

1. **S/W LEE Mallon is an A category employee. After how long will he need a DS 398 (medical note)?**
  - a) 5 days
  - b) On the 3<sup>rd</sup> day
  - c) He's in A category no note needed
  - d) If he doesn't resume the next day
  
2. **How long do DSNY employees have to get medical Documentation to the clinic?**
  - a) 5 calendar days
  - b) 3 business days
  - c) 5 business days
  - d) The next day
  
3. **S/W Ives Gotz signed into the clinic at 6am. He received a DS 400 from the clinic and was ordered back to work. He signed out for 9AM. What time must He Report back to his district QE-14?**
  - a) 1 hour 30 minutes
  - b) 2 hours 30 minutes (lunch included)
  - c) 2 hours
  - d) 3 hours
  
4. **S/W Just Singhmeout is calling out sick for hemorrhoids on Monday and had to go to the hospital overnight and is release on Tuesday. What must be do?**
  - a) Notify his work location and have them update Smart
  - b) Notify his supervisor at the work location He's going sick and have the supv. notify the clinic
  - c) Notify his supervisor at the work location he's going sick and then notify the clinic when it opens
  - d) Leave a message on the clinic hotline number.
  
5. **Which of these duties are best suited for MDA #2**
  - A. Relays
  - B. Collection
  - C. Recycling
  - D. Emptying pails around the garage
  
6. **What shift are MDA's when they have to report to the clinic?**
  - A. 6-2p
  - B. 7-3p
  - C. 8-4p
  - D. 9-5p
  
7. **With the Advent of CityTime what is the next closest log to replace the Timebook?**
  - A. 332A
  - B. 332
  - C. Smart
  - D. Telephone Order
  
8. **Supervisor Hi-guy is working in Operations (BOO) on Sunday, 3/3/19 at 1900, and gets a call from NYPD Operations that a potato chip truck hit the overpass and they need to clean it up. Supv. Hi-guy should proceed to?**
  - A. Reach out to BKS Boro to have the boro supv. locate a qualified mech broom operator doing security and cover them while they go out with the broom:
  - B. Tell them to call back after midnight because you don't have anyone to clean it up.
  - C. Reach out to BKS and BKN to get an available basket truck over there.
  - D. Tell NYPD Operation they must call DOT
  
9. **Who updates the 332A with the dumps?**
  - A. DSOA
  - B. Super
  - C. 8/4 garage officer
  - D. 4/12 Supervisor
  
10. **NYS Motor vehicle inspection stickers are located where?**
  - A. Near the front license plate
  - B. Under the seat
  - C. On the windshield
  - D. On the passenger side
  
11. **Unusual must be sent for all but**
  - A. Graffiti
  - B. An argument with a civilian
  - C. Flat tires
  - D. " Believe It or Not"

- 12. Small business advocate Mr. Stans walked into QW-01 asking who wrote the summons the supervisor should tell Mr. Stans?**
- Politely to leave, and give Mr. Stans the number to BOO to call for approval to enter District. Notify the Boro with particulars who in turn will then notify BOO
  - Let you see the summons
  - Call the Super
  - To leave and notify the Boro
- 13. A receptacle owned by a commercial establishment, serviced by the merchant and the waste removed by a private carter is which type of basket?**
- DSNY Basket
  - Adopt - A - Basket
  - Sponsored Basket
  - Private Basket
  - None Of The Above
- 14. Prior to removal of a litter basket for any reason, who conducts a complete investigation into the misuse of the baskets?**
- District Executive Officer
  - Cleaning Officer from District
  - Enforcement Unit
  - Cleaning Office
  - None of the Above
- 15. S/W Errico is going to retire and is now running his vacation time what days can Errico work?**
- Vacation days
  - Holidays
  - Charts
  - Sundays
  - A,B,C,D
  - B,C,D
  - B & D
- 16. S/W Batzi and S/W Balzi went into the bodega for breakfast and when they came out they discovered El Barto tagged the truck "SKINNER SUCKS" with graffiti. Supv. Pat Meselfonbak was the investigating officer who filled out the DS 806 in blue ink and submitted it to the Supt. The Supt. should?**
- Tell the Supv. good job pat yourself on the back and make sure they clean the route and down the truck at the end of the day.
  - Do a ds779, enter the DS 806 into the digital crash
  - Do a ds779, redo the 806 in black ink then enter the DS 806 into the digital crash
  - Enter the DS 806 into the digital crash
- 17. On Wednesday 4/3/19 at 1230 Collection crew (S/W Batzi and S/W Balzi) are servicing a basket on east 14<sup>th</sup> Street in M5 and they notice smoke coming from the rear of the vehicle. They notify the supv. and call 911. Supv. Pat Meselfonbak gets there and gets the info for the ds 806 and ds779. He submits the ds779 just before he signs out. QE BO Supt. fills in M5 on Friday 4/5/19 just after signing in notices the DS 806 hasn't been entered into the digital crash system yet. Supt. Chu should Order Garage Supv. Phil Innis to?**
- Enter the DS 806 into the digital crash system within 48 hours
  - Enter the DS 806 into the digital crash system before 1230 hours
  - Enter the DS 806 into the digital crash system within 24 hours
  - Enter the DS 806 into the digital crash system within 3 days
- 18. Vacation accruals are given before they have been fully accrued? (Calculated from June 1, 2018 until May 31, 2019.)**
- True
  - False

1. **S/W LEE Mallon is an A category employee. After how long will he need a DS 398 (medical note)?**
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- B. Let you see the summons
- C. Call the Super
- D. To leave and notify the Boro

13. A receptacle owned by a commercial establishment, serviced by the merchant and the waste removed by a private carter is which type of basket?

- A. DSNY Basket
- B. Adopt - A - Basket
- C. Sponsored Basket
- D. Private Basket
- E. None Of The Above

14. Prior to removal of a litter basket for any reason, who conducts a complete investigate into the misuse of the baskets?

- A. District Executive Officer
- B. Cleaning Officer from District
- C. Enforcement Unit
- D. Cleaning Office
- E. None of the Above

15. S/W Errico is going to retire and is now running his vacation time what days can Errico work?

- A. Vacation days
- B. Holidays
- C. Charts
- D. Sundays
- E. A,B,C,D
- F. B,C,D
- G. B & D

16. S/W Batzi and S/W Balzi went into the bodega for breakfast and when they came out they discovered El Barto tagged the truck "SKINNER SUCKS" with graffiti. Supv. Pat Meselfonbak was the investigating officer who filled out the DS 806 in blue ink and submitted it to the Supt. The Supt. should?

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- D. Enter the DS 806 into the digital crash system within 3 days

18. Vacation accruals are given before they have been fully accrued? (Calculated from June 1, 2018 until May 31, 2019.)

- A. True
- B. False

4. An employee requesting medical leave while on a medical duty assignment (MDA) must report to the DSNY clinic on the first calendar day that the clinic is open.
5. An employee who is on a medical duty assignment (MDA), who is required to report to the DSNY clinic, will report directly to the clinic in complete uniform no later than 0800hrs. The employee's shift for that day will be 0800 - 1600hrs.
6. While on Medical Leave or LODI and when reporting to the Clinic, the employee must arrive no later than 0900hrs unless a scheduled appointment has been given for a different time; You must arrive in uniform ready to work. Under no circumstances are children allowed at the clinic.
7. Call the Clinic Supervisor (917-237-5934 or 917-237-5948) between 0700 & 0900hrs for an appointment when medically incapable of reporting to the Clinic as required by this PAP (you will be required to provide medical proof);
8. The Department must determine whether the returning employee can safely and securely perform the job requirements of his/her job title. Consequently, Sanitation employees returning from medical leave must submit a fully completed original DS 398 (Medical Note) or comparable medical note in accordance with the time periods indicated for each sick leave category and comply with the additional provisions outlined in the Section V, Medical Documentation;
  - Category "A" employees must submit a DS 398 (Medical Note) on the third day of sick leave;
  - Category "B" employees who cannot report to the DSNY Clinic on the second day of sick leave, must submit a DS 398 (Medical Note) covering each day of medical leave;
  - Category "C" employees who cannot report to the DSNY Clinic on the first day of sick leave must submit a DS 398 (Medical Note) covering each day of medical leave.
2. Medical documentation, when required, must be received by the DSNY Clinic within five business days.
9. All employees who request medical leave the day prior to, or the day following a holiday will be required to present a completed DS 398 (Medical Note) to cover each day they are requesting medical leave. If the DSNY Clinic is open on the first calendar day the employee requests medical leave, the employee may report to the DSNY Clinic in lieu of a Medical Note. Failure to report to the DSNY Clinic or to provide documentation may result in denial of paid medical leave and disciplinary action.



- 3 22. Employees with a same day resumption must **immediately** report to their work location. After signing out at the Department's Clinic, employees must report to their work location within the times stated:

Bronx	1 hour 30 minutes	Queens West	1 hour 30 minutes
Brooklyn	1 hour 30 minutes	Queens East	2 hours
Manhattan	1 hour 15 minutes	Staten Island	2 hours

(Any lunch period must be taken when the employee arrives at his/her work location.)

23. Obey such other orders and direction as given by authorized employees of the Medical Division.
24. The Medical Division may call any employee for the purpose of determining if the employee wants a telephone resumption.
25. Notify DSNY Clinic of all medications an employee is taking.
26. Employees are reminded that a false report or statement in connection with the use of medical leave is a violation of the Code of Conduct and will be dealt with severely.

