



**DHS  
PEACE OFFICER  
GUIDE**

Rules and Regulations  
Department of Homeless Services  
Police Operations



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- I. DHS Code of Conduct (Rev. 04/01)
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## DHS PEACE OFFICER GUIDE

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### INTRODUCTION

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**INTRODUCTION:** The purpose of the Peace Officer Guide for the New York City Department of Homeless Services (DHS) Police Operations:

The DHS Peace Officer Guide provides rules and regulations for DHS Police Operations, promulgated relative to the work assignments and duties, job functions and rules of conduct for peace officers of all ranks.

The provisions contained herein are intended to insure uniformity of methods and procedures, provide basis for guidance and discipline and to enhance the efficient performance of duty. They are designed to guide officers in carrying out the duties and responsibilities imposed by law and DHS.

However no manual or guide can be all-inclusive. Officers are expected to exercise sound judgement using the fundamental principles contained in the mission statement of DHS and the values of peace officers when specific topics are not contained herein.

The material in this guide is classified in major categories and is arranged in loose-leaf form to facilitate the addition and removal of pages when regulations are amended. As new directives are issued or existing procedures changed, officers will be issued revision updates to be inserted in this guide.

This guide, containing the rules and regulations of the DHS Police, is an integral part of the administrative process and represents the exercise of a lawfully delegated function. Any violation can be made the subject of disciplinary action.

Each peace officer is an employee of DHS. The exercise of his / her functions and duties shall be limited to the hours, premises, locations and business of DHS.

Each peace officer is responsible to maintain an updated DHS Peace Officer Guide and to present it upon demand by any ranking officer for inspection. Familiarization and compliance herewith by each member of the DHS Police will not only provide a proper foundation for sound administration and effective, efficient police service, but will enable each officer to fulfill his / her professional responsibilities to the people of the City of New York.



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MISSION STATEMENTS & VALUES			
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### MISSION STATEMENT OF THE DEPARTMENT OF HOMELESS SERVICES:

Our mission, in partnership with the public and private agencies, is to provide temporary emergency shelter for eligible homeless people in a safe, supportive environment. In an atmosphere of cooperation and respect, we deliver services through a continuum of care, where the client assumes responsibility for achieving the goal of independent living.

### VALUES OF THE DHS PEACE OFFICERS:

In partnership and with the cooperation of the providers we serve, we pledge to:

- Protect life and safeguard persons on the premises
- Preserve the public peace
- Prevent crime
- Detect, warn and if necessary, arrest offenders
- Guard and protect DHS property
- Enforce laws, ordinances and pertinent regulations
- Demonstrate sound judgement at all times
- Use moderation whenever possible
- Use the minimum amount of physical contact necessary to accomplish the mission
- Maintain a higher standard of integrity than is generally expected of others because much is expected of us
- Value human life, respect each individual and render our services with courtesy, pride and civility.

### MISSION STATEMENT OF THE D.H.S. OFFICE OF SECURITY:

Our mission, in cooperation and partnership with the providers we serve, is to support the delivery of vital social services by creating the safest environment possible for our clients, staff and the community. We pledge to maintain the public peace, value human life, respect each individual and render our services with courtesy, pride and civility while maintaining the highest standard of integrity.

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### ROLE OF THE DHS PEACE OFFICERS

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#### I. MISSION STATEMENT

*Our mission, in cooperation and partnership with the providers we serve, is to support the delivery of vital social services by creating the safest environment possible for our clients, staff and the community. We pledge to maintain the public peace, value human life, respect each individual and render our services with courtesy, pride and civility while maintaining the highest standard of integrity.*

#### II. ACCESS CONTROL

The primary function of the DHS Police at most shelter facilities is **access control**. By controlling access to the facility, safety can be enhanced by ensuring only authorized persons enter; reducing the possibility of weapons and contraband entering the shelter and keeping other items which are prohibited or dangerous from entering.

All persons entering a DHS facility must be properly identified and documented, if necessary. DHS Police, contracted private security guards, shelter program staff, or any combination thereof may perform this function.

The screening of persons and their possessions (using metal detectors, x-ray machines and physical searches / pat-downs) is used to reduce the possibility of weapons and contraband entering the facility. *This is clearly the most important duty of DHS officers.* Proper screening is the single most effective way of improving safety and security within the shelters. Officers who become lazy or complacent in performing their screening duties put themselves, clients, shelter staff and visitors in serious danger. The importance of effective screening cannot be emphasized enough.

#### III. MAINTAINING ORDER

The secondary function of the DHS Police is order maintenance. In order for the vital social services of this agency to be delivered effectively to clients, order and peace at the facilities must be maintained.

Thousands of persons seek shelter and services from the DHS each year. Processing, qualifying and placing these persons in appropriate facilities is, at times, a complex and frustrating procedure for clients. This added stress, coupled with common pre-existing conditions such as mental illness, substance or alcohol dependency and ethnic or cultural differences, often exposes DHS officers to a chaotic, seemingly unending array of crisis and situations.

Keeping the peace and maintaining order in such a complex, diverse environment is a challenging, yet rewarding task. Understanding the role of the DHS Police in the social service model is essential.



**ROLE OF THE DHS PEACE OFFICERS**

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**IV. LAW ENFORCEMENT & SOCIAL SERVICES**

Unlike most other police agencies, the DHS Police operate within a social service model. We do not serve a strictly a law enforcement function, but rather a function to ensure the safe, secure delivery of vital social services. Our goal is not to arrest all violators of the law, but rather use the law, when appropriate, to maintain safety and security of our facilities so these services can be delivered.

There are times when an arrest, though authorized by law, may not be made by a DHS officer. This option is called discretion, and discretion is much more widely used in the social service model than general law enforcement.

Officers must understand that this agency may opt to use administrative sanctions in combination with or in place of criminal prosecution, in certain situations.

A DHS Police supervisor verifies all arrests made by officers. The supervisor responds to the scene, evaluates the situation and the options available and applies the appropriate law enforcement or social service solution to the incident. If necessary, the supervisor confers with shelter program staff or other administrators to determine the appropriate action to take.

Using this system, the delicate balance between law enforcement and social service is effectively maintained.



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PUBLIC RELATIONS / COMMUNITY POLICING			
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Public relations and Community Policing, as they relate to DHS Police operations is the sum total of the attitudes, impressions and opinions of the clients, staff and general public and their relationship with the peace officers employed by DHS.

The success of the DHS Police in the performance of their duties will most often be measured not by mere crime statistics, but rather by the perception of the safe environment the officers foster and by the degree of support and cooperation they receive by the people at the locations where they serve. It is of paramount importance, therefore, for DHS officers to secure the confidence, respect and approval of the public they serve.

The most important factor in gaining good will and confidence of the public is an attitude of courtesy professionalism and respect. Courtesy, patience and tact are the characteristics of the experienced, competent officer when dealing with clients, staff and the general public.

DHS officers are expected to demonstrate the knowledge, expertise, technique and capacity to provide a wide range of services necessary in a modern social service environment.

Each member of the service must be imbued with a spirit of strong motivation and be prepared by study training and self-discipline to meet the responsibilities of police service. Self confidence is so essential for accomplishment and comes from the experience gained through the diligent performance of duty.

DHS Police personnel must exemplify an attitude of professionalism at all times to garner public approval and praise. The courage an officer displays in moments of danger, or a calm, objective approach at the scene of chaos or disorder, can instantly reassure a traumatized victim. Sympathetic caring when dealing with children or rendering aid to the injured, elderly or infirm begets sincere admiration. Firmness and good judgement in carrying out one's duty will merit public respect.

The people we serve are generally peaceful. While the enforcement of numerous regulations is necessary to ensure the safety, health and comfort of all persons seeking and providing services, an officer who follows the model of using courtesy, professionalism and respect will ultimately be able to enforce such regulations while gaining the understanding, support and admiration of the majority of the persons the officer comes in contact with.



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LAW ENFORCEMENT CODE OF ETHICS			
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### LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve humankind: to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life un sullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust, to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law Enforcement.



ORDER OF RANK - COURTESIES COMPLIANCE WITH ORDERS			
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ORDER OF RANK

1. The order of rank in the DHS Police service is:
  - a. Commissioner
  - b. Deputy Commissioner
  - c. Assistant Commissioner
  - d. Director
  - e. Captain
  - f. Lieutenant
  - g. Sergeant
  - h. Peace Officer
2. Seniority in rank among members of the same rank is determined by date of hire in that rank or title.
3. At an incident, the senior uniformed member will direct and coordinate police operations pending the arrival of a supervisor.
4. Site Commanders, Borough Captains and Duty Captains will respond to serious incidents. They will assume command of the incident and keep the Director and Assistant Commissioner informed of all facts.

COURTESIES

1. Tender and return hand salute as prescribed by military regulations.
2. Salute:
  - a. Commissioner, Deputy Commissioners, Assistant Commissioners and Directors in civilian clothes.
  - b. Supervisory Officers in uniform
  - c. United States Flag as it passes
  - d. Police desk when entering command
3. Salute flag when national anthem is played. If flag is not visible, face band, etc. and salute.
4. Supervisory officers return hand salute promptly.
5. Salute is not required at large assemblies except when addressed by or addressing a supervisory officer. Salute is not required if it interferes with police duty.
6. Remove hat and stand at attention in the office of Commissioner, Deputy or Assistant Commissioner, Director or Captain.
7. Order "Attention" when Commissioner, Deputy or Assistant Commissioner or Director enters room unless otherwise directed.

COMPLIANCE WITH ORDERS

1. Be familiar with contents of DHS Officer's Guide and revise as directed.
2. Obey lawful orders and instructions of supervisory officers.
3. Be punctual when reporting for duty.
4. Be governed by orders affecting another rank when temporarily assigned to perform the duties of that rank, except as otherwise indicated.
5. Keep agency locker neat, clean and secured with approved combination lock.
6. Affix rank, name and shield number to outside of locker.
7. Always request appointment with Commissioner, Deputy or Assistant Commissioners or Director prior to appearing at office.





## DHS PEACE OFFICER GUIDE

PROCEDURE No. 100-02

PATROL DUTIES AND RESPONSIBILITIES			
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### PEACE OFFICER

1. Perform duty in uniform as directed by competent authority.
2. Proceed to post, vehicle or assignment as directed by supervising officer.
3. Comply with meal and post relieving points as directed by supervising officer.
4. Report to desk officer when entering or leaving police operations during tour of duty indicating reason for presence therein.
5. Be aware of, and inspect, post or assignment for conditions requiring attention.
6. Report immediately to desk or supervising officer any unusual crime, occurrence or condition, dangerous conditions, anything likely to cause public inconvenience, interruption of service or anything of an irregular or offensive nature.
7. Render all necessary police service in his/her assigned area and as otherwise directed.
8. Guard DHS personnel and property as assigned.
9. Familiarize self with the everyday routine of people residing, doing business, or frequenting the post.
10. Investigate suspicious conditions and circumstances on the post.
11. Give attention to hazardous conditions.
12. Call the desk, or supervising officer when detained at court or elsewhere.
13. Maintain an activity log.
14. Preserve completed activity logs and produces them as required by competent authority.
15. Maintain records and submit written reports as directed; report to appropriate headquarters by phone or other system as directed.
16. Monitor portable radio and respond as directed.
17. Do not leave post until you have been relieved or otherwise directed.
18. Patrol posts, which may include institutional ground and DHS property, buildings, location or DHS business only.
19. Take necessary action to maintain order, prevent theft, and destruction of property, and guard against acts of vandalism, nuisances and violations of DHS regulations.
20. Make arrests on DHS premises only under the following circumstances:
  - 1) He / She has reasonable cause to believe that a person has committed an offense in his presence while he / she is on duty and the offense has occurred on DHS premises, locations and business of DHS
  - 2) He / She has reasonable cause to believe that a person has committed a crime on DHS premises, locations, and business of DHS.
21. The exercise of a Special Officer's functions and duties shall be limited to the hours, premises, locations and business of DHS.

*The Department of Homeless Services will not indemnify, extend leave credits or overtime compensation to its employees for any off-duty activity. Furthermore, this Agency will not accept liability for any act by a Special Officer not expressly permitted by this manual or which does not take place during the hours of employment or in the place of employment.*





PATROL DUTIES AND RESPONSIBILITIES			
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**Radio  
Motor  
Patrol  
Operator**

1. Operate vehicle assigned at a slow safe rate of speed.
2. Operate vehicle with headlights on at all times
3. Report to police operations by radio each hour or as directed by commanding officer.
4. Do not use vehicle to pursue motor vehicles.
5. Check road conditions of entire post and make log entry immediately after arrival at each location in patrol area.
6. Inspect vehicle to insure it is in serviceable condition and enter in activity log findings, speedometer reading and amount of gasoline in the tank.
7. Operate vehicle only when assigned, properly licensed and designated as an agency Motor Patrol Operator.
8. Monitor portable radio and respond when summoned.
9. Obey traffic control devices.
10. Use extreme caution when approaching intersection or making turns.
11. Do not respond to radio runs unless specifically directed by operations.
12. Operate the vehicle for the entire tour or as designated by supervisor. Wear seat belts at all times.
13. Proceed to an emergency scene with due caution. Do not use the lights unnecessarily.
14. Take vehicle out of assigned area only when: directed by competent authority, or engaged in DHS official business, or servicing, repairing or cleaning is required, with permission of supervising officer.
15. Constantly patrol assigned area.
16. Do not unnecessarily leave the vehicle unattended; Remove the keys and lock the vehicle when engaged on authorized duties. Do not leave portable radio in the vehicle.
17. Sign out vehicle at the beginning of tour and in at the end of tour.
18. Notify supervising officer when vehicle requires repairs or is in need of replacement parts or accessories including tires and lights.
19. Operate vehicle in a manner to avoid injury to person or damage to property.
20. Take care of vehicle and accessories, equipment and tools assigned.
21. Cooperate with other operators of same vehicle to which assigned in care, maintenance and fueling, particularly cleaning, washing and keeping the vehicle in proper operating condition.
22. Make minor repairs when possible.
23. Deliver the vehicle for regular preventive maintenance inspection as scheduled.
24. Do not tow, or boost another vehicle without specific guidance from supervisor.

**NOTE:**

*Perform these duties in addition to duties for Peace Officers*

**PATROL  
DUTIES AND RESPONSIBILITIES**

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**SERGEANT**

1. Supervise all police operations within the facility during tour of duty.
2. Immediately respond to and direct activities at incidents involving any arrests, summons, weapons ( firearms, knives, etc.), serious crimes and emergencies. Make appropriate Activity Log entries.
3. Inspect uniforms and equipment of uniformed members of outgoing tour and instruct officers relative to the facility conditions.
4. Confer with site commander, executive officer, and other supervisors concerning trends observed and other matters of mutual interest and importance.
5. Conduct investigation and submit reports on injuries to members of the service or damage to Department property.
6. Visit various post locations at different times during tours to ascertain that uniformed members of the service are performing duty at all times and indicate activity log
7. Conduct investigations and submit reports as required.
8. Maintain activity log and make entries listing times, names and assignment of officers visited.
9. Be cognizant of crimes and other conditions within command and instruct peace officers concerning activities that affect their posts.
10. Patrol facility in uniform and equipped with a portable radio and Nextel.
11. Account for all vehicles assigned to command each tour and document in command log.
12. Insure that radio messages directed to member assigned to vehicle or post are acknowledged.
13. Perform desk duty, or assign a competent officer to desk duty when desk officer is unavailable due to vacation, sick report, etc.
14. Direct vehicle units to resume patrol when services are no longer required.
15. Report dereliction of duty to the site commander.
16. Keep desk officer notified of current matters of importance.
17. Notify desk officer of location where meal will be taken and relieve desk officer for meal when designated.
18. Reassign uniformed members assigned to vehicle duty when weather or road conditions make operation dangerous.
19. Review Activity reports of officers, make required entries and deliver a copy of the log daily to the commanding officer.
20. Supervise officer's performance of duty, test officer's knowledge of facility conditions and closely evaluate his activity and submit performance evaluations of the officer's.
21. Submit to commanding officer in writing, recommendations for special assignment, or change in assignment or member under his supervision.
22. Monitor and maintain attendance and punctuality records.
23. Prepare and maintain bulletin boards and assure that notifications are current and authorized.
24. Distribute Officer Guide Revision notices and other Department directives as required.

**PATROL  
DUTIES AND RESPONSIBILITIES**

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25. Schedule adequate coverage of positions under his / her supervision.
26. Perform other assignments as directed by the site commander and /or the operations coordinator.
27. Supervise the preparation and submission of reports using standardized forms, review for accuracy and completeness
28. Make evaluation of reported acts of outstanding and meritorious performance by subordinate officers and submit reports for agency recognition.
29. Directly responsible for the discipline and efficiency of patrol staff in enforcing laws and agency rules and regulations.
30. Maintain location logbooks..
31. Immediately inform Supervisor of unusual or serious incidents, arrests, warrant sweeps and request help if necessary.
32. Supervise the fire guard inspections: ....a.] Have inspecting member of the service make all appropriate entries.....b.] Make command log entry indicating that the fire guard inspections were performed.
33. May make an arrest on DHS property only under the following circumstances:
34. He /She has reasonable cause to believe that a person has committed an offense in his/her presence while he/she is on duty and the offense has occurred on DHS premises.
35. He/she has reasonable cause to believe that a person has committed a crime on DHA premises.
36. The exercise of a Sergeant's functions and duties should be limited to the hours, premises, locations and business of DHS.

*The Department of Homeless Services will not indemnify, extend leave credits or overtime compensation to its employees for any off-duty activity. Furthermore, this Agency will not accept liability for any act by a Sergeant not expressly permitted by their manual or which does not take place during the hour of employment or in the place of employment or locations and business of DHS.*



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 103

### PATROL DUTIES AND RESPONSIBILITIES

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- ACTING  
SITE  
COMMANDER /  
SERGEANT
1. Assume command and perform all functions of the site commander during his/her absence. (During absence of 24 hours or more sign all routine communications and reports).
  2. Make entry in command log in own handwriting, when reporting on or off duty, when leaving and returning to site for any reason. Indicate reason and manner of travel.
  3. Supervise performance of administrative functions in the command.
  4. Be designated "in command" in the absence of the site commander.
  5. Study deployment of resources of the command and recommend more effective deployment to the captain, where appropriate.
  6. Evaluate training, planning and personnel functions and needs of the command and make recommendations to the captain.
  7. Inspect uniforms, equipment, and general appearance of members of the command frequently.
  8. Inspect and sign activity logs of patrol sergeants regularly.
  9. Supervise the investigation of communications and preparation and forwarding of written reports while "in-command".
  10. Temporarily adjust scheduled tour, unless providing coverage as platoon sergeant.
  11. Do not perform the same duty as the captain if both working the same tour. (One will perform patrol duty and conduct field inspections, etc).
  12. Conduct investigations as directed by captain or other competent authority.
  13. Perform duty in uniform, equipped with portable radio and Nextel.
  14. Inspect and sign patrol log once each day.
  15. Review and supervise the maintenance of records and files of command.
  16. May make an arrest on DHS property only under the following circumstances: 1] He /She has reasonable cause to believe that a person has committed an offense in his/her presence while he/she is on duty and the offense has occurred on DHS premises.... 2] He / She has reasonable cause to believe that a person has committed a crime on DHA premises.
  17. The exercise of a Sergeant's functions and duties should be limited to the hours, premises, locations and business of DHS.

