

KSA



The Path to Promotion

NYPD

**ADMINISTRATIVE
GUIDE**

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ADMINISTRATIVE GUIDE

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**POLICE
ATTENDANT
(continued)**

- f. Regulation handcuffs carried in handcuff case with key available for use.

**TRAFFIC
ENFORCEMENT
AGENT/
PARKING
ENFORCEMENT
SPECIALIST**

- 5. Wear and maintain the following regulation uniform/equipment:
 - a. Cap - white vinyl eight (8) point with chrome unnumbered cap device and black chinstrap. Summer mesh style white eight (8) point cap optional during applicable months, when so directed.
 - b. Shirt - medium blue, military type long/short sleeves with NYPD patches and Traffic rockers ½ inch below shoulder seam on both sleeves.
 - c. Blazer - navy blue (summer blouse) with silver (white metal) buttons, NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves.
 - d. Trousers - navy blue with ½ inch wide navy blue braid down both leg seams.
 - e. Skirt (optional) - navy blue knee length for females. Flesh tone, black or navy stockings must be worn with skirt.
 - f. Shoes - black, plain, smooth leather, lace type shoes with flat soles and raised rubber heels (no patent leather). Black leather sneakers with no visible lettering.
Boots - lace-up plain toe with no markings.
Pumps - black, plain leather pumps with heel no higher than one (1) inch (optional with skirt for females).
 - g. Socks - Only black cotton socks are authorized.
 - h. Optional inclement weather items:
 - (1) Raincoat - international orange with matching hat. International orange pants are optional.
 - (2) Two piece, high visibility, yellow waterproof jacket and pants with detachable hood. Black reflective lettering "NYPD TRAFFIC" on rear of jacket with NYPD patches on both shoulders. 3M reflective material on pants and jacket.
 - i. Overcoat - navy blue (winter coat) wool fingertip length with silver (white metal) buttons. NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves.
 - j. Optional summer uniform for agents assigned to street enforcement duties for their entire tour of duty:
 - (1) Regulation medium blue, short sleeve uniform shirt.
 - (2) Cargo style shorts, as available in the Equipment Section. Shorts will be hemmed to a length to the top of the knee.
 - (3) Black leather uniform athletic shoes, lace-up style ONLY, with no visible logos or markings. Either high-cut or low-cut style is authorized; however, the shoe should have no more than five (5) shoelace grommets/attachments.

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**TRAFFIC
ENFORCEMENT
AGENT/
PARKING
ENFORCEMENT
SPECIALIST
(continued)**

- (4) Black cotton crew socks, worn fully extended, length at least three (3) inches but no more than five (5) inches above outermost anklebone. Socks must be visible.
- (5) Regulation eight point white uniform hat.
- (6) White cotton gloves.
- (7) Reflective safety vest, as required.
- k. Optional winter items:
 - (1) Winter hat - white soft vinyl with black mouton trimming and chrome unnumbered cap device, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit.
 - (2) Turtleneck - medium blue turtleneck with NYPD markings worn only during winter season with duty jacket.

NOTE

The turtleneck shirt shall not be worn as an outer garment but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.

- (3) Sweater - navy blue commando V-neck sweater with PD patches and Traffic rockers $\frac{3}{4}$ inch below shoulder seam on both sleeves.
- (4) Ear muffs - black wool headband type.
- (5) Gloves - black (white for intersection duty).
- (6) Jacket - navy blue duty jacket with NYPD patches and Traffic rockers $\frac{3}{4}$ inch below shoulder seam on both sleeves.
- l. Reflective traffic safety vest – fluorescent yellow with a permanent label that states “**APPROVED BY NYPD EQUIPMENT SECTION SPEC #983.**” To be worn while performing traffic related duties. *(IO 2 s.10)*
- m. Shield - worn on left breast of outermost garment affixed to a leather shield holder.
- n. Nameplate - white metal with last name printed in black letters. Worn directly below shield affixed to leather holder.
- o. Patches - NYPD patches and Traffic rockers on both sleeves must be affixed to all garments except rain gear. **NO UNIT PATCHES PERMITTED.**
- p. Longevity bar - white enamel bar with gold colored trim and roman numeral. Mandatory for all traffic enforcement agents with over five (5) years of service. Bar is displayed at all times on the leather shield holder directly above shield. **NO SERVICE STRIPES/HASH MARKS ARE PERMITTED.**

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TRAFFIC ENFORCEMENT AGENT/PARKING ENFORCEMENT SPECIALIST (continued)

- q. Belt - black leather 1 ½ inches wide with gunmetal buckle. Utility belt and summons pouch may also be worn. No other belt buckles or fanny packs of any kind are permitted.
- r. Tie - navy blue breakaway type with NYPD tie clip. Worn with long sleeve shirt.
- s. Collar brass - Yellow metal “TCD” on left collar and unit designation in yellow metal on the right.
- t. Watch - working wristwatch must be worn at all times.
- u. Other jewelry - Only wedding bands are authorized.

