

The City of New York
Department of Sanitation
Policy and Administrative Procedure
No. 2012-06



Derelict Vehicle Operations

EFFECTIVE DATE: 6-08-2012 / Revised 10-02-12
AFFECTED DIRECTIVES: PAP No. 2001-02 is hereby cancelled
REFERENCE: New York State Vehicle and Traffic Law §1224
New York City Administrative Code 16-128

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EFFECTIVE DATE: June 8, 2012 / **Revised 10-02-12**

SUBJECT: Derelict and Abandoned Vehicles

DIRECTIVE: Policy & Administrative Procedure 2001-02 is hereby cancelled

REFERENCE: New York State Vehicle and Traffic Law §1224
New York City Administrative Code 16-128

PURPOSE: To establish the criteria for the proper identification and removal procedures for derelict vehicles, abandoned vehicles, abandoned non-vehicles and New York City Police Department (N.Y.P.D.) Rotation Tow vehicles.

The Department of Sanitation **will not** place a dollar value on a derelict vehicle. The criteria set forth in Appendix I was established to accommodate and reasonably approximate the definition of wholesale value as set forth in Section 1224 of New York State Vehicle and Traffic Law.

I. RESPONSIBILITY

The Department of Sanitation is responsible to report and remove all derelict vehicles abandoned on city streets. A "derelict vehicle" shall mean a motor vehicle that is left unattended without license plates attached for more than six hours on any city street using the criteria set forth in Appendix I. "City Street" shall mean street, avenue, road, alley, lane, highway, boulevard, concourse, driveway, culvert and crosswalk, and every class of road, square, place, and all parkways and through vehicular park drives. A road within any park or a wharf, pier, bulkhead, or slip will be committed by law to the custody, and control of the Department of Business services or Department of Parks and Recreation.

II. AUTHORITY

Authorization for the removal of derelict vehicles on City streets, parkways and expressways will be issued by the Department of Sanitation under the direction of the First Deputy Commissioner. The First Deputy Commissioner shall have authorization to issue all forms, compile and maintain such records deemed necessary for the control and management of this operation. The First Deputy Commissioner shall delegate this responsibility to the Chief of Cleaning Operations whose Derelict Vehicle Operations personnel will monitor the derelict vehicle removal program.

III. PROCEDURE FOR THE REPORTING AND REMOVAL OF DERELICT VEHICLES & N.Y.P.D. ROTATION TOW VEHICLES

A. REPORTING: Derelict Vehicles shall be reported by authorized personnel of the Department of Sanitation in the following manner:

Authorized personnel of the Department of Sanitation will carry a sufficient supply of D.S. 463 Derelict Vehicle Report (see *Appendix 2*) Forms to efficiently report all derelict vehicles in their area of responsibility. To obtain uniformity in the preparation of the subject form, the following guidelines will be adhered to when filling in the below listed captions. One D.S. 463 Derelict Vehicle Report Form shall be filled out for each derelict vehicle and Ro-Tow vehicle tagged. Entries should be printed in black or blue ink. The use of correction fluid ("Wite Out") or any means of eradication (erasures) is not permitted on this form. A new DS 463 will be completed if there are any errors. All information recorded on these D.S. 463 Forms is vital, important, and may be used as court evidence.

B. GUIDELINES FOR COMPLETING FORM D.S. 463

1. Date Tagged: Record the actual date the Derelict or N.Y.P.D. Rotation Tow Vehicle is tagged.
2. Time: Record the actual time the Derelict or N.Y.P.D. Rotation Tow Vehicle is tagged.
The time is to be written in military hours as explained in Appendix 3.
3. D.S. 464 Number: (No entry by person tagging the vehicle) This number will be assigned automatically by computer (SCAN) [For Derelict Vehicles Only] at the D.V.O. contractor's yard when generated. The District Clerk will enter the D.S. 464 number in this space prior to sending D.S. 463's to D.V.O. Headquarters
4. Name: Record name of person tagging the Derelict or Rotation Tow Vehicle
5. Badge: Record the badge number, where applicable, of the person tagging the Derelict or Rotation Tow Vehicle.
6. Title: Record the title of the person tagging the vehicle
 - a) Y.O. - Yard Officer - Officer assigned to D.V.O.
 - b) D.O. - District Officer

