

PRINCE GEORGE'S COUNTY, MARYLAND



2024-2025 Sidewalk Snow and Ice Removal Inspection Program Manual

Department of Permitting, Inspections and Enforcement



December 2024

TABLE OF CONTENTS

<u>Sections</u>	<u>Page</u>
Table of Contents	1
Background.....	2
Policy	3
Agency Responsibilities	4
Description	5
Procedures.....	6
Management Structure	9
Management Reporting	9

<u>Exhibits</u>	<u>Page</u>
1. Sidewalk Snow and Ice Removal Requirements by Jurisdiction	3

<u>Appendices</u>	<u>Page</u>
A. Legal Basis	10
B. Area Assignments for Inspections Division Staff	11
C. Area Assignments for Enforcement Division Staff	12
D. Sidewalk Snow and Ice Removal Inspection Violation Notice	13
E. Reminder Notice Door Hanger.....	14
F. DPIE Sidewalk Snow and Ice Removal Inspection Program Management Structure	15
G. Names, Contact Information, and Area Assignments for Inspections Division Staff.....	16
H. Names, Contact Information, and Area Assignments for Enforcement Division Staff	17
I. Post Event Report Form	18

- SUBJECT:** DPIE Sidewalk Snow and Ice Control and Enforcement Policy and Standard Operating Procedures
- PURPOSE:** To establish a program to implement the requirements of Section 23-150 of the County Road Ordinance regarding the timely removal of snow and ice from paved sidewalks throughout the County
- SCOPE:** This program and procedures description applies to the divisions of the Department of Permitting, Inspections and Enforcement (DPIE), which perform inspection services, including the Enforcement Division and the Inspections Division.
- AUTHORITY:** Director, Deputy Director, and Associate Directors of the Enforcement and Inspections Divisions
- RESPONSIBILITY:** Enforcement Division and Inspections Division
- EFFECTIVE DATE:** December 1, 2024

BACKGROUND:

The clearing of snow and ice from sidewalks and other paved walkways after a storm involving subfreezing precipitation is an important safety and accessibility consideration for pedestrians, especially those who have ambulatory disabilities, young children and seniors. The obligation for clearing snow and ice accumulation from walkways adjacent to commercial and residential properties varies widely between jurisdictions in the Washington, D.C. metropolitan region, as shown in Exhibit 1 on the next page.

Most jurisdictions require owners and occupants of commercial and residential properties to clear their adjacent sidewalks. Fairfax County is a notable exception which has no such requirement. Prince George's County provides 24-hours after a snow/ice storm ends before a Reminder Notice can be issued for not clearing sidewalks, and 48 hours after the end of the snow/ice event to issue a Violation Notice with a \$100 fine for noncompliance. The District of Columbia, given its highly urban character, provides only 8 daylight hours and a \$150 fine for businesses and 8 daylight hours and a \$25 fine for residences following the end of a snow/ice event, with an exemption for residents age 65 or older. Montgomery County provides 24 hours after a snowstorm ends. The City of Alexandria and Arlington County in Virginia vary their timeframes from 24 to 72 hours and 24 to 36 hours, respectively, depending on the severity of the storm and the amount of accumulation. Civil fines for failure to comply with these requirements range from \$10 in Anne Arundel County, MD to \$50 in Montgomery County, MD and Alexandria, VA, \$50 - \$100 in Arlington County, VA, and \$100 in Prince George's County, MD.

EXHIBIT 1

Jurisdiction	Responsibility	Period after Snow/Ice Event Ends to Issue Fine	Fine Amount
Prince George's County, MD	Commercial and Residential Property Owners, Tenants, and Managers	48 hours	\$100
Montgomery County, MD	Same as above	24 hours	\$50
Anne Arundel County, MD	Same as above	6 hours	\$10
District of Columbia	Same as above	8 daylight hours for business and residential	\$150 for business \$25 for residence
Alexandria, VA	Same as above	24 - 72 hours	\$50
Arlington County, VA	Same as above	24 - 36 hours	\$50 - \$100
Fairfax County, VA	No Requirement	N/A	N/A

POLICY:

Section 23-150 of the County Road Ordinance sets out the requirements for the timely removal of snow and ice from paved sidewalks throughout the County (see Appendix A for the full text version of the Section). This section of the Road Ordinance applies to owners, tenants and managers of commercial and residential properties which have paved sidewalks that are adjacent to their property, accessible to the public and near a public roadway.

DPIE requires responsible parties to remove accumulated snow and ice amounting to two inches or more from abutting sidewalks within forty-eight (48) after snow has fallen or ice accumulated because of inclement weather or runoff from abutting surfaces. Those responsible persons failing to clear their abutting sidewalks within 24 hours shall be issued a Reminder Notice/Door Hanger by a DPIE inspector, who shall affix the notice to a conspicuous place on the property or leave a door hanger notice. If the responsible person fails to clear their sidewalks within 24 hours of being issued a Reminder Notice/Door Hanger (or a total of 48 hours from the end of the snow event), that person shall be issued a Violation Notice/Citation for a fine of \$100. Another Violation Notice/Citation shall be issued for each subsequent 24-hour period that the snow and ice accumulation continues to obstruct the sidewalk.

AGENCY RESPONSIBILITIES:

Section 23-150 of the County Road Ordinance specifies that the Police Department be responsible for enforcing the provisions of this Section. However, the processes for determining and promoting compliance with the requirements of this section are performed by inspectors from the Enforcement and Inspections divisions of DPIE. This does not include those inspectors who are already committed to the County's snow plowing program.

