THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION

DIRECTIVE

[ ] NEW	[ ] INTERIM	[x] REVISED	SUBJECT COMMITTEE ON UNIFORMED PERSONNEL
EFFECTIVE DATE 11 / 9 / 92	TERMINATION DATE / /		

CLASSIFICATION	SUPERSEDES	DATED	DISTRIBUTION	PAGE
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RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER	AUTHORIZED BY THE COMMISSIONER
SIGNATURE	SIGNATU

I. PURPOSE

To re-establish the Committee on Uniformed Personnel to evaluate matters related t the Uniformed Force.

II. POLICY

A. The Committee on Uniformed Personnel shall consider and deliberate on all personnel matters related to uniformed members of the Department.

B. Commanding Officers of Facilities, Divisions and/or Units of the Department sh forward all matters outlined in this Directive to the Director of Personnel who sh ensure its addition to the Committee's agenda.

C. After due deliberation, the Committee shall submit its recommendations to the Commissioner, or a person designated by the Commissioner to evaluate said recommendations.

III. PROCEDURE

A. FUNCTIONS OF THE COMMITTEE

The Committee will consider the following personnel matters and shall submit reports with recommendations to the Commissioner, as to the recommended action in each case:

1. Recommendations for termination of employment - probationary/permane including recommendations for tenured status, re: probationary employee

2. Requests for reinstatement;

III. **PROCEDURE** (cont.)

3. Requests for leaves of absence;

4. Other uniformed personnel matters as may be referred by the Commissioner.

B. 1. COMMITTEE MEMBERS

a. First Deputy Commissioner;

b. Chief of Department;

c. Division Chief (Rotating every three (3) months);

d. One (1) Field Command Unit Head (Rotating every three (3) months);

e. Director of Personnel;

f. Health Management Division - Director (or designee);

g. Equal Employment Opportunity Officer;

h. Assistant Commissioner Labor Relations;

i. Inspector General (or designee);

j. Deputy Commissioner for Investigation and Management Services (or designee);

k. Representative from the Legal Division;

l. Such other persons as the Commissioner may assign.

2. COMMITTEE OFFICERS

a. **Chairperson** - The First Deputy Commissioner shall serve as Chairperson of the Committee.

b. **Secretary** - The Director of Personnel shall serve as Secretary and be responsible for scheduling meetings, preparing an agenda of cases, and carrying out Committee recommendations after approval by the Commissioner.

Prior to the Committee submitting their recommendations to the Commissioner, the Secretary of the Committee shall submit a copy of all documents concerned to the Chief of Department, along with the Committee's intended recommendations.

III. PROCEDURE (cont.)

3. QUORUM

A quorum of five (5) members is required to conduct the business of the Committee.

IV. SUPERSEDES

A. Directive #2230 "COMMITTEE ON UNIFORMED PERSONNEL", dated June 29, 1992.

B. Teletype Order #3458-0 dated, June 22, 1990.

C. Directive #2253RR "COMMITTEE ON UNIFORMED PERSONNEL", dated August 29, 1984.

D. Directive #2253R "COMMITTEE ON UNIFORMED PERSONNEL", dated December 16, 1981.

E. Directive #2253 "COMMITTEE ON UNIFORMED PERSONNEL", dated June 3, 1980.

F. Rule and Regulation #3.70.010 of General Order #33, dated November 16, 1978.

G. Rule and Regulation #3.70.020 of General Order #10, dated April 7, 1978.