

ENVIRONMENTAL ENFORCEMENT

Mission

Enforce Spartanburg County ordinances and South Carolina law pertaining to animal control and litter control. Inspect private and public property for violations of litter, illegal dumping, cruelty to animals, animals roaming at large, rabies tags/license violations, trap or tranquilizes abandoned dangerous, vicious, nuisance animals, impounds stray unwanted animals and animals that must be quarantined. Enforce traffic laws that pertain to transporting litter and solid waste. Investigate complaints of illegal construction and demolition dumpsites, damage to roads or rights of way, dumping of raw sewage and pollution violations, collect evidence and issue county summons and state tickets for violations, obtain and serve search and seizure warrants, write reports, testify and prosecute cases in court. Implement and keep records for County Adopt A Road Program.

Program and Services

Administration - Manages plans, organizes and inspects work of department employees, resolves customer service complaints. Provide information, analysis, research and recommendations to County Administrator.

Goal - Necessary Leadership to employees is provided, Performance objectives are being met, adequate information concerning the department is available to customers and Administration. Program policies and customer service problems are resolved in a timely manner.

Administrative Secretary - Performs difficult clerical and responsible administrative work including personally executing a wide variety of important operational and staff functions including legal and court documents, state traffic tickets & inventory, FOI requests, assists in development and maintenance of the department budget, evaluate, monitor and analyze expenditures to assure administrative goals and policies are met, report budgetary issues to the administration for review. Maintain petty cash fund, within confines of policy, disburse, and replenish funds as needed. Responsible for performing clerical duties relating to personnel and confidential matters related to discipline or the consideration of discipline.

Completes reports and records and assist other department divisions. Provides information to the public concerning various divisions of the department, receives and dispatches public complaints via phone and radio, data input, records management and assist officers with information.

Goal - Provide assistance to Administration by performing complex and responsible administrative office assistance and support task, Preparing and maintaining a wide variety of documents including legal and judicial papers, financial and medical reports and records, receiving and serving visitors and phone calls.

Office Assistant - Provides information to the public concerning various divisions of the department, receives and dispatches public complaints via phone and radio, data input, records management, assist officers with information and Director with various tasks.

Goal - Record citizen complaints, dispatch, and keep records of dispatches. Updating records and reports in a timely manner. Adequate customer service provided to the public, officers, director and other agencies within/outside the County. Implement public education.

Environmental Enforcement Sergeant - Provides Law Enforcement technical work performing difficult and time consuming investigations and responsible administrative work in the supervision of personnel and enforcement of local and state ordinances and laws for the keeping, regulation and protection of animals and the control of litter.

Goal - Necessary supervision of subordinate officers is provided along with adequate customer service provided to the public and other agencies. Implements public educational presentations regarding Animal and Litter Control with schools, civic groups, and media. Coordinates and participates in Neighborhood Enhancement Teams with State, County and Local authorities. Conducts surveillances of criminal activity, develops informants and makes arrests and prosecutes in court.

Senior Animal Control Officer - Provides responsible protective service work in the enforcement of South Carolina State Laws and Spartanburg County Ordinances. Primary duties of enforcing animal control laws within the County with emphasis on investigation of serious animal abuse and cruelty violations.

Goal - Provide direct supervision to Departmental Officers and ensures orders, policies and procedures are followed in the absence of the Environmental Enforcement Sergeant, trains Animal Control Officers on work procedures, assists the Director and Sergeant in selecting Officers by participating on the Interview Board. Responds to related responsibilities of the job on a 24 hour, 7-day per week basis.

Animal Control - Provide public safety through pro-active patrols, provides customer service demands by responding to Animal complaints, stray or vicious animals, nuisance animals, animal pickups, trap calls, completes reports, records and enforces animal control laws, ordinances and issues citations and prosecutes court cases. Assists Litter Control.

Goal - Keep adequate records of number of complaints of strays, nuisance or injured animals, number of cruelty investigations conducted, number of animals picked up, number of animals trapped, number of citations issued, number of animals impounded, track the percentage of successful prosecutions and educate the public.

Litter Control - Provides public safety through pro-active patrols, provides customer service demands by responding to litter complaints, illegal dumping, moving litter violations, uncovered or unsecured loads. Enforces State Laws and County ordinances. Prosecutes court cases, completes reports, records and assists animal control.

Goal - Record number of Litter complaints investigated, illegal dumpsites cleaned, record number of miles of County road cleaned, number of citations issued, percentage of successful persecutions and number of educational awareness programs available to the public.

Statistical Information 2005-2006

Animal Control Officers and staff responded to 28,000 requests for service and issued 722 violation tickets with fines of \$120,934 requested. A total of 15,272 animals from the county were delivered to the Animal Shelter.

Environmental Enforcement Litter Officers responded to 2,717 requests for service, completed 25 educational presentations to schools and civic groups, issued 854 violation of litter related tickets with \$203,073 fines requested and cleared 386 illegal dumpsites. Litter Officers also issued 192 animal violation tickets with 33,367 fines requested.

