

EXHIBIT D



LESSON PLAN COVER SHEET

COURSE: BASIC RECRUIT COURSE	TRAINEE LEVEL: RECRUIT OFFICER
LESSON: PATROL OPERATIONS / INTERIOR PATROL	TIME REQUIRED: APPROXIMATELY 9 HOURS
PREPARED BY: NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT	DATE PREPARED: SEPTEMBER 2003
REVISED BY: SGT AARON LAI, NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT, SPECIALIZED TRAINING SECTION AND OFFICE OF DEPUTY COMMISSIONER OF LEGAL MATTERS	DATE REVISED: DECEMBER 2014
REVIEWED BY: LT CHRISTINE SEPPA, NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT	DATE REVIEWED: DECEMBER 2014
APPROVED BY: : LT CHRISTINE SEPPA, NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT	DATE APPROVED: DECEMBER 2014
TRAINING NEED: ENTRY LEVEL POLICE OFFICER TRAINING	
INSTRUCTIONAL GOAL: The recruit officer will be able to understand the manner in which the Department provides protection and service to the public is mainly through the work of the patrol force. The recruit officer will also learn to conduct encounters with public housing residents and guests with courtesy and respect and in compliance with all state and federal laws.	

LESSON: PATROL OPERATIONS**INSTRUCTOR
CUES:****LEARNING OBJECTIVES:**

At the completion of this lesson the student will be able to:

- A. Describe the events which occur at roll call.
- B. Identify and discuss Precinct and Transit Patrol.
- C. Explain the proper procedure for interior patrol and its legal implications.
- D. Describe the purpose and rationale for conducting interior patrols within Housing Authority property.
- E. Describe the importance of proper interactions between police officers and Housing Authority residents and guests.
- F. Explain the revision to Patrol Guide section 212-60, "Interior Patrol of Housing Authority Buildings."
- G. Identify situations when an officer (a) may legally approach or stop someone on NYCHA property, and (b) when an officer should prepare a "Field Report."
- H. Identify situations when an officer may legally stop someone for trespass-related crimes on NYCHA property and complete a UF-250 form.
- I. Identify situations when an officer may legally arrest someone for trespass-related crimes on NYCHA property and complete a Trespass Crimes – Fact Sheet.
- J. Identify situations when an officer encounters someone in a restricted area of NYCHA property and the proper actions to take in those situations.
- K. Explain the consequences of failing to adhere to the law in regard to stopping or arresting persons on NYCHA property.
- L. Explain the procedures to take when confronted with a disabled elevator, defective door lock or intercom, or missing or defective signs.
- M. Identify the circumstance when a Field Report will be prepared.
- N. Explain the NYCHA Trespass Notice Program.
- O. Discuss Supplementary procedures involving patrol operations.
- P. List the required Activity Log entries at the beginning and end of tour.

LESSON: PATROL OPERATIONS		INSTRUCTOR CUES:
METHOD OF PRESENTATION: Lecture, Question & Answer, Group Discussion		CLASSROOM REQUIREMENTS: Formal Classroom Seating
METHOD OF EVALUATION: Quizzes		
STUDENT MATERIAL: Notebook And Pen, Student Guide, Patrol Guide, Penal Law		
TRAINING AIDS, SUPPLIES, EQUIPMENT: Computer and Monitor, PowerPoint, DVD "Preventing Friendly Fire, Prod# 09-035"		BIBLIOGRAPHY: NYPD Police Student's Guide NYPD Patrol Guide NYS Penal Law

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p style="text-align: center;"><u>INTRODUCTION</u></p> <p>Imagine it is 1:30 a.m. and a person is riding the subway home from a ballgame that went into extra innings. They feel a little nervous about being in the enclosed subway car all by themselves. At the far end of the car they hear the doors open and in walks a police officer patrolling the train. All of a sudden they feel their anxiety disappear and they start to relax. This experience is shared by thousands of New York's citizens every day. Whether it's in the subway, on a jogging path in central park, or on a street corner in Queens, the NYPD's patrol force makes New Yorkers feel safe.</p> <p>Over the past fifteen years we have seen a historic drop in crime in New York City. Many factors have contributed to this, but one fact cannot be disputed, the men and women who walk a foot post or cruise a patrol sector are no doubt the root cause of this drop in crime. A key element in crime prevention is police officers' relationships with community members, who are valuable sources of information and assistance. It is, therefore, imperative to maintain good relations with Housing Authority residents and guests. All officer inquiries, interactions, and enforcement activities in Housing Authority buildings must be conducted with the courtesy, professionalism, and respect all persons are entitled to in their own homes.</p> <p>At the conclusion of this lesson, the student will be able to:</p> <ul style="list-style-type: none"> • Describe the events which occur at roll call. • Identify and discuss Precinct and Transit patrol. • Explain the proper procedure for interior patrol and its legal implications: <ul style="list-style-type: none"> A. Describe the purpose and rationale for conducting interior patrols within Housing Authority property. B. Describe the importance of proper interactions between police officers and Housing Authority residents. C. Explain the revision to Patrol Guide section 212-60, "Interior Patrol of Housing Authority Buildings." D. Identify situations when an officer (a) may legally approach or stop someone on NYCHA property, and (b) when an officer should prepare a "Field Report." E. Identify situations when an officer may legally stop someone for trespass-related crimes on NYCHA property and complete a UF-250 form. F. Identify situations when an officer may legally arrest someone for trespass-related crimes on NYCHA property and complete a Trespass Crimes – Fact Sheet. 	

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<p>G. Identify situations when an officer encounters someone in a restricted area of NYCHA property and the proper actions to take in those situations.</p> <p>H. Explain the consequences of failing to adhere to the law in regard to stopping or arresting persons on NYCHA property.</p> <p>I. Explain the procedures to take when confronted with a disabled elevator, defective door lock or intercom, or missing or defective signs.</p> <p>J. Identify the circumstance when a Field Report will be prepared.</p> <p>K. Explain the NYCHA Trespass Notice Program.</p> <ul style="list-style-type: none"> • Discuss Supplementary procedures involving patrol operations. • List the required Activity Log entries at the beginning and end of tour. <p style="text-align: center;"><u>BODY</u></p> <p>I. EVENTS THAT OCCUR AT ROLL CALL</p> <p>A. Patrol</p> <ol style="list-style-type: none"> 1. Patrol is the first stage of police work that challenges a newly graduated officer from the police academy. Your primary function when on patrol is to be a visible presence in the community and at the same time be available to respond to requests for assistance. <p>B. Roll Call</p> <ol style="list-style-type: none"> 1. Before leaving your command your tour starts with a roll call. <p>Note: Roll Call starts five minutes after the start of the tour of duty.</p> <ol style="list-style-type: none"> 2. Takes place in all commands which provide patrol services. (Pct, PSA, Transit District...) 3. Conducted by a supervisor 4. In a designated area of the command 5. Purpose is to conduct roll call for UMOS five minutes after the start of tour. 	<p>Learning Objective #1</p> <p>P.G. 212-01, Roll Call</p> <p>Muster or sitting room at the discretion of commanding officer</p> <p>Review purpose of Command</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>a) Reading of daily assignments b) Briefing of special conditions / crime trends c) Inspecting officers readiness for patrol (1) Protective vest (2) List deficiencies/Reprimand and instruct/Follow up d) May include precinct level training</p> <p>C. Expiration of Tour</p> <p>1. Members assigned to a particular command must return to that command at the completion of their tour in order to:</p> <p>a) Hand in completed forms prepared during the tour (PAR, aided, summonses...) b) Return department equipment (RMP, AED, etc.) c) Sign the return roll call d) If on a post which requires relief the officer must notify the desk officer one hour prior to the end of tour e) If performing duty which will cause overtime the officer must notify the desk officer of such condition.</p> <p>D. Interrupted Patrol</p> <p>1. A member of the service while on patrol has the need to return a command (could be his / her command but doesn't have to be) for a specific reason.</p> <p>2. The officer must report to the desk officer and state the reason for such interruption. Upon completion the officer must inform the desk officer of their departure.</p> <p>3. Some common reasons to interrupt patrol:</p> <p>a) On meal b) Vouchering property c) Personal necessity</p> <p>II. PRECINCT AND TRANSIT PATROL</p> <p>A. Patrol Precinct</p> <p>1. The majority of police officers are assigned to patrol precincts.</p> <p>Example: A foot post in the 46th precinct, sector 19 Boy</p>	<p>Conditions Report, two primary conditions to be addressed, correct Activity Log entries to be made at start of tour <u>including two primary conditions to be addressed.</u></p> <p>Refer to Patrol Guide # 212- 03 <i>Expiration of Tour</i></p> <p>Learning Objective #2</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>patrolling the east side of Manhattan.</p> <ol style="list-style-type: none"> 2. Patrol serves three functions: <ol style="list-style-type: none"> a) To deter crime b) To enhance feelings of public safety c) To make officers available for service 3. Patrol within a precinct typically involves two (2) areas: <ol style="list-style-type: none"> a) Foot Patrol b) RMP Patrol. <p>B. Foot Post</p> <ol style="list-style-type: none"> 1. Usual post for probationary police officers. <ol style="list-style-type: none"> a) Heavy public contact. b) Become familiar with conditions on your post. c) Some specific duties of officers on a foot post. d) Report any unusual crimes or occurrences to the patrol supervisor and platoon commander. e) Report conditions not requiring immediate attention to the command clerk. f) Must signal or ring the command each hour if not issued a radio. g) Other rings: <ol style="list-style-type: none"> (1) On 1st platoon between 0200 – 0700 (2) If assigned to school or church crossing post (3) Ring before and after condition. (4) Do not signal if assigned to a traffic post h) Don't leave post except for meal and then return to post upon completion. i) Notify radio dispatcher: <ol style="list-style-type: none"> (1) Of the beginning of meal (2) Of the location of where meal will be taken. (3) Make Activity Log entries prior to leaving post. (4) Keep the T/S operator updated as to service rendered when given assignments from the command. <p>C. Sector Car Patrol (Radio Motor Patrol)</p> <ol style="list-style-type: none"> 1. A sector car covers a defined area within a command. <ol style="list-style-type: none"> a) A sector car consists of two officers working together in the role of an operator and a recorder. 	

