



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

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*note that shaded procedures have been omitted



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Synopsis of all mention of Lieutenant duties/functions in PG 203

203-03 Compliance with Orders

You will request new Department locker stickers from *operations coordinator*, as needed

203-05 Performance on Duty—General

Lieutenant and above will enter their tax registry number in the “Shield No.” caption at the bottom of the PROPERTY CLERK INVOICE after witnessing and verifying the packaging of evidence/ property/currency. The use of the tax registry number by members who don’t have shield numbers is mandated even when there is no specific caption calling for it.

203-18 Residence Requirements

MOS will provide *operations coordinator* with: (1) physical home address (no Post Office Box) (2) landline telephone number and/or cellular telephone number, at residence (no beeper/pager numbers). In addition to these two things they may also provide the *operations coordinator* with their email address.

Operations coordinator will then ensure that each member of the service reviews and updates their personal information via the Personal Data Forms Intranet System, as required.

203-19 Vacation Policy

Neither the executive officer nor the *operations coordinator* are permitted to take vacations at the same time as the commanding officer.

203-21 Integrity Monitoring File

INTEGRITY CONTROL OFFICER

- Maintain Integrity Monitoring File.
- Maintain Integrity Monitoring Log and record all visits and observations, as well as police action directed at identified locations.
- NOTE The Integrity Monitoring Log will be in a Department record book divided equally into three separate sections entitled:
 - “Designated Off-Limits Locations”
 - “Unlawful Locations”
 - “Cooping Locations.”



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203-24 Personal Information via Department Intranet

MOS will print and sign 2 hard copies of Personnel Data forms and submit them to the **operations coordinator** and provide supporting documentation for change of name, and/or social condition requests. The MOS will then login to the online “Personnel Data Forms” menu one month after submitting forms to the **operations coordinator** to verify updates were accepted or rejected by the Personnel Data Unit and notify the **operations coordinator** of results.

Operations coordinator will ensure all members of the service review and update their personal information as follows:

- Whenever a change in their personal information occurs
- Annually, during evaluation periods
- Any other time deemed necessary.

Operations coordinator will ensure that supporting documentation accompanies change of name and/or social condition requests and assign command serial number to request.

- Sign both hard copies and ensure copies are signed by the submitting member of the service.
- Update all pertinent command records (i.e., FORCE RECORD, etc.) and file one of the submitted hard copies in the member’s personal folder.
- Forward remaining signed hard copy to the Commanding Officer, Personnel Orders Division - Personnel Data Unit, with supporting documentation for name changes.
- Maintain a list of all previous address and emergency notification changes as well as current personal information of members of the command.
- Access the Personnel mainframe application PEPR or PEMU, one month after submission of form to verify if the member’s information has been changed in System by the Personnel Data Unit.
- Contact the Personnel Data Unit if changes have not been made after one month, to verify if submitting member’s updated form(s) have been received.

203-27 Department Email Policy

MOS must notify **integrity control officer**/designated supervisor of unauthorized use or receipt of improper content. They will also notify integrity control officer/designated supervisor of any password compromise or breach of security.

Integrity control officer / DESIGNATED SUPERVISOR

- Notify Information Technology Bureau Help Desk upon notification by a member of command of a breach in password security.
 - a. Comply with A.G. 325-44, “Department Computer Systems – Passwords.”
- Conduct an immediate investigation and take disciplinary action, if necessary, upon receipt of a complaint of misuse of Department email system.
- Conduct an immediate investigation and comply with P.G. 205-37, “Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material” upon receipt of a complaint of improper content on Department email system.



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325 Section—Department Property

325-12 Bulletin Boards

Operations Coordinator/Designee-

- Maintain bulletin board and post important information, including:
 - a. Complaints
 - b. Official orders
 - c. Notices
 - d. Crime Information Center materials
 - e. Sample copy of handgun license
 - f. Other required matter concerning command
 - g. Current Police Department Press Credentials Poster.
- Post only authorized fraternal, academic and advertising matter.
- Shield confidential information from public view.
- Keep locked and leave key at desk.

Desk Officer-

- Inspect bulletin board each tour.

325-13 Sleeping Accommodations in Station House

Desk Officer

- Make Command Log entry indicating time, date, name of member utilizing dormitory and reason.

325-14 Private Vehicles Authorization

Command Integrity Control Officer

- Inspect and review monthly private usage and related Command Log entries (or other logs as appropriate).

325-15 Vehicle Identification Plates for Private Vehicles Used on Official Business

Integrity Control Officer

- Conduct the following integrity control background checks using the following sessions:
 - a. MSWS – FINEST RALL (NYS Vehicle Registration by Plate Number)
 - b. MSWS – FINEST DLIC (NYS Driver Inquiry, suspensions, revocations and restrictions on license, scofflaw)
 - c. MIS – CESN PEPR.



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***NOTE** Integrity control officers must confer with the Personnel Bureau to ensure that the Department has the correct information on file for any member of the service who has recently changed any personal information.*

All integrity control officers must have a CESN code to conduct a PEPR check. If a PEPR check cannot be completed, ensure that the member's residence accurately reflects the residence on record with the Department.

- Attach the results of all checks to each application.
- Forward application and related paperwork to commanding officer.
- Inspect and review the Vehicle Identification Plate/Private Vehicle Use 325Log monthly and report results to commanding officer.

325-17 Barriers

Desk Officer

- Make required entries in Command Log when barriers are received from, or returned to, the Barrier Section and/or other commands.
- Notify operations coordinator when barriers are no longer required or have to be relocated.

Operations Coordinator

- Direct patrol supervisor to inspect locations where barriers have been assigned and investigate necessity for barriers to remain thereat.

Patrol Supervisor

- Conduct barrier survey, as directed, and advise operations coordinator of results
- Notify desk officer when barriers are no longer needed at a location and/or when they have been reassigned to another site.
 - Furnish the following, when applicable:
 - Reason for reassignment
 - New location and command if not within same command
 - Number reassigned
 - Length of time required
 - Number to be picked up by Barrier Section, if any.
- Notify desk officer(s) concerned when more than one (1) command is involved.
- Direct patrol personnel to retrieve barriers that are abandoned OR are being used by unauthorized persons, i.e., contractors, storeowners, hotels, etc.

***NOTE:** Barriers placed in roadway for vehicular or pedestrian traffic control will be promptly removed when no longer necessary. Barriers will be nested on sidewalk so as not to obstruct pedestrian flow.*

Operations Coordinator

- Notify Barrier Section, by telephone, when advised by desk officer or patrol supervisor that condition is corrected and barriers are no longer required or have been reassigned.
 - Provide location of barriers reassigned
 - Direct patrol supervisors to conduct a follow-up survey the day after the barriers are removed to ensure any remaining barriers are accounted for.



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***ADDITIONAL DATA:** Barrier Section hours of business are 0700 to 1500 hours, Monday through Saturday. During non-business hours requests for barriers will be made through the Operations Unit, Office of the Chief of Department.*

325-19 Category I and II Vehicle Usage Authorization

Desk Officer/Supervisory Head

- Secure keys and Vehicle ID Plate at secure location
- Certify entry of Category II Vehicle Use Log by initialing last column or if appropriate, make command log entry

325-22 Release of Vehicle Towed While on Official Duty

Procedure

- When a vehicle described above has been towed and impounded by Parking Enforcement District personnel.

DEPARTMENT OWNED/AUTHORIZED PRIVATELY OWNED VEHICLES

Operator of Towed Vehicle

- Immediately notify desk officer, precinct of occurrence, of circumstances.

Desk Officer

- Notify precinct commander/executive officer, or if not available, the duty captain (also do this for privately owned vehicles used in emergency police situations)

***NOTE:** Duty captain from other than Patrol Services Bureau may respond, if available, and perform functions of precinct commander/XO/duty captain, for those members assigned under their jurisdiction.*

325-25 Use of New York City Metrocards by Members of the Service

- CO will prepare request on 49 addressed to Director, Audits and Accounts

Desk Officer/Designated Member

- Establish a Metrocard Use Log, Utilizing one section of a Department record book, and a caption across the double page (captions omitted)
- Account for Metrocards on a daily basis by making an entry in the Metrocard Use Log certifying the number of Metrocards on hand

Integrity Control Officer

- Inspect the Metrocard Use Log as a self-inspection measure



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325-26 Requesting U.S. Postage Stamps

Procedure

- When requesting U.S. postage stamps:

Desk Officer

- Dispatch messenger to Audits and Accounts Unit during business hours to obtain stamps.
- Establish a Postage Stamp Log utilizing the other section of the Department record book containing the Metrocard Use Log.

NOTE: Desk officers will make certain that stamps are safeguarded and integrity control officers will make maintenance of Postage Stamp Log and safeguarding of stamps on hand, a subject of self-inspection.