NOTE *The Special Patrolman Patch is unauthorized and will not be worn by any member of the Department.*

TRAFFIC SUPERVISOR

- 6. Traffic Supervisor regulation uniform/equipment is same as Traffic Enforcement Agent EXCEPT:
 - a. Cap - gilt (gold) unnumbered hat device and gilt (gold) chinstrap.
 - b. Blazer (summer blouse) - with gold (yellow metal) buttons.
 - c. Trousers - 1 ¼ inch wide navy blue braid down both leg seams.
 - d. Overcoat - with gold (yellow metal) buttons.
 - e. Optional winter items:
 - (1) Winter hat - with yellow metal unnumbered hat device.
 - f. Nameplate - yellow metal with last name printed in black letters. Worn directly below shield affixed to shield holder.

NOTE *Traffic Supervisor Level I will wear appropriate silver colored three (3) pointed chevrons on sleeves of all outer garments except raingear. Traffic Supervisor Level II and III will wear a white shirt long/short sleeves with NYPD patches and Traffic rockers ½ below shoulder seam on both sleeves. Traffic Supervisor Level I will wear yellow metal “TCD” insignia on both collars of shirt. Traffic Supervisor Level II will wear silver (white metal) bars on collars of shirt as well as shoulders of blazer and overcoat. Traffic Supervisor Level III will wear two (2) silver (white metal) bars in the same manner as Traffic Supervisor Level II insignia.*

TRAFFIC MANAGER

- 7. Wear and maintain the following regulation uniform/equipment:
 - a. Cap – navy blue, eight (8) points with frame covered in black velvet. Gilt (gold) unnumbered hat device and gilt (gold) metallic chinstrap.
 - b. Shirt – white, long/short sleeve uniform shirt with NYPD patches and Traffic rockers ½ inch below shoulder seam on both sleeves.
 - c. Blazer - same as required for traffic supervisor.
 - d. Trousers – navy blue with 1 ¼ inch wide navy blue braid down both leg seams.
 - e. Skirt (optional) – navy blue knee length for females. Flesh tone, black or navy stockings must be worn with skirt.
 - f. Shoes - black, plain smooth leather, lace type shoes.
Boots - same as required for traffic agent.
Socks - same as required for traffic agent.
Pumps - same as required for traffic agent.

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TRAFFIC MANAGER (continued)

- g. Coat - navy blue double-breasted trench coat. Garments must be converted for uniform use by adding insignia on shoulder straps, two (2) NYPD patches and traffic rockers on upper right and left sleeves, replace eight (8) buttons with eight (8) large NYPD yellow metal buttons and add two (2) small yellow metal buttons to the shoulder straps.
- h. Shield - worn on left breast of outermost garment affixed to a leather shield holder.
- i. Nameplate - same as required for traffic enforcement supervisor.
- j. Rank insignia – Silver (white metal) oak leaf (with oak leaf stems pointing away from individual wearing them to the left and right), to be worn on both collars of shirt as well as shoulder straps of blazer/coat in the same manner as Traffic Supervisor Level II and III insignia.
- k. Patches - same as required for traffic enforcement agent.
- l. Longevity pin - same as required for traffic enforcement agent.
- m. Belt - same as required for traffic enforcement agent.
- n. Tie - same as required for traffic enforcement agent.
- o. Watch - working wristwatch must be worn at all times.
- p. Other jewelry - only wedding bands are authorized.

NOTE

Deputy Director and Director will wear the same uniform as Traffic Manager except Deputy Director will wear silver (white metal) spread eagle insignia and Director will wear silver (white metal) star insignia. Additionally, Director will wear the Traffic Manager hat with gilt (gold) spray design on visor.

TRAFFIC ENFORCEMENT AGENT - SPECIALIZED UNITS

TRAFFIC ENFORCEMENT AGENT, BICYCLE PATROL

- 8. Wear and maintain the following regulation uniform/equipment:
 - a. Helmet - white with the word TRAFFIC AGENT affixed on both sides in one and a half (1 ½) inch high black letters. Helmets must be ANSI and Snell certified, weighing approximately ten (10) ounces. Helmets are required for ALL members of the service on bicycle patrol.

NOTE

Baseball cap with Department logo (patch) on front of cap is authorized for use when not riding the bicycle and coming in contact with members of the community. The baseball cap will not be worn underneath the bicycle helmet.

- b. Jacket - two tone NYPD blue and yellow, waist length, with NYPD patch twelve (12) inches wide on top, eight and a half (8 ½) inches in height, sixteen (16) inches wide on the bottom with three and a half (3 ½) inch white letters NYPD TRAFFIC sewn on the back. A two and one quarter (2 ¼) inch by nine (9) inch wide patch with one and one half (1 ½) inch white letters TRAFFIC affixed below the right breast parallel to the reflective piping. Grommets on the right breast and TRAFFIC rockers above both patches.

