

ORDINANCE ENFORCEMENT OFFICER ORDINANCE

Adopted: May 19, 1980

Effective: May 19, 1980

An Ordinance to establish the office of Ordinance Enforcement Officer; to prescribe the duties of said office; to authorize the Township Board to appoint any person or persons to said office; and to amend any Ordinances of EXETER Township which conflict with the provisions hereof.

THE TOWNSHIP OF EXETER,

MONROE COUNTY, MICHIGAN

ORDAINS:

Section 1. Ordinance Enforcement Officer

There is hereby established the office of Ordinance Enforcement Officer within the Township of EXETER, MONROE County, Michigan.

Section 2. Appointment

The Township Board of EXETER Township is hereby authorized by resolution, at any regular meeting of said Board, to appoint any person or persons to the office of Ordinance Enforcement Officer for such term or terms as may be designated in said resolution. Said Board may further, by resolution, remove any person from said office, in the discretion of said Board.

Section 3. Duties

The Ordinance Enforcement Officer is hereby authorized to enforce all Ordinances of the Township of EXETER, whether heretofore or hereafter enacted, and whether such Ordinances

specifically designate a different official to enforce the same or do not designate any particular enforcing officer. Where a particular officer is so designated in any such Ordinance, the authority of the Ordinance Enforcement Officer to enforce the same shall be in addition and supplementary to the authority granted to such other specific officer. The authority of such Ordinance Enforcement Officer shall also be in addition and supplementary to the authority vested in the Township Supervisor by state statute. The Ordinance enforcing authority of the Township Supervisor and the other officers specifically designated in any Township Ordinance shall continue in full force and effect and shall in no way be diminished or impaired by the terms of the within Ordinance.

Section 4. Definitions

The Ordinance enforcement duties herein authorized shall include, among others, the following: Investigation of Ordinance violations; serving notice of violations; serving appearance tickets as authorized under Public Act 147 of 1968, as amended; appearance in court or other judicial proceedings to assist in the prosecution of Ordinance violators, and such other Ordinance-enforcing duties as may be delegated by the Township Supervisor or assigned by the township attorney.

Section 5. Authority

The Ordinance Enforcement Officer is hereby declared to be a police officer and peace officer under the authority of Michigan Public Act 246 of 1945, as amended, Section 5.45(1) et seq.), Michigan Public Act 181 of 1951, as amended, (MSA Section 5.2640(31), et seq.), and Michigan Public Act 50 of 1919, as amended, (MSA Section 5.191, et seq.).

Section 6. Saving Clause

The provisions of the within Ordinance are hereby declared to be severable and the invalidation of any one or more of the same by any judicial determination or statutory or constitutional provision shall not invalidate the remainder of said provisions or Ordinance.

Section 7. Effective Date

This Ordinance shall take immediate effect. All Ordinances of the Township heretofore or hereafter adopted shall hereafter be supplemented by the terms of the within Ordinance.

Township Clerk

Margaret M. Bruck
MARGARET M. BRUCK

Ordinance Officer Job Description

The position of ordinance officer is created to achieve compliance with the regulations of the Exeter Township Zoning Ordinance and regular township ordinances in a spirit of concern for public health, safety, welfare, and community pride. The ordinance officer shall be under the authority of the Township Board, reporting on a day to day basis to the Township Supervisor. The ordinance officer is expected at all times to conduct himself in a respectful manner with residents, representing the township's desire to achieve compliance at the lowest possible level of enforcement.

Responsibilities:

1. Office Hours at Township Hall: 4 hours per week
2. On-Site Inspections:
Responding to phone calls or letters from residents, or acting on his own observations, the ordinance officer shall cover the entire township in a fair and consistent manner. The number of weekly inspections shall be limited by the township's annual budget for the ordinance department.
3. Willing to accept phone calls at home. Outgoing calls from home made on behalf of the township shall be reimbursed through the submission of a monthly expense report.
4. Expected to maintain accurate, detailed, forms and files concerning all initial inspections and follow-up visits. Such files shall be maintained at the township hall.
5. File a monthly report with the township clerk, listing the date, location, and general nature of each inspection. Such report shall serve as a department overview to the township board, as well as documentation for monthly pay.
6. Work with the township building official as necessary in matters of overlapping enforcement.
7. Inspect pond construction.
8. Inspect stripping and quarrying operations.
9. Attend regular meetings of the township board, 3rd Tuesday of each month, at 7:30 P.M.
10. Be willing to invest the time necessary to read and learn the content of township zoning and regular ordinances.

Pay: \$25 per inspection (includes mileage).
Four weekly office hours reimbursed at \$10 per hour.