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## **Description**

- This course provides knowledge and skills for effectively writing reports and violation notices for code professionals of all levels.
- You will learn the importance of writing a good report, writing professional sentences and choosing the correct terminology to use.
- Examples and practice opportunities are provided to participants so that you will be better skilled at writing and editing your work.

Report Writing for the Code Official

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#### Goal

 To become a report writing expert, or at least an aspiring expert.



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## **Objectives**

Upon completion, participants will be better able to:

- Write an efficient report that contains details, uses appropriate terminology for the intended audience and defines terms that may be unclear for the reader by:
  - Employing the Six W's for writing reports.
  - Using terminology to correctly describe issues.
  - Gathering details to write an inspection report.
  - Writing effective sentences that clearly and professionally describe issues.

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## **Objectives**

Upon completion, participants will be better able to:

 Write a building code inspection report that communicates clearly, is accurate, descriptive and sites the code or ordinance quickly and without error.

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## **Objectives**

- Upon completion, participants will be better able to:
- Write a report that minimizes the potential for litigation.

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#### **Course Overview** Why Efficient Report Writing is Module 1 **Essential to Code Enforcement?** Module 2 The Elements of an Efficient Report. Module 3 **Construction Inspection** Module 4 **Existing Property Inspection-Fire/Property Maintenance/Complaints** Module 5 Citations, Prosecution & Legal **Documents** center

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### Why efficient report writing is essential to code enforcement.

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- If it isn't on paper, it didn't happen.
- It's better to Educate than Litigate.
- Minimize legal exposure and maximize prosecutorial leverage.
- Give them every chance to do the right thing.
- It will make your job easier.

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Module 1

### Why Efficient Report Writing is **Essential to Code Enforcement**

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#### Why efficient report writing is essential to code enforcement.

• If it isn't on paper, it didn't happen.

We are unable to approve your plans as submitted. Please incorporate the items listed below into revised drawings and resubmit, a minimum of two sets, for further review. All items requested in this review letter shall be addressed prior to approval.

If you choose to resubmit anything less than a complete set, please be prepared to disassemble and properly reassemble.

Any response noted as "by other", "design-build", "N.I.C.", etc. shall be rejected unless/until accompanied by the requested information. Please cloud and date each change, and provide a written response keyed to this review letter by item number. Please be aware that a "cut and paste" of a review comment or code citation/text will probably constitute an inadequate response.

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# Why efficient report writing is essential to code enforcement.

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# Why efficient report writing is essential to code enforcement.

- Minimize legal exposure and maximize prosecutorial leverage.
  - Give them every chance to do the right thing.
  - Use uniform language throughout the process.

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# Why efficient report writing is essential to code enforcement.

- It's better to Educate than Litigate.
  - BISSo only works for a short period of time
  - Establish your role as an expert
  - Give them a reason to do the right thing
  - Verbal Judo

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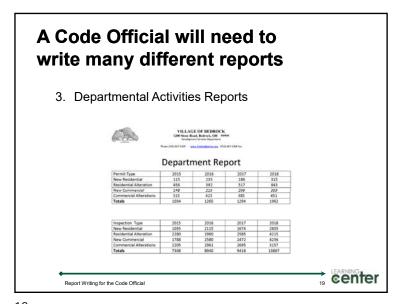
# Why efficient report writing is essential to code enforcement.

It will make your job easier.

16

Report Writing for the Code Official





A Code Official will need to write many different reports

2. Departmental Requests & Reports

December 6, 2018

City of Bedrock

Proposed Amendment to 2018 International Property Maintenance Code

Chapter 2 Definitions

Responsible Party. Except as otherwise specified herein, the owner or the owner's designated agent shall be responsible for the maintenance of buildings, structures and premises. In addition, any other person or entity who may be reasonably considered to have a role or responsibility in the creation, continuation, or correction of any violation of this code shall be a responsible party or additional responsible party for such violation.

Cost Impact: There is no cost associated with this proposed amendment.

Discussion: This amendment will allow code enforcement personnel to address issues directly with the entity that is responsible for a violation. The proposal has been discussed-in depth- with various stakeholders, including the owners and managers of the shopping center and various rental properties, it will allow staff to directly address issues with tenants and they have expressed unanimous support.

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## A Code Official will need to write many different reports

4. Communication with Upper Management and Elected Officials

From: Red Taggert

Date: December 6, 2018

Subject: Selective Enforcement

To: J. D. Hogg bosshogg@hazard.org

Boss,

The Duke boys are at it again. They built a small shed on Stony Rock Mountain without a permit. There appears to be a small fire with lots of steam coming out, with a bunch of empty quart jars stored outside.

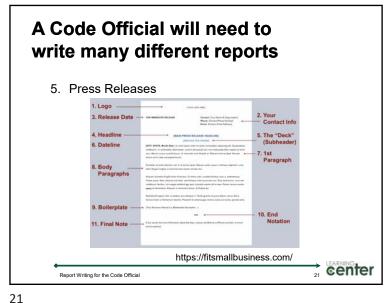
Sherriff Roscoe and I will be visiting the site later today.

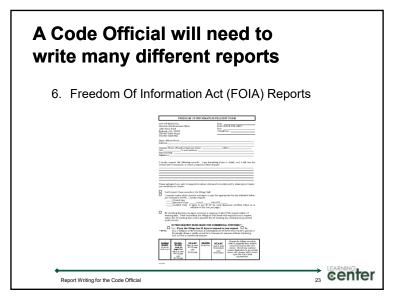
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Report Writing for the Code Official

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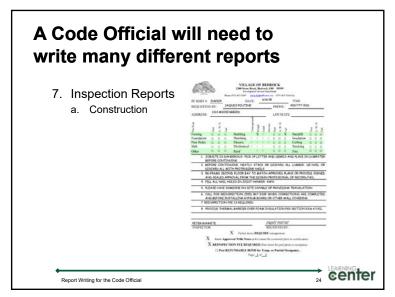
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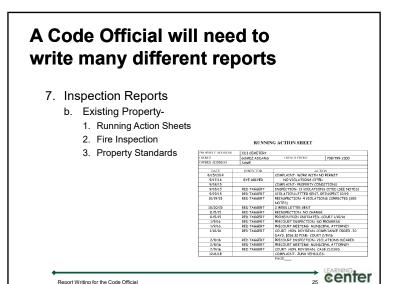


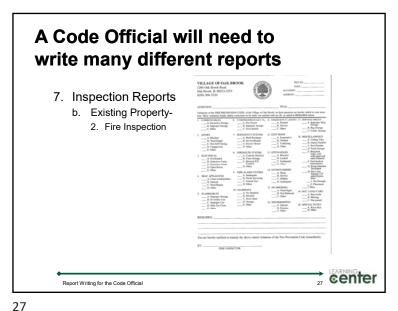
A Code Official will need to write many different reports 5. Press Releases center Report Writing for the Code Official

