

POLICE CADET CORPS

POLICE CADET HANDBOOK



NEW YORK CITY POLICE DEPARTMENT

JULY 2017



CITY OF NEW YORK POLICE DEPARTMENT

POLICE CADET CORPS POLICE CADET HANDBOOK

James P. O'Neill
Police Commissioner

Dr. Tracie L. Keese
Deputy Commissioner, Training

Assistant Chief Theresa J. Shortell
Commanding Officer Police Academy

Deputy Chief Timothy Beaudette
Commanding Officer Training Bureau

Inspector Michael S. McGrath
Commanding Officer, Police Cadet Corps

INDEX

CHAPTER 100 MISSION AND VALUES.....	4
100-1 Mission and Values of the New York City Police Department- P.G. 200-02.....	4
100-2 Objectives of Police Cadet Training.....	5
100-3 Proficiency Requirements.....	6
100-4 Personal Responsibilities- P.G. 203-10.....	7
100-5 Drill Commands and Muster.....	8
 CHAPTER 101 OVERVIEW OF THE NEW YORK CITY POLICE	18
DEPARTMENT	
101-1 Chain of Command.....	18
101-2 Insignia of Rank.....	20
101-3 Courtesies.....	22
101-4 Compliance with Orders	23
 CHAPTER 102 PRECINCT ORIENTATION	24
102-1 Precinct Orientation	24
 CHAPTER 103 ACADEMIC AND PERFORMANCE STANDARDS.....	26
103-1 Police Cadet Grading Criteria.....	26
103-2 Academic Standards for Police Cadets.....	27
103-3 Police Cadet Performance Standards.....	28
103-4 Study Abroad	29
103-5 Online College Credits.....	31
103-6 Mandatory Monthly Training	32
103-7 Finalization Process	34
 CHAPTER 104 DUTIES	36
104-1 Typical Duties.....	36
104-2 Program Adherence	37
104-3 Vehicle Operator- P.G.202-22	38
104-4 Terrorism Awareness	39
 CHAPTER 105 GENERAL REGULATIONS.....	40
105-1 Fitness for Duty- P.G. 203-10.....	40
105-2 Rules and Regulations at the Police Academy- P.G. 206-3.....	41
105-3 Performance on Duty – General	50
105-4 Police Cadet Involved in a Police Incident- P.G.203-6	52
105-5 Fraternalization	53
105-6 Sexual Harassment Policy.....	55
105-7 Drug Screening	56
105-8 Resignation Policy	57
105-9 Off-Duty Employment- P.G. 205-40	58
105-10 Department Guides	59
105-11 Making False Statements- P.G. 206-13/P.G. 211-14.....	60
105-12 Public Contact- P.G. 203-10	61
105-13 Vacation	62

105-14	Fire and Fire Drills.....	63
105-15	Lost/Stolen Identification Card.....	64
105-16	Civilian Complaints- P.G. 207-31	65
105-17	Dealings with the News Media- P.G. 212-77	66
105-18	Residence Requirement/ Emergency Notifications- P.G.203-18.....	67
105-19	Driver's Licenses- P.G. 203-03/ P.G. 203-18	70
105-20	Pregnancy- P.G. 205-27.....	71
105-21	Military Duty- P.G.203-10/P.G.205-22	72
105-22	Citizenship Policy- P.G. 212-90	74
105-23	Family Offenses/Domestic Violence	75
105-24	Right to Know (O.S.H.A.)	79
105-25	Interacting with Individuals with Limited English Proficiency- P.G. 212-90 OPERATIONS ORDER #33 (10)	81
105-26	Interacting with Individuals who are Hearing Impaired (212-104).....	83
105-27	Volunteer Language Program	85
105-28	Jury Duty- A.G. 319-22	86
105-29	Functions Sponsored by a Department Religious, Line, or Fraternal Org. P.G. 203-15	88
105-30	Blood Donation Process P.G. 205-12	90
CHAPTER 106 PROHIBITED CONDUCTS.....		91
106-1	Prohibited Conduct- P.G. 205-36	91
106-2	Criminal Associations- P.G. 203-10/P.G. 205 SERIES.....	95
106-3	Department Confidentiality Policy P.G. 203 Series	96
CHAPTER 107 POLICE CADET CORPS CARDS		97
107-1	Instructional Card.....	97
107-2	Department Card.....	98
CHAPTER 108 COMMAND DISCIPLINE		100
108-1	Command Discipline	100
108-2	Obtaining Assistance of Corporation Counsel- P.G 211-21/P.G. 211-15/P.G.211- 16.....	101
CHAPTER 109 UNIFORMS		103
109-1	Uniforms, Equipment and Appearance.....	103
109-2	Uniform Classification.....	105
109-3	Uniforms	106
109-4	Activity Logs- P.G. 212-08	108
109-5	Tattoos- P.G. 203-07.....	110
CHAPTER 110 PAYROLL AND SCHEDULE.....		111
110-1	Time and Payroll.....	111
110-2	Monthly Schedule	116
110-3	Monthly Activity Report.....	118

APPENDIX A: IMPORTANT PATROL GUIDE PROCEDURES

- A. Equal Employment Opportunity Policy Statement
- B. P.G. 205-36 Employment Discrimination
- C. P.G. 205-37 Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material
- D. P.G. 205-38 Investigation of Incidents of Retaliation Against Members of the Service
- E. P.G. 206-11 Members of the Service (Uniformed or Civilian)
- F. P.G. 206-13 Interrogation of Members of the Service
- G. P.G. 207-21 Allegations of Corruption and Serious Misconduct Against Members of the Service (10/16/09)
- H. P.G. 207-31 Civilian Complaints (10/16/09)
- I. P.G. 219-20 Loss or Theft Department Property
- J. P.G. 219-21 Lost/Stolen Firearm, Shield, Identification Card
- K. P.G. 205-30 Drug Screening Tests For Cause For Uniformed And Civilian Members Of The Service
- L. P.G. 203-18 Emergency Notification Procedures/Residence Requirements (I.O. #30-2010) (I.O. #3-2011)
- M. P.G. 208-37 Family Offenses/Domestic Violence Involving Uniform and Civilian Members of the Service
- N. P.G. 203-06 Performance on Duty - Prohibited Conduct
- O. P.G. 206-03 "Violations subject to Command Discipline
- P. P.G. 203-10 Public Contact – Prohibited conduct
- Q. P.G.212-34 Probationary P.O., Police Eligible or Civilian Employee Involved in a Police Incident (07-27-07)
- R. Telephone Dispatch Log (A.G 322-02)
- S. Telephone Record (A.G 322-03)
- T. Telephone Switchboard Operator(P.G 202-38)
- U. Processing QOL Complaints Using the 311 terminal (P.G 214-35)

APPENDIX B: POLICE CADETS CORPS FORMS

- A. Monthly Work Schedule
- B. Monthly Performance Activity Report
- C. Civilian Sick Report
- D. Police Cadet Department Card
- E. Police Cadet Corps Instructional Card
- F. Command Discipline
- G. Daily Attendance Form
- H. Weekly Attendance Form
- I. Performance Evaluation – Police Cadet
- J. Typed Letterhead UF-49
- K. Police Cadet Corps Off-Duty Employment Notification Form
- L. Naturalization Requirements Information

MISSION AND VALUES			
DATE ISSUED: 6/1/2003	DATE REVISED: 04/05/2016	CHAPTER: 100-1	PAGE: 1 of 1

MISSION OF THE NEW YORK CITY POLICE DEPARTMENT

The mission of the New York City Police Department is to enhance the quality of life in New York City by working in partnership with the community to enforce the law, preserve peace, reduce fear, and maintain order. The Department is committed to accomplishing its mission to protect the lives and property of all citizens of New York City by treating every citizen with compassion, courtesy, professionalism, and respect, while efficiently rendering police services and enforcing the laws impartially, by fighting crime both through deterrence and the relentless pursuit of criminals.

VALUES OF THE NEW YORK CITY POLICE DEPARTMENT

In partnership with the community, we pledge to:

- Protect the lives and property of our fellow citizens and impartially enforce the law.
- Fight crime, both by preventing it and aggressively pursuing violators of the law.
- Maintain a higher standard of integrity than is generally expected of others because so much is expected of us.
- Value human life, respect the dignity of each individual and render our services with courtesy and civility.

MISSION OF THE TRAINING BUREAU

The mission of the Training Bureau is to transform uniformed and civilian members of the Police Department into law enforcement professionals equipped with the necessary academic and tactical knowledge to protect the life, rights, property. And preserve the dignity of all residents of the City of New York.

We believe that a well-trained police professional will have a favorable impact on the diverse communities they serve, will be respected by their peers, and will be emulated by other law enforcement agencies.

We endeavor to facilitate training by utilizing technology, research and development, and meticulous instruction to ensure that members of the Police Department can continue to be lauded as New York's Finest.

OBJECTIVES OF POLICE CADET TRAINING

DATE ISSUED:
4/1/2008

DATE REVISED:
10/1/2015

CHAPTER:
100-2

PAGE:
1 of 1

The Police Cadet Corps is a collegiate police apprenticeship program that aims towards the two-prong objective of education and discipline. The program encourages the pursuit of higher learning and emphasizes responsibility in the workplace.

The Police Cadet Corps' main goal is to integrate police officers, with completed baccalaureate degrees, into the rank and file members of the New York City Police Department. This will serve towards a better educated police force with the opportunity and competitive edge to pursue leadership positions. Police cadets are expected to maintain appropriate academic standards at their colleges or universities.

The New York City Police Department is a paramilitary organization and operates via a clearly delineated rank structure. Therefore, the Police Cadet Corps will instill discipline into its training and for the duration of a cadet's tenure. This protocol will ensure that members of the department demonstrate the highest levels of integrity in their professional and personal lives. Furthermore, it will serve as a prelude to the recruit officer training that all graduating police cadets are expected to attend. The Police Cadet Corps experience will expose cadets to the myriad of police operations and its subculture.

PROFICIENCY REQUIREMENTS			
DATE ISSUED: 4/1/2008	DATE REVISED: 10/1/2015	CHAPTER: 100-3	PAGE: 1 of 1

In order to satisfy the requirements to complete the Police Cadet Corps training, police cadets must demonstrate a proficiency in academics and physical fitness.

During the training, examinations will be administered to cadets by their official company instructors. A minimum grade of 75.0% on each of three written examinations administered is required. Please refer to Chapter 103-1, "Police Cadet Grading Criteria", for details.

The physical fitness program will require that cadets be able to perform cardiovascular and callisthenic activities in unison. The Job Standardized Test (JST) measures proficiency in physical fitness and serves as a precursor to training. Therefore, all cadets have met the requirements needed to effectively participate in physical training.

Upon a police cadet's failure to meet any of the above standards, the Commanding Officer of the Police Cadet Corps shall cause the police cadet to be notified orally and in writing that he/she has failed the training program and that termination procedures will be initiated.

PERSONAL RESPONSIBILITIES			
DATE ISSUED: 4/1/2008	DATE REVISED: 10/01/2015	CHAPTER: 100-4	PAGE: 1 of 1

Although police cadets will receive a comprehensive training program, it remains the obligation of the police cadet to take personal responsibility for his or her actions while on duty and off duty. A strong foundation in this dimension will determine how the cadet will perform and respond to the training program.

Police cadets are further reminded to use caution when posting information on social networking sites. *Patrol Guide Procedure, 203-10 Public Contact-Prohibited Conduct*, prohibits Members of Service from divulging or discussing official Department business, except as authorized. Police cadets should also be aware that using the Department logo is prohibited unless authorized by the Police Commissioner. The professional conduct that is demanded of you as a police cadet extends to your off duty behavior as well. This includes your conduct and behavior on social networking sites. Your behavior on these sites is a direct reflection on you as a police cadet and a member of this Department. Any misconduct arising from the use of social networking sites will be closely scrutinized and not tolerated.

DRILL COMMANDS AND MUSTER

DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
1 of 10

Tour: The scheduled hours of work, also called a Tour of Duty. There are set tours and miscellaneous tours.

Platoon: The grouping of companies assigned to work during the same tour.

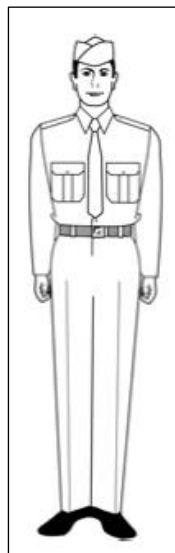
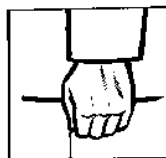
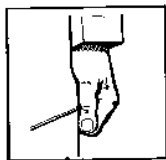
Company: The group of 28-44 persons to which a cadet is assigned. A cadet will be identified by their last name and company number for the duration of the Academy. For example, Cadet John Jones assigned to company number 01 of the year 2015 will be identified as: Cadet Jones, Company 01-15.

Squad: The grouping of cadets within a company which make up each line in the formation. There are four lines of cadets in each company's formation. The first line is Squad One, the second line from the front is Squad Two, the third line is Squad Three and the final line, in the rear, is Squad Four.

Squad leader: The cadet at the far right position in each squad, also the tallest person in the squad.

Directions given to police personnel will be delivered in a loud clear voice, separating the command into two parts, **the preparatory command, and the command of execution**. The preparatory command tells the cadets what to do, and prepares them to be able to do it in unison. The command of execution tells the cadets when to do it. There will be a pause between the parts of the command, and movement will always begin on the left foot. The following are the most common commands used at the Academy:

Attention:



The preparatory command for the command "*Attention*" is *Detail, Company, Squad*, or whatever grouping of personnel being addressed. The command of execution is "*Attention*". The *position of attention* is the most basic and most often utilized position. To assume this position, bring the heels together smartly. Turn the feet out at a 45 degree angle. Keep legs straight without stiffening the knees. Hold body erect, hips level, chest lifted and arched, shoulders square and even. Weight is distributed equally on both feet. Head is erect and square to the front, eyes are focused to the front and do not shift, even when the cadet is being addressed directly. Hands are bent at the second and third knuckle and the thumb is pointed straight down, aligned with the seam of the pant. There is **NO MOVING OR TALKING** when at *attention*.

DRILL COMMANDS AND MUSTER

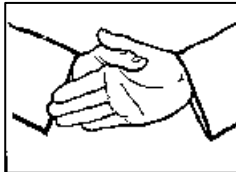
DATE ISSUED:
10/01/2015

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
2 of 10

Parade...Rest:



This command is given only from the *position of attention*. On the command “*Parade...Rest*”, move the left foot about (10) inches to the left of the right foot. Keep legs straight, weight of the body equally divided on heels and balls of both feet. At the same time place both hands behind the back centered on belt line. Keep fingers joined and extended, interlocking thumbs with right hand in palm of left. Parade Rest is a modified *position of attention* so keep head and eyes facing front, remain silent, and do not move unless otherwise directed.

Stand at...Ease:

On the command of execution “*Ease*”, assume the *position of parade rest*. Cadets will turn head and eyes to face the speaker. Cadet will remain silent, and not shift his/her body.

At...Ease:

On the command of execution “*Ease*”, recruits may move their bodies and relax their arms. However, they must remain standing with right foot in place, silent and thumbs interlaces behind their backs.

Rest:

The preparatory command for “*Rest*” is *Detail, Company, Squad*, or whatever grouping of personnel being addressed. On the command “*Rest*”, the cadet may move, talk, and drink unless otherwise instructed. Recruits must stand with their right foot in place. The same preparatory command will be used to call the grouping back into formation. On the preparatory command, recruits will immediately assume the position of parade rest and await instruction.

Secure your gear...Move:

From the *position of attention*, bend to the right slightly from the waist and pick up the cadet bag.

Ground your gear...Move:

From the *position of attention*, bend to the right slightly from the waist and set the cadet bag on the ground.

DRILL COMMANDS AND MUSTER

DATE ISSUED:
10/01/2015

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
3 of 10

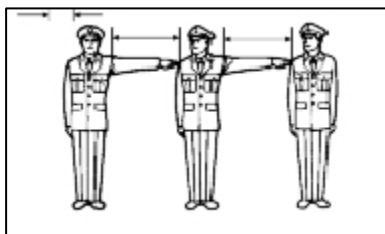
Open Ranks...March:

From the *position of attention*, with gear secured in the right hand, Squad One will take two 30 inch (full) steps forward, Squad Two will take one full step forward, Squad Three will stand fast, and Squad Four will take two 15 inch (half) steps backwards.

Close Ranks...March:

From the *position of attention*, with gear secured in the right hand, Squad One will take four half steps backward, Squad Two will take two half steps backward, Squad Three will stand fast, and Squad Four will take one full step forward.

Dress right...Dress:



From the *position of attention*, the left arm is raised to shoulder level and extended fully to the side, with the exception of the cadet at the far left of the squad, who keeps arm at side. Turn head to the right with the exception of the **squad leader**, who continues to look straight ahead. Each officer in turn will determine that his feet are on a straight line with the feet of the cadet on their right, moving forward or back as necessary to align properly with the **squad leader**. Each cadet will move to their right until their right shoulder touches the fingertips of the cadet on their right.

Ready...Front:

Once each squad is aligned, the command to resume the *position of attention* is "*Ready ... Front.*" Upon the command of execution of "*Front*", each recruit will smartly bring the left hand back to the side, WITHOUT SLAPPING THE SIDE OF THE LEG, and quickly turn the head back to the front at the *position of attention*.

When there is more than one squad, cadets will automatically align themselves directly behind the cadet immediately to the front, squad one standing fast. For Academy purposes this is an implied command and the command "Cover" does not need to be given.

DRILL COMMANDS AND MUSTER

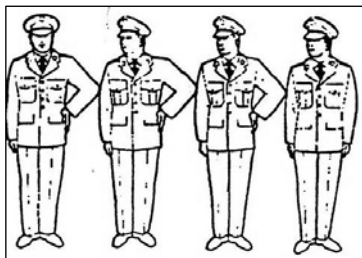
DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

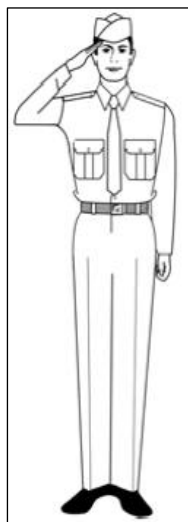
PAGE:
4 of 10

At close intervals...



This is a command ancillary to the main command, and it is given when opening and closing ranks. The command given is "*At Close Interval, Dress Right...Dress.*" Cadets carry out the same moves as "*Dress right...Dress*", except instead of fully extending the left arm, Cadets will place the left hand on the hip with the fingers joined and pointing towards the ground. Each cadet, except squad leader, moves to the right until their right arm touches the left elbow of the cadet on their right. cadets stay in this position until the command, "*Ready...Front.*" is given, at which time the *position of attention* is resumed.

Present...arms:



This command is given from the *position of attention* and directs the cadet to execute a *hand salute*. When wearing cadet cap and not wearing glasses, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.

When wearing cadet cap and wearing glasses, execute the *hand salute* in the same manner as previously described, except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brow

Order...arms:

This command directs the cadet to end a hand salute. Upon receiving this command return the hand sharply to the side, resuming the *position of attention*.

DRILL COMMANDS AND MUSTER

DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
5 of 10

Right...Face:



On the command, "*Right...Face*," the body is turned 90 degrees to the right, without swinging the arms, in two counts. At the command "*Face*", on the first count, the body pivots on the heel of the right foot, and ball of the left foot. On the second count the left is brought smartly alongside the right foot, to the normal *position of attention*.

Left...Face:

On the command, "*Left...Face*," the body is turned 90 degrees to the left, without swinging the arms, in two counts. At the command "*Face*", on the first count, the body pivots on the heel of the left foot, and ball of the right foot. On the second count the right is brought smartly alongside the left foot, to the normal *position of attention*.

About...face:



On the command "About...Face," the body is turned to the right, 180 degrees without swinging the arms, in two counts. At the command "Face," on the first count, move the toe of the right foot to a position on the ground approximately 1/2 the length of the foot, to the rear and slightly to the left of the left heel. On the second count, the body is pivoted to the right, 180 degrees, on the heel of the left foot and the toe of the right foot. The feet should then be in the proper *position of attention*.

DRILL COMMANDS AND MUSTER

DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
6 of 10

MUSTER

Muster is a military formation designed to *conduct roll call* and *inspect personnel*. It is utilized to monitor uniformity, punctuality, and discipline. A Police cadet's adherence to the rules and regulations of the Academy will help accustom them to the demands of the Department.

Police Cadet should become acquainted with the basic terminology, commands, and structure of muster formation. They are similar to those used by the military, but not exactly the same, so even those with prior military service will have to learn what is expected of them in the Academy.

Muster Deck

The Muster Deck is located along the south side of the Main Building and is the site where cadets will gather at the start of the tour, unless otherwise directed. Cadets will muster in formation with their designated company, be accounted for, receive information, and be inspected by a Cadet instructor prior to commencing with instruction for the day.

Formation consists of the total number of companies assigned for that day, lined up two across, facing the east platform. Odd numbered companies will muster to the south of the platform, and even numbered companies to the north. Companies will position themselves so that the lowest number company is closest to the stairs and the highest number company is at the rear of the formation.

Cadets are to utilize the lines created by the tiles on the deck to correctly position the company in formation. Squad One, of the front companies, will start muster with their toes to the forward edge of the block, in the indicated row of tiles. All companies will be directed as to the appropriate location to form ranks, and each recruit is responsible to be in the correct location on the Muster Deck.

DRILL COMMANDS AND MUSTER

DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
7 of 10

Company Formation

Each company will form up in four lines, called squads, standing side-by-side; with their cadet bags in their right hand (only while in formation will the cadet bag be in the right hand.) The squad in front is called *squad one*, the line immediately behind is *squad two*, followed by *squads three* and *four*. The position at the extreme right end of each squad is the squad leader. Cadets will line up in height order; the tallest Cadet in the company will hold the position of squad leader of squad one. The second tallest will be the squad leader of squad two, the third tallest the squad leader of squad three and the fourth tallest will be the squad leader of squad four. Cadets will continue to line up in height order from squad one to squad four and back to squad one, until all Cadets are positioned. Once the company is ordered in this way, each Cadet will have their position in the formation.

If a cadet is absent from formation for any reason, upon making this determination the company sergeant will instruct the company to *cover down*. At this instruction, the cadet to the left of the open position will move to the right and fill in. Any gap created at the left end of the squad will then be filled by the recruit in the squad behind.

Muster

At the start of tour, cadets will be in formation, at regular intervals, standing at parade rest. The company sergeant will ground his gear at his position to the right of the squad leader of squad one, then take attendance and take up the post at the front of the company. The company sergeant will call the company to attention whenever a ranking member of the Department passes. (This also applies to any muster location, and any time of the day.)

As the official company instructors (OCIs) file onto the deck, company sergeants will call the company to attention. OCIs will take up a position facing the company sergeant, who will render a salute and hold it until the OCI returns the salute. At this time the company sergeant will report the result of attendance and present the attendance sheet to the OCI for inspection. The OCI will inspect the sheet and instruct the company sergeant to fall into formation by utilizing the command “***Post***”.

At this time the OCI will put the company at the *position of parade rest*, execute an *about face*, and stand at *parade rest* awaiting instruction from the Officer of the Day.

DRILL COMMANDS AND MUSTER

DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
8 of 10

Inspection

The Cadets of the Day will initiate formal muster by calling the preparatory command “**Detail**”, followed by the OCIs coming to the *position of attention* and calling out “**Company**”. The Officer of the Day will give the command of execution, “**Attention**”, and the company will come to the *position of attention*. At this time the Officer of the Day will give the following commands:

- “**Secure your gear...Move**”
- “**Open ranks...March**”
- “**Dress right...Dress**”

At this time, The OCI will fall out from their position in front of the company and check the squads to insure that the cadets have satisfactorily aligned themselves. When they are satisfied, the OCIs will take up position to the right of the company sergeants. When all companies are ready the officer of the day will issue the command, “**Ready...Front**” and then, “**Ground your gear...Move.**”

Followed by, “**Instructors...inspect your companies.**” The instructors will render a hand salute which will be returned by the Officer of the Day, and the OCIs will commence with inspection.

The OCI will instruct Squads Two, three, and four to stand at the *position of parade rest* and begin inspecting Squads One, starting with the company sergeant. After completing the inspection of the company sergeant, the OCI will inspect the next Cadets in the squad. At this time, the company sergeant will break from the *position of attention* and follow one point behind the OCI.

While being inspected, Cadets will remain at the *position of attention*; their eyes will be focused to the front. If Cadets is asked a question they will answer it with eyes focused to the front. The cadet will not move unless instructed to do so by the OCI. If the OCI points out a correctable deficiency, the cadet will remain at *attention* until the OCI has moved to the next cadet in the squad, and the company sergeant is in front of the recruit. While the OCI conducts the inspection of the next cadet, the company sergeant will assist the original cadet in correcting the deficiencies.

DRILL COMMANDS AND MUSTER

DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
9 of 10

When the OCI reaches the end of Squad One, they will call Squad Two to *attention* and conduct a walk-by inspection of the back of Squad One. Once at the right flank of the company, the OCI will put Squad One into the *position of parade rest* and the OCI will commence inspecting Squad Two. Inspection of the remaining ranks will be conducted in the same manner. The OCI may choose to conduct a walk-by inspection of the front of a squad in the interest of time.

Upon completion of inspection the OCI will close the ranks by reversing the order of commands.

- ***“Secure your gear...Move.”***
- ***“Close ranks...March.”***

In closing ranks, the OCI will not issue the command to dress right. Cadets will dress-up their squads with small corrections automatically and come to the position of attention quickly. It should take no more than two counts after the ranks are closed for the entire company to be at attention. At this time, the OCI will issue the commands:

- ***“Ground your gear...Move.”***
- ***“Parade...Rest.”***

The OCI will then take up position at the front of the company. When every company has been fully inspected, the Officer of the Day will call the detail to *attention* and instruct the OCIs to post their companies.

Posting of the Companies

The companies to the rear of the formation will be commanded to stand at parade rest until it is their turn to exit the deck, though the manner in which each company leaves is the same. The companies at the front of the formation will be given the command to ***“Secure your gear...Move”*** and then ***“Left...face.”*** Upon execution of this command, the company will *cover down* to the front, so that there are no gaps at what is now the front of the company. The OCIs will then issue the command ***“Column of twos from the right, Column right...March.”***

DRILL COMMANDS AND MUSTER

DATE ISSUED:
4/1/2008

DATE REVISED:
10/01/2015

CHAPTER:
100-5

PAGE:
10 of 10

Simultaneously, the two cadets who are at the front of Squads Three and Four will sharply turn their heads to the right, (this is to be able to see when the end of the marching squad passes by.) Squads One and Two will march side by side forward and through the door leading from the Muster Deck. Upon entering the building the double column will execute a sharp right face while marching and proceed directly to the Main Staircase. Cadets will not stop at day lockers or the bathrooms, but will go directly to their assigned room for instruction, and remain inside until the instructor arrives. Even numbered companies will exit first followed by the odd numbered company, and additional doors may be utilized, subject to the determination of the Officer of the Day.

Alternate Muster

Companies will be given specific instruction from the Physical Training and Tactics Department pertaining to the proper way to conduct gym muster and post gym muster. Additionally Companies will be assigned to room muster on some days. Room muster will be conducted in a manner similar to Muster Deck muster; however, cadets are to put their uniform cadet jackets and bags at their seats before falling into formation in the hallway, and the ranks will form at **close intervals**.

CHAIN OF COMMAND			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/01/2015	CHAPTER: 101-1	PAGE: 1 of 2

1. The order of rank in the police service is:
 - a. Chief of Department
 - b. Bureau Chief
 - c. Assistant Chief
 - d. Deputy Chief
 - e. Inspector
 - f. Deputy Inspector
 - g. Captain
 - h. Lieutenant
 - i. Sergeant
 - j. Police Officer / Detective
 - k. Police Cadet
2. Police Department Chaplains and Surgeons have the assimilated rank of Inspector.

CHIEF OF DEPARTMENT

The Chief of Department is the highest ranking uniformed member of the service and reports directly to the Police Commissioner. The Chief is generally in charge of the Department's day to day operations and makes major decisions about policies, strategies, and deployment of personnel.

MAJOR BUREAU'S

The Department's nine major bureaus are headed by uniformed members of the service. The following lists these bureau chiefs and a brief summary of their duties and responsibilities.

Chief of Detectives is responsible for conducting investigations, identifying and apprehending criminals, locating missing persons, and recovering lost or stolen property. The bureau's Precinct Detective Squads and Burglary/Robbery Apprehension Modules along with the Detective divisions and various specialized units combine traditional investigative methods with the expanded technological arsenal needed to bring criminals to justice.

Commissioner of Internal Affairs provides effective corruption control by analyzing allegations and trends, and conducting comprehensive investigations designed to ensure the highest standards of integrity.

CHAIN OF COMMAND			
DATE ISSUED: 6/1/2003	DATE REVISED: 05/07/2012	CHAPTER: 101-1	PAGE: 2 of 2

Chief of Organized Crime Control/Chief of Detective seeks to improve the quality of life by investigating complaints of vice, narcotics, and organized crime related offenses (i.e. prostitution, gambling, auto crime, firearms violations, money laundering).

Chief of Patrol directs, coordinates and controls the efforts of eight patrol boroughs and the Special Operations Division. Provides sufficient uniformed patrol officers to respond to emergencies, minimize harm, and maximize public safety.

Chief of Personnel oversees and coordinates human resource functions including recruiting and processing applicants; establishing and monitoring standards of performance, accountability and productivity; and the development and administration of programs to improve employee motivation, satisfaction and efficiency.

Chief of Housing provides the residents of the New York City Housing Authority (NYCHA) with a safe and secure environment while forging a positive relationship with its residents. There are nine (9) Police Service Areas (PSA's) in the Housing Bureau servicing over 418,000 residents.

Chief of Community Affairs provides community affairs officer(s) to each precinct and fosters positive and productive police - community relations by providing programs, training, events and publications to community members; conducting outreach programs; and implementing awareness, prevention, and deterrence programs for youths.

Chief of Transit maintains primary patrol responsibility for policing the New York City Transit System. There are twelve (12) transit district commands which function in the same manner as a patrol precinct or Housing Police Service Area. Commands provide uniform and plainclothes assignments in accordance with Department crime strategies.

INSIGNIA OF RANKS

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2015

CHAPTER:
101-2

PAGE:
1 of 2

INSIGNIA OF RANK AND SHIELD

RANK AND INSIGNIA

SHIELD

CHIEF OF DEPARTMENT



BUREAU CHIEF



ASSISTANT CHIEF



DEPUTY CHIEF



INSPECTOR



INSIGNIA OF RANKS

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2015

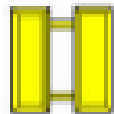
CHAPTER:
101-2

PAGE:
2 of 2

DEPUTY INSPECTOR



CAPTAIN



LIEUTENANT



SERGEANT



DETECTIVE

No Insignia



POLICE OFFICER

No Insignia



COURTESIES			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2015	CHAPTER: 101-3	PAGE: 1 of 1

1. Tender and return hand salutes as prescribed by U.S. Army regulations
2. Salute:
 - a. Police Commissioner or Deputy Commissioners in civilian clothes.
 - b. Supervisory officer in uniform.
 - c. United States flag as it passes.
 - d. Desk when entering command.
 - e. Desk when entering the Police Academy.
3. Salute flag when national anthem is played. If flag not visible, face band, etc., and salute.
4. Supervisory officer will return salutes promptly.
5. Salute is not required at large assemblages except when addressed by or addressing supervisory officer.
6. Remove hat and stand at attention in office of Police Commissioner, Deputy Commissioner or member above rank of Lieutenant.
7. Order, "Attention" when member above rank of a captain enters a room unless otherwise directed.

COMPLIANCE WITH ORDERS

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2015

CHAPTER:
101-4

PAGE:
1 of 1

1. Be familiar with contents of Police Cadet Corps Handbook and Police Cadet Corps Student Guide.
2. Obey lawful orders and instructions of supervising officers.
3. Must wear the uniform of the day at the beginning of each work tour. **(Exceptions to be granted only in writing from the C.O., Police Cadet Corps)**
4. Be punctual when reporting for duty.
5. If assigned, keep Department locker neat, clean and secured with combination lock (without identifying serial number) that conforms to Equipment Section specifications.
6. Affix **POLICE!! DON'T MOVE** (PD 672-133)(09-09) sticker to assigned locker with rank, name, and tax number filled in.
7. When a locker is not assigned, police cadets must secure their belongings at all times. Personal items will be placed in the black department canvass duty bag. A combination lock will be placed on the duty bag then placed in a secure location.

PRECINCT ORIENTATION			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2015	CHAPTER: 102-1	PAGE: 1 of 2

PRECINCT ORIENTATION

The City of New York is divided into five counties for government representation purposes. However, the New York City Police Department divides the City into eight "Patrol Boroughs" for its own special needs. These patrol boroughs are the Bronx, Queens North, Queens South, Staten Island, Manhattan North, Manhattan South, Brooklyn North and Brooklyn South. These patrol boroughs are then sub-divided into patrol precincts according to local community board boundaries. This idea of "co-terminality" insures that local precincts are responsive to the communities they serve. There are seventy-six (76) precincts, nine (9) Police Service Areas, and twelve (12) Transit Districts throughout the City of New York. Although the actual physical layout of stationhouses varies considerably, they all have several features in common. Included among these are:

Sitting Room - This is the area in which officers prepare for their tour of duty. It is here where they may scan bulletin boards that list current post and sector conditions, recent crimes, and pick up any mail or Department correspondence. This room is also used for conducting roll call and pre-tour "training sessions". During the tour, the tables and desks of the sitting room are frequently used by officers for paperwork, investigations, etc.

Muster Room - The Muster Room is the area where the Precinct Desk is located. At the beginning of tours, supervisors may use this room to address and inspect outgoing platoons. The area behind the desk is considered "off-limits" to everybody not assigned to duty in the stationhouse. All other police personnel should request permission of the Desk Officer before entering it.

In this area are kept Department directives such as Department Bulletins, Personnel Orders, Personnel Bureau Memos, Interim Orders, Operations Orders, Legal Bulletins, and the Department Manual. The precinct telephone switchboard, the FINEST machine and binder containing current alarms are usually found here, as are portable radios.

If the nature of an assignment necessitates returning to the stationhouse officers must first report to the Muster Room and inform the Desk Officer of their reason for being therein.

PRECINCT ORIENTATION

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2015

CHAPTER:
102-1

PAGE:
2 of 2

Station House Clerk - A member of the service, usually civilian, who types reports from worksheets prepared by members on patrol, records incidents on indexes of various types, and assigns precinct serial numbers to many types of cases. The Station House Clerk, also referred as the "124 person", performs duty in the station house adjacent to the Desk Officer.

Other Offices - All precincts contain offices for clerical, investigative and administrative personnel. Some precincts have detention facilities in which prisoners are lodged during hours when court is not in session.

Juvenile Detention Area - Most precincts have areas which have been specifically designated by the Family Court Act to hold minors during investigations. (Chief Administrative Judge)

Desk Officer - A Sergeant or Lieutenant, performing duty in the station house, who directs police operations within a command during his/her tour of duty. The Desk Officer assigns personnel at the start of the tour, and makes necessary adjustments during the tour. The Desk Officer will also make notifications to certain department units or outside agencies when members on patrol inform him of unusual incidents.

Command Log - A bound ruled book with serially numbered pages maintained by the Desk Officer. This is used to provide a concise chronological listing of police incidents. The entries in the Command Log also indicate that records should be consulted to analyze these incidents in greater detail. The Command Log is also referred to as the "Blotter".

Telephone Record Book - The Telephone Record Book contains official messages of the Department communicated via telephone. In order to properly record these messages and provide a means for future reference. It is necessary that a written record of their receipt or transmission be maintained. This is done by recording the message, the name of the person sending and receiving it and the date and time.

Finally, precinct security is of paramount importance. Precincts are always open to those citizens who wish to report a crime or seek information or help. In view of this, you will observe all police officers make certain that those who enter are there for a legitimate purpose. Despite the Department's genuine desire to be an accessible service organization, experience has shown that the stationhouse and the police can be the target of a violent act by those who are dissatisfied or who are discontent with government or police policy.

POLICE CADET GRADING CRITERIA (TRAINING PERIOD)

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2015

CHAPTER:
103-1

PAGE:
1 of 1

The following grading criteria has been established to rate the performance of police cadets during their training period.

1. Examinations will be multiple choice types. Two (2) quizzes will be conducted with a total weight of 40% of the student's final grade. Quiz questions will also be used in preparation for the final exam. One (1) final exam will be administered. This exam shall total 60% of the student's final rating. A final grade will be determined by averaging all rating instruments. A final numerical grade will be issued.
2. In order to pass each Cadet must achieve a minimum score of 75 on each individual quiz, as well as the final exam.
3. Any student scoring below a 75 will be considered below average and subject to individual assessment by a supervisor qualified to instruct and assess performance.
4. Any student whose academic average falls below 75 will be assigned to the Police Cadet Corps office. The student will be subject to a critical performance evaluation which will determine their continued status as a police cadet.

ACADEMIC STANDARDS FOR POLICE CADETS

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2015

CHAPTER:
103-2

PAGE:
1 of 1

1. Maintain at least a 2.0 grade point average (cumulative and semester)

Note: Failure to notify the Commanding Officer, Police Cadet Corps when G.P.A. falls below 2.0 may result in disciplinary action and/or academic probation. Continuation of Academic probation may result in termination.

2. Complete and earn at least twelve (12) credits or full time for the Fall and Spring semesters, respectively. However, if the cadet is approaching their final semester, he/she is not required to register full time. The cadet needs only to register for the courses necessary to qualify for graduation.

Note: Police Cadets who fail to complete the required credits will be subject to disciplinary action. The disciplinary action may include not receiving a tuition check, a reduction in work hours per month, a command discipline leading to a loss of accrued annual leave, being placed on non-work status, or termination.

3. Notify Commanding Officer, Police Cadet Corps in writing whenever college status is changed by:
 - a. Projected date of graduation.
 - b. Number of credits obtained.
 - c. College being attended.
 - d. Academic probation or academic dismissal.
 - e. Semester or overall GPA falls below 2.0.
 - f. Any other circumstance which would warrant the attention of the Police Cadet Corps.
4. Submit a bursar's receipt at the beginning of each Fall and Spring semester
NO LATER THAN 30 DAYS AFTER THE START OF EACH SEMESTER
5. Submit a college transcript at the end of each Fall and Spring semester
NO LATER THAN 30 DAYS AFTER THE END OF EACH SEMESTER

NOTE: Failure to submit college transcripts and bursar's receipts may result in disciplinary action.

POLICE CADET PERFORMANCE STANDARDS			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2015	CHAPTER: 103-3	PAGE: 1 of 1

PERFORMANCE AND ACADEMICS

Performance coupled with academics will be the basis of a police cadet's overall performance. Performing well in one area and not the other will affect how the cadet is evaluated. Understanding this standard early into the training period will assist with assimilation into the Police Cadet Corps and the Department.

All police cadets are required to take and pass the very first "Promotion to Police Officer" exam being offered by the Department of Citywide Administrative Services. This will ensure that an active examination is on file so as to facilitate the transition into the Police Academy Recruit Training Section.

PERFORMANCE

1. Upon completion of training, you will be assigned to commands. The immediate supervisor at the command will evaluate the cadet's performance on "PERFORMANCE EVALUATION - POLICE CADET" (Misc. 3239) and then forward it to the Police Cadet Corps. The performance period will reflect a cadet's performance from July 1 through June 30. Annual evaluations will be prepared and submitted by August 1. If a cadet has not been assigned to a command for a complete year or if a cadet is scheduled to enter a January recruit officer class, the immediate supervisor will complete an interim evaluation and forward it to the Police Cadet Corps. A police cadet's poor performance (overall evaluation of below standards or well below standards) may lead to his/her being placed on non-work status or dismissal/ termination from the Police Cadet Corps.
2. Police Cadet performance will be rated based on the following dimensions:
 - a. Adaptability
 - b. Appearance
 - c. Attitude
 - d. Communication Skill
 - e. Dependability
 - f. Ethics
 - g. Interpersonal Relations
 - h. Job Knowledge
 - i. Judgment - Decision Making
 - j. Service-Oriented
 - k. Work Analysis

STUDY ABROAD			
DATE ISSUED: 6/18/2008	DATE REVISED: 10/1/2015	CHAPTER: 103-4	PAGE: 1 of 2

The foundation of the Police Cadet Corps is based on the furtherance of education. The Police Cadet Corps is acknowledging educational tracks which include a study abroad option. Any Police Cadet seeking to participate in such a program must satisfy the following obligations to the Police Cadet Corps:

1. A typed letterhead (UF49) must be forwarded to the Commanding Officer, Police Cadet Corps, one (1) month prior to applying for the program. The following information will be included or attached to the letterhead:
 - a. Program description (scope of the program)
 - b. Course description (course department, course number, credit Equivalency)
 - c. Prerequisites completed courses necessary for eligibility in program
 - d. Institutional Affiliation (pertinent information of foreign facility)
 - e. Living Arrangements (pertinent information of lodging quarters)
 - f. Program Director/Advisor (name and contact information)
2. If request is pre-approved, the cadet will schedule an appointment with the respective cadet corps supervisor. Upon reporting to the Police Cadet Corps, the cadet will furnish a photocopy of the program application and any additional details of the course program. Further, the cadet will furnish updated personal contact information.
3. Final determination will be made by the Commanding Officer, Police Cadet Corps. If approved, the cadet will be notified and can continue with the application process in the normal manner.
4. As soon as practicable, the cadet will furnish a travel itinerary including date of departure and date of return.
5. Cadets will be expected to comply with handbook Chapter 103-2, *Academic Standards*. Further, cadets must remain in communication with their respective borough supervisor throughout duration of the program.
6. Cadets will be designated as active duty without pay while participating in program. Cadets will remain eligible to receive the tuition stipend if Cadet is in compliance with Chapter 103-2 *Academic Standards*.

