Section: General		Procedure No: 200-02	
MISSION, VISION, AND VALUES OF THE NEW YORK CITY POLICE DEPARTMENT			
DATE ISSUED: 04/03/19	DATE EFFECTIVE: 04/03/19	REVISION NUMBER:	PAGE: 1 of 1

MISSION

The mission of the New York City Police Department is to enhance the quality of life in New York City by working in partnership with the community to enforce the law, preserve peace, protect the people, reduce fear, and maintain order.

VISION

The New York City Police Department strives to foster a safe and fair City by incorporating Neighborhood Policing into all facets of Department operations, and solve the problems that create crime and disorder through an interdependent relationship between the people and its police, and by pioneering strategic innovation.

VALUES

In partnership with the community, we pledge to:

Protect the lives and property of our fellow citizens and impartially enforce the law.

Fight crime, both by preventing it and aggressively pursuing violators of the law.

Maintain a higher standard of integrity than is generally expected of others because so much is expected of us.

Value human life, respect the dignity of each individual and render our services with courtesy and civility.

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BOROUGH COMMANDER

1. Be responsible for and ensure efficiency of all police operations within borough.
2. Develop borough specific plans and implement strategies, programs and procedures to:
   a. Reduce crime and fear of crime
   b. Improve quality of life
   c. Ensure traffic safety and optimize traffic flow.
3. Utilize borough executive staff to administer, assign, control, coordinate, discipline, evaluate, guide, motivate, supervise and ensure the mission of the command.
4. Develop and maintain strong relationships with clergy, business, community and educational leaders.
5. Visit Internal Affairs Bureau, Community Affairs Bureau, Quality Assurance Division, Deputy Commissioner, Equity and Inclusion and Personnel Orders Division for a briefing upon assignment to command.
   a. Confer with the above commands semi-annually thereafter.
6. Inspect each subordinate command's "Confidential Performance Profile," annually.
7. Ensure administrative and operational responsibilities of subordinate executives are performed properly and efficiently.
8. Mentor and provide guidance to subordinate command executive staff.
9. Convene a quarterly meeting (or as needed) with members of the borough's executive staff and members of the Department's line organizations, to discuss command level management issues and to resolve challenges faced by members on patrol.

NOTE *Borough commanders of bureaus performing enforcement functions (e.g., Detective, Organized Crime Control, Transit, Housing, etc.) will ensure that executive staff from their respective borough attend a briefing with Internal Affairs Bureau, Community Affairs Bureau, Quality Assurance Division, and Personnel Orders Division upon assignment to command and semi-annually thereafter.*

BOROUGH EXECUTIVE OFFICER, OPERATIONS

1. Supervise the following:
   a. Borough Operations Commander
   b. Borough Special Projects Coordinator
   c. Borough specialty units.
2. Provide for borough strategic and tactical efficiency through the equitable distribution of borough operational resources.
3. Provide operational oversight and support at the borough command level, including housing developments covered by the Patrol Services Bureau, for the following:
   a. Planning and execution of crime control strategies
   b. Development of initiatives for quality of life improvement and maintenance
   c. Traffic management and safety
   d. Street Narcotics Enforcement Units (SNEU)
   e. Graffiti enforcement and removal.
4. Liaison with the Borough Counterterrorism Coordinator to ensure the operational readiness of:
   a. Emergency preparedness
   b. Mobilizations.

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BOROUGH EXECUTIVE OFFICER, ADMINISTRATION

1. Supervise the following:
   a. Borough Administrator
   b. Borough Adjutant
   c. Borough Investigations Unit, to ensure the proper investigation of:
      i. Complaints initiated and conducted by Borough Investigations Unit
      ii. Death/serious physical injury of uniformed member of the service
      iii. Firearms discharge by uniformed member of the service.
2. Provide operational and administrative oversight at the borough command level for the following:
   a. Community affairs
   b. Communications (written)
   c. Discipline
   d. Facilities/logistics/supply management
   e. Personnel issues:
      i. Budget/overtime monitoring
      ii Evaluation process (entire borough)
      iii. Training (crossover with Counterterrorism and operational)
      iv. Resource use/needs/distribution
      v. Sick monitoring.
   f. Property held in Department custody
   g. Scheduling:
      i. Executive scheduling
      ii. Court/agency appearances verification and follow up.
   h. Quality assurance:
      i. Inspections
      ii. Audit review
      iii. Data integrity
      iv. Data quality.
3. Ensure the timely and thorough preparation and forwarding of reports regarding all aspects of the investigation of member of the service involved shootings.

DUTY CHIEF

1. Notify Operations Unit at start of tour and be briefed as to current conditions.
2. Perform duty in uniform.
3. Act as a representative of the Chief of Department during tour of duty.
4. Respond to serious incidents, including:
   a. Uniformed member of the service involved shootings
   b. Deaths in police custody
   c. Level III and IV Mobilizations (not drills) involving three or more Strategic Response Groups
   d. Major disruptions of transportation
   e. Any other incident which is (or appears likely to become) newsworthy/noteworthy for any reason.
      (1) Consider whether response will be beneficial to the investigation of the incident.
5. Assume command of incident if highest ranking member of the service on the scene.
6. Keep Operations Unit informed of all facts concerning major incidents.
7. Confer frequently with Operations Unit throughout tour.

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DUTY INSPECTOR			
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DUTY INSPECTOR

1. Notify Borough Wheel at start of tour and be briefed as to current conditions, special events, or details in assigned borough(s).
2. Perform duty in uniform and be equipped with Department radio and Department issued smartphone.
3. Perform unannounced visits to precincts, police service areas and transit districts located within patrol borough of assignment.
4. Supervise and confer with duty captain regularly throughout the tour.
5. Act as a representative of the borough commander during tour of duty.
6. Respond to serious incidents, including:
   a. Uniformed member of the service involved shootings
   b. Deaths in police custody
   c. Level II, III and IV mobilizations (not drills) involving two or more Strategic Response Groups
   d. Major disruptions of traffic and transportation within the borough
   e. Suspensions involving members of the service
   f. Any other incident which is (or appears likely to become) newsworthy/noteworthy for any reason.
7. Assume command of incident, if highest ranking member of the service on the scene.
8. Confer frequently with the Borough Wheel throughout the tour.
9. Notify Borough Wheel, Operations and Duty Chief of serious incidents and duty status changes of members of the service immediately.

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BOROUGH ADJUTANT			
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BOROUGH ADJUTANT

1. Report to Borough Executive Officer, Administration.
2. Supervise duties of Borough Investigations Unit.
3. Ensure inspections programs are properly conducted and maintained.
4. Audit data integrity functions to ensure compliance.
5. Oversee and ensure equity of the disciplinary system throughout borough command.
6. Be responsible for coordination and responsiveness to Civilian Complaint Review Board (CCRB) investigations.
7. Ensure property in custody of the Department is properly accounted for and maintained.
8. Manage overtime to ensure efficient use of resources.
9. Monitor the budget and overtime allowances within the borough.
10. Investigate death or serious physical injury of uniformed members of the service.
11. Monitor sick records of assigned personnel with attention to members designated Chronic Absent.
12. Investigate and review firearms discharges by uniformed members of the service.
13. Conduct staff Performance Evaluations.

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BOROUGH OPERATIONS COMMANDER

1. Report to Borough Executive Officer, Operations.
2. Oversee Borough specialty units, (e.g., Borough Anti-Crime Units, Operation Impact, etc.).
3. Develop and execute crime reduction strategies for the following crimes and conditions within the borough including housing developments covered by the Patrol Services Bureau:
   a. Sex crimes
   b. Robberies
   c. Assaults
   d. Burglaries
   e. Larcenies/thefts (including Grand Larceny)
   f. Vehicle theft and related crimes
   g. Domestic violence
   h. Firearms violence/weapons possession/use
   i. Other crimes and conditions as they emerge.
4. Supervise special event preparation.
5. Oversee selection of command youth coordination officers, after conferral with precinct/PSA commanding officers.

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BOROUGH ADMINISTRATOR			
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BOROUGH ADMINISTRATOR

1. Report to Borough Executive Officer, Administration.
2. Oversee Borough Operations Unit.
3. Administer communications program.
4. Supervise scheduling of assigned members.
5. Ensure the proper functioning of court/agency appearances control.
6. Supervise and develop programs that ensure all discoverable material (i.e., all records, evidence, test results, notes, videos, photos, etc.), for all arrests made, are being produced and provided to the District Attorney's office in a timely manner.
7. Supervise community affairs functions.
8. Ensure Department facilities are properly maintained and functioning.
9. Safeguard and ensure Department property is in good working order.
10. Maintain the Department fleet.
    a. Oversee the investigation of all Department vehicle collisions.
11. Supervise personnel and resource distribution.
12. Identify needs of the borough and coordinate appropriate training.
13. Liaison with the Quartermaster Section to ensure proper resources are acquired.
14. Accept and process requests for Department recognition.

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BOROUGH SPECIAL PROJECTS COORDINATOR

1. Report to Borough Executive Officer, Operations.
2. Oversee the following:
   a. Borough Crime Analysis/Patrol Borough Pattern Identification Module (PIM)
   b. Quality of life initiatives
   c. Special project implementation
   d. Evidence collection teams
   e. 311 program.
3. Ensure a robust Traffic Management Safety program is in place.
4. Identify school safety issues. Develop borough level school safety strategies and establish a quality control and review mechanism to evaluate programs and initiatives.
   a. Coordinate with the School Safety Division.
5. Supervise narcotics crime control.
6. Provide coordination oversight of precinct Street Narcotic Enforcement Units (SNEU).
7. Investigate gang motivated and related offenses.
8. Ensure juvenile crime is effectively addressed.
9. Investigate and rectify issues involving arrest processing.

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BOROUGH COUNTER-TERRORISM COORDINATOR

1. Maintain liaison with the Borough Executive Officer(s), Operations and Patrol Borough Operations Unit.
2. Oversee and coordinate counterterrorism training, equipment, and preparedness for Patrol Borough personnel.
3. Oversee and coordinate counterterrorism security planning for Patrol Borough locations (critical, sensitive, iconic) and special events.
4. Assist Patrol Borough Operations Unit in the preparation, maintenance, and operational deployment of Disorder Control Plan, Area Evacuation Plans and the Patrol Borough Stand Alone Plan.
5. Assist the Patrol Borough to ensure mobilization preparedness.
6. Serve as a liaison for the Patrol Borough with the Deputy Commissioner, Counterterrorism and Deputy Commissioner, Intelligence.

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PATROL BOROUGH TRAFFIC SAFETY COORDINATOR

1. Coordinate the activities of the precinct Traffic Safety Officers.
2. Review precinct Collision Prone Location and Enforcement Ratio Reports.
3. Forward Collision Prone Location and Enforcement Ratio reports to the Patrol Services Bureau by the tenth day of the month.
4. Maintain a liaison with Department of Transportation regarding engineering concerns not resolved at the precinct level.
5. Conduct on-site meetings with the precinct Traffic Safety Team and Department of Transportation representatives to resolve and expedite engineering recommendations.
6. Conduct monthly meetings with the precinct Traffic Safety Officers.
7. Attend weekly Trafficstat meetings.
8. Address conditions reported on **TRAFFIC INTELLIGENCE REPORTS (PD178-150)** that cannot be corrected at the precinct level.
9. Monitor the following enforcement programs:
   a. Stationary Radar
   b. Pedestrian Safety Overtime
   c. Aggravated Unlicensed Operator.
10. Maintain borough statistics for motor vehicle collisions, injuries and fatalities, as well as for summons enforcement.
11. Review construction permits received from the Traffic Management Center and forward copies to the precinct Traffic Safety Officer.
12. Maintain a liaison with various government agencies, community councils and the Borough President's Office regarding traffic concerns.
13. Attend community council and other public meetings to promote traffic safety.
14. Attend Traffic Safety Board meetings chaired by the Borough President.
15. Develop and participate in traffic plans for special events, demonstrations and motorcades.
16. Train and familiarize all newly designated precinct Traffic Safety Officers with the Department's traffic safety related computer programs and regularly due reports.

NOTE *All Patrol Borough Traffic Safety Coordinators MUST become familiar with the "Procedural Manual for Traffic Safety Officers."*

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Section: Duties and Responsibilities		Procedure No: 202-07	
BOROUGH AUXILIARY POLICE COORDINATOR			
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BOROUGH AUXILIARY POLICE COORDINATOR

1. Oversee activities and functions of, and provide support for, command auxiliary police coordinators.
2. Provide assistance in the assignment of auxiliary police personnel for special events and details within the borough concerned and outside the borough, if requested by the Commanding Officer, Auxiliary Police Section.
3. Process in a timely manner, requests received from command auxiliary police coordinator for:
   a. Promotion
   b. Recognition awards.
4. Process the return of shields and identification cards for members leaving or dropped from the Auxiliary Police Program.
5. Confer daily, at the start of the tour, with the liaison officer at Auxiliary Police Section to ascertain current program activities and instructions.
   a. Submit tours of duty, for the upcoming week, to Auxiliary Police Section.
6. Maintain a list of qualified volunteer Auxiliary Police personnel for use in vice enforcement operations.
   a. Forward monthly enforcement recapitulation to Auxiliary Police Section.
7. Conduct a borough annual awards/graduation ceremony in recognition of volunteer auxiliary police services.
8. Conduct monthly borough based recruitment drives.

NOTE

Borough commander selects qualified uniformed member of the service for assignment as borough police auxiliary coordinator but is not assigned as such until approved by the Commanding Officer, Auxiliary Police Section. Additionally, the borough commander selects an alternate to perform the above duties when the borough auxiliary police coordinator is not working.

MODIFIED

DUTY CAPTAIN

1. Perform duty, in uniform, in patrol borough-based Department Duty Captain Response Vehicle (DCRV).
   a. Be equipped with a Department radio.
2. Supervise all personnel performing duty within borough command.
3. Respond to major radio runs and unusual occurrences.

NOTE *If available, the commanding/executive officer, precinct of occurrence, will respond and perform prescribed functions. The duty captain will assist the commanding/executive officer, precinct of occurrence, as requested.*

4. Visit precincts, police service areas, transit districts and borough court section facilities located within patrol borough of assignment.
   a. Inspect and sign Interrupted Patrol Log of commands visited.
   b. Visit command detention cells, holding cells, detective holding cells, emergency rooms and hospitalized prisoner rooms, and make appropriate Command Log entries to document such visits.
   c. Personally prepare reports on all prisoner escapes in the absence of commanding officer/executive officer of the precinct, police service area, transit district or borough court section facility of occurrence.
5. Confer with the Traffic Management Center supervisor, when notified by the Operations Unit of a traffic congestion problem or condition.
   a. Evaluate the situation and assign patrol borough and/or other resources as necessary, to address the condition.
   b. Direct the Traffic Management Center supervisor to record conditions in the TMC Command Log, and on the Daily Significant Incident Report.
6. Submit report at end of each tour and include:
   a. Observations and disciplinary action taken
   b. Visits to stationhouses, police service areas and transit districts
   c. Unusual occurrences
   d. Radio backlogs and action taken
   e. Radio runs to which responded
   f. Recommendations to improve police services.
7. Make a background inquiry, if necessary, through the Internal Affairs Bureau Command Center during the initial stages of an official investigation involving a member of the service and prior to suspending, modifying or temporarily removing firearms from the member concerned in non-disciplinary cases.

NOTE *This conferral is to obtain background information that may assist in the investigation. All decisions regarding the investigation, as well as any resulting determination regarding the member's duty status, remain the responsibility of the commanding officer/duty captain concerned.*

NOTE (continued) *The duty captain in each patrol borough, and all duty inspectors MUST carry a cellular telephone at all times and a Transit Bureau radio, if available.*

DUTY CAPTAIN (continued)

8. Upon completion of an official investigation for which an Internal Affairs Bureau log number has been generated, prepare and submit to the Internal Affairs Bureau Command Center a detailed report on **Typed Letterhead** regarding the investigation, including the disposition of all allegations and findings, and a determination as to the necessity for further investigation of the incident.
   a. Make a recommendation to close an investigation if deemed complete.

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SUPERVISOR OF PATROL

1. Conduct tours in either uniform of the day or business attire, in an unmarked Department vehicle.
2. Visit precincts, police service areas, transit districts and borough court section facilities located within borough of assignment at irregular intervals.
   a. During the course of facility visits, review site security with the desk officer.
3. Randomly visit fixed and/or sensitive posts (e.g., missions, embassies, bridge posts, etc.) within the confines of the assigned borough.
4. Attend roll calls and conduct inspections of uniformed members of the service to ensure the appearance of the members are in compliance with all current uniform, appearance and equipment guidelines.
5. Respond to radio runs at irregular intervals to assess performance of police officers and supervisors, paying special attention to radio runs dispatched at the beginning and end of tours.
6. Visit any operational incident command posts within assigned borough.
7. Keep a record of discipline issued personally, or by direction to subordinates, including the use of **SUPERVISOR FEEDBACK FORMS**.
8. Conduct inspections of locations listed in commands' Integrity Monitoring File.
9. Inspect prisoner holding areas at stationhouses.
10. Inspect precinct lounges/dorms to ascertain if any uniformed members are engaged in unauthorized interrupted patrol.
    a. Inspect and sign the Interrupted Patrol Log.
11. Confer with integrity control officers about any conditions/hazards affecting commands.
12. Randomly visit cabaret establishments throughout the borough of assignment to ensure uniformed members are properly performing their duties.
13. Confer with commanding officers about uniformed members' performance.
14. Visit uniformed members guarding hospitalized prisoners.
15. Review Command Log entries regarding invoiced property.
    a. If any property is stored in the command in excess of thirty days, assign a supervisor to conduct an immediate investigation and determine the appropriate course of action to expedite the transfer of the property to the final storage location.
16. Review Command Log regarding invoiced narcotics and ensure all procedures regarding narcotics are being followed.
17. Inspect the digital **Activity Log** of sergeants and lieutenants to ensure they are conducting frequent and irregular visits of their subordinates throughout the tour.
18. Confer with the commanding officer of the borough's investigations unit about matters of importance.

COMMANDING OFFICER

1. Command a precinct, police service area, transit district or similar unit.
2. Be responsible for:
   a. Proper performance of functions designated for command
   b. Efficiency and discipline of personnel assigned to command
   c. Informing members of command of current directives and orders
   d. Serviceability, proper care and use of equipment assigned to command
   e. Patrol, administrative, and crime reporting functions of the command.
3. Ensure that the neighborhood policing philosophy informs decision making and advances the Department goals of reducing crime, promoting safety and respect, and solving problems collaboratively.
4. Review **CENTRAL PERSONNEL INDEX BACKGROUND REQUEST (PD449-160)** for personnel assigned to critical positions within the command, upon assignment to a command.
   a. Review the disciplinary history of members in Performance Monitoring Programs assigned to command.
5. Instruct and frequently test the knowledge of members of command regarding their duties and responsibilities.
6. Investigate and report on police conditions and activities.
7. Respond to major radio runs and unusual occurrences within command, when available, and perform prescribed functions.
   a. Request assistance of the duty captain, if necessary.
8. Ensure supervisors make frequent personal inspections of the uniforms, equipment and general appearance of members of the service at outgoing roll calls and while on duty.
9. Delegate administrative tasks as follows:
   a. Assign ranking officers within command to perform tasks normally reserved specifically for commanding officers (e.g., the preparation, signing and forwarding of required reports, forms, **PERFORMANCE EVALUATIONS**, communications, etc.)
   b. Assign competent members of command to read, analyze and report on, verbally or in writing, any voluminous communications directed to the commanding officer.
   c. Assign ranking officer to inspect command facility daily to ensure security, cleanliness and orderly condition.
10. Manage Neighborhood Policing within precinct or police service area.
11. Select uniformed members of the service for steady sector officers.
12. Select uniformed members of the service for neighborhood coordination officers (NCOs) and neighborhood coordination sergeant.
13. Select appropriate uniformed member of the service to serve as command youth coordination officer, after conferral with borough operations commander.

COMMANDING OFFICER (continued)

14. Ensure utilization of steady sector officers, neighborhood coordination officers, and neighborhood coordination sergeant is in accordance with program guidelines.
15. Ensure patrol supervisors are coordinating uncommitted time for steady sector officers in an efficient manner, with the goal of one-third of their tour dedicated to uncommitted time.
16. Ensure precinct crime analysis staff prepare weekly sector-based crime analysis reports and provide them to neighborhood coordination sergeant, neighborhood coordination officers, and steady sector officers.
17. Conduct sector-based meetings with neighborhood coordination sergeant, neighborhood coordination officers, steady sector officers, and other command personnel (i.e., special operations lieutenant, precinct detective squad supervisor, etc.) to promote awareness of sector crime conditions.
18. Inspect command facility periodically to ensure cleanliness, orderly condition and that assigned equipment is accounted for and in good condition.
19. Designate manner in which members of command proceed to assignments, e.g., Department auto, public transportation, etc.
20. Review activity of members of command each month.
    a. Personally review and sign monitoring profiles of members in Level II or Level III Monitoring Programs. Performance profiles (original copies only) are due by the fifth day of each month (quarterly for Level II and monthly for Level III), as appropriate.
21. Investigate a report of neglect of duty by subordinates.
22. Assign members proportionately to squads according to the needs of command. Members having special qualifications are to be assigned to permit greatest use of abilities.
23. Permit uniformed members of assigned command performing similar duties to exchange tours voluntarily when there is no interference with police service.
    a. Members are NOT permitted to perform two consecutive tours (i.e., perform duty on a third platoon followed by a first platoon).
24. Notify borough command if at least two supervisors are not available to perform duty on each tour.
    a. Notify Transit Bureau Wheel for commands within the Transit Bureau.
25. Assign personnel to specific patrol and staff functions.
26. Supervise and monitor performance of the integrity control officer assigned to the command.
27. Review integrity control officer's work schedule/roll call.
    a. Upon approval, ensure integrity control officer provides copy to Commanding Officer, Borough/Bureau Investigations Unit.
28. Conduct a semi-annual audit of integrity control officer's Paid Detail assignments and ensure compliance with existing procedures.
29. Review and sign integrity control officer's Paid Detail application form annually.

COMMANDING OFFICER (continued)

30. Ensure command integrity control officer is monitoring Paid Detail assignments.
31. Provide formal orientation program for newly assigned lieutenants, sergeants and police officers on two consecutive day tours including interviews, introductions, and various command conditions, problems, boundaries, crime statistics, etc.
32. Maintain record of members who volunteer for specialized units and make assignments accordingly. Prior to member being permanently assigned to anti-crime duty, have **CENTRAL PERSONNEL INDEX BACKGROUND REQUEST** prepared and forwarded as per distribution on form.
    a. If the member is currently in a Level II or Level III Monitoring Program, contact the Bureau/Borough Commander.
33. Deployment of specialized unit personnel will be based on command crime analysis trends and patterns, with emphasis on violent street crime and burglaries.
    a. Specialized unit personnel may also be utilized as a resource to solve local priorities such as car thefts and break-ins.
34. Ensure specialized unit personnel are properly supervised, trained and equipped.
35. Closely monitor the performance of uniformed members of the service assigned to specialized units.
    a. Long term assignments are to be carefully reviewed, i.e., uniformed members assigned to specialized units for a period of five years will be recommended for career path assignments to the Detective Bureau.
36. Consult with immediate supervisor of member before recommending or granting change of precinct assignment, etc.
    a. If the member is in a Level II or Level III Monitoring Program, confer with the Commanding Officer, Performance Analysis Section, prior to a change in that officer's assignment.
37. Be thoroughly familiar with "Confidential Performance Profile" of subordinate members.

NOTE *The "Confidential Performance Profile" is an up-to-date and confidential profile of uniformed members who are "personnel concerns" to assist in the supervision, training and development needs of such uniformed members. Included in the profile would be such matters as all past administrative transfers, transfers made by the borough commander at the request of member's previous commanding officer, sick record, disciplinary record and all other Central Personnel Index indicators as well as appropriate command data.*

38. Use a Department auto when on patrol, when presence is required at the scene of an emergency or when traveling within the city on official business.
39. Make entry in Command Log when reporting on or off-duty. When leaving for patrol, emergencies, etc., indicate manner of patrol, Department auto number, if applicable, and whether in uniform or civilian clothes.

COMMANDING OFFICER (continued)

40. Perform duty in uniform whenever practical.
41. Maintain as much personal contact as possible with business, civic, fraternal, religious, political, recreational, charitable, youth and poverty corporation groups, local radio stations, local newspapers and other groups or media with community influence and interests to keep abreast of community tensions and trends.
42. Review and evaluate upon initial assignment to command, all Clergy Liaisons.
43. Assign competent member to attend scheduled local meetings of the planning board, school board, poverty corporation, or any other community group, to obtain information which will be used to facilitate planning of procedures and/or programs to minimize community tensions and negative trends.
44. Supervise and direct community affairs officer, where appropriate.
45. Utilize resources of command to cope efficiently with existent problems and accomplish mission of command.
46. Act as the senior problem-solving coordinator for the command. As such be responsible to:
    a. Identify major crime and quality of life problems affecting the command
    b. Perform an analysis of the identified crime and quality of life problems in order to separate them into their essential components
    c. Design a response utilizing command, Department and community resources, and where possible the resources of other agencies
    d. Implement the designed response
    e. Evaluate the effectiveness of the response and modify it, if necessary.
47. Administer command discipline.
48. Direct executive officer to adjudicate command discipline, when appropriate.
49. Consult with supervisor who has initiated command discipline against member of the service concerning severity of penalty before announcing penalty. Indicate date and time of consultation on form.
50. Confer with patrol borough adjutant prior to adjudicating third command discipline for same individual within period of six months to determine if charges and specifications should be prepared.
51. Notify the borough adjutant or borough executive officer within respective Bureau (Patrol Services, Housing, Transit), upon discovery or notification that there is invoiced property stored in the command in excess of thirty days and:
    a. Conduct investigation
    b. Expedite transfer of property to final storage location.
52. Cooperate with other units and agencies to accomplish mission of the command.
53. Confer with Commanding Officer, Performance Analysis Section regarding removal proceedings when member of the service fails to perform assigned duties in a satisfactory manner.

COMMANDING OFFICER (continued)

54. Observe special patrolmen on duty within command and report any misconduct to Commanding Officer, License Division.
55. Inspect uniform, shield, cap device and identification card of special patrolmen during March and September.
56. Ensure that all members of command are familiar with nature and function of command receptionist program.
57. Situate required furniture and clerical equipment for command receptionist near command entrance.
    a. Provide secure location for Receptionist Log and files.
58. Provide transportation, within command, IF NECESSARY, to ensure receptionist's safety to and from command.
59. Read **PERFORMANCE EVALUATIONS** submitted by raters carefully and make raters justify the ratings given to officers assigned to their squads.
    a. If an officer is rated as needs improvement or unsatisfactory (67 or lower), or is rated exceptional (90 or higher), the reviewer must be in the rank of captain or above, or selected civilian managerial titles.
60. Visit upon assignment to command and semi-annually thereafter, for briefing, the following:
    a. Civilian Complaint Review Board
    b. Internal Affairs Bureau
    c. Community Affairs Bureau
    d. Quality Assurance Division.
61. Visit the Deputy Commissioner, Equity and Inclusion (DCEI), for briefing upon assignment to command and annually thereafter, and:
    a. Meet annually with ranking officers/supervisors within command to discuss their responsibilities under the New York City Police Department's Equal Employment Opportunity (EEO) Policy,
    b. Identify and recommend one or more non-supervisory member(s) of the service who are willing to voluntarily serve as an EEO Liaison with DCEI approval, and
    c. Ensure that all members assigned to command are aware of EEO Liaison Network guidelines**.**
62. Designate a sergeant within the command to serve as the training sergeant in accordance with *A.G. 303-14, "Selection of Command Training Sergeant."*
    a. Assign a supervisor within the command to serve as an alternate trainer in the event of a long term absence by the training sergeant, as necessary.
63. Designate one uniformed member of the service to function solely as the precinct's Domestic Violence Prevention Officer.
64. Develop and review precinct School Security Plan, Summer Youth Security Plan and Safe Corridor Plan and Safe Passage Plan for Transit Bureau commands.
65. Ensure complaints of crimes occurring on transit system are transmitted to Transit Bureau Crime Analysis Section and district of occurrence, and that the proper Jurisdiction Code 01 is affixed to all reports.

COMMANDING OFFICER (continued)

66. Discuss the N.Y.P.D.'s sexual harassment policy with all members of the command, both uniformed and civilian, or ensure that such discussions are held by designated supervisor(s).
67. Reiterate to supervisors that they are responsible for creating a professional work environment for their subordinates.
68. Assess, regularly, the working environment within the command/unit to maintain a professional atmosphere and rectify those situations, which undermine professional conduct and achievement.
69. Advise employees that vulgar language, sexually degrading statements or jokes, as well as the display of photographs or magazines of a sexual nature, are offensive, unwelcome, inappropriate in the work place, and subject to disciplinary action.
70. Encourage all members of the service to report inappropriate conduct.
71. Instruct all members of the command that retaliation against those members of the service who come forward to report misconduct (corruption, violations of E.E.O. policies, etc.) is against Department policy and will not be tolerated.
72. Have the command integrity control officer review Department records pertaining to the assignment of radios.
73. Review the assignments of radios assigned outside of command on a permanent basis and determine the necessity of its continuance.
74. Make a background inquiry, if necessary, through the Internal Affairs Bureau Command Center during the initial stages of an official investigation involving a member of the service and PRIOR to suspending, modifying or placing the member concerned on restricted duty pending an evaluation of duty status.

NOTE *This conferral is to obtain background information that may assist in the investigation. All decisions regarding the investigation, as well as any resulting determination regarding the member's duty status, remain the responsibility of the commanding officer/duty captain concerned*

75. Review all **THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORTS** completed by members of command.
    a. Ensure use of force incidents are properly documented, categorized and investigated on **THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORTS**.
76. Designate two uniformed members of the service assigned to command in any rank, to function as digital communications officers, in addition to their regularly assigned duties (e.g., crime prevention officer, community affairs officer, command auxiliary police coordinator, etc.).
    a. Only personnel who have received social media training from the Deputy Commissioner, Public Information, are authorized to operate a Department social media account.
77. Confer regularly, with digital communications officers, in regard to relevant messaging and community outreach.
78. Ensure Department social media accounts address community concerns.

COMMANDING OFFICER (continued)

79. Ensure official commanding officer portrait, including name, is featured in the command's Department social media account profile, unless exception is made by the Deputy Commissioner, Public Information.

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EXECUTIVE OFFICER

1. Assume command and perform functions of the commanding officer during absence.
   a. Sign routine communications and reports, during absence of twenty-four hours or more.
2. Respond to major radio runs and unusual occurrences within command, when available, and perform prescribed functions.
   a. Request assistance of the duty captain, as necessary.
3. Make entry in Command Log when reporting on or off-duty, when leaving for patrol, emergencies, etc., indicate manner of patrol, Department auto number, if applicable, and whether in uniform or civilian clothes.
   a. Use Department auto when on patrol, when presence is required at scene of an emergency or when traveling within city on official business.
4. Supervise performance of administrative functions in the command.
5. Study deployment of resources of command and recommend more effective deployment to commanding officer, where appropriate.
6. Assign command police officer to cover traffic posts when traffic conditions require such assignments.
7. Assist the commanding officer in managing the day to day operations and oversight of Neighborhood Policing for the precinct or police service area.
8. Coordinate all specialized units.
9. Evaluate training, planning and personnel functions and needs of the command and make recommendations to the commanding officer.
10. Inspect uniforms, equipment, and general appearance of members of the command frequently.
11. Inspect and sign digital **Activity Log** of platoon commanders, special operations lieutenants and patrol supervisors at least once a month.
12. Supervise the investigation of communications and preparation and forwarding of written reports.
13. Perform duty under the chart, or as directed by the borough commander and perform functions of "duty captain" when directed.
14. Perform tours, on "open days," which best meet the day to day needs of the command.
15. Do not perform the same duty as commanding officer, if both working the same tour. (One will perform patrol duty and conduct field inspections, etc.).
16. Conduct investigations as directed by commanding officer or other competent authority.
17. Insure that command is clean, all equipment is accounted for and in good condition, and personnel are performing a necessary police duty.
18. Represent the commanding officer at community meetings of concern to command when designated.
19. Perform duty in uniform, when practical.
20. Inspect and sign Interrupted Patrol Log once each tour.

EXECUTIVE OFFICER (continued)

21. Adjudicate command discipline as directed by commanding officer.
22. Review Command Log entries regarding invoiced property daily and if any property is stored in the command in excess of thirty days, consult with the operations coordinator, desk officer, evidence/property control specialist etc., to determine the appropriate course of action to expedite the transfer of the property to the final storage location.
    a. Brief the commanding officer on actions taken.
23. Personally conduct, in conformance with the Quality Assurance Division self-inspection program, the command self-inspection of **STOP REPORT (PD383-151)**.
24. Manage the Field Training Program within the precinct, police service area, or transit district.

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PURPOSE To assist Investigations Units in maintaining the highest standards of integrity by identifying and correcting misconduct and deficiencies; to clearly define the duties/responsibilities of Investigations Units' Commanding Officers.

DEFINITIONS FUNCTION MONITORING – Proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Function monitoring can include activities/programs unique to each area of responsibility of an individual Investigations Unit, including:

a. Patrol monitoring
b. Personnel monitoring
c. Process Auditing
d. Visits/inspections of facilities
e. Inventory control
f. Self-initiated monitoring programs, quality control or audit reviews.

COMMANDING OFFICER, INVESTIGATIONS UNIT

1. Oversee investigations or other integrity related assignments as directed by the Deputy Commissioner/patrol borough/bureau commander/designee, competent authority or the Internal Affairs Bureau, such as:
   a. Firearms discharges by uniformed members of the service (PATROL BOROUGH INVESTIGATIONS UNITS ONLY)
   b. Domestic incidents involving members of the service
   c. Any on/off duty incidents when requested by the duty captain including domestic disturbances involving members of the service that may result in the removal of firearms
   d. Bribery arrests
2. Ensure integrity control officers are conferred with regularly and provide assistance with ongoing investigations, including integrity control officer self-initiated cases, and be responsible for:
   a. All cases referred to precinct/unit commanding officers by the Investigations Units
   b. Recording all self-initiated cases conducted by integrity control officers under jurisdiction for informational purposes and future reference
   c. Recording and being cognizant of Integrity Monitoring File locations identified by commands under jurisdiction.
   d. Ensure work schedules/roll calls of all subordinate integrity control officers are received and reviewed weekly.
3. Ensure the following auditing functions are performed:
   a. Review of command's self-inspection programs. Conduct separate and independent review of commands' self inspections, on a regular basis

COMMANDING OFFICER, INVESTIGATIONS UNIT (continued)

b. Review of time and payroll records

c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures.

d. Evaluation of command level training

e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of the service with integrity related problems

f. Review all audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations) for evidence of potential misconduct and conduct further investigations when situations warrant

g. Conduct independent reviews of complaint reports to ensure compliance with Department directives

h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complainant "call-backs"

i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy

j. Maintain a vigorous *function monitoring* program

k. Develop and maintain an automated case management system that assures timely reassessment of cases and dissemination of information

4. Provide copies of all Case Closing Reports to the Internal Affair's Bureau.

5. Present cases to the Internal Affairs Bureau Steering Committee as per the protocols set forth by the Deputy Commissioner, Internal Affairs.

ADDITIONAL DATA

DEPARTMENT POLICY

Any Investigations Unit, before commencing a self-initiated investigation into improper crime reporting (e.g., Complaint Reports / ICAD Audits), must confer with Quality Assurance Division's Confidential Investigation Team. Function monitoring will include random field observations, inspections, audits, etc. (not associated with active investigations) to ensure compliance with Department regulations, directives and procedures. Observations/inspections shall include: visits to assigned facilities, members on assignments, radio runs, fixed posts, inspection of facilities (Interrupted Patrol Log, dormitories, etc.), observations/visits to Integrity Monitoring File locations, and any other appropriate monitoring as directed.

OPERATIONS COORDINATOR

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
   a. Sign Command Log at end of tour.
2. Perform duty in uniform as staff officer assisting the commanding officer in administrative matters.
3. Do not perform patrol duty, or be assigned to desk duty.
4. Review and supervise the maintenance of records and files of command.
5. Ensure that all members of the service assigned to the command are working within the correct and authorized chart relative to their assignment.
6. Coordinate all overtime programs within the command.
7. Coordinate the command's safety programs, i.e., OSHA, etc.
8. Supervise the command's staff and ensure that they are in proper uniform and performing a necessary police function.
9. Supervise the principal administrative associate assigned to the command.
10. Enter in Command Log the time arriving and leaving command and the reason (except start of tour entry).
11. Supervise arrest processing officer.
12. Perform tours as designated by the commanding officer.
13. Interview civilians and representatives of civic organizations in the absence of the commanding/executive officer.
14. Represent the commanding officer at civic and fraternal meetings within command, when designated.
15. Coordinate the human relations program of the command by maintaining close liaison with the Borough Community Affairs Coordinator and the Chief, Community Affairs.
16. Review all orders and prepare summaries of pertinent information for presentation to members of the command at Command Level Training Program or roll call instruction.
17. Prepare written instructions for sergeants and police officers.
18. Supervise the maintenance of the command library.
19. Supplement instructions of desk officer in the absence of the commanding officer, to outgoing platoons.
20. Keep sergeants informed of conditions within the command.
21. Relay instructions of commanding officer to members of command.
22. Act as the assistant recycling and sustainability coordinator for the command.
    a. Confer with the Department's Lead Recycling and Sustainability Coordinator from the Facilities Management Division in the implementation of an effective recycling program.
    b. Ensure training sergeant provides members of the service with information on what and how to recycle, as well as procedures and best practices for recycling, waste prevention, and reuse.

OPERATIONS COORDINATOR (continued)

c. Complete the applicable portions of the NYPD Recycling Report and Plan and submit via email at RecycleProgram@NYPD.org by June 1st, annually.

23. Supervise command custodial personnel and coordinate with the Facility Maintenance Section (FMS) to ensure the following:
    a. Appropriate custodial staffing levels are maintained at the command (i.e., vacancies are filled in a timely manner); AND
    b. Deficiencies in command cleanliness are identified for correction; AND
    c. FMS is apprised of matters of importance regarding command cleanliness, so that issues can be expeditiously mitigated.
24. Supervise the election details.
25. Apportion communications equally among sergeants for investigation.
26. Check property invoice books and property on hand.
    a. Review Command Log entries regarding invoiced property daily and take immediate steps to remedy conditions that impair the transfer of any invoiced property stored within the command in excess of thirty days to the appropriate storage location and notify the executive officer/commanding officer.
    b. Designate a uniformed member to perform the duties of the evidence/property control specialist when he/she is unavailable due to vacation, sick, etc.
27. Conduct survey of command's snow removal equipment (e.g., snowblowers, snow shovels, de-icing rock salt, etc.) by September 15th to ensure its availability and adequacy.
    a. Obtain replacement supplies or equipment, if necessary.
28. Make Command Log entry of daily inspection of command for cleanliness, security, safety hazards, condition of equipment, and the display of offensive material.
    a. Ensure the Department sign entitled, "**Free Interpretation Service Available (SP 487)**" is visibly displayed in the command reception area and the dual handset telephonic interpretation service equipped telephone is present and functional.
    b. Comply with *P.G. 219-20, "Loss/Theft of Department Property"* if the dual handset telephonic interpretation service equipped telephone is missing. In addition, immediately notify the Telecommunications Unit, Monday through Friday from 0600 to 1800 hours, or the Information Technology Bureau (ITB) Service Desk at other times, if the dual handset telephone is missing or defective.
    c. Ensure the two Department signs entitled, "**Reporting Corruption and Misconduct (SP 7)**" and "**Corruption Tears Us All Apart (SP 7-1)**" are conspicuously posted in a non-public area of the command.
    d. Personally inspect youth room and note the results of the inspection in the Command Log entry of the daily command inspection.

OPERATIONS COORDINATOR (continued)

29. Notify commanding officer of any structural defects, that would permit visual access by persons located outside the private areas of both female and male restrooms and locker rooms.
    a. If such a condition is identified, immediate corrective action must be taken.
30. Supervise semi-annual (during January and July) inspection of command fire extinguishers.
    a. Have inspecting member of the service date and initial the tag attached to the fire extinguisher.
    b. Make Command Log entry indicating that the inspection was performed.
31. Notify Borough or Bureau Safety Coordinator of hazards which are not readily corrected by command personnel.
32. Review **COMPLAINT REPORTS (PD313-152)** and consult with crime analysis personnel to determine priority locations relative to crime conditions within command.
33. Recommend redeployment of personnel, if necessary, to commanding officer, executive officer, lieutenant platoon commander, or desk officer.
34. Notify members of command, through desk officer, of scheduled court and other agency appearances and other related notifications.
35. Ensure the proper maintenance of the Subpoena Receipt Book.
36. Ascertain that a current list of restaurants willing to accept monthly payments for meals provided for prisoners is maintained at the desk including time restaurant is open and cost of meals.
37. Supervise or designate a supervisor to supervise the command's evidence/ property control specialist.
38. Ensure security of lead seals, Narcotic Evidence Envelopes (Misc. 1-71), Property Clerk Division Security Envelopes, Property Clerk Division Jewelry Security Envelopes and peddler seals prior to issuance.
39. Ensure firearms safety station is present and appropriately located.
    a. Consider safety factors such as a place free from distractions, persons present in the vicinity, etc., for location of firearms safety station.
    b. Ensure the loading/unloading port is free of debris and obstructions.
    c. Ensure **GUN SAFETY (PD420-110)** sticker is affixed to all firearms safety stations.
40. Establish and maintain liaison with District Attorney's Office in order to:
    a. Assist in providing District Attorney's office with any discoverable material (i.e., all records, evidence, test results, notes, videos, photos, etc.) required for all arrests, in a timely manner.
    b. Ascertain the necessity for all regular day off (RDO) court appearances and, where possible, reschedule such appearance for a date other than the member's RDO.
41. Supervise and monitor performance of the command's training sergeant to ensure that all members are receiving necessary training.

OPERATIONS COORDINATOR (continued)

42. Ensure all captions are completed in "Location During Absence" section on **LEAVE OF ABSENCE REPORT (PD433-041)** including each country, with the city/town or province where member of the service will be staying, date(s) of departure and date of return when member request leave.
43. Ensure all members of the service are submitting **LEAVE OF ABSENCE REPORT** at least five days before leave commences, except in emergencies.
44. Ensure timekeepers make mandatory entries into Leave of Absence – Location During Absence database, when a member submits a **LEAVE OF ABSENCE REPORT** and is traveling to a foreign country.
45. Access Leave of Absence – Location During Absence database to verify mandatory entries are made by command timekeepers for members who are traveling to a foreign country daily during monthly self-inspections.
46. Ensure compliance with required entries on **LEAVE OF ABSENCE REPORT** during monthly self-inspections.
47. Supervise crime analysis sergeant.
48. Supervise traffic safety sergeant.

NOTE *An online user guide is available after logging onto the Leave of Absence management system. Operations coordinators must ensure that all command timekeepers follow the instructions as directed in the guide to make entries in the Leave of Absence – Location During Absence database.*

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SPECIAL OPERATIONS LIEUTENANT

1. Perform duty in uniform whenever practical.
2. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
   a. Sign Command Log at end of tour.
3. Perform tours as approved by the commanding officer, choosing tours that will maximize supervision of subordinate personnel.
4. Enter in Command Log the time arriving and leaving command and the reason (except start of tour entry).
5. Monitor field performance of subordinate personnel and personally observe command conditions.
6. Coordinate the crime prevention program of command.
7. Supervise and coordinate command's specialized personnel, including neighborhood coordination sergeant, crime prevention officer, auxiliary police coordinator and domestic violence sergeant.
8. Inspect records and logs of subordinate units and personnel.
9. Inspect and sign digital **Activity Log** of anti-crime and neighborhood coordination sergeants each month.
10. Review and sign the **OFFICER PROFILE REPORT** for subordinates and confer with detail sergeants as necessary.
    a. Deliver **REPORTS** to operations coordinator within seven days following month for which submitted.
11. Review and approve schedules for subordinate personnel on a weekly basis.
12. Act as the problem solving coordinator for the command, in conjunction with, and at the direction of the commanding officer.
    a. Be responsible for assisting the commanding officer to:
       (1) Identify major crime and quality of life problems affecting the command.
       (2) Perform an analysis of the identified crime and quality of life problems in order to separate them into their essential components.
       (3) Design a response utilizing command, Department and community resources, and where possible the resources of other agencies.
       (4) Implement the designed response.
       (5) Evaluate the effectiveness of the response and modify it, if necessary.
13. Attend Community Council, Community Board, and similar meetings, at the direction of the commanding officer.
    a. Be cognizant of community crime trends and quality of life conditions, allocating resources to address these concerns.

SPECIAL OPERATIONS LIEUTENANT (continued)

14. Maintain contact with community associations and civic groups to foster positive community relations and mutual involvement in addressing crime and quality of life conditions.
15. Attend public meetings where subordinate members are addressing groups to observe and supervise performance.
16. Prepare annual evaluations for subordinate supervisors under direct control.
17. Maintain contact with principals of local schools.
    a. Ensure that neighborhood coordination sergeant and youth coordination officer are maintaining contact with these institutions.
18. Be knowledgeable in current orders and procedures.
    a. Instruct and test subordinate personnel in these matters.
19. Confer regularly with platoon commanders regarding conditions within command.
    a. Encourage exchange of information between specialized units and platoons.
20. Confer regularly with the command's detective squad commander to share information.
    a. Encourage exchange of information between the detective squad and specialized units.
21. Supervise and coordinate the activities of the command's Auxiliary Police Program through the auxiliary police coordinator.
22. Ensure that the auxiliary police coordinator actively recruits new members, conducts required training courses, and properly equips auxiliary police personnel.
23. Integrate the auxiliary police functions into the command's problem solving objectives, e.g., crime prevention, community affairs, youth planning, etc.
24. Keep commanding officer apprised of all auxiliary police activities.
25. Act as the command liaison officer to the New York State Office of Victim Services (OVS) and external State and City victim advocacy agencies.
26. Review and sign-off pending **JUVENILE REPORT SYSTEM WORKSHEETS (PD377-159A)** utilizing the On-Line Juvenile Report System on a daily basis.
    a. Audit and review **JUVENILE REPORT SYSTEM WORKSHEETS (PD313-152A)** weekly to ensure accuracy.
    b. Utilize the **OMNIFORM** system to ensure **JUVENILE REPORT SYSTEM WORKSHEETS** were not completed in error (i.e., prepared in addition to an **ON-LINE BOOKING SYSTEM ARREST WORKSHEET** for an arrest of a juvenile delinquent, etc.).

LIEUTENANT - PLATOON COMMANDER

1. Be responsible for all command operations during the tour performed.
   a. Perform duties of desk officer as outlined in *P.G. 202-14, "Desk Officer,"* if assigned to a Patrol Services Bureau precinct.

NOTE *At the discretion of the precinct commanding officer, lieutenant platoon commanders may perform field duties as specified in step 26 below, provided that two or more sergeants are assigned to duty with that platoon, one of whom has been designated as patrol supervisor.*

   b. The lieutenant platoon commander will not ordinarily perform the duties of the patrol supervisor, and will remain responsible for ALL duties listed in this procedure.
   c. Identify conditions to be addressed by members working the platoon on a continuing basis.
   d. Allocate, based upon conferral with special operations lieutenant, all resources available for the platoon including, anti-crime, street narcotics enforcement unit(s) and peddler enforcement personnel.
   e. Ensure steady sector officers, neighborhood coordination officers, and neighborhood coordination sergeants are not utilized as backfill for other precinct assignments (i.e., shooting posts, prisoner transports, hospital posts, patrol supervisor, desk officer, etc.).
   f. Ensure steady sector officers, neighborhood coordination officers, and neighborhood coordination sergeants are not assigned to out-of-precinct details during their regularly scheduled tours of duty without permission of the Bureau Chief concerned, the Chief of Department or the Police Commissioner.

NOTE *When a lieutenant platoon commander is performing the duties of the desk officer in a Patrol Services Bureau precinct, he/she will remain at the desk area of the command facility. However, in the event of an emergency situation occurring in the field, the lieutenant platoon commander may respond to the scene, e.g., mobilizations, homicides, firearms discharges by uniformed members of the service. A Command Log entry will be made indicating the time of departure, the location, and the details of the event requiring the lieutenant platoon commander's presence. Lieutenant platoon commanders will remain on the scene only as long as their presence is* ***required****, upon which time they will return to the command and resume the duties of the desk officer. In the lieutenant platoon commander's absence, a supervisory officer will assume the responsibilities of the desk officer.*

2. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
   a. Sign Command Log at end of tour.
3. Perform duty in uniform.
4. Supervise and review actions of patrol supervisors to ensure compliance with Department policies and procedures.

LIEUTENANT - PLATOON COMMANDER (continued)

5. Participate as a member of the precinct management team.
6. Advise and confer with commanding/executive officers, operations coordinator, special operations lieutenant, integrity control officer, squad commander and BRAM commander, if appropriate, on matters of importance, unusual arrests or occurrences, personnel and integrity concerns, and other conditions requiring their attention.
7. Confer with integrity control officer regarding personnel, civilian complaints, sick records, overtime concerns and integrity issues.
8. Confer frequently with the special operations lieutenant regarding command crimes and conditions.
9. Confer with lieutenant platoon commander or patrol supervisor from previous tour, at start of tour.
10. Access the Department's intranet webpage to ascertain active Paid Detail locations and times of assignment within the precinct, at start of tour.
    a. Make a Command Log entry indicating results of inquiry into active Paid Detail locations, including times of assignments.
    b. Print reference copy of Paid Detail assignments scheduled during tour and attach to roll call.

NOTE *If the lieutenant platoon commander is unavailable, any other lieutenant or above performing duty within the command will perform the above step.*

11. Confer with lieutenant platoon commanders of adjacent precincts, police service areas and transit districts to coordinate crime strategies.
12. Ensure radio transmissions affecting the command are monitored at all times.
13. Cause necessary changes or adjustments in roll call at beginning of tour.
    a. Schedule meals for supervisors assigned to platoon so that a supervisor is on duty at all times.
    b. Grant tour changes and excusals for members of platoon when appropriate.
14. Supervise roll call.
    a. Personally inspect the outgoing platoon to ensure the personal appearance of members meets Department standards.
    b. Instruct and question members relative to command conditions.
    c. Ensure members are familiar with integrity concerns.
    d. Ensure members are aware of active Paid Detail locations and times of assignments at these locations within the precinct.
15. Ensure all personnel of the platoon are properly supervised and performing duty in a satisfactory manner.
    a. Evaluate effectiveness of assignments.
    b. Review and sign the **OFFICER PROFILE REPORT** for subordinates and confer with detail sergeants as necessary.
        (1) Deliver **REPORTS** to operations coordinator within seven days following month for which submitted.
    c. Conduct interviews personally with personnel assigned to the platoon performing in an unsatisfactory manner.

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LIEUTENANT - PLATOON COMMANDER (continued)

d. Conduct all return from sick interviews for members of the platoon.
e. Review disciplinary records (CCRB, CPI) of all members assigned to platoon.
f. Assume responsibility for administration of Early Intervention Program for members of platoon.

16. Prepare annual evaluations of subordinate platoon supervisors.
17. Inspect the command facility each tour and record results in the Command Log.
18. Be responsible for proper entries of complaint information in the OMNIFORM System for tour.
19. Evaluate training needs and confer with training sergeant as required.
    a. Recommend members of the platoon receive specific training required for complete tour operations, i.e., fingerprint training, scooter qualification, etc.
20. Designate a supervisor to conduct "platoon briefing."

NOTE *The "platoon briefing" should include information compiled by the training sergeant, i.e., Police Commissioner's messages, bulletins, and addresses by commanding officers, executive officers, integrity control officers, etc. The "platoon briefing" will include incident critiques by lieutenant platoon commanders and patrol supervisors, and regular updates regarding crime patterns, crime trends, wanted persons and discussions of precinct conditions and tactics for addressing these conditions.*

21. Investigate communications and perform assigned self-inspections, as directed by commanding officer.
    a. Ensure sergeants properly and accurately complete self-inspections, communications, and reports.
22. Inspect and sign digital **Activity Log** of patrol supervisors daily.
23. Maintain digital **Activity Log** and make entries listing times, names, locations and assignments of members visited.
24. FIRST PLATOON - Review reports and forms prepared for the previous twenty-four hours.
25. SECOND PLATOON - Be responsible for maintenance and weekly inspection of Department vehicles.
26. Perform the following duties when assigned as a lieutenant platoon commander in a command other than a Patrol Services Bureau precinct:
    a. Perform duty in civilian clothes when directing plainclothes units or making discreet observations with the integrity control officer, when directed by commanding officer or other competent authority.
    b. Divide one's time and movement during tour between the field and command facility, as needs dictate.
    c. Sign Command Log and notify radio dispatcher when leaving to and returning from patrol.
    d. Ensure radio transmissions affecting the command are monitored at all times.

LIEUTENANT - PLATOON COMMANDER (continued)

e. Respond to radio runs unannounced to observe performance of sergeants and police officers.

f. Evaluate driving habits and abilities of members of the platoon and take corrective action as necessary.

g. Respond to and direct police activities at serious crimes and emergencies.

h. Ensure all arrests are processed expeditiously and under proper supervision.

i. Perform tour as designated by commanding officer.

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BOROUGH COURT LIAISON OFFICER

1. Perform an operational tour of duty as approved by the commanding officer, choosing tours that will maximize operational efficiency.
2. Submit weekly schedule to the Criminal Justice Bureau, Operations Commander, via the commanding officer of the Court Section.
3. Confer weekly with members of the borough District Attorney's Office and patrol borough command to monitor trends and develop strategies that will improve criminal prosecutions.
4. Confer with the supervising judge of the borough Criminal Court, Family Court and administrator of the New York City Corporation Counsel, bi-weekly.
   a. Develop channels of communication and information sharing with these agencies, as appropriate.

NOTE *The goal of communication and information sharing is to improve conviction rates.*

5. Review arrests processed as "declined prosecution" and recommend ways to prevent future "declined prosecutions."
   a. Review and analyze arrest documents (e.g., **COMPLAINT REPORT[S] [PD313-152]**, Affidavits, Supporting Depositions, Court Complaints, digital **Activity Log** entries, etc.) to determine ways to improve prosecutions.
6. Provide assistance to supervisors investigating court appearances that resulted in overtime.
7. Provide assistance to supervisors investigating complaints regarding uniformed members of the service who failed to report for a scheduled court appearance.
   a. Verify that commands are being properly notified when uniformed members are scheduled for a court appearance.
8. Make recommendations on ways to improve courtroom testimony.
   a. Visit the different courts within assigned borough to observe performance and conduct of uniformed members attending court
   b. Review courtroom testimony to uncover and correct deficiencies
   c. Confer bi-weekly with Assistant District Attorneys regarding effectiveness of uniformed members' testimony
   d. Review Department training regarding courtroom testimony and make recommendations in writing (through channels), as necessary, to improve the curriculum.
9. Prepare report on **Typed Letterhead** to commanding officer monthly, containing recapitulation of the previous month's conferrals, observations and conclusions.
10. Provide assistance to members of the New York State Commission of Correction in their inspection of Department holding pens and detention cells.
11. Coordinate the Court Section fire safety plan and attend fire drill meetings.

BOROUGH COURT LIAISON OFFICER (continued)

12. Provide assistance to members of Family Court in their site visits to inspect and certify juvenile rooms.
13. Confer with administrators and staff members of any agency deemed appropriate by the Commanding Officer of the Criminal Justice Bureau that is involved in the enforcement of City and State laws and regulations.
14. Attend monthly prosecution assessment meetings at the Criminal Justice Bureau.
15. Perform assignments as directed by the commanding officer, borough Court Section.
16. Ensure that all **DESK APPEARANCE TICKETS (PD260-123)** issued are completed accurately and transmitted to the Office of Court Administration in a time period not to exceed 24 hours from the issuance of the **DESK APPEARANCE TICKET**.

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DESK OFFICER

1. Sign name and time in Command Log when assuming desk officer duties and at end of tour.
   a. Enter the names of sergeants and lieutenants in the Command Log as present for duty at the start of their tours.
   b. Enter time, rank, name, command of assignment, address, reason and authorizing supervisor for any uniformed member of the service reporting for duty or end of tour via "outside wire."
2. Perform duty in uniform.
3. Be responsible for all police operations within command during tour.
4. Query Medical Division Sick Reporting System at start of tour to determine which members assigned to command are on sick report, and/or not on full duty status.
5. Check Department computer systems (e.g., Department intranet, FINEST messages, command email account, etc.), frequently, throughout the tour.
   a. Checks of command email account are required immediately upon start of tour, and again during the fourth hour of tour.
      (1) Record checks in Command Log.
   b. Monitor FINEST messages affecting command and/or members of command.
   c. Monitor Department directives (i.e., Interim Orders, Operations Orders, Personnel Orders, Department Bulletins, Tactical Awareness Bulletins, Training Bureau Memos, Legal Bureau Bulletins, etc.) and disseminate information affecting command, as appropriate.
   d. Ensure important or actionable information is relayed to outgoing platoon or appropriate command personnel, as required.
6. Visit all areas of the command facility at least once each tour.
   a. Personally check both female and male restrooms and locker rooms for any structural defects that would permit visual access by persons located outside these private areas, and take immediate corrective action to rectify any such condition, when circumstances dictate.
   b. Inspect command for display of any offensive material.
7. Sign out in Command Log when leaving desk area for any reason, e.g., personal necessity, meal, inspection of command facility, and sign in upon return.

NOTE *When there is more than one patrol supervisor working on patrol, one will relieve the desk officer for meal. Meal relief is not considered an emergency. Police officers will not be assigned to desk duty.*

8. Supervise arrest processing officer, in conjunction with operations coordinator, and monitor arrest processing.
   a. Periodically inspect the arrest processing area and ascertain number of prisoners on hand, and length of time in command.
   b. Reassign personnel as necessary.

DESK OFFICER (continued)

9. Question arresting officers regarding circumstances of arrest (i.e., details of occurrence, use of force, evidence recovered, determination of charge, etc.)
10. Inspect the property locker and all areas within command where invoiced property is being held at the commencement of each tour.
    a. Conduct "Physical Inventory" of property utilizing the Property and Evidence Tracking System.
    b. Inspect seals on all plastic and jewelry security envelopes present for tampering and conduct immediate investigation if seal is violated.
    c. Inspect Property Clerk Division seals on all street vendor property bags and compare their serial numbers with those serial numbers listed on the **PROPERTY CLERK INVOICE (PD521-141)**.
    d. Enter results of inspection of invoiced property and Property Clerk Division seals in Command Log by documenting the "Physical Inventory" number ascertained from the Property and Evidence Tracking System. Make a separate entry indicating any **INVOICES** stored within the command in excess of thirty days, listing each **PROPERTY CLERK INVOICE** number.
    e. Notify the operations coordinator of the number of **PROPERTY CLERK INVOICES** stored within the command in excess of thirty days and expedite delivery of the invoiced property to its final storage location.
    f. Safeguard key and invoiced property during tour.
11. Certify to accuracy and completeness of entries in Command Log concerning vouchered property.
12. Make required adjustments at roll call and finalize as per ARCS procedures.
    a. After platoon is posted record post changes in the Command Log and on front of **ROLL CALL (PD406-144)** as they occur.
    b. Ensure steady sector officers, neighborhood coordination officers, and neighborhood coordination sergeants are not utilized as backfill for other precinct assignments (i.e., shooting posts, prisoner transports, hospital posts, patrol supervisor, desk officer, etc.).
    c. Ensure steady sector officers, neighborhood coordination officers, and neighborhood coordination sergeants are not assigned to out-of-precinct details during their regularly scheduled tours of duty without permission of the Bureau Chief concerned, the Chief of Department or the Police Commissioner.
13. Conduct roll call and, in the absence of a lieutenant platoon commander, inspect uniforms and equipment of members of outgoing platoon, question member's knowledge of command conditions, and ensure familiarity with integrity concerns.
14. Upon completion of roll call, provide the communications dispatcher with a complete "Rundown" of the command's resources (e.g., sector assignments, neighborhood coordination officers, fixed posts, transit/housing posts, bike units, etc.) and special resources (e.g., house of worship car, truancy auto, etc.) as listed on the **ROLL CALL**.

DESK OFFICER (continued)

a. Notify communications dispatcher throughout the tour with changes as they occur (i.e., resources have been reassigned or additional resources have been added, etc.).

15. Log into Domain Awareness System (DAS) and enter the resource's tax number(s), tour assignment (e.g., anti-crime, domestic violence officer, etc.) and their assigned vehicle information, if applicable.
16. Notify Information Technology Bureau (ITB) Service Desk for any non-functioning Automatic Vehicle Location (AVL) device and be guided by their instructions.
    a. Make entry in Telephone Record regarding notification and inform patrol supervisor.
17. Notify patrol supervisor of reassignment of members returning from court or other details.
18. Maintain Command Log.
19. Interview visitors entering command.
    a. Ensure language assistance services (e.g., Language Line telephonic interpreter, certified member of the service, etc.) as outlined in *Patrol Guide 212-90, "Guidelines for Interaction with Limited English Proficient (LEP) Persons"* are available to limited or non-English speakers, as appropriate.
20. Supervise performance of:
    a. Telephone switchboard operator,
        (1) Ensure civilian member of the service is assigned as the telephone switchboard operator, when feasible
            (a) A uniformed member of the service on restricted duty or limited duty may be assigned as the telephone switchboard operator, if necessary
    b. Police attendant,
        (1) Ensure police attendant is not assigned any duties that would require them to leave the cell block while prisoners are lodged therein
    c. Command clerk, and
    d. Patrolwagon operator.
21. Supervise entries made on **PRISONER ROSTER (PD244-145)**.
22. Examine and sign forms and reports as required.
23. Process summonses issued during previous twenty-four hour period when performing duty with first platoon.
24. Supervise issuance of summons books.
25. Verify return roll call.
    a. Supervise platoon sign-out at end of tour.
26. Enter in Interrupted Patrol Log identity of all members of platoon entering command for any reason.
27. Certify entries in **TELEPHONE DISPATCH LOG (PD112-143)** by signing the **LOG** after 4th hour and at end of tour.
28. Record hourly rings for all uniformed members performing duty between 0200 and 0700 hours.

DESK OFFICER (continued)

29. Maintain Telephone Record.
30. Operate and monitor base radio.
31. Arrange meals and reliefs for personnel assigned to duty in command facility.
32. Ascertain that supervisor conducts investigation when a member of the service is injured and/or Department property is damaged and submit required reports in connection therewith.
33. Make required notifications to members of the service assigned to or residing within command.
34. Supervise distribution of paychecks and make appropriate Command Log entries.
35. Notify commanding officer of important matters, i.e., unusual arrest or occurrences and important messages or conditions requiring personal attention.
36. Promptly notify the Intelligence Bureau's Criminal Intelligence Section of major incidents i.e., homicides; assaults involving shootings, stabbings or slashings; home invasions; crime resulting in serious injury to members of the service, significant seizure of contraband, drugs, money, or fireworks; burglary, robbery, firearms, shooting, or pattern crime arrests; gang incidents; hidden compartments (traps) in specific vehicles and any other special circumstances deemed appropriate by the Commanding Officer, Intelligence Bureau and/or precinct/PSA/transit district commanding officer.
37. Confer with commanding officer, executive officer, and operations coordinator concerning any trends observed or other matters of importance.
38. Safeguard and distribute portable radios giving priority to nature of member's assignment.
39. Check on repair, availability and distribution of field equipment, i.e., portable radios and emergency equipment and make entries in pertinent records.
40. Examine reports and forms prepared during previous twenty-four hours and process as required when performing duty with the First Platoon.
41. Forward reports or forms to Departmental units or other commands.
42. Ensure that the United States flag is displayed properly between sunrise and sunset on each day.
43. DO NOT permit unauthorized person behind desk except the following persons when performing their official duties:
    a. Members of the service
    b. Judicial officers
    c. M.E. or assistant
    d. Corporation Counsel or assistant
    e. Comptroller or assistant
    f. District Attorney or assistant
    g. Non-local law enforcement agency personnel.

NOTE *Members of the service are informed as per Local Laws 228 and 246, non-local law enforcement agency personnel are not permitted in any non-public areas of any city property (any real property leased or owned by the city that serves a city governmental purpose over which the city has operational control) absent a judicial warrant.*

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NOTE (continued) *This prohibition, however, does not apply where non-local law enforcement agency personnel seek access to non-public areas of city property in the following circumstances: where such personnel are authorized pursuant to a cooperative agreement, such as a task force; where the access is required by law; where the access furthers the purpose or mission of the Department, such as public safety; or exigent circumstances exist.*

DESK OFFICER (continued)

44. Accept service of civil process for member of command and notify member concerned, when principal administrative associate not performing duty.
45. Assign qualified member to operate patrolwagon when civilian operator is not available. If neither is available in command, request patrol borough command to assign operator.
46. DO NOT assign patrolwagon operator any duty outside stationhouse without prior approval of borough court section concerned. (Assignments from borough court section concerned have priority over precinct assignments).
47. Verify arrival and departure of command receptionist by signing Personnel Schedule and Time Sheet.
48. Forward command receptionist program reports as required.
49. Supervise subordinate members of command.
50. Lieutenant platoon commanders serving as desk officers will evaluate effectiveness of command patrol assignments.
51. DO NOT deploy SNEU/Anti-Crime/Peddler Enforcement personnel unless a SNEU/Anti-Crime/Peddler Enforcement supervisor is assigned directly and totally to their supervision.
52. Ensure that meals assigned to supervising officers performing duty are scheduled so that a supervisor is on patrol at all times.
53. Notify telephone switchboard operator of all post changes.
54. Report defective gas pumping equipment to Fleet Services Division, Fuel Control.
55. Promptly post any messages which modify the "Uniform of the Day."
56. Prepare **DAILY VEHICLE ASSIGNMENT SHEET (PD120-141)** on each tour. Maintain **SHEETS** for the current month on a clipboard behind the desk.
    a. Verify **DAILY VEHICLE ASSIGNMENT SHEET** when performing duty with the first platoon.
    b. Have completed **SHEETS** filed after each month.
57. Prepare **PRECINCT CONSOLIDATED TOUR REPORT (PD120-140)** on every tour and attach to the desk copy of the **ROLL CALL**.
58. Inspect all areas containing Department computer systems at least once each tour and ensure that all systems are being used within Department guidelines and are not damaged in any way.
59. Make required entries on **Roll Call Adjustment (Misc. 3084)** and corresponding changes on desk copy of **ROLL CALL** prior to the start of the incoming platoon.
60. Make Command Log entry prior to being relieved at end of tour. Entry must include:
    a. Identity, condition and location of any member of the service injured during the tour
    b. Location and time of any confirmed shots fired jobs
    c. Location and time of any 10-13 or 10-85 radio runs called during the tour

DESK OFFICER (continued)

d. Open missing persons cases requiring follow up and include identity, age and residence
e. Hospitalized prisoners and their locations
f. Any fixed posts that require relief
g. Number of **COMPLAINT REPORTS**, **THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORTS** and **Police Accident Reports (MV104AN)** pending sign-off
h. Other pertinent information, as required.

NOTE

The final entry serves as a written resource for the relieving desk officer for information about notable incidents and postings that affect personnel deployment.

Sample final entry: "Sgt. Smith off desk. No MOS injured during tour. No shots fired/10-13's/10-85's to report. One missing person: Jones, Sally, F/16, 1808 3rd Ave, #16H. One hospitalized prisoner at Lincoln Hospital E.R. – needs relief. DOA at 123 Main St. #12B – needs relief. Two complaint reports pending sign-off. RMP #1234 placed out of service (mechanical) at 1300 hours."

NYPD

COMMAND INTEGRITY CONTROL OFFICER

1. Perform NO DUTIES other than integrity control.
2. Perform duty regularly in one command.
3. Provide commanding officer with work schedule/roll call by Thursday for the upcoming week (next week).
   a. Upon approval, provide copy to Commanding Officer, Borough/Bureau Investigations Unit.

NOTE *Assistant integrity control officers will also comply with the above step.*

4. Develop and Maintain:
   a. An Integrity Control Program suitable and responsive to command conditions and
   b. A comprehensive overtime control plan which includes an audit and review process.
5. Make recommendations to commanding officer concerning integrity control.
6. Observe command conditions and visit corruption prone locations frequently, at irregular hours. Keep commanding officer advised of conditions and possible corruption hazards.
7. Visit command holding cells, detective holding cells, emergency rooms and hospitalized prisoner rooms.
8. Assist commanding officer in developing sources of information regarding integrity and corruption by maintaining rapport with members of the service (uniformed and civilian) and private citizens.
9. Instruct uniformed members of the service, during roll call training, on the proper methods of identifying, reporting and combating corruption.
   a. Inspect the non-public areas of the command to ensure the two Department signs entitled, "**Reporting Corruption and Misconduct (SP 7)**" and "**Corruption Tears Us All Apart (SP 7-1)**" are conspicuously posted.
10. Provide advice to commanding officers/unit commanders concerning appropriate penalties for violations of Department regulations.
11. Conduct investigations and submit reports in response to official communications received from the Internal Affairs Bureau and patrol borough investigations units when so assigned by commanding officer.
12. Compile, maintain and update "Confidential Performance Profile" of subordinate members. Verify the "Profile" annually with the Central Personnel Index of the Personnel Bureau, and forward all necessary "Profile" information to member's commanding officer when member is transferred.
13. Confer with all sergeants upon their assignment to the command and annually thereafter, apprising them of those members of the command who have significant negative information in their "Confidential Performance Profile."
14. Conduct CPI check when new members are assigned to command.

COMMAND INTEGRITY CONTROL OFFICER (continued)

15. Inspect time cards, overtime records, property records, **SUPERVISOR FEEDBACK FORMS**, vending machine ledgers, etc.
16. Maintain records concerning the Integrity Control Program including a "Integrity Monitoring File" (see *P.G. 203-21*).
17. Review records relating to court appearances resulting in overtime.
18. Inspect and sign digital **Activity Logs** of sergeants.
19. Inform local businessmen of Departmental policy and provisions of the Penal Law, concerning corruption and gratuities.
20. Develop liaison with Internal Affairs Bureau and patrol borough investigations units to exchange information for self initiated anti-corruption programs.
21. Review Command Log entries regarding invoiced property daily and if any property is stored in the command in excess of thirty days, consult with the operations coordinator, desk officer etc., to determine if an integrity or corruption hazard exists. If so, brief the executive officer/commanding officer and take appropriate action to correct the situation.
22. Notify patrol borough investigations unit concerned regarding self initiated cases.
23. Verify Identification Section's printout of Criminal History Record Inquiries (name checks).
24. Ensure the annual issuance and collection of the NYPD Restricted Parking Permits (Misc. 23-N) is in compliance with *P.G. 219-29,* "*Distribution and Use of NYPD Restricted Parking Permits.*"
    a. Maintain a record of the issuance and return of the NYPD Restricted Parking Permits in a command Parking Permit Log as follows:

PERMIT NO.	DATE ISSUED	NAME OF MEMBER	VEHICLE		DATE RETURNED	REMARKS
			MAKE	PLATE #		

25. Check equipment and supplies regarding misuse or misappropriation.
26. Ascertain that computer security and integrity is maintained, including all official Department recorded media or recorded media coming into possession of the Department as evidence or for investigative purposes (e.g., video tape, photographic images or pictures, audio recordings, electronic or internet files, etc.).
27. Conduct investigations when member of the service in the military fails to provide appropriate military contract and drill schedule to precinct timekeepers.
28. Physically inspect all Department radios assigned to command monthly to ensure accountability.
29. Identify all radios assigned outside of command on a permanent basis and confer with the commanding officer regarding the necessity for its continuance.
30. Debrief prisoners concerning corruption/serious misconduct, when possible.

COMMAND INTEGRITY CONTROL OFFICER (continued)

31. Ensure accuracy of the license plates recorded on **CERTIFICATION OF PARKING SUMMONSES SERVED (PD160-146)** by performing random checks of summonses in accordance with established command self-inspection procedures.
32. Become well versed in the use of the computerized Accident System Index and its "AAMZ/AQIA screens".
33. Utilize the aforementioned "screens" to regularly scan **Police Accident Reports (MV104AN)** for the following corruption indicators:
    a. An inordinate amount of **Police Accident Reports (PAR's)** submitted by the same UMOS.
    b. Discrepancies between the dates and times of submitted **PAR's** and those of UMOS scheduled tours.
    c. Any **PAR** submitted by a command clerk and
    d. Any **PAR** submitted by a UMOS assigned to an outside command, i.e. Strategic Response Group, bordering precinct, etc.
34. Conduct investigation when warranted and contact the Fraudulent Collision Investigation Squad for assistance, if necessary.
35. Access the Department's intranet webpage each month to ascertain Paid Detail activities of individual members assigned to command, including times and locations.
    a. Select an appropriate representative sampling and compare against command roll call and overtime records to ensure there are no discrepancies.
    b. Include in command overtime self-inspection program.
36. Inspect all male and female lockers annually, during the month of November, for proper display of Department stickers **POLICE DON'T MOVE (PD672-133)** and **PROPER TACTICS SAVE LIVES (PD642-110)**.
    a. Ensure that the **POLICE DON'T MOVE** sticker contains the member's rank, name, shield and squad number information
    b. Enter results of inspection of Department locker stickers in Command Log.

NOTE *Borough Investigations Units and the Borough Training Coordinator will conduct random inspections of Command Level Training Program to ensure all members are receiving required training.*

37. Conduct monthly audit of Domain Awareness System (DAS) to ensure desk officers are updating the Automatic Vehicle Location (AVL) system each tour.
    a. Investigate damage caused to any AVL device.
    b. Ensure all notifications concerning any issues with AVL devices have been made to Information Technology Bureau.

Section: Duties and Responsibilities		Procedure No: 202-16	
PRINCIPAL ADMINISTRATIVE ASSOCIATE			
DATE ISSUED: 03/29/18	DATE EFFECTIVE: 03/29/18	REVISION NUMBER:	PAGE: 1 of 1

PRINCIPAL ADMINIS-TRATIVE ASSOCIATE

1. Acts as principal assistant in precinct/police service area/transit district to operations coordinator.
2. Responsible for direct line supervision and training of both uniformed and civilian members of the service assigned to clerical, administrative, and custodial staff, including roll call, payroll/time records, clerical, crime analysis and communications.
3. Assists in providing staff supervision of SP9, telephone switchboard, command clerk positions and all non-clerical civilian personnel.
   a. Inform and train personnel regarding changes in position functions.
   b. Consult with desk officer and training sergeant regarding training needs.
   c. Request civilian personnel be included in Command Level Training Program, when appropriate.
4. Monitors attendance and punctuality of members of the service under his/her supervision.
5. Responsible for scheduling adequate coverage of positions under his/her supervision.
6. Develops and/or assists in developing procedures and methods, records and operational controls.
7. Communicates new and/or modified policy methods and procedures to staff and evaluates results.
8. Prepares routine, complex, and confidential communications, including self-inspection reports.
9. Prepares performance evaluations for designated staff members using "Tasks and Standards Guide."
10. Attends supervisory staff meetings and conducts meetings with subordinate staff.
11. Have a Command Log entry made of the time arriving and leaving the precinct stationhouse, police service area, or transit district, and the reason.
12. Performs other assignments as directed by commanding officer and/or operations coordinator.
13. Prepare self-inspection of command's military leave records, as required.
14. Notify the operations coordinator and integrity control officer if member's current military contract and current drill schedule are not provided by the member concerned.
15. Regularly confer with assigned personnel administrative manager as a resource to aid and assist in identifying, clarifying and resolving matters relating to civilian members of the service.

NOTE *In commands where there is no principal administrative associate assigned, the commanding officer concerned will designate a member of the service to perform the above functions.*

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PATROL SUPERVISOR

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
2. Supervise all police field operations within command during tour of duty.
3. 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.
      (1) Communications Section will immediately dispatch a patrol supervisor from an adjoining command if patrol supervisor, command of occurrence, is not available.
4. Conduct roll call, if directed by lieutenant platoon commander or desk officer.
   a. Ensure steady sector officers, neighborhood coordination officers, and neighborhood coordination sergeants are not utilized as backfill for other precinct assignments (i.e., shooting posts, prisoner transports, hospital posts, patrol supervisor, desk officer, etc.).
   b. Ensure steady sector officers, neighborhood coordination officers, and neighborhood coordination sergeants are not assigned to out-of-precinct details during their regularly scheduled tours of duty without permission of the Bureau Chief concerned, the Chief of Department or the Police Commissioner.
5. Confer with commanding officer, executive officer, operations coordinator, lieutenant platoon commander and desk officer concerning trends observed or other matters of mutual interest and importance.
6. Conduct investigation and submit reports on injuries to members of the service (uniformed and civilian) or damage to Department property.
7. Report serious deficiencies in RMP seatbelts to lieutenant platoon commander or in his/her absence, direct to commanding officer.

NOTE *Take appropriate action if defects in seatbelts are deemed to be of a nature not consistent with normal usage. In addition, be vigilant for indications that members are disabling or improperly using seatbelts (e.g. buckling seatbelt behind occupant's body or behind seat).*

8. Report all vandalism of RMP seatbelts to the Internal Affairs Bureau.
9. Visit various locations within command at different times during the first platoon to ascertain that uniformed members of the service are performing duty at all times.
10. Conduct investigations and submit reports as required.
11. Maintain digital **Activity Log** and make entries listing times, names and assignment of police officers visited.
12. Be cognizant of crimes and other conditions within command and instruct police officers concerning activities that affect their sector/posts.
13. Patrol command in uniform equipped with portable radio, as directed.
14. Supervise inspection of Department vehicles assigned to members of platoon.

PATROL SUPERVISOR (continued)

15. Visit police officers assigned to foot and radio motor patrol frequently and at irregular intervals during tour and indicate visit by signing digital **Activity Log** of each member.
16. Visit uniformed members of the service assigned to hospital and special posts at least once each tour.
17. Ensure that radio messages directed to member assigned to sector/post are acknowledged.
18. Direct RMP units to resume patrol when services are no longer required.
19. Report derelictions of duty to commanding officer.
20. Keep lieutenant platoon commander or desk officer notified of current matters of importance.
21. Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or desk officer for meal, when designated.
22. 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.
23. Review and sign **OFFICER PROFILE REPORTS** of police officers/detectives specialists, monthly.
    a. Make required entries and deliver completed **REPORTS** to platoon commander for review by the fifth day for the previous month.
24. Sign return **ROLL CALL (PD406-144)** after completion of tour.
25. Supervise member's performance of duty, test knowledge of command conditions and closely evaluate member's activity.
26. Submit to commanding officer, in writing, recommendations for special assignment, detective designation, or change in assignment for members under supervision.
27. Evaluate driving habits and abilities of members of the platoon and take corrective action as necessary.
28. 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.

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Section: Duties and Responsibilities		Procedure No: 202-18	
SUPERVISOR OF ANTI-CRIME PATROL			
DATE ISSUED: 06/01/16	DATE EFFECTIVE: 06/01/16	REVISION NUMBER:	PAGE: 1 of 1

SUPERVISOR, ANTI-CRIME PATROL

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
2. Confer with commanding officer, special operations lieutenant, crime analysis officer and uniformed supervisors on patrol to identify locations of high crime within the command.
3. Examine **COMPLAINT REPORTS (PD313-152)** and **ON LINE BOOKING SYSTEM ARREST WORKSHEETS (PD244-159)** to establish times and locations of violent street crimes and burglaries.
4. Inspect members daily for proper equipment and ensure that each member is equipped with a nylon windbreaker jacket (including Transit Bureau anti-crime members) conforming to the specifications of *P.G. 204-04, "Optional Uniform Items,"* and Oleoresin Capsicum pepper spray.
5. Inspect Department autos daily for necessary equipment, including portable red light.
6. Ensure that members are properly trained regarding duties as described in current Department directives.
7. Supervise member's performance, be cognizant of location of anti-crime members, and be able to contact personnel at all times.
8. Apprise patrol sergeants of anti-crime activity locations for information of uniformed members on patrol.
9. Ensure that anti-crime personnel do not conduct decoy operations without prior approval of the bureau chief concerned.
10. Notify platoon commander and special operations lieutenant of all incidents of importance that occur during tour.

NYPD

TRAINING SERGEANT

1. Perform duty in uniform, as the primary training instructor and coordinator for all uniformed and civilian members of the command of assignment.
2. Supervise and coordinate the field training program in the absence of a field training sergeant.
3. If assigned to a patrol precinct, transit district, or police service area, conduct training outside of the command as an adjunct instructor in accordance with the schedule published by the Deputy Commissioner, Training.
   a. The schedule is not to exceed five tours per quarter.
   b. The primary training location outside of the command will be the Police Academy, but may vary based on the needs of the Training Bureau.
4. Develop, implement and maintain a comprehensive command-level training program that is suitable and responsive to the needs of the assigned members of the service, and addresses local command conditions.
5. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
   a. Training sergeants in commands without a desk officer will sign in as directed by the commanding officer.
   b. Training sergeants reporting to the Police Academy or other external training sites will report for duty in uniform, business attire, or civilian clothes, as directed by the Training Bureau.
6. Perform tours of duty at the direction of the commanding officer.
   a. Tours should maximize exposure to all members of the command.
   b. Tours should be adjusted, when necessary, to train members outside normal working tour.
   c. Tours may be adjusted when performing training outside of the command for the Training Bureau.
7. Conduct roll call training regularly, not to exceed 25 minutes, for all three platoons.
   a. Ensure that members not assigned to the three platoons receive similar training.
   b. Prepare roll call messages daily, to ensure steady flow of information.
   c. Training sergeants assigned to commands that do not conduct roll call, should schedule regular training sessions at the direction of the commanding officer.
8. Attend the monthly Police Academy Command Level Training Program conference and other training seminars to receive instruction on how to best conduct training on topics selected by the Training Committee.
   a. If the training sergeant is unable to attend, commanding officers will assign an appropriate alternate trainer.

TRAINING SERGEANT (continued)

9. Confer frequently with the commanding officer and executive officer, members of the community, command uniformed and civilian supervisors, and Training Bureau to identify training needs.
   a. Attend community meetings at the direction of the commanding officer.
10. Keep abreast of occurrences and current events within the command, as well as borough and Citywide, to aid the commanding officer in identifying issues that may be resolved through training.
11. Periodically review reports and forms completed by members of the command and note any individual, or patterns of deficiencies, which may be rectified through training.
12. Frequently survey members of the command for training topics and request feedback from members regarding training.
13. Frequently check the Department intranet/internet/FINEST for current Orders (i.e., Interim/Operations Orders), memos, messages, etc., and relay relevant messages through training, announcements and roll call instruction.
   a. Direct members to appropriate websites to view recent Orders/directives and pertinent videos, messages, etc.
14. Confer with the Training Bureau, and/or check the Training Bureau intranet page, to identify current training topics and generic lesson plans that may assist in satisfying identified training needs of the command.
15. Utilize the online Training Attendance Certification Transcript Integrated Collection System (TACTICS) application to electronically record all training conducted.
   a. Ensure members scan identification cards to receive credit for training.
   b. When conducting command specific training, identify the general course in the TACTICS application that coincides with the training topic and record attendance under that course.

NOTE *The Training Bureau has populated the TACTICS application with generic courses that can be used during unit training and when training deficiencies in the command are identified. If a generic course coinciding with the identified training needs cannot be located, confer with the Training Bureau for guidance.*

16. Utilize TACTICS to schedule, coordinate, and monitor training for the command.
   a. Ensure all members are attending training within the training cycle.
   b. Monitor attendance at external training and recommend discipline for members who fail to appear, as appropriate.

NOTE *The Borough/Bureau Training Coordinators will inspect TACTICS to ensure members are receiving required command level training.*

TRAINING SERGEANT (continued)

17. Make Training Bureau lesson plans available and accessible to supervisors in the command for training when unavailable due to vacation, sick, etc.
18. Utilize the command's digital media displays to post relevant training information and general messages.
    a. Utilize displays to give advanced notice of training topics to increase interest.
    b. Prepare and maintain training bulletin boards, if no digital media displays are available in the command.
    c. Supervise the maintenance of all command bulletin boards/pin maps.
19. Measure effectiveness of training by regularly:
    a. Questioning members on recent training topics and current Orders and directives
    b. Observing uniformed members in the field, during arrest processing, and while conducting administrative tasks
    c. Observing member's interactions with the general public, as well as prisoners, suspects, witnesses, victims, and other Department members
    d. Reviewing forms and reports prepared by members of the command.
20. Maintain command library.
21. Relieve the desk officer and patrol supervisor regularly, to keep abreast of current patrol functions (not to exceed two hours per tour), if assigned to a patrol command.
    a. Utilize this time to review reports, observe uniformed members in the field, and question members of the public on officer performance.

NOTE *Members assigned as training sergeants in patrol commands should not regularly be utilized to fill any other administrative position. Commanding officers should consider the importance of command level training and the fact that these members must act as instructors in the Police Academy on a quarterly basis, when approving alternate assignments.*

22. Periodically review Body-Worn Camera (BWC) video as appropriate, to provide positive feedback and address any performance or tactical deficiencies observed.
23. Assess compliance with *P.G. 212-123, "Use of Body-Worn Cameras"* and take necessary remedial action to correct deficiencies.
24. Prepare and submit monthly BWC inspection report to the Compliance Division's Body-Worn Camera Unit by the 20th of each month for videos reviewed during the previous month.

ADDITIONAL DATA *Borough/bureau training coordinators will ensure that Body-Worn Camera (BWC) videos are reviewed, as appropriate, to provide positive feedback and address any performance or tactical deficiencies observed.*

TRAFFIC SAFETY SERGEANT

1. Perform tours of duty at the direction of the commanding officer.
2. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
3. Supervise traffic safety officer and other members of the command as directed by the commanding officer.
4. Monitor and review all **Police Accident Reports (MV104AN)**.
5. Review and analyze all **TRAFFIC INTELLIGENCE REPORTS (PD178-150)**.
6. Supervise and review the precinct Traffic Safety Plan and Emergency Plans 'A,' 'B,' and 'C.'
7. Attend patrol borough traffic safety meetings with traffic safety officer.
8. Review prepared statistical data for Trafficstat meetings and attend meeting with executive officer.
9. Attend patrol borough traffic safety meetings.
10. Attend community council and safety board meetings, as well as, other public forums to discuss traffic safety at the direction of the commanding officer.
11. Ensure the maintenance and updating of the precinct's traffic safety bulletin board with current collision-prone locations, school/house of worship crossings, and other traffic safety information.
12. Ensure borough level training is attended by newly assigned precinct traffic safety officers.

NOTE *All traffic safety sergeants will be familiar with the "Procedural Manual for Traffic Safety Officers."*

DOMESTIC VIOLENCE SERGEANT

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
2. Perform duty in uniform, unless specifically authorized to do otherwise.
3. Perform tours of duty at the direction of the commanding officer.
4. Report to special operations lieutenant.
5. Act as the command's primary domestic violence prevention officer.
6. Supervise members performing domestic violence duties.
7. Review and approve all **New York State Domestic Incident Reports (DCJS-3221**) daily.
8. Review and update all cases in ECMS/DVIMS, as appropriate.
9. Frequently review Order of Protection Log and ensure referral/service of all Orders of Protection received at command.
10. Review and sign completed **DOMESTIC VIOLENCE HOME VISIT CHECKLISTS (PD313-148)**.
11. Recommend to commanding officer additions/removals to High Propensity/Child at Risk Lists.
12. Collaborate with precinct detective squad on active domestic violence cases and offender apprehension efforts.
13. Ensure all wanted domestic violence offenders are prioritized within the command.
14. Confer with special operations lieutenant, supervisor of anti-crime patrol, and field intelligence officer regarding wanted domestic violence offenders.
15. Be command's primary liaison to Family Court/Family Justice Centers.
16. Assign home visits, as necessary.
17. Maintain current contact information of domestic violence service providers.
    a. Provide information to all members of the command to ensure appropriate referrals of services for all family/households.
18. Coordinate domestic violence outreach events in area of assignment.
    a. Ensure that culturally diverse communities receive culturally relevant outreach.
19. Be responsible for, and review/update the ICAD Exception Log.
20. Notify New York State Department of Corrections and Community Supervision (DOCCS) or New York City Department of Probation, as applicable, within 72 hours upon becoming aware of a known parolee/probationer involved in a domestic incident requiring the preparation of a **New York State Domestic Incident Report**.
21. Supervise the preparation and submission of all weekly/monthly domestic violence reports.
22. Review all unfounded/refused **New York State Domestic Incident Reports** and conduct follow-up investigations when warranted.
23. Confer with precinct training sergeant to ensure command domestic violence training needs are met.

NEIGHBORHOOD COORDINATION SERGEANT

1. Perform duty in uniform.
2. Report directly to the commanding officer.
3. Work flexible tours as command conditions and community needs dictate.
4. Oversee schedule for neighborhood coordination officers, ensuring:
   a. Tours are scheduled based on sector conditions and community needs,
   b. Neighborhood coordination officers (NCOs) assigned to the same sector work the same tour, unless one officer is assigned to a court tour or is on vacation/leave, etc., and
   c. Neighborhood coordination officers are not assigned to details during their regularly scheduled tour of duty.
5. Regularly confer with the commanding officer, executive officer, special operations lieutenant, platoon commanders, precinct detective squad commander, NCOs, community leaders, residents, school principals, school staff, school safety personnel, and business persons to identify crime and quality of life conditions affecting the command.
6. Assist precinct commanding officer in developing and implementing the precinct school safety plan.
7. Confer with School Safety Division's Field Intelligence Unit, regularly, to develop command strategies to address school-related conditions and to coordinate the command resources.
8. Keep special operations lieutenant apprised of activities in, and around, school facilities.
9. Assist NCOs in identifying strategies to address sector conditions.
10. Coordinate the activities of NCOs with other members of the command.
11. Assist NCOs with activities involving other Department units, governmental agencies, and community groups.
12. Supervise and evaluate performance of all members assigned as NCOs and youth coordination officers.
13. Monitor level of NCOs' effectiveness by determining success of crime reduction and problem solving strategies, level of engagement with other Department units, conducting conferrals with community residents or business persons, etc.
14. Use **SUPERVISOR FEEDBACK FORM** on the Craft application to highlight commendable actions by NCOs and steady sector officers (i.e., an arrest that closes a precinct pattern, an exceptional community interaction, etc.), when warranted.
15. Regularly participate in community meetings, school activities/events, and Neighborhood Work Groups, as appropriate.
16. Coordinate activities with precinct youth coordination officer.
17. Visit schools regularly and confer with principals and School Safety Division supervisors regarding school-related conditions.
18. Evaluate and coordinate "Safe Passage" and "Safe Corridor" Programs.
19. Assist with training of school safety personnel.

NEIGHBORHOOD COORDINATION SERGEANT (continued)

20. Respond to incidents where a school safety agent is a victim of an offense while performing duty.
21. Coordinate with School Safety Division personnel to provide necessary assistance in obtaining required additional resources.
22. Maintain a master file for all sectors of all active community groups/persons at the command.
23. Maintain other unit records, as necessary.
24. Liaise with borough/bureau to acquire training for NCOs, as necessary.
25. Liaise with counterpart in Housing Bureau, if assigned to Patrol Services Bureau, and Patrol Services Bureau, if assigned to Housing Bureau.
26. Liaise with precinct domestic violence prevention officer on cases involving child abuse.
27. Coordinate with School Safety Division Truancy Coordinator, as necessary.
    a. In accordance with *P.G. 215-07, "Truants,"* truants are either to be returned to their registered school, if it is in close proximity, or they are to be brought to a borough-wide intake site determined by the Department of Education.

NOTE

Neighborhood coordination sergeants will not be used as backfill for other command assignments (i.e., patrol supervisor, desk officer, etc.).

Neighborhood coordination sergeants will not be assigned to details during their regularly scheduled tours of duty without permission of the bureau chief concerned, the Chief of Department, or the Police Commissioner.

All members of the service who are serving as neighborhood coordination sergeants are authorized to wear an NCO breast bar above their shield, directly below any Unit Citation or individual recognition awards, for the duration of their tenure in the assignment.

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CRIME ANALYSIS SERGEANT

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
   a. Sign Command Log at the end of tour.
2. Perform duty in uniform, unless authorized to do otherwise by the Commanding Officer, Office of Crime Control Strategies.
3. Perform only crime analysis related duties as directed by the Office of Crime Control Strategies.
   a. Perform duties as directed by the commanding officer, if assigned to a housing PSA or transit district.

NOTE *Crime analysis sergeants will not be utilized as backfill for other precinct assignments (i.e., patrol supervisor, desk officer, meal relief, etc.).*

4. Supervise members assigned to the Office of Crime Control Strategies (i.e., crime analysis officer and crime analyst).
5. Provide support to precinct, detective squad, and patrol borough personnel (e.g., Pattern Identification Module Unit, etc.).
6. Confer regularly with the commanding officer, special operations lieutenant, platoon commanders, precinct detective squad, and specialty unit officers (e.g., neighborhood coordination officer, field intelligence officer, gang, narcotics, etc.) to obtain intelligence.
7. Communicate frequently with command staff and counterparts from Patrol Services, Housing, and Transit Bureaus in an effort to share and disseminate pertinent information.
8. Liaise with Quality Assurance Division's Data Integrity Unit.
9. Review all **COMPLAINT REPORTS (PD313-152)** within the command.
   a. Establish emerging crime trends and patterns.
   b. Verify offenses are properly classified in accordance with the **Crime Complaint Reporting System Reference Guide**.
      (1) Notify the training sergeant of any deficiencies.

NOTE *The accuracy and completeness of **COMPLAINT REPORT WORKSHEETS (PD313-152A)** will continue to be the responsibility of the desk officer. P.G. 207-07, "Preliminary Investigation of Complaints (Other Than Vice Related or Narcotics Complaints)" will be strictly adhered to.*

10. Assist the commanding officer in identifying emerging crime conditions, trends, and patterns.
    a. Focus on crime and quality of life conditions within command boundaries, in addition to surrounding areas for crime crossover.
    b. Maintain an awareness of existing patterns and information regarding people, places, problems and/or factors, such as modus operandi, potential suspects, property descriptions, methods of entry, environmental factors, etc.

CRIME ANALYSIS SERGEANT (continued)

c. Supply the commanding officer 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.

NOTE *Crime mapping should include a broader spatial view that is not limited to precinct boundaries.*

11. Regularly conduct roll call training sessions on wanted persons, crime conditions, trends and patterns, etc., affecting the command.
12. Monitor pattern releasees in an attempt to identify persons of interest who may fit the modus operandi of specific crimes in command.
13. Review data sources of information and intelligence from within the Department and outside agencies for analysis purposes.
14. Prepare weekly command analytical report and forward to the Office of Crime Control Strategies.
    a. Provide report to precinct personnel and to appropriate personnel in other commands/bureaus.
15. Prepare a variety of statistical and analytical reports identifying crimes using available Department databases.
    a. Use computer generated reports created by the Office of Crime Control Strategies.
    b. Refer to **Crime Analyst Reference Manual** available on the Department Intranet.
16. Prepare and submit required reports to patrol borough concerned.
17. Designate a member to maintain and update the command's Crime Information Center, weekly, as per *P.G. 212-103, "Crime Information Centers."*
18. Ensure members assigned to the Office of Crime Control Strategies view the CompStat meeting when their patrol borough is in attendance.

FIELD INTELLIGENCE SERGEANT

1. Perform only intelligence related duties, as directed by Commanding Officer, Criminal Intelligence Section, and confer with commanding officer, assigned command.
2. Report to desk officer at the start of tour for entry in the Command Log as present for duty.
   a. Sign Command Log at the end of tour.
3. Perform duty in civilian clothes.
   a. Be equipped with Oleoresin Capsicum pepper spray, and other equipment, as required, while on duty.
4. Ensure field intelligence officer is equipped, as appropriate, while on duty.
5. Respond to incidents in the field to provide assistance and gather information.
6. Supervise and evaluate the performance of field intelligence officers within assigned command.
7. Schedule tours of duty for field intelligence officers, as appropriate.
8. Ensure field intelligence officers appropriately follow-up on any actionable intelligence gathered.
9. Coordinate debriefings with command field intelligence officer and Detective Bureau, as necessary.
10. Conduct debriefings of prisoners when circumstances indicate intelligence may be gained.
11. Ensure field intelligence officers enter information into Enterprise Case Management System (ECMS) and other Department databases, as appropriate.
12. Track and review all ECMS "Positive Debriefing" entries related to active criminal investigations.
13. Ensure copies of "Positive Debriefing" entries in ECMS have been electronically forwarded to the appropriate investigative units after review.
14. Maintain the Command Recidivist List and update quarterly via the Recidivist Tracking and Reporting Database (RTRD).
15. Access information from computer databases that are not available at command level, via Commanding Officer, Criminal Intelligence Section.
16. Perform duties of supervisor as outlined in *P.G. 212-68, "Confidential Informants,"* when necessary.
17. Forward **COMPLAINT FOLLOW-UP INFORMATIONALS (pink) (PD313-081A)** to Borough Field Intelligence Coordinator, Criminal Intelligence Section, as necessary.
18. Review and sign **SEARCH WARRANT REQUEST (PD374-162)** and comply with *P.G. 212-75, "Search Warrant Applications,"* when applicable.
    a. Notify Commanding Officer, Criminal Intelligence Section prior to execution of search warrant, if possible.
       (1) Confidentiality will be maintained in order to ensure the safety of all members involved and the integrity of the investigation.

FIELD INTELLIGENCE SERGEANT (continued)

19. Supervise field intelligence officers and represent Intelligence Bureau at the scene of search warrant execution.
    a. Comply with *P.G. 221-17, "Search Warrant Execution."*
20. Confer regularly, with Commanding Officer, Intelligence Bureau, special operations lieutenant, platoon commander, precinct detective squad commander, and neighborhood coordination sergeant in command of assignment to identify crime and quality of life conditions.
    a. Develop command specific debriefing questions in regard to specific crimes, patterns, or trends.
21. Participate, regularly, in command supervisor and crime strategy meetings.
22. Promote intelligence gathering by addressing roll calls and participating in detective, and patrol, training sessions.
23. Prepare weekly Intelligence Bureau Activity Report.
    a. Forward copy to Commanding Officer, Criminal Intelligence Section.
    b. Submit copy to commanding officer, command of assignment.
24. Ensure all intelligence is disseminated to the proper command field intelligence sergeant, appropriate investigative unit, and precinct concerned.
25. Use Intelligence Bureau, Field Intelligence Support Team (FIST) to assist with follow up on intelligence gathered (i.e., surveillance, fencing operations, controlled buys, reverse sting operations, reconnaissance, etc.), when appropriate.

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POLICE OFFICER

1. Perform duty in uniform as indicated on roll call or as directed by competent authority.
2. Proceed to post, sector or assignment as directed by supervisor.
3. Comply with meal and post relieving points as directed by commanding officer.
4. Report to desk officer when entering or leaving stationhouse/police service area/transit district during tour of duty indicating reason for presence therein.
5. Be aware of, and inspect, post or sector for conditions requiring police attention.
6. Report immediately to the patrol supervisor and the platoon commander any unusual crime, occurrence or condition.
7. Report conditions not requiring immediate attention to the command clerk.
8. Render all necessary police service in assigned area and as otherwise directed.
9. Familiarize self with the everyday routine of people residing, doing business or frequenting post or sector.
10. Investigate suspicious conditions and circumstances on the post.
11. Give attention to crime hazards.
12. Signal the command each hour, if not equipped with radio.
    a. All uniformed members will ring between 0200 and 0700 hours direct to the desk officer.
    b. When assigned to school or church crossing, signal before and after crossing.
    c. Do not signal when assigned to a traffic post.
    d. Uniformed members assigned to the Transit Bureau will signal the command when arriving and leaving assigned post, going on and coming off meal, and as indicated on the roll call.
13. When dispatched to an assignment by the telephone switchboard operator, keep the telephone switchboard operator informed of police services rendered.
14. Report police services rendered in another command to desk officer of that command.
15. Submit **OFFICER PROFILE REPORT** to the designated sergeant by the second day of the month for the previous month.
    a. Submit **REPORT** prior to leave, or if not possible, without delay upon return to duty if scheduled for vacation or other leave.
16. Call the desk officer when detained at court or elsewhere and unable to return to command to sign the Return Roll Call at end of tour.
17. Maintain digital **Activity Log**.
18. Preserve completed **ACTIVITY LOGS (PD112-145)** and produce them as required by competent authority.
19. Monitor portable radio.
20. Do not leave post/sector until meal actually commences and be back on post when meal is over. (Travel time is not authorized).
21. When assigned as a steady sector officer in a Neighborhood Policing command:
    a. Perform duty in uniform as permanently assigned member of sector car.

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POLICE OFFICER (continued)

b. Adhere to *P.G. 202-22, "Radio Motor Patrol Operator,"* or *P.G. 202-23, "Radio Motor Patrol Recorder,"* depending on assignment of the day.
c. Respond to calls for service in assigned sector.
d. Address conditions of mutual importance in assigned sector, as appropriate, when notified by neighborhood coordination officer.
e. Participate in community meetings in assigned sector.
f. When not assigned to calls for service, utilize uncommitted time to assist neighborhood coordination officers in implementing strategies to address crime and order maintenance problems within assigned sector.

NOTE *Uncommitted time is utilized by steady sector officers to engage the community, participate in community meetings, address conditions, and conduct enforcement operations. Uncommitted time consists of approximately two hours and forty minutes, or one-third of an eight hour tour, to be taken by steady sector officers as conditions dictate, in one or more blocks of time.*

g. Notify Communications Section radio dispatcher utilizing radio code signal 10-75C for community visits and radio code signal 10-75D when addressing sector conditions and make detailed digital **Activity Log** entries to initiate uncommitted time.
h. Be knowledgeable about crime conditions, community issues, and resources in assigned sector.
i. Obtain sector crime information from precinct crime analysis personnel weekly and as needed.
j. Review crime analysis reports and become well-versed in crime patterns and trends within assigned sector, with the assistance of precinct crime analysis personnel.
k. Utilize the **OFFICER SELF-REPORT FORM** on the Craft application to report achievements in crime prevention, problem-solving, community engagement, etc.

NOTE *Steady sector officers will not be utilized as backfill for other precinct assignments (i.e., shooting posts, prisoner transports, hospital posts, etc.).*

Steady sector officers will not be assigned to details during regularly-scheduled tours of duty without permission of the Bureau Chief concerned, the Chief of Department or the Police Commissioner.

22. When assigned as a response officer in a Neighborhood Policing command:
a. Perform duty in uniform.
b. Adhere to *P.G. 202-22, "Radio Motor Patrol Operator,"* or *P.G. 202-23, "Radio Motor Patrol Recorder,"* depending on assignment of the day.
c. When assigned to response car, patrol as determined by platoon commander or other competent authority.
d. Answer calls for service so that steady sector officers can engage in uncommitted time.
e. Provide back-up for and assist sector cars, when necessary.

RADIO MOTOR PATROL OPERATOR

1. Inspect the serviceability of seatbelts in the radio motor patrol car.
   a. Notify patrol supervisor of any deficiencies found in accordance with *Patrol Guide 219-01, "Inspection of Department Vehicles Each Tour by Operator."*
2. Wear safety belts.
   a. Wear three-point safety belts, when provided.
   b. Wear two-point safety belts (lap belts) if three-point safety belts are not provided.
   c. Use safety belt extender when three-point safety belt becomes difficult to engage due to space constraints.

NOTE

There is an increased risk of significant injury to members of the service who do not wear safety belts. There is no question that wearing a safety belt when involved in a motor vehicle collision reduces the extent and severity of injuries and saves lives.

Therefore, the wearing of safety belts is required for all individuals operating or riding in a Department vehicle (marked or unmarked) or a private vehicle authorized for Department use. Safety belts may be removed ONLY when a member of the service is involved in what appears to be a dangerous tactical situation and the wearing of the safety belt may impair the member's ability to take police action.

3. Inspect Ballistic Window Inserts and Window Insert Wedges for proper installation and damage, if vehicle is so equipped.
   a. Immediately report deficiencies to the patrol supervisor.
4. Exchange assignments every four hours with the recorder of the radio motor patrol car.
5. Operate car for the entire tour when assigned as driver of ranking officer.
   a. Monitor radio messages directed to assigned area when supervisor is out of car.
6. Permit only uniformed members of the service performing related police duty to enter or ride in a radio motor patrol car on patrol.
7. Respond to messages of serious police emergency within five blocks of location even if messages are directed to another car, regardless of sector, precinct and borough boundaries.
8. Do not carry electric blasting caps in vehicles or transmit within 150 feet of any electric blasting operation.
9. Monitor radio when recorder is assigned to a school or church crossing.
   a. Pick up recorder and respond to assignment when directed by radio dispatcher.
10. Leave radio on and have the car ready for instant use when car is being cleaned or supplied with fuel.
    a. Do not put car out of service if fuel is to be obtained in assigned command.
11. Avoid remaining in areas where radio reception is poor.

RADIO MOTOR PATROL OPERATOR (continued)

12. Proceed to an emergency scene with due caution. (Do not use the siren unnecessarily; approach the scene of a reported crime quietly).
13. Take RMP car out of assigned sector when:
    a. Directed by competent authority, or
    b. Answering an emergency call, or
    c. Servicing, repairing or cleaning required, with permission of desk officer.
14. Constantly patrol assigned sector.
15. Do not unnecessarily leave the car unattended.
    a. REMOVE keys and LOCK car when answering call.
    b. DO NOT LEAVE PORTABLE RADIO IN CAR.
16. Position car at scene of an emergency to avoid obstructing, or being blocked by, emergency apparatus.
17. Sign return roll call at end of tour.
18. Perform the duties of recorder when none is assigned.
19. Inspect the car when reporting for duty (see *P.G. 219-01, "Inspection of Department Vehicles Each Tour by Operator").*
20. Make digital **Activity Log** entry of findings, odometer reading and amount of gasoline in the tank as registered by the indicator, in addition to all other required entries as per *Patrol Guide 212-08, "Digital Activity Logs."*
21. Notify the desk officer when a car requires speedometer repairs or other repairs or replacement of parts or accessories, including tires and tubes.
22. Operate car in manner to avoid injury to person or damage to property.
23. Drive at slow rate of speed except under exceptional circumstances or extreme emergency.
24. Operate RMP car only when assigned and only when Department qualified to operate such vehicle.
25. Take care of car and accessories, equipment and tools assigned.
26. Cooperate with other operators of same car to which assigned in care and maintenance, particularly cleaning, washing and keeping the car in proper operating condition.
27. Make minor repairs to car when possible.
28. Enter appointment for preventive maintenance on sticker affixed to vehicle.
29. Deliver car for regular preventive maintenance inspection as scheduled on sticker affixed to vehicle.
30. Do not tow or push another vehicle with RMP car.

NOTE *Highway District vehicles equipped with "protective bumper guards" may push disabled vehicles obstructing active traffic lanes to the nearest location where it may be parked safely. In **NO** event will disabled vehicles be pushed to repair shops or onto private property (see P.G. 214-31, "Removal of Vehicles From Parkways, Highways and Expressways").*

RADIO MOTOR PATROL RECORDER

1. Assist Radio Motor Patrol Operator in inspection of seatbelts.
   a. Inform Radio Motor Patrol Operator of any deficiencies found and record findings in digital **Activity Log**.

NOTE *Report seatbelt deficiencies to the Patrol Supervisor.*

2. Ride in the front seat of radio motor patrol car, except when transporting prisoner, emotionally disturbed person, etc., in a radio motor patrol car not equipped with a fiberglass partition.
   a. Wear three-point safety belts, when provided.
   b. Wear two-point safety belts (lap belts) if three-point safety belts are not provided.
   c. Use safety belt extender when three-point safety belt becomes difficult to engage due to space constraints.

NOTE *There is an increased risk of significant injury to members of the service who do not wear safety belts. There is no question that wearing a safety belt when involved in a motor vehicle collision reduces the extent and severity of injuries and saves lives.*

Therefore, the wearing of safety belts is required for all individuals operating or riding in a Department vehicle (marked or unmarked) or a private vehicle authorized for Department use. Safety belts may be removed ONLY when a member of the service is involved in what appears to be a dangerous tactical situation and the wearing of the safety belt may impair the member's ability to take police action.

3. Notify radio dispatcher of the presence of a prisoner, emotionally disturbed person, etc., the time entering the RMP, their gender and the beginning mileage.
   a. Notify the radio dispatcher of the time persons exited RMP and ending mileage, upon arrival at destination.
4. Operate the radio.
5. Record in digital **Activity Log**, radio messages directed to car, including time, location of call and type of case, in addition to all other required entries as per *Patrol Guide 212-08, "Digital Activity Logs.*"
   a. Enter disposition of each call and time of completion.
6. Make hourly ring direct to desk officer between 0200 and 0700 hours.
7. Transmit disposition or interim disposition to radio dispatcher immediately upon completion of assignment and before leaving the scene of assignment.
   a. Transmit interim disposition to radio dispatcher if required to proceed to another location in connection with current assignment.
   b. Notify desk officer of disposition of assignments originating from command or other important assignments of an unusual nature.

RADIO MOTOR PATROL RECORDER (continued)

8. Notify the radio dispatcher if undue delay is encountered in response to a radio message.
9. Obtain a portable radio, if available, from the desk officer.
10. Cover school crossing or other fixed post, as required.
11. Prepare all necessary reports and records connected with police action taken jointly with operator, while assigned as recorder.
12. Signal command and comply with instructions of desk officer, if radio station becomes inoperative.
13. Obtain permission from radio dispatcher to place R.M.P. auto out of service for minor repairs.
14. Notify radio dispatcher of all assignments including pickup assignments, not emanating from Communications Section.
    a. Give location and nature of assignment.
15. Carry duplicate set of keys for vehicle to which assigned during the entire tour of duty.

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Section: Duties and Responsibilities		Procedure No: 202-24	
MOTOR SCOOTER OPERATOR			
DATE ISSUED: 07/01/20	DATE EFFECTIVE: 07/01/20	REVISION NUMBER:	PAGE: 1 of 1

MOTOR SCOOTER OPERATOR

1. Operate scooter at a slow, safe rate of speed.
   a. Three-wheel scooters may be operated on all tours at speeds not exceeding twenty M.P.H.
2. Operate scooter with headlight on at all times.
3. Report to command by telephone each hour or during emergencies as directed by commanding officer.
4. Do not use scooter to pursue motor vehicles nor be assigned to expressways or parkways.
5. Check road conditions of entire post and make digital **Activity Log** entry immediately after arrival on post.
6. Request reassignment when original assignment is hazardous due to spillout from trucks, construction or other poor road surface conditions.
7. Do not perform scooter duty when:
   a. Rain, snow, sleet, heavy fog, or any precipitation causes ground to become slippery.
      (1) Three-wheel scooters may be used in moderate rain and fog.
   b. Patches of snow or ice remain from previous storm.
   c. High winds interfere with control of scooter.
   d. Temperature falls below 32 degrees Fahrenheit, 0 degrees Celsius (except three-wheel scooter).
8. Receive refresher training in motor scooter operation when member:
   a. Has been involved in scooter collision.
   b. Has not operated a Department scooter within six months period and is being considered for assignment to operate scooters.
   c. Has performed scooter duty for one year period without attending refresher course.
9. Inspect scooter to ensure it is in serviceable condition and enter in digital **Activity Log** findings, odometer reading and amount of gasoline in tank.
10. Operate scooter only when assigned, properly licensed and designated as qualified Department Scooter Operator.
11. Monitor portable radio.
12. Wear dual-purpose disorder control/scooter helmet with face shield in place.
    a. Face shield is not required to be in place when operating three-wheel scooter.
13. Wear reflective belt or reflective traffic safety vest during hours of darkness.
14. Obey traffic control devices.
    a. Siren and roof lights installed on three-wheel scooters will be operated when necessary.
15. Use extreme caution when approaching intersection or making turns.
16. Do not respond to radio runs unless specifically directed by radio dispatcher.

ANTI-CRIME POLICE OFFICER

1. Perform duty in civilian clothes.
   a. Be equipped with Oleoresin Capsicum pepper spray while on duty.
2. Maintain daily record of activity in digital **Activity Log**.
3. Study and analyze command crime statistics and reports.
4. Patrol within confines of command giving special attention to locations prone to violent street/subway crimes and burglaries.
5. Inform radio dispatcher when responding to, or present at the scene of a police incident and include description of clothing worn, vehicle used, etc.
6. Wear appropriate identification when present at scene of a police incident (nylon windbreaker jacket, shield, headband, color of day, etc.).
   a. Properly identify self prior to taking any police action, if possible.
7. Conduct short-term investigations, not to exceed two hours, within command boundaries, directly related to street/subway crimes or burglaries except when commanding officer/executive officer extends such time.
8. Do not conduct lineup or show photographs without permission of detective squad supervisor or qualified supervisor of investigating unit (e.g., BRAM, etc.).
9. Stop a vehicle under the following circumstances:
   a. Reasonable suspicion that the occupant(s) of the vehicle have committed, are committing, or about to commit a crime; OR
   b. Probable cause that the occupant(s) of the vehicle have committed a crime; OR
   c. Upon observing the vehicle, reasonable suspicion exists that a violation of the traffic laws has been committed; OR
   d. Upon observing the vehicle, probable cause exists that a violation of the traffic laws has been committed; OR
   e. The vehicle is stopped according to some non-arbitrary, non-discretionary, systematic procedure (e.g., a roadblock, or DWI checkpoint).
      (1) All civilian clothed uniformed members of the service shall, when practical, utilize portable red light, NYPD windbreaker jacket, NYPD baseball cap and/or color of the day.
      (2) Contact Communications Section and request marked Department vehicle respond, if practical.

NOTE *Civilian clothed uniformed members of the service (i.e., Anti-Crime, PDS/BRAM Units) shall conduct taxi/livery checks pursuant to the Taxi/Livery Robbery Inspection Program (TRIP) and passenger vehicle checks pursuant to the Combat Auto Thefts (CAT) program. When a vehicle stop is made on the basis of an observed traffic infraction, uniformed members of the service should take proper police action, including the issuance of summonses.*

CRIME PREVENTION OFFICER

1. Cooperate with the special operations lieutenant, patrol supervisors, training sergeant, patrol officers, neighborhood coordination officers, and command auxiliary police coordinator to determine local crime prevention needs and methods of controlling crime.
2. Evaluate crime patterns and institute crime prevention programs relative to specific crimes.
3. Establish rapport with local community to implement innovative crime prevention programs tailored to specific needs.
4. Act as liaison with private security directors of organizations within command and facilitate exchange of intelligence information with the business community.
5. Coordinate "Zero Tolerance" and larceny reduction programs with retail establishments regarding shoplifting arrests.
6. Keep commanding officer apprised of private sector initiatives, and progress of the ongoing Area Police Private Security Liaison (APPL) program.
7. Conduct public education programs on crime prevention via various community group meetings.
8. Give direction and guidance to cooperative neighborhood crime prevention undertakings.
9. Inspect premises and make recommendations concerning physical security.
10. Investigate selected crimes against property, evaluate current security measures and recommend new procedures to owners or residents.
11. Investigate selected crimes against the person, interview victims and institute individual and community education programs to prevent recurrence.
12. Refer complex cases which require special investigative effort to the Crime Prevention Division.
13. Wear appropriate business attire when not performing duty in uniform.
14. Inspect all **COMPLAINT REPORTS (PD313-152)** to identify crime victims under sixty years of age, who have been the subject of:
    a. Homicide, sex crime, robbery, assault, OR,
    b. Physically injured.

NOTE *Notification of rights to compensation for victims aged sixty years and over will be made by the New York City Department of the Aging.*

15. Verify if member of the service preparing/investigating **COMPLAINT REPORT** involving a crime victim has complied with *P.G. 207-08, "Preliminary Investigation of Complaints (Other than Vice or Narcotics Complaints)."*

CRIME PREVENTION OFFICER (continued)

16. Notify crime victim/surviving relative by mailing a pamphlet/application through the Mail and Distribution Unit within five days of receipt of **COMPLAINT REPORT**.
    a. If requested, provide assistance to crime victim or relative in completing Application for Compensation form. Another available officer from Community Affairs or Domestic Violence should be designated to assist crime victim/relative in the absence of the crime prevention officer.
    b. Operations Coordinator will be responsible for maintaining the notification system in the absence of the Crime Prevention Officer.
17. Maintain written records of the month's activity of all notifications made and forward a report on **Typed Letterhead**, by the fifth of each month, to the patrol borough command concerned.
    a. Patrol borough commands will consolidate monthly reports and forward them, within three days, to Crime Victims Unit, Chief, Community Affairs.
18. Administer VIN etching, CAT, and similar programs.
    a. Prepare **VIN ETCHING PROGRAM RELEASE AND CONSENT (PD171-054)** and file at command.
19. Act as the primary designee and liaison to pawnbrokers and second-hand dealers.

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TRAFFIC SAFETY OFFICER

1. Serve on the precinct Traffic Safety Team and advise team members on traffic related issues and concerns.
2. Review and analyze all **Police Accident Reports (MV104AN)**.
   a. Note any deficiencies and bring to the attention of the precinct training sergeant.
3. Provide to the desk officer for review a daily recapitulation of all collision numbers generated for a given command.
4. Maintain a file of completed photocopied **Police Accident Reports**, by the month in which the collision occurs, for a minimum of one year, in a secure locked cabinet.
5. Duplicate and forward collision reports, on a daily basis, to the Highway Unit concerned for collisions occurring on limited access highways.
6. Duplicate and forward collision reports to other agencies (Department of Motor Vehicles, Taxi and Limousine Commission, etc.), when necessary.

NOTE *All duplicate **Police Accident Reports** for outside agencies will be placed in a white envelope, addressed appropriately (e.g., Office of the Comptroller, One Centre Street, New York, NY 10007, attn: CIF Department) and forwarded to the Mail and Distribution Unit.*

7. Fax copy of all **Police Accident Reports** involving a "crossover" collision to the Corporation Counsel and the Highway District.

NOTE *A crossover collision is a motor vehicle collision occurring on a surface road or limited access highway where a motor vehicle strikes or crosses over any type of median (jersey barrier, guard rail, divider, fence, etc.) separating opposing traffic.*

8. Analyze and process **TRAFFIC INTELLIGENCE REPORTS (PD178-150)**.
9. Forward **TRAFFIC INTELLIGENCE REPORTS** that cannot be addressed on the precinct level to the Patrol Borough Traffic Safety Coordinator.
10. Query the Traffic Accident Management System (TAMS) for listing of collision prone locations.
11. When necessary, identify collision-prone locations not listed in TAMS.
12. Survey all collision-prone locations and determine contributing factors for each location.
13. Recommend necessary engineering, enforcement and education strategies for collision reduction.
14. Forward necessary enforcement information (days and hours collisions are occurring, contributing factors, e.g. weather conditions, etc.) to other units providing summons enforcement in the precinct, such as the Strategic Response Group, Highway Units, Citywide Traffic Task Force, etc.
15. Maintain a liaison with the city's Department of Transportation regarding engineering recommendations.
16. Issue appropriate summonses at collision-prone locations.

TRAFFIC SAFETY OFFICER (continued)

17. Maintain copies of construction permits, visit construction sites and issue summonses for permit violations.
18. Count, record by category (e.g., red lights, improper turn, etc.), and process relevant summonses.
19. Enter information of each Moving summons served into the "B" Summons application in the Finest Online Records Management System (FORMS) using the "Paper" option on a daily basis.
    a. Enter the serial number from the top left of the Moving summons and complete all appropriate caption in FORMS.
    b. Store original and copies of Moving summonses in a secure location at command.
20. Enter enforcement activity in TAMS and complete a Supplemental Enforcement Ratio Report, when necessary.
21. Maintain and update the precinct Traffic Safety Plan and Emergency Plans "A", "B" and "C".
22. Evaluate and monitor the precinct Pedestrian Safety Program.
23. Attend patrol borough traffic safety meetings.
24. Compile necessary statistical data for Trafficstat meetings and attend meeting with executive officer when precinct is scheduled for a presentation.
25. At the direction of the commanding officer, attend community council and Safety Board meetings, as well as other public forums to discuss traffic safety.
26. Coordinate activities with the Community Affairs Officer to reduce collisions involving children.
27. Coordinate traffic related training (radar, construction site enforcement, school crossing guards, etc.) with the training sergeant.
28. Prepare and/or forward the following reports:
    a. Monthly TAMS Collision Prone Location Report, Precinct Enforcement Ratio Report and Enforcement Ratio Recap
    b. Supplemental Collision Prone Location Report and Enforcement Ratio Report, when necessary
    c. Traffic/Quality of Life Report
    d. Precinct Radar Program Report
    e. Pedestrian Safety Overtime Report
    f. Commuter Van Enforcement Report
    g. Tow Truck Collision Report
    h. Aggravated Unlicensed Operator Program Report.
29. Review the **HIGHWAY CONDITION RECORD (PD311-151)** for conditions that require notification to, or follow-up with, other agencies (Department of Transportation, Parks, etc.)
30. Prepare **MISSING TRAFFIC CONTROL DEVICE REPORT (PD620-150)** and forward to the appropriate Department of Transportation Borough Commissioner.
31. Maintain and update the precinct's traffic safety bulletin board to keep members current on collision-prone locations, school/church crossings and other traffic safety information.

TRAFFIC SAFETY OFFICER (continued)

32. Serve on the Precinct Vehicle Collision Safety Review Board and process necessary reports.

33. Review on a daily basis all summonses for moving violations and violations returnable to criminal court and to the Office of Administrative Trials and Hearings (OATH).
    a. Identify those summonses issued to owners/operators of vehicles licensed or those owners/operators of vehicles that should be licensed by the New York City Taxi and Limousine Commission.
    b. Reproduce two photocopies of each summons, entering on the top of each photocopy the next respective sequential number from the "Report of Violation" log, and then forward one of the photocopies to the New York City Taxi and Limousine Commission.
    c. File remaining photocopy of summons in rear of "Report of Violation" log or command file.

NOTE

All Traffic Safety Officers MUST be familiar with the Procedural Manual For Traffic Safety Officers.

The duties and responsibilities of the Traffic Safety Officer are substantial and are fundamental in establishing an effective traffic safety program. Commanding officers will not assign duties to the Traffic Safety Officer that are unrelated to traffic. In precincts that have a large number of collision prone locations, the assignment of an Assistant Traffic Safety Officer may be warranted.

DOMESTIC VIOLENCE PREVENTION OFFICER

1. Perform duty in uniform, unless specifically authorized to do otherwise.
   a. Tours of duty will be set in accordance with command needs.
2. Review **New York State Domestic Incident Reports (DCJS-3221)**.
   a. Forward copy of **New York State Domestic Incident Report** to precinct detective squad for incidents occuring within command.
3. Review each tour's ICAD history of dispatched jobs and ensure that a **New York State Domestic Incident Report** has been prepared for all assignments in which a 10-90F1, 10-90F2, 10-90J1, 10-90J2, 10-92F, 10-92J, 10-93F, or 10-93J radio code disposition has been given.
4. Identify and monitor locations and victims requiring special attention by utilizing information obtained from all available sources (including all members of the household who may be at risk).
   a. Enter all persons/families listed on the command High Propensity List (HPL) and Child At Risk List (CAR) into the Domestic Violence Information Management System (DVIMS).
   b. Update the online HPL information regularly.
5. Maintain contact with complainants for incidents occuring within command (e.g., telephone calls, home visits, or interviews at the command, depending on the complainant's needs and preferences) and document all contact attempts in DVIMS.
   a. Use caution when attempting to contact victims so as not to alert the alleged offender of police intervention.
6. Confer with the precinct detective squad or Special Victims Squad investigator concerned before contacting victims whose open complaints have been referred to either squad to avoid compromising ongoing investigations.
7. Notify Communications Section, prior to conducting a family/home visit, by utilizing radio code "10-75F" and give the address, and if applicable, the apartment number of the visit.
8. Effect summary arrests in adherence with *P.G. 208-36, "Family Offenses/Domestic Violence,"* if during the course of a home visit, interview, etc., a wanted offender is present.
   a. Review the automated computer warrant check on individuals identified on the **New York State Domestic Incident Report** through DVIMS, prior to conducting a home visit, interview, etc.
9. Document any visits to domestic violence victim(s), and/or offender(s), as follows:
   a. Record home visits (successful or unsuccessful) in the Finest Online Records Management System's (FORMS) Home Visit tab
   b. Submit completed Home Visit reports for supervisor review through FORMS.

NOTE *Once approved, Home Visit reports will automatically populate in the appropriate DVIMS case.*

DOMESTIC VIOLENCE PREVENTION OFFICER (continued)

10. Relay information concerning victims or locations requiring special attention to other command personnel, including the precinct detective squad investigators, youth coordination officers, and patrol officers.
11. Furnish complainants/victims with information concerning their rights, particularly the Right of Election, providing explanation if necessary.
    a. Advise complainants/victims of the availability of Orders of Protection.
    b. Advise domestic violence victims who have relocated, or are planning to relocate, due to safety concerns that they may be eligible to participate in the New York State Address Confidentiality Program to shield their addresses.
        (1) Refer victims who wish to participate in the New York State Address Confidentiality Program to the New York State Department of State's website for additional information.
12. Assist in the serving of Orders of Protection, when requested.

NOTE *The above responsibility addresses all Orders of Protection served between Family/Household - Expanded Definition members, NOT the temporary Orders of Protection from Family Court as outlined in P.G. 212-57, "Service of Family Court/Supreme Court Orders of Protection by Uniformed Members of the Service."*

13. Advise complainants of the availability of counseling, assistance, and shelter.

ADDITIONAL DATA ***DOMESTIC VIOLENCE HOME VISIT CHECKLISTS*** *are potential Rosario material, and must be maintained at the precinct of occurrence. When requested, or if an arrest is effected, the arresting officer must ensure that the Assistant District Attorney is provided with a copy of the* ***DOMESTIC VIOLENCE HOME VISIT CHECKLIST*** *in regard to the incident.*

Domestic violence prevention officers equipped with a Body-Worn Camera (BWC) will record home visits and other mandatory recording events as per P.G. 212-123, "Use of Body-Worn Cameras." Officers will have the discretion to stop recording upon the request of the victim/witness under certain circumstances. In addition, BWC videos will be "tagged" accordingly (e.g., DV Home Visit, etc.).

YOUTH COORDINATION OFFICER

1. Report direct to neighborhood coordination sergeant, and keep informed of all juvenile issues and conditions.
2. Perform duty in uniform and patrol areas frequented by youth.
3. Be equipped with Body-Worn Camera and comply with *P.G. 212-123, "Use of Body-Worn Cameras,"* as appropriate.
4. Perform tours of duty that correspond with youth related crime.
   a. Perform duty for a minimum of four hours during third platoon.
5. Serve as principal liaison for any at risk youth within precinct or police service area of assignment.
   a. Confer with precinct domestic violence prevention officers to identify home conditions that contribute to youth violence, including cases involving child abuse.
6. Maintain close communication, and coordinate with steady sectors, neighborhood coordination officers, domestic violence prevention officers, and field intelligence officers when investigating youth related crime.
7. Develop strategies to address youth crime within command of assignment.
   a. Use community based services, relevant City agencies, and Department units (e.g., Youth Strategies Division, etc.), as necessary.
8. Follow up on all crimes, petty and serious, committed by youths.
   a. Confer regularly with field intelligence officer, precinct detective squad, domestic violence prevention officers, and precinct crime analysis unit regarding youth crime.
   b. Keep apprised of repeat youthful offenders, incidents involving multiple crimes committed by youths, and patterns involving youths.
9. Review arrest notifications received from Juvenile Crime Desk regarding youths residing in precinct or police service area of assignment.
   a. Attempt to involve petty offenders in positive youth groups.
   b. Document investigative steps taken regarding youth crime in Enterprise Case Management System (ECMS), as appropriate.

NOTE *Depending on the severity of the charges, and the youth's history, the Juvenile Crime Desk will provide information that may include Recidivist Tracking and Reporting Database and/or Domain Awareness System (DAS) reports. Youth coordination officers will conduct follow ups on all notifications received, and make conferrals/referrals, as appropriate.*

10. Review **COMPLAINT REPORTS (PD313-152)** involving youth victims and perpetrators daily.
    a. Maintain contact with victims of crime and follow up, as necessary.
11. Review **JUVENILE REPORT SYSTEM WORKSHEETS (PD377-159A)** prepared for youths residing in precinct or police service area, as appropriate.

YOUTH COORDINATION OFFICER (continued)

12. Contact parents/guardians and warn of offenses committed by their children that resulted in a **YOUTH REFERRAL (PD377-153)**, **ONLINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)**, or **JUVENILE REPORT SYSTEM WORKSHEET**.
13. Confer with precinct detective squad, domestic violence prevention officer and field intelligence officer prior to visiting youth at home for any purpose, to ensure ongoing investigations will not be compromised.
    a. Ensure Body-Worn Camera is activated during visit.

NOTE *Members of the service have the discretion to deactivate Body-Worn Camera upon request of an involved party when it is safe and advisable to do so after consideration of all circumstances, including the requestor's desire for privacy and confidentiality. Recordings are to be tagged accordingly (e.g., youth coordination officer home visit, etc.).*

14. Coordinate, guide, and develop youth programs to foster positive relationships with youth and families.
    a. Identify underutilized public spaces that could be activated or repurposed for youth programs and coordinate with Youth Strategies Division.
15. Visit schools and confer with school principals and school safety personnel to help reduce and prevent violence.
16. Be familiar with current case law governing juvenile arrest processing, in particular, those procedures related to conducting juvenile interviews and interrogations.
17. Collaborate with Administration for Children's Services (ACS), Juvenile Probation, Corporation Counsel, Family Court and District Attorney's Office regarding youth related matters.
    a. Monitor cases involving youth felony offenders ages 16 and 17, and if cases are being adjudicated in Family Court or Criminal Court.
18. Assist juvenile complainants and witnesses with court processes.
19. Serve as an information resource and advise command personnel, parents and community groups on youth matters.
20. Assist in processing runaways, abused children, and those youths requiring shelter, when necessary.

NOTE *Youth coordination officers assigned to precincts that are not patrolled by the Housing Bureau will remain responsible for the duties in this procedure as it relates to youths residing in public housing developments within the precinct.*

Furthermore, youth coordination officers will not be utilized as backfill for other precinct assignments (e.g., prisoner transports, hospital posts, etc.), or assigned to details during their regularly scheduled tours of duty without permission of the Police Commissioner, Chief of Department or bureau chief concerned.

Youth coordination officers will not ordinarily be assigned juvenile arrests.

Section: Duties and Responsibilities		Procedure No: 202-31	
ARREST PROCESSING OFFICER			
DATE ISSUED: 01/01/20	DATE EFFECTIVE: 01/01/20	REVISION NUMBER:	PAGE: 1 of 1

ARREST PROCESSING OFFICER

1. Perform duty in uniform.
2. Report to operations coordinator.
3. Perform arrest processing related tasks as directed by desk officer.
4. Assist arresting officer in all facets of arrest processing, including, but not limited to:
   a. Running warrant and license checks,
   b. Completing all arrest related paperwork,
   c. Fingerprinting,
   d. Obtaining additional contact information (i.e., cell/work/home phone number, email address, preferred mailing address, etc.),
   e. Obtaining DNA, when warranted, for Desk Appearance Ticket arrests,
   f. Ensuring all uniformed members of the service properly "categorize" and "tag" videos associated with arrests.
5. Liaise with District Attorney's office regarding:
   a. The identification and acquisition of any discovery material (e.g., any documents or recordings related to the incident) necessary for prosecution,
   b. The availability of members of the service, and
   c. Communication issues (i.e., length of time to confer, problems with arrest paperwork, etc.).
6. Liaise with borough Court Section regarding issues with arrest processing (i.e., delays, arresting officers awaiting affidavit preparation, etc.).

NOTE

The arrest processing officer will be responsible for all additional arrest related functions dictated by the needs of individual commands/patrol boroughs, and as requested by their respective commanding officers.

In addition, if the arrest processing officer is with the prisoner and the arresting officer is NOT present, the arrest processing officer will request appropriate relief before leaving the prisoner to attend to other aspects of arrest processing. A member of the service will be with the prisoner at all times.

COMMUNITY AFFAIRS OFFICER

1. Attend community council meetings and assist in stimulating and coordinating council activities.
2. Forward monthly report of council meeting programs and operations to Chief of Community Affairs through borough community affairs coordinator and Commanding Officer, Community Outreach Division and Crime Prevention Division.
3. Establish personal contact with civic and community groups within the command and attend meetings as directed.
4. Perform duties in relation to community council in addition to crime and delinquency prevention, as directed.
   a. Maintain liaison with community/youth council leadership.
5. Act as liaison between the Community Council Executive Board and the commanding officer.
6. Inform commanding officer and borough community affairs coordinator of all new and/or revised activities of unusual events and demonstrations.
7. Maintain a close liaison with the management of facilities within commands where large events are held.
8. Maintain an open constructive avenue of communication with other members of the service to allow for exchange of ideas and information regarding the community.
9. Maintain daily contact with the special operations lieutenant to combine efforts for attention to areas of sensitive complaints and the needs of the residents.
10. Visit schools, houses of worship, hospitals and similar public institutions frequently.
    a. Confer with principals, rabbis, ministers, priests, administrators, etc., on delinquency and other youth related problems.
11. Investigate incidents and conditions that may lead to intra/inter group community unrest.
    a. Respond to disorders, demonstrations, racial conflicts or other unusual conditions resulting in large groups on the street, as directed by the commanding officer or other ranking officer in charge.
12. Assist commanding officer in:
    a. Keeping members of command informed of community affairs problems
    b. Developing and implementing community affairs programs.
13. Assist training sergeant in developing related police/community affairs in-service training, including the use of guest speakers.
14. Maintain liaison with command personnel assigned to administer the Youth Service and Crime Prevention Programs to ensure mutual cooperation and support.

