



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr., R.A., Commissioner
312-8100

M E M O R A N D U M

TO: All Staff

FROM: Charles M. Smith, Jr. *cms*

DATE: March 1, 1988

Once again, I want to remind all employees of both the real and perceived problems created when gifts are accepted from someone outside the Department.

Opinion 651 by the Board of Ethics forbids City employees to accept gifts under circumstances which create the possibility or appearance of 1) using one's office for private gain, 2) giving preferential treatment to any person or entity, or 3) losing independence or impartiality. Additionally, it is a criminal offense when an employee accepts any gift for having performed their normal duties.

Gifts can be money, tangible or intangible personal property, loan, promise, service, entertainment, meals, or any other thing of more than negligible monetary value.

Any offer of such gift must be reported immediately to the Inspector General at 11 Park Place, New York, New York 10007 or call 791-0400.

Although I know that the vast majority of employees follow these rules, one infraction taints us all. Please take your obligations seriously.