



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 1/92

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To: Distribution  
From: Barry G. Cox  
Date: 17 January 1992  
Subject: DOB Violation/Summons Books (Plumbing)

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**Purpose:**

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

**Effective Date:**

Immediately

**Procedure:**

**Borough Office Plumbing Inspection Division:**

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

The Chief Plumbing 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 Executive Chief Inspector of any and all inspectors who did not return the books as well as the number of books they did not turn in.

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

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

When a DOB summons or violation must be written the Chief Plumbing 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 Chief Plumbing Inspector.

**Borough Managers:**

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