

From: HDQTRSOP <dsnymessaging@dny.nyc.gov>
Sent: Thursday, January 31, 2019 8:51 AM
Subject: DSNY CMS: PROCEDURE FOR NEW COLLECTION SERVICE

Dept Msg #: DM2019-0609

Sent By: HDQTRSOP

Date: 1/31/2019 8:51 AM

Code: COLL6

Subject: PROCEDURE FOR NEW COLLECTION SERVICE

The following procedures for new refuse and recycling collection service for new housing or non-profit organizations shall be followed:

A resident/developer/non-profit organization can be instructed to contact the Office of Collection/Recycling at 646 885-4830 to receive information and guidance on the Department's procedure on obtaining Department of Sanitation collection service.

The resident/developer/non-profit organization shall send a letter requesting service for a specific address to the Collection Office via fax @ 212 788-3915 or by mail to:

Department of Sanitation
Collection Office, Room 700
125 Worth Street
New York, New York 10013
Att: New Collection Service

This letter must simply state that the applicant is requesting Department of Sanitation collection service for their premises. The name of a contact person and daytime phone number must be included. A copy of the Certificate of Occupancy (C of O) must be attached to the letter (temporary C of O is acceptable). The C of O is needed to generate a log number for the D.S. 1110 (BCC Request for Collection Service/Inspection Report).

If the request is from a non-profit organization, a Notice of Assessment Statement from the Department of Finance and/or a letter from another City Agency stating that they directly fund them at the address in which they are requesting service for is required.

A Certificate of Occupancy is not required for non-profit organizations that lease or rent their space.

After the DS1110 is completed by the Collection Office, it is then forwarded to the corresponding Borough Office to be logged in. The Borough Office will then send the DS1110 to the appropriate district for a field inspection to be completed by the Supervisor in charge of the section where the property is located. After completion, the application is then sent to the Borough Office for the Borough Chiefs signature and then forwarded to the Collection Office for final approval/disapproval by the Chief of Collection.

An "Approval Letter" will then be generated by the Collection Office, and a copy is attached to the yellow (Borough Copy) of the DS1110 and forwarded to the Borough Office where it will be filed. The "pink copy" (District Copy) will be forwarded to the District who must notify the applicant of their correct days of Refuse and Recycling Collection and the exact day when the service will start.

The entire procedure takes approximately 2 weeks from when the initial letter of request is received.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Tuesday, January 8, 2019 8:31 AM
Subject: DSNY CMS: DS57

Dept Msg #: DM2019-0167

Sent By: HDQTRSOP

Date: 1/8/2019 8:31 AM

Code: MISC93 (REV 5/16/14)

Subject: DS57

Supervisors are to be reminded of the following:

Whenever a Sanitation Worker is scheduled to go out of town, report to the Advocate Office, report to the DSNY Health Care Facility or when there is a change in shift, the location Supervisor is to ensure the information is properly documented on the D.S. 57 in RED INK.

When there is a change in shift, the location Supervisor or designee will clearly indicate on the D.S. 57 the shift change along the signature line for the Sanitation Worker(s). It will be written in RED ink.

When out of town work is scheduled, the location Supervisor will clearly indicate the location and shift on the D.S. 57 along the signature line for the Sanitation Worker(s). It will be written in RED ink.

The assigned district will notify the out of town district location Supervisor and instruct him/her of out of town Sanitation Worker(s) orders. The out of town location Supervisor will clearly indicate on the D.S. 57 the orders for the Sanitation Worker(s).

It is up to the location to notify the Sanitation Worker when there is a change in shift or out of town work.

In the event a Sanitation Worker does not have a phone, It is the responsibility of the Sanitation Worker to contact the district for orders.

District Superintendents will monitor to ensure compliance.

This message is to be discussed at the next Borough District Superintendents meeting.

All Superintendents and Supervisors will sign the blotter attesting they have read and understand this directive.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsony.nyc.gov>
Sent: Friday, January 4, 2019 8:45 AM
Subject: DSNY CMS: PMD1

Dept Msg #: DM2019-0082

Sent By: HDQTRSOP

Date: 1/4/2019 8:44 AM

Code: PMD1 (rev 1-31-18)

Subject: PMD1

All DS 380 "PERSONAL INTERVIEW REQUESTS" must be submitted at least three weeks in advance in order to insure that an appointment for an interview can be scheduled.

Scheduling an interview for a DS380 request does not mean that the request will be approved. Employees requesting a vacation change "MUST NOT PURCHASE TICKETS FOR TRAVEL" (i.e. airline tickets or hotel accommodations) prior to their interview. If they do, their request will be denied.

Whenever an interview is requested regarding a DS380, Personal Interview Request, proper chain of command must be followed. After the DS380 is filled out by the requester at the District level, it must then go to the Borough Command. The Borough Chief or Designee must fill out section two, including comments or recommendations and sign it before sending it to the Personnel Management Division or Bureau Head. An interview will not be granted unless this procedure is followed. All requests must be submitted at least three (3) weeks in advance in order for an appointment to be scheduled for an interview.

All Borough Staff Officers, General Superintendents Level I & Supervisors are to read this order and sign the blotter attesting that they have read and understand it. Borough Staff Officers will spot check the blotter to ensure compliance.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 9, 2019 8:04 AM
Subject: DSNY CMS: SUBMITTING A DS-100 TO UPDATE PERSONNEL MEDICAL LEAVE STATUS IN SMART / HRMS

Dept Msg #: DM2019-0177

Sent By: HDQTRSOP

Date: 1/9/2019 8:03 AM

Code: SMART07

Subject: SUBMITTING A DS-100 TO UPDATE PERSONNEL
MEDICAL LEAVE STATUS IN SMART / HRMS

When a DS-100 is submitted to update Medical Leave Status to (Vacation, DIF, Jury Duty etc.) and the employee needs to be set back out on medical leave for the future date as listed on the DS-100;

Location personnel shall NOT enter the employee back on medical leave in SMART until they have confirmed that the Health Care Facility has processed the DS100 and the personnel has been resumed in HRMS for the effective date of the DS100.

The location personnel can confirm the resumption by checking the SCAN (12) Resumption List.

Once the resumption is confirmed, the location personnel may set the affected personnel back on medical leave in SMART for the date they are due back as listed on the DS100.

Once the Medical Leave Status is updated in SMART it will be reflected in the HRMS Sick Leave Screen for the future date.

This must be strictly adhered to or personnel will not have their medical leave status updated in the HRMS Sick leave screen.

