THE KEY

Police Promotion School

2027 Lieutenants' Exam

LESSON 1

- **Patrol Guide Section 202:** Duties & Responsibilities

"Preparation is The Key"

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COURSE TEXTBOOK # 1

LIEUTENANTS COURSE

Class Locations and Times

Starts January 10, 2027



1 **Nassau/Queens – Sunday, 1000–1230 hrs**
V.F.W. Post 1066, 66 Veterans Blvd, Massapequa, NY
Instructor: George Mifsud

1 **Nassau/Queens – Monday, 1830–2100 hrs**
V.F.W. Post 1066, 66 Veterans Blvd, Massapequa, NY
Instructor: George Mifsud

2 **Bronx – Tuesday, 1830–2100 hrs**
Holy Rosary, 1510 Adee Ave, Bronx, NY
Instructor: Ralph Cilento

3 **Brooklyn – Wednesday, 1830–2100 hrs**
Saint Finbar, 138 Bay 20th St, Brooklyn, NY
Instructor: Frank Vega

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THE KEY POLICE PROMOTION SCHOOL

Lieutenant Exam Course

2027 CLASS SCHEDULE | JANUARY – MAY

HOW TO READ THIS SCHEDULE

Each class week runs Sunday through Wednesday. Attend the session at your chosen location.
Rows marked OFF are weeks with no classes.

CLASS WEEK SUN – WED	LESSON	TOPIC / CLASS STATUS
Jan 10 – Jan 13, 2027	1	Test Taking Tactics and PG 202 – Duties & Responsibilities
Jan 17 – Jan 20, 2027	OFF	No classes
Jan 24 – Jan 27, 2027	2	AG 304 – General Regulations / AG 305 – Uniforms & Equipment
Jan 31 – Feb 3, 2027	OFF	No classes
Feb 7 – Feb 10, 2027	OFF	No classes
Feb 14 – Feb 17, 2027	3	AG 324 – Vacation & Leave / AG 329 – Career / AG 330 – Sick
Feb 21 – Feb 24, 2027	OFF	No classes
Feb 28 – Mar 3, 2027	4	AG 331 – Evaluations / AG 332 – EEO / AG 318 – Discipline
Mar 7 – Mar 10, 2027	OFF	No classes
Mar 14 – Mar 17, 2027	5	PG 207 – Complaints
Mar 21 – Mar 24, 2027	OFF	No classes
Mar 28 – Mar 31, 2027	6	PG 208 – Arrests, Part 1
Apr 4 – Apr 7, 2027	OFF	No classes
Apr 11 – Apr 14, 2027	7	PG 208 – Arrests, Part 2
Apr 18 – Apr 21, 2027	OFF	No classes
Apr 25 – Apr 28, 2027	8	PG 209 – Summonses / PG 210 – Prisoners
May 2 – May 5, 2027	9	PG 212 – Command Operations, Part 1
May 9 – May 12, 2027	OFF	No classes

CLASS LOCATIONS AND TIMES

Sunday 1000–1230	V.F.W. Post 1066, 66 Veterans Blvd, Massapequa	George Mifsud
Monday 1830–2100	V.F.W. Post 1066, 66 Veterans Blvd, Massapequa	George Mifsud
Tuesday 1830–2100	Holy Rosary, 1510 Adee Ave, Bronx	Ralph Cilento
Wednesday 1830–2100	Saint Finbar, 138 Bay 20th St, Brooklyn	Frank Vega

THE KEY POLICE PROMOTION SCHOOL

Lieutenant Exam Course

2027 CLASS SCHEDULE | MAY – SEPTEMBER

HOW TO READ THIS SCHEDULE

Each class week runs Sunday through Wednesday. Attend the session at your chosen location.
Rows marked OFF are weeks with no classes.

CLASS WEEK SUN – WED	LESSON	TOPIC / CLASS STATUS
May 16 – May 19, 2027	**10**	PG 212 – Command Operations, Part 2
May 23 – May 26, 2027	**11**	PG 212 – Command Operations, Part 3
May 30 – Jun 2, 2027	**OFF**	No classes
Jun 6 – Jun 9, 2027	**12**	PG 213 – Mobilizations & Emergency Incidents / PG 211 – Court Appearances
Jun 13 – Jun 16, 2027	**13**	PG 214 – Quality of Life
Jun 20 – Jun 23, 2027	**OFF**	No classes
Jun 27 – Jun 30, 2027	**14**	PG 215 – Juveniles
Jul 4 – Jul 7, 2027	**OFF**	No classes
Jul 11 – Jul 14, 2027	**15**	PG 216 – Aided Cases / Penal Law
Jul 18 – Jul 21, 2027	**16**	PG 217 – Vehicle Collisions / Legal Bureau Bulletins
Jul 25 – Jul 28, 2027	**17**	PG 218 – Property, General, Part 1
Aug 1 – Aug 4, 2027	**OFF**	No classes
Aug 8 – Aug 11, 2027	**18**	PG 218 – Property, General, Part 2 / PG 219 – Department Property
Aug 15 – Aug 18, 2027	**19**	PG 220 – C.I.M.S. / Math, Grammar and Supervision
Aug 22 – Aug 25, 2027	**OFF**	No classes
Aug 29 – Sep 1, 2027	**20**	PG 221 – Tactical Operations
Sep 5 – Sep 8, 2027	**OFF**	No classes
CRAM SESSIONS		Dates to be announced

CLASS LOCATIONS AND TIMES

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Mission Statement

for

The Key's

2027 Lieutenant's Course,

The Key Team will work with you to instill in you and provide to you, everything you need to do well on this exam. This course is not just about reading and remembering facts, it is about the practical application of that memory on a multiple-choice exam. At the end of this course you will be able to notice in every procedure you read, how and where the difficult questions could come from. We will research every question you ask us. We will NEVER leave you hanging –on anything!!

-The Key Team

Lesson One Contents and Concepts

- History of procedures tested on a Lieutenant's Test.
    - Graph of all P.G./A.G. Chapters tested over the course of nearly 30 years.
    - Data Table of the above-described graph showing exactly how many questions were asked overall but also, exactly ***when*** they were asked.
        - This illustrates trends and patterns of procedures tested.
- Judgment, Grammar, Math:
    - Actual exam questions testing these three important, often-asked questions with notes, examples, and insights to each topic and tactics for preparing.
- Anatomy of a Question:
    - Actual exam questions with complete analysis of the tactics employed such as, Break the Chain of Command, the Ordering of Questions, etc.
- P.G. 202 /A.G. 303 Key Lesson Plan,
    - Graph and table of P.G. 202 Lieutenant Test questions asked over the years, showing ***when*** each procedure was tested.
    - Updated with all the changes from recent Revision Orders.

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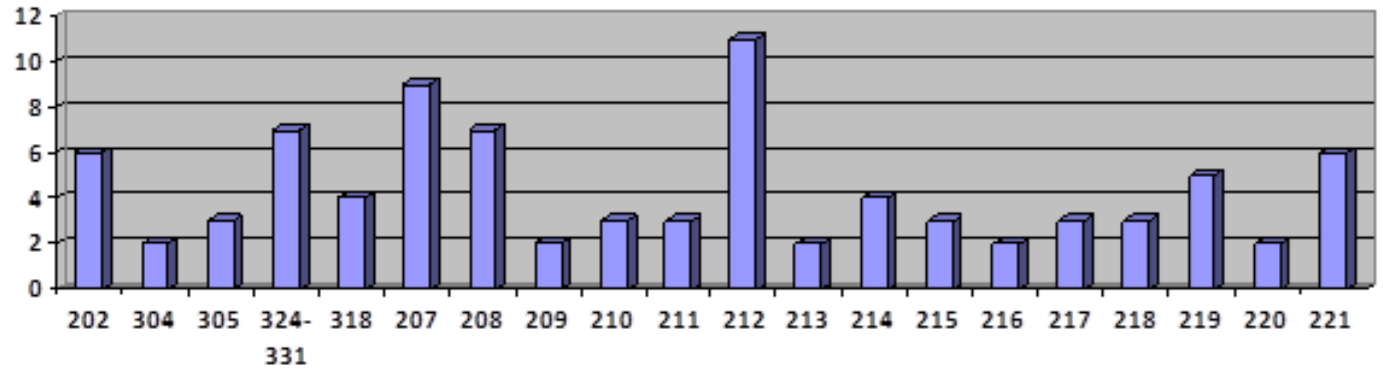
Average number of questions from each P.G. Section on the last 7 Lieutenant's tests



PG Section	Title	Avg 1999 & 2003 Tests	2006 Test	2011 Test	2015 Test	2017 Test	2023 Test	AVG (rounded)
P.G. 202	Duties & Responsibilities	5	11	0	7	7	**6**	**6**
A.G. 304 (203)	General Regulations	3	2	2	2	3	**2**	**2**
A.G. 305 (204)	Uniforms & Equipment	3	0	1	5	3	**3**	**3**
A.G. 324-331 (205)	Personnel	8	7	5	10	5	**9**	**7**
A.G. 318 (206)	Discipline	1	3	3	3	5	**8**	**4**
P.G. 207	Complaints	8	10	4	10	11	**8**	**9**
P.G. 208	Arrests	6	7	4	14	4	**5**	**7**
P.G. 209	Summonses	3	1	2	1	2	**4**	**2**
P.G. 210	Prisoners	1	2	3	4	3	**3**	**3**
P.G. 211	Court	1	5	3	4	1	**2**	**3**
P.G. 212	Command Operations	4	14	11	13	7	**16**	**11**
P.G. 213	Mobilizations	2	2	1	3	2	**3**	**2**
P.G. 214	Quality of Life	0	4	2	8	2	**6**	**4**
P.G. 215	Juveniles	1	1	3	7	2	**1**	**3**
P.G. 216	Aideds	1	1	1	3	3	**2**	**2**
P.G. 217	Collisions	1	2	4	4	3	**3**	**3**
P.G. 218	Property	3	4	3	5	2	**2**	**3**
P.G. 219	Dept Property	4	7	1	5	4	**6**	**5**
P.G. 220	CIMS	---	5	0	1	2	**1**	**2**
P.G. 221	Tactical Operations	---	---	---	---	5	**6**	**6**