*The Department of Homeless Services will not indemnify, extend leave credits or overtime compensation to its employees for any off-duty activity. Furthermore, this Agency will not accept liability for any act by a Lieutenant not expressly permitted by their manual or which does not take place during the hour of employment or in the place of employment or locations and business of DHS.*



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 104

### PATROL DUTIES AND RESPONSIBILITIES

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SITE  
COMMANDER/  
LIEUTENANT

1. Command and be responsible for all police operations at a facility or similar unit, including but not limited to:
  - a. Proper performance of functions designated for command.
  - b. Efficiency and discipline of personnel under his command.
  - c. Informing members of command of current directives and orders.
  - d. Serviceability, proper care and use of equipment assigned to his/her command.
2. Make entry in command log, in own handwriting, when reporting on or off duty, when leaving and returning to site for any reason. Indicate reason and manner of travel.
3. Upon assignment to command review all personnel records and assignments of officers and supervisors within command.
4. Instruct and frequently test the knowledge of members of command, re; their duties and responsibilities.
5. Investigate and report on conditions and activities of command.
6. Examine and maintain all books and records of the command. Forward copies of reports, records and documents as directed.
7. Make frequent personal inspections of the uniforms, equipment and general appearance of members of the command at outgoing tour changes and on patrol.
8. DO NOT delegate administrative tasks normally reserved specifically for site commanders.
9. Inspect police operations facility periodically to insure cleanliness, orderly condition and that assigned equipment is accounted for and in good condition.
10. Designate manner in which members of command proceed to assignments, e.g. radio motor patrol vehicle, in personal vehicle or on foot.
11. Review activity of members of command each month.
12. Investigate a report of neglect of duty by subordinates.
13. Assign officers proportionately to tours and days off according to the needs of the command. Members having special qualifications are to be assigned to permit the greatest use of abilities.
14. Assign personnel to specific patrol and staff functions, as needed.
15. Design and provide a formal orientation program for newly assigned sergeants, and peace officers including interviews, introductions, and various facility and post conditions, problems, policies, boundaries, crime, local police jurisdiction facilities, area hospitals, etc.
16. Consult with immediate supervisor(s) of member before recommending or granting change of post, tour assignment and promotion.
17. Be thoroughly familiar with confidential performance profile (folder) of subordinate members.
18. Have confidential performance profile (folder) forwarded to member's new commanding officer, in an envelope marked "confidential" when member is transferred.
19. Prepare and forward weekly payroll documents as needed. Insure that subordinates are submitting payroll documents in a timely manner.



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### PATROL DUTIES AND RESPONSIBILITIES

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20. Maintain patrol coverage by supervising officers, insuring a supervisor is assigned each tour.
21. Make entry in command log when reporting on or off duty, when leaving or returning from site for any reason. Indicate reason and manner of travel.
22. Perform duty in uniform, equipped with portable radio and Nextel.
23. Utilize resources of command to cope efficiently with existent problems and accomplish the mission of the command and the agency. Authorize overtime only when necessary and monitor and distribute overtime fairly among members of the command.
24. Cooperate with other units to accomplish the mission of DHS.
25. Confer regularly with the DHS facility director regarding conditions, strategies, policy and other issues relative to police services and site security.
26. Monitor the evaluation process. Review performance evaluations submitted by subordinates carefully and have subordinates justify the rating given to officers assigned to their tours.
27. Prepare written instructions for sergeants and peace officers to be read at roll call.
28. Supervise the maintenance of the police operations library.
29. Apportion communications equally among sergeants for investigation.
30. Keep sergeants informed of facility conditions and other pertinent matters.
31. Check property log books, property on hand and the disposal of same. Insure property on hand is secured and access is limited to supervisor on duty.
32. Inspect and review sergeant's activity logs.
33. Develop and review facility security plan. Maintain liaison with NYPD personnel assigned to local precinct.
34. May make an arrest on DHS property only under the following circumstances: 1] He /She has reasonable cause to believe that a person has committed an offense in his/her presence while he/she is on duty and the offense has occurred on DHS premises.... 2] He / She has reasonable cause to believe that a person has committed a crime on DHS premises.
35. The exercise of a Lieutenant's functions and duties should be limited to the hours, premises, locations and business of DHS.

*The Department of Homeless Services will not indemnify, extend leave credits or overtime compensation to its employees for any off-duty activity. Furthermore, this Agency will not accept liability for any act by a Captain not expressly permitted by their manual or which does not take place during the hour of employment or in the place of employment or locations and business of DHS.*



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 104

### PATROL DUTIES AND RESPONSIBILITIES

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#### CAPTAIN / BOROUGH COMMANDER

- Utilize resources to administer, assign, control, coordinate, discipline, evaluate, guide, motivate, supervise and train all personnel assigned to borough commands to efficiently deliver police / security services and to ensure the mission of the Command is achieved.
  - Develop plans, establish liaisons and implement strategies in the furtherance of achieving the mission of the command.
- Develop plans and strategies for policing special events and details.
- Supervise performance, assignments and excusals of site commanders to ensure adequate coverage is maintained.
- Submit report each Tuesday morning to the Director concerned showing proposed work schedule for Sunday through Saturday of the following week.
- Provide formal training indoctrination program for newly assigned site commanders within the borough.
- Conduct investigations and perform other duties as assigned by Director.
- Prepare, review and sign reports as required.
- Oversee all disciplinary matters of commands within borough.
- Monitor, review and analyze overtime with the goal of maximum utilization of limited resources.
- Review evaluation process for sergeants and prepare evaluations for lieutenants.
- Oversee field operations and administrative operations of all sites within command.
- Study deployment of personnel and recommend redeployment when indicated.
- Perform duty in uniform, equipped with portable radio and Nextel.
- Make entry in command log, in own handwriting, when reporting on or off duty, when leaving or returning to site for any reason. Indicate reason and manner of travel.

#### DUTY CAPTAIN

- Perform duty in uniform, equipped with portable radio and Nextel, and patrol in agency vehicle.
- Make entry in command log, in own handwriting, when reporting on or off duty, when leaving or returning to site for any reason. Indicate reason and manner of travel.
- Supervise all personnel performing duty.
- Respond to major incidents or unusual occurrences.
- Visit all facilities when performing patrol duty.
- Inspect and sign command log of all sites visited.
- Submit report to Director at end of tour, including visits to facilities, observations and corrective action taken, major incidents or unusual occurrences and recommendations to improve security / police services.





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PERFORMANCE ON DUTY

1. Shall without delays, proceed to locker area, prepare for tour of duty by changing into prescribed uniform of the day.
2. Punch time card (Peace Officer shall be fully uniformed and ready to attend roll call and/or perform duties prior to punching time card).
3. Report and receive instructions from DHS Patrol Operations, Site Commander, supervising officers or other competent authority. (The officer shall familiarize him/herself with location conditions by examination of bulletin board and current orders prepared during his/her absence or since his/her previous tour of duty.
4. Promptly obey all lawful orders and perform such duties as directed by the Site Commander, supervising officer or other competent authority.
5. Proceed directly to post.
6. Inspect post and all accessible areas.
7. Immediately report to his/her supervisor anything of an irregular or offensive nature, anything likely to cause public inconvenience, disruption of service or any dangerous conditions.
8. Patrol all areas of his/her assigned post.
9. Remain on post until properly relieved, unless otherwise ordered.
10. Take meal period in area designated, when remaining in DHS facility.
11. Make accurate, concise entries in Department records in chronological order, without delay using black ink. Do not skip lines or pages.
12. Sign Department records or forms with full first name middle initial and surname.
13. Make corrections on Department records by drawing an ink line through incorrect matter. Enter correction immediately below and initial change.
14. Use numerals when entering dates on department forms, e.g., 12-01-99.
15. Answer telephone promptly stating in a courteous manner: DHS Police, command, rank or title and surname.
16. Be responsible for humane treatment and safekeeping of prisoners in custody or detained in department facility over which member has control.
17. Maintain Department property issued or assigned for use in serviceable condition.
18. Deliver recovered property, property removed from a prisoner, an emotionally disturbed person, intoxicated or incapacitated person to the desk officer of police operations where obtained unless otherwise directed.
19. Announce presence before entering a locker room, dormitory, lavatory, utilized by members of the opposite sex, except in an emergency. In addition, be accompanied by member of said opposite sex, if practicable.
20. Operate department vehicles only when assigned and designated an agency Motor Vehicle Operator.
21. Be constantly alert, noting everything that occurs within sight or hearing.





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22. Familiarize him/herself with the location of fire alarm boxes, telephones (public and facility), fire extinguishers, first aid kits and other emergency controls on post.
23. Become acquainted by sight with all persons employed or conducting business in the post area.
24. Perform independent patrol unless otherwise directed, or assigned a fixed post
25. Inspect entire post without unnecessary delay, noting any conditions requiring his/her attention or other patrol action.
26. Not permit any unauthorized person who has in his possession a dangerous weapon, as defined in the Penal Code, to remain on the premises of the location.
27. Not remain in DHS facility past expiration of his/her tour.
28. Not hold lengthy conversations with officers assigned to adjoining posts.
29. Not permit person to loiter in toilets, stairways, hallways or entrances of the facility.
30. Not permit unauthorized persons to have access to Department's premises not open to the public.
31. A DHS Officer shall not be excused for meal for a period over 30 minutes during his/her tour.
32. The meal periods assigned for each post shall be rotated daily.
33. A DHS Officer attending court, appearing before a Grand Jury, District Attorney, etc., shall take his meal period during the time the court or the other body recesses for that purpose if at that time his case is not on or scheduled.
34. A DHS Officer, who takes his meal period and remains on DHS premises, shall not consider himself relieved from his/her obligations during this meal period.
35. When an officer is relieved by another officer at the end of tour, meal period or other relief, he/she shall, upon being relieved, transmit to the relieving officer all information pertaining to the post or assignment, and record the rank, name and shield, time and date.
36. A DHS officer shall obtain a complete, operational portable radio at the beginning of his/her tour from the sergeant or the patrol officer of the previous tour if the radios were in use.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 106-01

### GENERAL REGULATIONS

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#### RULES OF CONDUCT

- A. Attendance and Punctuality
  1. Be fit for and subject to duty at all times except when on sick leave or compensation leave.
  2. Perform tours of duty with regular days off as prescribed by the Site Commander. Any notices to report shall have the force and effect of orders.
  3. Be punctual in reporting for duty, reporting to assignments and other scheduled appearances.
  4. Be fully uniformed and ready to perform duties prior to commencement of tour of duty.
  5. Notify a supervisor by telephone at least one hour prior to commencement of tour when calling out due to sickness or other emergency.
  6. Request leave or other non-regular days off in writing 5 days prior to absence.
- B. Shields / Identification
  1. Carry his DHS employee identification card at all times.
  2. Have on his person at all times when on duty the shield issued by the DHS Police. When in uniform, shield shall be worn above the left breast on the outermost garment.
  3. The loss of the shield or identification card shall be reported immediately to police agency of the jurisdiction in the area where the card or shield was believed to be lost or stolen, and to a DHS Police supervisor at the officer's command.
  4. Disciplinary action may be initiated for the loss of a shield or ID card.
- C. Care of DHS Property and Equipment
  1. Be responsible for the good care, proper maintenance, and serviceable condition of DHS property issued for or assigned to his/her use.
  2. Promptly report to the operation's desk the loss of, damage to, or unserviceable condition of any DHS property issued for or assigned to his use.
  3. DHS property shall be issued only for official purposes and used for the purposes for which it was designated. Only the officer to whom it has been assigned, unless otherwise directed by a supervisor or higher authority, shall use it. Except when necessary in an emergency, standard equipment furnished by DHS shall not be changed and nothing shall be added thereto or therefrom.
  4. The squad sergeant shall be accountable for the property issued for or assigned to use of the members of his/her squad and shall be responsible for the proper care, economical use, and serviceability thereof.



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D. General Department

1. Obey all lawful orders of superior officers.  
Failure to comply with the rules and regulations, other DHS procedures, or lawful orders of a superior officer shall constitute grounds for immediate disciplinary action.
2. Address all persons in a courteous, respectful manner at all times.
3. Do not neglect his/her duty or interfere with others in the performance of their duties, nor engage in other acts or omissions prejudicial to the efficiency or discipline of the agency.
4. Immediately report to his/her supervisor any of the following which he/she observes or of which he/she has knowledge: dereliction of duty, delinquency, violation of the rules and regulations or orders of conduct.
5. While in uniform be neat, clean and presentable at all times.
6. Be responsible for submitting written or oral reports that are accurate as to facts. He/she shall not give opinions nor submit false statements nor statements which are intended to mislead.
7. Promptly notify DHS, in writing, of any change in his or her name, address, telephone number or any other information on his/her personnel record. Notification shall be in writing to the Assistant Commissioner.

E. Prohibited Conduct

1. Consuming intoxicants ( i.e. alcoholic beverages, etc. ), in uniform whether on or off duty.
2. Consuming unlawful / controlled substances at any time, on or off duty.
3. Bringing or permitting an intoxicant or any unlawful / controlled substance to be brought into an agency building, facility, booth, vehicle or grounds.
4. Entering premises serving intoxicants while in uniform, on or off duty.
5. When a DHS officer is found to be apparently intoxicated or disabled, a superior officer shall: a) Not allow the officer to perform duty, b) Relieve the officer immediately from duty, C) Notify Site Commander, Director and Assistant Commissioner immediately.
6. Carrying a package, umbrella, cane, etc. while in uniform except in the performance of duty.
7. Consenting to payment by anyone to regain lost or stolen property or advising such payment, except towing fees as provided by law recovered stolen vehicles.
8. Riding in any vehicle, other than a department vehicle to which assigned, while in uniform, except when authorized or in an emergency.
9. Using DHS Police logo unless authorized by the Assistant Commissioner.
10. Making a false official statement.
11. Engaging in card games or other games of chance in a DHS facility.
12. Engaging in illegal gambling anywhere.
13. Having any person make a request or recommendation that affects the duties of any DHS officer, except as provided by DHS procedures.
14. Smoking while on post or in public, when in uniform.
15. Littering while in uniform or in any agency facility.



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16. Using agency telephones for other than official business.
17. Interfering with or attempting to influence the lawful business of any person on the agency's premises.
18. Sleeping, lounging or loafing while on duty.
19. Indulging in idle conversation with anyone, while on duty.
20. Advising clients/applicants about social services procedures. The officer may however give general information or directions unrelated to social services procedures.
21. Using discourteous or disrespectful remarks regarding another person's ethnicity, race, religion, gender or sexual orientation.
22. Knowingly associate with any person or organization: a) Advocating hatred or oppression of, or prejudice toward, any racial or religious group.....b) Disseminating defamatory material.....c) Reasonably believed to be engaged in, likely to engage in, or to have engaged in criminal activities.....d) Preventing or interfering with the performance of duty.
23. Divulging or discussing official DHS business, except as authorized.
24. Engaging in conduct prejudicial to good order, efficiency or discipline of the Department.
25. Making recommendation for or concerning any person or premises to any government agency in connection with issuance, revocation or suspension of any license permits.
26. Having an interest in or association with premises engaged in illegal gambling operations, after hour's clubs or similar illegal activities.
27. Patronizing unlicensed premises (social clubs, after hour's clubs, etc.) where there is illegal sale of alcoholic beverages and/or use of unlawful/controlled substances.
28. Using personal card describing peace officer, or police operation business, address, telephone number or title except as authorized by the Assistant Commissioner.
29. Rendering any service for private interest, which interferes with performance of duty.

E. Firearms, Knives and other Weapons

1. A DHS officer shall not under any circumstance: a) Carry a firearm, knife or any other weapon during on duty or off duty hours while on DHS premises.....b) Carry any weapon, or instrument that might cause harm to order (such as brass knuckles, blackjacks, chains, slappers, etc.) during on or off duty hours while on DHS premises, except the short weapons that the officer has been duly trained, authorized and certified by the agency..... c) Possess either on his/her person or in his/her locker a firearm, knife, or any other weapon or instrument that might cause harm to others.



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PERSONNEL REGULATIONS

- A. Detail and Assignments
  - 1. A DHS Peace Officer shall be detailed or assigned only as directed or authorized by supervisors.
  - 2. A DHS Peace Officer desiring a change of site assignment, RDOs or shift shall complete the appropriate REQUEST and submit to the Director through channels.
  - 3. DHS Peace Officers are subject to reassignment of their shifts, days off and site assignments by the Agency or supervising authority at any given time.
  
- B. Separation from Employment
  - 1. A DHS Peace Officer shall submit his resignation on the prescribed forms. The forms shall be submitted to the Assistant Commissioner or appropriate authority during normal working hours.
  - 2. All shields and identification cards, copy of DHS Peace Officer Guide, as well as departmental equipment issued for use by such member, shall be delivered by the resigning officer to headquarters or appropriate authority immediately after his last tour of duty. Any other equipment such as locker keys, patrol room keys or any other similar item of Agency equipment shall be surrendered prior to his appearing at DHS.
  - 3. The Site Commander, or his/her designee, accepting the resignation will verify the surrender of equipment and indicate same on the index card of the officer concerned, prior to the issuance of final paycheck.
  
- C. Job Related Injuries
  - 1. An officer shall not presume to judge the seriousness of an injury to him/herself, however slight. If he/she is injured while on duty, he/she shall :
    - a] Notify the Sergeant, without delay, of all circumstances, including the names and addresses of witnesses.....
    - b] Report to his/her doctor and obtain a note or hospital report. Secure witnesses' statements, Sergeants report, Site Commander's report and report to DHS with this information.....
    - c] A member of the service who is injured and is not taking leave because of the extent of his injury shall report to operations and fill out the following forms; (1.) WCD26....(2.) WCD....(3.) C-2....(4.) M-563.
    - d] A member of the service who is injured while effecting an arrest or while taking any patrol action shall within twenty-four (24) hours of occurrence, comply with b. above and submit a complete written report of the incident to a supervisor and fill out the following forms:..... (1.)W-344....(2.) C-11....(3.) WCD26....(4.) WCD23....(5.)DP-2002....(6.) C-2....(7.) M-563

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2. If a DHS Peace Officer is unable to submit the reports as stated above he/she shall notify or cause the sergeant to be notified without delay. The Sergeant or competent authority will in turn notify the Site Commander. The Site Commander will in turn assign a supervisor to investigate and report findings.
3. Whenever an officer on duty requires immediate medical attention due to injury or serious illness and an ambulance is summoned, a sergeant will assign an escort officer to accompany the aided officer to the hospital. If the aided officer is hospitalized, the escort officer shall obtain his/her service equipment. Equipment shall be returned to a supervisor for safe keeping until the officer's return to full active duty with no restrictions.
4. Any officer on extended medical or other leave must surrender for safe keeping his/her shield and all other equipment issued to him/her by the Agency for the performance of duty. The shield and equipment will be safeguarded until the officers return to full active duty with no restrictions.
5. When a DHS Peace Officer is hospitalized or dies while on duty, the sergeant shall cause prompt notification to be made to the following:
  - a. Assistant Commissioner
  - b. Director
  - c. Site Commander
  - d. Any action on notification of family will be made by Site Commander and is not to be made by location unless otherwise directed.

