

NOTES

TO: Honorable Mayor and City Council Members

FROM: Ann E. Wall, City Manager

DATE: February 19, 2020

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Carlton Dawson, Code Enforcement Supervisor, regarding standard operating procedures for inspecting abandoned structures

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Attachments

Memorandum

To: Ann E. Wall, City Manager

From: Carlton Dawson, Code Enforcement Supervisor

Date: February 18, 2020

Subject: Code Enforcement Division - Standard Operating Procedures for inspecting Abandoned Structures.

Code Enforcement Division protocol:

1. The Minimum Housing/Abandoned Structure inspection request intake sheet must be completed when a request is made for an inspection (see attached).
2. Greenville Police Officer Escort - Code Enforcement assignments and calls for service involving abandoned structures, open houses, open structures, vagrant activity, or any concerns involving code officer safety will require a police escort. This is a mandatory step and has been our protocol, training, and process for some time now; as noted in a recent staff meeting on February 12, 2020, teamwork and communication among staff members is essential on these cases with the Lead Code Enforcement Officer and the district Code Enforcement Officer working together for code compliance.
3. City Officials Inspection Request - when a Code Enforcement Division staff member receives a call from an elected official or Department manager they are required to contact the Division Supervisor as soon as possible by sending an e-mail message or text message.
4. Checking in and checking out for the work day – officers in the field must check in at the beginning of your work shift and must check out at the end of your work shift. This is required for overtime work duty as well.

cc: Ken Graves, Assistant City Manager
Thomas Barnett, Planning & Development Services Director
Les Everett, Assistant Planning & Development Services Director

MINIMUM HOUSING/ABANDONED STRUCTURE INSPECTION REQUEST-INTAKE SHEET

*****Code enforcement assignments and calls for service involving abandoned structures, open houses, open structures, vagrant activity and/or any concerns involving code officer safety will require a police escort*****

TODAY'S DATE: _____

NAME & TITLE OF COMPLAINANT (i.e. tenant, parent, concerned citizen, elected official, etc.)

CONTACT NUMBER OF COMPLAINANT: _____

MH COMPLAINT OR ABANDONED STRUCTURE: _____

ABANDONED STRUCTURE (is property being occupied by vagrants or any notice of vagrant activity at property address) YES OR NO, comments: _____

CONTACT NUMBER OF TENANT, IF DIFFERENT FROM COMPLAINANT: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S PHONE NUMBER: _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? _____

ARE YOU STILL CURRENTLY RESIDING AT THE PROPERTY? _____

If no, what is the reason (eviction, relocated due to conditions, etc.) _____

PROBLEM/CONCERN:

HOW LONG HAVE YOU BEEN AWARE OF THE PROBLEM? _____

Have you informed the landlord, owner or property manager of this complaint? _____

If so, whom did you speak with and on what dates?

Did the landlord respond to your complaint?

Any additional comments:
