



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-01

BOROUGH COMMANDER

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

BOROUGH COMMANDER

1. Be responsible for and ensure efficiency of all police operations within borough.
2. Develop borough specific plans and implement strategies, programs and procedures to:
 - a. Reduce crime and fear of crime
 - b. Improve quality of life
 - c. Ensure traffic safety and optimize traffic flow.
3. Utilize borough executive staff to administer, assign, control, coordinate, discipline, evaluate, guide, motivate, supervise and ensure the mission of the command.
4. Develop and maintain strong relationships with clergy, business, community and educational leaders.
5. Visit Internal Affairs Bureau, Community Affairs Bureau, Quality Assurance Division, Deputy Commissioner, Equity and Inclusion and Personnel Orders Division for a briefing upon assignment to command.
 - a. Confer with the above commands semi-annually thereafter.
6. Inspect each subordinate command's "Confidential Performance Profile," annually.
7. Ensure administrative and operational responsibilities of subordinate executives are performed properly and efficiently.
8. Mentor and provide guidance to subordinate command executive staff.
9. Convene a quarterly meeting (or as needed) with members of the borough's executive staff and members of the Department's line organizations, to discuss command level management issues and to resolve challenges faced by members on patrol.

NOTE

Borough commanders of bureaus performing enforcement functions (e.g., Detective, Transit, Housing, etc.) will ensure that executive staff from their respective borough attend a briefing with Internal Affairs Bureau, Community Affairs Bureau, Quality Assurance Division, and Personnel Orders Division upon assignment to command and semi-annually thereafter.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-02

BOROUGH EXECUTIVE OFFICER, OPERATIONS

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

BOROUGH EXECUTIVE OFFICER, OPERATIONS

1. Supervise the following:
 - a. Borough Operations Commander
 - b. Borough Special Projects Coordinator
 - c. Borough specialty units.
2. Provide for borough strategic and tactical efficiency through the equitable distribution of borough operational resources.
3. Provide operational oversight and support at the borough command level, including housing developments covered by the Patrol Services Bureau, for the following:
 - a. Planning and execution of crime control strategies
 - b. Development of initiatives for quality of life improvement and maintenance
 - c. Traffic management and safety
 - d. Graffiti enforcement and removal.
4. Liaison with the Borough Counterterrorism Coordinator to ensure the operational readiness of:
 - a. Emergency preparedness
 - b. Mobilizations.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-03

BOROUGH EXECUTIVE OFFICER, ADMINISTRATION

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

BOROUGH EXECUTIVE OFFICER, ADMINISTRATION

1. Supervise the following:
 - a. Borough Administrator
 - b. Borough Adjutant
 - c. Borough Investigations Unit.
2. Provide operational and administrative oversight at the borough command level for the following:
 - a. Community affairs
 - b. Communications (written)
 - c. Discipline
 - d. Facilities/logistics/supply management
 - e. Personnel issues:
 - (1) Budget/overtime monitoring
 - (2) Evaluation process (entire borough)
 - (3) Training (crossover with Counterterrorism and operational)
 - (4) Resource use/needs/distribution
 - (5) Sick monitoring.
 - f. Property held in Department custody
 - g. Scheduling:
 - (1) Executive scheduling
 - (2) Court/agency appearances verification and follow up.
 - h. Quality assurance:
 - (1) Inspections
 - (2) Audit review
 - (3) Data integrity
 - (4) Data quality.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-04

BOROUGH ADJUTANT

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

BOROUGH ADJUTANT

1. Report to Borough Executive Officer, Administration.
2. Supervise duties of Borough Investigations Unit.
3. Ensure inspections programs are properly conducted and maintained.
4. Audit data integrity functions to ensure compliance.
5. Oversee and ensure equity of the disciplinary system throughout borough command.
6. Be responsible for coordination and responsiveness to Civilian Complaint Review Board (CCRB) investigations.
7. Ensure property in custody of the Department is properly accounted for and maintained.
8. Manage overtime to ensure efficient use of resources.
9. Monitor budget and overtime allowances within borough.
10. Investigate death or serious physical injury of uniformed member os the service.
11. Monitor sick records of assigned personnel with attention to members designated Chronic Absent.
12. Review firearms discharges by uniformed members of the service.
13. Conduct staff Performance Evaluations.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-05

BOROUGH OPERATIONS COMMANDER

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

**BOROUGH
OPERATIONS
COMMANDER**

1. Report to Borough Executive Officer, Operations.
2. Oversee Borough specialty units.
3. Develop and execute crime reduction strategies for the following crimes and conditions within the borough including housing developments covered by the Patrol Services Bureau:
 - a. Sex crimes
 - b. Robberies
 - c. Assaults
 - d. Burglaries
 - e. Larcenies/thefts (including Grand Larceny)
 - f. Vehicle theft and related crimes
 - g. Domestic violence
 - h. Firearms violence/weapons possession/use
 - i. Other crimes and conditions as they emerge.
4. Supervise special event preparation.
5. Oversee selection of command youth coordination officers, after conferral with precinct/PSA commanding officers.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-06

BOROUGH ADMINISTRATOR

DATE EFFECTIVE:	LAST REVISION:	PAGE:
05/27/21	I.O. 37	1 of 1

BOROUGH ADMINISTRATOR

1. Report to Borough Executive Officer, Administration.
2. Oversee Borough Operations Unit.
3. Administer communications program.
4. Supervise scheduling of assigned members.
5. Ensure the proper functioning of court/agency appearances control.
6. Supervise and develop programs that ensure all discoverable material (i.e., all records, evidence, test results, notes, videos, photos, etc.), for all arrests made, are being produced and provided to the District Attorney's office in a timely manner.
7. Supervise community affairs functions.
8. Ensure Department facilities are properly maintained and functioning.
 - a. Liaise with Quartermaster Section to ensure proper resources are acquired.
9. Safeguard and ensure Department property is in good working order.
10. Maintain the Department fleet.
 - a. Oversee investigations of all Department vehicle collisions within borough of assignment.
11. Supervise personnel and resource distribution.
12. Identify needs of the borough and coordinate appropriate training.
13. Accept and process requests for Department recognition.





ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-07

BOROUGH SPECIAL PROJECTS COORDINATOR

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

BOROUGH SPECIAL PROJECTS COORDINATOR

1. Report to Borough Executive Officer, Operations.
2. Oversee the following:
 - a. Borough Crime Analysis/Patrol Borough Pattern Identification Module (PIM)
 - b. Quality of life initiatives
 - c. Special project implementation
 - d. Evidence collection teams
 - e. 311 program.
3. Ensure a robust Traffic Management Safety program is in place.
4. Identify school safety issues. Develop borough level school safety strategies and establish a quality control and review mechanism to evaluate programs and initiatives.
 - a. Coordinate with the School Safety Division.
5. Supervise narcotics crime control.
6. Investigate gang motivated and related offenses.
7. Ensure juvenile crime is effectively addressed.
8. Investigate and rectify issues involving arrest processing.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-08

BOROUGH COUNTERTERRORISM COORDINATOR

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O 37.

PAGE:
1 of 1

BOROUGH COUNTER- TERRORISM COORDINATOR

1. Maintain liaison with the Borough Executive Officer(s), Operations and Patrol Borough Operations Unit.
2. Oversee and coordinate counterterrorism training, equipment, and preparedness for Patrol Borough personnel.
3. Oversee and coordinate counterterrorism security planning for Patrol Borough locations (critical, sensitive, iconic) and special events.
4. Assist Patrol Borough Operations Unit in the preparation, maintenance, and operational deployment of Disorder Control Plan, Area Evacuation Plans and the Patrol Borough Stand Alone Plan.
5. Assist the Patrol Borough to ensure mobilization preparedness.
6. Serve as a liaison for the Patrol Borough with the Deputy Commissioner, Intelligence and Counterterrorism.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-09

PATROL BOROUGH TRAFFIC SAFETY COORDINATOR

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 37

PAGE:
1 of 1

PATROL BOROUGH TRAFFIC SAFETY COORDINATOR

1. Coordinate the activities of the precinct Traffic Safety Officers.
2. Review precinct Collision Prone Location and Enforcement Ratio Reports.
3. Forward Collision Prone Location and Enforcement Ratio reports to the Patrol Services Bureau by the tenth day of the month.
4. Maintain a liaison with Department of Transportation regarding engineering concerns not resolved at the precinct level.
5. Conduct on-site meetings with the precinct Traffic Safety Team and Department of Transportation representatives to resolve and expedite engineering recommendations.
6. Conduct monthly meetings with the precinct Traffic Safety Officers.
7. Attend weekly Traffic Safety Forum meetings.
8. Address conditions reported on **TRAFFIC INTELLIGENCE REPORTS (PD178-150)** that cannot be corrected at the precinct level.
9. Monitor the following enforcement programs:
 - a. Speed Enforcement
 - b. Pedestrian Safety Overtime
 - c. Aggravated Unlicensed Operator.
10. Maintain borough statistics for motor vehicle collisions, injuries and fatalities, as well as for summons enforcement.
11. Review construction permits received from the Traffic Management Center and forward copies to the precinct Traffic Safety Officer.
12. Maintain a liaison with various government agencies, community councils and the Borough President's Office regarding traffic concerns.
13. Attend community council and other public meetings to promote traffic safety.
14. Attend Traffic Safety Board meetings chaired by the Borough President.
15. Develop and participate in traffic plans for special events, demonstrations and motorcades.
16. Train and familiarize all newly designated precinct Traffic Safety Officers with the Department's traffic safety related computer programs and regularly due reports.

NOTE

All Patrol Borough Traffic Safety Coordinators **MUST** become familiar with the "Procedural Manual for Traffic Safety Officers."



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-10

BOROUGH AUXILIARY POLICE COORDINATOR

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 37

PAGE:
1 of 1

BOROUGH AUXILIARY POLICE COORDINATOR

1. Oversee activities and functions of, and provide support for, command auxiliary police coordinators.
2. Provide assistance in the assignment of auxiliary police personnel for special events and details within the borough concerned and outside the borough, if requested by the Commanding Officer, Auxiliary Police Section.
3. Process in a timely manner, requests received from command auxiliary police coordinator for:
 - a. Promotion
 - b. Recognition awards.
4. Process the return of shields and identification cards for members leaving or dropped from the Auxiliary Police Program.
5. Confer daily, at the start of the tour, with the liaison officer at Auxiliary Police Section to ascertain current program activities and instructions.
 - a. Submit tours of duty, for the upcoming week, to Auxiliary Police Section.
6. Maintain a list of qualified volunteer Auxiliary Police personnel for use in vice enforcement operations.
 - a. Forward monthly enforcement recapitulation to Auxiliary Police Section.
7. Conduct a borough annual awards/graduation ceremony in recognition of volunteer auxiliary police services.
8. Conduct monthly borough based recruitment drives.

NOTE

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



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-11

COMMANDING OFFICER, INVESTIGATIONS UNITS

DATE EFFECTIVE:
05/27/21

REVISION NUMBER:
I.O. 27

PAGE:
1 of 2

PURPOSE

To assist Investigations Units in maintaining the highest standards of integrity by identifying and correcting misconduct and deficiencies; to clearly define the duties/responsibilities of Investigations Units' Commanding Officers.

COMMANDING OFFICER, INVESTIGATIONS UNIT

1. Oversee investigations or other integrity related assignments as directed by the Deputy Commissioner/patrol borough/bureau commander/designee, competent authority or the Internal Affairs Bureau, such as:
 - a. Domestic incidents involving members of the service
 - b. Any on/off duty incidents when requested by the duty captain including domestic disturbances involving members of the service that may result in the removal of firearms
 - c. Bribery arrests
2. Ensure integrity control officers are conferred with regularly and provide assistance with ongoing investigations, including integrity control officer self-initiated cases, and be responsible for:
 - a. All cases referred to precinct/unit commanding officers by the Investigations Units
 - b. Recording all self-initiated cases conducted by integrity control officers under jurisdiction for informational purposes and future reference
 - c. Recording and being cognizant of Integrity Monitoring File locations identified by commands under jurisdiction.
 - d. Ensure work schedules/roll calls of all subordinate integrity control officers are received and reviewed weekly.
3. Ensure the following auditing functions are performed:
 - a. Review of command's self-inspection programs. Conduct separate and independent review of commands' self inspections, on a regular basis
 - b. Review of time and payroll records
 - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures.
 - d. Evaluation of command level training
 - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of the service with integrity related problems
 - f. Review all audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations) for evidence of potential misconduct and conduct further investigations when situations warrant
 - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
303-11	05/27/21	I.O. 27	2 of 2

COMMANDING OFFICER, INVESTIGATIONS UNIT (continued)

- h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complainant “call-backs”
 - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy
 - j. Maintain a vigorous *function monitoring* program
 - k. Develop and maintain an automated case management system that assures timely reassessment of cases and dissemination of information
4. Provide copies of all Case Closing Reports to the Internal Affairs Bureau.
 5. Present cases to the Internal Affairs Bureau Steering Committee as per the protocols set forth by the Deputy Commissioner, Internal Affairs.

ADDITIONAL DATA

Any Investigations Unit, before commencing a self-initiated investigation into improper crime reporting (e.g., Complaint Reports/ICAD Audits), must confer with Quality Assurance Division's Confidential Investigation Team. Function monitoring will include random field observations, inspections, audits, etc. (not associated with active investigations) to ensure compliance with Department regulations, directives and procedures. Observations/inspections shall include: visits to assigned facilities, members on assignments, radio runs, fixed posts, inspection of facilities (Interrupted Patrol Log, dormitories, etc.), observations/visits to Integrity Monitoring File locations, and any other appropriate monitoring as directed.





ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-12

CRIMINAL JUSTICE BUREAU - BOROUGH COURT LIAISON OFFICER

DATE EFFECTIVE:
05/27/21

REVISION NUMBER:
I.O. 37

PAGE:
1 of 2

BOROUGH COURT LIAISON OFFICER

1. Perform an operational tour of duty as approved by the commanding officer, choosing tours that will maximize operational efficiency.
2. Submit weekly schedule to the Criminal Justice Bureau, Operations Commander, via the commanding officer of the Court Section.
3. Confer weekly with members of the borough District Attorney's Office and patrol borough command to monitor trends and develop strategies that will improve criminal prosecutions.
4. Confer with the supervising judge of the borough Criminal Court, Family Court and administrator of the New York City Corporation Counsel, bi-weekly.
 - a. Develop channels of communication and information sharing with these agencies, as appropriate.

NOTE

The goal of communication and information sharing is to improve conviction rates.

5. Review arrests processed as "declined prosecution" and recommend ways to prevent future "declined prosecutions."
 - a. Review and analyze arrest documents (e.g., **COMPLAINT REPORT[S] [PD313-152]**, Affidavits, Supporting Depositions, Court Complaints, digital **Activity Log** entries, etc.) to determine ways to improve prosecutions.
6. Provide assistance to supervisors investigating court appearances that resulted in overtime.
7. Provide assistance to supervisors investigating complaints regarding uniformed members of the service who failed to report for a scheduled court appearance.
 - a. Verify that commands are being properly notified when uniformed members are scheduled for a court appearance.
8. Make recommendations on ways to improve courtroom testimony.
 - a. Visit the different courts within assigned borough to observe performance and conduct of uniformed members attending court
 - b. Review courtroom testimony to uncover and correct deficiencies
 - c. Confer bi-weekly with Assistant District Attorneys regarding effectiveness of uniformed members' testimony
 - d. Review Department training regarding courtroom testimony and make recommendations in writing (through channels), as necessary, to improve the curriculum.
9. Prepare report on **Typed Letterhead** to commanding officer monthly, containing recapitulation of the previous month's conferrals, observations and conclusions.
10. Provide assistance to members of the New York State Commission of Correction in their inspection of Department holding pens and detention cells.
11. Coordinate the Court Section fire safety plan and attend fire drill meetings.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
303-12	05/27/21	I.O. 37	2 of 2

**BOROUGH
COURT
LIAISON
OFFICER
(continued)**

12. Provide assistance to members of Family Court in their site visits to inspect and certify juvenile rooms.
13. Confer with administrators and staff members of any agency deemed appropriate by the Commanding Officer of the Criminal Justice Bureau that is involved in the enforcement of City and State laws and regulations.
14. Attend monthly prosecution assessment meetings at the Criminal Justice Bureau.
15. Perform assignments as directed by the commanding officer, borough Court Section.
16. Ensure that all **DESK APPEARANCE TICKETS (PD260-123)** issued are completed accurately and transmitted to the Office of Court Administration in a time period not to exceed 24 hours from the issuance of the **DESK APPEARANCE TICKET**.





ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-13

PRINCIPAL ADMINISTRATIVE ASSOCIATE

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

PRINCIPAL ADMINIS- TRATIVE ASSOCIATE

1. Acts as principal assistant in precinct/police service area/transit district to operations coordinator.
2. Responsible for direct line supervision and training of both uniformed and civilian members of the service assigned to clerical, administrative, and custodial staff, including roll call, payroll/time records, clerical, crime analysis and communications.
3. Assists in providing staff supervision of SP9, telephone switchboard, command clerk positions and all non-clerical civilian personnel.
 - a. Inform and train personnel regarding changes in position functions.
 - b. Consult with desk officer and training sergeant regarding training needs.
 - c. Request civilian personnel be included in Command Level Training Program, when appropriate.
4. Monitors attendance and punctuality of members of the service under their supervision.
5. Responsible for scheduling adequate coverage of positions under their supervision.
6. Develops and/or assists in developing procedures and methods, records and operational controls.
7. Communicates new and/or modified policy methods and procedures to staff and evaluates results.
8. Prepares routine, complex, and confidential communications, including self-inspection reports.
9. Prepares performance evaluations for designated staff members using "Tasks and Standards Guide."
10. Attends supervisory staff meetings and conducts meetings with subordinate staff.
11. Have a Command Log entry made of the time arriving and leaving the precinct stationhouse, police service area, or transit district, and the reason.
12. Performs other assignments as directed by commanding officer and/or operations coordinator.
- 13.
- 14.
15. Prepare self-inspection of command's military leave records, as required. Notify the operations coordinator and integrity control officer if member's current military contract and current drill schedule are not provided by the member concerned. Regularly confer with assigned personnel administrative manager as a resource to aid and assist in identifying, clarifying and resolving matters relating to civilian members of the service.

NOTE

In commands where there is no principal administrative associate assigned, the commanding officer concerned will designate a member of the service to perform the above functions.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-14

CRIME ANALYSIS SERGEANT

DATE EFFECTIVE:

05/27/21/

LAST REVISION:

I.O. 37

PAGE:

1 of 2

CRIME ANALYSIS SERGEANT

1. Report to the desk officer at the start of tour for entry in the Command Log as present for duty.
 - a. Sign Command Log at the end of tour.
2. Perform duty in uniform, unless authorized to do otherwise by the Commanding Officer, Office of Crime Control Strategies.
3. Perform only crime analysis related duties as directed by the Office of Crime Control Strategies.
 - a. Perform duties as directed by the commanding officer, if assigned to a housing PSA or transit district.

NOTE

Crime analysis sergeants will not be utilized as backfill for other precinct assignments (i.e., patrol supervisor, desk officer, meal relief, etc.).

4. Supervise members assigned to the Office of Crime Control Strategies (i.e., crime analysis officer and crime analyst).
5. Provide support to precinct, detective squad, and patrol borough personnel (e.g., Pattern Identification Module Unit, etc.).
6. Confer regularly with the commanding officer, special operations lieutenant, platoon commanders, precinct detective squad, and specialty unit officers (e.g., neighborhood coordination officer, field intelligence officer, gang, narcotics, etc.) to obtain intelligence.
7. Communicate frequently with command staff and counterparts from Patrol Services, Housing, and Transit Bureaus in an effort to share and disseminate pertinent information.
8. Liaise with Quality Assurance Division's Data Integrity Unit.
9. Review all **COMPLAINT REPORTS (PD313-152)** within the command.
 - a. Establish emerging crime trends and patterns.
 - b. Verify offenses are properly classified in accordance with the **Crime Complaint Reporting System Reference Guide**.
 - (1) Notify the training sergeant of any deficiencies.

NOTE

*The accuracy and completeness of **COMPLAINT REPORT WORKSHEETS (PD313-152A)** will continue to be the responsibility of the desk officer. P.G. 207-07, "Preliminary Investigation of Complaints (Other Than Vice Related or Narcotics Complaints)" will be strictly adhered to.*

10. Assist the commanding officer in identifying emerging crime conditions, trends, and patterns.
 - a. Focus on crime and quality of life conditions within command boundaries, in addition to surrounding areas for crime crossover.
 - b. Maintain an awareness of existing patterns and information regarding people, places, problems and/or factors, such as modus operandi, potential suspects, property descriptions, methods of entry, environmental factors, etc.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
303-14	05/27/21/	I.O. 37	2 of 2

CRIME ANALYSIS SERGEANT (continued)

- c. Supply the commanding officer with detailed data with an emphasis on crime mapping, to help develop strategies for strategic deployment to assist in apprehension, crime reduction, and crime prevention.

NOTE

Crime mapping should include a broader spatial view that is not limited to precinct boundaries.

11. Regularly conduct roll call training sessions on wanted persons, crime conditions, trends and patterns, etc., affecting the command.
12. Monitor pattern releasees in an attempt to identify persons of interest who may fit the modus operandi of specific crimes in command.
13. Review data sources of information and intelligence from within the Department and outside agencies for analysis purposes.
14. Prepare weekly command analytical report and forward to the Office of Crime Control Strategies.
 - a. Provide report to precinct personnel and to appropriate personnel in other commands/bureaus.
15. Prepare a variety of statistical and analytical reports identifying crimes using available Department databases.
 - a. Use computer generated reports created by the Office of Crime Control Strategies.
 - b. Refer to **Crime Analyst Reference Manual** available on the Department Intranet.
16. Prepare and submit required reports to patrol borough concerned.
17. Designate a member to maintain and update the command's Crime Information Center, weekly, as per P.G. 212-103, "Crime Information Centers."
18. Ensure members assigned to the Office of Crime Control Strategies view the CompStat meeting when their patrol borough is in attendance.





ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-15

CRIME PREVENTION OFFICER

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 2

CRIME PREVENTION OFFICER

1. Cooperate with the special operations lieutenant, patrol supervisors, training sergeant, patrol officers, neighborhood coordination officers, and command auxiliary police coordinator to determine local crime prevention needs and methods of controlling crime.
2. Evaluate crime patterns and institute crime prevention programs relative to specific crimes.
3. Establish rapport with local community to implement innovative crime prevention programs tailored to specific needs.
4. Act as liaison with private security directors of organizations within command and facilitate exchange of intelligence information with the business community.
5. Coordinate larceny reduction programs with retail establishments regarding shoplifting arrests.
6. Keep commanding officer apprised of private sector security initiatives.
7. Conduct public education programs on crime prevention via various community group meetings.
8. Give direction and guidance to cooperative neighborhood crime prevention undertakings.
9. Inspect premises and make recommendations concerning physical security.
10. Investigate selected crimes against property, evaluate current security measures and recommend new procedures to owners or residents.
11. Investigate selected crimes against the person, interview victims and institute individual and community education programs to prevent recurrence.
12. Refer complex cases which require special investigative effort to the Crime Prevention Division.
13. Wear appropriate business attire when not performing duty in uniform.
14. Inspect all **COMPLAINT REPORTS (PD313-152)** to identify crime victims under sixty years of age, who have been the subject of:
 - a. Homicide, sex crime, robbery, assault, OR,
 - b. Physically injured.

NOTE

Notification of rights to compensation for victims aged sixty years and over will be made by the New York City Department of the Aging.

15. Verify if member of the service preparing/investigating **COMPLAINT REPORT** involving a crime victim has complied with P.G. 207-08, "Preliminary Investigation of Complaints (Other than Vice or Narcotics Complaints)."

