

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



Derelict Vehicle Operations

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

John J. Doherty – Commissioner

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

SUBJECT: Derelict and Abandoned Vehicles

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

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

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

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

I. RESPONSIBILITY

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

II. AUTHORITY

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

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

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

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

B. GUIDELINES FOR COMPLETING FORM D.S. 463

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

- c) E.N. – Sanitation Enforcement Agent
- d) S.W – Sanitation Worker (assigned to D.V.O. only)
- e) C.A. – Compliance Agent (Civilian assigned to D.V.O. only)
- f) D.T. – N.Y.P.D., Traffic Dept. – Traffic Agent (TEA III)

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

NOTE: DO NOT TAKE V.I.N. FROM REGISTRATION OR INSPECTION STICKER ON WINDSHIELD

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

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

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

17. **Categories:** Review all conditions listed and affix an "X" in either YES or NO
 for all 10 boxes.

18. **Remarks:** Used for additional information, Alternate Side, Meters, D.S.N.Y.
 authorizing Officer Name with badge, N.Y.P.D. authorizing Officer
 Name with badge, in front of fire hydrant, no wheels, dimensions (*height
 and width*) or any other special information that will assist in the vehicle's
 removal.

19. **Certification:** Each tagging person shall certify, by signature, that all
 information recorded on the D.S. 463 is correct and true at
 time of tagging.

C. Affixing Tag

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

If an apparent derelict vehicle is parked on a public roadway, near a junkyard, body repair shop
 or gasoline station, inquiries should be made to ascertain ownership before attaching tag. If
 the commercial establishment claims custody of the vehicle, a personal summons should be
 issued to the owner of the establishment or anyone who claims ownership of the vehicle
 (Violation Code 524 Section/Sub Division 16-122 Street Obstruction Vehicle). If the vehicle is
 not removed from the street within 24 hours, contact Sanitation Police Headquarters and DVO
 Headquarters for assistance.

D. REPORTING DERELICT VEHICLES FOR REMOVAL THRU THE SCAN SYSTEM

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

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

E. RELOCATING DERELICT VEHICLES

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

F. AUTHORIZATION FOR REMOVAL

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

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

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

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

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

IV. PRESENCE OF REFUSE OR DEBRIS IN DERELICT VEHICLES

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

Determination by D.V.O. Supervisor

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

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

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

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

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

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

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

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

VIII. PROBLEM VEHICLES

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

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

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

District Superintendent should notify DVO Headquarters for assistance.

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

IX. LOTS

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

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

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

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

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

IF PRIVATE PROPERTY

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

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

IF CITY PROPERTY

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

IF WETLANDS

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

Additional information will be needed for this category.

Include:

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

Topography

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

Equipment Need to Remove Derelict Vehicles

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

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

X. 311/ACTION CENTER COMPLAINTS

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

XI. NYPD ROTATION TOW PROGRAM

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

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

PROCEDURE FOR THE REPORTING AND RECORDING NYPD ROTATION TOW VEHICLES

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

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

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

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

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

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

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

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

XII. DERELICT VEHICLES ON DSNY PROPERTY AND/OR FACILITIES

All DSNY employees must adhere to the following:

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

CANCELLATION:

This Policy and Administrative Procedure will remain in effect until rescinded

ISSUING AUTHORITY:



**JOHN J. DOHERTY
COMMISSIONER**

DISTRIBUTION:

All Bureau Heads, Managers, Uniformed Officers

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

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

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

GUIDELINES FOR CLASSIFICATION OF LUXURY VEHICLES

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

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

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

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

APPENDIX 1 (Cont.)