COMMUNITY AFFAIRS OFFICER (continued)

15. Perform other community affairs duties as directed by commanding officer or other competent authority.
16. Wear appropriate business attire when not performing duty in uniform.
17. Administer the MedicAlert + Alzheimer's Association Safe Return program.
18. Contact every nursing home and similar facility in the command to ensure that these facilities know about and are taking advantage of the MedicAlert + Alzheimer's Association Safe Return program and to describe this program at community meetings, council meetings and every other appropriate forum they address.
19. Review the Command Post Log for the names of special category persons who have been reported missing in the past and contact the families of, and/or the persons responsible for, persons with cognitive impairments and ascertain if they registered with the MedicAlert + Alzheimer's Association Safe Return program.
    a. Provide information about the program if they have not registered and encourage them to register by contacting the Alzheimer's Association New York City Chapter twenty-four hour helpline at 1-800-272-3900 for free information and support.

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NEIGHBORHOOD COORDINATION OFFICER

1. Perform duty in uniform.
2. Work flexible tours as sector conditions and community needs dictate.
   a. Work same tour as other neighborhood coordination officer assigned to sector, unless one officer is assigned to a court tour or is on vacation/leave, etc.
3. Patrol sector in a manner that strengthens the lines of communication with residents, schools and businesses in the sector, as well as preventing crime and disorder.
4. Notify steady sector officers to conditions of mutual importance in assigned sector.
   a. Keep neighborhood coordination sergeant informed of all such conditions.
5. Coordinate and lead sector efforts to engage the community and address problems of concern to the community by establishing effective and continuous communication with officers assigned to the sector and members of the community regarding the development and implementation of strategies to address crime and order maintenance problems within the sector.
6. Regularly confer with residents, business persons, officials at public institutions (i.e., schools and hospitals), clergy, and community leaders within the sector.
7. Visit schools frequently and confer with school principals and school safety agents at public schools regarding problematic conditions, violent crime, and gang/crew activity. When possible, participate in school activities/events to build positive relationships with students.
8. Regularly confer with sector car officers, patrol supervisors, platoon commanders, special operations lieutenant, neighborhood coordination sergeant, field intelligence officer, community affairs officer, etc.
   a. Meet regularly with the precinct crime prevention officer to determine outreach efforts.
9. Assist precinct detective squad with open cases in assigned sector by conducting canvasses, etc. and updating the Electronic Case Management System (ECMS), as directed by the assigned detective/squad supervisor.
10. Establish community relationships and lead Neighborhood Work Group, consisting of community stakeholders who live or work in assigned sector and permanent sector car officers.
11. Develop strategies to identify and address crime and quality-of-life problems affecting the sector, and coordinate police, City, and community resources to implement strategies.
12. Initiate contact with other Department units, governmental agencies, as appropriate, regarding strategies to address sector conditions, and render assistance, as necessary.

NEIGHBORHOOD COORDINATION OFFICER (continued)

13. Convene and participate in community and block association meetings and if none exist, work with community to start groups.
14. Maintain a close liaison with the management of facilities within sector where large events are held.
15. Visit schools, houses of worship, hospitals and similar public institutions frequently.
16. Assist youth coordination officer in identifying at-risk juveniles who reside in sector and referring youth to Department, City, and community-based social services and prevention programs.
17. Confer with precinct domestic violence officers to ascertain the identity of recurrent domestic violence offenders with a propensity for violence who reside in sector.
18. Obtain sector crime information from precinct crime analysis personnel weekly and as needed.
19. Review crime analysis reports and be well-versed in crime patterns and trends within assigned sector, with the assistance of precinct crime analysis personnel.
20. Develop, with community input, where possible, innovative plans in the area of crime prevention, patrol, community affairs, etc.
21. Create and maintain a database of key community contacts, including name, address, phone number, email, business, title, etc. for assigned sector.
22. Perform patrol duty as a sector officer in assigned sector only when sector officer is unavailable or as otherwise necessary.
23. Perform other duties as directed by the neighborhood coordination sergeant.
24. Liaise with counterpart in Housing Bureau if assigned to Patrol Services Bureau, and Patrol Services Bureau if assigned to Housing Bureau.
25. Utilize the **OFFICER SELF-REPORT FORM** on the Craft application to report achievements in crime prevention, problem-solving, community engagement, etc.

NOTE

Neighborhood coordination officers will not be utilized as backfill for other precinct assignments (i.e., shooting posts, prisoner transports, hospital posts, etc.).

Neighborhood coordination officers will not be assigned to details during their regularly scheduled tours of duty without permission of the Bureau Chief concerned, the Chief of Department, or the Police Commissioner.

All members of the service who are serving as neighborhood coordination officers are authorized to wear a NCO breast bar above their shield, immediately below any Unit Citation or individual recognition awards, for the duration of their tenure in the assignment.

NEW

COMMAND AUXILIARY POLICE COORDINATOR

1. Perform tours of duty that coincide with the tours of auxiliary police personnel, when possible.
2. Perform duty in uniform.
3. Assist commanding officer and special operations lieutenant in the command's problem solving objectives by coordinating and maintaining a liaison with neighborhood coordination officers, crime prevention officer, community affairs officer, and youth coordination officer.
4. Coordinate all auxiliary police activities within command.
5. Recruit new members into the Auxiliary Police Program continually by developing strategies with the Commanding Officer, Auxiliary Police Section and recruitment staff.
6. Interview, enroll, investigate, and fingerprint auxiliary police applicants.
7. Examine and verify all information submitted, including proof of residence, employment, citizenship, etc.
   a. Verify by written documentation that on-file applicant is a permanent resident or possesses a valid visa issued by U.S. Citizenship and Immigration Services.

NOTE *Foreign nationals who have permanent residence status or hold a valid visa also qualify for the Auxiliary Police Program.*

8. Prepare paperwork for members in biannual basic training class, as scheduled by the Auxiliary Police Section, Training Unit.
   a. Contact the Auxiliary Police Section, Training Unit to schedule training (e.g., RMP, 12 passenger van, bicycle, etc.).
9. Identify and recommend to the special operations lieutenant suitable auxiliary police who have been trained in, and have volunteered to participate in, the "Purchase of Alcohol to Minors" operation.
10. Obtain shields, identification cards and uniforms of inactive members and process accordingly.
11. Submit requests for recognition awards and promotion to the Auxiliary Police Section through borough auxiliary police coordinator concerned.
12. Include monthly figures on required Auxiliary Police Section form and forward to the borough auxiliary police coordinator and Auxiliary Police Section.
13. Inspect auxiliary police officers at roll call, make assignments, and provide instruction on current orders, directives, bulletins, etc., issued by Commanding Officer, Auxiliary Police Section.
14. Supervise auxiliary personnel in the field upon deployment, as per *P.G. 212-100, "Auxiliary Police Supervision and Deployment of Personnel."*
15. Confer with the commanding officer and special operations lieutenant to develop plans for optimum use of auxiliary police members in the event of an emergency.

COMMAND AUXILIARY POLICE COORDINATOR (continued)

a. Ensure that auxiliary police mobilization plans are developed and tested by the command and all auxiliary police personnel are instructed on the provisions of the plans.

16. Safeguard and maintain all equipment and supplies assigned for auxiliary police use.

17. Inspect all portable radios and the supply of bullet resistant vests assigned to command for auxiliary police use, when performing duty.
    a. Document inspection by listing serial numbers of portable radios and bullet resistant vests assigned to the command for auxiliary police use in the Auxiliary Police Unit Command Vest/Radio Log and indicate if all property is present and accounted for. (See *ADDITIONAL DATA* statement.)
    b. Ensure all bullet resistant vests are stored in a separate secure locker when not in use.
        (1) Ensure bullet resistant vest is not secured or stored by an individual auxiliary police officer when not in use.

NOTE *In the absence of the command auxiliary police coordinator or alternate, the special operations lieutenant/platoon commander will designate an appropriate uniformed member of the service to complete step "17."*

18. Account for auxiliary police equipment (e.g., generators, computers, portable radios, bicycles, etc.) maintained at the command.
19. Rotate assignments of auxiliary personnel.
20. Develop innovative programs within Department guidelines to generate interest and enthusiasm in the program.
21. Create and maintain a "Command Auxiliary Reference Library" containing relevant materials to the Auxiliary Police Program (i.e., Patrol Guide, Auxiliary Police Guide, Training Manual, Department Bulletins, Directives, Personnel Orders, etc.).

ADDITIONAL DATA *Each command auxiliary police coordinator will maintain an Auxiliary Police Unit Command Vest/Radio Log to ensure the integrity and safekeeping of all portable radios and bullet resistant vests assigned to the command for auxiliary police use.*

The Auxiliary Police Unit Command Vest/Radio Log will contain captions across the top of each page, as follows:

TIME/DATE	***SERIAL # OF VESTS/ RADIOS***	***VEST/RADIO LOCATION***	***INSPECTING MOS***	***SIGNATURE***

EVIDENCE/ PROPERTY CONTROL SPECIALIST

1. Receives, invoices, releases, packages, and labels property and evidence, including, but not limited to, narcotics, U.S. and other currencies, securities, jewelry, etc.
2. Performs intake functions, checks and examines property to ensure that it is in conformance with related documentation; searches for possible contraband, unaccountable items, or VIN numbers and other proof of identification.
   a. Assigns storage number location.
3. Stores and safeguards invoiced property, properly identified for easy retrieval.
4. Prepares property and pertinent documents necessary for transport; operates Department vehicles to transport all invoiced property to various Department locations, District Attorneys' Offices, etc.
5. Moves, loads, unloads all types of property from one location to another or to other building sites.
6. Transports, delivers, deposits money for safekeeping to the appropriate bank facility; returns and logs bank receipts and invoices at appropriate command location.
7. Receives, reviews and maintains invoices, records, logs and indexes pertaining to all property received.
8. Secures and maintains storage area.
   a. Notify the desk officer of the number of **PROPERTY CLERK INVOICES** stored within the command in excess of thirty days.
9. Uses computer to search for, enter or update information.
10. Processes release of invoiced property.
    a. Determines identity of persons requesting release of property; verifies identification and proof of ownership; may fingerprint claimant, if necessary.
11. Verifies the identity and authorization of personnel entering or leaving Department premises where property is stored.
12. Cancels alarms; monitors alarm systems, security cameras and other security systems at assigned premises.
13. Makes appropriate notifications, writes and dispatches communications and transmittal forms; orders necessary supplies.
14. Responds to inquiries from the Public Administrator's Office, District Attorneys' Offices and other jurisdictions pertaining to the disposition of property of deceased individuals, criminal evidence and related matters.
15. Performs all miscellaneous activities in connection with Rotation Tow operations in the absence of evidence and property related functions.
    a. Photocopy and forward **PROPERTY CLERK INVOICE** prepared for recovered stolen vehicles to Patrol Borough Pattern Identification Module by next business day.

EVIDENCE/ PROPERTY CONTROL SPECIALIST (continued)

16. Performs periodic inspection of, or schedules overall maintenance of vehicles assigned to property functions.
17. Performs other clerical and/or administrative duties, as required.

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COMMAND CLERK

1. Assigned to post adjacent to desk officer.
2. Perform clerical tasks as assigned by desk officer.
3. Distribute Department mail.
4. Bring to the attention of desk officer matters of importance or other conditions requiring attention.
5. Input information into various computer systems, as directed by the desk officer.

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Section: Duties and Responsibilities		Procedure No: 202-38	
TELEPHONE SWITCHBOARD OPERATOR			
DATE ISSUED: 02/06/20	DATE EFFECTIVE: 02/06/20	REVISION NUMBER:	PAGE: 1 of 1

TELEPHONE SWITCHBOARD OPERATOR

1. Answer telephone promptly, stating in courteous manner, command, rank or title, surname, and "May I help you?"
2. Process requests for service.
3. Notify desk officer of all important messages.
4. Maintain **TELEPHONE DISPATCH LOG (PD112-143)**.
5. Maintain duplicate copy of **ROLL CALL (PD406-144)**.
6. Maintain **HIGHWAY CONDITION RECORD (PD311-151)** and make related notifications.
7. Maintain **OUTGOING TOLL CALLS (PD112-142)**.
8. Notify desk officer when a member required to signal fails to comply within a reasonable time.
9. Maintain copy of "Frequent Telephone Inquiries."

NOTE *A civilian member of the service will be assigned as the telephone switchboard operator, when feasible.*

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Section: Duties and Responsibilities		Procedure No: 202-39	
PATROLWAGON OPERATOR			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PATROLWAGON OPERATOR

1. Report to supervisor concerned at beginning of tour and when relieved at end of tour.
   a. Obtain assignment and meal period from supervisor concerned at the beginning of tour.
2. Keep the patrolwagon and equipment in clean, serviceable condition.
3. Operate the patrolwagon in a safe manner and obey all traffic laws.
4. Maintain the Patrolwagon Record in a plain Number 2 book.
   a. Enter name, time reporting for duty, time leaving and returning from meal and time relieved.
5. Make entry of time leaving command on assignment, all stops made and time of return.
6. Notify supervisor concerned when leaving and returning from calls and meals.
7. Report necessary repairs to the commanding officer.
8. Check rear and compartment doors for serviceability and security before and after loading prisoners.
9. Remain available for service and in location known to supervisor concerned when not on assignment and render police assistance as required.
10. Call the borough court section concerned from all stops on the way to court or other destination, upon arrival at and prior to departure from court or other destination.
    a. Notify borough court section concerned if prisoners are not ready to be transported within twenty minutes after arrival at location where prisoners are to be picked up.
11. Search interior of patrolwagon for weapons or other contraband after delivering prisoners to court or other destination, and immediately notify ranking officer at the facility if contraband is discovered.
12. Return transport chains used for restraining prisoners to location from where obtained.
13. Perform duty in proper uniform.
14. Pick up Department supplies and equipment after receiving clearance from borough court section concerned.

DRAFT

Section: Duties and Responsibilities	Procedure No: 202-40

POLICE ATTENDANT - UNIFORMED/CIVILIAN MEMBER OF THE SERVICE

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
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SCOPE

This procedure outlines the duties and responsibilities of uniformed members of the service assigned as police attendants, and the duties assigned to civilian police attendants.

UNIFORMED/CIVILIAN POLICE ATTENDANT

POLICE ATTENDANT

1. Assume control of search, if applicable, and inspect prisoners.
   a. Ensure that property that is dangerous to life, may facilitate escape, damage or deface other property, could be used to attempt/commit suicide, or assault another is removed from prisoner (e.g., articles containing glass or having sharp edges, belts, neckties, shoelaces, drawstrings, etc.).
2. Examine doors of all occupied cells to ensure that they are locked.
3. Enter inspection of prisoners on **PRISONER ROSTER (PD244-145)**, and notify desk officer of inspection results immediately after reporting for duty, as applicable.
4. Remain inside cell block at all times while prisoners are confined therein, and be alert to conditions and needs of such prisoners.
   a. Relief personnel will remain within the cellblock during relief periods and ascertain that cell doors of all occupied cells are locked.
5. Enter results of inspection of prisoners on **PRISONER ROSTER** every thirty minutes, as applicable.
6. Report to desk officer any physical condition or unusual need of prisoner in custody or in the detention area.
7. Attend to the personal needs of prisoner, such as providing meals and other essentials.
8. Keep detention cell area clean and supplied with paper cups, toilet paper and paper towels.
9. Visit female detention cell area, if uniformed/civilian police attendant is a male as follows:
   a. When accompanied by a female member of the service, and then, only with permission of supervisory officer in command; or
   b. For daily cleaning of unoccupied female cells; or
   c. In an emergency.
10. Report necessary command/detention area repairs to the desk officer/ appropriate supervisor.
11. Wash cells thoroughly, and test emergency alarms in the cellblock each day, immediately after prisoners have been taken to court.
12. Remove and safeguard firearms prior to entering detention cell area, or facilities established during emergency arrest situations (uniformed member of the service only).

NOTE *Supervisory officers are to ensure that weapons of uniformed members of the service assigned to temporary detention facilities are safeguarded.*

POLICE ATTENDANT (continued)

13. Perform other duties as directed by desk officer.
14. Perform clerical duties or other tasks related to command operations, if so assigned.

CIVILIAN POLICE ATTENDANT

15. Enter occupied cell only when accompanied by a uniformed member of the service, absent extraordinary or life threatening emergencies.
16. Escort prisoners, as directed by competent authority.
17. Immediately request assistance (e.g., use panic alarm, contact desk officer, etc.) for a medical emergency occurring in a cell, and enter cell only when accompanied by a uniformed member of the service, absent extraordinary or life threatening emergencies.

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FIELD INTELLIGENCE OFFICER

1. Perform only intelligence related duties as a field intelligence officer in assigned command.
   a. Report to desk officer at beginning and end of tour, for appropriate entry in Command Log.
   b. Notify field intelligence sergeant, if present, at beginning and end of tour.
   c. Perform tour of duty, as directed by field intelligence sergeant.
2. Perform duty in civilian clothes.
   a. Be equipped with Oleoresin Capsicum pepper spray, and other equipment, as required, while on duty.
3. Advise and make recommendations to command field intelligence sergeant on intelligence matters.
4. Respond to incidents in the field to provide assistance and gather information in the absence of the command field intelligence sergeant.
   a. Identify self to ranking patrol commander and investigator at scene.
   b. Confer, regularly, with command field intelligence sergeant, and provide updates on all information/intelligence received.
   c. Prepare **COMPLAINT FOLLOW-UP INFORMATIONAL (pink) (PD313-081A)** for review by command field intelligence sergeant.
5. Enter intelligence from any source into Enterprise Case Management System (ECMS) or **COMPLAINT FOLLOW-UP INFORMATIONAL (pink) (PD313-081A)** database, as appropriate.
6. Act as a key component of the Intelligence Bureau by gathering and sharing intelligence information with all Department units (e.g., Detective Bureau, Patrol Services Bureau, etc.).
7. Develop information in support of borough level intelligence strategy.
8. Exchange information with other field intelligence sergeants and officers, Intelligence Bureau units, Detective Bureau commands, and other specialized units, as appropriate, regarding parolees, parole absconders, subjects of **INVESTIGATION CARDS (PD373-163)**, wanted persons and other matters germane to each command.
   a. Provide data, updates and pictures on these individuals, when obtained.
9. Use secure e-mail system, when practical, for making notifications and inquiries to other field intelligence officers, and Intelligence Bureau.
10. Assist with preparation of weekly Intelligence Bureau Activity Report.
11. Attend precinct neighborhood coordination officer (NCO) and community meetings to obtain information of intelligence value.
12. Participate in detective and patrol training sessions, as directed by command field intelligence sergeant.
13. Confer, regularly, with patrol officers, detectives, supervisors and unit specialty officers to obtain intelligence (i.e., School Safety, Community Affairs, Domestic Violence, neighborhood coordination officer, etc.).

FIELD INTELLIGENCE OFFICER (continued)

14. Confer, regularly, with youth coordination officers regarding youth related crime.
15. Review documents, reports, and statistics for intelligence content, including but not limited to:
    a. **COMPLAINT REPORTS (PD313-152)**, including those recorded by Detective Bureau,
    b. **JUVENILE REPORT SYSTEM WORKSHEETS(PD377-159A)**,
    c. **COMPLAINT FOLLOW-UP INFORMATIONALS (pink) (PD313-081A)**,
    d. **ON-LINE BOOKING SYSTEM ARREST WORKSHEETS (PD244-159)**,
    e. **UNUSUAL OCCURRENCE REPORTS (PD370-152)**,
    f. **DETECTIVE BUREAU UNUSUAL OCCURRENCE REPORTS (PD370-151)**,
    g. **STOP REPORTS (PD383-151)**,
    h. **SCHOOL SAFETY DIVISION CRIMINAL INCIDENT REPORTS (PD313-147)**,
    i. **New York State Domestic Incident Reports (DCJS-3221**),
    j. Arrests and complaint statistics, patterns and trends, and
    k. Intelligence Bureau Reports and worksheets.
16. Document intelligence forwarded to investigative and enforcement units in ECMS, and report forwarded information to command field intelligence sergeant.
17. Follow up on all actionable intelligence gathered under the supervision of command field intelligence sergeant.
    a. Record follow-up action (i.e., investigation initiated, arrest effected, search warrant requested/executed, etc.) in ECMS, after conferral with field intelligence sergeant.
18. Notify Intelligence Bureau, and desk officer, to arrange supervision for any urgent field operations, if command field intelligence sergeant is not present.
19. Assist command field intelligence sergeant with **SEARCH WARRANT REQUEST (PD374-162)** form, when necessary, as outlined in *P.G. 212-75, "Search Warrant Applications."*
    a. Comply with *P.G. 221-17, "Search Warrant Execution,"* as appropriate.
20. Develop confidential informants who offer, or propose to offer, information, and who are approved by the Department.
    a. Act as point of contact, when applicable, and be guided by *P.G. 212-68, "Confidential Informants."*
    b. Maintain files for informants.
    c. Ensure security of all folders.
21. Confer with commanding officer, command of assignment, at the direction of command field intelligence sergeant.

FIELD INTELLIGENCE OFFICER (continued)

22. Conduct debriefings of prisoners when circumstances indicate intelligence may be gained.
23. Coordinate debriefings with command field intelligence sergeant and Detective Bureau, as necessary.
24. Assist command field intelligence sergeant in developing specific debriefing questions regarding crimes, crime patterns, or trends occurring within assigned command.
    a. Provide command specific questions to other Intelligence Bureau units, as appropriate, for their debriefings at the direction of command field intelligence sergeant.
25. Maintain a record of debriefings conducted, including details on positive or negative results, as necessary.
    a. Record results of prisoner debriefings in ECMS and electronically route accordingly.
26. Be present during debriefings of all arrests, when possible, to assist in development of intelligence information.
27. Notify command field intelligence sergeant and Intelligence Bureau, Criminal Intelligence Section regarding all unusual incidents, and significant occurrences.
28. Track and review all ECMS "Positive Debriefing" entries related to active criminal investigations.
29. Forward copies of "Positive Debriefing" entries in ECMS electronically, to the appropriate investigative units after review.

NYPD

Section: Duties and Responsibilities		Procedure No: 202-42	
PERSONNEL ADMINISTRATIVE MANAGER			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 1

PERSONNEL ADMINISTRATIVE MANAGER

1. Serve as the liaison for the Personnel Bureau.
2. Assist in the Department's Civilianization Program (if applicable to command/bureau).
3. Provide advice, information and clarification regarding authorized leave of absence(s), Family Medical Leave Act, properly documented sick leave, and time and leave issues.
4. Address matters and issues regarding the training of principal administrative associates and other civilian members of the service.
5. Provide updates to the principal administrative associates and commanding officer relating to changes in Department policies and procedures.
6. Provide advice and guidance on matters pertaining to performance monitoring and disciplinary issues prior to such action being taken.
7. Assist the borough/bureau commander on civilian procedures, processes and policies as listed in the Civilian Employee Reference Manual.
8. Conduct formal, regularly scheduled training for principal administrative associates.
9. Ensure required promotion training is scheduled and attended by subordinates.
10. Act as the borough/bureau civilian training coordinator.
11. Direct and coordinate the civilian recognition program.
12. Serve as a resource on all personnel matters for the bureau/command including requests for promotions, title changes, salary adjustments and other upgrades.
13. Make routine contacts/visits to all locations within jurisdiction.
14. Assist the principal administrative associates or other supervisors in updating tasks and standards (when needed) for civilian titles as well as the proper documentation of **PERFORMANCE EVALUATIONS**.
15. Supervise and monitor the submission of all civilian **PERFORMANCE EVALUATIONS**.
16. Regularly confer with the bureau/borough executive staff, integrity control officer and investigative units relating to trends and civilian matters.

NOTE *The personnel administrative manager will be overseen by the borough administrator or bureau equivalent in the rank of deputy inspector or above.*

The executive personnel administrative manager assigned to the Personnel Bureau will coordinate and facilitate communication, training and development for all personnel administrative managers.

NEW YORK CITY POLICE DEPARTMENT

Section: Duties and Responsibilities		Procedure No: 202-43	
DIGITAL COMMUNICATIONS OFFICER			
DATE ISSUED: 02/12/20	DATE EFFECTIVE: 02/12/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To assist with the development and management of Department social media accounts.

PROCEDURE When assigned duties regarding the development and management of Department social media accounts within a precinct, police service area, transit district, or select bureaus/commands:

DIGITAL COMMUNICATIONS OFFICER

1. Liaise and coordinate with the Deputy Commissioner, Public Information concerning Department social media account establishment, maintenance, training, messaging, and support.
   a. Obtain approval from the Deputy Commissioner, Public Information, prior to changing password on Department social media accounts.
   b. Comply with *P.G. 203-28, "Department Social Media Accounts and Policy,"* and *P.G. 207-21, "Allegations of Corruption and Other Misconduct Against Members of the Service."*
   c. Ensure current official commanding officer's portrait, including name, is featured in the command's Department social media account profile, unless exception is made by the Deputy Commissioner, Public Information.
2. Operate and manage all Department social media accounts (e.g., Facebook, Twitter, etc.) under the direction of commanding officer.
   a. Confer, regularly, with commanding officer regarding Department social media account posts.
   b. Monitor Department social media accounts, frequently, and be responsive to community concerns, questions, and issues raised on Department social media platforms.
3. Obtain approval from commanding officer prior to posting on Department social media accounts.
4. Ensure information concerning command is frequently updated on the Department's internal intranet and external website.
   a. Coordinate and communicate with the Deputy Commissioner, Public Information regarding all changes and/or updates.
5. Develop innovative and informative Department social media messaging with the goal of cultivating public engagement.
6. Coordinate with neighborhood coordination officers to gather information about community events and disseminate information on Department social media accounts, as appropriate.
7. Coordinate with members of the command and other authorized Department social media account users, regularly, in regard to posting relevant information, and pictures of interest, to Department social media accounts.

DIGITAL COMMUNICATIONS OFFICER (continued)

8. Liaise with traffic safety sergeant, traffic safety officer, and Traffic Management Center, and post road closures, detours, etc., as appropriate.
9. Confer with the Deputy Commissioner, Public Information, detective squads, investigative units, and crime analysis units concerned, to post requests for information, wanted/missing persons flyers, and other relevant information affecting public safety, as directed by commanding officer.
10. Post wanted/missing persons flyers in compliance with:
    a. Guidelines set forth by the Deputy Commissioner, Public Information, Detective Bureau, and any relevant Department procedures, including, but not limited to:
        (1) Formatting of images,
        (2) Wording of posts,
        (3) Removal of posts after certain periods of time, and
        (4) Updating the community in regard to individuals arrested and/or found.
11. Review and post Deputy Commissioner, Public Information's Requests for Media Attention, as directed by commanding officer.
12. Liaise with Crime Prevention Division on communications that promote crime prevention tips, public safety, and awareness.
13. Redirect and/or retweet messages disseminated by the Department's Twitter account @NYPDnews, as directed, during large scale emergency incidents.

ADDITIONAL DATA

Members of the service are prohibited from disclosing the arrest or booking photographs of an individual on social media, unless the photo(s) would serve a law enforcement purpose, including, but not limited to, releasing photographs of wanted suspects. Post arrest, the release of arrest or booking photographs is limited to circumstances where the release of such photographs is used to alert victims and/or witnesses of crimes to facilitate criminal investigations. This limitation only applies to arrest or booking photographs, and does not apply to video or surveillance photographs.

ORDER OF RANK

1. The order of rank in the police service is:
   a. Chief of Department
   b. Bureau Chief
   c. Assistant Chief
   d. Deputy Chief
   e. Inspector
   f. Deputy Inspector
   g. Captain
   h. Lieutenant
   i. Sergeant
   j. Police Officer/Detective
2. Police Department Chaplains and Surgeons have the assimilated rank of Inspector.
3. Seniority in rank among members appointed or promoted at the same time is determined by position on appointment or promotion list.
4. At a police incident, the senior uniformed member, in R.M.P. assigned to incident or on foot patrol at the scene, will direct and coordinate police operations pending arrival of the supervisor. If R.M.P. assigned to incident is delayed and no uniformed member is assigned to foot patrol at the scene, the senior uniformed member first on the scene will take charge, pending the arrival of supervisor or assigned R.M.P.

UNIFORMED MEMBER OF THE SERVICE

1. Tender and return hand salute as prescribed by U.S. Army regulations.
2. Salute:
   a. Police Commissioner or deputy commissioners in civilian clothes
   b. Supervisory officer in uniform
   c. United States flag as it passes
   d. Desk when entering command.
3. Salute flag when national anthem is played. If flag not visible, face band, etc., and salute.
4. Supervisory officers return salutes promptly.
5. Salute is not required at large assemblages except when addressed by or addressing supervisory officer. Salute not required if it interferes with police duty.
6. Remove hat and stand at attention in office of Police Commissioner, deputy commissioner or member above rank of lieutenant.
7. Order "Attention" when member above rank of captain enters room unless otherwise directed.
8. Place U.S. flag at half-staff as indicated below, when a uniformed member of the service dies:
   a. Lieutenant, sergeant, police officer - on Department building where assigned on day of funeral
   b. Captain - on Department building where assigned from time of death to sunset, day of funeral
   c. Deputy inspectors or inspectors - on Department buildings within his/her command from time of death to sunset, day of funeral; flag at Police Headquarters will fly at half-mast on day of funeral.
   d. Member killed in line of duty - on Department building where member assigned from time of death to ten days after the funeral; flags will fly at half-mast on all Department buildings from time of death until day after the funeral.
   e. Other members, Police Commissioner or a deputy commissioner - as directed by the Police Commissioner or Chief of Department.

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COMPLIANCE WITH ORDERS

1. Be familiar with contents of Patrol Guide and revise as directed.
2. Obey lawful orders and instructions of supervising officers.
3. Be punctual when reporting for duty.
4. Be governed by orders affecting another rank when temporarily assigned to perform the duties of that rank, except as otherwise indicated.
5. Maintain a current New York State driver's license and notify commanding officer, with pertinent details, when license is suspended, revoked or not renewed.

NOTE

All uniformed members of this Department are required to have a valid driver's license as a condition of employment. Civilian members who are authorized to operate Department vehicles also must have a valid driver's license.

The Department of Motor Vehicles will send a weekly printout of the names of Department members with a suspended, revoked, or expired driver's license directly to the Internal Affairs Bureau. The Internal Affairs Bureau will assign a log number and assess the allegations in accordance with Internal Affairs Bureau procedures. If appropriate, a copy will be faxed directly to a concerned member's commanding officer.

Upon notification by the Internal Affairs Bureau, the commanding officer of any member of the Department, uniformed or civilian, who is deemed to have a suspended, revoked, or expired New York State driver's license, will not permit that member to operate any Department vehicle until the member proves that such revocation, suspension, or expiration is erroneous or has been resolved. The commanding officer will submit a report to Internal Affairs Bureau's Records Section indicating the results of the investigation of this matter and the current status of the member's driver's license.

Commanding officers will ensure that, in addition to a visual inspection of uniformed members drivers licenses, at each semi-annual uniform inspection as described in A.G. 305-06, "Inspection of Uniforms:"

a. A Department of Motor Vehicles inquiry is made utilizing the FINEST System for each uniformed member of the service, and

b. A warrant check, using the WINQ and WNAM formats, is also conducted for each uniformed member of the service.

Commanding officers will ensure that during January and July of each year, civilian members of the service authorized to operate Department vehicles present valid New York State driver licenses. In addition, commanding officers concerned will ensure that an inquiry and warrant check, as performed for uniformed members of the service, is conducted for all civilian members assigned to the command.

6. Keep Department locker neat, clean and secured with combination lock (without identifying serial number) that conforms to Equipment Section specifications.
7. At commands that have not undergone locker room renovation, affix Department stickers as follows:

COMPLIANCE WITH ORDERS (continued)

a. To front of assigned locker, **PROPER TACTICS SAVE LIVES (PD642-110)** and **POLICE DON'T MOVE (PD672-133)** with rank, name, shield and squad number captions filled in, and

b. To the inside portion of the door of assigned locker, in a conspicuous manner, **GUN SAFETY (PD420-110)**, **HEALTH AND WELLNESS (Misc. 4659)** and **SEATBELT (PD642-130)**.

NOTE *If a command has vinyl images of stickers described in step "7" above, posted at locker room entrances and exits, members shall not affix them on front/inside of assigned lockers.*

8. Request new Department locker stickers from operations coordinator, as needed.
9. Apply for interview with Police Commissioner in writing (include squad or chart numbers), ONLY when action or relief cannot be obtained by other means.
10. Cooperate with supervisor, regardless of rank, who has been dispatched by competent authority (e.g., Commanding Officer, Medical Division, Internal Affairs Group, precinct commanding officer or duty captain, etc.) to visit member on sick report, and directs such member to comply with lawful order/instruction (e.g., appear in court, Trial Room, in front of an investigatory unit, etc.).

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FITNESS FOR DUTY

1. Be fit for duty at all times, except when on sick report.
2. Do not consume intoxicants to the extent that member becomes unfit for duty.

ADDITIONAL DATA

All members of the service are required to remain fit for duty as specified above, and are reminded of their absolute responsibility to remain fit for duty while in possession of their firearms.

Any misconduct involving a member's misuse of a firearm while unfit for duty due to excessive consumption of, and intoxication from, alcohol will result in that member's termination from the Department. Exceptional cases will be determined by the Police Commissioner, on a case by case basis.

Furthermore, any misconduct involving members who are found to be unfit for duty due to excessive consumption and intoxication from alcohol, while armed with a firearm, will result in the inclusion of the charge of "Unfit For Duty While Armed," in Departmental disciplinary proceedings. In addition to those penalties imposed as a result of all other charges stemming from the misconduct, strict punitive sanctions will be imposed for any member upon whom the charge has been substantiated.

Additionally, a uniformed member of the service who refuses to submit to chemical testing in connection with an alleged violation of section 1192 of the New York State Vehicle and Traffic Law (Driving While Intoxicated) will be charged with violating Patrol Guide procedure 203-10, page 1, step 5, "Engaging in conduct prejudicial to the good order, efficiency, or discipline of the Department."

Members of the service are also reminded of the Department's commitment to the many counseling and assistance programs available for a wide variety of problems. Members who are experiencing problems related to alcohol, or know of any other member who may be experiencing problems related to alcohol, are strongly encouraged to call HELPLINE, in order to achieve confidential assistance.

<u>DEPARTMENT POLICY STATEMENT CONCERNING THE OPERATION OF A MOTOR VEHICLE UNDER THE INFLUENCE OF ALCOHOL</u>

i. Patrol Guide procedure 203-04, "Fitness For Duty" mandates the following:

a. Be fit for duty at all times, except when on sick report.
b. Do not consume intoxicants to the extent that member becomes unfit for duty.

Consistent with the above, any uniformed member of the service who causes serious physical injury to another person while operating a motor vehicle and is determined to be unfit for duty due to the consumption of alcohol will be terminated from the New York City Police Department, absent exigent circumstances.

ADDITIONAL DATA (continued)

ii. Any negotiated penalty in a Department disciplinary proceeding, involving a uniformed member of the service who is determined to have been operating a motor vehicle while unfit for duty due to the consumption of and/or intoxication from alcohol shall include a period of Dismissal Probation. Additionally, uniformed members of the service involved in incidents either on or off duty where alcohol is deemed a contributing factor, and where pursuant to a negotiated penalty in a Department disciplinary proceeding are required to submit to ordered breath testing, the negotiated penalty may also include a period of Dismissal Probation. Further, any such negotiation shall include the subject officer's agreement to submit to ordered breath testing for the presence of alcohol while on duty or off duty, during the period of probation, or other agreed upon time period. Should the member be found unfit for duty or refuse to submit to breath testing, this will result in additional disciplinary action against the subject officer which may include termination.

iii. Members of the service whose alcohol consumption has caused problems for them or others are urged to self-report before they are responsible for a serious incident and the above disciplinary action becomes necessary. They can do so in complete confidence by calling the Counseling Services Unit. Additionally, members who are experiencing problems related to alcohol, are strongly encouraged to call HELPLINE or the Police Organization Providing Peer Assistance, (POPPA). POPPA is a joint labor-management cooperative effort involving the implementation of a union-operated, alternative employee assistance program. Both HELPLINE and POPPA offer confidential services.

iv. Members of the service with alcohol-related problems may also be referred to the Counseling Services Unit by supervisors, other Department units, or as the result of an alcohol related incident. However, the Department's objective, at all levels, is early detection and referral of personnel for evaluation and treatment <u>before</u> drinking causes problems in work performance or worse.

v. The Counseling Services Unit maintains strict standards of confidentiality as set forth in Title 42 of Federal guidelines governing alcoholism programs, and it does not act as part of the Department's disciplinary system. The Counseling Services Unit's mission is to assist in recovery and return to full and productive service those members of the Department who are experiencing problems with alcohol. The unit operates 24 hours a day, seven days a week, and will help assess the extent of the problem, and make the appropriate referrals for treatment. Treatment can range from detoxification and inpatient rehabilitation to outpatient rehabilitation and the participation in self-support groups. Counseling is available to members of the service, their families and retirees.

vi. The Police Department's policy is to encourage members of the service to seek help in a supportive, confidential environment before the consequences of alcohol abuse require the Department to take disciplinary action. In addition, to assist those members of the service experiencing alcohol related problems, all New York City Police Department personnel are encouraged to refer those with problems to any of the counseling/assistance providers indicated in number "iii" of this procedure.

ADDITIONAL DATA (continued)

vii. Members participating in these programs will not jeopardize their promotional opportunities. In addition, their current assignments will not ordinarily be changed because of their participation in these programs unless, due to the nature of the assignment, a change is deemed to be in the best interests of all parties concerned. However, participation in these programs will not exempt a member of the service from disciplinary action for specific acts of misconduct and the consequences of such disciplinary action.

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PERFORMANCE ON DUTY

1. Perform all duties as directed by competent authority.
2. Remain on post until properly relieved, except for police necessity, personal necessity or meal period.
   a. Notify telephone switchboard operator and, if possible, make entry in digital **Activity Log** before leaving post.
   b. Make entry upon return to post and notify telephone switchboard operator.
3. Take meal period in police facility, a bona fide restaurant or Department vehicle.
4. Make accurate, concise entries in Department records in chronological order, without delay, using black or blue ink.
5. Sign Department reports or forms with full first name, middle initial and surname.
   a. Print and write legibly.
   b. Utilize shield and tax registry numbers as required.

NOTE

Civilian members of the service (e.g., school safety agent supervisors) as well as uniformed members of the service (e.g., rank of lieutenant and above) who do not possess a shield number are required to utilize their tax registry number instead as an additional means of identification on Department forms. The use of the tax registry number by these members is mandated even when there is no specific caption calling for it. For example, supervisors in the rank of lieutenant and above will enter their tax registry number in the "Shield No." caption at the bottom of the ***PROPERTY CLERK INVOICE (PD521-141)*** *after witnessing and verifying the packaging of evidence/property/currency. Entry of the tax registry number will also apply to any other Department form currently in use.*

6. Make corrections on Department records by drawing an ink line through incorrect matter. Enter correction immediately above and initial change.
7. Use numerals when entering dates on Department forms, e.g., 1/5/79.
8. Use abbreviation "Do" for ditto.
9. Start serial numbers with one at beginning of each year for official forms or reports, unless otherwise specified.
10. In the absence of supervisory presence or direction, a member may wear dual purpose disorder control/scooter helmet at own discretion if it is believed that safety is endangered or conditions warrant. In all supervised situations, the ranking member on the scene will determine in the first instance if helmets are to be worn or removed except in emergencies, such as those situations where the member reasonably believes that there is a substantial and specific imminent threat to the safety of the member.
    Members of the service shall have the discretion to carry their helmets on their duty belts, or to secure the helmet within sight and sound of the scene (e.g., in a vehicle, premises, or with another member of the service), to be deployed as circumstances warrant.

PERFORMANCE ON DUTY (continued)

The following guidelines regarding the wearing/carrying of helmets will apply:

a. Any member operating a motor scooter must wear a helmet (face shield is also required when operating two-wheel scooter)

b. A member must wear or carry helmet when specifically directed to do so

c. Members performing Radio Motor Patrol in uniform will keep helmets in the vehicle trunk for use if needed

d. All other members shall keep their helmets in their lockers where they will be readily accessible.

11. Answer telephone promptly, stating in a courteous manner, command, rank or title, surname, and "May I help you?"

12. Be responsible for humane treatment and safekeeping of prisoners in custody or detained in Department facility over which member has supervision.

13. Maintain Department property issued or assigned for use in serviceable condition.

14. Deliver recovered property, property removed from a prisoner, or property removed from an emotionally disturbed, intoxicated or incapacitated person, to the desk officer of the precinct where obtained unless otherwise directed.

15. Announce presence before entering a locker room, dormitory, lavatory, utilized by members of the opposite sex, except in an emergency. In addition, be accompanied by member of said opposite sex, if practicable.

NOTE

In complying with the regulation above, desk officers concerned will make an entry in Command Log indicating time/date of member(s) of the service utilizing dormitory and reason, and will inform inspecting officers if dormitory is being used prior to conducting inspection. Additionally, inspecting officers will peruse the Interrupted Patrol Log, etc., to ascertain who is authorized in facility prior to conducting inspection.

16. Operate Department vehicles only when assigned and only when Department qualified to operate such vehicle.

17. Use Department radio for field communications except under limited circumstances.

a. Department and personal cellular phones may be used for field communications when content of the communication is not appropriate for radio transmission due to length or subject matter (e.g., detailed information about incident, personal information, names of persons, notifications, etc.).

NYPD POLICE DEPARTMENT CITY OF NEW YORK

PERFORMANCE ON DUTY – PROHIBITED CONDUCT

1. Consuming any amount of intoxicants while on duty whether in uniform or civilian clothes.
   a. Member assigned to duty in civilian clothes may be granted permission by the bureau chief/counterpart concerned based upon the nature of the member's assignment.
2. Consuming intoxicants while in uniform whether on or off duty.
3. Bringing or permitting an intoxicant to be brought into a Department building, facility, booth, boat, or vehicle, except in performance of police duty.
4. Entering premises serving intoxicants, except for meal or performance of duty.
5. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
6. Recommending use of particular business, professional or commercial service to anyone except when transacting personal affairs.
7. Steering business, professional or commercial persons to a prospective client requiring such services except when transacting personal affairs.
8. Consenting to payment by anyone to regain lost or stolen property or advising such payment, except towing fees as provided by law for recovered stolen vehicles.
9. Riding in any vehicle, other than a Department vehicle to which assigned, while in uniform, except when authorized or in an emergency (sergeants and police officers only).
10. Using Department logo unless authorized by Police Commissioner.
11. Engaging in card games or other games of chance in a Department facility.
12. Violating any of the following except in the performance of duty:
    a. Promoting gambling or participating in any gambling activity connected to, or while another is engaged in the promotion of gambling
    b. Engaging in any activity that violates Article 225 of the New York State Penal Law – Gambling Offenses or associating with any person or any activity that violates Article 225 of the Penal Law
    c. Loitering for the Purpose of Gambling in violation of Section 240.35(2) of the Penal Law.

NOTE *Similarly, a member of the service may not participate in any gambling activity in violation of the laws of any other state or foreign jurisdiction.*

Under Federal Law, it is illegal to utilize the internet or wire transmissions for bets, wagers, credit card and other payment instruments, and fund transfers in the furtherance of unlawful internet gambling, as well as the transmission of certain information concerning sporting events or contests.

For further guidance or questions regarding the above step, contact the Legal Bureau.

PERFORMANCE ON DUTY – PROHIBITED CONDUCT (continued)

13. Having any person make a request or recommendation that affects the duties of any member of the service, except as provided by Department procedures.
14. Engaging in conduct defined as discriminatory in *P.G. 205-36, "Employment Discrimination,"* "SCOPE" statement.
15. Using Department letterhead, personnel, equipment, resources, or supplies for any non-Department purpose or non-city purpose.
16. Using any electronic/digital device (e.g., personal gaming device, MP3 player, personal digital assistant, Bluetooth headset, etc.) while on duty.

NOTE *A cellular phone is authorized to be used by members of the service when conducting official Department related business, or on an assigned meal, or as otherwise authorized by competent authority. The cellular phone must be carried in a concealed manner that does not interfere with authorized equipment.*

17. Using any personal electronic/digital device (e.g., cellular phone, camera, etc.) to record video and/or audio or take photographs during any police encounter.

NOTE *While the use of recording technology may be advantageous in the context of certain enforcement initiatives, members may only record encounters when prior supervisory authorization is obtained and when authorized Department technology is utilized. If an authorized recording device is utilized, any evidence (i.e., photos, video, audio, etc.) must be printed and/or downloaded to a disc and invoiced as evidence in accordance with P.G. 218-01, "Invoicing Property – General Procedure" and D.G. 503-18, "Detective Squad/Unit Investigators Processing Recovered Video Evidence."*

Law enforcement recordings of any encounter may become the subject of discovery during a criminal or civil proceeding. Therefore, these recordings are subject to preservation and discovery rules. Any such recordings must be promptly made available to the relevant prosecutor's office or the New York City Law Department.

18. Manipulating manually or electronically, transmitting in any form, or distributing any official Department recorded media or recorded media coming into possession of the Department as evidence or for investigative purposes except as authorized for official Department business. Recorded media includes videotapes, photographic images or pictures, audio recordings, electronic or internet files or any like forms to be available in the future.
19. Wearing, carrying, or using an unauthorized portable radio while on duty.
20. Making an unauthorized radio transmission.
21. Reporting for duty and/or end of tour via "outside wire" on a regular basis.
    a. Members will not report for duty and/or end of tour within their precinct of residence unless approved by their commanding officer.
22. Participating in the Department disciplinary process, or its investigatory process, when there is a familial (e.g., spouse, child, present or past romantic relationship, etc.), or personal (e.g., friend, neighbor, business/financial, close colleague, etc.) relationship, or any other relationship with the respondent that could create, or appear to create, a conflict of interest.

PERFORMANCE ON DUTY – PROHIBITED CONDUCT (continued)

a. Notify commanding officer or executive officer, immediately, if a familial or personal relationship is discovered, which may require recusal from participation in a particular case.
   (1) If uncertainty exists as to whether recusal is appropriate, member concerned should consult with the Legal Bureau.
   (2) Commanding officer or executive officer will notify their bureau chief or deputy commissioner immediately, if a familial or personal relationship requires recusal.

23. Discussing substance of a pending case *ex parte* (e.g., elected officials, community advocates, members of the press, members of the public, attorneys, representatives, relatives, etc.).
   a. This prohibition also applies to the Department Advocate's Office during the pre-charge stage, as it has prosecutorial discretion in determining whether to serve charges, and what penalty to seek.
      (1) Pre-decision letters (i.e., a letter of support, character letter, etc.) may be submitted to the Department Advocate's Office and Civilian Complaint Review Board, as appropriate, with a copy forwarded to the First Deputy Commissioner.
   b. Questions pertaining to the disciplinary process (e.g., timing, scheduling, etc.,) may be referred to the Deputy Commissioner, Trials, Department Advocate's Office, or the Civilian Complaint Review Board, as appropriate.
   c. Post-trial negotiations may be authorized by the Police Commissioner, as appropriate.

RELATED PROCEDURES

Department Social Media Accounts and Policy (P.G. 203-28)
Personal Social Media Accounts and Policy (P.G. 203-32)
Invoicing Property – General Procedure (218-01)
Detective Squad/Unit Investigators Processing Recovered Video Evidence (D.G. 503-18)
Disciplinary Process Recusal Guidelines (A.G. 318-18)

NYPD

PERFORMANCE ON DUTY – PERSONAL APPEARANCE

1. Be neat and clean.
2. Keep uniforms clean, well pressed, and in good repair. Shoes must be shined and will not display a clearly visible company name or logo.
3. Keep uniform securely buttoned.
   a. When the short-sleeved shirt is worn, the collar button may be left unbuttoned but all other buttons shall be fastened.
4. Wear cap squarely on head, with center of visor directly over nose.
   a. No hair is to show beneath the visor of the cap.
   b. Cap must be worn when members are assigned to foot patrol, traffic posts, or details.
   c. Members riding in Department vehicles may remove the cap while in the vehicle.
      (1) Members (except those assigned to Highway District) will not be required to wear the uniform cap when exiting the vehicle to take police action (e.g., responding to a radio run, interviewing a complainant, conducting a car stop, etc.).
      (2) Members will have their cap available and will be required to wear it when reassigned to a foot post or under the direction of a competent authority.
   d. Police officers and detectives assigned to subway patrol duties in uniform have the option of wearing the cap during the period of June 1 to October 1.

NOTE *At all other times, the uniform cap must be worn except where there are exigent circumstances. When the exigent circumstances have stabilized, the cap must be worn.*

When required because of religious accommodation and with written approval of the Equal Employment Opportunity Division, uniformed members of the service will be permitted to wear the Department approved religious head covering. The religious head covering must conform to the standards prescribed by the Equal Employment Opportunity Division and have a cap device affixed to the front of the head covering, if appropriate. All hair must be neatly tied inside the religious head covering and in case of an incident where the use of a tight-fitting helmet is required, religious head covering must be removed to don appropriate protective head gear.

5. Prevent non-uniform articles from showing above uniform collar.
   a. When the short-sleeve shirt is worn, undershirts, neck chains, or other non-uniform articles shall not be visible within the open collar or below the sleeve ends of the shirt.
   b. Shirt sleeves may not be rolled up.

NOTE *Members of the service who are hired on or after January 1, 2007, must cover any visible tattoos by either regulation uniform, proper business attire, or a neutral colored skin covering such as a sports wrap or bandage. Such covering must resemble the skin tone of the member and must cover the entire tattoo. This includes but is not limited to*

NOTE (continued) *any tattoo visible above the shirt collar, below the sleeve ends of any shirt, or on a visible area of the leg, ankle or foot. A limited exception may be granted by the member's commanding officer in writing due to the nature of the member's assignment. Such approval must be filed in the member's personnel folder.*

PERFORMANCE ON DUTY – PERSONAL APPEARANCE (continued)

6. Wear hair so that it is neatly groomed.
   a. All regulations regarding the appearance of members' hair apply equally to male and female uniformed members of the service.
   b. When a member is in uniform, regardless of whether or not the uniform cap is required, hair will not be worn so that it falls over the eyebrows or reaches the collar. Ponytails are strictly prohibited while in uniform.
   c. When the uniform cap is required, long hair must be securely gathered and placed under the uniform cap without the use of a ponytail. The hairstyle must allow for the cap to be placed squarely on the head, without visible bulk.
   d. The length and bulk of the hair should not interfere with the wearing of any uniform headgear, including emergency equipment.
   e. Any designs shaved into a uniformed member's hair/scalp are prohibited.
7. Necessary hair holding devices (such as but not limited to rubber bands, clips, barrettes, pins), when used, must be unadorned and plain, and be transparent or similar to the color of the hair. All such devices must be unobtrusive, and concealed as much as possible. Hair scarves, beads, bows, large and decorative fabric-covered elastic bands, large plastic clips, or other ornamental items are prohibited.
8. Comply with *P.G. 203-30, "Facial Hair Policy."*

NOTE *Approval to grow a beard for a medical condition or religious accommodation does not grant a member permission to grow goatees, designer beards, or "chin strap" beards, all of which are strictly prohibited.*

9. Do not wear ornaments or jewelry visible on the head, neck, or wrist while performing duty in uniform. Prohibited ornaments include, but are not limited to earrings, necklaces, neck chains, bracelets, and body piercing.
   a. Medical alert bracelets may be worn visibly.
   b. Watchbands must be a conservative color, such as navy, black, brown, yellow metal, white metal, or similar colors.
   c. Rings may be worn if they are generally smooth, and not likely to catch on other objects. Rings with jagged edges, raised stones, etc., are not permitted.
10. Keep fingernails neatly trimmed and extending no more than ¼ inch from the fingertip.
    a. Any raised, ornamented accessories that are worn or affixed to nails are prohibited (e.g., rhinestones, jewelry, etc.).
11. Only those cosmetics which are of conservative color and amount shall be permitted.

PERFORMANCE ON DUTY – PERSONAL APPEARANCE (continued)

12. Eyewear will be of conservative style and color. No neon or brightly colored frames may be worn. Eyeglass straps may be worn, but must be black.
13. While in uniform in public view, do not chew gum, use tobacco in any form, or hold toothpicks in the mouth.
14. When authorized to perform duty in civilian clothing, wear attire appropriate for assignment.

ADDITIONAL DATA

PROPER UNIFORM AND APPEARANCE FOR UNIFORMED MEMBERS OF THE SERVICE REPORTING FOR PROMOTION

Newly promoted members must set an example for subordinates and should demonstrate this at each promotion ceremony they attend. To ensure observance of uniform regulations at promotion ceremonies, the promotee's current commanding officer/designated supervisor will inspect promotee prior to the promotion ceremony. The results of this inspection will be recorded on a "Uniform Promotion Checklist" (see Appendix "A"). Promotees will submit the signed checklist to a member of the Personnel Bureau on the day of their scheduled promotion. PROMOTION CANDIDATES MUST APPEAR FOR PROMOTION WITH THE COMPLETED CHECKLIST. The attached Appendix "A" may be photocopied for member's use.

Promotees will be inspected prior to the ceremony by Personnel Bureau representatives on the day of their scheduled promotion. ANY MEMBER NOT PROPERLY GROOMED OR ATTIRED ACCORDING TO DEPARTMENT REGULATIONS WILL NOT BE PROMOTED UNTIL THE MEMBER IS IN COMPLIANCE WITH THESE REGULATIONS.

All members being promoted are required to have a uniform inspection performed as soon as they are notified of the promotion. The member's current commanding officer will immediately conduct a uniform inspection, using the "Uniform Inspection Checklist." The promotee will present the completed "Uniform Inspection Checklist" to the Commanding Officer, Leadership Training Section, when assigned to the leadership training course. Once the immediate uniform inspections are completed by the current Commanding Officer, the Commanding Officer, Leadership Training Section will assume responsibility for conducting a second uniform inspection a day or two prior to promotion.

RELATED PROCEDURES

Facial Hair Policy (P.G. 203-30)
Religious Head Covering (P.G. 203-31)
General Uniform Regulations (P.G. 204-01)
Uniform Classifications (P.G. 204-02)
Uniforms (P.G. 204-03)

Appendix "A"

Uniform Promotion Checklist - Inspection of Promotion Candidate by Commanding Officer

The supervisor completing this checklist will be held accountable for uniform or appearance indiscretions noted on the day of promotion. Commanding officers or designated supervisors completing this checklist should review candidate's compliance with each uniform or appearance item. The commanding officer/designated supervisor should mark each item as Pass or Fail in the respective box, complete the captions below, and sign where indicated. The member concerned will be advised of deficiencies to be corrected prior to promotion.

Uniform / Appearance Item	**P / F**
Regulation black high-gloss, lace-type Oxford shoes.	
Summer blouse, properly fitted. - Neither excessively loose nor stretched taut. - Sleeves come to a point midway between wrist and thumb when arm is at side.	
Regulation eight-point cap in good condition - Wear cap squarely on head, with center of visor directly over the nose. - No hair is to show beneath the visor of the cap.	
Regulation long sleeve shirt, properly fitted.	
Command insignia or designated rank (collar brass) must be worn on the uniform shirt and summer blouse.	
Regulation tie (in good condition).	
Regulation dress trousers, properly fitted (no duty trousers); not stretched taut.	
White gloves.	
Hair to be properly cut, trimmed, worn off the collar and neatly groomed conforming to the shape of the head. Ponytails are strictly prohibited.	
No earrings (both males and females).	
No personal adornment or unauthorized modification of the uniform (i.e. fraternal pins, etc.).	
Members assigned to Highway and Mounted Units are permitted to wear boots and britches.	
Under no circumstance will a member of the service appear in uniform with a beard, long hair, or mustache extending below the corner of the mouth (except as authorized by the Chief Surgeon or Equal Employment Opportunity Division). Documentation must be attached to this form, if applicable.	

_____
Name/Tax # of Member Inspected (Print)

_____ _____
Name/Tax # of inspecting C.O./Supervisor (Print) — Signature of inspecting C.O./Supervisor

PURPOSE To provide clear guidelines regarding written and verbal statements made by members of the service during an official investigation.

DEFINITIONS

FALSE STATEMENT - An intentional statement that a member of the service knows to be untrue, which is material to the outcome of an investigation, proceeding, or other matter in connection with which the statement is made.

MISLEADING STATEMENT - A statement that is intended to misdirect the fact finder, and materially alter the narrative by:

a. Intentionally omitting a material fact or facts,
b. Making repeated claims of "*I do not remember*" or "*I do not know*" when a reasonable person under similar circumstances would recall, or have been aware of, such material facts, or
c. Altering and/or changing a member's prior statement or account when a member of the service is confronted with independent evidence indicating that an event did not occur as initially described, will generally be considered a misleading statement.

INACCURATE STATEMENT - A statement that a member of the service knows, or should know, includes incorrect material information. There is no intent to deceive, but rather the member's actions are grossly negligent.

MATERIAL FACT - A significant fact that a reasonable person would recognize as relevant to, or affecting, the subject matter of the issue at hand, including any foreseeable consequences, or establishment of the elements of some proscribed conduct. It is a fact that is essential to the determination of the issue and the suppression, omission, or alteration of such fact would reasonably result in a different decision or outcome. A material fact may be distinguished from an insignificant, trivial, or unimportant detail.

IMPEDING - Making false, misleading, and/or inaccurate statements, or engaging in an impeding action (e.g., failing to produce records as directed by a competent authority, etc.).

PROHIBITED CONDUCT

1. Intentionally making a false official statement.
2. Intentionally making a misleading official statement.
3. Making, or causing to be made, an inaccurate official statement.
4. Impeding an investigation.

ADDITIONAL DATA *Intentionally making a false official statement regarding a material matter will result in separation from the Department, absent extraordinary circumstances. Extraordinary circumstances will be determined by the Police Commissioner on a case by case basis.*

ADDITIONAL DATA (continued)

Circumstances in which false or misleading official statements are made include, but are not limited to, verbal statements made pursuant to a statutory or procedural requirement, or under oath during a civil, administrative, or criminal proceeding, in addition to written statements made in a sworn document, including affirmations made in Department (e.g., ***COMPLAINT REPORT [PD313-152]****, etc.) and non-Department (e.g.,* ***New York State Domestic Incident Report [DCJS-3221]****, etc.) forms.*

Statements made during an official Department interview conducted pursuant to P.G. 206-13, "Interrogation of Members of the Service," or interview pursuant to P.G. 211-14, "Investigations by Civilian Complaint Review Board" are subject to the provisions of this procedure. In addition, members of the service are reminded that the Civilian Complaint Review Board has been granted broadened prosecutorial authority to investigate potential false statements and recommend penalties.

When a member of the service is afforded an opportunity to recollect with the benefit of credible evidence, and the member makes a statement consistent with the evidence, the member's prior statement will not be considered a false statement. However, it may be considered a misleading statement, or an inaccurate statement, or in cases where further investigative steps were required after the statement was made, may also be considered an action impeding the investigation.

If, during an investigation or proceeding, a member of the service intentionally makes a false statement, but then retracts the statement and substitutes a truthful statement during the same interview, deposition, or other session of oral testimony, a charge of false statement may not be appropriate.

Mistakes distinguished: Mere clerical errors may not be considered inaccurate statements when the statement error is so minor that it has little, or no effect, on the overall intent of the statement. An error will be considered to be an inaccurate statement when a member of the service does not intend to deceive, but causes a material variation. Erroneous statements, lacking in willful intent, and not so unreasonable as to be considered gross negligence, are not a basis for finding misconduct.

Members of the service have an obligation to review documents before signing, or otherwise verifying, their accuracy.

An investigation is considered impeded when a member of the service makes false, misleading, and/or inaccurate statements, or engages in impeding actions (e.g., failure to produce records as requested by a competent authority, etc.). A member of the service who impedes, or attempts to impede, an official investigation will face disciplinary action for conduct prejudicial to the good order, efficiency, or discipline of the Department.

The Department will not bring false official statement charges in situations where, as opposed to creating a false description of events, the member of the Department merely pleads not guilty in a criminal matter, or merely denies a civil claim or an administrative charge of misconduct.

RELATED PROCEDURES

Interrogation of Members of the Service (P.G. 206-13)
Investigations by Civilian Complaint Review Board (P.G. 211-14)

PURPOSE To ensure uniformed members of the service interact with members of the public in a professional manner, and offer a business card, as appropriate, to members of the public upon conclusion of certain law enforcement activities.

DEFINITION LAW ENFORCEMENT ACTIVITIES – For the purpose of this procedure, a business card is to be offered for a law enforcement activity, except in cases when a summons is issued or an arrest is made, as follows:

a. Noncustodial questioning of individuals suspected of criminal activity **(Level 2 Encounter)**
b. Stop where an officer has an individualized, reasonable suspicion that the person stopped has committed, is committing, or is about to commit a crime and where a reasonable person would not feel free to end the encounter **(Level 3 Encounter)**
c. Frisk **(Level 3 Encounter)**
d. Search of persons or property, including vehicles
e. Roadblock or checkpoint stops, including checkpoints related to enforcement of Article 31 of the Vehicle and Traffic Law (Alcohol and Drug-Related Offenses), but not including planned security checks of vehicles at sensitive locations or street closures for public events or emergencies
f. Home search
g. **Assigned Detective Only**: First in-person questioning of victims and/or witnesses to a crime.

PROCEDURE When a uniformed member of the service interacts with a member of the public and/or concludes the above-described law enforcement activities:

UNIFORMED MEMBER OF THE SERVICE

1. Courteously and clearly state your rank, name, shield number and command, or otherwise provide them, to anyone who requests you to do so.
   a. Comply with *P.G. 212-123, "Use of Body-Worn Cameras,"* as appropriate.

NOTE *Uniformed members of the service are reminded that when performing official duties in uniform, their shield number or rank designation must be visible at all times. A refusal to make a shield number or rank designation visible to a requesting individual may subject them to legal action.*

2. Carry appropriate amount of pre-printed **RIGHT TO KNOW BUSINESS CARDS (PD142-012)**.
   a. Carry appropriate amount of generic **RIGHT TO KNOW BUSINESS CARDS – GENERAL (PD142-013)**, if supply of pre-printed **RIGHT TO KNOW BUSINESS CARDS** becomes depleted.

UNIFORMED MEMBER OF THE SERVICE (continued)

3. Explain reason for law enforcement activities, unless providing this information would impair a criminal investigation, or exigent circumstances are present (i.e., physical resistance, flight, imminent danger of physical injury or damage to property, or other factors make such procedure impractical).
4. Offer pre-printed **RIGHT TO KNOW BUSINESS CARD** upon conclusion of law enforcement activities, except in cases when a summons is issued or an arrest is made, or exigent circumstances are present (i.e., physical resistance, flight, imminent danger of physical injury or damage to property, or other factors make such procedure impractical).
   a. Offer pre-printed **RIGHT TO KNOW BUSINESS CARD** to minor, or if present at scene, a parent, guardian, or other responsible adult.
5. Enter command in space provided on front of pre-printed **RIGHT TO KNOW BUSINESS CARD**, as appropriate.
   a. Uniformed members of the service may, at their discretion, enter either their command phone number or their Department cellphone number, in the space provided on the front of pre-printed **RIGHT TO KNOW BUSINESS CARD**.
6. Offer member of the public a generic **RIGHT TO KNOW BUSINESS CARD – GENERAL** with identification information written down legibly, if supply of pre-printed **RIGHT TO KNOW BUSINESS CARDS** becomes depleted (e.g., awaiting new supply of pre-printed **RIGHT TO KNOW BUSINESS CARDS**, etc.), upon conclusion of law enforcement activities, except in cases when a summons is issued or an arrest is made, or exigent circumstances are present (i.e., physical resistance, flight, imminent danger of physical injury or damage to property, or other factors make such procedure impractical).
   a. Allow member of the public ample time to write down identification information, if supply of generic **RIGHT TO KNOW BUSINESS CARDS – GENERAL** becomes depleted.
7. Make digital **Activity Log** entry including pertinent information regarding law enforcement activities, as per *P.G. 212-11, "Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops."*

ADDITIONAL DATA

Uniformed members of the service may offer business cards, as appropriate, and at their discretion, in situations that fall outside of the defined law enforcement activities. In addition, members are also to provide business cards, as appropriate, at the request of members of the public.

A uniformed member of the service performing duty in an undercover (UC) capacity and those UMOS operating in operational support of a UC or a confidential informant, are exempt from providing business cards due to the sensitive nature of their assignment.

RELATED PROCEDURES

Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops (P.G. 212-11)

FORMS AND REPORTS	***RIGHT TO KNOW BUSINESS CARD (PD142-012)*** ***RIGHT TO KNOW BUSINESS CARD – GENERAL (PD142-013)*** ***STOP REPORT (PD383-151)***

NYPD

PUBLIC CONTACT – PROHIBITED CONDUCT

1. Using discourteous or disrespectful remarks regarding another person's ethnicity, race, religion, gender, gender identity/expression, sexual orientation, or disability.
   a. Members shall address the public using pronouns, titles of respect, and preferred name appropriate to the individual's gender identity/expression as expressed by the individual. The term "gender" shall include actual or perceived sex and shall also include a person's gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the legal sex assigned to that person at birth.
2. Knowingly associate with any person or organization:
   a. Advocating hatred, oppression, or prejudice based on race, religion, gender, gender identity/expression, sexual orientation, or disability.
   b. Disseminating defamatory material.
   c. Reasonably believed to be engaged in, likely to engage in, or to have engaged in criminal activities.
   d. Preventing or interfering with performance of police duty.
3. Divulging or discussing official Department business, except as authorized.
4. Manipulating manually or electronically, transmitting in any form, or distributing any official Department recorded media or recorded media coming into possession of the Department as evidence or for investigative purposes except as authorized for official Department business. Recorded media includes videotapes, photographic images or pictures, audio recordings, electronic or internet files, or any like forms to be available in the future.
5. Engaging in conduct prejudicial to good order, efficiency, or discipline of the Department.
6. Making recommendation for or concerning any person or premises to any government agency in connection with issuance, revocation, or suspension of any license or permit, except when required in performance of duty.
7. Soliciting, collecting, or receiving money for any political fund, club, association, society, or committee.
8. Joining any political club within the precinct to which assigned.
9. Being a candidate for election to, or serving as member of a School Board, if School District is located within City of New York (see Section 2103-a, Education Law).
10. While on duty or in uniform, endorsing political candidates or publicly expressing personal views and opinions concerning the merits of:
    a. Any political party or candidate for public office;

PUBLIC CONTACT – PROHIBITED CONDUCT (continued)

b. Any public policy matter or legislation pending before any government body; or

c. Any matter to be decided by a public election, except with the permission of the Police Commissioner.

11. Having an interest in or association with premises engaged in illegal gambling operations, smoke shops, after hours clubs, or similar illegal activities, except in performance of duty.

12. Patronizing unlicensed premises (social clubs, after hours clubs, etc.) where there is illegal sale of alcoholic beverages and/or use of drugs, except in performance of duty.

13. Violating Section 1129 of the New York City Charter. This section provides that any uniformed member who shall accept any additional place of public trust or civil emolument, OR who shall be nominated for any office elective by the people, and does not decline said nomination within ten days, shall be deemed thereby to have vacated his or her position/office in the Department. This vacatur of office **shall not** apply to the following:

    a. A member of a community board

    b. An appointment, nomination, or election to a board of education outside the City of New York

    c. A member, who with the written authorization of the Mayor, shall accept any additional place of public trust or civil emolument, while on leave of absence without pay from the Department.

    d. A member who, with the written approval of the Deputy Commissioner, Legal Matters, shall accept any additional place or position outside the City of New York, limited to volunteer work as a member or volunteer in, of, or for a community board, not-for-profit corporation, volunteer fire department, or other similar community-oriented entity.

NOTE *Uniformed members of the service seeking to volunteer off-duty in any of the above-indicated positions must complete and submit form* ***APPLICATION FOR OFF-DUTY VOLUNTEER WORK (PD407-1622)*** *to the Deputy Commissioner, Legal Matters, One Police Plaza, Room 1406. No off-duty volunteer work can commence until written approval is received by the uniformed member of the service. Members who have already obtained the written approval of the Police Commissioner do not need to re-submit a request, unless there has been a substantial change in a member's NYPD duties or assignment, or a change in the type or frequency of off-duty volunteer work.*

14. Smoking in public view while in uniform.

15. Occupying seat in a public conveyance, while in uniform, to exclusion of paying passenger.

16. Occupying seat on a train, while in uniform and assigned to train patrol duties.

17. Using personal card describing police business, address, telephone number, or title except as authorized by Department Manual.

PUBLIC CONTACT – PROHIBITED CONDUCT (continued)

18. Using Department or command identifiers as part of a privately held social media account moniker (e.g., @nypd_johndoe, @053Pct_janedoe, etc.).
19. Rendering any service for private interest, which interferes with proper performance of duty.
20. Possessing or displaying police shield, **IDENTIFICATION CARD (PD416-091)**, or similar object except as authorized by the Police Commissioner.
21. Failing to provide notice to the Department of an obligation or intention to perform services in any federal military branch or state militia organization.
22. Serving on a community board's Public Safety Committee (which deals directly with Police Department and other law enforcement matters).
23. Voting on any matter that comes before the community board concerning Police Department activities in the district that the board serves.
24. Wearing any item of command-related merchandise which contains a Department logo or shield, or in any way identifies its wearer with the New York City Police Department, unless approved by the commanding officer concerned prior to being worn by a member of the service, uniformed or civilian, on or off duty.
    a. This prohibition extends to the use of the Department logo or shield in artistic or mural form, in caricature or cartoon-like representation, or on such items that include, but are not limited to:
        (1) Pins
        (2) Jewelry
        (3) Hats
        (4) Mugs
        (5) Clothing items
        (6) Patches
        (7) Writing implements
        (8) Challenge coins
        (9) Department property (walls, muster room entryway, watercraft, etc.)
        (10) Any other adornment or curio.

RELATED PROCEDURES
Department Social Media Accounts and Policy (P.G. 203-28)
Personal Social Media Accounts and Policy (P.G. 203-32)

FORMS AND REPORTS
APPLICATION FOR OFF-DUTY VOLUNTEER WORK (PD407-1622)
IDENTIFICATION CARD (PD416-091)

FINANCIAL RESTRICTIONS - PROHIBITED ACTS

1. Using confidential official information to advance financial interest of self or another.
2. Becoming interested, directly or indirectly, in any manner except by operation of law in any business dealing with City.
3. Engaging, or rendering a service, in any financial, commercial or private interest which is directly or indirectly in conflict with official duties.
4. Purchasing city-owned real property through negotiated sale, EXCEPT a city-owned residential building of six units or less, may be purchased through negotiated sale. Violation subjects member to fine, suspension or dismissal and member may be prosecuted for a misdemeanor.
5. Purchasing real estate for rental purposes within precinct of assignment.
6. Soliciting, accepting, printing or publishing advertisements, or booster lists, or receiving funds from a businessperson or any other person, directly or indirectly, relating to a journal or any other publication of any organization that has the word "POLICE" in its organization title or its literature, cards, tickets, etc., used to raise funds for any purpose indicating, in any way, an affiliation with this Department, without approval of the Deputy Commissioner, Internal Affairs.
7. Selling or issuing tickets, invitations or any other writing or device for the purpose of admission to functions held by religious, line or fraternal organizations within this Department, and any placards, invitations, circulars or other similar instrument advertising these affairs bearing the words "POLICE DEPARTMENT - CITY OF NEW YORK" or similar term indicating an affiliation with the Police Department without the approval of the Deputy Commissioner, Internal Affairs.

NOTE

The officers and committee members taking part in the arrangement, operation or conduct of authorized affairs under the auspices of religious, line or fraternal organizations of this Department will ensure that Department standards are maintained.

8. Authorizing use of photograph in uniform or mentioning rank, title or membership in Department for commercial advertisement.
9. Accepting testimonial award, gift, loan or thing of value to defray or reimburse any fine or penalty, or reward for police service except:
   a. Award from City of New York Employee's Suggestion Board
   b. Award of Departmental recognition
   c. Award to a member of officer's family for a brave or meritorious act, from a metropolitan newspaper
   d. Monetary prize or award from foundations, universities, institutions, etc., after review by the Deputy Commissioner, Legal Matters and the approval of the Police Commissioner.

FINANCIAL RESTRICTIONS-PROHIBITED ACTS (continued)

10. Purchasing or acquiring property of another, without approval of commanding officer, knowing or having reason to know that such property was held in custody of this Department.
11. Soliciting, contributing or paying, directly or indirectly, or otherwise aiding another to solicit, contribute or pay any money or other valuable consideration which will be used in connection with a matter affecting the Department or any person connected with the Department, including the use of online fund raising sites (e.g., GoFundme, Kickstarter, etc.), without permission of the Deputy Commissioner, Internal Affairs.
12. Soliciting or accepting loans from merchants, firms or persons doing business located or residing in area of assignment.
13. Entering into a business or financial transaction with another member of the service who is your superior or subordinate where the superior has the power to direct the subordinate's work or has the power to affect the terms and conditions of the subordinate's employment. This means, but is not limited to, circumstances where the superior has direct supervision of the subordinate or instances where in the course of conducting police related business, there is a likelihood that the superior will be in a position to supervise or affect the assignment of the subordinate. Accordingly, members of the service who do not work in the same command but who do work within the same bureau/patrol borough should carefully consider, before entering into a business or financial transaction with each other, whether the above superior/subordinate relationship presently exists. Members of the service should also be aware that changes in assignments that affect the superior/subordinate relationship may make a pre-existing business or financial relationship an impermissible conflict of interest. The Office of the Deputy Commissioner, Legal Matters should be contacted if questions arise regarding these issues.

NOTE

The Conflicts of Interest Board has determined that it is a violation of the conduct described in step 13 for a superior to solicit charitable contributions from, or to offer to sell products of any amount or value to a subordinate. The Board has specifically ruled, however, that a subordinate may sell products for profit or charitable purposes, or solicit donations for charitable purposes from a superior if the amount involved is de minimis. The Board has defined de minimis to be $25.00 or less.

14. Using your position with the Department for the benefit of yourself or associate, through micropurchases made on behalf of the Department (purchases up to $20,000 that may be made without competition).
    a. "Associate" is defined in Chapter 68 of the City Charter as a spouse, domestic partner, child, parent, or sibling of a public servant; a person with whom a public servant has a business or other financial relationship; and each firm in which a public servant has a present or potential interest.

Section: General Regulations		Procedure No: 203-14	
FINANCIAL RESTRICTIONS - PROHIBITED INTERESTS			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

FINANCIAL RESTRICTIONS-PROHIBITED INTERESTS

1. No Department employee may have a position in a firm that the employee knows, or should know, is engaged in business dealings with the Department.
2. No Department employee may have a position in a firm that the employee knows, or should know, is engaged in business dealings with the City, unless such position is in a firm whose shares are publicly traded.

NOTE *For purposes of steps 1 and 2 above, a position with a firm includes, but is not limited to an officer, director, manager, employee, trustee, attorney, agent, broker or consultant to the firm. The definition of "firm" includes an individual seeking business on his/her own behalf, and as a sole proprietor.*

3. In addition to the prohibitions outlined above, a Department employee may not have an ownership interest in a firm that is engaged in business dealings with the Department or have an ownership interest in a firm whose shares are not publicly traded, that is engaged in business dealings with the City.
4. If a Department employee has an ownership interest prohibited in step 3 above, the employee must, within ten days of learning that such ownership interest is prohibited:
   a. Terminate such ownership in the firm, OR
   b. Disclose the prohibited ownership interest to the Conflicts of Interest Board.

NOTE *For purposes of steps 3 and 4 above, an ownership interest means an interest held by a Department employee, the employee's spouse or unemancipated child, that is greater than five percent of the firm or an investment equivalent to $32,000.00.*

If a Department employee has an interest in a firm, whose shares are publicly traded, that has business dealings with the City (which would be permitted), but is not sure whether that firm has business dealings with the Department (which would not be permitted), the employee may make written request to the Police Commissioner, through channels, for a determination on whether that firm does business with the Department.

Any Department employee who believes they may be covered by these provisions should immediately contact the Conflicts of Interest Board for further instructions.

An employee may have an interest otherwise prohibited above if written approval is obtained from the Police Commissioner and the Conflicts of Interest Board approves.

Section: General Regulations	Procedure No: 203-15

OFF DUTY CONDUCT - ATTENDANCE AT PARADES, FUNERALS, MEMORIAL SERVICES AND OTHER DEPARTMENT-ORIENTED OR LAW ENFORCEMENT EVENTS

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
06/29/20	06/29/20		1 of 2

PURPOSE To inform all off duty members of the service of the guidelines to be complied with when attending or taking part in parades, funerals, memorial services, and other Department-oriented or law enforcement events.

SCOPE All members of the service are strictly accountable for their conduct at all times, whether on or off duty, inside or outside New York City. Conduct which brings discredit to the Department, or conduct in violation of law is unacceptable and will result in appropriate disciplinary measures. Additionally, all members of the service are subject at all times to the provisions of the Patrol Guide, other Department regulations, and all local, state, and federal laws.

PROCEDURE When attending or taking part in parades, funerals, memorial services, and other Department-oriented or law enforcement-oriented events, the following will be complied with:

a. ALL members are required to report corruption or other misconduct whether on or off duty, inside or outside New York City. In particular, ranking officers are reminded that supervisory responsibilities are never abrogated. Ranking uniformed members of the service must take affirmative action whenever they observe or become aware of corruption or other misconduct, including immediate notification to the Internal Affairs Bureau.

b. On duty members, in or out of uniform, will return to their commands as soon as the event is over. They will not take a meal period and will not be granted lost time until they return to their assigned commands.

c. All off duty uniformed members of the service who wish to wear their uniform outside New York City must receive permission in advance from the Police Commissioner, First Deputy Commissioner, or Chief of Department.

NOTE *ALL OFF DUTY MEMBERS WHO ARE IN UNIFORM MUST CONDUCT THEMSELVES AS IF THEY WERE ON DUTY, AND WILL BE HELD ACCOUNTABLE ACCORDINGLY. ADDITIONALLY, ALL MEMBERS WILL RESPECT, COOPERATE WITH, AND FOLLOW THE DIRECTION OF PERSONNEL FROM OTHER LAW ENFORCEMENT AGENCIES WHEN PRESENT IN THAT AGENCY'S JURISDICTION.*

d. Off duty members granted permission to wear uniforms will only wear them for the duration of the event. They must then change into civilian attire as soon as the event is over.

e. Under no circumstances will any member wear his/her uniform off duty or attend any parties, dinners, fund raising events, etc., in uniform, without the permission of his/her commanding officer or designee. This includes social events that take place after a parade, funeral, etc., has ended.

PROCEDURE (continued)

f. All members of the service are reminded to comply with *P.G. 203-06, "Performance On Duty - Prohibited Conduct,"* which prohibits the consumption of intoxicants when in uniform whether on or off duty. Members will not, under any circumstances, allow alcoholic beverages to be brought into Department facilities or vehicles except in performance of duty.

g. All Department-oriented and law enforcement-oriented events that members of the service attend, wherever they take place, will be monitored by ranking officers from overhead commands. In selected cases, as specifically directed by the Police Commissioner, First Deputy Commissioner, or Chief of Department, the Internal Affairs Bureau will conduct such monitoring.

h. Members are reminded of the provisions of *P.G. 204-08, 'Firearms – General Regulations/Requirements for Uniformed Members of the Service*,' which states that off duty members are to be unarmed at their own discretion when engaged in any activity of a nature whereby it would be advisable NOT to carry a firearm, especially those events at which alcoholic beverages are consumed. In addition, off duty members are reminded that they may only carry the regulation service pistol, authorized off duty pistol/revolver, or authorized special weapons.

i. Members, when out of state for a parade, funeral, memorial ceremony, or any other Department-oriented or law enforcement-oriented event, may not carry any firearms without the permission of the Police Commissioner, First Deputy Commissioner or Chief of Department even when such an event takes place in a state which allows police officers from other jurisdictions to carry their weapons.

NEW YORK CITY POLICE DEPARTMENT

Section: General Regulations		Procedure No: 203-16	
GUIDELINES FOR ACCEPTANCE OF GIFTS AND OTHER COMPENSATION BY MEMBERS OF THE SERVICE			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To provide guidance to members of the service relating to acceptance of gifts and other compensation.

POLICY It is the policy of the Department that members of the service may not accept any reward, gratuity, gift or other compensation for any service performed as a result of or in conjunction with their duties as public servants. All exceptions must be in accordance with Chapter 68 of the New York City Charter and the Police Department Board of Ethics rulings. This policy applies regardless of whether the service was performed while said members of the Department were on or off duty. Members of the service also shall not solicit any gift, gratuity, loan, present, fee or reward for personal gain.

SCOPE Members of the service may be offered gifts, awards, and other things of value by private citizens, institutions, etc., in appreciation for their police service. It is not unethical or illegal for a member of the service to accept gifts that are commonly offered as tokens of appreciation, i.e., plaques, pen and pencil sets, etc. However, cash rewards and personal gifts, such as wristwatches, etc., are strictly forbidden. To insure that the general public does not misinterpret the justification for these gifts, the following procedure has been established.

PROCEDURE Whenever a member of the service is offered a gift or becomes aware that a gift will be offered in appreciation for police service:

MEMBER CONCERNED

1. Comply with Department regulations relating to financial restrictions and prohibited acts/prohibited interests.
2. Notify commanding officer, PRIOR to acceptance of gift.

COMMANDING OFFICER CONCERNED

3. Review circumstances regarding the offering of the gift.
   a. Review Department Board of Ethics rulings relating to acceptance of gifts.

NOTE *Commanding officers are responsible to ensure command copies of Board of Ethics rulings are maintained in Command Reference Library as required by A.G. 325-18, "Command Reference Library."*

IF GIFT IS A REWARD OR PRESENT FOR POLICE SERVICE RENDERED IN DISCHARGE OF OFFICIAL DUTY:

COMMANDING OFFICER CONCERNED

4. Prepare a report, on **Typed Letterhead**, to the Police Commissioner, for review and final determination regarding acceptability of gift.

IF GIFT IS OFFERED BY A PERSON/FIRM WHICH IS, OR INTENDS TO ENGAGE IN BUSINESS DEALING WITH THE CITY OF NEW YORK:

COMMANDING OFFICER CONCERNED

5. Review City Charter, Section 2604 (B)5 to ensure that there is no conflict of interest.
6. Make final determination regarding the propriety of accepting gift and notify member concerned.
   a. Request ruling by Board of Ethics if circumstances of offering are peculiar in nature and not reflected in current rulings.
7. Prepare a report, on **Typed Letterhead**, to the Deputy Commissioner, Internal Affairs, through channels, for any member who receives two or more gifts, regardless of value or source of gift, within a calendar year.

RELATED PROCEDURES *Command Reference Library (A.G. 325-18)*

FORMS AND REPORTS ***Typed Letterhead***

NYPD

PATROL GUIDE

Section: General Regulations		Procedure No: 203-17	
FUND RAISING EVENTS			
DATE ISSUED: 03/18/19	DATE EFFECTIVE: 03/18/19	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To provide specific information relative to fund raising activities affecting the Department or any person connected with the Department, and the posting of advertisements involving such events by members of the service.

PROCEDURE Prior to the fund raising event or posting of advertisements, concerning the event:

COMMANDING OFFICER, MEMBER CONCERNED

1. Prepare a request, on **Typed Letterhead**, addressed to the Deputy Commissioner, Internal Affairs, (through channels), containing the following information:
   a. The date, time and location of the fund-raiser, the identities of the organizers and the recipient of the proceeds after expenses.
   b. The results of inquiries made to the Intelligence Bureau and the Detective Bureau relative to the premises and the principals involved, and the State Liquor Authority, when appropriate.
   c. The results of a check of the respective precinct's Integrity Monitoring File.
   d. The specific manner by which funds will be raised, including the use of online fund raising sites (e.g., GoFundme, Kickstarter, etc.), and the method of compensation to the principals of the premises, including an assurance that the full retail price will be paid for all food, beverages and ancillary services, such as music, entertainment, etc.
   e. A statement indicating that no illegal gambling, raffles or 50-50 drawings will take place at the event.
   f. A statement and documentation indicating a specific accounting of funds collected and disbursed will be forwarded, within thirty days after the fund-raiser, to the Deputy Commissioner, Internal Affairs (i.e., copies of checks, bank deposit slips, or proof of payment for outstanding bills, etc.).
   g. A statement indicating that no conflict with Department procedures and/or guidelines was found to exist relative to the fundraiser.
   h. A concluding remark recommending approval of the request.
2. Forward completed request, through channels, to the Deputy Commissioner, Internal Affairs.

MEMBER CONCERNED, INTERNAL AFFAIRS BUREAU

3. Advise commanding officer submitting request of the IAB number assigned to the request, and whether the request was approved or disapproved by the Deputy Commissioner, Internal Affairs.
4. Return request, if approved, to the bureau chief/counterpart concerned for appropriate follow-up and event monitoring.

RELATED PROCEDURE *Financial Restrictions - Prohibited Acts (P.G. 203-13)*

Section: General Regulations		Procedure No: 203-18	
RESIDENCE REQUIREMENTS			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To inform members of the service (uniformed and civilian) of the Department's residence and telephone number requirements.

MEMBER OF THE SERVICE

1. Reside within City of New York or Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties.
2. Provide operations coordinator with physical home address.
   a. Post Office Box addresses are not permitted.
3. Provide operations coordinator with a landline telephone number and/or cellular telephone number, at residence.
   a. Beeper/pager numbers are not permitted.
   b. Members of the service may, in addition to the above, provide the operations coordinator with their email address.

OPERATIONS COORDINATOR

4. Ensure that each member of the service reviews and updates their personal information via the Personal Data Forms Intranet System, as required.

COMMANDING OFFICER

5. Ensure members of the service comply with residence and telephone number requirements.

PERSONNEL ORDERS DIVISION

6. Ensure no uniformed member of the Housing Bureau is to be assigned to a police service area (PSA) that patrols public housing developments in a precinct in which the member resides.
7. Ensure no member of the service (uniformed or civilian) is to be assigned to his/her resident precinct, with the exception of school crossing guards.
   a. Civilian members of the service who were assigned to their resident precinct prior to July 29, 2009, will be able to continue to reside and work in the same precinct.

NOTE *If the residence of a member of the service subsequently changes and results in a contradiction of any of the above residency requirements, the member must immediately notify his/her commanding officer.*

ADDITIONAL DATA *New York City local law requires civilian members of the service, who entered City service on or after September 1, 1986, to become a City resident within ninety days of appointment. Civilian members of the service who were permanently appointed to City service before this date may reside outside the City; however, such civilian members who accept either provisional, non-competitive, or exempt positions must establish City residence within one year.*

Notwithstanding the general requirement of City residency, Local Law No. 48 of 2009, allows civilian members of the service who have completed two years of service to reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties. However, civilian members of the service with special patrolman designation status must reside within the five boroughs of New York City regardless of years of service. Traffic Enforcement Agents Level IV, School

ADDITIONAL DATA (continued)

Safety Agents and Evidence/Property Control Specialists who have special patrolman status are exempt under the State Public Officers Law and after completing two years of employment with the City may reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties.

This amendment will not affect administrative or judicial actions taken to enforce residency requirements which were in effect prior to the change.

All allegations of non-compliance with this law will be referred to the Personnel Bureau's Investigations Unit, regardless of the civilian member's permanent assignment within the Department. Sole investigative responsibility will rest with the Investigations Unit. Results of the investigation will be reviewed by the Human Resources Division. If an investigation does identify a civilian member in violation of this requirement, the civilian member of the service will be given an opportunity to rebut the investigation's findings. Civilian members of the service, in fact, not in compliance with this requirement are subject to termination. A Department trial will not be conducted.

Employees with questions regarding civilian residency requirements may contact the Human Resources Division.

RELATED PROCEDURE

Personal Information Via Department Intranet (P.G. 203-24)

NYPD

MEMBER OF THE SERVICE REQUESTING AUTHORIZED LEAVE

1. Prepare **LEAVE OF ABSENCE REPORT (PD433-041)** and submit to commanding officer/supervisory head, for approval, at least five days before leave commences <u>except</u> in emergency.
   a. Uniformed and civilian members of the service must complete the "Location During Absence" section on the **LEAVE OF ABSENCE REPORT** including each country, with the city/town or province where the member will be staying, date(s) of departure and date of return, unless on military leave or leave of absence without pay thirty calendar days or more
   b. If member will remain at their residence, member will enter "residence" and include location and dates
   c. Prior to approving recommendation for leave, commanding officer/supervisory head will ensure that each country, with the city/town or province where the member will be staying is entered in Location During Absence section of **LEAVE OF ABSENCE REPORT**.
2. Leaves may be terminated at discretion of Police Commissioner.
3. Member who is granted extended leave of absence without pay must take all accrued leave prior to the start of leave of absence, except for military leave.
4. Leave without pay for thirty or more consecutive days during a year, except military leave, will reduce authorized vacation by 1/12th for each thirty consecutive days of absence.
5. Member returning from leave without pay for one year or more may not be granted unaccrued vacation until member performs active duty for a minimum of three months, unless otherwise authorized by law.
6. A member of the service (uniformed or civilian) applying for any extended leave, e.g., educational leave with or without pay, hardship leave, etc., is required to communicate with the Military and Extended Leave Desk for instructions.
7. Leave without pay may be granted to observe a religious holiday. No more than 1/6th of each squad may be granted such leave.

ADDITIONAL DATA

If an emergency situation arises and a uniformed member of the service requests an emergency excusal day (E-Day) for his/her next scheduled tour of duty, the requesting uniformed member of the service must receive approval from the desk officer on duty at the time of the request.

Members of the service may only request an E-Day during the interval between the member's last tour of duty performed and the start of their next scheduled tour of duty.

*All other requests for a leave of absence, that does not fall under the guidelines for an E-Day, will be submitted on a **LEAVE OF ABSENCE REPORT** to the member's commanding officer/supervisory head.*

ADDITIONAL DATA (continued)

Once a decision has been rendered regarding the E-Day request, the desk officer will make an entry on the ***Roll Call Adjustment (Misc. 3084)****. The entry will consist of the requesting member's rank, name and whether the E-Day request was granted or denied. If the E-Day has been granted, the desk officer will ensure a* ***LEAVE OF ABSENCE REPORT*** *is prepared for the requesting member.*

A denial of an E-Day by the desk officer is a final decision. If the request is denied, members are prohibited from attempting to receive approval of the same request from another supervisor and may be subject to disciplinary action.

Commanding officers will ensure that supervisors are aware of the command's criteria for the granting of E-Days. This includes, but is not limited to, the reason for requested excusal, number of emergency day requests made by the member, and the operational impact on the command.

FORMS AND REPORTS

LEAVE OF ABSENCE REPORT (PD433-041)
Roll Call Adjustment (Misc. 3084)

NYPD

Section: General Regulations		Procedure No: 203-21	
INTEGRITY MONITORING FILE			
DATE ISSUED: 07/01/20	DATE EFFECTIVE: 07/01/20	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To identify locations where there is potential for members of the service to engage in corrupt practices or misconduct.

DEFINITION DESIGNATED OFF-LIMITS LOCATION - a location operating legitimately that a commanding officer may place off-limits because of some police misconduct related activity, and the need to avoid the appearance of impropriety by members of the command (see Additional Data).

UNLAWFUL LOCATIONS - premises, whether in a member's command or elsewhere, that are involved in illegal activities which would preclude the presence of a member of the service, except in the line of duty (see Additional Data).

COOPING PRONE LOCATIONS - locations or premises where members of the service may engage in unauthorized interrupted patrol (see Additional Data).

PROCEDURE When a premises or location has been identified as a "Designated Off-Limits Location", "Unlawful Location", or a "Cooping Prone Location" in a command under the jurisdiction of the Patrol Services, Housing, or Transit Bureaus:

COMMANDING OFFICER

1. Direct integrity control officer to maintain an Integrity Monitoring File.
2. Document and have on file for review the reason(s) for including a location in the Integrity Monitoring File.

NOTE *Documentation should include, but not be limited to criminal history, arrests, summonses, reports to the State Liquor Authority, organized crime information, corruption, Civilian Complaint Review Board/community complaints, etc. Dates of reports and serial numbers should be included. For further information to be maintained for off-limits and unlawful locations see "Additional Data."*

3. Determine schedule to be utilized by commanding officer, executive officer, and integrity control officer when making visits to Designated Off-Limits Locations.
   a. Patrol supervisors will make observations, but not visits, to all locations as directed by the integrity control officer.
4. Direct preparation and maintenance of an Integrity Monitoring Log for the recording of observations and visits to subject locations.

INTEGRITY CONTROL OFFICER

5. Maintain Integrity Monitoring File.
6. Maintain Integrity Monitoring Log and record all visits and observations, as well as police action directed at identified locations.

NOTE *The Integrity Monitoring Log will be in a Department record book divided equally into three separate sections entitled:*

a. "Designated Off-Limits Locations"
b. "Unlawful Locations"
c. "Cooping Locations."

NOTE (continued)

Each section will be captioned across a double page as follows:

FIRST PAGE

DATE	*TIME*	*LOCATION*	*ACTIVITY OBSERVED (IF ANY)*

SECOND PAGE

MEMBER MAKING OBSERVATION	*ACTION TAKEN*	*REMARKS*
	(Summons, arrest, Intelligence Bureau notification, etc)	

COMMANDING OFFICER

7. Evaluate, every six months, the command's Integrity Monitoring File for accuracy and relevance.
8. Add/delete locations by forwarding a report, on **Typed Letterhead**, to overhead bureau concerned, through channels.
   a. Indicate reason for addition/deletion.
   b. Include an updated Integrity Monitoring File with report.
9. Prepare three copies of updated Integrity Monitoring File on March 1st each year, and forward to overhead bureau concerned, through channels.
   a. An accompanying report will be prepared indicating that the commanding officer concerned has reviewed the file and the locations on each list are in conformance with this procedure.

BUREAU COMMAND

10. Review reports (both interim and annual) submitted by subordinate commands.
    a. Forward copy of report to the Investigation Review Section, Office of the Chief of Department.
    b. Forward copy of report to the Internal Affairs Bureau.

ADDITIONAL DATA

The Investigation Review Section will act as the central repository for Designated Off-Limits Locations, Unlawful Locations, and Cooping Prone Locations. Annually, the Investigation Review Section shall forward an updated citywide list of these locations to the Operations Unit and the Office of the Chief of Department. Furthermore, the Quality Assurance Division shall conduct audits of precincts, transit districts, police service areas and borough command counterparts to ensure updated lists are maintained in accordance with the provisions of this procedure.

If it becomes necessary for a uniformed member of the service to enter a location listed in the Integrity Monitoring File because of assignment by competent authority, i.e., radio dispatcher/serious police emergency, the member concerned will immediately notify the patrol supervisor. The patrol supervisor will respond and make a digital ***Activity Log*** *entry of the circumstances.*

The duties performed by units in the Transit Bureau, the Chief of Transportation and the Special Operations Division may present integrity hazards that are unique to their specialties, i.e., marinas, riding academies, parking garages, etc.

ADDITIONAL DATA (continued)

Therefore, commanding officers of each unit will identify such locations and, using the criteria below, compile a Designated Off-Limits Location list for their unit's Integrity Monitoring File. Furthermore, they will obtain, and personally review off-limits locations within other commands where their members perform patrol. These locations will be included in their own lists of locations considered integrity hazards for their personnel.

CRITERIA FOR INCLUSION IN INTEGRITY MONITORING FILE

DESIGNATED OFF-LIMITS LOCATION

a. Some documented police misconduct-related activity, such as:
- *(1) Any substantial acts of misconduct, or*
- *(2) The failure of integrity tests, or*
- *(3) The commanding officer's professional judgment after review of corruption allegations, or*
- *(4) Intelligence from the Organized Crime Control Bureau or the Intelligence Bureau, particularly at locations involving organized crime, or*
- *(5) The location's past history of repeated crimes or violations.*

PLUS

b. Illegal conditions associated with locations, or the inference or appearance of preferential treatment.

Conditions listed in paragraphs a or b above are both required in order for a location to be included in the "Designated Off-Limits Locations" portion of the Integrity Monitoring File.

Members of the service are prohibited from entering all Designated Off-Limits Locations within their command of assignment, whether on or off duty. Because of these limitations, commanding officers will be very judicious when designating a location off-limits. In addition, they must be able to articulate the reasonable basis used for selecting each location. Additionally, they should avoid listing general areas such as entire streets, plazas, parks, etc., unless there are some extraordinary circumstances that would justify the off-limits provisions of this procedure.

The following information should be included in interim or annual reports regarding Designated Off-Limits Locations:
- *(1) Date declared off-limits*
- *(2) Number of visits/observations by commanding/executive/integrity control officers or other supervisors*
- *(3) Notifications to investigations unit concerned*
- *(4) Any disciplinary/criminal action taken against members of the service re: location concerned (including results)*
- *(5) Date location closed or business sold*
- *(6) Date removed from list and reason (passed integrity test, etc.)*

ADDITIONAL DATA (continued)

UNLAWFUL LOCATIONS

a. Premises (licensed or unlicensed) where a member of the service MUST be suspended for having an interest in, associating with or patronizing as indicated in Patrol Guide procedure 206-07, "Cause for Suspension or Modified Assignment", step 2, subdivision "f" OR,

b. Unlicensed premises (neighborhood tavern or restaurant with an expired/suspended license) where the sale of alcohol is the only apparent illegal activity and a member of the service may be suspended or placed on modified assignment for patronizing such a location as per Patrol Guide procedure 206-07, "Cause for Suspension or Modified Assignment", step 3, subdivision "e".

The following information should be included in interim or annual reports regarding Unlawful Locations:

(1) Date declared unlawful
(2) Number of visits/observations by commanding/executive/integrity control officers or other supervisors
(3) Any notifications made to Internal Affairs Bureau or any unit/agency relative to vice enforcement, narcotics, civil enforcement, etc.
(4) Any disciplinary/criminal action taken against members of the service re: location concerned (including results)
(5) Date business sold
(6) Date location closed and reason (civil enforcement, vacated business, fire, etc.)

If a member of the service becomes involved in an incident in an Unlawful Location, outside of his/her command, and upon investigation it is discovered that the location has been previously deemed unlawful, and is still carried as such in the command's Integrity Monitoring File, the commanding officer/duty captain will determine whether or not the member involved should have been aware of the unlawful status of the location in question.

COOPING PRONE LOCATIONS

Consideration for designating a location as cooping prone should be based on past history of allegations of cooping, or locations where, in the commanding officer's judgment, there is likelihood that member(s) will engage in interrupted patrol. Cooping prone locations apply to on-duty members only. However, members will not be prohibited from performing authorized patrol within such locations, when necessary.

FORMS AND REPORTS

Typed Letterhead

PATROL GUIDE

Section: General Regulations		Procedure No: 203-22	
DEPARTMENT CONFIDENTIALITY POLICY			
DATE ISSUED: 02/12/20	DATE EFFECTIVE: 02/12/20	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To inform members of the service of the guidelines to be complied with when accessing, creating, receiving, disclosing or otherwise maintaining information from an information system:

MEMBER OF THE SERVICE

1. Access only those information systems to which authorization has been granted, and under circumstances required in the execution of lawful duty.
2. Abide by any security terms/conditions associated with the information system, including those governing user passwords, logon procedures, etc.
3. Disclose information to others, including other members of service, only as required in the execution of lawful duty.
4. Confirm identity and affiliation of requestor of information and determine that release of information is lawful, prior to disclosure.
5. Maintain confidentiality of information accessed, created, received, disclosed or otherwise maintained during course of duty.

NOTE *The above guidelines also apply to the oral transmission of information contained in any Department information system. Additionally, these guidelines apply to members who directly access information, as well as members who, intentionally or not, allow third parties to access information. It is the "logged on" member's responsibility to prevent other persons from recording or transcribing information for the purposes of unauthorized use (e.g., taking a cell phone video of Body-Worn Camera footage). Members who observe, or become aware of such misconduct, are to comply with P.G. 207-21, "Allegations of Corruption and Other Misconduct Against Members of the Service."*

Members may be held accountable when, due to their failure to safeguard information, a third party gains access. This includes access by other members of the service.

Members of the service who fail to adhere to the above guidelines may be subject to disciplinary and/or criminal action.

RELATED PROCEDURES

Department Social Media Accounts and Policy (P.G. 203-28)
Allegations of Corruption and Other Misconduct Against Members of the Service (P.G. 207-21)
Information Concerning Official Business of Department (P.G. 212-76)
Release of Information to News Media (P.G. 212-77)
Department Computer Systems (P.G. 219-14)

COMMANDING OFFICER, PERSONNEL BUREAU INVESTIGATIONS UNIT

1. Maintain a listing (including duty charts, vacation selections and complete contact information such as home phone numbers, cellular phone numbers, beeper numbers and e-mail addresses) of all uniformed members who have been placed on Dismissal Probation, or have been the subject of other disciplinary action, and have agreed to submit to ordered breath testing for the presence of alcohol as a result of a negotiated penalty in a Department disciplinary proceeding.

NOTE *Subject members have signed a Negotiated Settlement which contains the following wording: "I agree to submit to and to make myself available, on or off duty, for ordered breath testing for the presence of alcohol during a probationary period or other agreed upon time period pursuant to Patrol Guide 203-04, "Fitness for Duty." I understand that this will entail unannounced visits to my personal residence. In addition, I am fully aware that if said testing of my blood alcohol level is .04 or more that I shall be presumed unfit for duty. I also understand that should I be found unfit for duty or should I refuse such testing I will be subject to further disciplinary action up to and including summary termination. I acknowledge that I have received and understand the provisions within Patrol Guide 203-04, "Fitness for Duty" and Patrol Guide 203-23, "Conducting Ordered Breath Testing of Uniformed Members of the Service for the Presence of Alcohol."*

2. Schedule each member whose name appears on the listing to be periodically tested during each quarterly period during which the member is subject to ordered breath testing. For the purposes of this procedure, the calendar year will be divided into four quarterly periods as follows: January through March, April through June, July through September and October through December. Nothing in this procedure shall preclude a subject member from being tested more than once during a quarter. <u>However, at least one of the tests conducted during the year must be conducted during the subject member's off duty hours</u>.

NOTE *If the period that the member is subject to ordered breath testing begins on February 15th, for example, the initial testing of the subject member will commence during the quarterly period that runs from January 1st through March 31st.*

3. Ensure that all supervisors assigned to the Personnel Bureau Investigations Unit and the Medical Division's Absence Control & Investigations Unit have been trained by the Highway District in the operation of the hand-held Portable Breath Test (PBT) device.
4. Arrange for a supervisor assigned to the Personnel Bureau Investigations Unit or the Medical Division's Absence Control & Investigations Unit to conduct a breath test using a PBT device whenever a subject member is scheduled to be tested. Both units will assist each other in the testing process as necessary.

NOTE *If the subject member is a ranking member of the Department, a supervisor of an appropriate rank assigned to one of the sub-units of the Personnel Bureau will be designated to assist with the administration of the breath test.*

COMMANDING OFFICER, PERSONNEL BUREAU INVESTIGATIONS UNIT (continued)

5. Maintain a database that tracks the results of all on duty as well as all off duty ordered breath tests and the number of members tested.
6. Submit a quarterly report to the Chief of Personnel listing all subject members, the starting and ending dates during which they are subject to ordered breath testing, the dates on which they were tested, whether they were tested on duty or off duty, and the results.

NOTE *The probationary period will be extended by any period of time that the subject member is on suspension, modified assignment, restricted duty, limited duty, sick leave, leave of absence (military, educational, etc.) or annual leave. As such, the Performance Analysis Section will be contacted to ascertain the exact date that the probationary period ends.*

ON DUTY ORDERED BREATH TESTING (Steps 7-14)

DESIGNATED SUPERVISOR, PERSONNEL BUREAU INVESTIGATIONS UNIT/MEDICAL DIVISION'S ABSENCE CONTROL & INVESTIGATIONS UNIT

7. After being designated to conduct an ordered breath test of an on duty member of the service, the breath test will be conducted at the Medical Division or at the Personnel Bureau Investigations Unit, on a date and time when the subject member is regularly scheduled to work.

NOTE *The Medical Division's Drug Screening Unit must ensure that the records maintained in regard to random drug testing do not in any manner include members who were notified to appear for ordered breath testing.*

8. Notify the commanding officer/desk officer at the subject member's command to have the subject member transported by a higher-ranking member to the Medical Division or the Personnel Bureau Investigations Unit in an expeditious fashion.
9. Respond to the Medical Division, or the Personnel Bureau Investigations Unit, as appropriate, on the date and time that the subject member was notified to appear.

NOTE *All times relating to the testing process will be carefully documented.*

10. Advise the subject member that he or she may be tested by a number of different means, such as the PBT device and the Intoxilyzer.
11. Direct the subject member to prepare an **Ordered Breath Test Questionnaire** form.
    a. The **Ordered Breath Test Questionnaire** form will be retained in the subject member's file maintained at the Personnel Bureau Investigations Unit office. As some of the information contained on the form may be considered medical records under the Americans with Disabilities Act, the form must be handled and maintained in a confidential manner.

NOTE *If the subject member answers "YES" to either of the following two questions listed on the form: "Do you require medical treatment now?" or "Do you desire an ambulance to be summoned?" or is unable to answer these questions, the supervisor concerned shall summon an ambulance.*

DESIGNATED SUPERVISOR, PERSONNEL BUREAU INVESTIGATIONS UNIT/MEDICAL DIVISION'S ABSENCE CONTROL & INVESTIGATIONS UNIT (continued)

12. Conduct a breath test using a PBT device in a private setting at the Medical Division or at the Personnel Bureau Investigations Unit.

NOTE *The supervisor concerned must observe the subject member for at least 20 minutes prior to initiating the test to ensure that the subject member does not engage in any activities that may skew the test results (e.g., eating, drinking, smoking, vomiting, regurgitating, belching).*

13. If the reading on the PBT device is less than .02 and there are no related indicia of intoxication (see *Additional Data* statement for a listing), no further action is required at this time.
    a. If the reading on the PBT device is less than .02 and the subject member appears to be intoxicated (i.e., there are related indicia of intoxication) or under the influence of a prohibited substance, the supervisor concerned will confer with the Commanding Officer, Personnel Bureau Investigations Unit who will notify the Office of the Personnel Bureau in regard to obtaining authorization to test the subject member using the Intoxilyzer, or to conduct a drug screening test for cause under the procedures contained in *P.G. 205-30, "Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service."*
14. If the reading on the PBT device is .02 or greater, immediately notify Highway I.D.T.U. to respond to the Medical Division to test the subject member using the Intoxilyzer that is maintained at the Medical Division facility. (It should be emphasized that the Intoxilyzer test at the Medical Division will be conducted by an I.D.T.U. technician.) In the event that alternate arrangements must be made, the Intoxilyzer test will be conducted at the closest I.D.T.U. facility. In such a case, the subject member will not be permitted to transport him/herself to the I.D.T.U. facility. Depending upon circumstances, the supervisor concerned may be aided by one or more members of the service in transporting the subject member to the I.D.T.U. facility.

DESIGNATED SUPERVISOR, PERSONNEL BUREAU INVESTIGATIONS UNIT/MEDICAL DIVISION'S ABSENCE CONTROL & INVESTIGATIONS UNIT (continued)

a. The I.D.T.U. technician will utilize a specially developed form, entitled **Ordered Breath Test Instruction Sheet** to interview the subject member and a specially developed checklist, entitled **Intoxilyzer Operational Checklist** to conduct the test. The entire Intoxilyzer testing process, including the reading of the test results, will be videotaped by a member of the Highway District. In cases in which there is an Intoxilyzer reading of .02 or greater, a copy of the videotape will be provided to the supervisor concerned, who will follow all applicable Departmental procedures to safeguard the tape for evidentiary purposes.

NOTE *The I.D.T.U. technician conducting the test must observe the subject member for at least 20 minutes prior to initiating the test to ensure that the member does not engage in any activities that may skew the test results.*

b. The supervisor concerned shall carefully record and then take into account the Intoxilyzer reading along with any other related indicia of intoxication in coming to a conclusion that the subject member is apparently unfit for duty. As part of this process, the supervisor should use a blood alcohol level of .04 or greater on the Intoxilyzer as the threshold for a presumption of lack of fitness for duty.

c. If the supervisor concerned has reason to conclude that the subject member is apparently unfit for duty, the supervisor will notify the Commanding Officer, Personnel Bureau Investigations Unit, who will notify the Office of the Personnel Bureau. In addition, the supervisor will be guided by the procedures contained in *P.G. 206-12, "Removal of Firearms from Intoxicated Uniformed Member of the Service."*

NOTE *If the subject member is determined to be unfit for duty, the I.A.B. Command Center will be notified and a log number will be obtained.*

OFF DUTY ORDERED BREATH TESTING (Steps 15-23)

NOTE *Home visits related to off duty ordered breath testing will be conducted in a similar fashion to home visits by the Medical Division to uniformed members of the service who are on sick leave. Breath testing of off duty members of the service will normally be conducted from 0900 hours to 2100 hours, including weekends. However, subject members who are tested off duty will be entitled to overtime compensation.*

DESIGNATED SUPERVISOR, PERSONNEL BUREAU INVESTIGATIONS UNIT/MEDICAL DIVISION'S ABSENCE CONTROL & INVESTIGATIONS UNIT (continued)

15. After being designated to conduct an ordered breath test of an off duty member of the service, ascertain whether the subject member is on sick report. If the member is not on sick report, respond to the member's residence to conduct the breath test. (If the member is on sick report, the breath test will not be conducted until the member is no longer on sick report.)

NOTE *The designated supervisor will be accompanied by at least one other supervisor/member of the Personnel Bureau Investigations Unit or the Medical Division's Absence Control & Investigations Unit.*

a. If the subject member does not answer the door, leave a **Notification Card** under the door with instructions that the member is to immediately contact you upon his/her receipt of the card.

NOTE *All times relating to the testing process will be carefully documented.*

b. Attempt to contact the subject member via alternative means (telephone numbers that have been provided to the Department, cellular phones, beeper, etc.) if necessary.

NOTE *Attempts by the subject member to evade contact may result in further disciplinary action and possible termination.*

c. Once the subject member is located, direct the member to remain at his/her current location pending your arrival. The subject member will neither be requested nor permitted to drive until the breath testing has been completed and the member's fitness for duty has been determined.

16. Once personal contact is made with the subject member on an initial visit, request member's identification card in order to confirm member's identity.
17. Proceed to conduct the testing process in a private setting (e.g., subject member's residence, Department auto being used by the supervisor concerned) in a dignified, respectful fashion. The subject member's input should be solicited in regard to where he/she would feel most comfortable having the test conducted.
18. Advise the subject member that he or she may be tested by a number of different means, such as the PBT device and the Intoxilyzer.
19. Direct the subject member to prepare an **Ordered Breath Test Questionnaire** form.

DESIGNATED SUPERVISOR, PERSONNEL BUREAU INVESTIGATIONS UNIT/MEDICAL DIVISION'S ABSENCE CONTROL & INVESTIGATIONS UNIT (continued)

a. The **Ordered Breath Test Questionnaire** form will be retained in the subject member's file maintained at the Personnel Bureau Investigations Unit office. As some of the information contained on the form may be considered medical records under the Americans with Disabilities Act, the form must be handled and maintained in a confidential manner.

NOTE *If the subject member answers "YES" to either of the following two questions listed on the form, "Do you desire medical treatment now?" or "Do you desire an ambulance to be summoned?" or is unable to answer these questions, the supervisor concerned shall summon an ambulance.*

20. Conduct a breath test using a PBT device.

NOTE *The supervisor concerned must observe the subject member for at least 20 minutes prior to initiating the test to ensure that the subject member does not engage in any activities that may skew the test results (e.g., eating, drinking, smoking, vomiting, regurgitating, belching).*

21. If the reading on the PBT device is less than .02 and there are no related indicia of intoxication (see *Additional Data* statement for a listing) no further action is required at this time.
    a. If the reading on the PBT device is less than .02 and the subject member appears to be intoxicated (i.e., there are related indicia of intoxication) or under the influence of a prohibited substance, the supervisor concerned will confer with the Commanding Officer, Personnel Bureau Investigations Unit who will notify the Office of the Personnel Bureau in regard to obtaining authorization to test the subject member using the Intoxilyzer, or to conduct a drug screening test for cause under the procedures contained in *P.G. 205-30, "Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service."*
22. If the reading on the PBT device is .02 or above, the subject member will be transported expeditiously to the Medical Division's Lefrak City facility and an immediate notification will be made to Highway I.D.T.U. to respond to the Medical Division to test the subject member using the Intoxilyzer that is maintained at the Medical Division. (It should be emphasized that the Intoxilyzer test at the Medical Division will be conducted by an I.D.T.U. technician.) In the event that alternate arrangements must be made, the Intoxilyzer test will be conducted at the closest I.D.T.U. facility.

DESIGNATED SUPERVISOR, PERSONNEL BUREAU INVESTIGATIONS UNIT/MEDICAL DIVISION'S ABSENCE CONTROL & INVESTIGATIONS UNIT (continued)

a. The I.D.T.U. technician will utilize a specially developed form, entitled **Ordered Breath Test Instruction Sheet** to interview the subject member and a specially developed checklist, entitled **Intoxilyzer Operational Checklist** to conduct the test. The entire Intoxilyzer testing process, including the reading of the test results, will be videotaped by a member of the Highway District. In cases in which there is an Intoxilyzer reading of .02 or greater, a copy of the videotape will be provided to the supervisor concerned, who will follow all applicable Departmental procedures to safeguard the tape for evidentiary purposes.

NOTE *The I.D.T.U. technician conducting the test must observe the subject member for at least 20 minutes prior to initiating the test to ensure that the member does not engage in any activities that may skew the test results.*

b. The supervisor concerned shall carefully record and then take into account the Intoxilyzer reading along with any other related indicia of intoxication in coming to a conclusion that the subject member is apparently unfit for duty. As part of this process, the supervisor should use a blood alcohol level of .04 or greater on the Intoxilyzer as the threshold for a presumption of lack of fitness for duty.

c. If the supervisor concerned has reason to conclude that the subject member is apparently unfit for duty, the supervisor will notify the Commanding Officer, Personnel Bureau Investigations Unit, who will notify the Office of the Personnel Bureau. In addition, the supervisor will be guided by the procedures contained in *P.G. 206-12, "Removal of Firearms from Intoxicated Uniformed Member of the Service."*

NOTE *If the subject member is determined to be unfit for duty, the I.A.B. Command Center will be notified and a log number will be obtained.*

23. Ensure that the subject member is transported back to his/her residence after all testing, administrative and related matters have been completed.

ADDITIONAL DATA *Since most members of the service who will be subject to the provisions of this procedure will be on full duty status with no driving restrictions, the Performance Monitoring Unit will institute procedures to remind the concerned members' Commanding Officers of the importance of remaining particularly alert to the members' fitness for duty during the members' dismissal probation period or the agreed upon period during which the member will be subject to ordered breath testing.*

ADDITIONAL DATA (continued)

INDICIA OF INTOXICATION

Face to face observation and interaction with the subject member allows the supervisor concerned to use his or her senses to obtain "evidence" of alcohol intoxication:

* *The sense of sight*
* *The sense of hearing*
* *The sense of smell*

SIGHT

* *Bloodshot eyes*
* *Flushed face*
* *Soiled, mussed, disarrayed clothing*
* *Fumbling (e.g., dropping paperwork, keys etc.)*
* *The presence of alcohol containers*
* *Physical coordination (e.g., swaying, staggering, unsteady, falling, wobbling, sagging knees, using a wall or furniture as a prop)*
* *Unusual actions (e.g., hiccupping, belching, vomiting, fighting, sleepy, urinating)*

HEARING

* *Slurred speech*
* *Admission of drinking*
* *Inconsistent responses*
* *Incoherent*
* *Abusive language, profanity*
* *Antagonistic*
* *Unusual statements*

SMELL

* *Odor of alcohol on breath*
* *"Cover Up" odors (e.g., breath spray, mints)*
* *Open alcoholic beverages*
* *Unusual odors*

***NOTE**: These traits are illustrative; this is not meant to be a complete list of indicia.*

RELATED PROCEDURES

Fitness for Duty (P.G. 203-04)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Removal of Firearms from Intoxicated Uniformed Member of the Service (P.G. 206-12)

FORMS AND REPORTS

Ordered Breath Test Questionnaire (Medical Division Form)
Notification Card (Medical Division Form)
Intoxilyzer Operational Checklist (Medical Division Form)
Ordered Breath Test Instruction Sheet (Medical Division Form)

PURPOSE To provide members of the service the ability to review, confirm and update their personal information as necessary, as well as, annually during evaluation period.

PROCEDURE When a member of the service utilizes the Personnel Data Forms Intranet System via the Department Intranet to view and/or update their personal information

DEFINITION PERSONAL INFORMATION - Data pertaining to a member of the service (uniformed or civilian), regarding name, gender, residence, social condition, emergency notification information, and any other relevant information.

MEMBER OF THE SERVICE

1. Provide accurate and current personal information to the Department immediately upon a change.
2. Access the "Personnel Data Forms" menu when:
   a. A change in personal information occurs
   b. Annually, during evaluation period to review and, if necessary, update personal information
   c. At anytime in order to review the accuracy of personal information, particularly if member believes it to be compromised.
3. Select one of the following two forms from the "Personnel Data Forms" menu:
   a. Name, Gender, Residence, and Social Condition
   b. Emergency Notification.

NOTE *If one or both of the menu options are not displayed, this indicates that a change has already been submitted and has not yet been approved or rejected. Additional submissions are not permitted until previous ones have been signed, submitted and processed by the Personnel Data Unit.*

4. Verify the information appearing on the screen.
5. View the update screen and type any new information into the appropriate fields.

NOTE *Name and gender changes must include supporting documentation (e.g., driver license, marriage certificate, birth certificate, court order, etc.). Members of the service must adhere to the Department residency requirements.*

6. Confirm the requested changes online.
7. Print and sign two hard copies.
8. Submit both signed hard copies to the operations coordinator and provide supporting documentation for change of name, gender, and/or social condition requests.
9. Login to the online "Personnel Data Forms" menu one month after submitting forms to the operations coordinator to verify updates were accepted or rejected by the Personnel Data Unit and notify the operations coordinator of results.

OPERATIONS COORDINATOR

10 Ensure all members of the service review and update their personal information as follows:
   a. Whenever a change in their personal information occurs
   b. Annually, during evaluation periods
   c. Any other time deemed necessary.

11. Ensure that supporting documentation accompanies change of name, gender, and/or social condition requests.
12. Assign command serial number to request.
13. Sign both hard copies and ensure copies are signed by the submitting member of the service.
14. Update all pertinent command records (i.e., **FORCE RECORD [PD406-1431]**, etc.) and file one of the submitted hard copies in the member's personal folder.
15. Forward remaining signed hard copy to the Commanding Officer, Personnel Orders Division with supporting documentation for name, gender and social condition changes.
16. Maintain a list of all previous residence and emergency notification changes as well as current personal information of members of the command.
17. Access the Personnel mainframe application PEPR or PEMU, one month after submission of form to verify if the member's information has been changed in System by the Personnel Data Unit.
18. Contact the Personnel Data Unit if changes have not been made after one month, to verify if submitting member's updated form(s) have been received.

PERSONNEL ORDERS DIVISION

19. Verify changes in the System and accept or reject changes.
20. Create "rejection letter" if change is rejected, including reason(s) and forward to commanding officer of submitting member.

COMMANDING OFFICER

21. Ensure member of the service resubmits information via the Personnel Data Forms Intranet System and submits necessary forms to the operations coordinator for subsequent forwarding to Personnel Data Unit with appropriate captions (e.g., serial numbers, etc.) completed and proper documents, if necessary.

NOTE

Name, gender, residence, social condition, or emergency notification changes submitted via the Personnel Data Forms Intranet System will not update the Personnel System until accepted by the Personnel Orders Division.

Forms not received by the Personnel Data Unit within ninety days from the date of online entry will be purged from the System and a new submission must be prepared.

ADDITIONAL DATA

Members of the service officially assigned in an undercover capacity will be unable to access the System and must notify their commanding officer of any change to their personal information. The commanding officer of the undercover will forward a ***Typed Letterhead*** *with requested changes to the Commanding Officer, Personnel Orders Division.*

Members of the service may view/update foreign language proficiency or other skills and review or add country of birth by selecting the "View and Update Skills Information and Languages/Review and Add Country of Birth" link and follow the instructions provided.

Members of the service may update their education information by forwarding an official transcript in a sealed envelope to the Candidate Assessment Division's Education, Training, Opportunities and Tracking located at 235 East 20th Street, New York, NY, Room 833.

BENEFICIARY CHANGES

Uniformed members of the service must file necessary forms at the Police Pension Fund located at 233 Broadway, New York, NY, 19th Floor.

Civilian members of the service must file necessary forms at the Human Resources Division located at One Police Plaza, New York, NY.

ADDITIONAL NOTIFICATIONS

Health Insurance Section: located at 90 Church Street, New York, NY, 12th Floor.

Deferred Compensation Plan: located at 40 Rector Street, New York, NY, 3rd Floor.

Members of the service are reminded that it is in their best interests to notify their respective labor union whenever there is a change in name, gender, residence, or social condition.

RELATED PROCEDURES

Residence Requirements (P.G. 203-18)

FORMS AND REPORTS

FORCE RECORD (PD406-1431)
Typed Letterhead

1. Members of the service are reminded that the New York City Police Department is committed both to the impartial enforcement of law and to the protection of constitutional rights. To reinforce these commitments and to ensure that all members of the service engage only in constitutionally sound policing practices, the Department prohibits the use of racial and bias-based profiling in law enforcement actions. Conducting enforcement activities in an unbiased manner fosters and strengthens relationships between police officers and members of the community, and inspires confidence in, and support for, policing efforts.

2. Police-initiated enforcement actions, including, but not limited to, arrests, Level 3 Terry stops, frisks, searches, summonses, and motor vehicle stops, must be based on the standards required by the Fourth and Fourteenth Amendments of the U.S. Constitution, Sections 11 and 12 of Article I of the New York State Constitution, Section 14-151 of the New York City Administrative Code, and other applicable laws.

3. Race, color, ethnicity, or national origin may not be used as a motivating factor for initiating police enforcement action. When an officer's decision to initiate enforcement action against a person is motivated even in part by a person's actual or perceived race, color, ethnicity or national origin, that enforcement action violates Department policy unless the officer's decision is based on a specific and reliable suspect description that includes not just race, age, and gender, but other identifying characteristics or information.

4. The law confers on police officers the authority to stop, question, and if warranted, frisk an individual whom an officer reasonably suspects has committed, is committing, or is about to commit a felony or Penal Law misdemeanor. Police officers must be able to articulate the factors which led them to take enforcement action, in particular those factors leading to reasonable suspicion for stopping, questioning, and, if appropriate, frisking a person, or probable cause for arresting or issuing a summons to a person. Individuals may not be targeted for any enforcement action, including stops, because they are members of a racial or ethnic group that appears more frequently in local crime suspect data. Race, color, ethnicity, or national origin may only be considered when the stop is based on a specific and reliable suspect description that includes not just race, gender, and age, but other identifying characteristics or information. When an officer carries out a stop based on reasonable suspicion that a person fits such a description, the officer may consider the race, color, ethnicity, or national origin of the suspect, just as the officer may consider the suspect's height or hair color. In accordance with Department policy, when a stop is not based on a specific suspect description, however, race, ethnicity or national origin may not be used at all as a motivation or justification for the stop.

5. Section 14-151 of the New York City Administrative Code and Department policy prohibit bias-based profiling and include demographic categories in addition to race, color, and national origin. The Administrative Code and Department policy prohibit the Department and individual officers from intentionally engaging in bias-based profiling, which is defined as "an act of a member of the force of the police department or other law enforcement officer that relies on actual or perceived race, national origin, color, creed, age, alienage or citizenship status, gender, sexual

orientation, disability, or housing status as the determinative factor in initiating law enforcement action against an individual, rather than an individual's behavior or other information or circumstances that links a person or persons to suspected unlawful activity." With respect to race, color, ethnicity and national origin, the standards of conduct described in paragraphs "3" and "4" must always be met by the Department and its officers.

6. Commanding officers will continue to ensure that self-inspections are conducted within their commands regarding stop, question, and frisk activity. The Quality Assurance Division will continue to monitor compliance with self-inspection protocols in all of its command inspections and will continue to audit stop, question, and frisk activity Department-wide.

7. Commanding officers will ensure that members of their command comply with the Department's policy regarding investigative encounters as per Patrol Guide 212-11, "Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops."

NYPD

Section: General Regulations		Procedure No: 203-26	
EXTENDED LEAVE OF ABSENCE - EDUCATIONAL FELLOWSHIP/ SCHOLARSHIP NOTIFICATION OF INTENT			
DATE ISSUED: 01/04/19	DATE EFFECTIVE: 01/04/19	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE

To ensure that the Department is notified in a timely manner when a member of the service (uniformed or civilian) intends to apply for a specified opportunity that will require an extended leave of absence.

DEFINITION

ELIGIBILITY - A member of the service (uniformed or civilian) is not eligible to apply for any extended leave of absence with pay for thirty consecutive days or more for an educational fellowship/scholarship or similar opportunity after previously receiving such a leave during his/her career.

PROCEDURE

When a member of the service (uniformed or civilian) intends to apply for a non-Department sponsored educational fellowship/scholarship (e.g., White House Fellowship, Fulbright Award, Kennedy School of Government Scholarship, etc.) or similar opportunity (e.g., United Nations Civilian Policing position [UNCIVPOL], etc.) that will result in a request for an extended leave of absence (paid or unpaid) for thirty consecutive days or more:

MEMBER OF SERVICE

1. Prepare a "Request to Attend/Participate," on **Typed Letterhead**, detailing the specific nature of the educational fellowship/scholarship (e.g., anticipated leave requirements, deadline for submission of application, etc.).
2. Forward the "Request to Attend/Participate" to the Chief of Personnel, through channels.

NOTE

Final approval of the "Request to Attend/Participate" must be obtained prior to applying for the non-Department sponsored educational fellowship/scholarship. Failure to do so will result in being denied the leave of absence.

CHIEF OF PERSONNEL

3. Forward an acknowledgement of receipt on **Typed Letterhead** to the requesting member of the service indicating that the "Request to Attend/Participate" has been received and is being processed.
4. Forward the "Request to Attend/Participate," with endorsements, to the Office of the Police Commissioner for final approval.
   a. Forward a copy of the "Request to Attend/Participate," with endorsements, to the Commanding Officer, Office of Management Analysis and Planning for informational purposes.

OFFICE OF THE POLICE COMMISSIONER

5. Forward, through channels, approval/disapproval "Request to Attend/Participate" to the member of service making the request.

ADDITIONAL DATA

Members of the service are urged to submit the "Request to Attend/Participate" well in advance of any application deadline for a non-Department sponsored educational fellowship/scholarship in order to allow ample time for the approval process and the forwarding of any necessary documentation.

Approval of the "Request to Attend/Participate" is independent of the individual's eligibility and selection criteria for the specific educational fellowship/scholarship being sought by the member of the service.

It is the policy of the Department to encourage its members to pursue educational opportunities in furtherance of their police careers.

NYPD

Section: General Regulations		Procedure No: 203-27	
DEPARTMENT EMAIL POLICY			
DATE ISSUED: 09/03/20	DATE EFFECTIVE: 09/03/20	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To inform members of the service of the Department's rights and use policy pertaining to email usage.

PROCEDURE Duties of members of the service creating an email account and using the Department's email system:

MEMBER OF THE SERVICE

1. Review and comply with *A.G. 325-35, "Department Computer Use Policy and Monitoring Notice."*
2. Use Department email system for Department related purposes only.
   a. Use of other email systems (e.g., Gmail, Yahoo, etc.) to conduct Department business is prohibited.
3. Do not use Department email to access or transmit materials (other than those required for police business) that involve the use of obscene language, inappropriate images, jokes, sexually explicit materials, or messages that disparage any person, group, or classification of individuals.
4. Do not use the Department email system to create or distribute communications that are offensive, disruptive or unprofessional.
5. Do not use Department email system to conduct personal business.

NOTE *Emails must be drafted with the same level of accuracy and professionalism as any other official Department communication.*

6. Notify integrity control officer/designated supervisor of unauthorized use or receipt of improper content.
7. Notify integrity control officer/designated supervisor of any password compromise or breach of security.
8. Members of the service must check their Department email at the beginning of their scheduled tour of duty, and as necessary for the remainder of their scheduled tour.

INTEGRITY CONTROL OFFICER/ DESIGNATED SUPERVISOR

9. Notify Information Technology Bureau (ITB) Service Desk upon notification by a member of command of a breach in password security.
10. Conduct an immediate investigation and take disciplinary action, if necessary, upon receipt of a complaint of misuse of Department email system.
11. Conduct an immediate investigation and comply with *P.G. 205-37, "Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material"* upon receipt of a complaint of improper content on Department email system.

COMMANDING OFFICER/ DESIGNATED SUPERVISOR

12. Ensure all members of command/unit are aware of the Department's email policy.
13. Notify the command integrity control officer of any unauthorized use or misuse of the Department's email system.

ADDITIONAL DATA

DEPARTMENT EMAIL POLICY NOTICE

Members of the Service are advised that they do not maintain any right to privacy in email communications. All email communications sent or received by Department email are subject to review without notice to the user. Members of the service should understand that any email has the potential to be Rosario material, and may be reviewed by the Department, outside agencies, District Attorneys and Criminal Defense attorneys.

All emails and attachments forwarded from or received by an NYPD email address are agency records and may be disclosed, absent an exemption or privilege, pursuant to litigation, investigation, or freedom of information requests.

All email communications may be stored and retrieved by the Department, regardless of whether a user intends or attempts to delete sent or received messages from the user's mailbox.

Email communications offer benefits such as speed and efficiency. However, they also present substantial risks because they are frequently prepared and sent quickly and without supervisory review. The facts and information contained in emails may not be as complete or accurate as more formal reports. Emails may reflect a familiar or jovial tone, which may be misinterpreted. Members of the service should exercise the same care in generating emails as they exercise when drafting more formal reports and should only write and send email communications that they would feel comfortable being displayed to a jury or in the media. Members of the service should think about the content of any email before sending it; use appropriate language; and think about whether an email should be sent in the circumstances or whether an alternative form of communication is more appropriate.

All members of the service shall use a confidential password known only to the member of the service to access Department email systems. Members of the service must keep their password secure and not disclose it to another user.

Users are responsible for the transmission of emails from their assigned email accounts and must log off or otherwise secure their account when their workstations are unattended.

All members of the service must provide a signature block at the end of their emails. This signature block must provide name, rank/title and command.

While emails may be sent from shared accounts on an official basis (i.e., pct013desk@nypd.org), all such emails must contain a signature block identifying the sender, including name, rank/title and command.

ADDITIONAL DATA (continued)

In addition to the standard signature block, all emails must also contain this concluding banner:

CONFIDENTIALITY NOTICE: This email and any attachments may contain confidential and privileged information for the use of the designated recipient(s) named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, use or disclosure of it or its contents is prohibited and may violate laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of this communication.

Please treat this and all other communications from the New York City Police Department as LAW ENFORCEMENT SENSITIVE/FOR OFFICIAL USE ONLY.

For assistance with email login, including password reset or address name change, members of the service should contact the Information Technology Bureau Service Desk.

Confidential information, including information requiring compliance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information System (CJIS), should not be shared via email. CJIS data includes, but is not limited to, biometric, identity history, biographic, property, and case/incident history data.

The electronic transmission of intelligence files and information containing sensitive tactical and undercover information is prohibited.

Shortened URLs are unauthorized in any part of an email message (i.e., hyperlinks shortened using a third party URL shortener, including tinyurl.com; bit.ly.; goo.gl, etc.). Members of the service should refer to A.G. 325-47, "Cyber Security Incidents" regarding suspected or actual cyber security incidents affecting NYPD information systems or electronic information assets. Questions regarding the security of Department email accounts and reports of security incidents (e.g., phishing, suspicious attachments) should be directed to the Information Technology Bureau, Information Security Office at infosec@nypd.org.

As a reminder, the Information Technology Bureau will never ask for any personal information or provide any links in a generic email. Emails claiming to be sent by the Information Technology Bureau Service Desk or administrators directing the user to a website or asking for specific information should not be answered. The security verification will be located at the very beginning of the message and shall contain the rank, command, name and last three digits of Tax ID number.

RELATED PROCEDURES

FINEST Communication System (A.G. 322-04)
Department Computer Use Policy and Monitoring Notice (A.G. 325-35)
Department Computer Systems (P.G. 219-14)
Cyber Security Incidents (A.G. 325-47)
Department Computer Systems – Password (A.G. 325-44)
Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material (P.G. 205-37)

Section: General Regulations	Procedure No: 203-29

WHEN A MEMBER OF THE SERVICE ENCOUNTERS AN INDIVIDUAL OBSERVING, PHOTOGRAPHING, AND/OR RECORDING POLICE ACTIVITY

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
06/12/18	06/12/18		1 of 2

1. Individuals have a right to lawfully observe and/or record police activity including, but not limited to detentions, searches, arrests or uses of force. This right extends to individuals in public places, such as streets, sidewalks, and parks, as well as private property in which the individual has a legal right to be present, such as buildings, lobbies, workplaces or an individual's own property. This right to observe and/or record police action can be limited for reasons such as the safety of officers or other members of the public, or when a violation of law is committed by the individual(s) who are observing/videotaping. The following guidelines should be utilized by members of the service whenever the above situation exists:

   a. DO NOT:
      (1) Threaten, intimidate, or otherwise discourage an observer from recording the police officer's activities; or
      (2) Intentionally block or obstruct cameras or other recording devices when there is no legitimate law enforcement reason to do so; or
      (3) Delete any pictures or recordings from observer's recording device or order observer to delete such pictures or recordings.

   b. Absent additional actions constituting a violation of law, an individual CAN NOT be arrested for:
      (1) Taking photographs, videotaping, or making a digital recording;
      (2) Requesting or making note of shield numbers or names of members of the service;
      (3) Criticizing the police or objecting to police activity;
      (4) Refusing to leave the area, or
      (5) Using crude or vulgar speech.

