

**The Key Promotion School**  
Founded With Your Success in Mind

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# THE KEY

## Lesson # 1

# Sergeant 2022



### P.G. 202 and A.G. 303, Duties & Responsibilities

- Tactics: Anatomy of a Question, Part I
- P.G. 202 & A.G. 303 Duties and Responsibilities
- Intro to Penal Law (Definitions, etc.)
- 35 Multiple Choice Questions

### Up Next, Lesson 2

- Tactics: Anatomy of a Question, Part II
- A.G. 304, General Regulations
- PL Article 120 (Assault)
- 35 Multiple Choice Questions

## **Our Mission Statement for the 2022 Sergeant's Course**

Together as a team, we will work with you to instill in you everything you need to do well on this exam. This course is not just about reading and remembering facts, it is about the practical application of that memory on a multiple-choice exam. We will research every question you ask us. We will NEVER leave you hanging –on anything!!

— *The Key* —

### **The Key Method**

Read each Patrol Guide procedure *once*, but only once.

- Become familiar with its structure, function, and the language used throughout the book.
  - Notice who the actor is in the margin adjacent to the steps.
  - Get used to the language and structure of ‘Additional Data’ and ‘Notes.’
- Gain an understanding of how SUB HEADINGS function.

Then **study** the Key Lesson Plans

- The Patrol Guide is maintained and updated to serve a specific purpose, it is not a textbook.
- But that’s what The Key Method and The Key Lesson Plans are all about; We have taken the department’s manual and TURNED IT INTO a student’s TEXTBOOK.

Today’s Lesson and the remaining Syllabus

- We start off with ten pages of ‘Tactics,’ all of which have been developed from past exams.
  - We’ll continue starting off with a few pages of ‘Tactics’ for at least the first 3 weeks.
- Today we cover the first chapters: P.G. 202 & A.G. 303 followed by a set of questions.
- Going forward, on the cover of each Lesson we list what will be covered the following week.
  - Throughout the course we’ll cover the P.G. in order, all the way from 202 to 221.
  - Each Lesson will also include sections of Penal Law and Legal Bulletins, depending on the amount of P.G. covered that week -always followed by a set of questions.

### **The Key was founded in 1998 with your success in mind**

- John Monaghan, Harvard MPA, Captain –ret.
- Kevin Ward, Harvard MPA, Three-Star Chief –ret.
- Paul McCormack, NYU MPA, Deputy Inspector –ret.

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# Anatomy of a Question

Begin the exercise by reading and answering these three questions.

1. According to P.G. 202-19, Patrol Supervisor, Sergeant Marcs, the 42<sup>nd</sup> Precinct patrol supervisor should know that she is responsible for which of the following duties?
  - A) Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or D.O. for meal, when designated.
  - B) Be responsible for all police operations within command during tour.
  - C) Report derelictions of duty to the integrity control officer.
  - D) Visit police officers assigned to hospitals and special posts frequently and at irregular intervals and indicate visit by signing activity log of each member.
  
2. Sergeant Shea is in the process of making assignments at roll call for the third platoon when he is interrupted by P.O. McCormack. P.O. McCormack states, “Sarge, I refuse to guard that hospitalized prisoner again, I had that assignment yesterday.” Sergeant Shea realized that because of the officer’s refusal to perform assigned duties at roll call, he must suspend P.O. McCormack. According to P.G. 206-08, Suspension From Duty Uniformed Member of the Service, which of the following is a correct action for Sergeant Shea to take?
  - A) Direct P.O. McCormack to report in person, if not on sick report, each Monday, Wednesday and Friday to his resident borough command.
  - B) Enter facts concerning suspension in command log.
  - C) Have P.O. McCormack surrender all department property and retain all property at P.O. McCormack’s command.
  - D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the Chief of Personnel through the Department Advocate.
  
3. According to the definition of an Aided Case in Patrol Guide Procedure 216-01 titled; “Aided Cases General Procedure,” which of the following is not an aided case?
  - A) Lost adult.
  - B) A person injured in their own residence by a routine slip and fall who is refusing medical aid.
  - C) Emotionally Disturbed Prisoner.
  - D) Adult requiring care due to arrest, hospitalization, death of parent/guardian.

| Anatomy of Question # 1   |  |
|---|--|
| 1. According to P.O. [redacted] should know that she [redacted] supervisor  | A) is correct. This is Step 15 in 202-19. <b>But</b> the point of this question is to see <i>why</i> and <i>how</i> the other choices are wrong. |
| DCAS' (corrupted) version   | The correct information  |
| A) Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or D.O. for meal, when designated. | <u>202-19 step 15</u><br><ul style="list-style-type: none"> <li>• <b>Correct</b></li> </ul>  |
| B) Be responsible for all police operations within command during tour.   | <u>202-18, step 2:</u><br><ul style="list-style-type: none"> <li>• <b>Desk Officer</b> duty - sounds familiar</li> </ul>                         |
| C) Report derelictions of duty to the IC.   | <u>202-19, step 14</u><br><ul style="list-style-type: none"> <li>• Report derelictions to the <b>C.O.</b></li> </ul>                             |
| D) Visit P.O.s assigned to hospitals and indicate visit by signing A/L of each member.  | <u>202-19, step 11b:</u><br><ul style="list-style-type: none"> <li>• Visit hospitals <b>once each tour.</b></li> </ul>                           |

Let's begin the analysis of why the other choices are wrong. We'll take them one at a time...

| Anatomy of Question # 1 (cont'd)  |  |
|---|--|
| 1. According to P.O. [redacted] is responsible for [redacted] should know that she [redacted] | B) is a true statement but not for a Patrol Supervisor, it's from 202-18, Desk Officer -watch out for that tactic, it will happen on your test -if it's a Patrol Supervisor question, they'll slip in D.O. duties that sound good, but are wrong and vice versa... |

|  |  |
|--|--|
| <b><u>INCORRECT</u></b><br>B) Be responsible for all police operations within command during tour. | <u>202-18, step 2:</u><br><ul style="list-style-type: none"> <li>• Duty of the <b>Desk Officer</b> so, of course, it sounds familiar and could pass as correct.</li> </ul> |
|--|--|

|   |  |
|---|--|
| C) Report derelictions of duty to the IC. | <u>202-19, step 14</u><br><ul style="list-style-type: none"> <li>• <del>Report derelictions of duty to the C.O.</del></li> </ul> |
|---|--|

What's in your mind's eye right now?

- Here's a study tip. When you read the duties of the Patrol Supervisor in 202-19, think of your sergeant. Keep your patrol supervisor in your mind's eye while you read these duties.
- Then, as you study 202-18, Desk Officer, put a visual of the desk officer at your command in your subconscious. Keep that scene in your mind's eye as you study those duties.

**Anatomy of Question # 1 (cont'd)**

1. According to P.G. 202-19, Patrol Supervisor, Sergeant Marcs, the 42<sup>nd</sup> Precinct patrol supervisor should know that she is responsible for which of the following duties?

| DCAS' (corrupted) version   | The correct information   |
|---|---|
| <p>Choice A) Correct</p> <p>A) Notify me and comm</p>   | <p><b>C) is an example of the "Break the Chain of Command" tactic.</b></p> <ul style="list-style-type: none"> <li>When the P.G. directs us to skip the next boss in line and go straight to the C.O. or beyond, they tend to ask questions on it.</li> </ul>  |
| <p>Choice B) Incorrect</p> <p>B) Be responsible for all police operations within command during tour.</p> | <ul style="list-style-type: none"> <li>Duty of the Desk Officer so, of course, it sounds familiar and could pass as correct.</li> </ul>   |
| <p><b>INCORRECT</b></p> <p>C) Report derelictions of duty to the <del>IC</del>.</p>                       | <p><u>202-19, step 14</u></p> <ul style="list-style-type: none"> <li>Report derelictions of duty to the <b>C.O.</b></li> </ul>  |
| <p>D) Visit P.O.s assigned to frequently and at irregular visit by signing activity</p>                   | <div style="border: 1px dashed black; padding: 5px;"> <p>We will do an entire segment on "Break the Chain of Command" in the Lesson Three 'Tactics' section.</p> <ul style="list-style-type: none"> <li>There is a long list of places where it occurs throughout the P.G.</li> <li>For now, here are the ones that appear in this week's chapter, P.G. 202</li> </ul> </div> <p>of the service assigned to <b>at least once each tour.</b></p> |

**Break the Chain in 202 Duties and Responsibilities**

- 202-19 Patrol Supervisor, step 14: Report derelictions of duty to C.O.
- 202-19 Patrol Supervisor, step 19: Submit to C.O., in writing, recommendations for special assignment, detective designation, or change in assignment for members under supervision.
- 202-01 Police Officer, step 4: Comply with meal and post relieving points as directed by C.O.

All they have to do is put, Desk Officer or Platoon Commander...

# Anatomy of Question # 1 (cont'd)

1. According to P.G. 202-19, Patrol Supervisor, Sergeant Marcs, the 42<sup>nd</sup> Precinct patrol supervisor should know that she is responsible for which of the following duties?

| DCAS' (corrupted) version  | The correct information  |
|--|--|
| A) Notify switchboard operator of location where meal will be taken<br>command   | 202-19, step 15  |
| B) Be<br>com   | it sounds  |
| C) Report derelictions of duty   | <ul style="list-style-type: none"> <li>Report derelictions of duty to the <b>C.O.</b></li> </ul>   |
| <p><b>INCORRECT</b></p> <p>D) Visit uniformed members of the service assigned to hospitals and special posts <del>frequently and at irregular intervals.</del></p> | <p><u>202-19, step 11:</u></p> <ul style="list-style-type: none"> <li>Visit uniformed members of the service assigned to:               <ul style="list-style-type: none"> <li>Foot and RMP frequently and at irregular intervals.</li> <li>Hospitals and special posts <b>at least once each tour.</b></li> </ul> </li> </ul> |

In Choice D) the patrol supervisor does indeed visit UMOS assigned to hospital and special posts, but the time frame is wrong. The incorrect choice said '~~frequently and at irregular intervals~~' but the correct time frame is **at least once each tour.**

Notice that they chose "~~frequently and at irregular intervals...~~" to corrupt the correct wording; **at least once each tour**; -That corrupted phrase sounds familiar because it appears in the P.G. **in the very next step** -it's in your **peripheral** vision as you read!

## PATROL GUIDE

| PROCEDURE NUMBER: | DATE EFFECTIVE: | LAST REVISION: | PAGE:  |
|-------------------|-----------------|----------------|--------|
| 202-19            | 05/27/21        | I.O. 31        | 2 of 2 |



**PATROL SUPERVISOR (continued)**

11. Visit uniformed members of the service assigned to:

- Foot and radio motor patrol frequently and at irregular intervals.
- Hospital and special posts at least once each tour

- If you just read the Patrol Guide, you may not pass your test. You must study The Key lesson plans. On the next page are some exercises to get you into the right mindset to properly study the P.G.
- Remember, reading is not enough. You have to LOOK closely and take your time. To illustrate the difference between "Reading" and "Looking," turn the page;

Can you find the  
the **mistake?**

**1 2 3 4 5 6 7 8 9**

**Solution:** There were no directions telling you to focus on the numerals. The mistake is found in the text; the word ‘the’ is repeated.

In today’s lesson we have specific examples from past exam questions and actual patrol guide procedures where the difference between getting a question right or wrong hung on **one letter** or **one word!** Now let’s take the Finished Files exercise;

## Finished Files

Instructions, Step 1:

- Read the following paragraph:

Finished Files are the Result of Years of Scientific Study and the Experience of Many Years.

Instructions, Step 2:

- Don’t read the above paragraph, instead, look at it and count the number of times the letter F appears.

*See answer on next page...*



ANSWER: 2? 3? That's what I said too...the first time I did this exercise.

Six, there are SIX letter Fs in that paragraph.

If you saw only 2 or 3, don't worry, it means that you are a good reader. But if you did miss the 3 other "f"s that are present in the word "of" that means that you made the same mistake I made the first time I saw this, you *did not follow instructions properly*.

Yes, the first set of instructions said to read the paragraph. Easy enough but, when reading we key in only on those words that give us information. The word OF is only a 'joining' word. It gives no real information, it only joins one important word to another. In fact, if you read well and fast, your brain receives the signal from your eye as the sound "UV". Your system didn't waste time with the unimportant characters that make up the word "OF"

However, the second set of instructions said; **don't read** it, look at it and count the Fs. To look at something and search for a specific detail is a different task from reading. When taking a test you need to do more than just read each question. When stuck on a seemingly difficult question, you want to examine every character that is printed on the page.

As you'll see throughout today's lesson, many times on past exams, the difference between getting a question right or wrong hung on one letter or one word!

**To prepare to analyze the next question in this exercise, Anatomy of a Question #2, take a look at the pertinent procedure, 206-08 beginning on the next page.**



## PATROL GUIDE

|  |                             |                      |                 |
|--|-----------------------------|----------------------|-----------------|
| Section: Disciplinary Matters                                    |                             | Procedure No: 206-08 |                 |
| <b>SUSPENSION FROM DUTY<br/>UNIFORMED MEMBERS OF THE SERVICE</b> |                             |                      |                 |
| DATE ISSUED:<br>04/27/20   | DATE EFFECTIVE:<br>04/27/20 | REVISION NUMBER:     | PAGE:<br>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 50<sup>th</sup> Precinct.
    - b. Members of the service who reside in Nassau or Suffolk Counties will report to the 105<sup>th</sup> Precinct.
  4. Inform suspended member they 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 pistols or revolvers 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."*
    - a. Property other than firearms, shield and **IDENTIFICATION CARD (PD416-091)** will be retained at member's command.

# PATROL GUIDE

|                   |                 |                  |        |
|-------------------|-----------------|------------------|--------|
| PROCEDURE NUMBER: | DATE EFFECTIVE: | REVISION NUMBER: | PAGE:  |
| 206-08            | 04/27/20        |                  | 2 of 3 |

**RANKING OFFICER IN CHARGE (continued)** 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 in regard to 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.

# PATROL GUIDE

|                   |                 |                  |        |
|-------------------|-----------------|------------------|--------|
| PROCEDURE NUMBER: | DATE EFFECTIVE: | REVISION NUMBER: | PAGE:  |
| 206-08            | 04/27/20        |                  | 3 of 3 |

**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)**

## Anatomy of Question # 2

3. Sergeant Shea is in the process of making assignments at roll call for the third platoon when he is interrupted by P.O. McCormack. P.O. McCormack states, "Sarge, I refuse to guard that hospitalized prisoner again, I had that assignment yesterday." Sergeant Shea is to perform assigned duties at roll call, he must suspend \_\_\_\_\_ From Duty Uniformed Member of the Service, which \_\_\_\_\_ Sergeant Shea to take?

**B)** is the correct answer. Now let's see why the other choices are wrong...

### DCAS' (corrupted) version

A) Direct P.O. McCormack to report in person, if not on sick report, each Monday, Wednesday and Friday to his resident **borough** command.

B) Enter facts concerning suspension in command log.

C) Have P.O. McCormack surrender \_\_\_\_\_ property **and retain** \_\_\_\_\_ McCormack's \_\_\_\_\_

D) Inform P.O. McCormack \_\_\_\_\_ request to be restored \_\_\_\_\_ modified assignment to the \_\_\_\_\_ through the Department Advocate

### The correct information

A) Direct member to report in person, if not on sick report, each Monday, Wednesday and Friday to resident **precinct**. (*Step 3 in 206-08*)

B) Correct (*Step 7 in 206-08*)

The three wrong choices are all HALF RIGHT –let's take them one at a time.