STUDY ABROAD			
DATE ISSUED: 6/18/2008	DATE REVISED: 10/1/2015	CHAPTER: 103-4	PAGE: 2 of 2

Note: Any cadet seeking to participate in a study abroad program during the fall or spring semester must comply with the full time enrollment standards of the Police Cadet Corps, (minimum 12 credits). Any study abroad program that does not comply with this stipulation must be taken during a nonstandard session such as winter or summer. Any exceptions will be made on a case by case basis by the Commanding Officer, Police Cadet Corps

ONLINE COLLEGE CREDITS

DATE ISSUED: 6/18/2009	DATE REVISED: 10/1/2015	CHAPTER: 103-5	PAGE: 1 of 1
---------------------------	----------------------------	-------------------	-----------------

The Police Cadet Corps recognizes that with the growing Information Age, many colleges and universities offer online courses to earn credits towards a particular educational track. Credits earned online will be accepted by the Police Cadet Corps and the Employee Management Division provided that the following stipulations are adhered to:

- The amount of credits to be earned online cannot be equivalent to or outweigh the amount of credits to be earned conventionally, (i.e. If a cadet is registered for twelve (12) credits, he/she cannot register for six (6) credits at the institution and six (6) credits online. The cadet must register for nine (9) credits at the physical location of the institution and three (3) credits online).
- A police cadet cannot expect to combine online credits from another institution with the credits earned at the primary institution of enrollment. If the primary institution of enrollment accepts online credits earned from a secondary institution, then the secondary institution must be geographically located within the five (5) boroughs of New York City, Nassau County, or Westchester County.
- When the cadet is approaching graduation, he/she must ensure that an assessment is conducted of his/her curriculum, either by a conferral with student advisor or registrar's office, so that the projected date of graduation is accurate and not necessarily impeded.

MANDATORY MONTHLY TRAINING			
DATE ISSUED: 6/18/2009	DATE REVISED: 10/1/2015	CHAPTER: 103-6	PAGE: 1 of 2

Monthly training is mandatory for all active Police Cadets. It is a vital component to the maturity of a Police Cadet and is designed to keep the Cadets grounded and focused on their obtainable goal. Monthly training provides a wide spectrum of activities that constantly support the mission statement of the Program.

At Monthly Training Police Cadets will:

- Receive updated materials as it relates to the Police Cadet Handbook.
- Be instructed on their integrity and existing Cadet conduct.
- Be introduced to guest speakers.
- Be exposed to role plays that incorporate real life scenarios.
- Exhibit structure and maintain discipline.

Therefore there are no excusals for monthly training. All sick excusals will require a doctor's note accompanied by a UF - 49. In the event of an emergency, whether family related or due to sickness, the Police Cadet will adhere to the following procedure in regards to missing monthly training:

1. Exhaust all other options to make monthly training a priority.

2. Submit UF - 49 in person to the Police Cadet Corps at least (1) week prior to the scheduled monthly training date for possible excusal. If the event was unforeseen, then the Police Cadet will hand deliver the UF - 49 on the very next scheduled tour of duty after monthly training. The Cadet should start their tour at the Police Cadet Corps and thereafter, post changes should be made accordingly (a proper post change will not accrue more time than the scheduled work tour). The Police Cadet will wait in the office until a Supervisor addresses their situation.

a. If the Cadet is calling on the same day of monthly training because they suddenly became ill or due to a family emergency or other exigent circumstances, record the Supervisor's name (or other person) of whom you spoke to in your memo book, otherwise leave a message on the answering machine.

NOTE: LEAVING A MESSAGE ON THE ANSWERING MACHINE IS NOT AN EXCUSAL, IT IS JUST A NOTIFICATION; THEREFORE IT MUST BE FOLLOWED UP WITH A UF-49 WITH A DETAILED EXPLANATION.

MANDATORY MONTHLY TRAINING

DATE ISSUED:
6/18/2009

DATE REVISED:
10/1/2015

CHAPTER:
103-6

PAGE:
2 of 2

3. **Only a Supervisor** can excuse a Police Cadet from monthly training, therefore it is imperative that the Cadet documents the Supervisor's name in their memo book

4. A copy of the approved UF - 49 with the Supervisor's signature should be made and be kept for the Cadet's records.

5. Police Cadets excused from monthly training will be responsible for obtaining material or getting updated information which is normally given out at monthly training.

ADDITIONAL NOTE: *Excusals will be made on a case by case basis. In the event that you have classes in college that conflict with monthly training, you will be excused from monthly training. However, the excusal must be granted at least (1) week prior to monthly training with a UF - 49 . A new UF-49 must be re-submitted **every month** with a college schedule to ensure the Police Cadet's schedule is still accurate.*

6. Any vacation requests must be made prior to purchasing airline tickets. Vacations will be denied if they are in conflict with the date of monthly training. According to PC Handbook, **Section 105-13: Request for Vacation** - vacation must be submitted at least two (2) weeks in advance and approval must be granted prior to making your reservations

DISCIPLINARY ACTION WILL BE TAKEN IF THIS PROCEDURE IS NOT ADHERED TO.

FINALIZATION PROCESS			
DATE ISSUED: 01/01/2012	DATE REVISED: 01/01/2015	CHAPTER: 103-7	PAGE: 1 of 2

PROCEDURE: To notify the Commanding Officer, Police Cadet Corps of a Police Cadet's status while in the last semester of school before obtaining a Bachelors' Degree.

PURPOSE: The following procedure must be adhered to by all Police Cadets that are in their last semester of college before obtaining a Bachelor's Degree. Therefore all Police Cadets must draft a UF 49 at the *beginning* of their **last** semester to the Police Cadet Corps indicating the following information.

- Last day of classes scheduled for all classes, including last day of finals
- Dates of all qualified testing that occurred or is scheduled to occur including:
 1. The Job Standardized Test (J.S.T.)
 2. Medical Test
 3. Psychological Test
 4. Promotional Police Exam including Exam and List number*

**(Please indicate more than one exam number if multiple exams were taken, including all promotional and open competitive exams with corresponding list numbers.)*

Attach the finalized copy of the Personal History Questionnaire (A.P.D 5) to the UF 49. The A.P.D 5 MUST BE NOTARIZED BEFORE BEING SUBMITTED TO THE APPLICANT PROCESS DIVISION AND ALL PAGES MUST BE INTIALIZED BY THE CANDIDATE.

(Please note that if the A.P.D 5 indicates "*draft*" on the top of the page, then it **is not** finalized.)

A FINALIZED A.P.D. 5 MUST BE SUBMITTED FOR EVERY PROMOTIONAL AND/OR OPEN COMPETITIVE EXAM TAKEN TO THE APPLICANT PROCESSING DIVISION AND TO THE POLICE CADET CORPS.

FINALIZATION PROCESS			
DATE ISSUED: 01/01/2012	DATE REVISED: 01/01/2015	CHAPTER: 103-7	PAGE: 2 of 2

Outlined below are the instructions of ‘How to’ process the Personal History Questionnaire A.P.D. 5 online:

In order to begin your process you must log onto <http://www.nyc.gov/nypd>. Once you have logged on:

- Click on ‘Careers’ link under ‘Learn About’ on the navigation menu.
- Click on ‘Forms’ under ‘Police Application Process’
- Click on ‘A.P.D. 5 Personal History Questionnaire’ under Application Process/Online Forms.
- Click on ‘Register; enter your date of birth and your examination number, if you have served in the U.S. Military, you may enter up to five (5) years of active duty to adjust your age.
- Click ‘Verify Age’ if you have entered incorrect information, or if the system indicates that you are overage or underage, you will be prompted to contact the Applicant Processing Division’s Candidate Relations Sections at (718) 972-3120.
- Login on the registration page; you must select a username and a password. Your username should be 6-10 characters; your password should contain at least uppercase letter and one number.
- Choose *your exam* and click on ‘Select Exam’
- Under ‘All Available Forms’ click on A.P.D. 5, this will bring you to the Personal History Questionnaire. This form is divided into fifteen (15) separate sections. You must answer **ALL** questions. You may save and exit this form at any time. However, once this form is finalized, no further changes can be made. You must finalize this form to begin your investigative process.

NOTE: If you do not have access to a computer, you may make arrangements to utilize a computer terminal at one of the Applicant Processing Division’s Investigative Facilities. You must contact the Applicant Processing Division’s Candidate Relations Section at (718) 972-3120 or via e-mail at APD@NYPD.org to make arrangements. If any issues arise with your processing be guided by the instructions of your Investigator. Please be mindful that it is your responsibility to keep the Police Cadet Corps and A.P.D. updated with the status of your Driver’s License, Citizenship, Education, Residency, Name Changes and any other mandatory issues that are required.

TYPICAL DUTIES			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2015	CHAPTER: 104-1	PAGE: 1 of 1

The following is a list of optional duties that a police cadet can be utilized for if the opportunities are available in the cadet's command.

- A. COMMUNITY AFFAIRS UNIT
- B. PRECINCT DETECTIVE SQUAD
- C. COMMUNITY MEETINGS
- D. SENIOR CITIZEN ESCORT
- E. BLOCK WATCHERS PROGRAM
- F. SCHOOL/YOUTH ACTIVITIES
- G. DETAILS - EXAMPLE: PARADES, STREET FAIRS, ETC
- H. RECRUITMENT
- I. YOUTH OFFICERS
- J. HIGHWAY SAFETY UNIT
- K. DOMESTIC VIOLENCE UNIT
- L. TELEPHONE SWITCHBOARD (**REFERENCE** APPENDIX C)
- M. CRIME PREVENTION UNIT
- N. COMPLAINT ROOM (124 ROOM)
- O. CRIME ANALYSIS UNIT

PROGRAM ADHERENCE			
DATE ISSUED: 6/19/2008	DATE REVISED: 10/01/2015	CHAPTER: 104-2	PAGE: 1 of 1

The Police Cadet Corps is currently divided into two separate programs- Housing Bureau and Program II. The following is a brief overview on the qualifications and definition of each program.

1. The Housing Bureau program is open to police cadets with a minimum of fifteen (15) earned college credits. Housing police cadets will be assigned exclusively to commands under the purview of said bureau. Cadets will be immediately supervised by Housing Bureau personnel. However, the final authority resides with the Commanding Officer, Police Cadet Corps.
2. Program II is open to police cadets with a minimum of forty-five (45) earned college credits. Program II cadets can be assigned to a command within any other bureau except Housing.
3. Both programs require a Baccalaureate degree in order to satisfy the core requirement of completion of the Police Cadet Corps Program. At no time is it permissible for a police cadet to continue their education beyond this point without the written consent of the Commanding Officer, Police Cadet Corps. With this being said, all police cadets *must* remain residents of New York City (5 Boroughs, Manhattan, Brooklyn, Bronx, Queens, Staten Island), even after their completion of their Baccalaureate Degree. This will be strictly enforced. Any police cadet found not in compliance could face disciplinary action and possible termination.

Any approved request for transfers or changes of assignment will remain within the aforementioned guidelines. Further, police cadets are permanently assigned to their respective programs for the duration of their tenure. Any movement between the Housing Bureau and Program II is strictly prohibited.

VEHICLE OPERATOR			
DATE ISSUED: 6/01/2000	DATE REVISED: 10/1/2015	CHAPTER: 104-3	PAGE: 1 of 1

In accordance with Patrol Guide 202-22, Radio Motor Patrol Operator the following steps will satisfy Department policy when operating a Department vehicle. There is an increased risk of significant injury to members of the service who do not wear safety belts. There is no question that when involved in a motor vehicle accident reduces the extent and severity of injuries and saves lives.

- Inspect the serviceability of seatbelts in the vehicle.
- Notify your immediate supervisor if any deficiencies are found.
- Seat belt use is mandatory. Utilize three-point seatbelt when provided. Otherwise, utilize the two-point safety (lap) belt.
- Upon arriving at vehicle conduct a search of the interior of the vehicle so as to ensure that there are no weapons, evidence, or contraband of any kind. Search will include, but is not limited to, behind and underneath seats, floor area, door pockets, rear seat, fiberglass partition, glove compartment, and trunk. If search yields positive results, immediately notify a supervisor.
- Make MEMORANDUM PAD (PD112-141) entries of findings, odometer reading, and amount of gasoline in the tank as registered by the indicator.
- Do not unnecessarily leave the vehicle unattended. Remove the keys and lock vehicle.
- Operate vehicle in manner to avoid injury to persons or damage to property.
- If involved in an accident, immediately notify supervisor and remain at the scene.
- Operate vehicle only when assigned and if qualified to operate such vehicle.
- Take care of vehicle, accessories, equipment, and tools assigned.
- Maintain vehicle, particularly cleaning, washing, and keeping it in a serviceable condition.
- Make minor repairs when possible.
- Deliver vehicle for regular preventive maintenance inspection as scheduled on sticker affixed to vehicle.
- Do not tow or push another vehicle with assigned vehicle.

TERRORISM AWARENESS

DATE ISSUED:
6/01/2009

DATE REVISED:
10/1/2015

CHAPTER:
104-4

PAGE:
1 of 1

Some of the most powerful tools for the detection of terrorist/criminal activity are the observations of uniformed and civilian members of the service; whether on or off duty, performing patrol or administrative duties, members can perform an invaluable service by following the contents of this bulletin. Each piece of information provided by a member, when analyzed and reviewed within the context of other information received, can effectively help our Department's effort to detect and deter terrorist/ 2008, Citywide Intelligence Reporting System, as it may pertain to police cadets. If suspecting or observing information about the involvement of a person or any other entity (e.g. business, organization, vehicle, etc.) in ongoing criminal activity or suspected terrorist activity, and when unable to take any further action:

- Obtain as much information as possible, including names, vehicle descriptions, times of the day, description of persons, etc.
- Notify the Intelligence Division at (646) 805-6400.
- Any member of the service, uniformed or civilian, with information concerning suspected terrorist activity will notify the desk officer of the command of occurrence and the Intelligence Division at (646) 805-6400 or (888) NYC SAFE.
- Suspected terrorist activity can be reported to the Intelligence Division, by members of the service and the public, through the Counterterrorism Hotline, (888) NYC SAFE.
- Report all pertinent information.
- Record Intelligence Division log number and Intelligence Division member notified in MEMORANDUM PAD (PD112-141) .
- All members of the service should become familiar with the contents of activity log insert, POSSIBLE INDICATORS OF TERRORIST ACTIVITY (PD378-111) as per Patrol Guide procedure 212-108 issued 08/13/2010.

FITNESS FOR DUTY			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2015	CHAPTER: 105-1	PAGE: 1 of 1

FITNESS FOR DUTY

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

NOTE: *A member of the service who refuses to submit to chemical testing in connection with an alleged violation of section 1192 of the New York State Vehicle and Traffic Law (Driving While Intoxicated) will be charged with violating Patrol Guide procedure 203-10, page 1, step 4, "Engaging in conduct prejudicial to the good order, efficiency, or discipline of the Department."*

Members of the service are also reminded of the Department's commitment to the many counseling and assistance programs available for a wide variety of problems. Members who are experiencing problems related to alcohol, or know of any other member who may be experiencing problems related to alcohol, are strongly encouraged to call HELPLINE at (718) 271-7777, in order to achieve confidential assistance.

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
1 of 9

RULES OF CONDUCT AND COMPORTMENT

Police cadets are expected to maintain self-discipline and present a positive image to the public. A police cadet's behavior, conduct and ability to conform to the rules and regulations of the Academy are under constant scrutiny and evaluation by staff.

Police Cadets are responsible for knowing--and strictly abiding by--the rules and regulations of the Academy and the Department. The following are guidelines regarding appropriate conduct during the period the police cadet is assigned to training at the Academy. These guidelines are in addition to Department mandates, directives, and policies already in existence as well as those that may be instituted during the cadet's employment. **Violation of the rules of conduct and comportment will result in disciplinary action.**

1. Professional Conduct. Police cadets are expected to, and will, abide by Courtesy, Professionalism and Respect ("CPR") standards of professional conduct as set forth in the Patrol Guide and this handbook.

2. Directions and Orders. A police cadet shall perform all duties as directed by competent authority and obey all lawful orders and instructions of supervisory officers. Police Cadet Corps instructors, regardless of rank, are considered supervisor officers in the police cadet's chain of command.

3. Fraternization. Police cadets shall not fraternize with any members of the Police Cadet Corps staff under the guidelines set forth in Chapter 105-5, "*Fraternization Policy*" of this handbook. Any violation of this rule will lead to disciplinary action and/or termination.

4. Entering the Police Academy Building. Police cadets must enter and exit the Police Academy building through the **main entrance**. When entering the Academy, police cadets will comply with any instructions or demand for inspection made by members of the Police Cadet Corps Staff or Security Unit. At no time will Police Cadets block any entrances or exits to the Academy. **Police Cadets are not allowed to leave the Police Academy** other than when on authorized meal or when directed by competent authority. Should a circumstance arise requiring a police cadet's presence outside the Police Academy, permission to leave must be obtained from a supervisor at the Police Cadet Corps.

5. Exiting the Police Academy Building. Upon commencement of meal or dismissal, police cadets will exit the Academy expeditiously; congregating on corners or blocking sidewalks is strictly prohibited. Police cadets shall not loiter in or around the Police Academy building or area. Upon exiting police cadets shall leave the area quietly and expeditiously. Police cadets **will not have family or friends wait for them on the academy block, nor will police cadets enter or exit a vehicle on the academy block.**

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
2 of 9

6. Elevators. Police cadets are not authorized to use elevators without prior written authorization (elevator pass).

7. Congregating in Corridors Prohibited. Police cadets shall not congregate or engage in unnecessary conversation in the corridors or stairwells. In addition, police cadets will not stand or congregate on stairways or in corridors in such a manner as to obstruct the passage of other persons. Stairway entrances and doors shall remain clear at all times. These areas will be inspected periodically to insure compliance.

a. Moving About the Academy. When traversing through the Academy, police cadets shall keep to the right whenever possible; this includes stairwells and corridors.

b. "Making Way." If circumstances arise where police cadets are blocking free passage of stairways or hallways and a non-cadet is approaching, the first police cadet to observe him/her will loudly state, "Make way cadets," or "Make way." All police cadets will immediately move to the right until the non-cadet passes.

c. Appropriate Greeting. An acknowledgement and greeting "Good morning (or afternoon/evening, as appropriate), Sir / Ma'am" will be rendered to all civilian-clothed personnel while police cadets are traveling about the Police Academy building.

8. Conduct on Muster Deck. When the presence of police cadets is required on the muster deck (muster, physical training, other training exercise), the following guidelines will be adhered to:

a. Police cadet should not leave any garbage or items on the muster deck.

9. Posted Directives. Police cadets are required to check all official information, orders, and schedules that are posted on bulletin boards of the Academy on a daily basis. Police cadets are held responsible for the information contained in such notices and must comply accordingly.

10. Attention in Ranks. Attention in ranks is mandatory. Talking in class or in formation is strictly prohibited unless directed by competent authority. Inappropriate, unprofessional, or raucous behavior will not be tolerated.

11. Identification card. The police cadet shall carry the Department issued identification card on his/her person at all times. While in the Academy building, the identification card will be displayed utilizing an approved Department card holder and chain. The I.D. card will not be displayed in public but secured inside pants pocket with holder and chain when traveling to and from the Academy.

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
3 of 9

12. Consumption of Food. Eating in the Academy is permitted only in the cafeteria. No eating is allowed on the muster deck. Food and drinks are not allowed in locker rooms or classrooms. This prohibition against eating, in other than the cafeteria, includes candies, snacks, fruits, seeds, etc.

a. Eating in Public View. Police cadets will not eat in public view, while in uniform, unless they are on authorized meal period and in a bona fide restaurant. This prohibition includes eating while traveling to and from training, upon public conveyances or in private automobiles.

b. Use of Academy Cafeteria. Police cadets will restrict their meal location to the cafeteria or any of the eating establishments in the area. Before leaving the cafeteria, police cadets will dispose of their refuse in the proper receptacles provided and leave the area clean and neat; chairs will be placed upside down on top of tables and tables will be straightened.

c. Proper Hydration. Police cadets are responsible to properly hydrate themselves in preparation for strenuous physical activity (especially during warm weather) prior to reporting for training or during their meal hour. Police cadets carry NYPD authorized water bottles concealed in their gear bags.

d. Chewing Gum/Toothpicks. Police cadets will not chew gum (or chewing tobacco, or other similar products) or hold toothpicks in their mouths while in uniform.

e. Use of Vending Machines. Police cadets are prohibited from using ATM machine unless they are on an authorized meal hour. If police cadets are waiting on line to use a ATM machine and an instructor also desiring to use the machine approaches, all police cadets will take two (2) sidesteps to the right and remain so positioned until the instructor departs.

13. Use of Tobacco Products - Smoking. Police cadets will not smoke in public view while in uniform. The Police Academy is a smoke-free environment; smoking is strictly prohibited in the Police Academy as well as all other Department facilities.

14. Consumption of Intoxicants. Police cadets may not consume intoxicants while on-duty, whether in uniform or in civilian clothes, or while off-duty and in uniform. Intoxicants will also not be consumed en-route to or from the Police Academy or any other police assignment. Police cadets will not enter premises serving intoxicants while on-duty or in uniform.

15. Loud and Boisterous Language. Police cadets shall not use vile or indecent language and shall not be loud, boisterous, or engage in raucous conduct at any time - whether on or off-duty. Police cadets will maintain a professional demeanor and exercise self-control at all times.

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
4 of 9

16. Hazing. Police cadets are strictly prohibited from engaging in any act or acts that would constitute hazing. Hazing is defined as harassment of a person by abusive or annoying trick usually by way of initiation. Hazing 1st and 2nd Degree are misdemeanors in the N.Y.S. Penal Law. Police cadets should immediately report any violation of this rule to their Official Company Instructor.

17. Cellular Telephone. Cellular telephone use inside the Police Academy or in public view in the restricted zone, on or off duty, is strictly prohibited. Cell phones are to be secured by a police cadet so that it may not be visible while inside the Police Academy, or in public view in the restricted zone. Public view includes the street, public conveyance (e.g. bus, trains, etc.) and vehicles. (The restricted cellular zone is outlined in a diagram following procedure 105-2.) The first violation of the cell phone policy will result in the loss of a department card. Any further violation will result in a Command Discipline being issued. *According to PG 206-3 cell phones are authorized while conducting official Department Business, while on assigned meal, or as directed by competent authority as of 03-12-2010 but this does not apply to police cadets while at or in the vicinity of the restricted zone at the police academy.*

Police cadets are reminded that sound tactics are an essential part of policing, and they must be aware of the surroundings and remain alert. Police cadets are further reminded that their conduct both on and off duty must exemplify the Department's policy of Courtesy, Professionalism and Respect. Cell phones use compromises an individual's ability to practice proper tactics, and presents a poor public image when in uniform. Therefore, cell phone use by cadets anywhere while in public is strongly discouraged, and is prohibited as outlined above.

18. Photographic Equipment. Police cadets are prohibited from possessing or using any type of photographic or video equipment in any Department training facility unless directed by supervisor in the proper performance of duty. There may be instances, however, where prior authorization is granted by the Commanding Officer, Police Cadet Corps for cadets to bring in personal photographic equipment (e.g. family day, picture day). However, in the event such permission is granted, the use of such equipment will be closely monitored by Police Cadet Corps staff. Under no circumstances will photographic equipment be brought into any restroom, lavatory, locker-room, shower, or any area where the presence of police cadets is prohibited.

19. The Use of Telephones. The use of pay telephones inside the Academy building is prohibited. Police cadets may use the pay telephones on the campus deck. In the event a police cadet has to make an official Department notification by telephone, or when a staff member alerts a police cadet that he/she must make an emergency telephone call to his/her home relatives, the cadet will report directly to the Police Cadet Corps.

20. Electronic Devices. Unless authorized by the Commanding Officer, Police Cadet Corps, police cadets shall not use, wear, carry, or otherwise have in their possession (e.g., pocket, recruit bag, etc.) any electronic device including but not limited to lap top computers, electronic organizers (Palm Pilot Blackberry, etc.), portable music devices (Ipod, MP3, CD, tape player,

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
5 of 9

etc.), recording devices, viewing devices (DVD player, portable television, etc.), or electronic games (Gameboy, Gamecube, etc.) while on-duty or in uniform. A violation of this section will result in a command discipline as outlined in PG 206-03.

21. Unauthorized Reading Material/Publications. Police cadets will not read any unauthorized material while in the Police Academy building. In addition, police cadets will not possess any obscene, offensive, or distasteful publication or photograph on their person or within their property. Authorized materials consist of Department publications, class notes, handouts, or other police-related training material approved by Police Cadet Corps staff.

22. Games of Chance. Police cadets shall not play cards or games of chance in the Police Academy or any other Department facility. This includes sports "pools," pyramid schemes, etc. Police cadets will adhere to the prohibitions against illegal gambling as delineated in the Patrol Guide and in this handbook.

23. Esprit de Corps - Camaraderie among Police Cadets. This is defined as "the spirit of the group that makes the members want the group to succeed." Police cadets will foster and maintain a high level of esprit de corps and camaraderie among their fellow police cadets. Police cadets shall encourage and support their fellow police cadets in their efforts to succeed. Police cadets shall not embarrass, ridicule, annoy, threaten or harass other police cadets. Police cadets shall respect the rights and property of others at all times. Police cadets who voluntarily engage in any type of physical or verbal altercations will be severely disciplined.

24. Facility Equipment. Police cadets shall not tamper, alter, relocate, or interfere with building equipment including, but not limited to, firefighting equipment, computer equipment, audio-visual aids, lighting fixtures, or electrical outlets. Immediately notify an instructor or staff member of any equipment disturbance or breakdown. A police cadet shall not attempt to repair any item(s), unless the repair is minor and is instructed to do so and is supervised by competent authority. The intentional destruction defacement, damage, or abuse of Department property will lead to severe disciplinary action, including, where appropriate, criminal sanctions.

25. Signature. When required to sign Department reports or forms, the police cadet will sign with title, full first name, middle initial, and surname. Police cadets will not use symbols or improper names, nor will they use abbreviations other than for title and middle initial.

26. 8th Floor, Police Academy. Police cadets are not permitted in any area of the 8th floor of the Police Academy to the right upon exiting the stairwell unless expressly directed by a supervisor from the Police Cadet Corps or any other staff member in the rank of sergeant or above. Police cadets may, however, utilize the library located on the 7th & 8th floor.

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
6 of 9

27. Line-of-Duty Injuries ("L.O.D."). A police cadet that sustains any injury in the performance of duty—including a training exercise—shall immediately report the facts concerning the injury and incident to a staff member unless unable to do so due to incapacitation.

28. Congregation in Public Places. Police cadets shall not congregate in public places while in uniform at any time or while in civilian clothing while on-duty. In addition, police cadets shall not obstruct sidewalks, crosswalks, building entrances, nor engage in unnecessary or loud conversation when walking to or from the Academy.

29. Obey Traffic and Pedestrian Signals. Police cadets will obey all traffic and pedestrian signals while walking to and from the Academy or other training facility or assignment, except for police emergency. Police cadets will not cross in the middle of a block and will wait for the appropriate traffic indicator to cross at marked intersections.

30. Conversations in Public Places. Police cadets shall refrain from discussing Police Department business including training policies and practices—in public places or physically demonstrating department training in a manner likely to be overheard or observed by the public.

31. Licensed Premises. Police cadets, whether in uniform or civilian clothing--on or off-duty--are strictly prohibited from entering or patronizing any licensed premise with an *on-premise* consumption of alcoholic beverages permit within the confines of the command concerned when assigned to any duty (including training exercise). This prohibition includes while traveling to and from the assignment (e.g., within the confines of the 45th Precinct when assigned to the outdoor range, or within the confines of the 63rd Precinct while assigned to driver training, or within the confines of the 20th Precinct when assigned to training at John Jay College, etc.) The mere presence of a police cadet within such, regardless of whether the police cadet patronizes the establishment, is sufficient cause for severe disciplinary action. These types of premises are deemed "off-limit locations."

32. Street Peddlers. Police cadets shall not patronize street peddlers/vendors, or shop in any retail or commercial establishment while in uniform. Police cadets may, however, purchase food at bona fide establishments or required police equipment at authorized dealers.

33. Completion of Tour. Police cadets shall not remain within the confines of the 109th Precinct after completing a tour of duty at the Police Academy and exiting the facility, unless the police cadet resides within the confines of the 109th Precinct.

34. Department Logo. Police cadets shall not utilize the Department logo, Police Cadet Corps logo, or Police Cadet Corps patch in any way unless they receive prior authorization.

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
7 of 9

35. Food Deliveries. Police Cadets are prohibited from receiving any type of personal packages at the Police Academy (i.e., food deliveries, personal mail or packages).

CLASSROOM REGULATIONS

Classroom regulations must be adhered to in order to maintain discipline and promote a professional atmosphere that is conducive to learning. All other rules and regulations related to conduct apply in the classroom as well. In addition, individual Academy staff members will require police cadets under their supervision to comply with directions related to specific areas of instruction. The following guidelines, however, are essential to effective classroom management and training success and will be strictly enforced at all times.

1. Preparation. Police cadets must be prepared for scheduled lessons and are required to bring the following:

- Student's Handbook, maintained in a loose-leaf binder,
- Notebooks,
- Completed homework assignments. Police cadets are responsible for the timely and accurate completion of all assignments,
- Required writing implements,
- All necessary books, publications, and materials are required by the instructor, student reading, or written directive.

2. Prompt Arrival. Police cadets are required to arrive at the assigned classroom prior to the scheduled start of the training block. Upon arrival, police cadets will immediately take their assigned seats and refrain from unnecessary conversation. Police cadets will sit upright and remain alert and attentive at all times. Sleeping on duty is strictly prohibited.

3. Beginning of Class. Police cadets will come to attention when an instructor enters the room at the beginning of a class. The company sergeant will render a hand salute and report the company's readiness for the class. Police cadets will remain at attention until the instructor directs them to take their seats.

4. Classroom Integrity. The Department seeks to employ members who possess the highest level of integrity and moral character. Thus, cheating on, or copying from any exam, quiz, homework, or other assignment is unauthorized and strictly prohibited. Police cadets engaging in such conduct will be severely disciplined and may face penalties that include suspension or termination.

5. Leaving the Classroom. Police cadets may not leave the classroom without the permission of the instructor. In the event a police cadet is required to leave the classroom prior to the arrival of an Academy instructor, the police cadet shall inform the company sergeant of the reason/necessity and destination.

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
8 of 9

6. Entry of Academy Staff Member. A cadet class will come to attention when any instructor or ranking member of the service enters the classroom. If the instructor is already present, he/she will call the class to attention. In the absence of an instructor, the company sergeant, assistant company sergeant, or other assigned police cadet will call the class to attention.

7. Permission to Speak. Once class is in session, police cadets will speak only when called upon or granted permission from the instructor. A police cadet that has a question or comment should first raise his/her hand and wait to be acknowledged by the instructor before speaking. When a police cadet is granted permission to speak he/she will stand, state title and name, and ask question or make comment. Police cadets will refrain from jocular or trivial comments or questions.

8. Class Breaks. During authorized classroom breaks, police cadets shall remain in the assigned classroom unless permission to use the restroom is granted by the instructor. Police cadets shall not:

- Sit on desks or radiator covers,
- Make unnecessary noise,
- Leave the assigned floor where the classroom is located (all other floors are deemed off-limits, unless prior permission is obtained from the instructor),
- Loiter in restrooms,
- Roam about in hallways or stairwells,
- ATM,
- Consume food or drink,
- Disturb other classes,
- Engage in any conversation with other recruit officers/cadets in the hallway.

Hallways and stairwells will be periodically inspected to ensure compliance.

9. Classroom Maintenance. Prior to leaving the classroom and when signaled by the instructor, police cadets shall perform the following duties:

- Clean immediate area of any paper, scraps, or litter. All refuse is to be disposed of in waste baskets or containers,
- Arrange desks in a straight and uniformed manner; aligned rows and columns appropriately,
- Close all windows
- Arrange shades so that they are all pulled down approximately 3/4 lengths and are uniform in appearance,
- Extinguish all lights.

RULES AND REGULATIONS AT THE POLICE ACADEMY

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2015

CHAPTER:
105-2

PAGE:
9 of 9

10. Completion of Class. Police cadets will not leave their classrooms until dismissed by their instructor. Police cadets will then quietly and expeditiously respond to their next scheduled assignment (e.g., physical training, meal, etc.). When training is completed for the day, police cadets will be dismissed by the instructor. Police cadets may remain in the building to use the library, attend tutoring, or when otherwise authorized.

CONDUCT WHILE TRAVELING IN PUBLIC

Police cadets are not permitted to use public transportation within New York City free of charge. Police cadets will pay for public transportation, a police cadet may not occupy a seat to the exclusion of a paying passenger.

Police cadets--whether on or off-duty, while in uniform, or wearing or carrying any item that may identify them as members of this Department--utilizing any type of public transportation, or any type of transportation that is in public view, may not engage in the following conduct:

- a. Using loud, offensive, or profane language, or
- b. Occupying entire sections of train cars or buses with groups of other Police Cadets or
- c. Eating, drinking or sleeping, or
- d. Blocking exits, placing bags or other items on seats, in aisles, or blocking pedestrian traffic, or
- e. Changing into civilian clothes or removing uniform items, or
- f. Failing to abide by customs and courtesies common on certain modes of transportation (e.g., remaining quiet on trains, consideration for sleeping passengers, etc.), or
- g. Any other conduct which may be deemed prejudicial to the good order of the Department (e.g., violating traffic rules while driving, etc.).

PERFORMANCE ON DUTY - GENERAL

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2010

CHAPTER:
105-3

PAGE:
1 of 2

CONDUCT

These rules pertain to setting an example as much as they do to instilling discipline and presenting a good public image. Conformity to organizational rules, of course involves some loss of individuality. The regulations of the Police Cadet Corps and the Department, as a whole, however, attempt to minimize this and can hardly be described as arbitrary or capricious. They are, instead, the result of long experience and consideration. They are designed to motivate team effort without unnecessarily stifling individual initiative.

1. You must perform all duties as directed by competent authority.
2. When addressing or being addressed by a ranking officer, you must stand at attention. A police cadet must give their TITLE and name to anyone who requests it.
3. You must be diligent in respecting the rights of others in their persons and property.
4. Take meal period in the station house, a bona fide restaurant or RMP.
5. Must use BLACK /BLUE ink only when filling out department documents, forms records, etc.
6. Make accurate, concise entries in department records in chronological order, without delay.
7. Sign Department reports or forms with full first name, middle initial, and surname.
 - a. Print and write legibly.
 - b. Utilize tax registry numbers as required.
8. Make corrections on Department records by drawing an ink line through the incorrect matter. Enter correction immediately above and initial change.
9. Use numerals when entering dates on Department forms, e.g. 1/5/09.
10. Use abbreviation "DO" for ditto.
11. Answer telephone promptly, stating in a courteous manner, command, title, surname, and "May I help you?"
12. Maintain Department property used or assigned for use in serviceable condition.
13. Deliver recovered property to the Desk Officer of the precinct where obtained unless otherwise directed.
14. You must be familiar with the contents of the Police Cadet Guide and revise it as directed.
15. You must be punctual when reporting for duty.
16. Perform duty in appropriate uniform as directed by competent authority.
17. Proceed to post or assignment as directed.

PERFORMANCE ON DUTY - GENERAL

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2010

CHAPTER:
105-3

PAGE:
2 of 2

18. Report to Desk Officer when entering or leaving the station house during tour of duty indicating reason for presence therein.
19. Report immediately to the Desk Officer any crime, unusual occurrence or condition
20. To avoid errors regarding your time or tours of duty, always remember to sign in on your roll call when you arrive to work each day. Sign out for meal periods and any other time you leave your command. It is, of course, expected that you scrupulously observe your scheduled tour of duty.
21. Maintain a daily Activity Log (Memo Book). At the end of each tour, police cadets must print their Supervisor or Equivalent's name and police cadets must have their Supervisor or Equivalent sign. Supervisor or Equivalent must verify daily entries and daily work tours.
22. Preserve completed activity logs and produce them as required by competent authority.
23. Do not leave post until meal actually commences and be back on post when meal is over (Travel time is not authorized).
24. Safeguard all Department property assigned.
25. Remain on post except for personal necessity or meal period.
 - a. Make entry in Activity Log before leaving post.
 - b. Make entry upon return to post.
26. Announce presence before entering a locker room, dormitory, lavatory, utilized by members of the opposite sex, except in an emergency. In addition, be accompanied by member of the opposite sex, if practical.
27. Operate Department vehicles only when assigned and only when Department qualified to operate such vehicle.
28. You must reside within the City of New York.
29. You must provide the Commanding Officer, Police Cadet Corps and the commanding officer of your assigned precinct/command with your telephone number for emergency notification. (105-18)
30. Notify Commanding Officer, Police Cadet Corps, commanding officer of precinct/command where assigned, payroll/time clerk, when name, residence, social, condition, or telephone number is changed. (105-18)
31. Avoid conflict with Department policy when lecturing, giving speeches or submitting articles for publication. Questions concerning fee received will be resolved by Chief of Personnel.

POLICE CADET INVOLVED IN A POLICE INCIDENT

DATE ISSUED:
6/01/2003

DATE REVISED:
10/1/2010

CHAPTER:
105-4

PAGE:
1 of 1

Police cadets are civilian members of the New York City Police Department. In addition, all police cadets are considered "police eligible", which means they may eventually become police officers. Therefore, all police cadets are subject to and must abide by the provisions of the following Patrol Guide Procedures; 203-06, "Performance on Duty- Prohibited Conduct" and 203-10, "Public Contact- Prohibited Contact. 212-34, "Probationary Police Officer, Police Eligible or Civilian Employee Involved in a Police Incident," 206-11, "Member of the Service Arrested (uniform or civilian)", 208-37, "Family Offenses and Domestic Violence Involving Uniformed or Civilian Members of the Service." [SEE APPENDIX A]

If you are involved in any police incident, you must submit a UF-49 with the facts to the Commanding Officer, Police Cadet Corps. A police incident not only involves arrests but includes all police incidents. For example, if you are involved in a vehicle accident, if you are issued a summons, if you are a victim of a crime, or if you are involved in a domestic dispute to which Police respond, you must notify the Commanding Officer, Police Cadet Corps and your assigned investigator. If you are unsure, call the Police Cadets Corps office and your assigned investigator.

If you are subject of an arrest, in all cases, you must immediately notify the arresting authority of your position as a member of the New York City Police Department.

In the event of an arrest, you must keep the Commanding Officer, Police Cadet Corps informed of the status of the case at least once every thirty (30) days. If the case is dismissed notify the Police Cadet Corps office as soon as possible.

All notifications to the Commanding Officer, Police Cadet Corps will be made by telephone during business hours. In all cases a follow-up UF49 (typed letterhead) addressed to the Commanding Officer, Police Cadet Corps will be submitted in a timely manner incorporating relevant details of the incident.

FRATERNIZATION POLICY			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-5	PAGE: 1 of 2

Fraternization policy for all uniformed members and civilian supervisors specifically assigned to the Training Bureau:

Fraternization with any police cadet from any command of the department including the Deputy Commissioner, Training, is strictly forbidden and will result in immediate disciplinary action, including but not limited to loss of assignment and/or transfer from your current position. Fraternalization includes dating, flirting or unauthorized socializing with cadets of either sex, either while on-duty or off-duty. Even the appearance of impropriety is to be avoided. Affected members are prohibited from car-pooling with cadets or offering rides except in authorized Department vehicles and while on authorized Department business, as well as communicating via e-mail, telephone or other electronic means for other than work related matters. Such work related matters would include cadet absence or lateness for which no official notification had been received.

Situations of authorized socializing would include a sanctioned office/command party, retirement, promotion, etc. No event will be considered authorized without first submitting a request to the Commanding Officer, Training Bureau in writing.

The need for a fraternization policy covering interaction between members of the service who are assigned to the Deputy Commissioner, Training is clear, cadets and Deputy Commissioner, Training staff members must maintain a professional demeanor at all times. Any inappropriate behavior, favoritism or sexual harassment is damaging to our training efforts, and to the credibility and reputation of the Police Cadet Corps and the New York City Police Department. This policy will hold for all cadets whether or not they are in active training.

