

Dept Msg #: DM2014-3456

Sent By: HDQTRSOP

Date: 6/3/2014 8:54 AM

Code: MED1

Subject: MEDICAL ZONES

The following is a complete listing of our twelve (12) Medical Zones so that work locations can enter the correct zone on the Medical Profile Card (D.S.1080 REV. 3/92). The listing is also to be used on the H.R.M.S. reporting system.

Zone #1 - The entire state of Pennsylvania:

The borough of Manhattan/New York County
 North Jersey - All areas above Newark, Hudson County
 Bergen County, Essex County, Morris County, Orange
 County, Passaic County, Sussex County

Zone #2 - The Bronx:

All areas that make up Bronx County inclusive

ZONE #3 - Brooklyn South:

The following are the boundaries of the Brooklyn South Medical Zone:

North - to Jay Street
 South - to Emmons Ave
 East - to Coney Island Ave
 West - to Seagate Ave

Zone #4 - Brooklyn North and Brooklyn South:

The following are the boundaries of the Brooklyn North and South Medical Zone:

North - to Greenpoint Ave
 South - to Oriental Ave
 East - to Elderts Lane
 West - to Coney Island Ave

Zone #5 - Queens West:

The following are areas in the Queens West Medical Zone:

Astoria	Maspeth
Corona	Middle Village
East Elmhurst	Ozone Park
Glendale	Rego Park
Jackson Heights	Richmond Hill
(South of Hillside Ave)	Ridgewood
Jamaica	Sunnyside
(West of Van Wyck Expwy)	Woodhaven
Kew Gardens	Woodside
Forest Hills	

Zone #6 - Queens East:

The following are areas in the Queens East Medical Zone:

Bayside	Jamaica Estates
Belrose (North of Hillside Ave)	(North of Hillside Ave)
College point	Little Neck
Douglaston	Queens Village

Flushing (North of Hillside Ave)
 Fresh Meadows Whitestone

Zone #7 - Queens East:
 The following are areas in the Queens East Medical Zone:
 Arverne Laurelton
 Bell Harbor Neponsit
 Belrose (South of Hillside Ave) Queens Village
 Breezy Point (South of Hillside Ave)
 Broad Channel Rockaway
 Cambria Heights Rosedale
 Edgemere Roxbury
 Far Rockaway South Ozone Park
 Hollis Springfield Gardens
 Howard Beach St. Albans
 (Southside of Hillside Ave)
 Jamaica (East of Van Wyck Expwy)

Zone #8 - Staten Island:
 All areas that make up Richmond County inclusive

Zone #9 - The entire state of Connecticut:
 Upstate New York
 Westchester County and all counties going north

Zone #10- Nassau County
 The following are areas in the Nassau County Medical Zone:
 Town of Hempstead
 Town of North Hempstead
 Town of Oyster Bay

Zone #11- Suffolk County
 The following are areas in the Suffolk County Medical Zone:
 Town of Babylon Town of Riverhead
 Town of Brookhaven Town of Shelter Island
 Town of East Hampton Town of Smithtown
 Town of Huntington Town of Southhampton
 Town of Islip Town of Southold

Zone #12- South Jersey - All areas including Newark going south:
 Union County Perth Amboy County
 Elizabeth County Monmouth County
 Bayonne County Ocean County
 Woodbridge County Somerset County
 Edison County Hunterdon County
 Middlesex County Mercer County
 South Amboy County Burlington County

Bernard J. Sullivan
 First Deputy Commissioner

Dept Msg #: DM2014-3461

Sent By: HDQTRSOP

Date: 6/4/2014 8:53 AM

Code: MED2 (REV 5/1/14)

Subject: PERSONNEL ADMITTED TO A MEDICAL FACILITY

Whenever personnel assigned to your location request medical sick leave, line of duty injury or compensation and has been admitted to a hospital or medical facility:

1. Location Supervisor must enter the employee's regular home or temporary address into the computer, "DO NOT" enter the hospital's address. When a temporary address is being used, location personnel are responsible for getting complete and accurate information from the employee who is requesting the medical leave.
2. It is the responsibility of an employee entering a hospital or medical facility, to notify their location and the DSNY Health Care Facility that they are in the hospital. The employee must give the date of admission and the name of the facility entered. To notify the DSNY Health Care Facility, the employee must call (212) 437-4831. It is also the employee's responsibility to notify the DSNY Health Care Facility when they are discharged from the hospital, using the same telephone number already listed.
3. It is the responsibility of the Location Supervisor to make sure that an employee who has been admitted to a hospital has contacted the DSNY Health Care Facility to report same.
4. Location Supervisors will be held responsible for the implementation of these procedures.