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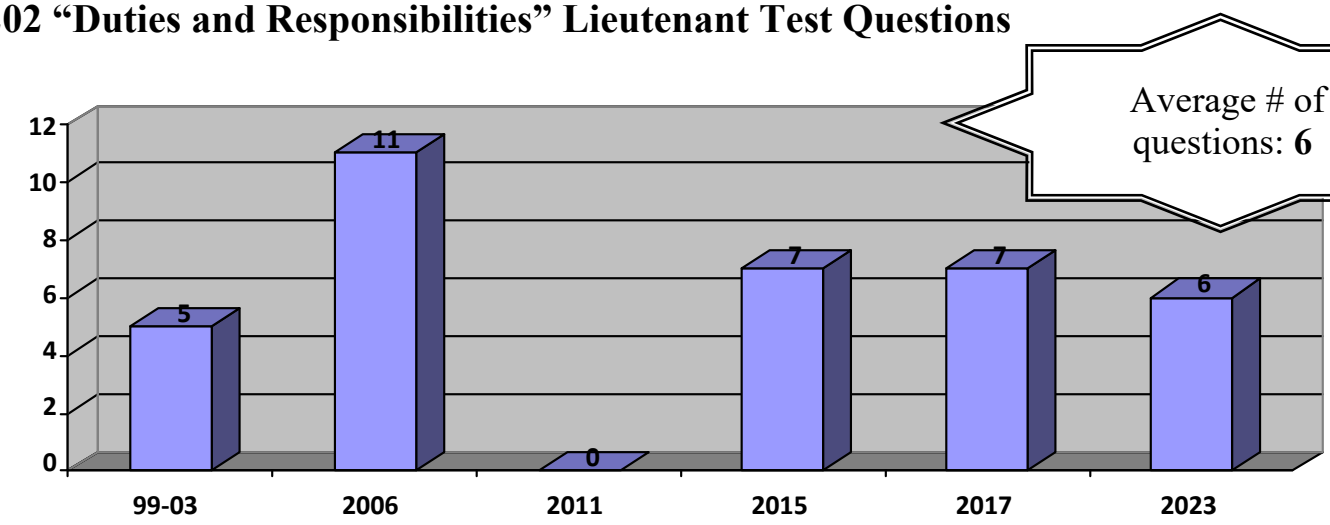
P.G. 202 "Duties and Responsibilities" Lieutenant Test Questions



Trends and Patterns

- The table below shows not just ***what*** was asked but ***when*** it was asked!
  - o Notice that a ***new*** procedure is tested on the ***next*** test.
  - o Shows which tested procedures have since been revoked.

Procedure	Duties & Responsibilities	99/03 Avg.	2006 Avg.	2011 Avg.	2015 Avg.	2017 Avg.	2023 Avg.	# of 🔑s
202-01	Police Officer		🔑					1
202-05	NST P.O. (Old Anti-Crime)		🔑					1
202-08	Youth Officer					🔑		1
202-16	Field Intelligence Officer							1
202-18	Desk Officer	🔑	🔑🔑		🔑🔑🔑	🔑	🔑	8
202-19	Patrol Supervisor	🔑	🔑🔑				🔑	2
202-21	Training Sergeant				🔑			1
~~202-23~~	~~DV Sgt~~ (Revoked in 2025)					🔑		
202-26	Platoon Commander		🔑🔑🔑		🔑	🔑	🔑	6
202-27	Special Ops	🔑	🔑🔑				🔑	4
202-28	Operations Coordinator		🔑			🔑🔑	🔑	4
202-29	ICO	🔑			🔑	🔑	🔑	4
303-12	CJB Boro Court Liaison Officer	*New in 2012* →			🔑			1
303-15	Crime Prevention	🔑						1
202 Totals		**5**	**12**	**0**	**7**	**7**	**6**	

No 202 Qs in 2011?

That was an odd test, there were only 48 Patrol Guide questions & Zero Admin. Guide. but 35 Judgment questions (& 17 In-Basket questions)

Judgment Questions

This first one is from a past Lieutenant's Test (it was on the In-Basket)

1. You are the platoon commander and the patrol supervisor calls you to an apartment where an infant has died –apparently of SIDS (Sudden Infant Death Syndrome). Since the actual cause of death is unknown, it will be treated as a homicide and you must assign the officer who discovered the body to report to the morgue at 0900 hours the next morning. P.O. Rodriguez, the recorder in sector Adam discovered the body. P.O. Hanratty, the operator in sector Adam informs you that his partner, P.O. Rodriguez, had a family member die in a similar fashion a month ago and that he, P.O. Rodriguez is disturbed by the prospect of having to go to the morgue the next day but doesn't want to complain to you. P.O. Hanratty further informs you that he would go in Rodriguez' place but that he, P.O. Hanratty submitted a Leave of Absence Report ten days ago which was approved by the Operations Coordinator and that he and his wife are going away to celebrate their anniversary. Of the following choices, which would be your best course of action?

   A) Send P.O. Rodriguez, regardless of his personal situation.
   B) Send your driver.
   C) Deny P.O. Hanratty's day off and send him.
   D) Call another officer to the scene who is not on a regular day off tomorrow who can identify the body as the one found or observed at scene.

ANSWER

- B? This was an In-Basket question and your driver had court the next day.
- A? The judgment here was to have concern for your subordinate when possible.
- C? The judgment here again was to have concern for your subordinate when possible and also not to override the approved 28.
- D is exactly what it says in step 29a. in 216-04

These next two are recreated from recent exams. Two from a Lieutenant's test and two from a Captain's. They all have much in common and test similar ideas.

Lieutenant's Test

2. You are the second platoon commander and a precinct resident complains that the first platoon is doing nothing about his noise complaints. Which of the following is your most appropriate response?

   A) I get off work at 3, I can't help you.
   B) Refer him to Community Affairs
   C) The first platoon has more pressing issues than noise complaints
   D) I get off work at 3 but I'll talk to the platoon commander on that shift for you.

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Captain's Test

3. You are a precinct XO and a bodega owner complains that your cops are writing too many double parkers in front of his store and are driving away business. Which of the following is your most appropriate response?

   A) Tell him there's nothing you can do
   B) Refer him to Community Affairs
   C) Have the cops stop writing in front of his store
   D) Tell him that double parking is a safety issue but your door is always open to him.

Key Comparison (*answer to both questions 2 & 3 is* **D)**		
Complaint that the 1st platoon is not taking a noise complaint seriously (you do day tours)		Storeowner complains that double parking summonses are driving business away.
A) I get off work at 3, I can't help you.	***Notice that these three wrong choices are essentially the same…***	A) Tell him there's nothing you can do.
B) Refer him to Community Affairs		B) Refer him to Community Affairs
C) The first platoon has more pressing issues than noise complaints		C) Have the cops stop writing in front of his store.
D) I get off work at 3 but I'll talk to the boss on that shift for you.	**<---Correct Answer--->**	D) Tell him double parking is a safety issue but your door is always open.

<u>This is mostly common sense but let's glean what we can.</u>

- Never say, "I can't help you' or words to that effect
- Referral to Community Affairs –this reminds us of the Golden Rule of 'don't refer the complainant, refer the complaint.' In other words, take the info, say you'll handle it and then make whatever referral is necessary. **–Handle it!**

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This last one is from a past Captain's Test;

4. You had to choose which of the 4 jobs you should respond to first:

   A) Off duty FDNY arrested for domestic violence
   B) Off duty NYPD arrested for DWI upstate
   C) Missing 14-year-old where Platoon Commander is present and already searching.
   D) A shooting where the perp is still on the scene, somewhere in a building.

Not very hard, obviously Choice D is the answer.

Key Recap: Judgment Questions

- Never say, "I can't help you" or "that's not on my platoon" or words to that effect.
- Just as in complaint reporting, don't refer the complainant, accept the information and you, yourself, get in touch with whomever should handle it, if not yourself.

Key notes on some other Judgment questions asked on past exams

- The best way to notify a cop who is on patrol that his father just died was to contact radio and direct the dispatcher to give him a "10-2" so you, the supervisor, ***could tell him in person***.
- Every time they asked if you should grant lost time/e-day for a cop with a personal emergency (even though there was a 'no excusal' memo), the answer has always been ***yes***.
- If there is a *rumor* of wrongdoing by a MOS in the command, a past exam said to tap into the '**grapevine'** to ascertain more information.

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🔑🔑🔑 Key Grammar

- Sometimes they go into tense, person and possessive (see below),
- Sometimes they test words that phonetically sound the same (see next page).

Possessive: Apostrophe –s (’s)

- **’s** is used to show possession whether singular or plural.
  - Ex; John’s notes. Men’s clothing.