PROHIBITION AGAINST FRATERNIZATION

In an effort to maintain discipline, promote a professional training environment, and prevent the appearance of impropriety, *Cadets* assigned to the Police Academy are ***strictly forbidden*** to fraternize with ***instructors or with other Police Academy staff***, of either gender, while on or off-duty. For the purpose of this policy, fraternization is defined as any of the following:

- **Dating**
- **Socializing (attending outside functions: parties, dinners, etc.)**
- **Car-pooling**
- **Unauthorized tutoring**
- **Taking meals or coffee breaks**
-

FRATERNIZATION POLICY			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-5	PAGE: 2 of 2

- **Any form of unauthorized outside communication (telephone, personal email, social networking sites, etc.)**

Communication outside of the classroom between Cadets and staff members is limited to work related exchange of information (i.e., homework assignments, class notifications, etc.) via the staff member's official NYPD email account.

Cadets and staff members must maintain a professional relationship at all times. Any semblance of inappropriate behavior, favoritism, or sexual harassment damages our training efforts as well as the credibility and reputation of this command and of the New York City Police Department. Such conduct will not be tolerated.

Violation of the fraternization policy is a serious offense that will result in ***disciplinary action and/or termination.***

NYPD POLICY REGARDING GIFTS

The New York City Police Department's policy regarding the acceptance of gifts by members of this Department is documented in Patrol Guide procedure 203-16, *Guidelines for Acceptance of Gifts and Other Compensation by Members of the Service*. Cadets must become familiar with the contents of this procedure. ***Gifts to instructors, if any, must conform to the provisions of P.G. 203-16;*** they may be ***tokens*** of appreciation (e.g., plaques, pen and pencil sets, etc.), however, cash or personal gifts such as wristwatches, electronics, clothing, and alcohol are ***strictly prohibited.***

SOCIAL NETWORKING SITES

Cadets are reminded to use caution when posting information on social networking sites. *Patrol Guide Procedure 203-10, Public Contact – Prohibited Conduct*, prohibits Members of Service from divulging or discussing official Department business, except as authorized. Cadets will comply with *Operations Order 22 of 2014, Use of Social Media by Members of the Service*. A copy of the Operations Order is located in Appendix G of this handbook. Cadets should also be aware that using the Department logo is prohibited unless authorized by the Police Commissioner. The professional conduct that is demanded of you as a Cadet extends to your off duty behavior as well. This includes your conduct and behavior on social networking sites. Your behavior on these sites is a direct reflection on you as a cadet and a member of this Department. Any misconduct arising from the use of social networking sites will be closely scrutinized and not tolerated.

SEXUAL HARASSMENT POLICY			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-6	PAGE: 1 of 1

Sexual Harassment that affects one's job is a form of employment discrimination prohibited by law. All New York City Police Department employees should familiarize themselves with the guidelines in this policy statement so that they will understand what type of conduct is prohibited, and know the remedies available to anyone who has experienced sexual harassment.

Sexual Harassment - unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive work environment.

These guidelines are not meant to interfere with voluntary social relationships between individuals in the workplace, but they do prohibit those actions and behaviors that are unwanted and unwelcome and/or which create an intimidating and hostile work environment.

There is a broad range of conduct by supervisors and co-workers which can, in certain circumstances, be considered sexual harassment, and this includes, but is not limited to, sexually suggestive remarks, sexually suggestive pictures, sexually suggestive gesturing, verbal harassment or abuse of a sexual nature, subtle or direct propositions for sexual favors, and any unnecessary touching, patting, or pinching.

Any manager or supervisor or liaison who knows of a sexually intimidating or hostile work environment or who becomes aware that the terms and conditions of an individual's employment are based upon submission to sexual conduct must consult with the EEO Officer immediately.

Any employee who has a complaint about sexual harassment is urged to contact the EEO office or an EEO Liaison. The Office of Equal Employment Opportunity may be contacted at 646-610-5330. It is located in Room 1204 at One Police Plaza. Complaints of sexual harassment will be handled in accordance with the Police Department's Equal Employment Opportunity Complaint Procedure.

DRUG SCREENING

DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-7	PAGE: 1 of 1
---------------------------	----------------------------	-------------------	-----------------

Drug Screening is a part of your medical process to detect any illegal drug usage. You will be required to update your medical at various times during your apprenticeship with the Police Cadet Corps. Failure of the drug screening will be grounds for immediate termination.

RESIGNATION POLICY

DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-8	PAGE: 1 of 1
---------------------------	----------------------------	-------------------	-----------------

A police cadet desiring to resign shall complete a RESIGNATION AND EXIT INTERVIEW (PD 452-151) at the Police Cadet Corps office. A Supervisor will witness the resignation.

Upon resigning the member must return his/her Department identification card, Department parking permit (if issued), this guide book and any other Department property in his/her possession. Failure to do so may result in the police cadet's paycheck being held or termination until or unless all property is returned. For more information, contact the Police Cadet Corps office at (718) 670-9722.

OFF-DUTY EMPLOYMENT			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-9	PAGE: 1 of 1

In accordance with Police Cadet Corps Guide 105-9, "Off-Duty Employment", Patrol Guide 205-40, "Off-Duty Employment", and Administrative Guide, "Civilian Member-Off-Duty Employment", the following key points have been extracted to delineate the responsibilities of police cadets when seeking to engage in off-duty employment:

1. A completed POLICE CADET CORPS OFF-DUTY EMPLOYMENT NOTIFICATION FORM must be forwarded to the respective Police Cadet Corps supervisor. A typed letterhead, (UF-49), is not necessary.
2. Off-duty employment may begin as soon as practicable. However, the Commanding Officer, Police Cadet Corps holds the authority to cancel the privilege at any time.
3. An updated form must be submitted upon any change in status of employment or change of employer. Further, a renewal form must be submitted if the cadet seeks to continue off-duty employment beyond each twelve (12) month period at least ten (10) days prior to expiration of the originally submitted form.
4. If seeking part-time employment in another city agency, or in any other governmental jurisdiction/agency, a Certification of Compatibility for Dual Employment must be filed.
5. Members are reminded that the law prohibits certain types of employment. Some members while engaging in bona-fide occupations may be unknowingly violating one of these statutes.
6. Member is prohibited from having employment in any premises licensed by the State Liquor Authority, pursuant to the Alcohol Beverage Control law, except that employment is permitted in a premises licensed to sell alcoholic beverages, for off-premises consumption, as long as they are not handled by the applicant, (i.e. supermarkets and grocery stores).
7. Off-duty work must be performed outside regular duty hours of Department employment.
8. Off-duty work is not permitted if Police Department employment is a prerequisite for off duty
9. Off-duty work is not permitted if related to or concerned with matters that the Department is required to inspect or license, unless authorized.
10. Member may not engage in off-duty employment while on sick leave.
11. Member may engage in off-duty employment without prior notice during period of suspension from duty without pay.

DEPARTMENTAL GUIDES			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-10	PAGE: 1 of 1

The Department publishes guides that are important in governing you and your work. These guides - the Administrative Guide, The Handbook and the Student Guide - govern your responsibilities and set restrictions on your activities. They also detail what procedures must be followed in specific situations. The guides are constantly updated and each command maintains current copies. It is your responsibility to locate and keep abreast of the content and changes, especially those pertaining to your duties.

Much of the information in this handbook is derived from these guides and you should also become familiar with those sections relating to civilians. Again, check the guides periodically to see whether material affecting you has been added.

Each guide has an INDEX to assist you. Look under the word "civilian" or under the specific area you are interested in, such as "leave". Series 319 of the Administrative Guide is the major section pertaining to civilians.

Additionally, in order to provide a proper vehicle for dissemination of information to members of the Police Cadet Corps, the Commanding Officer, Police Cadets Corps has instituted the use of the Police Cadet Corps Bulletin.

1. The Police Cadet Corps Bulletin will contain rules and regulations governing the conduct of members of the Police Cadet Corps. The Bulletin will be used to disseminate instructions, information or directions for compliance with or clarification of an existing procedure to achieve uniform performance.
2. The Police Cadet Corps Handbook will be revised via the Bulletin, as directed.
3. If a police cadet does not attend a regularly scheduled training session, whether authorized or unauthorized, the cadet is responsible to obtain the bulletins distributed at training. Police cadets will be held strictly accountable for the contents therein. Copies will be maintained at the Police Cadet Corps main office and will be distributed by the police cadet assigned to the telephone switchboard.

MAKING FALSE STATEMENTS			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-11	PAGE: 1 of 1

PROHIBITED CONDUCT 1. Intentionally making a false statement.

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

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

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

RELATED PROCEDURES *Interrogation of Members of the Service (P.G. 206-13)*
Investigations by Civilian Complaint Review Board (P.G. 211-14)

PUBLIC CONTACT			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-12	PAGE: 1 of 1

**PUBLIC
CONTACT**

1. Give title and name to anyone requesting them.
2. Be courteous and respectful.
3. Avoid conflict with Department policy when lecturing, giving speeches or submitting articles for publication. Questions concerning fees received will be resolved by the Chief of Personnel.

NOTE: *Police Cadets should familiarize themselves with Patrol Guide Procedure "Public Contact-Prohibited Conduct" as it is outlined in procedure 203-10.*

VACATION			
DATE ISSUED: 6/01/2003	DATE REVISED: 10/1/2010	CHAPTER: 105-13	PAGE: 1 of 1

VACATION

1. Vacation request must be type, written and in the UF49 format addressed to the Commanding Officer, Police Cadet Corps.
2. Requests must be submitted *at least two (2) weeks in advance* and *approval must be granted prior to making your reservations*.
3. Police cadets are responsible to call the Police Cadet Corps office to ensure request was approved.
4. Any requests for vacation that conflict with department training will **NOT** be approved.

FIRE AND FIRE DRILLS

DATE ISSUED:
3/28/2006

DATE REVISED:
10/1/2010

CHAPTER:
105-14

PAGE:
1 of 1

All cadets should familiarize themselves with the **escape route map** posted in each classroom. In the event of an emergency or a drill, Cadets **shall remain attentive, calm and orderly**, and follow the specific directions of their instructor or company sergeant in evacuating the building. Fire drills will be conducted periodically.

LOST/STOLEN IDENTIFICATION CARD			
DATE ISSUED: 4/1/2008	DATE REVISED: 10/1/2010	CHAPTER: 105-15	PAGE: 1 of 1

Police Cadets must display their identification at all times when on duty by wearing the black department issued leather identification holder around their neck.

The Police Cadet identification is New York City Police Department property and must be returned immediately upon separation from the Police Cadet Corps (i.e. non work status, resignation, promotion etc.)

If a Police Cadet loses their identification card they must report the loss to the nearest precinct or precinct where loss occurred, as soon as the loss is noticed.

The Police Cadet must inform the precinct taking the complaint report that a copy of the **COMPLAINT REPORT and the LOST/STOLEN FIREARM/SHIELD/ID CARD REPORT (PD 520-150)** must be forwarded to the Commanding Officer of the Police Cadet Corps at the Police Academy Room 740.

The Police Cadet should also receive a copy of the lost identification form. This is necessary for the Police Cadet to receive a replacement identification card. The Cadet must present this form at Police Headquarters 1 Police Plaza Room 502A.

Police Cadets must submit a UF 49 advising of the lost identification card as soon as possible to the Commanding Officer, Police Cadet Corps.

NOTE: *In Nassau or Suffolk counties, notify desk officer, 105th Precinct. In Westchester, Orange, Putnam or Rockland counties, notify desk officer, 50th Precinct. If loss/theft occurs in other than New York City or the previously listed counties, notify Operations Unit direct at (646)601-5580. In addition, the local police agency will be notified immediately and requested to transmit a **FINEST** notification to this Department.*

CIVILIAN COMPLAINTS			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 105-16	PAGE: 1 of 1

The purpose of civilian complaints is to record and initiate the investigation of complaints from civilians alleging misconduct by uniformed members of the service. Said misconduct includes, but is not limited to, unnecessary use of force, abuse of authority, discourtesy, and offensive language.

Complaints are investigated by the Civilian Complaint Review Board. The investigation of corruption and other misconduct continues to be under the jurisdiction of the Internal Affairs Bureau.

The following are key points in accordance with Patrol Guide 207-31, *Processing Civilian Complaints: (See Appendix A)*:

- Complaints against uniformed members of the service may be made at any patrol precinct, police service area, transit district, traffic unit, Internal Affairs Bureau, or any other office of the Department, including the Office of the Police Commissioner or office of a deputy commissioner.
- Complaints against civilian members of the service, which would normally fall under the jurisdiction of the Civilian Complaint Review Board, will be directed to the Internal Affairs Bureau for screening.
- Complaints may be made in person, by mail, or by telephone.
- To prevent an interruption or delay in vital services, the telephone switchboard operator will refer an allegation of misconduct to the desk who will record pertinent details of the allegation.

DEALINGS WITH THE MEDIA

DATE ISSUED:
6/1/2009

DATE REVISED:
10/1/2010

CHAPTER:
105-17

PAGE:
1 of 1

It is the policy of this Department to keep the community informed on matters of public interest. Most media inquiries are directed to the Office of the Deputy Commissioner, Public Information (DCPI). However, at the scene of a breaking news story, the media may request information from members of the service present at the scene or posted at the precinct of occurrence. If any information is requested from a police cadet, the cadet will refer the requestor to the highest ranking uniformed member of the service who in turn will confer with DCPI prior to addressing the media. In accordance with Patrol Guide 212-77, Release of Information to News Media, the following will not be released to the news media or any other persons not engaged in official business with the Department:

- Identity of a child under sixteen years of age taken into custody, unless child is a juvenile offender.
- Identity of a complainant under sixteen years of age.
- Identity of a neglected or abused child.
- Identity of a victim of a sex crime.
- Information which indicates that a person has a communicable disease.
- Information which indicates that a person is a confidential informant/witness.
- The location of occurrence where a sexual assault occurred if that location is the victim's residence or the residence of the perpetrator, if not apprehended.
- The address or telephone number of a member of the service.
- Address or telephone number of a member of the service.
- Address or telephone number of a complainant.
- Address or telephone number of a witness to a crime.
- Information that may hinder the prosecution of the crime, jeopardize the safety of a member of the service, complainant, or witness.

DCPI is available 24 hours a day, 7 days a week, for consultation and /or response to incidents involving the media. Members of the service are required to immediately notify DCPI, at (646) 610-6700 of any interaction with the media. Furthermore, police cadets must make an additional notification to the Commanding Officer, Police Cadet Corps of any prior or anticipated dealings with the media whether as a public servant or a private citizen.

RESIDENCE REQUIREMENTS AND EMERGENCY NOTIFICATIONS			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/01/2010	CHAPTER: 105-18	PAGE: 1 of 3

In order to ensure that residence requirements are complied with and that emergency notification information is current for the purposes of notifying a relative or friend whenever a member of the service is seriously injured or deceased, Interim Order #30 dated 08-06-10 regarding Patrol Guide Procedure 203-18, "Emergency Notification Procedures/Residence Requirements", and Interim Order 31 dated 08-06-10 "Personal Information via Department Intranet" have been published.

It is the responsibility of police cadets to provide current information to their commands. New York City local law requires civilian members of the service, who entered city service on or after September 1, 1986, to reside within New York City. All allegations of non-compliance with this law will be referred to the Personnel Bureau's Investigations Unit, regardless of the member's permanent bureau assignment. Results of the investigation will be reviewed by the Director, Employee Management Division. If an investigation does identify a civilian member in violation of this requirement, the member will be given an opportunity to rebut the investigations findings. Any police cadets found, in fact, not in compliance with this requirement are subject to termination. Department trial will not be conducted.

Further, in accordance with Interim Order#31dated 08-06-10 which revoked Operation Order# 60, S-08, "Member of the Service Name, Residence, Social Condition and Emergency Notification Intranet System", Department forms **CHANGE OF NAME, RESIDENCE OR SOCIAL CONDITION (PD406-143) and CHANGE OF EMERGENCY NOTIFICATION (PD451-122)** are obsolete and will no longer be utilized. The Department has developed a readily accessible intranet based system, where members of the service are able to view and submit updates of their personal information online. The **MEMBER OF THE SERVICE NAME, RESIDENCE, SOCIAL CONDITION AND EMERGENCY NOTIFICATION INTRANET SYSTEM** will display a member's current information and allow the member to verify his/her information and/or request changes online, as necessary. The Personnel Orders Section has enhanced the Personnel Data Forms Intranet System, where members of the service are able to login, review, and update, there personal information and if necessary their skills/languages and add their country of birth into the Department's personnel file.

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

Police Cadets will provide accurate and current information to the Department immediately upon a change of:

- a. A change in personal information occurs
- b. Annually, during evaluation period to review and, if necessary, update personal information
- c. At anytime in order to review the accuracy of personal information, particularly if member believes it to be compromised.

RESIDENCE REQUIREMENTS AND EMERGENCY NOTIFICATIONS			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/01/2010	CHAPTER: 105-18	PAGE: 2 of 3

Police Cadets are reminded that they must reside within The City of New York and must provide the Operations Coordinator of their respective command among other supervisors (Police Cadet Corps, Applicant Processing Division) with a physical home address. Post Office Box addresses are not permitted.

Police cadets must also provide either a landline telephone number and/or cellular telephone number at residence. Beepers/pager numbers are not permitted. Cadets in addition to the above, they may also provide their e-mail address.

To access this 'Personnel Data Forms' Intranet application:

1. Select 'Computer Applications' from the home page located on the top right corner of the webpage.
2. Select 'Personnel Applications'.
3. Select 'Personnel Orders Section'.
4. Select the Personnel Data Forms' link.

To login, members must enter their tax number, last four digits of their social security number, date of birth and appointment date.

The Personnel Data Forms Intranet System currently contains the following applications:

- Name, residence, and social condition.
- Emergency notification/religion information
- View and update skills information and languages/ review and add country of birth.
- Education Information

This site must be accessed annually during the performance evaluation period to ensure your personal information is up to date.

If police cadets wish to update their skills/languages or add a country of birth, they may select the 'SOURCE DOCUMENT FOR PERSONNEL DATA ONLINE FORM.'

All updates must be printed out, assigned a command serial number, and signed by the member requesting the change(s). Upon completion, a copy of the form and any necessary documentation must be forwarded to the Personnel Orders Section-Personnel Data Unit at One Police Plaza, Room 1008 for processing. Updates entered online will not be processed in the system until a signed and printed hard copy is received and verified by the Personnel Data Unit.

Furthermore Police Cadets will be responsible to login to the online "Personnel Data Forms" menu **(1) month** after submitting forms to their respective supervisors to verify updates were accepted or

RESIDENCE REQUIREMENTS AND EMERGENCY NOTIFICATIONS			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/01/2010	CHAPTER: 105-18	PAGE: 3 of 3

rejected by the Personnel Data Unit and to notify such supervisors. When applicable, members of the service must include supporting documentation for name changes (i.e., marriage certificate, etc.). When a police cadet is prepared to submit an information update, he/she must report to the operations coordinator or civilian supervisor, at their permanent command, for proper entry into the Intranet system.

Processing Division, since their computer databases are not linked to the Personnel Data Unit. Forms not received by the Personnel Data Unit within (90) days from the date of online entry will be purged from the System and a new submission must be prepared.

Additional Note: Any questions regarding this procedure may be directed to the Personnel Orders Section/Personnel Data Unit at (646) 610-5514 between the hours of 0900x1700.

DRIVER'S LICENSES			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 105-19	PAGE: 1 of 1

In accordance with Patrol Guide 203-03, “Compliance with Orders”, all uniformed members of this Department are required to have a valid New York State driver’s license as a condition of employment. Civilian members who are authorized to operate Department vehicles also must have a valid driver’s license.

Since all police cadets are required to obtain a New York State driver’s license prior to their promotion to Probationary Police Officer, it is mandatory that the address printed on the license is the permanent residence of the police cadet as required in Patrol Guide 203-18, “Emergency Notification Procedures/Residence Requirements”.(revised by Interim Order #30 dated 08-06-2010) If a police cadet holds a driver’s license issued by another state, he/she must apply for a license issued by New York State as soon as practicable. Failure to do so may result in an investigation for non-compliance with the New York City residence requirement.

Further, if a police cadet owns a vehicle, it also must be properly registered, with the New York State Department of Motor Vehicles, in his/her name and bearing the permanent residence thereon. If a Police Cadet changes residence, he/she will follow P.G. 203-18 (revised by Interim Order #30 dated 08-06-2010)*Emergency Notification Procedures/Residence Requirements and submit a* **CHANGE OF NAME, RESIDENCE OR SOCIAL CONDITION (PD 451-021)** Members must also notify the New York State Department of Motor Vehicles (DMV) when they change addresses. Complete instructions on how to notify the DMV (and to download form MV-232) about a change of residence and/or how to change the address on a driver’s licenses and vehicle registration can be found at www.nydmv.state.ny.us. Police Cadets are reminded that they must change their address with their insurance company. Members of Service not adhering to these guidelines may be subject to **disciplinary action and / or criminal action.**

Police cadets must maintain a current New York State driver’s license and notify Commanding Officer, Police Cadet Corps, with pertinent details, when license is suspended, revoked or not renewed. The Department of Motor Vehicles will send a weekly printout of the names of Department members with a suspended, revoked, or expired driver’s license directly to the Internal Affairs Bureau. The Internal Affairs Bureau will assign a log number and assess the allegations in accordance with their procedures. If appropriate, a copy will be faxed directly to the Commanding Officer, Police Cadet Corps.

Upon notification by the Internal Affairs Bureau, the Commanding Officer, Police Cadet Corps will not permit a police cadet to operate any Department vehicle, and the cadet is prohibited from operating any private vehicles, until the cadet proves that such revocation, suspension, or expiration is erroneous or has been resolved.

PREGNANCY			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2014	CHAPTER: 105-20	PAGE: 1 of 1

The Police Cadet Corps is adopting a pregnancy policy similar to the one delineated in Patrol Guide 205-27, "Pregnancy Related Guidelines for Uniformed Members of the Service". The purpose of this procedure is for a female police cadet to notify the Police Cadet Corps when she receives a positive result from a pregnancy test conducted by her private physician.

POLICE CADET 1. Notify Police Cadet Corps supervisor by telephone of pregnancy condition.

2. Send a typed letterhead (UF49), addressed to the Commanding Officer, Police Cadet Corps, indicating confirmation of pregnancy and due date via:

- a. FAX at (718) 888-2956 AND:
- b. Department mail (send original documentation from private physician).

BOROUGH SUPERVISOR 3. Place police cadet on "pregnancy status", in database and in file, after receiving telephonic, mail, and FAX notification.

4. File all related documents in cadet's personal folder.

NOTE: *Pregnant police cadets, who are in their twentieth (20th) week of gestation or earlier, if necessary, will wear business attire and display their IDENTIFICATION CARD (PD416-091) on their outermost garment. Proper business attire will conform with that worn to other official appearances, such as appointment with investigator, professional career interview, etc.*

POLICE CADET 5. Telephone appropriate Police Cadet Corps supervisor on the following two (2) occasions:

- a. To confirm actual delivery date – this be done within ten (10) days of said date.
- b. During the fifth (5th) post-delivery week to allow the Police Cadet Corps supervisor to return the cadet's return to duty date.

ADDITIONAL the DATA *Once placed on "pregnancy status" by the Police Cadet Corps supervisor, cadet may be reassigned to the Police Cadet Corps or may remain within their permanent command depending upon the needs of the Department.*

MILITARY DUTY			
DATE ISSUED: 6/1/2009	DATE REVISED: 02/1/2012	CHAPTER: 105-21	PAGE: 1 of 2

The following procedure will provide guidance to Police Cadets who are enlisted in the armed forces and to those who are considering an enlistment.

Interim Order # 35 dated 09/02/2010 amended Patrol Guide 203-10, “Public Contact-Prohibited Conduct”, in order to conform with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and the Code of Federal Regulations (CFR), which states an employer cannot deny enlistment into the military. The employee is merely required to give notice of his/her enlistment or pending military service to the employer.

Therefore, if a Police Cadet is considering such enlistment, he/she will forward a “Notification to Enlist in the Military Reserves/National Guard” form to their Commanding Officer. This ‘Notification to Enlist’ form must be accompanied by a 1st endorsement from their Commanding Officer, and the original delivered to Military Extended Leave Desk. All forms can be located on the Intranet under “Benefits”, then under the tab “Military Extended Leave Desk”

Police Cadets who are currently enlisted must provide their Police Cadet Corps supervisor, M.E.L.D.AND immediate supervisor at command of assignment with a copy of current drill schedule and military unit telephone number. If a Police Cadet is ordered to report for military duty for thirty (30) days or less, scheduled or unscheduled, he/she must submit a typed letterhead with the subject titled as **DEFINITE MILITARY DUTY** and comply with Patrol Guide procedure 205-22. If the duty is unscheduled, the request must be accompanied by a Standard Military Order indicating the reason. The Standard Military Order must be signed by the member’s military unit commander or other supervisor with Commander’s signature authority. Upon return, the cadet must submit a Certificate of Attendance to their respective supervisors within ten (10) days after return from military duty. The Certificate of Attendance must be signed by the member’s military unit commander or Commander’s signature authority.

If a Police Cadet receives orders to report for military duty for a period exceeding thirty (30) days, he/she will notify their Police Cadet Corps supervisor AND immediate supervisor at command of assignment by submitting the M.E.L.D. Request for Military Leave of Absence Package, comply with Patrol Guide procedure 205-23 and submit a UF-49 to the Police Cadet Corps.

Police Cadets will report any change in Standard Military Orders, address or duty assignment immediately after change occurs to their respective supervisors and M.E.L.D. Police Cadets will also contact the Military and Extended Leave Desk at 646-610-5513 for a return to duty appointment upon military discharge.

MILITARY DUTY			
DATE ISSUED: 6/1/2009	DATE REVISED: 02/1/2012	CHAPTER: 105-21	PAGE: 2 of 2

NOTE: *Police cadets will access the Military and Extended Leave Desk website through the Department's Intranet in order to obtain military leave request forms. M.E.L.D. is located at One Police Plaza in room 1008 New York, N.Y. 10038.*

CITIZENSHIP POLICY

DATE ISSUED:
6/1/2009

DATE REVISED:
10/1/2010

CHAPTER:
105-22

PAGE:
1 of 1

A requirement for candidates to police officers is a United States citizenship. To that end, police cadets are required to be naturalized within two (2) years from being hired by the Police Cadet Corps. This stipulation is a condition of employment and any cadet who has failed to make any reasonable or "good faith" attempts to be naturalized prior to his/her conclusion of the Police Cadet Corps program, will be ineligible to remain employed as a police cadet. All developments must be forwarded, on typed letterhead (UF49), to the Commanding Officer, Police Cadet Corps. Furthermore, the receipt of *Application for Naturalization* should also be included with the UF-49 as proof of submission. An example of the *Application for Naturalization (N-400)* is listed in *Appendix B*. Any requests for extensions will be reviewed by the Commanding Officer, Police Cadet Corps. Final determination will be made by the same.

Should more information be required, a master copy of, "A GUIDE TO NATURALIZATION," as published by the United States Citizenship and Immigration Services, will be stored at the Police Cadet Corps office. Additionally, the cadet may gather the information at www.uscis.gov or by calling 1-800-375-5283.

FAMILY OFFENSES/ DOMESTIC VIOLENCE			
DATE ISSUED: 6/1/2009	DATE REVISED: 03/10/2011	CHAPTER: 105-23	PAGE: 1 of 4

The Department recognizes that in the normal course of duty members of the service will frequently encounter cases of domestic violence and the dynamics involved therein. Furthermore, members of the service may experience domestic violence in their private lives. The Police Cadet Corps seeks to ensure that its members are oriented and well versed in what constitutes family offenses and domestic violence. The following are definitions thereof and resources available to victims of domestic violence

- I. Family/Household (as defined in the 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. Intimate Relationship or Former Intimate Relationship*** (regardless of whether such persons lived together at any time and regardless of whether the relationship is sexual in nature)

Intimate Relationship:

Members of the service shall utilize a ***common sense standard regarding the totality of the circumstances*** involving the relationship when determining if an ***Intimate Relationship*** exist. Members of the service should consider the following factors when determining Intimacy:

1. The frequency of interaction between the persons
2. The duration of the relationship
3. Shared expenses
4. Extent of interaction with family members

NOTE: *Police Cadets should realize that neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall be deemed to constitute an “intimate relationship”. Members of the service shall investigate the nature of the relationship and solicit from the complainant a characterization of the relationship to help them determine if it qualifies. In addition to the four (4) factors enumerated above, members of the service should elicit information from the complainant concerning the nature of the relationship when applying a common sense standard as part of the totality of the circumstances when making their determination.*

FAMILY OFFENSES/ DOMESTIC VIOLENCE			
DATE ISSUED: 6/1/2009	DATE REVISED: 03/10/2011	CHAPTER: 105-23	PAGE: 2 of 4

If a member of the service is unable to make a determination that an **Intimate Relationship** exist, request the response of the Patrol Supervisor to make such determination. All members of the service are reminded that their primary responsibility is to insure the immediate and future safety of all parties involved in domestic violence incidents. Members of the service are required to prepare a **N.Y.S. DOMESTIC INCIDENT REPORT (DCJS 3321)** for **ALL CASES** involving persons belonging to the NYS Family Court Act or NYPD Expanded Definition of a Domestic Relationship.

II. Family/Household (NYPD Expanded Definition): includes subdivisions “a” through “f” above AND persons who:

- g.** Are not legally married, but are currently living together in a family-type relationship.
- h.** Are not legally married, but formerly lived together in a family-type relationship.

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

IV. Family Offense: Any act which may constitute the following and is committed by one member of the same family/household, **AS DEFINED IN THE FAMILY COURT ACT** (subdivisions “a” through “f” above), against another:

1. Harassment 1st or 2nd degree
2. Assault 2nd degree or Attempt
3. Disorderly Conduct (including acts amounting to Disorderly Conduct **NOT** committed in a public place)
4. Aggravated Harassment 2nd degree
5. Assault 3rd degree or Attempt
6. Reckless Endangerment
7. Menacing 2nd or 3rd degree
8. Stalking (1st, 2nd, 3rd, and 4th degrees)
9. Sexual Misconduct
10. Forcible Touching
11. Sexual Abuse 3rd degree
12. Sexual Abuse 2nd degree when committed against a victim incapable of a factor other than being less than seventeen (17) years old
13. Criminal Mischief (all degrees)
14. **Strangulation 1st or 2nd degree**
15. **Criminal Obstruction of Breathing or Blood Circulation**
16. **Identity Theft (1st, 2nd, and 3rd degrees)**
17. **Grand Larceny(3rd and 4th degrees)**
18. **Coercion 2nd degree (subdivision 1,2,3).**

FAMILY OFFENSES/ DOMESTIC VIOLENCE			
DATE ISSUED: 6/1/2009	DATE REVISED: 03/10/2011	CHAPTER: 105-23	PAGE: 3 of 4

- V. 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
- VI. 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.
- VII. 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 offenses/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.
- VIII. Arrest: Members of the service should be aware that the following aspects of the Criminal Procedure Law relating to domestic incidents arrests now apply to **Intimate Relationship**.

1.) Primary Physical Aggressor Law (140.10): “...When an officer has reasonable cause to believe that more than one family or household member has committed such a misdemeanor, the officer is not required to arrest each such person. In such circumstances, the officer shall attempt to identify and arrest the primary physical aggressor after considering: (i) the comparative extent of injuries...(ii) whether any such person is threatening or has threatened future harm...(iii)... prior history of domestic violence...(iv) whether any such person acted defensively.”

2.) Mandatory Arrests Law (140.10): Mandatory Arrest Applies when an officer has probable cause to believe a (1) Felony has been committed (2) an Order of Protection has been violated (3) a Misdemeanor has been committed, unless the c/v request otherwise, on her own volition and the officer agrees (4) a Violation has been committed in the officer’s presence, unless the c/v request otherwise, on his own volition.

VIII. Counseling Services: The following Department units and non-Department agencies are available for MOS and their families. Uniformed and civilian members or their families may contact any of these units/agencies to obtain services and referrals for counseling, shelter, and other assistance:

Family Counseling Unit.....(718) 760-7665
Employee Relations Section.....(646) 610-5434
Early Intervention Unit.....(646) 610-6730

FAMILY OFFENSES/ DOMESTIC VIOLENCE			
DATE ISSUED: 6/1/2009	DATE REVISED: 03/10/2016	CHAPTER: 105-23	PAGE: 4 of 4

Counseling Service Unit(718)834-8816
Chaplains' Unit(212)473-2363
Psychological Services Section.....(718) 760-7665
Sick Desk.....(718) 760-7600
NYPD HELPLINE.....(718) 271-7777
Operations Unit(646) 610-5580
New York City Victim Services(800) 621-HOPE
NYS Coalition Against Domestic Violence(800) 942-6906

RIGHT TO KNOW/HAZARD COMM TRAINING

DATE ISSUED:
6/1/2009

DATE REVISED:
10/1/2010

CHAPTER:
105-24

PAGE:
1 of 2

Chemicals exist in every work environment. This includes the modern office setting. Commonly used office supplies such as correction fluid and toners may contain toxic substances. Although office workers are not at the same level of risk that employees in manufacturing or industrial settings, they should still be informed of the potential consequences resulting from improper use of routine substances that may contain toxic substances.

This memo is being introduced to the Police Cadet merely as a brief introduction of their right to know. The Right to Know Law derives from the New York State Labor Law Regulations. It was a law created to ensure the safety and health laws in NYS that applied to public employees.

Police Cadets are assigned to many different units within the New York City Police Department that may contain toxic substances and or dangerous chemicals. Since Police Cadets do not have medical coverage it is imperative that all safety precautions are set forth to eliminate any possible risk of danger or illness to them. According to Employee rights, it is the responsibility of the Department to provide information concerning information about toxic substances on the job site. Police Cadets are entitled to know the location of toxic substances in the workplace and the short or long term health effects regarding certain products. Furthermore all chemicals and liquids must be labeled to include the name of the product, name of the manufacturer and the effects concerning flammability and reactivity. Further information can be found in a Material Safety Data Sheet provided by the Quartermaster Section.

Below is a list of Units which toxic substances are more commonly found therefore Police Cadets working in any of these units should be aware of their right to know:

- Aviation Unit
- Bomb Squad
- Building Maintenance
- Crime Scene Unit
- Emergency Service Unit
- Firearms Analysis Unit
- Firearms Tactic Section
- Harbor Unit
- Headquarters Custodial Section
- Internal Affairs Bureau (Criminal Research Development System)
- Microfilm Unit
- Fleet Services Division
- Photographic Unit
- Police Academy-Reproduction Unit
- Police Laboratory
- Printing Section

RIGHT TO KNOW/HAZARD COMM TRAINING

DATE ISSUED:
6/1/2009

DATE REVISED:
10/1/2010

CHAPTER:
105-24

PAGE:
2 of 2

- Property Clerk Division
 - Quartermaster Section
 - Technical Assistance Response Unit
- (The above list is not inclusive.)

NOTE: Upon arrival at any command listed above or other command where potentially hazardous substances are stored/used, The Police Cadet is entitled to receive a copy of the Material Safety Data Sheet or if applicable, Chemical Fact Sheet within seventy-two (72) hours.

For further assistance in Right to Know matters:

Occupational Safety and Health Section
Personnel Bureau
1 Lefrak City Plaza, Room 1660,
Corona, NY 11368
(718) 760-7647
Director Amir Rasheed

INTERACTING WITH INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY

DATE ISSUED:
6/1/2009

DATE REVISED:
09/02/2011

CHAPTER:
105-25

PAGE:
1 of 2

In an effort to provide interpretation/ translation services to the City's diverse non-English speaking and limited English proficiency (LEP) individuals, Police Cadets may need the assistance of a language interpreter due to the language barrier.

Many times Police Cadets are the first to encounter persons entering a command. Police Cadets should be aware of the numerous resources available to them to effectively help them communicate with crime victims, witnesses, residents, or visitors who speak a foreign language. It is imperative that all Police Cadets be aware of the resources available to identify an individual's native language. This can be conducted through a new poster entitled (**Free Interpretation Sign (SP 487)** and **ACTIVITY LOG (PD112-145)**)

In circumstances which require interpretation a Police Cadet should be familiar with The **Free Interpretation Service poster**. *It reads "Point to your language. An interpreter will be called. The interpreter is provided at no cost to you."* This statement appears in twenty-two (22) different languages. The purpose of the poster is to allow non-English speaking and limited English proficiency individuals to point to their foreign language in order to facilitate Language Line Services as outlined in *Patrol Guide 212-90, (I.O. # 31/08-26-2011)* "Volunteer Language Program/Language Line." Police Cadets should also be familiar with a new activity log (**PD112-145**) insert entitled "**PRIMARY LANGUAGE IDENTIFIER (PD312-091)** As Per Operations Order #33 dated 07-22-2010.

A POLICE CADET SHOULD ALWAYS ADVISE A SUPERVISOR OF THE NEED FOR AN INTERPRETER/TRANSLATOR.

An interpreter can be contacted a number of ways, the primary way is through the **Dual Handset Telephones**. These telephones have direct access to language interpreters in over 150 different languages. These phones have been installed in all precincts and P.S.A. commands. Each command has a two dual handset telephones. One is located in the 124 Room and the other is located in the Detective Squad's Office. An access code is needed to utilize the service and can be found on a sticker displayed on the telephone.

I. How to Utilize the Dual Handset Language Line

a) Lift the handset

b) Push the red interpreter button. The telephone number to the Language Line is pre-programmed into this button.

INTERACTING WITH INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY

DATE ISSUED:
6/1/2009

DATE REVISED:
09/02/2011

CHAPTER:
105-25

PAGE:
2 of 2

- c) **Follow the automated prompts.** The first one will ask the language requested. The second prompt will ask for the access code to be entered. Press #1 for Spanish, press #2 for all other languages. (*Utilize the **Free Interpretation Service Poster** to identify the interpretation language needed.*)
- d) **Enter the access code on the keypad.** (Access codes correspond to the precinct number e.g. 115 for 115 precinct, 023 for 23 precinct, PSA 1 for Police Service Area 1)
- e) **Give the left handset to the civilian.** (*An interpreter will answer the call and state their operator ID number. It is important to write the id number on any documents that are pertaining to the case and in your memo book. **This will be Rosario Material.***)
- f) **There may be a short delay (several seconds) before an interpreter answers the call, especially for exotic languages.**

NOTE: It is **not advisable** for a Police Cadet to use a family member to interpret because of potential impartiality due to fear of arrest of a family member or other personal bias. Interviewees are more likely to respond openly and honestly if an impartial party translates. The alleged offender **should never** be used as a translator. Allowing the offender to translate gives him/her control of the situation.

As possible witnesses, children may also be interviewed; however all steps should be taken to avoid using a child as an interpreter to gain facts from the offender or victim. Interviewees are not likely to be forthcoming if either the offender or a child is used to interpret and will be especially hesitant to reveal details of a sexual assault to a member of the service through a child interpreter. Some words and concepts are difficult for children to understand, let alone translate into another language.

Finally, as much as is possible, the victim and offender should be interviewed separately. Many victims will be reluctant to reveal details of the crime if the offender can overhear the statement.

ADDITIONAL NOTE: Translators can also be reached through the Patrol Supervisor's Department cell phone and through The Operations Unit.

INTERACTING WITH INDIVIDUALS WHO ARE HEARING IMPAIRED			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 105-26	PAGE: 1 of 2

The American 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.

Many times Police Cadets are the first to encounter persons entering a command. Interacting with hearing impaired individuals can present special obstacles when trying to elicit information. Therefore Police Cadets should be aware of the unique communication devices available to them to effectively assist crime victims, witnesses, residents, or visitors who are hearing impaired.

- *Qualified Sign Language Interpreters* ---These interpreters are available by contacting the Operations Unit at 646-610-5580 (twenty four hours a day)
- *311 non-emergency System*---This will in return contact the individual to telephone typewriter equipment (TTY) at 212-504-4115
- *FCC dialing code 711*---Hearing impaired individuals dialing 711 allows spoken words to be translated in to text for a TTY machine. Conversely a person can use their TTY machine to communicate to spoken audible words.

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 text phones 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.).

INTERACTING WITH INDIVIDUALS WHO ARE HEARING IMPAIRED			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 105-26	PAGE: 2 of 2

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.

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.

When a Police Cadet has cause to interact with an individual who is hearing impaired:

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 (or other supervisor) if the services of a qualified sign language interpreter are needed.
4. Document in detail any auxiliary aids utilized in **ACTIVITY LOG (PD112-145)**.

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.*

VOLUNTEER LANGUAGE PROGRAM			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 105-27	PAGE: 1 of 1

A key part of the volunteer language program is to certify members with foreign language speaking ability as official Department interpreters. A list of the members who are certified under this program is maintained by the Personnel Bureau. Cadets who desire to be included in this program, and/or commanding officers and Bureau Chiefs who wish to nominate uniformed members for inclusion in this program, must submit a request to the Chief of Personnel, indicating:

- A. Rank, name, command, tax registry number of member concerned.
- B. Training background and experience in use of the language.
- C. Any previous experience as a translator/interpreter of the language.

Members concerned will receive further instructions regarding the administration of a qualifying examination. Questions regarding the Language Initiative may be directed to Personnel Bureau at (646) 610-6612. The point of contact regarding participating in this program as a Police Cadet should be directed to Lieutenant Ruberto, Personnel Bureau, Language Unit at (646) 610-6612 or 7276. Police Cadets who wish to participate in this program must submit a 49 to the Cadet Corps prior to taking the actions listed above. Cadets should also be mindful that they must remain cognizant of their work hours if requested. Furthermore, Police Cadets will also submit a 49 to the Commanding Officer of the Police Cadet Corps if they are utilized, to receive due merit.

