PROCEDURE	
Humboldt County Department of Health and Human Services Public Health, Division of Environmental Health	
Program: Environmental Health	Number: EH 03 001
Review Schedule: 1 yr. 2 yr. 5 yr. Other_____ (circle one) (specify)	Reference: Code Enforcement Referrals
Approved by: _____ Director, Environmental Health	8/2/19 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 the County Code Enforcement Unit (CEU). If a land owner or responsible party has failed to voluntarily correct violations, as directed in written notice of violations from the Division of Environmental Health, then the matter may be referred to the CEU. The thoroughness of our investigation and content of the referral will assist the CEU in prioritizing and completing the code enforcement process.

PROCEDURE:

1. Prepare draft memorandum following the outline below and submit to the Unit Supervisor with any file, notices, and supporting documentation for review. Staff may also consult with the Senior or the Supervisor regarding the readiness for referral and adequacy of investigation & steps taken.
2. Once approved by the supervisor, send a copy to the CEU and enter the date referred within the Disposition section of the complaint.

Memorandum Contents:

Prepared a memo on DHHS – DEH Memo letterhead template in Word with the following format and contents:

Date:

To: name, title, Code Enforcement Unit

From: name, title, program, phone number

CC: supervisor, DEH Director

Subject: brief description of subject, name of the owner or responsible party, location, assessor's parcel number

1. *Description* of the violation(s); number or degree of health hazard; owner of record, etc. End with a statement that the owner has not complied with our notices to abate and we are referring the matter for code enforcement.

2. *List* state and, or local codes & sections in violation. This will not be necessary if the notices are attached and they cite the statute(s) or code(s).

3. *Chronology* of the steps that were taken by DEH and the owner including but not limited to:

   a. Complaint(s) received
   b. Investigation(s)
   c. Notice of Violation(s) dated sent
   d. Reference other agency correspondence or notices regarding the violation(s)
   e. Reply or correspondence received from the owner or responsible party
   f. Measures taken to correct the violation by the owner or responsible party
   g. Recent verification that the violation still exists and to what degree
   h. Special conditions 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 and all other pertinent documentation.*

6. *Copy* the memo 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. Provide a copy to your Supervisor and Director.