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**TRAFFIC
ENFORCEMENT
AGENT,
BICYCLE
PATROL
(continued)**

- c. Shirt - light blue Coolmax polo shirt with the letters TRAFFIC printed in three and a half (3 ½) inch high gray reflective letters on the back, traffic rockers above each sleeve patch, and embroidered shield patch on the left breast. Shirts are available in both long and short sleeve. The long sleeve turtleneck shirt is authorized to be worn during inclement weather months underneath the long sleeve bicycle polo shirt.
- d. Shield and Nameplate - traffic enforcement agents will affix shield and nameplate to the grommets over the left breast and are not authorized to use a name and shield patch.
- e. Pants - Navy blue, supplex material, with an elastic drawstring waist, velcro belt holders, right back pocket with velcro closure, two (2) front bellow pockets with velcro closure, with right and left side pockets, one zipper and velcro snap on the bottom of each pant leg. Patrol Tactical pants may be worn by ALL ranks of uniformed members of the service on patrol, during court appearances and details, and by members permanently or temporarily assigned to headquarters security.
- f. Shorts - NYPD blue, with drawstring waist, velcro belt holders, two (2) hip pockets, and two (2) bellow/cargo pockets with pleats down center of the pockets. (Members of the service may utilize black spandex biking shorts with padding, underneath the uniform pants and shorts. The spandex shorts cannot be visible).
- g. Shoes/Socks - black leather sneakers with no visible lettering. Only black cotton socks are authorized.
- h. Gloves - black gloves may be worn.
- i. Luminous vest - Same as traffic enforcement agent.
- j. Eye gear - shatterproof protective.

NOTE

Under no circumstances will the bicycle or bicycle uniform be modified without proper authority. Any recommendations related to the changing of the uniform will be submitted through channels to the Chief of Patrol, Operational Development Unit, for consideration and presentation to the Chief of Department and the Uniform Committee.

A member of the service claiming damage of a bicycle uniform, which occurred during the performance of police duty, will follow the appropriate Patrol Guide procedure.

**TOW TRUCK
OPERATOR
(WORK
UNIFORM)**

- 9. Wear and maintain the following regulation uniform/equipment:
 - a. Hat - navy blue baseball cap with NYPD patch on front.
 - b. Shirt - navy blue Dickey style with NYPD patches and Traffic rockers ½ inch below shoulder seam on both sleeves. One (1) to two (2) inch silver reflective tape across back and on each front pocket flap.
 - c. Jacket - navy blue duty jacket with NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves. One (1) to two (2) inch silver reflective tape across back, on each front pocket flap, and around each cuff.

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**TOW TRUCK
OPERATOR
(WORK
UNIFORM)
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- d. Trousers - navy blue Dickey style work pants with one (1) to two (2) inch silver reflective tape along each leg seam.
- e. Coverall - navy blue with one (1) or two (2) inch silver reflective tape across back and on each front pocket. NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves. One (1) to two (2) inch silver reflective tape along each leg seam.
- f. Shoes/boots and socks - same as required for traffic enforcement agent.
- g. Rain gear - yellow jacket with NYPD on back and matching yellow pants.
- h. Optional winter items:
 - (1) Winter hat - white soft vinyl with black mouton trimming and chrome unnumbered hat device, to be worn only when temperature is expected to fall below 32 degrees Fahrenheit.
 - (2) Turtleneck - navy blue to be worn only under duty jacket or coverall.
- i. Shield - worn on left breast of outermost garment affixed to a leather shield holder.
- j. Patches - same as required for traffic enforcement agent.
- k. Longevity bar - same as required for traffic enforcement agent.

**HIGHWAY
EMERGENCY
LOCAL
PATROL
(HELP)
OPERATOR**

- 10. Wear and maintain the following regulation uniform/equipment:
 - a. Hat - orange baseball cap with NYPD logo in dark blue on front.
 - b. Shirt - orange T-shirt with HELP logo on front pocket.
 - c. Coverall - orange with NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves. HELP reflective logo across back and one (1) or two (2) inch silver reflective tape around sleeves and ankles.
 - d. Rain gear - yellow jacket with NYPD on back and matching yellow pants.
 - e. Boots - black military style leather plain front lace up with steel toe.
 - f. Vest - orange reflective safety vest with TRAFFIC on front and back.
 - g. Optional winter items:
 - (1) Turtleneck - orange turtleneck or dickey.
 - (2) Winter hat - orange soft vinyl with orange mouton trimming. To be worn only when temperature is expected to fall below 32 degrees Fahrenheit.

**SCHOOL
SAFETY
AGENT LEVEL
I AND II**

- 11. Wear and maintain the following regulation uniform/equipment:
DUTY UNIFORM
 - a. Cap - navy blue regulation eight (8) point cap with chrome unnumbered cap device and black chinstrap.
 - b. Shirt - medium blue, military type long/short sleeves with NYPD/School Safety patches ½ inch below shoulder seam on both sleeves.