- In A) they inserted "resident *borough*" where it should say; "resident *precinct*"

Notice that as you read the correct step, "resident **precinct**," the incorrect info they used to fool us, "resident **borough**.." *is within your sight* as you read the step!!



### PATROL GUIDE

|   |                             |                      |                 |
|---|-----------------------------|----------------------|-----------------|
| Section: Disciplinary Matters                                   |                             | Procedure No: 206-08 |                 |
| <b>SUSPENSION FROM DUTY<br/>UNIFORMED MEMBER OF THE SERVICE</b> |                             |                      |                 |
| DATE ISSUED:<br>08/13/18  | DATE EFFECTIVE:<br>08/13/18 | REVISION NUMBER:     | PAGE:<br>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.
 

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 50<sup>th</sup> Precinct.
    - b. Members of the service who reside in Nassau or Suffolk Counties will report to the 105<sup>th</sup> 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.

## Anatomy of Question # 2 (cont'd)

|  |   |
|--|---|
| <p>1. Sergeant Shea is in the process of making assignments at roll call for the third platoon when he is interrupted by P.O. McCormack. P.O. McCormack states, "Sarge, I refuse to guard that hospitalized prisoner again, I had that assignment yesterday." Sergeant Shea realized that because of the officer's refusal to perform assigned duties at roll call, he must suspend P.O. McCormack according to P.G. 206-08, Suspension From Duty Uniformed Member's Command. What action should be taken for Sergeant Shea to take?</p> |   |
| <p>DCAS' (corrupte</p>   |   |
| <p>A) Direct P.O. McCormack to appear in person, if not on sick report, on Wednesday and Friday to his residence. (Step 3 in 206-08)</p>   | <p>In C) they said to retain ALL property at member's command but the steps actually say to retain property <b>other than guns, shield, ID</b> at member's command.</p> |
| <p>B) Enter facts concerning suspension in Command Log. (Step 7 in 206-08)</p>   |   |
| <p>C) Have P.O. McCormack surrender all department property <b>and retain all property at P.O. McCormack's command.</b></p>  | <p>C) Have P.O. McCormack surrender all department property and retain <b>other than guns, shield &amp; ID</b> at member's command..</p>                                |
| <p>D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the <b>Chief of Personnel</b> through the Department Advocate</p>  |   |

### And yes, they did it again:

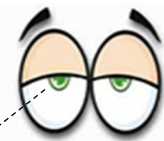
- Choice C) Although Step 5 does say to surrender all dept property, they added this false information: **and retain all property at member's command.**
- Well they didn't just make that up, it comes right out of Step 9a so that it will sound familiar on test day!

*And once again, the information was within your eyesight as you study the procedure.*

UNIFORMED MEMBER OF THE SERVICE

RANKING OFFICER IN CHARGE

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.
7. Enter facts concerning suspension in Command Log.
8. Notify supervisor on duty at Operations Unit, member's resident precinct, if below rank of captain command if captain or above.
  - a. Notify Internal Affairs Bureau Command Center
9. Follow procedure for removal of property as outlined in "Removal and Restoration of Firearms."
  - a. Property other than firearms, shield and ID Card will be retained at member's command.



## Anatomy of Question # 2 (cont'd)

3. Sergeant Shea is in the process of making assignments at roll call for the third platoon when he is interrupted by P.O. McCormack. P.O. McCormack states, "Sarge, I refuse to guard that hospitalized prisoner again, I had that assignment yesterday." Sergeant Shea realized that because of the officer's refusal to perform assigned duties at roll call, he must suspend P.O. McCormack. According to P.G. 206-08, Suspension From Duty Uniformed Member of the Service, what is the correct action for Sergeant Shea to take?

DCAS' (corrupted)

A) Direct P.O. McCormack to submit a request to be restored to duty or placed on modified assignment to the **Chief of Personnel** through the Department Advocate, if not on sick leave, on sick leave, or on modified assignment on Thursday and Friday to the Department Advocate.

B) Enter fact that P.O. McCormack refused to perform assigned duties at roll call, he must suspend P.O. McCormack. According to P.G. 206-08, Suspension From Duty Uniformed Member of the Service, what is the correct action for Sergeant Shea to take?

C) Have P.O. McCormack submit a request to be restored to duty or placed on modified assignment to the **Chief of Personnel** through the Department Advocate, if not on sick leave, on sick leave, or on modified assignment on Thursday and Friday to the Department Advocate. **property and retain all property of the Department. McCormack's command.**

D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the **Chief of Personnel** through the Department Advocate

D) Inform P.O. McCormack that he can submit a request to be restored to duty or placed on modified assignment to the **First Deputy Commissioner** through the Department Advocate

Notice how they give you "Department Advocate's Office" so it looks very close to correct!



### PATROL GUIDE

| PROCEDURE NUMBER: | DATE EFFECTIVE: | REVISION NUMBER: | PAGE:  |
|-------------------|-----------------|------------------|--------|
| 206-08            | 08/13/18        |                  | 3 of 3 |

#### 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*

### Regarding Choice D)

#### Read all the way to the end:

- By the time you get to the last paragraph of a procedure, you may be mentally tired. These procedures are highly structured too. All the steps are numbered and all the actors are specifically listed in the margin.
- But then, down at the end, you find a loosely structured, italicized statement with no actor at the very end of a long and difficult procedure. A procedure where you had to memorize a lot of information.

*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)**

### Anatomy of Question # 3

1. According to the definition of an Aided Case titled; “Aided Cases General Procedure”

#### What appears on the exam

- A) Lost adult.
- B) A person injured in their own residence by a routine slip and fall who is refusing medical aid.
- C) Emotionally Disturbed Prisoner.
- D) Adult requiring care due to arrest, hospitalization, death of parent/guardian.

In Question 3, you have to decide which of the choices is “not an aided.” Three of them *are* aided cases but weren’t obvious, so you may have picked one –until you look closely at the procedure;

- A) & D) Lost Adult & Adult requiring care, are not obvious but they’re both in the Definition of 216-01.
- B), though the word “routine” is in the choice and “routine sick at home” is *not* an aided, this is NOT routine sick because they are **injured**.
- Then, in C), most of us saw EDP and thought; Well yeah, an EDP is obviously an aided case and ignored that choice. Turns out, **C is the answer!!!!**

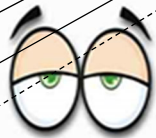
### Let’s look again

#### Anatomy of Question # 3

1. According to the definition of an Aided Case titled; “Aided Cases General Procedure”

#### What appears on the exam

- A) Lost adult.
- B) A person injured in their own residence by a routine slip and fall who is refusing medical aid.
- C) Emotionally Disturbed Prisoner.
- D) Adult requiring care due to arrest, hospitalization, death of parent/guardian.



- You read the word Emotionally –11 letters
- Then you read the word Disturbed –9 letters.
- While that’s happening, in the corner of your eye you see the last word begins with the letter “P” and you stopped reading. You assumed it said Prisoner –because it usually does.
- And, as thousands before you on at least 3 sergeant’s test in the last 10 years, you made an aided card for a Prisoner!!!

1. According to the definition of an Aided Case titled; “Aided Cases General Procedure,” which of the following is

- A) Lost adult.
- B) A person injured in their own residence by a routine slip and fall who is refusing medical aid.
- C) Emotionally Disturbed **Prisoner**.
- D) Adult requiring care due to arrest, hospitalization, death of parent/guardian.



procedure 216-01 titled; “Aided Cases General Procedure”



Here is the knowledge that the first question actually tested;

- QUESTION: Do you make an Aided Report for a Prisoner?
- ANSWER: No.

That simple point, no Aided for a prisoner, is very simple, everyone knows that. HOWEVER, they tested it 3 times in the last ten years –and half of us got it wrong!! The answer is C) If you looked closely, you noticed that the choice did not say Emotionally Disturbed *Person*, it said Emotionally Disturbed *Prisoner*.

- Choice A) Lost adult is listed in 216-01 in the definition of an Aided Case.
- Choice B) Yes, the word “routine” was in the choice and, routine sick at home, typically is not an aided case *but*, this is not routine sick because they are *injured*.
- Choice D) is listed in 216-01 in the definition of an Aided Case.

Now everyone knows not to make an aided card for a PRISONER but when the two words preceding “prisoner” are “emotionally disturbed” some of us stop reading half way through and assume that the last word, which starts with the letter “P,” says Person. And yes, they actually have asked this question 3 times in the last ten years.

Realize how your eyes and your memory play tricks on you. When you read a three-word phrase, and the first two words are very familiar –as they are here, you might assume that the last word is the one you’re used to seeing.

Now we’re ready to begin studying the Patrol Guide.

P.G. 202 begins on the next page.

## 202-01 Police Officer

### Assignment

- Perform duty in uniform as per on roll call or as directed by competent authority.
- Monitor portable radio. If assigned radio is defective, get one from the D.O.
- Proceed to post, sector, or assignment as directed by *supervisor*
- Comply with meal and post relieving points as directed by C.O.
- Don't leave post/sector until meal actually commences & be back when meal is over (NO travel time)

Use digital Activity Log but preserve completed (old, blue book) ACTIVITY LOG (PD112-145) & produce as required.

### Inspecting Post and Police Service

- Be aware of and inspect post/ sector for conditions requiring police attention
- Render all necessary police service in assigned area and as otherwise directed.
- Familiarize self with everyday routine of people residing, doing business or frequenting post or sector.
- Investigate suspicious conditions and circumstances on post
- Give attention to crime hazards

### When assigned as a steady sector in a Neighborhood Policing command:

- In uniform & adhere to 202-02 RMP Operator or 202-03, RMP Recorder, depending on assignment.
- Respond to calls for service and participate in community meetings in assigned sector.
- Address mutually important conditions in assigned sector when notified by NCO.

### **Uncommitted time (U-C)**

*About 2:40, or one-third of an 8-hr tour, to be taken, as conditions dictate, in one or more blocks of time.*

- Go 10-75C for community visit, 75D for sector conditions –detailed A/L entry to initiate U-C.
- When not assigned to calls for service, assist NCOs in implementing strategies to address crime and order maintenance problems within assigned sector.
- Engage community; participate in meetings, address conditions, conduct enforcement operations.
- Be knowledgeable about crime conditions, community issues, and resources in assigned sector.
- Obtain sector crime information from precinct crime analysis personnel weekly and as needed.
- Get sector crime info from precinct crime analysis personnel weekly and as needed. Review reports and be well-versed in patterns and trends in assigned sector, with their assistance.
- Use OFFICER SELF-REPORT FORM on Craft app to report achievements in crime prevention, problem-solving, community engagement, etc.

## Notifications

- Report immediately to P/S AND Plt Com. any unusual crime, occurrence, or condition.
- Report conditions not requiring immediate attention to the TS Operator.
- Report to D/O when entering/leaving S/H, PSA, TD during tour indicating reason for presence therein
- Keep T/S Op informed of police services rendered, *when dispatched by T/S Op*
- Report police services rendered in another pct to D/O of that pct.
- If detained at court, etc. & unable to return to sign RRC at EOT, notify D.O.

### When assigned as a response officer in a Neighborhood Policing command:

- In uniform & adhere to 202-02 RMP Operator or 202-03, RMP Recorder, depending on assignment.
- Patrol as determined by platoon commander or other competent authority.
- Answer calls for service so that steady sector officers can engage in uncommitted time.
- Provide back-up for and assist sector cars, when necessary.

 **212-03**

- On assignment requiring relief, notify D.O. **1 hr.** **prior** to EOT

## 202-02 RMP Operator

- Operate car for the entire tour when assigned as driver for **ranking officer.**
  - Monitor radio messages directed to assigned area when supervisor is out of car.

### Seatbelts:

- Inspect & notify Patrol Supervisor of any deficiency.
- Wear three point seatbelts when provided or lap belts if three-point belts not provided.
- Use safety belt extender when 3-point belt becomes difficult to engage due to space constraints.
  - Belts **REQUIRED** for ALL either driving/riding in Marked, Unmarked,/Private Authorized.
  - Belts may be removed **ONLY** when **INVOLVED** in what appears to be a “*dangerous tactical situation*” where the belt may impair ability to take police action.

### Ballistic Window Inserts and Wedges

- Inspect Ballistic Window Inserts and Window Insert Wedges for proper installation and damage, if vehicle is so equipped. Immediately report deficiencies to the patrol supervisor.

### Operating Vehicle

- Position car at scene of an emergency to avoid obstructing, or being blocked by emergency apparatus.
- Constantly patrol assigned sector. Avoid remaining in areas where radio reception is poor
- Permit only UMOS performing police related duty to ride in a RMP on patrol.
- Respond to messages of serious police emergency within **5 blocks** of location even if message is directed to another car, regardless of sector, precinct or borough boundaries.

- Go to emergency with due caution. (Don't use siren unnecessarily, approach scene of reported crime quietly)
- Operate car in manner to avoid injury to person or damage to property.
- Drive at slow rate of speed except under exceptional circumstances or extreme emergency.
- Operate RMP car only when assigned and qualified to operate such vehicle.
- Do not tow *or push* another vehicle with RMP.
  - If blocking active traffic lane, ***Highway vehicle*** equipped with push bar can push.
  - H'Way car can go only to a safe spot. (NO Private Property, NO Repair Shops)

### Radio

- Leave radio on and have the car ready for instant use when car is being cleaned or supplied with fuel.
  - Do not put car out of service if fuel is to be obtained *in assigned command*.
- Do not unnecessarily leave the car unattended; remove keys and lock car when answering call.
- Do not leave portable radio in car.

### Inspection

- Inspect car when reporting for duty (see 219-01 Inspection of Dept Vehicles each tour RMP Operator)
- Make digital Activity Log entry of the **COG** (*C* ondition of the vehicle, *O* dometer reading, *G* asoline in tank)

### Maintenance of Vehicle

- Notify D/O when speedometer requires repair or other parts or accessories including tires and tubes.
- Take care of car and accessories, equipment and tools assigned.
- Cooperate with other operators of the same car to which assigned in care and maintenance, particularly cleaning, washing, and keeping the car in proper operating condition.
- Make minor repairs to car when possible.
- Enter appointment for preventive maintenance on sticker affixed to vehicle.
- Deliver car for regular preventative maintenance inspection as scheduled on sticker affixed to vehicle.

### Miscellaneous

- Do not carry electric blasting caps in vehicles or transmit within 150 ft. of any electric blasting operation.
- Take RMP car out of assigned **sector** when:
  - Directed by competent authority
  - Answering an emergency call
  - Servicing, repairing, or cleaning as required with ***permission of the desk officer***.
- Perform duties of recorder when none is assigned.
- Sign return roll call at end of tour.

## 202-03 RMP Recorder

**Except** if equipped with a partition

- Ride in front seat of RMP except when transporting prisoner, emotionally disturbed person, etc.

### Seatbelts

- Assist Operator in inspecting & inform Operator of deficiency, put in A/L & notify Patrol Supervisor.
- Wear three point seatbelts when provided or lap belts if three-point belts not provided.
- Use safety belt extender when 3-point belt becomes difficult to engage due to space constraints.
  - Belts REQUIRED for ALL either driving/riding in Marked, Unmarked, Private Authorized.
  - Belts may be removed ONLY when INVOLVED in what appears to be a “dangerous tactical situation” where the belt may impair ability to take police action.