Officers will sign blotter attesting they have read and understood this Department message.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Thursday, January 3, 2019 8:48 AM
Subject: DSNY CMS: PERSONNEL MANAGEMENT DIVISION MONTHLY MESSAGE

Dept Msg #: DM2019-0053

Sent By: HDQTRSOP

Date: 1/3/2019 8:47 AM

Code: PMD3 (REV
12/18/18)

Subject: PERSONNEL MANAGEMENT DIVISION
MONTHLY MESSAGE

BALANCING CHART GROUPS

All chart groups for Sanitation Workers, Supervisors and civilian clerks must be balanced. Each of the above groups of employees must be re-balanced WHENEVER ANY OF THE FOLLOWING OCCUR:

- * At the beginning and the end of night plow;
- * Each time a transfer occurs;
- * At the start of each quarter;
- * Whenever a significant number of employees retire.

CHANGE OF LOCATION (DS 1024)

DS1024 forms will no longer be submitted for Uniformed Personnel assigned or transferred via Department Message.

The DS1024 form will ONLY be used for Uniformed Personnel in cases when employees are transferred or reassigned through means other than Department Message i.e. email. The DS1024 must then be forwarded through proper channels as one complete Borough package within one (1) week upon the transmission of the transfer or reassignment, which was not communicated via Department Message.

All civilian transfers require a DS1024.

For BCC Uniformed Personnel - Attention: Supv T. Rizzo / Supv J. Zorich, at 125 Worth St, PMD, Room 816.

For BCC Civilian Personnel - Attention: Deputy Director S. Casillo, PMD, at 125 Worth St, Room 814.

For SWM Uniform/Civilian Personnel - Attention: Deputy Chief S. Brereton at 125 Worth St, SWM, Room 726.

*PARTIAL PERFORMANCE EVALUATIONS

Performance Evaluations for transferred/reassigned or promoted employees must be completed and closed out by their superior up until the date of such change in status. Within (1) week, the Supervising Officer will place the completed evaluation in the employee's personnel folder and forward it

to the new location. A copy of the partial evaluation will also be forwarded to the respective Bureau i.e. Personnel Management Division, SWM, etc.

CONFLICT OF SCHEDULED HEARING DATES

When an employee is serving a post trial suspension (penalty from a previous hearing) and the District receives a Department Message indicating that the employee must appear for another conference hearing, the employee shall not be ordered to report to this new hearing. Instead, the Advocate's Office must be notified immediately, giving them the first date of the employees return to regular duty. This will allow the Advocate's Office to re-schedule the new hearing for that employee

The District Superintendent or the Supervisor in charge of that unit will be responsible to notify Laverne Hickman at the Advocate's Office at:
(212) 437-5006 if this situation arises.

LITIGATION CANCELLATION

Whenever a Borough Office receives a call from the Department's General Counsel that a scheduled litigation hearing has been cancelled, the Borough Office must immediately notify the Personnel Management Division of such cancellation by calling (646) 885-4614.

If the cancellation is after 1600 hours, the Borough Office must notify the Bureau Operations Office and also notify PMD via email at: DSNYPMNotification@dsny.nyc.gov . The officer that was assigned to the litigation detail must be contacted and be reassigned to the 0600-1400 shift at their assigned District. PMD will reassign the Officer as needed prior to the 0600-1400 shift the following morning.

OFFICERS CALLING IN SICK

All Officers are reminded that they must call their work location at least one (1) hour prior to the start of their work shift to report that they are requesting medical leave. When an Officer calls in sick, the Garage Officer must notify the Borough Office "IMMEDIATELY". The Borough Office must then notify the Personnel Management Division immediately at (646) 885-4614/4626. On the 1600-2400 or 2400-0800 Shift, the Borough Office must notify the Operations Office that an Officer has called in sick.

OFFICERS RESUMPTION'S

All BCC Supervisors and GSI's, resuming to regular duty from excused absences, i.e., SICK, LODI, JURY DUTY, etc., must call their work location IMMEDIATELY UPON RECEIPT OF RESUMPTION to inform the Garage Supervisor of their return to work date.

All SWM Supervisors and GSI's, resuming to regular duty from excused absences, i.e., SICK, LODI, JURY DUTY, etc., must call their work location IMMEDIATELY UPON RECEIPT OF THIS RESUMPTION to inform the location Supervisor of their return to work date.

The actual time of the day when an Officer receives a resumption order is NO EXCUSE for failing to contact their assigned location. All on duty day shift location Supervisors, informed late in the work shift (after 1400) of an Officer returning to regular duty, must record the details in the location "Telephone Order Book" and notify the Borough Office. The late resumption entered in the Borough "Telephone Order Book", must be called in to the Personnel Management Division at: 0500 hours the following morning by the 2400-0800 Night Borough Superintendent at: (646) 885-4626/4910/4614.

JURY DUTY

Whenever an Officer is carried in the next day's plan as Jury Duty Excused, the respective Night Borough Superintendent on the day prior will email DSNYPMDNotification@dsny.nyc.gov to confirm the officers status. Stating employee will remain excused or will be surplus on the 0600-1400 shift.

PERSONNEL ON A MEDICAL DUTY ASSIGNMENT (MDA)

Locations must enter start and end date provided on DS400 in SMART. MDA status must be ended in SMART when employee goes on medical leave. HCF may assign new MDA upon their resumption. Under no circumstances is a chart or vacation to be changed for any employee that is on an MDA (light duty tissue). In addition, any request for XWP or LWOP can only be granted by the Director of Personnel. For any of the above requests you must contact GS1 R. Distefano at (646) 885-4628.

TISSUE RENEWAL

Whenever a uniformed employee has a DSNY Health Care Facility appointment for a Medical Duty Assignment (tissue) evaluation, they "MUST" report directly to the DSNY Health Care Facility by 0800 "IN FULL UNIFORM". Any employee reporting to the DSNY Health Care Facility out of uniform or after 0800 will be subject to disciplinary action. The employee's shift for the day will be 0800-1600.

SICK OR LODI PENDING VACATION

All Borough Commands are to continue to notify the DSNY Health Care Facility whenever an employee is out on medical leave and has a scheduled vacation upcoming the following week. The DSNY Health Care Facility must be notified of these employees one week prior to the scheduled vacation. This procedure must be closely followed in order to insure that all employees take their vacations as scheduled. If there are any problems or questions, contact GS1 R. Distefano at (646) 885-4628.

RESIGNATION

Whenever an employee resigns, it is necessary to use the proper forms. All location Supervisors are to make sure that only the following forms are used: DS 92 (rev.6/95), DS 993 (rev.7/17) and a DS 46 (rev.7/16). Any of the following forms with another revision date must not be used. Each location must make sure that there is an ample supply of these forms on hand.

DEATH OF EMPLOYEE

If an employee dies while on active employment, only the following forms are to be used: DS 91 (rev.4/95) and a DS 46 (rev.7/16). An MLA must accompany the above forms to zero out all time balances. Any questions should be directed to Deputy Director Sima Casillo at: (646) 885-4633 or GSI Richard Distefano at: (646)885-4628.

EMPLOYEE ID CARDS

Any employee that is terminated, resigns, or is granted an extended leave of absence (LWOP) for a period of 30 or more calendar days, must surrender his/her ID card to his/her supervisor. On the employee's last physical day of work, the supervisor MUST collect the ID card and attach it to the DS 46 Form that is filled out for any of these occurrences. The employee shall not receive his/her final paycheck until the DSNY ID card has been returned. Supervisors will be held accountable for failure to comply with this order. Any Questions should be directed to GSI Richard Distefano 646-885-4628.

DS PARKING PERMITS

Any employee that is terminated or resigns must surrender his/her D.S. Parking Permit to his/her Supervisor. On the employees last day of work, the Supervisor must collect the DS Parking Permit and return it to the Bureau Operations Office, room 823. If the Parking Permit is lost or stolen, it is the employees responsibility to file a police report. The employee shall not receive his/her final paycheck until the DSNY Parking Permit has been returned. Supervisors will be held accountable for failure to comply with this order.

PROBATIONARY AND PROVISIONAL EMPLOYEES

All probationary and provisional employees must be monitored closely. Contact Supv T. Rizzo at (646) 885-4621 for any BCC uniformed employee, Deputy Director Sima Casillo for any BCC civilian employee or Deputy Chief S. Brereton at: (646)885-4694 for any SWM employee regarding any violations for probationary or provisional employees.

Probationary evaluations must be signed by the Supervisor, reviewer, and employee at the end of each rating period. Be advised that the employee must not sign the evaluation before the reviewer has signed the evaluation. Contact the Personnel Management Division if any probationary or provisional employee is in danger or receiving an unsatisfactory or conditional rating for any rating period.

PROBATION EVALUATION INTERVIEW (DS1917)

Whenever a probationary employee receives a (DS997) Letter of Warning or a (DS249) Complaint for any department violation, a probation evaluation interview (DS1917) must be conducted. These violations include but are not limited to work performance, time and leave, sick leave/medical and Safety related. Refer to General Order 2012-29, dated July 20, 2012.

SUSPENSION

Vacation accrual rates are based on 261 work days exclusive of Sundays, chart Days and terminal leave is calculated from June 1st until May 31st. Any Sanitation Worker or Officer in a no pay status (SUSPENSIONS LEAVE WITHOUT PAY ETC) during this time will have the appropriate number of vacation days deducted from his or her vacation. This should be discussed at Borough meetings with Deputy Chiefs and General Superintendents Level I and passed on to all Supervisors.

When a plea to the docket form (DS 1999) is issued by the Department Advocate for an employee suspension without pay, the Borough will receive suspension dates from the Bureau Operations Office. Penalties for fines are processed by the division of Payrolls.

If there are any questions concerning suspension dates without pay for all B.C.C. employees, you must contact Bureau Operations Office at (646) 885-4552.

If there are any questions concerning suspension dates for all Solid Waste Management (SWM) employees you must contact Deputy Chief S. Brereton at: (646) 885-4694.

NO PAY STATUS

Any absence or leave without pay lasting five (5) or more consecutive days, must be reported to Personnel Control (Human Resources) at 59 Maiden Ln, 5th Floor, by submitting electronically a DS 1731 form.

- 1. Call the payroll division at (646) 885-0943/44 for bi-weekly and weekly employees, to inform payroll of the "NO PAY" status.
- 2. In addition, the Personnel Management Division must be notified at (646) 885-4632 if any civilian BCC employee is granted leave without pay for 30 or more calendar days for sick leave, child care, maternity, etc. A DS 46 and any additional required documentation must be forwarded to Sima Casillo at PMD.
- 3. If any civilian SWM employee is granted leave without pay for 30 or more calendar days for sickleave, child care, maternity, etc., a DS46 and any additional required documentation must be forwarded to Deputy Chief S. Brereton from SWM.

SANITATION 311 COMPLAINTS

311 complaints received on SCAN for employee behavior, must be resolved and closed out by the District and the Borough within 10 days of the original complaint date. Complainant must be interviewed by a District Officer to ascertain the validity of the complaint. Every effort must be made to resolve the issue. Sanitation Workers involved must also be interviewed and their names and employee reference number "MUST" be listed in the action taken response. If disciplinary action is taken, such as a letter of warning or a complaint, indicate this in the response along with the index number of the complaint. If a 311 complaint involving the behavior of a Department employee

is found to be valid, the only acceptable actions must be a DS 997 or complaint, verbal warnings are unacceptable.

UNIFORMS

Hi-Viz garments which do NOT have reflective striping circling the mid-section and connecting front to back above each shoulder are PROHIBITED. Only ANSI Class two or Class three garments are permitted. If non ANSI garment, then Safety Vest must be worn.

On Sanitation Worker garments, it is not permitted by DSNY to cover up a reflective logo with a stitch-on patch. Only the Uniform DSNY hats are permitted. Green with current logo for Sanitation Workers and Green with DSNY for Supervisors.

(Camouflage or black are not authorized)

*UNIFORM ISSUES

To report any issues you have had with a DSNY Authorized vendor or for official uniform questions contact: Uniformissues@dsny.nyc.gov

Examples: No stock or sizes available, wrong items sold, poor quality, etc.

When reporting such issues, include name of vendor, date and any other relevant Information.

The Department wants to ensure quality and Professionalism. Names of complainants will not be disclosed.

*CANCER SCREENING EXCUSED LEAVE

Employees are eligible for excused leave not to exceed four (4) hours during the calendar year, to undertake a screening for cancer. Excused leave for a cancer screening will be charged using payroll code (4256). In CityTime, select Leave Type: Excused Absence then select Reason: Cancer Screening. For further details refer to PAP 2018-02.

DS249 SYSTEM

For requests to resolve DS 249 issues or for enrolling new users, updating their rights or addressing privileges when users are transferred, a Request for DS249 Action form must be completed and emailed to Personnel Management Division at: DSNYPMDNotification@dsny.nyc.gov with Borough or unit level authorization. This form is located on the DSNY Manual Site in the Personnel Management Division Folder. GSI's should review employees DS249 history when routing complaints. If multiple 249's are present they should be routed to OEDM and not be scattered to BCAD/MED.