22



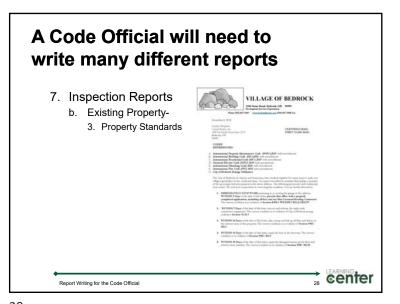
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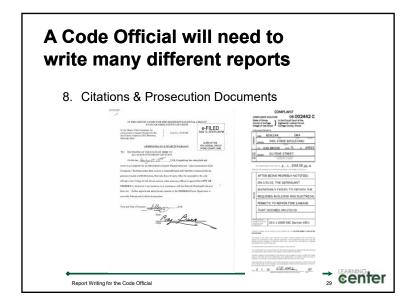




A Code Official will need to write many different reports 7. Inspection Reports b. Existing Property- Running Action RUNNING ACTION SHEET Sheets center Report Writing for the Code Official

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A Code Official will need to write many different reports

9. Employee Reviews

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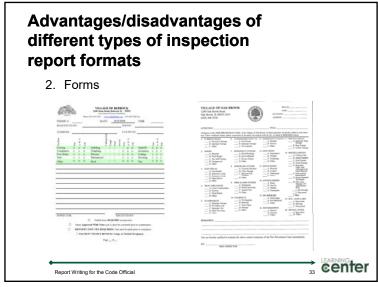
Advantages/disadvantages of different types of inspection report formats

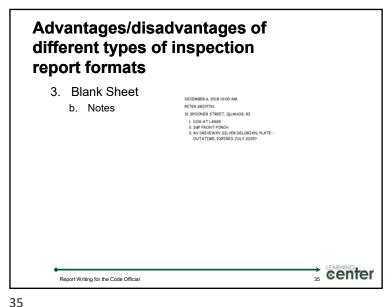
- 1. Template/Boilerplate
- 2. Forms
- 3. Blank Sheet
  - a. Narrative
  - b. Notes
- 4. Combination

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Advantages/disadvantages of different types of inspection report formats 3. Blank Sheet a. Narrative ₃ center Report Writing for the Code Official



Module 2

## The Elements of an Efficient Report

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The elements of an efficient report

- Definitions
- Use correct terminology to correctly describe issues
- Gathering details to write an inspection report.
- Writing effective reports that clearly and professionally describe issues.
- Spelling and Grammar

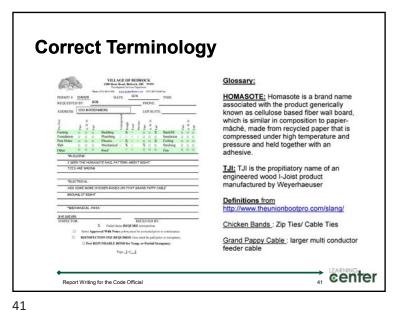
Report Writing for the Code Official

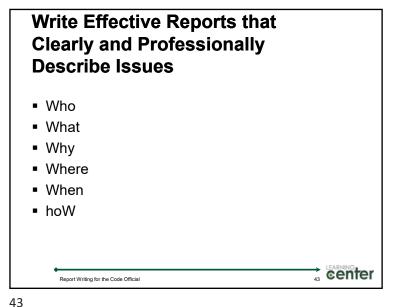
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# Correct Terminology | STELLICE OF SERECY | The property of th

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Gather details to write the inspection report

IT IS BETTER TO REMAIN SILENT AND BE THOUGHT & FOOL THAN TO OPEN YOUR MOUTH AND REMOVE ALL DOUBT.

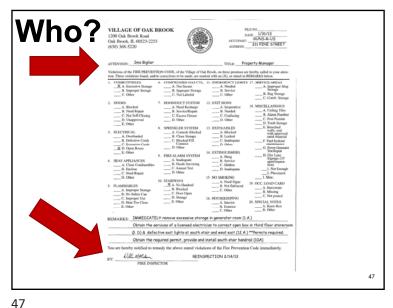
This quote has been attributed to Abraham Lincoln, Mark Twain and Samuel Johnson, among others.

Report Writing for the Code Official

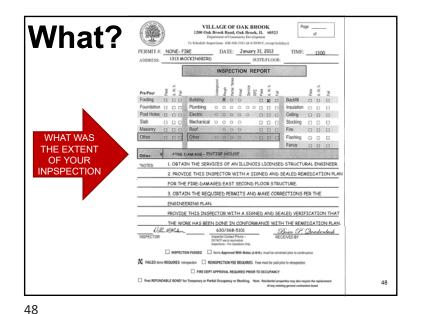
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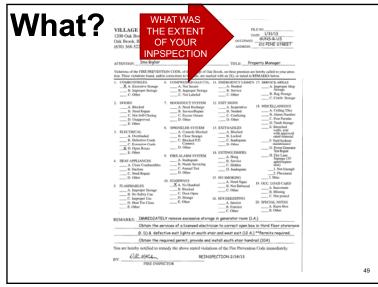
	VII.LAGE OF OAK BROOK   1200	
	INSPECTION REPORT	
■ Who ? ■ What ?	Pre-Pour \$\begin{array}{c c c c c c c c c c c c c c c c c c c	
■ Why ?	Masony	
■ Where ?	Other: 4 FIDE DAMAGE. ENTITE HOUSE  NOTES: 1. OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER. 2. ROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED REMEDIATION PLAN	
■ When ?	FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE.	
- AALIGIT :	3. OBTAIN THE REQUIRED PERMITS AND MAKE CORRECTIONS PER THE	
■ hoW?	ENGINEERING PLAN.  PROVIDE THIS INSPECTOR WITH A SIGNED AND SEALED VERIFICATION THAT	
11011 :	THE WORK HAS BEEN DONE IN CONFORMANCE WITH THE BENEFICIATION FLAN  ### HAMA ### ANOTHER TONE *** DON'T AN EMBELS OF THE TONE *** DON'T AND THE TONE *** DON'T AN EMBELS OF THE TONE *** DON'T	
	□ INSPECTION PASSED □ Items Approved With Notes (A.N.N.) must be corrected prior to confinuence.	
	FAILED Imms REQUIRES reinspection	
	Peut REFANDABLE BOND for Temporary or Purisid Occupancy or Shocking. "Non-Residential imperies may also require the replicement of any entaining persent confusions based.	44

