

KSA



The Path to Promotion

NYPD

PATROL GUIDE

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K.S.A. Publications, Inc.
P.O. Box 2007
New York, N.Y. 10010

www.ksapublications.com
info@ksapublications.com

PATROL GUIDE

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**PATROL
SUPERVISOR
(continued)**

20. Notify switchboard operator of location where meal will be taken and relieve lieutenant platoon commander or desk officer for meal, when designated.
21. Direct uniformed members assigned to scooter duty to report to lieutenant platoon commander or desk officer for reassignment when weather/road conditions make scooter operation dangerous.
22. Review the **POLICE OFFICER'S MONTHLY PERFORMANCE REPORT (PD439-1414)** and if applicable, **POLICE OFFICER'S MONTHLY OVERTIME PERFORMANCE REPORT (PD439-1414A)** of police officers/detectives. Make required entries and deliver to commanding officers within seven (7) days following month for which submitted.
23. Sign return **ROLL CALL (PD406-144)** after completion of tour.
24. Supervise member's performance of duty, test knowledge of command conditions and closely evaluate member's activity.
25. Submit to commanding officer, in writing, recommendations for special assignment, detective designation, or change in assignment for members under supervision.
26. Evaluate driving habits and abilities of members of the platoon and take corrective action as necessary.



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Section: Duties and Responsibilities		Procedure No: 202-18	
SUPERVISOR OF ANTI-CRIME PATROL			
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SUPERVISOR, ANTI-CRIME PATROL

1. Confer with commanding officer, special operations lieutenant, crime analysis officer and uniformed supervisors on patrol to identify locations of high crime within the command.
2. Examine **COMPLAINT REPORTS (PD313-152)** and **ON LINE BOOKING SYSTEM ARREST WORKSHEETS (PD244-159)** to establish times and locations of violent street crimes and burglaries.
3. Inspect members daily for proper equipment and ensure that each member is equipped with a nylon windbreaker jacket (including Transit Bureau anti-crime members) conforming to the specifications of **P.G. 204-04, "Optional Uniform Items,"** and pepper spray. *(IO 2 s.10)*
4. Inspect Department autos daily for necessary equipment, including portable red light.
5. Ensure that members are properly trained regarding duties as described in current Department directives.
6. Supervise member's performance, be cognizant of location of anti-crime members, and be able to contact personnel at all times.
7. Apprise patrol sergeants of anti-crime activity locations for information of uniformed members on patrol.
8. Ensure that anti-crime personnel do not conduct decoy operations without prior approval of the bureau chief concerned.
9. Notify platoon commander and special operations lieutenant of all incidents of importance that occur during tour.



PATROL GUIDE

Section: Duties and Responsibilities		Procedure No: 202-34	
COMMAND AUXILIARY POLICE COORDINATOR			
DATE ISSUED: 03/06/09	DATE EFFECTIVE: 03/13/09	REVISION NUMBER: 09-01	PAGE: 1 of 3

COMMAND AUXILIARY POLICE COORDINATOR

1. Perform tours of duty that coincide with the tours of auxiliary police personnel, when possible.

NOTE

Commanding officers concerned will make a concerted effort to ensure that the assignment of the command auxiliary police coordinator is a full time assignment.

2. Assist commanding officer and special operations lieutenant in the command's problem solving objectives by coordinating and maintaining a liaison with the crime prevention officer, community affairs officer, youth officer, planning officer and community policing coordinator.
3. Coordinate all auxiliary police activities within command.
4. Recruit new members into the Auxiliary Police Program continually by developing strategies with the Commanding Officer, Auxiliary Police Section and recruitment staff.
5. Conduct mandatory "basic training" classes for new recruits twice a year with at least ten (10) recruits.
 - a. Schedule training for auxiliary personnel by contacting the Training Unit, Auxiliary Police Section.
6. Identify and recommend to the special operations lieutenant suitable volunteer auxiliary police for the "Purchase of Alcohol to Minors" operation.
7. Obtain shields and identification cards of members leaving the Auxiliary Police Program and process accordingly.
8. Submit requests for recognition awards and promotion.
 - a. Forward requests to Auxiliary Police Section through borough auxiliary police coordinator concerned.
9. Ensure that hours performed by auxiliary police members are accurately recorded.
 - a. Include monthly activity figures on required Auxiliary Police Section form and forward to the borough auxiliary police coordinator and Auxiliary Police Section.
10. Interview, enroll and investigate new applicants to the program.
 - a. Prepare initial/final packages
 - b. Conduct confidential investigations, if necessary
 - c. Report to Auxiliary Police Section three (3) weeks after start of "basic training" course with initial package and immediately upon completion of the course with final package.
11. Examine and verify all information submitted including proof of residence, employment, citizenship, etc.
 - a. Must verify by written documentation that on-file applicant is a permanent resident or possesses a valid visa issued by Immigration and Naturalization Service.

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**COMMAND
AUXILIARY
POLICE
COORDINATOR
(continued)**

12. Inspect auxiliary police officers at roll call, make assignments, and provide instruction on current orders, directives, bulletins, etc., issued by Commanding Officer, Auxiliary Police Section.
13. Confer with the commanding officer, special operations lieutenant and planning officer to develop plans for optimum use of auxiliary police members in the event of an emergency.
 - a. Ensure that auxiliary police mobilization plans are developed and tested by the command and all auxiliary police personnel are instructed on the provisions of the plans.
14. Safeguard and maintain all equipment and supplies assigned for auxiliary police use.
15. Inspect all portable radios and the reserve supply of bullet resistant vests assigned to command for auxiliary police use, when performing duty.
 - a. Document inspection by listing serial numbers of portable radios and the reserve supply of bullet resistant vests assigned to the command for auxiliary police use in the Auxiliary Police Unit Command Loaner Vest/Radio Log and indicate if all property is present and accounted for.

NOTE

If a portable radio is lost or stolen immediately comply with P.G. 219-15, "Portable Radio Transceivers." (10 72-1 s.09)

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

The inspection and documentation of portable radios and the reserve supply of bullet resistant vests assigned to a command for auxiliary police use will be completed daily. In the absence of the command auxiliary police coordinator, the special operations lieutenant/platoon commander will designate an appropriate uniformed member of the service to complete the above step. (10 72 s.09)

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

NOTE

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

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NOTE
(continued)

All borough and command auxiliary police coordinators are responsible for program management and will ensure adherence to the provisions of the Auxiliary Guide and all related directives, bulletins, orders, etc., published by the Commanding Officer, Auxiliary Police Section.

ADDITIONAL DATA

Each command auxiliary police coordinator will maintain an Auxiliary Police Unit Command Loaner Vest/Radio Log to ensure the integrity and safekeeping of all portable radios and the reserve supply of bullet resistant vests assigned to the command for auxiliary police use. (10 72 s.09)

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

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



PATROL GUIDE

Section: Duties and Responsibilities		Procedure No: 202-35	
COMMAND LAN MANAGER			
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COMMAND LAN MANAGER

1. Responsible for the serviceability, proper care and use of **all** computer hardware and software assigned to the command.
2. Monitor the daily operation of the Local Area Network and other computer related equipment.
 - a. Make minor repairs, adjustment, etc., to such equipment.
3. Contact the Management Information Systems Division, Help Desk, for required assistance and service.
 - a. Submit a written report on **Typed Letterhead**, addressed to Management Information Systems Division, if service provided by contracted repair vendor does not resolve equipment problems in a timely manner.
4. Inspect all computer equipment in command daily for cleanliness, orderly condition, accountability and operation.
 - a. Inform desk officer of results of inspection.

NOTE

The desk officer shall record the results of the inspection in the Command Log.

5. Maintain a current inventory listing, including maintenance history, of all computer hardware and software.
 - a. Advise Management Information Systems Division of any additions or deletions of hardware or software not directly received from or returned to Management Information Systems Division.
6. Report to desk officer when reporting on or off-duty, and when leaving or returning to the command during the tour. Desk officer shall record same in the Command Log and on the roll call.
7. Confer with commanding officer/detective squad commander on a regular basis.
 - a. Provide assistance in computer related matters.
8. Inform the commanding officer/detective squad commander of important matters related to area of responsibility.
9. Cooperate with other commands and units in an effort to accomplish the mission of the command.
10. Supervise performance of computer related activities within the command.
 - a. Inform operations coordinator, principal administrative associate, or detective squad commander of deficiencies or derelictions in the use or care of computer equipment and peripherals.
11. Confer and assist other supervisors in preparing performance evaluations for those members assigned to the operation of computer equipment.
12. Perform tours of duty as determined by the commanding officer.
13. Provide assistance to other commands within the borough when their Command LAN Manager is not on duty.
14. Maintain current knowledge of computer applications.
15. Provide training and assistance to command personnel in the use of current and new computer applications accessible through the Local Area Network or mainframe network.



PATROL GUIDE

Section: General Regulations		Procedure No: 203-20	
AUTHORIZED LEAVE			
DATE ISSUED: 02/19/10	DATE EFFECTIVE: 02/26/10	REVISION NUMBER: 10-01	PAGE: 1 of 2

AUTHORIZED LEAVE

1. Prepare **LEAVE OF ABSENCE REPORT (PD433-041)** and submit to commanding officer/supervisory head, for approval, at least five (5) days before leave commences except in emergency.
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 (30) or more consecutive days during a year, except military leave, will reduce authorized vacation by 1/12th for each thirty (30) consecutive days of absence.
5. Member returning from leave without pay for one (1) year or more may not be granted unaccrued vacation until member performs active duty for a minimum of three (3) 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 (Misc. 3084)**. 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.

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**FORMS AND
REPORTS**

LEAVE OF ABSENCE REPORT (PD433-041)
Roll Call Adjustment (Misc. 3084)



PATROL GUIDE

Section: General Regulations		Procedure No: 203-22	
DEPARTMENT CONFIDENTIALITY POLICY			
DATE ISSUED: 02/19/10	DATE EFFECTIVE: 02/26/10	REVISION NUMBER: 10-01	PAGE: 1 of 1

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)*

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Section: Uniforms and Equipment		Procedure No: 204-01	
GENERAL UNIFORM REGULATIONS			
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UNIFORMS

- Maintain at own expense articles prescribed for rank, position or duty.

NOTE

Recruits wear uniform only after inspected and stamped by Police Academy.

- Do not modify prescribed uniforms in any manner except as specifically authorized by higher authority.
- Do not wear distinguishable items of the uniform with civilian clothes.
- Do not wear uniform, shield or display **IDENTIFICATION CARD (PD 416-091)** while participating in a rally, demonstration or other public assemblage except as authorized by the Department.
- Wear uniform of the day. Commanding officers or unit commanders may authorize a specialized uniform only after requesting and receiving approval from the Police Commissioner's Uniform and Equipment Review Committee. Submit requests to the Office of the Chief of Department: Att: Uniform and Equipment Sub-Committee.
 - Wear uniform when directed, if assigned to the Detective Bureau or to duty in civilian clothes.

NOTE

Detectives, when assigned to duty in uniform, will wear prescribed police officer's uniform with gold cap device and appropriate collar insignia.

- While performing duty indoors, in uniform, wear regulation seasonal shirt and trousers.
- Wear the prescribed uniform, if regularly assigned to duty in uniform, when appearing in court, the Trial Room or at the office of a ranking officer above the rank of captain, except if off duty, on sick report, or if excused by competent authority.
- Purchase regulation service holsters, caps, raingear and all items of uniform which are sewn or attached to the uniform, from the Equipment Section or other authorized supplier.
- Necessary uniform changes, other than those listed in step 10, will be made as directed by the lieutenant platoon commander/counterpart.
 - The lieutenant platoon commander/counterpart shall authorize the removal, if desired, of the duty jacket/summer blouse whenever the temperature for a **specific** tour is expected to rise above 65 degrees Fahrenheit.
 - The lieutenant platoon commander/counterpart shall authorize the wearing of the **optional** short sleeve shirt whenever the temperature for a **specific** tour is expected to rise above 70 degrees Fahrenheit.

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UNIFORMS (continued)

10. Remove summer blouse/duty jacket while performing duty in uniform between May 1 and November 1, if desired.
 - a. The following OPTIONAL uniform items may be worn between June 1 and October 1:
 - (1) Short sleeve shirt (without tie), and;
 - (2) Summer cap.

NOTE

During the period of June 1 to October 1, police officers and detectives performing subway patrol duties in uniform shall have the option of wearing the uniform cap.

Transit Bureau police officers and detectives who are assigned to subway patrol duty for their entire tour also have the option of wearing the summer uniform described below between June 1 and October 1.

- a. *Regulation NYPD blue short sleeve uniform shirt.*
 - b. *Cargo style shorts, as available in the Equipment Section. Shorts will be hemmed to a length to the top of the knee.*
 - c. *Black leather uniform athletic shoe, 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.*
 - d. *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.*
11. Do not wear gloves or suspenders when summer blouse is removed.
 12. Wear authorized breast bars at all times while in uniform unless directed otherwise as in step 13 below.
 13. Wear medals, decorations and authorized insignia at Department meetings, ceremonies and while marching in parades. (Do not wear a medal and corresponding breast bar at the same time).



PATROL GUIDE

Section: Uniforms and Equipment		Procedure No: 204-04	
OPTIONAL UNIFORM ITEMS			
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OPTIONAL UNIFORM ITEMS MAY BE WORN AT THE DISCRETION OF UNIFORMED MEMBERS OF THE SERVICE, WHEN AUTHORIZED BY THE BUREAU CHIEF CONCERNED.

**AMMO
POUCHES**

Twin pocket cartridge case with twelve (12) cartridges **only** for members armed with revolver as a service weapon.

BLOUSE

Navy blue, lightweight, tropical worsted conforming to design of regulation summer blouse. Authorized for ranking officers.

SUMMER CAP

Navy blue, tropical worsted, with lightweight perforated frame, for all uniformed members of the service **ONLY** during summer months.

EAR MUFFS

Black, headband type.

**NAMEPLATE
HOLDER**

Black leather designed to affix shield and nameplate.

**SHIRT, SHORT
SLEEVE**

Navy blue, affixed with a label located on the inside of the shirt between the fourth (4th) and fifth (5th) buttons that states "Approved N.Y.C.P.D. Certification #." May be worn by uniformed members below the rank of sergeant in place of regulation long sleeve uniform shirt when authorized. Tie may **not** be worn with this shirt and undershirt **MUST NOT** be exposed at collar or sleeves.

**GOLF TYPE
SHIRT**

Navy blue pullover, placket front shirt constructed of one hundred percent (100%) cotton knit cloth; shield patch affixed to the left side of chest; name/shield number patch affixed to the right side of chest; letters "NYPD" printed across the back and PD patches on both sleeves. Authorized for wear by members of the service assigned to the Harbor Unit or to precinct bicycle patrol duty and other members as authorized by the Police Commissioner, as part of the summer uniform. A name/shield patch will be sewn on the right side of each shirt purchased and will be ordered through the Equipment Section.

NOTE

The golf shirt will be used as an outer garment when a short sleeve shirt is authorized and is not to be worn with the duty jacket.

**TROUSERS,
SUMMER**

Navy blue, lightweight, tropical worsted - may be worn by **ALL** uniformed members of the service.

**TROUSERS,
WINTER**

Navy blue whipcord - may be worn by **ALL** uniformed members of the service.

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NYPD PATROL TACTICAL PANTS

NYPD 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.

NOTE

NYPD Patrol Tactical Pants are not authorized for members of the service performing any assignment other than patrol, i.e. recruit level training, administrative duties (desk, T/S or borough commands) or members assigned to Police Headquarters. Members of the service will also comply with instructions contained in detail notifications regarding the required uniform of the day. (I.O. 47 s.03)

TURTLE NECK SHIRT

Navy blue pullover turtle neck shirt constructed of plaited rib knit cloth; N.Y.P.D. emblem embroidered on the left side of chest; letters "N.Y.P.D." embroidered on the collar.

NOTE

The turtle neck shirt shall not be used as an outer garment but may be worn under the duty jacket. It may be worn by members of all ranks when performing duty in uniform. Not to be worn when representing the Department at any function or when attending administrative meetings. (I.O. 7 s.03)

If during the course of a tour a member of the service removes the duty jacket, whether due to a change of assignment or other reasons, the regulation shirt and tie shall be worn.

The turtle neck shirt may now be worn by sergeants, police officers, detectives performing duty in uniform and civilian uniformed and auxiliary counterparts underneath the regulation long sleeve uniform shirt. The top button only of the long sleeve shirt is to be left unbuttoned, no tie to be worn. This combination may be worn with or without the uniform duty jacket, i.e., it may be worn as an outer garment. It may be worn to court and to detail assignments. This uniform option may not be worn by members assigned to administrative positions. (FINEST Message 006142 – 12/7/05)

WINTER HAT

Black soft vinyl with black mouton trimming for use by ALL uniformed members of the service. To be worn only when temperature is expected to fall below 32 degrees Fahrenheit.

QUILTED VEST CARRIER

Navy blue quilted bullet resistant vest panel carrier may be worn by ALL ranks of uniformed members of the service. It may not be worn as an outermost garment and may only be worn from November 1 to May 1.

The quilted vest carrier is only authorized for the following Second Chance Monarch Summit bullet resistant vest panel models: MON-III A 107121, MON-III A FEM 208010, MON-III A++ 305020 and MON-III A++ FEM 301240 and can ONLY be purchased from the Equipment Section. (10 29 s.06)

COLD WEATHER HOOD

Black, made of a thin fabric such as Polar-Tec, silk, micro fiber or fleece, which fits close to the head, fully exposing the face and presents a trim appearance, without bulk, when the uniform hat is worn over it. This hood (known as a "balaclava") is authorized for members of all ranks performing patrol duties outdoors. To be worn only when temperature falls below 40 degrees Fahrenheit.

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NOTE *Hoods made of bulky yarns or double knits and those styles which cover any part of the nose, cheeks or mouth are prohibited. The authorized hood must be worn along with the uniform hat and will never be the outermost head covering. It will never be worn while riding in a Department vehicle.” (1.0. 7 s.03)*

EYEGLOSS SAFETY STRAPS Uniformed members of the service who wear glasses and are assigned to enforcement duty are strongly urged to utilize black eyeglass safety straps.

TRANSIT OFFICER SAFETY VEST Fluorescent orange with reflective silver trim with the word “POLICE” on the front and back, manufactured with a break away safety feature. To be worn by uniformed members of the service performing duties in areas that are deemed to be hazardous or that may require them to enter roadbeds or track areas within the New York City Transit System. (10 2 s.10)

BLACK BOOTS Plain black smooth leather with plain or lugged soles and raised heel. Grommets and laces will be black, and no buckles or hooks will be visible below the pants leg. May be worn by all uniformed members of the service on patrol.

NYLON WINDBREAKER JACKETS Navy blue 100% nylon, sport collar style jacket with front snap closures. The front and back of the jacket must each be divided into two parts by one (1) inch reflective tape. The jacket will have three (3) inch high reflective letters “POLICE” affixed on the front, ¼ inch below the reflective tape. On the rear of the jacket, the letters “NYPD” shall be 3 ½ inches tall and the letters “POLICE” (affixed ½ inch below “NYPD”), shall be two (2) inches high, both made of a reflective material, one (1) inch above the reflective tape. A two (2) inch reflective tape shall be set on the center of both sleeves. The Department logo (patch) will be affixed to each sleeve, one (1) inch below the shoulder seam, on top of the reflective tape. (10 41 s.08)

NOTE *Commanding officers wishing to obtain permission for their members to be allowed to wear approved nylon jackets will prepare a **Typed Letterhead**, addressed to bureau chief/counterpart, through channels, stating reasons for requiring jackets.*

BASEBALL CAP Navy blue with white letters “NYPD” embroidered on front, worn by on-duty uniformed members of the service performing duty in civilian clothes.

