



1651 Frankfort Hwy/ PO Box 2129, Frankfort MI 49635

Ordinance Enforcement Officer Job Description and Contract

(Updated June 2024)

General Description:

The Ordinance Enforcement Officer's job is to perform, in conjunction with Crystal Lake Township Board member(s) and/or the Zoning Administrator, the physical, technical and record-keeping work related to upholding the Crystal Lake Township Ordinances.

Specific Duties and Responsibilities Include:

- keep a running logbook of all enforcement-related activities;
- observe violation(s), or receive complaint from individual(s) (e.g. citizens, neighbors) or collectives (e.g. the Board, environmental groups, neighborhood associations) regarding possible violation(s) of ordinance(s) and subsequent investigation;
- confer with appropriate official(s) and review applicable written ordinance(s) to pinpoint possible violation(s);
- initially approach alleged violator(s) with the intent to avoid legal action;
- never apply force and never use a weapon unless in extreme cases when necessary for self-defense;
- help develop board-approved solution(s) with alleged violator(s) to achieve compliance;
- write and issue warning letter(s) and/or citation(s);
- provide pictorial and/or other evidence to document non-compliance;
- conduct related research, as requested or when applicable;
- maintain copies at township hall of all related paperwork;
- update Board at monthly meeting, as needed;
- use a computer to assist in communication, documentation and maintenance of official record(s) (e.g. field observations, complaints, interviews, inspections, photos and other evidence, violations, citation court proceedings, general reports to the Board);
- prepare for case(s), represent the Township and appear in court to testify regarding code violation(s);
- perform follow-up inspection(s) to ensure, where applicable, resolution is progressing;
- assist in drafting and updating ordinances, forms, procedures and practices, when necessary.

Physical and Intellectual Demands Include:

- continuous attention to safe operating procedures to ensure the safety;
- effective and tactful written and oral communication skills;
- mathematical skills (e.g. the ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume);
- knowledge of principles, instructions and techniques of investigation;
- observation, interpretation of, and adaption to, special situations;
- diplomatic skills to handle dissatisfied, argumentative and confrontational individual(s);
- effective interaction with and reporting to Board, Zoning Administrator and other officials;
- performance of duties often outdoors, sometimes over rugged terrain with exposure to the elements;
- possession of no past or current lifestyle behaviors deemed by the Board as possible detractors from weight of authority needed to carry out duties;
- effective work behavior when under stress, in adverse conditions, and against deadlines;
- independent work in the field with a minimum of supervision;
- technology skills (e.g. general computer skills, operation of camera and cell phone);
- law enforcement or related enforcement training, including de-escalation training;
- familiarity with Township geography;
- understanding of applicable Township ordinance(s).

Education, Experience and Knowledge Preferred:

- high school diploma and continued education levels beyond high school;

Special Certifications, Registrations and Licenses Required:

- no criminal record;
- a valid Michigan driver's license;
- a history and maintenance of a good driving record;
- proper license for firearms, if applicable.

Supervision of Officer will consist of:

- Township Supervisor, or board appointed designee(s) and the Zoning Administrator, when applicable;
- the Township Board.

Terms of Employment:

- Officer will fulfill all terms of the job as previously described;
- Officer will report by choice and/or by Board request at Township Board meetings;
- Officer will monitor email through official CLT email address;
- The Township will supply business cards and an email address. Officer will use official stationery and email address for business communication;
- The Township will supply an in-house mailbox and storage space for maintenance of enforcement files at the township hall, but will not supply office space;
- The Township will reimburse the officer for all reasonable expenses associated with conducting business (e.g. postage, office supplies);
- Officer will supply own cell phone and phone number for township ordinance enforcement business (phone and phone minutes are not reimbursable);
- Officer will submit monthly timesheets for approval and monthly payment;
- The Officer will track hours worked in 15-minute increments, whether at Officer's residence or at the township hall. The Officer will not be paid for commute to, or from, the township hall but will be reimbursed the maximum amount allowed by the Internal Revenue Service for mileage accrued during performance of above-mentioned job duties;
- In 2024, Township remuneration will start at \$28.00 per hour. After a 30-day review, if performance is found to be satisfactory, a raise to \$33.79 per hour with increases in subsequent years as approved by the Township Board shall apply;
- The Officer is a part-time employee and the Township will maintain liability and workman's compensation insurance on the officer.

Hours will be processed and remuneration issued on a monthly basis. Any change in this job description or contract, by either party, must be reviewed by the Crystal Lake Township Board for approval before implementation. This contract is between Crystal Lake Township and the signing employee only. Either party wishing to cancel this contract shall give cause and a cordial notification at will. Contract will commence on immediately upon hire and may be automatically renewed if all parties agree.