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<p>Note: In accordance with Patrol Guide procedures the officers must switch duties at the fourth hour of the tour.</p> <p>b) Radio Motor Patrol (RMP) Operator</p> <ol style="list-style-type: none"> (1) Driver of the RMP. (2) Must inspect the RMP before starting patrol. (3) The operator must make Activity Log entries of conditions of the RMP, odometer reading and amount of gasoline in the tank as registered by the indicator, in addition to all other entries required by P.G. 212-08 Activity Logs. (4) Make minor repairs as warranted (5) Notify the desk officer if the RMP requires any major repair work. <p>c) Radio Motor Patrol (RMP) Recorder</p> <ol style="list-style-type: none"> (1) In charge of all radio communications with central and land line communications with the command. (2) The recorder will document in Activity Log radio messages directed to car, including time, location of call and type of case, in addition to all other required entries as per patrol guide 212-08 Activity Logs. (3) Responsible for preparing all reports. (4) Will coordinate security when transporting prisoners or EDP's (5) Will inform central when transporting a non – member of the service (prisoner , EDP's, victim...) - (Activity Log entry: time entered, gender, mileage) (6) Upon completion of the transport notify central as to the time exited and the closing mileage. <p>Note: Together the operator and recorder make up a sector team.</p> <p>D. A Sector Team</p> <ol style="list-style-type: none"> 1. Do not leave your assigned sector unless instructed by competent authority or in response to an emergency situation. 2. Respond to messages of serious police emergencies within 	

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<p>five (5) blocks even if not directed to you.</p> <ol style="list-style-type: none"> 3. Upon leaving the RMP lock the doors, take the keys. Do not leave the radio in the RMP. 4. Notify the radio dispatcher when taking assigned meal. <p>E. Police Attendant</p> <ol style="list-style-type: none"> 1. Maintain the cell area and tend to prisoners; 2. Remove and safeguard firearms prior to entering the detention cell area; 3. Assume control of, search and inspect prisoners; 4. Ensure that property that is dangerous to life, may facilitate escape or may damage or deface other property is removed from prisoner; 5. Document inspection of prisoners on the Prisoner Roster, and notify desk officer of inspection results immediately after reporting for duty; 6. Remain inside cell block at all times while prisoners are confined therein, and be alert to conditions and needs of such prisoners; 7. Document results of inspection of prisoners on Prisoner Roster every thirty (30) minutes; 8. Report to desk officer any physical condition or unusual need of prisoner in custody or in the detention area and report necessary command/detention area repairs to the Commanding Officer. <p>F. Patrolling the Transit System</p> <ol style="list-style-type: none"> 1. Procedures to follow when patrolling the transit system include: <ol style="list-style-type: none"> a) Inspect concession stands, toilets, stairways and all booths. b) Confer with the booth clerk regarding police conditions at the station. c) Visit each station comprising your post at least once during the tour. d) Investigate suspicious conditions in the station. e) Make Activity Log entries concerning any conditions 	

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<p>informed of.</p> <ul style="list-style-type: none"> f) Prevent persons from entering the system who are unable to care for themselves. (request assistance for such people as needed) g) Know the hours of operation for concessions stands in the station. <p>2. Train Patrol</p> <p>When assigned to conduct train patrol, the uniformed member of the service will do the following:</p> <ul style="list-style-type: none"> a) Record lead car number of train in Activity Log when boarding. b) Be aware of location at all times including the previous stop, next stop, train line, direction of travel and location on train. (i.e., third car from front) c) Exercise extreme caution when taking police action on board a train, especially when patrolling alone. <p>Note: Officer safety is of paramount concern, violator should be detained when taking police action. Officer should interview subjects in the vicinity of Station Agents or request additional units if necessary.</p> <ul style="list-style-type: none"> d) Inspect each car of train. e) Patrol separate from other UMOS unless assignment directs otherwise. f) Avoid remaining in a single car for more than three stops unless conditions warrant. g) Ensure all unoccupied conductor and train operator cabs are secured. h) Pay special attention to the rear car of train. i) Visually inspect station platforms when train has stopped by leaning or stepping out of train car. j) Make Activity Log entry when de-training. k) Minimize time spent at terminal points unless engaged in police activity, meal or personal necessity. <p>3. Conducting “Ride-Throughs” in Subway Cars with Full Width Train Operator Cabs</p> <ul style="list-style-type: none"> a) Uniformed members of the service assigned to the Transit Bureau are often called upon to conduct “ride-through”. A ride-through is performed by riding in the front of the lead car of a train and instructing the Train 	<p>Train Patrol, Ride Throughs, Train Order Maintenance Sweeps and NYC Student’s MetroCard material extracted from <i>Transit Bureau Orientation Training Manual – March 2012</i></p>

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<p>Operator to proceed at a low rate of speed, visually searching the tunnel and track area for any unauthorized persons or suspicious items. A ride-through is conducted for a variety of reasons including searching a tunnel area for perpetrators, and performing “sweeps” for suspicious persons or packages, particularly in under water tubes.</p> <p>b) To properly conduct a ride-through the member of the service must have a clear and unobstructed view of the track area. On the new subway cars, this view is obstructed by train operator’s cab which occupies the entire width of the subway car. Members of the service cannot effectively conduct a ride-through by looking through the Train Operator’s cab on these train cars. In train cars with this design, the uniformed member of the service must enter the Train Operator’s cab to conduct a ride through. The Transit Bureau has reached an agreement with New York City Transit to allow officers this access. However, before a Train Operator will allow a UMOS into the cab, the following must be taken:</p> <p style="padding-left: 40px;">(1) The UMOS conducting the ride-through MUST be in uniform.</p> <p style="padding-left: 40px;">(2) The UMOS MUST identify him/herself to the Train Operator and provide a shield number before entry into the Train Operator’s cab.</p> <p>c) When conducting a ride-through safety is paramount. UMOS should exercise good judgment and sound tactics at all times. UMOS should also avoid placing New York City Transit personnel at risk unnecessarily.</p> <p>4. Train Order Maintenance Sweep (T.O.M.S.)</p> <p>a) Train Order Maintenance Sweep is a patrol tactic involving the deployment of optimally one (1) supervisor and eight (8) police officers to a subway platform, where they will conduct aggressive train inspections. During a T.O.M.S., the officers are spread along the platform so that the entire train may be quickly inspected. For instance, one (1) officer at each of the first four cars and one (1) officer at each of the last four cars, with the supervisor at the center</p>	

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<p>two cars and conductor position. The supervisor will usually request the conductor to announce to passengers, "The train will be momentarily delayed for a police inspection." This provides omnipresence to passengers and permits observations and corrections of disorder and unlawful behavior. In addition, T.O.M.S. is an effective counterterrorism tool.</p> <p>5. New York City Transit Student MetroCard</p> <p>a) All students eligible for transportation passes are issued a Student MetroCard. The following are specifics on the use of a Student MetroCard:</p> <ol style="list-style-type: none"> (1) Student MetroCard activates a yellow light on the turnstiles. (2) It is valid from 0530 to 2030, Monday through Friday. <p>Note: A "Valid on Sundays Pass" is valid from 0530 to 2030, Sunday through Friday, for Private School students who attend school on Sundays.</p> <p>Note: A "Night High School Pass" is valid from 1300 to 0100, Monday through Thursday and from 0800 to 2000 on Sunday for night school students.</p> <ol style="list-style-type: none"> (3) It is valid for three (3) rides per day (not limited to home/school stations). (4) Some Student MetroCards are valid for four (4) rides per day (at the discretion of School Principal). (5) May be used on both subways and buses. (6) May be used by students who are pregnant or accompanied by children attending schools established by the Department of Education in each borough. (7) May be used by persons up to twenty-one (21) years of age attending Department of Education District 75 to and from school or work sites. These students may be experience learning or developmental disabilities and should be treated with proper tact. These students must carry NYC Department of Education Identification to be presented to police upon 	

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<p style="text-align: center;">request.</p> <p>b) A Student MetroCard is to be used by the person whose name appears on the pass, for transportation to and from school ONLY on days when school is in session. A Student MetroCard is to be confiscated if:</p> <ol style="list-style-type: none"> (1) Offered for use by any other person (2) Altered (3) Misused (4) Cardholder commits any felony or misdemeanor against a transit employee, passenger or property <p>c) In all cases of confiscation, comply with P.G. 215-15, <i>Confiscation of New York City Transit Student MetroCards</i> and prepare a School Transportation Pass Confiscation Report (PD516-170). In addition to confiscation, if the MetroCard is also illegally possessed, further summary police action, i.e., arrest should be taken as appropriate.</p> <p>d) If a Student MetroCard is unlawfully used by a non-named student (including adults) or used by a named student during non-school days or non-school hours:</p> <ol style="list-style-type: none"> (1) Determine valid identity, and conduct warrant/ recidivist check. (2) Issue TAB/NOV (Transit Adjudication Bureau Summons / Notice of Violation) for fare evasion if eligible. (3) Effect arrest for fare evasion if violator is ineligible for TAB/NOV (e.g., active warrant, transit recidivist, no identification, etc.). (4) MUST arrest if violator is a Department of Education employee unlawfully using a Student MetroCard. (5) Prepare a Juvenile Report System Worksheet if violator is under sixteen (16) years old. <p>e) If a Student MetroCard is lawfully used by named student cardholder, but not all captions are filled out:</p> <ol style="list-style-type: none"> (1) Direct student to fill-out captions. (2) Return Student MetroCard to student if no other violation has been committed. (3) Take no further enforcement action if the only 	

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<p style="text-align: center;">violation is that a Student MetroCard has not been completely filled out.</p> <p>f) If a person is arrested for a felony or misdemeanor against New York City Transit, its property or its customers/employees and upon search incident to a lawful arrest is found to be in possession of a Student MetroCard, the Student MetroCard will be confiscated.</p> <p>6. Subway train signaling for police assistance</p> <p>a) A train operator and or conductor may utilize a horn or whistle to request police assistance. The signal consist of a long horn, follow by a short horn, then another long horn follow by a short horn.</p> <p>b) UMOS upon hearing the signal shall proceed tactically in a safe manner to the subway conductor or operator to investigate the police condition.</p> <p>7. Removal of power in the subway</p> <p>a) Removal of power in the subway can be extremely hazardous, dangerous and disruptive to police personnel, passengers and New York City Transit employees; this request should only be made in extreme emergencies involving life-threatening situations. Before requesting the removal of power, consider the wide-scale ramifications of this action. Some of the factors to be considered, but not limited to, are:</p> <ul style="list-style-type: none"> (1) The time of day (rush hour/non-rush hour); (2) Weather conditions (extreme heat); (3) Type of station (elevated or below ground); (4) Location of trains; (5) Extent of injuries in aided cases; (6) Risk to the riding public, if a crime is involved. <p>b) When it becomes necessary to request the removal of power in the subway: Notify the radio dispatcher in the usual manner and provide complete details of the</p>	<p style="text-align: center;">Transit Officers will receive Track</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>situation. Then request the response of the Patrol Services Bureau and Transit Bureau patrol supervisors, and additional units necessary to secure the platform area and points of entry to the tunnel. DO NOT ENTER THE TRACK AREA, EXCEPT IN EXTREME EMERGENCIES!</p> <p>c) When it is necessary to immediately remove power from track area due to imminent danger: Open the emergency alarm box (located in subway tunnels, spaced about 400 to 600 feet apart, beneath the blue light) and pull lever down as far as it will go and release the lever. Power on all tracks in the vicinity will be immediately turned off. Use the telephone (located at the alarm box), immediately after removing power, to notify the Rapid Transit Operations Command Center Desk Superintendent of the situation. Notify the radio dispatcher via radio, if telephone notification cannot be made, and request that immediate notification be made to the Desk Superintendent concerned.</p> <p>Note: New York City Transit will <i>automatically restore</i> the power if notification is not made immediately.</p> <p>8. Ejecting passengers from the system</p> <p>a) A person on the transit system may be ejected (removed to the street) for a specified reason (violating any portion of NYCRR Part 1050)</p> <ol style="list-style-type: none"> (1) Advise the passenger of the reason (2) Give the passenger an opportunity to leave without interference (3) If unwilling to leave voluntarily, use no more force than is necessary to effect the ejection (4) Make Activity Log entries and prepare a Transit System Ejection Report if a TAB summons was not issued in conjunction with the ejection. <p>Note: If a TAB summons was issued and an ejection is effected, check off the "Ejection" box on the front of the TAB summons.</p> <ol style="list-style-type: none"> (5) Submit this report to the desk officer upon completion of your tour. 	<p>Certification Training upon assignment to the Transit Bureau</p>

