



# DETECTIVE GUIDE

Section: General		Procedure No: 500-01	
<b>INDEX</b>			
DATE ISSUED: 05-26-16	DATE EFFECTIVE: 05-26-16	REVISION NUMBER:	PAGE: 1 of 4

## A

Activating, Modifying and Cancelling Investigation Cards.....508-01  
 Activity Logs, Preparation.....513-04  
 ARGUS Video System .....503-04  
 Arrest of a Complainant .....502-19  
 Autopsy Report, Homicide Investigations ....502-06

## B

Ballistic Match, Crime Scene.....506-12  
 Basic Investigative Techniques.....502-01  
 Business Card, Official Detective Bureau.....512-06  
 Bus Related Video Systems  
 (MTA NYC Transit).....503-14

## C

Camera Location List, Patrol Services  
 Bureau.....503-03  
 Case Closing Guidelines, Non-Amenable .....515-01  
 Cause Undetermined Pending Police Investigation (CUPPI) Investigations.....502-04  
 Child Abuse Investigations .....502-13  
 Clearances  
   Crime Complaint .....515-02  
   Documenting Homicide.....515-07  
   Documenting Non-Homicide.....515-08  
 Collecting DNA Exemplar  
   Abandonment Suspect Samples in a Controlled Environment .....506-06  
   Abandonment Suspect Samples in a Non-Controlled Environment .....506-07  
   Consent Samples and DNA Exemplar Suspect Court Ordered Samples .....506-05  
 Command/Movement Log .....513-01  
 Complaint Reports, Voiding .....515-03  
 Complainant, Arrest of .....502-19  
 Coordination with the Legal Bureau .....502-22  
 Cop Shot Reward.....509-06  
 Creating, Editing and Viewing a “Set Book” in the Enterprise Case Management System .....504-03  
 Creating  
   “Have Arrested” Message.....509-08  
   “Wanted Flyers” .....509-01  
 Crime Complaint Clearances .....515-02  
 Crime Scene Ballistics Match .....506-12  
 Crime Scene Unit Photos, Policy Governing  
 Viewing and Access .....506-13  
 Crime Scene Unit Response Protocol.....506-02  
 Crime Stoppers Reward.....509-03

## D

Dead Body, Body Part or Person Likely to Die, Occurring in the Mass Transit System..... 502-03  
 Dead Body or Body Part, Investigating..... 502-02  
 Death Certificate, Official Final OCME ..... 502-05  
 Department of Motor Vehicles (DMV) – Photo Image Request ..... 504-02  
 Desk Appearance Ticket Prisoner Movement Slip  
 Photographs, Photo Arrays Using ..... 505-05  
 Detective Bureau Activity Log,  
 Preparation..... 513-04  
 Detective Bureau Coordination with the  
 Gang Division ..... 502-21  
 Detective Bureau Executive Staff,  
 Scheduling of ..... 512-02  
 Detective Bureau Supervisors,  
 Responsibilities ..... 501-01  
 Detective Squad/Unit Investigators  
   Collecting Video Evidence ..... 503-17  
   Processing Recovered Video Evidence.... 503-18  
   Weekly Personnel Recap (ECMS) ..... 512-01  
 Discretionary Promotion,  
 Recommendations ..... 512-03  
 DNA  
   “Hit” ..... 506-08  
   “Match” ..... 506-09  
 Documenting Non-Homicide Crime  
 Complaint Clearances..... 515-08  
 Documenting Homicide Clearances..... 515-07  
 Domestic Violence Cases, Investigation ..... 502-12  
 Domestic Violence Offenses, Investigating... 502-11

## E

eJustice Inquiries, Required Documents ..... 514-01  
 Enterprise Case Management System (ECMS) –  
   Squad/Unit Weekly Personnel Recap ..... 512-01  
   Utilizing for Media Attention..... 510-02  
   “Video Collected” DD5 ..... 503-19  
 Evidence Collection Team Response  
 Protocol..... 506-01

## F

Facility Related Video Systems,  
 MTA NYC Transit ..... 503-15  
 Financial Crimes Task Force,  
 Notification to ..... 502-28  
 Fingerprint Identification..... 506-10  
 Firearm Ballistic Hit ..... 506-11

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
500-01	05-26-16		2 of 4

Firearms Analysis Section,  
Police Laboratory .....506-03  
Fires and Explosions/Explosives, Notifications  
Regarding .....502-29  
Folders, Paper Case .....514-02

## G

Gang Division, Coordination with  
Detective Bureau .....502-21  
Guidelines, Non-Amenable Case Closing .....515-01

## H

“Have Arrested” Message, Creating .....509-08  
Home Invasion Robberies .....502-08  
Homicide Investigations – Autopsy Report ..502-06  
Hostage Negotiation Team  
Notification Protocol .....511-01  
Notification Regarding Possible Suicidal  
Person .....511-02

## I

Identification Procedure, Photo Array .....505-03  
Interim Case Closing Guidelines  
Investigation Cards .....515-04  
OCME Death Certificate .....515-06  
Telephone/Financial Records .....515-05  
Internet Protocol Digital Video Surveillance  
(IPDVS) System in NYC Department of Education  
Schools .....503-05  
Investigating Dead Body or Body Part .....502-02  
Investigating Domestic Violence Offenses ....502-11  
Investigating Incidents Occurring in the Mass  
Transit System Involving a Dead Body, Body Part,  
or Person Likely to Die.....502-03  
Investigating Incidents Where a Person Dies or is  
Likely to Die as the Result of a Fire .....502-07  
Investigation Cards, Activating, Modifying and  
Cancelling .....508-01  
Investigation Card “Hit” Notifications .....508-02  
Investigation, Child Abuse .....502-13  
Investigation, Domestic Violence Cases .....502-12  
Investigations, Cause Undetermined Pending  
Police Investigation (CUPPI) .....502-04  
Investigative Techniques, Basic .....502-01

## J

Juvenile Delinquent Arrest Photographs,  
Photo Arrays .....505-04

## L

Legal Bureau, Coordination with ..... 502-22  
License Plate Readers ..... 507-02  
Lineup Identification Procedure..... 505-06  
Lobby Camera Initiative Video System  
(NYCHA) ..... 503-08  
Lower Manhattan Security Coordination Center  
Domain Awareness System Video..... 503-12

## M

Mayoral Award, Request ..... 509-05  
Media Attention, Request..... 510-01  
Microscopy Unit, Requesting Assistance of . 506-04  
Mobile Surveillance Tower Video System  
“Skywatch” ..... 503-10  
“Terrahawk” ..... 503-11  
MTA NYC Transit  
Bus Related Video Systems ..... 503-14  
Facility Related Video Systems ..... 503-15  
Subway Related Video Systems..... 503-13  
Mugshot Photo Identification Procedure..... 505-01

## N

New York City Housing Authority  
Lobby Camera Initiative Video System .... 503-08  
“Small-Scale” Video Camera System ..... 503-07  
“Video-Interactive, Patrol, Enhanced, Response”  
(VIPER) Closed Circuit Television  
System ..... 503-06  
Non-Amenable Case Closing Guidelines..... 515-01  
Notification, Investigation Card “Hit” ..... 508-02  
Notification to the Financial Crimes  
Task Force ..... 502-28  
Notification Protocol – Hostage Negotiation  
Team..... 511-01  
Notifications Received from the Criminal Justice  
Bureau Regarding Prisoners Wanted on  
“Perpetrator – Probable Cause to Arrest”  
Investigation Cards ..... 508-03  
Notifications Regarding Fires and  
Explosions/Explosives ..... 502-29  
Notifications to the Warrant Section – Borough  
Violent Felony Squad Regarding Homicides and  
Non-Fatal Shootings..... 508-04

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
500-01	05-26-16		3 of 4

## O

### Obtaining “Unsealing Order” From Court

- For Sealed Arrest Photo.....502-23
- For Sealed Court Records .....502-24

- Official Detective Bureau Business Card.....512-06**
- Official Final OCME Death Certificate.....502-05**
- Official Reproductions from Communications Division, Request .....502-25**
- “Operation Safe Store” Video System .....503-09**
- Overtime Approval Policy .....513-05**

## P

- Paper Case Folders.....514-02**
- Patrol Services Bureau Camera Location List .....503-03**
- Person Dies or is Likely to Die as the Result of a Fire, Investigating Incidents .....502-07**
- Photo Arrays**
  - Identification Procedure.....505-03
  - Using Desk Appearance Ticket Prisoner Movement Slip Photographs.....505-05
  - Using Juvenile Delinquent Arrest Photographs .....505-04
- Photo Image Request, DMV .....504-02**
- Police Laboratory Firearms Analysis Section.....506-03**
- Policy Governing Viewing and Access to Crime Scene Unit Photos .....506-13**
- Precinct Detective Squad Investigators Recovering Video Evidence– Pilot Project .....503-16**
- Preliminary Investigation Worksheet.....502-27**
- Preparation of Detective Bureau Activity Logs.....513-04**
- Preparation of Enterprise Case Management System “Video Collected” DD5 .....503-19**
- Prisoners Wanted on “Perpetrator - Probable Cause to Arrest” Investigation Cards, Notification from Criminal Justice Bureau .....508-03**
- Procedure, Lineup Identification .....505-06**

## R

- Real Time Crime Center**
  - Acquire “Securewatch 24” Video.....503-02
  - Expanded Access to NYS DMV Database .....507-01
  - Facial Identification (FIS) Notifications...504-01
- Recommendations for Discretionary Promotion.....512-03**
- Recovering Video/Photos from Taxi/Livery Surveillance Systems .....503-01**

- Requesting Assistance from the Microscopy Unit of the Police Laboratory Firearms Analysis Section..... 506-04**
- Requesting \$10,000 NYC Mayoral Reward 509-05**
- Requesting Assistance from School Safety Division Personnel Regarding All Investigations Involving a Youth Related Shooting Incident..... 502-17**
- Requesting Crime Stoppers Reward ..... 509-03**
- Requesting Information and Assistance from the NYC Department of Homeless Services ..... 502-26**
- Requesting NYPD \$10, 000 Reward ..... 509-04**
- Requesting “Official Reproductions” from Communications Division..... 502-25**
- Requesting the \$10,000 Cop Shot Reward ... 509-06**
- Requests for Media Attention ..... 510-01**
- Requests for Transfer to Non-Detective Bureau Command..... 512-04**
- Required Documents for eJustice Inquiries. 514-01**
- Responsibilities of Detective Bureau Supervisors, Managers and Executives ..... 501-01**
- Response to Hospital Regarding Possible Sex Crime Victim ..... 502-14**
- Robberies, Home Invasion..... 502-08**

## S

- Scheduling of Detective Bureau Executive Staff on Monday Mornings..... 512-02**
- School Safety Personnel, Request Assistance for Youth Related Shooting Incident..... 502-17**
- Sealed Records Program ..... 512-05**
- Searching For and Viewing “Wanted Flyers” ..... 509-02**
- Set Book, Creating, Editing and Viewing in the Enterprise Case Management System..... 504-03**
- Set Book Photo Identification Procedure When There is No Suspect..... 505-02**
- Sex Crime Victim Possible, Response to Hospital..... 502-14**
- Shooting Patterns ..... 502-15**
- “Skywatch” Mobile Surveillance Tower Video System ..... 503-10**
- Signing On-Duty and Off-Duty When Performing Overtime and There is No Detective Bureau Supervisor Physically Present in the Detective Squad..... 513-03**
- Signing On-Duty and Off-Duty When There is No Detective Bureau Supervisor Physically Present in the Detective Squad..... 513-02**
- Small-Scale Video Camera System (NYCHA) ..... 503-07**
- Social Networks for Investigative Purposes – General Procedure ..... 502-18**

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
500-01	05-26-16		4 of 4

## Stolen Cell Phone Investigations

- Involving Sprint and Nextel Boost Mobile 502-10
- Involving T-Mobile, AT&T, Verizon and MetroPCS .....502-09

## Subway Related Video Systems

- (MTA NYC Transit) .....503-13
- Suicidal Person, Notification to Hostage Negotiation Team .....511-02

## T

- “Terrahawk” Mobile Surveillance Tower Video System.....503-11
- Transfer to Non-Detective Bureau Command Request .....512-04
- Transmitting Request for Media Attention Utilizing Enterprise Case Management System (ECMS).....510-02

## U

- Unsealing Order for Sealed Arrest Photo.....502-23
- Unsealing Order for Sealed Court Records..502-24
- Use of Social Networks for Investigative Purposes – General Procedure.....502-18
- Utilizing Real Time Crime Center to Acquire “Securewatch 24” Video.....503-02
- Utilizing Enterprise Case Management System (ECMS) for Media Attention.....510-02
- Utilizing School Safety Division Personnel to Obtain Youth Related Information.....502-16

## V

- Video/Audio Recording of Custodial Interrogations Regarding Designated Felony Assault Offenses, Sex Offenses and Homicide Offenses .....502-20
- Video Evidence
  - Collecting .....503-17
  - Precinct Detectives Squad Investigators Recovering.....503-16
  - Processing Recovered.....503-18
- Video, Lower Manhattan Security Coordination Center Domain Awareness System .....503-12
- Video/Photos from Taxi/Livery Surveillance System.....503-01
- Video Surveillance in NYC Schools (IPDVS) .....503-05
- Video System, ARGUS .....503-04
- Video System, “Operation Safe Store” .....503-09
- VIPER Closed Circuit Television System (NYCHA).....503-06
- Voiding Complaint Reports.....515-03

## W

### Wanted Flyers

- Creating ..... 509-01
- Searching for and Viewing ..... 509-02

### Warrant Section, Notifications to Regarding

- Homicides and Non-Fatal Shooting ..... 508-04
- Worksheet, Preliminary Investigation ..... 502-27