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
303-15	05/27/21	I.O. 27	2 of 2

CRIME PREVENTION OFFICER (continued)

16. Notify crime victim/surviving relative by mailing a pamphlet/application through the Mail and Distribution Unit within five days of receipt of **COMPLAINT REPORT**.
 - a. If requested, provide assistance to crime victim or relative in completing Application for Compensation form. Another available officer from Community Affairs or Domestic Violence should be designated to assist crime victim/relative in the absence of the crime prevention officer.
 - b. Operations Coordinator will be responsible for maintaining the notification system in the absence of the Crime Prevention Officer.
17. Maintain written records of the month's activity of all notifications made and forward a report on **Typed Letterhead**, by the fifth of each month, to the patrol borough command concerned.
 - a. Patrol borough commands will consolidate monthly reports and forward them, within three days, to Crime Victims Unit, Chief, Community Affairs.
18. Administer VIN etching, CAT, and similar programs.
 - a. Prepare **VIN ETCHING PROGRAM RELEASE AND CONSENT (PD171-054)** and file at command.
19. Act as the primary designee and liaison to pawnbrokers and second-hand dealers.
20. Conduct crime prevention security surveys as described in *A.G. 316-46, "Precinct Crime Prevention Security Surveys."*





ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-16

PERSONNEL ADMINISTRATIVE MANAGER

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 34

PAGE:
1 of 2

PERSONNEL ADMIN- ISTRATIVE MANAGER

1. Report direct to borough/bureau commanding officer and perform assignments as directed.
2. Confer regularly with borough/bureau commanding officer regarding civilian related matters.
3. Assist executive personnel administrative manager, as necessary.
4. Supervise civilian members of the service within borough/bureau of assignment.
5. Attend meetings and training sessions, as required.
6. Confer regularly with integrity control officers, investigative units, etc., assigned to commands within borough/bureau of assignment regarding civilian matters.
7. Assist borough/bureau commanding officer with the implementation of civilian related policies and procedures.
 - a. Disseminate information regarding changes to civilian related policies and procedures, as necessary.
8. Monitor civilian members of the service, including, but not limited to:
 - a. Assignments,
 - b. Personnel requests,
 - c. Transfers,
 - d. Promotions,
 - e. Title changes, and
 - f. Other changes within the scope of their assignment.
9. Conduct interviews of candidates for civilian positions.
10. Ensure compliance regarding preparation of performance evaluations for civilian members of the service within borough/bureau of assignment.
11. Supervise civilian members in the Civilian Performance Monitoring Program and ensure disciplinary matters are adjudicated.
12. Prepare and coordinate salary adjustments for civilian members of the service.
13. Provide information and assistance to civilian members of the service regarding authorized leaves of absence (e.g., Family Medical Leave Act, paid family leave, worker's compensation, etc.).
14. Ensure commands within borough/bureau of assignment are in compliance with sick leave procedures for civilian members of the service.
15. Liaise with:
 - a. Deputy Commissioner, Equity and Inclusion,
 - b. Personnel Orders Division,
 - c. Office of Professional Development,
 - d. Managerial Time and Leave Unit, and
 - e. Other relevant units, as appropriate.
16. Make notifications and process necessary paperwork regarding the Department's civilianization program.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
303-16	05/27/21	I.O. 34	2 of 2

**PERSONNEL
ADMIN-
ISTRATIVE
MANAGER
(continued)**

17. Assist Human Resources Division, as necessary (e.g., dissemination of pension related materials, etc.).
18. Distribute Department related materials (e.g., certificates, reports, surveys, etc.) as directed by the Personnel Bureau.



NYPD

A large, semi-transparent watermark reading "NYPD" in a bold, sans-serif font, oriented diagonally from the bottom left towards the top right.



ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-17

DIGITAL COMMUNICATIONS OFFICER

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 37

PAGE:
1 of 2

PURPOSE

To assist with the development and management of Department social media accounts.

PROCEDURE

When assigned duties regarding the development and management of Department social media accounts within a precinct, police service area, transit district, or select bureaus/commands:

DIGITAL COMMUNICATIONS OFFICER

1. Liaise and coordinate with the Deputy Commissioner, Public Information concerning Department social media account establishment, maintenance, training, messaging, and support.
 - a. Obtain approval from the Deputy Commissioner, Public Information, prior to changing password on Department social media accounts.
 - b. Comply with *P.G. 203-28, "Department Social Media Accounts and Policy,"* and *P.G. 207-21, "Allegations of Corruption and Other Misconduct Against Members of the Service."*
 - c. Ensure current official commanding officer's portrait, including name, is featured in the command's Department social media account profile, unless exception is made by the Deputy Commissioner, Public Information.
2. Operate and manage all Department social media accounts (e.g., Facebook, Twitter, etc.) under the direction of commanding officer.
 - a. Confer, regularly, with commanding officer regarding Department social media account posts.
 - b. Monitor Department social media accounts, frequently, and be responsive to community concerns, questions, and issues raised on Department social media platforms.
3. Obtain approval from commanding officer prior to posting on Department social media accounts.
4. Ensure information concerning command is frequently updated on the Department's internal intranet and external website.
 - a. Coordinate and communicate with the Deputy Commissioner, Public Information regarding all changes and/or updates.
5. Develop innovative and informative Department social media messaging with the goal of cultivating public engagement.
6. Coordinate with neighborhood coordination officers to gather information about community events and disseminate information on Department social media accounts, as appropriate.
7. Coordinate with members of the command and other authorized Department social media account users, regularly, in regard to posting relevant information, and pictures of interest, to Department social media accounts.

ADMINISTRATIVE GUIDE

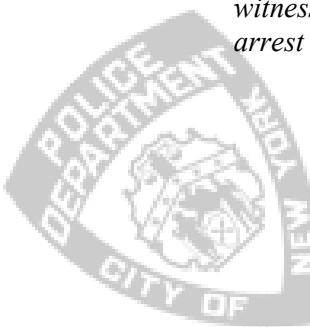
PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
303-17	05/03/21	I.O. 37	2 of 2

DIGITAL COMMUNICATIONS OFFICER (continued)

8. Liaise with traffic safety sergeant, traffic safety officer, and Traffic Management Center, and post road closures, detours, etc., as appropriate.
9. Confer with the Deputy Commissioner, Public Information, detective squads, investigative units, and crime analysis units concerned, to post requests for information, wanted/missing persons flyers, and other relevant information affecting public safety, as directed by commanding officer.
10. Post wanted/missing persons flyers in compliance with:
 - a. Guidelines set forth by the Deputy Commissioner, Public Information, Detective Bureau, and any relevant Department procedures, including, but not limited to:
 - (1) Formatting of images,
 - (2) Wording of posts,
 - (3) Removal of posts after certain periods of time, and
 - (4) Updating the community in regard to individuals arrested and/or found.
11. Review and post Deputy Commissioner, Public Information's Requests for Media Attention, as directed by commanding officer.
12. Liaise with Crime Prevention Division on communications that promote crime prevention tips, public safety, and awareness.
13. Redirect and/or retweet messages disseminated by the Department's Twitter account @NYPDnews, as directed, during large scale emergency incidents.

ADDITIONAL DATA

Members of the service are prohibited from disclosing the arrest or booking photographs of an individual on social media, unless the photo(s) would serve a law enforcement purpose, including, but not limited to, releasing photographs of wanted suspects. Post arrest, the release of arrest or booking photographs is limited to circumstances where the release of such photographs is used to alert victims and/or witnesses of crimes to facilitate criminal investigations. This limitation only applies to arrest or booking photographs, and does not apply to video or surveillance photographs.





ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities

Procedure No: 303-18

PERSONNEL OFFICER

DATE EFFECTIVE:
05/27/21

LAST REVISION:
I.O. 27

PAGE:
1 of 1

PERSONNEL OFFICER

1. Serve as liaison officer between command and the Personnel Bureau.
2. Acquire and maintain working knowledge of personnel administration to provide advice to commanding officer in personnel functions.
3. Advise and assist commanders and field supervisors in the proper utilization of the Department's evaluation programs and disciplinary and reward procedures.
4. Supervise the maintenance of personnel records for command and advise subordinate commands in the maintenance of an appropriate personnel records system.
5. Supervise maintenance of chronic sick records and work with those members in an effort to correct the situation.
6. Advise commanding officer in the selection, assignment, and transfer of personnel within area of responsibility.
7. Attempt to ameliorate grievances and keep commanding officer informed on conditions that generate grievances or interfere with efficient performance.
8. Confer with employees to determine their attitudes and suggestions, and provide feedback to the Personnel Bureau.
9. Disseminate information on Department programs relating to education, health, and welfare.
10. Provide information to dispel rumors and misunderstandings.
11. Assess morale in subordinate commands.

NOTE

Bureaus Chiefs and Deputy Commissioners will designate a ranking officer or qualified civilian member, when appropriate, as the personnel officer, who will report directly to the commander involved.

When a commanding officer appoints a personnel officer, they will notify the Human Resources Division and the Commanding Officer, Personnel Orders Division, of the identity and designation of member concerned.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-01

ORDER OF RANK

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

PAGE:
1 of 1

ORDER OF RANK

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
2. Police Department Chaplains and Surgeons have the assimilated rank of Inspector.
3. Seniority in rank among members appointed or promoted at the same time is determined by position on appointment or promotion list.
4. At a police incident, the senior uniformed member, in R.M.P. assigned to incident or on foot patrol at the scene, will direct and coordinate police operations pending arrival of the supervisor. If R.M.P. assigned to incident is delayed and no uniformed member is assigned to foot patrol at the scene, the senior uniformed member first on the scene will take charge, pending the arrival of supervisor or assigned R.M.P.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-02

COURTESIES

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

PAGE:
1 of 1

UNIFORMED MEMBER OF THE SERVICE

1. Tender and return hand salute 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.
3. Salute flag when national anthem is played. If flag not visible, face band, etc., and salute.
4. Supervisory officers return salutes promptly.
5. Salute is not required at large assemblages except when addressed by or addressing supervisory officer. Salute not required if it interferes with police duty.
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 captain enters room unless otherwise directed.
8. Place U.S. flag at half-staff as indicated below, when a uniformed member of the service dies:
 - a. Lieutenant, sergeant, police officer - on Department building where assigned on day of funeral
 - b. Captain - on Department building where assigned from time of death to sunset, day of funeral
 - c. Deputy inspectors or inspectors - on Department buildings within their command from time of death to sunset, day of funeral; flag at Police Headquarters will fly at half-mast on day of funeral.
 - d. Member killed in line of duty - on Department building where member assigned from time of death to ten days after the funeral; flags will fly at half-mast on all Department buildings from time of death until day after the funeral.
 - e. Other members, Police Commissioner or a deputy commissioner - as directed by the Police Commissioner or Chief of Department.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-03

COMPLIANCE WITH ORDERS

DATE EFFECTIVE:	LAST REVISION:	PAGE:
06/10/21	I.O. 47	1 of 1

COMPLIANCE WITH ORDERS

1. Be familiar with contents of the Department Manual.
2. Obey lawful orders and instructions of supervising officers.
3. Be punctual when reporting for duty.
4. Be governed by orders affecting another rank when temporarily assigned to perform the duties of that rank, except as otherwise indicated.
5. Maintain a current New York State driver's license and notify commanding officer, with pertinent details, when license is suspended, revoked or not renewed.

NOTE

All uniformed members of this Department are required to have a valid 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.

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 Internal Affairs Bureau procedures. If appropriate, a copy will be faxed directly to a concerned member's commanding officer.

Upon notification by the Internal Affairs Bureau, the commanding officer of any member of the Department, uniformed or civilian, who is deemed to have a suspended, revoked, or expired New York State driver's license, will not permit that member to operate any Department vehicle until the member proves that such revocation, suspension, or expiration is erroneous or has been resolved. The commanding officer will submit a report to Internal Affairs Bureau's Records Section indicating the results of the investigation of this matter and the current status of the member's driver's license.

Commanding officers will ensure a Department of Motor Vehicles inquiry and a warrant check for each uniformed member of the service is conducted on a semi-annual basis.

Commanding officers will ensure that civilian members of the service authorized to operate Department vehicles present valid New York State driver licenses. In addition, commanding officers concerned will ensure that an inquiry and warrant check, as performed for uniformed members of the service, is conducted for all civilian members assigned to the command.

6. Keep Department locker neat, clean and secured with combination lock (without identifying serial number) that conforms to Equipment Section specifications.
7. At commands that have not undergone locker room renovation, affix Department stickers as follows:
 - a. To front of assigned locker, **PROPER TACTICS SAVE LIVES (PD642-110)** and **POLICE DON'T MOVE (PD672-133)** with rank, name, shield and squad number captions filled in, and
 - b. To the inside portion of the door of assigned locker, in a conspicuous manner, **GUN SAFETY (PD420-110)**, **HEALTH AND WELLNESS (Misc. 4659)** and **SEATBELT (PD642-130)**.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-03	06/10/21	I.O 47	2 of 2

NOTE *If a command has vinyl images of stickers described in step “7” above, posted at locker room entrances and exits, members shall not affix them on front/inside of assigned lockers.*

- COMPLIANCE WITH ORDERS (continued)**
- 8. Request new Department locker stickers from operations coordinator, as needed.
 - 9. Apply for interview with Police Commissioner in writing (include squad or chart numbers), ONLY when action or relief cannot be obtained by other means.
 - 10. Cooperate with supervisor, regardless of rank, who has been dispatched by competent authority (e.g., Commanding Officer, Medical Division, Internal Affairs Group, precinct commanding officer or duty captain, etc.) to visit member on sick report, and directs such member to comply with lawful order/instruction (e.g., appear in court, Trial Room, in front of an investigatory unit, etc.).





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-04

FITNESS FOR DUTY

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 41

PAGE:
1 of 2

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.

ADDITIONAL DATA

All members of the service are required to remain fit for duty as specified above, and are reminded of their absolute responsibility to remain fit for duty while in possession of their firearms.

Any misconduct involving a member's misuse of a firearm while unfit for duty due to excessive consumption of, and intoxication from, alcohol will result in that member's termination from the Department. Exceptional cases will be determined by the Police Commissioner, on a case by case basis.

Furthermore, any misconduct involving members who are found to be unfit for duty due to excessive consumption and intoxication from alcohol, while armed with a firearm, will result in the inclusion of the charge of "Unfit For Duty While Armed," in Departmental disciplinary proceedings. In addition to those penalties imposed as a result of all other charges stemming from the misconduct, strict punitive sanctions will be imposed for any member upon whom the charge has been substantiated.

Additionally, a uniformed 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 Administrative Guide procedure 304-06, "Prohibited Conduct," "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, in order to achieve confidential assistance.

DEPARTMENT POLICY STATEMENT CONCERNING THE OPERATION OF A MOTOR VEHICLE UNDER THE INFLUENCE OF ALCOHOL

i. Any negotiated penalty in a Department disciplinary proceeding, involving a uniformed member of the service who is determined to have been operating a motor vehicle while unfit for duty due to the consumption of and/or intoxication from alcohol shall include a period of Dismissal Probation. Additionally, uniformed members of the service involved in incidents either on or off duty where alcohol is deemed a contributing factor, and where pursuant to a negotiated penalty in a Department disciplinary proceeding are required to submit to ordered breath testing, the negotiated penalty may also include a period of Dismissal Probation. Further, any such negotiation shall include the subject officer's agreement to submit to ordered breath testing for the presence of alcohol while on duty or off duty, during the period of probation, or other agreed upon time period. Should the member be found unfit for duty or refuse to submit to breath testing, this will result in additional disciplinary action against the subject officer which may include termination.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-04	06/10/21	I.O. 41	2 of 2

ADDITIONAL DATA (continued)

ii. Members of the service whose alcohol consumption has caused problems for them or others are urged to self-report before they are responsible for a serious incident and the above disciplinary action becomes necessary. They can do so in complete confidence by calling the Counseling Services Unit. Additionally, members who are experiencing problems related to alcohol, are strongly encouraged to call HELPLINE or the Police Organization Providing Peer Assistance, (POPPA). POPPA is a joint labor-management cooperative effort involving the implementation of a union-operated, alternative employee assistance program. Both HELPLINE and POPPA offer confidential services.

iii. Members of the service with alcohol-related problems may also be referred to the Counseling Services Unit by supervisors, other Department units, or as the result of an alcohol related incident. However, the Department's objective, at all levels, is early detection and referral of personnel for evaluation and treatment before drinking causes problems in work performance or worse.

iv. The Counseling Services Unit maintains strict standards of confidentiality as set forth in Title 42 of Federal guidelines governing alcoholism programs, and it does not act as part of the Department's disciplinary system. The Counseling Services Unit's mission is to assist in recovery and return to full and productive service those members of the Department who are experiencing problems with alcohol. The unit operates 24 hours a day, seven days a week, and will help assess the extent of the problem, and make the appropriate referrals for treatment. Treatment can range from detoxification and inpatient rehabilitation to outpatient rehabilitation and the participation in self-support groups. Counseling is available to members of the service, their families and retirees.

v. The Police Department's policy is to encourage members of the service to seek help in a supportive, confidential environment before the consequences of alcohol abuse require the Department to take disciplinary action. In addition, to assist those members of the service experiencing alcohol related problems, all New York City Police Department personnel are encouraged to refer those with problems to any of the counseling/assistance providers indicated in number "iii" of this procedure.

vi. Members participating in these programs will not jeopardize their promotional opportunities. In addition, their current assignments will not ordinarily be changed because of their participation in these programs unless, due to the nature of the assignment, a change is deemed to be in the best interests of all parties concerned. However, participation in these programs will not exempt a member of the service from disciplinary action for specific acts of misconduct and the consequences of such disciplinary action.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-05

PERFORMANCE ON DUTY

DATE EFFECTIVE:
09/10/21LAST REVISION:
I.O. 81PAGE:
1 of 2**PERFORMANCE
ON DUTY**

1. Perform all duties as directed by competent authority.
2. Remain on post until properly relieved, except for police necessity, personal necessity or meal period.
 - a. Notify telephone switchboard operator and, if possible, make entry in digital **Activity Log** before leaving post.
 - b. Make entry upon return to post and notify telephone switchboard operator.
3. Take meal period in police facility, a bona fide restaurant or Department vehicle.
4. Make accurate, concise entries in Department records in chronological order, without delay, using black or blue ink.
5. Sign Department reports or forms with full first name, middle initial and surname.
 - a. Print and write legibly.
 - b. Utilize shield and tax registry numbers as required.

NOTE

Civilian members of the service and uniformed members of the service who do not possess a shield number are required to utilize their tax registry number on Department forms when a "Shield No." is required.

6. Make corrections on Department records by drawing an ink line through incorrect matter. Enter correction immediately above and initial change.
7. Use numerals when entering dates on Department forms, e.g., 03/24/88.
8. Start serial numbers with one at beginning of each year for official forms or reports, unless otherwise specified.
9. In the absence of supervisory presence or direction, a member may wear dual purpose personal protection/scooter helmet at own discretion if it is believed that safety is endangered or conditions warrant. In all supervised situations, the ranking member on scene will determine in the first instance if helmets are to be worn or removed, except in emergencies, such as those situations where the member reasonably believes that there is a substantial and specific imminent threat to the safety of the member. Members of the service shall have the discretion to carry their helmets on their duty belts, or to secure the helmet within sight and sound of the scene. (e.g., in a vehicle, a premises, or with another member of the service), to be deployed as circumstances warrant.
10. Answer telephone promptly, stating in a courteous manner, command, rank or title, surname, and "May I help you?"
11. Be responsible for humane treatment and safekeeping of prisoners in custody or detained in Department facility over which member has supervision.
12. Maintain Department property issued or assigned for use in serviceable condition.
13. Deliver recovered property, property removed from a prisoner, or property removed from an emotionally disturbed, intoxicated or incapacitated person, to the desk officer of the precinct where obtained unless otherwise directed.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-05	09/10/21	I.O. 81	2 of 2

PERFORMANCE ON DUTY (continued) 14. 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 said opposite sex, if practicable.

NOTE *In complying with the regulation above, desk officers concerned will make an entry in Command Log indicating time/date of member(s) of the service utilizing dormitory and reason, and will inform inspecting officers if dormitory is being used prior to conducting inspection. Additionally, inspecting officers will peruse the Interrupted Patrol Log, etc., to ascertain who is authorized in facility prior to conducting inspection.*

15. Operate Department vehicles only when assigned and only when Department qualified to operate such vehicle.
16. Use Department radio for field communications except under limited circumstances.
 - a. Department and personal cellular phones may be used for field communications when content of the communication is not appropriate for radio transmission due to length or subject matter (e.g., detailed information about incident, personal information, names of persons, notifications, etc.).

ADDITIONAL DATA *When a uniformed member of the service below the rank of captain has been directed to appear at any of the following agencies, the member concerned will be assigned to the second platoon. If the member is on RDO (regular day off), the tour will start at 0900 hours. If the member is regularly scheduled to perform duty with another platoon that day, the tour will start at 0800 hours.*

- a. Subpoenaed or directed to attend:
 - (1) Any court (except personal cases)
 - (2) Grand Jury





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-06

PROHIBITED CONDUCT

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 42

PAGE:
1 of 4

PROHIBITED CONDUCT

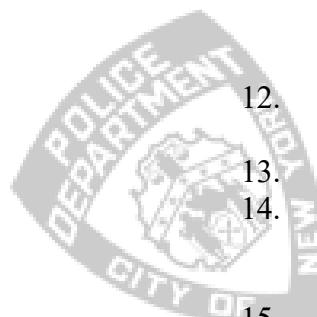
1. Engaging in conduct prejudicial to good order, efficiency, or discipline of the Department.
2. Using discourteous or disrespectful remarks regarding another person's age, ethnicity, race, religion, gender, gender identity/expression, sexual orientation, or disability.
 - a. Members shall address the public using pronouns, titles of respect, and preferred name appropriate to the individual's gender identity/expression as expressed by the individual.
 - b. 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.
3. 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.
4. Bringing or permitting an intoxicant to be brought into a Department building, facility, booth, boat, or vehicle, except in performance of police duty.
5. Entering premises serving intoxicants, except for meal, personal necessity, or performance of duty.
6. 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.
7. Divulging or discussing official Department business, except as authorized.
8. Discussing substance of a pending case *ex parte* (e.g., elected officials, community advocates, members of the press, members of the public, attorneys, representatives, relatives, etc.).
 - a. This prohibition also applies to the Department Advocate's Office during the pre-charge stage, as it has prosecutorial discretion in determining whether to serve charges, and what penalty to seek.
 - (1) Pre-decision letters (i.e., a letter of support, character letter, etc.) may be submitted to the Department Advocate's Office and Civilian Complaint Review Board, as appropriate, with a copy forwarded to the First Deputy Commissioner.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-06	06/10/21	I.O. 42	2 of 4

PROHIBITED CONDUCT (continued)

- b. Questions pertaining to the disciplinary process (e.g., timing, scheduling, etc.,) may be referred to the Deputy Commissioner, Trials, Department Advocate's Office, or the Civilian Complaint Review Board, as appropriate.
- c. Post-trial negotiations may be authorized by the Police Commissioner, as appropriate.
9. Participating in the Department disciplinary process, or its investigatory process, when there is a familial (e.g., spouse, child, present or past romantic relationship, etc.), or personal (e.g., friend, neighbor, business/financial, close colleague, etc.) relationship, or any other relationship with the respondent that could create, or appear to create, a conflict of interest.
 - a. Notify commanding officer or executive officer, immediately, if a familial or personal relationship is discovered, which may require recusal from participation in a particular case.
 - (1) If uncertainty exists as to whether recusal is appropriate, member concerned should consult with the Legal Bureau.
 - (2) Commanding officer or executive officer will notify their bureau chief or deputy commissioner immediately, if a familial or personal relationship requires recusal.
10. 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.
 - a. Recorded media includes videotapes, photographic images or pictures, audio recordings, electronic or internet files, or any like forms to be available in the future.
11. 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.
12. Engaging in card games or other games of chance in a Department facility.
13. Joining any political club within the precinct to which assigned.
14. Soliciting, collecting, or receiving money for any political fund, club, association, society, or committee, unless approved by Internal Affairs Bureau.
15. While on duty, endorsing political candidates or publicly expressing personal views and opinions concerning the merits of:
 - a. Any political party or candidate for public office;
 - 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.
 - d. Voting on any matter that comes before the community board concerning Police Department activities in the district that the board serves.



ADMINISTRATIVE GUIDE

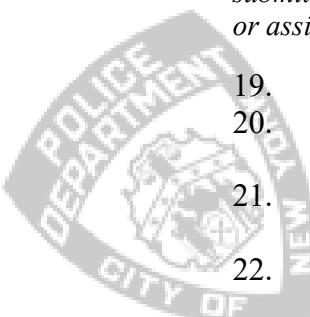
PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-06	06/10/21	I.O. 42	3 of 4

PROHIBITED CONDUCT (continued)

16. 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).
17. Serving on a community board's Public Safety Committee (which deals directly with Police Department and other law enforcement matters).
18. 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 **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 resubmit 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.*

- 
19. Occupying seat in a public conveyance, while in uniform.
 20. Rendering any service for private interest, which interferes with proper performance of duty.
 21. Recommending use of particular business, professional or commercial service to anyone except when transacting personal affairs.
 22. Steering business, professional or commercial persons to a prospective client requiring such services except when transacting personal affairs.
 23. 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.
 24. Having any person make a request or recommendation that affects the duties of any member of the service, except as provided by Department procedures.
 25. Failing to provide notice to the Department of an obligation or intention to perform services in any federal military branch.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-06	06/10/21	I.O. 42	4 of 4

- PROHIBITED CONDUCT (continued)**
26. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
 27. Possessing or displaying police shield, **IDENTIFICATION CARD (PD416-091)**, Department logo, or similar object except as authorized by the Police Commissioner.
 28. Using Department letterhead, personnel, equipment, resources, or supplies for any non-Department purpose or non-city purpose.
 29. Making an unauthorized radio transmission.
 30. Reporting for duty and/or end of tour via “outside wire” on a regular basis.
 - a. Members will not report for duty and/or end of tour within their precinct of residence unless approved by their commanding officer.

ADDITIONAL DATA

Members of the service are reminded that their conduct, on or off duty, is subject to scrutiny.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-07

PERSONAL APPEARANCE

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O.45

PAGE:
1 of 2

- PERFORMANCE** 1. Be neat and clean.
- ON DUTY - PERSONAL APPEARANCE** 2. Keep uniforms clean, well pressed, and in good repair. Shoes must be shined and will not display a clearly visible company name or logo.
3. Keep uniform securely buttoned.
- When the short-sleeved shirt is worn, the collar button may be left unbuttoned but all other buttons shall be fastened.
4. Wear cap squarely on head, with center of visor directly over nose.
- No hair is to show beneath the visor of the cap.
 - Cap must be worn when members are assigned to foot patrol, traffic posts, or details.
 - Members riding in Department vehicles may remove the cap while in the vehicle.
 - Members (except those assigned to Highway District) will not be required to wear the uniform cap when exiting the vehicle to take police action (e.g., responding to a radio run, interviewing a complainant, conducting a car stop, etc.).
 - Members will have their cap available and will be required to wear it when reassigned to a foot post or under the direction of a competent authority.
 - Police officers and detectives assigned to subway patrol duties in uniform have the option of wearing the cap during the period of June 1 to October 1.

