



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
POLICY AND ADMINISTRATIVE PROCEDURE 2014-01**

Effective Date: May 7, 2014

Subject: **WORKPLACE VIOLENCE PREVENTION**

Affected Directives: Policy and Administrative Procedure 2009-06 "Violence in the Workplace" is hereby rescinded

Referenced Directives: Code of Conduct, General Order 2010-06

Introduction

To reduce and eliminate incidents of workplace violence against public employees as they perform their tasks, the New York State "Workplace Violence Prevention Law" (Section 27-b of the New York State Labor Law) and the New York State Workplace Violence Prevention regulations (12 NYCRR Part 800.6) require public employers to develop and to implement a Workplace Violence Prevention Program (WVPP) to identify the risk factors for workplace violence and to communicate those risks to employees.

Policy Statement

The Department of Sanitation (DSNY) is committed to maintaining a safe and secure work environment for all employees. It is the policy of DSNY that a Workplace Violence Prevention Program be designed and implemented to prevent or minimize the hazard of workplace violence to our employees. All instances of actual or potential physical violence, such as assaults, attempted assaults, threats reasonably perceived to result in physical violence, or other conduct that would be reasonably expected to lead to an assault or homicide will be thoroughly investigated and appropriate action will be taken.

For purposes of this program, DSNY defines workplace violence as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including but not limited to:

- (i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- (ii) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- (iii) Intentional and wrongful physical contact with a person without his or her consent that entails some injury;

- (iv) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

DSNY is responsible for evaluating our workplaces to determine the presence of factors and situations that might place employees at risk of workplace violence, developing and implementing a written workplace violence prevention program, and providing our employees with information and training on the risks of workplace violence.

DSNY has performed risk evaluations at all DSNY facilities and prepared a written WVPP with the participation of management, employees, and employee representatives (The Workplace Security Assessment documents for each facility are available from the Workplace Violence Prevention Coordinator, by request). The written program includes information on the workplace violence risk factors identified at our agency workplaces, along with descriptions of the methods used by DSNY to control those risk factors. The written program will be reviewed by management and employee representatives on an annual basis. A copy of the written WVPP will be posted on the DSNY Intranet; it may also be obtained by contacting the DSNY Workplace Violence Prevention Coordinator.

Participation by employees and employee representatives is an important part of our program. These efforts include participation in risk assessments, provision of input with respect to the written WVPP, and participation in an annual review of workplace violence incident reports. This order must be posted at every facility, where notices to employees are normally posted.

The reporting of actual incidents, or situations which could potentially lead to workplace violence, enables DSNY to properly address its risk at all work locations. All employees are responsible for reporting emergencies and unusual occurrences, including workplace violence incidents.

In the event of a workplace violence emergency or workplace violence incident, employees should first call 911 for emergency assistance from NYPD. After calling 911, (and any security staff who may be assigned to the facility), the employee must immediately notify their Supervisor. For any threat of violence, or any other type of disruptive behavior or behavior which could potentially lead to violence, employees must also immediately notify their Supervisor.

An incident of workplace violence must be documented by the Supervisor on a "DS 779 Unusual Occurrence Report" (available on the DSNY Intranet as a fill-in form) and sent to the Bureau Operations Office via email, to unusual823@dsny.nyc.gov.

In addition to the requirements noted above, the Supervisor and/or employee must notify the Equal Employment Opportunity (EEO) Office of any incident of workplace violence where the victim of (or a witness to) the incident believes the incident was based upon the victim's actual or perceived status as a member of a protected class, including, but not limited to, the victim's race, ethnicity, gender, or religious beliefs and practices, or as a member of other protected classes under the NYC Human Rights Law such as an individual's disability, age, prior record of arrest and conviction and sexual orientation. This would also include intentional and wrongful physical contact with a person without his or her consent, which entails some type of injury, offensive touching, or other inappropriate conduct. Supervisors and/or the affected employee should contact the EEO Office at (212) 437-4214.

Appendix

Addendum I	Written Workplace Violence Prevention Program	14 pages
Addendum II	Workplace Violence Prevention Training Syllabus	1 page
Addendum III	Workplace Violence Facility Survey List	21 pages

Addendum I

Written Workplace Violence Prevention Program (WVPP)

The Workplace Violence Prevention Law (Section 27-b of the New York State Labor Law) and the New York State Workplace Violence Prevention Regulations (12 NYCRR Part 800.6) require that public employers identify and evaluate the risks of workplace violence in their workplaces and design and implement a workplace violence prevention program in order to prevent or minimize the hazard of workplace violence to public employees.

An Overview of Workplace Violence Prevention at DSNY

DSNY categorizes incidents of workplace violence into one of the following categories, based on the nature of the employee's job duties or the relationship between the employee and the perpetrator of the violent act:

- **Category 1 – Inherently Dangerous Job**
Violence against an employee in the performance of an inherently dangerous job, e.g., Sanitation Police Officers, Enforcement Agents.
- **Category 2 - Co-Worker**
Violence against an employee by a co-worker.
- **Category 3 - Customer/Client**
Violence against an employee caused by someone having a business, regulatory, or client relationship with the employer.
- **Category 4 – Personal**
Violence against an employee caused by someone having a personal relationship with the employee, e.g., an acquaintance, dating partner, or family member
- **Category 5 - Criminal Intent**
Violence against an employee caused by someone committing a criminal act who has no relationship with the employee or the employer.

A risk evaluation is a process by which employers determine the presence of risk factors (factors or situations that might place employees at risk of occupational assaults and homicides) in the workplace. Control measures are any action, activity, element, or practice that can be used to prevent, eliminate, or reduce identified workplace violence risks.

The DSNY Risk Evaluation Process

DSNY has conducted an evaluation of its facilities and operations, and it has identified the risk factors for workplace violence which are present and the control measures that have been implemented to minimize or eliminate the potential risk of workplace violence. This written WVPP describes the risk factors and control measures which have been identified at DSNY facilities and operations.

The first type of control measure is engineering controls, which eliminate or reduce the hazard through substitution or design. Examples of engineering controls are increased lighting, designing secure building access, security hardware, or the elimination of isolated work areas.

The second type of control measure is administrative or work practice controls, which eliminate or reduce the hazard by changing organizational policies and procedures. Examples include increased staffing, the employment of security personnel, developing building access control procedures, elimination of long customer wait times, provision of cell phones for field workers, and training.