## Y


- Youth Related Information, Obtaining from School Safety Division..... 502-16



# DETECTIVE GUIDE

Section: Dut ies		Procedure No: 501-01	
<b>RESPONSIBILITIES OF DETECTIVE BUREAU SUPERVISORS, MANAGERS AND EXECUTIVES</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## INVESTIGATIVE MANAGEMENT

1. Ensure Detective Squads / Units are properly supervised and managed.
2. Ensure Detective Squad / Unit case load and workload is properly evaluated, allocated and managed.
3. Ensure crime complaints are properly classified and, when appropriate, crime complaints are voided, unfounded, reclassified, cleared, closed, etc., in conformance with Department procedures.
4. Ensure persons involved in a n investigation are treated with courtesy, professionalism and respect.
5. Ensure Detective Squads / Units are performing quality investigations in a timely manner including missing person investigations. Quality investigations require the performance of logical investigative steps in a priority sequence or simultaneously at an appropriate time and in a manner that efficiently utilizes resources and optimizes the likelihood of:
  - a. Obtaining probative information, intelligence, investigative leads, video, physical evidence, etc.; and,
  - b. Producing a positive result.
6. Ensure Detective Squads / Units are collecting all available investigative and intelligence information regarding involved persons, groups, incidents, locations, areas, vehicles, phones, objects, activities, etc., in a timely manner.
  - a. 
7. Ensure investigative actions are appropriately documented in a timely manner and associated records and materials are properly stored, maintained, secured, archived, etc., utilizing electronic and, when appropriate, non-electronic methods in compliance with Department procedures.
8. Ensure personnel are properly utilizing the Enterprise Case Management System (ECMS) and, when applicable, all appropriate information is properly entered in the applicable structured fields including identifying information and contact information regarding all involved persons.
9. Ensure relevant records, reports and data are properly prepared, carefully analyzed and utilized to enhance investigations and prevent offenses from occurring.
10. Manage Detective Bureau and Department programs involving physical evidence ( forensic, digital / multi media, decedent, investigative) collection, vouchering, analysis, etc.; telephone, computer and other communication device records acquisition and analysis; internet and social media investigation; dead body investigation; electronic surveillance; intelligence collection, analysis and dissemination including prisoner debriefings, confidential informant development and intelligence requirements tasking; computer and database usage; identification procedures; interview and interrogation; search and seizure; video collection and processing; facial identification; apprehension; sealed records; rewards; traceable property; physical surveillance;

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
501-01	12-09-13		2 of 4

- audio video recording of interrogations; criminal group intelligence and investigative operations, juvenile delinquent investigations; case management; records management; and, other applicable investigative and intelligence programs.
11. E nsure personnel confer with the Legal Bureau and, when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
  12. Ensure personnel are making quality arrests in a timely manner.
  13. Ensure prisoners are properly searched, safeguarded, processed, transported, etc.
  14. E nsure all department facilities, areas and rooms where prisoners are situated, detained, and imprisoned are properly searched, maintained, secured, etc.
  15. Confer with, disseminate appropriate information to and coordinate activities with Detective Bureau executives; Precinct / Police Service Area / Transit District commanding officers; OCCB, Intelligence Bureau, Counterterrorism Bureau and other NYPD investigative unit commanders; Legal Bureau attorneys; appropriate support personnel; other investigative agencies and prosecutorial agencies.
  16. Confer with the Detective Bureau / Division executives and the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
  17. Ensure timely notifications are made to the Chief of Detectives Wheel and Detective Bureau Unusual Occurrence Reports and "Preliminary Investigation Worksheets" are prepared in an accurate and timely manner.
  18. E nsure personnel are properly prepared to testify in court and accurately testify in a professional manner.

## PERSONNEL MANAGEMENT

19. Ensure Detective Squad supervisory coverage is scheduled to provide optimal coverage seven days per week, particularly on the weekends.
20. E nsure personnel are properly assigned and utilized in a manner that will optimize the efficiency and effectiveness of Detective Squad / Unit operations.
21. Ensure ECMS is utilized to properly prepare "Squad / Unit Personnel Weekly Recap" in a timely manner each week.
22. E nsure personnel are knowledgeable regarding applicable Chief of Detective procedures; Department manual procedures; statutes, case law and Department legal policies; investigative techniques, intelligence methods and other appropriate investigative and intelligence practices, procedures, systems, etc.
23. E nsure personnel attend scheduled Detective Bureau and Department training and are properly trained.
24. P ersonally provide command-level training to appropriate personnel at the direction of the Chief of Detectives.
25. Ensure personnel are groomed and attired in compliance with Department procedures.
26. F requently confer with uniformed and civilian personnel regarding their performance and ensure all personnel are performing in an appropriate manner and at an acceptable level and in compliance with Department procedures.
27. E nsure all annual and, when applicable, interim evaluations are carefully reviewed, submitted in a timely manner and accurately reflect the performance of the involved personnel including non-investigative track and investigative track Police Officers and civilian personnel.

# DETECTIVE GUIDE

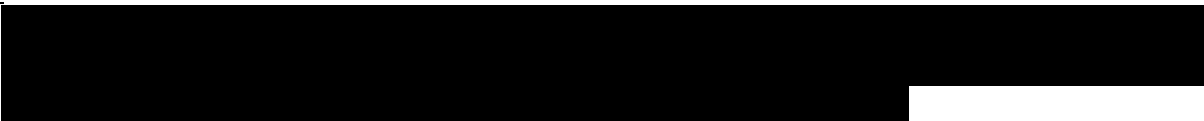
PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
501-01	12-09-13		3 of 4

- a. Evaluations must be fair and accurately reflect the performance of the involved personnel. Each person will be fairly evaluated based upon their individual performance.
28. Ensure all personnel related issues are properly addressed in a timely manner including recognition by the Squad / Unit Commander, Zone Commanding Officer and Detective Borough / Division Commanding Officer; recognition by the Chief of Detectives (e.g., Detective Bureau "Pin," Detective Bureau "Coin"); Departmental Recognition; disciplinary promotion; performance monitoring program inclusion or removal; transfer; assignment; re-assignment; discipline; remedial training; advanced training; etc.

## RESOURCE MANAGEMENT

29. Ensure vehicles, equipment, supplies and other resources are properly accounted for, maintained, serviced, repaired, replaced, replenished, stored, etc.
30. Ensure required resources including vehicles, equipment and supplies are properly acquired and utilized and, when appropriate, additional resources are requested.

## INTEGRITY PROGRAMS

31. 
- a. Each week ensure "Weekly Executive Tour Visit" report is properly prepared and emailed to the Chief of Detectives, Executive Officer, Detective Bureau and Commanding Officer, Training Unit.
32. Ensure confidential Department information, images, audios, data, documents, etc., are not divulged or disseminated in an unauthorized manner.
33. Ensure the Detective Bureau integrity program is implemented and properly supervised.
34. Ensure the Detective Bureau Management Controls Program is implemented and properly supervised including ensuring compliance with procedures involving the Command / Movement Log; "Signing On-Duty And Off-Duty When Performing Overtime And There Is No Detective Bureau Supervisor Physically Present In The Detective Squad"; "Signing On-Duty And Off-Duty When There Is No Detective Bureau Supervisor Physically Present In The Detective Squad; Activity Logs; Unmarked Vehicle Utilization Record; Administrative Roll Calls; Tour Change Authorization; Detective Squad / Unit Diary; Personnel Starting Or Ending A Tour Of Duty At Other Than Their Assigned Command; Category I And II Vehicle Usage Authorization; Weekly Inspection Of Department Vehicles; Private Vehicles Authorization; Vehicle Identification Plates For Private Vehicles Used On Official Business; Distribution And Use Of NYPD Restricted Parking Permits; and, Summons Served On Vehicle Used On Department Business.
35. Ensure the Detective Bureau "Overtime" program is implemented and properly managed.
  - a. Overtime is an important tool that must be properly authorized and used; and, overtime must be properly managed to prevent abuse and violations of procedures.
36. Ensure the Detective Bureau "Payroll and Time Records" program is implemented and properly managed.
37. Ensure reports mandated by Chief of Detectives and Department procedures are detailed, accurate and complete and submitted in a timely manner including reports involving identification procedures; Investigation Card enforcement; overtime; Desk Appearance

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
501-01	12-09-13		4 of 4

Tickets; sealed records; declined prosecutions; expendable supplies; dead bodies and body parts; Housing Bureau related programs; quality investigations; Investigative Response Vehicle inspections; and, physical surveillance trained personnel.





# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-01	
<b>INVESTIGATIVE TECHNIQUES</b>			
DATE ISSUED: 06-27-16	DATE EFFECTIVE: 06-27-16	REVISION NUMBER:	PAGE: 1 of 3

## PURPOSE

Quality investigations require the (1) performance of logical investigative techniques (2) in a priority sequence or simultaneously (3) at an appropriate time and (4) in a manner that efficiently utilizes resources and optimizes the likelihood of:

- a. Obtaining probative information, intelligence, investigative leads, video, physical evidence, etc.; and,
- b. Producing a positive result.

The following investigative techniques should be utilized when applicable:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]
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50. [REDACTED]



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-01	06-27-16		3 of 3

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■ [REDACTED]



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-02	
<b>INVESTIGATING DEAD BODY OR BODY PART</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## PROCEDURE

When a **COMPLAINT REPORT** regarding a dead body or body part is prepared and is investigated by a Detective Squad / Unit, comply with the following procedure:

## RESPONDING OR ASSIGNED INVESTIGATOR

1. Notify Detective Borough Wheel investigator, Detective Borough of occurrence:
  - a. Provide facts and circumstances of case
  - b. Obtain Enterprise Case Management System (ECMS) “Dead Body or Body Part Log” serial number.

## DETECTIVE BOROUGH WHEEL INVESTIGATOR, DETECTIVE BOROUGH OF OCCURRENCE

2. Make entry in ECMS “Dead Body or Body Part Log.”
3. Provide ECMS “Dead Body or Body Part Log” serial number to responding or assigned investigator.

## ASSIGNED INVESTIGATOR

4. Conduct appropriate investigation and make required notification(s).
5. Create case folder in ECMS.
  - a. Select “Dead Body or Body Part” in “Attribute” section of ECMS case folder.
6. Prepare “Dead Body or Body Part” DD-5.
  - a. Enter “Dead Body or Body Part Log” serial number in “Dead Body / Parts Log Association” section.

## DETECTIVE SQUAD / UNIT SUPERVISOR

7. Ensure an expeditious and thorough investigation is conducted and required notification(s) are made in a timely manner.
8. Ensure “Dead Body or Body Part” is selected in “Attribute” section of ECMS case folder.
9. Ensure “Dead Body or Body Part” DD-5 is expeditiously prepared and “Dead Body or Body Part Log” serial number is entered in “Dead Body / Parts Log Association” section.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-03	
<b>INVESTIGATING INCIDENTS OCCURRING IN THE MASS TRANSIT SYSTEM INVOLVING A DEAD BODY, BODY PART OR PERSON LIKELY TO DIE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

Incidents occurring in the mass transit system involving a dead body, body part or person likely to die will be investigated by the Detective Borough Precinct Detective Squad of occurrence and the Transit Squad of occurrence will provide appropriate assistance.

## DEFINITIONS

MASS TRANSIT SYSTEM – All Metropolitan Transportation Authority (MTA) including MTA New York City Transit, trains, buses, train stations, under-river train tunnels, train yards, bus depots, power generation plants, maintenance buildings, equipment garages, storehouses, offices and other facilities.

## PROCEDURE

When an investigator responds to an incident occurring in the mass transit system involving a dead body, body part or person likely to die, comply with the following procedure:

### INVESTIGATOR

[REDACTED]

### DETECTIVE SQUAD / DETECTIVE BUREAU SUPERVISOR

[REDACTED]

### CHIEF OF DETECTIVES WHEEL

[REDACTED]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-03	12-09-13		2 of 2

**CHIEF OF  
DETECTIVES  
WHEEL  
(continued)**





# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-04	
<b>CAUSE UNDETERMINED PENDING POLICE INVESTIGATION (CUPPI) INVESTIGATIONS</b>			
DATE ISSUED: 12-31-15	DATE EFFECTIVE: 12-31-15	REVISION NUMBER:	PAGE: 1 of 3

## PURPOSE

When an OCME pathologist requires additional investigative information from NYPD in order to issue an official final Death Certificate and has designated the OCME investigation regarding the involved deceased as “Cause Undetermined Pending Police Investigation” (CUPPI).

## DEFINITION

MISSING PERSON SQUAD MORGUE UNIT (MPS MU) – Unit comprised of Missing Persons Squad investigators who are assigned to an Office of Chief Medical Examiner (OCME) Morgue and who work with OCME pathologists.

## MPS MU INVESTIGATOR

1. Determine precinct of occurrence regarding involved deceased person.
2. Utilize OMNIFORM system to determine whether:
  - a. **COMPLAINT REPORT** was prepared regarding involved deceased person; **and**,
  - b. **COMPLAINT REPORT** regarding involved deceased person was referred to Detective Squad, precinct of occurrence for investigation.
3. Confer with a Detective Squad supervisor, precinct of occurrence. Provide and obtain relevant information regarding involved deceased person including:
  - a. Name of OCME pathologist designating the OCME investigation as CUPPI
  - b. Whether **COMPLAINT REPORT** was prepared
  - c. Whether **COMPLAINT REPORT** was referred to Detective Squad precinct of occurrence for investigation.

## DETECTIVE SQUAD SUPERVISOR, PRECINCT OF OCCURRENCE

4. When necessary based upon the information obtained in step 3b and step 3c, ensure:
  - a. **COMPLAINT REPORT** is prepared regarding involved deceased person
  - b. An investigator is assigned and a case file opened in the Enterprise Case Management System (ECMS) and an investigation conducted regarding involved deceased person.

