

ARIZONA WESTERN COLLEGE

SYLLABUS

CACCEO CODE ENFORCEMENT COURSE

NON-CREDIT COURSE: 21 CLOCK HOURS (2.1 CEUs)

PREREQUISITE: None

COURSE DESCRIPTION

This seven-module course was created by the professionals who are members of the Arizona County Coalition of Code Enforcement Officials (CACCEO). They are committed to the promotion and administration of applicable coding regulations and ordinances through the promotion of safety, harmonious development, public welfare and well being. It is endorsed by the Arizona Association of County Planning Directors (AACPD)

COMPETENCIES

Upon satisfactory completion of this course, students will be able to identify:

1. The purpose, process and legal authority for adoption and enforcement of zoning codes
2. Field safety hazards for zoning inspectors and strategies to anticipate, avoid, and implement effective methods for dealing with threats to safety
3. Elements of property ownership related to various types of property deeds, rights to claim community property status, and principles for taking title to property
4. Effective communications strategies, both visual and written
5. The legal roles and responsibilities of the zoning inspector, code enforcement officer, hearing officer, and the county board of supervisors
6. Factors in the enabling legislation, related court cases and constitutional rights that impact the enforcement of zoning regulations
7. Legal and personal ethical values expected in the enforcement of zoning regulations

INSTRUCTIONAL STRATEGIES:

Students will complete the lessons within each module independently and progress at their own speed; however expert assistance is available should there be a need for clarification. Contact information for the volunteer zoning professionals can be located in the "Contact List" section.

STUDENT REQUIREMENTS

1. This course is open to any interested party.
2. Students will have 90 days to complete the seven modules with an exam at the end of each module.

3. They will be required to achieve a minimum score of 80% on each exam before moving to the next module.
4. On successful completion of each module and the final exam at the 80% level, students will be awarded a Zoning Inspector Certificate from the AACPD and CACCEO.
5. Students will also be awarded an Arizona Western College Certificate of Completion and 2.1 Continuing Education Units (CEUs).

METHODS OF INSTRUCTION

1. PowerPoint Lecture
2. Online Contact with Available Instructor

COURSE OUTLINE

- Module I. Introduction to Zoning
- Lesson 1 Introductions
 - Lesson 2 Land Use Descriptions
 - Lesson 3 Change and Deviation
 - Lesson 4 Other Zoning Responsibilities
- Module II. Field Safety
- Lesson 1 Personal Preparedness
 - Lesson 2 Tools of the Trade
 - Lesson 3 Safety Concerns and Awareness
 - Lesson 4 Things to Think About and be Aware of
 - Lesson 5 Threats to Inspector Safety
- Module III Property Ownership
- Lesson 1 Understanding Deeds
 - Lesson 2 Types of Deeds
 - Lesson 3 Methods of Taking Title
- Module III cont.
- Lesson 4 Methods of Transfer
 - Lesson 5 Reading Legal Descriptions
- Module IV Communications Skills (The lesson plan numbering and sequence herein needs to be simplified to note titles of lessons 1 through 7, use of references to “sections” is inconsistent and confusing)
- Lesson 1 Report Writing for Codec Enforcement
 - Lesson 2 Information Matrix
 - Lesson 3 Report Writing Do’s and Don’ts
 - Lesson 4 Interpersonal Communication
 - Lesson 5 Communication Process

Lesson 6 Nonverbal Communication
Lesson 7 Communicating With a Hostile Audience

Module V Zoning Enforcement Principles & Practices
Lesson 1 Zoning Enforcement
Lesson 2 Enforcement Procedures
Lesson 3 Processing a Complaint (Yuma Co. example)
Lesson 4 Hearing Officer Process (Yuma Co. example)
Lesson 5 Yuma County Procedures
Lesson 6 Appeals Process

Module VI Legal Aspects
Lesson 1 Codes and Code Enforcement
Lesson 2 Legal Aspects
Lesson 3 Enforcement
Lesson 4 Liability
Lesson 5 Summary

Module VII Ethics for Zoning Inspectors
Lesson 1 Principles of Public Service Ethics
Lesson 2 Personal Gain
Lesson 3 Fair Process Laws
Lesson 4 Agency Counsel

EVALUATION

Quizzes and final Exam with 80% scores required