To retain adequate coverage for on-going functions of the Department, most of the remaining inspectors will be assigned to Sidewalk Snow Inspection duty from the groups listed below:

- Site/Road Division inspectors: Districts 1 and 2
- Enforcement Division inspectors: Districts 3, 4 and 5

The list of designated inspectors by division is contained in Appendix B for Site/Road Inspections Division inspectors and in Appendix C for Enforcement Division inspectors. These appendices are shown on maps arranged by County road maintenance district.

Designated inspectors will visit their assigned areas and routes 24 hours following a significant snow or ice event (2 or more inches by the end of the event) to determine whether property owners or tenants have complied with the requirements of the Snow Removal Section of the Road Ordinance. Those who have not cleared their sidewalks of snow and ice will be issued a Reminder Notice. The inspectors will return the next day to ascertain whether the non-compliant sidewalks have been sufficiently cleared of snow and ice for the width of the sidewalk. Inspectors will issue a Violation Notice and \$100 Citation to those property owners or occupants who remain non-compliant. Repeat visits to cited properties will be made and citations issued daily until compliance is achieved through snow and ice removal and/or melting. For residential property owners, DPIE inspectors will issue a second Reminder Notice/Door Hanger and close the case.

Violators will be able to pay citation fines by mailing a check or money order to the applicable DPIE Division office. Violators can also pay on-line by going to the appropriate County website listed near the bottom of the Violation Notice. Cash will not be accepted for payment of citations. Hence all citation payments will be made remotely, without the need for the responsible parties to come to the DPIE offices.

The County has the authority to enforce these regulations for perpetual offenders by hiring private contractors to remove accumulated snow and treat ice on sidewalks if not removed by the property owner or lessee in a timely manner, with the contractors' costs added to the civil fine amount.

DESCRIPTION:

This section presents the major characteristics of DPIE's Sidewalk Snow/Ice Removal Inspection Program.

Applicable Sidewalks for DPIE Inspection Following Snow and Ice Events

Given the finite resources available from both the Enforcement Division and Inspections Division, DPIE inspectors will focus on paved sidewalks adjacent to certain types of development and roadways, including the following:

- Adjacent to commercial establishments (businesses, shopping centers, office buildings, condominium buildings, apartment buildings) – **this is the main focus of the program**
- Along roadways within 1.5 miles of a school
- Along State designated roads
- Along County primary roads
- Abutting major public gathering places, such as churches, assembly halls, etc.
- Along residential streets only in response to public complaints received via PGC311

Targeted areas are developed based on the service areas normally assigned to the inspectors and the most recent Snow Plowing maps prepared by the Department of Public Works & Transportation (DPW&T) to ensure coverage.

Timeframes for Inspections and Reinspections

The performance of sidewalk snow and ice removal inspection activities shall correspond to the following timeframes:

- Perform sidewalk inspections within 24 hours after snow has fallen (at least 2 inches after the storm) or ice has formed due to inclement weather or runoff from abutting property.
- Issue an initial Violation Notice (see Appendix D) or Snow and Ice Removal Reminder Notice Door Hangers (see Appendix E) to applicable property owners/managers/occupants for failure to remove snow or ice from their frontage sidewalks within 24 hours of the last significant snow/ice event (2 inches or more of snow).
- Issue a subsequent Violation Notice and \$100 Citation fine citing property owners for failure to remove snow or ice from applicable sidewalks within 24 hours of receiving the original Reminder Notice and for each subsequent Violation Notice. For residential property owners, merely issue a second Reminder Notice/Door Hanger and close the case.

This provides ample time for property owners or occupants to clear snow and treat ice on their sidewalks following inclement winter weather.

PROCEDURES:

This section presents the procedures to be followed in preparing for and carrying out this Sidewalk Snow and Ice Removal Inspection Program.

Advanced Preparation

- Late November – Inspections Division and Enforcement Division leadership and supervisors meet to discuss the upcoming winter snow season program requirements, including Sidewalk Snow and Ice Removal Inspection Program.
- Early December – Inspections Division and Enforcement Division leadership and supervisors reconvene to determine inspector assignments to the Sidewalk Snow and Ice Removal Inspection Program. Review and revise (if necessary) Violation Notice form and Reminder Notice/Door Hanger forms and order enough copies of each for the upcoming winter season. Obtain adequate Citation forms from the State
- Early December – Put information and contact information on DPIE’s website regarding the DPIE Sidewalk Snow and Ice Removal Inspection Program, including a program overview, property owner responsibilities, compliance timeframes and contact information within DPIE.
- Early December – As needed, hold orientation sessions with inspectors and supervisors on Sidewalk Snow and Ice Removal Inspection Program policy, procedures, assignments, forms, and operations.
- Early December – Interagency Coordination
 - Coordinate with PGC311 team regarding handling of public complaints regarding the status of sidewalk snow and ice removal after a snow and ice event, with related service requests sent promptly to the Inspections and Enforcement Team Managers.
 - Coordinate with DPW&T regarding snow and ice removal on sidewalks versus roads and establish point of contact with the DPW&T Dispatch Center.
 - Coordinate with Board of Education regarding their responsibility to remove snow and ice from the sidewalks adjacent to and close to public schools following a snow and ice event.
- Early December – Offer Public Service Announcement information to area media (TV, radio, and newspaper) about business and resident responsibilities for snow and ice removal from sidewalks adjoining their property in Prince George’s County.
- Mid-December – Ready to roll