**D. Residency**

1. DHS Peace Officers will abide by the residency requirements established by the City of New York and the agency.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 108

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### ACTIVITY LOGS

1. The following members of the force are required to maintain an activity log:
  - a. Sergeants
  - b. Peace Officers
2. Lieutenants have the option of maintaining an activity log.
3. DHS Peace Officers shall be responsible for the proper care and use of the memo book. Each member is issued an activity log consisting of 50 sheets numbered consecutively for making reports, notes, log entries. This log should be inserted in a leather memo book binder. Sheets shall not be removed or torn from the log, nor shall any sheets be added.
4. Before commencing a tour of duty, an officer shall enter in his/her activity log the date, tour, assignment, name, shield number, tour supervisor, radio number, assigned meal period and weather conditions.
5. During the tour an officer shall enter a full and accurate record of duty performed, post changes, state your assigned post, the officer you relieved, the condition of your post. If you clear your post state the reason with departure and return times, and all other patrol business. An entry shall be made to indicate an absence from duty, such as a regular day off, sick day, etc.
6. Entries shall be made in black ink only and shall be written in a clear legible manner.
7. Document fully any incident that occurs, Who – What- When – Where - How and Why.
8. Entries are to be made on the ruled pages in chronological order, without unnecessary delay, and must be completed before an officer ends his tour of duty.
9. No ruled lines shall be left blank between entries, and no entry shall be made below the last ruled line of any page.
10. Errors are to be corrected by drawing a single line through the error, initialing the error and writing in the correction.
11. In the event of any delinquency or dereliction of duty on the part of a subordinate is observed, the observing supervisor will make the appropriate entry in the activity log of the officer concerned, as well as in his/her own activity log.
12. An Officer's activity log shall be placed in his locker at the completion of his tour of duty and shall be presented for inspection to a supervisor or site commander upon requested.
13. In addition to the entries made in the activity log, the officer, in all cases of incidents shall make out a Police Service Request (form 197C), and enter the next sequential index number on the form.
14. The loss of a activity log shall be reported to the sergeant, in writing, who will immediately replace it.
15. An officer shall be responsible for the safekeeping of his completed activity logs. Upon request of the site commander or appropriate authority, such books shall be made available when needed for legal and official department matters.



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### GENERAL REGULATIONS

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#### RADIOS

1. A DHS officer shall obtain an operational portable radio at the beginning of his tour from the Sergeant or patrol officer of the previous tour if radios were in use.
2. Upon securing a portable radio, sign the radio out on the appropriate cards or log provided. Name, rank, shield number, tour, radio unit number and battery control number as well as the time and date should be indicated.
3. Insure that a fully charged battery is inserted in radio.
4. Insert discharged or partially discharged batteries in the appropriate charger.
5. Turn on the radio, adjust squelch control, check that the radio is on the appropriate channel, and check reception.
6. Use radio in provided radio case.
7. At the completion of tour sign in radio on the provided log or card.
8. Carry portable radio during entire tour of duty, and monitor transmissions for any calls concerning his /her post or assignment.
9. A DHS officer shall answer all calls directed to him /her during tour of duty. Partaking of a meal, performing clerical duties or being away from post for personal needs shall not relieve an officer from the responsibility of monitoring and promptly answering calls.





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PROCEDURE No. 110-01

GENERAL UNIFORM REGULATIONS			
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### UNIFORMS

- A. Regulation Uniform and Equipment
1. Each DHS Peace Officer shall maintain at own expense such articles of uniform and equipment prescribed for his/her rank, position and duties to which he/she may be assigned.
  2. DHS, as per agreement between the City and bargaining agent, may grant an annual allowance to assist in the maintenance and replacement of such articles.
  3. Wear uniform only after inspected by supervisor or competent authority.
  4. Do not modify prescribed uniform in any manner except when specifically authorized by higher authority.
  5. Do not wear distinguishable items of uniform with civilian clothing.
  6. Do not wear uniform, shield, or display identification cards while participating in a rally, demonstration or other public assemblage except as authorized by the Agency.
  7. Wear uniform of the day including a department issued protective vest or other uniform specified by Site Commander.
  8. Wear department issued protective gloves when conducting searches.
  9. Wear protective vest at all times when in uniform.
  10. While performing duty in public (indoors or outdoors) in uniform, wear regulation seasonal hat, shirt, trousers and all required equipment.
  11. Wear the prescribed uniform when appearing in court, the trial room or at the office of a captain, director or assistant commissioner, except if off duty, on sick report, or if excused by competent authority.
  12. Purchase regulation uniforms, hats, holsters, raingear, jackets, insignia, belts and all other items of uniform which are sewn or attached to the uniform, only as authorized.
  13. Wear shield and nameplate at all times while in uniform on outermost garment.
  14. Wear nameplate ¼ inch below and centered under shield on outermost garment.

### DUTY UNIFORM WINTER

1. Shirt - Regulation, military type, dark blue, long sleeve shirt with shoulder patches affixed to both sleeves and appropriate collar insignia.
2. Trousers - Regulation navy blue trousers with ½ inch braid attached and black regulation leather belt with gunmetal buckle.
3. Tie - Black tie with regulation clasp.
4. V-Neck sweater - Navy blue, military style, waist length with gold buttons on pointed epaulets and shoulder patches affixed to both sleeves.
5. Winter coat - Navy blue regulation with shoulder patches affixed to both sleeves and appropriate collar insignia..
6. Shoes - Black, plain, smooth leather shoes with flat soles and raised heels. Shoes with visible lettering are not authorized. Only black laces and black socks are authorized.
7. Cap - Navy blue, black strap and chrome cap device bearing shield number.
8. Vest - Department issued protective vest.
9. Gloves - Department issued black gloves.

**DHS PEACE OFFICER GUIDE**

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**GENERAL UNIFORM REGULATIONS**

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**DUTY UNIFORM  
SUMMER**

1. Shirt - Regulation, military type, dark blue, short sleeve shirt with shoulder patches affixed to both sleeves and appropriate collar insignia.
2. Trousers - Regulation navy blue trousers with ½ inch braid attached and black regulation leather belt with gunmetal buckle.
3. Shoes - Black, plain, smooth leather shoes with flat soles and raised heels. Shoes with visible lettering are not authorized. Only black laces and black socks are authorized.
4. Cap - Navy blue, black strap and chrome cap device bearing shield number.
5. Vest - Department issued protective vest.
6. Gloves - Department issued black gloves.

**EQUIPMENT**

1. Handcuffs, key and case.
2. Baton and holder.
3. Radio holder
4. Equipment belt.
5. Memo book.
6. Serviceable Flashlight-all tours, not to exceed ten (10) inches in length, tubular design, powered by a maximum of two (2) "D" batteries and a minimum of two (2) "AA" batteries.
7. Serviceable wristwatch or timepiece-properly set.

**RANKING  
OFFICERS****SERGEANT**

Uniform is the same as required for officer, except:

1. Shirt - Regulation, military type, dark blue shirt with shoulder patches and chevrons affixed to both sleeves and collar insignia.
2. Trousers - 1 ¼ inch braid attached.
3. Cap - Gilt gold cap device (without shield number) and gilt gold chin strap.
4. Insignia of rank - Three (3) pointed chevrons worn on sleeves of all outermost garments.

**LIEUTENANT**

Uniform is the same as required for sergeant, except:

1. Shirt - Regulation, military type, white shirt with shoulder patches affixed to both sleeves and rank collar insignia
2. Insignia of rank - Gilt gold bar worn on: a. the shoulders of multi seasonal jacket and winter coat and/or collar of regulation white shirt

**CAPTAIN**

Uniform is the same as required for lieutenant, except:

1. Insignia of rank - Two (2) gilt gold bars, worn in the same manner as lieutenant's insignia.



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### GENERAL UNIFORM REGULATIONS

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#### A. USE AND CARE OF UNIFORM

1. DHS Peace Officers are responsible for the proper care and authorized use of his/her uniform.
2. The uniform shall not be altered in any way except to assure proper fit.
3. Uniforms shall be kept cleaned and pressed and in good serviceable condition, with the leather and metal portions suitably cleaned and polished.
4. While performing office duty, a member of the force shall wear regulation uniform with tie, unless otherwise authorized by competent authority.
5. DHS Peace Officers shall wear the prescribed uniform, including insignia and emblems, and carrying the prescribed equipment while on duty except when assigned to special units or when otherwise excused by competent authority.
6. No distinguishable part of the uniform shall be worn in public with civilian clothing.

#### B. INSPECTION OF UNIFORM AND EQUIPMENT

1. Annual inspections will be conducted in the command to which the officer is assigned, prior to June 30<sup>th</sup> of each year.
2. Special orders of inspection regarding initial purchase of uniform by probationary officers will be issued as required.
3. A member directed to replace or repair equipment or uniform shall submit the items for re-inspection within a two week period.
4. All other equipment and uniforms will be inspected regularly at roll call.
5. In addition, it is the responsibility of the superior officer to spot check equipment to insure that these items are in good condition. Superior officers will also inspect equipment of officers assigned to special units.

#### C. PERSONAL APPEARANCE

1. Officers shall be neat and clean.
2. Officers shall keep the uniform clean, well pressed and in good condition.
3. Officers shall keep the uniform securely buttoned.
4. Officers shall have hair of the head tapered to the general shape of the head, not extending beyond the top of the ears nor the collar. Extreme coloration of a non-natural shade is prohibited.
5. Hair holding ornaments, if used, must be unadorned and plain and be transparent or similar to the color of the hair, and will be inconspicuously placed. Beads or other similar ornaments are not permitted.
6. An officer shall keep sideburns closely trimmed and not extending below the bottom of the lobe of the ear.
7. An officer shall have mustaches neatly trimmed and not extending beyond the corner of the mouth nor drooping below the corner of the mouth.
8. Officers must be clean-shaven. Beards, goatees and clefs are not permitted.
9. An officer shall wear the full compliment of the uniform in public including the hat.
10. In the interest of safety, no jewelry, earrings or other personal adornments will be worn while on duty.
11. Fingernails must be neatly trimmed as not to interfere with the performance of duty.
12. Non-uniform items must not show above the uniform collar or below the sleeve.



OPTIONAL UNIFORM ITEMS			
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OPTIONAL UNIFORM ITEMS MAY BE WORN AT THE DISCRETION OF UNIFORMED OFFICERS, WHEN AUTHORIZED

WHITE SHIRT

Sergeants performing duty as acting site commander may wear regulation, military type, white shirt with shoulder patches affixed to both sleeves and rank insignia on collar.

TACTICAL PATROL TROUSERS

Regulation full length navy blue with equipment pockets and tactical cut.

INCLEMENT WEATHER GEAR

Regulation police black raincoat with appropriate patches affixed. Shield will be fastened on the raincoat over the left breast and cap devise on the cap cover.

EAR MUFFS

Black, headband type

TURTLE NECK SHIRT

Navy blue pullover turtle neck shirt, DHS Police emblem embroidered on the left side of chest, letters DHS embroidered in white on the collar.

*Note: Turtle neck shirt will not be used as outermost garment but may be worn under the duty jacket. Duty jacket must be worn at all times when turtle neck shirt is used.*

WINTER HAT

Black soft vinyl with black mouton trimming and cap devise affixed. Only authorized for outdoor posts when temperature is expected to fall below 32 degrees Fahrenheit.

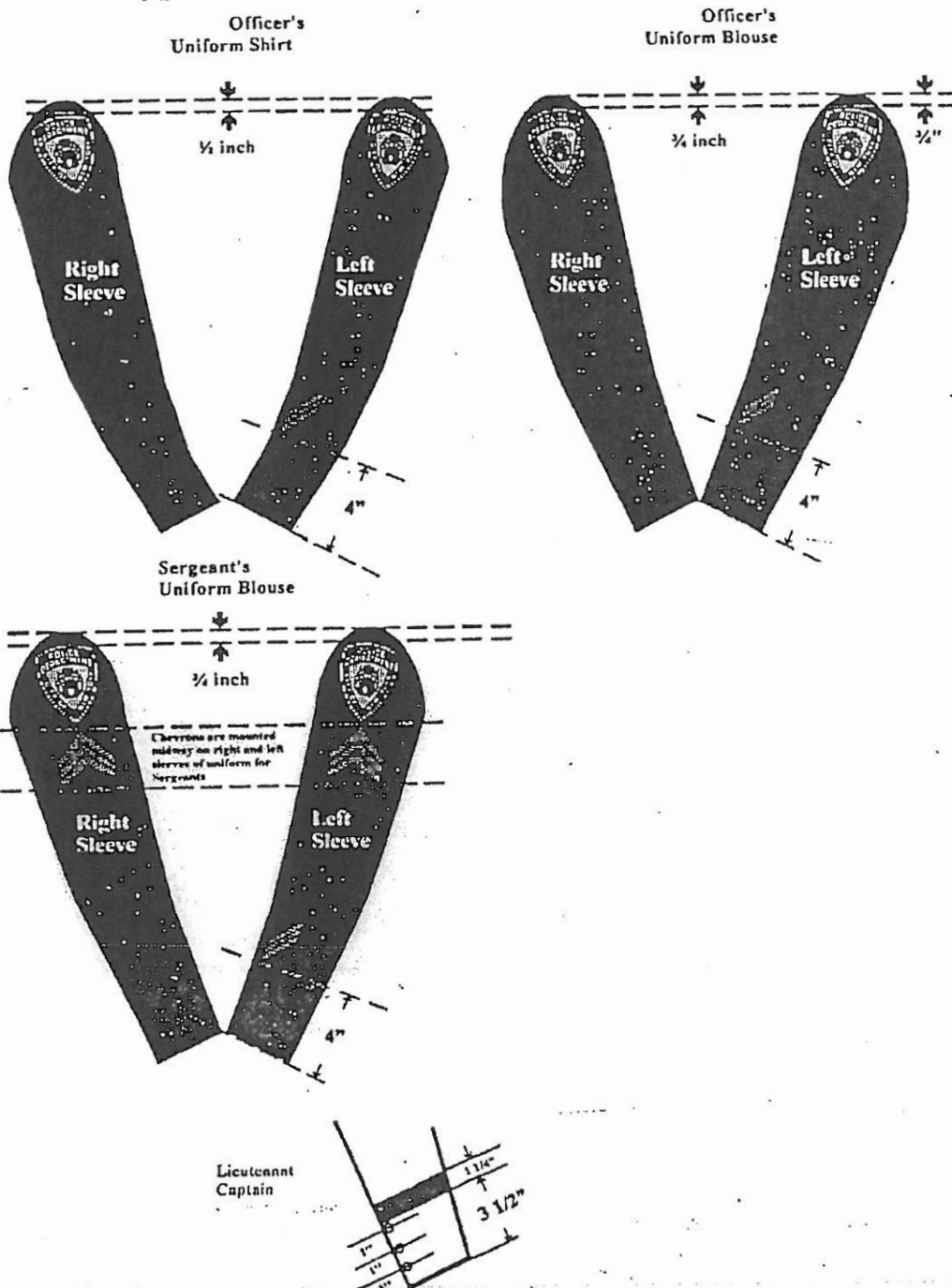
*Note:*

*Nylon windbreaker jackets and golf style shirts are not permitted. Officers and Sergeants assigned to Task Forces may wear optional uniform items authorized by the Director.*



EMBLEMS, INSIGNIA AND BREAST BARS			
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GRAPHIC OF UNIFORMS SHOWING LOCATION OF PATCHES, EMBLEMS, ETC.





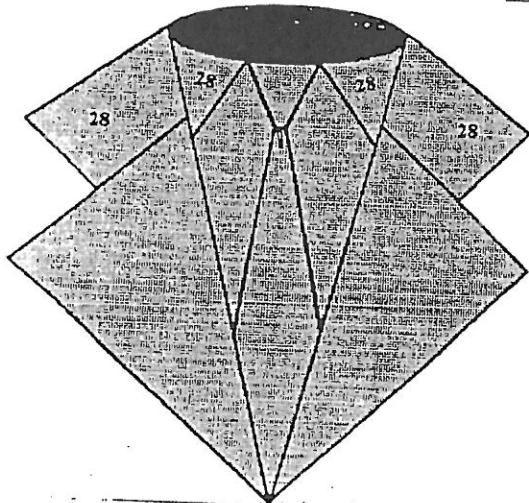
# DHS PEACE OFFICER GUIDE

PROCEDURE No. 110-03

## EMBLEMS, INSIGNIA AND BREAST BARS

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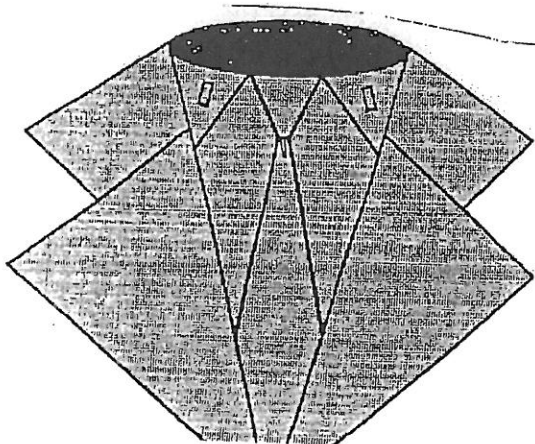
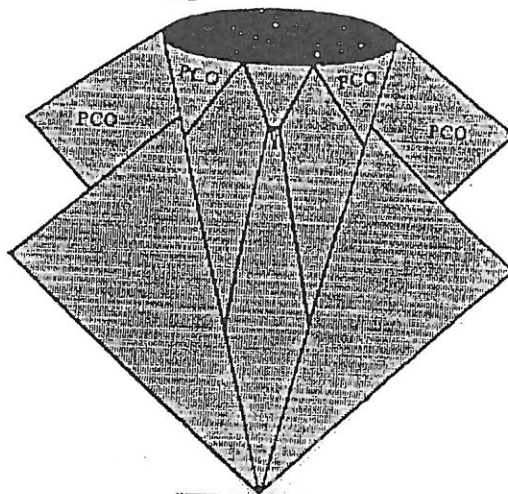
### GRAPHIC OF UNIFORMS SHOWING LOCATION COLLAR BRASS, RANK INSIGNIA ETC.



**Uniform Shirt** - Center command designation on collar points one (1) inch from forward edge of collar and affix parallel to neckline.



**Summer Blouse** - Affix command designation one and one-quarter (1 1/4) inch up and in from collar as shown.



For Lieutenants and above, insignia designating rank shall be centered on collar points one (1) inch from the forward edge.

Sergeants and Police Officers will wear appropriate command designation (numerals, letter, or insignia) on both sides of collar on the outermost garment except raincoat.