EMPLOYEE AWARDS

To nominate yourself or a coworker for outstanding service visit: www.nyc.gov/dsnyawards

All Borough Staff Officers, General Superintendents Level I & Supervisors are to read this order and sign the blotter attesting that they have read and understand it. Borough Staff Officers will spot check the blotter to ensure compliance.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Tuesday, January 8, 2019 8:17 AM
Subject: DSNY CMS: EQUIPMENT AND FACILITY INSPECTION

Dept Msg #: DM2019-0161

Sent By: HDQTRSOP

Date: 1/8/2019 8:17 AM

Code: FACILITY5 (rev
2/19/14)

Subject: EQUIPMENT AND FACILITY
INSPECTION

All Garage Supervisors will perform a complete physical inspection of their facility and equipment at the beginning and end of each shift. This inspection will include, but not be limited to:

Facility:
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- 1 - All locked doors and windows are secured.
- 2 - All garage doors and pedestrian doors are in working order.
- 3 - All office equipment (computers, fax machines, telephones, etc.) are present and in an orderly condition.
- 4 - All Department documents are secure for location (i.e. blotter, carting book, telephone order book, shift to shift book, passenger car log, radio log, etc.).
- 5 - Security cabinet and its contents are secure (radios, e-z passes, checks, etc.).
- 6 - Check for any graffiti.
- 7 - Check garage office, garage floor, bathrooms and locker rooms for cleanliness.
- 8 - Check recycling pails for proper usage.
- 9 - Check refrigerators and pails for alcoholic beverages.

Note:

All Chief's and Fiat Officers performing facility inspections and scheduled audits will require complete access throughout the facility. Therefore, all locations will ensure that keys are made available on all shifts for all rooms, cabinets, sheds and refrigerators within that location.

* When facility inspections or spot checks of facilities are conducted; it is imperative that all men and women locker rooms, and restrooms are clear for entry.

Equipment:

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- 1 - All vehicles are properly parked and secured.
- 2 - All vehicles will be inspected for damage.
- 3 - All truck side bins will be emptied.
- 4 - Trucks parked at garage will not have material protruding from hopper.
- 5 - All keys are returned.
- 6 - All safety items are returned (fire extinguisher, triangles, export packets).
- 7 - All vehicles have complete Department markings (location, vehicle identification, export permits).
- 8 - All vehicles have current inspection stickers.

Each Supervisor will enter into the blotter when each inspection is completed. Any exceptions will be noted at that time. Any missing or damaged items will be reported through proper channels.

District Superintendents are ultimately responsible for their facility and equipment and will ensure that each shift is completing their inspections and resolving problems with available manpower.

Borough Staff Officers will monitor for compliance.

All Supervisors, District Superintendents, Borough Managers and their staffs will read this order and sign the blotter attesting that they have read and understood it.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 9, 2019 8:43 AM
Subject: DSNY CMS: EQUIPMENT TIRE REQUISITIONING PROCEDURES

Dept Msg #: DM2019-0184

Sent By: HDQTRSOP

Date: 1/9/2019 8:43 AM

Code: EQ50 (REV.
09/17/13)

Subject: EQUIPMENT TIRE REQUISITIONING
PROCEDURES

In order to expedite equipment tire deliveries to garage locations, the below listed procedures must be followed.

1. Tire requisition will be called in to the Tire Shop at (718) 334-8901. Allow enough time for delivery - this will prevent garage locations from running out of tires.
2. A D.S. 491 form (Mounted Tire Requisition) must be completely filled out prior to the arrival of the B.M.E. tire truck at the garage location. The D.S. 491 must include the vehicle number, tire size, and bar code number of each tire being returned. ** NO EXCEPTIONS ** the tire truck will not stand by for form preparation.
3. Tire bar code number must be used for each tire (branding and D.O.T. numbers acceptable only when bar code number is missing).
4. When tires are delivered, garage personnel must assist the driver when available to unload and load truck.
5. Any tires destroyed or damaged due to an accident or driving on a flat must be accompanied by a D.S. 240.
6. Any tires lost or stolen must be accompanied by a D.S. 240 and a NYPD complaint report listing the vehicle code and tire size for each request.
7. All tires are exchanged on a one for one basis, no exceptions.
8. Passenger car, light truck and front end loader tires are to be removed by the garage location and brought to the tire shop for repair or replacement.

Any garage location experiencing interruptions in tire replacement deliveries or which have an emergency or special request for tires are to contact both the Tire Shop Supervisors, George Dima or Joseph Pace, at (718) 334-8901, and the Equipment Office, at (646) 885-4835.

All Garage Supervisors, District Superintendents, and Borough Operations Superintendents will be responsible for insuring that this order is carried out.

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 9, 2019 8:41 AM
Subject: DSNY CMS: NEW JERSEY EXPORT MOVING VIOLATION SUMMONSES

Dept. Msg #: DM2019-0183

Sent By: HDQTRSOP

Date: 1/9/2019 8:40 AM

Code: MISC60

Subject: NEW JERSEY EXPORT MOVING VIOLATION
SUMMONSES

The Department has retained the services of a New Jersey law firm to provide legal representation for employees who were issued a traffic summons while operating D.S.N.Y. equipment in New Jersey.

Equipment Operator must turn over summons received in New Jersey to their immediate Supervisor before the end of their shift hours. The Supervisor will instruct the operator that under no circumstances will he/she plead guilty to any traffic violation or make any attempt in resolving the issued summons on his/her behalf. The New Jersey law office will contact department equipment operator at a later date and will instruct he/she of the time, date and court office where he/she should report. The law firm will have legal representation present.

NOTE: The immediate Supervisor & Borough Office will continue in exercising protocol in forwarding summonses to Bureau Operation Office.

This Department Message shall be read at all roll calls for Thursday, January 10, 2019 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.

All Supervisors, District Superintendents and Borough Managers will sign the blotter attesting they have read and understood this message.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 9, 2019 8:38 AM
Subject: DSNY CMS: MAXIMUM SPEED LIMITS

Dept Msg #: DM2019-0181 Sent By: HDQTRSOP
Date: 1/9/2019 8:37 AM Code: SAF11 (REV 11/06/14)
Subject: MAXIMUM SPEED LIMITS

As of November 7, 2014, the maximum allowable vehicular speed limit for all city streets was officially reduced from 30 mph to 25 mph, unless otherwise posted, in conjunction with the Mayor's Vision Zero initiative to reduce pedestrian fatalities and injuries.

