

INSPECTION AUDITS

The audit process was developed to ensure that Code Enforcement Officers' inspections are conducted fairly, uniformly, and consistently. On occasion, codes are changed, or newly adopted codes are implemented. As a result, policy procedures must be created or amended to reflect those changes. Audits are used as an extension of the training program necessary when implementing a new policy. They can be a vital tool in evaluating inspectors' understanding of their job duties and work performance. The audit results are used to provide ongoing feedback to the inspection staff.

Audits are primarily chosen randomly by the Code Compliance Coordinator, Senior Code Enforcement Officers, and the Lead Paint Program Coordinator. They can also result from a customer request or a referral from another department or outside agency. Audits also can be conducted after an inspection has been completed or simultaneously.

As previously mentioned, audits can be used as an extension of training when new codes/policies are implemented. On July 1, 2006, the City of Rochester began to enforce the Lead-Based Paint Poisoning Prevention Ordinance. This Ordinance was designed to reduce the number of children who are poisoned by lead-based paint. Inspections related to the enforcement of this Ordinance must be conducted accurately and consistently. For this reason, lead ordinance violations will be one of the primary focus areas of our auditing program. The Lead Paint Program Coordinator will assist the Code Compliance Coordinator and Senior Code Enforcement Officers by conducting Lead Ordinance-specific audits. Our goal will be to complete no less than two audits per inspector each quarter.

All audit results will be reviewed with the inspector. When discrepancies are found, a copy will be provided to the Manager of Code Enforcement, and the inspector may receive remedial training.

When audits reveal inconsistencies on multiple occasions, once remedial training has occurred, or if the audit reveals an oversight that is so egregious that it could impact the occupants' health and safety, disciplinary action may be taken.