



Lieutenants Development Course

Module Number:36

Integrity Control Officer

Instructor Guide



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MODULE #36 SYNOPSIS

Date Prepared: 04/09/14

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Prepared By: Sgt. William Milone

Reviewed/Approved By: Lt. Ng

This module will provide the participant with the knowledge of procedural training on the duties of the Integrity Control Officer.

Method of Instruction: Lecture / discussion / question and answer

Time Allocated: 14 Hours

Training Need: To satisfy the need of a newly promoted Lieutenant

Terminal Learning Objective: At the completion of this module, participants will be familiar with the procedural training on the daily, weekly, monthly and general duties of the Integrity Control Officer.

Learning Outcomes:

1. The student will be able to list and identify the daily duties and responsibilities of an Integrity Control Officer.
2. The student will be able to list and identify the weekly duties and responsibilities of an Integrity Control Officer.
3. The student will be able to list and identify the monthly duties and responsibilities of an Integrity Control Officer.
4. The student will be able to identify the additional duties that are generally performed by the Integrity Control Officer.

Required Reading: handout provided

Instructional Resources Required:

- Classroom seating

Evaluation Strategies:

- Observation of the level and quality of classroom participation.

References:

P.G. 202.15, I.O. 2009/38



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INTRODUCTION

The role of discipline in the Police Department is discussed. Effective uses of discipline, both positive and negative, are stressed. The negative consequences of fraternization are explored. The students receive procedural training on preparation of Supervisor's Complaint Reports and causes for suspension from duty. A breakdown of the daily, weekly, monthly, and additional duties are as follows:

LEARNING OUTCOMES:

At the end of this lesson, the student will be able to:

1. The student will be able to list and identify the daily duties and responsibilities of an Integrity Control Officer.
2. The student will be able to list and identify the weekly duties and responsibilities of an Integrity Control Officer.
3. The student will be able to list and identify the monthly duties and responsibilities of an Integrity Control Officer.
4. The student will be able to identify the additional duties that are generally performed by the Integrity Control Officer.

Instructor Notes:

Distribute handouts to the students



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The ICO course will take place over a two day period, consisting of 14 hours under the direction of the Internal Affairs Bureau. Topics will include but not limited too;

- Introduction to Internal affairs ICO course
- CCRB Liaison instruction
- Performance Analysis
- Communications
- Restricted Parking permits
- Absence Control
- General ICO responsibilities
- Profiling and Biased Policing
- Financial Club Books
- CCRB Mediation
- Departments Advocates Office
- ITB PIN ITB PIN tool Training

Instructor Notes:



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**Learning Outcome
#1** List and identify
the daily duties and
responsibilities of an
Integrity Control

BODY

- I. Daily responsibilities of an Integrity Control Officer are as follows:
 - A. Maintains a current Integrity Monitoring File (Unlawful location, Off-limits location and cooping locations).
 - B. Maintains and updates a Confidential Performance Profile (CPI) on each member.
 - C. Obtains and secures FINEST codes.
 - D. Assigns and secure ICAD codes.
 - E. Assigns and secures codes for the ARCS System
 - F. Verifies Identification Section's printout of criminal records history inquires.
 - G. Supervises the issuance of private vehicle plate permits and maintains record of Insurance Log.
 - H. Documents patrol monitoring (record logs)
 - I. Randomly monitors training sessions and inspects Training Log.
 - J. Investigates "M" cases referred by Borough Investigation's Unit.
 - K. Investigates court appearances resulting in overtime.
 - L. Maintains rapport with uniform MOS (Lts, Sg's, and POs and develops other sources of information (civilian personnel, prisoners, local businessmen, etc.) to seek symptoms of corruption.
 - M. Informs local businessmen of Department policy and provisions of the Penal Law, concerning corruption and gratuities.
 - N. Reviews Narcotics Arrests.
 - O. Reviews T.S. Sheet.
 - P. Reviews invoiced property and if any property is stored in the command in excess of thirty (30) days, consult with the Operations Coordinator, Desk Officer etc., to determine if an integrity or corruption hazard exists. If so, brief the Executive Officer/Commanding Officer and take appropriate action to correct the situation.

Instructor Notes:

Maintained and stored in the ICO office.
Maintained and stored in ICO office
ICO must make surprise court appearances.
I.O. 38/2009



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Learning Outcome #2

*Weekly responsibilities
of an Integrity Control
Officer are as follows:*

II. Weekly responsibilities of an Integrity Control Officer are as follows:

- A. Inspects the Minor Violations Log for repeat offenders.
- B. Inspects the Emergency Day Log for patterns of abuse.
- C. Instructs MOS at Roll Call on proper methods of identifying, reporting, and combating corruption. (at least once per week)
- D. Inspects Row-Tow Log.
- E. Inspects Postage Usage Log.

Instructor Notes: Maintain log of debriefing



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**Learning Outcome
#3**
*Monthly responsibilities
of an Integrity Control
Officer are as follows*

III. Monthly responsibilities of an Integrity Control Officer are as follows:

- A. Randomly debriefs prisoners re: Corruption.
- B. Inspects and sign Police Officers, Detectives and Sergeants Activity Logs.
- C. Visits cooping prone locations.
- D. Conducts Police Initiated Enforcement (UF-250) Self-Inspection.
- E. Maintains a records check of principals for vending machine companies.
- F. Audits club books (Have X.O. verify).
- G. Inspects "Vending Machine Ledger".
- H. Maintains Vending Machine Survey.
- I. Reviews E-Z pass Program – conduct self inspection

Instructor Notes: Reports findings to X.O.



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Learning Outcome #4
Other duties that an Integrity Control Officer is responsible for.

IV. Other duties that an Integrity Control Officer is responsible for.

- A. Reviews overtime submissions.
- B. Investigates court non-appearances. (Completes communication of findings.)
- C. Monitors D.A.R.P. assignments.
- D. Investigate overtime-High earners (35 hours each month)
- E. Monitors operational overtime.
- F. Verifies therapy visits – (on duty visits only.) Maintain log with copy of visits in ICO personnel file.
- G. Removes unauthorized “10-13” posters from station house (must be IAB approved.)
- H. Monitors Red Light Overtime.
- I. Civilian Complaint Reduction Program. Complete self inspection.
- J. Completes Civilian Complaint variance reports.
- K. Inspects non-evidence currency.
- L. Maintains self-initiated cases (1 per quarter call Boro-Investigations.)
- M. Conducts integrity tests (unlawful gratuities by business establishments 1 per month or at Investigations Unit’s direction)
- N. Monitors department telephone usage (Crd 17.)
- O. Monitor cellular telephone usage-Holiday Integrity Program
- P. Precinct Parking Permits Log (Assign or actually perform distribution.)
- Q. Conducts Semi-annual drivers license check – all MOS in command
- R. ‘Debrief prisoners re: corruption and maintain log. (Log must list name of person who has been interviewed, date, time and arrest number.

Instructor Notes:



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CONCLUSION

This lesson was designed to prepare the Lieutenant for the roll as an effective Integrity Control Officer. The candidate will learn the department policies in dealing with members of the service. The candidate will understand the numerous reports and forms that will be utilized by an Integrity Control Officer. The candidate will understand that there are daily, weekly and monthly reports and responsibilities.

1. Daily responsibilities of an Integrity Control Officer
2. The weekly responsibilities and reports of an Integrity Control Officer
3. The monthly responsibilities and reports of an Integrity Control Officer
4. The candidate will be able to identify with all the duties of an Integrity Control Officer

Instructor Notes: