California Association of Code Enforcement Officers

Disney’s Paradise Pier Hotel • Anaheim, CA
October 6-9, 2015

2015 Annual Code Enforcement Seminar and Exhibitor Showcase

The California Association of Code Enforcement Officers advances the code enforcement profession through a unified, statewide voice.
Join CACEO for our 2015 Annual Code Enforcement Seminar in the heart of Orange County at Disney’s Paradise Pier Hotel! The Annual Seminar Committee has worked diligently to build a top-notch educational program, including officer safety courses, working with homeless and transients and marketing your Code Enforcement division...just to name a few!

We will also host the Exhibitor Showcase beginning Tuesday evening and continuing through lunch on Thursday. A diverse group of vendors will be displaying the latest innovations and products for Code Enforcement professionals.

Who should attend?
- Code Enforcement Officers
- Managers, Supervisors and Senior Officers
- Building and Safety Personnel
- Public Safety and Health Department Officials
- Legal Services and Administrative Support
- Elected Officials and Policymakers

Why should you attend?
- It’s THE conference for Code Enforcement Officers
- Experience over two full days of top-notch educational opportunities
- Choose from over 20 classes to meet your educational needs
- See the “latest and greatest” at the Exhibitor Showcase
- Share networking opportunities with peers
- There’s something for everyone!

MISSION STATEMENT
CACEO exists to promote and advance the profession of code enforcement while serving and supporting its members by:
- Offering comprehensive education and certification
- Providing legislative advocacy on issues of importance to the code enforcement profession
- Facilitating a network for an exchange of information and technology.
General Information and Frequently Asked Questions

Where is the Seminar?
All activities associated with the 2015 Annual Code Enforcement Seminar and Exhibitor Showcase take place at:
Disney’s Paradise Pier Hotel
1717 South Disneyland Dr.
Anaheim, Ca 92802
Tel: 714.520.5005

How do I register?
The deadline to pre-register for the Seminar is September 25, 2015. You have the option of filling out the registration form at the end of this brochure or signing up online at www.caceo.us.

What if I register after September 25, 2015, deadline?
You will need to register onsite at the Seminar, and an additional $20 onsite fee will be assessed.

What is the cancellation policy?
Cancellations must be submitted IN WRITING and received by CACEO (via fax, mail or email) no later than September 25, 2015. All cancellations received on or before September 25, 2015, will be refunded less a $25 processing fee. There will be NO refunds for cancellations made after September 25, 2015.

What is the substitution policy?
If you are registered but cannot attend, substitutions are acceptable. While onsite substitutions are allowed, if you communicate a substitution by September 25 the person attending will have a name badge onsite. Please note: if the person attending in your place is not already a CACEO member, a $75 membership fee will apply.

Can I register a guest?
Guests may join you for all meal functions during the Seminar for an additional fee of $45 per lunch. Please note that educational sessions are reserved for those who pay full conference fees.

Is there a dress code for the Annual Code Enforcement Seminar?
Appropriate dress for the Annual Code Enforcement Seminar is business casual.

Are there special group rates available at the Paradise Pier Hotel?
Yes! Disney’s Paradise Pier Hotel has extended the discounted rate of $139 per night, plus taxes and fees, to CACEO for the 2015 Annual Code Enforcement Seminar. Hotel accommodations can be made online or by calling the hotel and identifying yourself as a CACEO attendee.

Self-parking for non-hotel guests will be $15 per car per day, and valet parking will be $22 without in/out privileges. Overnight hotel guests will incur the same rates, however in/out restrictions do not apply.

By when do I need to book my hotel accommodations?
The discounted room rate of $139 ends September 6, 2015, so be sure to book your room early! Please note: the Annual Seminar is taking place during Disney’s 60th Diamond Celebration, leading to rooms selling quickly!

Why should I stay at Disney’s Paradise Pier Hotel?
CACEO has set up a block of rooms at the Disney’s Paradise Pier Hotel, reserved just for CACEO Annual Code Enforcement Seminar attendees. That’s how we got the great $139 room rate! The catch? If our attendees don’t book all the rooms we’ve set aside, CACEO has to pay the difference. When that happens, called “attrition”, the fees can be astronomical…and then have to increase prices for next year’s seminar to make up the difference. Please stay within our block at the Paradise Pier Hotel!

