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EXECUTIVE ORDER #5/09

TO: Distribution
FROM: Robert D. LiMandri
DATE: July 13, 2009
SUBJECT: RULES GOVERNING THE ACCEPTANCE OF GIFTS

Effective: Immediately

Specifics:

Section 2604 (b) (5) of Chapter 68 of the New York City Charter concerning prohibited interests and conduct, states that no city employee can accept any "valuable gift," from any person or firm that does business with the City of New York.

The DOB has a more restrictive standard in that we cannot accept any gift or meal from anyone conducting business with the City for doing our jobs. Therefore, as a DOB employee, you **may not accept any amount of money (cash, coin, check, certificate, etc.), gift, food, trip, or consumable (beverage, snack, cigarette, etc.) of any value** from any person, firm, contractor, expediter or any other member of the public doing business with the City.

DOB employees may accept free meals or refreshments as listed below:

1. At an official business related meeting, training session or seminar approved by the Department or at another City, State or Federal agency where the meal or refreshment is provided by such agency.
2. At a professional or educational program as a participant or guest of the sponsoring organization.
3. When an employee is placed in a situation while representing the interests of the Department wherein individual payment is impossible because of no price structure.

As City employees, we are obligated to report even the offer of a meal, a gift or money, regardless of who is making the offer. You must report an offer of any bribe, gratuity or gift to the Inspector General immediately at (212) 825-2413.