



MEMORANDUM

To: ENDGBV - All Staff

From: Cecile Noel, Commissioner

Date: November 16, 2018

RE: **ENDGBV Policy on Local Law 246 of 2017 (non-local law enforcement access to City owned property)**

Pursuant to **Administrative Code § 4-210**, effective April 16, 2018, City employees and contractors cannot knowingly permit government personnel who are empowered to enforce civil or criminal laws to access non-public areas of city property. This restriction does not apply to personnel of the city (such as the NYPD), the department of education, or a local public benefit corporation (including NYC Health + Hospitals) or local public authority.

To ensure the Agency's compliance with this law, ENDGBV employees, including 1) employees "on loan" from other agencies and 2) agency contractors, please be advised of the following:

If non-local law enforcement attempts to gain access to City owned property where ENDGBV operates, employees should:

1. Ask officer(s) for:
 - a. Identification (name and badge/ID) and business card(s)
 - b. Purpose of visit
 - c. Any relevant documentation (e.g. subpoena, warrant, accompanying affidavits, other documents)
2. Advise officer(s) that prior to responding to the request, they must contact ENDGBV's Deputy Commissioner/General Counsel. During this time, officer(s) should be asked to wait outside, in public areas.
3. Call ENDGBV's Deputy Commissioner/General Counsel. [NOTE: If unable to contact Deputy Commissioner/General Counsel, employees should contact the Assistant General Counsel and/or Assistant Commissioner for Family Justice Centers and Outreach, who will provide further instruction.]
4. If the officer(s) insist on immediately accessing non-public areas of City property before contact can be made with the Deputy Commissioner/General Counsel, ENDGBV employees should **not** physically block the entry. Staff should take note of the officer(s)'s actions within the property, and promptly call the ENDGBV Deputy Commissioner/General Counsel to describe the incident and receive any further instructions.
5. Complete and immediately submit information through the [Incident Report IRM](#), and no later than the next business day.

Link to Incident Report IRM: <https://a002-irm.nyc.gov/EventRegistration/RegForm.aspx?eventGuid=5475c976-a0b8-424c-9e50-fb02c864a255>