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

DEFINITIONS:

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

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

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

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

CATEGORIES

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

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

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

APPENDIX 1 (Cont.)**DEFINITIONS****VEHICLE IDENTIFICATION NUMBER (VIN) REFERENCE**

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

Example -- 1G4AM47D8AH802653

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

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

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

V.I.N. LOCATIONS

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

b) Federal Certification Label: Driver's door

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

APPENDIX 2

Entered by: _____

sanitation

DVO — Derelict Vehicle Report DS 403 (8-12) DS Initials: _____

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

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

APPENDIX 3

MILITARY TIME CONVERSION

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

A.M. HOURS ARE REPRESENTED AS FOLLOWS:

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

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

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

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

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

MINUTES ARE REPRESENTED AS FOLLOWS:

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

APPENDIX 4

SCAN SYSTEM VEHICLE COLOR TABLE

SCAN SYSTEM WILL ONLY ACCEPT THESE COLORS:

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

APPENDIX 5

VEHICLE TYPE CODES

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

STANDARD SIZE VEHICLE

2D - 2 Door Car

4D - 4 Door Car

SW - Station Wagon

VN - Standard Size Van

MC - Motorcycle

PT - Pickup Truck

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

TRUCKS, BUSES, ETC.

TR - Truck

TL - Trailer

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

BS - Bus

SV - Step Van

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

NON-VEHICLE

NV - Boat, House Trailer, Mobile Homes

Refuse Containers (All sizes)

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

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

APPENDIX 6



sanitation

1955 (T-05)

DERELICT VEHICLE REMOVAL PROGRAM

TIME	DATE	BADGE NO.	IN TIME
LOCATION TAGGED			

This vehicle has been scheduled for removal.

CONDEMNED PROPERTY

APPENDIX 6 (Cont.)

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

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

LOCATION	
DATE TAGGED	TIME TAGGED

DSNY CONTROL NO. _____

DSNY SUPERVISOR BADGE NUMBER	DSNY SUPERVISOR INITIALS
------------------------------	--------------------------

05 1345 15 '7

APPENDIX 7

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

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

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

REMINDER:

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

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



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2016-04**

EFFECTIVE DATE: Monday, September 26, 2016

SUBJECT: PROCEDURES FOR IDENTIFICATION AND REMOVAL
OF DERELICT BICYCLES ON PUBLIC PROPERTY

AFFECTED DIRECTIVES: Operations Order 2012-10 is hereby cancelled.

REFERENCE: General Order 2015-03

I. Introduction

This Order sets forth the procedures that shall be followed whenever a Department of Sanitation (DSNY) employee observes or receives a report of a bicycle that appears to be derelict affixed to public property.

II. Definitions

The terms used in this Order will be defined as follows:

- A. A derelict bicycle shall mean a bicycle (that is not a Ghost Bike - item C), which has two or more of the following characteristics:
1. The bicycle's appearance is crushed or not usable.
 2. There are parts missing from the bicycle essential to its operation other than the seats and front wheels which are both commonly removed by the owner to prevent theft of those parts.
 3. The handlebars or pedals are damaged, or the forks, frames or rims that are present are bent.
 4. Fifty percent of the bicycle which includes the handlebars, pedals and frames are rusted, along with the chain affixing the bicycle to public property.
- B. Public property shall mean any bicycle rack, light pole, bus pole, parking meter, tree, tree pit, railing or similar structure on a New York City street or sidewalk. Public property shall include any bicycle rack installed by the Department of Transportation (NYCDOT), its contractors, permittees or other entity authorized by the NYCDOT. For purposes of this Order, public property shall not include those docks or stations installed under the

authority of the NYCDOT's Bikeshare Program. A listing of all eligible NYCDOT bicycle racks will be provided to the Department.

- C. **A Ghost Bike shall mean a bicycle that has been left as a memorial for someone who has passed away, and may be painted white or have a sign posted on or near it, or flowers or other mementos in the basket.**

III. Procedures

Upon receipt of a complaint that there is a derelict bicycle, an Officer will investigate the complaint. An Officer will also investigate whenever, during the course of performing his or her duties, the Officer observes a bicycle that appears to be derelict affixed to public property. When conducting such an investigation, the Officer shall take the following actions:

