



THE KEY

Police Promotion School

Sergeants's Exam 2027

LESSON 1

Patrol Guide

Section 202

Duties & Responsibilities

Study Tactics

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!



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.



Question 1: Choice A) Correct

Anatomy of Question # 1	
1. According to P.G. 202-17, a Patrol Supervisor should know that she is responsible for...	A) is correct. This is Step 16 in 202-19. But the point of this question is to see <i>why</i> and <i>how</i> the other choices are wrong.
DCAS' (corrupted) version	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.	<u>202-19 step 16</u> • Correct
B) Be responsible for all police operations within command during tour.	<u>202-18, step 2:</u> • Desk Officer duty - sounds familiar
C) Report derelictions of duty to the IC.	<u>202-19, step 15</u> • Report derelictions to the C.O.
D) Visit UMOS assigned to hospitals and indicate visit by signing A/L of each member.	<u>202-19, step 12b:</u> • Visit hospitals once each tour.

Question 1: Choice B) Incorrect

Anatomy of Question # 1 (cont'd)	
1. According to P.G. 202-17, a Patrol Supervisor should know that she is responsible for...	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...
DCAS' (corrupted) version	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.	
<u>INCORRECT</u>	<u>202-18, step 2:</u> • Duty of the Desk Officer so, of course, it sounds familiar and could pass as correct.
B) Be responsible for all police operations within command during tour.	<u>202-19, step 15</u> • Report derelictions of duty to the C.O.
C) Report derelictions of duty to the IC.	
D) Visit Patrol Supervisors assigned to hospitals and indicate visit by signing A/L of each member.	
<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.	



Question 1: Choice C) Incorrect

Anatomy of Question # 1 (cont'd)	
1. According to P.G. 202-19, Patrol Supervisor, Sergeant Marcos, the 42 nd 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 meal and commissary	<u>C) is an example of the “Break the Chain of Command” tactic.</u> 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.	
INCORRECT C) Report derelictions of duty to the IC .	<u>202-19, step 15</u> Report derelictions of duty to the C.O.
D) Visit P.O.s assigned to frequently and at irregular visit by signing activity	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 of the service assigned to is at least once each tour.

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...

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 1

meal will be 1

comm

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**.

B) Be 1

comm

e, it sounds

C) Report derelictions of duty to the 1

- 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**

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;

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...



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!



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 roll call. P.O. McCormack 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

A) Direct P.O. McCormack to report in person, if not on sick report, each Monday, Wednesday and Friday to his resident **borough** command.

B) Enter facts concerning suspension in command log.

C) Direct P.O. McCormack to suspend all department property and equipment assigned to P.O. McCormack.

D) Inform P.O. McCormack of the suspension request to be restored to his original assignment modified assignment to the 105th Precinct through the Department Advocate

The correct information

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) Correct (*Step 7 in 318-06*)

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"

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.
 - a. 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).
 - b. Members of the service who reside in Westchester, Rockland, Orange, or Putnam Counties will report to the 50th Precinct.
 - c. Members of the service who reside in Nassau or Suffolk Counties will report to the 105th 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!!



Question 2: Choice C) Incorrect

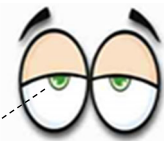
Anatomy of Question # 2 (cont'd)

1. Sergeant Barkley is making a statement. He is interrupted by P.O. McCormack. P.O. McCormack says, "I had that assignment assigned to me. I was on sick leave Friday to his residence (P.G. 318-06)."	
• 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 <u>all</u> 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 <u>other than guns, shield, ID</u> will be retained at member's command.	
A) 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 <u>other than guns, shield & ID</u> 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	

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

RANKING
OFFICER IN
CHARGE

5. Surrender, promptly, all Department property as directed by step "2" above.
6. Do not wear uniform while suspended.
7. Enter facts concerning suspension in Command Log.
8. Notify supervisor on duty at Operations Unit, member's command, member's resident precinct, if below rank of captain, or re command if captain or above.
 - a. Notify Internal Affairs Bureau Command Center.
9. Follow procedure for removal of property as outlined in P.G. 318-15, "Removal and Restoration of Firearms."
 - a. Property other than firearms, shield and IDENTIFICATION CARD (PD416-091) will be retained at member's command.



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 Service, what action for Sergeant Barkley to take?

DCAS' (corrupted)

A) Direct P.O. McCormack to submit a request to be restored to duty or placed on modified assignment to the Chief of Personnel through the Department Advocate	- Choice D) comes from the first <i>additional data</i> 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!!	on sick leave, if not on sick leave, and Friday to
B) Enter fact		
C) Have P.O. McCormack 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 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	

Notice how they give you, "through the Department Advocate's Office" 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

Regarding Choice D)

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.

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	What is the correct answer
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.	

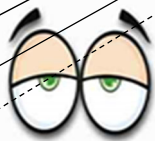
Question 3 asked which of the choices is “not an aided,” but all four choices look like aided cases!
The Answer is C) -we don’t make an Aided for a **Prisoner**. But you knew that!! -see below...

Let’s look again

Anatomy of Question # 3	
1. According to the definition of an Aided 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	What is the correct answer
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.	

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 begin 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 in Patrol Guide Procedure 216-01 titled; “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.





Remember, the Patrol and Administrative Guides are maintained and updated to serve a specific purpose. They are not 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 studying. To illustrate the difference between "Reading" and "Looking," see if you can read the following paragraph;

The pweor of the hmuam mind. Aoccdrnig to rscheearch at Cmabrigde Uinervtisy, it deosn't mtttaer 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 one letter or one word!

**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.



PATROL GUIDE

Section: Aided Cases		Procedure No: 216-04
DEAD HUMAN BODY GENERAL PROCEDURE		
DATE EFFECTIVE: 02/03/25	LAST REVISION: R.O. 8	PAGE: 1 of 4

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.



PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
216-04	02/03/25	R.O. 8	2 of 4

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.



PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
216-04	02/03/25	R.O. 8	3 of 4

UNIFORMED MEMBER OF THE SERVICE (continued)

17. Prepare **AIDED REPORT** or **Police Accident Report (MV104AN)**, 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.



PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
216-04	02/03/25	R.O. 8	4 of 4

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.

Answer: B)

There are 2 “Key Points” in this exercise:

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

Anatomy of Question # 1	
1. You are the patrol officer who has just arrived at the scene of a body lying in the street. The body appears to be a male. The people are complaining of a foul odor. Whose permission do you need?	The first problem is that the 4 choices look a lot like step 14 in the procedure.
A) Medical Examiner or assistant	14. Prevent anyone from disturbing body or its effects, EXCEPT:
B) Medical Examiner and the assigned detective	a. Paramedic, E.M.T., or doctor (caution not to disturb evidence)
C) Members of the Patrol Bureau, detective squad or Crime Scene Unit	b. Medical Examiner or assistant
D) Medical Examiner or the assigned detective	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.

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

- 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...

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.*



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*



**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.



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.”



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.



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!



Here are more examples of The Key Method applied to more recent PG changes.

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

- 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 **three things** 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.)

There are a couple of things going on here:

- 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.

Here’s an example of what this could look like on your test:

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.



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.



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.

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.

202-01 Police Officer

Assignment

- Perform duty in uniform as per roll call OR as directed by a competent authority.
- Proceed to post, sector, or assignment as directed by *supervisor*
 - Comply with meal and post relieving points as directed by C.O.
 - Do not congregate or engage in unnecessary conversation with other MOS while on post, absent police necessity.

Use digital Activity Log
But preserve completed
(old, blue book) ACTIVITY
LOG and produce as
required.

Department Radio

- Monitor portable radio.
- If assigned radio is defective, obtain radio from the Desk Officer (DO)

Meal

- Comply with meal and post relieving points as directed by C.O.
- Don't leave post/sector until meal actually commences
- Be back on post when meal ends.

🔑
NO travel for meal!!!
(Are you kidding me)

Inspecting Post and Police Service

- Be aware of and inspect post/ sector for conditions requiring police attention
- Render all necessary police service in the assigned area and as otherwise directed.
- Familiarize self with everyday routine of people residing, doing business or frequenting post or sector.
 - Investigate suspicious conditions and circumstances on post
- Give attention to crime hazards

Notifications

- Any unusual crime, occurrence, or condition
 - Report immediately to Patrol Supervisor **AND** Platoon Commander.
- Conditions not requiring immediate attention
 - Report to the TS Operator.
- When entering/leaving S/H, PSA, TD during tour
 - Report to D/O indicating reason for presence therein
- *When dispatched by T/S Op*
 - Keep T/S Op informed of police services rendered.
- Police services rendered in another pct
 - Report to D/O of that pct.
- If detained at court, etc. & unable to return to command at EOT,
 - Notify Desk Officer

📞 212-03 📞
**On assignment requiring
relief, Notify D.O.
1 hr. prior to EOT**
Makes sense,
DO needs to arrange relief

202-02 RMP Operator

- When assigned as driver for **ranking officer**,
 - Operate car for the entire tour.
- When supervisor is out of car,
 - Monitor radio messages directed to assigned area

Seatbelts:

- Inspect & notify Patrol Supervisor of any deficiency.

Wearing Seat Belts

- REQUIRED for ALL people and ALL vehicles including driving/riding in
 - Marked, Unmarked, and Private Authorized for Department use.
- Wear three-point seatbelts when provided
 - When 3-point belt becomes difficult to engage due to space constraints.
 - Use safety belt extender
- If three-point belts not provided,
 - Wear lap belts
- Remove Seat Belt, ONLY when **INVOLVED** in what appears to be a “*dangerous tactical situation*” where the belt may impair ability to take police action.

Inspection

- Inspect car when reporting for duty (see 219-01 Inspection of Dept Vehicles each tour by RMP Operator)
 - Make digital Activity Log entry of the following:
 - **FOG** (*F*indings, *O*dometer reading, *G*asoline in tank)

Operating Vehicle

- Operate RMP car only when assigned and qualified to operate such vehicle.
 - Operate car in manner to avoid injury to person or damage to property.
 - Drive at slow rate of speed except under exceptional circumstances or extreme emergency.
 - And consistent with the NYS VTL
 - Constantly patrol assigned sector. Avoid remaining in areas where radio reception is poor
 - Permit only UMOS performing police related duty to ride in a RMP on patrol.
 - When transporting non-MOS, be extremely vigilant & adhere to VTL except in extenuating circumstances
 - Do not unnecessarily leave the car unattended.
 - When answering call, remove keys and lock vehicle.
- Take RMP car out of assigned **sector** when:
 - Directed by competent authority
 - Answering an emergency call
 - Servicing, repairing, or cleaning as required with ***permission of the desk officer.***

Emergency Response

- Respond to messages of serious police emergency within **5 blocks** of location even if message is directed to another car, regardless of sector, precinct, or borough boundaries.
- Go to emergency with due caution.
 - Do NOT use siren unnecessarily, approach scene of reported crime quietly
- Position car at scene of an emergency to avoid obstructing or being blocked by emergency apparatus.



Ballistic Window Inserts and Wedges

- Inspect Ballistic Window Inserts and Window Insert Wedges if vehicle equipped for:
 - Proper installation and damage.
 - Report deficiencies immediately to the patrol supervisor.

Electric Blasting Caps

- Do not **carry** electric blasting caps in vehicles
OR
- **Transmit** within 150 ft. of any electric blasting operation.

Gas/Car wash/Radio

- When RMP is being cleaned or supplied with fuel.
 - Leave radio on and have the car ready for instant use
 - If fuel is to be obtained *in assigned command*,
 - ◆ Do NOT put car out of service.
- Do not leave portable radio in car.

Maintenance of Vehicle

- Take care of car and accessories, equipment and tools assigned.
- Cooperate with other operators of the same car to which assigned in care and maintenance, particularly cleaning, washing, and keeping the car in proper operating condition.

Repairs

- Make minor repairs to car when possible.
- When speedometer requires repair or other parts or accessories including tires and tubes,
 - Notify desk officer

Preventive Maintenance (PM)

- Enter appointment for preventive maintenance on sticker affixed to vehicle.
- Deliver car for regular preventive maintenance inspection as scheduled on sticker affixed to vehicle.

Miscellaneous

- Perform duties of recorder when none is assigned.
- Comply with AG 322-20 (CPR Roll Call) Attendance App Guidelines when reporting for duty and at EOT.

202-03 RMP Recorder

- Ride in front seat of RMP except when transporting prisoner, emotionally disturbed person, etc.

Seatbelts:

- Assist Operator in inspecting
 - Any deficiencies, inform operator & notify Patrol Supervisor.
 - Make Digital Activity Log Entry

Except if equipped with a partition

Wearing Seat Belts

- REQUIRED for ALL vehicles including driving/riding in
 - Marked, Unmarked, and Private Authorized for Department use.
- Wear three-point seatbelts when provided
 - When 3-point belt becomes difficult to engage due to space constraints.
 - Use safety belt extender
- If three-point belts not provided,
 - Wear lap belts
- Remove Seat Belt, ONLY when
 - INVOLVED in what appears to be a “dangerous tactical situation” where the belt may impair ability to take police action.

Exact same steps as in 202-02, Operator.

🔑 **219-01**, Operator determines that two safety belt extenders are available. (with vehicle number engraved and stored in glove compartment when not in use).

RMP push or tow another vehicle

- Do NOT tow or push another vehicle with RMP.
 - 🔑 This includes another RMP!!! 🔑

Only Highway Vehicle can Push or Tow and then only in below circumstances

- If a vehicle is blocking active traffic lane,
 - A Highway vehicle equipped with “Protective bumper guards” can push the vehicle to the nearest location where it may be parked safely.

Can NOT push or tow to
Private Property or
Repair Shops

Assignments

- Record in digital Activity Log, radio messages directed to RMP including,
 - Time, location of call, type of case and
 - Enter disposition of each call and time of completion.
- Assignment originating in S.H. or other important assignments of unusual nature,
 - Notify Desk officer of disposition
- All assignments NOT emanating from Communications Division,
 - Notify Radio dispatcher
 - Give location and nature of assignment.
- If undue delay is encountered in response to a radio message.
 - Notify Radio dispatcher

Reports

- Prepare necessary reports/records connected with police action taken jointly with operator.

Radio Issues:

- Operate the radio
 - If radio becomes inoperative, notify Desk Officer.
- Give disposition (or interim) immediately upon completion and before leaving scene of assignment.
 - If required to go to another location in connection with assignment, give interim disposition
- Obtain permission from **Radio Dispatcher** to place RMP **out of service** for minor repairs.

REPAIRS			
Actor	Notify Who	To do what	For
Operator	D/O	out of SECTOR	Service, clean, repair
Recorder	Dispatcher	out of SERVICE	Minor repairs

Keys for vehicle

- Carry duplicate set of keys for vehicle assigned to during tour of duty.

Transport Non-MOS in RMP

- Notify radio dispatcher of presence of a non-MOS; Prisoner, complainant, etc. of the following:
 - Time entering RMP, gender and beginning mileage.
 - Time exiting RMP, ending mileage upon arrival at destination.
- Search vehicle
 - Upon conclusion of trip, search passenger area for contraband, etc.
- Make digital A/L entry of transport (🔗 TRIPS)
 - Time trip starts,
 - Results of search/inspection.
 - ID of person,
 - Purpose/reason of trip and
 - Start and ending locations

🔗 208-06 says to search car before AND after you put arrested person in RMP. Why??
If you find a gun or drugs, you can charge the perp.

Transport a Non-MOS in RMP		
Recorder	Notify Radio Dispatcher	Digital Activity Log Entry
Time (start and end)	Yes	Yes
Mileage (start and end)	Yes	No
Gender	Yes	No
ID of person	No	Yes
Reason	No	Yes
Search results	No	Yes

202-04 Motor Scooter Operator

Inspection

- Inspect scooter to ensure it is in serviceable condition,
 - Make digital Activity Log entry of the following:
 - **FOG** (*F*indings, *O*dometer reading, *G*asoline in tank)

Scooter Re-Training when:

- Involved in **scooter** collision.
- Not operated in 6 months & being considered for assignment to scooter duty.
- Operated for 1-year BUT haven't gone to refresher course

Operation

- Do not respond to radio runs
 - UNLESS specifically directed by radio dispatcher
- Operate only when assigned, licensed, & qualified by Department.
- Headlight on **at all times**.
- **Do NOT pursue** motor vehicles in a scooter
- Do NOT be assigned on expressways or parkways.
- Operate scooter at a slow, safe rate of speed
 - 3-wheeler, **max 20 MPH**
- Obey traffic control devices
 - 3-Wheeler use siren & roof light when nec.