*Exact same steps as in 202-02, Operator.*

### Radio Issues:

- Record in digital Activity Log, radio messages directed to RMP including time, location of call, type of case and enter disposition of each call and time of completion.
- Operate the radio & notify Desk Officer if radio becomes inoperative.
- Give disposition (or interim) immediately upon completion and before leaving scene of assignment.
  - Give interim disposition if required to go to another location in connection with assignment.
- Notify D.O. of disposition of job originating in S.H. or other important assignments of unusual nature.
- Notify Radio dispatcher of all assignments not emanating from Communications Division.
  - Give location and nature of assignment.
  - If undue delay is encountered in response to a radio message.
- Prepare necessary reports/records connected with police action taken jointly with operator.
- Obtain permission from **Radio Dispatcher** to place RMP **out of service** for minor repairs.

| REPAIRS  |            |                |                        |
|----------|------------|----------------|------------------------|
| Actor    | Notify Who | To do what     | For                    |
| Operator | D/O        | out of SECTOR  | Service, clean, repair |
| Recorder | Dispatcher | out of SERVICE | Minor repairs          |

- Carry duplicate set of keys for vehicle assigned to during tour of duty.
- Notify radio dispatcher of presence of a non-MOS; Prisoner, complainant, etc of the following:
  - Time entering RMP, gender and beginning mileage.
  - Time exiting RMP, ending mileage upon arrival at destination.
  - Search passenger area for contraband, etc upon conclusion.
  - Make digital A/L entry with time trip starts, ID of person, both locations: begin and end, purpose of trip and results of inspection.

 **208-06** says to search car before AND after you put arrested person in RMP.

## 202-04 Motor Scooter Operator

- Do not respond to radio runs unless specifically directed by radio dispatcher

### Get Scooter Training when:

- Involved in *scooter* collision.
- Not operated in 6 months & being considered for assignment to scooter duty.
- Operated for 1-year BUT haven't gone to refresher course

### Operation

- Inspect scooter and enter in digital Activity Log the **COG** (Condition, Odometer, Gas)
- Operate scooter at a slow, safe rate of speed (3 wheeler, **max 20 MPH**).
- Headlight on **at all times**.
- **Do not pursue** motor vehicles in a scooter
- Don't be assigned on expressways or parkways.
- Check road conditions of post; make digital A/L entry immediately after arrival on post.
- Request reassignment when assignment is hazardous (i.e., spillout)
- Obey traffic control devices (3-Wheeler use siren & roof light when nec.)
- Operate only when assigned, licensed, & qualified by Department.

### Do not use scooter when;

- Patches of snow/ice remain from previous storm or high winds interfere with control.
- Rain, snow, sleet, heavy fog, any precipitation causes slippery ground.
  - 3 wheeler okay in moderate rain & fog.
- Temp falls below 32 degrees Fahrenheit (0 degrees Celsius)
  - 3 wheeler may be used below 32°

### Uniform for scooter patrol:

- Wear helmet & face shield (face shield NOT required for 3 wheel)
- Both scooters wear reflective traffic safety vest during hours of darkness.

| 2 wheel scooter       | 3 wheel scooter                 |
|-----------------------|---------------------------------|
| xxx                   | Max speed 20 MPH                |
| Max low temp 32°      | xxx                             |
| Face Shield mandatory | xxx                             |
| xxx                   | May use in moderate rain or fog |

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

**202-17 Patrol Supervisor**

- Bad weather, send Scooter Operator to D/O or Platoon Commander for reassignment.

**3 Wheeler Exceptions**

- Max 20 mph
- May be used in moderate rain/fog.
- May be used below 32°
- Face shield on helmet not mandatory

## 202-06 Traffic Safety Officer

- C.O. can't assign unrelated duties to TSO. In pct with large # of APLs, may have ass't TSO.
- As C.O. directs, go to community council & Safety Bd meetings, etc to discuss traffic safety
- Compile stats for Trafficstat and attend with XO when precinct is scheduled for a presentation.
- Coordinate activities with Community Affairs Officer to reduce accidents involving children.
- Coordinate traffic training with Training Sgt -speed & construction site enforcement, crossing guards, etc.
- MUST be familiar with PROCEDURAL MANUAL FOR TRAFFIC SAFETY OFFICERS.
- Serve on precinct TRAFFIC SAFETY TEAM and advise on traffic related issues and concerns.
  - Attend patrol borough traffic safety meetings.
- Serve on DEPARTMENT VEHICLE COLLISION REVIEW BOARD and process necessary reports.
- Maintain and update precinct TRAFFIC SAFETY PLAN and EMERGENCY PLANS "A", "B" & "C".
- Maintain and update precinct's traffic safety bulletin board to keep members current on APLs (accident-prone locations), school/church crossings and other traffic safety information.
- Evaluate and monitor the precinct Pedestrian Safety Program.
- Review HIGHWAY CONDITION RECORD for conditions requiring notification/follow-up with other agencies (DOT, Parks, etc.)
- Review and analyze all PARs, note deficiencies and bring to attn of Training Sergeant
- Copy & fwd to H'wy **daily** for collisions on "Limited Access Highways"
- FAX copy to Corp Counsel **and** H'wy District for "Crossover" collision
- Copy PARs & fwd to other agencies (DMV, TLC) when necessary;
  - PARs to other agency go in appropriately addressed white envelope, and sent to Mail and Distribution Unit.

### Crossover Collision

- Vehicle crosses over **or strikes** any type of median separating opposing traffic
- Which means it doesn't have to actually "Cross Over"

### Summonses

- Count, record by category (red light, improper turn, etc.), and process relevant summonses.
- Review on a daily basis all "B", "C", & OATH summonses
  - Identify those issued to owner/operator licensed by, or should be licensed by the TLC,
  - Get next # from REPORT OF VIOLATION (LD6) log,
  - Make 2 copies of summons & put # on top of each copy,
  - Forward one copy to the NYC TLC & file the other in rear of LD6 Log or command file.
- Daily, enter info of each "B" summons in "B Summons app" in FORMS using "Paper" option.
  - Enter serial # from top left of summons and complete all appropriate captions in FORMS.
  - Store Complaint/Information copies in a secure location at command.

### Analyze and process TRAFFIC INTELLIGENCE REPORTS

- Ones that can't be addressed on pct level, forward to Patrol Boro Traffic Safety Coordinator.

### Accident Prone Locations (APL)s

- Identify collision-prone locations and determine contributing factors for each location.
- Recommend necessary engineering, enforcement & education strategies for accident reduction
  - Maintain liaison with Dept of Transportation (DOT) re; engineering recommendations.
  - Prepare MISSING TRAFFIC CONTROL DEVICE REPORT & fwd to DOT Boro Commissioner.
- Forward necessary enforcement information (days/hrs of accidents, contributing factors, e.g. weather conditions, etc.) to others who write summonses in precinct, (H'wy, Task Force, etc).
- Maintain copies of construction permits, visit sites and issue summonses for permit violations.
- Issue appropriate summonses at accident-prone locations.
- Prepare and/or forward all traffic related reports, as appropriate.

### **202-07 Domestic Violence Prevention Officer**

- Duty in uniform unless authorized otherwise, Tours in accordance with command needs.
  - Review DIRs & forward to the squad for incidents occurring within command.
  - Review ICAD each tour to ensure a DIR was made for every;
    - 10-90F1, F2 & F3,
    - 10-90J1 & J2,
    - 10-92F & J,
    - 10-93F & J.
- F is for Family  
J is for Juvenile
- ID & monitor 'at risk' locations/victims (including all members of household who may be at risk).
    - Put people on HPL (High Propensity List) & CAR (Child At Risk) lists into DVIMS (Domestic Violence Information Management System) & update regularly.
  - Maintain contact with complainants for incidents occurring within command (phone, visit, at pct – however they want) & document in DVIMS
    - Use caution so as not to alert the offender
    - If there is an open complaint, confer with the Squad/Special Victims Unit
  - Prior to Home Visit, do warrant check, go 10-75F, make the collar if wanted offender present
    - Document home visit in FORMS & submit to supervisor review through FORMS.
  - Realy info to cmnd people (PDS, Y.O, Patrol, NCO) of people/locations needing special att'n.



- Apprise compls of rights, Right of Election, availability of OOPs, counseling, shelter, etc.
  - Assist in serving OOPS, when requested (doesn't include 'Temporary' OOPs in 212-57)
- Advise victims who have relocated, or are planning to, due to safety concerns that they may be eligible for NYS Address Confidentiality Program –refer them to NYS Department of State's website.
- DVPOs equipped with a BWC will record home visits and other mandatory events as per 212-123.
  - May stop recording upon request of victim/witness under certain circumstances.
  - In addition, BWC videos will be 'tagged' accordingly (e.g., DV Home Visit, etc.).

#### **DOMESTIC VIOLENCE HOME VISIT CHECKLISTS**

- These are no longer listed in the procedure, it's all done in the FORMS app now BUT, for some reason, they left in the warning about the CHECKLISTS being Rosario so;
  - CHECKLISTS are Rosario Material and must be maintained **at pct of occurrence**.  
When requested or if an arrest is effected, A/O ensure ADA is given a copy.

#### **Mayor's Executive Orders 34 & 41**

- 🔑 DV Crime Victim info (on High Propensity List) can't go on Crime Information Center (in precinct lobby) so they created a new 'sub' database for the HPL list.

### **202-08 Youth Coordination Officer**

Duty in uniform, report direct to NCO Sergeant.

- Keep NCO Sgt informed of all juvenile issues and conditions.
- Tours should correspond with youth related crime and in areas frequented by youth.
- Do a minimum of **4 hours** during 3<sup>rd</sup> platoon.
- Be equipped with Body-Worn Camera and comply with 212-123, Use of BWC, as appropriate.
- In a precinct not patrolled by Housing, YCO is responsible for youths in public housing in the pct.
- Not to be utilized as backfill for other precinct assignments (prisoner transport, hospital post, etc.), or details during regularly scheduled tours without permission of the PC, Chief of Dept or bureau chief.

Confer with other MOS, units & agencies

- Confer with DVPO to ID home conditions contributing to youth violence, including child abuse.
- Regarding youth crime, confer regularly with FIO, PDS, DVPO, and precinct crime analysis unit.

## Youth Home Visits

- Prior to visiting youth at home for *any* purpose, confer with FIO, PDS, DVPO, to ensure ongoing investigations will not be compromised.
  - Ensure Body-Worn Camera is activated during youth home visit. May deactivate if involved party requests, if safe & advisable after considering circumstances, including desire for privacy and confidentiality. Tag accordingly (YCO home visit, etc.)
  - Document details of visit in digital A/L and ECMS, as needed
  - Give the following radio codes to dispatcher;

|  |
|--|
| 10-75Y prior to visit,<br>10-75Y1 after a successful visit.<br>10-75Y2 after <u>un</u> successful visit. |
|--|

- 
- When investigating youth crime, communicate & coordinate with steady sector, FIO, NCO & DVPO.
  - Develop strategies to address youth crime –use community based services, relevant City agencies and Department units (Youth Strategies Division, etc.).
  - Visit schools & confer with principal and school safety personnel to help reduce and prevent violence.
  - Collaborate with ACS, Juvenile Probation, Corp Counsel, Family Ct & D.A. re; youth related matters.
  - Serve as principal liaison for any at risk youth within Pct/PSA.
  - Serve as info resource & advise command people, parents & community groups on youth matters

### Follow up on all crimes, petty and serious, committed by youths.

- YCOs not ordinarily assigned juvenile arrests.
- Keep apprised of repeat Y.Os, incidents involving multiple crimes and patterns involving youths.
- Review arrest notifications from Juvenile Crime Desk re; youths residing in Pct/PSA.
- Contact P/G and warn of offenses committed by their children that resulted in a YOUTH REFERRAL, OLBS, or JUVENILE REPORT.
- Depending on the severity of the charges, and the youth’s history, Juvenile Crime Desk will provide info that may include Recidivist Tracking and Reporting Database and/or DAS reports.
  - Conduct follow up on all notifications received, and make conferrals/referrals, as appropriate.
- Be familiar with current case law re; juvenile arrest process, in particular, interviews & interrogations.
- Monitor cases involving felony offenders 16 & 17, and if cases are adjudicated in Family or Crim Ct

### Attempt to involve petty offenders in positive youth groups.

- Coordinate, guide, & develop youth programs to foster positive relationships with youth and families.
- Identify underutilized public spaces that could be activated or repurposed for youth programs and coordinate with Youth Strategies Division.
- Assist in processing runaways, abused children, and those youths requiring shelter, when necessary.

## Complainants, Victims, Witnesses

- Assist juvenile complainants and witnesses with court processes.
- Maintain contact with crime victims (youth victims or victims of youth perps) & follow up, as nec.

## Paperwork

- Document investigative steps regarding youth crime in ECMS, as appropriate.
- Review COMPLAINT REPORTS involving youth victims and perpetrators daily.
- Review JUVENILE REPORTS prepared for youths residing in Pct/PSA.

## **202-09 Arrest Processing Officer**

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

- Duty in uniform, report to Ops Coordinator –BUT, perform arrest process tasks as directed by **D.O.**
- Assist A/O in all facets of arrest processing, including, but not limited to:
  - Warrant & license checks, complete all arrest paperwork, fingerprint,
  - Obtain additional contact info (cell/work/home phone #, email, preferred mailing address, etc),
  - Obtain DNA, when warranted, for DATs,
  - Ensure all UMOS properly “categorize” and “tag” videos associated with arrests.
- Do additional arrest functions as per the needs of command/patrol boro, and as requested by your C.O.

Odd, but it says nothing about photographs...

## **Liaise with DA**

- To identify & acquire discovery material (related documents/recordings necessary for prosecution),
- Availability of MOS & communication issues (length of time to confer, paperwork problems, etc)
  - Liaise with BCS on issues with arrest processing (delays, A/Os awaiting affidavit prep, etc.)

## **202-10 Community Affairs Officer**

- Perform CA duties as directed by C.O. *or* other competent authority.
- Wear appropriate *business attire* when not performing duties in uniform
- Attend Community Council meetings & assist in stimulating & coordinating council activities.
  - Act as liaison between Community Council Executive Board and C.O.
  - Perform duties in relation to Community Council in addition to crime & delinquency prevention
  - Forward monthly report of council meetings, programs and operations to Chief of Community Affairs *through* borough community affairs coordinator and Commanding Officer, Community Outreach Division & Crime Prevention Division.
- Establish personal contact with civic/community groups and attend meetings as directed.
- Inform C.O. & Boro CA coordinator of new/revised activities of unusual events & demos.

- Maintain CLOSE liaison with locations where large events are held within the command
- Maintain OPEN communication with other MOS to allow exchange of ideas with Community
- Maintain DAILY contact with SOL to combine efforts for attention to areas of complaints.
- Maintain liaison with Youth Officer and Crime Prevention Officer and NCO.
- Frequently visit schools, houses of worship, hospitals, etc.
  - Confer with Clergy on delinquency and other youth related problems.
- Investigate incidents and conditions that may lead to intra/inter group community unrest.
- Respond to disorder, demo, racial conflict, etc as directed by C.O./or other ranking officer in charge
- Assist C.O. in keeping command MOS informed of community affairs problems and developing and implementing community affairs programs.
- Assist Training Sergeant in developing in-service training, including guest speakers.
- Administer MedicAlert + Alzheimer's Association Safe Return Program
  - Contact nursing homes & get them with the program.
  - Check Command Post Log for past special category missings- offer program to the families.

