



NYPD The Key

The School founded with your success in mind.

Sergeant's Test 2026

• **Classes begin late 2025, early 2026**

The Key Method –*Illustrated*;

Today's tactic: FOUR TRUE STATEMENTS

- On test day don't be confused when all 4 choices seem correct.
- Often, all four choices ***will*** be true, verbatim patrol guide statements.
- The way to find the answer is to go back to the stem of the question and ascertain ***who you are***.
- The question will ask, which is the proper duty for... then comes the key; are they asking for Desk Officer duties? Patrol Supervisor duties? UMOS?
- Three of the choices will be perfectly worded steps for a **different actor**.
- Once you understand this and practice it as you study (keep a visual of your desk officer in mind as you study 202-18, Desk Officer Duties; or of your squad sergeant as you study 202-19, etc.), you will be able to overcome this type of question and get the correct answer.

Here are a few simple examples:

1. You are the second platoon desk officer in a patrol precinct. According to 202-18, Desk Officer, all of the following are your properly stated duties except:
 - A. Visit all areas of the command at least once each tour.
 - B. Report defective gas pumping equipment to Fleet Services Division, Fuel Control.
 - C. For any non-functioning Automatic Vehicle Location (AVL) devices, notify Information Technology Bureau (ITB) Service Desk and be guided by their instructions.
 - D. Evaluate driving habits of members of the platoon and take corrective action as necessary.

ANSWER: D) Patrol Supervisor, not Desk Officer, evaluates driving habits.

- 3 of the choices are correct steps from 202-18, Desk Officer.
 - A) is step 15
 - B) is step 38
 - C) is step 20
 - Choice D) is step 19 in the Patrol Supervisor procedure, 202-19.
 - Choice D) is a valid and properly worded step from the Patrol Guide, from a procedure you will be studying. It just doesn't belong here in Desk Officer duties.
 - Look back at the choices and see the bigger picture.
 - If you don't recognize any of the steps as specifically not being in 202-18, reevaluate them.
 - The improperly placed choice deals with a supervisory task that would have to, by its nature, be done out in the field. The desk officer can't do that, s/he is inside the house.
2. You are the second platoon desk officer in a patrol precinct. According to 202-18, Desk Officer, all of the following are your properly stated duties except:
- A. Make a separate entry listing PROPERTY CLERK INVOICES stored in within the command in excess of thirty days.
 - B. Directly supervise entries made on PRISONER ROSTER.
 - C. Verify DAILY VEHICLE ASSIGNMENT SHEET.
 - D. Certify entries in TELEPHONE DISPATCH LOG by signing the after 4th hour and at end of tour.

ANSWER: C) "First Platoon" Desk Officer, not Desk Officer, verifies the DAVS.

- All four choices appear in 202-18 but the question says you are the "second platoon" desk officer.
- On past exams, they have taken the few steps that are specific to the "first platoon" desk officer and marked them as wrong for "Desk Officer." Now that we are aware of that, let's study accordingly.
- The Key Method here is to consider that there are two separate actors within 202-18. This is like an actor within an actor: The regular desk officer duties and then the "first platoon" desk officer.

Desk Officer duties re: DAILY VEHICLE ASSIGNMENT SHEET

- **Prepare** each tour, **maintain** on clipboard behind desk, have completed sheets **filed** after each month.
- **Verify** DAILY VEHICLE ASSIGNMENT SHEET **when performing duty with the first platoon.**

Other First Platoon Desk specific step:

- Examine and process **forms and reports** prepared and **summons** issued during previous 24 hours.