



CITY OF DUBLIN

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

ADMINISTRATIVE ORDER 7.3
TO: All Department/Division Heads
FROM: Timothy C. Hansley, City Manager
SUBJECT: Inspection of Occupied Residential Dwellings by City Inspection Personnel
DATE: March 6, 1995
New Administrative Order

I. PURPOSE

The purpose of this Administrative Order is to establish and communicate the City Manager's policy regarding the inspection of occupied, residential dwellings by City inspection personnel. The specific focus of this policy shall be to establish the reasonable parameters governing the performance of these inspections. The underlying concern of the City in establishing such parameters is to safeguard the resident and to limit the liability exposure to the City and its employees associated with conducting such home/residential inspections.

II. POLICY

It is the Policy of the City Manager that when City inspection personnel (e.g. Maintenance Workers, Engineering Project Inspectors, Building Inspectors, etc.) conduct inspections of occupied residential dwellings, they must do so only in the presence of the homeowner or an adult resident, or another adult duly authorized by the homeowner or resident to be present on his/her behalf. Under no circumstances shall City inspection personnel enter or remain in a resident's home without the homeowner's/adult resident's or his/her adult representative's presence.

When scheduling an inspection with a resident/homeowner, City personnel shall clearly advise the resident/homeowner that City policy does not permit City personnel to conduct such inspections without the homeowner's/adult resident's or his/her adult representative's presence in the home.

When conducting an inspection of a resident's/homeowner's dwelling and the adult resident/homeowner expresses a need or desire to leave the premises for any reason, City inspection personnel shall immediately advise the homeowner/resident that City Policy does not permit them to remain in the home without the presence of the adult resident/homeowner or his/her adult representative and that they will return at another mutually scheduled time to complete the inspection. Under no circumstances shall City personnel remain in the home while only juveniles are present.

When conducting an inspection of a homeowner's/resident's dwelling and it becomes necessary for personal belongings/ property to be moved, City inspection personnel shall advise the resident/homeowner that City Policy precludes them from moving such personal belongings/property without the home-owner's/resident's authorization.

If the homeowner/resident desires the City inspection personnel to move his/her personal belongings/property, the homeowner/resident must sign a waiver of liability (copy attached) releasing the City from all liability should any damage result during the movement of personal belongings/property.

Compliance with the above parameters will accomplish the City's objective to conduct the needed inspections and at the same time adequately safeguard the resident/homeowner as well as limiting the liability exposure to the City of Dublin and any employees of the City of Dublin.