

01/27/93

ORDINANCE NO. 41-946

AN ORDINANCE CREATING SECTION 20.04.025 OF THE CODE OF THE CITY OF WICHITA, KANSAS, PERTAINING TO THE PROCEDURE MANUAL FOR THE OFFICE OF CENTRAL INSPECTION.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WICHITA, KANSAS:

SECTION 1. Section 20.04.025 of the Code of the City of Wichita, Kansas, shall read as follows:

"Procedure Manual. (a) The Office of Central Inspection shall create, and from time to time review and update, a Housing Code Enforcement Policy and Procedure Manual. The manual shall include policies and procedures which provide for:

- (1) equal enforcement of the housing code regardless of whether the unit is tenant-occupied or owner-occupied;
- (2) courteous treatment of citizens by inspectors;
- (3) search and seizure methods which follow Fourth Amendment principles;
- (4) in-service training of inspectors on the requirements of the manual;
- (5) definitions of the terms 'vacant', 'emergency' and 'abandoned', and a process for differentiating between such terms;

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(6) prosecution of interior and exterior housing code violations visible from either private or public property;

(7) requesting and receiving permission to inspect for code violations;

(8) written notice to the property owner of violations and the process for obtaining additional information about or appealing such notice of violations;

(9) inspections of dangerous, abandoned structures;

(10) obtaining search warrants when inspection is refused;

(11) use of placarding guidelines;

(12) guidelines for declaration of a dwelling as unfit for habitation; and

(13) a detailed extension policy.

(b) No changes may be made to said Policy and Procedure Manual without the prior review of such changes by the Law Department and approval by the Board of Code Standards and Appeals. The Office of Central Inspection may appeal the denial of approval to the City Council for the final decision on changes to the Policy and Procedure Manual.

(c) All requests for information pursuant to the Freedom of Information Act shall be referred to the Law Department through the Community Standards Code Administrator or Housing Supervisor."

SECTION 2. This ordinance shall be included in the Code of

the City of Wichita, Kansas, and shall be effective upon its passage and publication once in the official City newspaper.

ADOPTED at Wichita, Kansas, this 9th day of February, 1993.

Jim  
MAYOR

ATTEST:

Patricia L. Burnett  
Patricia L. Burnett, Deputy City Clerk

Approved as to form:

Gary E. Rebenstorf  
Gary E. Rebenstorf, Director of Law