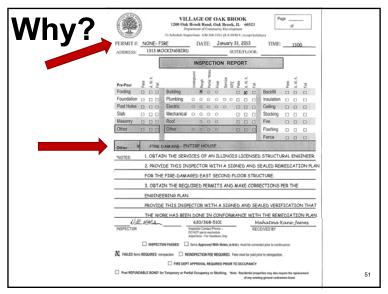
<ul><li>Who ?</li><li>What ?</li><li>Why ?</li><li>Where ?</li><li>When ?</li><li>hoW ?</li></ul>	VILLAGE OF OAK BROOK 1200 Dath Brook Road 1200 Dath				
	REMARKS: IMMEDIATELY remove excessive storage in generator room (1.4.)  Obtain the services of a licensed electrician to correct open box in third floor storeroom				
	(9. b) & defective exit lights at south stair and west exit (12.A.) **Permit's required.				
	Obtain the required permit, provide and install south stair handrail (10A)				
	You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediately.				
	BY: Cill APPLAN REINSPECTION 2/14/13 FIRE INSPECTOR	45			

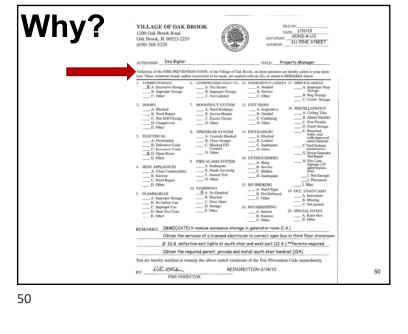


Who? VILLAGE OF OAK BROOK 10 Oak Brook Road, Oak Brook, IL 60 PERMIT#: NONE- FIRE 1313 MOCKINGBIRD Post Holes D D D Electric 0 0 0 0 0 D D Stocking D D D Mechanical o o o o 1. OBTAIN THE SERVICES OF AN ILLINOIS LICENSED STRUCTURAL ENGINEER. FOR THE FIRE-DAMAGED EAST SECOND FLOOR STRUCTURE. ENGINEERING PLAN. ☐ INSPECTION PASSED ☐ Items Approved With Notes (A.W.N.) must be corrected prior to continu









VILLAGE OF DAX BROOK
1200 GAB Brook LL (4052)-2255
(680) 368-5220

APTENDED. Land Biglior

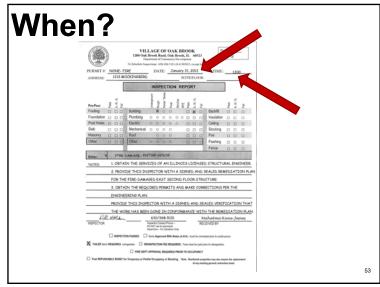
Videous of the FIEE PREVENDENCE CREE, of the Village of OAB Book is, on their proteins are bondy called by your attention. Their statistical bands and the constraints in the said, are stated on the CREE and their statistical bands and the constraints in the said, are stated on the CREE and ADMINISTRATION CREE, of the Village of OAB Book is, on their proteins are bondy called by your attention. Their statistical bands and the constraints in the said, are stated on the CREE and ADMINISTRATION CREEK.

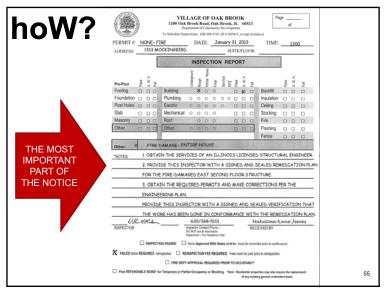
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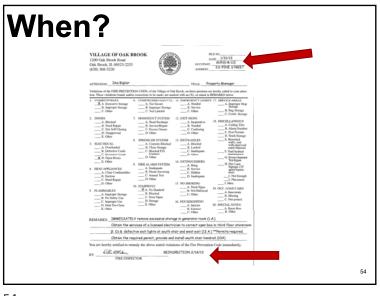
Obtain the required permit, provide and install south stair handrail (10A)

Where?

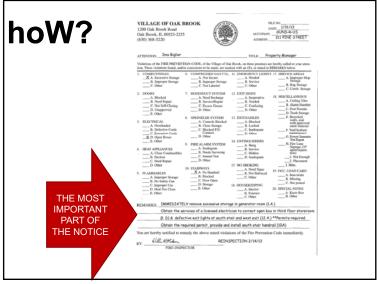
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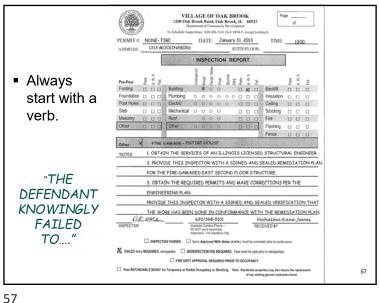






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VILLAGE OF OAK BROOK Always start with a verb. "THE DEFENDANT KNOWINGLY **FAILED** (3. D) & defective exit lights at south stair and west exit (12 A.) \*\*Permits required. TO...." You are hereby notified to remedy the above stated violations of the Fire Prevention Code immediate BY: Oth Wolfen 58 58

**NEVER EVER** certify blanket compliance or approval. s center

**SOME GOOD PHRASES** 

"Ok at time of inspection"

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#### **SOME GOOD PHRASES**

- "Ok at time of inspection"
- "Cited violations corrected"

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## SOME GOOD PHRASES

- "Ok at time of inspection"
- "Cited violations corrected"
- "No violations cited"
- "Ok for Certificate of Occupancy at the time of inspection"

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#### **SOME GOOD PHRASES**

- "Ok at time of inspection"
- "Cited violations corrected"
- "No violations cited"

62

### **SOME GOOD PHRASES**

- "Ok at time of inspection"
- "Cited violations corrected"
- "No violations cited"
- "Ok for Certificate of Occupancy at the time of inspection"
- "Ok to continue after corrections"

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## **SOME GOOD PHRASES**

- "Ok at time of inspection"
- "Cited violations corrected"
- "No violations cited"
- "Ok for Certificate of Occupancy at the time of inspection"
- "Ok to continue after corrections"
- MORE?

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## Acceptable documentation addresses a MINIMUM of all six:

1. Who was involved? (Notes, signatures, note if posted on site).

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## Acceptable documentation addresses a MINIMUM of all six:

1. Who was involved?

## Acceptable documentation addresses a MINIMUM of all six:

- 1. Who was involved? (Notes, signatures, note if posted on site).
- 2. What is the extent of your inspection?

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## Acceptable documentation addresses a MINIMUM of all six:

- 1. Who was involved? (Notes, signatures, note if posted on site),
- 2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.

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## Acceptable documentation addresses a MINIMUM of all six:

- 1. Who was involved? (Notes, signatures, note if posted on site).
- 2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
- 3. When:
  - Were you there? (Date and time),
  - Will there be a reinspection?

