

Policy regarding access to New York City Department of Transportation’s non-public areas by non-local governmental personnel who are empowered to enforce civil or criminal laws.

This policy does not apply to NYPD, DOE, or local governmental entities, such as NYCHA, NYC Health and Hospitals Corporation, Port Authority, or the MTA.

The term “officer” below refers generally to governmental personnel who are empowered to enforce civil or criminal laws, other than personnel of the City, the Department of Education, or a local public benefit corporation or local public authority.

1. Security personnel should ask officer(s) for:
 - a. Identification (name and badge/ID) and business card(s) of the officer(s);
 - b. Purpose of visit;
 - c. Any relevant documentation (e.g. subpoena, warrant, accompanying affidavits, other documents).
2. Security personnel should advise the officer(s) that:
 - a. Prior to responding to the request, they must notify and obtain guidance from Agency Security.
 - b. Officer(s) should be asked to wait outside the non-public area while security personnel obtain instruction.
 - c. If the officer(s) objects, security personnel should provide the officer(s) with contact information for Agency Security, and ask the officer(s) to communicate directly with Agency Security.
3. Security personnel should immediately call Agency Security and await further instructions.
 - a. Security personnel and agency staff should not consent to entry or search without first contacting Agency Security, who will seek guidance from the General Counsel’s Office.
 - b. Should the officer(s) insist on immediately accessing non-public areas of city property before contact can be made with Agency Security, security personnel should not physically block the individual’s entry, instead security or DOT personnel should document the individual’s actions within the property, and promptly call Agency Security to describe the incident and receive any further instructions.