



*RISING STAR PROMOTIONS*

THE ESSENTIAL GUIDE FOR STUDIERS

**202 Series—Duties and Responsibilities**

Operations Coordinator.....	202-11
Special Operations Lieutenant.....	202-12
Lieutenant Platoon Commander.....	202-13
Desk Officer.....	202-14
Command Integrity Control Officer.....	202-15
Principal Administrative Associate.....	202-16
Patrol Supervisor.....	202-17
Supervisor of Anti-Crime Patrol.....	202-18
Training Sergeant.....	202-19
Traffic Safety Sergeant.....	202-19a
Domestic Violence Sergeant.....	202-19b
Precinct School Safety Sergeant.....	202-20
Police Officer.....	202-21
Radio Motor Patrol Operator.....	202-22
Radio Motor Patrol Recorder.....	202-23
Motor Scooter Operator.....	202-24
Anti-Crime Police Officer.....	202-25
Crime Prevention Officer.....	202-26
Planning Officer.....	202-27
Traffic Safety Officer.....	202-28
Domestic Violence Prevention Officer.....	202-29
Youth Officer.....	202-30
Arrest Processing Officer.....	202-31
Community Affairs Officer.....	202-32
Command Auxiliary Police Coordinator.....	202-34
Evidence Property Control Specialist.....	202-36
Command Clerk.....	202-37
Telephone Switchboard Operator.....	202-38
Patrolwagon Operator.....	202-39
Police Attendant—Uniformed/Civilian Member of the Service.....	202-40
Field Intelligence Officer.....	202-41



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

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## RISING STAR PROMOTIONS

### THE ESSENTIAL GUIDE FOR STUDIERS

There are similarities between the Operations Coordinator and ICO; the chart below shows the distinction/similarities between these two inside lieutenants.

OPERATIONS COORDINATOR	COMMAND INTEGRITY CONTROL OFFICER
<ul style="list-style-type: none"> <li>• <b>Duties:</b> No patrol or desk duties</li> <li>• <b>Overtime:</b> Coordinates all overtime programs</li> <li>• <b>Signage:</b> Ensures that 2 department signs (“Reporting Corruption and Misconduct” and “Corruption Tears Us All Apart” are conspicuously posted in non-public areas of command. ALSO Ensures that the “Free Interpretation Service Available” is visibly displayed in reception area</li> <li>• <b>Stickers:</b> Ensure “Gun Safety” sticker is affixed to all firearms safety stations</li> <li>• <b>Leave:</b> Ensure captions are completed in “Location During Absence” of 28 and that they are submitted at least 5 days before unless it is an emergency</li> <li>• <b>Property:</b> Review Command log daily and take immediate steps to remedy conditions that impair transfer of property in excess of 30 days. Notify CO/XO.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Duties:</b> No duties other than ICO</li> <li>• <b>Overtime:</b> Develops/maintains overtime control plan</li> <li>• <b>Signage:</b> Ensures by inspecting that 2 department signs (“Reporting Corruption and Misconduct” and “Corruption Tears Us All Apart” are conspicuously posted in non-public areas of command.</li> <li>• <b>Stickers:</b> Inspect all male/female locker rooms annually, during the month of November, for proper display of “Police Don’t Move” and “Proper Tactics Save Lives” are displayed</li> <li>• <b>Leave:</b> Conduct investigation when member fails to provide appropriate military contract and drill schedule to precinct timekeepers</li> <li>• <b>Property:</b> Review Command Log entries daily and if any property is stored in excess of 30 days, consult with the Operations Coordinator, Desk Officer, etc., to determine if an integrity or corruption hazard exist. If so, brief CO/XO and take appropriate action to correct</li> </ul>

There are also similarities between the Desk Officer and Lieutenant Platoon Commander:

DESK OFFICER	LIEUTENANT PLATOON COMMANDER
<ul style="list-style-type: none"> <li>• Responsible for all POLICE OPERATIONS within command (Patrol Supervisor supervises all POLICE FIELD OPERATIONS within command)</li> <li>• <b>Meals:</b> Ensure that meals assigned to supervising officers performing duty are scheduled so that a supervisor is on patrol at all times. Also arrange meals and reliefs for personnel assigned to duty in command facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all COMMAND OPERATIONS</li> <li>• <b>Meals:</b> Schedule meals for supervisors assigned to platoon so that a supervisor is on duty at all times <i>☆note the distinction: Platoon Commander SCHEDULES the meals so supervisor is ON DUTY at all times but the Desk Officer ENSURES that meals are assigned so that a supervisor is on PATROL at all times ☆</i></li> </ul>



# RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

## Property

Desk Officer	Operations Coordinator	ICO
<ul style="list-style-type: none"> <li>• Inspect the property locker and all areas within command where invoiced property is being held at the commencement of tour</li> <li>• Conduct “Physical Inventory” of property utilizing PETS</li> <li>• Inspect seals on all Plastic and jewelry security envelopes for tampering and conduct immediate investigation if seal is violated</li> <li>• Inspect seals on all street vendor property bags and compare their serial # with those # listed on the voucher</li> <li>• Enter results of inspection of property and Property Clerk Division seals in Command Log by documenting the “Physical Inventory” number ascertained from PETS</li> <li>• Make separate entry for INVOICES stored in excess of thirty days, listing each INVOICE #</li> <li>• Notify the Ops Coord. of the # of INVOICES stored in excess of 30 days and expedite delivery</li> <li>• Certify to accuracy and completeness of entries in Command Log concerning vouchered property</li> </ul>	<ul style="list-style-type: none"> <li>• Check property invoice book and property on hand</li> <li>• Review Command Log entries regarding invoiced property daily and take immediate steps to remedy conditions that impair the transfer of any invoiced property stored within the command in excess of thirty days to the appropriate storage location and notify the CO/XO</li> <li>• Ensure security of lead seals, Narcotic Evidence Envelopes, Property Clerk Division Security Envelopes, Property Clerk Division Jewelry Security Envelopes and peddler seals prior to issuance</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect time cards, overtime records, property records, minor violations log, vending machine ledgers, etc.</li> <li>• Review Command Log entries regarding invoiced property daily and if any property is stored in the command in excess of 30 days, consult with the operations coordinator, desk officer etc., to determine if an integrity or corruption hazard exists. If so, brief the executive officer/commanding officer and take appropriate action to correct the situation</li> </ul>



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

## **CONFERRALS**

### **Special Operations Lieutenant**

- Confer with detail sergeants as necessary (when reviewing/signing subordinate Police Officer's Monthly Conditions Impact Measurement Report)
- Regularly with platoon commanders regarding conditions within command
- Regularly with the detective squad commander to share info

### **Lieutenant—Platoon Commander**

- With Special Operations Lieutenant and allocate, based on this conferral, all resources available for the platoon, including anti-crime, SNEU and peddler personnel
- Advise and confer with CO/XO, Operations Coordinator, SOL, ICO, squad commander and BRAM commander, if appropriate, on matters of importance, unusual arrests or occurrences, personnel and integrity concerns, and other conditions requiring their attention
- ICO regarding personnel, CCRB, sick, overtime concerns and integrity issues
- Frequently with SOL regarding crimes and conditions
- Lieutenant Platoon Commander OR Patrol Supervisor from previous tour, at start of tour
- Lieutenant Platoon Commander of adjacent pct/PSA/TD to coordinate crime strategies
- Confer with detail sergeants as necessary (when reviewing/signing subordinate Police Officer's Monthly Conditions Impact Measurement Report)—note: SOL does the same thing!
- Training sergeant as required (evaluate training needs)

### **Desk Officer**

- CO, XO, and operations coordinator concerning any trends observed or other matters of importance

### **Command Integrity Control Officer**

- All sergeants upon their assignment to the command and annually thereafter
- With CO regarding necessity of continuing radios assigned outside command on a permanent basis

### **Principal Administrative Associate**

- Regularly with assigned personnel admin manager

### **Patrol Supervisor**

- CO, XO, Ops Coordinator, Lieutenant Platoon Commander and Desk Officer concerning trends observed or other matters of importance—note: DO does it for just CO, XO, and Ops Coord.

### **Supervisor of Anti-Crime Patrol**

- CO, SOL, Crime Analysis Officer, and uniformed supervisors on patrol to ID high crime locations



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**Training Sergeant**

- Frequently with CO to ID training needs
- Principal Admin. Associate or designee to determine civilian training needs
- Department Facilities Management Division in implementing recycling

**Domestic Violence Sergeant**

- SOL, anti-crime supervisor, and FIO regarding wanted DV offenders
- Precinct Training Sergeant to ensure command DV training needs are met

**Precinct School Safety Sergeant**

- School principals and school safety agents

**Domestic Violence Prevention Officer**

- CO, before updating the online HPL information during the first week of each month
- Precinct detective squad or Special Victims investigator before contacting victims whose open 61 have been referred to either squad

**Youth Officer**

- Visit schools and track statistics on violence in schools by conferring with school principals and school safety officers

**Community Affairs Officer**

- Principals, rabbis, ministers, priests, administrators, etc. on delinquency and other youth related problems

**Command Auxiliary Police Coordinator**

- CO, SOL, and planning officer to develop plans for optimum use of auxiliary POs in an emergency

**Field Intelligence Officer**

- Regularly with patrol officers, detectives, supervisors and unit specialty officers to obtain intelligence (i.e. School Safety, Youth, Community Affairs, SNEU)
- Regularly with command crime analyst
- FIO in adjoining command should confer with each other on a regular basis

**Operations Coordinator**

**Does not** confer with anyone in 202! He is conferred with a number of times, but his duties does not say that he has to confer with anyone on anything!



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### OPERATIONS COORDINATOR

P.G. 202-11

Effective 09/13/16

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty
  - a. Sign Command Log at end of tour
2. Perform duty in uniform as staff officer assisting the commanding officer in administrative matters
3. Do not perform patrol duty, or be assigned to desk duty
4. Review and supervise the maintenance of records and files of command
5. Ensure that all members of the service assigned to the command are working within the correct and authorized chart relative to their assignment
6. Coordinate all overtime programs within the command
7. Coordinate the command's safety programs, i.e., OSHA, etc.
8. Supervise the command's staff and ensure that they are in proper uniform and performing a necessary police function
9. Supervise the principal administrative associate assigned to the command.
10. Enter in Command Log the time arriving and leaving command and the reason (except start of tour entry)
11. Perform tours as designated by the commanding officer
12. Interview civilians and representatives of civic organizations in the absence of the commanding/executive officer *★the operations coordinator is essentially third in line★*
13. Represent the commanding officer at civic and fraternal meetings within command, when designated
14. Coordinate the human relations program of the command by maintaining close liaison with the Borough Community Affairs Coordinator and the Chief, Community Affairs *★no mention of the community affairs officer in the precinct/PSA/TD★*
15. Review all orders and prepare summaries of pertinent information for presentation to members of the command at Command Level Training Program or roll call instruction
16. Prepare written instructions for sergeants and police officers
17. Supervise the maintenance of the command library *★training sergeant maintains it★*
18. Supplement instructions of desk officer in the absence of the commanding officer, to outgoing platoons
19. Keep sergeants informed of conditions within the command
20. Relay instructions of commanding officer to members of command
21. Supervise command custodial personnel and coordinate with the Facility Maintenance Section (FMS) to ensure the following:
  - a. Appropriate custodial staffing levels are maintained at the command (i.e., vacancies are filled in timely manner); **AND**
  - b. Deficiencies in command cleanliness are identified for correction; **AND**
  - c. FMS is apprised of matters of importance regarding command cleanliness, so that issues can be expeditiously mitigated.
22. Supervise the election details
23. Apportion communications equally among sergeants for investigation
24. Ensure completed POLICE OFFICER'S MONTHLY CONDITIONS IMPACT MEASUREMENT REPORTS are scanned into the Quest for Excellence application



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### OPERATIONS COORDINATOR

P.G. 202-11

Effective 09/13/16

25. Check property invoice books and property on hand
  - a. Review Command Log entries regarding invoiced property daily and take immediate steps to remedy conditions that impair the transfer of any invoiced property stored within the command in excess of thirty days to the appropriate storage location and notify the executive officer/commanding officer ☆*notify either CO or XO* ☆
  - b. Designate a uniformed member to perform the duties of the evidence/property control specialist when he/she is unavailable due to vacation, sick, etc.
26. Conduct survey of command's snow removal equipment (e.g., snowblowers, snow shovels, de-icing rock salt, etc.) by September 15th to ensure its availability and adequacy ☆*it can be performed on any date beforehand* ☆
  - a. Obtain replacement supplies or equipment, if necessary.
27. Make Command Log entry of daily inspection of command for cleanliness, security, safety hazards, condition of equipment, and the display of offensive material
  - a. Ensure the Department sign entitled, "Free Interpretation Service Available (SP 487)" is visibly displayed in the command reception area and the dual handset telephonic interpretation service equipped telephone is present and functional
  - b. Comply with P.G. 219-20, "Loss/Theft of Department Property" if the dual handset telephonic interpretation service equipped telephone is missing. In addition, immediately notify the Telecommunications Unit, Monday through Friday from 0600 to 1800 hours, or the Information Technology Bureau Help Desk at other times, if the dual handset telephone is missing or defective
  - c. Ensure the two Department signs entitled, "Reporting Corruption and Misconduct (SP 7)" and "Corruption Tears Us All Apart (SP 7-1)" are conspicuously posted in a non-public area of the command.
  - d. Personally inspect youth room and note the results of the inspection in the Command Log entry of the daily command inspection.
28. Supervise semi-annual (during January and July) inspection of command fire extinguishers
  - a. Have inspecting member of the service date and initial the tag attached to the fire extinguisher
  - b. Make Command Log entry indicating that the inspection was performed  
*☆Operations coordinator makes the command log entry but you have another member of the service (uniformed or civilian) initial the tag* ☆
29. Notify Borough or Bureau Safety Coordinator of hazards which are not readily corrected by command personnel
30. Review COMPLAINT REPORTS and consult with planning officer and Office of Management Analysis and Planning's Operations Research Section ☆*OMAP* ☆ personnel to determine priority locations relative to crime conditions within command
31. Recommend redeployment of personnel, if necessary, to commanding officer, executive officer, lieutenant platoon commander, or desk officer
32. Notify members of command, through desk officer, of scheduled court and other agency appearances and other related notifications
33. Ensure the proper maintenance of the Subpoena Receipt Book.
34. Ascertain that a current list of restaurants willing to accept monthly payments for meals provided for prisoners is maintained at the desk including time restaurant is open and cost of meals
35. Supervise OR designate a supervisor to supervise the command's evidence/property control specialist





## *RISING STAR PROMOTIONS*

### THE ESSENTIAL GUIDE FOR STUDIERS

#### **OPERATIONS COORDINATOR**

P.G. 202-11

Effective 09/13/16

36. Ensure security of lead seals, Narcotic Evidence Envelopes, Property Clerk Division Security Envelopes, Property Clerk Division Jewelry Security Envelopes and peddler seals prior to issuance
37. Ensure firearms safety station is present and appropriately located
  - a. Consider safety factors such as a place free from distractions, persons present in the vicinity, etc., for location of firearms safety station
  - b. Ensure the loading/unloading port is free of debris and obstructions
  - c. Ensure GUN SAFETY sticker is affixed to all firearms safety stations
38. 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
39. Supervise and monitor performance of the command's training sergeant to ensure that all members are receiving necessary training
40. Ensure all captions are completed in "Location During Absence" section on LEAVE OF ABSENCE REPORT including each country, with the city/town or province where member of the service will be staying, date(s) of departure and date of return when member request leave
41. Ensure all members of the service are submitting LEAVE OF ABSENCE REPORT at least five days before leave commences, except in emergencies
42. Ensure timekeepers make mandatory entries into Leave of Absence – Location During Absence database, when a member submits a LEAVE OF ABSENCE REPORT and is traveling to a foreign country
43. Access Leave of Absence – Location During Absence database to verify mandatory entries are made by command timekeepers for members who are traveling to a foreign country daily during monthly self-inspections
44. Ensure compliance with required entries on LEAVE OF ABSENCE REPORT during monthly self-inspections
45. Supervise crime analysis sergeant
46. Supervise traffic safety sergeant

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



## *RISING STAR PROMOTIONS*

THE ESSENTIAL GUIDE FOR STUDIERS

### **OPERATIONS COORDINATOR**

P.G. 202-11

Effective 09/13/16

☆*TAKEAWAY: The Operations Coordinator supervises all administrative staff and is responsible for non-enforcement-related functions of the command*☆

- Supervises:
  - Principal Admin. Aide
  - Command staff
  - The maintenance of the command library (training sgt. Actually maintains it; Ops Coordinator just supervises)
  - Command custodial personnel
  - Election details
  - Semi-annual (Jan/July) inspection of fire extinguishers
  - Supervise OR DESIGNATES a supervisor to do same of EPCS. When EPCS is on vacation/sick, etc then designate a UNIFORMED member (i.e. cop) to perform duties of EPCS
  - Crime Analysis Sergeant
  - Traffic Safety Sergeant
  - Training Sergeant
  
- Will not perform patrol duty or be assigned desk duty
- Coordinates all overtime programs
- Coordinates safety programs (i.e. OSHA)
- Tip: anything that deals with the community/civic groups is generally under the Ops Coord
- Prepare written instructions for Sgts and POs
- Gives out communications equally among sergeants for investigation
- Ensures activity are scanned into QUEST
- Remedy conditions impairing transfer of invoiced property stored within the command in excess of 30 days. Notify CO/XO
- Conduct survey of command's snow removal equipment by September 15
- Review 61s and consult with planning officer and OMAP to determine priority locations relative to crime conditions within command
- Recommend redeployment of personnel, if necessary, to CO, XO, platoon commander, OR desk officer
- Court/agency appearances: notify members THROUGH DO; establish/maintain liaison with DA's office to see if RDO court is necessary and when possible reschedule



# *RISING STAR PROMOTIONS*

## THE ESSENTIAL GUIDE FOR STUDIERS

### **SPECIAL OPERATIONS LIEUTENANT**

P.G. 202-12

Effective 04/05/16

1. Perform duty in uniform whenever practical
  2. Report to the desk officer at the start of tour for entry in the Command Log as present for duty
    - a. Sign Command Log at end of tour
  3. Perform tours as approved by the commanding officer, choosing tours that will maximize supervision of subordinate personnel
  4. Enter in Command Log the time arriving and leaving command and the reason (except start of tour entry)
  5. Monitor field performance of subordinate personnel and personally observe command conditions
  6. Coordinate the crime prevention program of command
  7. Supervise and coordinate command's specialized personnel, including school safety sergeant, anti-crime supervisor, SNEU, crime prevention officer, youth officer, auxiliary police coordinator, peddler enforcement, and domestic violence sergeant
  8. Inspect records and logs of subordinate units and personnel *☆there is no time frame/frequency indicated☆*
  9. Inspect and sign ACTIVITY LOGS of Anti-Crime, School Safety, SNEU, CPU and, where applicable, Peddler Enforcement Sergeants each month
  10. Review and sign the POLICE OFFICER'S MONTHLY CONDITIONS IMPACT MEASUREMENT REPORT for subordinates and confer with detail sergeants as necessary
    - a. Deliver REPORTS to operations coordinator within seven days following month for which submitted
  11. Access the Quest for Excellence application and prepare QUARTERLY ASSESSMENT OF SQUAD SERGEANT by the tenth day of the month following the reporting period
  12. Review and approve schedules for subordinate personnel on a weekly basis
  13. Act as the problem solving coordinator for the command, in conjunction with, and at the direction of the commanding officer
    - a. Be responsible for assisting the commanding officer to:
      - (1) Identify major crime and quality of life problems affecting the command
      - (2) Perform an analysis of the identified crime and quality of life problems in order to separate them into their essential components
      - (3) Design a response utilizing command, Department and community resources, and where possible the resources of other agencies
      - (4) Implement the designed response
      - (5) Evaluate the effectiveness of the response and modify it, if necessary
- ☆5-step process: Identify, Analyze, Design, Implement, Evaluate. Know it in this order! IA DIE ☆*
14. Attend Community Council, Community Board, and similar meetings, at the direction of the commanding officer
    - a. Be cognizant of community crime trends and quality of life conditions, allocating resources to address these concerns
  15. Maintain contact with community associations and civic groups to foster positive community relations and mutual involvement in addressing crime and quality of life conditions



## *RISING STAR PROMOTIONS*

### THE ESSENTIAL GUIDE FOR STUDIERS

#### **SPECIAL OPERATIONS LIEUTENANT**

P.G. 202-12

Effective 04/05/16

16. Attend public meetings where subordinate members are addressing groups to observe and supervise performance
17. Prepare annual evaluations for subordinate supervisors under direct control
18. Maintain contact with principals of local schools
  - a. Ensure that school safety sergeant and youth officer are maintaining contact with these institutions
19. Be knowledgeable in current orders and procedures
  - a. Instruct and test subordinate personnel in these matters
20. Confer regularly with platoon commanders regarding conditions within command
  - a. Encourage exchange of information between specialized units and platoons
21. Confer regularly with the command's detective squad commander to share information.
  - a. Encourage exchange of information between the detective squad and specialized units
22. Supervise and coordinate the activities of the command's Auxiliary Police Program through the Auxiliary Police Coordinator
23. Ensure that the Auxiliary Police Coordinator actively recruits new members, conducts required training courses, and properly equips Auxiliary Police personnel
24. Integrate the auxiliary police functions into the command's problem solving objectives, e.g., crime prevention, community affairs, youth planning, etc.
25. Keep commanding officer apprised of all Auxiliary Police activities
26. Act as the command liaison officer to the New York State Office of Victim Services (OVS) and external State and City victim advocacy agencies

#### Takeaways:

#### Specific times you must know:

- Deliver POLICE OFFICER'S MONTHLY CONDITIONS IMPACT MEASUREMENT REPORTS to operations coordinator ***within seven days*** following month for which submitted
- Access the Quest for Excellence application and prepare QUARTERLY ASSESSMENT OF SQUAD SERGEANT ***by the tenth day of the month following the reporting period***
- Review and approve schedules for subordinate personnel on a ***weekly*** basis
- Inspect and sign ACTIVITY LOGS of Anti-Crime, School Safety, SNEU, CPU and, where applicable, Peddler Enforcement Sergeants ***each month***

#### Supervise and coordinate command's specialized personnel, including (there could be more):

- school safety sergeant
- anti-crime supervisor
- SNEU
- crime prevention officer
- youth officer
- auxiliary police coordinator
- peddler enforcement
- domestic violence sergeant



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### LIEUTENANT – PLATOON COMMANDER

P.G. 202-13

Effective 04/05/16

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

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

*☆In order to go out on patrol when assigned to a precinct, the platoon commander needs two conditions: (1) the permission of the C.O. and (2) at least two sergeants must be working that tour, one of whom is assigned as the patrol supervisor ☆*

- b. The lieutenant platoon commander will not ordinarily perform the duties of the patrol supervisor, and will remain responsible for ALL duties listed in this procedure
- c. Identify conditions to be addressed by members working the platoon on a continuing basis
- d. Allocate, based upon conferral with special operations lieutenant, all resources available for the platoon, including anti-crime, street narcotics enforcement unit(s) and peddler enforcement personnel

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

2. Report to the desk officer at the start of tour for entry in the Command Log as present for duty
  - a. Sign Command Log at end of tour
3. Perform duty in uniform
4. Supervise and review actions of patrol supervisors to ensure compliance with Department policies and procedures
5. Participate as a member of the precinct management team
6. Advise and confer with commanding/executive officers, operations coordinator, special operations lieutenant, integrity control officer, squad commander and BRAM commander, if appropriate, on matters of importance, unusual arrests or occurrences, personnel and integrity concerns, and other conditions requiring their attention
7. Confer with integrity control officer regarding personnel, civilian complaints, sick records, overtime concerns and integrity issues
8. Confer frequently with the special operations lieutenant regarding command crimes and conditions
9. Confer with lieutenant platoon commander or patrol supervisor from previous tour, at start of tour



## RISING STAR PROMOTIONS

### THE ESSENTIAL GUIDE FOR STUDIERS

#### LIEUTENANT – PLATOON COMMANDER

P.G. 202-13

Effective 04/05/16

10. Access the Department's intranet webpage to ascertain active Paid Detail locations and times of assignment within the precinct, at start of tour
  - a. Make a Command Log entry indicating results of inquiry into active Paid Detail locations, including times of assignments
  - b. Print reference copy of Paid Detail assignments scheduled during tour and attach to roll call
- Note: If the lieutenant platoon commander is unavailable, any other lieutenant or above performing duty within the command will perform the above step*
11. Confer with lieutenant platoon commanders of adjacent precincts, police service areas and transit districts to coordinate crime strategies
12. Ensure radio transmissions affecting the command are monitored at all times
13. Cause necessary changes or adjustments in roll call at beginning of tour
  - a. Schedule meals for supervisors assigned to platoon so that a supervisor is on duty at all times.
  - b. Grant tour changes and excusals for members of platoon when appropriate
14. Supervise roll call
  - a. Personally inspect the outgoing platoon to ensure the personal appearance of members meets Department standards
  - b. Instruct and question members relative to command conditions.
  - c. Ensure members are familiar with integrity concerns
  - d. Ensure members are aware of active Paid Detail locations and times of assignments at these locations within the precinct
15. Ensure all personnel of the platoon are properly supervised and performing duty in a satisfactory manner
  - a. Evaluate effectiveness of assignments
  - b. Review and sign the POLICE OFFICER'S MONTHLY CONDITIONS IMPACT MEASUREMENT REPORT for subordinates and confer with detail sergeants as necessary
    - (1) Deliver REPORTS to operations coordinator within seven days following month for which submitted
  - c. Conduct interviews personally with personnel assigned to the platoon performing in an unsatisfactory manner
  - d. Conduct all return from sick interviews for members of the platoon
  - e. Review disciplinary records (CCRB, CPI) of all members assigned to platoon
  - f. Assume responsibility for Early Intervention Monitoring for members of platoon
16. Prepare annual evaluations of subordinate platoon supervisors
17. Inspect the command facility each tour and record results in the Command Log
18. Be responsible for proper entries of complaint information in the On Line Complaint System for the tour
19. Evaluate training needs and confer with training sergeant as required
  - a. Recommend members of the platoon receive specific training required for complete tour operations, i.e., fingerprint training, scooter qualification, etc.
20. Designate a supervisor to conduct "platoon briefing"