It’s = It is

Its = Belongs to it

~~Its’~~ = WRONG

It’s versus **Its**

- Possessive ***pronouns*** have no apostrophe as they are possessive by nature. Examples of possessive pronouns are; his, hers, its, ours, theirs.
  - Don’t make the common error of using **it’s** for possession. **it’s** is a contraction of “it is.”
  - The possessive word is **its** with no apostrophe.
  - Once you liken “its” to “his,” “hers” or “ours” it becomes clear.

Tense: Past versus Present:

Any one sentence has to agree with itself. If the first part of the sentence is in past tense, the whole sentence must be in past tense and vice versa.

Example

- The witness was talking on her cell phone while I am trying to take the report.

  (past) ----------▶ (present) — Wrong because they disagree.

- The witness was talking on her cell phone while I was trying to take the report.

  (past) ----------▶ (past) — Right because they agree.

Person: Singular versus Plural:

Again, any one sentence must agree with itself. If the first part is singular, the second part must also be singular and vice versa.

Example

- The complainant stated that they could not identify the perpetrator.

  (singular) ----------▶ (plural) — Wrong because they disagree.

- The complainant stated that she could not identify the perpetrator.

  (singular) ----------▶ (singular) — Right because they agree.

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Here are four grammar questions asked on recent exams

1. You are reviewing a number of Complaint Reports, some of which have grammatical errors. Which one of the following statements is grammatically correct?

    A) The complainant was unsure weather the perp had glasses or not
    B) The complainant was unsure as too weather the perp had glasses or not
    C) The complainant was unsure as to whether the perp had glasses or not
    D) The complainant was ensure as to whether the perp had glasses or not.

2. Which of the following is grammatically incorrect?

    A) Captains write all of their memos on Department stationary
    B) Lieutenants are very often assigned as Desk Officers
    C) Sergeants most often are assigned as Patrol Supervisors
    D) Supervisors are not normally assigned to the Telephone Switchboard.

3. You are about to hand in an Unusual Occurrence report for an assignment you handled during the tour. You take one last look to ensure there are no grammatical errors. Of the following which statement should be corrected?

    A) There was a shooting in a school today
    B) The juvenile was arrested
    C) The principle was notified
    D) The parents were notified.

4. Which of the following is grammatically correct?

    A) This box doesn't belong here, you have to put it over their.
    B) The cops in my squad don't like there new sergeant.
    C) This isn't our sector, it's theirs.
    D) The sergeants in my precinct like there new C.O.

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Answers

1. C) Is written correctly. In A) & B) "W**ea**ther" is used incorrectly. Weather refers to the climate or meteorological conditions. "W**he**ther," correctly used in choices C) & D), expresses a choice or a doubt.
    - Notice that choice B) is wrong for another reason also. It uses "too," which means, "also," instead of "to" (you can see it used properly in choices C) & D)
    - Although D) gets 'whether' and 'to' correct, it uses "**en**sure" which means to guarantee or to make sure. The proper word to describe uncertainty is, **un**sure.
2. A) Station**a**ry means not moving, the word for a specific type of document is station**e**ry.
3. C) "Princip**le**" describes a standard or a rule whereas "Princip**al**" is usually a person but could also refer to the main or most important idea. (Think of a ***person*** as your P**al**).
4. C) "their" is for people, "there" is for places.

The following is a list of words that phonetically sound the same. Can you think of some more?

---------->	---------->	
Do	Due	Dew
So	Sow	Sew
Buy	Bye	By
Two	Too	To
Not	Knot	Naught
You	Ewe	Yew
Through	Threw	True
Weather	Whether	
Their	There	
Scene	Seen	
No	Know	
Need	Knead	
Where	Were	
Night	Knight	
Three	Tree	
One	Won	
Here	Hear	
Some	Sum	
Him	Hymn	
New	Knew	

---------->	
Foul	Fowl
Feet	Feat
Beat	Beet
Eye	I
Sun	Son
See	Sea
Cruise	Crews
Great	Grate
Gate	Gait
Tea	Tee
Dear	Deer
Choose	Chews
Meat	Meet

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Key Math

There are two types of percentage questions on promotional exams. Comparison Percent and Part to Whole Percents. Memorize the two rules of this page and you will likely get every math question right.

Comparison percent (Percent Increase/Decrease Question)

I. **Comparison percent** (Percent Increase/Decrease question) What was the percentage change?
   - 19 robberies in July and 27 in August.
   - What is the percentage increase?

Comparison Formula
- Difference (new – old)
- Divide (difference ÷ old)
- Decimal (move 2 places to the right)

Use the formula
1. Difference (27-19 = 8)
2. Divide (8 ÷ 19 =.42105)
3. Decimal (42.11% increase)

Key Recap	
• **Difference**	(new – old)
• **Divide**	(difference ÷ old)
• **Decimal**	(move 2 places to the right)

Part to Whole Percentage (Percent of Question)

II. **Part to Whole Percent.** (Percent of Question) What is the percentage of ????
- There are 52 females in a command with 86 total officers.
   - What percentage of the command is female?

Part to Whole Percent Formula
1. Identify Part
2. Identify Whole
3. Part ÷ Whole
4. Decimal (move the decimal two places to the right)

Use the formula
1. Part = 52
2. Whole = 86
3. Divide Part by Total 52 ÷ 86 = 0.60465
4. Move the decimal two places right: 60.47%.

Rounding

- Your calculator may give you many numbers after the decimal like - 0.395853333.
- Cut the number to 4 numerals after the decimal (Here is leaves .3958)
- BUT if the last number you leave off is 5 or higher (Here it's '5'), increase the last remaining digit by one. (.3958 becomes .3959, move 2 decimals to the right = 39.59%

- Identify the PART (52 female officers)
   - Identify TOTAL (86 officers)
      - Divide PART by TOTAL. 52 ÷ 86 = 0.60465.
         - Round and Move the decimal two places right: 60.47%.

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Comparison Percentage –example

Answer the question based on the table below regarding summonses issued by squad;

	July	August	September
B1	105	120	115
B2	75	85	95
B3	95	110	105

1. According to the table, which squad has the highest percent increase in summonses issued?

   A) B1 from July to August
   B) B1 from August to September
   C) B2 from July to August
   D) B3 from July to August

If 'old' to 'new' appears left-to-right as it does in the box above, write 'old' next to July and new next to August.

For EACH answer choice, repeat the same three steps: DIFFERENCE → DIVIDE → DECIMAL.

Use the earlier month as OLD and the later month as NEW.

Choice A:
- DIFFERENCE: NEW 120 − OLD 105 = 15.
- DIVIDE: 15 ÷ 105 = 0.14286… . Always divide by OLD (105).
- DECIMAL- Move 2 spaces to the right and round: 0.14286 = 14.29%.
    - The result is positive, so this is an increase.

Choice B:
- DIFFERENCE: NEW 115 − OLD 120 = −5.
- DIVIDE: −5 ÷ 120 = −0.041666… .
- DECIMAL: Move two decimal places to the right and round = -4.17%.
    - The negative sign means a 4.17% decrease, not an increase.

Choice C:
- DIFFERENCE: NEW 85 − OLD 75 = 10.
- DIVIDE: 10 ÷ 75 = 0.13333… .
- DECIMAL: Move 2 decimals to the right and round 13.33%.
    - Positive means an increase.

Choice D:
- DIFFERENCE: NEW 110 − OLD 95 = 15.
- DIVIDE: 15 ÷ 95 = 0.15789… .
- DECIMAL: Move 2 decimals to the right and round 15.79%.
    - Positive means an increase.

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As you do the above work, write each percent that you calculated next to each choice:

A) B1 from July to August **14.29%**

B) B1 from August to September **-4.17%**

C) B2 from July to August **13.33%**

D) B3 from July to August **15.79%**

Since the question asked for the highest percent increase, clearly, the answer is D.

Comparison percent questions, wrap-up:

- CompStat comparison questions
  - Usually compare the SAME crime category across TWO time periods.
- Find the correct category,
  - Identify OLD and NEW before calculating.
- Watch for a different question:
  - "What has the greatest increase?"
    - Did not ask for greatest percentage increase but asked for greatest increase.

I. Part to Whole Percent (Percentage of question)

2. According to the table below, what **percent of** robberies were at gunpoint?

A) .75%

B) .25%

C) 40%

D) 25%

Robberies in August, 2026	
Gunpoint Robberies	3
Strong-arm Robberies	9
Total Robberies	12

Part to Whole percent asks what portion of a total belongs to one category.

There is no subtraction step: the PART is already provided.

- TOTAL = all 12 robberies.
- PART = the type of robbery asked about (3 gunpoint).
- Divide PART ÷ TOTAL: 3 ÷ 12 = 0.25.
- Move the decimal two places right: 0.25 = 25%.

Key Recap (Part to Whole Percent)	
• Part	**Given**
• Total	Given
• Divide	Part ÷ Total
• Decimal	Move 2 places to the right

• TEST TRAP: 0.25 is a decimal, NOT 0.25%. Convert it to 25% before choosing the answer.

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On a recent test, the numbers **were in the body of the question**;

1. The Crime Analysis sergeant in PSA 6 is reviewing the commands' crime stats. According to the Compstat Report there are twelve (12) Robbery complaints for the 28-day period in 2026 and there were sixteen (16) Robbery complaints for the same period in 2025. The sergeant should know that Robbery complaints for the 28-day period have:

   A) Decreased by 33.3%
   B) Decreased by 25%
   C) Increased by 33.3%
   D) Increased by 25%

Percentage Increase Decrease Question

Difference

- Using our formula (New - Old) we take the new (12) and subtract the old (16) and
  - **{12-16 = -4}**

Divide

- Continuing with our formula we divide the difference (-4) by the old (16) and
  - -.25 **{-4 ÷ 16 = -.25}**

Decimal

- Now we move the decimal two places to the right and come up with our answer,
  - Decrease of 25%

On another recent Sgt's test, they gave you a Compstat sheet as part of the test (see next page)

2. What is the percent change in Robbery complaints over the 28-day period from last year to the 28-day period of the current year?"