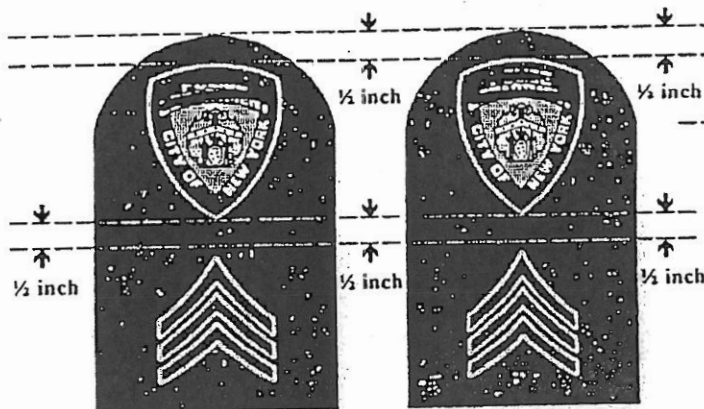
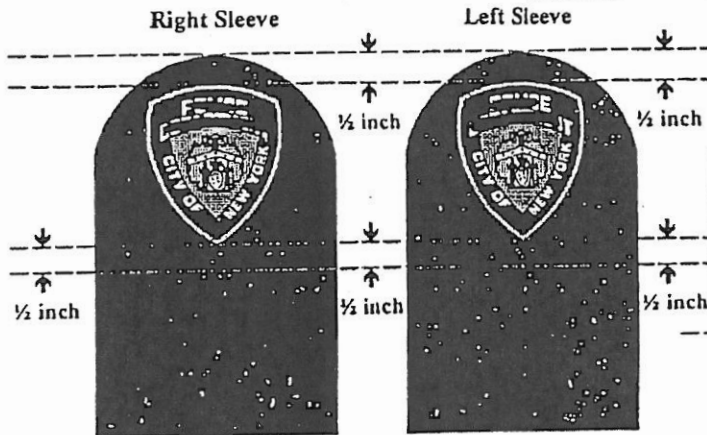
## DHS PEACE OFFICER GUIDE

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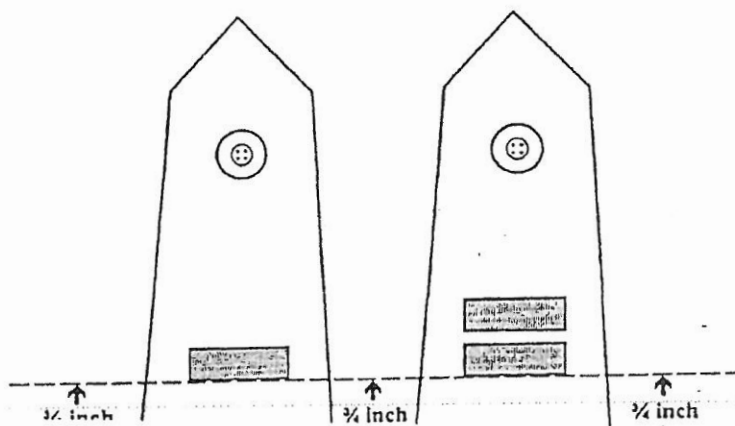
### EMBLEMS, INSIGNIA AND BREAST BARS

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#### GRAPHIC OF UNIFORMS SHOWING SHORT SLEEVE SHIRT AND EMBLEMS ETC.



#### SHOULDER STRAP (Lieutenants and Above)







EMBLEMS, INSIGNIA AND BREAST BARS			
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- DHS POLICE EMBLEM 1. The DHS Police Emblem patch will be worn on both left and right sleeves of all regulation uniform garments except turtle neck shirt.
- COLLAR INSIGNIA 1. Sergeants and officers will wear "DHS" collar insignia on left collar, command location collar insignia on right collar of both inner and outer garments, except raingear.
- SERVICE STRIPES/HASH MARKS 1. Each stripe represents five (5) years of service  
2. Service stripes / hash marks are affixed to the left sleeve of all garments except short sleeve shirts, turtle neck shirts and rain gear.  
3. Service stripes / hash marks may be worn six (6) months prior to the five year period represented, if the wearer desires.

BREAST BARS/MEDALS

Medal For Valor  
(Dark Blue)



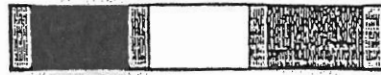
Commendation  
(Dark Blue, White & Orange with green star)



Meritorious Duty  
(Dark Blue, White & Orange with silver star)



Excellent Duty  
(Dark Blue, White & Orange)



Unit Citation  
(Light Blue w/ 2 digit year)



Service Bar  
(White w/ roman numeral)



A Breast Bar / Medal is worn horizontally centered 1/4 inch above the center of the shield, when authorized. Additional bars, when authorized are worn with 1/4 inch space between each award. Fraternal Order of Police members may wear official FOP breast bar directly above shield.

An American Flag Pin, 1 inch x 1 inch, may be worn centered above all other insignia above shield. American flag breast bars and insignias of other nations / ethnicities are not permitted.



**PROTECTIVE VESTS / BODY ARMOR**

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**PROTECTIVE VEST**

1. All uniformed officers must wear department issued protective vest / body armor at all times while on duty in uniform.
2. All protective panels must be properly inserted.
3. Protective vest / body armor must be maintained at the expense of the officer.
4. Protective vest / body armor must be presented for inspection when requested by a ranking officer.
5. Lost or stolen protective vests / body armor must be immediately reported to a supervisor and the local police jurisdiction. A copy of the local police report will be requested and delivered to the supervisor at the time of report. The protective vest / body armor must be immediately replaced at the expense of the officer.
6. Worn or damaged protective vests must be immediately replaced by the officer concerned at the expense of the officer.
7. Protective vests /body armor will not be replaced by this agency due to changes in the size of the officer.
8. Wear appropriate undergarments under the protective vest to prevent vest from absorbing perspiration /body oils.
9. Do not wear protective vest when soaking wet, as it's ability to protect the wearer is compromised while wet.

**CLEANING INSTRUCTIONS**

1. Officers must follow the manufacturer's instructions when cleaning /laundrying protective vests.
2. Failure to follow the manufacturer's instructions may compromise the vest's ability to protect the wearer.

**RESERVE SUPPLY**

1. The Director of Peace Officer maintains a reserve supply of protective vests / body armor for loan to officers whose vest is not serviceable.
2. Officers requesting loan of a protective vest from the reserve supply should contact the Director of Peace Officers with the correct size and type of vest. An appointment to pick-up the loaner vest will be scheduled if a reserve supply vest of the proper size is available.
3. Officers are required to properly launder the loaner protective vest prior to returning it to the reserve supply at the officer's expense.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 120-01

### ZERO TOLERANCE – SUBSTANCE USE / POSSESSION

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#### ZERO TOLERANCE POLICY

As New York State Certified Peace Officers, members of the DHS Police are law enforcement officers, charged with the sworn duty of enforcing applicable laws including those involving the use, abuse, sale and possession of illegal substances. As such, DHS Peace Officers are held to the same high standard as other law enforcement professionals: *zero tolerance of substance use, abuse, possession or sale.*

This zero tolerance policy includes conduct on or off duty, in or out of the workplace. This policy is necessary to ensure the integrity of the DHS Police, who are not only expected to confiscate and safeguard evidence and arrest violators of drug laws, but also be fit for duty at all times, capable of ensuring the safety and well being of DHS personnel and clients and operating motor vehicles in a safe manner.

The unauthorized use or ingestion of commercially available products or substances including foods, cosmetics and alleged health care products that contain or may contain illegal drugs (including marijuana) or their derivatives or active ingredients by any peace officer is prohibited. The unauthorized use or ingestion of these products would not be a valid defense for positive results on a drug test and would constitute sufficient cause for disciplinary action.

Officers found to be in violation of this policy will be subjected to immediate disciplinary action. The Director of Peace Officers and Assistant Commissioner, Office of Security, will, in all cases, seek immediate termination of peace officers in violation of this policy.



<b>LAW OF ARREST BY PEACE OFFICERS</b>			
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Arrest without a warrant; by peace officer.

1. A peace officer, acting pursuant to his special duties, may arrest a person for:

(a) Any offense when he has reasonable cause to believe that such person has committed such offense in his presence; and

(b) A crime when he has reasonable cause to believe that such person has committed such crime, whether in his presence or otherwise.

2. A peace officer acts "pursuant to his special duties" in making an arrest only when the arrest is for:

(a) An offense defined by a statute which such peace officer, by reason of the specialized nature of his particular employment or by express provision of law, is required or authorized to enforce; or

(b) An offense committed or reasonably believed by him to have been committed in such manner or place as to render arrest of the offender by such peace officer under the particular circumstances an integral part of his specialized duties.

3. A peace officer, whether or not he is acting pursuant to his special duties, may arrest a person for an offense committed or believed by him to have been committed within the geographical area of such peace officer's employment, as follows:

(a) He may arrest such person for any offense when such person has in fact committed such offense in his presence; and

(b) He may arrest such person for a felony when he has reasonable cause to believe that such person has committed such felony, whether in his presence or otherwise.

4. A peace officer, when outside the geographical area of his employment, may, anywhere in the state, arrest a person for a felony when he has reasonable cause to believe that such person has there committed such felony in his presence, provided that such arrest is made during or immediately after the allegedly criminal conduct or during the alleged perpetrator's immediate flight therefrom.

5. For the purposes of this section, the "geographical area of employment" of a peace officer is as follows:

(a) The "geographical area of employment" of any peace officer employed as such by any agency of the state consists of the entire state;

(b) The "geographical area of employment" of any peace officer employed as such by an agency of a county, city, town or village consists of (i) such county, city, town or village, as the case may be, and (ii) any other place where he is, at a particular time, acting in the course of his particular duties or employment;

(c) The "geographical area of employment" of any peace officer employed as such by any private organization consists of any place in the state where he is, at a particular time, acting in the course of his particular duties or employment.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 120-03

### ARREST - GENERAL SEARCH GUIDELINES

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#### SEARCH OF ARRESTED PERSONS

To maximize security and minimize potential hazards to officers, the arrested person and others, the following guidelines are established:

#### FRISK / FIELD SEARCH

A frisk, performed primarily to ensure the personal safety of the arresting officer, is a methodical external body examination of an arrested person conducted immediately after apprehension to find weapons, evidence or contraband. The frisk should be conducted before or immediately after the subject is rear handcuffed, depending upon particular circumstances, temperament of the subject and escape potential. A thorough body exam is made by sliding the hand over the subject's body, feeling for weapons or other objects, with special attention to the waistband, armpit, collar and groin areas. If an unusual object is detected, the officer will reach into or under the clothing to remove it.

#### SEARCH AT POLICE FACILITY

1. Upon arrival at police office or precinct, the arresting officer or a designated member of the same sex as the prisoner, will conduct a thorough search of the subject's person and clothing to ensure the safety of all persons within the facility and to remove weapons, contraband and evidence not discovered by the frisk. Other items lawfully carried but that are dangerous to life, may facilitate escape or may be used to damage department property will also be removed from the subject.
2. A search at a police facility includes the removal of outer garments such as overcoats, jackets, sweaters, vests, hats, wigs, ties, belts, shoes and socks, handbags and wallets. All pockets are to be emptied and all clothing not removed will be examined by grabbing, crushing and squeezing the garments and by sliding the hands across the body to detect article that may be underneath or sewn into the clothing.

#### STRIP SEARCHES

Strip searches by DHS Peace Officers will not be conducted at DHS facilities are **NOT AUTHORIZED**, except when directed by an NYPD sergeant or above supervising the arrest processing of a subject at a police precinct or facility.

In the event a strip search is ordered by the NYPD sergeant or above supervising the arrest processing, the DHS Peace Officer will request specific instructions and directions from the NYPD supervisor on methods of conducting the strip search according to NYPD policy.

**RIGHTS OF PERSONS TAKEN INTO CUSTODY**

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**MIRANDA  
WARNINGS**

Prior to questioning a person taken into custody:

1. Inform such person of the following constitutional rights:
  - a. You have the right to remain silent and refuse to answer any questions. Do you understand?
  - b. Anything you say may be used against you in a court of law. Do you understand?
  - c. You have the right to consult with an attorney before speaking to the police and have an attorney present during any questioning now or in the future. Do you understand?
  - d. If you cannot afford an attorney, one will be provided for you without cost. Do you understand?
  - e. If you do not have an attorney available, you have the right to remain silent until you have the opportunity to consult one. Do you understand.
  - f. Now that I have advised you of your rights, are you willing to answer questions?
2. Explain any portion of the rights that the person in custody does not understand.
  - a. If the person in custody does not understand English, or requires the assistance of a sign language interpreter, request an interpreter from the NYPD.
3. Cease questioning if the subject wants an attorney or wishes to remain silent.
4. Contact attorney for person in custody during arrest processing at NYPD facility.

**NOTE:**

*When questioning juveniles, both the juvenile and parent/guardian must be given the Miranda Warnings. The juvenile may be questioned if he/she waives these rights in the presence of parent/guardian. The parent/guardian does not have to waive the rights, they need only to be advised of such rights. If, however the parent or guardian objects to the questioning or requests an attorney for the juvenile, no questioning should occur even if the juvenile is willing to answer questions.*



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 120-05

### RELEASE OF PRISONERS

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When an arrest is made by a DHS Peace Officer and further investigation reveals there is reasonable cause to believe that the person did not commit the offense or any related offense or it is determined that no offense occurred:

#### ARRESTING OFFICER

1. Confer with supervisor (sergeant, lieutenant or captain) and obtain consent for release.
  - a. If prisoner has been removed from DHS facility to NYPD precinct or court, confer with NYPD supervisor at that facility.

#### SUPERVISOR

2. Authorize release if in agreement with arresting officer.
3. Verify that all property removed from the person is returned.

#### ARRESTING OFFICER

4. Make ACTIVITY LOG entry of facts.
5. Prepare OLBS ARREST WORKSHEET *immediately* and deliver to supervisor.

#### SUPERVISOR

6. Examine and initial arresting officer's ACTIVITY LOG entry.
7. Review OLBS ARREST WORKSHEET and enter "VOIDED ARREST" across top of worksheet.
8. Indicate under "Details" the reason the arrest was voided and include:
  - a. Statement indicating property was returned, if applicable.
  - b. Names of witnesses, if any.
  - c. Supervisor who authorized release.
  - d. Time of release.
9. Deliver completed OLBS ARREST WORKSHEET to precinct of arrest.
10. Make Command Log entry of facts.
11. Notify Site Commander.



<b>USE OF FORCE</b>			
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USE OF FORCE

All DHS Peace Officers are responsible and accountable for the proper use of force under appropriate circumstances. Officers and Supervisors are reminded that the application of force must be consistent with existing law and common law enforcement values to value human life and respect the dignity of each individual. Depending upon the circumstances, both federal and state laws provide for criminal sanctions and civil liability against officers, when force is deemed excessive, wrongful or improperly applied. Additionally, administrative sanctions are also available in instances of abuse of authority or improper use of force.

The primary duty of all DHS Peace Officers is to preserve human life. Only that amount of force necessary to overcome resistance will be used to effect an arrest or take a dangerous mentally ill or emotionally disturbed person into custody.

At the scene of an incident, many officers may be present and some may not be directly involved in taking enforcement action. However, this does not relieve any officer of the obligation to ensure that the requirements of law and agency regulations are complied with. DHS Peace Officers are required to maintain control or intervene if the use of force against a subject becomes excessive. Failure to do so may result in administrative, criminal or civil penalties. **EXCESSIVE FORCE AND UNLAWFUL RESTRAINT OF INDIVIDUALS WILL NOT BE TOLERATED.**

All DHS Peace Officers at the scene of an incident must use minimum necessary force.

DHS officers will NOT use chokeholds or apply any pressure to an individuals throat or windpipe, which may prevent or hinder breathing or reduce the intake of air. Officers shall avoid tactics such as sitting or standing on a subject's chest, which may result in chest compression, thereby reducing the subject's ability to breathe.

Whenever it becomes necessary to take a subject into custody, a DHS Police supervisor will be notified and respond to the scene. Responding officers will utilize appropriate tactics in a coordinated effort to overcome resistance. The DHS Police supervisor should direct and control all activity.

Persons taken into custody shall be rear cuffed at the earliest opportunity to reduce the potential for resistance, which may cause injuries. Only handcuffs or other restraining devises authorized by the agency will be used.

After an individual has been controlled and placed under custodial restraint using handcuffs or other authorized methods, the person should be positioned so as to promote free breathing. The subject should not be maintained or transported in a face down position.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 120-08

### USE OF FORCE

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#### USE OF FORCE

(Continued)

The officer assuming custody of the individual in custody should closely observe him / her for any apparent injuries. If the subject appears to be having difficulty breathing or is demonstrating other serious symptoms or injuries, medical assistance will be requested immediately. The DHS Police supervisor may direct that alternate means to maintain custody be utilized, if appropriate.

The use of restraints to "hog-tie" subjects (restraining person by connecting or tying rear cuffed hands to cuffed or shackled ankles or legs) and the transportation of subjects in a face down position within any vehicle are prohibited.





REPORTING CORRUPTION AND SERIOUS MISCONDUCT

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**SCOPE** All DHS Peace Officers must be incorruptible. Honest officers must not tolerate officers who engage in corruption or serious misconduct. All officers have an absolute duty to report any corruption or serious misconduct of which they become aware

**DEFINITION** Corruption / Serious Misconduct: Criminal activity or serious misconduct of any kind including unnecessary use of force, unlawful restraint or perjury that is committed by a DHS Peace Officer whether on or off duty.

Upon observing, or becoming aware of corruption or serious misconduct or upon receiving an allegation of corruption or serious misconduct involving another officer, a DHS Peace Officer will notify a supervisor or site commander immediately. If the member's supervisor or site commander is the subject of the allegation, or if the allegation is extremely serious or sensitive in nature, the officer concerned can notify the Director of Peace Officers or Assistant Commissioner of Security directly.

All DHS Officers having or receiving information relative to corruption or serious misconduct has the responsibility to report such information to a supervisor or site commander. Failure to report corruption or serious misconduct is, in itself, an offence of serious misconduct and will be charged as such when uncovered during an investigation. Conduct designed to cover up acts of corruption, prevent or discourage its report, or intimidate those who would report it will be charged as well.

A DHS Peace Officer receiving an allegation against oneself will immediately request a supervisor to respond to the scene. The supervisor will interview the complainant and follow the procedure listed above for reporting the allegation.

Supervisors or site commanders receiving the report of corruption or serious misconduct will immediately prepare a detailed written report and forward to the Director of Peace Officers or Assistant Commissioner of Security. Additionally, a telephone notification of the initial facts will also be made to the Director and Assistant Commissioner.



DRUG SCREENING FOR CAUSE			
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POLICY

DHS peace officers are held to the same high standard as other law enforcement professionals: *zero tolerance of substance use, abuse, possession or sale.*

The administration of drug-screening tests are procedures utilized by this Department to detect the presence of drugs in the urine or hair of peace officers suspected of illegal drug use.

To balance the public interest in having a drug-free peace officer against the individual employee's right to privacy, drug screening tests will be administered when there is a reasonable suspicion to believe that an individual is illegally using drugs.

