



DDC

STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 02 -004G

CATEGORY..: Administrative
Subcategory : Summonses

Keywords .. Summons, Fine

SUBJECT: SUMMONSES AND FINES

Supersedes.. : N/A
Supplements...: N/A
Sheet.....: 1 of 1

APPROVED:

[Handwritten Signature]
Assistant Commissioner - John Pusz, P.E.

Issue Date.... : January 24, 2002

DDC and its representatives are not authorized to accept summonses from any individual or organization, with the intent to have the summons dismissed by the issuing agency or by the agency authorized to collect fines (i.e. Division of Parking Violations, Dept. of Sanitation, Buildings Dept., Health Dept., etc.). Summonses must be addresses directly by the individual or organization who receives them.

If the DDC Engineer-in-Charge (EIC) believes a summons was issued in error or there are mitigating circumstances regarding a summons that are project related, the EIC may issue a letter stating the facts surrounding the issue and provide a copy to the individual or organization for their use.