This order must be posted conspicuously and kept next to computer terminals for reference information.

*** DON'T THROW IT ALL AWAY ***
RECYCLE

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3503

Sent By: HDQTRSOP

Date: 6/5/2014 9:01 AM

Code: MED3

Subject: MEDICAL PROFILE CARDS AND CHANGE OF
ADDRESS

Employees must keep the Department informed of their current address and telephone number. Employees must have a signed and dated Medical Profile Card (D.S. 1080) on file at their work location and S.S.L.U. In addition to this, employees must complete a D.S. 1742 (Change of Employee Address). It's a triplicate form; forward one copy to Human Resources. Employees must personally complete a new D.S. 1080 and D.S. 1742 each and every time he/she changes their permanent address (e.g. address #, apartment #, home telephone #, resident district, etc.).

Employees must notify their work location immediately of any such changes and must complete and submit two corrected D.S. 1080's and one copy of the D.S. 1742 to the Supervisor within forty-eight (48) hours. (One copy will stay at the location and the other copy of the D.S. 1080 will be forwarded to S.S.L.U.). While the D.S. 1742 will be sent to Human Resources.

All work locations are to immediately update function 14 in the medical leave section (function 20) of the scan menu whenever an employee submits a new or corrected medical profile card (D.S. 1080).

Supervisors are instructed to review all D.S. 1080 Medical Profile Cards for completeness and accuracy.

Supervisors should question those employees who report no telephone number on D.S. 1080 and check district records such as personnel card, emergency list to confirm such.

Employees are prohibited from keeping more than one current permanent address on file at their work location.

Failure to comply will result in disciplinary action.

Reminder: The Medical Profile Card (D.S. 1080) or Change of Address form (D.S. 1742) is never to be used to enter information into the Sick Log (D.S. 1367).

All Supervisors shall sign the blotter attesting they have read and understand this department message.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3571

Sent By: HDQTRSOP

Date: 6/10/2014 9:15 AM

Code: MED4 (REV 5/5/14)

Subject: EMPLOYEES REPORTING SICK (D.S. 1367)

Refer to General Order # 86-09 in regard to Sick Log (D.S. # 1367). Location Supervisors on all shifts are to instruct their office personnel to obtain complete address information from employees requesting Medical Sick Leave, Line Of Duty Injury or Compensation.

You must ask specific questions and get specific answers. Pay particular attention to employees calling sick from out of medical zones and temporary addresses. Get complete addresses: e.g. building #, Street address, apt. #, floor, city, state, zip code, area code and telephone #.

NOTE: Employees reporting sick from a Hospital must notify the DSNY Health Care Facility at (212) 437-4831. Office personnel will enter employees' Permanent Home Address in SCAN, NOT hospital address.

All this information must be entered into the Sick Log Book accurately and correctly. AT NO TIME IS THE MEDICAL PROFILE CARD (D.S. 1080) TO BE USED to enter information into the Sick Log (D.S. 1367).

LOCATION SUPERVISORS ARE TO ENTER EMPLOYEES WHO REPORT SICK OR LODI INTO HRMS IMMEDIATELY. LODI employees must be entered at their Permanent Home address. Information entered into computer should be taken from Sick Log (D.S. # 1367). All work locations are to check function 18 daily to ensure that all employees assigned to their locations have been reported on Medical Leave.

Location Supervisors are directly responsible to ensure that these procedures are implemented in their respective locations.

Failure to comply will result in disciplinary action.

This order is to be posted on all location bulletin boards.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-4298

Sent By: HDQTRSOP

Date: 7/22/2014 8:29 AM

Code: MED5 (REV 5/6/14)

Subject: GUIDELINES FOR AUTHORIZATION TO LEAVE HOME

A. Based on policies and procedures established in the most current Policy and Procedure 2007-04, all uniformed employees and trade titles assigned to the Bureau of Cleaning and Collection, Solid Waste Management, Bureau of Motor Equipment and Bureau of Building Management must have prior authorization before leaving home while on either Medical Sick Leave, Line Of Duty Injury or Compensation.

