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Dept Msg #: DM2013-4926

Sent By: HDQTRSOP



Date: 9/26/2013 11:38 AM

Code: MON1G

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Subject: DERELICT VEHICLES ON PARKS DEPARTMENT PROPERTY

Effective Immediately:  
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The City of New York Department of Parks and Recreation no longer has a contract in place to remove abandoned derelict vehicles from Parks Department property. Under NO CIRCUMSTANCES will Department personnel tag any abandoned derelict vehicles on Parks Department property. All requests for the removal of derelict vehicles must be directed through D.V.O. Headquarters. Department personnel are to instruct Parks Department personnel to call D.V.O. Headquarters directly at (718) 642-3084.

Any questions concerning this message can be directed to the Borough Operations Superintendent who will communicate with D.V.O. Headquarters.

Bernard J. Sullivan  
First Deputy Commissioner



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Dept Msg #: DM2013-4847

Sent By: HDQTRSOP



Date: 9/23/2013 8:48 AM

Code: MON1D (rev 6/11/13)

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Subject: PROCEDURE FOR TAGGING DERELICT BICYCLES

When a district or respective field officer receives a 311 complaint regarding the report of a bicycle that appears to be derelict, affixed to public property the following procedure will be adhered to when investigating the complaint:

## Derelict Bicycle Classification

- Make sure the bike IS NOT A GHOST BIKE. GHOST BIKES ARE MEMORIALS FOR THE DECEASED AND ARE USUALLY PAINTED WHITE OR HAVE A SIGN POSTED NEARBY, OR FLOWERS OR OTHER MEMENTOS IN THE BASKET.
- Public Property is defined as the following: Any bicycle rack, light pole, bus pole, parking meter, tree pit, railing or similar structure of a New York City sidewalk. This also includes any bicycle rack installed by the Department of Transportation (NYCDOT).
- DO NOT REMOVE BICYCLES ATTACHED TO DOCKS OR STATIONS INSTALLED UNDER THE NYCDOT BIKE SHARE PROGRAM (LOOK FOR SIGN ATTACHED TO DOCK OR RACK).

## Tagging and Removal of a Derelict Bike for District Field Officers

- The District Field Officer will verify the 311 complaint and confirm a derelict bike is on location.
- If the bike is NOL or not derelict, the 311 will be closed out.
- If the bike is on location, the officer will complete a DS 463B and determine whether or not the bike meets the derelict criteria listed below.

For the bike to be derelict it MUST have 3 or more of the following characteristics:

1. Bike appears to be crushed or not usable;
2. Parts are missing from the bike other than the seats and front wheels;
3. Bike has flat tires or missing tires;
4. Handlebars or pedals are damaged, or the forks, frames, or rims are bent;
5. 75% of the bike which includes the handlebars, pedals, and frames are rusted, along with chain affixing the bike to public property (light pole, bus pole, parking meter, tree, tree pit, railing or similar structure or NYC street or sidewalk).

If the bike is derelict (as defined by 3 of the criteria above) the officer will use a DS 34C and affix the sticker to the frame notifying the owner he has 7 business days to remove the bicycle. The DS 34C stickers can be obtained from your respective Borough Operations Office and are handed out on an as needed basis. The District Field Officer will put the date, time and location of bike into SCAN. The bicycle will be checked by a District Field Officer on a daily basis for removal.

If on the 7th business day the bike is not removed after being tagged, the officer will initiate the removal process below:

1. Scan and email the DS463B to the Collection Office at the following email address: collectionoffice@dsny.nyc.gov;
2. This will be done whether the bicycle is on location, it is owner claimed, or it requires DSNY removal;
3. The Collection Office will inform the appropriate CTC Officer to initiate the removal process;

4. When the bike is removed by the Collection Office, the Collection Office will notify the district when it is removed so SCAN can be updated with the time/date of removal and the MGP truck number used to recycle the bike;
5. The District Field Officer will then notify the local NYPD Precinct that a derelict bike has been removed and provide them a complete description of the bike including: Tag Number, location, and date/time of removal.

\*\* There is no direct link in SCAN between the 311 Complaints/Request for Service Screen and the actual Derelict Bicycle Removal Program. The listed procedures must be taken in addition to answering the 311 Complaint/Request for Service, by the District. \*\*

Bernard J. Sullivan  
First Deputy Commissioner

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Dept Msg #: DM2013-4891

Sent By: HDQTRSOP



Date: 9/24/2013 11:41 AM

Code: MON1E

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Subject: DERELICT VEHICLE OPERATIONS

Derelict vehicles create litter conditions, health problems and community complaints.

All field Officers are to tag all derelict vehicles in accordance with the guidelines outlined in appendix 1 (DS 12).

Make sure the vehicle meets the criteria for inclusion into the derelict vehicle program.

Do not tag any vehicle with a license plate!

Every caption on the DS 463 must be filled out!

Derelict vehicles must be entered into the scan system on shift vehicle was tagged. Vehicles tagged prior to lunch (regardless of shift) should be entered into Scan System as soon as possible. The Supervisor or Clerk entering the vehicle will print their initials on the top portion of the DS 463 after entering. District Superintendent is responsible for compliance with this order.

Field Supervisors must communicate with Police precincts that store confiscated vehicles on City Streets for long periods of time. Have them relocated or have their custodial people clean around them.

District Officers will also verify within a 48 hour period the status of any derelict vehicles that were reported as not on location (N.O.L.) or owner claimed (O.C.) by DVO contractors.

Cleaning and Collection crews are to be instructed to report derelict vehicles and drop-offs along their routes to their immediate Supervisors.

Remember for every derelict vehicle you remove, you gain 35 feet of curb access that the mechanical broom sweeps.

At the next weekly District Superintendents meeting, held by the Borough Staff, discuss the contents of this message.

At the next weekly Supervisor meeting held by the District Superintendent, a Borough Staff Member should be present and the contents of this message is to be discussed.

All Supervisors, District Superintendents and Borough Managers will read this directive and sign the daily blotter attesting that they have read and understand it.

Bernard J. Sullivan  
First Deputy Commissioner

