



DESK OFFICER

P.G. 202-14

Effective 08/19/15

1. Sign name and time in Command Log when assuming desk officer duties and at end of tour
 - a. Enter the names of sergeants and lieutenants in the Command Log as present for duty at the start of their tours
2. Perform duty in uniform
3. Be responsible for **all** police operations within command during tour
4. Check command **email** frequently throughout tour
 - a. Checks are **required** immediately after the start of tour and again during the fourth hour of tour. Record checks in the Command Log ☆*you will check it “frequently” as per step 4 AND you MUST also check it immediately after start of tour and again in the fourth hour* ☆
 - b. Ensure important or actionable information is relayed to the outgoing platoon or appropriate command personnel, as required
5. Visit all areas of the command facility at least once each tour
 - a. Personally check both female and male restrooms and locker rooms for any structural defects that would permit visual access by persons located outside these private areas, and take immediate corrective action to rectify any such condition, when circumstances dictate
 - b. Inspect command for display of any offensive material
6. Sign out in Command Log when leaving desk area for any reason, e.g., personal necessity, meal, inspection of command facility, and sign in upon return
When there is more than one patrol supervisor working on patrol, one will relieve the desk officer for meal. Meal relief is not considered an emergency. Police officers will not be assigned to desk duty
7. Supervise arrest processing
 - a. Periodically inspect the arrest processing area and ascertain number of prisoners on hand and length of time in command
 - b. Reassign personnel as necessary
8. Question arresting officers regarding circumstances of arrest (i.e., details of occurrence, use of force, evidence recovered, determination of charge, etc.)
9. Inspect the property locker and all areas within command where invoiced property is being held at the commencement of each tour
 - a. Conduct “Physical Inventory” of property utilizing the Property and Evidence Tracking System
 - b. Inspect seals on all plastic and jewelry security envelopes present for tampering and conduct immediate investigation if seal is violated
 - c. Inspect Property Clerk Division seals on all street vendor property bags and compare their serial numbers with those serial numbers listed on the PROPERTY CLERK INVOICE.



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- d. Enter results of inspection of invoiced property and Property Clerk Division seals in Command Log by documenting the “Physical Inventory” number ascertained from the Property and Evidence Tracking System. Make a separate entry indicating any INVOICES stored within the command in excess of thirty days, listing each PROPERTY CLERK INVOICE number
 - e. Notify the operations coordinator of the number of PROPERTY CLERK INVOICES stored within the command in excess of thirty days and expedite delivery of the invoiced property to its final storage location
 - f. Safeguard key and invoiced property during tour
 10. Certify to accuracy and completeness of entries in Command Log concerning vouchered property
 11. Make required adjustments at roll call and finalize as per ARCS procedures
 - a. After platoon is posted record post changes in the Command Log and on front of ROLL CALL as they occur
 12. Conduct roll call and, in the absence of a lieutenant platoon commander, inspect uniforms and equipment of members of outgoing platoon, question member’s knowledge of command conditions, and ensure familiarity with integrity concerns
 13. After roll call, log into the Domain Awareness System (DAS) and correlate vehicle information to daily sector assignments
 - A If a device is not functioning, contact the Information Technology Bureau (ITB) Help Desk for further instructions
 - (1) Make an entry in the Telephone Record regarding notification
 - (2) Inform the patrol supervisor of notification made to ITB Help Desk
 14. Notify patrol supervisor of reassignment of members returning from court or other details
 15. Maintain Command Log
 16. Interview visitors entering command
 17. Monitor FINEST for messages affecting command or members of command.
 18. Supervise performance of:
 - a. Command clerk
 - b. Telephone switchboard operator
 - c. Attendant
 - d. Patrolwagon operator
- ☆Acronyms: **CAPT** or **PACT**. Cross out the one you won’t use ☆*
19. DO NOT assign attendant any duty requiring them to leave cell block while prisoners are lodged therein
 20. Supervise entries made on PRISONER ROSTER *☆The D.O. does not make the entries himself—he supervises it ☆*
 21. Examine and sign forms and reports as required
 22. Process summonses issued during previous twenty-four hour period when performing duty with first platoon
 23. Supervise issuance of summons books
 24. Process application for bail and personal recognizance
 25. Verify return roll call
 - a. Supervise platoon sign-out at end of tour



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26. Enter in Interrupted Patrol Log identity of all members of platoon entering command for any reason *☆references only members of the platoon, not MOS from outside units ☆*
27. Certify entries in TELEPHONE DISPATCH LOG by signing the LOG after 4th hour and at end of tour *☆you are checking email ON the fourth hour as per step 4a; here you sign the log AFTER 4th hour... ☆*
28. Record hourly rings for all uniformed members performing duty between 0200 and 0700 hours
29. Maintain Telephone Record
30. Operate and monitor base radio
31. Arrange meals and reliefs for personnel assigned to duty in command facility
32. Ascertain that supervisor conducts investigation when a member of the service is injured and/or Department property is damaged and submit required reports in connection therewith
33. Make required notifications to members of the service assigned to or residing within command
34. Supervise distribution of paychecks and make appropriate Command Log entries
35. Notify commanding officer of important matters, i.e., unusual arrest or occurrences and important messages or conditions requiring personal attention
36. Promptly notify the Intelligence Bureau's Criminal Intelligence Section of major incidents i.e., homicides; assaults involving shootings, stabbings or slashings; home invasions; crime resulting in serious injury to members of the service, significant seizure of contraband, drugs, money, or fireworks; burglary, robbery, firearms, shooting, or pattern crime arrests; gang incidents; hidden compartments (traps) in specific vehicles and any other special circumstances deemed appropriate by the Commanding Officer, Intelligence Bureau and/or precinct/PSA/transit district commanding officer
37. Confer with commanding officer, executive officer, and operations coordinator concerning any trends observed or other matters of importance *☆you will confer with all 3. On test day if they have you conferring with the XO, you WILL still confer with the ops coordinator and CO ☆*
38. Safeguard and distribute portable radios giving priority to nature of member's assignment
39. Check on repair, availability and distribution of field equipment, i.e., portable radios and emergency equipment and make entries in pertinent records
40. Examine reports and forms prepared during previous twenty-four hours and process as required when performing duty with the First Platoon
41. Forward reports or forms to Departmental units or other commands
42. Ensure that the United States flag is displayed properly between sunrise and sunset on each day *☆daylight hours, don't get fooled by a word order reversal; sunset to sunrise is when the Police Attendant turns on the green light, as per 202-40 ☆*



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43. DO NOT permit unauthorized person behind desk except the following persons when performing their official duties:
- | | |
|---------------------------|-------------------------------------|
| a. Members of the service | d. Corporation Counsel or assistant |
| b. Judicial Officers | e. Comptroller or assistant |
| c. M.E. or assistant | f. District Attorney or assistant |

*For “Members of the Service” test writers could use obscure Department titles like “Attorney for the Department Advocate” or “Department Accountant” or “Department Chemist”--these titles ARE members of the service!
Also, the above list of people can’t just come behind the desk anytime they want, they have to be “performing their official duties”*

Notice that “Judicial Officers” don’t have “or assistant.” The remaining actors have “or assistant” They are: Think “2 CD’s”

2 CD’s
*Corp. Counsel
Doctor (Medical Examiner)*

*Comptroller
District Attorney*

Or think: Doctor for the CDC

*Doctor (Medical Examiner)
Comptroller
DA
Corp. Counsel*

Cross out the acronym you won’t use.

44. Accept service of civil process for member of command and notify member concerned, when principal administrative associate not performing duty ☆*The D.O. only performs this when the PrAA is not present* ☆
45. Assign qualified member to operate patrolwagon when civilian operator is not available If neither is available in command, request patrol borough command to assign operator
46. DO NOT assign patrolwagon operator any duty outside stationhouse without prior approval of borough court section concerned. (Assignments from borough court section concerned have priority over precinct assignments)
47. Verify arrival and departure of command receptionist by signing Personnel Schedule and Time Sheet
48. Forward command receptionist program reports as required
49. Supervise subordinate members of command
50. Lieutenant platoon commanders serving as desk officers will evaluate effectiveness of command patrol assignments.