V-NECK SWEATER Navy blue, acrylic or wool, waist length, vertical ribbed weave knit sweater with navy blue poly/cotton twill or cordura patch material over elbows, left breast and epaulets. Gold buttons on pointed epaulets. The Department logo (patch) will be affixed to each sleeve.

NOTE *The V-neck sweater may be worn as an outer garment with the regulation tie and uniform shirt with command insignia or insignia of rank on collar of the shirt, as appropriate. Sergeants will wear chevrons on sweater sleeves. Members in the rank of lieutenant or above will also display insignia of rank on epaulets. Metal insignia may be worn on epaulets. Alternatively, epaulets with cloth rank insignia may be worn and will be made available at the Equipment Section. The sweater must be tucked inside the trousers. This sweater is approved for all ranks.*



PATROL GUIDE

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PURCHASE AND INSPECTION OF NEW UNIFORMS			
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PURPOSE To control the quality and workmanship of police uniforms.

PROCEDURE Upon ordering uniforms at an authorized tailor:

- UNIFORMED MEMBER OF THE SERVICE**
1. Fill out the following forms:
 - a. **CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS (PD169-061)**
 - b. **CERTIFICATION AND ACCEPTANCE OF ORDER - INSPECTION REPORT OF EQUIPMENT SECTION (PD169-062)**
 - c. **EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM (PD169-131).**
 2. Have the tailor's representative sign forms.
 3. Deliver the **CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS** to commanding officer for file.
 4. Obtain completed uniform from tailor and bring to Equipment Section for inspection.
 5. Obtain **EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM** form and deliver to commanding officer.
- COMMANDING OFFICER**
6. Compare forms:
 - a. **CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS, AND**
 - b. **EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM.**
 7. Destroy both forms when all ordered uniforms have been inspected.

RELATED PROCEDURES *Uniform Classifications (P.G. 204-02)*
Uniforms (P.G. 204-03)

FORMS AND REPORTS *CERTIFICATION AND ACCEPTANCE OF ORDER FOR UNIFORMS (PD169-061)*
CERTIFICATION AND ACCEPTANCE OF ORDER - INSPECTION REPORT OF EQUIPMENT SECTION (PD169-062)
EQUIPMENT SECTION INSPECTION REPORT - MANDATORY PROCUREMENT OF UNIFORM (PD169-131)

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REQUIRED EQUIPMENT (continued)

18. Serviceable Flashlight - all tours, not to exceed 12½ 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" batteries and a minimum of two (2) "C" batteries.

NOTE

Members of the service may elect to carry a secondary flashlight as an adjunct to their primary flashlight. Secondary lights may be either a miniature flashlight or a lantern type flashlight. These secondary lights may be used as a backup for the mandatory flashlight and may be useful in situations such as a search where a lantern can provide greater illumination and longer battery life. Under no circumstances should these lights be considered a substitute for the primary lights which must be carried on all tours regardless of the availability of a secondary flashlight. As an enhancement to visibility, it is recommended that flashlights be powered by alkaline batteries for their durability and be equipped with a krypton bulb for additional brightness. Halogen bulbs are not recommended because they drain battery power too quickly.

19. Serviceable watch, properly set.
20. Reflective belt (1600 - 0800).
21. Reflective traffic safety vest.

NOTE

Transit Bureau members assigned to uniform patrol in the transit system or assigned to any detail in uniform performing traffic related duties will have in their possession the authorized reflective traffic safety vest (fluorescent yellow). It will be at the discretion of a supervisor as to whether uniformed members assigned to patrol in the transit system will wear or simply carry the traffic safety vest. (10 2 s.10)

22. Dual-purpose disorder control/scooter helmet with face shield, as indicated in Patrol Guide procedure 203-05, Performance on Duty – General. (Rev. 01-01)
23. Pepper spray device and holder.
24. Keepers (four [4]) - attached to the gun belt and trouser belt regardless of type of weapon carried.
25. Glove pouch – Wearing of the Glove Pouch is no longer required. It is now optional. (FINEST Message #020633 – 2/16/05)

ADDITIONAL DATA

Uniformed members of the service assigned to civilian clothed enforcement duties are required to have their service 9MM semi-automatic pistol and one (1) extra fully loaded magazine or their service .38 caliber revolver with twelve (12) extra cartridges, handcuffs with key and the "color of the day" head/arm band on their persons. In addition, pepper spray device and holder will be carried by such members as specified in P.G. 212-95, "Use of Pepper Spray Devices."

Commanding officers have the authority to allow members of their respective commands to be armed with an authorized off duty weapon, if they believe it is more suitable for a particular assignment.



INTERIM ORDER

SUBJECT: PERSONAL PROTECTIVE EQUIPMENT		
DATE ISSUED:	REFERENCE:	NUMBER:
07-03-03	PG 204-09	26

1. The Counterterrorism Bureau recently distributed personal protective equipment to over 30,000 uniformed members of the service. This equipment is designed to enhance the personal safety of uniformed members in the event of a disaster or catastrophic incident, including those of a chemical or biological nature. Included in the personal protective kit is a tactical response hood contained in a cloth carry pouch. This item is designed to be attached to the gun belt worn by uniformed members. As such, it should be carried by, and available to, all uniformed members performing patrol duty in uniform. Members are reminded that the tactical response hood is designed for a single escape of up to 15 minutes from a contaminated area. They do not provide oxygen, and are not intended for use in an oxygen-deprived environment.

2. Therefore, effective immediately, uniformed members of the service will carry the tactical response hood as follows:

- a. Members performing patrol duties in a Department vehicle will have the hood and pouch available in the vehicle;
- b. Members performing foot patrol duties and/or assigned to a detail such as a parade, fixed post, etc. will carry the tactical response hood by attaching the pouch to their gun belts on the side opposite which the member carries his/her firearm;
- c. Members performing administrative or other duties inside a Department facility will have the tactical response hood and pouch readily available at all times.

3. The balance of the personal protective equipment issued to uniformed members of the service will be carried in Department vehicles by those members of the service performing patrol duties in such vehicles. All other uniformed members of the service will have the balance of the personal protective equipment readily available, e.g. stored in their Department locker.

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

BY DIRECTION OF THE POLICE COMMISSIONER

DISTRIBUTION
All Commands



PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-28	
CHILD CARE LEAVE OF ABSENCE			
DATE ISSUED: 02/19/10	DATE EFFECTIVE: 02/26/10	REVISION NUMBER: 10-01	PAGE: 1 of 3

PURPOSE To process requests for child care leave of absence, without pay, made by uniformed members of the service.

DEFINITION CHILD CARE LEAVE OF ABSENCE - An unpaid leave of absence for a continuous period not to exceed three hundred and sixty-five (365) days commencing no later than one (1) year after the birth of the member’s child, natural or adopted. As used in this procedure, the approving officer will be the Chief of Personnel.

PROCEDURE When a uniformed member of the service requires child care leave of absence without pay:

UNIFORMED MEMBER OF THE SERVICE 1. Notify commanding officer/supervisory head of intention to request leave of absence a minimum of six (6) weeks prior to anticipated birth date of child, or six (6) weeks prior to date when uniformed member of the service wishes to commence leave of absence, as appropriate.

COMMANDING OFFICER 2. Direct uniformed member of the service to contact the Military and Extended Leave Desk immediately for instructions.

UNIFORMED MEMBER OF THE SERVICE 3. Submit all forms to commanding officer/supervisory head as directed by the Military and Extended Leave Desk.

COMMANDING OFFICER 4. Ensure that member’s firearms and all Department property (except Department Manual) are surrendered and indicate such on **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)**.

a. Under caption “Member is Applying For:” indicate “Extended Leave of Absence” and “Without Pay.”

5. Distribute **PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE** as follows:

- a. Original - Attach to member’s request for leave of absence
- b. First Copy - To member requesting leave of absence
- c. Second Copy - Command file
- d. Remaining Copies - Filed in member’s Personal Folder.

6. Endorse member’s leave request, as appropriate, recommending **APPROVAL** and forward **DIRECT** to Commanding Officer, Military and Extended Leave Desk.

7. Direct that a telephone notification be made to the Payroll Section indicating the date member’s leave will commence.

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**INTEGRITY
CONTROL
OFFICER**

8. Forward **NYPD Restricted Parking Permits (Misc. 23-N)** and **Headquarters Annex Parking Permits (Misc. 814HQ-Annex)**, by messenger, to Internal Affairs Bureau, Vehicle Identification Unit.
9. Forward shield, if applicable, and **IDENTIFICATION CARD (PD416-091)**, by messenger, to Employee Management Division, Shield /Identification Card Unit, and obtain receipt.

**C.O., MILITARY
AND EXTENDED
LEAVE DESK**

10. Direct that an appropriate background check be conducted on requesting member.
11. Endorse member’s request for leave as necessary and forward to Chief of Personnel for approval.

**C.O.,
PERSONNEL
ORDERS
SECTION**

12. Direct transfer of member requesting leave to the Military and Extended Leave Desk after request has been APPROVED.

**ADDITIONAL
DATA**

A child care leave of absence without pay will be granted only after all accrued leave has been exhausted. A uniformed member’s vacation is granted January 1, for that year, but is not to be considered accrued unless the member is in a “full pay” status for the required number of tours for that month.

A uniformed member of the service who requests a child care leave of absence without pay for less than thirty (30) days will be guided by P.G. 205-20, “Leave of Absence Without Pay Twenty-Nine (29) Days or Less.”

Member will receive no pay during the leave of absence. Member will be required to make up this time lost before member will be considered eligible for retirement. This time on leave will not be credited for pension purposes. Any time in excess of six (6) months on leave - no pay status - will be considered a break in continuous service, and thereby preclude vested interest retirement for five (5) years after return to duty.

All Department property, except the Department Manual, must be surrendered on the member’s last tour of duty, prior to commencement of leave of absence.

Extensions of a child care leave of absence without pay will NOT be granted. A member may terminate such leave prior to the scheduled expiration date upon advance notification to the Commanding Officer, Military and Extended Leave Desk.

While on a leave of absence, a uniformed member of the service will be required to appear for any hearings or trials in which the member is the arresting officer, witness, or respondent and will notify the Commanding Officer, Military and Extended Leave Desk prior to such appearance.

The Military and Extended Leave Desk will make salary payment computations upon documentation of mandatory appearance.

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**ADDITIONAL
DATA
(continued)**

A member of the service will not be considered ineligible for promotion solely because of an approved leave of absence. If a member is scheduled for promotion during the leave, member will be notified by the Department to be present on the day of the promotion.

Any extended leave of absence without pay may effect health benefits. Members on leave of absence will, however, be able to purchase health insurance for a limited period of time at a group rate. Questions may be referred to the Health Insurance Section.

**RELATED
PROCEDURES**

*Leave of Absence Without Pay Twenty-Nine (29) Days or Less (P.G. 205-20)
Leave of Absence Without Pay Thirty(30) Calendar Days or More (P.G. 205-21)*

**FORMS AND
REPORTS**

***IDENTIFICATION CARD (PD416-091)
PROPERTY RECEIPT - DISCONTINUANCE OF SERVICE (PD520-013)***



INTERIM ORDER

SUBJECT: REVISION TO PATROL GUIDE 205-29 "RANDOM DRUG SCREENING"		
DATE ISSUED:	REFERENCE:	NUMBER:
05-25-06	*PG 205-29	9

1. In order to enhance the goal of the Department to maintain a drug free work environment, the Department has instituted the use of hair analysis as a means of drug screening for all uniformed members of the service. Therefore, effective immediately, Patrol Guide 205-29, "Random Drug Screening" is **SUSPENDED** and the following procedure will be complied with:

PURPOSE To randomly screen uniformed members of the service (other than those assigned to the Organized Crime Control Bureau, the Internal Affairs Bureau, or probationary police officers in training at the Police Academy) for illegal drug/controlled substance usage.

SCOPE The Department's goal is to ensure that uniformed members of the service do not use illegal drugs/controlled substances, maintain high standards of performance, and are afforded an opportunity to work in a drug-free environment.

NOTE *Uniformed members of the service assigned to the Organized Crime Control Bureau, Internal Affairs Bureau and probationary police officers in training at the Police Academy will be subject to separate random drug screening procedures.*

PROCEDURE To randomly identify uniformed members of the service for illegal drug/controlled substance screening:

C.O., MEDICAL DIVISION

1. Direct Management Information Systems Division (MISD) to identify uniformed members of the service for automated random screening by utilizing the Department's personnel database.
 - a. Individual members selected for random screening will be identified by social security number.
2. Direct members selected for random screening to appear at the Medical Division at appropriate date and time.

UNIFORMED MEMBER OF THE SERVICE SELECTED FOR SCREENING

3. **MUST** report to Medical Division when notified, except if member is on:
 - a. Sick report
 - b. Regularly scheduled day off
 - c. Military leave
 - d. Annual vacation
 - e. Terminal leave
 - f. Bereavement leave.

NOTE *Members previously scheduled for individual days off (other than regular days off) may be excused from the test with the approval of the bureau chief concerned. Members scheduled for court or training on the 8x4 tour will appear for testing immediately upon completion of court or training session. Members scheduled for a 12x8 tour on the testing day will appear for testing immediately upon completion of their scheduled 12x8 tour. Members reporting*

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PRECINCT/ COMMAND RECOGNITION COMMITTEE

9. Conduct a review of the investigation and make initial recommendation to commanding officer.
 - a. Precinct/Command Recognition Committee may refer the **REQUEST**, through the commanding officer, to a Bureau Recognition Committee, if the **REQUEST** involves aspects which require particular expertise in evaluating the merits of the **REQUEST**. It is expected that most **REQUESTS** will be processed by the Precinct/Command Recognition Committee. Only highly unusual or complex cases should be referred to a Bureau Recognition Committee.
10. Enter a concise statement of findings under “FIRST ENDORSEMENT” on reverse side of **REQUEST**.
 - a. If supervisory officer is included, indicate how actions of supervisor exceeded normal supervisory or administrative duties.
 - b. Standard abbreviations may be used.
 - c. Use statement of fact ONLY.

NOTE

*All information entered on the **DEPARTMENTAL RECOGNITION REQUEST** is considered “Rosario” material and should be a factual statement of the member of the service’s role in a particular matter. There should be no descriptive embellishment of the facts. In addition, all written statements taken from witnesses should be considered “Rosario” material. Since the defense attorney in a criminal case has the right to examine a witness’s prior statement, if a witness testifies, the appropriate District Attorney’s office should be advised of the existence of requests for departmental recognition as well as other witnesses’ statements in a pending case. **Every request must include the legal name of each member of service; any initials, nicknames, etc. of a member of the service are not permitted on the DEPARTMENTAL RECOGNITION REQUEST.** (10 2 s.06)*

11. Forward **REQUEST** to commanding officer, precinct of occurrence or command counterpart.

PRECINCT/ COMMANDING OFFICER/ COUNTERPART

12. Review all **REQUESTS**.
 - a. If concurring with recommendations of Precinct/Command Recognition Committee, follow steps below, as appropriate.
 - b. Forward **REQUESTS** which require particular expertise in evaluating the merits of the **REQUEST** to the appropriate Bureau Recognition Committee.
 - c. If disapproving **REQUEST**, indicate the same under **SECOND ENDORSEMENT**.

NOTE

*When a **REQUEST** is forwarded to a bureau chief/counterpart for evaluation based on expertise, the bureau chief/counterpart will make the final determination on Excellent Police Duty, Meritorious Police Duty and Commendations, except in cases where integrity forms the basis of the request. Integrity requests, forwarded to a bureau chief/counterpart for expert evaluation, will be processed in accordance with steps 20*

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NOTE
(continued)

and 21 below. In cases where Exceptional Merit or Honorable Mention will be recommended, bureau chiefs will comply with steps 23, 24, and 25, below.

IF REQUEST IS FOR EXCELLENT POLICE DUTY OR MERITORIOUS POLICE DUTY

**PRECINCT
COMMANDING
OFFICER/
COUNTERPART**

13. Make a determination on **REQUEST** for Excellent Police Duty or Meritorious Police Duty.
14. Indicate approval or disapproval of **REQUEST** and complete “SECOND ENDORSEMENT” for Excellent Police Duty and “THIRD ENDORSEMENT” FOR Meritorious Police Duty (10 2 s.06) on reverse side of form.
15. Forward original (white) copy of **REQUEST** to Employee Management Division (attention: Honor Committee) and distribute the remaining copies as indicated on form.

NOTE

Precinct commanding officers/command counterparts may recommend either a Meritorious Police Duty or a Commendation for acts of integrity. Regardless of the level of award recommended, ALL requests for departmental recognition, which are based on acts of integrity, must be forwarded to the appropriate Borough Recognition Committee, or similar Recognition Committee established in bureaus/divisions whose commands are exempt from processing requests through patrol precincts. These requests must be endorsed by the concerned borough commander/counterpart, and submitted to the Integrity Review Board for final determination.

IF RECOMMENDATION IS FOR ANY COMMENDATION, EXCEPTIONAL MERIT OR HONORABLE MENTION

**PRECINCT
COMMANDING
OFFICER/
COUNTERPART**

16. Review and forward **REQUESTS**, with recommendations, to Borough Recognition Committee or similar Recognition Committee in bureaus/divisions whose commands are exempt from processing requests through patrol precincts.

**BOROUGH
RECOGNITION
COMMITTEE/
COUNTERPART
COMMITTEE**

17. Conduct review.
 - a. Highest-ranking member present will act as Chairperson of the Borough Recognition Committee/counterpart committee.
18. Review **REQUEST** and indicate recommendation under FOURTH ENDORSEMENT.
19. Forward **REQUEST** to borough commander, bureau chief or division counterpart, as appropriate.

IF REQUEST IS FOR COMMENDATION/CIVILIAN COMMENDATION

**BOROUGH
COMMANDER/
COUNTERPART**

20. Make determination on **REQUEST** for Commendation.



PATROL GUIDE

Section: Arrests		Procedure No: 208-35	
ATTEMPTED BRIBERY OF UNIFORMED MEMBER OF THE SERVICE			
DATE ISSUED: 01/01/2000	DATE EFFECTIVE: 01/01/2000	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE	To develop or secure corroborating evidence in attempted bribery cases.
PROCEDURE	Upon being offered a bribe, particularly a future bribe and corroborating evidence may be developed:
UNIFORMED MEMBER OF THE SERVICE	1. Notify desk officer/supervisor as soon as possible. a. If not possible, call the Internal Affairs Bureau, Command Center, ([212] 741-8401), twenty-four (24) hours a day, seven (7) days a week.
DESK OFFICER/ SUPERVISOR NOTIFIED	2. Inform Internal Affairs Bureau, Command Center, of offer and any related arrangements
I.A.B. COMMAND CENTER	3. Record notification. a. Assign log number.
UNIFORMED MEMBER OF THE SERVICE	4. Record facts in ACTIVITY LOG (112-145) or INVESTIGATOR'S DAILY ACTIVITY REPORT (PD439-156) , as appropriate.
DESK OFFICER/ SUPERVISOR	5. Be guided by recommendations of the Internal Affairs Bureau, Command Center, regarding: a. Action to be taken b. Whether any technical and tactical assistance will be provided. 6. Notify bureau/borough Investigations Unit concerned and request necessary assistance.
RELATED PROCEDURES	<i>Bribery Arrest by Uniformed Members of the Service (P.G. 208-34)</i>
FORMS AND REPORTS	<i>ACTIVITY LOG (112-145)</i> <i>INVESTIGATOR'S DAILY ACTIVITY REPORT (PD439-156)</i>



PATROL GUIDE

Section: Arrests		Procedure No: 208-36	
FAMILY OFFENSES/DOMESTIC VIOLENCE			
DATE ISSUED: 01/01/2000	DATE EFFECTIVE: 01/01/2000	REVISION NUMBER:	PAGE: 1 of 13

PURPOSE

To process family offenses and other offenses that occur between family/household members as per the Family/Household - Expanded Definition.