## *RISING STAR PROMOTIONS*

### THE ESSENTIAL GUIDE FOR STUDIERS

#### **LIEUTENANT – PLATOON COMMANDER**

P.G. 202-13

Effective 04/05/16

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

21. Investigate communications and perform assigned self-inspections, as directed by commanding officer
  - a. Ensure sergeants properly and accurately complete self-inspections, communications, and reports
22. Inspect and sign ACTIVITY LOGS of patrol supervisors daily
23. Maintain ACTIVITY LOG and make entries listing times, names, locations and assignments of members visited
24. FIRST PLATOON - Review reports and forms prepared for the previous twenty-four hours
25. SECOND PLATOON - Be responsible for maintenance and weekly inspection of Department vehicles
26. Perform the following duties when assigned as a lieutenant platoon commander in a command other than a Patrol Services Bureau precinct:
  - a. Perform duty in civilian clothes when directing plainclothes units or making discreet observations with the integrity control officer, when directed by commanding officer or other competent authority
  - b. Divide one’s time and movement during tour between the field and command facility, as needs dictate
  - c. Sign Command Log and notify radio dispatcher when leaving to and returning from patrol
  - d. Ensure radio transmissions affecting the command are monitored at all times
  - e. Respond to radio runs unannounced to observe performance of sergeants and police officers
  - f. Evaluate driving habits and abilities of members of the platoon and take corrective action as necessary
  - g. Respond to and direct police activities at serious crimes and emergencies
  - h. Ensure all arrests are processed expeditiously and under proper supervision
  - i. Perform tour as designated by commanding officer
27. Access the Quest for Excellence application and prepare QUARTERLY ASSESSMENT OF SQUAD SERGEANT by the tenth day of the month following the reporting period



# *RISING STAR PROMOTIONS*

THE ESSENTIAL GUIDE FOR STUDIERS

## **LIEUTENANT – PLATOON COMMANDER**

P.G. 202-13

Effective 04/05/16

### **TAKEAWAY NOTES**

*Advice/confer with the following on matters of importance/unusual occurrences:*

- *C.O., X.O., Ops Coord, PDU Cmdr, and previous tour Plt Cmdr or P.S.*
- *SOL regarding command crimes and conditions,*
- *ICO regarding “**ICO PS**”: Integrity issues, CCRB’s, OT concerns, Personnel, Sick records*
- *Adjacent commands’ Plt Cmdrs about coordinating crime strategies*
- *Training sergeant regarding training needs*

#### *Roll Call*

- *Cause adjustments to roll call at the beginning of tour*
- *Schedule meals to ensure that a supervisor is on duty at all times*
- *Supervise roll call*
- *Personally inspect outgoing platoon*
- *Designate a supervisor to conduct a platoon briefing*
- *Grant tour changes and excusals as appropriate*

#### *Personnel*

- *Review discipline records of platoon MOS*
- *Responsible for Early Intervention Monitoring for platoon MOS*
- *Conduct return from sick interviews for platoon MOS*
- *Recommend MOS for special training for proper running of platoon*
- *Inspect and sign patrol supervisors’ memobooks daily*

#### *1<sup>st</sup> Platoon*

- *Review reports and forms prepared for previous 24 hours*

#### *2<sup>nd</sup> Platoon*

- *Responsible for maintenance and weekly inspection of RMPs*





# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### DESK OFFICER

P.G. 202-14

Effective 06/29/16

1. Sign name and time in Command Log when assuming desk officer duties and at end of tour
    - a. Enter the names of sergeants and lieutenants in the Command Log as present for duty at the start of their tours
  2. Perform duty in uniform
  3. Be responsible for **all** police operations within command during tour
  4. Check command **email frequently** throughout tour
    - a. Checks are **required immediately after the start of tour** and again during the **fourth hour** of tour. Record checks in the Command Log ☆*you will check it “frequently” as per step 4 AND you MUST also check it immediately after start of tour and again in the fourth hour* ☆
    - b. Ensure important or actionable information is relayed to the outgoing platoon or appropriate command personnel, as required
  5. Visit all areas of the command facility **at least once** each tour
    - a. Personally check both female and male restrooms and locker rooms for any structural defects that would permit visual access by persons located outside these private areas, and take immediate corrective action to rectify any such condition, when circumstances dictate
    - b. Inspect command for display of any offensive material
  6. Sign out in Command Log when leaving desk area for any reason, e.g., personal necessity, meal, inspection of command facility, and sign in upon return
- Note: When there is more than one patrol supervisor working on patrol, one will relieve the desk officer for meal. Meal relief is not considered an emergency. Police officers will not be assigned to desk duty*
7. Supervise arrest processing officer and monitor arrest processing.
    - a. Periodically inspect the arrest processing area and ascertain number of prisoners on hand and length of time in command
    - b. Reassign personnel as necessary
  8. Question arresting officers regarding circumstances of arrest (i.e., details of occurrence, use of force, evidence recovered, determination of charge, etc.)
  9. Inspect the property locker and all areas within command where invoiced property is being held at the commencement of each tour
    - a. Conduct “Physical Inventory” of property utilizing the Property and Evidence Tracking System
    - b. Inspect seals on all plastic and jewelry security envelopes present for tampering and conduct immediate investigation if seal is violated
    - c. Inspect Property Clerk Division seals on all street vendor property bags and compare their serial numbers with those serial numbers listed on the PROPERTY CLERK INVOICE.
    - d. Enter results of inspection of invoiced property and Property Clerk Division seals in Command Log by documenting the “Physical Inventory” number ascertained from the Property and Evidence Tracking System. Make a separate entry indicating any INVOICES stored within the command in excess of thirty days, listing each PROPERTY CLERK INVOICE number
    - e. Notify the operations coordinator of the number of PROPERTY CLERK INVOICES stored within the command in excess of thirty days and expedite delivery of the invoiced property to its final storage location
    - f. Safeguard key and invoiced property during tour
  10. Certify to accuracy and completeness of entries in Command Log concerning vouchered property



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### DESK OFFICER

P.G. 202-14

Effective 06/29/16

11. Make required adjustments at roll call and finalize as per ARCS procedures
    - a. After platoon is posted record post changes in the Command Log and on front of ROLL CALL as they occur
  12. Conduct roll call and, in the absence of a lieutenant platoon commander, inspect uniforms and equipment of members of outgoing platoon, question member's knowledge of command conditions, and ensure familiarity with integrity concerns
  13. Upon completion of roll call, provide the communications dispatcher with a complete "rundown" of the command's resources (e.g., sector assignments, neighborhood coordination officers, fixed posts, transit/housing posts, bike units, etc.) and special resources (e.g., house of worship car, truancy auto, etc.) as listed on the ROLL CALL.
    - a. Notify communications dispatcher throughout the tour with changes as they occur (i.e., resources have been reassigned or additional resources have been added, etc.).
  14. Log into the Domain Awareness System (DAS) after communications dispatcher has updated the command's resources into the ICAD system and enter the resource's tax number(s), tour assignment (e.g., Anti-Crime, Domestic Violence Officer, truancy auto, etc.) and their assigned vehicle information, if applicable.
    - a. If a device is not functioning, contact the Information Technology Bureau (ITB) Help Desk for further instructions
      - (1) Make an entry in the Telephone Record regarding notification
      - (2) Inform the patrol supervisor of notification made to ITB Help Desk
  15. Notify patrol supervisor of reassignment of members returning from court or other details
  16. Maintain Command Log
  17. Interview visitors entering command
  18. Monitor FINEST for messages affecting command or members of command.
  19. Supervise performance of:
    - a. Command clerk
    - b. Telephone switchboard operator
    - c. Police Attendant
    - d. Patrolwagon operator
- ☆Acronyms: CAPT or PACT. Cross out the one you won't use ☆*
20. DO NOT assign attendant any duty requiring them to leave cell block while prisoners are lodged therein
  21. Supervise entries made on PRISONER ROSTER *☆The D.O. does not make the entries himself—he supervises it ☆*
  22. Examine and sign forms and reports as required
  23. Process summonses issued during previous twenty-four hour period when performing duty with first platoon
  24. Supervise issuance of summons books
  25. Process application for bail and personal recognizance
  26. Verify return roll call
    - a. Supervise platoon sign-out at end of tour
  27. Enter in Interrupted Patrol Log identity of all members of platoon entering command for any reason *☆references only members of the platoon, not MOS from outside units ☆*
  28. Certify entries in TELEPHONE DISPATCH LOG by signing the LOG after 4th hour and at end of tour *☆you are checking email ON the fourth hour as per step 4a; here you sign the log AFTER 4<sup>th</sup> hour... ☆*
  29. Record hourly rings for all uniformed members performing duty between 0200 and 0700 hours
  30. Maintain Telephone Record



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### DESK OFFICER

P.G. 202-14	Effective 06/29/16
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31. Operate and monitor base radio
32. Arrange meals and reliefs for personnel assigned to duty in command facility
33. Ascertain that supervisor conducts investigation when a member of the service is injured and/or Department property is damaged and submit required reports in connection therewith
34. Make required notifications to members of the service assigned to or residing within command
35. Supervise distribution of paychecks and make appropriate Command Log entries
36. Notify commanding officer of important matters, i.e., unusual arrest or occurrences and important messages or conditions requiring personal attention
37. Promptly notify the Intelligence Bureau's Criminal Intelligence Section of major incidents i.e., homicides; assaults involving shootings, stabbings or slashings; home invasions; crime resulting in serious injury to members of the service, significant seizure of contraband, drugs, money, or fireworks; burglary, robbery, firearms, shooting, or pattern crime arrests; gang incidents; hidden compartments (traps) in specific vehicles and any other special circumstances deemed appropriate by the Commanding Officer, Intelligence Bureau and/or precinct/PSA/transit district commanding officer.

*☆note: a shooting without a person hit or an arrest does not require a notification ☆*

Crimes against persons <b>H MASH</b>	Significant Seizures	Arrests	Gangs/other
Homicides Member seriously injured (cop or civilian, on or off duty) Assault by shooting Stabbing/slashing Home invasion	Contraband Drugs Money Fireworks	Burglary Robbery Firearms Shooting Pattern Crime	Gang incidents Hidden compartment in specific vehicles Others as deemed by CO, Intel and/or Pct/PSA/TD

38. Confer with commanding officer, executive officer, and operations coordinator concerning any trends observed or other matters of importance *☆you will confer with all 3. On test day if they have you conferring with the XO, you WILL still confer with the ops coordinator and CO ☆*
39. Safeguard and distribute portable radios giving priority to nature of member's assignment
40. Check on repair, availability and distribution of field equipment, i.e., portable radios and emergency equipment and make entries in pertinent records
41. Examine reports and forms prepared during previous twenty-four hours and process as required when performing duty with the First Platoon
42. Forward reports or forms to Departmental units or other commands
43. Ensure that the United States flag is displayed properly between sunrise and sunset on each day *☆daylight hours—don't get fooled by a word order reversal; "sunset to sunrise" is wrong! ☆*



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### DESK OFFICER

P.G. 202-14	Effective 06/29/16
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44. DO NOT permit unauthorized person behind desk except the following persons when performing their official duties:
- |                           |                                     |
|---------------------------|-------------------------------------|
| a. Members of the service | d. Corporation Counsel or assistant |
| b. Judicial Officers      | e. Comptroller or assistant         |
| c. M.E. or assistant      | f. District Attorney or assistant   |

*For "Members of the Service" test writers could use obscure Department titles like "Attorney for the Department Advocate" or "Department Accountant" or "Department Chemist"--these titles ARE members of the service! Also, the above list of people can't just come behind the desk anytime they want, they have to be "performing their official duties"*

*Notice that "Judicial Officers" don't have "or assistant." The remaining actors have "or assistant" They are: Think "2 CD's"*

**2 CD's**

*Corp. Counsel*

*Doctor (Medical Examiner)*

*Comptroller*

*District Attorney*

**Or think: Doctor for the CDC**

*Doctor (Medical Examiner)*

*Comptroller*

*DA*

*Corp. Counsel*

**If the above don't work for you there's also 2 MC's and a DJ**

*Medical Examiner or assistant*

*Corp. Counsel or assistant*

*Members of the Service*

*Comptroller or assistant*

*District Attorney or assistant*

*Judicial officers*

45. Accept service of civil process for member of command and notify member concerned, when principal administrative associate not performing duty ✧*The D.O. only performs this when the PrAA is not present* ✧
46. Assign qualified member to operate patrolwagon when civilian operator is not available If neither is available in command, request patrol borough command to assign operator
47. DO NOT assign patrolwagon operator any duty outside stationhouse without prior approval of borough court section concerned. (Assignments from borough court section concerned have priority over precinct assignments)
48. Verify arrival and departure of command receptionist by signing Personnel Schedule and Time Sheet
49. Forward command receptionist program reports as required
50. Supervise subordinate members of command
51. Lieutenant platoon commanders serving as desk officers will evaluate effectiveness of command patrol assignments.