NOTE

At all other times, the uniform cap must be worn except where there are exigent circumstances. When the exigent circumstances have stabilized, the cap must be worn.

- Prevent non-uniform articles from showing above uniform collar.
 - When the short-sleeve shirt is worn, undershirts, neck chains, or other non-uniform articles shall not be visible within the open collar or below the sleeve ends of the shirt.
 - Shirt sleeves may not be rolled up.

NOTE

Members of the service who are hired on or after January 1, 2007, must cover any visible tattoos by either 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 member's commanding officer in writing due to the nature of the member's assignment. Such approval must be filed in the member's personnel folder.

- Wear hair so that it is neatly groomed.
 - All regulations regarding the appearance of members' hair apply equally to male and female uniformed members of the service.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
304-07	06/10/21	I.O.45	2 of 2

PERFORMANCE ON DUTY – PERSONAL APPEARANCE (continued)

- b. When a member is in uniform, regardless of whether or not the uniform cap is required, hair will not be worn so that it falls over the eyebrows or reaches the collar. Ponytails are strictly prohibited while in uniform.
- c. When the uniform cap is required, long hair must be securely gathered and placed under the uniform cap without the use of a ponytail. The hairstyle must allow for the cap to be placed squarely on the head, without visible bulk.
- d. The length and bulk of the hair should not interfere with the wearing of any uniform headgear, including emergency equipment.
- e. Any designs shaved into a uniformed member's hair/scalp are prohibited.
7. Necessary hair holding devices (such as but not limited to rubber bands, clips, barrettes, pins), when used, must be unadorned and plain, and be transparent or similar to the color of the hair. All such devices must be unobtrusive, and concealed as much as possible. Hair scarves, beads, bows, large and decorative fabric-covered elastic bands, large plastic clips, or other ornamental items are prohibited.
8. Comply with A.G. 304-08, "Facial Hair Policy."
9. Comply with A.G. 304-09, "Religious Head Covering," if applicable.
10. Do not wear ornaments or jewelry visible on the head, neck, or wrist while performing duty in uniform. Prohibited ornaments include, but are not limited to earrings, necklaces, neck chains, bracelets, and body piercing.
- a. Medical alert bracelets may be worn visibly.
- b. Watchbands must be a conservative color, such as navy, black, brown, yellow metal, white metal, or similar colors.
- c. Rings may be worn if they are generally smooth, and not likely to catch on other objects. Rings with jagged edges, raised stones, etc., are not permitted.
11. Keep fingernails neatly trimmed and extending no more than $\frac{1}{4}$ inch from the fingertip.
- a. Any raised, ornamented accessories that are worn or affixed to nails are prohibited (e.g., rhinestones, jewelry, etc.).
12. Only those cosmetics which are of conservative color and amount shall be permitted.
13. 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.
14. While in uniform in public view, do not chew gum, use tobacco in any form, or hold toothpicks in the mouth.
15. When authorized to perform duty in civilian clothing, wear attire appropriate for assignment.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-08

FACIAL HAIR POLICY

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O.47

PAGE:
1 of 3

POLICY

Department guidelines allow all uniformed members of the service, members assigned to the Traffic Enforcement District, and members assigned to the School Safety Division who are authorized to wear a duty uniform, to grow a beard up to one-half inch in length. Members of the service may request a religious accommodation for facial hair to grow a beard of a longer length. All beards must be neatly trimmed. Members of the service are strictly prohibited from growing goatees, designer beards, or “chin-strap” beards, or to display words, images, patterns, logos or designs in their facial hair.

DEFINITION

RELIGIOUS ACCOMMODATION FOR FACIAL HAIR – Members of the service shall be permitted to grow facial hair up to one-half inch in length for religious purposes. No religious accommodation shall be necessary. Members of the service who wish to grow facial hair in excess of one-half inch in length due to a sincerely held religious belief must obtain approval from the Equal Employment Opportunity Division. A request for additional length will be reviewed and decided upon by the Equal Employment Opportunity Division on a case-by-case basis through a cooperative dialogue.

PROCEDURE

When a uniformed member of the service, or a member of the service assigned to the Traffic Enforcement District or School Safety Division who is authorized to wear a duty uniform, wishes to grow facial hair longer than one-half inch in length due to a sincerely held religious belief, the member of the service must apply for a religious accommodation with the Equal Employment Opportunity Division.

FACIAL HAIR STANDARDS:

MEMBER OF THE SERVICE

1. Do not grow a beard more than one-half inch, except under the following circumstances:
 - a. When approved, in writing, by member's commanding officer due to nature of assignment.
 - (1) Beard may not be longer than one-half inch when performing duty in uniform.
 - b. When approved, in writing, by Equal Employment Opportunity Division, due to sincerely held religious beliefs of member.
2. Keep sideburns closely trimmed and not extending below bottom of earlobe.
3. Have mustache neatly trimmed, not extending beyond, nor drooping below corners of mouth.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
304-08	06/10/21	I.O.47	2 of 3

WHEN A MEMBER OF THE SERVICE REQUESTS A RELIGIOUS ACCOMMODATION TO GROW FACIAL HAIR LONGER THAN ONE-HALF INCH:

REQUESTING MEMBER OF THE SERVICE

4. Prepare **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES (PD469-161)**, and submit to Equal Employment Opportunity Division.

EQUAL EMPLOYMENT OPPORTUNITY DIVISION

5. Review **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** for completeness and accuracy.
6. Confer with member concerned regarding circumstances of request.
 - a. The Equal Employment Opportunity Division will review the reasonable accommodation request, engage in a cooperative dialogue with the requestor, and make a determination on a case-by-case basis.
 - b. Ensure that facial hair does not cover Body-Worn Camera or identifying items of uniform (e.g., shield, nameplate, collar brass, etc.).
 - c. The member will be notified of the restrictions delineated in this procedure for members of the service who are authorized to grow facial hair.
7. Notify requesting member and commanding officer of member concerned, in writing, of decision regarding accommodation request.
 - a. If approved, make entry into Reasonable Accommodations Photo Net (RAPNET), via the Department Intranet, as appropriate.

INTEGRITY CONTROL OFFICER, MEMBER CONCERNED

8. Maintain a copy of final determination of **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** in the member's personnel folder.

TIGHT-FITTING AIR PURIFYING RESPIRATOR (APR) OR OTHER SIMILAR DEVICE EXCLUSION:

EQUAL EMPLOYMENT OPPORTUNITY DIVISION

9. Notify member in writing, that they are no longer eligible to deploy or receive training in the use of a tight-fitting Air Purifying Respirator (APR), or other similar device, because the presence of facial hair is in violation of OSHA regulations and will impact the effectiveness of the APR. Members cannot be assigned to a unit that requires the use of an APR.
 - a. Inform member that they may apply to a designated unit requiring the use of a tight-fitting APR or similar device, but they will be required to shave if accepted in order to properly utilize the required tight-fitting APR or similar device.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
304-08	06/10/21	I.O.47	3 of 3

**EQUAL
EMPLOYMENT
OPPORTUNITY
DIVISION
(continued)**

- b. Inform member that if they are presently assigned to a unit requiring the use of a tight-fitting APR or similar device, they will be reassigned or transferred to a unit that will allow their needs to be met.
- c. File copy of notification.
10. Notify Personnel Orders Division of any uniformed member of the service assigned to their command who needs to be transferred based on the restriction delineated in step “9.”

NOTE

This exclusion includes, but is not limited to, assignments or positions in designated sub-units within Chief of Special Operations, Counterterrorism Bureau, Forensic Investigations Unit, and tow truck operators assigned to the Traffic Enforcement Division, etc.

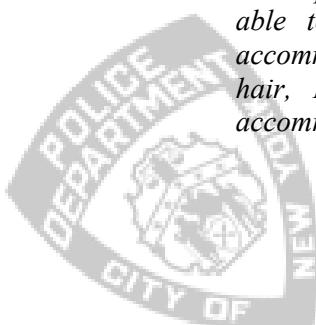
This exclusion does not include units that require the use of the tactical hood.

**COMMANDING
OFFICER,
DESIGNATED
UNIT**

11. Notify uniformed members of the service assigned or seeking assignment to a designated unit that requires the use of the tight-fitting APR or similar device, that they will be required to shave if accepted to a designated unit.
- a. Inform members that the ability to safely deploy the tight-fitting APR or similar equipment is an essential requirement for assignment to designated specialized units.
12. Ensure any uniformed member of the service assigned to their command is transferred based on the restriction delineated in step “9.”

**ADDITIONAL
DATA**

Religious reasonable accommodations for facial hair are recorded in RAPNET. RAPNET is an online application accessible through the Department's Intranet containing uniformed members of the service, traffic enforcement agents, and school safety agents who have a reasonable accommodation for facial hair. It is also accessible via Department mobile digital devices. Through RAPNET, enabled supervisors will be able to query members' tax numbers to determine if they have a reasonable accommodation. If a member of the service has a reasonable accommodation for facial hair, RAPNET will produce an electronic image stating the exemption and/or accommodation. RAPNET will also indicate negative results.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-09

RELIGIOUS HEAD COVERING

DATE EFFECTIVE:
06/10/2

LAST REVISION:
I.O. 47

PAGE:

1 of 2

PURPOSE

To establish the Department's policy for uniformed members of the service, including members of the service assigned to the Traffic Enforcement District or School Safety Division who are authorized to wear a duty uniform, to wear a religious head covering.

DEFINITIONS

RELIGIOUS HEAD COVERING – Head covering may be worn with the written approval of the Equal Employment Opportunity Division. The head covering must conform to the standards prescribed by the Equal Employment Opportunity Division and have a cap device affixed to the front of the head covering, if appropriate. All hair must neatly fit inside the head covering and in case of an incident where the use of a tight-fitting helmet is required, head covering must be removed to don appropriate protective head gear.

PROCEDURE

When a uniformed member of the service, including a member of the service assigned to the Traffic Enforcement District or School Safety Division who is authorized to wear a duty uniform, wishes to wear a religious head covering:

REQUESTING MEMBER OF THE SERVICE

1. Prepare **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES (PD469-161)** and submit to the Equal Employment Opportunity Division.

EQUAL EMPLOYMENT OPPORTUNITY DIVISION

2. Review **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** for completeness and accuracy.
 3. Confer with member concerned regarding circumstances of request.
 - a. The Equal Employment Opportunity Division will review all applications and make a decision on a case-by-case basis.
 - b. The member will be notified of the restrictions delineated in this procedure for members of the service who choose to wear a religious head covering.
 4. Notify requesting member and commanding officer of member concerned, in writing, of decision regarding accommodation request.
 5. Direct requesting member of the service to report to Shield, ID and Uniform Services Unit to obtain new **IDENTIFICATION CARD (PD416-091)**, noting religious accommodation.

**COMMANDING 6
OFFICER,
MEMBER
CONCERNED**

- Ensure requesting member complies with provisions of religious accommodation.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-09	06/10/21	I.O. 47	2 of 2

**INTEGRITY
CONTROL
OFFICER,
MEMBER
CONCERNED**

7. Maintain copy of final determination of **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES** in member's personnel folder.



NYPD



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-10

FALSE OR MISLEADING STATEMENTS

DATE EFFECTIVE:
08/26/21

LAST REVISION:
I.O. 78

PAGE:
1 of 2

PURPOSE

To provide clear guidelines regarding written and verbal statements made by members of the service during an official investigation.

DEFINITIONS

FALSE STATEMENT - An intentional statement that a member of the service knows to be untrue, which is material to the outcome of an investigation, proceeding, or other matter in connection with which the statement is made.

MISLEADING STATEMENT - A statement that is intended to misdirect the fact finder, and materially alter the narrative by:

- a. Intentionally omitting a material fact or facts,
- b. Making repeated claims of "*I do not remember*" or "*I do not know*" when a reasonable person under similar circumstances would recall, or have been aware of, such material facts, or
- c. Altering and/or changing a member's prior statement or account when a member of the service is confronted with independent evidence indicating that an event did not occur as initially described, will generally be considered a misleading statement.

INACCURATE STATEMENT - A statement that a member of the service knows, or should know, includes incorrect material information. There is no intent to deceive, but rather the member's actions are grossly negligent.

MATERIAL FACT - A significant fact that a reasonable person would recognize as relevant to, or affecting, the subject matter of the issue at hand, including any foreseeable consequences, or establishment of the elements of some proscribed conduct. It is a fact that is essential to the determination of the issue and the suppression, omission, or alteration of such fact would reasonably result in a different decision or outcome. A material fact may be distinguished from an insignificant, trivial, or unimportant detail.

IMPEDING - Making false, misleading, and/or inaccurate statements, or engaging in an impeding action (e.g., failing to produce records as directed by a competent authority, etc.).

PROHIBITED CONDUCT

1. Intentionally making a false official statement.
2. Intentionally making a misleading official statement.
3. Making, or causing to be made, an inaccurate official statement.
4. Impeding an investigation.

ADDITIONAL DATA

Intentionally making a false official statement regarding a material matter will result in separation from the Department, absent extraordinary circumstances. Extraordinary circumstances will be determined by the Police Commissioner on a case by case basis.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-10	08/26/21	I.O. 78	2 of 2

ADDITIONAL DATA (continued)

*Circumstances in which false or misleading official statements are made include, but are not limited to, verbal statements made pursuant to a statutory or procedural requirement, or under oath during a civil, administrative, or criminal proceeding, in addition to written statements made in a sworn document, including affirmations made in Department (e.g., **COMPLAINT REPORT [PD313-152]**, etc.) and non-Department (e.g., **New York State Domestic Incident Report [DCJS-3221]**, etc.) forms.*

Statements made during an official Department interview conducted pursuant to [P.G. 206-13, "Interrogation of Members of the Service,"](#) an interview conducted by the New York State Attorney General's Law Enforcement Misconduct Investigative Office pursuant to [P.G. 211-09 "Appearances by Members of the Service Before Governmental Agencies or Private Organizations,"](#) or an interview pursuant to [P.G. 211-14, "Investigations by Civilian Complaint Review Board"](#) are subject to the provisions of this procedure. In addition, members of the service are reminded that the Civilian Complaint Review Board has been granted broadened prosecutorial authority to investigate potential false statements and recommend penalties.

When a member of the service is afforded an opportunity to recollect with the benefit of credible evidence, and the member makes a statement consistent with the evidence, the member's prior statement will not be considered a false statement. However, it may be considered a misleading statement, or an inaccurate statement, or in cases where further investigative steps were required after the statement was made, may also be considered an action impeding the investigation.

If, during an investigation or proceeding, a member of the service intentionally makes a false statement, but then retracts the statement and substitutes a truthful statement during the same interview, deposition, or other session of oral testimony, a charge of false statement may not be appropriate.

Mistakes distinguished: Mere clerical errors may not be considered inaccurate statements when the statement error is so minor that it has little, or no effect, on the overall intent of the statement. An error will be considered to be an inaccurate statement when a member of the service does not intend to deceive, but causes a material variation. Erroneous statements, lacking in willful intent, and not so unreasonable as to be considered gross negligence, are not a basis for finding misconduct.

Members of the service have an obligation to review documents before signing, or otherwise verifying, their accuracy.

An investigation is considered impeded when a member of the service makes false, misleading, and/or inaccurate statements, or engages in impeding actions (e.g., failure to produce records as requested by a competent authority, etc.). A member of the service who impedes, or attempts to impede, an official investigation will face disciplinary action for conduct prejudicial to the good order, efficiency, or discipline of the Department.

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.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-11

COMPLIANCE WITH NEW YORK CITY RIGHT TO KNOW ACT

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O.43

PAGE:
1 of 2

PURPOSE

To ensure uniformed members of the service interact with members of the public in a professional manner, and offer a business card, as appropriate, to members of the public upon conclusion of certain law enforcement activities.

DEFINITION

LAW ENFORCEMENT ACTIVITIES – For the purpose of this procedure, a business card is to be offered for a law enforcement activity, except in cases when a summons is issued or an arrest is made, as follows:

- a. Noncustodial questioning of individuals suspected of criminal activity (**Level 2 Encounter**)
- b. Stop where an officer has an individualized, reasonable suspicion that the person stopped has committed, is committing, or is about to commit a crime and where a reasonable person would not feel free to end the encounter (**Level 3 Encounter**)
- c. Frisk (**Level 3 Encounter**)
- d. Search of persons or property, including vehicles
- e. Roadblock or checkpoint stops, including checkpoints related to enforcement of Article 31 of the Vehicle and Traffic Law (Alcohol and Drug-Related Offenses), but not including planned security checks of vehicles at sensitive locations or street closures for public events or emergencies
- f. Home search
- g. **Assigned Detective Only:** First in-person questioning of victims and/or witnesses to a crime.

PROCEDURE

When a uniformed member of the service interacts with a member of the public and/or concludes the above-described law enforcement activities:

UNIFORMED MEMBER OF THE SERVICE

1. Courteously and clearly state your rank, name, shield number and command, or otherwise provide them, to anyone who requests you to do so.
 - a. Comply with P.G. 212-123, “*Use of Body-Worn Cameras*,” as appropriate.

NOTE

Uniformed members of the service are reminded that when performing official duties in uniform, their shield number or rank designation must be visible at all times. A refusal to make a shield number or rank designation visible to a requesting individual may subject them to legal action.

2. Carry appropriate amount of pre-printed **RIGHT TO KNOW BUSINESS CARDS (PD142-012)**.
 - a. Carry appropriate amount of generic **RIGHT TO KNOW BUSINESS CARDS – GENERAL (PD142-013)**, if supply of pre-printed **RIGHT TO KNOW BUSINESS CARDS** becomes depleted.
3. Explain reason for law enforcement activities, unless providing this information would impair a criminal investigation, or exigent circumstances are present (i.e., physical resistance, flight, imminent danger of physical injury or damage to property, or other factors make such procedure impractical).

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-11	06/10/21	I.O.43	2 of 2

UNIFORMED MEMBER OF THE SERVICE (continued)

4. Offer pre-printed **RIGHT TO KNOW BUSINESS CARD** upon conclusion of law enforcement activities, except in cases when a summons is issued or an arrest is made, or exigent circumstances are present (i.e., physical resistance, flight, imminent danger of physical injury or damage to property, or other factors make such procedure impractical).
 - a. Offer pre-printed **RIGHT TO KNOW BUSINESS CARD** to minor, or if present at scene, a parent, guardian, or other responsible adult.
5. Enter command in space provided on front of pre-printed **RIGHT TO KNOW BUSINESS CARD**, as appropriate.
 - a. Uniformed members of the service may, at their discretion, enter either their command phone number or their Department cellphone number, in the space provided on the front of pre-printed **RIGHT TO KNOW BUSINESS CARD**.
6. Offer member of the public a generic **RIGHT TO KNOW BUSINESS CARD – GENERAL** with identification information written down legibly, if supply of pre-printed **RIGHT TO KNOW BUSINESS CARDS** becomes depleted (e.g., awaiting new supply of pre-printed **RIGHT TO KNOW BUSINESS CARDS**, etc.), upon conclusion of law enforcement activities, except in cases when a summons is issued or an arrest is made, or exigent circumstances are present (i.e., physical resistance, flight, imminent danger of physical injury or damage to property, or other factors make such procedure impractical).
 - a. Allow member of the public ample time to write down identification information, if supply of generic **RIGHT TO KNOW BUSINESS CARDS – GENERAL** becomes depleted.
7. Make digital **Activity Log** entry including pertinent information regarding law enforcement activities, as per P.G. 212-11, "Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops."

ADDITIONAL DATA

Uniformed members of the service may offer business cards, as appropriate, and at their discretion, in situations that fall outside of the defined law enforcement activities. In addition, members are also to provide business cards, as appropriate, at the request of members of the public.

A uniformed member of the service performing duty in an undercover (UC) capacity and those UMOS operating in operational support of a UC or a confidential informant, are exempt from providing business cards due to the sensitive nature of their assignment.

*Uniformed members of the service in the rank of captain and above and civilian members of the service holding the title of Director and above will use the **BUSINESS CARD – EXECUTIVE (PD142-091)** rather than the **RIGHT TO KNOW BUSINESS CARD** in the above described situations or in other necessary circumstances.*

BUSINESS CARD – EXECUTIVE (PD142-091) will be provided by the Printing Section upon request.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-12

FINANCIAL RESTRICTIONS

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O.44

PAGE:
1 of 3

FINANCIAL RESTRICTIONS - PROHIBITED

1. Using confidential official information to advance financial interest of self or another.
2. Engaging, or rendering a service, in any financial, commercial or private interest which is directly or indirectly in conflict with official duties.
3. Purchasing city-owned real property through negotiated sale, except a city-owned residential building of six units or less, through negotiated sale.
 - a. Violation subject's member to fine, suspension or dismissal, and member may be prosecuted for a misdemeanor.
4. Purchasing real estate for rental purposes within precinct of assignment.
5. Authorizing use of photograph in uniform or mentioning rank, title or membership in Department for commercial advertisement.
6. Accepting testimonial award, gift, loan or thing 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 Departmental recognition
 - c. Award to a member of officer's family for a brave or meritorious act, from a metropolitan newspaper
 - d. Monetary prize or award from foundations, universities, institutions, etc., after review by the Deputy Commissioner, Legal Matters and the approval of the Police Commissioner.
7. Purchasing or acquiring property of another, without approval of commanding officer, knowing or having reason to know that such property was held in custody of this Department.
8. Soliciting or accepting loans from merchants, firms or persons doing business located or residing in area of assignment.
9. Entering into a business or financial transaction with another member of the service who is your superior or subordinate, where the superior has the power to direct the subordinate's work or has the power to affect the terms and conditions of the subordinate's employment.
 - a. This is not limited to circumstances where the superior has direct supervision of the subordinate or instances where in the course of conducting police related business, there is a likelihood that the superior will be in a position to supervise or affect the assignment of the subordinate.
 - b. Members of the service who do not work in the same command, but who do work within the same bureau/patrol borough, should carefully consider, before entering into a business or financial transaction with each other, whether the above superior/subordinate relationship presently exists.
 - c. Members of the service should also be aware that changes in assignments that affect the superior/subordinate relationship may make a pre-existing business or financial relationship an impermissible conflict of interest.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-12	06/10/21	I.O.44	2 of 3

FINANCIAL RESTRICTIONS- PROHIBITED (continued)

- d. The Office of the Deputy Commissioner, Legal Matters should be contacted if questions arise regarding these issues.

NOTE

The Conflicts of Interest Board has determined that it is a violation for a superior to solicit charitable contributions from, or to offer to sell products of any amount or value to a subordinate. However, a subordinate may sell products for profit or charitable purposes, or solicit donations for charitable purposes from a superior if the amount involved is \$25.00 or less.

10. Using your position with the Department for the benefit of yourself or associate, through micropurchases made on behalf of the Department (purchases up to \$20,000 that may be made without competition).
 - a. "Associate" is defined in Chapter 68 of the City Charter as a spouse, domestic partner, child, parent, or sibling of a public servant; a person with whom a public servant has a business or other financial relationship; and each firm in which a public servant has a present or potential interest.
11. Becoming interested, directly or indirectly, in any business dealing with the City as follows:
 - (a) No Department employee may have a position in a firm that the employee knows, or should know, is engaged in business dealing with the Department.
 - (b) No Department employee shall have a position in a firm which such employee knows is engaged in business dealings with the City, unless such position is in a firm whose shares are publicly traded.
 - (c) No Department employee may have an ownership interest in a firm that is engaged in business dealings with the Department;
 - (d) No Department employee may have an ownership interest in a firm that is engaged in business dealings with the City, unless the firm's shares are traded publicly.

ADDITIONAL DATA

Any Department employee who believes they may be covered by these provisions should immediately contact the Deputy Commissioner, Legal Matters for further instructions.

In certain limited circumstances, a member of the service may hold an otherwise prohibited position with written approval of the Police Commissioner, and a determination by the Conflicts of Interest Board that the position would not conflict with the purposes and interests of the City.

If a member of the service has a prohibited ownership interest, the member must disclose the ownership interest to the Conflicts of Interest Board within ten days of learning that such interest is prohibited and await further guidance from the Board. The Deputy Commissioner, Legal Matters can facilitate such disclosure and guidance. Members of the service may also elect to terminate such ownership interest in lieu of seeking guidance from the Board.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-12	06/10/21	I.O.44	3 of 3

ADDITIONAL DATA (continued)

An ownership interest means an interest held by a Department employee, the employee's spouse or unemancipated child, that is greater than five percent of the firm or an investment equivalent to \$50,000.00. While this does include investments in corporate stock, it does not apply to any stocks or interests held in a pension plan, deferred compensation plan, or mutual fund not controlled by the Department employee, the employee's spouse or unemancipated child.

The term "firm," as defined by the Conflicts of Interest Board, means sole proprietorship, joint venture, partnerships, corporations, and any other form of enterprise. It does not include public benefit corporations or similar entities.

Many of the financial restrictions and guidelines involve conflict of interest related issues as addressed in Chapter 68 of the New York City Charter. Each member of the service should be familiar with those provisions. Conflict of interest questions or inquiries regarding waivers or orders may be directed to the Deputy Commissioner, Legal Matters or the Conflicts of Interest Board.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-13

ATTENDANCE AT PARADES, FUNERALS, MEMORIAL SERVICES AND OTHER DEPARTMENT ORIENTED OR LAW ENFORCEMENT EVENTS

DATE EFFECTIVE:

06/24/21

LAST REVISION:

I.O. 56

PAGE:

1 of 2

PURPOSE

To inform all members of the service of guidelines to be complied with when attending or taking part in parades, funerals, memorial services, and other Department-oriented or law enforcement events.