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**SCHOOL
SAFETY
AGENT LEVEL
I AND II
(continued)**

- c. Trousers - navy blue with ½ inch braid down both leg seams.
- d. Skirt (optional) - navy blue knee length for females. Flesh tone, black or navy stockings must be worn with skirt.
- e. Shoes - black, plain, smooth leather, lace type shoes with flat soles and raised rubber heels. Secret sneaker is authorized.
- f. Boots - lace-up plain toe with no markings.
- g. Pumps - black plain leather pumps with heel no higher than one (1) inch (optional with skirt for females).
- h. Socks – black.
- i. Raincoat - international orange with matching rain hat. International orange pants are optional.
- j. Duty Jacket - waist length, navy blue, nylon with zip-out thinsulate lining, knit wristlets and waistband, zip side vents with NYPD/School Safety patches ¾ inch below shoulder seam on both sides.
- k. Optional winter items:
 - (1) Turtleneck - medium blue turtleneck with NYPD markings worn only during winter season with duty jacket.

NOTE

The turtleneck shirt shall not be worn as an outer garment but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.

- (2) Sweater - navy blue commando V-neck sweater with NYPD/School Safety patches ¾ inch below shoulder seam on both sleeves.
- (3) Ear muffs - black wool headband type.
- (4) Gloves - black leather spectra-lined.
- l. Shield - worn on left breast of outermost garment affixed to a leather shield holder.
- m. Nameplate - white metal with last name printed in black letters. Worn directly below shield affixed to leather shield holder.
- n. Longevity bar - white enamel breast bar with gold colored trim and roman numeral. Mandatory for all school safety agents with over five (5) years of service. Bar is displayed at all times on leather shield holder directly above shield. No service stripes/hash marks are permitted.
- o. Belt - black leather 1½ inches wide with gun-metal buckle. Second belt for equipment is optional. Equipment belt if worn will cover the trouser belt and be worn firmly around the waist. No other belt buckles or fanny packs of any kind are permitted.
- p. Tie - navy blue break-away type with NYPD tie clip. Tie worn with long sleeve shirt.

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**SCHOOL
SAFETY
AGENT LEVEL
I AND II
(continued)**

- q. Insignia – to be worn on the collar of the uniform shirt, as well as the collar of the outermost garment, as follows:
- (1) School Safety Agent Level I will wear yellow metal “School Safety” collar brass.
 - (2) School Safety Agent Level II will wear appropriate yellow metal, borough task force collar brass (e.g., BXTF, MNTF, MSTF, SSTF, etc.).

NOTE

Level II agents will not wear chevrons on sleeves.

- r. **MEMORANDUM PAD (PD112-141)** in regulation binder with the following required inserts.
- (1) **COMPILATION OF SPANISH PHRASES (PD167-090).**
 - (2) **COURTESY, PROFESSIONALISM AND RESPECT (PD439-111).**
 - (3) Any other insert, as required.
- s. Utility belt - black leather 1 ½ inches wide with gun metal buckle. Equipment belt will cover trouser belt and be worn firmly around the waist.
- t. Handcuffs - regulation handcuffs carried in handcuff case with key available for use (members with special patrolman status only).
- u. Serviceable flashlight - In appropriate holder attached to utility belt flashlight not to exceed 12 ½ inches in length. Tubular design (without attachments that alter the size, shape or weight of the device) powered by a maximum of three (3) “D” and a minimum of two (2) “C” batteries.
- v. Pen and pencil holder - attached to the utility belt with two (2) black ink pens.
- w. Watch - working wristwatch must be worn at all times.
- x. Other jewelry – only wedding band is authorized.

DRESS UNIFORM - (Same as duty uniform EXCEPT):

- a. Summer Blouse - navy blue with regulation gilt (gold) buttons and shoulder straps. NYPD/School Safety patches to be affixed ¾ inch below shoulder seam on both sleeves.
- b. Shoes - black, high gloss (manufactured using the poromeric or clarino process) lace type oxford shoes with flat soles and raised heels.

NOTE

Summer blouse is to be worn as dress uniform only. It is not authorized for everyday use. Duty jacket may be worn as an outer garment at ceremonies, only at the direction of the Commanding Officer, School Safety Division.

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SCHOOL SAFETY AGENT LEVEL III

12. Wear and maintain the same uniform as Level I and II except the following items:
 - a. Insignia - Level III agents will wear the appropriate silver colored cloth chevrons on both sleeves, in addition to yellow metal "School Safety" insignia on both collars of shirt.
 - b. Trousers - navy blue with 1 ¼ inch wide navy blue braid down both leg seams.
 - c. Nameplate - yellow metal with last name printed in black letters.

SUPERVISOR OF SCHOOL SECURITY/ ASSOCIATE SUPERVISOR OF SCHOOL SECURITY

13. Wear and maintain the same uniform as Level III (without chevrons) except for the following items:
 - a. Cap - blue eight (8) point cap, gilt (gold) chinstrap and gold unnumbered cap device. No baseball cap is authorized.
 - b. Shirt - white, long/short sleeve uniform shirt with NYPD/School Safety patches ½ inch below shoulder seam on both sleeves.
 - c. Insignia - supervisors will wear silver (white metal) rank insignia, as appropriate (i.e. silver (white metal) bar for Supervisor of School Security, and two (2) silver (white metal) bars for Associate Supervisor of School Security, both to be worn on the collar of the shirt as well as the shoulder straps of the duty jacket and summer blouse).

