Welcome to The Key's Lesson 1: P.G. 202 and Study Tactics

- We will cover all the material you will need to study for your upcoming exam.
- Studying the material is only half the battle though, The proven Key Method shows how to **apply** that knowledge on an exam question.

The Key Method

Read each Patrol Guide procedure ***once***, but only once.

- Become familiar with the structure of each procedure, the function of each of the steps, and the language used throughout the book.
    - Notice who the actor is in the margin adjacent to the steps.
    - Get used to the language and structure of 'Additional Data' and 'Notes.'
- Gain an understanding of how SUB HEADINGS function.

Then **study** the Key Lesson Plans

- The Patrol Guide is maintained to serve a specific purpose, it is **not** a textbook.
- But that's what **The Key Method** and **The Key Lesson Plans** are all about; We have taken the department's manual and TURNED IT INTO a student's TEXTBOOK.

Today's Lesson

- We start with "Anatomy of a Question."
    - We take three **actual past exam questions** and analyze the finer points and illustrate the test-taking tactics necessary to get the question correct.
- Next, we discover the "Power of the Human Mind" and take a practice 'open-book' test question -an actual tactic used by examiners on a past promotion exam.
    - This section includes an 'open-book' question that was asked on a past exam.
- Two more tactical strategies follow:
    - "And versus Or" and
    - "Four True Statements"
- The lesson is then rounded out with examples of how all of the above applies to recent changes made to the Department Manual!

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Anatomy of a Question

Begin the exercise by reading and answering these three questions.

1. According to P.G. 202-19, Patrol Supervisor, Sergeant Marcs, the 42nd Precinct patrol supervisor should know that she is responsible for which of the following duties?

   A) Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or D.O. for meal, when designated.
   B) Be responsible for all police operations within command during tour.
   C) Report derelictions of duty to the integrity control officer.
   D) Visit uniformed members of the service assigned to hospitals and special posts frequently and at irregular intervals and indicate visit by signing activity log of each member.

2. Sergeant Barkley is making assignments at roll call for the third platoon when he is interrupted by P.O. McCormack. P.O. McCormack states, "Sarge, I refuse to guard that hospitalized prisoner again, I had that assignment yesterday." Sergeant Barkley realized that because of the officer's refusal to perform assigned duties at roll call, he must suspend P.O. McCormack. According to A.G. 318-06, Suspension From Duty Uniformed Member of the Service, which of the following is a correct action for Sergeant Barkley to take?

   A) Direct P.O. McCormack to report in person, if not on sick report, each Monday, Wednesday and Friday to his resident borough command, at 0900 hours.
   B) Enter facts concerning suspension in command log.
   C) Direct P.O. McCormack to surrender all department property and retain all property at P.O. McCormack's command.
   D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the Chief of Personnel through the Department Advocate.

3. According to the definition of an Aided Case in Patrol Guide Procedure 216-01 Aided Cases General Procedure, which of the following is not an aided case?

   A) Lost adult.
   B) A person injured in their own residence by a routine slip and fall who is refusing medical aid.
   C) Emotionally Disturbed Prisoner.
   D) Adult requiring care due to arrest, hospitalization, death of parent/guardian.

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Question 1: Choice A) Correct

Anatomy of Question # 1	
1. According to P.G. 202-1[illegible] should know that she is resp[illegible]	[illegible]sor
DCAS' (corrupted) version	**[illegible] correct information**
A) Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or D.O. for meal, when designated.	202-19 step 16 • **Correct**
B) Be responsible for all police operations within command during tour.	202-18, step 2: • **Desk Officer** duty - sounds familiar
C) Report derelictions of duty to the ~~IC~~	202-19, step 15 • Report derelictions to the **C.O.**
D) Visit UMOS assigned to hospitals a[illegible]~~als~~ and indicate visit by signing A/L of each member.	202-19, step 12b: • Visit hospitals **once each tour.**

A) is correct. This is Step 16 in 202-19. **But** the point of this question is to see *why* and *how* the other choices are wrong.

Let's begin the analysis of why the other choices are wrong. We'll take them one at a time…

Question 1: Choice B) Incorrect

Anatomy of Question # 1 (cont'd)	
1. According to P.G. 20[illegible] [illegible]ld know that she is responsi[illegible]	
DCAS' (co[illegible]	
A) Notify s[illegible] will be taken a[illegible] or D.O. for meal, when des[illegible]	
<u>INCORRECT</u> B) Be responsible for all police operations within command during tour.	<u>202-18, step 2</u>: • Duty of the **Desk Officer** so, of course, it sounds familiar and could pass as correct.
C) Report derelictions of duty to the ~~ICO~~.	<u>202-19, step 15</u> • Report derelictions of duty to the C.O.
D) Visit P.[illegible] ~~and at i~~[illegible] log of e[illegible]	[illegible]gned to hospitals

B) is a true statement but not for a Patrol Supervisor, it's from 202-18, Desk Officer -watch out for that tactic, it will happen on your test -if it's a Patrol Supervisor question, they'll slip in D.O. duties that sound good, but are wrong and vice versa…

<u>What's in your mind's eye right now?</u>

- Here's a study tip. When you read the duties of the Patrol Supervisor in 202-19, think of your sergeant. Keep your patrol supervisor in your mind's eye while you read these duties.
- Then, as you study 202-18, Desk Officer, put a visual of the desk officer at your command in your subconscious. Keep that scene in your mind's eye as you study those duties.