- Make appropriate entry in Postage Stamp Log upon receipt of stamps and each time stamps are used.
- Inspect Postage Stamp Log at beginning of tour and ascertain that correct number of stamps are on hand.
- Conduct investigation and notify commanding officer, if any discrepancy is found.
- Have ROTATION TOW – OWNER NOTIFICATION mailed directly from command to registered owner.
 - Place in appropriate envelope, properly addressed with zip code.

325-30 Violations Issued at Department Facilities

For violations issued by any city, state or federal agency at any Department facility

Member receiving violation

- Direct member of issuing agency to report directly to the desk officer/counterpart.

Desk Officer/Counterpart

- Verify credentials of member of issuing agency and accept service of violation.
- Make Command Log entry of the following:
 - Date and time of service
 - Identity of member and agency issuing violation
 - Serial number of violation
 - Specify exact nature of violation.
- Forward violation to operations coordinator

Operations Coordinator

- Have WORK ORDER prepared.
 - Make photocopy of violation for command file.
- Indicate on WORK ORDER, in box captioned “Description of work to be done.”
 - Violation number
 - Agency issuing the violation
 - Specify the type of violation.



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- Forward original copy of violation and last three copies of WORK ORDER to Facilities Management Division, Room 606, 1 Police Plaza.

325-31 Inspection and Servicing of Fire Extinguishers in Police Department Facilities

Whenever a fire extinguisher device needs to be serviced or replaced:

Desk Officer/Command Supervisor

- Make a Command Log entry indicating that a fire extinguisher device requires repair or servicing.
 - a. Indicate location of device and nature of defect or deficiency.

NOTE In commands that do not maintain Command Logs, all entries will be made in Telephone Record.

- Notify Building Maintenance Section (Operations Desk) via telephone, Monday through Friday between 0700 and 1500 hours.
 - a. Enter notification in Telephone Record.
- Be guided by direction received from Building Maintenance Section, Operations Desk.
- Designate appropriate member of the service to deliver fire extinguisher to Building Maintenance Section, 59-06 Brooklyn-Queens Expressway, Woodside, New York for replacement at time and date designated by Building Maintenance Section.
- Enter identity of member designated to deliver fire extinguisher to Building Maintenance Section in Command Log or Telephone Record, as appropriate.
- Acknowledge replacement of fire extinguisher by noting receipt of each device in Command Log or Telephone Record, as appropriate. Ensure that each replacement extinguisher is reinstalled in proper location.

*At **NO** time shall any member of the service permit ANY vendor to enter a Police Department facility to service, repair or replace a fire extinguisher device without the permission of the Commanding Officer, Building Maintenance Section or the Commanding Officer, Facilities Management Division.*

325-44 Department Computer Systems-Passwords

Integrity Control Officer

1. Send request for password(s) to the Deputy Commissioner, Information Technology, for the following system(s):
 - a. Automated Roll Call System (ARCS)
 - b. Court Appearance Control System (CACS)
 - c. Automated License Permit System (ALPS).
2. Maintain access to the following system(s) through Omniform:
 - a. On-Line Booking System (OLBS)
 - b. Booking Arraignment Disposition System (BADS)
 - c. Local Arrest Processing System (LAPS)

NOTE If the integrity control officer has questions concerning his/her ability to maintain the above three systems, he/she should contact the Information Technology Bureau Help Desk.



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3. Send request for password(s) to the Integrity Control Officer, Deputy Commissioner, Information Technology, for the following system(s):
 - a. Department of Finance (DOF)
 - b. Mobile Data Terminals (MDT)
 - c. On-Line Transit Police System (OLTPS)
 - d. FINEST/MSWS.
4. Send request for password(s) to the Deputy Commissioner, Information Technology, for the following system(s):
 - a. Management Information System (MIS/CESN)
 - b. Beta/NMOS
 - c. WNAM.
5. Send request for password(s) to the Deputy Commissioner, Information Technology, Local Area Network Unit, for the following system(s):
 - a. Local Area Network (LAN)
 - b. Precinct Application
 - c. Communication Log
 - d. Personnel Management
 - e. On-Line Complaint System (OLCS)
 - f. Summons
 - g. Latent Print File
 - h. Gateway.
6. Send request for password(s) to the Detective Bureau CARS Unit, One Police Plaza, Room 1312 for the following system:
 - a. Computer Assisted Robbery System (CARS).
7. Send request for password(s) to the Narcotics Division NITRO Unit, One Police Plaza, Room 1100 for the following system:
 - a. Narcotics Investigative Tracking of Offenders (NITRO).

In the event that a member of the service will be utilizing more than one Department computer system requiring a password, the integrity control officer will be required to submit a request to each password provider concerned. However, an effort will be made to provide only one password to the member of the service.

325-45 Recycling Fluorescent Lamps

Operations Coordinator

- Assign a member of the service to replace the spent fluorescent lamp, when necessary.
- Notify the Building Maintenance Section when the cardboard fluorescent lamp container is either full or *eleven months* has passed from the date the first lamp had been placed in the cardboard fluorescent lamp container.
- Prepare Fluorescent Lamp Recycling Form (Appendix “A”).
- Notify the shipping agent (Fedex Ground) to pick up the shipment as per the directions supplied on the cardboard fluorescent lamp container.
 - a. A Telephone Record entry must include the following:
 - i. Name of the Building Maintenance Section person notified.
 - ii. Number of fluorescent lamps that needs to be recycled and type (ex. T8 or T12).



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- iii. Name of the shipping agent member notified.
- iv. Estimated pick up date.

***NOTE** The shipping agent (Fedex Ground) will supply a new cardboard fluorescent lamp container upon pickup of the old cardboard fluorescent lamp container.*

- Obtain a receipt from the shipping agent. Forward both Fluorescent Lamp Recycling Form (Appendix “A”) and receipt from the shipping agent to the Building Maintenance Section via Department mail.
 - a. A copy of both items should be placed in a command file.

***NOTE** It should be noted that the vendor will not be paid unless both Fluorescent Lamp Recycling Form (Appendix “A”) and receipt from the shipping agent are received by the Building Maintenance Section.*

Member of the Service Assigned

- Order the necessary fluorescent lamps from the Quartermaster Section
- Place the spent fluorescent lamp into the cardboard fluorescent lamp container supplied by the vendor which will be mailed to the command via shipping agent (Fedex Ground).
- Enter date on the cardboard fluorescent lamp container once the first lamp is placed into the container.
- Notify the Operations Coordinator once the cardboard fluorescent lamp container is either full or **eleven months** have passed from the date the first fluorescent lamp had been placed in the container.

Members of the service should be extremely careful when handling unused and spent fluorescent lamps. Broken lamps are considered ‘hazardous’ material. If a fluorescent lamp is broken, it must be swept up with a broom and placed inside a plastic garbage bag. The bag will be sealed with a Property Clerk Division seal and the date the lamp was broken will be written on the plastic garbage bag. The area where the breakage occurred will be mopped with a wet mop. A vacuum will not be used during this clean-up process. The Operations Coordinator will notify the Building Maintenance Section and record the notification in the Telephone Record Log. The member will then comply with the direction of the Building Maintenance Section. If a command did not receive cardboard fluorescent lamp containers or needs additional cardboard fluorescent lamp containers, requests can be made direct to the Building Maintenance Section



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ORDER OF RANK

P.G. 203-01

Effective 08/1/13

ORDER OF RANK

1. The order of rank in the police service is:

- a. Chief of Department
- b. Bureau Chief
- c. Assistant Chief
- d. Deputy Chief
- e. Inspector
- f. Deputy Inspector
- g. Captain
- h. Lieutenant
- i. Sergeant
- j. Police Officer/Detective

2. Police Department Chaplains and Surgeons have the assimilated rank of Inspector. *★remember on test day that the PG says “assimilated” which means to resemble. This is different from “simulated” which means to pretend or imitate—a more condescending term ★*

3. Seniority in rank among members appointed or promoted at the same time is determined by position on appointment or promotion list *★i.e. your list #★*

4. At a police incident, the senior uniformed member, in R.M.P. assigned to incident or on foot patrol at the scene, will direct and coordinate police operations pending arrival of the supervisor. If R.M.P. assigned to incident is delayed and no uniformed member is assigned to foot patrol at the scene, the senior uniformed member first on the scene will take charge, pending the arrival of supervisor or assigned R.M.P. *★If a cop with 6 months on the job gets there first then he is in charge until the assigned R.M.P. or supervisor gets there. So even if another R.M.P. with 20-year cops get there after the rookie does, the rookie is still in charge! ★*



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COURTESIES

P.G. 203-02

Effective 08/1/13

UNIFORMED MEMBER OF THE SERVICE

1. Tender and return hand salute as prescribed by U.S. Army regulations.
2. Salute:
 - a. Police Commissioner or deputy commissioners in civilian clothes
 - b. Supervisory officer in uniform
 - c. United States flag as it passes
 - d. Desk when entering command.