SCHOOL SECURITY MANAGER/ DEPUTY DIRECTOR AND DIRECTOR OF PATROL OPERATIONS

14. Wear and maintain the same uniform as Supervisor of School Security/Associate Supervisor of School Security except for the following items:
 - a. Optional coat - navy blue double-breasted trench coat. Garments must be converted for uniform use by adding insignia on shoulder straps, two (2) NYPD/School Safety patches on upper right and left sleeves, replace the eight (8) buttons with eight (8) large NYPD yellow metal buttons and add two (2) small yellow metal buttons to the shoulder straps.
 - b. Insignia – Silver (white metal) insignia of rank, to be worn on collar of shirt as well as shoulder straps of duty jacket and summer blouse:
 - (1) School Security Manager will wear silver (white metal) oak leaf (with oak leaf stems pointing away from individual wearing them to the left and right).
 - (2) Deputy Director will wear silver (white metal) spread eagle insignia.
 - (3) Director of Patrol Operations will wear silver (white metal) star insignia. Additionally, Director of Patrol Operations will wear the Supervisor of School Security hat with gilt (gold) spray design on visor.

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**ADDITIONAL
DATA**

All civilian uniformed members of the service will make seasonal changes as indicated by the Patrol Guide regarding the wearing of duty jackets and short sleeve shirts.

During January and July of each year, each civilian member of the service who is authorized to operate a Department vehicle, will present a valid New York State driver's license to their commanding officer.

The provisions of Patrol Guide 203-07, "Performance on Duty – Personal Appearance" regarding grooming and personal appearance will be followed by all uniformed civilian members of the service except those assigned to Fleet Services Division, civilian members in the title of motor vehicle operator (MVO), and in cases of legitimate medical conditions or religious observances.

**RELATED
PROCEDURES**

*Performance on Duty-Personal Appearance (P.G. 203-07)
General Uniform Regulations (P.G. 204-01)
Uniform Classifications (P.G. 204-02)
Lost Or Damaged Uniform (P.G. 204-07)
Inspection of Uniforms (A.G. 305-06)*

**FORMS AND
REPORTS**

**MEMORANDUM PAD (PD112-141)
COMPILATION OF SPANISH PHRASES (PD167-090)
COURTESY, PROFESSIONALISM AND RESPECT (PD439-111)**



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SLEEPING ACCOMMODATIONS IN STATION HOUSE			
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PURPOSE

To provide sleeping accommodations for members of the service.

COMMANDING OFFICER

1. Maintain an adequate number of beds in command, space permitting.
2. Restrict use of beds to members of the service, as follows:
 - a. Those who effect arrests late at night and are required to appear in court in the morning
 - b. Those required to perform unusual tours of duty during emergency conditions
 - c. Other unusual situations, as necessary.
3. Requisition beds and bedding from Quartermaster Section as required.
4. Require that beds be maintained in clean and serviceable condition at all times.
 - a. Utilize local laundry service for cleaning of linen
 - b. Submit itemized **EXPENSE REPORT (PD102-061)** with related bills attached, to Audits and Accounts Unit, for reimbursement.
5. Instruct personnel that sleeping accommodations will be utilized only with the knowledge and consent of desk officer.

DESK OFFICER

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

FORMS AND REPORTS

EXPENSE REPORT (PD102-061)



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PRIVATE VEHICLES AUTHORIZATION			
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PURPOSE

To authorize members of the service to use their private vehicles in the performance of official police duty.

PROCEDURE

When the use of a member's privately owned vehicle is necessary or desirable for the performance of official police duty:

MEMBER OF THE SERVICE

1. Prepare **REQUEST TO USE PRIVATE VEHICLE (PD471-160)**.
 - a. Submit to commanding officer for approval.

COMMANDING OFFICER

2. Review report and indicate approval/disapproval.
3. List any restrictions in the use of vehicle.
4. Indicate if gas and oil are authorized.
5. If approved, personally advise member that report must be resubmitted annually by December 31st for the following year and that authorization is revoked upon transfer.
6. Forward approved request to Commanding Officer next higher command. *(IO 3 s.07)*
7. Have **REQUEST** distributed as indicated on form.
 - a. Blue copy of **REQUEST** will not be forwarded by Organized Crime Control Bureau personnel.
 - b. File copies of approved requests at command for future reference. *(IO 3 s.10)*

C.O., NEXT HIGHER COMMAND

8. Review report and indicate Approval/Disapproval.

COMMAND INTEGRITY CONTROL OFFICER

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

ADDITIONAL DATA

When authorization is revoked, or when member no longer wishes to volunteer the use of the vehicle, the commanding officer concerned will prepare **REQUEST TO USE PRIVATE VEHICLE**, indicate **REVOKED** in the "Reason for Request" space and distribute the form as indicated. Authorization is automatically revoked when member is transferred.