The third type of control measure is Personal Protective Equipment (“PPE”), which reduces an employee’s exposure to hazards when engineering and administrative controls are not feasible or effective to reduce these risks to acceptable levels. An example of such PPE would be the use of bullet resistant vests.

DSNY has a responsibility to address all risk factors to which their employees are potentially exposed. When considering the most appropriate control measures, an effort must be made to try to eliminate the hazard whenever possible. When complete elimination is not feasible, DSNY will try to change the way the job is being performed, assigned, or scheduled to reduce the hazard. Training or PPE are effective tools but should generally not be relied upon as the only control measures used.

An agency committee led by the Director of the Division of Safety and Training (DST), conducted the physical assessments, evaluating the security of facilities, and the job duties of the employees at the location. Authorized employee representatives participated in the physical assessments and provided input into the development of the WVPP.

The following sections describe the risks that have been identified, and the programs and policies that are in place with respect to workplace violence prevention at DSNY facilities and operations:

Bureau of Cleaning and Collection: Borough Offices and Garage

DSNY provides critical services to the public, including waste collection and disposal, recycling pickup, street cleaning, and snow removal. To provide these services, DSNY relies on a large, diverse fleet of motor vehicles and a well-trained workforce to operate the equipment safely.

For efficiency of operations, the City is divided into seven (7) Borough Commands: Manhattan, Bronx, Brooklyn North, Brooklyn South, Queens West, Queens East, and Staten Island. Each Borough Command has several component Districts. Citywide, DSNY has fifty-nine (59) Districts:

- Manhattan Borough Office** – 427 E. 87th St.
- District 1, 3 – South St. Pier 36
- Districts 2, 5 – 2 Bloomfield St.
- Districts 3A, 4A – 786 12 Ave.
- District 4, 7 – 780 12 Ave
- District 6 – 606 W. 30th St.
- District 8 – 423 W. 215th St.
- District 8A/11A – 720 E. 132 St. (Bronx)
- District 9 – 125 E. 149th St. (Bronx)
- District 10 – 110 E. 131st St.
- District 11 – 343 E. 99th St.
- District 12 – 301 West 215th St.

Bronx Borough Office – 800 E. 176th St.

Districts 1, 3 – 680 E. 132nd St.
District 2 – 650 Casanova St.
District 3A - 1661 W. Farms Rd.
District 4 – 720 E. 132nd St.
District 5 – 1331 Cromwell Ave.
District 6, 6A – 800 E. 176th St.
Districts 7, 8 – 423 W. 215th St.
Districts 9, 10, 11 – 850 Zerega Ave.
District 12 – 1635 E. 233rd St.

Brooklyn North Borough Office – 161 Varick Ave.

Districts 1, 4 – 161 Varick Ave.
District 2 – 465 Hamilton Ave.
District 3 – 525 Johnson Ave.
District 5 – 606 Milford St.
District 8 – 1755 Pacific St.
District 9 – 690 New York Ave.
District 16 – 922 Georgia Ave.
District 17 – 105-02 Ave. D

Brooklyn South Borough Office – 1824 Shore Pkwy.

District 6 – 127 2nd Ave.
District 6A - 93 Van Brunt St.
Districts 7, 10 – 5100 1st Ave.
District 11 – 1824 Shore Pkwy.
District 12 – 5602 19th Ave.
District 13 – 2012 Neptune Ave.
District 14 – 1397 Ralph Ave.
District 15 – 2501 Knapp St.
District 15A – 1750 East 49th Street
District 18 – 105-01 Foster Ave.

Queens West Borough Office – 52-35 58th St.

Districts 2, 3, 4 – 52-35 58th St.
District 1 – 34-28 21st St.
District 5, 5A – 47-01 48th St.
District 6 – 58-73 53rd Ave.
District 9 – 132-05 Atlantic Ave.

Queens East Borough Office – 120-15 31st Ave.

District 7 – 120-15 31st Ave.
District 7A- 120-15 31st Ave.
Districts 8, 10, 12 – 130-23 150th Ave.
District 11, 13A – 75-05 Douglaston Pkwy.
District 13 – 153-67 146th Ave.
District 14 – 51-10 Almeda Ave.

Staten Island Borough Office - 2500 Richmond Ave.

District 1 – 539 Jersey St.
District 2 – 2500 Richmond Ave.
District 3 – 1000 W. Service Rd.

Borough Offices are not open to the public, and visitors are rare. A non-uniformed person is immediately distinguishable. Any non-DSNY employee's appearance is approved through the Bureau of Operations (BOO). All employees (uniformed and civilian) are required to have in

their possession a valid DSNY Employee Photo ID. Uniformed and civilian employees working at Borough locations are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

Pursuant to City of New York policy, City residents who are dissatisfied with DSNY service or performance can call 311 to register a concern or complaint. Under special circumstances, other members of the public and some non-DSNY employees do have access to the Borough Offices and garages. This includes, but is not limited to, the following: (1) temporary snow laborers that are hired by DSNY; (2) non-DSNY equipment, and operators, that are hired to assist DSNY with snow, or emergency debris removal in the event of a major snow storm or disaster. (3) pre-approved Community Service Workers and Work Experience Program interns that are assigned to a garage to perform cleaning duties at the facility, or in the field; (4) Representatives performing facility inspections from another government agency (i.e., FDNY, NYS Department of Labor) must also be allowed access; (5) members of the public who are permitted to deliver up to four (4) car tires a day to a garage for recycling purposes; and (6) members of the public who may be reporting an accident or serving legal papers. In all of these cases, Garage Supervisors request a photo ID and immediately notify the Borough Office, BOO, and/or the Safety Unit, in keeping with DSNY policy and procedures, to get authorization to allow entry. Under these various conditions, Uniformed and civilian employees working at garage locations are at low to moderate risk of involvement in workplace violence situations.

No financial business is conducted at garages, and in most of these locations, the office areas are accessed by interior doors. Control measures to protect employees at all garages include adequate exterior lighting; self-locking entrance/exit doors; secure parking; and clearly-posted floor plans with emergency evacuation routes and employee rally points. Advanced control measures variously include closed-circuit video monitoring of the interior and grounds, a buzzer and intercom system at entrance doors, and entrance-door motion detectors.

