

Attachment 5

Valid Public Health Nuisance Complaint Checklist

Upon the determination that a public health nuisance exists the following shall serve as guidelines for the continued investigation of the public health nuisance and ultimately the resolution of the nuisance.

- _____: Public Health Nuisance has been validated.
- _____: Decide the key partners to involve: adult protection, child protection, police/sheriff, fire, zoning, etc.
- _____: Determine Safety measures possibly needed to do an onsite investigation.
- _____: Identify parties responsible for creating and abating the nuisance and document all information of importance.
- _____: Contact the identified parties to gain permission to enter the property or premises to do a field evaluation.
- _____: **If** permission to enter is denied contact Public Health Director for further instruction and proceed from there. (This may include obtaining a search warrant.)
- _____: Complete a onsite investigation (see attachment 3 for documentation checklist).
- _____: Upon inspection determine the extent of the public health nuisance and provide a written order requesting abatement to all parties involved.
- _____: Leave a written or printed notice on the property.
- _____: Follow-up investigation to validate compliance with abatement order has occurred. Provide documentation that the public health nuisance has been abated with “before and after” photographs and a written description. Place this documentation within the case file.
- _____: **If** abatement has not occurred consult the Public Health Director to determine the next course of action (see Public Health Nuisance Policy p. 6).
- _____: Send a letter signed by the EHS letter notifying all parties involved with the abatement orders that the public health nuisance has been resolved. Give a copy to the Director.