   A) Decreased by 39.6%
   B) Increased by 3.96%
   C) Decreased by .396%
   D) Increased by 396%

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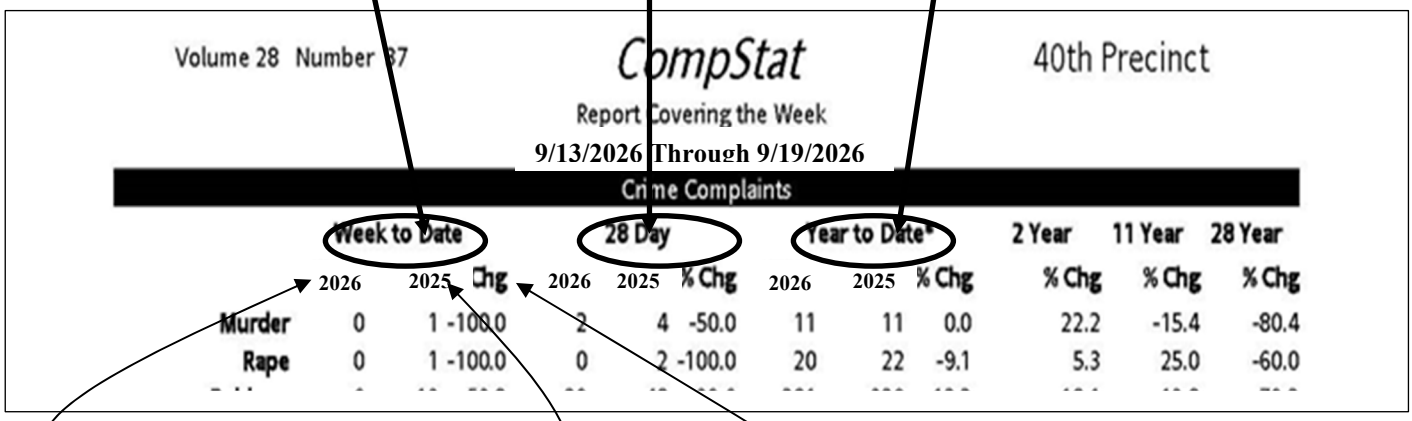
Read the CompStat Sheet First: Select the correct crime category & time period before doing any math

- Three reporting periods appear across the top:
  - Week to Date, 28 Day, Year to Date.



Volume 28 Number 37

CompStat

40th Precinct

Report Covering the Week

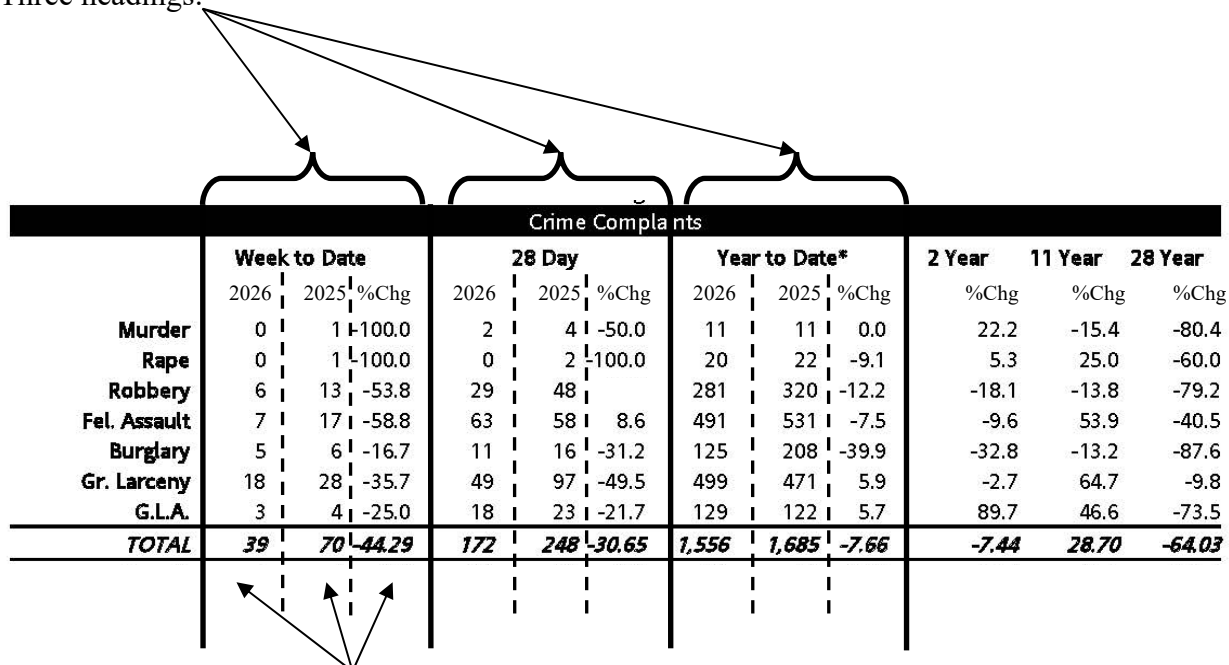
9/13/2026 Through 9/19/2026

Crime Complaints

	Week to Date			28 Day			Year to Date*			2 Year	11 Year	28 Year
	2026	2025	Chg	2026	2025	% Chg	2026	2025	% Chg	% Chg	% Chg	% Chg
Murder	0	1	-100.0	2	4	-50.0	11	11	0.0	22.2	-15.4	-80.4
Rape	0	1	-100.0	0	2	-100.0	20	22	-9.1	5.3	25.0	-60.0

- Each reporting period includes the columns needed for a year-over-year comparison:
  - Current year (2026) = NEW.
  - Prior year (2025) = OLD.
  - % change = the percentage calculated from those two values.

- Think of the main sheet as THREE groups of THREE columns.
- Three headings:



Crime Complaints

	Week to Date			28 Day			Year to Date*			2 Year	11 Year	28 Year
	2026	2025	%Chg	2026	2025	%Chg	2026	2025	%Chg	%Chg	%Chg	%Chg
Murder	0	1	-100.0	2	4	-50.0	11	11	0.0	22.2	-15.4	-80.4
Rape	0	1	-100.0	0	2	-100.0	20	22	-9.1	5.3	25.0	-60.0
Robbery	6	13	-53.8	29	48		281	320	-12.2	-18.1	-13.8	-79.2
Fel. Assault	7	17	-58.8	63	58	8.6	491	531	-7.5	-9.6	53.9	-40.5
Burglary	5	6	-16.7	11	16	-31.2	125	208	-39.9	-32.8	-13.2	-87.6
Gr. Larceny	18	28	-35.7	49	97	-49.5	499	471	5.9	-2.7	64.7	-9.8
G.L.A.	3	4	-25.0	18	23	-21.7	129	122	5.7	89.7	46.6	-73.5
TOTAL	*39*	*70*	*-44.29*	*172*	*248*	*-30.65*	*1,556*	*1,685*	*-7.66*	*-7.44*	*28.70*	*-64.03*

- For each group, use the current-year and prior-year counts for the SAME crime row.

- Return to the question. It asks for Robbery in the 28-day period, NOT Week to Date or Year to Date.

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Q. What is the percent change in Robbery complaints over the 28-day period from last year to the 28-day period of the current year?"

A) Decreased by 39.6%
B) Increased by 3.96%
C) Decreased by .396%
D) Increased by 396%

- STEP 1: Locate the Robbery row (the correct crime category).
- STEP 2: Move across to the 28 Day columns and read NEW = 29 (2026), OLD = 48 (2025).

Volume 28 Number 37

CompStat — 40th Precinct

Report Covering the Week
9/13/2026 Through 9/19/2026

Crime Complaints

	Week to Date			28 Day			Year to Date*			2 Year	11 Year	28 Year
	2026	2025	%Chg	2026	2025	%Chg	2026	2025	%Chg	%Chg	%Chg	%Chg
Murder	0	1	-100.0	2	4		11	11		22.2	-15.4	-80.4
Rape	0	1	-100.0	0	2		20	22		5.3	25.0	-60.0
Robbery	6	13	-53.8	29	48		281	320		-18.1	-13.8	-79.2
Fel. Assault	7	17	-58.8	63	58		491	531		-9.6	53.9	-40.5
Burglary	5	6	-16.7	11	16		125	208		-32.8	-13.2	-87.6
Gr. Larceny	18	28	-35.7	49	97		499	471		-2.7	64.7	-9.8
G.L.A.	3	4	-25.0	18	23		129	122		89.7	46.6	-73.5
TOTAL	*39*	*70*	*-44.29*	*172*	*248*	*-30.65*	*1,556*	*1,685*	*-7.66*	*-7.44*	*28.70*	*-64.03*
Transit	4	4	0.0	10	10	0.0	50	62	-19.4	-19.4	11.1	***.*
Housing	3	9	-66.7	14	35	-60.0	190	218	-12.8	-22.8	-12.4	***.*
Petit Larceny	17	39	-56.4	91	108	-15.7	958	1,168	-18.0	-22.4	0.2	***.*
Misd. Assault	21	26	-19.2	65	83	-21.7	652	774	-15.8	-34.5	-21.7	***.*
UCR Rape*	3	1	200.0	4	2	100.0	49	36	36.1	48.5	***.*	***.*
Other Sex Crimes	0	1	-100.0	8	8	0.0	61	65	-6.2	-38.4	***.*	***.*
Shooting Vic.	0	2	-100.0	3	12	-75.0	54	47	14.9	200.0	12.5	-68.2
Shooting Inc.	0	2	-100.0	3	11	-72.7	47	39	20.5	193.8	17.5	-68.9
Hate Crimes	0	0	***.*	0	0	***.*	2	5	-60.0	0.0	***.*	***.*

Historical Perspective

Now apply DIFFERENCE → DIVIDE → DECIMAL:

- DIFFERENCE: NEW − OLD = 29 − 48 = −19.
- DIVIDE: −19 ÷ 48 = −0.395833… . Divide by OLD (48).
- DECIMAL: −0.395833… × 100 ≈ −39.6%, meaning a 39.6% decrease.

