



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2012-05**



EFFECTIVE: March 9, 2012

SUBJECT: Daily and Random Mid-Shift Roll Call Procedures

AFFECTED DIRECTIVES: Operations Order 2007-04 is hereby rescinded.
Form DS 968 is hereby replaced by Form DS 968A

REFERENCE: General Order 2010-06
Code of Conduct

PURPOSE: To establish procedures to conduct and track roll calls at the start and end of each work shift, as well as periodic roll calls during the course of randomly selected shifts

Each garage shift Supervisor will conduct roll calls and each Supervisor assigned to a particular shift will attend the roll call. Supervisors and Superintendents will be in proper uniform while conducting roll calls.

Districts with section stations inside the garage facility will, at the discretion of the District Superintendent, have the option to conduct either a consolidated (garage and sections) roll call or individual section roll calls within the facility. Satellite locations must conduct individual roll calls. All uniformed employees **must** attend roll call.

This Order shall apply to the Bureau of Cleaning and Collection and the Bureau of Waste Disposal.

Borough Staff Officers and Night Borough Superintendents will conduct a minimum of two roll calls per week. One of these roll calls will be either the start or end of a shift while the other will be held sometime during the course of the shift.

I. Start of Shift Roll Call:

The officer conducting roll call will:

- A. Verbally verify the attendance of each Sanitation Worker scheduled to work that particular shift by calling out the name of each employee at the District roll call assembly area. Each Sanitation Worker will verbally respond “here” or “present” to his/her name as it is called out by the roll call officer (DS 332, DS 57 and District Operations Board).
- B. Ensure that each Sanitation Worker is on time for roll call, in complete and proper uniform and in compliance with the prevailing order governing personal appearance standards. Employees observed to be in violation of any rules and regulations will be subject to disciplinary action, ranging from an Official Letter of Warning to a Disciplinary Complaint with the possibility of being sent home for the day without pay.
- C. Check to see if Sanitation Workers are fit for duty.
- D. Communicate orders, special instructions or Department Messages (e.g. – wear seat belts, take tools, disposal conditions, etc...) to Sanitation Workers.
- E. Issue DS-350 and work assignments for the current shift.

All employees must be present and attentive. Employees observed smoking, eating, drinking or being disruptive at roll call will be subject to disciplinary action.

In those locations that conduct consolidated roll calls, all shift Supervisors **must** attend the roll call. District Superintendents will, whenever possible, attend day shift roll calls.

When the roll call is completed, work orders will be given out and the Sanitation Workers will be dispatched. The officer who conducted the roll call will note in the daily blotter the General Orders, Department Messages, etc... which were communicated and initial same attesting to the completeness of the roll call.

II. Random Roll Call During the Course of a Shift (Mid-Shift Roll Call):

Borough Staff Officers shall conduct random, unannounced roll calls during the course of a particular shift (mid-shift roll call). Borough Chiefs will establish a weekly/monthly quota concerning this type of roll call to be held by District Superintendents and Garage Supervisors for each location within their command. In the Bureau of Waste Disposal, Deputy Chiefs will observe roll calls as determined by Bureau Headquarters.

Mid-Shift roll calls shall be conducted as follows:

- A. The officer conducting the roll call shall establish the names of those employees who should be present at the garage or section location by cross-referencing the DS 57's, DS 332's, District Carting Book and DS 350's.
- B. The officer shall then announce that a mid-shift roll call is being conducted for all employees at that Department location.
- C. All employees who are not otherwise assigned to a field function at the time of the roll call will present themselves to the roll call officer and be marked as present at that time. Any employee who fails to report to the roll call officer will be considered missing from mid-shift roll call and be issued a disciplinary complaint and docked accordingly.
- D. When Assistant Chiefs and Deputy Chiefs are conducting facility inspections and it is at a time when some or all collection or recycling crews have returned to the garage, they will observe a random roll call and note it on their Facility Inspection Report. They will verify that the roll call officer has made the proper notation on the DS 968A Form.
- E. All mid-shift roll calls will be entered into the DS 968A.

III. End of Shift Roll Call:

Officers within district garages and supervisors in the section will observe each and every Sanitation Worker as they sign out on the DS 57. Any Sanitation Worker not reporting for roll call by the end of the assigned shift will be considered missing from roll call. They will be issued a disciplinary complaint and docked from the last time observed by an officer.

Each Sanitation Worker will sign only his or her name. Any worker attempting to sign out another employee shall be subject to disciplinary action.

IV. Recording of Roll Calls: NOTE: All roll calls observed by a GS I or above are to be entered into the DS 968A Log, excluding those observed by the regularly assigned District Superintendents.

For the purpose of this order, DS Form 968A "Tracking Log for Location Roll Calls" (Eff. 5/2007) will be utilized. See Appendix 1, attached. The officer conducting roll call shall be responsible for legibly entering all pertinent information beneath the appropriate headings onto this log which shall be kept in **binder form**. Each District Superintendent shall ensure that this log is properly maintained and secured. This log **must** be made accessible to all shifts and for review upon request.

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In the Bureau of Waste Disposal, location Supervisors will be responsible for the maintenance and security of the "Tracking Log for Location Roll Calls".

NOTE: The following procedure will be enacted if an employee is missing from any roll call. That employee's name will be entered into the DS 968A. In CityTime, the employee will be docked the appropriate pay and a miscellaneous comment will be entered with the details of the violation (e.g. – "3-minutes late to 0600 hour roll call", "absent from end of shift roll call – last observed by Supervisor Smith at 1200 hours", etc...). The incident of absence/lateness will be so noted in the DS 1426 (Absence and Lateness Log) with all pertinent information, including the duration of time missing from the roll call. The appropriate disciplinary action taken will be so noted in the DS 1426. In cases where a disciplinary complaint is issued, the index number of the DS 249 will be indicated in the DS 1426 and DS 968A.

CANCELLATION: **Until rescinded**

ISSUING AUTHORITY:



Bernard J. Sullivan

First Deputy Commissioner

DISTRIBUTION: **All Borough staff, Unit Supervisors &, Sanitation Workers**