## MPS MU INVESTIGATOR

5. Confer with assigned Detective Squad investigator, precinct of occurrence regarding involved deceased person.
  - a. Provide and obtain all relevant information
  - b. Request designation as a “Team Member” in ECMS case file.
6. Confer by email with involved Zone Commanding Officer and involved Detective Borough Operations Commanding Officer and provide relevant information regarding involved deceased person.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-04	12-31-15		2 of 3

- |   |                                    |  |
|---|------------------------------------|--|
| <p><b>ASSIGNED<br/>DETECTIVE<br/>SQUAD<br/>INVESTIGATOR,<br/>PRECINCT OF<br/>OCCURRENCE</b></p> | <p>7.<br/>8.</p>                   | <p>Enter assigned MPS MU investigator as a “Team Member” in ECMS case file regarding investigation of the involved deceased person.</p> <p>Confer with assigned MPS MU investigator and provide:</p> <ul style="list-style-type: none"> <li>a. <b>COMPLAINT REPORT</b> number, when appropriate</li> <li>b. ECMS case file number.</li> </ul>  |
| <p><b>MPS MU<br/>INVESTIGATOR</b></p>   | <p>9.</p>                          | <p>Prepare “OCME CUPPI” DD-5 in ECMS case file regarding investigation of involved deceased person.</p> <ul style="list-style-type: none"> <li>a. In “Details” section of DD-5 enter following statement, “On (DATE) at approximately (TIME), I was notified that Dr. (NAME OF PATHOLOGIST) has designated the OCME investigation as CUPPI. Document the results of the CUPPI investigation on an “OCME CUPPI Response” DD-5 and forward to me no later than (DATE).”</li> </ul>   |
| <p><b>DETECTIVE<br/>SQUAD<br/>SUPERVISOR,<br/>PRECINCT OF<br/>OCCURRENCE</b></p>                | <p>10.<br/>11.<br/>12.</p>         | <p>Scan or fax hard copy of all relevant OCME CUPPI documents into ECMS case file as an attachment to “OCME CUPPI” DD-5.</p> <p>Forward “OCME CUPPI” DD-5 to Detective Squad supervisor, precinct of occurrence for approval.</p> <p>Review and, if appropriate, approve “OCME CUPPI” DD-5.</p>  |
| <p><b>ASSIGNED<br/>DETECTIVE<br/>SQUAD<br/>INVESTIGATOR,<br/>PRECINCT OF<br/>OCCURRENCE</b></p> | <p>13.<br/>14.<br/>15.</p>         | <p>Review “OCME CUPPI” DD-5 and attached OCME CUPPI documents.</p> <p>Expediently investigate all issues listed in the OCME CUPPI documents and any other relevant issues.</p> <p>No later than one month after receiving “OCME CUPPI” DD-5, prepare an “OCME CUPPI Response” DD-5 and state whether CUPPI investigation has been completed and list investigative results.</p> <ul style="list-style-type: none"> <li>a. If CUPPI investigation has not been completed, list interim CUPPI investigative results and provide an estimated completion date.</li> </ul> |
|   | <p>16.<br/>17.<br/>18.<br/>19.</p> | <p>Scan or fax hard copy or upload electronic copy of all relevant Miscellaneous Items into ECMS case file as an attachment to “OCME CUPPI Response” DD-5.</p> <p>Promptly forward completed “OCME CUPPI Response” DD-5 to Detective Squad supervisor, precinct of occurrence for approval.</p> <p>When necessary, prepare <b>Omniform Complaint Revision</b> / S-DD-5 in OMNIFORM system.</p> <p>If CUPPI investigation has been completed, prepare “Detective Bureau Unusual Occurrence Report” DD-5 and promptly forward to Office of the Chief of Detectives.</p>  |



## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-04	12-31-15		3 of 3

**DETECTIVE SQUAD SUPERVISOR, PRECINCT OF OCCURRENCE**      20.      Review and, if appropriate, approve “OCME CUPPI Response” DD-5.

**MPS MU INVESTIGATOR**      21.      Expediently provide CUPPI investigative results to appropriate OCME pathologist.

IF CUPPI INVESTIGATION WAS NOT COMPLETED WITHIN ONE MONTH AFTER RECEIVING THE “OCME CUPPI” DD-5

**DETECTIVE SQUAD INVESTIGATOR, PRECINCT OF OCCURRENCE**      22.      Expediently complete investigation regarding all issues listed in OCME CUPPI documents and any other relevant issues.

23.      Prepare “OCME CUPPI Response” DD-5 and list final results of CUPPI investigation.

24.      Scan or fax hard copy or upload electronic copy of all relevant Miscellaneous Items into ECMS case file as an attachment to “OCME CUPPI Response” DD-5.

25.      Promptly forward the completed “OCME CUPPI Response” DD-5 to Detective Squad supervisor, precinct of occurrence for approval.

26.      When necessary, prepare **Omniform Complaint Revision** / S-DD-5 in OMNIFORM system.

27.      Prepare “Detective Bureau Unusual Occurrence Report” DD-5 and promptly forward to Office of the Chief of Detectives.

**DETECTIVE SQUAD SUPERVISOR, PRECINCT OF OCCURRENCE**      28.      Review and, if appropriate, approve “OCME CUPPI Response” DD-5.

**MPS MU INVESTIGATOR**      29.      Expediently provide final CUPPI investigative results to appropriate OCME pathologist.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-05	
<b>OFFICIAL FINAL OCME DEATH CERTIFICATE</b>			
DATE ISSUED: 12-31-15	DATE EFFECTIVE: 12-31-15	REVISION NUMBER:	PAGE: 1 of 3

## DEFINITIONS

MISSING PERSON SQUAD MORGUE UNIT (MPS MU) – Unit comprised of Missing Persons Squad investigators who are assigned to an Office of Chief Medical Examiner (OCME) Morgue and who work with OCME pathologists.

OFFICIAL FINAL DEATH CERTIFICATE – A Death Certificate issued by an OCME pathologist that designates the official final manner of death as:

1. Homicide
2. Suicide
3. Accidental
4. Therapeutic Complication
5. Natural
6. Undetermined.

## PROCEDURE

When an official final Death Certificate is issued by an OCME pathologist regarding a deceased person, comply with the following procedure:

### MPS MU INVESTIGATOR

1. Determine precinct of occurrence regarding involved deceased person.
2. Utilize OMNIFORM system to determine whether:
  - a. **COMPLAINT REPORT** was prepared regarding involved deceased person; and,
  - b. **COMPLAINT REPORT** regarding involved deceased person was referred to Detective Squad, precinct of occurrence for investigation.
3. Confer with assigned Detective Squad investigator, precinct of occurrence or, if there is no assigned Detective Squad investigator, precinct of occurrence, a Detective Squad supervisor, precinct of occurrence. Provide and obtain relevant information regarding involved deceased person including:
  - a. An official final Death Certificate was issued
  - b. Whether **COMPLAINT REPORT** was prepared
  - c. Whether **COMPLAINT REPORT** was referred to Detective Squad, precinct of occurrence for investigation.
4. When necessary based upon information obtained in step 3b and step 3c, confer with a Detective Squad supervisor, precinct of occurrence and request:
  - a. **COMPLAINT REPORT** be prepared regarding involved deceased person
  - b. An investigator be assigned and a case file opened in the Enterprise Case Management System (ECMS) and an investigation conducted regarding involved deceased person.
5. Request designation as a “Team Member” in ECMS case file regarding investigation of involved deceased person.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-05	12-31-15		2 of 3

- DETECTIVE SQUAD SUPERVISOR, PRECINCT OF OCCURRENCE**
6. When necessary based upon information obtained in step 3b and step 3c, ensure:
- COMPLAINT REPORT** is prepared regarding involved deceased person
  - An investigator is assigned and a case file opened in ECMS and an investigation conducted regarding involved deceased person.
- ASSIGNED DETECTIVE SQUAD INVESTIGATOR, PRECINCT OF OCCURRENCE**
7. Enter assigned MPS MU investigator as a “Team Member” in the ECMS case file regarding investigation of involved deceased person.
8. Confer with assigned MPS MU investigator and provide:
- COMPLAINT REPORT** number, when appropriate
  - ECMS case file number.
- MPS MU INVESTIGATOR**
9. Prepare “OCME Final Death Certificate” DD-5 in ECMS case file regarding investigation of involved deceased person.
- In “Details” section of the DD-5 enter following statement, “On (DATE) at approximately (TIME), I received a Final Death Certificate from the OCME Identification Section that provides the cause and manner of death regarding (NAME OF DECEASED).”
10. Scan or fax hard copy of OCME Final Death Certificate into ECMS case file as an attachment to “OCME Final Death Certificate” DD-5.
11. Forward “OCME Final Death Certificate” DD-5 to Detective Squad supervisor, precinct of occurrence for approval.
- DETECTIVE SQUAD SUPERVISOR, PRECINCT OF OCCURRENCE**
12. Review and, if appropriate, approve “OCME Final Death Certificate” DD-5.
- DETECTIVE SQUAD INVESTIGATOR, PRECINCT OF OCCURRENCE**
13. Review “OCME Final Death Certificate” DD-5 and attached OCME Final Death Certificate.
14. After all required notifications have been performed and investigation is completed regarding involved deceased person:
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
  - When necessary, prepare **Omniform Complaint Revision / S-DD5** in Omniform system.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-05	12-31-15		3 of 3

**DETECTIVE  
SQUAD  
SUPERVISOR,  
PRECINCT OF  
OCCURRENCE**

15. When investigation regarding involved deceased person is closed, ensure:
  - a. All required notifications have been performed and investigation is thorough and complete
  - b. The correct ECMS case file Closing Code was used
  - c. When necessary, a **Omniform Complaint Revision** / S-DD-5 was properly prepared in OMNIFORM system.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-06	
<b>HOMICIDE INVESTIGATIONS – AUTOPSY REPORT</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## DEFINITIONS

MISSING PERSON SQUAD MORGUE UNIT (MPS MU) – Unit comprised of Missing Persons Squad investigators who are assigned to an Office of Chief Medical Examiner (OCME) Morgue and who work with OCME pathologists.

## PROCEDURE

When an OCME Autopsy Report regarding a death determined to be a homicide has been issued by an OCME pathologist:

### MPS MU INVESTIGATOR

1. Determine precinct of occurrence regarding involved deceased person whose manner of death has been determined to be a homicide by an OCME pathologist.
2. Notify assigned Detective Squad investigator, precinct of occurrence that an OCME Autopsy Report regarding homicide of involved deceased person has been issued by an OCME pathologist.
3. Request designation as a “Team Member” in the Enterprise Case Management System (ECMS) case file regarding investigation of involved deceased person.

### ASSIGNED DETECTIVE SQUAD INVESTIGATOR, PRECINCT OF OCCURRENCE

4. Enter assigned MPS MU investigator as a “Team Member” in the ECMS case file regarding investigation of involved deceased person.
5. Confer with assigned MPS MU investigator and provide ECMS case file number.

### MPS MU INVESTIGATOR

6. Prepare “OCME Homicide Autopsy Report” DD-5 in ECMS case file regarding investigation of involved deceased person.
  - a. In “Details” section of the DD-5 enter following statement, “On (DATE) at approximately (TIME), I received an OCME Autopsy Report regarding (NAME OF DECEASED) whose manner of death has been determined to be a homicide by Doctor (NAME OF INVOLVED OCME PATHOLOGIST).”
7. Scan or fax hard copy of OCME Autopsy Report into ECMS case file as an attachment to “OCME Homicide Autopsy Report” DD-5.
8. Forward “OCME Homicide Autopsy Report” DD-5 to Detective Squad supervisor, precinct of occurrence for approval.

### DETECTIVE SQUAD SUPERVISOR, PRECINCT OF OCCURRENCE

9. Review and, if appropriate, approve “OCME Homicide Autopsy Report” DD-5.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-06	12-09-13		2 of 2

**DETECTIVE  
SQUAD  
INVESTIGATOR,  
PRECINCT OF  
OCCURRENCE**

10. Review "OCME Homicide Autopsy Report" DD-5 and attached OCME Homicide Autopsy Report.

**ADDITIONAL  
DATA**

*OCME Homicide Autopsy Report will **NOT** be provided to any private person or non-governmental organization or governmental agency, including other law enforcement agencies. However, when requested, OCME Homicide Autopsy Report will be provided to District Attorney's Office, NYC Corporation Counsel and US Attorney's Office.*

*If there are questions regarding the distribution of an OCME Homicide Autopsy Report, confer with a Legal Bureau attorney and document the conferral in ECMS case file.*



# DETECTIVE GUIDE

Section: In vestigations		Procedure No: 502-07	
<b>INVESTIGATING INCIDENTS WHERE A PERSON DIES OR IS LIKELY TO DIE AS THE RESULT OF A FIRE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## PROCEDURE

When an investigator responds to an incident where a person dies or is likely to die as the result of a fire, comply with the following:

**INVESTIGATOR**

[REDACTED]

**DETECTIVE  
BUREAU  
SUPERVISOR**

[REDACTED]

**CHIEF OF  
DETECTIVES  
WHEEL**

[REDACTED]



# DETECTIVE GUIDE

Section: In vestigations		Procedure No: 502-08	
<b>HOME INVASION ROBBERIES</b>			
DATE ISSUED: 02-18-15	DATE EFFECTIVE: 02-18-15	REVISION NUMBER:	PAGE: 1 of 4

## PURPOSE

In order to properly i nvestigate and assign case responsibility for home invasion robberies, the following procedure will be followed.

## DEFINITION

HOME INVASION ROBBERY - any robbery that occurs inside of a residential dwelling that involves entry by force or deception (including law enforcement im personation) AND there is a weapon used, displayed or simulated, or there is the threat or use of force.