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<p>9. Photography in the New York City Transit System</p> <p>a) When UMOS observes a person engaging in photography in the transit system:</p> <ol style="list-style-type: none"> (1) Take no action if person is not using ancillary equipment or interfering with safe operation of transit operations. (2) Ascertain whether person has valid press identification issued by the New York City Police Department if person is using ancillary equipment such as tripods, lights, or reflectors. <p>b) If person using ancillary equipment does not have valid identification or is creating a hazard to the public:</p> <ol style="list-style-type: none"> (1) Warn person he/she is in violation of New York City Transit rules and ask person to cease. (2) Issue NOV/TAB or Criminal Court Summons, eject from system or arrest as appropriate if person does not desist. <p>III. EXPLAIN THE PROPER PROCEDURE FOR INTERIOR PATROL AND ITS LEGAL IMPLICATIONS</p> <p>A. Describe the purpose and rationale for conducting interior patrols within Housing Authority property.</p> <ol style="list-style-type: none"> 1. NYCHA and the New York City Police Department collaborate to provide residents with decent and affordable housing in a safe and secure living environment throughout the five boroughs. The NYC Police Department inherited responsibility for NYCHA property from the Housing Authority police. Although NYC Police Department Members of the Service are not employees of NYCHA, they act on behalf of NYCHA in providing security for NYCHA buildings and grounds. 2. In performing interior patrols (also sometimes referred to as “vertical patrols”), the New York City Police Department’s primary role is providing a safe and secure living environment for NYCHA residents by ensuring the habitability of NYCHA buildings, enforcing NYCHA rules, providing access control for NYCHA buildings, and deterring criminal behavior. The proper performance of these functions will create a safe and secure environment to protect residents from crime and 	<p>Learning Objective #3</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>respect the rights they possess as residents.</p> <ol style="list-style-type: none"> 3. In order for the NYC Police Department to be effective in achieving such goals, it is important that all members of the department understand the legal boundaries that accompany their role. Understanding these legal boundaries, and conducting all interactions in a courteous, professional and respectful manner, are critical parts of building a positive relationship with NYCHA residents. As with any residential area, there are residents who abide by rules and laws under which they are bound and there are those who do not. Our job is to fairly and impartially enforce laws and regulations to create a safe and orderly residential environment. 4. The main purpose of this lesson is to demonstrate a methodical procedure for officers to: <ol style="list-style-type: none"> a) Identify problems with NYCHA buildings that need to be brought to the attention of NYCHA management, including hazardous conditions, conditions in need of repair, and improper signage. b) Identify potential NYCHA rule violations, and provide access control for NYCHA buildings. c) Identify when to prepare Field Reports to document unsafe conditions and rule violations, so as to apprise NYCHA management of their existence. d) Identify potential criminal behavior, and approach, forcibly stop, and arrest individuals when appropriate. e) Perform these functions in a residential setting without exceeding their legal authority, and in a respectful, courteous and professional manner. <p>B. Describe the importance of proper interactions between police officers and Housing Authority residents and guests.</p> <ol style="list-style-type: none"> 1. It is often the goal of the police officer to gain voluntary compliance amongst the public in regard to sets of laws and rules and regulations. This is especially true in relation to this lesson. Officers enforcing the regulations that will be discussed in this lesson must ensure that their inquiries, interactions, and enforcement activities are conducted in a courteous, professional and respectful manner. The importance of tactical communication is preeminent in these situations because these interactions routinely take place in the common areas of resident's <i>homes</i>, and successful policing of NYCHA buildings depends upon consistently positive interactions with residents. 	