Sanitation Workers, who perform their tasks collecting solid waste, recycling, and removing snow during wintertime on City streets, face low to moderate risk to encounter workplace violence situations. Apart from rare situations that may occur between employees in the field, Sanitation Workers may deal with irate homeowners, because of refusing to collect improperly prepared, or mixed solid waste and recycling materials. They may also impede traffic on City streets to perform their tasks and because of this, some motorists may occasionally become impatient. Uniformed Supervisors working in field areas where they may issue Environmental Control Board and/or Parking summonses to civilians, also face a low to moderate risk.

Bureau of Cleaning and Collection:	Lot Cleaning Division (LCD)
	Derelict Vehicle Office (DVO)
	Print Shop
	Citywide Transport Unit
	Henry Street Parking Garage
	BCC Warehouse

The Lot Cleaning Division, headquartered at 177 E. 123rd St. in Manhattan, is responsible for inspecting and clearing debris from vacant city-owned, or managed lots. The Derelict Vehicle Office (DVO), headquartered at 803 Forbell St. in Brooklyn, is responsible for tagging and removal of abandoned vehicles from city streets. The Citywide Transport Unit is located at 1381 Randall Ave. in the Bronx and is responsible for relocating equipment, vehicles, and facilities citywide. The Henry St. Parking Garage is located at 80 Henry St. in Manhattan and is

responsible for the temporary parking of citywide Dept. vehicles, for personnel reporting to the 125 Worth St. and 59 Maiden Lane locations. WEP interns report for work assignments and dispatch to the field, and Sanitation Workers working in the surrounding area also report there.

LCD maintains a unit in each borough, usually housed in (or near) a district garage:

- Brooklyn – 803 Forbell St. (LCD and DVO site)
- Bronx – 4401 3rd Ave.
- Queens – 30-19 122nd St.
- Queens – 51-10 Almeda Ave.
- Staten Island – 66 Swan St.

LCD Headquarters, offices, and satellite operations (including DVO Headquarters) are not open to the public, and visitors are rare. A non-uniformed person is immediately distinguishable. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. Employees who work in the LCD are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

Control measures to protect employees at LCD Headquarters offices include adequate exterior lighting; self-locking entrance/exit doors; secure (fenced) parking; and clearly-posted floor plans with emergency evacuation routes and employee rally points.

Control measures to protect employees who work out of LCD satellite operations (and at DVO Headquarters), the Henry St. parking garage, and CTU are the same as those in place at BCC district garages.

The Print Shop, at 132 Madison St. in Manhattan, is a high-volume, high-speed, and high-tech reprographics and copy operation. The Print Shop is not open to the public, and other employees are the only “visitors” to the facility, for job drop-off and pick-up. Employees are required to have in their possession a valid DSNY Employee Photo ID. The employees who work here are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

Control measures to protect employees at the Print Shop include adequate exterior lighting; a buzzer and intercom system to permit visitor entry; and clearly-posted floor plans with emergency evacuation routes and employee rally points.

The BCC Warehouse, at 459 North Henry St. in Brooklyn, receives and distributes such items as cleaning supplies, tools, litter baskets, fire extinguishers, and snow equipment to all BCC locations. The Warehouse is not open to the public, and those assigned only interact between delivery personnel and other employees picking up items. Employees are required to have in their possession a valid DSNY Employee Photo ID. The employees who work here are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

Control measures to protect employees at the Warehouse include adequate exterior lighting; an alarm system; video surveillance cameras; self-locking entrance/exit doors; a separate reception area; Plexiglas partitions; an internal phone intercom system; and clearly-posted floor plans with emergency evacuation routes and employee rally points.

**Support Operations: Bureau of Motor Equipment (BME)
 Bureau of Building Management (BBM)**

Each District garage is staffed during the day shift with at least two (2) Auto Mechanics who perform routine vehicle maintenance. Major vehicle service and repairs, though, are performed at one of the following BME repair shops:

- Central Repair Shop, 52-35 58th St. in Queens,
- Queens North Repair Shop, 52-07 58th St. in Queens,
- Cioffe Repair Shop, 106-01 Avenue D in Brooklyn,
- Richmond Repair Shop, 2 Muldoon Ave. on Staten Island
- Manhattan/Bronx Repair Shop, 640 W. 26th St. in Manhattan.

In addition to its vehicle repair facility, the Queens North Repair Shop contains the executive offices of Support Operations and BME Field Operations. The adjacent Central Repair Shop contains other BME offices, including Administration and Fiscal Services, Vehicle Acquisition Warranty, Materials Management, and an IT support unit. The Central Repair Shop also contains the offices of BBM management and staff. Most BBM employees travel citywide or are assigned to other DSNY locations.

All Support Operations employees are required to have in their possession a valid DSNY Employee Photo ID. Employees working at the BME repair shops are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

The BME repair shops are not open to the public, and visitors (usually a parts or equipment service representative) are rare. Control measures to protect employees include adequate exterior lighting; self-locking entrance/exit doors; secure parking; and clearly-posted floor plans with emergency evacuation routes and employee rally points. Advanced control measures variously include closed-circuit video monitoring of the interior and grounds, a buzzer and intercom system at entrance doors, and entrance-door motion detectors. Outside of day shift hours (0600-1400), a professional (contract) security officer is assigned to each facility.

Multiple Bureaus: Office Locations

DSNY has offices in four (4) office buildings in lower Manhattan:

Address	Occupants
125 Worth St., Floors 7, 8	Commissioner and First Deputy Commissioner's Offices; BCC and BSWM Executive and Operations offices; the Bureaus of Administration and Financial Management, Real Estate; Internal audit, Legal Affairs, Public information and Community Affairs; Customer Service and Government Relations Office; the Personnel Management and Operations Management Divisions; Labor Relations; Planning and Budget; Capital Budget; and Field Inspection Audit Team (FIAT).
59 Maiden Lane, 5 th Floor	Human Resources (Payroll, Personnel, and Employee Services) and Fiscal Services (Audits and Accounts).

137 Centre St.,
Floors 1-6

Information Technology Office, Work Experience Program Office, Equal Employment Opportunity Office, Central Correspondence Unit, and Sanitation Action Center, Telecommunications Office

44 Beaver St.,
All Floors (1-12)

Office of Employment and Disciplinary Matters, Agency Chief Contracting Officer, Medical Division (Clinic, Supervised Sick Leave Unit, and Employee Assistance Unit); Waste Prevention, Reuse, and Employee Assistance Unit); Waste Prevention, Reuse, and Recycling; Environmental Police Unit; Waste Management Engineering; Engineering Audit; and Long Term Export.

