

ORDINANCE ENFORCEMENT OFFICER ORDINANCE:						Length: 3 Pages			
Reviewed									
Revised	*10/05								

*denotes date of origin

Purpose of Ordinance:

An ordinance to establish the office of ordinance enforcement officer; to prescribe the duties of said office; to authorize the township board to appoint any person or persons to said office, and to amend any ordinance of Grass Lake Charter Township which conflict with the provisions hereof.

I. Ordinance Enforcement Officer

There is hereby established the office of Ordinance Enforcement Officer within Grass Lake Charter Township, Jackson County, Michigan.

II. Appointment

Grass Lake Charter Township board is hereby authorized, by resolution, at any regular meeting of said board, to appoint any person or persons to the office of ordinance enforcement officer for such term or terms as may be designated in said resolution. Said board may further, by resolution, remove any person from said office, at the discretion of said board.

III. Authority

The ordinance enforcement officer is hereby authorized to enforce all ordinances of Grass Lake Charter Township, whether heretofore or hereafter enacted, and whether such ordinances specifically designated a different official to enforce the same or do not designate any particular enforcing officer. Where a particular officer is so designated in any such ordinance, the authority of the ordinance enforcement officer to enforce the same shall be in addition and supplementary to the authority granted to such other specific officer. The authority of such ordinance enforcement officer shall also be in addition and supplementary to the authority vested by the township supervisor by statute. The ordinance enforcing authority of the township supervisor and the other officers specifically designated in any township ordinance shall continue in full force and effect and shall in no way be diminished or impaired by the terms of the within ordinance. The ordinance enforcement officer shall not have authority to enforce those ordinances pertaining to fire protection and police protection, including traffic violations.

IV. Duties

A The ordinance enforcement duties herein authorized shall include, among others, the following: investigation of ordinance violations; issuing and serving ordinance violation notices; issuing and serving Municipal Civil Infraction Citations as

authorized under Public Act 12 of 1994, as amended; appearance in court or other judicial proceedings to assist in the prosecution of ordinance violators, and such other ordinance enforcing duties as may be delegated by the township supervisor or assigned by the township attorney.

- B. A record of the complaint received or how the violation was identified
- Keep a written record of complaint.
 - Use a standard complaint form, which includes who made the complaint and when, type of violation, dates(s) of violation(s), damage or injury, who completed the complaint form, other relevant information about the complaint or alleged violation.
- C. Documentation of the violation
- Visit the site and take written notes of violation (as soon as possible after complaint; if possible within 24 hours)
 - Take photos of violation, date photos and identify who took them.
 - Cannot trespass if ordered off the property or property is posted.
- D. Investigation Record
- Check ownership records.
 - Inspect other township records for past violations.
 - Talk to potential witnesses.
 - Document all actions taken.
- E. Notice of Violation (Municipal Civil Infraction Notice)
- Provide written notice of violation with township contact information.
 - Describe specific violation as related to ordinance requirements.
 - Include with the notice a copy of the ordinance provision violation.
- F. Deadline for actions
- In the notice, identify action(s) necessary to correct the violation.
 - Give deadline for correction: (*starts the day the "notice" is issued*)
 - Anti-Noise & Public Nuisance – **immediately**
 - Blight Elimination – **30 days**
 - Dilapidated Building – **45 days**
 - Garbage & Rubbish Disposal – **1 day**
 - Junk Vehicle – **7 days**
 - Sports & Trails Park Rules – **immediately**
- The fine starts the day after the deadline date stated on the notice.
- G. Formal Enforcement Action (Municipal Civil Infraction Citation)
- Immediately following the date to correct, inspect and prepare a written report.
 - Issue citation if violation is not corrected and file citation with the court.
 - Prepare a memo of actions taken to serve citation.
 - Bring the enforcement record up-to-date with a complete chronology of actions taken.

V. Severability

If any section, subdivision sentence, regulation, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining sections, subdivision, sentences, regulation, clauses and phrases of this ordinance or the regulation as an entirety.

VI. Effective Date

This Ordinance shall take effect immediately upon publication or posting as required by law following adoption by the Township Board. Adoptive Date 10-11-2005.

Marjorie A. Clark
Grass Lake Charter Township, Clerk
ldp