



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

DISTRICT 75
DR. SUSAN ERBER, *SUPERINTENDENT*

To: All Staff

From: Laurence Gardner
Director

Date: September 1, 2005

Re: Arrest Notification Procedures

Please be informed that in the event you are arrested, it is your responsibility as a Department of Education employee to notify the Office of Personnel Investigation (OPI) in writing. This requirement is in accordance with Chancellor's Regulation C-105. You should also notify your immediate supervisor if you are arrested.

The Office of Personnel Investigation is located at:

65 Court Street, Room 406
Brooklyn, NY 11210

Notification is mandatory. Failure to notify OPI may subject you to disciplinary action.