

Enforcement Tool	Description	Scope of Work
<b>NOCV's</b>	Enforcement letters used for complaints	<ul style="list-style-type: none"> <li>Update service of notices language</li> <li>Codifying what is required to be on an NOCV</li> <li>Identifying what non-compliance would lead to (i.e. civil penalties, abatement)</li> </ul>
<b>Public Nuisance</b>	Designation of a violation if impacting the rights of a neighborhood or community	<ul style="list-style-type: none"> <li>Reevaluate how we want to define public nuisance (i.e. from RCW 7.48.130 instead of the WAC definition we use)</li> <li>Provide clarity on what happens when a property/violation is declared a public nuisance</li> </ul>
<b>Notice to Vacate</b>	Ordering inhabitants out of an unsafe structure	<ul style="list-style-type: none"> <li>Explore creating code that gives the Health Officer (HO) power to remove persons residing in a property that is a threat to their safety.</li> </ul>
<b>Abatement Orders</b>	Abating a violation if continued non-compliance	<ul style="list-style-type: none"> <li>Consider giving the HO authority to abate a violation and charge clean up costs to the person who is in violation</li> <li>Identify time allowed for person in violation to pay abatement costs</li> <li>Include cost recovery language</li> </ul>
<b>Stop Work Orders</b>	Requiring the immediate cessation of a certain work or activity until authorized by the HO to proceed	<ul style="list-style-type: none"> <li>Include when we will issue these, info contained in a stop work order, serving/posting the stop work order</li> <li>Map out consequences if there's non-compliance</li> </ul>
<b>Emergency Orders</b>	Similar to stop-work order but used during imminent health hazard	<ul style="list-style-type: none"> <li>Include when we will issue these, info contained in an emergency work order, serving/posting the stop work order</li> <li>Map out consequences if there's non-compliance</li> </ul>
<b>Civil Penalties</b>	Civil fines/penalties issued to a person who is in violation of the code	<ul style="list-style-type: none"> <li>Explore administering civil penalties for continued non-compliance.</li> <li>Lay out how and when civil penalties are issued</li> <li>List fine amounts</li> <li>Include fine recovery options if not paid by specified amount of time</li> </ul>
<b>Civil Infractions</b>	As identified in chapter 7.80 RCW	<ul style="list-style-type: none"> <li>Review and assess civil infractions as part of our enforcement options</li> <li>Lay out how and when civil infractions will be assessed.</li> </ul>
<b>Criminal Penalties</b>	Issue criminal penalties such as a misdemeanor	<ul style="list-style-type: none"> <li>Consider adding misdemeanors to our code for significant violations</li> <li>Lay out how and when a misdemeanor would be assessed</li> <li>Include minimum/maximum fine and/or jail time</li> </ul>
<b>Permits – Suspensions, revocation, and modifications</b>	Suspension, revocation, and/or modification of permits, licenses, and certificates	<ul style="list-style-type: none"> <li>Expand on current code language.</li> <li>Clean up revocation process</li> <li>Lay out that permit suspension/revocation is under consideration for unpaid permit fees</li> </ul>
<b>Recording on Property Title</b>	Record a certificate of non-compliance on the property title	<ul style="list-style-type: none"> <li>Explore creating code language that allows the HO to record a certificate of non-compliance on the title of the property in violation</li> </ul>

		<ul style="list-style-type: none"> <li>• Would need to record certificate of compliance on the property once the violation has been corrected</li> </ul>
<b>Voluntary Correction Agreement/Compliance Schedule</b>	A voluntary correction agreement entered by the person in violation where they waive appeal rights and agree to a compliance schedule	<ul style="list-style-type: none"> <li>• Relocate this from Title 2 into Title 1</li> <li>• Improve clarity and remove ambiguities</li> </ul>
<b>Fees</b>	Fees associated with enforcement, such as late fees and HOO fees	<ul style="list-style-type: none"> <li>• Explore code, policies and procedures related to the issuance of fees</li> <li>• Ensure issuance of fees is consistent across EH programs</li> <li>• Determine if enforcement fees are appropriate as written, or if fewer / more types of fees would be beneficial</li> </ul>
<b>Appeals</b>	<b>Description</b>	<b>Scope of Work</b>
<b>Appeal Process</b>	Includes all steps associated with appeals including: a pre-appeal conference, step 1 appeal (administrative review), and step 2 appeal (hearing examiner)	<ul style="list-style-type: none"> <li>• Strengthen procedure and language around the pre-appeal conference</li> <li>• Explore eliminating the step 1 administrative appeal</li> <li>• Expansion on what is appealable</li> <li>• Review program-specific appeal procedures to ensure accuracy</li> <li>• Reassess appeal timelines and maintaining a uniform appeal window</li> </ul>

Red font = New enforcement options that are currently not in our code