[REDACTED]

**DETECTIVE  
SQUAD  
PRECINCT OF  
OCCURRENCE  
SUPERVISOR  
AND  
INVESTIGATORS**

1. Immediately respond to the scene and assum e control of the investigation.
  - a. [REDACTED]
2. Conduct a thorough preliminary investigation.
  - a. [REDACTED]
3. Determine if the incident is a home invasion robbery.
4. If the incident is a home e invasion robbery, including a law enforcement impersonation home invasion robbery:
  - [REDACTED]
  - [REDACTED]



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-08	02-18-15		2 of 4

**DETECTIVE  
SQUAD  
PRECINCT OF  
OCCURRENCE  
SUPERVISOR  
AND  
INVESTIGATORS  
(continued)**

[REDACTED]

6. Ensure preparation of **COMPLAINT REPORT** and Detective Bureau Unusual Occurrence Report.
7. Ensure home invasion robbery **COMPLAINT REPORT** is assigned to the Detective Squad precinct of occurrence for investigation.
8. After completion of preliminary investigation and referral with Borough Robbery Squad supervisor, ensure home invasion robbery investigation is referred from the Detective Squad precinct of occurrence to the Borough Robbery Squad.

**DETECTIVE  
BOROUGH  
WHEEL**

9. Notify involved Zone Commanding Officer or, if the Zone Commanding Officer is not on duty, the appropriate Detective Bureau Duty Captain.
10. Document ALL home invasion robberies on the *Daily Significant Case Sheet*, including the name of the Borough Robbery Squad personnel notified and, if applicable, IAB personnel notified.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-08	02-18-15		3 of 4

**BOROUGH  
ROBBERY  
SQUAD  
SUPERVISOR**

11. Ensure date, time and details of notification are entered in Borough Robbery Squad *Home Invasion Response Log*.
12. If immediate response is not possible, notify and provide explanation to:
  - a. Detective Squad precinct of occurrence supervisor
  - b. Involved Zone Commanding Officer or, if the Zone Commanding Officer is not on duty, the appropriate Detective Bureau Duty Captain
  - c. Central Robbery Division Captain.
13. If possible, immediately respond to the scene.
  - a. Confer with Detective Squad precinct of occurrence supervisor and obtain results of preliminary investigation
  - b. Conduct a thorough investigation in conjunction with the Detective Squad precinct of occurrence.
14. If the incident is a confirmed home invasion robbery, request investigation be referred to Borough Robbery Squad.
15. If a home invasion robbery involves the impersonation of a law enforcement officer, ensure:
  - a. IAB PIU has been notified
  - b. Coordinate investigative efforts with IAB PIU
  - c. Refer case to IAB PIU after conferral with IAB supervisor.



17. Notify Central Robbery Division Analysis Unit supervisor and obtain the next Home Invasion Robbery serial #.
  - a. Enter the notification and serial# in the Central Robbery Division *Home Invasion Response Log*.

**INVOLVED  
DETECTIVE  
BOROUGH  
CAPTAIN**

18. If Borough Robbery Squad personnel are responding, confer with Detective Squad precinct of occurrence supervisor and ensure a thorough preliminary investigation is conducted by Detective Squad precinct of occurrence investigators.
19. If Borough Robbery Squad personnel are not responding:
  - a. Confer with Borough Robbery Squad / Central Robbery Division supervisor and obtain explanation.
    - (1) If necessary, confer with appropriate Central Robbery Division Captain
  - b. Confer with Detective Squad precinct of occurrence supervisor and ensure a thorough investigation is conducted by Detective Squad precinct of occurrence investigators.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-08	02-18-15		4 of 4

**EXECUTIVE OFFICER, CENTRAL ROBBERY DIVISION**

20. Each day, review Central Robbery Division *Home Invasion Response Log* and ensure compliance with this procedure
  - a. Document failures to comply with this procedure in the *Home Invasion Response Log*.
21. Confer with and prepare written report to the Commanding Officer, Central Robbery Division explaining each failure to comply with this procedure, identifying the Detective Borough executive who was conferred with and describing the corrective actions taken.

**DETECTIVE BOROUGH, ZONE COMMANDING OFFICERS**

[REDACTED]

**COMMANDING OFFICER, DETECTIVE BOROUGH**

[REDACTED]



# DETECTIVE GUIDE

Section: In vestigations		Procedure No: 502-09	
<b>STOLEN CELL PHONES INVESTIGATIONS INVOLVING T-MOBILE, AT&amp;T, VERIZON AND METROPCS</b>			
DATE ISSUED: 02-18-15	DATE EFFECTIVE: 02-18-15	REVISION NUMBER:	PAGE: 1 of 5

## PROCEDURE

When conducting an investigation involvi ng a stolen T -Mobile, AT&T, Verizon or MetroPCS cell phone, comply with the following procedure:

## ASSIGNED INVESTIGATOR

1. [REDACTED]

- 2. Expeditiou sly interview complainant.
  - a. When possible, conduct in-person interview at Detective Squad or other appropriate location

3. [REDACTED]

- d. Obtain telephone number of stolen cell phone
  - e. Obtain identity of Network Company for stolen cell phone (e.g., AT&T, T-Mobile, N extel Boos t Mobile, Verizon, Sprint, MetroPCS)
4. When appropriate, request **subscriber NOT** to cancel s ervice to s tolen cell phone for a reasonable tim e period (e.g., 96 hours) in order to locate and recover stolen cell phone and identify and apprehend perpetrator(s).
- a. Resolve possible “Blacklisting” issues if Network Company is T-Mobile, AT&T or Nextel Boost Mobile.

- 5. If Network Com pany is Sprint or Nextel Bo ost Mob ile, com ply with *Detective Guide 502-10, “Stolen C ell Phone Investigations Involving Sprint and Nextel Boost Mobile.”*

- 6. Request **subscriber** to **immediately** call T-Mo bile Customer Service at 1 -800-866-2453, or AT&T Custom er Service at 1-800-331-0 500, or Verizon Customer Service at 1-800-922-0204, or MetroPCS Customer Service at 1-888-863-8768, in order to:
  - a. Obtain International Mo bile Equipment Id entifier Num ber (IMEI Number) f rom customer serv ice repres entative if Network

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-09	02-18-15		2 of 5

**ASSIGNED  
INVESTIGATOR  
(continued)**

- b. Company is AT&T or T-Mobile
  - b. Obtain Electronic Serial Number (ESN) or Mobile Equipment Identifier Number (MEID Number) from customer service representative if Network Company is Verizon or MetroPCS
  - c. If possible, obtain serial number of stolen cell phone. (May not be available to Customer Service personnel)
  - d. Report cell phone stolen
  - e. Request customer service representative to determine if phone call(s) were made after theft occurred; and, if phone call(s) were made after theft occurred, provide all available information regarding phone call(s) to assigned investigator
  - f. Request Network Company to continue service to stolen cell phone for a reasonable time period (e.g., 96 hours) **AT NO COST TO THE SUBSCRIBER** in order to identify and apprehend the perpetrator(s).
7. If serial number of stolen cell phone can not be obtained from complainant / subscriber or Network Company customer service personnel, attempt to obtain **serial number**.
- a. Collaborate with complainant and subscriber to contact stolen cell phone manufacturer, wholesaler, retailer, insurer, maintenance contractor, warranty contractor, etc.
  - b. Utilize all appropriate investigative techniques including accessing relevant information on the internet (e.g. Apple products “My Support Profile”).
8. Immediately notify Stolen Property Inquiry Section (SPIS).
- a. Determine if there currently is an alarm or previously was an alarm regarding stolen cell phone
  - b. Activate alarm using **serial number** of stolen cell phone (Do **NOT** use IMEI number or ESN / MEID number)
  - c. Prepare “Alarm Activation” DD-5.
- 
10. Determine if stolen cell phone has “locator / tracking” capability provided by Network Company (e.g., Verizon, AT&T, T-Mobile, MetroPCS) or installed by complainant or subscriber (e.g., Find My iPhone, Google Latitude, Lookout, SmrtGuard, Mobile Defense).
- a. Request complainant or subscriber to immediately activate “locator / tracking” capability
  - b. Immediately attempt to locate and recover stolen cell phone, and identify and apprehend perpetrator(s)
  - c. If there are questions or problems, contact Technical Assistance and Response Unit (TARU), Telephony Section.

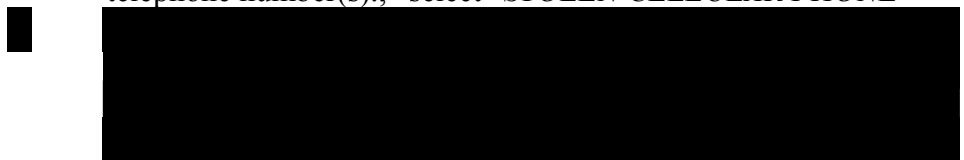
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-09	02-18-15		3 of 5

**ASSIGNED  
INVESTIGATOR  
(continued)**



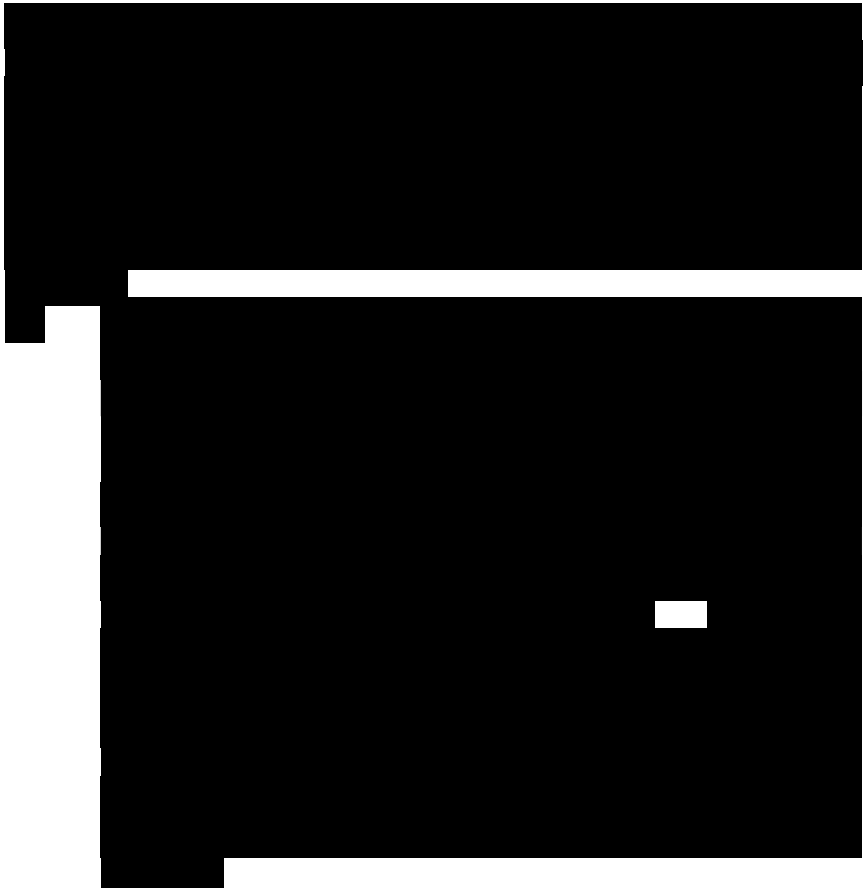
- b. If there are questions or problems, contact T ARU, Telephony Section.
- 12. Obtain intelligence information regarding stolen cell phone.
  - a. If Network Company is AT&T or T-Mobile, search IMEI Number of stolen cell phone in ECMS using “IMEI Search” function
  - b. If Network Company is Verizon or MetroPCS, search ESN or MEID Number of stolen cell phone in ECMS using “ESN / MEID Search” function
  - c. For **all** Network Companies, search telephone number of stolen cell phone in ECMS using “OmniForm/ECMS Phone Search” function
  - d. For **all** Network Companies, request Real Time Crime Center (RTCC) to search telephone number of stolen cell phone.
- 13. Prepare Enterprise Case Management System (ECMS) “Electronic Identification Program” DD-5.
  - a. For **all** Network Companies, in “Device Info” section enter stolen cell phone’s telephone number, Carrier (i.e., Network Company), make, model and whether stolen cell phone is insured
  - b. If Network Company is AT&T or T-Mobile, in “Device Info” section enter IMEI Number
  - c. If Network Company is Verizon or MetroPCS, in “Device Info” section enter ESN or MEID Number.
- 14. Prepare ECMS “Phone Subpoena Request” DD-5 to request required telephone records (e.g., Subscriber / Billing Records, Device Model Warranty Records, CDRs).
  - a. **Use telephone number of stolen cell phone** to obtain required telephone records
  - b. In the caption on the “Phone Subpoena Request” DD-5 entitled “1. It is requested that you issue a subpoena for Vendor Name, Vendor Address to perform a **Type Description** on the following telephone number(s).” select “*STOLEN CELLULAR PHONE*”



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-09	02-18-15		4 of 5

## ASSIGNED INVESTIGATOR (continued)



- d. In the caption on the “Phone Subpoena Request” DD-5 entitled “3. The time frame of the inquiry is to cover the period of Start Date, Start Time through End Date, End Time;” enter the following information:
  - (1) “Start Date” – Date of the theft, (e.g., 2/14/2012)
  - (2) “Start Time” – 0001 hours
  - (3) “End Date” - Date that is 2 months after the date of the theft (e.g., 04/14/2012)
  - (4) “End Time” – 2359 hours.
- 15. Submit “Phone Subpoena Request” DD-5 to Detective Squad supervisor for approval.

## DETECTIVE SQUAD SUPERVISOR

- 16. Promptly review and, if appropriate, approve “Phone Subpoena Request” DD-5.
  - a. If necessary, return “Phone Subpoena Request” DD-5 for immediate corrections and implement appropriate corrective action.
- 17. If “Phone Subpoena Request” DD-5 is returned to assigned investigator by Legal Bureau due to errors, incomplete information, inaccurate information, etc:
  - a. Ensure problems are immediately corrected and implement appropriate corrective action

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-09	02-18-15		5 of 5

**DETECTIVE  
SQUAD  
SUPERVISOR  
(continued)**

- b. When appropriate, confer with a supervisor assigned to Legal Bureau Subpoena Unit.