In conjunction with Vision Zero and current NYS DMV laws, all Department personnel are to operate assigned vehicles within the following speed limits:

- A. 25 Miles Per Hour: On all local roadways in the five boroughs, except where a lower speed limit is posted.

- B. 5 Miles Per Hour: At all private transfer stations when entering, exiting, or inside the facility.

- C. Highway Speed Limits: Department vehicles travelling on any express highway should maintain a road speed between the posted minimum and the allowable maximum limit.

All DSNY personnel operating Department vehicles are to comply with all NYS DMV laws.

Any infractions of this law observed by supervision will result in disciplinary action, and may include internal suspension of driving privileges.

In addition, any moving violations issued by NYC law enforcement, resulting in fines and/or license suspensions will be the sole responsibility of the employee, and may result in further disciplinary action.

This Department message shall be read at all roll calls for Thursday, January 10, 2019. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

- * This order is to be posted on all location bulletin boards.
- * Borough staff personnel are to spot check blotters for compliance.

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 9, 2019 8:29 AM
Subject: DSNY CMS: WORKING SAFELY

Dept Msg #: DM2019-0180 Sent By: HDQTRSOP
Date: 1/9/2019 8:28 AM Code: SAF13 (REV 4/27/16)
Subject: WORKING SAFELY

In the course of collecting household refuse, recycling, MLP, and bulk all personnel should be alerted to potential hazards which may cause injury.

The following precautions should be taken:

- * Wear safety gloves when handling all refuse.
- * Allow your gloves to air out daily, replace gloves often and maintain a spare pair.
- * Wash your hands upon completion of your work.
- * Wear sturdy work boots, with rugged soles and a thick leather upper. Replace worn boots immediately and allow boots to air out daily.
- * While loading refuse into the hopper, follow proper lifting procedures which are:

- 1- Examine the load and the surrounding area;
- 2- Step into the load as you lift;
- 3- Turn feet in direction of movement;
- 4- Straddle the load with your feet;
- 5- Bend your knees when lifting;
- 6- Keep back straight by looking up;
- 7- Maintain a firm, balanced grip on the load;
- 8- Position load as close as possible, but avoid resting bags or containers directly on your body, due to possible sharp edges and debris, needles, etc.;
- 9- Use forward momentum when lifting, and strive to avoid twisting;
- 10- Use smooth, controlled movements. If the load is too heavy, too large, or too awkward... Stop and get help.

- * Do not use your legs or hold bag against your body to assist in placing refuse into the hopper such as: bouncing or kicking of receptacles or bags off your foot or mid-leg, as you are increasing your risk of receiving a laceration and/or a puncture wound from debris inside.

- * If you do sustain a needle puncture, or laceration, immediately follow L.O.D.I. protocol.
- * "USE EXTREME CAUTION WHEN CYCLING THE HOPPER AND KEEP HANDS CLEAR OF HOPPER BLADE WHILE IT IS IN MOTION". Do not allow hands to pass beyond hopper sill when holding bulk items that are being cycled into the hopper. Also, use caution if wearing rings, watches, body jewelry, bracelets and loose or hanging apparel. Your hands or these other items can be caught on the bulk item or moving parts and be crushed, resulting in serious injury.
- * Stand to the side while cycling the hopper, do not stand directly behind vehicle, and also be mindful of civilians passing by. You or others can be struck by debris being crushed.
- * When cycling large items into the truck, set the lower blade of the hopper to hold the bulk item, then release the item, step to the side of the truck and complete the cycle.
- * Be well aware of your surroundings such as pedestrians, traffic flow, and of the condition, size and dimensions of the items you are picking-up.

Garage Supervisor's will read this Department message at all roll calls for Thursday, January 10, 2019 and post it on location bulletin board. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

!! WIPERS ON, LIGHTS ON !!
ITS THE LAW

****Think feet before you hit the street****

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 9, 2019 8:25 AM
Subject: DSNY CMS: (EZ-PACK) OPERATORS AND GUIDE PERSON

Dept Msg #: DM2019-0179

Sent By: HDQTRSOP

Date: 1/9/2019 8:25 AM

Code: EQ18

Subject: (EZ-PACK) OPERATORS AND GUIDE PERSON

AS PER ESTABLISHED DEPARTMENT PROCEDURE, THE CONTENTS OF THE BELOW MONTHLY MESSAGE MUST BE ADHERED TO; *NO EXCEPTIONS.****

All Sanitation Workers assigned as a guide person on front loading compacting trucks (EZ-PACK) are reminded that an essential part of their duties is to get out of the truck at each collection stop regardless of the convenience or location of the container to be serviced. Before the vehicle backs up, the guide person will position themselves at the right rear of the vehicle where the driver can see them in the mirror and use approved hand signals to guide the vehicle back. In addition, the guide person must check inside the container and around the work area for persons who may be taking refuge in the container. The side doors of the container shall be closed and the top door (lid) should be inspected that it is secure.

Furthermore, in the event that refuse should fall upon the roof of the collection truck during the front loading process, the operator shall remove all such material and dispose of it properly. Guide persons will not climb onto the roof or other parts of the vehicle to remove displaced refuse.

Under no circumstances shall the vehicle's engine be engaged while displaced refuse is being removed from any part of the vehicle. The engine must be shut-off and the parking brake engaged. The operator must place the key to the truck in his/her pocket before removing any displaced refuse. The guide person will safeguard that the vehicle is not started while the driver is removing refuse.

Upon return to the housing District, any and all refuse that has accumulated on top of truck or behind packer blade will be removed by operating crew. All safety precautions will be taken. Garage Supervisors will inspect daily for crew compliance.

All tissue assigned front loading compacting truck (E-Z PACK) personnel and their alternates are to be given a copy of this order.

This Department Message is to be read at all garages that use EZ-Packs at all roll calls for Thursday, January 10, 2019.

In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

To be posted on Department bulletin boards. All Officers will sign location blotters attesting that this order has been read and understood.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Wednesday, January 9, 2019 8:23 AM
Subject: DSNY CMS: DAILY FLUID CHECK OF PASSENGER VEHICLES

Dept Msg #: DM2019-0178

Sent By: HDQTRSOP

Date: 1/9/2019 8:23 AM

Code: EQ16

Subject: DAILY FLUID CHECK OF PASSENGER VEHICLES

All operators of passenger vehicles (cars, 4X4, vans, etc.) are responsible on a daily basis to check all fluids, and replenish them as needed, such as: anti-freeze, motor oil, transmission fluid, fuel (CNG/Ethanol/Gas/Diesel).