Reasonable Suspicion – Exists when evidence or information, which appears reliable, is known and is of such weight and persuasiveness to make a person reasonably suspect that a particular individual is illegally using drugs. A reasonable suspicion that a peace officer is illegally using drugs must be supported by specific articulable facts from which rational inferences may be drawn.

When reasonable suspicion does exist, the peace officer suspected of using drugs MUST provide the drug screening samples when directed; refusal will result in immediate disciplinary action, including termination, if warranted.

Approval of agency council from the DHS Legal Bureau must be obtained prior to administration of drug screening tests for cause.

Drug screening tests for cause will be conducted by personnel from privately contracted medical labs. Privacy and dignity will be protected. Urine specimens will be given in maximum feasible privacy. Hair will be taken from the least invasive part of the body available.

Positive test results, which indicate illegal or illicit drug use or abuse, will result in immediate disciplinary action, including suspension and termination, if warranted.



DRUG SCREENING FOR PROMOTION			
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**POLICY**

DHS has a substantial interest in ensuring that peace officers being considered for promotion maintain a high standard of integrity and comply with the *zero tolerance: substance use, abuse possession and sale* policy to ensure a safe and drug free environment.

Peace officers who are candidates for promotion must understand that drug screening is part of the candidate process for promotion. The tests will be administered not more than ninety (90) days prior to the promotion or no more than ninety (90) days after the promotion.

PRE-PROMOTION-Peace officers may withdraw as candidates for promotion with no penalty at any time prior to receiving notification to report for drug screening.

POST PROMOTION- Peace officers may request restoration to previous title with no penalty after being promoted but prior to receiving notification to report for drug screening.

Refusal to submit to drug screening for promotion after being notified to report for drug screening will result in disciplinary action. All candidates for promotion will be tested.

Drug screening tests for cause will be conducted by personnel from privately contracted medical labs. Privacy and dignity will be protected. Urine specimens will be given in maximum feasible privacy. Hair will be taken from the least invasive part of the body available.

Positive test results, which indicate illegal or illicit drug use or abuse, will result in immediate disciplinary action, including suspension and termination, if warranted.



ACCESS CONTROL POLICY			
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ACCESS CONTROL

The term Access Control refers to the orderly process of properly identifying, documenting and screening persons entering DHS facilities.

All persons entering DHS facilities must be properly identified, and generally fall within three (3) basic categories; *Staff*, *Visitors* or *Clients*.

*Staff* consist of agency employees, and are identified by DHS photo identification cards. All DHS staff members are required to present their agency photo ID card upon entering the facility and display it on their outermost garment when inside the facility. Staff members are not required to sign in at the access control point, nor are they subject to personal or possession screening.

*Clients* are persons seeking services at the DHS facility or residents thereof. Client's identity should be verified at the access control point as well as their authority to enter the specific facility. Clients may or may not be required to sign in, but all clients must voluntarily consent to the full screening process in order to be admitted to the facility.

*Visitors* are persons having official business within the facility. Visitors should be properly identified at the access control point and are required to sign in the visitor's log prior to entry. Visitors are required to voluntarily consent to the full screening process in order to be admitted into the facility, except in the case of emergency personnel.

SCREENING POLICY

In order to improve safety and security within the shelter system, DHS requires that all visitors and clients entering agency facilities voluntarily submit to the full screening process.

Screening is a physical and mechanical search process to identify weapons, dangerous instruments, contraband and other items that are prohibited in DHS facilities. It integrates the use of walk-through metal detectors, x-ray machines, hand-held metal detectors and, if necessary, the physical searching of persons and possessions.

Signs describing this policy, as well as listing prohibited items are to be conspicuously posted at the entrances and screening points to allow potential clients and visitors to become aware of the policy prior to entering the facility.

Clients and visitors have the right to refuse to voluntarily consent to the screening process, elect not to submit personal items for inspection, or withdraw consent during the screening process, prior to an alarm sounding. They will not, however be permitted to enter the facility if they choose to do so.



ACCESS CONTROL POLICY			
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SCREENING  
POLICY  
Continued

Clients and visitors who decline to volunteer to submit to the screening process will not be admitted into the facility.

Clients and visitors who fail to be completely cleared by the screening process, for whatever reason, will not be permitted to enter the facility until such time as they have been properly cleared.

Persons found in possession of unlawful items are subject to arrest and prosecution.

The goal of the screening process is to prevent these items from entering the facility.

SCREENING  
PROCESS

The screening process consists of two basic areas; the screening of the physical body of an individual and the screening of items, bags, packages in his /her possession.

The screening of the physical body of an individual involves the use of walk-through metal detectors, hand-held metal detectors and, if necessary, the physical search / pat down of the person.

The screening of items involves the use of x-ray machines and, if necessary, the physical search of the items in a person's possession.

TACT, COURTESY and CAUTION are three very important fundamentals of the screening process. Most clients and visitors generally do not object to being screened, if it is done in a professional, courteous and reasonable manner. In fact, the majority of complaints concern security screening personnel who are discourteous, complacent or not paying attention to what they are doing.

There are very few exceptions to the screening process. Any questions regarding possible exceptions should be directed to a security supervisor.



POLAROID CAMERAS			
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USE OF  
POLAROID  
CAMERA

1. All DHS Police commands will be issued and maintain a Polaroid Instant camera and a supply of film for official use only.
2. The camera and film will be secured in a cool, dry location in the police operations office at each site, available twenty-four hours a day to the shift supervisor.
3. Each tour, the supervisor will account for the presence and serviceability of the camera and film in the command log along with the required entry for other agency equipment and property.
4. The camera is to be used for official DHS Police business only. The photographing of clients and prisoners under any circumstances is strictly prohibited.
5. The camera is authorized to be used to record images of evidence, crime scenes, damage to agency property, documentation of injuries to officers and victims of assaults and other police related matters, as warranted.
6. Caution must be exercised to ensure that no clients or prisoners appear in the background of photographs taken for these purposes.
7. Site Commanders will be held accountable for the proper use, care and serviceability of this equipment.
8. Regular inspections of the camera and film supply will be conducted by the Site Commander to ensure compliance with this directive.
9. Rotate film stock, using oldest film first.
10. Request for additional supply of film should be made to the Office of Security.





<b>LOST / STOLEN SHIELD OR ID CARD</b>			
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**LOST SHIELD/  
ID CARD**

Whenever a police shield or agency identification card is lost/ stolen, a DHS Peace Officer will:

1. Immediately report the loss/ theft to the local police jurisdiction, request a report be prepared and an alarm be transmitted for the lost/stolen item(s), and obtain a copy of the police report including report number and alarm number and transmission date.
2. Report loss/theft to Site Commander, including all information available, at first opportunity, in person or by telephone, and deliver copy of police report to Site Commander at earliest opportunity.
3. Site Commander will make a command log entry of facts and notify Borough Captain.
4. Borough Captain will conduct a thorough investigation, including personally interviewing the officer reporting the loss/theft, reviewing the police report and ensuring an alarm has been properly transmitted. The purpose of the investigation is to verify the circumstances of the loss/theft and determine the level of responsibility/culpability of the officer involved in the loss/theft.
5. Borough Captain will prepare a comprehensive written report of facts to the Director of Peace Officers, including a copy of the police report and a completed SUPERVISOR'S COMPLAINT REPORT (DHSP 100-001), indicating "Failure to safeguard shield (or ID)" as the violation.
6. Officer reporting loss/theft of shield shall report to the Director of Peace Officers at Central Office to be issued a replacement shield/ID card.
7. Disciplinary action, including formal charges, will be initiated, if warranted, in instances of lost/stolen police shields/ID cards.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-03

### ARREST OF DHS PEACE OFFICER

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Whenever a DHS peace officer is arrested for any reason:

#### PEACE OFFICER ARRESTED

1. Immediately notify arresting authority of position as New York State Peace Officer employed by New York City Department of Homeless Services.
2. Surrender shield / ID card in possession to arresting authority for safekeeping if requested.
3. Notify supervisor, site commander, Director or Assistant Commissioner of all facts at earliest opportunity.

#### SUPERVISOR/ SITE COMMANDER

4. Notify Director and Assistant Commissioner immediately of facts.
5. Contact arresting authority and make arrangements to recover surrendered shield / ID card of member arrested.
6. Deliver recovered shield / ID card to the Borough Captain.

#### PEACE OFFICER ARRESTED

7. Keep Director and Assistant Commissioner informed of status of case regularly.
8. Submit a copy of "Certificate of Disposition" from the appropriate jurisdiction to Director of Peace Officers upon disposition of case.



USE OF AGENCY COMPUTERS			
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**AGENCY  
COMPUTERS**

1. Agency computers are to be used only for authorized agency business.
2. Due to the sensitive nature of some of the information contained thereon, only DHS police personnel are permitted to operate agency computers assigned to DHS police facilities.
3. Computers utilized for warrant checks require additional security measures. Specific administrative and criminal penalties exist for dissemination of sensitive information or unauthorized access to warrant information.
4. Only officers assigned to conduct warrant checks for that tour should be used to access NYPD warrant databases.
5. No warrant checks can be made except those authorized by DHS policy or requested for official business by DHS peace officers.
6. DHS officers and supervisors are not permitted to install unauthorized software on agency computers. Unauthorized software can alter operating system files, reduce available hardware and software resources and contain viruses, which can damage the system.
7. Any officer or supervisor found introducing unauthorized software to agency computers will become the subject of disciplinary action.
8. Site Commanders and sergeants are responsible for the proper operation and maintenance of agency computers assigned to DHS police facilities.
9. Frequent inspections of computer equipment for improper use or unauthorized software shall be made each tour by supervisors.
10. Periodic inspections by Site Commanders to insure compliance with these directives will be made and documented in the command log.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-06

### SEMI-ANNUAL UNIFORM / LOCKER INSPECTIONS

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1. Supervisors will perform uniform and locker inspections of the peace officers under their supervision semi-annually using the appropriate form.
2. Supervisors will physically inspect each item listed on the form and record as "serviceable" or "unserviceable" as appropriate. Peace officers will be given a reasonable period of time to replace items found "unserviceable."
3. Items found to be "unserviceable" will be replaced at the officer's expense.
4. At the time of inspection, the supervisor will personally inspect the officer's locker, ensuring that only authorized items are stored therein.
5. The inspection will include a test of the security of the locker and a physical inspection of the combination lock for serial numbers or master key hole.
6. Any locks that are found to have serial numbers or master key capability will be replaced immediately.
7. Supervisors will also insure that each locker is clearly marked with the officer's name, shield number and shift.
8. Completed forms will be reviewed by the Site Commander for appropriate disciplinary action, when warranted.
9. Original reviewed forms will then be placed in a uniform inspection folder and a copy will be placed in each officer's personal folder.
10. Inspections will be conducted and completed by January 31 and July 31 of each year.



AGENCY RECOGNITION			
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AGENCY RECOGNITION

1. Whenever a supervisor of the DHS Police becomes aware of an act of exemplary service or bravery performed by a subordinate, and is recommended by the supervisor or another, that supervisor shall complete a REQUEST FOR AGENCY RECOGNITION (DHSP 200-001) form.
2. Prepare a separate REQUEST FOR AGENCY RECOGNITION for each officer involved in an incident who performs an exemplary act.
3. All captions are to be printed in black ink or typed. The descriptive REMARKS section should be concise and devoid of embellishment, and include the rank and name of the individual recommending the recognition.
4. Supervisors preparing the REQUEST will attach copies of all pertinent documentation, including arrest reports, complaint reports, incident reports, command log entries and memo book entries.
5. Completed REQUEST packages will be presented to the Site Commander (Lieutenant or Captain).
6. The Site Commander will review the REQUEST for worthiness, accuracy and completeness; investigate the facts surrounding the incident by checking agency records, interviewing officers and supervisors involved, interviewing witnesses; and sign and forward the package to the Director of Peace Officers.
7. The Director of Peace Officers will assign an agency serial number for each REQUEST FOR AGENCY RECOGNITION. If more than one officer is being recommended in the same incident, the same agency serial number will be used. Each REQUEST of a multiple request incident will be numbered in consecutive order in the caption marked No. \_\_\_\_ of \_\_\_\_.

Agency Recognition will be awarded in the following grades:

Excellent Duty:

Awarded for:

- a. An intelligent act materially contributing to a valuable accomplishment, OR
- b. Submission of a device or method adopted to increase efficiency in an administrative or tactical procedure, OR
- c. An act of valuable service demonstrating special faithfulness or perseverance, OR
- d. Highly credible acts of service over time.

Meritorious Duty:

Awarded for:

- a. Personal danger in the intelligent performance of duty, OR
- b. A highly credible unusual accomplishment

Commendation:

Awarded for an act of bravery intelligently performed involving personal risk to life.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-07

### AGENCY RECOGNITION

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#### AGENCY RECOGNITION (Continued)

**Medal for Valor:**

Awarded for an act of extraordinary bravery intelligently performed in the line of duty at imminent and personal danger to life with knowledge of the risk, under circumstances evincing a disregard of personal consequences.

**Unit Citation:**

Awarded directly by the Assistant Commissioner to recognize the outstanding performance by an entire unit or site for implementing goals and objectives or other highly credible accomplishments over a period of time (calendar year).

**Letter of Recognition:**

Issued for acts which do not meet the minimum requirements for presentation of an Agency Recognition Award. The formal Letter of Recognition is permanently placed in the officer's personnel folder.

REQUESTS FOR AGENCY RECOGNITION will be reviewed and awarded by an Honor Committee composed of the Site Commanders, Director of Peace Officers, Director of Police Operations - Camp LaGuardia, and the Assistant Commissioner.

Awards for Agency Recognition will be presented annually at the Offices of the Department of Homeless Services and be published in Personnel Memos immediately upon approval.





## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-08

### REQUEST FOR TRANSFER / SHIFT / RDO CHANGE

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Whenever a member of the DHS Police requesting transfer between work sites, changes in permanent working tours or changes in regular days off :

#### REQUEST FOR TRANSFER

1. Complete the REQUEST FOR TRANSFER form, including all applicable captions and listing the reason for the request.
2. Submit the form to the member's immediate supervisor, who shall review the form for accuracy, completeness and recommend APPROVAL or DISAPPROVAL. The supervisor shall indicate a reason for any recommendation to disapprove.
3. The REQUEST will then be reviewed by the Site Commander, who will review the requesting officer's personnel file, including evaluations, disciplinary record and attendance / lateness record and if necessary, interview the requesting member.
4. The Site Commander will recommend APPROVAL or DISAPPROVAL, indicating a reason for any recommendation to disapprove.
5. Borough Captains will give a recommendation on all requested transfers..

*Final determination of transfers lies with the Director of Peace Officers, Director of Police Operations Camp LaGuardia and Assistant Commissioner.*

#### REQUEST FOR SHIFT / RDO CHANGE

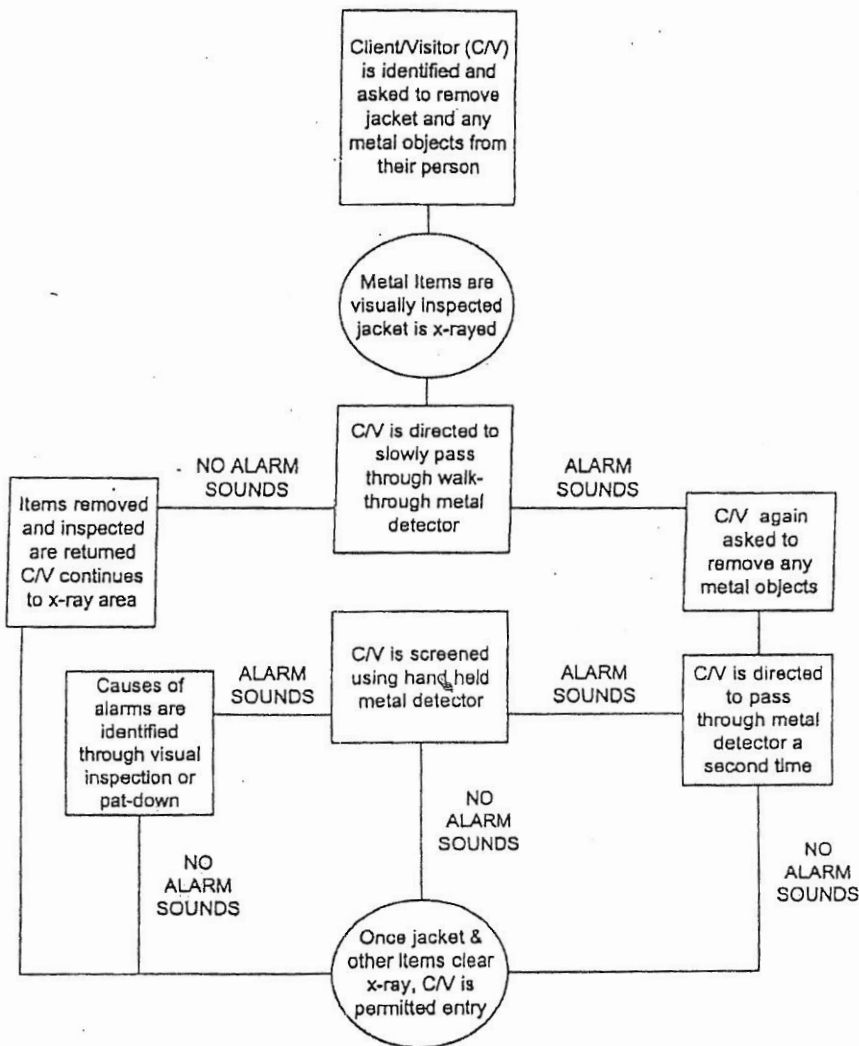
1. Complete the REQUEST FOR SHIFT CHANGE / RDO CHANGE form, including all applicable captions and listing the reason for the request.
2. Submit the form to the member's immediate supervisor, who shall review the form for accuracy, completeness and recommend APPROVAL or DISAPPROVAL. The supervisor shall indicate a reason for any recommendation to disapprove.
3. The REQUEST will then be reviewed by the Site Commander, who will review the requesting officer's personnel file, including evaluations, disciplinary record and attendance / lateness record and if necessary, interview the requesting member.

