




**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 7.5
TO: All City of Dublin Employees
FROM: Dana McDaniel, City Manager 
SUBJECT: Code Enforcement Officers
DATE: June 24, 2022
<i>Supersedes and replaces Administrative Order 7.5, dated March 10, 2000, regarding same subject.</i>
PROPONENT: Division of Planning and Zoning

1. PURPOSE

The purpose of this Administrative Order is to designate those positions within the City that are commissioned to enforce certain sections of the City's Codified Ordinances and to issue citations for violations of under such sections.

2. DEFINITION

A. In accordance with Ordinance 40-00, the City Manager is authorized by City Council to commission Code Enforcement Officers for the enforcement of the City's Codified Ordinances, including, but not limited to, the Zoning Code, Property Maintenance Code, Animal Regulations, Parking Regulations (private property) and Health and Safety Regulations. The City Manager may commission employees as deemed necessary to effectively administer code enforcement and may terminate commissions as deemed necessary.

B. The following position(s) are currently commissioned by the City Manager as Code Enforcement Officers:

- (1) Code Enforcement Officer (Division of Planning)
- (2) Code Enforcement Supervisor (Division of Planning)

C. The position(s) commissioned with this authority shall abide by the following provisions:

(1) Areas of the Codified Ordinances that may be enforced include the Zoning Code, Property Maintenance Code, Animal Regulations, Parking Regulations (private property) and Health and Safety Regulations. Other areas of enforcement may be added by permission of the City Manager.

(2) Citations may be issued for minor misdemeanors and unclassified minor offenses only.

(3) Arrest powers and the right to carry a weapon is not granted as part of the commission.