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Tuesday, January 8, 2019 9:02 AM
Subject: DSNY CMS: JANUARY 1, 2019 - STYROFOAM BAN

Dept Msg #: DM2019-0171

Date: 1/8/2019 9:01 AM

Sent By: HDQTRSOP

Code: MISC

Subject: JANUARY 1, 2019 - STYROFOAM BAN

As of January 1, 2019, businesses in New York City are no longer allowed to sell or possess products made from expanded polystyrene, commonly known as Styrofoam.

These include foam cups, plates, clamshell containers and packing peanuts.

Foam products are not recyclable, create litter and pollute our waterways.

This ban is an important step in achieving the Mayor's goal of sending zero waste to landfills by 2030.

We, as members of this Department, should step up as leaders in this effort and eliminate our use of foam products both in the workplace and at home.

All Department locations should take steps and discard any remaining supplies of foam products, and should begin using only recyclable or compostable alternative products.

This Department message shall be read at all remaining roll calls for Tuesday, January 8, 2019 and all roll calls for Wednesday, January 9, 2019.

This message will also be posted on all location bulletin boards.

All Supervisors, District Superintendents and Borough Managers will also sign the blotter attesting that they have read and understood this message.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dny.nyc.gov>
Sent: Tuesday, January 8, 2019 8:29 AM
Subject: DSNY CMS: VEHICLE CAB DOORS - N.J. REGULATIONS

Dept Msg #: DM2019-0166

Sent By: HDQTRSOP

Date: 1/8/2019 8:29 AM

Code: MISC56 (REV 1-11-17)

Subject: VEHICLE CAB DOORS - N.J.
REGULATIONS

All collection trucks must have both cab doors closed while operating in the state of New Jersey. New Jersey law (N.J.S.A. 39:4-68) specifically PROHIBITS the operation of a motor vehicle "while any door thereof is open".

Violation of this law is a "Moving Violation" -- not an "Equipment Violation" -- and accordingly, any summons issued by New Jersey Municipal Police Officers or State Troopers will be issued against the individual driver -- not the vehicle. The standard fine for this moving violation is \$100.00.

Export Officers and Safety Officers will monitor vehicle operators to ensure compliance with New Jersey law. Vehicle operators who violate this provision of New Jersey law will also be subject to disciplinary action by the Department for operating a Department vehicle in an unsafe manner.

BE A PROFESSIONAL AND BE SAFE
=====

This Department message shall be read at all roll calls on Wednesday, January 9, 2019 and posted on all location bulletin boards.

All Supervisors, District Superintendents, District Managers, Borough Operations Superintendents and Borough Managers will read this message and sign the blotter attesting that they have read and understood it.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsvnyc.gov>
Sent: Tuesday, January 8, 2019 8:24 AM
Subject: DSNY CMS: DSNY PHOTO IDENTIFICATION CARDS; GENERAL ORDER 2004-05

Dept Msg #: DM2019-0164

Sent By: HDQTRSOP

Date: 1/8/2019 8:23 AM

Code: MISC45

Subject: DSNY PHOTO IDENTIFICATION CARDS; GENERAL
ORDER 2004-05

Due to the heightened security alert status, the following procedures must be adhered to when an employee reports his/her DSNY ID Card stolen or lost. It also highlights key points of G.O. 2004-05 regarding the roles that Supervisors play in the replacement, monitoring and the status of employees ID cards. DSNY employees must have their ID cards with them at all times.

- 1- An Employee must IMMEDIATELY report the loss or theft of his or her ID card to the POLICE PRECINCT HAVING JURISDICTION OVER THE LOCATION OF THE OCCURRENCE AND OBTAIN A RECEIPT FROM THE PRECINCT where the report was filed.
- 2- A DSNY POLICE OFFICER OR FIAT INVESTIGATOR must obtain a COPY OF THE POLICE REPORT filed when he or she reports the loss or theft of his or her ID card to the police precinct having jurisdiction over the location of the occurrence.
- 3- An employee must promptly NOTIFY HIS OR HER SUPERVISOR of the loss, theft, or damage to his or her ID card.
- 4- Employees will receive a replacement for lost, stolen, or damaged ID cards when the request for Photo ID Replacement (DS180 form) is submitted to the Bureau of Human Resources at 59 Maiden Lane. There will be a CHARGE OF \$10.00 FOR ISSUANCE OF A REPLACEMENT ID CARD.
- 5- This replacement fee must be paid by money order made payable to the NYC Department of Sanitation if the request for a replacement ID card is processed through the mail. If the employee appears in person at the Bureau of Human Resources to request a replacement ID card, cash or money order will be accepted.
- 6- Supervisors must inspect DSNY ID cards at the same time they conduct the SEMI-Annual INSPECTION OF EMPLOYEES' DRIVER'S LICENSES. This inspection shall also INCLUDE ALL EMPLOYEES AT THE WORK LOCATION WHOSE TITLES DO NOT REQUIRE A DRIVER'S LICENSE. A mailing and a Department message will remind Supervisors of this responsibility.
- 7- Supervisors must provide a DS 180, REQUEST FOR PHOTO ID REPLACEMENT, to any employee who cannot present a valid DSNY ID card at the time of this semi-annual inspection.

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Thursday, January 10, 2019 8:05 AM
Subject: DSNY CMS: DISTRIBUTION OF PAYCHECKS

Dept Msg #: DM2019-0192

Sent By: HDQTRSOP

Date: 1/10/2019 8:05 AM

Code: MISC104 (REV 12-6-12)

Subject: DISTRIBUTION OF PAYCHECKS

All employees are reminded to be aware of Department guidelines concerning the distribution of paychecks. Pursuant to Policy and Procedure # 2012-09, no weekly or biweekly paycheck is to be released to an employee IF ITEMS A THROUGH J LISTED BELOW OCCUR ANYTIME DURING THE PAY PERIOD (REGULAR) OF THAT PARTICULAR CHECK.

- A) Service termination
- B) Resignation
- C) Dismissal/Termination
- D) Retirement
- E) Deceased
- F) The 1st day of any approved leave of absence without pay.
- G) The 1st day of suspension.
- H) The 1st day of Worker's Compensation under Option II.
- I) The 1st day of an inactive or leave without pay status.
- J) Or is being ordered held for any other reason.

In addition, paychecks withheld for any of the above reasons must be immediately returned to the Division of Payrolls with a completed D.S. 70 (Revised 2/91) explaining the reason the check has been returned.

BCC/SWM Superintendents and Supervisors as well as Support Service and Administrative Office designees that have been entrusted with the responsibility of distributing paychecks, shall be subject to disciplinary action for failure to follow proper payroll procedures in the distribution and safeguarding of paychecks.