2. An arrest for Obstruction of Governmental Administration (Penal Law section 195.05) requires probable cause to believe the person(s) is obstructing governmental administration. Actual interference with the performance of an official police function is required. Interference can include actual physical force (touching or physically interfering with the officer or the suspect, i.e., using a camera so close to the officer's face that it intentionally obstructs his or her view), or intruding into the physical space necessary to safely perform police operations and refusing to obey an order to move back, or purposefully engaging in passive behavior that prevents an officer from taking enforcement action (i.e., blocking a prisoner van, etc.).

3. This procedure is not intended in any manner to limit the authority of the police to establish police lines (e.g., crowd control at scenes of fires, demonstrations, special events, etc.).

4. When probable cause exists that a recording device contains evidence of a crime:
   a. Inform the observer that there is probable cause to believe that the recording contains evidence of a crime
   b. Request consent to view the recording and/or email the recording directly to the member of the service's Department-issued smartphone
   c. If the observer refuses to give consent, inform him or her that a search warrant for the device will be requested. Inform the observer that deletion of the content of the recording may be considered tampering with physical evidence in violation of N.Y. Penal Law Section 215.40
   d. If the member of the service reasonably believes that the observer will delete the recording, obtain approval from a supervisor to seize the device if feasible (or obtain approval from a supervisor either before or immediately after seizing a device). Seize the device only for the time necessary to secure a warrant
   e. Do not view or delete the recording
   f. Obtain a search warrant
   g. If there is probable cause to believe that an exigency exists and that the recording contains evidence of a crime, contact a supervisor to determine whether review of the recording absent a warrant is permitted.

5. A supervisor must be requested to respond where an observer is arrested for interference with police action or where the contents of a recording device are believed to contain evidence of a crime.

6. Members of the service may contact the Legal Bureau if they have any questions regarding an arrest for Obstruction of Governmental Administration or the seizure of a recording device that may contain evidence of a crime.

7. Members of the public are not allowed to photograph and/or record police activity within Department facilities. Members of the service may order any member of the public who is photographing or recording within Department facilities to stop such activity. If such person refuses to stop, they then should be ordered to leave the premises. If such person refuses to leave the premises, members of the service may take proper enforcement action under the trespass statutes (i.e., Penal Law Sections 140.05 and 140.10).

Section: Duties and Responsibilities		Procedure No: 203-30	
FACIAL HAIR POLICY			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To establish the Department's policy for uniformed members of the service, and members of the service assigned to the Traffic Enforcement District or School Safety Division who are authorized to wear a duty uniform, to apply for a medical exemption or a religious accommodation to grow facial hair.

DEFINITIONS MEDICAL EXEMPTION FOR FACIAL HAIR – Facial hair may be grown up to a half inch due to a medical condition that precludes a uniformed member of the service from contact shaving with written approval of the Police Surgeon concerned.

RELIGIOUS ACCOMMODATION FOR FACIAL HAIR – Facial hair may be grown due to sincerely held religious beliefs with the written approval of the Equal Employment Opportunity Division. The length of the facial hair is to be no longer than a half inch unless the applying member requests additional length. A request for additional length will be reviewed and decided upon by the Equal Employment Opportunity Division on a case-by-case basis through a cooperative dialogue. Additionally, the religious accommodation will be noted on the rear of the member's **IDENTIFICATION CARD (PD416-091)**.

NOTE *Approval to grow a beard for a medical condition or religious accommodation does not grant a member permission to grow goatees, designer beards, or "chin strap" beards, or to display words, images, patterns, logos, or designs in their facial hair, all of which are strictly prohibited.*

PROCEDURE When a uniformed member of the service, or a member of the service assigned to the Traffic Enforcement District or School Safety Division who is authorized to wear a duty uniform, wishes to apply for a medical exemption or a religious accommodation to grow facial hair:

FACIAL HAIR STANDARDS:

MEMBER OF THE SERVICE

1. Do not grow a beard, except under the following circumstances:
   a. When approved, in writing, by member's commanding officer because of nature of the member's assignment. The member's commanding officer will ensure the member is clean shaven when the member is in uniform
   b. When approved, in writing, by the Equal Employment Opportunity Division, because of a sincerely held religious belief of the member (approval for religious accommodation will be noted on the back of the member's **IDENTIFICATION CARD**)
      (1) Facial hair may be grown up to a half inch, unless the applying member requests additional length and request is approved by the Equal Employment Opportunity Division

MEMBER OF THE SERVICE (continued)

c. When approved, in writing, by the Police Surgeon concerned because of a medical condition of the member
   (1) Facial hair may be grown up to a half inch.

2. Keep sideburns closely trimmed and not extending below bottom of earlobe.
3. Have mustache neatly trimmed, not extending beyond, nor drooping below corners of mouth.

WHEN A MEMBER OF THE SERVICE REQUESTS A MEDICAL EXEMPTION TO GROW FACIAL HAIR:

REQUESTING MEMBER OF THE SERVICE

4. Report to District Surgeon concerned to be evaluated and provide appropriate medical documentation.

DISTRICT SURGEON

5. Evaluate member concerned and complete computer generated **SHAVING RESTRICTION FORM** in Reasonable Accommodation Photo Net (RAPNET), if request for exemption is approved.
6. Distribute copies of **SHAVING RESTRICTION FORM**, as required.
7. Ensure appropriate entries are made in Medical Division Sick Reporting System.

INTEGRITY CONTROL OFFICER, MEMBER CONCERNED

8. Maintain **SHAVING RESTRICTION FORM** in member's personnel folder.

COMMANDING OFFICER, MEMBER CONCERNED

9. Ensure requesting member complies with provisions of medical exemption.

NOTE *Members of the service are granted shaving excusals for six month durations. The member is then required to be reevaluated by the District Surgeon to extend the medical exemption.*

WHEN A MEMBER OF THE SERVICE REQUESTS A RELIGIOUS ACCOMMODATION TO GROW FACIAL HAIR:

REQUESTING MEMBER OF THE SERVICE

10. Prepare **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES (PD469-161)**, and submit to the Equal Employment Opportunity Division.

EQUAL EMPLOYMENT OPPORTUNITY DIVISION

11. Review **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** for completeness and accuracy.
12. Confer with member concerned regarding circumstances of request.
    a. The Equal Employment Opportunity Division will review all applications and make a decision on a case-by-case basis through a cooperative dialogue.
        (1) Ensure that facial hair does not cover Body-Worn Camera or identifying items of uniform (e.g., shield, nameplate, collar brass, etc.)
    b. The member will be notified of the restrictions delineated in this procedure for members of the service who are authorized to grow facial hair.
    c. Direct requesting member to report to Shield, ID and Uniform Services Unit to obtain new **IDENTIFICATION CARD**, noting religious accommodation.
13. Notify requesting member and commanding officer of member concerned, in writing, of decision regarding accommodation request.

INTEGRITY CONTROL OFFICER, MEMBER CONCERNED

14. Maintain a copy of final determination of **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** in the member's personnel folder.

COMMANDING OFFICER, MEMBER CONCERNED

15. Ensure requesting member complies with provisions of religious accommodation.

<u>TIGHT-FITTING AIR PURIFYING RESPIRATOR (APR) OR OTHER SIMILAR DEVICE EXCLUSION:</u>

MEDICAL DIVISION/ EQUAL EMPLOYMENT OPPORTUNITY DIVISION

16. Notify member in writing, that if approved, they are no longer eligible to deploy or receive training in the use of a tight-fitting Air Purifying Respirator (APR), or other similar device, because the presence of facial hair is in violation of OSHA regulations and will impact the effectiveness of the APR. Members cannot be assigned to a unit that requires the use of an APR.
    a. Inform member that they may apply to a designated unit requiring the use of a tight-fitting APR or similar device, but they will be required to shave if accepted in order to properly utilize the required tight-fitting APR or similar device.
    b. Inform member that if they are presently assigned to a unit requiring the use of a tight-fitting APR or similar device, they will be reassigned or transferred to a unit that will allow their needs to be met.
    c. File copy of notification.

MEDICAL DIVISION/ EQUAL EMPLOYMENT OPPORTUNITY DIVISION (continued)

17. Notify Personnel Orders Division of any uniformed member of the service assigned to their command who needs to be transferred based on the restriction delineated in step "16."

NOTE

This exclusion includes, but is not limited to, assignments or positions in designated sub-units within Chief of Special Operations, the Counterterrorism Bureau, the Forensic Investigations Division, etc.

This exclusion does not include units that require the use of the tactical hood.

COMMANDING OFFICER, DESIGNATED UNIT

18. Notify uniformed member of the service seeking assignment to a designated unit that requires the use of the tight-fitting APR or similar device, that they will be required to shave if accepted to a designated unit.
    a. Inform member that the ability to safely deploy the tight-fitting APR or similar equipment is an essential requirement for assignment to designated specialized units.
19. Ensure any uniformed member of the service assigned to their command is transferred based on the restriction delineated in step "16."

ADDITIONAL DATA

Medical and religious reasonable accommodations for facial hair are recorded in the Reasonable Accommodations Photo Net (RAPNET). RAPNET is an online application accessible through the Department's Intranet containing uniformed members of the service, traffic enforcement agents, and school safety agents who have a reasonable accommodation for facial hair. It is also accessible via Department mobile digital devices. Through RAPNET, enabled supervisors will be able to query members' tax numbers to determine if they have a reasonable accommodation. If a member of the service has a reasonable accommodation for facial hair, RAPNET will produce an electronic image stating the exemption and/or accommodation. RAPNET will also indicate negative results.

RELATED PROCEDURES

Performance on Duty – Personal Appearance (P.G. 203-07)
Religious Head Covering (P.G. 203-31)

FORMS AND REPORTS

IDENTIFICATION CARD (PD416-091)
SHAVING RESTRICTION FORM
REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES (PD469-161)
Typed Letterhead

Section: Duties and Responsibilities		Procedure No: 203-31	
RELIGIOUS HEAD COVERING			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To establish the Department's policy for uniformed members of the service, including members of the service assigned to the Traffic Enforcement District or School Safety Division who are authorized to wear a duty uniform, to wear a religious head covering.

DEFINITIONS RELIGIOUS HEAD COVERING – Head covering may be worn with the written approval of the Equal Employment Opportunity Division. The head covering must conform to the standards prescribed by the Equal Employment Opportunity Division and have a cap device affixed to the front of the head covering, if appropriate. All hair must neatly fit inside the head covering and in case of an incident where the use of a tight-fitting helmet is required, head covering must be removed to don appropriate protective head gear.

PROCEDURE When a uniformed member of the service, including a member of the service assigned to the Traffic Enforcement District or School Safety Division who is authorized to wear a duty uniform, wishes to wear a religious head covering:

REQUESTING MEMBER OF THE SERVICE

1. Prepare **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES (PD469-161)** and submit to the Equal Employment Opportunity Division.

EQUAL EMPLOYMENT OPPORTUNITY DIVISION

2. Review **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** for completeness and accuracy.
3. Confer with member concerned regarding circumstances of request.
   a. The Equal Employment Opportunity Division will review all applications and make a decision on a case-by-case basis.
   b. The member will be notified of the restrictions delineated in this procedure for members of the service who choose to wear a religious head covering.
4. Notify requesting member and commanding officer of member concerned, in writing, of decision regarding accommodation request.
5. Direct requesting member of the service to report to Shield, ID and Uniform Services Unit to obtain new **IDENTIFICATION CARD (PD416-091)**, noting religious accommodation.

COMMANDING OFFICER, MEMBER CONCERNED

6. Ensure requesting member complies with provisions of religious accommodation.

INTEGRITY CONTROL OFFICER, MEMBER CONCERNED	7. Maintain copy of final determination of **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** in member's personnel folder.
RELATED PROCEDURES	*Performance on Duty – Personal Appearance (P.G. 203-07)* *Facial Hair Policy (P.G. 203-30)*
FORMS AND REPORTS	***IDENTIFICATION CARD (PD416-091)*** ***REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES (PD469-161)***

NYPD

PURPOSE To provide guidelines to members of the service pertaining to the use of personal social media accounts.

POLICY The Department recognizes that personal social media accounts are utilized by members of the service. As such, members of the service who post, transmit, share, disseminate, and/or comment on content via their personal social media accounts, must do so in strict compliance with the provisions contained in this procedure and the rest of the Department Manual. Members of the service who violate this policy will be subject to disciplinary action, up to and including dismissal.

DEFINITIONS SOCIAL MEDIA – A category of internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, photo and video sharing sites, wikis, blogs, and websites such as Facebook, Instagram, Flickr, YouTube, LinkedIn, Snapchat, and Twitter.

PERSONAL SOCIAL MEDIA ACCOUNT – A personal account established by a member of the service with a third party provider (e.g., Facebook, Instagram, Twitter, etc.) that is not officially affiliated with the Department. In addition, social media accounts established or administered by members of the service for fraternal or charity organizations, off-duty employment, civic or community organizations, etc., are also subject to the provisions of this procedure.

PROCEDURE When a member of the service uses a personal social media account:

MEMBER OF THE SERVICE

1. Do not post, transmit, share, and/or disseminate Department and/or command identifiers as part of a privately held social media moniker (e.g., @nypd_johndoe, @053Pct_janedoe, etc.).
2. Do not post, transmit, share, and/or disseminate Department affiliations of other individuals, including but not limited to, the individual posting, tagging and/or sharing pictures of other members of the service, without express consent of that individual.
3. Do not post, transmit, share, and/or disseminate photographs of themself or others in uniform, and/or displaying official identification, patches or badges, marked/unmarked vehicles, Department facilities, buildings, and equipment without authorization from the Department (these prohibitions will not apply to photographs taken at official Department ceremonies).
4. Do not post, transmit, share, and/or disseminate nonpublic items (e.g., arrest/booking photographs, criminal records, witness statements, crime scene photographs, videos, etc.) that were gained as a result of their position with the Department.
5. Do not post, transmit, share, and/or disseminate any content involving discourteous or disrespectful remarks, in any form, pertaining to issues of ethnicity, race, religion, gender, gender identity/expression, sexual orientation, and/or disability.

MEMBER OF THE SERVICE (continued)

6. Do not post, transmit, share, and/or disseminate any content advocating harassment and violence.
7. Do not engage in any type of social media contact with any individual or organization advocating oppression, or prejudice based on ethnicity, race, religion, gender, gender identity/expression, sexual orientation, and/or disability.
8. Do not engage in any type of social media contact (e.g., "friending," "following," etc.) with a suspect, witness, crime victim, and/or attorney involved in same case, if that officer was either involved in the incident, or the officer became acquainted with that victim, or witness, during or because of the incident, and the matter is ongoing.
9. Do not engage in any type of social media contact (e.g., "friending," "following," etc.) with minors they interact with in the course of their employment with the Department.
10. Do not engage in any type of social media contact (e.g., "liking," "retweeting," "sharing," promoting, commenting on, or otherwise endorsing social media posts) with third parties whose content violates the provisions of this procedure.

ADDITIONAL DATA

POLICY CONSIDERATIONS

Members of the service are to be cognizant of the fact that their social media activity, even on personal social media accounts, may be seen by the public as a statement on behalf of the Department. Any activity that can be linked to a member of the service, is a reflection on the Department as a whole.

Members of the service are reminded that they are strictly accountable for their conduct at all times, inside or outside of New York City, whether on or off duty, including the use of personal social media accounts. Activities and/or statements made on social media sites are done so in an online domain where no reasonable expectation of privacy exists. Members of the service creating "private" or "limited access" accounts, with customized "privacy settings," must know that any statements, photographs, video clips or information that are sent via the internet may still be viewed and disseminated by third parties, even after the content has been edited or deleted by the user.

Most importantly, information (including digital images) released on social media may endanger the safety of members of the service and/or their family members. Members of the service are urged not to disclose or allude to their status as a member of the Department. Divulging identifying information on social media could possibly compromise ongoing investigations, as well as, limit a member of the service's eligibility for certain assignments (e.g., work as an undercover, work in highly sensitive assignments, etc.).

LEGAL CONSIDERATIONS

The New York City Council enacted Local Laws 245 and 247 of 2017, announcing the "Identifying Information Law," which establishes guidelines regarding the collection, retention and disclosure of identifying information.

ADDITIONAL DATA (continued)

Members of the service who engage in the unauthorized disclosure of identifying information may be the subject of disciplinary action and may subject themselves and the Department to potential legal liability.

Members of the service may contact the Agency Privacy Officer assigned to the Legal Bureau for guidance regarding the disclosure of identifying information and "Identifying Information Law" compliance.

RELATED PROCEDURES

Public Contact – Prohibited Conduct (P.G. 203-10)
Department Confidentiality Policy (P.G. 203-22)
Department Social Media Accounts and Policy (P.G. 203-28)

NYPD

1. Command level peer support ensures that trained peers (uniformed members of the service of any rank and civilians of any title) in commands are available to assist and proactively check in with fellow members of the service experiencing stressful or difficult moments in their professional or personal lives by asking, listening, encouraging, and following up. Command level peer support is independent from similar Department units and personnel, including those that offer peer and crisis support (e.g., Employee Assistance Unit, Chaplains Unit, Psychological Evaluation Section, etc.). As such, it serves as an additional resource for members of the service, and it is not intended to replace any of the existing support services.

2. Peer support members help to bridge the gap by connecting those in need with both internal and external mental health resources. Peer support members are command level, readily available, and able to offer a co-worker confidential, informal support and guidance. The peer support member is guided by the "Ask, Listen, Encourage, and Follow Up" guidelines:

   a. Ask: The peer support member engages the person by asking questions in a private, informal setting to gather a greater understanding of the issues the person is experiencing,
   b. Listen: The peer support member utilizes active listening skills to demonstrate empathy, build rapport, and de-escalate negative emotions the person is experiencing. In addition, the peer support member does not judge, minimize, or tell the person what to do. Rather, the peer support member helps the person develop the best, positive course of action,
   c. Encourage: When appropriate, the peer support member provides guidance on available internal and external resources, and encourages the person to seek further assistance, and
   d. Follow Up: The peer support member follows up in the near future to see how the person is doing, if the support options (if offered) were used and were helpful, and if necessary, helps the person to explore other options.

3. Peer support members must work collectively with command training staff to ensure there is clear and consistent messaging regarding member health and wellness. If a peer support member is unavailable, the person/unit requesting may contact the Employee Assistance Unit via telephone at (646) 610-6730, 24 hours a day, seven days a week, for assistance. Communications between a peer support member and a member of the service must be treated as confidential, except for matters that involve:
   a. Harm to self or others, and/or
   b. Serious misconduct or crimes.

4. Any member of the service in good standing may apply to become a peer support member and will undergo a selection process. Peer support members serve on a voluntary basis, while maintaining their current positions and continually share information on mental and physical health, mental illness, suicide prevention, creating and maintaining resilience, handling the potential stigma associated with seeking help and/or treatment, and other related resources. Peer support members must have an interest in supporting others and must attend initial training and periodic refresher training from the Department while on-duty. Members of the service may also choose to end their participation as peer support members at any time, with or without prior notice, by notifying the Commanding Officer, Health and Wellness Section via Department email.

5. Commanding officers are responsible for ensuring that peer support members are provided with adequate resources to appropriately disseminate information pertinent to member health and well-being. In addition, commanding officers and supervisors may not make adverse personnel decisions against a peer support member (e.g., tour changes, denial of transfer, etc.) based solely on their participation as a peer support member.

6. The Health and Wellness Section provides administrative support and questions should be directed to the Commanding Officer, Health and Wellness Section via email at **wellness@nypd.org** or via telephone at (646) 610-4862.

NYPD

UNIFORMS

1. Maintain at own expense articles prescribed for rank, position or duty.

NOTE *Recruits wear uniform only after inspected and stamped by Police Academy.*

2. Do not modify prescribed uniforms in any manner except as specifically authorized by higher authority.
3. Do not wear distinguishable items of the uniform with civilian clothes.
4. Do not wear uniform, shield or display **IDENTIFICATION CARD (PD 416-091)** while participating in a rally, demonstration or other public assemblage except as authorized by the Department.
5. Wear uniform of the day. Commanding officers or unit commanders may authorize a specialized uniform only after requesting and receiving approval from the Police Commissioner's Uniform and Equipment Review Committee. Submit requests to the Office of the Chief of Department: Att: Uniform and Equipment Sub-Committee.
   a. Wear uniform when directed, if assigned to the Detective Bureau or to duty in civilian clothes.

NOTE *Detectives, when assigned to duty in uniform, will wear prescribed police officer's uniform with gold cap device and appropriate collar insignia.*

6. While performing duty indoors, in uniform, wear regulation seasonal shirt and trousers.
7. Wear the prescribed uniform, if regularly assigned to duty in uniform, when appearing in court, the Trial Room or at the office of a ranking officer above the rank of captain, except if off duty, on sick report, or if excused by competent authority.
8. Purchase regulation service holsters, caps, raingear and all items of uniform which are sewn or attached to the uniform, from the Equipment Section or other authorized supplier.
9. Necessary uniform changes, other than those listed in step "10," will be made as directed by the lieutenant platoon commander/counterpart.
   a. The lieutenant platoon commander/counterpart shall authorize the wearing of the optional short sleeve shirt whenever the temperature for a specific tour is expected to rise above 70 degrees Fahrenheit.
10. Remove summer blouse/duty jacket while performing duty in uniform, if desired.
    a. The following OPTIONAL uniform items may be worn between May 1 and November 1:
       (1) Short sleeve shirt (without tie)
       (2) Tie, when wearing the regulation long sleeve uniform shirt, unless attending ceremonies, meetings, funerals, etc., or as directed.
    b. The following OPTIONAL uniform item may be worn between June 1 and October 1:
       (1) Summer cap.

NOTE *During the period of June 1 to October 1, police officers and detectives performing subway patrol duties in uniform shall have the option of wearing the uniform cap.*

Transit Bureau police officers and detectives who are assigned to subway patrol duty for their entire tour also have the option of wearing the summer uniform described below between June 1 and October 1.

a. Regulation NYPD blue short sleeve uniform shirt.
b. Cargo style shorts, as available in the Equipment Section. Shorts will be hemmed to a length to the top of the knee.
c. Black leather uniform athletic shoe, lace-up style ONLY, with no visible logos or markings. Either high-cut or low-cut style is authorized, however, the shoe should have no more than five shoelace grommets/attachments.
d. Black cotton crew socks, worn fully extended, length at least three inches but no more than five inches above outermost anklebone. Socks must be visible.

UNIFORMS (continued)

11. Do not wear gloves or suspenders when summer blouse is removed.
12. Wear authorized breast bars at all times while in uniform unless directed otherwise as in step 13 below.
13. Wear medals, decorations and authorized insignia at Department meetings, ceremonies and while marching in parades. (Do not wear a medal and corresponding breast bar at the same time).

DRESS UNIFORM

To be worn for ceremonies, promotions, funerals, etc.:

SUMMER (CLASS A)
8 POINT CAP
SUMMER BLOUSE
LONG SLEEVE SHIRT & TIE
DRESS TROUSERS
SHINY (HIGH GLOSS) SHOES
WHITE GLOVES
DUTY BELT (OPTIONAL)

WINTER (CLASS A)
8 POINT CAP
WINTER COAT
LONG SLEEVE SHIRT & TIE
DRESS TROUSERS
SHINY (HIGH GLOSS) SHOES
WHITE GLOVES
DUTY BELT (OPTIONAL)

NOTE *A white shirt shall be worn by those uniformed members attending the funeral of a member assigned to the same command.*

PATROL UNIFORM

To be worn when on patrol:

SUMMER (CLASS B)
8 POINT CAP
LONG SLEEVE SHIRT
TIE (OPTIONAL)
DUTY TROUSERS
BLACK SHOES
BLACK BOOTS (OPTIONAL)
V-NECK SWEATER (OPTIONAL)

SUMMER (CLASS C)
8 POINT CAP
SHORT SLEEVE SHIRT (NO TIE)
DUTY TROUSERS
BLACK SHOES
BLACK BOOTS (OPTIONAL)

WINTER (CLASS B)
8 POINT CAP
WAIST/HIP LENGTH DUTY JACKET (OPTIONAL)
LONG SLEEVE SHIRT AND TIE
TURTLE NECK SHIRT (OPTIONAL - CANNOT BE WORN AS AN OUTER GARMENT)
V-NECK SWEATER (OPTIONAL)
BLACK SHOES
BLACK BOOTS (OPTIONAL)
BLACK GLOVES

ADMINISTRATIVE UNIFORM

To be worn when performing administrative duties in uniform:

SUMMER (CLASS D)
(NO CAP)
SHORT SLEEVE SHIRT (NO TIE)
DUTY TROUSERS
BLACK SHOES
DUTY BELT (OPTIONAL)

WINTER (CLASS D)
(NO CAP)
LONG SLEEVE SHIRT & TIE
DUTY TROUSERS
BLACK SHOES
DUTY BELT (OPTIONAL)
V-NECK SWEATER (OPTIONAL)

NOTE *Uniform is to be assigned by unit/lieutenant platoon commander. In the event of a detail, etc., uniform is to be assigned by the detail commander. Detail personnel will be advised of the uniform when assigned, but will have appropriate uniform available for inclement weather.*

NYPD

DUTY UNIFORM — **UNIFORMS MUST CONFORM WITH EQUIPMENT SECTION SAMPLES**

POLICE OFFICER

CAP — Navy blue, black strap and chrome cap device bearing shield number.

DUTY JACKET — Waist length, navy blue, nylon, with zip-out Thinsulate® lining, knit wristlets and waistband, and zip side vents, OR
Hip length, navy blue, nylon, with zip-out Thinsulate® lining, concealed zipper front, gilt buttons, and zip side vents, OR
Waist length, navy blue, with NYPD reflective lettering on the rear. Any of these jackets may be worn by ALL uniformed members of the service performing patrol duty in uniform.

NYLON WIND-BREAKER JACKET — Navy blue 100% nylon, sport collar style jacket with front snap closures. The front and back of the jacket must each be divided into two parts by one inch reflective tape. The jacket will have three inch high reflective letters "POLICE" affixed on the front, ¼ inch below the reflective tape. On the rear of the jacket, the letters "NYPD" shall be 3 ½ inches tall and the letters "POLICE" (affixed ½ inch below "NYPD"), shall be two inches high, both made of a reflective material, one inch above the reflective tape. A two inch reflective tape shall be set on the center of both sleeves. The Department logo (patch) will be affixed to each sleeve, one inch below the shoulder seam, on top of the reflective tape.

NAMEPLATE — Worn on outermost garment, centered ¼ inch below shield. Nameplates for police officers are white metal; ranking officers and detectives will wear yellow metal.

SHIRT — NYPD dark blue, military type, polyester/rayon with appropriate service stripes/hash marks, similar to sample sold at the Equipment Section. Authorized shirts will have a label affixed on the inside of the shirt between the fourth and fifth buttons that states: "**Approved NYPD, Certification #**."

TIE — Navy blue, breakaway type.

TIE CLASP — Regulation NYPD.

BELT — Black leather, 1 ½ inches wide with gunmetal buckle.

DUTY TROUSERS — Navy blue, (polyester and wool) with ½ inch braid attached.

SHOES/SOCKS Black, plain, smooth leather with flat soles and raised heels, or black high gloss shoes, except that material other than leather or high gloss plastic may be used for portion of ankle support shoe that is not visible below the pants leg. In addition, shoes commonly referred to as the "secret sneaker" are also permissible, provided that they generally conform in appearance to the regular duty shoe. These shoes will be on display at the Equipment Section. BLACK LEATHER JOGGING SHOES, SNEAKERS OR SHOES WITH VISIBLE LETTERING ARE NOT AUTHORIZED WEAR. **ONLY** black socks will be visible when performing duty in uniform.

NOTE *Black, high gloss shoes must be worn at occasions that require the dress uniform as directed by the Chief of Department, such as promotions, ceremonies and funerals. However, the regulation uniform shoe may be worn on occasions that require prolonged standing or walking, such as parades and street fairs.*

Uniformed members of the service assigned to Emergency Service Unit, Highway District, Harbor, Mounted Unit, etc., will wear appropriate footwear when performing duty in work or specialized uniforms.

GLOVES

Black Leather Spectra-lined; Worn at all times with duty jacket or winter coat, except when impractical, when safety may be jeopardized, or while in Department vehicle.

White cotton Worn between 0800 and 1800 hours. NOT to be worn with duty jacket or while carrying baton.

Traffic Duty Plain white wool (not required to be worn while performing RMP duty but must be available for use).

INCLEMENT WEATHER GEAR Reversible raincoat with "NYPD" stenciled in 2½ inch high letters over the right breast and 6 inch high letters in the back of the jacket with reversible navy blue or lime green cap cover, hood and leggings. Shield and nameplate will be fastened on the raincoat over left breast, and cap device on the cap cover. (Wearing of leggings, cap cover, hood, solid black overshoes or solid black rubber boots is optional).

NOTE *Regulation black rubber reflective or reversible black/orange raincoat with reversible black or orange cap cover remain authorized.*

DRESS UNIFORM

Winter Winter coat (navy blue fingertip length coat with regulation gilt [gold] buttons), uniform shirt and tie, **OR**

Summer Summer blouse (navy blue with regulation gilt [gold] buttons and shoulder straps) worn with regulation uniform shirt and tie, **OR** blue long-sleeve regulation shirt with tie and tie clasp, when directed.

Trousers Navy blue serge with appropriate braid on trouser leg.

Shoes Black, high gloss (manufactured by using the poromeric or clarino process) lace type oxford shoes with flat soles and raised rubber heels, black socks.

Gloves Black leather/white cotton, as appropriate.

Cap Navy blue, black strap, chrome cap device.

NOTE *Ranking officers will conform to the dress uniform described above, as appropriate for their rank. Captains and above may wear the optional all weather dress uniform coat in place of the winter coat. The bureau chief concerned will make appropriate seasonal changes in dress uniform.*

Pregnant uniformed members of the service, who are in their twentieth week of gestation or earlier, if necessary, will wear business attire and display their ***IDENTIFICATION CARD (PD416-091)*** *on their outermost garment. Proper business attire will conform with that worn to other official appearances, such as post-arraignment court appearances, professional career interview, etc.*

DETECTIVE

Uniform is the same as required for police officer, **EXCEPT**:

CAP Gilt (gold) cap device (without shield number).

SERGEANT

Uniform is the same as required for police officer, **EXCEPT**:

CAP Gilt (gold) cap device (without shield number) and gilt (gold) chinstrap.

TROUSERS 1 ¼ inch braid attached.

SHIRT, LONG SLEEVE Dark blue, long sleeve uniform shirt with epaulettes, chevrons, two patches and appropriate service stripes/hash marks. Uniform long sleeve shirts may be worn with or without outer garment, when authorized, and will always be worn with regulation tie, tie clasp, and command numerals, as required, on collar.

NOTE *The regulation tie is optional as outlined in PG 204-01, "General Uniform Regulations."*

SHIRT, SHORT SLEEVE (OPTIONAL) Dark blue, short sleeve uniform shirt with epaulettes, chevrons, two patches and optional longevity bar may be worn in place of long sleeve uniform shirt, when authorized. Command numerals, as required, will be worn on collar. Regulation tie and tie clasp will not be worn with short sleeve shirt and undershirt will not be exposed at the collar.

INSIGNIA OF RANK Three pointed chevrons, worn on sleeves of all outer garments except raingear and nylon windbreaker jacket. Gilt (gold) chevrons worn on the collar of the nylon windbreaker jacket.

LIEUTENANT

Uniform is the same as required for sergeant **EXCEPT**:

CAP INSIGNIA OF RANK

Frame is covered with black mohair braid.
Gilt (gold) bar, worn on:
a. Shoulders of duty jacket, summer blouse and winter coat
b. Collar of regulation shirt and nylon windbreaker jacket.

WINTER COAT

Designated as follows:
a. Shoulder straps
b. 1 ¼ inch black mohair braid on sleeves
c. Three gilt (gold) buttons on cuffs.

SUMMER BLOUSE

Designated as follows:
a. 1 ¼ inch black mohair braid on sleeves
b. Three gilt (gold) buttons on cuffs.

SHIRT, LONG SLEEVE

White, long sleeve uniform shirt without chevrons. Miniature insignia of rank will be worn on collar.

SHIRT, SHORT SLEEVE (OPTIONAL)

White, short sleeve uniform shirt without chevrons. Miniature insignia of rank will be worn on collar.

NOTE

When attending meetings, conferences, ceremonies, and similar events, long sleeve uniform shirt and tie and/or summer blouse, as appropriate, will be worn.

CAPTAIN

Uniform is the same as required for lieutenant, **EXCEPT**:

ALL WEATHER UNIFORM COAT

OPTIONAL - Navy blue, double breasted trench coat. Authorized for use by captains and above. Garment must be converted for uniform use by adding insignia on the shoulder straps, two Police Department patches on the upper right and left sleeves, replace the eight buttons with eight large NYPD yellow metal buttons, and add two small yellow metal buttons to the shoulder straps.

INSIGNIA OF RANK

Two gilt (gold) bars, worn in the same manner as lieutenant's insignia.

WINTER BLOUSE

OPTIONAL - Navy blue, similar in appearance to the summer blouse; made of heavier material, affords access to service pistol and other items worn on equipment belt, may be used with a zip-in 'Thinsulate' lining.

NOTE

Captains and above will not affix service stripes/hash marks on their uniforms.

DEPUTY INSPECTOR

Uniform is the same as required for captain, **EXCEPT**:

INSIGNIA OF RANK Gilt (gold) oak leaf, to be worn with oak leaf stems pointing away from individual wearing them to the left and right.

CAP Frame covered with black velvet.

INSPECTOR

Uniform is same as required for deputy inspector, **EXCEPT**:

INSIGNIA OF RANK Gilt (gold) spread eagle.

DEPUTY CHIEF

Uniform is same as required for inspector, **EXCEPT**:

INSIGNIA OF RANK One gilt (gold) star worn in the same manner as inspector's insignia.

CAP Gilt (gold) spray design on cap visor.

UNIFORM COAT Sleeves have two bands of black mohair braid.

SUMMER BLOUSE Sleeves have two bands of black mohair braid.

ASSISTANT CHIEF

Uniform is same as deputy chief, **EXCEPT**:

INSIGNIA OF RANK Two gilt (gold) stars, worn in same manner as deputy chief.

EXECUTIVE NYLON WINDBREAKER JACKET Navy blue 100% Tactel nylon, sport collar style jacket with front snap closures. The front of the jacket is divided into two parts by one inch tape. The jacket will have three inch high gold letters "POLICE" affixed on the front, ¼ inch below the tape. The rank of the executive will be in gold letters on the rear of the jacket. The Department logo (patch) will be affixed to each sleeve, one inch below the shoulder seam. The shield on the front left breast of the jacket will be rank specific. Executives will wear insignia of rank on the collar.

BUREAU CHIEFS

Chief of Patrol, Chief of Housing, Chief of Transit, Chief of Detectives and Chief of Personnel.

Uniform is same as assistant chief, **EXCEPT**:

INSIGNIA OF RANK Three gilt (gold) stars worn in the same manner as assistant chief's insignia.

CHIEF OF DEPARTMENT

Uniform is same as required for assistant chief, **EXCEPT**:

INSIGNIA OF RANK Four gilt (gold) stars worn in the same manner as assistant chief's insignia.

NOTE *Uniformed members of the service assigned to specialized units, i.e., Mounted, Harbor, Highway, Emergency Service, Aviation, etc., will wear the prescribed duty (work) uniform as approved by the Uniform Committee.*

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INSIGNIA OF RANK AND SHIELD

RANK AND INSIGNIA	***SHIELD***
CHIEF OF DEPARTMENT	
BUREAU CHIEF	
ASSISTANT CHIEF	
DEPUTY CHIEF	
INSPECTOR	
DEPUTY INSPECTOR	

CAPTAIN

LIEUTENANT

SERGEANT

DETECTIVE

<u>No Insignia</u>

POLICE OFFICER

<u>No Insignia</u>

NYPD

OPTIONAL UNIFORM ITEMS MAY BE WORN AT THE DISCRETION OF UNIFORMED MEMBERS OF THE SERVICE, WHEN AUTHORIZED BY THE BUREAU CHIEF CONCERNED.

BLOUSE Navy blue, lightweight, tropical worsted conforming to design of regulation summer blouse. Authorized for ranking officers.

SUMMER CAP Navy blue, tropical worsted, with lightweight perforated frame, for all uniformed members of the service ONLY during summer months.

EAR MUFFS Black, headband type.

NAMEPLATE HOLDER Black leather designed to affix shield and nameplate.

SHIRT, SHORT SLEEVE Navy blue, affixed with a label located on the inside of the shirt between the fourth and fifth buttons that states "Approved N.Y.C.P.D. Certification #." May be worn by uniformed members below the rank of sergeant in place of regulation long sleeve uniform shirt when authorized. Tie may **not** be worn with this shirt and undershirt MUST NOT be exposed at collar or sleeves.

GOLF TYPE SHIRT Navy blue pullover, placket front shirt constructed of one hundred percent cotton knit cloth; shield patch affixed to the left side of chest; name/shield number patch affixed to the right side of chest; letters "NYPD" printed across the back and PD patches on both sleeves. Authorized for wear by members of the service assigned to the Harbor Unit or to precinct bicycle patrol duty and other members as authorized by the Police Commissioner, as part of the summer uniform. A name/shield patch will be sewn on the right side of each shirt purchased and will be ordered through the Equipment Section.

NOTE *The golf shirt will be used as an outer garment when a short sleeve shirt is authorized and is not to be worn with the duty jacket.*

TROUSERS, SUMMER Navy blue, lightweight, tropical worsted - may be worn by ALL uniformed members of the service.

TROUSERS, WINTER Navy blue whipcord - may be worn by ALL uniformed members of the service.

NYPD PATROL TACTICAL PANTS

NYPD Patrol Tactical Pants may be worn by ALL ranks of uniformed members of the service on patrol, during court appearances and details, and by members permanently or temporarily assigned to Headquarters Security.

The following 5.11 Tactical Pants are also authorized:

- Style #74484NYPD-Stryke – 762 NYPD Navy Blue. NYPD Men's Uniform Pant – Twill
- Style #64421NYPD-Stryke – 762 NYPD Navy Blue. NYPD Women's Uniform Pant – Twill
- Style #74485NYPD-Stryke – 762 NYPD Navy Blue. NYPD Men's Uniform Pant – Ripstop
- Style #64422NYPD-Stryke – 762 NYPD Navy Blue. NYPD Women's Uniform Pant – Ripstop

NOTE

Prior to wearing the 5.11 Tactical Pants, all visible logos must be removed.

NYPD Patrol Tactical Pants are not authorized for members of the service performing any assignment other than patrol, i.e. recruit level training, administrative duties (e.g., desk officer, telephone switchboard operator, borough commands, etc.) or members assigned to Police Headquarters. Members of the service will also comply with instructions contained in detail notifications regarding the required uniform of the day.

TURTLENECK SHIRT

Navy blue pullover turtleneck shirt; N.Y.P.D. emblem embroidered on the left side of chest; letters "N.Y.P.D." embroidered on the collar. Authorized for uniformed members of the service of all ranks.

White pullover turtleneck shirt; N.Y.P.D. emblem embroidered on the left side of chest; letters "N.Y.P.D." embroidered on the collar. Authorized for lieutenants and above.

The turtleneck shirt shall not be used as an outer garment but may be worn under the duty jacket. It may be worn by members of all ranks when performing duty in uniform. If a member of the service removes the duty jacket, whether due to a change of assignment or other reasons, the regulation shirt and tie shall be worn. Not to be worn when representing the Department at any function or when attending administrative meetings.

Turtleneck shirt may be worn under the long sleeve uniform shirt as follows:

- Members of the service in the rank of sergeant and below: navy blue turtleneck shirt
- Members of the service in the rank of lieutenant and above: white turtleneck shirt.

The top button only of the long sleeve uniform shirt is to be left unbuttoned. No tie is to be worn. This combination may be worn with or without the duty jacket, i.e., it may be worn as an outer garment. It may be worn to court and to detail assignments. This uniform option may NOT be worn by members assigned to administrative positions.

WINTER HAT Black soft vinyl with black mouton trimming for use by ALL uniformed members of the service. To be worn only when temperature is expected to fall below 32 degrees Fahrenheit.

WINTER KNIT HAT Navy blue knitted wool hat, which must fit close to the head, without bulk. Must have "NYPD" embroidered in white 1'' block lettering thread on the front, with no other visible wording or logos. To be worn squarely on head with "NYPD" lettering centered across the forehead. It is only to be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.

UNIFORM SHIRT STYLE OUTER VEST COVER An optional outer vest which covers the existing bullet resistant vest carrier and is designed to resemble a uniform shirt. The vest panels MUST be properly inserted inside the existing bullet resistant vest carrier prior to being inserted into the uniform shirt style outer vest cover. The uniform shirt style outer vest cover may NOT be worn without both the panels and the existing vest carrier fastened with the existing Velcro straps. Available in navy blue or white (outer vest color must match color of uniform shirt) and authorized for all ranks over the long or short sleeved uniform shirt only. The uniform shirt style outer vest cover will be worn as the outermost garment, with the shield, medals, and longevity bar pinned to the "outer vest cover." The tie would be optional with the long sleeve shirt, as per *P. G. 204-01, "General Uniform Regulations."*

QUILTED VEST CARRIER Navy blue quilted bullet resistant vest panel carrier may be worn by ALL ranks of uniformed members of the service. It may not be worn as an outermost garment and may only be worn from November 1 to May 1.

NOTE *The quilted vest carrier is only authorized for the following Second Chance Monarch Summit bullet resistant vest panel models: MON-IIIA 107121, MON-IIIA FEM 208010, MON-IIIA++ 305020 and MON-IIIA++ FEM 301240 and can ONLY be purchased from the Equipment Section.*

COLD WEATHER HOOD Black, made of a thin fabric such as Polar-Tec, silk, micro fiber or fleece, which fits close to the head, fully exposing the face and presents a trim appearance, without bulk, when the uniform hat is worn over it. This hood (known as a "balaclava") is authorized for members of all ranks performing patrol duties outdoors. To be worn only when temperature falls below 40 degrees Fahrenheit.

NOTE *Hoods made of bulky yarns or double knits and those styles which cover any part of the nose, cheeks or mouth are prohibited. The authorized hood must be worn along with the uniform hat and will never be the outermost head covering. It will never be worn while riding in a Department vehicle.*

EYEGLASS SAFETY STRAPS Uniformed members of the service who wear glasses and are assigned to enforcement duty are strongly urged to utilize black eyeglass safety straps.

TRANSIT OFFICER SAFETY VEST Fluorescent orange with reflective silver trim with the word "POLICE" on the front and back, manufactured with a break away safety feature. To be worn by uniformed members of the service performing duties in areas that are deemed to be hazardous or that may require them to enter roadbeds or track areas within the New York City Transit System.

BLACK BOOTS Plain black smooth leather with plain or lugged soles and raised heel. Grommets and laces will be black, and no buckles or hooks will be visible below the pants leg. May be worn by all uniformed members of the service on patrol.

NYLON WINDBREAKER JACKETS Navy blue 100% nylon, sport collar style jacket with front snap closures. The front and back of the jacket must each be divided into two parts by one inch reflective tape. The jacket will have three inch high reflective letters "POLICE" affixed on the front, ¼ inch below the reflective tape. On the rear of the jacket, the letters "NYPD" shall be 3 ½ inches tall and the letters "POLICE" (affixed ½ inch below "NYPD"), shall be two inches high, both made of a reflective material, one inch above the reflective tape. A two inch reflective tape shall be set on the center of both sleeves. The Department logo (patch) will be affixed to each sleeve, one inch below the shoulder seam, on top of the reflective tape. Supervisors will wear insignia of rank on the collar of the nylon windbreaker jacket (members of the service in the rank of sergeant will wear yellow metal insignia on the collar in lieu of chevrons on the sleeves).

NOTE *The nylon windbreaker jacket will only be worn by anti-crime personnel while performing anti-crime duty or by authorized specialized units at police incidents. The nylon windbreaker jacket is never to be worn off duty or in conjunction with the regulation uniform as an outermost garment and is not to be adorned with unauthorized patches. Commanding officers wishing to obtain permission for their members to be allowed to wear approved nylon windbreaker jackets will prepare a* ***Typed Letterhead****, addressed to bureau chief/counterpart, through channels, stating reasons for requiring jackets.*

EXECUTIVE NYLON WINDBREAKER JACKET Navy blue 100% Tactel nylon, sport collar style jacket with front snap closures. The front of the jacket is divided into two parts by one inch tape. The jacket will have three inch high gold letters "POLICE" affixed on the front, ¼ inch below the tape. The rank of the executive will be in gold letters on the rear of the jacket. The Department logo (patch) will be affixed to each sleeve, one inch below the shoulder seam. The shield on the front left breast of the jacket will be rank specific. Executives will wear insignia of rank on the collar.

BASEBALL CAP Navy blue with white letters "NYPD" embroidered on front, worn by on-duty uniformed members of the service performing duty in civilian clothes.

V-NECK SWEATER Navy blue, acrylic or wool, waist length, vertical ribbed weave knit sweater with navy blue poly/cotton twill or cordura patch material over elbows, left breast and epaulets. Gold buttons on pointed epaulets. The Department logo (patch) will be affixed to each sleeve.

NOTE *The V-neck sweater may be worn as an outer garment with the regulation tie and uniform shirt with command insignia or insignia of rank on collar of the shirt, as appropriate. Sergeants will wear chevrons on sweater sleeves. Members in the rank of lieutenant or above will also display insignia of rank on epaulets. Metal insignia may be worn on epaulets. Alternatively, epaulets with cloth rank insignia may be worn and will be made available at the Equipment Section. The sweater must be tucked inside the trousers. This sweater is approved for all ranks.*

FRISK GLOVES Black leather gloves that are puncture and cut resistant with a thin snug fit. Only to be worn by uniformed members of the service while frisking or searching a suspect/prisoner, or performing duties in areas that are deemed to be hazardous. Frisk gloves are not authorized to be worn on routine patrol.

NYPD

Section: Uniforms and Equipment		Procedure No: 204-05	
PURCHASE AND INSPECTION OF NEW UNIFORMS			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To control the quality and workmanship of police uniforms.

PROCEDURE Upon ordering uniforms at an authorized tailor:

UNIFORMED MEMBER OF THE SERVICE

1. Fill out the following forms:
   a. **CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS (PD169-061)**
   b. **CERTIFICATION AND ACCEPTANCE OF ORDER - INSPECTION REPORT OF EQUIPMENT SECTION (PD169-062)**
   c. **EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM (PD169-131)**.
2. Have the tailor's representative sign forms.
3. Deliver the **CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS** to commanding officer for file.
4. Obtain completed uniform from tailor and bring to Equipment Section for inspection.
5. Obtain **EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM** form and deliver to commanding officer.

COMMANDING OFFICER

6. Compare forms:
   a. **CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS**, AND
   b. **EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM**.
7. Destroy both forms when all ordered uniforms have been inspected.

RELATED PROCEDURES *Uniform Classifications (P.G. 204-02)*
Uniforms (P.G. 204-03)

FORMS AND REPORTS ***CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS (PD169-061)***
CERTIFICATION AND ACCEPTANCE OF ORDER - INSPECTION REPORT OF EQUIPMENT SECTION (PD169-062)
EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM (PD169-131)

Section: Uniforms and Equipment		Procedure No: 204-07	
LOST OR DAMAGED UNIFORM			
DATE ISSUED: 06/25/19	DATE EFFECTIVE: 06/25/19	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To reimburse uniformed members of the service for uniforms or equipment damaged or lost in the performance of police duty as well as personal clothing or prescription eyeglasses/contact lenses damaged or lost during extraordinary police action (e.g., pursuit or physical altercation with a suspect, rescues, etc.).

PROCEDURE When an article of uniform or equipment is damaged or lost in the performance of police duty or personal clothing or prescription eyeglasses/contact lenses are damaged or lost during extraordinary police action:

UNIFORMED MEMBER OF THE SERVICE

1. Prepare report on **Typed Letterhead**, addressed to the Deputy Commissioner, Management and Budget, within **thirty days** from the date of incident and state:
   a. How and when loss or damage occurred
   b. Date of purchase and cost of article
      (1) Attach copy of receipt if available.
2. Attach statement of witnesses, if any.
3. Ascertain if article can be repaired.
   a. Obtain copy of estimated cost for repair, OR
   b. Copy of statement determining that item is damaged beyond repair.
4. Present damaged article, <u>unrepaired</u>, to the commanding officer with report and appropriate documentation from steps 1 through 3 above.

NOTE *Report must be signed and submitted within thirty days by member requesting reimbursement, unless member is incapacitated, in which case, supervisory officer will state so in report, sign and submit within thirty days.*

COMMANDING OFFICER

5. Investigate and endorse report, including:
   a. Facts are as stated in application.
   b. Whether damage or loss was incurred in the performance of police duty, or for personal clothing, occurred during an extraordinary police action.
   c. Statement that damaged article has been inspected by commanding officer.
   d. Statement that article is repairable or beyond repair.
   e. Statement that member was authorized to be attired in civilian clothing at the time of incident, if the request involves personal clothing.
   f. Recommendation to approve or disapprove request.
6. Forward report to Deputy Commissioner, Management and Budget:
   a. Direct – if cost of repair or replacement is less than $100.
   b. Through channels – if cost of repair or replacement is $100 or more.

C.O., NEXT HIGHER COMMAND (If applicable)

7. Review report.
8. Indicate recommendation to approve/disapprove request.
9. If approved, forward report through channels to Deputy Commissioner, Management and Budget.

DEPUTY COMMISSIONER, MANAGEMENT AND BUDGET

10. Review report and recommendations.

FOR ITEMS WHICH CANNOT BE PURCHASED AT THE EQUIPMENT SECTION:

DEPUTY COMMISSIONER, MANAGEMENT AND BUDGET

11. Forward report to Director, Audits and Accounts Unit.

AUDITS AND ACCOUNTS UNIT

12. Review the report for necessary documentation and required approvals.
13. Determine the reimbursement amount to be paid to the member based upon current cost, less depreciation for age or wear.
    a. Forward a check to the member of the service who initiated the claim.

FOR ITEMS SOLD IN THE EQUIPMENT SECTION:

DEPUTY COMMISSIONER, MANAGEMENT AND BUDGET

14. Prepare report on **Typed Letterhead** stating items authorized to be replaced.
15. Forward report as follows:
    a. Original to member of the service concerned
    b. Copy to Equipment Section
    c. Copy to Audits and Accounts Unit
    d. Copy to Deputy Commissioner, Management and Budget for file.

UNIFORMED MEMBER OF THE SERVICE

16. Upon receipt of report authorizing replacement of lost or damaged uniform or equipment, telephone the Equipment Section to determine whether item(s) is in stock.
17. Present report to Equipment Section personnel and obtain replacement item(s).

EQUIPMENT SECTION

18. Issue the authorized item(s) to member concerned.
19. Submit a detailed report to the Director, Audits and Accounts Unit of replacement item(s) disbursed for the previous month, by the fifth day of the succeeding month.

ADDITIONAL DATA

All settlements are non-transferable and MUST be executed within one hundred and eighty days of approval by the Deputy Commissioner, Management and Budget.

The Department does not reimburse members of the service for loss of, or damage to, personal articles, e.g., jewelry, rings, bracelets, etc., with the exception of watches. While uniformed members of the service performing patrol duty must be equipped with a serviceable watch, such members should be aware that a maximum of $75.00 has been established as a reasonable amount for reimbursement, if the watch is lost or damaged.

Uniformed members of the service may require prescription eyeglasses/contact lenses in order to optimally perform their duties. In those instances where prescription eyeglasses/contact lenses are lost or damaged in the performance of extraordinary police duties, members should be aware that a maximum of $100.00 has been established as a reasonable amount for reimbursement.

Uniformed members authorized to perform duty in civilian clothes who sustain damage to their personal clothing in the furtherance of extraordinary police action should be aware that the following limits (in consideration of depreciation) have been established as reasonable for reimbursement.

Jacket/Coat	*$100.00*
Suit Jacket	*$100.00*
Dress	*$100.00*
Dress pants	*$75.00*
Footwear	*$75.00*
Skirt	*$50.00*
Other pants (jeans, shorts, etc.)	*$45.00*
Dress shirt/blouse	*$40.00*
Other shirts (sweat shirt, t-shirt, etc.)	*$20.00*
Other	*As determined by Audits and Accounts Unit*

RELATED PROCEDURES

Collisions - Private Vehicles Authorized for Police Use (P.G. 217-07)
Required Firearms / Equipment (P.G. 204-09)
Private Vehicles Authorization and Usage (A.G. 325-14)

FORMS AND REPORTS

Typed Letterhead

REQUIRED EQUIPMENT

1. Authorized Regulation Service 9MM, Semi-Automatic Pistol - The following conform to the Department's requirements and may be carried by authorized uniformed members as service and off duty weapons:
   a. Glock – Model 19,
   b. Glock – Model 17,
   c. Sig Sauer – Model 226.

NOTE *The Smith & Wesson 5946 DAO is not offered for new authorizations. However, it is authorized for uniformed members of the service who had previously received authorization.*

2. Authorized Off Duty 9MM, Semi-Automatic Pistol - The following conform to the Department's requirements and may be carried by authorized uniformed members of the service as off duty weapons:
   a. Glock Model 26,
   b. Smith & Wesson M&P Shield,
   c. Springfield Armory XDS

The Smith & Wesson 3914, Smith & Wesson 3953 and Sig Sauer P239 are not offered for new authorizations. However, they are authorized for uniformed members of the service who had previously received authorization.

3. Authorized Off Duty Revolver - Spurless hammer; double action only; .38 calibre, with a barrel at least two inches, but not more than four inches in length; military (Patridge) sights; matte stainless steel finish; standard checkered, hardwood grips or authorized rubber grips which do not interfere with the use of speedloaders. The following conform to the above specifications and may be carried by authorized uniformed members as off duty weapons:
   a. Ruger SPNY
   b. Smith and Wesson Model 640
   c. Smith and Wesson 64 NY-1.

Revolvers are not offered for new authorizations. However, they are authorized for uniformed members of the service who had previously received authorization.

An off duty revolver/pistol may be carried in addition to the service pistol, provided only the service pistol is visible.

EQUIPMENT FOR USE WITH SERVICE 9MM PISTOL

4. **Regulation Holster** - black leather, designed with safety lock, in eight models:
   a. Glock, Model 19, right and left handed
   b. Smith & Wesson, right and left handed
   c. Sig Sauer, right and left handed
   d. 9MM holster with flap, right and left handed.

REQUIRED EQUIPMENT

5. **Two Magazines and Pouches** - as authorized by the Equipment Section, with fifteen cartridges in each.
6. **Belts (Two)** - (for equipment: black leather, 2 ¼ inches wide with gunmetal buckle); (for trousers: black leather, 1 ½ inches wide with gunmetal buckle). Equipment belt will cover trouser belt, both to be worn firmly around the waist.
7. **Night Sights** - ensure "Tritium" night sights are installed. Installation by anyone other than a Firearms and Tactics Section gunsmith is not permissible. Pistols purchased at the Equipment Section on or after September 12, 1994, are already equipped with night sights installed by the manufacturer. The use of night sights by uniformed members authorized to carry 9MM pistols prior to September 12, 1994, is optional.

OTHER EQUIPMENT

REQUIRED EQUIPMENT

8. Department smartphone, with updated software.

NOTE

Uniformed members of the service are reminded that all Activity Log inserts are available via the digital Activity Log application.

9. Regulation traffic whistle and belt whistle holder.
10. Regulation handcuffs carried in handcuff case with key available for use.
11. Regulation eleven inch rubber billet with leather thong may be used from 0800 - 1600 hours, unless baton is carried.
12. Baton (Side Handle) - Monadnock Lifetime Products Inc., Model PR-24 STS.
    a. Carried **only** by uniformed members of the service trained and qualified by the New York City Police Academy.

NOTE

All uniformed members of the service appointed after December 1988 must carry the side handle baton. Carrying of a straight baton by members of the service appointed after December 1988 is unauthorized. All uniformed members of the service appointed before December 1988, who are trained and qualified in the use of the straight baton and the side handle baton by the New York City Police Academy, must carry the side handle baton. Carrying of a straight baton by members of the service trained and certified in the use of side handle baton is unauthorized. Members appointed prior to December 1988, who are not trained and qualified in the side handle baton, will carry a straight baton, 24 to 26 inches in length, 1¼ inches in thickness; made of locust, hickory, white ash or rosewood; attached to a leather thong.

NOTE (continued)

Batons are to be carried on all tours, except as directed by commanding officer for 2nd platoon foot patrol.

REQUIRED EQUIPMENT (continued)

13. Baton Holder - black leather loop with military strap, to wear on gun belt or Side Handle Baton Holder (black polycarbonate plastic 360 degree swivel, 8 position).
14. Serviceable Flashlight – all tours. The following types of flashlights are authorized and may be carried:

REQUIRED EQUIPMENT (continued)

a. Incandescent Flashlight - not to exceed 12 ½ inches in length, tubular design (without attachments that alter the size, shape or weight of the device), powered by a maximum of three "D" batteries and a minimum of two "C" batteries

b. Serviceable Light Emitting Diode (LED) Flashlight – no smaller than four inches in length, tubular design.

NOTE *Members of the service may elect to carry a secondary flashlight as an adjunct to their primary flashlight. Secondary lights may be either a miniature flashlight or a lantern-type flashlight. These secondary lights may be used as a backup for the mandatory flashlight and may be useful in situations such as a search where a lantern can provide greater illumination and longer battery life. Under no circumstances should these lights be considered a substitute for the primary light which must be carried on all tours regardless of the availability of a secondary flashlight. As an enhancement to visibility, it is recommended that flashlights be powered by alkaline or lithium batteries for their durability and be equipped with a LED bulb for additional brightness. Halogen bulbs are not recommended because they drain battery power too quickly.*

15. Serviceable watch, properly set.
16. Reflective belt (1600 - 0800).
17. Reflective traffic safety vest.

NOTE *Transit Bureau members assigned to uniform patrol in the transit system or assigned to any detail in uniform performing traffic related duties will have in their possession the authorized reflective traffic safety vest (fluorescent yellow). It will be at the discretion of a supervisor as to whether uniformed members assigned to patrol in the transit system will wear or simply carry the traffic safety vest.*

18. Dual-purpose disorder control/scooter helmet with face shield, as indicated in *Patrol Guide procedure 203-05, "Performance on Duty – General."*
19. Oleoresin Capsicum pepper spray device and holder.
20. Keepers (four) - attached to the gun belt and trouser belt regardless of type of weapon carried.
21. Glove pouch – all uniformed members of the service are required to wear a synthetic leather glove pouch on their gun belt. Members on bicycle patrol are required to wear a nylon glove pouch. Both versions of the glove pouch must conform to those available at the Equipment Section. This pouch is designed to hold disposable plastic gloves.
22. Tactical Response Hood and Personal Protective Equipment
    a. Members performing patrol duties in a Department vehicle will have the hood and pouch available in the vehicle.
    b. Members performing foot patrol duties and/or assigned to a detail such as a parade, fixed post, etc. will carry the tactical response hood by attaching the pouch to their gun belts on the side opposite which the member carries his/her firearm.
        (1) Members will secure the tactical response hood pouch to both their gun belt and their thigh using the straps and clips provided.

c. Members performing administrative or other duties inside a Department facility will have the tactical response hood and pouch readily available at all times.

d. The balance of the personal protective equipment issued to uniformed members of the service will be carried in Department vehicles by those members of the service performing patrol duties in such vehicles. All other uniformed members of the service will have the balance of the personal protective equipment readily available, e.g. stored in their Department locker.

23. An appropriate amount of **RIGHT TO KNOW BUSINESS CARDS (PD142-012)** and **RIGHT TO KNOW BUSINESS CARDS – GENERAL (PD142-013)**, at the commencement of tour.

24. Naloxone kit, if trained and equipped.

ADDITIONAL DATA

Uniformed members of the service below the rank of captain who are assigned to enforcement duties must carry a sufficient amount of summonses.

Uniformed members of the service assigned to civilian clothed enforcement duties are required to have their service 9MM semi-automatic pistol and one extra fully loaded magazine, handcuffs with key, an appropriate amount of ***RIGHT TO KNOW BUSINESS CARDS*** *and* ***RIGHT TO KNOW BUSINESS CARDS - GENERAL*** *at the commencement of tour, and the 'color of the day' head/arm band on their persons. In addition, O.C. pepper spray device and holder will be carried by such members as specified in P.G. 221-07, "Use of Oleoresin Capsicum Pepper Spray Devices."*

Commanding officers have the authority to allow members of their respective commands to be armed with an authorized off duty weapon, if they believe it is more suitable for a particular assignment.

PURPOSE To record the acquisition of handguns by uniformed members of the service.

PROCEDURE When buying or acquiring a handgun:

PURCHASE FROM NEW YORK CITY HANDGUN LICENSEE

UNIFORMED MEMBER OF THE SERVICE

1. Prior to acquiring a handgun from a New York City handgun licensee:
   a. Prepare **Typed Letterhead**, in triplicate, addressed to Commanding Officer, License Division requesting permission to acquire handgun and include the following information:
      (1) Make, caliber, type, model and serial number of handgun
      (2) Name, address and age of licensee
      (3) Current Handgun License number including date issued and date expires.

COMMANDING OFFICER OF MEMBER

2. Endorse **Typed Letterhead** with recommendation and request status of licensee.
3. Forward original and one copy of **Typed Letterhead** direct to Commanding Officer, License Division for determination and endorsement.

COMMANDING OFFICER, LICENSE DIVISION

4. Conduct record check of licensee.
   a. If license is valid and clear of suspension or ongoing investigation, advise commanding officer of requesting member, by endorsement, that acquisition may be approved.
   b. If licensee is currently suspended or under investigation, advise commanding officer of requesting member, by endorsement, that request is denied until such time as licensee is reinstated.

UNIFORMED MEMBER OF THE SERVICE

5. Upon notification that record check has been completed and Commanding Officer, License Division, has approved request, requesting member will comply with steps 6 through 21.

PURCHASE FROM OTHER THAN EQUIPMENT SECTION

UNIFORMED MEMBER OF THE SERVICE

6. Submit copy of bill of sale to desk officer/counterpart of permanent command without delay.
7. Have handgun, which is authorized to be carried in performance of police duty, tested by Department gunsmith except if purchased at Equipment Section.
8. Prepare **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE (PD424-150)** and complete sections one through four.
9. Deliver form to desk officer/counterpart of permanent command.

DESK OFFICER

10. Compare make, model and serial number listed on bill of sale with handgun.
11. Check New York State Police Information Network (NYSPIN) and National Crime Information Center (NCIC) via "FINEST" or Stolen Property Inquiry Section to determine if an alarm for such firearm exists.
12. Contact the Firearms and Tactics Section with the following information and obtain a Firearms and Tactics Section (FTS) control number:
    a. Officer's name
    b. Officer's Tax registry number
    c. Officer's command
    d. Type of transaction: Acquisition
    e. Make of firearm
    f. Model of firearm
    g. Type of firearm
    h. Serial number of firearm
    i. Name of desk officer.

MEMBER OF THE SERVICE, FIREARMS AND TACTICS SECTION

13. Enter information received from desk officer in the Acquisition/ Disposition Log.
14. Assign the next available FTS control number and provide this control number to the desk officer of the notifying command.

DESK OFFICER

15. Make a Command Log entry including member's name, tax registry number, date purchased, purchased from, make, model, caliber, type, serial number, FTS officer notified and FTS control number.
    a. Enter Command Log page number on **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**.
    b. Enter FTS control number in the upper right hand corner on the **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**.
16. Complete Part 5 (Agency Endorsement) of **REPORT TO N.Y. STATE POLICE**.
17. Give bill of sale and completed **REPORT TO N.Y. STATE POLICE** to clerical member.

CLERICAL MEMBER

18. Make appropriate entries on **FORCE RECORD (PD406-143)**.
19. Deliver **REPORT TO N.Y. STATE POLICE** to commanding officer.
20. File bill of sale, member's copy of **REPORT TO N.Y. STATE POLICE** (second copy), gunsmith authorization approval form, if applicable, and reply from Commanding Officer, License Division, if applicable, in member's personal folder.

COMMANDING OFFICER

21. Forward first copy of **REPORT TO N.Y. STATE POLICE** to Firearms and Tactics Section.

PURCHASE OF FIREARMS FROM EQUIPMENT SECTION

EQUIPMENT SECTION MEMBER

22. Have **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** prepared.
23. Have purchasing member sign report (Section 4 - Certification).

COMMANDING OFFICER, EQUIPMENT SECTION

24. Contact the Firearms and Tactics Section with the following information and obtain a Firearms and Tactics Section (FTS) control number:
    a. Officer's name
    b. Officer's Tax registry number
    c. Officer's command
    d. Type of transaction: Acquisition
    e. Make of firearm
    f. Model of firearm
    g. Type of firearm
    h. Serial number of firearm
    i. Name of Commanding Officer, Equipment Section.

MEMBER OF THE SERVICE, FIREARMS AND TACTICS SECTION

25. Enter information received from Commanding Officer, Equipment Section in the Acquisition/Disposition Log.
26. Assign the next available FTS control number and provide this control number to the Commanding Officer, Equipment Section.

COMMANDING OFFICER, EQUIPMENT SECTION

27. Enter FTS control number in the upper right hand corner on the **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**.
28. Complete Part 5 (Agency Endorsement) of **REPORT TO N.Y. STATE POLICE**.
29. Forward copies as indicated on form:
    a. First copy to Firearms and Tactics Section.
    b. Second copy to member's commanding officer along with copy of bill of sale.

COMMANDING OFFICER OF MEMBER

30. Have entry made on **FORCE RECORD** and Command Log entry made including member's name, tax registry number, date purchased, purchased from, make, model, caliber, type and serial number upon receipt of **REPORT TO N.Y. STATE POLICE** and bill of sale from Equipment Section.

CLERICAL MEMBER

31. File **REPORT TO N.Y. STATE POLICE** and bill of sale in member's personal folder.

ADDITIONAL DATA

A routine request for information concerning handguns belonging to a uniformed member of the service will be directed to the member's permanent command. The Police Academy, Firearms and Tactics Section, will supply information on a twenty-four hour basis concerning the firearms of a uniformed member of the service to an investigating supervisor in an emergency if the permanent command of the member is closed, OR during an investigation, if a telephone inquiry to the member's command may compromise an investigation. If a handgun comes into the possession of a uniformed member of the service and the owner of the firearm is unknown, a request for the identity of the owner will be directed to the Stolen Property Inquiry Section.

Failure by a uniformed member of the service to report an acquisition or disposition of a firearm to this Department within ten days of such transaction is a Class "A" Misdemeanor under Penal Law Section 400.00, subdivision 12c.

Handgun purchases effected under the authority of a Class I Federal Firearms License or New York State Dealer in Firearms License ***DO NOT*** *exempt a member of the service from filing* ***ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE*** *for those firearms possessed outside the scope of the dealer in firearms license.*

RELATED PROCEDURES

Selling/Disposing of Handguns to Another Uniformed Member of the Service or to a Licensed Firearms Dealer in New York State (P.G. 204-13)
Disposal of Handgun to Handgun Licensee (P.G. 204-14)

FORMS AND REPORTS

ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE (PD424-150)
FORCE RECORD (PD406-143)
Typed Letterhead

PURPOSE To borrow a service pistol, or repair authorized firearms.

PROCEDURE When a service pistol is stolen, lost, requires repair, is held as evidence by a court, District Attorney or safeguarded by the Property Clerk:

TO OBTAIN REPLACEMENT SERVICE PISTOL:

UNIFORMED MEMBER OF THE SERVICE

1. Notify commanding officer of facts.

COMMANDING OFFICER

2. Direct preparation of two copies of report, on **Typed Letterhead**, addressed to Commanding Officer, Firearms and Tactics Section outlining facts and requesting that the member concerned be loaned a service pistol.

UNIFORMED MEMBER OF THE SERVICE

3. Deliver report to Department armorer, Firearms and Tactics Section on weekdays, 0700 to 1500 hours, Outdoor Range, Rodman's Neck.
4. Report to commanding officer make, model and serial number of pistol obtained from Firearms and Tactics Section.

COMMANDING OFFICER

5. Have entry of above data made on member's **FORCE RECORD (PD406-143)**.

UNIFORMED MEMBER OF THE SERVICE

6. Deliver borrowed pistol to Firearms and Tactics Section when service pistol is returned or repaired.
   a. Obtain receipt for borrowed pistol from Firearms and Tactics Section and deliver to commanding officer.

COMMANDING OFFICER

7. Have entry made on member's **FORCE RECORD** indicating return of borrowed pistol to Firearms and Tactics Section and file receipt in member's Personal Folder.

ADDITIONAL DATA *Department procedures prohibit modification of a service/off duty pistol or revolver or an authorized firearm without the prior permission of the Commanding Officer, Firearms and Tactics Section. Firearms that become defective in any manner, including water saturation, will be delivered to the Department gunsmith at Outdoor Range, Rodman's Neck for repair/inspection prior to use.*

Under some conditions, uniformed members of the service may find it necessary to have authorized firearms repaired by the manufacturer or a licensed gunsmith for repairs that the Department gunsmith is unable to make. In these instances, firearms will be shipped to the manufacturer by armory personnel. If the service pistol requires repair, uniformed member of the service will obtain a replacement service pistol at the Firearms and Tactics Section by complying with the procedure above. In addition, if a member's authorized firearm is repaired by other than the Department gunsmith, such firearm must be inspected by the Department gunsmith prior to being carried on or off duty.

RELATED PROCEDURES	*Firearms - General Regulations (P.G. 204-08)* *Required Firearms/Equipment (P.G. 204-09)* *Lost/Stolen Firearm, Shield, Identification Card (P.G. 219-21)*
FORMS AND REPORTS	***FORCE RECORD (PD406-143)*** ***Typed Letterhead***

NYPD

Section: Uniforms and Equipment	Procedure No: 204-13

SELLING/DISPOSING OF HANDGUNS TO ANOTHER UNIFORMED MEMBER OF THE SERVICE OR TO A LICENSED FIREARMS DEALER IN NEW YORK STATE

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
10/19/17	10/19/17		1 of 3

PURPOSE To record handgun transactions.

PROCEDURE When a uniformed member of the service sells or otherwise disposes of a handgun to another uniformed member of the service or to a licensed firearms dealer located in New York State:

UNIFORMED MEMBER OF THE SERVICE

1. Notify desk officer/counterpart of permanent command without delay and submit copy of bill of sale indicating:
   a. Identity of purchaser including:
      (1) Tax registry number and command if uniformed member of the service, **OR**
      (2) License number if firearms dealer.
   b. Complete description of firearm including serial number.
2. Prepare **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE (PD424-150)** and complete sections one through four.
3. Deliver form to desk officer/counterpart of permanent command.

DESK OFFICER

4. Notify commanding officer.
5. Check **REPORT TO N.Y. STATE POLICE** and bill of sale for accuracy.
6. Contact the Firearms and Tactics Section with the following information and obtain a Firearms and Tactics Section (FTS) control number:
   a. Officer's name
   b. Officer's Tax registry number
   c. Officer's command
   d. Type of transaction: Disposition
   e. Make of firearm
   f. Model of firearm
   g. Type of firearm
   h. Serial number of firearm
   i. Name of desk officer.

MEMBER OF THE SERVICE, FIREARMS AND TACTICS SECTION

7. Enter information received from desk officer in the Acquisition/ Disposition Log.
8. Assign the next available FTS control number and provide this control number to the desk officer of the notifying command.

DESK OFFICER

9. Make a Command Log entry including member's name, tax registry number, date disposed, disposed to, make, model, caliber, type, serial number, FTS officer notified and FTS control number.
   a. Enter FTS control number in the upper right hand corner on the **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**.

NOTE *Command Log entries will be made for ALL acquisitions as well as dispositions.*

10. Deliver **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** to the commanding officer.

COMMANDING OFFICER

11. Review **REPORT TO N.Y. STATE POLICE** and complete Part 5 (Agency Endorsement).
12. Give **REPORT TO N.Y. STATE POLICE** and bill of sale to clerical member.

CLERICAL MEMBER

13. Make entry on rear of **FORCE RECORD (PD406-143)** indicating date of disposal.
14. File member's copy (second copy) of **REPORT TO N.Y. STATE POLICE** with bill of sale in member's personal folder.
15. Distribute first copy of **REPORT TO N.Y. STATE POLICE** to Firearms and Tactics Section.

ADDITIONAL DATA

Uniformed members of the service are also permitted to dispose of handguns to holders of handgun licenses issued by this Department.

*Handgun purchases effected under the authority of a Class I Federal Firearms License or New York State Dealer in Firearms License **DO NOT** exempt a member of the service from filing **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** for those firearms possessed outside the scope of the dealer in firearms license.*

Since November 1, 1994, the Equipment Section has issued 9mm service weapons to uniformed members of the service. Since Police Department funds have been used to purchase and/or make reimbursements for the 9mm weapons that are the subject of this program, the Department retains the right to repossess and permanently retain these weapons under certain circumstances as follows:

a. When a recruit officer or probationary police officer resigns or is terminated from the Department OR

b. When any other member of the service resigns or is terminated from the Department under less than honorable conditions, as determined by the Chief of Department.

ADDITIONAL DATA (continued)

Weapons in the above categories will be vouchered for safekeeping with the following statement in the "Remarks" section of the ***PROPERTY CLERK INVOICE (PD521-141)****:*

WEAPON IS NOT TO BE RELEASED WITHOUT WRITTEN AUTHORIZATION OF THE CHIEF OF DEPARTMENT.

The Commanding Officer, Property Clerk Division will forward a report to the Chief of Department for any 9mm service weapon vouchered from a recruit or probationary police officer who resigns or who may be terminated, and from other officers who resigned or terminated employment under less than honorable conditions.

a. Chief of Department will notify the Property Clerk Division to forward to the Outdoor Range the 9mm service weapon vouchered from recruit officers and probationary officers.

b. Chief of Department will determine and then notify the Property Clerk Division whether the 9mm service weapons vouchered from other officers, who resigned or terminated employment under less than honorable conditions, are to revert back to the Department, and sent to the Outdoor Range, or released to the member concerned.

RELATED PROCEDURES

Handgun Purchase (P.G. 204-10)
Disposal of Handgun to Handgun Licensee (P.G. 204-14)

FORMS AND REPORTS

ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE (PD424-150)
PROPERTY CLERK INVOICE (PD521-141)

NYPD

PURPOSE To authorize a uniformed member of the service to dispose of a handgun to a New York City Handgun Licensee, ONLY.

PROCEDURE When a uniformed member of the service wants to sell, give away, etc., a handgun to a person who has been granted a handgun license by this Department:

UNIFORMED MEMBER OF THE SERVICE

1. Prepare three copies of **Typed Letterhead**, addressed to Commanding Officer, License Division, requesting permission to dispose of firearm including the following information:
   a. Make, caliber, type, model and serial number of handgun which is subject of application
   b. Service handgun: make, caliber, type, model and serial number
   c. All other handguns: make, type, model, serial number
   d. Handguns transferred on previous occasions: dates, to whom sold including address, make, caliber, type, model and serial numbers
   e. Has seller valid right to dispose of handgun? (Yes or No)
   f. Name, address, age and sex of licensee
   g. Present handgun license number and date issued
   h. Reasons handgun licensee wants to obtain handgun.

COMMANDING OFFICER OF MEMBER

2. Endorse application with recommendation.
3. Forward original and one copy of application, direct, to Commanding Officer, License Division, for final decision and endorsement.

UNIFORMED MEMBER OF THE SERVICE

4. Comply with decision of Commanding Officer, License Division.
5. Comply with P.G. 204-13, "Selling/Disposing of Handguns to Another Uniformed Member of the Service or to a Licensed Firearms Dealer in New York State", if transaction approved.

ADDITIONAL DATA

Since November 1, 1994, the Equipment Section has issued 9mm service weapons to uniformed members of the service. Since Police Department funds have been used to purchase and/or make reimbursements for the 9mm weapons that are the subject of this program, the Department retains the right to repossess and permanently retain these weapons under certain circumstances as follows:

a. When a recruit officer or probationary police officer resigns or is terminated from the Department OR

b. When any other member of the service resigns or is terminated from the Department under less than honorable conditions, as determined by the Chief of Department.

Weapons in the above categories will be vouchered for safekeeping with the following statement in the "Remarks" section of the ***PROPERTY CLERK INVOICE (PD521-141)****:*

ADDITIONAL DATA (continued)

WEAPON IS NOT TO BE RELEASED WITHOUT WRITTEN AUTHORIZATION OF THE CHIEF OF DEPARTMENT.

The Commanding Officer, Property Clerk Division will forward a report to the Chief of Department for any 9mm service weapon vouchered from a recruit or probationary police officer who resigns or who may be terminated, and from other officers who resigned or terminated employment under less than honorable conditions.

a. Chief of Department will notify the Property Clerk Division to forward to the Outdoor Range the 9mm service weapon vouchered from recruit officers and probationary officers.

b. Chief of Department will determine and then notify the Property Clerk Division whether the 9mm service weapons vouchered from other officers, who resigned or terminated employment under less than honorable conditions, are to revert back to the Department, and sent to the Outdoor Range, or released to the member concerned.

RELATED PROCEDURES

Handgun Purchase (P.G. 204-10)
Selling/Disposing of Handguns to Another Uniformed Member of the Service or to a Licensed Firearms Dealer in New York State (P.G. 204-13)

FORMS AND REPORTS

PROPERTY CLERK INVOICE (PD521-141)
Typed Letterhead

Section: Uniforms and Equipment		Procedure No: 204-15	
SHIELDS/NAMEPLATES/IDENTIFICATION CARDS			
DATE ISSUED: 10/07/20	DATE EFFECTIVE: 10/07/20	REVISION NUMBER:	PAGE: 1 of 1

UNIFORMED MEMBER OF THE SERVICE

1. Wear shield at all times while in uniform on the outermost garment except if outermost garment has sewn shield patch, i.e., golf type shirt, etc.

NOTE *Uniformed members of the service are reminded that when performing official duties in uniform, their shield number or rank designation must be visible at all times. A refusal to make a shield number or rank designation visible to a requesting individual may subject them to legal action.*

2. Wear nameplate ¼ inch below and centered under shield on outermost garment.
3. Carry shield and **IDENTIFICATION CARD (PD416-091)** at all times, when in uniform or civilian clothes, and present both when necessary to establish identification.

NOTE *Uniformed members utilizing the option of not carrying firearms off duty as described in P.G. 204-08, "Firearms - General Regulations," may also elect not to carry their shield.*

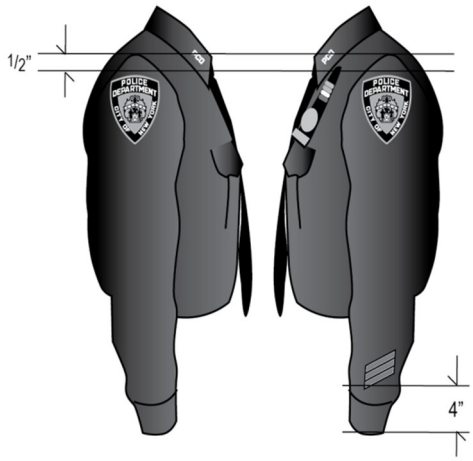
4. Display shield on the outermost garment when wearing civilian clothes at the scene of an emergency.
5. Present shield and **IDENTIFICATION CARD**, when wearing either uniform or civilian clothes, when delivering or withdrawing evidence from Property Clerk Division or whenever obtaining Department property, (i.e., vehicles, radios, etc.) for temporary use from another command.

NOTE *If necessary, the command in possession of the Department property will telephone the command requesting the loan of property to verify the officer(s) present at their command were sent for this equipment. A Command Log or an appropriate Department record entry will be made indicating rank, name and shield number of member conferred with.*

6. Display **IDENTIFICATION CARD** prominently on outermost garment when wearing civilian clothes in any Department facility.

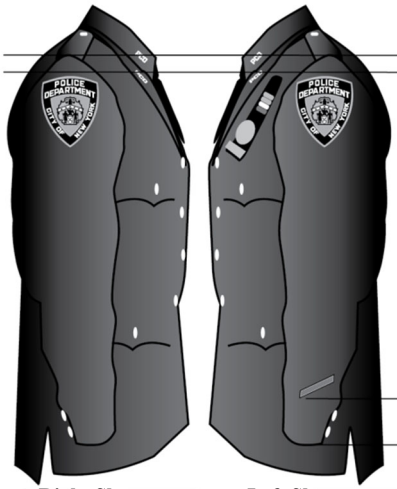
GRAPHIC OF UNIFORMS SHOWING LOCATION OF PATCHES, EMBLEMS, ETC.

Police Officer's Uniform Shirt



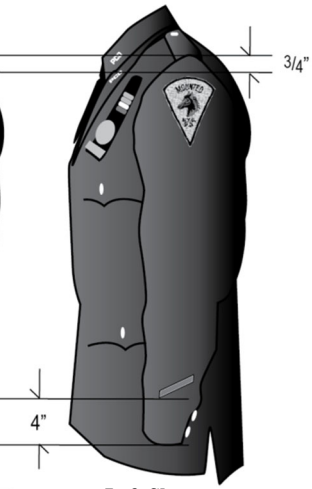
Right Sleeve **Left Sleeve**

Police Officer's Uniform Blouse



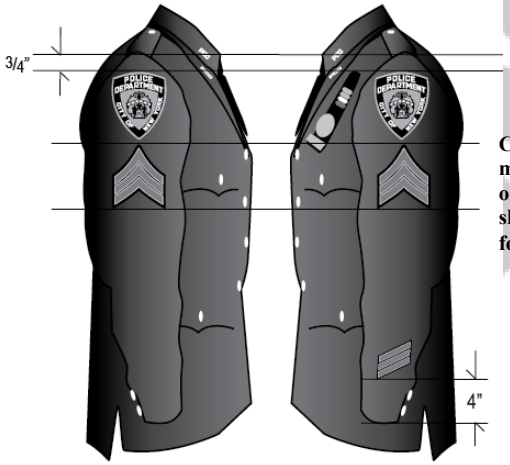
Right Sleeve **Left Sleeve**

Police Officer's Uniform Blouse with Command Emblem



Left Sleeve

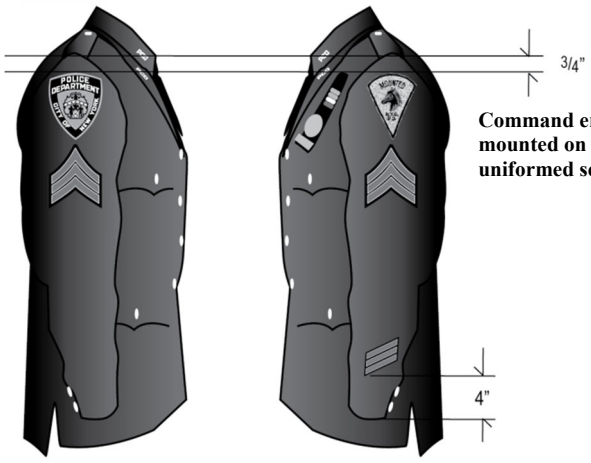
Sergeant's Uniform Blouse



Chevrons are mounted midway on right and left sleeve of uniform for sergeants

Right Sleeve **Left Sleeve**

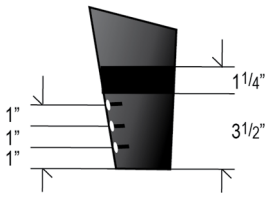
Sergeant's Uniform Blouse with Emblem

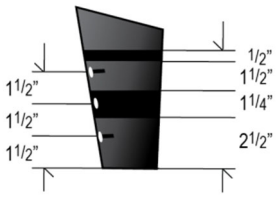


Command emblem mounted on left sleeve of uniformed sergeant

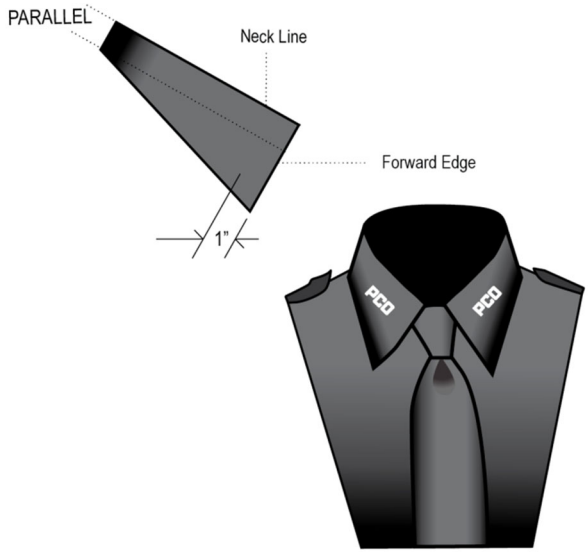
Right Sleeve **Left Sleeve**

Lieutenant
Captain
Deputy Inspector
Inspector





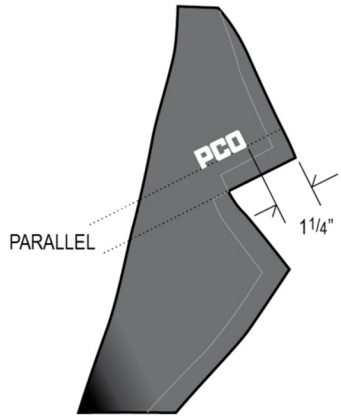
Deputy Chief
Assistant Chief
Bureau Chief
Chief of Department

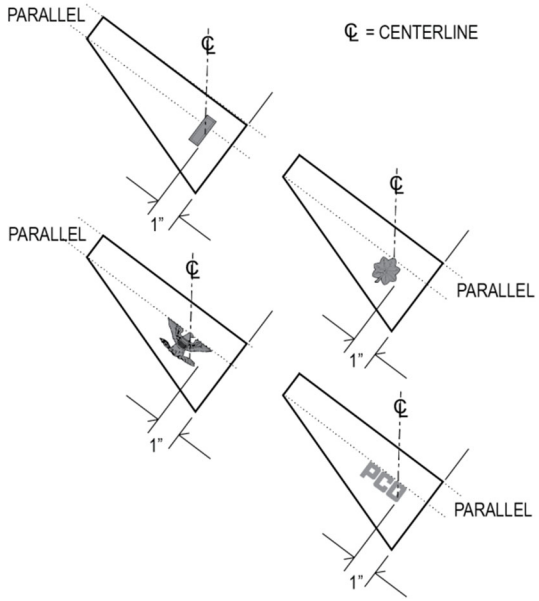


Uniform Shirt – Center command designation on collar points one inch from forward edge of collar and affix parallel to neckline.

Note: A command insignia is worn in place of the numerical or letter command designation on the left collar of uniforms of Communications Division, Life-Safety Systems Division, Harbor Unit and Aviation Unit personnel. Members assigned to the Mounted Unit will wear a horses head insignia facing in on both sides of the collar on the outermost garment, excluding raincoat.

Summer Blouse – Affix command designation one and one quarter inch up and in from collar as shown.





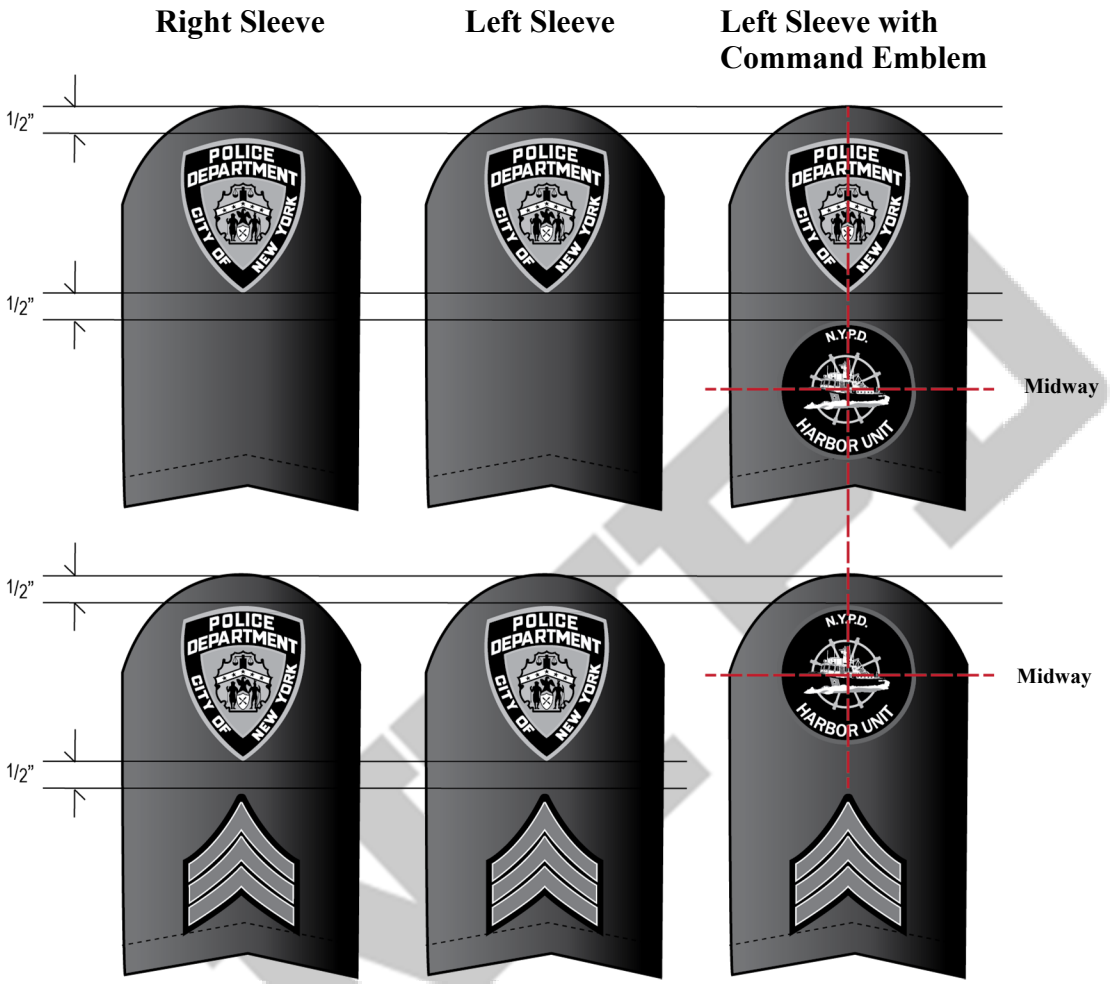
For lieutenants and above, insignia designating rank shall be centered on collar points one inch from the forward edge.

For the rank of deputy inspector, affix with oak leaf stem parallel to the forward edge.

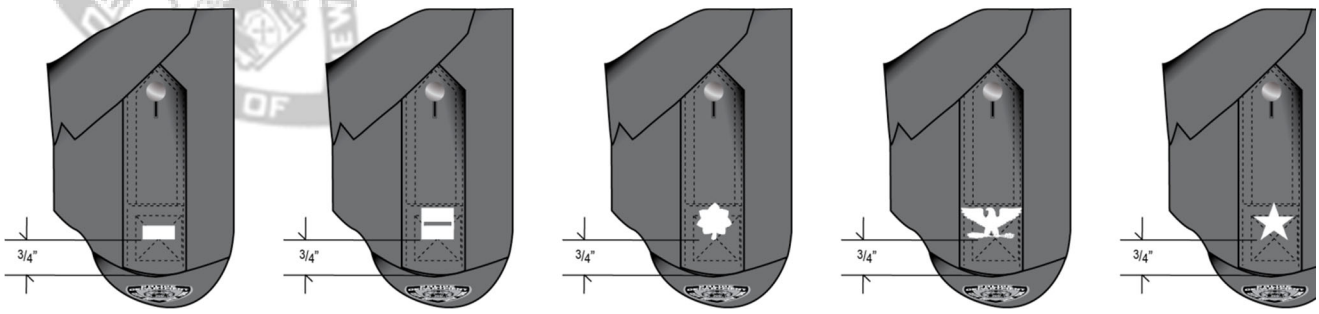
For the rank of inspector, affix with eagle's head facing forward edge.

Sergeants, police officers and detectives in uniform will wear appropriate command designation (numerals, letter, or insignia) on both sides of collar on the outermost garment except raincoat.

SHORT SLEEVE SHIRT AND DEPARTMENT EMBLEMS



SHOULDER STRAP (Lieutenants and Above)



UNIFORM INSIGNIA (Lieutenants and Above)

CHIEF OF DEPARTMENT

BUREAU CHIEF

ASSISTANT CHIEF

DEPUTY CHIEF

INSPECTOR

DEPUTY INSPECTOR

CAPTAIN

LIEUTENANT

DEPARTMENT AND COMMAND EMBLEMS (SHOULDER PATCHES)

1. The Department logo will be worn on both left and right sleeves of all regulation uniform garments **except** the turtleneck shirt and raingear.
2. Uniformed members of the service assigned to Aviation, Emergency Service, Harbor, Mounted, Scuba, Strategic Response Group, Transit Bureau Canine Team or Highway District units shall continue to display the Department emblem on the right sleeve only and their command emblem on the left shoulder.
3. Uniformed members of the service assigned to the Communications Division, Life-Safety Systems Division and the Traffic Operations District will display their authorized command emblem on the left sleeve ½ inch beneath the Department emblem **except:** sergeants assigned to this unit shall continue to display the Department emblem on the right sleeve only and their command emblem on the left sleeve (centered midway between the crest of the chevrons and the top of the sleeve).

COLLAR INSIGNIA AND COMMAND DESIGNATIONS

1. Wear **ONLY** yellow metal command insignia (**except** commands authorized to wear cloth insignia [white lettering] on **work** uniforms).
2. Sergeants, uniformed detectives, and police officers will wear appropriate insignia on both sides of collar of BOTH inner and outer garments, except raingear (i.e., insignia will be worn on the collar of a regulation long sleeve shirt, if worn, as well as the duty jacket).

SERVICE STRIPES/ HASH MARKS

1. Each stripe represents five years of service.
2. Service stripes/hash marks are to be affixed to all outer garments, **except** short sleeve shirts, leather and raingear, of lieutenants, sergeants, detectives and police officers (left sleeve **only**).

NOTE *Sewing through the leather and raingear would damage the leather or jeopardize the integrity of the waterproofing.*

3. The lower tip of the bottom stripe is 4 inches from the bottom of the sleeve. (Do not include elastic cuff, duty jackets etc., in measurement). Police officers, detectives and sergeants will **remove** the service mohair braid, from both sleeves, if worn, from the summer blouse/winter coat.
4. The service stripes/hash marks for uniformed members of the service in the rank of lieutenant, sergeant, detective and police officer shall be the same blue/white colors as sergeant's chevrons. Uniformed members of the service in the rank of lieutenant, sergeant, detective and police officer assigned to Mounted Unit and the Police Academy, Firearms and Tactics Section in khaki range uniforms, shall wear service stripes/hash marks the same yellow/white colors as the Mounted Unit sergeant's chevrons.
5. Service stripes/hash marks may be worn six months prior to the five year period represented, if the wearer so desires.

BREAST BARS/ PINS

PRECINCT, POLICE SERVICE AREA, TRANSIT DISTRICT COMMANDING OFFICER RECOGNITION PIN

The PRECINCT, POLICE SERVICE AREA, TRANSIT DISTRICT COMMANDING OFFICER RECOGNITION PIN, with designated precinct, police service area, transit district numerals displayed, will be worn above the right breast pocket of the outermost garment by the commanding officer when performing duty in uniform. If another bar (e.g., Medal of Honor breast bar) is worn, the Commanding Officer Recognition Pin will be worn above.

BREAST BARS (Not to Scale)

Department Medal of Honor

NOTE *A second award of this medal is identified by a gold leaf placed in the center of the bar.*

The Department Medal of Honor breast bar, at the discretion of the recipient, may be worn over the right breast uniform pocket. When so worn, all other bars will be displayed on the left side, above the member's shield. If uniform has no breast pockets, all bars will be worn on the left, above the shield.

Police Combat Cross

NOTE *A second award of this medal is identified by a gold leaf placed in the center of the bar.*

Medal For Valor

NOTE *A second award of this medal is identified by a gold leaf placed in the center of the bar.*

Police Purple Shield Medal

NOTE *The Police Purple Shield Medal will be awarded to those uniformed members of the service who have suffered extremely serious physical injury, or death, or permanent disfigurement, protracted or permanent impairment of health as determined by the Honor Board.*

The Police Purple Shield Medal breast bar, at the discretion of the recipient, may be worn over the right breast uniform pocket. When so worn, all other bars will be displayed on the left side, above member's shield. If uniform has no breast pockets, all bars will be worn on the left, above the shield.

BREAST BARS/ PINS (continued)

Honorable Mention (Silver Star) (Shown Below)
Exceptional Merit (Light Green Star)
Commendation (Bronze Star)
Commendation – Community Service (Light Blue Star)

NOTE

- *1st Award*
- *2nd Award (same type)*
- *2nd Award (different types)*
- *3rd Award (same type)*
- *3rd Award (different types)*

- *Appropriate star in white area*
- *Appropriate stars in green and blue areas*
- *Appropriate stars, highest in green area*
- *Appropriate stars in green, white and blue areas*
- *Appropriate stars, highest in white, next highest in green, lowest in blue area.*

Upon receipt of a fourth award, a second bar will be worn with appropriate star(s) affixed. If fourth award duplicates any of the previous three, the duplication will be reflected on the second bar.

The Medal For Valor bar (dark blue) is worn by recipient of Organizational Medal for Valor/Merit.

The Commendation - Community Service bar is worn by recipient of Line Organization - Community Service Medal.

BREAST BARS/ PINS (continued)

Meritorious Police Duty

Excellent Police Duty

NOTE *Only one breast bar in the grade of Meritorious Police Duty or Excellent Police Duty may be worn at one time, however, members who have been awarded Meritorious Police Duty or Excellent Police Duty numbering more than 25, 30, 40, 50 or 60 are authorized to wear an additional breast bar. One breast bar will be number 25, 30, 40, 50 or 60 and when combined with the number indicated on the second bar will designate the total number of awards received in that category. Members are not authorized to wear more than two bars.*

BREAST BARS/ PINS (continued)

World Trade Center Memorial Breast Bar

NOTE *May be worn by all uniformed members of the service, at their discretion, in tribute to the members of the New York City Police Department who valiantly lost their lives on September 11, 2001, and in recognition of the incredible heroism that was exhibited by all active uniformed members. The WTC Memorial breast bar will be worn above all other medals, breast bars and Unit Citation, with the exception of the American Flag breast bar, when worn, will always be the top most bar above the shield.*

Unit Citation

NOTE *Designated members of the service may wear a Unit Citation. The Unit Citation breast bar will be left bare to indicate the receipt of a single Unit Citation. The receipt of additional Unit Citations will be indicated by the number "2", "3", etc. on the bar. The Unit Citation breast bar may be worn during entire police career regardless of subsequent assignments within the Department.*

The Unit Citation breast bar is worn above the shield and immediately below individual recognition awards. (Eligible civilian members may wear the Unit Citation lapel pin).

Anniversary Breast Bars

150th Anniversary Bar

175th Anniversary Bar

NOTE *All uniformed members of the service who were employed during the 150th anniversary of the New York City Police Department, 1995, may wear the 150th Anniversary breast bar and all uniformed members of the service who were employed during the 175th anniversary of the New York City Police Department, 2020, may wear the 175th Anniversary breast bar. The Anniversary breast bar is to be worn above the shield, immediately below Unit Citation, if worn, and below individual recognition awards.*

BREAST BARS/ PINS (continued)

Military Service Breast Bars

NOTE

- *United States Army*
  - *A black enameled bar. The United States Army logo with colors light blue and gold centered on the bar.*

- *United States Marine Corps*
  - *A red enameled bar. The United States Marine Corps logo with colors red, black, and gold centered on the bar.*

- *United States Navy*
  - *A navy blue enameled bar. The United States Navy logo with colors navy blue, cream, and gold centered on the bar.*

- *United States Air Force*
  - *Light blue enameled bar. The United States Air Force logo with colors navy blue, white, and silver centered on the bar.*

- *United States Coast Guard*
  - *A solid blue enameled bar. The United States Coast Guard logo with colors red, white, and gold centered on the bar.*

Members of the service who are currently active in any branch of the United States Armed Forces or have been honorably discharged are authorized to wear the Military Service breast bar. The Military Service breast bar is to be worn above shield, immediately below Unit Citation, if worn, or below individual recognition awards.

BREAST BARS/ PINS (continued)

Hurricane Katrina Rescue and Recovery Mission Commemorative Breast Bar

NOTE *Those members of the service who have participated in the Katrina Rescue and Recovery Mission are granted permission to wear the commemorative breast bar. The Katrina breast bar is to be worn above shield, immediately below Unit Citation, if worn, or below individual recognition awards.*

Longevity Bar

NOTE *Uniformed members of the service below the rank of captain authorized to wear the regulation short sleeve shirt must wear the longevity bar. The bar will be worn over the right breast pocket. If the Department Medal of Honor breast bar is worn on the right side, the longevity bar will be worn over the shield. If there is no right breast pocket on the outer garment, the longevity bar will be worn over the shield (as indicated under ADDITIONAL DATA).*

Emergency Medical Technician Pin

NOTE *All uniformed members of the service who have been trained and certified or re-certified by this Department are authorized to wear the Emergency Medical Technician Pin. The pin is worn ¼ inch above the shield or breast bars.*

American Flag Breast Bar

NOTE *The American Flag breast bar may be worn and is the only emblem authorized. The cloth American Flag emblem, the Flag "pin" and any other specialty pins such as those depicting the American Flag along with fraternal organization insignia or flags of other nations are not authorized and will not be worn. The American Flag breast bar may be worn ¼ inch above the center of the shield or breast bars. If worn, it will be the top most bar above the shield.*

Roosevelt Award Breast Bar

NOTE *To be worn by all uniformed members of the service who have received the Police Commissioner's Roosevelt Award for overcoming a serious illness or injury and then provided distinguished service to the New York City Police Department. The Roosevelt Award breast bar is to be worn above the shield, immediately above the Firearms Proficiency breast bar, if worn, or below individual recognition awards.*

BREAST BARS/ PINS (continued)

Peer Support Breast Bar

NOTE *All uniformed members of the service who have undergone training in the Department's Peer Support Member Program are authorized to wear the Peer Support breast bar. The Peer Support breast bar is to be worn above the shield, immediately above the Firearms Proficiency breast bar, if worn, and below individual recognition awards.*

Firearms Proficiency Breast Bar

NOTE *A uniformed member of the service who receives a perfect score of one hundred (100) percent during semi-annual re-qualification or during the Police Academy basic firearms training course, is authorized to wear the Firearms Proficiency breast bar. Members will be issued a breast bar by Firearms and Tactics Section personnel subsequent to such firearms qualification, indicating proficiency in the use of their weapon.*

Firearms Proficiency breast bar will be worn directly over the shield and below all other breast bars. Only one Firearms Proficiency breast bar may be worn regardless of the number received. If member fails to attain the required score at subsequent qualification cycle, the breast bar must be removed. No promotional points will be granted for such Department recognition.

ADDITIONAL DATA *Uniformed members of the service are reminded that when performing official duties in uniform, their shield number or rank designation must be visible at all times. A refusal to make a shield number or rank designation visible to a requesting individual may subject them to legal action.*

A breast bar is horizontally centered ¼ inch above the center of the shield, when authorized. Additional bars, awards, or wings, when authorized, are worn with ¼ inch space between each award.

Members of the service qualified to wear a shooting award or designation will place it ¼ inch above the shield.

Aviation Unit members qualified as pilots and/or aircrew are authorized to wear appropriate metal breast wings and will place them ¼ inch above the shield.

Members of the service qualified to rappel from Department aircraft may wear rappel wings placed ¼ inch above the shield.

Wings may be worn during entire police career regardless of subsequent assignments within the Department.

Nameplates are to be centered ¼ inch below the shield.
White Metal - Police officers
Yellow Metal - Ranking officers and detectives.

ADDITIONAL DATA (continued)

ORGANIZATION OF BREAST BARS (Left Side)

- ***U.S. FLAG BAR or EMT Pin***
- ***WORLD TRADE CENTER MEMORIAL BREAST BAR***
- ***DEPARTMENT MEDAL OF HONOR***
- ***POLICE COMBAT CROSS***
- ***MEDAL FOR VALOR***
- ***POLICE PURPLE SHIELD MEDAL***
- ***HONORABLE MENTION (Silver Star)***
- ***EXCEPTIONAL MERIT (Light Green Star)***
- ***COMMENDATION (Bronze Star)***
- ***COMMENDATION - COMMUNITY SERVICE (Light Blue Star)***
- ***MERITORIOUS POLICE DUTY***
- ***EXCELLENT POLICE DUTY***
- ***UNIT CITATION***
- ***ANNIVERSARY BREAST BAR***
- ***MILITARY SERVICE BREAST BAR***
- ***HURRICANE KATRINA RESCUE AND RECOVERY MISSION COMMEMORATIVE BREAST BAR***
- ***ROOSEVELT AWARD BREAST BAR***
- ***PEER SUPPORT BREAST BAR***
- ***LONGEVITY BAR/FIREARMS INSTRUCTOR/FIREARMS PROFICIENCY BREAST BAR***
- ***RIFLE EXPERT***
- ***AVIATION WINGS***
- ***RAPPEL WINGS***
- ***SHIELD***
- ***NAME PLATE***

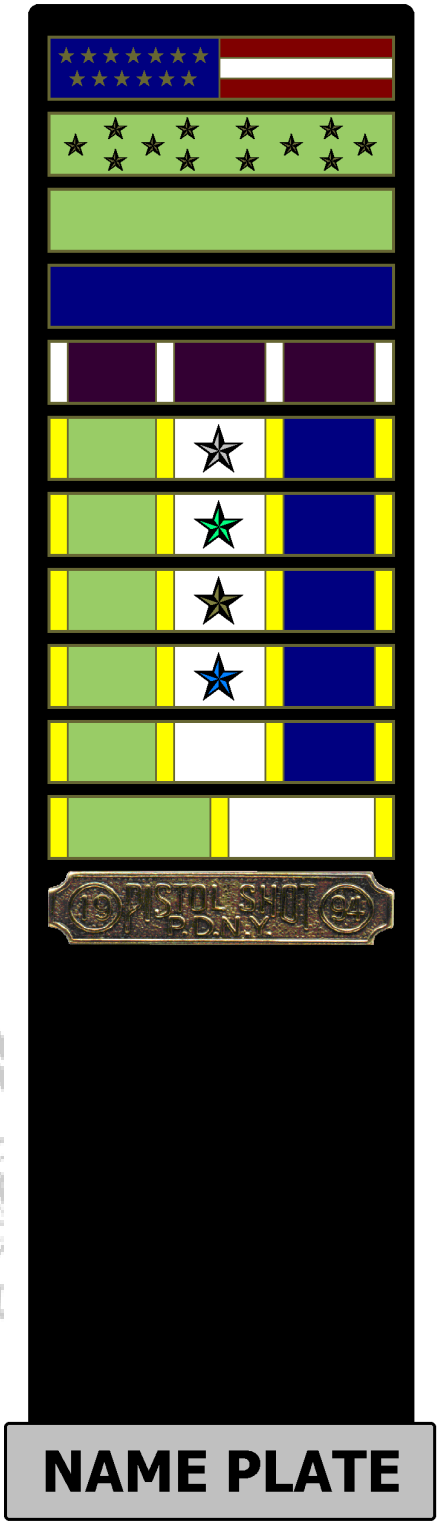
ORGANIZATION OF BREAST BARS (Right Side)

- ***PRECINCT/POLICE SERVICE AREA/TRANSIT DISTRICT COMMANDING OFFICER RECOGNITION PIN***
- ***DEPARTMENT MEDAL OF HONOR***
- ***LONGEVITY BAR***

The Police Purple Shield Medal breast bar, at the discretion of the recipient, may be worn over the right breast uniform pocket. When so worn, all other bars will be displayed on the left side, above uniformed member's shield.

ADDITIONAL DATA (continued)

ORGANIZATION OF BREAST BARS (GRAPHIC)



Legend (*From Top to Bottom*)

- **U.S. Flag Bar**
- **Department Medal of Honor**
- **Police Combat Cross**
- **Medal For Valor**
- **Police Purple Shield Medal**
- **Honorable Mention (Silver Star)**
- **Exceptional Merit (Green Star)**
- **Commendation (Bronze Star)**
- **Commendation – Community Service (Blue Star)**
- **Meritorious Police Duty**
- **Excellent Police Duty**
- **Marksmanship Award**
- **Department Shield**
- **Name Plate**

ADDITIONAL DATA (continued)

Uniformed members of the service who have earned Departmental recognition from the Transit or Housing Police Departments, must purchase and display an existing New York City Police Department breast bar that is awarded for actions equivalent to that honored by the former department.

Uniformed members of the service, having earned recognition from their former department, will convert their awards to the following New York City Police Department equivalents:

FORMER TRANSIT POLICE DEPARTMENT MEMBERS:

Transit Police Department	***New York City Police Department***
♦ ***Medal of Honor***	♦ ***Medal of Honor***
♦ ***Combat Cross***	♦ ***Combat Cross***
♦ ***Exceptional Duty Medal***	♦ ***Medal For Valor***
♦ ***Distinguished Duty Medal***	♦ ***Commendation***
♦ ***Honorable Mention***	♦ ***Meritorious Police Duty***
♦ ***Meritorious Police Duty***	♦ ***Excellent Police Duty***

FORMER HOUSING POLICE DEPARTMENT MEMBERS:

Housing Police Department	***New York City Police Department***
♦ ***Authority Medal of Honor***	♦ ***Medal of Honor***
♦ ***Police Combat Cross***	♦ ***Combat Cross***
♦ ***Authority Medal of Exceptional Merit***	♦ ***Exceptional Merit***
♦ ***Authority Commendation***	♦ ***Commendation***
♦ ***Meritorious Police Duty***	♦ ***Meritorious Police Duty***
♦ ***Excellent Police Duty***	♦ ***Excellent Police Duty***

Section: Uniforms and Equipment		Procedure No: 204-17	
MOURNING BANDS			
DATE ISSUED: 10/07/20	DATE EFFECTIVE: 10/07/20	REVISION NUMBER:	PAGE: 1 of 1

UNIFORMED MEMBER OF THE SERVICE

1. May wear black elastic mourning band, ½ inch wide, on the shield, covering the seal of the city, but leaving the shield number or rank designation visible, upon the death of a member.

NOTE

Uniformed members of the service are reminded that when performing official duties in uniform, their shield number or rank designation must be visible at all times. A refusal to make a shield number or rank designation visible to a requesting individual may subject them to legal action.

2. Wear band, regardless of rank of the deceased as follows:
   a. Active member of the service - line of duty death
      (1) Members of his or her command - from time of death until 2400 hours on the tenth day after his or her death
      (2) Other members - from the time of death until 2400 hours on the day of the funeral
   b. Active member of the service - not line of duty
      (1) Members of his or her command - from 0001 hours until 2400 hours on the day of the funeral
      (2) Other members - while attending funeral services
   c. Retired members of the service - while attending funeral services.
   d. Police Memorial Day
      (1) MANDATORY for all members of the service attending the Headquarters ceremony in uniform.
      (2) OPTIONAL for all uniformed members of the service between 0001 hours and 2400 hours.
   e. National Peace Officers' Memorial Day
      (1) OPTIONAL for all uniformed members of the service between 0001 and 2400 hours on May 15th annually.

DRAFT

Section: Uniforms and Equipment		Procedure No: 204-19	
PROTECTIVE VEST - USE/MAINTENANCE AND RESERVE SUPPLY			
DATE ISSUED: 06/01/16	DATE EFFECTIVE: 06/01/16	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To provide instructions on how to obtain a loan vest from a reserve supply and the proper maintenance and care of protective vests.

SCOPE Members of the service are required to maintain, store and properly care for bullet resistant vests either owned by them or issued to them by this Department. Members will be guided by the use and care instructions contained in the ADDITIONAL DATA statement of this procedure, as well as any specific instructions provided by the manufacturer of the vest.

NOTE *Members are advised to inspect their Department issued or personally owned vests regularly. Any concerns relative to fit or serviceability should be brought to the attention of the member's supervisor. The supervisor concerned will confer with the commanding officer and, if needed, direct member to report to the Police Academy Vest Unit for inspection of the vest.*

PROCEDURE When a member of the service is issued or purchases a protective vest:

UNIFORMED MEMBER OF THE SERVICE

1. Wear protective vest as required by Patrol Guide procedure 204-18, "Protective Vests."
2. Properly care for and maintain protective vest possessed.
   a. Do not modify vest or carrier.
3. Inspect vest regularly for signs of wear or lack of serviceability.
   a. Notify immediate supervisor if vest is perceived to be unserviceable.

NOTE *When a protective vest appears to be damaged, frayed, worn, or has excessive curling or creasing, it shall be brought to the attention of the member's supervisor, who will inspect the protective vest, confer with the Police Academy Vest Unit for guidance, notify the member's commanding officer and direct member to present the vest, along with a report on* ***Typed Letterhead****, to the Police Academy Vest Unit.*

SUPERVISOR CONCERNED

4. Inspect vest.
5. Confer with Police Academy Vest Unit for guidance.
6. Notify commanding officer and direct member to present vest along with a report on **Typed Letterhead** to the Police Academy Vest Unit for inspection if concerns about serviceability exist.

<u>WHEN A UNIFORMED MEMBER OF THE SERVICE REQUESTS A PROTECTIVE VEST FROM THE RESERVE SUPPLY STORED AT EACH PATROL BOROUGH COMMAND:</u>

DESK OFFICER

7. Direct uniformed member of the service that requires a protective vest from the reserve supply to contact the patrol borough command concerned. When a reserve supply is not present at a patrol borough command, uniformed members of the service will be directed to contact the Police Academy Vest Unit to obtain a reserve vest.

NOTE *Members of the service assigned to Housing, Transit, or any other bureau will contact the patrol borough located in the area of assignment to obtain a loan vest from the reserve supply.*

Uniformed members of the service must wear a protective vest outside a Department facility when performing duty in uniform and when performing enforcement duty in civilian clothes. For further guidelines regarding the wearing of protective vests see P.G. 204-18, "Protective Vests."

PATROL BOROUGH/ POLICE ACADEMY MEMBER CONCERNED

8. Make entry in command log indicating date/time out, tour, rank, name, shield, command, vest serial number, date/time returned, and remarks, each time a reserve vest is utilized.

NOTE *Utilize last page of command log for a list of serial numbers and sizes of all reserve vests assigned to command.*

REQUESTING MEMBER

9. Return vest upon completion of tour, or as directed by competent authority.
   a. If retained for more than one tour, member will launder carrier prior to returning the loaner vest to the Police Academy Vest Unit or patrol borough command.

COMMANDING OFFICER/ PATROL BOROUGH/ POLICE ACADEMY

10. When needed, have arrangements made for laundering of vest carriers in other circumstances in accordance with A.G. 316-24, "Expense Bills".
    a. Expenditures for laundering will be funded from contingency expense funds or on credit basis with local vendor, as appropriate.

ADDITIONAL DATA *When a uniformed member of the service is struck by a bullet on the protective vest and is apparently uninjured, he/she must be examined by a doctor to ascertain if blunt body trauma or internal injury has occurred.*

When a protective vest is struck by a bullet or sharp instrument it shall be brought to the Police Academy Vest Unit for inspection along with an official report describing the circumstances before being worn by any member of the service.

A protective vest should not be worn when soaking wet since water may act as a lubricant permitting a projectile to penetrate. Uniformed members of the service will make every effort to prevent vests from getting soaking wet during rainstorms or in situations where member may enter water, i.e., rescue attempts, etc.

When a uniformed member of the service is properly fitted for a protective vest in the standing position, the front and rear panels should just meet, and no excessive gaps should exist. From a seated position, there should be no excessive gap between the bottom edge of the vest and the duty belt. The opening of the armor must not ride up into the wearer's neck. Whenever a uniformed member of the service is issued a new protective vest, they will sign a fit certification report attesting to the fact that the protective vest fits properly at the time of issuance. Uniformed

ADDITIONAL DATA (continued)

members of the service will still retain the right to return the protective vest for a two-day period after receiving it.

The following instructions should be complied with when putting on a protective vest:

a. Some type of undergarment should be worn under the vest to protect it from absorbing perspiration and body oils.

b. Protective vests should be worn under uniform shirt or civilian attire if in plain clothes.

c. Take a deep breath and expand the chest cavity. Hold breath while closing Velcro straps.

d. Do not pull the Velcro straps too tight. Leave a little room for ventilation and comfort.

e. Side panels should just meet if the vest is properly worn. No excessive gaps should exist.

Bullet resistant vests should be cared for as outlined in the instructions provided with the vest, with particular attention to the following points:

a. When possible, the vest should be stored flat, with the ballistic panels smoothed out.

b. In the event that flat storage of vests is impractical, vests should be hung with a clip type hanger, alternating the direction of hanging at regular intervals. That is, vests should be hung right side up, then upside down, alternately. When utilizing a clip type hanger, the clip must be affixed to both the carrier and the ballistic panel. This will reduce the possibility of curling and prevent the stretching of the elastic straps.

c. The vest should never be stored long term in a vehicle, particularly in the trunk of a vehicle due to temperature extremes.

d. The vest should never be stored where any abrasive surface could degrade either the carrier or the ballistic panel.

e. The vest should be stored out of sunlight, which can fade the carrier and possibly damage the ballistic material.

f. When putting on or taking off the vest, exercise care not to crush the ballistic panel excessively. The Velcro fasteners must be opened and the vest should be put on and taken off over the head.

Uniformed members of the service are reminded to follow the washing instructions attached to the label of the protective vest, <u>especially</u> the following:

a. Remove ballistic filler inserts from the front and back of outer-shell vest (carrier) PRIOR TO WASHING OUTER SHELL.

b. DO NOT USE BLEACH on ballistic panels.

c. DO NOT MACHINE WASH ballistic panels.

d. Make certain outer-shell carrier is <u>completely</u> dry <u>before</u> inserting ballistic panels.

e. Ballistic panels should be washed using a low sudsing detergent and a damp sponge.

f. Protective vests shall not be submerged in water.

g. Ballistic panels should not be dried in sunlight or a dryer. They should be put on a flat surface and allowed to dry in a cool dark place.

h. Outer shell Velcro straps should be secured prior to washing.

ADDITIONAL DATA (continued)

Protective vests that become worn or damaged due to negligence in care or storage, ill fitting due to a member of the service's weight gain or loss, or lost due to a member's negligence, shall be replaced by member concerned using annual uniform allowance funds. When vests are lost or damaged in the performance of duty, follow P.G. 204-07, "Lost or Damaged Uniform."

RELATED PROCEDURES

Optional Uniform Items (P.G. 204-04)
Protective Vests (P.G. 204-18)
Firearms Discharge by Uniformed Members of the Service (P.G. 221-04)
Line of Duty Injury or Death Occurring Within City (P.G. 205-05)
Lost or Damaged Uniform (P.G. 204-07)
Inspection of Uniforms (A.G. 305-06)
Expense Bills (A.G. 316-24)
Force Record (A.G. 322-18)

NYPD

PATROL GUIDE

Section: Uniforms and Equipment	Procedure No: 204-20

DUAL PURPOSE DISORDER CONTROL/SCOOTER HELMETS - REPLACEMENT PARTS

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
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PURPOSE To replace parts of a Dual Purpose Disorder Control/Scooter Helmet.

PROCEDURE When necessary to replace a part of a Dual Purpose Disorder Control/Scooter Helmet.

U.M.O.S.

1. Bring helmet and damaged part(s) to commanding officer/designee.

COMMANDING OFFICER/ DESIGNEE

2. Examine helmet and damaged part(s).
3. Ascertain details regarding damaged part(s).
4. Take appropriate action (e.g. Command Discipline) if inquiry reveals that the circumstances causing damage to the helmet or parts were due to individual carelessness, misuse or abuse.
5. Prepare two copies of request on **Typed Letterhead** to Commanding Officer, Quartermaster Section including:
   a. Circumstances leading to damage
   b. Whether damage caused by carelessness, misuse or abuse
   c. Corrective action taken, if appropriate.
6. Forward original request and **REQUEST FOR SUPPLIES (PD561-160)** with damaged part(s) to borough equipment coordinator.
   a. File duplicate request at command.

BOROUGH EQUIPMENT COORDINATOR

7. Review request(s) and prepare a consolidated **REQUEST FOR SUPPLIES**.
8. Forward request(s) and **REQUEST FOR SUPPLIES** to Quartermaster Section.

NOTE *In case emergency replacement is required, telephone the Quartermaster Section, (Monday to Friday, 0800 to 1600 hours, except holidays) and be guided by their instructions.*

QUARTERMASTER SECTION

9. Issue replacement part(s) as available.
   a. Retain original copy of typed request, original and duplicate of **REQUEST FOR SUPPLIES** and damaged part(s).
   b. Return triplicate of **REQUEST FOR SUPPLIES** to borough equipment coordinator as receipt.

BOROUGH EQUIPMENT COORDINATOR

10. Deliver part(s) and receipt to requesting command(s).

COMMANDING OFFICER/ DESIGNEE

11. Ensure replacement part(s) issued to requesting member of the service.
12. File **REQUEST FOR SUPPLIES** as per instructions on form.

ADDITIONAL DATA *Helmet inspections, with verification of shield numbers, will be the subject of the semi-annual inspection conducted during the months of May and November.*

FORMS AND REPORTS ***REQUEST FOR SUPPLIES (PD561-160)***

PURPOSE To notify the Department when a uniformed member of the service is unable to perform duty due to illness, injury, or any other physical/psychological condition.

DEFINITIONS ADMINISTRATIVE SICK – A sick excusal for one tour of duty, which does not require a visit to the Department surgeon. A request for Administrative Sick must be made at least two hours prior to the start of the tour for which the leave will be granted. A uniformed member of the service must report for duty on the next scheduled tour following the administrative excusal. However, if the sickness continues into the next day, the uniformed member of the service may request a second Administrative Sick day, at least two hours prior to the start of the next scheduled tour. The first and second Administrative Sick days will count as one sick occurrence. Administrative Sick is NOT authorized for:

a. Injuries,
b. Line of Duty injuries or illness,
c. Uniformed members of the service performing a voluntary exchange of tour (otherwise known as a "mutual"),
d. Uniformed members of the service designated Chronic Absent - Category B,
e. Dental Problems,
f. Stress-related or other psychological conditions,
g. Major illness, and/or
h. When, in the judgment of the supervisor, it is inappropriate.

REGULAR SICK – A sick excusal for a uniformed member of the service who is not eligible for, or declines administrative sick, which requires a visit to the Department surgeon. The uniformed member of the service is to report to assigned district surgeon at next regular office hours, EXCEPT when:

a. Member designated Chronic Absent – Category B, will report to the Medical Division, Special Medical District/Confidential Medical District at next regular office hours,
b. Member reporting sick on Friday or Saturday will report to Medical Division, Weekend Surgeon, at 1000 hours the following day,
c. Member unable to travel will remain at place of confinement and phone assigned district surgeon or "weekend" surgeon during next office hours,
d. Member with dental problems will be guided by the Sick Desk supervisor/member regarding reporting requirements, or
e. When directed otherwise by the Medical Division supervisor.

PROCEDURE When a uniformed member of the service is unable to perform duty due to illness, injury, or any other physical/psychological condition:

WHEN A UNIFORMED MEMBER OF THE SERVICE REPORTS ADMINISTRATIVE SICK:

UNIFORMED MEMBER OF THE SERVICE

1. Notify desk officer/supervisor at assigned command by telephone, or in person, at least two hours before start of scheduled tour, and request Administrative Sick.

NOTE

If permanent command is closed, notify Medical Division Sick Desk, direct, to obtain sick serial number, and notify desk officer/supervisor when command reopens.

DESK OFFICER/ SUPERVISOR

2. Determine if uniformed member is eligible for Administrative Sick.
   a. Direct uniformed member to report Regular Sick, if member is ineligible for, or refuses Administrative Sick.
   b. If Administrative Sick is approved, advise uniformed member concerned:
      (1) Each administrative excusal is for one tour, and
      (2) Uniformed member must remain at residence, or other authorized location, unless:
         (a) Permission to leave is granted by Department surgeon or Sick Desk supervisor,
         (b) Uniformed member is outside assigned tour of duty, or
         (c) Uniformed member is on regular day off (RDO).

UNIFORMED MEMBER OF THE SERVICE

3. Notify Medical Division Sick Desk, direct, and provide pertinent details.
   a. Inform Medical Division of any change of address/location or telephone number.

MEDICAL DIVISION

4. Conduct query of Medical Division Sick Reporting System and determine if member is eligible for Administrative Sick.
   a. Advise uniformed member of eligibility for Administrative Sick and provide sick serial number, as appropriate.
   b. Advise uniformed member to report Regular Sick, if determined to be ineligible for Administrative Sick, and provide sick serial number, as appropriate.

UNIFORMED MEMBER OF THE SERVICE

5. Obtain name of Sick Desk member and record time notified.
6. Provide sick serial number to desk officer/supervisor at assigned command.
7. Comply with step "2," subdivision "b," as listed above.
8. Notify desk officer/supervisor at assigned command, <u>and</u> Sick Desk, at least two hours before next scheduled tour, if unable to report for duty due to continuation of illness.
   a. If it is necessary for the uniformed member to continue beyond the second Administrative Sick day, member will report Regular Sick and be guided by Sick Desk (this will count as one sick incident, upon consolidation by the Medical Division).

WHEN A UNIFORMED MEMBER OF THE SERVICE REPORTS REGULAR SICK:

UNIFORMED MEMBER OF THE SERVICE

9. Notify Medical Division Sick Desk, direct.
   a. Inform Medical Division Sick Desk of any change of address/ location or telephone number, and
   b. Obtain name of Sick Desk member and record time notified.

MEDICAL DIVISION

10. Provide sick serial number to requesting uniformed member

UNIFORMED MEMBER OF THE SERVICE

11. Provide sick serial number to desk officer/supervisor at assigned command.

DESK OFFICER/ SUPERVISOR

12. Advise uniformed member concerned:
   a. Uniformed member must remain at residence, or other authorized location, unless:
      (1) Permission to leave is granted by Department surgeon or Sick Desk supervisor,
      (2) Uniformed member is outside assigned tour of duty, or
      (3) Uniformed member is on regular day off (RDO).
   b. Uniformed member must remain at residence, or other authorized location, for their entire sick occurrence, unless permission to leave is granted by Department surgeon or Sick Desk supervisor, if:
      (1) Uniformed member is designated Chronic Absent Category A or B,
      (2) Uniformed member is on modified assignment,
      (3) Uniformed member is on dismissal probation,
      (4) Uniformed member is on suspension, and/or
      (5) Department surgeon deems home confinement necessary.
   c. A uniformed member on Regular Sick report may **not** leave the City or residence counties without approval of the Chief of Personnel as per *P.G. 205-60, "Reporting to Department Surgeon and Returning to Duty from Sick Report."*
      (1) This includes when a uniformed member is outside assigned tour of duty or on regular day off (RDO).

UNIFORMED MEMBER OF THE SERVICE

13. Report to Department surgeon at next office hours as per *P.G. 205-60, "Reporting to Department surgeon and Returning to Duty from Sick Report."*

NOTE *Uniformed members whose tours vary on a day-to-day basis will be confined to their residence, or authorized location, during the tour of duty they were scheduled to perform on the day that they reported sick. This tour of duty will become the uniformed member's tour for the duration of the sick occurrence.*

IN ALL CASES:

DESK OFFICER/ SUPERVISOR

14. Record pertinent information (i.e., sick serial number provided by uniformed member who reported sick, etc.) in **SICK LOG (PD429-143**) and Telephone Record.
15. Make entry on **ROLL CALL (PD406-144)**, as appropriate, and notify relieving desk officer/supervisor, if member is scheduled to perform duty with either of the next two platoons.
16. Make return telephone call to verify member is at stated location.
17. Notify Sick Desk supervisor, if special or unusual circumstances exist regarding uniformed member reporting sick (e.g., uniformed member reporting sick from out of state or out of country, etc.).
18. Notify Medical Division's Absence Control and Investigations Unit, if uniformed member is suspected of malingering.
19. Query Medical Division Sick Reporting System to ensure uniformed member who reported sick, is listed as being sick on sick report

OPERATIONS COORDINATOR

20. Access Medical Division Sick Reporting System, periodically, throughout tour, and ensure Department records are updated, as necessary

UNIFORMED MEMBER OF THE SERVICE UNABLE TO VISIT DEPARTMENT SURGEON:

UNIFORMED MEMBER OF THE SERVICE

21. Notify commanding officer and Sick Desk supervisor of inability to visit Department surgeon.

COMMANDING OFFICER

22. Conduct interview with uniformed member regarding inability to visit Department surgeon.
23. Designate supervisor to make entry on **ABSENCE AND TARDINESS RECORD (PD433-145)**, as appropriate.
24. Have notification made to uniformed member's Department surgeon regarding results of interview and probable date of visit.

ADDITIONAL DATA *Although it is not necessary to report sick to request a limited capacity assignment from a Department surgeon, all uniformed members of the service must visit the Department surgeon prior to requesting such assignment.*

A uniformed member of the service on terminal leave may not be placed on sick report, unless sickness or injury is the result of line of duty action while on terminal leave.

ADDITIONAL DATA (continued)

A uniformed member of the service will not be permitted to report sick with a self-designated diagnosis of "old line of duty injury." Designation of "old line of duty injury" for a specific sick occurrence will be granted only upon examination and interview of the requesting member by a Department surgeon.

Uniformed members of the service are not permitted to perform Paid Detail assignments while out on Regular Sick report. This includes when a uniformed member is outside their assigned tour of duty or on regular day off (RDO). Furthermore, uniformed members must notify the Paid Detail Unit as soon as it becomes apparent that they will not be able to appear at a scheduled assignment

RELATED PROCEDURES

Pregnancy Leave For Uniformed Members of the Service (P.G. 205-27)
Chronic Absence Control Program (P.G. 205-45)
Reporting to Department Surgeon and Returning to Duty from Sick Report (P.G. 205-60)
Notifying Court, Trial Room or Other Agencies When Member Reports Sick (P.G. 205-61)
Absence Control (A.G. 318-12)

FORMS AND REPORTS

ROLL CALL (PD406-144)
SICK LOG (PD429-143)
ABSENCE AND TARDINESS RECORD (PD433-145)

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PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-02	
REPORTING SICK FROM OUTSIDE CITY AND OUTSIDE RESIDENCE COUNTIES			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To report an injury or sick outside the city and outside residence counties.

DEFINITION RESIDENCE COUNTIES - The six counties outside New York City where uniformed members of the` service are permitted to live, i.e., Nassau, Suffolk, Westchester, Rockland, Orange and Putnam.

PROCEDURE Upon becoming sick or injured outside the city or residence counties to an extent that would prevent the proper performance of duty:

UNIFORMED MEMBER OF THE SERVICE

1. Phone Medical Division - Sick Desk or send telegram to Commanding Officer, Medical Division, 59-17 Junction Boulevard, 16th Floor (1 Lefrak City Plaza), Corona, New York 11368.
2. Give the following information:
   a. Name, rank, and shield number, permanent and temporary command, if any
   b. Present location and telephone number
   c. Nature of disability
   d. Name, address, and telephone number of attending physician
   e. Date of probable return to duty
   f. Scheduled appearances in court, trial room or before other government agencies.
3. Obtain letter from attending physician describing disability and prognosis.
   a. Send letter to the Commanding Officer, Medical Division.
4. Comply with instructions received from the C.O., Medical Division.
   a. Visit Medical Division or district surgeon as required.

UPON BEING DIRECTED TO RETURN TO DUTY BY A DEPARTMENT SURGEON:

UNIFORMED MEMBER OF THE SERVICE

5. Notify command by telephone of effective time and date of order to report for duty.
   a. Include limitations, if any, on type of duty to be performed.
6. Report for duty when ordered.
7. Deliver **SICK REPORT RETURN (PD429-131)** to desk officer, upon return to duty.

RELATED PROCEDURES

Reporting Sick (P.G. 205-01)
Pregnancy Leave For Uniformed Members of the Service (P.G. 205-27)
Absence Control (A.G. 318-12)
Chronic Absence Control Program (P.G. 205-45)

FORMS AND REPORTS

SICK REPORT RETURN (PD429-131)

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-03	
RESPONSIBILITY FOR WEAPONS WHILE SICK			
DATE ISSUED: 07/01/20	DATE EFFECTIVE: 07/01/20	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To safeguard member's weapons, shield and **IDENTIFICATION CARD (PD416-091)** while on sick report.

PROCEDURE While on sick report:

UNIFORMED MEMBER OF THE SERVICE

1. Safeguard pistols, revolvers, shield and identification card.
2. Deliver to desk officer of resident precinct when unable to safeguard.
   a. If unable to deliver, notify desk officer of permanent command.

