

## 17 – CODE ENFORCEMENT EMPLOYEE POSITIONS

### A. PURPOSE

To delineate employee positions designated as Code Enforcement Officers and their training requirements.

### B. GENERAL POLICY

- (1) The following County employee positions are hereby designated as Code Enforcement Officers, subject to the provisions of this Policy. The following positions are considered to meet the qualifications for service as a Code Enforcement Officer based on the inherent subject matter expertise necessary to serve in such a position.

~~(a) Seminole County Tax Collector~~

~~(1) Occupation License Manager~~

~~(b)~~(a) County Manager's Office – Office of Emergency Management

(1) Animal Control Officers

(2) E-911 / Addressing

~~(e)~~(b) Development Services Department

(1) Building Official

(2) Chief Inspector

(3) Planning and Development Manager

(4) Principal Planner

(5) Planner – Code Compliance

(6) Natural Resource Officer

(7) Fire Inspectors

~~(e)~~(c) Environmental Services Department

(1) Solid Waste Manager

(2) Program Coordinator

(3) Environmental Program Manager

(4) Water Conservation Coordinator

(5) Wastewater Operations Manager

(6) Water Operations Manager

(7) Construction Manager

(8) Utility Operations Manager

~~(e)~~(d) Public Works Department

(1) Watershed Management Division Manager

(2) Program Manager I

(3) Principal Environmental Scientist

(4) Senior Environmental Scientist

(5) Development Review Engineer

~~(f) Sheriff – employees of the Sheriff as designated by the Sheriff~~

## C. TRAINING

- (1) ~~The Board of County Commissioners~~The County Manager requires that all Code Enforcement Officers undergo initial training relative to the fundamentals of code enforcement as appropriate to the anticipated code enforcement activities. The trainings listed below will be completed within one year of employment. The components of this initial training are at the discretion of the County Manager and may include, but are not limited to, Code Enforcement Training through the Florida Association of Code Enforcement (F.A.C.E.) Fundamentals of Code Enforcement class, or Florida Animal Control Association (FACA) for Animal Control Officers. ~~or the following in-house instruction program:~~

\_\_\_\_\_

\_\_\_\_\_

SUBJECT TAUGHT BY HOURS

~~Ordinance No. 92-11 Citation Mechanics Citation Psychology and Report Writing~~

~~Court Procedures and Testifying~~

~~Rules of Evidence and Preparation Evidence  
County Attorney 2 hrs.~~

~~Sheriff's Office 1 hr. Sheriff's Office~~

~~1 hr.~~

~~State Attorney 1 hr.~~

~~State Attorney 1 hr.~~

~~Public Relations County Manager 2 hrs.~~

- (2) ~~Subsequent to the initial training of designated Code Enforcement Officers, the above in-house instruction program may be scheduled and presented in whole or in part from time to time when matters that effect Seminole County arise. the County Manager determines that such instruction is necessary to assure that Code Enforcement Officers are adequately trained.~~

- (3) ~~The County Manager may schedule annual in-house continuing instruction for all designated Code Enforcement Officers or allow for outside training through (F.A.C.E.). The annual in-house continuing instruction will be directed at updating changes in the law, County Codes, procedures, and public relations and, at the direction of the County Manager, may include:~~

SUBJECT

~~Continuing education related to Code Enforcement Law and County Codes Citation Mechanics~~

~~Court Procedures and evidence Public Relations~~  
~~Citation Practice~~

TAUGHT BY  
~~County Attorney~~

~~Sheriff's Office~~  
~~State Attorney County Manager Code Enforcement Officers~~

~~(4)~~(1) Continuing education, if performed through the ~~Florida Association of Code Enforcement~~F.A.C.E. or FACA, will be conducted at the timeframes that the association requires to ensure ongoing training needs are met. It is recommended that all Code Enforcement Officers receive the subsequent Legal Aspect Class offered by F.A.C.E.~~The recertification process through F.A.C.E. requires 16 hours of training every two years.~~

~~(5)~~(2) Newly employed personnel assigned to positions designated as Code Enforcement Officer ~~p~~Positions may satisfy the training and qualifications requirements by supervised practical applications of the above instruction program outlined in Section C. The newly employed person shall work under the supervision of a trained Code Enforcement Officer until the appropriate Department Director, Chief Administrator, or Division Manager determines that the person has acquired the necessary training to act independently. All newly employed persons shall participate in the ~~annual in-house~~ continuing instruction provided in Section ~~3~~1.

~~(6)~~(3) The training and qualifications outlined in this Policy are deemed to supplement and not repeal nor conflict in any way with Seminole County's Personnel Policies.

~~(7)~~(4) The Code Enforcement Officer's supervisor/manager will ensure that training is completed and up to date as per Administrative Code 201.0.