DEFINITIONS

COMPLAINANT/VICTIM - For purposes of this procedure ONLY, is limited to a person described in subdivisions “a” through “g” below:

FAMILY/HOUSEHOLD (AS DEFINED IN FAMILY COURT ACT) - includes persons who:

- a. Are legally married to one another.
- b. Were formerly legally married to one another.
- c. Are related by marriage (affinity).
- d. Are related by blood (consanguinity).
- e. Have a child in common regardless of whether such persons have been married or have lived together at any time.
- f. Are not related by consanguinity (blood) or affinity (marriage) and who are, or have been, in an intimate relationship regardless of whether such persons have lived together at any time.

A common sense standard regarding the totality of the circumstances involving the relationship should be used to determine if an “intimate relationship” exists. Factors a member of the service may consider in determining whether a relationship is an “intimate relationship” include but are not limited to: the nature or type of relationship (the relationship between the involved parties does not have to be sexual in nature to be considered “intimate”); the frequency of interaction between persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals solely in a business, educational, or social context shall be deemed to constitute an “intimate relationship.” If unable to determine if the relationship in question is an “intimate relationship,” the member of the service concerned will request the response of the patrol supervisor.

Additional factors that may assist in determining the intimacy of a relationship include, but are not limited to: amount of time spent together in either a work or leisure related capacity, shared expenses and/or finances, extent of interaction with family members, etc.

All members of the service are reminded that their primary responsibility is to ensure the immediate and future safety of all parties involved in domestic violence incidents.

FAMILY/HOUSEHOLD (NYPD EXPANDED DEFINITION) - includes subdivisions “a” through “e” above, AND persons who:

- g. Are currently living together in a family-type relationship.
- h. Formerly lived together in a family-type relationship.

A family/household thus includes: “common-law” marriages, same sex couples, registered NYC domestic partners, different generations of the same family,

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DEFINITIONS (continued)

siblings, in-laws, persons involved in “intimate relationships”, and persons who live or have lived together in a family-type relationship. (10 17 s.09)

OFFENSE - Conduct for which a sentence to a term of imprisonment or to a fine is provided (felony, misdemeanor, or violation).

FAMILY OFFENSE - Any act which may constitute:

Harassment 1st or 2nd degree

Assault 2nd degree or Attempt

Disorderly Conduct (including acts amounting to Disorderly Conduct NOT committed in a public place)

Aggravated Harassment 2nd degree

Assault 3rd degree or Attempt

Reckless Endangerment

Menacing 2nd or 3rd degree - that is committed by one member of the same family/household, AS DEFINED IN THE FAMILY COURT ACT (subdivisions “a” through “e” above), against another.

Stalking (1st, 2nd, 3rd, and 4th degrees) [Rev. 01-01]

NOTE

The law also adds the crimes of Stalking in the first through fourth degrees to the list of criminal convictions which will subject an offender to automatic suspension or revocation of a pistol license by the Criminal or Family Court. (Rev. 01-01)

ORDER OF PROTECTION - An order issued by the New York City Criminal Court, New York State Family Court, or the New York State Supreme Court, requiring compliance with specific conditions of behavior, hours of visitation and any other condition deemed appropriate by the court of issuance. An Order of Protection may also be issued by the Supreme Court as part of a separation decree, divorce judgment, annulment, or as part of a court order in a pending separation, divorce, or annulment action.

PROBABLE CAUSE - A combination of facts, viewed through the eyes of a police officer, which would lead a person of reasonable caution to believe that an offense is being or has been committed. The “probable cause” standard applied in family offense/domestic violence offenses IS NO DIFFERENT from the standard applied in other offenses and may be met by evidence other than the statement of the complainant/victim.

CONCURRENT JURISDICTION - Concurrent jurisdiction exists when different courts have jurisdiction over the same subject matter within the same territory. Both Criminal Court and Family Court have concurrent jurisdiction when:

- a. A family offense (as defined above) has been committed; AND
- b. A family/household relationship as defined in the Family Court Act “a” through “f” above (and NOT including the NYPD expanded definition) exists between the offender and the victim; AND
- c. The offender is sixteen (16) years of age or older.

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NOTE

*All three of the above elements must exist for both Family Court and Criminal Court to have jurisdiction at the same time. If either of the first two (2) elements are not met, the complainant **MUST** go to Criminal Court. If the first two (2) elements are met, but the offender is less than sixteen (16) years of age, the complainant must go to Family Court.*

DEFINITIONS (continued)

WHEN CONCURRENT JURISDICTION EXISTS:

Advise complainants/victim that:

- a. There is concurrent jurisdiction with respect to family offenses in both Family Court and the Criminal Courts;
- b. A Family Court proceeding is a civil proceeding and is for the purpose of attempting to stop the violence, end the family disruption and obtain protection. Referrals for counseling or counseling services are available through probation for this purpose;
- c. A proceeding in the Criminal Courts is for the purpose of prosecution of the offender and can result in a criminal conviction of the offender;
- d. A proceeding or action subject to the provisions of Family Court Act, Section 812, is initiated at the time of filing of an accusatory instrument or Family Court petition, not at the time of arrest, or request for arrest, if any;
- e. An arrest may precede the commencement of a Family Court or a Criminal Court proceeding, but an arrest is not a requirement for commencing either proceeding; however, that the arrest of an alleged offender shall be made under the circumstances described in subdivision four (4) of Section 140.10 of the Criminal Procedure Law.

PROCEDURE

When members of the service respond to, or are notified of, any incident involving members of the same Family/Household (NYPD EXPANDED DEFINITION):

UNIFORMED MEMBER OF THE SERVICE

1. Obtain medical assistance if requested or the need is apparent.
2. Ascertain all facts.
 - a. Interview persons involved SEPARATELY.
 - b. Interview and take the names of any witnesses present at time of occurrence.
 - c. Collect evidence and record statements of persons present (e.g., admission by offender during dispute).
 - d. Take photographs using the domestic violence digital camera in all cases where a victim has visible injuries and/or damaged property as a result of domestic violence. Photographs will be uploaded into the Domestic Violence Digital Photo Database as per P.G. 208-39, "Family Offenses/Domestic Violence (Digital Photography of Visible Injuries/Damaged Property)." Other domestic violence evidence (i.e., weapons, clothing, etc.) must be vouchered in accordance with P.G. 218-01, "Invoicing Property – General Procedure" (10 17 s.08).

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**UNIFORMED
MEMBER OF
THE SERVICE
(continued)**

3. Determine whether:
 - a. Probable cause exists that any offense has been committed.
 - b. An Order of Protection has been obtained by complainant/victim.
 - c. The offense constitutes a FAMILY OFFENSE.
 - d. There are children present in the home who may be victims of neglect, abuse, or maltreatment.
 - (1) If a member REASONABLY SUSPECTS a child less than eighteen (18) is abused, neglected or maltreated and continued presence in the household presents an imminent risk to the child's physical or mental health, request the patrol supervisor to respond, prepare **REPORT OF SUSPECTED CHILD ABUSE OR MAL-TREATMENT (PD377-154)**, and notify the State Central Registry as outlined in *P.G. 215-03, "Emergency Removals Or Investigation And Reporting Of Abused, Neglected Or Maltreated Children."*

NOTE

Willful failure to make such notification is a Class "A" Misdemeanor. Further, civil liability may result for the damages caused by such failure.

**UNIFORMED
MEMBER OF
THE SERVICE
(continued)**

- (2) If probable cause exists that a crime has been committed against a child, the perpetrator will be arrested, and no DAT or stationhouse bail will be issued.

WHEN OFFENDER HAS DEPARTED SCENE PRIOR TO ARRIVAL OF POLICE:

**UNIFORMED
MEMBER OF
THE SERVICE**

4. Conduct search of immediate vicinity for offender when:
 - a. Probable cause exists that a crime has been committed OR an Order of Protection has been violated, AND
 - b. Officer has reason to believe that such search might yield positive results.
5. Advise complainant/victim to call police when offender returns, if search produces negative results and follow reporting procedures as set forth below.

WHEN COMPLAINANT/VICTIM INDICATES THAT AN ORDER OF PROTECTION HAS BEEN OBTAINED:

**UNIFORMED
MEMBER OF
THE SERVICE**

6. Request complainant/victim to produce Order of Protection.
 - a. If Order of Protection cannot be produced, use the Central Records Division intranet database application to do a search for all Orders of Protection issued by a New York City based court. If the computer system is down, or for Orders of Protection issued outside New York City, telephone Central Records Division, Identification Section at (646) 610-5195 to verify that an Order of Protection was issued, court of issuance, specific conduct prohibited and the expiration date. (*I.O. 38.s.03*)

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UNIFORMED MEMBER OF THE SERVICE (continued)

- b. If the Identification Section reports that there are no Orders of Protection on file pertaining to the complainant/victim, telephone the precinct of occurrence and request a member of the service authorized to operate the FINEST System to conduct an Order of Protection database inquiry.
- c. In the event the precinct of occurrence is unable to conduct the inquiry, request the Communications dispatcher to conduct the inquiry.

IF OFFENDER IS PRESENT OR THE SEARCH FOR THE OFFENDER WAS SUCCESSFUL AND THERE IS PROBABLE CAUSE THAT ANY FELONY HAS BEEN COMMITTED OR AN ORDER OF PROTECTION HAS BEEN VIOLATED:

7. Arrest offender even if complainant/victim requests that offender not be arrested.
 - a. When an Order of Protection is violated and the act that violates the order is an offense, offender must be charged with that offense in addition to the appropriate charge for the violation of the Order of Protection.
 - b. In all cases, whether the Order of Protection was issued by Family Court, Supreme Court, or Criminal Court, and whether the violation of the Order of Protection also constitutes an offense or not (e.g., offender in proximity to complainant's residence or place of employment is not an offense in and of itself but does violate an Order of Protection), the violation of the Order of Protection shall be charged as the Penal Law crime of Criminal Contempt, or Aggravated Criminal Contempt, as appropriate, and the offender brought to Criminal Court.

NOTE

Under the federal 1994 Violence against Women Act, Orders of Protection issued by courts of other jurisdictions (other states, U.S. territories, tribal jurisdictions), in cases of domestic violence covered by this procedure, may be enforced in New York State. If the particular out-of-state Order of Protection is available, and otherwise appears to be valid on its face (i.e., not expired, signed by a judge or justice of a court), and there is probable cause to believe that the Order of Protection has been violated, and that the offender had notice of the order and an opportunity to be heard, uniformed members of the service will arrest the offender and charge him or her with either Criminal Contempt in the second degree (Penal Law Section 215.50 (3), Criminal Contempt in the first degree (Penal Law section 215.51 (b), (c), or (d)), or Aggravated Criminal Contempt (Penal Law section 215.52), as appropriate.

In order to charge any of the criminal contempt charges above, for a violation of either an in-state or out-of-state Order of Protection, there must be a showing that the offender had "notice" of the issuance of the Order of Protection, either because he or she was present in court when the order was issued or because he or she was duly served with the order. In order to establish probable cause that the offender had notice, uniformed members of the service should ask the offender if he or she knew of the order and if necessary ask the complainant/victim to verify that the offender had knowledge of the order. Additionally, if such is deemed necessary, uniformed members of the service may call the court that issued the order during normal business hours to seek further information.

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NOTE
(continued)

In the case of out-of-state Orders of Protection, there is an additional requirement that the offender has had or will shortly have an opportunity to be heard. This essentially means that the offender was notified of a date to appear in the particular court in order to respond to the issuance of the order. In order to take enforcement action, probable cause as to any of the following must exist:

- a. *The offender appeared in court in response to issuance of the Order of Protection,*
- b. *The offender was served with notice to appear, in response to the issuance of the Order of Protection and failed to appear, or*
- c. *The offender was served with an Order of Protection with a notice to appear before the court within thirty (30) days of the issuance of the Order of Protection.*

The inquiries set forth in the preceding paragraph may be used to establish the existence of this element of probable cause.

In cases in which the Order of Protection is not produced by the complainant/victim, in addition to the procedure set forth in step six (6), above, uniformed members of the service shall inquire whether a record of the order exists on the statewide registry of Orders of Protection or the protection order file maintained by the National Crime Information Center (NCIC). However, the presence of the order on any file shall not be required for enforcement of the order, provided that the uniformed member of the service has probable cause to believe that the order is in existence through credible information supplied by the complainant/victim or other reliable source.

When an offender is arrested for violating any Order of Protection, his or her arrest will, in ALL cases, be processed in New York City Criminal Court, regardless of the court that issued the order. The offender will be charged with the appropriate criminal contempt charge. The offender will also be charged with any pertinent criminal offense for which probable cause exists. When an arrest is made for violation of a Family Court Order of Protection, the complainant/victim will be advised that he or she has a right to proceed independently in Family Court by filing a petition. However, uniformed members of the service are required to bring the offender before the local criminal court.

WHEN THERE IS PROBABLE CAUSE THAT ANY MISDEMEANOR HAS BEEN COMMITTED, IN OR OUT OF THE OFFICER’S PRESENCE, OR A VIOLATION HAS BEEN COMMITTED IN THE OFFICER’S PRESENCE:

UNIFORMED MEMBER OF THE SERVICE

- 8. Arrest offender.
 - a. Under the Criminal Procedure Law, a uniformed member of the service must arrest the offender, unless the victim specifically states, on his or her own initiative, that he or she does not want the offender arrested. The officer **shall not** ask the victim if he or she wants to have the offender arrested. The uniformed member of the service retains the discretion to make an arrest in a misdemeanor case, despite the victim’s decision not to seek an arrest.

NOTE

The primary considerations when the complainant/victim does not want an arrest are the prevention of further violence and the safety of ALL household members. Factors to be taken into consideration include, BUT ARE NOT LIMITED TO:

- a. *The past history of the offender and victim (prior arrests, incidents, injuries sustained etc.). If possible, conduct an inquiry through the Precinct Domestic Incident Database.*

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- b. *The officer's observations of the scene and victim.*
- c. *Statements of witnesses.*
- d. *Statements made by the offender (especially threats of suicide, homicide or other future violence).*
- e. *Threatened use of weapons, or the presence of or access to weapons by the offender.*
- f. *Mental and physical state of the offender (drug or alcohol intoxication, etc.).*
- g. *Presence of other household members who may be at risk, including the elderly.*

If an officer has any doubts about the continued safety of any household member, AN ARREST SHOULD BE EFFECTED.

- 9. Make an **ACTIVITY LOG (PD112-145)** entry if complainant/victim does not want an arrest for a misdemeanor or any violation committed in the officer's presence by family/household member.
 - a. Request complainant/victim to sign log entry.
 - b. Enter "Refused Signature" if complainant/victim will NOT sign entry.

IN CROSS COMPLAINT SITUATIONS, WHERE THERE IS PROBABLE CAUSE TO BELIEVE THAT MORE THAN ONE FAMILY OR HOUSEHOLD MEMBER HAS COMMITTED A *FAMILY OFFENSE* MISDEMEANOR, IN OR OUT OF THE OFFICER'S PRESENCE IN A SINGLE DOMESTIC INCIDENT:

UNIFORMED MEMBER OF THE SERVICE

- 10. Attempt to identify the primary physical aggressor after considering the following criteria:
 - a. The comparative extent of any injuries inflicted by and between the parties,
 - b. Whether any of the parties are threatening or have threatened future harm against another party, family, or household member,
 - c. Whether any of the parties has a prior history of domestic violence that the uniformed member of the service can reasonably ascertain,
 - d. Whether any such person acted defensively to protect himself or herself from injury.

NOTE

Where one party has committed a family offense misdemeanor against a family/household member in response to or in retribution for a crime committed against him or her in the past, the responding police officers shall not determine who was the "Primary Physical Aggressor" and proceed as required by step eight (8), above.

- 11. Confer with the patrol supervisor.
- 12. Arrest the offender identified as the primary physical aggressor.
 - a. If complainant/victim requests that offender not be arrested, the officer may still effect the arrest.

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NOTE

Where there is reasonable cause to believe that both parties to a particular domestic violence dispute have committed family offense misdemeanors and the responding uniformed members of the service are unable to determine who, if anyone, was the primary physical aggressor, it would be lawful to arrest both parties. Further, even where the responding uniformed members of the service are able to determine who was the primary physical aggressor, both parties may, if appropriate, be arrested. The primary consideration when deciding whether to arrest other persons, in addition to the primary aggressor, is the prevention of further violence and the safety to **ALL** household members. Evaluate each complaint separately. Do not base a decision to arrest or not to arrest on the willingness of a person to testify or otherwise participate in a judicial proceeding. If a complainant/offender/victim requests that the offender not be arrested, the officer may still effect an arrest. The primary considerations when the complainant/offender/victim does not want an arrest to be made are the prevention of future violence and the safety of **ALL** household members. (See NOTE following step eight [8]).

UNIFORMED MEMBER OF THE SERVICE (continued)

13. Make an **ACTIVITY LOG** entry of:
 - a. Factors that resulted in determination or inability to determine that a particular offender was the primary physical aggressor.
 - b. Fact that the complainant/victim does not want an arrest to be made.
 - (1) Request complainant/victim to sign **LOG** entry.
 - (2) Enter "Refused Signature" if complainant/victim will not sign entry.

WHEN THERE IS PROBABLE CAUSE THAT ANY VIOLATION HAS BEEN COMMITTED, NOT IN THE OFFICER'S PRESENCE:

UNIFORMED MEMBER OF THE SERVICE

14. Refer complainant/victim as follows:
 - a. Family/Household members, as defined in Family Court Act, AND family offense violation, to:
 - (1) Family Court
 - (2) Summons Part - Criminal Court (if concurrent jurisdiction exists, complainant may go to either court or both.)
 - b. Family/Household - Expanded Definition subdivisions "g" and "h" above and/or non-family offense violations - to Summons Part - Criminal Court.

NOTE

An officer cannot effect an arrest for **VIOLATIONS NOT COMMITTED IN HIS/HER PRESENCE**, UNLESS such violation is specifically prohibited in a current Order of Protection issued to the complainant/victim. The proper charge is Criminal Contempt in the Second Degree, Penal Law Section 215.50(3), or Criminal Contempt in the First Degree, Penal Law Section 215.51(b [v]) or (c) (see paragraph 7(b), above).

WHEN CONCURRENT JURISDICTION EXISTS:

UNIFORMED MEMBER OF THE SERVICE

15. Advise complainant/victim of the courts available to them and the purpose of each court as outlined in the "Definitions - Concurrent Jurisdiction" section.