These office buildings have extensive security control measures in place. Three buildings are City-owned, 59 Maiden Lane is privately owned. To enter these buildings, employees must show DSNY Employee Photo ID; visitors must show a photo ID to professional (contract) security personnel and enter their visitor information in a security-maintained Visitor Log. Additional control measures variously include:

- Separate “Visitor” and “Employee” entrances.
- Visitors at 125 Worth Street entering through the designated “Visitor” entrance must submit outerwear and hand-carry items for x-ray screening and then pass through a metal detector or submit to a wand screening.

At 59 Maiden Lane, 137 Centre St. and 44 Beaver St., the elevator lobby area on each floor is monitored by closed-circuit video surveillance camera. In all buildings, each floor has a clearly-posted floor plan with emergency evacuation routes and employee rally points.

Employees who work in these offices are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees. However, there are three (3) locations where specific risks are present due to the nature of the operations conducted, which would place these employees at low to moderate risk. Additional control measures have been implemented to complement general building control measures as follows:

137 Centre St., 6th Floor

The Work Experience Program (WEP) Office on the 6th floor services persons who are required to participate in workfare as a condition of continued public assistance. This floor space is divided into two areas: classrooms for training WEP interns and offices where the WEP Office employees work. On training days, WEP interns can enter the classrooms, but not the WEP Office employee work areas. A professional armed (contract) security guard is stationed at the entry to the employee work area. When WEP training is being held or when paychecks are being released to WEP interns, a Sanitation Police Officer (armed) is also stationed on the floor. On all other floors in the building, access from the elevator lobby to employee work areas is restricted. Employees must enter a code to release the door lock (entry codes are changed often); visitors must use a buzzer and intercom system. In addition, a video surveillance system monitors activity relating to the WEP program.

59 Maiden Lane, 5th Floor

The APS/Impound Office (Room 564) is where the public pays sanitation-related fines. All elevators to the 5th floor open to a lobby that is staffed by a professional armed (contract) security guard (armed). Visitor photo ID and sign-in/out are required. In Room 564, raised countertops separate employees from the public, and ample seating is available for waiting clients. The staff regularly receives special training in customer service and conflict management skills.

44 Beaver St., 11th Floor

Within the Office of Employment and Disciplinary Matters (OEDM), the Advocate adjudicates disciplinary charges against employees. These proceedings can be adversarial, and employees may not be satisfied with the proceedings or the outcome. As a deterrent to disruptive or threatening displays of anger, a Sanitation Police Officer (armed) is assigned to OEDM. Entry to office areas on the floor is restricted: Employees must enter a code to release door locks (entry codes are changed often), and visitors must use a buzzer and intercom system.

Sanitation Enforcement: **Enforcement Agents**
 Sanitation Police Officers
 Permit Inspections Unit (PIU)
 Environmental Police Unit (EPU)

The Enforcement Division is responsible for enforcing the City's sanitation codes and regulations with property owners, residents, and businesses. Violation of a code can result in issuance of a summons, which carries a fine. Examples of summonsable offenses would include a property owner's failure to separate (or properly "bag") garbage and recyclables, a resident's failure to comply with the "Pooper-Scooper Law" while walking a dog, and a merchant's failure to comply with the City's storefront-to-curb cleaning regulations.

The Enforcement Division is headquartered at 1824 Shore Parkway in Brooklyn and maintains a training center and citywide K-9 unit at 51-13 Flushing Ave. in Queens.

Enforcement Agents receive training during new-hire orientation on how to educate the public about the City's sanitation codes and regulations and how to issue a summons. Summons issuance is an inherently adversarial situation, and the risk of workplace violence to Agents is moderate to high. If a property owner, a resident, or a merchant becomes verbally or physically threatening, Agents have a two-way radio to call Enforcement Headquarters and 911 for NYPD emergency assistance.

A responding Sergeant, Lieutenant, or Captain from Enforcement with Peace Officer status, has the authority to make an arrest, but not the authority to transport. The responsibility for transport of an arrested person rests with the responding NYPD Officer.

To evade the City's sanitation codes and regulations, a small segment of the population engages in criminal conduct by illegally dumping medical waste, toxic materials, construction debris, or stealing recyclables placed out for collection. Sanitation Police Officers are responsible for apprehending illegal dumpers or persons stealing recyclables, and impounding vehicles used for these purposes. The Environmental Police Unit is responsible for the enforcement of the illegal storage, transportation, and disposal of toxic or medical waste. The Permit Inspections Unit inspects private transfer stations, to ensure that these facilities possess the required operating permits and are maintained in accord with Federal and State laws. These law enforcement

activities can often be covert operations, and the risk of workplace violence to Officers in these assignments is moderate to high. These are inherently dangerous jobs, so at the time of their assignment to the position, these employees receive extensive, specialized training provided by the Enforcement Division's Field Training Unit, on how to defuse or de-escalate potentially dangerous situations, how to treat or restrain potentially violent individuals, and how to avoid personal injury. Officers in these units are required to carry firearms.

The Enforcement Training Center is not open to the public, and visitors are rare. A non-uniformed person is immediately distinguishable. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. The employees at the Training Center are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

The Enforcement Headquarters office is open to the public. Impounded vehicles used for illegal dumping or theft of recyclables are brought to this location. Daily, the Officers deal with respondents that have paid fines, in order to reclaim these vehicles. For these reasons, personnel can be at moderate to high risk of workplace violence. A non-uniformed person is immediately distinguishable. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. Assigned Officers are required to carry a firearm.

Control measures to protect employees include adequate exterior lighting; self-locking entrance/exit doors; secure (fenced) parking; and clearly-posted floor plans with emergency evacuation routes and employee rally points.

PIU/EPU Headquarters is located at 465 Hamilton Ave in Brooklyn. This facility is not open to the public and visitors are rare. A non-uniformed person is immediately distinguishable. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. The employees who work at Headquarters are at low risk of involvement in workplace violence situations. The most common risks are conflicts that may occur between employees.

Control measures to protect employees include self-locking entrance/exit doors; an internal phone/intercom system; and clearly-posted floor plans with emergency evacuation routes and employee rally points.

