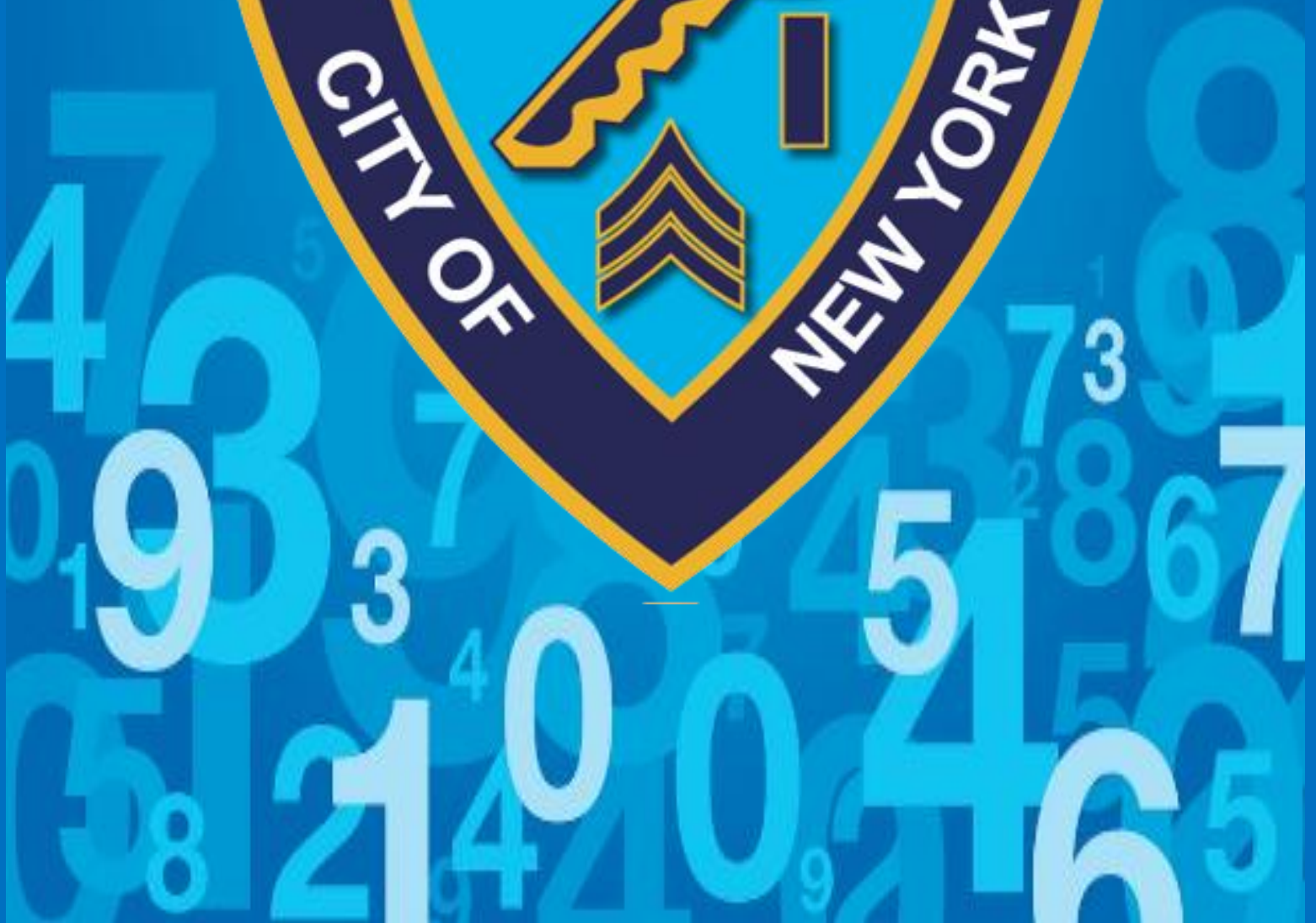
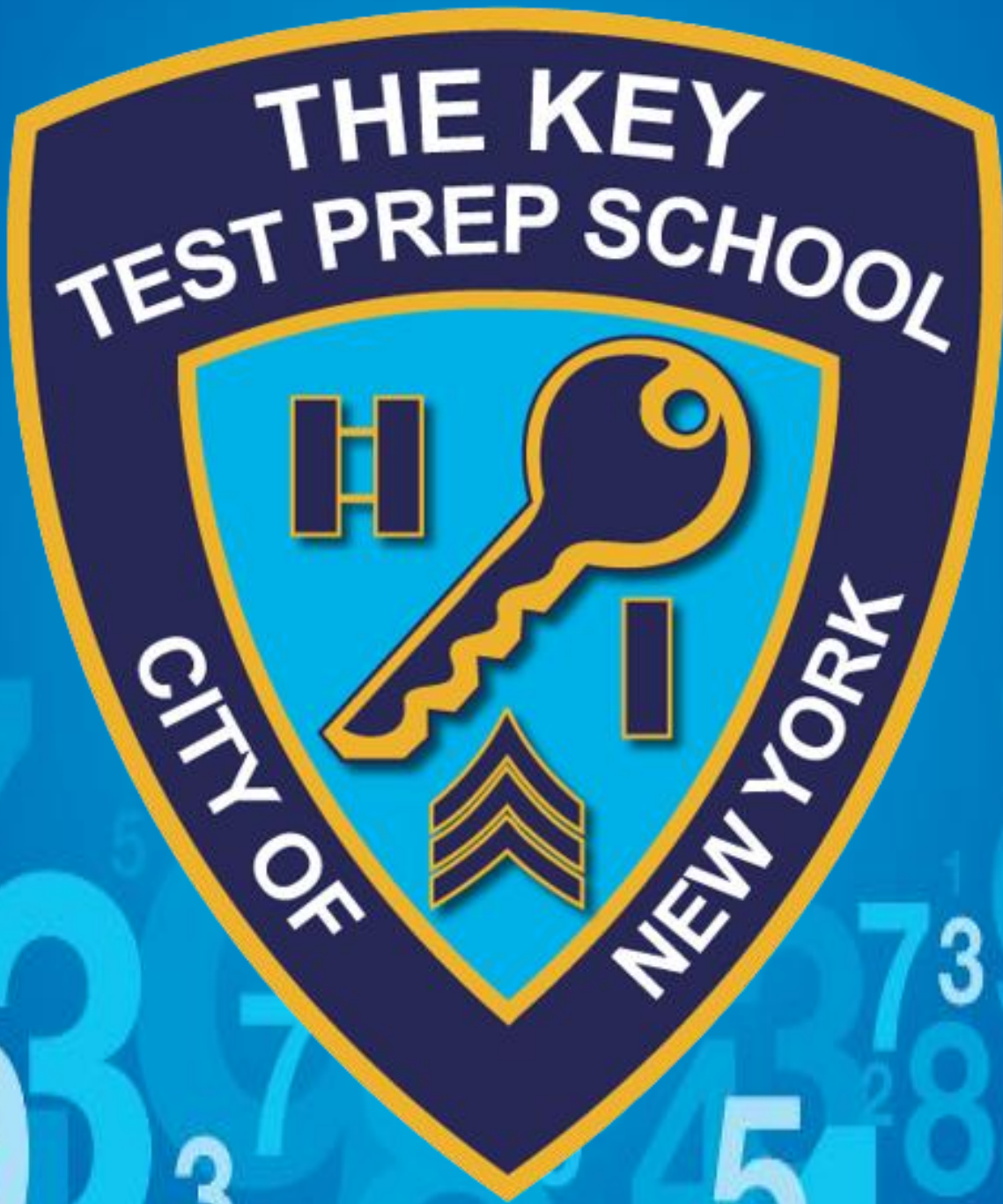


BY THE NUMBERS



BY THE NUMBERS



PATROL GUIDE SECTION 202

Who	Reason	Number	Detail	PG/AG cite
Attendant	Prison Roster	30 MINUTES	Enter results of prisoner inspection on PRISONER ROSTER	PG 202-15 step 5
Attendant	Cells	Immediately after prisoners go to court	Wash cells and Test cell alarms	PG 202-15 step 11
Evidence Property Control Specialist	Property Stored	31 days or more.	Invoices stored in command in excess of 30 days. Notify Desk Officer of the number of Property Clerk's Invoices stored within the command in excess of 30 days	PG 202-13 step 7a
Patrol Wagon Operator	Transport Prisoners	20 minutes after arrival for prisoner transport	When prisoners not ready for transport ____ minutes after arrival notify Boro Court Section	PG 202-17 step 9a
2-Wheel Scooter Operator	Low Temperature	31° or lower	Do not operate a 2 wheel scooter when the temperature reaches ____ degrees or lower	PG 202-04 step 6d
3-Wheel Scooter Operator	Max Speed	20 MPH maximum	Do not exceed ____ MPH while driving a 3 wheel scooter	PG 202-04 step 1a
2 & 3 Wheel Scooter Operator	Scooter Training	1 year with no scooter training	Receive refresher course	PG 202-04 step 7c
2 & 3 Wheel Scooter Operator	Scooter Training	6 months, PO not operated scooter	Receive refresher course if being considered for scooter assignment	PG 202-04 step 7b
Aux Police Coord	New Auxiliary Members Training	2 times a year	Conduct basic training for new auxiliary members ____ per year	PG 202-12 step 8
Community Affairs Officer	49 to CAB	Monthly	49 to CAB regarding Community Council meetings	PG 202-10 step 2
Community Affairs Officers	Conferral SOL	Daily	Contact with SOL	PG 202-10 step 9
Crime Prevention Officer	49 to Boro re Notification to Crime Victims	By the 5th day of each month	49 to Boro indicating notifications made to crime victims	AG 303-15 step 17
Crime Prevention Officer	INSPECT 61s	Complainant 59 years old or YOUNGER	INSPECT 61s for Homicide, Sex crime, robbery, assault or P.I. for victims ____ age or less (notify them with 5 days)	AG 303-15 step 15