🔑 **5 block rule**
does **NOT** apply!!

Absolute Rules
No exceptions

🔑 **202-19 Patrol Supervisor**

- Bad weather, PS send Scooter Operator to Desk Officer OR Platoon Commander for reassignment.

Road Conditions

- Check road conditions of post;
 - Make digital A/L entry immediately after arrival on post.
- When assignment is hazardous (i.e., spillout, construction, etc.), request reassignment

Do not use scooter when;

- Patches of snow/ice remain from previous storm or high winds interfere with control.
- Rain, snow, sleet, heavy fog, any precipitation causes slippery ground.
 - 3-wheeler may be operated in moderate rain & fog.
- Temp falls below 32 degrees Fahrenheit (31 or less) (0 degrees Celsius, needs to be -1 Celsius)
 - 3-wheeler may be used below 32° (31 or less)

Uniform/Equipment for scooter patrol:

- Helmet
 - 2 and 3 wheel must wear helmet
- Face shield
 - 2 wheel must wear
 - 3 wheel optional
- Reflective Traffic Safety Vest
 - During hours of darkness,
 - 2 & 3 wheel scooter operators must wear reflective traffic safety

3-Wheeler Exceptions

- Max 20 mph
- May be used in moderate rain/fog.
- May be used below 32°
- Face shield on helmet not mandatory

	2 Wheel Scooter	3 Wheel Scooter
Radio Runs	No, unless directed by dispatcher	No, unless directed by dispatcher
Pursuits	NO	NO
Assigned to highways or expressways	NO	NO
Hazardous Conditions	NO	NO
Patches of Snow/Ice or High winds	NO	NO
Moderate Rain or Fog	NO	Yes
Below 32 degrees	NO	Yes
Over 20 MPH	Yes	NO
Hours of darkness	Yes	Yes
Reflective Vest		
Headlight On	Yes	Yes
Helmet	Yes	Yes
Face shield	Yes	Optional

202-05 Neighborhood Safety Team Officer (NST)

- Duty in specifically prescribed uniform with all equipment required by AG 305-08, **including** A/L
 - MUST first be NST trained,
 - NO plainclothes,
 - NO decoy operations.
- Deploy in areas
 - Based on current crime trends and statistics, giving special attention to times/locations prone to violent street crimes within command of assignment, as directed by the C.O.
 - e.g.; robberies, felonious assaults, shootings, and firearms/weapons-related offenses
 - **No more than 3** NST members, **including** a supv, may be assigned to a Dept vehicle per tour.
- Enforcement Action/Responding to Radio Runs
 - Prior to taking enforcement action, when feasible, ID yourself as a Police Officer.
 - Inform radio dispatcher when responding to, or present at the scene of a police incident.
- Crime Reduction
 - Employ creative crime reduction, precision policing, and community engagement strategies to effectively improve QOL, increase trust and build relationships with people and communities.
 - Reduce violent street crime by identifying, investigating and apprehending individuals who:
 - Possess illegal firearms, jeopardize public safety, erode quality of life.
 - Develop intell for possible search warrants, associates from past crimes & any crime related info, with assistance of cmd FIO, thru debriefings and/or confidential informant's intelligence.
- Line-Ups or Photo Arrays
 - Do NOT conduct lineup or show photographs **without** permission of precinct detective squad supervisor or qualified supervisor of investigating unit.

202-06 Administrative QOL (Quality of Life) Officer (A-QOL-O)

Report to quality of life (QOL) team sergeant.

- Perform duty in uniform.
- Statistical Reports
 - Assist QOL team Sgt by, preparing statistical reports under the guidance of the Chief of Department's Office.
- Key Community Members/Groups
 - Maintain master file of contact information of Key community members/groups for the purpose of:
 - Disseminating info re; newsworthy events concerning community.

Not to be used for **backfill** for other command assignments

- Without C.O.'s authorization.

Not to be assigned to **details** during regularly scheduled tour

- Without permission of
 - Bureau Chief,
 - Chief of Dept or
 - PC

Review, analyze, and prepare reports

- Review and analyze all Police Crash Reports (MV104P).
 - Deficiencies - Note and bring to the attention of the **precinct training sergeant**.
 - "Limited Access Highways"
 - **Daily** copy & forward to Highway Unit any collisions on "Limited Access Highways"
 - "Crossover" collision
 - FAX copy to Corp Counsel AND Highway District for "Crossover" collisions"
- Other Agencies need copy of PCR (examples TLC and DMV)
 - Duplicate and forward Police Crash Reports to outside agencies by placing copy of PCR in a white envelope,
 - White envelope addressed to the Office of the Comptroller, 1 Centre Street, NY, NY -Attn: CIF Department and
 - Forward to Comptroller via the Mail and Distribution Unit.

Crossover Collision

- Vehicle crosses over **or**
- **Strikes** any type of median separating opposing traffic

⚡ Which means it doesn't have to actually "Cross Over"

- HIGHWAY CONDITION RECORD
 - Review for conditions requiring **notification/follow-up** with other agencies, DOT, Parks, etc.
- MISSING TRAFFIC CONTROL DEVICE REPORT
 - Prepare and forward to DOT Borough Commissioner
- TRAFFIC INTELLIGENCE REPORTS
 - Analyze and process Traffic Intell Reports,
 - Intel Reports that can NOT be addressed at the precinct level,
 - Forward to Patrol Boro Traffic Safety Coordinator.
- **The 3 Es** (Engineering, Enforcement, and Education)
 - Recommend engineering, enforcement & education strategies for collision reduction
 - Maintain liaison with Dept of Transportation (DOT) re, engineering recommendations.
- Prepare and/or forward all traffic related reports, as appropriate.

No duty unrelated to QOL/Traffic

- C.O. will NOT assign A-QOL-O unrelated to QOL or Traffic.
 - Pcts with a lot of CPLs, may assign an Assistant A-QOL-O

Traffic Stat

- Compile stats for Traffic Stat and
 - When precinct is scheduled for a presentation, attend with Executive Officer (XO).

Traffic Stat, attend **with** X.O.
Community Council, etc.
attend **at direction of** C.O.

Community Council, Safety Board meetings, other public forums

- Attend to discuss traffic safety, at direction of Commanding Officer (CO)

Boards and Teams

- Attend patrol borough traffic safety meetings.
 - Advise team members on traffic related issues and concerns.
- PRECINCT VEHICLE PURSUIT AND COLLISION SAFETY REVIEW BOARD
 - Serve on board and process necessary reports.

Coordinate

- Collisions involving Children
 - Coordinate activities with Community Affairs Officer to reduce collisions involving children.
- Traffic related training
 - Coordinate traffic training with Training Sgt
 - Ex; Speed technology, Construction site enforcement, School Crossing Guards
- Forward necessary enforcement information regarding days/hours of collisions, contributing factors, e.g., weather conditions, etc to units that write summonses in precinct
 - Ex; Strategic Response Group, Highway Units, Citywide Traffic Task Force, etc.

Plans and Programs

- Maintain and update
 - Precinct Traffic Safety Plan
 - Emergency Plans “A”, “B” & “C”.
 - Traffic Safety Bulletin Board

Pct Traffic Safety Bulletin Board

Maintain board to keep members current on:

- CPLs (Collision-prone locations),
- School Crossing
- Church crossings and
- Other traffic safety information.

Evaluate and monitor

- Precinct Pedestrian Safety Program.

Resources and Manuals

- PROCEDURAL MANUAL FOR TRAFFIC SAFETY OFFICERS,
 - A-QOL-O must be familiar with manual.

Summonses

- Count, record by category (red light, improper turn, etc.), and process relevant summonses.
- Review on a **daily** basis all “B”, “C”, & OATH summonses
 - Daily, enter info of each “B” summons in “B Summons app” in FORMS using “Paper” option.
 - Enter serial # from top left of summons and complete all appropriate captions in FORMS.
 - Store original and copies of “B” summonses in a secure location at command.

Summons Taxi and Limousine related (owner or operator)

- Identify summons issued to owner/operator licensed by, or **should be licensed** by the TLC,
 - Obtain next serial # from REPORT OF VIOLATION (LD6) log,
 - Make 2 copies of summons & enter serial # from LD 6 Log on top of each copy,
 - Forward one copy to the NYC TLC and
 - File second copy in rear of LD6 Log or command file.

Collision Prone Locations (CPL)s

- Identify collision-prone locations
 - Determine contributing factors for each location.
- Issue appropriate summonses at collision-prone locations.

Construction Sites

- Maintain copies of construction permits,
 - Visit sites and issue summonses for permit violations.

202-07 Precinct DVPO = DVI

- Domestic Violence Prevention Officer duties moved to Detective Guide.
- Title is now Domestic Violence Investigator.

202-08 Youth Coordination Officer

- Report direct to Special Operations Lieutenant (SOL).
 - Keep SOL informed of all juvenile issues and conditions.
- If the Pct does NOT have Housing Bureau covering housing developments
 - YCO is responsible for youths in public housing in the pct.
- Duty in uniform in areas frequented by youths
 - No Backfill- NOT to be used as backfill for pct. assignments (prisoner transport, hospital post, etc.),
OR
 - No Details during regularly scheduled tours
 - **WITHOUT PERMISSION** of
 - ♦ Police Commissioner, Chief of Dept or Bureau Chief.

Can work an RDO/OT detail without special permission.

List of 3

Tours

- Tours should correspond with youth related crime and in areas frequented by youth
- Must work a minimum of **4 hours** during 3rd platoon.

Body Worn Camera

- Be equipped with Body-Worn Camera and comply with 212-123, Use of BWC, as appropriate.

Confer and Coordinate

- Home conditions
 - Confer with Domestic Violence Investigator (DVI) to ID home conditions contributing to youth violence, including child abuse.
- Youth Crime
 - Confer regularly with FIO, PDS, DVI, and precinct crime analysis unit, regarding youth crime
- Schools
 - Visit schools and
 - Confer with principal AND school safety personnel to help reduce and prevent violence.
- Other Youth Agencies and Courts
 - Collaborate with ACS, Juvenile Probation, Corp Counsel, Family Ct & D.A. re; youth matters.

Strategies

- Develop strategies to address youth crime
- Use community-based services, relevant City agencies and Dept. units, Youth Strategies Div. etc.

Advise and Liaison

- Serve as principal liaison for any at risk youth within Pct/PSA.
 - Serve as information resource and
 - Advise command personnel, parents & community groups on youth matters

Review incidents involving juveniles

- COMPLAINT REPORTS involving youth victims and perpetrators **daily**.
- JUVENILE REPORTS prepared for youths residing in Pct/PSA.
- Notify Parent or guardian of offenses committed by their children that resulted in the following reports:
 - YOUTH REFERRAL, OLBS, or JUVENILE REPORT.
- Monitor cases
 - Involving felony offenders 16 & 17, and if cases are adjudicated in Family or Crim Ct

Home Visits

- Prior to visiting youth at home for **any** purpose,
 - Confer with FIO, PDS, DVI, to ensure ongoing investigations will not be compromised.
- Body-Worn Camera
 - Ensure Body-Worn Camera is activated during youth home visit.
 - If involved party requests, may deactivate, if safe & advisable after considering circumstances, including desire for privacy and confidentiality.
 - Tag video accordingly (YCO home visit, etc.)
- Document
 - Enter details of visit in digital A/L and Electronic Case Management System (ECMS), as needed
- Radio Dispatcher
 - Give the following radio codes to dispatcher.

10-75Y prior to visit,
10-75Y1 after a successful visit.
10-75Y2 after unsuccessful visit.

Investigations and Follow-up

- Follow up on ALL crimes, petty and serious, committed by youths.
- When investigating youth related crime,
 - Maintain close communication & coordinate with QOL officers, DVIs, FIO, .
 - Document investigative steps regarding youth crime in ECMS, as appropriate.
- Arrests
 - YCOs not ordinarily assigned juvenile arrests.
- Patterns and Repeat offenders
 - Keep apprised of repeat incidents involving multiple crimes and patterns involving youths.
- Runaways, Abused Children, or Children Requiring Shelter
 - Assist in processing runaways, abused children, and youths requiring shelter, when necessary.
- Juvenile Strategies Unit
 - Review arrest notifications from Juvenile Strategies Unit for youths residing in Pct/PSA.
 - Conduct follow-ups on all notifications received, and make conferrals/referrals, as appropriate.
 - Depending on the severity of the charges and the youth's history, Juvenile Strategies Unit will provide info that may include Recidivist Tracking and Reporting Database and/or DAS reports.
- Case Law
 - Be familiar with current case law re; juvenile arrest process, in particular, juvenile interviews and interrogations.

Not an Absolute

Complainants, Victims, Witnesses

- Maintain contact with crime victims (youth victims or victims of youth perps) & follow up, as nec.
 - Assist juvenile complainants and witnesses with court processes.

Positive Youth Programs and Groups

- Youth Programs
 - Coordinate, guide, & develop youth programs to foster positive relationships with youth and families.
 - Identify underutilized public spaces that could be activated or repurposed for youth programs and coordinate with Youth Strategies Division.
- Youth Group
 - Attempt to involve petty offenders in positive youth groups.

202-09 Arrest Processing Officer

- Duty in uniform,
- Report to Ops Coordinator –BUT,
 - Perform arrest process tasks as directed by **D.O.**
- Assist A/O in all facets of arrest processing, including, but not limited to:
 - Warrant & license checks, complete all arrest paperwork, fingerprint,
 - Obtain additional contact info (cell/work/home phone #, email, preferred mailing address, etc.),
 - Obtain DNA, when warranted, for DATs,
 - Ensure all UMOS properly “categorize” and “tag” videos associated with arrests.
- Perform additional arrest related functions as per:
 - Needs of command or Patrol Borough AND
 - As requested by your Commanding Officer.

Remember, If A/O not present, APO requests “appropriate relief” before leaving prisoner.

🔑 Odd, but it says nothing about photographs...

Liaison

- District Attorney
 - Discovery Material
 - Identify & acquire discovery material (related documents/recordings necessary for prosecution.)
 - Communications Issues
 - Availability of MOS (length of time to confer, paperwork problems, etc.)
- Borough Court Section
 - Arrest processing issues (delays, A/Os awaiting affidavit prep, etc.)

202-38 QOL Officer (replaces 202-11)

- Perform duty in uniform of the day,
 - Body Worn Camera (BWC):
 - Be equipped with body worn camera
 - Activity Log
 - Maintain daily activity in digital Activity Log.
 - Summonses:
 - Carry a sufficient amount of summonses.
 - Patrol
 - Marked RMP or on foot.
- Supervision
 - Work assigned tour under the direction of a designated supervisor.
 - If no designated supervisor is available to supervise a team,
 - ♦ Report to D.O. for assignment.
- Patrol
 - Identify quality of life zones with, special attn to identified
 - Chronic, ongoing QOL conditions in sector & command.
 - ♦ Address conditions, as appropriate.
 - Patrol command in a way that strengthens lines of communication with residents & businesses
- 311 and DAS
 - Regularly monitor 311 and DAS and respond to community complaints in command.
 - Set Dept smartphone DAS and 311 application alerts for command of assignment.
- Obtain crime and quality-of-life information regularly and as needed from,
 - Crime analysis and,
 - Administrative quality of life personnel.

- Borough and Division
 - Be knowledgeable about QOL and crime conditions, community issues, and available resources within the command at borough level and through Quality of Life Division.
- Coordinate with,
 - Patrol and special operations units to:
 - Address community concerns by establishing effective and continuous communication with,
 - All stakeholders regarding the implementation and development of strategies.
- Salesforce Application
 - Document in Salesforce Application
 - Coordination and strategy development
 - Implementation of strategy and specific actions taken to address chronic, ongoing QOL conditions.
 - All actions taken regarding Retail Theft.
 - Update in Salesforce Application
 - Regular progress on conditions in assigned sector.
- Community Interaction
 - Participate in community council meetings and other public forums at the direction of C.O.
- Traffic
 - QOL officers assigned to traffic conditions may be assigned a tour to best address the traffic related conditions of the command, at the discretion of the Commanding Officer.
- Retail Theft
 - Review info shared by Crime Analysis Sgt to ID problematic locations in command.
 - Visit problematic locations,
 - Establish communication with complainants and develop & implement preventative strategies,
 - Get PHOTOS of perps, if available
 - ♦ Share photos with PDS for creation of a WANTED FLYER.
 - Document all actions within Salesforce Application:

202-14 T.S. Operator

- Answer phone promptly, courteously & say;
 - “CMD, Rank/title, Surname and MAY I HELP YOU”
- Process requests for service.
- Interview visitors entering command.