SCOPE

All members of the service are strictly accountable for their conduct at all times, whether on or off duty, inside or outside New York City. Conduct which brings discredit to the Department, or conduct in violation of law is unacceptable and will result in appropriate disciplinary measures. Additionally, all members of the service are subject at all times to the provisions of the Patrol Guide, other Department regulations, and all local, state, and federal laws.

PROCEDURE

When attending or taking part in parades, funerals, memorial services, and other Department-oriented or law enforcement-oriented events, the following will be complied with:

- a. ALL members are required to report corruption or other misconduct whether on or off duty, inside or outside New York City. In particular, ranking officers are reminded that supervisory responsibilities are never abrogated. Ranking uniformed members of the service must take affirmative action whenever they observe or become aware of corruption or other misconduct, including immediate notification to the Internal Affairs Bureau.
- b. On duty members, in or out of uniform, will return to their commands as soon as the event is over. They will not take a meal period and will not be granted lost time until they return to their assigned commands.
- c. All off duty uniformed members of the service 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.
- d. Off duty members granted permission to wear uniforms will only wear them for the duration of the event. They must then change into civilian attire as soon as the event is over.
Under no circumstances will any member wear their uniform off duty or attend any parties, dinners, fund raising events, etc., in 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.
- e. f. All members of the service are reminded to comply with *P.G. 203-06, "Performance On Duty - Prohibited Conduct,"* which prohibits the consumption of intoxicants when in uniform whether on or off duty. Members will not, under any circumstances, allow alcoholic beverages to be brought into Department facilities or vehicles except in performance of duty.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-13	06/24/21	I.O. 56	2 of 2

PROCEDURE (continued)

- g. All Department-oriented and law enforcement-oriented events that members of the service attend, wherever they take place, will be monitored by ranking officers from overhead commands. In selected cases, as specifically directed by the Police Commissioner, First Deputy Commissioner, or Chief of Department, the Internal Affairs Bureau will conduct such monitoring.
- h. Members are reminded of the provisions of A.G. 305-07, "Firearms – General Regulations" which states that off duty members are to be unarmed at their own discretion when engaged in any activity of a nature whereby it would be advisable NOT to carry a firearm, especially those events at which alcoholic beverages are consumed. In addition, off duty members are reminded that they may only carry the regulation service pistol, authorized off duty pistol/revolver, or authorized special weapons.
- i. Members, when out of state for a parade, funeral, memorial ceremony, or any other Department-oriented or law enforcement-oriented event, may not carry any firearms without the permission of the Police Commissioner, First Deputy Commissioner or Chief of Department even when such an event takes place in a state which allows police officers from other jurisdictions to carry their weapons.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-14

GUIDELINES FOR ACCEPTANCE OF GIFTS AND OTHER COMPENSATION BY MEMBERS OF THE SERVICE

DATE EFFECTIVE:

06/10/21

LAST REVISION:

I.O. 41

PAGE:

1 of 2

PURPOSE

To provide guidance to members of the service relating to acceptance of gifts and other compensation.

POLICY

It is the policy of the Department that members of the service may not accept any reward, gratuity, gift or other compensation for any service performed as a result of or in conjunction with their duties as public servants. All exceptions must be in accordance with Chapter 68 of the New York City Charter and the Police Department Board of Ethics rulings. This policy applies regardless of whether the service was performed while said members of the Department were on or off duty. Members of the service also shall not solicit any gift, gratuity, loan, present, fee or reward for personal gain.

SCOPE

Members of the service may be offered gifts, awards, and other things of value by private citizens, institutions, etc., in appreciation for their police service. It is not unethical or illegal for a member of the service to accept gifts that are commonly offered as tokens of appreciation, i.e., plaques, pen and pencil sets, etc. However, cash rewards and personal gifts, such as wristwatches, etc., are strictly forbidden. To ensure that the general public does not misinterpret the justification for accepting or refusing these gifts, the following procedure has been established.

PROCEDURE

Whenever a member of the service is offered a gift or becomes aware that a gift will be offered in appreciation for police service:

MEMBER CONCERNED

1. Comply with Department regulations relating to financial restrictions and prohibited acts/prohibited interests.
2. Notify commanding officer, PRIOR to acceptance of gift.

COMMANDING OFFICER CONCERNED

3. Review circumstances regarding the offering of the gift.
 - a. Review Department Board of Ethics rulings relating to acceptance of gifts.

NOTE

Commanding officers are responsible to ensure command copies of Board of Ethics rulings are maintained in Command Reference Library as required by A.G. 325-18, "Command Reference Library."

IF GIFT IS A REWARD OR PRESENT FOR POLICE SERVICE RENDERED IN DISCHARGE OF OFFICIAL DUTY:

COMMANDING OFFICER CONCERNED

4. Prepare a report, on **Typed Letterhead**, to the Police Commissioner, for review and final determination regarding acceptability of gift.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-14	06/10/21	I.O. 41	2 of 2

IF GIFT IS OFFERED BY A PERSON/FIRM WHICH IS, OR INTENDS TO ENGAGE IN BUSINESS DEALING WITH THE CITY OF NEW YORK:

- COMMANDING OFFICER** 5. Review City Charter, Section 2604 (B)5 to ensure that there is no conflict of interest.
- CONCERNED** 6. Make final determination regarding the propriety of accepting gift and notify member concerned.
 a. Request ruling by Board of Ethics if circumstances of offering are peculiar in nature and not reflected in current rulings.
7. Prepare a report, on **Typed Letterhead**, to the Deputy Commissioner, Internal Affairs, through channels, for any member who receives two or more gifts, regardless of value or source of gift, within a calendar year.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-15

DEPARTMENT CONFIDENTIALITY POLICY

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

PAGE:
1 of 1

PURPOSE

To inform members of the service of the guidelines to be complied with when accessing, creating, receiving, disclosing or otherwise maintaining information from an information system:

MEMBER OF THE SERVICE

1. Access only those information systems to which authorization has been granted, and under circumstances required in the execution of lawful duty.
2. Abide by any security terms/conditions associated with the information system, including those governing user passwords, logon procedures, etc.
3. Disclose information to others, including other members of service, only as required in the execution of lawful duty.
4. Confirm identity and affiliation of requestor of information and determine that release of information is lawful, prior to disclosure.
5. Maintain confidentiality of information accessed, created, received, disclosed or otherwise maintained during course of duty.

NOTE

The above guidelines also apply to the oral transmission of information contained in any Department information system. Additionally, these guidelines apply to members who directly access information, as well as members who, intentionally or not, allow third parties to access information. It is the “logged on” member’s responsibility to prevent other persons from recording or transcribing information for the purposes of unauthorized use (e.g., taking a cell phone video of Body-Worn Camera footage). Members who observe, or become aware of such misconduct, are to comply with P.G. 207-21, “Allegations of Corruption and Other Misconduct Against Members of the Service.”

Members may be held accountable when, due to their failure to safeguard information, a third party gains access. This includes access by other members of the service.

Members of the service who fail to adhere to the above guidelines may be subject to disciplinary and/or criminal action.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-16

PERSONAL INFORMATION VIA DEPARTMENT INTRANET

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

PAGE:
1 of 3

PURPOSE

To provide members of the service with the ability to review, verify and update personal information as necessary, as well as annually, during evaluation period.

DEFINITION

PERSONAL INFORMATION - Data pertaining to a member of the service (uniformed or civilian), regarding name, gender, residence, social condition, emergency notification information, and any other relevant information.

PROCEDURE

When a member of the service utilizes the Centralized Personnel Resource System via the Department Intranet to view and/or update personal information:

MEMBER OF THE SERVICE

1. Provide accurate and current personal information to the Department, and update immediately if a change occurs.
2. Access the Centralized Personnel Resource System when:
 - a. A change in personal information occurs,
 - b. Annually, during evaluation period, to review and update personal information, if necessary, and/or
 - c. At anytime in order to review the accuracy of personal information, particularly if member of the service believes it to be compromised.
3. Select “My Profile” to view current information and verify.
 - a. Select “Update Information” and edit necessary data, if changes are required.

NOTE

Members must upload documentation (e.g., driver license, marriage certificate, birth certificate, court order, etc.) for changes of name, social condition, date of birth and gender. In addition, members of the service are reminded that they must adhere to the Department’s residency requirements.

OPERATIONS COORDINATOR

4. Access the Centralized Personnel Resource System “Inbox” to view status of change requests.
5. Ensure members of the service review and update personal information as follows:
 - a. Whenever a change in personal information occurs,
 - b. Annually, during evaluation periods, and/or
 - c. At any other time deemed necessary.

PERSONNEL DATA UNIT

6. Review requested changes in the Centralized Personnel Resource System and approve or disapprove changes, as appropriate.

NOTE

Personal information changes will be pending until approved or disapproved by the Personnel Data Unit. The Centralized Personnel Resource System will automatically send a notification indicating approval or disapproval to the member of the service who submitted the change request.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-16	06/10/21	I.O. 47	2 of 3

MEMBER OF THE SERVICE

7. Check Department email for notification indicating requested change was approved or disapproved.

OPERATIONS COORDINATOR

8. Update all pertinent command records (e.g., **FORCE RECORD [PD406-1431]**, etc.), as necessary.
9. Access the Centralized Personnel Resource System, one month after submission of request, to verify member of the service's information has been changed.
10. Contact Personnel Data Unit, if changes have not been made after one month.
11. Ensure member of the service resubmits change request with appropriate information, via the Centralized Personnel Resource System, if previously requested change is disapproved.

ADDITIONAL DATA

*Members of the service officially assigned in an undercover capacity will be unable to access the Centralized Personnel Resource System and must notify their commanding officer of any change to their personal information. The commanding officer of the undercover members of the service will forward a **Typed Letterhead** with requested changes to the Commanding Officer, Personnel Orders Division.*

Members of the service may update education information by forwarding an official transcript in a sealed envelope to the Candidate Assessment Division's Education, Training, Opportunities and Tracking Unit located at 235 East 20th Street, New York, NY, Room 833.

BENEFICIARY CHANGES

Uniformed and civilian members of the service are encouraged to access Employee Self-Service (ESS) to complete and update their designation of beneficiary form, which is used to pay out eligible time and leave balances. If not completed, this benefit is paid to the estate of the member.

Uniformed members of the service must file necessary forms at the Police Pension Fund located at 233 Broadway, New York, NY, 19th Floor.

Civilian members of the service must file necessary forms at the Human Resources Division located at One Police Plaza, New York, NY, 10th floor.

ADDITIONAL NOTIFICATIONS

Uniformed and civilian members of the service are encouraged to access Employee Self-Service (ESS) for time and leave balances, personal, payroll, tax and health benefits information and update as necessary.

Health Insurance Section: located at One Police Plaza, New York, NY, 10th floor.

Deferred Compensation Plan: located at 40 Rector Street, New York, NY, 3rd Floor.

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-16	06/10/21	I.O. 47	3 of 3

**ADDITIONAL
DATA
(continued)**

Members of the service are reminded that it is in their best interests to notify their respective labor union whenever there is a change in name, gender, residence, or social condition.



NYCYPD



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-17

DEPARTMENT POLICY PROHIBITING RACIAL PROFILING AND BIAS-BASED POLICING

DATE EFFECTIVE:
08/04/21

LAST REVISION:
I.O. 74

PAGE:
1 of 2

1. Members of the service are reminded that the New York City Police Department is committed both to the impartial enforcement of law and to the protection of constitutional rights. To reinforce these commitments and to ensure that all members of the service engage only in constitutionally sound policing practices, the Department prohibits the use of racial and bias-based profiling in law enforcement actions. Conducting enforcement activities in an unbiased manner fosters and strengthens relationships between police officers and members of the community, and inspires confidence in, and support for, policing efforts.

2. Police-initiated enforcement actions, including, but not limited to, arrests, Level 3 Terry stops, frisks, searches, summonses, and motor vehicle stops, must be based on the standards required by the Fourth and Fourteenth Amendments of the U.S. Constitution, Sections 11 and 12 of Article I of the New York State Constitution, Section 14-151 of the New York City Administrative Code, and other applicable laws.

3. Race, color, ethnicity, or national origin may not be used as a motivating factor for initiating police enforcement action. When an officer's decision to initiate enforcement action against a person is motivated even in part by a person's actual or perceived race, color, ethnicity or national origin, that enforcement action violates Department policy unless the officer's decision is based on a specific and reliable suspect description that includes not just race, age, and gender, but other identifying characteristics or information.

4. The law confers on police officers the authority to stop, question, and if warranted, frisk an individual whom an officer reasonably suspects has committed, is committing, or is about to commit a felony or Penal Law misdemeanor. Police officers must be able to articulate the factors which led them to take enforcement action, in particular those factors leading to reasonable suspicion for stopping, questioning, and, if appropriate, frisking a person, or probable cause for arresting or issuing a summons to a person. Individuals may not be targeted for any enforcement action, including stops, because they are members of a racial or ethnic group that appears more frequently in local crime suspect data. Race, color, ethnicity, or national origin may only be considered when the stop is based on a specific and reliable suspect description that includes not just race, gender, and age, but other identifying characteristics or information. When an officer carries out a stop based on reasonable suspicion that a person fits such a description, the officer may consider the race, color, ethnicity, or national origin of the suspect, just as the officer may consider the suspect's height or hair color. In accordance with Department policy, when a stop is not based on a specific suspect description, however, race, ethnicity or national origin may not be used at all as a motivation or justification for the stop.

5. Section 14-151 of the New York City Administrative Code and Department policy prohibit bias-based profiling and include demographic categories in addition to race, color, and national origin. The Administrative Code and Department policy prohibit the Department and individual officers from intentionally engaging in bias-based profiling, which is defined as "an act of a member of the force of the police department or other law enforcement officer that relies on actual or perceived race, national origin, color, creed, age, immigration or citizenship status, gender, sexual

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-17	08/04/21	I.O. 74	2 of 2

orientation, disability, or housing status as the determinative factor in initiating law enforcement action against an individual, rather than an individual's behavior or other information or circumstances that links a person or persons to suspected unlawful activity." With respect to race, color, ethnicity and national origin, the standards of conduct described in paragraphs "3" and "4" must always be met by the Department and its officers.

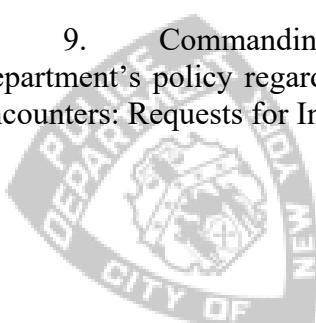
6. The Department complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on race, color, or national origin (including language),
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on disability,
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on sex in education programs or activities,
- *Age Discrimination Act of 1975*, which prohibits discrimination based on age, and
- *United States Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on religion in social service programs.

7. Members of the service are reminded that it is impermissible to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by *Title VI of the Civil Rights Act of 1964*, or because the individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing.

8. Commanding officers will continue to ensure that self-inspections are conducted within their commands regarding stop, question, and frisk activity. The Quality Assurance Division will continue to monitor compliance with self-inspection protocols in all of its command inspections and will continue to audit stop, question, and frisk activity Department-wide.

9. Commanding officers will ensure that members of their command comply with the Department's policy regarding investigative encounters as per Patrol Guide 212-11, "Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops."





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-18

DEPARTMENT EMAIL POLICY

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

PAGE:
1 of 3

PURPOSE

To inform members of the service of the Department's rights and use policy pertaining to email usage.

PROCEDURE

Duties of members of the service creating an email account and using the Department's email system:

MEMBER OF THE SERVICE

1. Review and comply with A.G. 325-35, "Department Computer Use Policy and Monitoring Notice."
2. Use Department email system for Department related purposes only.
 - a. Use of other email systems (e.g., Gmail, Yahoo, etc.) to conduct Department business is prohibited.
3. Do not use Department email to access or transmit materials (other than those required for police business) that involve the use of obscene language, inappropriate images, jokes, sexually explicit materials, or messages that disparage any person, group, or classification of individuals.
4. Do not use the Department email system to create or distribute communications that are offensive, disruptive or unprofessional.
5. Do not use Department email system to conduct personal business.

NOTE

Emails must be drafted with the same level of accuracy and professionalism as any other official Department communication.

6. Notify integrity control officer/designated supervisor of unauthorized use or receipt of improper content.
7. Notify integrity control officer/designated supervisor of any password compromise or breach of security.
8. Members of the service must check their Department email at the beginning of their scheduled tour of duty, and as necessary for the remainder of their scheduled tour.

INTEGRITY CONTROL OFFICER/ DESIGNATED SUPERVISOR

9. Notify Information Technology Bureau (ITB) Service Desk upon notification by a member of command of a breach in password security.
10. Conduct an immediate investigation and take disciplinary action, if necessary, upon receipt of a complaint of misuse of Department email system.
11. Conduct an immediate investigation and comply with P.G. 205-37, "Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material" upon receipt of a complaint of improper content on Department email system.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-18	06/10/21	I.O 47	2 of 3

- COMMANDING OFFICER/ DESIGNATED SUPERVISOR**
12. Ensure all members of command/unit are aware of the Department's email policy.
13. Notify the command integrity control officer of any unauthorized use or misuse of the Department's email system.

ADDITIONAL DATA

DEPARTMENT EMAIL POLICY NOTICE

Members of the Service are advised that they do not maintain any right to privacy in email communications. All email communications sent or received by Department email are subject to review without notice to the user. Members of the service should understand that any email has the potential to be Rosario material, and may be reviewed by the Department, outside agencies, District Attorneys and Criminal Defense attorneys.

All emails and attachments forwarded from or received by an NYPD email address are agency records and may be disclosed, absent an exemption or privilege, pursuant to litigation, investigation, or freedom of information requests.

All email communications may be stored and retrieved by the Department, regardless of whether a user intends or attempts to delete sent or received messages from the user's mailbox.

Email communications offer benefits such as speed and efficiency. However, they also present substantial risks because they are frequently prepared and sent quickly and without supervisory review. The facts and information contained in emails may not be as complete or accurate as more formal reports. Emails may reflect a familiar or jovial tone, which may be misinterpreted. Members of the service should exercise the same care in generating emails as they exercise when drafting more formal reports and should only write and send email communications that they would feel comfortable being displayed to a jury or in the media. Members of the service should think about the content of any email before sending it; use appropriate language; and think about whether an email should be sent in the circumstances or whether an alternative form of communication is more appropriate.

All members of the service shall use a confidential password known only to the member of the service to access Department email systems. Members of the service must keep their password secure and not disclose it to another user.

Users are responsible for the transmission of emails from their assigned email accounts and must log off or otherwise secure their account when their workstations are unattended.

All members of the service must provide a signature block at the end of their emails. This signature block must provide name, rank/title and command.

While emails may be sent from shared accounts on an official basis (i.e., pct013desk@nypd.org), all such emails must contain a signature block identifying the sender, including name, rank/title and command.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-18	06/10/21	I.O 47	3 of 3

ADDITIONAL DATA (continued)

In addition to the standard signature block, all emails must also contain this concluding banner:

CONFIDENTIALITY NOTICE: *This email and any attachments may contain confidential and privileged information for the use of the designated recipient(s) named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, use or disclosure of it or its contents is prohibited and may violate laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of this communication.*

Please treat this and all other communications from the New York City Police Department as LAW ENFORCEMENT SENSITIVE/FOR OFFICIAL USE ONLY.

For assistance with email login, including password reset or address name change, members of the service should contact the Information Technology Bureau Service Desk.

Confidential information, including information requiring compliance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information System (CJIS), should not be shared via email. CJIS data includes, but is not limited to, biometric, identity history, biographic, property, and case/incident history data.

The electronic transmission of intelligence files and information containing sensitive tactical and undercover information is prohibited.

Shortened URLs are unauthorized in any part of an email message (i.e., hyperlinks shortened using a third party URL shortener, including tinyurl.com; bit.ly.; goo.gl, etc.). Members of the service should refer to A.G. 325-47, "Cyber Security Incidents" regarding suspected or actual cyber security incidents affecting NYPD information systems or electronic information assets. Questions regarding the security of Department email accounts and reports of security incidents (e.g., phishing, suspicious attachments) should be directed to the Information Technology Bureau, Information Security Office at infosec@nypd.org.

As a reminder, the Information Technology Bureau will never ask for any personal information or provide any links in a generic email. Emails claiming to be sent by the Information Technology Bureau Service Desk or administrators directing the user to a website or asking for specific information should not be answered. The security verification will be located at the very beginning of the message and shall contain the rank, command, name and last three digits of Tax ID number.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-20

PERSONAL SOCIAL MEDIA ACCOUNTS AND POLICY

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 41

PAGE:
1 of 3

PURPOSE

To provide guidelines to members of the service pertaining to the use of personal social media accounts.

POLICY

The Department recognizes that personal social media accounts are utilized by members of the service. As such, members of the service who post, transmit, share, disseminate, and/or comment on content via their personal social media accounts, must do so in strict compliance with the provisions contained in this procedure and the rest of the Department Manual. Members of the service who violate this policy will be subject to disciplinary action, up to and including dismissal.

DEFINITIONS

SOCIAL MEDIA – A category of internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, photo and video sharing sites, wikis, blogs, and websites such as Facebook, Instagram, Flickr, YouTube, LinkedIn, Snapchat, and Twitter.

PERSONAL SOCIAL MEDIA ACCOUNT – A personal account established by a member of the service with a third party provider (e.g., Facebook, Instagram, Twitter, etc.) that is not officially affiliated with the Department. In addition, social media accounts established or administered by members of the service for fraternal or charity organizations, off-duty employment, civic or community organizations, etc., are also subject to the provisions of this procedure.

PROCEDURE

When a member of the service uses a personal social media account:

MEMBER OF THE SERVICE

1. Do not post, transmit, share, and/or disseminate Department and/or command identifiers as part of a privately held social media moniker (e.g., @nypd_johndoe, @053Pct_janedoe, etc.).
2. Do not post, transmit, share, and/or disseminate Department affiliations of other individuals, including but not limited to, the individual posting, tagging and/or sharing pictures of other members of the service, without express consent of that individual.
3. Do not post, transmit, share, and/or disseminate photographs of themselves or others in uniform, and/or displaying official identification, patches or badges, marked/unmarked vehicles, Department facilities, buildings, and equipment without authorization from the Department (these prohibitions will not apply to photographs taken at official Department ceremonies).
4. Do not post, transmit, share, and/or disseminate nonpublic items (e.g., arrest/booking photographs, criminal records, witness statements, crime scene photographs, videos, etc.) that were gained as a result of their position with the Department.
5. Do not post, transmit, share, and/or disseminate any content involving discourteous or disrespectful remarks, in any form, pertaining to issues of age, ethnicity, race, religion, gender, gender identity/expression, sexual orientation, and/or disability.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-20	06/10/21	I.O. 41	2 of 3

MEMBER OF THE SERVICE (continued)

6. Do not post, transmit, share, and/or disseminate any content advocating harassment and violence.
7. Do not engage in any type of social media contact with any individual or organization advocating oppression, or prejudice based on ethnicity, race, religion, gender, gender identity/expression, sexual orientation, and/or disability.
8. Do not engage in any type of social media contact (e.g., “friending,” “following,” etc.) with a suspect, witness, crime victim, and/or attorney involved in same case, if that officer was either involved in the incident, or the officer became acquainted with that victim, or witness, during or because of the incident, and the matter is ongoing.
9. Do not engage in any type of social media contact (e.g., “friending,” “following,” etc.) with minors they interact with in the course of their employment with the Department.
10. Do not engage in any type of social media contact (e.g., “liking,” “retweeting,” “sharing,” promoting, commenting on, or otherwise endorsing social media posts) with third parties whose content violates the provisions of this procedure.

ADDITIONAL DATA

POLICY CONSIDERATIONS

Members of the service are to be cognizant of the fact that their social media activity, even on personal social media accounts, may be seen by the public as a statement on behalf of the Department. Any activity that can be linked to a member of the service, is a reflection on the Department as a whole.

Members of the service are reminded that they are strictly accountable for their conduct at all times, inside or outside of New York City, whether on or off duty, including the use of personal social media accounts. Activities and/or statements made on social media sites are done so in an online domain where no reasonable expectation of privacy exists. Members of the service creating “private” or “limited access” accounts, with customized “privacy settings,” must know that any statements, photographs, video clips or information that are sent via the internet may still be viewed and disseminated by third parties, even after the content has been edited or deleted by the user.

Most importantly, information (including digital images) released on social media may endanger the safety of members of the service and/or their family members. Members of the service are urged not to disclose or allude to their status as a member of the Department. Divulging identifying information on social media could possibly compromise ongoing investigations, as well as, limit a member of the service’s eligibility for certain assignments (e.g., work as an undercover, work in highly sensitive assignments, etc.).

LEGAL CONSIDERATIONS

The New York City Council enacted Local Laws 245 and 247 of 2017, announcing the “Identifying Information Law,” which establishes guidelines regarding the collection, retention and disclosure of identifying information.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-20	06/10/21	I.O. 41	3 of 3

**ADDITIONAL
DATA
(continued)**

Members of the service who engage in the unauthorized disclosure of identifying information may be the subject of disciplinary action and may subject themselves and the Department to potential legal liability.