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51. DO NOT deploy SNEU/Anti-Crime/Peddler Enforcement personnel unless a SNEU/Anti-Crime/Peddler Enforcement supervisor is assigned directly and totally to their supervision *☆can't be just any supervisor, must be one of these three supervisors only☆*
52. Ensure that meals assigned to supervising officers performing duty are scheduled so that a supervisor is on patrol at all times
53. Notify telephone switchboard operator of all post changes
54. Report defective gas pumping equipment to Fleet Services Division, Fuel Control
55. Promptly post any messages which modify the "Uniform of the Day"
56. Prepare DAILY VEHICLE ASSIGNMENT SHEET on each tour. Maintain SHEETS for the current month on a clipboard behind the desk
 - a. Verify DAILY VEHICLE ASSIGNMENT SHEET when performing duty with the first platoon
 - b. Have completed SHEETS filed after each month
57. Prepare PRECINCT CONSOLIDATED TOUR REPORT on every tour and attach to the desk copy of the ROLL CALL
58. Inspect all areas containing Department computer systems at least once each tour and ensure that all systems are being used within Department guidelines and are not damaged in any way
59. Make required entries on Roll Call Adjustment and corresponding changes on desk copy of ROLL CALL prior to the start of the incoming platoon
60. Make Command Log entry prior to being relieved at end of tour. Entry must include:
 - a. Identity, condition and location of any member of the service injured during the tour
 - b. Location and time of any confirmed shots fired jobs
 - c. Location and time of any 10-13 or 10-85 radio runs called during the tour
 - d. Open missing persons cases requiring follow up and include identity, age and residence
 - e. Hospitalized prisoners and their locations
 - f. Any fixed posts that require relief
 - g. Number of COMPLAINT REPORTS pending sign-off
 - h. Other pertinent information, as required

Note:

The final entry serves as a written resource for the relieving desk officer for information about notable incidents and postings that affect personnel deployment. Sample final entry: "Sgt. Smith off desk. No MOS injured during tour. No shots fired/10-13's/10-85's to report. One missing person: Jones, Sally, F/16, 1808 3rd Ave, #16H. One hospitalized prisoner at Lincoln Hospital E.R. – needs relief. DOA at 123 Main St. #12B– needs relief. Two complaint reports pending sign-off. RMP #1234 placed out of service (mechanical) at 1300 hours."



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TAKEAWAYS

The desk officer is responsible for the three “P’s”: **Prisoners, Property, and Personnel** within the stationhouse

Notifications:	
<i>CO of important matters</i>	<i>“Report” to Fleet Svcs. defective pumps</i>
<i>Ops Coordinator of # of Invoices stored in excess of 30 days</i>	<i>“Contact” ITB if DAS is not working</i>
<i>Patrol Supv. of reassignment of members returning from court/details</i>	<i>“Inform” Patrol Suv. of notif. to ITB</i>
<i>TS of post changes</i>	<i>“Confer” with CO/XO/OPS concerning trends & matters of importance</i>
<i>Required notification for MOS assigned to or residing within command</i>	<i>“Relay” to outgoing Plt./other important/actionable items</i>
<i>INTEL CIS of major incidents</i>	<i>“Request” from Patrol Boro patrolwagon operator when none available</i>



COURTESIES

P.G. 203-02

Effective 08/1/13

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.

☆The PC and Deputy Commissioners are the only ones who get saluted in civilian attire. Chiefs down to sergeants have to be in uniform to get a salute. This step includes saluting Department Surgeons and Chaplains when they are in uniform since they have the assimilated rank of Inspector as per 203-01 step 2 ☆

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. *☆like when you're carrying barriers or you're writing a summons, etc ☆*
6. Remove hat and stand at attention in office of Police Commissioner, deputy commissioner or member above rank of lieutenant *☆It's all the people that have to be saluted minus sergeants and lieutenants ☆*
7. Order "Attention" when member above rank of captain enters room unless otherwise directed.



COURTESIES

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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 his/her 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.

☆204-17 Mourning Bands—Here are the similarities: For LOD deaths and the member is from your command, it's from time of death until 10 days after: Funeral for Flag and Death for mourning bands. Technically, this means that if the LOD funeral is 11 days after death, members of that command won't wear the mourning band—as silly as this sounds! LOD death and member is NOT from your command, it's time of death until day after funeral for flag and day of for mourning bands ☆

- e. Other members, Police Commissioner or a deputy commissioner -as directed by the Police Commissioner or Chief of Department.



VIOLATIONS SUBJECT TO COMMAND DISCIPLINE

P.G. 206-03

Effective 4/2/15

PURPOSE

To inform members of the service (uniformed and civilian) of the violations of Department regulations which may be adjudicated by command discipline.