Each time an authorized privately owned vehicle is to be used for official police duty during a particular tour, the commanding officer concerned will direct that an entry, authorizing such use, be made in the Command Log. The entry will include:

- a. Time use of private vehicle begins
- b. Rank, name and tax registry number of member
- c. Year, make and registration of vehicle
- d. General purpose of trip, e.g., to conduct investigations.

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DATA
(continued)**

Commands without a Command Log will notify, via telephone, the next higher command in the chain of command that maintains a Command Log to have the required entry made. However, commands having the primary function of conducting internal investigations, and which do not maintain Command Logs, are exempted from this requirement. Such commands shall maintain the second section of the Vehicle Identification Plate/Private Vehicle Use Log (see A.G. 325-15, "Vehicle Identification Plates"), whether or not fuel is authorized. All relevant and appropriate entries will be made therein in lieu of a Command Log entry, and supervisors concerned shall indicate approval of private vehicle use by initialing the designated column before each authorized trip. As a guide, commanding officers may approve private vehicles to be used for Department business when Department vehicle or appropriate public transportation is not available and the use is essential for an investigation or operation, e.g., investigative/inspectional functions, or for tasks deemed necessary and appropriate by the commanding officer that are in the best interest of the Department.

Private vehicles should not normally be used for purely administrative functions nor for transportation to court/property clerk, etc., when Department vehicles or public transportation are available and appropriate. Exceptions must be detailed in the Command Log prior to authorization.

Authorization to use a private vehicle for official police business while on duty does not extend to commutation to and from residence and command. When due to exceptional circumstances a commanding officer requests and authorizes a member to report directly from the member's residence to a location other than the command, travel mileage to and from residence and reporting location by the most direct route will be considered authorized police business for the purposes of gas, oil or travel mileage and P.G. 217-07, "Accidents - Private Vehicles Authorized for Police Use," will apply if accident occurs. Such authorization must be documented in the Command Log prior to the member leaving residence for travel to command, including details of the exceptional circumstances.

*Commanding officers concerned will direct the integrity control officer or other supervisor to perform a scofflaw check, utilizing the FINEST System, on each vehicle for which a **REQUEST TO USE PRIVATE VEHICLE** is received or when a member of the service reports a change or an addition in vehicle(s) which will be utilized. The results of the scofflaw check will be entered by the commanding officer on the **REQUEST**. The integrity control officer or designated supervisor performing the scofflaw checks will enter the results of these checks in the second section of the Vehicle Identification Plate/Private Vehicle Use Log. Entries will be made by drawing a line after the last entry indicating the date, license plate number, make and year of vehicle, results of scofflaw check and signature of supervisor performing check. If a vehicle is identified as being a scofflaw, permission will not be granted to use private vehicle. Additionally, appropriate measures will be taken to resolve the scofflaw issue and prevent further abuses.*

**RELATED
PROCEDURES**

*Accidents - Private Vehicles Authorized for Police Use (P.G. 217-07)
Vehicle Identification Plates (A.G. 325-15)*

**FORMS AND
REPORTS**

REQUEST TO USE PRIVATE VEHICLE (PD471-160)



ADMINISTRATIVE GUIDE

Section: Department Property		Procedure No: 325-15	
VEHICLE IDENTIFICATION PLATES			
DATE ISSUED: 06/01/2005	DATE EFFECTIVE: 06/01/2005	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To provide **Vehicle Identification Plates (Misc.740)** for private vehicles used on official business.

DEFINITION **VEHICLE IDENTIFICATION PLATE** - Cardboard, approximately four (4) inches by ten (10) inches, laminated in plastic, with serial number and containing expiration date. (Plate color and design change each year; expiration date may change from year to year).

PROCEDURE When **Vehicle Identification Plates** are required, for private vehicles on official business:

- | | |
|--|--|
| BUREAU
CHIEF/DEPUTY
COMMISSIONER | <ol style="list-style-type: none"> 1. Determine number of plates required. 2. Prepare request on Typed Letterhead to Support Services Bureau including: <ol style="list-style-type: none"> a. Command b. Number of plates c. Justification 3. Forward request through channels. |
| COMMANDING
OFFICER,
SUPPORT
SERVICES
BUREAU | <ol style="list-style-type: none"> 4. Review approved requests and forward to Fleet Services Division for processing. |
| COMMANDING
OFFICER | <ol style="list-style-type: none"> 5. Provide for the proper use and security of Vehicle Identification Plates. 6. Have a Vehicle Identification Plate/Private Vehicle Use Log maintained, utilizing a Department record book, divided into three (3) sections as follows: <ol style="list-style-type: none"> a. SECTION 1 - Vehicle Identification Plates assigned to command b. SECTION 2 - Members authorized to obtain gas and oil from Department facilities. c. SECTION 3 - E-Z pass number assigned to plate, if applicable. |