#### A. CATEGORY "A" EMPLOYEES

Category "A" employees are exempt from home visits and telephone monitoring EXCEPT when absence from work is due to a LODI or injury covered by Workers' Compensation. Category "A" employees are also eligible to be resumed back to work over the telephone except in the following instances:

- a. Line of Duty Injury (LODI)
- b. Injuries covered by Workers' Compensation
- c. Medical leave associated with chest pain, seizure disorders, hospitalization or any other illness or condition deemed appropriate by the Medical Director
- d. Working on a Medical Duty Assignment prior to reporting sick
- e. Those employees on probation are required to provide medical documentation if resumed by telephone or they can be resumed without documentation by visiting the DSNY Clinic. **It is strongly advised, regardless of the number of days on medical leave, that medical documentation be submitted to ensure passing probation. Failure to substantiate illness may result in your probation being extended or possibly not passing probation.**





**Zwick, Justin (DSNY)**

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**From:** HDQTRSOP <dsnymessaging@d sny.nyc.gov>  
**Sent:** Friday, April 5, 2019 8:08 AM  
**Subject:** DSNY CMS: EMPLOYEES REPORTING SICK (D.S. 1367)

Dept Msg #: DM2019-1830

Sent By: HDQTRSOP

Date: 4/5/2019 8:08 AM

Code: MED4 (REV  
6/13/17)

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

Refer to General Order #2017-06 for additional recording of Medical Leave Information. Location Supervisors on all shifts are to instruct their office personnel to obtain complete address information from employees requesting Medical Sick Leave, Line Of Duty Injury or Compensation.

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

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

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

LOCATION SUPERVISORS ARE TO ENTER EMPLOYEES WHO REPORT SICK OR LODI INTO SMART IMMEDIATELY. LODI employees must be entered at their Permanent Home address. Address Information is automatically displayed in SMART as listed in SCAN. All work locations are to check function 18 daily to ensure that all employees assigned to their locations have been reported on Medical Leave.

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

Failure to comply will result in disciplinary action.

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

Steven W. Costas  
Acting Commissioner



GO 2014-20

Facility to the assigned BCC location. This is to ensure that the DS400 was not altered or changed. Both yellow and pink copies for SWM employees will be retained at SWM Headquarters.

### III EMPLOYEES ON MEDICAL DUTY ASSIGNMENTS THAT REPORT SICK/LODI

If the employee reports Sick/LODI before the "Ending Restricted Duty" date of his/her assignment, Category "A" and "B" employees must report to the DS Health Care Facility the next day the Health Care Facility is open. Category "C" employees must report the same day. (Only Category "C" employees can report on a Saturday)

### IV DEFINITION OF MEDICAL DUTY ASSIGNMENTS

The following Medical Duty Assignments (MDA) will be noted on the DS400 Medical/Clinical Evaluation form and the employee should be assigned accordingly. MDA made pursuant to this Order will remain in effect until they expire, are changed, or are revoked.

All employees with a MDA should be assigned to a regular duty function when possible.

Any employee placed in a non-compliance status by the Employee's Assistant Unit shall be issued a MDA #1.

## SANITATION WORKERS

### MDA #1 – NO DRIVING – NO LOADING

The employee cannot be assigned to curbside household refuse, recycling, bulk, seasonal or litter basket collection functions. The employee can perform all other duties including MDA #3 and MDA #4 duties as required.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

### M.D.A. #1(L) – NO DRIVING (CAN LOAD)

The employee can be assigned to a loading assignment, such as curbside household refuse, recycling, bulk, seasonal and litter basket collection functions. The employee can perform all other non-driving duties and can be assigned the duties of MDA #3 and MDA #4 as required.

MDA #1(L) employees must first be assigned to a mandatory MDA position before any collection assignment. If assigned to collection, they can be assigned out-of-town to any location, by seniority. They are considered the last employee assigned to a truck.

Employees can work their chart day only when there is an assignment suited to their limitations and the Department's needs. They can work Sundays and holidays only when extra personnel are required to meet special Department needs and there is an assignment suited to their limitations.

### MDA #2 – NO LOADING

5 The employee cannot be assigned to curbside household refuse, recycling, bulk, seasonal or litter basket collection functions. The employee can be assigned selected driving duties such as relaying trucks, operating a mechanical broom, a flusher, transporting equipment or other non-collection driving assignments and non-collection assignments during night plow on all shifts. The employee can perform MDA #3 and MDA #4 duties as required.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

### **MDA #3 – LIMITED PHYSICAL DUTY**

The employee can be assigned general garage duties such as washing vehicles; checking and replenishing fluids; checking tire pressure; general maintenance and cleaning duties in and around Department facilities. The employee can perform MDA #4 duties as required.

Driving duties are limited to passenger cars and vans, refueling vehicles, mail pickup and delivery, and messenger duties unless otherwise noted on the DS400.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

### **MDA #4 – LIGHT DUTY**

The employee can be assigned to; light office cleaning, including sweeping, emptying small trash receptacles and dusting; messenger duties, including mail and small packages; security duties; office clerical duties. Driving duties are limited to passenger cars and vans unless otherwise noted on the DS400.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

### **MDA #4(A) – LIGHT DUTY**

The employee can only be assigned to clerical duties and or security duties.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees are not permitted to work chart days, Sundays and holidays.

## **UNIFORMED OFFICERS**

### **MDA # 7 – NO DRIVING**

The employee cannot be assigned to any driving functions. The DSNY Health Care Facility will specify on the DS400 any other restrictions of Limited Duty. This will enable an assignment, within quota, suitable to the officer's limitations.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees can work their chart day only when there is an assignment suited to their limitations and the Department's needs. They can work Sundays and holidays only when extra personnel are required to meet special Department needs and there is an assignment suited to their limitations.