1. Employees coming to the DSNY Health Care Facility on scheduled reporting time. "NO AUTHORIZATION REQUIRED".
2. Employees picking up paychecks on paydays, "FRIDAYS ONLY", between 0700 and 1100. Employees must be back home by 1100 subject to visitation by SSLU Supervisors. "NO AUTHORIZATION REQUIRED."
3. Employees with emergencies such as Medical, Dental or Life Threatening, such as fires or police action. "DOCUMENTATION REQUIRED".
4. Employees with walking privileges granted by the Medical Director during the hours of the walking privileges. "NO AUTHORIZATION REQUIRED".
5. Physical therapy sessions. "DOCUMENTATION REQUIRED."
6. To mail all documentation to the Authorization Unit between the hours of 0700 to 1100, - "30 MINUTES ONLY. DOCUMENTATION REQUIRED".
7. Religious services for a specific period of time. "NO DOCUMENTATION REQUIRED".
8. Drug store purchases for "ONE HOUR" with the submission of an original receipt. "DOCUMENTATION REQUIRED"

B. Permission "MAY BE GRANTED" for the following reasons on a discretionary basis:

1. Grocery store purchases for "ONE HOUR" with the submission of an original receipt. "DOCUMENTATION REQUIRED".
2. Funerals or wakes with submission of an original letter from the funeral home. "DOCUMENTATION REQUIRED".
3. Required court appearances. "DOCUMENTATION REQUIRED".
4. Moving cars and walking dogs is allowed for "20 MINUTES ONLY". "NO, DOCUMENTATION REQUIRED".

C. Collect calls:

"UNDER NO CIRCUMSTANCES OR FOR ANY REASON WILL COLLECT CALLS BE ACCEPTED BY THE SSLU AUTHORIZATION UNIT OR THE DSNY HEALTH CARE FACILITY OR ANY UNIT UNDER ITS JURISDICTION".

D. Disciplinary action:

Personnel in violation of these guidelines will be subject to disciplinary action.

E. Effective date:

The effective date of this order is August 1, 2007.

This order is to be posted on location bulletin boards.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3597

Sent By: HDQTRSOP

Date: 6/11/2014 8:35 AM

Code: MED6 (REV 5/7/14)

Subject: S.S.L.U. PHONE NUMBERS

All department employees covered by PAP 2007-04 must contact the S.S.L.U.

- 1) When requesting authorization to leave the house, and upon returning from authorized leave.
- 2) When responding to a "NOT AT HOME NOTIFICATION" (D.S. 424) left by a S.S.L.U. officer or other authorized personnel.

YOU MUST CALL (212) 785-1013 ALL TELEPHONE CALLS MADE TO ANY OTHER NUMBER WILL NOT BE ACCEPTED.

It is the employee's responsibility to ensure that he/she call the correct telephone numbers.

Violation of this order may subject you to denial of sick leave benefits and or disciplinary action.

SUPERVISED SICK LEAVE UNIT

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To request change of address.....	(212) 437-4874
(permanent or temporary during illness)	
Special problems and/or request.....	(212) 437-4874
Authorization to leave home and upon return.....	(212) 785-1013
If not at home when visited.....	(212) 785-1013

MEDICAL DIVISION (DSNY HEALTH CARE FACILITY)

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General information and resumptions.....	(212) 437-4828
	(212) 437-4837
Hospitalization.....	(212) 437-4831
L.O.D.I. BILLING.....	(212) 437-4893
Worker's Compensation.....	(212) 437-4859
Nurse's Station.....	(212) 437-4841/4842
(For reporting medication)	(212) 437-4841
SUPERVISOR OFFICE.....	(212) 437-4821/4848

Location Supervisors, District Superintendents, Borough Operations Superintendents, District and Borough Managers will read this order and sign the blotter attesting to the fact that they have read and understood it.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3616

Sent By: HDQTRSOP

Date: 6/12/2014 8:04 AM

Code: MED7 (REV 7/20/11)

Subject: TEMPORARY CHANGE OF ADDRESS

Any personnel who deem it necessary to request a temporary change of address, who are out on medical leave, must call SSLU to get permission to do so. To notify SSLU call (212) 437-4874, Monday to Friday, 0700 to 1500 hours.