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Were you there? (Date and time),

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- 1. Who was involved? (Notes, signatures, note if posted on site),
- 2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
- 3. When:
  - Were you there? (Date and time),
  - Will there be a reinspection?
- **4. Why** were you there?

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1. Who was involved? (Notes, signatures, note if posted on site).

- 2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
- When:
  - Were you there? (Date and time),
  - Will there be a reinspection?
- 4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation).

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## Acceptable documentation addresses a MINIMUM of all six:

- 1. Who was involved? (Notes, signatures, note if posted on site).
- 2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
- 3. When:
  - Were you there? (Date and time),
  - Will there be a reinspection?
- 4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation),
- 5. Where did this occur? (Address and specific location).

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## Acceptable documentation addresses a MINIMUM of all six:

- 1. Who was involved? (Notes, signatures, note if posted on site).
- 2. What is the extent of your inspection? (Foundation, East wall on 2nd floor, Final, etc.
- 3. When:
  - Were you there? (Date and time),
  - Will there be a reinspection?
- 4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation).
- 5. Where did this occur?

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## Acceptable documentation addresses a MINIMUM of all six:

- 1. Who was involved? (Notes, signatures, note if posted on site).
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- 3. When:
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  - Will there be a reinspection?
- 4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation),
- 5. Where did this occur? (Address and specific location),
- **6. hoW** is the recipient of the inspection report being directed to act?

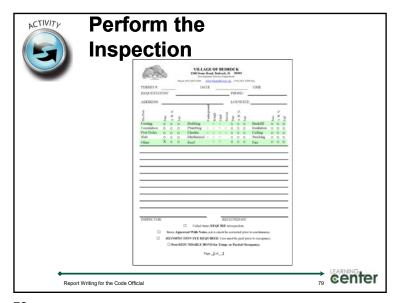
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  - Were you there? (Date and time),
  - Will there be a reinspection?
- 4. Why were you there? (Inspection, Reinspection, Complaint, Call from Police/Fire, Field observation),
- 5. Where did this occur? (Address and specific location),
- hoW is the recipient of the inspection report being directed to act? ("The defendant knowingly failed to...").

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ACTIVITY

## Perform the Inspection

- GIVEN: You are an inspector who drives by and sees construction without the required permit behind a residence in your jurisdiction.
- Use the provided Inspection Form.
- Perform the inspection.
- Fill out the inspection form and discuss.

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## Perform the Inspection

• Who: Vernon & Petunia Dursley

What:

■ When: Today

Why:

Where: 4 Privet Drive

hoW:

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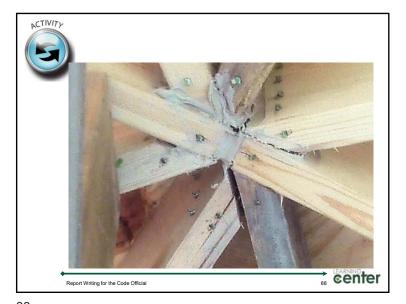








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Perform the Inspection • center Report Writing for the Code Official

## **DISCUSSION**

- How many items did you cite?
- Did you order the contractor to get a permit?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?
- How do you deal with the lot line/setback issue?

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Module 3

**Construction Inspection** Report

#### **Construction Inspection**

- Make sure you have all 6 Ws on the form.
- Don't let the builder do less than the code, don't make the builder do more than the code.
- Cite the appropriate code section.
- Clearly detail the nature of the violation in light of the code.
- DON'T design. "I can't design it for you, but I can tell you that
  we have previously approved similar situations when they did
  \_\_\_\_\_\_, or \_\_\_\_\_. Please feel free to propose any solution that
  you believe would work."
- Sometimes you need to require a licensed design professional to be involved in the project. (Architect, Engineer, Surveyor)

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- What:
- When:
- Why
- Where: 211 Pine St.
- hoW:

2014 National Electric Code®Article 110.3

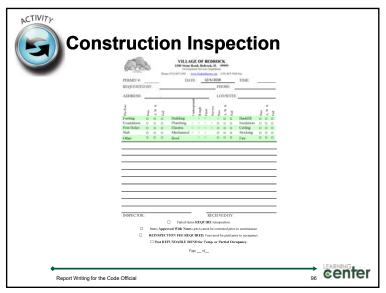
(B) Installation and Use. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.

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## **DISCUSSION**

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

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- Who: Finn Mason
- What:
- When:
- Why:
- Where: 1313 Mockingbird Ln.
- hoW:

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#### 2015 IRC ®R311.7.5.1 Risers.

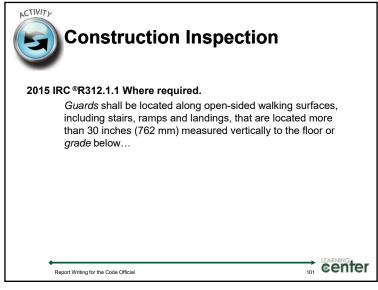
The riser height shall be not more than 73/4 inches (196 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm).

#### 2015 IRC ®R311.7.8 Handrails.

Handrails shall be provided on not less than one side of each continuous run of treads or flight with four or more risers.

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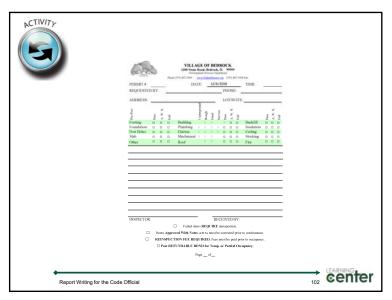


## **DISCUSSION**

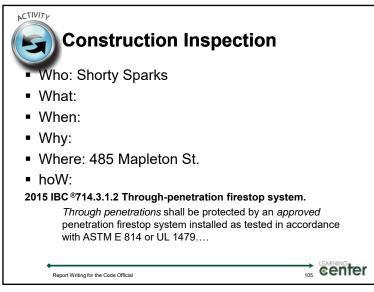
- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

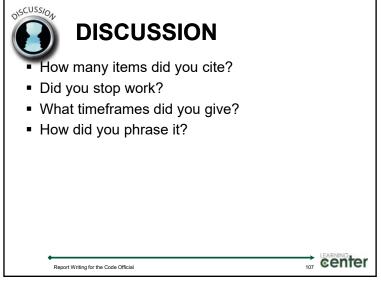
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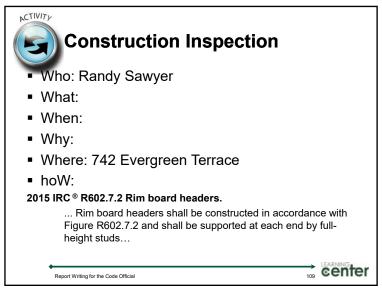