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If you want to get good at something, you practice it.

1. According to the CompStat sheet above, what is the percent change for Felony Assaults from the 28-day period of last year to the current 28-day period?

   A) 86%
   B) -8.6%
   C) 7.9%
   D) 8.6%

2. According to the CompStat sheet above, which of the following categories had the greatest percentage decrease, Year-to-Date?

   A) Rape
   B) Robbery
   C) Felony Assault
   D) Burglary

3. According to the CompStat sheet above, of the total number of crime complaints for the current 28-day period, what percent of the total crimes were Grand Larcenies?

   A) 3.5%
   B) 28.5%
   C) 35%
   D) 2.9%

4. According to the CompStat sheet above, which of the following categories had the greatest decrease for the week to date period?
   A) Robbery
   B) Felony Assault
   C) Petite Larceny
   D) Housing

5. The 88 precinct has 192 UMOS. Of those, 25 are van qualified. What percent of the total UMOS in the 88 Precinct are van qualified?

   A) 7.68%
   B) 13%
   C) 77%
   D) 1.3%

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Answers

1. D) 8.6%

- DIFFERENCE: NEW 63 − OLD 58 = 5.
- DIVIDE: 5 ÷ 58 = 0.08620…
- DECIMAL: move two places right and round to 8.6%.

2. D) Burglary

A) Rape: 20 − 22 = −2; −2 ÷ 22 × 100 = −9.1%.
B) Robbery: 281 − 320 = −39; −39 ÷ 320 × 100 = −12.2%.
C) Felony Assault: 491 − 531 = −40; −40 ÷ 531 × 100 = −7.5%.
D) Burglary: 125 − 208 = −83; −83 ÷ 208 × 100 = −39.9%. This is the greatest decrease.

3. B) Part to Whole. The only tricky thing here was to get the right numbers off the CompStat sheet.

- TOTAL: 172 complaints in the current 28-day period.
- PART: 49 Grand Larceny complaints.
- PART ÷ TOTAL = 49 ÷ 172 = 0.28488… = 28.5%.

4. C) Petit Larceny is down 22. The question **did not ask for greatest <u>percent</u>** decrease, it just asked for the greatest decrease. This is a tactic examiners have used on promotional exams!!!

5. B) Part to Whole question. Divide Part (25) by Total (192) = 25 ÷ 192 = .130 or 13%

Self-Percent Shortcut –just divide!

- Take a close look at the divide by sign ÷
- It is actually a fraction, just waiting for us to input numbers where the dots are (÷, $\frac{2}{4}$)

<u>If they ask a self-percent question, it can be very easy to answer, just divide the sub-number # by the total</u>

- Every division question is a fraction. Think of the wording: 15 of the 75 UMOS in the command are sergeants. What percent of the command are sergeants? 15 out of 75 is the same as writing $\frac{15}{75}$,
- That means 15 divided by 75 or 15 ÷ 75 which equals .2
- Now move the decimal two places and throw in the symbol and you get the answer, 20%

<u>Even if they change the know quantities, it can still be very easy</u>

- Above it tells you the # of sergeants and asks for their percentage. You divided.
- If they tell you the percentage and ask for the real number, you multiply.
- Just remember what the percent sign means; it's carrying around two zeros with it. So if you take the percent sign and its two zeros away, you have to move your decimal two places.
- So if they ask this; 20% of the 75 UMOS in the command are sergeants, how many sergeants are there?
- In math, the word "**of**" means **multiply**! You multiply the whole by the percent. 75 x .20 = 15.

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Anatomy of a Question

Begin the exercise by reading and answering these three questions.

1. According to 202-18, Desk Officer, a precinct desk officer is responsible to supervise the performance of the Telephone Switchboard Operator, Police Attendant, and Patrolwagon Operator, among others. According to 202-17, Patrolwagon Operator, the Patrolwagon Operator is to obtain assignment and meal period from supervisor concerned at the beginning of tour. When the Patrolwagon Operator has to report necessary repairs, to whom should they report?

   A) Supervisor concerned
   B) Platoon Commander
   C) Commanding Officer
   D) Desk Officer

2. According to Administrative Guide Procedure 304-03, Compliance With Orders, a UMOS shall maintain a current NYS driver's license, and if license is suspended or revoked, member shall notify:

   A) Immediate Supervisor
   B) Platoon Commander
   C) Commanding Officer
   D) Internal Affairs Bureau, Command Center.

3. P.O. Gomez and P.O. Lee are working the 2nd Platoon in Sector C at the 47th Pct. and are assigned to marked RMP #2182. While inspecting their RMP, P.O. Lee the recorder informs P.O. Gomez, the operator, that there is a serious deficiency with his seatbelt. Both Officers make an Activity Log entry and inform the Patrol Supervisor, Sgt. Valentin, of this fact. Sgt. Valentin knows that the Lt. Platoon Commander is on vacation. According to P.G. 202-19, "Patrol Supervisor," it would be most correct for Sgt. Valentin to report this serious deficiency in the RMP's seatbelt to:

   A) Desk Officer
   B) Operations Coordinator
   C) Commanding Officer
   D) Internal Affairs Bureau

4. P.O. Samuels of the 52nd Pct has effected an arrest for the sole charge of Bribery. According to P.G. 208-34, "Bribery arrest by UMOS," which of the following is most correct?

   A) If the ADA refuses to draw up the complaint for bribery, P.O. Samuels should deliver the Decline Prosecution Report to her Platoon Commander.
   B) P.O. Samuels should confer with her immediate supervisor and/or ICO post-arraignment.
   C) Desk Officer should call the Department Advocate for legal assistance if Legal Bureau is closed.
   D) If the ADA refuses to draw up the complaint for bribery, P.O. Samuels should deliver the Decline Prosecution Report to her Commanding Officer.

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🔑🔑🔑 Break The Chain of Command

- Whenever the patrol guide directs a member; be it a cop or a sergeant, to skip their immediate supervisor or the next obvious position in line (e.g. Desk Officer, etc.) and report to a higher rank, we call that "Breaking the chain of command." As you can see from the above questions, we need to pay very close attention to those spots. All they need to do is insert the rank that has been skipped and the choice might look correct to us on the test.

Answers:

1. C. 202-17, step 6. Break the Chain of Command!
2. C. 304-03, Step 5. Break the Chain of Command!!
3. C. 202-19, Step 13a. Break the chain of command!!! (Only because the Platoon Commander was on vacation, otherwise that would be the answer).
4. D. 208-34, Step 28. Yes, break the chain of command and go right to the C.O. with the DP report.
    - Notice that Choices A. & D. are identical except for the recipient of the report. When that happens, one of them is almost always the answer!
    - Also, Choice B. is very close to correct. If you change "post" arraignment to "pre", it's right.
    - Choice C. is also off by just the recipient of the call. If it said "Operations Unit" instead of "Department Advocate" that would be correct.

We have a list of more examples of "Break the Chain of Command" on our APP

The next part of our Tactics Lesson begins
with the three questions on the next page

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1. Which of the following choices is the most correctly stated duty of a patrol supervisor?

   A) A patrol supervisor shall deliver completed Officer Profile Reports by the 7th day for the previous month to the platoon commander.
   B) Direct uniformed members assigned to scooter duty to report to lieutenant platoon commander or desk officer for reassignment when weather/road conditions make scooter operation dangerous.
   C) A patrol supervisor shall deliver completed Officer Profile Reports by the 3rd day for the previous month to the platoon commander.
   D) Keep commanding officer and executive officer notified of current matters of importance

2. Newly promoted Sgt. Walker of the 43rd Precinct has been assigned as the precinct's Training Sergeant. Unsure of his specific duties, he asks Lt. Runner, the Operations Coordinator, for guidance. According to 202-21, Training Sergeant which of the following choices is a proper duty for Sgt. Walker?

   A) Conduct roll call training regularly, not to exceed twenty minutes, for all three platoons.
   B) Prepare roll call messages weekly, to ensure steady flow of information.
   C) Utilize the online Training Attendance Certification Transcript Integrated Collection System (TACTICS) application to electronically record all training conducted.
   D) Supervise the maintenance of the command library.

3. Which of the following choices is the most correctly stated duty of a patrol supervisor?

   A) Visit uniformed members assigned to hospital and special posts at least twice each tour.
   B) Deliver completed Officer Profile Reports by the 5th day for the previous month to the C.O.
   C) Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or desk officer for meal, when designated.
   D) Upon completion of roll call, provide communications dispatcher with a complete "Rundown" of the commands' resources.