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IN ALL CASES:

UNIFORMED MEMBER OF THE SERVICE

16. Advise complainant/victim of availability of shelter and other services by providing 1-800-621-HOPE hotline number.
17. Prepare New York State Standardized Domestic Incident Report (DCJS 3221) in ALL instances in which response to OR becoming apprised of an incident (e.g., altercation, disturbance, conflict, or dispute) involves members of the same Family/Household-Expanded Definition, or is an allegation of child abuse.
 - a. If prepared in response to a radio run include SPRINT job number on form.
 - b. List in the "Narrative of the Incident" section all factors that resulted in determination or inability to determine that a particular offender was the primary physical aggressor and any property removed, (e.g. arrest evidence, safekeeping, etc.)
 - c. Ensure that the name and phone number of the precinct Domestic Violence Prevention Officer is printed on the rear of the last copy of the N.Y.S. Domestic Incident Report. Advise complainant/victim to contact the Domestic Violence Prevention Officer to obtain further information (e.g. referrals, voucher number, etc.)
 - d. Insert **Tax Number (I.O. 7 s.04)** of reporting member of the service in caption entitled "Officer I.D. No."
 - e. Give New York State Standardized Domestic Incident Report (pink copy) and Domestic Violence Notice (gold copy) to complainant/victim, if present.
 - f. Inform all parties that they may be contacted by the Precinct Domestic Violence Prevention Officer concerning this incident.

NOTE

In cross complaint situations, a New York State Standardized Domestic Incident Report shall be prepared for each complainant/offender. Every attempt should be made to have the complainant complete the "Victims Statement of Allegations" caption, regardless of what language he/she speaks or writes. DO NOT enter in "Victims Statement" caption "Refused" or "Same as above" if the victim is unable to speak or write in English, unless the victim refuses. Always allow the victim to write in his/her primary speaking language if unable to write in English. (I.O. 7 s.04)

18. Use radio code dispositions to finalize assignment:
 - a. 10-90F(1) DIR Prepared/No Offense Alleged;
Only to be used in those instances where the uniformed member of the service responded to a dispute which did not rise to the level of an offense; OR
 - b. 10-90F(2) DIR Prepared/Unfounded
 - c. 10-92F Arrest Effected/DIR Prepared
 - d. 10-93F **COMPLAINT REPORT**/DIR PreparedThese dispositions MUST be used to finalize any incident involving a Family/Household-Expanded Definition. Communications Section will NOT accept any other disposition code. If the assignment was initially categorized as other than signal 10-52, notify Dispatcher and use above codes to finalize the assignment.

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REPORTING PROCEDURE:

UNIFORMED MEMBER OF THE SERVICE

19. Prepare **COMPLAINT REPORT (PD313-152)** for each complainant/victim in addition to the N.Y.S. Domestic Incident Report when complainant/victim alleges an OFFENSE has been committed between members of the same Family/Household-Expanded Definition, including the violation of an Order of Protection. Include in the "Details":
- Whether an Order of Protection is in effect.
 - Issuing court, and
 - If offender not present, the possible location(s) of offender.
 - In cross-complaint situations, where an attempt to determine which offender was the "primary physical aggressor" is required, include a statement that the offender was the "primary physical aggressor." The **COMPLAINT REPORT** pertaining to the offender determined not to be the "primary physical aggressor" shall be CLOSED to "Patrol" and the "Details" section shall include a statement that the offender was determined not to be the "primary physical aggressor."

NOTE

*In cross-complaint situations requiring the preparation of two (2) or more **COMPLAINT REPORTS** and where the responding uniformed members of the service are unable to determine which offender was the primary physical aggressor, the factors that resulted in the inability to make that determination must be included in the "Details" section of each **COMPLAINT REPORT**.*

20. Enter in caption entitled "Unit Referred to":
- Precinct Detective Squad - when **COMPLAINT REPORT** is prepared for:
 - Felony(s)
 - Violation(s) of an Order of Protection
 - Misdemeanor(s).

NOTE

*The **COMPLAINT REPORT** MUST be classified as "open" in the above three circumstances, if an arrest is not made by patrol. However, in misdemeanor cases, close **COMPLAINT REPORT** only if complainant/victim does not want offender arrested and officer does not believe an arrest is warranted after considering criteria above.*

- Court(s) victim was referred to in closed complaints.
21. When concurrent jurisdiction applies, make entry in **ACTIVITY LOG** indicating that complainant/victim was advised of:
- Difference between proceedings in each court
 - Importance in selection of the appropriate court to process charge(s) and option to change from one court to the other, or proceed in both.

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- DESK OFFICER**
22. DO NOT issue a **DESK APPEARANCE TICKET (PD260-121)** or stationhouse bail when any offense is committed and an arrest is effected involving members of the same Family/Household-Expanded Definition.
 23. Verify accuracy and completeness of all required forms.
 24. Have prisoner removed to borough Court Section facility to complete arrest process.

- DOMESTIC VIOLENCE PREVENTION OFFICER**
25. Perform duties and process all Domestic Incident Reports as per *P.G .202-29, "Domestic Violence Prevention Officer."*

WHEN COMPLAINT REPORT IS CLASSIFIED AS OPEN AND REFERRED TO PRECINCT DETECTIVE SQUAD (10 1 s.10)

- DESK OFFICER**
26. Ensure all open complaints of domestic violence are expeditiously forwarded to the Detective Squad together with the completed and signed **New York State Standardized Domestic Incident Report (DCJS 3221)**.

- ASSIGNED DETECTIVE**
27. Immediately attempt to interview the complainant and obtain the facts of the case, confirm the name of the perpetrator and obtain all other necessary information (e.g., all involved addresses, nickname, date of birth, cellular and landline telephone numbers, e-mail addresses, information regarding relatives and associates, etc.)
 28. Conduct necessary computer checks (e.g., BADS, MSWS, etc.) regarding all involved persons and locations.
 29. Activate an **INVESTIGATION CARD (PD373-163)** for a named perpetrator no later than the end of assigned tour regardless of whether the complainant was interviewed or whether a **Domestic Incident Report (DCJS 3221)** was forwarded to the Detective Squad.
 - a. Information regarding activated **INVESTIGATION CARDS** will be communicated/forwarded to the Precinct/Police Service Area (PSA) Domestic Violence Unit (DVU) daily.
 - (1) The date, time and name of the person notified will be documented in the Enterprise Case Management System (ECMS).
 - b. When an **INVESTIGATION CARD** is cancelled, the involved domestic violence unit will be notified.
 - (1) The date, time and name of the person notified will be documented in the ECMS.
 30. Confer with Precinct/PSA domestic violence unit sergeant if named perpetrator cannot be immediately apprehended.
 - a. Domestic violence prevention officer(s) will assist in the apprehension efforts within the confines of the Precinct/PSA, if assigned.

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DETECTIVE SQUAD COMMANDER 31. Confer bi-weekly with the Precinct/PSA commanding officer and domestic violence unit sergeant regarding active and canceled domestic violence **INVESTIGATION CARDS**.

DOMESTIC VIOLENCE PREVENTION OFFICER 32. Confer with the assigned detective prior to making a home visit involving a named perpetrator.

33. Effect arrest if named perpetrator is present during home visit.
 a. If the arrest involves a serious felony or a complex investigation, the assigned detective will assist the arresting domestic violence prevention officer concerned.

34. Notify the involved Precinct Detective Squad to cancel the **INVESTIGATION CARD** when named perpetrator is arrested.

35. Inform assigned detective of all attempts to locate named perpetrators.

ASSIGNED DETECTIVE 36. Document all attempts made by the domestic violence prevention officer to locate named perpetrator in the ECMS.

DETECTIVE ZONE COMMANDING OFFICER 37. Review all domestic violence **INVESTIGATION CARDS** and periodically confer with the Precinct/PSA commanding officers to ensure that the proper notifications have been made.

ADDITIONAL DATA *The immediate apprehension of domestic violence offenders is of paramount importance. Joint efforts involving the Precinct Detective Squad and the Precinct/PSA Domestic Violence Unit is the most effective way to expeditiously apprehend named perpetrators. Therefore, it is incumbent upon Detective Zone commanding officers and Precinct Detective Squad commanders to coordinate frequent joint operations/sweeps with the Precinct/PSA commanding officer, special operations lieutenant and domestic violence unit sergeant to apprehend multiple named perpetrators."*

A police officer will, when requested by a petitioner, assist in the service of an Order of Protection, summons, or petition. (Orders of Protection issued by the Family Court and delivered directly to the police will be served according to P.G. 212-57, "Service Of Family Court/Supreme Court Orders Of Protection By Uniformed Members Of The Service."

*To avoid unnecessary court appearances by uniformed members of the service who are requested by a petitioner to serve a respondent with an Order of Protection, summons, or petition, uniformed members of the service will prepare **STATEMENT OF PERSONAL SERVICE (PD260-152)**. The uniformed member concerned will sign the **STATEMENT OF PERSONAL SERVICE** after completing all captions on the form. It is no longer sworn to before a supervisory officer. The original copy (white) will be given to the petitioner and the duplicate copy (blue) will be filed in the precinct of service.*

Domestic Incident Reports, are potential Rosario material, and must be maintained at the precinct of occurrence. If an arrest is effected, the arresting officer must ensure that the Assistant District Attorney is provided with a copy of the Domestic Incident Report prepared in regards to the incident. When requested, the Domestic Violence Prevention

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**ADDITIONAL
DATA
(continued)**

Officer will make all Domestic Incident Reports prepared regarding the person arrested available to a Assistant District Attorney.

In violation cases referred to the Criminal Court - Summons Part, the complainant/victim must have the offender's address available for service of the summons. Misdemeanor cases should NOT be referred to the Criminal Court - Summons Part. The preferred course of action is to advise the complainant/victim to contact the police on the next contact with the offender and request an arrest, presenting the Domestic Incident Report as proof of the previous complaint.

Uniformed members of the service responding to a report of a domestic incident will question persons present about the existence of firearms in the household. Seize ANY firearms (including rifles and shotguns), and licenses/permits, if:

- (1) License holder is arrested, regardless of the charge; or*
- (2) An Order of Protection exists against the licensee; or*
- (3) When the incident involves physical force or the threat of physical force.*

When a police officer reasonably believes that the presence of firearms at a location creates imminent risk of physical injury or serious physical injury, the following actions should be taken to remove the weapon from the location:

- (1) Seize illegally possessed firearm(s) and make an arrest.*
- (2) Seize legally possessed firearm(s) when such weapons create imminent risk of physical injury or serious physical injury.*
- (3) Voucher legally possessed firearms which are voluntarily surrendered by participants in domestic incidents.*

In all incidents involving pistol or permit holders, notify the License Division Incident Section at (212) 374-5538, and comply with A.G. 321-07, "Incidents Involving Holders of Pistol Licenses or Pre-Exemption License Permits." License/permit holders must immediately notify the License Division, Incident Section, of any police incident in which they are involved.

**RELATED
PROCEDURES**

Desk Appearance Ticket - General Procedure (P.G. 208-27)

Invoicing Property General Procedure (P.G. 218-01)

Unlawful Evictions (P.G. 214-12)

Family Offenses and Domestic Violence Involving Uniformed or Civilian Members Of The Service (P.G. 208-37)

Emergency Removals Or Investigation And Reporting Of Abused, Neglected Or Maltreated Children (P.G. 215-03)

Incidents Involving Holders Of Pistol Licenses Or Pre-Exemption License Permits (A.G. 321-07)

**FORMS AND
REPORTS**

ACTIVITY LOG (PD112-145)

COMPLAINT REPORT (PD313-152)

DESK APPEARANCE TICKET (PD260-121)

STATEMENT OF PERSONAL SERVICE (PD260-152)

New York State Standardized Domestic Incident Report (DCJS 3221)

INVESTIGATION CARD (PD373-163)



PATROL GUIDE

Section: Command Operations		Procedure No: 212-17	
PROCEDURES AT SCENES OF CRITICAL SITUATIONS ON NEW YORK CITY TRANSIT			
DATE ISSUED: 02/19/10	DATE EFFECTIVE: 02/26/10	REVISION NUMBER: 10-01	PAGE: 1 of 2

PURPOSE To provide procedures to be followed at the scene of certain incidents.

PROCEDURE The following procedures will be followed in cases of fires, floods, collisions, derailments, persons under trains and other major disruptions of service:

**UNIFORMED
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THE SERVICE**

1. Remove power from affected area, when necessary.
2. Post a responsible person in the street near the scene to direct responding emergency units and equipment.
3. If necessary, evacuate or remove persons from trains and/or stations.
4. DO NOT permit the removal of a sick or injured member of the Fire Department without consent of the fire officer in charge.
5. Remove person(s) from under trains except when person is deceased and possibly the victim of a crime, when possible.
6. Administer necessary first aid to victim(s).
7. Exclude unauthorized person(s) from the area.
8. Establish police/fire lines.
9. Establish a command post.
10. Obtain the names, addresses and telephone numbers of all witness(es), and their employer's names, business addresses and telephone numbers.
 - a. Record this information in **ACTIVITY LOG (PD112-145)** together with any statement made by such witness(es).
11. Report full details to the duty captain or incident commander, unless a supervisor designates another member to report details, when assigned to post on which the incident occurred.
 - a. Include the following information, where applicable:
 - (1) Train operator's name, address, telephone number, pass number, run number and regular days off
 - (2) Statement of train operator
 - (3) Conductor-in-charge's name, address, telephone number, pass number, run number and regular days off
 - (4) Statement of conductor-in-charge
 - (5) Line
 - (6) Northbound or southbound, express or local
 - (7) Lead motor car number
 - (8) Departure time
 - (9) Point of departure
 - (10) Terminus
 - (11) Car numbers
 - (12) Car(s) involved
 - (13) Police Emergency Service Unit truck number
 - (14) Detective handling the investigation
 - (15) Power ordered off - by whom, time
 - (16) Power ordered restored - by whom, time

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**DUTY
CAPTAIN/
INCIDENT
COMMANDER**

12. Prepare a report on **Typed Letterhead**, describing circumstances of incident and any action(s) taken.
 - a. Forward report to Chief, Transit Bureau.

**ADDITIONAL
DATA**

All uniformed members of the service, especially those assigned to subway patrol duty, should be cognizant of the New York City Transit (NYCT) procedure for train crews to signal for police assistance.

The train operator and/or conductor may utilize a train horn or whistle to request police assistance, as follows:

LONG SOUND immediately followed by a SHORT SOUND, and then another LONG SOUND immediately followed by a SHORT SOUND.

Members of the service, upon hearing the above sound signals, shall, in a tactically safe manner, immediately respond to the nearest member of the train crew (either the conductor or train operator), to investigate the police condition.

Members of the service are reminded that personal safety is of paramount importance and they always must exercise sound tactics and good judgement whenever they respond to a train signaling for police assistance.

*As always, all police action will be recorded in the member's **ACTIVITY LOG** including any reports prepared and/or notifications made.*

**FORMS AND
REPORTS**

ACTIVITY LOG (PD112-145)
Typed Letterhead



PATROL GUIDE

Section: Command Operations		Procedure No: 212-103	
CRIME INFORMATION CENTERS			
DATE ISSUED: 02/19/10	DATE EFFECTIVE: 02/26/10	REVISION NUMBER: 10-01	PAGE: 1 of 5

PURPOSE

To properly identify what should be posted in a precinct, PSA or transit district “Crime Information Center,” and identify those responsible for maintaining this information.

DEFINITION

CRIME INFORMATION CENTER - A central command repository for the dissemination of information that will assist MOS in the apprehension of wanted persons and the detection and identification of criminal activity. The Crime Information Center will guide deployment of resources and increase officer safety. The Crime Information Center is to be situated in the command’s muster room and will be maintained on either bulletin boards or in wall mounted glass cases. The Crime Information Center is to be kept neat, orderly and free of obstructions.

PROCEDURE

To assist crime control and maximize officer safety by providing ready access to current crime intelligence and information on fugitives and other wanted or dangerous criminals that may be encountered in the field.

OPERATIONS COORDINATOR

1. Oversee the maintenance of the Crime Information Center and ensure deficiencies are corrected.
2. Act as a liaison between the crime analysis personnel, detective squad and field intelligence officer and other appropriate personnel.

CRIME ANALYSIS SUPERVISOR

3. Ensure that the Crime Information Center is updated and maintained as follows:
 - a. Crime Maps - Post current and accurate maps for the following:
 - i. Twenty-eight (28) day maps, electronic maps if available, for the seven (7) major felony crimes, and shooting incidents.
 - ii. Year to date maps, electronic maps if available, for murder.
 - iii. Year to date maps, electronic maps if available, for shooting incidents.
 - b. Crime Breakdown - Post “running” twenty-eight (28) day spread sheets for each of the seven (7) major felony crimes and for shooting incidents. The following data will be included:
 - i. Date
 - ii. Day of week
 - iii. Time
 - iv. Address
 - v. Type of location, e.g., elevator, park, street
 - vi. Complaint number
 - vii. Sector/Development
 - viii. Brief synopsis of details
 - ix. Sex, race and age of victim
 - x. Suspect’s description (if applicable)

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**CRIME
ANALYSIS
SUPERVISOR
(continued)**

- c. Crime Trends, Clusters, Alerts - Post all trends, clusters, alerts and intelligence information that are generated by the Patrol Borough Pattern Identification Module (PIM), and that affect the command.
- d. Surveillance Systems - Post one (1) map identifying all of the camera locations and a list of addresses where the cameras are deployed throughout the command regarding the following:
 - i. A.R.G.U.S.
 - ii. V.I.P.E.R.
 - iii. Operation Safe Store
 - iv. Housing Authority Small Scale Camera Systems
 - v. Transit Authority C.C.T.V.
 - vi. Red light enforcement (Department of Transportation)
 - vii. Any other appropriate camera programs or initiatives as they are developed and implemented.
- e. Impact and Impact Overtime Zones -
 - i. Post map with current Impact Zone boundaries, and days and hours of deployment.
 - ii. Post map with current Impact Overtime Zone boundaries, and days and hours of deployment.
 - iii. Post map with current deployment and zone boundaries for any programmatic enforcement overtime initiative/strategy conducted within a narrowly focused and defined target area. Identify the name of the program, initiative or strategy and list days and hours of deployment.

NOTE

Crime maps and crime details will be posted weekly before 1400 hours each Tuesday. Other maps, if applicable to the command, will be posted in a timely manner.

Disclosure of domestic violence crime victim information is in violation of Mayor's Executive Orders Number 34 and 41. Therefore, information regarding the status of a person as a "Domestic Violence Crime Victim" (i.e., victim listed on a Domestic Violence Unit's "High Propensity List") cannot be displayed within a Crime Information Center.

**DETECTIVE
SQUAD
SUPERVISOR**

- 4. Ensure the timely posting of the following items in the Crime Information Center of affected commands:
 - a. Crime Patterns - All patterns affecting the command, including borough and citywide patterns, from units such as, but not limited to:
 - i. Central Robbery Section
 - ii. Special Victims Squads
 - iii. Major Case Squad
 - iv. Financial Crimes Task Force
 - v. I.A.B., Police Impersonation Squad
 - vi. Auto Crime Division
 - b. Wanted Person Photos - Photos of wanted persons in the following priority order:
 - i. Subjects wanted by the command.

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**DETECTIVE
SQUAD
SUPERVISOR
(continued)**

- ii. Subjects wanted by other commands who live within the confines of the command.
- iii. Subjects wanted by other commands who live in New York City.
- c. Investigation Cards (I-Cards) - Photos of “Probable Cause to Arrest” Investigation Card (I-Card) subjects within twenty-four (24) hours after the I-Card is activated.
 - i. Commands with a large number of I-Cards, should post photos and information regarding individuals who are the subjects of “Probable Cause to Arrest” I-Cards for Homicide, Non-Fatal Shooting and Robbery.
 - ii. Photos regarding “Probable Cause to Arrest” I-Cards for subjects wanted for other crimes may be maintained on clipboards in the Crime Information Center.
- 5. Ensure the following items are removed from the Crime Information Center:
 - a. Remove photos of “Probable Cause to Arrest” I-Card subjects within twenty-four (24) hours after the subject is arrested on the I-Card or the I-Card is otherwise deactivated.
 - b. Remove all closed patterns within twenty-four (24) hours of notification that the pattern has been closed.