Inspection Process

1. Each inspector will need a pre-event packet of supplies and forms, including:
 - County road map atlas
 - Clip board and note pad
 - Stack of forms:
 - Sidewalk Snow and Ice Removal Inspection Violation Notice form – Appendix D
 - Sidewalk Snow and Ice Removal Reminder Notice/Door Hanger form – Appendix E
 - Assignment maps
 - Pens/pencils/erasers/markers
 - Vehicle charger for cell phone

2. Day prior to beginning inspections:

- The overall Program Manager, DPIE Code Enforcement Officer Bill Edelen (301-883-6039), will determine if there is enough snowfall by the end of a snow event to warrant initiating the program. If at least two inches of snow and ice has accumulated, he will contact the two Program Team Managers who will then alert the Program Teams:
 - Denny Brittingham – Inspections Division Team Manager – 301-883-3828 (o), 240-508-9619 (m), or by e-mail at <mailto:dtbrittingham@co.pg.md.us>
 - Calvin Saunders – Enforcement Division Team Manager – 301-456-9074, or by e-mail at <mailto:csaunders@co.pg.md.us>
- Ensure inspection vehicle has ample fuel or battery charge
- Have winter attire, warm gloves, and snow boots ready to go
- Review assignment maps to familiarize inspectors with routes
- Contact **DPW&T Dispatch** to coordinate snow and ice removal operations for roads (DPW&T) – **301-324-2710; Office of Highway Maintenance Associate Director at 301-499-8522.**
- Contact the **Maryland State Highway Administration (SHA)** representative: **Justin Sosebee at 301-513-7320 in the SHA District III office (301-513-7300)** for issues relating to SHA snow and ice removal by State and contract forces.
- Contact the **Prince George's County Board of Education** supervisor of plant operations: **Antoine Taylor at 301-952-6550** to contact the responsible individual in each public school to remind them of their responsibility to make sure all sidewalks adjacent to their school property are clear of snow and ice within 48 hours of the end of a major snow/ice event

3. First day of sidewalk inspections (24 hours after the end of significant snow or ice accumulation at or above 2 inches):

- Stock inspection vehicle with supplies/maps/forms
- Drive to initial area and reconnoiter applicable routes
- Note non-compliance properties on the Reminder Notice/Door Hanger and affix Reminder Notice/Door Hanger where applicable. For non-compliance properties on a residential street reported through the County's PGC311 customer service request system, leave a Reminder Notice/Door Hanger on the front door of all houses on that street, both sides from cross street to cross street.
- Repeat process for additional areas and routes
- Complete route and return to office:
 - File forms
 - Create list of properties issued an initial Reminder Notice/Door Hanger for subsequent follow-up

4. Second day of sidewalk inspections (24 hours after initial inspections or 48 hours after end of snow/ice event):
 - Return to prior day's inspection areas and routes
 - Inspect for violations and leave subsequent Violation Notice/Citation forms
 - Inspect for violation properties missed on prior day and leave Violation Notice/Citation as appropriate
 - For residential properties, reissue another Reminder Notice/Door Hanger if the sidewalks have not been cleared of snow and ice and close the case unless the conditions pose a significant danger to pedestrians
 - Create a case in Momentum and obtain a service request number for each violator
 - Include the service request number on the Violation Notice/Citation form for each violator before leaving a copy with the responsible party
 - Take pictures of all cited properties
 - Complete route and return to office:
 - Put Violation Notices/Citations into the Momentum system
 - Add data and pictures to each service request case, where applicable
 - Report list of properties issued Violation Notices/Citations for subsequent follow-up, if applicable, to their supervisor
5. Subsequent days of sidewalk inspections
 - Return to prior day's inspection areas and routes.
 - Inspect for continued violations and if the condition persists, leave Violation Notice/Citation – including the case number on each form obtained from the Momentum system the prior day.
 - Flag properties not complying with the Sidewalk Snow and Ice Removal regulations which pose a significant danger to pedestrians. Note on the Violation Notice the ability of the County to hire a private contractor to remove accumulated snow and treat ice on sidewalks if not removed by the property owner or lessee in a timely manner, with the contractor's costs added to the civil fine amount.
 - Take pictures of all violation cited properties using a smart phone.
 - Complete route and return to office:
 - File forms
 - Add data and pictures to each service request case, where applicable
 - Report list of additional properties issued Violation Notices/Citations for subsequent follow-up, if applicable, to their supervisor
 - Inspectors restock pre-event packet of supplies and forms prior to the next snow/ice event.
6. For each subsequent snow/ice event of two or more inches of snow, repeat Steps 1-5.

MANAGEMENT STRUCTURE:

The DPIE Sidewalk Snow and Ice Removal Inspection Program will be staffed by supervisors and inspectors from the Enforcement and Inspections divisions not already committed to snow duty with DPW&T. Appendix F presents the management organization structure for the program. The individual members of the DPIE management and staff who will assume these organizational roles and program responsibilities will be included on the chart as they are assigned.

Following a major snow and ice event, the program will be activated by the DPIE Sidewalk Snow/Ice Removal Inspection Program Manager (Code Enforcement Officer Bill Edelen), who will coordinate with a Team Manager from each of the Inspections and Enforcement divisions to ensure the individual inspection teams (including supervisors and inspectors) for each designated area of the County (districts) are ready to deploy the following day and have the necessary instructions, forms, supplies and equipment.

The sub-district teams will comprise a supervisor and inspectors who are assigned to specific areas which focus on the locations and roadways selected for monitoring without overlap. Appendix G lists the names, contact information and area assignments for supervisors and inspectors from the Inspections Division. Appendix H lists the names, contact information and area assignments for supervisors and inspectors from the Enforcement Division.

Each division team will be supported by an Administrative Support Unit which will handle calls that come in from the district inspection teams and from businesses and residents. These units will also process forms and reports for the district inspection teams when they come back from the field, as needed.

MANAGEMENT REPORTING

Following a major snow and ice event, the Program Manager and the Division Inspection Team Managers will collaborate to prepare an event summary of inspections performed, Violation Notices/Citations issued, as well as PGC311 and other complaint calls received. In addition, the Division Team managers will develop a list of issues, lessons learned, and corrective actions taken or suggested to improve the Department's program responsiveness, based on inputs from the district team supervisors.

Appendix I presents a sample post-event report form, which shall be provided to the DPIE Director within two weeks following the end of inspection activities associated with a major snow event.

APPENDIX A – LEGAL BASIS

Prince George's County Road Ordinance 1989

Division 4. Required Removal of Snow and Ice from Sidewalks

This policy and procedure document is based on the following section from the County code (Road Ordinance).

Sec. 23-150. Duty to Remove Snow, Ice, Weeds, Litter, and Debris.

(a) For the purposes of this Section only, "commercial property" shall mean any property that is used to conduct a trade or business that provides goods or services to the public. It shall also include properties that are zoned industrial, commercial, or residential under the provisions of Subtitle 27 of this Code that are used to provide goods or services to the public.

(b) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property, unless such duty has been delegated to a lessee in actual possession, to remove snow and ice from any sidewalk abutting the subject property within forty-eight (48) hours after snow has fallen or ice has formed as a result of inclement weather or runoff from abutting surfaces.

(c) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property, unless such duty has been delegated to a lessee in actual possession, to remove litter and debris from the property line of that building, lot, or land to the edge of the concrete curb and gutter adjoining the roadway in the case of an urban (closed) section roadway, and from the private property line to the edge of the paved roadway surface in the case of a rural (open) section roadway.

(d) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property, unless such duty has been delegated to a lessee in actual possession, to keep all weeds, as defined in Section 23-102 of this Subtitle, located in the public space set forth in Subsection (c) of this Section, cut to a height of not over six (6) inches.

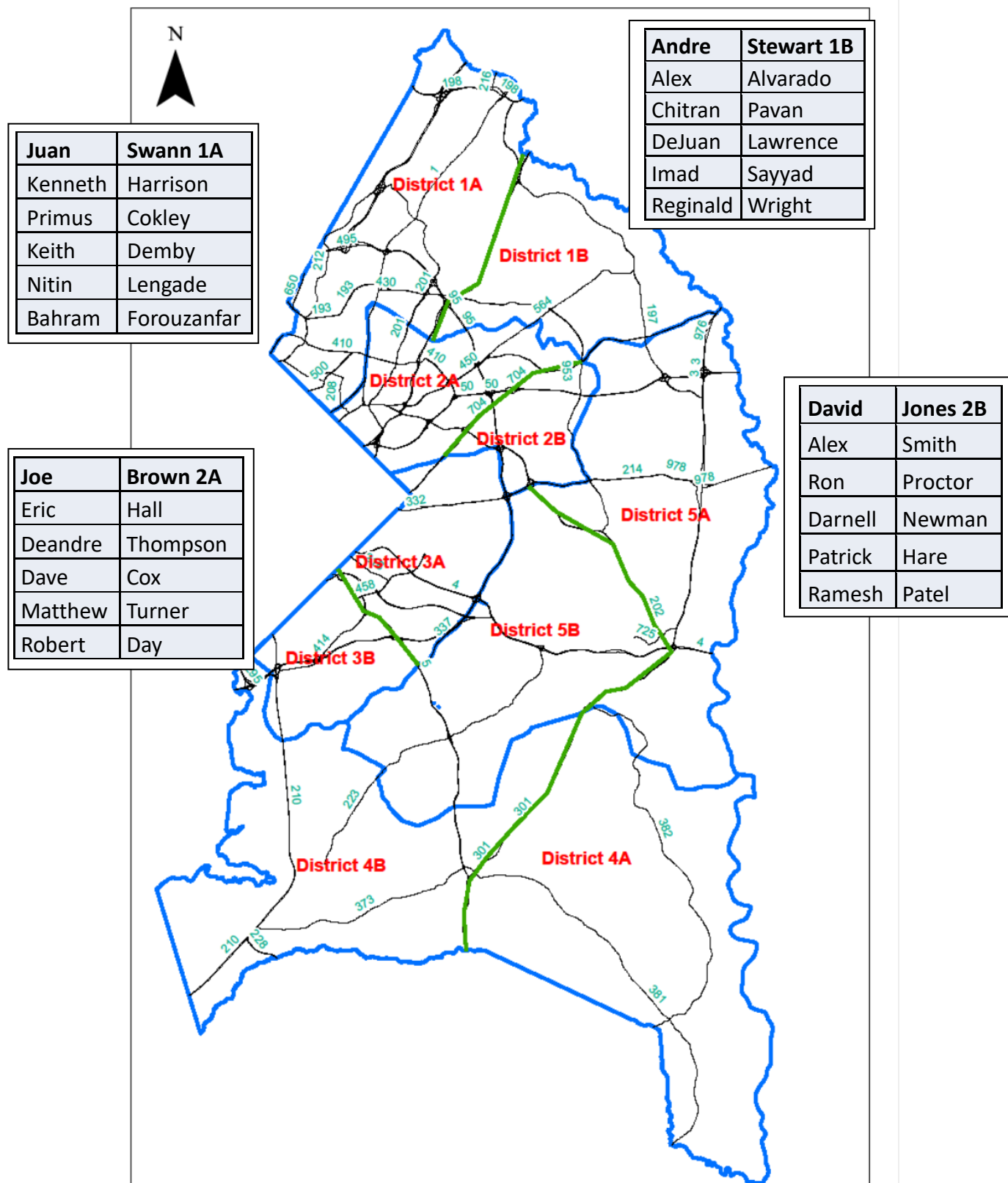
(e) The Police Department or other appropriate County enforcement agency shall be responsible for enforcing the provisions of this Section.

(f) Any person primarily responsible for the removal of snow, ice, weeds, litter, or debris who breaches said duty shall be subject to a civil fine not to exceed One Hundred Dollars (\$100.00) for each separate offense.

(g) This Section shall not apply to materials left within the public right-of-way because of a lawfully executed eviction action, from a single-family rental facility as defined in Section 13-138 of the Code or for bulky trash left in the right-of-way because of illegal dumping by others.

(CB-98-1989; CB-73-2000; CB-74-2001)

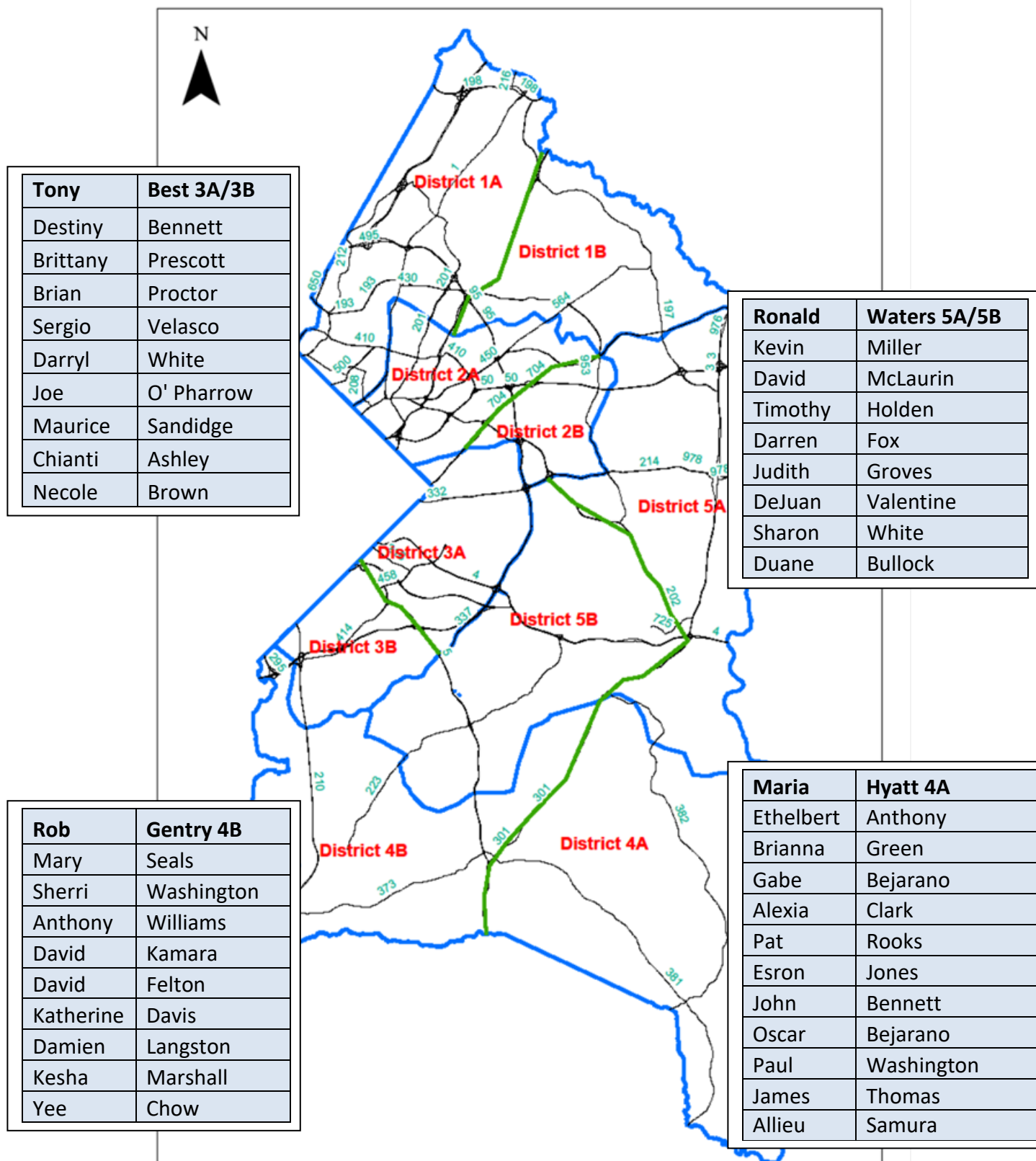
APPENDIX B – AREA ASSIGNMENTS FOR INSPECTIONS DIVISION STAFF



SIDEWALK SNOW AND ICE REMOVAL INSPECTION PROGRAM POLICY AND PROCEDURES

Page 12 of 18

APPENDIX C – AREA ASSIGNMENTS FOR ENFORCEMENT DIVISION STAFF



APPENDIX D – SIDEWALK SNOW AND ICE REMOVAL INSPECTION VIOLATION NOTICE



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
 9400 Peppercorn Place, Suite 500
 Largo, Maryland 20774



SIDEWALK SNOW AND ICE REMOVAL INSPECTION VIOLATION REPORT

Per the Prince George's County Code, Section 23-150. Duty to remove snow, ice, weeds, litter, and debris.