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In the first question in this section of our Tactics Lesson, the answer is B). Here are the tactics

Fun With Numbers

- The first thing you were expected to notice was, regarding the dates that the sergeant submits the monthly activity report (Officer Profile), the numbers were wrong. By test day you will definitely know that the reports are due on the 5th, not the 3rd or the 7th.
- Based on that, you should have crossed out choices A) and C). Now being left with choices B) and D) to choose from, take a closer look at what they did to the steps of the procedure to make a bad choice, in this case D), look good;

Choice D) said "Keep commanding officer and executive officer notified of current matters of importance."

- It may have looked good because to "**keep** *someone* **notified of current matters of importance**" is correct (Step 8) but it's the **platoon commander or desk officer** NOT the C.O./X.O.
- But notice where "commanding officer, executive officer" came from: It's in your peripheral vision as you read the proper step.
    - The Captains don't generally deal with 'current' matters, the correct step (9) has you inform them of 'trends' which is a larger scale…
- FYI: Choice B is verbatim step 17 and the correct answer.



PATROL GUIDE

Section: Duties and Responsibilities		Procedure No: 202-19
PATROL SUPERVISOR		
DATE EFFECTIVE: 12/31/24	LAST REVISION: R.O. 78	PAGE: 1 of 2

SCOPE Patrol Supervisors must be a uniformed member of the service in the rank of sergeant or above.

PATROL SUPERVISOR

1. Comply with *A.G. 322-20, "Attendance Application Guidelines"* when reporting for tour of duty and at completion of tour.
2. Supervise all police field operations within command during tour of duty.
3. Conduct roll call, five minutes after start of tour, as detailed in *P.G. 212-01, "Roll Call."*
4. Patrol command in uniform, as directed.
    a. Ensure that radio messages directed to member assigned to sector/post are acknowledged.
5. Immediately respond to and direct activities at radio runs involving any weapons (firearms, knives, etc.), serious crimes, burglaries and emergencies.
    a. Make appropriate digital **Activity Log** entries.
    b. Communications Section will immediately dispatch a patrol supervisor from an adjoining command if patrol supervisor, command of occurrence, is not available.
6. Be cognizant of crimes and other conditions within command and instruct police officers concerning activities that affect their sector/posts.
7. Direct RMP units to resume patrol when services are no longer required.
8. Keep lieutenant platoon commander or desk officer notified of current matters of importance.
9. Confer with commanding officer, executive officer, operations coordinator, lieutenant platoon commander, desk officer and QOL sergeants concerning trends observed or other matters of mutual interest and importance.
10. Use Salesforce Application to assist in supervising and conducting QOL operations.
11. Use Automatic Vehicle Location (AVL) feature in Domain Awareness System (DAS) to monitor location of RMP units during tour to enhance safety of members of the service, and to ensure proper delivery of police services.
    a. Notify desk officer, if AVL is not functioning.
    b. Do not remove Department vehicle from service for inoperable AVL, unless directed to do so by Internal Affairs Bureau or Fleet Services Division.
12. Visit uniformed members of the service assigned to:
    a. Foot and radio motor patrol frequently and at irregular intervals.
        (1) Ensure members of the service do not congregate, or engage in unnecessary conversation, with other members of the service while on post, absent police necessity.
    b. Hospital and special posts at least once each tour.

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Now for the second question in this section of Tactics. The answer is C). Here are the tactics

- Choice A) is perfect Step 6, except for one word "five" the limit is twenty-**five** minutes.
- Choice B) is also correct except for the time frame. The correct time in Step 6b. is **daily**.
- Choice D) uses the appearance of the term 'command library' to make it sound good because it is, in fact the duty of the Training Sergeant in Step 19 to "maintain" the command library, but to ***supervise*** that maintenance is the duty of the Operations Coordinator.

Anatomy of Question #2	
2. Newly promoted Sgt. Walker of the 43rd Precinct has been assigned as the precinct's Training Sergeant. Unsure of his specific duties, he asks Lt. Runner, the Operations Coordinator, for guidance. According to 202-21, Training Sergeant which of the following choices is a proper duty for Sgt. Walker?	
DCAS' (corrupted) version	**The correct information**
Choice A) **Incorrect** A) Conduct roll call training regularly, not to exceed ~~twenty minutes~~, for all three platoons.	202-21 Step 6 7. Conduct roll call training regularly, not to exceed twenty-**five** minutes, for all three platoons.
Choice B) **Incorrect** B) Prepare roll call messages ~~weekly~~, to ensure steady flow of information.	202-21 Step 6b. 21. Prepare roll call messages **daily**, to ensure steady flow of information.
Choice C) Correct **(Step 14)** C) Utilize the online Training Attendance Certification Transcript Integrated Collection System (TACTICS) application to record all training conducted.	• Again, whenever you see a step with a time frame in it; be it minutes, hours, days, or weeks, take note… they *will* switch it out.
Choice D) **Incorrect** D) ~~Supervise~~ maintenance of the command library.	202-21, step 19 20. **Maintain** the command library.

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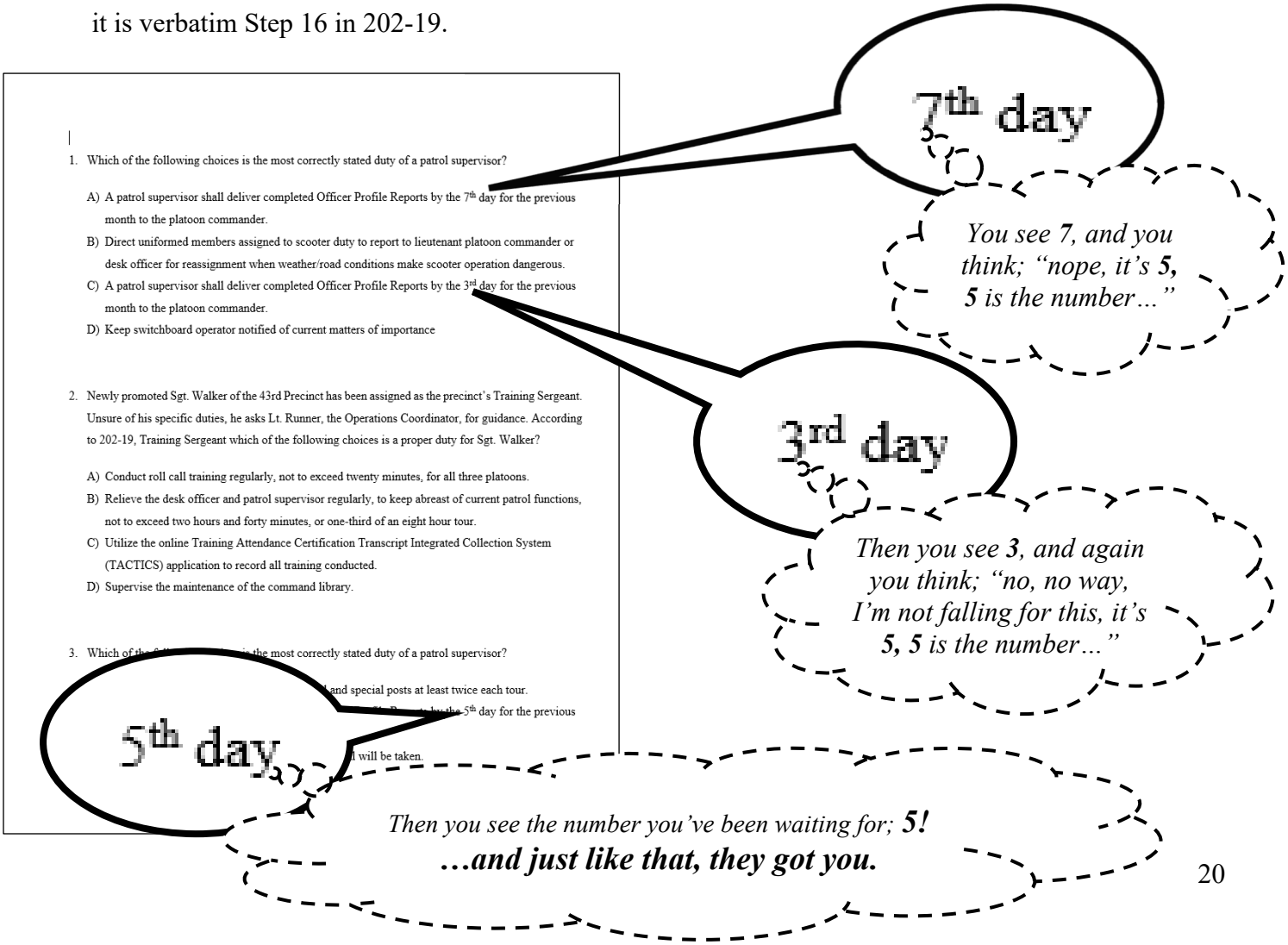
Now the third question in this section of Tactics. The answer is C). Here are the tactics

The Ordering of Questions

- The two questions that appeared above this one on the page of questions, were a set-up.
- You were expected to see the numbers 3 & 7 in Choices A) & C) of the first question and realize that they were incorrect, that it should be the number **5**. That's the set up for The Ordering of Questions…

Question 3

- Here's the tactic: After seeing the wrong numbers (3 & 7) in the earlier question, you were meant to see the number 5 in choice B) and grab it. The question is designed to get you to incorrectly pick B).
- HOWEVER, when you see a number in a procedure, pay close attention if there is ***another piece of information*** attached to the rule. In this case, it's the **actor** to whom you submit the report.
    - Step 22a. in 202-19 says to deliver completed Reports by the 5th day to the **Platoon Commander.** Choice B) in this question had you submit them to the ~~C.O.~~
- As for the remaining choices; A) says ***twice*** per tour, the actual step (12b.) says ***once***. D) says to give Central the Rundown but that is the duty of the D.O. and is not found in 202-19. C) is the correct answer, it is verbatim Step 16 in 202-19.