WHEN INFORMATION IN THE ASSIGNED INVESTIGATOR'S ECMS "NOTES INBOX" INDICATES THAT THE REQUESTED SUBPOENA WAS FORWARDED BY THE LEGAL BUREAU TO THE TELEPHONE COMPANY

**ASSIGNED  
INVESTIGATOR**

18. Examine previously submitted "Phone Subpoena Request" DD-5, and ensure an electronic document entitled "PHONE SUBPOENA ATTACHMENT (CAPITAL LETTER): PHONE SUBPOENA ATTACHMENTS" is attached to the DD-5.
19. Access attached electronic document and examine subpoena to ensure correct cell phone telephone number was used.
- a. If correct cell phone telephone number was not used, notify Legal Bureau Subpoena Unit and notify Detective Squad supervisor.

WHEN REQUESTED TELEPHONE RECORDS ARE RECEIVED FROM TELEPHONE COMPANY

**ASSIGNED  
INVESTIGATOR**

20. Review telephone records to ensure they are correct and complete.
21. If telephone records are not correct and complete, notify Detective Squad supervisor.
22. If telephone records received from Verizon or MetroPCS are correct and complete:
- a. Prepare an ECMS "Receipt of Telephone Records" DD-5 and document the date and time that requested telephone records were received from the telephone company in the "Activity Date" and "Activity Time" captions
- b. Submit "Receipt of Telephone Records" DD-5 to Detective Squad supervisor for approval.
23. If telephone records received from T-Mobile or AT&T are correct and complete, do NOT prepare an ECMS "Receipt of Telephone Records" DD-5.
24. Utilize telephone records to generate investigative leads regarding person(s) who stole or illegally possessed the involved cell phone.





# DETECTIVE GUIDE

Section: Invest igrations		Procedure No: 502-10	
<b>STOLEN CELL PHONE INVESTIGATIONS INVOLVING SPRINT AND NEXTEL BOOST MOBILE</b>			
DATE ISSUED: 02-18-15	DATE EFFECTIVE: 02-18-15	REVISION NUMBER:	PAGE: 1 of 7

## PROCEDURE

When conducting an investigation involving a stolen Sprint or Nextel Boost Mobile cell phone, comply with the following procedure:

## ASSIGNED INVESTIGATOR



2. Expediently interview complainant.
  - a. When possible, conduct in-person interview at Detective Squad or other appropriate location
  - b. Obtain facts regarding cell phone theft (e.g., detailed description of perpetrator(s), direction of flight, modus operandi, statements made by perpetrator(s), involved weapons, victim's actions prior to theft)
  - c. Determine if complainant is the "subscriber" of the service for stolen cell phone
    - (1) If complainant is not the subscriber, expeditiously identify subscriber
  - d. Obtain telephone number of stolen cell phone
  - e. Obtain identity of Network Company for stolen cell phone (e.g., AT&T, T-Mobile, Nextel Boost Mobile, Verizon, Sprint, MetroPCS)
  - f. Obtain serial number of stolen cell phone.
3. Expediently conduct an **in-person** interview of subscriber.
  - a. If possible, conduct **in-person** interview of subscriber at Detective Squad.
4. Request **subscriber NOT** to:
  - a. Cancel service to stolen cell phone for a reasonable time period (e.g., 96 hours)
  - b. Transfer or "port" the telephone number from the stolen cell phone to a different cell phone for a reasonable time period (e.g., 96 hours).
5. If Network Company is T-Mobile, AT&T, Verizon or MetroPCS, comply with *Detective Guide 502-09 "Stolen Cell Phone Investigations Involving T-Mobile, AT&T, Verizon and MetroPCS."*
6. Contact Sprint / Nextel Corporate Security by telephone at 1-800-877-7330 and choose option 4 and when prompted, choose option 1.
7. Confer with Sprint / Nextel Corporate Security Agent:
  - a. Provide information regarding theft of cell phone and facts regarding investigation
  - b. Provide telephone number of stolen cell phone

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-10	02-18-15		2 of 7

**ASSIGNED  
INVESTIGATOR  
(continued)**

- c. Provide rank, name, command, e-mail address and telephone number
- d. Provide telephone number, fax number and e-mail address of involved command
- e. Request GPS tracking / location information regarding stolen cell phone
- f. Request Subscriber / Billing Records, Call Detail Records (CDRs) and other available records regarding stolen cell phone.

**SPRINT /  
NEXTEL  
CORPORATE  
SECURITY  
AGENT**

- 8. Create Sprint / Nextel case file and assign case number.
- 9. Fax the following forms to requesting Investigator:
  - a. "Subscriber's Consent Form For Location" (Appendix "A")
  - b. "Customer Consent To Release" (Appendix "B").

**ASSIGNED  
INVESTIGATOR**

- 10. Prepare "Subscriber's Consent Form For Location" form and "Customer Consent To Release" form.
- 11. Request **subscriber** to sign "Subscriber's Consent Form For Location" form and "Customer Consent To Release" form.
  - a. Sprint / Nextel Corporate Security will **not** provide the requested information unless the "Subscriber's Consent Form For Location" form is **signed by the subscriber**
  - b. Sprint / Nextel Corporate Security will **not** provide the requested information unless the "Customer Consent To Release" form is **signed by the subscriber**.
- 12. Fax signed "Subscriber's Consent Form For Location" form and signed "Customer Consent To Release" form and involved command's fax cover sheet to Sprint Corporate Security at [REDACTED]
  - a. Include on involved command's fax cover sheet, rank, name, telephone number and e-mail address; **AND**, fax number, telephone number and e-mail address of involved command.

[REDACTED]

**SPRINT /  
NEXTEL  
CORPORATE  
SECURITY  
AGENT**

- 14. Confer with assigned Investigator and provide location related information regarding stolen cell phone:
  - a. Provide information regarding whether stolen cell phone is "on"
    - (1) If stole cell phone is "off," Sprint / Nextel Corporate Security can not locate / track it

[REDACTED]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-10	02-18-15		3 of 7

**SPRINT /  
NEXTEL  
CORPORATE  
SECURITY  
AGENT  
(continued)**

15. Confer with assigned Investigator regarding transmitting requested Subscriber / Billing Records, CDRs and other available records involving stolen cell phone.
  - a. Provide information regarding format and content of requested records.
  - b. Provide information regarding approximate date when requested records will be faxed to involved command.
  - c. Provide other relevant information.

**ASSIGNED  
INVESTIGATOR**

16. Determine if stolen cell phone has “locator / tracking” capability installed by complainant or subscriber (e.g., Find My iPhone, Google Latitude, Lookout, SmrtGuard, Mobile Defense).
  - a. Request complainant or subscriber to immediately activate “locator / tracking” capability.
  - b. If there are questions or problems, contact Technical Assistance and Response Unit (TARU), Telephony Section.
17. Immediately attempt to locate and recover stolen cell phone, and identify and apprehend perpetrator(s).
18. If there are questions or problems, contact Technical Assistance and Response Unit (TARU), Telephony Section.

**IF STOLEN CELL PHONE CAN NOT BE LOCATED / RECOVERED AND PERPETRATORS CAN NOT BE IDENTIFIED / APPREHENDED**


**ASSIGNED  
INVESTIGATOR**

19. Request **subscriber** to **immediately** call Sprint Customer Service at 1-888-211-4727 or Nextel / Boost Mobile Customer Service at 1-800-639-6111, in order to:
  - a. Obtain International Mobile Equipment Identifier Number (IMEI Number) from customer service representative if Network Company is Nextel Boost Mobile
  - b. Obtain Electronic Serial Number (ESN) or Mobile Equipment Identifier Number (MEID Number) from customer service representative if Network Company is Sprint
  - c. If possible, obtain serial number of stolen cell phone (May not be available to Customer Service personnel)
  - d. Request Network Company to continue service to stolen cell phone for a reasonable time period (e.g., 96 hours) **AT NO COST TO THE SUBSCRIBER** in order to identify and apprehend the perpetrator(s).
20. If serial number of stolen cell phone can not be obtained from complainant / subscriber or Network Company customer service personnel, attempt to obtain **serial number**.
  - a. Collaborate with the complainant and subscriber to contact stolen cell phone manufacturer, wholesaler, retailer, insurer, maintenance contractor, warranty contractor, etc.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-10	02-18-15		4 of 7

## ASSIGNED INVESTIGATOR (continued)

- b. Utilize all appropriate investigative techniques including accessing relevant information on the internet (e.g. Apple products “My Support Profile”).
21. Immediately notify Stolen Property Inquiry Section (SPIS).
  - a. Determine if there currently is an alarm or previously was an alarm regarding stolen cell phone
  - b. Activate alarm using **serial number** of stolen cell phone (Do **NOT** use IMEI number or ESN / MEID number)
  - c. Prepare “Alarm Activation” DD-5.  

- b. If there are questions or problems, contact T ARU, Telephony Section.
24. Obtain intelligence information regarding stolen cell phone.
  - a. If Network Company is Nextel Boost Mobile, search IMEI Number of stolen cell phone in ECMS using “IMEI Search” function
  - b. If Network Company is Sprint, search ESN or MEID Number of stolen cell phone in ECMS using “ESN / MEID Search” function
  - c. For **all** Network Companies, search telephone number of stolen cell phone in ECMS using “OmniForm/ECMS Phone Search” function
  - d. For **all** Network Companies, request RTCC to search telephone number of stolen cell phone.
25. Prepare Enterprise Case Management System (ECMS) “Electronic Identification Program” DD-5.
  - a. For **all** Network Companies, in “Device Info” section enter stolen cell phone’s telephone number, carrier (i.e., Network Company), make, model and whether stolen cell phone is insured
  - b. If Network Company is Nextel Boost Mobile, in “Device Info” section enter IMEI Number
  - c. If Network Company is Sprint, in “Device Info” section enter ESN or MEID Number.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-10	02-18-15		5 of 7

WHEN

REQUESTED TELEPHONE RECORDS ARE RECEIVED FROM  
TELEPHONE COMPANY

**ASSIGNED  
INVESTIGATOR**

26. Review telephone records to ensure they are correct and complete.
27. If telephone records are not correct and complete, notify Detective Squad supervisor.
28. If telephone records are correct and complete:
  - a. Prepare an ECMS "Receipt of Telephone Records" DD-5 and document the date and time that requested telephone records were received from the telephone company in the "Activity Date" and "Activity Time" captions
  - b. Submit "Receipt of Telephone Records" DD-5 to Detective Squad supervisor for approval.
29. Utilize telephone records to generate investigative leads regarding person(s) who stole or illegally possessed the involved cell phone.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-10	02-18-15		6 of 7

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# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-10	02-18-15		7 of 7

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# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-11	
<b>INVESTIGATING DOMESTIC VIOLENCE OFFENSES</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

When a **COMPLAINT REPORT** involving a domestic violence offense is referred to the Detective Squad for investigation, all Domestic Violence Prevention Officers and Sergeants assigned to the involved Precinct or PSA will be provided access in the Domestic Violence Information Management System (DVIMS) to each Domestic Violence offense Enterprise Case Management System (ECMS) case file that has a “*Perpetrator - Probable Cause to Arrest*” Investigation Card activated **EXCEPT**:

- a. Domestic Violence Homicides
- b. Domestic Violence Sex Offenses
- c. Any Domestic Violence offense if the Detective Zone Commanding Officer, after conferring with the Detective Squad Commander and Precinct / PSA Domestic Violence Prevention Sergeant, determines that the Domestic Violence Prevention Officers and Sergeants should **not** be provided access in DVIMS.

When a **COMPLAINT REPORT** involving a domestic violence offense is referred to the Detective Squad for investigation, the assigned investigator will utilize the associated ECMS case file to directly access all related information in the DVIMS by selecting the “Companion Cases” button at the bottom right side of the ECMS “Case Folder” screen.

## PROCEDURE

When a **COMPLAINT REPORT** involving a domestic violence offense is referred to the Detective Squad for investigation, comply with the following procedure:

### ASSIGNED INVESTIGATOR

1. Prepare a “DV Case Access Denial” DD-5 and submit to the Detective Squad Commander if:
  - a. A “*Perpetrator - Probable Cause to Arrest*” Investigation Card is activated regarding the investigation of a Domestic Violence offense other than a homicide or sex offense
  - b. A recommendation should be made to the Detective Squad Commander that all Domestic Violence Prevention Officers and Sergeants assigned to the involved Precinct or PSA should **NOT** be provided access to the associated Domestic Violence offense Enterprise Case Management System (ECMS) case file.

### DETECTIVE SQUAD COMMANDER

2. Confer with Detective Zone Commanding Officer or, if appropriate, Detective Bureau Captain and Precinct / PSA Domestic Violence Prevention Sergeant.
3. Review and, if appropriate, approve “DV Case Access Denial” DD-5.
4. Submit approved “DV Case Access Denial” DD-5 to Detective Zone Commanding Officer / Detective Bureau Captain for final approval.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-11	12-09-13		2 of 2

**DETECTIVE ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN**

- 5. When necessary, confer with appropriate Precinct / PSA supervisors and executives.
- 6. Review and, if appropriate, approve “DV Case Access Denial” DD-5.