☆The PC and Deputy Commissioners are the only ones who get saluted in civilian attire. Chiefs down to sergeants have to be in uniform to get a salute. This step includes saluting Department Surgeons and Chaplains when they are in uniform since they have the assimilated rank of Inspector as per 203-01 step 2 ☆

3. Salute flag when national anthem is played. If flag not visible, face band, etc., and salute.
4. Supervisory officers return salutes promptly.
5. Salute is not required at large assemblages except when addressed by or addressing supervisory officer. Salute not required if it interferes with police duty. *☆like when you're carrying barriers or you're writing a summons, etc ☆*
6. Remove hat and stand at attention in office of Police Commissioner, deputy commissioner or member above rank of lieutenant *☆It's all the people that have to be saluted minus sergeants and lieutenants ☆*
7. Order "Attention" when member above rank of captain enters room unless otherwise directed.
8. Place U.S. flag at half-staff as indicated below, when a uniformed member of the service dies:
 - a. Lieutenant, sergeant, police officer - on Department building where assigned on day of funeral
 - b. Captain - on Department building where assigned from time of death to sunset, day of funeral
 - c. Deputy inspectors or inspectors - on Department buildings within his/her command from time of death to sunset, day of funeral; flag at Police Headquarters will fly at half-mast on day of funeral.
 - d. Member killed in line of duty - on Department building where member assigned from time of death to ten days after the funeral; flags will fly at half-mast on all Department buildings from time of death until day after the funeral.

☆204-17 Mourning Bands—Here are the similarities: For LOD deaths and the member is from your command, it's from time of death until 10 days after: Funeral for Flag and Death for mourning bands. Technically, this means that if the LOD funeral is 11 days after death, members of that command won't wear the mourning band—as silly as this sounds! LOD death and member is NOT from your command, it's time of death until day after funeral for flag and day of for mourning bands ☆

- e. Other members, Police Commissioner or a deputy commissioner -as directed by the Police Commissioner or Chief of Department.



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COMPLIANCE WITH ORDERS

P.G. 203-03

Effective 01/29/15

COMPLIANCE WITH ORDERS

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

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

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

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

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

- a. *A Department of Motor Vehicles inquiry is made utilizing the FINEST System for each uniformed member of the service, and*
- b. *A warrant check, using the WINQ and WNAM formats, is also conducted for each uniformed member of the service.*

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

6. Keep Department locker neat, clean and secured with combination lock (without identifying serial number) that conforms to Equipment Section specifications.
7. Affix to front of assigned locker, Department stickers PROPER TACTICS SAVE LIVES and POLICE DON'T MOVE with rank, name, shield and squad number captions filled in.
8. Affix to the inside portion of the door, of assigned locker, in a conspicuous manner, GUN SAFETY, EMPLOYEE ASSISTANCE RESOURCES and SEATBELT stickers.
9. Request new Department locker stickers from operations coordinator, as needed.
10. Apply for interview with Police Commissioner in writing (include squad or chart numbers), ONLY when action or relief cannot be obtained by other means.
11. Cooperate with supervisor, regardless of rank, who has been dispatched by competent authority (e.g., Commanding Officer, Medical Division, Internal Affairs Group, precinct commanding officer or duty captain, etc.) to visit member on sick report, and directs such member to comply with lawful order/instruction (e.g., appear in court, Trial Room, in front of an investigatory unit, etc).



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FITNESS FOR DUTY

P.G. 203-04

Effective 08/01/13

FITNESS FOR DUTY

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

ADDITIONAL DATA

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

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

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

Additionally, a uniformed member of the service [nothing about civilians] who refuses to submit to chemical testing in connection with an alleged violation of section 1192 of the New York State Vehicle and Traffic Law (Driving While Intoxicated) will be charged with violating Patrol Guide procedure 203-10, page 1, step 5, "Engaging in conduct prejudicial to the good order, efficiency, or discipline of the Department." [for refusing to submit to a breath test]

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

DEPARTMENT POLICY STATEMENT CONCERNING THE OPERATION OF A MOTOR VEHICLE UNDER THE INFLUENCE OF ALCOHOL

- i. Patrol Guide procedure 203-04, "Fitness For Duty" mandates the following:
 - a. Be fit for duty at all times, except when on sick report.
 - b. Do not consume intoxicants to the extent that member becomes unfit for duty.

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

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



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FITNESS FOR DUTY

P.G. 203-04	Effective 08/01/13
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iii. Members of the service whose alcohol consumption has caused problems for them or others are urged to self-report before they are responsible for a serious incident and the above disciplinary action becomes necessary. They can do so in complete confidence by calling the Counseling Services Unit. Additionally, members who are experiencing problems related to alcohol, are strongly encouraged to call HELPLINE or the Police Organization Providing Peer Assistance, (POPPA). POPPA is a joint labor-management cooperative effort involving the implementation of a union-operated, alternative employee assistance program. Both HELPLINE and POPPA offer confidential services.

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

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

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

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

TAKEAWAY

1. Any misconduct involving a member’s misuse of a firearm while unfit for duty due to excessive consumption/intoxication from, alcohol will result in that member’s termination. If armed with a firearm, it will result in the inclusion of the charge of “Unfit For Duty While Armed,”
2. Uniformed member of the service who causes serious physical injury to another person while operating a motor vehicle and is determined to be unfit for duty due to the consumption of alcohol will be terminated, absent exigent circumstances.

☆note the 2 ways you can get fired above ☆

3. Members experiencing problems related to alcohol, or know of other members are **strongly encouraged** to call HELPLINE
4. Members of the service whose alcohol consumption has caused problems for them or others are urged to self-report before they are responsible for a serious incident and the above disciplinary action becomes necessary. They can do so in complete confidence by calling the Counseling Services Unit. Additionally, members who are experiencing problems related to alcohol, are strongly encouraged to call HELPLINE or the Police Organization Providing Peer Assistance, (POPPA). Both HELPLINE and POPPA offer confidential services.
5. Members of the service with alcohol-related problems may also be referred to the Counseling Services Unit by supervisors, other Department units, or as the result of an alcohol related incident. However, the Department’s objective, at all levels, is early detection and referral



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

PERFORMANCE ON DUTY - GENERAL

P.G. 203-05

Effective 06/04/15

PERFORMANCE ON DUTY

1. Perform all duties as directed by competent authority.
2. Remain on post until properly relieved, except for police necessity, personal necessity or meal period.
 - a. Notify telephone switchboard operator and, if possible, make entry in ACTIVITY LOG before leaving post.
 - b. Make entry upon return to post and notify telephone switchboard operator.
3. Take meal period in police facility, a bona fide restaurant or Department vehicle. *☆No meal in someone's home, park bench, Firehouse... ☆*
4. Make accurate, concise entries in Department records in chronological order, without delay, using black or blue ink.
5. Sign Department reports or forms with full first name, middle initial and surname.
 - a. Print and write legibly.
 - b. Utilize shield and tax registry numbers as required.

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

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

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

- a. Any member operating a motor scooter must wear a helmet (face shield is also required when operating two-wheel scooter)
- b. A member must wear or carry helmet when specifically directed to do so
- c. Members performing Radio Motor Patrol in uniform will keep helmets in the vehicle trunk for use if needed
- d. All other members shall keep their helmets in their lockers where they will be readily accessible.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PERFORMANCE ON DUTY - GENERAL

P.G. 203-05	Effective 06/04/15
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11. Answer telephone promptly, stating in a courteous manner, command, rank or title, surname, and “May I help you?”
12. Be responsible for humane treatment and safekeeping of prisoners in custody or detained in Department facility over which member has supervision.
13. Maintain Department property issued or assigned for use in serviceable condition.
14. Deliver recovered property, property removed from a prisoner, or property removed from an emotionally disturbed, intoxicated or incapacitated person, to the desk officer of the precinct where obtained unless otherwisedirected. *★not the precinct of arrest, but where obtained—unless told otherwise★*
15. Announce presence before entering a locker room, dormitory, lavatory, utilized by members of the opposite sex, except in an emergency. In addition, be accompanied by member of said opposite sex, **if practicable.**

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

16. Operate Department vehicles only when assigned and only when Department qualified to operate such vehicle.
17. Use Department radio for field communications except under limited circumstances.
 - a. Department and personal cellular phones may be used for field communications when content of the communication is not appropriate for radio transmission due to length or subject matter (e.g., detailed information about incident, personal information, names of persons, notifications, etc.).