Police Officer	Profile Report	2nd Day of Month	PO to review and submit his/her Officer Profile Report to their <u>designated supervisor by 2nd day of each month</u>	AG 331-09 step 2
RMP Operator	Vehicle Inspection	Each tour	Activity log re inspection: Findings, Odometer & Gas (FOG)	PG 202-02 step 17, 18
RMP Operator	Blasting Caps	150 feet	Do not carry blasting caps in vehicle... or Transmit within	PG 202-02 step 7
Admin QOL Officer	Summons	Daily basis	Review all movers/C's/OATH	PG 202-06 step 33
Admin QOL Officer	Forward PARs on highways	Daily basis	Forward accident reports to Highway unit concerned for all accidents occurring on limited access highways	PG 202-06 step 7
Admin QOL Officer	Taxi and Limosine (TLC) Summons	2 copies of each summons/ Notice	____ copies of summons issued to vehicles licensed by TLC and enter in LD6 log	PG 202-06 step 33b
Admin QOL Officer	Moving summons	Daily	Enter info for Moving summonses into FORMS	PG 202-06 step 20
YCO	4x12 Tour	4 hours (at least)	Perform duties on the 3rd Platoon	PG 202-08 step 4a
YCO	Complaint Reports	Daily	Review Complaint Reports involving youth victims/perps	PG 202-08 step 10
Desk Officer	SH Inspection	Once a tour	Visit all areas of S.H.	PG 202-18 step 16
Desk Officer	Inspect invoiced property	Beginning of each tour	Inspect the property locker and all areas within command invoiced <u>property is behind held at the beginning of the tour</u>	PG 202-18 step 6
Desk Officer	Property Seals	Beginning of each tour	Enter results of inspection of invoiced property and Property Clerk Division seals in Command Log	PG 202-18 step 6b

Who	Reason	Number	Detail	PG/AG cite
Desk Officer	Command Email	At start, during 4th hour, and frequently	Check command email; document in Command Log	PG 202-18 step 19a
Desk Officer	Telephone Dispatch Log	After 4th hour & EOT	Certify entries in TELEPHONE DISPATCH Log	PG 202-18 step 25
Desk Officer	Department Vehicles	Each tour	Prepare daily vehicle assignment sheet (1st pltn D/O verifies)	PG 202-18 step 15
Desk Officer	Department Vehicles	Each tour	File Daily Veh. Assign. Sheets at end of month	PG 202-18 step 15 b