Prior test question,
 What is the order?
 Your command is said first:
 “67 Pct, Officer Smith, May I help you”

A CMOS will be assigned as TS Op, when feasible.

Notify Desk Officer

- Matters of importance or other conditions requiring his/her attention.
- When MOS required to signal, fails to in reasonable time.
- Confer with Desk Officer to ascertain any changes in Roll Call Assignments
- Maintain
 - HIGHWAY Conditions Record
 - Frequent Telephone Inquiries
 - Outgoing Toll Calls
 - Printout of CPR (Centralized Personnel Resource System Roll Call)
 - Telephone Dispatch Log

207-31 & 207-21 CCRB or Corruption

- TS will refer a CCRB or Corruption complaint (walk-in or phone), to Desk Officer

202-10 Community Affairs Officer

- Perform Community Affairs duties as directed by C.O. **or** other competent authority.
- By Thursday each week:
 - Submit work schedule for upcoming week to
 - Overhead command and the
 - Community Affairs Bureau, through channels, for approval.
- Wear appropriate **business attire** when NOT performing duties in uniform,

Community Council/Community Groups

- Attend Community Council meetings & assist in stimulating & coordinating council activities.
 - Act as liaison between Community Council Executive Board and C.O.
 - Maintain liaison with community/youth council leadership
 - Perform duties in relation to Community Council in addition to crime & delinquency prevention
 - Forward monthly report of council meeting programs and operations to Deputy Commissioner, Community Affairs Bureau *through* borough community affairs coordinator *and* Commanding Officer, Community Outreach Division & Chief of Crime Control Strategies, Crime Prevention Sec.
- Establish personal contact with civic/community groups and attend meetings as directed.

Events/ Demos/Unusual Incidents/Community unrest

- Inform
 - C.O. AND Borough Community Affairs coordinator of
 - New /revised activities of unusual events and demos.
- Investigate
 - Incidents and conditions that may lead to intra/inter group community unrest.
- Respond to
 - Disorder, demo, racial conflict, etc. as directed by C.O./**or** ranking officer in charge

Not Boro Commander

Liaison

- Large locations in command
 - Maintain CLOSE liaison with management of facilities where large events are held within cmd

Confer with members of the Command

- SOL
 - Maintain DAILY contact with SOL to combine efforts for attention to areas of complaints.
- YCO, QOL team officer and Crime Prevention Officer
 - Maintain liaison with Youth Coordination Officer, Crime Prevention Officer, and QOL officer.
- All members
 - Maintain OPEN communication with other MOS for exchange of ideas re; the community

Schools, houses of worship, hospitals, etc.

- Visit
 - **Frequently** visit schools, houses of worship, hospitals, etc.
- Confer with
 - Clergy on delinquency and other **youth related problems.**

Training and Briefing Command

- Assist
 - C.O. in keeping command MOS informed of community affairs problems and developing and implementing community affairs programs.
 - Training Sergeant in developing in-service training, including guest speakers.

Programs

- Administer
 - MedicAlert + Alzheimer's Association Safe Return Program
 - Contact every nursing home/similar facility in the command & get them with the program.
 - Check Missing/Unidentified Reports for past special category persons- offer program to families.

202-12 Auxiliary Police Coordinator

- Wear uniform.
- Perform tours that coincide with Aux POs, when possible.
- Coordinate all auxiliary activities in the command.
- Conduct Roll call
 - Inspect Aux Police Officers
 - Instruct on orders issued by C.O. Auxiliary Police Section and
 - Supervise in the field as per 212-100
- Rotate assignments of auxiliary personnel.

Assist C.O. & SOL in problem solving by coordinating & maintaining liaison with;

- Crime Prevention Officer,
- Community Affairs Officer,
- Youth Coordination Officer,
- QOL team officers

Recruitment of Aux Officers

- Recruit new members continually by developing recruitment strategy with
 - C.O. Auxiliary Police Section and recruitment staff.
- Interview, enroll, investigate and fingerprint new applicants
 - Examine and verify submitted info including proof of residence, employment, citizenship, etc.
 - Verify by written documentation that applicant is a permanent resident or possesses a valid visa issued by U.S. Citizenship & Immigration Services.
 - Foreign nationals who have permanent residence status or hold a valid visa also qualify for the Auxiliary Police Program.

Not Precinct CO

Training

- Prepare paperwork for **biannual** basic training as scheduled by APS Training Unit.
 - Contact the APS, Training Unit to schedule training (e.g., RMP, 12 passenger van, bicycle, etc.).
- Create & maintain “Command Auxiliary Reference Library” (P.G., Aux P.G., etc.)

Operations

- “Purchase of Alcohol to Minors” ID & recommend to SOL suitable, **trained** volunteers.

Equipment/Shields/ID/Uniforms

- Vests/Radios
 - Inspect portable radios and vests when performing duty.
 - Vests go in secure locker, NOT stored by any individual APOs
 - Maintain AUXILIARY POLICE UNIT COMMAND VEST/RADIO LOG for
 - Integrity & safekeeping of radios and vests.
 - Document inspection of vests and radios by listing serial #s in the LOG.
- Shields/ID/Uniform
 - Obtain shields, identification cards and uniforms of **inactive** members and process accordingly.
- Other Equipment
 - Safeguard, maintain & account for equipment/supplies (generator, computer, radios, bicycles, etc.)

Plans

- Ensure mobilization plan is developed & tested and Auxiliary Officers are instructed on the plan
 - Confer with C.O. and SOL to develop plans for optimal use of Auxiliaries in event of an emergency.

Reports/Medals/Promotions

- Include monthly figures for Auxiliary Police Section on form and
 - Send to Boro AP coordinator AND AP Section.
- Send Requests for recognition and promotion to
 - Aux Police Section **through** borough AP Boro Coordinator.

202-13 Evidence/Property Control Specialist

Invoice Property

- Receive, invoice, release, package, label property and evidence including but not limited to Narcotics, Currency, Securities & Jewelry (doesn't say Guns!)
- Perform intake function:
 - Check property vs. related documentation, search for contraband, unaccountable items, VIN #s and other proof of ID.
 - Assign storage number location.

Transport Property

- Prepare property & documents for transport,
 - Use Dept vehicle & take to D.A, Dept location, etc.
 - Periodically inspect/schedule maintenance of, vehicles assigned to property functions.
 - Move, load/unload all types of property from one location to another, etc.
- Cash
 - Deposit money in the bank and log receipts back at command.

Property Records

- Maintain relative invoices, records, logs, reports and indexes, etc.

Security/Integrity

- Secure & maintain storage area &
 - PCIs stored in excess of **30 days**, notify Desk Officer.
- Verify
 - ID and authorization of people entering/leaving dept premises where property is stored
- Monitor
 - Alarms systems and security cameras, etc. in assigned premises.
- Cancel alarms and make appropriate notifications.
- Stolen Vehicles
 - Photocopy & forward **vouchers** prepared for recovered stolen vehicles to Patrol Borough Pattern Identification Module by next business day.

Release of Property

- Process release of invoiced property
 - Determine ID of persons requesting release of property.
 - Verify ID and proof of ownership.
 - May fingerprint claimant if necessary.

Reports and supplies

- Maintain dispatch transmittal forms and order necessary supplies.

Miscellaneous

- DOA
 - Respond to inquiries from Public Administrator, regarding disposition of property
- Evidence property
 - Respond to inquiries D.A, etc. re; disposition of DOA or evidence property.
- RoTow
 - In the absence of evidence and property functions, perform miscellaneous Ro-tow duties.

202-15 Attendant (UMOS or CMOS)

Duties

- Assume control of prisoners
 - Search, if applicable & inspect prisoners
- Make sure doors of **occupied cells** are locked.
- Remain inside cell block at all times and be alert to conditions and needs of such prisoners.

202-18, Desk Officer Duties

- Don't assign Attendant duty requiring them to leave cells **while prisoners are lodged**.

Remove Property

- Ensure property dangerous to life, may facilitate escape, damage property or could be used for suicide/attempt or assault (articles with glass, sharp edge, belt, tie, shoelace, drawstring, etc.) is removed.

Condition/Needs of prisoners

- Report to D/O any physical condition or unusual need of prisoner
- Attend to prisoner personal needs (menstrual hygiene products, meals, soap, water, and other essentials)
 - If menstrual hygiene product issued,
 - Note on PRISONER ROSTER in 'Remarks' and
 - Notify D.O.

Female cell area

- Male attendant can visit Female cell area when
 - Accompanied by female MOS AND then only with permission of supervisor in command, OR
 - Daily cleaning of **UNOCCUPIED** female cells, or
 - Emergency.

Relief Personnel:

- Remain within the cellblock during relief and
- Make sure doors of **occupied** cells are locked

Inspection of Prisoners:

- Immediately after reporting for duty,
 - Conduct inspection and make entry on Prisoner Roster
 - Notify Desk Officer of results of inspection.
- Conduct inspection EVERY 30 MINUTES
 - Make entry of inspection on Prisoner Roster

No Firearms in Cellblock

- Remove & safeguard guns prior to entering detention cell area, includes facility established during emergency arrest situations.
- Supervisor ensure guns are safeguarded at temporary detention facilities.

Police Officers Unarmed

- Police Officers while assigned as attendant are unarmed while in cellblock.

Maintenance and supplies for Cells:

- Repairs - Report necessary repairs to the D.O/appropriate supervisor.
- Keep cells supplied with paper cups, toilet paper and paper towels
- After Prisoners have been taken to court each day
 - Wash cells, and
 - Test alarm in cellblock.

CIVILIAN Attendant (PG lists specific duties for civilian attendant)

- Medical emergency
 - Immediately request assistance (panic alarm, contact D.O, etc.) for medical emergency in a cell
- OCCUPIED cell
 - Enter occupied cell only when accompanied by a UMOS, **UNLESS**
 - Extraordinary or life-threatening emergency.
- Escort prisoners, as directed by competent authority.

202-17 Patrol Wagon Operator

Duties

- Perform duty in proper uniform.
- Comply with AG 322-20 Attendance App at start of tour and EOT
- Notify Supervisor Concerned
 - To get assignment & meal time at start of tour
 - When leaving & returning from calls & meal
 - When not on assignment, be available in place known to Supervisor concerned
- After getting clearance from Boro Court Section
 - Pick up supplies/equipment
- Maintain a record of all activities performed.

Prisoners and Wagon Inspection/Search

- Before and after loading prisoners
 - Check rear & compartment doors for serviceability & security.
- After delivering prisoners
 - Search interior for weapons/contraband
 - If weapon/contraband found, notify supervisor in charge at facility.

The Wagon:

- Keep in clean & serviceable condition.
- Report necessary repairs to the Commanding Officer

-  **“Break the Chain of Command”** 
- Repairs to Patrol Wagon
 - PWO report necessary repairs to **C.O.**

202-16 Field Intelligence Officer

Assignment/Tours

- Perform tour as directed by FIO Sergeant
 - ONLY perform intel duties as FIO in assigned command.
- At start & end of tour,
 - Comply with AG 322-20 Attendance App Guidelines
 - Notify FIO Sgt, if present.
- Perform duty in civilian clothes
 - Must have O.C. Pepper Spray & other equipment as req'd

Training

- As directed by FIO Sgt, FIO will participate in detective and patrol training sessions.

Supervision

- If FIO Sgt not present,
 - Notify Intel Division AND Desk Officer to arrange supervision for urgent field operations.
- In the absence of FIO Sgt, respond to incidents in the field to provide assistance and gather information.
 - ID self to ranking patrol commander and investigator at scene.
 - Confer, regularly, with FIO Sgt and provide updates on all information/intelligence received.
 - Enter intelligence from any source into ECMS, as appropriate.

Notice in FIO's duties

- Obtain and take a lot of Intelligence but rarely provide intelligence.
- Work for Intell and not cmd.
- Can be in field in plainclothes without supervision

 **202-18, D.O.** (similar to the Attendant)

- D.O. can't assign PWO duties outside station house without permission of Borough Court Section

Transporting Prisoners

- Call Borough Court Section:
 - From all stops on way to court/other
 - Upon arrival/departure from court/other
 - Prisoners NOT ready for transport within **20 minutes** of arrival
- Transport Chains
 - Return transport chains used for restraining prisoners to location from where obtained.

Intelligence gathering

- Advise and make recommendations to command FIO Sgt on intelligence matters.
- Be key component of Intel Division by gathering AND
 - Sharing intel with Dept units (DB, Patrol, etc.)
- Develop information in support of borough level intelligence strategy.

FIO shares some Intel

Information Exchange

- Regarding parolees, parole absconders, subjects of I-Cards, wanted persons and other matters germane to command, exchange info (pictures, data, updates)
 - With other FIOs/FIO Sgts, Intel Division units, Detective commands, and other specialized units.
- Use secure e-mail, when practical, for notifications and inquiries to other FIOs, and Intel Division.
- Notify FIO Sgt & Intel's Criminal Intel Sec. regarding unusual incidents, and significant occurrences.

Conferrals

- Confer regularly with patrol officers, detectives, supervisors and unit specialty officers (School Safety, Community Affairs, Domestic Violence, QOL Team, etc.).
- Confer, regularly, with youth coordination officers regarding youth related crime.
- At the direction of the FIO Sgt,
 - Confer with Commanding Officer of command assigned.

Wow,
FIO can NOT talk to
Pct. CO unless
FIO Sgt says it is OK

Meetings

- Attend community meetings to obtain information of intelligence value.

Reports

- Assist with preparation of weekly Intelligence Division Activity Report.
- Review documents, reports, and stats for intel, including but not limited to:
 - 61, JRSW, OLBS, Unusual Occurrence Reports (includes DB Unusuals), Stop Reports, School Safety Division Criminal Incident Reports, DIR, arrest/complaint stats, patterns & trends, Intell Div Reports & worksheets
- Document intel forwarded to investigative and enforcement units in ECMS, and inform FIO Sgt

Confidential Informants

- Develop CIs who offer, or propose to offer, information, and who are approved by the Department.
 - Act as point of contact, when applicable, and be guided by 212-68, "Confidential Informants."
 - Maintain files for informants & ensure security of all folders.
- Under the supervision of FIO Sgt, FIO will follow up on actionable intelligence (investigation initiated, arrest, search warrant, etc.)
 - Record in ECMS after conferral with FIO Sgt.
- Assist FIO Sgt with Search Warrant Request (212-75) & comply with 221-17, SW Execution.

Debriefings

- Coordinate with FIO Sgt and Det Bureau, as necessary & debrief prisoners when intel may be gained.
- Assist FIO Sgt in developing specific questions re; crimes, patterns, trends occurring in command.
 - At the direction of FIO Sgt, give command specific Qs to Intel Division units for their debriefs.
 - Be present during debriefings of all arrests, when possible, to assist in development of intel.
- Record & maintain details on positive or negative results in ECMS and route accordingly.
 - For "Positive Debriefing" in ECMS related to active criminal investigations; track & review and electronically forward copies to appropriate investigative units after review.

202-18 Desk Officer (UMOS in Rank of Sergeant or Above)

Duties/Responsibilities

- Perform duty in uniform.
- Responsible for all police operations in command during tour.
- When assuming desk duties,
 - Sign name and time in the command log.
- When leaving desk for any reason
 - Sign out in command log.
- Operate and monitor Base radio



At start of tour:

- Query MED DIV SICK REPORTING SYSTEM to determine MOS out sick or NOT full duty
- Unaccounted MOS
 - Immediately investigate unaccounted MOS at start of tour
 - After **2 hours**, go with AG 324-17, AWOL

After Roll Call

- Communication Dispatcher
 - Provide **communications dispatcher** with a
 - COMPLETE “Rundown” of command’s resources as listed on CPR System Roll Call.
 - Notify dispatcher throughout tour with changes as they occur (reassignments, additional added, etc)

During tour

- Update communications dispatcher with changes as they occur
 - Re-assignments and/or
 - Additional resources

- Domain Awareness System (DAS)
 - Log into DAS & input the following
 - Tax #s of all MOS on Roll Call
 - Tour assignment and
 - Vehicle #, if applicable.

- Department Computer Systems

- Check computer systems frequently throughout the tour
 - Command Email
 - ◆ Check command email account immediately upon start of tour, and during the 4th hour
 - ◆ Make a command log entry of inspection.
 - FINEST Messages
 - ◆ Monitor FINEST messages affecting command and/or members of command.

- ICAD

- Review ICAD history
 - Frequently, throughout the tour
 - Ensure a DIR was made for all dispositions of:
 - ◆ 10-90F1, 10-90F2
 - ◆ 10-90J1, 10-90J2
 - ◆ 10-92F, 10-92J
 - ◆ 10-93F, 10-93J

Brief Platoon

- Monitor Department directives and
 - Disseminate information affecting command, as appropriate.
- Ensure important/actionable information
 - Relayed to outgoing platoon/appropriate personnel as required.

Prisoners/ Arrest processing

• **Prior to taking desk duties**

- Inspect all arrest processing and prisoner detention areas within command.
- During tour,
 - Periodically inspect arrest process area and
 - Ascertain # of prisoners AND length of time in cmd.
- If an SSA (School Safety Agent) is processing an arrest in a Dept facility,
 - Assign and direct a UMOS to provide assistance.

Automatic Vehicle Location (AVL)

- Non-functioning AVL
 - Notify ITB Service Desk AND Inform Patrol Supervisor
 - Make Telephone Record entry of notification to ITB.

Post Changes during the Tour

- Record adjustments on CPR Roll Call AND make Command Log Entry.
- Notify
 - Telephone Switchboard Operator of all post changes,
 - Notify Patrol Supervisor of reassignment of members returning from court or details.

Remember

- Notify Communications Dispatcher throughout the tour with changes as they occur.

Meal Issues

- Arrange meals & relief for personnel assigned **inside** command facility.
- Ensure that supervisor meals are scheduled so that 1 supervisor is **on patrol** at all times:
 - When more than one patrol supervisor is on patrol
 - One supervisor will relieve the D.O. for meal.
- Meal relief is not an emergency.

Property Issues:

- At the beginning of the tour,
 - Inspect property locker & all areas where invoiced property is being held.
- Designate an MOS to conduct a “Physical Inventory” using FORMS Property (FORMS-P)
 - FORMS-P system will give an inventory #
 - Enter results of inspection of invoiced **property** AND Property Clerk Division **seals** in Command Log by documenting “Physical Inventory” # ascertained from FORMS-P.
- Property stored in excess of 30 days (31 days)
 - Make SEPARATE Command Log entry indicating any invoices stored **in excess of 30 days**.
 - Notify Ops Coordinator of number of vouchers stored **in excess of 30 days**
 - Expedite delivery of the invoiced property to its final storage location.
- Certify to accuracy and completeness of Command Log Entry (CLE) concerning vouchered property.
 - PG does not state where to do this but implies 2nd CLE (PG 202-18 step 22)

Misc Duties

- Department Equipment
 - Check repair/availability/distribution of field & emergency equipment -make entry in pertinent record
- Defective Gas Pumping Equipment
 - Report defective gas pumping equipment to Fleet Services Division (FSD), Fuel Control.
- US Flag
 - Ensure US Flag properly displayed from sunrise to sunset each day.
- Accept service of civil process for member of command and notify member concerned, when principal administrative associate not performing duty.

Prior Test Question

Reversed order
Sunset to Sunrise.
Flag is not up in the dark

Conflict: 211-21 says D.O. accept regardless, (No mention of PRAA)

Members of Platoon

- Enter **platoon members** entering cmd for any reason in INTERRUPTED PATROL LOG.

Allowed Behind Desk

- Do NOT permit unauthorized persons behind desk EXCEPT:

The following **when performing official duties are permitted:**

- Members of the service
- Non-local law enforcement agency personnel
- Corp Counsel or assistant
- D.A. or assistant
- M.E. or assistant
- Comptroller or assistant
- Judicial Officers (NO assistant).

These 4 include assistants

According to the list, the mayor is not allowed behind the desk

- Non-local law enforcement **NOT** permitted in non-public areas of any city property (leased/owned that serves a gov't purpose which the city controls) EXCEPT:

- Have Judicial Warrant
- Are authorized pursuant to a cooperative agreement, such as a task force,
- Furthers the purpose or mission of the Dept, such as public safety,
- Required by law,
- Exigent circumstances exist.

These 2 bullets seem to contradict each other but you can NOT fight it. Just know there is a little bit of a conflict

Inspection of Facility:

- Visit all areas of command facility at least once each tour.
 - Potential **EEO issues**
 - Restrooms and Locker rooms
 - ◆ Personally check restrooms & locker rooms for structural defects that would let a peeping Tom practice his/her sport
 - ◆ Correct the problem immediately when circumstances dictate.
 - Offensive Material
 - ◆ Inspect command for display of any offensive material.
 - **Department Computers**
 - Ensure areas with Dept computer systems are being used within guidelines & not damaged.
 - **Parking around Facility**
 - Inspect parking facilities & streets/sidewalks around command to ensure
 - ◆ No Dept vehicle or vehicle with Restricted Parking Permits are parked illegally (obstructing bike lane/sidewalk, hydrant, bus stop, etc) or
 - ◆ Department or Private vehicle with Restricted Parking Permits have equipment violations (obstructed license plates, etc.)
 - ◆ Ensure all entrances, visitor waiting areas, ADA accessible ramps, areas accessible to public and internal paths of travel to public accessible areas, etc., are clean, neat and free from unnecessary clutter and obstacles.
 - Document Facility Parking Inspection
 - ◆ Command Log entry of the inspection AND of corrective action taken, if necessary.



Americans with Disabilities Act.

Supervise:

- Directly supervise the following (🔑 **CAT PAC**)

- **Command Clerk**
- **Arrest Process Officer (APO)**
 - Supervise in conjunction with Ops Coordinator and monitor arrest processing.
- **Telephone Switchboard Operator (TS)**
 - Ensure a CMOS assigned when feasible, can also use UMOS on Restricted or Limited.
- **Patrol Wagon Operator**
 - Assign qualified member to operate when civilian operator not available.
 - If neither available in command, request *patrol boro* to assign operator.
 - DO NOT assign duty outside stationhouse without prior approval from BCS concerned.
 - Assignments from Boro Court Section have priority over precinct assignments
- **Police Attendant (Cells)**
 - Ensure they're not assigned duty requiring them to leave the cells if there are prisoners.
- **Community Guide**
 - Issue Dept Tablet at start of tour, record name & Tablet # in CLE, ensure Tablet returned at EOT

Command Receptionist

- Verify their arrival & departure by signing PERSONNEL SCHEDULE AND TIME SHEET
- Forward command receptionist reports as req'd

CAT PAC

- Clerk
- APO
- T.S.
- PW Operator
- Attendant
- Community Guide

Notifications / Referrals

- Query CPR System 'Court Appearances' to ensure MOS required in court are notified and attending
- Important matters; unusual arrest/occurrence or whatever requires personal attention.
 - Notify Commanding Officer
- Trends observed/ other important matters
 - Confer with **C.E.O.** regarding
- Major incidents and/or special circumstances deemed appropriate by C.O, Intell and/or C.O; Pct/PSA/TD.
 - Notify Intell's Criminal Intell Section
- Make required notifications to MOS assigned to OR residing IN cmd.

PPP C.E.O.

- Commanding Officer
- Executive Officer
- Operations Coordinator

Forms, Logs & Reports:

- Directly supervise
 - PRISONER ROSTER entries
 - Issuance of summons books
 - Paycheck distribution
- Examine, sign & forward forms and reports as required:
 - TELEPHONE DISPATCH LOG (TDL);
 - Certify entries by signing after 4th hour and EOT.
 - Maintain TELEPHONE RECORD.
- Make DAILY VEHICLE ASSIGNMENT SHEET each tour
 - Keep current month on clipboard behind desk
 - 1st Platoon D.O, *verify* SHEETS.
 - Have completed SHEETS filed after each month.

Telephone Dispatch Log (TDL):

- After 4th hr & at **EOT**
 - Document by signing TDL

Cmd. Email:

- Start of tour and during 4th hr
 - Document with Command log entry

Next Tour's Roll Call

- Make required entries and corresponding changes on CPR System ROLL CALL prior to the start of the incoming platoon.
 - Example, MOS taking E-day or going sick for the next tour.

End of Tour

- Supervise platoon sign out at end of tour
- Make a Command Log entry Prior to EOT
 - MOS Injured
 - ID, condition & location of MOS injured during tour,
 - Confirmed Shots Fired, any 10-13, or 10-85s
 - Location and time of any of the following jobs during the tour
 - ◆ *Confirmed* shots fired jobs,
 - ◆ 10-13 or 10-85s (Confirmed or UNconfirmed)
 - Missing Person
 - Open missing persons requiring follow up (include ID, age and residence),
 - Posts requiring Relief
 - Hospitalized prisoners & their locations, any fixed posts that require relief,
 - Reports requiring Sign-off
 - The number of 61s, TRIs & PCRs pending sign-off,
 - Other pertinent info as req'd (RMP went out of service during tour, etc.).

1st Platoon Specifics:

- Examine & process forms/reports prepared and summonses issued during previous 24 hours.
- *Verify* Daily Vehicle Assignment Sheet.

202-19 Patrol Supervisor

- Comply with AG 322-20 Attendance App Guidelines;
 - At start of tour and EOT.
- Conduct roll call,
 - 5 minutes after start of tour, (PG 212-01, Roll Call.)
- Patrol in uniform, as directed
- Supervise all police **field** operations in command during tour.

1 or 2 words could matter:

D.O.	Pat. Supv
Responsible for	<i>Supervise</i>
Police operations	<i>Field operations</i>

Radio Runs

- Immediately respond & direct activity at **WEBS** radio runs
 - **W**eapon, **E**mergency, **B**urglary, **S**erious crime.
 - Make appropriate digital Activity Log entries.
 - If Patrol Supervisor unavailable,
 - Radio will immediately dispatch patrol supervisor from adjoining cmd.
- Ensure RR directed to MOS assigned to sector/post are acknowledged.
- When services are no longer needed, direct RMP units to resume patrol.

SSA Arrest

- Respond to ALL arrests by on-duty School Safety Division Personnel
 - Reassign all FELONY arrest by SSAs (School Safety Agents) to a UMOs
 - Direct SSA to confer with new A/O re; circumstances of arrest
 - Ensure all evidence, interviews, points of contact from SSA are IDed, preserved & forwarded to new A/O.

Meal

- Notify Telephone Switchboard Operator of meal location and
- Relieve Lt Platoon Commander or D.O. for meal when designated.

Vehicles/Scooters

- Automatic Vehicle Location (AVL)
 - Use AVL in the Domain Awareness System (DAS) to monitor RMP locations for UMOS safety & ensure proper delivery of police service
 - If AVL not working,
 - ◆ Notify D.O.
 - ◆ Do NOT put RMP out of service unless directed by IAB or **Fleet Services Division (FSD)**.
- Inspection of Vehicle
 - Supervise inspection of Department vehicles assigned to members of platoon.
- Driving abilities
 - Evaluate driving habits/abilities and take corrective action as necessary.
- Scooter Operator
 - When weather/road conditions are dangerous.
 - Direct operator to Platoon Commander or D.O. for reassignment

Seatbelts

- Seatbelt Deficiencies
 - Report serious seatbelt deficiencies to Lt platoon commander or if absent, direct to C.O.
 - If seatbelt defects are deemed not consistent with normal usage, take appropriate action.
- Seatbelt Vandalism
 - Report all vandalism of RMP seatbelts to the Internal Affairs Bureau.
- Disabling or improper use
 - Be vigilant for indication of disabling or improper use (buckling behind occupant's body or seat).

Supervision

- Supervise MOS performance of duty,
 - Test knowledge of cmd conditions and
 - Closely evaluate activity.
- Salesforce Application
 - Use Salesforce Application to assist in supervising/ conducting quality of life operations.
- Visit members of the service
 - Visit foot post/RMP
 - Frequently/irregular intervals
 - Ensure MOS do not congregate or engage in unnecessary conversation with other MOS while on post, absent police necessity.
 - Visit hospital / special posts
 - At least once a tour.
 - Document visit in Digital Activity Log
 - Enter name, time, assignment of member visited
 - Sign digital Activity Log of UMOS visited
- Derelictions of Duty
 - Report derelictions of duty to C.O.

1st Platoon Cooping

- Visit various locations at different times to ensure that UMOS are performing duty at all times.

Command Disciplines

- Most likely referring to issuance of CDs
- Skipped Chain of Cmd

Investigations/Reports

- Conduct investigations and submit reports as required, including, but not limited to
 - Injuries to MOS (uniformed and civilian) or damage to Department property.
- Officer Profile Report
 - Review and sign OFFICER PROFILE REPORT of P.O.s/detective specialists, monthly
 - Make required entries
 - Deliver to Platoon Commander for review by **5th** day for the previous month.

Notifications/Consultations:

- Current matters of Importance
 - Notify Lt Platoon Commander **or** D.O.
- Matter of Mutual Importance or Trends
 - Confer with C.O./X.O./ Operations Coordinator
Lt Platoon Commander/D.O. & QOL Sergeant.
 - Use Salesforce app to assist in supervising and conducting QOL operations
- Crime and Conditions
 - Be cognizant of crime & conditions and
 - Instruct Officers regarding activity affecting their sector/posts.

Recommendations for Special Assignment

- Submit to C.O. **in writing**, recommendations for **members under supervision** for:
 - Special assignment,
 - Detective designation or
 - Change in assignment for

202-20 Neighborhood Safety Team (NST) Supervisor

- Comply with all of the provisions of P.G. 202-05, “Neighborhood Safety Team Officer.”
- Report to Special Operations Lieutenant (SOL)
- Perform **NO** duties other than neighborhood safety patrol, when assigned as NST Supervisor.
 - If a sergeant or above is NOT assigned **solely** to their supervision.
 - Do NOT deploy an NST team.
 - Supervise no more than **5** Neighborhood Safety Team members per tour.

Supervision

- Supervise all police operations of Neighborhood Safety Teams.
 - Be cognizant of location of team members and be able to contact personnel at all times.
 - Inform Desk Officer of team’s locations in order to provide that to UMOS on patrol
 - Inspect
 - Members daily for proper uniforms and equipment as detailed in 305-08.
 - Sign and inspect digital Activity Logs of team members **daily**.

Conferrals & Notification

- To identify times and locations where violent street crimes (robbery, felony assault, shootings, firearms/weapons-related offenses, etc.) are likely to occur.
 - Confer with SOL, FIO, QOL Sgt, Pct Detective Squad Supv, Crime Analysis Sergeant, and C.O..
- Notify
 - C.O. of all incidents of importance that occur during tour in the confines of their command.

Training

- NST Training
 - Prior to being assigned to a NST
 - Ensure team members have attended Department’s NST training.
 - Ensure team members are properly trained regarding their duties as described in Dept directives.

Monitor, Review & Reward

- Monitor & regularly evaluate members for
 - Effectiveness on crime reduction,
 - Problem solving strategies,
 - Case preparation, and
 - Engagement with other Department units and community residents.
- BWC Video
 - Systematically review BWC video, including
 - All videos regarding arrests and use of force, to provide positive feedback and
 - Address any performance or tactical deficiencies observed.
- Supervisor Feedback Form
 - Use SUPERVISOR FEEDBACK FORM on CRAFT app to highlight commendable actions
 - Arrest that closes a pct pattern,
 - Arrests involving a firearm,
 - Exceptional community interaction, etc., when warranted.

Key Numbers

- No more than **5** UMOS to 1 Sgt
- No more than **3** UMOS in a car (includes the Sgt!)

202-21 Training Sergeant

- Assigned to the Training Bureau
 - Only perform training duties as directed by C.O, Cmd Level Training Section
 - Can NOT be used for other administrative positions.
- Primary training instructor/coordinator
 - All MOS in command (uniformed and civilian)
- Comply with AG 322-20 Attendance App Guidelines at start of tour and EOT
- Perform duty in uniform
 - Unless otherwise authorized by C.O, Cmd Level Training Section
- Tours - If assigned to Pct/PSA/ Transit District,
 - Performs tours as directed by the CO, Cmd.Level Training Section
 - If not assigned to Pct/PSA/TD, performs tours as per CO

Command Library

- Maintain Command Library.

Survey, Question and Direct MOS

- Frequently **survey** members of command for training topics and request feedback from members.
- **Question** members on recent training topics and current Orders and directives
- **Direct** members to appropriate website to view recent Orders, directives, pertinent videos, etc.

Roll Call Training

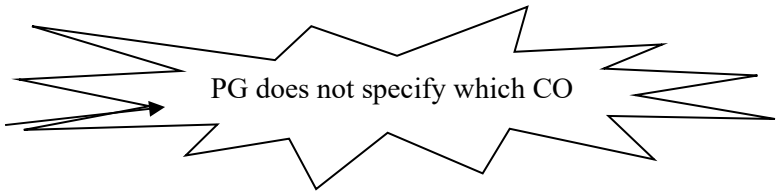
- Prepare
 - Roll call messages daily, to ensure steady flow of information.
- Conduct
 - Roll call training regularly for all three platoons
 - Not to exceed 25 minutes.
- Maximize exposure to all MOS and adjust tours as necessary to:
 - Train MOS outside normal working tour.
- Members not assigned to regular tours
 - Ensure that members NOT assigned to the 3 platoons receive similar training

Training by Other than Training Sergeant

- Make Training Bureau lesson plans available and accessible to supervisors for training when unavailable due to vacation, sick, etc.

No Roll Calls

- Commands that do not conduct roll call,
 - Schedule sessions at direction of the C.O.



Training at Other Locations

- C.O. consider importance of command training and that these members must act as instructors in the Police Academy and Joint Tactical Training Centers, when approving alternate assignments.
- When reporting to the Police Academy/other training sites, wear either uniform, business attire or civilian clothes as directed by the Training Bureau.

Command Level Training Program and Material

- Develop, implement and maintain a comprehensive command-level training program that is suitable and responsive to the needs of the assigned MOS and addresses local command conditions.
- Attend training seminars on how to best train on topics selected by the Training Committee.
 - If unable to attend, C.O. will assign an appropriate alternate trainer.
- Keep abreast of occurrences and current events within the command, as well as borough and Citywide, to aid C.O. in identifying issues that may be resolved through training.
- Frequently check Dept intranet/internet/FINEST for current Orders (Interim {should say {Revision}/Ops Orders), memo, message, etc, & relay relevant messages through training, and roll call.

Conferrals

- Confer frequently with C.O, X.O. members of community, command uniformed and civilian supervisors, and Training Bureau to identify training needs.
- Confer with Training Bureau, and/or check Training Bureau intranet page, to identify current topics and generic lesson plans that may assist in satisfying identified training needs of the command.

Document Training

- Utilize TACTICS to record all training conducted.
 - Ensure members scan identification cards to receive credit for training.
- Utilize TACTICS to schedule, coordinate & monitor training for the command (outside training)
- When conducting **command specific training**,
 - Identify the general course in TACTICS that coincides with the training topic and
 - Record attendance under that course.
 - If a generic course cannot be located, confer with the Training Bureau for guidance
- Ensure all members are attending training within the training cycle.
- External Training
 - Monitor attendance at external training and
 - Recommend discipline for failure to appear, as appropriate

Training Attendance Certification Transcript
Integrated Collection System.

Community Meetings

- Attend community meetings at the request of the commanding officer.

Training Bulletin Board or Digital Media Display

- Utilize command's digital media displays to post relevant training info and general messages.
 - Utilize displays to give advanced notice of training topics to increase interest.
- If no digital displays are available in command,
 - Prepare & maintain training bulletin boards
- Supervise the maintenance of **ALL** command bulletin boards/pin maps.

Measure effectiveness of training by:

- Regularly observe UMOS in the field during
 - Arrest processing and administrative tasks
 - Review forms & reports prepared by members of command.
 - MOS' interactions with public, prisoners, suspects, witnesses, victims, other MOS...
- Periodically review completed **forms and reports** made by members of the command
 - Note any individual, or patterns of deficiencies, which may be rectified through training.

Body Worn Cameras

- Periodically review BWC video
 - Give positive feedback OR
 - Address performance or tactical deficiencies.
- Assess compliance with 212-123 and take necessary remedial action to correct deficiencies.
- BWC Inspection Report
 - Prepare **monthly** BWC inspection report
 - Send to Compliance Division's BWC Unit by **20th of each month** for previous month.

202-39 Quality of Life Sergeant Supervision

- Report
 - Directly to SOL.
- Perform
 - Duty in uniform of the day equipped with BWC.
- Supervise
 - Only one 1 QOL team throughout designated tour.
- Inspect and sign digital **Activity Logs** of QOL members **daily**.
 - Monitor level of teams' effectiveness by determining
 - Success of QOL complaint reduction and
 - Problem solving strategies, effectiveness in long-term solutions,
 - Soliciting feedback from community residents or business representatives, etc.
- Training
 - Ensure newly assigned Quality of Life officers attend borough level training
- Coordinate daily activities of:
 - School crossing guards and
 - School crossing guard level IIs as per A.G. 326-01, "Crossing Guards - General Regulations."
- Retail Theft
 - Ensure information concerning retail theft is shared by crime analysis sergeant, to identify problematic locations within the command.
 - Supervise location visits (done by QOL Officer, as per 202-38),
 - Monitor and review all action within Salesforce application.

Key Note 202-06

- A-QOL-Officer can be used for backfill with permission of C.O.

Backfill

- Not to be used for **backfill** for other command assignments (D.O., Patrol Supervisor)
 - No Exceptions

Details

- Not to be assigned to **details** during regularly scheduled tour
 - Without permission of
 - Bureau Chief,
 - Chief of Dept or,
 - PC

202-39 Quality of Life Sergeant (continued)

Desk Officer and Patrol Supervisor

- Continue to monitor 311 and 911 QOL calls and direct the **overall response** through all available personnel.

311

- Assume primary responsibility for timely response to
 - 311 and 911 quality of life calls for service.
- Follow up
 - Ensure follow up calls/visits to identified 311 and 911 QOL calls are conducted and
- Document
 - Ensure these follow ups and their results and next steps are documented in Salesforce application.

Identifying Conditions

- Regularly confer with the below to identify QOL and crime conditions affecting the command:
 - C.O./X.O.,
 - Sp Ops Lt, Ops Coordinator, Platoon Commander, Precinct Detective Squad Commander,
 - FIO, CPO, Community Affairs Officers, AND
 - Patrol Supervisors.
- Regularly engage with to identify QOL and crime conditions affecting the command:
 - Community leaders, residents, and business persons
- Assist QOL teams in identifying strategies to address command conditions.
 - Coordinate the activities of QOL teams with other members of the command.

Traffic Related Duties

- Traffic Analysis
 - Assist other command supervisors in monitoring and reviewing all PCRs
 - Monitor and review all PCRs
 - Review and analyze all TRAFFIC INTELLIGENCE REPORTS
- Traffic Plans
 - Be familiar with the Procedural Manual for Traffic Safety Officers.
 - Supervise and review precinct Traffic Safety Plan and Emergency Plans “A,” “B,” and “C.”
- Traffic Bulletin Board
 - Ensure maintenance and updating of precinct’s traffic safety bulletin board with
 - Current collision-prone locations,
 - School/house of worship crossings, and
 - Other traffic safety information.
- Meetings:
 - Attend patrol borough traffic safety meetings with A-QOL-O at direction of C.O./X.O./SOL.
 - Review prepared statistical data for Traffic Stat meetings and attend meeting with X.O.
 - Attend community council and safety board meetings and other public forums to discuss QOL and traffic safety concerns at the direction of the C.O.

202-25 FIO Sergeant

- Comply with AG 322-20 Attendance App at start of tour & EOT
- Perform duties
 - As directed by C.O. Criminal Intel Section **BUT**
 - Confer with C.O, assigned command
 - Civilian clothes
 - Carry O.C. Pepper Spray & other equipment as required
- Respond to incidents in the field to provide assistance and gather info.

202-25 FIO Sergeant (continued)

Reports and Databases

- Prepare weekly Intelligence Division Activity Report and
 - Fwd copy to C.O. Criminal Intel Sec. &
 - Copy to C.O, Cmd of assignment.
- Command Recidivist List
 - Maintain Cmd Recidivist List and
 - Update **quarterly** in PAS (Precision Alerting System).
- Access information from databases NOT available at cmd level
 - Via C.O. Criminal Intel Section

Conferrals, Coordination, and Meetings

- Liaise with
 - Borough Field Intel Coordinator, Criminal Intelligence Section, as necessary.
- Confer **regularly** to ID crime/QOL conditions with:
 - C.O. Intelligence Division
 - SOL,
 - Platoon Commander,
 - Precinct Detective Squad Supervisor,
 - QOL Sgt
 - Develop command specific debriefing questions re; specific crimes, patterns, trends.
- Use Intelligence Division, Field Intelligence Support Team (FIST) to assist with follow up on intelligence gathered (surveillance, fencing ops, controlled buys, reverse stings, reconnaissance, etc.)
- Participate regularly in command supervisor and crime strategy meetings.

Brief and Share Intell

- Address roll call & participate in training sessions (detective & patrol) to promote intel gathering.
- Ensure all intel is disseminated to proper command FIO Sgt, investigative unit, and pct concerned

Debriefings

- Coordinate with FIO and Det Bureau, as necessary &
- Debrief prisoners when intel may be gained.
 - Command Specific Questions
 - Develop command specific debriefing questions in regard to specific crimes, patterns, or trends.
- Results of Debriefings
 - Ensure FIOs enter information into ECMS and other Department databases, as appropriate.
 - “Positive Debriefing”
 - Track and review ECMS entries for positive debriefings related to active criminal investigations.
 - Ensure copies of above entries are electronically forwarded to investigative units after review.

Warrants and CIs

- Prior to Execution of search warrants,
 - Notify C.O. Criminal Intel Section, if possible.
- Comply with supervisor’s duties in 212-68, CIs, when necessary
- Review & sign Search Warrant Request as per PG 212-75
- Supervise FIO, represent Intel at search warrant execution & comply with 221-17, SW Execution.

Supervision of FIO

- Tours of FIOs
 - Schedule tours of duty for FIOs
- Equipment
 - Ensure FIO is equipped, as appropriate, while on duty.
- Evaluate
 - Performance of FIOs within assigned command.
- Supervise
 - Ensure FIOs appropriately follow-up on any actionable intelligence.

Maintain confidentiality to ensure safety of all members involved and integrity of investigation

P.G. & A.G. -Compliance with Orders

P.G. 203-03, Compliance with Orders, is now A.G. 304-03:

- Step 1 used to say, Be familiar with contents of ~~Patrol Guide~~. NOW it says Be familiar with contents of **Department Manual** -which includes the Administrative Guide.
- So now we cover the 4 actors who used to be in the P.G. that are now in the A.G.

303-12 Borough Court Liaison Officer

When introduced in 2012, the I.O. said it's a "Lieutenant" except Staten Island where it is a Sgt

- Assignments
 - Perform assignments as directed by C.O. CJB
- Tours
 - Choose tours that maximize operational efficiency, approved by C.O.
- Weekly Schedule
 - Submit **Weekly** schedule to CJB Operations Commander via C.O. Court Section.
- Confer
 - **Weekly** with borough D.A. and Patrol Borough Command to:
 - Monitor trends and develop strategies to improve criminal prosecutions
- Confer
 - BI-weekly to develop channels of communication and information sharing, as appropriate with:
 - Supervising Judge of Borough Criminal Court,
 - Family Court and administrator of the NYC Corp Counsel.
- Review DPs & recommend ways to prevent in the future.
 - Review and analyze 61s, Affidavits, Supporting DPs, Court Complaints, A/Ls, etc to find ways to
 - Improve prosecutions.
- Investigations
 - Assist supervisors who are investigating court appearances that result in OVERTIME.
 - Assist supervisors who are investigating complaints of UMOS' failure to appear.
- Notifications
 - Verify that commands are being properly notified for UMOS court appearances.
- Make recommendations to improve courtroom TESTIMONY
 - Visit courts to observe performance and conduct of UMOS attending court,
 - Review testimony to uncover and correct deficiencies,
 - Confer **BI-weekly** with ADAs re; effectiveness of UMOS' testimony,
 - Review Dept testimony training & recommend in writing, thru channels, improving curriculum
- Document
 - **Monthly** 49 to C.O. recapping previous month's conferrals, observations & conclusions.
- Assist/Coordinate/Confer
 - Assist NYS Commission of Correction in their inspection of Dept holding pens & cells
 - Assist Family Court in their site visits to inspect and certify juvenile rooms.
 - Coordinate Court Section fire safety plan and attend fire drill meetings.
 - Confer with administrators and staff of any agency deemed appropriate by C.O. CJB that is involved in the enforcement of City and State laws and regulations.
- Meeting
 - Attend monthly prosecution assessment meetings at the Criminal Justice Bureau.
- DATs
 - Ensure all DATs are accurate and transmitted to OCA in 24 hours or less (from time of issuance)

Communication/Info sharing Goal:
• improve conviction rates.

303-14 Crime Analysis Sergeant

- Comply with AG 322-20 Attendance App Guidelines at start of tour and EOT
- Uniform
 - Perform duty in uniform UNLESS
 - Authorized to do otherwise by C.O. OCCS
- Only perform crime analysis duty, as directed by C.O. OCCS
 - NOT to be used as backfill for pct assignments (Patrol Supervisor, Desk Officer, meal relief, etc.)

OCCS = Office of Crime Control Strategies

PSA/TD

If assigned to PSA/TD, perform duties as directed by CO of PSA/TD

Supervision

- Supervise members assigned to OCCS (crime analysis officer, crime analyst)

Support/Confer/Communicate

- Provide support to precinct, detective squad, and patrol borough personnel (PIMs Unit, etc.).
- Confer regularly with C.O, SOL, Platoon Commanders, PDS & specialty unit personnel QOL team officer, FIO, gang, narcotics, etc.) to obtain intelligence.
 - Provide info regarding Retail Theft to the QOL Team
- Communicate frequently with command staff and counterparts from Patrol, Housing, and Transit Bureaus in an effort to share and disseminate pertinent information.

Review and Analyze complaint reports

- Review all 61s within the command
 - Establish emerging crime trends and patterns.
- Liaise with Quality Assurance Section (QAS) Data Integrity Unit.
 - Proper classification
 - Verify proper classifications as per Crime Complaint Reporting System Reference Guide
 - Accuracy and completeness of 61s will continue to be the responsibility of the desk officer.
 - ◆ Deficiencies, notify the training sergeant.

Assist Commanding Officer

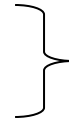
- Assist the commanding officer in identifying emerging crime conditions, trends, and patterns by:
 - Maintaining awareness of patterns & info re; people, places, problems/factors, such as M.O., potential suspects, property descriptions, methods of entry, environmental factors, etc.
 - Crime Mapping and Strategy
 - Supply C.O. with detailed data with an emphasis on crime mapping to help develop strategies for
 - Strategic deployment to assist in apprehension, crime reduction, and crime prevention
 - Crime mapping should include a broader spatial view **NOT** limited to pct boundaries.
 - Focus on crime/quality of life in command, in addition to surrounding area for **crime crossover**

Brief, Monitor, and Review

- Regularly conduct roll call training on
 - Wanted persons, crime conditions, trends & patterns, affecting command
- Pattern Releases
 - Monitor pattern releases to ID persons of interest who may fit M.O. of specific crimes in command.
- Review data sources of info & intell from within Department **and outside agencies** for analysis.