DESK OFFICER

3. Check **FORCE RECORD (PD406-143)** to determine firearms to be safeguarded.
4. Determine the location and length of time property to be safeguarded.
5. Notify desk officer of a specified precinct to assign a supervising officer to the location to obtain property.
   a. Precinct designated will be determined by location of property.

SUPERVISING OFFICER, DESIGNATED PRECINCT

6. Visit location and obtain property.
7. Prepare one copy of **PROPERTY CLERK INVOICE (PD521-141)** for firearms obtained.
   a. Mark **INVOICE** "Property of Sick Member, Held for Safekeeping Only."
8. Deliver all property to desk officer with copy of **PROPERTY CLERK INVOICE**.
9. Make digital **Activity Log** entry of facts.

COMMAND CLERK

10. Prepare **PROPERTY CLERK INVOICE** for weapons being safeguarded.
11. Prepare two copies of report on **Typed Letterhead** indicating circumstances, numbers on shield and identification card being safeguarded, if items removed from uniformed member of the service.

DESK OFFICER

12. Make Command Log entry of facts.
13. Store property at command, if safeguarding required less than one week.
14. Forward firearms to Property Clerk borough office with **PROPERTY CLERK INVOICE** after one week.
15. Forward shield and identification card with report on **Typed Letterhead** to the Shield, ID and Uniform Services Unit after one week.

COMMAND CLERK

16. Prepare copies of authorization to obtain property for Property Clerk and the Shield, ID and Uniform Services Unit when member capable of caring for property.

DESK OFFICER

17. Sign authorization and deliver to member's command.

UNIFORMED MEMBER OF THE SERVICE

18. Pick up property at command where stored.
19. Sign bottom of authorization as receipt for property.

FORMS AND REPORTS ***FORCE RECORD (PD406-143)***
PROPERTY CLERK INVOICE (PD521-141)

PURPOSE To provide ambulance service, oxygen therapy and/or medical appliances under certain circumstances.

ELIGIBILITY Uniformed members of the service, active and retired, and members of their immediate families.

PROCEDURE When Department ambulance service, oxygen therapy and/or medical appliances are required.

UNIFORMED MEMBER OF THE SERVICE

1. Telephone Emergency Medical Squad, Emergency Service Unit.
2. Advise dispatcher of service required.

NOTE *Emotionally disturbed persons or cases in which an airborne contagious disease is diagnosed or suspected are not to be transported in Department Ambulance.*

EMERGENCY MEDICAL SQUAD DISPATCHER

3. Notify Office of the Chief of Special Operations if vehicle is to respond to location outside New York City.
4. Make required Log entries.

ADDITIONAL DATA

Ambulance service, oxygen therapy and/or medical appliances, including hospital beds, wheelchairs, walkerettes, etc., are available Monday through Friday, from 0630 to 2300 hours. Ambulance service is available at other times, if sufficient notice is given.

In emergency cases where oxygen therapy is already in place, Emergency Service Units can provide oxygen bottles until such time as the Emergency Medical Squad can provide a replacement.

Emergency Medical Squad vehicles will respond to locations within New York City or a 250 mile radius, without prior approval, providing that one point of trip is within the confines of New York City.

a. Any variations of the above must be approved by the Commanding Officer, Emergency Medical Squad or the Director of the Police Relief Fund.

PURPOSE To report and record line of duty injuries and deaths occurring within the city.

DEFINITION INVESTIGATING SUPERVISOR - As used in this procedure will be as follows:

a. The platoon commander, precinct of occurrence, if available, will act as the investigating supervisor and will complete parts "A" and "B" of the **LINE OF DUTY INJURY REPORT (PD429-154)**.

b. If platoon commander is unavailable, a patrol supervisor, precinct of occurrence, will act as the investigating supervisor and will complete part "B" of the **LINE OF DUTY INJURY REPORT**. The desk officer will designate a second supervisor, assigned to the precinct of occurrence to prepare part "A" of the **REPORT**. If a second supervisor is unavailable, the desk officer will prepare part "A" of the **REPORT**.

Only the platoon commander, precinct of occurrence, may prepare both parts "A" and "B" of a **LINE OF DUTY INJURY REPORT**.

In addition, if the injured member is assigned to other than a precinct command, or the Police Academy, a supervising officer of such member's command, if available, will perform the tasks of the investigating supervisor. If the injured member sustains a serious physical injury, is likely to die, or dies, the precinct commander/duty captain will be the investigating supervisor.

PROCEDURE Upon receiving an injury in the performance of police duty, whether on or off duty, or arriving at a location where a uniformed member of the service is injured:

UNIFORMED MEMBER OF THE SERVICE

1. Request patrol supervisor to respond.
2. Notify desk officer of:
   a. Circumstances of injury
   b. Names and addresses of witnesses
   c. Whether reporting sick.
3. Request witnesses to await arrival of supervisor.
4. Remain at scene unless:
   a. Hospitalization or medical attention is required
   b. Further police action is necessary.

DESK OFFICER

5. Notify the investigating supervisor, as indicated in the above "DEFINITION."
6. Notify injured member's command if member is not assigned to precinct of occurrence.
7. Notify precinct commander or duty captain if member dies or is likely to die.
8. Notify borough commander and Operations Unit if member dies.
9. Immediately notify the Sick Desk supervisor or Sick Desk when any of the following conditions, relating to a line of duty injury exist:

DESK OFFICER (continued)

a. Where the incident causing the injury was NOT specifically witnessed, AND
b. Injury occurred within any police facility (building, office, etc.), OR
c. Injury occurred in the immediate vicinity of any police facility (parking lot, perimeter sidewalk, etc.), OR
d. Injury occurred during the first two hours of a tour.
e. Any request for line of duty injury designation by an off-duty uniformed member of the service.

NOTE *See Additional Data for hospital guidelines regarding members seriously injured or killed in line of duty.*

PATROL SUPERVISOR

10. Respond to scene.
11. Request desk officer to designate a second supervisor, precinct of occurrence, to complete part "A" of **LINE OF DUTY IN JURY REPORT**.
    a. If a second supervisor is unavailable, the desk officer will complete part "A" of the **REPORT**.

DESIGNATED SUPERVISOR

12. Complete part "A" of **LINE OF DUTY INJURY REPORT**.

INVESTIGATING SUPERVISOR

13. Interview injured member and investigate circumstances.
14. Make initial report to desk officer without delay.
15. Notify the Operations Unit promptly, if the member of the service injured requires hospital treatment.
    a. An additional notification to the Operations Unit is also required before final reports are prepared to update Operations of the status of the injured member of the service.

NOTE *This notification is in addition to, and does not preclude the requirement for other notifications to Operations as indicated elsewhere in this procedure*.

16. Interview witnesses and request them to prepare and sign **WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT (PD429-065)**.
17. Complete part "B" of **LINE OF DUTY INJURY REPORT**.
18. Prepare **Police Accident Report (MV104AN)**, if vehicle collision involved.
19. Direct injured member, or if he is incapacitated assign a member, to prepare an **AIDED REPORT (PD304-152)** if a vehicle is not involved.
20. Instruct injured member to complete part "C" of **LINE OF DUTY INJURY REPORT** if member requests line of duty designation of injury.

NOTE *Part "C" of **LINE OF DUTY INJURY REPORT** will be completed by precinct commander/duty captain if injured member is unable to do so.*

21. Deliver completed reports to desk officer.

DESK OFFICER

22. Obtain Sick Desk control number whether injured member reports sick or not.
23. Make entry in **SICK LOG (PD429-143)** and Telephone Record, if injured member reports sick.
24. Fax the worksheet copy of **LINE OF DUTY INJURY REPORT** to Medical Division's Sick Desk Supervisor.

NOTE *Faxing the worksheet copy of the **LINE OF DUTY INJURY REPORT** to the Medical Division's Sick Desk Supervisor enables the Medical Division to make a preliminary determination regarding whether the injured member of the service qualifies for the "Line-of Duty Prescription Program." Faxing the worksheet copy does not eliminate the requirement of forwarding the finalized copy of the **LINE OF DUTY INJURY REPORT** with all of the required signatures to the Medical Division.*

25. Photocopy **LINE OF DUTY INJURY REPORT** and forward direct to Medical Division, attention Line of Duty Desk.
26. Immediately deliver completed **LINE OF DUTY INJURY REPORT** and **WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT** to precinct commander/duty captain.
27. Forward **AIDED REPORT** or **Police Accident Report** in normal manner:
    a. Forward copy of reports to injured member's command if not assigned to precinct of occurrence
    b. Have copies of reports forwarded to Police Pension Fund if member is killed in the line of duty or seriously injured and likely to die.

PRECINCT COMMANDING OFFICER, DUTY CAPTAIN

28. Review **LINE OF DUTY INJURY REPORT** and **WITNESS STATEMENT-INJURY TO MEMBER OF THE DEPARTMENT**, indicate approval or disapproval, and sign.
    a. If disapproved, indicate reason on rear of original **LINE OF DUTY INJURY REPORT**.

NOTE *See Additional Data for further information regarding line of duty designations by Medical Division.*

29. Prepare a comprehensive report on **Typed Letterhead** addressed to the Commanding Officer, Medical Division detailing the circumstances of the injury when the injured member of the service is a Probationary Police Officer.
30. Prepare unusual occurrence report for line of duty death or serious injury and likely to die and forward as indicated in *P.G. 212-09, "Unusual Occurrence Reports."*
31. Forward **LINE OF DUTY INJURY REPORT** per directions on form with **WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT** and comprehensive report on **Typed Letterhead**, if applicable, attached.
    a. Have copies of these reports forwarded to Police Pension Fund if line of duty death or serious injury and likely to die.
32. Comply with the pertinent provisions of the Trauma Counseling Program as indicated in *P.G. 205-08, "Trauma Counseling Program."*

ADDITIONAL DATA

When a member of the service is treated at a hospital for a line of duty injury, the following information, ONLY, is to be entered in hospital records pertaining to address and telephone number of injured member:

- *Police Department, City of New York, Medical Division, 1 Lefrak City Plaza, 59-17 Junction Boulevard, Corona, New York 11368, Room 1524; telephone number (718) 760-7573, Monday - Friday, 0900-1700 hours; (718) 760-7600, all other hours.*

Member's command, home address and telephone number will not be disclosed to hospital authorities or anyone else unless authorized supervisory officer determines requesting person is entitled to the information.

When a uniformed member of the service is struck by a bullet on a protective vest and is apparently uninjured, the member must be examined by a doctor to ascertain if a blunt body trauma or internal injury has occurred. When an injured member is hospitalized or dies, the patrol supervisor will ensure that firearms, Department property (shield, identification card, nameplate, etc.), and personal effects of member are removed and safeguarded.

Medical Division will make final determination of APPROVAL/ DISAPPROVAL of ALL applications for line of duty injury/illness designation and will notify the commanding officer of member concerned of final designation. Uniformed members of the service may request verification of the final designation from the commanding officer.

NOTE

Retired uniformed members of the service may request verification of the final designation, in writing, to the Medical Division, 1 Lefrak City Plaza, 59-17 Junction Boulevard, Corona, New York.

HOSPITAL GUIDELINES REGARDING UNIFORMED MEMBERS OF THE SERVICE SERIOUSLY INJURED OR KILLED IN THE LINE OF DUTY:

When a uniformed member of the service is seriously injured or killed in the line of duty, the Operations Unit will notify the following members of the service to respond to the hospital:

a. Police Commissioner
b. First Deputy Commissioner (if Police Commissioner is not available)
c. Chief of Department
d. Chief of Detectives (to supervise investigation)
e. Bureau chief of the injured or deceased member
f. Deputy Commissioner-Public Information
g. Supervising Chief Surgeon
h. Department Chaplain
i. Commanding Officer, Family Assistance Section
j. Lieutenant-Family Assistance Section, borough concerned
k. Patrol borough commanding officer
l. Patrol borough executive officer (if borough commanding officer is not available)
m. Duty inspector (to supervise and control access to emergency room and adjacent areas by responding members of the service)
n. Patrol borough operations commander (if duty inspector not available)
o. Commanding officer/duty captain (will prepare the Unusual Occurrence Report)
p. Detective borough commander
q. Detective assigned to investigate the case
r. Crime Scene Unit detective or technician
s. Policewomen's Endowment Association representative if a female police officer is the victim
t. Line organization representative
u. Employee Assistance Unit representative (EAU)
v. Police Organization Providing Peer Assistance (POPPA) representative

ADDITIONAL DATA (continued)

The following members of the service will be permitted to speak to the injured member or view the body of the deceased member:

a. Police Commissioner
b. First Deputy Commissioner
c. Chief of Department
d. Bureau chief concerned
e. Patrol borough commanding officer (or representative)
f. Detective assigned to the case
g. Crime Scene Unit detective or technician
h. Union representative
i. Policewomen's Endowment Association representative if a female police officer is the victim
j. Department Chaplain

The hospital guidelines also apply to uniformed member of the service seriously injured or killed in the line of duty within residence counties.

*Uniformed members of the service and/or their families may be entitled to both medical and financial benefits under the Federal Employees Compensation Act (F.E.C.A.), if a Federal Statute was violated and the injury occurred while apprehending or attempting to apprehend an individual who violated such statute. Therefore, the investigating supervisor will make an entry on the **LINE OF DUTY INJURY REPORT (PD429-154)**, in box captioned "Patrol Command Supervisors Report of Injury," indicating whether the injury comes under F.E.C.A. or whether F.E.C.A. does not apply in this case. If the injury comes under F.E.C.A., the member's commanding officer will forward the following items to Medical Division, (attn. Federal Compensation Liaison Officer), 1 Lefrak City Plaza, within ninety days of occurrence:*

*a. Copy of **LINE OF DUTY INJURY REPORT** and **WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT (PD429-065)**, if prepared.*
*b. Copy of **Unusual Occurrence Report**, if prepared.*
c. Copy of perpetrator's arrest history (rap sheet), if an arrest is effected.
d. Copy of criminal court complaint, if arrest is effected.
e. Copy of firearms trace, if weapon involved.
f. Copy of a fully completed United States Department of Labor form BEC-721a entitled, "Notice of Law Enforcement Officer's Injury or Occupational Disease." (Form may be obtained from Federal Compensation Liaison Office).

*In unusual circumstances, when a line of duty designation cannot be made expeditiously pending the results of an investigation or other circumstances, the ranking officer responsible for forwarding the **LINE OF DUTY INJURY REPORT** to the Medical Division will have report prepared on **Typed Letterhead**, clearly indicating the reasons for the delay and the approximate time period required to complete the investigation. The **Typed Letterhead** will be forwarded to the Medical Division within sixty days from the date that the initial request for line of duty designation was made. Subsequent reports will be forwarded for each additional sixty day period, if necessary.*

*To provide the Federal Bureau of Investigation (F.B.I.) statistical and descriptive information for use in law enforcement training, the Commanding Officer, Medical Division will provide the Chief of Department Investigation Review Section with copies of **LINE OF DUTY INJURY REPORTS** for shot or stabbed officers.*

RELATED PROCEDURES

Aided Cases-General Procedure (P.G. 216-01)
Department Vehicle Collisions (P.G. 217-06)
Unusual Occurrence Reports (P.G. 212-09)
Firearms Discharge by Uniformed Members of the Service (P.G. 221-04)
Reporting Sick (P.G. 205-01)
Supervision of Members of the Service Receiving Physical Therapy for Line of Duty Injuries (P.G. 205-09)
Exposure of Members of the Service to Infectious Diseases or Hazardous Materials (P.G. 205-10)
Line of Duty Injury or Death - Outside City in Residence Counties (P.G. 205-02)
Trauma Counseling Program (P.G. 205-08)
Death of Member of the Service (P.G. 205-07)

FORMS AND REPORTS

AIDED REPORT (PD304-152)
LINE OF DUTY INJURY REPORT (PD429-154)
Police Accident Report (MV104AN)
SICK LOG (PD429-143)
UNUSUAL OCCURRENCE REPORT(PD370-152)
WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT (PD429-065)
Typed Letterhead

NYPD

Section: Personnel Matters		Procedure No: 205-06	
LINE OF DUTY INJURY OR DEATH OUTSIDE CITY IN RESIDENCE COUNTIES			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To report a line of duty injury or death incurred by a uniformed member of the service outside the city within residence counties.

DEFINITIONS RESIDENCE COUNTIES - The six counties outside New York City wherein uniformed members of the service are permitted to live, i.e., Nassau, Suffolk, Westchester, Rockland, Orange and Putnam.

INJURED IN LINE OF DUTY OUTSIDE NEW YORK CITY - Injured while performing duty that uniformed member was specifically assigned to perform, outside the city, by competent authority within the Department or while taking police action as authorized by Section 140.10 of the Criminal Procedure Law.

PROCEDURE When injured in the line of duty in one of the residence counties whether reporting sick or not:

UNIFORMED MEMBER OF THE SERVICE

1. Notify local police authorities if appropriate.
2. Telephone Medical Division, Sick Desk, giving:
   a. Circumstances
   b. Names and addresses of witnesses.

NOTE *If unable to call Medical Division, Sick Desk, request responsible person to make notification.*

3. Comply with instructions received from Sick Desk personnel.
4. Notify Operations Unit immediately if arrest involved.

INVESTIGATING SUPERVISOR

5. Respond to location and conduct investigation as specified in *P.G. 205-05, "Line Of Duty Injury Or Death Occurring Within City."*
   a. A Department vehicle may be used for this purpose without prior permission being obtained.

DESK OFFICER

6. Make entries in Department records and insure that required forms have been prepared.

ADDITIONAL DATA *Uniformed members of the service and/or their families may be entitled to both medical and financial benefits under the Federal Employees Compensation Act (F.E.C.A.), if a Federal Statute was violated and the injury occurred while apprehending or attempting to apprehend an individual who violated such statute. Therefore, the investigating supervisor will make an entry on the* ***LINE OF DUTY INJURY REPORT (PD429-154)*** *in box captioned "Patrol Command Supervisor's Report of Injury," indicating whether the injury comes under F.E.C.A. or whether F.E.C.A. does not apply in this case. If the injury comes under F.E.C.A., the member's commanding officer will forward the following items to Medical Division, (Attn. Federal Compensation Liaison Officer), 1 Lefrak City Plaza, within ninety days of occurrence:*

ADDITIONAL DATA (continued)

*a. Copy of **LINE OF DUTY INJURY REPORT** and **WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT (PD429-065)**, if prepared.*

*b. Copy of **Unusual Occurrence Report**, if prepared.*

c. Copy of perpetrator's arrest history (rap sheet), if an arrest is effected.

d. Copy of criminal court complaint, if arrest is effected.

e. Copy of firearms trace, if weapon involved.

f. Copy of a fully completed United States Department of Labor form BEC-721a entitled, "Notice of Law Enforcement Officer's Injury or Occupational Disease." (Form may be obtained from Federal Compensation Liaison Office).

RELATED PROCEDURE

Line Of Duty Injury Or Death Occurring Within City (P.G. 205-05)

FORMS AND REPORTS

LINE OF DUTY INJURY REPORT (PD429-154)
UNUSUAL OCCURRENCE REPORT (PD370-152)
WITNESS STATEMENT - INJURY TO MEMBER OF THE DEPARTMENT (PD429-065)
Unusual Occurrence Report

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-07	
DEATH OF MEMBER OF THE SERVICE			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To record the death of a member of the service, uniformed and civilian.

PROCEDURE Upon learning of the death of an active member of the command or a retired member of the service, uniformed or civilian residing within the command:

DESK OFFICER

1. Cause the following information to be obtained.
   a. Rank, full name, shield number, command
   b. Time and date of death
   c. Place of death (residence, hospital, elsewhere)
   d. Residence address
   e. Funeral (time, date, location)
   f. Time, date and location of service
   g. Cemetery (name and location)
   h. Whether deceased was a member of a religious, fraternal or patriotic organization of this Department
   i. Whether chaplain is desired (state denomination)
   j. If uniformed member of the service, whether pallbearers or escort is desired
   k. Next of kin (full name, address, telephone number and relationship)
   l. Funeral director (name, address and telephone number)
   m. Whether deceased was a medal recipient (Honorable Mention and medal)
   n. If an active member - was death caused as result of performing police duty, or otherwise
   o. If a retired member - date of retirement.
2. Telephone information to Communications Section.
   a. If an active member of the service, uniformed or civilian, immediately notify the Internal Affairs Bureau, Command Center at (212) 741-8401.
3. Notify unit commander.
4. Post information on bulletin board for benefit of members of command if active member.

COMMANDING OFFICER CONCERNED

5. Cause member's weapons and Department property to be obtained if active member.
6. Deliver non-department property from member's locker to authorized recipient where applicable.

RELATED PROCEDURES

Line of Duty Injury or Death Occurring Within City (P.G. 205-05)
Line of Duty Injury or Death Outside City in Residence Counties (P.G. 205-06)

Section: Personnel Matters		Procedure No: 205-08	
TRAUMA COUNSELING PROGRAM			
DATE ISSUED: 10/07/19	DATE EFFECTIVE: 10/08/19	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide Trauma Counseling Services for members of the service (uniformed and civilian) involved in shooting incidents, disasters, or other violent occurrences resulting in death or injury.

SCOPE A member of the service (uniformed or civilian) will be referred to the Trauma Counseling Program when involved in a shooting incident, disaster, or other violent occurrences resulting in death or injury. These include, but are not limited to, the following:

a. Member is shot or otherwise seriously injured.
b. Member discharges a weapon causing injury or death to another.
c. Member causes, accidentally or otherwise, serious physical injury or death to another.
d. Member is directly involved in an incident where his/her partner was killed or seriously injured, etc.
e. Member is directly involved in incidents or serious disasters where multiple serious injuries and deaths have occurred.

The Trauma Counseling Team will respond to all incidents involving:

a. Member of the service is shot, killed, or seriously injured in the performance of duty.
b. Any incident pursuant to a request from a captain or above.

PROCEDURE When a member of the service (uniformed or civilian) is involved in a shooting incident, disaster or other violent occurrence resulting in death or injury:

DESK OFFICER

1. Notify Operations Unit and provide details of incident.

OPERATIONS UNIT SUPERVISOR

2. Notify Sick Desk supervisor, provide detailed information and request response of Trauma Counseling Team.

SICK DESK SUPERVISOR

3. Ascertain from Operations Unit and/or the ranking supervisor at the scene:
   a. Location the Trauma Team should respond to
   b. Name of supervisor who will be contact person at the scene.
4. Arrange for transportation of Trauma Team.

RANKING SUPERVISOR AT SCENE

5. Ensure members in need of trauma counseling are available for interview, where possible, by responding Trauma Team upon their arrival.
6. Provide a suitable place for the trauma interview, where possible.

SUPERVISOR TRAUMA COUNSELING TEAM

7. Respond to location and report to designated contact person at the scene.

NOTE *Trauma Team members will wear authorized nylon windbreaker jackets with the NYPD logo on the front and the words "N.Y.C. POLICE" printed on the back (P.G. 204-04, "Optional Uniform Items").*

TRAUMA COUNSELING TEAM

8. Respond, if required, to stationhouse of precinct of occurrence or other location, to make contact and converse with member(s) of the service involved in the incident.
9. Visit the place of occurrence, if necessary.
10. Notify the member concerned that he/she will be contacted for a follow-up meeting forty-eight hours after the event or initial contact, as appropriate.
    a. Any additional counseling/interview sessions after the forty-eight hour meeting will be scheduled within one to six weeks after the incident.

NOTE *ALL CONVERSATION WITH THE TRAUMA COUNSELING TEAM BY MEMBERS OF THE SERVICE (UNIFORMED AND CIVILIAN) WILL BE STRICTLY CONFIDENTIAL.*

MEMBER OF THE SERVICE

11. Cooperate with members of the Trauma Counseling Team and keep appointments for follow-up meetings as scheduled.
12. Report to Psychological Evaluation Section or other location as required, forty-eight hours after the incident, <u>or</u> initial contact with Trauma Counseling Team.
    a. Report for additional follow-up counseling/interview meetings scheduled with the Trauma Counseling Team.

COMMANDING OFFICER/ DUTY CAPTAIN

13. Cooperate with members of the Trauma Counseling Team and permit them access to the individual member(s) of the service involved in the shooting, disaster or other violent event.
14. Verify that a member(s) of the service involved in the shooting, disaster or violent incident has been referred and contacted <u>in person</u> by a member of the Trauma Counseling Team.
15. Have **UNUSUAL OCCURRENCE REPORT (PD370-152)** prepared and list members of the service involved in the incident who were contacted by the Trauma Counseling Team.
16. Forward copies of the report, **THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORT**, if prepared, and other reports prepared to the Commanding Officer, Medical Division, 59-17 Junction Boulevard, 16th Floor, Corona, New York 11368.

ADDITIONAL DATA *The Trauma Counseling Team is staffed by the Chief Surgeon, Director, Psychological Evaluation Section and licensed certified professionals of the Medical Division. Trauma Team members will <u>not</u> interfere with on-going investigations. In addition, team members will <u>not</u> be assigned any duties outside their functions as Trauma Counselors when responding to the occurrence site.*

ADDITIONAL DATA (continued)

This procedure does not prevent in any way the voluntary use of or referral to any of the Employee Assistance Programs or units in the Department for any reason at any time. The services of the Trauma Counseling Team are also available to members who are involved in personal or family tragedies, e.g., violent criminal incidents involving themselves or their families, death in family, etc.

RELATED PROCEDURES

Reporting Sick (P.G. 205-01)
Line of Duty Injury or Death Occurring Within City (P.G. 205-05)
Supervision of Members of the Service Receiving Physical Therapy For Line of Duty Injuries (P.G. 205-09)
Line of Duty Injury or Death Outside City in Residence Counties (P.G. 205-06)
Firearms Discharge by Uniformed Members of the Service (P.G. 221-04)

FORMS AND REPORTS

THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORT
UNUSUAL OCCURRENCE REPORT (PD370-152)

NYPD

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-09	
SUPERVISION OF MEMBERS OF THE SERVICE RECEIVING PHYSICAL THERAPY FOR LINE OF DUTY INJURIES			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide physical therapy treatments for members of the service injured in the line of duty.

PROCEDURE When a district surgeon determines that a member of the service injured in the line of duty requires physical therapy:

DISTRICT SURGEON

1. Prepare **REQUEST FOR MEDICAL SERVICE AUTHORIZATION (PD429-164)**.
2. Direct member concerned to report to the clinic supervisor to obtain forms necessary to obtain treatment.

CLINIC SUPERVISOR

3. Provide the member with the following forms:
   a. **CERTIFICATION OF LINE OF DUTY INJURY /AUTHORIZATION FOR TREATMENT (PD429-052)** with attached **Authorization for Release of Health Information Pursuant to HIPAA (OCA Official Form No. 960)**.
   b. **THERAPY VERIFICATION (PD429-067)**.
   c. **NOTIFICATION OF LINE OF DUTY THERAPY AUTHORIZATION (PD429-053)**.

MEMBER CONCERNED

4. Initial item 9b of **Authorization for Release of Health Information Pursuant to HIPAA** and sign form.
5. Present photocopies of **CERTIFICATION OF LINE OF DUTY INJURY/AUTHORIZATION FOR TREATMENT** and **Authorization for Release of Health Information Pursuant to HIPAA** to the integrity control officer along with **THERAPY VERIFICATION** and **NOTIFICATION OF LINE OF DUTY THERAPY AUTHORIZATION**.

INTEGRITY CONTROL OFFICER

6. Review forms and return **THERAPY VERIFICATION** to member.
7. Retain **NOTIFICATION OF LINE OF DUTY THERAPY AUTHORIZATION** and the photocopies of **CERTIFICATION OF LINE OF DUTY INJURY/AUTHORIZATION FOR TREATMENT** and **Authorization for Release of Health Information Pursuant to HIPAA** for the duration of the member's physical therapy treatment.

MEMBER CONCERNED

8. Present to therapist, prior to treatment, the **CERTIFICATION OF LINE OF DUTY INJURY/AUTHORIZATION FOR TREATMENT** with attached **Authorization for Release of Health Information Pursuant to HIPAA.**
9. Obtain schedule of treatments from therapy provider and forward to roll call personnel.

NOTE *Report any changes of therapy schedule to roll call personnel.*

MEMBER CONCERNED (continued)

10. Update **THERAPY VERIFICATION** form after each physical therapy session.

INTEGRITY CONTROL OFFICER

11. Make periodic inquiries to the therapy provider during the course of treatments to ensure member is properly attending therapy.

NOTE

Physical therapy authorized by a district surgeon is never granted for a non line of duty injury. The fact that a member is on restricted duty does not entitle the member to attend physical therapy on duty.

MEMBER CONCERNED

12. Return completed **THERAPY VERIFICATION** form to integrity control officer upon completion of final physical therapy treatment.

INTEGRITY CONTROL OFFICER

13. Verify member's attendance for treatment at time and date specified on completed **THERAPY VERIFICATION** form.
14. Return copy of completed **THERAPY VERIFICATION** form to the Medical Bills Department of the Medical Division.

ADDITIONAL DATA

When members attend physical therapy at the beginning of a tour, the member will report on duty upon arrival at therapy location and be given a reasonable amount of time to travel back to command upon completion.

When members attend therapy in the middle of a tour of duty, the member will be given a reasonable amount of time to travel to the therapy location, complete the therapy, and be given a reasonable amount of time to travel back to command.

When members attend therapy near the end of a tour of duty, the member will be given a reasonable amount of time to travel to the therapy location. Upon completion, the member will end the tour at the therapy location and will not be granted time to travel to his/her residence. If the therapy is completed prior to the scheduled end of tour, the member must request lost time by calling the command.

A member must submit a request for lost time if therapy commences after the start of tour and the member elects to travel from their residence to the therapy location direct. Alternatively, a member may request a tour adjustment and begin the tour upon arriving at therapy location, needs of the service permitting.

A change of tour should not be granted for the sole purpose of ensuring therapy occurs during department time, (i.e. an officer assigned to a midnight tour should not be granted a tour change to a day tour to attend an afternoon therapy session.)

District surgeons may authorize twelve physical therapy sessions to a member of the service, and may repeat the authorization two additional times for a total of thirty six sessions. A member who requires additional therapy beyond thirty six sessions must obtain authorization from a Department Orthopedist.

RELATED PROCEDURES	*Reporting Sick (P.G. 205-01)* *Line of Duty Injury or Death Occurring Within City (P.G. 205-05)* *Line of Duty Injury or Death Outside City in Residence Counties (P.G. 205-06)*
FORMS AND REPORTS	***REQUEST FOR MEDICAL SERVICE AUTHORIZATION (PD 429-164)*** ***CERTIFICATION OF LINE OF DUTY INJURY/AUTHORIZATION FOR TREATMENT (PD429-052)*** ***THERAPY VERIFICATION (PD429-067)*** ***NOTIFICATION OF LINE OF DUTY THERAPY AUTHORIZATION (PD429-053)*** ***Authorization for Release of Health Information Pursuant to HIPAA (OCA Official Form No. 960)***

NYPD

Section: Personnel Matters		Procedure No: 205-10	
EXPOSURE OF MEMBERS OF THE SERVICE TO INFECTIOUS DISEASES OR HAZARDOUS MATERIALS			
DATE ISSUED: 07/01/20	DATE EFFECTIVE: 07/01/20	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To provide instructions and minimize risk to members of the service (uniformed and civilian) or auxiliary police officers who have contact with or handle an animal or person who may have an infectious disease, or who have contact with or handle hazardous materials.

DEFINITIONS INFECTIOUS DISEASE - as used in this procedure, includes diseases capable of being transmitted by contact with an infected animal's saliva or central nervous system tissue, or with an infected individual's blood or body fluids.

HAZARDOUS MATERIAL - as used in this procedure, includes any chemical, biological, or radiological substance which is a health hazard. Chemical health hazards include carcinogens, toxic agents, irritants, corrosives, or agents which damage the lungs, skin, eyes, or mucous membranes, etc. Chemical physical hazards include flammable or combustible liquids, compressed gas, or explosive or reactive substances, etc.

EXPOSURE TO AN INFECTIOUS DISEASE - as used in this procedure, includes those situations where a member of the service is exposed by airborne transmission or direct contact to an individual suspected of having a disease, or where a member comes in contact with the blood or body fluids of an individual suspected of having an infectious disease, or, where a member of the service is injured as the result of a human or animal bite, or hypodermic needle puncture, or other contaminated sharp instrument, or where a member of the service is exposed to an animal suspected of having an infectious disease, or where a member comes in contact with the saliva or central nervous system tissue of an animal suspected of having an infectious disease.

EXPOSURE TO A HAZARDOUS MATERIAL - as used in this procedure, includes those situations where a member of the service is exposed to a hazardous material whether through inhalation, ingestion, skin contact, or parenteral contact.

UNIVERSAL PRECAUTIONS - as used in this procedure, is an approach to infection control. According to this approach, all human blood and certain body fluids are to be treated as if they are known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), or other bloodborne pathogens; and in addition, all animal saliva and central nervous system tissue are to be treated as if they are known to be infectious for rabies. All efforts to avoid contact with these potentially infectious materials should be taken as well as utilizing whatever protective equipment is available.

DEFINITION (continued)

DESIGNATED OFFICER - an individual designated under 42 U.S.C. 300ff-86 by the Public Health Officer of the State involved (42 U.S.C. 300ff-76) to execute provisions of Section 411 of the Ryan White Comprehensive AIDS Resources Emergency Act regarding emergency response employees who request a determination whether they were exposed to an infectious disease.

NOTE

To avoid unnecessary exposure, control of the aided/collision victim, or prisoner will be assigned to an officer at the scene who has already had contact with a person suspected of having an infectious disease. The assigned officer will be responsible for completing the processing of the individual. If there are numerous individuals involved, the patrol supervisor at the scene will be responsible for the coordination of information and documenting the name, etc., of the members of the service involved. This Department is offering certain members of the service the opportunity to receive, free of charge, pre-exposure, a series of three inoculations of the vaccine against Hepatitis B; and free of charge, post-exposure inoculation. This Department is offering certain members of the service the opportunity to receive, free of charge, pre-exposure, a routine annual or biannual, Mantoux (PPD) skin test against tuberculosis (based on a determination of a significant occupational exposure); and, free of charge, post-exposure, a Mantoux (PPD) skin test against tuberculosis (based on a determination of a significant exposure).

PROCEDURE

Upon being exposed to an infectious disease, hazardous material, or suffering a human or animal bite, or hypodermic needle puncture wound:

MEMBER OF THE SERVICE

1. Comply with the guidelines listed in "ADDITIONAL DATA" statement of this procedure, when possible.
2. Notify desk officer, precinct of occurrence.

NOTE

When exposure involves an actual injury, the member of the service concerned will be transported to the hospital for treatment and P.G. 205-05, "Line Of Duty Injury Or Death Occurring Within The City", or 205-06, "Line Of Duty Injury Or Death Outside City In Residence Counties," will be complied with as appropriate. When exposure does not involve an actual injury and the exposure is related to tuberculosis, the member of the service concerned should consider this Department's offer of Mantoux (PPD) skin testing which is free of charge. When tested and the results are positive, notify Unit Safety Officer to initiate entry on State of New York - Department of Labor Log and Summary of Occupational Injuries and Illnesses (DOSH 900). Tuberculosis infection and tuberculosis disease are both recordable on DOSH 900 logs. A code (e.g., maiden name pseudonym) may be used to substitute for the description of injury or illness (column [F]).

DESK OFFICER

3. Notify Medical Division, Sick Desk and obtain exposure report number.
4. Make Command Log entry of information
   a. Include Exposure Report number in Log entry.
5. Notify designated Department surgeon of the facts involved.

DEPARTMENT SURGEON

6. Contact member of the service involved and advise of necessary treatment.

MEMBER OF THE SERVICE

7. Comply with directions of Department surgeon.

NOTE

By telephoning this Department's designated officer at the Medical Division, Hazmat Unit, emergency response employees, such as a law enforcement officer or auxiliary police officer, may submit a request for a determination whether they were exposed to a specific infectious disease when a victim of an emergency who was aided by the emergency response employee was transported to a medical facility. If it is determined that the emergency response employee may have been exposed to an infectious disease, a signed written request, along with the facts collected, must be sent by the designated officer to the medical facility to which the victim (or patient), i.e., aided or prisoner, was transported. After receiving a notification from the medical facility, to the extent practicable, the designated officer must immediately notify the member or members concerned. Whenever the designated officer discloses information related to Human Immunodeficiency Virus (HIV) to an emergency response employee, redisclosure by the emergency response employee is prohibited when not in conformance with state law.

8. Make digital **Activity Log** entry of facts involved.
   a. Include Exposure Report number.

ADDITIONAL DATA

<u>EXPOSURE TO INFECTIOUS DISEASES GUIDELINES</u>

a. Confer with Emergency Medical Service personnel, the individual's family, friends, neighbors, doctor, or appropriate agency as to the source individual's medical conditions, when circumstances permit.

b. Wear disposable gloves if contact with individual's blood or body fluids is a possibility; and if a member who is routinely engaged in the capture or seizure of suspected rabid animals, wear heavy duty disposable rubber gloves if contact with animal's saliva or central nervous system tissue is a possibility.

c. Wash hands with soap and water (disinfectant soap, if possible), after removing disposable gloves. Glove kits containing antiseptic wipes, gloves, and disposable bag should be used when hand-washing facilities are not available.

d. Immediately and thoroughly wash hands or other unprotected body parts if they come in contact with individual's blood or body fluids, or if bitten, scratched, abraded, by an animal, or if there is contact between the member and the animal's saliva or nervous system tissue. Use disinfectant soap, if possible.

e. Remove and machine wash (hot cycle), or have dry cleaned, as soon as possible, any part of uniform/civilian clothes that come in contact with an individual's blood or body fluids and promptly clean any equipment other than that made of fabric.

f. Use extraordinary care to avoid accidental puncture wounds from needles which may be contaminated with potentially infectious material.

g. Affix Biohazard Label to any property, evidence, or waste which may be contaminated.

ADDITIONAL DATA (continued)

ACCIDENTAL SPILLS OF BLOOD OR BODY FLUIDS.

A supply of household bleach will be maintained at all precinct/psa/district commands, emergency service units, borough court section facilities, and other appropriate sites. Accidental spills of blood or body fluids on floors, cells, RMP's or on other surfaces, other than clothing, or fabric may be cleaned by applying a FRESHLY MIXED solution of one part household bleach with ten parts water. It is imperative that the preceding mixture be carefully followed. Household bleach is not to be mixed with any solution other than water and it must be freshly mixed for each use.

Members of the service (uniformed and civilian) are reminded that this mixture of bleach and water will cause damage if used to clean uniforms. Uniform items soiled with blood or body fluids can be effectively cleaned by routine laundering or dry cleaning procedures. Bleach should not be used to cleanse hands. In addition, bleach mixed with any substance other than water may cause a toxic gas. Therefore, disposal of bleach or bleach dilutions should be performed only in a sink (not a urinal or toilet since they sometimes contain chemical deodorizers). When preparing a bleach dilution, the container used for the diluted solution must be cleaned with water and free of any other solution.

To prevent injury/infection when handling or forwarding hypodermic needles/syringes to the Property Clerk, members of the service will place such items in a hypodermic needle/syringe container by utilizing a one-handed "scoop" technique which uses the needle itself to pick up the hypodermic needle/syringe container. (By using one hand to hold the hypodermic syringe while moving the hypodermic needle toward the hypodermic needle/syringe container, the member of the service is moving the needle away from himself/herself. Members should not hold the container and move their hand toward the needle). The container will be capped, if possible. However, if the syringe extends beyond the container, it will be secured with tape. UNDER NO CIRCUMSTANCES SHOULD A MEMBER OF THE SERVICE ATTEMPT TO REMOVE, DISLODGE, OR BEND A NEEDLE FROM A HYPODERMIC SYRINGE.

RELATED PROCEDURES

Aided Cases - General (P.G. 216-01)
Animal Bites (P.G. 216-09)
Communicable Disease (P.G. 216-11)
Prisoners Requiring Medical/Psychiatric Treatment (P.G. 210-04)
Care and Disposition of Animals (P.G. 214-33)
Line of Duty Injury or Death Occurring Within City (P.G. 205-05)
Use of Patrol Kits (P.G. 219-17)

Section: Personnel Matters		Procedure No: 205-11	
REQUEST FOR PRE-EXPOSURE VACCINATION AGAINST HEPATITIS B			
DATE ISSUED: 12/05/17	DATE EFFECTIVE: 12/05/17	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide members of the service (uniformed and civilian) who risk a potential significant exposure to Hepatitis B virus during the performance of duty with the opportunity to participate in this Department's Hepatitis B Pre-Exposure Vaccination Safety Program.

DEFINITION OCCUPATIONAL EXPOSURE is considered to be reasonably anticipated contact with a vulnerable point of entry of the member of the service, such as:

a. Eyes
b. Mouth
c. Other mucous membranes
d. Broken skin

AND a potentially infectious substance, such as:

(a) Blood
(b) Body fluids/secretions (i.e., semen, vaginal secretions, amniotic fluid, human tissue or organs).

PROCEDURE To obtain the series of three inoculations of the vaccine against Hepatitis B:

COMMANDING OFFICER, POLICE ACADEMY

1. Provide training sergeants from patrol and non-patrol commands with appropriate instructions, instructor guides and materials, prior to the command level training cycle or its equivalent.

COMMANDING OFFICER CONCERNED

2. Ensure that EVERY member receives blood borne disease "Right-to-Know" training and that members in the designated titles listed below be offered the opportunity to receive free of charge, a series of three inoculations of the vaccine against Hepatitis B. Have members of the service in designated titles, who have not already done so, prepare and return the **HEPATITIS B VACCINATION ACCEPTANCE/ DECLINATION (PD429-147)**:
   a. Uniformed members of the service
   b. Assistant Stock Handlers and related titles or assignments within the Property Clerk Division who may handle vouchered items such as blood contaminated evidence
   c. Associate Traffic Enforcement Agent
   d. Auto Mechanic Diesel
   e. Auto Mechanics and related titles
   f. Auxiliary Police Officers
   g. Cadets and related titles
   h. Chemist and Criminalists
   i. City Research Scientists
   j. Custodians and related titles
   k. Electrician and related titles

COMMANDING OFFICER CONCERNED (continued)

l. Evidence and Property Control Specialists
m. Fingerprint technicians and related titles
n. Industrial Hygienists
o. Maintenance Worker
p. Motor Vehicle Operators
q. Nurses
r. Photographers and Senior Photographers
s. Plumbers and related titles
t. Police Attendants
u. School Crossing Guards
v. School Safety Agents Level 1-3
w. Surgeons and Dentists
x. Traffic Enforcement Agents

NOTE *Other titles/assignments not listed will be considered on a case by case basis by the Occupational Safety and Health Section.*

TRAINING SERGEANT

3. Report, as directed, to the Police Academy for instruction and materials.

NOTE *Commanding officers of units that do not receive command level training are responsible for ensuring that an appropriate member of the command is designated training sergeant, as per A.G. 303-14, "Selection of Command Training Sergeant," and attends pre-cycle instruction. Contact the Advanced Training Unit within the Specialized Training Section for additional information.*

4. Prepare and deliver mandated training to all members assigned to the command.
5. Distribute **HEPATITIS B VACCINATION ACCEPTANCE/ DECLINATION** form to all members in designated titles, if not already distributed.

MEMBER OF THE SERVICE

6. Prepare **HEPATITIS B VACCINATION ACCEPTANCE/DECLINATION** form indicating intention to accept or decline vaccination by signing the appropriate section after receiving "Right-to-Know" training in blood borne diseases.

NOTE *If a member has received Hepatitis B inoculations within the past seven years, he or she must so indicate on the bottom of the form.*

TRAINING SERGEANT

7. Collect **HEPATITIS B VACCINATION ACCEPTANCE/DECLINATION** forms from each member of the service in designated titles.
8. Place a photocopy of each **HEPATITIS B VACCINATION ACCEPTANCE/DECLINATION** form in the command's Occupational Safety and Health Administration (OSHA) file.

TRAINING SERGEANT (continued)

9. Forward summary, upon completion of training cycle, indicating number of members of the command, by title, who accept or decline vaccinations, to the borough safety officer or overhead command counterpart.

10. Forward completed ORIGINAL **HEPATITIS B VACCINATION ACCEPTANCE/DECLINATION** forms to the Commanding Officer, Medical Division, Attention: Hepatitis B Pre-Exposure Vaccination Safety Program, via Department mail.

COMMANDING OFFICER

11. Prepare and forward a report to the Chief of Personnel (through channels), upon the completion of each relevant training cycle, verifying that every member of the command, in the designated titles, who have not already done so, has signed a **HEPATITIS B VACCINATION ACCEPTANCE/DECLINATION** form.

BOROUGH SAFETY OFFICER/ BUREAU EQUIVALENT

12. Prepare a consolidated summary for the borough/bureau on the 10th of each month, until all training on Hepatitis B within the borough/bureau is completed, indicating the number of members who have been trained and have accepted or declined vaccinations.

13. Forward report of consolidated summary to the Commanding Officer, Medical Division.

SUPERVISING CHIEF SURGEON

14. Establish and maintain inoculation protocol.

COMMANDING OFFICER, MEDICAL DIVISION

15. Administer inoculation program under the direction of the Supervising Chief Surgeon.

ADDITIONAL DATA

Members of the service should note that participation in the inoculation program is entirely voluntary and will be free of charge to participants. It should also be noted that members must receive the entire three-inoculation series in order to ensure effective protection against Hepatitis B.

Vaccination will be provided to members of the service at no charge, and during regularly scheduled tours of duty. Under no circumstances will overtime be granted to facilitate vaccination.

RELATED PROCEDURE

Exposure of Members of the Service to Infectious Diseases (P.G. 205-10)

FORMS AND REPORTS

HEPATITIS B VACCINATION ACCEPTANCE/DECLINATION (PD429-147)

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-12	
DONATING OR REQUESTING BLOOD FROM THE DEPARTMENT'S BLOOD PROGRAM			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To donate blood to the Department's blood program or to supply blood to members of the service (uniformed or civilian) active or retired and their families from the Department's blood program.

PROCEDURE When a member of the service (uniformed or civilian) wishes to donate blood to the Department's blood program or when there is a need for blood:

MEMBER OF THE SERVICE

1. Telephone donation center and identify self as an active or retired member of the service.
   a. Provide Department identification number - **5239**.
2. Make appointment to donate blood as follows:
   a. Uniformed members of the service - during off-duty time
   b. Civilian members - during scheduled working hours.
3. Observe the following precaution prior to giving blood:
   a. Eating is encouraged, but avoid fatty foods such as butter, cream, oils, etc.

COMMANDING OFFICER

4. Excuse civilian members for up to three hours of scheduled tour. (Compensatory time is NOT granted for donations made during non-working hours).

CIVILIAN MEMBER OF THE SERVICE

5. Deliver receipt from donation center to desk officer or counterpart on return to duty.

NOTE *A member of the service (uniformed or civilian) will <u>not</u> volunteer to donate blood when any of the following conditions exist:*

a. Prior donation within eight weeks
b. Donated five pints within previous year
c. Under seventeen or over seventy-five years of age
d. Had malaria, jaundice or tuberculosis within the prior two years
e. Had hepatitis
f. Had tooth extraction within the prior three days
g. Body weight is less than one hundred and ten pounds
h. Other disqualifying medical condition.

ADDITIONAL DATA *When a member of the service is seriously injured and requires blood, the Operations Unit will be notified.*

RELATED PROCEDURES *Requesting Blood When Outside Of New York State (P.G. 205-13)*

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-13	
REQUESTING BLOOD WHEN OUTSIDE NEW YORK STATE			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To assist members of the service (active or retired) and their families when there is a problem obtaining blood outside of New York State.

PROCEDURE To request blood or assistance:

MEMBER OF THE SERVICE

1. Telephone the Medical Division during business hours and Sick Desk supervisor during non-business hours.
2. Provide the following information:
   a. Patient's name
   b. Identification number (social security, blue cross, etc.)
   c. Residence
   d. Name and address of hospital
   e. Date of admission
   f. Amount requested (pints)
   g. Patient's relationship to member of the service
   h. If patient is Medicare eligible or not.

MEMBER CONCERNED, MEDICAL DIVISION

3. Verify member's eligibility and notify Greater New York Blood Center.

RELATED PROCEDURE *Donating Or Requesting Blood To/Requesting Blood From The Department's Blood Program (P.G. 205-12)*

NYPD

PURPOSE To enable a uniformed member of the service to request a transfer from an operational command (i.e., precinct [PCT], transit district [TD], police service area [PSA]) to another operational command, or a Career Path transfer to a specialized unit or non-operational command (e.g., Chief of Special Operations, Highway District, Technical Assistance and Response Unit [TARU], administrative and support units, etc.).

PROCEDURE When a uniformed member of the service requests a transfer from an operational command (i.e., precinct, transit district, police service area) to another operational command, or a Career Path transfer to a specialized unit, or non-operational command:

TRANSFER FROM AN OPERATIONAL COMMAND TO ANOTHER OPERATIONAL COMMAND:

UNIFORMED MEMBER OF THE SERVICE

1. Prepare **Application for Transfer** via P.O.S.T.
   a. Select up to three choices of patrol services, housing or transit bureau commands.
   b. Select "Mutual Transfer," if applicable, and complete related captions.
   c. Only one **Application for Transfer** can be submitted in a 12 month period.
2. Ensure application is fully and accurately completed as per instructions on form.
   a. Applicant will receive a message verifying that the application was successfully submitted.
   b. Once application has been submitted, member may only change their choice of transfer commands by submitting a request on **Typed Letterhead** to the Commanding Officer, Personnel Orders Division.
3. Inform commanding officer of the submitted **Application for Transfer** and request a **COMMANDING OFFICER'S RECOMMENDATION (PD406-180)** be prepared electronically via P.O.S.T.

PERSONNEL ORDERS DIVISION

4. Acknowledge **Application for Transfer** was received by contacting uniformed member of the service via Department email.
5. Provide the applicant's commanding officer with the **Application for Transfer** and request an electronic **COMMANDING OFFICER'S RECOMMENDATION** be completed via P.O.S.T. within seven days.

COMMANDING OFFICER

6. Prepare electronic **COMMANDING OFFICER'S RECOMMENDATION**.
   a. Check "Highly Recommend," "Recommend," or "Do Not Recommend."
      (1) If "Do Not Recommend" is checked, state specific reasons why (e.g., member lacks experience, does not meet above criteria, disciplinary matters, poor performance, etc.).

COMMANDING OFFICER (continued)

(2) Staffing levels cannot be used to justify a "Do Not Recommend" and will result in the **COMMANDING OFFICER'S RECOMMENDATION** being returned.

7. Submit **COMMANDING OFFICER'S RECOMMENDATION** electronically via P.O.S.T. within seven days of request.
   a. In the event P.O.S.T. is inoperable, contact the Personnel Orders Division and be guided by their instructions.
   b. In all cases provide a copy of **COMMANDING OFFICER'S RECOMMENDATION** to member concerned within seven days.

PERSONNEL ORDERS DIVISION

8. Retain copy of **Application for Transfer** for one year, unless withdrawn by member concerned."

TRANSFER REQUEST TO A SPECIALIZED UNIT OR NON-OPERATIONAL COMMAND:

UNIFORMED MEMBER OF THE SERVICE

9. Prepare **Application for Transfer** via P.O.S.T. in response to Department Bulletin.
   a. Up to three **Application for Transfers** to non-operational commands may be submitted in a 12 month period.
10. Ensure application is fully and accurately completed as per instructions on form.
   a. Applicant will receive a message verifying that the application was successfully submitted.
   b. Once application has been submitted it cannot be changed.
   c. Application submitted in error (e.g., wrong unit, etc.) must be voided and a new application submitted.
   d. To void application once it has been submitted:
      (1) Prepare report on **Typed Letterhead** requesting the **Application for Transfer** be voided and forward the report to the Commanding Officer, Personnel Orders Division.
      (2) Prepare a new **Application for Transfer** via P.O.S.T.

PERSONNEL ORDERS DIVISION

11. Acknowledge **Application for Transfer** was received by contacting uniformed member of the service via Department email.
12. Forward **Application for Transfer** to specialized unit or non-operational command.

UNIFORMED MEMBER OF THE SERVICE

13. Request **COMMANDING OFFICER'S RECOMMENDATION** upon notification of selection for interview.

COMMANDING OFFICER

14. Prepare **COMMANDING OFFICER'S RECOMMENDATION**.
   a. Check "Highly Recommend," "Recommend," or "Do Not Recommend."

COMMANDING OFFICER (continued)

(1) If "Do Not Recommend" is checked, state specific reasons why (e.g., member lacks experience, does not meet above criteria, disciplinary matters, poor performance, etc.). If the only reason is based on staffing levels, the **COMMANDING OFFICER'S RECOMMENDATION** will not be accepted.

b. Provide copy of **COMMANDING OFFICER'S RECOMMENDATION** within seven days to member concerned upon notification of interview.

UNIFORMED MEMBER OF THE SERVICE

15. Bring copy of **COMMANDING OFFICER'S RECOMMENDATION** when notified for unit interview.

TO WITHDRAW TRANSFER APPLICATION:

UNIFORMED MEMBER OF THE SERVICE

16. Prepare a report on **Typed Letterhead**, requesting that **Application for Transfer** be withdrawn, to Commanding Officer, Personnel Orders Division.
17. Inform commanding officer, current command that **Application for Transfer** is being withdrawn.

PERSONNEL ORDERS DIVISION

18. Review and update **Application for Transfer** status in P.O.S.T.
19. Forward a copy of report on **Typed Letterhead** to commanding officer, member concerned and Commanding Officer, Personnel Orders Division.
    a. File original report on **Typed Letterhead** at command.

ADDITIONAL DATA

Uniformed members of the service who are in the Level II or Level III Monitoring Program or on dismissal or extended probation will not be transferred without conferral of the Commanding Officer, Performance Analysis Section.

Immediately upon the transfer of a member of the service in a monitoring program, the member's new commanding officer must confer with the Commanding Officer, Performance Analysis Section.

Police officers must have a minimum of four years of service in the rank of police officer prior to entering the detective investigative track. Exceptions may be made based on the needs of the Department and with the approval of the Police Commissioner.

*The Career Path does not limit or change the Department's right or managerial prerogative to assign personnel. All members should be aware that completing an **Application for Transfer** does not guarantee transfer or assignment.*

Any questions regarding P.O.S.T. may be directed to the Personnel Orders Division.

RELATED PROCEDURES	*Departmental Recognition – Uniformed Members of the Service (P.G. 205-39)* *Integrity Review Board Recommendation Procedure (P.G. 205-16)* *Career Path for Sergeants and Lieutenants Seeking Assignment to the Internal Affairs Bureau, Detective Bureau, Counterterrorism Bureau, or Intelligence Bureau (A.G. 320-42)*
FORMS AND REPORTS	***COMMANDING OFFICER'S RECOMMENDATION (PD406-180)*** ***Application for Transfer*** ***Typed Letterhead***

NYPD

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-16	
INTEGRITY REVIEW BOARD RECOMMENDATION PROCEDURE			
DATE ISSUED: 05/08/19	DATE EFFECTIVE: 05/08/19	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To set forth the guidelines to be followed when a uniformed member of the service is recommended for recognition, by the member's commanding officer, for effecting an arrest for a bribery-related offense or an action which demonstrated the uniformed member's commitment to the Department's integrity policy.

DEFINITION CONTROLLED PAD - For the purpose of this procedure is a purported payment to uniformed members of the service to protect existing or contemplated illegal activities which will constitute more than one time bribery payments.

PROCEDURE Whenever a uniformed member of the service is recommended for recognition, by the member's commanding officer, to the Integrity Review Board:

COMMANDING OFFICER, MEMBER CONCERNED

1. Ensure that copy of report in bribery arrests, as required by *P.G 208-34*, *"Bribery Arrest by Uniformed Member of the Service"* is forwarded to Office of the Chief of Department.
2. Comply with "ADDITIONAL DATA" statement, page 3, regarding submission of report for an act reflecting high integrity.

UPON NOTIFICATION FROM OFFICE OF THE CHIEF OF DEPARTMENT:

3. Have uniformed member concerned notified to report to Office of the Chief of Department for a personal interview during the uniformed member's normal tour of duty.

UNIFORMED MEMBER OF THE SERVICE

4. Report to Office of the Chief of Department, as follows:
   a. In uniform of the day, if assigned to patrol duties
   b. In proper business attire, if assigned to non-patrol duties.
5. Bring copies of the following documents concerning the arrest and/or incident of high integrity, if prepared:
   a. **ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)**
   b. Last two **PERFORMANCE EVALUATIONS** (as appropriate to rank)
   c. **ARREST INVESTIGATION REPORT (PD244-1511)**
   d. **Criminal Court Affidavit**
   e. **UNUSUAL OCCURRENCE REPORT (PD 370-152)**
   f. **PROPERTY CLERK INVOICE (PD 521-141)**
   g. **ARREST REPORT SUPPLEMENT (PD244-157)**, if applicable
   h. Newspaper articles concerning incident
   i. Any other Department forms/reports relating to the incident.

NOTE *During this interview process, the aspirations of the uniformed member concerned will be discussed in detail and the uniformed member will be advised of the options available, depending upon the current needs of the Department and the uniformed member's suitability/aptitude for such assignment.*

OFFICE OF THE CHIEF OF DEPARTMENT

6. Convene the Integrity Review Board, upon completion of administrative documentation for the presentation of a cadre of cases.

NOTE *The Integrity Review Board meets regularly, usually on a quarterly basis, to review and evaluate cases involving incidents of bribery arrests/acts of high integrity.*

INTEGRITY REVIEW BOARD

7. Review cases submitted by Office of the Chief of Department.
8. Forward recommendations to Police Commissioner for final determination.

EMPLOYEE RELATIONS SECTION

9. Notify member concerned of the type of recognition received.

ADDITIONAL DATA

To receive recognition from the Integrity Review Board for involvement in bribery related offense, the uniformed member concerned must be the individual who was offered/accepted the bribe and either effected the arrest for the crime of bribery or charged the defendant with the additional crime of bribery. In situations when the arresting officer is not the uniformed member offered the bribe, an ***ARREST REPORT SUPPLEMENT*** *must be prepared delineating the circumstances surrounding the additional charge of bribery.*

All uniformed members of the service directly involved in a "controlled pad" incident, i.e., receives payoffs, acts as an intermediary, etc., are eligible to receive recognition from the Integrity Review Board

The types of recognition uniformed members of the service are eligible to receive are as follows:

a. Police Commissioner's letter of commendation
b. Award of one to five Career Program points
c. Waiver of all or part of the Career Path requirements for consideration for assignment to a specific command/bureau
d. Patrol precinct to patrol precinct transfers
e. Interviews for preferential assignments, i.e., Highway Districts, Emergency Service Unit, etc.
f. Interviews for investigative assignments, i.e., Detective Bureau, etc.

NOTE *The Integrity Review Board may recommend that uniformed members of the service be granted interviews for a potential assignment to one of the Department's investigative track units for having effected arrests for bribery or other acts of high integrity. The actual impact or perceived impact of the "Eighteen Month Detective Designation Law" should NOT effect the decision to grant an interview to a well deserving uniformed member. The integrity of the Department is of the utmost concern and efforts to properly reward uniformed members for their exemplary conduct should NOT be diminished.*

g. Award of additional investigative time towards eligibility for promotion to detective designation.

ADDITIONAL DATA (continued)

h. Preferential consideration for assignment to a unit within the uniformed member's current bureau of assignment, i.e., Organized Crime Investigation Division, Major Case Squad, etc.

i. Any other type of award deemed appropriate by the Integrity Review Board.

The type of recognition granted by the Integrity Review Board varies depending upon the uniformed member's career aspirations, qualifications, overall performance level, and character. Uniformed members will not usually be considered for:

a. A patrol precinct to patrol precinct transfer with less than two years of service, or

b. An interview for an investigative assignment with less than three years of service.

When a uniformed member is awarded Career Program points only, the number of points awarded will be published in a Personnel Order.

Scheduling of preferential interviews for possible assignments to specific commands/bureaus will be the responsibility of the Personnel Officers concerned.

Arresting/assisting officers in arrests for bribery related offenses, or for other acts of high integrity, may apply for Department recognition, in the grade of Meritorious Police Duty, as outlined in P.G. 205-39, "Departmental Recognition – Uniformed Members of the Service."

A supervisor performing normal supervisory duties regarding bribery/attempted bribery incidents is not eligible for recognition by the Integrity Review Board.

RELATED PROCEDURES

On-Line Booking System Computerized Arrest Notification Printout (P.G. 208-68)
Bribery Arrest By Uniformed Member Of The Service (P.G. 208-34)
Boards And Committees (O.G. 101-19)
Departmental Recognition – Uniformed Members of the Service (P.G. 205-39)

FORMS AND REPORTS

ARREST INVESTIGATION REPORT (PD244-1511)
ARREST REPORT SUPPLEMENT (PD244-157)
CRIMINAL COURT AFFIDAVIT
ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)
PERFORMANCE EVALUATION (as appropriate to rank)
PROPERTY CLERK INVOICE (PD521-141)
UNUSUAL OCCURRENCE REPORT (PD370-152)

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-17	
OVERTIME			
DATE ISSUED: 07/01/20	DATE EFFECTIVE: 07/01/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To compensate uniformed members of the service for work performed in excess of hours stipulated in the member's regular work schedule.

DEFINITION OVERTIME:

a. NON-ORDERED - Extension of scheduled tour of duty by 15 minutes or more to prevent interruption of services being performed, e.g., processing an arrest, aided case, court appearance, etc. Non-ordered overtime is not authorized for administrative duties at any level.

b. ORDERED - Extra duty required for on-going or future operational situations, demonstrations, parades, etc., or overtime of an administrative nature for extra duty required of an on-going or future operational situation. (May only be authorized by Police Commissioner, First Deputy Commissioner or Chief of Department).

c. EMERGENCY ORDERED - Extra duty performed in an emergency when work schedules are suspended by Department order, due to large-scale disorders or disasters. (May only be authorized by Police Commissioner, First Deputy Commissioner or Chief of Department).

PROCEDURE When a uniformed member of the service below the rank of captain performs overtime duty:

UNIFORMED MEMBER OF THE SERVICE

1. Submit **OVERTIME REPORT (PD138-064)** to desk officer when dismissed.
   a. If performing duty at other than regularly assigned command, submit to desk officer of that command.
   b. If performing duty at scene of parade, demonstration, etc., submit to immediate supervisor.

NOTE *The Fair Labor Standards Act (F.L.S.A.) requires that overtime earned by members of the New York City Police Department be paid within a reasonable time after it is performed. Accordingly, completed **OVERTIME REPORTS** will normally be submitted to the permanent command of the member concerned at the end of their tour of duty. In those circumstances when the permanent command is closed, the requesting member will submit the **OVERTIME REPORT** on their next scheduled tour of duty. Members scheduled for authorized leave following a tour when overtime has been performed will submit their **OVERTIME REPORTS** on their next scheduled tour of duty.*

DESK OFFICER/ SUPERVISOR CONCERNED

2. Make Command Log or digital **Activity Log** entry at time of dismissal.
3. Certify time of dismissal on **OVERTIME REPORT**.
   a. Commanders of large details, e.g., parades, demonstrations, etc., will collect certified **OVERTIME REPORT** forms from subordinate supervisors and have reports forwarded to permanent commands of member concerned. **OVERTIME REPORTS** will not be returned to requesting member at scene.
4. Forward **OVERTIME REPORT** to commanding officer, member's permanent command.

ADDITIONAL DATA

The maximum amount of compensatory time a uniformed member of the service may accumulate is five days. When the member concerned accrues compensatory time in excess of five days, the excess MUST be taken within thirty days, needs of the service permitting. In any event, compensatory time MUST be taken within one year of the date earned.

To enhance auditing procedures regarding court appearances with related overtime, uniformed members of the service will comply with the following when court attendance results in overtime:

*a. Attach **OVERTIME REPORT (PD138-064)** to related **COURT ATTENDANCE RECORD (PD468-141)** and submit to desk officer/supervisor for approval.*
*b. Desk officer/supervisor will ensure that **OVERTIME REPORTS** and **COURT ATTENDANCE RECORDS** are properly prepared and attached as required.*
*c. **OVERTIME REPORTS** submitted for attendance at court without the required **COURT ATTENDANCE RECORD** attached, shall NOT be approved by desk officer/supervisor without an investigation being conducted.*
*d. After the desk officer/supervisor concludes the investigation, the overtime may be approved if appropriate. However, a copy of the report detailing the facts of the investigation will be attached to the **OVERTIME REPORT** in lieu of the missing **COURT ATTENDANCE RECORD**.*

*Payroll clerks shall process **OVERTIME REPORTS** with **COURT ATTENDANCE RECORDS/Investigative Reports** attached and file as directed by A.G. 320-12., "Overtime Report", COURT ATTENDANCE RECORDS not involving overtime will continue to be filed as directed in P.G. 211-01, "Duties And Conduct In Court."*

The procedure outlined above will apply whether cash or time compensation is selected for the overtime and regardless of the reason for the court appearance.

*Any disciplinary action taken for failure to submit **OVERTIME REPORTS (PD 138-064)** in a timely manner should not impact upon the payment of the overtime to the member of the service who failed to submit the request promptly. Pursuant to the Fair Labor Standards Act, the member must be compensated for the time worked. The penalty for not complying with Department regulations must be a separate disciplinary matter.*

RELATED PROCEDURES

Violations Subject to Command Discipline (P.G. 206-03)
First and Third Platoon Arrests (P.G. 208-25)
Overtime (A.G. 320-11)
Overtime Reports (A.G. 320-12)

FORMS AND REPORTS

COURT ATTENDANCE RECORD (PD468-141)
OVERTIME REPORT (PD138-064)

PURPOSE To investigate unauthorized absences of uniformed members of the service.

PROCEDURE When a uniformed member of the service is absent without leave for two hours at the beginning of a scheduled tour of duty:

DESK OFFICER

1. Make telephone inquiries, including but not limited to:
   a. Command roll call
   b. Sick Desk supervisor
   c. Court sign-in rooms
   d. Member's residence.
2. Check Department records maintained in the command, including but not limited to:
   a. Telephone Record
   b. **ROLL CALL (PD406-144)** change sheets.
3. Make inquiries of command personnel as deemed necessary.
4. Request that the desk officer in member's resident precinct have a supervisor respond to the member's residence.

NOTE *If member resides outside of New York City, request the Inter-City Correspondence Unit, to make a notification to the local law enforcement authority concerned and request they respond to the member's residence.*

<u>IF MEMBER NOT CONTACTED FOUR HOURS AFTER COMMENCEMENT OF TOUR</u>:

DESK OFFICER

5. Notify:
   a. Commanding officer/duty captain
   b. Borough command/counterpart
   c. Operations Unit
      (1) Include actions taken to locate member
   d. Internal Affairs Bureau Command Center.
6. Make a Command Log entry including facts (inquiries, etc.) and notifications made.

COMMANDING OFFICER/ DUTY CAPTAIN

7. Conduct an immediate investigation.
8. Telephone results of investigation to the Operations Unit.
9. Enter results of investigation in Command Log.
10. Prepare two copies of a report on **Typed Letterhead** including:
    a. Full particulars of the investigation
    b. Results obtained
    c. Actions taken or contemplated.

NOTE *If the member's commanding officer is NOT performing duty, the duty captain will prepare three copies of the report.*

COMMANDING OFFICER/ DUTY CAPTAIN (continued)

11. Forward ORIGINAL copy of report, without delay, to the Chief of Department, DIRECT, and DUPLICATE copy to the Chief of Department, through channels.

NOTE *Duty captains will have the ORIGINAL copy of the report forwarded as indicated above and the two DUPLICATES forwarded to the commanding officer of the member concerned. The member's commanding officer will endorse and forward one copy of the report to the Chief of Department, through channels, and file the remaining copy.*

WHEN MEMBER IS LOCATED:

COMMANDING OFFICER/ DUTY CAPTAIN

12. Interview member concerned.
    a. Ascertain reason for, and location during, absence.

NOTE *Members absent without leave for an entire tour will NOT be assigned to duty without the prior permission of the Chief of Department.*

13. Notify:
    a. Operations Unit
    b. Borough command/counterpart
    c. Sick Desk supervisor
    d. Internal Affairs Bureau Command Center.
14. Make a Command Log entry.
15. Prepare a supplementary report, on **Typed Letterhead**, to the Chief of Department including facts and any disciplinary action taken not previously reported.
16. Forward reports as indicated in step 11 or NOTE following step 11.

FORMS AND REPORTS

ROLL CALL (PD406-144)
Typed Letterhead

Section: Personnel Matters		Procedure No: 205-19	
VACATION LOST DUE TO SICK LEAVE			
DATE ISSUED: 04/20/20	DATE EFFECTIVE: 04/20/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To grant uniformed members of the service vacation days lost during the previous year due to illness or injury.

PROCEDURE When a uniformed member of the service loses vacation earned during the previous calendar year due to illness or injury:

NOTE *This procedure is applicable for vacation earned during the previous calendar year ONLY. Any additional carry over from prior year is not authorized, except for that earned by uniformed managers (assistant chiefs and above).*

UNIFORMED MEMBER OF THE SERVICE

1. Prepare two copies of request for vacation days lost, on **Typed Letterhead**, without delay, addressed to commanding officer, including:
   a. Number of vacation days lost
   b. Number of vacation days taken (indicate dates taken)
   c. Dates of scheduled vacation. If no vacation selection was made, so state and give reasons
   d. Period of sick report. (Include current year if sick report extended therein.) Indicate total number of calendar days in period.
   e. Number of calendar days NOT on sick report
   f. If non-line of duty sick report, indicate the name and location of the hospital, the dates hospitalized and the reason for confinement, if appropriate
   g. If sick report was due to a line of duty injury, include Medical Division control number and whether due to an old injury.
2. Submit request to commanding officer.

COMMANDING OFFICER

3. Inspect records to verify request.
4. Grant vacation days lost as follows:
   a. Non line-of-duty sick report - hospitalization not required - lost vacation days may not be taken after March 31st of succeeding year.
   b. Non line-of-duty sick report and member concerned was hospitalized - lost vacation days may not be taken after June 30th of succeeding year.
   c. Sick report due to line-of-duty injury - lost vacation days may not be taken after December 31st of succeeding year.

NOTE *All vacation days lost due to illness or injury MUST be taken prior to the expiration date as indicated in step 4, subdivisions a, b and c, above. Lost vacation days shall not be granted beyond the dates indicated. This does not apply to uniformed managers (assistant chiefs and above).*

5. Notify member and have entry/entries made in pertinent record(s).
6. File copy of request in member's personal folder.
7. Instruct member to take leave without delay.

ADDITIONAL DATA	*Authorized vacation quota may be exceeded.*
RELATED PROCEDURES	*Vacation Policy (P.G. 205-69)* *Reporting Sick (P.G. 205-01)*
FORMS AND REPORTS	***Typed Letterhead***

NYPD

Section: Personnel Matters		Procedure No: 205-20	
LEAVE OF ABSENCE WITHOUT PAY TWENTY-NINE (29) CALENDAR DAYS OR LESS			
DATE ISSUED: 05/06/19	DATE EFFECTIVE: 05/06/19	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To process requests for leaves of absence without pay for twenty nine consecutive days or less for all members of the service (uniformed and civilian).

SCOPE As used in this procedure, the approving officer will be determined by the number of days requested and the status of the member requesting leave as follows:

a. One through twenty-nine calendar days and the member is an entry-level probationary uniformed member of the service - Police Commissioner.

b. One through twenty-nine calendar days and the member is an entry level probationary civilian member or a non-permanent civilian member, i.e., provisional, temporary, etc., (<u>except</u> sick leaves without pay) - Chief of Personnel.

c. One day leave - commanding officer of member concerned.

d. Two through twenty-nine calendar days for all other members of the service <u>not</u> listed above - deputy commissioners, bureau chiefs, borough commanders.

PROCEDURE When a uniformed or civilian member of the service requires leave without pay for twenty-nine consecutive calendar days or less:

MEMBER OF THE SERVICE

1. Notify commanding officer/supervisory head of intent to request leave of absence without pay for twenty-nine consecutive calendar days or less.

COMMANDING OFFICER

2. Interview member concerned to determine necessity for leave.

MEMBER OF THE SERVICE

3. Submit three copies of **LEAVE OF ABSENCE REPORT (PD433-041)** to commanding officer/supervisory head.
   a. Uniformed and civilian members must complete the "Location During Absence" section on the **LEAVE OF ABSENCE REPORT** including each country, with the city/town or province where the member will be staying, date(s) of departure and date of return
   b. If member will remain at their residence, member will enter "residence" and include location and dates."

COMMANDING OFFICER

4. Make entry on reverse side of **LEAVE OF ABSENCE REPORT** under caption space "Reasons for any recommendations made."
5. Sign all copies of **LEAVE OF ABSENCE REPORT**.

NOTE *A leave of absence without pay will be granted ONLY after all other ACCRUED leave has been exhausted (<u>except</u> as indicated in A.G. 319-14, Civilian Member Reporting Sick", step 5, as relates to sick leave without pay for civilian members <u>only</u>).*

COMMANDING OFFICER (continued)

6. Forward two copies of approved **LEAVE OF ABSENCE REPORT** for all leaves in which the commanding officer is the approving officer direct to the Personnel Orders Division and file the third copy.
7. Forward all copies of **LEAVE OF ABSENCE REPORT** for all other requests to approving officer direct after endorsing and making recommendations.

APPROVING MEMBER

8. Examine request and recommendations of applicant's commanding officer.
9. Endorse and forward two copies of approved leave request direct to Personnel Orders Division.
10. Return third copy of approved leave request to applicant's command for notification to applicant and file.
11. Return all copies of **LEAVE OF ABSENCE REPORT** if request is disapproved.

COMMANDING OFFICER

12. Notify member of approved/disapproved leave.

C.O., PERSONNEL ORDERS DIVISION

13. Forward one copy of approved **LEAVE OF ABSENCE REPORT** to Payroll Section.

TIMEKEEPER

14. Enter each country, with the city/town or province, date(s) of departure and date of return into Leave of Absence Report – Location During Absence database, if member is traveling to a foreign country.
15. Notify operations coordinator, if member is traveling to a foreign country.

NOTE

An online user guide is available after logging onto the Leave of Absence management system. Operations coordinators must ensure that all command timekeepers follow the instructions as directed in the guide to make entries in the Leave of Absence – Location During Absence database.

ADDITIONAL DATA

*Whenever a civilian member is in a no pay status for a maximum of eight hours, ensure that the timekeeper enters the appropriate LWOP code on the **Electronic Timesheet**. If the member is in an LWOP status for a period greater than one day, timekeepers will:*

a. Immediately notify Payroll Section - Timekeeping Unit
*b. Select letters LWOP in the dropdown box menu for each day on the **Electronic Timesheet***
c. Have entry made in the command's Telephone Record concerning the notification.

*Whenever a uniformed member is in an LWOP status for any length of time, ensure that the timekeeper performs steps a, b, c above. DO NOT enter any time on the **Electronic Timesheet**.*

RELATED PROCEDURES

Child Care Leave of Absence (P.G. 205-28)
Combined Confinement and Child Care Leave (A.G. 319-24)
Leave of Absence Without Pay - Thirty (30) Calendar Days or More (P.G. 205-21)
Definite Military Leave (P.G. 205-22)

RELATED PROCEDURES (continued)	*Indefinite Military Leave (P.G. 205-23)* *Civilian Member - Miscellaneous Leave without Pay (A.G. 319-12)* *Civilian Member - Reporting Sick (A.G. 319-14)* *Civilian Member - Extended Sick Leave for Line of Duty Injury (A.G. 319-16)*
FORMS AND REPORTS	***LEAVE OF ABSENCE REPORT (PD433-041)*** ***Electronic Timesheet***

NYPD

Section: Personnel Matters		Procedure No: 205-21	
LEAVE OF ABSENCE WITHOUT PAY THIRTY (30) CALENDAR DAYS OR MORE			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To process requests for leaves of absence without pay for thirty consecutive days or more (except child care, military and civilian sick leaves) for all members of the service (uniformed and civilian).

SCOPE As used in this procedure, the approving officer will be determined as follows:

a. Uniformed members - Police Commissioner (except as indicated in *P.G. 205-28, "Child Care Leave of Absence"*)

b. Civilian members - Chief of Personnel.

PROCEDURE When a uniformed or civilian member of the service requires leave without pay for thirty consecutive calendar days or more:

MEMBER OF THE SERVICE

1. Notify commanding officer/supervisory head of intent to request leave of absence without pay for thirty consecutive calendar days or more at least six weeks before anticipated date leave will commence.

COMMANDING OFFICER

2. Interview member concerned to determine necessity for leave.
3. Direct member concerned to contact the Military and Extended Leave Desk immediately for instructions.

MEMBER OF THE SERVICE

4. Submit all forms to commanding officer/supervisory head as directed by the Military and Extended Leave Desk.

COMMANDING OFFICER

5. Confer with borough commander, by telephone, outlining details of leave request.
6. Endorse member's leave request recommending approval/disapproval, as appropriate, to the Commanding Officer, Personnel Orders Division (Attention: Military and Extended Leave Desk) based on conferral with the borough commander.
7. Forward informational copy of leave request to borough commander.

C.O., PERSONNEL ORDERS DIVISION

8. Endorse request through channels to approving officer making recommendation based on individual circumstances, Department policy, and any other factors considered for such recommendation.

COMMANDING OFFICER

9. Notify member concerned when approval/disapproval of leave has been received.
10. Ensure that member's firearms and all Department property (except Department Manual) are surrendered and indicate such on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)** when a leave of absence of thirty days or more has been approved.
11. Distribute **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, as follows:
    a. Original - to Military and Extended Leave Desk
    b. First copy - to member requesting leave of absence

COMMANDING OFFICER (continued)

c. Second copy - command file

d. Remaining copies - filed in member's Personal Folder.

NOTE

*For civilian members, forward **IDENTIFICATION CARD (PD416-091)** to the Human Resources Division, by messenger, with a report on **Typed Letterhead**, indicating reason for surrender.*

INTEGRITY CONTROL OFFICER

12. Forward **NYPD Restricted Parking Permits (Misc. 23-N)** and **Headquarters Annex Parking Permits (Misc. 814HQ-Annex)**, by messenger, to the Chief of Department's Vehicle Identification Unit.
13. Forward shield, if applicable, and/or **IDENTIFICATION CARD (PD416-091)**, by messenger, to the Shield, ID and Uniform Services Unit, and obtain receipt.

C.O., PERSONNEL ORDERS DIVISION

14. Direct transfer of member to the Military and Extended Leave Desk after member's leave request has been approved.

ADDITIONAL DATA

A leave of absence without pay will be granted ONLY after the member concerned has exhausted all ACCRUED leave (except for military leave and sick leave without pay for civilians as indicated in A.G. 319-14, "Civilian Member-Reporting Sick"). A uniformed member's vacation is granted January 1st for that year but is not to be considered accrued until the member is in a full pay status for the required number of days in a particular month.

Member's firearms and all Department property (except Department Manual) will be surrendered on member's last tour of duty prior to commencement of a leave of absence.

While on leave of absence, a member will be required to appear for any hearings or trials in which the member is the arresting officer, witness, or respondent and the Military and Extended Leave Desk will be so notified of such appearance.

A leave of absence without pay may be terminated prior to its scheduled expiration date upon advance notification to the Military and Extended Leave Desk.

RELATED PROCEDURES

Leave of Absence Without Pay - Twenty-Nine (29) Calendar Days or Less (P.G. 205-20)
Definite Military Leave (P.G. 205-22)
Indefinite Military Leave (P.G. 205-23)
Child Care Leave of Absence (P.G. 205-28)
Civilian Member - Miscellaneous Leave with Pay (A.G. 319-12)
Civilian Member - Reporting Sick (A.G. 319-14)
Civilian Member - Extended Sick Leave for Line of Duty Injury (A.G. 319-16)
Combined Confinement and Child Care Leave (A.G. 319-24)

FORMS AND REPORTS

IDENTIFICATION CARD (PD416-091)
PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)
Typed Letterhead

PURPOSE To grant members of the service (uniformed and civilian) leaves of absence to perform military duty for a period or periods not exceeding a total of thirty military leave days (or its equivalent in hours for civilian members of the service), in any one calendar year or in any continuous period of absence.

DEFINITIONS

MILITARY LEAVE DAYS - The thirty days of paid leave per calendar year authorized by New York State Military Law to attend military drills or additional ordered military appearances.

MILITARY WORK DAY - Any day the member is required to obtain an approved military leave of absence from this Department to attend a military drill or additional ordered military appearances.

DRILL SCHEDULE - An advance schedule (i.e., quarterly, semi-annual or annual) from a member's military Reserve or National Guard unit indicating the dates the member will be performing military duty for the Federal fiscal year, which starts on October 1st and ends on September 30th.

UNSCHEDULED DRILL - An ordered military appearance/drill not in conformance with the drill schedule.

PROCEDURE When a member is ordered to report for a military drill as per the drill schedule or an additional ordered military appearance for thirty days or less:

MEMBER OF THE SERVICE

1. Provide respective timekeeper with a copy of Enlistment Contract/Oath of Office, current Drill Schedule, Official Military Orders, as well as member's current military unit, email address and telephone number of a contact person at the military unit.
2. Submit **LEAVE OF ABSENCE REPORT (PD433-041)** to timekeeper at least two weeks prior to commencement of military leave for a scheduled drill or additional ordered military appearance.
   a. When member of the service is unable to submit a **LEAVE OF ABSENCE REPORT** within two weeks (e.g., Department work scheduling conflicts, short notice of ordered military service, etc.), the **LEAVE OF ABSENCE REPORT** will be submitted at the first available opportunity.
   b. A **LEAVE OF ABSENCE REPORT** for any scheduled drill and/or appearance as per the drill schedule does not require any additional documentation to be attached.
   c. Immediately notify a supervisor at respective command and submit a **LEAVE OF ABSENCE REPORT** for any unscheduled drill, verbal order to report, or any additional military appearance not indicated on the drill schedule.

MEMBER OF THE SERVICE (continued)

(1) The **LEAVE OF ABSENCE REPORT** to attend an unscheduled drill or additional military appearance should be submitted with an Official Military Order signed by the military unit commander or other supervisor with "By Direction" signature authority from unit commander, including rank/name of military or civilian contact person. The Official Military Orders should have the military unit name, address, telephone number, and dates/hours member is ordered to attend drill or additional military appearances.

(2) Submit an Official Military Order to respective timekeeper as soon as possible when a verbal military order to report to a military appearance has been received and written documentation is not immediately available.

d. Ensure military leave captions on **LEAVE OF ABSENCE REPORT** are completed, listing actual hours of the military drill or additional military appearance (broad time frames such as 0001 to 2400 hours are not acceptable).

e. Ensure type of leave requested is entered on **LEAVE OF ABSENCE REPORT**.

(1) The member has the discretion to select a military leave day, vacation day, and/or other type of accrued time to request paid leave, OR

(2) The member may choose to request an unpaid leave by entering "Military Leave without pay" in the "Reasons" caption of the **LEAVE OF ABSENCE REPORT**.

f. Military leave days can only be used for military drills or additional military appearances. Military leave days are not authorized for any other purpose.

3. Notify roll call personnel and timekeeper immediately if drill is cancelled or the duration has changed.

a. If duration is extended, comply with directions from timekeeper.

b. If duration is shortened or cancelled, appear for duty as originally scheduled, as appropriate.

4. Submit a Certificate of Attendance to respective timekeeper within ten days after return from military duty when a military leave of absence is requested.

a. The Certificate of Attendance should be signed by the military unit commander or other supervisor with "By Direction" signature authority from the unit commander, including rank/name of military or civilian contact person. The official certificate should have the military unit name, address, telephone number, and dates/hours member attended drill or military duty.

b. Absent exigent circumstances, failure to submit a Certificate of Attendance within ten days will result in the forfeiture of the ability to use a military leave day for that leave of absence.

MEMBER OF THE SERVICE (continued)

(1) Notify the timekeeper within ten days of an alternate type of leave to use, or a request for leave without pay, if not notified the timekeeper will deduct the time from other available leave balances.

TIMEKEEPER

5. Maintain a **MILITARY ABSENCE RECORD (PD433-147)** for each member of the command who is an active drilling Reservist or Guardsman.
6. Ensure that a copy of member's current military Enlistment Contract/ Oath of Office, current Drill Schedule, and Official Military Orders are attached to the inside cover of **MILITARY ABSENCE RECORD**.
   a. Notify integrity control officer when member fails to provide current Drill Schedule or Official Military Order.
7. Ensure that an additional copy of member's current military contract is on file at the Military and Extended Leave Desk (MELD).
   a. Failure to have a member's current military contract on file will result in the member not accruing any military leave days for the calendar year.
8. Contact MELD for instructions if leave commences in the current calendar year and continues into the following year(s) (e.g., leave begins on December 20th and ends the following January 5th) and/or military leave exceeds thirty days (see *P.G. 205-23, "Indefinite Military Leave")*.
9. Indicate all military leave day usage on member's **ABSENCE AND TARDINESS RECORD (PD433-145)**.
10. Make appropriate entries in the City Time System.
    a. It is the member's discretion whether to use a military leave day, military leave without pay, vacation or any other accrued time.
    b. The type of leave requested should be documented on the member's **LEAVE OF ABSENCE REPORT**.
    c. Notify integrity control officer when member fails to provide a Certificate of Attendance within ten days after return from military duty for any military appearance where a military leave of absence was requested.
    d. Adjust balances as directed by the integrity control officer.
11. File Official Military Order with Certificate of Attendance in member's **MILITARY ABSENCE RECORD**.
    a. Neither a **LEAVE OF ABSENCE REPORT** nor a Certificate of Attendance are required if a member's military leave of absence falls solely on their regular days off (RDOs). However, timekeepers must be aware of the scheduled drill dates.
12. Make appropriate entries on **MILITARY ABSENCE RECORD**, as per instructions on form.
13. File completed **MILITARY ABSENCE RECORD** in member's personnel folder at the end of the calendar year.

INTEGRITY CONTROL OFFICER

14. Conduct investigation if member fails to provide:
    a. Current military Enlistment Contract or Oath of Office
    b. Current Drill Schedule
    c. Certificate of Attendance, as required, for a drill where a military leave of absence was requested.

INTEGRITY CONTROL OFFICER (continued)

(1) If the completion of a military drill or additional military ordered appearance is in question, in addition to contacting the military unit to verify attendance, integrity control officers may request the member to produce their military Leave and Earnings Statement

(2) Absent exigent circumstances, failure to submit a Certificate of Attendance within ten days will result in the forfeiture of the ability to utilize a military leave day for the leave of absence

(3) If the member fails to provide documentation of attendance, an alternate type of leave to utilize, or a request for leave without pay, direct the timekeeper to deduct time from other available leave balances.

15. Determine if the member failed to attend military drill or an additional military appearance where a military leave of absence was requested, and report findings to the commanding officer.

COMMANDING OFFICER

16. Approve **LEAVE OF ABSENCE REPORT** for military drill or other military appearance.
    a. A leave of absence for military drill or other military appearance MUST be approved.
17. Initiate Charges and Specifications upon notification from the integrity control officer that an investigation has been substantiated because the military member failed to attend military drill or additional military appearances, and fraudulently submitted, or fraudulently maintained, a military leave of absence request.
18. Designate a supervisor to perform steps "19" and "20" below.

DESIGNATED SUPERVISOR

19. Conduct quarterly self-inspection on military records of command using the "Leave Requests Report" in the City Time system to ensure compliance with procedure.
20. Notify the integrity control officer when member fails to provide:
    a. Current military Enlistment Contract or Oath of Office
    b. Current drill schedule
    c. Certificate of Attendance, as required, for drill where a military leave of absence was requested.

ADDITIONAL DATA

OPERATIONAL CONSIDERATIONS

Members of the Reserves or National Guard are required to furnish their timekeeper with two copies of any current Enlistment Contract/Oath of Office, separation certificate, discharge, or transfer orders within thirty days of such change. One copy will be sent to the Military and Extended Leave Desk and the other will be filed in the member's personnel folder. If a member fails to submit a current Enlistment Contract/Oath of Office, the integrity control officer will ascertain if such failure was due to their transfer to the inactive reserve or discharge from the Armed Forces. The integrity control officer will prepare and forward a narrative report DIRECT to the Commanding Officer, Personnel Orders Division (Attention: Military and Extended Leave Desk) and a copy to the commanding officer concerned, when the member does

ADDITIONAL DATA (continued)

not provide a current Enlistment Contract/Oath of Office. The Military and Extended Leave Desk will remove the member from the active reserve roster. In order for military members to be granted military leave days the member must be on the active reserve roster.

The member of the service may NOT be disciplined for failing to provide documentation regarding their military leave if said leave is for thirty days or less, or for failing to elect the type of leave to be used. However, if there is a legitimate question as to whether the member actually performed military service during the requested leave time, the Department may investigate and any substantiated allegation may subject the member to disciplinary action.

As per the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, a member leaving to perform military drill or other military appearance must be granted enough time after leaving employment with the Department to organize the member's personal affairs, safely travel to the location of where the service is to be performed, and arrive fit to perform the military service. In order for a member to use this rest period, the member may, with the commanding officer's permission, voluntarily change their tour, or choose to use a time balance other than a military leave day.

A member returning from military duty or other military appearance must be granted travel time from the location of the military service and have an eight hour rest period prior to being expected to return to duty with the Department. Military leave days may only be used for any and all periods of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty. Where appropriate, travel time should be specified in the member's Official Military Order and notated on the Certificate of Attendance.

Official Military Orders and Certificates of Attendance received from a member's military Reserve or National Guard unit should be in the format illustrated in Appendices "A" and "B," or in a format that includes all of the information as listed on Appendices "A" and "B."

Any questions concerning military leave should be referred to the Personnel Bureau, Military and Extended Leave Desk.

RELATED PROCEDURES

Indefinite Military Leave (P.G. 205-23)

FORMS AND REPORTS

LEAVE OF ABSENCE REPORT (PD433-041)
MILITARY ABSENCE RECORD (PD433-147)
ABSENCE AND TARDINESS RECORD (PD433-145)

APPENDIX "A"

ILLUSTRATION OF OFFICIAL MILITARY ORDER

DEPARTMENT OF THE ARMY
ALPHA COMPANY 104TH INFANTRY BATTALION
New York Army National Guard
123 New York Avenue
New York, N.Y. 10018

Date: _____

From: Commanding Officer
To: Whom it may concern

Subject: **ORDERED MILITARY DUTY**

1. This is to certify that:

_____
Name Service Rank DoD ID Number

is/was ordered to attend required military duty with this unit on the following dates and times:

From: Date _____ Hours _____

To: Date _____ Hours _____

Location of duty: _____

2. Point of contact for this matter is _____ and can be reached at telephone number (_____) _____ and /or email address: _____.

Name
Captain, IN, NYARNG
Title

******This may also be signed by another supervisor with "By Direction" signature authority from the unit commander (including civilians).******

APPENDIX "B"

ILLUSTRATION OF CERTIFICATE OF ATTENDANCE LETTER

DEPARTMENT OF THE ARMY
ALPHA COMPANY 104TH INFANTRY BATTALION
New York Army National Guard
123 New York Avenue
New York, N.Y. 10018

Date: _____

From: Commanding Officer
To: Whom it may concern

Subject: **CERTIFICATE OF ATTENDANCE**

1. This "Certificate of Attendance" has been forwarded to your command in order to comply with New York State Military Law Section 242(5) that requires the New York City Police Department to pay its members while on military leave, and to certify that:

_____
Name Service Rank DoD ID Number

was ordered to and did attend military duty on the following dates and times:

From: Date _____ Hours _____

To: Date _____ Hours _____

Location of duty: _____

2. Point of contact for this matter is _____ and can be reached at telephone number (_____) _____ and /or email address: _____.

Name
Captain, IN, NYARNG
Title

******This may also be signed by another supervisor with "By Direction" signature authority from the unit commander (including civilians).******

Section: Personnel Matters		Procedure No: 205-23	
INDEFINITE MILITARY LEAVE			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To process absence for military leave, exceeding thirty days or when the period of continuous active military duty commences in the current calendar year and continues into the following year(s).

PROCEDURE When a member of the service (uniformed or civilian) receives orders to report for military duty either for a period that will exceed thirty days, OR for any period, even if less than thirty days, in which continuous active duty will commence in one calendar year and continue into the following calendar year (e.g., leave begins on December 20th and ends the following January 5th), the Military and Extended Leave Desk (MELD) must be contacted.

MEMBER OF THE SERVICE

1. Notify commanding officer/supervisory head immediately upon receiving orders to report for military duty for a period exceeding thirty days or when the period of continuous active military duty commences in the current calendar year and continues into the following year(s).

COMMANDING OFFICER

2. Direct member concerned to contact MELD <u>immediately</u> for instructions.

MEMBER OF THE SERVICE

3. Access MELD website through the Department's Intranet in order to obtain military leave request forms (Military Leave Package).
4. Prepare and submit all forms for military leave notification to commanding officer/supervisory head as directed by MELD.
   a. Surrender all Department property (except Department Manual) and prepare **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)**, for a military leave of absence of thirty days or more.
   b. Under caption "Member is Applying For:" indicate "Extended Leave Of Absence."
   c. Personally deliver shield, if applicable, and **IDENTIFICATION CARD (PD416-091)** to Employee Resources Section, Shield, ID and Uniform Services Unit (Room 502/502A), and obtain receipt. If member wishes to retain a Department issued **IDENTIFICATION CARD** with "MILITARY LEAVE – NO NYPD FIREARMS" imprinted on it, report to MELD for authorization documented on **Typed Letterhead** to be delivered to the Shield, ID and Uniform Services Unit Shield, ID and Uniform Services Unit.
   d. Personally deliver MetroCard, LIRR/Metro North Police Pass to Employee Resources Section.
   e. Prepare **PROPERTY CLERK INVOICE (PD521-141)** for firearms surrendered and include in "Remarks" section "PROPERTY OF MEMBER ON EXTENDED MILITARY LEAVE. NOT TO BE RETURNED WITHOUT APPROVAL OF THE COMMANDING OFFICER, MILITARY AND EXTENDED LEAVE DESK."

NOTE *All military work days **must** be exhausted prior to utilizing all other accrued leave or leave without pay. The member has the discretion to select additional leave days, vacation days, and/or other type of accrued time, prior to assignment to MELD. Military leave days can only be utilized for military drills or additional military appearances. Military leave days are not authorized for any other purpose, including travel time that is not included in the military orders or vacation prior to military leave.*

TIMEKEEPER

5. Contact MELD for instructions if leave commences in the current calendar year and continues into the following year(s) (e.g., leave begins on December 20th and ends the following January 5th) and/or military leave exceeds thirty days.
6. Indicate all military leave day usage on member's **ABSENCE AND TARDINESS RECORD (PD433-145)**.
7. Make appropriate entries in the City Time System.
   a. All military work days ***must*** be exhausted prior to utilizing other accrued leave or leave without pay.
   b. The member has the discretion to select additional leave days, vacation days, and/or other type of accrued time, prior to assignment to MELD.
   c. The type of leave requested should be documented on the member's **LEAVE OF ABSENCE REPORT (PD433-041)**.
8. Retain copy of member's MELD Military Leave Package at the command.

INTEGRITY CONTROL OFFICER

9. Ensure that member's firearms and all Department property as outlined in step "4" (except Department Manual) are surrendered and indicate such on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, for a military leave of absence of thirty days or more.
   a. Ensure shield, if applicable, and **IDENTIFICATION CARD** are hand delivered to Employee Resources Section, Shield, ID and Uniform Services Unit (Room 502/502A) and MetroCard, LIRR/Metro North Police Pass to Employee Resources Section.
   b. If member wishes to retain a Department issued **IDENTIFICATION CARD** with "MILITARY LEAVE – NO NYPD FIREARMS" imprinted on it, direct member to report to MELD for authorization documented on **Typed Letterhead** to be delivered to the Shield, ID and Uniform Services Unit.
   c. Review **PROPERTY CLERK INVOICE** that was prepared for firearms by the member and ensure the appropriate remarks are notated, "PROPERTY OF MEMBER ON EXTENDED MILITARY LEAVE. NOT TO BE RETURNED WITHOUT APPROVAL OF THE COMMANDING OFFICER, MILITARY AND EXTENDED LEAVE DESK."
   d. Forward **NYPD Restricted Parking Permit (Misc. 23-N)** and **Headquarters Annex Parking Permit (Misc. 814HQ-Annex)**, by messenger, to Chief of Department, Vehicle Identification Unit.
   e. Review Timekeepers calculations of members military days, vacation days, and/or any accrued time to provide the appropriate transfer date to MELD.

NOTE *When a uniformed or civilian member of the service receives orders to report for military duty in which continuous active duty will commence in one calendar year and end in the following year for a period of less than thirty days, (e.g., December 26, 2016 to January 11, 2017), the member is not required to surrender firearms and Department property.*

COMMANDING OFFICER

10. Review complete MELD Military Leave Package, and ensure all Department property including firearms and **IDENTIFICATION CARD** are surrendered as appropriate.
11. Distribute form **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** as follows:
    a. Original - attach to member's notification for indefinite military leave direct to Commanding Officer, Military and Extended Leave Desk, if notification has already been forwarded when member surrenders property
    b. First Copy - to member going on leave
    c. Second Copy - command file
    d. Remaining Copies - filed in member's personnel folder.
12. Ensure that member, if authorized, has utilized all thirty work days, as outlined in *P.G. 205-22, "Definite Military Leave."*
13. Ensure member's firearms are delivered to the Property Clerk Division, Manhattan Office, located at One Police Plaza, S level, NY, NY 10038 within thirty days.
14. After review of the request for a military extended leave, complete the First Endorsement and forward the entire Military Leave Package direct to the Personnel Orders Division (Attention: MELD) located at One Police Plaza.

MEMBER OF THE SERVICE

15. Report any revision, revocation, extension, or change in the purpose of the Military Orders, address or duty assignment immediately after change occurs.
16. Contact MELD for a return to duty appointment upon military discharge.

MILITARY AND EXTENDED LEAVE DESK

17. Transfer member to MELD.
18. Publish transfer to MELD and leave of absence in Department's Personnel Orders.

ADDITIONAL DATA *All Department property and firearms (except Department Manual and **IDENTIFICATION CARD** marked "MILITARY LEAVE – NO NYPD FIREARMS") must be surrendered on the member's last tour of duty prior to commencement of indefinite military leave of absence.*

Firearms may not be purchased and possessed by a military member on leave from the Department by utilizing their NYPD credentials.

Members of the service assigned to the Military and Extended Leave Desk on a leave of absence must continue to abide by all Department rules and regulations.

ADDITIONAL DATA (continued)

Members of the service enlisting or accepting a commission in any federal military reserve or state militia organization must provide notice to the Department prior to enlistment. Members of the service must submit a report on ***Typed Letterhead*** *regarding "Notification to Enlist in the Military/National Guard" to their commanding officer who will endorse the request and forward to the Commanding Officer, Military and Extended Leave Desk. The report on* ***Typed Letterhead*** *may be obtained by accessing the Military and Extended Leave Desk website, under Military Information and Forms.*

RELATED PROCEDURES

Definite Military Leave (P.G. 205-22)

FORMS AND REPORTS

PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)
PROPERTY CLERK INVOICE (PD521-141)
IDENTIFICATION CARD (PD416-091)
ABSENCE AND TARDINESS RECORD (PD433-145)
LEAVE OF ABSENCE REPORT (PD433-041)
Typed Letterhead

NYPD

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-24	
SPECIAL LEAVE FOR FORMER MEMBERS OF THE ARMED FORCES			
DATE ISSUED: 09/27/16	DATE EFFECTIVE: 09/27/16	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To establish eligibility for Veterans Day, Memorial Day and/or Independence Day leave of absence.

SCOPE ELIGIBILITY REQUIREMENTS:

Veterans Day and Memorial Day

a. Service on active duty in the armed forces of the United States and honorably discharged or separated under honorable conditions. (Members who served as reservists on extended ACTIVE DUTY FOR TRAINING ONLY, are not entitled to this excusal).

b. Service in the armed forces of a country allied with the United States in World War II, or during the Korean conflict between June 25, 1950 and January 31, 1955, or during the Vietnam conflict between January 1, 1963 and May 7, 1975.

Independence Day

a. Service in, and honorably discharged from, the Naval Militia, National Guard or Reserve forces of the Armed Forces at a time when the United States was not at war.

The date that will serve as the basis for special leave excusal will be the date on which this Department observes the holiday.

PROCEDURE When seeking to establish eligibility for Veterans Day, Memorial Day and/or Independence Day leave of absence:

UNIFORMED MEMBER OF THE SERVICE

1. Submit to commanding officer/supervisory head, a written request and original copy of:
   a. Honorable Discharge and/or Separation Certificate (DD 214) with any other document(s) which substantiates eligibility for Veterans Day and Memorial Day leave of absence.
   b. Honorable Discharge and/or Military Order indicating separation was under honorable conditions from National Guard, Naval Militia or Reserve forces of the United States, together with any other documentation indicating entitlement to Independence Day leave of absence.

C.O. /SUPV. HEAD

2. Forward Commanding Officer's endorsement recommending approval/disapproval and all copies of documentation submitted, to Commanding Officer, Personnel Orders Division (Attention: Military and Extended Leave Desk).

MILITARY AND EXTENDED LEAVE DESK

3. Review all documentation submitted to determine if member is entitled to leave.
4. Prepare endorsement indicating leave to which member is entitled to and forward all submitted documents to commanding officer/supervisory head concerned.
5. Have endorsement and supporting documentation placed in member's Personal Folder.

ADDITIONAL DATA

Due to exigencies of the service, leave will be granted, as follows:

- *Captains - according to the needs of the service.*
- *One lieutenant in a precinct.*
- *Three sergeants in a precinct where seven or more are performing duty.*
- *Two sergeants in a precinct where there are less than seven performing duty.*
- *Not more than 40% of the total number of police officers entitled to this leave in a precinct.*

Commands other than precincts, 40% equitably apportioned among various ranks. Preference will be given to senior members in each rank. In order to be granted excusal under this procedure, the member must take the excusal for the holiday on the day the holiday is observed by this Department. However, if the uniformed member works the holiday (either as a scheduled workday or on an overtime basis), said member will be excused from one tour for such day upon request (exigencies of the service permitting). This excusal must be utilized within six months of the specific holiday.

Uniformed members of the service who are on vacation, sick report, absent with leave or excused from duty on any of these days, according to their regular duty chart are NOT eligible for this leave.

If a member had been previously turned down for entitlements under this procedure, and the uniformed member supplies new documents to substantiate entitlements, copies of all documents will be forwarded as outlined above.

Section: Personnel Matters		Procedure No: 205-26	
JURY DUTY LEAVE FOR UNIFORMED MEMBERS OF THE SERVICE			
DATE ISSUED: 10/27/16	DATE EFFECTIVE: 10/27/16	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To provide a set of guidelines to be followed by those uniformed members of the service directed to appear for jury duty in Federal, State, and City courts, as well as other municipal courts in the resident counties.

NOTE *Although uniformed members of the service are no longer exempt from jury duty due to their occupation as police officers, they may still attempt to claim an exemption under other circumstances as listed on the exemption claim form.*

PROCEDURE When a uniformed member of the service is directed to appear for jury duty in court:

UNIFORMED MEMBER OF THE SERVICE

1. Notify commanding officer immediately upon receipt of a notice to appear for jury duty. The commanding officer shall ensure that entries concerning scheduled dates to appear for jury duty are entered in the command diary.

NOTE *Uniformed member's regular work schedule as it pertains to days off shall not be adjusted to accommodate his/her jury duty appearance. On days in which a uniformed member performs jury duty that are his/her regular days off, the member shall be entitled to retain the jury duty fee.*

Uniformed members scheduled to work on a day in which they are also scheduled for jury duty will be excused from their regular tour of duty and will begin their tour at 0800 hours for payroll purposes (the length of the tour shall be consistent with the officer's normal chart) and will be required to remit to the city any jury duty fee they receive. Members whose jury duty appearance ends before the end of their scheduled tour shall be required to notify their command for instructions or request lost time, needs of the service permitting. Members will not be entitled to receive overtime compensation for jury duty service that goes beyond the end of their scheduled tour.

Uniformed members shall be entitled to keep travel fees as provided by the courts.

2. Provide official documentation of the jury duty service, including dates and times of attendance in the form of a court issued Certificate of Service, to the integrity control officer. The integrity control officer shall review the forms and ensure that members have complied with the provisions of this order. Failure to provide such documentation may result in disciplinary action.
3. Opt to do one of the following when a jury duty appearance conflicts with a scheduled annual vacation:
   a. Attempt to postpone their jury duty appearance. Notify command, if successful.
   b. Cancel their vacation pick or portion thereof. Notify command.
   c. Perform jury duty on vacation and retain jury duty fees for those days. Notify command.

UNIFORMED MEMBER OF THE SERVICE (continued)

4. Notify commanding officer and the district attorney's office concerned when jury duty conflicts with other Department scheduled court appearances. If necessary, commanding officers are to prepare and forward a written request to the appropriate county Commissioner of Jurors on Department letterhead explaining the conflict and reason for excusal from jury duty. The explanation should be accompanied by proof of member's unavailability for jury duty, such as a subpoena from the District Attorney's office. If the Department is unable to resolve the conflict, the matter will be referred to the District Attorney's office for further attention.
5. Comply with the directives of the court concerning your next jury duty appearance when placed on ALERT. If activated, members shall immediately notify their command and be scheduled according to the provisions of paragraph 1 through 4 of this order.
6 Notify command and/or Medical Division, if required, and the appropriate court, if reporting sick while on jury duty. Normal sick leave procedures shall apply regarding performance of police duty, however, members on sick leave who are directed to appear at jury duty will notify the Medical Division. The Medical Division will carry the member in the "Out of Residence Log," when such member is performing jury duty. Members are required to notify the Medical Division immediately upon returning to their residence from jury duty.

ADDITIONAL DATA

Uniformed members shall be guided by the rules of the courts concerning carrying of their off-duty firearms while on jury duty.

Fees rendered for jury duty will be processed in the same manner for uniformed members as for civilian members as listed in A.G. 319-22, "Civilian Employee - Reimbursement to City for Jury Service."

Any questions concerning the contents of this procedure should be referred to the Deputy Commissioner, Labor Relations.

RESCINDED

Section: Personnel Matters		Procedure No: 205-27	
PREGNANCY RELATED GUIDELINES FOR UNIFORMED MEMBERS OF THE SERVICE			
DATE ISSUED: 06/04/20	DATE EFFECTIVE: 06/04/20	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide guidelines to a uniformed member of the service when notifying the Department of pregnancy.

DEFINITION POSITION LIMITATION STATUS – A uniformed member of the service who is placed on non-enforcement duties by the Pregnancy Medical District Surgeon due to the uniformed member of the service's pregnancy. This status is similar to restricted duty.

NOTE *The uniformed member of the service will remain on full duty status until such time that the uniformed member of the service elects to request position limitation status from their district surgeon, or the uniformed member of the service's high-risk status necessitates position limitation status.*

It is recommended that the pregnant uniformed member of the service register at the Pregnancy Medical District as early as possible.

PROCEDURE When a uniformed member of the service informs the Department they are pregnant:

NOTE *All communications regarding pregnancy and position limitation status are to be kept confidential and only between the uniformed member of the service and district surgeon.*

UNIFORMED MEMBER OF THE SERVICE

1. Notify district surgeon by telephone of pregnancy.
2. Make follow-up notification to district surgeon indicating pregnancy due date via:
   a. FAX AND,
   b. Department mail (send original documentation from private physician).

NOTE *Pregnant uniformed members of the service will not have to personally visit their district surgeon to report their positive pregnancy condition.*

DISTRICT SURGEON CONCERNED

3. Advise the member of immediate availability of position limitation status.

UNIFORMED MEMBER OF THE SERVICE

4. Request position limitation status, if desired.

DISTRICT SURGEON CONCERNED

5. Place uniformed member of the service on position limitation status, if desired after receiving confirmation of request for position limitation status.
6. Send uniformed member of the service's medical records to the Pregnancy Medical District.

UNIFORMED MEMBER OF THE SERVICE

7. Comply with *P.G. 205-01, "Reporting Sick,"* when unable to perform duty due to illness or other physical condition.
   a. Report to Pregnancy Medical District any time it is necessary to see a Department surgeon.
8. Comply with *P.G. 204-03, "Uniforms,"* as it relates to the wearing of the uniform.

PREGNANCY MEDICAL DISTRICT SURGEON

9. Monitor duty status of uniformed member of the service who notifies the district surgeon concerned of pregnancy, and elects to remain full duty.
10. Commence sick leave for pregnant uniformed member of the service approximately four weeks before the expected date of delivery.
11. Terminate sick leave approximately six weeks following delivery.

NOTE *In some circumstances, pregnant uniformed members of the service may commence sick leave earlier than, or later than, the fourth week before their expected date of delivery. These decisions will be made on a case by case basis by the Pregnancy Medical District Surgeon.*

UNIFORMED MEMBER OF THE SERVICE

12. Telephone the Pregnancy Medical District Surgeon on the following two occasions:
    a. To confirm actual delivery date - this should be done within ten days of said date, and
    b. During the fifth post-delivery week to allow the Pregnancy Medical District Surgeon to determine return to duty date
       (1) Provide the Pregnancy Medical District Surgeon with documentation, if additional sick time is required.

NOTE *The early termination or continuance of sick leave will be made on a case by case basis by the Pregnancy Medical District Surgeon.*

PREGNANCY MEDICAL DISTRICT SURGEON

13. Reassign medical records of uniformed member of the service back to their original medical district after return to full duty status.

UNIFORMED MEMBER OF THE SERVICE

14. Comply with *A.G. 320-47, "Reasonable Accommodations for Employees and Applicants"* regarding request for a reasonable accommodation for leave to express breast milk, upon return from sick leave.

ADDITIONAL DATA *The Pregnancy Medical District located at 1 Lefrak City Plaza, 59-17 Junction Boulevard, Corona, New York, will include a specifically designated surgeon and a nurse exclusively assigned. Additionally, when required to see the Pregnancy Medical District Surgeon, pregnant uniformed member of the service will be seen in a separate area or at a separate time to avoid possible exposure to illness.*

Once electing position limitation status, the uniformed member of the service may be reassigned to another command that performs non-enforcement duties (e.g., the Medical Division, etc.), or they may remain within their permanent command depending upon the

ADDITIONAL DATA (continued)

needs of the Department. Pregnant uniformed members of the service who require additional pregnancy-related accommodations should contact the Pregnancy Medical District Surgeon or the Equal Employment Opportunity Division.

Recurring pregnancy related illness will be counted as one sick report, if the member provides proper documentation from their private physician and with the approval of the Pregnancy Medical District Surgeon. Repeated "undocumented" and "unapproved" sick leaves can lead to a "chronic sick" designation. The following conditions, if minor, will not automatically be valid reasons for pregnancy related absence:

a. Nausea (morning sickness)
b. Lower back pain
c. Mild leg swelling
d. Fatigue
e. Other conditions limited to a few days duration.

The above listed conditions are considered by the medical profession to be a normal part of pregnancy. If a member of the service reports sick for these minor conditions, the sick report will not be valid for consolidation as an absence related to pregnancy illness.

A pass MAY be granted, if the Pregnancy Medical District Surgeon determines that the issuance of such a pass would not adversely affect the member's health. The pre-delivery pass becomes void after hospitalization.

Pregnancy alone does not preclude a uniformed member of the service from being promoted. Pregnant uniformed members of the service, as well as members on restricted duty/limited capacity who are assigned to "Investigative Track Units," may appeal any deductions of investigative time earned while on position limitation status, if they were performing normal investigative duties during that time period (see A.G. 320-35, "Promotion to Third Grade Detective [Investigator])."

When a pregnant uniformed member of the service is required to appear in court, before a Grand Jury or other government agency, business attire or uniform may be worn.

Pregnant uniformed members of the service are <u>not</u> required to attend the Firearms and Tactics qualification cycles.

RELATED PROCEDURES

Uniforms (P.G. 204-03)
Reporting Sick (P.G. 205-01)
Chronic Absence Control Program (P.G. 205-45)
Absence Control (A.G. 318-12)
Promotion to Third Grade Detective (Investigator) (A.G. 320-35)
Reasonable Accommodations for Employees and Applicants (A.G. 320-47)

Section: Personnel Matters		Procedure No: 205-28	
CHILD CARE LEAVE OF ABSENCE			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To process requests for child care leave of absence, without pay, made by uniformed members of the service.

DEFINITION CHILD CARE LEAVE OF ABSENCE - An unpaid leave of absence for a continuous period not to exceed three hundred and sixty-five days commencing no later than one year after the birth of the member's child, natural or adopted. As used in this procedure, the approving officer will be the Chief of Personnel.

PROCEDURE When a uniformed member of the service requires child care leave of absence without pay:

UNIFORMED MEMBER OF THE SERVICE

1. Notify commanding officer/supervisory head of intention to request leave of absence a minimum of six weeks prior to anticipated birth date of child, or six weeks prior to date when uniformed member of the service wishes to commence leave of absence, as appropriate.

COMMANDING OFFICER

2. Direct uniformed member of the service to contact the Military and Extended Leave Desk immediately for instructions.

UNIFORMED MEMBER OF THE SERVICE

3. Submit all forms to commanding officer/supervisory head as directed by the Military and Extended Leave Desk.

COMMANDING OFFICER

4. Ensure that member's firearms and all Department property (except Department Manual) are surrendered and indicate such on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)**.
   a. Under caption "Member is Applying For:" indicate "Extended Leave of Absence" and "Without Pay."
5. Distribute **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** as follows:
   a. Original - Attach to member's request for leave of absence
   b. First Copy - To member requesting leave of absence
   c. Second Copy - Command file
   d. Remaining Copies - Filed in member's Personal Folder.
6. Endorse member's leave request, as appropriate, recommending APPROVAL and forward DIRECT to Commanding Officer, Personnel Orders Division (Attention: Military and Extended Leave Desk).
7. Direct that a telephone notification be made to the Payroll Section indicating the date member's leave will commence.

INTEGRITY CONTROL OFFICER

8. Forward **NYPD Restricted Parking Permits (Misc. 23-N)** and **Headquarters Annex Parking Permits (Misc. 814HQ-Annex)**, by messenger, to the Chief of Department's Vehicle Identification Unit.
9. Forward shield, if applicable, and **IDENTIFICATION CARD (PD416-091)**, by messenger, to the Shield, ID and Uniform Services Unit, and obtain receipt.

MILITARY AND EXTENDED LEAVE DESK

10. Direct that an appropriate background check be conducted on requesting member.
11. Endorse member's request for leave as necessary and forward to Chief of Personnel for approval.

C.O., PERSONNEL ORDERS DIVISION

12. Direct transfer of member requesting leave to the Military and Extended Leave Desk after request has been APPROVED.

ADDITIONAL DATA

A child care leave of absence without pay will be granted only after all accrued leave has been exhausted. A uniformed member's vacation is granted January 1, for that year, but is not to be considered accrued unless the member is in a "full pay" status for the required number of tours for that month.

A uniformed member of the service who requests a child care leave of absence without pay for less than thirty days will be guided by P.G. 205-20, "Leave of Absence Without Pay Twenty-Nine (29) Days or Less."

Member will receive no pay during the leave of absence. Member will be required to make up this time lost before member will be considered eligible for retirement. This time on leave will not be credited for pension purposes. Any time in excess of six months on leave - no pay status - will be considered a break in continuous service, and thereby preclude vested interest retirement for five years after return to duty.

All Department property, except the Department Manual, must be surrendered on the member's last tour of duty, prior to commencement of leave of absence.

Extensions of a child care leave of absence without pay will NOT be granted. A member may terminate such leave prior to the scheduled expiration date upon advance notification to the Military and Extended Leave Desk.

While on a leave of absence, a uniformed member of the service will be required to appear for any hearings or trials in which the member is the arresting officer, witness, or respondent and will notify the Military and Extended Leave Desk prior to such appearance.

The Military and Extended Leave Desk will make salary payment computations upon documentation of mandatory appearance.

ADDITIONAL DATA (continued)

A member of the service will not be considered ineligible for promotion solely because of an approved leave of absence. If a member is scheduled for promotion during the leave, member will be notified by the Department to be present on the day of the promotion.

Any extended leave of absence without pay may effect health benefits. Members on leave of absence will, however, be able to purchase health insurance for a limited period of time at a group rate. Questions may be referred to the Health Insurance Section.

RELATED PROCEDURES

Leave of Absence Without Pay Twenty-Nine (29) Days or Less (P.G. 205-20)
Leave of Absence Without Pay Thirty (30) Calendar Days or More (P.G. 205-21)

FORMS AND REPORTS

IDENTIFICATION CARD (PD416-091)
PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)

NYPD

Section: Personnel Matters	Procedure No: 205-29

RANDOM DRUG SCREENING FOR UNIFORMED MEMBERS OF THE SERVICE NOT ASSIGNED TO SELECT DETECTIVE BUREAU SUB-UNITS, INTERNAL AFFAIRS BUREAU (IAB) OR AS PROBATIONARY POLICE OFFICERS IN TRAINING AT THE POLICE ACADEMY

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
12/15/16	12/15/16		1 of 3

PURPOSE

To randomly drug screen uniformed members of the service not assigned to select Detective Bureau sub-units, Internal Affairs Bureau, or as probationary police officers in training at the Police Academy for illegal drug/controlled substance usage.

SCOPE

The Department's goal is to ensure the safety of its employees and the public by maintaining a drug/controlled substance free work environment.

Uniformed members of the service assigned to select Detective Bureau sub-units, Internal Affairs Bureau or as probationary police officers in training at the Police Academy will be subject to separate random drug screening procedures.

PROCEDURE

To identify uniformed members of the service not assigned to select Detective Bureau sub-units, Internal Affairs Bureau or as probationary police officers in training at the Police Academy for random illegal drug/controlled substance screening:

COMMANDING OFFICER, MEDICAL DIVISION

1. Request the Information Technology Bureau (ITB) to identify uniformed members of the service for automated random drug screening by utilizing the Department's personnel database.
   a. Individual members selected for random drug screening will be identified by social security number.
2. Direct members selected for random drug screening to appear at the Medical Division at appropriate date and time.

UNIFORMED MEMBER OF THE SERVICE SELECTED FOR SCREENING

3. <u>MUST</u> report to Medical Division when notified, except if such member is on:
   a. Sick report
   b. Regularly scheduled day off
   c. Military leave
   d. Annual vacation
   e. Terminal leave
   f. Bereavement leave.

NOTE

Members previously scheduled for individual days off (other than regular days off) may be excused from the test with the approval of the bureau chief concerned. Members scheduled for court or training on the 8x4 tour will appear for testing immediately upon completion of court or training session. Members scheduled for a 12x8 tour on the testing day will appear for testing immediately upon completion of their scheduled 12x8 tour. Members reporting sick on the testing date will be required to visit a Department surgeon and obtain approval for excusal from the test.

UNIFORMED MEMBER OF THE SERVICE SELECTED FOR SCREENING (continued)

4. MUST submit to a drug screening test. Refusal to submit to test will result in suspension from duty and will be grounds for dismissal from the Department.
5. Prepare **DRUG SCREENING QUESTIONNAIRE (PD407-1519)** listing all medications ingested or prescribed in the last ninety days, prior to testing.
6. Present shield and **IDENTIFICATION CARD (PD416-091)** at the testing location to ensure proper individual has reported for testing.
7. Comply with instructions received at testing location.

ADDITIONAL DATA

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied "Sample Acquisition Cards," and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

ADDITIONAL DATA (continued)

A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All additional testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

RELATED PROCEDURES

Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Drug Screening Tests for Uniformed Members of the Service Applying for Assignments to Designated Specialized Units (P.G. 205-31)
Random Drug Screening for Uniformed Members of the Service Assigned to Select Detective Bureau Sub-Units and Internal Affairs Bureau (IAB) (P.G. 205-32)
Drug Screening Tests for Uniformed Members of the Service as a Condition of Civil Service Promotion (P.G. 205-33)
Drug Screening for Uniformed Members of the Service as a Condition of Discretionary Promotion (P.G. 205-34)
Voluntary Drug Testing (P.G. 205-35)
Counseling Services Unit Drug Screening for Uniformed and Civilian Members of the Service (P.G. 205-66)
End of Probation Drug Screening for Probationary Police Officers (P.G. 205-67)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)

FORMS AND REPORTS

DRUG SCREENING QUESTIONNAIRE (PD407-1519)
IDENTIFICATION CARD (PD416-091)

NYPD

PURPOSE To investigate and detect illegal drug/controlled substance usage by members of the service (uniformed and civilian).

SCOPE The administration of drug screening tests for cause is a procedure utilized to detect the presence of drugs in the hair and urine of members of the service suspected of illegal drug/controlled substance usage. To balance the public's interest in having a drug-free Police Department against the individual employee's right to privacy, drug screening tests for cause will be administered when there is reasonable suspicion to believe that a member of the service (uniformed or civilian) is illegally using drugs/controlled substances. When reasonable suspicion does exist, the member suspected of illegally using drugs/controlled substances MUST provide hair and urine samples when directed. Refusal will result in immediate suspension from duty and subsequent service of charges and specifications.

PROCEDURE When a member of the service suspects that another member (uniformed or civilian) may be illegally using drugs/controlled substances:

MEMBER OF THE SERVICE

1. Immediately notify Internal Affairs Bureau Command Center ([212] 741-8401).
   a. Provide rank, name and command of suspected member.
   b. Obtain a log number.

SUPERVISOR DIRECTED TO CONDUCT INVESTIGATION

SUPERVISOR CONDUCTING INVESTIGATION

2. Determine if REASONABLE SUSPICION has been established indicating illegal drug/controlled substance usage.

NOTE *Reasonable Suspicion - Exists when evidence or information, which appears reliable, is known to the police supervisor and is of such weight and persuasiveness as to make the supervisor, based upon his/her judgment and experience, reasonably suspect that a member of the service is illegally using drugs/controlled substances. Reasonable suspicion that a member is illegally using drugs/controlled substances must be supported by specific articulable facts from which rational inferences may be drawn. Reasonable suspicion cannot be based upon mere "hunch" or solely upon poor work performance.*

3. Prepare **INVESTIGATING OFFICER'S REPORT (PD313-153)** and record observations and other pertinent data.

NOTE *If reasonable suspicion of illegal drug/controlled substance use is based on observation of the suspected member's physical appearance, at least two supervisors must make the observations.*

SUPERVISOR CONDUCTING INVESTIGATION (continued)

4. Prepare a case folder for documentation of all aspects of investigation.
5. Confer with own immediate supervisor if reasonable suspicion has been established that member is illegally using drugs/controlled substances.
6. Contact bureau chief/counterpart/borough commander, upon completion of investigation to obtain approval for drug screening tests.
   a. If circumstances indicate drug screening samples must be obtained expeditiously, immediately contact bureau chief/counterpart/borough commander for approval.

BUREAU CHIEF/ COUNTERPART /BOROUGH COMMANDER

7. Approve request for drug screening test ONLY after carefully determining whether the supervisor conducting investigation has established reasonable suspicion.
8. Direct that member being tested be placed on modified assignment pending results of test, unless other circumstances warrant suspension from duty.

NOTE *Approval of bureau chief/counterpart/borough commander must be obtained prior to administration of the drug screening tests. If bureau chief/counterpart/borough commander is not available, executive officer concerned or duty chief may be contacted for approval.*

SUPERVISOR CONDUCTING INVESTIGATION

9. Contact the Medical Division when approval is received for administration of drug screening test and obtain Medical Division's drug screening serial numbers.
   a. Obtain Medical Division's drug screening serial numbers even if member refuses tests.
   b. Include Medical Division's drug screening serial numbers in case folder along with all other documentation.

NOTE *After business hours, contact the Sick Desk Supervisor.*

10. Advise member suspected of illegal drug/controlled substance usage that refusal to provide hair and urine samples will result in immediate suspension from duty.
11. Notify the Department Advocate's Office that a drug screening test has been ordered, provide all pertinent information and obtain identity of member notified.
    a. Notify Medical Division to make entry in "Drug Screening Test Log" under caption "DEPARTMENT ATTORNEY NOTIFIED."

SUPERVISOR, MEDICAL DIVISION

12. Inform supervisor conducting investigation where hair and urine samples will be taken and procedure to be followed.

SUPERVISOR, MEDICAL DIVISION (continued)

13. Maintain "Drug Screening Test Log" in an appropriate Department record book, captioned across a double page, as follows:

FIRST PAGE						
DRUG SCREENING TEST#	**DATE/TIME**	**NAME OF MEMBER TESTED**	**TAX REGISTRY NUMBER**	**COMMAND**	**MEMBER REQUESTING TEST**	**COMMAND**

SECOND PAGE			
DEPARTMENT ATTORNEY NOTIFIED	**WITNESS TO TEST**	**RESULTS OF TESTS**	**REMARKS**

ADDITIONAL DATA

A Department surgeon, specifically a medical doctor employed by the Department, may order a drug screening test without securing the prior approval of the bureau chief/counterpart/borough commander concerned. However, when a Department surgeon orders a test for a member of the service he/she suspects of illegal drug/controlled substance usage, the Department surgeon will confer with the Commanding Officer, Medical Division, or designee, and the Medical Division's Medical Review Officer, if feasible.

The investigator's case folder will be sealed to protect the employee's right to privacy in those cases in which the result of the drug screening test do not indicate the presence of an illegal drug/controlled substance. The folder will not be unsealed without the written authorization of the Deputy Commissioner, Legal Matters. The case folder will be filed in the appropriate borough Investigations Unit with a copy to the Internal Affairs Bureau. Furthermore, any reference to the administration of the drug screening test in the personal folder of the member concerned will be expunged.

An investigating supervisor finding controlled substances/contraband, such as drugs or instruments used to administer drugs (e.g., hypodermic syringes/needles, crack pipes, etc.) on or in the vicinity of a member of the service (uniformed or civilian) suspected of illegal drug/controlled substance usage will have such items invoiced on ***PROPERTY CLERK INVOICE (PD521-141)*** *as "Investigatory Evidence" and comply with the pertinent provisions of P.G. 218-24, "Processing Controlled Substances/Marijuana Contraband Stored at Station House" and P.G. 218-25, "Processing Controlled Substances/Marijuana Contraband Not Stored at Station House." In addition, the investigating supervisor will have the following statement entered in capital letters in the "Remarks" section of the* ***INVOICE****:*

"NOT TO BE DESTROYED WITHOUT APPROVAL OF THE DEPARTMENT ADVOCATE'S OFFICE."

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied "Sample Acquisition Cards," and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and

ADDITIONAL DATA (continued)

initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

Positive test samples will be maintained by the analyzing laboratory in a secure area, and will remain confidential unless and until Department disciplinary Charges and Specifications are served. A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All additional testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

ADDITIONAL DATA (continued)

Uniformed members of the service screened under this procedure will continue to be subject to drug screening pursuant to the Department's random drug screening procedures.

RELATED PROCEDURES

Reporting Violations Observed by Supervisors (P.G. 206-01)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Service and Disposition of Charges and Specifications (P.G. 206-06)
Cause for Suspension or Modified Assignment (P.G. 206-07)
Interrogation of Members of the Service (P.G. 206-13)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)
Modified Assignment (P.G. 206-10)

FORMS AND REPORTS

IDENTIFICATION CARD (PD416-091)
INVESTIGATING OFFICER'S REPORT (PD313-153)
PROPERTY CLERK INVOICE (PD521-141)

NYPD

Section: Personnel Matters	Procedure No: 205-31

DRUG SCREENING TESTS FOR UNIFORMED MEMBERS OF THE SERVICE APPLYING FOR ASSIGNMENTS TO DESIGNATED SPECIALIZED UNITS

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
08/28/19	08/28/19		1 of 3

PURPOSE To screen for illegal drug/controlled substance usage by uniformed members of the service applying for assignment to designated specialized units.

SCOPE The Department has a substantial interest in ensuring uniformed members of the service applying for assignments to designated specialized units do not use illegal drugs/controlled substances. In these assignments, the strictest precautionary safeguards are necessary to ensure members maintain the highest ethical standards and performance.

DEFINITION DESIGNATED SPECIALIZED UNITS - For the purpose of this procedure, the following units will be included: Internal Affairs Bureau, Detective Bureau, Deputy Commissioner, Counterterrorism, Chief of Special Operations, Intelligence Bureau, Highway District, Quality Assurance Division, and any other unit subsequently designated a specialized unit for the purpose of this procedure.

PROCEDURE Uniformed members of the service applying for assignments to designated specialized units:

UNIFORMED MEMBER OF THE SERVICE

1. MUST sign form indicating that they understand that drug screening is part of the application process for assignments to designated specialized units.
   a. The drug screening can occur at any time after the application has been submitted, or after member is temporarily or permanently assigned to the designated specialized unit.

NOTE *Prior to being notified to report for a drug screening test or prior to being temporarily or permanently assigned to a designated specialized unit, applicants may withdraw their application with no penalty or requirement to submit to drug screening by submitting a written request to their commanding officer.*

2. MUST submit to a hair analysis drug screening test when notified to report for drug screening. Refusal to submit to the test will result in suspension from duty and will be grounds for dismissal from the Department. All applicants will be tested.

NOTE *In all cases, if a uniformed member of the service refuses to submit to a test, the permanent command will be responsible for suspending member and complying with P.G. 206-08, "Suspension From Duty-Uniformed Member of the Service."*

3. Prepare **DRUG SCREENING QUESTIONNAIRE (PD407-1519)** listing all medications ingested or prescribed in the last ninety days, prior to testing.

UNIFORMED MEMBER OF THE SERVICE (continued)

4. Present shield and **IDENTIFICATION CARD (PD416-091)** to be checked at the testing location to ensure proper individual has reported for testing.
5. Comply with instructions received at testing location.

ADDITIONAL DATA

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied "Sample Acquisition Cards," and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

Positive test samples will be maintained by the analyzing laboratory in a secure area, and will remain confidential unless and until Department disciplinary Charges and Specifications are served. A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All

ADDITIONAL DATA (continued)

additional testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

Uniformed members of the service screened under this procedure will continue to be subject to drug screening pursuant to the Department's random drug screening procedures.

RELATED PROCEDURES

Random Drug Screening for Uniformed Members of the Service Not Assigned to Select Detective Bureau Sub-Units, Internal Affairs Bureau (IAB) or as Probationary Police Officers in Training at the Police Academy (P.G. 205-29)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Random Drug Screening for Uniformed Members of the Service Assigned to Select Detective Bureau Sub-Units and Internal Affairs Bureau (IAB) (P.G. 205-32)
Drug Screening Tests for Uniformed Members of the Service as a Condition of Civil Service Promotion (P.G. 205-33)
Drug Screening for Uniformed Members of the Service as a Condition of Discretionary Promotion (P.G. 205-34)
Voluntary Drug Testing (P.G. 205-35)
Counseling Services Unit Drug Screening for Uniformed and Civilian Members of the Service (P.G. 205-66)
End of Probation Drug Screening for Probationary Police Officers (P.G. 205-67)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)

FORMS AND REPORTS

DRUG SCREENING QUESTIONNAIRE (PD407-1519)
IDENTIFICATION CARD (PD416-091)

ARCHIVED

Section: Personnel Matters	Procedure No: 205-32

RANDOM DRUG SCREENING FOR UNIFORMED MEMBERS OF THE SERVICE ASSIGNED TO SELECT DETECTIVE BUREAU SUB-UNITS AND INTERNAL AFFAIRS BUREAU (IAB)

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
12/15/16	12/15/16		1 of 4

PURPOSE To randomly screen uniformed members of the service assigned to select Detective Bureau sub-units and Internal Affairs Bureau (IAB) for illegal drug/controlled substance usage.

SCOPE The Department and individual members assigned to select Detective Bureau sub-units and Internal Affairs Bureau have a substantial interest in ensuring that uniformed members of the service assigned to these commands do not use illegal drugs/controlled substances. In these assignments, the strictest precautionary safeguards are necessary to ensure that members maintain the highest standards of integrity and performance. Uniformed members of the service assigned to commands other than select Detective Bureau sub-units and the Internal Affairs Bureau (IAB) will be subject to separate random drug screening procedures.

DEFINITION DETECTIVE BUREAU SUB-UNITS – For the purpose of this procedure, the following units will be included:

a. Criminal Enterprise Division and all sub-units
b. Vice Enforcement Division and all sub-units
c. Gun Violence Suppression Division and all sub-units
d. Central Investigations Division Tactical Training Unit
e. All Narcotics Boroughs
f. All Borough Gang Squads.

PROCEDURE To identify uniformed members of the service assigned to select Detective Bureau sub-units and Internal Affairs Bureau (IAB) for random illegal drug/controlled substance screening:

SUPERVISOR, INFORMATION TECHNOLOGY SERVICES DIVISION

1. Prepare a computer program that utilizes the Department's personnel databases to randomly identify uniformed members of the service assigned to select Detective Bureau sub-units and IAB for drug screening.
   a. Individual members selected for random drug screening will be identified solely by social security number.

CHIEF OF DETECTIVES/ DEPUTY COMMISSIONER, IAB

2. Direct members selected for random screening to appear at the Medical Division at appropriate date and time.
3. Provide the Medical Division's Drug Screening Unit with a listing of members selected for random screening along with dates and times they are scheduled to appear.

UNIFORMED MEMBER OF THE SERVICE SELECTED FOR TESTING

4. MUST report to the Medical Division when notified EXCEPT if member is on:
   a. Sick report
   b. Regularly scheduled day off
   c. Military leave
   d. Annual vacation
   e. Terminal leave
   f. Bereavement leave.