Desk Officer	Property Stored	31 days or more.	Invoices stored in command in excess of 30 days. Notify Operations Coordinator AND expedite delivery of the invoiced property to its <u>final storage location</u>	PG 202-18 step 6 d
Desk Officer	Property Stored	31 days or more.	Invoices stored in command in excess of 30 days. Make SEPARATE command log entry indicating and invoices stored within the <u>command in EXCESS of 30 days, listing each invoice number</u>	PG 202-18 step 6 c
Desk Officer	US Flag	Sunrise to Sunset	Ensure US flag properly displayed	PG 202-18 step 31
Desk Officer	AWOL	After 2 hours	Start AWOL procedure	PG 202-18 step 10a
FIO Sergeant	Update Command Recidivist List	Quarterly	Maintain the Command Recidivist List and UPDATE quarterly via the Recidivist Tracking and Reporting Database	PG 202-25 step 14
FIO Sergeant	Activity report	Weekly	Intelligence Bureau Activity Report prepare weekly and send to CO Criminal Intelligence Section and CO Command of Assignment	PG 202-25 step 23
Training Sergeant	Roll Call Training	25 minutes, NOT to exceed	Conduct roll call training for all tours	PG 202-21 step 6
Patrol Supervisor	Roll Call	5 minutes	Conduct roll call, 5 minutes after start of tour	PG 202-19 step 3
Patrol Supervisor	Officer Profile Reports	By 5th day of month	Review Officer Profile Reports, deliver to Platoon Commander	PG 202-19 step 22a
Patrol Supervisor	Special posts and Hospitals	Once each tour (at least)	Visit special & hospital posts	PG 202-19 step 12b
Patrol Supervisor	Visit Officers on Patrol	Frequently and at Irregular intervals	Visit Foot and RMP's	PG 202-19 step 12a
Designated Supervisor	Quarterly Evaluations	By the 7th Day (of the quarter)	Forward evaluation to the platoon commander or other reviewer by the seventh day of the month following reporting period	AG 331-09 step 14

Who	Reason	Number	Detail	PG/AG cite
ICO	Verify CPI	Annually	Verify Confidential Performance Profile w/ CPI of Personnel Bureau	PG 202-29 step 11
ICO	Paid Detail	Monthly	Sampling of individual members of command for Paid Detail overtime audit	PG 202-29 step 33
ICO	Advise Sgts of MOS with Significant Negative CPI	Annually & upon new Sgt's Assignment	Advise Sgts of personnel in the command that have significant negative information in CPI	PG 202- 29 step 12
