



**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 # 395

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**OPERATIONS  
POLICY AND PROCEDURE NOTICE # 5/93**

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To: Distribution  
From: Barry G. Cox  
Date: 16 March 1993  
Subject: Violation Issuance

**Purpose:**

To assure all ECB violations written in the field are accounted for in the office.

**Effective:** Immediately

**Specifics:**

At the end of each work day, each inspector must turn in all violations written and have a supervisor verify that the entries made on the violation control sheet (attached) correspond to the appropriate violation as written. Any supervisor must initial and date the control sheet next to each violation listed on the control sheet.

The intent of this is to make certain an accurate accounting record is maintained of all ECB violations written or voided. The supervisor initialing the verification is not responsible for the "correctness" of the violation itself, only that the violation was handed in.

JMc: mh

**RESCINDED**

