B. Procedure

1. The Code Enforcement Team is responsible to:
   a. Respond to inquiries/complaints referred to it by citizens, the City Manager’s Office, City Council representatives, and other governmental agencies regarding land use issues affecting the exterior condition of a property.
   b. Investigate and take appropriate legal action for violations of municipal code, zoning ordinances, and state statutes.
   c. Provide educational information to citizens.
   d. Give court testimony when subpoenaed.
   e. Prioritize workload in accordance with relevant safety issues and City core values.
   f. Prepare written reports.
   g. Utilize community oriented problem solving and mediation procedures.
   h. Maintain a current referral list of federal, state, and private agencies which handle situations not governed by municipal ordinance or applicable state statutes.

2. Code Enforcement officers are under the direct supervision of a civilian supervisor and are assigned to the Support Services Division of the Police Department.

3. The Code Enforcement Team maintains a comprehensive procedure manual on each aspect of the team’s responsibility.

4. Code Enforcement officers trained and certified in its use, may carry oleoresin capsicum (OC) spray for their personal protection to use during the course of their duties when lesser means of neutralizing a threatening situation are inadequate.

C. Rule

1. Code Enforcement officers are civilian employees. As such, they shall not attempt to enforce violations of law other than those relating to the municipal code and zoning ordinances.

2. Code Enforcement officers shall notify the Police Communication Section of any criminal activity they come upon and request the aid of a police agent.