



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Robert W. Healy, City Manager

Date 11/7/84

From Joseph Cellucci, Commissioner
Inspectional Services Department *J.C.*

Reference

Subject Item B
Council Order #5 (Calendar Item, October 22, 1984) policies
of Inspectional Services Department.

Council order #5 (Calendar Item October 22, 1984) policies of Inspectional Services Department.

The above-captioned subject matter has been discussed quite often during the past several months. Recommendations have been generated from these discussions which are beneficial. In addition, other recommendations should be referred to the City Solicitor's Office for further study. I would be in agreement with adopting as Inspectional Services Operational Policy the following items:

#1

Inspectional Services will not notify landlords or their agents until after a tenant's unit has been inspected. The exceptions will be when 1) access to a common area is needed; 2) A situation exists where, in the Inspector's judgment, a life safety or emergency situation exists where the owner's immediate attention is needed; 3) In the Inspector's opinion, the owner must be present to visibly review a violation.

#2

All requests for inspections will be responded to within 24 hours or as quickly as possible. This, however, is achievable based on the volume of requests for inspections. By this I mean several factors effect dispatching of calls. Exceptionally cold or rainy weather severely increases the daily volume of calls. In addition, staffing is affected by vacation schedules or illness of Inspectors. Effective management techniques have been used to maximize correct use of sick time and granting of vacation leave. However, inspection mandates and public awareness of violations require great daily activity. Under no circumstances will Inspectional Services Staff require a written request for inspection. However, if a tenant will not be present when an inspection is made a letter must be submitted authorizing the tenant's representative or agent be in attendance. This in effect is done to protect inspectors against accusations of missing property or valuables.

#3, 4, 5

These items discussed revision of the housing inspection report to a yes-no checking of boxes. As previously mentioned the City Solicitor's office should negotiate with State Officials for approval design of a revised form. In addition, the Solicitor's Office should review and incorporate any additional legal or native language which could better help tenants understand these rights. I am in agreement that a card will be given upon entry to the tenants explaining tenants' rights.

#6

Inspectors should not discourage tenants from proceeding with an inspection.

#6A

Extensions for repair deadlines will not be given unless the landlord makes written requests for Administrative Hearing. Tenants will be notified in writing that they have the right to a hearing on the landlord's application. However, an additional clerical position would be necessary to handle the correspondence and documentation necessary to implement this policy.

#7

Cases will be forwarded for injunctive relief that our Attorneys feel have the best chance of receiving favorable finding.

#8

All efforts are being made to recruit and hire female inspectors, subject to Chapter 31 Civil Service rules and regulations. The Affirmative Action Office, Personnel and Inspectional Services have worked together to generate an existing list of certified female and minority candidates.

#9

This item has been previously discussed and a plan has been in effect to hire women and minority inspectors. As I have previously stated, three of the most recent Inspectional Services vacancies have resulted in minority appointments. Two of these three positions filled were Building Inspectors and one was a Clerk Typist.

#10

Vacate orders will only be issued when there exists an extremely dangerous situation to life safety of the occupants. This will only be done as a last resort after all alternatives have been explored.

#11

The City Solicitor's Office must review the recommendation that tenants forced to vacate be guaranteed reoccupancy of their unit. Presently, issuance of a Certificate of Occupancy by statute is not contingent upon reoccupancy by the existing tenant.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

November 19, 1984

To the Honorable, the City Council:

With respect to Calendar Item No. 5 of October 22, 1984 relative to the policies of the Inspectional Services Department, enclosed please find copy of a report from Joseph Cellucci, Commissioner of the Inspectional Services Department.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

S-701

Re: response to Calendar Item No. 5 of October 22, 1984 relative to policies of the Inspectional Services Dept.

In City Council,

November 19, 1984

- 11/19/84/-

- Motion to Accept -

- By E. Clinton -

Motion Carried

E. Clinton
RF
A

- Not Reconsidered