



NYPD The Key

January, 2021

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F excerpt from our I.O. Recap 2020: Keeping you in touch with recent changes to the P.G.

Try these sample questions. The first two are based on I.O. 97 of 2020 and the last 2 on I.O. 98

- Q 1. Regarding the Department's policy on facial hair, according to Patrol Guide procedure 203-30, Facial Hair as amended by Interim Order 97 of 2020, which of the following is incorrect?
- A) 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.
 - B) Members of the service must keep sideburns closely trimmed and not extending below bottom of earlobe and have mustaches neatly trimmed, not extending beyond, nor drooping below corners of mouth.
 - C) Members of the service shall be permitted to grow facial hair up to one-half inch in length for religious purposes.
 - D) Members of the service may not grow a beard more than one-half inch, except when approved in writing, by either the member's commanding officer due to sincerely held religious beliefs or by the Equal Employment Opportunity Division, due to nature of assignment.
- Q 2. Interim Order 97 of 2020 also made changes to 203-07, Performance On Duty –Personal Appearance. Which of the following is not a correctly stated rule from 203-07?
- A) Only those cosmetics which are of conservative color and amount shall be permitted.
 - B) Eyewear will be of conservative style and color.
 - C) Nail polish may be worn only if it is clear or of a natural, conservative color.
 - D) Watchbands must be a conservative color, such as navy, black, brown, yellow metal, white metal, or similar colors.

ANSWERS

Q1: D) 203-30, Definition and Step 1

- Regarding Choice C): Although anyone in uniform can now grow a beard up to a ½ inch, that statement; “MOS shall be permitted to grow facial hair up to one-half inch in length *for religious purposes*,” does appear in the definition. Though it is misleading in that it *seems* to restrict growing a beard only for religious purposes, it is a correct Patrol Guide statement.
- D) is wrong because it mixes up the purposes for which the two authorities can grant the exemption;
 - C.O. grants exemption based on nature of assignment
 - EEOD grants exemption for religious beliefs

Key Note on Test Taking Tactics

- In this question, most of us were comfortable that A) was correct. We may have had some questions about B) but it does sound right. Then we read C) and think; wait, you don't need to have a religious purpose anymore to grow a beard. If we were convinced that C) was incorrect and then just quickly read Choice D) being convinced that C) was our answer; If that is how you approached Choice D), **THAT'S** how you could get this question wrong. **Take your time and read each choice carefully.** A quick glimpse of D) may not be enough to recognize that the information therein had been corrupted.

Q2: C) 203-07, Steps 11-14

- The rules regarding fingernails have changed. The ¼ inch rule is still in effect but the color is no longer dictated. And where it used to say “~~no designs or decorations~~” it now says “no raised, ornamented accessories worn or affixed to nails.”

These next two questions are based on changes made by I.O. 98 of 2020

- Q 3. According to the newly revised Patrol Guide procedure 204-10, Handgun Acquisition/Disposition, when a UMOS buys or sells a handgun, they must conduct the transaction with a NYS licensed firearm dealer. Of the following checks, which will be conducted by the firearm dealer?
- A) SPIS
 - B) NYSPIN
 - C) NCIC
 - D) None of the above.
- Q 4. Continuing with 204-10, Handgun Acquisition/Disposition, if a UMOS is transacting with a person who has been issued a firearm license by the NYPD License Division, there are certain regulations that must be adhered to. In such a situation, which of the following is a correctly stated step for the UMOS concerned?
- A) Email ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE without Social Security Number to the License Division.
 - B) Hand deliver, personally, ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE to License Division within three business days.
 - C) Submit copy ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE with License Division log number to desk officer at permanent command.
 - D) Notify License Division at least three business days prior to the transfer.

ANSWERS

Q 3: D) 204-10, Step 2

- Yes, the dealer does a check, a **NICS** –not the **NCIC** check which is done by the desk officer.