## 202-11 NCO -Neighborhood Coordination Officer

### Tours, Assignments, etc.

- Work *flexible* tours in *uniform* as sector conditions and community needs dictate.
- Work *same* tour as other NCO assigned to sector, unless one assigned to court, vac, leave, etc.
- Patrol as a sector cop *only* when sector officer unavailable or as otherwise necessary.
  - Notify steady sector cops of conditions of mutual importance & keep NCO Sgt informed.
- Perform other duties as directed by NCO sergeant.
  - Not to be used as backfill for pct assignment (shooting post, prisoner transport, hospital post, etc)
  - Not to be assigned to **details** during regularly scheduled tours without permission of Bureau Chief concerned, Chief of Department, PC.
- Utilize the OFFICER SELF-REPORT FORM on Craft application to report achievements in crime prevention, problem-solving, community engagement, etc.
- Authorized to wear NCO breast bar above their shield, immediately below any Unit Citation or individual recognition awards, for the duration of their tenure in the assignment.

#### **Key Note:**

A list of 3 is a test question waiting to happen. Picture this: May be assigned to a detail during regularly scheduled tour with permission of which of the following?

- A) Bureau Chief
- B) Chief of Department
- C) Police Commissioner
- D) They could put in NCO Sergeant, SOL, C.O., etc (**ALL WRONG!!!**)

## In-House Conferrals

- Regularly confer with sector car officers, patrol supervisors, platoon commanders, SOL, NCO sergeant, FIO, community affairs officer, etc.
- Regularly meet with the precinct Crime Prevention Officer to determine outreach efforts.
- Assist Pct YCO in identifying at-risk juveniles who reside in sector and referring youth to Department, City, and community-based social services and prevention programs.
- Assist PDS with open cases in assigned sector by conducting canvasses, etc. and updating the Electronic Case Management System (ECMS), as directed by assigned detective/squad supervisor.
  - Get sector crime info from precinct crime analysis personnel weekly and as needed. Review reports and be well-versed in patterns and trends in assigned sector, with their assistance.
- Confer with precinct domestic violence officers to ascertain the identity of recurrent domestic violence offenders with a propensity for violence who reside in sector.
- Liaise with counterpart in other bureaus (Patrol liase with HB & TB and vice-versa).

| Key Recap of Precinct conferrals |   |
|----------------------------------|---|
| Regularly confer with            | <ul style="list-style-type: none"> <li>• Platoon commanders, SOL, Patrol supervisors, NCO Sgt.</li> <li>• Sector car officers, FIO, Community Affairs Officer, etc.</li> </ul>                    |
| Regularly meet with              | <ul style="list-style-type: none"> <li>• CPO <i>to determine outreach efforts</i></li> </ul>  |
| Assist                           | <ul style="list-style-type: none"> <li>• Youth Coordination Officer <i>to ID at-risk youth</i></li> <li>• PDS with open cases; <i>conduct canvasses &amp; update ECMS as directed.</i></li> </ul> |
| Liaise with                      | <ul style="list-style-type: none"> <li>• Bureau counterpart (Housing/Patrol)</li> </ul>   |
| Confer with                      | <ul style="list-style-type: none"> <li>• DVO <i>to ID recurrent offenders with propensity for violence</i></li> </ul>   |

## Outside Conferrals

- Visit schools, houses of worship, hospitals and similar public institutions frequently.
- Strengthen line of communication with residents, schools, businesses and prevent crime and disorder.
  - Regularly confer with residents, business persons, officials at public institutions (schools and hospitals), clergy, and community leaders within the sector.
  - Visit schools frequently and confer with principals & SSAs 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.
- Maintain a close liaison with the management of facilities within sector where large events are held.

## In and Out

- Coordinate and lead sector efforts to engage the community and address their problems of concern by establishing effective and continuous communication with sector cops & members of community regarding development & implementation of strategy to address crime & order maintenance problems.
- 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.
- Initiate contact with other Department units, governmental agencies, as appropriate, regarding strategies to address sector conditions, and render assistance, as necessary.

## In, Out and create something

- Convene and participate in community and block association meetings and if none exist, work with community to start groups.
- Create and maintain a database of key community contacts, including name, address, phone number, email, business, title, etc. for assigned sector.
- Develop, with community input, where possible, innovative plans in the area of crime prevention, patrol, community affairs, etc.
- Use Neighborhood Policing App to assist in doing neighborhood policing functions, as applicable.

## 202-12 Auxiliary Police Coordinator

- Wear uniform.
- Do tours that coincide with Aux Police, when possible.
- Coordinate all auxiliary activities in the command.
- Recruit new members continually by developing strategy with C.O. APS and recruitment staff.
- Interview, enroll, investigate and fingerprint new applicants –examine and verify submitted info including proof of residence, employment, citizenship, etc.
  - Verify by written documentation that applicant is a permanent resident or possesses a valid visa issued by U.S. Citizenship & Immigration Services. Foreign nationals who have permanent residence status or hold a valid visa also qualify for the Auxiliary Police Program.
- Prepare paperwork for biannual basic training as scheduled by APS Training Unit
- ID & recommend to SOL suitable, *trained* volunteers for “Purchase of Alcohol to Minors” operation.
- Rotate assignments of auxiliary personnel.
- Safeguard, maintain & account for equipment/supplies (generator, computer, radios, bicycles, etc.)
- Obtain shields, identification cards and uniforms of *inactive* members and process accordingly.

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

- Crime Prevention Officer,
- Community Affairs Officer,
- Youth Coordination Officer,
- Neighborhood Coordination Officer.

These 3 used to be C.O. duties, they were taken out & put here in 2018

- Confer with C.O. and SOL to develop plans for optimal use of Auxiliaries in event of an emergency
  - Ensure plan is developed & tested and Auxiliary Officers are instructed on the plan
- Inspect at R/C, assign, instruct on orders issued by C.O. APS and supervise in the field as per 212-100
- Requests for recognition and promotion go to Aux Police Section *through* borough AP coordinator.
- Monthly figures go on Auxiliary Police Section form to boro AP coordinator and AP Section.
- Create & maintain “Command Auxiliary Reference Library” (P.G., Aux P.G., etc)
- Inspect portable radios and vests when performing duty.
  - Maintain AUXILIARY POLICE UNIT COMMAND VEST/RADIO LOG for integrity & safekeeping of radios and vests. Document inspection of both by listing serial #s in the LOG.
  - Vests go in secure locker, NOT stored by any individual APOs

## **202-13 Evidence/Property Control Specialist**

- Receive, invoice, release, package, label property and evidence including but not limited to Narcotics, Currency, Securities & Jewelry (doesn’t say Guns!)
- Perform intake function: check property vs. related documentation, search for contraband, unaccountable items, VIN #s and other proof of ID.
- Assign storage number location.
- Prepare property & documents for transport, use Dept vehicle & take to D.A, Dept location, etc
  - Periodically inspect/schedule maintenance of, vehicles assigned to property functions.
- Move, load/unload all types of property from one location to another, etc.
- Deposit money in the bank and log receipts back at command.
- Maintain relative invoices, records, logs, reports and indexes, etc.
- Secure & maintain storage area & notify D.O. of # of PCIs stored in excess of 30 days .
- Verify ID and authorization of people entering / leaving dept premises where property is stored
- Process release of invoiced property & determine ID of persons requesting release of property.
  - Verify ID and proof of ownership. May fingerprint claimant if necessary.
- Cancel alarms, monitor alarms systems, security cameras, etc. in assigned premises.
- Makes appropriate notifications, dispatch transmittal forms, order necessary supplies.
- Respond to Public Administrator, D.A, etc. re; disposition of DOA or evidence property.
- Rotow duties *when there is no other property duties to do.*
  - Photocopy & forward vouchers prepared for recovered stolen vehicles to Patrol Borough Pattern Identification Module by next business day.

## 202-14 T.S. Operator

A CMOS will be assigned as TS Op, when feasible.

- Answer phone promptly, courteously & say; “ CMD, Rank/title, Surname and MAY I HELP YOU”
- Process requests for service .
- Bring to the attention of D.O. matters of importance or other conditions requiring attention.
- Notify D.O. when MOS required to signal, fails to in reasonable time.
- Interview visitors entering command.

### Maintain the **H**ighway **F**ORT:

- **H**IGHWAY CONDITIONS RECORD
- **F**REQUENT TELEPHONE INQUIRIES
- **O**utgoing Toll Calls
- **R**OLL CALL (DUPLICATE COPY)
- **T**elephone Dispatch Log

### 207-31 & 207-21

- TS will refer a CCRB or Corruption complaint (walk-in or phone), to D.O.

## 202-15 Attendant

- Assume control of, search, if applicable & inspect prisoners
- Ensure property dangerous to life, may facilitate escape, damage property or could be used for suicide/ attempt or assault (articles with glass, sharp edge, belt, tie, shoelace, drawstring, etc) is removed.

### Occupied Cells:

- Make sure doors of occupied cells are locked.
- Remain inside cell block at all times and be alert to conditions and needs of such prisoners.
- Report to D/O any physical condition or unusual need of prisoner
- Attend to the personal needs of prisoner (i.e., meals and other essentials.)
- MALE attendant visit FEMALE cell area when;
  - accompanied by female MOS and then only with permission of boss in command, or
  - in daily cleaning of UNOCCUPIED female cells, or
  - in an emergency.

### 202-18, Desk Officer Duties

- Don't assign Attendant duty requiring them to leave cells while prisoners are lodged.

### Relief Personnel:

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

### Prisoner Roster:

- Conduct inspection and make entry immediately after reporting for duty (notify D.O. of results)
- Conduct inspection and make entry EVERY 30 MINUTES



### Other Duties:

- Report necessary repairs to the D.O./appropriate supv
- Wash cells, & test alarm in cellblock each day immediately after prisoners have been taken to ct.
- Keep cells supplied with paper cups, toilet paper and paper towels
- Remove & safeguard guns prior to entering detention cell area including facility established during emergency arrest situations (UMOS only obviously).
  - Supv ensure guns safeguarded at temporary detention facilities.

### CIVILIAN Attendant –specific duties

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

## **202-16 Field Intelligence Officer**

- Perform tour as directed by FIO Sergeant & perform only intel duties as FIO in assigned command.
- At start & end of tour, report to D.O. for Command Log entry & notify FIO Sgt, if present.
- Perform duty in civilian clothes –have O.C. Pepper Spray & other equipment as req'd

### Duties

- Advise and make recommendations to command FIO Sgt on intelligence matters.
- Be key component of Intel Bureau by gathering & sharing intel with Dept units (DB, Patrol, etc.)
- Develop information in support of borough level intelligence strategy.
- Re; parolees, parole absconders, subjects of I-Cards, wanted persons and other matters germane to command, exchange info (pictures, data, updates) with other FIOs/FIO Sgts, Intel Bureau units, Detective commands, and other specialized units.
- Use secure e-mail, when practical, for notifications and inquiries to other FIOs, and Intel Bureau.
- Assist with preparation of weekly Intelligence Bureau Activity Report.
- Participate in detective and patrol training sessions, as directed by FIO Sgt
- Confer regularly with patrol officers, detectives, supervisors and unit specialty officers (School Safety, Community Affairs, Domestic Violence, NCO, etc.).
- Confer, regularly, with youth coordination officers regarding youth related crime.

- Review documents, reports, and stats for intel, including but not limited to:
  - 61, JRSW, DD-5, OLBS, Unusual Occurrence Reports (includes DB Unusuals), Stop Reports, SSD Criminal Incident Reports, DIR, arrest/complaint trends & patterns, Intell Bureau Reports
- Document intel forwarded to investigative and enforcement units in ECMS, and inform FIO Sgt
- Develop CIs who offer, or propose to offer, information, and who are approved by the Department.
  - Act as point of contact, when applicable, and be guided by 212-68, “Confidential Informants.”
  - Maintain files for informants & ensure security of all folders.
- Confer with C.O, command, at the direction of FIO Sgt
- Notify FIO Sgt & Intel’s Criminal Intel Sec. regarding unusual incidents, and significant occurrences.

#### Out in the Field

- Notify Intel Bureau and D.O. to arrange supervision for urgent field operations if FIO Sgt not present.
- In the absence of FIO Sgt, respond to incidents in the field to provide assistance and gather info
  - ID self to ranking patrol commander and investigator at scene.
  - Confer, regularly, with FIO Sgt and provide updates on all information/intelligence received.
  - Prepare DD5 -Pink for review by FIO Sgt
  - Enter intelligence from any source into ECMS or DD5 -Pink database, as appropriate.
- Under the supervision of FIO Sgt, follow up on actionable intelligence (investigation initiated, arrest, search warrant, etc.) & record in ECMS after conferral with FIO Sgt.
  - Assist FIO Sgt with Search Warrant Request (212-75) & comply with 221-17, SW Execution.
- Attend precinct NCO and community meetings to obtain information of intelligence value.

#### Debriefings

- Coordinate with FIO Sgt and Det Bureau, as necessary & debrief prisoners when intel may be gained.
- Assist FIO Sgt in developing specific questions re; crimes, patterns, trends occurring in command.
  - At the direction of FIO Sgt, give command specific Qs to Intel Bureau units for their debriefs.
  - Be present during debriefings of all arrests, when possible, to assist in development of intel.
- Record & maintain details on positive or negative results in ECMS and route accordingly.
  - For “Positive Debriefing” in ECMS related to active criminal investigations; track & review and electronically forward copies to appropriate investigative units after review.

## 202-17 Patrol Wagon Operator

### Talks to the Supervisor Concerned (D/O):

- At start of tour & when relieved at EOT
- To get assignment & meal time
- When leaving & returning from calls & meal
- When not on assignment, be available in place known to Supervisor concerned

### The Wagon:

- Keep in clean & serviceable condition.
- Check rear & compartment doors for serviceability & security before & after loading prisoners.
- Search interior for weapons/contraband after delivering prisoners & immediately notify boss in charge at facility if contraband found.
- Maintain a record of all activities performed.

### Call Borough Court Section:

- From all stops on way to court/other and upon arrival/departure from court/other
- Prisoners not ready within 20 mins of arrival
- Pick up supplies/equipment after getting clearance from Boro Ct. Sec.

🔑🔑🔑 202-14, D.O. (similar to the Attendant)

- D.O. can't assign PWO duties outside station house without permission of Borough Ct.

🔑🔑🔑 "Break the Chain of Command"

- PWO report necessary repairs to C.O.

## 202-18 Desk Officer (UMOS in Rank of Sergeant or Above)



- Perform duty in uniform.
- Responsible for all police operations in command during tour.
- Inspect all arrest process and prisoner detention areas within command **prior** to taking the desk.
  - Periodically inspect arrest process area & ascertain # of perps & length of time in cmd.

### Command Log Entries: (CLE)

- Sign name and time in command log when assuming desk duties.
- Enter Lts & Sgts as present for duty at the start of their tours.
  - Put time, rank, name, cmd of assignment, address, reason & authorizing supervisor for any UMOS reporting for duty or EOT via 'outside wire.'
- Sign out in command log when leaving desk area for any reason.
- Record changes to ROLL CALL and in command log as they occur.
  - Notify TS of post changes & notify P/S of reassignment of members returning from ct / details.

It no longer says "& at EOT" but the last step (42) calls for a detailed entry at EOT -see last page of D.O.

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It no longer says "& sign back in upon return" but that's covered by the first step; "...when assuming desk duties"

## Meal Issues

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

## Property Issues:

- Certify to accuracy and completeness of CLEs concerning vouchered property.
- Inspect property locker & all areas where invoiced property is being held **at beginning of tour**.
- Designate an MOS to do “Physical Inventory” using PETS - system will give an inventory #
  - Put results of inspection of invoiced property and Property Clerk Division seals in Command Log by documenting “Physical Inventory” # ascertained from PETS.
- Make SEPARATE entry indicating any invoices stored **in excess of 30 days**.
  - Notify Ops coordinator of number of vouchers stored **in excess of 30 days** and expedite delivery of the invoiced property to its final storage location.