### **MDA # 7(A) – LIMITED DUTY**

The employee can be assigned to administrative office duties only. The DSNY Health Care Facility will specify on the DS400 any other restrictions of limited duty. This will enable an assignment within quota, suitable to their limitations.

Employees can be assigned to any shift and any location as needed, either within or outside of their assigned zone or work location. Employees can work their chart day only when there is an assignment suited to their limitations and the Department's needs. They can work Sundays and holidays only when extra personnel are required to meet special Department needs and there is an assignment suited to their limitations.

**Zwick, Justin (DSNY)**

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**From:** HDQTRSOP <dsnymessaging@dsny.nyc.gov>  
**Sent:** Friday, March 22, 2019 8:16 AM  
**Subject:** DSNY CMS: MDA'S REPORTING TO THE DSNY HEALTH CARE FACILITY

Dept Msg #: DM2019-1636

Sent By: HDQTRSOP

Date: 3/22/2019 8:15 AM

Code: MED13 (REV  
5/28/14)

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

Employees who are ordered to the DSNY Health Care Facility for a Medical Duty Assignment (MDA) evaluation, as per P.A.P. 2007-04 must report to the DSNY Health Care Facility located at 44 Beaver Street, 1st Floor in FULL UNIFORM by 0800 hours. The employee's shift for the day will be the 0800 to 1600.

Employees who do not report by 0800 hours will have disciplinary action taken.

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

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

Steven W. Costas  
Acting Commissioner





**THE CITY OF NEW YORK  
DEPARTMENT OF SANITATION  
GENERAL ORDER 2014-20**

**EFFECTIVE DATE:** Monday, December 15, 2014  
**SUBJECT:** **MEDICAL DUTY ASSIGNMENT (MDA)**  
**AFFECTED DIRECTIVES:** General Order 2009-17 is hereby cancelled.  
**REFERENCE:** Policy and Administrative Procedure 2007-04

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The following procedures are established for Medical Duty Assigned employees, in this order “employee” means a Department employee whose Civil Service title is covered by P.A.P. 2007-04, Medical Leave Control:

**I GENERAL INFORMATION**

Uniformed employees receiving medical duty assignments begin their assignment on the “Resumption Date” and work through the “Ending Restricted Duty” date as indicated on the DS400.

If the “Ending Restricted Duty” date falls on a Saturday, Sunday, Holiday, Chart day, Vacation day, or other approved leave, the Supervisor must order the employee to the DS Health Care Facility for the last scheduled work date, immediately prior to the “Ending Restricted Duty” date.

If there is a notation on the DS400 that states “Then regular duty” the Supervisor must order the employee to work regular duty on the next scheduled work day immediately after the “Ending Restricted Duty” date.

**II DS400 FORM**

6 All employees sent to the DS Health Care Facility by the work location, who are not on medical leave (SICK / LODI) must report by 0800 hours in full uniform and bring a completed DS400, from his/her work location. Failure to follow these procedures may result in disciplinary action.

**NOTE: Solid Waste Management Employees who receive an MDA must report to the Operations Control Office, 125 Worth Street, Room 729, after leaving the Health Care Facility and before returning to their work location.**

White Copy – Retained by the DS Health Care Facility.

Yellow and Pink Copies – Are to be delivered by the DS Health Care Facility to the Personnel Management Division (PMD), 125 Worth Street, Room 814, for BCC employees and to Operations Control Office, 125 Worth Street, Room 729, for SWM employees, where they are reviewed and completed. The yellow copy is kept on file at PMD for BCC employees.

The pink copy is picked up by a Borough messenger, for BCC employees from PMD, and compared to the gold copy that was submitted by the employee upon his/her return from the DSNY Health Care







**THE CITY OF NEW YORK  
DEPARTMENT OF SANITATION  
OPERATIONS ORDER 2012-03**



**EFFECTIVE:** May 7, 2012  
**SUBJECT:** DS 332A Protocol  
**AFFECTED DIRECTIVES:** N/A  
**REFERENCE:** N/A

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***INTRODUCTION:***

In the past, the location Time Book was maintained as a record of each assigned employee's daily shift and function(s) with indications of leave usages, accruals and instances of absence in order that proper payroll exceptions might be submitted. With the advent of CityTime, it has been decided that the location time book is no longer necessary. However, it is acknowledged that, as in the past, review and cross-reference is essential to maintaining the integrity of the payroll system. Therefore, compliance with and monitoring of the following protocol concerning the preparation, review, use and filing of the DS 332A must be given a high priority by district and borough personnel to ensure that the proper pay and leave exceptions are entered into CityTime.