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<p>2. <u>Why are positive interactions important?</u></p> <ul style="list-style-type: none"> a) The public trusts (or should trust) us to come into their lives when conditions require it to help them. b) Oftentimes a resident may become an ally and offer information on residents who are creating negative impacts on the development by their actions. c) A single negative interaction can make a lasting impression on individuals that may cause them to distrust police in all future interactions. d) The incidence of CCRB complaints and resultant disciplinary actions in founded cases may be reduced by the use of Courtesy, Professionalism, and Respect and Tactical Communication processes. <p>3. <u>How may officers have the best chance that their interactions with the public will be positive?</u></p> <ul style="list-style-type: none"> a) Use professional language. b) Be sharp, neat, well spoken....not sloppy, belligerent or hostile. c) Look and sound professional to attain respect from the public. d) Improve communication skills and tone of voice (lose the attitude). e) Do not fall into the trap of considering all interactions to be with the criminal element. This is especially true when officers approach persons to determine their justification for being in a NYCHA building. The vast majority of persons present in public housing are law abiding residents and their guests. These persons want to live in or visit an orderly, crime free environment and they should not be subject to accusatory questions in their own homes unless an officer has an articulable reason for believing that criminal activity is afoot. f) Remember that by de-escalating a situation, you are helping yourself stay in control of the interaction. <p>NOTE: In all cases, remember that proper, professional and tactically sound interactions reduce needless complaints and enhance the Police Department's ability to work with residents to control crime, reduce disorder and trespassing in housing developments and enhance their quality of life.</p> <p>C. Explain Patrol Guide section 212-60, "Interior Patrol of Housing Authority Buildings."</p> <p>1. The purpose for conducting interior patrols in NYCHA</p>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>buildings is to assist the Housing Authority in enforcing its rules, to limit criminal activity, to provide a safe and secure environment, and to ensure the habitability of its residential buildings for Housing Authority residents and their guests.</p> <p>2. Uniformed members of the service shall frequently inspect the interior of Housing Authority buildings on their assigned posts as follows:</p> <ul style="list-style-type: none"> a) Notify the Communications Section, <u>utilizing radio code 10-75I</u>, and make <i>Activity Log</i> entries of the time and street address upon entering the building. b) Inspect <u>front, rear, and other exterior doors</u> for any damaged or defective door locks or doors that are propped open, which may compromise the security of the building. If locks are damaged or defective, prepare a <i>Field Report</i>. c) Inspect intercom systems to ensure they are working properly. If intercom system is damaged or defective prepare a <i>Field Report</i>, and notify Housing Authority in accordance with the procedure set forth in P.G. 207-79, "<i>Field Reports</i>". d) Inspect mailboxes, and the interior of the lobby. <p>Ascertain if NYCHA "No Trespassing" signs are posted and legible. For any missing, damaged or defective signs, prepare a <i>Field Report</i>.</p> <p><u>NOTE</u>: The absence of a sign does not preclude effecting a trespass arrest except possibly for an arrest based on an individual's presence in a restricted area of the Housing Authority building.</p> <ul style="list-style-type: none"> e) Inspect elevators and ascertain if they are operable. Notify the <u>Housing Authority Emergency Service Department</u> maintenance personnel of inoperable elevators <u>by calling (718) 707-5900</u>. f) Proceed to the top floor by elevator, if operable, <u>otherwise by using the stairs</u>. Use the staircase to gain access to the roof of the building. g) Conduct an inspection of the <u>roof</u>, roof landing, elevator rooms, and any other installations. 	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>Ascertain if NYCHA “Restricted Roof Access” signs and “Restricted Roof Landing Access” signs are posted and legible. For any missing, damaged or defective signs, prepare a <i>Field Report</i>.</p> <p>Ascertain if alarms to the roof are functioning. For any missing, damaged or defective alarms, prepared a <i>Field Report</i>.</p> <p>h) Patrol each floor, staircase and hallway within the building from the top floor to the ground floor.</p> <p>i) Inspect elevator doors on each floor, taking immediate action when necessary.</p> <p>(1) Notify the <u>Housing Authority Emergency Service Department at (718) 707-5900</u> or the <u>NYPD Emergency Service Unit immediately and remain at the scene and secure location until unsafe condition has been corrected</u> if:</p> <p>(a) Elevator door glass is missing, (b) Outer elevator door opens when elevator is not present, (c) Any other dangerous condition concerning elevators.</p> <p>(2) Prepare a <i>Field Report</i>.</p> <p>j) Inspect all accessible basement areas.</p> <p>k) <u>Be alert for persons who may be violating Housing Authority rules and regulations, including potentially unauthorized persons within NYCHA property.</u></p> <p>l) <u>Be alert for persons who may be engaged in criminal activity (including potential trespassers) based on observed behavior and other credible information, and upon encountering such persons:</u></p> <p>(1) <u>Approach the person(s) and ask:</u></p> <p>(a) <u>If he or she lives in the building.</u> (b) <u>If he or she is visiting someone in the building.</u> (c) <u>If he or she has business in the building.</u></p>	<p>Upon encountering persons who are violating Housing Authority rules, take appropriate police action pursuant to P.G. 207-29 (“Field Reports”) unless there is a basis for criminal enforcement. Officers may not conduct a reasonable suspicion stop pursuant to P.G. 212-11 (“Stop and Frisk”) or arrest any person for a violation of Housing Authority rules, unless the rule violation is also a criminal offense.</p> <p>A officer’s observation of a</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>(2) Take reasonable measures to verify the person’s authorization to be in the building, including but not limited to:</p> <ul style="list-style-type: none"> (a) Inspecting and returning identification; and/or (b) Requesting a key to the building entrance doors or apartment door; and/or (c) Requesting the apartment number where the person resides; and/or (d) Requesting the name or apartment number of the person being visited. <p>(3) Mere presence near, entry into or exit out of a Housing Authority building, without more, is not an objective credible reason to approach and question any person.</p> <p><u>NOTE:</u> Requests for information must be made in a polite, non-threatening manner. Questions should not be asked in a manner whereby a reasonable person would believe, under facts and circumstances presented, that he or she is not free to disregard the questions and continue on their way. Although an officer may ask further clarifying questions such as, “What apartment do you live in?” or “Who are you visiting?” the person’s refusal to answer these questions or comply with requests, such as requests for identification, may not raise the level of suspicion.</p> <p>Police officers can be intimidating to many individuals. The manner of an officer’s questioning may cause a reasonable person to feel like he or she cannot terminate the encounter and walk away. Examples include the use of language or tone indicating that compliance with the officer was compulsory; the display of a weapon; obstructing a person’s path; holding onto identification. In such circumstances, the officer needs reasonable suspicion that the person is engaged in criminal activity.</p> <p><u>Factors that may raise the level of suspicion include:</u> a person’s contradictory or inconsistent statements, the smell of marihuana or other evidence of drug use, the officer has patrolled the building for a long period of time knows most of the building’s residents and has never seen the person before, the officer has previously arrested that person for trespass in that building, or the person’s presence in area that has a high</p>	<p>violation of any Housing Authority rule, regardless of whether it is also a criminal offense, may, at a minimum, provide an officer with a credible reason to approach the person to inquire further and thereafter complete a <i>Field Report</i>.</p> <p>An officer should have, and be able to articulate, an objective credible reason for making this approach if the officer is merely requesting information.</p> <p>If the officer’s questions become pointed and accusatory and more extended, the officer should have, and be able to articulate, a founded suspicion that criminal activity is afoot.</p> <p>The key question is whether a reasonable person under the circumstances would feel able to walk away from the officers.</p> <p>This list is not exhaustive; remember</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>incidence of reported criminal activity.</p> <p>When a person establishes his or her residency or other lawful purpose for being in the building, make an <i>Activity Log</i> entry.</p> <ul style="list-style-type: none"> (4) <u>If a person who may be engaged in criminal activity, based on observed behavior or other credible information, refuses to explain or is unable to explain his or her presence in the building, the officer may instruct the person that he or she must leave the building or be subject to arrest for trespass.</u> (5) <u>If at any time during an interaction an officer develops probable cause to believe a person is trespassing, the officer may arrest the person for criminal trespass without asking the person to leave the building. A person's refusal to explain his or her presence in a building, however, will not by itself raise reasonable suspicion or probable cause.</u> (6) <u>The officer may arrest a person for trespass if the person, who may be engaged in criminal activity, based on observed behavior or other credible information, does not promptly establish a right to be in the building and refuses to exit the building.</u> (7) <u>An officer may not immediately arrest a person solely for failure to answer the officer's questions. The officer must permit the person to promptly establish a right to be in the building, for example, by providing credible information leading the officer to believe the person has business in the building.</u> <p>m) If reasonable suspicion develops that a person has committed, is committing, or is about to commit a felony or a Penal Law misdemeanor, take appropriate police action (P.G. 212-11, "Stop and Frisk.")</p> <ul style="list-style-type: none"> (1) <u>A UMOS may NOT stop (temporarily detain) a suspected trespasser unless the officer reasonably suspects that the person is in the building without valid justification.</u> 	<p>Reasonable Suspicion and Probable Cause are fact specific. The key is to be able to articulate the factors.</p> <p>You must complete a Stop, Question and Frisk Report</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>(2) <u>A Stop, Question, and Frisk Report Worksheet shall be prepared every time a person has been stopped or, in other words, whenever a reasonable person would not have felt able to terminate the encounter and walk away.</u></p> <p>(3) <u>The following are factors which may contribute to reasonable suspicion:</u></p> <p>(a) <u>Contradictory assertions made to justify presence in the building (e.g., person expresses that they live in the building and then recants by stating they are just visiting a resident).</u></p> <p>(b) <u>Assertions lacking credibility made to justify presence in the building (e.g., person claims they live in apartment 9B on the 9th floor when the actual building is only 7 stories tall).</u></p> <p>(4) If you have reasonable suspicion that the person is trespassing, you may stop that person and take reasonable measures to conduct further investigation, such as:</p> <p>(a) Inspecting and returning identification;</p> <p>(b) Requesting a key to the building entrance doors or apartment door;</p> <p>(c) Communicating with a building resident whom the person claims to be visiting through the intercom system or in person;</p> <p>(d) Allowing the person stopped to call a resident to appear and verify their authority to be in the building; and/or</p> <p>(e) Consulting with a Housing Authority employee who is familiar with residents.</p> <p>(5) Be mindful that people can be alarmed or intimidated when a police officer questions them in their homes, especially when an officer goes to their apartment. Thus, when verifying a person's authority to be in the building, take reasonable measures to avoid such alarm or</p>	<p>Worksheet every time you have stopped a person, even if the stop did not lead to an arrest.</p> <p>Be mindful that people can make honest mistakes and may reasonably not know certain information, such as the resident's last name or the resident's specific apartment number.</p> <p>You must complete a UF-250 for any stop and articulate the basis of your reasonable suspicion. You must also make an Activity Log entry.</p> <p>Must articulate investigative steps</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>intimidation by first using the intercom system to contact the resident or permitting the stopped person to call the resident by phone.</p> <p>n) <u>If probable cause develops that a person has committed or is committing an offense or crime, take appropriate action pursuant to P.G. 208-01, "Law of Arrest."</u></p> <p>An officer may arrest a person for criminal trespass when, after reasonable investigation, he or she has probable cause to believe that a person is not a resident of the building nor an invited guest of a resident, nor otherwise authorized to be in the building.</p> <p>Upon making an arrest for criminal trespass, prepare Complaint Report and Trespass Crimes – Fact Sheet. If the arrest arose out of a stop, prepare a Stop, Question and Frisk Report Worksheet. Also make an Activity Log entry.</p> <p>Even if an officer has probable cause to arrest a person for trespassing, officers may exercise their discretion to refrain from arresting that person and instead instruct that person to leave under appropriate circumstances.</p> <p>NOTE: An officer always has the discretion not to arrest this person, but instead instruct the person to leave, given the appropriate circumstances.</p> <p>o) <u>If a person is found to be violating a Housing Authority rule or regulation, take appropriate police action pursuant to P.G. 207-29, "Field Reports," unless criminal enforcement is appropriate.</u></p> <p>Whenever an officer instructs a person to leave the building, and they comply, a <i>Field Report</i> should be prepared and an <i>Activity Log</i> entry should be made.</p> <p>p) Notify Communication Section upon exiting the building and make <i>Activity Log</i> entries indicating time building inspection was completed and any conditions noted. Prepare <i>Field Report</i>, <u><i>Stop Question & Frisk Report Worksheet</i></u> or <i>Complaint Report</i>, or <i>Trespass Crimes – Fact Sheet</i> if necessary if necessary.</p>	<p>Members assigned to</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>q) Alternate between outside area patrol and interior patrol of Housing Authority grounds and buildings, unless otherwise directed.</p> <p>r) Inspect each building on assigned post.</p> <p>s) The platoon commander/patrol supervisor/assigned supervisor shall:</p> <p style="padding-left: 40px;">(1) Assign at least two (2) officers to conduct directed interior patrols. During the course of conducting directed interior patrols, officers shall be instructed that, absent exigent circumstances, two (2) or more officers must remain together.</p> <p>t) <u>Ensure all interior patrols are performed in a satisfactory manner with specific attention to:</u></p> <p style="padding-left: 40px;">(1) <u>Effectiveness of patrols, including proper tactics;</u></p> <p style="padding-left: 40px;">(2) <u>Compliance with all state and federal laws regarding encounters with civilians;</u></p> <p style="padding-left: 40px;">(3) <u>Radio transmissions;</u></p> <p style="padding-left: 40px;">(4) <u>Proper documentation (e.g., Activity Log entries; Field Reports; Stop Question and Frisk Report Worksheets).</u></p> <p>D. Identify situations when an officer (a) may legally approach or stop someone on NYCHA property, and (b) when an officer should prepare a "Field Report."</p> <p>1. The following are sample scenarios describing the types of action an officer should take when on NYCHA property. See Appendix "A" for a review of Levels of Suspicion.</p> <p><u>THE APPROACH</u></p> <p>a) During an interior patrol, an officer notices someone standing near the elevators. The officer has been assigned to this development fairly regularly over the past several months and has gotten to know many of the residents of the building. The officer has never seen this person before. When requested, the person voluntarily shows valid identification establishing a right</p>	<p>RMP duties will comply with this procedure when not on an assignment.</p> <p>Stress that a recent QAD audit found deficiencies in <i>Activity Log</i> entries in connection with <i>Stop, Question & Frisk Report Worksheet</i> preparation. <i>Activity Log</i> entries should be complete and are required.</p> <p><u>Level 1:</u> Request for Information</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>to be in the building. An <i>Activity Log</i> entry was made and no further action is required. Neither a <i>Field Report</i> nor a <i>Stop, Question and Frisk Report Worksheet</i> was prepared.</p> <p><u>Why is this action appropriate?</u> The officer had an objective credible reason to approach the person at the Request for Information level because the officer was familiar with the residents. If the officer was not familiar with the residents, there would be no objective credible reason to approach the person.</p> <p><u>Same facts as above</u>, except the officer questions the person in an accusatory manner, as if the person is suspected of doing something wrong. The officer demands identification and holds onto it while he/she asks additional questions about the person's authority to be in the building.</p> <p><u>Why is this action inappropriate?</u> Given the circumstances, the officer had only an objective, credible reason to make a Request for Information, which means questions must be asked in a non-accusatory manner. While the officer was allowed to request identification, she was not permitted to <i>demand</i> identification at this level of inquiry. Additionally, a reasonable person would not have felt free to leave when the officer held onto the identification during the continued questioning, requiring at least reasonable suspicion of criminal activity.</p> <p><u>THE APPROACH - Requesting individuals, who have not established a right to be in the building, to leave</u></p> <p>b) While conducting an interior patrol in a NYCHA building an officer notices someone sitting with no reasonable purpose in a staircase that is known to be a popular area for illegal drug use in the building. The officer approaches the person and asks if he is either a resident or visiting someone in the building. The person tells the officer to "take a hike." The officer tells the person he must either establish his reason for being in the building or leave the location. He complies by leaving the location. A <i>Field Report</i> was prepared, an <i>Activity Log</i> entry was made and no further action was needed (i.e., No <i>Stop, Question and Frisk Report Worksheet</i>, etc.).</p> <p><u>Why is this action appropriate?</u></p>	<p><u>Level 1:</u> Request for Information</p> <p><u>Level 1:</u> Request for Information</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>The officer's approach at Request for Information was reasonable given the circumstances; the officer had an objective credible reason for requesting information from the person.</p> <p><u>THE APPROACH – Handling situations without articulable evidence of criminal activity</u></p> <p>c) While on interior patrol an officer observes a person standing for more than ten minutes in the lobby of a building where robberies have occurred in the lobby and other common areas of the building in the recent past. The officer approaches the person and, in a non-accusatory manner, asks if he lives in the building. The person says, "No, I was visiting my friend John in apartment 3B." The officer explains that residents are concerned about unauthorized people being in the building and asks the person if he would come with him to 3B. The person says he is waiting for a cab and he would rather not leave the lobby. Although the officer is unable to determine if the person is authorized to be in the building and may therefore instruct the person that he must leave the building and that a refusal to comply may result in an arrest for trespass, the officer elects to wait with the man. Shortly thereafter a cab comes and the man leaves the building. An <i>Activity Log</i> entry was made and no further action was needed.</p> <p><u>Why is this action appropriate?</u> The officer initially had an objective credible reason to approach the person at the Request for Information level.</p> <p><u>THE APPROACH – Confirming individual's assertions, leading into uncooperative individual – no articulable evidence of criminal activity</u></p> <p>d) Upon entry into a NYCHA building to conduct an interior patrol, an officer becomes aware that the front door lock is broken and she stops in the lobby for several minutes to prepare a Field Report. While in the lobby, the officer observes through the lobby windows that a person, a male, has approached the front door of the NYCHA building, but has not attempted to enter the building. As the officer prepares the Field Report, she continues to observe the man standing outside near the front door of the building with no apparent purpose. After the officer has completed the Field Report, she observes a second</p>	<p><u>Level 1:</u> Request for Information</p> <p><u>Level 1:</u> Request for Information</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>person, also male, approach the building with a key in hand. As the male begins to insert his key into the front door, he realizes that no key is required because the lock is broken, so he removes his key and enters the lobby. The officer then observes the other male, who had been observed for more than 5 minutes waiting outside near the front door with no apparent purpose, run towards the front door and enter the lobby without attempting to use a key.</p> <p>The officer approaches the male – who had been waiting outside for some time before running into the building – and explains the concern of unauthorized persons entering the building due to the broken front door lock, and asks in a non-accusatory manner whether he is a resident of the building. The person says he lives in Apartment 6C. The officer politely asks the person if he has identification or a key to the front door and reiterates the concern of unauthorized persons in the building given the broken lock. He says that he left both in his apartment. The officer then asks the man if he would mind coming with her up to 6C. The man complies, and the officer accompanies him to his apartment where the man’s wife confirms he is a resident of the building. An <i>Activity Log</i> entry was made, and no further action was needed.