

**Chapter 40**  
**OFFICERS AND EMPLOYEES**

ARTICLE I  
**Codes Enforcement Officer**

**§ 40-1. Position established.**

**§ 40-2. Reporting structure.**

**§ 40-3. Responsibilities.**

**§ 40-4. Requirements for position.**

**[HISTORY: Adopted by the Borough Council of the Borough of Dallastown as indicated in article histories. Amendments noted where applicable.]**

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ARTICLE I  
**Codes Enforcement Officer**  
**[Adopted 10-28-2002 by Ord. No. 488]**

**§ 40-1. Position established.**

The position of Codes Enforcement Officer is hereby established for the Borough of Dallastown. The Borough Council shall have the power and authority to hire a person to be the Codes Enforcement Officer as it may deem appropriate. The Codes Enforcement Officer shall serve at the pleasure of the Borough Council.

**§ 40-2. Reporting structure.**

The position of Codes Enforcement Officer shall be subordinate to the position of Borough Manager. The Codes Enforcement Officer shall report to the Borough Manager; and also to the Mayor and the Borough Council as may be requested or required depending on the activity involved.

**§ 40-3. Responsibilities.**

The Codes Enforcement Officer shall perform the following responsibilities:

- A. Initiate inspections for building, housing, abatement, land use, nuisances and other related ordinances.
- B. Respond to citizen complaints concerning enforcement of codes and attempt mediation if appropriate.
- C. Conduct field investigations of violations, gather evidence, issue notices of violation and prepare written reports.
- D. Appear as a witness for the Borough in any legal action for compliance or enforcement.
- E. Meet with developers, business owners, landlords, and residents to review violations, explain intent of codes, and pursue compliance.

- F. Propose amendments to specific Borough codes or regulations which relate to the position and which would enhance the Borough's enforcement capabilities.
- G. Coordinate efforts with other departments to assure appropriate action and uniformity of interpretation, application and enforcement of regulations and codes.
- H. Prepare and maintain detailed records and statistics related to enforcement activities.
- I. Collect, select, classify and compile data from various appropriate sources and prepare summary reports as appropriate or as required.
- J. Work with the business community and citizens to raise code consciousness.
- K. Pursue enforcement of Borough ordinances as authorized by the Mayor or the Borough Council, as applicable.

**§ 40-4. Requirements for position.**

The qualifications, knowledge, skills and abilities for being the Codes Enforcement Officer may be set by Resolution of Borough Council.