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Question 1: Choice C) Incorrect

Anatomy of Question # 1 (cont'd)	
1. According to P.G. 202-19, Patrol Supervisor, Sergeant Marcs, the 42nd Precinct patrol supervisor should know that she is responsible for which of the following duties?	
DCAS' (corrupted) version	**The correct information**
Choice A) Correct A) Notify [illegible] mea[illegible] comm[illegible]	C) is an example of the "**Break the Chain of Command**" tactic. • When the P.G. directs us to skip the next boss in line and go straight to the C.O or beyond, they tend to ask questions on it.
Choice B) **Incorrect** B) Be responsible for all police operations within command during tour.	• Duty of the **Desk Officer** so, of course, it sounds familiar and could pass as correct.
INCORRECT C) Report derelictions of duty to the ~~ICO~~**.**	202-19, step 15 • Report derelictions of duty to the **C.O.**
D) Visit P.O.s assigned to [illegible] ~~frequently and at irregul[illegible]~~ visit by signing activity [illegible]	[illegible] of the service assigned to [illegible]s **at least once each tour.**

We have an entire list of "Break the Chain of Command" points in "The Key App"

- There is a long list of places where it occurs throughout the P.G.
- For now, here are a few that appear in this example chapter, P.G. 202

Break the Chain in 202 Duties and Responsibilities

- 202-17 Patrolwagon Operator, step 6: Report nec. repairs to C.O.
- 202-19 Patrol Supervisor, step 15: Report derelictions of duty to C.O.
- 202-19 Patrol Supervisor, step 20: Submit to C.O., in writing, recommendations for special assignment, detective designation, or change in assignment for members under supervision.
- 202-01 Police Officer, step 4: Comply with meal and post relieving points as directed by C.O.

All they have to do is put, Desk Officer or Platoon Commander…

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Question 1: Choice D) Incorrect

Anatomy of Question # 1 (cont'd)	
1. According to P.G. 202-19, Patrol Supervisor, Sergeant Marcs, the 42nd Precinct patrol supervisor should know that she is responsible for which of the following duties?	
DCAS' (corrupted) version	**The correct information**
A) Notify switchboard operator of l… meal will be t… comm…	
B) Be … comm…	…e, it sounds
C) Report derelictions of duty to the …	• Report derelictions of duty to the **C.O.**
INCORRECT D) Visit uniformed members of the service assigned to hospitals and special posts ~~frequently and at irregular intervals~~.	202-19, step 12: • Visit uniformed members of the service assigned to: **a.** Foot and RMP frequently and at irregular intervals. **b.** Hospitals & special posts **at least once each tour**

In Choice D) the patrol supervisor does indeed visit UMOS assigned to hospital and special posts, but the time frame is wrong. The incorrect choice said '~~frequently and at irregular intervals~~' but the correct time frame is **at least once each tour.**

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
202-19			2 of 2

PATROL SUPERVISOR (continued)

12. Visit uniformed members of the service assigned to:
    a. Foot and radio motor patrol frequently and at irregular intervals.
       (1) Ensure members of the service do not congregate, or engage in unnecessary conversation, with other members of the service while on post, absent police necessity.
    b. Hospital and special posts at least once each tour
       (1) Record all visits by entering time, name, and assignment in digital **Activity Log** and signing the uniformed member of the services digital **Activity Log.**

Notice that they chose "~~frequently and at irregular intervals~~…" to corrupt the correct wording; **at least once each tour**, –That corrupted phrase sounds familiar because it appears in the P.G. **in the very next step** -it's in your **peripheral** vision as you read!

- If you just read the Patrol Guide, you may not pass your test. You must **study The Key lesson plans**. On the next page are some exercises to get you into the right mindset to properly study the P.G.
- Remember, reading is not enough. You have to LOOK closely and take your time. To illustrate the difference between "Reading" and "Looking," turn the page;

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Can you find the
the **mistake**?

1 2 3 4 5 6 7 8 9

Solution: There were no directions telling you to focus on the numerals. The mistake is found in the text; the word ‘the’ is repeated.

In today’s lesson we have specific examples from past exam questions and actual patrol guide procedures where the difference between getting a question right or wrong hung on **one letter** or **one word**! Now let’s take the Finished Files exercise;

Finished Files

Instructions, Step 1:

- Read the following paragraph:

Finished Files are the Result of Years of Scientific Study and the Experience of Many Years.

Instructions, Step 2:

- Don’t read the above paragraph, instead, look at it and count the number of times the letter F appears.

See answer on next page…

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ANSWER: 2? 3? That's what I said too…the first time I did this exercise.

Six, there are **SIX** letter **Fs** in that paragraph**.**

If you saw only 2 or 3, don't worry, it means that you are a good reader. But if you did miss the 3 other "f's that are present in the word "o**f**" that means that you made the same mistake I made the first time I saw this, you *did not follow instructions properly*.

Yes, the first set of instructions said to read the paragraph. Easy enough but, when reading we key in only on those words that give us information. The word OF is only a 'joining' word. It gives no real information, it only joins one important word to another. In fact, if you read well and fast, your brain receives the signal from your eye as the sound "UV". Your system didn't waste time with the unimportant characters that make up the word "OF"

However, the second set of instructions said; **don't read** it, look at it and count the Fs. To look at something and search for a specific detail is a different task from reading. When taking a test you need to do more than just read each question. When stuck on a seemingly difficult question, you want to examine every character that is printed on the page.

As you'll see throughout today's lesson, many times on past exams, the difference between getting a question right or wrong hung on one letter or one word!

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Question 2: Choice A) Incorrect

B) is the correct answer. But let's see why the other choices are wrong…

Anatomy of Question # 2	
3. Sergeant Barkley is making assignments at ro… …is interrupted by P.O. McCormack. P.O. McCormack states, "Sarge, I refuse to guard that hospitalized prisoner again, I had that assignment yesterday." Sergeant Barkley realized that because of the officer's refusal to perform assigned duties at roll call, he must suspend P.O. McCormack. According to A.G. 318-06, Suspension From Duty Uniformed Member of the Service, which of the following is a correct action for Sergeant Barkley to take?	
DCAS' (corrupted) version	**The correct information**
A) Direct P.O. McCormack to report in person, if not on sick report, each Monday, Wednesday and Friday to his resident ~~**borough**~~ command.	A) Direct member to report in person, if not on sick report, each Monday, Wednesday and Friday to resident **precinct**, at 0900 hours. (***Step 3 in 318-06***)
B) Enter facts concerning suspension in command log.	B) Correct (***Step 7 in 318-06***)
C) Direct P.O. McCormack to su… department property… ~~P.O. McCorma~~	
D) Inform P.O. Mc… request to be restor… modified assignment to the … through the Department Advocate	

The three wrong choices are all HALF RIGHT –let's take them one at a time.

