

COLUMBIA COUNTY

Board of Commissioners Office

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November 26, 2025

LETTER OF AUTHORITY
UNDER THE COLUMBIA COUNTY
ENFORCEMENT ORDINANCE

TO: Trinity Schelin
Animal Control Officer

Pursuant to the Columbia County Enforcement Ordinance (Ordinance No. 92-15, as amended), hereinafter the “Enforcement Ordinance,” you are specifically authorized, have jurisdiction of and may enforce certain violations as described below. Your authority and jurisdiction is subject to the primary authority of the Board of County Commissioners, and is limited to the specific violations listed below.

The Board of County Commissioners may at any time, for any reason, by order or resolution, revoke the authority and jurisdiction granted by this letter and the Enforcement Ordinance. In addition, your authority and jurisdiction shall be automatically terminated and you shall return this letter if you cease to hold a position authorized by the Enforcement Ordinance to enforce violations.

Pursuant to Section 14.E. of the Enforcement Ordinance, no authorized person shall file any complaint under the ordinance, and the courts shall not have jurisdiction to hear any such complaint, without the express review and approval of the Columbia County Counsel or Assistant County Counsel. This does not mean you cannot issue the summons portion of the citation first, in appropriate cases, and clear it with the County Counsel or Assistant County Counsel later, before filing the complaint. Generally, consultation with the County Counsel or Assistant County Counsel and prior clearance with the Board of Commissioners is encouraged. Subject to the foregoing, you are authorized to issue a warning or citation to any person who commits a violation listed below.

You may not make an arrest for a violation under the Enforcement Ordinance, but may detain any individual reasonably believed to have committed a violation, only so long as is necessary to determine, for the purposes of issuing a warning or citation, the identity of the offender and such additional information as is appropriate for enforcement of the violation. Before detaining any individual in an attempt to enforce the statutes, rules, ordinances, orders or resolutions enforceable under this ordinance, you shall conspicuously display an official identification card or this letter of authority showing your lawful authority.

The violations you have authority over, jurisdiction of and may enforce are as follows:

AREAS OF AUTHORITY	RELEVANT ORDINANCE PROVISIONS
ANIMAL CONTROL OFFICERS	Violations of the statutes, and provisions thereof, listed in Subsection I, and relevant amendments and ordinances under Subsections S and T, of Section 6 of the Columbia County Enforcement Ordinance.

This letter of authority is retroactive to October 5, 2025.

Dated this ____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Kellie Jo Smith, Chair

Approved as to form

By: _____
Casey Garrett, Commissioner

By: _____
Office of County Counsel

By: _____
Margaret Magruder, Commissioner