NOTE *Organized Crime Control Bureau and other commands that account for the use of private vehicles on **INVESTIGATOR'S DAILY ACTIVITY REPORT (PD439-156)** and do not receive gas and oil, need only maintain the **Vehicle Identification Plate** section of the Log.*

7. Post on inside front cover a listing of all **Vehicle Identification Plates** assigned to command.
 - a. Additions and deletions will be entered with reason therefore.
8. Post on inside rear cover, a listing of those members of the service approved to use their private vehicle and authorized to obtain gas and oil at Department facilities.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
325-21	06/01/2005		3 of 3

COMMANDING OFFICER CONCERNED 20. Forward remaining cash and all purchase receipts with a covering report on **Typed Letterhead** to parent command upon termination of the emergency gasoline situation.

CHIEFS OF ORGANIZED CRIME CONTROL, DETECTIVES AND INTERNAL AFFAIRS BUREAU 21. Direct subordinate personnel, when notified of emergency gasoline situation, to utilize investigators' funds to purchase gasoline for Department vehicles.

- a. Receipts for each purchase will be obtained and:
- (1) Organized Crime Control personnel - attached to individual member's **INVESTIGATORS DAILY ACTIVITY REPORT (PD 439-156)**.
 - (2) Chief of Detectives/Internal Affairs Bureau personnel - forwarded to commanding officer.

22. Forward a report of emergency gasoline expenditures with receipts attached to the Audits and Accounts Unit for reimbursement at the conclusion of the emergency.

FORMS AND REPORTS

INVESTIGATORS DAILY ACTIVITY REPORT (PD 439-156)
Typed Letterhead

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INTERIM ORDER

SUBJECT: REVISION TO ADMINISTRATIVE GUIDE 325-22, "RELEASE OF VEHICLE TOWED WHILE ON OFFICIAL DUTY" AND ADMINISTRATIVE GUIDE 325-14, "PRIVATE VEHICLES AUTHORIZATION"		
DATE ISSUED:	REFERENCE:	NUMBER:
02-05-10	*A.G. 325-22 AND A.G. 325-14	3

1. Administrative Guide 325-22, "Release of Vehicle Towed While on Official Duty" is being revised to enhance the accountability and integrity of the procedure for obtaining the release of a Department owned vehicle, an authorized privately owned vehicle used while on official business, or a privately owned vehicle utilized in a police emergency situation, and the vehicle was towed and impounded by Parking Enforcement District personnel.

2. Therefore, effective immediately, Administrative Guide 325-22, "Release of Vehicle Towed While on Official Duty" is **SUSPENDED** and the following new procedure will be complied with:

PURPOSE To obtain the release of a Department owned vehicle, an authorized privately owned vehicle being used while on official business or a privately owned vehicle utilized in a police emergency situation.

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

DESK OFFICER 2. Notify precinct commanding officer/executive officer, or if not available, the duty captain.

NOTE *Duty captain from other than a Patrol Services Bureau command may respond, if available, and perform functions of the precinct commander/executive officer/duty captain, for those members assigned under their jurisdictions.*

PRECINCT COMMANDING OFFICER/ EXECUTIVE OFFICER/ DUTY CAPTAIN 3. Conduct investigation of circumstances and prepare a report on **Typed Letterhead** to the Chief of Department and include the following information:

- a. Rank, name, shield, command and specific tour of duty of the operator of towed vehicle
- b. Year, make, model and registration, including Department vehicle number and assigned command (if Department owned vehicle), or name and address of registered owner of vehicle (if private vehicle authorized for official police duty), with copies of the approved **REQUEST TO USE PRIVATE VEHICLE (PD471-160)** and Command Log entry as required by A.G. 325-14, "Private Vehicles Authorization"

**PRECINCT
COMMANDING
OFFICER/
EXECUTIVE
OFFICER/
DUTY
CAPTAIN
(continued)**

- c. Department **Vehicle Identification Plate (Misc. 740)** number, if applicable
- d. Time and location of tow
- e. Notice of Parking Violation serial number and type of violation vehicle was towed for (attach copy of the Notice of Parking Violation to the report)
- f. Purpose for which the vehicle was being used for at time of the tow
- g. Circumstances surrounding tow, including the type of urgent police business, if applicable
- h. Disciplinary action taken, if any.

NOTE

When considering the appropriateness of disciplinary action, examine the requirements of having the underlying Notice of Parking Violation dismissed as either a “Valid Verifiable Defense,” “Urgent Police Action” or “Necessary Police Action” as described in P.G. 209-30, “Summons Served on Vehicle Used on Department Business.”

Prior to requesting vehicle release for privately owned authorized vehicles, determine if A.G. 325-14, “Private Vehicles Authorization” and A.G. 325-15, “Vehicle Identification Plates” have been complied with and that the circumstances are such that vehicle release procedures should be initiated.