NOTE

Members previously scheduled for individual days off (other than regular days off) may be excused from the test with the approval of the bureau chief/deputy commissioner concerned. Members scheduled for court or training on the 8 x 4 tour will appear for testing immediately upon completion of the court or training session. Members scheduled for a 12 x 8 tour on the testing day will appear for testing immediately upon completion of their scheduled 12 x 8 tour. Members reporting sick on the testing day will be required to visit a Department surgeon and obtain approval for excusal from the test.

5. MUST submit to a drug screening test. Refusal to submit to the test will result in suspension from duty and will be grounds for dismissal from the Department.
6. Prepare **DRUG SCREENING QUESTIONNAIRE (PD407-1519)** listing all medications ingested or prescribed in the last ninety days, prior to testing.
7. Present shield and **IDENTIFICATION CARD (PD416-091)** at testing location to ensure the proper individual has reported for testing.
8. Comply with instructions received at testing location.

ADDITIONAL DATA

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied "Sample Acquisition Cards," and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

ADDITIONAL DATA (continued)

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

Positive test samples will be maintained by the analyzing laboratory in a secure area, and will remain confidential unless and until Department disciplinary Charges and Specifications are served. A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All additional testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

RELATED PROCEDURES

Random Drug Screening for Uniformed Members of the Service Not Assigned to Select Detective Bureau Sub-Units, Internal Affairs Bureau (IAB) or as Probationary Police Officers in Training at the Police Academy (P.G. 205-29)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Drug Screening Tests for Uniformed Members of the Service Applying for Assignments to Designated Specialized Units (P.G. 205-31)
Drug Screening Tests for Uniformed Members of the Service as a Condition of Civil Service Promotion (P.G. 205-33)
Drug Screening for Uniformed Members of the Service as a Condition of Discretionary Promotion (P.G. 205-34)
Voluntary Drug Testing (P.G. 205-35)
Counseling Services Unit Drug Screening for Uniformed and Civilian Members of the Service (P.G. 205-66)
End of Probation Drug Screening for Probationary Police Officers (P.G. 205-67)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)

FORMS AND REPORTS	***DRUG SCREENING QUESTIONNAIRE (PD407-1519)*** ***IDENTIFICATION CARD (PD416-091)***

NYPD

Section: Personnel Matters		Procedure No: 205-33	
DRUG SCREENING TESTS FOR UNIFORMED MEMBERS OF THE SERVICE AS A CONDITION OF CIVIL SERVICE PROMOTION			
DATE ISSUED: 12/15/16	DATE EFFECTIVE: 12/15/16	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To screen for illegal drug/controlled substance usage by uniformed members of the service as a condition of civil service promotion.

SCOPE The Department has a substantial interest in ensuring that uniformed members of the service being considered for promotion through civil service examinations do not use illegal drugs/controlled substances and maintain the highest standards of integrity and performance.

DEFINITION CIVIL SERVICE PROMOTION - For the purpose of this procedure, a civil service promotion is a promotion that is received as a result of a competitive civil service examination. Promotions to the following ranks are considered civil service and are covered by this procedure: Sergeant, Lieutenant and Captain. Under this procedure, all candidates for civil service promotions are subject to drug screening.

PROCEDURE When candidates for a civil service promotion are required to submit to a drug screening test as per their official Notice of Examination:

NOTE *The required screening can occur prior to promotion or after promotion during the probationary period.*

PRE-PROMOTION PROCEDURES

Uniformed members of the service may withdraw as candidates for promotion with no penalty or requirement to submit to drug screening by submitting a written request to their commanding officer. This request should be made after receiving a notification of promotion but prior to actual promotion and prior to receiving a notification to report for a drug screening test. The candidate's commanding officer will immediately forward two copies of the request to the Chief of Personnel (original through channels, copy DIRECT).

POST-PROMOTION PROCEDURES

After being promoted but prior to receiving a notification to report for a drug screening test, uniformed members of the service may seek restoration to their prior civil service title with no penalty or requirement to submit to drug screening, by submitting a written request to their commanding officer, who will immediately forward two copies of this request to the Chief of Personnel (original through channels, copy DIRECT).

UNIFORMED MEMBER CONCERNED

1. Must submit to a hair analysis drug screening test when notified to report for drug screening.
   a. Refusal to submit to the test will result in suspension from duty and will be grounds for dismissal from the Department.
   b. All uniformed members of the service will be tested as a condition of civil service promotion.

NOTE

In all cases, if a uniformed member of the service refuses to submit to the test, the permanent command will be responsible for suspending the member and complying with P.G. 206-08, "Suspension From Duty-Uniformed Member of the Service."

2. Prepare **DRUG SCREENING QUESTIONNAIRE (PD407-1519)** listing all medications ingested or prescribed in the last ninety days, prior to testing.
3. Present shield and **IDENTIFICATION CARD (PD416-091)** at the testing location to ensure that the proper individual has reported for testing.
4. Comply with instructions received at testing location.

ADDITIONAL DATA

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied "Sample Acquisition Cards," and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers.

The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

ADDITIONAL DATA (continued)

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

Positive test samples will be maintained by the analyzing laboratory in a secure area, and will remain confidential unless and until Department disciplinary Charges and Specifications are served. A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All additional testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

Uniformed members of the service screened under this procedure will continue to be subject to drug screening pursuant to the Department's random drug screening procedures.

RELATED PROCEDURES

Random Drug Screening for Uniformed Members of the Service Not Assigned to Select Detective Bureau Sub-Units, Internal Affairs Bureau (IAB) or as Probationary Police Officers in Training at the Police Academy (P.G. 205-29)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Drug Screening Tests for Uniformed Members of the Service Applying for Assignments to Designated Specialized Units (P.G. 205-31)
Random Drug Screening for Uniformed Members of the Service Assigned to Select Detective Bureau Sub-Units and Internal Affairs Bureau (IAB) (P.G. 205-32)
Drug Screening for Uniformed Members of the Service as a Condition of Discretionary Promotion (P.G. 205-34)
Voluntary Drug Testing (P.G. 205-35)
Counseling Services Unit Drug Screening for Uniformed and Civilian Members of the Service (P.G. 205-66)
End of Probation Drug Screening for Probationary Police Officers (P.G. 205-67)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)

FORMS AND REPORTS

DRUG SCREENING QUESTIONNAIRE (PD407-1519)
IDENTIFICATION CARD (PD416-091)

PURPOSE To screen for illegal drug/controlled substance usage by uniformed members of the service as a condition of discretionary promotion.

SCOPE The Department has a substantial interest in ensuring that uniformed members of the service being considered for discretionary promotions do not use illegal drugs/controlled substances and maintain the highest standards of integrity and performance.

DEFINITION DISCRETIONARY PROMOTION - For the purpose of this procedure, a "discretionary" promotion is a promotion that is not received as a result of a competitive civil service examination. Promotions to the following ranks are considered discretionary and are covered by this procedure: Detective Specialist, Detective Third Grade, Detective Second Grade, Detective First Grade, Sergeant/Special Assignment, Sergeant/Supervisor Detective Squad, Lieutenant/Special Assignment, Lieutenant/Commander Detective Squad, Deputy Inspector, Inspector, Deputy Chief, Assistant Chief, Bureau Chief and Chief of Department. Under this procedure, all candidates for discretionary promotions are subject to drug screening.

PROCEDURE Uniformed members of the service who are candidates for discretionary promotion:

UNIFORMED MEMBER CONCERNED

1. Sign form **DRUG SCREENING NOTICE-DISCRETIONARY PROMOTION (PD481-030)** which indicates that the member understands that drug screening is part of the candidate process for discretionary promotion.
   a. The required screening can occur at any time after the form is signed, but not more than ninety days prior to promotion, and not more than eighteen months after the candidate has been promoted.

PRE-PROMOTION PROCEDURES

Members may withdraw as candidates for promotion with no penalty or requirement to submit to drug screening by submitting a written request to their commanding officer. This request should be made after receiving a notification of promotion but prior to actual promotion and prior to receiving a notification to report for a drug screening test. (If the candidate has already signed the **DRUG SCREENING NOTICE-DISCRETIONARY PROMOTION** form, but has not yet been promoted, the candidate may still withdraw from consideration at any time prior to receiving a notification to report for a drug screening test). The candidate's commanding officer will immediately forward two copies of the request to the Chief of Personnel (original through channels, copy DIRECT).

POST-PROMOTION PROCEDURES

After being promoted but prior to receiving a notification to report for a drug screening test, members of the service may seek restoration to their prior title with no penalty or requirement to submit to a drug screening test, by submitting a written request to their commanding officer, who will immediately forward two copies of the request to the Chief of Personnel (original through channels, copy DIRECT).

UNIFORMED MEMBER CONCERNED (continued)

2. Must submit to a hair analysis drug screening test when notified to report for drug screening.
   a. Refusal to submit to the test will result in suspension from duty and will be grounds for dismissal from the Department.
   b. All uniformed members of the service will be tested as a condition of discretionary promotion.

NOTE

In all cases, if a uniformed member of the service refuses to submit to the test, the permanent command will be responsible for suspending the member and complying with P.G. 206-08, "Suspension From Duty-Uniformed Member of the Service."

3. Prepare **DRUG SCREENING QUESTIONNAIRE (PD407-1519)** listing all medications ingested or prescribed in the last ninety days, prior to testing.
4. Present shield and **IDENTIFICATION CARD (PD416-091)** at the testing location to ensure that the proper individual has reported for testing.
5. Comply with instructions received at testing location.

ADDITIONAL DATA

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied "Sample Acquisition Cards," and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

ADDITIONAL DATA (continued)

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

Positive test samples will be maintained by the analyzing laboratory in a secure area, and will remain confidential unless and until Department disciplinary Charges and Specifications are served. A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All additional testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

Uniformed members of the service screened under this procedure will continue to be subject to drug screening pursuant to the Department's random drug screening procedures.

RELATED PROCEDURES

Random Drug Screening for Uniformed Members of the Service Not Assigned to Select Detective Bureau Sub-Units, Internal Affairs Bureau (IAB) or as Probationary Police Officers in Training at the Police Academy (P.G. 205-29)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Drug Screening Tests for Uniformed Members of the Service Applying for Assignments to Designated Specialized Units (P.G. 205-31)
Random Drug Screening for Uniformed Members of the Service Assigned to Select Detective Bureau Sub-Units and Internal Affairs Bureau (IAB) (P.G. 205-32)
Drug Screening Tests for Uniformed Members of the Service as a Condition of Civil Service Promotion (P.G. 205-33)
Voluntary Drug Testing (P.G. 205-35)

RELATED PROCEDURES (continued)	*Counseling Services Unit Drug Screening for Uniformed and Civilian Members of the Service (P.G. 205-66)* *End of Probation Drug Screening for Probationary Police Officers (P.G. 205-67)* *Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)*
FORMS AND REPORTS	***DRUG SCREENING NOTICE-DISCRETIONARY PROMOTION (PD481-030)*** ***DRUG SCREENING QUESTIONNAIRE (PD407-1519)*** ***IDENTIFICATION CARD (PD416-091)***

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PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-35	
VOLUNTARY DRUG TESTING			
DATE ISSUED: 12/15/16	DATE EFFECTIVE: 12/15/16	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To request permission to voluntarily take a drug screening test to determine illegal drug/controlled substance use.

SCOPE This procedure is available to members of the service (uniformed and civilian) who are the subject of unsubstantiated allegations of illegal drug or controlled substance use where the reasonable suspicion standard has not been met. Prior to requesting permission to take a voluntary drug screening test, which will consist of both hair and urine analysis, the member involved must consult with an attorney or appropriate line organization representative.

PROCEDURE When a member of the service (uniformed or civilian) requests to voluntarily take a drug screening test:

MEMBER OF THE SERVICE

1. Prepare a request on **Typed Letterhead**, addressed to the Chief of Personnel, asking permission to voluntarily take a drug screening test.
   a. The request must contain:
      (1) The name of the union representative or attorney consulted regarding taking the drug screening test, and
      (2) The circumstances under which the member was accused of illegal drug/controlled substance use.
2. Deliver the request, personally, to the Chief of Personnel or designee.

NOTE *The request must be delivered to the Chief of Personnel, or designee, within twenty-four hours of the time the member of the service became aware of the allegation of illegal drug/controlled substance use.*

CHIEF OF PERSONNEL/ DESIGNEE

3. Upon receipt of request, verify that the member of the service was in fact the subject of an allegation of illegal drug/controlled substance use.
4. Determine if member of the service became aware of the allegation of illegal drug/controlled substance use within twenty-four hours of delivery of request.
5. Direct member of the service to report to the Medical Division for voluntary drug screening, which consists of hair and urine analysis.

ADDITIONAL DATA *The restrictive nature of this procedure should result in a limited number of drug screening tests; however, the existence of this procedure will contribute to the goal of a drug free Department.*

This procedure is not available to members of the service who have been notified to report for drug screening pursuant to the Department's random drug screening procedures.

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ADDITIONAL DATA (continued)

Uniformed members of the service screened under this procedure will continue to be subject to drug screening pursuant to the Department's random drug screening procedures.

RELATED PROCEDURES

Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)

FORMS AND REPORTS

Typed Letterhead

PURPOSE To process and resolve all complaints of employment discrimination and/or related retaliation made against Department employees and applicants.

SCOPE Employees and applicants for employment who have a complaint of employment discrimination, including related retaliation, or have any questions regarding these issues, are urged to contact the Equal Employment Opportunity Division (EEOD). It is the goal of this Department that the effective use of this procedure will result in an equitable resolution of the complaint and prevent any discriminatory practice from harming other employees or applicants. Uniformed and civilian supervisors and managers are directed to make all employment decisions in accordance with the Department's Equal Employment Opportunity (EEO) policy. Uniformed and civilian supervisors and managers, and EEO Liaisons *must* report allegations or complaints of employment discrimination and retaliation, and any observations of conduct of a discriminatory or retaliatory nature.

Federal, State and/or City laws and/or Department policy prohibit employment discrimination based on actual or perceived status of a person's race, color, national origin, alienage or citizenship status, religion or creed, gender (including gender identity - which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), pregnancy and pregnancy related conditions, sexual and reproductive health decisions (e.g., fertility-related medical procedures, sexually transmitted disease prevention, testing and treatment, family planning services and counseling, such as birth control drugs and supplies, emergency contraception, sterilization procedures, pregnancy testing and abortion), disability, age, military status and uniformed service, unemployment status, consumer credit history (for certain titles), salary history, familial status (parent or guardian of a person under 18 years of age who is living with them), caregiver status (person who provides ongoing care for a minor child or relative with a disability), prior record of arrest or conviction (under some circumstances), marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, or status as a victim of domestic violence, stalking or sexual offenses and as follows:

a. Discriminatory treatment regarding any term, condition or privilege of employment, including hiring, assignments, working conditions, salary and benefits, evaluations, promotions, training, transfers, discipline and termination

b. Sexual harassment against New York City Police Department employees, applicants and any non-employee who is a contractor, subcontractor, vendor, consultant, freelancer or other person providing services pursuant to a contract in the workplace or who is an employee of such contractor, subcontractor, vendor, consultant, freelancer or other person providing services pursuant to a contract in the workplace

SCOPE (continued)

c. Policy that has a disproportionate impact on a group specifically protected by law, unless the policy is justified by business necessity

d. Failure to make a reasonable accommodation for or failure to timely engage in cooperative dialogue with individuals with disabilities, religious observances/practices, those who are pregnant, recovering from childbirth or a related medical condition, and victims of domestic violence, stalking and/or sexual offenses. An accommodation may not be required if such accommodation would impose undue hardship on the Department, but a cooperative dialogue must still occur

e. Discriminatory harassment, intimidation, ridicule and insults, including, but not limited to, using discourteous, disparaging or disrespectful remarks

f. Retaliation and/or harassment against an employee, applicant and any non-employee who is a contractor, subcontractor, vendor, consultant, freelancer or other person providing services pursuant to a contract in the workplace or an employee of the same, for filing a discrimination complaint, participating in an investigation of a complaint, commencing a civil action based on unlawful discrimination or requesting a reasonable accommodation.

All forms of employment discrimination, including retaliation, are **PROHIBITED** both in the actual workplace and in any location that can be reasonably regarded as an extension of the workplace, such as an off-site Department sanctioned social function.

Employees and applicants should file a complaint with the EEOD at the earliest opportunity if the employee or applicant believes that a uniformed or civilian supervisor, manager or any other employee has engaged in any of the conduct described above.

NOTE *A complaint made in good faith will not be considered a false accusation. Knowingly making a false accusation of discrimination or knowingly providing false information during the course of an investigation of a complaint may be grounds for discipline.*

At least one or more trained EEO Liaisons must be designated in every command throughout the Department to provide assistance to complainants, witnesses and others regarding any EEO matter. EEO Liaisons are non-supervisory members of the service who serve voluntarily with the recommendation of their Commanding Officer and approval of the DCEI. For further information about the EEO Liaison Network, contact the Program Coordinator at (646) 610-5330.

DEFINITIONS

EMPLOYMENT DISCRIMINATION – Disparate treatment of employees or applicants regarding any terms, conditions or privileges of employment, including hiring, assignments, working conditions, salary and benefits, evaluations, promotions, training, transfers, discipline and termination based on actual or perceived status of a person's race, color, national origin, alienage or citizenship status, religion or creed, gender (including gender identity), sexual and reproductive health decisions (e.g., fertility-related medical procedures, sexually transmitted disease prevention, testing and treatment, family planning services and counseling, such as birth control drugs

DEFINITIONS (continued)

and supplies, emergency contraception, sterilization procedures, pregnancy testing and abortion), pregnancy, disability, age, military status, unemployment status, salary history, consumer credit history (for certain titles), familial status (parent or guardian of a person under 18 years of age who is living with them), caregiver status (person who provides ongoing care for a minor child or relative with a disability or elder care), prior record of arrest or conviction (under some circumstances), marital status, partnership status, genetic information or predisposing genetic characteristics, sexual orientation, or status as a victim of domestic violence, stalking or sexual offenses. Sexual harassment is a form of gender discrimination.

SEXUAL HARASSMENT – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
c. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

NOTE *Conduct which can, in certain circumstances, be considered sexual harassment includes, but is not limited to, sexually suggestive remarks, pictures, gesturing, verbal harassment or abuse of a sexual nature, subtle or direct propositions for sexual favors, and any unnecessary or unwanted touching, patting or pinching.*

DISABILITY – Any physical, medical, mental, or psychological impairment, or a history or record of such impairment.

1. Physical, medical, mental, or psychological impairment refers to:
   a. An impairment of any system of the body; including, but not limited to, the neurological system; the musculoskeletal system; the special sense organs and respiratory organs, including, but not limited to, speech organs; the cardiovascular system; the reproductive system; the digestive and genito-urinary systems; the hemic and lymphatic systems; the immunological systems; the skin; and the endocrine system; or
   b. A mental or psychological impairment.
2. In the case of alcoholism, drug addiction or other substance abuse, the term 'disability' only applies to a person who:
   a. Is recovering or has recovered, and
   b. Is currently free of such abuse.

NOTE *An employee or applicant who requires a reasonable accommodation related to their disability shall complete Section "I" of* ***REASONABLE ACCOMMODATION REQUEST FOR JOB APPLICANTS (PD407-015)*** *or* ***REASONABLE ACCOMMODATION REQUEST FOR EMPLOYEES (PD407-015A)****, as appropriate (see A.G. 320-47, "Reasonable Accommodations for Employees and Applicants"). These forms are readily available at all Department facilities and on the Intranet.*

DEFINITIONS (continued)

RETALIATION – It is unlawful to retaliate against or harass any person for filing an EEO complaint, participating in an EEO investigation or proceeding, or opposing or reporting any policies, practices or action which he/she believes to be discriminatory. Retaliation is also prohibited against any person requesting a reasonable accommodation. Any member of the service who engages in such retaliation or harassment will be subject to disciplinary action regardless of the findings of the initial EEO investigation or proceeding.

CONFIDENTIALITY – The EEOD and all Department uniformed and civilian supervisors, managers and EEO Liaisons will treat each complaint CONFIDENTIALLY. This means that information obtained from the complaint or revealed during the course of the investigation conducted by the EEOD will not be discussed with other personnel except as necessary to investigate and resolve the complaint or other matter or as required by law. Complainants should make every effort to maintain the confidential nature of this process. Witnesses and respondents of an EEO investigation shall not discuss the nature of the complaint being investigated by the EEOD or any aspect of an open or closed EEOD case with anyone except their union representative of a line organization and/or legal counsel.

All EEO complaints will be handled under the direction of the Deputy Commissioner, Equity and Inclusion (DCEI). In appropriate cases, the investigation will be conducted in conjunction with the Internal Affairs Bureau and other Department units as necessary or required.

REPORTING REQUIRE-MENTS

I. Any non-supervisory member of the service is *strongly encouraged* to report the complaint or the problem to the EEOD, a supervisor or manager at any level, or an EEO Liaison when the member of the service:
   a. Becomes aware of an employment discrimination or sexual harassment complaint or problem; or
   b. Becomes aware of a complaint or problem of retaliation for making an EEO complaint or participating in an EEO investigation; or
   c. Is asked or encouraged to retaliate against a member of the service for making an EEO complaint or participating in an EEO investigation.

II. Any supervisor, manager or EEO Liaison *must* report the complaint or problem to the EEOD as soon as possible, or by the next business day, when the member of the service:
   a. Observes conduct of a discriminatory nature; or
   b. Becomes aware of an allegation or complaint of employment discrimination or sexual harassment; or
   c. Observes or becomes aware of any act of retaliation regarding EEO matters
   d. The member must report and shall not investigate the observed conduct, allegation, or complaint of employment discrimination, sexual harassment, or retaliation.

NOTE *In order to ensure confidentiality, supervisors and EEO Liaisons must not make any entries regarding a complaint of employment discrimination and/or related retaliation in any official Department record.*

PROCEDURE When a member of the service or an applicant for employment believes that employment discrimination or sexual harassment exists as defined herein, and in the **Equal Employment Opportunity Policy Statement (SP 297)** and/or **Sexual Harassment Policy Statement (SP 281)**, or that retaliation relating to EEO issues has occurred:

MEMBER CONCERNED

1. File a complaint of employment discrimination and/or related retaliation with any of the following:
   a. Office of Equity and Inclusion, Equal Employment Opportunity Division by telephone at (646) 610-5330, by email at EEOcomplaints@NYPD.org, by facsimile at (646) 610-7229, in writing, or in person at One Police Plaza – Room 1204; or
   b. Supervisor (uniformed or civilian); or
   c. Manager; or
   d. Commanding officer; or
   e. Equal Employment Opportunity Liaison.

NOTE *After business hours and on weekends, the EEOD receives messages via office voice mail, and email and will make return phone calls on the next business day.*

Non-supervisory members of the service may telephone the EEOD anonymously to file a complaint and/or discuss matters regarding employment discrimination and/or related retaliation. An investigator assigned to the EEOD will be able to provide counseling and take appropriate follow-up action. Members concerned should understand that the cooperation of complainants and witnesses may be needed to rectify or address a problem of employment discrimination. Non-supervisory members of the service may report an allegation(s) of employment discrimination and/or related retaliation in writing anonymously by preparing a detailed written report and forwarding the report to the Deputy Commissioner, Equity and Inclusion Attn: Equal Employment Opportunity Division, One Police Plaza – Room 1204, New York, New York 10038.

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT OF EMPLOYMENT DISCRIMINATION (PD413-150) *forms must be readily available at all Department facilities. Additionally, this form is available for viewing and printing via the Intranet.*

SUPERVISOR/ MANAGER/C.O./ EEO LIAISON

2. Immediately upon observing conduct of a discriminatory or retaliatory nature, or becoming aware of an allegation or complaint of employment discrimination, sexual harassment or retaliation relating to an EEO issue:
   a. Telephone facts to the Office of the DCEEO during business hours or the next business day, Monday through Friday, 0800 to 1800 hours
      (1) During non-business hours, leave a message on voice mail with contact number and an investigator assigned to the Office of the DCEEO will contact caller

SUPERVISOR/ MANAGER/C.O./ EEO LIAISON (continued)

b. Obtain DCEEO case or inquiry number and name of the investigator

c. Be guided by information received from the Office of the DCEEO.

NOTE *A supervisor receiving an allegation of employment discrimination, sexual harassment and/or related retaliation against oneself must immediately notify the Office of the DCEEO.*

3. If matter is issued a DCEEO case number, forward **confidential** report on **Typed Letterhead** to the DCEEO (DIRECT), within five business days.

NOTE *Any supervisor or EEO liaison who fails to report an employment discrimination complaint or problem, including retaliation, to the Office of the DCEEO as required, and/or within the required time frames and/or who fails to take such actions as directed by the Office of the DCEEO to prevent employment discrimination, including sexual harassment and retaliation, from occurring in the future will be subject to disciplinary action.*

The Department prohibits the display in any form of offensive sexual, ethnic, racial, religious or other discriminatory material in or while using Department facilities or resources. Refer to P.G. 205-37, "Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material," for guidelines on handling incidents involving the display of offensive material.

EEOD

4. Notify commanding officer/manager, if and/or when appropriate.
5. Emphasize to the commanding officer/manager and all others concerned that reprisal or retaliation against complainants and/or witnesses is against the law and allegations of retaliation will be investigated and, if substantiated, members will be subject to disciplinary action.
6. Record required data in appropriate DCEEO record and assign a case or inquiry number to all complaints.

NOTE *Upon receiving a complaint, an investigator assigned to the Office of the DCEEO will attempt to contact and interview the complainant, and will advise the complainant that he/she may meet with an investigator to discuss the complaint at the Office of the DCEEO or at a mutually agreed discreet location of his/her choice before, during or after work hours to protect his/her confidentiality. Additionally, the member will be advised that he/she may be accompanied by a representative of his/her choice.*

Members are reminded that they do not have to notify a supervisor if they agree to meet with an Office of the DCEEO investigator during ***non-working hours****.*

However, if a complainant wishes to meet with an investigator during ***working hours****, the investigator will make a confidential notification to the command's integrity control officer, assistant integrity control officer, executive officer, commanding officer or other supervisory member not involved in the complaint to have the complainant appear at the Office of the DCEEO. Supervisors cannot unreasonably deny permission to attend the meeting. A member's appearance at the Office of the DCEEO must not be documented on any official Department record.*

EEOD (continued)

7. Counsel member filing complaint about options for handling complaint and/or refer member to other personnel for assistance.
8. If it is determined that an investigation is to be conducted, notify respondent in writing of the nature of the allegation(s), when necessary.
   a. Remind respondent that employment discrimination and/or related retaliation will not be tolerated and may be subject to discipline.
9. After completion of the investigation and when appropriate, forward results of the investigation conducted by the DCEEO to the Police Commissioner with recommendations for specific corrective action.
10. Notify complainant in writing of the outcome of the investigation and any corrective/disciplinary action taken.
    a. Notify respondent about the outcome of the investigation in writing when appropriate.

COMMANDING OFFICER/ MANAGER

11. Address the matter as directed by and under the guidance of the DCEI.
12. When directed, forward confidential report on Typed Letterhead to DCEI (DIRECT).
    a. Refer to EEOD case number.
    b. Report what corrective action was taken to address the complaint and describe any steps taken to preclude a reoccurrence.
13. Take all reasonable steps necessary to prevent the respondent from engaging in additional employment discrimination and related retaliation.

NOTE

Copies of all documents related to DCEEO complaints and investigations must be kept in a confidential file maintained by the commanding officer/supervisory designee consistent with the confidentiality requirements of this directive.

ADDITIONAL DATA

COUNSELING

The complainant will be interviewed to ascertain the details of the complaint and will be apprised of the options for handling the complaint. These may include:

a. Investigation by the DCEEO
b. Mediation by a neutral mediation service
c. Further actions the member of the service can take on his/her own behalf
d. The member of the service filing a formal complaint with an outside agency
e. Referral of the member concerned to other personnel for assistance if it appears that the complaint does not involve an EEO problem.

MEDIATION

In appropriate cases, certain EEO complaints will be referred for mediation by a neutral mediator at a neutral location. Mediation is an early dispute resolution program designed to help resolve EEO complaints at the earliest stage possible without the need for a formal investigation. The procedure is not adversarial, but is a means of finding a mutually acceptable end to the parties' differences. This process is voluntary and the parties must mutually agree to the outcome. If the parties cannot agree upon a resolution, the matter will be referred back to the Office of the DCEEO for appropriate action. If a resolution is reached after mediation, no notations concerning the matter will be made on the respondent's Central Personnel Index record.

ADDITIONAL DATA (continued)

INVESTIGATION

In order to encourage members of the service to come forward, all communications between complainants and the EEOD relating to employment discrimination complaints will be kept confidential consistent with the above statement regarding CONFIDENTIALITY. Any person who is interviewed in the course of an investigation shall have the right to be accompanied by a representative of his/her choice.

An investigation will be conducted by the EEOD or a person acting under the direction of the DCEI. The investigation begins after the EEOD:

a. Receives either an oral or a written complaint of employment discrimination and/or related retaliation, and

b. Determines that the allegations in the complaint are sufficient to establish a case of unlawful employment discrimination and/or related retaliation.

After receiving the notice and copy of the complaint, the respondent has the right to respond in writing within fourteen calendar days. Respondents must maintain the confidentiality of the EEO process.

At the conclusion of an investigation, the DCEI will forward a confidential report of the investigation to the Police Commissioner. If the DCEI concludes on the basis of the investigation that the allegation of employment discrimination is substantiated, the DCEI shall recommend appropriate corrective action. The Police Commissioner will review the report prepared by the DCEI and make a final determination regarding the investigation and any recommendation for corrective action. Disciplinary action shall be taken in accordance with any applicable provisions of law, rules and regulations, and collective bargaining agreements.

Following the endorsement by the Police Commissioner of a recommendation by the DCEI that an EEO complaint is:

a. Substantiated, in whole or in part, the DCEI will require the commanding officer of the involved command or other appropriate person to appear at its office to discuss the final report with the DCEI, Commanding Officer EEOD, or designee. The commanding officer or other appropriate person shall take action as may be directed by the DCEI. The meeting as well as a record of action taken shall be documented in the case file.

b. Unsubstantiated (as opposed to "unfounded"), the DCEI may require the commanding officer of the involved command or other appropriate person to appear at its office to discuss the final report with the DCEI, Commanding Officer EEOD, or designee. The commanding officer or other appropriate person shall take action as may be directed by the DCEI. The meeting, as well as a record of action taken, shall be documented in the case file.

If the DCEI concludes, as a result of an investigation, that an act of employment discrimination and/or related retaliation has occurred but cannot identify the person(s) responsible, the DCEI may require the commanding officer/manager of the command/unit of occurrence or other appropriate person to appear at the EEOD to discuss the final report with the Commanding Officer EEOD, or designee. The commanding officer or other appropriate person shall take action as may be directed by the DCEI. The meeting and a record of action taken shall be documented in the case file.

ADDITIONAL DATA (continued)

When charges and specifications are pending or preferred against a member of the service, an allegation of discriminatory treatment raised as a defense to the charges by the respondent member of the service shall vest in the exclusive jurisdiction of the Deputy Commissioner, Trials until the charges and specifications have been resolved. After the charges and specifications have been resolved, jurisdiction over the allegation of employment discrimination shall be assumed by the DCEI upon written request of the affected party. In all other disciplinary matters, any allegation of employment discrimination raised by the member of the service concerned must be immediately reported to the EEOD.

ADDITIONAL PLACES WHERE A COMPLAINT OF DISCRIMINATION MAY BE MADE

Any member of the service or applicant for employment who believes that they have experienced discrimination has a right to file a formal complaint with the federal, state or local agencies listed below. A person does not give up this right when the person files a complaint with the Police Department's EEOD. The following local, state and federal agencies enforce laws against discrimination:

NEW YORK CITY COMMISSION ON HUMAN RIGHTS
100 Gold Street, Suite 4600
New York, New York 10038

NEW YORK STATE DIVISION OF HUMAN RIGHTS
Headquarters
One Fordham Plaza, 4th Floor
Bronx, New York 10458
OR
163 West 125th Street, 4th Floor
New York, NY 10027
OR
55 Hanson Place, Room 304
Brooklyn, NY 11217

UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
New York District Office
33 Whitehall Street, 5th Floor
New York, New York 10004

TIME PERIODS FOR THE FILING OF COMPLAINTS OF EMPLOYMENT DISCRIMINATION, INCLUDING RELATED RETALIATION (MEASURED FROM THE DATE OF THE LAST OCCURRENCE OF A DISCRIMINATORY ACTION):

a. New York City Police Department - one year
(1) New York City Police Department - three year statute of limitations (for complaints of sexual harassment only)

The one year time period for filing complaints of employment discrimination, including related retaliation, with the New York City Police Department shall not serve as a limitation upon the Department's authority to discipline members of the service as otherwise authorized pursuant to applicable law

ADDITIONAL DATA (continued)

b. New York City Commission on Human Rights – one year (New York City Administrative Code, Title 8, Chapter 1) (Three years for sexual harassment)

c. New York State Division of Human Rights - one year (New York Executive Law, Article 15, section 297) (may not file if civil action filed first)

d. United States Equal Employment Opportunity Commission – three hundred days, regardless of whether there has been a prior filing with another agency. A member of the service is advised to contact the United States Equal Employment Opportunity Commission directly for guidance on this issue (42 USC, Section 2000e-5[c]).

RELATED PROCEDURES

Operations Coordinator (P.G. 202-11)
Desk Officer (P.G. 202-14)
Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material (P.G. 205-37)
Grievance Procedures for Members of the Public with Disabilities (A.G. 308-06)
Reasonable Accommodations for Employees and Applicants (A.G. 320-47)
Official Communication – Preparation (A.G. 322-11)

FORMS AND REPORTS

REASONABLE ACCOMMODATION REQUEST FOR JOB APPLICANTS (PD407-015)
REASONABLE ACCOMMODATION REQUEST FOR EMPLOYEES (PD407-015A)
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT OF EMPLOYMENT DISCRIMINATION (PD413-150)
Typed Letterhead

NYPD

Section: Personnel Matters		Procedure No: 205-37	
SEXUAL, ETHNIC, RACIAL, RELIGIOUS, OR OTHER DISCRIMINATORY SLURS THROUGH DISPLAY OF OFFENSIVE MATERIAL			
DATE ISSUED: 06/23/20	DATE EFFECTIVE: 06/23/20	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To eliminate the display of offensive sexual, ethnic, racial, religious or other discriminatory material throughout the Department.

SCOPE It is the goal of the Department to ensure a discrimination free work environment. In furtherance of this goal, the Department prohibits the display of offensive sexual, ethnic, racial, religious or other discriminatory material.

One form of employment discrimination which may create a hostile work environment is the display of sexually explicit material in the workplace. Other forms of a hostile work environment can occur through the display of offensive ethnic, racial, religious or other discriminatory materials or graffiti, whether they deface Department property or not. Such displays might be in the form of, but are not limited to, postings, pictures, tattoos, graffiti drawn on Department property (e.g., lockers, vehicles, in toilet facilities, **ACTIVITY LOGS [PD112-145]**, Notice of Parking Violations, summonses, or any other Department forms, etc.), or an adult movie/program or other offensive material shown through the use of a any electronic storage media or device (e.g., video cassette, DVD/CD, flash drive, hard drive, etc.), or received through an adult channel from a cable/satellite company, or audio recording or broadcast, or an email communication(s), text message(s), or through any electronic or other device.

No form of defacement of Department property, display of offensive materials, sexually explicit television programs, videotapes or DVDs, derogatory email communications, text messaging or voice mail communications, in or using Department facilities or resources, is acceptable. Commanding officers, managers and supervisors shall keep their work sites free from such displays.

PROCEDURE When a display of offensive material is discovered:

MEMBER CONCERNED

1. Any **non-supervisory member of the service** who becomes aware of the display of offensive material is ***strongly encouraged*** to report it to any of the following:
   a. The Equal Employment Opportunity Division (EEOD) by telephone at (646) 610-5330, by email at EEOcomplaints@NYPD.org, by facsimile at (646) 610-7229, in writing, or in person at One Police Plaza – Room 1204; or
   b. Supervisor (uniformed or civilian); or
   c. Manager; or
   d. Commanding officer; or
   e. Equal Employment Opportunity (EEO) Liaison.

NOTE *Trained EEO Liaisons have been designated throughout the Department to provide assistance to complainants, witnesses and others regarding any EEO matter. For further information about the EEO Liaison Program, contact the Program Coordinator at (646) 610-5072.*

After business hours and on weekends, EEOD receives messages via office voice mail and will make return phone calls on the next business day.

A SUPERVISOR WHO BECOMES AWARE OF THE DISPLAY OF OFFENSIVE MATERIAL WILL AS SOON AS POSSIBLE:

SUPERVISORY MEMBER

2. Telephone facts to EEOD during business hours or the next business day, Monday through Friday, 0800 to 1800 hours, and be guided by information received from EEOD.
   a. During non-business hours, leave a message with a contact number on the voice mail and:
      (1) Photograph the offensive material; and
      (2) Take immediate steps to secure, remove and/or cover the offensive material from public display.
3. Safeguard the offensive material if possible, and prepare **PROPERTY CLERK INVOICE (PD521-141)** utilizing the Property and Evidence Tracking System.
   a. Invoice the material as investigatory evidence.
4. Make Command Log entry of details.
   a. Do not describe or identify the specific offensive material/object that was discovered.
5. Notify commanding officer/manager.
6. Forward confidential report on Typed Letterhead to the Commanding Officer, EEOD (DIRECT) within five business days. Include the following information on the report:
   a. EEOD case number,
   b. Photo(s) of the offensive material and a copy of the **INVOICE**, if applicable.

NOTE *In addition to reporting the observation to EEOD, corrective action may take the form of removing the offensive material if it is a magazine or poster, etc., or having a **WORK ORDER (PD176-161)** prepared and forwarded, if necessary.*

EEOD

7. Ensure that the commanding officer/manager is notified of the display of offensive material.

COMMANDING OFFICER/ MANAGER

8. Inform/advise members of command, as appropriate, upon receiving a complaint of a display of offensive material, or having witnessed such display that:
   a. A display of offensive material has occurred and that such display violates Department policy
      (1) **DO NOT** describe or identify the specific offensive material/object that was discovered

COMMANDING OFFICER/ MANAGER (continued)

b. This behavior will not be tolerated and is subject to disciplinary action.

9. Confer with the EEOD and determine appropriate follow-up and/or investigatory action.

10. Notify the EEOD promptly by telephone of the results of any investigation.

11. Forward confidential report on Typed Letterhead to the Commanding Officer, EEOD (DIRECT) within five business days. Include the following information on the report:
    a. Refer to EEOD case number
    b. Report the results of the investigation and what corrective action was taken to address the matter and describe any steps taken to preclude a reoccurrence.

ADDITIONAL DATA

It will be incumbent upon all supervisors, and in particular the operations coordinator and the desk officer, when they make their daily inspections as provided for in P.G. 202-11, "Operations Coordinator" and P.G. 202-14, "Desk Officer," to ensure that no form of offensive material is displayed. Also, all Department vehicles will be inspected by the operator prior to use to ensure that there is no graffiti or any other form of offensive sexual, ethnic, racial, religious or other discriminatory material displayed. Should any such material be found in a Department vehicle, the procedures detailed above will be followed.

In addition, the following rules regarding audio recordings and broadcasts, cable/satellite television services or the use of electronic storage media or devices (video cassettes, DVDs/CDs, flash drives, hard drives, etc.) in Department facilities will be adhered to:

a. Sexually explicit audio broadcasts, television programs or videos shall not be listened to, shown or viewed in Department facilities, unless necessary as part of a documented, on-going, official investigation

b. Premium channels, which provide sexually explicit material, will not be permitted to be received on any cable/satellite receiver at a Department facility

c. Commanding officers/managers or supervisor designee will contact cable/satellite television companies and have them "block out" any stations received on the basic package which routinely show sexually explicit programming, if possible.

Commanding officers/managers must stress to their subordinates that these forms of behavior will not be tolerated.

RELATED PROCEDURES

Operations Coordinator (P.G. 202-11)
Desk Officer (P.G. 202-14)
Employment Discrimination (P.G. 205-36)
Department Computer Systems (P.G. 219-14)

FORMS AND REPORTS

ACTIVITY LOG (PD112-145)
PROPERTY CLERK INVOICE (PD521-141)
WORK ORDER (PD176-161)
Typed Letterhead

Section: Personnel Matters		Procedure No: 205-38	
INVESTIGATION OF INCIDENTS OF RETALIATION AGAINST MEMBERS OF THE SERVICE			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide guidelines in accordance with the provisions of the Whistleblowers Law for the investigation of allegations of retaliation made by members of the service who have voluntarily reported misconduct or corruption.

DEFINITION WHISTLEBLOWERS LAW - An Administrative Code provision which encourages City employees to report improper conduct, i.e., corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority, within their respective agencies. This law protects City employees who report such wrongdoing from any form of retaliation, i.e., dismissal, demotion, suspension, disciplinary action, negative performance evaluation, any action resulting in loss of staff, office space or equipment or other benefit, failure to appoint, failure to promote, or any transfer or assignment or failure to transfer or assign against the wishes of the affected employee.

SCOPE The Department has the responsibility to encourage members to come forward and voluntarily provide information regarding misconduct and corruption. Inherent in this responsibility is the ability to protect those members from retaliation. IT IS THE POLICY OF THIS DEPARTMENT THAT RETALIATION AGAINST ANY MEMBER OF THE SERVICE FOR VOLUNTARILY PROVIDING INFORMATION REGARDING MISCONDUCT AND CORRUPTION WILL NOT BE TOLERATED.

PROCEDURE When a member of the service believes he/she is the victim of retaliation for voluntarily providing information regarding misconduct or corruption.

MEMBER OF THE SERVICE

1. Notify Internal Affairs Bureau Command Center.

UNIT RECEIVING NOTIFICATION

2. Notify Internal Affairs Bureau and forward all pertinent information.
   a. Make reasonable efforts to protect the anonymity and confidentiality of the employee making the allegation.

MEMBER CONCERNED, IAB COMMAND CENTER

3. Record pertinent information and assign a log number.
4. Have an immediate preliminary investigation conducted to obtain all available facts and evidence.
   a. Indicate results in log.

NOTE *Members of the service should comply with the provisions of P.G. 205-36, "Employment Discrimination," to lodge a complaint of retaliation regarding an equal employment opportunity issue. Allegations of retaliation involving equal employment opportunity issues (employment discrimination, sexual harassment, etc.) MUST be referred to the Office of the Deputy Commissioner, Equity and Inclusion, Equal Employment Opportunity Division for investigation.*

INTERNAL AFFAIRS BUREAU

5. Evaluate each complaint to determine whether the case may fall within the purview of the Whistleblowers Law.
6. Refer cases requiring further investigation concerning violations of the Whistleblowers Law to either the Internal Affairs Bureau or Office of the Deputy Commissioner, Equity and Inclusion, Equal Employment Opportunity Division, as applicable.

NOTE

Only the Internal Affairs Bureau or the Office of the Deputy Commissioner, Equity and Inclusion, Equal Employment Opportunity Division are authorized to conduct investigations involving allegations of retaliation against any member of the service for voluntarily having provided information regarding misconduct or corruption. Allegations which do not violate the Whistleblowers Law will be referred to the appropriate investigative unit concerned for additional action.

IAB INVESTIGATIVE GROUP

7. Forward report through channels upon completion of investigation.

NOTE

Due to the need to maintain the confidentiality of investigations to the extent possible, the Office of the Deputy Commissioner, Equity and Inclusion, Equal Employment Opportunity Division will not be required to forward reports of employment discrimination retaliation. These reports will remain on file at the Office of the Deputy Commissioner, Equity and Inclusion, Equal Employment Opportunity Division until such time that disclosure thereof is necessary.

DEPUTY COMMISSIONER, INTERNAL AFFAIRS

8. Forward report and recommendations to the Police Commissioner.

POLICE COMMISSIONER

9. Review report and direct necessary action.

ADDITIONAL DATA

Members of the service are reminded that resources (i.e., Employee Assistance Unit, Chaplains Unit, Police Officers Providing Peer Assistance [POPPA], etc.) are available to provide help in addressing a personal or professional problem.

To obtain additional resources, information and guidance, members can refer to the Personnel Bureau's Department Intranet homepage. Once on the homepage, members are directed to click on the "Employee Assistance" folder in the "Documents" Section.

Members of the service who voluntarily provide information or assistance in internal/external investigations should be acknowledged for their high acts of integrity. In order to acknowledge such members, while maintaining the confidentiality of their actions, a sub-committee of the Integrity Review Board is established. This special sub-committee shall consist of the First Deputy Commissioner, Chief of Personnel, and the Internal Affairs Bureau (principals only, no representatives). It will be the responsibility of the sub-committee to review the actions of those members of the service who have voluntarily come forward and provided information, and recommend appropriate acknowledgement to the Police Commissioner.

RELATED PROCEDURES *Employment Discrimination (P.G. 205-36)*

FORMS AND REPORTS ***Typed Letterhead***

NYPD

Section: Personnel Matters		Procedure No: 205-39	
DEPARTMENTAL RECOGNITION - UNIFORMED MEMBERS OF THE SERVICE			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 8

PURPOSE To process requests for Departmental recognition.

PROCEDURE Whenever a uniformed member of the service performs an act worthy of Departmental recognition and is recommended by a supervisor, a co-worker or a member of the community:

MEMBER'S IMMEDIATE SUPERVISOR (REGARDLESS OF COMMAND)

1. Prepare **DEPARTMENTAL RECOGNITION REQUEST (PD439-162)** (see *ADDITIONAL DATA* statement under heading, *"PROCESSING DEPARTMENTAL RECOGNITION REQUEST"* for directions).
2. Prepare separate **DEPARTMENTAL RECOGNITION REQUEST** for each member of the service involved.
3. Deliver completed forms to operations coordinator, precinct of occurrence or command counterpart.

PRECINCT OPERATIONS COORDINATOR/ COUNTERPART

4. Assign precinct/command serial number to all **REQUESTS**.
   a. If more than one member of the service is involved in the same incident, the same precinct/command serial number will be used.
5. Assign **REQUEST** to ranking officer for investigation.

RANKING OFFICER

6. Conduct investigation including:
   a. Checking Department records
   b. Interviewing members involved, including patrol supervisor or other supervisory personnel, when appropriate
   c. Interviewing witnesses (in person or by telephone)
   d. Obtaining signed statements from witnesses, when possible
   e. Converting oral statements to signed written statements, when applicable
   f. Attaching statements to **REQUEST**
   g. Attaching all Department forms/records prepared in connection with the incident to **REQUEST**.
7. Enter results of investigation under "REMARKS" caption of **DEPARTMENTAL RECOGNITION REQUEST**.
   a. Use statements of fact.
      (1) Do not use descriptive embellishment of the facts.
8. Deliver completed forms to Precinct/Command Recognition Committee.

PRECINCT/ COMMAND RECOGNITION COMMITTEE

9. Conduct a review of the investigation and make initial recommendation to commanding officer.
   a. Precinct/Command Recognition Committee may refer the **REQUEST**, through the commanding officer, to a Bureau Recognition Committee, if the **REQUEST** involves aspects which require particular expertise in evaluating the merits of the **REQUEST**. It is expected that most **REQUESTS** will be processed by the Precinct/Command Recognition Committee. Only highly unusual or complex cases should be referred to a Bureau Recognition Committee.

PRECINCT/ COMMAND RECOGNITION COMMITTEE (continued)

10. Enter a concise statement of findings under "FIRST ENDORSEMENT" on reverse side of **REQUEST**.
    a. If supervisory officer is included, indicate how actions of supervisor exceeded normal supervisory or administrative duties.
    b. Standard abbreviations may be used.
    c. Use statement of fact ONLY.
11. Forward **REQUEST** to commanding officer, precinct of occurrence or command counterpart.

PRECINCT COMMANDING OFFICER/ COUNTERPART

12. Review all **REQUESTS**.
    a. If concurring with recommendations of Precinct/Command Recognition Committee, follow steps below, as appropriate.
    b. Forward **REQUESTS** which require particular expertise in evaluating the merits of the **REQUEST** to the appropriate Bureau Recognition Committee.
    c. If disapproving **REQUEST**, indicate the same under "SECOND ENDORSEMENT."

IF REQUEST IS FOR EXCELLENT POLICE DUTY OR MERITORIOUS POLICE DUTY

PRECINCT COMMANDING OFFICER/ COUNTERPART

13. Make a determination on **REQUEST** for Excellent Police Duty or Meritorious Police Duty.
14. Indicate approval or disapproval of **REQUEST** and complete "SECOND ENDORSEMENT" for Excellent Police Duty and "THIRD ENDORSEMENT" for Meritorious Police Duty on reverse side of form.
15. Forward original (white) copy of **REQUEST** to the Human Resources Division (Attention: Honor Committee) and distribute the remaining copies as indicated on form.

IF RECOMMENDATION IS FOR ANY COMMENDATION, EXCEPTIONAL MERIT, MERITORIOUS POLICE DUTY - INTEGRITY OR HONORABLE MENTION

PRECINCT COMMANDING OFFICER/ COUNTERPART

16. Review and forward **REQUESTS**, with recommendations, to Borough Recognition Committee or similar Recognition Committee in bureaus/divisions whose commands are exempt from processing requests through patrol precincts.

BOROUGH RECOGNITION COMMITTEE/ COUNTERPART COMMITTEE

17. Conduct review.
    a. Highest-ranking member present will act as Chairperson of the Borough Recognition Committee/counterpart committee.
18. Review **REQUEST** and indicate recommendation under "FOURTH ENDORSEMENT."
19. Forward **REQUEST** to borough commander, bureau chief or division counterpart, as appropriate.

IF REQUEST IS FOR COMMENDATION AND MERITORIOUS POLICE DUTY - INTEGRITY

BOROUGH COMMANDER/ COUNTERPART

20. Make determination on **REQUEST** for Commendation.
21. Indicate approval/disapproval and complete "FIFTH ENDORSEMENT" on reverse side of form.
    a. When appropriate, approve **REQUESTS** for Commendation, except those which involve acts of integrity. In these cases, as well as for all requests for Meritorious Police Duty – Integrity, the borough commander, bureau chief or division counterpart will forward endorsed **REQUESTS**, with a synopsis of proceedings, to the Integrity Review Board.
22. Forward original (white) copy of all **REQUESTS**, not involving integrity, to the Human Resources Division (Attention: Honor Committee) and distribute the remaining copies as indicated on form.

IF REQUEST IS FOR EXCEPTIONAL MERIT OR HONORABLE MENTION

BOROUGH COMMANDER/ COUNTERPART

23. Review **REQUEST**.
24. Indicate recommendations under "FIFTH ENDORSEMENT."
25. Forward **REQUEST** and synopsis of proceedings on **Typed Letterhead** to the Honor Committee.

IF RECOMMENDATION IS FOR PURPLE SHIELD MEDAL

PRECINCT COMMANDING OFFICER/ COUNTERPART

26. Prepare **REQUEST**.
    a. Include any required attachments.
27. Forward all papers to next higher command for endorsement.

NEXT HIGHER COMMAND

28. Forward endorsed **REQUESTS** to the Honor Committee (DIRECT) for evaluation.

IF MEMBER WISHES TO APPEAL

REQUESTING MEMBER

29. Prepare two copies of appeal on **Typed Letterhead**, addressed to Borough/Bureau/Counterpart Recognition Committee for Excellent Police Duty/Meritorious Police Duty OR to the Police Commissioner for Meritorious Police Duty (Integrity), Commendation, Exceptional Merit or Honorable Mention, within ten days of publication of award including:
    a. Facts of request
    b. Reasons for appeal
    c. Personnel Order number and date (if applicable).

ADDITIONAL DATA

PROCESSING DEPARTMENTAL RECOGNITION REQUEST

a. All requests for Departmental recognition, with the exception of those requests involving members assigned to the Housing Bureau, Detective Bureau (not including precinct detective squads), Transit Bureau, Community Affairs Bureau, Chief of Transportation and Chief of Special Operations, will be processed through patrol precincts.

b. Commands which report to the Housing Bureau, Detective Bureau (not including precinct detective squads), Transit Bureau, Community Affairs Bureau, Chief of Transportation and Chief of Special Operations, will process all requests for Departmental recognition involving assigned members in a similar manner as requests processed through patrol precincts (see "ADDITIONAL DATA" statement regarding the chain of command to be utilized by bureaus/divisions exempt from processing requests through patrol precincts).

c. Requests involving members assigned to precinct detective squads will be processed through patrol precincts.

d. If two or more precincts within the same borough are involved in the same incident, the patrol borough commander will designate which Precinct Recognition Committee will conduct the investigation and prepare the appropriate documentation. If two or more precincts are involved, and the precincts are in different boroughs, the Honor Committee will make the designation, except for cases involving integrity. In those instances, the Integrity Review Board will make the designation.

e. Acts worthy of Departmental recognition which involve members from multiple bureau/division commands will be processed through patrol precincts.

*f. Assistance in the preparation of the **DEPARTMENTAL RECOGNITION REQUEST** form may be obtained by contacting the Employee Management Division's Departmental Recognition Unit.*

LEGAL CONSIDERATIONS

*All information entered on the **DEPARTMENTAL RECOGNITION REQUEST** is considered "Rosario" material and should be a factual statement of the member of service's role in a particular matter. There should be no descriptive embellishment of the facts. In addition, all written statements taken from witnesses should be considered "Rosario" material. Since the defense attorney in a criminal case has the right to examine a witness's prior statement, if a witness testifies, the appropriate District Attorney's office must be advised of the existence of requests for Departmental recognition as well as other witness statements in a pending case. Due to "Rosario" material potential, every request must include the legal name of each member of the service; any initials, nicknames, etc. of a member of the service are not permitted on the **DEPARTMENTAL RECOGNITION REQUEST**.*

DEPARTMENT POLICY

Uniformed members of the service involved in undercover or confidential operations will be guided by the direction of their Bureau Chief/Counterpart when submitting requests for Departmental recognition.

ADDITIONAL DATA (continued)

Request for Departmental recognition should be limited to those members who are directly involved with the arrest/incident (i.e., arresting officer and partner). If the incident involved personal risk, danger or unusual accomplishment, each member requesting recognition must explain their direct involvement in the incident. Furthermore, supervisors of units must explain how their actions exceeded normal supervisory or administrative duties in order to be considered for recognition.

Departmental Recognition Committees are composed of five uniformed members of the service: two ranking officers (one of whom will be designated chairperson) and three non-supervisory officers (which may include a member of the precinct detective squad), will be established by each precinct and patrol borough command. Similarly, commands which report to the Housing Bureau, Detective Bureau (not including precinct detective squads), Transit Bureau, Chief of Community Affairs, Chief of Transportation, and Chief of Special Operations, will also establish Departmental Recognition Committees utilizing the same group composition. Bureau Recognition Committees will be established in each bureau command for these more complex or unusual cases.

Precinct/Command Recognition Committee members will be clearly identified and convene each quarter. Commanding officers will not be present when Precinct/Command Recognition Committee convenes.

The highest ranking officer who is responsible for indicating approval/disapproval of ***REQUEST*** *MUST be in a rank of at least one level higher than any of the recipients of the medal and MUST NOT be one of the recipients of the requesting medal. Each additional endorsement (when applicable) MUST be approved/disapproved by the next higher rank based on the previous endorsement.*

When a ***REQUEST*** *is forwarded to a bureau chief/counterpart for evaluation based on expertise, the bureau chief/counterpart will make the final determination on Excellent Police Duty, Meritorious Police Duty and Commendations, except in cases where integrity forms the basis of the* ***REQUEST****. Integrity requests, forwarded to a bureau chief/counterpart for expert evaluation, will be processed in accordance with steps "20" and "21." In cases where Exceptional Merit or Honorable Mention will be recommended, bureau chiefs will comply with steps "23," "24," and "25."*

Precinct commanding officers/command counterparts may recommend either a Meritorious Police Duty or a Commendation for acts of integrity. Regardless of the level of award recommended, ALL ***DEPARTMENTAL RECOGNITION REQUESTS****, which are based on acts of integrity, must be forwarded to the appropriate Borough Recognition Committee, or similar Recognition Committee established in bureaus/divisions whose commands are exempt from processing requests through patrol precincts. These* ***REQUESTS*** *must be endorsed by the concerned borough commander/counterpart, and submitted to the Integrity Review Board for final determination.*

All approved ***DEPARTMENTAL RECOGNITION REQUESTS*** *being forwarded to the Honor Committee or Integrity Review Board will be accompanied by a* ***Typed Letterhead****, in duplicate. The duplicate copy will be returned to the forwarding command and filed as a receipt.*

ADDITIONAL DATA (continued)

*If a discharge of a firearm by the member of the service is the basis for the **REQUEST**, the Borough/Bureau/Counterpart Recognition Committee will ensure that all appropriate forms including the **THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORT**, **UNUSUAL OCCURRENCE REPORTS (PD370-152)** (including the preliminary **UNUSUAL OCCURRENCE REPORT** endorsed from the designated Borough Chief to the Chief of Department, and the **UNUSUAL OCCURRENCE REPORT** on the FINDINGS AND RECOMMENDATIONS by the designated Borough), Crime Scene Unit sketches, etc., and the final determination of the Firearms Discharge Review Board by the Chief of Department or the Use of Force Review Board by the First Deputy Commissioner, as applicable, are attached to the **REQUEST** and forwarded to the Honor Committee for consideration.*

*If medal determination cannot be based on the **REQUEST** and attached forms/reports, the Borough/Bureau/Counterpart Recognition Committee will conduct a hearing, and prepare a written report of the incident.*

An appeal MAY NOT be lodged until AFTER notice of the award is published in Personnel Orders. Decisions of the Police Commissioner concerning appeals of awards reduced or disapproved are final.

*When practical, final determination of an award will be made within sixty days of submission of a **DEPARTMENTAL RECOGNITION REQUEST**.*

The chain of command that will be utilized for processing requests for Departmental recognition in bureaus/divisions not processing requests through patrol precincts is as follows:

<u>Housing Bureau</u>
Police Service Area (PSA) commands will establish Recognition Committees.
PSA commanding officers will make final determination for Excellent Police Duty and Meritorious Police Duty awards.
Housing borough commands will establish Recognition Committees.
Housing borough commanders will make final determination on Commendation requests.
All other requests to be forwarded to Honor Committee or Integrity Review Board, as appropriate.

<u>Detective Bureau</u>
Detective borough commands will establish Recognition Committees (precinct detective squads will process requests through patrol precincts).
Detective borough commanding officers will make final determination for Excellent Police Duty and Meritorious Police Duty awards.
Narcotics borough commands will establish Recognition Committees.
Narcotics borough commanding officers will make final determination for Excellent Police Duty and Meritorious Police Duty awards.
Office of the Chief of Detectives will establish a Recognition Committee.
Chief of Detectives will make final determination on Commendation requests.
All other requests to be forwarded to Honor Committee or Integrity Review Board, as appropriate.

<u>Transit Bureau</u>
District commands will establish Recognition Committees.
District commanding officers will make final determination for Excellent Police Duty and Meritorious Police Duty awards.

ADDITIONAL DATA (continued)

Transit borough commands will establish Recognition Committees.
Transit borough commanders will make final determination on Commendation requests.
All other requests to be forwarded to Honor Committee or Integrity Review Board, as appropriate.

Community Affairs Bureau
Community Affairs Bureau commands will establish Recognition Committees.
Community Affairs Bureau commanding officers will make final determination for Excellent Police Duty and Meritorious Police Duty awards.
Commanding Officer, Community Affairs Bureau will establish a Recognition Committee.
Commanding Officer, Community Affairs Bureau will make final determination on Commendation requests.
All other requests to be forwarded to Honor Committee or Integrity Review Board, as appropriate.

Chief of Transportation
Chief of Transportation commands will establish Recognition Committees.
Chief of Transportation commanding officers will make final determination for Excellent Police Duty and Meritorious Police Duty awards.
Chief of Transportation will establish a Recognition Committee.
Chief of Transportation will make final determination on Commendation requests.
All other requests to be forwarded to Honor Committee or Integrity Review Board, as appropriate.

Chief of Special Operations
Chief of Special Operations commands will establish Recognition Committees.
Chief of Special Operations commanding officers will make final determination for Excellent Police Duty and Meritorious Police Duty awards.
Chief of Special Operations will establish a Recognition Committee.
Chief of Special Operations will make final determination on Commendation requests.
All other requests to be forwarded to Honor Committee or Integrity Review Board, as appropriate.

The function and composition of the Honor Committee is as follows:
Review requests for awards above the grade of Commendation and make recommendations to the Police Commissioner. The Honor Committee is composed of:
First Deputy Commissioner (Chairperson)
Chief of Department
Chief of Community Affairs
Chief of Patrol
Chief of Detectives
Chief of Personnel
Chief of Housing
Chief of Transportation
Chief of Transit

The function and composition of the Integrity Review Board are as follows:
Review requests for Integrity Awards in the grade of Meritorious Police Duty and Commendation and make recommendations to the Police Commissioner.
Review and evaluate activities indicating commitment to integrity. The Integrity Review Board is composed of:
Chief of Department (Chairperson)
Chief of Patrol

ADDITIONAL DATA (continued)

Chief of Detectives
Chief of Personnel
Deputy Commissioner, Internal Affairs
Chief of Housing
Chief of Transit
Uniformed member of the service in the rank of police officer, as selected by the Family Assistance Section, on an ad-hoc basis.

RELATED PROCEDURES

Boards and Committees (O.G. 101-23)
Emblems, Insignia and Breast Bars (P.G. 204-16)
Integrity Review Board Recommendation Procedure (P.G. 205-16)
Department Medals – Uniformed Members of the Service (P.G. 205-65)
Presentation of Department Recognition Awards (A.G. 305-03)
Unit Citation (A.G. 305-04)
Educational Achievement Citation (A.G. 320-19)

FORMS AND REPORTS

DEPARTMENTAL RECOGNITION REQUEST (PD439-162)
THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORT
UNUSUAL OCCURRENCE REPORT (PD370-152)
Typed Letterhead

NYPD

PURPOSE To regulate off duty employment of uniformed members of the service, except that off duty employment performed with the Paid Detail Unit.

DEFINITIONS SECURITY FIELD - Includes guard service, payroll driver/cashiers, personal escorts (bodyguards), and employment in check cashing establishments, etc.

WATCHGUARD LICENSE - Issued by the New York State Secretary of State, upon a written request obtained from the Office of the Personnel Bureau, licensing a uniformed member of the service to engage in the off duty employment of providing guards in a security related field.

CLASS I FEDERAL FIREARMS LICENSE - Issued by the Department of Treasury, Bureau of Alcohol, Tobacco and Firearms, to persons engaged in the business of selling firearms at wholesale or retail.

DEALER IN FIREARMS LICENSE - Issued by local licensing officer to any person, firm, partnership, corporation or company who engages in the business of purchasing, selling, keeping for sale, lending, leasing, or in any manner disposing of, any pistol or revolver.

OWNERSHIP INTEREST - An interest in a firm held by a member of the service, or by that member of the service's spouse, domestic partner, or unemancipated child when the member of the service, or the member of the service's spouse, domestic partner, or unemancipated child exercises managerial control or responsibility over the firm.

PROCEDURE When a uniformed member of the service wishes to engage in off duty employment or maintains an ownership interest in a firm, or when any member of the service wishes to engage in the practice of law off duty:

UNIFORMED MEMBER OF THE SERVICE

1. Prepare **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION (PD407-164)**.
   a. Enter total number of hours to be worked each week.
      (1) Do not use terms such as "varies" or "changes."
   b. Enter name and address of corporation in space captioned "Outside Employer" if applicant is an officer of a corporation.
      (1) Do not use term "self employed" if applicant is part or sole owner of corporation.
   c. Enter name of president of corporation if employed by corporation.
   d. Enter function of the corporation in space captioned "Describe the Type of Business."
   e. Describe functions to be performed in space captioned "Describe Specific Duties and Responsibilities."

UNIFORMED MEMBER OF THE SERVICE (continued)

2. Deliver completed **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** to commanding officer.
   a. If off duty employment involves dealing in firearms outside the City of New York, also deliver a copy of completed application for a Class I Federal Firearms License.
      (1) After subsequent issuance by the Bureau of Alcohol, Tobacco and Firearms, provide a copy of the license to commanding officer and Employee Resources Section.
   b. If off duty employment involves dealing in firearms outside the City of New York, also deliver a copy of completed **APPLICATION FOR LICENSE AS A GUNSMITH OR DEALER IN FIREARMS (INDIVIDUAL) (PD625-043)** or **APPLICATION FOR LICENSE AS A GUNSMITH OR DEALER IN FIREARMS (PARTNERSHIP) (PD625-042**). After subsequent issuance by the local licensing officer, provide a copy of the license to commanding officer.

COMMANDING OFFICER

3. Interview applicant and determine if conditions of off duty employment are within Department guidelines.
4. Forward completed **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** for signature and recommendations to the borough commander/counterpart for security related fields only.

BOROUGH COMMANDER/ COUNTERPART

5. Return **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** to member's commanding officer indicating approval/disapproval.

COMMANDING OFFICER

6. Ascertain that applicant understands "Guidelines/Prohibitions" as outlined in "Additional Data" statement.
7. Confer with applicant's immediate supervisor.
8. Confer with Office of First Deputy Commissioner to determine whether reason exists for disapproval of **OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION**, if applicant is on modified assignment and enter results of inquiry on **OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION**.
9. Enter recommendations, sign and forward all approved, disapproved and renewal **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION(S)** or notice of termination or change in employment to the Employee Resources Section.
   a. Inquire Personnel Profile Report (PEPR) for status of application.
   b. Advise member whose **OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION** has been DISAPPROVED that such decision may be appealed.
10. Monitor on duty performance of member engaged in off duty employment.
11. Recommend revocation of permission if outside employment interferes with member's responsibility to the Department.

COMMANDING OFFICER (continued)

12. Advise applicant of possible revocation of permission to engage in off duty employment should member become subject of disciplinary action or classified as "chronic sick."
13. Re-examine approved **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** of newly transferred/temporarily assigned member to ensure that current assignment does not result in a conflict of interest or corruption hazard.

UNIFORMED MEMBER OF THE SERVICE

14. Submit new **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** to report any change in status of employment (i.e., change of employer, duties, location of employment, etc.).
15. Submit renewal **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** for continuing off duty employment beyond each twelve month period at least ten days prior to expiration of current approved request.
16. Prepare a report on **Typed Letterhead** requesting review of **OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION** that has been disapproved and submit to Commanding Officer, Employee Resources Section.

EMPLOYEE RESOURCES SECTION

17. Review **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** and determine if conditions of off duty employment are within Department and Board of Ethics guidelines and rulings.
    a. Contact the Legal Bureau, if necessary.
    b. If employment presents conflict of interest:
        (1) Advise employee of provisions of New York City Charter, Section 2604, "Prohibited Interests and Conduct" and that such employment is not appropriate
        (2) Advise employee to forward report on **Typed Letterhead** detailing reasons for appeal, if employment is denied, to Deputy Commissioner, Legal Maters, as per *A.G. 316-18, "Conflicts of Interest Board."*
18. Assign Off Duty Work Number and insert in appropriate space on **OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION**.
19. Request records check from Intelligence Bureau for security related fields only:
    a. Employer,
    b. Individual or premises to be protected, if appropriate, and
    c. Disapprove **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION** if records exist at the above unit that would preclude employment.
20. Complete "Final Action:" section of **APPLICATION/NOTIFICATION** and sign.
21. Distribute copies of **APPLICATION/NOTIFICATION** as follows:
    a. ORIGINAL – place in member's Personnel Folder
    b. DUPLICATE – return to command of origin for file
    c. TRIPLICATE – return to member concerned
    d. QUADRUPLICATE - forward to Medical Division.

COMMANDING OFFICER

22. Advise and instruct member whose **OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION** has been APPROVED, regarding:
    a. Guidelines/prohibitions listed in "Additional Data" statement
    b. Carrying of weapons in other states. (New York City police officer status does not license member to carry weapon in another state; authorization must be obtained from state concerned).
23. Instruct member applying for Watchguard License of "Guidelines for Watchguard License" (see ADDITIONAL DATA statement).
    a. Direct member to report to Employee Resources Section to prepare affidavit and comply with instructions received.
24. Direct integrity control officer to verify that members concerned comply with prohibition against requesting overtime compensation for off duty employment related arrests.
25. Indicate on **OFF DUTY EMPLOYMENT APPLICATION/ NOTIFICATION**, after approval and prior to forwarding to Employee Resources Section, that a copy of the Class I Federal Firearms License is attached, if applicable.
    a. Forward copy of Class I Federal Firearms License, and **APPLICATION FOR LICENSE AS A GUNSMITH or DEALER IN FIREARMS (INDIVIDUAL) or APPLICATION FOR LICENSE AS A GUNSMITH or DEALER IN FIREARMS (PARTNERSHIP)**, and New York State License and **APPLICATION FOR LICENSE AS A GUNSMITH or DEALER IN FIREARMS (INDIVIDUAL) or APPLICATION FOR LICENSE AS A GUNSMITH OR DEALER IN FIREARMS (PARTNERSHIP)** to Commanding Officer, Firearms and Tactics Section, after recording license numbers on member's **FORCE RECORD (PD406-143)**.

COMMANDING OFFICER FIREARMS AND TACTICS SECTION

26. Maintain a file of members who have obtained Class I Federal Firearms Licenses or New York State Dealer in Firearms licenses for dissemination to inquiring ranking members of the service in cases of suspensions, modified assignments, removal of firearms, etc.

INTEGRITY CONTROL OFFICER

27. Audit **OVERTIME REPORTS (PD138-064)** submitted by uniformed members of the service to ensure that requests do not pertain to off duty security employment related arrests and advise commanding officer of findings.

ADDITIONAL DATA

GUIDELINES:

The following guidelines apply to ALL off duty employment:

a. Off duty employment MUST BE:
    (1) Performed outside regular hours of police duties.
    (2) Approved prior to starting or changing employment, AND for EACH EXTRA job or change of job for the same employer.

ADDITIONAL DATA (continued)

(3) Approved in writing from the Chief of Patrol, (Commanding Officer, Movie/Television Unit), IF employment involves working as a technical advisor/consultant for motion picture or television productions.

(4) Performed not exceeding twenty hours each week when a uniformed member on approved Family Medical Leave engages in off duty employment.

b. A uniformed member of the service may engage in off duty employment without prior approval:

(1) During the period of suspension without pay, OR

(2) While on continuous vacation and/or terminal leave immediately after filing an application for retirement. During a period of suspension without pay or vacation/terminal leave pending retirement, the member concerned remains officially a member of the service and, as such, may NOT engage in any type of employment or activity which, by existing law, is prohibited to police officers, or which may constitute a conflict of interest or create the appearance thereof (see GENERAL PROHIBITIONS).

c. Excessive sick leave or other evidence indicating off duty employment impairs ability to perform assigned police duties is cause for revocation of approval to engage in off duty employment.

d. A request for permission to work while off duty may be disapproved even though it does not specifically fall within the "Prohibitions" section or violate the "Guidelines" sections contained herein.

e. A uniformed member of the service seeking part time employment in another City agency, or in ANY other governmental jurisdiction or agency MUST prepare ***Certification of Compatibility for Dual Employment*** *(a* ***Certification of Compatibility for Dual Employment (DP1021A)*** *for City Mayoral Agencies or* ***Certification of Compatibility for Dual Employment (DP1021B)*** *for all other governmental agencies or jurisdictions). These forms are available at the Human Resources Division, Employee Resources Section, who will process forms upon completion.*

f. Not permitted if employed by any other municipal entity other than the City of New York.

g. Uniformed members of the service engaging in or seeking off duty employment are reminded that the law prohibits certain types of employment. Some members while engaging in bona-fide occupations, may unknowingly, in the normal pursuit of their particular off duty occupation, be violating one of these statutes. Members may consult with Legal Bureau.

h. Section 2604(a)(1) of the New York City Charter prohibits public servants from taking a position in a firm which the public servant knows, or should know, is engaged in business dealings with the City. "Position" is broadly defined and includes an officer, director, manager, employee, trustee, attorney, agent, broker or consultant to the firm. The definition of "firm" includes an individual seeking business on his/her own behalf, and as a sole proprietor. "Business dealings" are defined as any transactions involving the sale, purchase, rental, or disposition of any goods, services, or property; any license, permit, grant or benefit; and any performance of or litigation with respect to any of the above. It is quite possible that a member not completely familiar with these provisions could find himself/herself in violation of the law. For example, if a member has been approved as a vending machine salesperson or dealer, he/she would be violating this statute if he/she were to take a position with a firm or enter into a contractual agreement with any City agency or representative thereof, to place a vending machine in any building or upon property owned or leased by the City of New York or any of its agencies.

ADDITIONAL DATA (continued)

i. The Charter prohibits members from engaging in any business, transaction or private employment which is in conflict with the proper discharge of their official duties; using, or attempting to use their position to obtain any financial gain, or other benefit, including employment for themselves or any person "associated" with them ("associated" is defined to include a spouse, domestic partner, child, parent or sibling and a person with whom a member has a business or financial relationship); and disclosing any confidential information which is obtained as a result of a member's official duties or using such confidential information for any financial gain or other benefit.

j. A uniformed member of the service is prohibited from holding any position or engaging in business dealings which involve the manufacture, sale or recommendation of any alcoholic beverage. However, employment is permitted in a premises licensed to sell beer at retail for off-premises consumption (supermarkets and grocery stores). Also see P.G. 203-10, "Public Contact - Prohibited Conduct."

k. A member may not accept any valuable gift from any person or firm which the member knows or should know, has or intends to have business dealings with the City.

l. Uniformed members of the service may write fiction or non-fiction books and articles on their own time and receive compensation provided that the restrictions contained in P.G. 212-76, "Information Concerning Official Business of Department" are adhered to. ***APPLICATION/NOTIFICATION*** *should be submitted in this regard to the extent that members of the service are being paid for their writing.*

m. A member of the service may be employed as technical or background advisor/consultants by television and film production companies. The consulting position may relate either to a particular incident (e.g., a homicide, robbery, rescue effort, etc.) or to a specialized field of expertise (e.g., arson, explosives, aviation, etc.). Again, the restrictions contained in P.G. 212-77 "Release Of Information To News Media" and 212-76 "Information Concerning Official Business of Department" MUST be adhered to, ***APPLICATION/ NOTIFICATION*** *must also be submitted for these positions. In addition, prior to entering into any contractual relationship of this nature, members of the service are advised to seek private legal counsel. The sale of exclusive proprietary rights, based on the involvement of an individual in a particular incident, is strictly prohibited. For example, a member of the service assigned to the Aviation Unit can be retained as a consultant or advisor on general technical matters or for background on a particular incident; he or she cannot sell exclusive "rights" to a production company for the story of the officer's role in that incident.*

(1) A written approval from the Chief of Patrol, (Commanding Officer, Movie/Television Unit) is required, IF employment involves working as a technical advisor for motion picture or television productions.

n. Many of the off duty employment prohibitions and guidelines involve conflict of interest related issues as addressed in Chapter 68 of the New York City Charter. Each member of the service should be familiar with those provisions. In certain limited circumstances, a member of the service may hold an otherwise prohibited position with written approval of the Police Commissioner, and a determination by the Conflicts of Interest Board that the position would not conflict with the purposes and interests of the City. Conflict of interest questions or questions regarding waivers may be directed to the Deputy Commissioner, Legal Matters.

ADDITIONAL DATA (continued)

o. Department equipment, supplies, letterhead, personnel, or any other Department resources may not be used for off duty employment.

p. Not permitted if related to or concerned with matters that any City agency is required to inspect, approve or license, unless authorized.

q. Not permitted if the employment creates a prohibited subordinate-superior financial relationship.

GENERAL PROHIBITIONS:

Off duty employment is PROHIBITED when ANY of the following conditions exist:

a. Member is a probationary police officer with less than one year aggregate service who has not completed Entry Level Training in the Police Academy.

b. Existing law prohibits a police officer from employment in such job or premises.

c. Off duty employment is also prohibited, as follows:

(1) Interferes or conflicts with regular or emergency police duties.

(2) Requires the Police Department uniform or shield to be worn or used in any manner in any off duty employment, except if approved by the Paid Detail Unit.

(3) Affects member's ability to perform police duties.

(4) Exceeds twenty hours each week, except when performed during vacation period or when on terminal leave.

(5) Is to be performed three hours immediately prior to regular tour of duty.

(6) Requires member to be an officer, organizer, or hold a position in an employee organization, i.e., labor union, or member will become involved in a strike or labor dispute.

(7) Requires uniformed member to work, unless authorized, for an organization licensed or inspected by the Police Department.

(8) Is knowingly performed for a person who has a criminal arrest record.

(9) Is required to be performed when member is on sick report, sick leave or disability.

(10) Involves the guarding of licensed premises.

(11) Involves employment in any premises licensed by the State Liquor Authority, pursuant to the Alcoholic Beverage Control Law, except that employment is permitted in a premises licensed to sell alcoholic beverages as long as they are not handled by the applicant.

(12) Involves employment by a uniformed member of the service in precinct to which assigned. (However, a uniformed member assigned to a command whose jurisdiction encompasses more than one precinct may be permitted to engage in off duty employment within the area to which assigned, unless circumstances of such employment would constitute a conflict of interest or a corruption hazard, i.e., member's ability to provide off duty services while on duty).

(13) Involves employment as a process server, anywhere.

(14) Involves operating or having a financial interest in an arcade, video or pinball game.

(15) Involves working, owning, driving, training, selling goods or services or obtaining licenses relating to horse racing activities, race horses, tracks or firms either owning or dealing in the racing of horses.

(16) Involves the consultation/installation/repair of burglar alarms and security systems.

(17) Involves employment as a security consultant.

(18) Involves employment as a street vendor within New York City.

ADDITIONAL DATA (continued)

(19) Involves employment as a locksmith within New York City.

(20) Involves being employed in any capacity as a second hand dealer (except used cars) or second hand dealer purchasing and selling precious metals (gold, silver, etc.).

(21) Requires uniformed member of the service to perform investigative duties or secure a New York State investigator's license.

(22) Involves the guarding of diplomatic personnel and/or the premises of diplomatic personnel.

(23) Involves employment by a foreign government.

PROHIBITIONS FOR ATTORNEYS ENGAGED IN OFF DUTY EMPLOYMENT

In addition to complying with any other relevant Department policy, procedure, or prohibition, members engaging in off duty employment as attorneys will also adhere to the following:

a. Members shall not represent private interests for compensation before any City agency or appear anywhere, directly or indirectly, on behalf of private interests in matters involving the City.

b. Members shall not appear as attorney or counsel against the interests of the City in any litigation in which the City or other government agency is a party, or in any action or proceeding in which the City or other government agency is a complainant.

c. Members shall not serve as an attorney, or represent any party in any matter in negligence cases or criminal cases in state courts within the City's five boroughs.

d. Members shall not accept fees for referring a criminal or negligence case pending in state courts within the City's five boroughs.

e. In addition to the general prohibition against superiors and subordinates entering into any business or financial relationship (see P.G. 203-13, "Financial Restrictions - Prohibited Acts"), members shall not appear as attorneys or counsel for, or represent in any manner, a higher ranking or lower ranking member of the service in/assigned to their same command. The Conflicts of Interest Board has determined that a "business or financial relationship" exists when an attorney performs legal services whether or not the attorney receives compensation.

GUIDELINES FOR SECURITY RELATED OFF DUTY EMPLOYMENT:

a. In addition to complying with the Guidelines and General Prohibitions, uniformed members accepting off duty employment in the private security field are advised that:

(1) They will not, in most instances, be entitled to or receive legal representation and/or indemnification from the City. Those benefits of City employment are afforded to municipal employees only when they act within the scope of their employment and in discharge of official duties.

(2) By virtue of that employment, relinquish the power and authority conferred by the laws of the State of New York as a police officer. However, when an officer effects an arrest in furtherance of the private employer's interest he is acting primarily on behalf of that employer, not in discharge of his duties as a police officer. Uniformed members of the service in their private capacity may not investigate crimes for

ADDITIONAL DATA (continued)

private employers and ordinarily should be the complainant and not the arresting officer for off duty situations which arise (for example: trespass and burglary situations) unless the exigencies of the circumstance require that they act in an arresting capacity.

(3) Because the City will not ordinarily indemnify uniformed members of the service against claims brought by individuals for action taken in connection with off duty employment, it is recommended that uniformed members of the service ascertain whether their private employer maintains liability insurance covering the off duty employment and affords legal representation and indemnification for acts or omissions occurring during off duty employment and in furtherance of employer's interests.

(4) All rules and regulations established by the Police Commissioner must be complied with fully.

(5) All court time, both arraignment and follow-up appearances directly related to any duties and responsibilities in the off duty employment may not be performed on Police Department time nor may overtime compensation be received for such time from the City of New York. Accordingly, ***OVERTIME REPORTS*** *should not be submitted in connection therewith. Further, it is the uniformed member's responsibility to see that the off duty employer/client has Workers' Compensation on coverage for guards to cover any injury or disability received in his employment. It is also understood that the City has a claim on any monies paid by Workers' Compensation that would duplicate paid sick leave by the City.*

(6) ***APPLICATION/NOTIFICATION*** *must be submitted to the Employee Resources Section for each employer/company and include all locations of assignment (if additional space is needed attach a separate sheet). For each new assignment, even if for the same employer, a new request for approval must be submitted, with the employer's name, and new location of person or premises to be protected.*

(7) Members may NOT work in off duty employment as security guards at a location where a strike or labor dispute is ongoing.

(8) If a uniformed member of the service's firearm is discharged or member is injured as the result of an assault, while employed off duty in a security related capacity in New York City only, the precinct of occurrence must be notified immediately by the uniformed member involved. Incidents occurring outside the City of New York require immediate notification to the Operations Unit. The ***THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORT*** *must be completed and verified for all such incidents (see P.G. 221-04 "Firearms Discharge by Uniformed Members of the Service").*

a. To expedite processing, a member requesting permission to engage in off duty employment in the security field is authorized to personally deliver the completed ***APPLICATION/NOTIFICATION*** *to the Employee Resources Section.*

ADDITIONAL DATA (continued)

GUIDELINES FOR WATCHGUARD LICENSE:

In addition to complying with the Guidelines, General Prohibitions and Guidelines for Security Related Employment, uniformed members of the service will comply with the following re: Watchguard License:

a. If the uniformed member intends to form a corporation and employ any other person in a Watchguard Service capacity, then the requirements of New York State laws regarding watchguard licensing must be complied with. "Watch, guard or patrol agency" as defined by the General Business Law (Article 7 Section 71, sub. 2) shall mean and include the business of watch, guard or patrol agency and shall also mean and include, separately or collectively, the furnishing, for hire or reward, of watchmen or guards or private patrolmen or other persons to protect persons or property or to prevent the theft or misappropriation or concealment of goods, wares or merchandise, money, bonds, stocks, choses in action, notes or other valuable documents, papers, and articles of value, or to procure the return thereof or the performing of the service of such guard or other person for any of said purposes. The foregoing shall not be deemed to include the business of persons licensed by the industrial commissioner under the provisions of section twenty-four-a or subdivision three-b of section fifty of the Workers' Compensation Law or representing employers or groups of employers insured under the Workers' Compensation Law in the State Insurance Fund, nor persons engaged in the business of adjusters for insurance companies nor public adjusters licensed by the superintendent of insurance under the Insurance Law of this State.

b. Uniformed members of the service employed in a Watchguard Service shall comply with all rules, regulations, guidelines and prohibitions, regarding off duty employment. In addition, members will comply with Department directives, regarding integrity monitoring procedures.

c. Uniformed members of the service applying for a Watchguard License must comply with the following:

*1) Prepare required Affidavit at Employee Resources Section after **APPLICATION/NOTIFICATION** has been prepared and approved.*

2) Submit a list of all clients or prospective clients of Watchguard Service, including names, addresses and specific location of business, to the Intelligence Bureau for records check.

*(a) If member has no clients at time of making **APPLICATION/NOTIFICATION**, the Affidavit will state that fact and may be approved, if the member applying agrees to submit the identifying data of prospective clients prior to entering an employment agreement with such clients.*

3) Maintain an updated and unified list of all clients, locations, etc., which must be made available for Departmental inspection.

*(a) The Employee Resources Section will maintain a separate folder for each approved Watchguard License containing a list of clients, locations and copies of approved **APPLICATIONS/NOTIFICATION** of all uniformed members of the service employed by such Watchguard Service.*

4) That the corporation or the member concerned will not have a client who is the subject of a criminal investigation or a premises licensed by the Alcoholic Beverage Control Board or a diplomat, or any other client that the Police Commissioner may disapprove on the grounds that such employment would not be in the best interests of the Department.

ADDITIONAL DATA (continued)

5) Will not have any client located within precinct of assignment, that is, if the off duty employment is of a premises, it may not be located in the precinct. If the off duty employment involves the security of an individual, he may not reside within the precinct of assignment.

6) The corporation or the member concerned will not provide services to clients who are then engaged in active labor strikes.

7) The corporation or member concerned will not advertise or represent that its employees are members of the New York City Police Department or that it operates under its auspices.

8) Will not employ a uniformed member of the service of any rank assigned within Watchguard Licensee's immediate command or employ any member of higher rank.

9) Provide Employee Resources Section with names and addresses of all employees, both uniformed members of the service and others.

*10) Do not employ other members of the service until such members present approved **APPLICATION/NOTIFICATION**.*

RELATED PROCEDURE

Civilian Member – Off Duty Employment (A.G. 319-23)

FORMS AND REPORTS

APPLICATION FOR LICENSE AS A GUNSMITH OR DEALER IN FIREARMS (INDIVIDUAL) (PD625-043)
APPLICATION FOR LICENSE AS A GUNSMITH OR DEALER IN FIREARMS (PARTNERSHIP) (PD625-042)
OFF DUTY EMPLOYMENT APPLICATION/NOTIFICATION (PD407-164)
THREAT, RESISTANCE OR INJURY (T.R.I.) INCIDENT REPORT
FORCE RECORD (406-143)
OVERTIME REPORTS (PD138-064)

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-41	
FINEST IDEAS PROGRAM			
DATE ISSUED: 03/20/20	DATE EFFECTIVE: 03/20/20	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To improve police operations, public service, community relations, working conditions, and/or safety.

DEFINITION FINEST IDEAS – An employee suggestion program within the Police Department, wherein members of the service can electronically submit any proposal that improves some aspect of police operations, public service, community relations, working conditions, and/or safety. A proposal, if adopted, could result in substantial savings in time, money, manpower, equipment and/or the elimination of waste.

PROCEDURE When submitting an idea:

MEMBER OF THE SERVICE

1. Prepare suggestion and submit electronically.
   a. The Finest Ideas Program is found in the Department Forms section of the Department intranet.

ADDITIONAL DATA

The Project Management Office will acknowledge receipt of the idea to the submitting member of the service, along with an additional communication indicating approval, disapproval, or whether the idea was forwarded to the appropriate unit or outside agency for further review and evaluation, as applicable.

Any idea related to the following matters is not acceptable: salary schedules, job classifications, taxes for revenue purposes, time and leave regulations, acquisition of property for public purposes, routine maintenance requests, and allegations of corruption or official misconduct.

Members of the service who hold positions within the Finest Ideas Program, or where their regular duties include responsibility for suggesting changes and improvements, are limited in their participation in the Program. Finest Ideas by members of the service in the aforementioned categories may be made and accepted, as long as the idea is related to other than their own immediate responsibilities.

Section: Personnel Matters		Procedure No: 205-42	
DISCONTINUANCE OF POLICE SERVICE RETIREMENT OR VESTED INTEREST			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 5

PURPOSE To apply for discontinuance of police service (retirement or vested interest).

DEFINITIONS TERMINAL LEAVE - Leave, with pay, computed at the Police Pension Fund and granted to retiring members UPON REQUEST. One month leave is granted for each ten years of service, three days for each completed year of service, and one day for each completed four months of service, EXCEPT that terminal leave will NOT be granted:

a. If disciplinary charges are pending,
b. If discontinuing police service with vested interest, or
c. For time spent on extended leave without pay, unless mandated by law.

LEOSA CERTIFICATION CARD - H.R. 218 was signed into law on July 22, 2004, by President George W. Bush and is commonly referred to as the Law Enforcement Officers Safety Act (LEOSA). LEOSA exempts qualified active and retired law enforcement officers from local and state prohibitions on the carrying of concealed firearms. To be valid, a LEOSA Certification Card must be accompanied by a retired UMOS Department **IDENTIFICATION CARD (PD416-091)**.

PROCEDURE When a uniformed member of the service wishes to apply for retirement or discontinue police service with vested interest:

UNIFORMED MEMBER OF THE SERVICE

1. Notify commanding officer.
2. Telephone Police Pension Fund for instructions and an appointment PRIOR to reporting for retirement processing.

COMMANDING OFFICER

3. Have clerical member prepare **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)**.
4. Sign **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** in appropriate space and give form to retiring member.

UNIFORMED MEMBER CONCERNED

5. Report to Police Pension Fund in civilian clothes for discontinuance of service (retirement or vested interest).
   a. Tier 2 members must report at least thirty days in advance of discontinuance of service.
   b. Tier 3 members may report without notice at time of discontinuance of service.
   c. All members applying for terminal leave are requested, but NOT required, to report to the Police Pension Fund ten days prior to commencement of such leave to allow for clerical processing.
6. Request assignment to second platoon, if necessary.

NOTE *A uniformed member (with the exception of Tier 3 uniformed members) wishing to terminate police duties IMMEDIATELY, who has used all accrued time, vacation and/or terminal leave, MUST, after calling the Police Pension Fund for an appointment, submit one copy of* ***LEAVE***

NOTE (continued)

OF ABSENCE REPORT (PD433-041) *to the Police Pension Fund and the remaining two copies of* ***LEAVE OF ABSENCE REPORT*** *to his commanding officer, requesting LEAVE WITHOUT PAY for up to thirty days. This leave MAY BE granted to a member applying for discontinuance of police service. Upon approval of the request by the unit commander, the member concerned MUST personally deliver all copies of the* ***LEAVE OF ABSENCE REPORT*** *to the commanding officer of the next higher command for approval and then present all copies to the Police Pension Fund for processing.*

UNIFORMED MEMBER CONCERNED (continued)

7. Bring **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** to Police Pension Fund and ensure all property is disposed of as indicated in step "8." If additional tours of duty are to be performed subsequent to appearance at the Police Pension Fund, report with **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** form ONLY. Upon completion of last tour of duty, report to Police Pension Fund on date specified by Police Pension Fund personnel OR after last tour of duty (ensure ALL property is disposed of as indicated in step "8").

NOTE

When a valid reason exists for testing firearm(s) of member discontinuing police service, member's commanding officer will ensure the preparation of ***REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-168)****, if applicable, and have member hand deliver firearm(s) with* ***REQUESTS*** *direct to Firearms Analysis Section.*

8. Deliver property and obtain receipt on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, as follows:
   a. Shield and **IDENTIFICATION CARD (PD416-091)** to the Shield, ID and Uniform Services Unit after conferral with Police Pension Fund personnel,
   b. Firearm(s), if not previously invoiced, to Manhattan Property Clerk's Office if NOT LEOSA qualified and NOT applying for a handgun license. (Member discontinuing police service will prepare **PROPERTY CLERK INVOICE (PD521-141)** at Property Clerk facility). Firearm(s) previously invoiced at other borough Property Clerk Offices will be forwarded to the Manhattan Property Clerk's Office by the Property Clerk,
   c. Helmet and Oleoresin Capsicum (O.C.) pepper spray, with holster, to Firearms and Tactics Section, Police Headquarters range,
   d. New York City Transit Police Pass MetroCards, to desk officer, who will ensure that ALL MetroCards are hand delivered to the Employee Resources Section,
   e. Long Island Rail Road and Metro-North Police Passes, to desk officer, who will ensure that ALL Long Island Rail Road and Metro-North Police Passes are hand delivered to the Employee Resources Section,
   f. **NYPD Restricted Parking Permit (Misc. 23-N)**, **Headquarters Annex Parking Permit (Misc. 814HQ-Annex)** or any other Department issued vehicle parking permit, if applicable, to issuing command's integrity control officer/counterpart, to ensure that return is recorded in Department record book,

UNIFORMED MEMBER CONCERNED (continued)

g. **NYPD Vehicle Identification Plate (Misc. 740)**, if applicable, to command's integrity control officer/counterpart, who will ensure that the plate is forwarded by messenger to the Chief of Department's Vehicle Identification Unit at 300 Gold Street, Room 312, Brooklyn,

h. Department issued bullet resistant vest, if applicable, to Police Academy, Ballistic Vest Unit,

(1) A retiring uniformed member of the service has the option of retaining their Department issued bullet resistant vest or returning it to Police Academy, Ballistic Vest Unit for proper disposal,

i. Permanently assigned portable radio with all accessories, if applicable, to Information Technology Bureau (ITB) Telecommunications Unit,

j. Personal laptop computer and/or tablet with all accessories, if applicable, to ITB Telecommunications Unit,

k. Cellular telephone with all accessories, if applicable, to ITB Telecommunications Unit,

l. MIFI device and/or VPN token, if applicable, to ITB Telecommunications Unit,

m. Tactical Retreat Hood (TRH), if applicable, to command's integrity control officer/counterpart, who will ensure that the TRH is returned to the Quartermaster Section, CBRN Unit,

n. Ballistic Tactical Helmet, if applicable, to command's integrity control officer/counterpart, who will ensure that the Ballistic Tactical Helmet is returned to the Quartermaster Section, CBRN Unit, and/or

o. Body-Worn Camera, if applicable, to command's integrity control officer/counterpart, who will ensure that the Body-Worn Camera is returned to ITB Telecommunications Unit.

NOTE *Regardless of residency, members with at least twenty years of service and those retiring due to line of duty injuries, when separating in "good standing," may obtain a LEOSA Certification Card from the Department at the time they are given their retired Department* ***IDENTIFICATION CARD****.*

Tier 3 members will not be issued a retired Department ***IDENTIFICATION CARD*** *or LEOSA Certification Card until thirty days after discontinuance of service and it has been determined that the member is separating in "good standing." If, however, the member opts to report to the Police Pension Fund at least thirty days prior to discontinuance of service, the member may be issued a retired Department* ***IDENTIFICATION CARD*** *and LEOSA Certification Card at the time of discontinuance.*

A member intending to apply for a handgun license will comply with instructions received from the License Division. Members who reside within the confines of New York City MUST have ***HANDGUN LICENSE APPLICATION (PD643-041)*** *typed and notarized prior to reporting to the Police Pension Fund. A member residing outside New York City must make application for a handgun license to the licensing officer in the municipality in which the member resides.*

UNIFORMED MEMBER CONCERNED (continued)

9. Deliver to Executive Director, Police Pension Fund:
   a. Five copies of **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** indicating disposition of property, and
   b. Copy of **PROPERTY CLERK INVOICE**, if applicable.
10. Prepare and submit **PENSION APPLICATION (PD440-045)**, which grants terminal leave, if applicable.
11. Retain copy of:
   a. **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, and
   b. **PROPERTY CLERK INVOICE**, if prepared.

DESK OFFICER

12. Notify Police Academy, Ballistic Vest Unit if member chooses to retain their Department issued bullet resistant vest.
   a. If member retains vest, send copy of **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** via fax and Department mail to Ballistic Vest Unit, ensuring vest information is entered on form.
13. Make Command Log entry from the endorsement made by the Executive Director, Police Pension Fund on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**.
   a. File copy of receipted form in Property Receipt Book.
14. Notify commanding officer and next higher command.
15. Notify roll call clerk.

FIREARMS AND TACTICS SECTION SUPERVISOR

16. Enter retiring UMOS' last firearms qualification date into the Firearms Tracking System (FTS) database.

OPERATIONS UNIT

17. Utilize the FTS database to verify the issuance and expiration date of the Department-issued LEOSA Certification Card when fielding calls from law enforcement agencies and other government entities.

ADDITIONAL DATA

The Police Pension Fund notifies uniformed members of the service well in advance of their 63rd birthdate that such members are required, by law, to retire no later than midnight of the eve of their 63rd birthdate. The member concerned MUST apply for and take all leave, including vacation and terminal leave, PRIOR TO THAT DATE. Any leave NOT TAKEN prior to the member's 63rd birthdate WILL BE FORFEITED; the member will receive NO COMPENSATION WHATSOEVER for time so forfeited. Tier 3 members will be notified in advance of their 62nd birthdate and must retire no later than midnight of the eve of their 62nd birthdate.

No leaves of any kind may be granted after commencement of terminal leave, nor may the member be placed on sick report, UNLESS such sick report results from an action taken in the line of duty while on terminal leave.

ADDITIONAL DATA (continued)

A member who discontinues terminal leave PRIOR to the effective retirement date may NOT be granted vacation for at least thirty days AFTER discontinuance of such leave. A member may, however, apply for a thirty day leave of absence WITHOUT PAY, OR return to full duty.

Prior to approval of a request for leave WITHOUT PAY of a member discontinuing terminal leave, the approving officer (see P.G. 205-21, "Leave of Absence Without Pay Thirty (30) Calendar Days or More") MUST communicate with, and obtain the approval of the Chief of Personnel.

A member on terminal leave who withdraws an application for retirement and subsequently re-applies for retirement shall be subject to ALL the provisions of this procedure. In addition, the effective date of retirement must be at least thirty days from the date of re-application.

A uniformed member of the service with sufficient reason may request his commanding officer to mail his paycheck while he is on leave prior to retirement. The request shall be prepared on ***Typed Letterhead*** *and submitted with sufficient number of self-addressed, stamped envelopes.*

Retiring members of service with at least twenty years of service or those retiring due to line of duty injuries will report to the Shield, ID and Uniform Services Unit with their last range requalification slip in order to obtain a LEOSA Certification Card along with their retired Department ***IDENTIFICATION CARD****. A member is not authorized to obtain a LEOSA Certification Card from the Department unless such member has qualified during a regular Department range cycle within the past twelve months. The LEOSA Certification Card will expire twelve months from the date of their last range requalification.*

RELATED PROCEDURES

Discontinuance of Police Service - Resignation (P.G. 205-43)
Leave of Absence Without Pay Thirty (30) Calendar Days or More (P.G. 205-21)
Acquisition and Use of Department Issued New York City Transit Police Pass MetroCards (P.G. 219-26)

FORMS AND REPORTS

LEAVE OF ABSENCE REPORT (PD433-041)
PENSION APPLICATION (PD440-045)
HANDGUN LICENSE APPLICATION (PD643-041)
PROPERTY CLERK INVOICE (PD521-141)
PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)
REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-168)
Typed Letterhead

PURPOSE To facilitate the resignation of a uniformed member of the service.

DEFINITION RESIGNATION - Voluntary separation from the Department other than retirement/vested interest.

PROCEDURE When a uniformed member of the service decides to resign from the Department:

MEMBER CONCERNED

1. Report to permanent command and notify commanding officer.
   a. If commanding officer is NOT present, inform desk officer.

COMMANDING OFFICER

2. Instruct member that resignation bars reinstatement EXCEPT if approved by the Police Commissioner within one year of date of resignation.
3. Request member concerned to complete, in ink, and sign appropriate section of **RESIGNATION AND EXIT INTERVIEW (PD452-151)**.
4. Interview member and record responses under appropriate captions of **RESIGNATION AND EXIT INTERVIEW**.
5. Sign **RESIGNATION AND EXIT INTERVIEW** and distribute as indicated on bottom of form within five business days.
6. Have command clerk prepare set of **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)**.
7. Sign **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**.

DESK OFFICER

8. Make Command Log entry of resignation.
9. Obtain New York City Transit Police Pass MetroCard and Long Island Rail Road and/or Metro-North Rail Road Police Passes from resigning member, if appropriate, and have hand delivered to the Employee Resources Section.
10. Notify Operations Unit that uniformed member is resigning.
11. Give member on duty at Operations Unit the following information concerning resigning member:
    a. Rank,
    b. Last name, first name, middle initial,
    c. Shield number,
    d. Tax registry number,
    e. Social Security number,
    f. Command,
    g. Date of appointment, and
    h. Hour and date of resignation.

NOTE *Operations Unit personnel will notify Communications Section (for transmittal of FINEST Message), Internal Affairs Bureau, Payroll Section, Police Pension Fund and Human Resources Division.*

DESK OFFICER (continued)

12. Notify the Occupational Safety and Health Section, if resigning member indicated he/she does not feel safe in their work environment.
13. Assign member concerned to second platoon on last working day.
    a. If last working day of resigning member is on Saturday or Sunday, member will report to Police Pension Fund for processing on Friday and perform clerical duty in command on Saturday and Sunday.

RESIGNING MEMBER

14. Prepare **PROPERTY CLERK INVOICE (PD521-141)** listing firearms to be safeguarded.
15. Prepare separate **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE (PD424-150)** for each firearm safeguarded.
16. Deliver firearms with **PROPERTY CLERK INVOICE** and **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** to borough Property Clerk's Office, ONLY.
17. Report to Police Pension Fund on last working day in civilian clothes with **PROPERTY RECEIPT – DISCONTINUANCE OF SERVICE**, ALL property and two copies of **PROPERTY CLERK INVOICE**.
    a. Resigning uniformed member of the service will retain 'Prisoner/Finder/Owner' copy of **PROPERTY CLERK INVOICE** as receipt for firearms.

NOTE *If uniformed member of the service refuses to report to Police Pension Fund for processing, commanding officer will accept property and have it delivered to appropriate commands.*

18. Deliver Department property to commands indicated below and obtain receipt on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, as follows:
    a. **IDENTIFICATION CARD (PD416-091)** and shield, to Shield, ID and Uniform Services Unit,
    b. Helmet and Oleoresin Capsicum (O.C.) pepper spray, with holster, to officer-in-charge, Firearms and Tactics Section, Police Headquarters range,
    c. **NYPD Restricted Parking Permit (Misc. 23-N)**, **Headquarters Annex Parking Permit (Misc. 814HQ-Annex)**, or any other Department issued vehicle parking permit, if applicable, to issuing command's integrity control officer/counterpart, to ensure that return is recorded in Department record book,
    d. **NYPD Vehicle Identification Plate (Misc. 740)**, if applicable, to command's integrity control officer/counterpart, who will ensure that the plate is forwarded by messenger to the Chief of Department's Vehicle Identification Unit at 300 Gold Street, Room 312, Brooklyn,
    e. Department issued bullet resistant vest, to Police Academy, Ballistic Vest Unit,

RESIGNING MEMBER (continued)

f. Permanently assigned portable radio with all accessories, if applicable, to Information Technology Bureau (ITB) Telecommunications Unit,
g. Personal laptop computer and/or tablet with all accessories, if applicable, to ITB Telecommunications Unit,
h. Cellular telephone with all accessories, if applicable, to ITB Telecommunications Unit,
i. MIFI device and/or VPN token, if applicable, to ITB Telecommunications Unit,
j. Tactical Retreat Hood (TRH), if applicable, to command's integrity control officer/counterpart, who will ensure that the TRH is returned to the Quartermaster Section, CBRN Unit,
k. Ballistic Tactical Helmet, if applicable, to command's integrity control officer/counterpart, who will ensure that the Ballistic Tactical Helmet is returned to the Quartermaster Section, CBRN Unit, and/or
l. Body-Worn Camera, if applicable, to command's integrity control officer/counterpart, who will ensure that the Body-Worn Camera is returned to ITB Telecommunications Unit.

NOTE *ALL uniformed members of the service MUST return the Patrol Guide. Detectives, detective investigators and detective supervisors MUST return the Patrol Guide and Detective Guide. All uniformed members of the service in the rank of lieutenant MUST return the Patrol Guide and Administrative Guide. All uniformed members of the service in the rank of captain and above MUST return the Patrol, Administrative, Detective and Organization Guides.*

POLICE PENSION FUND REPRESENT-ATIVE

19. Examine **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** to insure that ALL property is returned or accounted for.
20. Prepare necessary resignation papers and give resigning member appropriate instructions.
21. Forward to desk officer/counterpart following forms in Department mail:
    a. **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, and
    b. **PROPERTY CLERK INVOICE**.

DESK OFFICER

22. File copy of **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** in Property Receipt Book.
23. Notify commanding officer, roll call clerk and next higher command of resignation.

<u>IF MEMBER IS RESIGNING IN PERSON, NOT AT PERMANENT COMMAND, AND WILL NOT REPORT TO POLICE PENSION FUND FOR PROCESSING</u>:

DESK OFFICER, COMMAND OF RESIGNATION

24. Prepare **RESIGNATION AND EXIT INTERVIEW**.
25. Request member to sign form.
    a. If member refuses, so indicate.
26. Sign and distribute form as indicated in step "5" above.
27. Notify Operations Unit of member's resignation.
    a. Operations Unit personnel will make required notifications.

DESK OFFICER, COMMAND OF RESIGNATION (continued)

28. Notify member's permanent command of resignation.
29. Notify the Occupational Safety and Health Section, if resigning member indicated he/she does not feel safe in their work environment.
30. Make Command Log entry of member's resignation including names of persons notified.
31. Question resigning member concerning location of property.
32. Instruct member concerned that benefits, pension contributions, etc., will NOT be returned until ALL property is accounted for and that the Police Commissioner will decide if resignation is without permission.
33. Assign uniformed member to deliver property of resigning member to permanent command.
34. Instruct resigning member to contact Police Pension Fund for instructions concerning benefits.

DESK OFFICER, PERMANENT COMMAND

35. Have following forms prepared:
    a. **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**,
    b. **PROPERTY CLERK INVOICE**, and
    c. **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**.
36. Inspect member's **FORCE RECORD (PD406-143)** to determine Department property and firearms possessed by member.
37. Have uniformed supervisor and clerical member of the service open member's locker and obtain property.
38. Have uniformed member of the service deliver resigning member's firearms with related forms to borough Property Clerk's Office.
39. Assign member to deliver **PROPERTY RECEIPT – DISCONTINUANCE OF SERVICE** (five copies), two copies of **PROPERTY CLERK INVOICE** and ALL Department property to Police Pension Fund.

POLICE PENSION FUND REPRESENT-ATIVE

40. Process papers of resigning member and check **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** to insure ALL Department property and firearms are returned.
41. Forward to member's permanent command a copy of:
    a. **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE**, and
    b. **PROPERTY CLERK INVOICE**.

DESK OFFICER, PERMANENT COMMAND

42. Check **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** to insure that ALL Department property and firearms of resigning member are accounted for, and/or safeguarded.

IF MEMBER RESIGNS OTHER THAN IN PERSON (BY TELEGRAM, REGISTERED LETTER, ETC.):

C.O./ SUPERVISING OFFICER, RECEIVING RESIGNATION

43. Notify Operations Unit of member's resignation.
    a. Operations Unit personnel will make required notifications.
44. Notify resigning member's permanent command, if necessary.

C.O., PERSONNEL ORDERS DIVISION

45. Mail certified letter to member concerned acknowledging receipt and acceptance of resignation.
    a. Advise member that Police Commissioner will decide if resignation is without permission.

MEMBER'S C.O./ SUPERVISORY HEAD

46. Attempt to personally communicate with member to determine location of Department property and member's firearms.
47. Instruct member concerned that pension contributions, etc., will NOT be returned until ALL property and firearms are returned and/or accounted for.
48. Have desk officer inspect **FORCE RECORD** of member to determine what Department property and firearms are possessed by member.

DESK OFFICER, MEMBER'S COMMAND

49. Assign sergeant and clerical member of the service to open member's locker and obtain Department property.
50. Make Command Log entry of all facts.
51. Request desk officer of designated precinct to assign a supervisor to a specified location to obtain member's property.
    a. Precinct designated will be determined by location of property.

SUPERVISOR, DESIGNATED PRECINCT

52. Visit location(s) and obtain property.
53. Deliver property to desk officer of member's permanent command.

DESK OFFICER

54. Comply with steps "14" to "18" above, insofar as possible, regarding preparation of forms and delivery of property to appropriate commands.

ADDITIONAL DATA

In an effort to facilitate vacation selections, uniformed members of the service in the rank of police officer through deputy chief receive their entire vacation allotment on January 1st of any given year. However, members concerned are reminded that they are only entitled to use their entire vacation allotment if they are employed for the full year. Uniformed members who resign during the calendar year may only use the amount of vacation days based on the monthly accrual rates as follows:

a. Uniformed members appointed PRIOR to July 1, 1988, as per P.G. 205-69, "Vacation Policy."

b. Uniformed members appointed AFTER July 1, 1988 at the rate of:

(1) 2 ¼ days each month AFTER the first five years of service for a total of twenty-seven vacation days

ADDITIONAL DATA (continued)

(2) 1 2/3 days each month PRIOR TO 5TH YEAR ANNIVERSARY for a total of twenty vacation days.

NOTE: Uniformed member whose 5th year anniversary falls within calendar year receives a prorated vacation accrual based on date of appointment.

A uniformed member of the service who uses vacation in excess of the accrual rates PRIOR to resigning will be required to forfeit pay and/or reimburse the Department for the paid vacation days used in excess of the accrual.

RELATED PROCEDURE

Vacation Policy (P.G. 205-69)
Acquisition and Use of Department Issued New York City Transit Police Pass MetroCards (P.G. 219-26)

FORMS AND REPORTS

ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE (PD424-150)
PROPERTY CLERK INVOICE (PD521-141)
PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)
RESIGNATION AND EXIT INTERVIEW (PD452-151)

NYPD

Section: Personnel Matters		Procedure No: 205-44	
PISTOL LICENSE FOR RETIRING MEMBERS OF THE SERVICE			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To expedite the issuance of a pistol license to a uniformed member of the service retiring.

PROCEDURE A uniformed member of the service who desires to obtain a pistol license will, prior to last tour of duty:

RETIRING MEMBER OF THE SERVICE

1. Obtain pistol license from local police authority if a non- resident of City.
2. Prepare **PISTOL LICENSE APPLICATION (PD643-041)** complying with directions on form.
   a. Two copies if resident of New York City
   b. Three copies if non-resident of New York City.
3. Request commanding officer to endorse reverse side of application under caption, "Investigating Officer's Recommendation."

CLERICAL MEMBER

4. Fingerprint retiring member using:
   a. **NON-CRIMINAL FINGERPRINT RECORD (PD423-144)**
   b. New York State Non-Criminal Fingerprint Card (O13 OOIN)
   c. F.B.I. Applicant Form (FD258)

RETIRING MEMBER OF THE SERVICE

5. Obtain three head type photographs, 1 ½ inch square
   a. If non-resident of New York City, four photographs are required.

NOTE *Photographs must have been taken within thirty days of application.*

6. Report to Identification Section, Police Headquarters with fingerprints for processing.
7. Report to Payroll/Pension Section to obtain Certificate of Service with medical endorsement.
   a. If non-resident, an additional copy of Certificate of Service is required for local police authority.
8. Prepare a U.S. Postal Money Order as follows:
   a. Seventy-four dollars payable to New York State Division of Criminal Justice Services.
9. Report to Pistol License Section, Police Headquarters with the following documents:
   a. **PISTOL LICENSE APPLICATIONS** and photographs
   b. Fingerprint forms
   c. Certificate of Service
   d. Money Order
   e. Copy of **PROPERTY CLERK INVOICE (PD521-141)** if firearms are in custody of Property Clerk.

ADDITIONAL DATA

A retiring uniformed member of the service who resides outside New York City must obtain a New York State Pistol License from his local police authority prior to making application to the Pistol License Section for a New York City License. Because the retiring member cannot receive a Certificate of Service until his last working day, he may be unable to receive his New York State License prior to his retirement date. Therefore, the retiring member will deposit his firearms in the Manhattan Property Clerk's Office and upon receipt of his State License, comply with the above procedure.

RELATED PROCEDURES

Discontinuance Of Police Service Retirement-Vested Interest (P.G. 205-42)

FORMS AND REPORTS

NON-CRIMINAL FINGERPRINT RECORD (PD423-144)
PISTOL LICENSE APPLICATION (PD643-041)
PROPERTY CLERK INVOICE (PD521-141)

NYPD

Section: Personnel Matters		Procedure No: 205-45	
CHRONIC ABSENCE CONTROL PROGRAM			
DATE ISSUED: 08/22/19	DATE EFFECTIVE: 08/22/19	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To curtail abuse of sick leave privileges.

DEFINITIONS CHRONIC SICK - CATEGORY "A" - A uniformed member of the service who reports sick for any reason, EXCEPT an initial line of duty absence OR for hospitalization at any time, four or more times within a twelve month period.

CHRONIC SICK - CATEGORY "B" - A uniformed member of the service who reports sick for any reason, EXCEPT initial line of duty OR for hospitalization at any time, six or more times within a twelve month period; OR
For any reason EXCEPT an initial line of duty absence or for hospitalization at any time, four or more times within a twelve month period and loses forty or more workdays (not calendar days).

SCOPE Outpatient service such as ambulatory surgery is not considered hospitalization for the purpose of this procedure.

PROCEDURE When a uniformed member of the service is initially designated "CHRONIC ABSENT":

COMMANDING OFFICER, MEDICAL DIVISION

1. Notify member's commanding officer, in writing, by forwarding appropriate copies of **CHRONIC ABSENT NOTIFICATION (PD433-148)**.

COMMANDING OFFICER

2. Notify member of such designation, by delivering original copy (white) of **CHRONIC ABSENT NOTIFICATION,** after completing first endorsement.
3. Indicate notification on member's **ABSENCE AND TARDINESS RECORD (PD433-145).**
4. Advise member that such designation will remain in effect according to the following classification:
   a. CATEGORY "A" - for six months from date of return to duty following last absence.
   b. CATEGORY "B" - for nine months from date of return to duty following last absence.

NOTE *Subsequent sick reports, EXCLUDING initial line of duty or hospitalization, during the six or nine month period will extend the designation period accordingly UNLESS such designation is revoked on appeal.*

WHEN A MEMBER WISHES TO APPEAL A CHRONIC SICK DESIGNATION

MEMBER CONCERNED

5. Prepare report, in DUPLICATE, on **Typed Letterhead**, addressed to the Commanding Officer, Medical Division, within thirty days of chronic absent designation, indicating the reason(s) for objection to designation.
6. Present report to commanding officer for review and recommendation.

COMMANDING OFFICER

7. Review report and forward, with endorsement, to Commanding Officer, Medical Division.
   a. Include recommendation and reason(s) in support or denial of appeal.

COMMANDING OFFICER, MEDICAL DIVISION

8. Confer with Chief Surgeon and district surgeon concerned.
9. APPROVE/DISAPPROVE appeal.
10. Forward DISAPPROVED appeal to Chief of Personnel for final determination.
11. Notify commanding officer of member concerned of results of appeal.

COMMANDING OFFICER

12. Inform member concerned of final determination.

ADDITIONAL DATA

The following restrictions shall apply to members designated Category "B":

a. Not eligible for Administrative Sick

b. Assignment to Special Medical District/Confidential Medical District regardless of residence and existing medical district

c. Not permitted to leave residence, or other authorized location, for their entire sick occurrence, without the express permission of the Special Medical District/Confidential Medical District Surgeon. Members violating this procedure will be subject to Charges and Specifications, not Command Discipline.

Category "B" members who report sick and indicate an inability to travel, or who fail to report to the Special Medical District/Confidential Medical District when scheduled, will be visited by a supervising officer of the Medical Division. Member will then be transported to the Special Medical District/Confidential Medical District (if able to travel). ***CHARGES AND SPECIFICATIONS (PD468-121)*** *will be prepared by a ranking officer from the Medical Division if Special Medical District/Confidential Medical District Surgeon determines that:*

a. the sick member was able to travel to the Special Medical District/Confidential Medical District, OR

b. the member displays no objective evidence of illness or injury claimed.

Category "B" members found fit for duty after examination by the Special Medical District/Confidential Medical District Surgeon and who report sick again for the SAME reason prior to their next scheduled tour of duty, may be suspended from duty without pay if upon subsequent examination by a surgeon, no objective findings of such illness or injury are found. ***CHARGES AND SPECIFICATIONS*** *will be prepared by the Commanding Officer, Medical Division.*

ADDITIONAL DATA (continued)

A FINEST message will be transmitted daily listing those members reporting sick within the previous twenty-four hours and specifically identifying those who will report to the Special Medical District/Confidential Medical District instead of their own district surgeon. Members concerned will be notified by their commanding officer.

Granting of applications or recommendations for discretionary benefits, including promotion, extra compensation, designation, heightened assignments, off-duty employment and scholarships will be discretionary while a member is Chronic Absent, Category "A" or "B". No discretionary benefits and privileges will be denied solely because a member is Chronic Absent, Categories "A" or "B".

RELATED PROCEDURES

Reporting Sick (P.G. 205-01)

FORMS & REPORTS

ABSENCE AND TARDINESS RECORD (PD433-145)
CHARGES AND SPECIFICATIONS (PD468-121)
CHRONIC ABSENT NOTIFICATION (PD433-148)

NYPD

PURPOSE To ensure that all members of the service are informed about the Counseling Services Unit.

DEPARTMENT COUNSELING GUIDELINES

SCOPE The primary function of the Counseling Services Unit is to assist in the recovery and return to full and productive service those members of the service who are experiencing difficulties with alcohol, prescription medication, gambling or finances. The Department's objective, at all levels, is the early detection and referral of its personnel for evaluation and treatment, either as a self-referral or through a direct supervisory referral. The Counseling Services Unit is not a disciplinary unit, nor a sanctuary for misconduct. To afford confidentiality to members of the service who utilize this program, the Counseling Services Unit is located in a non-Department facility with business hours Monday through Friday, between 0700-1800 hours. During non-business hours the Counseling Services Unit may be contacted through the Sick Desk Supervisor.

Alcoholism is a primary, chronic disease with genetic, psychosocial and environmental factors influencing its development and manifestations. Untreated, the disease is often progressive and fatal. It is characterized by continuous or periodic impaired control over drinking, preoccupation with the drug alcohol, use of alcohol despite adverse consequences, and distortions in thinking, most notably denial. Alcoholism is a fully treatable disease, especially when intervention occurs in the early stages. Self-referral, before the condition results in personal tragedy or misconduct, is ideal. However, it must be emphasized that denial and cover-up are inherent components of this disease. Therefore, supervisors are a vital link to the process of early detection, referral, treatment and recovery. A supervisor may contact the Counseling Services Unit and request that a member be evaluated.

Federal law and regulations governing confidentiality prohibit disclosure of any information or record pertaining to substance abuse treatment. The Counseling Services Unit may not disclose any information that identifies a member as a participant except under the following circumstances:

a. Written consent from the member concerned
b. Valid subpoena and U.S. District Court Order
c. Suspected child abuse
d. Danger to self or another

SCOPE
(continued)

Records maintained by the Counseling Services Unit are absolutely confidential and not duplicated or forwarded anywhere within the Department. In non-disciplinary cases, when a supervisor officially refers a member, no report will be prepared and no record of the referral will be noted in the member's personnel folder. Supervisors making referrals will only be advised as to the level of cooperation and only on a need to know basis.

Members participating in this program will not jeopardize their promotional opportunities. In addition, their current assignments will not ordinarily be changed because of their participation in this program unless, due to the nature of the assignment, a change is deemed to be in the best interests of all parties concerned. However, participation in this program will not exempt a member of the service from disciplinary action for specific acts of misconduct and the consequences of such disciplinary action.

The services of the Counseling Services Unit are NOT available to members of the service for illegal drug use. All members of the service are mandated by provisions of "Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service," (P.G. 205-30) to immediately notify the Internal Affairs Bureau Command Center when illegal drug/controlled substance usage is suspected.

Prior to final adjudication of a disciplinary matter, in all misconduct cases in which the use of alcohol and/or domestic violence is indicated, a conferral with the Employee Assistance Unit must be made, and an assessment and/or referral by the Counseling Services Unit must be conducted. The Department Advocate's Office will ensure that these steps are taken.

RELATED PROCEDURES

Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Early Intervention Program (A.G. 320-22)

ARCHIVED

Section: Personnel Matters		Procedure No: 205-47	
TEMPORARY REMOVAL OF FIREARMS IN NON-DISCIPLINARY CASES			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To temporarily remove a uniformed member of the service's firearms and evaluate that member's fitness to perform duty in non-disciplinary cases.

DEFINITION RANKING OFFICER - For the purposes of this procedure only, a Department surgeon, uniformed member of the service in the rank of captain or above, or other competent authority.

PROCEDURE Whenever a Department surgeon, uniformed member of the service in the rank of captain or above, or other competent authority, determines that a member's firearms should be temporarily removed for non-disciplinary reasons (e.g., stress as a result of family or other situations, suicidal tendencies, etc.) the following steps will be complied with:

RANKING OFFICER

1. Request response of Department psychologist, if warranted, through the Sick Desk Supervisor.
2. Direct that the member's pistols, revolvers and **IDENTIFICATION CARD (PD416-091)** be removed.
3. Deliver surrendered property to command where the order to surrender was given.
4. Ascertain if member possesses additional firearms, i.e. pistols, revolvers, rifles or shotguns:
   a. Question member directly
   b. Direct desk officer, command of surrender, to check member's **FORCE RECORD (PD406-143)**.

DESK OFFICER, COMMAND OF SURRENDER

5. Notify member's permanent command and request a check of member's **FORCE RECORD (PD406-143)** to determine if all weapons listed have been surrendered.
6. Arrange to obtain other additional firearms if necessary.

NOTE *The command where any of the member's pistols or revolvers are located may be directed to retrieve the weapons and deliver them to either the member's command or to the command in which the investigation is being conducted, if appropriate.*

7. Have **PROPERTY CLERK INVOICE (PD521-141)** prepared for firearms obtained. Include on **INVOICE** notation "Property of uniformed member of the service - Not to be returned without approval of Commanding Officer, Medical Division."
   a. Place **IDENTIFICATION CARD** into a Plastic Security Envelope and seal (do not prepare **PROPERTY CLERK INVOICE**).
   b. Secure firearms and **IDENTIFICATION CARD** in the command's property locker.
   c. Make appropriate entries in Command Log.

NOTE *Do not prepare* ***REMOVAL/RESTORATION OF FIREARMS REPORT (PD524-152)***.

RANKING OFFICER

8. Make notification to Employee Assistance Unit. If closed, have notification made at beginning of next business day.
9. Prepare detailed confidential report addressed to Commanding Officer, Medical Division, and forward direct.
10. Forward copies of the report to:
    a. C.O., Health and Wellness Section (Attention: Employee Assistance Unit) in all cases.
    b. The member's commanding officer in all cases.
    c. Deputy Commissioner, Internal Affairs (IAB) only if the incident generates an IAB log number. (Notify IAB Command Center of results of investigation).
    d. Investigative unit concerned (i.e. borough/bureau investigations unit) only if further investigation of the incident is necessary.

NOTE *If the incident involves corruption/serious misconduct, comply with P.G. 206-08, "Suspension From Duty-Uniformed Member of the Service," or P.G. 206-10, "Modified Assignment," P.G. 206-17, "Removal and Restoration of Firearms" and P.G. 207-21, "Allegations of Corruption and Serious Misconduct Against Members of the Service."*

11. Direct member concerned to:
    a. Report to his/her permanent command at 0900 hours for each tour of duty that falls on a business day (Monday through Friday).
    b. Work normally assigned tour hours whenever tour of duty falls on a weekend (Saturday or Sunday) or holiday.
    c. Be assigned to non-enforcement duties.
    d. Follow steps 11a. -11c. as indicated above until an evaluation determination and further reporting instructions from the Commanding Officer, Medical Division are received.

COMMANDING OFFICER, MEDICAL DIVISION

12. Review confidential report prepared by ranking officer.
13. Determine with supervisory psychologist if member concerned should be evaluated by the Psychological Evaluation Section.
14. Notify member concerned to appear at Psychological Evaluation Section if determination is made that member requires evaluation.

WHEN IT IS DETERMINED THAT THERE IS A MEDICAL OR PSYCHOLOGICAL REASON FOR THE MEMBER'S FIREARMS TO BE OFFICIALLY REMOVED

COMMANDING OFFICER, MEDICAL DIVISION

15. Have member's firearms officially removed when deemed necessary.

NOTE *Medical Division will be responsible for:*

a. Placing member on restricted duty.
b. Issuing a Firearms Removal serial number.
*c. Preparing **REMOVAL/RESTORATION OF FIREARMS REPORT** and forwarding it to desk officer, command of surrender.*
d. Notify commands concerned regarding member's status and the official removal of firearms.
*e. Directing member to report to Shield, ID and Uniform Services Unit for a restricted duty **IDENTIFICATION CARD**.*

DESK OFFICER, COMMAND OF SURRENDER

16. Upon receipt of **REMOVAL/RESTORATION OF FIREARMS REPORT** from Medical Division, comply with P.G. procedure 206-17, "Removal and Restoration of Firearms," regarding the forwarding of firearms, shield and **IDENTIFICATION CARD**.

<u>WHEN DETERMINATION IS MADE THAT MEMBER DOES NOT REQUIRE A PSYCHOLOGICAL EVALUATION OR A PSYCHOLOGICAL EVALUATION FINDS NO BASIS TO OFFICIALLY REMOVE THE MEMBER'S FIREARMS</u>

COMMANDING OFFICER, MEDICAL DIVISION

17. Notify desk officer, command of surrender and also member's permanent command, if different that:
    a. There is no medical/psychological objection to returning the member's firearms and **IDENTIFICATION CARD**.
    b. Member must report to the Employee Assistance Unit on the next business day.

DESK OFFICER, COMMAND OF SURRENDER/ MEMBER'S PERMANENT COMMAND

18. Make:
    a Return call to Medical Division to verify authenticity of the notification
    b. Entry in Telephone Record.
19. Notify commanding officer and roll call personnel.
20. Return firearms and **IDENTIFICATION CARD** to member.
21. Ensure that member reports to the Employee Assistance Unit on the next business day.
22. Make Command Log entry.

EMPLOYEE ASSISTANCE UNIT

23. Conduct Career Guidance Interview with the member upon arrival at the Employee Assistance Unit.

ADDITIONAL DATA *Member concerned will remain in possession of their shield when temporary removal is for non-disciplinary reasons.*

The interview with the Employee Assistance Unit may take place after the member's firearms have been returned provided the interview takes place on the next business day.

ADDITIONAL DATA (continued)

AUTHORIZATION TO SAFEGUARD FIREARMS AT MEMBER'S COMMAND DUE TO A CURRENT PERSONAL PROBLEM

When a member believes that possession of firearms, during off-duty hours, could further aggravate a current personal problem, (e.g. potential domestic violence accusations), the member concerned may request that his/her firearms be safeguarded at the command. The desk officer must make a Command Log entry each tour the member elects to safeguard his/her firearms. The entry will indicate the date, time, rank, name and tax registry number of the member making the request, and the serial numbers of all firearms being safeguarded. An entry concerning the justification for this type of request is not required. A notification in the margin of the original entry will also be made indicating the date and time the firearms were returned to the member. The member will continue to perform full duty according to the normal duty chart or work schedule. At the conclusion of each tour the member may deliver his/her firearms to the desk officer until the personal problem is rectified.

RELATED PROCEDURES

Cause For Suspension/Modified Assignment (P.G. 206-07)
Suspension From Duty-Uniformed Member Of The Service (P.G. 206-08)
Modified Assignment (P.G. 206-10)
Removal Of Firearms From Intoxicated Uniformed Member Of The Service (P.G. 206-12)
Removal and Restoration of Firearms (P.G. 206-17)

FORMS AND REPORTS

FORCE RECORD (PD406-143)
PROPERTY CLERK INVOICE (PD521-141)
REMOVAL/RESTORATION OF FIREARMS REPORT (PD 524-152)

PURPOSE To ensure that each uniformed and civilian member of the service is evaluated at least once each year.

SCOPE Police officers and detectives assigned to the Internal Affairs Bureau, Detective Bureau, Intelligence Bureau, Counterterrorism Bureau, and all probationary police officers will be evaluated in accordance with this procedure.

PROCEDURE To provide guidance to processing the evaluation of uniformed and civilian members of the service:

COMMANDING OFFICER CONCERNED

1. Utilize the "Evaluations Due" computer application in the NYPD Intranet and examine command roster to determine which members of the command may require a **PERFORMANCE EVALUATION**.
2. Assign supervisor(s) to evaluate performance of subordinates.
   a. Designate an appropriate supervisor to prepare **PERFORMANCE EVALUATIONS** of members assigned to the VIPER units, if applicable.

RATER

3. Prepare appropriate **PERFORMANCE EVALUATION** form according to directions contained on the form and in the Performance Evaluation Guide.
4. Examine ratee's CPI record, Department recognition, sick record, commendation letters, CCRB record, for entries pertaining to the rating period, as well as any other record of performance documentation (e.g., Command Discipline Log, **SUPERVISOR FEEDBACK FORM**, etc.).
5. Comment on all Performance Areas/Behavioral Dimensions rated below competent (i.e., rated either 2 or 1).
6. Discuss the Department's equal employment opportunity (EEO) policy with ratee.
   a. Make all evaluation decisions in accordance with the Department's EEO policy to ensure compliance
   b. Record any disciplinary action received by a member of the service that was a result of an EEO related issue (see *"ADDITIONAL DATA"*)
   c. Record comments in the section devoted to the "Overall Rater's Comments", indicating that the employee's rights and responsibility regarding EEO issues were discussed
   d. Record comments in the section devoted to the "Overall Rater's Comments", indicating how well a supervisor has demonstrated his/her compliance with the Department's EEO policy.
7. Review ratee's **FORCE RECORD (PD406-143)** with member to ensure emergency notification and personal information is up to date.
   a. Update ratee's **FORCE RECORD** as required.
8. Report efforts made to improve attendance of members who are classified "Chronic Absent - Category A" or "Chronic Absent - Category B."
   a. Include a statement concerning efforts made to improve attendance.

RATER (continued)

9. Confer with ratee's former supervisor and consult transfer **PERFORMANCE EVALUATION** if observation of ratee is of a limited duration, when appropriate.
   a. Include identity of supervisor conferred with in Overall Rater's Comments.
10. Forward completed **PERFORMANCE EVALUATION** to appropriate reviewer by entering the reviewer's tax registry number.

REVIEWER

11. Review all **PERFORMANCE EVALUATIONS** of subordinate personnel.
12. Ensure the ratings of members designated "Chronic Absent" are accurate and objectively reflect the ratee's performance and the impact of absenteeism on such performance.
   a. Give consideration to attendance record of ratee who is classified "Chronic Absent - Category A" in determining appropriate overall rating.
   b. Consider evaluating ratee "Very Low" if member is or has been classified as "Chronic Absent - Category B" during the rating period.
13. Provide additional comments regarding the ratee's performance and submit **PERFORMANCE EVALUATION** to rater.

WHEN REVIEWER IS IN DISAGREEMENT WITH RATER'S EVALUATION

REVIEWER

14. Prepare additional **PERFORMANCE EVALUATION** if in disagreement with any portion of the rater's evaluation of ratee.
   a. Forward the additional **PERFORMANCE EVALUATION** to immediate supervisor for review by entering the immediate supervisor's tax registry number.

EXECUTIVE OFFICER/ COMMANDING OFFICER

15. Review the additional **PERFORMANCE EVALUATION** prepared by initial reviewer and add comments as the new reviewer.
   a. Submit the additional **PERFORMANCE EVALUATION** to initial reviewer.

INITIAL REVIEWER

16. Discuss the additional **PERFORMANCE EVALUATION** with ratee after comments have been made by executive officer/commanding officer.

IN ALL CASES WHEN A PERFORMANCE EVALUATION IS PREPARED

INITIAL REVIEWER/ RATER

17. Discuss **PERFORMANCE EVALUATION** with ratee after the rater and the reviewer have made comments.
18. Comply with *P.G. 205-58, "Appeal of Evaluation – Uniformed Members of the Service"* or *P.G. 205-59, "Appeal of Evaluation – Civilian Member of the Service,"* when member of the service appeals his/her **PERFORMANCE EVALUATION**.
   a. Notify commanding officer of ratee's decision to appeal.

INITIAL REVIEWER/ RATER (continued)

19. Print **PERFORMANCE EVALUATION** for signature of ratee, rater, and reviewer.
20. Schedule and conduct interview with ratee.
    a. Be cognizant of any scheduled vacations or absences that may cause a delay in conducting the interview and "finalizing" of **PERFORMANCE EVALUATION**.
21. Provide a copy of **PERFORMANCE EVALUATION** to ratee at interview.
22. Ensure that a completed and signed **PERFORMANCE EVALUATION** is filed in the member's command folder.
23. Certify evaluation process as complete by "finalizing" **PERFORMANCE EVALUATION**.
    a. Submit **PERFORMANCE EVALUATIONS** prior to leaving for vacation or other leave, if such absence would cause a delay in preparation and/or submission of the **PERFORMANCE EVALUATION**.

COMMANDING OFFICER/ REVIEWER

24. Prepare interim **PERFORMANCE EVALUATION** if significant change occurs in ratee's performance or as otherwise directed.
    a. If a ratee receives an overall evaluation of below competent (2.5 or lower) or is rated extremely competent (5.0), the reviewer must be in the rank of captain or above, or selected civilian managerial titles.
    b. If ratee is in any Performance Monitoring Program, the reviewer must be the commanding officer. The commanding officer will consult with all appropriate supervisors prior to making any comments.
25. Review delinquent **PERFORMANCE EVALUATIONS** recapitulation on the NYPD Intranet Home Page (Evaluations Due) frequently to determine status of overdue **PERFORMANCE EVALUATIONS** (see "*ADDITIONAL DATA*").
26. Ensure all **PERFORMANCE EVALUATIONS** are forwarded electronically after completion by utilizing the "Print Command Evaluations" feature on the main menu.
    a. This feature provides a supervisor in the rank of lieutenant or above to view all finalized **PERFORMANCE EVALUATIONS** in the command.
27. Ensure a signed copy of the original **PERFORMANCE EVALUATION** prepared for a probationary police officer, probationary sergeant, probationary lieutenant and probationary captain is forwarded to the Probationary Monitoring Unit.
28. Direct rater being transferred or retiring to prepare **PERFORMANCE EVALUATION** for each member the rater is regularly required to evaluate, prior to transfer/retirement.
29. Direct that a transfer **PERFORMANCE EVALUATION** be prepared for members transferred.
    a. Forward **PERFORMANCE EVALUATION** to member's new command.
30. Ensure that members are rated in the command to which assigned or temporarily assigned on the <u>last day</u> of the rating period (conferrals may be made if required).
    a. If a member of the service is <u>not</u> observed during the rating period, (i.e., sick report, leave, retired or resigned, etc.), an explanation, including dates, must be entered on **PERFORMANCE EVALUATION**.

