



Code Enforcement
Standard Operating Procedure
Sanitation Violations

I. Purpose

- a. The purpose of this procedure is to provide direction and a process to properly identify, document, report, effectually serve notice of, and abate sanitation violations as defined by the 2018 International Property Maintenance Code (IMPC) as codified as Ordinance 1441 of the latest version of the code of the city of Columbus, Kansas, hereafter referred to as the "Code".
- b. It is the policy of Code Enforcement to identify, document, report, notify and abate sanitation violations through a documented process that includes the collection of evidence, case management, data entry, and the service of legal notification as stipulated by the Code and Kansas State Statues.

II. Definitions

- a. Abandoned Property – "Any residential real estate for which taxes are delinquent for the preceding two years and which has been unoccupied continuously by persons legally in possession for the preceding 90 (ninety) days or commercial real estate for which taxes are delinquent for the preceding two years and which has a blighting influence on surrounding properties." (KSA 12-1750)
- b. Approved – "Approved by the code official." (IMPC 202)
- c. Code Official – "The official who is charged with the administration and enforcement of this code, or duly authorized representative." (IMPC 202)
- d. Commercial Real Estate – "Any real estate for which the present use is other than one to four residential units or for agricultural purposes." (KSA 12-1750)
- e. Easement – "That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted for use under, on or above a said lot or lots." (IMPC 202)
- f. Exterior Property – "The open space on the premises and on adjoining property under the control of owners or operators of such premises." (IMPC 202)
- g. Garbage – "The animal or vegetable waste resulting from handling, preparation, cooking, and consumption of food." (IMPC 202)
- h. Infestation – "The presence within or contiguous to, a structure or premises of insects, rats, vermin or other pests." (IMPC 202)

- i. Occupant – “Any individual living or sleeping in a building or having possession of a space within a building.” (IMPC 202)
 - j. Owner – “Any person, agent, operator, firm, or corporation having legal or equitable interest in the property; or recorded in the official records of the state, county, or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.” (IMPC 202)
 - k. Person – “Individual, corporation, partnership or any other group acting as a unit.” (IMPC 202)
 - l. Premises – “A lot, plot or parcel of land, easement or public way, including any structures thereon.” (IMPC 202)
 - m. Property – A lot, plot or parcel of land, easement or public way, including any structures thereon. This term is intended to be synonymous with the term “Premises”, as used in the Code.
 - n. Public Way – “Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public or public use.” (IMPC 202)
 - o. Structure – “That which is built or constructed or a portion thereof.” (IMPC 202)
 - p. Rubbish – “Combustible and noncombustible waste materials, except garbage. The term shall include but not be limited to: trash, junk, metal objects, plumbing fixtures, appliances, auto parts, tires, fencing, lumber, discarded or broken furniture, clothing, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, glass, crockery or accumulation of any other similar materials.” (IMPC 202, as amended by Ordinance 1441)
- III. Applicable Codes
- a. Accumulation of Rubbish or Garbage – “All exterior property and premises, and interior of every structure, shall be free from any accumulation of rubbish or garbage.” (IMPC 308.1)
 - b. Disposal of Garbage – “Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.” (IMPC 308.3)
 - c. Disposal of Rubbish – “Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.” (IMPC 308.2)
 - d. Method of Service – Methods of service are described in IMPC 107.3, as amended by Ordinance 1441.
 - e. Notices – Notices are described in IMPC 107, as amended by Ordinance 1441.
 - f. Pest Elimination – “All structures shall be kept free from insect and rodent infestation.” (IMPC 309.1)
 - g. Rodent Harborage – “All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After

pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent infestation.” (IMPC 302.5)

- h. Sanitation – “All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of exterior property which such occupant occupies or controls in a clean and sanitary condition.” (IMPC 302.1)
- i. Sidewalks and Driveways – “All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.” (IMPC 302.3)
- j. Swimming Pools – “Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.” (IMPC 303.1)
- k. Violation, Abatement, Fees – Violation prosecution, penalties, abatement, and fees are described in IMPC 106, as amended by Ordinance 1441.