***DS 332A (See Appendix A):***

The DS 332A is an electronic form that may be accessed through the "electronic forms folder" on the DSNY Manuals site via the Department intranet. The first column is to be used to alphabetically list the last names of assigned personnel for each *specific* payroll location (Sections & Garage separate). The second column is to be used to enter the employee's full first name. The third column is subdivided into hours and minutes to allow the user to select the shift start time from a *drop-down* menu for each employee. The fourth column is subdivided into hours and minutes to allow the user to select the shift end time from a *drop-down* menu for each employee. The fifth column contains a *drop-down* menu allowing the user to select from a variety of equipment differentials to which the employee may be entitled based on their daily function(s). The last column is for comments to expand upon the function indicated in the drop-down, add an exception not offered by the drop-down, indicate a chart day, chart change, overtime or any other comment that might clarify the employee's assignment, absence or leave usage for that particular day and enable the timekeeper to properly enter any payroll exceptions into CityTime.

***Preparation, Usage and Filing of the DS 332A:***

The District Superintendent's Operations Assistant (D.S.O.A.) will, on a daily basis, complete the DS 332A for all district assigned personnel working a shift that begins prior to the end of their own assigned shift (e.g. – 2400-0800, 0600-1400, 0700-1500, 0800-1600, 1100-1900). Upon completion, the DSOA will e-mail the DS 332A to the 0800-1600 shift Garage Supervisor.



00 2009-28



THE CITY OF NEW YORK  
DEPARTMENT OF SANITATION  
OPERATIONS ORDER 2009-28



**EFFECTIVE DATE:** October 13, 2009  
**SUBJECT:** Arterial Highway Responsibilities  
**REFERENCE:** General Order 2008-17 Snow Removal Manual Chapter 8  
**AFFECTED DIRECTIVES:** Revises Operations Order 83-01 Arterial Highway Responsibilities

In order to eliminate the doubt surrounding the responsibilities for emergency cleaning (oil spills, etc.) of Arterial Highways in the City of New York an agreement has been reached between the Department of Sanitation and the Department of Transportation, Bureau of Highways.

All Department personnel shall familiarize themselves with the contents of this order and comply with same.

The responsibility for responding to snow and ice removal and emergency cleaning of arterial highways will be with the Department indicated in the following schedule:

<u>DAYS/HOURS</u>	<u>RESPONSIBLE DEPARTMENT</u>
Monday thru Friday 0800 hrs to 1800 hrs	Highways
Monday thru Friday 1800 hrs to 0800 hrs	Sanitation
Saturdays (except Holidays) 24 Hours	Sanitation
Sundays and Holidays 24 Hours	Highways
Snow and ice conditions 24 hrs / 7 days a week (Except for Brooklyn, Manhattan, Williamsburg and Queensboro Bridges)	Sanitation
Snow and ice conditions on the Brooklyn, Manhattan, Williamsburg and Queensboro Bridges	Dept. of Transportation

It is also understood that when either department responds to an emergency and the time required to complete the assignment extends beyond its hours of responsibility, as per the above schedule, the following guidelines have been agreed upon and will be adhered to.

1. The Department initiating the clean up will be responsible for the completion of the task.
2. At the time the responsibility would normally change (per the above schedule) the Department on the scene will, through channels, notify the other agency giving full particulars, e.g. type and number of equipment being used, etc.
3. Either agency so notified by virtue of the agreement entered into is mandated to respond and assist the other agency until completion of the task.



9

The 0800-1600 shift Supervisor will make any necessary updates to these entries, such as: dump differentials, overtime hours worked, LODI/Sick incident on shift, on shift emergency or other leave, diversion to another function, missing from mid-shift or end of shift roll call, etc...). Upon completion of any necessary updates to the DS 332A, the 0800-1600 shift Garage Supervisor will e-mail this form to the District Superintendent.

The District Superintendent, or in his/her absence, the 0800-1600 shift Garage Supervisor, will review the DS 332A for completeness and accuracy. Once reviewed and approved, the DS 332A will be e-mailed to the 1600-2400 shift Garage Supervisor.

The 1600-2400 shift Garage Supervisor will complete entries for all district assigned personnel working a shift starting on or after the termination of the day line shift (e.g. – 1400-2200, 1500-2300, 1600-2400, 1900-0300, 2300-0700, etc...) and make any necessary updates to these as well as to the entries made on the day line when necessary (e.g. – overtime hrs. worked, LODI, Sick, on shift emergency or other leaves, diversion to another function, missing from mid-shift or end of shift roll call, etc...). The 1600-2400 shift Garage Supervisor will then use the information contained on the DS 332A to accurately enter all pay and leave exceptions into CityTime. Prior to the end of their assigned shift, the 1600-2400 shift Garage Supervisor will e-mail the completed and updated DS 332A to the 2400-0800 shift Garage Supervisor.

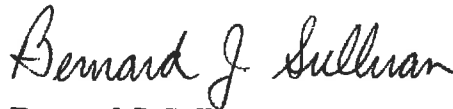
The 2400-0800 shift Garage Supervisor will complete payroll entries for Sanitation Workers assigned to their shift as well as any necessary updates and/or CityTime entries not done by the 1600-2400 shift Garage Supervisor due to time constraints as indicated in the Night Order Book.

