



Issuance # 10

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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CHARLES M. SMITH, Jr., R.A., Commissioner
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OPERATIONS
POLICY AND PROCEDURE NOTICE #4/87

TO: Distribution

FROM: Charles M. Smith, Jr. *CMS*

RE: Directive #2/1975 and Directive #14/1975
EXCLUSIONARY PROCEDURE

DATE OF ISSUANCE: April 13, 1987

Any applicant who is suspected of intentionally misusing Limited Supervisory Check, (Directives 2/75 and Directive 14/75) shall be subject to investigation in accordance with the following procedures:

An investigative panel shall be convened consisting of staff from the offices of the Assistant Commissioner for Technical Control, who shall chair the proceedings; Assistant Commissioner for Operations; and General Counsel.

Evidence shall be compiled and persons interviewed as necessary to fully ascertain the facts.

The panel shall submit its findings to Deputy Commissioner Cornelius F. Dennis and Deputy Commissioner Stewart D. O'Brien for review and final recommendation of any action to be taken by the Commissioner.

If after the Commissioner determines an architect or engineer should be excluded from the procedures for limited supervisory check, the architect or engineer may request in writing a hearing on such determination. The Commissioner shall then schedule a hearing to be held before the Office of Administrative Trials and Hearings.

Assistant Commissioner Berger shall be responsible to keep a file of all investigations on each applicant which shall be part of the facts submitted to the panel.

cc: Distribution

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