</p> <p><u>Why is this action appropriate?</u> The officer had an objective credible reason to approach the person at the Request for Information level.</p> <p>Same facts as above, except when the officer asked the man if he would mind coming with her up to 6C, the man refuses. The officer advises the man he must establish a right to be in the building or leave the location. The man refuses to exit the building and informs the officer, “I’m not leaving the building.” The officer arrests the person for criminal trespass. A Stop Question and Frisk Report Worksheet was completed following this stop, in addition to all required arrest paperwork. An Activity Log entry was made, detailing the encounter.</p> <p><u>Why is this action appropriate?</u> The officer had Probable Cause to arrest the man for criminal trespass because the person refused to exit the building and did not promptly establish a right to be in the</p>	<p><u>Level 1:</u> Request for Information & <u>Level 4:</u> Probable Cause</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>building.</p> <p>Same facts as above, except when the officer returns to the stationhouse she notices that the man's identification shows that he was in fact a resident of the building. The officer should follow appropriate police procedures to void the arrest pursuant to P.G. 210-13 ("Release of Prisoners").</p> <p>Same facts as above, except the officer's questions are not polite, but accusatory with no context as to the officer's legitimate concerns about unauthorized persons getting into the building through the broken lock. The man gets upset when asked for identification or a key and states that, as a resident, he shouldn't have to prove anything to anybody. The officer calmly and politely states that he did not intend to accuse the man of doing anything wrong, but instead wanted to make sure that residents, like himself, are safe from unlawful trespassers since the lock is broken. The officer then explains that he has no way of knowing whether or not the man is actually a resident, which is why he is asking for identification or a key. The man voluntarily shows his identification, indicating that he is a resident. An Activity Log entry was made, and no further action was needed.</p> <p><u>Why is this action appropriate?</u> The officer recognized that he escalated the situation by questioning the man in an aggressive, accusatory manner. In order to achieve the primary goal of confirming the man's residency, the officer changed his tone to speak more politely and carefully explained the purpose of his questions and his overall concerns for the man's safety as a resident.</p> <p>e) An officer on an interior patrol in a NYCHA building observes a woman approach the front door with a set of keys in her hand. The woman uses her key to enter the door and walks towards the elevators. As the door is closing, another woman walks up, catches the door, and props it open with a brick before entering the building.</p> <p>The officer approaches the second woman and asks whether she is a resident of the building. The woman responds by saying she doesn't think she needs to answer that question. The officer politely explains that he is just trying to make sure that everyone in the</p>	<p><u>Level 1:</u> Request for Information</p> <p><u>Level 1:</u> Request for Information</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>building is safe and explains the concern of unauthorized persons in the building. The officer then asks whether the woman has identification or a key to the front door. The woman produces her identification which shows her as a resident of the building. The officer thanks the woman, removes the brick from the door, and reminds her that propping the door open could leave the building vulnerable to trespassers. An <i>Activity Log</i> entry was made, and no further action was needed.</p> <p><u>Why is this action appropriate?</u></p> <p>The officer had an objective credible reason to approach the second woman at a Request for Information level. The woman entered the building without using her key and then was observed propping the door open with a brick. Further, the officer correctly did not approach the first woman due to the lack of an objective credible reason to approach, as that individual was observed using her key to enter the building and did not prop the door open with a brick.</p> <p>f) Upon entry into a NYCHA building to conduct an interior patrol, an officer becomes aware that the front door lock is broken and she stops in the lobby for several minutes to prepare a Field Report. While in the lobby, the officer observes through the lobby windows a man sitting on a bench near the front door with no apparent purpose. The officer then sees an elderly woman approaching the building carrying several shopping bags filled with groceries. The man the officer previously observed sitting on the bench stands up as the elderly woman walks past him and catches the door behind her, following her into the building.</p> <p>The officer approaches the man, explains the concern of unauthorized persons entering the building, and asks in a non-accusatory manner whether he is a resident of the building. The man says he lives in Apartment 5D. The officer politely asks the person if he has identification or a key to the front door and reiterates the concern of unauthorized persons in the building given the broken lock. The man says that he left both in his apartment. The officer then asks the man if he would mind coming up with him to 5D. The man complies, and the officer accompanies him to his apartment where the man retrieves his identification showing that he resides in the building. An <i>Activity Log</i> entry was made, and no further action was needed.</p>	<p><u>Level 1:</u> Request for Information</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p><u>Why is this action appropriate?</u> The officer had an objective credible reason to approach the man at a Request for Information level. The man only attempted to enter the building after catching the door when it had been opened by an elderly woman who was clearly a resident of the building.</p> <p><u>Level 1 STOPS – which upon investigation lead to reasonable suspicion or probable cause</u></p> <p>g) While conducting an interior patrol, two officers observe a group of 9-10 persons congregating in the lobby of a building. As the officers approach, one person abruptly leaves the group and begins walking in the opposite direction. The officers approach the person and ask her whether she lives in the building. She responds that she lives there. The officer asks her what apartment she lives in. She changes her answer and says she was visiting her friend Barbara in apartment 7B. One officer detains her while the other officer investigates and learns that no one named Barbara lives in 7B. The residents of 7B state they did not have a visitor. The person is arrested for criminal trespass. A <i>Stop Question and Frisk Report Worksheet</i> was completed following this stop in addition all required arrest paperwork. An <i>Activity Log</i> entry was made noting the presence of “No Trespassing” signs in the lobby and functioning door locks.</p> <p><u>Why is this action appropriate?</u> The officers initially had an objective credible reason to approach the person at the Request for Information level. When she abruptly changed her story the officer developed Reasonable Suspicion to temporarily detain her to conduct an investigation. When subsequent investigation revealed that the person’s story was false, the officer had Probable Cause to arrest for trespass.</p> <p>NOTE: Inability to immediately verify a person’s explanation does not necessarily mean that the person is trespassing. Individuals may honestly be mistaken as to the specific apartment number or may know only certain individuals, but not others, residing in an apartment. Officers should take into consideration these possibilities when conducting investigations and prior to making a decision to</p>	<p><u>Level 1:</u> Request for Information & <u>Level 3:</u> Reasonable Suspicion & <u>Level 4:</u> Probable Cause</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>arrest.</p> <p><u>Same facts as above</u>, except Barbara does reside in apartment 7B and recently had a visitor, but does not recognize the name you provided of the person being detained. The officer asks Barbara the name of her visitor and she admits not knowing her full name, but rather just her nickname. The officer returns to the person and asks if she has a nickname. The nickname provided is the same nickname provided by Barbara. The officer instructs the person to leave since she is no longer visiting Barbara, and she complies. A <i>Stop, Question and Frisk Report Worksheet</i> was completed following this stop, as well as an <i>Activity Log</i> entry, and no further action was needed.</p> <p><u>Situations where reasonable suspicion of criminal activity is present – leading to probable cause</u></p> <p>h) While conducting an interior patrol at 23:30 an officer observes two persons he does not recognize talking in the lobby of a building for an unreasonably long period of time. The officer is aware that the building lobby has recently been afflicted by trespassing and drug activity. The officer approaches the persons and asks one of the persons if he lives in the building. The person says he does not. The officer then asks the person if he is visiting, or has just recently visited, a resident of the building. He says he is not. The officer then asks what he is doing in the building and he replies, "Hanging out." The suspect is arrested for criminal trespass. A <i>Stop, Question and Frisk Report Worksheet</i> was prepared for this stop in addition to all required arrest paperwork. An <i>Activity Log</i> entry was made noting the presence of "No Trespassing" signs in the lobby and functioning door locks.</p> <p><u>Why is this action appropriate?</u> The officer initially had an objective credible reason to approach the person at the Request for Information level. When the suspect admitted that he had no legitimate reason to be in the building, the officer had Probable Cause to arrest for trespass.</p> <p><u>NOTE:</u> An officer always has the discretion not to arrest this person, but instead instruct that person to leave, given the appropriate circumstances</p>	<p><u>Level 1:</u> Request for Information & <u>Level 3:</u> Reasonable Suspicion</p> <p><u>Level 1:</u> Request for Information & <u>Level 4:</u> Probable Cause</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p><u>Situations where probable cause for an arrest is present</u></p> <p>i) An officer on an interior patrol observes a person on the roof landing in violation of conspicuously posted signs forbidding access to the roof landing, including for residents. The sign additionally explains what the roof landing is. The officer asks the person if he is a resident. The person says he is not. The officer then asks why he is on the roof landing and the person is unable to give any valid justification for his presence. The officer arrests the person for trespass and makes an <i>Activity Log</i> entry noting the presence of the sign. A <i>Stop, Question and Frisk Report Worksheet</i> was prepared for this stop in addition to all required arrest paperwork.</p> <p><u>Why is this action appropriate?</u> There was Probable Cause to believe the person was trespassing.</p> <p>NOTE: It is important that the content of the sign gives sufficient notice that the roof landing is prohibited, including a clear explanation as to what the roof landing is. In some circumstances, a non-English speaker may not be able to read a sign that is not written in his or her native language. If there is uncertainty as to the sufficiency of the sign, give the person an opportunity to leave before making an arrest for trespass.</p> <p><u>Same facts as above</u>, but the person observed on the roof landing identifies as a resident, who states that she did not know that it was illegal to be on the roof landing. The officer asks the person if she has identification or a key to the building, and she shows him an identification stating that she resides in apartment 7C. The officer has never encountered this person before, and has no reason to believe she is lying about not knowing that her presence on the roof landing is prohibited. Although there may be probable cause for a trespass arrest, the officer should exercise the discretion to instruct the resident to leave the roof landing rather than make an arrest.</p> <p><u>Situations where reasonable suspicion of criminal activity is present – leading to probable cause</u></p>	<p><u>Level 3:</u> Reasonable Suspicion &</p> <p><u>Level 4:</u> Probable Cause</p> <p><u>Level 3:</u> Reasonable Suspicion &</p> <p><u>Level 4:</u> Probable Cause</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>j) A sector team receives an assignment of a man selling drugs inside the lobby of a NYCHA building. The caller provides the 911 operator with his name and phone number and gives a detailed description of the suspect. Upon entering the building the officers see the suspect in the lobby and forcibly stop the person. Investigation based on Reasonable Suspicion reveals that the person did not live in the building nor was he there for any legitimate reason. The suspect is arrested for criminal trespass. A <i>Stop, Question and Frisk Report Worksheet</i> was prepared for this stop in addition to all required arrest paperwork. An <i>Activity Log</i> entry noted “No Trespassing” signs in the lobby and functioning door locks.</p> <p><u>Why is this action appropriate?</u> There was Probable Cause to believe the person was trespassing.</p> <p><u>NOTE:</u> In the above example, if the scenario were changed to state that the complainant was anonymous, the officers would NOT automatically be at Reasonable Suspicion. In order to rise to the level of Reasonable Suspicion, a more thorough investigation (observations) would need to be conducted.</p> <p><u>Situations where reasonable suspicion of criminal activity is present – leading to probable cause</u></p> <p>k) Two officers are on patrol and enter the lobby of NYCHA building to conduct an interior patrol. While in the lobby, which has a functioning magnetic lock door, the officers observe an individual force open the door without a key. Having Reasonable Suspicion of Criminal Trespass, they stop the individual. Investigation reveals the individual is not a resident, and claims to be visiting a friend in apartment 3C. The individual appears nervous and is holding his hands over his waist area. The officers see a suspicious bulge in his waist area, and a frisk reveals a loaded firearm. With Probable Cause, the individual is placed under arrest for Criminal Possession of a Weapon. Later investigation reveals that no one in apartment 3C knows the individual, and the charge of Criminal Trespass (Felony) is added to the charges. The officers prepare a <i>Stop and Frisk Report</i>, all applicable arrest paperwork, and a comprehensive <i>Activity Log</i> entry is made, including a notation regarding the functional door lock.</p>	<p><u>Level 3:</u> Reasonable Suspicion & <u>Level 4:</u> Probable Cause</p> <p><u>Level 3:</u> Reasonable Suspicion & <u>Level 4:</u> Probable Cause</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p><u>Why is this action appropriate?</u> Seeing an individual force their way into a lobby through a locked entrance door provides Reasonable Suspicion of Criminal Trespass. This permits a forcible stop and in this case the officers would be able to articulate a clear reason to frisk. An arrest based on Probable Cause is effected.</p> <p>E. Explain the consequences of failing to adhere to the law in regard to stopping persons on NYCHA property.</p> <ol style="list-style-type: none"> 1. Police officers in public housing developments must remember that the basic principles outlined in the prior Terminal Learning Objective provide examples of legally valid encounters, under varying levels of suspicion of criminal activity. Members conducting approaches, forcible stops, or arrests without the appropriate legal authority may face the possibility of the suppression of any evidence obtained during such stop and subject themselves to Departmental disciplinary consequences, including founded CCRB allegations of Abuse of Authority, prosecution by the Department Advocate's Office, and appropriate penalties. 2. Unjustifiable interactions also contribute to community distrust of the police, and poor relations with the very community we are trying to serve and protect. A single negative interaction can make a lasting impression on a community member that will taint future interactions with police officers. <p><u>Consider the examples below:</u></p> <ul style="list-style-type: none"> ➤ While patrolling a part of NYCHA property known for its drug activity at 23:30, an officer sees a person exit a NYCHA building. The officer approaches the person and asks if he is a resident of the building he just visited. <p><u>What was <i>wrong</i> with the above scenario?</u> The person had already left a NYCHA building, and when the purpose of an approach is to verify a person's justification for being in a NYCHA building, officers should not approach a person if the person has already exited the building unless there are other indications of criminality, or an independent objective and credible reason for the approach.</p> <hr/>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>➤ While conducting an interior patrol of a NYCHA building, an officer notices someone enter the building using a key. The officer approaches the person and asks him if he is a resident.</p> <p><u>What was <i>wrong</i> with the above scenario?</u> The person had established their right to be in the building by using a key. Absent any other objective and credible reason, the officer was not authorized to approach the person.</p> <hr/> <p>➤ While conducting an interior patrol in a NYCHA building, police officers observe a group of five teenage boys entering the building together. One of the teenagers uses a key to enter the building, and it is clear from their interactions that all of the teenagers are friends. The officers approach the teenagers and ask if they are residents of the building.</p> <p><u>What was <i>wrong</i> with the above scenario?</u> One of the teenagers had established a right to be in the building, and it was clear that the other teenagers were authorized guests (if not residents themselves). Absent any other objective and credible reason, the officer was not authorized to approach any of them.</p> <p>➤ A sector team observes two individuals exiting the elevators in the lobby of a NYCHA building. The officers note the smell of marihuana in the elevator. The officers approach the two individuals and ask them their reason for being in the building. The individuals mention that their aunt lives in the building. The police officers forced the two individuals to take them to their aunt's apartment, to verify that they belonged in the building before they let them leave.</p> <p><u>What was <i>wrong</i> with the above scenario?</u> The level had never risen to Reasonable Suspicion – therefore a forcible stop was not authorized.</p> <p><u>What would have made the scenario acceptable?</u> If the brothers <i>voluntarily</i> agreed to stop and <i>voluntarily</i> agreed to accompany the officers to the apartment to verify the legitimacy of their presence in the building.</p>	
<p>➤ An officer on an interior patrol observes a person standing</p>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>in the lobby for several minutes. Upon seeing the officer the person looks nervous and evasive. The officer approaches the person and asks if he is a resident of the building. The person replies, "I'm just passing through." The officer then arrests the person for criminal trespass.</p> <p><u>What was <i>wrong</i> with the above scenario?</u> According to the N.Y. Appellate Division in <u>People v. Sanders</u> (1991), the person's comments did not establish Probable Cause, and, therefore, an arrest was not authorized. An officer can only arrest when the officer has Probable Cause to believe that the person is neither a resident, nor visiting someone in the building, nor otherwise authorized to be in the building.</p> <p><u>What would have made the scenario acceptable?</u> The officer should have asked the person if he was visiting someone in the building or otherwise authorized to be in the building. If the person said he was not visiting someone in the building or otherwise authorized to be in the building there would have been Probable Cause to arrest.</p> <p><u>Same facts as above</u>, but the person says that he is visiting a resident in the building. The officer accompanies the person to the apartment, but no one is home. The officer then arrests the person for criminal trespass</p> <p><u>What was <i>wrong</i> with the above scenario?</u> The fact that a resident is not home does not necessarily mean that the person was not authorized to be in the building. An authorized visitor should not be arrested for trespassing simply because the resident happens not to be at home when the person is trying to visit.</p> <p><u>What would have made the scenario acceptable?</u> Since the person's stated purpose for being in the building was to visit a resident, and that resident was not home, the officer should have asked the person to leave the building. If, after giving the person the opportunity to leave the building, the person still refused to leave, the officer may have arrested the person for criminal trespass</p> <p>F. Explain the procedures to take when confronted with a disabled elevator.</p> <p>Unoccupied Disabled Elevator</p> <p>1. If, during interior patrol, you come across an</p>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>UNOCCUPIED disabled elevator, your obligation would be to notify Housing Authority Emergency Service Department maintenance personnel by calling (718) 707-5900. You must also inspect elevator doors on each floor and notify Housing Authority Emergency Service Department maintenance personnel or NYPD Emergency Service Unit immediately and remain at scene and secure location until unsafe condition has been corrected if:</p> <ul style="list-style-type: none"> a) The elevator door glass is missing, or if the outer elevator door opens when elevator is not present; b) There are any other dangerous conditions concerning elevators. <p>Occupied Disabled Elevator</p> <p>1. If, during interior patrol, you come across an OCCUPIED disabled elevator, your obligation would be to notify the radio dispatcher and request the response of Housing Authority Emergency Service Department maintenance personnel. Also notify the NYPD Emergency Service Unit and ambulance, if the situation requires the immediate removal of passengers in cases involving, but not limited to a cardiac condition, or a seriously ill passenger, etc.</p> <p>Note: If a delay in the response of Housing Authority Emergency Service personnel is expected, a request for N.Y.P.D. Emergency Service Unit personnel will be made even in situations deemed to be of a non-emergency nature.