## Post:

- Operate and monitor Base radio
- Visit all areas of command facility at least once each tour.
  - Personally check restrooms & locker rooms for structural defects that would let a peeping Tom practice his/her sport (Correct the problem immediately when circumstances dictate).
  - Inspect command for display of any offensive material.
  - Ensure areas with Dept computer systems are being used within guidelines & not damaged.
  - Inspect parking facilities & streets/sidewalks around command to ensure no Dept vehicle or vehicle with Restricted Parking Permits are parked illegally (obstructing bike lane/sidewalk, hydrant, bus stop, etc) or have equipment violations (obstructed license plates, etc.).
  - Document inspection with a CLE and take corrective action if necessary.
- No unauthorized persons behind desk except the following when performing official duties:
  - Corporation Counsel, D.A., M.E., Comptroller (for these 4, it includes **assistants**)
  - MOS, Judicial Officers, Non-local law enforcement agency people (these 3, **no** assistants).
- Non-local law enforcement **not** permitted in non-public areas of any city property (leased/owned that serves a gov’t purpose which the city controls) absent a judicial warrant EXCEPT;
  - When they are authorized pursuant to a cooperative agreement, such as a task force,
  - Where access furthers the purpose or mission of the Dept, such as public safety,;
  - Where the access is required by law, When exigent circumstances exist.



## Roll Call:

- At start of tour, query MED DIV SICK REPORTING SYSTEM to see who is out sick/not full duty.
- Immediately investigate unaccounted MOS at start of tour -after **2 hrs**, go with 205-18, AWOL
- After R/C, give 'Rundown' to radio as listed on R/C. Update radio as changes occur throughout tour.
- Prior to start of incoming pltn, put entries on ROLL CALL ADJUSTMENT (Change Sheet) & desk copy of R/C.
- Log into Domain Awareness System (DAS) & input resource's tax#, tour assignment & RMP#, if applicable.
- If any AVL inoperable, call ITB Service Desk, put call in Telephone Record & inform Patrol Supervisor.

## Personnel Issues:

- Make required notifications to MOS assigned to OR residing IN cmd.
- Accept service of civil process for cmd members & notify them when PRAA not working.
- Directly supervise (6 people) TS, Attendant, Clerk, APO, Patrol Wagon Operator, Community Guide.

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

## **Telephone Switchboard Operator (TS)**

- Ensure a CMOS assigned when feasible, though a UMOs on Restricted or Limited can be.

## **Attendant (Cells)**

- Ensure they're not assigned duty requiring them to leave the cells if there prisoners.

## **Arrest Process Officer (APO)**

- Supervise in conjunction with Ops Coor and monitor arrest processing.

## **Patrol Wagon Operator**

- Assign qualified member to operate when civilian operator not available.
  - If neither is available in command, request **patrol borough** to assign operator.
  - DO NOT assign **duty outside stationhouse** without prior approval from BCS concerned.
  - Assignments from Boro Court Section have priority over precinct assignments
- DON'T deploy special enforcement people w/o specialized unit supv assigned **directly & totally** to them.
- Supervise platoon sign out at end of tour and verify return roll call.
- Put platoon members entering cmd for any reason in INTERRUPTED PATROL LOG.
- Verify arrival & departure of command receptionist by signing PERSONNEL SCHEDULE AND TIME SHEET
  - Forward command receptionist reports as required.



## Notifications / Referrals

- Notify C.O. of important matters; unusual arrest/occurrence or whatever requires personal attention.
- Confer with **C.E.O.** regarding trends observed/ other important matters.
- Notify Intell's Criminal Intell Section of major incidents and/or special circumstances deemed appropriate by C.O, Intell and/or C.O; Pct/PSA/TD.

### **PPP C.E.O.**

- Commanding Officer
- Executive Officer
- Operations Coordinator

Forms, Logs & Reports:

- Directly supervise PRISONER ROSTER entries, issuance of summons books, paycheck distribution
- Examine, sign & forward forms and reports as required:
  - TELEPHONE DISPATCH LOG (TDL); certify entries by signing after 4<sup>th</sup> hour and EOT.
  - Maintain TELEPHONE RECORD.
  - Make CONSOLIDATED TOUR REPORT every tour & attach to desk copy of RC.
  - Make DAILY VEHICLE ASSIGNMENT SHEET each tour -keep current month on clipboard behind desk
    - 1<sup>st</sup> Platoon D.O, *verify* SHEETS.
    - Have completed SHEETS filed after each month.

2 things at 4<sup>th</sup> hour  
○ TDL: 4<sup>th</sup> hr & EOT  
○ Email: 4<sup>th</sup> hr & START

Department Property:

- Check Department computer systems frequently throughout the tour.
  - Check command email account immediately upon start of tour, during the 4<sup>th</sup> hour & make a CLE.
  - Monitor FINEST messages affecting command and/or members of command.
  - Monitor Department directives and disseminate information affecting command, as appropriate.
  - Ensure important/actionable info is relayed to outgoing platoon/appropriate personnel as required
- Check repair/availability/distribution of field & emergency equipment-make entry in pertinent record
- Report defective gas pumping equipment to Fleet Services Division, Fuel Control.
- Ensure US Flag properly displayed sunrise-sunset each day.

Prior to being relieved at EOT, make CLE with;

- ID, condition & location of MOS injured during tour,
- Location and time of any confirmed shots fired jobs, any 10-13 or 10-85s called during tour,
- Open missing persons requiring follow up (include ID, age and residence),
- Hospitalized prisoners & their locations, any fixed posts that require relief,
- The number of 61s, TRIs & PARs pending sign-off,
- Other pertinent info as req'd (RMP went OOS during tour, etc.).

**1<sup>st</sup> Platoon Specifics:**

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

## 202-19 Patrol Supervisor (UMOS in the Rank of Sergeant or Above)

- At start of tour, report to D.O. for CLE as present for duty BUT sign Return Roll Call at EOT.
- Conduct roll call, 5 minutes after start of tour, as detailed in 212-01, Roll Call.
- Patrol in uniform, as directed & supervise all police **field** operations in command during tour.
- Conduct investigations and submit reports as required, including, but not limited to, injuries to MOS (uniformed and civilian) or damage to Department property.

1 or 2 words could matter on test day:

| Platoon Cmdr       | D.O.              | Pat. Supv               |
|--------------------|-------------------|-------------------------|
| Responsible for    | Responsible for   | <i>Supervise</i>        |
| Command operations | Police operations | <i>Field operations</i> |

### Radio Runs

- Immediately respond & direct activity at **WEBS** radio runs
  - **Weapon, Emergency, Burglary, Serious crime.**
  - Make appropriate digital Activity Log entries.
  - Radio will immediately dispatch patrol supervisor from adjoining cmd if you're not available.
- Ensure RR directed to MOS assigned to sector/post are acknowledged.
- Direct RMP units to resume patrol when services are no longer needed.

### Vehicles/Seatbelts

AVL = Automatic Vehicle Location, DAS = Domain Awareness System

- Use AVL in DAS to monitor RMP locations for UMOS safety & ensure proper delivery of police service
  - If AVL not working, notify D.O. but don't put RMP out of service unless IAB or **FSD** says to.
- Supervise inspection of Department vehicles assigned to members of platoon.
  - Report serious seatbelt deficiencies to Lt platoon commander or if absent, direct to C.O.
  - Report all vandalism of RMP seatbelts to the Internal Affairs Bureau.
  - Take appropriate action if seatbelt defects are deemed not consistent with normal usage.
  - Be vigilant for indication of disabling or improper use (buckling behind occupant's body or seat).
- Direct scooter operator to P/C or D.O. for reassignment when weather/road conditions a dangerous.
- Evaluate driving habits/abilities and take corrective action as necessary.

### Supervision

- Be cognizant of crime & conditions and instruct P.O.s re; activity affecting their sector/posts.
- Supervise MOS performance of duty, test knowledge of cmd conditions, closely evaluate activity.
- Use Neighborhood Policing App to supervise/conduct neighborhood policing functions, as applicable.
- Visit foot post/RMP frequently/irregular intervals & hospital / special posts at least once a tour.
- Record all visits by putting name, time, assignment in digital A/L & sign digital A/L of UMOS visited
  - 1<sup>st</sup> Platoon: Visit various locations at different times to see that UMOS are performing duty at all times.
- Report derelictions of duty to C.O.
- Review and sign OFFICER PROFILE REPORT of P.O.s/detective specialists, monthly, make required entries & deliver to Platoon Commander for review by **5th** day for the previous month.

### Notifications/Consultations:

- Keep Lt Platoon Commander *or* D.O. notified of current matters of importance.
- Regarding matters of mutual importance/ trends observed, confer with C.O./X.O./ Operations Coordinator /Lt Platoon Commander/D.O. & NCO Sergeant.
- Notify TS of meal location & relieve Lt Platoon Commander or D.O. for meal when designated.
- Submit to C.O. **in writing**, recommendations for special assignment, detective designation or change in assignment for members under supervision.

### **202-21 Training Sergeant**

- Perform duty in uniform as the primary training instructor/coordinator for all MOS in command (uniformed and civilian) -unless otherwise authorized by C.O, Command Level Training Section.
- Training Sgts in Pcts/TDs/PSAs are assigned to the Training Bureau so may only perform training duties as directed by C.O, Command Level Training Sec. -can't be used for other admin positions.
  - Those in other than Pct/TD/PSA perform duties as directed by Commanding Officer.
  - C.O. consider importance of command training and that these members must act as instructors in the Police Academy and Joint Tactical Training Centers, when approving alternate assignments.
- Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
  - In commands without a desk officer, sign in as directed by C.O.
  - When reporting to the Police Academy/other training sites, wear either uniform, business attire or civilian clothes as directed by the Training Bureau.
- Training Sgts in Pcts/TDs/PSAs, perform tours at the direction of the C.O. Command Level Training.
  - Those in other than Pct/TD/PSA perform duties as directed by Commanding Officer.
  - Maximize exposure to all MOS & adjust as necessary, to train MOS outside normal working tour.
- Conduct roll call training regularly, not to exceed 25 minutes, for all three platoons.
  - Ensure that members not assigned to the three platoons receive similar training.
  - Prepare roll call messages daily, to ensure steady flow of information.
  - Commands that do not conduct roll call, schedule sessions at direction of the C.O.
- Develop, implement and maintain a comprehensive command-level training program that is suitable and responsive to the needs of the assigned MOS and addresses local command conditions.
- Attend training seminars on how to best train on topics selected by the Training Committee.
  - If unable to attend, C.O. will assign an appropriate alternate trainer.
- Confer frequently with C.O, X.O. members of community, command uniformed and civilian supervisors, and Training Bureau to identify training needs.
  - Attend community meetings at the direction of the commanding officer.



- Keep abreast of occurrences and current events within the command, as well as borough and Citywide, to aid C.O. in identifying issues that may be resolved through training.
- Periodically review completed forms and reports made by members of the command and note any individual, or patterns of deficiencies, which may be rectified through training.
- Frequently survey members of command for training topics and request feedback from members.
- Frequently check Dept intranet/internet/FINEST for current Orders (Interim/Operations Orders), memos, messages, etc., and relay relevant messages through training, announcements and roll call.
  - Direct members to appropriate website to view recent Orders/directives, pertinent videos, etc.
- Confer with Training Bureau, and/or check Training Bureau intranet page, to identify current topics and generic lesson plans that may assist in satisfying identified training needs of the command.
- Utilize TACTICS to record all training conducted (by your)
  - Ensure members scan identification cards to receive credit for training.
  - When conducting command specific training, identify the general course in TACTICS that coincides with the training topic and record attendance under that course.
    - If a generic course cannot be located, confer with the Training Bureau for guidance
- Utilize TACTICS to schedule, coordinate & monitor training for the command (outside training)
  - Ensure all members are attending training within the training cycle.
  - Monitor attendance at external training & recommend discipline for failure to appear, as appropriate.
- Make Training Bureau lesson plans available and accessible to supervisors for training when unavailable due to vacation, sick, etc.
- Utilize command's digital media displays to post relevant training info and general messages.
  - Utilize displays to give advanced notice of training topics to increase interest.
  - Prepare & maintain training bulletin boards if no digital displays are available in command
  - Supervise the maintenance of **all** command bulletin boards/pin maps.
- Measure effectiveness of training by regularly:
  - Questioning members on recent training topics and current Orders and directives
  - Observing UMOs in the field, during arrest processing, and administrative tasks
  - Observing MOS' interactions with public, prisoners, suspects, witnesses, victims, other MOS...
  - Reviewing forms & reports prepared by members of command.
- Maintain command library.
- Periodically review BWC video; give positive feedback, address performance or tactical deficiencies.
  - Assess compliance with 212-123 and take necessary remedial action to correct deficiencies.
  - Do **monthly** BWC inspection report to Compliance Div's BWC Unit by **20th of each month**.

Training Attendance  
Certification Transcript  
Integrated Collection  
System.

## 202-22 Traffic Safety Sergeant

- Perform tours at direction of C.O, report to the D.O. for start of tour entry in Command Log.

### People

- Supervise traffic safety officer (TSO) and other members of command as directed by C.O.
- Attend patrol borough traffic safety meetings with TSO.
- Ensure borough level training is attended by newly assigned precinct TSOs.

### Paper

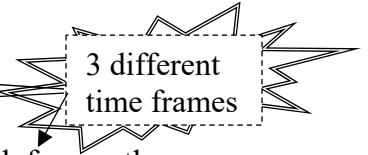
- Monitor and review all PARs. Review and analyze TRAFFIC INTELLIGENCE REPORTS
- Supervise and review the precinct Traffic Safety Plan and Emergency Plans ‘A,’ ‘B,’ and ‘C.’
- Review prepared stats for Traffic Safety Forum (Trafficstat) meetings and attend meeting with XO.
- Ensure the maintenance and updating of the precinct’s traffic safety bulletin board with current collision-prone locations, school/house of worship crossings, and other traffic safety information.
- Be familiar with “Procedural Manual for Traffic Safety Officers.”

### Meetings

- Attend patrol borough traffic safety meetings and community council and safety board meetings, other public forums to discuss traffic safety at direction of C.O.

## 202-23 Domestic Violence Sergeant

- Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
- Perform duty in uniform, unless specifically authorized to do otherwise.
- Perform tours at direction of C.O. **but** report to special operations lieutenant (SOL).
- Be primary domestic violence prevention officer & supervise MOS doing domestic violence duties.
- Review and approve all DIRs daily.
- Review and update all cases in ECMS/DVIMS, as appropriate.
- Review OOP Log and ensure referral/service of all OOPs received at command, frequently.
- Review & sign completed DOMESTIC VIOLENCE HOME VISIT CHECKLISTS.
- Recommend to C.O. additions/removals to High Propensity/Child at Risk Lists.
- Collaborate with PDS on active domestic violence cases and offender apprehension efforts.
- Ensure all wanted domestic violence offenders are prioritized within the command.
  - Confer with SOL and Field Intelligence Sgt regarding wanted domestic violence offenders.
- Be command’s primary liaison to Family Court/Family Justice Centers.



