employee committees.
- Performs additional tasks as directed by supervisor.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. High school diploma or GED equivalent.
- b. An equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques.
- b. Basic computer skills and be able to type a minimum of twenty-five (25) words per minute.
- c. Some skill in operating the tools and equipment listed below.
- d. Ability to learn the applicable laws, ordinances, and department rules and regulations.
- e. Ability to communicate effectively orally and in writing.
- f. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

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- g. Must possess excellent people skills.
- h. Ability to exercise sound judgment in evaluating situations and in making decisions.
- i. Ability to follow verbal and written instructions.
- j. Ability to meet the special requirements listed below.
- k. Ability to learn the City's geography.
- l. Ability to learn and apply laws and municipal codes pertaining to building codes, permit/license requirements, dangerous building codes, and other related material.

### **SPECIAL REQUIREMENTS**

- Must possess, or be able to obtain by time of hire, a valid State driver's license.
- Must have a working knowledge of computers.

### **TOOLS AND EQUIPMENT USED**

Patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, **Mobile Data Terminal, computer, and various software products.**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, run, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

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**EMPLOYEE ACKNOWLEDGMENT**

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Code Enforcement Officer** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
On-Duty Supervisor

\_\_\_\_\_  
Date