ADDITIONAL DATA

PERFORMANCE EVALUATIONS *and guidebooks for the ranks of police officer through captain, and civilian sub-managerial employees may be found by accessing the Online Evaluation System via the Department Intranet. Commanding officers will ensure additional copies of guidebooks are made available in the command reference library.*

Probationary members of the service do not receive annual ***PERFORMANCE EVALUATIONS****. An annual* ***PERFORMANCE EVALUATION*** *will be prepared during the next rating period after a member attains permanent rank.*

Uniformed members of the service who are in rank on probation (e.g., entry-level probationary police officers, probationary sergeants, etc.) and civilian members of the service who have not completed their probationary period or have served less than two years in a provisional status are not permitted to appeal their ***PERFORMANCE EVALUATION****.*

All newly promoted sergeants, lieutenants and captains are on probation in rank for a period of twelve months unless cause exists to extend such period for an additional six months. Extension of probation beyond twelve months may be authorized on a case-by-case basis.

An extension of probation for newly promoted sergeants, lieutenants, and captains may be requested after six months. This request must be made by the probationary member's commanding officer and accompanied by the fourth month ***PERFORMANCE EVALUATION****. All requests are to be forwarded through channels to the Deputy Commissioner, Risk Management.*

Members of the service are reminded that appraisal of subordinates' performance is a continuous process. The use of an annual evaluation system DOES NOT relieve supervisors of their responsibility to monitor and document subordinates' performance throughout the rating period. The "Evaluations Due" web page provides a roster of annual and probationary ***PERFORMANCE EVALUATIONS*** *that are due for specific personnel. Certain commands are required to provide additional* ***PERFORMANCE EVALUATIONS*** *(i.e., investigative track commands and requests due to monitoring). The Online Evaluation System does not preclude commands from providing additional* ***PERFORMANCE EVALUATIONS*** *when necessary.*

When preparing a ***PERFORMANCE EVALUATION****, the rater will take into account the ratee's performance concerning equal employment opportunity (EEO) issues. EEO factors having a bearing on the rating in that category will include, but not be limited to, whether the member has engaged in conduct that violates provisions of the Department Manual, Title VII, other applicable equal employment opportunity laws, or the Department's equal employment opportunity policy.*

In addition, raters will ensure that recognition is given to members who utilize their language proficiency for translation and interpretation in the performance of their regular duties, or as part of the volunteer language initiative. The use of this skill shall be afforded the same recognition as any other special skill needed by the Department. Any experience gained while serving as a translator/interpreter in criminal investigations will be included in the Overall Rater's Comments of the ***PERFORMANCE EVALUATION****. Commanding officers will ensure that evaluations of volunteer members are not negatively affected by their assignment to translation/interpretation duties. These tasks shall be evaluated as a proportionate part of their assigned duties.*

ADDITIONAL DATA (continued)

A uniformed or civilian member of the service who is absent for either the majority or the entirety of a rating period due to military service is still entitled to receive a ***PERFORMANCE EVALUATION****. Pursuant to New York State Military Law, to compute the rating for such a member, raters are to take the average of the three* ***PERFORMANCE EVALUATIONS*** *that the member received prior to his/her absence for military duty. However, the credited rating must not be less than satisfactory (3.0) or less than the rating that the member received for the period immediately prior to his/her absence for military service. In the "Overall Rater's Comments:" caption the rater will note the length of time the member was on military duty during the evaluation period and that the evaluation is being prepared pursuant to New York State Military Law. Additional questions concerning evaluations of members of the service absent from their positions due to military service may be directed to either the Performance Analysis Section or the Legal Bureau.*

When a sub-managerial civilian member is transferred, the commanding officer/supervisory head will direct that the ***PERFORMANCE EVALUATION*** *is completed online and the form is forwarded to the Employee Resources Section and to the new command. The ratee will be given a copy of the form. The immediate supervisor in the new command will prepare a new Task and Standards of the ratee's new assignment via the Online Evaluation System.*

If excessive absence, tardiness or poor performance is cited as a reason(s) for a BELOW STANDARDS or WELL BELOW STANDARDS rating, include a copy of the appropriate form including: ***ABSENCE AND TARDINESS RECORD (PD433-145)****,* ***CIVILIAN RECORD OF SUPERVISORY CONFERENCES (SUB-MANAGERIAL) (PD433-1411)****,* ***CIVILIAN LATENESS/WARNING NOTIFICATION (PD449-122)****, or* ***CIVILIAN UNSATISFACTORY PERFORMANCE WARNING (PD439-012)****, when appropriate.*

RELATED PROCEDURES

Chronic Absence Control Program (P.G. 205-45)
Police Officer/Detective Specialist Monthly/Quarterly Performance Review and Rating System (P.G. 205-57)
Appeal of Evaluation - Uniformed Members of the Service (P.G. 205-58)
Appeal of Evaluation - Civilian Member of the Service (P.G. 205-59)

FORMS AND REPORTS

PERFORMANCE EVALUATION
FORCE RECORD (PD406-143)
ABSENCE AND TARDINESS RECORD (PD433-145)
CIVILIAN RECORD OF SUPERVISORY CONFERENCES (SUB-MANAGERIAL) (PD433-1411)
CIVILIAN LATENESS/WARNING NOTIFICATION (PD449-122)
CIVILIAN UNSATISFACTORY PERFORMANCE WARNING (PD439-012)
SUPERVISOR FEEDBACK FORM
Online Performance Evaluation Guide

Section: Personnel Matters		Procedure No: 205-49	
EVALUATION OF PROBATIONARY POLICE OFFICERS			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To insure proper evaluation of probationary police officers.

PROCEDURE Before a probationary police officer is permanently assigned to a command:

COMMANDING OFFICER, POLICE ACADEMY

1. Ensure preparation of two copies of **RECRUIT EVALUATION (PD439-1412)**, prior to permanent assignment.
2. Forward original to permanent command.
3. Forward duplicate to Human Resources Division upon assignment to permanent command.

COMMANDING OFFICER/ SUPERVISOR CONCERNED (PERMANENT COMMAND)

4. Evaluate continuously, the conduct and performance of probationary police officers.
5. Evaluate probationary police officers via the Online Evaluation System available on the Department's Intranet, three times during their probationary period: the tenth, sixteenth and twenty-second month.

NOTE *The first sixteen months of a probationary police officer's field assignment is a critical phase in the training and maturation of a new police officer. Supervisors must conscientiously evaluate probationary police officers to ensure that members who are unable to satisfactorily perform their duties are identified.*
*In addition to evaluation reports, commanding officers will submit the following reports during the probationary period as they occur, on **Typed Letterhead**.*
a. Request for Charges and Specifications to First Deputy Commissioner.
b. Report of any matter that may bear upon the fitness of probationer to Chief of Personnel in a sealed envelope.

COMMANDING OFFICER (PERMANENT COMMAND)

6. Ensure that twenty-second month evaluation specifically recommends "Permanent Appointment," "Extension of Probation" or "Termination of Services," in reviewer's comments area.
   a. Notify the Performance Analysis Section whenever a probationary police officer receives an overall evaluation less than 3.0.
7. Forward completed **PERFORMANCE EVALUATIONS** via Department Intranet by finalizing the **PERFORMANCE EVALUATION** online.
   a. Ensure a signed copy of the **PERFORMANCE EVALUATION** is printed out and forwarded to Personnel Services Unit.

NOTE *When recommending "Termination of Services" or "Extension of Probation" a detailed report to Commanding Officer, Performance Analysis Section, including all pertinent facts related to the probationary police officer's performance, will be forwarded with a copy of the **PERFORMANCE EVALUATION**. If warranted, these recommendations may also be forwarded at any time during the probationary period, prior to the twenty-second month anniversary.*

ADDITIONAL DATA

The probationary period should be utilized to closely scrutinize the member's performance to assess his or her abilities as a police officer. The entry level probationary period may be extended an additional six months, if necessary, to allow the Department more time to further review and evaluate a probationer's suitability to remain a police officer. When a probationary officer is transferred to a command, his or her performance from the previous command must be reviewed. Interim evaluations should be prepared when it is apparent there is a problem with an officer's performance. The rater will discuss the probationary evaluation with the ratee. This will make the probationary officer aware of his or her performance and also place those probationary officers with a "below standards" evaluation on notice that their performance must show an improvement. When a commanding officer becomes aware that a probationary officer's performance may be below standards, supervisors should be instructed to carefully document the member's performance by utilizing the ***SUPERVISOR FEEDBACK FORM****, command discipline, and when appropriate, charges and specifications. The probationer will be notified of the observed performance deficiencies and instructed on proper Department procedure. Written documentation that the probationer was instructed and counseled will be maintained in the officer's personnel folder.*

RELATED PROCEDURES

Evaluations - General - Members of the Service (P.G. 205-48)
Appeal of Evaluation - Uniformed Members of the Service (P.G. 205-58)

FORMS AND REPORTS

RECRUIT EVALUATION (PD439-1412)
PERFORMANCE EVALUATION POLICE OFFICER - DETECTIVE SPECIALIST (Online Evaluation System)
SUPERVISOR FEEDBACK FORM
Typed Letterhead

NYPD

Section: Personnel Matters		Procedure No: 205-50	
EVALUATION OF POLICE OFFICERS AND DETECTIVES ASSIGNED TO INVESTIGATIVE DUTIES			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To ensure that each uniformed member is evaluated each year while assigned to investigative duties.

PROCEDURE Prior to the scheduled evaluation of uniformed members of the service:

RATER

1. Evaluate police officers assigned to investigative (Detective Track) duties two times during their initial fifteen months in such assignment, (eighth, and fifteenth month), using form **PERFORMANCE EVALUATION -DETECTIVES AND POLICE OFFICERS ASSIGNED TO DETECTIVE TRACK COMMANDS (Online Evaluation System)**.

NOTE *The first fifteen months of an investigative assignment is a critical phase in the training and development of a new investigator. Supervisors must conscientiously evaluate police officers/investigators to ensure that members who are not suited for investigative work are not retained in such assignments. If there is a change in performance after the fifteenth month, the member's supervisor MUST immediately submit an interim evaluation.*

2. Evaluate police officers/investigators annually after the initial fifteen months.
3. Evaluate detectives/investigators annually, using form **PERFORMANCE EVALUATION - DETECTIVES AND POLICE OFFICERS ASSIGNED TO DETECTIVE TRACK COMMANDS (Online Evaluation System)**.

REVIEWER

4. Comment on the ratee's performance and potential for continuation in an investigative assignment and eventual promotion to detective for all police officers/investigators.
5. Review and sign **EVALUATION** form.

NOTE *When an investigator is designated "Chronic Absent - Category B," it is presumed that the investigator is performing in a substandard manner. If the performance of the "Category B" investigator is rated higher than "Low", the rater must demonstrate how the performance was achieved in spite of the absence record of the investigator. In all cases, the rater must state if the ratee should remain in the investigative assignment. If ratee is a detective, determine if ratee should retain such designation or have such designation revoked and be reassigned.*

RATER

6. Audit the investigative time accrued by members assigned to command.
7. Ensure that eighth and fifteenth month evaluations are prepared and promptly forwarded for police officers/investigators assigned to the command.
8. Ensure the **PERFORMANCE EVALUATION** has been finalized.

RELATED PROCEDURES	*Chronic Absence Control Program (P.G. 205-45)* *Evaluations - General - Members of the Service (P.G. 205-48)* *Appeal of Evaluation - Uniformed Members of the Service (P.G. 205-58)*
FORMS AND REPORTS	***PERFORMANCE EVALUATION - DETECTIVES AND POLICE OFFICERS ASSIGNED TO DETECTIVE TRACK COMMANDS (Online Evaluation System)***

PURPOSE To ensure that police officers and detective specialists assigned to non-investigative Bureaus are evaluated annually utilizing the Performance Evaluation (PERF) System.

PROCEDURE When preparing annual evaluations of police officers and detective specialists assigned to non-investigative Bureaus:

COMMANDING OFFICER CONCERNED

1. Utilize the PERF System listed under "Applications" on the Department Intranet and examine command roster to determine which members of the command require a **PERFORMANCE EVALUATION**.
   a. Ensure **SUPERVISOR'S QUARTERLY EVALUATIONS** have been completed.
2. Assign supervisor(s) to evaluate performance of subordinates.
   a. Designate an appropriate supervisor to prepare **PERFORMANCE EVALUATIONS** of members assigned to the VIPER units, if applicable.

RATER

3. Access the PERF System and select "Start Annual Evaluation" to prepare annual **PERFORMANCE EVALUATION**, after completing the **SUPERVISOR'S QUARTERLY EVALUATION** for the fourth quarter rating period.
   a. Ensure all applicable **SUPERVISOR'S QUARTERLY EVALUATIONS** are prepared for the member concerned.
4. Examine **OFFICER PROFILE REPORTS**, **SUPERVISOR FEEDBACK FORMS**, **OFFICER SELF-REPORT FORMS**, **SUPERVISOR'S QUARTERLY EVALUATIONS**, Command Discipline Log, CPI record, Department recognition, sick record, commendation letters, and CCRB records prepared during the year for each assigned police officer and detective specialist.
5. Provide comments indicating the overall performance of the member of the service.
6. Discuss the Department's equal employment opportunity (EEO) policy with ratee.
   a. Record any disciplinary action received by a member of the service that was a result of an EEO related issue (see *"ADDITIONAL DATA"*).
   b. Record comments indicating that the employee's rights and responsibilities with regard to EEO issues were discussed.
7. Review ratee's **FORCE RECORD (PD406-143)** with member to ensure emergency notification and personal information is up to date.
   a. Update ratee's **FORCE RECORD** as required.
8. Report efforts made to improve attendance of members who are classified "Chronic Absent - Category A" or "Chronic Absent - Category B."
   a. Include a statement concerning efforts made to improve attendance.
9. Confer with ratee's former supervisor if observation of ratee is of a limited duration, when appropriate.
   a. Include identity of supervisor conferred with in comments section.

RATER (continued)

10. Ensure the total annual score the member earned as per the Police Officer/Detective Specialist Monthly/Quarterly Performance Review and Rating System corresponds with the assignment of the Overall Evaluation rating as listed in the chart below.

TOTAL ANNUAL SCORE	OVERALL EVALUATION
90-100	Exceptional
77-89	Exceeds Expectations
68-76	Meets Standards
60-67	Needs Improvement
59 or BELOW	Unsatisfactory

REVIEWER

11. Review **PERFORMANCE EVALUATION** and ensure Overall Evaluation rating as indicated reflects actual performance as measured by the Police Officer/Detective Specialist Monthly/Quarterly Performance Review and Rating System.
12. Ensure the ratings of members designated "Chronic Absent" are accurate and objectively reflect the ratee's performance and the impact of absenteeism on such performance.
    a. Give consideration to attendance record of ratee who is classified "Chronic Absent - Category A" in determining appropriate overall rating.
    b. Consider evaluating ratee unsatisfactory, if member is or has been classified as "Chronic Absent - Category B" during the rating period.

RATER

13. Sign off on **PERFORMANCE EVALUATION**.
14. Interview ratee in a private setting and discuss overall performance.
    a. Review **PERFORMANCE EVALUATION** with ratee and direct ratee to accept or appeal on **PERFORMANCE EVALUATION**.

RATEE

15. Review **PERFORMANCE EVALUATION**.
16. Provide comments.
17. Accept or appeal **PERFORMANCE EVALUATION**.

RATER

18. Comply with *P.G. 205-58, "Appeal of Evaluation – Uniformed Members of the Service"* when member of the service appeals his/her **PERFORMANCE EVALUATION**.
    a. Notify commanding officer of ratee's decision to appeal.

REVIEWER

19. Review **PERFORMANCE EVALUATION** and provide comments.
20. Finalize **PERFORMANCE EVALUATION**.
21. Provide a copy of **PERFORMANCE EVALUATION** to ratee.
22. Ensure that a completed **PERFORMANCE EVALUATION** is filed in the member's command folder.

COMMANDING OFFICER/ REVIEWER

23. Prepare interim **PERFORMANCE EVALUATION** if significant change occurs in ratee's performance or as otherwise directed.
    a. If a ratee receives an overall evaluation of needs improvement or unsatisfactory (67 or lower) or is rated exceptional (90 or higher), the reviewer must be in the rank of captain or above, or selected civilian managerial titles.
    b. If ratee is in any Performance Monitoring Program, the reviewer must be the commanding officer. The commanding officer will consult with all appropriate supervisors prior to making any comments.
24. Review delinquent **PERFORMANCE EVALUATIONS** recapitulation in the PERF System under "PERF Report," frequently, to determine status of overdue **PERFORMANCE EVALUATIONS**.
25. Direct rater being transferred or retiring to prepare **PERFORMANCE EVALUATION** for each member the rater is regularly required to evaluate, prior to transfer/retirement.
26. Direct that a transfer **PERFORMANCE EVALUATION** be prepared for members transferred.
    a. Forward **PERFORMANCE EVALUATION** to member's new command.
27. Ensure that members are rated by the command to which assigned or temporarily assigned on the last day of the rating period (conferrals may be made if required).
    a. If a member of the service is not observed during the rating period, (i.e., sick report, leave, retired or resigned, etc.), an explanation, including dates, must be entered on **PERFORMANCE EVALUATION**.

COMMANDING OFFICER

28. Ensure annual **PERFORMANCE EVALUATIONS** are completed and finalized by January 31st of each year.

<u>WHEN REVIEWER IS IN DISAGREEMENT WITH RATER'S EVALUATION</u>

REVIEWER

29. Prepare additional **PERFORMANCE EVALUATION** if in disagreement with any portion of the rater's evaluation of ratee.
    a. Forward the additional **PERFORMANCE EVALUATION** to immediate supervisor for review by entering the immediate supervisor's tax registry number.

COMMANDING OFFICER/ EXECUTIVE OFFICER

30. Review the additional **PERFORMANCE EVALUATION** prepared by initial reviewer and add comments as the new reviewer.
    a. Submit the additional **PERFORMANCE EVALUATION** to initial reviewer.

INITIAL REVIEWER

31. Discuss the additional **PERFORMANCE EVALUATION** with ratee after comments have been made by executive officer/commanding officer.

ADDITIONAL DATA

Members of the service are reminded that appraisal of subordinates' performance is a continuous process. The use of the Performance Evaluation System DOES NOT relieve supervisors of their responsibility to monitor and document subordinates' performance throughout the rating period.

*When preparing a **PERFORMANCE EVALUATION**, the rater will take into account the ratee's performance concerning substantiated equal employment opportunity (EEO) violations. EEO factors having a bearing on the rating in that category will include, but not be limited to, whether the member has engaged in conduct that violates provisions of the Department Manual, Title VII, other applicable equal employment opportunity laws, or the Department's equal employment opportunity policy.*

*In addition, raters will ensure that recognition is given to members who utilize their language proficiency for translation and interpretation in the performance of their regular duties, or as part of the Language Initiative Program. The use of this skill shall be afforded the same recognition as any other special skill needed by the Department. Any experience gained while serving as a translator/interpreter in criminal investigations will be included in the comments section of the **PERFORMANCE EVALUATION**.*

Commanding officers will ensure that evaluations of volunteer members are not negatively affected by their assignment to translation/interpretation duties. These tasks shall be evaluated as a proportionate part of their assigned duties.

*A uniformed member of the service who is absent for either the majority or the entirety of a rating period due to military service is still entitled to receive a **PERFORMANCE EVALUATION**. Pursuant to New York State Military Law, to compute the rating for such a member, raters are to take the average of the three **PERFORMANCE EVALUATIONS** that the member received prior to his/her absence for military duty. However, the credited rating must not be less than meets standards (68-76) or less than the rating that the member received for the period immediately prior to his/her absence for military service. In the comments section the rater will note the length of time the member was on military duty during the evaluation period and that the evaluation is being prepared pursuant to New York State Military Law. Additional questions concerning evaluations of members of the service absent from their positions due to military service may be directed to either the Performance Analysis Section or the Legal Bureau.*

*When a **PERFORMANCE EVALUATION** has been prepared in error, a report on **Typed Letterhead** will be submitted to the Performance Analysis Section requesting that the **PERFORMANCE EVALUATION** be voided/deleted from the system.*

RELATED PROCEDURES

Evaluations - General - Members of the Service (P.G. 205-48)
Police Officer/Detective Specialist Monthly/Quarterly Performance Review and Rating System (P.G. 205-57)
Appeal of Evaluation – Uniformed Members of the Service (P.G. 205-58)

FORMS AND REPORTS

FORCE RECORD (PD406-143)
OFFICER PROFILE REPORT
OFFICER SELF-REPORT FORM
SUPERVISOR FEEDBACK FORM
SUPERVISOR'S QUARTERLY EVALUATION
PERFORMANCE EVALUATION

PURPOSE To ensure that each uniformed member of the service in the rank of sergeant and lieutenant is evaluated at least once each year.

PROCEDURE Prior to the scheduled evaluation of uniformed members of the service:

RATER

1. Evaluate probationary sergeants on form **PERFORMANCE EVALUATION SERGEANT (Online Evaluation System)** and probationary lieutenants on form **PERFORMANCE EVALUATION LIEUTENANT (Online Evaluation System)**, two times during their probationary period, at the fourth and tenth month. The sixteenth month evaluation is only required for sergeants and lieutenants whose probation has been extended.

NOTE *Raters must conscientiously evaluate probationary sergeants and lieutenants to ensure that members who are unable to satisfactorily perform their duties are identified. Interim evaluations are to be submitted when necessary, (e.g., change in the ratee's performance, etc.).*

RATER

2. Evaluate sergeants and lieutenants annually upon completion of their probationary period on appropriate **PERFORMANCE EVALUATION REPORTS**.
3. Confer with commanding officer, when evaluating sergeants or lieutenants assigned as precinct detective squad supervisors/commanders. Record this conferral in the "Overall Rater's Comments" section, noting the precinct commander's overall evaluation of the ratee.

REVIEWER

4. Review and sign **EVALUATION**.

RATER

5. Forward completed **PERFORMANCE EVALUATIONS** via Department Intranet by finalizing the **PERFORMANCE EVALUATION** online.
   a. Ensure a signed copy of the **PERFORMANCE EVALUATION** is printed out for probationary sergeants and probationary lieutenants and forwarded to Probationary Monitoring Unit, One Police Plaza, Room 1000.

ADDITIONAL DATA *Rater performing evaluation of a precinct detective squad supervisor or commander will confer with the precinct commanding officer to ascertain the commanding officer's overall evaluation of the precinct detective squad supervisor/commander's performance. Conferral with the precinct commanding officer and the precinct commanding officer's overall evaluation will be noted in the RATER COMMENTS section of the precinct detective squad supervisor/commander's annual performance evaluation.*

A uniformed or civilian member of the service who is absent for either the majority or the entirety of a rating period due to military service is still entitled to receive a ***PERFORMANCE EVALUATION****. Pursuant to New York State Military Law, to compute the rating for such a member, raters are to take the average of the three* ***PERFORMANCE EVALUATIONS*** *that the member received prior to his/her absence for military duty. However, the credited rating must not be less than satisfactory (3.0) or*

ADDITIONAL DATA

less than the rating that the member received for the period immediately prior to his/her absence for military service. In the "Overall Rater's Comments:" caption the rater will note the length of time the member was on military duty during the evaluation period and that the evaluation is being prepared pursuant to New York State Military Law. Additional questions concerning evaluations of members of the service absent from their positions due to military service may be directed to either the Performance Analysis Section or the Legal Bureau.

RELATED PROCEDURES

Evaluations - General - Members of the Service (P.G. 205-48)
Appeal of Evaluation - Uniformed Members of the Service (P.G. 205-58)

FORMS AND REPORTS

PERFORMANCE EVALUATION SERGEANT (Online Evaluation System)
PERFORMANCE EVALUATION LIEUTENANT (Online Evaluation System)

PURPOSE To ensure that sub-managerial civilian members of the service are evaluated at least once each year.

PROCEDURE During the evaluation period:

RATER

1. Inform ratee at beginning of evaluation period of principal tasks and standards upon which ratings will be based.

NOTE *A list of tasks and standards specific to each civilian title may be obtained from the Human Resources Division.*

2. Record tasks and standards on page 2 of **PERFORMANCE EVALUATION - CIVILIAN - SUB-MANAGERIAL (PD439-152)**.
3. Discuss tasks and standards entered on form with ratee.
   a. Enter date and sign form.
   b. Give form to ratee for signature.
4. Submit form to reviewer for examination and signature.

COMMANDING OFFICER

5. Prepare and forward **Typed Letterhead** to the Human Resources Division, indicating that all sub-managerial civilian personnel have been interviewed concerning tasks and expected standards of performance.

RATER

6. Complete "Actual Performance Section" (page 3) of **PERFORMANCE EVALUATION - CIVILIAN - SUB-MANAGERIAL** at conclusion of rating period.
   a. Complete appropriate captions on page 1 of form.
   b. Rater prepares an original and two additional copies.
7. Discuss completed evaluation with ratee.
   a. Have ratee sign all three copies (this signature does not mean that ratee agrees with evaluation).
   b. Supply one copy to ratee.
8. Forward original and one copy to reviewer.

REVIEWER

9. Examine and sign form.
   a. After review, forward one copy to commanding officer.
   b. File remaining copy in ratee's personal folder at command.

COMMANDING OFFICER

10. Forward original to the Human Resources Division with **Typed Letterhead** listing members who have been evaluated.

ADDITIONAL DATA

A uniformed or civilian member of the service who is absent for either the majority or the entirety of a rating period due to military service is still entitled to receive a ***PERFORMANCE EVALUATION****. Pursuant to New York State Military Law, to compute the rating for such a member, raters are to take the average of the three* ***PERFORMANCE EVALUATIONS*** *that the member received prior to his/her absence for military duty. However, the credited rating must not be less than satisfactory (3.0) or less than the rating that the member received for the period immediately prior to his/her absence for military service. In the "Overall Rater's Comments:" caption the rater will note the length of time the member was on military duty during the evaluation period and that the evaluation is being prepared pursuant to New York State Military Law. Additional questions concerning evaluations of members of the service absent from their positions due to military service may be directed to either the Performance Analysis Section or the Legal Bureau.*

When a sub-managerial civilian member is transferred, the commanding officer/supervisory head will direct that the ***PERFORMANCE EVALUATION - CIVILIAN - SUB-MANAGERIAL*** *is completed and that the form is forwarded to the Human Resources Division. The ratee will be given a copy of the form. The immediate supervisor in the new command will prepare a new* ***PERFORMANCE EVALUATION - CIVILIAN - SUB-MANAGERIAL*** *listing tasks and standards of the ratee's new assignment.*

If ratee performs below competent standard in the overall evaluation rating, the commanding officer MUST be the reviewer.

Comment on all areas rated BELOW STANDARDS or WELL BELOW STANDARDS and all areas rated ABOVE STANDARDS or WELL ABOVE STANDARDS.

If excessive absence, tardiness or poor performance are cited as reasons for a BELOW STANDARDS or WELL BELOW STANDARDS rating, include a copy of the appropriate form including: ***CIVILIAN RECORD OF SUPERVISORY CONFERENCES (SUB-MANAGERIAL) (PD433-1411)****,* ***CIVILIAN LATENESS/WARNING NOTIFICATION (PD449-122)****, or* ***CIVILIAN UNSATISFACTORY PERFORMANCE WARNING (PD439-012)****, when appropriate.*

RELATED PROCEDURES

Evaluations - General - Members of the Service (P.G. 205-48)
Appeal of Evaluation - Civilian Member of the Service (P.G. 205-59)

FORMS AND REPORTS

PERFORMANCE EVALUATION - CIVILIAN - SUB-MANAGERIAL (PD439-152)
CIVILIAN RECORD OF SUPERVISORY CONFERENCES (SUB-MANAGERIAL) (PD433-1411)
CIVILIAN LATENESS/WARNING NOTIFICATION (PD449-122)
CIVILIAN UNSATISFACTORY PERFORMANCE WARNING (PD439-012)
Typed Letterhead

PURPOSE To ensure that each uniformed member of the service in the rank of captain through deputy chief, as well as police surgeons and deputy chief surgeon is evaluated at least once each year.

PROCEDURE During the evaluation period:

RATER

1. Evaluate probationary captains three times during probationary period, on the 4th, 10th, and 16th month, if necessary, using the **PERFORMANCE EVALUATION CAPTAIN (PD439-1518)**.

NOTE *All newly promoted captains are on probation for a period of twelve months unless cause exists to extend such period for an additional six months. Extension of probation beyond twelve months may be authorized on a case-by-case basis. Interim **PERFORMANCE EVALUATIONS** are to be submitted when necessary (e.g., change in the ratee's performance, etc). Raters must conscientiously evaluate probationary captains to ensure that members who are unable to satisfactorily perform their duties are identified. Those members in the rank of captain who are on probation, yet are serving in the capacity of commanding officer, may be rated on **PERFORMANCE EVALUATION CAPTAIN THROUGH DEPUTY CHIEF (PD439-1517)**. The bureau chief concerned will make the determination of which evaluation instrument is best suited to the ratee.*

RATER

2. Evaluate permanent captains through deputy chiefs, as well as police surgeons and deputy chief surgeons using the **PERFORMANCE EVALUATION CAPTAIN THROUGH DEPUTY CHIEF**.

NOTE *This evaluation instrument is based on a Management By Objectives (MBO) system. This system is flexible, allowing changes to be made to each Key Result Area as circumstances dictate. This allows raters and ratees to better address actual problems and priorities as they arise.*

3. Discuss and define five Key Result Areas (KRAs) with the ratee at the beginning of the rating period.
4. Discuss and define the "Performance Expectations" for each KRA and the "Action Plans" by which to attain results.
5. Record the KRAs and "Performance Expectations" on page 2 of the **PERFORMANCE EVALUATION CAPTAIN THROUGH DEPUTY CHIEF**.
6. Record the actual "Performance Achievements" on the form at the end of the rating period.
7. Discuss and measure the individual's performance during the post-appraisal interview, using the predetermined criteria.

REVIEWER

8. Review and sign **EVALUATION**.

RATER

9. Forward a copy of **PERFORMANCE EVALUATION CAPTAIN THROUGH DEPUTY CHIEF** to the Human Resources Division at beginning of rating period (July 1st.).

ADDITIONAL DATA

Captains assigned as precinct commanders will be rated by patrol borough operations commander and the patrol borough commander will serve as the reviewing officer. Deputy Inspectors and above assigned as precinct commanders will be rated by the patrol borough adjutant and the patrol borough commanding officer will serve as the reviewing officer. Rater will use ***PERFORMANCE EVALUATION CAPTAIN*** *for captains that are on probation. Rater will use* ***PERFORMANCE EVALUATION CAPTAIN THROUGH DEPUTY CHIEF*** *for all other captain evaluations.*

A uniformed or civilian member of the service who is absent for either the majority or the entirety of a rating period due to military service is still entitled to receive a ***PERFORMANCE EVALUATION****. Pursuant to New York State Military Law, to compute the rating for such a member, raters are to take the average of the three* ***PERFORMANCE EVALUATIONS*** *that the member received prior to his/her absence for military duty. However, the credited rating must not be less than satisfactory (3.0) or less than the rating that the member received for the period immediately prior to his/her absence for military service. In the "Overall Rater's Comments:" caption the rater will note the length of time the member was on military duty during the evaluation period and that the evaluation is being prepared pursuant to New York State Military Law. Additional questions concerning evaluations of members of the service absent from their positions due to military service may be directed to either the Performance Analysis Section or the Legal Bureau.*

RELATED PROCEDURES

Evaluations - General - Members of the Service (P.G. 205-48)
Appeal of Evaluation - Uniformed Members of the Service (P.G. 205-58)

FORMS AND REPORTS

PERFORMANCE EVALUATION CAPTAIN THROUGH DEPUTY CHIEF (PD439-1517)
PERFORMANCE EVALUATION CAPTAIN (PD439-1518)

DRAFT

Section: Personnel Matters		Procedure No: 205-55	
EVALUATION OF ASSISTANT CHIEFS AND ABOVE/CIVILIAN MANAGERS			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To ensure that each uniformed member of the service in the rank of assistant chief and above as well as civilian employees in the management pay plan, is evaluated at least once each year.

PROCEDURE During the evaluation period:

RATER

1. Discuss key responsibilities and performance expectations with ratee at the beginning of the evaluation period.
   a. If ratee's immediate supervisor is transferred during the rating period, the newly assigned rater will discuss the previously determined responsibilities and expectations and determine if revisions are required.
2. Record the key responsibilities and performance expectations in section "A" of **MANAGERIAL PERFORMANCE EVALUATION (PD439-1521)**. Assign an importance level to each responsibility.
3. Record in section "B" the relative importance of each of the pre-identified Citywide responsibilities and performance expectations to the ratee's specific position.
4. Forward a copy of **MANAGERIAL PERFORMANCE EVALUATION** to the Human Resources Division at the beginning of the rating period (January 1st).

NOTE *A revision in performance expectations or key responsibilities may be made at any time during the evaluation period. When a revision is made, the ratee must be notified and a new **MANAGERIAL PERFORMANCE EVALUATION** must be prepared, including a notation identifying the change, signed by both the rater and ratee.*

5. Assign ratings to key responsibilities and discuss with ratee at end of rating period.
6. Forward completed **MANAGERIAL PERFORMANCE EVALUATION** to reviewer.

REVIEWER

7. Review, sign and forward completed **MANAGERIAL PERFORMANCE EVALUATION** to the Human Resources Division.

COMMANDING OFFICER/ SUPERVISORY HEAD

8. Ensure that an evaluation is prepared and forwarded to the Human Resources Division if ratee is transferred during rating period.

NEW COMMANDING OFFICER/ SUPERVISORY HEAD

9. Discuss key responsibilities and performance expectations with ratee and enter on new **MANAGERIAL PERFORMANCE EVALUATION.**

RELATED PROCEDURES	*Evaluations - General - Members of the Service (P.G. 205-48)* *Appeal of Evaluation - Uniformed Members of the Service (P.G. 205-58)* *Appeal of Evaluation - Civilian Member of the Service (P.G. 205-59)*
FORMS AND REPORTS	***MANAGERIAL PERFORMANCE EVALUATION (PD439-1521)***

NYPD

POLICE OFFICER/DETECTIVE SPECIALIST MONTHLY/ QUARTERLY PERFORMANCE REVIEW AND RATING SYSTEM

PURPOSE To evaluate the monthly and quarterly performance, when applicable, of police officers/detective specialists assigned to non-investigative Bureaus.

SCOPE The Police Officer/Detective Specialist Monthly/Quarterly Performance Review, utilizing the **OFFICER PROFILE REPORT**, measures the performance levels of uniformed members of the service performing enforcement functions.

Police officers/detective specialists assigned to non-investigative Bureaus (e.g., precinct, police service area [PSA], transit district, Strategic Response Group, etc.) performing enforcement functions will be assessed monthly utilizing the **OFFICER PROFILE REPORT** and evaluated quarterly using the **SUPERVISOR'S QUARTERLY EVALUATION**.

Uniformed members of the service whose duties do not involve enforcement activity will not prepare the **OFFICER PROFILE REPORT** nor be evaluated quarterly using the **SUPERVISOR'S QUARTERLY EVALUATION**. Such positions include:

a. Community Affairs Officer
b. Traffic Safety Officer
c. Crime Prevention Coordinator
d. Auxiliary Police Coordinator.

PROCEDURE When preparing monthly/quarterly performance reviews of police officers and detective specialists utilizing the Police Officer/Detective Specialist Monthly/Quarterly Performance Review:

UNIFORMED MEMBER OF THE SERVICE

1. Access the Performance Evaluation System and print out a hard copy of the **OFFICER PROFILE REPORT** at the conclusion of each month.

NOTE *The **OFFICER PROFILE REPORT** is an electronic form that is generated in the Performance Evaluation System, which compiles data from numerous Department databases to provide an accurate account of a uniformed member's performance. It will include statistical data (e.g., 7 Majors, Top 911 Locations, Top Collision Locations, etc.) unique to the precinct and platoon to which the reporting member is assigned. In addition, the **OFFICER PROFILE REPORT** will contain information from **OFFICER SELF – REPORT FORMS** and the **SUPERVISOR FEEDBACK FORMS**, when submitted (see ADDITIONAL DATA).*

2. Review and submit **OFFICER PROFILE REPORT** to designated supervisor for review by the <u>second</u> day of the following month.
   a. Submit **REPORT** prior to leave, or if not possible, without delay upon return to duty if scheduled for vacation or other leave.
   b. Inform designated supervisor of any excessive time off patrol for the reported month due to vacation, sick, administrative duties, details, etc.

NOTE *The designated supervisor or another supervisor may print the **OFFICER PROFILE REPORT** for the uniformed member concerned, if the member is unavailable for an extended period due to vacation or other leave.*

DESIGNATED SUPERVISOR

3. Review member's **OFFICER PROFILE REPORT**.
   a. Evaluate the uniformed member's performance in proactively addressing community concerns.
   b. Assess the quality and caliber of the member's efforts by carefully reviewing activity including, **SUPERVISOR FEEDBACK FORMS** and **OFFICER SELF-REPORT FORMS**.
      (1) Determine the accuracy, validity, and integrity of the **OFFICER SELF-REPORT FORMS**.
   c. Provide positive feedback and comments for proactive and quality activity.
   d. Compare member's current monthly performance to other members with similar duties by referring to the "Officer Comparison" page of the **OFFICER PROFILE REPORT**.
   e. Provide guidance and direction for improvement and conduct regular follow-ups, when a deficiency is identified.
      (1) Take appropriate steps to improve the uniformed member's performance. These steps include, but are not limited to, assisting the uniformed member in identifying the conditions to be addressed.
      (2) If member fails to improve performance, confer with platoon commander/special operations lieutenant or next higher supervisor.
4. Sign **OFFICER PROFILE REPORT**.
5. Deliver completed **OFFICER PROFILE REPORTS** to platoon commander or other reviewer by the <u>fifth</u> day of the following month.

PLATOON COMMANDER OR OTHER REVIEWER

6. Review and sign **OFFICER PROFILE REPORTS**.
7. Forward completed **OFFICER PROFILE REPORTS** to operations coordinator by the <u>seventh</u> day of the month for filing.

OPERATIONS COORDINATOR

8. File copies of **OFFICER PROFILE REPORTS**.

COMMANDING OFFICER

9. Log into Performance Evaluation System periodically, and review completed **OFFICER PROFILE REPORTS**.

<u>EACH JANUARY, APRIL, JULY AND OCTOBER</u>

DESIGNATED SUPERVISOR

10. Log into the Performance Evaluation System to conduct **SUPERVISOR'S QUARTERLY EVALUATION** within seven days following the quarter for which the review is due (e.g., January-March, April-June, July-September and October-December).

DESIGNATED SUPERVISOR (continued)

a. Review activity for all three months of the quarter.

b. Rate uniformed member of the service in each of twelve performance areas and be guided by instructions on the electronic form.

(1) Documentation is mandatory for any rating above or below "Meets Standards." Examples of documentation include, but are not limited to, **SUPERVISOR FEEDBACK FORMS**, **OFFICER SELF-REPORT FORMS**, and content listed on the **OFFICER PROFILE REPORT**.

(2) **SUPERVISOR FEEDBACK FORMS**, **OFFICER SELF-REPORT FORMS** and above average activity on the **OFFICER PROFILE REPORT** are to be considered to support rating criteria.

(3) Performance Evaluation System in the Department Intranet will automatically calculate members rating as a score out of 100 points based on ratings.

c. In the "Supervisory Comments" section of the **SUPERVISOR'S QUARTERLY EVALUATION**, note the following:

(1) Any outstanding action or achievement. Examples of outstanding action or achievement include, bribery arrests, pattern robbery arrest or other action, which significantly impacts on crime or issues of community concern

(2) Any deficiencies or areas that need improvement. Include notation if member is designated chronic sick, subject of any disciplinary action or placed on performance monitoring.

11. Discuss ratee's **SUPERVISOR'S QUARTERLY EVALUATION** with platoon commander or other reviewer.

12. Sign off on completed evaluation.

13. Interview member in a private setting and discuss overall performance.

a. Review evaluation with member.

14. Forward evaluation to the platoon commander or other reviewer by the seventh day of the month following reporting period.

NOTE *If a member consistently fails to perform at satisfactory levels, the supervisor will confer with the platoon commander or next higher level supervisor regarding referring the member for performance monitoring. Each quarter, the commanding officer will review all under-performing members and notify the next higher command in writing of action taken and/or recommended.*

PLATOON COMMANDER OR OTHER REVIEWER

15. Log into the Performance Evaluation System to review **SUPERVISOR'S QUARTERLY EVALUATION**.

a. If reviewer concurs with rater's evaluation:

(1) Sign off and enter comments.

b. If reviewer disagrees with rater's evaluation:

PLATOON COMMANDER OR OTHER REVIEWER (continued)

(1) Confer with rater and direct rater to re-evaluate performance based on conferral and review of activity.

(2) If reviewer still disagrees with rater:

(i) Sign and enter reasons for disagreement in comments

(ii) Prepare separate evaluation, if appropriate.

NOTE

SUPERVISOR'S QUARTERLY EVALUATION *rating score will not be finalized until platoon commander or other reviewer reviews and concurs with rating.*

SUPERVISOR'S QUARTERLY EVALUATION *may be appealed to the next higher-ranking supervisor. In all cases, the member's commanding officer (in the rank of captain or above) will make the final determination.*

16. Deliver printed copy of **SUPERVISOR'S QUARTERLY EVALUATION** to the operations coordinator by the tenth day of the month following the reporting period.

OPERATIONS COORDINATOR

17. Ensure **SUPERVISOR'S QUARTERLY EVALUATIONS** are finalized by the fifteenth day of the month following the reporting period.

COMMANDING OFFICER

18. Access the Performance Evaluation system and review **SUPERVISOR'S QUARTERLY EVALUATIONS**.

19. Personally conduct performance interview for those members who receive a numerical score of 67 or lower (out of 100) for any quarter.

a. Provide direction and/or take necessary corrective action to improve member's performance.

b. Inform member that continued below standard performance will, absent mitigating circumstances, results in the member being placed on performance monitoring and possible imposition of sanctions by the Personnel Review Board concerned.

c. Record and file results of interview.

20. Notify next higher command in writing of uniformed members of the service who received a score of 67 or lower in any two quarters within a one year period.

NEXT HIGHER COMMAND

21. Provide oversight and direction in monitoring and improving a uniformed member's performance when they are underperforming.

22. Establish a Personnel Review Board to review all cases of members who receive a score of 67 or lower in any two quarters within a one year period.

a. Select a minimum of three supervisory members who through assignment and/or knowledge of the member's performance are appropriate for inclusion for the Personnel Review Board.

PERSONNEL REVIEW BOARD CONCERNED

23. Review cases and recommend corrective action to be taken.

a. Corrective action may include change of assignment within the command, intraborough or interborough transfer, transfer from administrative command and/or disciplinary action.

NEXT HIGHER COMMAND

24. Review recommendations of Personnel Review Board concerned and make final determination and/or recommendation.
    a. Endorse recommendation concerning transfers and/or disciplinary action, through channels, to the Chief of Personnel.

ADDITIONAL DATA

*The **OFFICER SELF-REPORT FORM** can be accessed on a member's Department mobile phone through the "Craft" application and will allow uniformed members of the service to document notable actions that they consider to be positive (e.g., achievements in crime prevention, problem-solving, community engagement, etc.). By noting community interactions and engagements, members are afforded the ability to showcase their efforts towards furthering the Department's commitment to neighborhood policing.*

*The **SUPERVISOR FEEDBACK FORM** can be accessed on a supervisor's Department mobile phone through the "Craft" application and will allow the supervisor to highlight commendable actions by a uniformed member of the service (e.g., supervisor observes or becomes aware of exceptional community interaction, uniformed member of the service makes an arrest that closes a precinct pattern, etc.). The **FORM** will also allow supervisors to note areas that may need improvement and indicate what actions were taken to address the deficiency. In addition, minor violations of Department regulations committed by uniformed members of the service can be documented using the **FORM**. The **FORM** can also be completed by supervisors for uniformed members outside of their command (e.g., UMOS assigned to supervisors on details, etc.).*

Commanding officers will be responsible for determining performance standards within their respective commands and resolving all issues within their command relative to the Monthly Performance Review. Precinct, PSA and transit district commanding officers will also review and direct the conditions to be addressed consistent with applicable crime control strategies and areas of community concern.

RELATED PROCEDURES

Officer Profile Report (Operations Order 50, series 2018)

FORMS AND REPORTS

OFFICER PROFILE REPORT
OFFICER SELF – REPORT FORM
SUPERVISOR FEEDBACK FORM

Section: Personnel Matters		Procedure No: 205-58	
APPEAL OF EVALUATION - UNIFORMED MEMBERS OF THE SERVICE			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To permit a uniformed member of the service in permanent rank to appeal his/her evaluation.

SCOPE This procedure does not apply to uniformed members of the service who are in the rank on probation (e.g., entry-level probationary police officers, probationary sergeants, probationary lieutenants or probationary captains).

PROCEDURE When a uniformed member in permanent rank wants to appeal a **PERFORMANCE EVALUATION**:

RATER

1. Inform commanding officer.

COMMANDING OFFICER

2. Act as initial hearing officer.
   a. Schedule interview with members concerned (i.e., rater, reviewer and ratee named on **PERFORMANCE EVALUATION** form), within thirty days of appeal notice.

NEXT HIGHER COMMAND

3. Schedule interview and serve as the hearing officer if the commanding officer is the rater on the **PERFORMANCE EVALUATION** form.

COMMANDING OFFICER/ NEXT HIGHER COMMAND

4. Attempt to resolve the appeal.
5. Notify the Performance Analysis Section, via **Typed Letterhead**, within three days of the hearing, detailing the outcome of the hearing or whether the member is going to continue the appeal process to the next level.

RATEE

6. Submit a report on **Typed Letterhead**, within thirty days of the hearing, if appeal is NOT RESOLVED at rater/commanding officer/next higher command level, as follows:
   a. Uniformed members of the service below the rank of captain - Personnel Officer concerned
   b. Captains and above – Personnel Officer, Chief of Personnel.

PERSONNEL OFFICER CONCERNED

7. Review the matter by interviewing appropriate parties and examining pertinent records.
8. Present findings to Borough/Bureau Commanding Officer or Chief of Personnel.

BOROUGH/ BUREAU COMMANDING OFFICER/ CHIEF OF PERSONNEL

9. Evaluate findings presented by personnel officer and render decision.

PERSONNEL OFFICER CONCERNED

10. Report decision of Borough/Bureau Commanding Officer or Chief of Personnel in quadruplicate, within three days of receipt of **Typed Letterhead** and interview of parties, as follows:
    a. ORIGINAL - to reviewer named on evaluation form, who will inform rater and ratee of findings and direct preparation of new evaluation, if necessary. Place a copy of report in ratee's command personnel folder
    b. DUPLICATE - to member appealing (i.e., ratee)
    c. TRIPLICATE - forward to Human Resources Division, Personnel Services Unit for inclusion in ratee's personnel folder
    d. QUADRUPLICATE - forward to Performance Analysis Section.

ADDITIONAL DATA

CAUSE FOR AN APPEAL OF PERFORMANCE EVALUATION

A uniformed member of the service in permanent rank has the right to appeal the contents, recommendations or overall rating of his/her performance evaluation, ONLY if cause for appeal stems from:

a. Factual error
b. Rater's misinterpretation of instructions
c. Bias or prejudice on the part of the rater
d. ***PERFORMANCE EVALUATION*** *is completed and based upon OTHER THAN performance factors.*

A uniformed member of the service has the right to review comments and recommendations made by a reviewer named on the ***PERFORMANCE EVALUATION*** *form; however, such comments and recommendations are not causes for appeal by the ratee. Such a review by the ratee is for the ratee's informational purposes only.*

RELATED PROCEDURES

Evaluations - General - Members of the Service (P.G. 205-48)

FORMS AND REPORTS

Typed Letterhead

PURPOSE To permit a civilian member of the service to appeal an evaluation.

SCOPE This procedure does not apply to individuals who have not completed their probationary period or have served less than two years in a provisional status.

PROCEDURE When a civilian member wants to appeal a performance evaluation:

RATER 1. Inform commanding officer.

COMMANDING OFFICER 2. Schedule interview with members concerned (rater, reviewer and ratee), within thirty days of appeal notice.

NOTE *If the commanding officer is also the rater, the rater's immediate supervisor will schedule the interview and serve as the reviewer. If ratee performs below desirable standard, commanding officer MUST be reviewer.*

3. Attempt to resolve appeal.

NOTE *If the matter is not resolved after review by the commanding officer, upon the written request of the ratee to the respective bureau/borough personnel officer for further appeal, a review board will be empanelled at the borough or equivalent level. The respective bureau/borough personnel officer will be responsible for convening the review board. The review board must resolve the appeal within thirty days from receipt of the written request for appeal to the respective bureau/borough personnel officer. For Patrol Services Bureau personnel, the review board will consist of:*

a. Borough personnel officer
b. Borough adjutant
c. Borough Equal Employment Opportunity (EEO) liaison
d. Commanding officer from other than the command of the ratee.

For bureaus or divisions other than the above, the review board will consist of:

a. Personnel officer
b. Bureau executive officer
c. EEO liaison
d. Division commander from other than the command of the ratee.

RATEE 4. Prepare **Typed Letterhead**, to respective bureau/borough personnel officer requesting further appeal, if appeal is not resolved at the command level, and further review is desired.

PERSONNEL OFFICER 5. Convene review board.

a. Appeal must be resolved within thirty days of receipt of request for appeal.

PERSONNEL OFFICER (continued)

b. Review board will prepare report in triplicate and forward copies to ratee, rater and Performance Analysis Section for inclusion in member's personal folder.

NOTE *The determination of the review board may be further appealed to the Police Commissioner or his/her designee for a final determination.*

RATEE

6. Prepare **Typed Letterhead**, to the Police Commissioner requesting final review if further appeal beyond the determination of the review board is desired.

NOTE *The Police Commissioner or his/her designee will make written notification of the final determination of ratee's appeal.*

A civilian member of the service has the right to appeal the contents, recommendations or overall rating of his/her performance evaluation, ONLY if cause for appeal stems from:

a. Factual error
b. Rater's misinterpretation of instructions
c. Bias or prejudice on the part of the rater
d. Evaluation is based upon OTHER THAN performance factors.

A civilian member of the service has the right to review comments and recommendations made by a reviewer; however, such comments and recommendations are not cause for appeal. Such a review is solely for the ratee's informational purposes.

RELATED PROCEDURES *Evaluations - General - Members of the Service (P.G. 205-48)*

FORMS AND REPORTS ***Typed Letterhead***

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-60	
REPORTING TO DEPARTMENT SURGEON AND RETURNING TO DUTY FROM SICK REPORT			
DATE ISSUED: 08/22/19	DATE EFFECTIVE: 08/22/19	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To ensure the appropriate procedures are followed when a member of the service reports to the Department surgeon and when the member is directed to return to duty.

PROCEDURE When a member of the service has reported sick as per *P.G. 205-01, "Reporting Sick,"* and is not eligible for, or declines Administrative Sick:

UNIFORMED MEMBER OF THE SERVICE

1. Report to assigned district surgeon at next regular office hours, EXCEPT;
   a. Member designated Chronic Absent – Category B, will report to the Medical Division, Special Medical District/Confidential Medical District at next regular office hours
   b. Member reporting sick on Friday or Saturday will report to Medical Division, Weekend Surgeon, at 1000 hours the following day
   c. Member unable to travel will remain at place of confinement and phone assigned district surgeon or "weekend" surgeon during next office hours
   d. Member with dental problems will be guided by the Sick Desk supervisor/member regarding reporting requirements
   e. When directed otherwise by the Medical Division supervisor.

NOTE *Uniformed members of the service are NOT to bring their children to the Department Surgeon's Office, because children and uniformed members of the service present in the waiting room may be susceptible to illness.*

COMMANDING OFFICER

2. Telephone member's district surgeon, in all cases, if member has been on sick report for five workdays, ascertain estimated dates of return and enter information on **ABSENCE AND TARDINESS RECORD (PD433-145)**.

<u>UPON BEING DIRECTED TO RETURN TO DUTY BY A DEPARTMENT SURGEON</u>:

UNIFORMED MEMBER OF THE SERVICE

3. Immediately notify desk officer/supervisor, by telephone, of time and date to report for duty.
   a. Include limitations, if any, on type of duty to be performed.
4. Report for duty when ordered.
5. Deliver **SICK REPORT RETURN (PD429-131)** and/or **ASSIGNMENT TO LIMITED CAPACITY (PD406-050)** to desk officer/supervisor upon return to duty.

DESK OFFICER/ SUPERVISOR

6. Make entry indicating member's return to duty in Telephone Record upon receipt of telephone notification.

ADDITIONAL DATA

Cooperate with supervisor, regardless of rank, who has been dispatched by competent authority, (e.g., Commanding Officer-Medical Division, Internal Affairs Group, precinct commanding officer or duty captain, etc.) to visit member on sick report, and directs such member to comply with lawful order/instruction (e.g., appear in court, Trial Room, in front of an investigatory unit, etc.).

Uniformed members of the service, who have not been classified as chronic absent, or who have not been referred for supervision, and who have any of the following medical conditions, as per the Department surgeon's diagnosis, will NOT be the subject of routine supervisory visits or telephone calls:

a. Heart condition
b. Broken limbs
c. Post surgical convalescence
d. Illnesses diagnosed by Department surgeon as likely to be of a duration in excess of six months, after conferral with the Supervising Chief Surgeon
e. Pregnancy.

A uniformed member of the service whose medical condition is NOT listed in the second paragraph of the "ADDITIONAL DATA" statement (subdivisions "a" through "e"), may also be granted permission to leave his/her residence while on sick report for a period of time as determined by the district surgeon. Prior to granting such permission, the surgeon must certify that:

a. The member is unable to perform in a limited/restricted duty status
b. It will not adversely affect the member's health
c. It will not prolong or impede the member's return to duty.

The permission granted may be revoked at any time by the Commanding officer, Medical Division, or designee, upon appropriate notice to the member and the district surgeon concerned.

In case of serious need or emergency, a uniformed member may request permission to leave his residence at a time other than that specified by the district surgeon. Such request should be directed to the Sick Desk supervisor. In addition, requests to leave residence to obtain medical services, food, household necessities or church attendance, voting, etc., are routinely granted by the Sick Desk supervisor at times other than that specified by the district surgeon. Permission to leave residence should be denied or revoked only if a violation of the guidelines takes place or if activities requested would hinder recovery. The Sick Desk supervisor shall notify the district surgeon at the next office hours, when such permission is granted, to ensure that leaving residence is not inconsistent with the member's medical condition and/or had not previously been denied by the surgeon. District surgeons are responsible for notifying the Supervising Chief Surgeon and Commanding Officer, Medical Division, of the identities of members granted:

a. Non-supervisory privileges
b. Permission to leave his/her residence on specific dates and times which will be indicated on ***PERMISSION TO LEAVE RESIDENCE WHILE ON SICK REPORT (PD429-051)****, a copy of which will be given to the sick member.*

A uniformed member of the service on sick report may not leave the confines of the City or residence counties without the approval of the Chief of Personnel. A request for such permission is made through the member's district surgeon on ***ABSENCE FROM CITY WHILE ON SICK LEAVE (PD429-161)****. Members will be contacted on a weekly basis by their district surgeon during absence from residence counties.*

RELATED PROCEDURES

Reporting Sick (P.G. 205-01)
Chronic Absence Control Program (P.G. 205-45)
Pregnancy Leave For Uniformed Members Of The Service (P.G. 205-27)
Absence Control (A.G. 318-12)
Notifying Court, Trial Room or Other Agencies When Member Reports Sick (P.G. 205-61)

FORMS AND REPORTS

ABSENCE AND TARDINESS RECORD (PD433-145)
ASSIGNMENT TO LIMITED CAPACITY (PD406-050)
PERMISSION TO LEAVE RESIDENCE WHILE ON SICK REPORT (PD429-051)
SICK REPORT (PD429-122)
SICK REPORT RETURN (PD429-131)
ABSENCE FROM CITY WHILE ON SICK LEAVE (PD429-161)

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PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-61	
NOTIFYING COURT, TRIAL ROOM OR OTHER AGENCIES WHEN MEMBER OF THE SERVICE REPORTS SICK			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To notify court, Trial Room or other government agency when a member of the service reports sick and is unable to attend a pending arraignment or scheduled appearance.

PROCEDURE When illness, injury or any other physical/psychological condition prevents the performance of duty and the member of the service has a pending arraignment, or scheduled appearance in court, the Trial Room, or any other governmental agency:

UNIFORMED MEMBER OF THE SERVICE

1. Comply with *P.G. 205-01, "Reporting Sick."*
2. Inform desk officer/supervisor at assigned command of any pending arraignment, or scheduled appearance in court, the Trial Room, or any other government agency when reporting sick.

DESK OFFICER/ SUPERVISOR

3. Make entry in Command Diary of any scheduled court appearance or other agency appearance, under date of scheduled appearance AND under date two days prior to appearance date (exclusive of Saturday, Sunday or holidays).
4. Notify borough court section concerned if sick member is unable to appear for pending arraignment.

ROLL CALL CLERK

5. Notify the court or other agency concerned immediately of the member of the service's inability to attend due to being on sick report.

WHEN MEMBER OF THE SERVICE IS ON SICK REPORT

OPERATIONS COORDINATOR/ PRINCIPAL ADMINISTRATIVE ASSOCIATE

6. Telephone district surgeon to determine if member is capable of appearing at scheduled court appearance when member remains on sick report two days prior to such scheduled appearance.
7. Notify member to appear if district surgeon approves and telephone Sick Desk of surgeon's determination.

ROLL CALL CLERK

8. Notify Criminal Court, Trial Room or other government agency and request adjournment two days before appearance date, if member is unable to appear.

NOTE *If member reports sick on a scheduled appearance date, make immediate notification to court or other agency concerned.*

9. Notify the court, if other than Criminal Court, on the morning of the appearance date if the member is unable to appear.
10. Enter notifications to district surgeons, courts, etc., regarding scheduled appearances of members on sick leave in Telephone Record.

NOTE *A uniformed member on sick report whose condition changes after being directed to appear in court or before another agency, thereby preventing a scheduled appearance, will notify the roll call clerk or desk officer/supervisor, as appropriate. The roll call clerk/desk officer/supervisor will make required notifications.*

RELATED PROCEDURES *Reporting Sick (P.G. 205-01)*
Reporting to Department Surgeon and Returning to Duty From Sick Report (P.G. 205-60)

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Section: Personnel Matters		Procedure No: 205-62	
FIREARMS PROFICIENCY REQUIREMENT			
DATE ISSUED: 04/20/17	DATE EFFECTIVE: 04/20/17	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To ensure that uniformed members demonstrate and maintain minimum proficiency in the use of firearms.

SCOPE This procedure will apply when a uniformed member, who claims to be medically and/or psychologically unable to use firearms, is deemed fit for full duty by the Medical Division.

PROCEDURE Upon being deemed fit for full duty assignment:

UNIFORMED MEMBER OF THE SERVICE

1. Report as directed by Commanding Officer, Medical Division to the Firearms and Tactics Section for firearms qualification.
2. Demonstrate proficiency by achieving the Department's standard passing score.

UPON FAILURE OF UNIFORMED MEMBER OF THE SERVICE TO QUALIFY WITH FIREARM(S)

SUPERVISOR, FIREARMS AND TACTICS SECTION

3. Notify Absence Control and Investigations Unit (ACIU) immediately.
4. Fax **FIREARMS SCORE SHEET (PD124-141)** to ACIU.

SUPERVISOR, ABSENCE CONTROL AND INVESTIGATIONS UNIT

5. Direct uniformed member of the service concerned to report to medical specialist designated by the Medical Division for examination.
6. Maintain appropriate records of notifications and the results of said examination.
7. Request member to complete **Notice of Failure to Qualify with Firearms**.
8. Witness signature of member on **Notice**.
   a. Retain original for unit file
   b. Provide member concerned with copy.
9. Advise member of the availability of remedial firearms training.

NOTE *Uniformed members must demonstrate and maintain minimum proficiency in the use of firearms. The Department's policy is that minimum proficiency is a condition of employment for uniformed members. Members failing to qualify within ninety days of signing the* ***Notice of Failure to Qualify With Firearms*** *will receive* ***CHARGES AND SPECIFICATIONS (PD468-121)*** *and face an administrative hearing under Section 75 of the New York State Civil Service Law, "Removal and Other Disciplinary Action." Members found to be incompetent after an administrative hearing will be removed from the Department.*

IF MEMBER HAS NOT QUALIFIED WITHIN 90 DAYS OF NOTICE

SUPERVISOR, ABSENCE CONTROL AND INVESTIGATIONS UNIT

10. Consult with Department Advocate's Office.
11. Comply with *P.G. 206-05, "Preparation of Charges and Specifications or Schedule 'C' Command Discipline*" as appropriate.

NOTE

Members of the service are reminded that existing Department programs provide one hundred rounds of ammunition and the use of a Department firearms range for practice. Members are also reminded that it is their responsibility to take corrective action on their own time and at their own expense. Instruction is available through the Firearms and Tactics Section by appointment. Members may call to arrange for training.

Commands will photocopy and utilize the ***Notice of Failure to Qualify With Firearms****, depicted in Appendix "A", as necessary.*

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APPENDIX "A"

Notice of Failure to Qualify With Firearms

Date: _____

TAKE NOTICE that you have failed to achieve the minimum passing score in your most recent attempt at firearms qualifications on (date): _____. You have not qualified with firearms since (date): _____. This Department has deemed you medically and/or psychologically fit to perform full duty with firearms.

Firearms proficiency is an essential function of the job of police officer and is a condition of your employment as a uniformed member of the service. You are hereby required to demonstrate and maintain minimum firearms proficiency within ninety days of this notice.

It is your responsibility to contact the Firearms and Tactics Section and take the firearms requalification course. If you fail to do so, the Department will schedule an appointment for you to take this course prior to ninety days after the date of this notice.

Your failure to demonstrate minimum proficiency within the above time limit will result in formal action being taken against you pursuant to Section 75 of the New York State Civil Service Law, "Removal and Other Disciplinary Action." If there is an affirmative finding of incompetence after an administrative hearing which is approved by the Police Commissioner, this action will result in your removal from the Department.

You are reminded that existing Department programs provide one hundred rounds of ammunition and use of a Department range for practice. In addition, you may contact the Firearms and Tactics Section to arrange for additional remedial firearms training. However, be aware that is your responsibility to take whatever steps are necessary for you to qualify with firearms including practice on your own time and at your own expense.

Acknowledgement of subject uniformed member of the service.

Rank	Name (Last, First, M.I.) Print	Signature	Tax Registry #	Date

Witness:

Rank	Name (Last, First, M.I.) Print	Signature	Tax Registry #	Date

PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-63	
MONITORING OFF-DUTY VISITS TO INMATES AT CORRECTIONAL FACILITIES BY MEMBERS OF THE SERVICE			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To provide a system to monitor visits by members of the service to city, state, or federal correctional facilities.

PROCEDURE When a member of the service intends to visit an inmate at a correctional facility while off-duty:

MEMBER OF THE SERVICE

1. Prepare **Typed Letterhead** with the following information and forward to commanding officer at least seven days prior to the intended visit:
   a. Name, rank, shield and tax registry numbers.
   b. Name and I.D. number of inmate to be visited.
   c. Relationship of inmate to member of the service.
   d. Place of incarceration; (include full facility name, address and phone number.)
   e. Date and time of proposed visit.
   f. Packages to be brought to facility.

NOTE *A separate notification must be made for each visit.*

COMMANDING OFFICER

2. Notify IAB, Command Center of details.
3. Approve/disapprove request.
4. Notify member of determination.
5. Forward copy of request to Deputy Commissioner, Internal Affairs.
   a. File copy of request in member's personal folder.

ADDITIONAL DATA *Members of the service shall cooperate fully with all rules and procedures of the correctional facility concerned regarding securing weapons, visitor searches, sign-in/sign-out practices etc.*

RELATED PROCEDURES *Public Contact – Prohibited Conduct (P.G. 203-10)*

FORMS AND REPORTS ***Typed Letterhead***

PATROL GUIDE

Section: Personnel Matters	Procedure No: 205-64

LAW ENFORCEMENT OFFICERS SAFETY ACT (LEOSA) QUALIFICATION FOR RETIRING UNIFORMED MEMBERS OF SERVICE

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
06/01/20	06/01/20		1 of 2

PURPOSE To provide one-time Law Enforcement Officers Safety Act (LEOSA) qualification free of charge to qualified uniformed members of the service.

SCOPE LEOSA exempts active and retired law enforcement officers from local and state prohibitions on the carrying of concealed firearms. The qualification course must be performed at a firearms range and is valid for a one-year period from the date of qualification.

DEFINITION LEOSA CERTIFICATION CARD – A wallet-sized certification card issued by the Department containing the retired member's rank, name, tax number, date of retirement and date of expiration. The card also contains the Operations Unit's telephone number for verification purposes. To be valid, a LEOSA Certification Card MUST be accompanied by a valid **IDENTIFICATION CARD (PD416-091)** marked "Retired."

PROCEDURE When a uniformed member of service in good standing is retiring from the Department with at least twenty years of service or due to a line of duty injury which does not preclude them from carrying a firearm:

UNIFORMED MEMBER OF THE SERVICE

1. Attend firearms qualification course at a Department range within twelve months of anticipated date of retirement.
2. Inform firearms instructor of intention to retire and desire to obtain LEOSA qualification.

FIREARMS AND TACTICS SECTION SUPERVISOR

3. Enter retiring member's last firearms qualification date into the Firearms Tracking System database.

UNIFORMED MEMBER OF THE SERVICE

4. Provide range attendance slip to the Shield, ID and Uniform Services Unit when being issued an **IDENTIFICATION CARD** marked "Retired."

SHIELD, ID AND UNIFORMED SERVICES UNIT

5. Access the Firearms Tracking System database and verify that the member concerned attended and qualified at the firearms range.
6. Issue LEOSA Certification Card, if qualified, with an expiration date of one year after the last firearms requalification.

OPERATIONS UNIT

7. Utilize the Firearms Tracking System database to verify the issuance and expiration date of the Department-issued LEOSA Certification Card when fielding calls from law enforcement agencies and other government entities.

ADDITIONAL DATA

The LEOSA Certification Card will expire twelve months from the date of the last range qualification. A member is not able to obtain a LEOSA Certification Card from the Department unless such member has qualified during a regular Department range cycle within the past twelve months. The LEOSA qualification is solely for a retiring member's service and off-duty firearms.

If a retired member becomes ineligible due to a change in medical and/or psychological condition, the LEOSA Certification Card is invalid and must be returned to the Department.

This is a one-time benefit provided in appreciation for uniformed members of the service retiring in good standing. Due to constraints on Department facilities and staffing, LEOSA requalification cannot be provided by the Department and will be at the retired member's own expense at a private range. Members are encouraged to review the Law Enforcement Officers Safety Act to better understand all of the laws requirements.

FORMS AND REPORTS

IDENTIFICATION CARD (PD416-091)
LEOSA Certification Card

NYPD

PURPOSE To provide an informative list of Department medals that an individual uniformed member of the service and/or Department unit may be awarded through the Department's Departmental Recognition procedure:

DEFINITIONS

DEPARTMENT MEDAL OF HONOR
Awarded to a uniformed member who intelligently and in line of police duty distinguished himself/herself by the performance of an act of gallantry and valor at imminent personal hazard to life with knowledge of the risk, above and beyond the call of duty.

DISTINGUISHED SERVICE MEDAL
Awarded to next of kin of a uniformed member of the service, in recognition of the dedicated performance of duty under unusual hazards and demands where the uniformed member of the service has suffered death.

POLICE COMBAT CROSS MEDAL
Awarded for the successful performance of an act of extraordinary heroism while engaged in personal combat with an armed adversary at imminent personal hazard to life in the intelligent performance of duty.

MEDAL FOR VALOR
Awarded for an act of outstanding personal bravery intelligently performed in line of duty at imminent personal hazard to life under circumstances evincing a disregard of personal consequences.

PURPLE SHIELD MEDAL
Awarded to uniformed members of the service, or their next of kin in the event of a line of duty death, who have suffered extremely serious physical injury or death, permanent disfigurement, protracted or permanent impairment of health, or of any bodily function while performing an official act either while on or off-duty.

HONORABLE MENTION
Awarded for an act of extraordinary bravery intelligently performed in the line of duty at imminent and personal danger to life.
The Honor Committee will review all Honorable Mention awards granted during the previous year and may select uniformed members of the service as recipients of the aforementioned medals.

EXCEPTIONAL MERIT
Awarded for an act of bravery intelligently performed involving personal risk to life.

DEFINITIONS (Continued)

COMMENDATION
Awarded for an act involving:
a. Grave personal danger in the intelligent performance of duty, OR
b. A highly creditable unusual police accomplishment.

COMMENDATION - INTEGRITY
Awarded for an act which demonstrates an extraordinary commitment to integrity.

COMMENDATION - COMMUNITY SERVICE
Awarded to uniformed members of the service for:
a. Initiative contributing to the substantial improvement in Community Policing/Community Quality of Life, OR
b. Performance which substantially improves the quality of life in neighborhoods or communities through creative problem-solving ideas, techniques or skills, OR
c. Performance and consistent progress in implementing meaningful, significant improvements in rendering or securing community service or fostering police-community relations through Community Policing/Problem Solving Programs.

MERITORIOUS POLICE DUTY
Awarded for:
a. An act of intelligent and valuable police service demonstrating special faithfulness or perseverance, OR
b. Highly creditable acts of police service over a period of time.

MERITORIOUS POLICE DUTY - INTEGRITY
Awarded for an act which demonstrates highly creditable integrity.

EXCELLENT POLICE DUTY
Awarded for:
a. An intelligent act materially contributing to a valuable accomplishment, OR
b. Submission of a device or method adopted to increase efficiency in an administrative or tactical procedure, OR
c. Enforcement activity over a period of time that represents organization and skill applied to the reduction of crime or a positive impact on a condition. The awarding of an Excellent Police Duty award is not automatic or based on a set number of arrests or other activity in a given span of time. Commanding officers are required to ensure that each Excellent Police Duty award is based on circumstances beyond the expected performance of duty by a member of the service. When reviewing submitted requests, commanding officers will consider the personal initiative, observations and actions of the recommended member that materially contributed to the action taken.

DEFINITIONS (Continued)

Additionally, the successful resuscitation of an aided using an Automated External Defibrillator (AED) will be considered for Departmental recognition when the aided is hospitalized with a reasonable chance of survival. Commanding officers/counterparts reviewing applications for Departmental recognition for successful use of Automated External Defibrillators will, in all circumstances, submit such request to the Supervising Chief Surgeon or the Deputy Chief Surgeon for endorsement and recommendation of appropriate Departmental recognition, prior to final approval.

The following awards are issued to Department units:

UNIT CITATION
Unit Citations recognize outstanding performance by an entire unit in developing and implementing goals and objectives or other highly creditable accomplishments over a substantial period of time (calendar year).

POLICE COMMISSIONER'S PERSONAL LETTER OF CONGRATULATIONS
Awarded to units that do not otherwise qualify for a Unit Citation.

ADDITIONAL DATA

DEPARTMENT POLICY

DISPLAY OF MEDALS
A uniformed member of the service must wear the prescribed breast bar at all times while in uniform. However, breast bars or other authorized ribbons are not to be worn when wearing corresponding medals. A member who has been awarded the Department Medal of Honor, Police Combat Cross or Medal for Valor is required to wear the breast bar denoting the particular award in lieu of the Honorable Mention breast bar previously awarded for the same act.

RELATED PROCEDURES

Departmental Recognition - Uniformed Members of the Service (P.G. 205-39)
Boards and Committees (O.G. 101-23)
Emblems, Insignia and Breast Bars (P.G. 204-16)
Presentation of Departmental Recognition Awards (A.G. 305-03)
Unit Citations (A.G. 305-04)
Educational Achievement Citation (A.G. 320-19)

Section: Personnel Matters		Procedure No: 205-66	
COUNSELING SERVICES UNIT DRUG SCREENING FOR UNIFORMED AND CIVILIAN MEMBERS OF THE SERVICE			
DATE ISSUED: 12/15/16	DATE EFFECTIVE: 12/15/16	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To screen uniformed and civilian members of the service for alcohol and illegal drugs/controlled substances at the completion of the Counseling Services Unit Program.

SCOPE The Department's goal is to ensure the safety of its employees and the public by maintaining a drug/controlled substance free work environment.

PROCEDURE When uniformed and civilian members of the service are screened for alcohol and illegal drugs/controlled substances at the completion of the Counseling Services Unit Program:

COMMANDING OFFICER, MEDICAL DIVISION

1. Ensure the supervisor, Counseling Services Unit schedules all members of the service (uniformed and civilian) participating in the Counseling Services Unit Program for a urine drug screening analysis, prior to the completion of the program.

NOTE *The purpose of the urine drug screening is to detect the presence of alcohol and/or illegal drugs/controlled substances.*

SUPERVISOR, COUNSELING SERVICES UNIT

2. Schedule and notify all members of the service (uniformed and civilian) who are about to complete the Counseling Services Unit Program to appear at the Medical Division at the appropriate date and time.

MEMBER OF THE SERVICE

3. MUST report to Medical Division when notified, except if member is on:
   a. Sick report
   b. Bereavement leave
   c. Terminal leave.

NOTE *Members scheduled for court may be directed to appear for testing immediately upon completion of court, or rescheduled as appropriate. Members reporting sick on the testing date will be required to visit a Department surgeon and obtain approval for excusal from the testing.*

4. MUST submit to a urine drug screening analysis. Refusal to submit to the test will result in suspension from duty and will be grounds for dismissal from the Department.
5. Prepare **DRUG SCREENING QUESTIONNAIRE (PD407-1519)** listing all medications ingested or prescribed in the last ninety days, prior to testing.
6. Present shield and **IDENTIFICATION CARD (PD416-091)** at the testing location to ensure that the proper individual has reported for testing.
7. Comply with instructions received at testing location.

ADDITIONAL DATA

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

Privacy and dignity will be protected. Samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine). All testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the retest will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

Uniformed members of the service subject to screening under this procedure will also be subject to drug screening pursuant to the Department's random drug screening procedures.

RELATED PROCEDURES

Random Drug Screening for Uniformed Members of the Service Not Assigned to Select Detective Bureau Sub-Units, Internal Affairs Bureau (IAB) or as Probationary Police Officers in Training at the Police Academy (P.G. 205-29)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Drug Screening Tests for Uniformed Members of the Service Applying for Assignments to Designated Specialized Units (P.G. 205-31)
Random Drug Screening for Uniformed Members of the Service Assigned to Select Detective Bureau Sub-Units and Internal Affairs Bureau (IAB) (P.G. 205-32)
Drug Screening Tests for Uniformed Members of the Service as a Condition of Civil Service Promotion (P.G. 205-33)
Drug Screening for Uniformed Members of the Service as a Condition of Discretionary Promotion (P.G. 205-34)
Voluntary Drug Testing (P.G. 205-35)

RELATED PROCEDURES (continued)	*End of Probation Drug Screening for Probationary Police Officers (P.G. 205-67)* *Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)*
FORMS AND REPORTS	***DRUG SCREENING QUESTIONNAIRE (PD407-1519)*** ***IDENTIFICATION CARD (PD416-091)***

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Section: Personnel Matters		Procedure No: 205-67	
END OF PROBATION DRUG SCREENING FOR PROBATIONARY POLICE OFFICERS			
DATE ISSUED: 12/15/16	DATE EFFECTIVE: 12/15/16	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To drug screen probationary police officers during their end of probation medical exam prior to coming off probation.

SCOPE The Department's goal is to ensure the safety of its employees and the public by maintaining a drug/controlled substance free work environment.

PROCEDURE When probationary police officers submit to drug screening during their end of probation medical exam prior to coming off probation:

COMMANDING OFFICER, MEDICAL DIVISION

1. Ensure that the supervisor, Drug Screening Unit schedules all probationary police officers for end of probation medical exams (which will include hair and urine analysis test) prior to the concerned member's end of probation.

NOTE *Ordinarily, this will occur within six months of the date that the member is scheduled to end their probationary period.*

SUPERVISOR, DRUG SCREENING UNIT

2. Schedule and notify probationary police officers to report for their end of probation medical exam, including drug screening, at the Medical Division at the appropriate date and time.

PROBATIONARY POLICE OFFICER

3. MUST report to Medical Division when notified, except if member is on:
   a. Sick report
   b. Regularly scheduled day off
   c. Military leave
   d. Annual vacation
   e. Bereavement leave.

NOTE *Members scheduled for court or training may be directed to appear for testing immediately upon completion of court, or rescheduled as appropriate. Members reporting sick on the testing date will be required to visit a Department surgeon and obtain approval for excusal from the testing.*

4. MUST submit to a hair and urine analysis. Refusal to submit to the test will result in suspension from duty and will be grounds for dismissal from the Department.
5. Prepare **DRUG SCREENING QUESTIONNAIRE (PD407-1519**) listing all medications ingested or prescribed in the last ninety days, prior to testing.
6. Present shield and **IDENTIFICATION CARD (PD416-091)** at the testing location to ensure that the proper individual has reported for testing.

PROBATIONARY POLICE OFFICER (continued)

7. Comply with instructions received at testing location.

ADDITIONAL DATA

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied "Sample Acquisition Cards," and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

Positive test samples will be maintained by the analyzing laboratory in a secure area, and will remain confidential unless and until Department disciplinary Charges and Specifications are served. A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All additional testing expenses, including chain of custody, will be paid by the affected

ADDITIONAL DATA (continued)

member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

Probationary police officers who graduated from the Police Academy and are subject to screening under this procedure will also be subject to drug screening pursuant to the Department's random drug screening procedures.

RELATED PROCEDURES

Random Drug Screening for Uniformed Members of the Service Not Assigned to Select Detective Bureau Sub-Units, Internal Affairs Bureau (IAB) or as Probationary Police Officers in Training at the Police Academy (P.G. 205-29)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Drug Screening Tests for Uniformed Members of the Service Applying for Assignments to Designated Specialized Units (P.G. 205-31)
Random Drug Screening for Uniformed Members of the Service Assigned to Select Detective Bureau Sub-Units and Internal Affairs Bureau (IAB) (P.G. 205-32)
Drug Screening Tests for Uniformed Members of the Service as a Condition of Civil Service Promotion (P.G. 205-33)
Drug Screening for Uniformed Members of the Service as a Condition of Discretionary Promotion (P.G. 205-34)
Voluntary Drug Testing (P.G. 205-35)
Counseling Services Unit Drug Screening for Uniformed and Civilian Members of the Service (P.G. 205-66)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)

FORMS AND REPORTS

DRUG SCREENING QUESTIONNAIRE (PD407-1519)
IDENTIFICATION CARD (PD416-091)

Section: Personnel Matters		Procedure No: 205-68	
MEMBER OF THE SERVICE SEEKING TO NOTIFY THE DEPARTMENT OF TRANSGENDER OR GENDER NON-CONFORMING TRANSITION, OR STATUS			
DATE ISSUED: 06/23/20	DATE EFFECTIVE: 06/23/20	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide guidance to members of the service who decide to notify the Department of their transgender or gender non-conforming transition, or status.

SCOPE A member of the service's transition should be treated with as much sensitivity and confidentiality as any member of the service who is going through a significant life experience. Transgender members have the right to discuss their gender identity or expression openly, or to keep that information private. Transgender members decide when, with whom, and how much to share their private information. This policy will guide transgender members that choose to share information about their own gender transition.

DEFINITIONS

GENDER IDENTITY - An individual's internal sense of gender which may be the same or different from their assigned sex at birth. Gender identity is distinct from sexual orientation.

GENDER EXPRESSION - An individual's characteristics and behaviors (e.g., appearance, dress, mannerisms, speech patterns, social interactions, etc.) that may be perceived as masculine or feminine.

TRANSGENDER - An individual, whose gender identity or expression is not typically associated with their assigned sex at birth.

GENDER NON-CONFORMING - An individual, who has or is perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations.

TRANSITION - The process in which an individual changes their gender from their assigned sex at birth to their gender identity. The duration of a transition may differ for each individual. A transition may include, but is not limited to:

a. Informing family, friends and co-workers of gender identity
b. Obtaining medical services (i.e., hormones, surgery, etc.)
c. Name and legal gender changes.

PROCEDURE When a member of the service decides to notify the Department of his/her transgender or gender non-conforming transition, or status:

MEMBER CONCERNED

1. Request meeting with commanding officer, or representative from the Equal Employment Opportunity Division regarding transgender or gender non-conforming transition, or status.
   a. Any supervisor or representative from a fraternal organization, union, etc. may be present during meeting at the request of the member concerned.

COMMANDING OFFICER OR REPRESENTATIVE, EQUAL EMPLOYMENT OPPORTUNITY DIVISION

2. Discuss the following with member of the service:
   a. The preferred name the member is requesting to use (may be different from legal name)
   b. Member's gender identity and how the member is requesting to be addressed (i.e., gender specific pronouns)
   c. Inquire if, and/or when, the member is requesting to inform co-workers and other command staff
   d. Locker room and restroom accesibility.

NOTE *Mayor's Executive Order 16 and New York City Local Law No.3 mandates that all employees of New York City agencies are allowed to use facilities (i.e., restrooms and locker rooms) that most closely align with their gender identity or expression without being required to show identification, medical documentation, or any other proof or verification of gender.*

   e. Member may request a new **IDENTIFICATION CARD (PD416-091)**
      (1) If member requests a new **IDENTIFICATION CARD**, notify the Shield, ID and Uniform Services Unit

NOTE *The Shield, ID and Uniformed Services Unit will take a new Department photograph and issue the transitioning member a new **IDENTIFICATION CARD**, if requested. Documentation will not be required in order to update the member's photograph; however, supporting documentation (i.e., court order, marriage certificate, birth certificate, valid government identification, etc.) will be required for name and legal gender changes.*

   f. Member may request an application for transfer to another command
      (1) If member requests a transfer, have member comply with the applicable Department procedure (i.e., *P.G. 205-14, "Uniformed Members of the Service - Transfer Procedure,"* etc.) and/or utilize the Personnel Online System for Transfers (P.O.S.T.)
         i. Notify the Personnel Bureau regarding the member's transfer request.

NOTE *The Personnel Bureau will make every effort to accommodate reasonable requests for transfer; however, members are reminded that all transfers are subject to the needs of the Department.*

   g. Other concerns that the member may have regarding their transgender or gender non-conforming transition, or status.
3. Notify the following regarding member's transgender or gender non-conforming transition, or status:
   a. Personnel Bureau
   b. Police Commissioner's LGBTQ Liaision Unit
   c. Employee Assistance Unit
   d. Member's immediate supervisor
   e. Any other member of the service, if deemed appropriate.

MEMBER CONCERNED

4. Comply with *P.G. 203-24, "Personal Information Via Department Intranet,"* and use the Personnel Data Forms Intranet System to update personal information (i.e., name, gender, etc.).
5. Notify commanding officer and/or Equal Employment Opportunity Division regarding any compliance issues or concerns (i.e., locker room accessibility, **IDENTIFICATION CARD** issuance, etc.) related to transgender or gender non-conforming transition, or status.

ADDITIONAL DATA

DRUG SCREENING TESTS

When it becomes necessary to perform a drug screening test, a staff member will be assigned that matches the gender identity as specified by the transgender or gender non-conforming member.

Members of the service with questions regarding this procedure should call the Equal Employment Opportunity Division.

RELATED PROCEDURES

Employment Discrimination (P.G. 205-36)
Personal Information Via Department Intranet (P.G. 203-24)
Uniformed Members of the Service - Transfer Procedure (P.G. 205-14)

FORMS AND REPORTS

IDENTIFICATION CARD (PD416-091)
PERSONNEL DATA FORMS INTRANET SYSTEM
PERSONNEL ONLINE SYSTEM FOR TRANSFERS (P.O.S.T.)

VACATION POLICY

1. Vacation selections for police officers and detectives are based on date of appointment to the rank of police officer.
   a. Vacation selections are granted according to seniority in rank and by squad assignment, if appropriate.
      (1) Police officers and detectives with prior service as police cadets, traffic enforcement agents, associate traffic enforcement agents, school safety agents, supervisor of school security, or police communications technican, who were appointed off of a promotional exam, have senority over police officers and detectives with the same appointment date.
   b. Exam numbers will be used to determine seniority for uniformed members of the service with the same appointment date (i.e., the uniformed member of the service hired from the older exam will have senority).
   c. In instances where uniformed members of the service are appointed on the same date from same exam, the exam list number will determine senority.
      (1) Contact the Uniform Exams & Promotions Unit to obtain exam and list numbers.
2. Vacation selections for supervisors are based on seniority in rank.
   a. The number of supervisors eligible for vacation at one time will be determined by *A.G. 304-06, "Ranking Officers Vacations."*
3. No more than 12% of police officers and detectives (e.g., precinct, police service area, transit district, etc.) will be permitted to take vacation at the same time.
4. Staff members of uniformed patrol commands and uniformed members of the service of those commands who perform special tours of duty (i.e., anti-crime, NCO, etc.), will select vacation separately from other uniformed members of the command.
   a. The 12% limitation will be maintained, if possible.
5. Probationary police officers are not permitted to take vacation while in training at the Police Academy.
   a. After assignment to permanent command probationary police officers are allowed to take vacation in excess of the 12% limitation.
6. Vacations for uniformed members of the service assigned to other than uniformed patrol commands will be granted at the discretion of the commanding officer.
   a. The 12% limitation will be adhered to, if possible.
7. Uniformed members of the service (police officer through deputy chief) may carry over a maximum of 15 days of vacation into the following year subject to the following conditions:

VACATION POLICY (continued)

a. Selection of accrued vacation is subject to exigencies of the Department,
b. Selection of accrued time will be made after regular vacation picks, and
c. The 12% limitation remains in effect.

8. Uniformed members will apply for vacation lost during the preceding year due to sick leave, without delay, upon return to duty.
   a. Accrued vacation guidelines do not apply to vacation time lost due to uniformed members of the service being on sick report, as per *P.G. 205-19, "Vacation Lost Due to Sick Leave."*
9. Regular days off (RDOs) occurring immediately prior to, within and immediately following vacation are an integral part of such vacation.
   a. RDOs before and after a member's individual vacation day (IVD) are not considered an integral part of their vacation.
   b. Only scheduled work days may be selected as vacation or IVDs.
10. Members shall start vacation at the beginning of a set of tours and consisting of a complete set, if possible.
   a. Members are entitled to use all or any portion of an annual vacation selection elected on the current year's **ANNUAL SQUAD VACATION SELECTION (PD106-142/143/144/145/146)** worksheet.
11. Commanding officer/designee will ensure preparation of annual vacation lists prior to January 1, to permit commencement of vacations on January 1, if possible.
12. Two IVDs must be selected within the calendar year of selection, subject to the following guidelines:
   a. Uniformed members of the service concerned may select individual days when making regular vacation selection; however, if not selected with regular pick, they may be selected at later date subject to exigencies of the service,
   b. Only 2% of uniformed members assigned to uniformed patrol commands may take individual vacation days at one time,
   c. Uniformed members of the service may not select more than one of the following holidays as an IVD: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day, and
   d. A maximum of two IVDs may be carried into the following year, to be used by the last day of February.
13. **LEAVE OF ABSENCE REPORTS (PD433-041)** requesting annual vacation selection, IVDs, a prior year's vacation day(s), as well as leave requests for compensatory time, chart days, special leave for former members of the military, or commander's days must be submitted at least five calender days in advance.
   a. Uniformed members of the service may not be denied annual vacation selection, any part of the selection, or an IVD for failure to submit a **LEAVE OF ABSENCE REPORT** five days in advance if the vacation was properly selected.
   b. Uniformed members of the service may be subject to discipline for failing to submit **LEAVE OF ABSENCE REPORTS** five calendar days in advance.

VACATION POLICY (continued)

c. Uniformed members of the service who wish to forgo their entire vacation, or a portion thereof, shall make their intention known to their commanding officer five days prior to the scheduled start of their vacation.

14. Command timekeeper will enter vacation selections in the Command Diary.
15. Vacation selections may be changed to fill a vacant period or when members mutually agree to change vacation selections ONLY with permission of commanding officer.
16. Police officers and detectives retain original vacation selections when transferred.
    a. Minor adjustments to vacation selections may be made to reflect new chart assignments.
17. Supervisory officers, when transferred, may retain original selections if the efficiency of the command is not impaired.
    a. Minor adjustments may be made to reflect new chart assignments.
18. Neither the executive officer nor the operations coordinator are permitted to take vacations at the same time as the commanding officer.
19. Vacation time granted in excess of accrued yearly allowance will result in reduction of vacation allowance in the following year

ADDITIONAL DATA

The combined total number of vacation days a uniformed member of the service may carry into the following year is 17 (15 days vacation and two individual vacation days). Vacation days and individual vacation days carried over from previous years may be scheduled on an ad hoc basis after all uniformed members of the service in the requesting uniformed member of the service's command have made their initial vacation selections as per the needs of the Department.

RELATED PROCEDURES

Working During Vacation (A.G. 320-23)

PATROL GUIDE

Section: Disciplinary Matters		Procedure No: 206-01	
REPORTING VIOLATIONS OBSERVED BY SUPERVISORS			
DATE ISSUED: 04/20/17	DATE EFFECTIVE: 04/20/17	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To report violations observed by supervisory officers to commanding/executive officers for corrective action.

PROCEDURE Upon observing or becoming aware of a violation of the rules or procedures by a member of the service:

SUPERVISORY MEMBER

1. Prepare **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)**.
2. Notify desk officer of member's command and obtain next serial number from the **COMMAND DISCIPLINE LOG (PD468-102)**.
   a. Serial numbers commence with number one each year.

DESK OFFICER

3. Make required entries in **COMMAND DISCIPLINE LOG**.

SUPERVISORY MEMBER

4. Submit **REPORT** to the commanding officer of the subject member.
5. Provide copy of **REPORT** to commanding officer for information and file if subject member is from different command.

ADDITIONAL DATA *Personnel assigned to the Department Advocate's Office are available to advise commanding/executive officers concerning command discipline charges.*

RELATED PROCEDURES
Violations Subject To Command Discipline (P.G. 206-03)
Schedule "A" and Schedule "B" Command Disciplines (P.G. 206-02)
Authorized Penalties Under Command Discipline (P.G. 206-04)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)

FORMS AND REPORTS
COMMAND DISCIPLINE LOG (PD468-102)
SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)

PURPOSE To empower a commanding/executive officer to maintain discipline within his/her command, without resorting to formal charges and a Department trial.

DEFINITION COMMAND DISCIPLINE - Non-judicial punishment available to a commanding/ executive officer to correct deficiencies and maintain discipline within the command.

PROCEDURE Upon receiving a **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)** concerning a member of the service (uniformed or civilian) assigned to his/her command:

COMMANDING/ EXECUTIVE OFFICER

1. Investigate to determine if allegation is substantiated.
   a. Direct integrity control officer to investigate subject's prior twelve month disciplinary history and indicate findings on the front of **SUPERVISOR'S COMPLAINT REPORT/ COMMAND DISCIPLINE ELECTION REPORT**.
   b. Consider subject's prior twelve month disciplinary history when adjudicating a command discipline.
2. Indicate findings on **REPORT**, if allegation is not substantiated and:
   a. For actions described in violations subject to command discipline procedure Schedule "A":
      (1) File the report in back of Command Discipline Log after recording disposition.
   b. For actions described in violations subject to command discipline procedure Schedule "B":
      (1) File original in back of Command Discipline Log
      (2) Forward copy to next higher command for informational purposes.
3. Determine if the violations, when substantiated, may be disposed of under command discipline.
4. Confer with supervisor who prepared **REPORT**, if necessary.
5. Schedule interview, if possible, with member concerned on a date when supervisor who prepared **REPORT** is available.
6. Advise member that one local representative of a line organization may be present at the interview.
7. Inform member of alleged violations and conduct interview.
   a. Do not record minutes.
   b. Interview will be informal and non-adversarial.
8. Give member an opportunity to make a statement in rebuttal.
9. Conduct further investigation, if necessary.
10. Inform supervisor who prepared **REPORT** of the results of the investigation and any proposed penalty.
11. Inform member of results of investigation and any penalty.

COMMANDING/ EXECUTIVE OFFICER (continued)

12. Advise member that he/she is entitled to:
    a. Accept finding and proposed penalty, or
    b. Accept finding but appeal proposed penalty to Command Discipline Review Panel, or
    c. Decline to accept the finding and proposed penalty and have the matter resolved through formal charges and specifications.
13. Inform the member that the decision of the Command Discipline Review Panel is final and not subject to review, and that the Panel has the authority to:
    a. Approve proposed penalty, or
    b. Reduce proposed penalty to any corrective measure the commanding officer was authorized to impose, or
    c. Increase proposed penalty to not more than double that proposed by the commanding officer.
14. Give member copy of **REPORT** at close of interview.

NOTE *Absent exigent circumstances (for example: extended sick, leave of absence, etc.,) the commanding/executive officer shall ensure that the above steps are completed within sixty days of the date of issuance.*

UNIFORMED MEMBER OF THE SERVICE

15. Notify commanding officer, in writing, on **REPORT** of the option elected within three working days of the commanding/executive officer's decision.

IF MEMBER ACCEPTS FINDINGS AND PROPOSED PENALTY

COMMANDING OFFICER

16. Enter disposition on **REPORT** and ensure that timekeeper makes and verifies adjustments made to member's time records with Payroll Management System, as necessary.

NOTE *Command disciplines generated by investigative unit/Department Advocate's Office will not require command timekeeper to make adjustment in the Payroll Management System. The Department Advocate's Office will make the adjustment to member's time with the Leave Integrity Management Section.*

17. File **REPORT** in command.
18. File **REPORT** in subject member's personnel folder in all cases where a Schedule "B" command discipline has been substantiated and disposed of.
    a. Immediately forward one copy of **REPORT** (both sides) to the Department Advocate's Office.

IF MEMBER ACCEPTS FINDINGS AND DECLINES PROPOSED PENALTY FOR COMMAND LEVEL COMMAND DISCIPLINE

COMMANDING/ EXECUTIVE OFFICER

19. Enter disposition on **REPORT**.
20. Forward to the next higher command, the **REPORT**, and facts of incident on **Typed Letterhead** with member's disciplinary history.

NEXT HIGHER COMMAND

21. Assemble a Command Discipline Review Panel and adjudicate the matter, if necessary.
    a. Inform the member's commanding officer of the findings relative to the penalty.

COMMANDING/ EXECUTIVE OFFICER

22. Immediately forward a copy of the **REPORT** and a copy of the Review Panel's decision to the Department Advocate's Office for all Schedule "B" violations.

IF MEMBER ACCEPTS FINDINGS AND DECLINES PROPOSED PENALTY FOR COMMAND DISCIPLINE GENERATED BY INVESTIGATIVE UNIT/ DEPARTMENT ADVOCATE'S OFFICE

COMMANDING/ EXECUTIVE OFFICER

23. Do not adjudicate command discipline.
24. Contact commanding/executive officer, Department Advocate's Office for consultation and further direction.

IF MEMBER ELECTS FORMAL CHARGES

COMMANDING/ EXECUTIVE OFFICER

25. Enter disposition on **REPORT** and file.
26. Confer with the Department Advocate's Office regarding the preparation of charges and specifications and comply with the directions of the Department Advocate's Office.

DEPARTMENT ADVOCATE'S OFFICE

27. Prepare and forward **CHARGES AND SPECIFICATIONS (PD468-121)**, after conferral with the commanding officer/executive officer, if appropriate.
28. Record all substantiated Schedule "B" command disciplines in member's Central Personnel Index.

WHEN A SUBSTANTIATED COMMAND DISCIPLINE IS RENDERED AS A RESULT OF AN INTERNAL AFFAIRS BUREAU OR ANY OTHER INVESTIGATIVE UNIT'S INVESTIGATION:

COMMANDING/ EXECUTIVE OFFICER

29. Comply with the provisions of *P.G. 206-04, "Authorized Penalties Under Command Discipline*" and offer member concerned the three election options found in step "12" above.
    a. An investigation of the stated misconduct or determination of whether the allegation(s) are substantiated is NOT required.
    b. Do NOT change the stated findings without conferral with and approval of the investigating entity.
    c. Do NOT change the recommended disciplinary action (if noted), without conferral with and approval of the Deputy Commissioner, Department Advocate.

NOTE

The ICO/Asst. ICO/other authorized member is required to create a new command discipline record for each command discipline issued by entering all relevant information into the Citywide Command Discipline System within five working days of the issuance of a command discipline.

NOTE (continued)

Within five working days of the adjudication of a command discipline, the ICO/Asst. ICO/other authorized member shall complete all system entries pertaining to the adjudication of the command discipline.

Within five working days of the completion of the adjudication entries by the ICO/Asst. ICO/other authorized member, the commanding officer/executive officer shall be responsible to review the command discipline record and finalize (sign-off) the record in the Citywide Command Discipline System to verify that it is accurate and complete.

ICOs and Assistant ICOs who do not have access to the Department's Wide Area Network (WAN) must personally enter command discipline data pertaining to members of their command at their next higher command that possesses WAN access.

ADDITIONAL DATA

If the subject of command discipline is transferred, the commanding/executive officer of the former command is responsible for the completion of the case. Upon adjudication of command discipline, all relevant records shall be forwarded to the member's new commanding officer. If the commanding/executive officer is transferred, the new commanding/executive officer will complete the case.

Remove and destroy records and dispositions of convictions listed under Schedule "A" on the anniversary date of each entry, provided the member has no subsequent disciplinary violations. Additionally, remove and destroy all unsubstantiated command disciplines from the ***Command Discipline Log*** *on the anniversary date of entry.*

RELATED PROCEDURES

Reporting Violations Observed by Supervisors (P.G. 206-01)
Violations Subject to Command Discipline (P.G. 206-03)
Authorized Penalties Under Command Discipline (P.G. 206-04)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Sealing Disciplinary Records (P.G. 206-14)
Review of Disciplinary Action Proposed Under Command Discipline (A.G. 318-05)

FORMS AND REPORTS

CHARGES AND SPECIFICATIONS (PD468-121)
COMMAND DISCIPLINE LOG (PD468-102)
SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)

PURPOSE To inform members of the service (uniformed and civilian) of the violations of Department regulations which may be adjudicated by command discipline.

PROCEDURE When any of the following violations are brought to the attention of a commanding/executive officer, the commanding/executive officer concerned may initiate command discipline:

SCHEDULE "A" VIOLATIONS

1. Absence from meal location, post or assignment
2. Failure to sign return roll call
3. Failure to signal or signal improperly
4. Improper uniform or equipment
5. Failure to maintain neat and clean personal appearance
6. Omitted **ACTIVITY LOG (PD112-145)** entries
7. Omitted entries in Department records, forms or reports
8. Failure to submit reports in a timely manner
9. Failure to make proper notifications
10. Smoking as prohibited
11. Unnecessary conversation
12. Failure to lock an unguarded Department vehicle
13. Loss of **IDENTIFICATION CARD (PD416-091)**
14. Reporting late for duty
15. Carrying packages, newspapers or other articles as prohibited while in uniform or Department vehicle
16. Failure to notify supervising officer when leaving post for Department or personal necessity
17. Failure to make routine inspections and surveys as required
18. Unauthorized person riding in Department vehicle
19. Failure to notify commanding officer when address, telephone number, or social condition changes
20. Using any electronic/digital device (e.g., personal gaming device, MP3 player, personal digital assistant, Bluetooth headset, etc.) while on duty

NOTE *A cellular phone is authorized to be used by members of the service when conducting official Department related business, or on an assigned meal, or as otherwise authorized by competent authority. The cellular phone must be carried in a concealed manner that does not interfere with authorized equipment.*

21. Loss of summons or loss of summons book
22. Failure to have locker secured or properly tagged
23. Failure to sign in or out of court
24. Failure to perform duties in connection with court appearances
25. Failure to properly perform or improperly perform patrol or other assignment

SCHEDULE "A" VIOLATIONS (continued)

26. Failure to present required firearms to the range officer at firearms training cycle
27. Obvious neglect of care of firearm(s)
28. Failure to attend a training cycle (firearms included)
29. Failure to maintain live, authorized ammunition in authorized weapons (includes having the required maximum amount of ammunition in the weapon)
30. Illegal parking of Department or private vehicle(s)
31. Use or display of **Vehicle Identification Plate (Misc. 740)**, **NYPD Restricted Parking Permit (Misc. 23-N)**, **Headquarters Annex Parking Permit (Misc. 814HQ-Annex)** or any other Department issued vehicle parking permit while off duty or while not on official Department business
    a. Failure to return any Department issued vehicle parking permit when assigned to the Military and Extended Leave Desk, when transferred or when the permit expires
32. Failure to make a timely notification to the Sick Desk and command, as required
33. Failure to comply with proper driving rules and regulations
34. Unauthorized use of Department telephones
35. Any other minor violation that, in the opinion of the commanding/executive officer is appropriate for Schedule A command discipline procedure.
36. Reporting present for duty before the start of the regular tour without prior authorization from a supervisor of a higher rank.

SCHEDULE "B" VIOLATIONS

1. Loss of shield
2. Failure to safeguard prisoner
3. Loss of Department property
4. Failure to respond, report disposition promptly or acknowledge radio calls directed to member's unit
5. Bringing alcoholic beverages into a Department facility or vehicle unless it is within the scope of an assignment
6. Loss of **ACTIVITY LOG**
7. Failure to give name and shield number to person requesting
8. Any other violation, which, in the opinion of the commanding/executive officer and after notification to the patrol borough adjutant and consultation with the Department Advocate, is appropriate for Schedule "B" command discipline procedure.

SCHEDULE "C" VIOLATIONS

1. Any violation reviewed and determined by the Department Advocate to be suitable for a Schedule "C" command discipline.
    a. Schedule "C" violations will only be adjudicated by the patrol borough/bureau adjutant.

ADDITIONAL DATA

The above violations may not be processed as command discipline if the violation is aggravated by conditions that make it inappropriate for disposition by command discipline or if member concerned requests a Department trial.

NYPD

ADDITIONAL DATA (continued)

The Department Advocate's Office is available to provide field commanders or internal investigation units with advice concerning charges and specifications, command disciplines, suspensions, and/or arrests of members of the service (uniformed or civilian).

When it has been determined that disciplinary action should be taken for the loss of or failure to safeguard a firearm, a consultation with the Department Advocate's Office will be made to determine appropriate disciplinary action.

A commanding/executive officer must confer with the patrol borough/bureau adjutant, prior to adjudicating a third command discipline for the same member within a six month period, to determine if charges and specifications should be instituted. If charges are appropriate, do not adjudicate the command discipline, a consultation with the Department Advocate will be necessary for final approval of charges and specifications.

Borough adjutant will inspect command discipline records to ascertain that the above procedures are complied with.

RELATED PROCEDURES

Reporting Violations Observed by Supervisors (P.G. 206-01)
Schedule "A" and Schedule "B" Command Disciplines (P.G. 206-02)
Authorized Penalties Under Command Discipline (P.G. 206-04)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Service and Disposition of Charges and Specifications (P.G. 206-06)
Sealing Disciplinary Records (P.G. 206-14)

FORMS AND REPORTS

ACTIVITY LOG (PD112-145)
IDENTIFICATION CARD (PD416-091)

PATROL GUIDE

Section: Disciplinary Matters		Procedure No: 206-04	
AUTHORIZED PENALTIES UNDER COMMAND DISCIPLINE			
DATE ISSUED: 04/20/17	DATE EFFECTIVE: 04/20/17	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To inform members of the service (uniformed and civilian) of the penalties a commanding/executive officer, or the Department Advocate's Office, may impose under command discipline.

PROCEDURE When a command discipline is substantiated:

COMMANDING/ EXECUTIVE OFFICER

1. Impose one of the following penalties:
   a. Forfeiture of up to five days vacation or accrued time for Schedule "A" violations
   b. Forfeiture of up to ten days vacation or accrued time for Schedule "B" violations
   c. Revocation of permission to engage in outside employment for a fixed period of time, not to exceed thirty days, if the violation is related to the outside employment
   d. Restrict out-of-command assignments, which pay "portal-to-portal" and overtime for a fixed period, not to exceed five such assignments.

NOTE *The above penalties DO NOT prohibit a commanding/executive officer from:*
a. Warning and admonishing verbally
b. Warning and admonishing in writing, copy to be filed with the papers
c. Changing assignment within the command either for a fixed period or indefinitely.

PATROL BOROUGH/ BUREAU ADJUTANT

2. Impose penalty for Schedule "C" violations, as determined by the Department Advocate's Office:
   a. Forfeiture of up to twenty days vacation or accrued time.

NOTE *Penalties for Schedule "C" violations cannot be adjusted without the approval of the Department Advocate's office.*

RELATED PROCEDURES *Schedule "A" and Schedule "B" Command Disciplines (P.G. 206-02)*
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)

Section: Disciplinary Matters		Procedure No: 206-05	
PREPARATION OF CHARGES AND SPECIFICATIONS OR SCHEDULE "C" COMMAND DISCIPLINE			
DATE ISSUED: 04/20/17	DATE EFFECTIVE: 04/20/17	REVISION NUMBER:	PAGE: 1 of 5

PURPOSE To ensure that **CHARGES AND SPECIFICATIONS (PD468-121)** or a **SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT (PD468-123A)**, and/or related documents, are prepared expeditiously, accurately and completely.

PROCEDURE When a violation is inappropriate for a Schedule "A" or Schedule "B" command discipline, or, the Department Advocate's Office determines that a Schedule "C" command discipline may be suitable (only the Department Advocate's Office can direct the issuance of a Schedule "C" command discipline) or, when a command discipline is declined:

TO REQUEST CHARGES AND SPECIFICATIONS

COMMANDING OFFICER/ SUPERVISOR PREFERRING CHARGES

1. Direct assigned supervisor/investigator to consult with the Department Advocate's Office regarding the alleged misconduct and to obtain verbal approval for the preparation of **CHARGES AND SPECIFICATIONS**.
   a. Provide written documentation, files, investigative reports, and/or additional information supporting the basis for charges and specifications, upon request.
2. Provide the Department Advocate's Office with two copies of the investigative file that the charges and specifications are to be based on.
   a. Provide any other additional documentation and/or reports (including any audio, videos, photos, etc.) that are requested by the Department Advocate's Office.
3. Provide the Department Advocate's Office with a request for charges and specifications on a **Typed Letterhead**, addressed to the First Deputy Commissioner, describing the basis for all charges and specifications.
   a. Include the following:
      (1) Original Internal Affairs Bureau log number
      (2) Duty schedule of complainant and respondent
      (3) Name of attorney consulted with from Department Advocate's Office.

DEPARTMENT ADVOCATE'S OFFICE

4. Review case and determine if violation is suitable for preparation of **CHARGES AND SPECIFICATIONS**, or a Schedule "C" command discipline.
   a. When a Schedule "A" or Schedule "B" command discipline has been declined, a Schedule "C" command discipline will not be issued.

IF VIOLATION IS SUITABLE FOR A SCHEDULE "C" COMMAND DISCIPLINE

DEPARTMENT ADVOCATE'S OFFICE

5. Prepare a report on **Typed Letterhead** addressed to the investigative unit concerned indicating that a Schedule "C" command discipline is suitable.
   a. Report will contain appropriate language to support violation charge and penalty.

INVESTIGATIVE UNIT CONCERNED

6. Prepare **SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT**.
   a. Forward **SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT** and the **Typed Letterhead** from Department Advocate's Office to patrol borough or bureau adjutant for adjudication.
   b. Notify member that they are the subject of a Schedule "C" command discipline.

NOTE *Schedule "C" command disciplines will not be adjudicated by member's commanding officer.*

PATROL BOROUGH/ BUREAU ADJUTANT

7. Notify member of the service concerned of the date he/she is scheduled for processing of the Schedule "C" command discipline.
8. Advise member of the service that one local representative of a line organization may be present for the adjudication process.
9. Inform member of the service of alleged violation, finding and penalty.
   a. Penalty cannot be adjusted without consultation with, and approval of, the Commanding/Executive Officer, Deputy Commissioner, Department Advocate's Office.
10. Advise member of the service that he/she is entitled to:
    a. Accept the finding and penalty; OR
    b. Decline to accept the finding and penalty, and have the matter resolved through formal charges and specifications.

MEMBER OF THE SERVICE

11. Inform patrol borough/bureau adjutant of option elected, in writing, on **SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT**.

PATROL BOROUGH/ BUREAU ADJUTANT

12. Notify Department Advocate's Office and investigative unit concerned immediately, of the option elected by the member of the service, and the outcome of adjudication.

IF SUBJECT MEMBER ACCEPTS SCHEDULE "C" COMMAND DISCIPLINE AND FINDING AND PENALTY

PATROL BOROUGH/ BUREAU ADJUTANT

13. Enter the disposition on **SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT** in all cases where a Schedule "C" command discipline has been accepted and adjudicated.
14. Forward original **SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT** immediately to Department Advocate's Office, and a copy (both sides), to each of the following:
    a. Investigative unit concerned
    b. Office of the First Deputy Commissioner
    c. Member's permanent command, for entry in his/her personnel folder.

DEPARTMENT ADVOCATE'S OFFICE

15. Record all adjudicated Schedule "C" command disciplines in member's Central Personnel Index.
16. Notify Leave Integrity Management Section of penalty and confirm that appropriate adjustments are made to the member's time records.

IF VIOLATION IS SUITABLE FOR CHARGES AND SPECIFICATIONS OR THE SUBJECT MEMBER DECLINES SCHEDULE "C" COMMAND DISCIPLINE AND ELECTS FORMAL CHARGES

PATROL BOROUGH/ BUREAU ADJUTANT

17. Complete appropriate caption on **SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT** and forward to investigative unit concerned and Department Advocate's Office, if member declines Schedule "C" command discipline.

DEPARTMENT ADVOCATE'S OFFICE

18. Direct the preparation of an original set of **CHARGES AND SPECIFICATIONS**, as necessary.
    a. Date stamp **CHARGES AND SPECIFICATIONS**.
    b. Enter Department Advocate's Office serial number on the **CHARGES AND SPECIFICATIONS**.
    c. Forward **CHARGES AND SPECIFICATIONS** to commanding officer of the originating command, along with original report on **Typed Letterhead**.

AFTER CHARGES AND SPECIFICATIONS HAVE BEEN APPROVED BY DEPARTMENT ADVOCATE'S OFFICE

COMMANDING OFFICER/ SUPERVISOR PREFERRING CHARGES

19. Review **CHARGES AND SPECIFICATIONS** for accuracy.
20. Telephone the Internal Affairs Bureau Command Center to obtain a new log number for each member receiving charges and specifications, and enter on **CHARGES AND SPECIFICATIONS**.
21. Obtain a bureau/command serial number, if applicable, and enter on **CHARGES AND SPECIFICATIONS**.

COMMANDING OFFICER/ SUPERVISOR PREFERRING CHARGES (continued)

22. Advise the respondent that he/she is the subject of charges and specifications.
    a. Obtain the name, address and telephone number of the respondent's attorney and provide it to the Department Advocate's Office.
23. Have member of the service preferring charges and specifications sign the original **CHARGES AND SPECIFICATIONS**.
24. Date stamp and forward original **CHARGES AND SPECIFICATIONS**, and original **Typed Letterhead**, to the next higher command within forty-eight hours.

WITHIN THREE BUSINESS DAYS OF CHARGES AND SPECIFICATIONS

COMMANDING OFFICER, NEXT HIGHER COMMAND

25. Endorse the original set of **CHARGES AND SPECIFICATIONS**.
26. Date stamp and forward the original set of **CHARGES AND SPECIFICATIONS**, and **Typed Letterhead**, to the Department Advocate's Office.
27. Forward copy of **CHARGES AND SPECIFICATIONS** to:
    a. Chief of Personnel
    b. Respondent's command
    c. Originating command/investigative unit concerned.
28. Retain copy of **CHARGES AND SPECIFICATIONS**.

UPON RECEIPT OF CHARGES AND SPECIFICATIONS FROM C.O., NEXT HIGHER COMMAND OR C.O./SUPERVISOR PREFERRING CHARGES

DEPARTMENT ADVOCATE'S OFFICE

29. Review for completeness and date stamp.
30. Ensure assigned attorney completes review and assessment of the **CHARGES AND SPECIFICATIONS** in a timely manner.

ADDITIONAL DATA

DEPARTMENT ADVOCATE'S OFFICE – PREPARATION OF CHARGES AND SPECIFICATIONS

*The member assigned to the Department Advocate's Office preparing the **CHARGES AND SPECIFICATIONS** will indicate in the box captioned "RANK/TITLE," the appropriate status, e.g., "Probationary Police Officer" or "Provisional Office Aide," etc. The member's rank/title will also be indicated under the caption "SPECIFICATIONS," when making reference to the member, e.g., "Said Probationary Police Officer Smith," etc. Additionally, if charges are preferred against a member who has been placed on dismissal probation, the specifications will be prefaced with the words, "While on dismissal probation."*

The Internal Affairs Bureau, investigative units/commands and the Department Advocate's Office will notify the Risk Management Bureau, and provide appropriate information of all members on probationary status where disciplinary recommendations are being made. The Risk Management Bureau will refer, and make recommendations to the First Deputy Commissioner and Police Commissioner's Office relative to the discipline or the member's probationary status.

ADDITIONAL DATA (continued)

The Department Advocate's Office shall ensure that a sufficient legal basis exists for each charge and specification approved and that all necessary steps associated with the investigation have been completed. The Internal Affairs Bureau and investigative units/commands will comply with directions received from the Department Advocate's Office. In appropriate cases, the Department Advocate's Office may direct the issuance of a command discipline in lieu of charges and specifications.

Commanding officers are directed to fully complete the ***COMMANDING OFFICER'S REVIEW OF MOS INVOLVED IN A DISCIPLINARY MATTER (PD468-153)****, relating to evaluation and whether or not member is on dismissal probation. This form must be completed and forwarded within five days of receipt to the Department Advocate's Office.*

CHARGES AND SPECIFICATIONS AGAINST SUSPENDED MEMBER

When a member of the service has been suspended, a copy of the report on ***Typed Letterhead*** *prepared by the commanding officer/supervisor must immediately be forwarded to the Department Advocate's Office DIRECT. The report will also be faxed to the Department Advocate's Office, Attn: Department Advocate's Office, Charges Unit.*

When a member of the service has been suspended, the Department Advocate's Office will forward the completed ***CHARGES AND SPECIFICATIONS*** *to the requesting supervisor, upon completion. The* ***CHARGES AND SPECIFICATIONS*** *will ordinarily be forwarded within two business days from the time the request for charges is received.*

LEGAL CONSIDERATIONS

*Whether or not the member of the service accepts or rejects the Schedule "C" command discipline, it is imperative that all underlying memorandums (****Typed Letterhead****, etc.), and substantiating documents be preserved. The patrol borough/bureau adjutant should, upon the completion of an adjudicated Schedule "C" command discipline, forward a copy of any finalized investigative memorandums and supporting documentation along with the completed* ***SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT*** *to the Department Advocate's Office.*

RELATED PROCEDURES

Service and Disposition of Charges and Specifications (P.G. 206-06)
Cause for Suspension or Modified Assignment (P.G. 206-07)
Suspension from Duty Uniformed Member of the Service (P.G. 206-08)
Official Communications - Preparation (A.G. 322-11)

FORMS AND REPORTS

CHARGES AND SPECIFICATIONS (PD468-121)
SCHEDULE C COMMAND DISCIPLINE ELECTION REPORT (PD468-123A)
COMMANDING OFFICER'S REVIEW OF MOS INVOLVED IN A DISCIPLINARY MATTER (PD468-153)
Typed Letterhead

PURPOSE To ensure that the formal disciplinary process is commenced (service of charges and specifications) and concluded (disposition of charges and specifications) in a coordinated, timely and efficient manner.

PROCEDURE Upon receipt of **CHARGES AND SPECIFICATIONS (PD468-121)** from the borough commander/next higher command:

COMMANDING OFFICER, DEPARTMENT ADVOCATE'S OFFICE

1. Forward copy of **CHARGES AND SPECIFICATIONS** to respondent's attorney within two weeks along with the underlying explanatory memorandum prepared by the supervisor/investigator preferring the charges and specifications.

NOTE ***CHARGES AND SPECIFICATIONS*** *will be served upon a suspended member of the service expeditiously. (Exception may be made, with the approval of the First Deputy Commissioner, when extenuating circumstances exist). A suspended probationary member of the service will not be served, except as directed by the First Deputy Commissioner.*

2. Serve original and copy of **CHARGES AND SPECIFICATIONS** upon member of the service.
   a. If personal service cannot be made, see *"ADDITIONAL DATA"* below.

NOTE *Absent exigent circumstances, service of charges and specifications shall be within six weeks after receipt by the Department Advocate's Office. However, in disciplinary cases where the statute of limitations and/or other matters require expeditious attention, the Department Advocate's Office will have the authority to direct whatever actions are deemed necessary to effectuate the timely service of charges and specifications.*

RESPONDENT

3. Sign and return the original copy to the person serving the **CHARGES AND SPECIFICATIONS**.
4. Have available and provide to Department Advocate's Office personnel:
   a. Chart/squad, vacation and military schedule, and
   b. Any other leave/absences.
      (1) Advise the Department Advocate's Office of any changes of the aforementioned.
5. Retain copy of **CHARGES AND SPECIFICATIONS**.

MEMBER CONCERNED, DEPARTMENT ADVOCATE'S OFFICE

6. Sign original copy of **CHARGES AND SPECIFICATIONS** as a witness.

COMMANDING OFFICER, DEPARTMENT ADVOCATE'S OFFICE

7. Provide the respondent with an opportunity to accept a penalty disposition in disciplinary case(s), when appropriate.

NOTE *The Department Advocate will confer regularly with the First Deputy Commissioner concerning the Department's disciplinary policy.*

8. Schedule Department trial date the day of service of **CHARGES AND SPECIFICATIONS**, when disciplinary case(s) are not otherwise disposed of, absent exigent circumstances.

NOTE *When Department charges and specifications relate to outstanding criminal charges, the disciplinary case may only be set for trial or otherwise disposed of with the prior approval of the First Deputy Commissioner.*

DEPARTMENT ADVOCATE

9. Ensure that all disciplinary decisions are accurately and promptly recorded.
10. Review all disciplinary cases for trends or patterns and policy implications.
    a. Make periodic recommendations to the First Deputy Commissioner.

ADDITIONAL DATA

*If personal service of the **CHARGES** cannot be made, service may be effected:*

*a. By mailing the **CHARGES AND SPECIFICATIONS** to the person to be served at his last known residence by registered or certified mail, return receipt requested, OR delivering the **CHARGES AND SPECIFICATIONS** to a person of suitable age and discretion at his place of business, dwelling or usual place of abode of the person to be served. Proof of service will be filed with the Deputy Commissioner - Trials or the Commanding Officer, Operations Unit.*
(1) Service is complete three days after filing.

*b. By delivering a copy of the **CHARGES AND SPECIFICATIONS** to the agent of the person to be served.*

*c. Where service under subdivisions "a" and "b" cannot be made, affix **CHARGES AND SPECIFICATIONS** either to the door of the actual place of business, dwelling or usual place of abode, of the person to be served and by mailing (registered or certified, return receipt requested) the **CHARGES AND SPECIFICATIONS** to the person at his last known residence.*
(1) Proof of such service will be filed with the Deputy Commissioner - Trials or the Commanding Officer, Operations Unit.
(2) Service is complete three days after filing.

d. In such manner as the Deputy Commissioner-Trials directs, upon motion without notice, if service is impractical under subdivisions "a," "b" or "c."

RELATED PROCEDURE *Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)*

FORMS AND REPORTS ***CHARGES AND SPECIFICATIONS (PD468-121)***

PURPOSE To describe those actions for which uniformed or civilian members of the service may be suspended or, for which uniformed members of the service may be placed on modified assignment.

NOTE *Civilian members of the service may NOT be placed on modified assignment.*

1. The Police Commissioner, a deputy commissioner, a hearing officer assigned to the Office of Deputy Commissioner - Trials, the Chief Surgeon, Deputy Chief Surgeon, a civilian director, or a uniformed member of the service in the rank of captain or higher may suspend a member of the service (uniformed or civilian) or place a uniformed member of the service on modified assignment when, in their opinion, such action is necessary.
2. A ranking officer (uniformed member of the service in rank of sergeant or above) in-charge or in-command MUST SUSPEND a member of the service when the member:
   a. Refuses to perform assigned duties at roll call or during tour of duty,
   b. Refuses an order of a ranking member to answer question specifically directed and narrowly related to the performance of official duties, after being informed of member's rights as specified in *P.G. 206-13, "Interrogation of Members of the Service,"*
   c. Is absent without leave for five consecutive tours,
   d. Refuses to obey a lawful order by a ranking member,
   e. Refuses to submit to a drug-screening test,
   f. Has an interest in, or association with, or patronizes premises (licensed or unlicensed) engaged in illegal gambling operations, use of drugs, smoke shops, social clubs, or after hours clubs, except in the performance of duty,
   g. Is arrested for a New York State Penal Law crime (or analogous federal crime or criminal statute of another state), or
   h. Is arrested for New York State Vehicle and Traffic Law 1192, subdivisions "2" through "4-a" (or analogous statute of another state).

NOTE

When determining whether an out of state interaction is an arrest for the purposes of this procedure, the presumptive factor is whether the member of the service was fingerprinted.

Traffic Managers and above, and School Safety Deputy Directors and above, are authorized to suspend civilian personnel under their commands for violations listed in step "2" (The principal of the school where the school safety agent is assigned will be notified of the suspension). Suspension by a ranking officer (other than a captain and above), Traffic Manager and above, or School Safety Deputy Director and above, is by authority of the First Deputy Commissioner. Prior conferral or approval of the First Deputy Commissioner is NOT required.

3. A captain or above may place a uniformed member of the service on modified assignment or suspension when a member:
   a. Is indicted by a grand jury,
   b. Is charged with an offense,
   c. Is served with **CHARGES AND SPECIFICATIONS (PD468-121)**, alleging serious misconduct,
   d. Is unfit for duty due to the effects of an intoxicant or drug, or after effects thereof,
   e. Patronizes an unlicensed premises (neighborhood tavern or restaurant with an expired/suspended license) where the only apparent illegal activity is the sale of alcoholic beverages, except in the performance of duty, or
   f. Has participated in an act of serious misconduct, and the ranking officer in-charge of investigation determines that disciplinary action will be taken, or is being contemplated.

ADDITIONAL DATA

Uniformed members of the service who are suspended or modified due to being unfit for duty as the result of a drug that is legally prescribed will be subject to an immediate post suspension/modification evaluation conducted by the Medical Division.

A member of the service (uniformed or civilian) presently on suspension, or a uniformed member of the service on modified assignment pursuant to either steps "2" or "3" above, MUST be re-suspended or suspended, as applicable, for any subsequent violation of the subject steps.

The Department will commence an investigation immediately upon becoming aware of misconduct, or an allegation of misconduct, that includes a serious physical injury, or allegation of a serious physical injury, caused by a member of the service. The Internal Affairs Bureau will evaluate each allegation and assign the investigation to the appropriate investigative authority, or ranking officer in the rank of captain or above. Members of the service may be suspended during the course of a Departmental investigation prior to a hearing and final determination of the charges. A captain or above may suspend a member of the service, or place a uniformed member of the service on modified assignment, when they deem it necessary given the nature of the misconduct alleged, and because disciplinary action is being taken or contemplated. The captain or above in-charge will make an initial determination as to the member of the service's duty status upon completion of the preliminary investigation, typically within 24 hours,

ADDITIONAL DATA (continued)

but no more than 48 hours, of the Department becoming aware of the incident. Given the complexity of some investigations, a duty status determination may be deferred until such time as sufficient evidence is gathered supporting the conclusion to suspend or modify the member concerned.

In all cases in which the investigating commanding officer/duty captain is contemplating changing the duty status of a member of the service (i.e., suspension, modification or restricted duty pending evaluation of duty status), they should confer with the Internal Affairs Bureau Command Center to ascertain any relevant information pertaining to the member(s) of the service, PRIOR to making this decision. This conferral is to obtain background information that may assist in the investigation. All decisions regarding the investigation, as well as any resulting determination regarding the member's duty status, remain the responsibility of the commanding officer/duty captain concerned.

In appropriate cases, a captain or above may assign a uniformed member of the service to administrative duties in the next higher command without placing the member on suspension or modified assignment, when there is no disciplinary action contemplated and facts or circumstances indicate such assignment would be in the best interests of the Department.

The borough commander/counterpart will review the assignment within three days and determine further appropriate action. A report of this review and results, including the anticipated date member will be returned to command, will be prepared on ***Typed Letterhead*** *and forwarded to the First Deputy Commissioner.*

In all cases where the decision to suspend a member of the service (uniformed or civilian) or to place a uniformed member of the service on modified assignment is based on the discretion of the captain or above (steps "1" and "3" of this procedure), they will, prior to making that decision, confer with the borough commander/counterpart or executive officer.

The Office of Deputy Commissioner - Legal Matters will be available for questions related to law and the Department Advocate's Office will be available for advice on procedures for suspension or modified assignment. However, the decision to suspend or place a uniformed member of the service on modified assignment will rest with the field commander.

A ranking officer who reasonably believes that a uniformed member of the service is unfit for duty due to effects of an alcoholic intoxicant will notify the precinct commander/duty captain who will respond, conduct an investigation, and based upon common sense standards determine if the member is fit for duty. If found unfit, whether on or off duty, the captain making such determination will suspend the member or place them on modified assignment; apprise the member concerned of the availability of the Counseling Service Programs, and, if the member desires to participate, contact the Counseling Services Unit DIRECT, during normal business hours, or during other than business hours, request conferral by contacting the Sick Desk Supervisor. The precinct commander/duty captain will also prepare eight copies of report on Typed Letterhead detailing observations and circumstances leading to determination of unfitness and action taken. Forward each, with copies of all ***SUPERVISOR'S FITNESS FOR DUTY REPORTS (PD469-150)****, (DIRECT) to First Deputy Commissioner, Deputy Commissioner, Internal Affairs, Deputy Commissioner, Trials, Chief of Department, Chief of Personnel, Department Advocate's Office, and member's commanding officer. An additional copy will be forwarded to the First Deputy Commissioner (THROUGH CHANNELS).*

FORMS AND REPORTS	***SUPERVISOR'S FITNESS FOR DUTY REPORT (PD469-150)*** ***CHARGES AND SPECIFICATIONS (PD468-121)*** ***Typed Letterhead***

NYPD

Section: Disciplinary Matters		Procedure No: 206-08	
SUSPENSION FROM DUTY UNIFORMED MEMBER OF THE SERVICE			
DATE ISSUED: 04/27/20	DATE EFFECTIVE: 04/27/20	REVISION NUMBER:	PAGE: 1 of 3

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

PROCEDURE When a uniformed member of the service is suspended:

RANKING OFFICER IN CHARGE

1. Inform member concerned of suspension from duty and the reason.
2. Direct member to surrender all Department property, including Department issued smartphone, tablet, Body-Worn Camera, portable radio and all revolvers or pistols owned or possessed.
3. Direct member to report in person, if not on sick report, each Monday, Wednesday and Friday to resident precinct, at 0900 hours (captain and above will report to resident borough command).
   a. Members of the service who reside in Westchester, Rockland, Orange, or Putnam Counties will report to the 50th Precinct.
   b. Members of the service who reside in Nassau or Suffolk Counties will report to the 105th Precinct.
4. Inform suspended member that he/she may request waiver of reporting requirement by submitting form **AGREEMENT TO ACCEPT SERVICE OF NOTICE (PD468-126)** at resident precinct or Department Advocate's Office.

NOTE *If suspended member prepares form in resident precinct, the commanding officer will ensure a copy of the form is sent to the Department Advocate's Office. Additionally, the desk officer, resident precinct must telephone the Department Advocate's Office, Trial Calendar Unit at (646) 610-5147 for approval of the request and make an entry in the Telephone Record. Under no circumstances will* ***AGREEMENT TO ACCEPT SERVICE OF NOTICE*** *be granted without prior approval from the Department Advocate's Office. If the form is prepared in the Department Advocate's Office, Department Advocate personnel will notify the desk officer, resident precinct that the suspended member no longer has to report.*

UNIFORMED MEMBER OF THE SERVICE

5. Surrender, promptly, all Department property, including Department issued smartphone, tablet, Body-Worn Camera, portable radio and all revolvers or pistols owned or possessed.
6. Do not wear uniform while suspended.

RANKING OFFICER IN CHARGE

7. Enter facts concerning suspension in Command Log.
8. Notify supervisor on duty at Operations Unit, member's command, and member's resident precinct, if below rank of captain, or resident borough command if captain or above.
   a. Notify Internal Affairs Bureau Command Center.
9. Follow procedure for removal of property as outlined in *P.G. 206-17, "Removal and Restoration of Firearms."*

RANKING OFFICER IN CHARGE (continued)

a. Property other than firearms, shield and **IDENTIFICATION CARD (PD416-091)** will be retained at member's command.

10. Immediately forward report (DIRECT) to First Deputy Commissioner, Deputy Commissioner - Trials, Chief of Department, Chief of Personnel, Department Advocate and member's commanding officer. Forward an additional copy of report to First Deputy Commissioner (THROUGH CHANNELS).

SUPERVISOR ON DUTY, OPERATIONS UNIT

11. Inform ranking officer in charge that **CHARGES AND SPECIFICATIONS (PD468-121)** must be forwarded within forty-eight hours of the suspension.

MEMBER'S COMMANDING OFFICER

12. Prefer **CHARGES AND SPECIFICATIONS** for suspended member.

IF SUSPENDED MEMBER ELECTS NOT TO SUBMIT, OR IS NOT GRANTED, THE WAIVER (AGREEMENT TO ACCEPT SERVICE OF NOTICE)

UNIFORMED MEMBER CONCERNED

13. Report to resident precinct each Monday, Wednesday and Friday at 0900 hours.

DESK OFFICER, RESIDENT PRECINCT

14. Direct member to prepare **REPORT OF SUSPENDED MEMBER'S VISIT (PD408-061)** in your presence.
15. Complete appropriate captions under section entitled "Witnessed By."
16. Make entry in Command Log and deliver **REPORT** to integrity control officer.

INTEGRITY CONTROL OFFICER, RESIDENT PRECINCT

17. Maintain a list of uniformed members of the service who are suspended and are required to report to their resident precinct.
18. Check Telephone Record and FINEST messages each day to ensure that uniformed members who are required to report are added to the list as required.

NOTE *If doubt exists regarding reporting by uniformed members of the service, contact Department Advocate's Office.*

19. Monitor appearances of suspended uniformed members of the service.
20. Inform commanding officer when suspended member fails to report as required.

COMMANDING OFFICER, RESIDENT PRECINCT

21. Prepare **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)**, if member fails to report as required.
22. Forward **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT** to member's commanding officer for further disciplinary action, if required.

MEMBER'S COMMANDING OFFICER

23. Confer with Department Advocate's Office prior to adjudication of command discipline to determine if suspended member should instead receive additional **CHARGES AND SPECIFICATIONS**.

ADDITIONAL DATA

A uniformed or civilian member of the service under suspension who desires to be restored to duty or a uniformed member under suspension who desires to be placed on modified assignment will submit a request to the First Deputy Commissioner through the Department Advocate's Office.

When a uniformed member of the service, in the rank of sergeant and above, is being suspended the following provisions shall be applied. The member shall be suspended with pay until the following Sunday. Commencing at 0001 hours on that Sunday, the member shall be on suspension without pay. The suspension without pay will continue in full week (Sunday to Saturday) increments. The minimum suspension without pay shall be for one full week. The maximum time shall be four full weeks. The member shall always be returned to duty on a Sunday at 0001 hours.

*Uniformed members of the service who are on "Suspended With Pay" status must submit a **LEAVE OF ABSENCE REPORT (PD433-041)** when required to appear in court as a defendant in a criminal case on a date they were scheduled to report to the Internal Affairs Bureau. Such court appearances shall be made on regular days off or with an approved **LEAVE OF ABSENCE REPORT**.*

RELATED PROCEDURES

Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Cause for Suspension or Modified Assignment (P.G. 206-07)
Modified Assignment (P.G. 206-10)
Removal and Restoration of Firearms (P.G. 206-17)

FORMS AND REPORTS

AGREEMENT TO ACCEPT SERVICE OF NOTICE (PD468-126)
CHARGES AND SPECIFICATIONS (PD468-121)
REPORT OF SUSPENDED MEMBER'S VISIT (PD408-061)
SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)
LEAVE OF ABSENCE REPORT (PD433-041)

PURPOSE To temporarily prohibit a civilian member of the service from performing duty and to complete disciplinary procedures within thirty days.