**INVOLVED PRECINCT / PSA DOMESTIC VIOLENCE PREVENTION OFFICER AND SERGEANT**

- 7. Prior to making a home visit, carefully review Domestic Violence Information Management System (DVIMS).
- 8. Document all investigative activity (e.g., home visits, interviews, apprehension attempts, physical evidence seizures) and relevant observations in DVIMS; **AND**, always include the following information:
  - a. Date, time and location regarding any contact between the victim and the perpetrator (e.g., visit, telephone call, text message, e-mail, delivered property)
  - b. Perpetrator’s cell phone numbers, email addresses, social network identifiers, residences, locations frequented, vehicles, employment and other information that will assist in the apprehension of the perpetrator
  - c. The name, date of birth, nickname, address including apartment #, relationship to victim, home / business / cell phone numbers, email addresses, etc., of all persons present during each home visit
  - d. Contraband, stolen property and evidence actually or possibly possessed by the perpetrator
  - e. Officer safety related information produced as a result of observation(s) or statement(s) made by an involved person including:
    - (1) Weapons actually or possibly possessed by the perpetrator
    - (2) Dogs or dangerous animals in the victim’s home or possessed by the perpetrator or possessed by an associate of the perpetrator or possessed by a person with whom the perpetrator may be residing
    - (3) Violent act(s) actually or possibly committed by the perpetrator
    - (4) Violent statement(s) made by the perpetrator
    - (5) Violent crime(s) actually or possibly committed by the perpetrator
    - (6) Possible violent crime(s) that may be committed against perpetrator by his associates (e.g., drug dealers, robbery crew, home invasion crew, gang members).



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-12	
<b>INVESTIGATION OF DOMESTIC VIOLENCE CASES</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

Detective Bureau personnel must expeditiously conduct thorough investigations regarding domestic violence offenses to ensure the safety of all involved persons including persons who may not be listed on a **COMPLAINT REPORT** but who are associated with the complainant, reporter, witness, suspect, perpetrator, etc. To ensure a thorough investigation is conducted, absent unusual circumstances, investigators will conduct expeditious in-person interviews of each complainant regarding the facts of the domestic violence offense, any actual or potential threat to the involved persons, weapons possessed by the perpetrator, violent acts committed by the perpetrator, violent statements made by the perpetrator and other relevant information.

The following is a guideline that should be used to prioritize the investigation of domestic violence offenses:

1. Domestic violence related homicide.
2. Domestic violence related felony assault and:
  - a. Deadly weapon or dangerous instrument was used
  - b. Complainant suffered a serious physical injury.
3. Any domestic violence related offense and the:
  - a. Victim / family is included on the High Propensity List (HP List)
  - b. Suspect / offender is associated with a victim / family that is included on the HP List.
4. Any domestic violence related offense and there is a prior history of:
  - a. Violence by the perpetrator against the complainant or the complainant against the perpetrator
  - b. Actual or possible possession, use or threatened use of a weapon by the perpetrator or complainant
  - c. Stalking by the perpetrator or complainant.
5. Any domestic violence related offense and perpetrator has an active:
  - a. Probable Cause to Arrest **INVESTIGATION CARD (PD373-162)** regarding ANY crime
  - b. Arrest warrant regarding ANY crime.
6. Domestic violence related felony Criminal Contempt involving the violation of an Order of Protection and the perpetrator has a prior arrest for ANY assault related crime involving the use or threatened use of a deadly weapon or dangerous instrument.
7. Domestic violence related felony Criminal Contempt involving the violation Order of Protection.
8. Domestic violence related felony crimes not described in the above list of offenses.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-12	12-09-13		2 of 2

9. Domestic violence related misdemeanor Criminal Contempt involving the violation of an Order of Protection.
10. Domestic violence related misdemeanor crimes and the perpetrator does not reside within the confines of the Precinct or PSA of occurrence.
11. Domestic violence related offenses and neither the complainant nor perpetrator has a committed a domestic violence related offense in the past.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-13	
<b>CHILD ABUSE INVESTIGATIONS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## SCOPE

Child abuse investigations are performed by Child Abuse Squads in Manhattan, Brooklyn and Queens. In the Bronx and Staten Island, a Child Abuse Team assigned to the Special Victims Squad performs child abuse investigations.

### CHILD ABUSE INVESTIGATIVE RESPONSIBILITY

Investigative responsibility regarding child abuse cases will be determined based upon the following criteria:

1. Child Abuse and child is dead
  - a. The Precinct Detective Squad has investigative responsibility. The Detective Borough Homicide Squad and Borough Child Abuse Squad / Team will provide investigative assistance and subject matter expertise
2. Child Abuse and child is not dead
  - a. The Borough Child Abuse Squad / Team has investigative responsibility
  - b. If child subsequently dies, investigative responsibility will be transferred (B-5) to the Precinct Detective Squad. The Detective Borough Homicide Squad and Borough Child Abuse Squad / Team will provide investigative assistance and subject matter expertise
    - (1) If Commanding Officer, Special Victims Division and Commanding Officer of the involved Detective Borough decide that the Borough Child Abuse Squad / Team has performed significant investigative steps and has substantial knowledge regarding the case then the Commanding Officer of the involved Detective Borough may permit the Borough Child Abuse Squad to retain investigative responsibility and not transfer (B-5) the investigation to the Precinct Detective Squad.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-14	
<b>RESPONSE TO HOSPITAL REGARDING POSSIBLE SEX CRIME VICTIM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## SCOPE

Special Victims Division (SVD) personnel are responsible for responding to NYC hospitals to interview possible sex crime victims; however, periodically, SVD personnel, particularly SVD Night Watch personnel, are not available to respond in a timely manner. When SVD personnel are unable to respond to a hospital to interview a possible sex crime victim in a timely manner, comply with the following:

### SPECIAL VICTIMS DIVISION WHEEL

1. Immediately notify Chief of Detectives Wheel investigator and provide following:
  - a. Preliminary information regarding the incident
  - b. Location of incident
  - c. Name and address of hospital where possible sex crime victim is located.

### CHIEF OF DETECTIVES WHEEL

2. Immediately notify Detective Bureau Duty Captain and provide following:
  - a. Preliminary information regarding the incident
  - b. Location of incident
  - c. Name and address of hospital where possible sex crime victim is located.

### DETECTIVE BUREAU DUTY CAPTAIN

3. Direct appropriate Detective Bureau personnel to:
  - a. Immediately respond to hospital where possible sex crime victim is located
  - b. Appropriately interview possible sex crime victim
  - c. Conduct thorough preliminary investigation.
4. Notify Chief of Detectives Wheel investigator of rank, name and command of responding Detective Bureau personnel.
5. Ensure assigned Detective Bureau personnel conduct:
  - a. Appropriate interview of possible sex crime victim
  - b. Thorough preliminary investigation.

### CHIEF OF DETECTIVES WHEEL

6. Notify SVD Wheel investigator of rank, name and command of responding Detective Bureau personnel.

### ASSIGNED INVESTIGATOR

7. Appropriately interview possible sex crime victim and conduct thorough preliminary investigation.
8. Confer with Detective Bureau Duty Captain and SVD Wheel investigator regarding results of:
  - a. Interview of possible sex crime victim
  - b. Preliminary investigation.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-15	
<b>SHOOTING PATTERNS</b>			
DATE ISSUED: 02-18-15	DATE EFFECTIVE: 02-18-15	REVISION NUMBER:	PAGE: 1 of 4

## PROCEDURE

### PATTERN INVESTIGATIVE RESPONSIBILITY

Investigative responsibility regarding shooting patterns will be determined based upon the following criteria:

- a. If all of the **COMPLAINT REPORTS** are associated with cases assigned to the same Detective Squad, the involved Detective Squad will have pattern investigative responsibility; and, the Detective Squad Commander, after conferring with the Zone Commanding Officer, will designate the specific detective who will investigate the pattern
- b. If any of the **COMPLAINT REPORTS** are associated with cases assigned to different Detective Squads reporting to the same Detective Borough Operations Command, the Detective Borough Operations Commanding Officer will designate the one Detective Squad that will have pattern investigative responsibility; and, the Detective Squad Commander, after conferring with the Detective Borough Operations Commanding Officer, will designate the specific detective who will investigate the pattern. The Detective Borough Operations Commanding Officer will ensure all appropriate squads / units support the Detective Squad that has pattern investigative responsibility
- c. If any of the **COMPLAINT REPORTS** are associated with cases assigned to different Detective Squads reporting to the same Detective Division, the Detective Division Commanding Officer will designate the one Detective Squad that will have pattern investigative responsibility; and, the Detective Squad Commander, after conferring with the Detective Division Commanding Officer, will designate the specific detective who will investigate the pattern. The Detective Division Commanding Officer will ensure all appropriate squads / units support the Detective Squad that has pattern investigative responsibility
- d. If any of the **COMPLAINT REPORTS** are associated with cases assigned to Detective Squads reporting to two different Detective Borough Operations Commands within the same Detective Borough, the Detective Borough Commanding Officer will designate the one Detective Borough Operations Commanding Officer and the one Detective Squad that will have pattern investigative responsibility; and, the Detective Squad Commander, after conferring with the Detective Borough Operations Commanding Officer, will designate the specific detective who will investigate the pattern. The Detective Borough Commanding Officer will ensure all appropriate squads / units

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-15	02-18-15		2 of 4

## PROCEDURE (continued)

- support the Detective Squad that has pattern investigative responsibility
- e. If any of the **COMPLAINT REPORTS** are associated with cases assigned to Detective Squads reporting to **different Detective Boroughs and / or different Detective Divisions**, the Chief of Detectives will designate the one Detective Borough or Detective Division and the one Detective Squad that will have pattern investigative responsibility; and, the Detective Squad Commander, after conferring with the Detective Borough Operations or Detective Division Commanding Officer, will designate the specific detective who will investigate the pattern. The Chief of Detectives and the designated Detective Borough or Detective Division Commanding Officer will ensure all appropriate squads / units support the Detective Squad that has pattern investigative responsibility
  - f. If any of the **COMPLAINT REPORTS** are associated with cases assigned to squads / units reporting to **different NYPD Bureaus / Deputy Commissioners**, the involved Bureau Chiefs / Deputy Commissioners will designate the one Borough / Division and the one squad / unit that will have pattern investigative responsibility; and, the squad / unit Commander, after conferring with the Borough / Division Commanding Officer, will designate the specific detective who will investigate the pattern. The designated Bureau Chief / Deputy Commissioner and the designated Borough / Division Commanding Officer will ensure all appropriate squads / units support the squad / unit that has pattern investigative responsibility
  - g. If any of the **COMPLAINT REPORTS** are associated with cases assigned to squads / units reporting to an **NYPD Bureau / Deputy Commissioner and a non - NYPD Agency**, the involved NYPD Bureau Chiefs / Deputy Commissioners and the Chief of Detectives and the involved non – NYPD Agency executive will designate one appropriate NYPD executive and one appropriate non – NYPD Agency executive to coordinate investigate operations and ensure a proper and expeditious investigation is conducted.

COMMANDING  
OFFICER,  
FIREARMS  
ANALYSIS  
SECTION

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-15	02-18-15		3 of 4

**COMMANDING OFFICER, CENTRAL INVESTIGATION AND RESOURCE DIVISION**



**INVOLVED DETECTIVE SQUAD / UNIT COMMANDER WITHOUT PATTERN INVESTIGATIVE RESPONSIBILITY**

6. Review all cases involved in the shooting pattern and ensure all unfinished investigative actions / tasks that were started prior to the creation of the shooting pattern are properly and expeditiously completed.
7. Ensure a closing DD-5 is prepared for each case involved in the shooting pattern. Include the following statements in the “Details” section:
  - a. “This case has been selected as part of Local / Borough / Citywide Shooting Pattern # \_\_\_\_\_ based upon a ballistics match and ADDITIONAL REASONS, IF ANY, WHY THE CASE IS BEING CONSIDERED PART OF THE SHOOTING PATTERN”
  - b. “This case will be investigated by the \_\_\_\_\_ Squad / Unit”
  - c. “ALL subsequent DD-5s for this case will be included in the Shooting Pattern folder.”
8. Ensure all cases involved in the shooting pattern are transferred to the squad / unit that has pattern investigative responsibility.
9. Close each case involved in the shooting pattern that is transferred to the squad / unit that has pattern investigative responsibility using the B-5 closing designation.

**INVOLVED DETECTIVE SQUAD / UNIT WITH PATTERN INVESTIGATIVE RESPONSIBILITY**

10. Confer with all involved squad / unit Commanders, Detective Bureau executives and other appropriate personnel.
11. Ensure the appropriate investigators are designated “Team Members” who will assist the Detective designated to investigate the shooting pattern. Investigators designated “Team Members” may be assigned to:
  - a. Detective Squad / Unit with pattern investigative responsibility
  - b. Any appropriate Detective Squad / Unit without pattern investigative responsibility.

**DETECTIVE DESIGNATED TO INVESTIGATE PATTERN**

12. Confer with Detective Squad / Unit Commander.
13. Utilize ECMS to:
  - a. Create a Shooting Pattern folder
  - b. Utilize the Shooting Pattern number created by the Commanding Officer, Central Investigation and Resource Division
  - c. Create a Shooting Pattern Sheet
  - d. Retrieve all cases involved in the shooting pattern from all involved squads / units without pattern investigative responsibility and transfer to Shooting Pattern folder
  - e. Designate investigators as “Team Members” who will have access to the Shooting Pattern folder.

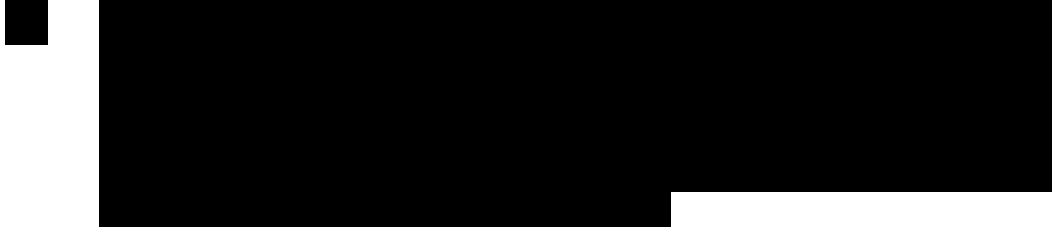


# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-15	02-18-15		4 of 4

**DETECTIVE  
DESIGNATED TO  
INVESTIGATE  
PATTERN  
(continued)**

14. Prepare initial DD-5 in the Shooting Pattern folder and include:
  - a. Date the shooting pattern was established
  - b. **COMPLAINT REPORT #** and case # of each shooting incident included in the shooting pattern
  - c. Synopsis of the shooting pattern including a brief description of each involved shooting incident.