Members of the service may contact the Agency Privacy Officer assigned to the Legal Bureau for guidance regarding the disclosure of identifying information and “Identifying Information Law” compliance.



NYC POLICE



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-21

WHEN A MEMBER OF THE SERVICE ENCOUNTERS AN INDIVIDUAL OBSERVING, PHOTOGRAPHING, AND/OR RECORDING POLICE ACTIVITY

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

PAGE:
1 of 2

1. Individuals have a right to lawfully observe and/or record police activity including, but not limited to detentions, searches, arrests or uses of force. The right to lawfully observe and/or record police activity extends to individuals in public places, such as streets, sidewalks, and parks, as well as private property in which the individual has a legal right to be present, such as buildings, lobbies, workplaces or an individual's own property. This right to observe and/or record police action can be limited for reasons such as the safety of officers or other members of the public, or when a violation of law is committed by the individual(s) who are observing/recording. The following guidelines should be utilized by members of the service whenever the above situation exists:

a. DO NOT:

- (1) Intentionally prevent, or attempt to prevent, an individual from recording police activities,
- (2) Threaten, intimidate, or otherwise discourage an observer from recording police activities,
- (3) Command an individual to cease recording when an individual is authorized to do so under law,
- (4) Stop, seize, search, summons, or arrest an individual solely because such individual recorded police activities,
- (5) Seize property or instruments used by an individual to record police activities,
- (6) Delete or seize recorded images of police activity from an individual's recording device, unless authorized by law, and/or
- (7) Copy a recording of police activity without consent of the individual who made the recording.

b. Absent additional actions constituting a violation of law, an individual CANNOT be arrested for:

- (1) Taking photographs, videotaping, or making a digital recording,
- (2) Requesting or making note of shield numbers or names of members of the service,
- (3) Criticizing the police or objecting to police activity,
- (4) Refusing to leave the area, and/or
- (5) Using crude or vulgar speech.

2. An arrest for Obstruction of Governmental Administration (Penal Law section 195.05) requires probable cause to believe the person(s) is obstructing governmental administration. Actual interference with the performance of an official police function is required. Interference can include actual physical force (touching or physically interfering with the officer or the suspect, (e.g., using a camera so close to the officer's face that it intentionally obstructs their view), intruding into the physical space necessary to safely perform police operations and refusing to obey an order to move back, or purposefully engaging in passive behavior that prevents an officer from taking enforcement action (e.g., blocking a prisoner van, etc.). Members of the service are required by Administrative Code 14-189 to document instances in which an individual who was recording police activities is arrested or summonsed, as per P.G. 209-03, P.G. 209-09, and P.G. 209-12, by indicating "RTR" for "Right to Record" on the summons.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-21	06/10/21	I.O. 47	2 of 2

3. This procedure is not intended in any manner to limit the authority of the police to establish police lines (e.g., crowd control at scenes of fires, demonstrations, special events, etc.).

4. When probable cause exists that a recording device contains evidence of a crime:
 - a. Inform the observer that there is probable cause to believe that the recording contains evidence of a crime,
 - b. Request consent to view the recording in a manner that elicits a clear “yes” or “no” response. If possible, use Body-Worn Camera to record request and the individual’s response. If consent is given, it may be possible for the individual to email the recording directly to the member of the service’s Department-issued smartphone,
 - c. If the observer refuses to give consent, inform them that a search warrant for the device will be requested. Inform the observer that deletion of the content of the recording may be considered tampering with physical evidence in violation of Penal Law section 215.40,
 - d. If the member of the service reasonably believes that the observer will delete the recording, obtain approval from a supervisor to seize the device if feasible (or obtain approval from a supervisor either before or immediately after seizing a device). Seize the device only for the time necessary to secure a warrant,
 - e. Do not view or delete the recording,
 - f. Obtain a search warrant, and
 - g. If there is probable cause to believe that an exigency exists and that the recording contains evidence of a crime, contact a supervisor to determine whether review of the recording absent a warrant is permitted.

5. A supervisor must be requested to respond where an observer is arrested for interference with police action or where the contents of a recording device are believed to contain evidence of a crime.

6. Members of the service may contact the Legal Bureau if they have any questions regarding an arrest for Obstruction of Governmental Administration or the seizure of a recording device that may contain evidence of a crime.

7. Members of the public are not allowed to photograph and/or record police activity within Department facilities. Members of the service may order any member of the public who is photographing or recording within Department facilities to stop such activity. If such person refuses to stop, they then should be ordered to leave the premises. If such person refuses to leave the premises, members of the service may take proper enforcement action under the trespass statutes (i.e., Penal Law sections 140.05 and 140.10).



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-22

OFFICIAL DEPARTMENTAL RECOGNITION OF FRATERNAL ORGANIZATIONS

DATE EFFECTIVE:

06/10/21

LAST REVISION:

I.O. 47

PAGE:

1 of 5

PURPOSE

To establish guidelines for fraternal organizations seeking official Department recognition, access to Department resources and/or permission to use the Department logo. Furthermore, to establish the requirements that are to be adhered to and maintained in order to remain recognized by the Department.

DEFINITIONS

FRATERNAL ORGANIZATION – Any ethnic, fraternal, religious, or the like organization that has a democratically elected board of governance, an official membership roster, and holds meetings in which minutes are taken.

BOARD OF GOVERNANCE – The democratically elected members of an organization who are given the title of, and/or responsibilities of, president, vice president, treasurer, secretary, and whatever other titles/roles in which the organization deems necessary. The president and vice president must be active members of the service.

FRATERNAL ORGANIZATION REVIEW BOARD – A panel of Department executives, consisting of, but not limited to, Deputy Commissioner, Employee Relations (Chairperson), Deputy Commissioner, Equity and Inclusion, Deputy Commissioner, Legal Matters, Chief of Personnel, and the Commanding Officer, Family Assistance Section. This board will convene as directed by the Deputy Commissioner, Employee Relations. It is within the scope of the Board's mandate to make recommendations to the Police Commissioner on matters concerning awarding or rescinding official Department recognition.

PROCEDURE

When making application to become an officially recognized fraternal organization by the Department, the organization's board of governance shall:

REQUESTING MEMBER OF THE SERVICE

1. Complete **FRATERNAL ORGANIZATION APPLICATION FOR RECOGNITION/STATUS UPDATE (PD107-041)** along with **Typed Letterhead** addressed to the Deputy Commissioner, Employee Relations, requesting official recognition.
 - a. The **FRATERNAL ORGANIZATION APPLICATION FOR RECOGNITION/STATUS UPDATE** must be signed by the president, vice president, and treasurer of the requesting organization, and the following necessary documents must also be attached:
 - (1) A copy of organization's constitution or by-laws, notarized on the day of ratification, and signed by all board members; and
 - (2) Minutes from at least six meetings that took place between the dates the by-laws were ratified, and the submission of the **APPLICATION** for recognition.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
304-22	06/10/21	I.O. 47	2 of 5

REQUESTING MEMBER OF THE SERVICE (continued)

- b. Upon submission of the **APPLICATION**, forward a request on **Typed Letterhead** to Deputy Commissioner, Employee Relations requesting a subsequent meeting to ensure documentation of and compliance with the following criteria within the six month period prior to meeting with the Review Board. Specifically, organizations must:
- (1) Be established for one year prior to submitting an **APPLICATION** for official Department recognition. The official date of creation for an organization will be the date that the organization's constitution or by-laws were ratified;
 - (2) Maintain a minimum membership of 150 active members of the service;
 - (3) Maintain and periodically update a complete and accurate list of names, tax numbers, and command codes of all active members of the service, as well as the names and employer information of all non-Department members;
 - (4) Have a board of governance responsible for settling policy, fiscal guidance, and its ongoing administration;
 - (5) Keep meeting minutes;
 - (6) Provide signed proof of acknowledgment of **Conflict of Interest Statement**.

NOTE

*In order to promote harmony within the Department, discourage rivalries between groups of employees and conserve the resources of the Department hierarchy in meeting with and supervising the activities of recognized organizations, the Department discourages the formation of multiple organizations which endeavor to serve the same or similar goals and missions. Therefore, if an already recognized organization has a similar purpose to the requesting organization, a statement addressing the distinctions between the groups must be included in the **APPLICATION**.*

If an organization existed prior to February 28, 2017, it is requested that it submits a notarized letter stating the date that its constitution was ratified.

DEPUTY COMMISSIONER, EMPLOYEE RELATIONS

2. Review **APPLICATION** for accuracy and completeness.
 - a. Upon receiving completed **APPLICATION**, record date of submission and schedule a date for the Review Board to convene within six months from date of receiving submission.
 - b. Return to requesting fraternal organization for further development, if **APPLICATION** is incomplete and does not conform to the requirements of this procedure.
3. Review completed **APPLICATIONS**.
4. Recommend approval/disapproval to the Police Commissioner, on a case by case basis.

REVIEW BOARD

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
304-22	06/10/21	I.O. 47	3 of 5

NOTE

The Review Board will only make recommendations to the Police Commissioner regarding approval/disapproval of official status to fraternal organizations, once the **APPLICATIONS** are complete and requirements are met. Conversely, if the requirements are not met, or the **APPLICATION** is incomplete, the Review Board may recommend disapproval. The Police Commissioner retains sole discretion regarding the approval of a fraternal organization's official Department status. Official Departmental recognition may also be rescinded, at any time, by the Police Commissioner.

Should an organization's application for official recognition be disapproved, said organization may submit an appeal, in writing, to the Police Commissioner.

RECOGNIZED FRATERNAL ORGANIZATION

5. Once officially recognized by the Department, provide Deputy Commissioner, Employee Relations with the following items annually, by April 30, or the first business day thereafter:
 - a. Completed **FRATERNAL ORGANIZATION APPLICATION FOR RECOGNITION/STATUS UPDATE**
 - b. Updated constitution, if applicable. If not updated, a copy of existing constitution
 - c. Written notification of any change in organization's tax status.

ADDITIONAL DATA

The objectives and activities of an organization already recognized by the Department, as well as an organization seeking recognition, must be consistent with the goals and missions of the Department and the law. Therefore, any officially recognized organization may be decertified, with or without prior notice, at the sole discretion of the Police Commissioner, where the Police Commissioner has determined that the continued recognition of the organization is not in the best interests of the Department.

Failure to meet and/or retain these requirements may result in disapproval and/or suspension of official status, pending decertification. Organizations with a suspended status for one year or more may be decertified, at any time, by the Police Commissioner.

Fraternal organizations are reminded that they must be in compliance with relevant Department directives including, P.G. 203-10, "Public Contact – Prohibited Conduct," P.G. 203-13, "Financial Restrictions – Prohibited Acts," P.G. 203-15, "Off Duty Conduct – Attendance at Parades, Funerals, Memorial Services and Other Department-Oriented or Law Enforcement Events," P.G. 203-16, "Guidelines for Acceptance of Gifts and Other Compensation by Members of the Service," and P.G. 203-17, "Fund Raising Events." In addition, fraternal organizations will be in compliance with the Conflicts of Interest Laws in Chapter 68 of the City Charter and the rules of the Conflicts of Interest Board.

All newly-recognized organizations will be subject to a one year probationary period. This is intended to provide the organization with the opportunity to demonstrate the viability of the organization and its ability to recruit and maintain membership. At the discretion of the Police Commissioner, during the pendency of the probationary period, organizations will have the same access to Department resources as tenured fraternal organizations.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
304-22	06/10/21	I.O. 47	4 of 5

ADDITIONAL DATA (continued)

Subject to review by the Police Commissioner, organizations will be considered for removal from probationary status on a case by case basis. Organizations on probationary status may have official recognition rescinded, at any time, by the Police Commissioner.

If a recognized organization changes its officers, or adds, deletes, or changes any portion of its by-laws or constitution, it will, within 30 days, forward a complete copy of its by-laws or constitution to the Deputy Commissioner, Employee Relations, noting the changes/amendments.

If a recognized organization seeks to change its name, logo, primary goals, or mission, it must immediately notify the Deputy Commissioner, Employee Relations in writing. Proposed changes will be reviewed and forwarded to the Police Commissioner for a determination as to whether the continued recognition of the organization remains in the best interests of the Department. During the pendency of the Police Commissioner's determination, organizations may continue to use the previously approved name and logo.

Non-recognized organizations are not permitted to use the names, "New York City Police Department," "NYPD," or any other associated logos, etc. Organizations that are not officially recognized may request limited access to Department resources. These resources include, requests for the Ceremonial Unit for ceremonies/parades and Recruitment Section personnel for community related events. All requests for resources must be made at least 30 days in advance to the Deputy Commissioner, Employee Relations (through channels).

Permission to march in uniform may be granted to organizations that are not recognized/pending recognition; however, the organization must march under an authorized banner provided by the Ceremonial Unit. Organizations will not be permitted to march under their own banner until official recognition is attained.

Permission for Recruitment Section personnel to attend events by organizations that are not recognized/pending recognition may be granted, on a case by case basis, in an effort to assist in recruitment for the Department.

FINANCIAL RECORD KEEPING

Fraternal organizations must maintain accurate and up-to-date financial records. Financial record keeping shall include the following:

- a. *Maintain a financial log (i.e., electronic database or bound book) used to record all financial transactions*
- b. *All transactions in the financial log must be recorded by the treasurer (or other designated member acting as financial record keeper)*
- c. *Affix all receipts within the financial log, making reference to each transaction associated with the receipt. If using electronic database, maintain receipts via digital means*
- d. *The fraternal organization's treasurer (or other designated member acting as financial record keeper) must keep and secure all bank statements, deposit slips, cancelled checks, and other banking correspondence*
- e. *The financial log and all records must be readily available for inspection or review*

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
304-22	06/10/21	I.O. 47	5 of 5

ADDITIONAL DATA (continued)

- f. *Keep financial records on file for a period of no less than seven years and provide them to any investigative Department unit upon request within two business days from receipt of request*
- g. *Each fraternal organization shall be responsible for preparing a monthly bank account reconciliation.*

Any funds received (e.g., donations, fundraising proceeds, dues, fees, charitable bequests, etc.) must be used in furtherance of the fraternal organization. The fraternal organization's bylaws should state whether the board members are entitled to compensation or reimbursement from the fraternal organization. Fraternal organizations and individual board members, especially members acting as treasurers or financial record keepers, will be held strictly accountable for financial transactions. Fraternal organizations are strongly encouraged to incorporate in New York State and/or register as a non-profit entity with State and federal tax authorities.

RELATED PROCEDURES

- Public Contact – Prohibited Conduct (P.G. 203-10)*
- Financial Restrictions – Prohibited Acts (P.G. 203-13)*
- Off Duty Conduct – Attendance at Parades, Funerals, Memorial Services and Other Department-Oriented or Law Enforcement Events (P.G. 203-15)*
- Guidelines for Acceptance of Gifts and Other Compensation by Members of the Service (P.G. 203-16)*
- Fund Raising Events (P.G. 203-17)*
- Function/Event Sponsored by a Department Religious, Line or Fraternal Organization (A.G. 304-07)*

FORMS AND REPORTS

- FRATERNAL ORGANIZATION APPLICATION FOR RECOGNITION/STATUS UPDATE (PD107-041)***
- Conflict of Interest Statement***
- Typed Letterhead***





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-23

FUND RAISING EVENTS

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

PAGE:
1 of 1

PURPOSE

To provide specific information relative to fund raising activities affecting the Department or any person connected with the Department, and the posting of advertisements involving such events by members of the service.

PROCEDURE

Prior to the fund raising event or posting of advertisements, concerning the event:

COMMANDING OFFICER, MEMBER CONCERNED

1. Prepare a request, on **Typed Letterhead**, addressed to the Deputy Commissioner, Internal Affairs, (through channels), containing the following information:
 - a. The date, time and location of the fund-raiser, the identities of the organizers and the recipient of the proceeds after expenses.
 - b. The results of inquiries made to the Intelligence Bureau and the Detective Bureau relative to the premises and the principals involved, and the State Liquor Authority, when appropriate.
 - c. The results of a check of the respective precinct's Integrity Monitoring File.
 - d. The specific manner by which funds will be raised, including the use of online fund raising sites (e.g., GoFundme, Kickstarter, etc.), and the method of compensation to the principals of the premises, including an assurance that the full retail price will be paid for all food, beverages and ancillary services, such as music, entertainment, etc.
 - e. A statement indicating that no illegal gambling, raffles or 50-50 drawings will take place at the event.
 - f. A statement and documentation indicating a specific accounting of funds collected and disbursed will be forwarded, within thirty days after the fund-raiser, to the Deputy Commissioner, Internal Affairs (i.e., copies of checks, bank deposit slips, or proof of payment for outstanding bills, etc.).
 - g. A statement indicating that no conflict with Department procedures and/or guidelines was found to exist relative to the fundraiser.
 - h. A concluding remark recommending approval of the request.
2. Forward completed request, through channels, to the Deputy Commissioner, Internal Affairs.

MEMBER CONCERNED, INTERNAL AFFAIRS BUREAU

3. Advise commanding officer submitting request of the IAB number assigned to the request, and whether the request was approved or disapproved by the Deputy Commissioner, Internal Affairs.
4. Return request, if approved, to the bureau chief/counterpart concerned for appropriate follow-up and event monitoring.



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-24

FUNCTION/EVENT SPONSORED BY A DEPARTMENT RELIGIOUS, LINE OR FRATERNAL ORGANIZATION

DATE EFFECTIVE:

06/24/21

LAST REVISION:

I.O 54

PAGE:

1 of 2

PURPOSE

To provide guidance for members of the service concerning a function/event which is sponsored by a Department religious, line or fraternal organization.

SCOPE

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.

PROCEDURE

When an authorized religious, line or fraternal organization schedules a religious service, memorial service, breakfast or similar event:

DESIGNATED REPRESENTATIVE OF ORGANIZATION

1. Request approval of the Commanding Officer, Deputy Commissioner, Employee Relations, in writing, to hold the function/event.
 - a. Include request that event details be published in a Department Bulletin.
2. Coordinate all ceremony requirements, if any, with Ceremonial Unit, which involve:
 - a. Protocol
 - b. Assembly location and reporting time
 - c. Order of formation.

MEMBERS OF THE SERVICE

3. Request to be excused from duty after purchasing a ticket as follows:
 - a. Those performing duty from 0001 to 0800 hours on the date of the function will be excused from duty at 0600 hours.
 - b. Those regularly scheduled to perform duty from 0800 to 1600 hours on the date of the function will be excused unless an emergency exists.

NOTE

No overtime is authorized. The uniform of the day is the Department's "dress uniform," as specified in A.G. 305-03, "Uniforms." If directed, a white shirt with a tie, and white gloves may be worn. Civilian members of the service shall be appropriately dressed in business attire.

COMMANDING OFFICER/ SUPERVISORY HEAD

4. Give preference in determining excusals to:
 - a. Trustees, board members and delegates of religious, line or fraternal organizations.
 - b. Members of the religious, line or fraternal organization according to seniority.
 - c. Other members of the service.

NOTE

Commanding officers may authorize members performing similar duty to exchange tours, provided that two consecutive tours are not performed. All other members of the service who purchase tickets and want to attend must do so on their own time. The number of members of the service excused will be within the province of each command/unit commander who is responsible that sufficient members are available to ensure the self-sufficiency of the command.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-24	06/24/21	I.O 54	2 of 2

- COMMANDING OFFICER** 5. Submit report to borough commander/counterpart not later than five days prior to function listing:
 a. The number and names of command members excused.
 b. The number of members available to perform normal tours of duty.
- BOROUGH COMMANDER/COUNTERPART** 6. Notify bureau chief concerned on **Typed Letterhead**, of the number and name of members who have been excused.
 7. Assign ranking supervisory officer to verify excused members' attendance at the function.
- RANKING SUPERVISORY OFFICER** 8. Report excused members who were not present to borough commander/counterpart.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-25

RESIDENCE REQUIREMENTS

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 47

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 Centralized Personnel Resource System.

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

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
304-25	06/10/21	I.O. 47	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 Human Resources 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 Resources Division.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-26

COMMAND LEVEL PEER SUPPORT

DATE EFFECTIVE:

06/10/21

LAST REVISION:

I.O.47

PAGE:

1 of 2

1. Command level peer support ensures that trained peers (uniformed members of the service of any rank and civilians of any title) in commands are available to assist and proactively check in with fellow members of the service experiencing stressful or difficult moments in their professional or personal lives by asking, listening, encouraging, and following up. Command level peer support is independent from similar Department units and personnel, including those that offer peer and crisis support (e.g., Employee Assistance Unit, Chaplains Unit, Psychological Evaluation Section, etc.). As such, it serves as an additional resource for members of the service, and it is not intended to replace any of the existing support services.

2. Peer support members help to bridge the gap by connecting those in need with both internal and external mental health resources. Peer support members are command level, readily available, and able to offer a co-worker confidential, informal support and guidance. The peer support member is guided by the “Ask, Listen, Encourage, and Follow Up” guidelines:

- a. Ask: The peer support member engages the person by asking questions in a private, informal setting to gather a greater understanding of the issues the person is experiencing,
- b. Listen: The peer support member utilizes active listening skills to demonstrate empathy, build rapport, and de-escalate negative emotions the person is experiencing. In addition, the peer support member does not judge, minimize, or tell the person what to do. Rather, the peer support member helps the person develop the best, positive course of action,
- c. Encourage: When appropriate, the peer support member provides guidance on available internal and external resources, and encourages the person to seek further assistance, and
- d. Follow Up: The peer support member follows up in the near future to see how the person is doing, if the support options (if offered) were used and were helpful, and if necessary, helps the person to explore other options.

3. Peer support members must work collectively with command training staff to ensure there is clear and consistent messaging regarding member health and wellness. If a peer support member is unavailable, the person/unit requesting may contact the Employee Assistance Unit via telephone at (646) 610-6730, 24 hours a day, seven days a week, for assistance. Communications between a peer support member and a member of the service must be treated as confidential, except for matters that involve:

- a. Harm to self or others, and/or
- b. Serious misconduct or crimes.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-26	06/10/21	I.O.47	2 of 2

4. Any member of the service in good standing may apply to become a peer support member and will undergo a selection process. Peer support members serve on a voluntary basis, while maintaining their current positions and continually share information on mental and physical health, mental illness, suicide prevention, creating and maintaining resilience, handling the potential stigma associated with seeking help and/or treatment, and other related resources. Peer support members must have an interest in supporting others and must attend initial training and periodic refresher training from the Department while on-duty. Members of the service may also choose to end their participation as peer support members at any time, with or without prior notice, by notifying the Commanding Officer, Health and Wellness Section via Department email.

5. Commanding officers are responsible for ensuring that peer support members are provided with adequate resources to appropriately disseminate information pertinent to member health and well-being. In addition, commanding officers and supervisors may not make adverse personnel decisions against a peer support member (e.g., tour changes, denial of transfer, etc.) based solely on their participation as a peer support member.

6. The Health and Wellness Section provides administrative support and questions should be directed to the Commanding Officer, Health and Wellness Section via email at wellness@nypd.org or via telephone at (646) 610-4862.





ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-27

CRITICAL INCIDENT STRESS MANAGEMENT

DATE EFFECTIVE:

06/10/21

LAST REVISION:

I.O.47

PAGE:

1 of 4

PURPOSE

To ensure members of the service who are involved in critical, traumatic, or high stress incidents receive proper stress management support, mental health education, and guidance.

SCOPE

Members of the service who can benefit from prevention and early intervention following a critical and/or traumatic incident are encouraged to use all of the Department's available resources. The Department has implemented a critical incident stress management program that is administered by the Health and Wellness Section. In addition, ongoing support will be provided in a confidential environment by a Health and Wellness Section qualified mental health professional (QMHP), including peer support counselors from the Employee Assistance Unit (EAU). The program is supplemental to, and not intended to replace, the psychological services the Department currently provides under the auspices of the Medical Division.

DEFINITIONS

Critical Incident: For the purpose of this procedure, is an unusually challenging event that has the potential to create significant human distress and interfere with one's normal coping mechanisms.

Traumatic Incident: A mentally and emotionally distressing event that has the potential to overwhelm an individual's normal stress-coping mechanisms. A traumatic incident is defined by an individual's unique reaction to that event, not necessarily by the external magnitude of the event. This event may or may not be life-threatening.

Involved Member of the Service: Any individual that was directly or indirectly involved in the critical incident. This definition was expanded in an effort to recognize the prevalence of vicarious trauma in law enforcement work and provide involved members of the service with proper stress management support, mental health education, and guidance.

Qualified Mental Health Professional (QMHP): A licensed psychologist, licensed social worker, or licensed mental health counselor.

Critical Incident Stress Management (CISM): A formal, comprehensive, integrated, systematic, crisis intervention approach to manage critical incident stress after critical and/or traumatic incidents to promote healthy functioning and recovery. This approach involves coordinated supportive tactics that provide individual and group support, stress education, and coping strategies.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-27	06/10/21	I.O. 47	2 of 4

DEFINITIONS (continued)

Critical Incident Stress Management Debriefing: A mandatory confidential group discussion conducted by a QMHP and an EAU peer counselor that is designed to help members of the service achieve healthy recovery and functioning after involvement in a critical and/or traumatic incident. It aims at reduction of stress and to promote group cohesion. This process does not constitute any form of psychotherapy and it should never be utilized as a substitute for psychotherapy. This is not a stand-alone process. It will be provided along with crisis support services that may include pre-incident education, crisis management briefing, defusing, individual crisis intervention/wellness check-in, referrals for ongoing professional care, if indicated, and post incident support and psychoeducation.

