

OFFICE OF THE MAYOR  
TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 96- 02

AN EXECUTIVE ORDER PROVIDING A PROCEDURE FOR  
THE APPOINTMENT AND REMOVAL OF CITY EMPLOYEES  
AUTHORIZED TO ISSUE CITATIONS ENFORCING  
CERTAIN PROVISIONS OF THE TULSA REVISED  
ORDINANCES

By virtue of the power vested in me as Mayor of the City of  
Tulsa, Oklahoma, it is hereby Ordered:

Section 1. PURPOSE: To provide for the appointment as well as  
removal of those employees of the City of Tulsa and the Tulsa City-  
County Health Department, authorized by the provisions of Title 29,  
Chapter 5, Tulsa Revised Ordinances, entitled "Code Citations and  
Issuance Authority", to issue citations enforcing certain  
provisions of the Tulsa Revised Ordinances.

Section 2. APPOINTMENT AND REMOVAL OF EMPLOYEES AUTHORIZED TO  
ISSUE CITATIONS. Those employees who are authorized by the  
applicable provisions of the Tulsa Revised Ordinances to issue  
citations shall be appointed and removed from their positions by  
Mayoral Action other than Executive Order. Appointments and  
removals shall be presented to the Mayor upon the recommendation of  
the employee's department head or the designee of that department  
head, in a concise written form specifying the action requested.  
That written statement shall set forth that the person to be  
appointed has completed the necessary training, as approved by the  
City Attorney's Office.

Section 3. MAINTENANCE OF APPOINTMENT AND REMOVAL RECORDS.  
Each department head or his/her designee is charged with the  
maintenance of a record of all approved appointments and removals  
of employees authorized to issue citations pursuant to the  
provisions of the Tulsa Revised Ordinances. This record shall  
include (as applicable) the name of each appointee, the date of  
appointment, the date of removal, the department of the City of  
Tulsa within which each appointee is regularly employed and any  
other information deemed necessary by the department head or  
his/her designee.

Section 4. POWERS OF EMPLOYEES WHO ISSUE CITATIONS. Unless  
otherwise specified at the time of appointment, all employees of  
the City of Tulsa and the City-County Health Department so  
designated by their department head or his/her designee and duly  
approved by Mayoral Action as herein provided shall have the power  
to issue citations for the purpose of enforcing provisions of the  
Tulsa Revised Ordinances, except for provisions in Title 27 and  
except for those provisions in Title 37, specifically reserved for  
enforcement by the Tulsa Police Department.

96-02<sup>①</sup>

Section 5. EFFECTIVE DATE: This Order shall take effect immediately.

DATED this 11<sup>th</sup> day of March, 1996.

M. Susan Savage  
M. Susan Savage, Mayor

ATTEST:

[Signature]  
CITY CLERK



ATTEST:

[Signature]  
CITY ATTORNEY