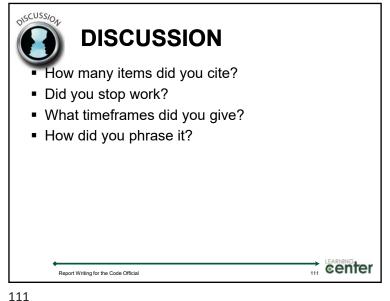




Const	truction Inspection  **VILLAGE OF REPORT.  *	
	PERMIT# DATE: 12/4/2018 TIME:	
	ADDRESS LOTSUITE	
	NSPECTOR:   RECEIVED BY	
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Report Writing for the Co	de Official	106 center

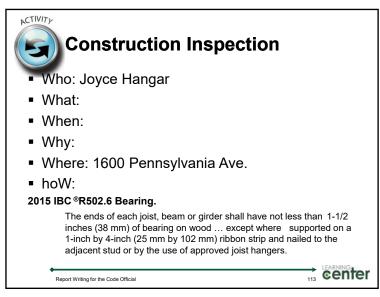


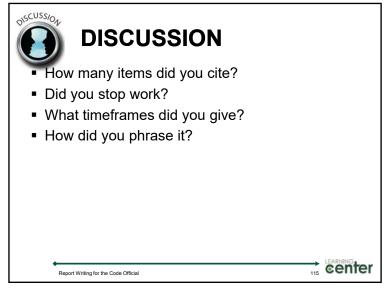




**Construction Inspection** REINSPECTION FEE REQUIRED. Sees must be or center Report Writing for the Code Official







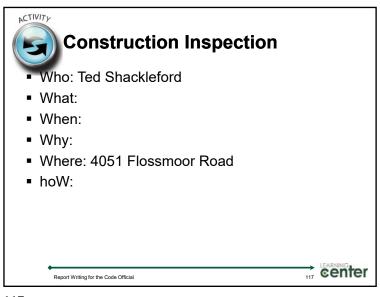
Construction Inspection

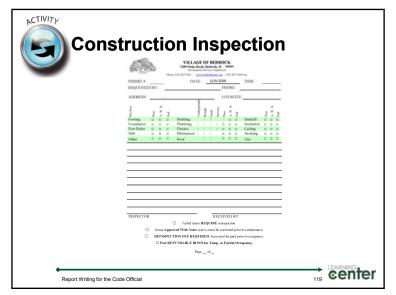
| Construction Inspection | Construction Inspection | Construction Inspection | Construction Inspection | Construction Inspection | Construction |

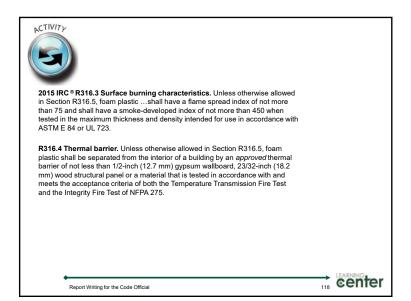
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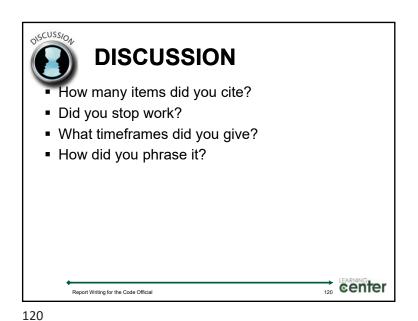
115



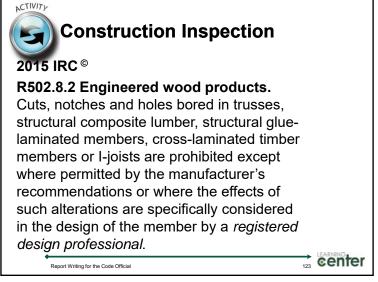


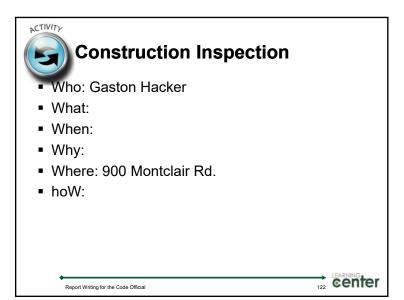


118

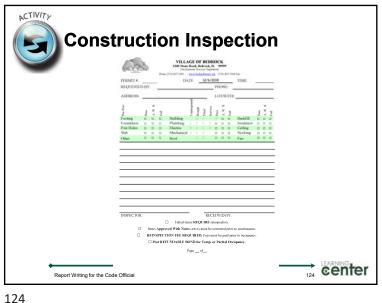








122





## **DISCUSSION**

- How many items did you cite?
- Did you stop work?

Report Writing for the Code Official

- What timeframes did you give?
- How did you phrase it?

125

# Const

## **Construction Inspection**

■ Who: Spee D. Framer

What:

When:

■ Why:

■ Where: 1200 Oak Brook Rd.

■ hoW:

Report Writing for the Code Official

oenter

127



126

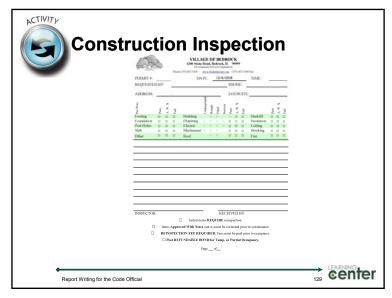
128



## **Construction Inspection**

**2015 IBC** ®107.4 Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

Report Writing for the Code Official



Discussion
How many items did you cite?
Did you stop work?
What timeframes did you give?
How did you phrase it?

129



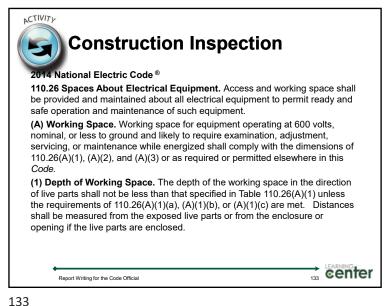
Construction Inspection

Who: Slim Sparks
What:
When:
When:
Why:
More: 3060 Saturn St #100
how:

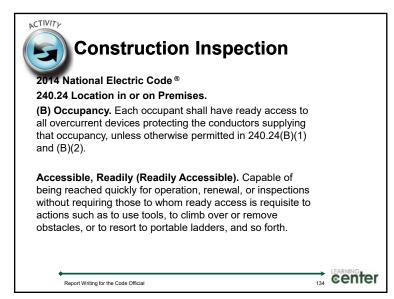
132

130

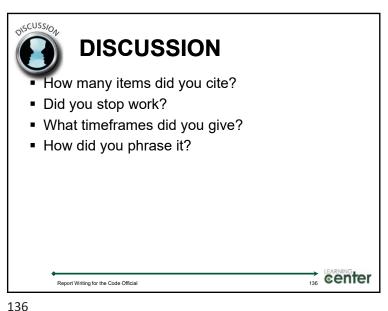
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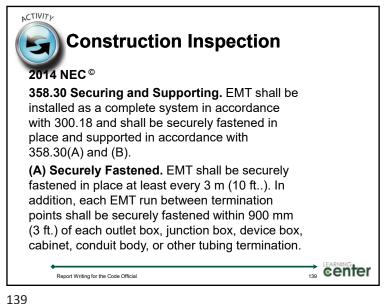


