



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2012-06**



EFFECTIVE: March 9, 2012

SUBJECT: **Unauthorized Removal of Items Placed Out for Collection by DSNY Personnel for Personal Use**

AFFECTED DIRECTIVES: **Operations Order 2007-08 is hereby rescinded**

REFERENCE: **Code of Conduct
General Order 2010-06**

PURPOSE: **To ensure DSNY employees are aware that any items placed out for and collected during any work shift are not to be removed for the personal use of the DSNY employee and must be taken to an authorized vendor.**

All DSNY employees are expressly forbidden from removing, for their own personal use, any items placed out for collection, especially the removal of recyclable items.

All DSNY employees, while on duty, shall not enter any Private Disposal Facility that does not have an active contract with the Department.

Any DSNY employee, while on duty, collecting unauthorized materials and/or taking material to any vendor location for personal profit will be subject to the most severe disciplinary measures.

Any DSNY employee observed improperly handling or disposing of appliances containing hazardous Chloro-flouro carbon (CFC) gases will be subject to severe disciplinary action with the potential for termination.

On a daily basis, Borough Staff, District Superintendents, Field Supervisors and Garage Supervisors will monitor all Department vehicles while in field/garage or in transit for any non-authorized material in side bins, behind and/or in cab, packer blade, and/or attached to a Department vehicle.

In addition, all BWD Export Supervisors will monitor Department vehicles as they arrive at and depart from disposal facilities for the presence of any unauthorized materials as noted above.

All Assistant Chiefs and Deputy Chiefs assigned to Headquarters or any other splinter group of the Department, when performing a "Facility Inspection" are to check for any unauthorized items. Lockers, shelves, rooms or other areas whether inside or outside the garage that may appear to be used to store such unauthorized material are to be brought to the attention of the Garage Supervisor and District Superintendent for their immediate action.

Also, any Department vehicles, inside or outside a facility, are to be checked for unauthorized material.

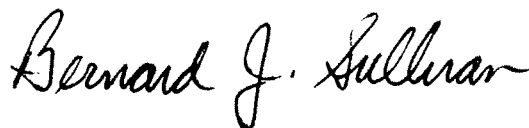
Borough Staff Officers are to periodically check their assigned districts for unauthorized materials removed from collection/recycling vehicles.

Garage Supervisors are to have keys readily available to open all doors, sheds, closets, cabinets, etc... at their facilities upon request.

Crews/Operators of Department vehicles are to make a pre-trip inspection of their vehicles to ascertain the presence of any unauthorized material or be responsible for any material found. If such material is found before dispatch to the field, the crew/operator is to notify the Garage Supervisor who shall so note on the DS 350 that the material has been properly disposed of prior to them departing the garage.

CANCELLATION: **Until rescinded**

ISSUING AUTHORITY:



Bernard J. Sullivan
First Deputy Commissioner

DISTRIBUTION: **ALL BOROUGH STAFF, ALL SUPERVISORS, TO BE
POSTED AT ALL DEPARTMENT FACILITIES**