

# HOUSING AND DEVELOPMENT ADMINISTRATION

DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: June 12, 1970

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations

SUBJECT: Processing of Violations by Inspectors - Directive #7/69

Under the provisions of Directive #7 of 1969, issued on September 24, 1969, it was required that the inspector, at the time of filing a violation, determine the name and location of a responsible party and that he return subsequently after a period of at least 10 days and where there was no compliance, he was to serve personally, a summons on the responsible person in the building.

The portion of the directive relating to services of summonses by the inspectors was held in abeyance temporarily because of the court decision questioning whether summonses could be served by inspectors. This matter has now been resolved, as inspectors have been resworn as special patrolmen and they may now make personal service of summonses.

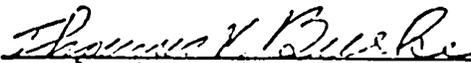
Accordingly, the procedure set forth in Directive #7, including the services of summonses, is to be continued in effect and is to apply to all violations served after the date of the directive.

A special effort is to be made to keep current, the processing of all violations filed, so as to have the service of the summons follow as closely as possible after the ten-day interval specified in the law. Any adjustments in other procedures that may be necessary to make possible the processing of violations in accordance with Directive #7 are to be made so as to avoid the development of a backlog in the processing of the violations.

While keeping the recently filed violations current, the existing backlog of violations is to receive special attention of the Borough Superintendent, the Borough Office Manager, the Borough Chief Engineer (Construction), who are to coordinate their efforts to obtain a steady, continuing reduction of the current backlog.

Where serious difficulties develop, the Director of Operations is to be notified, without delay, so that assistance may be obtained.

There will be continuous follow-up from the central office to require compliance.

  
Thomas V. Burke  
Director of Operations

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CC: Exec. Staff

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