**DESIGNATED  
DETECTIVE  
OPERATIONS  
COMMAND /  
DETECTIVE  
BOROUGH /  
DETECTIVE  
DIVISION  
COMMANDING  
OFFICER**

16. Confer with all involved squad / unit Commanders, Detective Bureau executives and other appropriate personnel.
17. Ensure the appropriate investigators are designated "Team Members."
18. Ensure investigative and intelligence operations are coordinated.
19. Ensure a proper and expeditious investigation is conducted.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-16	
<b>UTILIZING SCHOOL SAFETY DIVISION PERSONNEL TO OBTAIN YOUTH RELATED INFORMATION</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

School Safety Division (SSD) personnel are a significant source of information regarding teenagers and young adults. When appropriate circumstances exist, SSD personnel can assist investigators by:

- a. Viewing images of youths, clothing, vehicles, tattoos, graffiti and other relevant persons, locations, items and objects
- b. Obtaining information regarding youths including pedigree, relatives, associates, teachers, telephone numbers, email addresses, nicknames, school attendance and gang / crew affiliation
- c. Obtaining photos regarding youths
- d. Obtaining information regarding locations where youths congregate, engage in unlawful conduct, use public transportation, recreate and engage in other relevant conduct
- e. Obtaining information regarding emerging trends involving youths
- f. Acting as a liaison between the Detective Bureau and NYC Department of Education (NYCDOE)
- g. Conferring with NYCDOE personnel in order to disseminate and acquire relevant information.

## PROCEDURE

Comply with the following procedure to obtain assistance from the School Safety Division:

## INVESTIGATOR

1. Notify School Safety Division Field Intelligence Unit (SSD-FIU) personnel in the following manner:
  - a. Telephone SSD-FIU
  - b. If exigent circumstances exist, telephone SSD Operations Center twenty-four hours per day, seven days per week
    - (1) SSD-FIU personnel will subsequently contact requesting Investigator
  - c. Email SSD-FIU twenty-four hours per day, seven days per week.
    - (1) SSD-FIU personnel will subsequently contact requesting Investigator.
2. Provide following information to appropriate SSD personnel:
  - a. Description of incident and facts regarding investigation

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-16	12-09-13		2 of 2

**INVESTIGATOR  
(continued)**

- b. **COMPLAINT REPORT** number
  - c. Enterprise Case Management System (ECMS) Case Number
  - d. Rank, name, command, email address and telephone number
  - e. Telephone number, fax number and email address of involved command.
3. Prepare "Conferral" DD-5 in ECMS.
- a. Document the SSD FIU Log Number and results of the conferral.
4. Submit "Conferral" DD-5 to Detective Squad / Unit supervisor for approval.

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

5. Review and, if appropriate, approve "Conferral" DD-5.

**ADDITIONAL  
DATA**

*The Family Educational Rights and Privacy Act (FERPA) is a federal statute that protects the privacy of a student's educational records. However, NYC Department of Education may disclose a student's educational records when appropriate circumstances exist.*



# DETECTIVE GUIDE

Section: In vestigations		Procedure No: 502-17	
<b>REQUESTING ASSISTANCE FROM SCHOOL SAFETY DIVISION PERSONNEL REGARDING ALL INVESTIGATIONS INVOLVING A YOUTH RELATED SHOOTING INCIDENT</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## DEFINITIONS

YOUTH RELATED SHOOTING INCIDENT – A shooting incident is youth related when:

- a. Victim who is less than nineteen years old is shot
- b. Identified or unidentified person who is less than nineteen years old is suspected of shooting a victim
- c. There is probable cause to believe an identified perpetrator who is less than nineteen years old shot a victim.

## PROCEDURE

An investigator **MUST** request assistance from School Safety Division personnel regarding an investigation involving a “Youth Related Shooting Incident,” and **MUST** comply with the following procedure:

## INVESTIGATOR

1. Confer with School Safety Division Field Intelligence Unit (SSD-FIU) personnel regarding **all** investigations involving a “Youth Related Shooting Incident” and **all** other school related investigations.
2. Notify SSD-FIU personnel in the following manner:
 
  - b. If exigent circumstances exist, telephone SSD Operations Center twenty-four hours per day, seven days per week
    - (1) SSD-FIU personnel will subsequently contact requesting Investigator
  - c. Email SSD-FIU twenty-four hours per day, seven days per week.
    - (1) SSD-FIU personnel will subsequently contact requesting Investigator.
3. Provide following information to appropriate SSD personnel:
  - a. Description of incident and facts regarding investigation
  - b. **COMPLAINT REPORT** number
  - c. Enterprise Case Management System (ECMS) Case Number
  - d. Rank, name, command, email address and telephone number
  - e. Telephone number, fax number and email address of involved command.
4. Prepare “Conferral” DD-5 in ECMS.
  - a. Document the SSD FIU Log Number and results of the conferral.
5. Submit “Conferral” DD-5 to Detective Squad / Unit supervisor for approval.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-17	12-09-13		2 of 2

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

6. Review and, if appropriate, approve "Conferral" DD-5.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-18	
<b>USE OF SOCIAL NETWORKS FOR INVESTIGATIVE PURPOSES – GENERAL PROCEDURE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

1. In order to address the specific requirements of the Detective Bureau, *Operations Order 34, series 2012, "Use of Social Networks for Investigative Purposes – General Procedure"*, has been slightly modified. The modified version of *Operations Order 34, series 2012*, is found below.

2. Data contained within social network sites may assist law enforcement in gathering timely information in furtherance of crime prevention, preservation of public order, and the investigation of criminal activity, including suspected terrorist activity. These guidelines are promulgated, in part, to instill the proper balance between the investigative potential of social network sites and privacy expectations.

3. Therefore, effective immediately, when a member of the service requires the use of social network websites to conduct investigations or research, the following procedure will be complied with:

**PURPOSE** To conduct social network-based investigations and research.

**SCOPE** Data contained on the Internet within social network sites may assist law enforcement in gathering timely information in furtherance of crime prevention, including the preservation of public order and the investigation of criminal activity, including suspected terrorist activity. To effectively fulfill these duties, it may be necessary for members of the service to access social network sites using an online alias. No prior authorization is ever required for information contained on publicly available internet sources.

## DEFINITIONS



ONLINE ALIAS - An online identity encompassing identifiers, such as name and date of birth, differing from the user's actual name, date of birth, or other identifiers.

ONLINE ALIAS ACCESS - Internet-based searches involving the search and acquisition of information from sites that require an email address, password, or other identifiers for which an online alias is utilized.

PUBLIC DOMAIN DATA - Information accessible through the Internet for which no password, email address, or other identifier is necessary to acquire access to view or collect such information.

SOCIAL NETWORK SITE - Online platform where users can create profiles, share information, or socialize with others using a range of technologies.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-18	12-09-13		2 of 5

**PROCEDURE** When an investigator requires access to a social network website for investigative or research purposes:

**INVESTIGATOR** [REDACTED]

IF APPLICATION FOR ONLINE ALIAS DOES NOT INVOLVE SUSPECTED TERRORIST ACTIVITY:

**DETECTIVE BUREAU SUPERVISOR** [REDACTED]

5. Forward request to Zone Commanding Officer / Detective Bureau Captain for review.
6. Review request(s) and consider the purpose and whether granting approval would serve an investigative purpose.
7. Endorse request(s) indicating APPROVAL / DISAPPROVAL within one day of original request and if APPROVED, immediately forward approval to the Chief of Detectives, through channels, for informational purposes.
8. File copies of requests in command.

**ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN** [REDACTED]

**INVESTIGATOR** [REDACTED]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-18	12-09-13		3 of 5

## CHIEF OF DETECTIVES



### IF APPLICATION FOR ONLINE ALIAS INVOLVES SUSPECTED TERRORIST ACTIVITY:

## DETECTIVE BUREAU SUPERVISOR

11. Immediately contact Intelligence Bureau, Criminal Intelligence Section supervisor and provide details regarding proposed investigation.

## INTELLIGENCE BUREAU, CRIMINAL INTELLIGENCE SECTION SUPERVISOR

12. Determine if investigation should be conducted by the Intelligence Bureau and proceed accordingly.

13. Notify requesting supervisor to proceed with investigation if it has been determined that the investigation will not be conducted by the Intelligence Bureau.

## DETECTIVE BUREAU SUPERVISOR / EXECUTIVES

14. Comply with steps "2" through "10," as appropriate, if investigation will not be conducted by the Intelligence Bureau.

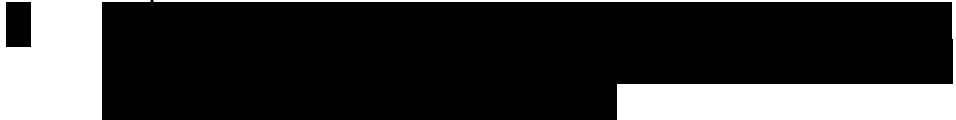


## DETECTIVE BUREAU SUPERVISOR

15. Confer with Intelligence Bureau, Criminal Intelligence Section supervisor, if there is concern that the investigation may involve suspected terrorist activity.  
a. Comply with instructions from Intelligence Bureau, Criminal Intelligence Section supervisor.

16. Confer with Zone Commanding Officer / Detective Bureau Captain, if investigation does not involve suspected terrorist activity.

17. Instruct member of the service to proceed with investigation upon receiving APPROVAL from Zone Commanding Officer / Detective Bureau Captain.



## ADDITIONAL DATA

### LEGAL CONSIDERATIONS

*During the course of an investigation, a member of service may need access to information regarding online accounts maintained by service providers. The federal Electronic Communications Privacy Act (ECPA) governs seizures of electronic evidence. Some information may be obtained with a subpoena; other information requires a special court order; and still other information requires a search warrant. Pertinent sections of the ECPA are as follows:*



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-18	12-09-13		4 of 5

**ADDITIONAL  
DATA  
(continued)**

- a. *A subpoena is generally deemed sufficient to obtain information such as user information and payment records*
- b. *Electronic communications, such as email content, in electronic storage for 180 days or less may be obtained only after the issuance of a search warrant, and delayed notification to the subscriber or customer may be ordered if specifically requested in the search warrant application*
- c. *Electronic communications in electronic storage for more than 180 days may be obtained with a subpoena signed by a judge; however, notice must be provided to the subscriber or customer unless the electronic communications are obtained after the issuance of a search warrant allowing for delayed notification*
- d. *In anticipation of the issuance of a search warrant, a member of the service may send a request known as a "preservation letter" to an electronic service provider requesting the preservation of electronic records for 90 days, and extend the request for an additional 90 day period.*

*Note that particular service providers are known to ignore non-disclosure orders (i.e., some service providers will disclose the existence of a search warrant or subpoenas to a subject subscriber or customer.) In general, members of the service should consult with the Legal Bureau before seeking electronic communication through a search warrant or otherwise.*

*Data obtained through a grand jury subpoena or court order cannot be shared with other law enforcement agencies unless otherwise authorized.*

OPERATIONAL CONSIDERATIONS



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-18	12-09-13		5 of 5

**ADDITIONAL  
DATA  
(continued)**

DEPARTMENT POLICY

*The “Handschu Consent Decree” and “Guidelines for Investigations Involving Political Activity” (see Appendix “A” and “B” of Patrol Guide 212-72, “Guidelines for Uniformed Members of the Service Conducting Investigations Involving Political Activities”) require that any investigation, including investigations on social networks, by the New York City Police Department involving political activity shall be initiated by and conducted only under the supervision of the Intelligence Bureau. Accordingly, members of the service shall not conduct investigations on social networks involving political activity without the express written approval of the Deputy Commissioner, Intelligence. Any member of the service who is uncertain whether a particular investigation constitutes an “investigation involving political activity” shall consult with the Legal Bureau.*

*Members of the service who have created and used online aliases prior to the promulgation of this procedure must submit a request to continue utilizing the aliases in accordance with this procedure.*

**RELATED  
PROCEDURES**

*Citywide Intelligence Reporting System (P.G. 212-12)  
Guidelines for Uniformed Members of the Service Conducting Investigations Involving Political Activities (P.G. 212-72)*

**FORMS AND  
REPORTS**

***Typed Letterhead***



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-19	
<b>ARREST OF A COMPLAINANT</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

**PROCEDURE** To determine whether a complainant should be arrested, an investigator will comply with the following procedure:

- INVESTIGATOR** 1. Confer with Detective Bureau supervisor.
- DETECTIVE BUREAU SUPERVISOR** 2. Confer with Legal Bureau attorney to determine whether there is probable cause to arrest the complainant.
3. Confer with Zone Commanding Officer / Detective Bureau Captain and discuss:
- a. Results of the conferral with the Legal Bureau attorney
  - b. Facts of incident
  - c. Results of the investigation
  - d. Recommendation regarding whether the complainant should be arrested.
- ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN** 4. When necessary, confer with:
- a. Involved Legal Bureau attorney
  - b. Detective Bureau executive in the rank of Deputy Inspector or above.
5. Determine whether the complainant should be arrested.
6. Notify involved Detective Bureau supervisor regarding decision whether complainant should be arrested.



# DETECTIVE GUIDE

Section: Invest igrations		Procedure No: 502-20	
<b>VIDEO / AUDIO RECORDING OF CUSTODIAL INTERROGATIONS REGARDING DESIGNATED FELONY ASSAULT OFFENSES, SEX OFFENSES AND HOMICIDE OFFENSES</b>			
DATE ISSUED: 02-04-15	DATE EFFECTIVE: 02-04-15	REVISION NUMBER:	PAGE: 1 of 8

## SCOPE

The 7<sup>th</sup>, 48<sup>th</sup>, 67<sup>th</sup>, 107<sup>th</sup> and 122<sup>nd</sup> Detective Squads are currently participating in the video / audio recording of custodial interrogations pilot project and will comply with this procedure when conducting custodial interrogations of subjects for designated felony assault offenses.