Temporary changes of address, "CANNOT BE ACCEPTED UNDER ANY CIRCUMSTANCES ON SATURDAY, SUNDAY OR HOLIDAYS"

Any personnel changing an address without permission, or on a Saturday, Sunday or a Holiday, will be subject to disciplinary action.

Personnel employed on Sundays and Holidays must be instructed in these procedures by location Supervisor, who will be responsible for the implementation of these procedures in their respective locations.

This order is to be posted conspicuously on all location bulletin boards.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3693

Sent By: HDQTRSOP

Date: 6/16/2014 11:05 AM

Code: MED8 (rev 5/14/14)

Subject: MEDICAL LEAVE "AUTHORIZATION TO LEAVE THE HOUSE" DOCUMENTATION

This order directly affects all uniform personnel and trade titles covered by P.A.P. 2007-04.

Whenever personnel call for authorization to leave home, they are responsible to make sure that the following information is "PRINTED CLEARLY" on the documentation submitted as proof of the authorization to leave the house, e.g. DS 398 Medical Note, Doctor's Note, Store Receipt and all other types of authorization.

The information must include: NAME
ADDRESS
REFERENCE NUMBER
CODE NUMBER
DATE OF VISIT TO THE DOCTOR
MEDICAL DIAGNOSIS
MEDICAL FACILITY

or other types of authorization.

This information is required whether the documentation is mailed or hand delivered to the DSNY Health Care Facility.

If any personnel fail to include this information they will be subject to disciplinary action.

*NOTE

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As of September 10, 2012 personnel requesting authorization to leave home, must use their DSNY Reference Number when calling the Automated Phone System: (212) 785-1013. Reference numbers can be found on DSNY Payroll Stubs or DS 1080's at your work location.

Social Security numbers will no longer be accepted!
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This message is to be posted on location bulletin boards.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3507

Sent By: HDQTRSOP

Date: 6/5/2014 9:37 AM

Code: MED10

Subject: S.S.L.U. REMINDER - PAYCHECKS

Uniformed or trade titles personnel who are on Medical Sick Leave, Line Of Duty Injury or Compensation, "ARE NOT" to receive their paychecks on any day or at any time other than Friday, from 0700 to 1100 hours.

UNDER NO CIRCUMSTANCES WILL PAYCHECKS BE ISSUED OTHER THAN THE PRESCRIBED TIME NOTED ABOVE.

This order directly affects all uniformed employees and trades titles who are covered by P.A.P 2007-04.

When paychecks are received at locations on Thursday afternoon, it is the direct responsibility of the Location Supervisor to ensure that NO ONE ON MEDICAL SICK LEAVE, LINE OF DUTY INJURY OR COMPENSATION RECEIVED THEIR PAYCHECK ON THURSDAY AFTERNOON.

Location Supervisors will be held directly responsible for the implementation of this order and are to inform office personnel of these procedures.

Disciplinary action will be taken when violations of this order occur.

This order must be posted conspicuously.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3701

Sent By: HDQTRSOP

Date: 6/17/2014 7:51 AM

Code: MED12

Subject: Employees on Medical Leave, LODI, Sick or Workmens Comp.

All employees on Medical Leave (LODI, Sick or Workmens Comp) status returning from one of the following:

1. Vacation
2. Death in Family
3. Terminal Leave

Shall be resumed to their prior Medical Leave status on the date they return. It is the responsibility of each location Supervisor to ensure this entry matches the prior Medical Leave status.

This message is to be posted on location bulletin boards.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3373

Sent By: HDQTRSOP

Date: 5/28/2014 7:54 AM

Code: MED13 (REV 5/28/14)

Subject: MDA'S REPORTING TO THE DSNY HEALTH CARE FACILITY

Employees who are ordered to the DSNY Health Care Facility for a Medical Duty Assignment (MDA) evaluation, as per P.A.P. 2007-04 must report to the DSNY Health Care Facility located at 44 Beaver Street, 1st Floor in FULL UNIFORM by 0800 hours. The employee's shift for the day will be the 0800 to 1600. Employees who do not report by 0800 hours will have disciplinary action taken.