Once all pay and leave exceptions have been entered into CityTime for all assigned employees, the DS 332A shall be printed and chronologically filed in a DS 332A folder to be stored in the designated payroll filing cabinet in the District Superintendent's office. The DS 332A will be used as a cross-reference to check weekly and bi-weekly payrolls once payments for that particular period have been effected.

**CANCELLATION:**

**Until rescinded**

**ISSUING AUTHORITY:**



**Bernard J. Sullivan  
First Deputy Commissioner**

**DISTRIBUTION:**

**All Managers, General Superintendents and Supervisors**



**Zwick, Justin (DSNY)**

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**From:** HDQTRSOP <dsnymessaging@dssny.nyc.gov>  
**Sent:** Wednesday, March 20, 2019 8:17 AM  
**Subject:** DSNY CMS: INSPECTION STICKERS

Dept Msg #: DM2019-1595

Sent By: HDQTRSOP

Date: 3/20/2019 8:16 AM

Code: EQ23

Subject: INSPECTION STICKERS

Garage Supervisors are to keep a record on when inspection stickers expire in order to insure that new stickers are reissued on time.

Garage Supervisors are also directed to conduct a periodic inspection of stickers to see if any are missing. This could be included with the weekly tire inspection.

10 NYS Department of Motor Vehicles has changed the position of heavy vehicle inspection stickers. This new inspection sticker is now positioned near the front license plate where it can be seen at all times. It is no longer to be installed on the left side of the cab, below the windshield.

Steven W. Costas  
Acting Commissioner





**Zwick, Justin (DSNY)**

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**From:** HDQTRSOP <dsnymessaging@dsgny.nyc.gov>  
**Sent:** Thursday, April 4, 2019 8:23 AM  
**Subject:** DSNY CMS: REPORTING UNUSUAL INCIDENTS

Dept Msg #: DM2019-1818

Sent By: HDQTRSOP

Date: 4/4/2019 8:22 AM

Code: MISC6 (REV. 4/10/18)

Subject: REPORTING UNUSUAL INCIDENTS

Department personnel are reminded that all Unusual Incidents must be reported to the Borough Office or Division Headquarters immediately. The Borough Office and specialized units (i.e. Lot Cleaning, C.T.U., Enforcement, etc.) must report directly to the Bureau Operations Office immediately on (646) 885-4860, with any pertinent information. If all the details (including first names and badge numbers of "ALL" parties involved) are not available when the incident is reported to the Operations Office, the information must be transmitted as soon as it becomes available.

THE REPORTING OFFICE WILL THEN SUBMIT A TYPED AND APPROVED D.S. #779 TO  
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THE BUREAU OPERATIONS OFFICE VIA E-MAIL TO unusual823@dsgny.nyc.gov.  
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If email is unavailable send via fax. Unusual Incidents which are not reported promptly will require a letter to the Assistant Chief of Operations explaining the reason for the delay.

Under no circumstance will a District or Borough Office distribute copies of incidents, unless ordered to do so. All distributions will be completed by the Bureau Operations Office.

Unusual Incidents are defined as those incidents that occur during Department Operations that are out of the ordinary.

FOR EXAMPLE:

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- Vehicular accidents which may cause property and/or personal injury.
- Petroleum product releases at DSNY locations (refer to monthly message.) Also:

Fires  
Thefts  
Arrests  
Fatalities  
Suspensions

Vandalism  
Break-ins  
Acts of Heroism  
Fuel Shortages  
(Deliveries)

Trade Waste  
Altercations  
Assaults  
Gun Shot Wounds  
'Believe It Or Not' Item

All situations involving a DS 1209 or any act that seriously affects the image of the Department.

\*\*\*VERY IMPORTANT\*\*\*

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IN THE EVENT A DEPARTMENT EMPLOYEE IS INJURED WHILE ON DUTY (LODI), REGARDLESS OF TYPE OR SERIOUSNESS OF THE INJURY, AN UNUSUAL INCIDENT REPORT MUST BE SUBMITTED TO THE BUREAU OPERATIONS OFFICE THROUGH PROPER CHANNELS.

All investigating Supervisors are required to complete the electronic DS 807 form which is accessible from the DSNY Intranet page (Appendix B). A DS 807B will be provided to the injured employee.

DS 807 paper forms shall only be used in the event online access to the digital form is unavailable. The DS 807 and DS 807B must be completed within 24 hours.

Refer to GO 2017-02: PROCEDURES FOR UNIFORMED EMPLOYEES REPORTING AND ELECTRONICALLY RECORDING A LINE OF DUTY INJURY (LODI).

Procedures to report needle injuries, needles, hazardous or toxic material are explained in Department Messages DM2019-1573 and DM2019-1792. If officers are unsure if an incident is unusual, they are to call their Borough Office for guidance.

A copy of this message will be "POSTED" in all locations.

All Supervisors, District Superintendents and Borough Managers will read this order and sign daily blotter attesting they read and understood it.

Borough Staff Officers will spot check the blotter to ensure officers are signing them.

