

Code Enforcement Manual

Section 10: Countywide Vector Enforcement

SUMMARY

To assure public health and safety this policy identifies procedures in the event of refusal to abate vectors and their habitat that pose a threat to public health and to apply consistent enforcement methods in Multnomah County. Multnomah County Vector and Nuisance Control (MCVNC) is the regulatory agency Countywide for Vector related issues.

I. Complaint Intake

- A. A complaint is filed, usually by phone, but it can be initiated by the Code Enforcement Officer (COE), or in person by a citizen. The complaint is documented by the following methods identified in Office Assistant Manual;
 - a. M:\Manuals\OA MANUAL\OA man - COMPLAINT INTAKE 11-30-05.doc
 - b. M:\Manuals\OA MANUAL\OA man - COMPLAINT TYPES 11-30-05.doc
- B. The OA determines whether the complaint appropriately fits into a possible vector control third party concern, or if a Vector Control inspector refers a case for possible enforcement action.
- C. A file will be created and will include complainant information, description and property owner information.

II. Inspection

- A. The COE or Vector Control inspector can survey the alleged property from the street, or can make a visit to the residence. Permission to access property is needed if the property is occupied and a larval check is needed.
- B. If vectors and or their habitat(s) are found, corrective action should be presented and discussed with the property owner or resident. Create an inspection report identifying violations and note proposed corrective actions.
- C. If the property owner is willing to accept assistance, several options may be available depending on the situation. Generally 30 days to achieve compliance and make corrective actions is given. If a mosquito borne disease is present in the area (such as WNV), this time period may be appropriately reduced.

III. Abatement Options for Mosquito Breeding Sources:

- A. Gambusia Fish.
- B. Covering of Water Body.
- C. Drainage of Water and Coverage.
- D. Removal of Breeding Source (Buckets, Waste Tires, etc.)
- E. Treatment.
- F. Other.

IV. Abatement Options for Rodent Breeding Harborage:

- A. Removal of Rodent Harborage. (Remove junk, brush, debris, etc. where rats may be nesting.)
- B. Removal of Rodent Feeding Sources.

V. Enforcement

- A. If standard abatement options cannot be performed, or if access to the property is denied:
- B. Thoroughly document reasons for abatement failure.
- C. Forward all documents and inspections reports.
- D. Explain acceptable abatement options to COE.

VI. Report

- A. A case file is developed for every inspection made.
- B. Notes should be thorough and legible.
- C. Digital photos are necessary if any official enforcement action is taken, verbal or written.
- D. CEO should document all relevant information obtained during visit, or other observations important to include to describe and develop the case documentation.

VII. Office Support

- A. At the end of the day, or other appropriate time, the file should be turned in to the Nuisance slot in the OA office.
- B. The information will then be entered into the database and a recheck form will be produced if the property requires a followup inspection to check for compliance.
- C. If a Vector breeding source is found, a “Vector Confirmation” letter can be sent.
- D. These documents will be sent by regular and certified mail.

VIII. Recheck

- A. If the situation was not immediately corrected and requires a followup inspection, the CEO can monitor the property.
- B. The CEO can wait until the official deadline date to check the property, or shortly thereafter, depending on the nature of the violation.
- C. Communication with the property owner/resident is not necessary, but can facilitate faster correction. It is up to the discretion of the CEO.
- D. The CEO can schedule as many rechecks as necessary, depending on caseload, nature of violation, etc.
- E. If compliance is achieved, the CEO can check the abatement boxes on the recheck form and turn in file to the OA.
- F. If compliance is not achieved in the specified time allotted, an enforcement matrix can be followed;
 - 1) Vector Abatement - General Notification - Countywide 07-18-07.doc
 - 2) Vector Confirmation - Countywide 07-18-07.do
 - 3) Notice of Violation - vector abatement - notice to remove nuisance Countywide 07-18-07.doc
 - 4) FINAL WARNING - Citation Imminent - Countywide 07-18-07
 - 5) CIVIL PENALTY -countywide vector 07-18-07.doc
 - 6) Instructions for Appeals for countywide vector enforcement 07-18-07.doc
- G. Enforcement dependant on each jurisdiction’s process.

IX Request for Hearing

A written Request for Hearings Request is received. See “Instructions for Appeals for countywide vector enforcement 07-18-07.doc” for further details.

OA will send copy of Citation, Complaint and Inspection Report and other relevant information to the Hearing Officer immediately upon receipt of Request for Hearing. Do

not forward any materials to Hearings Officer without a Request for Hearing and Program Manager review.

Hearing Officer:

Robert Harris

165 SE 26th Ave.

Hillsboro, Oregon 97123 (503) 648-4777 FAX 503 648-0989

Contact: Jenny Cop

OA will confirm with Hearing Officer that the material has been received and sent to Requestor of the Hearing. Hearing Officer designee to FAX or mail confirmation of date materials mailed to cited facility. OA documents information in Notes Field.

OA will schedule a date of Hearing with the Hearing Office and provide notification to Manager and Enforcement Officers and area inspector. The Hearing must be conducted within 15 days of receipt of the Hearing Request. Hearing Officer will send Notice of Hearing and materials received from Multnomah County Vector Control and Code Enforcement to the cited individual. Hearing will be conducted in accordance with appropriate rules and laws. The enforcement officer(s) and directly involved inspector needs to be present along with the Hearing Officer. Order will be prepared by the Hearing Officer and sent to the individual cited and Multnomah County Vector Control and Code Enforcement.

Collection procedures will be instituted as identified. See M:\Manuals\OA MANUAL \OA man - COLLECTIONS 05-24-05.doc for further instructions.