

**McLeod County Public Health  
Policy & Procedure**

<b>Title: Public Health Nuisance</b>	<b>Policy Number:</b>
<b>Effective Date:</b>	<b>Revised: 08/30/2012</b>

Policy:

Procedure:

### **Intake/Referrals**

Nuisance referrals are forwarded to designated nuisance staff as soon as possible. If staff are not available, check nuisance referral log to be sure that this case is not already open/assigned. If not already open, complete a referral form, then forward to nuisance staff. See referral form appendix A.

### **Investigation**

Initial response shall be made within 7 working days unless referral marked Immediate Intervention Needed.

Investigations are only needed outside city limits. Contact appropriate city offices for complaints within city limits or District Office if needed. See Nuisance Contact list appendix B. Assist city offices as needed or requested.

Compile team as needed: Social Worker (adult or child protection, mental health), Law Enforcement, Environmental Services, Planning and Zoning, City Building Inspectors.

Bring nuisance bag, appropriate resources/information, and camera. Items in nuisance bag include: foot coverings, flea suit, duct tape, masks, goggles, gloves, hand sanitizer, garbage bags, and thermometers (room and temporal), nuisance intake folder. Forms found in folder are included as appendix C.

Take county vehicle or ride along with other team member to site. Perform on-site visit and complete visual survey checklist. See appendix D. Photographs may be taken, especially a good idea if nuisance is found.

If entry to site is refused or resisted, the team shall leave and the case will be referred to the county Attorney's office for possible charges and/or the application for a search warrant.

If dwelling is not deemed a nuisance, provide education and resources appropriate to situation.

If dwelling is deemed a nuisance as defined in policy, notify the resident and compose letter of removal/abatement that needs to occur in 10 days. See appendix E. Public Health Supervisor must be informed. Public Health Supervisor needs to review letter and co-sign it. Letter is then sent certified mail. The original goes to the resident/owner of property, a copy kept in log book, and also a copy sent to the Attorney's office by inter-office mail.

See appendix F for posting sign to be placed once declared nuisance.

Adult protection report needs to be made if suspected. If any are children involved child protection is notified.

Follow-up inspection is scheduled via the letter. See appendix E.

If nuisance is not cleared, call party and also follow up with letter for third inspection. Appendix G. Letter is then sent certified mail. The original goes to the resident/owner of property, a copy kept in log book, and also a copy sent to the Attorney's office by inter-office mail.

If third inspection shows that nuisance is still not cleared clean up may be ordered under the tax-payer's expense. See appendix H. Letter is sent certified mail. The original goes to the resident/owner of property, a copy kept in log book, and also a copy sent to the Attorney's office by inter-office mail.

If the nuisance is cleared after the second or third inspection, party is notified in person or by phone. Follow up letter is also mailed. Letter is sent certified mail. The original goes to the resident/owner of property, a copy kept in log book, and also a copy sent to the Attorney's office by inter-office mail. See appendix I.

Once nuisance is cleared, fill out Final Report. Appendix J. Print it; give copy to Public Health Supervisor for review. Place Final Report all along with all accrued documents, correspondence, pictures, and notes for case together in a sheet protector. Place in Closed Nuisance binder in chronological order using open date. Make sure to update referral log with date closed.

Keep records for 10 years.