

**CITY OF LAUDERHILL  
HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT**



**POLICY TITLE**

**SUMMARY OF REVISED, DELETED, OR ADDED CONTENT**

Revision	Date	Responsible Department	Description of Change
1	January 15, 2026	Code Enforcement	Initial Release
2			
3			
4			
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**APPROVAL**

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City Manager Signature

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Date

## **SUPERVISORY AUTHORIZATION FOR CODE ENFORCEMENT UNDER SECTION 12-3**

### **1.1 PURPOSE**

The purpose of this policy is to establish a limited supervisory authorization requirement for enforcement actions taken pursuant to Section 12-3(b) of the City Code, governing the operation of businesses that are unauthorized or illegal, including operation without a valid Certificate of Use (COU) and Local Business Tax Receipt (LBTR).

This policy is intended to support the enforcement objectives articulated in Section 12-3(a) by promoting consistent application of enhanced enforcement provisions while ensuring that determinations involving unlawful or unauthorized business operations under Section 12-3(b) are reviewed at a supervisory level prior to citation issuance.

### **1.2 SCOPE**

This policy applies to all full-time employees, part-time employees, temporary employees, and seasonal employees.

### **1.3 REFERENCES**

1. City of Lauderhill Code of Ordinances, Chapter 12, Article I., Section 12-3
2. City of Lauderhill Code of Ordinances, Chapter 7½, Article III., Section Sec. 7½-38

### **1.4 DEFINITIONS**

For the purposes of this policy, understanding the following concepts is important:

1. **Certificate of Use (COU):** Authorization issued by the City permitting the operation of a business at a specific location.
2. **Local Business Tax Receipt (LBTR):** Receipt evidencing payment of required local business taxes.
3. **Section 12-3 Citation:** A citation issued for operating or permitting the operation of a business without required authorization as set forth in Section 12-3.

### **1.5 POLICY**

It is the policy of the City that citations issued pursuant to Section 12-3 shall not be based solely on the unilateral discretion of an individual code inspector.

Given the enhanced penalties and enforcement intent associated with Section 12-3, supervisory authorization is required prior to citation issuance to ensure consistency, fairness, and alignment with City policy.

This policy is procedural in nature and does not create new enforcement thresholds, notice requirements, or substantive rights.

### **1.6 PROCEDURE**

#### **A. Supervisory Authorization Requirement**

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Before issuing a citation under Section 12-3, the assigned code inspector shall obtain authorization from a Code Enforcement the Code Enforcement Manager, or designee, using the City's existing enforcement review practices.

### **B. Scope of Supervisory Review**

Supervisory review shall be limited to confirming:

1. That the observed activity constitutes the operation of a business subject to Section 12-3(b);
2. That the absence of a valid and current Certificate of Use and Local Business Tax Receipt has been reasonably verified;
3. That a Notice of Violation (NOV), issued in accordance with existing code enforcement procedures, has been provided to the operator of the business and, where applicable, to the owner of the real property, and that such NOV reasonably establishes the owner's awareness that the property is being used for a business lacking a valid Certificate of Use or engaged in unlawful activity; and
4. That issuance of a citation under Section 12-3 is consistent with prior enforcement actions taken under the same section.

### **C. Documentation**

Supervisory authorization shall be documented in the enforcement record in accordance with existing departmental procedures.

### **D. No Modification of Existing Procedures**

Nothing in this policy:

- Alters notice, service, hearing, or compliance procedures established by the City Code or Chapter 162, Florida Statutes;
- Limits the authority of the City or the Special Master to enforce Section 12-3; or
- Creates additional procedural prerequisites beyond those already required by law or City policy.

**ACKNOWLEDGEMENT OF RECEIPT**

I hereby acknowledge that I have read and understood the foregoing policy, rules and conditions governing the use of the City of Lauderhill's Policies & Procedures. I understand that a violation of the foregoing Policy or any Human Resource or City policy may result in disciplinary action, including possible termination, and/or legal action.

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Employee Signature

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Employee Name

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Date

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Witness/HR Representative Signature

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Witness/HR Representative Name

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Date

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