

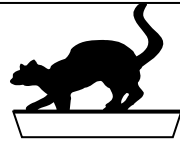


Personnel Issues:

- Hourly Rings - Record for all UMOS performing duty between 0200 and 0700 hours
- Monitor FINEST for messages affecting Command & Members of command.
- Make required notifications to MOS assigned to OR residing IN cmd
- Accept service of civil process & notify members of cmd ONLY when PRAA not working.
- Arrange meals and relief for personnel assigned to duty in cmd facility
- Supervise subordinate MOS in command
- Notify C.O. of important matters
 - Confer with **C.E.O.** re: trends observed/ other important matters
- **Watch the CAT P:**
 - **C**ommand Clerk, **A**tendant (Police Attendant), **T**/S operator, **P**atrol Wagon Operator
- Verify return roll call & supervise platoon sign out at end of tour.
- Write in your OWN handwriting in INTERRUPTED
PATROL LOG members of *platoon* entering cmd for any reason.
- Ensure steady sector cops, NCO/NCO sgt not used as backfill for pct assignments (shooting post, prisoner xport, hospital, patrol supervisor, D.O, etc.) or assigned out-of-precinct details during regular scheduled tours without permission of Bureau Chief, Chief of Dept or the PC
without permission of Bureau Chief, Chief of Dept or the PC

Conflict: 211-21 says D.O. accept regardless, (No mention of PRAA)

PPP C.E.O.
 ○ Commanding Officer
 ○ Executive Officer
 ○ Operations Coordinator



Forms, Logs & Reports:

- Examine, sign & forward forms and reports as required
 - Telephone Dispatch Log - Certify entries by signing after 4th hour and EOT
 - Maintain Telephone Record
 - Paychecks - Supervise distribution of and make appropriate command log entry
 - Consolidated Tour Report - Prepare every tour - attach to the desk copy of roll call.
 - Supervise entries made on Prisoner Roster, Supervise issuance of Summons Books.
 - Process application for Bail And Personal Recognizance

Department Property:

- Make sure a supervisor conducts investigation when a MOS is injured and/or Department property is damaged; submit reports regarding it.
- Safeguard radios & distribute giving priority based on nature of member's assignment.



- Check on repair, availability and distribution of field equipment (radios and emergency equipment & make entry in pertinent record)
- report defective gas pumps to FSD-Fuel Control
- Ensure US FLAG displayed sunrise-sunset each day.
- Promptly post changes that modify uniform of the day.

1st Platoon Specifics:

- Examine forms and reports prepared during previous 24 hours AND process as required
- Process summonses issued during prior 24 hours
- Verify Daily Vehicle Assignment Sheet.

Patrol Wagon:

- Assign qualified member to operate patrol wagon when civilian operator is not available.
 - If neither is available **request patrol borough** to assign operator.
- DO NOT assign patrol wagon operator any **duty outside stationhouse** without prior approval from **borough court section** concerned.
 - Assignments from Boro Court Section have priority over precinct assignments

Command Receptionist:

- Verify arrival & departure by signing PERSONNEL SCHEDULE AND TIME SHEET
 - Forward command receptionist reports as required.



Plain Clothed Units:

- DO NOT deploy SNEU/Anti-Crime/Peddler personnel unless a SNEU/Anti-Crime or Peddler supervisor is assigned directly and totally to their supervision.
- If a supervisor is not available, do not deploy SNEU/Anti-Crime/Peddler.

Computers:

- “Inspect all areas containing Department Computer systems at least once each tour and ensure that all systems are being used within Department guidelines and not damaged.”

219-14 Department Computer Systems

Desk Officer	Patrol Supervisor	MOS
<ul style="list-style-type: none"> • Check computers at least once a tour • Report misuse or damage to C.O. AND ICO 	<ul style="list-style-type: none"> • Check MDTs frequently • Report misuse or damage to C.O. AND ICO 	<ul style="list-style-type: none"> • While using • Report misuse or password compromise to DESK OR ICO

Email

- Check command email frequently throughout tour, immediately after the start of tour and during 4th hour of tour and record checks in the Command Log.
- Ensure important/actionable info relayed to outgoing platoon/appropriate cmd personnel as required



- Notify Intell’s Criminal Intell Section promptly of Major Incidents; **HALT BIG RPGs:**
 - **Homicide, Assault with 3s;** shot, stab, slash, **LODI** (crime results in serious injury to MOS, Trap in vehicle, regardless if there’s anything in it or not.
 - **Burglary arrest, Home Invasion** (arrest or not), **Gun arrest**
 - **Robbery arrest, Pattern crime arrest, Gang incident, Significant seizures**

...of just about anything; Contraband, money, drugs, fireworks and anything deemed appropriate by C.O. Intell and/or Command C.O.

Prior to being relieved at EOT, make Command Log entry with;

- ID, condition & location of any MOS injured during tour
- Location and time of any *confirmed* shots fired jobs, any 10-13 or 10-85s called during tour
- Open missing persons requiring follow up (include ID, age and residence)
- Hospitalized prisoners and their locations, any fixed posts that require relief.
- The number of 61s, TRIs & PARs pending sign-off &
- Other pertinent info as required (ex; RMP went OOS during the tour).