ICO	Dept. Radios	Monthly	PHYSICALLY inspect radios to ensure accountability	PG 202-29 step 27
ICO	Corruption Prone Locations	Frequently at irregular hours	Observe command conditions and visit corruption prone locations, frequently at irregular tours	PG 202-29 step 5
ICO	AVL audit	Monthly	Audit DAS in regards to AVL	PG 202-29 step 35
ICO	Locker Stickers	Annually in November	Inspect male/female lockers for proper display of stickers	PG 202-29 step 34
ICO	Property Stored	Daily review - 31 days or more.	Invoices stored in command in excess of 30 days. Review command log entries regarding invoiced property, consult with Operations Coordinator, desk officer to determine if an integrity or corruption hazard exists. If so, brief the executive officer/commanding officer and take appropriate action to correct the situation.	PG 202-29 step 20
Operations Coordinator	Fire Extinguishers	January and July	Fire extinguishers inspection. (a) have MOS inspect date, & initial tags (b) Ops make Cmd Log Entry	PG 202-28 step 24
Operations Coordinator	SH Inspection	Daily	Inspect command and make Command Log entry for cleanliness, security, etc. and the DISPLAY OF OFFENSIVE MATERIAL	PG 202-28 step 22
Operations Commander	Quarterly Evaluations	By the 15th Day (of the quarter)	Ensure Supervisors Quarterly Evaluations are finalized by the fifteenth day of the month following the reporting period.	AG 331-09 step 17
Operations Coordinator	Property Stored	Daily review - 31 days or more.	Invoices stored in command in excess of 30 days. Review command log entries regarding invoiced property, take immediate steps to remedy the condition, AND notify the XO/CO	PG 202-28 step 20a
Platoon Commander	Activity logs Patrol Supervisors	Daily	Inspect Activity logs of PATROL supervisors	PG 202-26 step 24
Platoon Commander	Paid Detail	Start of tour	Access Dept. intranet webpage active Paid Detail locations and times of assignment within the command	PG 202-26 step 15
Platoon Commander	Dept. Reports 1st Platoon	1st platoon	Review reports/forms from previous 24 hours	PG 202-26 step 26