**Bureau of Solid Waste Management (BSWM): West 59th St Marine Transfer Station
Staten Island Transfer Station
Export Operations Offices
Fresh Kills Landfill**

BSWM operates two (2) waste transfer stations:

- West 59th St. Marine Transfer Station (MTS), W 59 St. (at Westside Highway) in Manhattan
- Staten Island Transfer Station (SITS), 600 West Service Road (at West Shore Expressway) on Staten Island

The West 59th St MTS receives disposed of mixed paper for recycling. The paper is offloaded from DSNY collection trucks into a barge; the barge is then transported by tug to Visy Paper on Staten Island. Visy unloads the barge into their facility. The SITS receives disposed of solid waste. The solid waste is also offloaded from DSNY collection trucks. The waste is dumped on a

processing floor, then loaded onto a conveyor belt by a front end loader then compacted into a steel container and sealed. At this point a private vendor (Republic Services) carts the container to a rail yard on site, and then loads the containers onto railcars. The waste containers are then transported to out-of-state landfills via railroad, for burial. An engine train picks up the loaded rail cars 5 days a week.

These facilities are not open to the public, and visitors are rare. A non-uniformed person is immediately distinguishable. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. Employees who work at these locations are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

Control measures to protect employees at these locations include adequate exterior lighting; communication via two-way radio; self-locking entrance/exit doors; secure parking; and clearly-posted floor plans with emergency evacuation routes and employee rally points. The entrance to the SITS includes a vehicle checkpoint station, where a private security guard ensures that only DSNY or permit-authorized vehicles are entering this location. Visitors must show a photo ID, and security personnel maintain a log of the license plate number of non-DSNY collection and visitors' passenger vehicles.

BSWM operates four (4) Export Field Offices:

- Manhattan Export – 780-786 12th Avenue between W56 & W57 St, Room 343 – West Side Hwy, Manhattan
- Brooklyn/Queens Export – Betts Ave Incinerator – 52-38 58th Street, Woodside
- Bronx Export – 800 East 176th Street – Room M20, Bronx
- Staten Island Export- 600 West Service Road Room 206 1st Floor, Staten Island

At these locations, Export Supervisors and civilian employees work together to review and process documentation, related to the disposal of solid waste and recyclables at contracted vendors for payment. Supervisors are also dispatched from these locations, to monitor vendor sites and DSNY collection vehicles off loading at these facilities. When performing these field tasks, Export Supervisors are at low risk of involvement in workplace violence situations.

The Export Field Offices are not open to the public and visitors are rare. A non-uniformed person is immediately distinguishable. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. Employees who work at these locations are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

Control measures to protect employees at all offices includes adequate exterior lighting; self-locking entrance/exit doors; secure parking; and clearly-posted floor plans with emergency evacuation routes and employee rally points.

The Fresh Kills Landfill is located at 1 Muldoon Ave in Staten Island. For 56 years, the City's solid waste was transported to, and buried at this location, and it was finally closed in March of 2001. DSNY is in the process of performing final cover operations, so the facility can be reclaimed by the NYC Parks Department, for full public use. This facility is currently only accessible to the public on a limited basis. NYC Parks conducts weekly tours during the summer months, and holds limited events in designated areas of the landfill (sections 3, 4, 6, & 8).

Employees who work at this location are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

There are various control measures to protect employees at this location; communication via 2-way radio; a vehicle checkpoint station at the entranceway, where a private security guard ensures that only DSNY or permit-authorized vehicles are allowed to enter this location. Visitors must show a photo ID, and security personnel maintain a log of the license plate number of non-DSNY vehicles and visitors' passenger vehicles. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. The landfill perimeter is completely fenced. The trailers located on the facility have locking front doors.

Division of Safety and Training (DST)

DST conducts equipment and classroom training for DSNY employees, at its training center at Floyd Bennett Field (FBF) in Brooklyn. In addition to computer and multi-purpose training classrooms, Tylunas Hall (Building 278) contains offices for Training and Safety staff.

This facility is not open to the public, and visitors are rare. Periodically, candidates (civilians who may be hired as Sanitation Workers, and employees from other City agencies) report to this facility for training, to acquire a commercial driver's license. A non-uniformed person is immediately distinguishable. All employees (uniformed and civilian) are required to have in their possession a valid DSNY Employee Photo ID. Employees who work at FBF are at low risk of involvement in workplace violence situations. The most common potential risks are conflicts that may occur between employees.

Control measures to protect employees include a 7-foot heavy-duty chain-link fence lining the property; adequate exterior lighting; secure parking; and within the building, entrance/exit door motion detectors; and clearly-posted floor plans with emergency evacuation routes and employee rally points. Because the training center is located in the Gateway National Recreation Park, the area is regularly patrolled by federal law enforcement. NYPD's Driver Education and Training Unit, Special Operations Division, and Emergency Services Unit are located on the adjacent property.

Issues Affecting All DSNY Employees

DSNY is committed to maintaining a safe and secure work environment for all employees. DSNY has several policies and procedures in place to protect employees from workplace violence, including:

- DSNY's contract security personnel at designated facilities regularly conduct security assessments and suggest improvements based on the assessments.
- All employees are responsible for helping to create a respectful work environment (for each other, as well as clients and the public); for following all policies, procedures, and program requirements; and for helping to maintain a safe and secure workplace.
- All employees receive a copy of the DSNY Code of Conduct which prohibits workplace violence and all other types of disruptive behavior. Violent or disruptive conduct is subject to appropriate disciplinary action.

- The definition of, and an employer's responsibilities with regard to, domestic violence under the Administrative Code are set forth in § 8-107.1. The EEO Office investigates and provides reasonable accommodations in domestic violence situations, and OEDM coordinates such issues with facility security personnel, when appropriate.
- Within OEDM, the Advocate's Office adjudicates incidents of workplace violence involving employees. DSNY does not tolerate such acts. Where such acts have been substantiated, DSNY will seek appropriate disciplinary action against the offending employee, up to and including termination of employment.
- Behavior of a criminal nature is reported to the NYC Department of Investigation (DOI) and NYPD, as appropriate.
- Except for Sanitation Police, EPU, and PIU Officers who are licensed to carry a firearm while on duty, employees are not allowed to have in their possession at a DSNY workplace, any firearm or other dangerous weapon, instrument, or material that could be used to inflict bodily harm without specific written authorization from the First Deputy Commissioner or his Designee, regardless of whether the employee possesses a valid permit to carry the firearm or weapon.

