



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

Community Risk Reduction Division

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SACRAMENTO METROPOLITAN FIRE DISTRICT			
FIRE PREVENTION STANDARD			
STANDARD TITLE:	Office Hearing		
STANDARD NUMBER:	24	EFFECTIVE DATE:	08/27/15
		REVISION DATE:	01/01/17

OBJECTIVE

To provide a procedure for conducting Office Hearings when compliance to Notice of Violations has not been achieved or any unusual circumstances as determined by the Community Risk Reduction Division.

PROCEDURE

1. Inspections shall be completed as follows in accordance with the District Inspection Program:
 - a. The Inspector will conduct an initial inspection and issue a Notice of Correction for conditions requiring correction and specify a re-inspection date 14-30 days after the initial inspection.
 - b. If deficiencies remain uncorrected at the re-inspection, the Inspector will schedule a second re-inspection within 7-21 days.
 - c. If deficiencies remain uncorrected at the second re-inspection, a Final Notice to Comply will be completed and sent by certified mail. The Final Notice to Comply will include all outstanding violations, all inspection dates, and the date the final re-inspection will be conducted. The Final Notice re-inspection is conducted within 7 days.
 - d. If deficiencies remain uncorrected at the Final Notice re-inspection, the Inspector will schedule an Office Hearing.
2. The date for an office hearing will be scheduled by the Inspector with their Immediate Supervisor and the business's responsible party.

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3. A Notice of Office Hearing must be completed by the Inspector and sent to the business's responsible party by certified mail. See Notice of Office Hearing template in CRRD folder located in the p:drive. The Notice of Office Hearing must include all outstanding violations, all inspection and re-inspection dates, date of Final Notice issuance, and the date and time of the scheduled office hearing.
4. The Inspector will compile all issued Notices of Violations, Inspection reports, Final Notices, correspondence, occupancy file, and any pertinent information for the Supervisor to review prior to the hearing.
5. A final inspection will be conducted within 7 days of the Office Hearing.



Maurice Johnson, AC/Fire Marshal