- In A) they inserted "resident *borough*" where it should say; "resident *precinct*"

Notice that as you read the correct step, "resident **precinct**," the incorrect info they used to fool us, "resident ~~borough~~.." *is within your sight* as you read the step!!

ADMINISTRATIVE GUIDE

Section: Disciplinary Matters		Procedure No: 318-06
SUSPENSION FROM DUTY UNIFORMED MEMBER OF THE SERVICE		
DATE EFFECTIVE: 12/14/22	LAST REVISION: I.O. 121	PAGE: 1 of 3

PURPOSE To temporarily prohibit a uniformed member of the service from performing assigned duties.

PROCEDURE When a uniformed member of the service is suspended:

RANKING OFFICER IN CHARGE

1. Inform member concerned of suspension from duty and the reason.
2. Direct member to surrender all Department property, including Department issued smartphone, tablet, Body-Worn Camera, portable radio and all revolvers or pistols owned or possessed.
3. Direct member to report in person, if not on sick report, each Monday, Wednesday and Friday to resident precinct, at 0900 hours (captain and above will report to resident borough command).
   a. Members of the service who reside in Westchester, Rockland, Orange, or Putnam Counties will report to the 50th Precinct.
   b. Members of the service who reside in Nassau or Suffolk Counties will report to the 105th Precinct.

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Question 2: Choice C) Incorrect

Anatomy of Question # 2 (cont'd)	
1. Sergeant Barkley is making [illegible] he is interrupted by P.O. McCormack. P[illegible] again, I had that assignm[illegible] ssigned duti[illegible] ty Un[illegible] e?	
DCAS[illegible]	
A) Direc[illegible] on sick on sick re[illegible] d Friday to Friday to his resi[illegible] *06*)	
B) Enter facts concerning suspens[illegible] *518-06*)	
C) Direct P.O. McCormack to surrender all department property ~~and retain all property at P.O. McCormack's command.~~	C) Direct P.O. McCormack to surrender all department property and retain **other than guns, shield & ID** at member's command..
D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the ~~Chief of Personnel~~ through the Department Advocate	

- In C) you have 2 steps mixed into once Choice. The first half of Choice C) is correct as per Step 2, "Direct member to surrender all Dept property," **BUT** the second half of Choice C), where it says to ***retain*** all property at command is incorrect. Step 9a. says that only property **other than guns, shield, ID** will be retained at member's command.

Yes, they did it again:

- Where Step 2 says "Direct member to surrender **all** dept property, they added this false information: ~~and retain all property at member's command~~.
- The correct information re; retaining property is on the same page just a little further down in Step 9a.

And once again, the information was within your eyesight as you study the procedure.

UNIFORMED MEMBER OF THE SERVICE	5.	Surrender, promptly, all Department property as directed by step "2" above.
	6.	Do not wear uniform while suspended.
RANKING OFFICER IN CHARGE	7.	Enter facts concerning suspension in Command Log.
	8.	Notify supervisor on duty at Operations Unit, member's [illegible] member's resident precinct, if below rank of captain, or re[illegible] command if captain or above.
		a. Notify Internal Affairs Bureau Command Center.
	9.	Follow procedure for removal of property as outlined in *P.G. 518-15, "Removal and Restoration of Firearms."*
		a. Property other than firearms, shield and IDENTIFICATION CARD (PD416-091) will be retained at member's command.

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Question 2: Choice D) Incorrect

Anatomy of Question # 2 (cont'd)	
3. Sergeant Barkley is making assignments at roll call for the third platoon when he is interrupted by P.O. McCormack. P.O. McCormack states, "Sarge, I refuse to guard that hospitalized prisoner again, I had that assignment yesterday." Sergeant Barkley realized that because of the officer's refusal to perform assigned duties at roll call, he must suspend P.O. McCormack. According to P.G. 318-06, Suspension From Duty Uniformed Member of the Se… …tion for Sergeant Barkley to take?	
DCAS' (corrupted)	
A) Direct P.O… …on, if not on sick on sick… …and Friday to Friday…	
B) Enter fact…	
C) Have P.O. Mc… property ~~and retain all p…~~ ~~McCormack's command.~~	
D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the ~~Chief of Personnel~~ through the Department Advocate	D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the **First Deputy Commissioner** through the Department Advocate

- Choice D) comes from the first *additional data* paragraph on page 3 of 318-06.
- Notice all they did was insert "~~Chief of Personnel~~" where it should say "**First Deputy Commissioner**" to turn an otherwise true statement into a bad choice!!

Notice how they give you, "<u>through the Department Advocate's Office</u>" so it looks very close to correct!

MEMBER'S COMMANDING OFFICER	23. Confer with Department Advocate's Office prior to adjudication of command discipline to determine if suspended member should instead receive additional **CHARGES AND SPECIFICATIONS**.
ADDITIONAL DATA	*A uniformed or civilian member of the service under suspension who desires to be restored to duty or a uniformed member under suspension who desires to be placed on modified assignment will submit a request to the First Deputy Commissioner through the Department Advocate's Office.*
	When a uniformed member of the service, in the rank of sergeant and above, is being suspended the following provisions shall be applied. The member shall be suspended

<u>Regarding Choice D)</u>

Read all the way to the end:

- By the time you get to the last paragraph of a procedure, you may be mentally tired. These procedures are highly structured too. All the steps are numbered and all the actors are specifically listed in the margin.
- But then, down at the end, you find a loosely structured, italicized statement with no actor at the very end of a long and difficult procedure. A procedure where you had to memorize a lot of information.

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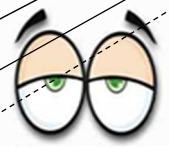
Question 3: Choice C) Correct

Anatomy of Question # 3	
1. According to the definition of an Aided Case in Patrol Guide Procedure 216-01 titled; "Aided Cases General Procedure," which of the following is not an aided case?	
What appears on the exam	**The [illegible] information**
A) Lost adult.	
B) A person injured in their routine slip and fall wh	
C) Emotionally Disturbed P	
D) Adult requiring care due to arrest death of parent/guardian.	

Question 3 asked which of the choices is "not an aided," but all four choices look like aided cases! The Answer is C) -we don't make an Aided for a **Prisoner**. But you knew that!! *-see below…*

Let's look again

Anatomy of Question # 3
1. According to the definition of an Aided titled; "Aided Cases General Procedu
What appears on the exam
A) Lost adult.
B) A person injured in their o a routine slip and fall who medical aid.
C) Emotionally Disturbed Pri
D) Adult requiring care due to arrest, hospitalization, death of parent/guardian.



Look more closely at Choice C):

- First, you read the word "Emotionally" –11 letters
- Then you read the word "Disturbed" –9 letters.
- While that's happening, in the corner of your eye you see the last word begi
  stopped reading.
  - You assumed it said Prisoner –because it usually does.
- And, as thousands before you on at least 3 sergeant's tests in the last 10 years, you made an aided card for a Prisoner!!!

1. According to the definition of an Aided Case ocedure 216-01 titled; "Aided Cases General Procedure," which of the following i ?

   A) Lost adult.
   B) A person injured in their own residence by a routine slip and fall who is refusing medical aid.
   C) Emotionally Disturbed **Prisoner**.
   D) Adult requiring care due to arrest, hospitalization, death of parent/guardian.

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Remember, the Patrol and Administrative Guides are maintained and updated to serve a specific purpose. They are <u>not</u> textbooks. They weren't created for students preparing for an exam.

If you just read the Patrol Guide, you may not pass your test. Reading is not enough. You have to LOOK closely and take your time. You must ***study*** The Key lesson plans.

When we ***read***, we can skip some details and still get the idea, but that doesn't work for **<u>studying</u>**. To illustrate the difference between "Reading" and "Looking," see if you can read the following paragraph;

The pweor of the hmuan mind. Aoccdrnig to rscheearch at Cmabrigde Uinervtisy, it deosn't mttaer in waht oredr the ltteers in a wrod are, the olny iprmoatnt tihng is taht the frist and lsat ltteer be in the rghit pclae. The rset can be a taotl mses and you can sitll raed it wouthit a porbelm.

Crazy but, you were probably able to read that WITHOUT paying attention to any of the corrupted details, right? Below is a specific example of a past exam question and patrol guide procedure where the difference between getting a question right or wrong hung on **<u>one letter</u>** or **<u>one word</u>**!

Treat this next question like an 'open-book' test.
They did that once, they put the actual procedure into the exam.
P.G. 216-04 begins on the next page.

1. You are the patrol supervisor at the scene of a possible homicide. There is a dead human body lying in the street with numerous knife wounds. The guts of the body are visible, and many people are complaining about the sight. You have decided to remove the body from the public place. Whose permission do you need?

   A) Medical Examiner or assistant.
   B) Medical Examiner and the assigned detective.
   C) Members of the Patrol Bureau, detective squad or Crime Scene Unit.
   D) Medical Examiner or the assigned detective.

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PURPOSE To ensure that notifications to concerned authorities and relatives are properly made and recorded, evidence is preserved and proper disposition is made of dead human bodies.

PROCEDURE Upon arrival at scene of an apparently dead human body:

UNIFORMED MEMBER OF THE SERVICE

1. Request ambulance and patrol supervisor to respond.
2. Exclude unauthorized persons from scene.
3. Obtain names of witnesses and detain at scene if death is suspicious.
4. Screen area from public view, if possible.
5. Cover body with waterproof covering, if publicly exposed.
6. Ascertain facts and notify desk officer as soon as possible.
7. Request aided person be removed to hospital or that doctor be dispatched if pronouncement of death by ambulance attendant, emergency medical technician or paramedic is questioned by anyone.

NOTE *FDNY Emergency Medical Service (EMS) policy permits EMS personnel to depart a location of a deceased person prior to police arrival if a responsible adult is present, there is no reasonable belief that a crime was committed, and the deceased is in a secure location.*

8. Notify Medical Examiner or assistant Medical Examiner
   a. Obtain Medical Examiner Case Number for entry on **AIDED REPORT**.
   b. Provide the following information to the Medical Examiner (if known):
      (1) Reporting officer's name, command, and numbers for relevant Department forms prepared (Complaint Report, Aided, etc.),
      (2) Place of occurrence,
      (3) Decedent's information (Name, age, date of birth, address, etc.),
      (4) Family/next-of-kin information,
      (5) If plastic sheet or bag may be factor in death, and
      (6) Circumstances of death
   c. Make a follow-up call to the Medical Examiner, if they fail to respond within 1 hour.
   d. Notify desk officer of actions taken (Notifications, reports, etc.).

COMMUNICATIONS SECTION

9. Notify desk officer, command of occurrence, via department phone if EMS departed location prior to police arrival.

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PATROL SUPERVISOR

10. Ensure assigned sector responds to location, if EMS departed prior to police arrival.
    a. Notify commanding officer/executive officer/duty captain if sector has not responded after more that one hour has passed after EMS departed location.

UNIFORMED MEMBER OF THE SERVICE

11. Notify Communications Section to have EMS return to location if questions arise regarding:
    a. Existence of a crime scene,
    b. Integrity of a crime scene, or
    c. EMS departure and no responsible adult is present.
       (1) Notify Operations Unit for FDNY EMS Operations Center phone number, if phone number is not present in ICAD.

DESK OFFICER

12. Notify:
    a. Detective squad.

NOTE *Responding detective will notify Crime Scene Unit, if an apparent homicide, suicide, or death is suspicious.*

    b. Harbor Unit, if aided is removed from navigable waters by other than Harbor Unit personnel
    c. Operations Unit, if an apparent homicide, suicide or death is suspicious
    d. Communications Section, if death is unusual or homicide
13. Record all calls to Medical Examiner in Telephone Record.

UNIFORMED MEMBER OF THE SERVICE

14. Prevent anyone from disturbing body or its effects, EXCEPT:
    a. Paramedic, E.M.T., or doctor (caution not to disturb evidence)
    b. Medical Examiner or assistant
    c. District Attorney or assistant
    d. Members of the Detective Bureau, detective squad or Crime Scene Unit
    e. Member of Highway District assigned as "collision technicians" or "collision investigators"
    f. Member of Emergency Service Unit, if body is on train tracks or in subway tunnel.

NOTE *Make digital **Activity Log** entry identifying all persons entering crime scene.*

15. Prepare and attach **IDENTIFICATION TAG (PD317-091)** on body.

NOTE *An **IDENTIFICATION TAG** will be placed on dead human bodies, parts of bodies, and human fetuses that are to be delivered to the morgue.*

16. Obtain receipt on lower half of **IDENTIFICATION TAG** for body when removed to morgue, and for body and death certificate if released to a funeral director or other authorized person.

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UNIFORMED MEMBER OF THE SERVICE (continued)

17. Prepare **AIDED REPORT** or **Police Crash Report (MV104P)**, as appropriate, and under "Details" include:
    a. Name and badge number of morgue vehicle operator removing body, or
    b. Name and address of undertaker authorized to remove body and name, address, and relationship or person authorizing such removal, or
    c. Name, address, and relationship of person to whom body was released.

NOTE

A notification to a member of the immediate family of the deceased will be made tactfully and in person, if possible. Efforts should be made to have a friend or neighbor present when making such notification.

18. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
19. Enter all facts in digital **Activity Log** including
    a. Identity and complete description of deceased person and clothing worn
    b. Name of doctor, paramedic or E.M.T. who made death pronouncement
    c. Name, address and identification of person to whom body was released.
    d. Identity of responsible adult with whom EMS was in contact with, prior to departure and all other persons present.
20. Safeguard body and effects until instructions are received from patrol supervisor
21. Deliver receipt for body and death certificate to desk officer.

PATROL SUPERVISOR

22. Ascertain that precinct detective squad, Crime Scene Unit and Operations Unit have been notified, when necessary.

NOTE

An immediate telephone notification to the Operations Unit of all unusual incidents involving a homicide or suspicious death is required. The initial notification will include the preliminary facts and circumstances. However, subsequent notifications should be made as additional information becomes available or developments occur during the course of the incident or investigation.

23. Have body and premises searched in the presence of witnesses, when possible, if deceased resided alone or died at a location other than residence.

NOTE

A police officer of either sex may search a dead body.

24. Confer with the Medical Examiner or assistant Medical Examiner prior to directing member to search body to safeguard property.
25. Examine reporting officer's digital **Activity Log** entries and certify accuracy by signing rank and name.
26. Make appropriate digital **Activity Log** entry.

DESK OFFICER

27. Direct command clerk to prepare **COMPLAINT REPORT (PD313-152)** from **COMPLAINT REPORT WORKSHEET**, by entering information in OMNIFORM System.
    a. Ensure serial number is obtained from OMNIFORM System.
28. Close complaint at precinct level when deceased is properly identified, Medical Examiner certifies death as natural, and relatives are present and notified.

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NOTE *If deceased remains unidentified or relatives cannot be located, prepare* ***MISSING/ UNIDENTIFIED PERSONS REPORT (PD336-151)****, enter in OMNIFORM System, obtain a new serial number, and comply with P.G. 216-03, "Unidentified Persons."*

DESK OFFICER (continued)

29. Direct officer who discovered body in a homicide case to report to the morgue at 0900 hours, the next day, to identify the body to two Medical Examiners.
    a. Assign officer first on the scene, or another officer who is not on a regular day off, if reporting officer is not available, who can identify the body as the one found or observed at scene.

NOTE *If a person dies as the direct result of a police action, the uniformed member involved in or actually witnessing the incident WILL NOT be assigned to identify the body at the morgue. Another member who can make the identification will be assigned.*

30. Direct officer concerned to arrange for a relative or other person who knew the deceased to be present to identify body in presence of the officer.
31. File receipt for body and death certificate, if received, in the Property Receipt Book.

ADDITIONAL DATA *A body, offensive to public decency, may be removed from a public place. However, if death is suspicious, permission of the Medical Examiner and the assigned detective investigating the incident must be obtained.*

All notifications and preparation of appropriate Department reports are still required in the event that a body is removed by Office of Chief of Medical Examiner personnel or to uniformed members of service on scene.

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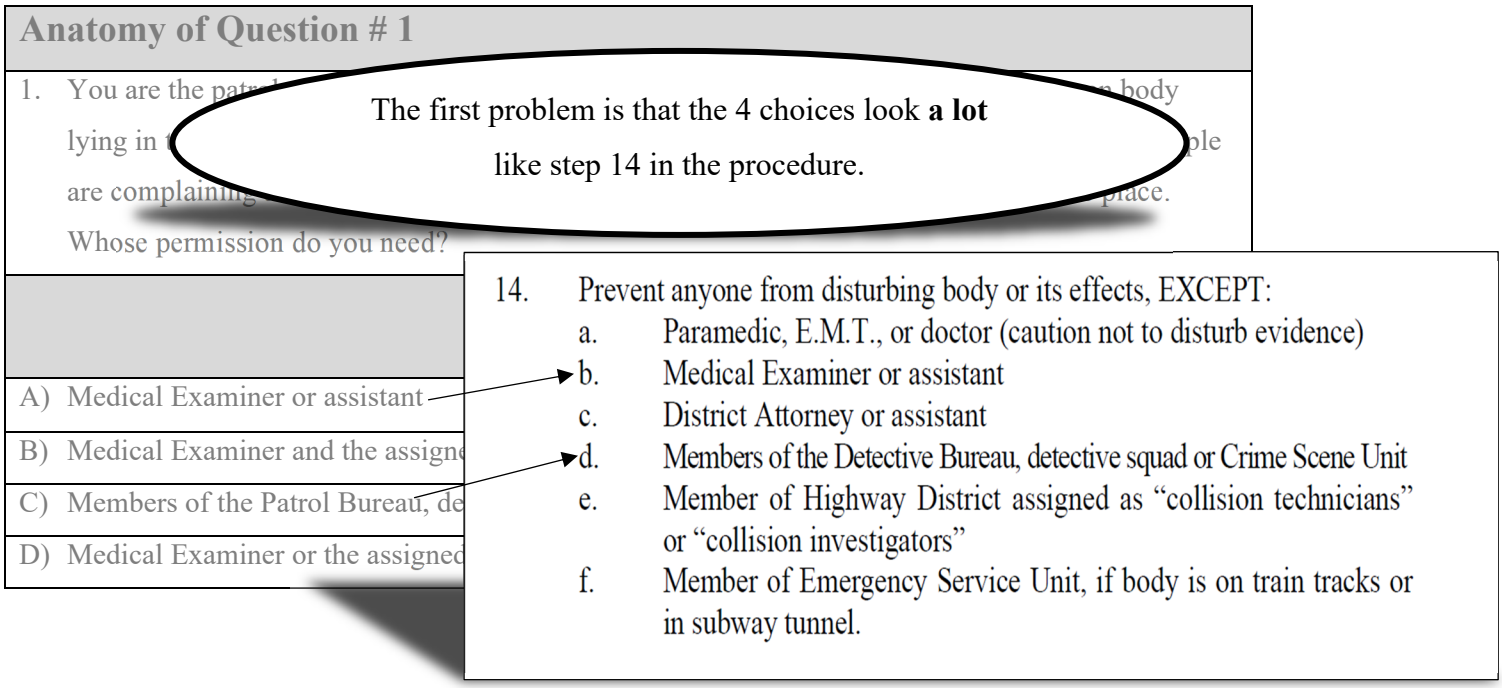
Answer: **B)**

<u>There are 2 "Key Points" in this exercise;</u>

- Read all the way to the END of the procedure.
- "AND" versus "OR"



<u>Many of us were drawn to Step 14 and believed the answer was found there.</u>

- In fact, Choice A) is identical to 14b.
- Then we see that Choice C) is a manipulated version of 10d.
    - Choice C) switched out "Detective Bureau" with "Patrol Bureau" making it wrong.
- So we think, AHA, I found it, I found the trick.
- So we went back and picked A) as the answer and moved on… MISTAKE. Here's why -*see next page*…

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The first Key Point in Question 1 is "Read all the way to the END of the procedure."

The answer to this question was **NOT** found in Step 14!!

- Step 14 speaks to who may *DISTURB* the body or its effects.
- The question asked about *MOVING* the body from a public place…
- In the stem of the question, you have a "possible homicide" with "numerous knife wounds" where "people are complaining about the sight."
- So you have a body that is offensive to public decency (people are complaining).
- And it is suspicious (possible homicide, knife wounds).

If you patiently read the procedure all the way to the end, this additional data would have jumped out at you;

- *"A body, offensive to public decency, may be removed from a public place. However, if death is suspicious, **permission of** the Medical Examiner **and** the assigned detective investigating the incident must be obtained."*

Key Note

- By the time you get to the last paragraph of a procedure, your eyes may get tired. These procedures are highly structured. The steps are numbered and all the actors are specifically listed in the margin.
- So, there it is, a loosely structured, italicized statement with no actor at the very end of a long and difficult procedure. A procedure where you had to memorize a lot of information.
- The vital piece of info was virtually hidden. So, not only was the place to go to find it a difficult task to start with, even if you knew where to look you still were faced with a challenge. STAY PATIENT.

The second Key Point in Question 1 is the often-used tactic of, "AND" versus "OR."

Knowing where to look (additional data as opposed to Step 14) was only *half* the battle!

- Looking back at Choices B) & D), they are identical except for one word;
  - B) says ME **and** assigned detective
  - D) says ME **or** assigned detective

A)	Medical Examiner or assistant
B)	Medical Examiner **and** the assigned
C)	Members of the Patrol Bureau,
D)	Medical Examiner **or** the assigned

- Here's the Additional Data -notice it says "and"

ADDITIONAL DATA *A body, offensive to public decency, may be removed from a public place. However, if death is suspicious, permission of the Medical Examiner and the assigned detective investigating the incident must be obtained.*

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Here's an application of today's tactics that has actually appeared on more than one exam question over the years. Once we nail this down, we'll see where else it might apply going forward toward your test.

SAMPLE QUESTION

1. According to Administrative Guide procedure, 330-10 titled, PREGNANCY RELATED GUIDELINES FOR UNIFORMED MEMBERS OF THE SERVICE, when a uniformed member of the service informs the Department that they are pregnant, all of the following are true except:

   A) UMOS should notify district surgeon by telephone of pregnancy.
   B) UMOS should make follow-up notification to district surgeon indicating pregnancy due date via Department email or Department mail.
   C) UMOS do not have to personally visit their district surgeon to report their positive pregnancy condition.
   D) UMOS should make follow-up notification to district surgeon indicating pregnancy due date via Department email and Department mail.

ANSWER: B)

Choices B & D are the exact same except for ONE WORD!

- Choice B says, "email ***or*** mail" and
- Choice D says, "email ***and*** mail."
- The Guide says to do both, email and mail so D) is a true statement which means B) is the correct answer choice (the question said; …all of the following are true **except**).

How the tactic of "AND" versus "OR" applies today.

- As stated above, that exact question has been asked on more than one Sergeant's exam over the years.
- A new Revision Order updated AG 329-06, the Retirement procedure and the "email and mail" directive is in there too. So, let's check a few other places in the AG/PG where this exists, so you'll have it covered for your exam,

Key Note
- In most places in the AG/PG, "fax" has been changed to "email."
- However, some procedures still do say "fax." *-see below*

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Fax and Mail
versus
Fax or Mail

216-19 Defibrillators (Step 14a.)

- Desk Officer forward a copy of the completed AIDED report or MEDICAL TREATMENT OF PRISONER form to the ESU-AED Coordinator via fax **and** Department mail.

219-23 Solar Cellular Callboxes (Step 5)

- Command Clerk forward duplicate copy of COMPLAINT REPORT or PAR, as appropriate by fax **or** Department mail.

Email and Mail
versus
Email or Mail

207-12 Lost or Stolen Property (Step 9)

- MOS send hard copy of 61/Omni Complaint Revision to SPIU via Department Mail **or** Dept email

329-06 Retirement (Step 8a.)

- Desk Officer forward copy of PROPERTY RECEIPT-DISCONTINUANCE OF SERVICE via email **and** Department mail to Police Academy, Ballistic Vest Unit.

330-10 Pregnancy (Step 2)

- UMOS make follow-up notification to district surgeon via Department email **and** Department mail.

The Key Method

- You don't have to worry about doing the research or tracking the changes, we'll keep you posted on **all** updates as they occur.

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The Key Method –*Illustrated;*

Tactic: FOUR TRUE STATEMENTS

- On test day don't be confused when all 4 choices seem correct.
- Often, all four choices ***will*** be true, verbatim patrol guide statements.
- The way to find the answer is to go back to the stem of the question and ascertain ***who*** *you are.*
- The question will ask, which is the proper duty for… then comes the key; are they asking for Desk Officer duties? Patrol Supervisor duties? UMOS?
- Three of the choices will be perfectly worded steps for a **different actor**.
- Once you understand this and practice it as you study (keep a visual of your desk officer in mind as you study 202-18, Desk Officer Duties; or of your patrol sergeant as you study 202-19, etc), you will be able to overcome this type of question and get the correct answer.

Here's an example from an actual test question

1. You are the second platoon desk officer in a patrol precinct. According to 202-18, Desk Officer, all of the following are your properly stated duties except:

   A. Operate and monitor base radio.
   B. Directly supervise entries made on PRISONER ROSTER
   C. Verify DAILY VEHICLE ASSIGNMENT SHEET.
   D. Certify entries in TELEPHONE DISPATCH LOG by signing after the 4th hour and at end of tour.

Answer C.

The other 3 choices are correct for a desk officer –but the question specified what platoon you're on.

- There are 2 steps in 202-18 that are specifically for the "first platoon desk officer."
  - Although step 15, which is for all desk officers, says to "prepare" the DVA Sheet, step 15a. says the ***first platoon*** D.O. ***verifies*** the DVA Sheet. Remember, this was actually asked on a past sergeant's test.
- So just FYI, here's the other "first-platoon specific" step in 202-18
  - Step 41 says, "Examine and process, when performing duty ***with the first platoon***:
    - A. forms and reports prepared during previous twenty-four hours,
    - B. summonses issued during previous twenty-four hours."

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Now let's apply these habits and tactics to changes made by recent revisions;

There was a revision to 209-36, Electronic Summons Tracking System (ESTS)

1. You are the third platoon desk officer in the 94 Precinct. According to Patrol Guide 209-36, Electronic Summons Tracking System (ESTS), which of the following is your properly stated duty?

   A. Scan all summonses served during tour using bar code scanner into ESTS, prior to completion of tour.
   B. Print a separate 'precinct cover sheet' from the 'Summons Menu' in OMNIFORM System for each type of summons issued.
   C. Scan each separate 'precinct cover sheet' and court copy of each summons, grouped by adjudicating agency, using the network scanner located at the desk.
   D. Detach court copy of summonses and place the remaining copies in the summons receptacle designated by the commanding officer.

Answer: A.

- Up until this revision all 4 were correct for a third platoon Desk Officer.
  - A. Scan all summonses… stayed right it was, step 21 for the Desk Officer. That's your answer.
  - Choice B. is Step 40 & Choice C. is Step 40a., both were moved by this revision and are now steps for the "**First Platoon** Desk Officer."
  - Choice D., as of this revision, the Desk Officer no longer "detaches" the court copy, now it just says to put the court copy in the receptacle.

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Okay, one more

Recent revision to 215-01 Child Requiring Shelter

2. As the Desk Officer dealing with a child who requires shelter, which of the following is your properly stated duty according to Patrol Guide 215-01, Child Requiring Care and/or Shelter?

   A. Notify New York State Child Abuse and Maltreatment Register (State Central Registry).
   B. Notify ACS borough field office (0900-1700) or ACS Emergency Children's Services after business hours.
   C. When Child Advocacy Center is closed and child has been brought to command and ACS Emergency Children's Services is unable to provide transportation to shelter, assign female UMOS or other available UMOS to escort child to shelter.
   D. Forward copy of computerized AIDED REPORT to Youth Coordination Officer in command where child located, if child left with relative or friend not residing in household.

Answer D.

- Up until the publication of this revision, all 4 choices were correct for the desk officer.
- The D.O. used to have 10 steps in 215-01 and now has only TWO;
  - Ensure the notifications are made and
  - Forward the Aided Report.
- The remaining choices have been moved and are now the duties of the UMOS concerned.
  - Problem with Choice C? Yeah, me too. When they made the change, all they did was change the actor in the margin from D.O. to UMOS, they didn't touch the content of Step 7a.
  - So now you have a UMOS "**assign** a female UMOS" –that's a killer. I'd have picked that as the Desk's duty because of that one word, 'assign.' Something to remember for test day. If it changes, we'll let you know right away –count on it!

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Here are more examples of The Key Method applied to more <u>recent PG changes</u>.

<u>A recent revision changed one step in P.G. 210-08, PRISONER HOLDING PENS.</u>

- Step 4 told the Desk Officer to assign a supervisor to check prisoners lodged in holding pens and put the '**results of the inspection'** on the PRISONER HOLDING PEN ROSTER.
- The revision replaced 'results of inspection' with a list of **<u>three things</u>** to put on the ROSTER:

What 210-08, Step 4 used to look like	What Step 4 looks like now
4. Assign supervisor to personally and periodically inspect prisoners lodged in holding pens and have supervisor enter ~~results of inspection~~ under appropriate captions on PRISONER HOLDING PEN ROSTER.	4. Assign supervisor to personally and periodically inspect prisoners lodged in holding pens and have supervisor enter **the following** under appropriate captions on PRISONER HOLDING PEN ROSTER. **a. Results of inspection** **b. Condition of prisoner (e.g., asleep, alert, etc.)** **c. Position of prisoner (e.g., sitting, laying down, etc.)**

<u>There are a couple of things going on here:</u>

- Whenever you see a list of three things, especially when they're lettered; a., b., c. expect to see a question where they throw in a fourth item that doesn't belong there. It's tailor-made for a question.