- b) It shall be the duty of the owner or lessor, as the case may be, of a residential dwelling unit or commercial property unless such duty has been delegated to a lessee in actual possession, to remove snow and ice from any sidewalk abutting the subject property within 48 hours after snow has fallen or ice has formed as a result of inclement weather or runoff from abutting surfaces.
- f) Any person primarily responsible for the removal of snow, ice, weeds, litter or debris who breaches said duty shall be subject to a civil fine not to exceed One Hundred Dollars (\$100.00) for each separate offense. (Each offense constitutes a separate daily violation with a fine of \$100.00)

Site: _____ District: _____

Inspector: _____ Division: _____

☐ Initial Inspection Date: _____ Notification Left: ☐ Yes ☐ No
 Condition: _____

☐ 1st Reinspection Date: _____ Notice of Violation Left: ☐ Yes ☐ No
 Condition: ☐ Cleared ☐ 48-Hour Violation (\$100 fine)

☐ 2nd Reinspection Date: _____ Notice of Violation Left: ☐ Yes ☐ No
 Condition: ☐ Cleared ☐ 72-Hour Violation (Second Notice is \$100, plus \$100 for 1st violation totaling \$200 fine.)

☐ 3rd Reinspection Date: _____ Notice of Violation Left: ☐ Yes ☐ No
 Condition: ☐ Cleared ☐ 96-Hour Violation (Third Notice is \$100, plus \$200 for previous violations totaling \$300 fine.)

Responsible Party On Site: ☐ No ☐ Yes: ☐ Owner ☐ Lessee Name: _____

Comments: _____

Please make certain this Case # is included on your check or money order. → Case #: _____

ENFORCEMENT ACTION TAKEN: ☐ Inspection Notice ☐ 1st Civil Citation ☐ 2nd Civil Citation ☐ 3rd Civil Citation

Final Compliance Date: _____

If after several reinspections, the snow and ice have not been removed by the property owner or lessor, the County may authorize a private contractor to do so and add the removal cost to the civil fine.

All fines must be mailed to the location checked below or processed online at: <https://dpiestatus.princegeorgescountymd.gov/site/public/epayments/casestatus.aspx>. (No cash payments accepted.) Check or money order must be made payable to "Prince George's County."

☐ Inspections Division
 9200 Basil Court, Suite 307
 Largo, Maryland 20774



☐ Enforcement Division
 9400 Peppercorn Place, Suite 600
 Largo, Maryland 20774

Inspector's Signature

Inspector's Phone Number

Date

APPENDIX E - REMINDER NOTICE DOOR HANGER

PRINCE GEORGE'S COUNTY
CONDADO DE PRINCE GEORGE
 Department of Permitting, Inspections and Enforcement
Departamento de Permisos, Inspecciones y Aplicación

IMPORTANT NOTICE:
AVISO IMPORTANTE:
SIDEWALK SNOW
AND ICE REMOVAL
REMOCIÓN DE EL HIELO Y
LA NIEVE EN LA ACERA

Address/Dirección: _____

Dear Occupant/Estimado Inquilino:

Inspector _____
(Print/Letra)

