



Issuance # 244

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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ADMINISTRATION
POLICY AND PROCEDURE NOTICE #5/90

TO: Distribution
DATE: June 20, 1990
SUBJECT: LL 10/81 Violation Dismissal Procedure

Violations for failure to file or late filing in a prior year may only be dismissed if a current year filing has been submitted.

Effective immediately, the procedure for dismissal of LL 10/81 violations issued for calendar 1988 and subsequent year filings will be as follows:

1. 10/81 Unit reviews violations and checks the elevator system for outstanding substantive DOB violations. Reviewer will attach a photo-copy of the property-profile printout to the 10/81 violation and return both items to the recipient of the 10/81 violation.
2. The person seeking dismissal must take this material to the Elevator Division for a "look-up" sheet of historical information. This information is to be listed on form ELV-9, Elevator Search. A copy of the form is attached.
3. The Elevation Division must prepare the "look-up" sheet and the supervising inspector verifies, by initialling the form, that the information is accurate.
4. The person seeking dismissal returns to the 10/81 Unit. The look-up sheet is reviewed and penalties are computed as appropriate by the 10/81 clerk. The Compliance Supervisor signs-off on the computation.

5. Cashier processes payment and validates computation form.
6. Compliance Supervisor dismisses/cancels 10/81 violation on-line, through the Computer System and records the violation information on the compliance log. The recipient of the violation is sent (or handed) a letter notifying him/her of the adjustment to our records.
7. The Compliance Log is reviewed by the Central Billing and Compliance Supervisor and forwarded to Quality Control.
8. The 10/81 Unit will only dismiss 1988 and subsequent 10/81 violations. For 10/81 violations issued on filing years 1987 and earlier, MIS will continue to dismiss on a batch basis upon notification by 10/81. QC forwards the compliance log to MIS for update to the Master Reference Book and the Index System. (Note: The Master Book is a listing of 1983-1987 10/81 violations, 1983-1986 waivers and mandated inspections filings from 1981-1987. This history is not completely contained in the Elevator or Compliance Systems.)
9. MIS updates the Master Reference Book and the Index System with violation information on the log. MIS will update the Master Reference Book quarterly and return the processed compliance log and the new book to the 10/81 Unit.

Questions with respect to the dismissal procedure should be referred to the Director of Revenue Operations.


Terry Keely McClain