Q 4: D) 204-10, Additional Data –first paragraph

- There's only one thing we need to do if we transact with someone who is Licensed by the NYPD License Division –**email the License Division three business days prior** with a long list of details (name, tax, make & caliber of the gun, etc, etc). That's it! The License Division does **not** get the ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO N.Y. STATE POLICE
- That form, and the other three choices A), B) & C) are all proper steps to take for **any** handgun transaction –the only difference is the recipient of the actions is **FTS**, not the License Division.
- See the Key Lesson on 204-10 below, it will become clear.

Now here is the Key Lesson for 203-30 (I.O. 97) & 204-10 (I.O. 98)

203-30 Facial Hair Policy (I.O. 97)

UMOS & CMOS authorized to wear a uniform in School Safety/Traffic Enforcement Divisions

- Keep sideburns closely trimmed and not extending below bottom of earlobe.
- Have mustache neatly trimmed, not extending beyond, nor drooping below corners of mouth.
- May grow a beard but not more than ½ inch long –ALL beards must be neatly trimmed.
 - Strictly prohibited are; goatees, designer or chin-strap beards or displaying words, images, patterns, logos or designs in facial hair.

There are two exceptions to the ½ inch long beard restriction:

- Nature of Assignment if approved in writing by C.O. (but must go back to ½ inch when in uniform)
- Sincerely held religious beliefs if approved in writing by EEOD.
 - Religious exceptions are recorded on the LAN in RAPNET & via Dept mobile devices so bosses can run your tax number to check if you have the exception.

To request the religious exemption,

- Prepare and submit to EEOD this form; REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES
- EEOD reviews and approves on a case-by-case basis.
 - EEOD will notify you and your C.O. in writing an input to RAPNET.
 - EEOD ensures hair doesn't cover BWC or ID-type items (shield, nameplate, collar brass, etc.)

ICO

- Maintain copy of final determination of REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES in MOS' personnel folder

Specialized Units that requires use of APR mask (tight-fitting respirator) {doesn't include Tactical Hood}

- Includes, but not limited to; SOD, Counterterrorism, Forensic Investigations, tow truck operators assigned to Traffic Enforcement Division, etc.
- Facial hair is against OSHA regs so you can't train/deploy mask, so can't work in those units.
 - May apply to the unit but, if accepted, MUST SHAVE.
 - If already assigned, will be reassigned or transferred to unit that allows your needs to be met.



Commanding Officer, Designated Unit

- Notify applicant of need to shave & reason (deployment of APR) & ensure necessary transfers are made

203-30, Facial Hair & 203-31, Religious Head Covering (*below*)

- Affect the same 3 groups; UMOS & CMOS in SSD & TED.
- Use the same form; REASONABLE ACCOMMODATION REQUEST...
- ICO has the same step; Maintain REASONABLE ACCOMMODATION REQUEST..... in MOS' folder.

203-31 Religious Head Covering

UMOS & School Safety/Traffic Enforcement Division personnel authorized to wear a duty uniform

- Prepare REASONABLE ACCOMMODATION REQUEST... & submit to EEOD.
- EEOD reviews and approves on a case-by-case basis. EEOD will instruct and direct MOS;
 - EEOD will notify you and your C.O. of decision in writing.
 - Must have a CAP DEVICE, if appropriate.
 - Hair must fit neatly inside and it must be removed when a tight-fitting helmet is required.
 - Report to Shield, ID/Uniform Services Unit for new ID Card noting the accommodation.

ICO

- Maintain copy of REASONABLE ACCOMMODATION REQUEST... in MOS' personnel folder

Key comparison of Head Coverings vs. Facial Hair

203-31 Religious Head Covering	203-30 Facial Hair
UMOS & CMOS in SSD & TED	same
Fill out REASONABLE ACCOMMODATION REQUEST...	same
Report to Shield/ID Unit	<i>xxx (EOD inputs to RAPNET)</i>
ICO Maintain REASONABLE ACCOMMODATION REQUEST...	same

204-10 Handgun Acquisition or Disposition (I.O. 98)

UMOS

- Conduct transaction (acquisition or disposition) with a NYS Licensed Firearms Dealer (LFD).
 - All acquisitions/dispositions must be done through (*in the presence of*) a NYS registered firearms dealer, except if transacting with immediate family member (spouse/domestic partner, child/step-child) –but even if family, you still have to make the form {see below}
- Ensure LFD does background check through National Instant Criminal Background Check System (NICS) –get NICS # and bill of sale.