Recordkeeping and Recording of Workplace Violence Incidents

All workplace violence incidents will be investigated and documented so that management can develop an appropriate response for the specific incident and so that a historical record can be developed for use in DSNY's ongoing program evaluation. DSNY, with the participation of the authorized employee representative, will conduct an annual review of the workplace violence incident reports (DS 779 Unusual Occurrence Report) to identify trends in the types of incidents occurring in the workplace and to review the effectiveness of the mitigating actions taken.

Employee Information and Training

DSNY will provide employees with information and training, upon initial assignment and annually thereafter, on the following topics:

- Regulation and basic concepts of Workplace Violence Prevention;
- The risk factors identified in the employees' workplaces;
- The control measures for workplace violence which are in place
- The contents of the DSNY written Workplace Violence Prevention Program
- The location and availability of the written program
- The measures employees can take to protect themselves from the identified risks, including preventative measures, reporting and emergency procedures
- Contact information and emergency phone numbers

DST will maintain employee training attendance records.

The training syllabus is attached.

Program Review

DSNY, with the authorized employee representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program at least annually or after any incident resulting in

serious physical injury as defined in Article 10 of the Penal Law. The review will focus on incident trends, addressing root causes, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. Annual risk evaluations and assessments will be performed and kept on file with this program.

Emergency Reporting and Contact Information

The DSNY Workplace Violence Coordinator is the Director of the Division of Safety and Training, who will respond to any employee inquiries or concerns regarding workplace violence issues at any agency facility. Any complaints regarding the DSNY Workplace Violence Prevention Program should be brought to the attention of the Director, in writing. If DSNY has not addressed the complaint within a reasonable amount of time, the complaint can be forwarded to the New York State Department of Labor, Public Employee Safety and Health Bureau (PESH). A copy of this written program is posted on the DSNY Intranet; employees can also obtain copies of it by contacting the DSNY Workplace Violence Coordinator at (718) 758-7948, or via email.

The Workplace Violence Prevention Law and regulations protect employees against retaliation for filing a complaint, requesting a Department of Labor inspection, or accompanying the Department of Labor inspector on any inspection.

All DSNY employees are responsible for reporting emergencies and unusual incidents, including workplace violence incidents. In the event of an emergency, including a workplace violence emergency, employees should first call 911 for emergency assistance from NYPD, and then, if possible, notify their Supervisor (and any security staff who may be assigned to the facility).

An incident of workplace violence must be documented by the Supervisor on a “DS 779 Unusual Occurrence Report” (available on the DSNY Intranet as a fill-in form) and sent to the Bureau Operations Office at 125 Worth St., 8th Fl.

In addition to the requirements noted above, the Supervisor and/or employee must notify the Equal Employment Opportunity (EEO) Office of any incident of workplace violence where the victim of (or a witness to) the incident believes the incident was based upon the victim’s actual or perceived status as a member of a protected class, including, but not limited to, the victim’s race, ethnicity, gender, or religious beliefs and practices or as a member of other protected classes under the NYC Human Rights Law such as an individual’s disability, age, prior record of arrest and conviction and sexual orientation.. This would also include intentional and wrongful physical contact with a person without his or her consent, that entails some injury or offensive touching, or other inappropriate conduct. Supervisors or the affected employee should contact the EEO Office at (212) 437-4214.

An employee who wants to bring an Order of Protection (for domestic violence or other criminal conduct) to the attention of DSNY should contact the Office of Employment and Disciplinary Matters (OEDM) at (917) 237-5369.

An employee who is a victim of workplace violence and who wants to file a criminal complaint should contact the NYPD precinct that is closest to his or her assigned work location. Employees who are not sure which precinct to contact should call 311. The DSNY Workplace Violence Prevention Coordinator is available to provide general assistance with respect to the filing of any such criminal complaint.

An employee who is a victim of (or a witness to) workplace violence may also seek assistance from the Employee Assistance Unit (EAU) at (212) 437-4862. EAU provides education, information, counseling, and individualized referrals to assist employees with a range of personal problems.

DSNY will record privacy concern cases in accordance with the provisions set forth in New York State regulations 12 NYCRR Part 800.6. For cases involving privacy concerns (sexual assault, HIV infection, etc.), before sharing a copy of a workplace violence incident report with anyone other than the Commissioner, the Bureau Operations Office will remove the name of the victim (subject of the workplace violence incident) and will enter the designation, "Privacy Case" in place of the victim's name, on the SH900 form.

Addendum II

Workplace Violence Prevention – Training Syllabus

- What is “workplace violence”?
- What is a “workplace”?
- What are some examples of violent acts that can occur at work?
- What are the “types” of workplace violence? Who can be a perpetrator?
- What is the extent of the problem of workplace violence?
- What is DSNY’s policy re workplace violence?
- What are the requirements of the NYS Workplace Violence Prevention law?
- What is a “Risk Assessment”?
- What are some examples of “Risk Factors”?
- What are the components of a Workplace Violence Prevention Program?
- What information is contained in DSNY’s written WVPP?
- What are some examples of “Engineering Controls”?
- What are some examples of “Work Practice Controls” (i.e., relevant policies, work practices, and work procedures)?
- Discuss the Risk Assessment, Risk Factors, and Control Measures relevant to this training audience at this facility.
- Review handout: Recognizing the Early Warning Signs
- Review handout: Conflict Communication Skills
- Eight More Tips for Defusing Anger and Hostility
- General Security Tips
- Employee Involvement
- Reporting Emergencies (including Workplace Violence Emergencies)
- Reporting and Recording Workplace Violence Incidents
- Incidents Deemed as “Privacy Concern Cases”
- To File a Criminal Complaint
- To Seek Assistance from the Employee Assistance Unit
- To Report a Domestic Violence Situation that Could Impact the Workplace
- To Request Repairs or Modifications
- Employee Information and Training
- Recordkeeping
- WVPP Review
- To Get More Information about Workplace Violence Prevention
- Questions and Answers

