

## Certification: Legal Module

Exam ID: MG



### Scope:

The Legal Module is one of three examinations required for candidates pursuing a Certified Building Official or Certified Fire Marshal combination designation. The scope for a Certified Building Official can be found on the Building Codes and Standards (BC) Expanded Content Outline and the scope for a Certified Fire Marshal can be found on the Fire Codes and Standards (FC) Expanded Content Outline.

- 75 multiple-choice questions
- 2-hour limit
- Open book

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|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>01</b> | <b>Legislative</b>                                                                                                                                             | <b>11%</b> |
|           | <u>Code Adoptions and Amendments</u>                                                                                                                           | 6%         |
| 0101      | Prepare recommendations for code adoptions and amendments, for consideration by local, state, or national governing authorities.                               |            |
|           | <u>Alternative Methods</u>                                                                                                                                     | 5%         |
| 0102      | Establish a Board of Appeals to determine suitability of alternative materials, methods of construction, and code interpretations.                             |            |
| <b>02</b> | <b>Code Enforcement</b>                                                                                                                                        | <b>50%</b> |
|           | <u>Permits, Notices, and Orders</u>                                                                                                                            | 8%         |
| 0201      | Establish and administer procedures for processing and approval of permit applications, issuance of permits, notices, and orders.                              |            |
|           | <u>Right of Entry</u>                                                                                                                                          | 8%         |
| 0202      | Administer a policy for compulsory legal procedures required for entry to property for authorized purposes.                                                    |            |
|           | <u>Hazard Abatement</u>                                                                                                                                        | 6%         |
| 0203      | Establish and administer policies for condemnation and abatement of structures and hazardous conditions.                                                       |            |
|           | <u>Tort Liability</u>                                                                                                                                          | 7%         |
| 0204      | Administer a policy defining tort liability related to malfeasance, misfeasance, nonfeasance, and use of threat, intimidation, and coercion.                   |            |
|           | <u>Legal Due Process</u>                                                                                                                                       | 6%         |
| 0205      | Administer a policy for implementing procedural and substantive due process of law for appeal of summary action and all other administrative orders to comply. |            |

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|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <u>Court Prosecution</u>                  |                                                                                                                                                                                                                                                                                 | 7%         |
| 0206                                      | Establish and administer a policy defining criteria and procedures for pursuit of civil and criminal prosecution for noncompliance with mandatory construction standards. Administer policies related to statute of limitation, preparation of evidence, and witness standards. |            |
| <u>Warrants</u>                           |                                                                                                                                                                                                                                                                                 | 8%         |
| 0207                                      | Acquire and document necessary permission or get a warrant to perform the duties of the code official.                                                                                                                                                                          |            |
| <b>03</b>                                 | <b>Human Resources</b>                                                                                                                                                                                                                                                          | <b>28%</b> |
| <u>Anti-discrimination Policy</u>         |                                                                                                                                                                                                                                                                                 | 10%        |
| 0301                                      | Administer a policy which ensures that treatment of all employees complies with applicable civil rights, disability accommodation, and other anti-discrimination laws.                                                                                                          |            |
| <u>Employee Working Conditions</u>        |                                                                                                                                                                                                                                                                                 | 9%         |
| 0302                                      | Ensure that employee working conditions comply with applicable labor, health, and safety laws.                                                                                                                                                                                  |            |
| <u>Employee Discipline and Grievances</u> |                                                                                                                                                                                                                                                                                 | 9%         |
| 0303                                      | Administer policies and procedures for handling of employee discipline and for administrative due process of employee grievances.                                                                                                                                               |            |
| <b>04</b>                                 | <b>Public Records</b>                                                                                                                                                                                                                                                           | <b>11%</b> |
| <u>Reports and Records</u>                |                                                                                                                                                                                                                                                                                 | 6%         |
| 0401                                      | Establish and administer procedures for generation and maintenance of inspection, plan review, fire investigation reports and records.                                                                                                                                          |            |
| <u>Code Enforcement Records</u>           |                                                                                                                                                                                                                                                                                 | 5%         |
| 0402                                      | Establish and administer policies for public access to departmental code enforcement records.                                                                                                                                                                                   |            |