

Excerpts from The Key I.O. Recap of 2019

I.O. 10 (212-125 NEW) Crime Victim Assistance Program (CVAP)

Two New Actors

CVAP Advocate

- Crime victim & domestic violence advocate; provides support to victims after crimes are reported.
- Works *for* SafeHorizon, works *in* Pct/PSA.

Community Assistant

- CMOS who is a clerical assistant to the CVAP Advocate.

The Steps

Operations Coordinator

- Supervise command CVAP (Crime Victim Assistance Program) (**PRAA** assists in this supervision).
- Confer with Police Academy Vest Unit to procure protective vest for CVAP Advocate.
 - Comply with 204-18 & 204-19 re; Vests and store vests in a secure location, as appropriate.
 - Direct CVAP Advocate (CVAPa) to wear vest while on visits with DVOs or NCOs.
 - CVAPa *doesn't* go on visits where there's an open 61 or a wanted perpetrator may be present.

Desk Officer

- Make a CLE for the CVAPa when PFD, EOT & when they leave/return to Pct/PSA for *any* reason.

Community Assistant

- Report to desk at commencement and end of tour & advise when leaving command for *any* reason.
- Review 61s and DIRs in FORMS at beginning of tour.
 - Print 61s & DIRs and deliver to CVAP daily (except sex crimes and crimes with child victims)
- Send outreach letters to crime victims, as appropriate.
 - Create and update a spreadsheet with 61 #s and when & where outreach letters were sent.
 - Send spreadsheet to borough designee weekly.
- Answer telephone in CVAP office promptly, stating in a courteous manner, command, Crime Victim Assistance Program, rank/title, surname, and, "May I help you?"

Domestic Violence Sergeant

- Ensure CVAPa accompanies DVO or NCO on home/other visits (except if open 61 or wanted perp).
- Liaise with CVAPa when referral to social services or other assistance is needed.
- Coordinate community outreach with CVAPa

UMOS

- Refer victims to CVAPa directly as appropriate & give CVAP handout explaining available resources.

Commanding Officer: Sign outreach letters as appropriate (designate X.O. to sign when unavailable).

Now for a practice question based on this new procedure.

1. You are newly promoted Sergeant Hammond, assigned as the desk officer on the second platoon in Police Service Area 7 in the Bronx. At approximately 0755 hours, Denise Rogers, the PSA's Crime Victim Assistance Program (CVAP) Advocate arrives for work. Ms. Rogers checks in with you at the desk and informs you that she is working an 8 x 4 tour. After exchanging pleasantries with Ms. Rogers, in accordance with Patrol Guide Procedure 212-125, "Crime Victim Assistance Program (CVAP)," you make a command log entry of her presence. Just as you finish the entry, PAA Jackson, the Community Assistant to Ms. Rogers, approaches the desk to inform you that he is also present for an 8 x 4 tour. According to the Patrol Guide, which of the following, is your most correct duty?
 - A) Notify the Operations Coordinator that the CVAP Advocate and her assistant are present for duty.
 - B) Make a command log entry that PAA Jackson is present for duty.
 - C) Ensure that CVAP Rogers wears a ballistic vest if she accompanies the DVO or NCO on a home visit.
 - D) Make a command log entry that CVAP Advocate Rogers is present for duty.

Ans: D) That's right, you make a CLE for the non-MOS but don't make one for the MOS!

- Nothing says it would be wrong to make the entry for the PAA, it's just not a step in the procedure whereas making the entry for the Advocate *is* a step in the procedure.
- Think of it this way; the question asked, which is 'most correct.' Although making the entry for the PAA may not be *incorrect*, making the entry for the Advocate is *more* correct. I don't like the way that sounds either but, get used to it, that is how they ask questions on the test!

Okay, here are The Keys to this new procedure

- The new position that is the focus here (CVAP Advocate) is *not* an employee of this Department.
- BUT, the secondary position created here (Community Asss't) *is* an MOS... now watch what happens;

Desk Officer Duties

- Very, very often in the P.G. an MOS is told to report to the D.O. at the start of their tour and again at EOT.
- Then, the D.O. is told to make a CLE (Command Log Entry) documenting such.
- Here, the Community Assistant is told to report to the D.O. at the start & end of tour but, the D.O. is NOT told to take that usual step of making an accompanying CLE!!
- Now check this out; the CVAP Advocate is not told anything in this procedure!! They don't work for us; they have so steps at all in the new 212-125 but; the D.O. is told make a CLE when *they* arrive at start and end of tour!

Bottom line –day of the test;

- D.O. do *not* make a CLE for the MOS who reports to you but *do* make one for the non-MOS who doesn't!

I.O. 14 (203-30 NEW) Facial Hair Policy

SSD = School Safety Division
TED = Traffic Enforcement Division

UMOS and SSD/TED who are authorized to wear a duty uniform.

- Keep sideburns closely trimmed and not extending below bottom of earlobe.
- Have mustache neatly trimmed, not extending beyond, nor drooping below corners of mouth.
- Do not grow a beard, with 3 exceptions:
 1. **Religious:** Written approval from EEO Division (EEOD) for sincerely held religious belief.
 2. **Medical:** Written approval from the Police Surgeon concerned for a medical condition.
 3. **Nature of Assignment:** Written approval from C.O based on nature of assignment.