PROCEDURE When a civilian member of the service is suspended:

RANKING OFFICER IN CHARGE

1. Inform member concerned of suspension from duty and reason.
2. Direct member to surrender all Department property.
   a. Have **IDENTIFICATION CARD (PD416-091)** and shield, when applicable, hand delivered with **Typed Letterhead** to the Human Resources Division, Shield, ID and Uniform Services Unit by next business day and obtain receipt for file in command.
   b. Have other Department issued property safeguarded at command (e.g., Department issued smartphone, tablet, radio, keys, headsets, etc.), as applicable.
3. Direct civilian member of the service not to wear uniform or part of uniform while under suspension.
4. Notify member concerned that charges are to be preferred and will be processed in normal manner.
   a. Supervise preparation of charges.
5. Notify the following:
   a. Operations Unit
   b. Internal Affairs Bureau Command Center
   c. Civilian member's commanding officer/counterpart, if not present.

SUPERVISOR ON DUTY, OPERATIONS UNIT

6. Enter facts concerning suspension in Command Log.
7. Inform ranking officer in charge that **CHARGES AND SPECIFICATIONS (PD468-121)** must be forwarded within forty-eight hours of suspension.

RANKING OFFICER IN CHARGE

8. Submit report on **Typed Letterhead** within twenty-four hours to:
   a. First Deputy Commissioner
   b. Chief of Department
   c. Deputy Commissioner-Trials
   d. Department Advocate's Office
   e. Civilian member's commanding officer.

COMMANDING OFFICER

9. Notify next higher command.

COMMANDING OFFICER, NEXT HIGHER COMMAND

10. Contact Department Advocate's Office.
11. Ascertain if every effort is being made to complete disciplinary process within thirty days.
12. Notify Department Advocate of all relevant facts, if circumstances indicate case may not be disposed of within thirty days.

IF CIVILIAN HAS BEEN ARRESTED

COMMANDING OFFICER, NEXT HIGHER COMMAND

13. Advise civilian of the following available options prior to arranging conference concerning charges:
    a. May request conference be held in usual manner, OR
    b. May request, in writing, an adjournment of all department action pending final determination of criminal case.
14. Instruct civilian member of the option of signing a waiver for any pay due him/her, if he/she is continued on suspension past thirty days.
    a. Waiver does not apply to lost wages if civilian is ultimately found not guilty.
        (1) Civilian is entitled to full pay during period of suspension beyond thirty days, less any amount of compensation earned during same period in such case.

NOTE

If civilian member has criminal charges pending and refuses to sign waiver, the commanding officer next higher command of civilian must hold informal conference within thirty days of date of suspension.

IF CIVILIAN IS AWOL

COMMANDING OFFICER OF CIVILIAN

15. Prepare and forward **CHARGES AND SPECIFICATIONS**.
    a. If Department property is not accounted for, have **COMPLAINT REPORT (PD313-152)** prepared.

DEPARTMENT ADVOCATE

16. Have civilian member report to the Human Resources Division, Shield, ID and Uniform Services Unit for **IDENTIFICATION CARD** and shield, when applicable, if suspension is rescinded.
    a. Commanding officer will be responsible for the return of any other Department property removed.

ADDITIONAL DATA

*The Department Advocate will have **CHARGES AND SPECIFICATIONS** served as provided in P.G. 206-06, "Service of Charges and Specifications" and after service, a trial will be held before Deputy Commissioner - Trials, in absentia if necessary. Civilian member may request a formal conference at next higher command at any time prior to holding a formal trial.*

A civilian member of the service under suspension who desires to be restored to duty will submit a written request to the First Deputy Commissioner through the Department Advocate's Office.

Civilian Employee Handbook will be accounted for if civilian is dismissed.

RELATED PROCEDURES

Notifications in Certain Arrest Situations (P.G. 208-69)
Schedule "A" and Schedule "B" Command Disciplines (P.G. 206-02)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Service of Charges and Specifications (P.G. 206-06)
Cause for Suspension or Modified Assignment (P.G. 206-07)
Civilian Member - Resignation (A.G. 319-17)

FORMS AND REPORTS

CHARGES AND SPECIFICATIONS (PD468-121)
COMPLAINT REPORT(PD313-152)
IDENTIFICATION CARD (PD416-091)
Typed Letterhead

PURPOSE To assign a uniformed member of the service to non-enforcement duties pending determination of fitness to perform police duties.

SCOPE Firearms may be removed from a uniformed member of the service for disciplinary as well as non-disciplinary reasons. In incidents where there is no misconduct and no disciplinary action is anticipated, the member will not be placed on modified assignment. When a firearms removal is based on non-disciplinary factors, the ranking officer directing the removal will comply with the applicable provisions of *P.G. 205-47, "Temporary Removal of Firearms in Non-Disciplinary Cases*."

PROCEDURE When placing a uniformed member of the service on modified assignment.

RANKING OFFICER IN CHARGE

1. Inform uniformed member that modified assignment is contingent upon being available for prompt Departmental disciplinary trial.
2. Remove firearms, shield, **IDENTIFICATION CARD (PD416-091)** and other Department property as directed in *P.G. 206-17, "Removal and Restoration of Firearms."*
3. Make a clear photocopy of member's **IDENTIFICATION CARD** and provide the photocopy to member concerned.
4. Direct the member to utilize the photocopy of their **IDENTIFICATION CARD** to gain access to One Police Plaza for modified assignment processing to avoid waiting in line with non-members of the Department.

NOTE *Uniformed member may retain Department Manual.*

5. Ensure that shield and **IDENTIFICATION CARD** are hand delivered to the Shield, ID and Uniform Services Unit t with appropriate copy of **REMOVAL/RESTORATION OF FIREARMS REPORT (PD524-152)** on the next business day and obtain receipt.
6. Direct uniformed member to report direct, in **appropriate business attire**, at 0900 hours on the next **business day** he/she is scheduled to work, to the Personnel Orders Division, Assignment Section.

NOTE *Uniformed members placed on modified assignment will report direct to the Personnel Orders Division, Assignment Section and will NOT be permitted to begin their tour at their command. Members on regular day off (RDO), sick report or scheduled vacation will report on the first business day upon return to work. Members will not perform an extended tour and no overtime is authorized.*

When a uniformed member is scheduled to return to work on a non-business day (Saturday, Sunday, holiday, etc.), direct the member to report, in appropriate business attire, to their assigned command for non-enforcement duty. Uniformed member will report direct to the Personnel Orders Division, Assignment Section the next business day he/she is scheduled to work.

RANKING OFFICER IN CHARGE (continued)

7. Enter facts concerning modified assignment in Command Log and notify:
   a. Supervisor on duty at Operations Unit immediately
   b. Internal Affairs Bureau, Command Center and obtain log number.
8. Immediately submit report on **Typed Letterhead** (DIRECT) to:
   a. First Deputy Commissioner (forward additional copy of report THROUGH CHANNELS)
   b. Deputy Commissioner, Department Advocate
   c. Deputy Commissioner, Trials
   d. Chief of Department
   e. Chief of Personnel
   f. Commanding Officer, Personnel Orders Division
   g. Commanding officer of member concerned.
9. Fax copy of **Typed Letterhead** to the Personnel Orders Division.

UNIFORMED MEMBER OF THE SERVICE CONCERNED

10. Report direct to the Personnel Orders Division, Assignment Section, at 0900 hours on the next **business day** scheduled to work, in **appropriate business attire**.

NOTE

When scheduled to work on a non-business day (Saturday, Sunday, holiday, etc.), report in appropriate business attire, to assigned command for non-enforcement duty. Uniformed members of the service will report direct to the Personnel Orders Division, Assignment Section, the next business day he/she is scheduled to work.

*Uniformed members of the service will report to One Police Plaza, first floor employee entrance gate and present photocopy of their **IDENTIFICATION CARD** to Headquarters Security personnel to be issued an access pass for entry into One Police Plaza.*

11. Sign in the Personnel Orders Division sign-in log when directed.
12. Report to the Shield, ID and Uniform Services Unit for a new **IDENTIFICATION CARD**, when directed by Personnel Orders Division personnel.

NOTE

*Uniformed members of the service are reminded that they must be guided by P.G. 203-07, "Performance on Duty - Personal Appearance." Members will not be permitted to take **IDENTIFICATION CARD** photo with facial hair unless:*

a. Written approval has been received from the District Surgeon concerned and Commanding Officer, Medical Division, when required because of a medical condition OR

b. Written approval has been received from the Deputy Commissioner, Equity and Inclusion when required because of a religious accommodation.

NOTE (continued)

Modified members of the service are not authorized to possess any firearms or their shield. Modified members will be issued a "NO FIREARMS" ***IDENTIFICATION CARD*** *by the Human Resources Division, Shield, ID and Uniform Services Unit during processing. Members who are restored from modified assignment and placed on restricted duty or remain on restricted duty for psychological or alcohol related reasons, may possess their shield and will retain their "NO FIREARMS"* ***IDENTIFICATION CARD*** *until their restricted duty status is revoked by the Psychological Evaluation Section or Counseling Services Unit, as appropriate. Upon restoration to full duty and approval for the return of firearms, the member's shield and full duty* ***IDENTIFICATION CARD*** *will be returned. The Personnel Orders Division will provide an official letterhead to members restored to full duty for retrieval of firearms from the Property Clerk Division.*

ADDITIONAL DATA

The First Deputy Commissioner MUST approve the return of firearms, shield and ***IDENTIFICATION CARD*** *to a uniformed member of the service on modified assignment unless the Police Commissioner directs the return of such property.*

A uniformed member of the service on modified assignment who desires to be restored to full duty will submit a request to the First Deputy Commissioner's Office through the Deputy Commissioner, Department Advocate.

A uniformed member continues to accrue vacation and is permitted to take vacation or authorized leave if there is no conflict with an appearance at a criminal or disciplinary trial.

Members who are defendants in a criminal action shall not appear in court on these cases while on duty. Such appearances shall be made on regular days off (RDOs) or with authorized excusals.

Uniformed members of the service placed on modified assignment may be transferred as per the needs of the Department. If the uniformed member on modified assignment does not carry out his/her duties in a satisfactory manner, the commanding officer of the unit may recommend to the First Deputy Commissioner, through channels, that the member be suspended.

Uniformed members being restored to full duty will be notified by the Deputy Commissioner, Department Advocate and will report, when directed, to the Department Advocate's Office. The Department Advocate's Office will direct member to report to the Personnel Orders Division, Assignment Section, for restoration processing.

Uniformed members of the service are placed on modified assignment for a number of reasons. The vast majority of these members will be restored to full duty and continue to have successful careers with the Department. When a modified member, who has been temporarily assigned to an administrative/support command, has performed in an exemplary manner, the commanding officer may request permanent assignment upon member's restoration to full duty, needs of the service permitting. Transfer requests must be forwarded, through channels, to the Police Commissioner for approval prior to restoration from modified assignment.

RELATED PROCEDURES	*Temporary Removal of Firearms in Non-Disciplinary Cases (P.G. 205-47)* *Cause for Suspension or Modified Assignment (P.G. 206-07)* *Removal and Restoration of Firearms (P.G. 205-17)* *Performance on Duty – Personal Appearance (P.G. 203-07)*
FORMS AND REPORTS	***IDENTIFICATION CARD (PD 416-091)*** ***REMOVAL/RESTORATION OF FIREARMS REPORT (PD524-152)*** ***Typed Letterhead***

NYPD

Section: Disciplinary Matters		Procedure No: 206-11	
MEMBER OF THE SERVICE ARRESTED (UNIFORMED OR CIVILIAN)			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To record and investigate cases when members of the service, both uniformed or civilian, are arrested.

PROCEDURE When a member of the service is arrested:

DEFINITION CRIMINAL VIOLATION - For the purpose of this procedure, means any violation of law, rule or regulation, whether committed within New York State or outside of the State, for which a penalty of a term of imprisonment may be imposed, but shall not include parking violations, traffic infractions (other than leaving the scene of an incident without reporting and driving while ability impaired) and violations of law, rule or regulation when a personal service summons received contemplates a civil penalty only.

ARRESTED WITHIN CITY

MEMBER OF THE SERVICE ARRESTED

1. Immediately notify arresting authority of position as a member of the New York City Police Department.
2. Promptly notify desk officer, precinct of arrest, of details if arrest effected by law enforcement agency other than New York City Police Department.

NOTE *All members of the service (uniformed or civilian), who receive a personal service summons for a criminal violation, are required to immediately notify their commanding officer, and provide the commanding officer with a copy of the summons.*

DESK OFFICER

3. Immediately notify Internal Affairs Bureau Command Center.
4. Immediately notify precinct commander/duty captain.
5. Promptly notify the Operations Unit and include:
   a. Time and date of arrest
   b. Place of occurrence
   c. Present location of member or place where he will be available for interview
   d. Identity of all persons involved in the incident
   e. Manner in which member became involved
   f. Sickness or injury of member or other persons involved
   g. Identity and statements of witnesses
   h. Title and description of the law violated
   i. Identity of law enforcement agency making arrest (federal, state or local)
   j. Specific charges against the member
   k. Date and location of court appearance, if known
   l. Interim or final disposition, if any.
6. Make entry of notification in Telephone Record and include identity of precinct commander/duty captain notified.

PRECINCT COMMANDER/ DUTY CAPTAIN

7. Make certain arrested member's commanding officer is notified.
8. Notify patrol borough commander, borough of arrest.

PATROL BOROUGH COMMANDER CONCERNED

9. Assign captain or above to conduct investigation.

RANKING OFFICER CONDUCTING INVESTIGATION

10. Commence immediate investigation and interview arrested member and witnesses, if any.
11. Submit report on **Typed Letterhead** to Chief of Department within twenty-four hours.
12. Ascertain status of case no later than twenty-four hours after each court appearance of member.
13. Prepare a report on **Typed Letterhead** indicating status of case and adjournment dates and forward to:
    a. First Deputy Commissioner
    b. Chief of Department
    c. Chief of Personnel
    d. Deputy Commissioner, Internal Affairs
    e. Department Advocate's Office
    f. Patrol borough commander concerned.
14. Direct arrested member to immediately notify his commanding officer if charges are dismissed.

ARRESTED OUTSIDE CITY

MEMBER OF THE SERVICE ARRESTED

15. Immediately notify arresting authority of position as a member of the New York City Police Department.
16. Immediately notify Operations Unit, comply with the remainder of step 5, subdivisions "a" to "l", and include identity of local police authorities involved.
17. Notify commanding officer without delay.

NOTE *Commanding officer will contact arrested member within twenty-four hours of court appearance and ascertain status of case.*

All members of the service (uniformed or civilian), who receive a personal summons for a criminal violation, are required to immediately notify their commanding officer, and provide the commanding officer with a copy of the summons.

SUPERVISOR, OPERATIONS UNIT

18. Immediately notify Internal Affairs Bureau Command Center, and the following:

ARREST MADE IN	NOTIFY
• Westchester, Rockland Orange or Putnam	Commanding Officer, Patrol Borough Bronx
• Nassau or Suffolk	Commanding Officer, Patrol Borough Queens North or South, as appropriate

19. Notify commanding officer of arrested member.
    a. If command is closed, make notification at 0900 hours, next business day.

PATROL BOROUGH COMMANDER OR DEPUTY COMMISSIONER, INTERNAL AFFAIRS

20. Assign a captain or above, to conduct investigation.

RANKING OFFICER CONDUCTING INVESTIGATION

21. Communicate by telephone with arresting authorities to determine if there are witnesses to the incident.

NOTE

Ranking officer assigned is authorized to use a Department vehicle within city and the six residence counties without prior permission.

22. Advise the supervising officer, Operations Unit, of facts.
23. Submit report on **Typed Letterhead** to the Chief of Department within twenty-four hours.
24. Ascertain status of case no later than twenty-four hours after each court appearance of member.
25. Prepare and forward a report, indicating status and adjournment date, to First Deputy Commissioner, Chief of Department, Chief of Personnel, Deputy Commissioner, Internal Affairs, Department Advocate's Office and patrol borough commander responsible for the investigation.
    a. Include arrest number, docket number, and jurisdiction in this report.

IN ALL CASES

MEMBER OF THE SERVICE ARRESTED

26. Keep commanding officer informed of status of case at least once every thirty days and include:
    a. Adjournment dates
    b. Final disposition
    c. If appeal made
    d. Disposition of appeal.
27. Notify commanding officer as soon as possible if charges are dismissed.

COMMANDING OFFICER, ARRESTED MEMBER

28. Telephone the Department Advocate and the borough commander responsible for the investigation of the disposition of all criminal charges, if Department charges have been preferred.
29. Provide the Deputy Commissioner, Internal Affairs with a final disposition of all criminal charges involving the arrest of a member of their command.

DEPARTMENT ADVOCATE

30. Obtain a "Certificate of Disposition" from the appropriate jurisdiction and verify conviction (or plea) of the member of the service, with special attention to crimes involving domestic violence, upon receipt of notification.

RELATED PROCEDURES

Notifications in Certain Arrest Situations (P.G. 208-69)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Interrogation of Members of the Service (P.G. 206-13)
Suspension from Duty Uniformed Member of the Service (P.G. 206-08)
Modified Assignment (P.G. 206-10)
Cause for Suspension or Modified Assignment (P.G. 206-07)

FORMS AND REPORTS

Typed Letterhead

NYPD

Section: Disciplinary Matters		Procedure No: 206-12	
REMOVAL OF FIREARMS FROM INTOXICATED UNIFORMED MEMBER OF THE SERVICE			
DATE ISSUED: 05/06/19	DATE EFFECTIVE: 05/06/19	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To determine if an on/off duty uniformed member of the service is unfit for duty due to intoxication.

DEFINITION INTOXICATION - Unfitness for duty due to the influence of alcohol, narcotics, or other drug, or under circumstances in which surrounding events of a timely nature indicate that the member may have been intoxicated during an earlier period directly related to the incident in question.

PROCEDURE Upon observing a uniformed member of the service who appears unfit for duty due to intoxication:

SUPERVISORY MEMBER

1. Direct that member remain at Department facility or other location pending the arrival of commanding officer/duty captain.
2. Prepare, immediately, **SUPERVISOR'S FITNESS FOR DUTY REPORT (PD469-150)** based upon observations of member of the service.
3. Notify precinct commander/duty captain to respond to facility.

COMMANDING OFFICER/ DUTY CAPTAIN

4. Prepare, immediately, **SUPERVISOR'S FITNESS FOR DUTY REPORT** based upon observations of member of the service.
5. Conduct an investigation to determine if member is unfit for duty due to intoxication at the time of the alleged misconduct.

NOTE *Common sense standards will be applied to determine whether a member of the service is unfit for duty due to intoxication. Commanding officers/duty captains will examine the totality of the circumstances and will consider all credible relevant information when determining a member's fitness for duty. Such information will include all* ***SUPERVISOR'S FITNESS FOR DUTY REPORTS*** *prepared, any witness statements made by civilians or members of the service, and any available scientific evidence (Breathalyzer, blood test, etc.). On the basis of all available information, viewed in light of the time elapsed since any alleged acts of misconduct or since the first supervisory observation of the member, the commanding officer/duty captain will conclude whether the member was unfit for duty at the time of the alleged misconduct.*

6. Remove firearms when it is determined that member is intoxicated (see *P.G. 206-17, "Removal and Restoration of Firearms"*).
7. Place member on modified assignment or suspend from duty, as appropriate.
8. Advise member of availability of Counseling Service Programs.

NOTE *A supervisory officer is mandated in all cases to contact the Counseling Services Unit on behalf of a member who is placed on modified assignment, suspended, or has his/her firearms removed due to being unfit for duty. The services of the Counseling Service Program are not available to personnel for illegal drug use and/or abuse problems.*

COMMANDING OFFICER/ DUTY CAPTAIN (continued)

9. Have supervisory officer contact Counseling Services Unit DIRECT, during normal business hours. At other times, conferral with a counselor may be requested by contacting the Sick Desk supervisor.
10. Notify Internal Affairs Bureau Command Center and obtain a log number.
11. Prepare five copies of all completed **SUPERVISOR'S FITNESS FOR DUTY REPORTS** (commanding officer/duty captain's and referring supervisor's).
12. Prepare eight copies of a report on **Typed Letterhead** detailing observations and circumstances that led to determination that member was unfit for duty and forward each, with copies of all **SUPERVISOR'S FITNESS FOR DUTY REPORTS,** as follows:
    a. First Deputy Commissioner - Original (DIRECT)
    b. First Deputy Commissioner (THOUGH CHANNELS)
    c. Chief of Department (DIRECT)
    d. Chief of Personnel (DIRECT)
    e. Deputy Commissioner, Internal Affairs (DIRECT)
    f. Deputy Commissioner, Trials (DIRECT)
    g. Department Advocate's Office (DIRECT)
    h. Member's commanding officer (DIRECT).

ADDITIONAL DATA

Prior to the final adjudication of a disciplinary matter, in all misconduct cases in which the use of alcohol is indicated, a conferral with the Employee Assistance Unit must be made, and an assessment and/or referral by the Counseling Services Unit must be conducted. The Department Advocate's Office will ensure that these steps are taken.

RELATED PROCEDURES

Cause for Suspension or Modified Assignment (P.G. 206-07)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)
Modified Assignment (P.G. 206-10)
Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service (P.G. 205-30)
Removal and Restoration of Firearms (P.G. 206-17)

FORMS AND REPORTS

SUPERVISOR'S FITNESS FOR DUTY REPORT (PD469-150)
Typed Letterhead

PURPOSE To protect the rights of the member of the service (uniformed or civilian) in an official Department investigation.

PROCEDURE Prior to questioning a member of the service (uniformed or civilian) who is the subject or a witness in an official investigation:

INTERROGATING OFFICER

1. Permit member to obtain counsel if:
   a. A serious violation is alleged, OR
   b. Sufficient justification is presented although the alleged violation is minor.

NOTE *All members of the service who are the subject of an official investigation or are a witness in an official investigation, shall be given a reasonable period of time to obtain and confer with counsel prior to questioning. Interrogations of members in routine, non-critical matters should be scheduled during business hours on a day when the member is scheduled to work.*

Interrogations in emerging investigation, where there is a need to gather timely information, should usually be done after all preliminary steps and conferrals have been completed and the member to be questioned has been afforded a reasonable time to obtain and confer with counsel. In determining what is a reasonable period of time, consideration should be given to the nature of the investigation, the need for the Department to have the information possessed by the member in a timely manner, and the stage the investigation is at when the need to question the member has been determined. The emergent nature and exigent circumstances of each investigation will determine the length of time afforded the member before questioning is conducted. However, in all cases the determination as to what is a reasonable time will be made by the captain (or above) in charge of the investigation.

2. Inform member concerned of:
   a. Rank, name and command of person in charge of investigation
   b. Rank, name and command of interrogating officer
   c. Identity of all persons present
   d. Whether he is subject or witness in the investigation, if known
   e. Nature of accusation
   f. Identities of witnesses or complainants (address need not be revealed) except those of confidential source or field associate unless they are witnesses to the incident
   g. Information concerning all allegations.
   h. The Department's policy regarding making false, misleading, and inaccurate statements, as per *P.G. 203-08, "False or Misleading Statements."*
3. Permit representative of department line organization to be present at all times during interrogation.
4. Conduct interrogation at reasonable hour, preferably when member is on duty during daytime hours.

INTERROGATING OFFICER (continued)

5. Ensure that interrogation is recorded either mechanically or by a department stenographer.
   a. The Department Advocate will determine if a transcript is required in non-criminal or minor violation cases.
6. DO NOT use:
   a. "Off the record" questions
   b. Offensive language or threats (transfer, dismissal or other disciplinary punishment)
   c. Promises of reward for answering questions.
7. Regulate duration of question periods with breaks for meal, personal necessity, telephone call, etc.
8. Record all recesses.

NOTE

*Interrogations may be conducted before or after **CHARGES AND SPECIFICATIONS (PD468-121)** have been served. An interrogation conducted after service of charges must be completed at least ten days prior to the date of Department trial except as directed by the Deputy Commissioner - Trials.*

9. Conduct interrogation within a reasonable time after disposition of criminal matter, when member was arrested, indicted or under criminal investigation.

DEPARTMENT ADVOCATE

10. Furnish member with copy of tape of interrogation no later than twenty days after service of charges.
    a. If interrogation was conducted after service of charges, tape must be furnished to member no later than five days after interrogation
    b. Furnish transcript, if one was prepared, by 1000 hours on trial date, in all cases.

NOTE

*When the Department trial date is scheduled immediately after **CHARGES AND SPECIFICATIONS** are served, the Deputy Commissioner - Trials will grant the Department reasonable time to conduct an interrogation. In any event, a copy of the tape and a copy of the transcript must be furnished as indicated above, if appropriate.*

COMMANDING OFFICER OF MEMBER

11. Assign member to 2nd Platoon, if possible.

MEMBER OF THE SERVICE

12. Answer questions specifically directed and narrowly related to official duties. (Refusal shall result in suspension from duty).
13. Submit **OVERTIME REPORT (PD138-064)** if lost time accrues as result of investigation.

SUPERVISOR IN CHARGE OF INVESTIGATION

14. Notify the desk officer immediately when member of the service is directed to leave his post or assignment to report for an official investigation.

SUPERVISOR IN CHARGE OF INVESTIGATION (continued)

15. Ensure that notifications concerning official investigations are properly recorded in appropriate Department records when made to or recorded from:
    a. Complainants
    b. Witnesses
    c. Lawyers
    d. Respondents
    e. Other interested parties.

DESK OFFICER

16. Record in appropriate department records and notify the investigating command immediately of notifications or messages received from:
    a. Lawyers
    b. Witnesses
    c. Complainants
    d. Other interested parties involved in the subject investigation.

ADDITIONAL DATA

If a member of the service (uniformed or civilian) is under arrest or is the subject of a criminal investigation or there is a likelihood that criminal charges may result from the investigation, the following warnings shall be given to the member concerned prior to commencement of the interrogation:

"I wish to advise you that you are being questioned as part of an official investigation by the Police Department. You will be asked questions specifically directed and narrowly related to the performance of your duties. You are entitled to all the rights and privileges guaranteed by the laws of the State of New York, the Constitution of this state and the Constitution of the United States, including the right not to be compelled to incriminate yourself and the right to have legal counsel present at each and every stage of this investigation.

I further wish to advise you that if you refuse to testify or to answer questions relating to the performance of your official duties, you will be subject to departmental charges, which could result in your dismissal from the Police Department. If you do answer, neither your statements nor any information or evidence which is gained by reason of such statements can be used against you in any subsequent criminal proceedings. However, these statements may be used against you in relation to subsequent departmental charges."

The questions and answers resulting from the interrogation conducted pursuant to this procedure are confidential. They are not to be revealed nor released to any person or agency outside the department without prior written approval of the Deputy Commissioner - Legal Matters. If a subpoena duces tecum is received for any such questions and answers, the Legal Bureau should be contacted immediately.

FORMS AND REPORTS

CHARGES AND SPECIFICATIONS (PD468-121)
OVERTIME REPORT (PD138-064)

PATROL GUIDE

Section: Disciplinary Matters		Procedure No: 206-14	
SEALING DISCIPLINARY RECORDS			
DATE ISSUED: 06/01/20	DATE EFFECTIVE: 06/01/20	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To ensure that disciplinary records regarding Schedule "B" command disciplines and certain corruption/misconduct allegations are sealed in a member's Central Personnel Index file.

DEFINITION SEALED - Information is suppressed on member's Central Personnel Index whenever background inquiry is made, including promotion and transfer requests.

PROCEDURE When a member of the service wishes to seal all records pertaining to a Schedule "B" command discipline:

MEMBER OF THE SERVICE

1. Prepare a **Typed Letterhead** addressed to commanding officer requesting the sealing of Schedule "B" command discipline on the 3rd anniversary from the date of disposition.

COMMANDING OFFICER/ EXECUTIVE OFFICER

2. Determine if requesting member received charges and specifications and/or additional Schedule "B" command discipline(s) during the above time frame.
3. Expunge **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)** from member's command folder, endorse original request and forward to Human Resources Division, if no additional violations.
   a. If member has been the subject of an additional violation(s), advise member by endorsement on original request and file copy in member's command folder.
   b. Advise member that he/she may resubmit request three years after the disposition of the most recent disciplinary violation.

UPON RECEIPT OF ENDORSED REQUEST

HUMAN RESOURCES DIVISION

4. Seal Schedule "B" command discipline on member's Central Personnel Index if satisfied clemency requirement has been met.
5. Endorse original request and return to member concerned.
6. Forward a copy of endorsed request to:
   a. Office of the First Deputy Commissioner
   b. Department Advocate's Office.

ADDITIONAL DATA *Allegations of misconduct ("M" Cases) or corruption ("C" Cases) which result in a final disposition of exonerated or unfounded will be sealed in the member's Central Personnel Index by the Internal Affairs Bureau. Sealed allegations and command disciplines will only be available to the Internal Affairs Bureau for statistical evaluations and internal investigations. Additionally, these records will be made available to the Legal Bureau and the Employee Assistance Unit as necessary to enable those commands to perform their respective responsibilities.*

RELATED PROCEDURES *Schedule "A" and Schedule "B" Command Disciplines (P.G. 206-02)*
Authorized Penalties Under Command Discipline (P.G. 206-04)

FORMS AND REPORTS ***SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)***
Typed Letterhead

Section: Disciplinary Matters		Procedure No: 206-15	
SEALING DISCIPLINARY CHARGES			
DATE ISSUED: 11/21/13	DATE EFFECTIVE: 11/21/13	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To seal disciplinary charges in a member of the service's Central Personnel Index file, the Department Advocate's Office Disciplinary Record System database and any other folders/files where disciplinary charges are maintained.

PROCEDURE When a member of the service (uniformed or civilian) who has been found "not guilty" after a Department trial requests to have disciplinary charges sealed:

UNIFORMED MEMBER OF THE SERVICE

1. Prepare request on **Typed Letterhead**, <u>not earlier than two years following final decision after trial</u>, and include:
   a. Name of member of the service
   b. Shield/tax registry number
   c. Department Advocate's Office case number
   d. Date of final decision by Police Commissioner

NOTE *A trial decision is <u>final</u> on the date it is signed by the Police Commissioner.*

2. Forward request <u>direct</u> to Commanding Officer, Department Advocate's Office.

COMMANDING OFFICER, DEPARTMENT ADVOCATE'S OFFICE

3. Review request to have disciplinary charges sealed.
4. Make recommendation to Police Commissioner, through channels, considering:
   a. Member's overall service record
   b. Nature of charges
   c. Other relevant factors.
5. Attach request to recommendation and forward to Deputy Commissioner, Department Advocate.

DEPUTY COMMISSIONER, DEPARTMENT ADVOCATE

6. Review recommendation and request.
   a. Forward with comments to First Deputy Commissioner by endorsement.

FIRST DEPUTY COMMISSIONER

7. Review endorsed recommendation and forward to Police Commissioner by endorsement with recommendation for final determination.

POLICE COMMISSIONER

8. Approve/disapprove request by endorsement after review of recommendations.
9. Have approved/disapproved request forwarded to Commanding Officer, Department Advocate's Office, through channels.

COMMANDING OFFICER, DEPARTMENT ADVOCATE'S OFFICE

10. File approved/disapproved requests in appropriate case folder for member concerned.
11. Seal the appropriate disciplinary record in Department Advocate's Disciplinary Record System database, if request approved.
    a. Request that Central Personnel Index Unit seal the appropriate charges and specifications in member's Central Personnel Index file, for approved cases.
12. Notify member concerned, in writing, of final determination of Police Commissioner, whether approved or disapproved.
13. Request that Commanding Officer of member concerned delete relevant disciplinary record in folder/files, i.e., personal folder, integrity control officer's investigation folder, etc., for approved cases.

COMMANDING OFFICER, MEMBER CONCERNED

14. Ensure the deletion of member's disciplinary record from folders/files maintained in command, for approved cases.

ADDITIONAL DATA

The Department Advocate's Office shall ensure that charges and specifications from a member's Central Personnel Index file and the Department Advocate's Office Disciplinary Record System database are sealed whenever:

a. The charges were dismissed based on establishing (in the dismissal memorandum) that a violation of Department regulations did <u>not</u> occur, <u>OR</u>

b. The charges were based on mistaken identification.

The dismissal memorandum submitted by the Department Advocate shall include a recommendation that the charges be sealed in the member's Central Personnel Index file and the Department Advocate's Disciplinary Record System database.

*Once a disciplinary record is sealed, it may NOT be referred to when a member is being promoted, transferred or being considered for a detail assignment. <u>However</u>, the Department Advocate's Office disciplinary case file, including copies of **CHARGES AND SPECIFICATIONS (PD468-121)**, may be utilized for informational purposes as necessary.*

FORMS AND REPORTS

CHARGES AND SPECIFICATIONS (PD468-121)
Typed Letterhead

PURPOSE To remove firearms from a uniformed member of the service at the direction of a ranking officer or other competent authority.

NOTE *This procedure does not pertain to members whose firearms removal is based on non-disciplinary factors, or who voluntarily surrender firearms solely for safekeeping while experiencing a current personal problem off-duty, (e.g. potential domestic violence accusations). See Patrol Guide procedure 205-47, "Temporary Removal of Firearms In Non-Disciplinary Cases."*

SCOPE Firearms may be removed from a uniformed member of the service for disciplinary as well as non-disciplinary reasons. In incidents where there is no misconduct and no disciplinary action is anticipated, the member will not be placed on modified assignment. When a firearms removal is based on non-disciplinary factors, the ranking officer directing the removal will comply with the applicable provisions of *Patrol Guide procedure 205-47, "Temporary Removal of Firearms in Non-Disciplinary Cases."*

DEFINITION RANKING OFFICER - For the purposes of this procedure, a ranking officer is a uniformed member of the service in the rank of sergeant or above.

PROCEDURE When a uniformed member of the service is suspended or placed on modified assignment, or when a police surgeon, ranking officer or other competent authority believes a uniformed member of the service is unable to properly safeguard his firearms.

SURGEON/ COMPETENT AUTHORITY

1. Request Communications Section to send a ranking officer to scene if necessary.
2. Direct member concerned to surrender all pistols, revolvers, **IDENTIFICATION CARD (PD416-091)** and shield.

RANKING OFFICER

3. Obtain member's pistols, revolvers, shield and **IDENTIFICATION CARD**.
4. Deliver property to precinct where the order to surrender was given.
5. Direct member who is assigned to restricted duty to report to the Shield, ID and Uniform Services Unit for new **IDENTIFICATION CARD**.
6. Question member to determine if he possesses additional pistols or revolvers.

DESK OFFICER PRECINCT OF SURRENDER

7. Notify member's permanent command and request a check of member's **FORCE RECORD (PD406-143)** to determine if all weapons listed have been surrendered.
8. Arrange to obtain other pistols and revolvers if necessary.
   a. The precinct/command where any of the member's pistols or revolvers are located may be directed to retrieve the weapons and deliver them to either the member's command or to the command in which the investigation is being conducted, if appropriate.

DESK OFFICER PRECINCT OF SURRENDER (continued)

9. Notify Medical Division - Sick Desk and obtain a Firearms Removal serial number.
10. Have **PROPERTY CLERK INVOICE (PD521-141)** prepared for firearms obtained, including notation "PROPERTY OF SUSPENDED/ MODIFIED ASSIGNMENT MEMBER - NOT TO BE RETURNED UNLESS APPROVED COPY OF **REMOVAL/RESTORATION OF FIREARMS REPORT (PART B) (PD524-152)** IS PRESENTED."
11. Prepare **REMOVAL/RESTORATION OF FIREARMS REPORT (PD524-152)** and distribute according to instructions on form.
12. Send firearms with **PROPERTY CLERK INVOICE** by messenger to borough office of Property Clerk.
    a. Forward to Firearms Analysis Section if circumstances warrant.
13. Forward **IDENTIFICATION CARD** and shield with one copy of **REMOVAL/RESTORATION OF FIREARMS REPORT** by messenger to the Shield, ID and Uniform Services Unit by next business day and obtain receipt for file in command.

TO RESTORE FIREARMS TO A MEMBER WHEN REASON FOR REMOVAL NO LONGER EXISTS:

MEMBER CONCERNED

14. Obtain from desk officer the three copies of the appropriate **REMOVAL/RESTORATION OF FIREARMS REPORT** which have been retained in command.
15. Sign request statement in Part B and submit to commanding officer.

COMMANDING OFFICER

16. Indicate APPROVAL or DISAPPROVAL on Part B and forward two copies to the Medical Division.

NOTE *If DISAPPROVED, state reason in Part B.*

C.O., MEDICAL DIVISION

17. Recommend approval or disapproval and forward both copies to the First Deputy Commissioner.

FIRST DEPUTY COMMISSIONER

18. APPROVE or DISAPPROVE request.
    a. Return both copies of **REMOVAL/RESTORATION OF FIREARMS REPORT** indicating action taken to command of member concerned through the Medical Division.

COMMANDING OFFICER

19. Return both copies of approved **REMOVAL/RESTORATION OF FIREARMS REPORT** to member concerned.
    a. Return one copy of disapproved **REPORT** to member concerned and file second copy.

MEMBER CONCERNED

20. Present one approved copy of **REMOVAL/RESTORATION OF FIREARMS REPORT** to:
    a. Shield, ID and Uniform Services Unit for return of shield and **IDENTIFICATION CARD**.

MEMBER CONCERNED (continued)

b. Property Clerk's borough office for return of firearms. (Shield and **IDENTIFICATION CARD** must be shown).

RELATED PROCEDURES

Cause for Suspension or Modified Assignment (P.G. 206-07)
Suspension from Duty Uniformed Member of the Service (P.G. 206-08)
Modified Assignment (P.G. 206-10)
Removal of Firearms from Intoxicated Uniformed Member of the Service (P.G. 206-12)

FORMS AND REPORTS

FORCE RECORD (PD406-143)
PROPERTY CLERK INVOICE (PD521-141)
REMOVAL/RESTORATION OF FIREARMS REPORT (PD 524-152)

NYPD

Section: Disciplinary Matters		Procedure No: 206-18	
CITYWIDE COMMAND DISCIPLINE SYSTEM			
DATE ISSUED: 04/27/20	DATE EFFECTIVE: 04/27/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To ensure authorized members of the service enter command discipline data into the Command Discipline System.

DEFINITION COMMAND DISCIPLINE SYSTEM - A confidential database for information regarding command disciplines that is maintained at the command level by commanding officers, or other personnel specifically authorized by the commanding officer (i.e., executive officer, integrity control officer, assistant integrity control officer, etc.).

PROCEDURE To grant access and properly maintain the Command Discipline System at the command level:

COMMANDING OFFICER

1. Forward report on **Typed Letterhead** to Deputy Commissioner, Department Advocate requesting access to the Command Discipline System for authorized uniformed members of the service, and include:
   a. Rank, name, tax registry number, command code and assignment (i.e., commanding officer, executive officer, integrity control officer, assistant integrity control officer, etc.) of uniformed member of the service who is to be granted access.,
   b. Reason access is required if requested uniformed member of the service is not assigned as commanding officer, executive officer, integrity control officer or assistant integrity control officer, and
   c. Rank, name, tax registry number, command code and assignment (i.e., executive officer, integrity control officer, assistant integrity control officer, etc.) of authorized uniformed member of the service to be removed from Command Discipline System, if necessary.
2. E-mail copy of signed report on **Typed Letterhead** to CCDS@nypd.org.

AUTHORIZED UNIFORMED MEMBER OF THE SERVICE

3. Create new command discipline record for each command discipline issued by entering all relevant information into the Command Discipline System within five working days of the issuance of command discipline.
4. Complete all relevant entries in the Command Discipline System pertaining to adjudication of the command discipline within five working days of adjudication of command discipline.

COMMANDING OFFICER/ EXECUTIVE OFFICER

5. Review and verify command discipline record in the Command Discipline System for completeness and accuracy within five working days of completion of adjudication entries.

PURPOSE To inform members of the service of the procedure to follow when notified that they are the respondent/defendant of any Order of Protection.

SCOPE All uniformed members of the service are required as a condition of employment to remain qualified to possess firearms for the duration of their tenure with the Department. Members who are the respondent/defendant of an Order of Protection that limits firearms possession may be subject to a change in duty status and/or disciplinary action up to and including termination.

PROCEDURE When a uniformed member of the service is notified that they are the subject of <u>any</u> Order of Protection:

UNIFORMED MEMBER OF THE SERVICE

1. Notify commanding officer immediately.
   a. If command is not open, notify Internal Affairs Bureau, Command Center and obtain log number, and Operations Unit.

OPERATIONS UNIT

2. Direct appropriate patrol borough duty captain to respond to member's current location within residence counties, if member's command is not open.

<u>INITIAL INVESTIGATION OF AN ORDER OF PROTECTION SERVED ON MEMBER</u>

COMMANDING OFFICER/ DUTY CAPTAIN

3. Notify:
   a. Internal Affairs Bureau, Command Center, and obtain log number
   b. Bureau/borough Investigations Unit, to respond and assist.
4. Conduct investigation to determine if there is a basis for firearms removal.
   a. Place member on modified assignment if Order of Protection prohibits firearms possession at all times, or if otherwise appropriate.
   b. If Order of Protection prohibits firearms possession off-duty only, and member is not to be placed on modified assignment, member will be required to safeguard all firearms at command while off-duty. (See *P.G. 206-20, "Orders of Protection Prohibiting Off-Duty Firearms Possession by Uniformed Members of the Service."*)
5. Prepare a report on **Typed Letterhead** to the Deputy Commissioner, Internal Affairs and include:
   a. Details of investigation
   b. Decision regarding member's duty status
   c. Specifics of the Order of Protection.
6. Forward additional copies of report to:
   a. First Deputy Commissioner
   b. Chief of Personnel
   c. Commanding Officer, Employee Resources Section
   d. Commanding Officer, Investigations Unit concerned
   e. Commanding Officer of member concerned, if applicable
   f. Commanding Officer, Performance Analysis Section.

MEMBER IS THE SUBJECT OF A FINAL ORDER OF PROTECTION PROHIBITING FIREARMS POSSESSION AT ALL TIMES

COMMANDING OFFICER/ DUTY CAPTAIN

7. Notify:
   a. Internal Affairs Bureau, Command Center, and obtain log number
   b. Bureau/borough Investigations Unit, to respond and assist
   c. Commanding Officer, Employee Resources Section, if the Final Order of Protection will continue for greater than six months.
8. Place member on modified assignment if member is currently full-duty.
9. Prepare a report on **Typed Letterhead** to the Chief of Personnel and include:
   a. Details of investigation
   b. Specifics of the Order of Protection.
10. Forward additional copies of report to:
   a. First Deputy Commissioner
   b. Deputy Commissioner, Department Advocate
   c. Deputy Commissioner, Legal Matters
   d. Deputy Commissioner, Internal Affairs
   e. Commanding Officer, Employee Resources Section
   f. Commanding Officer, Investigations Unit concerned
   g. Commanding Officer of member concerned, if applicable
   h. Commanding Officer, Performance Analysis Section.
11. Direct member to report to the Employee Resources Section, if the Final Order of Protection will continue for greater than six months.

ADDITIONAL DATA

REPORTING TO THE EMPLOYEE RESOURCES SECTION

When a member is ordered to report to the Employee Resources Section, the member will report immediately or between the hours of 0900 and 1800 hours on the next business day member is scheduled to work, as appropriate.

FINAL ORDERS OF PROTECTION

Members who are the recipients of Final Orders of Protection prohibiting firearms possession at all times (on and off-duty) will be given the opportunity to apply to the issuing court for a modification of the Order to allow the member to possess firearms while on-duty.

If the member is unable to have the Final Order of Protection modified, or declines to seek such modification within six months from the date of issuance, the member will be subject to termination from the Department if the member has not retired, vested, or resigned.

ADDITIONAL DATA (continued)

CIVILIAN MEMBER OF THE SERVICE RESPONDENT/DEFENDANT OF ORDER OF PROTECTION

Whenever a civilian member of the service becomes aware that they are the respondent/defendant of any Order of Protection, they must immediately notify their commanding officer/supervisory head. The commanding officer/supervisory head will notify the Internal Affairs Bureau, Command Center, and obtain log number. The member will be interviewed and an investigation will be conducted to determine if the member should continue to perform duty. The commanding officer/supervisory head will prepare a report to the Deputy Commissioner, Internal Affairs and forward additional copies to the Commanding Officer, Employee Resources Section, Commanding Officer, Performance Analysis Section, and the Investigations Unit concerned.

MEMBER OF THE SERVICE COMPLAINANT ON ORDER OF PROTECTION

In cases where the member of the service is a petitioner/complainant on an Order of Protection, for safety reasons the member ***must*** *notify their commanding officer. If necessary, those affected should comply with the provisions of P.G. 221-19, "Threats Against Members of the Service."*

RELATED PROCEDURES

Modified Assignment (P.G. 206-10)
Removal and Restoration of Firearms (P.G. 206-17)
Allegation of Corruption and Other Misconduct Against Members of the Service (P.G. 207-21)
Family Offenses and Domestic Violence Involving Uniformed or Civilian Members of the Service (P.G. 208-37)
Threats Against Members of the Service (P.G. 221-19)
Orders of Protection Prohibiting Off-Duty Firearms Possession by Uniformed Members of the Service (P.G. 206-20)

FORMS AND REPORTS

Typed Letterhead

NYPD

Section: Disciplinary Matters	Procedure No: 206-20

ORDERS OF PROTECTION PROHIBITING OFF-DUTY FIREARMS POSSESSION BY UNIFORMED MEMBERS OF THE SERVICE

DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
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PURPOSE To inform members of the procedures to follow when a uniformed member of the service is served with an Order of Protection prohibiting firearms possession off-duty only, and the member is to be continued on full-duty status.

SCOPE A uniformed member of the service who is served with an Order of Protection prohibiting off-duty firearms possession only, may continue on full-duty status if there is no basis for placing the member on modified assignment. The member will be required to safeguard all firearms while off-duty.

PROCEDURE When a uniformed member is served with an Order of Protection prohibiting off-duty firearms possession only, and the member is to be continued on full-duty status:

COMMANDING OFFICER/ DUTY CAPTAIN

1. Request that member concerned complete **ACKNOWLEDGEMENT OF RESPONSIBILITIES CONCERNING COURT ORDER LIMITING FIREARMS POSSESSION (PD424-010)** form.
   a. Place member on modified assignment if member fails or refuses to complete this form.
2. Ensure <u>all</u> firearms (including handguns, rifles, and shotguns) owned or possessed by member have been accounted for.
   a. Question member concerning firearms ownership and possession
   b. Notify desk officer/supervisor, member's permanent command, and request a check of appropriate records.
3. Designate a location at member's command where member's service weapon, authorized off-duty weapon (if applicable), "FULL DUTY" **IDENTIFICATION CARD**, and shield are to be safeguarded while member is off-duty.

DESK OFFICER/ SUPERVISOR, MEMBER'S PERMANENT COMMAND

4. Assist commanding officer/duty captain in determining if all firearms owned or possessed by member have been surrendered.
   a. Check member's **FORCE RECORD (PD406-143)**
   b. Notify Police Academy, Firearms and Tactics Section, and request a check of records maintained regarding member's firearms ownership
   c. Arrange to obtain additional firearms as necessary.
5. Have firearms, other than service weapon and authorized off-duty weapon, vouchered for safekeeping (see *P.G. 218-23, "Processing Firearms and Firearm-Related Evidence,"* "ADDITIONAL DATA" statement).
   a. Ensure "Remarks" section of **PROPERTY CLERK INVOICE (PD521-141)** includes the following statement: "Property of a uniformed member of the service – not to be returned without written authorization of Commanding Officer, Employee Resources Section"
   b. Ensure member receives copy of **INVOICE**.

DESK OFFICER/ SUPERVISOR, MEMBER'S PERMANENT COMMAND (continued)

6. Notify the Internal Affairs Bureau (IAB) Command Center of Order of Protection and limited firearm possession and obtain log number.
   a. Enter log number in "IAB Log No." caption on the **ACKNOWLEDGEMENT OF RESPONSIBILITIES CONCERNING COURT ORDER LIMITING FIREARMS POSSESSION**.
7. Forward a copy of **ACKNOWLEDGEMENT OF RESPONSIBILITIES CONCERNING COURT ORDER LIMITING FIREARMS POSSESSION** and copy of **PROPERTY CLERK INVOICE** to commanding officer/duty captain.

COMMANDING OFFICER/DUTY CAPTAIN

8. Prepare a report on **Typed Letterhead** with related details (i.e., IAB log number, **PROPERTY CLERK INVOICE** number, status of Order of Protection, etc.) and deliver to desk officer.

DESK OFFICER/ SUPERVISOR, MEMBER'S PERMANENT COMMAND

9. Forward copies of the report on **Typed Letterhead** prepared by commanding officer/duty captain and the **ACKNOWLEDGEMENT OF RESPONSIBILITIES CONCERNING COURT ORDER LIMITING FIREARMS POSSESSION** to IAB Command Center for uploading/inclusion in the IAB log.
10. Direct member to report to the Employee Resources Section.

UNIFORMED MEMBER OF THE SERVICE

11. Report to the Employee Resources Section as directed, with all of the following:
    a. "FULL DUTY" **IDENTIFICATION CARD**
    b. Original copy of **ACKNOWLEDGEMENT OF RESPONSIBILITIES CONCERNING COURT ORDER LIMITING FIREARMS POSSESSION**
    c. Copy of report prepared by commanding officer/duty captain
    d. Copy of **PROPERTY CLERK INVOICE** for vouchered firearms, if applicable.
12. Report to the Shield, ID and Uniform Services Unit as directed and obtain a "NO FIREARMS" **IDENTIFICATION CARD**.

GUIDELINES FOR SAFEGUARDING DESIGNATED ITEMS

UNIFORMED MEMBER OF THE SERVICE

13. Deliver service weapon, authorized off-duty weapon (if applicable), "FULL DUTY" **IDENTIFICATION CARD**, and shield to desk officer/supervisor prior to signing out at the end of each tour.
    a. Retrieve "NO FIREARMS" **IDENTIFICATION CARD** from desk officer/supervisor.
14. Retrieve service weapon, authorized off-duty weapon (if applicable), "FULL DUTY" **IDENTIFICATION CARD**, and shield from desk officer/supervisor when reporting for duty each day.
    a. Deliver "NO FIREARMS" **IDENTIFICATION CARD** to desk officer/supervisor.

DESK OFFICER/ SUPERVISOR, MEMBER'S PERMANENT COMMAND

15. Make a Command Log entry when safeguarding or returning member's service weapon, authorized off-duty weapon (if applicable), "FULL DUTY" or "NO FIREARMS" **IDENTIFICATION CARD**, and shield.
    a. Safeguard items in designated location.

WHEN ORDER OF PROTECTION IS EXPIRED OR VACATED

UNIFORMED MEMBER OF THE SERVICE

16. Notify commanding officer.

COMMANDING OFFICER

17. Verify that Order of Protection is expired or has been vacated, and that there are no active Orders of Protection against member concerned.
    a. Contact court of issuance
    b. Telephone Central Records Division, Identification Section
    c. Conduct an Order of Protection inquiry via the FINEST system.
18. Prepare a report on **Typed Letterhead** to the Commanding Officer, Employee Resources Section with status of Order of Protection.
    a. Forward copy to Commanding Officer, Performance Analysis Section.
19. Instruct member not to carry any firearms while off-duty until authorization is received from Commanding Officer, Employee Resources Section.
20. Direct member to report to the Employee Resources Section.

UNIFORMED MEMBER OF THE SERVICE

21. Report to the Employee Resources Section as directed, with all of the following:
    a. "NO FIREARMS" and "FULL DUTY" **IDENTIFICATION CARDS**
    b. Copy of expired or vacated Order of Protection
    c. Copy of report prepared by commanding officer/duty captain
        (1) Member concerned will not be permitted to carry any firearms while off-duty until commanding officer receives authorization from Commanding Officer, Employee Resources Section.
22. Report, when directed, to Property Clerk Office with:
    a. "FULL DUTY" **IDENTIFICATION CARD**
    b. Copy of **PROPERTY CLERK INVOICE**
    c. Original report from Commanding Officer, Employee Resources Section, authorizing return of all firearms.

ADDITIONAL DATA

REPORTING TO THE EMPLOYEE RESOURCES SECTION

When a member is ordered to report to the Employee Resources Section, the member will report immediately or between the hours of 0900 and 1800 hours on the next business day member is scheduled to work, as appropriate.

ADDITIONAL DATA (continued)

OPERATIONAL CONSIDERATIONS

Personnel Bureau Investigations Unit members will make unannounced visits to commands where Departmental property is safeguarded under the provisions of this procedure. Command Log inspections will be performed to ensure that entries are made documenting the safeguarding of weapons, ***IDENTIFICATION CARDS****, and shields for affected members of the service.*

Commanding officers of affected commands will ensure that Personnel Bureau Investigations Unit members have access to these items during their visits.

LEGAL CONSIDERATIONS

The ***ACKNOWLEDGEMENT OF RESPONSIBILITIES CONCERNING COURT ORDER LIMITING FIREARMS POSSESSION*** *form includes the member's obligation to safeguard all firearms with the Department at all times while off-duty, and advises the member that no new firearms may be purchased. Failure to comply with the court order may result in criminal charges and court sanctions, as well as Departmental charges, which can lead to termination.*

Failure or refusal to complete the form will result in the member being placed on modified assignment and subject the member to disciplinary action.

RELATED PROCEDURES

Modified Assignment (P.G. 206-10)
Removal and Restoration of Firearms (P.G. 206-17)
Allegation of Corruption and Other Misconduct Against Members of the Service (P.G. 207-21)
Family Offenses and Domestic Violence Involving Uniformed or Civilian Members of the Service (P.G. 208-37)
Threats Against Members of the Service (P.G. 221-19)
Processing Firearms and Firearm-Related Evidence (P.G. 218-23)

FORMS AND REPORTS

ACKNOWLEDGEMENT OF RESPONSIBILITIES CONCERNING COURT ORDER LIMITING FIREARMS POSSESSION (PD424-010)
FORCE RECORD (PD406-143)
IDENTIFICATION CARD (PD416-091)
PROPERTY CLERK INVOICE (PD521-141)
Typed Letterhead

DEFINITIONS

COMPLAINT - An allegation of an unlawful or improper act or omission, or other condition that necessitates investigation to determine if any unlawful act or omission occurred.

PICK-UP ARREST - An arrest for an offense or juvenile delinquency not previously reported.

CONTINUOUS EVENT - occurs when an offense or multiple offenses were committed against a complainant, during an ongoing situation, that occurs in different precincts and/or boroughs.

SCOPE

Proper complaint reporting is essential for statistical analysis, discovery of crime patterns and trends, efficient deployment of resources, and uniform crime reporting. Every member of the service involved in this process has a responsibility and obligation to ensure the integrity of this vital, strategic resource.

WHERE RECORDED

Complaints shall be recorded in the precinct of occurrence except as follows:

a. Complaints received from a member or members of the community regarding Vice, Narcotics, or Organized Crime related offenses (see *P.G. 207-08, "Preliminary Investigation Of Vice Related, Narcotics, Or Organized Crime Related Complaints"*) shall be recorded at the Investigative Support Division, Detective Bureau, EXCEPT:
   (1) Pick-up arrests for such offenses will be recorded at the precinct of arrest;
   (2) Found controlled substances or drug paraphernalia IN A BUILDING shall be recorded in the precinct of occurrence;
   (3) Found controlled substances two ounces or less (NOT IN A BUILDING), or found marijuana two pounds or less, *requiring investigation* will be recorded in the precinct of occurrence.

b. Complaints of missing New York City residents shall be recorded at the missing person's resident precinct.

c. Complaints occurring on piers, bulkheads, or dead human bodies found in navigable waters will be recorded at the precincts in which such piers or bulkheads are located or bordering the navigable waters where such bodies were found.

d. Complaints occurring on waterways or islands inaccessible to patrol precinct personnel will be recorded in the precincts of record after investigation by Harbor Unit personnel.

e. Complaints of lost property will be recorded in the precinct where complainant first discovered loss, if actual place of occurrence is unknown.

f. Overdue leased/rented vehicle will be recorded either in the precinct where the vehicle was leased/rented or at the precinct where the vehicle is expected to be returned.

SCOPE (continued)

g. A complaint involving multiple offenses occurring from a continuous ongoing event, in which the initial offense occurred in one precinct, and one or more of the additional offenses occurred in another precinct, will be recorded in the precinct in which the initial offense was committed EXCEPT:

h. For a continuous event, the complaint will be recorded in the precinct in which the initial offense was committed unless the continuous event includes a homicide or Rape 1st Degree or a Criminal Sexual Act 1st Degree.

(1) If the continuous event includes a homicide, the complaint will be recorded in the precinct where the homicide occurred, if known. If the location of occurrence is unknown, the homicide will be recorded in the precinct where the victim was discovered.

(2) If the continuous event involves a Rape 1st Degree or a Criminal Sexual Act 1st Degree, the complaint will be recorded as follows:

[a] If the location of the rape/Criminal Sexual Act is KNOWN, the complaint will be recorded in the precinct where the rape/criminal sexual act occurred.

NOTE *If the rape/Criminal Sexual Act occurred in more than one precinct, the incident will be recorded in the precinct where the initial rape/Criminal Sexual Act occurred.*

[b] If the location of the rape/criminal sexual act is UNKNOWN, but the location of the initial offense is KNOWN, e.g., abduction prior to rape, the complaint will be recorded in the precinct where the initial offense occurred.

[c] If the location of the rape/criminal sexual act is UNKNOWN, and the location(s) of all other associated offenses are UNKNOWN, the complaint will be recorded in the precinct where the complainant reports the incident.

NOTE *The guidelines above will also apply in determining the appropriate jurisdiction code to be assigned to the* ***COMPLAINT REPORT*** *(i.e. NYPD -"00", Transit -"01", Housing - "02").*

HOUSING BUREAU INCIDENTS:
In a continuous event that begins on-development but ends off-development, or vice versa, the jurisdictional determinant will be the location where the incident originally started. For example, a continuous event that starts on a housing development but ends off-development, will be recorded as being under the jurisdiction of the NYPD Housing Bureau.

TRANSIT BUREAU INCIDENTS**:**
Complaints under the jurisdiction of the Transit Bureau, that occur on a moving train, will be recorded as occurring at the next (very first) station where the train stops, regardless of precinct or borough boundaries. In a continuous event that

SCOPE (continued)

begins on-transit system but ends off-transit system, or vice versa, the jurisdictional determinant will be the location where the incident originally started. For example, a continuous event that starts on a subway train but ends in the street, will be recorded as being under the jurisdiction of the NYPD Transit Bureau.

COMPLAINT REPORTING FORMS

- **COMPLAINT REPORT WORKSHEET (PD313-152A)** - Used by reporting members to report all complaints. The "Crime Incident Data" captions on the reverse side of the form will be utilized when reporting ALL crimes and violations.
- **COMPLAINT REPORT (PD313-152)** - A report generated by the OMNIFORM System and prepared from the information recorded on the **COMPLAINT REPORT WORKSHEET** submitted by the reporting member.
- **COMPLAINT INDEX REPORT** - A report generated by the OMNIFORM System used to chronologically record and catalog complaints received.
- **OMNIFORM COMPLAINT REVISION** - Used by reporting/investigating officers to report additional information as per *P.G. 207-09, "Follow-Up Investigation Of Complaints Already Recorded."*
- **COMPLAINT FOLLOW-UP INFORMATIONAL (pink) and SECOND SHEET (PD313-081A)** - Used by reporting/investigating officers to report additional information **NOT** reported on an **Omniform Complaint Revision** as per *P.G. 207-09, "Follow-Up Investigation Of Complaints Already Recorded."*

PROCEDURE

Members of the service will record the following complaints on **COMPLAINT REPORTS**:

1. Complaints and pick-up arrests for crimes and violations except those complaints NOT RECORDED ON **COMPLAINT REPORTS** (see *P.G. 207-02, "Complaints Not Recorded On The On-Line Complaint System"*).
2. Complaints and pick-up arrests for juveniles charged as Juvenile Offenders (see *P.G. 215-04, "Family Court Warrant For Child Abuse/Neglect Cases").*
3. Pick-up arrests of juveniles taken into custody and charged with juvenile delinquency (see *P.G. 215-09, "Offense Committed by a Juvenile Under 18 Years of Age (Other than a Juvenile Offender or Adolescent Offender").*
4. Complaints of juvenile delinquency for selected offenses as follows:
   a. Felonies
   b. Unlawful Assembly - Section 240.10, Penal Law
   c. Unlawful Possession of Weapons by person under sixteen years of age - Section 265.05, Penal Law
   d. Manufacture, Transport, Disposition and Defacement of Weapons and Dangerous Instruments and Appliances - Section 265.10, Penal Law
   e. Prohibited Use of Weapons - Section 265.35, Penal Law
   f. Possession of Burglar's Tools - Section 140.35, Penal Law
   g. Jostling - Section 165.25, Penal Law
   h. Fraudulent Accosting - Section 165.30, Penal Law

PROCEDURE (continued)

i. Criminal Possession of Stolen Property, 5th Degree - Section 165.40, Penal Law
j. Escape, 3rd Degree - Section 205.05, Penal Law
k. Endangering the Welfare of a Child - Section 260.10, Penal Law
l. Obscenity and related offenses - Article 235, Penal Law
m. Permitting Prostitution - Section 230.40, Penal Law
n. Promoting Prostitution - Section 230.20, Penal Law
o. Sex Offenses - Article 130, Penal Law
p. Controlled Substances Offenses - Article 220, Penal Law.

5. Complaints of lost property.
6. Found controlled substances, marijuana, and/or drug paraphernalia under certain circumstances as per *P.G. 207-08, "Preliminary Investigation Of Vice Related, Narcotics Or Organized Crime Related Complaints."*
7. Pistols, revolvers, or other dangerous weapons possessed by a person or found under circumstances requiring investigation.
8. Motor vehicle/bicycle collisions which result in death, serious injury and likely to die, or critical injury to an individual.
9. Motor vehicle/bicycle collisions to which Highway District units respond and conduct an investigation.
10. A deceased person for which this Department must notify the Medical Examiner (see *P.G. 216-04, "Dead Human Body"*).
11. ALL verified incidents of work disruptions at city construction sites.
12. Any act which would not ordinarily constitute an offense but is a violation of the conditions of an Order of Protection (see *P.G. 208-36, "Family Offenses/Domestic Violence"*) or an incident of suspected child abuse (see *P.G. 215-03, "Emergency Removals Or Investigation And Reporting Of Abused, Neglected Or Maltreated Children*").
13. A complaint of a missing person will be recorded on a **COMPLAINT REPORT WORKSHEET** and a **MISSING/UNIDENTIFIED PERSON REPORT (PD336-151)** using the same complaint number for both reports.
14. Prepare a **COMPLAINT REPORT** in all instances where an individual is suffering from, or has died from, a suspected drug overdose.
    a. Classify **COMPLAINT REPORT** as "Investigate Aided – Drug Overdose" or "Investigate DOA – Possible Drug Overdose," as appropriate.

ADDITIONAL DATA

When multiple offenses have occurred, for crime reporting purposes, the incident will be classified based on the "top," or most serious offense under the hierarchy generally known as the "Seven Major Felony Rule." The order of offenses under that rule, beginning with the most serious, is as follows:

a. Murder and Non-Negligent Manslaughter
b. Forcible Rape/Rape 1st
c. Robbery
d. Felonious Assault
e. Burglary
f. Grand Larceny

ADDITIONAL DATA (continued)

g. Grand Larceny, Motor Vehicle (a grand larceny motor vehicle coupled with a grand larceny from the vehicle will be classified as a Grand Larceny, Motor Vehicle).

The attempt to commit any of the above offenses will be counted as the completed offense, except Attempted Murder, which will be counted as a Felonious Assault.
Under this Seven Major Felony Rule, a murder/robbery is classified as Murder; a rape 1st/robbery, or rape 1st/felonious assault, or rape 1st/burglary is classified as Rape 1st. Any of the seven major felonies coupled with any other offense not within the seven major felony category will be classified as the appropriate major felony. For example:

a. Murder/kidnapping will be classified as Murder;
b. Rape 1st/kidnapping will be classified as Rape 1st;
c. Robbery/ Criminal Sexual Act 1st will be classified as a Robbery;
d. Robbery/kidnapping will be classified as a Robbery.

If any of the reported offenses are not one of the seven major felonies, the crime classification will be determined in the following order:

a. Sort by CATEGORY - Felony before misdemeanor before violation;
b. Sort by CLASSIFICATION - If all felonies: Select "A" before "B" before "C", etc. If all misdemeanors: Select "A" before "B" before "Unclassified";
c. Sort by DEGREE - If all offenses are "B" felonies, select "1st degree" before "2nd degree" before "3rd degree", etc.
d. Sort by PENAL LAW ARTICLE AND SECTION - If all offenses are 2nd degree "B" felonies, select Article 140, before Article 150, etc.

Proper preparation of Complaint Reporting forms requires that when space is insufficient to complete entries, additional forms will be prepared as follows:

FORM BEING PREPARED	***ADDITIONAL FORM TO BE USED***
COMPLAINT REPORT WORKSHEET	***COMPLAINT REPORT WORKSHEET***
COMPLAINT FOLLOW-UP INFORMATIONAL (pink)	***COMPLAINT FOLLOW-UP INFORMATIONAL SECOND SHEET***

The following situations are applicable to the above:
*a. Space is insufficient in the "Property" or "Details" areas of the **COMPLAINT REPORT WORKSHEET**.*

*For **COMPLAINT REPORT WORKSHEETS** only, when required to record additional victims, witnesses, vehicles, property, and/or perpetrators that do not fit in the captions on the worksheet, use another **WORKSHEET** and not the details area. DO NOT enter basic information in details section but utilize appropriate captions on form(s). Use as many worksheets as is necessary (e.g., 10 victims then use 10 forms; 10 perpetrators then use 5 forms).*

ADDITIONAL DATA (continued)

A SEPARATE COMPLAINT REPORT WILL BE PREPARED FOR:

a. EACH homicide victim (victim is complainant)
b. EACH perpetrator of a crime who is killed
c. EACH individual killed, seriously injured and likely to die, or critically injured as a result of a motor vehicle/bicycle collision
d. EACH victim of a sex offense
e. EACH victim of an assault EXCEPT if incidental to a sex offense or robbery
f. EACH additional person injured in an arson (assault by fire/explosive)

*A new **COMPLAINT REPORT** will be prepared and a separate serial number assigned to record Criminal Possession of Stolen Property when the person arrested is NOT charged with the original crime (e.g., burglary, larceny, grand larceny-auto, etc.).*

*In cases where more than two wanted or arrested persons are being reported on a **COMPLAINT FOLLOW-UP INFORMATIONAL (pink)**, another such form, not a **SECOND SHEET**, will be used.*

The additional forms prepared must be securely stapled to the basic document before forwarding, and the following captions on the forms will be completed:
a. Page _____ of _____ pages
b. PRECINCT
c. COMPLAINT NUMBER
d. DATE

*Certain time limits are necessary to maintain the integrity of the crime reporting system. Therefore, **COMPLAINT REPORTS** must be reviewed and finalized within 24 hours of taking the report. Desk officers must transmit complaints by the conclusion of each tour. Commanding Officers will ensure that desk officers/counterparts are reviewing and transmitting all complaints entered into the Omniform System as per these guidelines.*

Regarding taxicab robberies or attempts, enter in caption "OFFENSES, if any," Robbery/medallion or non-medallion taxicabs, as appropriate. Make a notation under "DETAILS" whether or not taxi was equipped with a partition or had any other safety devices installed and location from where passenger was picked up.

***COMPLAINT REPORT WORKSHEET** and appropriate copies of **COMPLAINT FOLLOW-UP INFORMATIONAL (pink)**, if any, must be preserved, even if the information is later transferred word for word to permanent records. Such forms/reports will be attached to the precinct file copy of the relevant **COMPLAINT REPORT**.*

When using the OMNIFORM System for any reason, the member of the service utilizing the system must use his/her own authorization.

FORMS AND REPORTS

COMPLAINT FOLLOW-UP INFORMATIONAL and SECOND SHEET (PD313-081A)
COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)
Omniform Complaint Revision

COMPLAINT	HOW RECORDED OR REFERRED
1. Complaints of Juvenile Delinquency (Except selected offenses listed in *P.G. 207-01, "Complaint Reporting System*").	➢ **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)** see *P.G. 215-08, "On-Line Juvenile Report System."*
2. Truancy	➢ **YOUTH REFERRAL (PD377-153**) see *P.G. 215-07, "Truants."*
3. Person in need of supervision (PINS) male/female less than eighteen years of age.	➢ **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)** see *P.G. 215-08,* "On-Line Juvenile Report System".
4. Persons wanted for crimes in or by other jurisdictions.	➢ Referred to detective squads concerned for appropriate follow-up.
5. Civilian Complaints made against uniformed members of the service under the jurisdiction of the Civilian Complaint Review Board.	➢ **CIVILIAN COMPLAINT REPORT** (**PD313-154**), **CIVILIAN COMPLAINT REPORT STATISTICAL SUMMARY SHEET (PD313-154B)**, inform Civilian Complaint Review Board and make Command Log entry, (if no Command Log then prepare **Typed Letterhead**) *see P.G. 207-31, "Processing Civilian Complaints."*
6. Civilian Complaints made against civilian members of the service, including Traffic Enforcement Agents.	➢ **CIVILIAN COMPLAINT REPORT (PD313-154)**, **CIVILIAN COMPLAINT REPORT STATISTICAL SUMMARY SHEET (PD313-154B)**, inform Internal Affairs Bureau and make Command Log entry (if no Command Log then prepare **Typed Letterhead**) *see P.G. 207-31, "Processing Civilian Complaints."*
7. Allegation of corruption and/or serious misconduct and/or misconduct involving another member of the service.	➢ Internal Affairs Bureau, see *P.G. 207-21, "Allegations Of Corruption And Other Misconduct Against Members of The Service."*
8. Allegation of corruption and/or serious misconduct and/or misconduct against self.	➢ Call supervising officer to scene, see *P.G. 207-21, "Allegations Of Corruption And Other Misconduct Against Members Of The Service."*
9. Allegation of corruption and/or serious misconduct and/or misconduct against any federal, state, or city employee other than a member of the service.	➢ Commanding Officer (if absent, highest ranking supervisor) **and** Internal Affairs Bureau, see *P.G. 207-22, "Allegations Of Corruption Against City Employees (Other Than Members Of The New York City Police Department)."*

10.	Unnecessary noise violations.	➢ Referred to uniformed members of the service on patrol (see *P.G. 214-23, "Unreasonable Noise Violations").*
11.	Found Property	➢ Command Log entry and forward **REPORT OF UNCLAIMED PROPERTY (PD542-122**) to Stolen Property Inquiry Section. See *P.G. 218-26, "Processing Found Property."*
12.	Arrest by and/or for other authorities.	➢ **OLBS ARREST WORKSHEET (PD244-159**) detained for authority concerned.
13.	Arrest on a warrant for which a **COMPLAINT REPORT** was previously prepared or for which a parking or personal summons was previously issued.	➢ **OLBS ARREST WORKSHEET (PD244-159)**
14.	Arrest of a civil nature - material witness, paternity warrant, etc.	➢ **OLBS ARREST WORKSHEET (PD244-159)**

15. PICK-UP ARRESTS FOR THE FOLLOWING OFFENSES WILL BE RECORDED ON **OLBS ARREST WORKSHEET (PD244-159**) when there are **NO ADDITIONAL CHARGES** which require a complaint report:
    a. Summonsable regulations of the New York City Administrative and Health Codes.
    b. Rules and Regulations of the Parks Department.
    c. Section 140.05, Penal Law - Trespass (Violation).
    d. Section 140.10, Penal Law - Criminal Trespass, 3rd Degree (B Misdemeanor).
    e. Section 240.40, Penal Law - Appearance in public under the influence of narcotics or drugs other than alcohol (Violation).
    f. Section 240.20, Penal Law - Disorderly Conduct (Violation).
    g. Section 165.15, Penal Law - Theft of Services (A Misdemeanor).
    h. Section 230.00, Penal Law - Prostitution.
    i. Section 240.37, Penal Law - Loitering for the purpose of:
        (1) Engaging in Prostitution (Violation or B Misdemeanor if previously convicted of Sections 230.00 or 230.05, Penal Law)
        (2) Patronizing a Prostitute (Violation or B Misdemeanor if previously convicted of Sections 230.00 or 230.05, Penal Law)
        (3) Promoting Prostitution (A Misdemeanor).
    j. Section 240.35, Penal Law - Loitering (Violation) (EXCEPT subdivision two for which a **COMPLAINT REPORT** will be prepared and forwarded as per instructions in *P.G. 207-08, "Preliminary Investigation Of Vice Related, Narcotics Or Organized Crime Related Complaints"*).

NOTE *When an arrest has been made exclusively for the offenses listed in items 'a' through 'j' above, the On Line Complaint System will reject the* ***COMPLAINT REPORT****.*

When the above offenses involve multiple arrests stemming from the same incident, enter the letter "C" in the COMPLAINT NUMBER BOX (Line 28) of the ***ON LINE BOOKING SYSTEM ARREST WORKSHEET*** *and C-1, C-2 for each subsequent arrest, e.g., C-7 would indicate eight persons have been arrested.*

FORMS AND REPORTS

CIVILIAN COMPLAINT REPORT (PD313-154)
CIVILIAN COMPLAINT REPORT STATISTICAL SUMMARY SHEET (PD313-154B)
JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)
ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)
REPORT OF UNCLAIMED PROPERTY (PD542-122)
YOUTH REFERRAL (PD377-153)

RELATED PROCEDURES

Allegations of Corruption and Other Misconduct Against Members of the Service (P.G. 207-21)
Allegations of Corruption Against City Employees (Other than Members of the NYPD) (P.G. 207-22)
Processing Civilian Complaints (P.G. 207-30)
Unreasonable Noise Violations (P.G. 214-23)
Truants (P.G. 215-07)
On-Line Juvenile Report System (P.G. 215-08)
Processing Found Property (P.G. 218-26)

PURPOSE To eliminate complaints which were improperly recorded.

PROCEDURE To VOID **COMPLAINT REPORT (PD313-152)** after assignment of a precinct serial number:

DESK OFFICER

1. Determine if complaint should be voided. A complaint should be voided if:
   a. The complaint is a duplicate of a previously reported incident, or
   b. The incident occurred within the confines of another precinct, or
   c. The incident occurred outside the confines of New York City, or
   d. A **COMPLAINT REPORT** was prepared for a complaint which should have been recorded in another manner (e.g., an allegation of corruption against an member of the service, a precinct complaint number was used for a complaint which should receive a Detective Bureau number, a precinct complaint number was used for an incident/condition which should have been recorded via *P.G. 212-12, "Citywide Intelligence Reporting System,"* etc.).
2. Determine if **COMPLAINT REPORT** has been finalized (i.e., signed-off) in the OMNIFORM System.

IF COMPLAINT REPORT HAS NOT BEEN FINALIZED:

COMMAND CLERK

3. Enter reason(s) for voiding complaint under "Details" on **COMPLAINT REPORT WORKSHEET**.
4. Have **COMPLAINT REPORT WORKSHEET** filed chronologically in rear of precinct complaint file.
5. Utilize VOID function on the OMNIFORM System to properly document the VOIDED complaint.

IF COMPLAINT REPORT HAS BEEN FINALIZED:

DESK OFFICER

6. Have command clerk prepare **Omniform Complaint Revision**.

COMMAND CLERK

7. Reclassify original offense to "VOIDED."
8. Enter under "Details" on **Omniform Complaint Revision**:
   a. The specific reason for voiding the original complaint.
      (1) If complaint referred to another command indicate the new command and new OLCS serial number from that command.
      (2) If the complaint is a duplicate of a previously reported complaint, indicate the reason for voiding as "Duplicate Report" and the original complaint serial number.
9. Attach precinct of record copy of **Omniform Complaint Revision** to precinct file copy of voided **COMPLAINT REPORT**.

DESK OFFICER 10. Ensure that **Omniform Complaint Revision** is distributed in same manner as voided **COMPLAINT REPORT**.

NOTE *After a **COMPLAINT REPORT** has been finalized, a complaint serial number (voided or not) cannot be changed in the OMNIFORM System.*

*Any notifications made prior to voiding complaint will be amended after the **COMPLAINT REPORT** is voided.*

ADDITIONAL DATA *There is a distinction between voided complaints and unfounded complaints. A voided complaint is one in which the **COMPLAINT REPORT** should not have been prepared. An unfounded case is one in which the report should have been prepared but subsequent information leads to the determination that the case should be classified as unfounded (e.g., a voided case is one in which a **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)** rather than a **COMPLAINT REPORT** should have been prepared; an unfounded case is one in which a vehicle is reported stolen by a complainant and later a tow company informs the precinct that the vehicle was legally towed).*

RELATED PROCEDURES
Complaint Reporting System (P.G. 207-01)
Complaints Not Recorded On Complaint Report (P.G. 207-02)
Citywide Intelligence Reporting System (P.G. 212-12)

FORMS AND REPORTS
COMPLAINT REPORT (PD313-152)
JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)
Omniform Complaint Revision

NYPD

Section: Complaints		Procedure No: 207-04	
REPORTING OF COMPLAINTS OCCURRING IN ANOTHER COMMAND			
DATE ISSUED: 03/18/19	DATE EFFECTIVE: 03/18/19	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To refer certain complaints occurring in another command.

SCOPE Complaint data entered into the OMNIFORM System will automatically be made available to a transit district covered by that precinct. Conversely, complaint data entered into the OMNIFORM System from a transit district will be available to a precinct covered by that district. This will NOT occur if the precinct and transit district boundaries do not overlap. Therefore, when a member of the service in a precinct takes a complaint pertaining to an incident that occurred within a transit district covering that precinct, the complaint will be entered into the OMNIFORM System by that precinct's personnel and will be finalized by the transit district desk officer. Similarly, when a member of the service in a transit district takes a complaint pertaining to an incident that occurred within a precinct covering that district, the complaint will be entered into the OMNIFORM System by that district's personnel and will be finalized by the precinct desk officer. Transit desk officers will be responsible for finalizing ALL complaints under their jurisdiction (i.e., code 01). In any event, the procedure below MUST be followed for ALL complaints occurring in another command even where the automated transfer of data takes place in order to allow the precinct/district concerned to review **COMPLAINT REPORT WORKSHEET (PD313-152A)** prior to finalization.

PROCEDURE When informed of a complaint which occurred in another command:

MEMBER OF THE SERVICE

1. Thoroughly interview complainant and obtain facts.
2. Prepare **COMPLAINT REPORT WORKSHEET**.
3. Give **COMPLAINT REPORT WORKSHEET** to desk officer.

DESK OFFICER (PRECINCT TAKING REPORT)

4. Ensure applicable complaint reporting guidelines have been followed (see especially *P.G. 207-07, "Preliminary Investigation Of Complaints (Other Than Vice Related Or Narcotics Complaints").*
5. Sign **COMPLAINT REPORT WORKSHEET** and give to stationhouse clerk.

COMMAND CLERK (PRECINCT TAKING REPORT)

6. Telephone/Fax **COMPLAINT REPORT WORKSHEET** to precinct/ transit district of record.

NOTE *DO NOT input data into the OMNIFORM System UNLESS the incident which required the preparation of the **COMPLAINT REPORT WORKSHEET** occurred within the boundaries of the precinct/transit district of record (see SCOPE statement).*

*If **COMPLAINT REPORT WORKSHEET** is faxed (not telephoned) to precinct/transit district of record, the precinct/district of record will retain and file the faxed copy, i.e., the fax is NOT to be discarded.*

COMMAND CLERK (PRECINCT TAKING REPORT) (continued)

7. Enter precinct and/or transit district of record and title/rank, name of member of the service receiving complaint at precinct/transit district of record under "Details" on **COMPLAINT REPORT WORKSHEET**.
8. Retain **COMPLAINT REPORT WORKSHEET** in command file.

COMMAND CLERK, PRECINCT/ TRANSIT DISTRICT OF RECORD

9. Record and process complaint as if received directly from complainant and comply with provisions of *P.G. 207-07, "Preliminary Investigation Of Complaints (Other Than Vice Related Or Narcotics Complaints").*
   a. If report was faxed, retain faxed copy in command file.

ADDITIONAL DATA

A complaint received in writing is forwarded direct to precinct/transit district of record. ***COMPLAINT REPORT*** *is not prepared in the command that forwarded the report.*

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)

NYPD

PURPOSE To have the reporting command forward finalized duplicate copies of **COMPLAINT REPORTS (PD313-152)** to other commands or agencies.

PROCEDURE When other commands or agencies require duplicate copies of the **COMPLAINT REPORT**.

DESK OFFICER

1. Upon finalization, direct the command clerk to send a duplicate copy of the **COMPLAINT REPORT** to the command or agency as follows:

COMPLAINT	DUPLICATE COPY FOR
1. Occurring on property of Transit Authority	✓ New York City Transit
2. Occurring on property of Housing Authority	✓ New York City Housing Authority
3. Pistol licensee cannot be found or fails to produce his/her pistol	✓ License Division, Pistol License Section
4. Involving conduct of attorneys	✓ Deputy Commissioner-Legal Matters
5. Occurring on piers and bulkheads; boats in docks, secured at piers or bulkheads and on waterways within New York City; all incidents involving boats and jet skis (i.e., thefts of or from); evidence or contraband disposed of in the various city waterways, including lakes, ponds and rivers.	✓ Harbor Unit
6. Involving pharmacist, drug wholesaler, manufacturer or associated person re: manufacture, sale or distribution of drugs	✓ State Board of Pharmacy
7. Pickpocket and confidence game	✓ Special Frauds Squad
8. Involving credit cards	✓ Special Frauds Squad
9. Involving dealers in rifles or shotguns, licensed by the Firearms Control Board	✓ License Division, Rifle and Shotgun Section
10. Lost/stolen auxiliary police shield	✓ Auxiliary Police Section
11. Lost, stolen rifles or shotguns, or rifles or shotguns used in commission of a crime which have been recovered	✓ License Division, Rifle and Shotgun Section
12. Involving actual bombing or threat of bombing	✓ Internal Revenue Service-Assistant Regional Commissioner, Alcohol, Tobacco and Firearms Division
13. Involving food stamps	✓ U.S. Department of Agriculture
14. Occurring on Department of Education property or involves personnel of Department of Education	✓ School Safety Division

15. Involving property theft exceeding $5,000 and property is identifiable through serial numbers or markings (excluding autos)	✓ FBI, Major Theft Squad ✓ Major Case Squad
16. Involving licensed tow car owner/operator	✓ Department of Consumer Affairs
17. Involving arson or stolen/recovered explosives	✓ Arson and Explosion Squad
18. Involving arson, attempted arson, or related criminal mischief	✓ New York City Fire Department, Division of Fire Investigation
19. Occurring in a New York City municipal garage or municipal parking lot	✓ New York City Department of Transportation, Bureau of Traffic Operations
20. Occurring on Federal facility	✓ Federal Protective Service
21. Occurring on LIRR facility/Metro-North facility	✓ MTA Police
22. Occurring on CSX Transportation Company facility	✓ CSX Police
23. Occurring on property under jurisdiction of NYC Health and Hospital Corporation	✓ Health and Hospitals Corporation
24. Occurring on Port Authority facility	✓ Port Authority Police
25. Occurring on property under jurisdiction of NYC Department of Parks & Recreation	✓ NYC Department of Parks & Recreation
26. Robbery/attempted robbery and homicide/attempted homicide of drivers of medallion taxicabs, non-medallion for-hire vehicles, and delivery trucks	✓ Central Robbery Division, Taxi Squad
27. Burglary, larceny or criminal mischief of public fallout shelter	✓ Auxiliary Police Section
28. Complaints affecting Police Headquarters area	✓ Police Headquarters Security Unit
29. Impersonation of police officer	✓ Internal Affairs Bureau (Police Impersonation Investigation Unit)
30. Lost/stolen Department property	✓ Quartermaster Section and patrol borough, detective borough or bureau concerned
31. Department of Health employees or persons impersonating Department of Health employees	✓ Inspector General, Department of Health
32. Involving suicide/suspicious deaths of U.S. Army members or their immediate family dependents	✓ U.S. Army Criminal Investigation Division

33. Any incident involving licensed yellow medallion taxis, for-hire vehicles (liveries/limousines) or their owner/drivers	✓ NYC Taxi and Limousine Commission
34. A complaint against a federal, state or city employee other than a member of the service, that does not involve an allegation of corruption and/or serious misconduct and/or misconduct (for example, driving while intoxicated or domestic violence)	✓ Internal Affairs Bureau
35. Complaints of: (1) All sex crimes or attempts against any person of any age (2) Child Abuse: victim less than eleven years of age	✓ Special Victims Division (Special Victims Division will distribute copies to subordinate units, as appropriate).

NOTE *ANY complaint involving sex related offenses, including secondary offenses that are sex related, requires a duplicate copy of the* ***COMPLAINT REPORT*** *to be forwarded to the Special Victims Division.*

36. Any graffiti incident involving defacement of public or private property	✓ Citywide Vandals Task Force
37. Defacement of New York City Transit facility property or the theft of any material from New York City Transit facilities (e.g., copper cable)	✓ Citywide Vandals Task Force
38. Involving Identity Theft	✓ Financial Crimes Task Force
39. Any offense and prisoner is a registered sex offender	✓ Sex Offender Monitoring Unit
40. Any complaint involving any ATM related larceny or attempt	✓ Detective Bureau MS, MN, BX, BS, BN, QS, QN or SI Grand Larceny Squad concerned
41. Any complaint involving a skimmer device	✓ Financial Crimes Task Force
42. Any complaint involving the recording of personal financial information	✓ Financial Crimes Task Force

FORMS AND REPORTS ***COMPLAINT REPORT (PD313-152)***

PURPOSE To make special notifications for certain complaints.

PROCEDURE Special notifications will be made upon receipt of the following complaints:

DESK OFFICER 1. Notify the Operations Unit direct for:

COMPLAINT	OPERATIONS UNIT TO NOTIFY
• Counterfeit/forged U.S. Government obligations	➢ U.S. Treasury Department, Secret Service Bureau
• Employee, Department of Health, or person impersonating such employee	➢ Inspector General, Dept. of Health AND Command Center, IAB
• Criminal impersonation of tax official, extortion/bribery involving employee, Department of Finance	➢ Inspector General, Dept. of Finance AND Command Center, IAB
• Involving property of U.S. Postal Service or postal employees performing official duty	➢ Postal Inspector-in-Charge, N.Y.C. AND Command Center, IAB
• Contraband weapons	➢ Alcohol, Tobacco and Firearms Division of Internal Revenue Service
• Actual/suspected tampering, consumer products	➢ New York State Police
• Home invasion robbery	➢ Detective Bureau Wheel

2. Notify units/agencies DIRECTLY for the following:
   a. Child under eighteen years of age: ABUSED, NEGLECTED OR MALTREATED - notify New York State Child Abuse and Maltreated Register.
   b. IMPERSONATION OF A POLICE OFFICER - notify Command Center, Internal Affairs Bureau at (212) 741-8401.

NOTE *Do not refer complaint to the Internal Affairs Bureau for investigation unless otherwise instructed by the IAB Command Center supervisor. Forward a copy of* ***COMPLAINT REPORT (PD313-152)*** *to Command Center in a sealed envelope*

   c. INVOLVING PRIVATE CARTING INDUSTRY, CITY OWNED WHOLESALE MARKETS, OR BOATS INVOLVED IN OFFSHORE SHIPBOARD GAMBLING EMANATING FROM NEW YORK CITY LOCATIONS – notify Business Integrity Commission, via Detective Bureau Wheel.

NOTE *The Business Integrity Commission is responsible for the following City owned Wholesale Markets: • Gansevoort Meat Market, 556-89 West Street, Manhattan (6 Pct.) • The New Fulton Fish Market Cooperative at Hunts Point Inc, 800 Food Center Drive, Bronx (41 Pct.) • Hunts Point Cooperative Market Inc, 355 Food Center Drive, Bronx (41 Pct.) • NYC Terminal Produce Cooperative Market, Halleck and Spofford Streets, Bronx (41 Pct.) • Brooklyn Terminal Market, 8925 Foster Avenue, Brooklyn (69 Pct.) • Brooklyn Terminal Meat Market, 5600 First Avenue, Brooklyn (72 Pct.).*

DESK OFFICER (continued)

d. Any complaint involving an ATM related larceny or attempt - notify the Detective Bureau's MS, MN, BX, BS, BN, QS, QN or SI Grand Larceny Squad concerned via email at MSGLS@NYPD.org, MNGLS@NYPD.org, BXGLS@NYPD.org, BSGLS@NYPD.org, BNGLS@NYPD.org, QSGLS@NYPD.org, QNGLS@NYPD.org or SIGLS@NYPD.org and provide details.

e. Any complaint involving:
   (1) A skimmer device, or
   (2) The recording of personal financial information – notify the Financial Crimes Task Force by phone and via email at FCTF@NYPD.org and provide details.

f. Any complaint of sexual assault or sexual harassment of a prisoner while the prisoner is in custody of this Department – notify Criminal Justice Bureau of details via email at cjb@nypd.org.

PUBLIC WELFARE AND PUBLIC ASSISTANCE FRAUDS:

UNIFORMED MEMBER OF THE SERVICE

3. Provide commanding officer with any information received regarding Public Welfare and Public Assistance Frauds.

COMMANDING OFFICER

4. Submit a report of the details of the information received directly to the Police Commissioner to be forwarded to the Human Resources Administration Administrator/Commissioner of the Department of Social Services for investigation and appropriate action.
   a. Forward a duplicate copy of the report through channels.

ADDITIONAL DATA *Ordinarily a summary arrest will NOT be made on complaints of Public Welfare and Public Assistance Frauds unless other elements are present, i.e., safety of the officer or other persons.*

Allegations of corruption and/or serious misconduct involving any federal, state or city employee, other than a member of the service, will be processed in accordance with P.G. 207-02, "Complaints Not Recorded On Complaint Report." The Chief of Internal Affairs, will be responsible for notification and disbursement of information pertaining to such allegation, to the appropriate agency.

ADDITIONAL DATA (continued)

Whenever a member of this Department (other than a member assigned to Internal Affairs Bureau or Detective Bureau) requires the assistance of the Immigration and Customs Enforcement solely in connection with a criminal investigation, a notification will be made to the Intelligence Bureau twenty-four hours a day, seven days a week. The Intelligence Bureau will process the request and the member requesting assistance will provide the Intelligence Bureau with all pertinent details and advise whether the request is of a routine or emergency nature. The intelligence Bureau will maintain a log of any such requests for assistance in connection with a law enforcement investigation. Routine requests for assistance in connection with a law enforcement investigation will be telephoned to Immigration and Customs Enforcement at 0800 hours each weekday morning by members assigned to the Intelligence Bureau. The Immigration and Customs Enforcement will be requested to contact the requesting member of this Department. Emergency requests for assistance in connection with a law enforcement investigation will be made by the Intelligence Bureau to the designated after-hours Immigration and Customs Enforcement supervisor or selected agent. The requesting member of the service will be notified by the Intelligence Bureau of the response that was provided by Immigration and Customs Enforcement. Their response may include opening their file rooms on an after-hours basis and/or to have an agent respond to a particular location. It will be the responsibility of the requesting member of the service to notify the Intelligence Bureau if Immigration and Customs Enforcement fails to respond to the initial request for assistance. Members of the service are reminded that pursuant to P.G. 212-126, 'Requests to Provide City Resources for Immigration Enforcement,' members of the service while on duty may not use their time, Department equipment or Department property to support or assist in immigration enforcement.

RELATED PROCEDURES

Complaints Not Recorded On Complaint Report (P.G. 207-02)
Duplicate Copies Of Complaint Reports (P.G. 207-05)
On-Line Booking System Computerized Arrest Notification Printout (P.G. 208-68)
Notifications - Certain Arrest Situations (P.G. 208-69)
City Policy Concerning Identifying Information and Access to City Services (P.G. 212-66)
Requests to Provide City Resources for Immigration Enforcement (212-126)

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)

POLICE DEPARTMENT CITY OF NEW YORK

PURPOSE To investigate, record and refer complaints (other than vice, narcotics or organized crime related complaints).

DEFINITIONS ACTIVE CASE - Investigation has not been exhausted or complaint has not been classified as closed.

CLOSED CASE - A complaint which has been investigated and:
a. Results have been obtained in full, or
b. Results have been obtained in part and no further results can be obtained, or
c. No results can be obtained, or
d. Complaint referred to court for process, or
e. Complaint is unfounded.

UNFOUNDED CASE - One in which:
a. An offense is reported and, as a result of subsequent information, it is determined that no offense occurred (this includes complaints determined to be of a civil nature only)
b. A report of lost property is made by a complainant who later reports having misplaced the property and found it.

PROCEDURE When assigned to investigate a complaint:

UNIFORMED MEMBER OF THE SERVICE

1. Interview complainant and any witnesses, obtain facts and safeguard evidence.
   a. DO NOT DISTURB POSSIBLE EVIDENCE AT A CRIME SCENE (see *P.G. 212-04, "Crime Scene"*).
2. Comply with *P.G. 212-90, "Guidelines for Interaction with Limited English Proficient (LEP) Persons,"* if complainant or witness appears to have difficulty understanding/communicating in English.
3. Comply with *P.G. 212-104, "Interaction with Hearing Impaired Persons,"* if complainant or witness appears to be hearing impaired.
4. Conduct thorough field investigation.
   a. Transmit alarm, if necessary.
   b. Where necessary, attempt to have witnesses remain and immediately record their names, addresses, telephone numbers, dates of birth, any relevant statements whether casually or formally made, and any other pertinent information.
   c. Make preliminary classification of "Complaint Type."
5. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
   a. Comply with the **Crime Complaint Reporting System Reference Guide**.
   b. Indicate preliminary "Classification Type."
   c. Record sufficient facts that caused determination of preliminary classification of crime.

UNIFORMED MEMBER OF THE SERVICE (continued)

d. Indicate in the appropriate box on **COMPLAINT REPORT WORKSHEET** above the "Details" section whether an interpreter was used during the preliminary investigation and list the name, address and telephone number of the interpreter, as appropriate.

e. Indicate "yes" and the appropriate language under the caption "Is this person not proficient in English" in the victim and reporter/witness sections of the **COMPLAINT REPORT WORKSHEET**, if the listed person has apparent difficulty understanding/communicating in English, regardless of whether or not further investigation is required.

f. Indicate "Yes" or "No," as appropriate, in the "Victim of Similar Incident" caption located within the "Victim" section.

NOTE *If complainant is age sixty-five years or older and was the victim of a similar crime while sixty-five years or older, enter statement "victim of a similar crime," including the time frame between the crimes, in the "Details" section (e.g., Victim of a similar crime approximately two years ago).*

6. Determine if complaint should be closed or referred for further investigation.
   a. Refer complaint if it is determined through the field investigation that there is a need for a specialist or other investigative unit to conduct a further investigation.
   b. Consult with patrol supervisor or desk officer, if doubt exists as to whether a complaint should be closed or referred for investigation.
7. Notify and refer the case to the detective squad when further investigation is required for the following:
   a. Any offense and victim suffers a serious physical injury including assault
   b. Robbery, where a firearm or dangerous instrument was used or the victim is a senior citizen (sixty years of age or older)
   c. Burglary and person present or property valued over $5,000.00 ($10,000.00 in Manhattan) was taken or firearm or safe involved
   d. Crime was committed with a unique/unusual modus operandi
   e. Complainant was the victim of the same or similar crime within the last six months
   f. Perpetrator may be identified or is known
   g. Similar crimes have been committed in the vicinity
   h. Complainant, or offense committed, may create unusual community or police interest
   i. Impersonation of a police officer or other law enforcement officer
      (1) Notify Internal Affairs Bureau for <u>any</u> police impersonation as per *P.G. 207-14, "Robbery Complaints Involving Police Impersonation"*
      (2) An impersonation of a law enforcement officer coupled <u>with</u> a robbery will be <u>referred</u> to the Internal Affairs Bureau – Police Impersonation Investigation Unit (PIIU) and not the detective squad

UNIFORMED MEMBER OF THE SERVICE (continued)

j. Identity theft
   (1) The Financial Crimes Task Force will be responsible for the investigation of all cases involving identity theft related larcenies where loss is valued at $5,000 or more, or there is a pattern involving more than one NYPD precinct, or for any case where the expertise, equipment and resources of the Financial Crimes Task Force are most appropriate to the investigation

k. Other complaints as deemed necessary by competent authority.

8. Notify the innocent victim of a crime or surviving relative, if such victim has sustained a personal injury, death or loss of essential personal property, that compensation may be available as per the Crime Victim's Compensation Law.
   a. Provide victim or relative with a Crime Victims Board Information Card.
   b. Check box under victim information on **COMPLAINT REPORT WORKSHEET** that victim or relative was notified.

ASSIGNED DETECTIVE

9. Perform step "8" while conducting follow-up investigation if circumstances prevented uniformed member of the service from making the personal notification.
   a. Document notification on **COMPLAINT FOLLOW-UP INFORMATIONAL (PD313-081A)**.

UNIFORMED MEMBER OF THE SERVICE

10. Promptly notify the desk officer, precinct of occurrence, from scene of incident in order to ensure response of appropriate unit in the following cases:
   a. MAJOR CASE SQUAD
      (1) Burglary or attempt of a bank or bank safe
      (2) Larceny by extortion or attempt, from a bank
      (3) Robbery or attempt of a bank and perpetrator not armed (simulated gun, threatening note, etc.)
      (4) Burglary of a truck contents over $100,000.00
      (5) Larceny of a truck contents over $100,000.00
      (6) Robbery of truck and contents by hijacking
      (7) All robberies in warehouse depots or similar locations where the object of the crime is a truck or its contents
      (8) All commercial burglaries in which the value of property stolen exceeds $100,000.00
      (9) Art theft.
   b. JOINT BANK ROBBERY TASK FORCE – MAJOR CASE SQUAD
      (1) All armed bank robberies.
   c. HIGHWAY DISTRICT
      (1) All motor vehicle/bicycle collisions which result in death, serious injury and likely to die, or critical injury to an individual.
   d. SPECIAL VICTIMS DIVISION
      (1) All sex crimes or attempts against any person of any age (see *P.G. 207-38, "Complaints Involving Sex Crimes"*)

UNIFORMED MEMBER OF THE SERVICE (continued)

(2) Any allegation that a child less than eleven years of age is the victim of abuse inflicted by a parent or person legally responsible for the child's care (see *P.G. 215-03, "Emergency Removals or Investigation and Reporting of Abused, Neglected, or Maltreated Children"*).

DESK OFFICER

11. Promptly report ALL cases listed directly above to the appropriate units.
    a. Notify the desk officer, police service area (PSA)/transit district when incident occurs on housing/transit jurisdiction, as appropriate.

UNIFORMED MEMBER OF THE SERVICE

12. Notify desk officer upon completion of investigation and deliver **COMPLAINT REPORT WORKSHEET** and **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)** (see *P.G. 207-12, "Lost or Stolen Property/Identity Theft"*) if prepared, as soon as possible.
    a. IMMEDIATELY notify the patrol supervisor or the desk officer of any serious or unusual complaints.
13. Make entry in digital **Activity Log** of details of complaint.

DESK OFFICER

14. Carefully examine **COMPLAINT REPORT WORKSHEET** for accuracy and completeness.
15. The following list, while not exclusive, should be closely scrutinized when examining **COMPLAINT REPORT WORKSHEET**:
    a. Verify that required notifications and proper referral of active cases have been made
    b. Ensure proper jurisdiction code is indicated
    c. Ensure the offense is classified properly.
16. Comply with **Crime Complaint Reporting System Reference Guide** to ensure proper crime classification.
17. Sign **COMPLAINT REPORT WORKSHEET** and have command clerk enter complaint into the OMNIFORM System.
    a. The OMNIFORM System will automatically assign next complaint number.

COMMAND CLERK

18. Enter information into OMNIFORM System from **COMPLAINT REPORT WORKSHEET**.

DESK OFFICER

19. Carefully examine the completed **COMPLAINT REPORT** and make certain that necessary captions (i.e., "Details" section) have been completed and accurately transposed and that the documentation accurately reflects crime classification.
    a. Take corrective action, as necessary.
20. Finalize (i.e., sign-off) the **COMPLAINT REPORT** utilizing the OMNIFORM System if **REPORT** is accurate and complete.

COMMAND CLERK

21. Distribute copies of **COMPLAINT REPORT**.
    a. Attach "ADA" copy of **PROPERTY CLERK INVOICE (PD521-141)**, if prepared, to copy of **COMPLAINT REPORT** forwarded for investigation.
    b. In cases closed by the reporting member, a copy of the **COMPLAINT REPORT** will be forwarded to the detective squad.
    c. Additional copies of **COMPLAINT REPORT(S)** will be forwarded pursuant to *P.G. 207-05, "Duplicate Copies of Complaint Reports"* and any other relevant Orders or directives.

DESK OFFICER

22. Ensure that copies of **COMPLAINT REPORT** are properly distributed by command clerk.
23. Ensure that all members of the service are complying with current complaint reporting procedures.
    a. Instruct members of the service (especially those with recurrent or serious mistakes) in proper procedures for preparing **WORKSHEETS** and **COMPLAINT REPORTS**.
        (1) Monitor and follow-up as necessary.
        (2) Advise training sergeant of deficiencies.

PLATOON COMMANDER

24. Ensure that proper entries are made regarding **COMPLAINT REPORT(S)** during tour.
    a. Confer with the training sergeant pertaining to deficiencies in regards to accurate preparation of **COMPLAINT REPORT(S)**.

COMMANDING OFFICER

25. Review **COMPLAINT REPORTS**, especially those cases closed by members of the service assigned to patrol, and have corrections made, if necessary.

ADDITIONAL DATA

OPERATIONAL CONSIDERATIONS

If during the course of an official investigation information is required from the Parking Violations Bureau, the uniformed member of the service concerned will prepare two copies of ***OFFICIAL LETTERHEAD (PD158-151)*** *addressed to the Commanding Officer, Investigation Review Section, requesting the information required. The commanding officer of the requesting member will endorse and forward both copies of the request to the Investigation Review Section, Office of the Chief of Department, in a sealed envelope marked "CONFIDENTIAL." Investigation Review Section personnel will send a copy of the request to the Parking Violations Bureau and file the other copy. When a reply is received, it will be forwarded to the requesting member in a sealed envelope. The file copy of the request will be removed from the file and destroyed. In an extreme emergency, the Commanding Officer, Investigation Review Section may establish personal liaison with the Parking Violations Bureau to expedite an investigation.*

When appropriate, after consultation with the patrol borough commander, the detective borough commander may take charge of an investigation not ordinarily referred to a Detective Bureau command.

ADDITIONAL DATA (continued)

An automated teller machine (ATM) related crime may be defined as, but is not limited to, criminal activity against a bank patron who is about to use, is currently using or has just completed using an automated teller machine for any type of transaction, and is in the vicinity of the machine or has been followed from the automated teller machine to another location.

*Members of the service preparing **COMPLAINT REPORTS** for automated teller machine (ATM) related crimes will specify that the crime is automated teller machine (ATM) related by entering such in the caption titled, "Actions of Victim Prior to Incident." In addition, supporting information will be articulated under the "Details" section of the **COMPLAINT REPORT**.*

The Central Records Division, Identification Section has an Intranet application that provides immediate access to Orders of Protection issued by ALL New York City based courts, permitting users to search the Department's Order of Protection Database and display or print a copy of the actual court order. This includes not only Orders of Protection involving persons defined under the family/household – expanded definition, but also all individuals who are either the defendant or petitioner of an Order of Protection from any New York City based court. This database is designed to verify that an Order of Protection was issued and to provide a copy of the actual order directly at the command level. This application will also provide access to expired Orders of Protection. Questions or assistance should be directed to the Identification Section's Order of Protection Unit or the Information Technology Bureau (ITB) Service Desk.

If during the course of a preliminary investigation the identity of a person, present or not, is disclosed and there is insufficient evidence to make an arrest, a warrant check will be conducted as per P.G. 208-22, "Performing Local, State and Federal Warrant Checks" prior to closing the case.

The Special Victims Division will investigate robberies committed by police impersonators which include any sexual assault, and the Police Impersonation Investigation Unit will assist in the investigation.

*Complaints of robbery/attempted robbery and homicide/attempted homicide of drivers of medallion taxicabs, non-medallion for-hire vehicles, and delivery trucks require a notification to the Central Robbery Division. Desk officers will fax the **COMPLAINT REPORT** 24 hours a day, 7 days a week, to the Central Robbery Division. A member from the Central Robbery Division will then make a follow-up notification, Monday - Friday, 0700-2300 hours, to the desk officer of the reporting command and assign a Central Robbery Division, Taxi Squad serial number to the complaint. This serial number and the name of the Central Robbery Division, Taxi Squad member will be entered under "Details" section of the **COMPLAINT REPORT**. When preparing the **COMPLAINT REPORT WORKSHEET**, reporting members will include home and work telephone numbers of the victim. Also, include the vehicle's status (i.e., medallion taxi or non-medallion, for-hire vehicle), the presence or lack of a partition between the driver and passenger compartments, the location where the perpetrator was picked up and, if possible, the route traveled.*

RELATED PROCEDURES

Complaint Reporting System (P.G. 207-01)
Preliminary Investigation of Vice Related, Narcotics and Organized Crime Related Complaints (P.G. 207-08)

RELATED PROCEDURES (continued)	*Duplicate Copies of Complaint Reports (P.G. 207-05)* *Lost or Stolen Property /Identity Theft (P.G. 207-12)* *Robbery Complaints Involving Police Impersonation (P.G. 207-14)* *Performing Local, State and Federal Warrant Checks (P.G. 208-22)* *Emergency Removals or Investigation and Reporting of Abused, Neglected, or Maltreated Children (P.G. 215-03)*
FORMS AND REPORTS	***COMPLAINT FOLLOW-UP INFORMATIONAL (PD313-081A)*** ***COMPLAINT REPORT*** ***COMPLAINT REPORT WORKSHEET (PD313-152A)*** ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)*** ***OFFICIAL LETTERHEAD (PD158-151)*** ***PROPERTY CLERK INVOICE (PD521-141)*** ***Crime Complaint Reporting System Reference Guide***

NYPD

Section: Complaints		Procedure No: 207-08	
PRELIMINARY INVESTIGATION OF VICE, NARCOTICS OR ORGANIZED CRIME-RELATED COMPLAINTS			
DATE ISSUED: 03/18/19	DATE EFFECTIVE: 03/18/19	REVISION NUMBER:	PAGE: 1 of 4

PURPOSE To record and refer complaints of vice, narcotics and organized crime-related offenses.

DEFINITIONS

NARCOTIC OFFENSES - Violations of law related to the sale and possession of controlled substances and marijuana as defined in Articles 220 and 221 of the Penal Law, and any case of found controlled substances in which the amount exceeds two ounces, or found marijuana in which the amount exceeds two pounds.

VICE RELATED OFFENSES - violations of law related to illegal gambling, loan sharking, prostitution, sexual exploitation of children, fireworks, untaxed cigarettes, human trafficking, unlicensed social clubs, ABC/SLA violations or any incident that effects the licensing of bars/clubs.

FIREARMS OFFENSES - violations of law related to the sale or possession of illegal firearms.

ORGANIZED CRIME RELATED OFFENSES - these include but are not limited to, those offenses under the purview of the Detective Bureau, such as traditional and non-traditional organized crime, money laundering, labor racketeering, trademark counterfeiting, offenses involving the private carting industry, city owned wholesale markets, shipboard gambling and organized theft of motor vehicles, motor vehicle parts, and motor vehicle insurance frauds.

PUBLIC PREMISES - Any building, or portion thereof, to which the public or a substantial group of persons has access and in which vice, narcotics or organized crime-related offenses are suspected of occurring.

PROCEDURE When assigned to investigate vice, narcotics or organized crime-related offenses:

UNIFORMED MEMBER OF THE SERVICE

1. Make preliminary investigation and take summary action if offense committed in presence.
2. Request patrol supervisor to respond.
   a. If patrol supervisor is not available, contact desk officer and comply with instructions.
3. DO NOT ENTER PUBLIC PREMISES to conduct an investigation of an on-going complaint unless authorized by the patrol supervisor, desk officer, or other competent authority.

PATROL SUPERVISOR/ DESK OFFICER

4. Determine action to be taken regarding ongoing complaints, in public premises, by taking into consideration:
   a. History of premises
   b. Seriousness of complaint

PATROL SUPERVISOR/ DESK OFFICER (continued)

c. Facts alleged in complaint
d. If assignment of uniformed personnel would be effective
e. If assignment of uniformed personnel would interfere with a covert operation.

UNIFORMED MEMBER OF THE SERVICE

5. Report disposition to radio dispatcher.
6. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)** and deliver to desk officer.

DESK OFFICER

7. Direct member of the service to notify Investigative Support Section, Real Time Crime Center.
   a. Ensure Investigative Support Section serial number, rank, name and tax number of member receiving report is entered on **COMPLAINT REPORT WORKSHEET**.
8. Forward original written communication, if received in writing, to Investigative Support Section, Real Time Crime Center, and attach photocopy of written communication to file copy of **COMPLAINT REPORT WORKSHEET**.
9. Forward **COMPLAINT REPORT WORKSHEET** to commanding officer.

COMMANDING OFFICER

10. Review **COMPLAINT REPORT WORKSHEETS** referred to Investigative Support Section.
11. Have **COMPLAINT REPORT WORKSHEETS** filed chronologically in rear of complaint file marked "Complaints Referred to Detective Bureau."

ADDITIONAL DATA

*Any arrest made by uniformed personnel regarding vice, narcotics or organized crime-related offenses (except those offenses listed in P.G. 207-02, "Complaints Not Recorded On Complaint Report," step "15"), will be considered a pick-up arrest and a precinct complaint serial number will be assigned. Additionally, incidents of found controlled substances or drug paraphernalia, in any amount, when found in a building, will be entered on the precinct of occurrence **COMPLAINT INDEX REPORT** and a precinct complaint number assigned. Additional copies of the **COMPLAINT REPORT** will be sent as follows:*

*a. In arrest situations, a copy of the **COMPLAINT REPORT** will be forwarded to the Investigative Support Section, or*

*b. In instances where controlled substance/drug paraphernalia is found in a building, a copy of the **COMPLAINT REPORT** will be forwarded to the concerned narcotics borough for informational purposes.*

If an investigation discloses the identity of a person, present or not, and there is insufficient evidence to make an arrest, a warrant check will be conducted as per P.G. 208-22, "Performing Local, State and Federal Warrant Checks" prior to closing the case or forwarding report to Investigative Support Section.

When a complaint is received at a Department unit other than a precinct/transit district/police service area, the member receiving the complaint will:

ADDITIONAL DATA (continued)

a. Telephone the details to the Investigative Support Section.

*b. Enter the Investigative Support Section serial number with the name and shield number of the member receiving report in the **Telephone Record**.*

*A **COMPLAINT REPORT** containing multiple offenses will be classified according to the most serious offense and referred to the unit charged with investigating such offenses. However, if a secondary offense is related to vice, narcotics or organized crime, an additional copy of the **COMPLAINT REPORT** will be sent to the Investigative Support Section. Furthermore, if the investigating officer prepares an **Omniform Complaint Revision**, a copy of such report will also be forwarded to Investigative Support Section.*

The Commanding Officer, Investigative Support Section, may classify the following complaints received at the Investigative Support Section as street conditions, and may refer them via the Chief of Department, to the command concerned for necessary attention:

a. Loitering for prostitution
b. Loitering for narcotics
c. Dice game on street
d. Sale of intoxicants to minors
e. Sale of intoxicants to intoxicated persons
f. Alcohol Beverage Control sale during prohibited hours
g. Unnecessary noise in licensed premises
h. Disputes in licensed premises
i. Unlicensed cabaret.

SAFETY GUIDELINES AT ILLICIT DRUG LABORATORIES

When a uniformed member of the service has cause to investigate a suspected drug laboratory, an immediate notification will be made to the desk officer, precinct of occurrence. The desk officer will notify the Police Laboratory without delay, requesting a chemist be dispatched to the scene immediately. Certain substances in a laboratory are highly volatile, therefore, ALL members of the service will follow these safety guidelines:

a. Ventilate the laboratory by opening doors and windows
b. DO NOT turn on lights or use flashlights until the area is well ventilated. If necessary to enter prior to the room being ventilated, a flashlight should be turned on BEFORE entering the area
c. DO NOT smoke at the scene
d. Use your nose. If vapors are very strong or there is any odor of bitter almonds, remain outside and await arrival of the laboratory chemist
e. DO NOT use Department radios while inside the laboratory
f. DO NOT disturb flasks or containers that are being heated or cooled. Direct the attention of the chemist to such items
g. DO NOT allow acid and cyanide to be mixed or come together. The fumes from this mixture can cause death.

When a search warrant has been obtained for a suspected drug laboratory, the Police Laboratory will be notified and the chemist will accompany the unit executing the warrant.

ADDITIONAL DATA (continued)

THREE CARD MONTE GAMES

Precinct/Transit Bureau/Police Service Area commanders, when conditions warrant, will designate members of their commands assigned to duty in civilian clothes, i.e., conditions, plainclothes, and/or anti-crime units, to respond to complaints of "three card monte" games. The Commanding Officer, Communications Section, will direct that all complaints of "three card monte" games received at 911 be referred by the 911 Operator, directly to the telephone switchboard operator, precinct/transit district/police service area of occurrence. The telephone switchboard operator will enter the information in the ***TELEPHONE DISPATCH LOG (PD112-143****) and notify appropriate personnel at precinct/transit district/police service area concerned.*

In those instances in which no civilian clothed members are on duty AND/OR when some condition exists in conjunction with the "three card monte" game which requires immediate police response, i.e., assault in progress, etc., a marked radio motor patrol unit may be dispatched to the scene by the 911 Operator or the telephone switchboard operator, as appropriate.

CHILD PORNOGRAPHY

A complaint involving child pornography (photos, movies, computer images, etc.) will be referred to the Vice Enforcement Coordinator's Major Case Team for investigation. The Vice Enforcement Coordinator will also investigate complaints involving other forms of sexual exploitation of children, including minors employed by peep shows, topless clubs, lap dancing clubs or escort services. Additionally, a telephone notification will be made to the Detective Bureau Wheel 24 hours a day, seven days a week, when child pornography is found or an arrest is made for any violation of Penal Law Article 263.

RELATED PROCEDURES

Complaint Reporting System (P.G. 207-01)
Complaints Not Recorded On Complaint Report (P.G. 207-02)
Preliminary Investigation Of Complaints (Other Than Vice Related Or Narcotic Complaints) (P.G. 207-07)
Citywide Intelligence Reporting System (P.G. 212-12)

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
COMPLAINT INDEX REPORT
COMPLAINT REPORT WORKSHEET (PD313-152A)
TELEPHONE DISPATCH LOG (PD112-143)
Omniform Complaint Revision

PURPOSE To report additional information concerning a previously recorded complaint.

PROCEDURE Upon receiving additional information concerning a reported complaint after the **COMPLAINT REPORT (PD313-152)** has been **FINALIZED** in the OMNIFORM System:

MEMBER OF THE SERVICE

1. Prepare **Omniform Complaint Revision** ONLY when additional information falls into any of the following categories:
   a. Crime classification change, e.g., assault to homicide.
   b. Information which will amend the previously recorded P.D. code (crime sub-classification), e.g., time of day for a burglary.
   c. Case clearance, i.e., initial arrest only, exceptional clearances, unfounded.
   d. Voiding a complaint after finalization in the OMNIFORM System.
   e. Recovered property not previously reported.
   f. Additional stolen property not previously reported.
   g. Serial numbers obtained for property previously reported.
   h. Dead human is identified and property has been invoiced to the Property Clerk or Public Administrator.

NOTE *There is a distinction between voided complaints and unfounded complaints. A voided complaint is one in which the **COMPLAINT REPORT** should not have been prepared. An unfounded case is one in which the report should have been prepared but subsequent information leads to the determination that the case should be classified as unfounded (e.g., a voided case is one in which a **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)** rather than a **COMPLAINT REPORT** should have been prepared; an unfounded case is one in which a vehicle is reported stolen by a complainant and later a tow company informs the precinct that the vehicle was legally towed).*

*As with **COMPLAINT REPORTS**, proper recording of property values on an **Omniform Complaint Revision** is essential for accurate entry into the FBI Uniform Crime Reporting (UCR) System. Values must be properly consolidated in the "Value Stolen" and "Value Recovered" columns of the Property Summary Section. In addition, the person preparing the report must examine previous reports related to the complaint (i.e., **COMPLAINT REPORT**, previously prepared **Omniform Complaint Revisions** to ensure that property values are not being reported more than once. Only additional information with respect to property values are to be recorded.*

*Arrests or other information concerning a complaint received BEFORE the original **COMPLAINT REPORT** is finalized will be entered on the original **COMPLAINT REPORT**.*

MEMBER OF THE SERVICE

2. Prepare **COMPLAINT FOLLOW-UP INFORMATIONAL (pink) (PD313-081A**) for information of any other type, e.g., case closed - no results, case progress reports, results of interviews, canvass, additional arrest on a complaint, etc.
3. Notify detective squad concerned, if necessary.
4. Submit **Omniform Complaint Revision** and/or **COMPLAINT FOLLOW-UP INFORMATIONAL (pink)** to the desk officer or detective supervisor, as appropriate.

NOTE

*Second sheets will be used when space is insufficient for required entries on **COMPLAINT FOLLOW-UP INFORMATIONAL** (see P.G. 207-01, "Complaint Reporting System").*

DESK OFFICER/ DETECTIVE SUPERVISOR

5. Review for accuracy and sign.

ADDITIONAL DATA

*These reports must be forwarded to the appropriate units within **24 hours** of preparation.*

Desk officers will ensure that the following areas of these reports are appropriately completed:

- *"Jurisdiction" and "Reporting Agency" codes are properly recorded*
- *"Complaint Report Number," "Precinct of Report" and "Date of Original Report" are properly recorded*
- *"Previous Classification" and "Classification Changed To" captions are properly completed (for **Omniform Complaint Revisions** only)*
- *"Precinct of Arrest" and "Arrest Numbers" captions on an **Omniform Complaint Revision** are completed if an arrest clearance is requested **OR** indicated in the "Details" section of a **COMPLAINT FOLLOW-UP INFORMATIONAL** in cases where an additional arrest(s) is made*
- *Property Section is fully completed in lost or stolen property cases. Ensure property values are itemized and consolidated in the "Value Stolen' and the "Value Recovered" columns, as appropriate, in the Property Summary Section (for **Omniform Complaint Revisions** only)*
- *Ensure that the "Details" supplied on the report provides adequate grounds to change the original offense listed in the "Previous Classification" caption (for **Omniform Complaint Revisions** offense reclassification requests).*

ADDITIONAL DATA (continued)

*The following agencies or commands are required to receive a duplicate copy of an **Omniform Complaint Revision** when reporting additional or recovered property, classification changes, and clearances, when these changes are initiated by this Department. The member of the service preparing the form will enter the name of the agency or command receiving the duplicate copy under "Additional copy for" and also send the duplicate copy of the report as follows:*

OMNIFORM COMPLAINT REVISION FOR CASES OCCURRING ON THE JURISDICTION OF:	***DUPLICATE COPY FOR:***
• *Port Authority Police Department*	➢ *Port Authority Police*
• *Tri-Borough Bridge and Tunnel Police Department*	➢ *TBTA Police*
• *MTA Police Department*	➢ *MTA Police*
• *Amtrak Police Department*	➢ *Amtrak Police*
• *CSX Police Department*	➢ *CSX Police*
• *Staten Island Rapid Transit Police Department*	➢ *S.I. Rapid Transit Police*
• *New York State Police Department*	➢ *New York State Police*
• *New York State Park Police Department*	➢ *New York State Park Police*
• *NYC Housing Authority*	➢ *Housing Bureau, NYPD*
• *NYC Transit*	➢ *Transit Bureau, NYPD*
• *ANY police agency operating within New York City for arson and arson related incidents*	➢ *Arson and Explosion Squad and NYC Fire Department, Division of Fire Investigation*

OMNIFORM COMPLAINT REVISION FOR THE FOLLOWING CASES WHEN PROPERTY HAS BEEN INVOICED TO THE PROPERTY CLERK:	***DUPLICATE COPY FOR:***
Identification of previously unidentified dead body	*Property Clerk, borough office concerned* *Public Administrator, county of residence*

*In cases where information used to prepare an **Omniform Complaint Revision** is based on a **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)**, the desk officer will ensure that the listing of stolen property and reported values on the **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** is recorded in the property section of the **Omniform Complaint Revision**. MEMBERS OF THE SERVICE WILL NOT, UNDER ANY CIRCUMSTANCES, SIMPLY ATTACH **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** (or a copy of it) to **Omniform Complaint Revision** and forward to the Data Integrity Unit. The **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** must be attached to the command's file copy of the **Omniform Complaint Revision**.*

ADDITIONAL DATA (continued)

Each precinct will maintain a Complaint Reclassification Log to ensure proper and timely documentation of ***Omniform Complaint Revisions*** *involving a change of crime classification. Each such reclassification will be entered in the log by the command crime analysis member and verified by a supervisor authorizing the change.* ***Omniform Complaint Revisions*** *of this type prepared by Housing, Transit and investigative commands (e.g. precinct detective squads) will also be entered and verified in the same manner.*

Each Complaint Reclassification Log will contain the following captions spread across a double page:

LEFT HAND PAGE

NUMBER	DATE	COMPLAINT REPORT#	PREVIOUS CLASSIFICATION	RECLASSIFICATION TO	REASON

RIGHT HAND PAGE

MOS PREPARING ORIGINAL COMPLAINT REPORT	SUPV. SIGNING ORIGINAL COMPLAINT REPORT	SUPV. AUTHORIZING RECLASSIFICATION	ICO INITIALS

PDS SUPV'S INITIALS	C.O.'S INITIALS	REMARKS

FORMS AND REPORTS

COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)
COMPLAINT FOLLOW-UP INFORMATIONAL (PD313-081A)
COMPLAINT REPORT (PD313-152)
JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)
Omniform Complaint Revision

PURPOSE To ensure a coordinated police response and a thorough investigation and analysis of all bias motivated incidents.

DEFINITIONS

BIAS INCIDENT - Any offense or unlawful act that is motivated in whole or in substantial part by a person's, a group's, or a place's identification with a particular race, religion, ethnicity, gender, age, disability, or sexual orientation (including gay, lesbian, bi-sexual and transgender) as determined by the Commanding Officer, Hate Crime Task Force.

DISABILITY – Any physical, medical, mental, or psychological impairment, or a history or record of such impairment.

1. Physical, medical, mental, or psychological impairment refers to:
   a. An impairment of any system of the body; including, but not limited to, the neurological system; the musculoskeletal system; the special sense organs and respiratory organs, including, but not limited to, speech organs; the cardiovascular system; the reproductive system; the digestive and genito-urinary systems; the hemic and lymphatic systems; the immunological systems; the skin; and the endocrine system; or
   b. A mental or psychological impairment.
2. In the case of alcoholism, drug addiction or other substance abuse, the term 'disability' only applies to a person who:
   a. Is recovering or has recovered, and
   b. Is currently free of such abuse.

COMMANDING OFFICER - For the purpose of this procedure will be the precinct, police service area or transit district commanding officer within whose jurisdiction the incident occurs.

PROCEDURE When a uniformed member of the service is dispatched to the scene of an incident that may be a bias incident:

UNIFORMED MEMBER OF THE SERVICE

1. Evaluate condition and take police action appropriate for stabilization of the area, if necessary.
2. Determine if possibility exists that offense or unlawful act is motivated by bias or prejudice as contained in the definition of a "Bias Incident."
3. Request patrol supervisor to respond, if bias incident is suspected.

PATROL SUPERVISOR

4. Determine if additional personnel are required to stabilize the situation.
5. Request commanding officer/duty captain to respond, if occurrence is a possible bias incident.
6. Notify desk officer of incident.

COMMANDING OFFICER/ DUTY CAPTAIN

7. Determine if occurrence is a possible bias incident that should be referred to the Hate Crime Task Force for further investigation.

NOTE *When considering incidents involving public officials, confer with the Intelligence Bureau prior to classifying the occurrence as a possible bias incident.*

PATROL SUPERVISOR

8. Direct that a **COMPLAINT REPORT WORKSHEET (PD313-152A)** be prepared and include whether occurrence was determined to be a possible bias incident.

UNIFORMED MEMBER OF THE SERVICE

9. Take digital photographs on Department issued smartphone for the following, if it is determined to be a possible bias incident:
   a. Criminal Mischief, 3rd Degree (Section 145.05, Penal Law),
   b. Criminal Mischief, 4th Degree (Section 145.00, Penal Law),
   c. Aggravated Harassment, 1st Degree (Section 240.31, Penal Law), and/or
   d. Aggravated Harassment, 2nd Degree (Section 240.30, Penal Law).
10. Prepare and enter **COMPLAINT REPORT WORKSHEET** into OMNIFORM System.
    a. Upload digital photographs via the OMNIFORM Complaints menu and electronically attach to **COMPLAINT REPORT (PD313-152)**.

DESK OFFICER

11. Ensure digital photographs are uploaded into OMNIFORM System and sign-off **COMPLAINT REPORT**.

<u>IF THE OCCURRENCE IS REFERRED TO HATE CRIME TASK FORCE AS A POSSIBLE BIAS INCIDENT</u>:

COMMANDING OFFICER/ DUTY CAPTAIN

12. Request additional resources, if required, to stabilize the location or defuse the incident (i.e., community affairs, anti-crime, crime prevention officers, additional command personnel, training unit, Strategic Response Group, if available, or others, as appropriate).
13. Request detective squad personnel to respond.
14. Request Evidence Collection Team (ECT) to respond and process scene for evidence.
15. Notify Operations Unit and obtain possible bias incident log number.
16. Prepare **UNUSUAL OCCURRENCE REPORT (PD370-152)** after conferral with precinct detective commander.
    a. Subject of Report will be "POSSIBLE BIAS INCIDENT-LOG NO. ___."
17. Forward **UNUSUAL OCCURRENCE REPORT** to Chief of Detectives and Commanding Officer, Hate Crime Task Force direct, and forward additional copies through channels.

COMMANDING OFFICER/ DUTY CAPTAIN (continued)

18. Forward duplicate copies of **UNUSUAL OCCURRENCE REPORT** through channels to:
    a. Chief of Community Affairs,
    b. Precinct commanding officer, and
    c. Police service area/transit district commanding officer, as applicable.
19. Direct crime prevention officer, where appropriate, to personally contact and advise complainant concerning actions to take to prevent reoccurrence.

NOTE

Operations Unit personnel will notify patrol borough command, Patrol Services Bureau Duty Chief, Housing Bureau or Transit Bureau, as applicable, detective borough commander, Intelligence Bureau, Commanding Officer, Hate Crime Task Force, Chief of Community Affairs, and Police Commissioner.

DETECTIVE SQUAD MEMBER

20. Conduct an immediate investigation and confer with Hate Crime Task Force personnel.
21. Forward additional copies of **COMPLAINT REPORT**, **Omniform Complaint Revision** and **COMPLAINT FOLLOW-UP INFORMATIONAL (pink) (PD313-081A)** to Commanding Officer, Hate Crime Task Force direct within ten days of incident.

NOTE

The detective squad member is responsible for conducting the investigation, unless relieved by Hate Crime Task Force personnel. The Hate Crime Task Force is responsible for the determination as to whether the occurrence is, or is not, biased. In addition, the Commanding Officer, Hate Crime Task Force, may retain sufficient Detective Bureau personnel to conduct a comprehensive preliminary investigation and canvass of the area.

ECT PERSONNEL

22. Respond to scene as directed.
23. Process scene for evidence and generate ECT run number.
24. Inform initial responding unit to invoice evidence as "Investigatory Evidence."

COMMANDING OFFICER/HATE CRIME TASK FORCE

25. Evaluate situation and make determination after conferral with Chief of Detectives to:
    a. Assume complete control of investigation, or
    b. Participate jointly with precinct detective squad personnel, or
    c. Have precinct detective personnel assume full responsibility for the investigation.

COMMANDING OFFICER, COMMAND CONCERNED

26. Visit and personally interview victims of possible bias incident.
27. Prepare and forward comprehensive follow-up report on **Typed Letterhead** within ten days of incident, including post-incident actions of all Department units, and the current status of investigation to Chief of Detectives and Commanding Officer, Hate Crime Task Force, through channels.

CRIME PREVENTION OFFICER

28. Prepare and forward a report on **Typed Letterhead** within ten days of incident to Commanding Officer, Hate Crime Task Force, indicating action taken concerning incident and whether a security survey was conducted.

NOTE *The special operations lieutenant will prepare and forward a report on **Typed Letterhead** as per step "28" above, in those commands where a crime prevention officer is not assigned.*

COMMANDING OFFICER/HATE CRIME TASK FORCE

29. Make determination of whether an occurrence is a bias incident or a non-bias incident based upon all factors obtained during investigation, after conferral with the Chief of Detectives.
30. Visit and personally interview victims of confirmed bias incidents upon completion of investigation.
    a. In appropriate cases, a Hate Crime Task Force supervisor may be designated to interview victims.
31. Prepare report on **Typed Letterhead** indicating determination, and forward through channels to:
    a. Chief of Patrol,
    b. Chief of Detectives,
    c. Chief of Housing/Chief of Transit, if appropriate,
    d. Patrol borough concerned,
    e. Housing/transit borough, as applicable,
    f. Precinct of occurrence, and
    g. Police service area/transit district, as applicable.

NOTE *In the case of a confirmed bias incident, when a complainant/victim requests that an identified offender not be arrested, and there is appropriate legal justification for the arrest, the Commanding Officer, Hate Crime Task Force, may direct that the arrest be made. The primary considerations when a complainant/victim does not want an arrest effected, are the prevention of further violence and the safety of all parties concerned.*

WHEN COMMANDING OFFICER/DUTY CAPTAIN DETERMINES INCIDENT IS NOT BIAS MOTIVATED:

COMMANDING OFFICER/ DUTY CAPTAIN

32. Notify detective squad.
33. Notify Operations Unit that offense is not a bias incident.
    a. Contact Hate Crime Task Force, between 0800 hours and 2400 hours, seven days a week, for log number on all non-bias incidents.
34. Direct crime prevention officer to personally contact and advise complainant concerning actions to take to prevent reoccurrence, if offense was committed at a religious institution or a sensitive location.
35. Prepare an **UNUSUAL OCCURRENCE REPORT** and forward to Chief of Detectives and Commanding Officer, Hate Crime Task Force direct.
    a. Forward one additional copy of **UNUSUAL OCCURRENCE REPORT** through channels.

PRECINCT DETECTIVE

36. Conduct appropriate investigation.
37. Forward copies of **COMPLAINT REPORT**, **Omniform Complaint Revision**, and **COMPLAINT REPORT FOLLOW-UP INFORMATIONAL (pink)**, to Chief of Detectives and Hate Crime Task Force, through channels, within ten days of incident.

CRIME PREVENTION OFFICER

38. Prepare and forward a report on **Typed Letterhead** within ten days of incident to Commanding Officer, Hate Crime Task Force, if offense was committed at a religious institution or sensitive location indicating action taken and whether security survey was conducted.

ADDITIONAL DATA

When notification of a possible bias incident is received from any other police agency, the New York City Police Department patrol supervisor shall respond. At the request of a patrol supervisor, captain, or above from another law enforcement agency, the commanding officer/duty captain will respond and determine whether the occurrence should be designated as non-bias or referred to the Hate Crime Task Force as a possible bias incident.

If, during the course of an on-going investigation, information is ascertained that may indicate that the original incident may have been a possible bias incident, the Commanding Officer, Hate Crime Task Force, will investigate and confer with the Chief of Detectives to make a determination whether the incident is a possible bias incident. The Commanding Officer, Hate Crime Task Force, will then conduct a preliminary investigation and make all appropriate notifications.

RELATED PROCEDURES

Unusual Occurrence Reports (P.G. 212-09)

FORMS AND REPORTS

COMPLAINT FOLLOW-UP INFORMATIONAL (pink) (PD313-081A)
COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)
UNUSUAL OCCURRENCE REPORT (PD370-152)
Omniform Complaint Revision
Typed Letterhead

PURPOSE To investigate, record and transmit alarms for stolen vehicles.

SCOPE A complainant, present at a precinct stationhouse, police service area (PSA), transit district or other Department facility to report a stolen vehicle, will be transported by Department vehicle to the place of occurrence, or be requested to await the arrival of uniformed member(s) of the service at the location where the crime occurred. The assigned uniformed member of the service will then conduct a preliminary investigation at the scene and enter the results under the *"DETAILS"* section of the **COMPLAINT REPORT WORKSHEET (PD313-152A)**.

PROCEDURE When a complaint of a stolen vehicle is received:

UNIFORMED MEMBER OF THE SERVICE

1. Respond to scene and conduct preliminary investigation.

NOTE *NO REPORTS OF GRAND LARCENY AUTO WILL BE TAKEN OR ACCEPTED OVER THE TELEPHONE. Any complainants who come into a command to report their vehicle stolen will either be asked to go to the place of occurrence, if feasible, or be transported to the location of reported theft/loss by an available RMP team in order to conduct a preliminary canvass/investigation at the scene. In addition, owner/complainants will be informed that if they recover their own vehicle, they must immediately notify the nearest Police Department facility, so the stolen vehicle alarm(s) can be cancelled.*

Crime classification will be Grand Larceny Auto unless owner/complainant or other evidence indicates auto (as defined in Section 125, Vehicle and Traffic Law) is valued at $100.00 or less, or if motorcycle (as defined in Section 123, Vehicle and Traffic Law) is valued at $1,000 or less.