Individual Critical Incident Stress Management Wellness Check: An individual appointment with a QMHP that is offered to all members of the service approximately one month after the critical incident stress management group debriefing. This voluntary follow up is part of the critical incident stress management continuum to provide additional crisis intervention support, referral assistance, and further psychoeducation or other resources as needed.

Crisis Management Briefing (CMB): A structured group meeting designed to provide information about the event, identify leadership support, educate about typical stress reactions, offer information regarding basic stress management, coping strategies and resources. This process typically starts with an introduction conducted by command leadership, fact phase, reaction phase, and teaching. This meeting may involve participation by command leadership, a QMHP, EAU peer counselor, and, if available, a member of the Chaplains Unit.

Critical Incident Stress Management Defusing: A confidential meeting to review the critical incident, and an overview of self-care strategies to enhance the healing process, promote resiliency and wellness. A defusing may be conducted by a QMHP and/or EAU peer counselor, and/or members of the Chaplains Unit. A defusing is typically conducted at the involved command immediately following a critical event.

PROCEDURE

When a critical incident has been identified by the health and wellness critical incident coordinator, director, or other member of the service:

HEALTH AND WELLNESS CRITICAL INCIDENT COORDINATOR OR DESIGNEE

1. Review incident details, identify involved member of the service, and notify the operations coordinator at member's command to schedule debriefing.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-27	06/10/21	I.O. 47	3 of 4

OPERATIONS COORDINATOR 2. Ensure critical incident stress management support is offered to member of the service involved, as close to the event as possible.

- a. Facilitate availability of involved member of the service for participation in the group debriefing.

NOTE *EAU peer counselors will have already visited the command to provide crisis management briefing, defusing, or other stress management support prior to debriefing, in certain situations.*

MEMBER OF THE SERVICE INVOLVED 3. Report to Health and Wellness Section at 90 Church Street, Room 1231, New York, N.Y., 10007 for group stress management debriefing at assigned meeting time.

NOTE *Attendance at the mandatory preliminary critical incident stress management debriefing or any individual support is confidential. No information related to the debriefing, or other service, shall be conveyed to other members of the service, including members of the service assigned to disciplinary and/or investigative units, other than attendance records. Participation will in no way jeopardize the member of the service's job security, promotional opportunities, and/or career potential. The debriefing process is not a critique of any actions taken by the member of the service, but rather, it is an attempt to alleviate elevated levels of anxiety and/or emotional distress that a member of the service may be experiencing in response to a critical and/or a traumatic incident.*

HEALTH AND WELLNESS TEAM 4. Provide outreach to member of the service, approximately one month from the date of the group debriefing, to offer additional support and resources.

- a. Offer EAU supportive follow up, an individual critical incident stress management wellness check-in with QMHP, or resources, as requested.

ADDITIONAL DATA *Common incidents that pose an increased potential for trauma include, but are not limited to:*

- a. An actual or perceived threat to one's life or of serious physical harm,
- b. Suicide or suicide attempt,
- c. Serious injury inflicted on, or death of a member of the service,
- d. Serious injury or death of a non-member of the service, especially a child, under particularly tragic circumstances,
- e. Cruelty/abuse to a child,
- f. Line of duty contact with friend/relative during a tragic/traumatic event,
- g. Death or injury of a person resulting from police action,
- h. Large scale or prolonged disaster resulting in multiple serious injuries or mass casualties,
- i. Perceived "failure" during a traumatic event,
- j. Events with high media exposure,
- k. Volatile interactions with the community, including riots, and/or
- l. Any tragic event that may have private/personal emotional significance to a member of the service, particularly an event associated with intense negative emotion or perceived helplessness.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-27	06/10/21	I.O. 47	4 of 4

**ADDITIONAL
DATA
(continued)**

The services provided by the Health and Wellness Section are designed to be preventative in nature. The Health and Wellness Section proactively seeks to identify members of the service who are involved in critical and/or traumatic incidents. However, individual reactions to adverse incidents are often best assessed by command level personnel who have intimate, firsthand knowledge of the specific details of the incident and the members of the service involved. Therefore, any supervisor may refer a member of the service who they believe has been exposed to a critical and/or traumatic incident to the Health and Wellness Section by calling (646) 610-4862. In addition, if a member of the service feels they may benefit from critical incident stress management, the member may call the Health and Wellness Section for further support and/or follow up.



NYC POLICE DEPARTMENT



ADMINISTRATIVE GUIDE

Section: General Regulations

Procedure No: 304-28

EMPLOYEE ASSISTANCE UNIT

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O.47

PAGE:
1 of 2

1. The Employee Assistance Unit (EAU) is the Department's primary resource for peer support. EAU is comprised of uniformed and civilian members of the service in various ranks and titles who have undergone specialized training/education in peer support, suicide prevention and education, and critical incident response. EAU assists members of the service with problems that may be causing concern, either at work or within their personal lives, and are available 24 hours a day, seven days a week, via telephone or in person. EAU peer counselors are not mental health practitioners and they are not intended to replace professional mental health counseling.

2. EAU serves to support members of the service who may be directly involved in an on or off duty critical incident. For the purpose of this procedure, a "Critical Incident" is defined as an unusually challenging event that has the potential to create significant human distress and interfere with one's normal coping mechanisms. In the event of a critical incident, any supervisory member of the service may request the immediate response of EAU to provide peer support and post-critical incident stress management. When an immediate response by EAU is necessary, EAU can be reached directly via phone at (646) 610-6730. A critical incident may include, but is not limited to, the following events:

- a. Suicide or line of duty death of a member of the service,
- b. Serious line of duty injury to a member of the service,
- c. Officer involved shooting (including an accidental discharge that results in an injury),
- d. Significant event involving children,
- e. Any mass casualty incident or natural disaster, and/or
- f. Any incident in which the circumstances are unusual or distressing, and that witnessing or participating in the event is likely to produce a significant emotional reaction.

3. EAU accepts referrals made by supervisors, coworkers, friends and family members. A supervisory referral to EAU does not relieve supervisory members of the service of their obligations, which are outlined elsewhere in the Department Manual. In addition, members of the service may seek peer assistance for themselves or someone else, and they may remain anonymous. Referrals should be made as a preemptive measure when a member of the service is experiencing stress and/or may benefit from peer assistance or appropriate professional referrals. EAU is not part of the disciplinary process or any investigative unit within the Department, and referrals will not be accepted for the purpose of disciplinary action.

4. Members of the service should be aware of behavioral indicators that suggest personal stress. Those who observe behavioral indicators may consult with EAU, or they may remain anonymous and refer a member of the service to EAU. Such indicators include, but are not limited to:

- a) Excessive civilian complaints, particularly regarding use of force,
- b) Excessive lateness or absenteeism,

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
304-27	06/10/21	I.O.47	2 of 2

- c) Abnormal impatience, irritability, aggressiveness, or overreaction,
- d) Irrational or bizarre thoughts/actions,
- e) Changes in work habits,
- f) Erratic mood swings,
- g) Significant changes in hygiene, and/or
- h) Indications of alcohol or drug use.

5. EAU does not maintain any records detailing information shared during peer support interactions, and will not disclose the content of conversations or interactions with peer counselors to the member of the service's command, supervisor, or other Department units/personnel. Exceptions to confidentiality include:

- a. A member of the service who is a danger to themselves or others,
- b. Suspected or actual child, elder or domestic abuse,
- c. In other cases, where law or Department policy requires disclosure (e.g., criminal activity, employment discrimination, etc.), and/or
- d. Where disclosure is requested by the member of the service seeking peer assistance.

6. Promotional and assignment opportunities will not be jeopardized by participation in or utilization of EAU peer counseling services or provided external resources.





ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-01

GENERAL UNIFORM REGULATIONS

DATE EFFECTIVE:

06/24/21

LAST REVISION:

I.O. 53

PAGE:

1 of 1

UNIFORMS

1. Maintain at own expense articles prescribed for rank, position or duty.
2. Do not modify prescribed uniforms in any manner except as specifically authorized.
3. Do not wear distinguishable items of the uniform with civilian clothes.
4. Do not wear uniform, shield or display **IDENTIFICATION CARD (PD 416-091)** while participating in a rally, demonstration or other public assemblage except as authorized by the Department.
5. Wear uniform of the day.
6. Wear uniform of the day, if regularly assigned to duty in uniform, when appearing in court, the Trial Room or at the office of a ranking officer above the rank of captain, except if off duty, on sick report, or if excused by competent authority.
7. Purchase all items of uniform which are sewn or attached to the uniform, from the Equipment Section or other authorized supplier.
8. Wear authorized breast bars at all times while in uniform, unless otherwise directed
9. Wear medals, decorations and authorized insignia at Department meetings, ceremonies and while marching in parades.

ADDITIONAL DATA

Commanding officers or unit commanders may authorize a specialized uniform only after requesting and receiving approval from the Police Commissioner's Uniform and Equipment Review Committee.

- a. *Submit requests to the Office of the Chief of Department: Attn: Uniform and Equipment Sub-Committee.*



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-02

UNIFORM CLASSIFICATIONS

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 52

PAGE:
1 of 1

DRESS UNIFORM

To be worn for ceremonies, promotions, funerals, etc.:

SUMMER (CLASS A)

8 POINT CAP
SUMMER BLOUSE
LONG SLEEVE SHIRT & TIE
DRESS TROUSERS
SHINY (HIGH GLOSS) SHOES
WHITE GLOVES
DUTY BELT (OPTIONAL)

WINTER (CLASS A)

8 POINT CAP
WINTER COAT
LONG SLEEVE SHIRT & TIE
DRESS TROUSERS
SHINY (HIGH GLOSS) SHOES
WHITE GLOVES
DUTY BELT (OPTIONAL)

NOTE

A white shirt shall be worn by those uniformed members attending the funeral of a member assigned to the same command.

PATROL UNIFORM

To be worn when on patrol:

SUMMER (CLASS B)

8 POINT CAP
LONG SLEEVE SHIRT
TIE (OPTIONAL)
DUTY TROUSERS
BLACK SHOES
BLACK BOOTS (OPTIONAL)
V-NECK SWEATER (OPTIONAL)

WINTER (CLASS B)

8 POINT CAP
WAIST/HIP LENGTH DUTY JACKET (OPTIONAL)
LONG SLEEVE SHIRT
TIE (OPTIONAL)
TURTLE NECK SHIRT (OPTIONAL)
- CANNOT BE WORN AS AN OUTER GARMENT
V-NECK SWEATER (OPTIONAL)
BLACK SHOES
BLACK BOOTS (OPTIONAL)
BLACK GLOVES

SUMMER (CLASS C)

8 POINT CAP
SHORT SLEEVE SHIRT (NO TIE)
DUTY TROUSERS
BLACK SHOES
BLACK BOOTS (OPTIONAL)

ADMINISTRATIVE UNIFORM

To be worn when performing administrative duties in uniform:

SUMMER (CLASS D)

(NO CAP)
SHORT SLEEVE SHIRT (NO TIE)
DUTY TROUSERS
BLACK SHOES
DUTY BELT (OPTIONAL)

WINTER (CLASS D)

(NO CAP)
LONG SLEEVE SHIRT & TIE
DUTY TROUSERS
BLACK SHOES
DUTY BELT (OPTIONAL)
V-NECK SWEATER (OPTIONAL)



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-03

UNIFORMS

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 54

PAGE:
1 of 7

PURPOSE

To ensure conformity for the duty uniform and training attire worn by members of the service, all items must conform in material/style to models sold/displayed at Equipment Section.

POLICE OFFICER

CAP

Navy blue, black strap and chrome cap device bearing shield number.

DUTY JACKET

Waist length, navy blue, knit wristlets and waistband, and zip side vents, or Hip length, navy blue, concealed zipper front, gilt buttons, and zip side vents, or Waist length, navy blue, with NYPD reflective lettering on the rear.

NAMEPLATE

Worn on outermost garment, centered below shield. Nameplates for police officers are white metal; ranking officers and detectives will wear yellow metal.

NAMEPLATE HOLDER

Black leather designed to affix shield and nameplate.

SHIRT

NYPD dark blue, military type, with appropriate service stripes/hash marks, similar to sample sold at the Equipment Section.

TIE

Navy blue, breakaway type (must be worn when wearing dress uniform, administrative uniform (as described in A.G. 305-02, "Uniform Classifications"), meetings, or as directed).

TIE CLASP

Regulation NYPD, to be worn with tie.

BELT

Black leather, with gunmetal buckle.

DUTY TROUSERS

Navy blue, (polyester and wool) with $\frac{1}{2}$ inch braid attached.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-03	06/24/21	I.O. 54	2 of 7

**POLICE
OFFICER
(continued)**

SHOES/SOCKS

Black, plain, smooth leather with flat soles and raised heels, or black high gloss shoes, except that material other than leather or 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 With duty jacket or winter coat,
Leather When safety may be jeopardized, or while in Department vehicle.
White cotton Not to be worn with duty jacket or while carrying baton.
Traffic Duty Plain white wool (not required to be worn while performing RMP duty but must be available for use).

INCLEMENT WEATHER GEAR

Reversible raincoat with "NYPD" stenciled letters over the right breast and on the back of the jacket with reversible navy blue or lime green cap cover, hood and leggings. Shield and nameplate will be fastened on the raincoat over left breast, and cap device on the cap cover. (Wearing of leggings, cap cover, hood, solid black overshoes or solid black rubber boots is optional).

NOTE

Regulation black rubber reflective or reversible black/orange raincoat with reversible black or orange cap cover remain authorized.

DRESS UNIFORM

Winter Winter coat (navy blue fingertip length coat with regulation gilt [gold] buttons), uniform shirt and tie, **OR**
Summer Summer blouse (navy blue with regulation gilt [gold] buttons and shoulder straps) worn with regulation uniform shirt and tie, **OR** blue long-sleeve regulation shirt with tie and tie clasp, when directed.
Trousers Navy blue serge with appropriate braid on trouser leg.
Shoes Black, high gloss lace type oxford shoes with flat soles and raised rubber heels, black socks.
Gloves Black leather/white cotton, as appropriate.
Cap Navy blue, black strap, chrome cap device.

DETECTIVE

Uniform is the same as required for police officer, **EXCEPT**:

CAP

Gilt (gold) cap device (without shield number).

SERGEANT

Uniform is the same as required for police officer, **EXCEPT**:

CAP

Gilt (gold) cap device (without shield number) and gilt (gold) chinstrap.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-03	06/24/21	I.O. 54	3 of 7

SERGEANT
(continued)

TROUSERS

1½ inch braid attached.

INSIGNIA OF RANK

Three pointed chevrons, worn on sleeves of all outer garments except raingear and nylon windbreaker jacket. Gilt (gold) chevrons worn on the collar of the nylon windbreaker jacket.

LIEUTENANT

Uniform is the same as required for sergeant **EXCEPT:**

CAP

Frame is covered with black mohair braid.

INSIGNIA OF RANK

Gilt (gold) bar, worn on:

- a. Shoulders of duty jacket, summer blouse and winter coat
- b. Collar of regulation shirt and nylon windbreaker jacket.

WINTER COAT

Designated as follows:

- a. Shoulder straps
- b. 1½ inch black mohair braid on sleeves
- c. Three gilt (gold) buttons on cuffs.

SUMMER BLOUSE

Designated as follows:

- a. 1½ inch black mohair braid on sleeves
- b. Three gilt (gold) buttons on cuffs.

SHIRT, LONG SLEEVE

White, long sleeve uniform shirt without chevrons. Miniature insignia of rank will be worn on collar.

SHIRT, SHORT SLEEVE (OPTIONAL)

White, short sleeve uniform shirt without chevrons. Miniature insignia of rank will be worn on collar.

CAPTAIN

Uniform is the same as required for lieutenant, **EXCEPT:**

ALL WEATHER UNIFORM COAT

OPTIONAL - Navy blue, double breasted trench coat. Authorized for use by captains and above. Garment must be converted for uniform use by adding insignia on the shoulder straps, two Police Department patches on the upper right and left sleeves, replace the eight buttons with eight large NYPD yellow metal buttons, and add two small yellow metal buttons to the shoulder straps.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-03	06/24/21	I.O. 54	4 of 7

**CAPTAIN
(continued)**

INSIGNIA OF RANK

Two gilt (gold) bars, worn in the same manner as lieutenant's insignia.

WINTER BLOUSE

OPTIONAL - Navy blue, similar in appearance to the summer blouse; made of heavier material, affords access to service pistol and other items worn on equipment belt, may be used with a zip-in lining.

NOTE

Captains and above will not affix service stripes/hash marks on their uniforms.

**DEPUTY
INSPECTOR**

Uniform is the same as required for captain, **EXCEPT**:

INSIGNIA OF RANK

Gilt (gold) oak leaf, to be worn with oak leaf stems pointing away from individual wearing them to the left and right.

CAP

Frame covered with black velvet.

INSPECTOR

Uniform is same as required for deputy inspector, **EXCEPT**:

INSIGNIA OF RANK

Gilt (gold) spread eagle.

**DEPUTY
CHIEF**

Uniform is same as required for inspector, **EXCEPT**:

INSIGNIA OF RANK

One gilt (gold) star worn in the same manner as inspector's insignia.

CAP

Gilt (gold) spray design on cap visor.

UNIFORM COAT

Sleeves have two bands of black mohair braid.

SUMMER BLOUSE

Sleeves have two bands of black mohair braid.

**ASSISTANT
CHIEF**

Uniform is same as deputy chief, **EXCEPT**:

INSIGNIA OF RANK

Two gilt (gold) stars, worn in same manner as deputy chief.

EXECUTIVE NYLON WINDBREAKER JACKET

Navy blue, sport collar style jacket with front snap closures. The front of the jacket is divided into two parts by reflective tape. The jacket will have gold

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-03	06/24/21	I.O. 54	5 of 7

ASSISTANT CHIEF (continued) letters “POLICE” affixed on the front. The rank of the executive will be in gold letters on the rear. The Department patch will be affixed to each sleeve below the shoulder seam. The shield on the front left breast of the jacket will be rank specific. Executives will wear insignia of rank on the collar.

BUREAU CHIEFS Uniform is same as assistant chief, **EXCEPT:**

INSIGNIA OF RANK

Three gilt (gold) stars worn in the same manner as assistant chief's insignia.

CHIEF OF DEPARTMENT Uniform is same as required for assistant chief, **EXCEPT:**

Four gilt (gold) stars worn in the same manner as assistant chief's insignia.

TRAINING ATTIRE FOR UNIFORMED MEMBERS OF THE SERVICE

MEMBERS OF THE SERVICE BUSINESS ATTIRE

Post-arraignment court or job interview appropriate attire (suit, dress shirt and tie, dress, skirt, blouse, dress shoes, etc.).

BUSINESS CASUAL ATTIRE

Office appropriate attire (slacks, button down shirt/blouse, polo shirt, dress, skirt, sweater, flat shoes, closed toe shoes, etc.).

PLAIN CLOTHES/TACTICAL TRAINING ATTIRE

Long pants (that extend all the way to the top of the shoe), solid color plain polo shirt, t-shirt or long sleeve shirt (no graphics), shoes or sneakers with no visible markings, solid color jacket or coat.

NOTE

The following clothing items are prohibited when attending firearm qualification: shorts, skirts or capris; tank tops, sleeveless shirts or blouses; no low cut necklines or deep v-neck shirts; open toed shoes, sandals or shoes that expose the top of the feet.

PHYSICAL TRAINING ATTIRE

Solid colored t-shirt, shorts, sweatpants, sweatshirt (with no markings or visible emblems) and any color sneakers.

NOTE

All members of the service are reminded to present themselves in a professional manner. Members are expected to be well groomed and wear clean clothing free of holes and tears. Clothing that contains offensive or inappropriate designs, stamps or messages are not permissible. Wear Department Identification Card on outermost garment when not in uniform.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-03	06/24/21	I.O. 54	6 of 7

INSIGNIA OF RANK AND SHIELD

RANK AND INSIGNIA

CHIEF OF DEPARTMENT



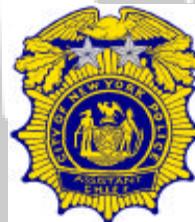
SHIELD



BUREAU CHIEF



ASSISTANT CHIEF



DEPUTY CHIEF



INSPECTOR



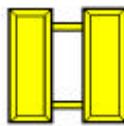
DEPUTY INSPECTOR



ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-03	06/24/21	I.O. 54	7 of 7

CAPTAIN



LIEUTENANT



SERGEANT



DETECTIVE

No Insignia



POLICE OFFICER

No Insignia





ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-04

OPTIONAL UNIFORM ITEMS

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 55

PAGE:
1 of 4

PURPOSE

To outline uniform items that are optional to wear by uniformed members of the service. The optional uniform items that are weather related (i.e., winter hat, winter knit hat, summer cap, etc.), are to be worn only during appropriate weather conditions. All items must be ordered through the Equipment Section or an authorized dealer.

BLOUSE

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

NYPD PATROL TACTICAL PANTS

NYPD Patrol Tactical Pants may be worn by ALL ranks of uniformed members of the service on patrol, during court appearances and details, and by members permanently or temporarily assigned to Headquarters Security.

The following 5.11 Tactical Pants are also authorized:

- Style #74484NYPD-Stryke – 762 NYPD Navy Blue. NYPD Men's Uniform Pant – Twill
- Style #64421NYPD-Stryke – 762 NYPD Navy Blue. NYPD Women's Uniform Pant – Twill
- Style #74485NYPD-Stryke – 762 NYPD Navy Blue. NYPD Men's Uniform Pant – Ripstop
- Style #64422NYPD-Stryke – 762 NYPD Navy Blue. NYPD Women's Uniform Pant – Ripstop

UNIFORM SHIRT STYLE OUTER VEST COVER

An optional outer vest which covers the existing bullet resistant vest carrier and is designed to resemble a uniform shirt. The vest panels must be properly inserted inside the existing bullet resistant vest carrier prior to being inserted into the uniform shirt style outer vest cover. The uniform shirt style outer vest cover may not be worn without both the panels and the existing vest carrier fastened with the existing Velcro straps. Available in navy blue or white (outer vest color must match color of uniform shirt) and authorized for all ranks over the long or short sleeved uniform shirt only. The uniform shirt style outer vest cover will be worn as the outermost garment.

EYEGLASS SAFETY STRAPS

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

BLACK BOOTS

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

SUMMER CAP

Navy blue, tropical worsted, with lightweight perforated frame, for all uniformed members of the service.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-04	06/24/21	I.O. 55	2 of 4

SHIRT, SHORT SLEEVE Tie may **not** be worn with this shirt and undershirt must not be exposed at collar or sleeves.

GOLF TYPE SHIRT Navy blue pullover; shield patch affixed to the left side of chest; name/shield number patch affixed to the right side of chest; letters "NYPD" printed across the back and Department patches on both sleeves. Authorized for wear by members of the service assigned to the Harbor Unit or to precinct bicycle patrol duty and other members as authorized by the Police Commissioner, as part of the summer uniform. A name/shield patch will be sewn on the right side of each shirt purchased and will be ordered through the Equipment Section, or authorized dealer.

TROUSERS Navy blue.

TURTLENECK SHIRT Navy blue pullover; N.Y.P.D. emblem embroidered on the left side of chest; letters "N.Y.P.D." embroidered on the collar. Authorized for uniformed members of the service of all ranks.

White pullover; N.Y.P.D. emblem embroidered on the left side of chest; letters "N.Y.P.D." embroidered on the collar. Authorized for lieutenants and above.

The turtleneck shirt shall not be used as an outer garment but may be worn under the duty jacket.

Not to be worn when representing the Department at any function or when attending administrative meetings.

Turtleneck shirt may be worn under the long sleeve uniform shirt as follows:

- Members of the service in the rank of sergeant and below: navy blue turtleneck shirt
- Members of the service in the rank of lieutenant and above: white turtleneck shirt.

The top button only of the long sleeve uniform shirt is to be left unbuttoned. No tie is to be worn. This combination may be worn with or without the duty jacket, it may be worn to court and to detail assignments. This uniform option may not be worn by members assigned to administrative positions.

WINTER HAT Black soft vinyl with black mouton trimming for use by ALL uniformed members of the service. It is only to be worn with duty jacket.

