the tow destination shall also be included in the email. (The register vehicle owner will have 30 days to work out arrangements with the towing company.)

8. An Application for Certificate of Authority to Dispose of an Abated Public Nuisance Vehicle (Form VTR-71-4) shall be completed and mailed on the 31st day after the removal of the JV:
   Texas Department of Motor Vehicles
   Vehicle Titles and Registration Division
   ATTN: Title Control Systems
   Austin, Texas 78779-0001

9. Upon receipt of the (COA) and transfer of the public nuisance vehicle stamp the front and back of it using the department's mailing address stamp, make a copy of it and give it to the tow service in possession of the vehicle who will in turn assign the COA to the metal recycler. After destroying the vehicle, the metal recycler will notify the TDMV to mark the vehicle record as crushed.

10. Upon receipt of the check from the tow service the CEO will place the file in the Tow Files.

Temporary signs / Off Site Advertisement

No offsite advertisement/signage is allowed.

Food Establishments

If CEO receive any questions call, or email dealing with temporary food / code violations etc. The CEO should attempt to handle any questions, or comments in the most professional manner to the best of their ability. **In any questions dealing within any topic in the Code Enforcement / Compliance department. If you do not know the answer "tell them I do not know, but I will try to obtain the correct answer. Get with the appropriate personal to obtain the best answer." If the subject or person is a city council member all question should be directed to the director / building official of the department.** The director /

building official will give further direction on any question, concerns, or comments from city council members / governing body.

1.If a CEO receives a complaint, questions, or concerns about any food establishment. The complaint will be directed to the CEO in charge of that establishment health inspection. The assigned CEO will start a case in HSGov and will completed a follow-up investigation of the complaint. All information gathered in the investigation should be documented in the case until it is closed out. (Pictures, Body Camera Video, Audio Recording, Emails etc.)

2. Food Establishments Inspections will be assigned to the CEO by the ~~Code Compliance Supervisor~~ Building Official and divided between the CEO's as equally / fairly as possible. The CEO's may trade out inspections with other CEO's as long everyone agrees. The CEO wanting to trade with another CEO must send the request through email. Each month the CEO will enter their upcoming inspections for the month and close each case out when the inspection is completed.

3. All health permits except temporary event permits will be created and printed by the ~~Code Compliance Supervisor~~.Building Official

5. A permit application must be completed for all health permits and must have all the correct documentation with it depending on which type of permit to be issued. Copies must be made and placed in the correct file folder.
6. CEO's can team up to complete food establishments inspections unless directed by the supervisor. This can be more efficient and effective way in accomplishing task assigned.
7. All food establishment inspections will require a case open and closed with the correct information in HSGov
8. All CEO will complete a certified food manger course.

Departmental Issued Equipment

1.The CEO should never demonstrate or present themselves as Law Enforcement Officers. The CEO badge should never be displayed or in public view other than during work time hours or official duties of the city. The CEO's badge should only be displayed during the CEO'S assigned work hours. CEO's may wear or display their assigned badge while completing their official duties.

2. CEOs should never abuse their privileges with any city issued equipment such as Computers, Printers, Tablets, Badges, Body Cameras, Digital Cameras, Internet access, Vehicles etc. See chapter 10 of city policies handbook (L,Y)

BODY CAMERAS / Issued portable digital recorder device.

If any CEO is dealing with a citizen, property owner or business owner about any cases, questions, concerns, or complaints. The CEO is required to have their portable issued recording device on an activated during the entire time frame.

It is the CEO responsibility to ensure there issued equipment is ready and prepared at begging of each shift.

The inside of department issued vehicle / patrol units shall be kept in clean and sanitize manner. All CEOs are responsible for maintain the departments vehicles.

Swimming Pool Inspection

1.The CEO will be responsible to coordinate and schedule their assigned pool inspections with the business.

2.The CEO will be responsible for delivery of the pool permits to the business upon completing the pool inspection for opening.

3. Any complaints or issues will be assigned to the CEO responsible for that pool / spa inspection

4.All CEO’s will complete a pool / spa inspector course.