*Final determination of shift changes or RDO changes lies with the Site Commander, after consultation with the Borough captain, Director of Peace Officers, Director of Police Operations Camp LaGuardia or Assistant Commissioner.*



MECHANICS OF ACCESS CONTROL - SCREENING			
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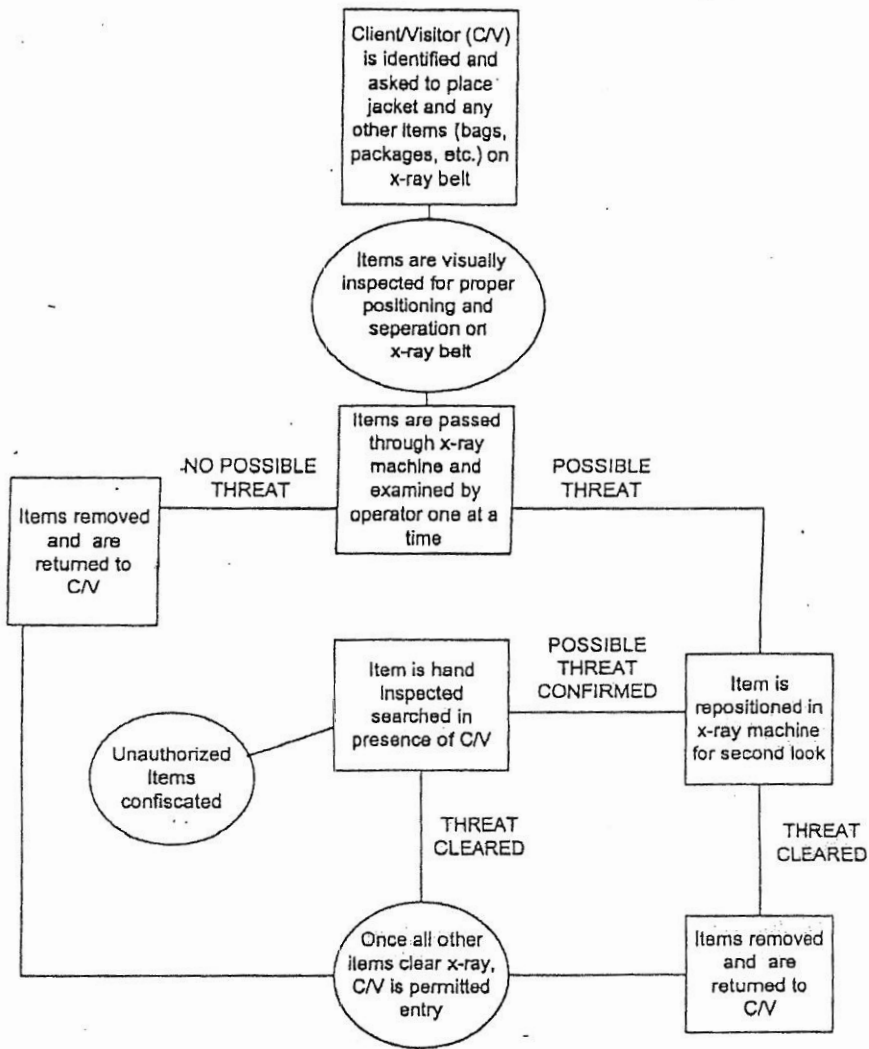
SCREENING PEOPLE FLOW CHART





MECHANICS OF ACCESS CONTROL - SCREENING			
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SCREENING ITEMS FLOW CHART





<b>MECHANICS OF ACCESS CONTROL MAGNOTOMETERS</b>			
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**METAL  
DETECTORS**

1. Magnetometers, commonly referred to as Mags or walk-through metal detectors, are the primary detection device used in agency facilities.
2. Persons being screened should be asked to remove jackets and any metal objects from their person prior to passing through detector.
3. Jackets should be x-rayed; removed items should be visually inspected and can be x-rayed, if necessary. All should remain in the view of the person being screened.
4. Persons should walk slowly through the detector without pausing, turning or stopping.
5. Only one person at a time should pass through the detector.
6. Mags are calibrated to a specific sensitivity and SHOULD NOT be changed by the operator.
7. In most cases, small metal objects such as belt buckles and jewelry should not cause the alarm to sound.
8. Any unusual pattern of metal detector alarms or lack of alarms should be immediately reported to the supervisor. This condition may be an indication that the sensitivity of the detector needs to be adjusted.
9. If after two attempts to pass through the detector fails; a hand-held metal detector should be used to identify the specific cause of the alarm.



<b>MECHANICS OF ACCESS CONTROL X-RAY MACHINES</b>			
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X-RAY  
MACHINES

1. X-ray machines are utilized to scan all items that do not pass through the walk-through metal detectors, including jackets, bags, packages etc.
2. The operator of the x-ray machine should adjust the monitor so that the brightness and contrast are set to provide the best possible image display.
3. Operators must check all items before passing them through the x-ray to ensure that they are safe to be x-rayed.
4. Never allow any part of a person's body to enter the x-ray machine or get caught in the conveyor belt.
5. It is very important that hand-carried items be placed on the conveyor belt in the proper position and spaced correctly to ensure individual, accurate viewing of items.
6. Only one item should be viewed at a time.
7. Operators must remain ever vigilant in closely monitoring the images displayed by the x-ray machine in order to ensure adequate detection of possible threats. No machine can replace the human element of keen observation and detection.
8. Concentrate and take the proper amount of time with each item. Remember – your failure to identify a threat may result in a serious injury to someone.
9. Clients / Staff have the right to request that any item be physically inspected rather than x-rayed. **ANY ITEM NOT X-RAYED MUST BE PHYSICALLY INSPECTED.**
10. Operators must use the *No Threat – Pass / Possible Threat – Physically Inspect / Obvious Threat – Call for Assistance* system of classifying x-ray images.
11. Operators must maintain positive control of an item once a *Possible Threat / Obvious Threat* is identified. Stopping the conveyor belt and leaving the item inside the x-ray machine is one way of maintaining positive control until additional assistance arrives.



**MECHANICS OF ACCESS CONTROL  
SCANNING WITH HANDHELD SCANNERS**

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**SCANNING –  
HAND-HELD  
SCANNERS**

1. In the event an individual alarms two (2) times after passing through a full body metal detector, a scan is done with a hand-held metal detector.
2. Clients / visitors have the right to refuse to voluntarily consent to a scan using a hand-held metal detector. Those that refuse will not be permitted to enter the facility.
3. The hand-held metal detector works the same as the walk through detector, but is designed to identify the precise location of metal objects.
4. Hand-held scanners should be held one to two inches away from the surface being scanned. The scanner should never come in contact with any part of a person's body.
5. The hand-held scan should be conducted in the vicinity of the x-ray machine in order to allow the person to maintain visual contact with his/her other property being screened.
6. The hand-held metal detector should be tested prior to each scan. A discharged battery is the most common reason for test failure.
7. A malfunctioning hand-held metal detector should be immediately reported to the security supervisor.
8. When a hand-held metal detector alarm sounds, the operator should request that the client /visitor carefully produce the metal object, then RE-INSPECT the same area to verify that the item produced caused the alarm.
9. In the event that the cause of an alarm cannot be identified, consent search / pat-down should be conducted.
10. The source of all alarms MUST be positively identified before the client / visitor is permitted to proceed. The entire scan must be completed even if an initial source of alarm is identified. **DO NOT STOP THE SCAN UNTIL THE ENTIRE BODY IS COMPLETED AND CLEARED.** Remember – your failure to identify a threat may result in a serious injury to someone.



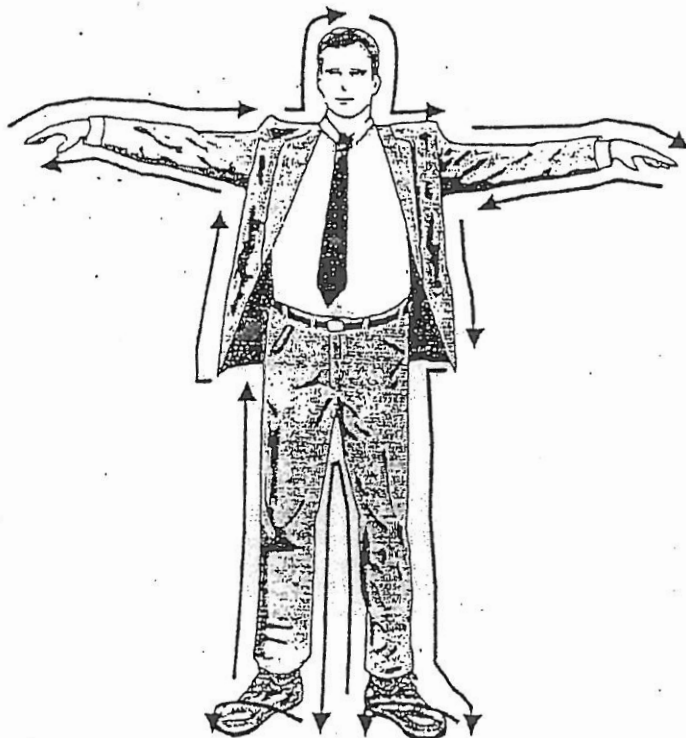
MECHANICS OF ACCESS CONTROL SCANNING WITH HAND-HELD METAL DETECTORS-GRAPHIC			
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MECHANICS OF ACCESS CONTROL

SCANNING WITH HAND-HELD METAL DETECTORS

Begin at the top of the head, moving down and around the person's body in a clockwise direction until the individual's body has been completely outlined.

Then scan the front side of the body and the rear side, giving special attention to the waist, underarm & ankle areas.







<b>MECHANICS OF ACCESS CONTROL PHYSICAL SEARCHES / PAT-DOWN</b>			
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PHYSICAL SEARCHES

1. Clients / visitors have the right to refuse to voluntarily consent to a physical search / pat-down, prior to an alarm sounding. Those that refuse will not be permitted to enter the facility.
2. The consent search / pat-down must be conducted by an officer of the same sex unless the client /visitor agrees to waive this right.
3. In the event a same-sex officer is not available, a security guard or staff member of the same sex may be utilized to conduct the search.
4. The consent search / pat-down may be conducted in a private room if the nature of the search requires privacy. However, the individual should not be separated from his /her other belongings.
5. The consent search / pat-down is only utilized to identify the source of metal detector alarms or obvious suspicious conditions.

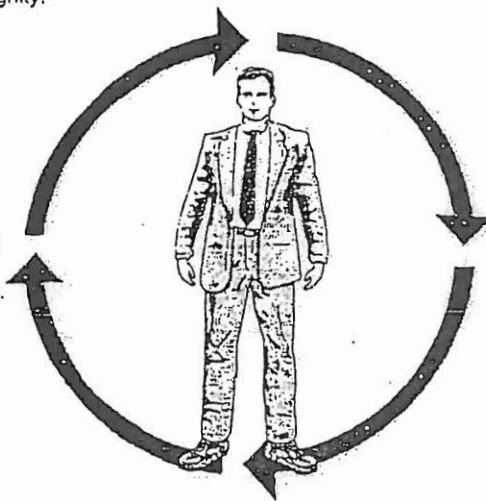
GRAPHIC

CONDUCTING A PAT-DOWN SEARCH

There are 2 types of pat-down searches, a WHOLE BODY PAT-DOWN SEARCH and a PAT-DOWN SEARCH LIMITED TO THE AREA OF AN ALARM. In both situations, wherever possible the screener should use the back of his or her hands to conduct the search. In conducting a pat-down search a "common sense" approach must be applied to accommodate the person's health, safety and dignity.

SCREEN AROUND THE CLOCK

A PAT-DOWN search path should be "clockwise" around, then top to bottom on the person's body. Pat-down searches must be performed using the same procedure every time to ensure that nothing is missed.



**MECHANICS OF ACCESS CONTROL  
PHYSICAL SEARCHES / PAT-DOWN**

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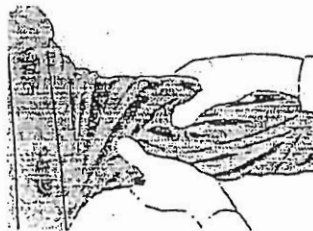
Screeners conducting pat-down inspections should use the following procedures:

**HAIR AND NECK**

- persons with short hair only require visual inspection.
- persons with long hair or hair-styles in which a weapon could be hidden, must have his or her hair and neck patted-down.
- persons wearing a turban, bandanna or other head covering, must remove it so the hair can be patted-down.

**SHOULDERS AND ARMS**

- the screener should ask the person to raise his or her arms to the side. If the person is wearing short sleeves, it is not necessary to check further than the end of the sleeve.
- persons wearing long sleeves should be patted-down by encircling the person's nearest arm with the hands and fingers, moving from the shoulder downward to the bottom of the arm in one motion. Repeat the action on the other arm.

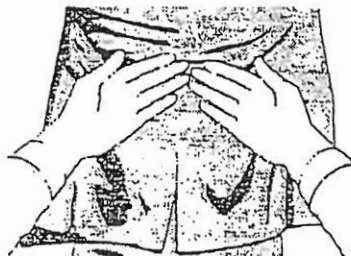




<b>MECHANICS OF ACCESS CONTROL PHYSICAL SEARCHES / PAT-DOWN</b>			
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CHEST, UNDERARMS, AND BACK

- with the person's arms still raised, use the backs of the hands. Start at the top of the shoulder and move the hands downward to the waist in overlapping paths, until the entire torso has been searched. When screening female passengers, the pat-down must be conducted efficiently but very tactfully in the breast area.
- the area of the back, near the waist, caused by the curvature of the spine and the areas under the armpits, where weapons can be concealed should receive special attention.



- if the person is wearing a suit coat, sport jacket or other light over-garment, pat down the area of the garment that pulls away from the passenger's body.

WAIST, THIGHS, AND LEGS

- place thumbs between the person's belt and waist, and circle the waist.
- if necessary, crouch or kneel and with the backs of the hands start at the waist and move downward to the trouser cuffs or skirt bottom in overlapping paths until the person's entire lower body has been searched. Repeat for the other leg.



<b>MECHANICS OF ACCESS CONTROL PHYSICAL SEARCHES / PAT-DOWN</b>			
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**CROTCH**

- with the person's permission, the crotch area should be checked with a metal detector.

**FEET & SHOES**

- normally, persons should not be asked to remove their shoes. Screeners should check shoe or boot bottoms and boot tops by hand. If concealment is suspected, the item in question should be x-rayed. Sandals do not need to be checked.

**PAT-DOWN SEARCH LIMITED TO AREA OF SPECIFIC ALARM**

When a hand-held metal detector search of a person cannot resolve the source of an alarm, a limited pat-down search is necessary. A limited pat-down search requires the consent of the person. These searches should be limited to the area of the person's body where the alarm cannot be resolved.

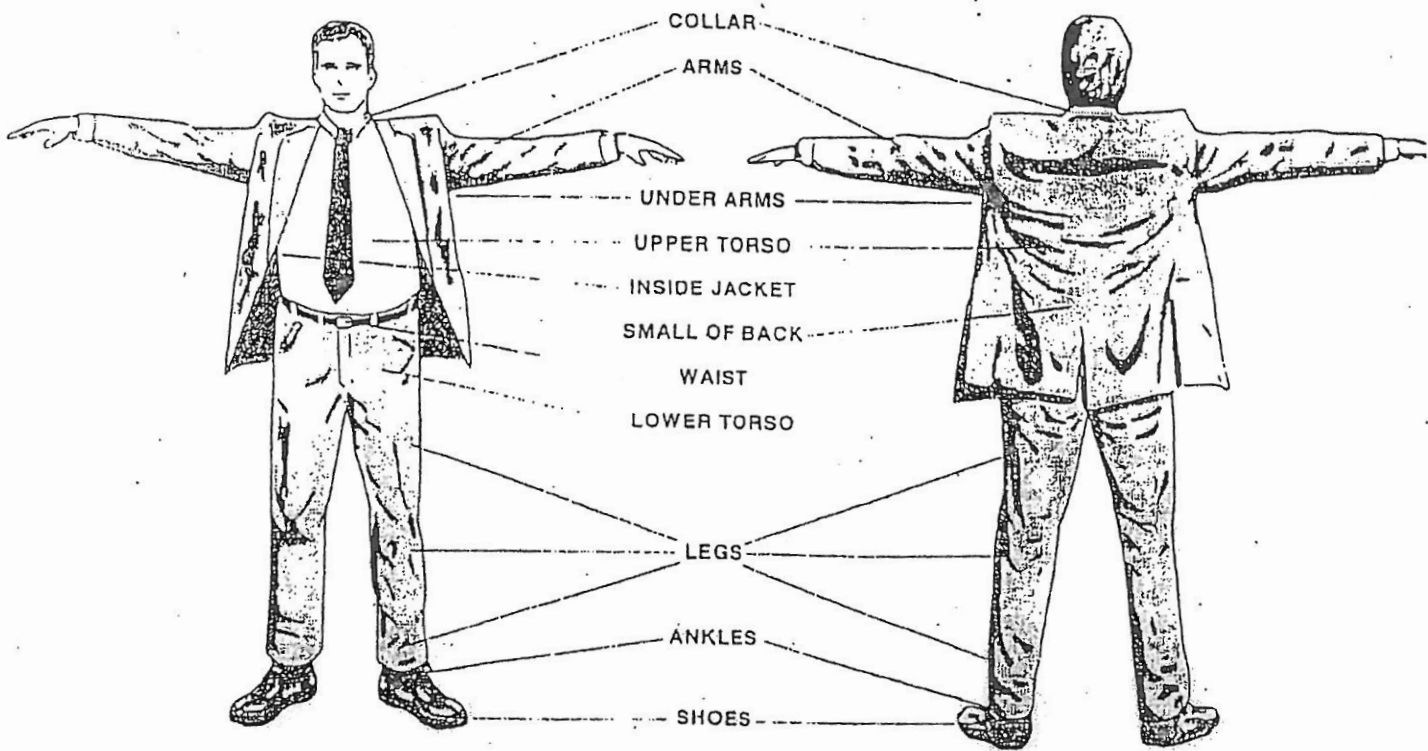
- If the area of the search is not sensitive, with the person's permission, the search may be conducted by a screener of the opposite sex.