JURY DUTY			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 105-28	PAGE: 1 of 2

The Constitution of the United States and the State of New York guarantee to us the right to trial by jury when certain legal interests or liberties are at stake. These laws also provide that a collective body of “eligible” citizens shall perform as jurors, regardless of race, ethnicity, gender or economic status. In accordance with Administrative Guide 319-22, “*Reimbursement to City for Jury Service*,” when a police cadet receives a subpoena for jury duty, the following steps will be complied with:

- Present subpoena to commanding officer/supervisory head.
- Revise and submit monthly schedule to reflect the schedule as required by the court. (Chart-changes and tour- changes will be accommodated to conform to court attendance)
- Police Cadet(s) will be responsible for obtaining written verification from the court clerk indicating attendance at jury duty.
- Upon completion of jury duty, submit Certificate of Service to commanding officer/supervisory head.
- Police Cadets will get paid a maximum of (7) hours for the scheduled work day while attending jury duty. **(Not to exceed 34 hours per week)**

***Note:** A Police Cadet may be excused with pay for (1/2) day (3:30) for examination of qualifications for a jury duty subpoena. Subsequently, if a Police Cadet is not excused from Jury Duty and is subpoenaed to be a prospective juror and the day ends earlier than their revised scheduled work day, the Cadet is expected to report to work provided that at least one hour of the Cadet’s regular schedule work day remains after the Cadet’s return to work.; Ultimately this decision is the JURY COMMISSIONER’S exclusive right.*

**IF A POLICE CADET RECEIVES ANY MONIES FROM THE CITY THE
FOLLOWING WILL BE STRICTLY ADHERED TO:**

- Any monies received for jury duty **MUST** be turned over to the city. Any cadet who fails to do so will have annual leave balance reduced by number of days of jury duty or if annual leave balance is insufficient, appropriate monies due will be deducted from the cadet’s paycheck.
- Upon receiving check for jury duty, show check to commanding officer/supervisory head before cashing or depositing into personal account.
- Give a personal check or money order to commanding officer/supervisory head, payable to *City of New York, Department of Finance*, for amount received service.

JURY DUTY			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 105-28	PAGE: 2 of 2

***Note** Payment by state for jury duty should be received approximately four (4) to six (6) weeks after completion of duty. Federal juror payments are mailed approximately six (6) to eight (8) weeks after completion of obligation. Civilian members of the service are no longer entitled to collect the per diem rate allowances for jury duty paid by city, county and state courts of New York State. The current per diem rates for jury duty on federal courts and courts outside of New York State may continue to be obtained from the court clerk.*

SEE APPENDIX B FOR THE FOLLOWING EXAMPLES OF EACH FORM.

JUROR'S PROOF OF SERVICE.....Appendix M

JURY SUBPOENAAppendix N

QUALIFICATION SUBPOENAAppendix O

FUNCTIONS/EVENTS SPONSERED BY A DEPARTMENT RELIGIOUS, LINE, OR FRATERNAL ORGANIZATION

DATE ISSUED:
9/10/2011

DATE REVISED:
9/11/2011

CHAPTER:
105-29

PAGE:
1 of 2

PURPOSE: To provide guidance for Police Cadets concerning a function/event which is sponsored by a Department religious, line or fraternal organization.

Each year a number of annual functions or events are sponsored by each Department religious, line, or fraternal organization. Information concerning the organization's event will be published in a Department Bulletin. This particular Police Cadet Corps Bulletin is to inform Police Cadets of the numerous religious, line, and fraternal organizations that encompasses The New York City Police Department.

The Committee of Police Societies (C.O.P.S) is the umbrella group of these NYPD organizations. This organization (C.O.P.S) falls underneath the Employee Relations Section within the N.Y.P.D. Their website www.nypdcops.org list most of the organizations within the Police Department. Each organization has different qualifications for their membership. Below is a list of some of these fraternal organizations.

- Pulaski Association
- Columbia Association
- Emerald Society
- American Legion
- Police Self Support Group
- Anchor Club
- Desi Society
- Gay Officers Action League
- Hispanic Society
- Asian Jade Society
- Muslim Officers Society
- Regina Coeli Society

The organizations listed above are religious, ethnic and fraternal in nature. These organizations may provide valuable resources for Police Cadets that are entering into the N.Y.P.D family ranging from the social to the spiritual. Substantial benefits such as scholarships, promotional guidance and counseling are available

FUNCTIONS/EVENTS SPONSERED BY A DEPARTMENT RELIGIOUS, LINE, OR FRATERNAL ORGANIZATION
--

DATE ISSUED: 9/10/2011	DATE REVISED: 9/11/2011	CHAPTER: 105-29	PAGE: 2 of 2
---------------------------	----------------------------	--------------------	-----------------

NOTE: All Police Cadets must be reminded of the guidelines to be complied with when attending or taking part in parades, funerals, memorial services, and other Department-oriented of law enforcement events. Police Cadets must familiarize themselves with Patrol Guide Procedure 203-15.

In order for a Police Cadet to take part in a Department sponsored event within New York City, the following guidelines will be adhered to:

- Police Cadets must submit a UF-49 to their respective Commanding Officer at their command at least 5 days prior to the function, when possible.(Upon written endorsement, UF-49 may be forwarded to Police Cadet Corps for filing)
- Police Cadets will wear their Class “B” uniform (optional white gloves) according to 109-2 in the Police Cadet Handbook.
- Police Cadets that are off-duty will only wear their uniforms for the duration of the event. They must change into civilian attire as soon as the event is over.
- Under no circumstances will any Police Cadet wear his/her uniform, without the permission of his/her commanding officer or designee. This includes social events that take place after a parade, funeral, etc., has ended.
- All Police Cadets who wish to wear their uniform outside New York City must receive permission in advance from the Police Commissioner, First Deputy Commissioner, or Chief of Department.

BLOOD DONATION PROCESS			
DATE ISSUED: 04/17/2012	DATE REVISED: 04/17/2012	CHAPTER: 105-30	PAGE: 1 of 1

PURPOSE: To set the guidelines for a police cadet to donate blood.

PROCEDURE: When a police cadet wishes to donate blood to the Department's blood program or when there is a need for blood:

The reason to donate blood varies from person to person. For some people it is done because they are asked to do it or because it appears to be the right thing to do. For others it can be very personal. As members of the New York City Police Department the reason to donate blood can save the life of a fellow colleague one day. Whatever the reason may be, it does not matter as long as "you" have your own reason. Police cadets are not mandated to give blood but are encouraged if they are generally healthy and medically qualify. In order to qualify to give blood a police cadet will receive a mini physical that will include the checking of: your pulse, blood pressure, body temperature, and hemoglobin.

*A police cadet will **not** volunteer to donate blood when any of the following conditions exist:*

- a. Prior donation within eight (8) weeks*
- b. Donated five (5) pints within previous year*
- c. Under seventeen (17) or over seventy-five (75) years of age*
- d. Had malaria, jaundice or tuberculosis within the prior two (2) years*
- e. Had hepatitis*
- f. Had tooth extraction within the prior three (3) days*
- g. Body weight is less than one hundred and ten (110) pounds*
- h. Other disqualifying medical condition.*

Therefore, a police cadet may donate blood, with the approval of his Commanding Officer. The police cadet will then deliver the receipt from the donation center to their immediate supervisor and see that the timekeeper records it accordingly. Police cadets are awarded 3 hours per blood donation. Blood donation must take place while police cadet is on-duty and blood donations must be part of the Department's Blood Program. Further info can be found in Patrol Guide procedures 205-12/205-13

PROHIBITED CONDUCT			
DATE ISSUED: 6/1/2009	DATE REVISED: 02/16/2012	CHAPTER: 106-1	PAGE: 1 of 4

The following activities are strictly prohibited:

1. Consuming intoxicants while in uniform whether on or off duty.
2. Bringing or permitting an intoxicant to be brought into a Department building, facility, booth, boat, or vehicle, except in performance of police duty.
3. Entering premises serving intoxicants, except for meal or performance of duty.
4. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
5. Patronizing unlicensed premises (social clubs, after hour's clubs, etc.) where there is illegal sale of alcoholic beverages and/or use of drugs, except in performance of duty.
6. Soliciting, collecting or receiving money for any political fund, club, association, society or committee.
7. Making recommendation for or concerning any person or premises to any government agency in connection with issuance, revocation or suspension of any license or permit, except when required in performance of duty.
8. Joining any political club within the precinct to which assigned.
9. May not possess or display any Police Department or Police Cadet Corps identification card or similar object except as authorized by the Police Commissioner.
10. Knowingly associating with any person or organization:
 - a. Advocating hatred, prejudice or aggression of any race or religious groups.
 - b. Disseminating defamatory material.
 - c. Reasonably believed to be engaged in or to have engaged in criminal activities.
 - d. Preventing or interfering with the performance of police duty.
11. Using Department identification card to gain free passage on public transportation in the City of New York.
12. Recommending use of particular business, professional or commercial service to anyone except when transacting personal affairs.
13. Steering business, professional or commercial persons to a prospective client requiring such services except when transacting personal affairs.
14. Consenting to payment by anyone to regain lost or stolen property or advising such payment, except towing fees as provided by law for recovered stolen vehicles.
15. Using Department logo unless authorized by Police Commissioner.

PROHIBITED CONDUCT

DATE ISSUED:
6/1/2009

DATE REVISED:
02/16/2012

CHAPTER:
106-1

PAGE:
2 of 4

16. Wearing any item of apparel which contains a Department logo or shield or in any way identifies its wearer with the New York City Police Department, unless approved by the Uniform and Equipment Review Committee, prior to being worn by a member of the service, uniformed or civilian, on or off duty.
17. This prohibition extends to the use of the Department logo or shield in artistic or mural form , in caricature or cartoon-like representation, or on such items, but not limited to: Pins, jewelry, hats, mugs, clothing items, patches, writing implements, challenge coins, department property, (walls, muster room, entryway, watercraft, etc) or on any other adornment or curio. (I.O. # 4/01-19-12)
18. Engaging in card games or other games of chance in a Department facility.
19. Engaging in illegal gambling anywhere except in performance of duty.
20. Having any person make a request or recommendation that affects the duties of any member of the service, except as provided by Department procedures.
21. Engaging in conduct defined as discriminatory in P.G. 205-36, "Employment Discrimination," SCOPE statement.
22. Using Department letterhead, personnel, equipment, resources, or supplies for any non-Department purpose or non-city purpose.
23. Smoking in public view while in uniform.
24. Using personal card describing police business, address, telephone number or title except as authorized by Department Manual.
25. Rendering any service for private interest which interferes with proper performance of duty.
26. Possessing or displaying police shield, IDENTIFICATION CARD (PD416-091) or similar object except as authorized by the Police Commissioner.
27. Serving on a community board's Public Safety Committee (which deals directly with Police Department and other law enforcement matters).
28. Voting on any matter that comes before the community board concerning Police Department activities in the district that the board serves.
29. Patronizing street peddlers/vendors or partaking of food or refreshments in public while in uniform. Police cadets while in uniform may not eat on street, in parks, or private stoops, or in public conveyances.
30. Using vile or indecent language, being loud or boisterous, or engaging in raucous conduct at any time.
31. Divulging or discussing official department business except as authorized.

PROHIBITED CONDUCT

DATE ISSUED: 6/1/2009	DATE REVISED: 02/16/2012	CHAPTER: 106-1	PAGE: 3 of 4
--------------------------	-----------------------------	-------------------	-----------------

32. Engaging in conduct prejudicial to the good order or discipline of the Department.
33. Having an interest in or an association with premise engaged in illegal gambling operations, smoke shops, after hours clubs or similar illegal activities, except in the performance of duties.
34. Using confidential official information to advance financial interest of self or another.
35. Soliciting, accepting, printing or publishing advertisements or booster list or receiving funds from a businessman or any other person directly, relating to a journal or any other publication of any organization that has the word "POLICE" in its organization title or its literature, cards, tickets, etc. used to raise funds for any purpose indicating, in any way, an affiliation with this Department, without approval of the Chief of Internal Affairs Bureau.
36. Authorizing use of photograph in uniform or mentioning rank, title or membership in the Department for commercial advertisement.
37. Accepting testimonial award, gifts, loans or things of value to defray or reimburse any fine or penalty, or reward for police service except:
 - a. Award from City of New York Employee's Suggestion Board.
 - b. Award of Department Recognition.
 - c. Award to a member of cadet's family for brave or meritorious act, from metropolitan newspaper
 - d. Loans provided through Police Cadet Corps
38. Purchase or acquire property of another, without approval of Commanding Officer knowing or having reason to know, that such property was held in custody of this Department.
39. Soliciting, contributing, or paying directly or indirectly or otherwise aiding another to solicit, contribute or pay any money or other valuable consideration which will be used in connection with a matter affecting the Department, without permission of the Chief of Internal Affairs.
40. Failing to provide notice to the Department of an obligation or intention to perform services in any federal military branch or state militia organization. (as revised w/ I.O. 35-09/02/10)
41. Damaging and defacing Department owned property. Police cadets are PROHIBITED from engaging in the following duties:
 - a. Under NO circumstances will the police cadet be involved in law enforcement activities. This includes ride along with uniformed members of the service.
 - b. Police cadets will not be utilized for extended manual labor.

PROHIBITED CONDUCT

DATE ISSUED:
6/1/2009

DATE REVISED:
02/16/2012

CHAPTER:
106-1

PAGE:
1 of 4

- c. Police cadets are prohibited from being used exclusively for clerical and messenger functions without the permission of the Commanding Officer, Police Cadet Corps.
 - d. Police cadets are not to perform enforcement duty of any kind. This includes participation as undercover in "Quality of Life" operations
42. Police Cadets are PROHIBITED from receiving any type of personal packages at the Police Academy or at their assigned command. (Personal mail/packages)

CRIMINAL ASSOCIATIONS			
DATE ISSUED: 6/1/2009	DATE REVISED: 10/1/2010	CHAPTER: 106-2	PAGE: 1 of 1

In accordance with Patrol Guide 203-10, Public Contact-Prohibited Conduct, step 2, subdivision (c), members of the service are forbidden from knowingly associating with any person or organization reasonably believed to be engaged in, likely to engage in, or to have engaged in criminal activities. However, the Department recognizes that certain employees would like to maintain contact with persons incarcerated in correctional facilities.

To avoid the perception of impropriety on behalf of the member and/or to avoid unnecessary allegations against the member, the following procedure must be complied with. As found in Patrol Guide 205 Series, Interim Order 11, dated 2/4/04, when a member of the service intends to visit an inmate at a correctional facility while off duty:

Prepare a Typed Letterhead (UF49) with the following information, addressed and forwarded to Commanding Officer, Police Cadet Corps, at least seven (7) calendar days prior to the intended visit:

- a. Name, rank, shield and tax registry numbers.
- b. Name and identification number of inmate to be visited.
- c. Relationship of inmate to member of the service.
- d. Place of incarceration; (include full facility name, address and phone number).
- e. Date and time of proposed visit.
- f. Packages to be taken to facility, if any.

NOTE: A separate notification must be made for each visit. Further, if request is approved, the member will cooperate fully with all of the rules and procedures of the facility concerned.

DEPARTMENT CONFIDENTIALITY POLICY

DATE ISSUED:
6/1/2009

DATE REVISED:
10/1/2010

CHAPTER:
106-3

PAGE:
1 of 1

1. In keeping with the commitment to treat citizens with courtesy, professionalism and respect, the Department recognizes its obligation to use the information it creates, receives or otherwise maintains with due care. This duty reflects the often sensitive nature of the information that the Department possesses and the adverse consequences to persons and institutions from irresponsible disclosures. While the Department supports the goal of open government, and strives for transparency in how it provides services to the public, members of the service must balance that objective against the privacy interests of the individual and security considerations attendant to safeguarding the community.
2. Therefore, effective immediately, members of the service will comply with the following procedure entitled, "Department Confidentiality Policy" when accessing, creating, receiving, disclosing or otherwise maintaining information from an information system:

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.
3. Confirm identity and affiliation of requestor of information and determine that release of information is lawful, prior to disclosure.
4. 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.*

INSTRUCTIONAL CARDS

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2010

CHAPTER:
107-1

PAGE:
1 of 1

1. Instructional Cards are an integral part of the disciplinary process within the Police Cadet Corps. Instructional cards will be used during the initial training session to advise Police Cadets of minor infractions or violations observed by instructors or supervisors. Instructional Cards will be issued during the first few days or first week(s) of the training session. The exact time period will be determined at each training session.
2. Police Cadets will be required to carry two (2) Instructional Cards. If you commit an infraction or minor violation during the initial training period, you will be asked to surrender an Instructional Card. Instructional cards are official records and will become part of your personnel folder. An accumulation of two (2) Instructional Cards will be the limit for committing minor infractions or violations. Upon receiving two (2) Instructional Cards or the initial time period determined to receive Instructional Cards expires, whichever comes first, Deportment Cards will then be issued for minor infractions or violations.
3. See list of infractions or minor violations which Police Cadets may receive Instructional Cards for in Chapter 107-2 Deportment Cards Paragraph 4.

SEE REFERENCE: APPENDIX B

DEPARTMENT CARDS			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 107-2	PAGE: 1 of 2

1. Department Cards are an integral part of the disciplinary process within the Police Cadet Corps. Department cards will be used to correct minor violations observed by instructors or supervisors, as well as praise positive conduct. Department cards are official records and will become a part of your personnel folder.
2. Cadets are required to carry two department cards, properly completed (Last Name, First Name, Tax #, Company Number and Command Caption Completed) while on duty. PCC cards will be kept in the inside rear pocket of your Activity Log Binder.
3. If you commit an infraction or minor violation of procedure, you will be ordered to surrender one or more department cards. The department cards will be completed by the issuing instructor or supervisor and forwarded to the Commanding Officer, Police Cadet Corps. An accumulation of 7 negative cards will result in you being subject to a Command Discipline. A command discipline will have a negative impact on your overall evaluation. Additional violations may lead to termination from the Police Cadet Corps. As accumulation of positive cards will allow the Cadet the opportunity to choose his assignment after successful completion of training.
4. The following is a list of infractions which may result in a negative card being issued (this is not all inclusive):
 - a. Improper uniform and equipment.
 - b. Failure to maintain neat and clean personal appearance.
 - c. Improper or omitted Activity Log entries.
 - d. Improper or omitted entries in Department records, forms, or reports.
 - e. Smoking as prohibited.
 - f. Unnecessary conversations.
 - g. Reporting late for duty.
 - h. Failure to notify Commanding Officer when school status has changed.
 - i. Failure to submit reports when due.
 - j. Failure to submit monthly schedule and monthly activity report as directed.
 - k. Failure to notify the Cadet Corps office of absence or significant lateness at official Department training.
 - l. Being unprepared for training sessions (e.g. no notebook, student handbook, black pen, etc.).

DEPARTMENT CARDS

DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 107-2	PAGE: 2 of 2
--------------------------	----------------------------	-------------------	-----------------

- m. Being inattentive during training sessions.
 - n. Reading unauthorized material while on duty.
 - o. Being in an unauthorized location while in a Department facility
 - p. Engaging in unprofessional conduct.
 - q. Failure to attend training sessions.
 - r. Failure to attend an assigned detail.
5. Police Cadets will be officially summoned to the office of the Commanding Officer, Police Cadet Corps for a disciplinary hearing when he/she accumulates:
- a) Five (5) Negative Cards
 - b) One Command Discipline
 - c) Seven (7) negative cards = Command Discipline

NOTE: At the discretion of the Commanding Officer, Police Cadet Corps, any violation may be upgraded from a department card to a command discipline.

REFERENCE: SEE APPENDIX B

COMMAND DISCIPLINE			
DATE ISSUED: 6/1/2003	DATE REVISED: 04/22/2011	CHAPTER: 108-1	PAGE: 1 of 1

COMMAND DISCIPLINE: Non-Judicial punishment available to Commanding Officer to correct deficiencies and maintain discipline within the command, without resorting to formal charges and a Department trial.

*Severe violations may lead to formal procedures within the command discipline process including but not limited to termination.

The penalties a Commanding Officer may impose under the command discipline are:

- A. Forfeiture of up to five (5) days vacation or accrued time for Schedule "A" violations.
- B. Forfeiture of up to ten (10) days vacation or accrued time for Schedule "B" violations.
- C. Revocation of permission to engage in outside employment for a fixed period of time, not to exceed thirty (30) days, if the violation is related to the outside employment.
- D. Restrict out of command assignments. (Details)

The Police Cadet is entitled to:

- A. Accept the finding and proposed penalty.
- B. Accept finding but appeal proposed penalty to Commanding Officer, Police Cadet Corps.
- C. Appeal the finding and proposed penalty to the Commanding Officer, Police Cadet Corps.

NOTE: *The above penalties **DO NOT** prohibit a commanding officer/executive officer from:*

- a. *warning and admonishing verbally.*
- b. *warning and admonishing in writing, copy to be filed with the papers*
- c. *Changing assignment within the command either for a fixed period or indefinitely.*

OBTAINING ASSISTANCE OF CORPORATION COUNSEL

DATE ISSUED:
04/26/2011

DATE REVISED:
04/26/2011

CHAPTER:
108-2

PAGE:
1 of 1

1. In order to ensure that legal representation is provided to Police Cadets who are served with a summons and complaint or who otherwise become aware that they are a defendant in a civil lawsuit arising from an alleged act or omission that occurred in the performance of duty, Patrol Guide 211-21, "Obtaining Assistance of Corporation Counsel" and Department form, "REQUEST FOR LEGAL ASSISTANCE (PD411-160)" have been revised.

2. Therefore, effective immediately, Patrol Guide 211-21, "Obtaining Assistance of Corporation Counsel" has been SUSPENDED and the following new procedure will be complied with:"

PURPOSE: To ensure that legal representation is provided to a Police Cadet who is served with a summons and complaint or who otherwise becomes aware that he/she is a defendant in a civil lawsuit arising from an alleged act or omission that occurred in the *performance of duty. Timeliness is essential to prepare a response.* Failure to complete and forward REQUEST FOR LEGAL ASSISTANCE (PD411-160) in a timely manner may result in a default judgment being entered against the member named as the defendant.

PROCEDURE: Upon being served, a Police Cadet will notify the C.O., Police Cadet Corps in writing with a UF-49 regarding the facts of the summons and complaint. **This will be done immediately before any other action is taken on part of the Cadet.** The Police Cadet will follow up with a notification to their respective investigator from the Applicant Processing Division. The Police Cadet will then follow the steps outlined below if they are requesting legal assistance.

- 1.) Prepare "Part A" of REQUEST FOR LEGAL ASSISTANCE (PD411-160).
- 2.) Retain "PINK" copy and a copy of the summons and complaint for personal records.
- 3.) Deliver "BLUE" and "WHITE" copies of REQUEST FOR LEGAL ASSISTANCE with original summons and complaint (if served), and envelope (if served by mail), to current commanding officer immediately. A copy of this will also be placed in Police Cadet's personnel folder at the Police Cadet Corps.

ADDITIONAL DATA A REQUEST FOR LEGAL ASSISTANCE should not be prepared for a subpoena. If a subpoena is received, members of the service will comply with P.G. 211-15, "Processing Subpoenas for Police Department Records and for Testimony by Members of the Service" or P.G. 211-16, "Subpoenas Issued by Courts Outside New York City."

Questions regarding this procedure can be directed to Stephanie Zimberg at Legal Bureau.

UNIFORMS, EQUIPMENT AND APPEARANCE

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2010

CHAPTER:
109-1

PAGE:
1 of 3

While you are assigned to the Police Cadet Corps, you will be issued police cadet uniforms. These uniforms identify you as a member of the Department. Therefore, all Police Cadets must wear the department issued uniform when they are scheduled to work. There are no exceptions.

All items of clothing and equipment issued remain the exclusive property of the New York City Police Department and must be maintained in serviceable condition. Resignation or termination from the program requires the return of all said items.

Read the following regulations carefully, they are very important:

1. Wear cover squarely on the head with the front no more than (2) finger widths above the brow, with center of cover directly over nose. **No hair** will show from the front of the cap.
2. All personal items such as pins, ribbons or jewelry are NOT permitted.
3. Keep uniform clean, well pressed and in good repair.
4. Wearing eyeglass with mirrored lenses is prohibited, eyewear will be of conservative style and color. No neon or brightly colored frames may be worn. Eyeglass straps may be worn, but must be black.
5. Keep uniform squarely buttoned.
6. Shoes must be kept polished to a high gloss shine and will not display a clearly visible company name or logo.
7. When directed to wear civilian attire, you must dress conservatively in business attire.
8. Do not wear distinguishable items of uniform with civilian clothes.
9. Do not wear uniform or display identification card while participating in a rally, demonstration or other public assemblage except as authorized by the Department.
10. Wear uniform of the day or uniform as specified by Commanding Officer, Police Cadet Corps.
11. While performing duty indoors, in uniform, wear regulation seasonal shirt and trouser. Tactical patrol (cargo) pants are not authorized.
12. Do not modify prescribed uniforms in any manner except as specifically authorized by higher authority.
13. Necessary uniform changes will be made as directed by the lieutenant platoon commander/counterpart.
 - a. The lieutenant platoon commander/counterpart shall authorize the removal, if desired, of the duty jacket whenever the temperature for a specific tour is expected to rise above 65 degrees Fahrenheit.

UNIFORMS, EQUIPMENT AND APPEARANCE

DATE ISSUED:
6/1/2003

DATE REVISED:
01/01/2016

CHAPTER:
109-1

PAGE:
2 of 3

- b. 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.
- 14. Remove duty jacket while performing duty in uniform between May 1 and November 1, if desired. The following OPTIONAL uniform items may be worn between May 1 and November 1: (1) Short sleeve shirt (without tie).
- 15. Wear a wristwatch, properly set, in good working condition. Watchbands must be a conservative color.
- 16. Do not wear earrings, jewelry or other adornments, while performing duty in uniform. Prohibited ornaments include, but are not limited to earrings, necklaces, neck chains, bracelets, and body piercing.
- 17. Fingernails will be neatly trimmed and extending no more than ¼ inches from the fingertip as not to interfere with performance of duty.
 - a. Nail polish may be worn only if it is clear, or of a natural conservative color, any designs/decorations on nails are prohibited.
- 18. Be neat and clean shaven at all times.
 - a. Male cadets will have their hair tapered to the general shape of the head and at no time will the hair touch the collar. Sideburns will be closely trimmed and must not extend below the bottom of the earlobe (gross mutton-chopped are not permitted.) Mustaches will be neatly trimmed and must not extend beyond or droop below the corner of the mouth. Beards and goatees are prohibited.
 - b. Female cadets will have their hair neatly arranged so that it does not hang down past the collar and conforms to the general shape of the head. Hairpins and combs must blend with the color of the hair. Makeup is to be conservative and not theatrical. Ponytails are prohibited. Nails should be conservative in length and color.

UNIFORMS, EQUIPMENT AND APPEARANCE

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2010

CHAPTER:
109-1

PAGE:
3 of 3

NOTE: UNDER NO CIRCUMSTANCES, except for religious or medical reasons, will a police cadet appear in uniform with a beard, goatee, long hair or mustache extending beyond or below the corners of the mouth. All requests will be forwarded to Commanding Officer, Police Cadet Corps on typed letterhead with supporting documentation. If request is for religious reasons, the cadet will complete a reasonable accommodation request with the Office of EEO. Final approval rests with the Deputy Commissioner, EEO.

See Appendix B.

NOTE: The length and bulk of the hair should not interfere with the wearing of any uniform headgear. Additionally, the cap is required under the following circumstances:

- a) **Outdoors.** While outdoors, the police cadet uniform cap is only required to be worn while in the confines of the 109th Precinct **or** when assigned to details or field assignments.
- b) **Indoors.** While indoors at the Academy building, the cap must be worn when on the muster deck (unless in gym attire).
- c) **Departing the Academy Building.** Prior to departing the Academy building for meal or end of tour, the cap and uniform jacket (if required) will be put on prior to leaving the classroom/auditorium.

19. Display identification card AT ALL TIMES.

20. Black memo book binder must be placed in the rear right pocket of the duty trouser when on duty.

21. Black duty bag must be carried on left side at all times.

Additional Data: Soap and towel must be purchased by cadet. Showers will be taken after each gym period and before and after pool sessions. Shower shoes are recommended when taking showers. Cadets will secure their lockers with prescribed Department combination locks only. Cadets will mark rank, name and file number on back of lock. When reporting to Police Academy or Headquarters, you must wear the uniform of the day unless otherwise directed.

NOTE: *Members of the service who are hired after January 1, 2007, must cover any visible tattoos by regulation uniform, proper business attire, or neutral colored skin covering such as a sports wrap or bandage. Such covering must resemble the skin tone of the member and must cover the entire tattoo. This includes but is not limited to any tattoos visible above the shirt collar, below the sleeve ends of any shirt, or on a visible area of the leg, ankle or foot.*

UNIFORM CLASSIFICATION

DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 109-2	PAGE: 1 of 1
--------------------------	----------------------------	-------------------	-----------------

CLASS "A" UNIFORM

- Cover
- Long sleeve shirt and tie
- Duty trouser
- Black shoes
- Waist length duty jacket
- Black gloves
- Black socks

CLASS "B" UNIFORM

- Cover
- Long sleeve shirt and tie
- Duty trouser
- Black shoes
- Black socks

CLASS "C" UNIFORM

- Cover
- Short sleeve shirt (no tie)
- Duty trouser
- Black shoes
- Black socks

NOTE: *For ceremonial purposes, the class B uniform will be worn with white gloves.*

UNIFORMS			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 109-3	PAGE: 1 of 2

DUTY UNIFORM UNIFORMS MUST CONFORM WITH EQUIPMENT SECTION SAMPLES

COVER Navy blue.

DUTY JACKET Waist length, navy blue, nylon, with zip-out Thinsulate lining, knit-wristlets and waistband, and zip side vents. Must be worn from November 1st to May 1st

NAMEPLATE Worn on outermost garment. White metal in color.

SHIRT NYPD light blue, military type, polyester/rayon. Long sleeve shirt must be worn from October 1st to June 1st. Short Sleeve shirt may be worn from June 1st to September 30th.

TIE Navy blue, breakaway type.

TIE CLASP Regulation NYPD.

BELT Black leather, 1 1/2 inches wide with gunmetal buckle.

DUTY TROUSERS Navy blue, (polyester and wool) with 1/2 inch braid attached.

SHOES/ Black, plain, smooth leather with flat soles and raised heels, or black high

SOCKS gloss shoes, except that material other than leather high gloss plastic may be used for portion of ankle support shoe that is not visible below the pants leg. In addition, shoes commonly referred to as the "secret sneaker" are also permissible, provided that they generally conform in appearance to the regular duty shoe. **BLACK LEATHER JOGGING SHOES, SNEAKERS OR SHOES WITH VISIBLE LETTERING ARE NOT AUTHORIZED WEAR.** ONLY black socks will be visible when performing duty in uniform.

GLOVES Black Leather Spectra-lined; Worn at all times with duty jacket.

CIRCLE PATCH The Police Cadet Corps Circle Patch should be placed on the left sleeve 1/2 inch below the seam of the shoulder sleeve.

UNIFORMS			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 109-3	PAGE: 2 of 2

ROCKER	The Police Cadet Corps rocker should be placed on the right sleeve 1/2 inch below the seam of the shoulder sleeve.
NYPD PATCH	The NYPD Patch should be placed on the right sleeve underneath the Police Cadet Corps rocker.
MEMO BOOK BINDER	Black leather binder with 3 ring holes.
NYPD BLACK DUTY BAG	Black canvas duty bag with white NYPD lettering.
ID HOLDER	Black leather with a long silver neck chain.
COLLAR BRASS	Police Cadet Corps insignia will be affixed on collars of long and short shirts as well as Duty Jackets.
CHEVRONS	Chevrons (Sergeant uniform insignia) will be worn by designated Cadets on both sides of the collar on the long & short sleeve shirt.

Uniforms should be maintained and replaced at the cadets expense, unless damage during their performance of duty.

ACTIVITY LOGS			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 109-4	PAGE: 1 of 2

In accordance with Patrol Guide 212-08, "Activity Logs", all uniformed members of the service below the rank of captain, including police cadets, are required to maintain ACTIVITY LOGS (PD112-145). The only members exempt from maintaining such log are those performing permanent administrative or clerical duties or members required to prepare INVESTIGATOR'S DAILY ACTIVITY REPORT (PD439-156). However, when any uniformed member below the rank of captain is assigned to a detail, e.g. parade, election duty, etc., the member concerned will maintain and make required entries in an ACTIVITY LOG.

The following are excerpts from the procedure as it applies to ACTIVITY LOGS. Upon reporting for duty, such members will:

- 1) Record in ACTIVITY LOG:
 - a. Record information from roll call, before start of tour, including:
 - (1) Day, date and tour
 - (2) Assignment (post, sector, RMP number, etc.)
 - (3) Meal Time
 - b. Result of vehicle inspection when assigned as RMP operator:
 - (1) Condition of vehicle
 - (2) Odometer reading
 - (3) Amount of gas in vehicle.
 - c. Chronologically:
 - (1) Assignment received – Indicate time received, type of assignment, and location and time completed.
 - (2) Tasks performed
 - (3) Absences from place of assignment
 - (4) Other entries required by Department directives
 - (5) Completion of tour, odometer reading, signature and tax number.
- 2) Make entries in black ink, beginning on first line at top of page and continuing thereafter accounting for each scheduled tour:
 - a. Utilize blank side of each page for notes, diagrams, sketches, etc., when necessary
 - b. Carry ACTIVITY LOG in regulation leather binder
 - c. Correct errors by drawing single line through incorrect entry and initial; do not erase
 - d. Begin tour's entries on next open line, following previous tour closing entry. Do not skip lines or pages.
 - e. Write or print legibly; abbreviations may be used
 - f. Do not remove pages for any reason or use ACTIVITY LOG as scrap or for note pads, etc.
- 3) Submit ACTIVITY LOG to supervising officer for inspection and review upon request.

ACTIVITY LOGS			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 109-4	PAGE: 2 of 2

- 4) Direct attention of supervisor to entry which may be a matter of concern.
- 5) Store active and completed ACTIVITY LOGS in locker or other secure place available for inspection at all times.

Upon completion of an ACTIVITY LOG, the member concerned will submit it to a designated supervisor for review. After ascertaining that all required information has been entered on the cover of the ACTIVITY LOG, the supervisor will enter his/her signature on the last page and cover of the LOG, complete required entries in "Distribution Record" and issue a new LOG to the member. Member and supervisor will complete required captions on cover of new LOG.

Note: * SDO's and SICK TIME will be documented. *

TATTOOS			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 109-5	PAGE: 1 of 1

Oftentimes, a tattoo will carry a personal significance to the bearer of it. This significance is displayed graphically and although it may mean a certain thing to the bearer, it may mean something else entirely to another person exposed to it. As public servants we are required to adhere to a higher standard of ethics and integrity. In doing so, we lose some of our own individuality for the sake of uniformity. In order to avoid offense to fellow members of the service and to members of the public, the following procedure will be complied with.

In accordance with Patrol Guide 203-07, "Performance on Duty-Personal Appearance", members of the service who are hired on or after January 1, 2007, must cover any visible tattoos by regulation uniform, proper business attire, or a neutral colored skin covering such as a sports wrap or bandage. Such covering must resemble the skin tone of the member and must cover the entire tattoo. This includes but is not limited to any tattoo visible above the shirt collar, below the sleeve ends of any shirt, or on a visible area of the leg, ankle or foot. A limited exception may be granted by the Commanding Officer, Police Cadet Corps in writing due to the nature of the member's assignment. Such approval must be carried on the member's person and also filed in the member's personnel folder.

A police cadet hired prior to January 1, 2007 is not bound to this procedure while serving in the capacity of cadet. However, once he/she is promoted or appointed to probationary police officer, his/her new hire date will supersede the cadet hire date and this procedure will be in effect.

TIME AND PAYROLL			
DATE ISSUED: 6/1/2003	DATE REVISED: 06/15/2017	CHAPTER: 110-1	PAGE: 1 of 5

The title of Police Cadet is a non-competitive Civil Service Title and as such, the cadets receive pay only for the hours worked (except as described in paragraph 8.

Police Cadets can schedule themselves to work from as early as 0700 hrs but no later than 2400 hrs.

Police Cadets may work up to a maximum of eight (8) hrs a tour (e.g. 0900 X 1700 = 7 hour + 1 hour meal.), but must work a minimum of four (4) hours a tour.

Police Cadets will work a MINIMUM of 21 hours per month. Police Cadets will not exceed a maximum of 34 hours per week. Meal hour is non-compensatory.

NOTE: Police Cadets can work a minimum of (5) hours without taking a meal and will get paid the full (5) hours worked. A Police Cadet that works (6) hours, or extends beyond their (5) five hours will be mandated to take a meal and compensation will only be for a total of (5) five hours worked (e.g. - 0800 X 1600 = 7 hours + 1 hour meal). Police Cadets that wish to work (6) hours will only get paid for (5) hours. (The extra hour is excluded for a mandatory meal hour) *These provisions are set forth in Section 162 of the New York State Labor Law.* Police Cadet may not work less than four (4) hours without prior approval of the Commanding Officer, Police Cadet Corps.

For the months of July through August (10 week summer work period) all cadets will work 34 hours per weeks, unless attending summer courses. Meal hour is non-compensatory, not included in the number of hours worked (payable time is 7 hours per day).

Furthermore, Police Cadets that have graduated from college and are awaiting the next recruit class must also work a 34 hour work week. (An example of this would be; A police cadet that has graduated college but has not met a requirement to enter the Police Academy such as obtaining a driver's license, obtaining citizenship..etc)

Below are benefits which will or will not apply to the Police Cadets as part-time employees:

1. Health and Welfare Fund - None
2. Holiday Pay - None
3. Night Shift Differential - None
4. Line of Duty Injury - Does Not Apply. As civilian employees, should a cadet become sick or hurt while on duty, refer to Civilian Injury in the Administrative Guide 319-15 should be followed. (Report of an injury or illness to a civilian member of the service during the performance of his or her duties.)
5. Overtime - None Granted. A cadet can only work up to eight (8) hours a day, meal hour included, and is not to exceed it, as overtime is not granted. The cadets will be covered by the Federal Fair Labor Standards Act.
6. Uniform Allowance - None. Uniforms are provided

TIME AND PAYROLL

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2011

CHAPTER:
110-1

PAGE:
2 of 5

7. Sick Leave - Covered by the City-Wide Time and Leave Regulations.
 - a. Accrue one (1) hour sick leave for each twenty (20) hours worked.
 - b. If a cadet requests to be paid for the pay period in which they call in sick, they must have the Civilian Sick Leave Report filled out with the scheduled tour for that day. Refer to the Civilian 711 Report to ensure there is sufficient time.
 - c. If a cadet is sick for three (3) or more consecutive days, they **MUST** provide a doctor's note, or may be required to provide doctor's note at request of competent authority.
8. Vacation - Covered by the City-Wide Time and Leave Regulations. Cadets will be entitled to one (1) hour annual leave for each (22) hours actually worked, during the first year. At the beginning of second year of service, on the first anniversary date, Cadets will earn (1) hour annual leave for each seventeen (17) worked.
9. Cadets are not entitled to Military work days.
10. Cadets are allowed to access Direct Deposit. You must log into ESS for the first time to create an Account (<https://a127-ess.nyc.gov/prelogin/pre1002.html>)

The police cadet will be working what is referred to as flex-time. Flex-Time is the ability to work hours which are most suited to the employer within reasonable days and hours. As a consequence you will receive neither night shift differential nor overtime. Police Cadets are hourly employees and will be paid for the hours worked. Time is accrued for sick leave and vacation pay. The vacation time will be converted to Vacation Pay Annually. Any other leave time you take, will be uncompensated (without pay) and only after permission is received from your immediate supervisor and the Commanding Officer, Police Cadet Corps.

At discretion of Payroll Management System (PMS), annual leave will be included as a cash payment attached to regular paycheck. If a police cadet is promoted to PPO prior to cash payment of annual leave he/she must notify PMS and request for cash payment. If it is not requested it will be forfeited and no benefit will be acquired by the member.

TIME AND PAYROLL			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2011	CHAPTER: 110-1	PAGE: 3 of 5

TOURS OF DUTY

The typical tours of duty in field commands are and should be approved by your command supervisors:

Second Platoon	0800X1600
Third Platoon	1600X2400

End of tour meals should not be regularly scheduled for Police Cadets but may be authorized by the Cadet's immediate Supervisor based on their discretion and the needs of the Department.

PAYROLL PROCEDURES

Police Cadets are paid by check every other Friday. Checks are distributed the prior Thursday, after 1500 hours at your command, for wages earned up to and including the previous Saturday. A stub attached to each check shows the gross bi-weekly salary; the amount of each deduction (taxes, savings, bonds, etc.); and your net hours and minutes (HH:MM). The format of hours: minutes is noted in the parentheses. Examine your pay stub carefully. If there is a question about your pay, or if for some reason your leave balances are incorrect or not displayed, contact your timekeeper. You can file a pay/time inquiry form (PD 138-152) with your time keeper to start the correction process. If you have any questions about earnings or deductions, speak to your immediate supervisor or payroll clerk.

