
THE KEY POLICE PROMOTION SCHOOL



SERGEANTS

2027 EXAM

STUDENT GUIDE

NYPD 2027 Sergeant Promotional Exam



WWW.NYPDTHEKEY.COM

admin@nypdthekey.com

Live Classes Begin: May 2



Course Length:	18 Weeks
Locations:	10 Class locations across NYC, Rockland and Long Island
Contact:	admin@nypdthekey.com
Web:	WWW.NYPTHEKEY.COM

Definitions

K.O.P.S.- Key Online Promotional School. Our learning management system. Accessible on tablets, laptops and desktops.

KEY APP- Custom app. Mobile learning management system. Same as KOPS but for your cell phone.

Course Overview

This course provides structured weekly instruction, recorded lessons, study materials, and guided preparation for the NYPD 2027 Sergeant promotional examination. Instruction is delivered through live in-person classes, recorded video and audio sessions, and digital materials accessible through KOPS and The Key App. Students may attend any class location throughout the program and are encouraged to utilize all available resources to reinforce learning.

Weekly Structure

The instructional week runs from Saturday through Thursday. Each week includes two recorded classes: the primary recording taught by George Mifsud at the Suffolk location and a Voiceover PowerPoint presentation taught by Ralph Cilento. an additional instructor (TBD). All live classes are recorded and posted to KOPS and The Key App within **24 hours**. Both the video and audio recordings of the Suffolk will be available simultaneously in the KOPS system.

PDF lesson plans for each week are posted at the beginning of that week in the learning system (KOPS).

CLASS MEETING SCHEDULE



Students may attend one or all locations.

Instruction weeks begin on a Saturday and End on a Thursday

Location	Day	Time	Address
Suffolk	Saturday	0930-1200	1750 Deer Park Ave, Deer Park, NY
StatenIsland	Sunday	0930-1200	465 New Dorp Ln, Staten Island, NY
Rockland	Sunday	0930-1200	440 West Nyack Rd, West Nyack, NY
Nassau/Queens	Monday	0930-1200	1500 Depaul St, Elmont, NY
Nassau/Queens	Monday	1900-2130	1500 Depaul St, Elmont, NY
Bronx	Tuesday	0930-1200	1510 Adee Ave, Bronx, NY
Bronx	Tuesday	1830-2100	1510 Adee Ave, Bronx, NY
Brooklyn	Wednesday	0930-1200	138 Bay 20th St, Brooklyn, NY
Brooklyn	Wednesday	1900-2130	138 Bay 20th St, Brooklyn, NY
Manhattan	Thursday	1830-2100	411 Pearl St, New York, NY

No reservation is necessary. Attend the location that works best for your schedule each week.

These are the same locations to pick up materials each month



*Depending on the schedule this may vary.

THE KEY-SERGEANT EXAM COURSE SCHEDULE

2026-2027

START DATE	LESSON #	TOPIC
April 25, 2026	***	Orientation and Material Pick up/ Access to Key App and KOPS
May 2, 2026	1	PG 202-Duties & Responsibilities & Tactics
May 9, 2026		NO CLASS- SCHEDULED OFF WEEK
May 16, 2026	2	AG 304-General Regs & 305-Uniforms & Equipment
May 23, 2026		NO CLASS- SCHEDULED OFF WEEK
May 30, 2026	3	AG 324-Vacation/Leave, 329-Career, & 330-Sick
June 6, 2026		NO CLASS- SCHEDULED OFF WEEK
June 13, 2026	4	AG 331-Evals, 332-EEO, & 318-Discipline
June 20, 2026		NO CLASS- SCHEDULED OFF WEEK
June 27, 2026	5	PG 207-Complaints
July 4, 2026		OFF WEEK-BREAK FOR 4TH OF JULY
July 11, 2026	6	PG 208-Arrests-Part 1 of 2
July 18, 2026		NO CLASS- SCHEDULED OFF WEEK
July 25, 2026	7	PG 208-Arrests-Part 2 of 2
August 1, 2026		NO CLASS- SCHEDULED OFF WEEK
August 8, 2026	8	PG 209-Summonses & 210-Prisoners
August 15, 2026		NO CLASS- SCHEDULED OFF WEEK
August 22, 2026	9	PG 212-Cmd.Ops.-Part 1 of 3
August 29, 2026		NO CLASS-BREAK FOR LABOR DAY
September 5, 2026		NO CLASS-BREAK FOR LABOR DAY
September 12, 2026	10	PG 212-Cmd.Ops.-Part 2 of 3
September 19, 2026		NO CLASS- SCHEDULED OFF WEEK
September 26, 2026	11	PG 212-Cmd.Ops.-Part 3 of 3
October 3, 2026		NO CLASS- SCHEDULED OFF WEEK
October 10, 2026	12	PG 214-Quality of Life & 211- Court Appearances
October 17, 2026		NO CLASS- SCHEDULED OFF WEEK
October 24, 2026	13	PG 215-Juveniles
October 31, 2026		NO CLASS- SCHEDULED OFF WEEK
November 7, 2026	14	PG 216-Aideds & 217 Collisions
November 14, 2026	15	PG 218-Property, Genaral-Part 1 of 2
November 21, 2026		NO CLASS-BREAK FOR THANKSGIVING
November 28, 2026	16	PG 218-Property, Genaral-Part 2 of 2 & 219-Deptarment Property
December 5, 2026		NO CLASS- SCHEDULED OFF WEEK
December 12, 2026	17	PG 220-CIMS & 213 Disorder Control
December 19, 2026		NO CLASS-HOLIDAY BREAK
December 26, 2026		NO CLASS-NEW YEARS BREAK
January 2, 2027	18	PG 221-Tactical Operations
Saturday, January 9, 2027		NO CLASS- SCHEDULED OFF WEEK
CRAMS		Dates to be announced



