



Environmental Health Enforcement Program Reporting

Original Effective Date: September 12, 2019	Review / Revision Date:	Environmental Health Procedure: 2019.09.060
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Subject Matter Expert: Director of Environmental Health History: New Revised Archived

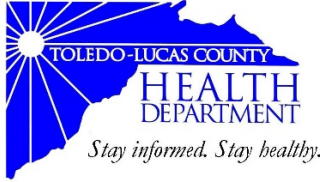
Organizational Scope:
 Full Agency Administration Community & Environmental Health Health Services
 Health Promotion/Policy Integration

Frequency of Review:
 Annually Biennially 5 Years Other: As Needed

Location:
S-Drive: S: → Common → Policies, Plans & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: TLCHD Policies & Procedures Manual in HR Office
Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/> _____ Health Commissioner	09-12-19 _____ Date
<input checked="" type="checkbox"/> _____ Director of Environmental Health & Community Services	9/10/19 _____ Date



Environmental Health Enforcement Program Reporting

I. Scope

This procedure applies to all enforcement programs in the Environmental Health Division of the Toledo-Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide staff with an understanding of the expectations and processes which will be used to evaluate and write an annual report for each enforcement program in the Environmental Health Division.

III. Background

This procedure will provide guidance for staff working in the Environmental Health Division with regards to evaluating enforcement programs. Environmental Health Division staff will look at each program and identify patterns and trends, review summaries of complaints, enforcement activities and compliance. Reviewing data will allow staff to evaluate each program and develop planned improvements, if necessary.

IV. Procedures

A. Annual review of enforcement programs

1. Annually enforcement programs will be evaluated by staff.
2. Review of enforcement programs will take place during a staff meeting or multiple meetings if necessary.
3. Each enforcement program will have a typed final report.
4. Meeting minutes will be recorded to document the review of enforcement programs.

B. Each enforcement program shall report on the following items

1. Ensure each enforcement program is meeting criteria set forth in the appropriate Ohio Administrative and Revised Code. (Example, state standards for inspection frequency)
2. Summarize enforcement activities for establishments within the past year in regards to administrative summons, suspension or revocation of license.
 - a. Summarize enforcement activities for residences/properties within the past year in regards to enforcing lead safe activities and healthy homes.
3. Review violation data to identify patterns and trends.
4. Address identified patterns and trends to develop goals. For example, observed an increase in record keeping violations in the pool program. Goal: Provide free record keeping training

to Lucas County pool operators to decrease recordkeeping violations observed when conducting inspections.

5. Identify changes, if needed, in management of the enforcement program to ensure the program is successful in meeting goals set by the program Sanitarians.

C. Environmental Health enforcement programs on advanced monitoring or criteria status

1. Review for any Environmental Health enforcement program on advanced monitoring or criteria status must take place every 6 months or until the program is back in good standing.
2. Review of the enforcement program must address the items listed on the program performance improvement plan.
3. All items listed in a performance improvement plan must include goals listed to meet program criteria.

V. Maintenance

A. Review

1. The Annual Report for Enforcement Programs standard operating procedure is to be reviewed every 5 years, and as needed to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