## 202-23 Domestic Violence Sergeant (cont'd)

- Maintain current contact information of domestic violence service providers.
  - Provide info to members of command to ensure appropriate referrals.
- Assign home visits as necessary.
- Coordinate domestic violence outreach events in area of assignment.
  - Ensure that culturally diverse communities receive culturally relevant outreach.
- Be responsible for, and review/update the ICAD Exception Log.
- Notify NYS Dept of Corrections and Community Supervision (DOCCS –*this is the new name for NYS Parole*) or NYC Dept of Probation within **72 hours** upon becoming aware of a known parolee/probationer involved in a domestic incident requiring the preparation of a DIR.
- Supervise the preparation and submission of all weekly/monthly domestic violence reports..
- Review all unfounded/refused DIRs and conduct follow-up investigations when warranted.
- Confer with precinct training sergeant to ensure command domestic violence training needs are met.

## 202-24 NCO Sergeant

- Report to D.O. at the start of tour for entry in the Command Log as present for duty.
- Report direct to C.O, flexible tours in uniform as command conditions and community needs dictate.
  - May wear NCO breast bar above shield, immediately below any Unit Citation or individual recognition awards, for the duration of their tenure in the assignment.
  - Not to be utilized as backfill for other precinct assignments (patrol supervisor, desk, etc.).
  - Not be assigned to details during regularly scheduled tours without permission of 1 of these 3;
    - Bureau Chief concerned, Chief of Department, Police Commissioner.

*Remember, beware the list of 3... (go back and look at the Key Note following 202-11.*

### Supervising NCOs

- Oversee schedule for NCOs & ensure tours scheduled based on sector conditions & community need
  - NCOs assigned to same sector work same tour, unless one is assigned to court or on vac, etc.
  - NCOs are not assigned to details during their regularly scheduled tour of duty.
- Monitor NCOs' effectiveness by determining success of crime reduction & problem solving strategy, level of engagement with other Dept units, conferrals with community residents, business persons, etc.

## **202-24 NCO Sergeant (cont'd)**

- Use Neighborhood Policing App to supervise/conduct neighborhood policing functions, as applicable.
- Supervise and evaluate performance of all NCOs;
  - Use SUPERVISOR FEEDBACK FORM on Craft app to highlight commendable acts by NCOs & steady sector cops (arrest that closes a pct pattern, exceptional community interaction, etc).
- Assist NCOs in identifying strategies to address sector conditions.
- Coordinate the activities of NCOs with other members of the command.
- Assist NCOs with activities involving other Dept units, government agencies, and community groups.

### Interactions with UMOS

- Regularly confer with C.O, X.O, SOL, platoon commanders, PDS commander, NCOs, to identify crime and quality of life conditions affecting the command.
- Assist C.O. in developing and implementing the precinct school safety plan.
  - Evaluate and coordinate “Safe Passage” and “Safe Corridor” Programs.
- Keep SOL apprised of activities in and around schools and supervise command’s YCO.
- Coordinate activities with Pct YCO. Liaise with DVPO on cases involving child abuse.
- Liaise with counterpart in Housing if assigned to Patrol, and Patrol if assigned to Housing.

### Interactions with SSD, other non-UMOS

- Regularly confer with community leaders, residents, school principal & staff, school safety personnel, and business persons to identify crime and quality of life conditions affecting the command.
- Regularly confer with SSD’s Field Intelligence Unit to develop command strategies to address school-related conditions and to coordinate the command resources.
- Regularly visit schools and confer with principals and SSD supervisors re; school-related conditions.
- Respond to incidents where a SSA is a victim of an offense while performing duty.
- Coordinate with SSD people to provide necessary assistance in getting required additional resources.
- Coordinate with SSD Truancy Coordinator, as necessary.
  - Truants go back to their school if close or a borough-wide DOE determined intake site if not.
- Participate in community meetings, school activities/events, and Neighborhood Work Groups.
- Maintain a master file for all sectors of all active community groups/persons at the command.
- Maintain other unit records, as necessary.

### Training

- Liaise with borough/bureau to acquire training for NCOs, as necessary.
- Assist with training of school safety personnel.

## 202-25 FIO Sergeant

### Tour

- Do only intel duty as directed by C.O. Criminal Intel Section **but** confer with C.O, assigned command
- Report to D.O. for start of tour Command Log entry **but** sign out in Command Log at EOT
- Perform duty in civilian clothes –have O.C. Pepper Spray & other equipment as req'd

### Supervision of FIO

- Schedule tours of duty for FIOs & ensure FIO is equipped, as appropriate, while on duty.
- Supervise and evaluate the performance of FIOs within assigned command.
- Ensure FIOs appropriately follow-up on any actionable intelligence gathered.

### Duties

- Respond to incidents in the field to provide assistance and gather information.
- Maintain Cmd Recidivist List & update quarterly in Recidivist Tracking/Reporting Database (RTRD)
- Access info from databases that are not available at command level, via C.O. Criminal Intel Section
- Forward DD-5 Pinks to Borough Field Intel Coordinator, Criminal Intelligence Section, as necessary.
- Confer regularly with C.O. Intel, SOL, Pltn Cmndr, PDS Supv, NCO Sgt to ID crime/QOL conditions
- Participate regularly in command supervisor and crime strategy meetings.
- Address roll call & participate in training sessions (detective & patrol) to promote intel gathering.
- Prepare weekly Intelligence Bureau Activity Report &
  - Forward copy to C.O. Criminal Intel Section & copy to C.O, command of assignment.
- Ensure all intel is disseminated to proper command FIO Sgt, investigative unit, and pct concerned
- Use Intelligence Bureau, Field Intelligence Support Team (FIST) to assist with follow up on intelligence gathered (surveillance, fencing ops, controlled buys, reverse stings, reconnaissance, etc.)

### Warrants and CIs

- Do supv duties in 212-68, CIs, when necessary & review & sign Search Warrant Request as in 212-75
  - Notify C.O. Criminal Intel Section prior to execution of search warrant, if possible.
  - Maintain confidentiality to ensure safety of all members involved and integrity of investigation
- Supervise FIO, represent Intel search warrant execution & comply with 221-17, SW Execution.

### Debriefings

- Coordinate with FIO and Det Bureau, as necessary & debrief prisoners when intel may be gained.
- Develop command specific debriefing questions in regard to specific crimes, patterns, or trends.
- Ensure FIOs enter information into ECMS and other Department databases, as appropriate.
- Track and review ECMS “Positive Debriefing” entries related to active criminal investigations.
  - Ensure copies of above entries are electronically forwarded to investigative units after review.

## P.G. & A.G. -Compliance With Orders

P.G. 203-03, Compliance with Orders, is now A.G. 304-03:

- Step 1 used to say, Be familiar with contents of ~~Patrol Guide~~. NOW it says Be familiar with contents of **Department Manual** -which includes the Administrative Guide.
- So now we cover the 4 actors who used to be in the P.G. that are now in the A.G.

## 303-12 Borough Court Liaison Lieutenant (Sergeant in Staten Island)

- Each Borough Court Section will have one such Lt. (except Staten Island where it is a Sgt)
- Choose tours that maximize operational efficiency, approved by C.O.
- Submit weekly schedule to CJB Ops Commander via C.O. Court Section.
- Ensure optimal prosecution rates, improve arrest process and reduce overtime.
- Confer **weekly** with borough D.A.and Patrol Borough.
  - Ensure DATs are complete, accurate & sent to OCA within 24 hours of issuance.
  - Talk to Family Ct, Corp Counsel, & others as per C.O. CJB
- Review DPs & recommend ways to prevent in the future.
- Observe performance, conduct and testimony in your borough.
- Review testimony & dept training re: testimony & make recommendations in writing thru channels.
- Confer w. Supervising Judge of Boro Crim Ct, Family Ct & Administrator of Corp Counsel **Bi-Weekly**
- Confer with the District Attorney regarding the effectiveness of UMOS' testimony **Bi-Weekly**.
- Perform assignments as directed by the commanding officer, borough Court Section.
- Monthly 49 to C.O. recapping previous month's conferrals, observations & conclusions.
- Provide assistance to NYS Commission of Correction in their inspection of Dept holding pens & cells AND to members of Family Ct in their site visits to inspect & certify juvenile rooms.
- Coordinate Court Section fire safety plan and attend fire drill meetings.
- Confer with administrators and staff members of any agency deemed appropriate by C.O. CJB that is involved in the enforcement of City and State laws and regulations.
- Attend monthly prosecution assessment meetings at the Criminal Justice Bureau.

CJB is the parent cmd to Boro Ct.

- Assist bosses investigating Court OT & Non-Appearance.
- Verify notifications are being made at commands.

## 303-14 Crime Analysis Sergeant

- Report to D.O. at start of tour for present for duty entry BUT make your own EOT entry.
- Perform duty in uniform unless authorized to do otherwise by C.O. OCCS

OCCS = Office of Crime Control Strategies

### Who does this guy work for? (duties controlled by other than the Precinct C.O.)

- duty in uniform unless authorized to do otherwise by C.O. OCCS
  - Perform only crime analysis related duties as directed by OCCS.
  - Perform duties as directed by C.O, **IF** assigned to a PSA/TD.
  - Will NOT be used as backfill for pct assignments (patrol supervisor, D.O., meal relief, etc)
- 
- Supervise members assigned to OCCS (crime analysis officer, crime analyst)
  - Provide support to precinct, detective squad, and patrol borough personnel (PIMs Unit, etc.).
  - Confer regularly with C.O, SOL, Platoon Commanders, PDS & specialty unit people like NCO, FIO, gang, narcotics, etc.) to obtain intelligence.
  - Communicate frequently with command staff and counterparts from Patrol, Housing, and Transit Bureaus in an effort to share and disseminate pertinent information.
  - Liaise with QAD's Data Integrity Unit.
  - Review all 61s within the command and establish emerging crime trends and patterns.
    - Verify proper classifications as per Crime Complaint Reporting System Reference Guide
    - Notify the training sergeant of any deficiencies
    - Accuracy and completeness of 61s will continue to be the responsibility of the desk officer.
  - Assist the commanding officer in identifying emerging crime conditions, trends, and patterns.
    - Focus on crime/quality of life in command, in addition to surrounding area for **crime crossover**
      - Crime mapping should include a broader spatial view not limited to pct boundaries.
    - Maintain awareness of patterns & info re; people, places, problems/factors, such as M.O., potential suspects, property descriptions, methods of entry, environmental factors, etc.
    - Supply C.O. with detailed data with an emphasis on crime mapping, to help develop strategies for strategic deployment to assist in apprehension, crime reduction, and crime prevention
  - Regularly do R/C training on wanted persons, crime conditions, trends & patterns, affecting command
  - Monitor pattern releases to ID persons of interest who may fit M.O. of specific crimes in command.
  - Review data sources of info & intell from within Department **and outside agencies** for analysis.
  - Prepare and submit required reports to patrol borough concerned.

### 303-14 Crime Analysis Sergeant (cont'd)

- Prepare weekly command analytical report and forward to OCCS.
  - Provide report to precinct personnel and to appropriate personnel in other commands/bureaus.
- Prepare a variety of statistical & analytical reports IDing crimes using available Department databases
  - Use computer generated reports from OCCS –refer to CRIMEANALYSTREFERENCE MANUAL on LAN
- Designate a member to maintain and update command's Crime Information Center, weekly, as per P.G. 212-103, "Crime Information Centers."
- Ensure members assigned to the OCCS view the CompStat meeting when their borough is up.

### 303-15 Crime Prevention Officer

- Wear appropriate business attire when not performing duty in uniform.
- To determine local crime prevention needs and methods of controlling crime, cooperate with (6);
  - Special Ops Lt, patrol supervisors, training sgt, patrol cops, NCOs, & Aux police coordinator
- Liaison w/ private security directors in command for exchange of intell with business community
- Keep C.O. apprised of local private sector initiatives.

#### Investigations

- Investigate selected *property* crimes, evaluate security and recommend new procedures to victims.
- Investigate selected *personal* crimes, interview victims and institute individual and community education programs to prevent recurrence.
- Refer complex cases which require special investigative effort to the Crime Prevention Division.
- Inspect premises and make recommendations concerning physical security.
- Conduct crime prevention security surveys as in 316-46, Pct Crime Prevention Security Surveys

#### Programs

- Coordinate larceny reduction programs with retail stores re; shoplifting arrests.
- Conduct public education programs on crime prevention via various community group meetings.
- Give direction and guidance to cooperative neighborhood crime prevention undertakings.
- Evaluate crime patterns and institute crime prevention programs relative to specific crimes.
- Establish rapport with community to implement innovative programs tailored to specific needs.
- Administer CAT Program, VIN Etching Program (prepare VIN ETCHING PROGRAM RELEASE & CONSENT
- Act as primary designee and liaison to pawnbrokers and second-hand dealers. → 60+ done by Dept of Aging
- Inspect ALL 61s to identify crime victims **under 60** years of age who have been the subject of:
  - Homicide, sex crime, robbery, assault, OR physically injured



### 303-15 Crime Prevention Officer (cont'd)

- Verify MOS preparing 61 involving a crime victim complied with P.G. 207
  - Notify crime victim/surviving relative, by mail, w/in 5 days of receiving Complaint Report
  - Assist in completing application if victim/relative requests
  - Send 49 w. month's activity of notifications to patrol borough by 5<sup>th</sup> of month
  - Ops Coordinator maintains this notification system in absence of Crime Prevention officer

In absence of CPO, available Domestic Violence or Community Affairs Officer does this.

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

Just FYI: 202-33, Commanding Officer Duties says;

- Designate 2 UMOS (any rank) as DCO, in addition to their regular duties (crime prevention, community affairs, auxiliary coordinator, etc.) -so there are 2 but really, there isn't one...

Emergencies, Community Events, Traffic Conditions, Crime Prevention, etc.

- Develop innovative and informative messaging with the goal of cultivating public engagement.
- Coordinate with NCOs to gather information about community events and disseminate information on Department social media accounts, as appropriate.
- Liaise with Traffic Safety Officer and Traffic Safety Sergeant and Traffic Management Center and post road closures, detours, etc., as appropriate.
- Liaise with Crime Prevention Div. on promoting crime prevention tips, public safety, and awareness.
- During large scale emergency, redirect/retweet Dept's Twitter @NYPDnews, as directed.

In house

- Operate and manage all Dept social media accounts (Facebook, Twitter, etc.) under C.O.'s direction
- Ensure C.O.'s name & current official portrait is in cmnd's profile –exception made by DCPI
- Confer regularly with C.O. re; Dept social media account posts & get approval prior to posting.
- Comply with 203-28, Social Media Policy and 207-21, Corruption Reporting
- Monitor Department social media accounts, frequently, and be responsive to community concerns, questions, and issues raised on Department social media platforms.
- Ensure info concerning command is frequently updated on Dept's internal intranet & external website.
- Coordinate with members of the command and other authorized Dept social media account users, regularly, in regard to posting relevant info and pictures of interest, to Dept social media accounts.

### 303-17 DCO (cont'd)

#### Arrest or Booking Photos

- MOS (so not just the DCO) prohibited from disclosing arrest or booking photo on social media unless it serves a law enforcement purpose including, but not limited to, releasing photos of wanted suspects.
- Post arrest release of such photos limited to alert victims/witnesses to facilitate criminal investigation.
- This limitation only applies to arrest or booking photo, **not to video or surveillance photos**.

#### Interactions with Deputy Commissioner, Public Information (DCPI)

- Liaise & coordinate with DCPI to establish, maintain, train, message, & support social media account.
  - Obtain approval from DCPI, prior to changing password on Dept social media accounts.
  - Coordinate & communicate with DCPI re; change/update to Dept's intranet & external website.
- Review and post DCPI's Requests for Media Attention, as directed by C.O.