Exhibitor Showcase
The Exhibitor Showcase takes place Tuesday evening through lunch on Thursday, allowing all attendees the opportunity to conduct business with exhibitors. Exhibitors play a major part in our ability to offer you quality educational programs. Please support our exhibitors by visiting their booths and surveying their products and services onsite. Check the CACEO website for an updated list of exhibitors.

Tuesday, October 6
5:00 p.m. – 7:00 p.m.

Wednesday, October 7
8:00 a.m. – 3:00 p.m.

Thursday, October 8
7:30 a.m. – 1:00 p.m.
**Field Tactics for the Code Enforcement Officer**

Code Enforcement Officers deal with dynamic evolving situations on a daily basis. Learn how to anticipate the dangers involved in the circumstances that a Code Enforcement Officer deals with. Recognize how to develop rituals, tactics and techniques that will enhance your safety while inspecting various sites during the course of your day.

**Drug/Prostitution/Massage**

This class will discuss code enforcement tools to deal with places where drug or prostitution activity occurs, as well as regulation of massage establishments. We will cover changes in the law, enforcement remedies, investigation and cost recovery.

**Subsequent to this he was graduated from Western State University with a Juris Doctorate. He has taken this background as a street cop, supervisor and manager and coupled it with his formal education as a risk manager and his education and experiences as an attorney and is the Founder of Lexipol – a company designed to standardize policies, procedures and training within law enforcement agencies around America.**

In 1995, Mr. Graham received the Governor’s Award for Excellence in Law Enforcement Training, the highest tribute available in the critical mission of training police professionals. In 2005 he received the Presidential Award for Excellence from the IAFC for his lifelong work in improving firefighter safety and performance. In 2008 he received the lifetime achievement award from California POST.

**How to Write Warrants and Differences**

The ABCs of writing Inspection Warrants under California Code of Civil Procedure 1822.50—1822.60. This class will cover:

- What to include in your affidavit and warrant, what to leave out and why;
- The form and format for affidavits, warrants and returns;
- Operational Plans and working with law enforcement and other agencies;
- The differences between Search Warrants, Inspection Warrants and Abatement Warrants, and when one is more appropriate than the other.

Learn what works, what doesn’t work and how to properly and safely serve and execute your warrant. Real life examples and templates for documents will be included. Prerequisites: Students should have the ability to write detailed reports and have a basic understanding of the Fourth Amendment covering search and seizure, “the open fields doctrine” and rights of entry.
Thursday - Oct. 8

Registration Hours
7:30 a.m. – 3:00 p.m.

Breakfast with the Exhibitors
7:30 a.m. – 8:45 a.m.

Exhibitor Showcase Hours
7:30 a.m. – 1:00 p.m.

Breakout Sessions
9:00 a.m. – 10:30 a.m.

Legal Weapons: An Overview of Cease & Desist, NOV, Cites and Much More
This class will provide a comprehensive overview of numerous Code Enforcement tools and legal remedies to enable local agencies to take enforcement action to deal with any type of violation. Cost recovery for all aspects of Code Enforcement will also be discussed.

Zoning Enforcement
This course is designed to assist Code Enforcement Officers and personnel in understanding some of the details of zoning regulations. Various types of zoning violations, enforcement tools and techniques will be discussed. Also, this course will explain the differences between residential and commercial zoning and how they can be incompatible. This course will also touch on case documentation, reporting and types of remedies. At the completion of this course, you should have a better understanding of why zoning enforcement is an important role in the overall layout of our communities.

Apartment Inspections and Post Disaster Program
Aging multifamily structures are a disaster waiting to happen if they are not maintained. How will you respond as an organization and do you have the tools to respond. Learn what proactive apartment inspections can do for your community, how to prepare for an inspection, how to perform a basic inspection and how to prepare for the inevitable post disaster before it happens. Whether you are new to Code Enforcement or a veteran Code Enforcement Officer, this course will engage you.

Breakout Sessions
9:00 a.m. – 12:00 p.m.

Management & Customer Service
This class will outline a manager’s responsibility to establish the proper Code Enforcement culture using methods of staff treatment, policies and procedures with honest communication. The second portion of the class will focus on customer service practices for management and in particular frontline staff.