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### DESK OFFICER

P.G. 202-14

Effective 06/29/16

52. DO NOT deploy SNEU/Anti-Crime/Peddler Enforcement personnel unless a SNEU/Anti-Crime/Peddler Enforcement supervisor is assigned directly and totally to their supervision *★can't be just any supervisor, must be one of these three supervisors only★*
53. Ensure that meals assigned to supervising officers performing duty are scheduled so that a supervisor is on patrol at all times
54. Notify telephone switchboard operator of all post changes
55. Report defective gas pumping equipment to Fleet Services Division, Fuel Control
56. Promptly post any messages which modify the "Uniform of the Day"
57. Prepare DAILY VEHICLE ASSIGNMENT SHEET on each tour. Maintain SHEETS for the current month on a clipboard behind the desk
  - a. Verify DAILY VEHICLE ASSIGNMENT SHEET when performing duty with the first platoon
  - b. Have completed SHEETS filed after each month
58. Prepare PRECINCT CONSOLIDATED TOUR REPORT on every tour and attach to the desk copy of the ROLL CALL
59. Inspect all areas containing Department computer systems at least once each tour and ensure that all systems are being used within Department guidelines and are not damaged in any way
60. Make required entries on Roll Call Adjustment and corresponding changes on desk copy of ROLL CALL prior to the start of the incoming platoon
61. Make Command Log entry prior to being relieved at end of tour. Entry must include:
  - a. Identity, condition and location of any member of the service injured during the tour
  - b. Location and time of any confirmed shots fired jobs
  - c. Location and time of any 10-13 or 10-85 radio runs called during the tour
  - d. Open missing persons cases requiring follow up and include identity, age and residence
  - e. Hospitalized prisoners and their locations
  - f. Any fixed posts that require relief
  - g. Number of COMPLAINT REPORTS and Police Accident Reports pending sign-off
  - h. Other pertinent information, as required

**Note:** *The final entry serves as a written resource for the relieving desk officer for information about notable incidents and postings that affect personnel deployment. Sample final entry: "Sgt. Smith off desk. No MOS injured during tour. No shots fired/10-13's/10-85's to report. One missing person: Jones, Sally, F/16, 1808 3<sup>rd</sup> Ave, #16H. One hospitalized prisoner at Lincoln Hospital E.R. – needs relief. DOA at 123 Main St. #12B– needs relief. Two complaint reports pending sign-off. RMP #1234 placed out of service (mechanical) at 1300 hours."*



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### DESK OFFICER

P.G. 202-14	Effective 06/29/16
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#### TAKEAWAYS

The desk officer is responsible for the three “P’s”: **P**risoners, **P**roperty, and **P**ersonnel within the stationhouse

<b>Notifications:</b>	
<i>CO of important matters</i>	<i>“Report” to Fleet Svcs. defective pumps</i>
<i>Ops Coordinator of # of Invoices stored in excess of 30 days</i>	<i>“Contact” ITB if device is not working (DAS/ICAD)</i>
<i>Patrol Supv. of reassignment of members returning from court/details</i>	<i>“Inform” Patrol Suv. of notif. to ITB</i>
<i>TS of post changes</i>	<i>“Confer” with CO/XO/OPS (all 3) concerning trends &amp; matters of importance</i>
<i>Required notification for MOS assigned to or residing within command</i>	<i>“Relay” to outgoing Plt./other important/actionable items</i>
<i>INTEL CIS of major incidents</i>	<i>“Request” from Patrol Boro patrolwagon operator when none available</i>



# RIISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### COMMAND INTEGRITY CONTROL OFFICER

P.G. 202-15

Effective 07/19/16

1. Perform NO DUTIES other than integrity control
2. Perform duty regularly in one command
  - ☆Only Lt that does not sign in or out of the Command Log ☆
3. Develop and Maintain:
  - a. An Integrity Control Program suitable and responsive to command conditions
  - b. A comprehensive overtime control plan which includes an audit and review process
4. Make recommendations to commanding officer concerning integrity control
5. Observe command conditions and visit corruption prone locations frequently, at irregular hours. Keep commanding officer advised of conditions and possible corruption hazards
6. Visit command holding cells, detective holding cells, emergency rooms and hospitalized prisoner rooms ☆no specific time parameters ☆
7. Assist commanding officer in developing sources of information regarding integrity and corruption by maintaining rapport with members of the service (uniformed and civilian) and private citizens
8. Instruct uniformed members of the service, during roll call training, on the proper methods of identifying, reporting and combating corruption
  - a. Inspect the non-public areas of the command to ensure the two Department signs entitled, “Reporting Corruption and Misconduct (SP 7)” and “Corruption Tears Us All Apart (SP7-1)” are conspicuously posted
9. Provide advice to commanding officers/unit commanders concerning appropriate penalties for violations of Department regulations.
10. Conduct investigations and submit reports in response to official communications received from the Internal Affairs Bureau and patrol borough investigations units when so assigned by commanding officer.
11. Compile, maintain and update “Confidential Performance Profile” of subordinate members. Verify the “Profile” annually with the Central Personnel Index of the Personnel Bureau, and forward all necessary “Profile” information to member’s commanding officer when member is transferred
12. Confer with all sergeants upon their assignment to the command and annually thereafter, apprising them of those members of the command who have significant negative information in their “Confidential Performance Profile”
  - ☆apprise them of all MOS, not just those assigned to the sgt’s squad or platoon ☆
13. Conduct CPI check when new members are assigned to command
14. Inspect time cards, overtime records, property records, minor violations log, vending machine ledgers, etc.
15. Maintain records concerning the Integrity Control Program including a “Integrity Monitoring File” (see P.G. 203-21)
16. Review records relating to court appearances resulting in overtime
17. Inspect and sign ACTIVITY LOG of sergeants
18. Inform local businessmen of Departmental policy and provisions of the Penal Law, concerning corruption and gratuities
19. Develop liaison with Internal Affairs Bureau and patrol borough investigations units to exchange information for self-initiated anti-corruption programs
20. Review Command Log entries regarding invoiced property daily and if any property is stored in the command in excess of thirty days, consult with the operations coordinator, desk officer etc., to determine if an integrity or corruption hazard exists. If so, brief the executive officer/commanding officer and take appropriate action to correct the situation ☆if there is no integrity or corruption hazard, no notification should be made to XO/CO ☆
21. Notify patrol borough investigations unit concerned regarding self-initiated cases
22. Verify Identification Section’s printout of Criminal History Record Inquiries (name checks)
23. Ensure the annual issuance and collection of the NYPD Restricted Parking Permits (Misc. 23-N) is in compliance with P.G. 219-29, “Distribution and Use of NYPD Restricted Parking Permits”



# RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

## COMMAND INTEGRITY CONTROL OFFICER

P.G. 202-15

Effective 07/19/16

PERMIT NO.	DATE ISSUED	NAME OF MEMBER	VEHICLE MAKE PLATE #	DATE RETURNED	REMARKS
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24. Check equipment and supplies regarding misuse or misappropriation
25. Ascertain that computer security and integrity is maintained, including all official Department recorded media or recorded media coming into possession of the Department as evidence or for investigative purposes (e.g., video tape, photographic images or pictures, audio recordings, electronic or internet files, etc.)
26. Conduct investigations when member of the service in the military fails to provide appropriate military contract and drill schedule to precinct timekeepers
27. Physically inspect all Department radios assigned to command monthly to ensure accountability
28. Identify all radios assigned outside of command on a permanent basis and confer with the commanding officer regarding the necessity for its continuance
29. Debrief prisoners concerning corruption/serious misconduct, when possible
30. Ensure accuracy of the license plates recorded on CERTIFICATION OF PARKING SUMMONSES SERVED by performing random checks of summonses in accordance with established command self-inspection procedures
31. Become well versed in the use of the computerized Accident System Index and its "AAMZ/AQIA screens"
32. Utilize the aforementioned "screens" to regularly scan Police Accident Reports (MV104AN) for the following corruption indicators:
  - a. An inordinate amount of Police Accident Reports (PAR's) submitted by the same UMOS
  - b. Discrepancies between the dates and times of submitted PAR's and those of UMOS scheduled tours.
  - c. Any PAR submitted by a command clerk and
  - d. Any PAR submitted by a UMOS assigned to an outside command, i.e. Strategic Response Group, bordering precinct, etc.

*☆3 PAR Fraud Indicators: PAR from off-duty cop; many PARs from the same cop; PAR from Clerk or UMOS from another command ☆*
33. Conduct investigation when warranted and contact the Fraudulent Collision Investigation Squad for assistance, if necessary
34. Access the Department's intranet webpage each month to ascertain Paid Detail activities of individual members assigned to command, including times and locations.
  - a. Select an appropriate representative sampling and compare against command roll call and overtime records to ensure there are no discrepancies
  - b. Include in command overtime self-inspection program
35. Inspect all male and female lockers annually, during the month of November, for proper display of Department stickers POLICE DON'T MOVE and PROPER TACTICS SAVE LIVES
  - a. Ensure that the POLICE DON'T MOVE sticker contains the member's rank, name, shield and squad number information
  - b. Enter results of inspection of Department locker stickers in Command Log

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

36. Conduct a monthly audit of the Domain Awareness System (DAS) to ensure desk officers are updating the Automatic Vehicle Location (AVL) system each tour





# *RISING STAR PROMOTIONS*

## THE ESSENTIAL GUIDE FOR STUDIERS

### PRINCIPAL ADMINISTRATIVE ASSOCIATE

P.G. 202-16

Effective 7/04/16

*☆Essentially, the PrAA is the civilian supervisor within the Pct/TD/PSA ☆*

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

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



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### PATROL SUPERVISOR

P.G. 202-17

Effective 11/04/15

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty
2. Supervise all police field operations within command during tour of duty
3. Immediately respond to and direct activities at radio runs involving any weapons (firearms, knives, etc.), serious crimes, burglaries and emergencies ☆Use acronym “**WEBS**”: **W**eapons; **E**mergencies, **B**urglaries, & **S**erious crimes ☆
  - a. Make appropriate ACTIVITY LOG entries
    - (1) Communications Section will immediately dispatch a patrol supervisor from an adjoining command if patrol supervisor, command of occurrence, is not available
4. Conduct roll call, if directed by lieutenant platoon commander or desk officer
5. Confer with commanding officer, executive officer, operations coordinator, lieutenant platoon commander and desk officer concerning trends observed or other matters of mutual interest and importance ☆confer with ALL 5. Test taking trick: if on the test they say you “conferred with the CO and XO” that’s a correct statement—it doesn’t continue to say you didn’t confer with the other 3. If they say you “only conferred with the CO and XO” then that would be false. ☆
6. Conduct investigation and submit reports on injuries to members of the service (uniformed and civilian) or damage to Department property
7. Report serious deficiencies in RMP seatbelts to lieutenant platoon commander or in his/her absence, direct to commanding officer

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

8. Report all vandalism of RMP seatbelts to the Internal Affairs Bureau
9. Visit various locations within command at different times during the **first** platoon to ascertain that uniformed members of the service are performing duty at all times
10. Conduct investigations and submit reports as required
11. Maintain ACTIVITY LOG and make entries listing times, names and assignment of police officers visited
12. Be cognizant of crimes and other conditions within command and instruct police officers concerning activities that affect their sector/posts
13. Patrol command in uniform equipped with portable radio, as directed
14. Supervise inspection of Department vehicles assigned to members of platoon
15. Visit police officers assigned to foot and radio motor patrol frequently and at irregular intervals during tour and indicate visit by signing ACTIVITY LOG of each member
16. Visit uniformed members of the service assigned to hospital and special posts at least once each tour
17. Ensure that radio messages directed to member assigned to sector/post are acknowledged ☆failure to acknowledge radio messages directed to member is a schedule “B” CD as per 206-03 ☆
18. Direct RMP units to resume patrol when services are no longer required
19. Report derelictions of duty to commanding officer
20. Keep lieutenant platoon commander or desk officer notified of current matters of importance



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### PATROL SUPERVISOR

P.G. 202-17	Effective 11/04/15
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21. Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or desk officer for meal, when designated
22. Direct uniformed members assigned to scooter duty to report to lieutenant platoon commander or desk officer for reassignment when weather/road conditions make scooter operation dangerous ☆D.O. must record P/C on front of roll call and Command Log, as well as notify T/S Operator ☆
23. Review and sign POLICE OFFICER'S MONTHLY CONDITIONS IMPACT MEASUREMENT REPORTS of police officers/detectives specialists, monthly
  - a. Make required entries and deliver completed REPORTS to platoon commander for review by the fifth day for the previous month
24. Sign return ROLL CALL after completion of tour
25. Supervise member's performance of duty, test knowledge of command conditions and closely evaluate member's activity
26. Submit to commanding officer, in writing, recommendations for special assignment, detective designation, or change in assignment for members under supervision.
27. Evaluate driving habits and abilities of members of the platoon and take corrective action as necessary
28. Use the Automatic Vehicle Location (AVL) feature in the Domain Awareness System (DAS) to monitor the location of RMP units during the tour to enhance the safety of members of the service and to ensure the proper delivery of police services
  - a. Contact the Information Technology Bureau (ITB) Help Desk for further instructions if the AVL is not working properly
    - (1) Make an entry in the Telephone Record regarding the notification
    - (2) Inform the desk officer regarding notification made to ITB Help Desk
  - b. Do not remove Department vehicle from service for an inoperable AVL unless directed to do so by Internal Affairs Bureau or the Information Technology Bureau Help Desk

<p><i>Supervise all police field operations within the command</i></p> <p><i>Conduct roll call <b>IF</b> D.O. or Lt Cmdr tell you to do so</i></p> <p><i>Visit footposts/RMP frequently and at irregular intervals</i></p> <p><i>Visit hospital/special posts at least 1x per tour</i></p> <p><i>Notify T/S/ of meal location (not the desk officer)</i></p> <p><i>Direct to CO: Report dereliction of duty AND rec. in writing special assignment, det., or change in assignment</i></p>	<table border="1"> <tr> <td>TAKEWAY NOTES</td> </tr> </table>	TAKEWAY NOTES
TAKEWAY NOTES		



# *RISING STAR PROMOTIONS*

THE ESSENTIAL GUIDE FOR STUDIERS

## **SUPERVISOR OF ANTI-CRIME PATROL**

P.G. 202-18	Effective 06/01/16
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1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty
2. Confer with commanding officer, special operations lieutenant, crime analysis officer and uniformed supervisors on patrol to identify locations of high crime within the command
3. Examine COMPLAINT REPORTS and ON LINE BOOKING SYSTEM ARREST WORKSHEETS to establish times and locations of violent street crimes and burglaries
4. Inspect members daily for proper equipment and ensure that each member is equipped with a nylon windbreaker jacket (including Transit Bureau anti-crime members) conforming to the specifications of P.G. 204-04, "Optional Uniform Items," and Oleoresin Capsicum pepper spray
5. Inspect Department autos daily for necessary equipment, including portable red light
6. Ensure that members are properly trained regarding duties as described in current Department directives
7. Supervise member's performance, be cognizant of location of anti-crime members, and be able to contact personnel at all times
8. Apprise patrol sergeants of anti-crime activity locations for information of uniformed members on patrol
9. Ensure that anti-crime personnel do not conduct decoy operations without prior approval of the bureau chief concerned
10. Notify platoon commander and special operations lieutenant of all incidents of importance that occur during tour



