

The City of New York
HOUSING AND DEVELOPMENT ADMINISTRATION
Department of Buildings

Date: February 3, 1960

DIRECTIVE NO. 4 of 1970

TO: Borough Superintendents
FROM: Director of Operations, T.V. Burke
SUBJECT: ASSAULT ON PERSONNEL

1. Time lost by department personnel due to assault or mugging is tabulated with time lost due to accidents. In compiling the 1959 Accident Statistics, it was found that in some cases a detailed report of the assault or mugging was not filed.

Effective at once, in the event of assault or mugging (whether resulting in lost time or not) during business hours

- a. the mishap shall be immediately reported to the Police Department.
- b. a detailed report of the mugging or assault shall be filed by the employee as soon as possible. A copy of the report shall be sent to the Chief Inspector of Construction-Operations, c/o Safety Coordinator, 100 Gold Street, New York, N.Y.

The foregoing reports are in addition to and not in lieu of the "Supervisor's Report of an Injury" Form S-2 and the "Employer's Report of Injury" Form C-2.

2. With the increasing frequency of assaults on our personnel, it becomes most important that we avail ourselves of the protection offered by the Police Department under their T.O.P. Order #251. All personnel shall be instructed to familiarize themselves with this Police Department order - especially paragraphs 1.a and 1.d and to seek assistance as outlined in the order.

Copies of T.O.P. #251 are enclosed for posting in prominent places in the Borough offices.

Thomas V. Burke
Thomas V. Burke
Director of Operations -253-

TVB:JLH:rr
cc: Executive Staff
Chief Inspectors