There is an initial delay of approximately four weeks before new employees receive their first paycheck. If your name does not appear on your unit's payroll and you want to make inquiries about this matter, speak with your payroll clerk or supervisor.

Daily attendance, weekly attendance sheets, and civilian sick leave reports must be submitted as soon as practicable. Failure to do so will cause a delay in payment and disciplinary action.

Paychecks may be cashed at the City's check cashing offices on the 1st floor of the Manhattan Municipal Building and in the basement of the Brooklyn Municipal Building at Joralemon Street, off Court Street. In addition, the City has made arrangements to cash paychecks at David's Check Cashing, located at 3015 Third Avenue in the Bronx. There is a one dollar charge per check, and only City checks may be cashed. Employees must present valid City identification cards and cannot cash their checks at times they are supposed to be working. Checks cashed or deposited before 1500 hours on the day or prior to the date indicated on the check, will not be honored by the City's Department of Finance, and will be returned to you marked "insufficient funds". Any fees for returned checks will be your responsibility.

TIME AND PAYROLL			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2011	CHAPTER: 110-1	PAGE: 4 of 5

LOSS OF PAYCHECK

If you lose your paycheck, report the loss to the Desk Officer in the precinct in which the loss occurred or was discovered. You must obtain a complaint number from the precinct and then telephone the Payroll Section to report the loss. The Payroll Section will begin the process of obtaining a new check for you, which takes from three to four weeks.

If you are issued a new check and then find the old one, have the old check delivered to Central Payroll, One Police Plaza Room 1018. If you find the check before you are issued a new one deliver the check to the Payroll Accounting Office, Municipal Building, One Centre Street, Room 200, New York City, for validation or issuance of a new check. Bring appropriate identification with you, such as your Police Department Identification Card or a driver's license. You must also inform your commanding officer and the precinct in which the loss occurred when the paycheck is found.

SICK LEAVE, ATTENDANCE, ABSENCE

Your presence in good health throughout the training period is required. You may report sick only when suffering from an illness or injury which prevents the proper performance of duty. If you report sick, you must do so in compliance with Police Cadet Corps regulations. It is advisable to inform members of your immediate family of these regulations so that in event you are unable to report sick personally, they will know what to do.

REPORTING SICK

1. To report sick, call your immediate supervisor or if not available call the Desk Officer at the command to which you are assigned at least two (2) hours before the start of your scheduled tour of duty, if possible.
2. Call your immediate supervisor at the start of your assigned tour and give him/her the name of the desk officer who took the initial call.
3. Prepare and submit a Civilian Sick Report (PD 429-123) to your immediate supervisor on the first day of your return to duty, if you have accumulated sick leave.
4. If sick 3 or more days a doctor note must be provided.

TIME AND PAYROLL			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2011	CHAPTER: 110-1	PAGE: 5 of 5

NOTE: Cadets that report sick on mandatory monthly training days/ **during pre-academy/ or during new hire training** will be required to provide in documentation from their private physician to the Police Cadet Corps along with written report (UF-49). Failure to provide such document may result in disciplinary action.

REQUEST FOR TRANSFER

Police Cadets requesting transfer from their permanent assignment, must forward their request on Typed Letterhead (UF49), to Commanding Officer, Police Cadet Corps, Room 575 at the Police Academy via Department mail. All requests for transfer will be reviewed; those requests deemed necessary and/or appropriate will be acted upon. Requests should be based on any of the following:

- 1) To improve work environment.
- 2) To resolve work-related problems.
- 3) To enhance skills.

24 HOUR MILITARY TIME

The Department uses a 24 hour (military) clock. The following examples will help you to understand how to use it:

AM

0001 = 1 minute after midnight
0005 = 5 minutes after midnight
0030 = 30 minutes after midnight
0045 = 45 minutes after midnight
0100 = 1:00 A.M.
0200 = 2:00 A.M.
1000 = 10:00 A.M.
1200 = 12:00 noon

P.M

1201 = 1 minute after noon
1205 = 5 minutes after noon
1230 = 30 minutes after noon
1300 = 1:00 P.M
1400 = 2:00 P.M.
1600 = 4:00 P.M.
2300 = 11:00 P.M.
2400 = 12:00 midnight

MONTHLY WORK SCHEDULE			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 110-2	PAGE: 1 of 2

GRADUATION FROM TRAINING

Upon completion of the training period (newly hired cadets), Police Cadets are then assigned to permanent commands. This command can be located in a Housing Bureau, a Transit District, a New York City Police Precinct or a Specialized Detail. At this time police cadets are responsible for submitting a Monthly Work Schedule to their immediate command and to the Police Cadet Corps.

SUBMITTING THE MONTHLY WORK SCHEDULE

1. Monthly work schedules are due one (1) month in advance and should be forwarded by department mail or hand delivered in person to the Police Cadet Corps. The schedules are due by the 10th day of each month. Failure to submit work schedules may result in disciplinary action. **DO NOT FAX SCHEDULES.** Monthly work schedules/activity reports should be signed by a representative from the Cadet Corps and a copy will be returned to the police cadet to assure acceptance of said schedule. If mailed it is the police cadet's responsibility to assure acceptance of schedule or activity report before its deadline is met. **DISCIPLINARY MEASURES WILL FOLLOW FOR FAILURE TO COMPLY WITH ABOVE PROCEDURE. (Example: February's Work Schedule is due on January 10th)**
2. All work schedules including revised schedules must be reviewed and signed by your immediate supervisor and forwarded to the Police Cadet Corps office.
3. Police Cadets are obligated to work thirty-four (34) hours a week during the summer (July and August). During the Fall and Spring semesters, Police Cadets are obligated to work a minimum twenty-one (21) hours per month. The maximum a police cadet may work is thirty-four (34) hours per week. If for any reason the program's requirements are not being met a Supervisor may reduce the Cadet's hours.
4. Police Cadets prepare their own work schedules based on their school schedules, personal lives and needs of the Police Cadet Corps.

NOTE: *Police Cadets prepare their own schedules and they are expected to work the tours/hours for which they schedule themselves. Tour changes will be limited to emergencies only!*

5. The work schedule will be used by the Police Cadet Corps' staff as a basis for field visits, special assignments, etc.

MONTHLY WORK SCHEDULE			
DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 110-2	PAGE: 2 of 2

6. Monthly Work Schedules may only be revised during school registration period if schedule of courses are not known at time. (EXAMPLE: Submit tentative schedule and revise and resubmit work schedule when registration is completed)
7. Police cadets should keep copies of their monthly work schedules in their memo book binder pocket or lockers at their command.

PREPARING THE MONTHLY WORK SCHEDULE

1. All captions of the monthly work schedule must be filled out each month.
2. When preparing the work schedule, police cadets will first input the dates of the month, so that they coincide with the proper day of the month (prepare a calendar). Police cadets will make sure not to leave any calendar boxes blank. There should be a scheduled tour in each box followed by the number of hours in which they will be paid for in the parenthesis (e.g. 0800 X 1600 (7 hrs) or S.D.O. indicating a Scheduled Day Off or R.D.O indicating a Regular Day Off.

Regular Day Off (**RDO**) will be Saturday and Sunday.
Scheduled Day Off (**SDO**) will be any day off during the week from Monday through Friday.

PENALTIES FOR FAILURE TO SUBMIT MONTHLY WORK SCHEDULES

Police cadets who failed to submit monthly work schedules as required will be subject to disciplinary action. The disciplinary action may include a reduction in work hours or a command discipline leading to a loss of accrued vacation pay.

REFERENCE: APPENDIX B

MONTHLY PERFORMANCE ACTIVITY REPORT

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2010

CHAPTER:
110-3

PAGE:
1 of 3

A RECORD OF ALL ASSIGNMENTS AND TASK PERFORMED

Police Cadets are responsible for completing various forms and reports on a daily basis. One such report prepared by the police cadets each month is the monthly activity report. The monthly activity report is an official document which records all assignments and typical tasks performed (community meetings, telephone switchboard operator, etc.) for the month. It also records each date and tour performed throughout the month and the number of hours that each police cadet has worked for the month. The preparation of the monthly activity report is extremely important because it assists the Commanding Officer and field supervisors of the Police Cadet Corps, in determining if cadets are being exposed to the type of police work beneficial to the cadet and the Police Cadet Program.

SUBMITTING THE PERFORMANCE ACTIVITY REPORT

1. Monthly activity reports must be submitted directly to the Police Cadet Corps, either by Department mail or hand delivered in person. DO NOT FAX reports. Monthly activity reports must be received by the 10th day of the following month worked.
2. The Monthly activity report requires a signature of the immediate supervisor (or the desk officer in his/her absence) at your assigned command.
3. The Monthly activity report will be filed in the police cadet's personnel file/folder located at the Police Cadet Corps office.

NOTE: *Police cadets should keep copies of all forms and reports in their lockers (if available) located at their assigned commands or at their residence.*

ADDITIONAL NOTE:

Monthly work schedules/activity reports should be signed by a representative from the Cadet Corps and a copy will be returned to the police cadet to assure acceptance of said schedule. If mailed it is the police cadet's responsibility to assure acceptance of schedule or activity report before its deadline is met.
DISCIPLINARY MEASURES WILL FOLLOW FOR FAILURE TO COMPLY WITH ABOVE PROCEDURE.

MONTHLY PERFORMANCE ACTIVITY REPORT

DATE ISSUED: 6/1/2003	DATE REVISED: 10/1/2010	CHAPTER: 110-3	PAGE: 2 of 3
--------------------------	----------------------------	-------------------	-----------------

PREPARING THE PERFORMANCE ACTIVITY REPORT

1. The following captions of the monthly activity report must be prepared each month:

- A. **Name** The first and last name of the police cadet preparing the report.
- B. **Command** The command (Precinct, Transit District, Housing Bureau or Unit) the Police Cadet is assigned.
- C. **Company** The company the police cadet was assigned during the training period.
- D. **Date Hired** The actual date in which the police cadet was hired.
- E. **Month** The month for which the police cadet is preparing the monthly activity report.
- F. **Year** The year for which the police cadet is preparing the monthly activity report.
- G. **Bureau** NYPD, Housing Bureau or Transit District.
- H. **Date** The actual date in which the police cadet has worked.
- I. **Tour** The actual tour in which the police cadet has worked.
- J. **Assignment Code**
 - 1) The assignment code which briefly describes the typical tasks performed by the police cadet.
 - 2) The actual assignment code can be found on the legend listing the tasks that police cadets was be utilized.
- K. **Hours** The number of hours (paid hours) the police cadet has worked on that particular date.
- L. **Comments** Any comments the police cadet may have relating to the number of hours worked during the month.
- M. **Total Hours for the Month** The number of hours in which the police cadet had worked for the month.
- N. **Cadet Signature** The signature (using rank, first and last name) of the police cadet.

MONTHLY PERFORMANCE ACTIVITY REPORT

DATE ISSUED:
6/1/2003

DATE REVISED:
10/1/2010

CHAPTER:
110-3

PAGE:
3 of 3

- O. **Supervisor's Signature** The signature of the police cadet's immediate supervisor at his/her command (in his/her absence the desk officer).
- P. **Date** The date in which the supervisor approved and signed the monthly activity report.

NOTE: Police Cadets are responsible to maintain blank forms and reports.

PENALTIES FOR FAILURE TO SUBMIT MONTHLY PERFORMANCE ACTIVITY REPORTS

Police cadets who failed to submit monthly performance activity reports as required will be subject to disciplinary action. The disciplinary action may include a reduction in work hours or a command discipline leading to a loss of accrued annual leave.

REFERENCE: APPENDIX B

APPENDIX A: IMPORTANT PATROL GUIDE PROCEDURES

- A. Equal Employment Opportunity Policy Statement
- B. P.G. 205-36 Employment Discrimination
- C. P.G. 205-37 Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material
- D. P.G. 205-38 Investigation of Incidents of Retaliation Against Members of the Service
- E. P.G. 206-11 Members of the Service (Uniformed or Civilian)
- F. P.G. 206-13 Interrogation of Members of the Service
- G. P.G. 207-21 Allegations of Corruption and Serious Misconduct Against Members of the Service (10/16/09)
- H. P.G. 207-31 Civilian Complaints (10/16/09)
- I. P.G. 219-20 Loss or Theft Department Property
- J. P.G. 219-21 Lost/Stolen Firearm, Shield, Identification Card
- K. P.G. 205-30 Drug Screening Tests For Cause For Uniformed And Civilian Members Of The Service
- L. P.G. 203-18 Emergency Notification Procedures/Residence Requirements (I.O. #30-2010) (I.O. #3-2011)
- M. P.G. 208-37 Family Offenses/Domestic Violence Involving Uniform and Civilian Members of the Service
- N. P.G. 203-06 Performance on Duty - Prohibited Conduct
- O. P.G. 206-03 "Violations subject to Command Discipline
- P. P.G. 203-10 Public Contact – Prohibited conduct
- Q. P.G.212-34 Probationary P.O., Police Eligible or Civilian Employee Involved in a Police Incident (07-27-07)
- R. Telephone Dispatch Log (A.G 322-02)
- S. Telephone Record (A.G 322-03)
- T. Telephone Switchboard Operator(P.G 202-38)
- U. Processing QOL Complaints Using the 311 terminal (P.G 214-35)



THE POLICE COMMISSIONER CITY OF NEW YORK

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The New York City Police Department is an Equal Opportunity Employer. As Police Commissioner, I reaffirm the Police Department's strong commitment to maintaining fair employment practices for all members and applicants.

Federal, State and/or local laws prohibit employment discrimination based on:

- Age (18 and over)
- Alienage or Citizenship Status
- Color
- Creed
- Disability
- Gender (including Gender Identity)
- Religion
- Military Status
- Unemployment Status
- Marital Status
- National Origin
- Prior Record of Arrest or Conviction (under some circumstances)
- Race
- Sexual Orientation
- Status as a Victim of Domestic Violence/ Sex Offense(s) and Stalking
- Partnership Status
- Predisposing Genetic Characteristics
- Consumer Credit History
- Familial Status
- Caregiver Status

In addition to those who fall within one of the above protected groups, those who are "perceived" to be within one of the categories or who have a "known relationship or association" with someone who is, or is perceived to be, within one of the categories, are also protected. All forms of discrimination are prohibited both in the actual workplace and in any location that can be reasonably regarded as an extension of the workplace, such as an off-site Department sanctioned social function.

These laws prohibit discrimination, which affects:

- Hiring
- Assignments
- Working Conditions
- Salary and Benefits
- Evaluations
- Promotions
- Training
- Transfers
- Discipline
- Termination
- Any other terms and conditions of employment

The law requires that reasonable accommodation be made for qualified employees and applicants with disabilities, for religious observances/practices, status as a victim of domestic violence, stalking, and/or sex offense(s) and those who are pregnant and/or recovering from childbirth or a related medical condition.

All employees are directed to comply with both the letter and the spirit of these laws. All personnel should work to maintain an atmosphere of appreciation of the diversity reflected in our staff, and to promote understanding among our co-workers. Managers and supervisors are directed to make all employment decisions in accordance with the Police Department's EEO Policy, and to ensure compliance with the policy in their areas of responsibility.

If any employee or applicant feels that a manager, supervisor or another employee has discriminated against him or her, this individual should contact the EEO Officer, a supervisor, or an EEO Liaison. The Equal Employment Opportunity Officer is Deputy Commissioner Neldra M. Zeigler, who may be contacted at (646) 610-5330; the office is located at One Police Plaza, Room 1204. The EEO Officer has the authority to recommend to the Police Commissioner that disciplinary action be taken against any employee who has committed an unlawful discriminatory act.

All complaints will be handled in confidence. No employee may retaliate against or harass any person for filing a complaint or cooperating in the investigation of a complaint. Such retaliation or harassment is unlawful and will be cause for disciplinary action.

James P. O'Neill
Police Commissioner



PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-36	
EMPLOYMENT DISCRIMINATION			
DATE ISSUED: 10/27/16	DATE EFFECTIVE: 10/27/16	REVISION NUMBER:	PAGE: 1 of 9

PURPOSE

To process and resolve all complaints of employment discrimination and/or related retaliation made against Department employees and applicants.

SCOPE

Employees and applicants for employment who have a complaint of employment discrimination, including related retaliation, or have any questions regarding these issues, are urged to contact the Office of the Deputy Commissioner, Equal Employment Opportunity (DCEEO). It is the goal of this Department that the effective use of this procedure will result in an equitable resolution of the complaint and prevent any discriminatory practice from harming other employees or applicants. Uniformed and civilian supervisors and managers are directed to make all employment decisions in accordance with the Department's Equal Employment Opportunity (EEO) policy. Uniformed and civilian supervisors and managers, and EEO Liaisons **must** report allegations or complaints of employment discrimination and retaliation, and any observations of conduct of a discriminatory or retaliatory nature.

Federal, State and/or City laws and Department policy prohibit employment discrimination based on actual or perceived status of a person's race, color, national origin, alienage or citizenship status, religion or creed, gender (including gender identity - which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, unemployment status, consumer credit history (for certain titles), familial status (parent or guardian of a person under 18 years of age who is living with them), caregiver status (person who provides ongoing care for a minor child or relative with a disability), prior record of arrest or conviction (under some circumstances), marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, or status as a victim of domestic violence, stalking or sexual offenses and as follows:

- a. Discriminatory treatment regarding any term, condition or privilege of employment including hiring, assignments, working conditions, salary and benefits, evaluations, promotions, training, transfers, discipline and termination
- b. Sexual harassment against New York City Police Department employees and applicants
- c. Policy that has a disproportionate impact on a group specifically protected by law, unless the policy is justified by business necessity
- d. Failure to make a reasonable accommodation for individuals with disabilities, religious observances/practices, those who are pregnant, recovering from childbirth or a related medical condition, and victims of domestic violence, stalking and/or sexual offenses, unless providing such accommodation would impose undue hardship on the Department

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		2 of 9

SCOPE (continued)

- e. Discriminatory harassment, intimidation, ridicule and insults, including, but not limited to, using discourteous, disparaging or disrespectful remarks
- f. Retaliation and/or harassment against an employee or applicant for filing a discrimination complaint or for cooperating or otherwise participating in the investigation of a complaint.

All forms of employment discrimination, including retaliation, are **PROHIBITED** both in the actual workplace and in any location that can be reasonably regarded as an extension of the workplace, such as an off-site Department sanctioned social function.

Employees and applicants should file a complaint with the Office of the DCEEO at the earliest opportunity if the employee or applicant believes that a uniformed or civilian supervisor, manager or any other employee has engaged in any of the conduct described above.

NOTE

A complaint made in good faith will not be considered a false accusation. Knowingly making a false accusation of discrimination or knowingly providing false information during the course of an investigation of a complaint may be grounds for discipline.

Trained EEO Liaisons have been designated throughout the Department to provide assistance to complainants, witnesses and others regarding any EEO matter. For further information about the EEO Liaison Program, contact the Program Coordinator at (646) 610-5072.

DEFINITIONS

EMPLOYMENT DISCRIMINATION – Disparate treatment of employees or applicants regarding any terms, conditions or privileges of employment including hiring, assignments, working conditions, salary and benefits, evaluations, promotions, training, transfers, discipline and termination, based on actual or perceived status of a person's race, color, national origin, alienage or citizenship status, religion or creed, gender (including gender identity), disability, age (18 and over), military status, unemployment status, consumer credit history (for certain titles), familial status (parent or guardian of a person under 18 years of age who is living with them), caregiver status (person who provides ongoing care for a minor child or relative with a disability), prior record of arrest or conviction (under some circumstances), marital status, partnership status, genetic information or predisposing genetic characteristics, sexual orientation, or status as a victim of domestic violence, stalking or sexual offenses. Sexual harassment is a form of gender discrimination.

SEXUAL HARASSMENT – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		3 of 9

NOTE *Conduct which can, in certain circumstances, be considered sexual harassment includes, but is not limited to, sexually suggestive remarks, pictures, gesturing, verbal harassment or abuse of a sexual nature, subtle or direct propositions for sexual favors, and any unnecessary or unwanted touching, patting or pinching.*

DEFINITIONS (continued) **DISABILITY** – A physical, medical, mental or psychological impairment, or a history or record of such impairment, or being regarded as having such an impairment.

NOTE *An employee or applicant who requires an accommodation based on a qualified protected class status shall complete Section “I” of **REASONABLE ACCOMMODATION REQUEST FOR JOB APPLICANTS (PD407-015)** or **REASONABLE ACCOMMODATION REQUEST FOR EMPLOYEES (PD407-015A)**, as appropriate. These forms are readily available at all Department facilities and on the Intranet.*

RETALIATION – It is unlawful to retaliate against or harass any person for filing an EEO complaint, participating in an EEO investigation or proceeding, or opposing or reporting any policies, practices or action which he/she believes to be discriminatory. Retaliation is also prohibited against any person requesting a reasonable accommodation. Any member of the service who engages in such retaliation or harassment will be subject to disciplinary action regardless of the findings of the initial EEO investigation or proceeding.

CONFIDENTIALITY – The Office of the DCEEO and all Department uniformed and civilian supervisors, managers and EEO Liaisons will treat each complaint CONFIDENTIALLY. This means that information obtained from the complaint or revealed during the course of the investigation conducted by the Office of the DCEEO will not be discussed with other personnel except as necessary to investigate and resolve the complaint or other matter or as required by law. Complainants should make every effort to maintain the confidential nature of this process. Witnesses and respondents of an EEO investigation shall not discuss the nature of the complaint being investigated by the Office of the DCEEO or any aspect of an open or closed DCEEO case with anyone except their union representative of a line organization and/or legal counsel.

All EEO complaints will be handled under the direction of the DCEEO. In appropriate cases, the investigation will be conducted in conjunction with the Internal Affairs Bureau and other Department units as necessary or required.

REPORTING REQUIREMENTS

I. Any **non-supervisory member of the service** is *strongly encouraged* to report the complaint or the problem to the Office of the DCEEO, a supervisor at any level or an EEO Liaison when he/she:

a. Becomes aware of an employment discrimination complaint or problem; or

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		4 of 9

REPORTING REQUIRE- MENTS (continued)

- b. Becomes aware of a complaint or problem of retaliation for making an EEO complaint or participating in an EEO investigation; or
- c. Is asked or encouraged to retaliate against a member of the service for making an EEO complaint or participating in an EEO investigation.
- II. Any **supervisor or EEO Liaison** *must* notify the Office of the DCEEO, via telephone or in person, by the next business day when he/she:
 - a. Observes conduct of a discriminatory nature; or
 - b. Becomes aware of an allegation or complaint of employment discrimination or sexual harassment; or
 - c. Observes or becomes aware of any act of retaliation regarding EEO matters.

NOTE

In order to ensure confidentiality, supervisors and EEO Liaisons must not make any entries regarding a complaint of employment discrimination and/or related retaliation in any official Department record.

PROCEDURE

When a member of the service or an applicant for employment believes that employment discrimination or sexual harassment exists as defined herein, and in the **Equal Employment Opportunity Policy Statement (SP 297)** and/or **Sexual Harassment Policy Statement (SP 281)**, or that retaliation relating to EEO issues has occurred:

MEMBER CONCERNED

1. File a complaint of employment discrimination and/or related retaliation with any of the following:
 - a. Office of the Deputy Commissioner, Equal Employment Opportunity by telephone at 646-610-5330, in writing, or in person at One Police Plaza – Room 1204; or
 - b. Supervisor (uniformed or civilian); or
 - c. Manager; or
 - d. Commanding officer; or
 - e. Equal Employment Opportunity Liaison.

NOTE

After business hours and on weekends, the Office of the DCEEO receives messages via office voice mail and will make return phone calls on the next business day.

*Non-supervisory members of the service may telephone the Office of the DCEEO **anonymously** to file a complaint and/or discuss matters regarding employment discrimination and/or related retaliation. An investigator assigned to the Office of the DCEEO will be able to provide counseling and take appropriate follow-up action. Members concerned should understand that the cooperation of complainants and witnesses may be needed to rectify or address a problem of employment discrimination. Non-supervisory members of the service may report an allegation(s) of employment discrimination and/or related retaliation in writing **anonymously** by preparing a detailed written report and forwarding the report to the Deputy Commissioner, Equal Employment Opportunity, One Police Plaza – Room 1204, New York, New York 10038.*

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		5 of 9

NOTE
(continued)

DEPUTY COMMISSIONER EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT OF EMPLOYMENT DISCRIMINATION (PD413-150) forms must be readily available at all Department facilities. Additionally, this form is available for viewing and printing via the Intranet.

**SUPERVISOR/
MANAGER/C.O./
EEO LIAISON**

2. Immediately upon observing conduct of a discriminatory or retaliatory nature, or becoming aware of an allegation or complaint of employment discrimination, sexual harassment or retaliation relating to an EEO issue:
 - a. Telephone facts to the Office of the DCEEO during business hours or the next business day, Monday through Friday, 0800 to 1800 hours
 - (1) During non-business hours, leave a message on voice mail with contact number and an investigator assigned to the Office of the DCEEO will contact caller
 - b. Obtain DCEEO case or inquiry number and name of the investigator
 - c. Be guided by information received from the Office of the DCEEO.

NOTE

A supervisor receiving an allegation of employment discrimination, sexual harassment and/or related retaliation against oneself must immediately notify the Office of the DCEEO.

**SUPERVISOR/
MANAGER/C.O.**

3. If matter is issued a DCEEO case number, forward **confidential** report on **Typed Letterhead** to the DCEEO (DIRECT), within five business days.

NOTE

Any supervisor or EEO liaison who fails to report an employment discrimination complaint or problem, including retaliation, to the Office of the DCEEO as required, and/or within the required time frames and/or who fails to take such actions as directed by the Office of the DCEEO to prevent employment discrimination, including sexual harassment and retaliation, from occurring in the future will be subject to disciplinary action.

The Department prohibits the display in any form of offensive sexual, ethnic, racial, religious or other discriminatory material in or while using Department facilities or resources. Refer to P.G. 205-37, "Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material," for guidelines on handling incidents involving the display of offensive material.

**OFFICE OF
THE DCEEO**

4. Notify commanding officer/manager, if and/or when appropriate.
5. Emphasize to the commanding officer/manager and all others concerned that reprisal or retaliation against complainants and/or witnesses is against the law and allegations of retaliation will be investigated and, if substantiated, members will be subject to disciplinary action.
6. Record required data in appropriate DCEEO record and assign a case or inquiry number to all complaints.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		6 of 9

NOTE

Upon receiving a complaint, an investigator assigned to the Office of the DCEEO will attempt to contact and interview the complainant, and will advise the complainant that he/she may meet with an investigator to discuss the complaint at the Office of the DCEEO or at a mutually agreed discreet location of his/her choice before, during or after work hours to protect his/her confidentiality. Additionally, the member will be advised that he/she may be accompanied by a representative of his/her choice.

*Members are reminded that they do not have to notify a supervisor if they agree to meet with an Office of the DCEEO investigator during **non-working hours**.*

*However, if a complainant wishes to meet with an investigator during **working hours**, the investigator will make a confidential notification to the command's integrity control officer, assistant integrity control officer, executive officer, commanding officer or other supervisory member not involved in the complaint to have the complainant appear at the Office of the DCEEO. Supervisors cannot unreasonably deny permission to attend the meeting. A member's appearance at the Office of the DCEEO must not be documented on any official Department record.*

OFFICE OF THE DCEEO (continued)

7. Counsel member filing complaint about options for handling complaint and/or refer member to other personnel for assistance.
8. If it is determined that an investigation is to be conducted, notify respondent in writing of the nature of the allegation(s), when necessary.
 - a. Remind respondent that employment discrimination and/or related retaliation will not be tolerated.
9. After completion of the investigation and when appropriate, forward results of the investigation conducted by the DCEEO to the Police Commissioner with recommendations for specific corrective action.
10. Notify complainant in writing of the outcome of the investigation and any corrective/disciplinary action taken.
 - a. Notify respondent about the outcome of the investigation in writing when appropriate.

COMMANDING OFFICER/ MANAGER

11. Address the matter as directed by and under the guidance of the DCEEO.
12. When directed, forward confidential report on **Typed Letterhead** to DCEEO (DIRECT).
 - a. Refer to DCEEO case number.
 - b. Report what corrective action was taken to address the complaint and describe any steps taken to preclude a reoccurrence.
13. Take all reasonable steps necessary to prevent the respondent from engaging in additional employment discrimination and related retaliation.

NOTE

Copies of all documents related to DCEEO complaints and investigations must be kept in a confidential file maintained by the commanding officer/supervisory designee consistent with the confidentiality requirements of this directive.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		7 of 9

ADDITIONAL DATA

COUNSELING

The complainant will be interviewed to ascertain the details of the complaint and will be apprised of the options for handling the complaint. These may include:

- a. Investigation by the DCEEO*
- b. Mediation by a neutral mediation service*
- c. Further actions the member of the service can take on his/her own behalf*
- d. The member of the service filing a formal complaint with an outside agency*
- e. Referral of the member concerned to other personnel for assistance if it appears that the complaint does not involve an EEO problem.*

MEDIATION

In appropriate cases, certain EEO complaints will be referred for mediation by a neutral mediator at a neutral location. Mediation is an early dispute resolution program designed to help resolve EEO complaints at the earliest stage possible without the need for a formal investigation. The procedure is not adversarial, but is a means of finding a mutually acceptable end to the parties' differences. This process is voluntary and the parties must mutually agree to the outcome. If the parties cannot agree upon a resolution, the matter will be referred back to the Office of the DCEEO for appropriate action. If a resolution is reached after mediation, no notations concerning the matter will be made on the respondent's Central Personnel Index record.

INVESTIGATION

*In order to encourage members of the service to come forward, all communications between complainants and the Office of the DCEEO relating to employment discrimination complaints will be kept confidential consistent with the above statement regarding **CONFIDENTIALITY**. Any person who is interviewed in the course of an investigation shall have the right to be accompanied by a representative of his/her choice.*

An investigation will be conducted by the Office of the DCEEO or a person acting under the direction of the DCEEO. The investigation begins after the DCEEO: (1) receives either an oral or a written complaint of employment discrimination and/or related retaliation, and (2) determines that the allegations in the complaint are sufficient to establish a case of unlawful employment discrimination and/or related retaliation. After receiving the notice and copy of the complaint, the respondent has the right to respond in writing within fourteen calendar days after receipt of the notice of complaint. Respondents must maintain the confidentiality of the EEO process.

At the conclusion of an investigation, the DCEEO will forward a confidential report of the investigation to the Police Commissioner. If the DCEEO concludes on the basis of the investigation that the allegation of employment discrimination is substantiated, the DCEEO shall recommend appropriate corrective action. The Police Commissioner will review the report prepared by the DCEEO and make a final determination regarding the investigation and any recommendation for corrective action. Disciplinary action shall be taken in accordance with any applicable provisions of law, rules and regulations, and collective bargaining agreements.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		8 of 9

**ADDITIONAL
DATA
(continued)**

Following the endorsement by the Police Commissioner of a recommendation by the DCEEO that an EEO complaint is:

- a. *Substantiated, in whole or in part, the DCEEO will require the commanding officer of the involved command or other appropriate person to appear at its office to discuss the final report with the Commanding Officer, DCEEO, or his/her designee. The commanding officer or other appropriate person shall take action as may be directed by the DCEEO. The meeting as well as a record of action taken shall be documented in the case file.*
- b. *Unsubstantiated (as opposed to “unfounded”), the DCEEO may require a commanding officer of the involved command or other appropriate person to appear at its office to discuss the final report with the Commanding Officer, DCEEO, or his/her designee. The commanding officer or other appropriate person shall take action as may be directed by the DCEEO. The meeting, as well as a record of action taken, shall be documented in the case file.*

If the DCEEO concludes, as a result of an investigation, that an act of employment discrimination and/or related retaliation has occurred but cannot identify the person(s) responsible, the DCEEO may require the commanding officer/manager of the command/unit of occurrence or other appropriate person to appear at the Office of the DCEEO to discuss the final report with the Commanding Officer, DCEEO, or his/her designee. The commanding officer or other appropriate person shall take action as may be directed by the DCEEO. The meeting and a record of action taken shall be documented in the case file.

When charges and specifications are pending or preferred against a member of the service, an allegation of discriminatory treatment raised as a defense to the charges by the respondent member of the service shall vest in the exclusive jurisdiction of the Deputy Commissioner, Trials until the charges and specifications have been resolved. After the charges and specifications have been resolved, jurisdiction over the allegation of employment discrimination shall be assumed by the DCEEO upon request of the affected party. In all other disciplinary matters, any allegation of discrimination raised by the member of the service concerned must be immediately reported to the Office of the DCEEO.

ADDITIONAL PLACES WHERE A COMPLAINT OF DISCRIMINATION MAY BE MADE

Any member of the service or applicant for employment who believes that he/she has experienced discrimination has a right to file a formal complaint with the federal, state or local agencies listed below. A person does not give up this right when he/she files a complaint with the Police Department’s Office of the DCEEO. The following local, state and federal agencies enforce laws against discrimination:

**NEW YORK CITY COMMISSION ON HUMAN RIGHTS
100 Gold Street, Suite 4600
New York, New York 10038**

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-36	10/27/16		9 of 9

**ADDITIONAL
DATA**
(continued)

NEW YORK STATE DIVISION OF HUMAN RIGHTS

Headquarters
One Fordham Plaza, 4th Floor
Bronx, New York 10458

OR
163 West 125th Street, 4th Floor
New York, NY 10027

OR
55 Hanson Place, Room 304
Brooklyn, NY 11217

UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

New York District Office
33 Whitehall Street, 5th Floor
New York, New York 10004

TIME PERIODS FOR THE FILING OF COMPLAINTS OF EMPLOYMENT DISCRIMINATION, INCLUDING RELATED RETALIATION (MEASURED FROM THE DATE OF THE LAST OCCURRENCE OF A DISCRIMINATORY ACTION):

- a. *New York City Police Department - one year*

The one year time period for filing complaints of employment discrimination, including related retaliation, with the New York City Police Department shall not serve as a limitation upon the Department's authority to discipline members of the service as otherwise authorized pursuant to applicable law

- b. *New York City Commission on Human Rights - one year (New York City Administrative Code, Title 8, Chapter 1)*
- c. *New York State Division of Human Rights - one year (New York Executive Law, Article 15, section 297) (may not file if civil action filed first)*
- d. *United States Equal Employment Opportunity Commission – three hundred days, regardless of whether there has been a prior filing with another agency. A member of the service is advised to contact the United States Equal Employment Opportunity Commission directly for guidance on this issue (42 USC, Section 2000e-5[c]).*

RELATED PROCEDURES

Operations Coordinator (P.G. 202-11)

Desk Officer (P.G. 202-14)

Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material (P.G. 205-37)

Grievance Procedures for Members of the Public with Disabilities (A.G. 308-06)

Reasonable Accommodations for Employees and Applicants (A.G. 320-47)

Official Communication – Preparation (A.G. 322-11)

FORMS AND REPORTS

REASONABLE ACCOMMODATION REQUEST FOR JOB APPLICANTS (PD407-015)

REASONABLE ACCOMMODATION REQUEST FOR EMPLOYEES (PD407-015A)

DEPUTY COMMISSIONER EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT OF EMPLOYMENT DISCRIMINATION (PD413-150)

Typed Letterhead



PATROL GUIDE

Section: Personnel Matters

Procedure No: 205-37

SEXUAL, ETHNIC, RACIAL, RELIGIOUS, OR OTHER DISCRIMINATORY SLURS THROUGH DISPLAY OF OFFENSIVE MATERIAL

DATE ISSUED:

10/27/16

DATE EFFECTIVE:

10/27/16

REVISION NUMBER:

PAGE:

1 of 3

PURPOSE

To eliminate the display of offensive sexual, ethnic, racial, religious or other discriminatory material throughout the Department.

SCOPE

It is the goal of the Department to ensure a discrimination free work environment. In furtherance of this goal, the Department prohibits the display of offensive sexual, ethnic, racial, religious or other discriminatory material.

One form of employment discrimination which may create a hostile work environment is the display of sexually explicit material in the workplace. Other forms of a hostile work environment can occur through the display of offensive ethnic, racial, religious or other discriminatory materials or graffiti, whether they deface Department property or not. Such displays might be in the form of, but are not limited to, postings, pictures, tattoos, graffiti drawn on Department property (e.g., lockers, vehicles, in toilet facilities, **ACTIVITY LOGS [PD112-145]**, Notice of Parking Violations, summonses, or any other Department forms, etc.), or an adult movie/program or other offensive material shown through the use of a any electronic storage media or device (e.g., video cassette, DVD/CD, flash drive, hard drive, etc.), or received through an adult channel from a cable/satellite company, or audio recording or broadcast, or an email communication(s), text message(s), or through any electronic or other device.

No form of defacement of Department property, display of offensive materials, sexually explicit television programs, videotapes or DVDs, derogatory email communications, text messaging or voice mail communications, in or using Department facilities or resources, is acceptable. Commanding officers, managers and supervisors shall keep their work sites free from such displays.

PROCEDURE

When a display of offensive material is discovered:

MEMBER CONCERNED

1. Any **non-supervisory member of the service** who becomes aware of the display of offensive material is ***strongly encouraged*** to report it to any of the following:
 - a. Office of the Deputy Commissioner, Equal Employment Opportunity (DCEEO) by telephone at 646-610-5330, in writing, or in person at One Police Plaza –Room 1204; or
 - b. Supervisor (uniformed or civilian); or
 - c. Manager; or
 - d. Commanding officer; or
 - e. Equal Employment Opportunity (EEO) Liaison.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-37	10/27/16		2 of 3

NOTE

Trained EEO Liaisons have been designated throughout the Department to provide assistance to complainants, witnesses and others regarding any EEO matter. For further information about the EEO Liaison Program, contact the Program Coordinator at (646) 610-5072.

After business hours and on weekends, the Office of the DCEEO receives messages via office voice mail and will make return phone calls on the next business day.

A SUPERVISOR WHO BECOMES AWARE OF THE DISPLAY OF OFFENSIVE MATERIAL WILL AS SOON AS POSSIBLE:

SUPERVISORY MEMBER

2. Telephone facts to the Office of the DCEEO during business hours or the next business day, Monday through Friday, 0800 to 1800 hours, and be guided by information received from the Office of the DCEEO.
 - a. During non-business hours, leave a message with a contact number on the voice mail and:
 - (1) Photograph the offensive material; and
 - (2) Take immediate steps to secure, remove and/or cover the offensive material from public display.
3. Safeguard the offensive material if possible, and prepare **PROPERTY CLERK INVOICE (PD521-141)** utilizing the Property and Evidence Tracking System.
 - a. Invoice the material as investigatory evidence.
4. Make Command Log entry of details.
 - a. Do not describe or identify the specific offensive material/object that was discovered.
5. Notify commanding officer/manager.
6. Forward **confidential** report on **Typed Letterhead** to the DCEEO (DIRECT) within five business days. Include the following information on the report:
 - a. DCEEO case number
 - b. Photo(s) of the offensive material and a copy of the **INVOICE**, if applicable.

NOTE

*In addition to reporting the observation to the Office of the DCEEO, corrective action may take the form of removing the offensive material if it is a magazine or poster, etc., or having a **WORK ORDER (PDI76-161)** prepared and forwarded, if necessary.*

OFFICE OF THE DCEEO

7. Ensure that the commanding officer/manager is notified of the display of offensive material.

COMMANDING OFFICER/MANAGER

8. Inform/advise members of command, as appropriate, upon receiving a complaint of a display of offensive material, or having witnessed such display that:
 - a. A display of offensive material has occurred and that such display violates Department policy
 - (1) **DO NOT** describe or identify the specific offensive material/ object that was discovered

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-37	10/27/16		3 of 3

COMMANDING OFFICER/ MANAGER (continued)

- b. This behavior will not be tolerated and is subject to disciplinary action.
9. Confer with the Office of the DCEEEO and determine appropriate follow-up and/or investigatory action.
10. Notify the Office of the DCEEEO promptly by telephone of the results of any investigation.
11. When directed, forward **confidential** report on **Typed Letterhead** to the DCEEEO (DIRECT).
 - a. Refer to DCEEEO case number.
 - b. Report the results of the investigation and what corrective action was taken to address the matter and describe any steps taken to preclude a reoccurrence.

ADDITIONAL DATA

It will be incumbent upon all supervisors, and in particular the operations coordinator and the desk officer, when they make their daily inspections as provided for in P.G. 202-11, "Operations Coordinator" and P.G. 202-14, "Desk Officer," to ensure that no form of offensive material is displayed. Also, all Department vehicles will be inspected by the operator prior to use to ensure that there is no graffiti or any other form of offensive sexual, ethnic, racial, religious or other discriminatory material displayed. Should any such material be found in a Department vehicle, the procedures detailed above will be followed.

In addition, the following rules regarding audio recordings and broadcasts, cable/satellite television services or the use of electronic storage media or devices (video cassettes, DVDs/CDs, flash drives, hard drives, etc.) in Department facilities will be adhered to:

- a. Sexually explicit audio broadcasts, television programs or videos shall not be listened to, shown or viewed in Department facilities, unless necessary as part of a documented, on-going, official investigation
- b. Premium channels, which provide sexually explicit material, will not be permitted to be received on any cable/satellite receiver at a Department facility
- c. Commanding officers/managers or supervisor designee will contact cable/satellite television companies and have them "block out" any stations received on the basic package which routinely show sexually explicit programming, if possible.