WWW.NYPDTHEKEY.COM



STUDENT ID & CHECK-IN

Student Identification

- All students receive a Key Student ID QR code following registration.
- The QR code is required for entry into all in-person classes and must be presented at check-in.
- The QR code can be saved to your mobile device home screen for quick access.

Materials Distribution

Course materials may be picked up at any class location, but only when that location is actively in session. Students must present their Student QR Code and a valid photo ID.

Once a QR code is scanned at a location for materials pickup, it cannot be used to pick up materials at another location. If a student cannot pick up materials due to a conflict, a third party can be authorized on their behalf. The third party will need a copy of the student QR code and photo ID.

Lesson Plan Textbooks

- Each book contains approximately 3-4 lessons.
- Books follow the published course schedule.
- New books are distributed every 4-5 weeks at each live class location. Pick up will be at every clas location No reservation is necessary.

THE KEY STUDY METHOD

READ the
Patrol Guide



STUDY the Key
Lesson Plan

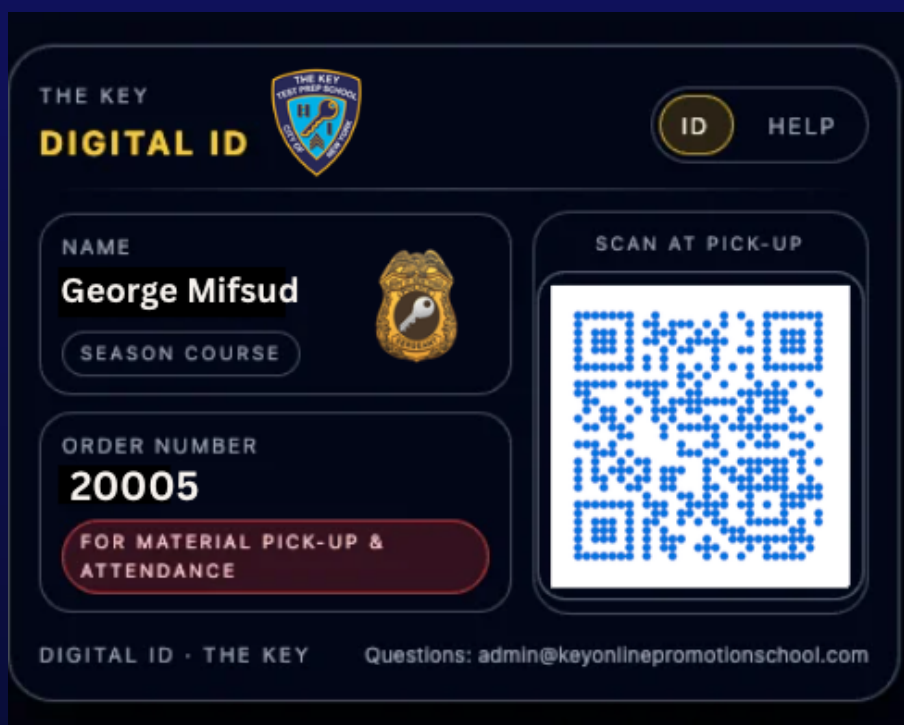


PRACTICE the
Quiz Questions



STUDENT ID & CHECK-IN

SAMPLE



You will receive an email with a link that will open your custom QR ID code.