- 4. Forward copies of the report as follows:
 - a. Chief of Department (through channels)
 - b. Commanding officer of vehicle operator
 - c. Command to which vehicle is assigned
 - d. Operations Unit (direct).
- 5. Direct operator of towed vehicle or authorized member to hand deliver the Operations Unit copy of the report, prepared by the precinct commanding officer/executive officer/duty captain, to the Operations Unit to obtain approval for the release of vehicle from tow pound.

**OPERATIONS
UNIT MEMBER**

- 6. Verify that required information is listed on the underlying report from the precinct commanding officer/executive officer/duty captain.
 - a. For Department owned vehicles issue an Operations Unit control number, obtain an Internal Affairs Bureau (IAB) Log number and notify the Parking Enforcement District Tow Pound to release the vehicle, or
 - b. For an authorized privately owned vehicle or privately owned vehicle utilized in an emergency police situation, issue an Operations Unit control number. Obtain an IAB Log number and the concurrence of the IAB duty captain prior to releasing the vehicle. If the IAB duty captain concurs with the decision to release the vehicle, notify the Parking Enforcement District Tow Pound to release the vehicle.
- 7. Indicate on the upper right hand corner of the report prepared by the precinct commanding officer/executive officer/duty captain, the Operations Unit control number, the IAB Log number and the disposition of the vehicle (release APPROVED or DENIED).

INTERIM ORDER NO. 3

**OPERATIONS
UNIT MEMBER
(continued)**

8. Forward copy of report from the precinct commanding officer/executive officer/duty captain with the Operations Unit control number and IAB Log number to the Chief of Internal Affairs, via fax to the IAB Command Center.

**OPERATOR OF
TOWED
VEHICLE OR
AUTHORIZED
MEMBER**

9. Respond to appropriate borough tow pound to effect release of vehicle.
10. Comply with *P.G. 209-30*, “*Summons Served on Vehicle Used on Department Business.*”

**COMMANDING
OFFICER,
OVERHEAD
COMMAND**

11. Verify, in endorsement, if vehicle release was appropriate on copy of report to Chief of Department.

PRIVATELY OWNED VEHICLE USED IN EMERGENCY POLICE SITUATION

**OPERATOR OF
TOWED
VEHICLE**

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

DESK OFFICER

13. Notify precinct commanding officer/executive officer, or if not available the duty captain.

**PRECINCT
COMMANDING
OFFICER/
EXECUTIVE
OFFICER/
DUTY
CAPTAIN**

14. Conduct investigation of circumstances and prepare a report on **Typed Letterhead** to the Chief of Department and include the following information:

- a. Rank, name, shield, command and specific tour of duty of operator of towed vehicle
- b. Department **Vehicle Identification Plate** number, if applicable
- c. Time and location of tow
- d. Notice of Parking Violation serial number and type of violation vehicle was towed for (attach copy of the Notice of Parking Violation to the report)
- e. Circumstances surrounding tow, including the type of urgent police business being undertaken
- f. Recommend whether vehicle release procedure should be initiated based on results of investigation
- g. If it is recommended that the vehicle is to be released from the tow pound, direct operator of towed vehicle or authorized member to report to the Operations Unit with the Operations Unit copy of the report to obtain approval for the release of the vehicle from the tow pound.

15. Forward copies of the report as follows:

- a. Chief of Department (through channels)
- b. Commanding officer of vehicle operator
- c. Operations Unit (direct).

**OPERATIONS
UNIT MEMBER**

16. Comply with procedure outlined in steps “6,” “7,” and “8” above.

**COMMANDING
OFFICER
OVERHEAD
COMMAND**

17. Verify, in endorsement, if vehicle release was appropriate on copy of report to Chief of Department.

**ADDITIONAL
DATA**

If subsequent to the approval of the precinct commanding officer/executive officer/duty captain or other intermediate command, of the release of the privately owned towed vehicle utilized in an emergency situation, a determination is made that the approval should not have been made, the operator of the towed vehicle or other concerned party will be required to pay the New York City Police Department for tow charges and the Parking Violations Bureau for any summons received, in addition to any other disciplinary action deemed appropriate.

**RELATED
PROCEDURES**

*Summonses Served on Vehicle Used on Department Business (P.G. 209-30)
Private Vehicles Authorization (A.G. 325-14)
Vehicle Identification Plates (A.G. 325-15)*

**FORMS AND
REPORTS**

REQUEST TO USE PRIVATE VEHICLE (PD471-160)
Vehicle Identification Plate (Misc. 740)
Typed Letterhead

3. Additionally, Administrative Guide 325-14, “Private Vehicle Authorization” is amended as follows:

a. **ADD** new subdivision “**b**” following step “**7**”, opposite actor “COMMANDING OFFICER,” on page “**1**” to read:

“COMMANDING OFFICER b. File copies of approved requests at command for future reference.”

4. Any provisions of the Department Manual or any other Department directive in conflict with the contents of this Order are suspended.

BY DIRECTION OF THE POLICE COMMISSIONER

**DISTRIBUTION
All Commands**