**FIELD
INTELLIGENCE
OFFICER**

- 6. Ensure current and accurate lists of the following are posted in the Crime Information Center by the 5th of each month:
 - a. NYS Parolees - Active N.Y.S. Parolees who reside within the command/development(s). Include the:
 - i. Parolee’s address
 - ii. Crime
 - iii. Conditions of Parole
 - b. Top 500 Burglars - “Top 500 Burglar” list as follows:
 - i. Persons arrested for Burglary in the command.
 - ii. Persons arrested for Burglary in other commands /development(s), who reside in the command /development.
 - c. Gang Members - Listing of active gang members who reside within the command/development(s), and indicate their gang affiliation.
 - d. Post the names, addresses and a photo of persons who are designated as chronic offenders.
 - i. Commanding officers will determine what criteria will be used to define a chronic offender based upon command conditions. For example, a command with a robbery condition may choose to define a chronic offender as a person who has been arrested for robbery within the involved command two (2) or more times during the previous five (5) years.

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NOTE *The field intelligence officer should confer with the commanding officer and prioritize postings required in step “6” subdivisions “a” through “d” above.*

If the field intelligence officer position is vacant these functions will be performed by an appropriate member designated by the commanding officer.

- BOROUGH
ADJUTANT**
7. Designate appropriate borough level supervisor to inspect the Crime Information Centers, at least once a month.
 8. Ensure that the commanding officer expeditiously corrects any deficiencies.

**ADDITIONAL
DATA** *Commanding officers should designate space in the Crime Information Center to be utilized for command specific conditions.*

“Cash for Guns” and “Gun Stop” posters should NOT be placed inside the Crime Information Center. Instead, display “Cash for Guns” and “Gun Stop” posters prominently in a significant number of appropriate locations throughout the command where they will be readily viewed by the public. Examples include:

- a. *Entrance vestibule of the command*
- b. *Lobby of the command*
- c. *124 room*
- d. *Arrest processing area*
- e. *Desk area*
- f. *Interview room*
- g. *Debriefing location*
- h. *Detective Squad, if applicable*

HOUSING BUREAU

In addition to the above, the following issues specific to Housing Bureau commands are noted:

- a. *Police Service Area Crime Information Centers will be partitioned by precinct areas serviced by the PSA. A listing of developments, maps, patterns, crime breakdowns, photos of wanted persons, etc. will be posted in each section. Where applicable, the housing development where crimes are occurring, or where wanted persons/fugitives, etc., are known to frequent, will be specifically indicated.*
- b. *V.I.P.E.R. base, satellite commands, hi-tech police rooms, and other Housing Bureau substations will maintain a Crime Information Center appropriate to their area of responsibility. PSA commanders will designate a supervisor assigned to each subcommand to coordinate with the PSA Crime Analysis Unit and ensure updated and accurate data.*
- c. *The Detective Borough Operations Commander will ensure that detective commands directly coordinate with the PSA Operations Coordinator to ensure that step “4” and step “5” of this order are complied with.*
- d. *The duties of the Patrol Borough Adjutant will be performed by the Housing Borough Executive Officer.*

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**ADDITIONAL
DATA
(continued)**

TRANSIT BUREAU

In addition to the above, the following issues specific to Transit Bureau commands are noted:

- a. *Transit District Crime Information Centers will be partitioned by the precinct areas serviced by the District. Subway line/station maps, street maps, patterns, crime breakdowns, photo of wanted persons, etc., will be posted in each section. Where applicable, the subway line/station where crimes are occurring, or where wanted persons/fugitives, etc., are known to frequent will be specifically indicated.*
- b. *District commanding officers will designate the Crime Analysis Supervisor to directly coordinate with detective squads, the Borough Pattern Identification Module, and others, to facilitate the timely exchange of information, updates, etc., and dissemination of materials.*
- c. *The Detective Borough Operations Commander will ensure that detective commands directly coordinate with the District Crime Analysis Supervisor to ensure that step "4" and step "5" of this order are complied with.*
- d. *The duties of the Patrol Borough Adjutant will be preformed by the Transit Borough Executive Officer.*
- e. *The Transit District Crime Analysis Supervisor will obtain the information listed in step "6" subdivision "a" from the Transit Bureau's Special Projects Lieutenant.*



PATROL GUIDE

Section: Command Operations		Procedure No: 212-104	
INTERACTION WITH HEARING IMPAIRED PERSONS			
DATE ISSUED: 02/19/10	DATE EFFECTIVE: 02/26/10	REVISION NUMBER: 10-01	PAGE: 1 of 3

PURPOSE

To facilitate the process of effective communication with members of the public who are hearing impaired, including aided cases, crime victims, witnesses, suspects or arrestees, and to obtain information from such individuals, through the use of sign language interpreters or other auxiliary aids and services.

SCOPE

The Americans with Disabilities Act, state and local law, in addition to Department policy and procedure, requires that the Department maintain effective services, practices and policies to ensure that the needs of hearing impaired individuals are protected.

DEFINITIONS

HEARING IMPAIRED – A person who possesses hearing abilities that are limited to the extent that it constitutes a substantial limitation of an individual’s activities. The impairment is to such a degree that it will be readily apparent to a member of the service that the individual has difficulty understanding what is communicated orally.

AUXILIARY AIDS – In addition to the services of a qualified sign language interpreter, the use of gestures or visual aids to supplement oral communication, use of a notepad and pen/pencil to exchange written notes, use of an assistive listening system or device to amplify sound or other effective methods of delivering information or communicating with an individual who is hearing impaired. Auxiliary aids may also include the use of text telephones or other devices, accessed via use of a Telecommunications Relay Service (TRS), or an individual’s personal communication device (such as a personal digital assistant [PDA], telephone with text capability, etc.).

NOTE

The type of aid that will be required for effective communication will depend on the hearing impaired person’s usual method of communication. To serve each individual effectively, primary consideration should be given to providing the type of communication aid or service requested by the individual. Persons with hearing impairments must not be charged for the cost of an auxiliary aid or service which is needed for effective communication.

QUALIFIED SIGN LANGUAGE INTERPRETER – A qualified sign language interpreter is one who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. A qualified interpreter must be able to interpret impartially, therefore, under some circumstances (e.g., a domestic dispute, etc.), a family member, child or friend of the individual with a hearing impairment may not be qualified to render the necessary interpretation.

NOTE

Every effort should be made to have a person not connected with the incident serve as an interpreter. In exigent circumstances, the need to immediately communicate may take precedence over the effort to secure an interpreter not involved in the incident.

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DEFINITIONS (continued)

TELECOMMUNICATIONS RELAY SERVICE (TRS) – The Federal Communications Commission (FCC) has adopted use of the “711” dialing code for access to TRS. This permits persons with a hearing or speech disability to use the telephone system via a telephone typewriter (TTY) or other device to call persons with or without such disabilities. Conversely, voice users can also dial “711” to be connected to a TRS operator, who will then relay the message to a person with a hearing or speech disability via a TTY or other device.

311 SYSTEM FOR INDIVIDUALS WITH HEARING IMPAIRMENTS – The City of New York also maintains a “311” non-emergency system for individuals with hearing impairments. Persons with hearing impairments who wish to inquire about City services or make complaints regarding a specific City agency or service, can be directed to TTY number (212) 504-4115. The “311” operator will then direct the inquiry/complaint to the appropriate City agency.

PROCEDURE

When a member of the service has cause to interact with an individual who is hearing impaired:

MEMBER OF THE SERVICE

1. Ascertain from the person with the hearing impairment the type of auxiliary aid or services he/she requires.
2. Utilize appropriate auxiliary aids to facilitate communication.
3. Contact the desk officer if the services of a qualified sign language interpreter are needed.
4. Follow *P.G. 208-03, “Arrests – General Processing”* in arrest situations where probable cause has been established.

NOTE

In cases where probable cause has been developed, the arrest of a hearing impaired person shall proceed in accordance with standard arrest and safety procedures. Should communication with a hearing impaired suspect be necessary to establish probable cause, or for a pre-arrest interview, etc., the appropriate auxiliary aid should be employed. When dealing with hearing impaired arrestees, auxiliary aids will be used to communicate with the arrestee (e.g., informing arrestee of charges and nature of the offense, interrogation, etc.). In situations where an arrestee would be permitted use of a telephone, a qualified sign language interpreter can be used to communicate for a hearing impaired arrestee, and the use of the TRS can be employed where the recipient of a call uses a TTY.

5. Document in detail any auxiliary aids utilized in **ACTIVITY LOG (PD112-145)**.

DESK OFFICER

6. Ensure that auxiliary aids are utilized, if necessary.
7. Evaluate whether the services of a qualified sign language interpreter are necessary.

NOTE

In cases where the services of a qualified sign language interpreter are needed, the Operations Unit should be contacted.

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- DESK OFFICER (continued)** 8. Make entry in the Command Log regarding:
- a. Type of auxiliary aid used; or
 - b. Reason(s) for not using auxiliary aid(s) (i.e., qualified sign language interpreter, etc.).

RELATED PROCEDURES

- Preliminary Investigation of Complaints (Other than Vice Related or Narcotics Complaints) (P.G. 207-07)*
- Arrests – General Processing (P.G. 208-03)*
- Rights of Persons Taken into Custody (P.G. 208-09)*
- Volunteer Language Program/Language Line (P.G. 212-90)*
- Grievance Procedure for Members of the Public with Disabilities (A.G. 308-06)*

FORMS AND REPORTS **ACTIVITY LOG (PD112-145)**



INTERIM ORDER

SUBJECT: SECURE AUTOMATED FAST EVENT TRACKING NETWORK (SAFETNet)		
DATE ISSUED:	REFERENCE:	NUMBER:
06-09-09	**P.G. 212 SERIES	33

1. In order to increase efficiency and promote greater cooperation by preventing duplication and overlapping of investigatory efforts between various Department enforcement commands and New York State law enforcement agencies, the “Unified Drug Enforcement Coordination System (U.D.E.C.S.)” is being REPLACED by the “**Secure Automated Fast Event Tracking Network (SAFETNet)**.” Accordingly, a notification to SAFETNet at the onset of an investigation through the appropriate SAFETNet Bureau Coordinator is mandatory for certain investigatory situations.

2. Accordingly, a new procedure entitled “Secure Automated Fast Event Tracking Network (SAFETNet)” will be incorporated into the Patrol Guide in order to standardize the procedure for providing notifications to SAFETNet.

PURPOSE To standardize the procedure regarding notifications to the Secure Automated Fast Event Tracking Network (SAFETNet).

DEFINITIONS SECURE AUTOMATED FAST EVENT TRACKING NETWORK (SAFETNet): This system was established to integrate enforcement efforts between various Department enforcement commands, as well as other law enforcement agencies within the City and State of New York. Formerly called U.D.E.C.S. (Unified Drug Enforcement Coordination System), the purpose of SAFETNet is to ensure the safety of law enforcement personnel and to prevent two or more agencies from simultaneously pursuing investigations against common subjects, by automatically recognizing and notifying investigators of conflicting interest in subjects, locations, telephone numbers, motor vehicle license plates, internet addresses, events and financial accounts.

SAFETNet BUREAU COORDINATORS: Uniformed member of the service authorized by bureau chief/deputy commissioner concerned who is responsible to act as a liaison between investigators and the Intelligence Division, Sensitive Data Unit. In order to ensure integrity and maintain control of SAFETNet, bureau chiefs/deputy commissioners will only authorize the minimum amount of coordinators necessary to properly accommodate the operation on a twenty-four (24) hour, seven (7) days a week basis. Coordinators are designated *only* through the submission of **Coordinator Registration Form (HIDTA)** and subsequent approval of Commanding Officer, Sensitive Data Unit.

INVESTIGATOR: Uniformed member of the service designated *only* through the submission of **Requestor Registration Form (HIDTA)** and subsequent approval of Commanding Officer, Sensitive Data Unit, who initiates investigative target into the SAFETNet system by submitting request forms to their respective coordinator.

**DEFINITIONS
(continued)**

PRIMARY INVESTIGATOR: Uniformed member of the service who currently holds an active SAFETNet number for a specific target (i.e., person, address, vehicles, telephone, internet address, critical event and/or financial account).

SECONDARY INVESTIGATOR: Uniformed member of the service who submits a **Request Form (HIDTA [Rev. 12/08])** for a target which is actively held by the Primary Investigator.

PROCEDURE

When a notification and/or submission to SAFETNet is required:

INVESTIGATOR

1. Submit SAFETNet **Request Form (HIDTA [Rev. 12/08])** to SAFETNet bureau coordinator concerned with all the necessary information regarding the following:
 - a. Narcotics and/or drug trafficking investigations
 - b. Firearms investigations
 - c. Money laundering investigations
 - d. Insurance fraud investigations
 - e. Confidential Informant Registration
 - f. Any instance where a search warrant application is prepared
 - g. Any active target investigation in which an undercover may be utilized
 - h. Any investigation that may cross jurisdictional boundaries.

NOTE

Jurisdictional boundaries, in this context, are defined two (2) ways. First, in the traditional sense as occurring between law enforcement agencies at the federal, state, or local level. Secondly, in a narrower sense as occurring between NYPD bureaus, boroughs, divisions, precincts, and units. This second definition is intended to facilitate communication and cooperation between NYPD investigators to enhance investigative results and ensure investigator safety.

SAFETNet submissions will be accepted for:

- a. *Any identified person (at a minimum provide last name, first name and date of birth)*
 - (1) *SAFETNet submissions should also include an identified person's Social Security number, NYSID #, and FBI # if known. These identifiers are a key identifier when available.*
- b. *Any business or residential location within the State or City of New York (apartment house, private house or business must be indicated)*
 - (1) *Submissions for business locations must include full business name and street address*
 - (2) *Submissions for any location must include the locality/neighborhood, borough and zip code. (i.e., College Point, Queens 11356).*
- c. *Vehicle License Plate*
- d. *Telephone Number*
- e. *Internet Addresses*
- f. *Critical Events (money drop, undercover meeting, etc.)*
- g. *Financial Account Numbers (account number type).*

*SAFETNet submissions will expire after **one (1) year**, with the exception of critical events, which will expire after twenty-four (24) hours.*

INTERIM ORDER NO. 33

NOTE
(continued)

For investigations under the purview of the Internal Affairs Bureau and the Deputy Commissioner, Counter Terrorism, SAFETNet inquiries and/or conferrals with other units, commands, or agencies will be conducted in a manner prescribed by the Chief of Internal Affairs or Deputy Commissioner, Counter Terrorism, as appropriate, so as not to compromise internal or sensitive investigations.

**SAFETNet
BUREAU
COORDINATOR**

2. Obtain all required information and electronically enter the **Request Form (HIDTA [Rev. 12/08])** data directly into the SAFETNet system.
3. Record information into the coordinator's Log, maintained by the command and provide investigator with control number.

**SENSITIVE
DATA UNIT**

4. Monitor submissions made into the SAFETNet system.

SAFETNet "NO HIT"

**SENSITIVE
DATA UNIT**

5. Forward SAFETNet printout containing SAFETNet number via fax to the SAFETNet bureau coordinator concerned and confirm receipt by telephone.

NOTE

A SAFETNet number will be generated automatically for each submission made into the SAFETNet system.

**SAFETNet
BUREAU
COORDINATOR**

6. Enter SAFETNet number into coordinator's Log under the appropriate control number.
7. Provide investigator with SAFETNet printout.

SAFETNet "HIT"

NOTE

When a SAFETNet bureau coordinator submits information for target information already under investigation, a "HIT" will occur.

**SENSITIVE
DATA UNIT**

8. Notify via fax the primary investigator's and secondary investigator's SAFETNet bureau coordinators by way of a **Match Notification/Resolution Form (HIDTA)** and confirm receipt by telephone.

**SECONDARY
INVESTIGATOR'S
SAFETNet
BUREAU
COORDINATOR**

9. Contact primary investigator's SAFETNet Bureau coordinator PRIOR to taking any action in connection with the target information submitted under this SAFETNet request.

**PRIMARY
INVESTIGATOR'S
SAFETNet
BUREAU
COORDINATOR**

10. Contact primary investigator or if not available, investigator's supervisor/commanding officer and advise him/her of request.
11. Forward direct or via fax the **Match Notification/Resolution Form (HIDTA)** to primary investigator or if not available, investigator's supervisor/commanding officer and confirm receipt by telephone.

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**PRIMARY
INVESTIGATOR/
INVESTIGATOR'S
SUPERVISOR/
COMMANDING
OFFICER**

12. Print name, Tax Number and sign the **Match Notification/Resolution Form (HIDTA)** if agreeing to allow a joint operation and/or no longer pursuing the target.
13. Forward direct or via fax signed copy of the **Match Notification/Resolution Form (HIDTA)** to primary investigator's SAFETNet bureau coordinator and confirm receipt by telephone.
14. Notify primary investigator's SAFETNet bureau coordinator if request is denied.

**PRIMARY
INVESTIGATOR'S
SAFETNet
BUREAU
COORDINATOR**

15. Forward via fax signed copy of the **Match Notification/Resolution Form (HIDTA)** to both the Sensitive Data Unit and the secondary investigator's SAFETNet bureau coordinator and confirm receipt by telephone.
16. Notify secondary investigator's SAFETNet bureau coordinator if request to sign over target was denied.

**SECONDARY
INVESTIGATOR'S
SAFETNet
BUREAU
COORDINATOR**

17. Provide secondary investigator with signed copy of the **Match Notification/Resolution Form (HIDTA)**.
18. Notify secondary investigator if request to sign over target was denied.

**SENSITIVE
DATA UNIT**

19. Clear conflict once signed copy of the **Match Notification/Resolution Form (HIDTA)** is received.
20. Forward via fax a printout of the cleared SAFETNet to the secondary investigator's SAFETNet bureau coordinator and confirm receipt by telephone.

**SECONDARY
INVESTIGATOR'S
SAFETNet
BUREAU
COORDINATOR**

21. Provide copy of cleared SAFETNet printout to investigator.

**ADDITIONAL
DATA**

Only authorized, active SAFETNet bureau coordinators are authorized to make submissions. Anyone other than SAFETNet bureau coordinators DO NOT have the authority to notify the Sensitive Data Unit independently. SAFETNet Bureau coordinators are responsible for forwarding information to investigators in a timely manner.

*If the primary investigator is transferred, promoted, retires, etc., a **Typed Letterhead** addressed to the Commanding Officer, Sensitive Data Unit will be completed by the member's commanding officer, documenting the status of the original primary investigator and the assignment of a new primary investigator.*

Each bureau will develop a self-inspection program designed to ensure the accuracy and propriety of SAFETNet inquiries submitted by their members. Additionally, the Intelligence Division will regularly audit the system and forward a sampling of inquiries, based upon established criteria, to the submitting bureau for review and verification.

RELATED PROCEDURES *Search Warrant Applications (P.G. 212-75)*
Confidential Informants (P.G. 212-68)

FORMS AND REPORTS *Typed Letterhead*
Coordinator Registration Form (HIDTA)
Match Notification/Resolution Form (HIDTA)
Request Form (HIDTA [Rev. 12/08])
Requestor Registration Form (HIDTA)

3. Interim Order 20, series 2004 is **REVOKED**.

4. The applicable portion of Interim Order 33, series 2005, “Notifications and U.D.E.C.S. Inquiries for Confidential Investigations” that relates to Interim Order 20, series 2004, “Unified Drug Enforcement Coordination System (U.D.E.C.S.)” has been inserted into this procedure and is hereby **REVOKED**.