IV. Procedure

- a. Surveys and Complaints – The Code official shall regularly survey the city for sanitation violations and within forty-eight (48) hours, review all sanitation complaints that are received by Code Enforcement.
- b. Documentation of Violations
 - i. The Code Official shall appropriately document sanitation violations.
 - ii. Photographs shall be taken, notes from personal observations shall be made and other relevant evidence shall be collected from a place the Code Official has the legal right to be located.
 - 1. This can be from areas where the public has a legal right to be without consent.
 - 2. This can be from a public way or private property, if consent is established.
 - 3. The Code Official shall seek to obtain written approval from the owner or occupant of a premises having a violation prior to entering any part of that premises where he does not have a legal right to be without consent.
 - 4. If consent cannot be established, the Code Official shall determine if an Administrative Search Warrant is required to legally enter the property.
 - a. An Administrative Search Warrant is not required if the property is vacant and unsecured, unless it has “No Trespassing” signs or locked gates.
 - b. An Administrative Search Warrant is not required if the property is abandoned, unless it has “No Trespassing” signs.
 - iii. The Code Official shall document his personal observation, as appropriate.
- c. Opening a New Case
 - i. The Code Official shall open a new sanitation violation case in the database.
 - 1. The Code Official shall identify the location of the sanitation violation by the correct parcel and assigned address number (if an address number has been assigned). This will apply to common address, as well as legal address.

2. The Code Official shall determine if there is an existing open sanitation violation case for the particular property to ensure there is no duplication of effort.
 - ii. The Code Official shall attach all documentation associated with the particular sanitation violation, including photographs, notes, etc., which will be used as evidence to substantiate the violation.
- d. Inspection
 - i. The Code Official has the discretion to:
 1. Place the property on monitor for a period not to exceed seven (7) days.
 2. Cause a notice to be sent to the property owner.
 3. Deploy a door hanger with relevant information to inform the occupant of the violation and remedies.
 - ii. If a door hanger is utilized, the Code Official shall take one up-close photograph of the door hanger and a second photograph of the door hanger and the background of the posting for identification purposes.
 - iii. If a door hanger was utilized or the property is being monitored, the Code Official shall re-inspect the property following the date specified.
 1. If the violation has been abated or no longer exists, the Code Official shall take photographs of the current condition of the property and close the case. The photographs shall be submitted as evidence to justify closing the case.
 2. If the violation still exists, the Code Official shall take photographs of the current condition of the property and attach them to the case. The photographs shall be used as evidence when generating a written notice of violation.
 - iv. Notice of Violation
 1. The Code Official shall generate a written notice of violation that contains all of the following relevant information as designated by the Code:
 - a. Description of the property sufficient for identification.
 - b. A statement that includes a description of the conditions and identifies the violation.
 - c. A statement that the property owner must abate the violation by the date designated in the notice.
 - d. A statement advising that any owner may request an appeal hearing.
 - i. The request shall be submitted on or before the date designated in the notice.
 - ii. The scope of the appeal shall be limited to the following: (1) whether the provisions of the Code apply; (2) whether the Code Official has correctly interpreted the Code; and/or (3) whether the requirements of the Code can be adequately satisfied by other means.

- e. A statement that if the violation is not corrected or a hearing requested, the City may impose administrative penalties, abate the violation and assess the costs against the owner.
 - f. A statement advising that failure to timely comply with the notice may result in prosecution in municipal court regardless whether an administrative hearing is pending.
 2. The owner of the property shall abate the violation by the date designated in the notice. The date designated in the notice shall allow five (5) business days for abatement from the date the notice was issued.
 3. Code Official shall send the notice to the property owner by certified mail and/or first-class mail.
 - a. Personal service may be substituted for certified mail.
 - b. A copy of the notice shall be sent by first class mail to the taxpayer, purchaser under contract (PUC), loan company and resident (occupant).
 - c. If the certified mail or the first-class mail that was sent to the property owner is returned and the envelope has a forwarding address, the Code Official shall revise the abatement due date and resend the notice.
 4. In addition to the methods identified in this procedure, but not in lieu of, the Code Official may provide notice by other means, including, but not limited to, door hangers, conspicuously posting the notice on the property, personal notification, telephone and/or various means of electronic communication.
- v. Administrative Appeal Hearing
 1. An owner shall have the right to appeal the notice of violation provided that a written application is submitted on or before the date designated in the notice.
- vi. Re-inspection
 1. The Code Official shall re-inspect the property after the date designated in the notice of violation to determine if the violation still exists.
 - a. If the violation has been abated or no longer exists, the Code Official shall take photographs of the current condition of the property and close the case. The photographs shall be submitted as evidence to justify closing the case.
 - b. If the violation has not been abated and the notice was personally served, or if the certified mail that was sent to the owner was not returned, the Code Official shall take photographs of the current condition of the property and attach them to the case. The photographs shall be used as evidence when filing an administrative search warrant.
 - c. If the violation has not been abated, the notice was not personally served and the certified mail that was sent to the

owner was returned without a forwarding address, the Code Official shall post a notice having a revised abatement due date in a conspicuous place on the property and take an up-close photograph of the notice and a second photograph of the front of the structure with the property address and notice visible.

