

# Memo

**To:** All TLC Staff  
**From:** Jennifer Tavis, Deputy Commissioner of Finance and Administration  
**CC:**  
**Date:** September 4, 2018  
**Re:** Guidance for non-local law enforcement visiting TLC offices

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Local Law 246 of 2017 limits access to non-public TLC areas by non-local law enforcement personnel. The purpose of this memorandum is to provide guidance for TLC office security, reception and other personnel who may encounter non-City law enforcement seeking entry into a non-public area of a TLC facility. Non-public areas include: offices, interview rooms, waiting rooms, inspection lanes, and parking lots. This memorandum is based on guidance provided by the Office of the New York City Corporation Counsel.

## **Guidance for Security Staff and Others Who Are Responsible for Public Visitors**

When TLC office security or other TLC staff are approached by non-local law enforcement personnel (referred to below as “officer” or “officer(s)”) that are seeking admittance to a TLC facility, they should:

1. Direct the officer(s) to the TLC’s security station. The security staff should then ask the officer(s) which TLC staff they are there to see specifically and then notify such TLC staff. TLC staff will escort such officer(s) who have business with TLC staff into non-public areas of a TLC facility.
2. If a visiting officer refuses to check in at the security station, or is denied admission into a TLC facility by security staff and insists on being admitted, the TLC General Counsel and the Assistant Commissioner of Admin Services should be notified. TLC staff should not attempt to physically bar the officer(s)’ entry if any officer insists on attempting to enter any TLC office or onto TLC property.



3. If a visiting officer is not on TLC premises to see a specific TLC employee, the security staff or other TLC staff should:
  - a. Obtain the officer's identification (name and badge/ID) and business card;
  - b. Determine the purpose of the officer(s)' visit;
  - c. Ask for any relevant documentation (e.g., subpoena, warrant, accompanying affidavits, other documents); and
  - d. Notify the General Counsel or a member of the General Counsel staff and the Assistant Commissioner of Admin Services.
4. The officer(s) should be asked to wait in the reception area while the TLC security staff receives instructions from the General Counsel's office.
5. If the officer(s) objects, the security staff should provide the officer(s) with the name and telephone number of the General Counsel and ask them to communicate directly with the General Counsel or a member of the General Counsel staff.
6. The General Counsel or a member of the General Counsel staff will review all documentation provided by the officer(s) and make a determination about whether access is required by law, or otherwise permitted by section §4-210 of the Administrative Code.
7. The TLC security staff should not consent to the officer(s)' entry without first obtaining authorization to consent from the General Counsel's office.
8. If further guidance is necessary in light of the particular circumstances, the General Counsel will consult with the Law Department.

All TLC reception areas will have posted signage stating that: (1) all visitors to TLC must check in at the security station; (2) only persons with business with TLC and those accompanying them may enter and remain in waiting rooms, lobbies or other open areas; and (3) visitors may not enter TLC office areas or non-public area of TLC property unless authorized, and accompanied or invited by a staff member.



## **Important Numbers**

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