



# TOWN OF EAST HAMPTON

## ORDINANCE ENFORCEMENT DEPARTMENT

PUBLIC SAFETY DIVISION

300 Pantigo Place, Suite 111A

East Hampton, N.Y. 11937

Phone (631) 324-3858 Fax (631) 329-5899

Elizabeth A. Bambrick  
Director of Code Enforcement

## ORDINANCE ENFORCEMENT OFFICER

### SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

Prospective employees are selected from eligible lists generated through open competitive examinations administered by the *Suffolk County Department of Civil Service*. Information regarding the examinations and minimum qualifications is available at <http://www.suffolkcountyny.gov/departments/civilservice>

### EAST HAMPTON TOWN CODE §45-4. ORDINANCE ENFORCEMENT OFFICER

A town employee, designated by the Town Board to be a member of the Ordinance Enforcement Department, who shall be selected in accordance with the Civil Service Laws of the State of New York.

### EAST HAMPTON TOWN CODE §45-2. PURPOSE AND OBJECTIVES

Protect, preserve and support the health, safety, welfare and overall quality of life of all East Hampton residents through education, promotion of voluntary compliance, and enforcement of various town codes and resolutions.

### NEW YORK STATE TITLE 19 NYCRR Part 1208

State certification as a municipal CODE ENFORCEMENT OFFICIAL is mandated, and is administered by the Department of State, Division of Code Enforcement & Administration. Officers become certified by completing a basic training program consisting of six courses, each 24 hours long, and passing an examination at the conclusion of each. This initial certification program must be completed within one year after initial appointment as a code official. Maintenance of state certification requires completion of 24 hours of in-service training annually. <http://www.dos.state.ny.us/DCEA/>

### FUNCTIONS

- Enforcement of the East Hampton Town Code & NYS Uniform Fire Prevention and Building Codes
- Answer questions and educate residents about applicable town code and state law
- Process, document, and investigate resident complaints and inter-departmental referrals
- Patrol the five hamlets in an effort to identify and directly observe violations
- Conduct property inspections
- Seek abatement of violations, preferably through voluntary compliance
- Conduct research, personal interviews, and inspection of records
- Issue written *Notice of Violation* letters in an effort to seek voluntary compliance
- Issue court *Appearance Tickets* as necessary
- Prepare & file formal court charges with the East Hampton Town Justice Court as necessary
- Testify in court as required in support of charges filed

### WHAT ORDINANCE ENFORCEMENT OFFICERS ARE NOT, AND WHAT THEY CAN'T DO

- Not police or peace officers
- No authority to detain or arrest
- Not empowered to enforce the NYS Vehicle & Traffic Law or the NYS Penal Law
- Not empowered to charge violations not personally observed
- Cannot pressure, threaten, harass, or use coercive tactics to gain entry or gather information