Steven W. Costas  
Acting Commissioner

**Zwick, Justin (DSNY)**

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**From:** HDQTRSOP <dsnymessaging@dsny.nyc.gov>  
**Sent:** Monday, April 8, 2019 8:23 AM  
**Subject:** DSNY CMS: UNAUTHORIZED ACCESS TO D.S. FACILITIES

Dept Msg #: DM2019-1870

Sent By: HDQTRSOP

Date: 4/8/2019 8:23 AM

Code: FACILITY2 (REV  
11/2/15)

Subject: UNAUTHORIZED ACCESS TO D.S.  
FACILITIES

As referenced in General Order 2010-15, employees shall only use Department Facilities and/or property when authorized and only for AUTHORIZED DEPARTMENT PURPOSES.

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All requests for access to D.S. Facilities must be approved in advance by the Chief of Bureau Operations Office. D.S. policy prohibits the use of its facilities for solicitation, financial transactions, etc. Anyone claiming to have prior permission must still be referred to the Borough Chief through channels to verify that prior approval has been granted.

Anyone interested in interviewing Department personnel are to be informed that they can not do so without prior approval from Operations and that they cannot interrupt our daily work effort but may speak to personnel before or after work hours or during lunch periods. This interview can not take place on Department property.

If said person refuses to abide by the order, police assistance may be requested to remove said person from our premises.

The following established procedure will be adhered to when an individual request to interview or enter facilities without prior Department authorization:

12

No person or vehicle is authorized on Department locations without proper authorization.

The garage officer or location Supervisor will courteously inform the person to call Operations at (646) 885-4860/57 for approval and request that they leave the premise.

If such person wishes to speak to any employee they will be informed to communicate with them either before of after working hours or during lunch periods not during the normal work shift.

Location Supervisors involved with the above should immediately notify their Borough Office with all the particulars and the Borough will then notify Operations.

Location Supervisors will be held accountable for complying with this directive. All Supervisors, District Superintendents, and Borough Managers will read this directive and sign the daily blotter attesting that they have read and understood it.

This message is to be prominently posted on the garage bulletin board.

Steven W. Costas  
Acting Commissioner

GO 2012-09

## II. DEFINITIONS

For the purpose of this Operations Order, the following terms are used to describe litter baskets located on New York City streets:

- 13
- A. **DSNY Basket** shall mean the wire basket receptacle provided by DSNY (Department of Sanitation) for use by pedestrians to dispose of litter.
  - B. **High End Basket** shall mean an enclosed basket with a small opening on top for pedestrians to dispose of litter. This basket has a door on the side that opens enabling an insert to be serviced. These baskets are typically funded by a sponsor. **See Appendix C.**
  - C. **BID Basket** shall mean a receptacle provided by a Business Improvement District (BID) which is placed at a location identified by DSNY, or at another location within the BID for use by pedestrians to dispose of litter.
  - D. **Sponsored Basket** shall mean a receptacle funded by an individual sponsor, civic organization, business, Business Improvement District or elected officials.
  - E. **Private Basket** shall mean a receptacle owned by a commercial establishment, serviced by the merchant and the waste removed by a private carter.
  - F. **Adopt-A-Basket** shall mean a DSNY receptacle identified as **overflowing** due to heavy pedestrian traffic and enlisted in the "Adopt-A-Basket Program, which is described in **Appendix A**. The person, business, or organization "adopting" the receptacle is issued liners and is responsible for servicing the basket as frequently as needed to avoid the overflowing basket condition. Neatly placed bags of refuse are left adjacent to the basket for collection by DSNY employees.

## III. Litter Basket Placement and Allocation

The placement of litter baskets is determined by the volume of pedestrian traffic in a given area. Litter baskets are to be placed at corners, and positioned so as not to block the crosswalk (see **Appendix B** for a diagram showing where DSNY litter baskets may be placed). Thus, DSNY litter baskets will be in compliance with Mayoral Executive Order No. 22 of 1995, which establishes the City's policy for sidewalk corner clearances for the purpose of maintaining safe pedestrian passage.



**IV. Monitoring the Placement of Litter Baskets**

The District Superintendent shall evaluate the placement of each litter basket in his/her District to ascertain its effect on the general cleanliness of the area.

**V. Removal of Litter Baskets**

A. DSNY places litter baskets at designated locations based on the guidelines set forth in Section III of this Operations Order. Under the circumstances outlined in this Section, the Department shall have no recourse other than to remove a litter basket from a specified location.

14

1. **Improper Use of the Basket** - When it is evident that a litter basket is being improperly used by area residents to dispose of household refuse, or by businesses, commercial establishments or sidewalk vendors to dispose of refuse, or if the location is a chronic dump out area, the basket shall be removed. Prior to the removal of any litter basket for this reason, the Enforcement Unit shall complete an investigation into the misuse of the baskets. If the problem was not corrected, the basket shall be removed upon Borough review and approval from the Chief of Cleaning or designee.