You may screen shot it and save it in your phone or follow the steps below to save it as an app on your home screen.

How to save:

Once the QR ID page opens, tap the Share button at the bottom of Safari/Web browser. The Share button looks like a square with an arrow pointing up.

1. Scroll down and tap: **Add to Home Screen**
2. Tap Add in the upper-right corner.
3. You will now see The QR ID [M] icon on your iPhone Home Screen.





KOPS & THE KEY APP

Login Rules

- Both systems use a Passkey login method.
- The email used during registration is the only email authorized for login.
- Students must complete their initial login on a mobile phone to generate the passkey needed to access their primary and second device.

Device Limits

- Each student may register two devices.
- Primary device must be a mobile phone.
- Secondary device may be a desktop, laptop, or tablet.
- **The Key App is not recommended for tablet installation; tablet users should use the browser login method.**

Security Notes

- Do not log into KOPS using an NYPD terminal or network. Department firewalls may block features or prevent proper function.
- Screenshots are prohibited and may lock the app for security reasons.
- Login and download instructions are available at www.nypdthekey.com under KOPS.

Plain-English Setup Reminder

Start on your phone. Use the exact email you registered with. After your phone is set up, you can use the passkey process to access one approved second device.



THE KEY APP

What is the Key App and where can I download it?

The Key App – Description

The Key App is a secure, web-based mobile platform built to handle the extremely large amount of content included in our promotional courses.

Because our program delivers thousands of pages of lesson plans, videos, quizzes, updates, and monthly books, the system requires vast server-side memory and processing power that a traditional downloadable app cannot support.

Instead of being installed from the App Store or Google Play, the app runs directly through our servers to ensure:

- Instant updates to lessons, videos, and quizzes
- No outdated versions stored on a device
- Stronger security to protect course materials
- Support for massive content volume without slowing down your phone
- Faster delivery of new material without requiring app updates

Class video, audio and each lessons Patrol Guide breakdown can be located in the WEEKLY LESSON menu option. All material is for that week/topic is located in that weeks lesson folder.

**Patrol Guide and Admin Guides can be located in
THE KEY LIBRARY menu**



THE KEY APP

How to Access and Download

All login portals can be found under www.nypdthekey.com, in the KOPS menu

Please follow these steps on your iPhone:

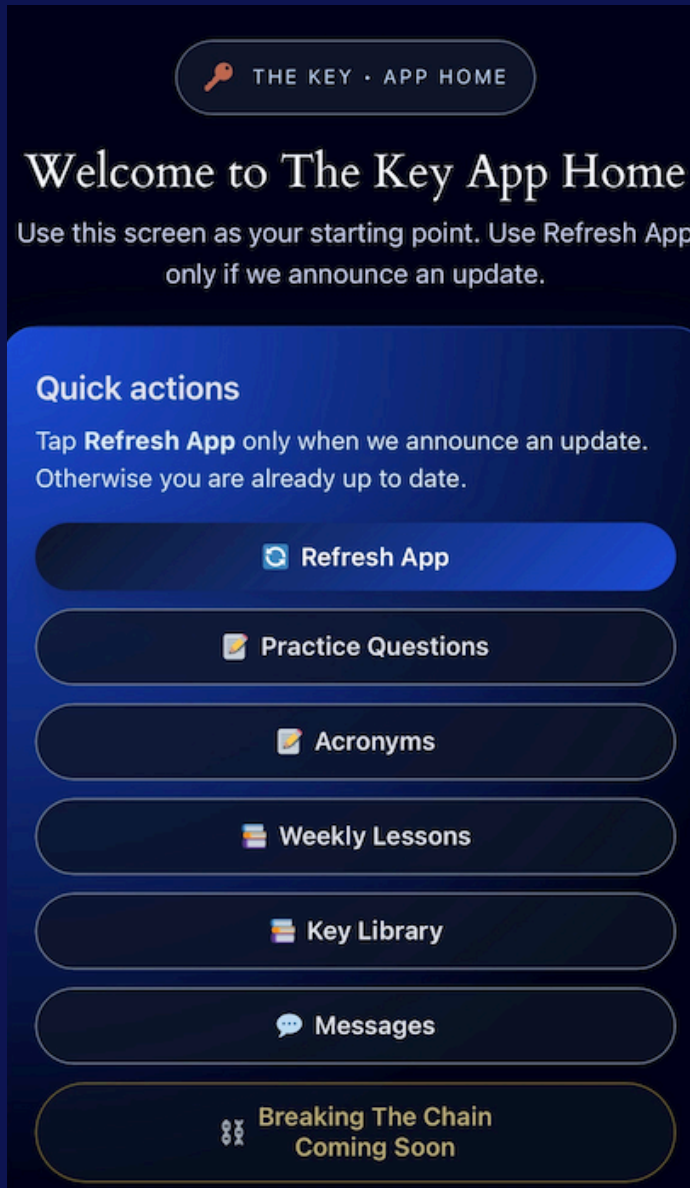
1. Open Safari on your iPhone.
2. Go to: www.nypdthekey.com
3. Tap KOPS / The Key App.
4. Enter the same email address you used when you registered for the course.
5. Tap Continue.
6. Once the Key App page opens, tap the Share button at the bottom of Safari. The Share button looks like a square with an arrow pointing up.
7. Scroll down and tap: **Add to Home Screen**
8. Tap Add in the upper-right corner.
9. You will now see The Key App icon on your iPhone Home Screen.
10. Going forward, open The Key App from the Home Screen icon, not from the App Store.