- A. If the derelict bicycle is observed to be affixed to a bicycle rack, the Officer will consult the list of bicycle racks provided by NYCDOT in order to ascertain whether it falls within the definition of public property. If such bicycle rack does, the Officer should follow the steps outlined in III.B below. If not, the Officer should report back to his or her Superintendent verifying that the Department does not have jurisdiction over the particular bicycle rack. This information should be documented in the District's Telephone Order Book.
- B. If the derelict bicycle is affixed to public property, the Officer will take the following actions:
1. The Officer will complete the Derelict Bicycle Report (DS 463B) and determine whether the bicycle meets the criteria set forth in this Order for a derelict bicycle. If it does not meet the criteria, the Officer will close out the complaint. If the bicycle meets the established criteria, the Officer will follow the directions set forth in the remaining paragraphs of this Section (B).
 2. The Officer will tag the bicycle with the Derelict Bicycle Removal Program and Official Notice to Remove Derelict Bicycle (DS 34C) and affix the Notice to the bicycle frame informing the owner that the owner has 7 days from the date written on the Notice to remove the bicycle, or DSNY will remove the bicycle and recycle it.
 3. The Officer will enter the date, time and location at which the derelict bicycle was tagged in the SCAN system.
 4. Thereafter, an Officer will check the location on a daily basis to ascertain whether the bicycle has been removed. The Officer will update the status of the bicycle in the SCAN system on a daily basis.
 5. In the event that a derelict bicycle has not been removed within 7 days from the date on which it was tagged, the Officer shall arrange for the bicycle to be removed by DSNY.
 6. Upon removal of the derelict bicycle the Officer will document this in the SCAN system and include the date and time of removal of the derelict bicycle and truck number that it was recycled in.

7. The Officer will notify the local Precinct of the New York City Police Department (NYPD) when DSNY removes any derelict bicycle. The Officer will provide NYPD with a complete description of the derelict bicycle including its tag number, location, and the date and time of removal, along with any other information that may be requested by NYPD. The Officer will obtain the name and badge number of the NYPD Police Officer and the log book page number on which the information is recorded, and enter this information along with the Precinct Number, and the date and time of the report into the Bicycle System.
8. If the bicycle is removed from a bicycle rack, the Officer should then forward such information to Borough Command who will notify NYCDOT of such removal. This will be documented in the Telephone Order Book.

Nothing in this Order will preclude NYPD from taking any action, or removing any bicycle including a derelict bicycle, if the presence of such bicycle presents a hazard to public safety or otherwise violates the law.

Employees must obey Department General Order 2015-03, Rule 3.18 that states that unauthorized sorting or taking of any refuse or recycling material for personal use is prohibited.

CANCELLATION: This Order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:



Dennis Diggins
First Deputy Commissioner

DISTRIBUTION: All Management Personnel.

Sent By/Date: HQOPSRPT 12/11/2018 10:20 AM

Dept Msg #: DM2018-6578

Code: MON1F (rev 11/24/17)

Subject: DERELICT VEHICLES IN LOTS

Message: The Borough Deputy Chiefs will survey their respective Districts for any lots containing abandoned derelict vehicles.

Submit a list by District to DVO Headquarters of all such lots listing the following information:

BLOCK AND LOT NUMBER.

(THIS INFORMATION CAN BE OBTAINED THROUGH NYCITY MAP OR LOT CLEANING HQ)

STREET, AVENUE, ROAD, ETC., WHERE LOT IS LOCATED.

BRIEF DESCRIPTION OF LOT
(I.E. FENCED, PRIVATE, WETLANDS,)

NUMBER OF DERELICT VEHICLES ON LOT AND TYPE
(CAR, TRUCK, BOAT, ETC.)

When a determination of ownership is made, the following guidelines will be adhered to:

IF PRIVATE PROPERTY

This arrangement will be made between DVO and the owner of the lot.

DVO will send a form letter advising owner that there appears to be abandoned vehicles on their property. The owner will be given the telephone number of DVO Headquarters, a copy of the letter will be kept in DVO files for 30 days. If not replied to within 30 days the letter will be deleted from the file and no further action taken. The District Superintendent will be notified. If in the opinion of the D/C of Cleaning or Borough D/C these derelict vehicles pose a health or safety hazard, the D/C shall notify Chief of the Lot Cleaning Unit through the normal chain of command.