- c) E.N. -Sanitation Enforcement Agent
 - d) **S.W** - Sanitation Worker (assigned to D.V.O. only)
 - e) C.A. - Compliance Agent (Civilian assigned to D.V.O. only)
 - f) D.T. - N.Y.P.D., Traffic Dept. - Traffic Agent (TEA III)
7. Tag Number: Check the proper box (Derelict or N.Y.P.D. Rotation Tow) and record the number of the tag to be affixed to the vehicle.
8. District: Record the District number in which the Derelict or N.Y.P.D. Rotation Tow Vehicle is located.
9. Precinct: Record the N.Y.P.D. Precinct Number, if known, of where the Derelict or N.Y.P.D. Rotation Tow Vehicle is located.
- 10. Location of Vehicle:**
On the First Line: Record the Street, Avenue, Road, Place or thoroughfare etc., where the vehicle is located.
On the Second Line and Third Line - Record the Street, Avenue, Road, Place or thoroughfare etc., that the vehicle is between or the closest intersecting streets.
- 11. Make:** Record the derelict vehicle's manufacturer. Do not use slang i.e., Chevrolet, not Chevy, Mercedes not Benz.
- 12. Color:** Record only standard colors such as Red, Blue, Brown, Black, Gray, or Green. If the derelict vehicle has been burnt and the color is not distinguishable write in "burnt". If the vehicle is two-toned indicate the color of the body, not the roof. (See Appendix 4 for all acceptable colors)
- 13. Type:** Record only two (2) character entry in this area. (See Appendix 5 for all acceptable entries)
- 14. Vehicle Identification Number (VIN) –** Record **V.I.N.** only when found in the following two (2) locations of the tagged derelict vehicle.
- 1) The driver's side of the dashboard where it meets the front windshield.
 - 2) The edge of the driver's side door - open door and look for metal plate or federal certification label.
 - 3) If the **V.I.N.** number is not obtainable, you will enter "N.V.A." (No Vehicle Identification Number Available) in this space

15. **311/Action** If this vehicle is being tagged due to a **311/Action** Center Complaint
Center Complaint: Log ft - Record 311 Log Number in this space. This will allow the District Clerk to answer the 311/Action Center Complaint with a tag number.
 Enter **"N/A"** if this vehicle is not a 311/Action Center Complaint.

16. License Plates Affixed: You must check **NO** in this box. A vehicle with license plates **"will not" be tagged under any circumstance.**

NOTE: TEMPORARY LICENSE PLATES, EITHER CURRENT OR EXPIRED ARE CONSIDERED VALID LICENSE PLATES

17. Categories: Review all conditions listed and affix an "X" in either YES or NO for all 10 boxes.
18. Remarks: Used for additional information, Alternate Side, Meters, D.S.N.Y. authorizing Officer Name with badge, N.Y.P.D. authorizing Officer Name with badge, in front of fire hydrant, no wheels, dimensions (*height and width*) or any other special information that will assist in the **vehicle's** removal.
19. Certification: Each tagging person shall certify, by signature, that all information recorded on the D.S. 463 is correct and true at **time** of tagging.

C. Affixing Tag

Every Derelict Vehicle will have the appropriate numbered and colored tag affixed to the outside rear fender (D.S 155). Every Rotation Tow Vehicle will also have the appropriate numbered tag affixed to the outside rear fender (D.S. 1345) (**Appendix 6**). Record on the tag initials, badge number, time/date, and location tagged. The vehicle must be marked with crayon showing the tag number, date, initials and badge number. No tags are to be affixed to any glass part of the vehicle.

If an apparent derelict vehicle is parked on a public roadway, near a junkyard, body repair shop or gasoline station, inquiries should be made to ascertain ownership before attaching tag. If the commercial establishment claims custody of the vehicle, a personal summons should be issued to the owner of the establishment or anyone who claims ownership of the vehicle (Violation Code S24 Section/Sub Division 16-122 Street Obstruction Vehicle). If the vehicle is not removed from the street within 24 hours, contact Sanitation Police Headquarters and DVO Headquarters for assistance.

D. REPORTING DERELICT VEHICLES FOR REMOVAL THRU THE SCAN SYSTEM

Derelict Vehicles must be entered into the SCAN SYSTEM on shift vehicle was tagged. Vehicles tagged before lunch (*regardless of shift*) will be entered into the SCAN SYSTEM as soon as possible. Personnel assigned to enter D.S. 463 information in the SCAN System should proceed as follows;

- Access SCAN Master Menu Code 02 (Derelict Vehicles)
- District Menu Function 03 (Derelict Vehicle Entry)
- Fill in all information required for D.S. 463
- The Officer or clerk entering the information in the SCAN System will print their initials on the top portion of the D.S. 463 and on the remarks line in SCAN 03 to ensure that all the **information** was entered correctly. **THE OFFICER THAT TAGGED THE VEHICLE WILL BE HELD ACCOUNTABLE TO ENSURE ALL INFORMATION IS BEING RECORDED CORRECTLY AND HAS BEEN ENTERED INTO THE SCAN SYSTEM IN THE ACCEPTABLE TIMEFRAME.**
- The District Superintendent is responsible for reviewing the D.S. 463's for completeness and immediate entry of all D.S. 463's information **into** the SCAN SYSTEM (*Derelict Vehicle*).
- When the D.V.O. Yard has accessed D.S. 464's for processing, the District Clerk will then access District Function 15 using the date of entry in SCAN, and then enter the D.S. 464 number on the original D.S. 463 Form, upper right hand corner.
- Before forwarding the D.S. 463 (*white copy only*), the Borough Chief or Designee shall review for completeness before forwarding to D.V.O.
- Forward the original copies of D.S. 463 to D.V.O. Headquarters, 803 Forbell Street, Brooklyn, New York via Department mail as soon as possible.