Addendum III- DSNY Workplace Violence Survey Facility List

Building/Work Location	Address	Building Type/Setting	Unit(s) at Work Location	Approximate Number of Staff	Risk Factors	Control Measures
Manhattan Borough Office	427 E. 87th St	Offices	General Administrative Offices	74	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan District 1, 3	South St. Pier 36	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	192	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan Districts 2, 5	2 Bloomfield St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	130	Required limited interaction with non-employees and civilians. Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan Districts 3A, 4A	786 12 Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	67	Required limited interaction with non-employees and civilians. Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors

Manhattan District 4	780 12 Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	114	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Self-locking entrance/exit doors • Surveillance Cameras • Security Guards • Workplace Violence Training
Manhattan District 5	2 Bloomfield St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	57	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan District 6	606 W. 30 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	84	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan District 7	780 12 Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	144	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Surveillance Cameras • Security Guards • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan District 8	423 West 215 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	130	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Self-locking entrance/exit doors • Workplace Violence Training • Self-locking entrance/exit doors

Manhattan District 9	125 East 149 St. Bronx	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	59	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan District 10	110 E.131 St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns ,community service workers and Sanitation Enforcement Agents	68	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan District 11	343 East 99 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	61	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Manhattan District 12	301 West 215 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	116	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit door
Manhattan District M8A/11A	720 East 132 nd St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	20	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Bronx Boro Office	800 East 176 th St	Garage	General Administrative Offices	62	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 1	680 East 132 nd St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	54	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 2	650 Casanova St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	52	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 3	680 East 132 nd St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	55	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 4	720 East 132 nd St	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	68	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 5	1331 Cromwell Ave	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	61	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Bronx District 6 & 6A	800 East 176 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	103	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 7	423 West 215 St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	71	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 8	423 West 215St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	61	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Bronx District 9, 10, 11	850 Zerega Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	225	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Self-locking entrance/exit doors
Bronx District 12	1635 E.233 St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	103	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors

Bronx District 3A	1661 West Farms Rd.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	25	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn North Boro Office	161 Varick Ave.	Offices	General Administrative Offices	50	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Surveillance Cameras • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 1 & 4	161 Varick Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	209	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Surveillance Cameras • Security Guards • Self-locking entrance/exit doors • Workplace Violence Training
Brooklyn District 2	465 Hamilton Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	85	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 3	525 Johnson Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	110	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Brooklyn District 5	606 Milford Ave	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	109	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 8	1755 Pacific St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	50	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 9	690 New York Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	84	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 16	922 Georgia Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	129	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit door
Brooklyn District 17	105-02 Ave D	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	121	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors

Brooklyn South Boro	1824 Shore Pkwy.	Offices	General Administrative Offices	58	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 6	127 2 nd Ave	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	136	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 6A	93 Van Brunt St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	25	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 7 & 10	5100 1 st Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	95	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 11	1824 Shore Parkway	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	71	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Brooklyn District 12	5602 19 th Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	75	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Secure (fenced) parking • Self-locking entrance/exit doors
Brooklyn District 13	2012 Neptune Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	132	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 14	1397 Ralph Ave	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	165	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 15	2501 Knapp St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	121	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Brooklyn District 15A	1750 East 49 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	23	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Brooklyn District 18	105-01 Foster Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	157	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Staten Island Boro	2500 Richmond Ave.	Offices	General Administrative Offices	31	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Staten Island District 1	539 Jersey St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	171	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Staten Island District 2	2500 Richmond Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	158	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Staten Island District 3	1000 West Service Rd.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	181	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors

Queens West Boro	52-35 58 th St.	Offices	General Administrative Offices	45	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (indoor) parking • Security Guards • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 1	34-28 21 st .	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	129	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training
Queens District 2	52-35 58 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	90	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 3	52-35 58 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	94	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 4	52-35 58 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	83	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Self-locking entrance/exit doors • Workplace Violence Training

Queens District 5	47-01 48 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	130	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 5A	47-01 48 th St.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	38	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 6	58-73 53 rd Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	79	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (fenced) parking • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 9	132-05 Atlantic Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	107	Required limited interaction with non-employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (indoor) parking • Workplace Violence Training • Self-locking entrance/exit doors
Queens East Boro	120-15 31 st Ave.	Offices	General Administrative Offices	57	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Queens District 7 & 7A	120-15 31 st Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	205	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 8, 10 ,12 and 12A	130-23 150 th Ave.	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	447	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 11 & 13A	75-05 Douglaston Parkway	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	183	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 13	153-67 146Ave	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	152	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Queens District 14	51-10 Almeda Ave	Garage	Sanitation Workers, Supervisors, Superintendent, Civilian Clericals, Auto mechanics, Interns and community service workers	105	Required limited interaction with non- employees and civilians Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Bureau Of Building Maintenance & Bureau of Motor Equipment CRS	52-35 58 th St. Queens	Garage and Offices	Carpenters, Plumbers, Mechanics, IT Support, Administration staff, Civilian Clericals, Building maintenance employees and Supervisors	336	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (indoor) parking • Security Guards • Workplace Violence Training • Self-locking entrance/exit doors
Bureau of Motor Equipment Cioffe Repair Shop	106-01 Avenue D Brooklyn	Garage and Offices	Administration staff, Civilian Clericals, Building maintenance employees, Mechanics and Supervisors	140	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (indoor) parking • Security Guards • Workplace Violence Training • Self-locking entrance/exit doors
Bureau of Motor Equipment Richmond Repair Shop	2 Muldoon Ave. , Staten Island	Garage and Offices	Administration staff, Civilian Clericals, Building maintenance employees, Mechanics and Supervisors	65	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (indoor) parking • Security Guards • Workplace Violence Training • Self-locking entrance/exit doors
Bureau of Motor Equipment Manhattan/ Bronx Repair Shop	640 West 26 th St. Manhattan	Garage and Offices	Administration staff, Civilian Clericals, Building maintenance employees, Mechanics and Supervisors	152	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure (indoor) parking • Security Guards • Workplace Violence Training • Self-locking entrance/exit doors