</p> <p>Note: Members of the service shall NOT attempt to remove passengers from a disabled elevator car without the assistance of Housing Authority and/or N.Y.P.D. Emergency Service Unit personnel who are trained in the removal of passengers from disabled elevators.</p> <p>2. The officer must prepare a Field Report and Aided Report Worksheet, if necessary, upon completion of assignment. Include names and addresses of passengers and names and shield numbers of responding Emergency Service personnel.</p> <p>G. Identify the circumstance when a Field Report will be prepared.</p>	<p>P.G. 212-28, Disable Housing Authority Elevator Car with Passengers</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>1. Used to record corrective action taken on non – criminal conditions which occur on the property of NYCHA. Such conditions include:</p> <ul style="list-style-type: none"> a) Disabled elevators b) Noise complaints c) Breach of housing authority rules and regulations d) Follow – up dispositions e) Damage, accidental f) Damage, non – criminal g) Damage, cause unknown h) Abandoned and derelict vehicles i) Resident disputes j) Fire, non – suspicious k) Other conditions as specified by appropriate patrol guide procedures <p>Note: A Complaint Report Worksheet is prepared for CRIMES occurring on NYCHA property.</p> <p>H. Explain the NYCHA Trespass Notice Program</p> <p>1. Under this program, any individual who is arrested for felony sale of controlled substance or marihuana on a Queens, Manhattan and Brooklyn NYCHA development is permanently excluded from entering all NYCHA property.</p> <p>2. NYCHA “On-Development” (defined)</p> <ul style="list-style-type: none"> a) All NYCHA buildings, apartments, offices, maintenance areas, etc. b) All walkways, streets, grounds, and parking areas located within NYCHA Developments. c) All stores, laundries, community centers, childcare centers, senior centers, health stations, etc. within NYCHA Developments. d) From the center line of the street inward towards NYCHA buildings. e) All NYC parks and all NYC school playgrounds within or immediately adjacent to NYCHA grounds. f) Piers or bulkheads immediately adjacent to NYCHA Grounds. <p>3. When effecting the arrest of an individual “On-</p>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>Development” for felony sale of controlled substance or marihuana, in addition to normal arrest procedures:</p> <ol style="list-style-type: none"> a) Prepare a NYCHA Trespass Notice <ol style="list-style-type: none"> (1) Enter the Notice log number, obtained by calling the Housing Bureau wheel b) Have the defendant sign and date the notice <ol style="list-style-type: none"> (2) If defendant refuses, so state on signature line and initial and date c) Make four copies of the Notice <ol style="list-style-type: none"> (1) Personally serve the defendant with one copy of the notice (2) The remaining three copies are for the Desk Officer d) Fax a copy of the notice to the Housing Bureau Wheel and call to confirm receipt e) Prepare a “Trespass Notice Package” containing: <ol style="list-style-type: none"> (1) Original signed Trespass Notice (2) Computer copy of OLBS and Complaint Report (3) Copy of PCI and Request for Laboratory Analysis (if prepared) (4) Copy of Search Warrant when applicable f) Deliver the package and 3 copies of Notice to the Desk Officer <p>Note: If the defendant claims that he or she is a NYCHA resident, confirm that the address given by the defendant is a NYCHA location by contacting any PSA or Housing Bureau Wheel. A NYCHA resident will still be served with the Notice and will not be allowed in any NYCHA area other than their resident building and common areas of that development.</p> <p>Note: Common areas include most areas within the resident’s development. It does not include apartments other than their own or areas where residents are not normally allowed (e.g., rooftops).</p> <p>IV. SUPPLEMENTARY PROCEDURES FOR PATROL OPERATIONS</p>	<p>Learning Objective #4</p> <p>P.G. 212-59, Interior</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>A. Interior Patrol</p> <ol style="list-style-type: none"> 1. Patrolling multiple dwelling private buildings for criminal activity including trespassing under the Trespass Affidavit Program is a valuable problem solving tool, as well as an important component of the Department's crime control strategy. Authorization for interior patrol, the tactically planned patrol of the interior hallways, stairways, lobbies, basements, rooftops and other common areas of multiple dwelling buildings that are not owned by the New York City Housing Authority is obtained through the Department's Trespass Affidavit Program. 2. To conduct interior patrol in a residential multiple dwelling private building in the Department's Trespass Affidavit Program, uniformed members of the service will: <ol style="list-style-type: none"> a) Respond in teams of two to location at designated time and coordinate activities with other assigned uniformed members. b) Notify Communication Section dispatcher utilizing radio code 10-75I and make Activity Log entry of the time and street address upon entering the building. c) Inspect front, rear and other exterior door and interior of lobby. d) Document in Activity Log that signs stating "NO TRESPASSING, TENANTS AND THEIR GUEST ONLY" are prominently displayed and legible. <ol style="list-style-type: none"> (1) Signs should be prominently displayed in areas where persons entering the building can readily observe them (e.g., vestibule entrance, vestibule, above the elevator, courtyard, roof, etc.) e) Proceed to top floor of building by elevator, if operable and conduct inspection of roof, roof landing, elevator rooms and any other installations. f) Patrol each floor, staircase and hallway 	<p>Patrol</p> <p>This procedure applies to privately owned buildings, NOT NYCHA.</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>within the building from the top floor to the ground floor.</p> <p>g) Inspect all accessible basement areas.</p> <p>h) Be alert for persons who may be engaged in criminal activity including potential trespassers and upon encountering such persons:</p> <p>(1) Approach the person(s) and ask:</p> <p>(a) If he or she lives in the building</p> <p>(b) If he or she is visiting someone in the building</p> <p>(c) If he or she has business in the building</p> <p>Note: A uniformed member of the service may approach and question persons if they have an <i>objective credible reason</i> (Level 1 - Request for Information) to do so. However, a uniformed member may not stop (temporarily detain) a suspected trespasser unless the uniformed member reasonably suspects (Level 3 – Reasonable Suspicion) that the person is in the building without authorization.</p> <p>(2) Take reasonable measures to verify a person’s authority to be present in the building when such authority is in question (e.g., asking for identification, keys to the building entrance doors, etc.)</p> <p>(3) When a person refuses to explain or is unable to explain his/her presence in the building the uniformed member may instruct the person that he or she must leave the building or be subject to arrest for trespass. The uniformed member may then arrest the person for trespass if:</p> <p>(a) The person refuses to exit the building and does not promptly establish a right to be in the building.</p> <p>(4) When reasonable suspicion develops that a person has committed, is committing or is about</p>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>to commit a felony or a Penal Law misdemeanor, conduct a stop question and possibly frisk.</p> <p>(5) If probable cause develops that a person has committed or is committing an offense, effect an arrest.</p> <p>(6) When a trespass arrest is made, prepare "Trespass Crimes - Fact Sheet (PD351-144)".</p> <p>(7) Copies of the "Trespass Crimes – Fact Sheet (PD351-144)" and "Trespass Crimes – Owner’s Affidavit (PD651-051)" or New York County District Attorney’s supporting affidavit, as appropriate for the building must be included in arrest package.</p> <p>i) Notify Communications Section Dispatcher upon exiting building and make Activity Log entry indicating time building inspection was completed and any conditions noted.</p> <p>3. The "Trespass Crimes – Owner’s Affidavit (PD651-051)", will be utilized for Department Trespass Affidavit Program buildings in the Bronx, Brooklyn, Staten Island and Queens. The New York Count District Attorney’s Office manages a Trespass Affidavit Program in Manhattan and utilizes its own supporting affidavits. The "Trespass Crimes – Fact Sheet (PD351-144)", will be prepared in every instance, including Manhattan where a uniformed member of the service effects a trespass arrest in a building participating in a Trespass Affidavit Program.</p> <p>B. Fire scenes</p> <p>1. Primary duty is to protect life and property.</p> <p>2. Upon arrival at the scene insure that an alarm has been sent, if not send one.</p>	<p>P.G. 212-58, Fire Scenes</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>3. Make sure the RMP is not parked in a way to impede FDNY response.</p> <p>4. If you begin to assist in the evacuation of the building leave a responsible person outside to direct responding personnel</p> <p>5. When establishing police lines at a fire scene only the following persons or vehicles will be permitted to enter:</p> <ul style="list-style-type: none"> a) Police and Fire Dept. vehicles b) Ambulances c) City agency vehicles for duty in connection with the fire d) Public service corporation vehicles for duty in connection with the fire e) Persons holding valid working press cards or fire line cards f) Employees of public service corporations in performance of emergency duties g) Members of governmental agencies in performance of duty h) The Mayor i) The Mayor's car j) U.S. mail vehicles k) Prison vans transporting prisoners <p>C. Response to Fires by Uniformed Members of the Service</p> <p>1. Uniformed members of the service assigned to a fire will notify the radio dispatcher when they arrive on scene. In addition, they will inform the dispatcher of any pertinent details regarding the fire.</p> <p>2. The radio dispatcher will immediately, whether requested or not, call the originating caller and ascertain an update on the fire condition.</p> <p>3. The radio dispatcher will communicate immediately to UMOS on the scene any new information, including the number of individual calls received for that particular assignment and will also notify the patrol supervisor and any other responding supervisor of all available information.</p> <p>4. The on-scene UMOS will communicate, prior to</p>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>entering the building, all observations made in connection with the fire to the radio dispatcher for transmittal to the responding supervisor and other UMOS.</p> <p>5. The radio dispatcher will notify the patrol supervisor for all building fire assignments whether received through 911 or as a pick-up assignment and the supervisor assigned must respond to all fires.</p> <p>Building Entry/Elevator Use:</p> <p>6. Upon entering the building, note the distance of the stairwell to the elevator and note the locations of all exits in the event of an evacuation or tactical retreat becomes necessary.</p> <p>7. If multiple UMOS are entering the building at the same time, UMOS should utilize separate stairwells/elevators.</p> <p>8. Whenever possible UMOS will utilize stairs and walk up to the floor reported to be affected by fire.</p> <p>9. Prior to deciding to use the elevator to ascend to the fire, UMOS will inspect the elevator shaft for signs of smoke by directing their flashlights through any visible space between the elevator and the open shaft.</p> <p>10. If smoke is detected in the elevator shaft DO NOT use the elevator as a method of ascent.</p> <p>11. UMOS should stop the elevator on every 5th floor on the way up to the reported fire to repeat the visual inspection of the shaft.</p> <p>12. If there is no smoke detected in the elevator shaft, the UMOS may elect to use the elevator, but must exit the elevator at least 2 floors below the affected floor and proceed cautiously via the stairs to the affected floor.</p> <p>13. UMOS should transmit the chosen method of ascent, either stairs or elevator, to the communications dispatcher prior to advancing to the affected floor.</p> <p>NOTE: UMOS must be aware that fires can spread rapidly and</p>	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>expand to other floors. In addition, smoke in these fires may contain poisons and carcinogens. UMOS should proceed cautiously at all times; maintain communication with the radio dispatcher to relay their locations and to ascertain the estimated time of arrival of the Fire Department.</p> <p>14. Upon arrival to the floor of the reported fire, UMOS must first conduct a visual inspection of the hallway through the window of the stairwell door, if possible. Next, touch the stairwell door to detect the presence of heat in the hallway.</p> <p>15. If heat is detected, adjust tactics accordingly prior to entering the hallway, including but not limited to retreating to a floor below the reported fire.</p> <p>NOTE: An unusually warm door or the presence of smoke are indicators that there is a fire in the hallway or in an apartment where a door has been left open. This can be an extremely dangerous condition. Therefore, whether or not UMOS decide to enter the hallway, ensure that the door between the stairwell and the hallway remains closed to reduce the risk of the chimney effect which can draw fire to the stairwell and cause the fire to spread.</p> <p>16. If UMOS suddenly encounter smoke and heat, drop to your knees, move closer to the wall and retreat to a predetermined exit.</p> <p>D. Natural Gas Hazards</p> <ol style="list-style-type: none"> 1. It is important that a UMOS know how to recognize a gas leak and what to do if you encounter a suspected gas leak while responding to a call for service. Signs of a gas leak includes: <ol style="list-style-type: none"> a) Smell – A distinctive strong odor similar to rotten eggs. b) See – White cloud, mist, fog, bubbles in standing water, blowing dust or vegetation that appears to be dead or dying for no reason. c) Hear – Roaring, hissing, or whistling. 2. If you detect a gas leak: <ol style="list-style-type: none"> a) If the odor is strong, evacuate immediately and take others with you. Establish a minimum safe distance in accordance with P.G. 212-37, 	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>Hazardous Materials.</p> <ul style="list-style-type: none"> b) If the odor is faint, and is consistent with personal safety, open windows before leaving. c) If you are outside, establish a frozen zone and evacuate civilians from the source of the leak if known. d) Do not light a match or smoke, turn appliances or lights on or off (including flashlights) use the portable radio, cell phone, landline phone or start a car. Doing so can produce sparks that might cause the gas to explode. e) Notify FDNY to respond through communications. <p>E. Vacate Orders</p> <ol style="list-style-type: none"> 1. An order generated after a representative of the department of buildings, housing department or fire department has deemed a premise hazardous. 2. Can be a residential or non - residential building. 3. Upon being assigned to assist in the execution of a vacate order of a residential building a member of the service will: <ul style="list-style-type: none"> a) Verify the credentials and authority of the agency representative. b) Obtain facts concerning the reason for the vacate order being issued. c) Assist in the evacuation when there is an immediate danger that the building will collapse or any existing dangerous condition to human life. d) Notify operations if conditions call for an immediate evacuation. e) Request a patrol supervisor to respond when: <ol style="list-style-type: none"> (1) Persons are actually being evacuated. (2) Premises are to be sealed. (3) For any other appropriate reason. f) Remain with the agency representative until service or evacuation is complete, if requested. g) Check with agency representative to ensure that the vacated premise will be safeguarded. h) Make Activity Log entries 	<p>P.G. 212-43, Vacate Orders</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>charge.</p> <p>4. Challenging Officer - For the purposes of this procedure the uniformed member of the service who comes upon the scene where an unidentified person states he/she is a police officer or whose actions may indicate he/she is taking police action.(i.e. on duty or off duty uniformed member of the service or an enforcement officer from an outside criminal justice agency)</p> <p>5. Confronted Officer -The uniformed member of the service (usually civilian clothed) either on or off duty, who may be armed and taking police action and whose identity and objectives are not immediately apparent to the challenging officer.</p> <p>Note: Members of the service are reminded to immediately take cover to the rear, not to the side of the person being challenged, if possible. A challenge from the rear allows more time for the challenging officer to evaluate the subject's reaction and also gives the challenging officer a tactical advantage. A challenge from the side reduces response time.</p> <p>6. Challenging Officer</p> <ol style="list-style-type: none"> a) Immediately take cover to the rear, not to the side of the person being challenged, if possible Identify self (Police! Don't move!) b) Utilize any cover available (e.g., car, garbage can, lamppost, mailbox, etc.) c) Any object is a form of protection, even though its value might be only of a concealment nature. d) Identify yourself in a loud, clear voice, stating "<u>Police! Don't Move</u>"; e) Avoid using slang terms such as "Freeze" or Hold It." f) Avoid using directives which are contradictory and can cause confusion such as, "Don't move and raise your hands." g) Do not use stereotypes which are based on a person's race, color, ethnicity, hairstyle, clothing or physical appearance. h) Members of the service are reminded that the Department is multicultural and stereotypes 	<p>Show video "Preventing Friendly Fire, Prod# 09-035"</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>based on the above <i>WILL NOT BE USED TO JUSTIFY YOUR ACTIONS</i>.</p> <ul style="list-style-type: none"> i) Members of the service are reminded that racial and ethnic profiling is a violation of the Fourth Amendment to the United States Constitution, Article 1 Section 12 of the New York State Constitution, New York City Administrative Code Section 14-151 and other applicable laws. j) Request person to give exact location of identification and to produce identification slowly, in a <u>controlled manner</u>, if person states he or she is a police officer; k) Examine credentials to ensure validity and photo or description (if any) fits individual. l) Remain alert until you are <u>completely</u> satisfied as to person's identity. m) Return credentials, if satisfied with identification; n) Make Activity Log entry; o) Request the response of the patrol supervisor, precinct of occurrence and supervisory officer of on duty member of the service confronted. <p>7. Confronted Officer</p> <ul style="list-style-type: none"> a) Remain motionless even if it means a fleeing suspect may escape. DO NOT turn body especially if holding a firearm. b) Obey all directions from the officer making the challenge. c) Inform challenging officer exact location of identification before moving. d) If requested to do so, remove identification card from wallet, holder, etc. and hand it to the challenging officer. e) Civilian clothed uniformed members of the service should make it a practice to carry their shields in a pocket opposite their shooting hands. f) Members of the service performing duty in civilian clothes should ensure that they are aware of the "color of the day" and that it is displayed in a conspicuous manner. g) Department Policy – The identification card is the primary form of identification for uniformed members of the Department and must <u>always</u> 	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p style="text-align: center;">be carried. However, uniformed members of the service do not have to carry their shields when unarmed.</p> <p>H. Tactical Considerations</p> <ol style="list-style-type: none"> 1. When challenged; DO NOT simultaneously reach for your identification and tell the challenging officer who you are. DO NOT turn and face the challenging officer with a firearm in hand. DO NOT move your hands in any manner that can be interpreted as a hostile or menacing movement. It is a natural reaction to turn when challenged from behind, you should resist this urge. 2. The on duty and/or uniformed officer must ensure that they are aware of important information that may prove vital during a confrontation situation. One such piece of information is the COLOR OF THE DAY. All officers must be made aware of the color of the day upon turnout by the supervisor. The color of the day is transmitted via the FINEST terminal on a daily basis. Non-uniformed members of the service are required to wear the color of the day when performing enforcement duty so that it is visible to all patrol officers in the event of a confrontation with uniformed members of the service. The colors of the day may be: Green, White, Yellow, Red, or Orange rotated on a daily basis. 3. Use extreme caution in judging the challenged officer's response to commands. Do not fall victim to the "Symbolic Opponent Syndrome" - Preconceived notion that places a suspect into a "criminal" category because of race, nationality, grooming, or mode of dress. Looks can be deceiving and should not form the basis for action to be taken. Do not reach any definite conclusions that may lead to irreversible police action, because of a suspect's appearance. <p>I. Threats to Members of the Service</p> <ol style="list-style-type: none"> 1. When assigned to the station house as the telephone Switchboard operator, the command clerk, the cell attendant, or stationhouse 	<p>Stress that <i>Color of the Day</i> is not to be given over the radio.</p> <p>P.G. 212-31, Threats Against Members of the Service</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>security you may receive a threat against a member of the service.</p> <p>2. Via telephone, record the following:</p> <ul style="list-style-type: none"> a) The telephone number of the telephone on which the call is received b) The exact time of the call c) Name of the threatened officer d) Motive or reason for the threat e) Manner in which the threat will be carried out f) Identity of the caller g) Location from which the call is being made h) Inquire if the threat stems from a prior arrest made by the threatened officer. <p>3. If threat is received in writing:</p> <ul style="list-style-type: none"> a) Avoid unnecessary handling of the envelope or document b) Place document into a plastic security envelope c) Make note if document was received by U.S. mail or other means d) Identify the postal employee who delivered the document e) If delivered by a delivery service, interview private individual as to circumstances of how he / she receive the document. <p>4. Threat received by fax:</p> <ul style="list-style-type: none"> a) Record the time of receipt b) Record the telephone number of receiving fax machine c) Obtain a transmission report, if the fax machine is so equipped. <p>5. Threat made in person:</p> <ul style="list-style-type: none"> a) Ascertain all available information from the individual making the threat b) Identify of the member of the service being threatened c) Motivation of the threat 	

<p>LESSON: PATROL OPERATIONS</p>	<p>INSTRUCTOR CUES:</p>
<p style="text-align: right;">d) Pedigree of the person making the threat</p> <p>V. LIST THE REQUIRED ACTIVITY LOG ENTRIES AT THE BEGINNING AND END OF TOUR.</p> <p>A. The following entries must be included in the Activity Log:</p> <p style="padding-left: 40px;">1. At the start of your tour</p> <p style="padding-left: 80px;">a) Day/Date/Tour b) Assignment c) Meal Period d) Name of Supervisor Conducting Roll Call e) Name of Operator / Recorder (If Applicable) f) Results of Vehicle Inspection (RMP Operator); Amount of Gas, Odometer Reading and Overall Condition of Vehicle</p> <p style="padding-left: 40px;">2. At the end of your tour</p> <p style="padding-left: 80px;">a) Time EOT b) Odometer Reading (If Applicable) c) Signature d) Shield Number</p> <p style="text-align: center;"><u>CONCLUSION</u></p> <p>Whether an officer is in a precinct, Transit District, or a Housing Police Service Area (PSA), the basic premise is the same: to provide safety and security to citizens, riders and residents. For many citizens, security is knowing the cop on patrol. The objective is to establish ties and relations with the public. Police Officers should feel, and be perceived as, part of the community that they serve. The citizens' concerns should be their concerns. The Police officer's job is to protect life and property, and to actively pursue violators of the law. Police department cannot accomplish this task without the support of the citizens of this city; it is through daily vigilant patrol that police officer gain that support.</p> <p style="text-align: center;">MANDATORY PATROL GUIDE READING</p> <ul style="list-style-type: none"> • P.G. 202-21 Police Officer – Duties and Responsibilities • P.G. 202-22 Radio Motor Patrol Operator – Duties and Responsibilities • P.G. 202-23 Radio Motor Patrol Recorder – Duties and 	<p>Learning Objective #5</p>