Please remember: you must use the same registration email connected to your course account. If you use a different email address, the app may not recognize your access.

THE KEY APP

What's Inside



Refresh App

Use this button to update The Key App and make sure you are seeing the newest available content. If new lessons, PDFs, videos, audio, questions, or announcements were added, refreshing the app helps load the latest version.

Practice Questions

This section contains multiple-choice practice questions designed to help you test your knowledge and prepare for the exam. Questions are organized by lesson, topic, or guide section so you can focus your studying on the material currently being covered.

Acronyms

This section provides quick-reference acronym lists connected to Patrol Guide and Administrative Guide material. It is designed to help you recognize, memorize, and review important abbreviations commonly used throughout the course and exam preparation.

Weekly Lessons

This section contains the weekly course material assigned for study. Inside, students may find lesson plans, PDFs, videos, audio lessons, summaries, and other materials connected to the current week's instruction.

Key Library

The Key Library is the digital resource center for course documents and reference materials. Students can access Patrol & Admin guide sections, legal updates, summaries, digests, and other study resources needed throughout the course.

Messages

This section contains important updates and announcements from The Key. Students should check this area regularly for information about course updates, app changes, class reminders, material pickup, and other important notices.

Breaking the Chain

This section is designed to help students review procedures, responsibilities, and command-level decision points in a step-by-step format. It helps break down complex guide material so students can understand how actions, notifications, and responsibilities connect.



DIGITAL MATERIALS & LIBRARY

Weekly Course Materials

- The Key lesson plans organized by weekly topic
- Two recorded video classes
- Two recorded audio lessons
- PDF lesson plans
- More than 6,000 exam-like multiple-choice questions with explanations and references
- New questions added weekly to match each lesson

The Key Library

- Patrol Guide
- Administrative Guide
- The Key Legal Digest
- Full-length Legal Bureau Bulletins
- Patrol and Admin Guide Revision Orders
- Crime Reporting Guide
- Course schedule
- Important messages from The Key

Updated Weekly

All materials are updated weekly until the official Notice of Examination is released. Students should check the weekly lesson plan, updates, and library sections regularly.

Digital materials reinforce live instruction and help students keep current with revisions, lesson targets, and weekly assignments.



EMAIL & COMMUNICATIONS

What “Unsubscribed” Means

When an email address is unsubscribed from our mailing system, Constant Contact places that email on a permanent legal block list. This is not controlled by The Key; it is part of their compliance rules.

- Constant Contact is legally prohibited from sending anything to that address.
- The system will block future emails, including QR codes, schedules, login instructions, updates, and monthly books.
- We cannot reverse, override, or reactivate the email under any circumstances, even if the unsubscribe was accidental.

What To Do

- If your email has been unsubscribed, provide an alternate email address.
- Do not use an NYPD email address.
- Contact admin@nypdthekey.com for account updates or support.

Course Communication Reminder

Use a personal, non-NYPD email address for this course. Please do not use NYPD email or department resources while taking this course.



STUDENT CHECKLIST

Before the first class and each week

Stay Ready

- Confirm that you are using the same email address used during registration.
- Complete initial login on your mobile phone first.
- Save your Student ID QR code for quick access.
- Bring your QR code and valid photo ID to class and material pickup.
- Use KOPS on tablets, laptops, and desktops; use The Key App on your cell phone.
- Check weekly lesson plans at the beginning of each instructional week.
- Watch or listen to recordings if you miss or want to repeat a class.
- Review quizzes, acronyms, By the Numbers, Breaking the Chain, and library updates.
- Use a personal non-NYPD email address for all course communications.
- Contact admin@nypdthekey.com if you need support.

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