



## PATROL GUIDE

Section: General Regulations		Procedure No: 203-18	
RESIDENCE REQUIREMENTS			
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### PURPOSE

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

### MEMBER OF THE SERVICE

1. Reside within City of New York or Westchester, Rockland, Orange, Putnam, Nassau or Suffolk Counties.
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 SECTION

6. Ensure that no uniformed member of the service is to be assigned to a borough task force in a borough in which he/she resides in without the borough commander's approval.
7. 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.
8. 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.*

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**ADDITIONAL  
DATA  
(continued)**

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

*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, Employee Management 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 Employee Management Division.*

**RELATED  
PROCEDURE**

*Personal Information Via Department Intranet (P.G. 203-24)*