**Code Enforcement Division**

**ONE – Overview**

**TOOLS & TECHNOLOGY INTERN WILL USE**

Calculators Microsoft Word

Computers Microsoft Excel

Internet Research Microsoft PowerPoint

Audio/Visual Aids

Training Resources

**SKILLS INTERN WILL PRACTICE**

Active Listening

Critical Thinking

Reading Comprehension

Time Management

Social Perceptiveness

Writing

Monitoring

Speaking

Complex Problem Solving

**ABILITIES INTERN WILL PRACTICE**

Written Comprehension Deductive Reasoning

Oral Expression Written Expression

Speech Clarity

**WORK ACTIVITIES**

Oral Expression

Oral Comprehension

Problem Sensitivity

Written Comprehension

Inductive reasoning

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

Performing Administrative Duties

Communicating by Phone, Letters, and E-mail

* Code Enforcement Complaints
* Investigations / Responses
* LVMC Title 9 – Health & Safety
* LVMC Title 16 – Building
* Title 19 - Zoning

**TWO – Learning Objectives**

* Identify common nuisance violations
* Identify minimum housing code requirements
* Identify building code violations
* Identify development code violations
* Learn investigation protocol / techniques
* Conducting an investigation / preparing a response
* Conducting an annual planning inspection
* Conduct research regarding enforcement of city codes
* Review / understand applicable codes and ordinances
* Review Zoning and Housing Codes
* Review Building Codes

**MEASURES**

* Formulate a sample case template
* Prepare a response to an code enforcement complaint
* Formulate a sample notice and order
* Review/understand abatement process
* Calculate civil penalties in a sample case
* Prepare a sample misdemeanor citation
* Written Test
* Intern Self Evaluation
* Preceptor Evaluation

**Inspections Divisions**

**ONE – Overview**

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**SKILLS INTERN WILL PRACTICE**

Active Listening

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**ABILITIES INTERN WILL PRACTICE**

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**WORK ACTIVITIES**

Oral Expression

Oral Comprehension

Problem Sensitivity

Written Comprehension

Inductive reasoning

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

Performing Administrative Duties

Communicating by Phone, Letters, and E-mail

* Off-site & on-site inspections
* International Building Code (IBC)
* International Residential Code (IRC)
* International Energy Conservation Code (IECC)
* National Electrical Code (NEC)
* Uniform Plumbing Code (UPC)
* Uniform Mechanical Code (UMC)
* City of Las Vegas Administrative Code
* Southern Nevada Code Amendments
* Offsite Inspections & Testing (OIT) Procedures
* Materials Testing Lab

**TWO – Learning Objectives (under the supervision of ERD)**

* Learn inspection protocol / techniques
* Conducting an inspection / preparing a response
* Review / understand inspection requirements
* Read / understand B&S Policies and Procedures
* Read / understand OIT Procedures
* Review / understand the format of the building codes
* Read / understand Materials Testing Lab Protocols

**MEASURES**

* Identify minimum requirements for building inspections
* Identify minimum requirements for offsite inspections
* Conduct a sample rough/final building inspection
* Conduct a sample offsite inspection
* Prepare a sample inspection report
* Prepare a sample materials testing lab report
* Written Test
* Intern Self Evaluation
* Preceptor Evaluation