THE KEY

Police Promotion School

Lieutenants' Exam 2027

LESSON 1

Patrol Guide

Section 202 Duties & Responsibilities

WATCH NOW Click to watch George Mifsuds Video Lesson Review

WATCH NOW Click to watch Ralph Cilentos Video Lesson Review

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202-01 Police Officer

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

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.

Department Radio

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

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

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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.

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.

Wearing Seat Belts

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

Inspection

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

Operating Vehicle

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

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.

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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.

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

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

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).

- 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.

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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**)
  - **T**ime trip starts,
  - **R**esults of search/inspection.
  - **I**D of person,
  - **P**urpose/reason of trip and
  - **S**tart 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

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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

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

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.

Absolute Rules
No exceptions

- 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.

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

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	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 Reflective Vest	Yes	Yes
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, <u>when feasible</u>, 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 **<u>without</u>** permission of precinct detective squad supervisor or qualified supervisor of investigating unit.

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Formerly the Traffic Safety Officer (TSO)

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.

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

- **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.

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)

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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.

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~~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

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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 **un**successful 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.

Not an Absolute

- 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.

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.

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202-09 Arrest Processing Officer

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

- 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.

🔑 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 Worm 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.

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- 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 **C**MOS 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

🔑🔑🔑 **207-28 & 207-21**
CCRB or Corruption

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

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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

Not Boro Commander

- 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

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.

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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.

Not Precinct CO

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.

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.

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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 <u>in excess</u> 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 <u>next business day.</u>

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.

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202-15 Attendant (UMOS *or* CMOS)

Duties

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

> **202-18, Desk Officer Duties**
> - Don't assign Attendant duty requiring them to leave cells **while prisoners are lodged**.

Remove Property

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

Condition/Needs of prisoners

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

Female cell area

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

Relief Personnel:

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

Inspection of Prisoners:

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

> **No Firearms in Cellblock**
> - Remove & safeguard guns prior to entering detention cell area, includes facility established during emergency arrest situations.
> - Supervisor ensure guns are safeguarded at temporary detention facilities.
>
> **Police Officers Unarmed**
> - Police Officers while assigned as attendant are unarmed while in cellblock.

Maintenance and supplies for Cells:

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

CIVILIAN Attendant (PG lists specific duties for civilian attendant)

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

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202-17 Patrol Wagon Operator

202-18, D.O. (similar to the Attendant)
- D.O. can't assign PWO duties outside station house without permission of Borough Court Section

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.

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.

Prisoners and Wagon Inspection/Search

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

The Wagon:

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

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

202-16 Field Intelligence Officer

Assignment/Tours

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

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.

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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.

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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, additionals added, etc)

During tour

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

- Domain Awareness System (DAS)
  - Log into DAS & input the following
    - Tax #s of all MOS on Roll Call
    - Tour assignment and
    - Vehicle #, if applicable.
- Department Computer Systems
  - Check computer systems frequently throughout the tour
    - Command Email
      - Check command email account immediately upon start of tour, and during the 4th hour
      - Make a command log entry of inspection.
    - FINEST Messages
      - Monitor FINEST messages affecting command and/or members of command.

- ICAD
  - Review ICAD history
    - Frequently, throughout the tour
    - Ensure a DIR was made for all dispositions of:
      - 10-90**F**1, 10-90**F**2
      - 10-90**J**1, 10-90**J**2
      - 10-9**2**F, 10-9**2**J
      - 10-9**3**F, 10-9**3**J

Brief Platoon

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

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Prisoners/ Arrest processing

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

Automatic Vehicle Location (AVL)

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

Post Changes during the Tour

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

Remember

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

Meal Issues

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

Property Issues:

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

Misc Duties

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

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

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

Members of Platoon

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

Allowed Behind Desk

- Do NOT permit unauthorized persons behind desk EXCEPT:
  The following **when performing official duties are permitted:**
  - Members of the service
  - Non-local law enforcement agency personnel
  - Corp Counsel or assistant
  - D.A. or assistant
  - M.E. or assistant
  - Comptroller or assistant
  - Judicial Officers (NO assistant).

These 4 include assistants

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

- Non-local law enforcement **NOT** permitted in non-public areas of any city property (leased/owned that serves a gov't purpose which the city controls) EXCEPT:
  - Have Judicial Warrant
  - Are authorized pursuant to a cooperative agreement, such as a task force,
  - Furthers the purpose or mission of the Dept, such as public safety,
  - Required by law,
  - Exigent circumstances exist.

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

Inspection of Facility:



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

Americans with Disabilities Act.

    - Document Facility Parking Inspection
      - Command Log entry of the inspection AND of corrective action taken, if necessary.

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

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

CAT PAC
- **C**lerk
- **A**PO
- **T.**S.
- **P**W Operator
- **A**ttendant
- **C**ommunity 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.
- **C**ommanding Officer
- **E**xecutive Officer
- **O**perations 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

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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.

1st Platoon Specifics:

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

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
      - C*onfirmed* 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.).

202-19 Patrol Supervisor

1 or 2 words could matter:

D.O.	Pat. Supv
Responsible for	*Supervise*
Police operations	*Field* operations

- 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.

Meal

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

Radio Runs

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

SSA Arrest

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

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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

1st Platoon Cooping

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

- 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.

Command Disciplines

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

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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.

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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

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

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.

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.

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No Roll Calls

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

PG does not specify which CO

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.

Training **A**ttendance **C**ertification **T**ranscript **I**ntegrated **C**ollection **S**ystem.

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

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.

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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

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

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.

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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.

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202-25 FIO Sergeant (continued)

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.

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

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

- 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.

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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.

Communication/Info sharing Goal:
- improve conviction rates.

- Investigations
  - Assist supervisors who are investigating court appearances that result in OVERTIME.
  - Assist supervisors who are investigating complaints of UMOS' failure to appear.
- Notifications
  - Verify that commands are being properly notified for UMOS court appearances.
- Make recommendations to improve courtroom TESTIMONY
  - Visit courts to observe performance and conduct of UMOS attending court,
  - Review testimony to uncover and correct deficiencies,
  - Confer **BI-weekly** with ADAs re; effectiveness of UMOS' testimony,
  - Review Dept testimony training & recommend in writing, thru channels, improving curriculum
- Document
  - **Monthly** 49 to C.O. recapping previous month's conferrals, observations & conclusions.
- Assist/Coordinate/Confer
  - Assist NYS Commission of Correction in their inspection of Dept holding pens & cells
  - Assist Family Court in their site visits to inspect and certify juvenile rooms.
  - Coordinate Court Section fire safety plan and attend fire drill meetings.
  - Confer with administrators and staff of any agency deemed appropriate by C.O. CJB that is involved in the enforcement of City and State laws and regulations.
- Meeting
  - Attend monthly prosecution assessment meetings at the Criminal Justice Bureau.
- DATs
  - Ensure all DATs are accurate and transmitted to OCA in 24 hours or less (from time of issuance)

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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**

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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.

Reports going to different places

- 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, Pct Crime Prevention Security Surveys

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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
  - 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.

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

- 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.

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

Commanding Officer Duties PG 202-33

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

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.

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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 when requested by members of the 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.

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WATCH NOW Click to watch Key Essential Video

1 or 2 words could matter on test day:

Platoon Cmdr	D.O.	Pat. Supv
Responsible for	Responsible for	*Supervise*
Command operations	Police operations	Field operations

202-26 Lieutenant Platoon Commander (LPC)

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

Operational

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

Radio Runs

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

Digital Activity Log (A/L)

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

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

Reports/ Administrative

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

CCRB

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

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Conferrals

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

Inspections

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

Personnel

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

Paid Detail

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

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

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202-27 Special Operations Lieutenant

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

Plans/Programs

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

Supervise

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

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

Auxiliary Police Program

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

Operational

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

Reports/Administrative

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

Inspections

- Inspect records/logs of subordinate units and members.

CCRB

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

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Conferrals/Liaison

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

Training

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

Meetings

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

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

School Safety Plan

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

Safe Passage and Safe Corridor programs

- Evaluate and coordinate Safe Passage and Safe Corridor programs.

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202-28 Operations Coordinator

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

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

Supervise

- Programs
  - Election Details
  - Community Guide Program
  - Command Safety Program (OSHA)
  - Human Relations Program
    - Close liaison with Boro Community Affairs Coordinator and the Chief of Community Affairs

Does NOT mention Precinct Community Affairs Officer

- A*ssistant* Recycling/Sustainability Coordinator for the command.
  - To implement an effective recycling program,
    - Confer with Dept's Lead Recycling and Sustainability Coordinator from Facilities Management Division (FMD).
    - Ensure training sergeant provides MOS with recycling info & best practices.
  - NYPD Recycling Report and Plan
    - Complete applicable portions of NYPD RECYCLING REPORT AND PLAN and email to RecycleProgram@NYPD.org by **June 1 annually.**

Administrative

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

Reports

- Maintain and review records and files of command

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Supervise

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

Feeding Prisoners at Pct

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

Property

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

Crime Analysis

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

Inspections (Command Safety Program OSHA)

- Inspect command daily &
  - Enter results of inspection in command log
- Ensure no display of offensive material
- Condition of equipment
- Youth Room
  - Personally inspect youth room and
  - Note results in (above) **daily** command log entry.