Commanding officers/managers must stress to their subordinates that these forms of behavior will not be tolerated.

RELATED PROCEDURES

*Operations Coordinator (P.G. 202-11)
Desk Officer (P.G. 202-14)
Employment Discrimination (P.G. 205-36)
Department Computer Systems (P.G. 219-14)*

FORMS AND REPORTS

ACTIVITY LOG (PD112-145)
PROPERTY CLERK INVOICE (PD521-141)
WORK ORDER (PD176-161)
Typed Letterhead



PATROL GUIDE

Section: Personnel Matters

Procedure No: 205-38

INVESTIGATION OF INCIDENTS OF RETALIATION AGAINST MEMBERS OF THE SERVICE

DATE ISSUED:

10/27/16

DATE EFFECTIVE:

10/27/16

REVISION NUMBER:

PAGE:

1 of 3

PURPOSE

To provide guidelines in accordance with the provisions of the Whistleblowers Law for the investigation of allegations of retaliation made by members of the service who have voluntarily reported misconduct or corruption.

DEFINITION

WHISTLEBLOWERS LAW - An Administrative Code provision which encourages City employees to report improper conduct, i.e., corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority, within their respective agencies. This law protects City employees who report such wrongdoing from any form of retaliation, i.e., dismissal, demotion, suspension, disciplinary action, negative performance evaluation, any action resulting in loss of staff, office space or equipment or other benefit, failure to appoint, failure to promote, or any transfer or assignment or failure to transfer or assign against the wishes of the affected employee.

SCOPE

The Department has the responsibility to encourage members to come forward and voluntarily provide information regarding misconduct and corruption. Inherent in this responsibility is the ability to protect those members from retaliation. **IT IS THE POLICY OF THIS DEPARTMENT THAT RETALIATION AGAINST ANY MEMBER OF THE SERVICE FOR VOLUNTARILY PROVIDING INFORMATION REGARDING MISCONDUCT AND CORRUPTION WILL NOT BE TOLERATED.**

PROCEDURE

When a member of the service believes he/she is the victim of retaliation for voluntarily providing information regarding misconduct or corruption.

MEMBER OF THE SERVICE

1. Notify Internal Affairs Bureau Command Center at (212) 741-8401.

NOTE

*A member of the service may elect to report that he or she has been the victim of retaliation as outlined in this procedure directly to the Employee Relations Section. If such a complaint is received at the Employee Relations Section, or any unit other than the Internal Affairs Bureau (whether from the member directly or from an outside agency/organization) the unit receiving the complaint **MUST** notify the Internal Affairs Bureau and forward all pertinent information directly to the Internal Affairs Bureau for appropriate action.*

Any member of the service who is made aware of an allegation of retaliation for reporting wrongdoing shall make reasonable efforts to protect the anonymity and confidentiality of the employee making the allegation.

MEMBER CONCERNED, IAB COMMAND CENTER

2. Record pertinent information and assign a log number.
3. Have an immediate preliminary investigation conducted to obtain all available facts and evidence.
 - a. Indicate results in log.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-38	10/27/16		2 of 3

NOTE *Members of the service should comply with the provisions of P.G. 205-36, "Employment Discrimination," to lodge a complaint of retaliation regarding an equal employment opportunity issue. Allegations of retaliation involving equal employment opportunity issues (employment discrimination, sexual harassment, etc.) MUST be referred to the Office of the Deputy Commissioner, Equal Employment Opportunity for investigation.*

CHIEF OF INTERNAL AFFAIRS

4. Evaluate each complaint to determine whether the case may fall within the purview of the Whistleblowers Law.
5. Refer cases requiring further investigation concerning violations of the Whistleblowers Law to either the Internal Affairs Bureau or Office of the Deputy Commissioner, Equal Employment Opportunity, as applicable.

NOTE *Only the Internal Affairs Bureau or the Office of the Deputy Commissioner, Equal Employment Opportunity are authorized to conduct investigations involving allegations of retaliation against any member of the service for voluntarily having provided information regarding misconduct or corruption. Allegations which do not violate the Whistleblowers Law will be referred to the appropriate investigative unit concerned for additional action.*

6. Forward notification to the Employee Relations Section of allegations of violations of the Whistleblower Law. Notification will NOT be made for allegations that have been referred to the Office of the Deputy Commissioner, Equal Employment Opportunity.

NOTE *In certain instances, to maintain the confidentiality of an associated investigation, notification to the Employee Relations Section will not be made until such time as the Internal Affairs Bureau deems it appropriate.*

EMPLOYEE RELATIONS SECTION

7. Contact complainant upon receipt of notification and offer the services of the appropriate Department employee assistance program.

IAB INVESTIGATIVE GROUP

8. Forward report through channels upon completion of investigation.

NOTE *Due to the need to maintain the confidentiality of investigations to the extent possible, the Office of the Deputy Commissioner, Equal Employment Opportunity will not be required to forward reports of employment discrimination retaliation. These reports will remain on file at the Office of the Deputy Commissioner, Equal Employment Opportunity until such time that disclosure thereof is necessary.*

CHIEF OF INTERNAL AFFAIRS

9. Forward report and recommendations to the Police Commissioner.

POLICE COMMISSIONER

10. Review report and direct necessary action.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-38	10/27/16		3 of 3

ADDITIONAL DATA

Members of the service are reminded that the Department has several employee assistance units available to provide help in addressing a personal or professional problem. To obtain additional information regarding the types of services provided by these units, members can refer to the Department publication entitled EMPLOYEE ASSISTANCE PROGRAMS AND RESOURCE BOOKLET (BM497).

Members of the service who voluntarily provide information or assistance in internal/external investigations should be acknowledged for their high acts of integrity. In order to acknowledge such members, while maintaining the confidentiality of their actions, a sub-committee of the Integrity Review Board is established. This special sub-committee shall consist of the First Deputy Commissioner, Chief of Personnel, and the Chief of Internal Affairs (principals only, no representatives). It will be the responsibility of the sub-committee to review the actions of those members of the service who have voluntarily come forward and provided information, and recommend appropriate acknowledgement to the Police Commissioner.

RELATED PROCEDURES

Employment Discrimination ([P.G. 205-36](#))

FORMS AND REPORTS

Typed Letterhead



PATROL GUIDE

Section: Disciplinary Matters

Procedure No: 206-11

MEMBER OF THE SERVICE ARRESTED (UNIFORMED OR CIVILIAN)

DATE ISSUED:

04/20/17

DATE EFFECTIVE:

04/20/17

REVISION NUMBER:

PAGE:

1 of 4

PURPOSE

To record and investigate cases when members of the service, both uniformed or civilian, are arrested.

PROCEDURE

When a member of the service is arrested:

DEFINITION

CRIMINAL VIOLATION - For the purpose of this procedure, means any violation of law, rule or regulation, whether committed within New York State or outside of the State, for which a penalty of a term of imprisonment may be imposed, but shall not include parking violations, traffic infractions (other than leaving the scene of an incident without reporting and driving while ability impaired) and violations of law, rule or regulation when a personal service summons received contemplates a civil penalty only.

ARRESTED WITHIN CITY

MEMBER OF THE SERVICE ARRESTED

1. Immediately notify arresting authority of position as a member of the New York City Police Department.
2. Promptly notify desk officer, precinct of arrest, of details if arrest effected by law enforcement agency other than New York City Police Department.

NOTE

All members of the service (uniformed or civilian), who receive a personal service summons for a criminal violation, are required to immediately notify their commanding officer, and provide the commanding officer with a copy of the summons.

DESK OFFICER

3. Immediately notify Internal Affairs Bureau Command Center.
4. Immediately notify precinct commander/duty captain.
5. Promptly notify the Operations Unit and include:
 - a. Time and date of arrest
 - b. Place of occurrence
 - c. Present location of member or place where he will be available for interview
 - d. Identity of all persons involved in the incident
 - e. Manner in which member became involved
 - f. Sickness or injury of member or other persons involved
 - g. Identity and statements of witnesses
 - h. Title and description of the law violated
 - i. Identity of law enforcement agency making arrest (federal, state or local)
 - j. Specific charges against the member
 - k. Date and location of court appearance, if known
 - l. Interim or final disposition, if any.
6. Make entry of notification in Telephone Record and include identity of precinct commander/duty captain notified.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
206-11	04/20/17		2 of 4

**PRECINCT
COMMANDER/
DUTY CAPTAIN**

7. Make certain arrested member's commanding officer is notified.
8. Notify patrol borough commander, borough of arrest.

**PATROL
BOROUGH
COMMANDER
CONCERNED**

9. Assign captain or above to conduct investigation.

**RANKING
OFFICER
CONDUCTING
INVESTIGATION**

10. Commence immediate investigation and interview arrested member and witnesses, if any.
11. Submit report on **Typed Letterhead** to Chief of Department within twenty-four hours.
12. Ascertain status of case no later than twenty-four hours after each court appearance of member.
13. Prepare a report on **Typed Letterhead** indicating status of case and adjournment dates and forward to:
 - a. First Deputy Commissioner
 - b. Chief of Department
 - c. Chief of Personnel
 - d. Chief of Internal Affairs
 - e. Department Special Prosecutor or Department Advocate's Office, as appropriate
 - f. Patrol borough commander concerned.
14. Direct arrested member to immediately notify his commanding officer if charges are dismissed.

ARRESTED OUTSIDE CITY

**MEMBER OF
THE SERVICE
ARRESTED**

15. Immediately notify arresting authority of position as a member of the New York City Police Department.
16. Immediately notify Operations Unit, comply with the remainder of step 5, subdivisions "a" to "I", and include identity of local police authorities involved.
17. Notify commanding officer without delay.

NOTE

Commanding officer will contact arrested member within twenty-four hours of court appearance and ascertain status of case.

All members of the service (uniformed or civilian), who receive a personal summons for a criminal violation, are required to immediately notify their commanding officer, and provide the commanding officer with a copy of the summons.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
206-11	04/20/17		3 of 4

SUPERVISOR, OPERATIONS UNIT

18. Immediately notify Internal Affairs Bureau Command Center, and the following:

<u>ARREST MADE IN</u> <ul style="list-style-type: none"> • Westchester, Rockland Orange or Putnam • Nassau or Suffolk 	<u>NOTIFY</u> <p>Commanding Officer, Patrol Borough Bronx</p> <p>Commanding Officer, Patrol Borough Queens North or South, as appropriate</p>
--	--
19. Notify commanding officer of arrested member.
 - a. If command is closed, make notification at 0900 hours, next business day.

PATROL BOROUGH COMMANDER OR CHIEF OF INTERNAL AFFAIRS

20. Assign a captain or above, to conduct investigation.

RANKING OFFICER CONDUCTING INVESTIGATION

21. Communicate by telephone with arresting authorities to determine if there are witnesses to the incident.

NOTE

Ranking officer assigned is authorized to use a Department vehicle within city and the six residence counties without prior permission.

22. Advise the supervising officer, Operations Unit, of facts.
23. Submit report on **Typed Letterhead** to the Chief of Department within twenty-four hours.
24. Ascertain status of case no later than twenty-four hours after each court appearance of member.
25. Prepare and forward a report, indicating status and adjournment date, to First Deputy Commissioner, Chief of Department, Chief of Personnel, Chief of Internal Affairs, Department Special Prosecutor or Department Advocate's Office (as appropriate), and patrol borough commander responsible for the investigation.
 - a. Include arrest number, docket number, and jurisdiction in this report.

IN ALL CASES

MEMBER OF THE SERVICE ARRESTED

26. Keep commanding officer informed of status of case at least once every thirty days and include:
 - a. Adjournment dates
 - b. Final disposition
 - c. If appeal made
 - d. Disposition of appeal.
27. Notify commanding officer as soon as possible if charges are dismissed.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
206-11	04/20/17		4 of 4

- COMMANDING OFFICER, ARRESTED MEMBER** 28. Telephone the Department Advocate and the borough commander responsible for the investigation of the disposition of all criminal charges, if Department charges have been preferred.
29. Provide the Chief of Internal Affairs with a final disposition of all criminal charges involving the arrest of a member of their command.
- DEPARTMENT ADVOCATE** 30. Obtain a "Certificate of Disposition" from the appropriate jurisdiction and verify conviction (or plea) of the member of the service, with special attention to crimes involving domestic violence, upon receipt of notification.

RELATED PROCEDURES

Notifications in Certain Arrest Situations (P.G. 208-69)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Interrogation of Members of the Service (P.G. 206-13)
Suspension from Duty Uniformed Member of the Service (P.G. 206-08)
Modified Assignment (P.G. 206-10)
Cause for Suspension or Modified Assignment (P.G. 206-07)
Review of Arrest Cases Involving a Member of the Service as a Defendant (P.G. 206-16)

FORMS AND REPORTS *Typed Letterhead*



PATROL GUIDE

Section: Disciplinary Matters		Procedure No: 206-13	
INTERROGATION OF MEMBERS OF THE SERVICE			
DATE ISSUED: 08/01/13	DATE EFFECTIVE: 08/01/13	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE To protect the rights of the member of the service (uniformed or civilian) in an official Department investigation.

PROCEDURE Prior to questioning a member of the service (uniformed or civilian) who is the subject or a witness in an official investigation:

INTERROGATING OFFICER

1. Permit member to obtain counsel if:
 - a. A serious violation is alleged, OR
 - b. Sufficient justification is presented although the alleged violation is minor.

NOTE *All members of the service who are the subject of an official investigation or are a witness in an official investigation, shall be given a reasonable period of time to obtain and confer with counsel prior to questioning. Interrogations of members in routine, non-critical matters should be scheduled during business hours on a day when the member is scheduled to work.*

Interrogations in emerging investigation, where there is a need to gather timely information, should usually be done after all preliminary steps and conferrals have been completed and the member to be questioned has been afforded a reasonable time to obtain and confer with counsel. In determining what is a reasonable period of time, consideration should be given to the nature of the investigation, the need for the Department to have the information possessed by the member in a timely manner, and the stage the investigation is at when the need to question the member has been determined. The emergent nature and exigent circumstances of each investigation will determine the length of time afforded the member before questioning is conducted. However, in all cases the determination as to what is a reasonable time will be made by the captain (or above) in charge of the investigation.

2. Inform member concerned of:
 - a. Rank, name and command of person in charge of investigation
 - b. Rank, name and command of interrogating officer
 - c. Identity of all persons present
 - d. Whether he is subject or witness in the investigation, if known
 - e. Nature of accusation
 - f. Identities of witnesses or complainants (address need not be revealed) except those of confidential source or field associate unless they are witnesses to the incident
 - g. Information concerning all allegations.
 - h. The Department's policy regarding making false statements (*see P.G. 203-08*).
3. Permit representative of department line organization to be present at all times during interrogation.
4. Conduct interrogation at reasonable hour, preferably when member is on duty during daytime hours.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
206-13	08/01/13		2 of 3

INTERROGATING OFFICER (continued)

5. Ensure that interrogation is recorded either mechanically or by a department stenographer.
 - a. The Department Advocate will determine if a transcript is required in non-criminal or minor violation cases.
6. DO NOT use:
 - a. "Off the record" questions
 - b. Offensive language or threats (transfer, dismissal or other disciplinary punishment)
 - c. Promises of reward for answering questions.
7. Regulate duration of question periods with breaks for meal, personal necessity, telephone call, etc.
8. Record all recesses.

NOTE

*Interrogations may be conducted before or after **CHARGES AND SPECIFICATIONS (PD468-121)** have been served. An interrogation conducted after service of charges must be completed at least ten days prior to the date of Department trial except as directed by the Deputy Commissioner - Trials.*

9. Conduct interrogation within a reasonable time after disposition of criminal matter, when member was arrested, indicted or under criminal investigation.

DEPARTMENT ADVOCATE

10. Furnish member with copy of tape of interrogation no later than twenty days after service of charges.
 - a. If interrogation was conducted after service of charges, tape must be furnished to member no later than five days after interrogation
 - b. Furnish transcript, if one was prepared, by 1000 hours on trial date, in all cases.

NOTE

*When the Department trial date is scheduled immediately after **CHARGES AND SPECIFICATIONS** are served, the Deputy Commissioner - Trials will grant the Department reasonable time to conduct an interrogation. In any event, a copy of the tape and a copy of the transcript must be furnished as indicated above, if appropriate.*

COMMANDING OFFICER OF MEMBER

11. Assign member to 2nd Platoon, if possible.

MEMBER OF THE SERVICE

12. Answer questions specifically directed and narrowly related to official duties. (Refusal shall result in suspension from duty).
13. Submit **OVERTIME REPORT (PD138-064)** if lost time accrues as result of investigation.

SUPERVISOR IN CHARGE OF INVESTIGATION

14. Notify the desk officer immediately when member of the service is directed to leave his post or assignment to report for an official investigation.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
206-13	08/01/13		3 of 3

SUPERVISOR IN CHARGE OF INVESTIGATION (continued)

15. Ensure that notifications concerning official investigations are properly recorded in appropriate Department records when made to or recorded from:
 - a. Complainants
 - b. Witnesses
 - c. Lawyers
 - d. Respondents
 - e. Other interested parties.

DESK OFFICER

16. Record in appropriate department records and notify the investigating command immediately of notifications or messages received from:
 - a. Lawyers
 - b. Witnesses
 - c. Complainants
 - d. Other interested parties involved in the subject investigation.

ADDITIONAL DATA

If a member of the service (uniformed or civilian) is under arrest or is the subject of a criminal investigation or there is a likelihood that criminal charges may result from the investigation, the following warnings shall be given to the member concerned prior to commencement of the interrogation:

"I wish to advise you that you are being questioned as part of an official investigation by the Police Department. You will be asked questions specifically directed and narrowly related to the performance of your duties. You are entitled to all the rights and privileges guaranteed by the laws of the State of New York, the Constitution of this state and the Constitution of the United States, including the right not to be compelled to incriminate yourself and the right to have legal counsel present at each and every stage of this investigation.

I further wish to advise you that if you refuse to testify or to answer questions relating to the performance of your official duties, you will be subject to departmental charges, which could result in your dismissal from the Police Department. If you do answer, neither your statements nor any information or evidence which is gained by reason of such statements can be used against you in any subsequent criminal proceedings. However, these statements may be used against you in relation to subsequent departmental charges."

The questions and answers resulting from the interrogation conducted pursuant to this procedure are confidential. They are not to be revealed nor released to any person or agency outside the department without prior written approval of the Deputy Commissioner - Legal Matters. If a subpoena duces tecum is received for any such questions and answers, the Legal Bureau should be contacted immediately.

FORMS AND REPORTS

CHARGES AND SPECIFICATIONS (PD468-121)
OVERTIME REPORT (PD138-064)



PATROL GUIDE

Section: Complaints

Procedure No: 207-21

ALLEGATIONS OF CORRUPTION AND OTHER MISCONDUCT AGAINST MEMBERS OF THE SERVICE

DATE ISSUED:

08/01/13

DATE EFFECTIVE:

08/01/13

REVISION NUMBER:

PAGE:

1 of 2

PURPOSE

To process allegations of corruption and other misconduct against members of the service.

SCOPE

All members of the service must be incorruptible. An honest member of the service will not tolerate members of the service who engage in corruption or other misconduct. All members of the service have an absolute duty to report any corruption or other misconduct, or allegation of corruption or other misconduct, of which they become aware.

DEFINITION

CORRUPTION/OTHER MISCONDUCT: Criminal activity or other misconduct of any kind including the use of excessive force or perjury that is committed by a member of the service whether on or off duty.

PROCEDURE

Upon observing, or becoming aware of corruption or other misconduct or upon receiving an allegation of corruption or other misconduct involving a member of the service:

NOTE

To prevent interruption or delay in vital services, a telephone switchboard operator will refer any allegation of corruption or other misconduct to the desk officer, who will record the details of the allegation(s).

MEMBER OF THE SERVICE CONCERNED

1. Telephone Internal Affairs Bureau, Command Center (212) 741-8401 (24 hours) or 1-800-PRIDE PD (24 hours) or (212) CORRUPT (24 hours).
 - a. Give preliminary facts.
 - b. Identify self or, if opting to remain anonymous, obtain Confidential Identification Number from the Command Center investigator.
 - c. Furnish details of corruption or other misconduct.

NOTE

In certain cases, supervisory personnel assigned to the Command Center of the Internal Affairs Bureau may direct on duty members not reporting anonymously to prepare a detailed written report in addition to a telephone notification or request the member(s) concerned to await the arrival of an investigator.

OR

2. Prepare a detailed written report addressed to the Chief of Internal Affairs.
 - a. Forward DIRECT, or via FAX (212) 741-8408, to the Command Center, 315 Hudson Street, within twenty-four hours.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
207-21	08/01/13		2 of 2

MEMBERS MAY OPT TO REPORT ALLEGATIONS OF CORRUPTION/ OTHER MISCONDUCT IN WRITING ANONYMOUSLY

MEMBER OF THE SERVICE CONCERNED (continued)

3. Prepare a detailed written report, upon becoming aware of misconduct, and forward to:
 - a. Chief of Internal Affairs, or
 - b. Box 1001, New York, N.Y. 10014.

NOTE

Obtaining a Confidential Identification Number from the Command Center investigator will satisfy the member's reporting responsibility, if the information reported is accurate and complete. Subsequent or ongoing reporting is encouraged to insure the information is timely and complete and may be made by referencing the Confidential Identification Number.

ADDITIONAL DATA

A member of the service having or receiving information relative to corruption or other misconduct, or an allegation of corruption or other misconduct, has the responsibility to report such information directly to the Internal Affairs Bureau, Command Center.

Failure to report corruption, other misconduct, or allegations of such act is, in itself, an offense of serious misconduct and will be charged as such when uncovered during an investigation. Conduct designed to cover up acts of corruption, prevent or discourage its report, or intimidate those who would report it, will be charged as an obstruction of justice or other criminal act with the consent of the prosecutor who has criminal jurisdiction.

A member of the service receiving an allegation of corruption against oneself will request a supervising officer to respond to the scene. The supervising officer will interview the complainant and confer with the Internal Affairs Bureau, Command Center, BEFORE interviewing the member concerning the allegation.

RELATED PROCEDURES

*Allegations of Corruption Against City Employees (Other than Members of the New York City Police Department) (P.G. 207-22)
Processing Civilian Complaints (P.G. 207-31)
Civilian Complaints - Witness Statement (P.G. 207-30)*



PATROL GUIDE

Section: Complaints		Procedure No: 207-31	
PROCESSING CIVILIAN COMPLAINTS			
DATE ISSUED: 10/27/16	DATE EFFECTIVE: 10/27/16	REVISION NUMBER:	PAGE: 1 of 7

PURPOSE To record and initiate investigation of complaints from civilians alleging misconduct by uniformed members of the service.

SCOPE Complaints against uniformed members of the service may be made at any patrol precinct, police service area, transit district, traffic unit, Internal Affairs Bureau, or any other office of the Department, including the Office of the Police Commissioner or office of a deputy commissioner.

DEFINITIONS **INVESTIGATING SUPERVISOR** - for the purpose of this procedure will be:

- a. In a patrol command - the Platoon Commander, Special Operations Lieutenant, or Integrity Control Officer of the command receiving the complaint will conduct investigation.
 - (1) If the Platoon Commander, Special Operations Lieutenant, or the Integrity Control Officer is unavailable, the commanding officer/duty captain will assume charge of the preliminary investigation.
- b. In other than a patrol command - a supervisor or duty captain from the next higher command will perform the investigation.

SUPERVISOR REVIEWING CIVILIAN COMPLAINT - Supervising member of the service who reviews a **CIVILIAN COMPLAINT REPORT (PD313-154)** prepared by a subordinate member. The reviewer must be at least one rank higher than the member receiving the **CIVILIAN COMPLAINT REPORT**.

PROCEDURE Upon receipt of a complaint from a civilian alleging misconduct by a uniformed member of the service:

MEMBER OF THE SERVICE RECEIVING COMPLAINT

1. Report all misconduct complaints (see exceptions in following “*NOTE*”) including unnecessary use of force, abuse of authority, discourtesy, offensive language, etc., to Civilian Complaint Review Board, Intake Unit at 1-800-341-2272 (24 hours).

NOTE *Complaints of corruption or other misconduct not within the jurisdiction of the Civilian Complaint Review Board will be referred to the Internal Affairs Bureau Command Center (see P.G. 207-21, “Allegations of Corruption and Other Misconduct Against Members of the Service”).*

2. Process complaints as follows:
 - a. **MADE IN PERSON**
 - (1) Interview complainant.
 - (2) Give complainant first copy of **CIVILIAN COMPLAINT REPORT (PD313-154)** to be prepared in complainant’s own handwriting.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
207-31	10/27/16		2 of 7

MEMBER OF THE SERVICE RECEIVING COMPLAINT (continued)

- (3) Furnish assistance or allow other person to assist in preparing the form. Enter under "Details" reason assistance was given.
- (4) Have complainant sign form under appropriate caption and have representative or person assisting, if any, sign form under caption "Details."
- b. RECEIVED BY MAIL
 - (1) Attach original letter of complaint to first copy of **CIVILIAN COMPLAINT REPORT** ordinarily prepared by civilian complainant.
 - (2) Make photocopy of original letter of complaint and attach to file copy of **CIVILIAN COMPLAINT REPORT**.
 - (3) Enter Civilian Complaint Review Board or Chief of Department serial number, as appropriate, in a conspicuous location at the top of original letter of complaint.
- c. RECEIVED BY TELEPHONE
 - (1) Prepare first copy of **CIVILIAN COMPLAINT REPORT** in own handwriting and treat as if prepared by complainant. All captions are to be completed. If requested information is not given, indicate such in appropriate captions on **REPORT**.
 - (2) Advise complainant he/she will receive a written acknowledgement from the Civilian Complaint Review Board.
- d. IN PERSON (DOES NOT WANT TO IMMEDIATELY MAKE COMPLAINT) - When a complainant is present in any police facility and does not want to immediately make a complaint or furnish the member of the service receiving the complaint with details of the incident:
 - (1) PROVIDE the complainant with the first copy of **CIVILIAN COMPLAINT REPORT**.
 - (2) Advise complainant that the complaint may be delivered in person, taken over the telephone, or sent by mail to any patrol precinct, police service area, transit district, traffic unit, Internal Affairs Bureau, or any other office of the Department, including the Office of the Police Commissioner or office of a deputy commissioner. IN ADDITION, provide the complainant with the telephone number of the Civilian Complaint Review Board, Intake Unit at 1-800-341-2272 (24 hours).
 - (3) When a member of the service receives a request for a **CIVILIAN COMPLAINT REPORT**, the desk officer/supervisor will be advised and a Command Log entry will immediately be made and shall include the name of the complainant, if provided, physical description, e.g., sex, race, age and any other pertinent information.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
207-31	10/27/16		3 of 7

NOTE

If the complainant appears to have difficulty understanding/communicating in English, the member of the service concerned should comply with P.G. 212-90, "Guidelines for Interaction with Limited English Proficient (LEP) Persons." Due to the sensitive nature of corruption/misconduct complaints, the use of the telephonic interpretation service is the preferred interpretation method in these types of cases. If the complainant appears to be hearing impaired, the member of the service receiving the complaint should comply with P.G. 212-104, "Interaction with Hearing Impaired Persons."

To prevent an interruption or delay in vital services, the telephone switchboard operator will refer an allegation of misconduct to the desk officer who will record pertinent details of the allegation.

MEMBER OF THE SERVICE RECEIVING COMPLAINT (continued)

3. Prepare **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET) (PD313-154B)** and include the following under the caption "Additional Comments:"
 - a. If complainant is apparently under the influence of an intoxicant or drug.
 - b. If complainant is apparently suffering from a mental disorder or evidences any condition bearing on his/her credibility.
 - c. Physical condition of complainant, noting any visible marks or injuries relative to the complaint.
 - (1) Take photograph of area of body that was reportedly injured, when possible, with complainant's consent.
4. Inform Civilian Complaint Review Board, Intake Unit, immediately by telephone 1-800-341-2272 (24 hours) of:
 - a. Summary of alleged misconduct
 - b. Time complainant arrived, or letter or call received
 - c. Name and address of complainant. Indicate if anonymous, transient or homeless
 - d. Rank, name, shield number and command of member complained of, if known
 - e. Reporting command
 - f. Name, rank, and command of member transmitting information.

NOTE

*A follow-up notification to the Internal Affairs Bureau Command Center at (212) 741-8401, will also be made to obtain an Internal Affairs Bureau log number. Indicate that number on the top of the **CIVILIAN COMPLAINT REPORT**, under the caption I.A.B. LOG #.*

5. Obtain Civilian Complaint Review Board or Chief of Department serial number and time recorded from Civilian Complaint Review Board, Intake Unit, and enter on **CIVILIAN COMPLAINT REPORT**.
6. Request complainant and/or witnesses to remain if:
 - a. Requested by Civilian Complaint Review Board, Intake Unit, pending telephone and/or in person interview by investigator to clarify complaint allegation(s), etc.
 - b. Complaint has been assigned a Chief of Department serial number and the complainant is a transient or homeless.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
207-31	10/27/16		4 of 7

MEMBER OF THE SERVICE RECEIVING COMPLAINT (continued)

7. Notify Investigating Supervisor to initiate investigation of alleged complaint(s) if:
 - a. Doubt exists as to the identity of the member of the service against whom the complaint is being lodged, OR
 - b. Complaint has been assigned a Chief of Department serial number and the complainant is a transient or homeless.
8. Have four typewritten copies of **CIVILIAN COMPLAINT REPORT** and two typewritten copies of **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)** prepared.
9. Review and sign all copies of **CIVILIAN COMPLAINT REPORT** and **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)**.
10. Give one typewritten copy of **CIVILIAN COMPLAINT REPORT**, marked "Complainant Copy," to the complainant as a receipt.

NOTE

DO NOT GIVE COMPLAINANT A COPY OF THE CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET).

11. Have a Command Log entry made consisting of the following information:
 - a. Name and address of complainant
 - b. Time of complainant's arrival and departure or time of receipt of letter or telephone call
 - c. Physical condition of complainant, noting any visible marks or injuries relative to the complaint
 - d. Identity of member complained of, if known
 - e. Civilian Complaint Review Board or Chief of Department serial number assigned.
12. Have two copies of **Typed Letterhead** prepared in a command not maintaining a Command Log, addressed to the commanding officer, and containing the information described in step 11.

INVESTIGATING SUPERVISOR

13. Initiate investigation as indicated in step 7 above.
14. Notify the Civilian Complaint Review Board, Intake Unit at (800) 341-2272 (24 hours) of the results of the investigation.
15. Record the results of the investigation on the **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY WORKSHEET)** under the caption "Additional Comments" and return to the member of the service receiving complaint for distribution.
16. Record results of investigation in Command Log.
 - a. Commands not maintaining a Command Log will record the results of the investigation as per step 12 above.
17. Notify the commanding officer/duty captain if unable to ascertain the identity of the member against whom the complaint is being lodged.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
207-31	10/27/16		5 of 7

SUPERVISOR REVIEWING CIVILIAN COMPLAINT REPORT

18. Review **CIVILIAN COMPLAINT REPORT** prepared by member of the service receiving complaint.
 - a. If a civilian complaint is made in person or by telephone and it involves member(s) of the reporting command, ensure that all related Department documents are included with the **REPORT** (See *NOTE* following step 20).
 - b. Complete following captions: "Title, Tax Registry Number and Signature of Reviewing Supervisor, Name Printed, and Date".
 - c. Submit entire package to commanding officer.

COMMANDING OFFICER OF MEMBER RECEIVING COMPLAINT

19. Endorse and forward original **Typed Letterhead** to next higher command maintaining a Command Log.
 - a. Have duplicate filed.
20. Distribute copies of **CIVILIAN COMPLAINT REPORT** and **CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET)** as follows:
 - a. Complaints within Civilian Complaint Review Board jurisdiction:
 - (1) Forward original typewritten **CIVILIAN COMPLAINT REPORT**, handwritten complaint and "Investigating Entity" copy of the **STATISTICAL SUMMARY SHEET**, with photograph, if taken, to Internal Affairs Bureau, Civilian Complaint Review Board Liaison, in a sealed envelope, DIRECT
 - (2) Distribute remaining copies of **CIVILIAN COMPLAINT REPORT** and **STATISTICAL SUMMARY SHEET** as indicated at bottom of each form.
 - b. Complaints within the Chief of Department jurisdiction:
 - (1) Forward original typewritten **CIVILIAN COMPLAINT REPORT**, handwritten complaint and "Investigating Entity" copy of the **STATISTICAL SUMMARY SHEET**, to Investigation Review Section, Office of the Chief of Department, in a sealed envelope, DIRECT.
 - (2) Distribute remaining copies of **CIVILIAN COMPLAINT REPORT** and **STATISTICAL SUMMARY SHEET** as indicated at bottom of each form.

NOTE

*When a complaint is made in person or by telephone and involves a member of the service assigned to the reporting command, attach to the **CIVILIAN COMPLAINT REPORT**:*

- a. *All Department related documents (e.g., **COMPLAINT REPORT WORKSHEET (PD313-152A)**, Command Log entries, **ACTIVITY LOG (PD112-145)** entries, ICAD Event Information, **ROLL CALL**, etc.).*

The completed package will then be forwarded to the Internal Affairs Bureau, Civilian Complaint Review Board Liaison Unit in Department mail. Department records will not be forwarded direct to the Civilian Complaint Review Board.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
207-31	10/27/16		6 of 7

ADDITIONAL DATA

Complaints made against uniformed members of the service involving unnecessary use of force, abuse of authority, discourtesy or offensive language will be directed to the Civilian Complaint Review Board, Intake Unit, and be assigned a Civilian Complaint Review Board serial number. Additionally, complaints against uniformed members alleging other acts of misconduct, i.e., fail to properly perform duty, unwarranted traffic summons, etc., will be directed to the Civilian Complaint Review Board, Intake Unit, and be assigned a Chief of Department serial number.

*Complaints made against civilian members of the service, including traffic enforcement agents, which would normally be within the jurisdiction of the Civilian Complaint Review Board (i.e., unnecessary use of force, abuse of authority, discourtesy, or offensive language), will be directed to the Internal Affairs Bureau for screening at (212) 741-8401, 8402, 8403 or 8404. One typewritten copy of the **CIVILIAN COMPLAINT REPORT** will be given to the complainant as a receipt. The handwritten copy and the "Investigating Entity" copy of the **CIVILIAN COMPLAINT REPORT** and the "Investigating Entity" copy of the **STATISTICAL SUMMARY SHEET** will be forwarded to the Internal Affairs Bureau direct in a sealed envelope. The remaining copies of the **CIVILIAN COMPLAINT REPORT** and **STATISTICAL SUMMARY SHEET** will be distributed as indicated at the bottom of each form. It should be noted that **NO** portion of either the **CIVILIAN COMPLAINT REPORT** or the **STATISTICAL SUMMARY SHEET** is to be forwarded to the Civilian Complaint Review Board for complaints made against civilian members of the service. Steps 1, 4, 5 and 19 of this procedure do not apply to complaints involving civilian members of the service.*

Complaints alleging corruption or other misconduct against any uniformed or civilian member of the service, including traffic enforcement agents, will be directed to the Internal Affairs Bureau Command Center (see P.G. 207-21, "Allegations of Corruption and Other Misconduct Against Members of the Service").

*If a civilian complaint originates at a precinct stationhouse, transit district or PSA and is the result of a radio run within the last twenty-four hours, the member of the service receiving the complaint will attach a copy of the ICAD Event Information to the **CIVILIAN COMPLAINT REPORT** prior to forwarding the paperwork to the Internal Affairs Bureau or the Investigation Review Section, Office of the Chief of Department.*

Any request for Department records made by representatives of the Civilian Complaint Review Board will be referred to the Internal Affairs Bureau, Civilian Complaint Review Board Liaison, for necessary attention. Department records will not be forwarded direct to the Civilian Complaint Review Board.

Complaints against federal, state, or city employees, other than members of the New York City Police Department, involving allegations of corruption or serious misconduct, will be processed in accordance with P.G. 207-22, "Allegations of Corruption Against City Employees (Other than Members of the New York City Police Department)." Any other complaint will be processed in accordance with P.G. 207-01, "Complaint Reporting System."

A complainant seeking to register a complaint, which does not affect this Department or a federal, state, or city agency as described above, will be referred to the non-governmental entity concerned. The desk officer will explain the reason for the referral to the complainant, and will assist the complainant in lodging the complaint in any way possible with the proper agency.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
207-31	10/27/16		7 of 7

**ADDITIONAL
DATA
(continued)**

A member of the service may prefer a civilian complaint against another member of the service. Investigation of such complaint will be conducted by the commanding officer(s) assigned by the Commanding Officer, Investigation Review Section, Office of the Chief of Department.

*Whenever a member of the service is a victim of disparaging remarks relative to his/her ethnicity, race, religion, gender, or sexual orientation, made by another member of the service, he/she may register a complaint with the Civilian Complaint Review Board. The Civilian Complaint Review Board will record the complaint and forward a summary of the allegation to the Deputy Commissioner, Equal Employment Opportunity for investigation. The commanding officer of the member complained of will receive a copy of the **CIVILIAN COMPLAINT REPORT** from the Office of the Deputy Commissioner, Equal Employment Opportunity.*

**RELATED
PROCEDURES**

*Complaint Reporting System ([P.G. 207-01](#))
Civilian Complaints – Witness Statement ([P.G. 207-30](#))
Allegations of Corruption and other Misconduct against Members of the Service ([P.G. 207-21](#))
Allegations of Corruption against City Employees (Other than Members of the New York City Police Department) ([P.G. 207-22](#))*

**FORMS AND
REPORTS**

CIVILIAN COMPLAINT REPORT (PD313-154)
CIVILIAN COMPLAINT REPORT (STATISTICAL SUMMARY SHEET) (PD313-154B)
Typed Letterhead



PATROL GUIDE

Section: Department Property		Procedure No: 219-20	
LOSS OR THEFT OF DEPARTMENT PROPERTY			
DATE ISSUED: 09/27/16	DATE EFFECTIVE: 09/27/16	REVISION NUMBER:	PAGE: 1 of 2

- PURPOSE** To investigate and record the loss or theft of Department property.
- PROCEDURE** Upon discovering the loss or theft of Department property:
- MEMBER OF THE SERVICE**
- DESK OFFICER**
- OPERATIONS COORDINATOR**
1. Report facts to desk officer.
 2. Notify commanding officer and operations coordinator.
 3. Conduct investigation.
 4. Make Command Log entry of facts and results of investigation.
 5. Prepare report, on **Typed Letterhead**, addressed to commanding officer.
 6. Have **COMPLAINT REPORT (PD313-152)** prepared.
 - a. Indicate, under appropriate caption, that duplicated copies are to be forwarded to the Internal Affairs Bureau, the Quartermaster Section, (ONLY if Department property, lost or stolen, was issued by the Quartermaster Section) and Patrol/Transit/Housing Borough, Detective Borough, or bureau concerned.
 7. Notify Internal Affairs Bureau Command Center, by telephone, and enter Internal Affairs Bureau log number under "Details" on **COMPLAINT REPORT**.
 8. Notify Stolen Property Inquiry Section (Alarm Board) if property has identifying letters or numbers on it for purpose of transmitting alarm.
 - a. If Vehicle Identification Plate is lost/stolen, give Vehicle Identification Plate number including the letter "P", if appropriate, and the expiration date of the plate.
 9. Notify Transit Special Investigations Unit, Transit Bureau Wheel and the Employee Resources Section if property consists of a New York City Transit (NYCT) Police Pass MetroCard.
 10. Forward three copies of report to Commanding Officer, Fleet Services Division for loss of a tire, tool, etc., from a Department vehicle.
 - a. Forward one copy direct to the Commanding Officer, Transit Bureau, if property consists of NYCT Police Pass MetroCard and one copy with **COMPLAINT REPORT** direct to the Commanding Officer, Employee Resources Section, if property consists of NYCT Police Pass MetroCard, Long Island Railroad Police Pass or Metro North Police Pass.

NOTE *In cases where the loss or theft of a NYCT Police Pass MetroCard, Long Island Railroad and/or Metro North Police Pass occurs outside New York City the member will notify the local police agency and desk officer, command of assignment. The desk officer will make a Command Log entry and notify the operations coordinator who will conduct an investigation, notify IAB and comply with step "10" subdivision "a," as appropriate. The IAB log number must be included in the report.*

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
219-20	09/27/16		2 of 2

OPERATIONS 11. Take other action as appropriate.

COORDINATOR

(continued)

COMMANDING 12. Review result of investigation.