Reports and Databases

- Prepare and submit required reports to patrol borough concerned.
- Prepare weekly command analytical report and forward to OCCS.
 - Provide report to precinct personnel and
 - Appropriate personnel in other commands/bureaus.
- Prepare a variety of statistical & analytical reports IDing crimes using available Department databases
- Computer Generated Reports
 - Use computer generated reports from OCCS –refer to CRIME ANALYST REFERENCE MANUAL on LAN



Reports going to
different places

Crime Information Center

- Designate a member to maintain Crime Information Center (CIC) and
 - Update command's CIC weekly, as per P.G. 212-103, "Crime Information Centers."

Meetings

- Ensure members assigned to the OCCS view the CompStat meeting when their borough is in attendance.

303-15 Crime Prevention Officer

- Wear appropriate business attire when not performing duty in uniform.
- Perform duty as member of QOL Team

Cooperate and Plan

- Cooperate with (6) UMOS
 - SOL, Pat Supv, Training Sgt, fellow QOL team officers, & Aux Police Coordinator, Patrol Officers
 - To determine local crime prevention needs and methods of controlling crime,

Liaison

- Private Security Directors
 - Liaison w/ private security directors in command for exchange of intell with business community
- Pawn Brokers and Secondhand Dealers
 - Act as primary designee and liaison to pawnbrokers and second-hand dealers.

Apprise

- Keep Commanding Officer apprised of local private sector initiatives.

Inspect, Recommend, and Survey

- Inspect premises and make recommendations concerning physical security.
- Crime Prevention Survey
 - Conduct crime prevention security surveys as in 316-46, Pct Crime Prevention Security Surveys

Investigations

- Investigate selected property crimes,
 - Evaluate security and recommend new procedures to victims.
- Investigate selected personal crimes,
 - Interview victims and
 - Institute individual and community education programs to prevent recurrence.
- Complex or Unique/Unusual Cases
 - Refer complex or unique/unusual cases which require special effort to the: Chief of Crime Control Strategies, Crime Prevention Section.

Programs

- Administer
 - CAT Program,
 - VIN Etching Program (prepare VIN ETCHING PROGRAM RELEASE & CONSENT
- Larceny Reduction Program
 - Coordinate with retail stores re; shoplifting arrests.
- Crime Prevention Programs
 - Evaluate crime patterns and institute crime prevention programs relative to specific crimes.
 - Confer regularly with Chief of Crime Control Strategies, Crime Prevention Section on *emerging* crime patterns and trends.
 - Deploy targeted crime prevention strategies based upon these conferrals.

Crime Victims Compensation Board Notification System

- Inspect *ALL* complaint reports to identify crime victims **59 and younger** who have been the subject of:
 - Homicide, sex crime, robbery, assault, OR **physically injured**
- Verify if MOS preparing 61 involving an innocent crime victim or surviving relative, complied with P.G. 207-07 step 9, (Provide Crime Victims Board Information Card)
- Notify crime victim/surviving relative of Crime Victims Compensation Program
 - By mailing a pamphlet/application, through the Mail and Distribution Unit within 5 days of receiving Complaint Report
 - If requested, assist victim/relative in completing APPLICATION FOR COMPENSATION form
 - In absence of CPO, Community Affairs officer should be designated to assist.
 - **Ops Coord** is responsible for maintaining the above in the absence of the CPO.
- Monthly Report
 - Send report (49) with the month's activity of notifications to
 - Patrol Borough by 5th of month

60+ notification done by Dept of Aging

Key Note:

AG mistake. Step 16 in 303-15 says comply with 207-08, that's wrong, it should say 207-07.

Educate and Brief community

- Conduct
 - Public education programs on crime prevention via various community group meetings.
- Give directions and guidance to
 - Cooperative neighborhood crime prevention undertakings.
- Establish rapport with community to:
 - Implement innovative programs tailored to specific needs.

303-17 Pct/PSA/TD Digital Communications Officer (DCO)

Messaging/ Plan

- Develop innovative and informative messaging with the goal of cultivating public engagement.

Confer, Coordinate and Posting

- Confer regularly with C.O. regarding
 - Dept social media account posts
 - Obtain approval prior to posting.
- Coordinate
 - QOL P.O.s to gather information about community events and disseminate information on Department social media accounts, as appropriate.
 - Regularly with members of the cmd. and other authorized Dept social media account users
 - Regarding posting relevant info and pictures of interest to Dept social media accounts.

Commanding Officer Duties PG 202-33

- Designate 2 UMOS (**any rank**) as Digital Communication Officers for the command.
- There is no Digital Communications Officer, the below duties are just given to the designated MOS. PG gives the following examples of designated members:
 - Crime Prevention Officer,
 - Community Affairs Officer,
 - Auxiliary Coordinator, etc.

Command's Social Media Accounts and Website

- **Operate** and manage all Dept social media accounts (Facebook, Twitter, etc.) under C.O.'s direction
- **Monitor** Department social media accounts, frequently, and
 - Responsive to community concerns, questions, and issues raised on Dept social media platforms.
- **Update** Dept's internal intranet & external website frequently
 - Ensure info concerning command is accurate and updated in a timely manner
 - Ensure C.O.'s name & current official portrait is in command's profile –
 - ◆ Exceptions can be made by DCPI
- **Upload** cmd specific info from overhead cmd (Boro) to electronic boards
 - Ensure content is accurate & with Dept guidelines

Notify ITB for any tech issues

Liaise and Coordinate with Deputy Commissioner, Public Information (DCPI)

- Liaise & coordinate with DCPI to
 - Establish, maintain, train, message, & support social media account.
 - Coordinate & communicate with DCPI re; change/update to Dept's intranet & external website.
- Requests for Media Attention
 - Review and post DCPI's Requests for Media Attention, as directed by C.O.
- Change Password
 - Obtain approval from DCPI, prior to changing password on Dept social media accounts.

Requests for Media Attention:

- Confer with (4) units to post requests for information, wanted/missing flyers, and other relevant info affecting public safety, as C.O. directs:
 1. DCPI,
 2. Detective squads,
 3. Investigative units,
 4. Crime analysis units
- Post wanted/missing persons flyers in compliance with guidelines set forth by
 - DCPI, Detective Bureau, and any relevant procedures, including, but not limited to
 - Formatting, Wording,
 - Removal of posts after certain time, and
 - Updating the community in regard to individuals arrested and/or found.

Picture this question:

Who do you contact to change your password?

- A. ITB
- B. ICO
- C. C.O.
- D. DCPI

Seriously, ITB would've been my first choice.... DCPI my last.

Emergencies

- During large scale emergency, redirect/retweet Dept's Twitter @NYPDnews, as directed

Liaison

- Liaise with QOL team sergeant and Traffic Management Center AND
 - Post road closures, detours, etc., as appropriate.
- Liaise with Chief of Crime Control Strategies, Crime Prevention Section on communications that promote crime prevention tips, public safety, and awareness.

Arrest or Booking Photos

- Arrest -Booking Photo - MOS (so not just the DCO) prohibited from disclosing arrest or booking photo on social media unless it serves a law enforcement purpose including, but not limited to, releasing photos of wanted suspects.
- Post arrest photos
 - Release of such photos limited to alert victims/witnesses to facilitate criminal investigation.
- Surveillance photo or Surveillance Video
 - This limitation only applies to arrest or booking photo, **not to video or surveillance photos.**

Comply with 304-19, Social Media Policy and 207-21, Corruption Reporting
--

303-19 Community Guide

- At start of tour,
 - Report to Desk Officer (DO) or designated supervisor.
 - For entry in Command Log as present for duty
 - Scan in/out using Attendance Application.
 - Request Dept Tablet from DO/Designate Supv at start of tour & return at EOT
 - DO/Designated Supv put name, Tablet # in CLE/appropriate Dept log.
- In non-enforcement command,
 - Conduct facility specific duties, as directed, by supervisor.
- Attire
 - Wear proper business attire with ID Card on outermost garment,
- Tours
 - Perform tours at direction of Commanding Officer
- Reports
 - Complete and monitor Visitor's Log and track # of visitors and reason for visit.
- Notify supervisor of
 - Violent or hostile situations,
 - All matters of importance,
 - Conditions requiring attention.

Interaction with the public

- Point person to
 - Welcome, assist, and direct complainants/victims, visitors entering department facility.
 - Provide public general info on Pct/Dept facility, report details, and info on Dept specific programs.
 - Keep abreast of Pct/community/facility concerns, needs and priorities.
 - Assist public with Dept kiosk stations.
- Specific Inquires
 - Make only official inquiries related to official Dept business for requesting public as appropriate.
 - Treat all info obtained as confidential.
- Escort public within command under supervisor's direction.
- Direct visitors to customer service survey and assist with access as necessary.

Platoon Cmdr	D.O.	Pat. Supv
Responsible for	Responsible for	<i>Supervise</i>
<i>Command</i> operations	Police operations	Field operations

202-26 Lieutenant Platoon Commander (LPC)

- Responsible for all command operations during tour.
- Make entry in Command Log when reporting on or off duty.
 - Comply with AG 322-20 Attendance App at start of tour & EOT
- Perform duty in uniform EXCEPT
 - Plainclothes
 - When directed by C.O. or other competent authority to be in plainclothes for
 - ◆ ICO Operations - Discreet observations with the ICO or
 - ◆ Plainclothes Operations - Directing plainclothes units.
- Supervise Roll Call
 - At start of tour,
 - Cause adjustments to be made & grant tour changes/excusals as appropriate.
 - Schedule meals, making sure a supervisor is on duty at all times
 - Roll call conducted 5 minutes after start of tour, (PG 212-01, Roll Call.)
- Desk Officer or Patrol Supervisor Duties
 - Assume responsibilities of the D.O. or Patrol Supervisor based on needs of command.

Operational

- Salesforce Application
 - Use Salesforce App to assist in supervising & conducting QOL operations.
- Conditions
 - Identify conditions to be addressed by members working platoon on continuing basis.
- Performance
 - Ensure platoon personnel are properly supervised and performing satisfactorily

Radio Runs

- Respond to radio runs unannounced to observe performance of Sgts & cops.
- Serious Crimes and Emergencies
 - Respond to & direct activities at serious crimes and emergencies when acting as DO
 - Ensure the duties of a D.O. are assumed by another supervisor.
- Ensure radio transmissions affecting command are monitored at all times.

Digital Activity Log (A/L)

- Maintain digital A/L & make entries with
 - Time, name, assignment & **location** of members visited
- Inspect and sign digital A/L of **Patrol** Supervisor's **DAILY**.

P/S only lists **ANT**
(Assignment, Name, Time)

Reports/ Administrative

- OMNIFORM system
 - Be responsible for proper entries of complaint info in OMNIFORM system during tour.
- On **FIRST** platoon,
 - Review reports and forms prepared for previous 24 hours
- Communications
 - Investigate communications assigned
 - Ensure Sgts properly and accurately complete communications and reports

CCRB

- Query NYPD-360 CCRB Dashboard regularly to ID and review complaints vs. platoon members.
 - Confer with C.O. and ICO, as appropriate

Conferrals

- At the Start of Tour
 - Confer with Platoon Commander (LPC) or Patrol Supervisor from previous tour.
- Special Operations Lieutenant (SOL)
 - Confer **frequently** with SOL about command crimes and conditions.
 - Confer (no time frame) with SOL to allocate all resources for the platoon.
- C.O, X.O, Ops, SOL, ICO, Squad Commander,
 - Advise/Confer with above on matters of importance, unusual arrest, personnel, integrity, other
- Out of Command Platoon Commanders
 - Confer with Platoon Commander (not Pat. Supv) of adjacent Pct/PSA/TD to coordinate crime strategies.
- Integrity Control Officer
 - Confer w. ICO re; **I COPS**: Integrity issues
CCRBs, **O/T** concerns, **Personnel**, Sick records.

Inspections

- Command Inspection
 - Inspect the command facility each tour and enter results in the command log.
- Self-Inspections
 - Complete Self-inspections assigned
 - Ensure Sgts properly and accurately complete self-inspections
- Vehicle Inspection and Maintenance
 - On **SECOND** platoon (🔗🔗🔗 **219-02** says Sunday after 2nd Platoon is posted),
 - Responsible for maintenance and weekly inspection of RMPs

Personnel

- Evaluations
 - Prepare subordinate supervisor evaluations.
- Officer Profile Report
 - Forward to Ops Coord by 7th of each month (AG 331-09 step 7)
- Evaluate training needs & confer with Training Sergeant, as required.
 - Recommend platoon members for training to properly run platoon (*print, scooter etc.*)

Paid Detail

- At start of tour,
 - Access intranet to obtain active paid detail locations/time of assignment in the pct.
 - Make Command Log entry of active paid detail locations including time of assignment.
 - Roll Call - Print reference copy of paid detail assignments schedule & attach to roll call.
 - If Platoon Commander unavailable,
 - Another Lt + performing duty within the command will perform these duties.

🔗 Paid Detail 🔗	
Platoon Commander	ICO (202-29)
<u>At Start of Tour</u> Access intranet to see active paid detail locations/time of assignment within pct.	<u>Monthly</u> Access intranet to see paid detail activity of members, including times and locations
<u>Command Log Entry</u> Results of inquiry into active paid detail locations including time of assignment	XXX
<u>Roll Call</u> Print reference copy of paid detail assignments schedule & attach to roll call	<u>Roll Call</u> Select appropriate representative sampling and compare against roll call and OT records to ensure no discrepancies.

202-27 Special Operations Lieutenant

- Perform duty in uniform, when practical
- Make entry in Command Log when reporting on or off duty
 - Comply with AG 322-20 Attendance App at start of tour and at EOT
 - Enter in Command Log when leaving/returning to command during tour and reason
- Tours- perform tours approved by C.O. to maximize
 - Supervision of subordinate personnel

Plans/Programs

- Precinct “Problem Solving Coordinator”
 - In conjunction with Pct C.O., take steps to problem solving:
I.A. D.I.E. (Identify, Analyze, Design, Implement, Evaluate)
- Trends and QOL conditions
 - Be cognizant of community crime trends and QOL conditions,
 - Allocate resources to address.
- Coordinate Crime Prevention Programs.

 **Key Note** 
Only 1 of these 4
gets A/L signed

Supervise

- Supervise and coordinate specialized personnel:
 - QOL Team Sergeant,
 - Inspect & sign digital A/L of QOL Team Sgt EACH WEEK.
 - Auxiliary Police Coordinator.
 - Conditions Team Supv, when applicable,
 - Neighborhood Safety Team Supv, when applicable,

Operational

- Street Conditions and Performance
 - Personally observe conditions in the command &
 - Monitor Field Performance of subordinates
- Salesforce Application
 - Use Salesforce App to assist in supervising and conducting QOL operations, as applicable.

Reports/Administrative

- Officer Profile Reports
 - Within 7 days of end of month,
 - Review & sign OFFICER PROFILE REPORT AND
 - Deliver to Operations Coordinator.
 - Confer with detail Sgts as necessary.

Inspections

- Inspect records/logs of subordinate units and members.

CCRB

- Query NYPD-360 CCRB Dashboard regularly to ID and review complaints vs. specialized personnel.
 - Confer with C.O. and ICO, as appropriate

Auxiliary Police Program

- Ensure Auxiliary Police Coordinator
 - Recruits –
 - Ensure APO Coordinator recruits APOs,
 - Trains –
 - Conducts courses to train
 - Equips –
 - Properly equips Aux police personnel
- Deployment and use of APOs
 - Use APOs in command problem solving.
 - Keep C.O. informed of all Auxiliary activities.

Conferrals/Liaison

- Liaison with
 - NYS Office of Victim Services &
 - Other State/City victim advocacy agencies
- Maintain contact with
 - Community Associations,
 - Civic Groups &
 - Principals of local schools.
 - Ensure YCO is maintaining contact also
- Detective Squad Commander
 - Confer regularly with the command's detective squad commander to share information.
- Platoon Commander
 - Confer regularly with platoon commanders regarding conditions within command.
- Detective Squad and Specialized Units
 - Encourage exchange of information between the detective squad and specialized units.
- Specialized Units and Patrol
 - Encourage exchange of information between specialized units and platoons.

Training

- Be knowledgeable of orders and procedures
 - Test subordinates' knowledge.

Meetings

- At the direction of the Commanding Officer
 - Attend Community Board & Community Council Meetings.
- When subordinates are speaking
 - Attend public meetings at which subordinates speak.

