



## **HEARING OFFICER APPOINTMENT AND RETENTION CRITERIA**

All prospective candidates for Hearing Officer must fill out an application for review by the Hearing Officer Review Board prior to recommendation to the County Manager (see attached application).

The following items will be considered by the Hearing Officer Review Board prior to recommending a prospective candidate for appointment as a Hearing Officer for Miami-Dade County:

1. All prospective candidates must be a resident of Miami-Dade County for at least six (6) months and must maintain residency in Miami-Dade County for the duration of the appointment.
2. All prospective candidates must possess a certification or license in any of the following professions: General Contractor, Architect, Engineer or Attorney, or a minimum of a Bachelor's Degree and two years of community service or involvement.
3. Miami-Dade County will conduct a criminal background check for all prospective Hearing Officer Candidates (current and new candidates). The applicant will be asked if he/she has ever been convicted of a felony and if so, have his/her civil rights been restored.
4. No candidate for Code Enforcement Hearing Officer may have any unpaid code enforcement fines unless those fines are under appeal.
5. No candidate for Code Enforcement Hearing Officer may have any unpaid citations, unsatisfied liens, judgments or monies owed to Miami-Dade County.
6. All Code Enforcement Hearing Officers will annually sign a statement certifying that there has been no material change in the information contained in the application.



## **PERFORMANCE CRITERIA**

1. All Hearing Officers must adhere to the Miami-Dade County Code of Ethics.
2. All Hearing Officers must hold hearings with decorum, requiring appropriate behavior by all parties.
3. Hearing Officers must read aloud the opening statement before each hearing session rather than giving it to alleged violators to read.
4. Hearing Officers may not provide personal opinions on the merits of Miami-Dade County ordinances or procedures.
5. Hearing Officers may not advocate for the alleged violator or the County.
6. Hearing Officers may not direct court reporters to go off the record when the department requests that conversations or statements remain on the record.
7. The Hearing Officer cannot offer a “payment plan” to the violator, only the department can offer a payment plan.
8. All Hearing Officers must fill out their own “fact finding” sheet rather than requesting the Clerk to do so.
9. At the beginning of each hearing session, the Hearing Officer will state that anyone wishing to plead guilty will have to pay the ticket and the department’s costs, but the Hearing Officer has the authority to not assess hearing costs.
10. Cell phones and beepers must be turned off during the conduct of hearings.
11. All Hearing Officers must adhere to and comply with applicable County Codes, including but not limited to, Chapter 8CC of the County Code.