



THE KEY

Police Promotion School

Sergeants's Exam 2027

LESSON 1

Patrol Guide

Section 202

Duties & Responsibilities

Study Tactics

Updated as of May 8, 2026

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.


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.

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.***

Electric Blasting Caps

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

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.



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 is 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.

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

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

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.

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

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.

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.

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

🔑🔑🔑 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.

🔑🔑 “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

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

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.



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.

- 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

- 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.

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.

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.

👤👤👤 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
 - **Weapon, Emergency, Burglary, Serious crime.**
 - Make appropriate digital Activity Log entries.
 - If Patrol Supervisor unavailable,
Radio will immediately dispatch patrol supervisor from adjoining cmd.
- Monitor Radio
 - Ensure RR directed to MOS assigned to sector/post are acknowledged.
- Return to patrol
 - When services are no longer needed, direct RMP units to resume patrol.

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

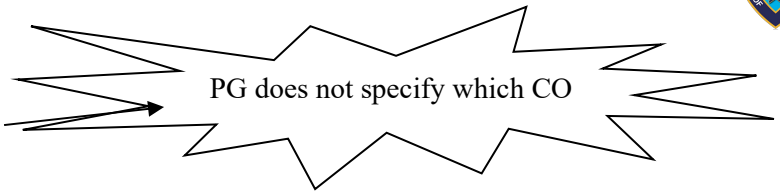
- Prepare
 - Roll call messages daily, to ensure steady flow of information.
- Conduct
 - Roll call training regularly for all three platoons
 - Not to exceed 25 minutes.
- Maximize exposure to all MOS and adjust tours as necessary to:
 - Train MOS outside normal working tour.
- Members not assigned 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 Deps, 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/Coordiante/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



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, Pet 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** 60+ notification done by Dept of Aging
- 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
Key Note:
 AG mistake. Step 16 in 303-15 says comply with 207-08, that's wrong, it should say 207-07.
 - 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

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.

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.



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*



202-36 CRT Supervisor (cont'd)

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.