



NYPD The Key

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The Key Method –*Illustrated*;

- Use these excerpts from our “I.O. Recap 2020” to help develop study habits and test day tactics.

Today’s tactic: FOUR TRUE STATEMENTS

- On test day don’t be confused when all 4 choices seem correct.
- Often, all four choices *will* be true, verbatim patrol guide statements.
- The way to find the answer is to go back to the stem of the question and ascertain *who you are*.
- The question will ask, which is the proper duty for... then comes the key; are they asking for Desk Officer duties? Patrol Supervisor duties? UMOS?
- Three of the choices will be perfectly worded steps for a different actor.
- Once you understand this and practice it as you study (keep a visual of your desk officer in mind as you study 202-14, Desk Officer Duties; or of your squad sergeant as you study 202-17, etc), you will be able to overcome this type of question and get the correct answer.

Here are a few simple examples:

1. You are the second platoon desk officer in a patrol precinct. According to 202-14, Desk Officer, all of the following are your properly stated duties except:
 - A. Visit all areas of the command at least once each tour.
 - B. Sign return roll call after completion of tour.
 - C. Report defective gas pumping equipment to fleet services division, fuel control.
 - D. Verify return roll call.

ANSWER: 3 of the choices are correct steps from 202-14, Desk Officer. The one that is not is, not only something you do each day (they *will* use your actual experience against you), but it is also a properly stated duty for the Patrol Supervisor in 202-17 –Choice B: The D.O. does *not* sign the return roll call like you and your patrol sergeant. The D.O, toward the start of their tour, *does* take the previous tour’s roll call after everyone has signed out and ‘verify’ it (choice D) but, the D.O. signs out EOT in the Command Log.

2. You are the second platoon desk officer in a patrol precinct. According to 202-14, Desk Officer, all of the following are your properly stated duties except:
- A. Prepare PRECINCT CONSOLIDATED TOUR REPORT on every tour.
 - B. Supervise entries made on PRISONER ROSTER
 - C. Verify DAILY VEHICLE ASSIGNMENT SHEET.
 - D. Certify entries in TELEPHONE DISPATCH LOG by signing the after 4th hour and at end of tour.

ANSWER: Again 3 of the four choices are correct for a desk officer –but, notice the question specified what platoon you’re on. There are 3 steps in 202-14 that are specifically for the “first platoon desk officer.” This happens in other procedures also so, learn this tactic well right now –always highlight what platoon you’re doing according to the stem of the question. Choice C says to “verify” the DVA Sheet. Although step 56 in 202-14 says to “prepare” the DVA Sheet, step 56a. says that the *first platoon* D.O. *verifies* it. And yes, they do ask questions this way, they do get this petty –ask those who have taken tests in the past, they’ll remember.

Now let’s apply these habits and tactics to changes made by recent Interim Orders:

I.O. 24 of 2020 made changes to 209-36, Electronic Summons Tracking System (ESTS)

1. You are the third platoon desk officer in the 94 Precinct. According to Patrol Guide 209-36, Electronic Summons Tracking System (ESTS), which of the following is your properly stated duty?
- A. Scan all summonses served during tour using bar code scanner into ESTS, prior to completion of tour.
 - B. Scan precinct cover sheet, printed from Summons Menu in OMNIFORM System, utilizing the network scanner located at the desk.
 - C. Place the court copy of summons(es) into the network scanner and scan copy. Scan no more than 50 summonses simultaneously.
 - D. Detach court copy of summons(es) and place the remaining copies of the summons(es) in the summons receptacle designated by the commanding officer.

Answer:

- Up until March of this year (2020), all 4 were correct for a third platoon Desk Officer.
- A; Scan all summonses... stayed right it was, as step 21 for the Desk Officer. That's your answer.
- B & C; The steps saying to scan the cover sheet and the court copy in groups of no more than 50, have been moved from Desk Officer duties down to "First Platoon Desk Officer."
- D; Two things changed here; it no longer says to "detach" court copy and, it now says to put the court copy in the receptacle –it did not say that before, only the remaining copies went in the receptacle.

Okay, one more for today;

I.O. 29 of this year made changes to 215-01 Child Requiring Shelter

2. As the Desk Officer dealing with a child who requires shelter, which of the following is your properly stated duty according to Patrol Guide 215-01, Child Requiring Care and/or Shelter?
- A. Notify New York State Child Abuse and Maltreatment Register (State Central Registry).
 - B. Notify ACS borough field office (0900-1700) or ACS Emergency Children's Services after business hours.
 - C. When Child Advocacy Center is closed and child has been brought to command and ACS Emergency Children's Services is unable to provide transportation to shelter, assign female UMOS or other available UMOS to escort child to shelter.
 - D. Forward copy of computerized AIDED REPORT to Youth Coordination Officer in command where child located, if child left with relative or friend not residing in household.

Answer:

- Again, up until the publication of this I.O, all 4 choices were correctly stated duties of the desk officer.
- The D.O. used to have almost 10 steps/substeps in 215-01 and now has only TWO; ensure the notifications are made and forward the Aided Report. So D is the answer. The remaining choices are now duties of the UMOS concerned.
 - Problem with Choice C? Yeah, me too. When they made the change, all they did was change the actor in the margin from D.O. to UMOS, they didn't touch the content of the step. So now you have a UMOS "**assign** a female UMOS" –that's a killer. I'd have picked that as the Desk's duty because of that one word, '**assign**.' Something to remember for test day. If it changes, we'll let you know right away –count on it!