WINTER KNIT HAT Navy blue knitted wool hat, which must fit close to the head, without bulk. Must have "NYPD" embroidered in white lettering thread on the front, with no other visible wording or logos. To be worn squarely on head with "NYPD" lettering centered across the forehead. It is only to be worn with duty jacket.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-04	06/24/21	I.O. 55	3 of 4

- COLD WEATHER HOOD** Black, made of a thin fabric, which fits close to the head, fully exposing the face and presents a trim appearance, without bulk, when the uniform hat is worn over it. This hood (known as a “balaclava”) is authorized for members of all ranks performing patrol duties outdoors. It is only to be worn with duty jacket.
- EAR MUFFS** Black, headband type.
- TRANSIT OFFICER SAFETY VEST** Fluorescent orange with reflective silver trim with the word “POLICE” on the front and back, manufactured with a break away safety feature. To be worn by uniformed members of the service performing duties in areas that are deemed to be hazardous or that may require them to enter roadbeds or track areas within the New York City Transit System.
- NYLON WINDBREAKER JACKETS** Navy blue 100% nylon, sport collar style jacket with front snap closures. The front and back of the jacket must each be divided into two parts by one inch reflective tape. The jacket will have reflective letters “POLICE” affixed on the front, below the reflective tape. On the rear of the jacket, the letters “NYPD” and “POLICE,” both made of a reflective material, above the reflective tape. A reflective tape shall be set on the center of both sleeves. The Department patch will be affixed to each sleeve, on top of the reflective tape. Supervisors/executives will have gold letters and wear insignia of rank on the collar (members of the service in the rank of sergeant will wear yellow metal insignia on the collar in lieu of chevrons on the sleeves).
- NOTE** *The nylon windbreaker jacket will only be worn by authorized specialized units at police incidents. The nylon windbreaker jacket is never to be worn off duty or in conjunction with the regulation uniform as an outermost garment and is not to be adorned with unauthorized patches. Commanding officers wishing to obtain permission for their members to be allowed to wear approved nylon windbreaker jackets will prepare a **Typed Letterhead**, addressed to bureau chief/counterpart, through channels, stating reasons for requiring jackets.*
- BASEBALL CAP** Navy blue with white letters “NYPD” embroidered on front, worn by on-duty uniformed members of the service performing duty in civilian clothes.
- V-NECK SWEATER** Navy blue, acrylic or wool, waist length, vertical ribbed weave knit sweater with navy blue poly/cotton twill or corduroy patch material over elbows, left breast and epaulets. Gold buttons on pointed epaulets. The Department patch will be affixed to each sleeve.
- ADDITIONAL DATA** *Police officers and detectives performing subway patrol duties in uniform during warm weather shall have the option of wearing the uniform cap.*
- Transit Bureau police officers and detectives who are assigned to subway patrol duty for their entire tour during warm weather shall have the option of wearing the summer uniform:*
- a. Regulation NYPD blue short sleeve uniform shirt.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-04	06/24/21	I.O. 55	4 of 4

**ADDITIONAL
DATA
(continued)**

- b. *Cargo style shorts, as available in the Equipment Section. Shorts will be hemmed to a length to the top of the knee.*
- c. *Black leather uniform athletic shoe, lace-up style ONLY, with no visible logos or markings. Either high-cut or low-cut style is authorized.*
- d. *Black socks.*



NYC POLICE DEPARTMENT



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-05

LOST OR DAMAGED UNIFORM

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O 63

PAGE:
1 of 3

PURPOSE

To reimburse uniformed members of the service for uniforms or equipment damaged or lost in the performance of police duty as well as personal clothing or prescription eyeglasses/contact lenses damaged or lost during extraordinary police action (e.g., pursuit or physical altercation with a suspect, rescues, etc.).

PROCEDURE

When an article of uniform or equipment is damaged or lost in the performance of police duty or personal clothing or prescription eyeglasses/contact lenses are damaged or lost during extraordinary police action:

UNIFORMED MEMBER OF THE SERVICE

1. Prepare report on **Typed Letterhead**, addressed to the Deputy Commissioner, Management and Budget, within **thirty days** from the date of incident and state:
 - a. How and when loss or damage occurred
 - b. Date of purchase and cost of article
 - (1) Attach copy of receipt if available.
2. Attach statement of witnesses, if any.
3. Ascertain if article can be repaired.
 - a. Obtain copy of estimated cost for repair, OR
 - b. Copy of statement determining that item is damaged beyond repair.
4. Present damaged article, unrepaired, to the commanding officer with report and appropriate documentation from steps 1 through 3 above.

NOTE

Report must be signed and submitted within thirty days by member requesting reimbursement, unless member is incapacitated, in which case, supervisory officer will state so in report, sign and submit within thirty days.

COMMANDING OFFICER

5. Investigate and endorse report, including:
 - a. Facts are as stated in application.
 - b. Whether damage or loss was incurred in the performance of police duty, or for personal clothing, occurred during an extraordinary police action.
 - c. Statement that damaged article has been inspected by commanding officer.
 - d. Statement that article is repairable or beyond repair.
 - e. Statement that member was authorized to be attired in civilian clothing at the time of incident, if the request involves personal clothing.
 - f. Recommendation to approve or disapprove request.
6. Forward report to Deputy Commissioner, Management and Budget:
 - a. Direct – if cost of repair or replacement is less than \$100.
 - b. Through channels – if cost of repair or replacement is \$100 or more.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
305-05	06/24/21	I.O 63	2 of 3

- C.O., NEXT HIGHER COMMAND (If applicable)**
7. Review report.
 8. Indicate recommendation to approve/disapprove request.
 9. If approved, forward report through channels to Deputy Commissioner, Management and Budget.
- DEPUTY COMMISSIONER, MANAGEMENT AND BUDGET**
10. Review report and recommendations.
- AUDITS AND ACCOUNTS UNIT**
- FOR ITEMS WHICH CANNOT BE PURCHASED AT THE EQUIPMENT SECTION:**
11. Forward report to Director, Audits and Accounts Unit.
 12. Review the report for necessary documentation and required approvals.
 13. Determine the reimbursement amount to be paid to the member based upon current cost, less depreciation for age or wear.
 - a. Forward a check to the member of the service who initiated the claim.
- FOR ITEMS SOLD IN THE EQUIPMENT SECTION:**
- UNIFORMED MEMBER OF THE SERVICE**
14. Prepare report on **Typed Letterhead** stating items authorized to be replaced.
 15. Forward report as follows:
 - a. Original to member of the service concerned
 - b. Copy to Equipment Section
 - c. Copy to Audits and Accounts Unit
 - d. Copy to Deputy Commissioner, Management and Budget for file.
 16. Upon receipt of report authorizing replacement of lost or damaged uniform or equipment, telephone the Equipment Section to determine whether item(s) is in stock.
 17. Present report to Equipment Section personnel and obtain replacement item(s).
- EQUIPMENT SECTION**
18. Issue the authorized item(s) to member concerned.
 19. Submit a detailed report to the Director, Audits and Accounts Unit of replacement item(s) disbursed for the previous month, by the fifth day of the succeeding month.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION	PAGE:
305-05	06/24/21	I.O 63	3 of 3

ADDITIONAL DATA

All settlements are non-transferable and MUST be executed within one hundred and eighty days of approval by the Deputy Commissioner, Management and Budget.

The Department does not reimburse members of the service for loss of, or damage to, personal articles, e.g., jewelry, rings, bracelets, etc., with the exception of watches. While uniformed members of the service performing patrol duty must be equipped with a serviceable watch, such members should be aware that a maximum of \$75.00 has been established as a reasonable amount for reimbursement, if the watch is lost or damaged.

Uniformed members of the service may require prescription eyeglasses/contact lenses in order to optimally perform their duties. In those instances where prescription eyeglasses/contact lenses are lost or damaged in the performance of extraordinary police duties, members should be aware that a maximum of \$100.00 has been established as a reasonable amount for reimbursement.

Uniformed members authorized to perform duty in civilian clothes who sustain damage to their personal clothing in the furtherance of extraordinary police action should be aware that the following limits (in consideration of depreciation) have been established as reasonable for reimbursement.

Jacket/Coat	\$100.00
Suit Jacket	\$100.00
Dress	\$100.00
Dress pants	\$75.00
Footwear	\$75.00
Skirt	\$50.00
Other pants (jeans, shorts, etc.)	\$45.00
Dress shirt/blouse	\$40.00
Other shirts (sweat shirt, t-shirt, etc.)	\$20.00
Other	As determined by Audits and Accounts Unit

As determined by Audits and Accounts Unit





ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-06

INSPECTION OF UNIFORMS PRIOR TO PROMOTION

DATE EFFECTIVE:
06/10/21

LAST REVISION:
I.O. 45

PAGE:
1 of 1

PURPOSE To ensure proper uniform and appearance for uniformed members of the service reporting for promotion.

PROCEDURE When a uniformed member of the service is notified for promotion:

UNIFORMED MEMBER OF THE SERVICE 1. Present uniform and **UNIFORM PROMOTION CHECKLIST (PD469-090)** to commanding officer upon notification of promotion.

COMMANDING OFFICER 2. Immediately conduct a uniform inspection of promotee using **UNIFORM PROMOTION CHECKLIST** and return to promotee.

UNIFORMED MEMBER OF THE SERVICE 3. Present the completed **UNIFORM PROMOTION CHECKLIST** to the Commanding Officer, Leadership Training Section, when assigned to the leadership training course.

COMMANDING OFFICER, LEADERSHIP TRAINING SECTION 4. Conduct a second uniform inspection a day or two prior to promotion.

UNIFORMED MEMBER OF THE SERVICE 5. Submit the signed **UNIFORM PROMOTION CHECKLIST** to a member of the Personnel Bureau on the day of scheduled promotion.

MEMBER OF PERSONNEL BUREAU 6. Inspect promotee prior to promotion ceremony.

ADDITIONAL DATA *Pregnant uniformed members of the service are permitted to wear appropriate business attire.*

Any member not properly groomed or attired according to Department Regulations will not be promoted until the member is in compliance with these regulations.



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-08

REQUIRED EQUIPMENT

DATE EFFECTIVE:
09/10/21

LAST REVISION:
I.O. 81

PAGE:
1 of 2

PROCEDURE

All uniformed members of the service performing patrol duty in uniform are required to carry, or wear, the following equipment as authorized, or indicated:

REQUIRED EQUIPMENT

1. Firearms(s), Body Worn-Camera (BWC) and less than lethal device (e.g., batons, Conducted Electrical Weapons [CEW], etc.) will only be carried when a member of the service is properly trained by the Department.
2. Regulation holster as authorized by Firearms and Tactics Section, designed with safety lock, for use with service 9mm pistol (see Firearms and Tactics Section page on Department intranet for more details).
3. Three magazines for authorized service 9mm pistol.
 - a. One magazine filled with 15 cartridges in firearm, with one additional cartridge in the chamber.
 - b. Two magazines filled with 15 cartridges each in a double magazine pouch.
 - c. Maintain the maximum number of rounds in other magazines carried (e.g., off duty, special weapons, etc.).
4. Double magazine pouch with flap and snap closure, black in color, and affixed to equipment belt in vertical position.
5. Belts (Two):
 - a. Trouser belt: black leather, with gunmetal buckle, and:
 - b. Equipment belt: black leather or nylon, with gunmetal or black buckle
 - (1) Equipment belt will cover trouser belt, both to be worn firmly around the waist, and secured with an adequate amount of black belt keepers.
6. Regulation handcuffs carried in black handcuff case attached to equipment belt with key available.
7. Assigned portable radio carried in assigned radio case, attached to equipment belt.
8. Assigned Department smartphone, charged.

NOTE

Uniformed members of the service are reminded that all Activity Log inserts are available via the digital Activity Log application.

9. Expandable baton carried in a black nylon, polycarbonate or plastic holder attached to belt, if qualified.
10. Baton, to be readily available on all tours with baton holder to be worn on equipment belt.
11. Department issued flashlight.
12. Properly set, serviceable timepiece.
13. Personal radiation detection pager, when issued.
14. Regulation traffic whistle and belt whistle holder (when performing traffic related duties).

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-08	09/10/21	I.O. 81	2 of 2

REQUIRED EQUIPMENT (continued)

15. Reflective traffic safety vest (when performing traffic related duties or at the discretion of a supervisor).
16. Transit Officer Safety Vest: Fluorescent orange with reflective silver trim with the word “POLICE” on the front and back, manufactured with a break away safety feature, when performing duties in areas that are deemed hazardous or that may require entering roadbeds, or track areas within the New York City Transit System.
17. Dual-purpose personal protection/scooter helmet with face shield, as indicated in [A.G. 304-05, “Performance on Duty.”](#)
18. Oleoresin Capsicum pepper spray device and holder attached to equipment belt.
19. Department issued belt-worn trauma kit, if trained.
20. Tactical response hood and personal protective equipment:
21. Protective vest, as indicated in [A.G. 305-15, “Protective Vests.”](#)
22. An appropriate amount of **RIGHT TO KNOW BUSINESS CARDS (PD142-012)** and **RIGHT TO KNOW BUSINESS CARDS – GENERAL (PD142-013)**.
23. Department issued opioid antagonist (e.g., Narcan, Naloxone, etc.), if trained and issued by the Department.
24. Carry a sufficient amount of summonses, if below the rank of captain and assigned to enforcement duties.

CIVILIAN CLOTHES ENFORCEMENT

REQUIRED EQUIPMENT

25. Authorized firearm(s).
26. A minimum of one extra fully loaded magazine.
27. Regulation handcuffs with key.
28. Assigned Department smartphone, charged.
29. An appropriate amount of **RIGHT TO KNOW BUSINESS CARDS** and **RIGHT TO KNOW BUSINESS CARDS – GENERAL**.
30. “Color of the Day” head/arm band on their person.
31. Oleoresin Capsicum pepper spray device.
32. Assigned Department BWC.
33. Nylon windbreaker jacket, to be worn when present at a police incident.
34. CEW, if available and trained.

ADDITIONAL DATA

*Commanding officers in the Detective Bureau and Internal Affairs Bureau have the authority to allow members of their respective commands to be armed with an **authorized off duty firearm** in lieu of a service weapon (as described in [A.G. 305-11, “Authorization for Special Weapons”](#)) if they believe it is more suitable for a particular assignment.*



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-09

HANDGUN ACQUISITION/DISPOSITION

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 52

PAGE:
1 of 3

PURPOSE To record the acquisition/disposition of handguns (i.e., purchasing, acquiring, disposing, etc.) by uniformed members of the service.

PROCEDURE When acquiring or disposing of a handgun:

- UNIFORMED MEMBER OF THE SERVICE**
1. Conduct transaction with New York State (NYS) licensed firearms dealer.
 2. Ensure NYS licensed firearms dealer initiates a background check through the National Instant Criminal Background Check System (NICS).
 3. Obtain NICS number and bill of sale from NYS licensed firearms dealer.

NOTE *All acquisitions/dispositions of handguns must be done in the presence of a NYS registered firearms dealer, unless the acquisition/disposition is conducted with an immediate family member. The New York State Safe Act defines an immediate family member as a spouse, domestic partner, child or step-child. However, a transaction with an immediate family member does require the completion and processing of the **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE (PD424-150)** as described in this procedure.*

- DESK OFFICER**
4. Prepare **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**.
 5. Deliver **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** and bill of sale to desk officer/counterpart of permanent command.
 6. Compare make, model, caliber and serial number listed on bill of sale with handgun.
 7. Query New York State Police Information Network (NYSPIN) and National Crime Information Center (NCIC), via appropriate Department computer applications or Stolen Property Inquiry Section, to determine if an alarm for firearm exists.
 8. Review **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** for completeness and accuracy, and bill of sale.
 9. Make Command Log entry, including:
 - a. Member's name,
 - b. Tax registry number,
 - c. Date acquired/purchased handgun,
 - d. Name of individual handgun was purchased from, and
 - e. Make, model, caliber, type, and serial number of handgun.
 10. Enter Command Log page number on **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**.
 11. Sign and return **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** and bill of sale to uniformed member of the service.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-09	06/24/21	I.O. 52	2 of 3

- UNIFORMED MEMBER OF THE SERVICE** 12. Make appropriate entries on **FORCE RECORD (PD406-143)**.
13. Hand deliver, personally, **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** to FTS, Acquisition Desk within three business days.
- FIREARMS AND TACTICS SECTION** 14. Review **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** and assign FTS log number.
- UNIFORMED MEMBER OF THE SERVICE** 15. Submit copy of **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** with FTS log number to desk officer.
- DESK OFFICER** 16. Make Command Log entry of FTS log number in margin of original entry.
- CLERICAL MEMBER** 17. File bill of sale and copy of **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** in member's personnel folder.
- ADDITIONAL DATA** When a uniformed member of the service is selling, purchasing or disposing of a handgun to or from another person, the transaction must be made through a NYS Licensed Firearms dealer. In addition, when a handgun is being transferred to or from a person who has been issued a firearm license by the NYPD License Division, the uniformed member of the service must notify the License Division at least three business days prior to the transfer. Notifications must be made via email to DG_LIC-Incidents@NYPD.org and include:
*a. Name and tax number of the uniformed member of service,
b. Make, caliber, type, model and serial number of handgun,
c. Handguns transferred on previous occasions: dates, to whom sold, including address, make, caliber, type, model and serial numbers,
d. Name, address, age and sex of other person involved in transaction,
e. Handgun license number and date issued, and
f. Reason for transaction.*

*FTS log numbers will not be assigned or issued until the FTS is in possession of a properly completed, original ink signature copy of the **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE**. Any questions regarding the completion of an **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** can be directed to the FTS, Acquisitions Desk at (718) 885-0261, Monday to Friday, 0700 x 1900 hrs.*

All handguns that are purchased for use as authorized service or off-duty firearms must be brand new and purchased from a NYS Licensed Firearms Dealer. No previously used firearms will be authorized for use as service or off-duty firearms. A uniformed member of the service may sell a handgun to another uniformed member of the service. However, a uniformed member of the service who purchases a handgun from another uniformed member of the service may not use the handgun as a service pistol or authorized off-duty firearm. Furthermore, any handgun that is purchased to be used as a service pistol or authorized off-duty firearm must be tested by the Department gunsmith prior to authorization.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-09	06/24/21	I.O. 52	3 of 3

ADDITIONAL DATA (continued)

New York state Penal Law Section 400.00 (12-c) requires police officers to report the acquisition or disposition of a handgun to the New York State Police within ten business days of date of acquisition/disposition. To ensure compliance, uniformed members of the service who acquire or dispose of a handgun must deliver the completed **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** to FTS, Acquisitions Desk within three business days. Violation of Penal Law Section 400 (12-c) is an "A" misdemeanor.

Uniformed members of the service who possess required federal and New York State licenses to work as a gun dealer in New York State, and who have obtained permission from the Department to engage in off-duty employment as a gun dealer, in accordance with P.G. 205-40, "Off Duty Employment," are not required to file an **ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE** for handguns that are acquired or disposed of pursuant to their gun dealer business and are not for personal use.

A routine request for information concerning handguns belonging to a uniformed member of the service will be directed to the member's permanent command. The Police Academy, FTS, will supply information on a 24 hour basis concerning the firearms of a uniformed member of the service to an investigating supervisor in an emergency, if the permanent command of the member is closed, OR during an investigation, if a telephone inquiry to the member's command may compromise an investigation. If a handgun comes into the possession of a uniformed member of the service and the owner of the firearm is unknown, a request for the identity of the owner will be directed to the Stolen Property Inquiry Section. Since November 1, 1994, the Equipment Section has issued 9mm service weapons to uniformed members of the service. Since Police Department funds have been used to purchase and/or make reimbursements for the 9mm weapons that are the subject of this program, the Department retains the right to repossess and permanently retain these weapons under certain circumstances as follows:

- a. When a recruit officer or probationary police officer resigns or is terminated from the Department, OR
- b. When any other member of the service resigns or is terminated from the Department under less than honorable conditions, as determined by the Chief of Department.

Weapons in the above categories will be vouchered for safekeeping with the following statement in the "Remarks" section of the **PROPERTY CLERK INVOICE (PD521-141)**:

**WEAPON IS NOT TO BE RELEASED WITHOUT WRITTEN AUTHORIZATION
OF THE CHIEF OF DEPARTMENT.**

The Commanding Officer, Property Clerk Division will forward a report to the Chief of Department for any 9mm service weapon vouchered from a recruit or probationary police officer who resigns or who may be terminated, and from other officers who resigned or terminated employment under less than honorable conditions.

- a. Chief of Department will notify the Property Clerk Division to forward to the Outdoor Range the 9mm service weapon vouchered from recruit officers and probationary officers.
- b. Chief of Department will determine and then notify the Property Clerk Division whether the 9mm service weapons vouchered from other officers, who resigned or terminated employment under less than honorable conditions, are to revert back to the Department, and sent to the Outdoor Range, or released to the member concerned.



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-10

REPAIR/REPLACEMENT OF AUTHORIZED FIREARMS

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 52

PAGE:
1 of 1

PURPOSE

To borrow a service pistol, or repair authorized firearms.

PROCEDURE

When a service pistol is stolen, lost, requires repair, is held as evidence by a court, District Attorney or safeguarded by the Property Clerk:

TO OBTAIN REPLACEMENT SERVICE PISTOL:

UNIFORMED MEMBER OF THE SERVICE

1. Notify commanding officer of facts.

COMMANDING OFFICER

2. Direct preparation of report on **Typed Letterhead**, addressed to Commanding Officer, Firearms and Tactics Section outlining facts and requesting that the member concerned be loaned a service pistol.

UNIFORMED MEMBER OF THE SERVICE

3. Deliver report to Department armorer, Firearms and Tactics Section on weekdays, 0700 to 1500 hours, Outdoor Range, Rodman's Neck.
4. Report to commanding officer make, model and serial number of pistol obtained from Firearms and Tactics Section.

COMMANDING OFFICER

5. Have entry of above data made on member's **FORCE RECORD (PD406-143)**.

UNIFORMED MEMBER OF THE SERVICE

6. Deliver borrowed pistol to Firearms and Tactics Section when service pistol is returned or repaired.
 - a. Obtain receipt for borrowed pistol from Firearms and Tactics Section and deliver to commanding officer.

COMMANDING OFFICER

7. Have entry made on member's **FORCE RECORD** indicating return of borrowed pistol to Firearms and Tactics Section and file receipt in member's Personal Folder.

ADDITIONAL DATA

Department procedures prohibit modification of a service/off duty pistol or revolver or an authorized firearm without the prior permission of the Commanding Officer, Firearms and Tactics Section. Firearms that become defective in any manner, including water saturation, will be delivered to the Department gunsmith at Outdoor Range, Rodman's Neck for repair/inspection prior to use.

Under some conditions, uniformed members of the service may find it necessary to have authorized firearms repaired by the manufacturer or a licensed gunsmith for repairs that the Department gunsmith is unable to make. In these instances, firearms will be shipped to the manufacturer by armory personnel. If the service pistol requires repair, uniformed member of the service will obtain a replacement service pistol at the Firearms and Tactics Section by complying with the procedure above. In addition, if a member's authorized firearm is repaired by other than the Department gunsmith, such firearm must be inspected by the Department gunsmith prior to being carried on or off duty.



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-11

AUTHORIZATION FOR SPECIAL WEAPONS

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 52

PAGE:
1 of 1

PURPOSE To authorize qualification and carrying of weapons other than regulation service firearms.

PROCEDURE When a commanding officer of a unit within Detective Bureau or Internal Affairs Bureau determines it necessary for a uniformed member of the service to carry weapons other than a Department authorized firearm.

COMMANDING OFFICER 1. Submit report on **Typed Letterhead**, to Commanding Officer, Firearms and Tactics Section, requesting:

- Approval of weapon to be used.
- Qualification of member concerned.

**COMMANDING OFFICER,
FIREARMS
AND TACTICS
SECTION** 2. Approve or disapprove request.
3. Have authorization and qualification recorded in file maintained at the Firearms and Tactics Section.

**COMMANDING OFFICER,
UNIT
CONCERNED** 4. Enter special authorization and qualification on **FORCE RECORD (PD 406-143)**, or **FORCE RECORD SUPPLEMENT (PD406-143A)**.
a. Have member deliver request for renewal of authorization to Commanding Officer, Firearms and Tactics Section, at each shooting cycle.

NOTE *Those uniformed members of the service authorized to carry special weapons will ensure that the maximum number of rounds are loaded in the weapon and magazines where applicable. Semi-automatics are to be carried with a round in the chamber.*



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-12

SHIELDS/NAMEPLATES/IDENTIFICATION CARDS

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 58

PAGE:
1 of 1

UNIFORMED MEMBER OF THE SERVICE

1. Wear shield, nameplate and nameplate holder at all times while in uniform on the outermost garment, except if outermost garment has sewn shield patch (i.e., golf type shirt, etc.).

NOTE

Uniformed members of the service are reminded that when performing official duties in uniform, their shield number or rank designation must be visible at all times. A refusal to make a shield number or rank designation visible to a requesting individual may subject them to legal action.

2. Carry shield and **IDENTIFICATION CARD (PD416-091)** at all times, when in uniform or civilian clothes, and present both when necessary to establish identification.
 - a. Uniformed members utilizing the option of not carrying firearms off duty as described in A.G. 305-07, "Firearms General Regulations," may also elect not to carry their shield.
3. Display shield on the outermost garment when wearing civilian clothes at the scene of an emergency.
4. Present shield and **IDENTIFICATION CARD**, when wearing either uniform or civilian clothes, when delivering or withdrawing evidence from Property Clerk Division or whenever obtaining Department property, (i.e., vehicles, radios, etc.) for temporary use from another command.
5. Display **IDENTIFICATION CARD** prominently on outermost garment when wearing civilian clothes in any Department facility.



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-13

EMBLEMS, INSIGNIA AND BREAST BARS

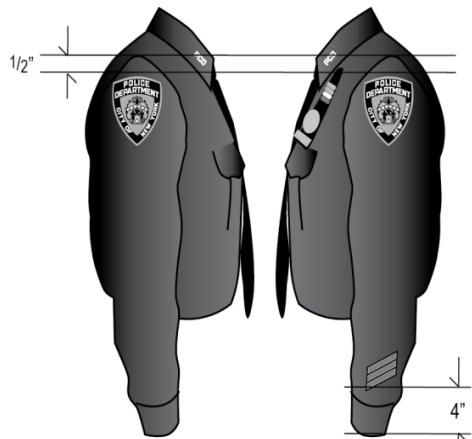
DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 59

PAGE:
1 of 12

GRAPHIC OF UNIFORMS SHOWING LOCATION OF PATCHES, EMBLEMS, ETC.