Inspector's Phone #/Teléfono del Inspector: _____

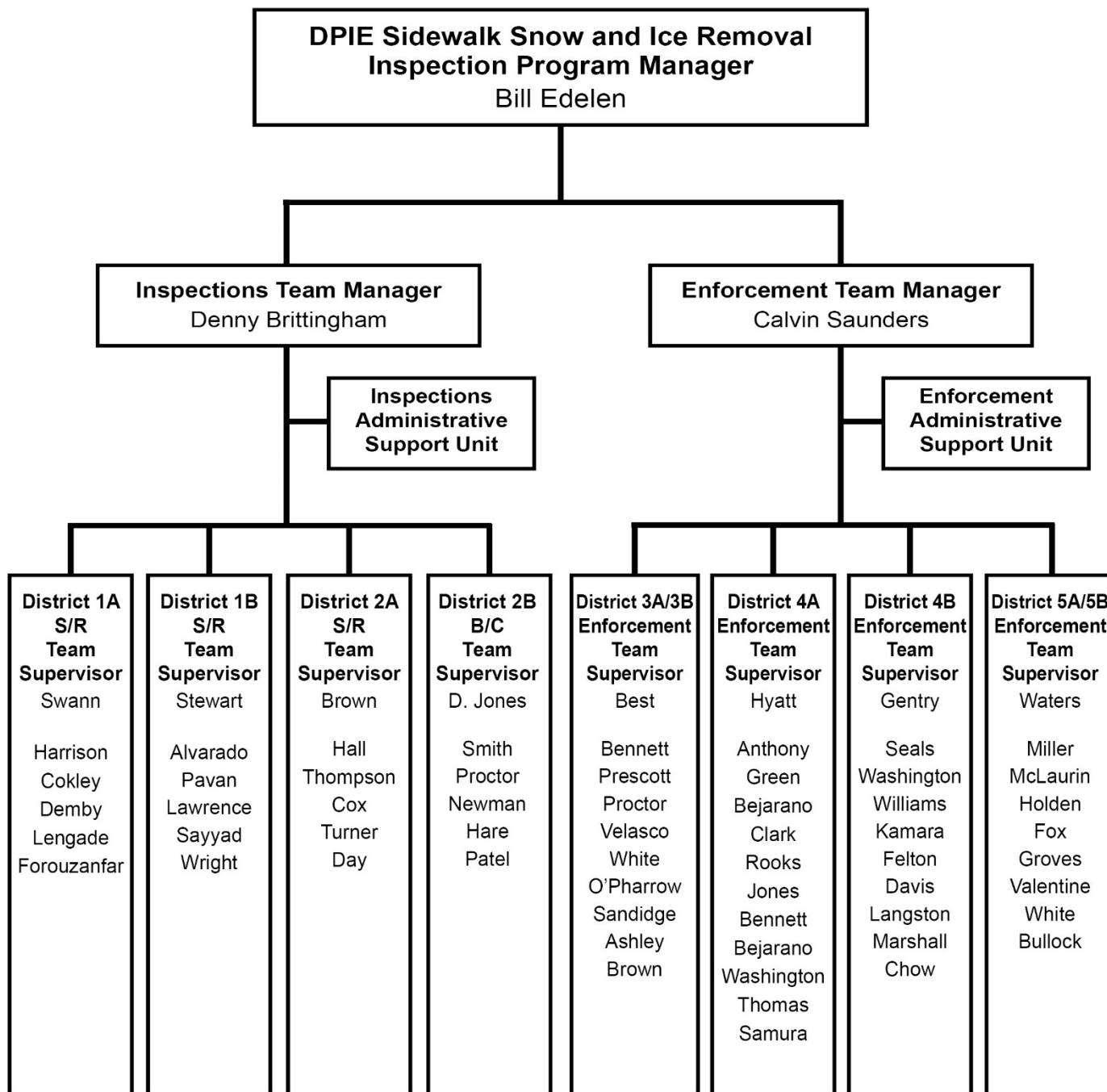
visited your area on/Visitó su área en: _____
(Date/Time/Fecha y hora)

to inspect sidewalks for snow and ice. Per Prince George's County Code, Sec. 23-150, it is the responsibility of the owner, lessor or lessee of a residential dwelling unit or commercial property to remove snow and treat ice on a sidewalk abutting your property within 48 hours after snow has fallen or ice has formed. Per this notice, snow/ice needs to be removed from the sidewalk abutting your property. A follow-up compliance inspection will be conducted to ensure sidewalk clearance.

para inspeccionar la nieve en la acera y acumulación de hielo. De acuerdo al Código del Condado de Prince George, Sec.23-150, es la responsabilidad del propietario, arrendador, o arrendatario de una unidad de vivienda residencial o local comercial quitar o remover la nieve y tratar la acera con sal en las áreas colindantes a su propiedad dentro de las 48 horas después que la nieve ha caído o que el hielo se haya formado. Mediante el presente aviso, se le informa que la nieve y el hielo deberá ser removido de la acera colindante con su propiedad. Para asegurar el cumplimiento de la remoción de la nieve y el hielo se llevará a cabo una inspección para garantizar la limpieza de la acera.

P.G.C. DPIE #I & E H001 (Rev: 1/16)

APPENDIX F - DPIE SIDEWALK SNOW AND ICE REMOVAL INSPECTION PROGRAM MANAGEMENT STRUCTURE



SIDEWALK SNOW AND ICE REMOVAL INSPECTION PROGRAM POLICY AND PROCEDURES

Page 16 of 18

APPENDIX G – NAMES, CONTACT INFORMATION, AND AREA ASSIGNMENTS FOR INSPECTIONS DIVISION STAFF

Denny	Brittingham (Manager)	240-508-9619	DTBrittingham@co.pg.md.us
District 1A			
Juan	Swann (Supervisor)	240-825-9821	JJSwann@co.pg.md.us
Kenneth	Harrison	240-508-9853	KLHarrison@co.pg.md.us
Primus	Cokley	240-713-7997	PCokley@co.pg.md.us
Keith	Demby	301-636-2064	KGDemby@co.pg.md.us
Nitin	Lengade	240-508-8835	NALengade@co.pg.md.us
Bahram	Forouzanfar	240-935-2376	BForouzanfar@co.pg.md.us
District 1B			
Andre	Stewart (Supervisor)	240-691-9069	ASTewart@co.pg.md.us
Alex	Alvarado	240-695-7681	AAvarado1@co.pg.md.us
Chitran	Pavan	240-508-9855	CPavan@co.pg.md.us
DeJuan	Lawrence	202-441-1879	DDLawrence@co.pg.md.us
Imad	Sayyad	202-731-1559	ISayyad@co.pg.md.us
Reginald	Wright	301-310-1012	RKWright@co.pg.md.us
District 2A			
Joe	Brown (Supervisor)	240-508-9865	JDBrown2@co.pg.md.us
Eric	Hall	240-532-1609	EPHall@co.pg.md.us
Deandre	Thompson	240-429-9249	DThompson@co.pg.md.us
Dave	Cox	240-508-9609	DKCox@co.pg.md.us
Matthew	Turner	240-508-8846	MDTurner2@co.pg.md.us
Robert	Day	240-731-1032	RWDay@co.pg.md.us
District 2B			
David	Jones (Supervisor)	240-286-1078	DDjones@co.pg.md.us
Alex	Smith	240-691-8526	AASmith@co.pg.md.us
Ron	Proctor	240-636-2064	RProctor@co.pg.md.us
Darnell	Newman	240-691-2312	DANewman@cp.pg.md.us
Patrick	Hare	240-988-4338	PTHare@co.pg.md.us
Ramesh	Patel	240-863-4000	RSPatel@co.pg.md.us

