



Issuance # 424



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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OPERATIONS
POLICY AND PROCEDURE NOTICE # 15/93

To: Distribution
From: Barry G. Cox
Date: 20 October 1993
Subject: Infraction Codes

Purpose:

To establish a procedure for the data entry of infraction codes on unserved ECB violations.

Specifics:

AEU

The AEU shall forward all unserved ECB violations to the borough office.

Effective: Immediately

BOROUGH OFFICE:

Once received, the violation clerk shall enter the following information for the unserved violations on the BIS system.

- . On the Index System Data Entry Screen the clerk shall enter (B2) Violations - Modify. (See attached - Screen 1)
- . The violation to be modified will be chosen by placing an "X" in the space provided. (See attached - Screen 2)
- . The clerk shall enter whether the violation is hazardous or non hazardous and must enter all infraction codes listed on the violation. (See attached - Screen 3)

Screens 4 & 5 depict how the screen looks when the data has been successfully inputed.

This information must be data entered within one week of receipt from AEU.

JMc:mh
Enc.