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<ul style="list-style-type: none"> • P.G. 202-40 Responsibilities • P.G. 207-29 Police Attendant – Duties and Responsibilities • P.G. 212-01 Field Reports • P.G. 212-03 Roll Call Formations • P.G. 212-03 Expiration of Tour • P.G. 212-10 Interrupted Patrol • P.G. 212-16 Evacuations of New York City Transit Trains • P.G. 212-17 Procedures at Scenes of Critical Situations on New York City Transit • P.G. 212-18 Searches for Armed/Dangerous Persons on New York City Transit Tracks • P.G. 212-19 Animals on New York City Public Transportation • P.G. 212-20 Ejection from New York City Transit Property • P.G. 212-21 Photography in New York City Transit Property • P.G. 212-23 Inspection of Rapid Transit Station on Post • P.G. 212-24 Removal of Power in the Subway • P.G. 212-25 Revenue Escorts • P.G. 212-26 Inspection of New York City Housing Authority Facilities • P.G. 212-28 Disabled Housing Authority Elevator Car With Passengers • P.G. 212-31 Threats Against Members of the Service • P.G. 212-33 Confrontation Situations • P.G. 212-43 Vacate Orders for Residential Buildings • P.G. 212-58 Fire • P.G. 215-15 Confiscation of New York City Transit Student MetroCards • P.G. 212-59 Interior Patrol of Trespass Affidavit Buildings • P.G. 212-60 Interior Patrol of Housing Authority Buildings • P.G. 212-76 New York City Housing Authority Trespass Notice Program • P.G. 212-77 Processing Arrests Made Pursuant to the New York city Housing Authority Trespass Notice Program • P.G. 216-09 Animal Bites • P.G. 219-01 Inspection of Department Vehicles Each Tour by Operator <p>At the conclusion of this lesson, the student will be able to:</p> <ul style="list-style-type: none"> • Describe the events which occur at roll call. • Identify and discuss Precinct and Transit patrol. • Explain the proper procedure for interior patrol and its legal 	

LESSON: PATROL OPERATIONS	INSTRUCTOR CUES:
<p>implications:</p> <ul style="list-style-type: none"> A. Describe the purpose and rationale for conducting interior patrols within Housing Authority property. B. Describe the importance of proper interactions between police officers and Housing Authority residents, C. Explain the revision to Patrol Guide section 212-60, “Interior Patrol of Housing Authority Buildings”. D. Identify situations when an officer (a) may legally approach or stop someone on NYCHA property, and (b) when an officer should prepare a “Field Report”. E. Explain the consequences of failing to adhere to the law in regard to stopping persons on NYCHA property. F. Explain the procedures to take when confronted with a disabled elevator. G. Identify the circumstance when a Field Report will be prepared. H. Explain the NYCHA Trespass Notice Program. <ul style="list-style-type: none"> • Discuss Supplementary procedures involving patrol operations. • List the required Activity Log entries at the beginning and end of tour. 	