Location Supervisors, District Superintendents, Borough Operations Superintendents, District and Borough Managers will read this order and sign the blotter attesting to the fact that they have read and understand it.

This message is to be read for three consecutive days at all roll calls and posted on location bulletin boards. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3390

Sent By: HDQTRSOP

Date: 5/29/2014 8:08 AM

Code: MED15 (rev 5/28/14)

Subject: SICK LEAVE POLICY - PAP 2007-04

- 1- The DSNY Health Care Facility will be open on Saturdays for category "C" employees only. Telephone resumptions will be given for all category "A" employees who meet the criteria.

The DSNY Health Care Facility hours are 0700 to 1400 hours. All category "C" employees reporting to the DSNY Health Care Facility on Saturday must arrive before 0900 hours. Those arriving after 0900 hours will be considered late and will be docked. All category "C" employees who report sick on Saturday will report to the DSNY Health Care Facility, or if they are unable to travel to the DSNY Health Care Facility, they must get a DS 398 (Medical Note) or its equivalent from their physician explaining why they could not travel.

CATEGORY "A" AND "B" EMPLOYEES WILL NOT BE SEEN IN THE DSNY CLINIC ON SATURDAYS.

2. Category "A" criteria will be changed as follows: All employees that have 3 incidents or less and 8 days or less of sick leave in the most current 12 months of active employment will be placed in category "A".
3. NO OTHER DSNY HEALTH CARE FACILITY BUSINESS WILL BE CONDUCTED ON SATURDAY. Supervisors must follow General Order 98-04 regarding performance evaluation. Do not send employees for a job performance evaluation to the DSNY Health Care Facility on Saturday.
4. Employees who are on Medical Leave and who must report to the DSNY Health Care Facility, must report by 0900 hours unless they have a specific appointment.
5. Employees who are on medical duty assignment (MDA) who have a scheduled DSNY Health Care Facility appointment must report directly to the DSNY Health Care Facility from home. On that day you must report directly to the DSNY Health Care Facility for the 0800 to 1600 shift. The employee does not need a DS 400 from the district.

All employees should review PAP 2007-04 and be familiar with all of the rules governing the use of medical leave.

Location Supervisors, District Superintendents, Borough Operations Superintendents, District and Borough Managers will read this order and sign the blotter attesting to the fact that they have read and understood it.

This message is to be read at all roll calls on Friday, May 30, 2014 and posted on location bulletin boards. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

Borough Chiefs and their staff shall discuss the contents of this message at weekly staff meetings with District Superintendents to ensure that all Supervisors understand its contents.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3377

Sent By: HDQTRSOP

Date: 5/28/2014 10:18 AM

Code: MED16 (REV 5/28/14)

Subject: SICK LEAVE POLICY - PAP 2007-04

AS OF August 1, 2007 THE FOLLOWING CHANGES TO THE SICK LEAVE POLICY, PAP 2007-04 are in effect:

1. Employees who are on MEDICAL LEAVE MUST REPORT TO THE DS HEALTH CARE FACILITY BY 0900 hours unless they have a specific appointment.
2. Employees who are on MEDICAL DUTY ASSIGNMENT (MDA) MUST REPORT TO THE DS HEALTH CARE FACILITY BY 0800 hours. The employee's scheduled shift for the day will be 0800-1600 hours. The employee does not need a DS 400 from the district. Employees who report to their work location and then get ordered to the DSNY Health Care Facility for any other reason besides (MDA) should be given a DS 400.

(Employee who reports late to the DSNY Health Care Facility will be docked)
3. All Employees calling SSLU requesting authorization to leave the house MUST CALL (212) 785-1013.

Location Supervisors, District Superintendents, Borough Operations Superintendents, District and Borough Managers will read this order and sign the blotter attesting to the fact that they have read and understood it.

This message is to be read at all roll calls on Thursday, May 29, 2014 and posted on location bulletin boards. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3408

Sent By: HDQTRSOP

Date: 5/30/2014 7:22 AM

Code: MED18 (REV 5/30/14)

Subject: SUPERVISOR'S REFERRAL FOR EVALUATION

Procedures for referring employees for evaluations to determine fitness for duty when:

- a) An employee has been involved in a physical altercation.
- b) An employee has been involved in a motor vehicle accident.
- c) The supervisor has reasonable suspicion that the employee possesses or is under the influence of alcohol or drugs.