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PERFORMANCE ON DUTY - PROHIBITED CONDUCT

P.G. 203-06

Effective 10/03/14

PERFORMANCE ON DUTY –PROHIBITED CONDUCT

1. Consuming any amount of intoxicants while on duty whether in uniform or civilian clothes.
 - a. Member assigned to duty in civilian clothes may be granted permission by the bureau chief/counterpart concerned based upon the nature of the member's assignment.
2. Consuming intoxicants while in uniform whether on or off duty.

☆Intoxicants: Never in uniform, never on duty ☆
3. Bringing or permitting an intoxicant to be brought into a Department building, facility, booth, boat, or vehicle, except in performance of police duty. *☆Bringing it into a Dept. facility or vehicle is a Schedule B as per 206-03 ☆*
4. Entering premises serving intoxicants, except for meal or performance of duty. *☆you can go into a premise serving booze for meal ☆*
5. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
6. Recommending use of particular business, professional or commercial service to anyone except when transacting personal affairs.
7. Steering business, professional or commercial persons to a prospective client requiring such services except when transacting personal affairs.
8. Consenting to payment by anyone to regain lost or stolen property or advising such payment, except towing fees as provided by law for recovered stolen vehicles.
9. Riding in any vehicle, other than a Department vehicle to which assigned, while in uniform, except when authorized or in an emergency (sergeants and police officers only).
10. Using Department logo unless authorized by Police Commissioner.
11. Engaging in card games or other games of chance in a Department facility. *☆even if there's no money changing hands, you can't do it ☆*
12. Engaging in illegal gambling anywhere except in performance of duty.
13. Having any person make a request or recommendation that affects the duties of any member of the service, except as provided by Department procedures. *☆this means no calling your "hook" except as provided by Department procedures. Conferring with a prior supervisor or asking for a CO's rec would still be good, though ☆*
14. Engaging in conduct defined as discriminatory in P.G. 205-36, "Employment Discrimination," "SCOPE" statement.
15. Using Department letterhead, personnel, equipment, resources, or supplies for any non-Department purpose or non-city purpose.
16. Using any electronic/digital device (e.g., personal gaming device, MP3 player, personal digital assistant, Bluetooth headset, etc.) while on duty.

NOTE

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



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PERFORMANCE ON DUTY - PROHIBITED CONDUCT

P.G. 203-06	Effective 10/03/14
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17. Using any personal electronic/digital device (e.g., cellular phone, camera, etc.) to record video and/or audio or take photographs during any police encounter. *☆you need prior supervisory authorization and it has to be authorized Department technology as per the note below ☆*

NOTE

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

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

18. Manipulating manually or electronically, transmitting in any form, or distributing any official Department recorded media or recorded media coming into possession of the Department as evidence or for investigative purposes except as authorized for official Department business. Recorded media includes videotapes, photographic images or pictures, audio recordings, electronic or internet files or any like forms to be available in the future.
19. Wearing, carrying, or using an unauthorized portable radio while on duty.
20. Making an unauthorized radio transmission.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PERFORMANCE ON DUTY-PERSONAL APPEARANCE

P.G. 203-07	Effective 12/30/16
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PERFORMANCE ON DUTY –PERSONAL APPEARANCE

1. Be neat and clean.
2. Keep uniforms clean, well pressed, and in good repair. Shoes must be shined and will not display a clearly visible company name or logo.
3. Keep uniform securely buttoned.
 - a. When the short-sleeved shirt is worn, the collar button may be left unbuttoned but all other buttons shall be fastened.
4. Wear cap squarely on head, with center of visor directly over nose.
 - a. No hair is to show beneath the visor of the cap.
 - b. Cap must be worn when members are assigned to foot patrol, traffic posts, or details.
 - c. Members riding in Department vehicles may remove the cap while in the vehicle.
 - d. Police officers and detectives assigned to subway patrol duties in uniform have the option of wearing the cap during the period of June 1 to October 1. *★204-01 also states that if you're doing subway patrol for the entire tour and are assigned to Transit you can also wear the summer uniform. Both procedures do not apply to sergeants and above! ★*

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

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

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

NOTE Members of the service who are hired on or after January 1, 2007, must cover any visible tattoos by either regulation uniform, proper business attire, or a neutral colored skin covering such as a sports wrap or bandage. Such covering must resemble the skin tone of the member and must cover the entire tattoo. This includes but is not limited to any tattoo visible above the shirt collar, below the sleeve ends of any shirt, or on a visible area of the leg, ankle or foot. A limited exception may be granted by the member's commanding officer in writing due to the nature of the member's assignment. Such approval must be filed in the member's personnel folder.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PERFORMANCE ON DUTY-PERSONAL APPEARANCE

P.G. 203-07	Effective 12/30/16
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6. Wear hair so that it is neatly groomed.
 - a. All regulations regarding the appearance of members' hair apply equally to male and female uniformed members of the service.
 - b. When a member is in uniform, regardless of whether or not the uniform cap is required, hair will not be worn so that it falls over the eyebrows or reaches the collar. Ponytails are strictly prohibited while in uniform.
 - c. When the uniform cap is required, long hair must be securely gathered and placed under the uniform cap without the use of a ponytail. The hairstyle must allow for the cap to be placed squarely on the head, without visible bulk.
 - d. The length and bulk of the hair should not interfere with the wearing of any uniform headgear, including emergency equipment.
 - e. Any designs shaved into a uniformed member's hair/scalp are prohibited.
7. Necessary hair holding devices (such as but not limited to rubber bands, clips, barrettes, pins), when used, must be unadorned and plain, and be transparent or similar to the color of the hair. All such devices must be unobtrusive, and concealed as much as possible. Hair scarves, beads, bows, large and decorative fabric-covered elastic bands, large plastic clips, or other ornamental items are prohibited.
8. Keep sideburns closely trimmed and not extending below bottom of earlobe.
9. Have mustache neatly trimmed, not extending beyond, nor drooping below corners of mouth.
10. Do not grow a beard except under the following circumstances:
 - a. When required because of a medical condition, a beard may be grown **up to one millimeter** with written approval of the Police Surgeon concerned. (Copy of written approval will be in possession of member of the service whenever in uniform.)
 - b. When approved, in writing, by member's commanding officer because of nature of member's assignment. The member's commanding officer will ensure the member is clean shaven when the member is in uniform. (Copy of written approval will be in possession of member of the service whenever in uniform.)
 - c. When required because of religious accommodation, a beard may be grown **up to half inch** unless the applying member requests additional length. A request for additional length will be reviewed and decided upon by the Office of the Deputy Commissioner, Equal Employment Opportunity. (Copy of written approval will be in the possession of member of the service whenever in uniform.)

☆3 excusals for having a beard:

- (1) From CO because of member's assignment and (no length restrictions)
- (2) From ODCEEO for religious accommodation (up to half inch, but can apply for more)
- (3) From Police Surgeon for medical (up to one millimeter)

(always in writing and in possession of the member when in uniform—unlike for tattoos, where it goes in the member's personnel folder.)

NOTE Approval to grow a beard for a medical condition **or** religious accommodation does not grant a member permission to grow goatees, designer beards, or "chin strap" beards, all of which are strictly prohibited. ☆it just says medical or religious, so if it's part of your assignment then this is the only time you can grow a goatee/designer beard ☆



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PERFORMANCE ON DUTY-PERSONAL APPEARANCE

P.G. 203-07	Effective 12/30/16
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11. Do not wear ornaments or jewelry visible on the head, neck, or wrist while performing duty in uniform. Prohibited ornaments include, but are not limited to earrings, necklaces, neck chains, bracelets, and body piercing.
 - a. Medical alert bracelets may be worn visibly.
 - b. Watchbands must be a conservative color, such as navy, black, brown, yellow metal, white metal, or similar colors.
 - c. Rings may be worn if they are generally smooth, and not likely to catch on other objects. Rings with jagged edges, raised stones, etc., are not permitted.
12. Keep fingernails neatly trimmed and extending no more than ¼ inch from the fingertip.
 - a. Nail polish may be worn only if it is clear, or of a natural, conservative color.
 - b. Any designs or decorations on nails are prohibited.
13. Only those cosmetics which are of conservative color and amount shall be permitted.
14. Eyewear will be of conservative style and color. No neon or brightly colored frames may be worn. Eyeglass straps may be worn, but must be black.
15. While in uniform in public view, do not chew gum, use tobacco in any form, or hold toothpicks in the mouth. *★if you're in uniform and **not** in public view, you can do these things ★*
16. When authorized to perform duty in civilian clothing, wear attire appropriate for assignment.

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

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

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

All members being promoted are required to have a uniform inspection performed as soon as they are notified of the promotion. The member's current commanding officer will immediately conduct a uniform inspection, using the "Uniform Inspection Checklist." The promotee will present the completed "Uniform Inspection Checklist" to the Commanding Officer, Leadership Training Section, when assigned to the leadership training course.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

MAKING FALSE STATEMENTS

P.G. 203-08

Effective 08/01/13

PROHIBITED CONDUCT

1. Intentionally making a false official statement.

NOTE

The intentional making of a false official statement is prohibited, and will be subject to disciplinary action, up to and including dismissal. Intentionally making a false official statement regarding a material matter will result in dismissal from the Department, absent exceptional circumstances. Exceptional circumstances will be determined by the Police Commissioner on a case by case basis.