Key Note: Don't confuse **NICS** with **NCIC** on test day!
- Prepare ACQUISITION OR DISPOSITION OF FIREARMS BY POLICE OFFICERS - REPORT TO NY STATE POLICE (hereinafter referred to as the A/D-NYSP).
 - Except, of course, if you're a licensed gun dealer w. ODE approved & gun not for personal use
- Deliver A/D-NYSP and the Bill of Sale to the Desk Officer/counterpart at your permanent command.

Desk Officer

- Compare make, model, caliber and serial # on bill of sale with handgun.
- Query NYSPIN and **NCIC**, via Department computer or SPIS, to see if firearm has an alarm.
- Review A/D-NYSP for completeness and accuracy, and bill of sale.
- Make a Command Log Entry (CLE) with UMOS' name, tax, date acquired/purchased, name of who they got it from, and the gun's make, model, caliber, type and serial #.
- Put CLE page # on A/D-NYSP, sign it and return it along with the bill of sale to the UMOS.

UMOS

- Email A/D-NYSP *without social security* # (visible) to Firearms & Tactics Sec. (FTS), Acquisition Desk

Emailing a document with a Social Security # is a violation of the Privacy Act.

After FTS emails the UMOS back, confirming receipt of the A-D/NYSP

- UMOS inform the D.O. that the A/D-NYSP has been reviewed by FTS.
- D.O. put the FTS name in the margin of the original CLE.
- UMOS make appropriate entries on your 10-card.
- UMOS **hand deliver** the A/D-NYSP to FTS, Acquisition Desk within 3 business days.
 - PL 400 (“A” Misd): P.O. has 10 business days to notify NYSP (Acquisition Desk does this)

After FTS assigns an FTS Log Number (when you appeared up there in person)

- UMOS give a copy of the A/D-NYSP with the FTS Log # on it to the D.O.
- D.O. make **another** margin entry at the original CLE.

FTS will only give a Log# for a properly completed, original ink signature copy of A/D-NYSP.

Clerical Member

- File A/D-NYSP and Bill of Sale in member’s personnel folder.

Additional Data

Bosses in the field (investigating supervisors)

- A routine request for info on UMOS’ guns, call their permanent command.
- In an emergency, if the permanent command is closed, OR if a telephone inquiry may compromise an investigation, the Police Academy, FTS will supply information on a 24 hour basis.

If UMOS comes into the possession of a handgun and the owner is unknown,

- Request ID of the owner from SPIS.

If transacting with licensee of NYPD License Division

- Email the License Division at least 3 business days **prior** with;
 - UMOS name & tax; name, address, age & sex of other person, their Lic # and date issued,
 - Details of the gun (make, caliber, type, model & serial #), Reason for transaction.
 - Prior transfers (dates, to whom –include their address, gun info as above (make, serial #, etc),

Don’t let “3 business days” confuse you; dealing with the Lic Div has **nothing** to do with FTS or the A/D-NYSP form.

The Department gave you the gun, The Department can take it back;

- Since Nov 1, 1994, the Equipment Section purchased/reimbursed 9mm service weapons for UMOS.
- The Department retains the right to repossess and permanently retain these weapons as follows:
 - When a recruit or PPO resigns or is terminated OR
 - Any other MOS resigns/terminated under less than honorable conditions, as per Chief of Dept.
 - Above weapons voucher for safekeeping with this is the “Remarks” WEAPON IS NOT TO BE RELEASED WITHOUT WRITTEN AUTHORIZATION OF THE CHIEF OF DEPARTMENT.
 - C.O, Property Clerk forward report to Chief of Dept for any of these.

Service & off-duty firearms

- Must be new & purchased from an LFD –includes bought from a UMOS –can’t be service/off-duty.
 - Prior to authorization, Dept gunsmith must test **any** gun purchased to be a service/off-duty