Exhibit Break
10:30 a.m. – 10:45 a.m.

Breakout Sessions
10:45 a.m. – 12:00 p.m.

M.M.D. Updates
Part of an ongoing series, this class will cover marijuana-related legal updates, as well as an overview of local regulation and enforcement options relating to dispensaries, collectives, grow facilities and the like.

Marketing Your Code Enforcement Department
Marketing is everything you do that creates a perception within your community and among peers of who you are, what you do and what you stand for. You can help create a particular perception about yourself in the minds of others by engaging in activities aligned with the attributes you want others to associate with you. Your reputation is attached to the work you do, the ideas you promote and the actions you take. This class will help attendees understand simple marketing concepts such as marketing their Code Enforcement program, believing in what they are selling and understanding their target audience. This class will also view a few case studies in Code Enforcement branding.

Mosquito/Vector Control
In 2014, Orange County experienced an epidemic of the deadly West Nile virus transmitted by mosquitoes. It recorded the highest number of human infections of West Nile virus in the nation last year at 282, eight of which were fatal cases. Statewide, 2014 was the second worst year for West Nile virus infections since the introduction of the disease into California. This coupled with multiple introductions of invasive mosquitoes in recent years has compounded challenges of public health protection for the more than 80 mosquito and vector control programs governed under the California Health and Safety Code. These agencies are charged with protecting the public from mosquitoes and other vectors of public health significance. This discussion will include a brief history of mosquito and vector control programs in California, examine the Orange County 2014 West Nile virus epidemic, outline the basic principles of integrated vector management, detail challenges of invasive mosquito species introductions and emerging disease concerns and explore the variety of ways that vector control and code enforcement agencies can partner to improve the health and safety of the public.

Lunch and Awards Presentation
12:00 p.m. – 1:00 p.m.

Breakout Sessions
1:05 p.m. – 3:00 p.m.

Legendary Communication
Leadership and communication go hand in hand and great Code Enforcement Officers realize that their ability to communicate ideas in the workplace, at home and in the neighborhoods and communities they serve is a critical component to their success. Attendees will learn to identify their own communication style and how it is fits with other communication styles used by their families, coworkers and the community they serve. Each officer and each code case require a slightly different style and approach. This workshop will teach Code Enforcement staff how to use their leadership to become highly effective communicators; the role communication plays in obtaining voluntary compliance in code cases; and communications impact on the culture of any governmental organization.

Mobile Food Vending: Then and Now
This class will discuss the history over how food truck business has continued to morph from the from taco trucks that served construction sites to the gourmet vendors and a billion-dollar industry. The discussion will include the history of mobile vendors, the impacts to Code Enforcement departments, techniques for enforcement and ideas on how to update an antiquated code. Food not included!

Shake n Bake: New Mobile Meth Labs
Meth labs as you may know them are a thing of the past… sort of. The “old” method of “cooking” meth has given way to a new, faster method—the “Shake n Bake” lab. What once took a room full of paraphernalia, chemicals and multiple-step processes involving actually heating up caustic and flammable mixtures has now been condensed to the size of a soda bottle. The shake n bake, or “one pot” labs combine several processes into one vessel and “cook” the meth by chemical reaction. This arrangement has created a new hazard for first responders because the vessels are not designed to hold the flammable chemicals or the pressures that build up inside the container during the process. Officers, firefighters and civilians have been severely injured and burned after being exposed to these labs that have either leaked or exploded after being handled.

Growing Strong Neighborhoods in Your Community
Do you want to learn how to deal with problems in your community? Well you can’t do it alone! The premise of Growing Strong Neighborhoods is breaking down silos, maximizing partnerships and including residents. Using this format, almost any community problem can be addressed quickly and efficiently. Since 2007, problems such as low test scores, property values, panhandling; graffiti and civic engagement have been tackled using a collaborative approach. Growing Strong Neighborhoods has become a part of the fabric of the City of Rancho Cordova.
Thursday continued

Exhibit Break
3:00 p.m. – 3:15 p.m.

Breakout Sessions
3:15 p.m. – 5:00 p.m.

