



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 21/91

TO: DISTRIBUTION
FROM: BARRY G. COX
Assistant Commissioner
DATE: October 25, 1991
SUBJECT: ARREST PROCEDURES

PURPOSE:

To establish uniform procedures in arresting those persons who have violated the Administrative Code.

SPECIFICS:

1. All inspectors who note violations of any Stop Work Orders or Preemptory Vacate Orders shall immediately notify their supervisors, leave a telephone number where they can be reached and remain in the immediate vicinity of the site.
2. Any supervisor who is notified of the above violations shall immediately inform their respective Chief Inspector.
3. Any Chief Inspector who is notified of the above violations will immediately inform the Executive Chief Inspector. In the event the Executive Chief Inspector is unavailable, the Chief Inspector will contact the Assistant Commissioner for Borough Operations and the General Counsel directly.
4. The Executive Chief Inspector shall contact the Assistant Commissioner for Borough Operations and the General Counsel to determine if an arrest is appropriate.