E. RELOCATING DERELICT VEHICLES

Under no circumstances will Department of Sanitation wreckers be utilized for the removal of derelict vehicles without prior approval of the First Deputy Commissioner, or his Designee. The Borough Chief may order a vehicle to be towed to a new location when it is blocking traffic, or is in a hazardous situation or position. Derelict Vehicles shall only be relocated the distance necessary to alleviate hindrance or hazard, and, if possible, remain within sight of original tagging location. WHEN A VEHICLE HAS BEEN RELOCATED, D.V.O. HEADQUARTERS MUST BE NOTIFIED OF THE NEW LOCATION.

F. AUTHORIZATION FOR REMOVAL

Authorization for the removal of derelict vehicles will be issued via computer generated D.S. Form number 464. The purpose of number tags is to avoid duplication in reporting. It is not to be considered authorization to remove derelict vehicles. Only Sanitation personnel assigned to derelict vehicle contract yards are permitted to issue the D.S. 464 to the contractor. They shall also have the authority to exert every effort for the immediate removal of tagged vehicles.

Possession of Written Authorization: While removing or transporting a derelict vehicle, the Contractor is obligated to ensure that any employee who is engaged in removing or transporting a derelict vehicle has a copy of the written authorization pertaining to such vehicle. The Contractor's employee shall be required to exhibit such authorization, upon request, to any employee of the Department or the New York City Police Department. This authorization is to inform such Department or Police employee of the location from which any derelict vehicle in such employee's custody was removed, the route of transportation being employed and whether any additional vehicles will be removed prior to returning to the Contractor's yard. The Contractor's employee must also exhibit a copy of the written authorization for any additional derelict vehicles in which he/she is scheduled to remove.

Identification Cards - The Department of Sanitation will issue identification cards to the Contractor for each of the Contractor's employees expected to operate tow vehicles. Contractor's employees must exhibit current identifications cards to any employee of the Department of Sanitation or of the New York City Police Department upon request. Failure to do so is a material violation of the contract.

Tags- Borough Commands will requisition a sufficient number of derelict vehicle tags (D.S. 155) and NYPD Rotation Tow tags (D.S. 1345) to supply their respective districts. Order the required tags in blocks of two hundred from the D.V.O. Headquarters. Borough Commands will distribute tags to District Superintendents, and maintain a record of distribution for future inspection by the Office of the Inspector General.

At the District level, Superintendents will issue tags to officers under their command in numerical sequence, and at a minimum of five (5) tags per issuance. District Superintendents will maintain a record of this distribution for future inspection by the Office of the Inspector General. **Commands are required to issue tags in numerical order, lowest numbers are to be issued first. Tags are color-coded and numbered by borough; (White) Manhattan starts with #1, (Green) Bronx #2, (Orange) Brooklyn #3, (Red) Queens #4, (Day-Glo Green) Staten Island #5 and Rotation Tags #0. If you received tags that do not start with the proper number for your borough, contact D.V.O. Headquarters before issuance.**

IV. PRESENCE OF REFUSE OR DEBRIS IN DERELICT VEHICLES

It is the Contractor's responsibility to remove any derelict vehicle for which it has received written authorization regardless of the presence of refuse or debris in such vehicle and to transport such vehicle in a manner which prevents public littering. In the event the Contractor believes that it is not possible to remove a derelict vehicle without causing substantial public littering, or in the event the Contractor believes that refuse or debris found in a derelict vehicle contains hazardous or toxic substances, the Contractor must notify the D.V.O. Supervisor responsible for the contract area.

Determination by D.V.O. Supervisor

The D.V.O. Supervisor will inspect the derelict vehicle at the removal site. Based upon such inspection, the D.V.O. Supervisor will either:

- a. Have the vehicle removed by the Department of Sanitation. A D.V.O. Flatbed will be dispatched to remove the derelict vehicle. The local District will be notified of any debris left at the site after removal of vehicle.
- b. Determine that the vehicle may be removed by the Contractor without causing substantial public littering.

V. NOT ON LOCATION (N.O.L.) - OWNER CLAIM (O.C.) - LICENSE PLATE (LP.) -

When a derelict vehicle has been reported as N.O.L., Owner Claimed, or with a License Plate affixed by a Contractor's driver it will be entered into SCAN SYSTEM as such by D.V.O. yard personnel. Districts will generate a copy of the "Vehicles for Rechecking List" (Function 10) and distribute to Supervisors for verification. District Officers will verify, within a 48 hour period, the status of the derelict vehicles(s) in question by entering their badge number on the list printout. District Superintendents will check this list twice daily. The "Rechecked Vehicles Update" (Function 11) will be used to update Not On Location (N.O.L.'s), Owner Claimed (O.C.) and License Plate (LP.) vehicles. Borough Chiefs are responsible to see that all reported vehicles are verified daily by review of "Unchecked Vehicles Over 48 Hours" (SCAN Menu Function 24) and "311 Complaints Over 48 Hours"(Function 30). The Deputy Chief assigned to D.V.O. will oversee the procedure and take necessary action.