All Superintendents and Supervisors will sign the blotter attesting they have read and understand this directive.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Thursday, January 10, 2019 8:04 AM
Subject: DSNY CMS: DISTRIBUTION AND SAFEGUARDING OF ALL PAYROLL CHECKS

Dept Msg #: DM2019-0191

Sent By: HDQTRSOP

Date: 1/10/2019 8:03 AM

Code: MISC26 (Rev
8/31/12)

Subject: DISTRIBUTION AND SAFEGUARDING OF ALL
PAYROLL CHECKS

Location Supervisors are reminded that they are responsible for the distribution and safeguarding of all payroll checks. Paychecks are to be distributed to the payee only. All undistributed paychecks must be returned to payrolls, along with a DS 70, ** within 10 days of the date on the check. **

If for any reason, an employee is unable to pick up his/her check and wishes to have someone else receive his or her paycheck, a written statement signed by the employee, describing the reason for the arrangement as well as the duration, should be filed with the employee's Supervisor prior to the paycheck's distribution.

Personnel distributing paychecks and/or direct deposit statements are also reminded that they will be subject to disciplinary action if they fail to follow proper payroll procedures.

Steven W. Costas
First Deputy Commissioner

- 8- If during the inspection, the Supervisor determines that an employee's appearance has substantially changed from his or her photograph on the ID card, the Supervisor must forward a completed DS181, REQUEST FOR NEW PHOTO, to the Bureau of Human Resources at 59 Maiden Lane.
- 9- The location Supervisor must COLLECT AN EMPLOYEE'S DSNY ID CARD on the EMPLOYEE'S LAST DAY OF WORK WHEN AN EMPLOYEE IS GRANTED A LEAVE OF ABSENCE FOR A PERIOD OF 30 CALENDAR DAYS OR MORE, OR WHEN AN EMPLOYEE RESIGNS FROM SERVICE WITH DSNY, OR AN EMPLOYEE IS TERMINATED BY DSNY.
- 10-In the case of a long term leave of absence, resignation, or termination, the location Supervisor must attach the employee's surrendered ID card or a DS 180, Request for Photo ID Replacement, to the DS 46 which is submitted to the Bureau of Human Resources. The following entry shall be made in the "REMARKS" section of the DS 46: ID CARD ATTACHED or ID CARD NOT RETURNED.
- 11-AN EMPLOYEE SHALL NOT RECEIVE HIS OR HER FINAL PAYCHECK UNTIL THE DSNY ID CARD HAS BEEN RETURNED OR A REQUEST FOR PHOTO ID REPLACEMENT (DS180) HAS BEEN SUBMITTED TO THE BUREAU OF HUMAN RESOURCES.

This Department message shall be read at all roll calls for Wednesday, January 9, 2019. In addition, all roll call Supervisors will sign the blotter attesting that the above message was read at roll call.

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

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Friday, February 1, 2019 8:13 AM
Subject: DSNY CMS: CHART CHANGES IN SMART AND CITYTIME

Dept Msg #: DM2019-0625

Sent By: HDQTRSOP

Date: 2/1/2019 8:12 AM

Code: SMART04 (rev
6/7/18)

Subject: CHART CHANGES IN SMART AND
CITYTIME

As of June 10, 2018, Chart Changes made in SMART will automatically update and be reflected in City Time.

There is no need for an officer to manually update City Time to reflect the Chart Change in SMART.

All Chart Changes in SMART will require comments for the change to be reflected in City Time as follows (C/C from 6/5 to 6/7 ok D/C Smith)

City Time will be updated with the Chart Change information including comments once it is refreshed.

If the Chart Change is Denied, the Chart date needs to be edited back to the originally scheduled date in SMART and the Chart day will be reflected properly in both SMART and City Time.

****All existing Chart Change approvals and procedures will remain in effect.****

For assistance or questions Call the SMART Lab at (718) 334-9020.

All Officers will sign the blotter attesting they have read and understood this message.

Steven W. Costas
First Deputy Commissioner

From: HDQTRSOP <dsnymessaging@dsny.nyc.gov>
Sent: Friday, February 1, 2019 8:30 AM
Subject: DSNY CMS: EXECUTIVE ORDER NO. 16

Dept Msg #: DM2019-0633

Date: 2/1/2019 8:29 AM

Subject: EXECUTIVE ORDER NO. 16

Sent By: HDQTRSOP

Code: OEDI8

Mayoral Executive Order No. 16 "Access to Single-sex City Facilities Consistent With Gender Identity and Expression", expressly states that it is the Policy of the City of New York that transgender and gender non-conforming people be assured their right to access single-sex facilities controlled by the City so that they enjoy equal treatment in the terms and conditions of City employment.

Transgender describes a person whose gender identity or expression is not typically associated with the sex assigned at birth; gender non-conforming refers to a person whose gender expression differs from conventional expectations.

The following are examples of violations of, not only this Executive Order and the NYC Human Rights Law, but also Federal Law:

- It is unlawful discriminatory practice to prohibit a transgender woman from using the women's bathroom. Likewise, it is unlawful discriminatory practice to prohibit a transgender man from using the men's bathroom.
- Requiring a transgender person to provide proof and/or identification of his/her gender in order to access a restroom is unlawful.
- Barring an individual from a restroom out of concern that a transgender person will make others uncomfortable is unlawful.
- Forcing a transgender person to use a single-occupancy restroom is unlawful.

All DSNY Diversity Training Classes will address this issue. Supervisors and Managers are expected to handle any situations with regard to this Mayoral Order with considerable informed judgment and discretion. Should any Department employee, uniform or civilian have further questions regarding this issue in the workplace, they can reach out to:

DSNY Office of Equity, Diversion & Inclusion
Teresa H. Neal, Director
(212)437-4211, 12, 13, 14 or tneal@dsny.nyc.gov.

