

JUN 14 1994

*caj/gw*

RESOLUTION NO. 94-M-37

A RESOLUTION PERTAINING TO ORANGE COUNTY'S  
CODE ENFORCEMENT CITATION PROGRAM; PROVIDING  
FOR THE DESIGNATION OF CERTAIN ORANGE COUNTY  
EMPLOYEES AS CODE ENFORCEMENT OFFICERS;  
SETTING FORTH THE TRAINING AND  
QUALIFICATIONS FOR SAID DESIGNATED CODE  
ENFORCEMENT OFFICERS; PROVIDING FOR THE FORM  
OF THE CODE ENFORCEMENT CITATION, PROVIDING  
FOR SEVERABILITY; AND PROVIDING FOR AN  
EFFECTIVE DATE.

WHEREAS, Orange County enacted Ordinance No. 94-09  
providing for a Code Enforcement Citation Program whereby  
Orange County Code Enforcement Officers were authorized to  
issue citations to persons who violate specified Orange  
County Codes and Ordinances; and

WHEREAS, Ordinance No. 94-09 requires Orange County to  
designate by resolution certain employees or agents as Code  
Enforcement Officers; and

WHEREAS, Ordinance No. 94-09 requires the Board of  
County Commissioners, hereinafter referred to as the "Board",  
to establish by Resolution the training and/or qualifications  
of said Code Enforcement Citation Officers; and

WHEREAS, the Board desires to approve the form of the  
Code Enforcement Citation to be utilized in connection with  
Ordinance No. 94-09.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF  
ORANGE COUNTY:

1. The Board hereby designates the Orange County  
employee positions, or their successors in function, listed  
in Exhibits "A" and "B", attached hereto and incorporated  
herein by reference, as Code Enforcement Citation Officers.

2. The Orange County employees who are designated as  
Code Enforcement Officers provided for in Exhibits "A" and

"B" shall be required to have the minimum training and  
43 qualifications corresponding to each employee position as set  
forth in Exhibits "A" and "B".

45 3. The training and qualifications set forth in this  
Resolution shall not conflict with Orange County's personnel  
47 policies or procedures.

4. The Board hereby approves the Code Enforcement  
49 Citation in substantially the same form as the citation  
attached hereto as Exhibit "C" and incorporated herein by  
51 reference.

5. The Board authorizes the County Chairman to approve  
53 any changes to the citation form pertaining to the location  
of the County Court Division Office where a citation must be  
55 contested in order to comply with the Orange County Chief  
Judge's Amended Order Revising Geographic Areas of County  
57 Court Divisions, dated February 28, 1990, as amended or  
supplemented from time to time.

59 6. If any provision of this Resolution or the  
application thereof to any person or circumstance is held  
61 invalid, the invalidity shall not affect other provisions or  
applications of this Resolution which can be given effect  
63 without the invalid provision or application and to this end  
the provisions of this Resolution are declared severable.

65 7. This Resolution shall take effect on July 1, 1994.

ADOPTED THIS 14<sup>th</sup> DAY OF June, 1994.

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ORANGE COUNTY, FLORIDA

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BY: Tom Staley  
for the County Chairman

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DATE: 6/16/94

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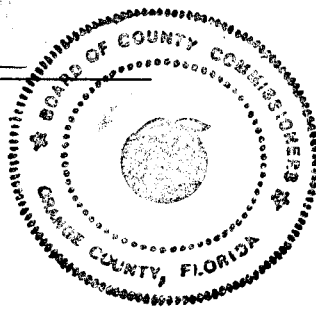
ATTEST: Martha O. Haynie, County Comptroller  
As Clerk of the Board of County Commissioners

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BY: [Signature]  
Asst. Deputy Clerk

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Orange



County

Zoning Department  
Melvin Pittman, Manager  
201 South Rosalind Avenue, 1st Floor  
Reply To: Post Office Box 2687  
Orlando, Florida 32802-2687  
Telephone (407) 836-5525  
FAX (407) 836-2899

[ EXHIBIT A ]

**CODE ENFORCEMENT OFFICERS TRAINING AND QUALIFICATIONS FOR CITATION  
ORDINANCE (ZONING DEPARTMENT)**

**TITLE: ORANGE COUNTY CODE ENFORCEMENT INSPECTOR**

**BASIC REQUIREMENTS**

Must have the ability to communicate well with the general public while discussing, explaining, and interpreting standards and codes.

High school graduate or equivalent and three (3) years of public contact experience investigating and resolving complaints, which also includes enforcing compliance with written rules and procedures.

**ADDITIONAL REQUIREMENTS**

Minimum one year progressive code enforcement experience in the Orange County Zoning Department.

Minimum Level II Certification by Florida Association of Code Enforcement.

Before any such inspector is authorized to issue a citation, the Zoning Manager (sometimes called Director) must first authorize in writing said employee as a Code Enforcement Citation Officer. At the discretion of the Zoning Manager said authorization may be revoked if abuse of power is evident.

Orange



County

Building Department  
John D. Warbington, Director  
201 South Rosalind Avenue, 1st Floor  
Reply To: Post Office Box 2687  
Orlando, Florida 32802-2687  
Telephone (407) 836-5560  
FAX (407) 836-5510

(Exhibit B)

CODE ENFORCEMENT OFFICERS TRAINING AND QUALIFICATIONS FOR  
CITATION ORDINANCE (BUILDING DEPARTMENT)

TITLE: ORANGE COUNTY BUILDING INSPECTOR

BASIC REQUIREMENTS

Must have the ability to communicate well with the general public while discussing, explaining, and interpreting standards and codes.