Daily	Weekly	Annual
Review & sign-off on pending JRSWs in On-Line Juvenile Report System (OLRS)	- Review & approve subordinate work schedules - Audit and review JRSWs and juvenile related complaint report Worksheets for accuracy. - Use OMNIFORM to ensure JRSWs not made in addition to OLBS (JD arrest, etc) - Inspect and sign digital A/L of QOL Sergeant	Prepare annual evaluations for supervisors under your direct control.

School Safety Plan

- Assist C.O. in developing and implementing command's school safety plan.
 - Respond to incidents where a school safety agent is a victim of an offense in lieu of patrol supervisor, if working.
 - Keep apprised of activities in, and around, school facilities.
- Confer with School Safety Division Field Intelligence Unit regularly to,
 - Develop strategies to address school-related conditions and
 - To coordinate command resources.
- Coordinate daily activity of SCG (School Crossing Guard) and SCG Level IIs as per A.G. 326-01, SCGs

Safe Passage and Safe Corridor programs

- Evaluate and coordinate Safe Passage and Safe Corridor programs.

202-28 Operations Coordinator

- Make entry in Command Log when reporting on or off duty
 - Comply with AG 322-20 Attendance App at start of tour and at EOT
 - Enter in Command Log when leaving/returning to command during tour and reason
- Do NOT perform desk or patrol duties
- Tours- perform tours set by C.O.
- Perform duty in uniform
- Assist CO in administrative matters
 - Represent C.O. at civic and fraternal meetings within command when designated.

Oversee & supervise Community Guide **Program**

- Note that it says **Program**, the D.O. **directly supervises** the Community Guide (person).

Supervise

- Programs
 - Supervise Election Details
 - Community Guide Program
 - Command Safety Program (OSHA)
 - Human Relations Program
 - Close liaison with Boro Community Affairs Coordinator and the Chief of Community Affairs
- Assistant Recycling/Sustainability Coordinator for the command.
 - To implement an effective recycling program,
 - Confer with Dept's Lead Recycling and Sustainability Coordinator from Facilities Management Division (FMD).
 - Ensure training sergeant provides MOS with recycling info & best practices.
 - NYPD Recycling Report and Plan
 - Complete applicable portions of NYPD RECYCLING REPORT AND PLAN and email to RecycleProgram@NYPD.org by **June 1 annually**.

Does NOT mention
Precinct Community
Affairs Officer

Administrative

- Ensure MOS in command are working in proper chart
- Recommend redeployment if necessary to C.O, X.O, D.O, Platoon Commander
- Assign communications equally to sergeants
- Court Appearances
 - Send court appearances thru D.O,
 - Coordinate OT programs.
 - Liaison w. DA to reduce RDO Ct,
 - Assist in providing District Attorney's office with discoverable material (all records, evidence, test results, notes, videos, photos etc.) required for all arrests, in a timely manner.
- Leave of Absence Management System
 - Ensure command timekeepers make entries in Leave of Absence-Location During Absence Database

Reports

- Maintain and review records and files of command

Supervise

- Personnel
 - Command Staff
 - Ensure they are in uniform & performing a necessary function.
 - Arrest Process Officer
 - Principal Administrative Associate (PRAA).
 - Evidence Property Control Specialist
 - Supervise or designate a supervisor to supervise EPCS.
 - If EPCS on vacation or out sick, etc.
 - ◆ Designate another UMOS to be EPCS.
 - Custodians
 - Coordinate with Facility Maintenance Section (FMS) to maintain staffing levels (fill vacancy in timely way)
 - Ensure deficiencies in cleanliness are IDed
 - FMS is apprised of matters of importance regarding cleanliness, so issues can be expeditiously mitigated.
 - Supervise and monitor performance of 2 Sergeants:
 - Training Sergeant.
 - Crime Analysis Sergeant

Feeding Prisoners at Pct

- Ascertain current list of restaurants to feed prisoners is at desk with hours and costs.

Property

- Check Command Log **daily** for vouchered property &
 - Fix conditions that impair transfer of property stored over 30 days –
 - Notify XO/CO if found.
- Check property invoice books and property on hand.
- Prior to issuance, ensure security of Lead Seals, Plastic Seals, Peddler Seals, PSE & Narc envelopes.

Crime Analysis

- Review complaint reports and
 - Consult with crime analysis personnel to determine priority crime locations.

Inspections (Command Safety Program OSHA)

- Inspect command daily &
 - Enter results of inspection in command log
- Ensure no display of offensive material
- Condition of equipment
- Youth Room
 - Personally inspect youth room and
 - Note results in (above) **daily** command log entry.
- FREE INTERPRETATION SERVICE AVAILABLE
 - Ensure FREE INTERPRETATION SERVICE AVAILABLE sign is displayed in **reception** area and
 - Dual Handset is present and functional.
 - Missing/defective handset, follow 219-20 &
 - Call Telecomm Unit, M-F, 0600-1800
 - Off hours, call ITB Service Desk.
- Anti-Corruption Posters
 - Ensure these two posters; REPORTING CORRUPTION AND MISCONDUCT and CORRUPTION TEARS US ALL APART are conspicuously posted in **non-public** area of command.
- Liaise with OEE0's Disability Service Facilitator/ADA Coordinator,

🔑 Training 🔑 202-21:

- “Supervise maintenance” of Cmd Library
 - “Maintained” by Training Sergeant

🔑 Now **THAT** is a question waiting to happen...

Inspections (cont'd)

- MONTHLY inspect accessibility barriers (includes entrances, ramps, internal paths of travel to areas accessible to the public, bathrooms, elevators, etc.) in the command.
 - Note results of inspection **and** any corrective action taken in Command Log
 - If corrective measures cannot be immediately made
 - Notify C.O. and comply with 327-03, 'Request for Repairs, etc.. within Department Facilities.'
- Fire Extinguishers
 - Supervise semi-annual (Jan & July) inspection of fire extinguishers. → 
J & J
 - Inspecting MOS initials tag
 - Make Command Log entry of the inspection.
- Structural Defects
 - Notify C.O. of structural defects where people can see in any restroom/locker room.
 - If such a condition is identified, Immediate corrective action must be taken.
- Hazards that can NOT be repaired by Precinct personnel
 - Notify Borough or Bureau Safety Coordinator
- Firearms Safety Station
 - Ensure firearms safety station is appropriately located:
 - Consider safety factors at location; no distractions, people, etc.
 - Ensure free of debris & obstructions
 - Gun Safety Sticker affixed. → 

Snow Removal Equipment



- Survey snowblowers, snow shovels, de-icing rock salt, etc. by **Sept. 15th**

CCRB

- Query NYPD-360 CCRB Dashboard regularly to ID & review complaints vs. subordinates in command.
 - Confer with C.O. and ICO, as appropriate

202-29 Integrity Control Officer

- Perform **NO DUTIES** other than integrity control.
- Provide C.O. with work schedule/roll call by Thursday for the upcoming week.
 - Upon approval, provide copy to C.O. Borough/Bureau Investigations Unit.

Programs

- Develop and maintain Integrity Control Program
- Comprehensive Overtime Control Plan (include audit and review process)
- Parking Permits: Ensure the annual issuance and collection is in compliance with **219-29**
- Confidential Performance Profile (CPP)
 - Compile/Maintain/update the CPP of subordinates
 - When MOS is transferred, send to new C.O.
 - Upon YOUR assignment and **annually thereafter**:
 - ◆ Confer with all Sgts regarding members of command with significant negative info in CPP.
 - Conduct CPI check of newly assigned MOS
 - Verify **annually** with Personnel Bureau

🔑 **BUT! 202-28**, Ops Coor, coordinate all OT programs in the command.

Inspect

- Activity Logs of Sergeants
 - Inspect and sign activity logs of sergeants.
- Equipment
 - Check equipment & supplies for misuse/misappropriation.
 - Radios
 - **Monthly** radio check- *physically* inspect that the radios are there.
 - ◆ If radio assigned outside command on *permanent* basis, confer with CO re: necessity
- Anti-Corruption Posters
 - Inspect non-public areas of the command to ensure the 2 posters are conspicuously posted
 - REPORTING CORRUPTION AND MISCONDUCT and
 - CORRUPTION TEARS US ALL APART
- Computer
 - Security and Integrity
 - Ascertain that computer security and integrity is maintained, including all Department recorded media and evidence/investigative (audio/video tape, pictures, internet files, etc.).
 - Verify Identification Unit's printout of Criminal History Inquiries (name check)
 - **Monthly** audit of DAS (Domain Awareness System)
 - Ensure D.O. (or counterpart in non-patrol commands) update AVL (vehicle locator) each tour.
 - ◆ Damage - Investigate damage caused to any AVL device.
 - ◆ Notifications - Ensure all notifications regarding issues with AVLs have been made to ITB by D.O./counterpart.
- Summons
 - Conduct random check of summonses to ensure proper License plate # recorded on Parking Summonses Certification Card as part of self-inspection program
- Property
 - Property Invoiced stored more than 30 days (31+)
 - **Daily** review Command Log Entries to identify property stored in excess of 30 days (31)
 - ◆ Consult with operations coordinator, desk officer, etc to determine if an integrity or corruption hazard exists
 - **If corruption hazard exists,**
 - ❖ Brief XO/CO and
 - ❖ Take appropriate action to correct the situation.

Key Notes re; Property held in excess of 30 days (31+)

- If there is no integrity/corruption hazard,
 - ICO does **NOT** brief the XO/CO
- Regarding property held in excess of 30 days (31+)
 - XO consults with Ops, Desk & EPCS,
 - ICO consults with 2 out of those 3 (minus ~~EPCS~~*)
- This procedure does NOT use the typical parlance of C.O./X.O. it puts XO first!! (XO/CO) this holds true when the C.O. notifies the borough. This is an EXECUTIVE OFFICERS job.

ICO is looking for a corruption hazard that is why he/she does NOT ask EPCS

🔑 The Keys to Property held in excess of 30 days 🔑			
Actor	Initial action	Remedial action	Notification
Desk	Separate CLE	Expedite delivery	Ops Coordinator
Ops	Daily review CLE	Take immediate steps to remedy conditions that caused delay	XO/CO
ICO	Daily review CLE	Consult Ops & Desk to determine if integrity or corruption hazard exists	" IF so brief;" XO/CO
XO	Daily review CLE	Consult Ops, Desk & EPCS to determine appropriate action to expedite	" Briefs " the CO
CO	Upon being notified	Investigate & expedite	Borough XO or Adjutant

Patrol

- Visit *'corruption prone locations'* frequently and at irregular hours.
 - Visit command holding cells, Squad cells, Hospitalized Prisoner rooms, ER, etc.
 - Keep C.O. advised of corruption conditions and corruption hazards.
- Debrief prisoners regarding corruption.

Self-initiated Anti-Corruption Programs

- Liaison with IAB / Boro Investigations to develop info re: self-initiated anticorruption programs

Self-initiated cases

- Notify Borough Investigations concerned re: self-initiated cases

Locker Stickers

These 2 go **OUTSIDE** locker door of all UMOS

1. "Proper Tactics Save Lives"
 2. "Police Don't Move"
- ICO every NOVEMBER inspects for above 2 stickers
 - Male and Female Lockers
 - Ensure "Police Don't Move" has rank, name, sh & sqd
 - Makes Command Log entry

Think about it,
the ICO cannot get inside every locker in the cmd.

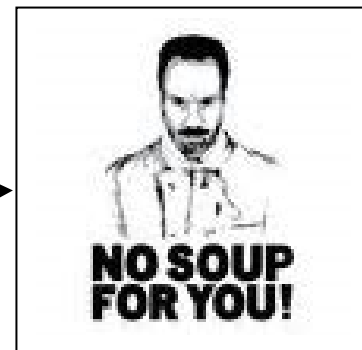
These 3 go **INSIDE** locker (A.G. 304)

1. "Gun Safety"
2. "Seatbelt"
3. "Health and Wellness"



Brief/Train/ Advise

- Inform local businesses of department policy/Penal Law regarding
 - Gratuities and corruption.
- Instruct UMOS during roll call re; identifying corruption & reporting.



Discipline/Investigations

- Comply with Department's Disciplinary Matrix.
- Provide advice to CO/unit commanders regarding appropriate penalties for CDs.
- Investigate and submit reports in response to IAB/Borough Investigations as assigned by C.O.

CCRB

- Query NYPD-360 CCRB Dashboard regularly to identify command trends requiring attention.
- Confer regularly with members of command on Performance Monitoring or Dismissal Probation.

Reports/Administrative

- Use FORMS to regularly review Police Crash Reports (PCRs) for corruption indicators:
 - Discrepancies between date and times and UMOS scheduled tours
 - Inordinate number of PCRs from the same Officer,
 - PCR from Command Clerk or
 - PCR from UMOS from outside command (SRG, Bordering Pct).
 - Investigate above when warranted and
 - Contact Fraudulent Collision Investigation Squad for assistance if necessary.
- Review records:
 - Court, overtime, property, Supervisor Feedback Forms, vending machine ledgers, etc.
 - Military Records
 - Investigate when MOS fails to provide appropriate military records to timekeeper.
- Orders of Protection
 - Frequently review Order of Protection Log and
 - Ensure referral/service of all Orders of Protection received at command.

KEY RECAP: Query NYPD-360 CCRB Dashboard				
<u>Platoon Commander</u> , to identify & review complaints vs	<u>SOL</u> , to identify & review complaints vs	<u>Ops Coor</u> , to identify & review complaints vs	<u>ICO</u> , to identify command trends	<u>C.O.</u>
Members assigned to platoon	Command's specialized personnel	Subordinate members of command	XXX	XXX
Regularly	Regularly	Regularly	Regularly	Once a month
Confer with C.O. & ICO	Confer with C.O. & ICO	Confer with C.O. & ICO	NO conferral!!	Review all NEW complaints

202-30 Executive Officer

- Reporting on and off-duty
 - Make Command Log entry
- Perform duty in uniform when practical.
- If Commanding Officer absent (no time frame),
 - Assume command and perform functions of C.O.
- If Commanding Officer absent for 24 hours or more,
 - Sign routine communications & reports

Operational Duties

- Respond to major radio run and unusual occurrences in the command
 - Request Duty Captain's assistance if necessary.

Specialized Units

- Coordinate all Specialized Units
- QOL
 - Assist C.O. in managing QOL operations.
 - Salesforce Application
 - Use Salesforce app to assist in supervising & conducting QOL operations, as applicable.
- Traffic Posts
 - Assign command P.O. to cover traffic posts when traffic conditions require.
- Field Training Program
 - Manage the Field Training Program within the Pct/PSA/TD.

Recommendations to Commanding Officer

- Study deployment of resources
 - Recommend more effective deployment to CO
- Evaluate training, planning and personnel
 - Make recommendations to the C.O.

Administrative Duties

- Supervise administrative functions of the command
- Supervise the investigation of communications and written reports

Inspections Duties

- Inspect and sign INTERRUPTED PATROL LOG once each tour
- Check uniforms, appearance, equipment of members frequently
- Inspect and sign **activity logs** of Platoon Commanders, SOL, And Patrol Supervisors at least once each month.
- Ensure command is clean, and all equipment is accounted for and in good condition, & personnel are performing necessary police duty.

Integrity/ Discipline/Investigations

- Adjudicate CDs- as directed by C.O.
- Conduct investigations as directed by CO / competent authority

Meetings

- Represent C.O. at community meetings of concern to command when designated

Tours/Chart

- Work Chart as directed by Borough C.O.
- Duty Captain,
 - Perform as Duty Captain when directed.
- 'Open Days' perform tour which best meet the day to day needs of the command
- Do NOT perform same **'duty'** as C.O. when working the same tour.
 - one perform patrol duty & field investigations, etc.

XO and CO can work the same tour,
but not perform same duties

Property

- Review Daily
 - Cmd Log entries regarding invoiced property daily
- Property stored 31 + days,
 - Consult Ops Coor, D.O, EPCS, etc., to determine appropriate course to expedite transfer to final storage location.
- Brief
 - CO on actions taken

Stop Reports

- **Personally** conduct command self-inspection of Stop Reports as per Quality Assurance Section.

🔗 **Key Note** 212-11, ICO does this exact same step -word-for-word!!



