

Doña Ana County Environment Codes Department



20 August 2021

Ernest Harvin, CIA

Re: Internal Audit Function

Dear Ernest,

Thank you for your input in reference to the Audit for the Codes Enforcement Division. I have read the management letter and appreciate your guidance. Below is a detailed explanation of how each item will be addressed.

No Dumping Signage

The current no dumping signage states "Area is under surveillance." Should the budget permit, additional signage will be created to reflect "This area is under video surveillance. Violators will be cited"

A form will be created to include the following

- ❖ Location via GPS coordinates to include address (*only* if available.)
- ❖ Information will then be added to a file labeled *Illegal Dumping Signage* on an Excel spread sheet in the ACO/Codes share drive.

Preventive Maintenance Check & Service

- ❖ A PMCS form will be issued to Codes Enforcement Staff and turned in at the end of the month.
- ❖ A folder will be created in the ACO/ Codes Share drive where the forms can be scanned and filed.
- ❖ Codes Enforcement Staff will check their unit thoroughly on Mondays and Fridays, unless it falls on a holiday, in which case, the unit inspections will be conducted the following work day.

[Temporary Assistance/Interns]

Interns are no longer available. Data entering will revert back to management. Should the department budget allow, the internship/temporary assistant program may be utilized.

Trail Camera Usage

Training will be scheduled within 90 days for the Codes Enforcement Division.

- ❖ Officers will be directed to place trail cameras in areas that illegal dumping has increased.
- ❖ A kit will be put together to include the following
 - Camouflage spray paint
 - Camouflage tape
 - Rubber bands
 - Vegetation gathered from surroundings
 - Heat resistant glue or super glue

(Additional items will be added as needed)

Court Notifications Alternate

I'm currently in communication with Magistrate Court personnel to gain access to the court share drive.

Photo Data

- ❖ Code Enforcement Division will update the current SOP to reflect "*all photographs must have the date and time stamp*"
- ❖ When in use of the camera (Cannon Rebel T7), Officers will utilize the date and time stamp template created by the Codes Enforcement Department.

Community Sweep Records

- ❖ The existing Operation Community Sweep spread sheet will be utilized and modified to reflect the Codes Department stats.
- ❖ A folder will be created labeled *Community Sweep Records* in the ACO/Codes Share drive
- ❖ Record keeping for these events will be scanned and filed for easy access.

Unwritten Protocol

The current Codes Enforcement Division SOP for Illegal Dumping and Tires will be corrected to reflect the following

Every illegal dump site shall be marked by the investigating officer. He or she will be required to do as follows

- ❖ Each site must be marked using yellow caution tape, to easily be identified.
- ❖ Officers PSN number will be marked using a bright colored spray paint.

These responses will conclude my input for the Audit regarding the Codes Enforcement Division. I hope my written responses will show our dedication to improve our department. Thank you for your attention and time with this matter.

Warm regards,

Jesus A. Fraire

CODES OFFICER LEAD