Examples of circumstances in which false statements may arise include, but are not limited to, lying under oath during a civil, administrative, or criminal proceeding or in a sworn document; lying during an official Department interview conducted pursuant to Patrol Guide 206-13, "Interrogation of Members of the Service" or an interview pursuant to Patrol Guide 211-14, "Investigations by Civilian Complaint Review Board;" and lying in an official Department document or report.

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

☆Remember, this is for OFFICIAL statements ☆



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PUBLIC CONTACT - GENERAL

P.G. 203-09

Effective 10/15/16

PUBLICCONTACT

1. Courteously and clearly state your rank, name, shield number and command, or otherwise provide them, to anyone who requests you to do so. Allow the person ample time to note this information, unless a CONTACT CARD is offered. *☆come test day, use common sense. "ample time" could mean a few seconds/minutes—or more if someone is asking for directions, etc. or a split second/no time if you're trying to cuff someone. If you offer them a Contact Card, however, then you don't have to give them "ample time" ☆*
 - a. Offer a CONTACT CARD to person requesting information with rank, name, shield and command captions completed, or under appropriate circumstances.

Note

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

2. Be courteous and respectful.
3. Avoid conflict with Department policy when lecturing, giving speeches or submitting articles for publication. Questions concerning fees received will be resolved by Chief of Personnel. *☆this implies you already got paid. If you receive a fee and you have no questions, then there's no need to follow this ☆*



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PUBLIC CONTACT - PROHIBITED CONDUCT

P.G. 203-10

Effective 04/15/16

PUBLIC CONTACT –PROHIBITED CONDUCT

1. Using discourteous or disrespectful remarks regarding another person’s ethnicity, race, religion, gender, gender identity/expression, sexual orientation, or disability.
 - a. Members shall address the public using pronouns, titles of respect, and preferred name appropriate to the individual’s gender identity/ expression as expressed by the individual. The term “gender” shall include actual or perceived sex and shall also include a person’s gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the legal sex assigned to that person at birth.
★if a person’s legal name is Al and they want to be called Betty, you call them Betty★
2. Knowingly associate with any person or organization:
 - a. Advocating hatred, oppression, or prejudice based on race, religion, gender, gender identity/expression, sexual orientation, or disability.
 - b. Disseminating defamatory material.
 - c. Reasonably believed to be engaged in, likely to engage in, or to have engaged in criminal activities.
 - d. Preventing or interfering with performance of police duty.
3. Divulging or discussing official Department business, except as authorized.
4. Manipulating manually or electronically, transmitting in any form, or distributing any official Department recorded media or recorded media coming into possession of the Department as evidence or for investigative purposes except as authorized for official Department business. Recorded media includes videotapes, photographic images or pictures, audio recordings, electronic or internet files, or any like forms to be available in the future.
★this is a CYA for the job, in case they invent anything in the future. Basically, anything and everything★
5. Engaging in conduct prejudicial to good order, efficiency, or discipline of the Department.
6. Making recommendation for or concerning any person or premises to any government agency in connection with issuance, revocation, or suspension of any license or permit, except when required in performance of duty. *★no “good guy” letter/phone call to the SLA for your buddies bar or calling the SLA, Sanitation, etc on a business to “teach them a lesson”★*
7. Soliciting, collecting, or receiving money for any political fund, club, association, society, or committee.
8. Joining any political club within the precinct to which assigned. *★for political clubs it can’t be within the precinct where you’re assigned and you can’t ask, collect, or receive money★*
9. Being a candidate for election to, or serving as member of a School Board, if School District is located within City of New York (see Section 2103-a, Education Law).
10. While on duty or in uniform *★on or off duty if in uniform★*, endorsing political candidates or publicly expressing personal views and opinions concerning the merits of:
 - a. Any political party or candidate for public office;
 - b. Any public policy matter or legislation pending before any government body; or
 - c. Any matter to be decided by a public election, except with the permission of the Police Commissioner.
11. Having an interest in or association with premises engaged in illegal gambling operations, smoke shops, after hours clubs, *or similar illegal activities*, except in performance of duty.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PUBLIC CONTACT - PROHIBITED CONDUCT

P.G. 203-10

Effective 04/15/16

12. Patronizing unlicensed premises (social clubs, after hours clubs, etc.) where there is illegal sale of alcoholic beverages and/or use of drugs, except in performance of duty. *★it has to be unlicensed AND there's illegal sale of alcohol/drug use ★*
13. Violating Section 1129 of the New York City Charter. This section provides that any uniformed member who shall accept any additional place of public trust or civil emolument *★salary, fee, or profit★*, OR who shall be nominated for any office elective by the people, and does not decline said nomination within ten days, shall be deemed thereby to have vacated his or her position/office in the Department. This vacatur of office **shall not** apply to the following:
 - a. A member of a community board
 - b. An appointment, nomination, or election to a board of education outside the City of New York
 - c. A member, who with the written authorization of the Mayor, shall accept any additional place of public trust or civil emolument, while on leave of absence without pay from the Department.
 - d. A member who, with the written approval of the Police Commissioner, shall accept any additional place or position outside the City of New York, limited to volunteer work as a member or volunteer in, of, or for a community board, not-for-profit corporation, volunteer fire department, or other similar community-oriented entity.
14. Smoking in public view while in uniform. *★if the public can't see you, you can smoke in uniform ★*
15. Occupying seat in a public conveyance, while in uniform, to exclusion of paying passenger. *★as long as there are seats left for paying passengers, you can sit, even if you are in uniform—unless you're doing train patrol duties as per step 16. If you're on duty but not in uniform you can sit as well—even if you're working train patrol duties ★*
16. Occupying seat on a train, while in uniform and assigned to train patrol duties.
17. Using personal card describing police business, address, telephone number, or title except as authorized by Department Manual.
18. Using Department of command identifiers as part of a privately held social media account moniker (e.g., @nypd_johndoe, @53Pct_janedoe, etc.)
19. Rendering any service for private interest, which interferes with proper performance of duty. *★if it doesn't interfere, you can do it ★*
20. Possessing or displaying police shield, IDENTIFICATION CARD, or similar object except as authorized by the Police Commissioner.
21. Failing to provide notice to the Department of an obligation or intention to perform services in any federal military branch or state militia organization. *★you can join the reserves or go to drills, you just have to let the Department know; it doesn't say you need the permission of the job ★*
22. Serving on a community board's Public Safety Committee (which deals directly with Police Department and other law enforcement matters).
23. Voting on any matter that comes before the community board concerning Police Department activities in the district that the board serves.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PUBLIC CONTACT - PROHIBITED CONDUCT

P.G. 203-10

Effective 04/15/16

24. Wearing any item of command-related merchandise which contains a Department logo or shield, or in any way identifies its wearer with the New York City Police Department, unless approved by the commanding officer concerned prior to being worn by a member of the service, uniformed or civilian, on or off duty.
- a. This prohibition extends to the use of the Department logo or shield in artistic or mural form, in caricature or cartoon-like representation, or on such items that include, but are not limited to:
- (1) Pins
 - (2) Jewelry
 - (3) Hats
 - (4) Mugs
 - (5) Clothing items
 - (6) Patches
 - (7) Writing implements
 - (8) Challenge coins
 - (9) Department property (walls, muster room entryway, watercraft, etc.)
 - (10) Any other adornment or curio.

☆no need to memorize the above, just glance at it. Item 10 "Any other" is a catch-all ☆

Things you can't do IN UNIFORM (aside from these, the rest of the procedure doesn't mention uniform/not in uniform)

- Occupying seat on a train, while in uniform and assigned to train patrol duties
- Occupying seat in a public conveyance, while in uniform, to exclusion of paying passenger
- Smoking in public view while in uniform
- While on duty or in uniform endorsing political candidates or publicly expressing personal views and opinions concerning the merits of:
 - Any political party or candidate for public office;
 - Any public policy matter or legislation pending before any government body; or
 - Any matter to be decided by a public election, except with the permission of the Police Commissioner.