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**TRAINING SERGEANT**

P.G. 202-19

Effective 12/15/15

1. Perform duty, in uniform, as the command's primary training instructor and coordinator of field training
2. Perform tours of duty at the direction of the commanding officer, as necessary.
3. Report to the desk officer at the start of tour for entry in the Command  
Log as present for duty
4. MUST dedicate a minimum of four hours and thirty minutes of each tour to patrol related functions ☆*on test day, if they have you doing 7 hours on patrol that's good! Remember, it's a minimum of 4.5 hours* ☆, e.g., meal relief for desk officer and/or patrol supervisor, investigating communications, etc.
5. Conduct training sessions for the three platoons as follows:
  - a. 1<sup>st</sup> and 2<sup>nd</sup> Platoons - 0720 to 0745 hours ☆*25 minutes* ☆
  - b. 3<sup>rd</sup> Platoon - 1515 to 1535 hours ☆*20 minutes* ☆
6. Schedule and conduct training sessions for all uniformed and, when appropriate, civilian members of the command not assigned to a steady platoon (i.e., Anti-Crime, Street Narcotics Enforcement Unit and civilians).
  - a. Training sessions will be conducted twice weekly for forty-five to sixty minutes duration
7. Inform members during training sessions of identified sector conditions as per the most recent weekly COMMAND CONDITIONS REPORTS
8. Maintain and sign the Training Attendance Log daily
9. Have tours adjusted, where applicable, by the commanding officer to ensure that all police officers working tours outside the training sergeant's normal tour will receive training
10. Attend Police Academy training seminars and conduct training in topics selected by the Department's Training Advisory Committee
  - a. Research and prepare lesson outlines in accordance with schedules promulgated by the Borough Training Coordinator
11. Confer frequently with commanding officer to identify training needs
12. Implement training directives of commanding officer
13. Keep abreast of occurrences within the command and conditions to aid C.O. in identifying problems which may be solved by command level instruction
14. Maintain attendance records at training sessions and other Department training programs
  - a. Coordinate the attendance by members of the command at all Department training programs ☆*coordinate does not necessarily mean that you have to take the attendance yourself* ☆
15. Monitor and review attendance records to ensure that all members of the command, both uniformed and civilian, when appropriate, are trained within each training cycle and that training is conducted each day as required
16. Ensure that lesson plans and training materials are available and accessible to the alternate trainer when not scheduled or unavailable to conduct training
17. Prepare roll call training messages
18. Prepare and maintain bulletin board training within the command
  - a. Supervise maintenance of other command bulletin boards/pin maps ☆*doesn't state "prepare"* ☆



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**TRAINING SERGEANT**

P.G. 202-19

Effective 12/15/15

19. Measure effectiveness of training efforts on members of command
20. Attend community meetings when designated to do so by commanding officer
21. Give advance notice of future training topics to increase interest
22. Maintain command library
23. Keep abreast of current orders (i.e., Interim/Operations Orders, FINEST messages, etc.)
  - a. Include pertinent material during training sessions
24. Distribute Patrol Guide Revision Notices and other Department directives as required
25. Confer with principal administrative associate or designee to determine civilian training needs

*Note: The Police Academy will develop and supply training sergeants with training curriculum and materials in coordination with the office of the Chief of Department.*

26. Confer with the Department's Facilities Management Division in the implementation of an effective recycling program.
  - a. Post information on what and how to recycle where appropriate (e.g., bulletin boards, etc.)
  - b. Ensure members of the service receive information about recycling procedures and best practices for waste reduction and reuse
  - c. Contact, quarterly, the Facilities Management Division's Recycling/Sustainability Coordinator to report actions that were taken to implement the Waste Prevention, Reuse, and Recycling Plan

***TAKEAWAY NOTES***

*Conduct daily training to the 3 platoons*

- *1<sup>st</sup> and 2<sup>nd</sup> platoon – 0720-0745 hours (25 mins)*
- *3<sup>rd</sup> platoon – 1515-1535 (20 mins)*

*Conduct training to UMOS and, when appropriate, CMOS - 2x/week for 45-60 mins*

*Maintain and sign Training Attendance Log daily*

*Confer frequently with CO to identify training needs*

*Confer with PrAA or designee to determine civilian training needs*

*Maintain command library and bulletin board training*

- *Supervise maintenance of other command bulletin boards/pin maps*



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### TRAFFIC SAFETY SERGEANT

P.G. 202-19a

Effective 03/30/16

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

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

**Takeaway:** Notice how you don't prepare any reports? You just supervise, review, monitor, analyze, etc.

- Supervise and review the precinct Traffic Safety Plan and Emergency Plans 'A,' 'B,' and 'C.'
- Review prepared statistical data for Trafficstat
- Ensure the maintenance and updating of the precinct's traffic safety bulletin board and other traffic safety information.
- Review and analyze all TRAFFIC INTELLIGENCE REPORTS.
- Monitor and review all Police Accident Reports



# *RISING STAR PROMOTIONS*

## THE ESSENTIAL GUIDE FOR STUDIERS

### **DOMESTIC VIOLENCE SERGEANT**

P.G. 202-19b

Effective 08/10/16

#### **DOMESTIC VIOLENCE SERGEANT**

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

#### **Remember:**

- Confer with special operations lieutenant, supervisor of anti-crime patrol, and field intelligence officer regarding wanted domestic violence offenders.
- Notify Division of Parole/Department of Probation within 72 hours upon becoming aware of a known parolee/probationer involved in a domestic incident requiring the preparation of a New York State Domestic Incident Report (DIR)
- Frequently review Order of Protection Log and ensure referral/service of all Orders of Protection received at command.
- Review and approve all New York State Domestic Incident Reports daily.





# RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

## PRECINCT SCHOOL SAFETY SERGEANT

P.G. 202-20

Effective 03/16/15

1. Report to the D.O. at the start of tour for entry in the Command Log as present for duty
2. Assist precinct commanding officer in developing and implementing the precinct school safety plan
3. Coordinate precinct resources to address developing school-related conditions
4. Perform an operational tour of duty, ensuring that hours are consistent with school hours of operation, particularly dismissal times
5. Maintain ongoing liaison with principals and school staff
6. Coordinate the evaluation and supervision of school safety agents
7. Assist with training of school safety personnel
8. Coordinate activities with precinct youth officer
9. Evaluate and coordinate “Safe Passage” and “Safe Corridor” Programs *☆these are created by the C.O. and Youth Officer☆*
10. Act as conduit to Department for school safety agents’ requests for resources
11. Visit schools and track statistics on violence in schools by conferring with school principals and school safety agents
12. Establish liaison and coordinate precinct efforts with the School Safety Division Truancy Coordinator
13. Liaison with the precinct domestic violence prevention officer on cases involving child abuse
14. Respond to incidents where a school safety agent is a victim of an offense while performing duty *☆as per P.G. 221-21, review actions taken by the school safety supervisor and notify Operations if school safety agent was injured and requires hospital treatment☆*
15. Keep special operations lieutenant apprised of activities in and around school facilities (*SOL is the direct supervisor*)
16. Identify locations at the beginning of every school year for all schools within the precinct, where truants will be delivered to and identify at least one person in each school who will accept responsibility for truants delivered *☆you could identify more than one person☆*

### TAKEAWAY NOTES

#### Liaison with:

- principals, school staff, School Safety Division Truancy Coordinator
- domestic violence officer on cases involving child abuse

#### Coordinate:

- Precinct resources to address school-related conditions
- Evaluation and supervision of school safety agents
- “Safe Passage” and “Safe Corridor” Programs
- With precinct youth officer

Respond to incidents where SSA is a victim of an offense while performing duty

Identify truancy locations for all schools in September and identify at least 1 person in each school who will accept truants



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**POLICE OFFICER**

P.G. 202-21

Effective 11/04/15

1. Perform duty in uniform as indicated on roll call or as directed by competent authority
2. Proceed to post, sector or assignment as directed by supervisor
3. Comply with meal and post relieving points as directed by commanding officer
4. Report to desk officer when entering or leaving stationhouse/police service area/transit district during tour of duty indicating reason for presence therein ☆*D.O. will personally enter you into the Interrupted Patrol Log*☆
5. Be aware of, and inspect, post or sector for conditions requiring police attention
6. Report immediately to the patrol supervisor and the platoon commander any unusual crime, occurrence or condition ☆*Report to both the P.S. and Plt Cmdr*☆
7. Report conditions not requiring immediate attention to the command clerk
8. Render all necessary police service in assigned area and as otherwise directed
9. Familiarize self with the everyday routine of people residing, doing business or frequenting post or sector
10. Investigate suspicious conditions and circumstances on the post
11. Give attention to crime hazards
12. Signal the command each hour, if not equipped with radio
  - a. All uniformed members will ring between 0200 and 0700 direct to the desk officer ☆*Ring hourly*☆
  - b. When assigned to school or church crossing, signal before and after crossing
  - c. Do not signal when assigned to a traffic post
  - d. Uniformed members assigned to the Transit Bureau will signal the command when arriving and leaving assigned post, going on and coming off meal, and as indicated on the roll call
13. When dispatched to an assignment by the telephone switchboard operator, keep the telephone switchboard operator informed of police services rendered ☆*T/S has to enter disposition into the Telephone Dispatch Log and/or 311 system*☆
14. Report police services rendered in another command to desk officer of that command
15. Submit POLICE OFFICER'S MONTHLY CONDITIONS IMPACT MEASUREMENT REPORT to the designated sergeant by the second day of the month for the previous month
  - a. Submit REPORT prior to leave, or if not possible, without delay upon return to duty if scheduled for vacation or other leave
16. Call the desk officer when detained at court or elsewhere and unable to return to command to sign the Return Roll Call at end of tour ☆*D.O. finalizes the roll call and needs to account for you*☆
17. Maintain ACTIVITY LOG
18. Preserve completed ACTIVITY LOGS and produce them as required by competent authority
19. Monitor portable radio
20. Do not leave post/sector until meal actually commences and be back on post when meal is over (Travel time is not authorized)



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### RADIO MOTOR PATROL OPERATOR

P.G. 202-22

Effective 05/28/15

1. Inspect the serviceability of seatbelts in the radio motor patrol car
  - a. Notify patrol supervisor of any deficiencies found in accordance with *Patrol Guide 219-01, "Inspection of Department Vehicles Each Tour by Operator"* ☆P.S. will notify Plt Cmdr of serious seatbelt deficiencies. If no Plt Cmdr, P.S. will notify the C.O. directly ☆
2. Wear safety belts
  - a. Wear three-point safety belts, when provided
  - b. Wear two-point safety belts (lap belts) if three-point safety belts are not provided
  - c. Use safety belt extender when three-point safety belt becomes difficult to engage due to space constraints

*Note:*

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

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

3. Exchange assignments every four hours with the recorder of the radio motor patrol car
4. Operate car for the entire tour when assigned as driver of ranking officer
  - a. Monitor radio messages directed to assigned area when supervisor is out of car
5. Permit only uniformed members of the service performing related police duty to enter or ride in a radio motor patrol car on patrol
6. Respond to messages of serious police emergency within five blocks of location even if messages are directed to another car, regardless of sector, precinct and borough boundaries
7. Do not carry electric blasting caps in vehicles or transmit within 150 feet of any electric blasting operation
8. Monitor radio when recorder is assigned to a school or church crossing
  - a. Pick up recorder and respond to assignment when directed by radio dispatcher
9. Leave radio on and have the car ready for instant use when car is being cleaned or supplied with fuel
  - a. Do not put car out of service if fuel is to be obtained in assigned command
10. Avoid remaining in areas where radio reception is poor
11. Proceed to an emergency scene with due caution (Do not use the siren unnecessarily; approach the scene of a reported crime quietly)
12. Take RMP car out of assigned sector when:
  - a. Directed by competent authority, or
  - b. Answering an emergency call, or
  - c. Servicing, repairing or cleaning required, with permission of desk officer
13. Constantly patrol assigned sector



# *RISING STAR PROMOTIONS*

## THE ESSENTIAL GUIDE FOR STUDIERS

### **RADIO MOTOR PATROL OPERATOR**

P.G. 202-22

Effective 05/28/15

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

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



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### RADIO MOTOR PATROL RECORDER

P.G. 202-23

Effective 05/28/15

1. Assist Radio Motor Patrol Operator in inspection of seatbelts
  - a. Inform Radio Motor Patrol Operator of any deficiencies found and record findings in ACTIVITY LOG

*Note: Report seatbelt deficiencies to the Patrol Supervisor*
2. Ride in the front seat of radio motor patrol car, except when transporting prisoner, emotionally disturbed person, etc., in a radio motor patrol car not equipped with a fiberglass partition *★In this case, sit behind the RMP operator★*
  - a. Wear three-point safety belts, when provided
  - b. Wear two-point safety belts (lap belts) if three-point safety belts are not provided
  - c. Use safety belt extender when three-point safety belt becomes difficult to engage due to space constraints