VI. DERELICT TRUCKS, BUSES, TRAILERS, STEP-VAN AND LARGER

These vehicles will be tagged and entered into the SCAN SYSTEM in the same manner as derelict vehicles. Be sure when entries are made, the proper code is used for each vehicle's type. (See Appendix 5). This code will automatically route vehicles to the proper destination, (cars to car contractor, trucks to truck contractor, etc.) It is also important that the District Office indicate on the D.S. 463 and when entering into the SCAN SYSTEM if the vehicle has "NO WHEELS" in order for the contractor to dispatch the proper equipment. Appendix 7 contains procedures to follow concerning locked abandoned trucks, all tank type trucks, and trucks with drums containing unknown substances.

VII. NON-VEHICLES - BOATS, HOUSE TRAILERS, ALL CONTAINERS, CLOTHING BINS, ETC.

Boats, boat trailers, house trailers, shipping, refuse containers, clothing bins, etc. will be - classified as "Non-Vehicles". After the District Officer deems the Non-Vehicle abandoned, the Non-Vehicle will be tagged and entered into the SCAN SYSTEM indicating type as "NV" (Non-Vehicle). The District Officer will also indicate on the D.S. 463 if there is any structural damage (no sides, wheels missing, etc.) This information must also be entered in the SCAN SYSTEM under "Remarks". The District Officer should call the D.V.O. Office located at Forbell Street, Brooklyn at (718) 642-3084 with any additional information that will help expedite the removal.

VIII. PROBLEM VEHICLES

Occasionally, there are derelict vehicles identified by District Officers that present problems i.e, Vehicles owner claimed on more than one (1) occasion, vehicles moved from location to location for the purpose of avoiding removal, and invalid license plates.

Owner Claims - The District Superintendent will call D.V.O. Headquarters at (718) 642-3084 upon the third (3rd) attempt to remove an owner claimed vehicle for assistance and guidance.

Vehicles moved from location to location for the purpose of avoiding removal:

District Superintendent should notify DVO Headquarters for assistance.

NOTE: No vehicle will be considered for removal unless it meets the Department's Derelict Vehicles criteria (Appendix 1). The District Field Officer must "NEVER" ask N.Y.P.D. to have license plates removed. They must notify their respective N.Y.P.D. Precinct to investigate the vehicle that is impeding DSNY cleaning operations. This will be noted in the District Telephone Order Book with the name of the person who called N.Y.P.D. and whom they spoke to, the date, time, location, license plate number and description of the vehicle. The District Officer initiating the call is responsible for making follow-up telephone calls. **THE DISTRICT SUPERINTENDENT WILL ENSURE THAT FOLLOW-UP CALLS ARE MADE IN THE INITIATING OFFICER'S ABSENCE.**

IX. LOTS

The Department classifies lots as being privately-owned or City-owned. In order to determine ownership, the responsible Borough Deputy Chief will survey their respective districts for any lots containing abandoned derelict vehicles. Submit a list by district of all such lots listing the following information;

Block & Lot Number - This information can be obtained through your local community board (Street, Avenue, Road, etc.) where lot is located. Two closest cross streets, address of lot or adjacent address, if available.

Brief Description of Lot - i.e., Fenced, Fenced and Locked, Private, Wetlands

Amount of Derelict Vehicles on Lot and Type - Car, Truck, Boat, etc.

NOTE: *When a determination of ownership is established, the following guidelines will be adhered to;*

IF PRIVATE PROPERTY

THIS ARRANGEMENT WILL BE MADE BETWEEN D.V.O. AND THE OWNER OF THE LOT.

D.V.O. will send a form letter advising the owner that there appears to be abandoned vehicles on their property. The owner will be given the telephone number of D.V.O. Headquarters; a copy of the letter will be kept in D.V.O. files. If not replied to within 30 days, the District Superintendent will be notified. If in the opinion of the Borough Deputy Chief, these derelict vehicles pose a health or safety hazard, the Assistant Chief of the Lot Cleaning Unit will be notified through the proper chain of command.

IF CITY PROPERTY

Once the Department of Citywide Administrative Services, Division of Real Estate Services identifies the block and lot as being owned by the City, and not leased, **the Borough D.V.O. Supervisor will coordinate the tagging and removal of all derelict vehicles.** D.V.O. Supervisors or D.V.O. Headquarters will notify District Superintendents of final disposition.

IF WETLANDS

Under no circumstances will any abandoned derelict vehicles be tagged on wetlands. All requests to have any abandoned derelict vehicles removed from wetlands must be directed through D.V.O. Headquarters. The Department of Environmental Protection or Department of Environmental Conservation will determine the vehicles to be tagged. Only after all the required D.E.C. permits are obtained, and only under the guidance of D.E.P. or D.E.C. will D.V.O. remove these vehicles.



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Additional information will be needed **for** this category.