DURING DSNY HEALTH CARE FACILITY HOURS

- 1. The referring supervisor completes form DS 1690.
- 2. The referring supervisor or designee accompanies the employee to the DSNY Health Care Facility.
- 3. The employee is evaluated by a DSNY Health Care Facility physician.
- 4. After evaluation, DSNY Health Care Facility personnel will determine working status of employee and inform escorting supervisor.

DURING NON DSNY HEALTH CARE FACILITY HOURS

Medical evaluations are NOT available during non-DSNY Health Care Facility hours; however, drug and alcohol testing is available.

- 1. The Night Borough Superintendent or designee contacts the Bureau Operations office, and confers with the Night City Superintendent or designee regarding the need to have an employee tested. The name, title, Social Security reference number, badge numbers and work location of the employee must be provided.
- 2. The Bureau Operations office will contact the designated off-shift vendor and make arrangements to have the employee tested.
- 3. The employee is then escorted by the supervisor to the testing site (borough office).
- 4. At the end of the testing process, the escorting Supervisor will notify the Bureau Operation office of the breathalyzer test results and employee's work status.
- 5. At no time will DSNY personnel interfere with the testing process or the acceptability of the urine specimen as determined by the lab technician.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3705

Sent By: HDQTRSOP

Date: 6/17/2014 8:46 AM

Code: SICK/LODI PROCEDURE

Subject: PROCEDURES FOR SICK/LODI EMPLOYEES WHEN
ORDERED TO DEPT. TRIALS/OATH

When an employee is scheduled to report to Department Trials/OATH, the following procedure should be followed when the employee is out sick/LODI or on Medical Leave:

1. The Sanitation employee should be notified IMMEDIATELY that he/she is scheduled to appear at a department hearing, including the date and time ordered to report.
2. Department personnel should then inform the employee if he/she cannot travel to department trials, due to illness, they must submit medical documentation of their inability to travel to the Department Advocate's Office by noon on the date that he/she is scheduled to appear.
3. Department personnel should then document in the telephone order book, the date they informed the employee of his/her trial date, to whom they spoke, and a brief description of the conversation, what response, if any they received. This must also be placed on the Notification Form sent to the Advocate's Office.

REPORTING SICK/LODI, OR BEING ON MEDICAL LEAVE IS NOT AN EXCUSE FOR FAILING TO REPORT FOR A DISCIPLINARY HEARING.

AFTER RECEIVING NOTIFICATION OF A SCHEDULED TRIAL BY HIS OR HER WORK LOCATION, AN EMPLOYEE MUST REPORT TO THE TRIAL ROOM BY 0800 OR COMPLY WITH THE ABOVE. FAILURE TO REPORT BY 0800 (0900 if scheduled to report to OATH), WILL RESULT IN THE EMPLOYEE BEING SUSPENDED BY THE DEPARTMENT ADVOCATE BY 1200 ON THE DAY THE EMPLOYEE IS SCHEDULED TO APPEAR.

THIS DEPARTMENT MESSAGE IS TO BE POSTED ON LOCATION BULLETIN BOARD.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3875

Sent By: HDQTRSOP

Date: 6/27/2014 10:41 AM

Code: MISC120

Subject: PERSONAL APPEARANCE STANDARDS

As a quasi-military force, certain standards of personal appearance and grooming must be established for all uniformed personnel in the Department.

General Order 2008-03 specifies the Department's appearance standards regarding uniforms, facial hair, hair style and jewelry.

The following are of particular importance:

UNIFORMS

All employees shall keep their uniforms clean and in good repair. Uniforms must not be torn, tattered, cut off or without the department logo and or official patch.

FACIAL HAIR

Beards and moustaches are permitted but must be neatly trimmed. All male uniformed personnel shall otherwise be freshly shaven when reporting for duty.

HAIR

All uniformed employees, male or female, shall wear their hair in a style that does not fall below the bottom of the shirt collar. Hair that normally extends below the collar, shall be gathered and tied up into a pony tail and arranged in a manner that will conform to the shape of the head. Pony tails can not extend longer than six inches.