High school graduate or equivalent and three (3) years of public contact experience investigating and resolving complaints, which also includes enforcing compliance with written rules and procedures.

ADDITIONAL REQUIREMENTS

Minimum one year code enforcement experience in the Orange County Building Department. Building Inspector certification pursuant to the Florida Statutes, Chapter 468, Part XIII.

Before any such inspector is authorized to issue a citation, the Building Department Director or Building Official must first authorize said employee, in writing, as a Building Inspector Citation Officer. At the discretion of the Building Department Director or Building Official, said authorization may be revoked if abuse of power is evident.

**EXHIBIT C**  
**CITATION FORMS**

**CITATION**

Orange County Zoning  
201 S. Rosalind Avenue  
Orlando, FL 32801  
Telephone: (407) 836-5505



County Court Case No. \_\_\_\_\_

.o. Z

Offense Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.  
Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
DOB \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Ht \_\_\_\_\_ Wt \_\_\_\_\_  
Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Driver's License # \_\_\_\_\_  
Code Section(s)/ Ordinance Number(s) Violated \_\_\_\_\_  
Violation Class \_\_\_\_\_ Amount of Fine (reduced civil penalty) \$ \_\_\_\_\_  
Location and Facts Constituting Reasonable Cause: \_\_\_\_\_

Issued By (Enforcement Officer) \_\_\_\_\_ ID# \_\_\_\_\_  
Date of Issuance \_\_\_\_\_ Time of Issuance \_\_\_\_\_ a.m./p.m.

**WARNING NOTICE ISSUED**  
Date/Time of Notice: Mo. \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.  
Name of Officer \_\_\_\_\_

**WARNING NOTICE NOT REQUIRED**  
Violation represents a serious threat to public health/safety/welfare or is irreparable or irreversible.

**NOTICE TO INDIVIDUAL**

If you elect not to contest the citation and admit to the violation, you may present this citation by mail or by person from 9 a.m. to 5 p.m. to the Clerk of the County Court, Orange County Court House, 65 East Central Blvd., room 171, Orlando, FL 32801, Phone # (407) 836-2066 and pay the fine (reduced civil penalty). Payment must be made by cash, money order, or certified check made payable to the County Court of Orange County (no personal checks accepted, do not mail cash) by mo. \_\_\_\_\_ day \_\_\_\_\_ yr. \_\_\_\_\_.

If you elect to contest the citation you must appear in court at \_\_\_\_\_ a.m./p.m., mo. \_\_\_\_\_ day \_\_\_\_\_ yr. \_\_\_\_\_ at the location checked below:

- \_\_\_ Apopka County Service Building, County Court: 1111 N. Rock Springs Rd., Room 15, Apopka, Florida 32703, Phone (407) 889-4176
- \_\_\_ Ocoee County Service Building, County Court: 475 W. Story Rd., Room 15, Ocoee, Florida 34761, Phone (407) 656-3229
- \_\_\_ Orlando County Court: House: 65 E. Central Blvd., Room 171, Orlando, Florida 32801, Phone (407) 836-2066
- \_\_\_ Winter Park County Court: 450 N. Lakemont Ave., Room 171, Winter Park, Florida 327891, Phone (407) 671-1116

If you fail to pay the reduced civil penalty within the time allowed, or appear in court as indicated, you shall have waived your right to contest the citation and a judgement may be entered against you for an amount up to \$500.00 per violation.

If you contest the violation you will have to appear in court as indicated and if you choose this alternative you waive the right to pay the reduced civil penalty and, if found in violation, the Judge may impose a penalty up to \$500.00 per violation and any applicable court costs.

**NOTIFICATION**

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, persons with disabilities needing a special accommodation to participate in this proceeding should contact Court Administration at 37 North Orange Avenue, Suite 1130, Orlando, Florida 32801, Telephone (407) 836-2303 not later than SEVEN (7) days prior to the proceeding. If hearing impaired, (TDD) 1-800-955-8771, or VOICE (V)1-800-955-8770, via Florida Relay Service.

Any person who willfully refuses to sign and accept a citation issued by a code enforcement officer shall be guilty of a misdemeanor of the second degree which may be punishable by a fine not to exceed five hundred and no/100 dollars (\$500.00) or imprisonment not to exceed sixty (60) days or both. I hereby certify by my signature that the address listed above is my correct mailing address and that all other identifying information is true and correct.

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Signature of person cited \_\_\_\_\_

# CITATION

Orange County Building  
201 S. Rosalind Avenue  
Orlando, FL 32801  
Telephone: (407) 836-5550



County Court Case No. \_\_\_\_\_

.a. B

Offense Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.  
Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
DOB \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Ht \_\_\_\_\_ Wt \_\_\_\_\_  
Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Driver's License # \_\_\_\_\_  
Code Section(s)/ Ordinance Number(s) Violated \_\_\_\_\_  
Violation Class \_\_\_\_\_ Amount of Fine (reduced civil penalty) \$ \_\_\_\_\_  
Location and Facts Constituting Reasonable Cause: \_\_\_\_\_

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