202-17 Patrol Supervisor

- Report to D.O. at start of tour for entry in Command Log as present for duty.
- Sign Return Roll Call at EOT
- Patrol Command in uniform equipped with portable radio, as directed
- Supervise all police field operations in your command
- Inspect Dept vehicles for platoon.
 - Use Automatic Vehicle Location (AVL) feature in DAS to monitor location of RMPs during tour to enhance safety of MOS and ensure proper delivery of police services.
 - If AVL not working, call ITB Help Desk, make TR entry & tell D.O. you called.
 - Do not put RMP out of service for inoperable AVL unless IAB or ITB Service says to.
- Test MOS knowledge of Conditions. On 1st Pltn, visit various locations at different times.
- Visit foot post/RMP frequently/irregular interval & indicate visit by signing member’s A/L.
 - maintain your own A/L and enter the **ANT** of cops you visit; **A**=Assignment, **N**=Name, **T**=Time.
- Supervise MOS performance. When RMP no longer needed, direct units to resume patrol
- Hospital/Special Posts @ least once per tour



Radio Runs:

- ENSURE MOS pick-up and respond to R/R as directed
- Respond to *any* involving: **Weapons, Emergencies, Burglaries, Serious crimes**

Investigations:

- Conduct/submit reports for:
 - MOS Injured
 - Damage to Department Property

Notifications/Consultations:

- Notify T/S of meal location (Relieve D.O. for meal when designated).
- To Commanding Officer; Report dereliction of duty AND Recommend *in writing* MOS for special assignment, or precinct assignment
- To CO/XO/D/O/Plt Com/Ops. Coord: discuss matters of mutual importance/ trends observed.
- To D/O or Plt Com, inform of *current* matters of importance.
- Ensure steady sector cops, NCO/NCO sgt not used as backfill for pct assignment (shooting posts, prisoner xport, hospital post, patrol supervisor, D.O, etc.) or out-of-precinct details during regular scheduled tours without permission of Bureau Chief, Chief of Dept or the PC

Driving Habits:

- Evaluate/correct MOS of pltn.
- Instruct Scooter Ops to report to D.O/Pltn Cmndr for assignment in dangerous weather/road conditions)

Roll Call:

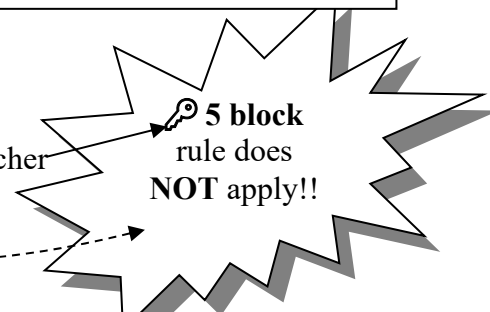
- Conduct **if** D/O or Plt Cmndr tells to do so.

Officer Profile Report

- Review, sign, make entries & deliver to Platoon Commander for review by 5th day for previous month.

202-24 Motor Scooter Operator

- Do not respond to radio runs unless specifically directed by radio dispatcher



The reason we say that here is because 202-22, duties of **RMP Operator**, Step 7 says; “Respond to messages of serious police emergency **within 5 blocks** even if messages are directed to another car, regardless of sector, pct and borough boundaries. This is one of those places in the Guide where they will try and mix you up.

Imagine this as an answer choice on test day;

Which of the following is an incorrectly stated duty for the Scooter Operator?

- A) Respond to messages of serious police emergency within 5 blocks, regardless of pct, boro, etc boundaries (and there’s your answer –that would be tricky on test day).



Get Scooter Training when:

- Involved in *scooter* collision.
- Have not operated in 6 months & being considered for assignment to scooter duty.
- Have operated for 1-year BUT haven't gone to refresher course.

Operation:


- Inspect scooter and enter in ACTIVITY LOG the **COG** (Condition, Odometer, Gas)
- Drive 2 & 3-wheeled scooters at a slow, safe rate of speed
- Headlight on at all times.
- Report to S/H **by telephone each hour** or during emergencies as directed by C.O.
- Don't chase motor vehicles in a scooter
- Don't be assigned on expressways or parkways.
- Check road conditions of post; make ACTIVITY LOG entry immediately after arrival on post.
- Request reassignment when original assignment is hazardous (i.e., spillout)
- 3-Wheels use siren and roof lights when necessary.
- Obey traffic control devices.
- Only when assigned, licensed, & qualified by Department.

3 Wheels

- Max 20 mph BUT
- May be used in moderate rain/fog.
- May be used below 32°


Do NOT use scooter when,

- **Any** precipitation causes slippery ground.
- Patches of ice or snow remain from previous storm.
- High winds interfere with control of the scooter.
- Temperature falls below 32° (0° C)

202-17 Patrol Supv.
 Send Scooter Operator to D/O or Platoon Commander for reassignment

Uniform for scooter patrol:

- Both scooters wear reflective belt during hours of darkness.
- Wear helmet and visor (visor NOT required for 3 wheel)

 **203-05 Wear disorder/scooter helmet:**

- On Scooter
- At Own discretion when there's no Boss
- At Boss' discretion when s/he's there
- Conditions Warrant

**Turn the page for some final "Key Notes" on
202-24 Scooter Operator**



All Scooters	
<u>Dos</u>	<u>Donts</u>
Headlights & Helmets ○ On at all times	Pursuits ○ Never
Wear reflective belt ○ During hours of darkness	Expressways/highways ○ Never <i>be assigned to</i>
	Radio runs ○ Don't respond unless directed by dispatcher
	High winds, Ice on road, Slippery ground ○ Never

Technically, it doesn't say not to **drive** on them!!

	2 wheel scooter	3 wheel scooter
Operate more than 20 mph	Yes	No
Operate less than 32°	No	Yes
Wear helmet's face shield	Yes	No
Rain or fog	No	Yes, in <i>moderate</i> rain or fog