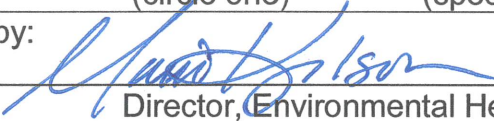


PROCEDURE	
Humboldt County Department of Health and Human Services Public Health, Division of Environmental Health	
Program: All	Number: EH 03 001
Review Schedule: 1 yr. 2 yr. <u>5 yr.</u> Other _____ (circle one) (specify)	Reference: Code Enforcement Unit Referrals
Approved by: <u></u> <u>7.7.26</u> Director, Environmental Health Date	
CODE ENFORCEMENT UNIT REFERRAL FORMAT	

PURPOSE:

To provide Division of Environmental Health (DEH) staff with guidelines for the preparation of referrals of code enforcement cases to Code Enforcement programs within the County (CE) or local Cities. If a property owner, operator or responsible party has failed to voluntarily correct violations, as directed in written notices from the Division of Environmental Health describing violations, then the matter may be referred to the CE of the municipality having jurisdiction. The details of the DEH investigation and content of the referral will assist the CE in prioritizing and completing the code enforcement process.

DEFINITION:

Referral: A formal transfer of documented violations to an agency with authority and responsibility, as described in applicable law, to require mitigation/correction; a referral is not a consultation. Complaint status "Referred – Enforcement".

PROCEDURE:

1. Staff prepares a draft email following the outline below and submits it to the Program Supervisor with any file, notices, supporting documentation and line item accounting of time required to complete the investigation and referral. Staff consults with the Senior or the Supervisor regarding the readiness for referral and adequacy of investigation & steps taken.
2. Once approved, staff sends a copy to the appropriate CE program and enters the date referred within the Disposition section of the complaint record within Accela. If no complaint exists, one shall be created to track the referral with the email and attachments added to the complaint record.

Referral Email with Accela Complaint Record to include:

CC: supervisor, DEH Director



Subject: Referral from DEH for assessor's parcel number, complaint number (ie:
Referral from DEH for 111-111-111 EH-CMP-25-000000)

1. Name of the owner or responsible party and location/address.
2. *Description* of the violation(s) and specific regulation citations, if referenced in State and County code; number or degree of health hazard; owner of record, etc. End with a statement that the owner, or responsible party, has not complied with DEH notices, and we are referring the matter for code enforcement.
 - a. If the degree of health hazard requires urgent engagement, notify DEH Director and consider talking directly with Code Enforcement team prior to sending the email. This would include concerns with actual or potential threats to human health and/or the environment.
3. *History and Chronology* of the steps that were taken by DEH and the owner including but not limited to:
 - a. Date complaint(s) received, Accela record number and description of any subsequent and associated complaint(s)
 - b. Reporting party may be disclosed if necessary as assessed by Supervisor
 - c. Investigation efforts completed; include results
 - d. Notice of Violation(s) date sent
 - e. Reference other agency correspondence or notices regarding the violation(s)
 - f. Reply or correspondence received from the owner or responsible party
 - g. Measures taken to correct the violation by the owner or responsible party
 - h. Recent verification that the violation still exists and to what degree
 - i. Special conditions and/or safety concerns for the CEU to be aware of or consider.
4. *Recommendations* on how the violation(s) are to be corrected including any permits, agency approvals, documentation, conditions to be re-stored to, etc.
5. *Attachments including notices, maps, parcel owner information, letter responses from the owner, photo documentation, sample results, cost recovery worksheet or an Accela daily activity report (currently under development) and all other pertinent documentation.*
6. CC to other agencies which may have related violations or have requirements to be met through the abatement or correction of the violations. Include the name and agency for the person(s) to be receiving the memo. Save a copy in attachments, and update status of Accela complaint record and provide a copy to your Supervisor and Director if politically sensitive.