5. 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

INTERIM ORDER NO. 33

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NOTE

*If preliminary investigation discloses that the driver committed a moving violation or if a fatality occurs, and the driver is a civilian member of the service required to have a Commercial Driver's License (CDL), he/she will be required to submit to alcohol and drug testing. The desk officer concerned will contact the Medical Division at (718) 760-7609, Monday through Friday, 0700 hours to 1600 hours, within one (1) hour of the incident. All other times, contact the Medical Division Sick Desk at (718) 760-7606. The desk officer will be informed as to the location where the member must be taken for drug and alcohol testing, and will comply with the instructions of the Medical Division supervisor. The member involved **MUST** remain available for drug and alcohol testing. Unless unavailability is the result of necessary emergency care, a member's failure to be available will be considered a refusal to submit to alcohol and drug testing and will result in disciplinary or other appropriate action.*

PATROL SUPERVISOR, PRECINCT OF OCCURRENCE (continued)

8. Notify the Operations Unit promptly, if a member of the service is injured and requires hospital treatment.
 - a. An additional notification to the Operations Unit is also required before final reports are prepared to update Operations of the status of the injured member of the service.
9. Prepare **Police Accident Report (MV104AN)** in quadruplicate.
 - a. If injury is involved, include statement on **Police Accident Report** as to whether the airbag inflated and deployed, if applicable.
 - b. Indicate if accident occurred when responding to an emergency. If so, state what warning devices were being used, e.g., siren, dome light, etc.
 - c. Enter member's command and address of that command under caption "Operator's Address."
 - d. Print in large letters or type "**POLICE INVOLVED**" at top of form under caption "Police Accident Report."
 - e. Have two (2) sets of Polaroid photographs taken of all Department vehicle accidents showing damage to all vehicles involved. If accident involves death or injury, photographs will be taken at scene, if possible.
 - (1) Photographs will be secured in a Jewelry Security Envelope

NOTE

*If a uniformed member of the service was operating a police vehicle during an "emergency operation" as defined by Section 114-b of the Vehicle Traffic Law, supervisors preparing the **Police Accident Report (MV104AN)** should enter a capital letter "P" in a circle next to the name of the Department vehicle operator near the top of the report and use the following text in the "Accident Description/Officer's Notes" section of the **MV104AN**: "The accident occurred in a police vehicle owned /operated by the New York City Police Department while responding to an emergency situation." Emergency operation as defined by Section 114-b of the Vehicle Traffic Law states "the operation, or parking, of an authorized emergency vehicle, when such vehicle is engaged in transporting a sick or injured person, transporting prisoners, delivering blood or blood products in a situation involving an imminent health risk, pursuing an actual or suspected violator of the law, or responding to, or working or assisting at the scene of an accident, disaster, police call, alarm of fire, actual or potential release of hazardous materials or other emergency. Emergency operation shall not include returning from such service."*

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NOTE
(continued)

When completing **Police Accident Report** fill in each numbered box with the proper entry as determined from the corresponding code list on the cover sheet. If question does not apply, enter "dash" (-). If proper entry for any questions is unknown, enter an "X" in the corresponding box.

PATROL SUPERVISOR, PRECINCT OF OCCURRENCE
(continued)

10. Prepare and sign **Report of Motor Vehicle Accident, Police Line of Duty Accident (MV104L)**.
 - a. Attach completed form to **Police Accident Report** prior to forwarding.

NOTE

Failure to report an accident to the Commissioner of Motor Vehicles, by not forwarding a **MV104L** is a misdemeanor and shall constitute grounds for the suspension or revocation of the member of the service driver's license.

DESK OFFICER, PRECINCT OF OCCURRENCE

11. Deliver one (1) completed copy of **Police Accident Report** to operator of Department vehicle involved in accident.
12. Notify patrol borough command of accident AND:
 - a. Request response of duty captain, if death or serious injury is involved and precinct commanding officer is not available.
 - b. Enter notification and borough accident number obtained in Telephone Record.

MEMBER ON DUTY, PATROL BOROUGH OFFICE

13. Record in Borough Department Vehicle Accident Log:
 - a. Date, time, precinct of occurrence, location, borough accident #, rank, name and command of supervisor preparing **Police Accident Report**.
14. FAX consolidated daily Department Vehicle Accident reporting forms directly to the Personnel Safety Desk at (718) 760-7598.
 - a. Commanding officers will ensure that these reports are submitted no later than 0700 hours each day.
15. Notify the precinct commander/duty captain to respond to scene of accident, if death or serious injury is involved.
 - a. If precinct commander/duty captain is unable to respond notify available captain (or above) performing duty in borough.

PRECINCT COMMANDER/ DUTY CAPTAIN

16. Respond to scene of accident, if death or serious injury involved, conduct investigation, and review actions taken by patrol supervisor.

NOTE

Determine justification of summons, if issued. If not justified, follow P.G. 209-18, "Summons Served or Prepared in Error."

17. Interview all persons involved in accident and witnesses.
18. Prepare Part A of **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE (PD301-153)**, personally.

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NOTE

*If the vehicle involved was issued by a Federal/State/City agency, the issuing agency and vehicle information will be recorded in the "Preliminary Statement of Investigating Supervisor" caption of the **ACCIDENT REPORT-POLICE DEPARTMENT VEHICLE**. (10 4 s.10)*

**PRECINCT
COMMANDER/
DUTY CAPTAIN
(continued)**

19. Make a preliminary determination as to the cause of the accident and record on **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**.
 - a. Consider the actions taken by both the operator and recorder in determining cause of accident.

NOTE

*If preliminary investigation reveals that Department vehicle operator was at fault, a statement describing member's fault shall be included in the **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**. Any action taken by the recorder or omitted actions, will also be noted.*

20. Ensure that cause(s) of accident is correctly identified and recorded on both the **Police Accident Report** and **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**.
21. Sign the completed **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE** and deliver to desk officer, precinct of occurrence.

NOTE

If vehicle accident does not involve a death or serious injury, steps 17 through 21 will be performed by the patrol supervisor, precinct of occurrence/operator's immediate supervisor.

22. Review the **Police Accident Report** prepared by the patrol supervisor.
 - a. If accident involves death or injury, record under caption "Accident Description/Officer's Notes" reviewed by name, rank, command, and sign.

**DESK
OFFICER,
PRECINCT OF
OCCURRENCE**

23. Notify patrol borough office of name, rank and command of supervisor who prepared the **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**.
24. Notify Fleet Services Division at (718) 476-5665, and obtain Police Accident Serial Number.
25. Enter serial number assigned prefaced by caption "Police Accident Serial Number," at top of **Police Accident Report**.
 - a. Enter serial number in designated box on **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**.
26. FAX both sides of the **Police Accident Report, Report of Motor Vehicle Accident, Police Line of Duty Accident, and ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**, immediately after serial numbers are obtained from the On Line Accident System, Fleet Services, and borough offices, without the final agency determination captions completed, to the Personnel Safety Desk at (718) 760-7598, twenty four (24) hours a day. No coversheet is necessary.
 - a. During business hours (0700 x 1830 hours), desk officers will confirm receipt by calling the Personnel Safety Desk at (718) 760-7645/6. If the transmission of reports cannot be completed, a photocopy of the reports

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**DESK
OFFICER,
PRECINCT OF
OCCURRENCE
(continued)**

will be left for the relieving desk officer to FAX on the next tour. Commands with inoperative FAX machines will utilize a FAX machine in the closest Department facility. It will be the desk officer's responsibility to ensure that this information is expeditiously FAXED to the Personnel Safety Desk on the same tour in which the accident occurred, if possible. Desk officers will ensure, prior to FAXING, that the aforementioned reports are completed in a legible and accurate manner.

27. Indicate on **Police Accident Report**, under caption, "Duplicate Copy Required For," agencies that are to receive a copy of the Report.
 - a. Enter command, if vehicle is permanently assigned to other than precinct of occurrence.
28. Send Department vehicle involved in accident (even if no apparent damage) to borough service station with copy of **Police Accident Report** and set of accident photos attached.
 - a. Do not place vehicle in service until inspected at service station.
 - (1) Have speedometer tested before vehicle is used to enforce speed regulations.
 - (2) Notify speedometer-testing station if vehicle will be out of service for an extended period.
29. Attach copy of **Police Accident Report** to **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE** and forward to precinct executive officer, with photographs, for endorsement.
30. Forward original copy of **Police Accident Report** to Traffic Safety Officer for review and processing.

**PRECINCT
EXECUTIVE
OFFICER**

31. Convene a Precinct Vehicle Accident Safety Review Board within twenty (20) days of a vehicle accident and review accident report, photographs, and any related reports prepared.
 - a. Have the Personnel Safety Desk contacted at (718) 760-7645/6 to ascertain the number of Department vehicle accidents in which the operator concerned has been involved.
 - b. The Board will be composed of:
 - Precinct executive officer (chairperson)
 - Lieutenant platoon commander or special operations lieutenant
 - Integrity control officer or assistant integrity control officer
 - Precinct training sergeant
 - Traffic safety officer or designee
 - Peer member (rank of operator)
 - Supervisor from operator's command (if other than precinct of occurrence)

NOTE

When the vehicle operator being reviewed is above the rank of captain, the patrol borough executive officer will be the chairperson of the board.

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PRECINCT EXECUTIVE OFFICER
(continued)

32. Indicate Precinct Vehicle Accident Safety Review Board recommendation by completing Part B of **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**.

NOTE

If the precinct executive officer is unavailable, the precinct commander shall be the chairperson of the board.

Factors that led to determination and explanation of delays if board is not convened within 20 days of accident will be the subject of TRAFFICSTAT meetings.

PRECINCT COMMANDER

33. Ensure that the Precinct Accident Safety Review Board process was conducted properly and in a timely fashion, and complete Part C of **ACCIDENT REPORT – POLICE DEPARTMENT VEHICLE**, indicating Approval/Disapproval of the precinct executive officer’s recommendation.
34. Endorse all reports.
- a. Forward white copy of **ACCIDENT REPORT – POLICE DEPARTMENT VEHICLE**, with photographs, copy of **Police Accident Report**, and any related reports, to Personnel Safety Desk within thirty (30) days of the accident.
 - b. Forward buff copy of **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE**, copy of **Police Accident Report**, and any related reports, to patrol borough office for review of information only.
 - c. File pink copy of **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE** in operator’s Personal Folder.

NOTE

*The commanding officer of the member concerned must review the **ACCIDENT REPORT – POLICE DEPARTMENT VEHICLE**, prior to having it filed in the operators personnel folder.*

- d. File copies of all reports prepared at precinct, in chronological order, under the heading “Department Vehicle Accidents.”

NOTE

All Department vehicle accident cases, regardless of the command of the operator, will be heard at the precinct of occurrence by the Precinct Vehicle Accident Safety Review Board.

*In cases where the Department vehicle accident involved a member assigned to other than the precinct of occurrence, the precinct commander will notify the command/bureau of the member of the service involved that the command/bureau concerned **MUST** have a supervisor attend the Precinct Vehicle Accident Safety Review Board.*

Members of the service assigned to the Highway District will be exempted from going through the Precinct Vehicle Safety Review Board or attending PADTU retraining. When a member of the Highway District is involved in a Department vehicle accident, the Highway District will convene a Highway Vehicle Safety Review Board, and if it is deemed that the member needs retraining, the Highway Driver Training School will conduct the retraining.

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PRECINCT COMMANDER (continued) 35. Implement disciplinary (or other) action, if warranted.
 36. Develop an accident reduction program for the command and report progress to the patrol borough command concerned.

PATROL BOROUGH EXECUTIVE OFFICER 37. Be accountable for compliance with this procedure AND:
 a. Ensure timely convening of the Precinct Vehicle Accident Safety Review Board.
 b. Chair the Precinct Vehicle Accident Safety Review Board when member being reviewed is above the rank of captain.
 c. Ensure that final “at fault” determinations are accurately made AND recorded on the **ACCIDENT REPORT – POLICE DEPARTMENT VEHICLE**.
 d. Ensure that completed reports are forwarded to the Personnel Safety Desk within thirty (30) days of the accident.
 e. Ensure that members found “at fault” are scheduled for AND attend re-training within ninety (90) days (when appropriate). Names of members who require re-training should be forwarded to the Bureau Training coordinator so that training slots can be distributed appropriately.

NOTE *In those cases where the Precinct Vehicle Accident Safety Review Board was chaired by the borough executive officer, the patrol borough commanding officer will provide the review function outlined in step 37c above.*

ADDITIONAL DATA *If Department vehicle operator is NOT assigned to precinct of occurrence, duplicate copies of all reports prepared will be forwarded to operator’s commanding officer. If Department vehicle involved in accident is not permanently assigned to precinct of occurrence, send duplicate copies of **Police Accident Report** and **ACCIDENT REPORT - POLICE DEPARTMENT VEHICLE** to commanding officer concerned.*

All Bureaus (OCCB, Transit, Housing, etc.,) should designate a supervisory member of the service to review reports involving members of their command.

All Bureaus executive officers should review the semi-annual Department Vehicle Accident Summary report prepared by the Personnel Bureau and, where needed, develop appropriate accident reduction programs specific to their bureaus.

Operators of Department vehicles involved in an accident are advised to stop the vehicle immediately; extinguish any cigarettes; utilize four-way flashers; raise the vehicle’s hood; and utilize flares or any other warning devices. The vehicle should be moved only if its location is hazardous and likely to cause additional accidents.

*When deemed appropriate, if accident involves death or injury, the responding precinct commander/duty captain may immediately direct that the operator and/or recorder not be assigned to duty in a Department vehicle, if such action is based upon his/her determination, after investigation at the scene. This immediate action, as well as any further action, will be subject to review by the member(s) precinct/unit commander. All proposed disciplinary action will be indicated on the **ACCIDENT REPORT - POLICE***

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**ADDITIONAL
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DEPARTMENT VEHICLE as a recommendation.

If the need to interview a member of the service under the provisions of P. G. 206-13, "Interrogation of Members of the Service" becomes apparent and a serious violation is alleged or sufficient justification is present, although the violation is minor, a member will be permitted sufficient time to have a representative respond prior to start of interview.

Members of the service who were involved in Department vehicle accidents in which it has been determined that the member's driving ability was a contributory factor to the incident would benefit from the Driver Training Unit's "Accident Retraining Course." However, depending upon the circumstances, other corrective measures such as disciplinary action may be more appropriate. Therefore, to insure that only those members who would benefit are scheduled for retraining, the following guidelines are offered.

Driver retraining should be implemented only if the operator of a Department vehicle is determined to be at fault due to a driving deficiency, based on factors such as:

- a. weather conditions which affect the road surface
- b. loss of control
- c. backing
- d. fender judgment
- e. mirror usage (vans)
- f. avoiding obstructions, debris, potholes
- g. braking
- h. turn negotiation

The precinct/unit commander will be responsible for ensuring that appropriate individuals attend accident retraining within ninety (90) days of the accident. These provisions will be strictly adhered to absent exigent circumstances, i.e., extended sick leave or other valid reasons preventing timely retraining.

Commanding officers are reminded that the Driver Training Unit is a tool best utilized to improve a member's overall driving performance. It should not be viewed as disciplinary action. The Commanding Officer, Driver Training Unit, is available to all commanders for conferral whether scheduling a specific member for retraining would be appropriate.

New York State Vehicle and Traffic Law (Section 1104 A - V.T.L.) allows the driver of an authorized emergency vehicle, when involved in an emergency operation, to disregard regulations with certain conditions. These conditions include proceeding past a steady red signal, but only after slowing down as may be necessary for safe operation, or exceeding the maximum speed limits as long as life and property are not endangered. However, it should be noted that disciplinary action would be more appropriate than driver retraining for those members who are involved in vehicle accidents which occurred as a result of their unsafe disregard of such regulations, as opposed to the member merely having deficient driving skills.

Report vandalism to a Department vehicle on **Typed Letterhead** to Fleet Services Division and deliver report to borough service station with vehicle.

Commanding Officer, Personnel Safety Desk, will forward a copy of reports received to Police Academy, Driver Training School.

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*Amounts of property damage sustained are often unable to be determined in a timely fashion, and whether an injury has in fact occurred, or will be claimed at a future date, is often undetermined. Therefore, investigating supervisors of uniformed members of the service involved in a Department vehicle accident will prepare a **MV104L**. The **MV104L** will be prepared at the time of the accident and attached to the **Police Accident Report (MV104AN)** prior to forwarding. Civilian members of the service involved in a Department vehicle accident will prepare **MV104**. The **MV104** will be prepared at the time of the accident and should the member of the service involved be incapacitated and unable to complete the form, the investigating supervisor will do so. (This is in addition to the **Police Accident Report [MV104AN]** prepared by the investigating supervisor). Failure to report an accident by a civilian member of the service to the Commissioner of Motor Vehicles, by not forwarding a copy of a **MV104**, is a misdemeanor and shall constitute grounds for the suspension or revocation of the member of the service driver's license.*

In accordance with New York State Insurance Department Regulations, the operator of a Department vehicle may not be penalized (charged) by a private insurance company for a Department vehicle accident that occurred during the performance of duty. Likewise, insurance companies may not cancel a member of the service's personal automobile insurance policy on the basis of such accidents.

*In the event that a member of the service's private automobile insurance policy is surcharged, cancelled, or not renewed unjustifiably as a result of a Department vehicle accident, such member should notify his/her commanding officer. The commanding officer concerned will prepare an **OFFICIAL LETTERHEAD (PD158-151)** to the insurance company concerned, (see Sample). The member concerned should also contact:*

*The New York State Insurance Department
Consumer Services
160 West Broadway
New York, New York 10013*

SAMPLE

(Date)

(Rank) (Name)

Commanding Officer (Pct.)

(Street Address)

(Insurance Company Name)

(Street Address)

(City, State)

Re: (RANK, NAME OF MEMBER OF THE SERVICE INVOLVED)

ACCIDENT (NUMBER)

(DATE OF ACCIDENT)

Dear Sir or Madam:

I am the commanding officer of (Rank, Name of member of the service involved). This letter is to inform (Name of Insurance Company) that (Name of member of the service involved) is a member of the New York City Police Department, and that the above referenced accident occurred during the performance of his/her duty with the Police Department. Therefore, pursuant to New York State Insurance Regulation Section 169.1(d) (iv) of Title 11 of the NYCCRR, no surcharge may be imposed for the above referenced accident.

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*Very truly yours,
(Rank) (Name)*

**RELATED
PROCEDURES**

*Vehicle Accidents - General Procedure (P.G. 217-01)
Vehicle Accidents Which Result in Death or Serious Injury and Likely to Die (P.G. 217-02)
Accidents - City Involved (P.G. 217-04)
Accidents Private Vehicles Authorized for Police Use (P.G. 217-07)
Vehicle Pursuits (P.G. 212-39)
Reporting Sick from Outside City and Outside Residence Counties (P.G. 205-02)
Interrogation of Members of the Service (P.G. 206-13)
Summons Served or Prepared in Error (P.G. 209-18)*

**FORMS AND
REPORTS**

***ACCIDENT REPORT-POLICE DEPARTMENT VEHICLE (PD301-153)
OFFICIAL LETTERHEAD (PD158-151)
Police Accident Report (MVI04AN)
Report of Motor Vehicle Accident (MVI04)
Report of Motor Vehicle Accident, Police Line of Duty Accident (MVI04L)
Typed Letterhead***

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INTERIM ORDER

SUBJECT: REVISION TO PATROL GUIDE 218-23, "PROCESSING FIREARMS AND FIREARM-RELATED EVIDENCE"		
DATE ISSUED:	REFERENCE:	NUMBER:
02-13-09	*PG 218-23	7

1. Patrol Guide 218-23, "Processing Firearms And Firearm-Related Evidence" is being revised in order to increase efficiency in the Police Laboratory, Firearms Analysis Section and provide expeditious results to investigative personnel regarding microscopic comparisons of discharged shell casings and cartridges. It will now be necessary to list the caliber of recovered discharged shell casings and cartridges on the **PROPERTY CLERK'S INVOICE (PD521-141)** when this information can be determined in the field.