2. **DSNY is Not Able to Service the Basket** - When basket collection and/or household collection service in an area is reduced and the litter basket is no longer able to be serviced as required to prevent an overflowing condition a double up basket shall be placed on location if warranted. If this does not rectify the problem, the Department will pursue the prospect of enlisting the basket into the Adopt-A-Basket Program. If both options prove unsuccessful, the basket shall be removed upon Borough review and approval from the Chief of Cleaning or designee.

3. **Location** - the location of the basket is not in compliance with the criteria for litter basket placement set forth in Section III of this Order.

B. When a person, business or civic organization is of the opinion that a litter basket should not be placed at a particular location, or that an existing basket should be removed from any location, the following procedure shall be followed:

1. The individual, business or civic organization shall be instructed to forward a written request to the Central Correspondence Unit, 346 Broadway, 10<sup>th</sup> Floor, New York, NY 10013, stating the reason(s) why the basket should be removed.

2. Once the District Superintendent receives the request from the Central Correspondence Unit he/she shall review the request and make a decision on whether to grant it and remove the basket, leave the basket at the location, or move the basket to an adjacent location.





## Zwick, Justin (DSNY)

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**From:** HDQTRSOP <dsnymessaging@dsny.nyc.gov>  
**Sent:** Thursday, April 4, 2019 8:03 AM  
**Subject:** DSNY CMS: DS 95 - REQUEST FOR TERMINAL LEAVE

Dept Msg #: DM2019-1814

Sent By: HDQTRSOP

Date: 4/4/2019 8:02 AM

Code: PMD4

Subject: DS 95 - REQUEST FOR TERMINAL LEAVE

The following guidelines must be strictly adhered to for any uniformed employee that has submitted a DS 95 (Request for Terminal Leave).

15 Uniformed employees that have submitted a DS 95 "ARE NOT ELIGIBLE" to work any vacation, whether it is regularly scheduled or pro-rated. Upon completion of the last regular day worked, as indicated on the DS 95, employees are eligible to volunteer to work "ONLY" chart days, Sundays, or holidays, up until the start of terminal leave.

Once terminal leave begins, an employee cannot work at all during that period. In addition, once terminal leave begins, nothing can interrupt that period, unless the employee decides to withdraw his retirement paper work.

All employees who have a Request For Transfer on file who submit a DS 95 (Request for Terminal Leave) will have their transfer cancelled. Only GS Level I and Supervisors who request a transfer to an R/O position in their current payroll location will remain on file. Should the employee decide to withdraw their DS 95 they will be responsible to resubmit their Request For Transfer.

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

Steven W. Costas  
Acting Commissioner



GO 2018-02

16 The investigating Officer shall be from the district in which the collision occurred. Black ink is to be used when completing the D.S. 806 form.

Once the D.S. 806 is completed, collision information must be entered into the CRASH system. The DS 806 will be used for all Department motor vehicle collisions, incidents, alleged collisions, collisions involving parked vehicles, collisions with pedestrians, collisions with cyclists, collisions involving fixed objects and collisions involving private vehicles hired under contract by the DSNY.

### **MV 104 or SR-1 (New Jersey)**

The MV-104 or SR-1(NJ) must be filled out for all motor vehicle collisions involving DSNY vehicles and civilian vehicles, fixed objects, pedestrian, cyclist, parked vehicle(s) and collisions where there is personal injury or fatality.

A MV-104 does not need to be completed when two Department Vehicles are involved in a collision with each other or the collision occurs on Department property when there is no injury or civilian property damage. In the event of personal injury, fatality or private property damage a MV-104 must be completed.

### **DS 808**

At the scene of a collision the investigating Officer will complete a D.S. 808 (Request for Tort Form) to be issued to the civilian involved or left at scene if no vehicle/property owner is present. The completed D.S. 808 and a Comptroller Tort Form will be provided to civilian if present.

### **Incidents**

A D.S. 806 will be used for all incidents involving civilian property damage when no collision occurred involving a Department vehicle. A M.V. 104 will not be filled out.

### **Alleged Collisions**

A D.S. 806 will be used for all alleged collisions. Alleged collisions will be fully investigated by the responding Supervisor. A MV-104 will not be filled out.

17 ALL COLLISIONS/INCIDENTS MUST BE ENTERED INTO THE CRASH SYSTEM WITHIN 48 HOURS

All hit and run collisions must be reported to the Police Department. Do not leave the scene of the collision until police release department personnel.

## **RESPONSIBILITIES**

### **Borough Staff**

Borough staff will track and ensure that districts are entering all collisions into the CRASH system, all forms are complete and supporting documentation is uploaded into CRASH. Borough staff will final approve all collisions before they are submitted to Safety for review.

### **Investigating Officer**

The investigating Officer shall be from the district which the collision occurred, except as described later in this section. He/she will be responsible for completing any required forms listed below and providing any additional supporting evidence by the end of their shift. Failure to do so will result in disciplinary action.

1. D.S. 806 Official Collision Report
2. MV-104 (motor vehicle accidents in New York ONLY)
3. NJ SR-1 (motor vehicle accidents in New Jersey ONLY)
4. D.S. 779 Unusual Incident Report
5. D.S. 808 Request for Tort Form

