



DEPARTMENT OF BUILDINGS
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ISSUANCE # 551

ADMINISTRATION
POLICY & PROCEDURE NOTICE # 4/98

TO: All Staff
FROM: Patricia A. Ketterer 
DATE: November 5, 1998
SUBJECT: Conflicts of Interest - Various Issues

Purpose: To remind Department of Buildings' employees of their responsibilities regarding dual employment, recommending services to members of the public, and performing inspections, plan examinations or other review of work performed or submitted by individuals who are family members or other close associates, or by businesses owned or operated by them.

Supersedes: Administrative Policy & Procedure Notice #10/91

Reference: New York City Charter, Sections 2600-2606 and APPN #14/89.

Specifics: Any Department employee who accepts outside employment or who otherwise performs services for compensation must first notify the Department's Office of Human Resources. Notification must be submitted to the Director of Human Resources in writing and must provide the following information: the name, address and telephone number of the employer; the job title the employee will hold, and a description of the work or services to be performed. You are required to provide notification even if the outside services you perform are in the capacity of a consultant, through self-employment, or in any other capacity, whether or not the traditional employer-employee model. Please be advised that notifying the Department of such dual employment does not constitute Department approval or absolve an employee of their responsibility to disclose to the Conflicts of Interest Board any interest which may be in conflict with official duties or comply with any other requirement stated in the Charter. Human Resources will advise you if there is an apparent conflict of interest and refer the notification to Conflicts of Interest Board for an opinion. The Conflicts of Interest Board will approve or disapprove of the dual employment submission.

Employees are further reminded that they are prohibited from recommending the services of private individuals and companies (e.g. contractors, architects, etc.), to members of the public. Employees may refer people to professional organizations for assistance (e.g. AIA, NYSSPE, etc.)

Employees shall not knowingly perform inspections, plan examinations, or other reviews of work performed or submitted by individuals who are family members or other close associates, or by businesses owned or operated by them. In the event such an inspection, examination or other review is scheduled, the employee must immediately notify his or her supervisor in order that the matter can be reassigned to another employee. Employees should not involve themselves in circumstances that could give the appearance of impropriety or beneficial treatment.