Writing Policies and Procedures
There are almost as many approaches to Code Enforcement as there are Code Enforcement agencies in America. Unfortunately oftentimes there are differences even within a single agency. The lack of properly written policies and procedures, as well as undocumented practices, can leave staff with the “we’ve always done it this way” response or, worse yet, subject them to “the policy according to who said it last.” This can result in inefficient and ineffective enforcement efforts and frustration and burnout within the ranks. This two-hour course builds upon the process mapping course and explores and explains the need for written policies and procedures and introduces methods for drafting clear concise policies and procedures.

Report Writing, Documentation & Interview Techniques
Learn how to take an organized step-by-step approach to documenting your case and writing reports. There are actually several functions or methods that may be used to properly document your case. Those methods consist of witness statements from interviews, research of permit records and title information, prior history of cases at the property, written notes that will ultimately be used in constructing a final report, photographs and usually a diagram or plot plan. Consistency between each of these functions is paramount.

This class will acquaint Code Officers with the basic requirements for conducting and documenting interviews, and cover how to combine the documentation, statements, observations and other evidence into a clear, concise and complete written report. A properly written report and documented code case speaks for itself; meaning a third party with no prior knowledge of the case, can read the report and understand the essential aspects of the case.

Working with Homeless/Transients Encampments
This class will take a look at a variety of ordinances and enforcement strategies to address the problem of homeless and transient encampments. While we may not be able to solve the problem, with creative approaches we may be able to mitigate some of the negative impacts to our downtown and commercial areas. A brief overview of the City of Ontario’s Temporary Homeless Services Area and the Continuum of care that was established to offer a long-term strategy will be discussed as well as the challenges resulting from that project.

Honey Oil Labs: Awareness Lab
Honey Oil Lab Awareness is an exciting workshop that will cover the concepts and hazards behind the manufacturing of Honey Oil. Through a power point presentation, video clips and verbal instruction you will learn how to identify precursors, paraphernalia and items used when manufacturing and how today’s users ingest the substance. This workshop will also cover how lab explosions affect victims, the community and public service.

Certification Exam Prep Course
For those signed up for the certification exam on Friday morning, this 90-minute review will help prepare you for the examination.

Friday - Oct. 9

Registration Hours
8:00 a.m. – 9:00 a.m.

Certification Examination
9:00 a.m. – 1:00 p.m.
$150 Exam Fee, Study Guide to be Purchased Separately
Certification process is divided into three skill level modules (Basic, Intermediate and Advanced). Each skill level module has a specific examination. The Basic examination has 200 questions concerning 14 subject areas. The Intermediate examination contains 240 questions concerning 16 subject areas. The Advanced examination contains 275 questions in 17 subject areas. Each examination is timed and is designed to test your knowledge of the subject areas. The examination process allows open book and open notes. A study guide titled “California Code Enforcement Sourceguide” is available through LawTech Publishing [LINK www.LawTechPublishing.com]. All the information needed to pass the exam is contained in the 300 pages of the reference text. A score of 80% is required in order to pass each level. Passing all three levels earns the applicant the designation of Certified Code Enforcement Officer.

The certification examinations require advanced registration. If you are interested in taking the examination, please contact Elizabeth Cardwell at the CACEO office, ecardwell@caceo.us or 916.492.2223.

Breakout Sessions
9:00 a.m. – 12:00 p.m.

Self Defense Tactics in the Field
The purpose of this class is to show Code Enforcement Officers and other public servants, a few options you may use for your own personal protection. We will show you how tactics that you can use will show disarming of guns, knives and other dangerous weapons that you might confront on the streets. An evasive move or two can save your life in a real tight situation or if you’re trapped. Officer Safety is the number-one priority for this class, so come with your questions so we can share our years of experience and knowledge with you.

Honey Oil Labs: Awareness Lab
Honey Oil Lab Awareness is an exciting workshop that will cover the concepts and hazards behind the manufacturing of Honey Oil. Through a power point presentation, video clips and verbal instruction you will learn how to identify precursors, paraphernalia and items used when manufacturing and how today’s users ingest the substance. This workshop will also cover how lab explosions affect victims, the community and public service.

How to Conduct a Public Meeting
Code Enforcement Officers have many reasons to plan, participate in and/or conduct meetings, including ones with neighbors, other departments, supervisors and community groups. This class will expose attendees to the basics of successful meetings such as establishing a purpose and agenda, deciding who needs to attend and who will lead. The session will also include building rapport with attendees and resolving conflicts among attendees.