SIDEWALK SNOW AND ICE REMOVAL INSPECTION PROGRAM POLICY AND PROCEDURES

Page 17 of 18

APPENDIX H - NAMES, CONTACT INFORMATION, AND AREA ASSIGNMENTS FOR ENFORCEMENT DIVISION STAFF

Calvin	Saunders (Manager)	240-832-9560	csaunders@co.pg.md.us
District 3A/3B			
Tony	Best (Supervisor)	240-832-9629	tmbest@co.pg.md.us
Destiny	Bennett	240-495-1919	dnbennett@co.pg.md.us
Brittany	Prescott	240-538-2574	bmprescott@co.pg.md.us
Brian	Proctor	202-430-0899	bjproctor@co.pg.md.us
Sergio	Velasco	240-676-0108	savelasco@co.pg.md.us
Darryl	White	240-508-3950	drwhite@co.pg.md.us
Joe	O'Pharrow	240-508-3682	joepharrow@co.pg.md.us
Maurice	Sandidge	240-832-9634	smsandidge@co.pg.md.us
Chianti	Ashley	240-393-1425	cnashley@co.pg.md.us
Necole	Brown	202-843-4535	nmbrown1@co.pg.md.us
District 4A			
Maria	Hyatt (Supervisor)	240-832-9617	mhyatt@co.pg.md.us
Ethelbert	Anthony	240-832-9621	enanthony@co.pg.md.us
Brianna	Green	240-752-2318	bngreen@co.pg.md.us
Gabe	Bejarano	240-672-1185	gbjarano@co.pg.md.us
Alexia	Clark	240-623-6115	amclark@co.pg.md.us
Pat	Rooks	301-836-2646	ppugh-rooks@co.pg.md.us
Esron	Jones	202-923-5295	esjones@co.pg.md.us
John	Bennett	240-429-9288	jrbennett@co.pg.md.us
Oscar	Bejarano	240-695-4926	orbejarano@co.pg.md.us
Paul	Washington	240-286-3036	pwwashington@co.pg.md.us
James	Thomas	240-695-7566	jpthomas@co.pg.md.us
Allieu	Samura	240-832-9615	asamura@co.pg.md.us
District 4B			
Rob	Gentry (Supervisor)	240-508-9669	rgentry1@co.pg.md.us
Mary	Seals	240-832-8298	mlseals@co.pg.md.us
Sherri	Washington	240-691-7407	swashington@co.pg.md.us
Anthony	Williams	301-278-1408	afwilliams@co.pg.md.us
David	Kamara	240-695-2191	dskamara@co.pg.md.us
David	Felton	240-691-2697	dpfelton@co.pg.md.us
Katherine	Davis	202-740-4845	kdavis1@co.pg.md.us
Damien	Langston	240-791-0700	dglangston@co.pg.md.us
Kesha	Marshall	202-948-3946	kcmarshall@co.pg.md.us
Yee	Chow	301-821-3250	ylchow@co.pg.md.us
District 5A/5B			
Ronald	Waters (Supervisor)	301-456-9285	rwaters@co.pg.md.us
Kevin	Miller	301-883-5711	kvmiller@co.pg.md.us
David	McLaurin	240-695-2609	dlimclaurin@co.pg.md.us
Timothy	Holden	240-832-9633	tholden@co.pg.md.us
Darren	Fox	240-695-6047	DAFox@co.pg.md.us
Judith	Groves	202-841-2909	jrgroves@co.pg.md.us
DeJuan	Valentine	240-508-3926	dpvalentine@co.pg.md.us
Sharon	White	202-934-2294	srwwhite@co.pg.md.us
Duane	Bullock	240-691-6771	debullock@co.pg.md.us

December 2024

APPENDIX I – POST EVENT REPORT FORM

DPIE SIDEWALK SNOW AND ICE REMOVAL INSPECTION PROGRAM POST-EVENT REPORT FORM (2023-2024)							
Responsible Division (check one box):							
Inspections Team:		<input type="text"/>			Enforcement Team:		<input type="text"/>
Inspector Name:		<input type="text"/>					
Event Dates:		Precipitation Start Date:		<input type="text"/>	Precipitation End Date:		<input type="text"/>
Total Accumulation (inches snow and ice):		<input type="text"/>					
Event Description:		<input type="text"/>					
Performance Statistics by Division:							
Event Days:		Day 1	Day 2	Day 3	Day 4	Day 5	Total
Inspection Days (show dates):							
Inspections Performed (or number of block sides):							0
Initial Reminder Notices/Door Hangers Left:							0
Subsequent Violation Notices/Citations Issued:							0
PGC311 Complaint Calls Received:							0
Other Complaint Calls Received:							0
Major Issues:							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
Lessons Learned:							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
Corrective Actions Taken:							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
Suggestions for Improvement:							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
Submitted By:		<input type="text"/>					
Submission Date:		<input type="text"/>					