

# Code Enforcement Officer

The Code Enforcement Officer works under the authority of the Chief of Police. The Code Enforcement Officer will investigate complaints for citizens (work orders) or they will self initiate cases.

When the Code Enforcement Officer receives a "Work Order" they will respond and check for the violation. If the Code Enforcement Officer discovers there is a violation, the Code Enforcement Officer will take photos of such violation. The Code Enforcement Officer will then send the property owner a letter stating the violation. Included in the letter will be the date the violation has to be in compliance by. A copy of the letter and photo(s) will go in the City's file. A second Copy will be given to the Chief of Police and put in the Departments Code Enforcement files.

The Code Enforcement Officer will then go back by the property and check and see if violation has been corrected. If it has then the Code Enforcement Officer will then close out the case by typing a supplemental report to put in the case file. If the violation has not been corrected then the Code Enforcement Officer will notify the Chief of Police and if deemed necessary, the Chief of Police will issue a citation for the violation.

If, a citation is issued, and the case goes to court. The Code Enforcement Officer and Chief of Police will attend court to testify for the City of Yates Center.

Some of the most common violations are:

- Tall grass and weeds
- Inoperable and untagged vehicles
- Tree limbs not in height compliance
- Un-safe or unsightly houses
- un-safe or unsightly properties

The employee is under the direct supervision of the Chief of Police and the general supervision of the Safety Committee.