

<u>Risk</u>	<u>Effect</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>	<u>Objective</u>
All required steps of the enforcement process does not occur or were not performed in a timely manner.	Inspections may not be performed in accordance with policy.	The COMPLY system controls the extent and timing of the enforcement process.	Yes, but inspectors have the discretion to extend deadlines.	MEDIUM	Objectives 1 and 2
Inspectors exceed their authority by granting unjustified extensions of compliance deadlines.	Inspections may not be performed in accordance with policy.	Quality control (supervisory review) over compliance with inspection procedures. Policy and Procedures manual describes guidelines for granting extensions.	Yes, supervisors must authorize extensions which must be documented in the notes in COMPLY. Guidelines for granting extensions are not in procedures manual.	MEDIUM - Prior audit disclosed that explanations for granting time extensions were not documented.	Objective 2
Caseload is not fairly or reasonably distributed among inspectors.	Re-inspections may not occur in accordance with policy.	Area Supervisors review inspectors Inspection screen in COMPLY. If inspectors appears to be behind due to volume, supervisor allocate another inspector if deemed necessary.	Yes	LOW	
Management does not evaluate or monitor inspector productivity.	Inspectors may not be performing in accordance with management expectations.	Area Supervisors review inspectors Inspection screen in COMPLY to determine status of performing inspections. In addition, supervisor will periodically ride along with their inspectors.	Yes	LOW	
Performance results are not available or accurately reported.	The Department's effectiveness in bringing properties into compliance with the City of Tampa Code may be questioned.	Using Microsoft Access, the COMPLY data files can be queried to obtain the number of action files, opened, complied, and still active.	Yes	LOW	
Citizens are not informed of deficient conditions or corrective actions needed.	Uncorrected code violations may effect the quality of life for citizens within the City limits.	The COMPLY system generates a notice to the property owner stating the code violation and the remedy thereof.	Yes	MEDIUM	Objective 2
Inspectors do not follow-up on enforcement actions in a timely manner to ensure corrective action is taken.	Alleged violators may be get the perception that code violations are not taken seriously by the City.	The COMPLY system controls the extent and timing of the enforcement process.	Yes, however, the inspectors have the discretion of granting extensions and thus bypassing the system parameters for the next enforcement step.	MEDIUM	Objective 2
Individual referred to Diversion Program does not meet the program criteria.	Property owner may receive free services.	Written guidelines for referring a property owner to the Diversion Services Program.	No, written guidelines do not exist for referring an individual to the Diversion Services Program.	MEDIUM	Objective 3
Notices are not sent to alleged violator in accordance with Chapter 162.12 of the Florida Statutes.	Not sending notices may prevent the City from recording a lien on the property for abatement of violation.	The COMPLY system controls the type of notices to be sent based on the visit type code. Moreover, it a case goes before the Code Enforcement Board, the action file is reviewed beforehand to ensure proper notice has been done.	Yes	MEDIUM	Objective 2
Abatement of properties do not result in lien of property for work performed.	Proper accounting of properties abated by the City.	Condemnation Clerk is responsible for recording lien on properties demolished by the City. Office Support Specialist III prepare resolutions for liens to be approved by City Council for properties that are mowed by the City.	Yes	MEDIUM - Prior audit disclosed that liens were not recorded timely or not at all.	Objective 4