#### Speaking of Requests for Media Attention:

- Confer with (4) 1. DCPI, 2. Detective squads, 3. Investigative units, 4. Crime analysis units, to post requests for info, wanted/missing flyers, other relevant info affecting public safety, as C.O. directs.
  - Post wanted/missing persons flyers in compliance with DCPI, Detective Bureau, and any relevant procedures, including, but not limited to Formatting, Wording, Removal of posts after certain time, and Updating the community in regard to individuals arrested and/or found.

**Picture this question:**

**Who do you contact to change your password?**

- A. ITB
- B. ICO
- C. C.O.
- D. DCPI

Seriously, ITB would've been my first choice.... DCPI my last.

## 303-19 Community Guide

### The job

- Proper business attire with ID Card on outermost garment, perform tours at direction of C.O.
- Report to D.O./designated supervisor (boss) at start of tour for PFD CLE
- Scan in/out using Attendance Application.
- Complete and monitor Visitor's Log and track # of visitors and reason for visit.
- Notify boss of violent or hostile situations, all matters of importance, conditions requiring attention.

Present For Duty  
Command Log Entry

### The public

- Point person to welcome, assist, and direct complainants/victims, visitors entering department facility.
  - In non-enforcement command, do facility specific duties, as directed, by boss.
- Give public general info on your Pct/Dept facility, report details, and info on Dept specific programs.
  - Make only official inquiries related to official Dept business for requesting public as appropriate. Treat all info obtained as confidential.
- Keep abreast of Pct/community/facility concerns, needs and priorities.
- Escort public within command under boss' direction.
- Direct visitors to customer service survey and assist with access as necessary.
- Assist public with Dept kiosk stations.

# Intro to NYS Penal Law

## Definitions –Article 10

- VIOLATION: 15 days Max. (does NOT include Traffic Infractions)
- MISDEMEANOR: 1-year max sentence (does NOT include Traffic Infractions)
- FELONY: More than 1 year.

“CRIME” versus “OFFENSE”

- OFFENSE *includes* VIOLATIONS
- CRIME is ONLY MISDEMEANORS and FELONIES.

Therefore, a  
Violation is *not* a  
“CRIME”

## Mental States –Article 15.05

- INTENTIONAL: Your *Conscious Objective* was to commit the act
- KNOWINGLY: May not have been the objective but you were *aware* that your conduct was criminal
- RECKLESSLY: *Aware of risk &* disregarded DRUNK? Doesn't matter if “Voluntarily intoxicated”
- CRIMINAL NEGLIGENCE: *Failed to perceive the risk*

|                    |                   |                     |                     |                   |
|--------------------|-------------------|---------------------|---------------------|-------------------|
| E Felony-max-4 yrs | D Felony max 7yrs | C Felony-max 15 yrs | B Felony-max 25 yrs | A Felony-max life |
|--------------------|-------------------|---------------------|---------------------|-------------------|

## Attempt –Article 110

- An attempt charge is usually one degree than the actual charge; Attempt a ‘B’ Fel, it’s a ‘C’ Fel., etc.
  - Doesn't matter if the crime was impossible, as long as you thought you could and tried.
- Attempt ANY Misdemeanor and it is a ‘B’ Mis.

## Exceptions

- Attempted Murder 1°, CPCS 1°, & CSCS 1°, they remain A-I )
- Attempt an ‘A II’ Fel, remain an ‘A II’ Fel
- Attempted Bribery 3<sup>rd</sup> Degree (D felony) remains a D felony **(added April 2014)**

## PI = Physical injury

- Impairment of physical condition or substantial pain.

## SPI = Serious physical injury

- Physical Injury +
  - Creates substantial risk of death, or
  - Causes
    - Serious and protracted disfigurement,
    - Protracted impairment of health or protracted loss or
    - Impairment of the function of any bodily organ.

## Dangerous Instrument (DI)

- Any instrument readily capable of causing death or other SPI.

## Deadly Weapon (DW)

- 1 Shooter, 4 Slappers & 4 Cutters (knives)

|   |
|---|
| <p><b>1 Shooter:</b></p> <ul style="list-style-type: none"> <li>- Loaded weapon whose shot can cause SPI/Death</li> </ul> <p><b>4 Slappers:</b></p> <ul style="list-style-type: none"> <li>- Blackjack</li> <li>- Billy</li> <li>- Metal Knuckles</li> <li>- Plastic Knuckles</li> </ul> <p><b>4 Cutters (Knives):</b></p> <ul style="list-style-type: none"> <li>- Switchblade</li> <li>- <del>Gravity</del> removed 5/30/19</li> <li>- Piliun Ballistic knife</li> <li>- Metal knuckle knife</li> <li>- Dagger</li> </ul> |
|---|

# Articles 100 & 115: Criminal Solicitation & Facilitation

## Criminal Solicitation

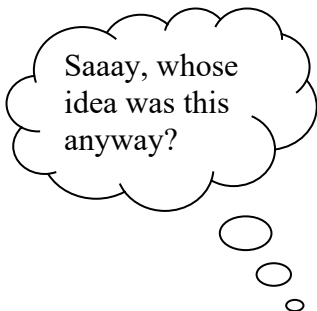
- Just “Ask” someone to commit a crime. That’s pretty much it, they don’t have to actually commit it AND you don’t have to actually ask, you can just *otherwise attempt to cause* them to commit a crime.

| Criminal Solicitation   |   |   |
|---|---|---|
| <p><b>5° Violation</b><br/> <u>“Ask” someone to commit a crime (Misd or Felony)</u></p> | <p><b>4° “A” Misdemeanor</b><br/> <u>“Ask” someone to commit a crime and</u></p> <ul style="list-style-type: none"> <li>Perp 18+ asks person 15 or less,<br/>OR;</li> <li>Ask anyone to commit a <b>Felony</b></li> </ul> | <p><b>3° “E” Felony</b><br/> <u>“Ask” someone to commit a crime and</u></p> <ul style="list-style-type: none"> <li>Perp 18+ asks person 15 or less to commit a <b>Felony</b></li> </ul> |
|   | <p><i>Do either of these and it's 4°, do them BOTH and it's 3°</i></p>  |   |
|   | <p><b>2° “D” Felony</b><br/> <u>Ask person to commit an “A” Felony</u></p>  | <p><b>1° “C” Felony</b><br/> <u>Ask person to commit “A” Felony AND</u></p> <ul style="list-style-type: none"> <li>Perp 18+ and ask person 15 or less</li> </ul>                        |

## Criminal Facilitation

- Help someone who already INTENDS to commit a crime (it’s *their* idea). You believe it probable that you are rendering AID (opportunity or means) which actually did help.

|  |   |
|--|---|
| <p><b>4° “A” Misdemeanor</b><br/> <u>“Help” someone to commit crime and</u></p> <ul style="list-style-type: none"> <li>you’re 18 or older and the person they are helping is under 16, OR;</li> <li>Help any person to commit a <b>Felony</b></li> </ul> | <p><b>3° “E” Felony</b><br/> <u>“Help” someone to commit crime and</u></p> <ul style="list-style-type: none"> <li>you’re 18 or older and the person they are helping is under 16, <b>AND</b> help them to commit a <b>Felony</b></li> </ul> |
| <p><i>Put together the two subs of 4° and you’ve got 3°</i></p>  |   |
| <p><b>2° “D” Felony</b><br/> <u>Help ‘em to commit an “A” Felony</u></p>   | <p><b>1° “C” Felony</b><br/> <u>Help ‘em to commit “A” Felony and</u></p> <ul style="list-style-type: none"> <li>you’re &gt;18 they’re &lt;16</li> </ul>  |



**Key Note:**

- As you can see, there is no Violation level of Facilitation.
- Beyond that difference, the structure of these two crimes is identical.
- The main difference is that in Solicitation it’s *your* idea and in Facilitation, it’s somebody else’s idea.

1. You are a newly promoted sergeant assigned to the 19<sup>th</sup> Precinct. You are assigned as the desk officer for the 3<sup>rd</sup> platoon. Of the following, which is a properly stated duty of a desk officer?
  - A. Establish and maintain liaison with District Attorney's Office concerned to 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.
  - B. Operate and monitor the base radio.
  - C. Sign return roll call after completion of tour.
  - D. Direct RMP units to resume patrol when services are no longer required.
  
2. You are the second platoon desk officer in the 1<sup>st</sup> Precinct. The commanding officer directs you to make all necessary arrangements for a large-scale event that is scheduled for the following week on the day tour. The event is sponsored by a radical group with a history of violence and is being held at an arena that usually holds concerts and sporting events. You have decided that one of the first steps in developing your plan will be to contact the director of security for the arena. According to "Duties and Responsibilities" as described in PG 202 and AG 303, which of the following should already have established an ongoing liaison with the director?
  - A. Community Affairs Officer
  - B. Crime Prevention Officer
  - C. Field Intelligence Officer
  - D. Crime Analysis Sergeant
  
3. According to P.G. 202-18, the desk officer is specifically directed to be responsible in supervising the performance of all of the following personnel, EXCEPT?
  - A. Command Clerk
  - B. Patrol Wagon Operator
  - C. Telephone Switchboard Operator
  - D. Auxiliary Police Coordinator



6. Sergeant Maddrey, 75<sup>th</sup> Precinct Neighborhood Coordination Sergeant, is approached by Police Officer Wilson, a newly assigned Youth Coordination Officer. Officer Wilson asks Sgt. Maddrey for direction on the duties he is required to perform in his new role. According to P.G. 202-08 “Youth Coordination Officer,” Sgt. Maddrey would be correct to state all of the following EXCEPT?
- A. Perform duty for a minimum of four hours on the third platoon.
  - B. Youth Coordination Officer may be assigned juvenile arrests.
  - C. Maintain liaison with community/youth council leadership.
  - D. Youth Coordination Officer can be assigned to outside details on regular days off (RDOs).
7. According to P.G. 202-03 “Radio Motor Patrol Recorder” before the RMP Recorder places an RMP out of service for minor repairs, permission must be obtained from the:
- A. Desk Officer
  - B. Patrol Supervisor
  - C. Operations Coordinator
  - D. Radio Dispatcher
8. Before the RMP Operator takes an RMP out of assigned sector for repairing, permission must be obtained from the:
- A. Desk Officer
  - B. Patrol Supervisor
  - C. Operations Coordinator
  - D. Radio Dispatcher



9. According to P.G. 202-12 “Command Auxiliary Police Coordinator,” which of the following is NOT a correctly stated duty of the auxiliary police coordinator?
- A. Conduct mandatory basic training classes for new recruits twice a year with at least 10 recruits.
  - B. Safeguard and maintain all equipment and supplies assigned for auxiliary police use.
  - C. Interview, enroll, and fingerprint new applicants to the program.
  - D. Submit requests for recognition awards and promotion to the Auxiliary Police Section through the borough auxiliary coordinator concerned.
10. Police Officer Fernandez has been recently qualified to use the Department’s two and three-wheel scooters. According to P.G. 202-04 “Motor Scooter Operator,” in which of the following conditions would Officer Fernandez be authorized to use a three-wheel scooter?
- A. Rain, snow or sleet causes multiple streets to become slippery.
  - B. Nighttime temperatures drop below freezing.
  - C. Wind gusts are strong enough to affect control.
  - D. Scattered patches of ice remain from a previous storm.
11. Sergeant Sanchez was performing duties as the desk officer in the 67<sup>th</sup> Precinct. According to 202-18, which of the following actions performed was NOT a specifically stated duty of the desk officer?
- A. Queried Medical Division Sick Reporting System at start of tour.
  - B. Reported serious deficiencies in RMP seatbelts to Lieutenant Brown, Platoon Commander.
  - C. Notified Sergeant Russo, Patrol Supervisor, of reassignment of members returning from court.
  - D. Provided the communications dispatcher with a full “rundown” of the command resources, notifying dispatcher throughout the tour with changes as they occur.

12. Sergeant Richardson is newly assigned as the Traffic Safety Sergeant in the 103<sup>rd</sup> Precinct. According to 202-06, Sergeant Richardson should know that Officer Murphy, 103<sup>rd</sup> Precinct Traffic Safety Officer, should perform all of the following actions, EXCEPT:
- A. Review, analyze, and sign all Police Accident Reports.
  - B. Forward Traffic Intelligence Reports that cannot be addressed on the precinct level to the Patrol Borough Traffic Safety Coordinator.
  - C. Maintain and update the precinct Traffic Safety Plan and Emergency Plans “A”, “B” and “C.”
  - D. Serve on the precinct Traffic Safety Team and advise team members on traffic related issues .
13. Sergeant DeLaCruz is the 3<sup>rd</sup> Platoon Patrol Supervisor in the 9<sup>th</sup> Pct. According to Patrol Guide 202-19 “Patrol Supervisor,” Sgt. DeLaCruz is responsible for all of the following duties, EXCEPT:
- A. Be responsible for all command operations during tour of duty.
  - B. Conduct investigations and submit reports as required.
  - C. Visit UMOS assigned to hospital and special posts at least once each tour.
  - D. Review and sign Officer Profile Reports of police officer/detectives specialists, monthly. Make required entries and deliver completed reports to platoon commander for review by the fifth day for the previous month.
14. Sergeant Grossman has been newly assigned as the training sergeant in the 84<sup>th</sup> Precinct. According to Patrol Guide 202-21, Sgt. Grossman is responsible for all of the following, EXCEPT:
- A. Keep abreast of occurrences and current events within the command to aid the commanding officer in identifying issues that may be resolved through training.
  - B. Supervise the maintenance of the command library.
  - C. If assigned to a Patrol Precinct, Transit District or PSA, perform tours at the direction of the CO, Command Level Training Section; all other commands perform tours at direction of CO.
  - D. Utilize the online Training Attendance Certification Transcript Integrated Collection System (TACTICS) application to electronically record all training conducted.

15. According to Patrol Guide Series 202 and Administrative Guide Series 303, Duties and Responsibilities, which of the following is required to administer the Safe Return Program?
- A. Crime Prevention Officer
  - B. Neighborhood Coordination Sergeant
  - C. Community Affairs Officer
  - D. Domestic Violence Sergeant
16. As the desk officer in the 17<sup>th</sup> Precinct, Sergeant Downing is making his required command log entries after conducting roll call. Regarding the Automatic Vehicle Location Devices in department vehicles, Sergeant Downing would be most correct to:
- A. Log into the Domain Awareness System (DAS) and enter the resource's tax #s, vehicle #s, and assignments.
  - B. If a vehicle location device is not functioning, contact Fleet Services Division, Help Desk.
  - C. Use the AVL feature in the DAS to monitor the location of RMP units to enhance the safety of members of the service and to ensure the proper delivery of police services.
  - D. Check the Domain Awareness System to ensure members are updating the Automatic Vehicle Location system each tour.
17. Which one of the following members of the service is responsible to administer VIN etching, CAT, and similar programs?
- A. Crime Prevention Officer
  - B. Community Affairs Officer
  - C. Youth Officer
  - D. Traffic Safety Officer

18. As per Patrol Guide 202-01, which of the following is the correctly stated duty of a uniformed police officer?
- A. Reporting police services rendered in another command to desk officer of that command.
  - B. Familiarizing self with everyday routine of people residing in or frequenting command.
  - C. Reporting conditions not requiring immediate attention to the operations coordinator.
  - D. Making entry in interrupted patrol log when entering the station house for any reason.
19. According to the duties of the domestic violence prevention officer as listed in Patrol Guide Procedure 202-07, which of the following is not a properly stated duty of the domestic violence prevention officer?
- A. Relay information concerning victims or locations requiring special attention to other command personnel.
  - B. Confer with the precinct detective squad or special victims squad investigator concerned, before contacting victims whose open complaints have been referred to either squad.
  - C. Notify Communications by utilizing radio code “10-75F” and give the address, and if applicable, the apartment number of the visit, after conducting a family/home visit.
  - D. Effect summary arrests in adherence with 208-36, “Family Offenses/Domestic Violence,” if during the course of a home visit, interview, etc., a wanted offender is present.
20. Sergeant Philipson, the 114<sup>th</sup> Precinct 2<sup>nd</sup> Platoon Patrol Supervisor, is observing the performance of Police Officer Thomas, who is assigned to a three-wheeled scooter while on summons patrol. According to Patrol Guide procedure 202-04, Sgt. Philipson should address and correct which of the following actions of Officer Thomas?
- A. Wears his helmet while operating the scooter.
  - B. Operates scooter with headlights on during daytime and good weather.
  - C. Responds to a radio run 10-20 to back-up Sector Adam.
  - D. Patrolled his post at speeds not exceeding 20 miles per hour.