Include:

Accessibility to abandoned derelict **vehicles**. (i.e., Dirt Road, Paved Road, No Road etc.)

Topography

Heavy Growth, Trees, Water, Swamp, Hills, etc.

Equipment Need to Remove Derelict Vehicles

Wrecker, F.E.L, or specialized equipment.

Any questions can be directed to the Borough Operations Superintendent who will communicate the needs to D.V.O. Headquarters.

X. 311/ACTION CENTER COMPLAINTS

The New York City Citizen Service Center at 311 notifies the Department's districts regarding derelict vehicle complaints by computer (SCAN 07 Function). These complaints are phoned into 311 on derelict vehicles only. This type of 311/Action Center complaint **will not** generate a hard copy. 311/Action Center complaints must be answered within 48 hours (excluding Sundays and Holidays). The District Superintendent is responsible for checking this function twice daily.

XI. NYPD ROTATION TOW PROGRAM

When a Field Officer inspects an abandoned vehicle with no license plates, he/she will adhere to the following:

- He/she will check the criteria to determine if the vehicle is a Derelict Vehicle or a Rotation Tow.
- **If the vehicle is not considered a derelict, then it will be tagged for entry to NYPD Rotation Tow Program**

PROCEDURE FOR THE REPORTING AND RECORDING NYPD ROTATION TOW VEHICLES

- Once the vehicle is deemed a NYPD Rotation Tow, the Field Officer will affix a Rotation Tow tag on the vehicle and will record all appropriate information on the D.S. 463 Form (see Section III, Item B on page 4 of this order).

- NYPD Rotation Tow vehicles must be entered into the SCAN System on the shift that the vehicle was tagged. Vehicles tagged before lunch (regardless of shift) will be entered into the SCAN System as soon as possible.

THE OFFICER THAT TAGGED THE VEHICLE WILL BE HELD ACCOUNTABLE TO ENSURE ALL INFORMATION IS BEING RECORDED CORRECTLY AND HAS BEEN ENTERED INTO THE SCAN SYSTEM IN THE ACCEPTABLE TIMEFRAME AS FOLLOWS:

- Access SCAN Master Menu 02 (Derelict Vehicles)
- District Menu Function 41 (Enter Ro-Tow Vehicle Record) ,
- Fill in all information required from the D.S. 463
- The supervisor entering the information in the SCAN System will print their initials on the top portion of the DS 463
- The District Superintendent is responsible for reviewing all DS 463's for completeness and for ensuring immediate entry of all DS 463 information into SCAN System
- Once the Ro-Tow has been entered using the Function 41 (Enter Ro-Tow Vehicle Record) this information will appear on the Borough Commands Ro-Tow Sub-Menu Function 43 (Open Ro-Tow Report).
- At the Borough Command the Ro-Tow designee will be responsible for retrieving the Ro-Tow information from the Function 43 (Open Ro-Tow Report) and reporting the vehicle to the N.Y.P.D. Wheel Officer of each borough.
- After transmitting all Ro-Tow information to the N.Y.P.D. Wheel Officer, the Borough designee will use Function 44 (Update Open Ro-Tow) to submit the Sgt. or P.O. Name, Badge, Date, Time and Control Number. Once the Borough has completed this process, the Ro-Tow will appear on the District Function 45 (Ro-Tow Vehicles for Rechecking List)
- District Superintendents will be responsible for reviewing the District Ro-Tow Menu Function 45 (Ro-Tow Vehicles for Re-Checking List) daily, and will hold Field Supervisors accountable for Rechecking Ro-Tow Vehicles within their assigned area of control.
- **Field Officers are required to update the District Menu Function 46 (Update Re-Checked Ro-Tow Vehicle). Each Ro-Tow Vehicle is to be updated daily.**
- District Superintendents will be responsible for reviewing the District Menu Function 47 (Rechecked Ro-Tow Vehicles List) daily. This function will inform the District Superintendent of the status of the Ro-Tows that were checked by Field Supervisors.
- N.Y.P.D.'s evaluation will determine if the vehicle qualifies for inclusion into the Derelict Vehicle Program. If so, N.Y.P.D. Wheel Officer will inform the Borough designee of the inclusion and this information will be transmitted electronically to the District with all pertinent information.
- The Borough Designee will access the Borough Menu Function 49 (Update Outstanding Ro-Tow). The vehicle(s) in this file must be updated with information received by N.Y.P.D. or any changes given by DSNY personnel.
- The District Superintendent will retrieve updates and will inform Field Supervisors of any updates received through the Function 45 (Ro-Tow Vehicles for Re-Checking List), Borough Disposition Field.
- The District Field Officer will tag the vehicle, and must complete all captions of the D.S. 463 form (Section III, Item B on page 4 of this order), even if the vehicle does not meet the

Department's guidelines for Classification of Derelict Vehicles (D.S. 12 Form). The tagging Officer will indicate the Name, and Shield number of the N.Y.P.D. Officer, Sergeant, or higher-ranking Officer who performed the evaluation in the remarks area on the D.S. 463 Form. This information will then be recorded in the remarks caption of the SCAN System (D.S. 463, Function 03 via the Function 46 retagged caption).