Steven W. Costas

1. All personal interview requests must be submitted at least?
 - a. 90 days in advance
 - b. 30 days in advance
 - c. 3 weeks in advance
 - d. 1 week in advance
2. What DS number is a change of location form?
 - a. DS 95
 - b. DS 779
 - c. DS 1024
 - d. DS 1005
3. Officers calling in Sick must call their work location?
 - a. Within 30 minutes of their shift
 - b. Within 15 minutes of their shift
 - c. Within in 1 hour of their shift
 - d. Within in 12 hours of their shift
4. Upon receipt of an officer's resumption, the officer must?
 - a. Report to their location the next day
 - b. Call their work location immediately
 - c. Call the clinic
 - d. Call the boro
5. Whenever an employee resigns, all the forms below must be used except?
 - a. DS 92
 - b. DS 993
 - c. DS 46
 - d. DS 1713
6. If an employee dies while on active employment what forms must be used?
 - a. DS 91, DS 46
 - b. DS 95, DS 1005
 - c. DS 400, DS 350
 - d. DS 1024, DS 1731
7. What is the form number of a probationary evaluation review?
 - a. DS 1695
 - b. DS 400
 - c. DS 95
 - d. DS 1917
8. Vacation Accruals are based on how many work days exclusive of Sunday?
 - a. 365
 - b. 261
 - c. 180
 - d. 90

9. Any absence or leave without pay lasting more than 5 days requires what form to be submitted electronically?
 - a. DS 350
 - b. DS 95
 - c. DS 1731
 - d. DS 400
10. Employee behavior complaints in 311 must be resolved and closed out by the district within?
 - a. 5 days
 - b. 2 weeks
 - c. 10 days
 - d. 1 month
11. Employees are eligible for cancer screening with excused leave and not exceed 4 hours during the calendar year
 - a. True
 - b. False
12. All chart groups must be balanced and must be rebalanced when?
 - a. The beginning and end of night plow
 - b. Each time a transfer occurs
 - c. Whenever a significant number of employees retire
 - d. At the start of each quarter
 - e. All of the above
13. The previous days Smart board must be locked by
 - a. 0900 hours on the 0600 shift
 - b. 1000 hours on the 0700 shift
 - c. 0800 hours on all shifts
 - d. A and B
14. The form used to document Civilian Sick time is
 - a. DS 801
 - b. DS 1914
 - c. DS 1618
 - d. DS 400
15. Whenever a Sanitation Worker is scheduled to go out of town, report to the advocate, report to the health care facility, or when there is a change in shift, the location supervisor is to ensure the information is properly documented on the DS 57 in Red ink?
 - a. True
 - b. False

16. What form is used to update medical leave status when an employee is scheduled to go on vacation while out sick?
- DS 95
 - DS 100
 - DS 87
 - DS 997
17. A DS 491 form must be completely filled out prior to arrival of the BME tire truck?
- True
 - False
18. Any tires that are destroyed must be accompanied by a DS 240?
- True
 - False
19. Any tires that are lost or stolen must be accompanied by a DS 240 and a NYPD Police report?
- True
 - False
20. If a DSNY equipment operator receives a moving violation while working, they must turn the summons over to their immediate supervisor by?
- The end of the week
 - Start of next shift
 - Court date
 - The end of their shift hours
21. The maximum vehicular speed limit on all city streets is?
- 20 MPH
 - 30 MPH
 - 35 MPH
 - 25 MPH
22. The speed limit for vehicles entering, exiting or driving inside transfer stations is?
- 5 MPH
 - 10 MPH
 - 15 MPH
 - 20 MPH
23. While operating an EZ-Pack the following must take place while removing displaced refuse from any part of the vehicle?
- Ignition off
 - Parking brake engaged
 - The ignition key must be placed in the operators pocket
 - The guide person will safeguard the vehicle to ensure it is not started
 - All of the above

24. All operators of passenger vehicles are responsible on a daily basis to check all fluids, and replenish them as needed.
- True
 - False
25. As of January 1, 2019 Residents are no longer allowed to sell, or possess products made from expanded polystyrene, commonly known as Styrofoam
- True
 - False
26. All collection trucks must have both cab doors closed while operating in the state of N.J.
- True
 - False
27. An employee that has lost his or her ID card must?
- Report it to the police precinct that has jurisdiction of the location of occurrence
 - Report it to their immediate supervisor
 - A and B
 - Safety and training
28. Supervisors must inspect ID cards the same time they conduct Semi-Annual impaction of employee Driver's license
- True
 - False
29. What form must be filled out to request a new ID card
- DS 350
 - DS 380
 - DS 180
 - DS 400
30. All Garage supervisors will perform a complete facility inspection when?
- At the start of their shift
 - At the end of their shift
 - Once a week
 - A and B
31. All undistributed payroll checks must be sent back to payroll along with a DS 70 within?
- 3 weeks
 - 1 month
 - 10 days
 - 7 days

32. If for any reason, an employee is unable to pick up his/her check and wishes to have someone else receive his or her paycheck, a written statement signed by the employee, describing the reason for the arrangement as well as the duration, should be filed with the employee's Supervisor prior to the paycheck's distribution.

- a. True
- b. False

33. What Mayoral Executive Order provides the following? "Access to Single-sex City Facilities Consistent With Gender Identity and Expression", expressly states that it is the Policy of the City of New York that transgender and gender non-conforming people be assured their right to access single-sex facilities controlled by the City so that they enjoy equal treatment in the terms and conditions of City employment

- a. Mayoral Executive order 7
- b. Mayoral Executive order 10
- c. Mayoral Executive order 16
- d. PAP 2007 - 04

34. Chart changes made in SMART will automatically update and be reflected in City Time

- a. True
- b. False

35. What DS form is required to be filled out by the District for new collection service for housing or a non-profit organization?

- a. DS 997
- b. DS 1460
- c. DS 66
- d. DS 1110

36. If there is a request for collection service from a non-profit organization a Notice of Assessment Statement from the Department of Finance and/or a letter from another City Agency stating that they directly fund them at the address in which they are requesting service for is required.

- A. False
- B. True

37. If there is an abandoned vehicle on wetlands, the supervisor can tag the vehicle immediately

- a. True
- b. False

38. If there is an abandoned vehicle on the Department of Parks and Recreation property the request for removal will go through?

- a. The borough
- b. The field officer can just tag it
- c. Parks department must go through DVO
- d. Bureau of operations

39. A vehicle with a license plate can be tagged as DVO

- a. True
- b. False

40. An abandoned clothing bin will be classified as?

- a. Box
- b. Container
- c. Non-Vehicle
- d. We don't tag them

D/C Fox test answers

- 1 C
- 2 C
- 3 C
- 4 B
- 5 D
- 6 A
- 7 D
- 8 B
- 9 C
- 10 C
- 11 A
- 12 E
- 13 D
- 14 C
- 15 A
- 16 B
- 17 A
- 18 A
- 19 A
- 20 D
- 21 D
- 22 A
- 23 E
- 24 A
- 25 B
- 26 A
- 27 C
- 28 A
- 29 C
- 30 D
- 31 C
- 32 A
- 33 C
- 34 A
- 35 D
- 36 B
- 37 B
- 38 C
- 39 B
- 40 C