21. At Inspector Vega's direction, Sergeant Murphy is advising fellow supervisors at a CO's meeting when it is appropriate for a police officer to be assigned to desk duty. Sgt. Murphy would be correct to state that a police officer should relieve the desk officer when:
- A. Desk Officer is conducting a station house inspection.
  - B. Directed by the Borough Commander during a civil disorder.
  - C. Never, Police Officers cannot serve as desk officers at any time.
  - D. Patrol Supervisors are unavailable to conduct relief due to a police-involved shooting.
22. Police Officer Brown (RMP operator) and Police Officer Diaz (RMP recorder) are assigned to sector Adam in the 103<sup>rd</sup> Precinct and respond to an emergency radio run (shots fired). When responding and upon arrival at the scene, Officer Brown should:
- A. Position the car to obstruct traffic to prevent avenues of escape for perpetrators.
  - B. Notify the radio dispatcher if undue delay is encountered in responding to the radio run.
  - C. Leave the vehicle unlocked and ready for instant use when exiting the vehicle and approaching the location.
  - D. Proceed to the radio run with due caution and do not use the siren unnecessarily.
23. You are a new sergeant in the 122<sup>nd</sup> Precinct and identify an elderly burglary victim who you want to refer to New York State's Office of Victim Services to recoup the value of some of her stolen items. You review the Patrol Guide to identify which member of the command acts as the command liaison officer to Office of Victim Services. You should know that which of the following is the command's liaison?
- A. Operations Coordinator
  - B. Domestic Violence Sergeant
  - C. Neighborhood Coordination Sergeant
  - D. Special Operations Lieutenant

24. During his tour, Sergeant Monaghan, 33<sup>rd</sup> Precinct Patrol Supervisor, is monitoring subordinate members of the command. Which one of the following assignments should he immediately respond to and direct police officers' activities?
- A. Group of disorderly youths outside the local church.
  - B. Woman on the subway train menacing passengers with a knife.
  - C. Report of a drug transaction across from an elementary school.
  - D. Nude woman protesting for animal rights, across from a prestigious department store.
25. Sergeant Mary Herman is the Patrol Supervisor in the 67<sup>th</sup> Precinct. Which of the following tasks that she performed during her tour was the most proper?
- A. Gave permission to sector Adam to go out of sector for a car wash.
  - B. Notified the T/S Operator where she was taking her meal.
  - C. Reported a dereliction of duty only to her platoon commander.
  - D. Signed out end of tour in the Command Log.
26. During his/her tour, the desk officer is required to process numerous forms and reports, conduct inspection of property and the facility, and supervise members of the command. Select the most correct statement:
- A. Examine reports and forms prepared during the previous 24 hours and process as required when performing with the second platoon.
  - B. Notify ICO of Property Clerk Invoices stored within the command in excess of thirty days.
  - C. Prepare the consolidated tour report and attach to the T/S copy of the roll call.
  - D. Identity of all members of platoon entering the command for any reason and personally enter the members into the interrupted patrol log.

27. Police Officer Ramos is assigned as the recorder in sector Adam in the 1<sup>st</sup> Precinct. Regarding his duties, it would be most appropriate for Officer Ramos to do which of the following?
- A. Notify Integrity Control Officer if radio becomes inoperative.
  - B. Notify Patrol Supervisor if undue delay is encountered in response to a radio message.
  - C. Ride in front seat of RMP except when transporting prisoner or EDP if RMP not equipped with fiberglass partition.
  - D. Report seatbelt deficiencies to the desk officer.
28. Sergeant Fernandez has recognized that one of the officers under his supervision is an extremely active cop who is always courteous and has never received a civilian complaint. Each month, Officer Dunleavy, a 12-year veteran on patrol, effects 3 to 4 arrests, issues 25 summons, answers 200 radio runs a month, and conducts thorough preliminary investigations. Sgt Fernandez would be **most correct** to recommend, in writing, a change of assignment for Officer Dunleavy to:
- A. Captain Exeter, the Commanding Officer of the precinct.
  - B. Lieutenant Utz, Special Operations Lieutenant.
  - C. Lieutenant Johnson, Operations Coordinator.
  - D. Lieutenant Jordan, Platoon Commander.
29. Police Officer Santana is a 10-year veteran of the Department who has been assigned to the 10<sup>th</sup> Precinct for the entirety of his career. According to Patrol Guide 202-01, "Police Officer," Officer Santana should know that all are following are correctly stated duties, EXCEPT:
- A. Comply with meal and post relieving points as directed by commanding officer.
  - B. When assigned as a steady sector officer in a Neighborhood Policing command, participate in community meetings in assigned sector.
  - C. Steady Sector officers will perform uncommitted time for approximately 2:30 of an 8 hour tour as conditions dictate, in one or more blocks of time.
  - D. When assigned as a response officer in a Neighborhood Policing command, answer calls for service so that steady sector officers can engage in uncommitted time.

30. Toward the end of your tour as a precinct desk officer, supervisors from the upcoming tour begin to filter in at various times leading up to the start of the next platoon. As the desk officer, which of the following is your properly stated duty?
- A. Request supervisors sign in the Command Log as present for duty at the start of their tours.
  - B. Enter names of supervisors in Command Log as present for duty when they arrive.
  - C. Request supervisors sign in as present for duty when they arrive at the command.
  - D. Enter names of Sgts and Lts in Command Log as present for duty at the start of their tours.
31. Police Officer Mahomes is a newly assigned Neighborhood Coordination Officer in the 45<sup>th</sup> Precinct. According to Patrol Guide Procedure 202-11, Officer Mahomes would be least correct if he did which of the following:
- A. Notify steady sector officers to conditions of mutual importance in assigned sector.
  - B. Visit schools frequently and confer with school principals and School Safety Div's Field Intelligence Unit regarding problematic conditions, violent crime, and gang/crew activity.
  - C. 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.
  - D. Perform patrol duty as a sector officer in assigned sector only when sector officer is unavailable or as otherwise necessary.
32. Sergeant Garoppolo, 77<sup>th</sup> Pct, is studying for his upcoming Lieutenant's exam and is brushing up on the patrol guide. He should know that according to P.G. 202-24, the Neighborhood Coordination Sergeant would be most correct if he/she performed which of the following duties?
- A. Report directly to the special operations lieutenant.
  - B. Respond to an incident where an off-duty school safety agent is a victim of an offense.
  - C. Liaise with precinct domestic violence prevention officer on cases involving child abuse.
  - D. Report to an outside detail during their regular tour with the permission of the Chief of Patrol Borough Brooklyn North.



33. After serving 35 years with the NYPD, Sergeant Manning has decided to retire. For the last 10 years, he has been the Domestic Violence Sergeant in the 10<sup>th</sup> Precinct. Captain Judge, Commanding Officer of the 10<sup>th</sup> Precinct, instructed Sergeant Manning to train his replacement. According to Patrol Guide Procedure 202-23, Sergeant Manning would be most correct to state:

- A. Review and approve all New York State **Domestic Incident Reports (DCJS-3221)** weekly.
- B. Collaborate with Special Victims Squad on active domestic violence cases and offender apprehension efforts.
- C. Notify NYS Dept of Corrections and Community Supervision or NYC Dept of Probation, as applicable, within 48 hrs upon becoming aware of a known parolee/probationer involved in a domestic incident requiring preparation of a **New York State Domestic Incident Report**.
- D. Perform duty in uniform, unless specifically authorized otherwise, and perform tours as directed by commanding officer, but report to the Special Operations Lieutenant.

34. According to Administrative Guide procedure 303-14, which of the following UMOS is responsible for the accuracy and completeness of **COMPLAINT REPORT WORKSHEETS**?

- A. Desk Officer
- B. Crime Analysis Sergeant
- C. Patrol Supervisor
- D. Integrity Control Officer

35. Sergeant Brady is the Field Intelligence Sergeant in the 13<sup>th</sup> Precinct. Captain Smith directed Sgt. Brady to conduct unit training to explain his responsibilities to the officers on patrol. According to Patrol Guide Procedure 202-25, it would be INCORRECT for Sergeant Brady to state:

- A. Coordinate debriefings with command FIO and Intelligence Bureau, as necessary.
- B. Maintain Command Recidivist List and update quarterly via Recidivist Tracking and Reporting Database.
- C. Supervise field intelligence officers and represent Intelligence Bureau at the scene of search warrant execution.
- D. Prepare weekly Intelligence Bureau Activity Report and forward copy to Commanding Officer, Criminal Intelligence Section.

## Answer Key

1. **B** 202-18 step 5; Choice A) is absolutely correct BUT it is the duty of the Operations Coordinator and choices C) & D) are both duties of the Patrol Supervisor.
2. **B** Step 4 in 303-15, Crime Prevention Officer is: “Act as liaison with private security directors of organizations within command and facilitate exchange of intelligence information with the business community.”
3. **D** 202-18 step 12. Remember to “Watch the CAT P” (the A stands for “Attendant” or “Arrest processing officer,” in conjunction with operations coordinator).
4. **C** 202-18, step 11 a. thru g. The list doesn’t give a GENERAL statement like: city employee or elected official; it lists SPECIFIC titles like: Judge, DA, etc., and the Public Advocate is NOT on the list.
5. **C** is a duty of the Patrol Supervisor 202-19 step 20.
6. **C** 202-10 step 4a, duty of the Community Affairs Officer A) Correct 202-08 step 4a  
B) Correct Additional Data says “not ordinarily be assigned juvenile arrests,” so technically they can be assigned. D) Correct, very tricky, a Youth Coordination Officer can NOT be assigned to details during their regularly scheduled tours of duty without permission of PC, Chief of Department, or Bureau Chief, but this is RDO detail, so send them without asking anyone.
7. **D** 202-03 step 10.

|          |                            |                |                        |
|----------|----------------------------|----------------|------------------------|
| Operator | Permission from D/O        | out of SECTOR  | Service, clean, repair |
| Recorder | Permission from Dispatcher | out of SERVICE | Minor repairs          |

8. **A** 202-02 step 11c.
9. **A** 202-12 step 8, “Prepare paperwork for members in biannual basic training class, as scheduled by the Auxiliary Police Section, Training Unit.” This procedure no longer mentions “10 recruits.”
10. **B** 202-04 step 6; So, what if the temperature is below freezing...who cares!!! Our cop is in an enclosed vehicle (the 3-wheeler).
11. **B** 202-18 and PG 202-19; Choice B is the Patrol Supervisor. A, C and D are all correct steps for the Desk Officer.
12. **A** 202-06 step 2. Traffic Safety Officer does not sign PARs. Training Sgt. does not sign PARs in 202-21. PG does mention Desk Officer signing PARs in 217-01 step 23.
13. **A** Step 1 in 202-26 and Step 2 in 202-19
- 202-26, Platoon Commander is “responsible for COMMAND operations”
  - 202-19, Patrol Supervisor “supervises all police **FIELD** operations”
14. **B** 202-21 step 19; Training Sgt is responsible for **maintaining** the Command Library. The Operations Coordinator **supervises** said maintenance.
15. **C** 202-10 step 17.
16. **A** 202-18, Step 10. Desk Officer duty.
- Choice B is wrong because if device not functioning, DO contacts ITB service desk (Information Technology Bureau) *not* Fleet Services Division.
- Choice C is the duty of the patrol supervisor PG 202-19 step 11.
- Choice D is an ICO duty PG 202-29 step 35.

17. **A** AG 303-15, Step 18.
18. **A** 202-01, step 14. Choice B is step 10 except it doesn't say "...command" it says "**post or sector.**" Choice C is step 8 except you report those conditions to the **telephone switchboard operator**, not the Ops Coord. Choice D **Desk Officer** makes the entry in the interrupted patrol log.
19. **C** 202-07, 10-75F is put over **PRIOR** to conducting the visit.
20. **C** 202-04, Step 15, Scooters *cannot* respond to a job unless "specifically directed by radio dispatcher."
21. **C** 202-18, Scope and last sentence of additional data. D.O. must be UMOS in rank of Sgt. or above. When there is more than one P.S. working on patrol, one will relieve the D.O. for meal.
22. **D** 202-02, step 10.  
Choice A is wrong 202-02, step 14. Do not block traffic, ambulance may need to respond.  
Choice B is wrong duty of the recorder. 202-03 step 7.  
Choice C 202-02 step 13; Lock the RMP.
23. **D** 202-27, step 23. The SOL is the command's liaison between Office of Victim Services and other external State/City victim advocacy agencies.
24. **B** 202-19, step 5 for the Patrol Supervisor: IMMEDIATELY respond to a **WEBS** event: **W=Weapons, E=Emergencies, B=Burglaries, and S=Serious crimes.**
25. **B** 202-19, step 16. A- the sector is mandated to obtain the **D.O.'s** permission; C- Step 15 Break the Chain of Command & report derelictions to the C.O. D- Step 23 says the P/S signs return roll call at EOT -the D.O. signs out in COMMAND LOG.

26. **D** 202-18, step 23. A) *first* platoon. B) Notify Ops Coordinator. C) attach to the *desk copy* of the roll call.
27. **C** 202-03, step 2. A) Notify *desk officer* for inoperative radio. B) Notify *radio dispatcher* for undue delay to a radio run. D) report seatbelt deficiencies to the *patrol supervisor*.
28. **A** 202-19, step 20. Break the chain of command, submit recommendation direct to C.O.
29. **C** 202-01 note, uncommitted time consists of approximately 2:45.
30. **D** 202-18, step 4b. You *don't* enter the names of Captains and above, just Sgts & Lts, *and* you make the entry, not when they arrive, but rather, when their tour starts.
31. **B** 202-11, step 7. Confer with school principals and school safety agents at public schools regarding problematic conditions. The Neighborhood Coordination Sergeant confers with School Safety Division's Field Intelligence Unit in 202-24 step 9.
32. **C** 202-24, step 28.  
Choice A is incorrect because the sergeant would report directly to the CO;  
Choice B is incorrect because the school safety agent must be performing duty;  
Choice D is incorrect because he/she should not be assigned to details during regular tour without permission of the bureau chief concerned, Chief of Dept, or Police Commissioner.
33. **D** 202-23, steps 2, 3, and 4.  
Choice A should be daily, not weekly;  
Choice B should be to collaborate with precinct detective squad, not special victims squad;  
Choice C should be 72 hours, not 48 hours.
34. **A** AG 303-14, note right after step 9.
35. **A** 202-25, step 9. Coordinate debriefings with command FIO and Detective Bureau, as nec.