



# North Park Police Department

## Code Enforcement Officer

Chief Goodrich

Department: Police Administrative Dept.  
Reports To: Police Chief

FLSA Status: Non-exempt Part Time  
Last Updated: 3/22/2023

### Summary

Performs observation patrols for zoning and code violations within North Logan and Hyde Park and initiates and ensures actions are taken to achieve compliance.

**Essential Duties and Responsibilities** (The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation):

- Provides written notice of ordinance violations, citations, and parking tickets to appropriate parties in collaboration with the North Park Police Department, North Logan City, and Hyde Park City.
- Identifies and initiates any special inspection requirements and ensures that conformance with these requirements are obtained, and all follow-ups and holds are observed.
- Completes records of all notices/warnings/violations and maintains all administrative and criminal records.
- Inspects for compliance following notice and prior to legal and administrative action.
- Answers questions and provides information and direction regarding land use requirements and ordinance application.
- Provides inspections and enforcement for encroachment and land use violations and other non-conforming problems.
- Assists the North Park Police Agency in legal complaint preparation and prosecution of cases involving violations of North Logan and Hyde Park ordinances and/or commission requirements for which the department is responsible.
- Testifies in court as required.
- Researches, gathers information and prepares active compliance cases in preparation for court hearings.
- Reports back to judge after trial.
- Officiates municipal-ordered, police-ordered, or court-ordered property clean-up, directing the work of involved agencies and departments and ensuring the entire property is cleaned/corrected in accordance with various assigned orders/notices.
- Other duties as assigned.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

### Qualifications

- High school graduate or equivalent
- Relevant work experience preferred.