Significant Changes

Four existing staff positions from the Building Codes Department and their related expenses were transferred to the Environmental Enforcement Department to consolidate nuisance abatement efforts. The proposed “one-stop-shop” for nuisance abatement will make it easier for our residents to report threats to public health and safety such as illegal dumping, substandard property maintenance, and inappropriate land use. Consolidation of operations will place together staff with expertise in litter enforcement, building code standards, and land use. Also, personnel costs reflect a 4% compensation adjustment, and higher health care and workers compensation premiums. No net change in the recommended General Fund budget occurs as a result of this change. Capital costs increase to fund technology upgrades.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Office Assistant	10	2	2	2
Administrative Secretary	14			1
Senior Animal Control Officer				1
Animal Control Officer	14	6	6	5
Code Enforcement Officer	19			3
Director*	29	1	1	1
TOTAL		9	9	13

* Salary budgeted 50% Environmental Enforcement General Fund 01 and 50% Solid Waste Management Fund 04

ENVIRONMENTAL ENFORCEMENT							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
510 PERSONNEL SERVICES							
*	91010 SALARIES	222,043	233,020	232,670	374,651	141,981	61.0%
*	91011 OVERTIME	7,109	6,500	7,700	10,401	2,701	35.1%
*	91510 FICA	17,033	18,320	19,420	29,453	10,033	51.7%
*	91520 S C RETIREMENT	2,589	3,690	3,720	14,510	10,790	290.1%
*	91530 POLICE RETIREMENT	18,910	19,870	19,730	22,267	2,537	12.9%
*	91540 GROUP INSURANCE	27,062	23,200	36,000	39,767	3,767	10.5%
*	91550 WORKMENS COMPENSATION	4,965	4,250	5,460	12,223	6,763	123.9%
* 510 PERSONNEL SERVICES		299,711	308,850	324,700	503,271	178,571	55.0%
520 OPERATING EXPENSES							
*	92004 DUES-PROFESSIONAL	-	-	-	200	200	
*	92510 PROFESSIONAL DEVELOPMENT	36	500	500	1,000	500	100.0%
*	92528 TRAINING	125	500	500	1,100	600	120.0%
*	92604 UNIFORMS	931	1,500	1,500	2,900	1,400	93.3%
*	92610 SAFETY SHOES	-	-	-	375	375	
*	92611 SAFETY SUPPLIES	-	100	100	200	100	100.0%
*	92700 OFFICE SUPPLIES & EXPENSE	2,170	2,500	2,500	4,500	2,000	80.0%
*	92704 COPIER EXPENSE	491	1,000	1,000	1,000	-	0.0%
*	92900 SUPPLIES-GENERAL	4,684	5,500	5,500	6,000	500	9.1%
*	93297 RENTAL-EQUIPMENT	-	500	500	500	-	0.0%
*	93302 CONTRACT SERVICES	315	500	500	20,500	20,000	4000.0%
*	93312 PAGER RENTAL	90	100	100	150	50	50.0%
*	93325 JANITORIAL	2,608	3,000	3,000	3,000	-	0.0%
*	93500 VEHICLE MANPOWER/OVERHEA	8,466	15,910	8,320	13,262	4,942	59.4%
*	93501 VEHICLE-PARTS	6,417	6,240	6,240	9,200	2,960	47.4%
*	93502 VEHICLE-FUEL, OIL, LUB	21,613	18,720	19,600	28,000	8,400	42.9%
*	93600 TELEPHONE/FAX	12,542	13,000	13,000	20,667	7,667	59.0%
*	93602 ELECTRICITY	6,076	6,300	6,300	8,000	1,700	27.0%
*	94101 MAINTENANCE-COMPUTER	-	-	-	1,000	1,000	
*	94110 BUILDING MAINTENANCE	311	500	19,000	19,000	-	0.0%
*	94113 REPAIRS	125	200	200	200	-	0.0%
*	96509 SPAY & NEUTER PROGRAM	4,840	25,000	25,000	25,000	-	0.0%
*	96510 SPARTANBURG HUMANE SOCIE	440,840	440,840	440,840	454,070	13,230	3.0%
* 520 OPERATING EXPENSES		512,681	542,410	554,200	619,824	65,624	11.8%
530 CAPITAL OUTLAY							
*	99110 CHAIRS	-	-	-	500	500	
*	99230 COPY & PRINTING EQUIP	-	-	-	350	350	
*	99300 COMPUTER EQUIPMENT	-	-	-	3,000	3,000	
*	99650 RADIOS	463	500	500	500	-	0.0%
	99720 PICKUP TRUCKS	13,979	-	-	-	-	
* 530 CAPITAL OUTLAY		14,442	500	500	4,350	3,850	770.0%
* 09415 ENVIRONMENTAL ENFORCEMEN		826,834	851,760	879,400	1,127,445	248,045	28.2%