**IF THE SOURCE OF THE ALARM CANNOT BE RESOLVED BY A PAT-DOWN INSPECTION, NOTIFY THE SUPERVISOR IMMEDIATELY.**



<b>MECHANICS OF ACCESS CONTROL PHYSICAL SEARCHES / PAT-DOWN</b>			
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MALE

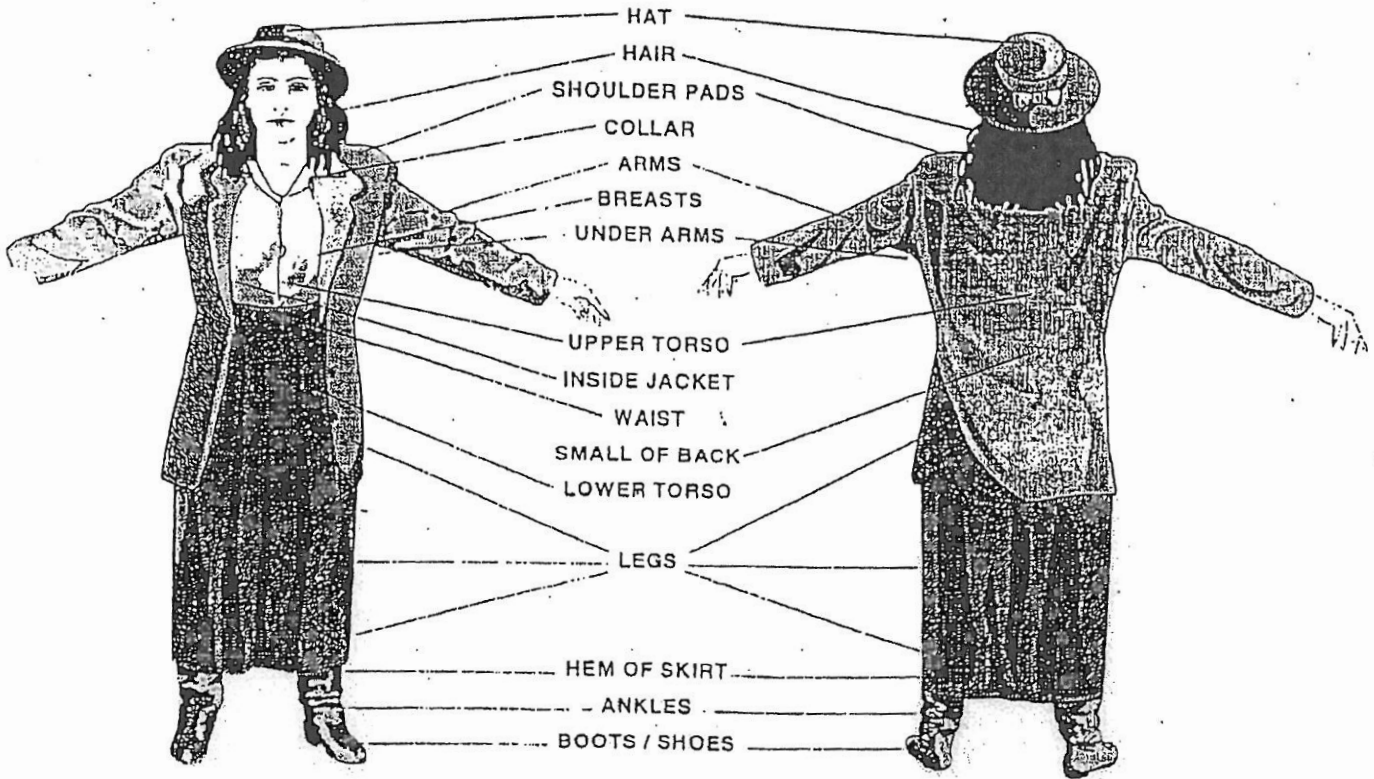


Pat-down Search Key Points



<b>MECHANICS OF ACCESS CONTROL PHYSICAL SEARCHES / PAT-DOWN</b>			
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FEMALE



Pat-down Search Key Points



<b>MECHANICS OF ACCESS CONTROL PHYSICAL INSPECTION OF ITEMS</b>			
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**PHYSICAL  
INSPECTION  
OF ITEMS**

1. The purpose of a physical inspection is to avoid x-raying an item or to resolve the exact cause of an unidentifiable mass deemed *Possible Threat / Obvious Threat*.
2. **ANY ITEM NOT X-RAYED MUST BE PHYSICALLY INSPECTED.**
3. Exceptionally large items, (including carts, boxes etc.), food items and other items that cannot be processed in the normal way must be physically inspected.
4. Caution should be taken and gloves should always be worn when physically inspecting items.
5. Clients / visitors should be questioned regarding the possible presence of dangerous items prior to initiating the search.
6. Items should be positioned for physical inspection so that the contents will not be visible to others, that the inspection will be conducted in view of the client / visitor and that access to the item will be restricted.
7. If illegal items, contraband or unauthorized items are identified during the physical inspection, a supervisor should be notified, the items in question confiscated.
8. Enforcement action, deemed necessary by the supervisor, will be taken.
9. Failure to identify a threat may result in a serious injury to someone.





ROLL CALL FORMATIONS			
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To inspect, instruct and conduct roll call of DHS Peace Officers prior to tour:

SUPERVISOR

1. Assemble platoon in area designated by site commander for roll call.
2. Command "Platoon, attention"
3. Command "Attention to roll call"
4. Conduct Roll Call and make assignments.
5. Inspect the platoon.
  - a. Allow officers concerned to reasonably demonstrate that a protective vest is being worn.
  - b. List members deficient in uniform, equipment, personal appearance or punctuality.
  - c. Reprimand and instruct deficient officers privately.
  - d. Follow up to determine if corrections have been made; take disciplinary action if necessary.
4. Issue necessary instructions, training.
5. Make any required notifications.
6. Command "Platoon, take your posts"



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-21

### CRIME SCENES

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Upon arriving at the scene of a serious crime which may require safeguarding of the scene to preserve evidence:

#### PEACE OFFICER

1. Request additional officers, if necessary and supervisor to respond to location.
2. Remove unauthorized persons from the area and secure the crime scene.
  - a. Do not disturb evidence found at the scene.
  - b. When uncertainty exists as to the extent of the crime scene, initially secure the larger area for investigation.
  - c. Secure area with POLICE LINE tape, if needed.
3. Detain witnesses and persons with information pertinent to the crime scene.
4. Record information in ACTIVITY LOG:
  - a. Observations
  - b. Identity of subjects/witnesses with addresses and phone numbers and any relevant statements.

#### SUPERVISOR

5. Assess the crime scene.
6. Notify NYPD if circumstances warrant.
7. Notify site commander of details.

*Note: NYPD personnel will determine the need for detectives and further crime scene investigation.*



PORTABLE RADIO TRANSCEIVERS			
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To account for portable radios assigned to commands:

SITE  
COMMANDER

1. Have platoon sergeant inspect and account for radios each tour.
2. Designate a secure area within the police operations office under the control of the desk officer for storage of radios and related equipment not being used.
3. Maintain portable radio record using appropriate forms.
4. Have officers instructed periodically in the proper distribution, care, use and safeguarding of radios.
5. Have damaged or inoperable radios or related equipment delivered to the Office of the Director of Peace Officers for repair or maintenance.

**NOTE:** *Commands are not authorized to transfer radios to other commands or to deliver defective radios or related equipment to the repair shop directly. All radio reassignments and repairs must be approved by the Director of Peace Officers.*

SERGEANT

6. Replace batteries at the beginning of tour.
7. Keep used batteries in battery charger until indicator light turns green.
8. Deliver defective batteries to the Office of the Director of Peace Officers for replacement or repair.
9. Issue radios to officers of the outgoing platoon on priority basis as established by the Site Commander.
10. Make appropriate command log entry of inventory of radios each tour.
11. Account for and examine each radio, antenna, battery and radio case returned at the conclusion of the previous tour.
12. Prepare NYPD COMPLAINT REPORT (PD313-152) when radio is reported lost or stolen and notify Site Commander.

SITE  
COMMANDER

13. Conduct initial investigation of circumstances.
14. Forward report of findings and copy of COMPLAINT REPORT to Borough Captain.

BOROUGH  
CAPTAIN

15. Investigate circumstances of theft or loss of radio, including interviewing officers involved.
16. Initiate disciplinary proceedings, if warranted.
17. Have NYPD COMPLAINT REPORT FOLLOW-UP (PD313-081) prepared if lost/stolen radio is recovered.



# DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-23

AGENCY LOCKERS			
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*Lockers provided by DHS and used by peace officers for the storage of uniforms and other items remain the property of DHS.*

## PEACE OFFICER :

1. Maintain locker in a clean and serviceable condition.
2. Do not store perishable or unauthorized items in locker.
3. Mark door of locker with rank, name, shield number and shift assigned on paper or sticker.
4. Secure locker with only approved combination lock. Approved combination locks do not contain serial numbers or master key capabilities. **Key locks of any type are not permitted.**
5. Permit ranking supervisor to inspect locker and contents on demand.

*When a ranking supervisor is authorized to inspect a locker in connection with an official investigation:*

## SUPERVISOR

6. Have member open locker. If member is not present, cut lock to gain access.
7. Inspect contents of locker:
  - a. Member concerned will witness inspection.
  - b. If member is not present, another supervisor or officer will witness inspection.
  - c. Remove and safeguard any items found in connection with the investigation or any other unauthorized items/perishables.
8. Secure locker after inspection is complete.
9. Enter in Command Log:
  - a. Number(s) of locker(s) inspected.
  - b. Member(s) to whom locker(s) are assigned.
  - c. Reason for inspection.
  - d. Results of inspection.
  - e. Member(s) present at inspection.

**Note:** *The Assistant Commissioner of Security and/or Director must approve all locker inspections prior to the supervisor conducting the inspection.*



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-24

### OBTAINING AND RETURNING SUMMONSES

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To maintain records of summonses distributed to, issued and returned by DHS officers:

#### SITE COMMANDER

1. Request packets of summonses from the Office of the Director of Peace Officers.
2. Maintain an adequate supply of summonses on hand at the command for use by officers assigned.
3. Examine summonses upon delivery to ensure that packet contains twenty (20) summonses, consecutively numbered.
4. Store summonses in a designated secure location, only accessible by DHS police Supervisors.
5. Ensure that summons distribution procedure is being complied with by regularly inspecting the active summons packet, reserve summons packets, CERTIFICATION OF SUMMONSES SERVED cards and command log.

#### SUPERVISOR

6. Each tour, inspect the summonses and record the next available summons number in the Command Log at the start of the tour.
7. Draw and issue summonses for the command from the active summons packet in numerical order. Make Command Log entry of facts.
8. Make appropriate entries in the active CERTIFICATION OF SUMMONSES SERVED card for each summons issued by a member of the command.
9. Retrieve yellow summons copy marked POLICE / AGENCY COPY from issuing officer and attach to CERTIFICATION OF SUMMONSES SERVED card.
10. When the last summons from the active packet has been issued, ensure that all twenty yellow copies marked POLICE / AGENCY COPY are attached to the certification card, complete the applicable captions and sign the certification.
11. Deliver completed certification card and summons copies to the Site Commander for processing.

#### SITE COMMANDER

12. Return completed certification card and summons copies to the Director of Peace Officers for filing.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-25

### ISSUING / PROCESSING SUMMONSES

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To ensure that summons are properly issued and forwarded for adjudication, and that proper records are maintained.

PEACE  
OFFICER

1. Confer with supervisor prior to issuing summons and follow instructions of the supervisor.
2. Properly identify subject being issued summons and conduct warrant check.
3. Request next available summons from the command's active summons packet.
4. Properly issue summons by completing and signing all applicable captions in black ink.
5. Record only one violation per summons.
6. Obtain return date and time from appropriate calendar provided by adjudicating court.

SUPERVISOR

7. Examine entries for accuracy, completeness and legibility prior to issuance.
  - a. Verify proper return date is entered.
  - b. Verify affidavit is completed.
  - c. Verify summons and affidavit are both signed by officer.
8. Make Command Log entry of facts.

PEACE  
OFFICER

9. Properly serve subject being summonsed with the appropriate copy of summons.
10. Deliver white COMPLAINT / INFORMATION copy, yellow POLICE / AGENCY copy and remaining copy to supervisor.
11. Retain OFFICER copy of summons for officer's record.
12. Make ACTIVITY LOG entry of details.

SUPERVISOR

13. Remove POLICE / AGENCY copy of summons and follow PROCEDURE 130-24.
14. Complete UNIVERSAL SUMMONS TRANSMITTAL FORM and attach white COMPLAINT / INFORMATION copy and remaining copy to transmittal form.
15. Forward Transmittal form and summons copies to Site Commander.

SITE  
COMMANDER

16. Deliver transmittal forms and summons copies to Director of Peace Officers for processing.



DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-25

<b>ISSUING / PROCESSING SUMMONSES</b>			
Date Issued	Date effective	Revision Number	Page of Pages
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CRIMINAL COURT SUMMONS - GRAPHIC

AA-500 (7/87) COMPLAINT/INFORMATION

**400002503-0** Susp/Rev Check  Yes No   
 Motorist Exhibited License  Yes No

The People of The State of New York VS.

Last Name First Name MI

Street Address Apt. No.

City State Zip Code

ID Number Date of Birth Sex  
 MO DAY YR

Lic. State Lic. Class or ID Type Date Expires Operator Owns Vehicle  
 MO DAY YR  Yes No

OPERATOR AND/OR OWNER OF VEHICLE BEARING LICENSE

Plate No. NY CT PA NJ Other Reg. Expires  
 MO DAY YR

FAIR	CHRY	CHRY	CHRY	Other	CHEV	FORD	HONDA	DODG	OLDS	BUICK	TOYT	MAZD	Other	
SEDAN	BURN	VAN	TRUCK	MCY	Other	Yr.	Yr.	Color	Alternate Plate	State				

VIN No.

THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS

AM Time PM Date of Offense County Precinct  
  2

Place of Occurrence

IN VIOLATION OF  
 Sec 1 Sub

Description of Violation, if Not Shown Below. (If returnable to Criminal Court, Indicate Court Location and Date of Appearance below and COMPLETE, DATE, AND SIGN INFORMATION ON REVERSE SIDE)

SPEEDING		DISOBEY TRAFF CONT DEV	Uninspec. Veh.	Unreg. Veh.	Unlic. Oper.
MPH	In MPH Zone	<input type="checkbox"/> Sign <input type="checkbox"/> Signal	<input type="checkbox"/> Prev. Marks <input type="checkbox"/> Uninsur. Veh.	<input type="checkbox"/> Com. Veh.	<input type="checkbox"/> Bus <input type="checkbox"/> Heav. Blvd.

The person described above is summoned to appear at CRIMINAL COURT

Located at 1

Date of Appearance 9:30 a.m. 10 day of 19

I personally observed the commission of the offenses charged above. False statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.46 of the Penal Law. Affirmed under penalty of perjury.

Rank/Full Signature of Complainant 7

Complainant's Full Name (printed) Command Code

Agency/NCIC Squad Tax Registry No.

I acknowledge receipt of this summons. I understand it is my responsibility to read and comply with the instructions on my copy, and that my signature below is not an admission of guilt.

Name 8 Date

CRIMINAL COURT

PEDESTRIAN OFFENSES AND TRAFFIC MISDEMEANORS (except unlicensed operator, unregistered vehicle and no insurance ID card).

SUMMONSABLE OFFENSES NOT RETURNABLE TO ANY OTHER AGENCY.

- 1 Enter date of birth and sex of violator.
- 2 Do not use military time.
- 3 Ensure that violation described matches section of law cited.
- 4 Enter address of borough Criminal Court.
- 5 Enter room number.
- 6 Enter return date as per FINEST message transmitted daily.
- 7 Issuing officer must sign summons. If a civilian is the complainant and signs the INFORMATION, substitute the word "Officer" for "Complainant." In addition, draw a line through the words "I personally observed the commission of the offense charged above."
- 8 Violators signature is optional.





ISSUING / PROCESSING SUMMONSES			
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CRIMINAL COURT SUMMONS - GRAPHIC

AA-508 (7/97)

**CRIMINAL COURT INFORMATION (DESCRIBE OFFENSE)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WARRANT CHECK  Yes  No

I PERSONALLY OBSERVED THE COMMISSION OF THE OFFENSE CHARGED HEREIN. FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 810.4L OF THE PENAL LAW, AFFIRMED UNDER PENALTY OF PERJURY.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**DEFENDANT DESCRIPTION**

Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_ Ethnicity \_\_\_\_\_

Ht. \_\_\_\_\_ Wt. \_\_\_\_\_ Phone # \_\_\_\_\_

**ARRAIGNMENT**

Defendant pleads  Guilty  Not Guilty

Date \_\_\_\_\_ Judge \_\_\_\_\_

①

②

\* 4 0 0 0 0 2 5 0 3 0 \*

The INFORMATION section must be completed by a member of the service issuing a summons returnable to Criminal Court.

A summons, with a properly filled out "INFORMATION" section, will eliminate the need for the issuing officer to appear in court on the return date to prepare a complaint and will enable the court to issue a warrant for a defendant who fails to appear.

Examples:

- Disorderly Conduct (Penal Law, Section 240.20, subd. 5): "The defendant did sit in the roadway in the middle of the intersection at 50th Street and 5th Avenue, causing a vehicular traffic jam. When asked to leave, the defendant refused."
- Trespass (Penal Law Section 140.05): "The defendant did refuse to leave the premises, 111 Broadway, an unfenced vacant lot, after Mr. Jones, the owner of the property asked him, in my presence, to leave the property or face arrest for trespassing."

In every case in which a civilian complainant is involved, enter name, address and telephone number of complainant along left margin.

The INFORMATION must include eyewitness (non-hearsay) allegations of fact describing acts of the defendant. An INFORMATION is not legally sufficient if the facts merely repeat the specific language of the law.

The INFORMATION must be signed by the uniformed member or civilian complainant, and the date must be entered.

A summons will not be issued by uniformed members for violations not personally observed.

If a MISDEMEANOR is committed in the presence of a uniformed member, that member will sign the INFORMATION. When NOT committed in member's presence, that member must ascertain that a crime was committed and request complainant to sign the INFORMATION. If complainant refuses, member may sign based on "information and belief," providing all details as related to member by the complainant are included in the INFORMATION.



DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-25

ISSUING / PROCESSING SUMMONSES

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CRIMINAL COURT SUMMONS - GRAPHIC

AA-600.5 (7/87)

Officer's Notes 1

Motorist's or Defendant's Employer 2

Motorist's or Defendant's Employer Address

CONDITIONS OF VIOLATION

LIGHT CONDITIONS		ACCIDENT TYPE		PAVEMENT	
DAYLIGHT		TOUR OF DUTY		DRY	
DARK				WET	
FOG		DAY OF WEEK	NO. OF LANES	MUDDY	
DUSK		MOTORIST OR DEFENDANT DESCRIPTION		SNOW/ICE	
DAWN				SLUSH	
WEATHER		Eye Color _____		AREA	
CLEAR	SNOW			BUSINESS/COMM.	
CLOUDY	SLEET	Hair Color _____		SCHOOL/PLAYGRD.	
RAIN	FOG	Ht. _____ Wt. _____		INDUSTRIAL	
PHOTO LICENSE		Ethnicity _____		RESIDENTIAL	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Phone No. _____ 3		HGWAY	
				STREET	
				PKG. LOT	
				VIOLATOR	
				DRIVING ALONE	
				# OF OCCUPANTS	
				MORE THAN ONE VIOLATOR	

MOTORIST'S SPONTANEOUS STATEMENT:

Blank lines for spontaneous statement

NOTES OR DIAGRAM:

Blank lines for notes or diagram

- 1 Uniformed members should record the circumstances of the incident on the rear of the "Officer" copy of the summons.
- 2 The defendant's employer information is intended for cases in which corporate substitution is possible.
- 3 Defendant's telephone number is not required in traffic offenses and should not be requested. For cases in which corporate substitution is possible, the telephone number of the corporate entity should be entered in this area.
- 4 Include the direction of travel and the type of street, as appropriate.



AIDED CASES - GENERAL			
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**AIDED CASE:** Any occurrence coming to the attention of an officer which requires that a person, OTHER THAN A PRISONER, receives medical aid or assistance because such person is:

- a. Sick or injured
- b. Dead
- c. Lost person
- d. Mentally ill
- e. Abandoned, destitute, abused or neglected child
- f. Runaway child
- g. Adult requiring care due to arrest, hospitalization, death of parent / guardian / person responsible for care.

Upon arrival at the scene of an aided case:

PEACE  
OFFICER

- 1. Render reasonable aid to sick or injured person.
- 2. Request response of medical personnel or ambulance.
  - a. If aided is wearing a Medic Alert Emblem, notify medical personnel or ambulance crew upon arrival. **Do not remove emblem.**
- 3. Have another officer or responsible person wait in view to direct ambulance or medical personnel.
- 4. Notify shelter staff personnel of situation.
- 5. Make a second call if ambulance has not arrived in twenty minutes.
- 6. Make ACTIVITY LOG entry.
- 7. Obtain name, address and telephone number of relative or friend for notification.
- 8. If aided is unconscious or unidentified request response of local police agency.
- 9. Prepare AIDED REPORT WORKSHEET (PD304-152b) if within NYC..

