



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

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Issuance #471

ADMINISTRATION
POLICY AND PROCEDURE NOTICE #1/95

TO: Distribution

FROM: Charles G. Sturcken, Esq. *CS*
Chief of Staff

SUBJECT: Formal Issuance of Policy and Procedure Notices (Revised)

DATE: February 14, 1995

Supersedes: Administration PPN #1/87; new or revised items are shown in **bold**.

Effective: Immediately

Purpose: To establish a uniform system for issuing **and distributing** policy and procedure **statements** in the Technical, Administrative, Operational and **Legal** areas, and for issuing **and distributing** other orders and informational **statements** to Department **personnel**.

Specifics: All Department-wide policy and procedure **statements issued** by the Technical, Administrative, Operational and **Legal** areas **will be titled "Policy and Procedure Notice" (PPN)**. All PPNs will contain two (2) numbers. **The issuance numbers will be sequential, beginning with number one (1) and continuing indefinitely, without reference to a year. The issuance number is indicated in the upper left hand corner of the first page of the PPN, as noted above.** The second number, to appear as part of the title of the issuance, indicates the number within the year of issuance, e.g., Operations Policy and Procedure Notice #15/94. Within each calendar year, each type of PPN – Technical, Administration, Operations and Legal – will begin with #1.

All PPNs should be drafted in WordPerfect and a copy of the finalized issuance should be stored on a diskette.

Policy and procedure notices must be distributed **WHILE IN DRAFT** to the Chief of Staff, all Deputy Commissioners and General Counsel for comments, allowing them at least two (2) weeks to respond. The Chief-of-Staff, Deputy Commissioners and General Counsel are responsible for soliciting comments from their respective staffs within the requested time frame. Prior to formal issuance, all policy and procedure notices must be approved by the Chief of Staff. The Office of the Chief of Staff will assign issuance numbers to finalized PPNs; maintain a log of these assignments; and retain the original, signed copy of each notice and also, a copy on diskette.

Policy and procedure notices should be authored by the appropriate units according to the subject matter. **Only the Commissioner may author/issue PPN from any division.** For example,

Technical PPNs should only be prepared by the Technical Division of the Department, and these PPNs may be issued by the Commissioner, First Deputy Commissioner for the Technical Division, or the Assistant Commissioner for the Technical Division. Respectively, the same practice holds for the creation and issuance of Administrative, Operational and Legal procedures. When appropriate, a PPN may be authored and issued jointly by more than one division.

Other official forms of issuance are the Executive Order and the Informational Notice. Executive orders may be issued to notify staff of official Department policy, to announce appointments or designations of individuals or committees with the Department. Executive orders may only be issued by the Commissioner. Executive orders are numbered in the same format as PPNs: within the year of issuance (#1/94, #1/95, etc.) and with an issuance number in the upper left hand corner.

Informational Notices are 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. Numbering follows the same formats as with PPNs and Executive Orders. Informational Notices may be issued by the Commissioner, Chief of Staff, Deputy Commissioners or Assistant Commissioners as appropriate.

Distribution of a finalized issuance is the responsibility of the originating division. The original, signed issuance and diskette copy of the final version must be provided to the Office of the Chief of Staff for retention. When appropriate, an Executive Order or Informational Notice should be distributed to all staff. In most circumstances, full staff distribution is not necessary; however, all finalized PPNs, Executive Orders and Informational Notices must be distributed to the individuals or offices noted below. Each borough office or division is responsible for providing copies to its staff as appropriate.

- ▶ Commissioner
- ▶ Inspector General
- ▶ Chief of Staff
- ▶ General Counsel
- ▶ Deputy Commissioners
- ▶ Borough Commissioners
- ▶ Assistant Commissioners
- ▶ Executive Architect/Engineer
- ▶ Deputy Borough Commissioners
- ▶ Chief Plan Examiners
- ▶ Executive Chief Inspector
- ▶ All Unit Directors, including BEC and IDU
- ▶ Borough Managers
- ▶ Chief Inspectors - Construction, Plumbing, Elevators and Hoists & Rigging
- ▶ CAPA Coordinator
- ▶ Executive Assistants

At the discretion of the Department, notices may be mass distributed to the building industry and/or the public.

Official issuances are to be placed in a binder and compiled in sequential order. Each office is responsible for the upkeep of its own binders, and maintaining an updated list of notices. The originating office should be contacted to obtain copies of missing notices.