Sanitation HQ	125 Worth St., Floors 7 and 8 Manhattan	Offices	General Administrative Offices	280	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Security Guards • Metal detectors • X-Ray Machine • Separate Visitor Entrance • Workplace Violence Training • Self-locking entrance/exit doors
Human Resources and Fiscal Services	56 Maiden Lane, 5 th Floor, Manhattan	Offices	General Administrative Offices	60	Entry of civilians paying fines for impounded vehicles Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Armed private security guard • Enclosed waiting areas • video surveillance camera • Raised countertops separating visitors and employees • Conflict Management Skills and customer service Training • Workplace Violence Training • Self-locking entrance/exit doors, accessed with proximity keys
I.T. , Work Experience Program (WEP), Equal Employment Opportunity Office, Correspondence Unit and Sanitation Action Center	137 Centre St. Manhattan	Offices	General Administrative Offices	84	Entry of WEP Interns (non-employees) for training and payment Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Security Guards • Video surveillance camera • Armed private security guard • Buzzer and Intercom system • Workplace Violence Training • Self-locking entrance/exit doors

Office of Employment and Disciplinary Matters, Agency Chief Contracting Officer, Medical Division (Clinic, Supervised Sick Leave Unit, and Employee Assistance Unit); Waste Prevention, Reuse, and Employee Assistance Unit); Waste Prevention, Reuse, and Recycling; Environmental Police Unit; Waste Management Engineering; Engineering Audit; and Long Term Export.	44 Beaver St. Manhattan	Offices	General Administrative Offices	90	Employees may become irate due to the outcome of disciplinary hearings Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Security Guards • video surveillance camera • Armed Sanitation Police Officer • Buzzer and Intercom system • Workplace Violence Training • Self-locking entrance/exit doors
Sanitation Enforcement/Police	1824 Shore Parkway Brooklyn	Offices and Garage	General Administrative Offices, Sanitation Police Officers , Enforcement Agents and Clerks	60	Entry of civilians to collect impounded vehicles Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Sanitation Enforcement	1787 West Farms Rd. Bronx	Offices	General Administrative Offices and Sanitation Enforcement Agents	25	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Sanitation Enforcement	51-15 Flushing Ave. Brooklyn	Offices	General Administrative Offices and Sanitation Enforcement Agents	45	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training

Sanitation Enforcement	58-73 53 rd Ave. Queens	Offices	General Administrative Offices and Sanitation Enforcement Agents	38	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Sanitation Enforcement	310 West Service Road, Staten Island	Offices	General Administrative Offices and Sanitation Enforcement Agents	6	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Sanitation Police	1633 E. 233 St. Bronx	Offices	General Administrative Offices and Sanitation Police Officers	15	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Uniformed Sanitation Police officers • self-locking entrance/exit doors • Workplace Violence Training
Sanitation Police	51-13 Flushing Ave	Offices	General Administrative Offices and Sanitation Police Officers	15	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Uniformed Sanitation Police officers • self-locking entrance/exit doors • Workplace Violence Training
Derelict Vehicle Operations	803 Forbell Street Brooklyn	Garage	General Administrative Offices	25	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors

Print Shop	132 Madison St. Manhattan	Warehouse	General Administrative Offices	5	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Raised countertops separating visitors and employees • Self-locking entrance/exit doors • Workplace Violence Training
BCC Warehouse	459 North Henry St. Brooklyn	Warehouse	General Administrative Offices	5	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Raised countertops separating visitors and employees • Workplace Violence Training • Self-locking entrance/exit doors
Henry St. Parking Garage	80 Henry St. Manhattan	Garage	Sanitation Workers, Interns and Community Service Workers	10	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Citywide Transport Unit	1381 Randall Ave. Bronx	Garage	Sanitation Workers and Supervisors	25	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Workplace Violence Training • Self-locking entrance/exit doors
Permit Inspection Unit & Environmental Police Unit	465 Hamilton Ave. Brooklyn	Offices	General Administrative Offices and Sanitation Police Officers	30	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training

Marine Transfer Station	59 St. and 12 th Ave. Manhattan	Paper Recycling Transfer Station	Sanitation Workers, Supervisors and Interns	22	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Manhattan Export Office	780-786 12 th Avenue, Room 343, Manhattan	Offices	Supervisors, Civilian Clericals	5	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Brooklyn/Queens Export Office	52-38 58 th Street, Woodside	Offices	Supervisors, Civilian Clericals	18	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Bronx Export Office	800 East 176 th Street, Room M20, Bronx	Offices	Supervisors, Civilian Clericals	7	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Staten Island Export Office	600 West Service Road, Room 206, 1 st Floor, Staten Island	Offices	Supervisors, Civilian Clericals	4	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training

Fresh Kills Landfill	Fresh Kills Staten Island	Landfill	Sanitation Workers, Supervisors and General Administrative Offices, NYC Parks personnel	34	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Private Security Guard • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Staten Island Transfer Station	600 West Service Rd. Staten Island	Solid Waste Transfer Station	Sanitation Workers, Supervisors and General Administrative Offices	30	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Private Security Guard • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Lot Cleaning HQ	177 E. 123 rd St. Manhattan	Garage & Offices	Sanitation Workers, Supervisors, Civilian Clericals, General Administrative Offices, Mechanics, Interns	20	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • video surveillance camera • Workplace Violence Training
Lot Cleaning Bronx Location	4401 3 rd Ave. Bronx	Garage	Sanitation Workers, Supervisors, mechanics, Civilian Clericals, Interns	17	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Lot Cleaning Brooklyn Location	803 Forbell St. Brooklyn	Garage	Sanitation Workers, Supervisors, mechanics, Civilian Clericals, Interns	57	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training

Lot Cleaning Queens North Location	30-19 122 nd St Queens	Garage	Sanitation Workers, Supervisors, mechanics, Civilian Clericals, and Interns	10	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Lot Cleaning Queens South Location	Beach 49 th St. Queens	Garage	Sanitation Workers, Supervisors, mechanics, Civilian Clericals and Interns	10	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • self-locking entrance/exit doors • Workplace Violence Training
Lot Cleaning Staten Island Location	66 Swan St. Staten Island	Garage	Sanitation Workers, Supervisors, mechanics, Civilian Clericals, Interns	9	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Self-locking entrance/exit doors • Workplace Violence Training
Safety & Training	Floyd Bennett Field Brooklyn	Garage & Offices	Sanitation Workers, Supervisors, Civilian Clericals, General Administrative Offices and Mechanics	40	Entry of civilians who could cause harm to building employees Conflicts among employees	<ul style="list-style-type: none"> • Identification Required • Clearly-posted floor plans with emergency evacuation routes and employee rally points. • Adequate exterior lighting • Secure Parking • Alarm System