<u>Here's an example of what this could look like on your test:</u>

1. You are a newly promoted sergeant assigned as the desk officer in the 108 precinct. As such, you have assigned another supervisor to personally and periodically inspect the prisoners lodged in your holding pens. You should know that the supervisor you assigned should enter all of the following under the appropriate captions on PRISONER HOLDING PEN ROSTER, except:

   A. Results of inspection
   B. Condition of prisoner (e.g., asleep, alert, etc.)
   C. Position of prisoner (e.g., sitting, laying down, etc.)
   D. Physical description of prisoner (e.g., clothing worn, etc.)

D) is not on the list in Steps 4a., b., or c. and so is the correct answer.

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Now let's take this to the next level.

- In Step 4, the desk officer sends a boss in to inspect the cells periodically
    - In the new Sub-Steps 4 a., b., c. that boss makes the new entry (Results, Condition, Position).
- In Step 2, the desk officer sends a cop in to inspect the cells every thirty minutes.
    - In Step, 3 that MOS makes an entry with "results of inspection and action taken."

This is what 210-08, Steps 2 through 4 looks like right now:

DESK OFFICER/ DETECTIVE SQUAD SUPERVISOR	2.	Designate a member of the service to specifically inspect and check condition of prisoners every thirty minutes.
		a. Do not leave prisoners unattended.
	3.	Have assigned member enter results of inspection and action taken under the appropriate captions on **PRISONER HOLDING PEN ROSTER**.
	4.	Assign supervisor to personally and periodically inspect prisoners lodged in holding pens and have supervisor enter the following under appropriate captions on **PRISONER HOLDING PEN ROSTER**.
		a. Results of inspection
		b. Condition of prisoner (e.g., asleep, alert, etc.)
		c. Position of prisoner (e.g., sitting, laying down, etc.)

KEY NOTE

- The MOS' Step 3 entry has NOT CHANGED! It still just says "results of inspection and action taken"
- The boss' Step 4 entry which used to just say "results of inspection" ***now*** has 'a., b., c.' added to it.
- On your test, they could just take the new 'a., b., c.' and add them in to the cop's entry or vice versa; have the boss' entry just say, "results of inspection" and see if you recognize which is which.

This is how it could look on test day.

2. You are a newly promoted sergeant assigned as the desk officer in the 52 precinct and have assigned a member of the service to specifically inspect and check the condition of the prisoners lodged in the holding pens every thirty minutes. You should know that the inspecting member is specifically mandated by P.G. 210-08, Prisoner Holding Pens, to enter which of the following on the PRISONER HOLDING PEN ROSTER?

    A. Results of inspection and action taken
    B. Condition of prisoner (e.g., asleep, alert, etc.)
    C. Position of prisoner (e.g., sitting, laying down, etc.)
    D. Charges against the prisoner (e.g., grand larceny, robbery, etc.)

This answer is A. because "Results of inspection and action taken" is the only item the MOS is mandated to put on the Roster. B., C., & D. are only for the boss.

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Another recent revision added the below to 208-01, Law of Arrest & 221-15, Pursuits:

"In close pursuit cases involving a misdemeanor or lesser offense, a suspect may flee into a private residence. In such cases, pursuing members of the service must consider the totality of the circumstances before following a suspect into a private residence, including but not limited to the following:

a. Nature of the crime,
b. Nature of the flight,
c. Risk of escape,
d. Destruction of evidence,
e. Injury to others, and/or
f. Other exigent factors

When members of the service are involved in a close pursuit involving a misdemeanor or lesser offense and the circumstances of the close pursuit do not suggest that entry is necessary to prevent imminent injury, destruction of evidence, escape by the suspect, or other exigent circumstances, the involved members of the service should secure a warrant prior to making entry into a private residence or its curtilage."

KEY NOTES:

- It's wordy but doesn't look too complicated at first glance. However, if it appears on the test and you just "read" the question, you could get it wrong. Below are a few examples of how you can study the material, know your procedures and still get questions wrong. Remember The Key Method; don't just "read" the questions and choices, "look" at them closely (remember Finished Files!)
- The two questions that follow are for training purposes. The goal is not just to choose the correct answer but to analyze each choice to see exactly why it's not correct.
- These are not meant to fool you, they're meant to teach and train on the tactics we see on promotion exams.

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1. Recently the Department updated the Law of Arrest procedure with a directive regarding close pursuits. Of the following statements, which is a properly stated directive now found in Patrol Guide Procedure 208-01, Law of Arrest?

   A) When members of the service are involved in a close pursuit involving a misdemeanor or lesser offense and the circumstances of the close pursuit suggest that entry is necessary to prevent imminent injury, destruction of evidence, escape by the suspect, or other exigent circumstances, the involved members of the service should secure a warrant prior to making entry into a private residence or its curtilage.
   B) When members of the service are involved in a close pursuit involving a misdemeanor or higher offense and the circumstances of the close pursuit do not suggest that entry is necessary to prevent imminent injury, destruction of evidence, escape by the suspect, or other exigent circumstances, the involved members of the service should secure a warrant prior to making entry into a private residence or its curtilage.
   C) When members of the service are involved in a close pursuit involving a misdemeanor or lesser offense and the circumstances of the close pursuit do not suggest that entry is necessary to prevent imminent injury, destruction of evidence, escape by the suspect, or other exigent circumstances, the involved members of the service should call for the response of the duty captain prior to making entry into a private residence or its curtilage.
   D) When members of the service are involved in a close pursuit involving a misdemeanor or lesser offense and the circumstances of the close pursuit do not suggest that entry is necessary to prevent imminent injury, destruction of evidence, escape by the suspect, or other exigent circumstances, the involved members of the service should secure a warrant prior to making entry into a private residence or its curtilage.

ANSWER:

D) is the correct answer.

Choice A) is missing two words, “do not” (…circumstances of the close pursuit do not…)

Choice B) says “higher” where it should say “lesser” (…misdemeanor or lesser…)

Choice C) says to call the duty captain where it should say to secure a warrant.

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