2. Therefore, effective immediately, Patrol Guide 218-23, "Processing Firearms And Firearm-Related Evidence" is **SUSPENDED** and the following new procedure will be complied with:

PURPOSE To ensure that all firearms and firearm-related evidence coming into possession of the Department is properly marked, packaged, sealed, and invoiced in order to maintain a continuous chain of custody.

DEFINITIONS FIREARM - The Department's definition of a firearm includes:

- a. Any rifle, shotgun, pistol, revolver, derringer, machine gun, etc., WITH OR WITHOUT a rifled bore.
- b. Any starter's pistol, zip gun, air gun, CO2 hand/long gun, etc.
- c. Any type of homemade, modified, converted, etc., weapon.
- d. Any type of simulated firearm such as a toy gun, imitation pistol, etc.

CARTRIDGE - Live ammunition. A cartridge consists of a bullet (projectile), and a shell casing together as one (1) unit. Cartridge(s) will be distinguished based upon the location from which the cartridge was recovered:

- a. Cartridge removed from the chamber of a firearm.
- b. Remaining cartridge(s) removed from a firearm other than the cartridge removed from the chamber (i.e., removed from magazine or removed from cylinder).
- c. Cartridge(s) NOT removed from a firearm but seized in connection with the recovery of a firearm from a person, object, or location AND there is no need to establish a crime scene (for example: cartridge(s) seized from a person's clothing in connection with an arrest where a firearm is recovered; OR, cartridge(s) seized from a home during an investigation where a firearm is recovered AND there is no need to establish a crime scene because all of the perpetrators are identified).
- d. Cartridge(s) NOT removed from a firearm but recovered from a crime scene where a firearm may or may not have been recovered (for example: cartridge(s) found lying in the street after a shooting; OR, cartridge(s) found lying on the floor in an apartment or automobile after a robbery).

**DEFINITIONS
(continued)**

FIRED BULLET - That part of a cartridge which has been fired through the barrel of a firearm (usually lead, metal-jacketed lead or coated lead). A fired bullet may break into pieces of lead, coated lead, metal jacketing, metal jacketing attached to lead, etc.

SHELL CASING - Metal casing part of the cartridge remaining in or ejecting from a firearm after the fired bullet leaves the firearm's barrel.

PROPERLY "MARKING" FIREARMS AND FIREARM-RELATED EVIDENCE - Members of the service will utilize a scribe or other sharp writing instrument to scratch their initials and a unique consecutive number on each firearm and each item of firearm-related evidence. For example, if at a crime scene 1 fired bullet and 3 shell casings and a semiautomatic pistol with 1 cartridge in the chamber and 4 cartridges in the magazine are recovered; then the firearm would be numbered 1, the magazine numbered 2, the cartridge in the chamber numbered 3 and the cartridges in the magazine would be numbered 4 through 7, the fired bullet would be numbered 8 and the 3 shell casings would be numbered 9 through 11. It does not matter what particular number a firearm or item of firearm-related evidence is assigned provided the same number is not used more than once. Therefore, in the above example, it also would be proper to have the fired bullet numbered 1, the 3 shell casings numbered 2 through 4, the firearm numbered 5, the magazine numbered 6, the cartridge in the chamber numbered 7 and the 4 cartridges in the magazine numbered 8 through 11.

PROPERLY "SEALING" A CONTAINER - In order to properly seal a container (other than NYPD Plastic Security Envelope), a member of the service must:

- a. Fasten the container securely with EVIDENCE TAPE in a manner to prevent loss/contamination of the evidence and to ensure that if the container is opened there would be obvious damage to the container and/or evidence tape AND sign name legibly across the border between the evidence tape and the container.
- b. An NYPD Plastic Security Envelope has adhesive on the envelope flap and does not have to be fastened with evidence tape; however, name must be legibly signed across the border between the flap and the envelope.

PROCEDURE

Whenever a firearm as defined above, and/or firearm-related evidence comes into the possession of a member of the service, in addition to other required actions:

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1. DO NOT touch, move or disturb any firearm and/or firearm-related evidence that may become part of a crime scene except when absolutely necessary, e.g., large crowd gathering, rendering aid to a victim, etc.
2. Unload cartridge(s) from cylinder, chamber, and/or magazine of a firearm.
 - a. To prevent possible destruction of fingerprints or other forensic evidence, DO NOT handle unnecessarily.
 - b. If a firearm is unfamiliar or it appears to be difficult to unload, safeguard in original condition and notify desk officer.

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(continued)**

3. Mark, package and seal the cartridge removed from the chamber of the firearm.
 - a. Mark the bullet portion of the cartridge; do not mark the metal shell casing portion. Do not mark the cartridge if it is too small/deformed.
 - b. Package and seal in a container/envelope. Write initials, unique consecutive number and "Cartridge Removed From Chamber" on the container and include the serial number of the firearm/lead seal.
4. Mark, package and seal ALL cartridges removed from the firearm other than the cartridge removed from the chamber.
 - a. Mark the bullet portion of the cartridge(s); do not mark the metal shell casing portion. If the cartridge is too small/deformed to mark, package each cartridge that cannot be marked in a separate container/envelope, seal it, write initials and unique consecutive number on the container and package in conformance with step 4b.
 - b. Package and seal ALL cartridges removed from firearm other than the cartridge removed from the chamber in one (1) evidence container/envelope. Write "Cartridge(s) Removed From Firearm" on container and include the serial number of the firearm/lead seal.
5. Mark, package and seal ALL cartridge(s) NOT removed from a firearm but seized in connection with the recovery of a firearm from a person and/or location AND there is no need to establish a crime scene.
 - a. Mark the bullet portion of the cartridge(s); do not mark the metal shell casing portion. If the cartridge is too small/deformed to mark, package each cartridge that cannot be marked in a separate container/envelope, seal it, write initials and unique consecutive number on the container and package in conformance with step 5b or 5c, as applicable.
 - b. DO NOT package cartridges removed from a person in the same container/envelope as cartridges removed from a location. All cartridges removed from the same person will be packaged in one (1) container/envelope and cartridges removed from different persons will be packaged in separate containers/envelopes. Write the name and date of birth of the person from whose clothing the cartridge(s) were recovered and the words "Cartridge(s) Removed From Clothing" on EACH separate container and include the serial number of the firearm/lead seal.
 - c. DO NOT package cartridges removed from a location in the same container/envelope as cartridges removed from a person. All cartridges that were seized from the same location will be packaged in one (1) container/envelope and cartridges removed from different locations will be packaged in separate containers/envelopes. Identify the location from which the cartridge(s) were recovered on EACH separate container and include the serial number of the firearm/lead seal.

NOTE

If one (1) or more boxes containing cartridges are seized in connection with the recovery of a firearm and there is no need to establish a crime scene, package the entire box or boxes in an appropriate container and seal. Write initials and unique consecutive number on the outside of the container. It is not necessary to individually mark the bullet portion of each cartridge in the box.

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(continued)**

6. Mark, package and seal ALL cartridges that were NOT removed from a firearm BUT were recovered from a crime scene where a firearm may or may not have been recovered.
 - a. Mark the bullet portion of ALL of the cartridges. DO NOT mark or place any scratches on the metal shell casing portion of the cartridges. If a cartridge is too small/deformed to mark, write initials and unique consecutive number on the container/envelope in which the cartridge is packaged.
 - b. Package and seal each individual cartridge in a separate container/envelope. NEVER place two (2) or more individual cartridges in the same container/envelope.
7. Mark, package and seal ALL fired bullets recovered from a crime scene.
 - a. Mark the bottom/base of ALL of the fired bullets. DO NOT mark or place any scratches on or near the sides of the fired bullets. If a fired bullet is too small/deformed to mark, write initials and unique consecutive number on the container/envelope in which the fired bullet is packaged.
 - b. Package and seal each individual fired bullet in a separate container/envelope. NEVER place two (2) or more individual fired bullets in the same container/envelope.
8. Mark, package and seal ALL shell casing(s) recovered from a crime scene.
 - a. Mark the inside of ALL of the shell casings. DO NOT mark or place any scratches on the exterior or bottom of the shell casings. If a shell casing is too small/deformed to mark, write initials and unique consecutive number on the container/envelope in which the shell casing is packaged.
 - b. Package and seal each individual shell casing in a separate container/envelope. NEVER place two (2) or more individual shell casings in the same container/envelope.
9. Mark initials and unique consecutive number on recovered firearm(s).
 - a. Affix a separate lead seal on EACH firearm without a distinguishable serial number.
10. Mark initials and unique consecutive number on magazine removed from firearm.
11. Mark initials and unique consecutive number on ALL silencers seized.
12. Mark initials and unique consecutive number on ALL other types of firearm-related evidence that is not affixed to a firearm.
13. Prepare **PROPERTY CLERK'S INVOICE WORKSHEET (PD521-141A)** for recovered firearm(s) and firearm-related evidence.

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- a. List the firearm as item # 1 on line 1 of the **WORKSHEET** and describe by listing the make, firearm type and serial number (e.g., Colt revolver serial number 1234, Mossberg shotgun serial number 4567, etc.).
 - i. Firearm type will be: pistol, revolver, derringer, shotgun, rifle, air/CO₂ pistol, air/CO₂ rifle or “other.” Examples of the firearm type “other” would include toy gun, starter’s pistol, imitation pistol, black powder gun, etc.
 - ii. If there is no serial number or the serial number is defaced, write “no/defaced serial number” (e.g., Glock pistol no/defaced serial number, Crossman air/CO₂ pistol no/defaced serial number, etc.). *(10 7-1 s.09)*
- b. List the magazine removed from the firearm, if any, as the next item on the **WORKSHEET**.
- c. List the cartridge removed from the chamber of the firearm as the next item on the **WORKSHEET** and describe the caliber, e.g., “.38 caliber cartridge removed from the chamber of the firearm.”
 - i. Describe the caliber of the cartridge removed from the chamber of the firearm as “unknown” if the caliber can not be determined.
- d. List ALL cartridges removed from the firearm that are the same “caliber” as a separate ITEM on a separate line on the **WORKSHEET**; and, give all cartridges removed from the firearm that are the same caliber the same ITEM number, and describe the caliber. For example, if five (5) cartridges removed from a firearm are removed from the magazine of the firearm, and three (3) are .380 caliber cartridges and two (2) are 9mm caliber cartridges, then list the three (3) .380 caliber cartridges as a separate item on a separate line on the **WORKSHEET** and give them a separate ITEM number and describe them as “.380 caliber cartridges removed from the firearm”; and, list the two (2) 9mm caliber cartridges as the next item on a separate line on the **WORKSHEET** and give them a separate ITEM number and describe them a “9mm caliber cartridges removed from the firearm.”
 - i. Describe the caliber of one (1) or more of the cartridges removed from the firearm as “unknown” if the caliber can not be determined.
- e. Silencer, whether or not affixed to a firearm, will be listed separately as the next item of the **WORKSHEET**. If more than one (1) silencer is recovered, each silencer will be listed as a separate item on the **WORKSHEET** and will be separately described. State on the **WORKSHEET** whether the silencer was affixed to the firearm and if not, identify the person or location from where it was recovered.

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- f. Each firearm accessory that is affixed to the firearm (scope, laser, sling, etc.) OR, that is not affixed to the firearm **but** is necessary to make the firearm operable, will be listed separately as the next item(s) on the **WORKSHEET** and will be separately described.
- g. List any additional firearm(s), associated magazine(s), cartridge(s), silencer(s), appropriate accessories, etc., as the next item(s) of the **WORKSHEET** in accordance with the procedures and sequence contained in Steps 13a through 13f, as applicable.
- h. List ALL cartridges NOT removed from the firearm but seized in connection with the recovery of a firearm from a particular person and there is no need to establish a crime scene as **ONLY** one (1) item on the next line of the **WORKSHEET**, irrespective of the total number of cartridges recovered from that person. Under “Quantity,” list the **TOTAL** number of cartridge(s) NOT removed from the firearm but seized from a particular person. Describe as “cartridge(s) NOT removed from the firearm and identify the person.”

NOTE

*If cartridges were seized from more than one (1) person, list the cartridges seized from different persons on separate lines on the **WORKSHEET** and identify that person. Use only one (1) line of the **WORKSHEET** for each specific person from whom the cartridges were seized, irrespective of the total number of cartridges that were seized from that person.*

- i. List ALL cartridges NOT removed from a firearm but seized in connection with the recovery of a firearm from a particular location and there is no need to establish a crime scene as **ONLY** one (1) item on the next line of the **WORKSHEET**, irrespective of the total number of cartridges recovered from a particular location. Under “Quantity,” list the total number of cartridge(s) NOT removed from the firearm but seized from a particular location. Describe as “cartridge(s) NOT removed from the firearm” and identify the location, e.g., briefcase, closet, trunk of auto, etc.

NOTE

*If cartridges were seized from more than one (1) location, list the cartridges seized from different locations on separate lines of the **WORKSHEET** and describe the location. Use only one (1) line of the **WORKSHEET** for each specific location from where cartridges were seized, irrespective of the total number of cartridges that were seized from that particular location.*

- j. List ALL shell casings recovered from a crime scene that are the same “caliber” as a separate **ITEM** on a separate line on the **WORKSHEET**; and, give all shell casings recovered from a crime scene that are the same caliber the same **ITEM** number and describe the caliber of the shell casings. For example, if seven (7) shell casings are recovered from a crime scene, and three (3) are .380 caliber shell casings and four (4) are 9mm caliber shell casings, then list the three (3) .380 caliber shell casings as a separate item on a separate line on the **WORKSHEET** and give them a separate

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- ITEM number and describe them as “.380 caliber shell casings recovered from crime scene”; and, list the four (4) 9mm caliber shell casings as the next item on a separate line on the **WORKSHEET** and give them a separate ITEM number and describe them as “9mm caliber shell casings recovered from crime scene.”
- i. Describe the caliber of one (1) or more of the shell casings recovered from a crime scene as “unknown” if the caliber can not be determined.
 - k. List ALL fired bullets recovered from a crime scene as only one (1) item on the next line of the **WORKSHEET**, irrespective of the total number of fired bullets recovered. Under “Quantity,” list the TOTAL number of fired bullets. Describe the evidence as “fired bullets recovered from crime scene.”
 - l. List ALL cartridges NOT removed from a firearm that are recovered from a crime scene that are the same “caliber” as a separate ITEM on a separate line on the **WORKSHEET**; and, give all cartridges NOT removed from a firearm that are recovered from a crime scene that are the same caliber the same ITEM number and describe the caliber of the cartridges. For example, if seven (7) cartridges NOT removed from a firearm are recovered from a crime scene, and three (3) are .380 caliber cartridges and four (4) are 9mm caliber cartridges, then list the three (3) .380 caliber cartridges as a separate item on a separate line on the **WORKSHEET** and give them a separate ITEM number and describe them as “.380 caliber cartridges NOT removed from a firearm that are recovered from crime scene”; and, list the four (4) 9mm caliber cartridges as the next item on a separate line on the **WORKSHEET** and give them a separate ITEM number and describe them as “9mm caliber cartridges NOT removed from a firearm that are recovered from crime scene.”
 - i. Describe the caliber of one (1) or more of the cartridges NOT removed from a firearm that are recovered from a crime scene as “unknown” if the caliber can not be determined.

NOTE

*Firearm accessories, e.g., holster, sling, gun case, etc., that are not affixed to the firearm AND are not needed to make the firearm operable, will **not** be listed on the same **INVOICE** as the firearm(s) and firearm-related evidence. Instead, the accessory(s) will be listed on a **SEPARATE WORKSHEET** and will be delivered direct to the Property Clerk Division. If there is more than one (1) accessory, invoice all of the accessories on one (1) **INVOICE** if possible, and list each accessory as a separate item on the **WORKSHEET**.*

14. Place firearm and all other firearm-related evidence that is listed on the same **WORKSHEET** into one (1) Plastic Security Envelope and properly seal in presence of desk officer.
 - a. If firearm and firearm-related evidence will not fit into one (1) Plastic Security Envelope:

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- (1) Place the firearm and all other firearm-related evidence that are invoiced on the same **WORKSHEET** into the one (1) appropriate sized bag/container. If possible, **DO NOT** use more than one (1) bag/container.
- (2) Properly seal the bag/container.
- (3) Write command and invoice number on the outside of the bag/container. If more than one (1) bag/container is used, write command, invoice number and corresponding item numbers on the outside of **EACH** bag/container. Mark **EACH** bag/container as “Bag 1 of _____,” “Bag 2 of _____,” etc.

NOTE

*If firearms and/or other firearm-related evidence being invoiced are so numerous that more than one (1) **INVOICE** must be used, **DO NOT** place evidence listed on two (2) different **INVOICES** into the same Plastic Security Envelope or the same bag/container.*

15. When a firearm with a distinguishable serial number is seized, query NYSFIN/NCIC by utilizing the **FINEST** system.
16. Do not cancel alarm for firearms(s).
 - a. Recovering command will not cancel alarm for firearms. **CANCELLATION WILL BE MADE ONLY BY STOLEN PROPERTY INQUIRY SECTION.**
17. Prepare an **OMNIFORM** computer generated copy of the **COMPLAINT REPORT (PD313-152)** from the precinct of recovery. This applies for all firearms as described in the “Definitions,” e.g., zip, air/CO2, imitation, etc.
18. Prepare **REQUEST FOR LABORATORY EXAMINATION REPORT—FIRST SHEET (PD 521-165)** and **REQUEST FOR LABORATORY EXAMINATION REPORT—SECOND SHEET (PD 521-165A)** and when necessary **REQUEST FOR LABORATORY EXAMINATION REPORT—THIRD SHEET (PD 521-165)** if firearm(s) and/or firearm-related evidence must be examined by the Police Laboratory or Office of the Chief Medical Examiner (OCME) Forensic Biology Unit, or other forensic laboratory.
19. Deliver firearm(s) and firearm-related evidence to the desk officer, command of occurrence.

**COMMAND
CLERK**

20. Prepare **PROPERTY CLERK’S INVOICE (PD521-141)** from **WORKSHEET**.

**DESK
OFFICER**

21. Verify that:
 - a. Firearm is unloaded. If the firearm is unfamiliar or appears to be difficult to unload, safeguard in original condition and notify ESU to respond and unload the firearm and render it safe.
 - b. Firearm(s) and firearm-related evidence are properly marked, packaged and sealed.