Platoon Commander	SH Inspection	Each tour	Inspect command facility	PG 202-26 step 20
Platoon Commander	Officer Profile Report	By the 7th Day	Review and sign OFFICER PROFILE REPORTS. Forward completed Officer Profile Reports to Operations Commander	AG 331-09 step 7
Platoon Commander	Quarterly Evaluations	By the 10th Day (of the quarter)	Deliver printed copy of Supervisors Quarterly Review to the Ops Coord by the tenth day of the month following the reporting period.	AG 331-09 step 16

Who	Reason	Number	Duty	Cite
SOL	Sign A/L	Each Week	Inspect and sign digital A/L of QOL Sgts each week	PG 202-27
SOL	Profile Reports	7 days	Review and sign Officer Profile Reports and deliver to Ops Coord	PG 202-27
SOL	Schedules	Weekly	Review and approve subordinate personnel schedules	PG 202-27
SOL	Juvenile Report	Daily	Review and sign off Juvenile Reports	PG 202-27
SOL	Juvenile Report	Weekly	Audit Juvenile Reports weekly	PG 202-27

Who	Reason	Number	Duty	Cite
Executive Officer	Sign Supervisors Memo books	Once per month	Sign Platoon Commander, Special Operations Lieutenant, Patrol Supervisors memo books	PG 202-30 step 12
Executive Officer	Property Stored	31 days or more.	Invoices stored in command in excess of 30 days. Review command log entries regarding invoiced property, consult with operations coordinator, desk officer, evidence/property control specialist to determine steps to remedy the condition, AND notify commanding officer on actions taken	PG 202-30 step 23
Executive Officer	Interrupted Patrol Log	Once a tour	Inspect and sign Interrupted Patrol Log	PG 202-30 step 21
Commanding Officer	Activity	Monthly	Review activity of members of the command	PG 202-33 step 16
Commanding Officer	MOS on Monitoring	By 5th day of month	Personally review/sign MOS on monitoring (Level II=quarterly, Level III=monthly)	PG 202-33 step 16a
Commanding Officer	Visits to Special Units.	Upon assignment and then semi annually	Visit CCRB/IAB/CAB/QAD	PG 202-33 step 28
Commanding Officer	Clergy Liasons	Upon assignment	Review/evaluate Clergy Liaisons	PG 202-33 step 29
Commanding Officer	Visit DC Equity and Inclusion	Upon assignment and then annually	Visit Deputy Commissioner Equity Inclusion	PG 202- 33 step 30