1. Religious

- Gets a new ID Card!
- MOS prepare and submit to EEOD, the form; REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES
- EEOD reviews and approves on a case-by-case basis. EEOD will instruct and direct MOS;
 - Ensure hair doesn't cover BWC or identifying items (shield, nameplate, collar brass, etc.)
 - Report to Shield, ID/Retirement Unit for new ID Card noting the accommodation.
- May grow facial hair up to ½ inch and NO Goatee, Designer, Chinstrap, Display; word, pattern, etc.
 - Additional length may be requested –must be approved by EEOD.

2. Medical

- Temporary, NO new ID Card, exemption must be renewed every 6 months.
- Report to District Surgeon to be evaluated & provide appropriate medical documentation.
- May grow facial hair up to ½ inch and NO Goatee, Designer, Chinstrap, Display; word, pattern, etc.
 - No exception to length **and** it's only for **6 months**, must get extension from District Surgeon.
 - Surgeon makes SHAVING RESTRICTION FORM in RAPNET

RAPNET: App on LAN where a boss can look up Medical & Religious exemptions by running Tax #.

3. Nature of Assignment

- Approved in writing by C.O. –Temporary, C.O. ensures they are clean-shaven when in uniform.
- The two restrictions re; Goatee, Designer, etc or length ~~½ inch~~ are NOT mentioned here.

ICO

- Maintain copy of final determination (for Beard or Hat)* of REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES in MOS' personnel folder
- Maintain (does NOT say copy) SHAVING RESTRICTION FORM in MOS' personnel folder.

Commanding Officer

- Ensure MOS complies with provisions of religious (for Beard or Hat)* or medical exemption.
- Ensure MOS with exception based on nature of assignment is clean shaven when in uniform.

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

Includes, but is not limited to, sub-units of SOD, Counterterrorism, Forensic Investigations, etc.

- Facial hair against OSHA regs so if you can't train/deploy with a mask, you can't work in those units.
- May apply but, if accepted, must shave. If already assigned, will be reassigned or transferred.



Commanding Officer, Designated Unit

- Notify applicant of need to shave & reason. Ensure necessary transfers are made.

I.O. 15 (203-31 NEW) Religious Head* Covering

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

- MOS prepare and submit to EEOD, the form; REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES.
- EEOD reviews and approves on a case-by-case basis. EEOD will instruct and direct MOS;
 - EEOD will notify you and your C.O. in writing of decision.
 - 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/Retirement Unit for new ID Card noting the accommodation.

Same form, made by MOS, for both Beard & Hat

- **REASONABLE ACCOMMODATION REQUEST FOR RELIGIOUS PRACTICES OR OBSERVANCES**

Now a practice question on the above procedure.

2. You are the patrol supervisor on the third platoon in the 94 precinct. As you prepare the platoon to be inspected, you notice three members, all in uniform, wearing beards. They are;
- P.O. Myers who is assigned to Anti-Crime has a 2 inch long goatee. The Anti-Crime Sergeant is not working and Myers is assigned to a Robbery Auto in uniform but claims an exemption based on the nature of his assignment.
 - P.O. Bossun has a beard, approximately 3 inches in length and states he has a religious exemption.
 - P.O. Maddux has a beard, approximately ½ inch in length and states he has a medical exemption.

Evaluate the following statements and choose the least correct one;

- A) The length of P.O. Bossun’s beard may be acceptable, depending on his exemption and P.O. Myers must be clean shaven while in uniform and both exemptions can be verified by accessing RAPNET on the LAN.
- B) P.O. Maddux’ beard is an acceptable length if his exemption is valid, and the validity of Maddux’ exemption can be verified by accessing the RAPNET on the LAN.
- C) P.O. Bossun should have filled out the exemption form himself whereas P.O. Maddux’ exemption form should have been filled out by the Surgeon.
- D) The validity of both Bossun and Maddux’ exemptions can be verified by accessing RAPNET on the LAN.

Ans A) There are three pieces to this choice, the first two are correct but the last piece is wrong; It is true that the length of Bossun’s beard may be good because the religious exemption may allow length beyond ½”. And although it’s true that Myers must be clean shaven while in uniform it’s NOT true that his exemption can be found on RAPNET

Key Notes

- First, study the table below as often as you can between now and test day.
- Spend 20-30 minutes on it initially and maybe 2-3 minutes thereafter.
- Then, on test day, if you get a question like this, try and recreate the table as best you can on scrap paper and fill in the names of the players. Then you can go to the 4 choices with some confidence.

Key Recap, 203-30							
Type	Approval	Type	Form	RAPNET	New ID?	Length	Time
Nature of assignment	C.O.	Goatee, etc. OK	No form	NO	NO	No restriction	No time restraint
Religious	EEOD	Goatee, etc. N.G.	MOS makes	Yes	Yes	½” maybe more	No time restraint
Medical	Surgeon	Goatee, etc. N.G.	Surgeon makes	Yes	NO	½” only	6 months, may renew