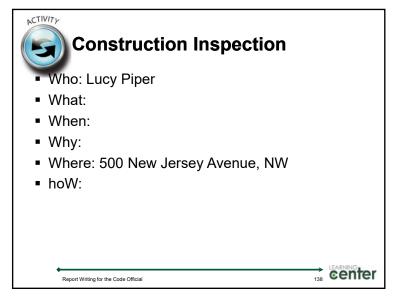


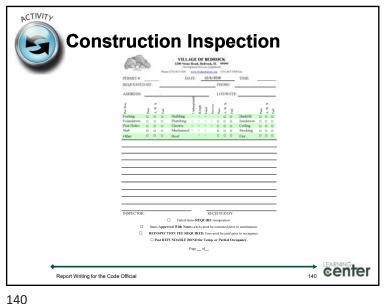
134













## **DISCUSSION**

- How many items did you cite?
- Did you stop work?

Report Writing for the Code Official

- What timeframes did you give?
- How did you phrase it?

center

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#### **Construction Inspection**

- Who: Ty Rapper
- What:
- When:
- Why:
- Where: 4000 Cooper St.
- hoW:

143

Report Writing for the Code Official



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## **Construction Inspection**

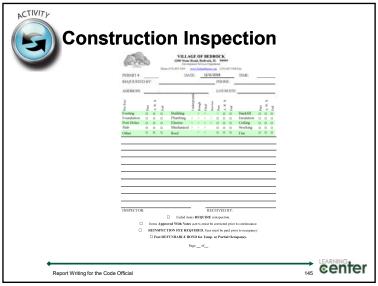
2015 IRC ©

**106.4** Amended construction documents. Work shall be installed in accordance with the *approved construction documents*, and any changes made during construction that are not in compliance with the *approved construction documents* shall be resubmitted for approval as an amended set of *construction documents*.

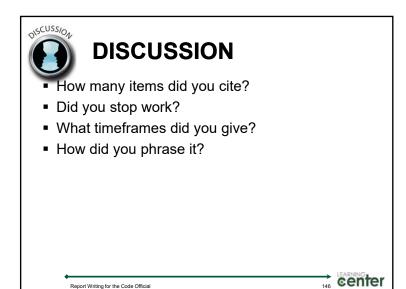
R703.3 Nominal thickness and attachments. The nominal thickness and attachment of exterior wall coverings shall be in accordance with Table R703.3 (1), the wall covering material requirements of this section, and the wall covering manufacturer's installation instructions....

Report Writing for the Code Official

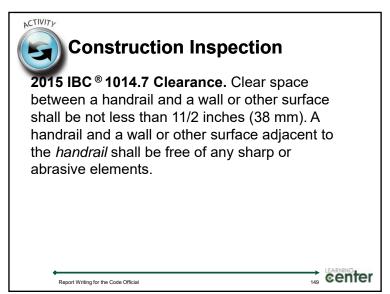
center





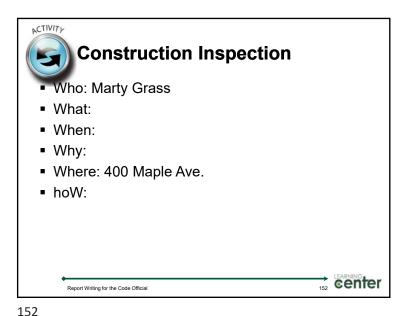








**Construction Inspection** REINSPECTION FEE REQUIRED. Fees must be ea oenter Report Writing for the Code Official





**1014.6 Handrail extensions.** Handrails shall return to a wall, guard or the walking surface or shall be continuous to the handrail of an adjacent flight of stairs or ramp run. Where handrails are not continuous between flights, the handrails shall extend horizontally not less than 12 inches (305 mm) beyond the top riser and continue to slope for the depth of one tread beyond the bottom riser.... The extensions of handrails shall be in the same direction of the flights of stairs at stairways and the ramp runs at ramps.

Report Writing for the Code Official

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### **DISCUSSION**

- How many items did you cite?
- Did you stop work?
- What timeframes did you give?
- How did you phrase it?

Report Writing for the Code Official 155

senter

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Module 4

**Existing Property Inspection - Fire/Property Maintenance/Complaints** 

56

### **About the Existing Property** Inspection

This inspection typically involves citing violations or deficiencies, i.e. weed letter.

A better plan is to gather information during the inspection and write the report in the office.

- Photos are essential.
- Use AutoCorrect
- Use QQ to help with filling in templates or
- Follow International Property Maintenance Code Section 107.2 and Section 107.3

Report Writing for the Code Official

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### **Existing Property Inspection-**

A good plan is to gather information during the inspection and write the report in the office.

Photos are ESSENTIAL



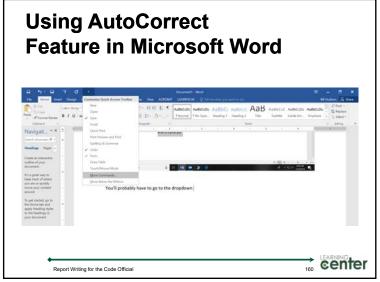
159

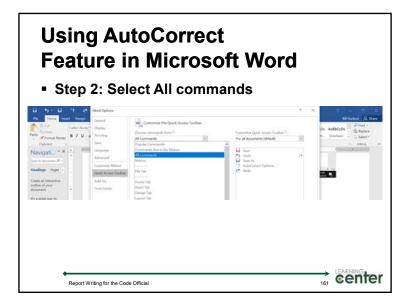
160

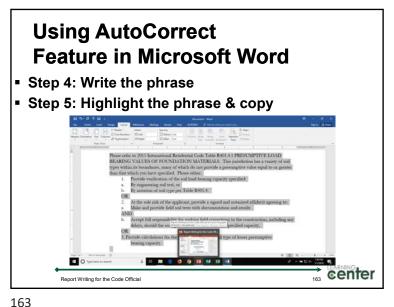
# **Construction Inspection** The best existing property inspection report is the one you don't have to write. center

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Report Writing for the Code Official





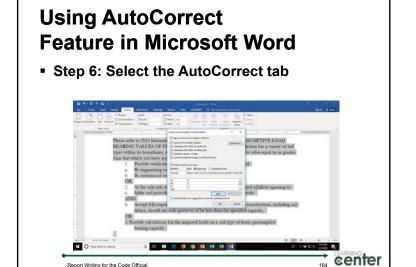


**Using AutoCorrect Feature in Microsoft Word** Step 3: Scroll down to the AutoCorrect Options choice and hit the ADD >> button center