- After the evaluation by N.Y.P.D. Personnel, two (2) photographs (front with driver's side & rear with passenger side) will be taken of vehicle that does not meet the classification of derelict vehicle. These photographs will be attached to the White portion of the D.S. 463 and forwarded to D.V.O. Headquarters, via Department Mail.

Note: If the Field Officer still disputes the vehicles entry into the Derelict Vehicle Program, he/she will request the District Superintendent or the Deputy Chief assigned to the respective location to evaluate the vehicle. If all disagree with N.Y.P.D.'s decision, the Deputy Chief or District Superintendent is to contact the Deputy Chief of D.V.O. for further assistance in the removal of the vehicle.

Trucks. Tractors. Trailers: When any of these vehicles are tagged for Police Rotation Tow, the same procedure and guidelines will be followed that were used for reporting cars that are eligible for Rotation Tow. If the Police Department states that their Rotation Towing Contractor (their private contractor) is unable to handle large vehicles, the Borough Deputy Chief will notify the Deputy Chief of Derelict Vehicle Operations for further assistance.

XII. DERELICT VEHICLES ON DSNY PROPERTY AND/OR FACILITIES

All DSNY employees must adhere to the following:

- No derelict vehicles are permitted on DSNY property and/or facilities
- Vehicles without license plates on DSNY property and/or facilities are to be handled according to the criteria outlined in Appendix 1 of this PAP.

CANCELLATION:

This Policy and Administrative Procedure will remain in effect until rescinded

ISSUING AUTHORITY;


JOHN J. DOHERTY
COMMISSIONER

DISTRIBUTION: All Bureau Heads, Managers, Uniformed Officers

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APPENDIX I
GUIDELINES FOR CLASSIFICATION OF DERELICT VEHICLES
BY SANITATION DEPARTMENT EMPLOYEES
DS 12

An unoccupied or apparently abandoned vehicle that does not satisfy the derelict criteria listed below shall be referred to the N.Y.P.D. Rotation Tow Program. Any vehicle with license plates affixed regardless of condition shall also be referred to the N.Y.P.D. Rotation Tow Program and shall not be classified as a derelict vehicle. The following criteria shall be used to determine whether an unoccupied or apparently abandoned vehicle should be classified as derelict.

- A) Any vehicle that has been seriously burned.
- B) Any vehicle without identification number (VIN), which has sustained damage or loss in **four (4) or more** of the categories listed on the next page of this order.
- C) Any vehicle **five (5) years old or newer**, which as sustained damage or loss in **four (4) or more** of the categories listed on the next page of this order.
- D) Any vehicle **six (6) or seven (7) years old** which has sustained damage in **three (3) or more** of the categories listed on the next page of this order.
- E) Any vehicle **eight (8) years or older** which has sustained damage in **one (1) or more** of the categories listed on the next page of this order.

GUIDELINES FOR CLASSIFICATION OF LUXURY VEHICLES

Luxury vehicles are: Rolls Royce, BMW, Mercedes Benz, Jaguar, Porsche, Lamborghini, Ferrari, Lexus and Maserati. The following criteria shall be used to determine whether an unoccupied or apparently abandoned vehicle should be classified as derelict.

- A) Any luxury vehicle that has been seriously burned.
- B) Any luxury vehicle without identification number (VIN), which has sustained damage or loss in **four (4) or more** of the categories listed on the next page of this order.
- C) Any luxury vehicle **five (5) years old or newer**, which as sustained damage or loss in **four (4) or more** of the categories listed on the next page of this order.
- D) Any luxury vehicle **six (6) or seven (7) years old** which has sustained damage in **three (3) or more** of the categories listed on the next page of this order.
- E) Any luxury vehicle regardless of the year that has sustained damage in **two (2) or less** categories shall be referred to the N.Y.P.D. Rotation Tow Program.

NOTE: Any vehicle (including Luxury) that is seriously burned and does not have a V.I.N. number will be deemed derelict. You do not need damage or loss in four (4) of more of the categories listed on the next page of this order.

Any vehicle without a vehicle identification number that has **less than four (4) categories** will be evaluated by the responsible Deputy Chief.



APPENDIX 1 (Cont.)

NOTE: The absence of any or all wheels shall not be considered as sole basis for classifying a vehicle as derelict. The presence of glass damage shall not be considered as the sole basis for classifying a vehicle as derelict. The age of the vehicle will be determined by subtracting the model year from the current year.

DEFINITIONS:

Body damage shall mean a dented or crushed section twelve (12) inches or more in length of any part of the vehicle.

Deteriorated or dilapidated shall mean that the vehicle has any of the following: body rust, minor body damage, any interior damage or engine parts missing.

Minor body damage shall mean a dent or crushed section less than twelve (12) inches in length.

