



Dawn M. Pinnock
Commissioner

IMPORTANT NOTICE

To: All companies and persons seeking to film on City property

Re: Prohibited Conduct – Offering gifts, money, gratuities to City employees

This signed notice must be on file with the Department of Citywide Administrative Services (DCAS) prior to permission being granted by DCAS for filming on City property. Companies and persons who film on City property or in City buildings are prohibited from offering gifts and gratuities to City employees. Offering or giving gifts or gratuities to City employees is illegal and can result in the arrest and prosecution of both the company or person making the offer and the City employee who accepts any such gift or gratuity. Any company or person found to have offered or given a gift or gratuity to a City employee will be prohibited from entering, using, or filming on City property or in City buildings in the future.

This notice will serve as a reminder to all companies and persons seeking to film on City property or in City buildings that the offering or giving of gifts or gratuities to City employees is **strictly prohibited**. If you, or a representative of your company, are asked for a gift or a gratuity by a City employee, please notify the Department of Investigation (DOI) immediately. To report prohibited behavior, please contact DOI at (212) 825-5904.

Received by:

Signature

Printed Name/Title

Company Name

Date