SUPERVISOR

- 10. Review AIDED REPORT WORKSHEET for accuracy and completeness and deliver to local NYPD precinct.



# DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-27

## MENTALLY ILL OR EMOTIONALLY DISTURBED PERSONS

Date Issued	Date effective	Revision Number	Page of Pages
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### SCOPE

The primary duty of all DHS Peace Officers is to protect and preserve human life. The safety of ALL persons involved is paramount in cases involving emotionally disturbed persons. If such person is dangerous to him/herself or others, necessary force may be used to prevent serious physical injury or death. Physical force will only be used to the extent necessary to restrain the subject until the arrival of NYPD and EMS. If the EDP is armed or violent, no attempt will be made to take the edp into custody without the specific direction of a supervisor, unless there is an immediate threat of physical harm to the EDP or others present. If the EDP is not immediately dangerous, the person should be isolated and contained until assistance arrives. If an EDP is unarmed, not violent and willing to leave voluntarily, an officer may take such person into custody prior to the arrival of the supervisor.

### DEFINITIONS

EMOTIONALL DISTURBED PERSON (EDP) – A person who appears to be mentally ill or temporarily deranged and is conducting his/herself in a manner which an officer reasonably believes is likely to result in serious injury to him/herself or others.

ISOLATE AND CONTAIN – Separate other persons from the area an EDP has access to and prevent EDP from moving from one area to another.

ZONE OF SAFETY – The distance to be maintained between the EDP and responding officers. The distance should be greater than the effective range of any weapon, and may vary with each situation. An attempt will be made to maintain the “zone of safety” if the EDP is unable to be contained.

**PROCEDURE** When a DHS Peace Officer reasonably believes that a person who is apparently mentally ill or emotionally disturbed and must be taken into protective custody because the person is conducting him/herself in a manner likely to result in a serious physical injury to himself or others:

### PEACE OFFICER

1. Asses the situation as to threat of immediate serious physical injury to EDP, other persons present, or officers. Take cover and request additional assistance, including a supervisor, NYPD and EMS if the officer reasonably believes such threat exists.
  - a. Take EDP into custody if he/she is unarmed, not violent and willing to leave voluntarily.
  - b. Attempt to isolate and contain the EDP while maintaining a “zone of safety” until arrival of assistance.
  - c. Do not attempt to take EDP into custody without the specific direction of a supervisor.
2. Establish police lines. Remove person(s) other than officers from the area.
3. Verify that a supervisor, NYPD and EMS are responding.

**MENTALLY ILL OR EMOTIONALLY DISTURBED PERSONS**

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## SUPERVISOR

1. Command and control operations at scene, including directing officer's action in dealing with the EDP.
2. If unable to isolate and contain EDP, and exigent circumstances exist, direct and coordinate attempt to take unarmed EDP into custody.
3. If EDP is armed, do not attempt to take EDP into custody until arrival of NYPD, unless no other reasonable alternative exists to preventing serious physical injury.
4. Once NYPD arrives and takes charge, render all reasonable assistance to the responding officers.
5. Have responsible person notify shelter staff supervisor of incident.
6. If necessary, and EDP is isolated and contained, request the assistance of:
  - a. Interpreter, if language barrier exists
  - b. Subject's family and friends
  - c. Program staff

**WHEN EDP HAS BEEN TAKEN INTO CUSTODY:**PEACE  
OFFICER  
ASSIGNED

7. Remove property that is dangerous to life or will aid escape.
8. Have EDP removed to hospital in ambulance.
  - a. Restraining equipment, including handcuffs may be used if aided is violent, resists, or upon direction of physician examiner.
  - b. When possible, a female patient should be accompanied by another female.
9. Ride in body of ambulance with patient.
10. Inform examining physician of facts, including restraints used.
11. Safeguard patient at hospital until examined by physician.
12. Enter details in ACTIVITY LOG and prepare AIDED REPORT WORKSHEET (PD304-152b), indicating name of hospital and physician.
13. Deliver completed AIDED REPORT WORKSHEET to local NYPD precinct.

## SUPERVISOR

14. Make Command Log entry of facts.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-28

### LOSS OR THEFT OF DEPARTMENT PROPERTY

Date issued	Date effective	Revision Number	Page of Pages
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Upon discovering the loss or theft of Department property:

PEACE  
OFFICER

1. Report facts to supervisor.

SUPERVISOR

2. Notify Site Commander and Borough Captain.

SITE  
COMMANDER

3. Conduct preliminary investigation.
4. Make Command Log entry of facts.
5. Have NYPD COMPLAINT REPORT (PD313-152) or crime report from local police jurisdiction prepared and delivered to local police facility for filing.
6. Request copy of COMPLAINT REPORT or crime report from local police agency.
7. Report initial findings and delivery copy of police report to Borough Captain.

BOROUGH  
CAPTAIN

8. Conduct follow-up investigation, including interviews of officers involved, if necessary.
9. Prepare typed report, addressed to the Director, including results of the investigation and any corrective action recommended. Attach copy of police report to typed report.
10. Take other action as appropriate.
11. Confer with Director regarding recommended corrective action.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 130-29

### SEPARATION FROM SERVICE

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#### DEFINITIONS:

SEPARATION FROM SERVICE: Any suspension or de-scheduling, authorized leave for a period of time in excess of 15 working days, resignation or termination.

When an officer is to be separated from service:

#### OFFICER

1. Follow instructions / directions of supervisor leave desk, personnel staff member, supervisor or other authorized person regarding terms of separation.
2. Surrender shield, ID card and all agency property including Peace Officer Guide to ranking officer prior to commencement of separation from service.

#### SUPERVISOR

3. Complete SEPARATION FROM SERVICE - EQUIPMENT RECEIPT form and safeguard surrendered property.
4. Inform separating officer of any items outstanding. Do not permit separating officer to leave facility without first surrendering shield and ID card.
5. Remind separating officer that any and all pending pay checks will be held until all agency property is returned.
6. Forward recovered property to the Office of the Director of Peace Officers with a copy of EQUIPMENT RECEIPT FORM.

If officer is returning from separation:

#### RETURNING OFFICER

7. Report to leave desk, personnel staff or legal staff as directed upon completion of separation from service.
8. Submit required forms and documentation.
9. Request memo or return to work authorization, if applicable.
10. Report to the Office of the Director of Peace Officers as directed to submit return to work authorization and retrieve Department property previously surrendered.
11. Report to work location on next regularly scheduled day of work or as directed by competent authority.
12. Notify supervisor prior to scheduled return to duty.



**DHS PEACE OFFICER GUIDE**

REVISION No. 04-01

**REVISION NOTICE**

Date Issued	Date effective	Revision Number	Number of Pages
06-01-04	06-01-04	04-01	6

The DHS PEACE OFFICER GUIDE is REVISED.

All officers and supervisors are required to be familiar with the contents of DHS Peace Officer Guide, maintain their assigned copy and revise as directed.

Instructions:

1. Remove old Procedure # 103 - two (2) pages and replace with revised Procedure # 103 consisting of one (1) page.
2. Remove old Procedure # 104 - three (3) pages and replace with revised Procedure # 104 consisting of three (3) pages.
3. Remove page 2 of old Procedure # 110-01 and replace with revised page 2 of Procedure 110-01 consisting of one (1) page.
4. Remove old Procedure # 110-02 - one (1) page and replace with revised Procedure 110-02 consisting of one (1) page.

Supervisors are to insure that all subordinate officers under their supervision receive a copy of this revision notice and complete the revision to the DHS Peace Officer Guide as directed. Sign and return the attached receipt to the site commander immediately.

Revised Peace Officer Guides should be inspected as part of the semi-annual uniform inspection conducted.

**BY DIRECTION OF THE ASSISTANT COMMISSIONER**



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 103

### PATROL DUTIES AND RESPONSIBILITIES

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- EXECUTIVE OFFICER / LIEUTENANT / SERGEANT
1. Assume command and perform functions of the site commander during his/her absence. ( During absence of 24 hours or more sign all routine communications and reports ).
  2. Make entry in command log when reporting on or off duty, when leaving and returning to site for any reason. Indicate reason and manner of travel.
  2. Supervise performance of administrative functions in the command.
  3. Be designated " in command " in the absence of the site commander.
  4. Study deployment of resources of the command and recommend more effective deployment to the site commander, where appropriate.
  5. Evaluate training, planning and personnel functions and needs of the command and make recommendations to the site commander.
  6. Inspect uniforms, equipment, and general appearance of members of the command frequently.
  7. Inspect and sign activity logs of patrol sergeants regularly.
  8. Supervise the investigation of communications and preparation and forwarding of written reports.
  9. Do not overlap site commander's tour, unless providing coverage for patrol sergeant.
  10. Do not perform the same duty as the site commander if both working the same tour. ( One will perform patrol duty and conduct field inspections, etc. ).
  11. Conduct investigations as directed by site commander or other competent authority.
  12. Insure police operations office and locker rooms are clean, all equipment is accounted for and in good condition, and personnel are performing necessary police duty.
  13. Perform duty in uniform, equipped with portable radio and Nextel.
  14. Inspect and sign patrol log once each day.
  15. Review and supervise the maintenance of records and files of command.
  16. Prepare written instructions for sergeants and peace officers.
  17. Supervise the maintenance of the police operations library.
  18. Relay instructions of site commander to members of command.
  19. Apportion communications equally among sergeants for investigation.
  20. Keep sergeants informed of facility conditions.
  21. Check and sign peace officers activity reports and logs.
  22. Check property log books, property on hand and the disposal of same.
  23. Make command log entry of weekly inspection of police operations office and locker rooms for cleanliness, security, safety hazards and condition of equipment.
  24. Supervise the fire guard inspections : .....a.] Have inspecting member of the service make all appropriate entries.....b.] Make command log entry indicating that the fire guard inspections were performed.

**DHS PEACE OFFICER GUIDE**

PROCEDURE No. 103

PATROL DUTIES AND RESPONSIBILITIES			
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26. May make an arrest on DHS property only under the following circumstances: 1] He /She has reasonable cause to believe that a person has committed an offense in his/her presence while he/she is on duty and the offense has occurred on DHS premises.... 2] He / She has reasonable cause to believe that a person has committed a crime on DHS premises.
27. The exercise of a Lieutenant's functions and duties should be limited to the hours, premises, locations and business of DHS.
28. Perform duties of site commander when so assigned.

*The Department of Homeless Services will not indemnify, extend leave credits or overtime compensation to its employees for any off-duty activity. Furthermore, this Agency will not accept liability for any act by a Lieutenant not expressly permitted by their manual or which does not take place during the hour of employment or in the place of employment or locations and business of DHS.*



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 104

PATROL DUTIES AND RESPONSIBILITIES			
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SITE  
COMMANDER  
CAPTAIN /  
LIEUTENANT

1. Command and be responsible for all police operations at a facility or similar unit, including but not limited to:
  - a. Proper performance of functions designated for command.
  - b. Efficiency and discipline of personnel under his command.
  - c. Informing members of command of current directives and orders.
  - d. Serviceability, proper care and use of equipment assigned to his/her command.
2. Upon assignment to command review all personnel records and assignments of officers and supervisors within command.
3. Instruct and frequently test the knowledge of members of command, re; their duties and responsibilities.
4. Investigate and report on conditions and activities of command.
5. Examine all books and records of the command.
6. Make frequent personal inspections of the uniforms, equipment and general appearance of members of the command at outgoing tour changes and on patrol.
7. Delegate administrative tasks as follows: .....a. Assign ranking officers within command to perform tasks normally reserved specifically for commanders, e.g., the preparation, signing and forwarding of required reports, forms, and communications.....b. Assign competent members of his/her command to read, analyze and report on, either verbally or in writing, any voluminous communications directed to the commanding officer.....c. Assign ranking officer to inspect facility police operations daily to ensure security, cleanliness and orderly condition.
8. Inspect police operations facility periodically to insure cleanliness, orderly condition and that assigned equipment is accounted for and in good condition.
9. Designate manner in which members of command proceed to assignments, e.g. radio motor patrol vehicle, in personal vehicle or on foot.
10. Review activity of members of command each month.
11. Investigate a report of neglect of duty by subordinates.
12. Assign officers proportionately to tours according to the needs of the command. Members having special qualifications are to be assigned to permit the greatest use of abilities.
13. Assign personnel to specific patrol and staff functions.
14. Design and provide a formal orientation program for newly assigned lieutenants, sergeants, and peace officers including interviews, introductions, and various facility and post conditions, problems, policies, boundaries, crime, local police jurisdiction facilities, area hospitals, etc.
15. Consult with immediate supervisor of member before recommending or granting change of post, tour assignment and promotion.
16. Be thoroughly familiar with confidential performance profile of subordinate members.
17. Have confidential performance profile forwarded to member's new commanding officer, in an envelope marked " confidential " when member is transferred.



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 104

### PATROL DUTIES AND RESPONSIBILITIES

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18. Maintain patrol coverage by supervising officers, insuring a supervisor is assigned each tour.
19. Make entry in command log when reporting on or off duty, when leaving or returning from site for any reason. Indicate reason and manner of travel.
20. Perform duty in uniform, equipped with portable radio and Nextel.
21. Utilize resources of command to cope efficiently with existent problems and accomplish the mission of the command and the agency.
22. Cooperate with other units to accomplish the mission of DHS.
23. Confer regularly with the DHS site director regarding conditions, strategies, policy and other issues relative to police services and site security.
24. Review performance evaluations submitted by subordinates carefully and have subordinates justify the ratings given to officers assigned to their tours.
25. Inspect and review sergeant's activity logs.
26. Develop and review facility security plan.
27. May make an arrest on DHS property only under the following circumstances: 1] He /She has reasonable cause to believe that a person has committed an offense in his/her presence while he/she is on duty and the offense has occurred on DHS premises.... 2] He / She has reasonable cause to believe that a person has committed a crime on DHS premises.
28. The exercise of a Captain / Lieutenant's functions and duties should be limited to the hours, premises, locations and business of DHS.

*The Department of Homeless Services will not indemnify, extend leave credits or overtime compensation to its employees for any off-duty activity. Furthermore, this Agency will not accept liability for any act by a Captain not expressly permitted by their manual or which does not take place during the hour of employment or in the place of employment or locations and business of DHS.*



## DHS PEACE OFFICER GUIDE

PROCEDURE No. 104

PATROL DUTIES AND RESPONSIBILITIES			
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### CAPTAIN / BOROUGH COMMANDER

1. Utilize resources to administer, assign, control, coordinate, discipline, evaluate, guide, motivate, supervise and train all personnel assigned to borough commands to efficiently deliver police / security services and to ensure the mission of the Command is achieved.
  - a. Develop plans, establish liaisons and implement strategies in the furtherance of achieving the mission of the command.
2. Develop plans and strategies for policing special events and details.
3. Supervise performance, assignments and excusals of site commanders to ensure adequate coverage is maintained.
4. Submit report each Friday morning to the Director concerned showing proposed work schedule for Sunday through Saturday of the following week.
5. Provide formal training indoctrination program for newly assigned site commanders within the borough.
6. Conduct investigations and perform other duties as assigned by Director.
7. Prepare, review and sign reports as required.
8. Oversee all disciplinary matters of commands within borough.
9. Monitor, review and analyze overtime with the goal of maximum utilization of limited resources.
10. Review evaluation process for sergeants and prepare evaluations for lieutenants.
11. Oversee field operations and administrative operations of all sites within command.
12. Study deployment of personnel and recommend redeployment when indicated.
13. Perform duty in uniform, equipped with portable radio and Nextel.

### DUTY CAPTAIN

1. Perform duty in uniform, equipped with portable radio and Nextel, and patrol in agency vehicle.
2. Supervise all personnel performing duty.
3. Respond to major incidents or unusual occurrences.
4. Visit all facilities when performing patrol duty.
5. Inspect and sign command log of all sites visited.
6. Submit report to Director at end of tour, including visits to facilities, observations and corrective action taken, major incidents or unusual occurrences and recommendations to improve security / police services.



GENERAL UNIFORM REGULATIONS			
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DUTY UNIFORM  
SUMMER

1. Shirt - Regulation, military type, dark blue, short sleeve shirt with shoulder patches affixed to both sleeves and appropriate collar insignia.
2. Trousers - Regulation navy blue trousers with 1/2 inch braid attached and black regulation leather belt with gunmetal buckle.
3. Shoes - Black, plain, smooth leather shoes with flat soles and raised heels. Shoes with visible lettering are not authorized. Only black laces and black socks are authorized.
4. Cap - Navy blue, black strap and chrome cap device bearing shield number.
5. Vest - Department issued protective vest.
6. Gloves - Department issued black gloves.

EQUIPMENT

1. Handcuffs, key and case.
2. Baton and holder.
3. Radio holder
4. Equipment belt.
5. Memo book.

RANKING  
OFFICERS

SERGEANT

Uniform is the same as required for officer, except:

1. Shirt - Regulation, military type, dark blue shirt with shoulder patches and chevrons affixed to both sleeves and collar insignia.
2. Trousers - 1 1/4 inch braid attached.
3. Cap - Gilt gold cap device (without shield number) and gilt gold chin strap.
4. Insignia of rank - Three (3) pointed chevrons worn on sleeves of all outermost garments.

LIEUTENANT

Uniform is the same as required for sergeant, except:

1. Shirt - Regulation, military type, dark white shirt with shoulder patches affixed to both sleeves and rank collar insignia
2. Insignia of rank - Gilt gold bar worn on: a. the shoulders of multi seasonal jacket and winter coat and/or collar of regulation white shirt

CAPTAIN

1. Uniform is the same as required for lieutenant, except:

Insignia of rank - Two (2) gilt gold bars, worn in the same manner as lieutenant's insignia.



OPTIONAL UNIFORM ITEMS

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OPTIONAL UNIFORM ITEMS MAY BE WORN AT THE DISCRETION OF UNIFORMED OFFICERS, WHEN AUTHORIZED

WHITE SHIRT

Sergeants performing duty as desk officer may wear regulation, military type, white shirt with shoulder patches affixed to both sleeves and rank insignia on collar.

INCLEMENT WEATHER GEAR

Regulation police black raincoat with appropriate patches affixed. Shield will be fastened on the raincoat over the left breast and cap devise on the cap cover.

EAR MUFFS

Black, headband type

TURTLE NECK SHIRT

Navy blue pullover turtle neck shirt, DHS Police emblem embroidered on the left side of chest, letters DHS embroidered in white on the collar.

Note: Turtle neck shirt will not be used as outermost garment but may be worn under the duty jacket. Duty jacket must be worn at all times when turtle neck shirt is used.

WINTER HAT

Black soft vinyl with black mouton trimming and cap devise affixed. Only authorized for outdoor posts when temperature is expected to fall below 32 degrees Fahrenheit.

Note:

Nylon windbreaker jackets, golf style shirts and baseball caps are not permitted.