



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N. Y. 10013  
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.  
Assistant Commissioner/Operations

Issuance # 179

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 7/89

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To: Distribution  
From: Peter Franconeri *PF*  
Date: July 31, 1989  
Subject: Criminal Court Summonses

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Referenced: Directive No. 7 of 1969, from Thomas V. Burke, dated September 24, 1969, Re: Services of Summonses by Inspectors, p. 139-142.

Superseded: Memorandum from Thomas V. Burke, dated July 17, 1970, Re: New Universal Summons - Employee Registry Number, p. 386.

Purpose: To ensure that Criminal Court summonses are completed correctly.

Specifics: When completing a Criminal Court summons, the section titled "Tax Registry No." must contain the pension number of the inspector signing the summons as the complainant. The six digit number is assigned to all employees when they begin their employment with the City of New York, whether the employee joins the pension plan or not. This number is indicated on all pay stubs under the section "Pension No.".

The pension plan number is not your social security number nor is it your Department of Buildings badge number.

Anyone desiring clarification as to what their pension plan number is should contact the Personnel Department in writing.

PF:HG:mh