



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner



STEWART D. O'BRIEN  
Deputy Commissioner  
Administration & Operations  
312-8001

Issuance #1

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Administration  
Policy and Procedure Notice #1/87

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TO: Distribution  
FROM: Stewart D. O'Brien  
SUBJECT: Formal Issuance of Policy and Procedures  
DATE OF ISSUANCE: March 26, 1987

3/26/87 SDO

Purpose

To establish a uniform system for issuing policy and procedures in the Technical, Administrative, and Operational areas, and for issuing other orders and information Department-wide.

Specifics

Effective immediately, all notifications of Department-wide policy and procedures by the Technical, Administrative, and Operational areas will be titled "Policy and Procedure Notice" (PPN). All PPNs will contain two numbers. The Issuance Number will begin at 1 (one) and continue indefinitely, without reference to the year (in the upper left-hand corner). The second number, to appear as part of the title of the issuance, will indicate the number within the year of issuance (e.g., Operations Policy and Procedure Notice #3/87). Within each calendar year, each type of PPN - Technical, Operations, and Administration -- will be at #1.

X

Administration and Operations Policy and Procedure Notices may be signed by the Commissioner, the Deputy Commissioner for Administration and Operations, and the Assistant Commissioners for Administration and Operations. Technical Policy and Procedure Notices may be signed by the Commissioner, the Deputy Commissioner for Technical Affairs, and the Assistant Commissioner for Technical Review and Compliance.

Other official forms of issuance will be the Executive Order and the Informational Notice. Executive Orders will be used to notify staff of official Department policy, to announce appointments or designations of individuals or committees within the Department, and to establish tables of organization and any changes within such tables. Executive Orders will be numbered as are PPNs: within the year of issuance, and in the upper left-hand corner. Executive Orders will be signed by the Commissioner.

Informational Notices will be used to notify appropriate Department personnel and outside entities of information which does not fall into the categories covered by Executive Orders or Policy and Procedure Notices. They will also be numbered within the year of issuance, and in the upper left-hand corner. Informational Notices may be signed by the Commissioner, the Deputy Commissioner for Administration and Operations and the Assistant Commissioners for Administration and Operations.

#### Procedure

Each borough office is directed to distribute Executive Orders, Policy and Procedure Notices and Informational Notices to all appropriate personnel. Borough offices must ensure that all new personnel are provided with necessary copies. Additionally, all official issuances are to be placed in a binder (in order of the number in the upper left-hand corner) which is easily accessible in a central place for reference.