OFFICER

ADDITIONAL DATA

*Each precinct squad commander will examine **COMPLAINT REPORTS** prepared, including those **REPORTS** not referred to the precinct squad, concerning the loss or theft of police related equipment. Such equipment will include, but is not limited to, law enforcement frequency radios, police vehicles, uniforms, shields or identification cards, bulletproof vests or police type emergency lights or sirens. The squad commander will notify the Commanding Officer, Major Case Squad of such loss/theft by telephone and forward a duplicated copy of the **COMPLAINT REPORT** or **Omniiform Complaint Revision**, as appropriate, with a covering report, on **Typed Letterhead**, to the Major Case Squad. In addition P.G. 219-21, "Lost/Stolen Firearm, Shield, Identification Card" is to be adhered to when a member of the Department reports a lost/stolen firearm, shield, and/or I.D. card.*

RELATED PROCEDURE

*Portable Radio Transceivers ([P.G. 219-15](#))
Lost/Stolen Firearm, Shield, Identification Card ([P.G. 219-21](#))*

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
Typed Letterhead
Omniiform Complaint Revision



PATROL GUIDE

Section: Department Property		Procedure No: 219-21	
LOST/STOLEN FIREARM, SHIELD, IDENTIFICATION CARD			
DATE ISSUED: 04/20/17	DATE EFFECTIVE: 04/20/17	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE

To investigate circumstances when a member of the service (uniformed or civilian) reports a lost/stolen firearm, police shield or **IDENTIFICATION CARD (PD416-091)**.

PROCEDURE

When a member of the service discovers the loss/theft of a firearm, shield or **IDENTIFICATION CARD**:

MEMBER OF THE SERVICE

1. Notify desk officer, precinct of occurrence, immediately.

NOTE

*In Nassau or Suffolk counties, notify desk officer, 105th Precinct. In Westchester, Orange, Putnam or Rockland counties, notify desk officer, 50th Precinct. If loss/theft occurs in other than New York City or the residence counties, notify Operations Unit direct. In addition, the local police agency will be notified immediately and requested to transmit a **FINEST** notification to this Department.*

2. Prepare part "A" of **LOST/STOLEN FIREARM/SHIELD/I.D. CARD REPORT (PD520-150)**.
 - a. If loss/theft occurred outside city, the desk officer or Operations Unit member receiving the report will prepare both parts "A" and "B" of the report.
3. Report loss/theft to commanding officer at first opportunity and include all information available.

DESK OFFICER

4. Make a Command Log entry of facts.
 - a. If member reporting loss/theft is not assigned to precinct of report, prepare and forward a transcript of the Log entry to the member's commanding officer.
5. Notify commanding officer/duty captain and Operations Unit immediately.
6. Prepare part "B" of **LOST/STOLEN REPORT**.
7. Ensure that **COMPLAINT REPORT (PD313-152)** is finalized and alarm transmitted.

NOTE

*A **COMPLAINT REPORT** will not be prepared nor will an alarm be transmitted if the loss/theft occurred outside New York City. However, a Command Log and/or Telephone Record entry will be made.*

8. Notify Internal Affairs Bureau Command Center and enter Internal Affairs Bureau log number under "Details" on **COMPLAINT REPORT**, if prepared, or in Telephone Record, if **COMPLAINT REPORT** is not prepared.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
219-21	04/20/17		2 of 3

COMMANDING OFFICER/ DUTY CAPTAIN

9. Conduct immediate investigation.
 - a. Communicate, by telephone, with agency receiving report, if loss/theft occurred outside New York City.
 - b. Interview member of the service concerned reporting loss/theft, by telephone, if necessary.
10. Prepare part "C" of **LOST/STOLEN REPORT**.
 - a. Include recommendation concerning negligence by member of the service.
11. Prepare **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)**, if circumstances warrant.
12. Distribute **LOST/STOLEN REPORT** as indicated on bottom of form.
13. Forward **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT** to commanding officer of member reporting loss/theft.

NOTE

*If the duty captain conducts the investigation, a copy of the **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT** will be filed in the permanent command of the duty captain.*

MEMBER'S COMMANDING OFFICER

14. Have notation made on member's **FORCE RECORD (PD406-143)** of time and date of the Command Log entry concerning the loss/theft of firearm.
15. Determine if disciplinary action should be taken.

NOTE

When it has been determined that disciplinary action should be taken for the loss of or failure to safeguard a firearm, a consultation with the Department Advocate's Office will be made to determine appropriate disciplinary action.

16. Initiate command discipline or formal charges, if circumstances warrant.
17. Enter disposition on **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT** and file.
 - a. Forward duplicate copy of **LOST/STOLEN REPORT**, through channels, to Department Advocate (Schedule B cases only).
18. Prepare part "D" of **LOST/STOLEN REPORT** giving particulars and/or results of investigation and any action taken or contemplated.
19. Distribute **LOST/STOLEN REPORT** as indicated on rear of form.

MEMBER OF THE SERVICE

20. Report to Commanding Officer, Employee Resources Section to obtain a new shield or **IDENTIFICATION CARD**.
 - a. Return to permanent command and request clerical member to enter new shield number on **FORCE RECORD**.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
219-21	04/20/17		3 of 3

ADDITIONAL DATA

Members of the service assigned to Police Headquarters whose firearm/shield/**IDENTIFICATION CARD** is lost/stolen within the confines of the 5th Precinct will immediately report the loss/theft to the Headquarters Security Unit. Members of the service assigned to the Police Academy or units within the Police Academy facility (other than 13th Precinct personnel) whose firearm/shield/**IDENTIFICATION CARD** is stolen/lost within the confines of the 13th Precinct will immediately report the loss/theft of firearm/shield/**IDENTIFICATION CARD** to the Police Academy Integrity Unit. A captain or above from the reporting members command will conduct the investigation, prepare the **LOST/STOLEN FIREARM/SHIELD/I.D. CARD REPORT**, and the **SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT**. Headquarters Security Unit or Police Academy Integrity Unit personnel will make the notifications required by the preceding procedure and **COMPLAINT REPORT** serial numbers will be obtained from the 5th or 13th Precinct, as appropriate.

If the loss/theft of a shield occurs at a time when the Employee Resources Section is closed and the member concerned is scheduled to perform duty in uniform, the member will be assigned to duty in uniform without a shield until the Employee Resources Section opens the next business day.

Reports of lost/stolen auxiliary police shields will be processed as directed in P.G. 207-12 "Lost or Stolen Property/Identity Theft." The command clerk will enter in the box captioned "Additional Copies For" - Auxiliary Police Section.

Auxiliary police shields coming into the possession of the Department, if not required as evidence, will be forwarded, with a report of the circumstances, to the Commanding Officer, Auxiliary Police Section. A **PROPERTY CLERK INVOICE (PD521-141)** is not required in such cases.

RELATED PROCEDURES

General Uniform Regulations (P.G. 204-01)
Reporting Violations Observed By Supervisors (P.G. 206-01)
Violations Subject To Command Discipline (P.G. 206-03)
Schedule "A" and Schedule "B" Command Disciplines (P.G. 206-02)
Authorized Penalties Under Command Discipline (P.G. 206-04)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Service And Disposition Of Charges And Specifications (P.G. 206-06)

FORMS AND REPORTS

COMPLAINT REPORT (PD313-152)
FORCE RECORD (PD406-143)
IDENTIFICATION CARD (PD416-091)
LOST/STOLEN FIREARM /SHIELD/I.D. CARD REPORT (PD520-150)
PROPERTY CLERK INVOICE (PD521-141)
SUPERVISOR'S COMPLAINT REPORT/COMMAND DISCIPLINE ELECTION REPORT (PD468-123)



PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-30	
DRUG SCREENING TESTS FOR CAUSE FOR UNIFORMED AND CIVILIAN MEMBERS OF THE SERVICE			
DATE ISSUED: 04/20/17	DATE EFFECTIVE: 04/20/17	REVISION NUMBER:	PAGE: 1 of 5

PURPOSE

To investigate and detect illegal drug/controlled substance usage by members of the service (uniformed and civilian).

SCOPE

The administration of drug screening tests for cause is a procedure utilized to detect the presence of drugs in the hair and urine of members of the service suspected of illegal drug/controlled substance usage. To balance the public's interest in having a drug-free Police Department against the individual employee's right to privacy, drug screening tests for cause will be administered when there is reasonable suspicion to believe that a member of the service (uniformed or civilian) is illegally using drugs/controlled substances. When reasonable suspicion does exist, the member suspected of illegally using drugs/controlled substances MUST provide hair and urine samples when directed. Refusal will result in immediate suspension from duty and subsequent service of charges and specifications.

PROCEDURE

When a member of the service suspects that another member (uniformed or civilian) may be illegally using drugs/controlled substances:

MEMBER OF THE SERVICE

1. Immediately notify Internal Affairs Bureau Command Center ([212] 741-8401).
 - a. Provide rank, name and command of suspected member.
 - b. Obtain a log number.

SUPERVISOR DIRECTED TO CONDUCT INVESTIGATION

SUPERVISOR CONDUCTING INVESTIGATION

2. Determine if REASONABLE SUSPICION has been established indicating illegal drug/controlled substance usage.

NOTE

Reasonable Suspicion - Exists when evidence or information, which appears reliable, is known to the police supervisor and is of such weight and persuasiveness as to make the supervisor, based upon his/her judgment and experience, reasonably suspect that a member of the service is illegally using drugs/controlled substances. Reasonable suspicion that a member is illegally using drugs/controlled substances must be supported by specific articulable facts from which rational inferences may be drawn. Reasonable suspicion cannot be based upon mere "hunch" or solely upon poor work performance.

3. Prepare **INVESTIGATING OFFICER'S REPORT (PD313-153)** and record observations and other pertinent data.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-30	04/20/17		2 of 5

NOTE *If reasonable suspicion of illegal drug/controlled substance use is based on observation of the suspected member's physical appearance, at least two supervisors must make the observations.*

SUPERVISOR CONDUCTING INVESTIGATION (continued)

4. Prepare a case folder for documentation of all aspects of investigation.
5. Confer with own immediate supervisor if reasonable suspicion has been established that member is illegally using drugs/controlled substances.
6. Contact bureau chief/counterpart/borough commander, upon completion of investigation to obtain approval for drug screening tests.
 - a. If circumstances indicate drug screening samples must be obtained expeditiously, immediately contact bureau chief/counterpart/borough commander for approval.

BUREAU CHIEF/COUNTERPART/BOROUGH COMMANDER

7. Approve request for drug screening test ONLY after carefully determining whether the supervisor conducting investigation has established reasonable suspicion.
8. Direct that member being tested be placed on modified assignment pending results of test, unless other circumstances warrant suspension from duty.

NOTE *Approval of bureau chief/counterpart/borough commander must be obtained prior to administration of the drug screening tests. If bureau chief/counterpart/borough commander is not available, executive officer concerned or duty chief may be contacted for approval.*

SUPERVISOR CONDUCTING INVESTIGATION

9. Contact the Medical Division when approval is received for administration of drug screening test and obtain Medical Division's drug screening serial numbers.
 - a. Obtain Medical Division's drug screening serial numbers even if member refuses tests.
 - b. Include Medical Division's drug screening serial numbers in case folder along with all other documentation.

NOTE *After business hours, contact the Sick Desk Supervisor.*

10. Advise member suspected of illegal drug/controlled substance usage that refusal to provide hair and urine samples will result in immediate suspension from duty.
11. Notify the Department Advocate's Office that a drug screening test has been ordered, provide all pertinent information and obtain identity of member notified.
 - a. Notify Medical Division to make entry in "Drug Screening Test Log" under caption "DEPARTMENT ATTORNEY NOTIFIED."

SUPERVISOR, MEDICAL DIVISION

12. Inform supervisor conducting investigation where hair and urine samples will be taken and procedure to be followed.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-30	04/20/17		3 of 5

SUPERVISOR, MEDICAL DIVISION (continued) 13. Maintain “Drug Screening Test Log” in an appropriate Department record book, captioned across a double page, as follows:

FIRST PAGE						
DRUG SCREENING TEST#	DATE/TIME	NAME OF MEMBER TESTED	TAX REGISTRY NUMBER	COMMAND	MEMBER REQUESTING TEST	COMMAND

SECOND PAGE			
DEPARTMENT ATTORNEY NOTIFIED	WITNESS TO TEST	RESULTS OF TESTS	REMARKS

ADDITIONAL DATA

A Department surgeon, specifically a medical doctor employed by the Department, may order a drug screening test without securing the prior approval of the bureau chief/counterpart/borough commander concerned. However, when a Department surgeon orders a test for a member of the service he/she suspects of illegal drug/controlled substance usage, the Department surgeon will confer with the Commanding Officer, Medical Division, or designee, and the Medical Division’s Medical Review Officer, if feasible.

The investigator’s case folder will be sealed to protect the employee’s right to privacy in those cases in which the result of the drug screening test do not indicate the presence of an illegal drug/controlled substance. The folder will not be unsealed without the written authorization of the Deputy Commissioner, Legal Matters. The case folder will be filed in the appropriate borough Investigations Unit with a copy to the Internal Affairs Bureau. Furthermore, any reference to the administration of the drug screening test in the personal folder of the member concerned will be expunged.

*An investigating supervisor finding controlled substances/contraband, such as drugs or instruments used to administer drugs (e.g., hypodermic syringes/needles, crack pipes, etc.) on or in the vicinity of a member of the service (uniformed or civilian) suspected of illegal drug/controlled substance usage will have such items invoiced on **PROPERTY CLERK INVOICE (PD521-141)** as “Investigatory Evidence” and comply with the pertinent provisions of P.G. 218-24, “Processing Controlled Substances/Marijuana Contraband Stored at Station House” and P.G. 218-25, “Processing Controlled Substances/Marijuana Contraband Not Stored at Station House.” In addition, the investigating supervisor will have the following statement entered in capital letters in the “Remarks” section of the **INVOICE**:*

“NOT TO BE DESTROYED WITHOUT APPROVAL OF THE DEPARTMENT ADVOCATE’S OFFICE.”

When hair samples are required, three hair samples will be collected, cut as close to the skin as possible. The samples should be collected from the same body area, preferably the head. The samples will be individually placed in separate laboratory supplied “Sample Acquisition Cards,” and sealed by the collector in the presence of the test subject. These cards will be placed in separate plastic bags, sealed by the collector, and

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-30	04/20/17		4 of 5

**ADDITIONAL
DATA
(continued)**

initialed and dated by the test subject. Two hair samples will be forwarded to the contracted laboratory for analysis. The third hair sample will be secured at the Medical Division for use in testing, should the test of the first two hair samples reveal positive results for illegal drugs/controlled substances. Appropriate chain of custody will be maintained at all times.

Except in unusual circumstances, samples will be taken at a facility operated by the Medical Division, or at another health care facility.

In the event that the member concerned is unable to provide adequate hair samples as required in this procedure, the Commanding Officer, Medical Division, or designee, will be contacted. The Commanding Officer, Medical Division, or designee, may authorize the collection of alternate specimen(s) to complete the drug screening test.

When urine samples are required, two urine samples will be collected, each in a separate vial. Prior to testing, the drug screening serial number assigned by the Medical Division and date of test will be affixed to each vial. The serial number will be logged separately with the member's name and maintained at the Medical Division. The member being tested and the witness will then initial the vial stickers. The vials will be sealed in the member's presence after the urine samples have been collected. Appropriate chain of custody will be maintained at all times.

Privacy and dignity will be protected. Hair and urine samples will be collected under maximum feasible privacy. Except in unusual circumstances, only one person of the same sex will be present with the test subject to observe the urine sample being provided. For chain of custody purposes, that same person will also collect the hair samples.

One or more scientifically accepted initial screening samples will be employed in analysis. A positive report will be made only after final confirmation testing has been conducted. Negative test samples will not be maintained; instead, they will be destroyed.

Positive test samples will be maintained by the analyzing laboratory in a secure area, and will remain confidential unless and until Department disciplinary Charges and Specifications are served. A member whose test is positive may, within sixty days of notification of such result, submit a written request to the Department Advocate's Office for further independent testing of the third sample by a laboratory certified by the State of New York Department of Health, and approved by the Medical Division to conduct the particular type of forensic drug testing (i.e., urine or hair) being requested. All additional testing expenses, including chain of custody, will be paid by the affected member of the service. The results of the additional test will be forwarded by the independent laboratory to the Medical Division. The Medical Division will then forward the results to the Department Advocate's Office. The affected member/counsel will be notified of the results by the Department Advocate's Office.

Positive test results, which indicate illegal drug/controlled substance use, will result in Department Charges and Specifications, and suspension from duty.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
205-30	04/20/17		5 of 5

ADDITIONAL DATA
(continued) *Uniformed members of the service screened under this procedure will continue to be subject to drug screening pursuant to the Department's random drug screening procedures.*

RELATED PROCEDURES
Reporting Violations Observed by Supervisors (P.G. 206-01)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Service and Disposition of Charges and Specifications (P.G. 206-06)
Cause for Suspension or Modified Assignment (P.G. 206-07)
Interrogation of Members of the Service (P.G. 206-13)
Suspension From Duty-Uniformed Member of the Service (P.G. 206-08)
Modified Assignment (P.G. 206-10)

FORMS AND REPORTS
IDENTIFICATION CARD (PD416-091)
INVESTIGATING OFFICER'S REPORT (PD313-153)
PROPERTY CLERK INVOICE (PD521-141)



PATROL GUIDE

Section: General Regulations		Procedure No: 203-18	
RESIDENCE REQUIREMENTS			
DATE ISSUED: 09/27/16	DATE EFFECTIVE: 09/27/16	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE

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

MEMBER OF THE SERVICE

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

OPERATIONS COORDINATOR

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

COMMANDING OFFICER

5. Ensure members of the service comply with residence and telephone number requirements.

PERSONNEL ORDERS DIVISION

6. Ensure no uniformed member of the Housing Bureau is to be assigned to a police service area (PSA) that patrols public housing developments in a precinct in which the member resides.
7. Ensure no member of the service (uniformed or civilian) is to be assigned to his/her resident precinct, with the exception of school crossing guards.
 - a. Civilian members of the service who were assigned to their resident precinct prior to July 29, 2009, will be able to continue to reside and work in the same precinct.

NOTE

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

ADDITIONAL DATA

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

Notwithstanding the general requirement of City residency, Local Law No. 48 of 2009, allows civilian members of the service who have completed two years of service to reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties. However, civilian members of the service with special patrolman designation status must reside within the five boroughs of New York City regardless of years of service. Traffic Enforcement Agents Level IV, School

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
203-18	09/27/16		2 of 2

**ADDITIONAL
DATA
(continued)**

Safety Agents and Evidence/Property Control Specialists who have special patrolman status are exempt under the State Public Officers Law and after completing two years of employment with the City may reside, in addition to the five boroughs of New York City, in Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties.

This amendment will not affect administrative or judicial actions taken to enforce residency requirements which were in effect prior to the change.

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

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

**RELATED
PROCEDURE**

Personal Information Via Department Intranet ([P.G. 203-24](#))



PATROL GUIDE

Section: Arrests

Procedure No: 208-37

FAMILY OFFENSES AND DOMESTIC VIOLENCE INVOLVING UNIFORMED OR CIVILIAN MEMBERS OF THE SERVICE

DATE ISSUED:

09/27/16

DATE EFFECTIVE:

09/27/16

REVISION NUMBER:

PAGE:

1 of 5

PURPOSE

To process domestic incidents involving uniformed or civilian members of the service.

PROCEDURE

When directed to respond on a radio run or assignment that is later deemed to be a family offense or domestic incident (as per the Department's expanded definition of Family/Household) involving uniformed or civilian members of the service:

NOTE

Effective January 1, 1996, the Criminal Procedure Law mandates that an arrest be made when an officer establishes probable cause that any family offense misdemeanor has been committed, unless the victim, on his/her own volition, requests that an arrest not be made. The law prohibits a uniformed member of the service from inquiring whether the victim seeks an arrest of such person. In addition, uniformed members of the service are reminded that P.G. 208-36, "Family Offenses/Domestic Violence," sets out a mandatory arrest policy if a uniformed member of the service establishes probable cause that any felony has been committed or an order of protection has been violated.

RESPONDING MEMBER OF THE SERVICE

1. Obtain medical assistance if requested or the need is apparent.
2. Ascertain the facts.
3. Ensure that the patrol supervisor is responding.

NOTE

Communications Section will automatically direct the patrol supervisor to respond to the scene of all family-related incidents involving members of the service.

A member of the service performing stationhouse duties who is apprised of a domestic incident involving a member of the service will notify the desk officer. The desk officer will ensure that the procedures outlined in this order are followed.

PATROL SUPERVISOR

4. Comply with the provisions of P.G. 208-36, "Family Offenses/Domestic Violence."
 - a. Direct the preparation of a **New York State Domestic Incident Report (DCJS 3221)** in all cases.
 - b. Give complainant/victim copy of both pages of the DIR (pink copies) and the "Victim Rights Notice" (pink copy) to the complainant/victim, if present.

IN ALL CASES INCLUDING WHEN NO OFFENSE HAS BEEN ALLEGED:

PATROL SUPERVISOR

5. Comply with P.G. 208-36, "Family Offenses/ Domestic Violence."
6. Apprise the parties of the availability of counseling (see *Additional Data* statement).

NOTE

When there is doubt as to who is the offender and who is the victim, or if there is a cross-complaint situation, the commanding officer/duty captain will be notified and will determine the course of action.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
208-37	09/27/16		2 of 5

WHEN THE MEMBER OF THE SERVICE IS A VICTIM:

- PATROL SUPERVISOR** 7. Notify precinct commanding officer/duty captain who will ensure that appropriate action is taken and apprise parties of the availability of counseling.

IF THE MEMBER OF THE SERVICE IS ALLEGED TO HAVE COMMITTED AN OFFENSE, IN ADDITION TO STEPS 5 AND 6, COMPLY WITH THE FOLLOWING STEPS:

- PATROL SUPERVISOR** 8. Direct that a **COMPLAINT REPORT WORKSHEET (PD313-152A)** be prepared.

NOTE *If a member of the service is arrested, comply with P.G. 206-11, "Member Of The Service Arrested - Uniformed Or Civilian."*

9. Notify desk officer, precinct of occurrence.

- DESK OFFICER** 10. Notify and confer with precinct commander/duty captain.
 11. Notify Internal Affairs Bureau Command Center and obtain log number.
 a. Enter the IAB log number in the "Results of Investigation and Basis of Action Taken" section of the **NYS Domestic Incident Report**.
 b. Enter IAB log number in the "Details" section of the **COMPLAINT REPORT**.
 (1) IAB will determine the appropriate investigating command.
 c. Enter the words "IAB Log #" and the corresponding log number in the precinct Domestic Incident Report Log under caption "Precinct Serial #." Also, have entered the corresponding ICAD Incident Number in the caption "ICAD Incident #."
 d. Direct that the **NYS Domestic Incident Report** be entered into the Domestic Violence Database, including the IAB log number.
 12. Prepare report on **Typed Letterhead** in all cases even if offender was not present. Provide details of incident and include domestic referrals/counseling offered to the victim. Forward with copy of **COMPLAINT REPORT** and **NYS Domestic Incident Report** in a sealed envelope, as follows:
 a. Chief of Internal Affairs (original and canary copy of DIR)
 b. Commanding officer, member of the service involved. (If more than one member of the service is involved, send a copy of report to commanding officer of each.)
 c. Commanding officer, precinct of occurrence.
 (1) Maintain in confidential file.
 d. Commanding officer, borough investigations unit concerned.
 e. Commanding officer, borough investigations unit covering member's command, if different from "d."

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
208-37	09/27/16		3 of 5

DESK OFFICER (continued)

- f. Commanding officers of:
 - (1) Medical Division
 - (2) Employee Resources Section (immediately, by fax)
 - (3) Personnel Orders Division, if firearms are removed.

NOTE

In situations where the complainant/victim is present at the stationhouse, the desk officer will ensure that only persons who are investigating the incident have access to the complainant/victim.

No other copies or files relating to the investigation will be maintained in the precinct of occurrence other than in the commanding officer's confidential file.

Victims of domestic violence may be referred to the following in an effort to provide appropriate victim services:

NYC Victims Services	(800) 621-HOPE (4673)
NYS Coalition Against Domestic Violence	(800) 942-9606

COMMANDING OFFICER/ DUTY CAPTAIN

13. Commence an immediate investigation and take appropriate action as indicated by P.G. 208-36, "Family Offenses/Domestic Violence."
 - a. Make a background inquiry through the Internal Affairs Bureau Command Center during the initial stages of an official investigation involving a member of the service and PRIOR to suspending, modifying or placing the member concerned on restricted duty pending evaluation of duty status. This conferral is to obtain background information that may assist in the investigation. All decisions regarding the investigation, as well as any resulting determination regarding the member's duty status, remain the responsibility of the commanding officer/duty captain concerned.
 - b. If the offender is not present and further investigation is required, confer with the Internal Affairs Bureau and request assistance if needed.

NOTE

Whenever notification of an incident involving a member of the service (uniformed or civilian) residing outside the City of New York is received, the appropriate duty captain will be responsible for conducting an investigation. All decisions concerning the initial investigation of the allegation remain the responsibility of the duty captain. Follow-up notifications concerning actions taken or anticipated will be made to update the Internal Affairs Bureau Command Center.

COMMANDING OFFICER/M.O.S. INVOLVED

14. Review and maintain a confidential file of all reports regarding members of the service involved in domestic incidents.
 - a. Confer with Internal Affairs Bureau or investigations unit concerned, regarding status of ongoing investigations.

I.A.B. MEMBER CONCERNED

15. Determine immediately, if circumstances necessitate an investigation be conducted by Internal Affairs Bureau.
 - a. In all other cases, refer the investigation to the investigations unit covering the borough of occurrence.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
208-37	09/27/16		4 of 5

INVESTIGATIONS UNIT, COMMANDING OFFICER

16. Designate a supervisory member of the unit to be a “Domestic Violence Investigator.”

17. Ensure that the investigations unit is equipped with a Domestic Incident Report database.

INVESTIGATION UNIT ASSIGNED

18. Ensure that the NYS Domestic Incident Report has been entered into the Domestic Violence Database System. Conduct the Domestic Violence Database System Review process and finalize the DIR in the database.

19. Check the database for a record of prior domestic incidents.

NOTE

*In addition, confer with the integrity control officer of the subject’s and victim’s resident precincts to ascertain if other **NYS Domestic Incident Reports** have been prepared, (e.g., no allegation was alleged, etc.). Also, check with the investigations unit covering the command of the subject member of the service.*

20. Confer with Internal Affairs Bureau to ascertain whether there exists any record of prior domestic violence incidents involving the subject member of the service.
21. Confer with the Domestic Violence Officer of the victims resident precinct/local police agency to ascertain if there are domestic violence services available and make appropriate referrals to the victim. Document referrals made in case folder.

ADDITIONAL DATA

An off-duty uniformed member of the service present at an unusual police occurrence (including family disputes and other incidents of domestic violence) in which the officer is either a participant or a witness is required to remain at the scene when feasible and consistent with personal safety and request the response of the patrol supervisor. In situations where remaining at the scene is not feasible, uniformed members are to notify the desk officer, precinct of occurrence. When the incident occurs outside the City of New York, the uniformed member of the service is to notify the Operations Unit.

Counseling and other services are available for both members of the service and their families. Uniformed and civilian members or their families may contact any of the units listed below to obtain necessary services and referrals for counseling, shelter and other assistance:

*Employee Relations Section
Employee Assistance Unit
Counseling Services Unit
Chaplains’ Unit
Psychological Evaluation Section
Sick Desk
Sick Desk Supervisor
NYPD HELPLINE
Operations Unit*

After hours, or in an emergency, contact the HELPLINE, Sick Desk or Operations Unit.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
208-37	09/27/16		5 of 5

**ADDITIONAL
DATA
(continued)**

In addition, the following non-Departmental programs and Domestic Violence Prevention Hotlines can provide referrals:

<i>New York City (Victims Services)</i>	<i>800-621-HOPE(4673)</i>
<i>NYS Coalition Against Domestic Violence</i>	<i>800-942-6906</i>
<i>National Coalition Against Domestic Violence</i>	<i>(202)-638-6388</i>
<i>PBA Membership Assistance Program</i>	<i>888-267-7267</i>
<i>Police Self Support Group</i>	<i>(718) 745-3345</i>

**RELATED
PROCEDURES**

Employment Discrimination ([P.G. 205-36](#))
Family Offenses/Domestic Violence ([P.G. 208-36](#))
Threats Against Members Of The Service ([P.G. 221-19](#))
Member Of The Service Arrested -Uniformed Or Civilian ([P.G. 206-11](#))

**FORMS AND
REPORTS**

COMPLAINT REPORT WORKSHEET (PD313-152A)
New York State Domestic Incident Report (DCJS 3221)



PATROL GUIDE

Section: General Regulations		Procedure No: 203-06	
PERFORMANCE ON DUTY – PROHIBITED CONDUCT			
DATE ISSUED: 10/03/14	DATE EFFECTIVE: 10/03/14	REVISION NUMBER:	PAGE: 1 of 2

PERFORMANCE ON DUTY – PROHIBITED CONDUCT

1. Consuming any amount of intoxicants while on duty whether in uniform or civilian clothes.
 - a. Member assigned to duty in civilian clothes may be granted permission by the bureau chief/counterpart concerned based upon the nature of the member's assignment.
2. Consuming intoxicants while in uniform whether on or off duty.
3. Bringing or permitting an intoxicant to be brought into a Department building, facility, booth, boat, or vehicle, except in performance of police duty.
4. Entering premises serving intoxicants, except for meal or performance of duty.
5. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
6. Recommending use of particular business, professional or commercial service to anyone except when transacting personal affairs.
7. Steering business, professional or commercial persons to a prospective client requiring such services except when transacting personal affairs.
8. Consenting to payment by anyone to regain lost or stolen property or advising such payment, except towing fees as provided by law for recovered stolen vehicles.
9. Riding in any vehicle, other than a Department vehicle to which assigned, while in uniform, except when authorized or in an emergency (sergeants and police officers only).
10. Using Department logo unless authorized by Police Commissioner.
11. Engaging in card games or other games of chance in a Department facility.
12. Engaging in illegal gambling anywhere except in performance of duty.
13. Having any person make a request or recommendation that affects the duties of any member of the service, except as provided by Department procedures.
14. Engaging in conduct defined as discriminatory in *P.G. 205-36*, "Employment Discrimination," "SCOPE" statement.
15. Using Department letterhead, personnel, equipment, resources, or supplies for any non-Department purpose or non-city purpose.
16. Using any electronic/digital device (e.g., personal gaming device, MP3 player, personal digital assistant, Bluetooth headset, etc.) while on duty.

NOTE

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

17. Using any personal electronic/digital device (e.g., cellular phone, camera, etc.) to record video and/or audio or take photographs during any police encounter.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
203-06	10/03/14		2 of 2

NOTE

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

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

**PERFORMANCE
ON DUTY –
PROHIBITED
CONDUCT
(continued)**

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

**RELATED
PROCEDURES**

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

Detective Squad/Unit Investigators Processing Recovered Video Evidence (D.G. 503-18)



PATROL GUIDE

Section: Disciplinary Matters		Procedure No: 206-03	
VIOLATIONS SUBJECT TO COMMAND DISCIPLINE			
DATE ISSUED: 04/20/17	DATE EFFECTIVE: 04/20/17	REVISION NUMBER:	PAGE: 1 of 3

PURPOSE

To inform members of the service (uniformed and civilian) of the violations of Department regulations which may be adjudicated by command discipline.

PROCEDURE

When any of the following violations are brought to the attention of a commanding/executive officer, the commanding/executive officer concerned may initiate command discipline:

SCHEDULE "A" VIOLATIONS

1. Absence from meal location, post or assignment
2. Failure to sign return roll call
3. Failure to signal or signal improperly
4. Improper uniform or equipment
5. Failure to maintain neat and clean personal appearance
6. Omitted **ACTIVITY LOG (PD112-145)** entries
7. Omitted entries in Department records, forms or reports
8. Failure to submit reports in a timely manner
9. Failure to make proper notifications
10. Smoking as prohibited
11. Unnecessary conversation
12. Failure to lock an unguarded Department vehicle
13. Loss of **IDENTIFICATION CARD (PD416-091)**
14. Reporting late for duty
15. Carrying packages, newspapers or other articles as prohibited while in uniform or Department vehicle
16. Failure to notify supervising officer when leaving post for Department or personal necessity
17. Failure to make routine inspections and surveys as required
18. Unauthorized person riding in Department vehicle
19. Failure to notify commanding officer when address, telephone number, or social condition changes
20. Using any electronic/digital device (e.g., personal gaming device, MP3 player, personal digital assistant, Bluetooth headset, etc.) while on duty

NOTE

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

21. Loss of summons or loss of summons book
22. Failure to have locker secured or properly tagged
23. Failure to sign in or out of court
24. Failure to perform duties in connection with court appearances
25. Failure to properly perform or improperly perform patrol or other assignment

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
206-03	04/20/17		2 of 3

- SCHEDULE “A” VIOLATIONS (continued)**
26. Failure to present required firearms to the range officer at firearms training cycle
 27. Obvious neglect of care of firearm(s)
 28. Failure to attend a training cycle (firearms included)
 29. Failure to maintain live, authorized ammunition in authorized weapons (includes having the required maximum amount of ammunition in the weapon)
 30. Illegal parking of Department or private vehicle(s)
 31. Use or display of **Vehicle Identification Plate (Misc. 740)**, **NYPD Restricted Parking Permit (Misc. 23-N)**, **Headquarters Annex Parking Permit (Misc. 814HQ-Annex)** or any other Department issued vehicle parking permit while off duty or while not on official Department business
 - a. Failure to return any Department issued vehicle parking permit when assigned to the Military and Extended Leave Desk, when transferred or when the permit expires
 32. Failure to make a timely notification to the Sick Desk and command, as required
 33. Failure to comply with proper driving rules and regulations
 34. Unauthorized use of Department telephones
 35. Any other minor violation that, in the opinion of the commanding/executive officer is appropriate for Schedule A command discipline procedure.
 36. Reporting present for duty before the start of the regular tour without prior authorization from a supervisor of a higher rank.

- SCHEDULE “B” VIOLATIONS**
1. Loss of shield
 2. Failure to safeguard prisoner
 3. Loss of Department property
 4. Failure to respond, report disposition promptly or acknowledge radio calls directed to member’s unit
 5. Bringing alcoholic beverages into a Department facility or vehicle unless it is within the scope of an assignment
 6. Loss of **ACTIVITY LOG**
 7. Failure to give name and shield number to person requesting
 8. Any other violation, which, in the opinion of the commanding/executive officer and after notification to the patrol borough adjutant and consultation with the Department Advocate, is appropriate for Schedule “B” command discipline procedure.

- SCHEDULE “C” VIOLATIONS**
1. Any violation reviewed and determined by the Department Advocate to be suitable for a Schedule “C” command discipline.
 - a. Schedule “C” violations will only be adjudicated by the patrol borough/bureau adjutant.

ADDITIONAL DATA *The above violations may not be processed as command discipline if the violation is aggravated by conditions that make it inappropriate for disposition by command discipline or if member concerned requests a Department trial.*

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
206-03	04/20/17		3 of 3

**ADDITIONAL
DATA
(continued)**

The Department Advocate's Office is available to provide field commanders or internal investigation units with advice concerning charges and specifications, command disciplines, suspensions, and/or arrests of members of the service (uniformed or civilian).

When it has been determined that disciplinary action should be taken for the loss of or failure to safeguard a firearm, a consultation with the Department Advocate's Office will be made to determine appropriate disciplinary action.

A commanding/executive officer must confer with the patrol borough/bureau adjutant, prior to adjudicating a third command discipline for the same member within a six month period, to determine if charges and specifications should be instituted. If charges are appropriate, do not adjudicate the command discipline, a consultation with the Department Advocate will be necessary for final approval of charges and specifications.

Borough adjutant will inspect command discipline records to ascertain that the above procedures are complied with.

**RELATED
PROCEDURES**

*Reporting Violations Observed by Supervisors (P.G. 206-01)
Schedule "A" and Schedule "B" Command Disciplines (P.G. 206-02)
Authorized Penalties Under Command Discipline (P.G. 206-04)
Preparation of Charges and Specifications or Schedule "C" Command Discipline (P.G. 206-05)
Service and Disposition of Charges and Specifications (P.G. 206-06)
Sealing Disciplinary Records (P.G. 206-14)*

**FORMS AND
REPORTS**

**ACTIVITY LOG (PD112-145)
IDENTIFICATION CARD (PD416-091)**



PATROL GUIDE

Section: General Regulations		Procedure No: 203-10	
PUBLIC CONTACT - PROHIBITED CONDUCT			
DATE ISSUED: 01/31/17	DATE EFFECTIVE: 01/31/17	REVISION NUMBER:	PAGE: 1 of 3

PUBLIC CONTACT – PROHIBITED CONDUCT

1. Using discourteous or disrespectful remarks regarding another person's ethnicity, race, religion, gender, gender identity/expression, sexual orientation, or disability.
 - a. Members shall address the public using pronouns, titles of respect, and preferred name appropriate to the individual's gender identity/expression as expressed by the individual. The term "gender" shall include actual or perceived sex and shall also include a person's gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the legal sex assigned to that person at birth.
2. Knowingly associate with any person or organization:
 - a. Advocating hatred, oppression, or prejudice based on race, religion, gender, gender identity/expression, sexual orientation, or disability.
 - b. Disseminating defamatory material.
 - c. Reasonably believed to be engaged in, likely to engage in, or to have engaged in criminal activities.
 - d. Preventing or interfering with performance of police duty.
3. Divulging or discussing official Department business, except as authorized.
4. Manipulating manually or electronically, transmitting in any form, or distributing any official Department recorded media or recorded media coming into possession of the Department as evidence or for investigative purposes except as authorized for official Department business. Recorded media includes videotapes, photographic images or pictures, audio recordings, electronic or internet files, or any like forms to be available in the future.
5. Engaging in conduct prejudicial to good order, efficiency, or discipline of the Department.
6. Making recommendation for or concerning any person or premises to any government agency in connection with issuance, revocation, or suspension of any license or permit, except when required in performance of duty.
7. Soliciting, collecting, or receiving money for any political fund, club, association, society, or committee.
8. Joining any political club within the precinct to which assigned.
9. Being a candidate for election to, or serving as member of a School Board, if School District is located within City of New York (see Section 2103-a, Education Law).
10. While on duty or in uniform, endorsing political candidates or publicly expressing personal views and opinions concerning the merits of:
 - a. Any political party or candidate for public office;

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
203-10	01/31/17		2 of 3

PUBLIC CONTACT – PROHIBITED CONDUCT (continued)

- b. Any public policy matter or legislation pending before any government body; or
- c. Any matter to be decided by a public election, except with the permission of the Police Commissioner.
11. Having an interest in or association with premises engaged in illegal gambling operations, smoke shops, after hours clubs, or similar illegal activities, except in performance of duty.
12. Patronizing unlicensed premises (social clubs, after hours clubs, etc.) where there is illegal sale of alcoholic beverages and/or use of drugs, except in performance of duty.
13. Violating Section 1129 of the New York City Charter. This section provides that any uniformed member who shall accept any additional place of public trust or civil emolument, OR who shall be nominated for any office elective by the people, and does not decline said nomination within ten days, shall be deemed thereby to have vacated his or her position/office in the Department. This vacatur of office **shall not** apply to the following:
 - a. A member of a community board
 - b. An appointment, nomination, or election to a board of education outside the City of New York
 - c. A member, who with the written authorization of the Mayor, shall accept any additional place of public trust or civil emolument, while on leave of absence without pay from the Department.
 - d. A member who, with the written approval of the Deputy Commissioner, Legal Matters, shall accept any additional place or position outside the City of New York, limited to volunteer work as a member or volunteer in, of, or for a community board, not-for-profit corporation, volunteer fire department, or other similar community-oriented entity.

NOTE

*Uniformed members of the service seeking to volunteer off-duty in any of the above-indicated positions must complete and submit form **APPLICATION FOR OFF-DUTY VOLUNTEER WORK (PD407-1622)** to the Deputy Commissioner, Legal Matters, One Police Plaza, Room 1406. No off-duty volunteer work can commence until written approval is received by the uniformed member of the service. Members who have already obtained the written approval of the Police Commissioner do not need to re-submit a request, unless there has been a substantial change in a member's NYPD duties or assignment, or a change in the type or frequency of off-duty volunteer work.*

14. Smoking in public view while in uniform.
15. Occupying seat in a public conveyance, while in uniform, to exclusion of paying passenger.
16. Occupying seat on a train, while in uniform and assigned to train patrol duties.
17. Using personal card describing police business, address, telephone number, or title except as authorized by Department Manual.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
203-10	01/31/17		3 of 3

**PUBLIC
CONTACT –
PROHIBITED
CONDUCT
(continued)**

18. Using Department or command identifiers as part of a privately held social media account moniker (e.g., @nypd_johndoe, @053Pct_janedoe, etc.).
19. Rendering any service for private interest, which interferes with proper performance of duty.
20. Possessing or displaying police shield, **IDENTIFICATION CARD (PD416-091)**, or similar object except as authorized by the Police Commissioner.
21. Failing to provide notice to the Department of an obligation or intention to perform services in any federal military branch or state militia organization.
22. Serving on a community board's Public Safety Committee (which deals directly with Police Department and other law enforcement matters).
23. Voting on any matter that comes before the community board concerning Police Department activities in the district that the board serves.
24. Wearing any item of command-related merchandise which contains a Department logo or shield, or in any way identifies its wearer with the New York City Police Department, unless approved by the commanding officer concerned prior to being worn by a member of the service, uniformed or civilian, on or off duty.
 - a. This prohibition extends to the use of the Department logo or shield in artistic or mural form, in caricature or cartoon-like representation, or on such items that include, but are not limited to:
 - (1) Pins
 - (2) Jewelry
 - (3) Hats
 - (4) Mugs
 - (5) Clothing items
 - (6) Patches
 - (7) Writing implements
 - (8) Challenge coins
 - (9) Department property (walls, muster room entryway, watercraft, etc.)
 - (10) Any other adornment or curio.

