



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 1/90

To: Distribution
From: Peter Franconeri *BF*
Date: January 17, 1990
Subject: Inspectorial Duties: Bureau of Electrical Control

Referenced: Field Inspector's Call-In Procedure
Operations PPN # 18/87

Purpose: To formalize the Department's procedure to provide for efficient routing and to increase levels of field training by Borough Managers.

Borough Manager:

The Director of the Bureau of Electrical Control (BEC) assigns a Borough Manager for each borough. The Borough Manager is responsible for the quality and the performance of the work of the Electrical Inspectors under his or her direct supervision. The Borough Manager follows the procedures described below.

1. **Daily Call-In:** Daily call-in, twice a day, must be made by field inspectors to a designated liaison who records the time of the call, location, and telephone number on a daily log. At least one inspector from each Borough Manager's Group is called back at that number daily, which is noted in the log book. In addition, at the time of the call-in, the inspector notifies the Borough Manager of the time and location of his or her proposed first stop and last stop two days in advance. On Friday, pay day, the Borough Manager must be notified of the first and last stops for the following Monday.

2. **Office Hours:** Office hours are held on pay day Friday mornings from 8:30 a.m. to 12:00 noon. Properly dispositioned outstanding daily route sheets with all listed documents from the previous weeks are to be returned to the Borough Manager. No documents are to be withheld unless the Borough Manager dispositions the documents and reassigns.
3. **Route Sheets:** On pay day, each inspector receives a work pack containing all documents that have been assigned to him or her for the next two week period. Based on the work to be inspected, the inspector prepares his or her daily route sheets to cover the two week period.
4. **Delivery to Inspector General:** Once every two weeks the completed route sheets are delivered by the BEC Input/Output Section to the Inspector General's Office.
5. **Field Visits:** The supervisor's inspector location daily report sheet contains a designated first stop (8:00 or 8:30 a.m.) and a designated last stop (3:30 or 4:00 p.m.) where the inspector may meet the Borough Manager or Assistant Borough Manager for field training. These training visits are unscheduled and unannounced. In any case, the inspector is required to remain at the last stop until 3:30 p.m. or 4:00 p.m., as required, to complete the 7 hour day.

Each Borough Manager and Assistant Borough Manager must complete at least two field training visits every week.

The Borough Manager and Assistant Borough Manager will record the field meeting on their daily route sheets by writing "TV" as an abbreviation for "training visit". They also initial the inspector's route sheet, indicating the premises where the training was performed and the time.

General Manager:

The General Manager is responsible for periodic review of the individual route sheets of the inspectors, the Assistant Borough Managers and the Borough Managers to verify that the training visits are being made. The General Manager is also responsible for ensuring that all procedures listed in this document are adhered to.

PF:HG:mh