Seriously burned shall mean **one of** the following; **75%** of the interior of the vehicle is burned, **or 75%** of the exterior is burned, or the engine is burned.

CATEGORIES

The following categories shall be used in determining whether a vehicle is a derelict:

1. Nose missing, which shall require that at least 3 of the 4 following parts be missing: (hood, grill, front bumper, one (1) front fender)
2. Door(s) and hood missing or damaged
3. Front end damage
4. **Rear** end damage
5. Any interior damage and glass damage
6. Door(s) and trunk lid missing or damage
7. Engine or transmission missing
8. Damage to right or left side
9. Fire damage, other than seriously burned
10. Any vehicle eight (8) years or older that is deteriorated, or dilapidated

Special handling instructions for vehicles referred to the Department by another City agency for disposal as a derelict vehicle shall be removed in accordance with the special handling instructions of the Deputy Chief of the Derelict Vehicle Office.

APPENDIX 1 (Cont.)

DEFINITIONS

VEHICLE IDENTIFICATION NUMBER (VIN) REFERENCE

All 1981 and newer vehicles both foreign and domestic, use the Universal seventeen (17) character Vehicle Identification Number (VIN). The tenth character designates the year.

Example - 1G4AM47D8AH802653

(This Vehicles' 10th Digit Represent Model Year 2010)

Year	Model	Year	Model	Year	Model
<u>Character</u>	<u>Year</u>	<u>Character</u>	<u>Year</u>	<u>Character</u>	<u>Year</u>
B	1981	S	1995	9	2009
C	1982	T	1996	A	2010
D	1983	V	1997	B	2011
E	1984	W	1998	C	2012
F	1985	X	1999	D	2013
G	1986	Y	2000	E	2014
H	1987	1	2001	F	2015
J	1988	2	2002	G	2016
K	1989	3	2003	H	2017
L	1990	4	2004	J	2018
M	1991	5	2005	K	2019
N	1992	6	2006	L	2020
P	1993	7	2007	M	2021
R	1994	8	2008	N	2022

Pre 1981 manufacturers did not have a Universal Character Number. To determine the year, reference books must be accessed to determine year of manufacture.

V.I.N. LOCATIONS

a) Public V.I.N.: on dashboard driver's side

b) Federal Certification Label: Driver's door

NOTE: Do not record V.I.N. from registration on windshield.

APPENDIX 2

Entered by: _____

sanitation
DVO — Derelict Vehicle Report DS 403 (5-12) DS Initials: _____

DATE TAGGED	TIME	404 NUMBER	
NAME		BADGE NO.	TITLE
TAG NUMBER:		DISTRICT	
Rotation - Tow <input type="checkbox"/>		PCT.	
Derelict <input type="checkbox"/>			
LOCATION OF VEHICLE			
MAKE	COLOR	TYPE	
VIN No. 1			
311 Log No.			
CONDITION AT TIME OF TAGGING			
License Plates Affixed: • YES • NO			
CATEGORIES			
		VII	NO
1. Any vehicle that has been seriously burned		a	a
2. Nose missing, which shall require that at least 3 of the 4 following parts be missing: (hood, grill, front bumper, one (1) front fender).		a	a
3. Door (a) and hood missing or damaged		a	a
4. Front end damage		a	a
5. Rear end damage		a	a
6. Any interior damage and glass damage		a	a
7. Door(s) and trunk lid missing or damaged		a	a
8. Engine or transmission missing		a	a
9. Damage to right or left side		a	a
10. Fire damage, other than seriously burned		a	a
11. Any vehicle eight (8) years or older that is deteriorated or dilapidated.		<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:			
At time and place above I did observe vehicle in condition described.			
DATE:		SIGNATURE:	

WHITE - DVO HQ YELLOW - Work Location PINK - Tag Person

APPENDIX 3

MILITARY TIME CONVERSION

Military time is based on a "twenty-four hundred" hours clock. The day begins at 0001 hours (one minute past midnight) and ends at 2400 hours (midnight). Minutes between hours chronologically from 1 to 59, the same as a digital clock.

A.M. HOURS ARE REPRESENTED AS FOLLOWS:

- 1 AM - 0100 Hours (stated as "0" one hundred)
- 2 AM - 0200 Hours (stated as "0" two hundred)
- 3 AM – 0300** Hours
- 4 AM – 0400** Hours
- 5 AM - 0500 Hours
- 6 AM - 0600 Hours etc. up to "0" nine hundred
- 7 AM – 0700** Hours
- 8 AM – 0800** Hours
- 9AM – 0900** Hours

THE HOURS 10 A.M. THROUGH NOON ARE REPRESENTED AT FACE VALUE; I.E..