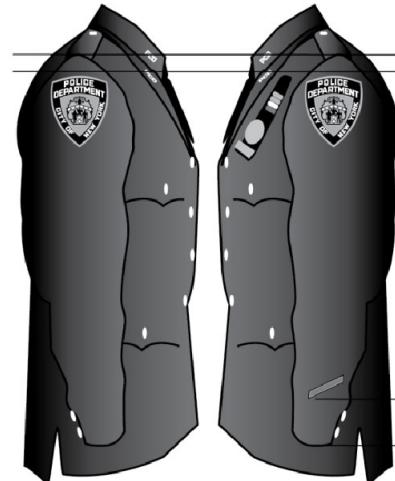
Police Officer's
Uniform Shirt



Right Sleeve

Left Sleeve

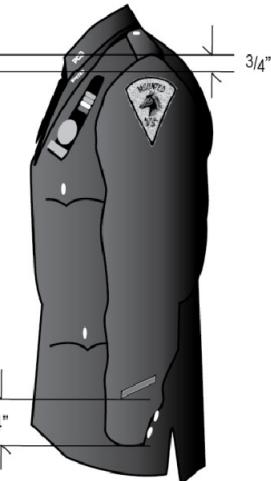
Police Officer's
Uniform Blouse



Right Sleeve

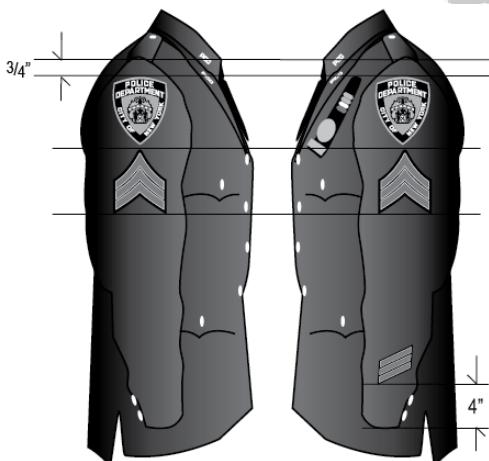
Left Sleeve

Police Officer's
Uniform Blouse with
Command Emblem



Left Sleeve

Sergeant's
Uniform Blouse

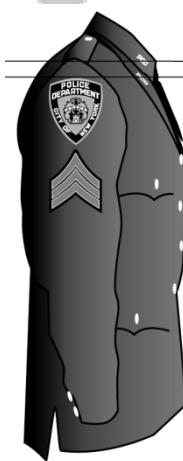


Right Sleeve

Left Sleeve

Sergeant's Uniform
Blouse with Emblem

Chevrons are
mounted midway
on right and left
sleeve of uniform
for sergeants



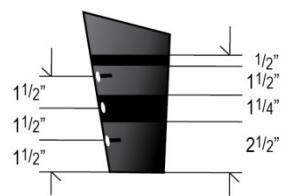
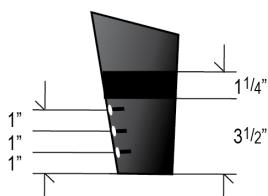
Right Sleeve



Left Sleeve

Command emblem
mounted on left sleeve
of uniformed sergeant

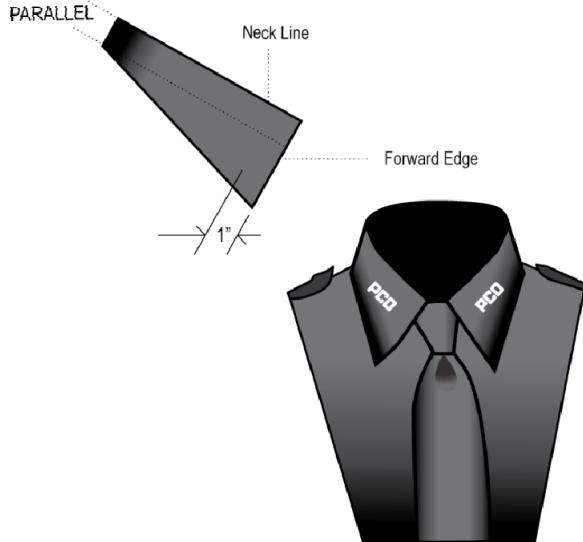
Lieutenant
Captain
Deputy Inspector
Inspector



Deputy Chief
Assistant Chief
Bureau Chief
Chief of Department

ADMINISTRATIVE GUIDE

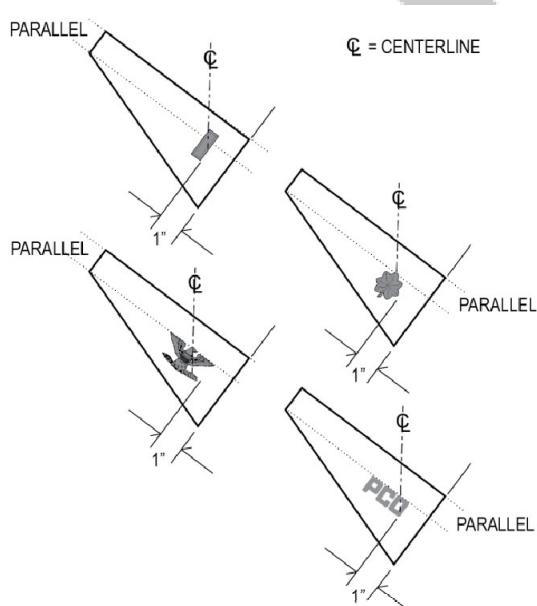
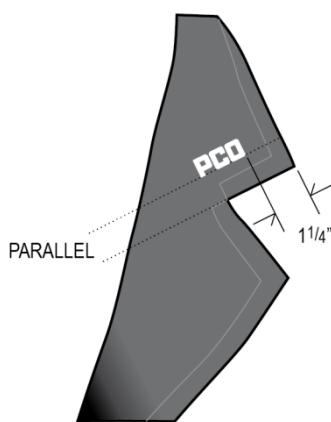
PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	2 of 12



Uniform Shirt – Center command designation on collar points one inch from forward edge of collar and affix parallel to neckline.

Note: A command insignia is worn in place of the numerical or letter command designation on the left collar of uniforms of Communications Division, Life-Safety Systems Division, Harbor Unit and Aviation Unit personnel. Members assigned to the Mounted Unit will wear a horses head insignia facing in on both sides of the collar on the outermost garment, excluding raincoat.

Summer Blouse – Affix command designation one and one quarter inch up and in from collar as shown.



For lieutenants and above, insignia designating rank shall be centered on collar points one inch from the forward edge.

For the rank of deputy inspector, affix with oak leaf stem parallel to the forward edge.

For the rank of inspector, affix with eagle's head facing forward edge.

Sergeants, police officers and detectives in uniform will wear appropriate command designation (numerals, letter, or insignia) on both sides of collar on the outermost garment except raincoat.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	3 of 12

SHORT SLEEVE SHIRT AND DEPARTMENT EMBLEMS

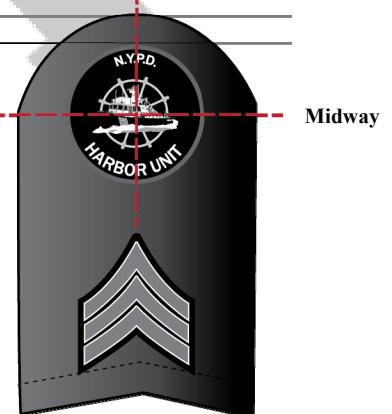
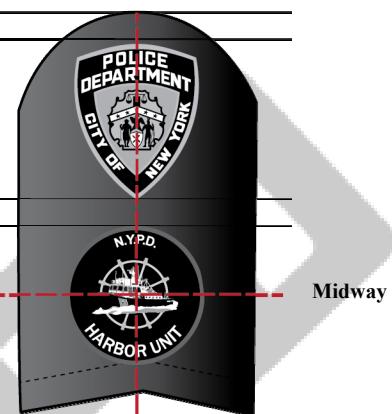
Right Sleeve



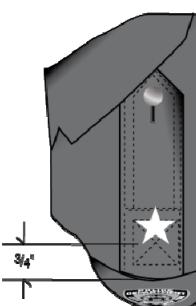
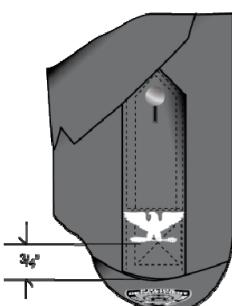
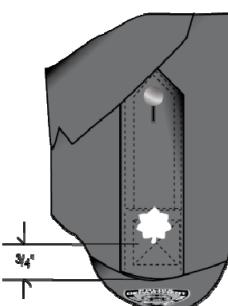
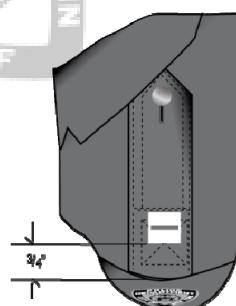
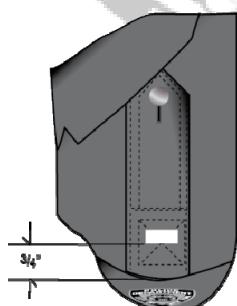
Left Sleeve



Left Sleeve with Command Emblem



SHOULDER STRAP (Lieutenants and Above)



ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	4 of 12

UNIFORM INSIGNIA (Lieutenants and Above)



CHIEF OF DEPARTMENT



BUREAU CHIEF



ASSISTANT CHIEF



DEPUTY CHIEF



INSPECTOR



DEPUTY INSPECTOR



CAPTAIN



LIEUTENANT

NEW • YORK • CITY • POLICE • DEPARTMENT

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	5 of 12

- DEPARTMENT AND COMMAND EMBLEMS (SHOULDER PATCHES)**
1. The Department logo will be worn on both left and right sleeves of all regulation uniform garments except the turtleneck shirt.
 2. Uniformed members of the service assigned to Aviation, Emergency Service, Harbor, Mounted, Scuba, Strategic Response Group, Transit Bureau Canine Team or Highway District units shall continue to display the Department emblem on the right sleeve only and their command emblem on the left shoulder.
 3. Uniformed members of the service assigned to the Communications Division, Life-Safety Systems Division and the Traffic Operations District will display their authorized command emblem on the left sleeve $\frac{1}{2}$ inch beneath the Department emblem except: sergeants assigned to this unit shall continue to display the Department emblem on the right sleeve only and their command emblem on the left sleeve (centered midway between the crest of the chevrons and the top of the sleeve).
- COLLAR INSIGNIA AND COMMAND DESIGNATIONS**
1. Wear only yellow metal command insignia (except commands authorized to wear cloth insignia [white lettering] on work uniforms).
 2. Sergeants, uniformed detectives, and police officers will wear appropriate insignia on both sides of collar of both inner and outer garments, except turtleneck.
- SERVICE STRIPES/ HASH MARKS**
1. Each stripe represents five years of service.
 2. Service stripes/hash marks are to be affixed to all outer garments, except short sleeve shirts, leather and raingear, of lieutenants, sergeants, detectives and police officers (left sleeve only).
 3. Service stripes/hash marks may be worn six months prior to the five year period represented, if the wearer so desires.

BREAST BARS/ PINS

PRECINCT, POLICE SERVICE AREA, TRANSIT DISTRICT COMMANDING OFFICER RECOGNITION PIN

The Precinct, Police Service Area, Transit District Commanding Officer Recognition Pin, with designated precinct, police service area, transit district numerals displayed, will be worn above the right breast pocket of the outermost garment by the commanding officer when performing duty in uniform. If another bar (e.g., Medal of Honor breast bar) is worn, the Commanding Officer Recognition Pin will be worn above.

BREAST BARS

Department Medal of Honor



A second award of this medal is identified by a gold leaf placed in the center of the bar.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	6 of 12

The Department Medal of Honor breast bar, at the discretion of the recipient, may be worn over the right breast uniform pocket. When so worn, all other bars will be displayed on the left side, above the member's shield. If uniform has no breast pockets, all bars will be worn on the left, above the shield.

BREAST BARS/PINS (continued)

Police Combat Cross



A second award of this medal is identified by a gold leaf placed in the center of the bar.

Medal For Valor



A second award of this medal is identified by a gold leaf placed in the center of the bar.

Police Purple Shield Medal



The Police Purple Shield Medal breast bar, at the discretion of the recipient, may be worn over the right breast uniform pocket. When so worn, all other bars will be displayed on the left side, above member's shield. If uniform has no breast pockets, all bars will be worn on the left, above the shield.

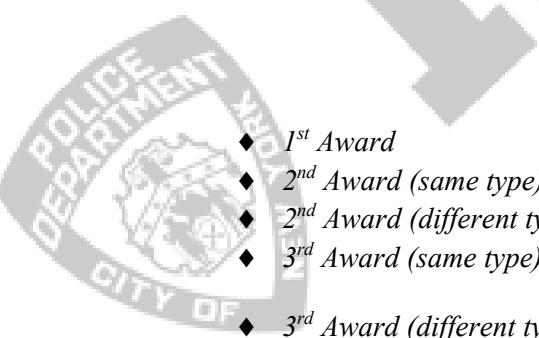
Honorable Mention (Silver Star) (Shown Below)

Exceptional Merit (Light Green Star)

Commendation (Bronze Star)

Commendation – Community Service (Light Blue Star)



- 
- ◆ 1st Award
 - ◆ 2nd Award (same type)
 - ◆ 2nd Award (different types)
 - ◆ 3rd Award (same type)
 - ◆ 3rd Award (different types)
- Appropriate star in white area
 - Appropriate stars in green and blue areas
 - Appropriate stars, highest in green area
 - Appropriate stars in green, white and blue areas
 - Appropriate stars, highest in white, next highest in green, lowest in blue area.

Upon receipt of a fourth award, a second bar will be worn with appropriate star(s) affixed. If fourth award duplicates any of the previous three, the duplication will be reflected on the second bar.

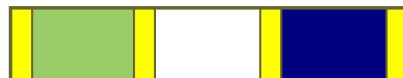
The Commendation - Community Service bar is worn by recipient of Line Organization - Community Service Medal.

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	7 of 12

BREAST BARS/PINS (continued)

Meritorious Police Duty



Excellent Police Duty



Only one breast bar in the grade of Meritorious Police Duty or Excellent Police Duty may be worn at one time, however, members who have been awarded Meritorious Police Duty or Excellent Police Duty numbering more than 25, 30, 40, 50 or 60 are authorized to wear an additional breast bar. One breast bar will be number 25, 30, 40, 50 or 60 and when combined with the number indicated on the second bar will designate the total number of awards received in that category. Members are not authorized to wear more than two bars.

World Trade Center Memorial Breast Bar



May be worn by all uniformed members of the service, at their discretion, in tribute to the members of the New York City Police Department who valiantly lost their lives on September 11, 2001, and in recognition of the incredible heroism that was exhibited by all active uniformed members. The WTC Memorial breast bar will be worn above all other medals, breast bars and Unit Citation, with the exception of the American Flag breast bar, when worn, will always be the top most bar above the shield.

Unit Citation



Designated members of the service may wear a Unit Citation. The Unit Citation breast bar will be left bare to indicate the receipt of a single Unit Citation. The receipt of additional Unit Citations will be indicated by the number "2", "3", etc. on the bar. The Unit Citation breast bar may be worn during entire police career regardless of subsequent assignments within the Department.

The Unit Citation breast bar is worn above the shield and immediately below individual recognition awards. (Eligible civilian members may wear the Unit Citation lapel pin).

Anniversary Breast Bars

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	8 of 12



150th Anniversary Bar

BREAST BARS/ PINS (continued)



175th Anniversary Bar

All uniformed members of the service who were employed during the 150th anniversary of the New York City Police Department, 1995, may wear the 150th Anniversary breast bar and all uniformed members of the service who were employed during the 175th anniversary of the New York City Police Department, 2020, may wear the 175th Anniversary breast bar. The Anniversary breast bar is to be worn above the shield, immediately below Unit Citation, if worn, and below individual recognition awards.

Military Service Breast Bars



United States Army



United States Marine Corps



United States Navy



United States Air Force.



United States Coast Guard

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	9 of 12

Members of the service who are currently active in any branch of the United States Armed Forces or have been honorably discharged are authorized to wear the Military Service breast bar. The Military Service breast bar is to be worn above shield, immediately below Unit Citation, if worn, or below individual recognition awards.

BREAST BARS/ PINS (continued)

Hurricane Katrina Rescue and Recovery Mission Commemorative Breast Bar



Those members of the service who have participated in the Katrina Rescue and Recovery Mission are granted permission to wear the commemorative breast bar. The Katrina breast bar is to be worn above shield, immediately below Unit Citation, if worn, or below individual recognition awards.

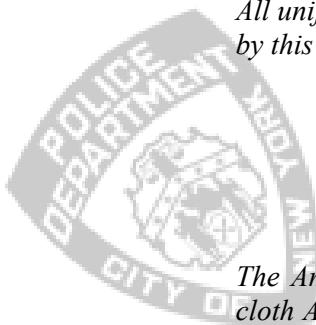
Longevity Bar



Uniformed members of the service below the rank of captain authorized to wear the regulation short sleeve shirt must wear the longevity bar. The bar will be worn over the right breast pocket. If the Department Medal of Honor breast bar is worn on the right side, the longevity bar will be worn over the shield. If there is no right breast pocket on the outer garment, the longevity bar will be worn over the shield (as indicated under ADDITIONAL DATA).

Emergency Medical Technician Pin

All uniformed members of the service who have been trained and certified or re-certified by this Department are authorized to wear the Emergency Medical Technician Pin.



American Flag Breast Bar



The American Flag breast bar may be worn and is the only emblem authorized. The cloth American Flag emblem, the Flag "pin" and any other specialty pins such as those depicting the American Flag along with fraternal organization insignia or flags of other nations are not authorized and will not be worn. The American Flag breast bar may be worn 1/4 inch above the center of the shield or breast bars. If worn, it will be the top most bar above the shield.

Roosevelt Award Breast Bar



ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	10 of 12

The Roosevelt Award breast bar is to be worn above the shield, immediately above the Firearms Proficiency breast bar, if worn, or below individual recognition awards.

BREAST BARS/ PINS (continued)

Peer Support Breast Bar

Peer Support

All uniformed members of the service who have undergone training in the Department's Peer Support Member Program are authorized to wear the Peer Support breast bar. The Peer Support breast bar is to be worn above the shield, immediately above the Firearms Proficiency breast bar, if worn, and below individual recognition awards.

Firearms Proficiency Breast Bar



A uniformed member of the service who receives a perfect score of one hundred percent during semi-annual re-qualification or during the Police Academy basic firearms training course, is authorized to wear the Firearms Proficiency breast bar.

Firearms Proficiency breast bar will be worn directly over the shield and below all other breast bars. Only one Firearms Proficiency breast bar may be worn regardless of the number received. If member fails to attain the required score at subsequent qualification cycle, the breast bar must be removed. No promotional points will be granted for such Department recognition.

ADDITIONAL DATA

A breast bar is horizontally centered $\frac{1}{4}$ inch above the center of the shield, when authorized. Additional bars, awards, or wings, when authorized, are worn with $\frac{1}{4}$ inch space between each award.

Aviation Unit members qualified as pilots and/or aircrew are authorized to wear appropriate metal breast wings and will place them $\frac{1}{4}$ inch above the shield.

Members of the service qualified to rappel from Department aircraft may wear rappel wings placed $\frac{1}{4}$ inch above the shield.

Wings may be worn during entire police career regardless of subsequent assignments within the Department.

ORGANIZATION OF BREAST BARS (Left Side)

- ◆ U.S. FLAG BAR or EMT Pin
- ◆ WORLD TRADE CENTER MEMORIAL BREAST BAR

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	11 of 12

ADDITIONAL DATA (continued)

- ◆ **DEPARTMENT MEDAL OF HONOR**
- ◆ **POLICE COMBAT CROSS**
- ◆ **MEDAL FOR VALOR**
- ◆ **POLICE PURPLE SHIELD MEDAL**
- ◆ **HONORABLE MENTION (Silver Star)**
- ◆ **EXCEPTIONAL MERIT (Light Green Star)**
- ◆ **COMMENDATION (Bronze Star)**
- ◆ **COMMENDATION - COMMUNITY SERVICE (Light Blue Star)**
- ◆ **MERITORIOUS POLICE DUTY**
- ◆ **EXCELLENT POLICE DUTY**
- ◆ **UNIT CITATION**
- ◆ **ANNIVERSARY BREAST BAR**
- ◆ **MILITARY SERVICE BREAST BAR**
- ◆ **HURRICANE KATRINA RESCUE AND RECOVERY MISSION
COMMEMORATIVE BREAST BAR**
- ◆ **ROOSEVELT AWARD BREAST BAR**
- ◆ **PEER SUPPORT BREAST BAR**
- ◆ **LONGEVITY BAR/FIREARMS INSTRUCTOR/FIREARMS PROFICIENCY
BREAST BAR**
- ◆ **RIFLE EXPERT**
- ◆ **AVIATION WINGS**
- ◆ **RAPPEL WINGS**
- ◆ **SHIELD**
- ◆ **NAME PLATE**

ORGANIZATION OF BREAST BARS (Right Side)

- ◆ **PRECINCT/POLICE SERVICE AREA/TRANSIT DISTRICT COMMANDING
OFFICER RECOGNITION PIN**
- ◆ **DEPARTMENT MEDAL OF HONOR**
- ◆ **LONGEVITY BAR**

Uniformed members of the service who have earned Departmental recognition from the Transit or Housing Police Departments, must purchase and display an existing New York City Police Department breast bar that is awarded for actions equivalent to that honored by the former department.

Uniformed members of the service, having earned recognition from their former department, will convert their awards to the following New York City Police Department equivalents:

FORMER TRANSIT POLICE DEPARTMENT MEMBERS:

Transit Police Department

- ◆ **Medal of Honor**
- ◆ **Combat Cross**

New York City Police Department

- ◆ **Medal of Honor**
- ◆ **Combat Cross**

ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
305-13	06/24/21	Error! Reference source not found.	12 of 12

- ◆ *Exceptional Duty Medal*
- ◆ *Distinguished Duty Medal*
- ◆ *Honorable Mention*
- ◆ *Meritorious Police Duty*
- ◆ *Medal For Valor*
- ◆ *Commendation*
- ◆ *Meritorious Police Duty*
- ◆ *Excellent Police Duty*

FORMER HOUSING POLICE DEPARTMENT MEMBERS:

Housing Police Department

- ◆ *Authority Medal of Honor*
- ◆ *Police Combat Cross*
- ◆ *Authority Medal of Exceptional Merit*
- ◆ *Authority Commendation*
- ◆ *Meritorious Police Duty*
- ◆ *Excellent Police Duty*

New York City Police Department

- ◆ *Medal of Honor*
- ◆ *Combat Cross*
- ◆ *Exceptional Merit*
- ◆ *Commendation*
- ◆ *Meritorious Police Duty*
- ◆ *Excellent Police Duty*





ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-14

MOURNING BANDS

DATE EFFECTIVE:
06/24/21

LAST REVISION:
I.O. 52

PAGE:
1 of 1

UNIFORMED MEMBER OF THE SERVICE

1. May wear black elastic mourning band, $\frac{1}{2}$ inch wide, on the shield, covering the seal of the city, but leaving the shield number or rank designation visible, upon the death of a member.

NOTE

Uniformed members of the service are reminded that when performing official duties in uniform, their shield number or rank designation must be visible at all times. A refusal to make a shield number or rank designation visible to a requesting individual may subject them to legal action.

2. Wear band, regardless of rank of the deceased as follows:
 - a. Active member of the service - line of duty death
 - (1) Members of the concerned member's command – from time of death until 2400 hours on the tenth day after their death.
 - (2) Other members - from the time of death until 2400 hours on the day of the funeral.
 - b. Active member of the service - not line of duty
 - (1) Members of the concerned member's command – from 0001 hours until 2400 hours on the day of the funeral.
 - (2) Other members - while attending funeral services.
 - c. Retired members of the service - while attending funeral services.
 - d. Police Memorial Day
 - (1) MANDATORY for all members of the service attending the Headquarters ceremony in uniform.
 - (2) OPTIONAL for all uniformed members of the service between 0001 hours and 2400 hours.
 - e. National Peace Officers' Memorial Day
 - (1) OPTIONAL for all uniformed members of the service between 0001 and 2400 hours on May 15th annually.



ADMINISTRATIVE GUIDE

Section: Uniforms and Equipment

Procedure No: 305-16

DUAL PURPOSE PERSONAL PROTECTION/SCOOTER HELMETS – REPLACEMENT PARTS

DATE EFFECTIVE:
09/10/21

LAST REVISION:
I.O. 81

PAGE:
1 of 1

PURPOSE To replace parts of a Dual Purpose Personal Protection/Scooter Helmet.

PROCEDURE When necessary to replace a part of a Dual Purpose Personal Protection/Scooter Helmet.

**UNIFORMED
MEMBERS OF
THE SERVICE**

1. Bring helmet and damaged part(s) to immediate supervisor.

**IMMEDIATE
SUPERVISOR**

2. Examine helmet and damaged part(s).
3. Ascertain details regarding damaged part(s).
4. Take appropriate action if inquiry reveals that the circumstances causing damage to the helmet or parts were due to individual carelessness, misuse or abuse.
5. Contact the Quartermaster Section's, Chemical, Biological, Radiological, and Nuclear (CBRN) Unit and be guided by their instructions.