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

FINANCIAL RESTRICTIONS -PROHIBITED ACTS

P.G. 203-13	Effective 02/27/14
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FINANCIAL RESTRICTIONS -PROHIBITED ACTS

1. Using confidential official information to advance financial interest of self or another. *★even if you don't personally profit, you can't do it★*
2. Becoming interested, directly or indirectly, in any manner except by operation of law in any business dealing with City.
3. Engaging, or rendering a service, in any financial, commercial or private interest which is directly or indirectly in conflict with official duties.
4. Purchasing city-owned real property through negotiated sale, EXCEPT a city-owned residential building of six units or less, may be purchased through negotiated sale. Violation subjects member to fine, suspension or dismissal and member may be prosecuted for a misdemeanor.
5. Purchasing real estate for rental purposes within precinct of assignment.
★if you're not renting it out, you can buy real estate within pct. of assignment★
6. Soliciting, accepting, printing or publishing advertisements, or booster lists, or receiving funds from a businessperson or any other person, directly or indirectly, relating to a journal or any other publication of any organization that has the word "POLICE" in its organization title or its literature, cards, tickets, etc., used to raise funds for any purpose indicating, in any way, an affiliation with this Department, without approval of the Chief of Internal Affairs.
7. Selling or issuing tickets, invitations or any other writing or device for the purpose of admission to functions held by religious, line or fraternal organizations within this Department, and any placards, invitations, circulars or other similar instrument advertising these affairs bearing the words "POLICE DEPARTMENT - CITY OF NEW YORK" or similar term indicating an affiliation with the Police Department without the approval of the Chief of Internal Affairs.

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

8. Authorizing use of photograph in uniform or mentioning rank, title or membership in Department for commercial advertisement.

FINANCIAL RESTRICTIONS

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

★Note: "Monetary prize" from foundations, universities, etc is different from "cash rewards" in 203-16. On test day "Monetary prize" will be a scholarship, fellowship, stipend, etc. "cash rewards"—which is prohibited—will be a reward for doing your job or something similar. Also note the distinction between an "award" and a "reward"—generally, "rewards" are more restrictive★



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

FINANCIAL RESTRICTIONS -PROHIBITED ACTS

P.G. 203-13	Effective 02/27/14
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10. Purchasing or acquiring property of another, without approval of commanding officer, knowing or having reason to know that such property was held in custody of this Department. *☆if we vouchered it at one point, this applies. ☆*
11. Soliciting, contributing or paying, directly or indirectly, or otherwise aiding another to solicit, contribute or pay any money or other valuable consideration which will be used in connection with a matter affecting the Department or any person connected with the Department, without permission of the Chief of Internal Affairs.
12. Soliciting or accepting loans from merchants, firms or persons doing business located or residing in area of assignment. *☆this means you can't apply for a mortgage from a bank in your area of assignment ☆*
13. Entering into a business or financial transaction with another member of the service who is your superior or subordinate where the superior has the power to direct the subordinate's work or has the power to affect the terms and conditions of the subordinate's employment. This means, but is not limited to, circumstances where the superior has direct supervision of the subordinate or instances where in the course of conducting police related business, there is a likelihood that the superior will be in a position to supervise or affect the assignment of the subordinate. Accordingly, members of the service who do not work in the same command but who do work within the same bureau/patrol borough should carefully consider, before entering into a business or financial transaction with each other, whether the above superior/subordinate relationship presently exists. Members of the service should also be aware that changes in assignments that affect the superior/subordinate relationship may make a pre-existing business or financial relationship an impermissible conflict of interest. The Office of the Deputy Commissioner, Legal Matters should be contacted if questions arise regarding these issues.
☆"but is not limited to" is catch phrase that could mean many things. Basically, a member can't enter into a business or financial transaction with a supervisor or subordinate. Exception: a subordinate can sell for profit or charity or solicit donations if it's \$25 or less ☆

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

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



RISEING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

FINANCIAL RESTRICTIONS-PROHIBITED INTEREST

P.G. 203-14

Effective 08/01/13

FINANCIAL RESTRICTIONS- PROHIBITED INTERESTS

1. No Department employee may have a position in a firm that the employee knows, or should know, is engaged in business dealings with the Department. *★how can this come up on the exam? It could be a “common sense” type question, like the company makes police radios, etc and they hire you as an accountant... ★*
2. No Department employee may have a position in a firm that the employee knows, or should know, is engaged in business dealings with the City, unless such position is in a firm whose shares are publicly traded.
★business dealings with the Department, never. Business dealings with the City, as long as it’s publicly traded★

NOTE For purposes of steps 1 and 2 above, a position with a firm includes, but is not limited to **★this is a catch-all, so no need to memorize the list★** an officer, director, manager, employee, trustee, attorney, agent, broker or consultant to the firm. The definition of “firm” includes an individual seeking business on his/her own behalf, and as a sole proprietor.

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

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

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

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

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

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

P.G. 203-15	Effective 08/01/13
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PURPOSE

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

SCOPE

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

PROCEDURE

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

- a. ALL members are required to report corruption or other misconduct whether on or off duty, inside or outside New York City. In particular, ranking officers are reminded that supervisory responsibilities are never abrogated. *☆abolished, repealed, done away with* ☆ Ranking uniformed members of the service must take affirmative action whenever they observe or become aware of corruption or other misconduct, including immediate notification to the Internal Affairs Bureau.
- b. On duty members, in or out of uniform, will return to their commands as soon as the event is over. They will not take a meal period and will not be granted lost time until they return to their assigned commands.
- c. All off duty uniformed members of the service who wish to wear their uniform outside New York City must receive permission in advance from the Police Commissioner, First Deputy Commissioner, or Chief of Department.

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

- d. Off duty members granted permission to wear uniforms will only wear them for the duration of the event. They must then change into civilian attire as soon as the event is over.
- e. Under no circumstances will any member wear his/her uniform off duty or attend any parties, dinners, fund raising events, etc., in uniform, without the permission of his/her commanding officer or designee. This includes social events that take place after a parade, funeral, etc., has ended.
- f. All members of the service are reminded to comply with *P.G. 203-06, "Performance On Duty - Prohibited Conduct,"* which prohibits the consumption of intoxicants when in uniform whether on or off duty. Members will not, under any circumstances, allow alcoholic beverages to be brought into Department facilities or vehicles except in performance of duty.



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

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

P.G. 203-15	Effective 08/01/13
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- g. All Department-oriented and law enforcement-oriented events that members of the service attend, wherever they take place, will be monitored by ranking officers from overhead commands. In selected cases, as specifically directed by the Police Commissioner, First Deputy Commissioner, or Chief of Department, the Internal Affairs Bureau will conduct such monitoring.
- h. Members are reminded of the provisions of *P.G. 204-08, "Firearms -General Regulations,"* which states that off duty members are to be unarmed at their own discretion when engaged in any activity of a nature whereby it would be advisable NOT to carry a firearm, especially those events at which alcoholic beverages are consumed. In addition, off duty members are reminded that they may only carry the regulation service revolver or pistol, authorized off duty revolver, or authorized special weapons.
- i. Members, when out of state for a parade, funeral, memorial ceremony, or any other Department-oriented or law enforcement-oriented event, may not carry any firearms without the permission of the Police Commissioner, First Deputy Commissioner or Chief of Department even when such an event takes place in a state which allows police officers from other jurisdictions to carry their weapons. *★permission from top 3 to carry outside NYS★*



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

GUIDELINES FOR ACCEPTANCE OF GIFTS AND OTHER COMPENSATION BY MEMBERS OF THE SERVICE

P.G. 203-16

Effective 08/1/13

PURPOSE

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

POLICY

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

SCOPE

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

PROCEDURE

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

This procedure applies even if you just hear (but haven't been told yet) that gift will be given to you in appreciation of police service.

MEMBER CONCERNED

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



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

RESIDENCE REQUIREMENTS

P.G. 203-18	Effective 09/27/16
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PURPOSE

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

MEMBER OF THE SERVICE

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

OPERATIONS COORDINATOR

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

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

☆you don’t have to notify the CO when your residency changes; you notify the CO only when that change violates the residency requirement above—like if you move to Sullivan County or New Jersey☆

ADDITIONAL DATA

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

Notwithstanding the general requirement of City residency, Local Law No. 48 of 2009, allows civilian members of the service who have completed two years of service to reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties. However, civilian members of the service with special patrolman designation status must reside within the five boroughs of New York City regardless of years of service. Traffic Enforcement Agents Level IV, School Safety Agents and Evidence/Property Control Specialists who have special patrolman status are exempt under the State Public Officers Law and after completing two years of employment with the City may reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

RESIDENCE REQUIREMENTS

P.G. 203-18	Effective 09/27/16
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This amendment will not affect administrative or judicial actions taken to enforce residency requirements which were in effect prior to the change.