- 10 AM = 1000 Hours (stated as ten hundred hours)
- 11 AM = 1100 Hours (stated as eleven hundred hours)
- 12 PM = 1200 Hours (stated as twelve hundred hours) - Noon

P.M. HOURS ARE REPRESENTED DIFFERENTLY BUT MAINTAIN THE SAME ORDER

- 1 PM = 1300 Hours (stated as thirteen hundred hours)
- 2 PM = 1400 Hours (stated as fourteen hundred hours)
- 3 PM = 1500 Hours
- 4 PM = 1600 Hours
- 5 PM =1700 Hours etc. **up** to nineteen hundred hours
- 6 PM = 1800 Hours
- 7 PM = 1900 Hours
- 8 PM = 2000 Hours (stated as twenty hundred hours)
- 9 PM = 2100 Hours
- 10 PM =2200 Hours
- 11 PM =2300** Hours
- 12 MID = 2400 Hours (stated as twenty four hundred hours)

MINUTES ARE REPRESENTED AS FOLLOWS :

0001; 0002, 0003	0059	(between midnight and 1 AM)
0101; 0102, 0103	0159	(between 1 AM and 2 AM)
0201; 0202, 0203	0259	(between 2 AM and 3 AM)
1001; 1002, 1003	1059	(between 10 AM and 11 AM)
1101; 1102, 1103	1159	(between 11 AM and 12 Noon)
1301; 1302, 1303	1359	(between 1 PM and 2 PM)
2201; 2202, 2203.....	2259	(between 10 PM and 11 PM)
2301; 2302, 2303.....	2359	(between 11 PM and 12 Midnight)

APPENDIX 4

SCAN SYSTEM VEHICLE COLOR TABLE

SCAN SYSTEM WILL ONLY ACCEPT THESE COLORS:

- BEIGE**
- BLACK**
- BLUE**
- BROWN**
- BURNT**
- GOLD**
- GRAY**
- GREEN**
- GREY**
- MAROON**
- ORANGE**
- PINK**
- PURPLE**
- RED**
- RUST**
- SILVER**
- TAN**
- WHITE**
- YELLOW**

APPENDIX 5**VEHICLE TYPE CODES**

The following are the only acceptable vehicle type codes to be entered into SCAN System:

STANDARD SIZE VEHICLE

2D - 2 Door Car

4D - **4 Door** Car

SW - Station Wagon

VN - Standard Size Van

MC - Motorcycle

PT - Pickup Truck

Please note 4 Wheel Drive vehicles such as Jimmy, **Bronco**, Toyota 4X4, etc. are to be entered as 2D or 4D.

TRUCKS. BUSES. ETC.

TR - Truck

TL - Trailer

BX - Box or Container, Air, Sea Container - No Wheels

BS - Bus

SV - **Step** Van

HE - Heavy Equipment (F.E.L., Bulldozer, etc.)

NON-VEHICLE

NV - Boat, House Trailer, Mobile Homes

Refuse Containers (All sizes)

Shipping Containers (All Size, **w/no** trailer chassis)

NOTE: When using **NV** (Non-Vehicle) Code, always use "Remarks" area of the D.S. 463 Form to give description of **non-vehicle**.

APPENDIX 6



sanitation

DERELICT VEHICLE REMOVAL PROGRAM

TIME	DATE	BADGE NO.	IN TIME
LOCATION TAGGED			

This vehicle has been ~~scheduled~~ scheduled for removal.

CONDEMNED PROPERTY

APPENDIX 6 (Cont.)

**THIS VEHICLE HAS BEEN REFERRED
TO THE N.Y.C.POLICE DEPARTMENT,

PRECINCT.
FOR INVESTIGATION AND REMOVAL
BY NYPD ROTATION TOW.**

LOCATION	
DATE TAGGED	TIME TAGGED
DSNY CONTROL NO. _____	
DSNY SUPERVISOR BADGE NUMBER	DSNY SUPERVISOR INITIALS

05 1345 1517

APPENDIX 7

**PROCEDURE FOR TAGGING DERELICT ABANDONED VEHICLES
OTHER THAN PASSENGER VEHICLES CONTAINING ANY UNIDENTIFIABLE SUBSTANCES**

When a Field Officer locates a locked or **un-locked** abandoned derelict truck, truck body, trailer, container, tank truck, or truck containing any **un-identifiable** substances, the following procedure will be adhered to:

1. The Field Officer must assume that the locked truck, trailer, drum, etc. contains hazardous/toxic material until an Officer of the Department of Sanitation Environmental Protection Unit makes verification. The Field Officer shall contact his Borough Command giving the exact location, type of vehicle or container (tanker, truck, drum, etc.), type of material and quantity, if known. The Borough Officer shall contact the Bureau Operations Office at (646) 885-4857/4860. Until personnel from the Environmental Protection Unit arrive at the location, Field personnel will ensure that the public is kept away from the site.
2. **DO NOT tag** the vehicle.
3. **DO NOT** enter DS 463 information into the SCAN System.

REMINDER:

The Field Officer shall be guided by the instructions received from the personnel of the Environmental Protection Unit. Under no circumstances is the material to be handled by Department of Sanitation personnel until guidance has been received from the Environmental Enforcement Unit.

Upon written clearance from Environmental Protection Unit, Derelict Vehicle Operations Unit will expedite the removal of the derelict vehicle.