



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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

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

FREDRIC J. POCCHI, P.E.  
Assistant Commissioner/Operations

Issuance # 147

**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE # 30/88**

To: Distribution  
From: Fredric J. Pocchi, P.E., Assistant Commissioner  
Date: December 22, 1988  
Subject: Social Club Complaints

Purpose: To provide a centralized referral system for complaints received regarding social clubs.

Specifics:

All complaints that are received regarding social clubs should be referred to the Office of Operations in writing.

Office of Operations:

The Assistant Commissioner for Operations will designate a Coordinator for social club inquiries. The Coordinator will review all social club complaints, maintain a record of the referral including address, complainant, date referred, specific complaints, and their disposition. The Coordinator will then forward the complaint to the Inspector, Public Morals Unit, NYPD for investigation.

NYPD investigation results will be forwarded to the Coordinator. If required, as directed by the Coordinator, the Executive Chief Inspector will schedule an inspection by the Social Club Task Force. Prior to inspection by the Task Force, the Coordinator must obtain a copy of the most recent Certificate of Occupancy, any outstanding violations and any pending or approved work applications or permits from the borough office. If the NYPD determines that no task force inspection is necessary, the Coordinator will refer the complaint back to the borough office for a C of O inspection.

After inspection, the borough or the Task Force should inform the Coordinator of the results. The Coordinator then should notify the complainant of the inspection results. If no violations are issued, the Coordinator may complete the log at this time. However, if violations, summonses and/or vacate orders are issued, the Coordinator must complete the following steps:

1. Determine the owner of the premises.
2. If the owner is a corporation, arrange for service by the Administrative Enforcement Unit of all summonses to the Secretary of State in Albany. AEU should provide the Coordinator with the name of the party served and an affidavit of service. This information should be forwarded to the borough office when obtained.
3. Transfer all documents to the borough office, by hand delivery.

If the owner is not a corporation then the summons, violation and vacate are forwarded to the Borough Manager's office for distribution to the appropriate unit for processing.

If the owner is a corporation then the vacate, violation and a copy of the summons is to be forwarded to the Borough Manager's office.

Boroughs will return to the Coordinator the following information

- a. a copy of the vacate with the vacate number
  - b. the Criminal Complaint Form (Form B-39)
4. Ensure that the borough office processes all paperwork for court.
  5. Obtain a court date for each case and notify the Special Prosecutions Unit (SPU). Forward copies of the Criminal Complaint Form (Form B-39) to SPU.
  6. Obtain results of court case from SPU.
  7. Maintain all pertinent dates and data in log.

The Borough Superintendent must immediately notify the Executive Chief Inspector and the Coordinator of the dismissal of any vacate orders. The Coordinator must notify the Special Prosecutions Unit and Corporation Counsel of the dismissal of all vacate orders.