**FORMS AND
REPORTS**

**APPLICATION FOR OFF-DUTY VOLUNTEER WORK (PD407-1622)
IDENTIFICATION CARD (PD416-091)**



PATROL GUIDE

Section: Command Operations		Procedure No: 212-34	
PROBATIONARY POLICE OFFICER, POLICE ELIGIBLE OR CIVILIAN EMPLOYEE INVOLVED IN A POLICE INCIDENT			
DATE ISSUED: 09/27/16	DATE EFFECTIVE: 09/27/16	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE

To ensure that commands concerned are notified when a probationary police officer, civilian employee, or a person eligible for appointment to the Department is involved in a police incident.

PROCEDURE

When a probationary police officer, a civilian employee or a person eligible for appointment to the Department is involved in a police incident:

MEMBER OF THE SERVICE

1. Report facts to commanding officer.

COMMANDING OFFICER

2. Conduct investigation to determine if involvement in incident would affect member's performance in the Police Department.
3. Notify the Internal Affairs Bureau Command Center (212-741-8401) with all available details.
4. Have three copies of report prepared on **Typed Letterhead**, containing all pertinent information.
5. Forward one copy of report to:
 - a. Commanding Officer, Medical Division, when a person is on a police eligible list.
 - b. Commanding Officer, Candidate Assessment Division, if incident involves a police eligible.
 - c. Commanding Officer, Performance Analysis Section, for probationary police officers or civilian employees.

NOTE

If a probationary police officer is assigned to the Police Academy:

- a. Forward duplicated copy of report to Commanding Officer, Police Academy
- b. Notify Recruit Operations
- c. Notify Performance Analysis Section next business day.

6. File remaining copy.

ADDITIONAL DATA

Whenever a commanding officer, or investigative unit commander is recommending a probationary police officer or civilian member for termination or decertification, or is recommending a probationary member of the service of any rank or title for an extension of probation, the commander must confer with the Commanding Officer, Performance Analysis Section prior to forwarding the recommendation.

Commanding Officers concerned must recognize that the conduct of probationary police officers, both on and off duty, is subject to evaluation.

FORMS AND REPORTS

Typed Letterhead



ADMINISTRATIVE GUIDE

Section: Records and Reports		Procedure No: 322-02	
TELEPHONE DISPATCH LOG			
DATE ISSUED: 02/04/15	DATE EFFECTIVE: 02/04/15	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE

To record assignments and dispositions of services rendered.

PROCEDURE

When maintaining a **TELEPHONE DISPATCH LOG (PD112-143)**:

TELEPHONE SWITCHBOARD OPERATOR

1. Enter time, rank and name on **TELEPHONE DISPATCH LOG**.
2. Confer with desk officer, prior to posting of platoon, to ascertain any changes in **ROLL CALL (PD406-144)** or ARCS roll call printout.
 - a. Enter and initial changes on duplicate copy of **ROLL CALL** maintained at telephone switchboard.
3. Record the following information in appropriate columns when notifying a uniformed member of the service or RMP unit to respond to a request for service:
 - a. Time received and time member of service is assigned.
 - b. Surname of member of the service or RMP unit assigned.
 - c. Location of assignment.
 - d. Nature of assignment (use radio code signal designation when possible).
 - e. Source or identity of person from whom request is received and manner of receipt, e.g., (P) in person, (T) telephone, (CD No. 58) Communications Section operator number 58.
 - f. Disposition of assignment (use radio code signal designation, when possible) or Department form or record prepared, including command serial number.
 - g. Time assigned member or RMP unit resumed patrol.
4. Record time a member leaves and returns from personal necessity, including address.
5. Enter time and brief explanation of post changes, new assignments, etc.
6. Record rank, name and command of member not on **ROLL CALL** who signals.
7. Enter reports made to switchboard by members on patrol except those recorded on other Department records or forms.
8. Record in appropriate box on duplicate copy of **ROLL CALL**, the time members and school crossing guards signal station house.

NOTE

*A desk officer will record all rings in own handwriting on the telephone switchboard copy of the **ROLL CALL** between 0200 and 0700 hours. The telephone switchboard operator will be given a copy of the **ROLL CALL** for reference between these hours.*

9. Record location where member obtains meal and time of return.
10. Record any request for an authorized tow truck including time request received, make and registration number of vehicle to be towed, location and any subsequent calls.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
322-02	02/04/15		2 of 2

**TELEPHONE
SWITCHBOARD
OPERATOR
(continued)**

11. Attach to **TELEPHONE DISPATCH LOG**, upon completion of tour, copy of FINEST printout of precinct RMP responses, which occurred during the tour.

DESK OFFICER

12. Certify that entries in **TELEPHONE DISPATCH LOG** are properly made by entering time and signature at fourth hour of tour and again at end of tour.
- a. Make certification after meal period if conflict arises.
13. File **TELEPHONE DISPATCH LOG** for previous tour with telephone switchboard copy of **ROLL CALL** in binder at desk, after all members are accounted for.

**RELATED
PROCEDURES**

Department Telephones and Switchboards (A.G. 304-01)

**FORMS AND
REPORTS**

ROLL CALL (PD406-144)
TELEPHONE DISPATCH LOG (PD112-143)



ADMINISTRATIVE GUIDE

Section: Records and Reports		Procedure No: 322-03	
TELEPHONE RECORD			
DATE ISSUED: 05/15/14	DATE EFFECTIVE: 05/15/14	REVISION NUMBER:	PAGE: 1 of 1

PURPOSE To record telephone messages transmitted and received.

DEFINITION TELEPHONE RECORD - Department record of all messages received and transmitted by telephone, except notifications recorded on other Department forms and records.

PROCEDURE Upon receipt or transmission of a telephone message:

- DESK OFFICER**
1. Enter and underline day of week and date on next writing line.
 - a. Close each day's message entries by drawing a double line across entire page in next vacant space.
 2. Separate message entries of same day by drawing a single line across next vacant space.
 3. Write all telephone messages as follows:
 - a. Enter time of message (as stated by sender) in margin on left side of page.
 - b. Enter on same line as time, identity of command, agency, or member receiving or sending message.
 - c. Write message in paragraph style.
 - d. Enter directly under message body, identity of person authorizing message.
 - e. Enter on next line, rank and name of person actually receiving or transmitting message.
 - (1) Record on left side of page to right of margin, name of member of command where Telephone Record is maintained.
 - (2) Enter name of other member on right side of page.

NOTE *Desk officers will initial an entry received or sent by another member of the command.*

4. Be responsible for receipt of all telephone messages, their proper recording in Telephone Record and necessary attention in connection with same.
5. Record notification data and any additional information concerning a telephone message in margin next to entry.

ADDITIONAL DATA *In other than patrol commands entries will be made as directed by the commanding officer, conforming to this procedure.*



PATROL GUIDE

Section: Quality Of Life Matters

Procedure No: 214-35

PROCESSING QUALITY OF LIFE COMPLAINTS USING THE 311 TERMINAL

DATE ISSUED:

12/15/15

DATE EFFECTIVE:

12/15/15

REVISION NUMBER:

PAGE:

1 of 4

PURPOSE

To ensure Quality of Life complaints received through the 311 terminal and/or telephone switchboard are handled efficiently by members of the service.

PROCEDURE

When a Quality of Life complaint has been received through the 311 terminal and/or telephone switchboard:

TELEPHONE SWITCHBOARD OPERATOR

1. Record Quality of Life complaints received via telephone on the **TELEPHONE DISPATCH LOG (PD112-143)**.
2. Review the 311 terminal for duplication of requests for service received via telephone and provide disposition on terminal and **TELEPHONE DISPATCH LOG** when appropriate.
3. Have Quality of Life complaint(s) generated through the 311 terminal or telephone switchboard requiring investigation dispatched as a command assignment.
4. Enter final dispositions on the **TELEPHONE DISPATCH LOG** of calls received via the telephone switchboard.

NOTE

*Quality of Life calls received at the telephone switchboard will be recorded in the **TELEPHONE DISPATCH LOG** and the desk officer will assign an available unit to respond. In addition, the caller will be advised to call 311 directly to report any future Quality of Life complaints. If a call is received at the telephone switchboard which requires a referral to another city agency, the caller will be directed to call 311 immediately.*

MEMBER OF SERVICE ASSIGNED

5. Notify Communications upon receipt of a 311 assignment (code 10-61) including location to which responding.
6. Respond to assignment as expeditiously as possible, except if on emergency assignment.
7. Promptly notify Communications upon completion of assignment.
8. Notify desk officer of disposition for completed assignments.
9. Deliver completed assigned 311 calls worksheet to the desk officer by the end of tour. Final dispositions must be indicated.

NOTE

A notification of the disposition for completed assignments must be made to the desk officer immediately upon completion. 311 assignments not completed by the end of tour will be returned to the desk officer for priority assignment to the next platoon.

PATROL SUPERVISOR

10. Monitor performance of members of the service assigned to 311 calls.

NOTE

Patrol supervisors should be cognizant that 311 calls should be handled as expeditiously as possible and adequate supervision of members of the service should be maintained at all times.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
214-35	12/15/15		2 of 4

PLATOON COMMANDER/ DESK OFFICER

11. Ensure that 311 terminal located at the desk is monitored and assignments dispatched expeditiously.
 - a. Check terminal at least every hour for any Quality of Life jobs received at the hotline.

NOTE

In addition, there will be an audible and visual alert when a new job arrives.

12. Ensure Command Log entries are made at the beginning and at the end of tour to verify the terminal was checked for jobs.
13. Ensure that all calls referred from the hotline receive an appropriate response and that the dispositions are recorded properly.

NOTE

Any Quality of Life complaint that generates five or more calls within an eight hour period will be assigned to an appropriate unit/sector for an immediate 311 response. Requests for service will be dispatched as expeditiously as possible by the desk officer as resources become available with the exception of those deferred to the special operations lieutenant or those that require an immediate response. These types of calls should be finalized as quickly as possible.

14. Print two hard copies of 311 calls for each assignment that should be handled by the platoon and instruct member(s) assigned to return the completed form with a disposition by the end of tour.
15. Accept assignments that could not be completed during the tour and reassign them to the outgoing platoon.
16. Determine whether the job can be handled during the tour or requires referral to the special operations lieutenant.

NOTE

Assignments that are either referred to the special operations lieutenant and/or require the assistance of another governmental agency will be classified as deferred or open, as appropriate. Conditions that are no longer occurring because of limited duration (such as noise complaints from a street fair, party, etc.) for which an immediate response was not available, or when the condition is no longer occurring, will be closed with the appropriate disposition(s).

17. Maintain one hard copy of all 311 complaints assigned during the tour.
 - a. Record the member(s) of the service assigned on each complaint dispatched.
18. Enter all applicable dispositions:
 - a. summons
 - b. arrest
 - c. report prepared (select appropriate report from drop down menu)
 - d. condition corrected (specify)
 - e. referred (specify unit/agency)
 - f. unfounded
 - g. gone on arrival
 - h. no violation
 - i. improper referral
 - j. other (requires detailed explanation)

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
214-35	12/15/15		3 of 4

**PLATOON
COMMANDER/
DESK OFFICER
(continued)**

19. File completed hard copy by date received in a binder at the desk and assign page number.

NOTE

*At the conclusion of each month, the completed 311 assignment hard copies will be removed from the binder and filed with the completed **TELEPHONE DISPATCH LOG**. Desk officers will verify that both copies are stored together in a secure place.*

**SECOND
PLATOON
DESK OFFICER**

20. Review terminal at 0800 hours daily for previous twenty four hours and account for all dispositions. Any discrepancies will initiate an investigation to determine if assignment was finalized by unit assigned, properly handled and/or properly referred to a specialized unit via the special operations lieutenant.

NOTE

Desk officers on all platoons will ensure assignments that are handled by their specific tours are finalized with the proper disposition.

**SPECIAL
OPERATIONS
LIEUTENANT**

21. Review 311 complaints deferred to the special operations lieutenant and ensure appropriate response.
22. Ensure dispositions are reported properly.
23. Implement plan utilizing command resources.
 - a. If necessary, utilize other Department units and/or other government agencies to address issues.
24. Establish and update as necessary a list of locations of 311 assignments deferred to the special operations lieutenant by address and complaint.
 - a. Maintain a copy of the list at the desk.
25. Ensure that the appropriate disposition is entered for a complaint that has been addressed.
 - a. The disposition will be changed from deferred to the appropriate disposition code (i.e., report prepared, unfounded, arrest).

**INTEGRITY
CONTROL
OFFICER**

26. Conduct investigation and confer with special operations lieutenant, desk officer and the commanding officer regarding integrity of 311 assignments.
27. Conduct random inspections, as necessary, to ensure proper dispositions and compliance with reporting requirements and system integrity.
28. Monitor outstanding dispositions.

**COMMANDING
OFFICER**

29. Review terminal for appropriate response and disposition to ensure assignments are handled during the tour or as per the desired plan of action.
30. Confer with the integrity control officer and desk officer regarding outstanding dispositions.
31. Implement self-inspection procedures to ensure compliance with 311 assignments.
32. Ensure a list of locations deferred to the special operations lieutenant is maintained at the desk.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
214-35	12/15/15		4 of 4

**PATROL
BOROUGH
ADJUTANT/
HOUSING
BUREAU/
TRANSIT
BUREAU
DESIGNATED
SUPERVISOR**

33. Provide additional resources as needed to assist the commanding officers, and subordinate commands if requested.
34. Ensure subordinate commands are monitored to determine if 311 assignments are being handled properly and dispositions entered in a timely manner.
35. Ensure that proper training is conducted and that subordinate commands are entering the appropriate disposition codes for 311 assignments.

NOTE

Patrol Services Bureau is responsible for developing a contingency plan.

**ADDITIONAL
DATA**

ACCESS TO 311 ANONYMOUS CALLER INFORMATION

The 311 System was designed to allow callers to remain anonymous and the Department has a responsibility to protect this anonymity. However, the Mayor's Department of Information Telecommunications and Technology (DoITT) has a confidentiality policy that allows the Department access to anonymous caller information when there is a bonafide reason to do so. Accordingly, when there are instances where additional caller information is necessary to properly address and/or correct a condition, the commanding officer, executive officer, and the special operations lieutenant of a precinct, PSA, or transit district will have the authority to access the 311 System and retrieve additional caller information.

The circumstances under which a command may access anonymous caller information are limited to and will only be utilized when all other means to investigate and/or correct the condition have been exhausted and there is a demonstrable need to gather additional information or intelligence to address a condition. Instructions on how to use the 311 terminals to access anonymous caller information can be obtained from the Patrol Services Bureau, Housing Bureau, and Transit Bureau.

*Steps will be taken by commanding officers to ensure that the identity of the caller is **not, under any circumstances, revealed or provided to any individual or parties against whom the Quality of Life concern is directed.** Access to anonymous caller information must be for legitimate purposes, as outlined above, by the authorized members of the service listed within this procedure. Any member of service who knowingly or willingly violates the confidentiality of an anonymous 311 caller will be subject to disciplinary action.*

*Command Integrity Control Officers will submit a **Typed Letterhead** to the Chief of Patrol's Resource Management Section in order to obtain passwords for the 311 terminals. If there are any questions, the Resource Management Section can be contacted.*

**FORMS AND
REPORTS**

TELEPHONE DISPATCH LOG (PD112-143)
Typed Letterhead

APPENDIX B: POLICE CADETS CORPS FORMS

- A. Monthly Work Schedule
- B. Monthly Performance Activity Report
- C. Civilian Sick Report
- D. Police Cadet Department Card
- E. Police Cadet Corps Instructional Card
- F. Command Discipline
- G. Daily Attendance Form
- H. Weekly Attendance Form
- I. Performance Evaluation – Police Cadet
- J. Typed Letterhead UF-49
- K. Police Cadet Corps Off-Duty Employment Notification form
- L. Naturalization Requirements Information



POLICE CADET CORPS MONTHLY ACTIVITY REPORT



NAME: _____ CMD: _____ TELEPHONE # _____

MONTH: _____ YEAR: _____

1. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
2. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
3. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
4. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
5. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
6. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
7. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
8. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
9. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
10. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
11. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
12. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
13. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
14. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
15. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
16. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
17. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
18. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
19. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
20. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____
21. DATE: ____/____/____	TOUR: ____ X ____	ASSIGNMENT CODE: _____	HOURS: _____

COMMENTS: 1. IF MINIMUM HOURS (21) WERE NOT COMPLETED
2. OTHER COMMENTS AS NEEDED REGARDING ASSIGNMENTS/TASKS, ETC.

TOTAL HRS. THIS MONTH: _____ CADET'S SIGNATURE _____

SUPERVISOR'S NAME (PRINT) _____

SUPERVISOR'S NAME (SIGNATURE): _____ DATE: ____/____/____

**POLICE CADET CORPS
TYPICAL TASKS
ASSIST/ OBSERVE**

- A. COMMUNITY MEETINGS
- B. SENIOR CITIZENS ESCORT
- C. BLOCK WATCHERS PROGRAM
- D. SCHOOL/YOUTH ACTIVITIES
- E. DETAILS EX: PARADES, FESTIVALS, STREET FAIRS, ETC.
- F. PUBLIC EDUCATION PROGRAMS
- G. ORGANIZING TENANT/BLOCK ASSOCIATION
- H. COMMUNITY POLICY PROJECTS
- I. CRIME PREVENTION OFFICER
- J. COMMUNITY AFFAIRS OFFICER
- K. DERELICT AUTO/ROW TOW PROGRAM
- L. BURGLARY REDUCTION PROGRAM
- M. COURT/AAB
- N. COMMUNITY POLICING CLERICAL
- O. TELEPHONE SWITCHBOARD
- P. CRIME VICTIM COMPENSATION NOTIFICATIONS
- Q. ROUTINE ADMINISTRATIVE TASKS
- R. GENERAL INFORMATION & TRAVELER ASSISTANCE
- S. OTHER



CIVILIAN SICK LEAVE REPORT

PD 429-123 (Rev. 1-07)

EMPLOYEE INSTRUCTIONS: Attach All Medical Documentation To This Form And Submit To Your Supervisor Immediately Upon Return To Duty.

Title	Name (Print Last, First, M.I.)		
Tax Registry No.		Signature	
Today's Date (MM/DD/YYYY)		Command	
SICK TIME USED	Hours	Minutes	
Start of Sick Date (MM/DD/YYYY)		End of Sick Date (MM/DD/YYYY)	
Start of Sick Time (HH:MM)		End of Sick Time (HH:MM)	

Check Only One:

☐ Documented Sick Leave ☐ Undocumented Sick Leave

Check Only One:

☐ Regular Sick ☐ Pregnancy Sick ☐ Off-the-Job Injury
☐ LWOP Sick ☐ Family Sick ☐ On-the-Job Injury

If FMLA: ☐ Personal ☐ Family

SUPERVISOR'S INSTRUCTIONS: Interview Employee. Both Member And Supervisor Must Initial Back Of Absence And Tardiness Record And Enter The Word "Sick" Under Reasons. All Medical Documentation Attached To The First Copy Of The Member's Sick Report Should Be Maintained In A Separate And Secure Location Apart From The Absence And Tardiness Record. The Medical Documentation Received Is To Be Treated Confidential And Viewed Only By The Commanding Officer or Designee. Forward The Second Copy To The Timekeeper.

Rank/Title	Supervisor's Signature	Tax Registry No.	Date
------------	------------------------	------------------	------

DISTRIBUTION: **Original:** File in Member's Sick Documentation Folder
Copy: Command Timekeeper



PRINT LEGIBLY
POLICE CADET DEPARTMENT CARD

☐ **POSITIVE**

☐ **NEGATIVE**

AGENCY

TAX #

COMPANY #

LAST NAME

FIRST NAME

M.I.

OCCURRENCE: _____

REPORTING OFFICER

UNIT

TAX #

DATE

CADET INSTRUCTIONAL CARD

_____	_____	_____
AGENCY	TAX#	COMPANY
_____		_____
LAST NAME	FIRST NAME	M.I.
OCCURRENCE: _____		

_____		_____
REPORTING OFFICER	UNIT	TAX #
_____		_____
OFFICIAL COMPANY INSTRUCTOR	TEAM LEADER	
THIS AREA UTILIZED FOR FINAL DISPOSITION ONLY		
DISPOSITION: <input type="checkbox"/> OCI TO DISCUSS WITH RECRUIT AND RECORD IN COMPANY DIARY		_____
<input type="checkbox"/> RECORDED ON DEPORTMENT CARD		_____
<input type="checkbox"/> RECORDED ON COMMAND DISCIPLINE		TEAM LEADER'S SIGNATURE



**SUPERVISOR'S COMPLAINT REPORT/
COMMAND DISCIPLINE ELECTION REPORT**
PD 468-123 (rev. 2-99)-Pent.

Command Ser. No. _____
Schedule: ☐ A ☐ B

From: Supervisor, Police Cadet Corps

To: Commanding Officer, Police Cadet Corps

Subject: **REPORT OF VIOLATION OF THE RULES AND PROCEDURES.**

Member Complained Of:	Rank	Full Name	Tax No.		Command
Location where violation occurred			Time	Date	Day of week
Complainant (If any):	Name and address			Telephone Number	
Details of Violation:					

The Member was ☐ was not ☐ warned and admonished, and
was ☐ was not ☐ instructed in the proper performance of duty and/or procedure.

Signature of supervisor preparing report	Rank	Command	Date
--	------	---------	------

FOLLOW-UP

☐ Unsubstantiated

☐ Command Discipline Accepted

☐ Charges and Specifications Command Ser. No. ____

☐ Command Discipline Review Panel

Final Disposition	Rank	Signature of C.O.	Command
-------------------	------	-------------------	---------

Instructions:

Commanding Officers must investigate and report disposition under FOLLOW-UP.

If a schedule "B" violation is substantiated, send a completed copy of this report (Front and Rear), to the Department Advocate's Office and the Disciplinary Assessment Unit.



COMMAND DISCIPLINE REPORT/ELECTION

Command Ser. No. _____

Member's Name	Rank	Tax No.	Assignment
---------------	------	---------	------------

Investigation has been completed concerning the violation charged herein. The finding and the disciplinary action recommended are indicated below. You may accept the finding and the proposed disciplinary action; or accept the finding but appeal the proposed disciplinary action to the Command Discipline Review Panel for final determination; or decline to accept the finding and the proposed disciplinary action in lieu of a statutory hearing on written charges before a Trial Commissioner. You must complete and return this form to the undersigned within three working days.

Finding		Disciplinary Action Recommended	
Rank	Signature of Commanding Officer	Command	Date

TO BE COMPLETED BY MEMBER CHARGED:

I understand that I do not have to accept the finding and the disciplinary action recommended by my commanding officer or unit head. My right to have this matter reviewed as to the proposed disciplinary action only, by the Command Discipline Review Panel, and my right to a statutory hearing before a Trial Commissioner have been explained to me and I hereby voluntarily:

- ☐ Accept the finding and the proposed disciplinary action.
- ☐ Accept the finding, but elect to have the disciplinary action reviewed by the Command Discipline Review Panel.
- ☐ Decline to accept any disciplinary action without a statutory hearing.

Any decision arrived at relative to this case is apart from and does not preclude further exercise of management prerogative such as reduction in grade, transfer, reassignment, etc.

Officer's Signature	Date	Witnessed by: (Name, Rank, Shield)
---------------------	------	------------------------------------

If a schedule "B" violation is substantiated, send a completed copy of this report (front and rear) to the Department Advocate's Office and the Disciplinary Assessment Unit.



POLICE CADET CORPS

POLICE CADET DAILY ATTENDANCE FORM

From: Supervisor/Command _____

To: TimeKeeper/Command _____

1. Police Cadet _____ was in attendance at _____ for _____ on _____, 201__.

Tour performed was _____ x _____ for a total of ____ hours (excluding meal).

2. Please have the Cadet's attendance reflected in the forthcoming payroll period. You may contact the Police Cadet Corps' timekeeper at (718) 670-9722 if you have any questions. If the detail was conducted outside of the Police Cadet Corps office please contact the supervisor at the telephone number provided below.

3. Any erasures, crossing out or whiting out on this form invalidates the form entirely.

Supervisor _____ Signature _____ Date _____

PRINT

*** DETAIL SUPERVISOR MUST VERIFY TOUR PERFORMED BY CADET ***
*** ALL CAPTIONS MUST BE FILLED OUT COMPLETELY ***

Telephone # _____
(Commands other than Police Cadet Corps)



POLICE CADET CORPS



POLICE CADET WEEKLY ATTENDANCE FORM

From: Supervisor/Command _____

To: TimeKeeper/Command _____

1. Police Cadet _____ was in attendance
at _____ for _____ on
the following dates:

_____, 201_: tour of _____ x _____, total of _____ hours (excluding meal)

_____, 201_: tour of _____ x _____, total of _____ hours (excluding meal)

_____, 201_: tour of _____ x _____, total of _____ hours (excluding meal)

_____, 201_: tour of _____ x _____, total of _____ hours (excluding meal)

_____, 201_: tour of _____ x _____, total of _____ hours (excluding meal)

2. Please have the Cadet's attendance reflected in the forthcoming payroll period. You may contact the Police Cadet Corps' timekeeper at 718-670-9722 if you have any questions. If the detail was conducted outside of the Police Cadet Corps office please contact the supervisor at the telephone number provided below.

3. Any erasures, crossing out or whiting out on this form invalidates the form entirely.

Supervisor _____ Signature _____ Date _____

PRINT

*** DETAIL SUPERVISOR MUST VERIFY TOUR PERFORMED BY CADET**
*** ALL CAPTIONS MUST BE FILLED OUT COMPLETELY ***

Telephone # _____
(Commands other than Police Cadet Corps)

10.

TASKS AND STANDARDS SECTION

(To be completed and discussed with the ratee at the BEGINNING of the evaluation period)

CRITICAL TASKS AND STANDARDS FOR SATISFACTORY PERFORMANCE

List Task in order of importance and weight. Standards may specify time, quality, quantity, behaviors, and conditions. Use additional sheets if necessary.

TASKS ARE TO BE ADAPTED FROM THE TASKS AND STANDARDS GUIDE. Task No.7 must be rated as stated below.

TASK 1.	Task:
	Standards:
2.	Task:
	Standards:
3.	Task:
	Standards:
4.	Task:
	Standards:
5.	Task:
	Standards:
6.	Task:
	Standards:
TASK 7.	Task: Abides by Department policy with respect to ethical issues.
	Standards: <ol style="list-style-type: none">1. Is aware of and complies with Department policy relating to corruption and/or serious misconduct.2. Maintains confidentiality where necessary with respect to Department records, reports, and communications.3. Is familiar with and alert to the corruption hazards peculiar to the command in general and his/her job in particular.4. Is sensitive to the fact that his/her off-duty conduct also has an impact on the public's confidence in this Department.5. Has demonstrated a personal commitment to Department and command integrity control policies.

VERIFICATION

The above Tasks and Standards are deemed those that are most critical and important in the ratee's assignment. They have been shown to and are understood by the ratee at the **BEGINNING** of the evaluation period.

RATEE'S SIGNATURE _____ DATE _____

RATER'S SIGNATURE _____ DATE _____

REVIEWER'S SIGNATURE _____ DATE _____

ACTUAL PERFORMANCE SECTION

For each listed task on page 2 the rater will indicate the ratee's actual performance compared to standards listed for the task. Rater will assign a task rating for each task by checking appropriate box. Refer to definitions of appraisal codes listed below.

	WELL ABOVE STANDARDS	ABOVE STANDARDS	MEETS STANDARDS	BELOW STANDARDS	WELL BELOW STANDARDS	UNRATABLE
TASK 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WELL ABOVE STANDARDS: Rarely equalled in exceeding requirements. Outstanding in all standards of performance for this task.

ABOVE STANDARDS: Clearly exceeds requirements; goes beyond job demands. Has displayed strengths in overall performance of this task.

MEETS STANDARDS: Meets all expectations. Does the job well. No major weaknesses displayed in the overall performance of this task.

BELOW STANDARDS: Does not consistently meet standards. There are areas which need improvement in order to become satisfactory.

WELL BELOW STANDARDS: Fails to meet requirements. Does not respond to job demands, or has displayed significant weaknesses.

UNRATABLE: The employee is so new to the task that it is not possible at this time to give him/her a meaningful rating for this task.

DIRECTION

FRONT PAGE

Box 1 — All captions will be typewritten.

Caption "Title"; indicate Civil Service Title, i.e., Office Aide, Office Associate, etc.

Boxes 2 through 10 — to be completed at the **END** of the evaluation period (see below).

INSIDE PAGES — Tasks and Standards Section (Page 2) — Actual Performance Section (Page 3)

TASKS AND STANDARDS SECTION (page 2) MUST BE COMPLETED AND SHOWN TO THE EMPLOYEE AT THE START OF THE EVALUATION PERIOD. Tasks and Standards to be expected of the employee (See: Civilian Tasks and Standards Guide) are to be listed on the appropriate spaces. At the start of the evaluation period, the employee, supervisor, and reviewer sign the bottom of this sheet, a copy of which is given to the employee.

ACTUAL PERFORMANCE SECTION (page 3) — WILL BE COMPLETED AT THE END OF THE EVALUATION PERIOD. The employee's actual performance of the standard expected for each task is to be listed. Rater will assign a rating for each specified task.

Box 2 — Check appropriate box.

Box 2A — Indicate number or times reported sick and number of work days on sick report from **ABSENCE AND TARDINESS RECORD AND REVIEW FOR "PATTERNS OF ABUSE" REGARDING SICK OR EMERGENCY DAYS.**

Box 3 — Check appropriate box. If the overall rating differs from the general trend of the individual task ratings, explain.

Box 4 — Indicate Appropriate recommendation:

TRANSFER — Any recommendation for transfer to another assignment which would require authorization of the Police Commissioner should be indicated here. This category should not be used for transfer to positions of greater or lesser responsibility.

GREATER RESPONSIBILITY — Indicate any recommendation for transfer or change of assignment to a position of greater responsibility within present Civil Service title.

LESSER RESPONSIBILITY — Indicate any recommendation for transfer or change of assignment to a position of lesser responsibility.

ADDITIONAL TRAINING — Any recommendation for additional training should specify the area of need.

OTHER: Specify any appropriate recommendation not otherwise listed.

Box 5 — Rater is required to comment on the overall performance of the ratee. Indicate major strengths and/or weaknesses of the ratee. A comment on how ratee's attendance and tardiness record has affected ratee's overall performance is required. The rater may also comment on those areas of performance not included in the tasks and standards.

Box 6 — Check appropriate box.

Box 7 — At the time of the evaluation interview, the rater will show the evaluation to the ratee and fully discuss its contents. The rater will initial the space provided to indicate the interview was held and that the ratee saw the evaluation. If the ratee wishes to appeal the evaluation he/she will initial the space provided. In all cases, the ratee will sign the evaluation in the space provided. (See: *Civilian Task and Standards Guide* for information on appeal procedures).

Boxes 8 & 9 — Appropriate captions should be typewritten.

Box 10 — The evaluation review is a check on the evaluator rather than a reevaluation of the ratee. The Commanding Officer of the rater will serve as the reviewer unless he/she has delegated the review to another supervisor. In the event that a ratee is identified as performing below desirable standards or has appealed the evaluation, the Commanding Officer must be the reviewer. Reviewers who disagree with portions of a rating may indicate this in the reviewer comments. The reviewer should submit an additional evaluation if his or her disagreement is substantial.

GENERAL INSTRUCTIONS

- a. All employees must be rated by their immediate supervisor. Raters must use the *Civilian Tasks and Standards Guide*.
- b. Prepare and distribute performance evaluations as follows:
 1. Rater prepares an original and two (2) copies.
 2. Ratee signs all three (3) evaluations.
 3. Rater supplies one (1) copy to ratee.
 4. Rater forwards original and one (1) copy to reviewer.
 5. After review remaining copy is filed in ratee's personal folder at command.
 6. The completed original must be sent to the Employee Management Division with a list of members of the Department who have been evaluated. The list must be on official letterhead.

PROPER FORMAT FOR PREPARATION OF
REPORT ON DEPARTMENT LETTERHEAD (UF-49)

POLICE DEPARTMENT
CITY OF NEW YORK

October 14, 2012

First letter of all
paragraphs line up
under first letter of
the subject

From: Police Cadet John Bing, Tax #336000, Police Cadet Corps
To: Commanding Officer, Police Cadet Corps
Subject: **OFF DUTY INCIDENT, ASSISTANCE AT VEHICLE COLLISION**

1. On Friday, October 14, 2012 at approximately 1545 hours at East 23rd Street and 3rd Avenue, Manhattan, Police Cadet John Bing, Tax Registry # 336000, Company # 06, observed a vehicle collision with a pedestrian. The injured pedestrian was removed to Beth Israel Hospital via ambulance. Details as follows:

2. At 1503 hours, the undersigned completed a 0700X1500 tour of duty at the Police Academy and was walking to the train station at East 23rd Street, when a vehicle collision occurred at East 23rd Street and 3rd Avenue, New York City, resulting in one (1) injury. The pedestrian, a female, white, 20 to 25 years of age, received minor abrasions to the head. The undersigned rendered first aid and directed several persons to call 911 and request an ambulance to respond. The female was removed to Beth Israel Hospital via ambulance.

3. The operator of the vehicle submitted all his documents to responding officers from the 13th Precinct. Police Officers Anthony Hemmingway, Shield #16458 and Mary Botta, shield # 266, assigned to sector AB, RMP# 3155, prepared a Police Accident Report.

4. The following notifications were made:

Platoon Commander, 13th Pct.
Patrol Supervisor, 13th Pct.

Lt. Green
Sgt. Andrews

Always place
notifications in
rank order,
not alphabetically
by name

5. The following reports prepared:

Police Accident Report

#123

6. For your **INFORMATION.**

The Subject line, and
"Information" is in all
CAPITALS and BOLD

John Bing

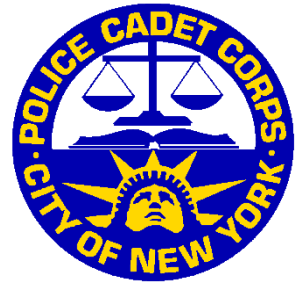
John Bing
Police Cadet

JB/jb

Typed name lines up with first letter of the month, directly under the 'O' in New York



POLICE DEPARTMENT CITY OF NEW YORK POLICE CADET CORPS



POLICE CADET CORPS OFF-DUTY EMPLOYMENT NOTIFICATION FORM

DATE _____ EMPLOYEE TAX I.D. # _____

NAME _____ DATE OF EMPLOYMENT _____

COMMAND: _____

OUTSIDE EMPLOYERS NAME: _____

ADDRESS: _____

TELEPHONE #: _____ EXT#: _____

NATURE OF WORK PERFORMED (DESCRIBE): _____

APPROXIMATE NUMBER OF HOURS WORKED EACH WEEK: _____

Thinking About Applying for Naturalization?

Use This List to Help You Get Ready!

Are you eligible to apply for naturalization?



Before you apply for naturalization, you must meet a few requirements. Depending on your situation, there are different requirements that may apply to you. However, generally, an applicant for naturalization must:

- Be 18 years old or older at the time of filing Form N-400, Application for Naturalization.
- Be a lawful permanent resident (have a “green card”).
- Demonstrate continuous permanent residence in the United States for at least 5 years. (In some cases, this may be 3 years if you are married to a U.S. citizen.)
- Show that you have been physically present in the United States for 30 months. (In some cases, this may be 18 months if you are married to a U.S. citizen.)
- Show that you have lived for at least 3 months in the state or USCIS district where you claim residence.

Before applying for naturalization please keep in mind that if you have a parent that was a U.S. citizen, either by birth or naturalization, before you turned 18 years old, you may have a claim to citizenship. The form to file a claim to U.S. citizenship is Form N-600, Application for Certificate of Citizenship.

These are general guidelines that do not apply to every applicant. For more information on these requirements, please visit www.uscis.gov/citizenship. Information on each of these requirements is also available in *A Guide to Naturalization*, available at www.uscis.gov/natzguide.

Can you speak, read, and write basic English and do you have an understanding of U.S. history and government (civics)?



During your interview, a USCIS Officer will test your ability to read, write, and speak English and your knowledge of civics. Many times the reason applicants fail the naturalization test is that they cannot answer the interview questions in English. To find

English and/or citizenship classes where you live, visit www.literacydirectory.org or contact your local community college or adult education program. You should be prepared for the English portion of your naturalization test when you submit your application. At your naturalization interview, you will also be tested on your knowledge of U.S. history and government (civics). Information on the test and study materials are available at www.uscis.gov/citizenshiptest.

Do you support the principles and ideals of the U.S. Constitution and are you willing to swear an oath to the United States?



You must be willing to support and defend the United States and its Constitution. You declare your “attachment” or loyalty to the United States and the Constitution when you take the Oath of Allegiance at your naturalization ceremony. You become a U.S. citizen after you take the Oath of Allegiance.

Have you ever been married, divorced, widowed, or had your name legally changed?



If yes, bring a copy of your marriage certificate, your divorce or annulment decree, or the death certificate of your former spouse. If you changed your name through a court, bring a copy of the court decree that legally changed your name. Also, if your current spouse was married before, bring evidence of the termination of your spouse’s prior marriage(s). Failing to show proof of your current marital status or legal name may delay your case.

Have you EVER been arrested, detained, or cited by the police or any other law enforcement officer?



If yes, bring documents that show the court disposition of the case to your interview. These documents show the final outcome of the case and are required for **all** arrests and detentions, including expunged records and plea bargains. If you were put on probation, bring evidence that you completed your probation. Failing to provide original or certified copies of court disposition documents could delay your case. Please note that uncertified photocopies are not acceptable.

Have you traveled outside the United States since becoming a permanent resident?



If yes, you need to show all foreign travel during the last five years as a permanent resident. Even if you have not traveled outside the United States since becoming a permanent resident, you should bring **all** of your valid and expired passports and any travel documents issued by USCIS to your naturalization interview. If you do not bring your passport(s) and other documents to your interview, your case could be delayed.

Are you a man between the ages of 18 and 26?



If you are a man between the ages of 18 and 26, you must register for the Selective Service and provide proof of your registration to USCIS. If you are 26 or older but under the age of 31, you must provide proof that you registered with the Selective Service when you were required to do so. If you were required to register and did not, you must bring to your interview both a written statement explaining why you did not register and a letter from the Selective Service System indicating your status. For more information about Selective Service registration or how to get proof that you registered, visit www.sss.gov or call 1-888-655-1825.

Have you reported your income on your income tax forms?



Your tax returns are very important proof that you are eligible for naturalization. On the day of your interview, bring certified tax returns for the last 5 years (3 years if you are married to a U.S. citizen). Certified tax transcripts may be ordered by using Internal Revenue Service (IRS) Form 4506-T available at www.irs.gov or calling 1-800-829-1040.

Did you submit photocopies of your Permanent Resident Card with your Form N-400, Application for Naturalization?



If you are a lawful permanent resident, you must submit photocopies (front and back) of your Form I-551, Permanent Resident Card. You will also need to bring your Permanent Resident Card and a state-issued identification such as a driver's license to your interview with USCIS. If you have lost your Permanent Resident Card, attach a copy of any other entry document or a photocopy of a receipt showing that you have filed the Form I-90, Application to Replace Permanent Resident Card.

Are you eligible for a disability waiver or age-based exemption?



You may not need to take the English and civics portions of the naturalization test if you have a medical disability that prevents you from demonstrating knowledge of English or civics. To apply for this exemption, your doctor must complete Form N-648, Medical Certification for Disability Exceptions. The best time to submit this form is with your Form N-400,

Application for Naturalization. You are allowed to bring Form N-648 to your interview, but this may delay your case. For information on how to fill out Form N-648, your doctor should visit www.uscis.gov/forms.

Some people who apply for naturalization may not have to meet the English requirement because of their age and the length of time they have lived in the United States as a permanent resident. Find out if you qualify for an age exemption from the English language requirement at www.uscis.gov/citizenship.

Did you sign the application and pay the correct fee?



You should review your Form N-400, Application for Naturalization before mailing it to USCIS. You must provide 2 passport-style photos with your N-400 only if you live outside the United States. Make sure to sign the application, send the correct fee, and fill out the check correctly. You should check that the monetary amounts in each section of the check match. Also, we suggest that you keep a photocopy of your application for your records and mail the application via regular, certified, registered, or overnight mail.

This fact sheet attempts to simplify the naturalization eligibility requirements and list of documents that can be asked for during the naturalization interview. This fact sheet references the most commonly used documents, but is not an all-inclusive list. A USCIS Officer may ask for additional information and documents that are not included in this fact sheet. For additional information on applying for naturalization, please refer to Form N-400, available at www.uscis.gov/n-400, and *A Guide to Naturalization*, available at www.uscis.gov/natzguide. If you have a specific question about your case, you may wish to consult with a licensed attorney or accredited community organization.



**U.S. Citizenship
and Immigration
Services**

National Customer Service Center

1-800-375-5283 or 1-800-767-1833 (hearing impaired)

www.uscis.gov

