



SECTION 3. COUNTY ADMINISTRATION

3.15 CODE ENFORCEMENT EMPLOYEE POSITIONS

A. GENERAL POLICY.

(1) The following County employee positions are hereby designated as Code Enforcement Officers, subject to the provisions of this Section 3.15. 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 position.

- (a) Seminole County Tax Collector
 - (1) Occupation License Manager
- (b) Public Safety Department
 - (1) Animal Control Officers
 - (2) Fire Inspectors
- (c) Development Services Department
 - (1) Building Official
 - (2) Chief Inspector
 - (3) Planning and Development Manager
 - (4) Principal Planner
 - (5) Development Review Engineer
 - (6) Planner – Code Compliance
- (d) 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) Public Works Department
 - (1) Watershed Management Division Manager
 - (2) Principal Environmental Scientist
 - (3) Senior Environmental Scientist
- (f) Sheriff – employees of the Sheriff as designated by the Sheriff

B. TRAINING.

(1) The Board of County Commissioners 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 components of this initial

training are at the discretion of the County Manager, and may include, but are not limited to, the following in-house instruction program:

<u>SUBJECT</u>	<u>TAUGHT BY</u>	<u>HOURS</u>
Ordinance No. 92-11	County Attorney	2 hrs.
Citation Mechanics	Sheriff's Department	1 hr.
Citation Psychology and Report Writing	Sheriff's Department	1 hr.
Court Procedures and Testifying	State Attorney	1 hr.
Rules of Evidence and Preparation Evidence	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 the County Manager determines that such instruction is necessary to assure that Code Enforcement Officers are properly trained.

(3) The County Manager shall schedule annual in-house continuing instruction for all designated Code Enforcement Officer. 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:

<u>SUBJECT</u>	<u>TAUGHT BY</u>
Continuing education related to Code Enforcement Law and County Codes	County Attorney
Citation Mechanics	Sheriff's Department
Court Procedures and evidence	State Attorney
Public Relations	County Manager
Citation Practice	Code Enforcement Officers

(4) Newly employed personnel assigned to positions designated as Code Enforcement Officer Positions may satisfy the training and qualifications requirements by supervised practical applications of the above instruction program set forth in Section 1. The newly employed person shall work under the supervision of a trained Code Enforcement Officer until the appropriate Department Director 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.

(5) The training and qualifications set forth in this Code are deemed to supplement and not repeal nor conflict in any way with Seminole County's Personnel Policies.



- C. AUTHORITY.** Resolution 92-R-185 dated July 14, 1992
Resolution 2012-R-107 adopted June 12, 2012
Resolution 2015-R-196 adopted December 8, 2015
Resolution 2017-R-66 adopted April 11, 2017