Next Year

Save the Date
2016 Annual Code Enforcement Seminar
October 4-7, 2016
Doubletree Rohnert Park • Sonoma, CA
Registration Form

Full registration fees include: Admission to the three-day Seminar; all breakout sessions; all reception and meal functions listed; and conference materials.

Name: 
Title: 
Organization: 
Address: 
City: State: ZIP: 
Email: Phone: 

REGISTRATION FEES (check all that apply):

<table>
<thead>
<tr>
<th>Options</th>
<th>On/before Sept. 25.</th>
<th>Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACEO Member</td>
<td>$359</td>
<td>$379</td>
</tr>
<tr>
<td>CACEO Non-Member (Includes a one-year membership)</td>
<td>$434</td>
<td>$454</td>
</tr>
<tr>
<td>Guest Lunch Pass (Pass good for one luncheon)</td>
<td>$45</td>
<td></td>
</tr>
<tr>
<td>Certification Exam</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Must be pre-registered for the certification exam, additional fee required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The deadline to pre-register for the seminar is on or before September 25, 2015.

SESSIONS: (please indicate which sessions you will be attending)

<table>
<thead>
<tr>
<th>Tuesday, Oct. 6</th>
<th>Wednesday, Oct. 7</th>
<th>Thursday, Oct. 8</th>
<th>Thursday continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 – 7:00 p.m.</td>
<td>9:45 a.m. – 11:30 a.m.</td>
<td>9:00 a.m. – 10:30 a.m.</td>
<td>3:15 p.m. – 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>□ Registration Reception</td>
<td>□ Legal Weapons: An Overview of Cease &amp; Desist, NOV, Cites and Much More</td>
<td>□ Writing Policies and Procedures</td>
</tr>
<tr>
<td></td>
<td>2:45 p.m. – 4:45 p.m.</td>
<td>□ Process Mapping and Decision Trees</td>
<td>□ Report Writing, Documentation &amp; Interview Techniques</td>
</tr>
<tr>
<td></td>
<td>□ Officer Awareness: Know Your Surroundings</td>
<td>□ Field Tactics for the Code Enforcement Officer</td>
<td>□ Working with Homeless/Transients Encampments</td>
</tr>
<tr>
<td></td>
<td>□ Working with Homeless/Transients Encampments</td>
<td>□ Drug/Prostitution/Massage</td>
<td>□ Mobile Food Vending: Then and Now</td>
</tr>
<tr>
<td></td>
<td>□ Courtroom and Administrative Testimony, Protocol and Demeanor</td>
<td>□ How to Write Warrants and Differences</td>
<td>□ Shake n Bake: New Mobile Meth Labs</td>
</tr>
<tr>
<td></td>
<td>□ Growing Strong Neighborhoods in Your Community</td>
<td></td>
<td>□ How to Conduct a Public Meeting</td>
</tr>
</tbody>
</table>

PAYMENT INFORMATION: (Payment must accompany registration form for processing.)

PAYMENT ENCLOSED IN THE AMOUNT OF: Total $

☐ Check # ___________________ ☐ Pay online at www.caceo.us

CANCELLATION POLICY: Cancellations must be submitted IN WRITING and received by CACEO (via fax, mail or email) no later than September 25, 2015. All cancellations received on or before September 25, 2015 will be refunded less a $25 processing fee. There will be NO refunds for cancellations made after September 25, 2015. No exceptions will be made.

SUBSTITUTION POLICY: Substitutions are acceptable. While onsite substitutions are allowed, if you communicate a substitution before September 25 the person attending will have a name badge onsite. Please note: if the person attending in your place is not already a CACEO member, a $75 membership fee will apply.

Guests may join you for all lunch functions during the conference for an additional fee of $45 per lunch. Please note that educational sessions are reserved for those who pay full Seminar fees.
2015 Annual Code Enforcement Seminar and Exhibitor Showcase

Disney’s Paradise Pier Hotel • Anaheim, CA

CACEO
California Association of Code Enforcement Officers
1215 K Street, Suite 940
Sacramento, CA 95814