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

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

Takeaway:

- Uniformed or civilian member will provide operations coordinator with physical home address (no PO Box) and landline telephone number and/or cellular telephone number, at residence (no beeper/pager numbers). In addition to these two things that you must provide you may (but are not obligated to) provide the operations coordinator with your email address.
 - If the residence of a member of the service subsequently changes and results in a contradiction of any of the above residency requirements, the member must immediately notify his/her commanding officer (e.g. you move outside of SWORN PO)
- OPERATIONS COORDINATOR will ensure that each member of the service reviews and updates their personal information via the Personal Data Forms Intranet System, as required.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

VACATION POLICY

P.G. 203-19

Effective 08/01/13

VACATION POLICY

1. Accrue vacation at the following rates:
 - a. 1 2/3 days each month during the first five years of service
 - b. 2 1/4 days each month after the first five years of service.
2. Vacations are granted according to seniority in rank and by squad assignment, if appropriate. (The date of actual appointment to the rank of police officer will determine seniority for vacation selection).
3. NOT MORE THAN 12% *☆this is the maximum. The limit can be set lower than this ☆* of personnel assigned to a uniformed patrol command (e.g., precinct, police service area, transit district, etc.) shall take vacation at the same time.
4. Staff members of uniformed patrol commands and the uniformed members of those commands who perform special tours of duty, i.e., day squad, traffic officers, etc., shall select vacation separately from other uniformed members of the command. The 12% limitation will be maintained, if possible. *☆unlike step 3, here you may go over 12%☆*
5. Probationary police officers are not permitted to take vacation while in training at the Police Academy. After assignment to permanent command probationary police officer is allowed to take vacation in excess of the 12% limitation but not in conjunction with next vacation allowance.
6. Vacations for uniformed members of the service assigned to other than uniformed patrol commands will be granted at the discretion of the commanding officer. The 12% limitation will be adhered to, if possible.
7. Vacations of police officers (1st grade) and detectives who perform duty with the Police Officer/Sergeant Duty Schedule may be selected as follows:
 - a. One period consisting of five sets of tours (or a comparable period based on the member's duty schedule)
OR
 - b. Two periods consisting of three sets and two sets of tours, OR
 - c. Three periods consisting of two periods of two sets of tours and one period consisting of one set of tours, OR
 - d. Four periods consisting of one period of two sets of tours and three periods consisting of three single sets of tours, OR
 - e. Five periods consisting of five single sets of tours.
8. Police officers, other than first grade, may select one period consisting of four sets of tours or two periods, each consisting of two sets of tours. However, if an officer's fifth anniversary appointment date falls within the current calendar year, the vacation allowance of said officer will be as follows: *(List omitted)*
9. Lieutenants, sergeants and detectives may take vacation in one period, two approximate equal periods, or may select vacations consisting of one complete set of tours and two others of approximately equal length. Captains through deputy chiefs will take vacations consistent with the needs of their command.
10. Uniformed members of the service (police officer through deputy chief) may carry over ***a maximum of three weeks*** vacation into following year subject to the following conditions:
 - a. Accrued time may not be taken during June, July, August or December.
 - b. Selection of accrued vacation is subject to exigencies of the Department.
 - c. Selection of accrued time will be made after regular vacation picks.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

VACATION POLICY

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- d. The 12% limitation remains in effect.

NOTE Accrued vacation guidelines do not apply to vacation time lost due to member being on sick report.

11. Excusal periods occurring immediately prior to, within and immediately following vacation are an integral part of such vacation. *★If you take off 5 days then your RDOs before and after are part of that vacation—9 days off total★*
12. Members shall start vacation at the beginning of a set of tours and consisting of a complete set, if possible.
13. Prepare annual vacation lists prior to January 1st to permit commencement of vacations on January 1st.
14. Two individual vacation days may be taken during January and February of the succeeding year, subject to the following guidelines:
 - a. Uniformed member concerned may select individual days when making regular vacation selection; however, if not selected with regular pick, they may be selected at later date subject to exigencies of the service.
 - b. **ONLY 2%** of uniformed members assigned to uniformed patrol commands may take individual vacation days at one time.
 - c. Police officers MAY NOT select more than one of the following holidays as an individual vacation day: Independence Day, Labor Day, Thanksgiving Day, Christmas Day or New Year's Day. *★CLINT or LT NIC. Police Officers only—nothing about bosses—can only take one of these days. Memorial Day is not mentioned, so you can have Memorial Day and Christmas, etc.★*
15. Take vacations at a time convenient to the Department.
16. Command timekeeper will enter vacation selections in the Command Diary.
17. Vacation selection may be changed to fill a vacant period or when members mutually agree to change vacation selections ONLY with permission of commanding officer.
18. Police officers retain original vacation selections when transferred. Supervisory officers may retain original selections if the efficiency of the command is not impaired. However, minor adjustments may be made to reflect new chart assignments.
19. Neither the executive officer nor the operations coordinator are permitted to take vacations at the same time as the commanding officer.
20. Uniformed member will apply for vacation lost during the preceding year due to sick leave, without delay, upon return to duty.
21. Vacation time granted in excess of accrued yearly allowance will result in reduction of vacation allowance in the following year.

In PATROL COMMANDS: NOT MORE THAN 12% of personnel assigned to a uniformed patrol command shall take vacation at the same time, with 2 exceptions:

- Staff members and those UMOS who perform special tours of duty (i.e., day squad, traffic officers, etc.,) shall select vacation separately from other uniformed members of the command and the 12% limitation will be maintained, if possible.
- Probationary police officers assigned to permanent command are allowed to take vacation in excess of the 12% limitation but not in conjunction with next vacation allowance.



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

AUTHORIZED LEAVE

P.G. 203-20

Effective 08/01/13

MEMBER OF THE SERVICE REQUESTING AUTHORIZED LEAVE

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

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

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

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

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

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

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

INTEGRITY MONITORING FILE

P.G. 203-21	Effective 10/16/13
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PURPOSE

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

DEFINITION

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

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

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

PROCEDURE

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

INTEGRITY CONTROL OFFICER

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

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

- a. “Designated Off-Limits Locations”
- b. “Unlawful Locations”
- c. “Cooping Locations.”

(captions on log omitted)

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

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

INTEGRITY MONITORING FILE

P.G. 203-21

Effective 10/16/13

The criteria that follows are captain's duties. No need to know it for a Lieutenant exam so it has been omitted, except for part of the additional data, below, for your information.

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

Takeaways:

Unlawful: You cannot go here on or off duty regardless of your command

Off-limits: You cannot go here on or off duty if it is within your command

Cooping prone location: Apply only to on-duty members

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

DEPARTMENT CONFIDENTIALITY POLICY

P.G. 203-22

Effective 08/01/13

PURPOSE

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

MEMBER OF THE SERVICE

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

***NOTE** The above guidelines also apply to the oral transmission of information contained in any Department information system.*

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

***RELATED PROCEDURES** Information Concerning Official Business of Department (P.G. 212-76) Release of Information to News Media (P.G. 212-77); Department Computer Systems (P.G. 219-14)*



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

PERSONAL INFORMATION VIA DEPARTMENT INTRANET

P.G. 203-24

Effective 9/27/16

PURPOSE

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

PROCEDURE

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

DEFINITION

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

MEMBER OF THE SERVICE

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

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

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

NOTE *Name changes must include supporting documentation (i.e., marriage certificate, court order, etc.). Members of the service must adhere to the Department residency requirements.*

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

OPERATIONS COORDINATOR

10. Ensure all members of the service review and update their personal information as follows:
 - a. Whenever a change in their personal information occurs
 - b. Annually, during evaluation periods
 - c. Any other time deemed necessary.
11. Ensure that supporting documentation accompanies change of name and/or social condition requests.
12. Assign command serial number to request.



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

PERSONAL INFORMATION VIA DEPARTMENT INTRANET

P.G. 203-24

Effective 9/27/16

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

Personnel Orders Division and CO steps 19-21 omitted

ADDITIONAL DATA

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

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

Members of the service may review/update their education information as necessary by selecting the "Education Tracking System" link under "Personnel Data Forms" and forward all necessary documents to the Education, Training, Opportunities and Tracking Unit.

BENEFICIARY CHANGES

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

Civilian members of the service must file necessary forms at the Human Capital Division located at One Police Plaza, New York, NY, Room 1014.

ADDITIONAL NOTIFICATIONS

Health Insurance Section: located at 90 Church Street, New York, NY, 12th Floor. Deferred Compensation Plan: located at 40 Rector Street, New York, NY, 3rd Floor.

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



RISING STAR PROMOTIONS
THE ESSENTIAL GUIDE FOR STUDIERS

DEPARTMENT POLICY PROHIBITING RACIAL PROFILING AND BIAS-BASED POLICING

P.G. 203-25

Effective 06/02/16

A.

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

B.

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

C.

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

D.

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

E.

Section 14-151 of the New York City Administrative Code and Department policy prohibit bias-based profiling and include demographic categories in addition to race, color, and national origin. The Administrative Code and Department policy prohibit the Department and individual officers from intentionally engaging in bias-based profiling, which is defined as "an act of a member of the force of the police department or other law enforcement officer that relies on actual or perceived race, national origin, color, creed, age, alienage or citizenship status, gender, sexual orientation, disability, or housing status as the determinative factor in initiating law enforcement action against an individual, rather than an individual's behavior or other information or circumstances that links a person or persons to suspected unlawful activity."