Training 202-21:

- "Supervise maintenance" of Cmd Library
  - "Maintained" by Training Sergeant

- FREE INTERPRETATION SERVICE AVAILABLE
  - Ensure FREE INTERPRETATION SERVICE AVAILABLE sign is displayed in ***reception*** area and
  - Dual Handset is present and functional.
    - Missing/defective handset, follow 219-20 &
      - Call Telecomm Unit, M-F, 0600-1800
        - Off hours, call ITB Service Desk.
- Anti-Corruption Posters
  - Ensure these two posters; REPORTING CORRUPTION AND MISCONDUCT and CORRUPTION TEARS US ALL APART are conspicuously posted in ***non-public*** area of command.
- Liaise with OEEO's Disability Service Facilitator/ADA Coordinator,

ICO has this exact same duty…

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Inspections (cont'd)

- MONTHLY inspect accessibility barriers (includes entrances, ramps, internal paths of travel to areas accessible to the public, bathrooms, elevators, etc.) in the command.
  - Note results of inspection **and** any corrective action taken in Command Log
  - If corrective measures cannot be immediately made
    - Notify C.O. and comply with 327-03, 'Request for Repairs, etc.. within Department Facilities.'
- Fire Extinguishers
  - Supervise semi-annual (Jan & July) inspection of fire extinguishers.
  - Inspecting MOS initials tag
  - Make Command Log entry of the inspection.



J & J

- Structural Defects
  - Notify C.O. of structural defects where people can see in any restroom/locker room.
    - If such a condition is identified, Immediate corrective action must be taken.
- Hazards that can NOT be repaired by Precinct personnel
  - Notify Borough or Bureau Safety Coordinator
- Firearms Safety Station
  - Ensure firearms safety station is appropriately located:
    - Consider safety factors at location; no distractions, people, etc.
    - Ensure free of debris & obstructions
    - Gun Safety Sticker affixed.



Snow Removal Equipment



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

CCRB

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

202-29 Integrity Control Officer

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

Programs

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

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

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Inspect

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

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

- If there is no integrity/corruption hazard,
  - ICO does **NOT** brief the XO/CO
- Regarding property held in excess of 30 days (31+)
  - ICO consults with Ops Coor and D.O.

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

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

Patrol

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

Self-initiated Anti-Corruption Programs

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

Self-initiated cases

- Notify Borough Investigations concerned re: self-initiated cases

Locker Inspection

- Inspect all male and female lockers,
  - Annually during the month of November,
  - Ensure proper display of Dept Stickers,
    - Police Don't Move (ensure this has their Rank, Name, Sh, Squad).
    - Proper Tactics Save Lives.
  - Put results of inspection in command log.

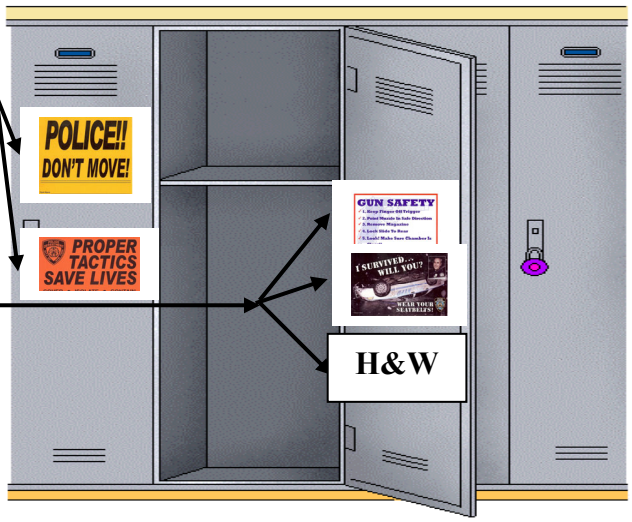
🔑🔑🔑 **AG 304-03 Keep locker neat, clean & secured with combination lock WITHOUT SERIAL #**

- Commands that have not undergone locker room renovation, affix Locker Stickers as follows:
  - If the command has vinyl images of stickers posted at locker room entrances/exits,
    - MOS shall NOT place these stickers on their locker. (all stickers inside and out)
  - Request new Dept locker stickers from Operations Coordinator as necessary.

- Otherwise put 2 these on the **OUTSIDE**:
  1. POLICE DON'T MOVE (rank, name, sh, squd)
  2. PROPER TACTICS SAVE LIVES

- And these 3 on the **INSIDE**:
  1. GUN SAFETY
  2. SEAT BELT
  3. HEALTH AND WELLNESS

ICO inspect stickers on **outside** every November & make CLE of results



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Brief/Train/ Advise

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

Discipline/Investigations

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

CCRB

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

Reports/Administrative

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

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

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202-36 CRT Supervisor

CRT Supervisor

Uniform and Training

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

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

Operational

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

Conferrals, etc.

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

Supervision

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

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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.

202-40 Borough Auto Larceny Unit Officer

- Perform duty in the uniform of the day.
  - Do not perform duty in plainclothes.
  - Be equipped with all required equipment as in 305-08, "Required Equipment."
  - No more than 3 unit members, including a supv, may be assigned to a Dept vehicle per tour.
- Maintain daily record of activity in digital Activity Log.
- Inform radio dispatcher
  - When responding to, or present at the scene of a police incident.
- Review all GLA Complaint Reports within borough.
  - Review reports and supplemental forms for indicators of potential fraud.
  - Attempt to retrieve pertinent video of GLA incidents.

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202-40 Borough Auto Larceny Unit Officer (cont'd)

- Vehicle Mounted Video System
  - Ensure RMP is equipped with (Comply with 212-131, "Use of VMVS")
- Alarmed Vehicles
  - Actively monitor for alarmed vehicles using:
    - License Plate Reader (LPR) hits
    - Precision Alerting System (PAS) alerts.

<u>Investigations</u>

- Confer with Boro Pct Detective Squads and Intelligence Division to be knowledgeable of;
  - Criminal groups and recidivists,
  - Open patterns, current crime trends, problematic locations, any other relevant intelligence.
  - Do not conduct lineup or show photographs without permission of precinct detective squad supervisor or qualified supervisor of investigating unit.
- Prisoner debriefings and/or confidential informant intelligence.
  - With the assistance of the command field intelligence team, through prisoner debriefings and/or confidential informant intelligence, develop intel for
    - Possible search warrants,
    - Associates from past crimes and
    - Any crime related information.
- Do not conduct decoy operations

202-41 Borough Auto Larceny Unit Supervisor

- Perform duty in the uniform of the day.
  - Be equipped with all required equipment as in A.G. 305-08, "Required Equipment."
  - Inspect members daily for proper uniforms and equipment as in A.G. 305-08,
  - Ensure that ALU members do not perform duty in plainclothes or conduct decoy operations.
- Perform no duties other than boro Auto Larceny Unit patrol, when assigned as ALU supervisor.
  - If a supervisor in the rank of sergeant or above is not assigned **<u>solely</u>** to their supervision.
    - ALU personnel may NOT be deployed
- Supervise all police operations of assigned ALU personnel.
  - Be cognizant of location of ALU members and be able to contact personnel at all times.
  - Inspect and sign digital Activity Logs of ALU members daily.
- Inform desk officer, precinct of deployment, of ALU members assignment in pct
  - Also inform desk of times of anticipated patrol.
- Coordinate with Pct C.O.s/X.O.s to
  - Address patterns and problematic areas within that command.
- Monitor and regularly evaluate UMOS assigned to ALU for effectiveness by
  - Determining success of crime reduction,
  - Problem solving strategies,
  - Case preparation, and
  - Engagement with other Department units.

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202-41 Borough Auto Larceny Unit Supervisor (cont'd)

- Systematically review BWC video, including all arrests and use of force incidents, to
  - Provide positive feedback and
  - Address any performance or tactical deficiencies observed.
- Use SUPERVISOR FEEDBACK FORM on CRAFT app to
  - Highlight commendable actions by ALU members when warranted.
  - Arrest that closes a pattern,
  - Arrest involving a gun,
  - Exceptional community interaction, etc.
- Confer regularly with Legal Bureau regarding developments in applicable case law**.**

ALU only authorized to operate in the following boroughs:

- Patrol Borough Manhattan North,
- Patrol Borough Bronx South, and Bronx North
- Patrol Borough Brooklyn South and Brooklyn North
- Patrol Borough Queens South and Queens North
- Patrol Borough Staten Island.

So everywhere except ~~PBMS~~

Key Recap of Supervision of Activity Logs				
Procedure	**Actor**	**Whose Book**	**When**	**Action**
202-19	**Patrol Supervisor**	Foot & RMP	Frequently and irregular intervals	Visit & Sign
		Hospital & Special Posts	At least 1 per tour	
202-20	**NST Supervisor**	Team Members	Daily	Inspect & Sign
202-36	**CRT Supervisor**	CRT Members	Daily	Inspect & Sign
202-39	**QOL Sergeant**	QOL Members	Daily	Inspect & Sign
202-41	**Boro ALU Supv**	ALU Members	Daily	Inspect & Sign
202-26	**Platoon Commander**	Patrol Supervisors	Daily	Inspect & Sign
202-27	**S.O.L.**	QOL Team Sergeant	Each Week	Inspect & Sign
202-29	**I.C.O.**	Sergeants	NO Time Frame	Inspect & Sign

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