*Note: There is an increased risk of significant injury to members of the service who do not wear safety belts. There is no question that wearing a safety belt when involved in a motor vehicle collision reduces the extent and severity of injuries and saves lives. Therefore, the wearing of safety belts is required for all individuals operating or riding in a Department vehicle (marked or unmarked) or a private vehicle authorized for Department use. Safety belts may be removed ONLY when a member of the service is involved in what appears to be a dangerous tactical situation and the wearing of the safety belt may impair the member's ability to take police action.*
3. Notify radio dispatcher of the presence of a prisoner, emotionally disturbed person, etc., the time entering the RMP, their gender and the beginning mileage
  - a. Notify the radio dispatcher of the time persons exited RMP and ending mileage, upon arrival at destination
4. Operate the radio
5. Record in ACTIVITY LOG, radio messages directed to car, including time, location of call and type of case, in addition to all other required entries as per *Patrol Guide 212-08, "Activity Logs."*
  - a. Enter disposition of each call and time of completion
6. Make hourly ring direct to desk officer between 0200 and 0700 hours
7. Transmit disposition or interim disposition to radio dispatcher immediately upon completion of assignment and before leaving the scene of assignment
  - a. Transmit interim disposition to radio dispatcher if required to proceed to another location in connection with current assignment
  - b. Notify desk officer of disposition of assignments originating from command or other important assignments of an unusual nature
8. Notify the radio dispatcher if undue delay is encountered in response to a radio message
9. Obtain a portable radio, if available, from the desk officer
10. Cover school crossing or other fixed post, as required
11. Prepare all necessary reports and records connected with police action taken jointly with operator, while assigned as recorder
12. Signal command and comply with instructions of desk officer, if radio station becomes inoperative
13. Obtain permission from radio dispatcher to place RMP out of service for minor repairs
14. Notify radio dispatcher of all assignments including pickup assignments, not emanating from Communications Section

#### TAKEAWAY NOTES

*RMP Recorder operates radio; prepares all reports/forms; covers fixed post, as necessary; makes activity log entries regarding radio messages, & assists in seatbelt inspection*



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### MOTOR SCOOTER OPERATOR

P.G. 202-24

Effective 08/19/13

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

*★3-wheel scooter exceptions: 1. can operate when temperature is below 32 degrees; 2. face shield not necessary; 3. can be operated in moderate rain and fog★*



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### ANTI-CRIME POLICE OFFICER

P.G. 202-25

Effective 06/01/16

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

*Car stops can be conducted when UMOS obtain:*

- *Probable cause or reasonable suspicion of a crime*
- *Probable cause or reasonable suspicion traffic violation*
- *As part of a non-arbitrary, non-discretionary systematic procedure*

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



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### CRIME PREVENTION OFFICER

P.G. 202-26

Effective 03/16/15

1. Cooperate with the special operations lieutenant, patrol supervisors, patrol officers, planning officer, training officer, and the auxiliary coordinator to determine local crime prevention needs and methods of controlling crime
2. Evaluate crime patterns and institute crime prevention programs relative to specific crimes
3. Establish rapport with local community to implement innovative crime prevention programs tailored to specific needs
4. Act as liaison with private security directors of organizations within command and facilitate exchange of intelligence information with the business community
5. Coordinate “Zero Tolerance” and larceny reduction programs with retail establishments regarding shoplifting arrests
6. Keep commanding officer apprised of private sector initiatives, and progress of the ongoing Area Police Private Security Liaison (APPL) program
7. Conduct public education programs on crime prevention via various community group meetings
8. Give direction and guidance to cooperative neighborhood crime prevention undertakings
9. Inspect premises and make recommendations concerning physical security
10. Investigate selected crimes against property, evaluate current security measures and recommend new procedures to owners or residents
11. Investigate selected crimes against the person, interview victims and institute individual and community education programs to prevent recurrence
12. Refer complex cases which require special investigative effort to the Crime Prevention Division
13. Wear appropriate business attire when not performing duty in uniform
14. Inspect all COMPLAINT REPORTS to identify crime victims under sixty years of age ☆59 years old or younger ☆, who have been the subject of:
  - a. Homicide, sex crime, robbery, assault, OR,
  - b. Physically injured

*☆Use the acronym “SHARP”: Sex crime; Homicide; Assault; Robbery; & Physically injured ☆*

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

15. Verify if member of the service preparing/investigating COMPLAINT REPORT involving a crime victim has complied with P.G. 207-08, “*Preliminary Investigation of Complaints (Other than Vice or Narcotics Complaints)*”
16. Notify crime victim/surviving relative by mailing a pamphlet/application through the Mail and Distribution Unit within five days of receipt of COMPLAINT REPORT
  - a. If requested, provide assistance to crime victim or relative in completing Application for Compensation form. Another available officer from Community Affairs or Domestic Violence should be designated to assist crime victim/relative in the absence of the crime prevention officer
  - b. Operations Coordinator will be responsible for maintaining the notification system in the absence of the Crime Prevention Officer
17. Maintain written records of the month’s activity of all notifications made and forward a report on Typed Letterhead, by the fifth of each month, to the patrol borough command concerned.
  - a. Patrol borough commands will consolidate monthly reports and forward them, within three days, to Crime Victims Unit, Chief, Community Affairs





# *RISING STAR PROMOTIONS*

THE ESSENTIAL GUIDE FOR STUDIERS

## **CRIME PREVENTION OFFICER**

P.G. 202-26

Effective 03/16/15

18. Administer VIN etching, CAT, HEAT, BAT, and similar programs

### **TAKEAWAY**

- *Institute crime prevention programs within command and liaison with private security directors*
- *Coordinate “Zero Tolerance” and Larceny reduction programs within retail stores*
- *Refer complex cases which require special investigative effort to the Crime Prevention Division*
- *Inspect all 61 to identify crime victims under 60 years old who have been subject to “SHARP” sex crime, homicide, assault, robbery, physically injured*
- *In absence of CPO, available domestic violence or community affairs officer assists crime victim/surviving relative in completing Application for compensation*
- *In absence of CPO, Ops Coord maintains the notification system*
- *Administer VIN etching, CAT, HEAT, BAT, and similar programs*



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**PLANNING OFFICER**

P.G. 202-27

Effective 08/01/13

1. Perform duty in uniform, when practical, as member of the command administrative staff
2. Conduct planning activities of the command under the direction of the commanding officer
3. Maintain liaison with Operations Unit, and other planning officers
4. Maintain records and prepare reports relating to planning activities
5. Develop innovative plans in the areas of crime prevention, traffic, patrol and investigative techniques, community affairs and other operating functions of the command
6. Devise methods for measurement of performance
7. Conduct analysis of operations, including workload, functions, allocation and utilization of personnel and other resources
8. *Make recommendations concerning use of available resources to achieve objectives*
9. Study specific problems peculiar to the command, such as crime patterns and incidence, personnel activity, prisoners in a hospital, and method or type of patrol technique employed
10. Prepare projections of future resource requirements, make recommendations for revision of post or sector boundaries, and changes in allocation or utilization of patrol resources
11. Study and update existing disorder, disaster or other plans affecting the command
12. *Identify need for new plans*
13. Study and document changing conditions within the command and determine impact on police services
14. Make estimates of the command situation and provide the commander with information on how significant factors will affect the situation
15. Participate in development and/or evaluation of pilot projects
16. Develop local procedures to facilitate the introduction of new Department-wide procedures
17. Collect, collate, evaluate and then disseminate information within the command and with higher, lower and parallel commands
18. Represent commanding officer, when designated, at community meetings
19. Coordinate activities with the crime prevention officer

***TAKEAWAY:*** *Conduct planning activities, study problems, update disorder plans, develop and evaluate pilot projects, coordinate with crime prevention officer*



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### TRAFFIC SAFETY OFFICER

P.G. 202-28

Effective 07/19/16

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

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

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

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

8. Analyze and process TRAFFIC INTELLIGENCE REPORTS *★Any UMOS can create and submit a Traffic Intel Report★*
9. Forward TRAFFIC INTELLIGENCE REPORTS that cannot be addressed on the precinct level to the Patrol Borough Traffic Safety Coordinator
10. Query the Traffic Accident Management System (TAMS) for listing of collision prone locations
11. When necessary, identify collision-prone locations not listed in TAMS
12. Survey all collision-prone locations and determine contributing factors for each location
13. Recommend necessary engineering, enforcement and education strategies for collision reduction
14. Forward necessary enforcement information (days and hours collisions are occurring, contributing factors, e.g. weather conditions, etc.) to other units providing summons enforcement in the precinct, such as the Strategic Response Group, Highway Units, Citywide Traffic Task Force, etc.
15. Maintain a liaison with the city’s Department of Transportation regarding engineering recommendations
16. Issue appropriate summonses at collision-prone locations
17. Maintain copies of construction permits, visit construction sites and issue summonses for permit violations
18. Count, record by category (e.g., red lights, improper turn, etc.), and process relevant summonses
19. Enter enforcement activity in TAMS and complete a Supplemental Enforcement Ratio Report, when necessary
20. Maintain and update the precinct Traffic Safety Plan and Emergency Plans “A”, “B” and “C” *★As per P.G. 213-13, Plan A is for hazardous road condition caused by freezing rain, snow or ice; Plan B is for dangerous street conditions caused by hurricanes, storms, and floods; and Plan C is for traffic congestion and other conditions caused by unusually heavy traffic★*
21. Evaluate and monitor the precinct Pedestrian Safety Program
22. Attend patrol borough traffic safety meetings *★attend all of these meetings★*
23. Compile necessary statistical data for Trafficstat meetings and attend meeting with executive officer when precinct is scheduled for a presentation *★only attend when your precinct is presenting★*
24. At the direction of the commanding officer, attend community council and Safety Board meetings, as well as other public forums to discuss traffic safety
25. Coordinate activities with the Community Affairs Officer to reduce collisions involving children



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### TRAFFIC SAFETY OFFICER

P.G. 202-28

Effective 07/19/16

26. Cooperate with the Precinct Planning Officer in matters concerning traffic safety
27. Coordinate traffic related training (radar, construction site enforcement, school crossing guards, etc.) with the training sergeant
28. Prepare and/or forward the following reports:
  - a. Monthly TAMS Collision Prone Location Report, Precinct Enforcement Ratio Report and Enforcement Ratio Recap
  - b. Supplemental Collision Prone Location Report and Enforcement Ratio Report, when necessary
  - c. Traffic/Quality of Life Report
  - d. Precinct Radar Program Report
  - e. Pedestrian Safety Overtime Report
  - f. Commuter Van Enforcement Report
  - g. Tow Truck Collision Report
  - h. Aggravated Unlicensed Operator Program Report
29. Review the HIGHWAY CONDITION RECORD for conditions that require notification to, or follow-up with, other agencies (Department of Transportation, Parks, etc.)
30. Prepare MISSING TRAFFIC CONTROL DEVICE REPORT and forward to the appropriate Department of Transportation Borough Commissioner
31. Maintain and update the precinct's traffic safety bulletin board to keep members current on collision-prone locations, school/church crossings and other traffic safety information
32. Serve on the Precinct Vehicle Collision Safety Review Board and process necessary reports
33. Review on a daily basis all summonses for moving violations and violations returnable to criminal court, and all Environmental Control Board Notices of Violation and Hearing
  - a. Identify those summonses/Notices issued to owners/operators of vehicles licensed or those owners/operators of vehicles that should be licensed by the New York City Taxi and Limousine Commission
  - b. Reproduce two photocopies of each summons/Notice, entering on the top of each photocopy the next respective sequential number from the "Report of Violation" log, and then forward one of the photocopies to the New York City Taxi and Limousine Commission
  - c. File remaining photocopy of summons/Notice in rear of "Report of Violation" log or command file

*Note: All Traffic Safety Officers MUST be familiar with the Procedural Manual For Traffic Safety Officers. The duties and responsibilities of the Traffic Safety Officer are substantial and are fundamental in establishing an effective traffic safety program. Commanding officers will not assign duties to the Traffic Safety Officer that are unrelated to traffic. In precincts that have a large number of collision prone locations, the assignment of an Assistant Traffic Safety Officer may be warranted.*

#### TAKEAWAY

- *Serve on the precinct Traffic Safety Team and Precinct Vehicle Collision Safety Review Board*
- *Maintain a file of completed photocopied Police Accident Reports, by month, for a minimum of one year, in a secure locked cabinet*
- *Duplicate and forward collision reports, on a daily basis, to the Highway Unit concerned for collisions occurring on limited access highways*
- *Fax copy of all Police Accident Reports involving a "crossover" collision to the Corporation Counsel **and** the Highway District*
- *Maintain copies of construction permits, visit construction sites and issue summonses for permit violations*
- *Maintain and update the precinct Traffic Safety Plan and Emergency Plans "A", "B" and "C"*
- *Maintain and update traffic safety bulletin board*
- *Provide a daily recapitulation of all collision numbers to the desk officer*
- *Identify summonses issued to TLC vehicle; make 2 photocopies of each summons; write sequential number for "Report of Violation" Log; forward 1 copy to TLC; & file 2<sup>nd</sup> copy in rear of Log*



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### **DOMESTIC VIOLENCE PREVENTION OFFICER**

P.G. 202-29

Effective 12/15/15

1. Perform duty in uniform, unless specifically authorized to do otherwise
  - a. Tours of duty will be set in accordance with command needs
2. Review New York State Domestic Incident Reports (DIR) for accuracy and completeness
  - a. Indicate verification by completing the "Reviewed by" caption on the Domestic Incident Report
  - b. Forward copy of Domestic Incident Report to precinct's Domestic Violence Investigator ☆member of the precinct detective squad ☆
3. Review each tour's ICAD history of dispatched jobs and ensure that a Domestic Incident Report has been prepared for all assignments in which a 10-93F, 10-92F or 10-90F radio code disposition has been given
4. Maintain a command Domestic Incident Report Log to record each Domestic Incident Report, captioned as follows:

PRECINCT SERIAL NO.	ICAD INCIDENT NO.	DATE OF REPORT	VICTIM'S NAME

5. Maintain a Domestic Incident Report file comprised of all Domestic Incident Reports prepared within the command, or forwarded from other commands

