

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 280-P

REFERENCE STANDARDS: 11.2.1 11.2.2 21.2.2 22.2.5

SUBJECT: Code Enforcement

PURPOSE: To outline the functions of the Code Enforcement Unit.

POLICY: It shall be the policy of the Hanover Park Police Department to protect public health, safety and welfare by accomplishing the Code Enforcement function by performing health and property maintenance inspections throughout the Village. The purpose of the inspection program is to ensure a safe and sanitary environment by enforcing the property maintenance codes adopted by the Village.

DEFINITIONS:

INTERNATIONAL PROPERTY MAINTENANCE CODE: The standard that all property under the purview of the Village of Hanover Park governs the maintenance of existing buildings. The International Property Maintenance Code was developed by several entities and adopted by the Village of Hanover Park as its code.

ICC: The International Code Council association. Through the use of the International Property Maintenance Code and the International Residential Code, ICC attempts to apply the proper provisions of the code on existing residential structures to constitute minimum requirements and standards for premises, structures, equipment, and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe sanitary maintenance.

RENTAL RESIDENTIAL INSPECTION PROGRAM: This program is mandated by Village ordinance and provides the necessary inspections of rental residential properties throughout the Village in order to satisfy the property codes.

CRIME FREE MULTI-HOUSING PROGRAM: This program is mandated by Village ordinance to inform rental property owners/managers of crime occurring on their property. This allows crime preventions measures to be initiated, informs rental property owners/managers specifically of criminal or nuisance activity related in some manner (other than being a victim) to a tenant, and allows the property rental owner/manager to deal with the matter in an effort to reduce crime and nuisance activities.

POLICE OPERATIONS MANUAL

Dir.#: 280-P

Issued: 08/10/2001

Eff: 08/10/2001

Rev: 09/16/13

VILLAGE OF HANOVER PARK

Rescinds:

Auth:

CURB APPEAL: This is an annual program conducted by the Code Enforcement Unit to survey the exterior of all single family and multiple family housing in the Village in order to gain compliance with the International Property Maintenance Code pertaining to exterior violations.

WEED ABATEMENT: This is an annual program conducted during the warm weather, growing months for the purpose of enforcing the ordinance pertaining to weeds and grass height. It is administered through the Weed Abatement Officer.

I. ADMINISTRATION

- A.** The Code Enforcement Unit supervisor shall be directly responsible for overseeing and coordinating personnel of the unit. The unit supervisor shall operate under the direct authority of the Deputy Chief of Support Services and shall ensure that the Deputy Chief is informed concerning this function. (11.2.1, 11.2.2)
- B. Personnel**
 - 1. Positions within the Code Enforcement Unit shall consist of Code Enforcement Officers (CEO), Code Enforcement Officer/Crime Free Multi-Housing Coordinator (CEO/CFMH), Administrative Assistants, Weed Abatement/Appearance Officer.
 - 2. The Chief of Police shall determine the number of personnel assigned to the Unit.
 - 3. Assignment of personnel to this Unit will be made following the guidelines contained in the Village of Hanover Park Personnel Rules & Regulations.
 - 4. The Human Resource Department will maintain current job descriptions on all unit employees. (21.2.2)

II. OPERATIONS

- A. Rental Residential Program**
 - 1. The supervisor in charge of the Code Enforcement Unit will be responsible to coordinate the rental residential inspection process. Directed by ordinance, the times and locations where the rental residential inspections are to take place are mandated. Following this format, the landlords will be contacted and arrangements made for individual inspections of their property.
 - 2. The CEO's will be assigned to various rental residential developments throughout the Village. They will inspect the assigned properties and utilize their knowledge of the ICC International Property Maintenance Codes to ensure standards are met. The CEO

is an integral part of ensuring compliance with these codes, and through inspections and re-inspections compliance is attempted to be gained. However, if violations persist, they will be cited into housing court for court action.

3. Forms and procedures as outlined in the rental residential binder shall be utilized by personnel in order to coordinate this effort.

B. Crime Free Multi-Housing Program

1. The CEO/CFMH Coordinator shall coordinate the Crime Free Multi-Housing Program reporting to the supervisor in charge of the Code Enforcement Unit.
2. The CEO/CFMH Coordinator will conduct Crime Free Housing Seminars on a regular basis to provide the necessary training to rental property owners and managers and to review the crime free lease addendums, as directed by ordinance.
3. The CEO/CFMH Coordinator will work closely and in cooperation with the Area Response Teams (ART) to provide rental property information and coordinate the development of the Crime Free Multi-Housing Program in the individual ART beats.
4. The CEO/CFMH Coordinator will provide the rental property owners/managers notification of tenants who are involved in criminal or nuisance activity.

C. Curb Appeal

1. The supervisor in charge of the Code Enforcement Unit shall coordinate the curb appeal process to include a proactive and reactive response. Complaints come in to the Code Enforcement Unit pertaining to violations at all times of the year. As such, assignments will be given to the designated area CEO for enforcement purposes.
2. Annually, the entire Village will be covered by CEOs on a unit-by-unit basis to discover and alleviate any violations.
3. CEOs will be assigned to specific geographic areas throughout the Village on a yearly basis, and as such, they are responsible for code violations in those areas.
4. Through the use of the property maintenance binder, procedures and forms will be followed in order to accomplish this task.

D. Weed Abatement Program

1. The Weed Abatement Officer will ensure compliance with the weed control ordinance by proactively touring the Village looking for violations, and by reacting to any calls complaining about violations.

2. All efforts should be in accordance to the procedures and as outlined in the weed control binder.

III. UNIFORMS & EQUIPMENT (22.2.5)

- A. CEOs assigned to the Code Enforcement Unit will follow the department's uniform procedures for CEOs under department DIR 127-A.
- B. Due to weather or circumstances, the CEO may seek permission from the supervisor to vary the standard uniform of the day.
- C. CEOs will utilize available equipment, including cameras, telephones, computer systems, vehicles, and other equipment as needed in order to carry out their function.