



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 5/91

To: Distribution
From: Barry G. Cox *BGC for the*
Date: 1 March 1991
Subject: DOB Violation/Summons Books

Purpose:

To establish a procedure whereby the inspectors will only be required to carry a ECB violation book in the field. Since few DOB violations and/or summonses are issued, because of the transfer of our violation to ECB, the need to equip each inspector with his/her own set of DOB violation and summons books is unnecessary.

Effective Date:

March 11, 1991

Procedure:

Borough Office Inspectional Division:

The Administrative Chief Inspector shall inform each inspector that they are no longer required to carry the Department of Buildings violations or summons books when out in the field.

The Administrative Chief Inspector shall instruct each inspector to return all books to him and maintain a log of each book returned by each inspector. The Chief shall notify the Assistant Commissioner for Borough Operations of any and all inspectors who did not return the books and, the book(s) they did not turn in.

Once all of the books have been collected, the Administrative Chief Inspector shall turn all the books over to the Borough Manager.

New DOB violation/summons books shall be issued to each borough. It shall be the responsibility of the Administrative Chief Inspector to maintain them.

When a DOB summons or violation must be written the Chief Inspector shall provide the books to the appropriate inspector. The inspector shall log the violation on the yellow sheet, and shall immediately return the book(s) to the Administrative Chief Inspector.

Borough Managers:

The Borough Manager shall verify the Chief's log and subsequently notify the Director of General Services that the books have all been collected.

General Services:

The Director of General Services shall make arrangements with the Borough Managers to pick up all DOB violation and summons books. The Director of General Services shall inventory the books and make arrangements to destroy them.

General Services shall obtain new DOB violation and summons books and issue a limited supply to each borough. General Services shall maintain a listing of the books sent to each borough.

JMc:mh