202-31 Supervisor of Patrol -Captain (Shoo-Fly)

- Conduct tours in either uniform OR business attire,
 - In unmarked Department vehicle.
- **Command Inspections** –
 - Visit Pct/PSA/TD/BCS in borough of assignment at irregular intervals.
 - Site Security
 - ◆ Review site security with the desk officer.
 - Roll Calls
 - ◆ Attend roll calls and conduct inspections.
 - Prisoner Holding Areas
 - ◆ Inspect prisoner holding areas in precinct
 - Pct Lounge and Dorm
 - ◆ Inspect precinct lounge/dorm for UMOS engaged in unauthorized interrupted patrol.
 - Interrupted Patrol Log
 - ◆ Inspect and sign Interrupted Patrol Log.
- **Property Inspection**
 - Review Command Log entries regarding invoiced property.
 - If property stored in command in excess of 30 days, (31 + days)
 - ◆ Assign a supervisor to immediately investigate and Determine appropriate course of action to expedite transfer of property.
 - Invoiced Narcotics
 - ◆ Ensure department procedures are being followed.
- **Patrol Monitoring**
 - Radio Runs
 - Respond to radio runs at irregular intervals to assess performance of P.O.s & supervisors,
 - Give special attention to radio runs dispatched at the beginning and end of tours.
 - Inspect Activity Logs of supervisors
 - Inspect A/L of sergeants and lieutenants to ensure they are conducting frequent and irregular visits of their subordinates throughout the tour.
 - Fixed/Sensitive Post/Hospital
 - Randomly visit fixed and/or sensitive posts (missions, embassies, bridge posts, etc.).
 - Visit UMOS guarding prisoners at hospitals
 - Command Posts
 - Visit any operational incident command posts within assigned borough.
 - Integrity Monitoring File
 - Conduct inspections of locations listed in commands' Integrity Monitoring File.
 - Cabarets
 - Randomly visit cabarets throughout boro to ensure UMOS are properly performing duties
- **Discipline**
 - Keep a record of discipline issued personally, or by direction to subordinates,
 - Including use of SUPERVISOR FEEDBACK FORM (*formerly the Minor Violations Log*).

Conferrals

- Commanding Officers
 - Confer with Commanding Officers about UMOS' performance.
- CO Boro Investigations
 - Confer with CO of Borough Investigations Unit about matters of importance.
- Integrity Control Officers
 - Confer with ICOs about any conditions/hazards affecting command.

202-32 Duty Captain



Patrol

- Duty in uniform in patrol borough-based Department vehicle
 - Duty Captain Response Vehicle (DCRV)
- Supervise ALL personnel performing duty within borough command.
- Respond to major radio runs & unusual occurrences.
 - If CO/X.O Pct of occurrence is working, CO/X.O will respond & perform prescribed functions.
 - Duty Captain will assist as requested.
- Ensure BWCs of UMOS directly involved in critical incidents are accounted for, as per 326-09, 'Public Release of BWC Footage of Critical Incidents.'

Command Visit/Inspection

- Visit Pct/PSA/TD & Boro Courts
 - Inspect & sign Interrupted Patrol Logs
 - Inspect command detention cells, holding cells & **detective** holding cells.
 - Make Command Log entry of inspections
- Visit emergency rooms & hospitalized prisoner rooms.
 - Make appropriate command log entry re; visits.
- Escaped Prisoner ←
 - In absence of Pct/PSA/TD/BCS C.O/X.O,
Personally prepare report on prisoner escape



Traffic

- When notified by Operations Unit of a traffic congestion problem or condition,
 - Confer with Traffic Management Center (TMC) Supervisor &
 - Direct TMC Supervisor to record conditions on
 - "Daily Significant Incident Report"
 - TMC Command Log.
 - Evaluate situation & assign patrol borough/other resources as necessary.

YOU don't make
this Log entry.

Firearm Removals from UMOS:

- **Prior to** suspending, modifying, or temporarily removing guns in non-discipline case,
 - Make background inquiry through IAB during initial stages of investigation of an MOS, if nec.
- Upon completion of investigation for which an IAB log # has been generated,
 - Prepare a detailed 49 to IAB Command Center including
 - Disposition of allegations and findings, and
 - Determination as to the necessity for further investigation
 - ♦ Recommend closing an investigation if deemed complete.

EOT Report to include:

- Observations, visits, and inspections
- Disciplinary action,
- Unusual Occurrences,
- Radio backlogs and **action taken**,
- Radio runs to which **responded**, and
- Recommendations to improve police service.

- Call to IAB is for background
ONLY
- Duty Captain makes the decision
on whether to remove firearms.

202-33 Commanding Officer (PCT/PSA/TD or similar unit)

Reporting on and off-duty

- Make Command Log Entry
- Perform duty in uniform whenever practical.

Responsible for (5 categories);

1. Performance

- Proper performance of functions designated for command.

2. Discipline

- Efficiency and discipline of personnel assigned to command.

3. Training

- Informing members of command of current directives and orders.

4. Equipment

- Serviceability, proper care and use of equipment assigned to command.

5. Administration

- Patrol, administrative, and crime reporting functions of the command.



“Senior” Problem Solving Coordinator for the command (5 Steps: I.A. D.I.E.)

- Identify major crime and quality of life problems affecting the command.
- Analyze identified crime/QOL problems & separate into essential components.
- Design response using cmd, Dept, community resources, & if possible other agency resources.
- Implement the designed response.
- Evaluate the effectiveness of the response and modify it, if necessary.

Performance (Operational)

- Ensure neighborhood policing philosophy informs decision making and advances Department goals of reducing crime, promoting safety and respect, and solving problems collaboratively.
- Neighborhood Policing within Precinct or PSA.
 - Use Neighborhood Policing App to supervise/conduct Neighborhood policing, as applicable.
- Specialty Assignments
 - Select UMOS for:
 - QOL officers and Sergeants
 - YCO (AFTER Conferral with Borough Operations Commander)
 - DCO: **Two (2)** UMOS of any rank, as digital communications officers (DCO)
 - ◆ not a separate assignment. DCO will perform regular duties **in addition to** DCO duties (e.g., crime prevention, community affairs, etc.).
- Respond to major radio run /unusual occurrences when available.
 - Request assistance of Duty Captain, if necessary
- When leaving for patrol, emergencies, etc.,
 - Make Command Log Entry indicating:
 - Manner of patrol,
 - Department auto number, if applicable, and
 - Whether in uniform or civilian clothes.
 - Use Department vehicle for patrol,
 - When presence is required at the scene of an emergency
 - When on official business within the city
- Supervisory Coverage.
 - If less than 2 supervisors on any tour, Notify **Borough** command
 - If Transit, Notify Transit **Bureau** Wheel.

Does Not say
Transit District

Personnel

- Review activity of members of command each month.
- **Level II or III Monitoring**
 - **Personally** review & sign monitoring profile of MOS in Level II or III Monitoring.
 - PERFORMANCE PROFILES due 5th of each month (Original copy **only**)
 - Level II due Quarterly
 - Level III due Monthly.
- Before recommending or granting a change of precinct assignment,
 - Consult MOS' immediate supervisor.
- Assign MOS proportionally to squads according to needs of the command.
 - Assign MOS w/ special qualifications to permit greatest use of abilities.
- Specialized Units:
 - Deploy
 - Based on command crime analysis trends and patterns, with emphasis on violent street crime & burglaries.
 - Monitor
 - Closely monitor performance & ensure proper supervision, training & equipment
 - Staff/Assignment to specialized units
 - Volunteers - Maintain record of volunteers & assign accordingly
 - ◆ If member on Level II and Level III monitoring, contact Bureau/Borough C.O.
 - Long term assignments
 - Carefully review long term assignment, after 5 yrs recommend for career path assignments to Detective Bureau.

Consultation/Conferrals/Visit

- Integrity and Community meetings
 - Upon assignment to command and **semi-annually** thereafter,
 - Visit CCRB, IAB, Community Affairs Bureau & Quality Assurance Section.
- Equal Employment Opportunity Responsibilities
 - Visit OEEO (Office of Equal Employment Opportunity)
 - Upon assignment to command and **annually** thereafter.
 - Annual EEO meeting with command supervisors to
 - Discuss their EEO responsibilities.
 - EEO Liaison
 - Assign TWO non-supervisory MOS who are willing to voluntarily serve as EEO Liaisons.
 - ◆ Ensure EEO liaison applications and COMMANDING OFFICER'S RECOMMENDATIONS are submitted to OEEO
 - Meet with Liaisons **quarterly** re; new EEO policies and laws
 - Ensure Liaisons are scheduled to attend all mandatory training unless on vacation or sick.
 - Ensure all members are aware of EEO guidelines and active EEO Liaisons.
 - Ensure all MOS comply with 332-01 EEO & 332-02, Display of Offensive Material.

Visit 5 places upon assignment:

- CCRB, IAB, CAB, QAS, **EEO**

Visit 4 of those 5 semi-annually thereafter

- CCRB, IAB, CAB, QAS, ~~EEO~~

Visit EEO Annually thereafter

Training

- Instruct and frequently test knowledge of members regarding their duties and responsibilities.
- Provide two (2) consecutive day tours of formal orientation for newly assigned Lt, Sgt, P.O.
 - Include interviews, introductions, various command conditions, problems, boundaries, crime stats, etc.

Equipment and Uniform Appearance

- Ensure supervisors make frequent personal inspection of uniform, equipment & general appearance of MOS at outgoing Roll Calls and while on duty.

Community Affairs:

- Supervise and direct Community Affairs Officer, where appropriate.
- Clergy Liaisons: Upon initial assignment to command, review and evaluate all Clergy Liaisons.
- Maintain as much personal contact as possible to keep abreast of community tensions/trends, with
 - Business, civic, fraternal, religious, political, recreational, charitable, youth & poverty corporation groups, local radio station/newspaper, other with community influence/interests.
 - Meetings
 - Assign competent member to attend meetings of planning board, school board, poverty corporation, other community group to get info to facilitate planning of procedures/programs to minimize community tensions and negative trends.

Discipline

- ICO: Supervise & monitor performance of Integrity Control Officer.
- CENTRAL PERSONNEL INDEX (CPI) BACKGROUND REQUEST
 - Upon assignment to command, review CPI BACKGROUND REQUEST of personnel in critical positions.
- Members on Performance Monitoring
 - Review disciplinary history of members in Performance Monitoring Programs.

Not to be confused with the CPP (Confidential Performance Profile)

Become thoroughly familiar with CPP for MOS in your command

- Profile of UMOS who are “personnel concerns” to assist in supervision, training, development.
- Includes all past administrative transfers, transfers made by Boro C.O. at request of past C.O, sick & discipline record, all other CPI indicators and appropriate command data.

- Removal Proceedings (Administrative Transfer)
 - Confer with C.O. Performance Analysis Unit regarding removal proceedings when MOS fails to perform assigned duties in a satisfactory manner.

CCRB

- Query NYPD-360 CCRB Dashboard at least once per month.
- Review all new CCRB complaints received in command.
- Confer with subject member of command prior to all CCRB appearances.
 - Review all associated complaint documentation (BWC footage, A/L, etc.) with subject member.
 - Prepare Typed Letterhead detailing conferral with member and forward to borough adjutant.
 - Confer with Professional Standards Division, if early intervention measures are appropriate.

Administrative

- Develop & review these Plans:
 - Precinct School Security Plan,
 - Summer Youth Security Plan,
 - Safe Corridor Plan, and,
 - For Transit Bureau commands, Safe Passage Plan.
- Reports
 - Review & analyze reports received from a staff inspection unit and respond as requested, instituting actions to correct any deficiencies identified.
 - Assign Ranking Officer to perform tasks normally reserved for C.O.s (e.g., prepare, sign and forward reports, forms, evaluations, communications, etc.)
 - Assign members of command to read, analyze & report (verbally or in writing) voluminous communications directed to you (C.O.)
- Property
 - Invoiced property in command more than 30 days (31+ days),
 - Notify Borough XO OR Adjutant.
 - Investigate & expedite transfer to final storage location.
- Facility Inspections
 - Assign Ranking Officer to inspect facility daily for (security, cleanliness, orderliness)

Very unusual to Notify the
Boro XO or
Adjutant

QOL Teams and Traffic

- Regularly review performance of QOL teams to identify areas in need of improvement with;
 - SOL and,
 - Team supervisors.
 - Designate **one** QOL team sergeant to,
 - ◆ Oversee all administrative traffic functions and,
 - ◆ Attend Traffic Stat meetings.
- Monthly report on Typed Letterhead and submit copies to
 - Chief of Department,
 - Chief of Housing,
 - Chief of Patrol and
 - Deputy Commissioner, Strategic Initiatives.
 - Include observations as to effectiveness of QOL teams and impact on command's overall efforts to respond to community complaints, considering community feedback and community council feedback.
 - Also include information that cannot be quantified (e.g., success stories).

202-37 Community Response Team Officer (CRT)

Chief of Patrol

- CRTs operate directly under the control of the Office of the Chief of Patrol.
- No more than 3 CRT members, **including** the supervisor, per Department vehicle per tour.

UMOS

Uniform and Training

- Do not perform duty as a member of a CRT prior to attending requisite training.
- Uniform as per *A.G. 305-19, "Community Response Team Uniforms."*
 - ALSO, be equipped with everything described in *A.G. 305- 08, "Required Equipment."*
- NO plainclothes.
- NO decoy operations.

Operational

- Maintain daily record of activity in digital Activity Log.
- Inform radio dispatcher when responding to, or present at the scene of a police incident.
- Monitor 311 calls for service in area of assignment for,
 - Chronic conditions, locations, or matters of community concern.
- Reduce violent street crime by,
 - Identifying, investigating, and apprehending individuals who;
 - Possess illegal firearms and jeopardize public safety.

Conferrals, etc.

- At the direction of Patrol Services Bureau,
 - Address a variety of conditions within a geographic area,
 - Consult patrol borough concerned on needs of community and analysis of crime data.
- Conduct coordinated operations with appropriate units to address chronic complaints
 - e.g., car meets, unlicensed vending, illegally operated mopeds, etc.
- Confer with field intelligence officer/field intelligence team, precinct of deployment,
 - To be knowledgeable of criminal groups, recidivists, open patterns, current crime trends, problematic locations, and any other relevant intelligence
- Engage and interact with community members to
 - build thoughtful and productive relationships that foster positive sentiment.

202-36 CRT Supervisor

CRT Supervisor

Uniform and Training

- Do not perform duty as a member of a CRT prior to attending requisite training.
- Uniform as per *A.G. 305-19, "Community Response Team Uniforms."*
 - ALSO, be equipped with everything described in *A.G. 305-08, "Required Equipment."*
- NO plainclothes.
- NO decoy operations.

Key Note: *These first 4 bullets are the exact same as the cop's in 202-37*

Operational

- Perform no duties other than CRT patrol, when assigned as CRT supervisor.
 - CRTs may **not deploy** w/o supervisor (Sgt or above assigned solely to their supervision).
 - Ensure all CRT members have attended requisite training prior to being deployed.
- Inspect members daily for proper uniforms and equipment as detailed in *A.G. 305-08, & 305-19*
- Supervise all police operations of assigned CRT.
 - Be cognizant of location of CRT members, and be able to contact personnel at all times.
 - Ensure CRT members do not perform duty in plainclothes or conduct decoy operations.
- Inspect and sign digital **Activity Logs** of CRT members daily.

Conferrals, etc.

- Inform desk officer, precinct of deployment, of
 - CRT assignment in precinct and
 - Times of anticipated patrol.
- Coordinate with Pct C.O./X.O.s of precincts of concern to
 - Address patterns and problematic areas within that command.
- Attend community events (pct community council meetings, etc.), in commands you deploy in.
- Confer regularly with Legal Bureau regarding developments in applicable case law.

Supervision

- Monitor and regularly evaluate UMOS assigned to CRT for effectiveness by determining:
 - Success of crime reduction,
 - Problem solving strategies,
 - Case preparation, and
 - Engagement with other Department units and community residents.
- Systematically review BWC video, including all videos regarding arrests and use of force, to
 - Provide positive feedback and
 - Address any performance or tactical deficiencies observed.
- Use SUPERVISOR FEEDBACK FORM on CRAFT app (Cops Rapid Assessment and Feedback Tool)
 - Highlight commendable actions by CRT members, e.g.,
 - Arrest that closes a precinct pattern,
 - Arrests involving a firearm,
 - Exceptional community interaction, etc.

