

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 5, 1979

TO: Borough Superintendents

FROM: Cornelius F. Dennis, P.E., Assistant Commissioner-Operations

SUBJECT: Court Attendance by Field Inspectors

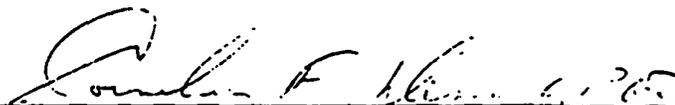
Whenever an inspector receives a first notice that there has been a "Not Guilty" plea on a summons previously issued, there will be no routine appearance in court by the inspector.

However, should he receive a notice marked 'Second Notice' in which a trial date is set, the following procedure will be followed:

The inspector will report to the Borough Office or field as originally scheduled and call the Court at 346 Broadway in Manhattan, telephone 566-3967 between 10:00 and 10:30 A.M. and inquire if his presence is needed at the Court. The department's court representative will, as circumstances dictate,

- a) instruct him either to report immediately to the Court at 346 Broadway,
- b) to call the Court back at a later time or,
- c) to continue his regularly scheduled work as his presence is not necessary.

This procedure will be implemented immediately.



Cornelius F. Dennis, P.E.
Assistant Commissioner-Operations

CFD:JJI:rmr

Executive Staff
All Chief Inspectors: Construction, Plumbing, Elevator
All Inspectors
Corporation Counsel
Court Attendant

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