IF CITY PROPERTY

Once the Department of Citywide Administrative Services, Division of Real Estate Services identifies the block and lot as being owned by the City, and not leased, the borough DVO Supervisor will coordinate the tagging and removal of all derelict vehicles. District Superintendents will be notified of final disposition by DVO Supervisors or DVO Headquarters.

IF WET LANDS

Under no circumstances will any abandoned derelict vehicles be tagged on wet lands. All requests to have any abandoned derelict vehicles removed from wet lands must be directed through DVO Headquarters. The Department of Environmental Protection or Department of Environmental Conservation will determine the vehicles to be tagged. Only after all the required DEC permits are obtained, and only under the guidance of DEP, or DEC will DVO remove these vehicles.

Additional information will be needed for this category.

INCLUDE: Accessibility to abandoned derelict vehicles (i.e. dirt road, paved road, no road, etc.)

Topography - Heavy growth, trees, water, swamp, hills, etc.

Equipment needed to remove derelict vehicles - wrecker, F.E.L., or specialized equipment

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

Sent By/Date: HDQTRSOP 11/28/2018 11:00 AM

Dept Msg #: DM2018-6337

Code: MON11 (10/12/12)

Subject: DERELICT VEHICLES ON DSNY PROPERTY AND/OR FACILITIES

Message: ALL DSNY employees must adhere to the following:

- * No derelict vehicles are permitted on DSNY property and/or facilities.
- * Vehicles without license plates on DSNY property and/or facilities are to be handled according to the criteria outlined in Appendix 1 of PAP 2012-06.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HQOPSRPT 12/11/2018 10:21 AM

Dept Msg #: DM2018-6579

Code: MON1G (REV 5/23/17)

Subject: DERELICT VEHICLES ON PARKS DEPARTMENT PROPERTY

Message: 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.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 1/7/2019 8:56 AM

Dept Msg #: DM2019-0135

Code: MON1E (REV 11/24/17)

Subject: DERELICT VEHICLE OPERATIONS

Message: 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!

When tagging derelict vehicles and derelict non vehicles, (i.e. clothing bins, containers, etc.) on the DS 463 and in SCAN, in the remarks caption, indicate the street cleaning regulation for the block face where the vehicle or non-vehicle is located.

Derelict vehicles must be entered into the scan system on the shift the 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.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 1/2/2019 8:59 AM

Dept Msg #: DM2019-0025

Code: MISC145

Subject: BCC - FIELD REMINDERS - ABANDONED COLLECTION/CLOTHING BINS

Message: - Illegally Placed or Abandoned Collection/Clothing Bins create eyesores, litter conditions, health problems, and community complaints. Your prompt attention and follow-up can alleviate a large percentage of problems. If you have any questions regarding Collection/Clothing Bins contact the Deputy Chief of D.V.O. or any member of the Cleaning Operations staff for assistance. Clothing Bins are not to be placed on any City property or public sidewalk. Follow procedures as outlined and refer to Operations Order 2015-01.

- Collection/Clothing bins will be classified as a non-vehicle and tagged accordingly. The District field officer after tagging the collection/clothing bin with a Derelict Vehicle Removal Tag (DS 155) and also affixing an Official Notice to Remove Collection/Clothing Bin Sticker (DS 34), will enter it into the SCAN System on shift indicating type as a -NV- (Non Vehicle). The Bin must also be marked with yellow crayon detailing the tag #, date, initials, badge number, and corresponding NYPD precinct.

The District Officer will indicate -CLOTHING BIN- (CB) and include any posted "SCR" regulations in the remarks column. The District will notify the Derelict Vehicle Operation Headquarters (DVO) with all pertinent information using the Collection/Clothing Bin Ownership Form (DS 34B). The form will be scanned and emailed to DVOMO@dsny.nyc.gov on the day of which the collection/clothing bin is tagged. The district field officers will routinely re-check tagged clothing bins to ensure that they are either still on location (SOL) or not on location (NOL) and report their findings via email to the DVO Main Office-dvomo@dsny.nyc.gov.

The surrounding area must also be monitored for cleanliness and corrective action taken as required to remedy.

