



DEPARTMENT OF BUILDINGS

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

RUDOLPH J. RINALDI, Commissioner

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

Issuance # 336

OPERATIONS
POLICY AND PROCEDURE NOTICE # 3/92

To: Distribution
From: Barry G. Cox
Date: 13 February 1992
Subject: Centralized Filing of Summons

Purpose:

To consolidate in the Office of the General Counsel all activities associated with the processing of criminal court summonses previously performed in the borough offices.

With the increased emphasis on adjudicating violations at the Environmental Control Board, the need to dedicate borough resources to this function is unnecessary.

Effective Date: March 2, 1992

Specifics:

Borough Office:

Borough Inspectorial Division:

Clerk

The borough inspectorial division shall batch and forward the completed summons and affidavit of service with a copy of the violation to Legal Affairs at 60 Hudson Street. This shall be delivered by 9:00 a.m. Tuesday of each week.

ATTN: Kevin Castro, Assistant to the Counsel
Office of Legal Affairs
60 Hudson Street
New York, New York 10013

The clerk in the borough inspectorial division shall maintain a log book with the following information: summons number, date of affidavit, violation number, address of premises, and date forwarded to Legal Affairs.

The borough offices, therefore will no longer be responsible for preparing docket sheets, court calendars or maintaining tickler/tracking systems for the summonses etc.

Office of the Borough Commissioner:

The Borough Commissioner shall make certain that the log book is being maintained.

JMc:mh