162

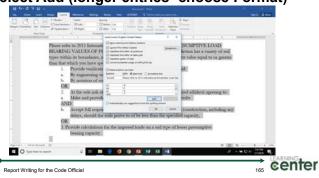
164

Report Writing for the Code Official

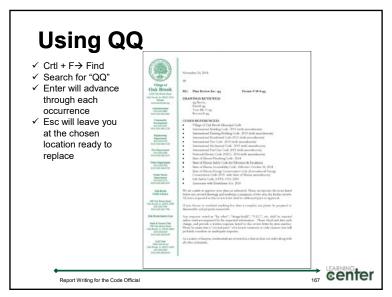


# Using AutoCorrect Feature in Microsoft Word

- Step 7: Enter a non-word i.e. 3ksoils and
- Select Add (longer entries- choose Format)



165



Using AutoCorrect Feature in Microsoft Word

Step 8: Test the word.

Type: "3ksoils" →

Get:

Please refer to 2015 International Residential Code Table R401.4.1 PRESUMPTIVE LOAD BEARING VALUES OF FOUNDATION MATERIALS. This jurisdiction has a variety of soil types within its boundaries, many of which do not provide a presumptive value equal to or greater than that which you have specified. Please either:

Provide verification of the soil load-bearing capacity specified: By engineering soil test, or

By notation of soil type per Table R401.4.

At the sole risk of the applicant, provide a signed and notarized affidavit agreeing to

Make and provide field soil tests with documentation and results

Accept full responsibility for making field corrections to the construction, including any delays, should the soils prove to of be less than the specified capacity,

3. Provide calculations for the imposed loads on a soil type of lesser presumptive bearing capacity

Report Writing for the Code Official

→ center

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## **Existing Property Inspection**

■ Rspu→ Rake, sweep and pick up



Report Writing for the Code Official

→ center

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IPMC 107.2 Form. Such notice prescribed in Section 107.1 shall be in accordance with all of the following: 1. Be in writing. 2. Include a description of the real estate sufficient for identification. 3. Include a statement of the violation or violations and why the notice is being issued. 4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code. 5. Inform the property owner or owner's authorized agent of the right to appeal. 6. Include a statement of the right to file a lien in accordance with Section 106.3. center Report Writing for the Code Official 170

1. Existing Property Inspection oenter Report Writing for the Code Official



DISCUSSION
How many items did you cite?
What timeframes did you give?
How did you phrase it?

173



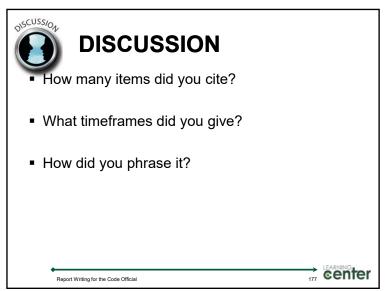
2. Existing Property Inspection

VILAGE OF REPROX.

PROMISE STATE STATE

176

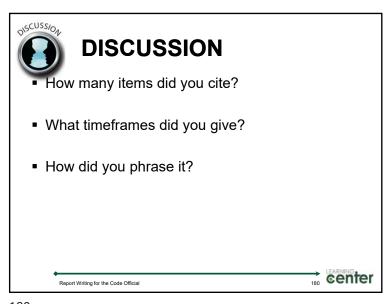
Copyright 2018 International Code Council



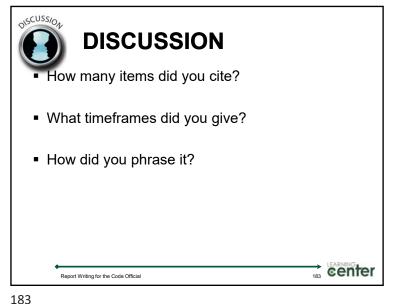




178

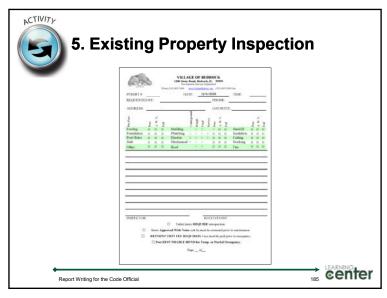






4. Existing Property Inspection Report Writing for the Code Official





■ How many items did you cite?

■ What timeframes did you give?

■ How did you phrase it?

185

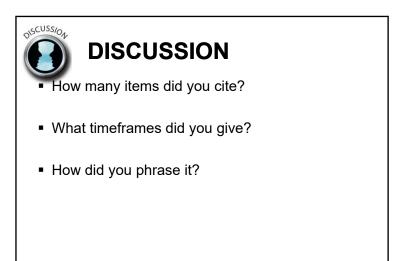


6. Existing Property Inspection

| VILLAGE OF REPROCK | The man district is in the control of th

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Module 5

# Citations, Prosecution and Legal Documents

Citations, Prosecution, &

else has failed to produce compliance.

Prosecution should be the very last resort when all

1. It's better to educate than litigate.

**Legal Documents** 

Be tough, but fair.

Report Writing for the Code Official

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# Citations, Prosecution, & Legal Documents

- 1. It's better to educate than litigate.
- 2. Bark without bite is worthless.
  - a) Verbal Judo

Report Writing for the Code Official

- b) Progressive discipline
- 3. Take your best case forward
  - a) Dress appropriately
  - b) Have your facts straight
  - c) K. I. S. S.
  - d) Check your spelling
  - e) DOCUMENT!

Report Writing for the Code Official

4. You don't have to win every one.

center center

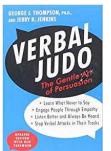
192

### Citations, Prosecution, & **Legal Documents**

- 2. Bark without bite is worthless.
  - a. Verbal Judo

#### Ask:

"Is there anything else that I can do that would make you comply with my lawful order?"



Report Writing for the Code Official

enter

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### Citations, Prosecution, & **Legal Documents**

- 2. Bark without bite is worthless.
  - b. Progressive discipline

Code enforcement is best applied with progressive steps:

#### **Steps of Progressive Code Enforcement**

Step 1: Pre-inspection Notification may be the first step of progressive code enforcement. ...

- a. Verbal
- b. Written

Step 2: Written Notice: A violation notice is the second step of progressive code enforcement. ...

Step 3: OPTIONAL ... Reinspection and Notice of Legal Action

Step 4: Prosecution.

Report Writing for the Code Official

⇒ center

### Citations, Prosecution, & **Legal Documents**

- 2. Bark without bite is worthless.
  - b. Progressive discipline SUNY has a policy of progressive discipline for its employees:

#### Steps of Progressive Discipline for employees

Step 1: Verbal Counseling(s) A verbal counseling is generally the first step of progressive discipline. ...