2. Give complainant copy of **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT (PD371-082)** <u>and</u> **VEHICLE THEFT SUPPORTING DEPOSITION (PD371-083)** to prepare and sign.
3. Prepare **REPORT** and **DEPOSITION**, if complainant has a language barrier or other handicap, and have complainant sign both.
   a. If complainant refuses to prepare **REPORT** and/or **DEPOSITION** or sign **REPORT** and/or **DEPOSITION**, note fact on face of **REPORT/DEPOSITION** and sign.

NOTE *A refusal by the complainant to prepare a **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and/or **VEHICLE THEFT SUPPORTING DEPOSITION** does not preclude the requirement to prepare a **COMPLAINT REPORT WORKSHEET** and **COMPLAINT REPORT (PD313-152)** and to get an OMNIFORM System complaint number for such report.*

DESK OFFICER

4. Review **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and **VEHICLE THEFT SUPPORTING DEPOSITION** for accuracy and legibility and sign.
5. Ascertain through the FINEST System:
   a. If vehicle has been impounded or repossessed
   b. If vehicle is wanted in connection with a crime
   c. If vehicle has been previously reported stolen
   d. Verification of Vehicle Identification Number (VIN) or ownership, if necessary
   e. Expiration date of registration plates, when necessary
   f. If vehicle was towed by rotation tow.
   g. If vehicle was relocated due to a special event by utilizing the TOPIS application.

STATIONHOUSE CLERK

6. Prepare **COMPLAINT REPORT WORKSHEET**, when required.

NOTE *Under no circumstances will the complainant be given a copy of the **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** or **VEHICLE THEFT SUPPORTING DEPOSITION**.*

<u>IF COMPLAINANT APPEARS AT STATIONHOUSE TO REPORT AN AUTO LARCENY AND NO UNIFORMED MEMBER OF THE SERVICE IS AVAILABLE TO TAKE REPORT</u>:

DESK OFFICER

7. Comply with steps 2 through 6, and corresponding *NOTES*, above.
8. Assign command clerk to assist complainant in preparing **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and/or **VEHICLE THEFT SUPPORTING DEPOSITION**, as necessary.
   a. Act as reviewing officer by signing completed **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and **VEHICLE THEFT SUPPORTING DEPOSITION**.

NOTE *If complainant refuses to prepare **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and/or **VEHICLE THEFT SUPPORTING DEPOSITION**, desk officer will sign form as witness.*

UNIFORMED MEMBER OF THE SERVICE

9. Attach **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and **VEHICLE THEFT SUPPORTING DEPOSITION** to **COMPLAINT REPORT WORKSHEET**.
10. Have alarm transmitted through the FINEST System and provide the following information:
    a. Rank, name, command and tax registry number
    b. Date, time and place of occurrence
    c. Complaint number from OMNIFORM System
    d. Type of complaint (Grand Larceny Auto, Unauthorized Use, etc.)

UNIFORMED MEMBER OF THE SERVICE (continued)

e. Make, year, model, style, color of vehicle
f. Registration plate numbers
g. State of registration and expiration date of plates
h. Type of plate (passenger, commercial, dealer, etc.)
i. Vehicle Identification Number (VIN)
j. Name, address and telephone number of registered owner
k. Name and address of insurance company and policy number, if available
l. Other information that might aid in vehicle's recovery.

NOTE *DO NOT sign off from FINEST System until acknowledgement is received from NYSPIN. Printed (hard) copy of NYSPIN acknowledgement will be attached to* ***COMPLAINT REPORT****.*

11. CLOSE case EXCEPT if vehicle was used in the commission of a crime or other condition indicates that further investigation is necessary.

NOTE *Institute a telephone notification to the Stolen Property Inquiry Section for the transmittal of all Felony Vehicle Alarms.*

12. Refer **COMPLAINT REPORT**, with a copy of **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and **VEHICLE THEFT SUPPORTING DEPOSITION**, to detective squad concerned if case remains open.

DESK OFFICER

13. Direct a standard NYSPIN inquiry be made via FINEST, by plate or VIN number, to verify that an alarm has been transmitted.
    a. Ensure that printed (hard) copy of NYSPIN alarm is accurate and attached to **COMPLAINT REPORT**.
14. Direct command clerk to prepare **COMPLAINT REPORT** utilizing OMNIFORM System.
    a. Ensure that original copy of **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and **VEHICLE THEFT SUPPORTING DEPOSITION** is attached to precinct file copy of **COMPLAINT REPORT WORKSHEET**.

COMMAND CLERK

15. Check FINEST System for accuracy of alarm transmitted.
    a. Report any discrepancy to desk officer.
    b. Have alarm modified to correct discrepancy.
    c. Make entry under "Details" on **COMPLAINT REPORT** that alarm transmission was verified and include date, time and signature.

NOTE *If command FINEST System is temporarily inoperative, verification may be delayed until FINEST System is operative or verification can be requested through an adjoining command.*

DESK OFFICER

16. Ensure that copies of all Grand Larceny Auto **COMPLAINT REPORTS** and **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORTS** are forwarded to the precinct detective squad for their review and further investigation, as necessary.

FOLLOW-UP INVESTIGATION OF GRAND LARCENY AUTO COMPLAINTS:

ASSIGNED DETECTIVE

17. Interview complainant, either in person or by telephone, utilizing the format described in **VEHICLE THEFT FOLLOW-UP REPORT (PD371-081)**.
18. Record complainant's responses on **VEHICLE THEFT FOLLOW-UP REPORT**.
19. Confer with supervisor to determine if results of interview fall into three categories:
    a. Further investigation would prove positive
    b. Information received would be of value to other units within the Department, e.g., Auto Crime Division.
    c. No further information available.
20. File **VEHICLE THEFT FOLLOW-UP REPORT** with **Omniform Complaint Revision**, if no further information is obtained.
21. Duplicate completed **VEHICLE THEFT FOLLOW-UP REPORT** and file duplicate copy with precinct file copy of **COMPLAINT REPORT WORKSHEET**.

ADDITIONAL DATA

If immediate action is indicated on a stolen vehicle complaint, the desk officer will direct the telephone switchboard operator to alert uniformed members of the service on patrol in advance of the alarm being transmitted by the precinct.

*All complainants will be required to complete and sign the **VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT** and **VEHICLE THEFT SUPPORTING DEPOSITION** when reporting their vehicles stolen.*

IF AN ARREST IS EFFECTED WHICH INVOLVES A VEHICLE THAT WAS REPORTED STOLEN WITHIN NEW YORK CITY:

*The arresting officer will be required, for affidavit preparation, to make two complainant notification attempts at reasonable intervals. If the arresting officer is unable to notify the complainant, the desk officer concerned will attempt to make a third notification. All notification attempts, dates and times are to be recorded in the narrative section of the **ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)**. If unable to notify the complainant, the arresting officer will request the precinct of occurrence (where the vehicle was reported stolen) to fax a copy of the **VEHICLE THEFT SUPPORTING DEPOSITION** and **COMPLAINT REPORT** to the precinct of arrest. Upon receipt of the completed **VEHICLE THEFT SUPPORTING DEPOSITION** and **COMPLAINT REPORT**, the arresting officer will then fax copies of these forms to the assigned assistant district attorney for affidavit preparation.*

In situations where it is not feasible to either transport or meet a complainant at the location of a reported vehicle theft (e.g., when the date of theft and the reporting date may be days or weeks apart) the need for an RMP canvass will be left to the discretion of the desk officer.

ADDITIONAL DATA (continued)

A stolen vehicle complaint made in a precinct, which is not the precinct of occurrence, will be accepted and processed as outlined in P.G. 207-04, "Reporting Of Complaints Occurring In Another Command." In this instance, the canvass will be completed by personnel assigned to the precinct of record (i.e., the precinct assigning the complaint number).

The commitment to perform a preliminary canvass/investigation in regards to a past larceny of an auto should not be allowed to negatively impact on patrol strength. The desk officer has the discretion to utilize resources such as SP10, scooter personnel, etc., to complete the canvass/investigation.

RELATED PROCEDURES

Lost/Stolen Vehicle Plates, Licenses and other Department of Motor Vehicle Documents (P.G. 207-13)
Safeguarding Vehicles in Police Custody (P.G. 218-12)
Vehicle Stolen and Recovered Within New York City (P.G. 218-14)
Vehicle Stolen Outside New York City - Recovered Within New York City (P.G. 218-15)
Vehicle Stolen Within New York City and Recovered Outside New York City or by the Port Authority Police (P.G. 218-16)
Derelict Vehicles Bearing Registration Plates (P.G. 214-29)

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)
ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)
VEHICLE THEFT FOLLOW-UP REPORT (PD371-081)
VEHICLE THEFT PRELIMINARY INVESTIGATION REPORT (PD371-082)
VEHICLE THEFT SUPPORTING DEPOSITION (PD371-083)
Omniform Complaint Revision

PURPOSE To investigate complaints of lost or stolen property/identity theft.

PROCEDURE When a complaint of lost or stolen property/identity theft is received:

COMPLAINTS OF LOST/STOLEN PROPERTY:

MEMBER OF THE SERVICE

1. Telephone Stolen Property Inquiry Section (SPIS) to ascertain if property has been recovered.
2. Prepare **COMPLAINT REPORT (PD313-152)** if property is not located.
   a. If complainant does not know where the loss or theft occurred, the place of occurrence will be the place where the complainant first discovered the loss.
3. Instruct and assist complainant in preparing page 1 of **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY /IDENTITY THEFT (PD313-1516)**.

NOTE *If the complaint involves lost or stolen property ONLY and does not involve Identity Theft, instruct complainant to prepare only page 1 of* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *and direct complainant to sign false statement waiver at the bottom of page 1. The complainant shall be advised to prepare the* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *in the event any additional property is discovered lost or stolen or any additional information regarding property previously reported lost or stolen is discovered. (see ADDITIONAL DATA)*

4. Prepare a **COMPLAINT REPORT** or an **Omniform Complaint Revision** as appropriate, for all lost or stolen articles, including firearms. Ask the complainants if they know the serial numbers for such articles, and if they do, then include them in the **REPORT** or the **Revision**.
5. Request via telephone notification, to the Stolen Property Inquiry Section, that an alarm be transmitted for all lost or stolen articles containing serial numbers, including firearms, equipment, securities, currency and other documents. Do not forward hard copies of the **COMPLAINT REPORT** or **Omniform Complaint Revision** to SPIS WHEN THE SERIAL NUMBERS OF ARTICLES ARE KNOWN.
6. Provide the following information on lost or stolen firearms, via telephone, to SPIS:
   a. Make
   b. Model
   c. Caliber
   d. Type
   e. Serial Number
   f. Precinct
   g. Complaint number from OMNIFORM System

MEMBER OF THE SERVICE (continued)

h. Complainant's name and address
i. Whether or not UMOS owns firearm.

7. Provide the following information on lost or stolen articles, with serial numbers, <u>via telephone, to SPIS:</u>
   a. Brand
   b. Model number
   c. Type
   d. Precinct
   e. Complaint number from OMNIFORM System.

NOTE *In no instances will tax registry or model numbers be used in lieu of serial numbers. Alarms CANNOT be transmitted without serial numbers.*

8. Make entry in the 'Notifications To' caption of the **COMPLAINT REPORT WORKSHEET (PD 313-152A)** to reflect who at SPIS was notified.

NOTE *The desk officer concerned will ensure that a telephone notification to SPIS was made and entered in the notification portion of the **COMPLAINT REPORT WORKSHEET.***

9. Send hard copy (no telephone notification) of **COMPLAINT REPORT** or **Omniform Complaint Revision** to SPIS via Department Mail or Department Fax, in the following instances ONLY:
   a. Jewelry containing initials, inscriptions or other identifying marks OR individual pieces of jewelry, if value exceeds $5,000 OR an item of jewelry contains ten stones or carats
   b. Other articles that contain initials, inscriptions, or other identifiable markings
   c. All coin or stamp collections valued at more than $5,000
   d. Silverware if value exceeds $5,000
   e. All paintings or art objects
   f. Any fur coat valued at more than $5,000
   g. Any property taken in a hijacking.

<u>COMPLAINTS OF LOST/STOLEN PROPERTY INVOLVING IDENTITY THEFT</u>:

MEMBER OF THE SERVICE

10. Instruct complainant to prepare pages 1 and 2 of **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** in their own handwriting.
    a. Furnish assistance or allow other person to assist in preparing the form, if necessary.
    b. Ensure complainant signs BOTH waivers on pages 1 and 2.
11. Comply with *P.G. 207-34, "Complaints Involving Identity Theft."*

ADDITIONAL DATA

When a communication from an OUT-OF-TOWN complainant alleges loss or theft of property and does not include the place of occurrence, refer complaint to the Stolen Property Inquiry Section. If the property has not been recovered, the Stolen Property Inquiry Section shall contact the complainant through the Inter-City Correspondence Unit and request further information concerning the place of loss.

The desk officer/counterpart will provide the complainant or a properly identified representative with a copy of ***VERIFICATION OF CRIME/LOST OR STOLEN PROPERTY (PD542-061)****, upon request, and will inform such person of the complaint number and precinct of record and direct said complainant to comply with instructions on the form.*

Whenever a rifle/shotgun permit holder reports the loss of a permit or document relating to rifles/shotguns, a duplicate copy of the ***COMPLAINT REPORT*** *will be forwarded to the Rifle and Shotgun Section. The complainant will be advised to contact the Rifle and Shotgun Section in person or by telephone.*

In cases of lost or stolen property, the member of the service preparing the ***COMPLAINT REPORT WORKSHEET*** *shall deliver a copy of* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *to the complainant. The complainant shall be advised to prepare the* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *in the event any additional property is discovered lost or stolen or any additional information regarding property previously reported lost or stolen is discovered. The* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *should then be delivered by the complainant to the desk officer, precinct of occurrence. The desk officer will ensure that the listing of stolen property and reported values on the* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *is recorded in the property section of the* ***Omniform Complaint Revision*** *and that a member of the Stolen Property Inquiry Section is notified by telephone regarding any property with serial numbers. MEMBERS OF THE SERVICE WILL NOT, UNDER ANY CIRCUMSTANCES, SIMPLY ATTACH* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *(or a copy of it) TO AN* ***OMNIFORM COMPLAINT REVISION****. The* ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *must be attached to the command's file copy of the* ***Omniform Complaint Revision****.*

The ***COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT*** *must be attached to the command's file copy of the* ***COMPLAINT REPORT****.*

***WHEN A COMPLAINANT REPORTS A LOST OR STOLEN PASSPORT, ALIEN REGISTRATION CARD OR NATURALIZATION PAPERS*:**

Members of the service will request and carefully examine the official photo identification of complainant. If complainant has lost or has had stolen all of his/her photo identification (e.g., if the complainant's purse or wallet is stolen), it may not be possible for the complainant to produce photo identification. In such instances, the member of service will use all other methods available to verify the complainant's identification. Once satisfaction of identification is obtained, the member will request the precinct detective squad to conduct an interview and prepare ***COMPLAINT REPORT WORKSHEET (PD313-152A)****.*

ADDITIONAL DATA (continued)

The precinct detective squad member assigned will conduct inquiry and prepare ***COMPLAINT REPORT WORKSHEET****, AFTER obtaining verified identification of complainant. The precinct detective assigned will then notify the Intelligence Bureau's 24 hour Criminal Intelligence Section with particulars and pedigree of complainant and request an Intelligence Bureau log number. Members of the Intelligence Bureau will conduct internal inquiries and advise the detective assigned of any further necessity to hold the complainant for response by either the Joint Terrorist Task Force or the Intelligence Bureau. If no further action is necessary, then the Intelligence Bureau's Criminal Intelligence Section will issue the precinct detective assigned an Intelligence Bureau log number, which will be recorded on the* ***COMPLAINT REPORT WORKSHEET****, under the "Details" section along with the name, rank, and tax registry number of the member issuing the log number.*

Between 0100 and 0800 hours, when the precinct detective squad is not available, the precinct desk officer will designate a uniformed member of the service to prepare a ***COMPLAINT REPORT WORKSHEET*** *and contact the Intelligence Bureau's 24 hour Criminal Intelligence Section. If the Intelligence Bureau determines that further investigation is warranted, the desk officer or designee will hold the complainant for response by the Intelligence Bureau's Midnight Response Team. If no further action is necessary, then the Intelligence Bureau's Criminal Intelligence Section will issue the designated uniformed member of the service an Intelligence Bureau log number, which will be recorded on the* ***COMPLAINT REPORT WORKSHEET****, under the "Details" section along with the name, rank, and tax registry number of the member issuing the log number.*

Stolen Property Inquiry Section (S.P.I.S.) will follow up on lost/stolen passports, alien registration cards and naturalization papers with notification to United States Bureau of Immigration and Customs Enforcement for alien registration cards and naturalization papers, and the United States Department of State for passports.

All members of the service are reminded to remain vigilant on patrol, reporting all related terrorist information to the Intelligence Bureau's 24 hour Criminal Intelligence Section.

RELATED PROCEDURES

Preliminary Investigation, Recording And Transmission Of Alarms For Stolen Vehicles (P.G. 207-11)
Lost/Stolen Vehicle Plates, Licenses, And Other Department Of Motor Vehicles Documents (P.G. 207-13)
Complaints Involving Identity Theft (P.G. 207-34)

FORMS AND REPORTS

COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)
IDENTITY THEFT - PRELIMINARY INVESTIGATION REPORT (PD313-084)
COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)
VERIFICATION OF CRIME/LOST OR STOLEN PROPERTY (PD542-061)
Omniform Complaint Revision

PURPOSE To record complaints of lost/stolen license plates, driver's licenses, learner's permits, vehicle registrations or stickers.

PROCEDURE When a complainant reports license plates/driver's license or other registration documents have been lost or stolen:

MEMBER OF THE SERVICE

1. Inquire through the FINEST System to ascertain if license plates have been recovered.
   a. Contact Stolen Property Inquiry Section's Manual File Unit to ascertain if driver's license or other registration documents have been recovered.

VEHICLE LICENSE PLATES:

MEMBER OF THE SERVICE

2. Ascertain that complainant is registered owner or a true representative of the owner of the plate(s).
3. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
   a. IF ONE PLATE IS MISSING and there is no other evidence to suggest a larceny or other crime, classify the complaint as lost property and close complaint immediately as referred to Department of Motor Vehicles. Whether the complaint is classified as a crime (e.g., larceny) or lost property, direct the owner/representative to turn in the remaining plate to the Department of Motor Vehicles. Advise complainant to contact the precinct after the plate is turned in for transmission of an alarm. A person subsequently found to be in possession of a lost license plate can be charged with larceny by *acquiring lost property* (Penal Law 155.05 subd. 2b). A license plate missing from an out of state registered vehicle and only required to have one plate will *not* be classified as a larceny or other crime unless there is additional evidence to support the crime. An alarm, however, will be transmitted in all cases.

NOTE *When one plate is missing from a vehicle registered to this Department, have alarm transmitted as soon as possible via FINEST System and attach copy of NYSPIN acknowledgement to* ***COMPLAINT REPORT (PD313-152)****. Ensure that the "DETAILS" section of the* ***COMPLAINT REPORT*** *includes that the missing/stolen plate is registered to a Department vehicle.*

   b. IF BOTH PLATES ARE MISSING - have alarm transmitted via FINEST System and attach copy of NYSPIN acknowledgement to **COMPLAINT REPORT**.

NOTE *Unless additional information is available to determine if missing plate(s) is stolen, one missing plate will be classified as "Lost Property" and two missing plates will be classified as "Petit Larceny."*

MEMBER OF THE SERVICE (continued)

4. Prepare and sign **Report of Lost or Stolen License or Registration Items (MV-78B [6/88])** and give to complainant.
   a. Make certain box on form captioned "Was the Loss the Result of a Crime?" is checked "Yes" or "No", as appropriate.

NOTE *If MV-78B [6/88] is not available to member on patrol, instruct the complainant to obtain form from precinct of occurrence at the earliest convenience. Precinct personnel concerned will verify that a **COMPLAINT REPORT** has been recorded before preparing MV-78B [6/88] form.*

5. Instruct complainant to deliver MV-78B [6/88] and registration certificate for lost plates to Department of Motor Vehicles to obtain new plates.
   a. If one plate is reported lost/stolen, the remaining plate, vehicle registration and MV-78B [6/88] will be surrendered to Department of Motor Vehicles personnel to obtain new plates. The complainant must then notify the precinct of record for transmission of an alarm on the missing plate.

DRIVER'S LICENSE, LEARNER'S PERMIT, VEHICLE REGISTRATION/ STICKER:

MEMBER OF THE SERVICE

6. Prepare **COMPLAINT REPORT WORKSHEET**.
   a. Send additional copy of **COMPLAINT REPORT** or **Omniform Complaint Revision** to Stolen Property Inquiry Section in cases where a vehicle's inspection sticker has been reported lost or stolen.

NOTE *Lost or stolen driver's license, learner's permits, and vehicle registration items (exclusive of plates) do not meet the criteria for entry into the NYSPIN System.*

7. Prepare and sign Report of Lost or Stolen License or Registration Items (MV-78B [6/88]) and give to complainant.
   a. Make certain box on form captioned "Was the Loss the Result of a Crime?" is checked "Yes" or "No", as appropriate.
8. Instruct complainant to deliver MV-78B [6/88] to Department of Motor Vehicles to obtain new documents.

ADDITIONAL DATA *If complainant does not know where the loss or theft occurred, the place of occurrence will be the place where the complainant first discovered the loss.*

RELATED PROCEDURES
Complaint Reporting System (P.G. 207-01)
Preliminary Investigation of Complaints (Other Than Vice Related Or Narcotics Complaints) (P.G. 207-07)
Lost or Stolen Property/Identity Theft (P.G. 207-12)
Preliminary Investigation, Recording And Transmission Of Alarms For Stolen Vehicles (P.G. 207-11)

FORMS AND REPORTS
COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)
Omniform Complaint Revision

PURPOSE To assist uniformed members of the service who become aware of a robbery involving the impersonation of any law enforcement personnel.

DEFINITION POLICE IMPERSONATION - For the purpose of this procedure, a police impersonation occurs when during the commission of a crime, the perpetrator:

a. Pretends to be a police officer or wears or displays any uniform, badge, insignia or facsimile thereof by which a police officer of any jurisdiction is generally identified; OR
b. Expresses by words or actions that he/she is a police officer or acting with the approval or authority of any police department; OR
c. Displays, wears or uses police equipment in a manner likely to create the impression that he/she is a police officer.

PROCEDURE Whenever a robbery is committed and it is alleged to have been committed by an individual(s) purporting to be law enforcement personnel:

UNIFORMED MEMBER OF THE SERVICE

1. Determine whether a robbery in fact has been committed involving an impersonation of any law enforcement personnel.
2. Request response of patrol supervisor.
3. Detain complainant/witnesses, if possible.
4. Notify the Internal Affairs Bureau Command Center (212) 741-8401, for notification to Police Impersonation Investigation Unit (P.I.I.U.)
   a. Obtain name of member notified and log number.

NOTE *The Police Impersonation Unit will investigate all robbery police impersonation complaints and other serious crimes involving police impersonations. The precinct Detective Squad will be responsible for other criminal impersonation complaints. In ALL cases of suspected police impersonation, a notification to Internal Affairs Bureau Command Center is required and a log number will be assigned.*

MEMBER CONCERNED, COMMAND CENTER

5. Record information and issue log number.
6. Notify Police Impersonation Investigation Unit (P.I.I.U.).

PATROL SUPERVISOR

7. Notify desk officer.
8. Ensure that a thorough preliminary investigation is conducted.
9. Verify arrest(s), if made.
10. Have **COMPLAINT REPORT WORKSHEET (PD313-152A)** prepared including:
    a. Detailed description of the impersonation and robbery.
    b. Internal Affairs Bureau Command Center log number and member notified.

DESK OFFICER

11. Finalize **COMPLAINT REPORT WORKSHEET** and fax copy of **COMPLAINT REPORT (PD313-152)** to the Internal Affairs Bureau Command Center.

SUPERVISOR, P.I.I.U.

12. Dispatch member(s) to interview complainant/witnesses, if circumstances warrant.
    a. Dispatch member(s) from Internal Affairs Bureau Police Impersonation, or Internal Affairs Bureau Nightwatch, if a response to interview a complainant/witness is required during the 1st Platoon.

P.I.I.U./ NIGHTWATCH MEMBER CONCERNED

13. Interview complainant and obtain facts.
14. Safeguard evidence.
15. Have complainant view Police Impersonation Photo Albums and Criminal Investigation Unit photos, if necessary.
16. Maintain a case file.
17. Effect arrests of identified subject(s).

SUPERVISOR, P.I.I.U.

18. Review all robbery impersonation complaints received at the Command Center to determine case status.
19. Maintain statistics regarding trends and arrests.
20. Supply and maintain Police Impersonation Photo Albums for each borough Criminal Investigation Unit.

ADDITIONAL DATA

Police Impersonation Photo Albums that are maintained by the Police Impersonation Investigation Unit are available for use by all investigative units within the Department. The Police Impersonation Investigation Unit is available to assist in any open investigation involving police impersonations and will provide assistance, as appropriate, whenever serious criminal conduct involves impersonation of law enforcement personnel.

Whenever the Police Impersonation Investigation Unit develops a "pattern," a notification will be made to the appropriate borough robbery squad. Additionally, if the Police Impersonation Investigation Unit rejects a case, a telephone notification will be made to the precinct detective squad concerned.

The Special Victims Squad concerned will investigate robberies committed by police impersonators, which include sexual assault, and the Police Impersonation Investigation Unit will assist in the investigation.

If in the course of an investigation it is determined that a possible "narcotics trade" element is involved, the Police Impersonation Investigation Unit member concerned will make the necessary notifications to the Detective Bureau.

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)

PURPOSE To record and investigate complaints of overdue rental vehicles.

DEFINITION PRECINCT OF OCCURRENCE - For the purpose of this procedure only, shall be the precinct where the vehicle was leased/rented, or the location where the vehicle was scheduled to be returned to at the expiration of the lease or rental agreement.

PROCEDURE When a rental agency reports an overdue rental vehicle:

UNIFORMED MEMBER OF THE SERVICE

1. Interview complainant and conduct preliminary investigation.
2. Ascertain if fraudulent means were used to obtain vehicle.

NOTE *Fraudulent means may consist of giving false information on the rental agreement relative to identification, residence or place of employment, etc.*

3. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)** and:
   a. Classify complaint as "AUTO LARCENY" if fraudulent means were used to rent the auto, OR
   b. Classify complaint as "INVESTIGATION - UNAUTHORIZED USE OF MOTOR VEHICLE", when no apparent fraud is involved.

DESK OFFICER

4. Direct command clerk to prepare **COMPLAINT REPORT (PD313-152)** from **COMPLAINT REPORT WORKSHEET** and:
   a. If complaint is classified as AUTO LARCENY, direct the reporting officer to comply with *P.G. 207-11, "Preliminary Investigation, Recording and Transmission of Alarms for Stolen Vehicles,"* OR
   b. If complaint is classified as INVESTIGATION - UNAUTHORIZED USE OF MOTOR VEHICLE, refer to precinct detective squad to determine if the facts will support a criminal action.

PRECINCT DETECTIVE

5. Ascertain from the rental agency if all of the following steps were taken to contact the lessee:
   a. Efforts made to locate lessee at residence or place of employment
   b. Certified letter mailed to lessee demanding the return of the vehicle
   c. Internal check to ensure clerical errors are not present
   d. Written investigation report that tends to support criminal action (most rental agencies have a form for this purpose)
   e. Other appropriate steps.
6. Reclassify complaint from INVESTIGATION to UNAUTHORIZED USE OF MOTOR VEHICLE, when facts support a criminal action.
7. Mark complaint "UNFOUNDED," if the facts do not support a criminal action, and:
   a. Inform rental agency that the complaint is a civil matter.

NOTE *If additional information substantiating a criminal action is brought to the attention of this Department, a CLOSED CASE may be reopened and further investigation conducted.*

PRECINCT DETECTIVE (continued)

8. Record action taken on an **Omniform Complaint Revision** unless such information is contained on original **COMPLAINT REPORT**.

ADDITIONAL DATA

In complaints of overdue rental vehicles, all the facts must be examined to determine if a criminal action can be supported. In many instances, the retention of a rental vehicle amounts to a breach of a civil contract ONLY, and the rental agency can seek redress in civil court.

A criminal action involving overdue rental vehicles can be supported ONLY if there is a "GROSS DEVIATION" from the rental agreement and the rental agency concerned has served or attempted service of a "NOTICE," in person or by certified mail, at the address indicated in the rental agreement, stating the time and date the vehicle was to be returned; that the agency does not consent to continued retention of the vehicle by the lessee; and that further retention of the vehicle may constitute a Class "A" Misdemeanor.

A "GROSS DEVIATION" may occur when, but is not limited to, a lessee who has legal custody of a vehicle for fifteen days or less, pursuant to a written rental agreement, intentionally retains such vehicle for at least seven days beyond the expiration date of the rental agreement and continues such possession for more than two days after service or attempted service of the above mentioned "NOTICE" from the rental agency.

RELATED PROCEDURES

Preliminary Investigation, Recording And Transmission Of Alarms For Stolen Vehicles (P.G. 207-11)

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)
Omniform Complaint Revision

PATROL GUIDE

Section: Complaints		Procedure No: 207-17	
CONTRABAND WEAPONS			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To record seizures of contraband weapons.

DEFINITION CONTRABAND WEAPON - As used in this section includes any weapons possessed unlawfully.

PROCEDURE When a uniformed member of the service comes into possession of a contraband weapon:

UNIFORMED MEMBER OF THE SERVICE

1. Follow normal complaint and/or arrest procedures.
2. Charge appropriate offense(s) from the New York State Penal Law, if arrest made.

DESK OFFICER

3. Notify Joint Terrorist Task Force of details.
4. Notify the Bureau of Alcohol, Tobacco and Firearms through Operations Unit if any of the following weapons are involved:
   a. Fully automatic firearms such as machine guns and machine pistols
   b. Shotguns with barrels less than 18 inches long
   c. Rifles with barrels less than 16 inches long
   d. Altered shotgun or rifle with overall length of less than 26 inches
   e. Any weapon, other than conventional handgun, capable of firing a shot, if such weapon can be concealed on the person
   f. Destructive device - any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or similar device; or any parts designed to create a destructive device
   g. Pistols with shoulder stocks
   h. Any muffling or silencing device designed for use with a firearm.

NOTE *Include information concerning any vehicle, vessel or aircraft that is or may be involved in violation of Federal Law.*

RELATED PROCEDURES
Complaint Reporting System (P.G. 207-01)
Contraband Weapons (P.G. 208-49)
Processing Firearms and Firearm-Related Evidence (P.G. 218-23)

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PATROL GUIDE

Section: Complaints		Procedure No: 207-18	
COMPLAINTS INVOLVING CREDIT CARDS			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To investigate complaints involving credit cards.

PROCEDURE When a credit card comes into possession of a member of the service and its status is in doubt and requires investigation:

MEMBER OF THE SERVICE

1. Report information to desk officer.

DESK OFFICER

2. Notify the Special Frauds Squad between 0900 and 1800 hours, Monday through Friday, by telephone.

NOTE *Special Frauds Squad member will check records and telephone credit card company for status inquiry of credit cards. The credit card company representative will telephone results of inquiry to the desk officer.*

3. Have **COMPLAINT REPORT (PD313-152)** prepared when required:
   a. Have additional copy sent to Special Frauds Squad
   b. Enter, under "Details," name of Special Frauds Squad member notified
   c. Enter results of inquiry under "Details."

UNIFORMED MEMBER OF THE SERVICE

4. Comply with *P.G. 207-07, "Preliminary Investigation of Complaints (Other than Vice Related or Narcotics Complaints)."*
5. For investigations concerning identity theft, comply with *P.G. 207-34, "Complaints Involving Identity Theft."*

ADDITIONAL DATA *If an arrest is effected involving the credit card, the credit card company involved will provide a representative in court as a complainant when required.*

The Special Frauds Squad maintains twenty-four hour telephone hot line verification numbers for various credit card companies. If the Special Frauds Squad office is closed, the current list of hot line numbers is maintained at the Missing Persons Desk.

RELATED PROCEDURES *Preliminary Investigation of Complaints (Other Than Vice Related Or Narcotics Complaints) (P.G. 207-07)*
Counterfeiting/Forging U.S. Government Obligations or Counterfeiting/Unauthorized Use of Access Devices (P.G. 208-47)
Complaints Involving Identity Theft (P.G. 207-34)

FORMS AND REPORTS ***COMPLAINT REPORT (PD313-152)***

Section: Complaints		Procedure No: 207-19	
THEFTS FROM DEPARTMENT LOCKERS			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To investigate reported thefts from Department lockers.

PROCEDURE Upon discovery of a theft or attempted theft from a Department locker:

MEMBER OF THE SERVICE

1. Report facts to desk officer.

DESK OFFICER

2. Notify commanding officer or duty captain.
3. Notify IAB, Command Center and obtain a Log Number.

COMMANDING OFFICER/ DUTY CAPTAIN

4. Investigate circumstances of incident including, but not limited to, photographing damage to locker, obtaining fingerprints, results of interviews, etc.
5. Notify precinct detective squad concerned, if necessary.
6. Direct preparation of **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
7. Take steps to prevent recurrence of theft.
8. Prepare three copies of report on **Typed Letterhead** and forward:
   a. First two copies to bureau chief concerned
   b. Third copy to Internal Affairs Bureau.

ADDITIONAL DATA *Members of the service are responsible for securing their lockers with a combination type padlock without a serial number*.

FORMS AND REPORTS ***COMPLAINT REPORT WORKSHEET (PD313-152A)***
Typed Letterhead

PATROL GUIDE

Section: Complaints		Procedure No: 207-20	
INVESTIGATION OF CRIMES INVOLVING COMPUTERS OR COMPUTER TECHNOLOGY			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To protect computer evidence obtained by this Department during the course of investigations or arrests, and to enhance the prosecution of defendants.

PROCEDURE Whenever computer related evidence is to be seized, subject of an investigation or connected with an arrest:

UNIFORMED MEMBER OF THE SERVICE CONCERNED

1. Notify Computer Crimes Squad (0600 to 2000 hours, Monday through Friday) or Office of the Chief of Detectives (all other times) whenever:
   a. Computer-related evidence is seized or expected to be seized, i.e., evidence consisting of a computer that has been used to commit a crime or is suspected of being a device that stores evidence.
   b. An arrest involving a computer is made.

NOTE *Computer Crimes Squad will determine if a response to debrief the prisoner(s) is necessary.*

2. Confer with Computer Crimes Squad whenever:
   a. A criminal investigation by a unit of this Department is conducted where computers or computer evidence may be involved.
   b. A warrant to seize computers or computer-related evidence is being sought, prior to the preparation of the warrant.
3. For investigations concerning identity theft, comply with *P.G. 207-34, "Complaints Involving Identity Theft."*

NOTE *Notification to the Computer Crimes Squad concerning search warrants will be of a limited nature pertaining only to computers and computer-related equipment to be seized.*

ADDITIONAL DATA *When requested, the Computer Crimes Squad will provide technical assistance in properly securing computer evidence, conducting computer forensic examinations and preparing warrants. The Computer Crimes Squad will make the determination whether a response to the scene is required, based on the totality of the circumstances presented in each case.*

RELATED PROCEDURE *Complaints Involving Identity Theft (P.G. 207-34)*

Section: Complaints		Procedure No: 207-21	
ALLEGATIONS OF CORRUPTION AND OTHER MISCONDUCT AGAINST MEMBERS OF THE SERVICE			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To process allegations of corruption and other misconduct against members of the service.

SCOPE All members of the service must be incorruptible. An honest member of the service will not tolerate members of the service who engage in corruption or other misconduct. All members of the service have an absolute duty to report any corruption or other misconduct, or allegation of corruption or other misconduct, of which they become aware.

DEFINITION CORRUPTION/OTHER MISCONDUCT: Criminal activity or other misconduct of any kind including the use of excessive force or perjury that is committed by a member of the service whether on or off duty.

PROCEDURE Upon observing, or becoming aware of corruption or other misconduct or upon receiving an allegation of corruption or other misconduct involving a member of the service:

NOTE *To prevent interruption or delay in vital services, a telephone switchboard operator will refer any allegation of corruption or other misconduct to the desk officer, who will record the details of the allegation(s).*

MEMBER OF THE SERVICE CONCERNED

1. Telephone Internal Affairs Bureau, Command Center (212) 741-8401 (24 hours) or 1-800-PRIDE PD (24 hours) or (212) CORRUPT (24 hours).
   a. Give preliminary facts.
   b. Identify self or, if opting to remain anonymous, obtain Confidential Identification Number from the Command Center investigator.
   c. Furnish details of corruption or other misconduct.

NOTE *In certain cases, supervisory personnel assigned to the Command Center of the Internal Affairs Bureau may direct on duty members not reporting anonymously to prepare a detailed written report in addition to a telephone notification or request the member(s) concerned to await the arrival of an investigator.*

OR

2. Prepare a detailed written report addressed to the Deputy Commissioner, Internal Affairs.
   a. Forward DIRECT, or via FAX (212) 741-8408, to the Command Center, 315 Hudson Street, within twenty-four hours.

MEMBERS MAY OPT TO REPORT ALLEGATIONS OF CORRUPTION/ OTHER MISCONDUCT IN WRITING ANONYMOUSLY

MEMBER OF THE SERVICE CONCERNED (continued)

3. Prepare a detailed written report, upon becoming aware of misconduct, and forward to:
   a. Deputy Commissioner, Internal Affairs, or
   b. Box 1001, New York, N.Y. 10014.

NOTE

Obtaining a Confidential Identification Number from the Command Center investigator will satisfy the member's reporting responsibility, if the information reported is accurate and complete. Subsequent or ongoing reporting is encouraged to insure the information is timely and complete and may be made by referencing the Confidential Identification Number.

ADDITIONAL DATA

A member of the service having or receiving information relative to corruption or other misconduct, or an allegation of corruption or other misconduct, has the responsibility to report such information directly to the Internal Affairs Bureau, Command Center.

Failure to report corruption, other misconduct, or allegations of such act is, in itself, an offense of serious misconduct and will be charged as such when uncovered during an investigation. Conduct designed to cover up acts of corruption, prevent or discourage its report, or intimidate those who would report it, will be charged as an obstruction of justice or other criminal act with the consent of the prosecutor who has criminal jurisdiction.

A member of the service receiving an allegation of corruption against oneself will request a supervising officer to respond to the scene. The supervising officer will interview the complainant and confer with the Internal Affairs Bureau, Command Center, BEFORE interviewing the member concerning the allegation.

RELATED PROCEDURES

Allegations of Corruption Against City Employees (Other than Members of the New York City Police Department) (P.G. 207-22)
Processing Civilian Complaints (P.G. 207-31)
Civilian Complaints - Witness Statement (P.G. 207-30)

PATROL GUIDE

Section: Complaints		Procedure No: 207-22	
ALLEGATIONS OF CORRUPTION AGAINST CITY EMPLOYEES (OTHER THAN MEMBERS OF THE NEW YORK CITY POLICE DEPARTMENT)			
DATE ISSUED: 06/25/20	DATE EFFECTIVE: 06/25/20	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To record allegations of corruption and/or serious misconduct and/or misconduct against federal, state or city employees, other than members of this Department, and provide for notifications to the appropriate agency.

PROCEDURE Upon receiving, or becoming aware of, an allegation of corruption and/or serious misconduct and/or misconduct against a federal, state or city employee, other than a member of this Department:

MEMBER OF THE SERVICE

1. Report the facts immediately to commanding officer, or if absent, the highest-ranking supervisor in the command.
2. Telephone Internal Affairs Bureau, Command Center (212) 741-8401 (24 hours) and:
   a. Identify self
   b. Give telephone number where you can be reached
   c. Give preliminary facts
   d. Comply with instructions of ranking officer, Internal Affairs Bureau.

SUPERVISORY MEMBER

3. Prepare report on **Typed Letterhead**, addressed to the Deputy Commissioner, Internal Affairs with all details.
   a. Forward original and copy in sealed white envelope addressed to:
      Internal Affairs Bureau, Command Center
      315 Hudson Street, 3rd Floor
      New York, New York 10013

NOTE *A complaint against a federal, state or city employee other than a member of this Department, that does not involve an allegation of corruption and/or serious misconduct and/or misconduct (for example, Driving While Intoxicated or Domestic Violence) will be processed in accordance with the provisions of P.G. 207-01, "Complaint Reporting System."*

RELATED PROCEDURES *Complaint Reporting System (P.G. 207-01)*
Preliminary Investigation of Complaints (Other than Vice Related or Narcotics Complaints) (P.G. 207-07)
Allegations of Corruption and Other Misconduct Against Members of the Service (P.G. 207-21)

FORMS AND REPORTS ***Typed Letterhead***

PURPOSE To investigate, search for, refer and record complaints of missing persons.

DEFINITIONS

MISSING PERSON - Person missing from a NEW YORK CITY RESIDENCE and:

a. Seventeen years of age or younger; or
b. Cognitively impaired/developmentally disabled or disabled to the extent that hospitalization may be required or not capable of self-care or clear communication; or
c. Sixty-five years of age or older; or
d. Possible victim of drowning; or
e. Indicated an intention of committing suicide; or
f. Missing under circumstances indicating unaccountable or involuntary disappearance.

SPECIAL CATEGORY MISSING PERSON – Person missing from a NEW YORK CITY RESIDENCE and:

a. Fifteen years of age or younger; or
b. Cognitively impaired/developmentally disabled or disabled to the extent that hospitalization may be required or not capable of self-care or clear communication; or
c. Sixty-five years of age or older; or
d. Possible victim of drowning; or
e. Unique/unusual case; or
f. Indicated an intention of committing suicide; or
g. Missing under circumstances indicating unaccountable or involuntary disappearance.

COMPLAINANT – For the purpose of this procedure, the complainant is not limited to a member of the family, but could be another person (such as a legal or temporary guardian, a representative of the Department of Education, a hospital administrator, a roommate, a home care attendant, etc.) who may be reasonably expected to know whether or not the person is actually missing.

PROCEDURE Upon receiving a complaint of a missing person:

UNIFORMED MEMBER OF THE SERVICE

1. Respond to the scene, interview complainant and obtain as much of the following background information as possible for report preparation:
   a. An accurate description of the missing person, including clothing worn
   b. Whether person has gone missing before and, if so, location(s) where person was found
   c. An accurate electronic and/or hard copy photo of the missing person, if available (electronic photo is preferred)
   d. School information, if applicable

UNIFORMED MEMBER OF THE SERVICE (continued)

e. Names and contact information of the missing person's friends

f. Any dispute that the missing person may be or may have been involved in which may have a connection to the disappearance

g. Locations where the missing person frequents

h. Location where last seen

(1) If missing person is believed to be using public transportation, obtain information on the type of transportation, route and possible destination(s)

i. Missing person's cellular telephone number

(1) Ascertain if missing person's mobile device has tracking capabilities. If so, attempt to access the device and obtain the last known location

j. Missing person's email address(es) and password(s), if known

k. Missing person's social media usernames and passwords, if known

l. Administration for Children's Services caseworker's name and telephone number, if applicable

m. Biological parents' name, address and telephone number, as appropriate

n. Closest relative or guardian's name, address and telephone number, as appropriate

o. Whether missing person has Alzheimer's disease or a related dementia, or is taking medication for Alzheimer's disease or a related dementia, and is enrolled with the MedicAlert + Alzheimer's Association Safe Return program, as appropriate

(1) If so, determine whether the missing person was wearing a MedicAlert + Safe Return bracelet or necklace and request that complainant provide the Safe Return identification number

(a) If the identification number is unknown, contact the MedicAlert + Alzheimer's Association Safe Return program at 1-800-625-3780 to obtain the number and any other information the Association has on the missing person (e.g., medical condition(s), list of medication(s), emergency contact information, recent photograph)

p. The location where missing person grew up and if missing person has been known to return to that location in the past

q. Whether missing person has been known to communicate matters of personal importance with friends, relatives, coworkers or others

(1) If so, record the names and contact information of these individuals, as appropriate

r. The language the missing person usually uses, and the level of his/her ability to communicate in English

s. Whether missing person is registered with Operation Safe Child

(1) If so, obtain missing person's information from the Safe Child Card when available.

UNIFORMED MEMBER OF THE SERVICE (continued)

2. Conduct an immediate search of the building or structure to verify that such person is missing when a person sixty-five years of age and older, or a child nine years of age or younger, or a cognitively impaired/developmentally disabled person is missing from a hospital, institution or any building, PRIOR TO INITIATING ANY OTHER ACTION. AN INITIAL SEARCH OF THE BUILDING WILL BE CONDUCTED TO VERIFY THAT SUCH PERSON IS ACTUALLY MISSING.
3. Request patrol supervisor to respond.
4. Notify desk officer of details.

DESK OFFICER, PRECINCT/ PSA/TRANSIT DISTRICT OF OCCURRENCE

5. Check Department records to determine if missing person has been the subject of police action.
   a. Query Department databases to obtain prior law enforcement contacts with the missing person, as necessary.
   b. Notify Incident Notification Response Unit (INRU) and request a name and address check be completed for the missing person, in addition to the above database checks.
6. Notify desk officer, precinct/PSA of residence, to conduct a search of missing person's residence.
   a. In these instances, the desk officer, precinct/PSA/transit district of occurrence, shall be notified of the search results.
7. Ascertain if Missing Persons Squad has any information on the missing person by requesting a records search.
   a. Missing Persons Squad is available from 0600 hours until 2400 hours. During all other times, contact Real Time Crime Center.
8. Notify detective squad(s), command(s) concerned.
9. Direct the immediate preparation of **MISSING/UNIDENTIFIED PERSON REPORT (PD336-151)**.
   a. Ensure that any information relating to a missing person registered with the MedicAlert + Alzheimer's Association Safe Return program is included in the **MISSING/UNIDENTIFIED PERSON REPORT** under caption, "Remarks/Other Pertinent Information" (see step "1," subdivision "o").

NOTE *The Missing Persons Squad cannot process a **MISSING/UNIDENTIFIED PERSON REPORT** unless **ALL** captions are filled out. Members of the service are to contact Missing Persons Squad or Nightwatch for assistance in the event information is unknown or not available.*

10. Direct the immediate preparation of **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
    a. Ensure that same complaint number is used for both **MISSING/ UNIDENTIFIED PERSON REPORT** and **COMPLAINT REPORT**.
11. Have **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)** prepared, if missing person is at least seven but less than sixteen years of age.

DESK OFFICER, PRECINCT/ PSA/TRANSIT DISTRICT OF OCCURRENCE (continued)

12. Comply with *P.G. 215-03, "Emergency Removals or Investigation and Reporting of Abused, Neglected, or Maltreated Children,"* if circumstances indicate that youth may be missing due to abuse, neglect or maltreatment.
13. Cause the electronic transmissions of the **MISSING/UNIDENTIFIED PERSON REPORT** and **COMPLAINT REPORT** to the Missing Persons Squad via Omniform.
    a. Have command clerk enter Missing Persons Squad case number and the assigned Missing Persons Squad case detective on the **MISSING/UNIDENTIFIED PERSON REPORT**.
    b. Confer with desk officer of resident precinct/PSA. Convey status of investigation and apprise of investigative steps taken.

NOTE

*In all cases of reported missing persons, a **COMPLAINT REPORT** and a **MISSING/UNIDENTIFIED PERSON REPORT** MUST be generated regardless if the missing person is located prior to preparing and/or entering the reports into Omniform/ECMS system. A **JUVENILE REPORT SYSTEM WORKSHEET** will also be prepared, in addition to a **COMPLAINT REPORT** and **MISSING/UNIDENTIFIED PERSON REPORT**, if the missing person is at least seven but less than sixteen years of age. In the event that the missing person is located prior to the preparation and electronic transmission of the **COMPLAINT REPORT**, **MISSING/UNIDENTIFIED PERSON REPORT** and **JUVENILE REPORT SYSTEM WORKSHEET**, the assigned precinct detective will close the case in ECMS indicating how and where the missing person was located. The prepared reports will be filed at the precinct/PSA concerned.*

UPON DETERMINING MISSING PERSON IS A "SPECIAL CATEGORY"

DESK OFFICER, PRECINCT/ PSA/TRANSIT DISTRICT OF OCCURRENCE

14. Open and maintain Command Post Log at desk.
15. Make the following additional notifications:
    a. Precinct/PSA/transit district commanding/executive officer/duty captain
    b. Detective squad, precinct of occurrence, to respond and assist in search
        (1) If no detective is available, notify the detective borough dispatcher
    c. Commanding/executive officer or duty captain of missing person's resident precinct/PSA
    d. Operations Unit
    e. Missing Persons Squad - Notify Missing Persons Squad of identity of member assigned to conduct the immediate investigation and/or search (i.e., name and rank of patrol supervisor, commanding/executive officer or duty captain).

COMMANDING /EXECUTIVE OFFICER/ DUTY CAPTAIN, PRECINCT/PSA /TRANSIT DISTRICT OF OCCURRENCE AND PRECINCT/PSA OF RESIDENCE

16. Direct, coordinate and control the search in the appropriate areas.
    a. Common sense standards should be used to determine areas of search.
    b. If child nine years of age or younger is missing, the commanding/executive officer or duty captain, precinct/ PSA/transit district of occurrence shall perform steps "17" through "26."

PATROL SUPERVISOR, PRECINCT/PSA /TRANSIT DISTRICT OF OCCURRENCE

17. Request additional personnel, as required.
    a. Emergency Service Unit, if needed.
    b. Aviation Unit to survey rooftops, when necessary.
    c. Strategic Response Group, if needed.
        (1) Patrol supervisor will consult with commanding officer/duty captain prior to activating a Level 1 mobilization, absent exigent circumstances (see *ADDITIONAL DATA* statement).
18. Request radio dispatcher to broadcast description of missing person to members on patrol.
    a. If missing person is believed to be using public transportation, request broadcast of description to precincts, PSAs and transit districts along travel route and confer with a supervisor assigned to the Transit Bureau (subways) and/or Traffic Management Center (buses), as appropriate.
19. Immediately initiate search at location where missing person was last observed prior to the arrival of the precinct/PSA/transit district commanding/executive officer or duty captain.
    a. Include travel route, if any, in search pattern.
20. Direct members performing the search to maintain records of area, routes and premises searched and identities of persons questioned.
21. Coordinate search with the following:
    a. Precinct/PSA/transit district commanding/executive officer/duty captain, when applicable
    b. Desk officers of precinct/PSA/transit district of occurrence and precinct/PSA of residence, if different
    c. Missing Persons Squad
        (1) Make notification within a reasonable time (usually four hours but not later than end of tour) of progress of search. Upon completion of investigation and search, obtain the Missing Persons Squad serial number
    d. Operations Unit
    e. Communications Section.

ASSIGNED DETECTIVE, PRECINCT/PSA OF RESIDENCE

22. Use the missing person's phone, email, social media and other information obtained to attempt to contact the missing.
    a. If contact is made with the missing person, determine the missing person's location, condition or intentions.
    b. If contact is unable to be made with the missing person, confer with persons who could assist in providing information about the missing person's location, condition or intentions and request that they assist in locating the missing person.
23. Contact New York State Division of Criminal Justice Services (DCJS) if missing person has been registered with Operation Safe Child and request that the missing person's fingerprints be compared against all incoming fingerprints submitted to DCJS.
24. Widely distribute copies of any photos obtained of the missing person among personnel involved in the search utilizing:
    a. Incident Notification Response Unit (INRU)
    b. Enterprise Case Management System Wanted Flyer
    c. Transit Bureau Wheel.
25. Request the dissemination of photograph(s) and facts as follows:
    a. News media, via the Deputy Commissioner, Public Information, and
    b. Social media, via the Deputy Commissioner, Public Information and/or digital communications officers, as appropriate.
26. Request Real Time Crime Center "Alert" for missing person.

<u>IN ALL CASES REGARDLESS OF CATEGORY</u>

DESK OFFICER, PRECINCT/ PSA/TRANSIT DISTRICT OF OCCURRENCE

27. Review, sign and forward **MISSING/UNIDENTIFIED PERSON REPORT** and **JUVENILE REPORT SYSTEM WORKSHEET**, if prepared, as per instructions on forms.
    a. Enter precinct/PSA serial number on **JUVENILE REPORT SYSTEM WORKSHEET** prior to forwarding.

DESK OFFICER, PRECINCT/PSA OF RESIDENCE

28. Immediately review **COMPLAINT REPORT** and finalize within two hours of report.

ASSIGNED DETECTIVE, PRECINCT/PSA OF RESIDENCE

29. Prepare **Omniform Complaint Revision** within seven working days detailing the steps taken in the preliminary investigation, unless the investigation was closed on the **MISSING/UNIDENTIFIED PERSON REPORT**.
30. Ensure that Deputy Commissioner, Public Information, and digital communications officers are notified when missing person is located.
    a. Request the removal of social media posts in regard to case.

COMMANDING /EXECUTIVE OFFICER/ DUTY CAPTAIN, PRECINCT/PSA /TRANSIT DISTRICT OF OCCURRENCE

31. Supervise and review actions taken by members of the service.
32. Ensure that all forms are properly prepared and forwarded.

ADDITIONAL DATA

OPERATIONAL CONSIDERATIONS

THERE ARE NO MINIMUM TIME LIMITS THAT MUST BE OBSERVED BEFORE ACCEPTING A REPORT OF A MISSING PERSON.

Missing person complaints WILL BE ACCEPTED for persons missing from temporary residences within New York City (hotels, rooming houses, etc.). However, complainants will also be instructed to report such cases to the local police agency covering the permanent residence of the missing person. UNDER NO CIRCUMSTANCES WILL COMPLAINANTS BE REFERRED DIRECTLY TO THE MISSING PERSONS SQUAD.
Missing persons ordinarily DO NOT INCLUDE the following:

a. Persons wanted for crimes; or
b. Persons wanted on warrants; or
c. Persons eighteen years of age or older who have left home voluntarily because of domestic, financial or similar reasons.

These exclusions are intended for persons who are likely to have fled VOLUNTARILY as a direct result of their status (e.g., a person wanted for a crime fleeing to avoid prosecution). However, the exclusions listed above shall not be used as a justification for failing to accept a missing persons report when the totality of the circumstances indicate that a person may in fact be missing.

In the event that a special category missing person is not found prior to the change of tour, the outgoing desk officers of both the precinct/PSA/transit district of occurrence and precinct/PSA of residence MUST confer with the incoming desk officer regarding the facts and details surrounding the case. The incoming desk officer will reference the Command Post Log to ensure the missing person's pedigree and important details pertaining to the case are disseminated during roll call for the outgoing platoon. The patrol boroughs of both the locations of occurrence and residence will inform the incoming duty captains of the status of all special category missing person investigations. The incoming precinct/PSA commanding officers, executive officers and/or duty captains concerned, in coordination with the assigned detective, will direct additional searches as necessary and will determine their scopes and durations. Complaints of missing New York City residents shall be recorded at the missing person's resident precinct and the commanding officer of the precinct/PSA of residence is ultimately responsible for directing the overall effort to locate the missing person.

ADDITIONAL DATA (continued)

Maintain, in front of Command Post Log, a listing of "special category" missing persons captioned as follows:

NAME OF MISSING PERSON	***SAFE RETURN INFORMATION***	***AGE***	***DATE OF REPORT***	***PAGE NUMBER***

SIXTY YEARS OF AGE AND OLDER – The Missing Persons Squad will make a daily telephone notification to the New York City Department for the Aging (DFTA) of persons sixty years of age and older who were reported missing for any reason during the previous calendar day. Hours of operation for the DFTA are 0900 to 1700 hours, Monday thru Friday, and the Missing Persons Squad will notify DFTA the next business day for missing persons reported on weekends or holidays.

The telephone notification shall include the name, address and contact numbers of a family member and/or caretaker of the missing person. A brief synopsis of the details along with the missing person's medical situation shall also be included in the telephone notification to DFTA.

NON-RESIDENTS - A report of person missing from a residence OUTSIDE New York City WILL NOT BE ACCEPTED. The complainant will be directed to report the case to the local police agency covering the residence of the missing person. The local police may request this Department to assist in the investigation. Assigned NYPD personnel will ascertain if any known locations of the missing person within New York City require a search given the facts of the initial investigation.

VICTIM OF A CRIME - When a person reported missing or unidentified is found to be the victim of a crime, the investigating member will notify the desk officer, precinct/PSA of residence and precinct/PSA/transit district of occurrence (if different) and the Missing Persons Squad. The member will also prepare an ***Omniform Complaint Revision*** *to close the missing person case. The member will then prepare another* ***COMPLAINT REPORT*** *and have a new complaint number assigned to the new case.*

The Missing Persons Squad is required to make a report through NYSPIN to the Central Registry as soon as possible upon receiving a notification of a missing child under eighteen years of age.

ACTIVATING LEVEL 1 MOBILIZATION

The patrol supervisor will not activate a Level 1 mobilization for a missing person without first consulting the commanding officer/duty captain. If additional personnel are deemed necessary by the patrol supervisor, they may, without prior consultation, deploy personnel from their command (e.g., administrative personnel, specialized personnel, etc.) to assist in the missing person investigation. If there are exigent circumstances and an immediate need for additional personnel for a missing person investigation (e.g., possible kidnapping-in-progress, etc.), the patrol supervisor may activate a Level 1 mobilization without prior approval, and consult with the commanding officer/duty captain as soon as possible.

RELATED PROCEDURES	*Department Social Media Accounts and Policy (P.G. 203-28)* *Complaint Reporting System (P.G. 207-01)* *Release of Information to News Media (P.G. 212-77)* *On-Line Juvenile Report System (P.G. 215-08)* *Unidentified Persons (P.G. 216-03)* *Notifications (P.G. 216-15)*
FORMS AND REPORTS	***COMPLAINT REPORT WORKSHEET (PD313-152A)*** ***JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)*** ***MISSING/UNIDENTIFIED PERSON REPORT (PD336-151)*** ***Omniform Complaint Revision***

NYPD

Section: Complaints		Procedure No: 207-25	
NOTIFICATIONS FROM CASEWORKERS EMPLOYED BY ADULT PROTECTIVE SERVICES AND THE DEPARTMENT FOR THE AGING			
DATE ISSUED: 01/09/15	DATE EFFECTIVE: 01/09/15	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide a comprehensive mechanism for receiving and responding to reports of crimes committed against clients and prospective clients of Adult Protective Services (APS) and the Department for the Aging (DFTA).

SCOPE This procedure establishes the manner in which the Department will receive, record, and, in appropriate circumstances, commence an investigation in those cases where caseworkers employed by Adult Protective Services and/or the Department for the Aging are presented with facts and circumstances giving the caseworker reason to believe that a crime has been committed against a client or any person being evaluated to become a client.

DEFINITIONS IMPAIRED ADULT ABUSE - Physical, sexual, emotional or financial abuse and/or neglect of a physically or mentally impaired adult, eighteen years of age or older, who is unable to provide for their own health, welfare or safety.

ELDER ABUSE - Physical, sexual, emotional or financial abuse and/or neglect of an individual sixty years of age or older.

PROCEDURE Upon receiving a report from a caseworker, employed by either Adult Protective Services or the Department for the Aging, alleging that a client of the agency or a person being evaluated to become a client has been the victim of a crime:

MEMBER OF THE SERVICE RECEIVING REPORT

1. Ascertain immediately if report relates to an ongoing condition that threatens health or safety of victim.

IF HEALTH OR SAFETY OF VICTIM APPEARS TO BE IN IMMEDIATE DANGER:

MEMBER OF THE SERVICE RECEIVING REPORT

2. Request medical assistance to the scene of occurrence.
   a. Ensure response of police personnel and resources, including Emergency Service Unit and patrol supervisor, as necessary.

IF HEALTH OR SAFETY OF VICTIM DOES NOT APPEAR TO BE IN IMMEDIATE DANGER:

MEMBER OF THE SERVICE RECEIVING REPORT

3. Notify radio dispatcher and request appropriate unit to be dispatched to scene.

UNIFORMED MEMBER OF THE SERVICE ASSIGNED

4. Respond to scene, and:
   a. Interview complainant/victim, witnesses and caseworker
   b. Comply with *P.G. 216-01, "Aided Cases General Procedure,"* if necessary
   c. Conduct thorough field investigation, obtain facts and safeguard evidence.
5. Comply with *P.G. 207-07, "Preliminary Investigation of Complaints (Other Than Vice Related or Narcotics Complaints)"* and *P.G. 208-36, "Family Offenses/Domestic Violence,"* if applicable.
   a. Canvass area for witnesses, if appropriate.
6. Notify special operations lieutenant, in addition to any other required notifications.
7. Notify precinct detective squad or domestic violence investigator, if appropriate, in all cases requiring further investigation.
   a. Notify the Detective Bureau's Financial Crimes Task Force in cases where elderly persons are victims of financial exploitation, con games and home repair scams.

ADDITIONAL DATA

The special operations lieutenant, who is designated to act as the liaison between this Department and caseworkers for Adult Protective Services and the Department for the Aging, will be notified in all cases when a caseworker employed by either agency makes a report of an elderly/impaired victim.

Cases involving incidents of domestic violence will continue to be the responsibility of the domestic violence prevention officer/investigator, who will be notified directly.

Whenever possible, Adult Protective Services and Department for the Aging caseworkers requiring police assistance in any given situation will contact the liaison at the precinct concerned to make advance arrangements for such assistance. When advance arrangement is not possible, caseworkers concerned will contact the desk officer, precinct concerned, to request such assistance. When the situation constitutes an emergency, caseworkers will contact 911 and request response.

Adult Protective Services and the Department for the Aging are valuable resources whose services may be utilized by members of the service (uniformed and civilian) to secure additional assistance when dealing with cases involving long-term investigation or those requiring access to financial or other records. The assigned investigator should attempt to obtain assistance from the Adult Protective Services or Department for the Aging caseworker through the precinct special operations lieutenant.

If questions exist as to what information or documents may be shared with the above agencies, members of the service may refer to Operations Order 3, series 2015, entitled, "Guidelines Regarding Release of Victim Information to Victim Advocacy Agencies" or contact the Legal Bureau for assistance.

Adult Protective Services caseworkers are experienced in arranging for the provision of food, shelter, medical care and financial assistance to physically or mentally impaired adults. In addition, Adult Protective Services personnel are authorized by law to

ADDITIONAL DATA (continued)

intervene to prevent evictions, assist clients in obtaining public assistance, and assist in arranging for heat, electric and cleaning services for clients in need of these services when no other family member is willing and/or able to do so on the client's behalf. The most typical client is a person sixty years of age or older, physically or mentally impaired without family ties.

The Department for the Aging provides emergency financial assistance and supportive services to elderly crime victims and elder abuse victims. Services include providing crime prevention and supportive counseling, home security repairs, e.g., windows and door locks for victims of forced entries, help in replacing stolen documents, assistance in filing Crime Victim Compensation Board claims, and securing other services such as Home Energy Assistance Program (HEAP) and Meals on Wheels.

The operational hours for both the Adult Protective Services and the Department for the Aging are Monday through Friday, 0900 to 1700 hours.

Each District Attorney's Office within the City of New York has special units or assigned assistants to specialize in cases involving the elderly. In the event that such assistance is required, the member of the service concerned should contact the appropriate District Attorney's Office during business hours and confer with the unit or assistant assigned to handle these cases.

RELATED PROCEDURES

Preliminary Investigation of Complaints (Other Than Vice Related or Narcotics Complaints) (P.G. 207-07)
Family Offenses/Domestic Violence (P.G. 208-36)
Involuntary Protection Service (P.G. 212-69)
Aided Cases General Procedure (P.G. 216-01)
Guidelines Regarding Release of Victim Information to Victim Advocacy Agencies (Operations Order 3, series 2015)

NYPD

PATROL GUIDE

Section: Complaints		Procedure No: 207-26	
VOLUNTARY SURRENDER OF WEAPONS WITH WRITTEN NOTICE			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To encourage and record the voluntary surrender of dangerous weapons.

PROCEDURE When a person asks how to surrender a dangerous weapon:

UNIFORMED MEMBER OF THE SERVICE

1. Direct person requesting such information to write a "notice of intent to surrender weapon" to the commanding officer of resident precinct including:
   a. Name and address
   b. Description of weapon
   c. Present location of weapon, and
   d. Time, date and place where weapon will be surrendered.

NOTE *If at the time of inquiry, the person physically possesses the weapon, the uniformed member of the service concerned will escort the person to the appropriate command where "Voluntary Surrender of Weapons Without Prior Notice" procedure will be followed (see P.G. 207-27).*

CLERICAL MEMBER

2. Enter name and address of writer and description of weapon in the Command Communications Log upon receipt of the written notice, and forward same to command clerk.

COMMAND CLERK

3. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
4. Attach copy of written "notice of intent" to file copy of the **COMPLAINT REPORT (PD313-152)**.

DESK OFFICER

5. Forward copy of **COMPLAINT REPORT** with the original "notice of intent" attached to precinct detective squad.

RELATED PROCEDURE *Voluntary Surrender of Weapons Without Prior Notice (P.G. 207-27)*

FORMS AND REPORTS ***COMPLAINT REPORT (PD313-152)***
COMPLAINT REPORT WORKSHEET (PD313-152A)

Section: Complaints		Procedure No: 207-27	
VOLUNTARY SURRENDER OF WEAPONS WITHOUT PRIOR NOTICE			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To encourage and record the voluntary surrender of dangerous weapons.

PROCEDURE When a person appears at a Department facility to surrender a dangerous weapon without having given prior notice:

DESK OFFICER

1. Request identification.
2. Make Command Log entry, including person's name and address, description of the weapon and other circumstances.

COMMAND CLERK

3. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)**, **PROPERTY CLERK INVOICE (PD521-141)** and other appropriate forms.
   a. If weapon is a firearm, also prepare **REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-168)**.

DESK OFFICER

4. Summon precinct detective squad member to take charge of the weapon and the person surrendering.

FORMS AND REPORTS

COMPLAINT REPORT WORKSHEET (PD313-152A)
PROPERTY CLERK INVOICE (PD521-141)
REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-168)

NYPD

PURPOSE To assist members of the service in the proper preparation and forwarding of **COMPLAINT REPORT WORKSHEETS (PD313-152A)** pertaining to complaints under the jurisdiction of the N.Y.P.D. Transit Bureau.

PROCEDURE When assigned to prepare a **COMPLAINT REPORT WORKSHEET** involving complaints alleged to have occurred under the jurisdiction of the Transit Bureau:

MEMBER OF THE SERVICE

1. Interview complainant thoroughly to ascertain:
   a. "Type of Location" and applicable "Jurisdiction Code."

NOTE *"Jurisdiction Code" refers to the bureau, division or agency having primary patrol responsibility over the specific location of occurrence. (See "ADDITIONAL DATA").*

2. Comply with the following for complaints that are under the jurisdiction of the Transit Bureau (i.e., New York City subway or elevated train lines):
   a. Enter the word **"NYC Transit Subway"** in the *"Type of Location (specific)"* caption of the **COMPLAINT REPORT WORKSHEET**
   b. Enter "01" as the jurisdiction code (meaning Transit Bureau) in Box 1 entitled *"Jurisdiction"*
   c. Enter the name of the train station of occurrence and the train line(s) that run at the location of incident in the *"Address/Location of Occurrence"* caption of the **COMPLAINT REPORT WORKSHEET**.
      i. Examples: 86 Street Station - "1, 9" lines
         Parsons Blvd. Station - "F" line
         High St. Station - "A, C" lines.

NOTE *To identify the appropriate "Location of Occurrence" for incidents occurring on a moving train, the incident will be recorded as occurring at the next (very first) station where the train stops regardless of precinct or patrol borough boundaries.*

   d. Fully describe the incident and reconstruct the elements of the offense(s) if any, and in addition, record the following information in the "Details" section of the **COMPLAINT REPORT WORKSHEET**:
      i. Time of victim's entry into the transit system
      ii. Station of entry into the transit system
      iii. Specific incident location in the transit system, e.g., train platform, mezzanine, booth, elevator, passageway, ramp, stairway, street stairway, escalator, etc.
         (a) If incident occurred on the train, indicate direction of travel (northbound/southbound/Manhattan bound, etc.), train line (letter or number) and train car location (indicate car number or location of car as front, middle, rear of train) if known

MEMBER OF THE SERVICE (continued)

Examples:
Northbound "4" train, car #944
Southbound "R" train, rear car

(b) If incident occurred on a N.Y.C. Transit System stairway, street stairway, passageway, ramp, escalator or booth, indicate the common N.Y.C. Transit System marking visibly posted or painted upon the location, if known

Examples:
S-3 (Street stairway)
M-4 (Mezzanine stairway)

iv. Method of escape, i.e., onto tracks, into tunnel, street, etc.

v. Total value of property damaged - in criminal mischief cases

vi. NOTIFICATIONS - include the rank, name, shield number and command of members notified from units within the Department (i.e., Borough Transit Squad, Precinct Detective Squad/BRAM, Missing Persons Squad, Transit Bureau Wheel, etc.).

PRECINCT/PSA DESK OFFICER

3. Verify that required notifications and proper referral of active cases have been made.
4. Review **COMPLAINT REPORT WORKSHEET** and make certain that necessary captions are completed and required information is provided in the "Details" section of the report.
5. Sign **COMPLAINT REPORT WORKSHEET**, upon verification that information is accurate and complete.
6. Give **COMPLAINT REPORT WORKSHEET** to command clerk for entry into the OMNIFORM System, as appropriate.
7. Direct command clerk to IMMEDIATELY FAX the **COMPLAINT REPORT WORKSHEET** to the desk officer, transit district of record so that the district concerned may take appropriate supplemental action, as necessary.
   a. Have command clerk telephone the district concerned to ensure receipt of FAXED report.

NOTE *If command's FAX machine is inoperable for any reason, the details of the **COMPLAINT REPORT WORKSHEET** MUST be telephoned to the desk officer, transit district of record. The desk officer, transit district of record shall ensure that the telephoned details are recorded on a **COMPLAINT REPORT WORKSHEET**.*

8. Have command clerk enter the transit district of record and the title/rank, name of the district member receiving the report in the "Details" section of the **COMPLAINT REPORT WORKSHEET**.
9. Retain **COMPLAINT REPORT WORKSHEET** in command file.
10. Ensure that those members of the service assigned to the operation of the OMNIFORM System enter the required transit - related information and correct jurisdiction code in the appropriate fields PRIOR TO FINALIZATION of the **COMPLAINT REPORT (PD313-152)**.

ADDITIONAL DATA

All members of the service are reminded that a clear distinction exists between the "Jurisdiction" code and the "Reporting Agency" code listed on a ***COMPLAINT REPORT WORKSHEET/Omniform Complaint Revision****.*

The "Jurisdiction" code refers to the bureau, division or agency having the primary patrol responsibility over the location of occurrence. The Transit Bureau (Jurisdiction code "01") has primary responsibility to patrol the New York City subway, subway stations and elevated train lines and the Transit Bureau District offices only. Accordingly, complaints not under the jurisdiction of the NYPD Transit Bureau shall ***NOT*** *be classified as "01" (Transit Bureau).*

Some stairways, street stairways, passageways and ramps are the property of other transportation facilities such as the LIRR (code "06), PATH (code "03"), AMTRAK (code "07"), or Metro-North (code "15"). Complaints alleged to have occurred at these locations are considered off the NYC Transit System and the appropriate jurisdiction code ***MUST*** *be entered by the member of the service preparing a* ***COMPLAINT REPORT WORKSHEET/Omniform Complaint Revision****.*

The Pattern Identification Module (PIM) Transit Bureau Liaison assigned to each Patrol Services Bureau Borough command will thoroughly review all complaints, regardless of jurisdictional code, to ensure that all transit-related crimes have been reported to the appropriate transit district of record.

The "Reporting Agency" code refers to the specific assignment of the member of the service who is preparing the ***COMPLAINT REPORT WORKSHEET/Omniform Complaint Revision*** *or who effected the recorded arrest, as follows:*
Code "00" NYPD MOS (not assigned to Transit Bureau or Housing Bureau)
Code "01" NYPD Transit Bureau MOS
Code "02" NYPD Housing Bureau MOS
Codes "03 through 15" Other Agency Officers

RELATED PROCEDURE

Follow-Up Investigations Of Complaints Already Recorded (P.G. 207-09)

FORMS AND REPORTS

COMPLAINT REPORT WORKSHEET (PD 313-152A)
Omniform Complaint Revision

PURPOSE To investigate, take corrective action and record non-criminal conditions occurring on N.Y.C. Housing Authority locations.

SCOPE **FIELD REPORT (PD313-1511)** will be used to record the following non-criminal conditions occurring on N.Y.C. Housing Authority locations:

a. Playing in prohibited areas
b. Noise complaints
c. Other breaches of Housing Authority Rules and Regulations
d. Follow-up dispositions
e. Repairs
f. Damage, accidental
g. Damage, non-criminal
h. Damage, cause unknown
i. Lingering
j. Complaint unclassified
k. Abandoned and derelict vehicles
l. Resident disputes
m. Fire, non-suspicious
n. Other conditions as specified by appropriate Patrol Guide procedures.

PROCEDURE When becoming aware of any of the above non-criminal conditions occurring on N.Y.C. Housing Authority locations:

UNIFORMED MEMBER OF THE SERVICE

1. Take appropriate police action.
2. Make a complete and accurate digital **Activity Log** entry.
3. Prepare **FIELD REPORT** and deliver to police service area desk officer.
   a. Obtain and enter serial number assigned in digital **Activity Log**.
   b. Telephone details to police service area clerk for preparation of **FIELD REPORT**, if assigned to foot patrol or delivery of **FIELD REPORT** is not practical.
      (1) Sign **FIELD REPORT** at end of tour, if possible.

COMMAND CLERK

4. Enter reported condition on **INCIDENT INDEX - ON DEVELOPMENT (NYCHA 080.105)**.
   a. Assign the next serial number and have serial number entered on **FIELD REPORT**.
5. Submit completed **FIELD REPORTS** to police service area desk officer.

PSA DESK OFFICER

6. Review **FIELD REPORTS** for completeness and accuracy.
   a. Ensure that necessary captions are completed and sign.
7. Distribute copies of **FIELD REPORTS**, as follows:
   a. Original - Police Service Area of occurrence.
   b. 1st copy - Housing Authority Development Manager, during second platoon, next business day.
   c. 2nd copy - Reporting officer.

ADDITIONAL DATA

Uniformed members of the service not assigned to police service area commands, that prepare a ***FIELD REPORT****, must contact the police service area of occurrence by telephone and request a* ***FIELD REPORT*** *serial number from the command clerk. Once the* ***FIELD REPORT*** *has been fully prepared, numbered, and signed by the desk officer, the* ***FIELD REPORT*** *will be forwarded direct to the police service area of occurrence, via Department mail.*

FORMS AND REPORTS

FIELD REPORT (PD313-1511)
INCIDENT INDEX - ON DEVELOPMENT (NYCHA 080.105)

NYPD

PURPOSE To record and process statements of witnesses to incidents from which a civilian complaint arises.

PROCEDURE When a person is present in a Department facility and wishes to make a statement as a witness to an incident involving a civilian complaint:

MEMBER OF THE SERVICE

1. Interview witness.

NOTE *If the witness appears to have difficulty understanding/communicating in English, the member of the service concerned should comply with P.G. 212-90, "Guidelines for Interaction with Limited English Proficient (LEP) Persons." Due to the sensitive nature of corruption/misconduct complaints, the use of the Language Line Service is the preferred interpretation method in these types of cases. If the complainant appears to be hearing impaired, the member of the service receiving the complaint should comply with P.G. 212-104, "Interaction with Hearing Impaired Persons.*

2. Provide witness with first copy of **CIVILIAN COMPLAINT REPORT (PD313-154**) to be prepared in witness's own handwriting.
3. Prepare **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET) (PD313-154B)** and include the following under caption "Additional Comments:"
   a. If witness is apparently under the influence of an intoxicant or drug.
   b. If witness is apparently suffering from a mental disorder or evidences any condition bearing on his/her credibility.
   c. Physical condition of witness, noting any visible marks or injuries relative to the complaint.
4. Have four typewritten copies of **CIVILIAN COMPLAINT REPORT** and two typewritten copies of **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)** prepared.
   a. Enter same serial number on witness statement as is assigned to the related civilian complaint.
5. Have witness sign copies of **CIVILIAN COMPLAINT REPORT**, under caption "Complainant's Signature" (cross out "Complainant" and insert "Witness").

NOTE *The witness is NOT to sign the **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)**.*

6. Review and sign all copies of the **CIVILIAN COMPLAINT REPORT** and the **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)**.
7. Give one typewritten copy of **CIVILIAN COMPLAINT REPORT**, marked "Complainant Copy," to the witness as a receipt.

NOTE *DO NOT GIVE WITNESS A COPY OF THE* ***CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)****.*

MEMBER OF THE SERVICE (continued)

8. Attach one copy of witness's statement to each related copy of civilian complaint.
9. Process in accordance with *P.G. 207-31, "Processing Civilian Complaints."*

ADDITIONAL DATA *If witness appears at command* <u>*after*</u> ***CIVILIAN COMPLAINT REPORT*** *has been forwarded or at a command, other than where the original complaint was lodged, the desk officer/supervisor will comply with all procedures listed above. In addition, the desk officer/supervisor will telephone the Civilian Complaint Review Board, Intake Unit, to obtain the assigned Civilian Complaint Review Board or Chief of Department serial number. The assigned serial number must be entered on both the* ***CIVILIAN COMPLAINT REPORT*** *and the* ***CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)****.*

RELATED PROCEDURES
Processing Civilian Complaints (P.G. 207-31)
Allegations of Corruption and Other Misconduct Against Members of the Service (P.G. 207-21)

FORMS AND REPORTS
CIVILIAN COMPLAINT REPORT (PD313-154)
CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET) (PD 313-154B)

NYPD

PURPOSE To record and initiate investigation of complaints from civilians alleging misconduct by uniformed members of the service.

SCOPE Complaints against uniformed members of the service may be made at any patrol precinct, police service area, transit district, traffic unit, Internal Affairs Bureau, or any other office of the Department, including the Office of the Police Commissioner or office of a deputy commissioner.

DEFINITIONS INVESTIGATING SUPERVISOR - for the purpose of this procedure will be:

a. In a patrol command - the Platoon Commander, Special Operations Lieutenant, or Integrity Control Officer of the command receiving the complaint will conduct investigation.
   (1) If the Platoon Commander, Special Operations Lieutenant, or the Integrity Control Officer is unavailable, the commanding officer/duty captain will assume charge of the preliminary investigation.

b. In other than a patrol command - a supervisor or duty captain from the next higher command will perform the investigation.

SUPERVISOR REVIEWING CIVILIAN COMPLAINT - Supervising member of the service who reviews a **CIVILIAN COMPLAINT REPORT (PD313-154)** prepared by a subordinate member. The reviewer must be at least one rank higher than the member receiving the **CIVILIAN COMPLAINT REPORT**.

PROCEDURE Upon receipt of a complaint from a civilian alleging misconduct by a uniformed member of the service:

MEMBER OF THE SERVICE RECEIVING COMPLAINT

1. Report all misconduct complaints (see exceptions in following "*NOTE*") including unnecessary use of force, abuse of authority, discourtesy, offensive language, etc., to Civilian Complaint Review Board, Intake Unit at 1-800-341-2272 (24 hours).

NOTE *Complaints of corruption or other misconduct not within the jurisdiction of the Civilian Complaint Review Board will be referred to the Internal Affairs Bureau Command Center (see P.G. 207-21, "Allegations of Corruption and Other Misconduct Against Members of the Service").*

2. Process complaints as follows:
   a. MADE IN PERSON
      (1) Interview complainant.
      (2) Give complainant first copy of **CIVILIAN COMPLAINT REPORT (PD313-154)** to be prepared in complainant's own handwriting.

MEMBER OF THE SERVICE RECEIVING COMPLAINT (continued)

(3) Furnish assistance or allow other person to assist in preparing the form. Enter under "Details" reason assistance was given.

(4) Have complainant sign form under appropriate caption and have representative or person assisting, if any, sign form under caption "Details."

b. RECEIVED BY MAIL

(1) Attach original letter of complaint to first copy of **CIVILIAN COMPLAINT REPORT** ordinarily prepared by civilian complainant.

(2) Make photocopy of original letter of complaint and attach to file copy of **CIVILIAN COMPLAINT REPORT**.

(3) Enter Civilian Complaint Review Board or Chief of Department serial number, as appropriate, in a conspicuous location at the top of original letter of complaint.

c. RECEIVED BY TELEPHONE

(1) Prepare first copy of **CIVILIAN COMPLAINT REPORT** in own handwriting and treat as if prepared by complainant. All captions are to be completed. If requested information is not given, indicate such in appropriate captions on **REPORT**.

(2) Advise complainant he/she will receive a written acknowledgement from the Civilian Complaint Review Board.

d. IN PERSON (DOES NOT WANT TO IMMEDIATELY MAKE COMPLAINT) - When a complainant is present in any police facility and does not want to immediately make a complaint or furnish the member of the service receiving the complaint with details of the incident:

(1) PROVIDE the complainant with the first copy of **CIVILIAN COMPLAINT REPORT**.

(2) Advise complainant that the complaint may be delivered in person, taken over the telephone, or sent by mail to any patrol precinct, police service area, transit district, traffic unit, Internal Affairs Bureau, or any other office of the Department, including the Office of the Police Commissioner or office of a deputy commissioner. IN ADDITION, provide the complainant with the telephone number of the Civilian Complaint Review Board, Intake Unit at 1-800-341-2272 (24 hours).

(3) When a member of the service receives a request for a **CIVILIAN COMPLAINT REPORT**, the desk officer/ supervisor will be advised and a Command Log entry will immediately be made and shall include the name of the complainant, if provided, physical description, e.g., sex, race, age and any other pertinent information.

NOTE *If the complainant appears to have difficulty understanding/communicating in English, the member of the service concerned should comply with P.G. 212-90, "Guidelines for Interaction with Limited English Proficient (LEP) Persons." Due to the sensitive nature of corruption/misconduct complaints, the use of the Language Line Service is the preferred interpretation method in these types of cases. If the complainant appears to be hearing impaired, the member of the service receiving the complaint should comply with P.G. 212-104, "Interaction with Hearing Impaired Persons."*

To prevent an interruption or delay in vital services, the telephone switchboard operator will refer an allegation of misconduct to the desk officer who will record pertinent details of the allegation.

MEMBER OF THE SERVICE RECEIVING COMPLAINT (continued)

3. Prepare **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET) (PD313-154B)** and include the following under the caption "Additional Comments:"
   a. If complainant is apparently under the influence of an intoxicant or drug.
   b. If complainant is apparently suffering from a mental disorder or evidences any condition bearing on his/her credibility.
   c. Physical condition of complainant, noting any visible marks or injuries relative to the complaint.
      (1) Take photograph of area of body that was reportedly injured, when possible, with complainant's consent.
4. Inform Civilian Complaint Review Board, Intake Unit, immediately by telephone 1-800-341-2272 (24 hours) of:
   a. Summary of alleged misconduct
   b. Time complainant arrived, or letter or call received
   c. Name and address of complainant. Indicate if anonymous, transient or homeless
   d. Rank, name, shield number and command of member complained of, if known
   e. Reporting command
   f. Name, rank, and command of member transmitting information.

NOTE *A follow-up notification to the Internal Affairs Bureau Command Center at (212) 741-8401, will also be made to obtain an Internal Affairs Bureau log number. Indicate that number on the top of the **CIVILIAN COMPLAINT REPORT**, under the caption I.A.B. LOG #.*

5. Obtain Civilian Complaint Review Board or Chief of Department serial number and time recorded from Civilian Complaint Review Board, Intake Unit, and enter on **CIVILIAN COMPLAINT REPORT**.
6. Request complainant and/or witnesses to remain if:
   a. Requested by Civilian Complaint Review Board, Intake Unit, pending telephone and/or in person interview by investigator to clarify complaint allegation(s), etc.
   b. Complaint has been assigned a Chief of Department serial number and the complainant is a transient or homeless.

MEMBER OF THE SERVICE RECEIVING COMPLAINT (continued)

7. Notify Investigating Supervisor to initiate investigation of alleged complaint(s) if:
   a. Doubt exists as to the identity of the member of the service against whom the complaint is being lodged, OR
   b. Complaint has been assigned a Chief of Department serial number and the complainant is a transient or homeless.
8. Have four typewritten copies of **CIVILIAN COMPLAINT REPORT** and two typewritten copies of **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)** prepared.
9. Review and sign all copies of **CIVILIAN COMPLAINT REPORT** and **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)**.
10. Give one typewritten copy of **CIVILIAN COMPLAINT REPORT**, marked "Complainant Copy," to the complainant as a receipt.

NOTE ***DO NOT GIVE COMPLAINANT A COPY OF THE CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)***.

11. Have a Command Log entry made consisting of the following information:
    a. Name and address of complainant
    b. Time of complainant's arrival and departure or time of receipt of letter or telephone call
    c. Physical condition of complainant, noting any visible marks or injuries relative to the complaint
    d. Identity of member complained of, if known
    e. Civilian Complaint Review Board or Chief of Department serial number assigned.
12. Have two copies of **Typed Letterhead** prepared in a command not maintaining a Command Log, addressed to the commanding officer, and containing the information described in step 11.

INVESTIGATING SUPERVISOR

13. Initiate investigation as indicated in step 7 above.
14. Notify the Civilian Complaint Review Board, Intake Unit at (800) 341-2272 (24 hours) of the results of the investigation.
15. Record the results of the investigation on the **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY WORKSHEET)** under the caption "Additional Comments" and return to the member of the service receiving complaint for distribution.
16. Record results of investigation in Command Log.
    a. Commands not maintaining a Command Log will record the results of the investigation as per step 12 above.
17. Notify the commanding officer/duty captain if unable to ascertain the identity of the member against whom the complaint is being lodged.

SUPERVISOR REVIEWING CIVILIAN COMPLAINT REPORT

18. Review **CIVILIAN COMPLAINT REPORT** prepared by member of the service receiving complaint.
    a. If a civilian complaint is made in person or by telephone and it involves member(s) of the reporting command, ensure that all related Department documents are included with the **REPORT** (See *NOTE* following step 20).
    b. Complete following captions: "Title, Tax Registry Number and Signature of Reviewing Supervisor, Name Printed, and Date".
    c. Submit entire package to commanding officer.

COMMANDING OFFICER OF MEMBER RECEIVING COMPLAINT

19. Endorse and forward original **Typed Letterhead** to next higher command maintaining a Command Log.
    a. Have duplicate filed.
20. Distribute copies of **CIVILIAN COMPLAINT REPORT** and **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)** as follows:
    a. Complaints within Civilian Complaint Review Board jurisdiction:
        (1) Forward original typewritten **CIVILIAN COMPLAINT REPORT**, handwritten complaint and "Investigating Entity" copy of the **STATISTICAL SUMMARY SHEET**, with photograph, if taken, to Internal Affairs Bureau, Civilian Complaint Review Board Liaison, in a sealed envelope, DIRECT
        (2) Distribute remaining copies of **CIVILIAN COMPLAINT REPORT** and **STATISTICAL SUMMARY SHEET** as indicated at bottom of each form.
    b. Complaints within the Chief of Department jurisdiction:
        (1) Forward original typewritten **CIVILIAN COMPLAINT REPORT**, handwritten complaint and "Investigating Entity" copy of the **STATISTICAL SUMMARY SHEET**, to Investigation Review Section, Office of the Chief of Department, in a sealed envelope, DIRECT.
        (2) Distribute remaining copies of **CIVILIAN COMPLAINT REPORT** and **STATISTICAL SUMMARY SHEET** as indicated at bottom of each form.

NOTE *When a complaint is made in person or by telephone and involves a member of the service assigned to the reporting command, attach to the* ***CIVILIAN COMPLAINT REPORT****:*

a. All Department related documents (e.g., ***COMPLAINT REPORT WORKSHEET (PD313-152A)****,* ***C****ommand Log entries, printout of digital* ***Activity Log*** *entries, ICAD Event Information,* ***ROLL CALL****, etc.).*

The completed package will then be forwarded to the Internal Affairs Bureau, Civilian Complaint Review Board Liaison Unit in Department mail. Department records will not be forwarded direct to the Civilian Complaint Review Board.

ADDITIONAL DATA

Complaints made against uniformed members of the service involving unnecessary use of force, abuse of authority, discourtesy or offensive language will be directed to the Civilian Complaint Review Board, Intake Unit, and be assigned a Civilian Complaint Review Board serial number. Additionally, complaints against uniformed members alleging other acts of misconduct, i.e., fail to properly perform duty, unwarranted traffic summons, etc., will be directed to the Civilian Complaint Review Board, Intake Unit, and be assigned a Chief of Department serial number.

Complaints made against civilian members of the service, including traffic enforcement agents, which would normally be within the jurisdiction of the Civilian Complaint Review Board (i.e., unnecessary use of force, abuse of authority, discourtesy, or offensive language), will be directed to the Internal Affairs Bureau for screening at (212) 741-8401, 8402, 8403 or 8404. One typewritten copy of the ***CIVILIAN COMPLAINT REPORT*** *will be given to the complainant as a receipt. The handwritten copy and the "Investigating Entity" copy of the* ***CIVILIAN COMPLAINT REPORT*** *and the "Investigating Entity" copy of the* ***STATISTICAL SUMMARY SHEET*** *will be forwarded to the Internal Affairs Bureau direct in a sealed envelope. The remaining copies of the* ***CIVILIAN COMPLAINT REPORT*** *and* ***STATISTICAL SUMMARY SHEET*** *will be distributed as indicated at the bottom of each form. It should be noted that NO portion of either the* ***CIVILIAN COMPLAINT REPORT*** *or the* ***STATISTICAL SUMMARY SHEET*** *is to be forwarded to the Civilian Complaint Review Board for complaints made against civilian members of the service. Steps 1, 4, 5 and 19 of this procedure do not apply to complaints involving civilian members of the service.*

Complaints alleging corruption or other misconduct against any uniformed or civilian member of the service, including traffic enforcement agents, will be directed to the Internal Affairs Bureau Command Center (see P.G. 207-21, "Allegations of Corruption and Other Misconduct Against Members of the Service").

If a civilian complaint originates at a precinct stationhouse, transit district or PSA and is the result of a radio run within the last twenty-four hours, the member of the service receiving the complaint will attach a copy of the ICAD Event Information to the ***CIVILIAN COMPLAINT REPORT*** *prior to forwarding the paperwork to the Internal Affairs Bureau or the Investigation Review Section, Office of the Chief of Department.*

Any request for Department records made by representatives of the Civilian Complaint Review Board will be referred to the Internal Affairs Bureau, Civilian Complaint Review Board Liaison, for necessary attention. Department records will not be forwarded direct to the Civilian Complaint Review Board.

Complaints against federal, state, or city employees, other than members of the New York City Police Department, involving allegations of corruption or serious misconduct, will be processed in accordance with P.G. 207-22, "Allegations of Corruption Against City Employees (Other than Members of the New York City Police Department)." Any other complaint will be processed in accordance with P.G. 207-01, "Complaint Reporting System."

A complainant seeking to register a complaint, which does not affect this Department or a federal, state, or city agency as described above, will be referred to the non-governmental entity concerned. The desk officer will explain the reason for the referral to the complainant, and will assist the complainant in lodging the complaint in any way possible with the proper agency.

ADDITIONAL DATA (continued)

A member of the service may prefer a civilian complaint against another member of the service. Investigation of such complaint will be conducted by the commanding officer(s) assigned by the Commanding Officer, Investigation Review Section, Office of the Chief of Department.

Whenever a member of the service is a victim of disparaging remarks relative to his/her ethnicity, race, religion, gender, or sexual orientation, made by another member of the service, he/she may register a complaint with the Civilian Complaint Review Board. The Civilian Complaint Review Board will record the complaint and forward a summary of the allegation to the Equal Employment Opportunity Division for investigation. The commanding officer of the member complained of will receive a copy of the ***CIVILIAN COMPLAINT REPORT*** *from the Equal Employment Opportunity Division.*

RELATED PROCEDURES

Complaint Reporting System (P.G. 207-01)
Civilian Complaints – Witness Statement (P.G. 207-30)
Allegations of Corruption and other Misconduct against Members of the Service (P.G. 207-21)
Allegations of Corruption against City Employees (Other than Members of the New York City Police Department) (P.G. 207-22)

FORMS AND REPORTS

CIVILIAN COMPLAINT REPORT (PD313-154)
CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET) (PD313-154B)
ROLL CALL (PD406-144)
Typed Letterhead

NYPD

PURPOSE To investigate, refer, and analyze complaints of robberies involving or including the larceny of an automobile.

PROCEDURE When assigned to investigate a complaint of any crime which involves or includes the forcible theft of an automobile:

UNIFORMED MEMBER OF THE SERVICE

1. Interview complainant and witnesses, obtain facts, and safeguard evidence.
2. Conduct field investigation.
   a. Transmit alarm
   b. Detain witnesses, where necessary.
3. Take immediate summary action, if possible.
4. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
5. Notify the precinct detective squad/Burglary/Robbery Apprehension Module (BRAM).
6. Refer complaint requiring further investigation, except cases closed by arrest, to:
   a. Precinct Detective Squad (PDS), OR
   b. Precinct Burglary/Robbery Apprehension Module (BRAM) OR
   c. Special Victims Squad (SVS).
7. Notify desk officer upon completion of investigation and deliver **COMPLAINT REPORT WORKSHEET** as soon as possible.

DESK OFFICER

8. Direct member of the service to enter **COMPLAINT REPORT WORKSHEET** into the OMNIFORM System.
9. Verify that alarm has been transmitted and that required notifications and proper referral of complaint have been made.
10. Review the complaint in OMNIFORM System and compare to **COMPLAINT REPORT WORKSHEET**.
11. Ensure that a copy of the **COMPLAINT REPORT (PD313-152)** is forwarded to the Precinct Detective Squad, Precinct Burglary/Robbery Apprehension Module or Special Victims Squad, as appropriate.

ASSIGNED BRAM/PDS/SVS INVESTIGATOR

12. Conduct initial interview of complainant and witnesses.
    a. Canvass vicinity of crime scene, if necessary, to locate witnesses
    b. Evaluate available evidence
    c. Prepare **COMPLAINT FOLLOW-UP INFORMATIONAL**(s) **(PD313-081A)**, recording results of interview(s) and other investigative steps taken.
13. Identify and arrest perpetrator(s).
14. Analyze complaint information and compare to other available complaint and recovery data from Computer Assisted Robbery System (CARS) Unit and Alarm Board.
    a. Determine if case is part of a pattern of organized robberies
    b. Determine if autos are being exported, tagged or resold for parts, if part of a pattern.

ASSIGNED BRAM/PDS/SVS SUPERVISOR/ BOROUGH ROBBERY SQUAD INVESTIGATOR

15. Refer case, if determined to be part of a pattern, to appropriate borough robbery squad for further investigation and notify patrol and detective borough command of pattern information.
16. Investigate assigned case and pattern and:
    a. Identify and arrest perpetrator(s)
    b. Conduct lineups

NOTE

If a minor (under eighteen years of age) is to be used as a non-suspect participant in a lineup, ensure that ***CONSENT FORM - NON-SUSPECT MINOR (PD377-030)*** *is/has been prepared and signed by the parent/legal guardian of the minor prior to lineup.*

    c. Execute search warrant(s)
    d. Examine and identify recovered vehicle(s).

ADDITIONAL DATA

Whenever the offense of robbery of an automobile occurs in connection with another more serious offense (e.g., homicide, sex offenses, kidnapping) the complaint will be referred to the investigatory unit normally responsible for conducting the investigation of that more serious offense (e.g., borough Special Victims Squad, Major Case Squad).

FORMS AND REPORTS

COMPLAINT FOLLOW-UP INFORMATIONAL (PD313-018A)
COMPLAINT REPORT WORKSHEET (PD313-152A)
CONSENT FORM - NON-SUSPECT MINOR (PD377-030)

Section: Complaints		Procedure No: 207-33	
RECORDING ENFORCEMENT INCIDENTS			
DATE ISSUED: 05/31/18	DATE EFFECTIVE: 05/31/18	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To clarify the boundaries within which police service area/transit district/precinct commands will record enforcement incidents as being "ON-DEVELOPMENT" or within the jurisdiction of the New York City Housing Authority.

DEFINITIONS ENFORCEMENT INITIATIVE - For the purpose of this procedure, is considered to be:

a. A complaint as defined in *P.G. 207-01, "Complaint Reporting System,"* OR
b. An arrest as defined in *P.G. 208-03, "Arrests - General Processing,"* OR
c. A summons as defined in *P.G. 209-01, "Conditions of Service"* or Civil Summons Returnable to the Office of Administrative Trials and Hearings (OATH) as described in *P.G. 209-12, "Personal Service of Civil Summons Returnable to the Office of Administrative Trials and Hearings (OATH) - General Procedure - Non-CJRA Offenses,"* OR
d. Any situation which requires the preparation of a **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)** or a **YOUTH REFERRAL (PD377-153)**.

DEVELOPMENT - An "enforcement incident" will be classified "ON-DEVELOPMENT" if it occurred at any of the following locations:

a. All New York City Housing Authority buildings, apartments, managers' offices, maintenance areas, storage rooms, etc.
b. All walkways, grounds, parking areas and development driveways located within New York City Housing Authority developments.
c. Stores, laundries, community centers, childcare centers, senior citizen centers, health stations, etc., which operate within New York City Housing Authority buildings.
d. From the center line of streets which are contiguous to New York City Housing Authority grounds inward toward New York City Housing Authority buildings.
e. Entire city streets where Housing Authority developments are located on both sides of the street. For those city streets where Housing Authority developments are immediately adjacent to privately owned residences, commercial establishments, etc., then only the length of the Housing Authority development, from the center line of the street to the Housing Authority development building line, will be considered an on-project enforcement incident.
f. New York City Parks Department areas and playgrounds within or immediately adjacent to New York City Housing Authority grounds.
g. New York City Department of Education playgrounds within or immediately adjacent to New York City Housing Authority grounds.
h. Piers or bulkheads immediately adjacent to New York City Housing Authority grounds.

DEFINITIONS (continued)

OFF-DEVELOPMENT - For the purpose of this procedure, is an "enforcement incident" which occurs at a location not listed above.

NOTE

When an "enforcement incident" begins "off-development" but ends "on-development," or vice versa, the jurisdictional determinant will be the location where the incident originally started.

PROCEDURE

When an "enforcement incident" is determined to be "on-development" or having occurred within the jurisdiction of the New York City Housing Authority:

MEMBER OF THE SERVICE

1. Ensure that the Housing Authority jurisdiction code "02" is entered, in the appropriate captions on **COMPLAINT REPORTS (PD313-152)**, **ON LINE BOOKING SYSTEM ARREST WORKSHEETS (PD244-159)**, and other appropriate reports prepared, for enforcement incidents occurring on Housing Authority locations.
   a. Data entries into the On Line Complaint and On Line Booking Systems of such enforcement incidents will include the Housing Authority jurisdiction code "02," if applicable.

PRECINCT/ DISTRICT COMMANDERS

2. Ensure that respective police service area commanders are informed of all complaints and enforcement activity occurring on Housing Authority locations which were recorded by other than Housing Bureau personnel.

RELATED PROCEDURES

Complaint Reporting System (P.G. 207-01)
Conditions of Service (P.G. 209-01)
Personal Service of Civil Summons Returnable to the Office of Administrative Trials and Hearings (OATH) - General Procedure - Non-CJRA Offenses (P.G. 209-12)
Arrests - General Processing (P.G. 208-03)
On-Line Juvenile Report System (P.G. 215-08)

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)
ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)
YOUTH REFERRAL (PD377-153)

PURPOSE To outline the duties and responsibilities of a member of the service when made aware of a complaint involving Identity Theft.

DEFINITION A person is guilty of Identity Theft when he or she knowingly and with intent to defraud assumes the identity of another person by presenting himself or herself as that other person, or by acting as that other person or by using personal identifying information of that other person and thereby: obtains goods, money, property or services or uses credit in the name of such other person or causes financial loss to such person or to another person (NYS Penal Law 190.77-190.80).

SCOPE Complaints involving Identity Theft can be complex in nature stemming from a myriad of variables and permutations. The member of the service encountering such a complaint must realize the possibility that such a complaint can potentially encompass numerous crimes. As a result, the **Crime Complaint Reporting System Reference Guide (Rev. 6/11)** will be used to classify Identity Theft related crimes. Significant clarifications and changes have been made to the **Crime Complaint Reporting System Reference Guide** to instruct the member of the service in the proper classification of Identity Theft related crimes. It must be noted that the "Seven Major Felony Rule" *P.G. 207-01, "Complaint Reporting System"* will still be applicable.

PROCEDURE When a member of the service is made aware of a complaint involving Identity Theft:

MEMBER OF THE SERVICE

1. Determine whether the complainant is a victim of Identity Theft.
2. Ascertain where the complainant/victim resides (i.e. inside or outside NYC).
3. Instruct and assist the complainant/victim in preparing pages 1 and 2 of the **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)** if the complaint meets the criteria outlined in the **Crime Complaint Reporting System Reference Guide**.
   a. Ensure complainant signs **BOTH** waivers on pages 1 and 2.
   b. If necessary, assist complainant in contacting credit card issuer for required information (e.g. address where card was sent etc.)

NOTE *A refusal by the complainant/victim to prepare or sign the **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** form does not preclude the requirement to prepare a **COMPLAINT REPORT**. Any refusal by the complainant to prepare or sign a **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** form will be noted in the details section of the **COMPLAINT REPORT**.*

MEMBER OF THE SERVICE (continued)

4. Prepare **COMPLAINT REPORT (PD313-152)**.
   a. Utilize the **Crime Complaint Reporting System Reference Guide** as well as the charts on the cover sheet of the **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** to classify **COMPLAINT REPORT**.
5. Forward completed **COMPLAINT REPORT** and **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** to Desk Officer for review.

DESK OFFICER

6. Review **COMPLAINT REPORT** and **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** for accuracy and completeness.
7. Ensure **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** is attached to precinct file copy of **COMPLAINT REPORT**.
   a. Ensure that copies of the **COMPLAINT REPORT** and **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** are forwarded to the precinct detective squad.
8. Refer complainant/victim to the precinct detective squad for further investigation and preparation of **IDENTITY THEFT PRELIMINARY INVESTIGATION REPORT (PD313-0847)**, if detective squad member is available.
9. Ensure notification is made to the Financial Crimes Task Force for complaints involving Identity Theft related larcenies and loss is valued at $5,000 or more.
   a. Ensure time, date, and name of member notified are included in the "Details" section of the **COMPLAINT REPORT**.

DETECTIVE SQUAD MEMBER

10. Interview complainant and prepare **IDENTITY THEFT PRELIMINARY INVESTIGATION REPORT**.
11. Review **COMPLAINT REPORTS** daily for Identity Theft cases and conduct follow-up investigations on all cases not previously referred for investigation.

ADDITIONAL DATA

*If a **COMPLAINT REPORT** was initially taken for lost/stolen property or related offenses (Robbery, Burglary, etc.) and the complainant/victim subsequently becomes a victim of Identity Theft resulting from the initial complaint, the member of the service will prepare an **Omniform Complaint Revision** or **COMPLAINT FOLLOW-UP INFORMATIONAL (PD313-081A)**, as appropriate, and instruct and assist the complainant/victim in preparing pages 1 and 2 of **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT**. The above will be adhered to only after a thorough investigation reveals a nexus between the initial **COMPLAINT REPORT** and the complainant consequently becoming a victim of Identity Theft. If this criteria is not met, then a new **COMPLAINT REPORT** will be generated for the appropriate crime. If the reporting command is not the command of incident, the Desk Officer will ensure the **Omniform Complaint Revision** or **COMPLAINT FOLLOW-UP INFORMATIONAL**, and **COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT** are forwarded to the originating command of incident.*

ADDITIONAL DATA (continued)

The Financial Crimes Task Force will be responsible for the investigation of all cases involving Identity Theft related larcenies where loss is valued at $5,000 or more, or there is a pattern involving more than one NYPD precinct, or for any case where the expertise, equipment and resources of the Financial Crimes Task Force are most appropriate to the investigation.

Any questions not specifically answered in the ***Crime Complaint Reporting System Reference Guide*** *may be directed to the Quality Assurance Division's Data Integrity Unit.*

RELATED PROCEDURE

Lost or Stolen Property/Identity Theft (P.G. 207-12)

FORMS AND REPORTS

COMPLAINANT'S REPORT OF LOST OR STOLEN PROPERTY/IDENTITY THEFT (PD313-1516)
IDENTITY THEFT PRELIMINARY INVESTIGATION REPORT (PD 313-084)
COMPLAINT REPORT (PD313-152).
COMPLAINT FOLLOW-UP INFORMATIONAL (PD313-081A)
Omniform Complaint Revision

PURPOSE

To provide information to the public in the event a person who is:

a. Sixty-five years of age or older, and

b. Meets the additional qualifying criteria of a "vulnerable senior," (i.e. a person sixty-five years of age or older with dementia, as a result of Alzheimer's disease or a similar condition) and,

c. Is reported missing under circumstances indicating he/she is in imminent danger of serious bodily harm or death.

DEFINITIONS

SILVER ALERT - A communication to the public of identifying information concerning a "vulnerable senior" who is reported missing to the Department or other law enforcement agency under circumstances indicating that the person is in imminent danger of serious bodily harm or death. The determination to activate a Silver Alert shall be made by a captain or above assigned to the Detective Bureau.

VULNERABLE SENIOR - A person sixty-five years of age or older with dementia, as a result of Alzheimer's disease or a similar condition.

PROCEDURE

When responding to a report of a missing person and information received indicates that the case may qualify for a Silver Alert:

UNIFORMED MEMBER OF THE SERVICE

1. Comply with *P.G. 207-23, "Missing Persons"* and request the response of the patrol supervisor.
2. Notify desk officer of details.

NOTE

The patrol supervisor will implement missing person/special category procedure as necessary, consistent with all available information.

DESK OFFICER

3. Comply with the duties described in *P.G. 207-23, "Missing Persons"* and ascertain if incident may fit criteria for activation of a Silver Alert.
4. Request Precinct Detective Squad supervisor and commanding officer/duty captain to respond to the scene.

PRECINCT DETECTIVE SQUAD INVESTIGATOR /SUPERVISOR

5. Conduct a preliminary investigation and ascertain if missing person fits the definition of a "vulnerable senior" and is missing under circumstances indicating that he/she is in imminent danger of serious bodily harm or death.
   a. Notify Detective Zone Commanding Officer/Detective Bureau Duty Captain, if missing person meets the criteria for the activation of a Silver Alert.
   b. Request Detective Zone Commanding Officer/Detective Bureau Duty Captain respond to the scene.

NOTE *Only a captain or above from the Detective Bureau may activate a Silver Alert. A Silver Alert will NOT be activated unless the "vulnerable senior" is missing under circumstances indicating that the person is in imminent danger of serious bodily harm or death. A person's status as a vulnerable senior alone is normally insufficient to justify a Silver Alert without additional factors that constitute imminent danger (e.g., severe weather, need for immediate medical attention, history of violent or reckless behavior, etc.).*

The Detective Zone Commanding Officer/Detective Bureau Duty Captain may activate a Silver Alert for a person under the age of sixty-five who is reported missing under circumstances indicating that the person is in imminent danger of serious bodily harm or death and where such missing person has dementia as a result of Alzheimer's disease, or similar condition, if he/she reasonably believes a Silver Alert will be beneficial in locating the missing person.

DETECTIVE ZONE COMMANDING OFFICER/ DETECTIVE BUREAU DUTY CAPTAIN

6. Confer with Precinct Detective Squad investigator/supervisor, patrol supervisor, commanding officer/duty captain, and other personnel on scene regarding the circumstances of the incident and determine if missing person is a "vulnerable senior" and missing under circumstances indicating that the person is in imminent danger of serious bodily harm or death.
7. Notify Operations Unit and request the activation of a Silver Alert, if appropriate and provide the following information:
   a. Name, age, and detailed physical description (including clothing worn) of the missing person
   b. Location and time last seen
   c. Description of motor vehicle, if applicable
   d. Any type of prescribed medication missing requires, if applicable
   e. Probable destination of the missing, if known
   f. Probable method of transportation and route used, if known
   g. The action the public should take if they have information regarding the missing person (e.g., call 911, etc.).
8. Direct Precinct Detective Squad member to:
   a. Notify Missing Persons Squad
   b. Prepare and submit a "Request for Media Attention" form to the Deputy Commissioner, Public Information along with a recent photograph, if available.

NOTE *There are no minimum time limits that must be observed before requesting the activation of a Silver Alert; however, local law requires a Silver Alert be issued within twenty-four hours of the determination that a "vulnerable senior" has been reported missing under circumstances indicating that he/she is in imminent danger of serious bodily harm or death. In most cases, barring exceptional circumstances, the most prudent approach would be to activate a Silver Alert AFTER patrol/field resources have been exhausted and the preliminary search and investigation have yielded negative results. The decision to activate a Silver Alert rests solely with the Detective Zone Commanding Officer/Detective Bureau Duty Captain.*

OPERATIONS UNIT

9. Notify Communications Section and have description of missing person disseminated over each Department radio division.
10. Notify Transit Bureau Wheel (subways) and/or Traffic Management Center (buses), as appropriate, if missing may be traveling via public transportation.
11. Notify Deputy Commissioner, Public Information that a Silver Alert has been activated.
12. Notify Traffic Management Center and request a message regarding the Silver Alert be transmitted via Variable Message Signs if a vehicle description and plate number are available regarding the Silver Alert.
13. Prepare and forward Alert Data based on information received from Detective Zone Commanding Officer/Detective Bureau Duty Captain to Office of Emergency Management (OEM) Watch Command.
    a. OEM Watch Command will draft a Public Alert and transmit the draft Public Alert to the Operations Unit for approval.
14. Review and approve Public Alert prepared by OEM Watch Command.
    a. If a Public Alert is not approved, notify OEM Watch Command to modify alert and provide correct Alert Data.
15. Notify and forward appropriate Public Alert information to Deputy Commissioner, Public Information, as appropriate.

NOTE *Once the Operations Unit approves the Public Alert, it is the responsibility of the OEM Watch Command to transmit the Public Alert to responding Department Operations Centers, 311, and NYC.gov for informational purposes. The Watch Command will then transmit the Public Alert to the public via Short Messaging System (SMS), email, and recorded phone message.*

<u>WHEN A MISSING PERSON WHO IS THE SUBJECT OF A SILVER ALERT IS LOCATED:</u>

UNIFORMED MEMBER OF THE SERVICE

16. Verify that person is the subject of a Silver Alert.
17. Render reasonable aid to missing person and request ambulance or doctor, if necessary, as per *P.G. 216-01, "Aided Cases – General Procedure."*
18. Request patrol supervisor to respond.

PATROL SUPERVISOR

19. Respond to location and verify individual is in fact the subject of a Silver Alert.
20. Notify desk officer and request appropriate Precinct Detective Squad and Missing Persons Squad be notified.
21. Notify Operations Unit and request the cancellation of the Silver Alert.

OPERATIONS UNIT

22. Notify the following that the subject of the Silver Alert has been located:
    a. OEM Watch Command
    b. Notify Deputy Commissioner, Public Information
    c. Traffic Management Center, if appropriate.

ADDITIONAL DATA

The Office of the Deputy Commissioner, Public Information is available twenty-four hours a day, seven days per week concerning cases NOT ELIGIBLE for Silver Alert or as needed by members of the service. The Office of the Deputy Commissioner, Public Information has the ability to simultaneously notify a variety of local and national media outlets in cases where the immediate assistance of or notification to the public is deemed necessary. Nothing in this procedure is meant to limit the use of the news media to broadcast information pertaining to appropriate missing persons cases that do not qualify for Silver Alert.

RELATED PROCEDURES

Missing Persons (P.G. 207-23)
Aided Cases – General Procedure (P.G. 216-01)

NYPD

PURPOSE To ensure a proper investigation is conducted when a cellular telephone is reported stolen.

DEFINITION IMEI NUMBER – International Mobile Equipment Identity Number. Each cellular telephone handset that utilizes GSM technology is assigned a unique serial number called the IMEI number. **The IMEI number consists of either fifteen or sixteen digits**. In the New York metropolitan area, T-Mobile, AT&T and Nextel/Boost Mobile use GSM technology.

PROCEDURE When a person reports the theft of a cellular telephone, in addition to Department complaint reporting procedures, members of the service will:

MEMBER OF THE SERVICE

1. Interview complainant and obtain facts regarding the theft of the cellular telephone.
2. Request response of patrol supervisor.

PATROL SUPERVISOR

3. Notify Detective Squad to respond to the scene.
4. When the investigation by the Detective Squad at the scene has concluded, ensure complainant is brought to the Detective Squad, precinct of occurrence, to be interviewed by an investigator.

INVESTIGATOR, DETECTIVE SQUAD, PRECINCT OF OCCURRENCE

5. Interview complainant in Detective Squad.
   a. Obtain facts regarding the cellular telephone theft
   b. Obtain stolen cellular telephone phone number, make, model and network company (e.g., T-Mobile, AT&T, Nextel/Boost Mobile, Verizon, Sprint)
   c. Determine if complainant is subscriber of the service for the stolen cellular telephone. If complainant is not the subscriber:
      (1) Obtain identity of the subscriber
      (2) Immediately contact the subscriber
      (3) Expeditiously conduct an in-person interview of the subscriber.
6. If Network Company is T-Mobile, AT&T or Nextel/Boost Mobile, obtain International Mobile Equipment Identity (IMEI) number of the stolen cellular telephone by requesting the subscriber to **IMMEDIATELY call in your presence** T-Mobile Customer Service, AT&T Customer Service, or Nextel/Boost Mobile Customer Service. Request the subscriber to:
   a. Obtain the IMEI number from the customer service representative
   b. Report the cellular telephone stolen
   c. Request the customer service representative to determine if any phone calls were made after the theft occurred
      (1) If phone calls were made after the theft occurred, obtain any available information about the phone calls.

INVESTIGATOR, DETECTIVE SQUAD, PRECINCT OF OCCURRENCE (continued)

7. If Network Company is Verizon or Sprint, request the subscriber to **IMMEDIATELY call in your presence** Verizon Customer Service or Sprint Customer Service. Request the subscriber to:
   a. Report the cellular telephone stolen
   b. Request the customer service representative to determine if any phone calls were made after the theft occurred
      (1) If phone calls were made after the theft occurred, obtain any available information regarding the phone calls
   c. Request the Network Company to continue service to the stolen cellular phone for a reasonable time period (e.g., 72 hours) **AT NO COST TO THE SUBSCRIBER** in order to identify and apprehend the perpetrator(s) of the crime.
8. Prepare OMNIFORM System **COMPLAINT REPORT** if cellular telephone was stolen during a robbery.
   a. If Network Company is T-Mobile, AT&T or Nextel/Boost Mobile, enter IMEI number in the "IMEI" section
   b. Enter telephone number, Network Company, make and model of the stolen cellular telephone in the "IMEI" section.
9. Prepare an Enterprise Case Management System (ECMS) "*Electronic Identification Program*" DD-5.
   a. If Network Company is T-Mobile, AT&T or Nextel/Boost Mobile, enter IMEI number in the "Device Info" section
   b. Enter telephone number, Network Company, make and model of the stolen cellular telephone in the "Device Info" section.
10. Obtain intelligence information regarding the stolen cellular telephone.
    a. If Network Company is T-Mobile, AT&T or Nextel/Boost Mobile, search IMEI number of the stolen cellular telephone in ECMS/OMNIFORM System using the "IMEI Search" function
    b. Search telephone number of the stolen cellular telephone in ECMS/ OMNIFORM System using "Full Text DD-5 Search" function
    c. Request Real Time Crime Center (RTCC) to perform a "Phone Finder" search for telephone number of the stolen cellular telephone.
11. Prepare ECMS "*Phone Subpoenas*" DD-5 to request required telephone records.

NOTE *If the Detective Squad is not available to interview the complainant, the desk officer may designate an appropriate member of the service (e.g., field intelligence officer) to perform steps 5, 6, 7 and 10.*

MEMBER OF THE SERVICE ASSIGNED

12. Prepare **COMPLAINT REPORT WORKSHEET (PD313-154A)** if cellular telephone was **not** stolen during a robbery, or if cellular telephone was stolen during a robbery but there is no investigator available in the Detective Squad, precinct of occurrence, to prepare the OMNIFORM System **COMPLAINT REPORT**.
    a. Enter IMEI number in appropriate caption in the "Property" section if the Network Company is T-Mobile, AT&T or Nextel/Boost Mobile

MEMBER OF THE SERVICE ASSIGNED (continued)

b. Enter telephone number, Network Company, make and model of the stolen cellular telephone in the "Details" section

c.. Refer all **COMPLAINT REPORTS** involving stolen cellular telephones to the Detective Squad, precinct of occurrence.

NOTE *If the cellular telephone was stolen during a robbery and there is no investigator available in the Detective Squad, precinct of occurrence, to prepare the OMNIFORM System* ***COMPLAINT REPORT****, the member of the service assigned will prepare the* ***COMPLAINT REPORT*** *under the supervision of the command desk officer.*

DESK OFFICER

13. Direct command clerk to prepare OMNIFORM System **COMPLAINT REPORT** if **COMPLAINT REPORT WORKSHEET** was prepared by the member of the service assigned.
    a. If Network Company is T-Mobile, AT&T or Nextel/Boost Mobile, ensure IMEI number is entered in the "IMEI" section
    b. Ensure telephone number, Network Company, make and model of the stolen cellular telephone is entered in the "IMEI" section.
14. Ensure the correct International Mobile Equipment Identity (IMEI) number is properly entered in the "IMEI" section of the OMNIFORM System.

NOTE *It is* ***imperative*** *that the correct IMEI number is properly entered in the "IMEI" section of the OMNIFORM System.*

15. Ensure all **COMPLAINT REPORTS** involving stolen cellular telephones are referred to the Detective Squad, precinct of occurrence.

RELATED PROCEDURES

Complaint Reporting System (P.G. 207-01)
Preliminary Investigations of Complaints (Other than Vice Related or Narcotics Complaints) (P.G. 207-07)
Lost or Stolen Property/Identity Theft (P.G. 207-12)

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
COMPLAINT REPORT WORKSHEET (PD313-152A)

Section: Complaints		Procedure No: 207-37	
OPERATIONAL GUIDELINES FOR PROCESSING COMPLAINTS/ARRESTS FOR GRAFFITI			
DATE ISSUED: 01/01/20	DATE EFFECTIVE: 01/01/20	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To establish guidelines for processing complaints and arrests for graffiti and possession of graffiti instruments.

DEFINITIONS GRAFFITI OR TAGGING – The etching, painting, covering, or otherwise placing a mark upon public or private property, with the intent to damage such property, without permission to do so.

TAG – A personal signature typically made with a unique style that can be utilized to identify the graffiti vandal; a tag can be the graffiti vandal's initials, name, nickname, alias, or any word, and/or any combination of letters, numbers and symbols. A tag can be part of the graffiti, or appear adjacent to graffiti, or be graffiti by itself.

POSSESSION OF GRAFFITI INSTRUMENTS – The possession of any tool, instrument, article, substance, solution or other compound designed or commonly used to etch, paint, cover, draw upon or otherwise place a mark upon a piece of property which the subject has no permission or authority to etch, paint, cover, draw upon or otherwise mark, under the circumstances evincing an intent to use the same in order to damage such property.

SCOPE In order to maximize the Department's enforcement efforts in combating graffiti crimes, it is essential that all graffiti related information is properly recorded and documented. It is essential to notify the Transit Bureau, Citywide Vandals Task Force immediately, whenever an arrest is effected for making graffiti, possession of graffiti instruments and/or shoplifting that involves the theft of spray paint or paint markers. Additionally, whenever a complaint or arrest report is prepared for a graffiti related incident, it is imperative that the graffiti "tag" information is entered in the "Details" caption and the "Nickname/Alias/Maiden Name" caption of the **COMPLAINT REPORT WORKSHEET (PD313-152A)** and/or **ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)**. This information is crucial for the monitoring and tracking graffiti recidivists.

PROCEDURE When processing complaints, arrests on open complaint, summary arrests for graffiti, and/or possession of graffiti instruments:

UNIFORMED MEMBER OF THE SERVICE

1. Photograph graffiti vandalism utilizing a Department issued digital camera.
2. Query Enterprise Case Management System (ECMS) Graffiti database via the OMNIFORM Graffiti search function to ascertain if the subject has prior graffiti arrests/convictions or is the subject of an open investigation, currently being conducted by Citywide Vandals Task Force (CVTF).

UNIFORMED MEMBER OF THE SERVICE (continued)

3. Prepare **COMPLAINT REPORT WORKSHEET (PD313-152A)**.
   a. List all discernible details of the tag, including size, color, description, etc., (e.g., complainant observed the graffiti tag "ABC" written in blue and yellow spray paint on a space approximately three feet by five feet on a roll-down gate at the above location).
   b. Enter tag into the "Nickname/Alias/Maiden Name" caption of **COMPLAINT REPORT WORKSHEET** and/or **ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)**.
   c. Do not attempt to decipher an illegible tag.
      (1) An illegible tag must be recorded as "TAG UNDER INVESTIGATION" in the "Details" caption and the "Nickname/Alias/Maiden Name" caption of the **COMPLAINT REPORT WORKSHEET** and/or **ON LINE BOOKING SYSTEM ARREST WORKSHEET**.
4. Immediately deliver graffiti **COMPLAINT REPORT** to the precinct desk officer and upload the digital photograph utilizing the "Graffiti Photo Upload" option found in the OMNIFORM Complaints menu.

IN ALL GRAFFITI ARREST SITUATIONS:

UNIFORMED MEMBER OF THE SERVICE

5. Immediately notify the Citywide Vandals Task Force and provide tag information.
   a. Obtain Citywide Vandals Task Force log number and enter log number into "Details" caption of the **ON LINE BOOKING SYSTEM ARREST WORKSHEET**.
   b. Notify and confer with a Citywide Vandals Task Force supervisor prior to issuing a **DESK APPEARANCE TICKET** for a graffiti-related arrest.

NOTE

Citywide Vandals Task Force must be notified for all graffiti-related arrests. This notification should be made early during the arrest processing. This will give Citywide Vandals Task Force personnel enough time to respond to the command, assist with an arrest enhancement, and conduct a debriefing, if necessary. When an investigation during arrest processing reveals that a graffiti offender has prior arrests/convictions, or is a recidivist for any graffiti-related offense, ensure the District Attorney is apprised of the subject's prior record.

Contact the Citywide Vandals Task Force regarding any graffiti related questions, (e.g., identifying a tag, interpreting a tag's meaning, etc.).

IN ALL GRAFFITI CASES:

COMMAND CLERK

6. Input information into the OMNIFORM System.

DESK OFFICER

7. Ensure that graffiti photographs are properly uploaded and attached to the **COMPLAINT REPORT**.
   a. Ensure any graffiti-related complaint contains a digital photograph or it will NOT be available for finalization in the OMNIFORM System.

SPECIAL OPERATIONS LIEUTENANT, PRECINCT OF OCCURRENCE

8. Ensure graffiti recidivists are listed in the Recidivist Tracking and Reporting Database and are updated periodically.
9. Review graffiti recidivists listed in the Recidivist Tracking and Reporting Database routinely as a means of discovering and apprehending graffiti recidivists with active warrants who reside within the precinct of occurrence.

ADDITIONAL DATA

OPERATIONAL CONSIDERATIONS:

In order to further enhance prosecution, apprehension and identification of graffiti vandals, all uniformed members of the service must confer with Citywide Vandals Task Force prior to conducting any graffiti investigations, to avoid compromising any investigations that may already be underway. This may assist the Citywide Vandals Task Force in identifying and apprehending graffiti vandals that are not currently under investigation by the Citywide Vandals Task Force.

Digital photographs may be utilized by commands to demonstrate progress in correcting graffiti conditions at Community Board meetings, etc. (i.e., before and after pictures).

LEGAL CONSIDERATIONS:

Uniformed members of the service are reminded to use the appropriate subdivisions of the New York City Administrative Code 10-117, "Defacement of Property, Possession, Sale and Display of Aerosol Spray Paint Cans, Broad Tipped Markers and Etching Acid Prohibited in Certain Instances" or the New York State Penal Law in Article 145, "Criminal Mischief and Related Offenses" for graffiti-related arrests. In circumstances where a Penal Law charge or NYC Administrative Code charge are both applicable, the uniformed member will charge the appropriate NYS Penal Law offense.

Members of the service responsible for inputting and maintaining data in the "Recidivist Tracking and Reporting Database" must remove the name and any other identifying information of individuals whose underlying case was dismissed and whose record was sealed.

RELATED PROCEDURES

Desk Appearance Ticket – General Procedure (P.G. 208-27)
Desk Appearance Ticket – Disqualifying Factors (P.G. 208-81)
Graffiti Reward Program (P.G. 214-03)

FORMS AND REPORTS

ON LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)
COMPLAINT REPORT WORKSHEET (PD313-152A)
COMPLAINT REPORT
DESK APPEARANCE TICKET

PURPOSE To properly investigate complaints involving a sex crime.

PROCEDURE When a uniformed member of the service responds to a complaint of a sex crime:

DEFINITION For purposes of this procedure, the term "sex crime" shall include those offenses enumerated in Article 130 of the New York State Penal Law, including but not limited to rape, criminal sexual act, sexual abuse and forcible touching.

UNIFORMED MEMBER OF THE SERVICE

1. Render reasonable aid and prepare **AIDED REPORT**, if applicable.
   a. Remove victim to hospital, if necessary.
   b. Encourage necessary medical attention when victim is reluctant to be removed to hospital.
2. Attempt to apprehend perpetrator(s), if present.
3. Establish a crime scene, if necessary.
   a. Ensure any potential physical evidence (e.g., DNA, fingerprints, discharged shell casings, cell phones, computers, hairs, clothing, masks, etc.) is not contaminated, lost, altered, destroyed, etc.
   b. Comply with *P.G. 218-33, "Processing Sexual Offense Collection Kits in Sex Offense Cases,"* if applicable.
4. Request response of patrol supervisor.
5. Notify desk officer, precinct of occurrence, in all circumstances.

PATROL SUPERVISOR

6. Respond to location and coordinate patrol response.
7. Verify that notification to desk officer was made and ascertain if Special Victims Division investigator is responding to scene.
8. Supervise crime scene, if established, pending the arrival of Detective Bureau personnel.
   a. Ensure crime scene is safeguarded.
   b. Ensure potential physical evidence (e.g., DNA, fingerprints, discharged shell casings, cell phones, computers, hairs, clothing, masks, etc.) is not contaminated, lost, altered, destroyed, etc.
9. Have **COMPLAINT REPORT WORKSHEET (PD313-152A)** prepared.

DESK OFFICER

10. Promptly report ALL cases involving a sex crime to Special Victims Division and provide preliminary details.
    a. Notify desk officer, police service area (PSA)/transit district when sex crime incident occurs on housing/transit jurisdiction, as appropriate.

SPECIAL VICTIMS DIVISION

11. Notify Special Victims Division investigative unit concerned, provide details and coordinate the response to incident.
12. Notify desk officer, precinct of occurrence and provide investigative unit's estimated time of arrival to incident.

UNIFORMED MEMBER OF THE SERVICE

13. Provide victim of sex offense with a written notice detailing the name, address and telephone number(s) of the nearest Rape Crisis Center.
    a. Document referral in the "Details" section of **COMPLAINT REPORT WORKSHEET**.
14. Advise victim of sexual offense(s) as defined in Article 130 and Sections 255.25, 255.26 and 255.27 of the New York State Penal Law who has relocated, or is planning to relocate, due to safety concerns that they may be eligible to participate in the New York State Address Confidentiality Program to shield their addresses.
    a. Refer victim who wishes to participate in the New York State Address Confidentiality Program to the New York State Department of State's website for additional information.
15. Enter under "Notifications To" section on rear of **COMPLAINT REPORT WORKSHEET**:
    a. Name of member of the service notified at Special Victims Division, the Special Victims Division investigative unit assigned, investigator assigned and case number, if available
    b. Include any other investigative unit assigned, investigator assigned and case number, if applicable (e.g., IAB, Crime Scene Unit, etc.).

WHEN A WALK-IN COMPLAINT OF A SEX CRIME WITH NO PRIOR POLICE CONTACT IS RECEIVED AT A HOSPITAL:

COMMANDING OFFICER, COMMUNICATIONS SECTION

16. Ensure all calls received at 911 involving a hospital walk-in complaint of a sex crime are referred by the 911 dispatcher directly to the Special Victims Division.
    a. Uniformed members assigned to patrol will not be directed to respond to the location and interview the complainant/victim.

SPECIAL VICTIMS DIVISION

17. Coordinate the response of Special Victims Division investigative unit concerned.

ASSIGNED INVESTIGATOR, SPECIAL VICTIMS DIVISION

18. Respond to location, interview victim and initiate investigation.
    a. Advise victim of sexual offense(s) as defined in Article 130 and Sections 255.25, 255.26 and 255.27 of the New York State Penal Law who has relocated, or is planning to relocate, due to safety concerns that they may be eligible to participate in the New York State Address Confidentiality Program to shield their addresses.
        (1) Refer victim who wishes to participate in the New York State Address Confidentiality Program to the New York State Department of State's website for additional information.
19. Confer and coordinate with other members of the service at the scene.

ASSIGNED INVESTIGATOR, SPECIAL VICTIMS DIVISION (continued)

20. Comply with all applicable Patrol Guide procedures, including *P.G. 218-33, "Processing Sexual Offense Collection Kits in Sex Offense Cases,"* if applicable.
    a. Ensure any potential physical evidence (e.g., DNA, fingerprints, discharged shell casings, cell phones, computers, hairs, clothing, masks, etc.) is not contaminated, lost, altered, destroyed, etc.
21. Prepare **COMPLAINT REPORT WORKSHEET** and **AIDED REPORT**.
22. Notify desk officer, precinct of occurrence and provide details.

DESK OFFICER

23. Obtain information and notify desk officer, police service area (PSA)/transit district if sex crime incident occurred on housing/transit jurisdiction.

<u>IF AN ARREST IS EFFECTED BY A UNIFORMED MEMBER OF THE SERVICE ON PATROL FOR ANY SEX CRIME</u>:

ARRESTING OFFICER

24. Promptly report details of arrest directly from the scene to the desk officer, precinct of occurrence, in all circumstances, to facilitate immediate notification to the Special Victims Division.

DESK OFFICER

25. Promptly report effected arrest for any sex crime to Special Victims Division.
    a. Notify desk officer, police service area (PSA)/transit district when sex crime incident occurs on housing/transit jurisdiction, as appropriate.

SPECIAL VICTIMS DIVISION

26. Notify Special Victims Division investigative unit concerned, provide details and coordinate response to incident.

ASSIGNED INVESTIGATOR

27. Advise arresting officer, and determine if case enhancement is needed.

ARRESTING OFFICER

28. Enter under "Notifications To" section on rear of **COMPLAINT REPORT WORKSHEET**:
    a. Name of member of the service notified at Special Victims Division, the Special Victims Division investigative unit assigned, investigator assigned and case number, if available
    b. Include any other investigative unit assigned, investigator assigned and case number, if applicable (e.g., IAB, Crime Scene Unit, etc.).

ADDITIONAL DATA

OPERATIONAL CONSIDERATIONS

The Special Victims Division is responsible for investigating sexual offense patterns and the tracking of all sex crimes. In addition, the Special Victims Division will be the central repository of information and intelligence regarding complaints involving sex crimes.

Members of the service must contact the Special Victims Division if assistance is required regarding the proper classification of complaints involving a sex crime. The member shall request to speak to a Special Victims Division supervisor. The name of the Special Victims Division member who assisted must be placed in the "Details" section of the ***COMPLAINT REPORT (PD313-152)****.*

Duplicate copies of closed misdemeanor and felony sex crime ***COMPLAINT REPORTS*** *will be forwarded to the Special Victims Division for statistical analysis, identification of crime patterns and to ensure that all complaints involving a sex crime are properly classified and investigated.*

Any complaint involving sex related offenses, including secondary offenses that are sex related, requires a duplicate copy of the ***COMPLAINT REPORT*** *to be forwarded to the Special Victims Division.*

Members of the service will notify the Internal Affairs Bureau Command Center immediately, for complaints involving sex crimes and the impersonation of a law enforcement officer, for notification to the Police Impersonation Investigation Unit (PIIU), as per P.G. 207-14, "Robbery Complaints Involving Police Impersonation."

The Special Victims Division will investigate robberies committed by police impersonators, which include any sexual assault, and PIIU will assist in the investigation.

LEGAL ISSUES

Many hospital emergency rooms, as part of their Sexual Assault Treatment Protocol, will provide a sexual assault advocate for victims of sexual assault. The sexual assault advocate's role is to provide support for the sexual assault victim and is authorized to be present in a support capacity when uniformed members of the service are interacting with the sexual assault victim. The sexual assault advocate is allowed to be present at the request of the victim.

DEPARTMENT POLICY

Under no circumstances will the Department's long standing policy of "refer the complaint, not the complainant" be violated. A sex crime complainant will never be referred or directed to report to another Department unit or facility.

All members of the service will have a compassionate and non-judgmental attitude and demeanor towards all complainants of sex crimes. It is the duty of the responding member of the service to acquire the basic facts and refer those facts as appropriate, and to make no personal judgment of those facts.

RELATED PROCEDURES	*Processing Sexual Offense Collection Kits in Sex Offense Cases (P.G. 218-33)* *Robbery Complaints Involving Police Impersonation (P.G. 207-14)*
FORMS AND REPORTS	***AIDED REPORT*** ***COMPLAINT REPORT WORKSHEET (PD313-152A)*** ***COMPLAINT REPORT (PD313-152)***

NYPD