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With respect to race, color, ethnicity and national origin, the standards of conduct described in paragraphs “3” and “4” must always be met by the Department and its officers.

F.

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

G.

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

EXTENDED LEAVE OF ABSENCE - EDUCATIONAL FELLOWSHIP/SCHOLARSHIP NOTIFICATION OF INTENT

P.G. 203-26	Effective 08/01/13
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PURPOSE

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

DEFINITION

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

PROCEDURE

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

MEMBER OF SERVICE

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

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

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

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

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

DEPARTMENT EMAIL POLICY

P.G. 203-27	Effective 02/02/15
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PURPOSE

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

PROCEDURE

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

MEMBER OF THE SERVICE

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

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

6. Notify integrity control officer/designated supervisor of unauthorized use or receipt of improper content.
7. Notify integrity control officer/designated supervisor of any password compromise or breach of security.
8. Members of the service should check their email at least once a tour.

INTEGRITY CONTROL OFFICER/ DESIGNATED SUPERVISOR

9. Notify Information Technology Bureau Help Desk upon notification by a member of command of a breach in password security.
 - a. Comply with A.G. 325-44, “Department Computer Systems – Passwords.”
10. Conduct an immediate investigation and take disciplinary action, if necessary, upon receipt of a complaint of misuse of Department email system.
11. Conduct an immediate investigation and comply with P.G. 205-37, “Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material” upon receipt of a complaint of improper content on Department email system.

COMMANDING OFFICE/DESIGNATED SUPERVISOR

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

ADDITIONAL DATA: DEPARTMENT EMAIL POLICY NOTICE

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

DEPARTMENT EMAIL POLICY

P.G. 203-27	Effective 02/02/15
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All email communications may be stored and retrieved by the Department, regardless of whether a user intends or attempts to delete sent or received messages from the user's mailbox.

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

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

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

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

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

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

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

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

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

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

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

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

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



RISING STAR PROMOTIONS

THE ESSENTIAL GUIDE FOR STUDIERS

DEPARTMENT SOCIAL MEDIA ACCOUNTS AND POLICY

P.G. 203-28

Effective 04/15/16

PURPOSE

To provide procedures for social media account establishment, management, administration, oversight, and guidance for individual use.

DEFINITIONS

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

DEPARTMENT SOCIAL MEDIA ACCOUNT: An account established by the Department with a third party provider such as Facebook or Twitter.

HOSTING PRIVILEGES: The privilege of hosting an official NYPD social media account. The account host is responsible for all content appearing on the account.

POSTING PRIVILEGES: The privilege of posting to an official NYPD social media account such as a Facebook page or Twitter account.

PROCEDURE

When commands/units wish to establish a Department social media account:

REQUESTING COMMAND/UNIT

1. Forward request on Typed Letterhead to Deputy Commissioner, Strategic Communications (DCSC).
 - a. Include list of command/unit members who will be granted hosting/posting privileges.

***NOTE** In general, only commanding officers, bureau chiefs and deputy commissioners are authorized to establish a Department social media account. Exceptions will be made on a case-by-case basis, and only with the approval of DCSC. Commands are prohibited from hosting their own individual sites without approval of DCSC. Unauthorized accounts will be ordered closed.*

DEPUTY COMMISSIONER, STRATEGIC COMMUNICATIONS/INFORMATION TECHNOLOGY BUREAU omitted

***NOTE** DCSC is the primary liaison to commands maintaining or establishing Department social media accounts, and is available to provide training, guidance and assistance. Technical questions concerning mobile device access, browser compatibility, etc., should be referred to ITB. During large scale or emergency incidents, members will be guided by Operations Order 9, series 2016, "Social Media Plan: Emergency Incidents."*

WHEN A DEPARTMENT SOCIAL MEDIA ACCOUNT HAS BEEN COMPROMISED

COMMANDING OFFICER/ SUPERVISORY MEMBER

4. Notify the following upon becoming aware that a Department social media account has been compromised (i.e., personal identifying data posted, hacked account, etc.):
 - a. Deputy Commissioner, Strategic Communications
 - b. Deputy Commissioner, Public Information
 - c. Information Technology Bureau Wheel
 - d. Intelligence Bureau, Operations Unit (when a threat is made against a member of service).

***NOTE** In instances where a threat is made against a member of the service, DCSC will confer with the Intelligence Bureau/investigative unit concerned prior to determining actions regarding account status. For instance, investigators may request that a compromised account remain active to allow time to obtain information to enhance the investigation. In all cases, P.G. 221-19, "Threats Against Members of the Service" will be followed.*

Upon receiving a request for information from representatives of the media, or when responding to newsworthy incidents, members of the service will comply with the provisions of P.G. 212-77, "Release of Information to News Media." For incidents



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DEPARTMENT SOCIAL MEDIA ACCOUNTS AND POLICY

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Effective 04/15/16

involving members of the media, members of the service are reminded to comply with the provisions of P.G. 212-49, "Incidents Involving Media Representatives."

ADDITIONAL DATA

DEPARTMENT POLICY

No Department social media account is to be established except that which has been authorized by endorsement of the Deputy Commissioner, Strategic Communications. Members of service granted hosting privileges will be required to attend training provided by DCSC. Commanders/Account Hosts may designate one or more members of their command to post content on behalf of the command; DCSC will be advised and updated of any/all designees granted posting privileges. Only DCSC personnel, a host, or his/her designee, if authorized and trained, may post content to a NYPD social media site.

In accordance with P.G. 203-10, "Public Contact – Prohibited Conduct," members of the service are prohibited from using Department or command identifiers as part of a privately held social media account moniker (e.g., @nypd_johndoe, @053Pct_janedoe, etc.).

PERSONAL USE OF SOCIAL MEDIA BY MEMBERS OF THE SERVICE

Members of the service are to be cognizant of their personal use of social media sites. Any activities or statements made on social media sites are done so in an online domain where users have no reasonable expectation of privacy. Even if a member of the service has created "private" or "limited access" accounts or has customized "privacy settings," any statements, photographs, video clips or information which are sent over the internet may still be viewed and disseminated by third parties, even after the content has been edited or deleted by the user. When assessing actions that may violate this Order, be guided by common sense standards of reasonableness. Violations of this Order may subject members of the service to disciplinary action. All provisions of P.G. 203-10, "Public Contact - Prohibited Conduct" continue to apply to the use of social media.

Members of the service utilizing personal social media sites are to exercise good judgment and demonstrate the same degree of professionalism expected of them while performing their official duties. Members of the service should be aware that activities on personal social media sites may be used against them to undermine their credibility as members of the Department, interfere with official police business, compromise ongoing investigations and affect their employment status with the Department. Furthermore, information (including digital images) released on social media may endanger the safety of members of the service and/or their family members. Members of the service are urged not to disclose or allude to their status as a member of the Department. Divulging identifying information on social media sites may endanger officer safety and may limit a member of the service's eligibility for certain assignments. Members of the service who serve or seek to serve in an undercover capacity or work in highly sensitive assignments are particularly at risk. Because of the potential risks associated with the disclosure of one's status as a member of the Department, members of the service are prohibited from revealing Department affiliations of other individuals (e.g., partners, co-workers, supervisors, etc.) without the express consent of that individual. These restrictions include, and are not limited to, the individual posting, "tagging" and/or "sharing" pictures of other members of the service. Members of the service are prohibited from posting photographs of themselves in uniform and/or displaying official identification, patches or badges, marked/unmarked vehicles on internet sites without authorization from the Department. These prohibitions will not apply to photographs taken at official Department ceremonies (e.g., promotions, awards, medal/citations, etc.). Members of the service are prohibited from posting on the internet nonpublic items (e.g., witness statements, crime scene photographs, videos, etc.) that were gained as a result of their position with the Department.

*Members of the service are prohibited from **knowingly** engaging in any type of social media contact (e.g., "friending," "following," etc.) with a suspect, witness, or crime victim if that officer was either involved in the incident, or the officer became acquainted with that victim or witness during or because of the incident and the matter is under investigation or pending in a criminal court. Further, members of the service will not **knowingly** engage in social media contact about a matter under investigation or pending in criminal court with a lawyer who is working on that matter.*

Members of the service are prohibited from engaging in any type of social media contact (e.g., "friending," "following," etc.) with minors they interact with in the course of their employment with the Department. Such communications may be deemed inappropriate and create an appearance of impropriety. These restrictions do not bar such communication with relatives of the member of the service. This policy applies to both official use of social media and personal use of social media by members of the service. All members of the service are reminded that they are strictly accountable for their conduct at all times, whether on or off duty, inside or outside of New York City.