PROCEDURE

When any of the following violations are brought to the attention of a commanding/executive officer, the commanding/executive officer concerned may initiate command discipline:

SCHEDULE “A” VIOLATIONS

1. Absence from meal location, post or assignment
2. Failure to sign return roll call
3. Failure to signal or signal improperly
4. Improper uniform or equipment
5. Failure to maintain neat and clean personal appearance
6. Omitted ACTIVITY LOG entries
7. Omitted entries in Department records, forms or reports
8. Failure to submit reports in a timely manner
9. Failure to make proper notifications
10. Smoking as prohibited
11. Unnecessary conversation
12. Failure to lock an unguarded Department vehicle
13. Loss of IDENTIFICATION CARD
14. Reporting late for duty
15. Carrying packages, newspapers or other articles as prohibited while in uniform or Department vehicle
16. Failure to notify supervising officer when leaving post for Department or personal necessity
17. Failure to make routine inspections and surveys as required
18. Unauthorized person riding in Department vehicle
19. Failure to notify commanding officer when address, telephone number, or social condition changes
20. Using any electronic/digital device (e.g., personal gaming device, MP3 player, personal digital assistant, Bluetooth headset, etc.) while on duty

Note: A cellular phone is authorized to be used by members of the service when conducting official Department related business, or on an assigned meal, or as otherwise authorized by competent authority. The cellular phone must be carried in a concealed manner that does not interfere with authorized equipment.

21. Loss of summons or loss of summons book
22. Failure to have locker secured or properly tagged
23. Failure to sign in or out of court



VIOLATIONS SUBJECT TO COMMAND DISCIPLINE

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- 24. Failure to perform duties in connection with court appearances
- 25. Failure to properly perform or improperly perform patrol or other assignment
- 26. Failure to present required firearms to the range officer at firearms training cycle
- 27. Obvious neglect of care of firearm(s)
- 28. Failure to attend a training cycle (firearms included)
- 29. Failure to maintain live, authorized ammunition in authorized weapons (includes having the required maximum amount of ammunition in the weapon)
- 30. Illegal parking of Department or private vehicle(s)
- 31. Use or display of Vehicle Identification Plate, NYPD Restricted Parking Permit, Headquarters Annex Parking Permit or any other Department issued vehicle parking permit while off duty or while not on official Department business (a.) Failure to return any Department issued vehicle parking permit when assigned to the Military and Extended Leave Desk, when transferred or when the permit expires
- 32. Failure to make a timely notification to the Sick Desk and command, as required
- 33. Failure to comply with proper driving rules and regulations
- 34. Unauthorized use of Department telephones
- 35. Any other minor violation that, in the opinion of the commanding/executive officer is appropriate for Schedule A command discipline procedure.
- 36. Reporting present for duty before the start of the regular tour without prior authorization from a supervisor of a higher rank.

SCHEDULE “B” VIOLATIONS

- 1. Loss of shield
- 2. Failure to safeguard prisoner
- 3. Loss of Department property
- 4. Failure to respond, report disposition promptly or acknowledge radio calls directed to member’s unit
- 5. Bringing alcoholic beverages into a Department facility or vehicle unless it is within the scope of an assignment
- 6. Loss of ACTIVITY LOG
- 7. Failure to give name and shield number to person requesting
- 8. Any other violation, which, in the opinion of the commanding/executive officer **and** after notification to the patrol borough adjutant and consultation with the Department Advocate, is appropriate for Schedule “B” command discipline procedure.

BORN LOST

BORN
 Bringing Alcohol
 Other
 Radio (failing to acknowledge)
 Name (failure to give name and shield)

LOST
 Lost:
 1. Shield
 2. Prisoner
 3. Department Property
 4. Activity Log



VIOLATIONS SUBJECT TO COMMAND DISCIPLINE

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Effective 4/2/15

***Additional Data:** The above violations may not be processed as command discipline if the violation is aggravated by conditions that make it inappropriate for disposition by command discipline or if member concerned requests a Department trial.*

The Department Advocate's Office is available to provide field commanders or internal investigation units with advice concerning charges and specifications, command disciplines, suspensions, and/or arrests of members of the service (uniformed or civilian).

When it has been determined that disciplinary action should be taken for the loss of or failure to safeguard a firearm, a consultation with the Department Advocate's Office will be made to determine appropriate disciplinary action.

A commanding/executive officer must confer with the borough adjutant, prior to adjudicating a third command discipline for the same member within a six month period, to determine if charges and specifications should be instituted. If charges are appropriate, a consultation with the Department Advocate will be necessary for final approval of charges and specifications.

Takeaway

Glance at Schedule "A" but know Schedule "B" well; generally, this is where the questions come from.

Loss of Department property is a Schedule "B" with 2 exceptions:

1. Loss of ID Card
2. Loss of summons or summons book

These 2 are schedule "A"