*The original Domestic Incident Report (Domestic Violence Prevention Officer's copy) and the first copy (Domestic Violence Investigator's copy) will be filed in the command of occurrence. If the command of occurrence is other than complainant/victim's resident precinct and a Report is prepared, a photocopy of that Report will be forwarded to the Domestic Violence Prevention Officer assigned to the complainant/ victim's resident precinct.*

6. Enter information obtained from all Domestic Incident Reports into the command's Domestic Incident Report database, updating existing files as new information concerning a particular complainant or household becomes available
7. Identify and monitor those locations and victims (including all members of the household who may be at risk) requiring special attention by utilizing information obtained from all available sources
  - a. Enter all persons/families listed on the command High Propensity List (HPL) into the Domestic Incident Report (DIR) database utilizing the "Case Management" feature
  - b. Update the online HPL information during the first week of each month after conferring with the commanding officer
8. Maintain contact with complainants, i.e., telephone calls, letters, home visits, or interviews at the command, depending on the complainant's needs and preferences
  - a. Use caution when attempting to contact victims so as not to alert the alleged offender of police intervention

*In an effort to avoid compromising ongoing investigations, the Domestic Violence Prevention Officer will confer with the precinct detective squad or Special Victims Squad investigator concerned, before contacting victims whose open complaints have been referred to either squad. Prior to conducting a family/home visit, notify Communications by utilizing radio code "10-75F" and give the address, and if applicable, the apartment number of the visit.*

9. Document any visits to domestic violence victim(s) and/or offender(s) where documented domestic violence has occurred as follows:
  - a. If home visit was successful (i.e., contact was made with victim and/or offender), record the visit in Home Visit Log and complete DOMESTIC VIOLENCE HOME VISIT CHECKLIST



# RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

## DOMESTIC VIOLENCE PREVENTION OFFICER

P.G. 202-29

Effective 12/15/15

- b. If home visit was unsuccessful (i.e., contact was not made with victim and/or offender), record visit in Home Visit Log
  - c. Submit completed DOMESTIC VIOLENCE HOME VISIT CHECKLIST to desk officer or immediate supervisor for review and signature
- ☆*If home visit is successful; record in Log and Checklist; if unsuccessful, only record in the Log* ☆
10. Maintain file of all completed DOMESTIC VIOLENCE HOME VISIT CHECKLISTS prepared within the command
  11. Effect summary arrests in adherence with P.G. 208-36, "Family Offenses/Domestic Violence," if during the course of a home visit, interview, etc., a wanted offender is present
    - a. Ensure that a computer warrant check on individuals identified on the Domestic Incident Report has been completed prior to conducting a home visit, interview, etc., and that results have been entered on the Domestic Incident Report
  12. Relay information concerning victims or locations requiring special attention to other command personnel, including the Domestic Violence Investigator, youth officers, and sector officers
  13. Furnish complainants/victims with information concerning their rights, particularly the Right of Election, providing explanation if necessary
    - a. Advise complainants/victims of the availability of Orders of Protection
  14. Assist in the serving of Orders of Protection, when requested

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

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

### **Additional Data**

*Domestic Violence Home Visit Checklists, are potential Rosario material, and must be maintained at the precinct of occurrence. If an arrest is effected, the arresting officer must ensure that the Assistant District Attorney is provided with a copy of the Domestic Violence Home Visit Checklists in regards to the incident. When requested, the domestic violence prevention officer will make the Domestic Violence Home Visit Checklists prepared regarding the incident available to an Assistant District Attorney.*

### **TAKEAWAY**

- Review all DIR; verify by signing "reviewed by" caption; forward a copy of DIR to the precinct domestic violence investigator in the squad
  - If incident occurred in another command, forward a copy of DIR to the victim's precinct of residence
- Confer with PDU or SVU before contacting victim, if an open complaint has been referred to either squad
- Prior to a home visit, conduct warrant check and notify Communications that you are performing a 10-75F and give address
- If Home Visit is successful, record in both the Home Visit Log and the Domestic Violence Home Visit Checklist, If it isn't, only record visit in the Home Visit Log



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**YOUTH OFFICER**

P.G. 202-30

Effective 1/6/16

*☆This procedure refers to youth officers assigned to precincts and PSA's ☆*

1. Process and investigate JUVENILE REPORT SYSTEM WORKSHEETS prepared for youths residing in precinct or P.S.A. as appropriate
2. Maintain file of JUVENILE ARREST INVESTIGATION/PROBATION INTAKE REPORTS
3. Contact parents and warn of truancy or other offenses committed by their children that resulted in a YOUTH REFERRAL or JUVENILE REPORT SYSTEM WORKSHEET
4. Execute youthful offender warrants and institute court process, when necessary
5. Coordinate, guide, develop and stimulate Police Athletic League and youth programs, in cooperation with neighborhood volunteers, including community and youth councils
6. Assist commanding officer in the development and review of School Security Plans, Summer Youth Security Plans and Safe Corridor Plans ☆*School Safety Sergeant evaluates and coordinates the Safe Corridor Plan* ☆
7. Coordinate Summer Youth Work Program and assist/complement efforts of community affairs and crime prevention officers
8. Ensure witnesses and complainants appear as necessary in Family Court for cases involving violent youth
9. Follow up on ALL CRIMES, petty and serious, committed by youths
  - a. Attempt to involve petty offenders in positive youth groups
10. Coordinate intelligence, identify youth gangs and maintain youth gang file, including the names of known members, locations, colors, rivals, etc.
11. Establish liaison with schools, Police Athletic League, DARE, local community groups, and social agencies, and make necessary presentations
12. Identify any locations frequented by truants and notify the borough truancy task force
13. Establish liaison and coordinate efforts with the borough truancy task force and Youth Services Section
14. Identify home conditions which contribute to youth violence
15. Provide essential information on youth violence/domestic violence to command personnel working on like cases
16. Work with the domestic violence prevention officer on cases involving child abuse
17. Visit schools and track statistics on violence in schools by conferring with school principals and school safety officers
18. Prepare YOUTH REFERRALS, REPORT OF SUSPECTED CHILD ABUSE OR MALTREATMENT, GANG/GROUP INCIDENT REPORT, and/or JUVENILE REPORT SYSTEM WORKSHEET as necessary
19. Be familiar with current case law when conducting interviews and interrogations
20. Patrol, in uniform, at locations where youths congregate during school hours
21. Patrol, in uniform, areas frequented by youths during hours that school is not in session
22. Maintain command youth room.
  - a. Ensure cleanliness, suitability for youths, and availability of required resources
  - b. Clear room of unnecessary clutter and equipment.
  - c. Report deficiencies to operations coordinator
23. Work in close coordination with the Youth Services Section to reach out to youths “at risk”



# *RISING STAR PROMOTIONS*

## THE ESSENTIAL GUIDE FOR STUDIERS

### **YOUTH OFFICER**

P.G. 202-30

Effective 1/6/16

24. Serve as an information resource and advise command personnel, parents and community groups on youth matters
25. Assist in processing runaways, abused children and those youths requiring shelter, when necessary
26. Inspect all copies of REPORT OF SUSPECTED CHILD ABUSE OR MALTREATMENT prepared or received in command and follow related P.G. 215-03, "Emergency Removals or Investigation and Reporting of Abused, Neglected or Maltreated Children"

#### *Note*

*Police service areas will designate a uniformed member of the service as a youth officer. That member will be responsible for the duties outlined above as it relates to youths residing in public housing developments in that member's P.S.A. Youth officers assigned to Patrol Services Bureau precincts that are not patrolled by Housing Bureau members will remain responsible for the duties in this procedure as it relates to youths residing in public housing developments within the precinct.*

#### **TAKEAWAY**

- *Follow-up on all crimes committed by youths*
- *Process and investigate JUVENILE REPORT SYSTEM WORKSHEETS*
- *Inspect all copies of Report of Suspected Child Abuse and Maltreatment*
- *Coordinate intelligence, identify youth gangs and maintain youth gang file, including the names of known members, locations, colors, rivals, etc.*
- *Visit schools and track statistics on violence in schools by conferring with school principals and school safety officers (School Safety Sergeant also does this)*
- *Maintains command youth room and ensures it's clean and clear*





# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### ARREST PROCESSING OFFICER

P.G. 202-31

Effective 08/01/13

1. Perform duty in uniform.
2. Distribute arrest related forms and paperwork to arresting/assigned officer as appropriate (On Line Booking Worksheets, Desk Appearance Tickets, juvenile summons, etc.)
3. Access and operate computer systems to check for warrant information
4. Access and operate OLBS computer system (PF1/PF3), for arrest number generation, when necessary
5. Operate "Livescan" fingerprinting machine in all cases that require a prisoner to be fingerprinted
6. Ensure prisoner(s) are photographed, as appropriate
7. Ensure command has adequate supply of all necessary arrest related forms, paperwork and equipment
8. Ensure all of the command's arrest related computer systems are operational and properly maintained
  - a. Contact appropriate sources to advise that system(s) have failed and for instruction and/or repair
9. Assist desk officer in notifying uniformed member of the service when prompted by Assistant District Attorney of readiness for interview
10. Make inquiries with the District Attorney's Office concerned on all unusual delays in complaint interviews/preparation
11. Review all completed arrest packets for accuracy and completeness
  - a. Ensure prompt delivery, as appropriate

*Note: Arrest processing officers will assist on all arrests that are processed within their command regardless of the arresting/assigned officer's command, bureau or agency.*

*In addition to the above duties and responsibilities, a command's arrest processing officer will be responsible for all additional arrest related functions dictated by the needs of individual commands/patrol boroughs and as requested by their respective commanding officers.*

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



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### COMMUNITY AFFAIRS OFFICER

P.G. 202-32

Effective 12/15/15

1. Attend community council meetings and assist in stimulating and coordinating council activities
2. Forward monthly report of council meeting programs and operations to Chief of Community Affairs through borough community affairs coordinator and Commanding Officer, Community Outreach Division and Crime Prevention Division
3. Establish personal contact with civic and community groups within the command and attend meetings as directed
4. Perform duties in relation to community council in addition to crime and delinquency prevention, as directed
  - a. Maintain liaison with community/youth council leadership
5. Act as liaison between the Community Council Executive Board and the commanding officer
6. Inform commanding officer and borough community affairs coordinator of all new and/or revised activities of unusual events and demonstrations
7. Maintain a close liaison with the management of facilities within commands where large events are held ☆*sounds similar to the crime prevention officer's duty, which is to act as the liaison with private security directors of organization within command* ☆
8. Maintain an open constructive avenue of communication with other members of the service to allow for exchange of ideas and information regarding the community
9. Maintain daily contact with the special operations lieutenant to combine efforts for attention to areas of sensitive complaints and the needs of the residents
10. Visit schools, houses of worship, hospitals and similar public institutions frequently
  - a. Confer with principals, rabbis, ministers, priests, administrators, etc., on delinquency and other youth related problems
11. Investigate incidents and conditions that may lead to intra/inter group community unrest
  - a. Respond to disorders, demonstrations, racial conflicts or other unusual conditions resulting in large groups on the street, as directed by the commanding officer or other ranking officer in charge
12. Assist commanding officer in:
  - a. Keeping members of command informed of community affairs problems
  - b. Developing and implementing community affairs programs
13. Assist training sergeant in developing related police/community affairs in-service training, including the use of guest speakers
14. Maintain liaison with command personnel assigned to administer the Youth Service and Crime Prevention Programs to ensure mutual cooperation and support ☆*that would include the Youth Officer and Crime Prevention Officer* ☆
15. Perform other community affairs duties as directed by commanding officer or other competent authority
16. Wear appropriate business attire when not performing duty in uniform
17. Administer the MedicAlert + Alzheimer's Association Safe Return program

☆*Enrollees with Alzheimers' or a related dementia are given bracelets or necklaces with medical information and a safe return identification number* ☆
18. Contact every nursing home and similar facility in the command to ensure that these facilities know about and are taking advantage of the MedicAlert + Alzheimer's Association Safe Return program and to describe this program at community meetings, council meetings and every other appropriate forum they address
19. Review the Command Post Log for the names of special category persons who have been reported missing in the past and contact the families of, and/or the persons responsible for, persons with cognitive impairments and ascertain if they registered with the MedicAlert + Alzheimer's Association Safe Return program
  - a. Provide information about the program if they have not registered and encourage them to register by contacting the Alzheimer's Association New York City Chapter twenty-four hour helpline at 1-800-272-3900 for free information and support



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### COMMAND AUXILIARY POLICE COORDINATOR

P.G. 202-34

Effective 12/15/15

1. Perform tours of duty that coincide with the tours of auxiliary police personnel, when possible  
*Note: Commanding officers concerned will make a concerted effort to ensure that the assignment of the command auxiliary police coordinator is a full time assignment*
2. Assist commanding officer and special operations lieutenant in the command's problem solving objectives by coordinating and maintaining a liaison with the crime prevention officer, community affairs officer, youth officer and planning officer
3. Coordinate all auxiliary police activities within command ☆*SOL is direct supervisor*☆
4. Recruit new members into the Auxiliary Police Program continually by developing strategies with the Commanding Officer, Auxiliary Police Section and recruitment staff.
5. Conduct mandatory "basic training" classes for new recruits twice a year with at least ten recruits ☆*Twice a year with 10 or more recruits* ☆
  - a. Schedule training for auxiliary personnel by contacting the Training Unit, Auxiliary Police Section
6. Identify and recommend to the special operations lieutenant suitable volunteer auxiliary police for the "Purchase of Alcohol to Minors" operation ☆*volunteer must between the age of 18 and 20 years and 6 months* ☆
7. Obtain shields and identification cards of members leaving the Auxiliary Police Program and process accordingly
8. Submit requests for recognition awards and promotion
  - a. Forward requests to Auxiliary Police Section through borough auxiliary police coordinator concerned
9. Ensure that hours performed by auxiliary police members are accurately recorded
  - a. Include monthly activity figures on required Auxiliary Police Section form and forward to the borough auxiliary police coordinator and Auxiliary Police Section.
10. Interview, enroll and investigate new applicants to the program
  - a. Prepare initial/final packages
  - b. Conduct confidential investigations, if necessary
  - c. Report to Auxiliary Police Section three weeks after start of "basic training" course with initial package and immediately upon completion of the course with final package
11. Examine and verify all information submitted including proof of residence, employment, citizenship, etc.
  - a. Must verify by written documentation that on-file applicant is a permanent resident or possesses a valid visa issued by Immigration and Naturalization Service
12. Inspect auxiliary police officers at roll call, make assignments, and provide instruction on current orders, directives, bulletins, etc., issued by Commanding Officer, Auxiliary Police Section
13. Confer with the commanding officer, special operations lieutenant and planning officer to develop plans for optimum use of auxiliary police members in the event of an emergency
  - a. Ensure that auxiliary police mobilization plans are developed and tested by the command and all auxiliary police personnel are instructed on the provisions of the plans
14. Safeguard and maintain all equipment and supplies assigned for auxiliary police use
15. Inspect all portable radios and the reserve supply of bullet resistant vests assigned to command for auxiliary police use, when performing duty
  - a. Document inspection by listing serial numbers of portable radios and the reserve supply of bullet resistant vests assigned to the command for auxiliary police use in the Auxiliary Police Unit Command Loaner Vest/Radio Log and indicate if all property is present and accounted for

*Notes: If a portable radio is lost or stolen immediately comply with P.G. 219-15, "Portable Radio Transceivers."*



# RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

## COMMAND AUXILIARY POLICE COORDINATOR

P.G. 202-34

Effective 12/15/15

*If any other Department property is lost or stolen immediately comply with P.G. 219-20, "Loss or Theft of Department Property."*

*The inspection and documentation of portable radios and the reserve supply of bullet resistant vests assigned to a command for auxiliary police use will be completed daily. In the absence of the command auxiliary police coordinator, the special operations lieutenant/platoon commander will designate an appropriate uniformed member of the service to complete the above step.*

- 16. Develop innovative programs within Department guidelines to generate interest and enthusiasm in the program
- 17. Wear appropriate business attire when not performing duty in uniform
- 18. Create and maintain a "Command Auxiliary Reference Library" containing relevant materials to the Auxiliary Police Program (i.e., Patrol Guide, Auxiliary Police Guide, Training Manual, Department Bulletins, Directives, Personnel Orders, etc.)

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

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

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

<i>TIME / DATE</i>	<i>SERIAL # OF VESTS/ RADIOS</i>	<i>VEST/RADIO LOCATION</i>	<i>INSPECTING MOS</i>	<i>SIGNATURE</i>
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### TAKEAWAY

- *Responsible for the recruitment, applicant processing, basic training, and supervision of auxiliary personnel*
- *Safeguard and maintain all supplies/equipment assigned to auxiliary police use, including the maintenance of the Auxiliary Police Unit Command Loaner Vest/radio Log*
- *Identify and recommend suitable volunteer auxiliary police to the SOL for the "Purchase of Alcohol to Minors" operation*
- *Confer with the C.O., SOL, and planning officer to develop plans for optimum use of auxiliary police members in the event of an emergency*



# RIISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### EVIDENCE/PROPERTY CONTROL SPECIALIST

P.G. 202-36

Effective 08/01/13

☆Ops Coord designates a UMOS to perform the duties of the EPCS when he/she is unavailable ☆

1. Receives, invoices, releases, packages, and labels property and evidence, including, but not limited to, narcotics, U.S. and other currencies, securities, jewelry, etc.
2. Performs intake functions, checks and examines property to ensure that it is in conformance with related documentation; searches for possible contraband, unaccountable items, or VIN numbers and other proof of identification
  - a. Assigns storage number location
3. Stores and safeguards invoiced property, properly identified for easy retrieval
4. Prepares property and pertinent documents necessary for transport; operates Department vehicles to transport all invoiced property to various Department locations, District Attorneys' Offices, etc.
5. Moves, loads, unloads all types of property from one location to another or to other building sites.
6. Transports, delivers, deposits money for safekeeping to the appropriate bank facility; returns and logs bank receipts and invoices at appropriate command location
7. Receives, reviews and maintains invoices, records, logs and indexes pertaining to all property received
8. Secures and maintains storage area
  - a. Notify the desk officer of the number of PROPERTY CLERK INVOICES stored within the command in excess of thirty days ☆D.O. notifies Ops Coord and expedites delivery ☆
9. Uses computer to search for, enter or update information
10. Processes release of invoiced property
  - a. Determines identity of persons requesting release of property; verifies identification and proof of ownership; may fingerprint claimant, if necessary ☆As per 218-02 the Desk Officer returns property, also. Here's the distinction: in 218-02 the DO "processes" voided Invoices and returns property; here the EPCS processes the release of invoiced property. ☆
11. Verifies the identity and authorization of personnel entering or leaving Department premises where property is stored
12. Cancels alarms; monitors alarm systems, security cameras and other security systems at assigned premises
13. Makes appropriate notifications, writes and dispatches communications and transmittal forms; orders necessary supplies
14. Responds to inquiries from the Public Administrator's Office, District Attorneys' Offices and other jurisdictions pertaining to the disposition of property of deceased individuals, criminal evidence and related matters
15. Performs all miscellaneous activities in connection with Rotation Tow operations in the absence of evidence and property related functions
  - a. Photocopy and forward PROPERTY CLERK INVOICE prepared for recovered stolen vehicles to Patrol Borough Pattern Identification Module by next business day
16. Performs periodic inspection of, or schedules overall maintenance of vehicles assigned to property functions
17. Performs other clerical and/or administrative duties, as required ☆catch-all ☆



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**COMMAND CLERK**

P.G. 202-37

Effective 08/01/13

1. Assigned to post adjacent to desk officer
2. Perform clerical tasks as assigned by desk officer
3. Distribute Department mail
4. Bring to the attention of desk officer matters of importance or other conditions requiring attention
5. Input information in the On Line Complaint System (OLCS) and the On Line Aided and Accident Indexes as directed by the desk officer



# *RISING STAR PROMOTIONS*

THE ESSENTIAL GUIDE FOR STUDIERS

## **TELEPHONE SWITCHBOARD OPERATOR**

P.G. 202-38

Effective 08/01/13

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

*When memorizing the five (5) logs that the TS operator must maintain, pick an acronym (Pick the one that you associate with this actor and cross out the ones you won't use) FROTH or FORTH or HOT FR.*

- *Frequent Telephone Inquiries (copy)*
- *Roll Call (copy which is signed by MOS at EOT)*
- *Outgoing Toll Calls*
- *Telephone Dispatch Log*
- *Highway Condition Record]*



# *RISING STAR PROMOTIONS*

## THE ESSENTIAL GUIDE FOR STUDIERS

### **PATROLWAGON OPERATOR**

P.G. 202-39

Effective 08/01/13

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





# *RISING STAR PROMOTIONS*

## THE ESSENTIAL GUIDE FOR STUDIERS

### **POLICE ATTENDANT—UNIFORMED/CIVILIAN MEMBER OF THE SERVICE**

P.G. 202-40

Effective 06/13/16

#### **SCOPE**

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

#### UNIFORMED/CIVILIAN POLICE ATTENDANT

#### **POLICE ATTENDANT**

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



*RISING STAR PROMOTIONS*  
THE ESSENTIAL GUIDE FOR STUDIERS

**POLICE ATTENDANT—UNIFORMED/CIVILIAN MEMBER OF THE SERVICE**

P.G. 202-40	Effective 06/13/16
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*Note: Supervisory officers are to ensure that weapons of uniformed members of the service assigned to temporary detention facilities are safeguarded.*

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

CIVILIAN POLICE ATTENDANT

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



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### FIELD INTELLIGENCE OFFICER

P.G. 202-41

Effective 6/27/16

*☆Can be any UMOS in the rank of PO, Det, or Sgt☆*

1. Perform only intelligence related duties as a field intelligence officer in assigned command
  - a. Sign Command Log at beginning and end of tour
  - b. Perform tour of duty, as directed by Commanding Officer, Criminal Intelligence Section
2. Perform duty in business attire, unless authorized by Commanding Officer, Criminal Intelligence Section *☆FIO reports to the Intelligence Bureau☆*
3. Enter intelligence from any source into Department Intelligence Database or COMPLAINT FOLLOW-UP database, as appropriate
4. Act as a key component of the Intelligence Bureau by gathering and sharing intelligence information with all Department units (e.g., Organized Crime Control Bureau, Detective Bureau, Patrol Services Bureau, etc.)
5. Develop information in support of borough level intelligence strategy

*Note: Intelligence information obtained from various sources provides input for the preparation of strategic targeting packages*

6. Exchange information with other field intelligence officers, Intelligence Bureau units, Detective Bureau commands, Organized Crime Control Bureau commands, and other specialized units as appropriate regarding parolees, parole absconders, subjects of INVESTIGATION CARD, wanted persons and other matters germane to each command
  - a. Provide data, updates and pictures on these individuals, when obtained.
7. Prepare weekly Intelligence Bureau Activity Report and submit it to Commanding Officer, Criminal Intelligence Section
8. Promote intelligence gathering by addressing roll calls and participating in detective and patrol training sessions
  - a. Stress the importance for members of the service to aggressively pursue and report any information that may be of intelligence value
9. Confer regularly with patrol officers, detectives, supervisors and unit specialty officers to obtain intelligence (i.e., School Safety, Youth, Community Affairs, SNEU)
10. Review documents and reports for intelligence content; records include but are not limited to:
  - a. COMPLAINT REPORT, including those recorded by OCCB.
  - b. JUVENILE REPORT SYSTEM WORKSHEET
  - c. COMPLAINT FOLLOW-UP
  - d. ON-LINE BOOKING SYSTEM ARREST WORKSHEET
  - e. UNUSUAL OCCURRENCE REPORT
  - f. DETECTIVE BUREAU UNUSUAL OCCURRENCE REPORT
  - g. STOP REPORT
  - h. SCHOOL SAFETY DIVISION CRIMINAL INCIDENT REPORT
  - i. NYS Domestic Incident Report (DCJS 3221)
  - j. Arrests and complaint statistics, patterns and trends
  - k. Intelligence Bureau reports and worksheets

*☆Basically, review a lot of paperwork to get information☆*

11. Confer regularly with command crime analysts
  - a. Communicate information from crime analysis center, when appropriate
12. Attend local community meetings and other forums to obtain information of intelligence value

*Note: Field intelligence officers in adjoining commands should confer with each other on a regular basis to share intelligence information.*

13. Access command computer databases for developing and verifying intelligence



# RISING STAR PROMOTIONS

## THE ESSENTIAL GUIDE FOR STUDIERS

### FIELD INTELLIGENCE OFFICER

P.G. 202-41

Effective 6/27/16

14. Utilize Commanding Officer, Criminal Intelligence Section to access information from computer databases that are not available at command level
15. Document intelligence forwarded to investigative and enforcement units
  - a. Record follow-up action (i.e., investigation initiated, arrest effected, search warrant executed, etc.)

*Note: The field intelligence officer will notify Commanding Officer, Criminal Intelligence Section prior to the execution of a search warrant, if possible, and will represent the Intelligence Bureau at the scene. Confidentiality will be maintained in order to ensure the safety of all members involved and the integrity of the investigation.*

16. Utilize the secure e-mail system when practical for making notifications and inquiries to other field intelligence officers, and Intelligence Bureau.
17. Advise and make recommendations to commanding officer, detective squad commander and precinct narcotics module supervisor on intelligence matters
18. Assist with registering confidential informants, and obtaining search warrants
19. Participate in command supervisory and crime strategy meetings
20. Conduct secondary debriefings of prisoners when circumstances indicate intelligence may be gained
  - a. Coordinate debriefings with Detective Bureau and OCCB personnel, as appropriate
21. Develop command-specific debriefing questions in regard to specific crimes, crime patterns or trends
22. Provide command-specific questions to other Intelligence Bureau units, as appropriate, for their debriefings
23. Maintain a record of debriefings conducted that includes details on positive debriefings
24. Respond to major incidents in the field to provide assistance and gather timely information
  - a. Identify self to ranking patrol commander and investigator
  - b. Prepare COMPLAINT FOLLOW-UP and forward copy to the commanding officer, Criminal Intelligence Section
25. Be present during the debriefing of SNEU arrests and all other arrests, when possible, to assist in the development of information regarding drug trafficking and any other crimes
26. Notify the Intelligence Bureau, Criminal Intelligence Section regarding all unusual incidents and significant occurrences

*The position of field intelligence officer may be assigned to a uniformed member of the service in the rank of sergeant, detective, or police officer.*

#### TAKEAWAY

- *Tours determined by CO, Criminal Intel Section*
- *Advise and make recommendations to CO, PDU CO, and narcotics module supervisor on intel matters*
- *Gather and disseminate info with OCCB, DB, other FIO's, and crime analysts*
- *Go to Roll Call, School Safety Meetings, Patrol and Detective Training sessions, community Meetings, SNEU debriefings*
- *Coordinate debriefings by DB and OCCB*
- *Prepare weekly Intelligence Bureau Activity Report and submit it to Commanding Officer, Criminal Intelligence Section*
- *Assist with registering confidential informants, and obtaining search warrants*
- *Respond to major incidents in the field to provide assistance and gather timely information*
  - *Identify self to ranking patrol commander and investigator*