2. If the notice was posted, the Code Official shall re-inspect the property upon the expiration of the compliance period stated in the notice to determine if the violation still exists.
 - a. If the violation has been abated or no longer exists, the Code Official shall take photographs of the current condition of the property and close the case. The photographs shall be submitted as evidence to justify closing the case.
 - b. If the violation has not been abated, the Code Official shall take photographs of the current condition of the property and attach them to the case. The photographs shall be used as evidence when filing an administrative search warrant or proceeding with the abatement.
 - c. If the property in violation has “No Trespassing” signs or a locked gate, the Code Official shall process a warrant for the abatement. If a warrant is not necessary, the Code Official shall forward the case to the Abatement Crew to be processed.

vii. Administrative Search Warrant

1. If it is determined that a warrant is required to legally enter a property, the Code Official shall generate the warrant and send it to the City Prosecutor for review.
2. If approved, the warrant will be signed by the Code Official and sent to the District Court Judge for review.
3. If approved, the warrant will be signed by the District Court Judge and sent to the Code Official to be served within ninety-six (96) hours.
4. If the warrant is for abatement, the Code Official shall coordinate with the Abatement Crew to determine a reasonable date and time to abate the violation.
5. The Code Official and Abatement Crew may utilize the services of the Columbus Police Department in an effort to avoid conflict and disturbing the peace.
6. All items cited in the warrant shall be placed in the Abatement Crew’s truck. Removing anything from the premises for personal use is strictly prohibited.
7. The Code Official and/or Abatement Crew shall photograph the property before, during, and after the abatement process. These photographs, and any corresponding notes taken, shall be attached to the case file.
8. At the conclusion of the warrant execution, the Code Official shall populate and sign the “return receipt” page attached to the warrant.

- a. The Code Official shall leave one copy of the warrant and the “return receipt” with the owner or occupant of the property while on scene.
- b. If the owner or occupant of the property is not available, the Code Official shall post the copy of the warrant and “return receipt” in a conspicuous place on the premises and take one up-close photograph of the warrant and a second photograph of the front of the structure with the property address and the warrant visible.
- c. The Code Official shall send the other copy of the warrant and “return receipt” to the District Court Judge.

viii. Process Fees – Billing

- 1. Administrative Staff shall generate a “Total Cost Bill” which shall include all costs associated with the case.
- 2. Administrative Staff shall send the bill to the property owner by certified mail.
- 3. The property owner may appeal all or part of the bill in accordance with the Administrative Hearings Standard Operating Procedure.
- 4. The request for appeal must be submitted within ten (10) business days of the date on the bill.
- 5. Administrative Staff shall be responsible for coordinating a payment plan, if requested by the property owner.
- 6. If the bill is not paid within thirty (30) days of the date on the bill and a payment plan was not established, Administrative Staff shall send a “Final Bill”, by first class mail, to the property owner as a reminder.
- 7. The property owner may not appeal all or part of the “Final Bill” because the request for appeal must be submitted in writing within ten (10) business days of the date on the “Total Cost Bill”.
- 8. If the bill is not paid within ten (10) days of the date on the “Final Bill” and a payment plan was not established. Administrative Staff shall send the unpaid bill to collections and proceed with filing an assessment to the property owner’s property tax bill

- ix. Closing the Case – Administrative Staff shall close the case when the bill is paid or when the unpaid bill has been sent to collections and an assessment to the owner’s property tax bill has been filed.

e. Case Management

- i. During the process of identifying, reporting, and managing a case, the Code Official shall pursue voluntary compliance above all other means to remedy the case.
- ii. The Code Official shall be available for correspondence concerning current and past cases during assigned working hours via cell phone, personal contact, email or other means of electronic communication.
- iii. The Code Official shall, upon request, provide the property owner or occupant with a list of resources for assistance.

- iv. The Code Official may allow one extension for a case, if requested by the violator, when there is a plan of action to address the issue, the requester exhibits good-faith, the responsible party can establish reputable means and resources to remedy the underlying violation and/or case in a timely manner or the Code Official observes significant progress is being made.
 - 1. If an initial extension is granted, the Code Official shall provide detailed reasoning for the extension in his case notes.
 - 2. Any subsequent extension must be approved by the Chief of Police or his designee and the reason for the additional requested extension shall be in writing.
- f. The Code Official has the discretion to file a Notice to Appear in addition to, or rather than, conducting an abatement of a violation.
 - i. The Code Official serve the Notice to Appear following the designated methods of service.
 - ii. The Code Official shall populate a case file, including, but not limited to notice of violation, photographs, notice to appear, and other appropriate case documentation to the City Prosecutor for review.
 - iii. If approved, the City Prosecutor will prosecute the case in Municipal Court.
 - iv. The Code Official shall attend the Court proceedings to assist the City Prosecutor
 - v. The Code Official shall conduct re-inspection as ordered by the Court.