The following new ECB violations can be issued by BCC field officers:

- SC7 Failure to keep area around bin clean. This violation will be issued to the property owner (use S06 criteria).

The Clothing Bin Deterrent Sticker (DS 34D) will no longer be utilized.

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.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP . 1/14/2019 8:22 AM

Dept Msg #: DM2019-0256

Code: BOOTING PROGRAM (REV 11/24/17)

Subject: BOOTING PROGRAM

Message: The Department of Finance has a booting program that is operating in all five Boroughs. DSNY's part in this program is not to issue summonses to vehicles that are booted and are in violation of Street Cleaning Regulations. Officers are to see if this program impacts cleanliness. Department personnel should hold all residential and commercial owners responsible for their curb lines and sidewalks (issue S06 & S26 during routing time to ensure cleanliness). Vehicles that are booted will be towed if the fine is not paid within 48 hours. Ensure that all officers are aware of this program and procedure.

District Superintendents and Supervisors will sign the blotter attesting to the fact that they have read and understand this Department message.

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 10/31/2018 10:45 AM

Dept Msg #: DM2018-5808

Code: MISC142

Subject: CLOTHING BIN SCAN CODE

Message: A code is available in SCAN for entering Illegal Clothing Bins- ECB (Obstruction Clothing Bin).

311, DSNY Customer Service and Government Relations enter these Service Requests into SCAN Complaints and the Service Request System rather than sending them as e-mails. This will help reduce the instances of duplicate service requests being taken and provide better tracking.

Once entered, this Service Request will be routed to the relevant Sanitation District and then should be handled in a manner similar to when derelict bicycles are entered; interim actions such as when the Bin is tagged can be entered, but the case must remain open until there is a final disposition (this will help reduce duplicates). It is important that these service requests not be closed out until final resolution.

Be sure to include any relevant ASP/SCR regulations in the remarks column in order to alleviate any obstacles when bins are scheduled for removal.

The following Action Codes are available when responding to these service requests:

Applicable Action (Close out/Resolution) Codes -

<u>FINDINGS</u>	<u>RESULT (ACTION CODE)</u>	<u>DESCRIPTION</u>
Not on Location	8	No condition found
On Private Property	B2	Ineligible-Private Property
Removed	6	Removed
Other	50	Other

Steven W. Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 10/23/2018 11:11 AM

Dept Msg #: DM2018-5646

Code: MISC17

Subject: PROCEDURE FOR REPORTING ABANDONED REFUSE CONTAINERS

Message: In the event that the Department receives a report from an elected official, Department personnel, or the public, of an abandoned container, the following procedure shall be followed:

- 1) The Borough will dispatch a Supervisor to investigate as soon as possible. If confirmed, the Supervisor will complete, within 24 hours of receipt of report of container, a DS 173A form (Container Removal Report form DS 173A (8-01 REV)). Any questions regarding this form, or for additional copies, contact the Bureau Operations office at (646) 885-4540.
- 2) The completed DS 173A will be delivered to the Borough as soon as possible.
- 3) The Borough will then notify the Bureau Operations Office at: (646) 885-4541/4857 or 4860, or by fax at (212) 442-8624/8625.

Steven Costas
First Deputy Commissioner

Sent By/Date: HDQTRSOP 1/14/2019 8:21 AM

Dept Msg #: DM2019-0254

Code: MON1D (rev 9/26/16)

Subject: PROCEDURE FOR TAGGING DERELICT BICYCLES

Message: 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 2 or more of the following characteristics:

1. Bike appears to be crushed or not usable;
2. There are parts missing from the bicycle essential to its operation other than the seats and front wheels which are both commonly removed by the owner to prevent theft of the bicycle.
3. Handlebars or pedals are damaged, or the forks, frames, or rims are bent
4. 50% 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 2 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 CFC 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. **

Steven W. Costas
First Deputy Commissioner

Practice Questions:

- 1) While investigating a complaint about a jet ski on the street, Supv. Smith comes across an abandoned jet ski on a trailer with no license plate. Supv Smith should:
 - A) Leave it alone
 - B) Tag the Jet Ski as a DVO
 - C) Tag the trailer as a DVO
 - D) Tag both Jet Ski and Trailer as DVOs
- 2) Which is not considered a damage category on the DS 12:
 - A) Missing Engine
 - B) Flat Tires
 - C) Damage to the Right or Left Side
 - D) Rear End Damage
- 3) What vehicle type should Supv Smith use when tagging a pickup truck with a double axle:
 - A) 4D (4 Door)
 - B) 2D (2 Door)
 - C) PT (Pickup Truck)
 - D) TR (Truck)
- 4) To determine what year a vehicle is what digit in the 17 digit VIN number is used:
 - A) 8th
 - B) 1st
 - C) 10th
 - D) 17th
- 5) Supv Smith comes across a vehicle with an expired, out of state, temporary license plate. Supv Smith can tag this vehicle as a DVO:
 - A) True
 - B) False
- 6) You come across a vehicle with no license plates and is 10 years old with no damage. You can tag the vehicle as a DVO:
 - A) True
 - B) False
- 7) While working in Manhattan District 12 you spot a derelict vehicle that meets the criteria for a DVO. What color DVO sticker is used to tag the vehicle:
 - A) Orange
 - B) Blue
 - C) White
 - D) Green
- 8) An undamaged vehicle with no plates and a NYC Boot on its front tire can be tagged as a Ro-Tow:
 - A) True

- B) False
- 9) In your travels you come across an abandoned lot with several derelict vehicles that meet DVO criteria on it. You can tag those as vehicles as DVOs:
- A) True
B) False
- 10) Which of the following is considered a non-vehicle:
- A) Car Carrier Trailer
B) Motorcycle
C) Clothing Bin
D) Bicycle
- 11) You can tag a derelict vehicle on Parks Department Property if requested by Personnel from Parks Department:
- A) False
B) True
- 12) Of the following colors which one is not accepted as a valid vehicle color in SCAN:
- A) Brown
B) Lavender
C) Beige
D) Gray
- 13) According to PAP 2012-06 which of the following is not considered a luxury vehicle:
- A) BMW
B) Lamborghini
C) Mercedes-Benz
D) Audi
- 14) According to PAP 2012-06 a luxury vehicle 5 years or newer, which has sustained damage or loss in 2 categories is considered a DVO:
- A) True
B) False
- 15) When tagging a vehicle as a DVO or Ro-Tow, one must never affix the tag to:
- A) Front Fender
B) Any Glass Part of the Vehicle
C) Driver Side Door
D) Rear Fender
- 16) When tagging a derelict vehicle, what is not required to be written on the vehicle:
- A) Police Precinct
B) District
C) SCR Times
D) Date
- 17) A non luxury vehicle that is older than 8 years needs to have sustained damage in how many categories in order for you to be able to tag it as a DVO:
- A) 1
B) 3

- C) 4
 - D) 0
- 18) Which of the following is a category listed on the DS 463:
- A) Front End Damage
 - B) Glass Damage
 - C) Tires Missing
 - D) None of the Above
- 19) True or False – A clothing bin located on a public sidewalk can be tagged for DVO removal:
- A) True
 - B) False
- 20) What vehicle type is to be used when tagging a scooter:
- A) TL
 - B) 2D
 - C) MC
 - D) NV

Answer Key:

Answer Key:

- 1) D – Reason we do this is in case one of the tagged vehicles disappears before we can remove from the street. The other vehicle will still be in the system and not have to be retagged.
- 2) B
- 3) D
- 4) C
- 5) B – Reason – No vehicle regardless of the type of license plate can be tagged
- 6) B – Reason – Regardless of year if there is no damage to a vehicle it must be tagged a Ro-Tow
- 7) C
- 8) B
- 9) B – Reason – The owner of the lot needs to sign off on a private property waiver before we are allowed to tag vehicles on the lot.
- 10) C
- 11) A – Reason – All requests to remove vehicles from Parks Department Property must be directed through DVO Headquarters.
- 12) B
- 13) D
- 14) B
- 15) B
- 16) C
- 17) A
- 18) A
- 19) A
- 20) C