Step 2: Written Warning(s) A written warning is generally the second step of progressive discipline. ...

Step 3: Performance Improvement Plan (PIP) ...

Step 4: Termination of Employment.

Report Writing for the Code Official

enter

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### Citations, Prosecution, & **Legal Documents**

- 3. Take your best case to court
  - a. Dress appropriately
  - b. Have your facts straight
  - c. K. I. S. S.
  - d. Check your spelling
  - e. DOCUMENT!

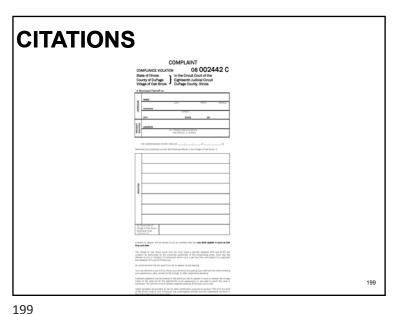
Report Writing for the Code Official

enter

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# Citations, Prosecution, & Legal Documents 4. You don't have to win every one.

Report Writing for the Code Official 197



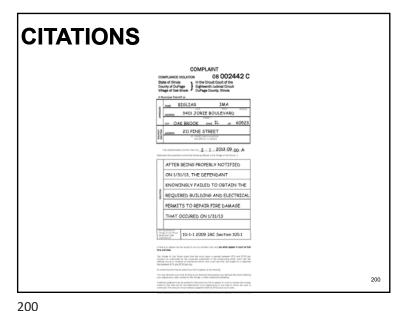
Citations, Prosecution, & Legal Documents

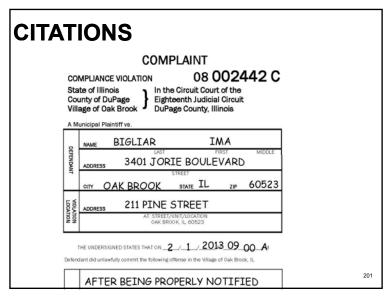
- Different types of legal documents
  - Citations/Tickets
  - Depositions
    - For prosecution
    - For defense
  - Long form complaints
    - Violations
    - Administrative Search Warrant
    - Complaint for demolition
  - Modifications
  - Alternate Means, Methods, & Materials

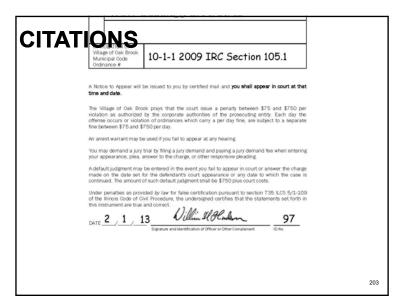
⇒ center Report Writing for the Code Official

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; center







CITATIONS

211 PINE STREET

AT STREET, VINITIZACATION
OAK BROOK, IL 60623

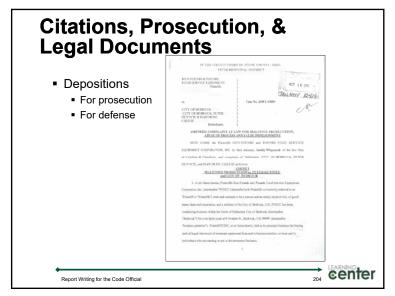
THE UNDERSKINED STATES THAT ON \_2 \_/ 1 \_/ 2013 09 \_00 \_A/
Defendant did unlawfully commit the following offense in the Village of Oak Brook, IL

AFTER BEING PROPERLY NOTIFIED
ON 1/31/13, THE DEFENDANT
KNOWINGLY FAILED TO OBTAIN THE
REQUIRED BUILDING AND ELECTRICAL
PERMITS TO REPAIR FIRE DAMAGE
THAT OCCURED ON 1/31/13

IN VIOLATION OF:
Whiteled Ook Brook
Mindred Ook Brook
Mindred Ook Brook
Mindred Ook Brook
Mindred Ook Brook
Ordinance #

10-1-1 2009 IRC Section 105.1

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# Citations, Prosecution, & Legal Documents

- Long form complaints
  - Violations

After being notified in writing on November 27, 2018. The defendant knowingly failed to maintain the required exit for the first floor conference room so that it is readily openable from the egress side without the use of a key or special knowledge or effort, in violation of 2015 International Building Code Section 1010.1.9.



Report Writing for the Code Official

center

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# Citations, Prosecution, & Legal Documents

- Long form complaints
  - Violations

**304.2 Protective treatment.** ...Exterior wood surfaces, other than decayresistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted....

Report Writing for the Code Official

center

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# Citations, Prosecution, & Legal Documents

- Long form complaints
  - Violations

**304.2 Protective treatment.** Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

Report Writing for the Code Official

⇒ center

# Citations, Prosecution, & Legal Documents

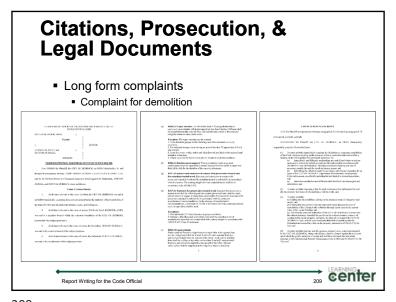
Long form complaints

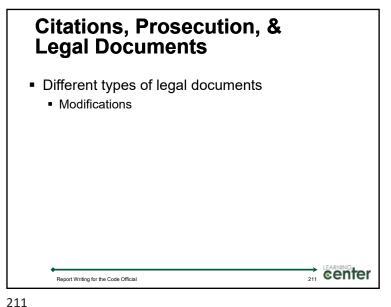
 Administrative Search Warrant



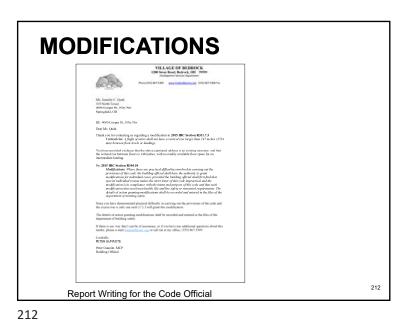
Report Writing for the Code Official

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Citations, Prosecution, & Legal Documents Long form complaints Complaint for demolition center Report Writing for the Code Official



# Citations, Prosecution, & Legal Documents

- Different types of legal documents
  - Alternate Means, Methods, & Materials

Report Writing for the Code Official

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### **Final Reflection**

- What? What happened and what was observed in the training?
- So what? What did you learn? What difference did this training make?
- Now what? How will you do things differently back on the job as a result of this training?

Report Writing for the Code Official

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# ALTERNATE MEANS, METHODS, & MATERIALS



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