**DESK
OFFICER
(continued)**

- c. **INVOICE(S)** and forms were properly prepared.
 - d. Required notifications have been made.
22. Make notation in the “Remarks” section of the **INVOICE** that the corresponding firearm(s) have been unloaded/rendered safe and initial this notation.
23. Review OMNIFORM computer generated copy of **COMPLAINT REPORT** with particular attention to the following captions:
 - a. Address/Location of Occurrence - Be specific regarding address, street, apartment number, borough, zip code, etc.
 - b. Perpetrator Section - Be specific regarding height, weight, ethnicity, date of birth, age, sex, address, street, apartment number, zip code, etc.
 - c. Evidence Section - Must indicate firearms and invoice number.
 - d. Weapon Section - Describes the firearm as per all of the captions.
24. Prepare **EVIDENCE TRANSMITTAL REPORT (PD521-158)**.
25. Attach the following to the invoiced firearms/firearm-related evidence:
 - a. **PROPERTY CLERK’S INVOICE:**
 - (1) Property Clerk File copy (white)
 - (2) Inventory Unit copy (white)
 - (3) Property Clerk Work copy (yellow)
 - (4) If the firearm is contraband, the Prisoner/Finder copy (pink)
 - (5) If the firearm is not contraband, a photocopy of the Property Clerk File copy (white) in addition to the original copy.
 - b. Copy of OMNIFORM computer generated **COMPLAINT REPORT**.
 - c. Copies of **REQUEST FOR LABORATORY EXAMINATION REPORT–FIRST SHEET** and **REQUEST FOR LABORATORY EXAMINATION REPORT–SECOND SHEET** and if prepared **REQUEST FOR LABORATORY EXAMINATION REPORT–THIRD SHEET**.
 - d. Copy of FINEST printout.
26. Forward invoiced firearms and/or firearm-related evidence to the Police Laboratory in the appropriate manner. When necessary, make arrangements to have firearms and/or firearm-related evidence expeditiously delivered to the Police Laboratory.
 - a. Ensure that all invoiced firearms and/or firearm-related evidence in the command property locker that must be examined by the Police Laboratory, Firearms Analysis Section, are delivered to the patrol borough office by 0100 hours daily.
 - b. Exigent circumstances must exist AND the desk officer MUST obtain permission from the precinct commanding officer/duty captain in order to delay beyond 0100 hours or cancel delivery to the patrol borough office of the invoiced firearms/firearm-related evidence that must be examined by the Firearms Analysis Section.

**ADDITIONAL
DATA**

FIREARMS INVOICED FOR SAFEKEEPING

*Certain firearms coming into possession of members of the service which are categorized for "Safekeeping" should be listed on one (1) **INVOICE** and must be delivered **DIRECT** to the Property Clerk Division.*

Firearms within this category are:

- a. *Property of retired, resigned, dismissed, suspended, sick or hospitalized uniformed members of the service.*
- b. *Lawfully possessed property of a deceased person.*
- c. *Obtained from a licensed dealer when license is revoked, suspended or expired.*
- d. *Lawfully possessed and removed by court order, order of protection, etc.*
- e. *Obtained from permit holder during renewal, expiration or cancellation of permit.*

*If any of the above described firearms were obtained under circumstances that indicate a valid reason for examination, **ONLY** the firearms that require examination will be forwarded to the Firearms Analysis Section. All of the firearms that require examination will be listed on one (1) **INVOICE**, if possible. The reason for the examination will be specifically explained on the **REQUEST FOR LABORATORY EXAMINATION REPORT–FIRST SHEET** and **REQUEST FOR LABORATORY EXAMINATION REPORT–SECOND SHEET** and if prepared **REQUEST FOR LABORATORY EXAMINATION REPORT–THIRD SHEET**.*

***DO NOT** invoice firearms categorized for safekeeping that are being delivered to the Firearms Analysis Section on the same **INVOICE** as the firearms that are being delivered **DIRECT** to the Property Clerk Division.*

BIOLOGICAL EVIDENCE

If firearms and/or firearms-related evidence also have bloodstains, DNA, serology, saliva, body fluids, tissue, or any other biological evidence thereon, they will be processed according to the following guidelines:

1. ***DO NOT** package biological evidence if it is wet; it must be air-dried before it is packaged.*
2. ***DO NOT** package biological evidence requiring examination/analysis in a plastic security envelope or any other type of plastic bag/container. Package and properly seal **EACH** individual item of biological evidence requiring examination/analysis in a separate paper bag/container. Affix an orange Biohazard label to each paper bag/container.*
 - a. *Write command and invoice number on the outside of each bag/container. If more than one (1) bag/container is used, also write corresponding item number on the outside of each bag/container and mark each bag/container as "Bag 1 of __," "Bag 2 of __," etc.*
3. ***Do not** mark firearms and/or firearm-related evidence if to do so would contaminate, alter, damage, etc, the biological evidence thereon. Instead, properly mark each separate firearm and firearm-related evidence container that contains DNA/biological evidence in the following manner:*
 - a. *Legibly print your name in **BLOCK** letters.*
 - b. *Legibly print the unique consecutive number that will be used to identify the item of DNA/biological evidence that will be packaged therein.*
 - c. *If applicable, legibly print the Crime Scene Unit Run Number.*

INTERIM ORDER NO. 7

**ADDITIONAL
DATA
(continued)**

- d. Legibly print an accurate description of the item of DNA/biological evidence being placed in the container.
- e. If a Biological Evidence Bag is utilized, ensure there is an entry in each caption on each Biological Evidence Bag.

FIREARMS TRACES

All firearms that are delivered to the Firearms Analysis Section (FAS) are automatically traced by the Bureau of Alcohol Tobacco and Firearms (BATF), unless there is a specific request/directive that a firearm(s) trace not be conducted. The results of the automatic firearm(s) trace are not communicated/forwarded to the invoicing member. Consequently, in a routine situation, an investigator who must obtain trace information regarding a firearm should request the firearm trace information from the BATF Regional Crime Gun Center by telephone at (718) 650-4070, approximately two (2) weeks after the date that the firearm(s) was delivered to FAS. Requests to trace specific firearm(s) are NOT made to the Firearms Analysis Section.

During the course of an investigation, search/seizure, arrest, etc., if there is an urgent/immediate need to trace a firearm(s), the request to trace the firearm(s) should be made **DIRECT** to a supervisor assigned to the Organized Crime Control Bureau, Joint Firearms Task Force (JFTF) by telephone at (718) 650-4077 or (212) 426-2802. If a JFTF supervisor cannot be contacted at the above listed telephone numbers, contact the JFTF supervisor through the Organized Crime Control Bureau, Field Operations Desk by telephone at (646) 610-6610.

In certain situations, an investigating officer may not want a firearm to be automatically traced by BATF because it might jeopardize an investigation or endanger someone. For example, the firearm may have been purchased by an undercover officer and the investigation is ongoing. In order to prevent an automatic firearm trace from occurring, hand print "DO NOT TRACE" in block letters in the **LEFT MARGIN** of both the **INVOICE** and the **REQUEST FOR LABORATORY EXAMINATION REPORT-FIRST SHEET**.

At any point during the investigation, when deemed appropriate by the unit commanding officer, a request to trace one (1) or more specific firearms, previously identified as "DO NOT TRACE," can be made by telephone **DIRECT** to BATF, Regional Crime Gun Center (718) 650-4070.

**RELATED
PROCEDURES**

Contraband Weapons (P.G. 208-49)
Complaints Not Recorded On Complaint Report (P.G. 207-02)
Crime Scene (P.G. 212-04)

**FORMS AND
REPORTS**

COMPLAINT REPORT (PD313-152)
EVIDENCE TRANSMITTAL REPORT (PD521-152)
PROPERTY CLERK'S INVOICE (PD521-141)
PROPERTY CLERK'S INVOICE WORKSHEET (PD521-141A)
REQUEST FOR LABORATORY EXAMINATION REPORT-FIRST SHEET (PD521-165)
REQUEST FOR LABORATORY EXAMINATION REPORT-SECOND SHEET (PD521-165A)
REQUEST FOR LABORATORY EXAMINATION REPORT-THIRD SHEET. (PD521-165B)

INTERIM ORDER NO. 7



PATROL GUIDE

Section: Property - General		Procedure No: 218-24	
PROCESSING CONTROLLED SUBSTANCES/MARIJUANA CONTRABAND STORED AT STATIONHOUSE			
DATE ISSUED: 01/01/2000	DATE EFFECTIVE: 01/01/2000	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE

To process controlled substances/marijuana contraband weighing less than eight (8) ounces and store it securely in controlled substances locker in stationhouse.

DEFINITION

CONTROLLED SUBSTANCES CONTRABAND - Any dangerous drug or an instrument used to administer dangerous drugs.

Properly Sealed Evidence - Evidence that is packaged in an appropriate container and sealed so its contents cannot readily escape. Tape, heat seal, or adhesive from an envelope are proper seals. Staples used as a seal do NOT constitute a proper seal. Evidence is properly sealed if its contents cannot readily escape the container and if entering the container would result in obvious damage/alteration to the container or its seal. (I.O. 9 s.04)

PROCEDURE

Upon obtaining controlled substances/marijuana contraband:

UNIFORMED MEMBER OF THE SERVICE

1. Bring contraband to precinct where obtained and notify desk officer.
2. Prepare **PROPERTY CLERK'S INVOICE WORKSHEET (PD521-141a)**.

COMMAND CLERK

3. Prepare **PROPERTY CLERK'S INVOICE (PD521-141)** from **WORKSHEET**.

UNIFORMED MEMBER OF THE SERVICE

4. Request serially numbered Narcotic Evidence Envelope (Misc.242) (security lock-type envelope) and Plastic Security Envelope from the desk officer.
5. Complete captions on envelope.
6. Mark contraband for future identification.
 - a. Glassine envelopes will be consecutively numbered and the total number of envelopes will be noted in addition to the officer's initials, i.e., 1/10, 2/10, 3/10, etc.
7. Place contraband in security envelope.
 - a. Controlled substances contraband that contains phencyclidine (Angel Dust) will be put in a plastic security envelope, and sealed, prior to being placed in security envelope for narcotics.
8. Moisten flap, insert metal clasp, seal and sign name, shield number, command and date across flap.
9. Place sealed and signed Narcotic Evidence Envelope inside a Plastic Security Envelope.
 - a. The captions on the Narcotic Evidence Envelope should be visible through the rear of the Plastic Security Envelope.
10. Seal Plastic Security Envelope by removing paper strip exposing the pre-applied adhesive and fold the top of envelope over aligning blue circles. Sign name, shield number, command, and date across the seal.



INTERIM ORDER

SUBJECT: REVISION TO PATROL GUIDE 219-01, "INSPECTION OF DEPARTMENT VEHICLES EACH TOUR BY OPERATOR"		
DATE ISSUED:	REFERENCE:	NUMBER:
03-08-10	*P.G. 219-01	5

1. In order to ensure that Department vehicles, assigned equipment and related records are properly maintained and accounted for, Patrol Guide 219-01, "Inspection of Department Vehicles Each Tour By Operator" has been revised. In addition, Department form **VEHICLE INSPECTION REPORT (PD571-153)** has been revised to account for the equipment assigned to Department vehicles.

2. Therefore, effective immediately, Patrol Guide 219-01, "Inspection of Department Vehicles Each Tour By Operator" is **SUSPENDED** and the following procedure will be complied with:

PURPOSE To ensure that Department vehicles and assigned equipment are received in good, serviceable order.

PROCEDURE At beginning of tour of duty when relieving previous operator:

VEHICLE OPERATOR

1. Inspect vehicle to determine:
 - a. Sufficient gasoline in tank and proper amount of oil in crank case
 - b. Radiator is filled with water and antifreeze
 - c. Brakes, lights, windshield wipers and warning devices are working properly
 - d. Tires and spare are properly inflated
 - e. Battery has sufficient water, if applicable
 - f. Lug wrench and jack are in trunk
 - g. Rechargeable flashlight in trunk is operable, if applicable
 - h. Mobile Digital Terminal is operable, if applicable
 - i. LoJack System is operable, if applicable
 - j. Passenger area does not contain contraband, controlled substances, weapons or other property
 - k. All seat belts are in proper working order
 - l. E-Z Pass tag is affixed to center top area of windshield
 - m. New York State inspection stickers (all Department vehicles) and New York State registration stickers (unmarked vehicles) are current and valid.
2. Inspect the following equipment assigned to vehicle:
 - a. Blanket
 - b. Four (4) collapsible traffic cones
 - c. Crime scene signs
 - d. Fire extinguisher
 - e. Life ring with rope attached (marked RMP's)
 - f. Box of disposable gloves
 - g. Crow bar
 - h. Sledgehammer
 - i. Three (3) foot polycarbonate shield

**VEHICLE
OPERATOR
(continued)**

- j. Safety flares (if assigned to vehicle)
- k. Patrol Kit (marked RMP's)
- l. Barrier tapes ("POLICE LINE DO NOT CROSS" and "CRIME SCENE DO NOT CROSS")
- m. First aid kit (marked/unmarked RMP's).

NOTE

Commanding officers will arrange to use the Department issued engraving tool to mark each crow bar, sledge hammer, and polycarbonate shield with the command's designation and identifying serial number (e.g., 104 Pct - 001). A record of the equipment, and the vehicle it is assigned to, including the E-Z pass serial number, will be maintained and referred to during weekly vehicle inspections.

- 3. Inspect the following records maintained including:
 - a. **INSPECTION AND EQUIPMENT RECORD (PD571-143)**
 - (1) Ensure serial number of E-Z Pass tag is recorded
 - b. **RADIO REPAIR RECORD (PD547-141)**
 - c. **RADIO CODE SIGNAL CARD (PD112-090A).**

NOTE

The vehicle assigned to the patrol supervisor must comply with requirements listed above and, in addition, be equipped with the following items:

- a. **DETAIL ROSTER/ASSIGNMENT SHEET (PD406-141)**
 - b. *Rapid Mobilization Plan Dispatch Schedule*
 - c. *Command Disorder Control Plan*
 - d. *Waterproof body covers (4)*
 - e. *Restraining straps.*
- 4. Enter in **ACTIVITY LOG (PD112-145)**
 - a. Result of inspection
 - b. Odometer reading
 - c. Gas gauge reading.
 - 5. Report condition of vehicle and equipment, including missing or damaged equipment or defective seatbelts, or indications of improper use of seatbelt (e.g., seatbelt buckled without occupant or behind seat), to patrol supervisor.
 - 6. Verify that proper inspection and required entries have been made in **ACTIVITY LOG**.
 - 7. Direct correction of minor deficiencies and follow-up to ensure compliance.
 - 8. Enter results in **ACTIVITY LOG**.
 - 9. Report serious deficiencies to lieutenant platoon commander or in his/her absence, direct to the commanding officer.
 - 10. Report all vandalism to vehicle/equipment to the Internal Affairs Bureau.

NOTE

In the event that a member of the service from another command borrows equipment, the identity of that member must be verified by the desk officer and appropriate Command Log entries made.

**RELATED
PROCEDURES**

Weekly Inspection of Department Vehicles (P.G. 219-02)

**FORMS AND
REPORTS**

ACTIVITY LOG (PD112-145)
DETAIL ROSTER/ASSIGNMENT SHEET (PD406-141)
INSPECTION AND EQUIPMENT RECORD (PD571-143)
RADIO CODE SIGNAL CARD (PD112-090A)
RADIO REPAIR RECORD (PD547-141)
VEHICLE INSPECTION REPORT (PD571-153)

3. Commands will requisition the below listed Department form through the Quartermaster Section using the following information:

<u>INDEX NUMBER</u>	<u>PD NUMBER</u>	<u>TITLE</u>
2622	571-153 [Rev. 02-10]	VEHICLE INSPECTION REPORT

4. Existing copies of the **VEHICLE INSPECTION REPORT** bearing a revision date prior to [Rev. 02-10] are OBSOLETE and should be destroyed upon receiving the newly revised form.

5. The applicable portion of Interim Order 20, series 2008, pertaining to Patrol Guide 219-01, "Inspection of Department Vehicles Each Tour By Operator" is hereby **REVOKED**.

6. The applicable portion of Interim Order 71, series 2009, pertaining to Patrol Guide 219-01, "Inspection of Department Vehicles Each Tour By Operator" is hereby **REVOKED**.

7. 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

INTERIM ORDER NO. 5



PATROL GUIDE

Section: Department Property		Procedure No: 219-02	
WEEKLY INSPECTION OF DEPARTMENT VEHICLES			
DATE ISSUED: 03/23/07	DATE EFFECTIVE: 03/30/07	REVISION NUMBER: 07-02	PAGE: 1 of 2

PURPOSE To ensure that Department vehicles, assigned equipment and related records are being maintained properly.

PROCEDURE Each Sunday, after second platoon is posted, or at other times as directed by commanding officer:

- LIEUTENANT PLATOON COMMANDER/PATROL SUPERVISOR**
1. Inspect each Department vehicle assigned to the command for:
 - a. Serviceability
 - b. Cleanliness and condition
 - c. Accessories and equipment - check **INSPECTION AND EQUIPMENT RECORD (PD571-143)**.
 - d. Current and valid New York State inspection stickers (all Department vehicles) and New York State registration stickers (unmarked Department vehicles).
 - e. **Seatbelts – ensure that seatbelts are in proper working order and take corrective action when necessary.**

NOTE *Ensure E-Z Pass tag assigned to vehicle is affixed to center top of windshield and the tag's serial number is recorded on **INSPECTION AND EQUIPMENT RECORD** and **VEHICLE INSPECTION REPORT (PD571-153)**.*

2. Direct operator to correct minor deficiencies.
 - a. Verify by appropriate follow-up inspection.
3. Complete **VEHICLE INSPECTION REPORT (PD571-153)** and submit to lieutenant platoon commander/desk officer to report results of inspection.

NOTE *If the lieutenant platoon commander is unavailable, the duties described in steps 1, 2, and 3 above will be performed by the patrol supervisor.*

- LIEUTENANT PLATOON COMMANDER/DESK OFFICER**
4. Deliver **VEHICLE INSPECTION REPORT** to commanding officer for signature and file.
 5. Direct Radio Motor Patrol operator to make appointment with service station concerned for vehicles requiring preventive maintenance and enter appointment on preventive maintenance sticker of vehicle.
 - a. If operator is performing last day tour, lieutenant platoon commander/desk officer will attach note to second platoon roll call, directing the operator to make appointment when shop reopens.

NOTE *If the lieutenant platoon commander is unavailable, the duties described in steps 4 and 5 above will be performed by the desk officer.*

6. Report serious deficiencies to commanding officer.

PATROL GUIDE

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219-02	03/30/07	07-02	2 of 2

RELATED PROCEDURE *Inspection of Department Vehicles Each Tour by Operator (P.G. 219-01)*

FORMS AND REPORTS ***INSPECTION AND EQUIPMENT RECORD (PD571-143)***
VEHICLE INSPECTION REPORT (PD571-153)



PATROL GUIDE

Section: Department Property		Procedure No: 219-03	
REPAIRS TO DEPARTMENT VEHICLES			
DATE ISSUED: 01/01/2000	DATE EFFECTIVE: 01/01/2000	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To obtain replacement parts or repairs to Department vehicles.

PROCEDURE When a Department vehicle requires repairs or replacement of parts, including tires and tubes:

RMP OPERATOR

1. Notify desk officer/counterpart.
2. Call and make appointment as follows:
 - a. Speedometer Testing Machine Station concerned for repairs or adjustment to speedometer.
 - b. Borough Service Station for all other repairs and replacements - during business hours.
 - c. Central Repair Shop for repairs and replacements - other than business hours.

DESK OFFICER

3. Direct preparation of **EMERGENCY REQUISITION (PD561-163)**.
4. Have Department vehicle operator deliver vehicle and **EMERGENCY REQUISITION** when required.

RMP OPERATOR

5. Notify radio dispatcher, with appropriate radio code signal, when leaving and returning to command.

ADDITIONAL DATA *The Fleet Services Division provides a Roadside Repair Service, capable of making minor repairs on inoperative Department vehicles. Requests for roadside repair service will be made through Department Tow.*

A Department vehicle requiring repairs by an outside agency, either under service warranty or contractual agreement, will first be delivered to the Borough Service Station concerned for inspection and recording of type of repair needed. The vehicle will be returned to the Borough Service Station upon completion of repairs no later than the next business day.

RELATED PROCEDURE *Department Tow (P.G. 219-09)*

FORMS AND REPORTS *EMERGENCY REQUISITION (PD561-163)*

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