JEWELRY

Uniformed personnel on duty may not wear visible jewelry, ornaments or non-uniform attachments on the head, neck and wrist with the following permitted exceptions:

- * Earrings are limited to one per ear and worn through the earlobe. They shall be small and unobtrusive. The bottom of the earring must touch the ear lobe.
- * Bracelets must be small and limited to one per wrist
- * Medical alert bracelets should be worn visibly.
- * Wrist watches are permitted
- * Rings are limited to one per hand with the exception of wedding band sets, i.e. wedding band and engagement ring sets.

All other visible jewelry and or ornaments ARE STRICTLY PROHIBITED including but not limited to necklaces, neck chains and body piercings.

Refer to GO 2008-03 for more information regarding Jewelry, Facial hair or hair,

All Department and Division Heads, General Superintendents, and Supervisors, shall be responsible for inspecting the appearance and the uniforms of members assigned to their command and to ensure that the provisions OF GO 2008-03 are strictly complied with.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-4537

Sent By: HDQTRSOP

Date: 8/1/2014 11:09 AM

Code: MISC- DSNY HEALTH
CARE FACILITY

Subject: ALL PERSONNEL MUST PRESENT ID CARD WHEN
ENTERING DSNY HEALTH CARE FACILITY

Sanitation Workers and Officers who are directed to report to the DSNY Health Care Facility may report there either in appropriate attire or in uniform.

All personnel who report to the DSNY Health Care Facility MUST have DSNY issued identification card with them, and must present the identification card when directed to do so by DSNY Health Care Facility personnel.

Effective, Monday, August 4, 2014, all personnel entering the DSNY Health Care Facility will have their identification checked by a security guard upon entry.

Employees who do not have a DSNY identification card with them when reporting to the DSNY Health Care Facility may be denied access to the facility, and may be subject to appropriate disciplinary action for failure to have a DSNY identification card.

If the DSNY Health Care Facility resumes an employee to duty and directs the person to return to work, the employee must return to the individual's work location from the DSNY Health Care Facility and report in uniform within the time allotted pursuant to PAP 2007-04.

This Department message shall be read at all remaining roll calls for Friday, August 1, 2014 and all roll calls for Saturday, August 2, 2014.

Bernard J. Sullivan
First Deputy Commissioner

Dept Msg #: DM2014-3855
(*REVISED)

Sent By: HDQTRSOP

Date: 6/26/2014 1:13 PM

Code: MISC113 (rev
6/26/14)

Subject: UNIFORMS (GO 2007-08)

Superintendents, Supervisors and Sanitation Workers come in contact with the public on a daily basis and as part of a quasi-military uniformed force they must be in proper uniform and meet appropriate grooming standards set by the Department

Employees are reminded that when working they are to wear a proper uniform at all times. Uniforms must not be torn, tattered, cut-off or without the department logo and or official patch.

*A proper uniform will also be worn when on Department business including, but not limited to, reporting to the Main Office, Department Trials, OATH Hearing, judicial proceeding, re-instatement from leave/suspension, performing messenger duties, etc. unless otherwise directed.

*Sanitation Workers and Officers who are directed to report to the DSNY Health Care Facility may report there either in appropriate attire or in uniform.

Tank tops, sneakers, moccasins and other non-work footwear are never permitted to be worn with a uniform.

Non-uniform clothing shall never be worn in combination with an employee's uniform.

Hats, when worn, will have the bill facing forward and square to the head. Hats will not be cocked to the side or worn backwards.

Sanitation Worker trousers will be spruce green in color and worn belted at the waist. Cargo pants or "baggy" style trousers are not permitted.

No substitutes will be permitted in place of the prescribed uniform.

General Superintendents who are assigned a district must wear the District Superintendents Command Pin as outlined in the Amendment to General Order 2007-08 dated January 22, 2008.

No employee will be assigned to duty on any shift if he/she appears at roll call in an improper or incomplete uniform. When a uniformed employee is observed out of uniform and working, the immediate supervisor will also be the subject of disciplinary action.

Failure to wear the prescribed uniform, or enforce the wearing of same, shall also result in disciplinary action being taken against the superior officer and/or subordinate.

Failure to obey uniform requirements could result in the employee being sent home.

This department message is to be read at all roll calls for Friday, June 27, 2014. Location Supervisors & District Superintendents will read this order and sign the blotter attesting to the fact that they have read and understood it.

Bernard J. Sullivan
First Deputy Commissioner