



City of Coral Gables

Administrative Order of the City Manager

Administrative Order No.: 2022-02 **Title:** Directive for Police, Neighborhood Safety Aide, and Code Enforcement Cooperation

Ordered: August 11, 2022 **Effective:** August 16, 2022

AUTHORITY

Coral Gables Charter, Article II "City Manager" Sec. 15 Specific powers and duties.

PURPOSE

The purpose of this AO is to identify specific areas of enforcement where Police, Neighborhood Safety Aide ("NSA"), and Code Enforcement cooperation is necessary and to set forth the procedures for exercising that cooperation.

APPLICABILITY

This AO applies to NSAs, Police Officers, and Code Enforcement staff. The Chief of Police may issue standard operating procedures ("SOPs") consistent with this order.

POLICY AND PROCEDURES

Police and Code Enforcement Coordination through NSAs:

NSAs perform important functions in the areas of the City that they patrol. They are uniquely situated to observe common code enforcement violations and to alert the appropriate enforcement personnel so that proper action can be taken. The task of communicating neighborhood issues to the appropriate departments within the City is consistent with an NSA's job duties.

This order directs NSAs to report the following commonplace code violations to their Neighborhood Team Leader ("NTL") when observed. The NTL will either write a citation or report it to the Code Enforcement Division as appropriate.

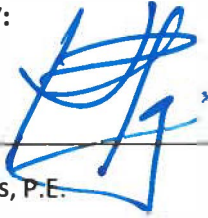
- Cardboard boxes in the right of way
- Furniture and appliances in the right of way
- Commercial photography without a permit
- Cars parked on the grass on private property
- Graffiti
- Vehicles obstructing lanes of traffic

NSAs are not intended to serve as Code Enforcement Officers, but rather, as an extra set of eyes and ears within the community. Code enforcement complaints from residents should continue to be routed to the Code Enforcement Division for appropriate handling. NSAs will receive training so that they may effectively identify the code violations delineated above.

Police and Code Enforcement Coordination for Violations by Individuals:

Additional Police/Code Enforcement cooperation is necessary in instances where the violation calls for the citing of an individual, rather than a property owner, and identification is required to record the violator's personal information. In such cases, if an individual refuses to provide identification to a Code Enforcement Officer, the officer is instructed to radio the Police Department for assistance. In this instance, the Code Enforcement Officer shall refrain from further engaging with the individual until a police officer arrives. Once a Police Officer is on scene, the Code Enforcement Officer may issue the citation.

APPROVED BY:



Peter J. Iglesias, P.E.

City Manager



Date