During 2013, the majority of Detective Squads in all five Detective Boroughs and all Special Victims Detective Squads will comply with this procedure when conducting custodial interrogations of subjects for designated felony assault offenses and designated sex offenses and designated homicide offenses. Subsequent Chief of Detectives Memos will designate the specific Detective Squads that will comply with this procedure and will also designate the specific offenses for which custodial interrogations of subjects will be video / audio recorded.

## DEFINITIONS

SUBJECT – A person who is sixteen years of age or older who will undergo a custodial interrogation regarding a designated felony assault offense, designated sex offense or designated homicide offense.

INTERROGATION ROOM – Designated room containing NYPD authorized video / audio recording equipment that will be used by an investigator to conduct a custodial interrogation of a subject regarding a designated felony assault offense, designated sex offense or designated homicide offense.

COMPLETION OF CUSTODIAL INTERROGATION – The custodial interrogation of a subject regarding a designated felony assault offense, designated sex offense or designated homicide offense is considered completed when:

- No further custodial interrogation will occur; and,
- The subject exits the Interrogation Room.

DESIGNATED FELONY ASSAULT OFFENSE – See Appendix “A.”

DESIGNATED SEX OFFENSE – See Appendix “A.”

DESIGNATED HOMICIDE OFFENSE – See Appendix “A.”

## PROCEDURE

When an investigator, assigned to a designated Detective Squad / Unit equipped with video / audio recording equipment, conducts a custodial interrogation of a subject regarding a designated felony assault offense, designated sex offense or designated homicide offense, the following procedure will be complied with:

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-20	02-04-15		2 of 8

- INVESTIGATOR**
1. Immediately notify:
    - a. Assigned Detective Squad / Unit Supervisor or, if applicable, covering Detective Bureau Supervisor
    - b. Zone Commanding Officer or, if applicable, Detective Bureau Duty Captain
    - c. Chief of Detectives Wheel investigator
      - (1) Obtain a "Video / Audio Recording Interrogation" log number.
  2. When necessary, notify Operations Unit, provide specific information regarding the involved language(s) and dialect(s), indicate the required type of translator service (i.e., speaking, reading, writing), and request the immediate response of one or more NYPD interpreters / translators.
- ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU DUTY  
CAPTAIN**
3. Ensure the assigned Detective Squad / Unit Supervisor or, if applicable, the covering Detective Bureau Supervisor, is present at the involved Detective Squad / Unit and supervises the investigation until completion of the custodial interrogation.
- ASSIGNED  
DETECTIVE  
SQUAD / UNIT  
SUPERVISOR /  
COVERING  
DETECTIVE  
BUREAU  
SUPERVISOR**
4. Ensure a Primary Interrogating Investigator and an Equipment Monitoring Investigator is designated.
  5. Remain at the involved Detective Squad / Unit and supervise the investigation until the completion of the custodial interrogation.
  6. Prior to permitting a member of the service to enter the Interrogation Room, ensure all electronic devices, including mobile phones, have been removed.
    - a. When possible, ensure all electronic devices, including mobile phones, have been removed from the subject.
  7. Prior to the video / audio recording equipment being activated, ensure:
    - a. The Pan Tilt Zoom (PTZ) camera is positioned to capture the subject's shoulders and head
    - b. The "In Use" light located on the exterior of the Interrogation Room is activated.
  8. If there are legal, technical, investigative or other problems or questions, notify the Zone Commanding Officer or, if applicable, Detective Bureau Duty Captain.
- ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU DUTY  
CAPTAIN**
9. If there are legal problems or questions, notify the Legal Bureau in the following manner:
    - a. Monday through Friday from 0800 hours to 2230 hours, telephone the Legal Bureau and speak with a supervising attorney
    - b. All other times, telephone the Operations Division and speak with a supervisor.
  10. If there are technical problems or questions, telephone the Information Technology Bureau Help Desk and speak with a supervisor.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-20	02-04-15		3 of 8

## PRIMARY INTERROGATING INVESTIGATOR

11. After the video / audio recording equipment has been activated and is properly functioning, have the subject escorted into the Interrogation Room.
12. Do not permit the deactivation of the video / audio recording equipment until the custodial interrogation is completed even if there is no conversation occurring or the Interrogation Room becomes vacant.
13. After the subject enters the Interrogation Room and prior to starting the custodial interrogation:
  - a. Read **MIRANDA WARNING (PD244-149)** to the subject
  - b. Obtain from the subject a knowing, intelligent and voluntary waiver of the right to remain silent and the right to counsel
    - (1) **DO NOT** utilize deception, deceit, trickery, etc., to obtain a waiver of the right to remain silent or right to counsel.
14. Do not inform subject that he / she is being recorded unless asked whether the interrogation is being recorded.
  - a. If the subject asks if he / she is being recorded, inform the subject that the questioning is being recorded.
15. Have the video / audio recording equipment deactivated if requested to do so by the subject.
  - a. If the video / audio recording equipment is deactivated, continue the custodial interrogation unless the subject unequivocally invokes the right to remain silent or right to counsel.
16. If an attorney is present to visit the subject, escort them from the Interrogation Room to an appropriate area and do **not** deactivate the video / audio recording equipment even though the Interrogation Room is vacant.
  - a. Do not allow the attorney and subject to remain in the Interrogation Room. However, if due to unanticipated circumstances, an attorney and subject must remain in the Interrogation Room, immediately deactivate the video / audio recording equipment.
17. Have the video / audio recording equipment deactivated if requested to do so by the subject's attorney.

## EQUIPMENT MONITORING INVESTIGATOR

18. Activate the video / audio recording equipment and ensure it is properly functioning and recording prior to the subject being escorted into the Interrogation Room.
19. When subject enters the room and is seated, ensure the PTZ camera is positioned so as to capture the subject's shoulders and head.
20. Monitor the video / audio recording equipment until the completion of the custodial interrogation and ensure it is properly functioning.
21. If video / audio recording equipment does not initially properly function or if it subsequently malfunctions, notify:
  - a. Primary Interrogating Investigator and investigators conducting the custodial interrogation

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-20	02-04-15		4 of 8

**EQUIPMENT  
MONITORING  
INVESTIGATOR  
(continued)**

- b. Assigned Detective Squad / Unit Supervisor / Covering Detective Bureau Supervisor
- c. Zone Commanding Officer / Detective Bureau Duty Captain
- d. Chief of Detectives Wheel investigator.
- 22. Utilize the video / audio recording equipment to observe and listen to the custodial interrogation until it is completed.
- 23. Utilize the video / audio recording equipment to create an “Annotation Log” and document the following information:
  - a. Time the subject:
    - (1) Enters or leaves the interrogation room
    - (2) Is provided food, beverage, cigarette, rest, access to toilet facility, etc.
    - (3) Makes a noteworthy statement.
  - b. Time a member of the service enters or leaves the interrogation room
  - c. If applicable, time the subject’s attorney enters or leaves the interrogation room and the attorney’s name
  - d. Time subject requests the video / audio recording equipment be deactivated
  - e. Time subject’s attorney requests the video / audio recording equipment be deactivated and the attorney’s name
  - f. Time the video / audio recording equipment is deactivated and the reason for the deactivation
  - g. Time of any noteworthy occurrence and a description of the occurrence
  - h. If applicable, time any irregularity or problem occurs involving the video / audio recording equipment and a description of the irregularity or problem.
- 24. Do not deactivate the video / audio recording equipment until the completion of the custodial interrogation unless:
  - a. Requested by primary investigating officer
  - b. Directed by a supervisor.

**INTERROGATING  
INVESTIGATOR(S)**

- 25. If prior to the start of the custodial interrogation the video / audio recording equipment malfunctions and can not be repaired and activated within a reasonable period of time, commence the custodial interrogation.
  - a. If the malfunction is repaired after the custodial interrogation has commenced, ensure the video / audio recording equipment is activated by the Equipment Monitoring Investigator.
- 26. If during the custodial interrogation, the video / audio recording equipment malfunctions, continue the custodial interrogation.
  - a. If the malfunction is repaired, ensure the video / audio recording equipment is activated by the Equipment Monitoring Investigator.
- 27. Conduct the custodial interrogation either alone or with one or more additional investigator(s).

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-20	02-04-15		5 of 8

## NOTE

*Interrogating investigator(s) will utilize lawful interrogation techniques during the custodial interrogation. During a lengthy custodial interrogation or when otherwise appropriate, subjects will be provided food, beverages, cigarettes, rest, access to toilet facility, etc.*

*Interrogating investigator(s) will act in a professional manner when conducting the custodial interrogation.*

## AFTER THE COMPLETION OF CUSTODIAL INTERROGATION

### EQUIPMENT MONITORING INVESTIGATOR

28. Export the video / audio DRCI file from the hard drive of the video / audio recording equipment to one new, unused, blank NYPD issued DVD that will be designated “original image” DVD.
29. Retain the “original image” DVD even if there are irregularities, malfunctions, deletions, damage, et c., regarding the video / audio recording equipment or the “original image” DVD.
30. Complete all captions on the “original image” “New York City Police Department Video Interrogation” DVD label using a permanent felt-tip marker.
31. Package the “original image” DVD in a NYPD issued DVD hard plastic container.
32. Complete all captions on the **MEDIA SLEEVE LABEL FOR VIDEO / AUDIO RECORDED INTERROGATIONS (PD321-102)** and affix label to the DVD hard plastic container.
33. Export the video / audio DRCI file from the **hard drive of the video / audio recording equipment** to three new, unused, blank NYPD issued “New York City Police Department Video Interrogation” DVDs that will be designated “working copy” DVDs.
  - a. Do not export the video / audio from the “original image” DVD to the three “working copy” DVDs.
34. Complete all captions on each “working copy” “New York City Police Department Video Interrogation” DVD label using a permanent felt-tip marker and ensure an “X” is entered in the “Copy” caption.
35. Package each “working copy” DVD in a separate NYPD issued paper “DVD sleeve” to prevent damage to the DVD.
36. Complete all captions on the **MEDIA SLEEVE LABEL FOR VIDEO / AUDIO RECORDED INTERROGATIONS** and affix label to the NYPD issued paper “DVD sleeve.”
37. Print out paper copy of the “Annotation Log.”
38. Deliver to the Primary Interrogating Investigator the following:
  - a. “Original image” DVD
  - b. Three “working copy” DVDs
  - c. Paper copy of the “Annotation Log.”



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-20	02-04-15		6 of 8

**PRIMARY  
INTERROGATING  
INVESTIGATOR**

39. Prepare a “Video / Audio Interrogation Conducted” DD-5 in the Enterprise Case Management System (ECMS) and include the following information:
  - a. “Video / Audio Recording Interrogation” log number
  - b. Time subject arrived at the stationhouse
  - c. If applicable, name, address and telephone number of subject’s attorney
  - d. If applicable, time any irregularity or problem occurs involving the video / audio recording equipment and a description of the irregularity or problem.
40. Scan or fax the paper copy of the “Annotation Log” into ECMS as an attachment to the “Video / Audio Interrogation Conducted” DD-5.
41. Complete the appropriate captions on a NYPD Plastic Security Envelope.
42. Place the hard plastic container containing the “original image” DVD into the NYPD Plastic Security Envelope and seal the Plastic Security Envelope.
43. Prepare a **PROPERTY CLERK INVOICE (PD521-141)** and voucher the “original image” DVD.
44. Store the vouchered “original image” DVD in accordance with existing Department procedures.
45. Enter the required information in the appropriate captions on two **DETECTIVE BUREAU “WORKING COPY” DVD TRANSMITTAL REPORTS (PD550-140)**.
46. Confer with Assigned Detective Squad / Unit Supervisor / Covering Detective Bureau Supervisor and obtain authorization to deliver a “working copy” DVD to:
  - a. Designated Assistant District Attorney (ADA) assigned to the involved District Attorney’s Office (DAO)
  - b. Chief of Detectives Wheel investigator.

**ASSIGNED  
DETECTIVE  
SQUAD / UNIT  
SUPERVISOR /  
COVERING  
DETECTIVE  
BUREAU  
SUPERVISOR**

47. Enter the required information in the appropriate captions and sign the two **DETECTIVE BUREAU “WORKING COPY” DVD TRANSMITTAL REPORTS**.

**PRIMARY  
INTERROGATING  
INVESTIGATOR**

48. Ensure a “working copy” DVD and a **DETECTIVE BUREAU “WORKING COPY” DVD TRANSMITTAL REPORT** is delivered to:
  - a. Chief of Detectives Wheel investigator
  - b. Designated ADA assigned to the involved DAO.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-20	02-04-15		7 of 8

**PRIMARY  
INTERROGATING  
INVESTIGATOR  
(continued)**

49. Ensure a completed and signed **DETECTIVE BUREAU “WORKING COPY” DVD TRANSMITTAL REPORTS** is obtained from the Chief of Detectives Wheel investigator and designated ADA assigned to the involved DAO after the “working copy” DVD has been delivered thereto.
50. Store in the related paper case folder the following:
  - a. One “working copy” DVD
  - b. Paper copy of the “Annotation Log”
  - c. Two completed and signed **DETECTIVE BUREAU “WORKING COPY” DVD TRANSMITTAL REPORTS.**

**DETECTIVE  
SQUAD / UNIT  
COMMANDER**

51. Ensure a “working copy” DVD and a **DETECTIVE BUREAU “WORKING COPY” DVD TRANSMITTAL REPORT** is delivered to:
  - a. Chief of Detectives Wheel investigator
  - b. Designated ADA assigned to the involved DAO.
52. Email the results of each video / audio recorded custodial interrogation to the Chief of Detectives Wheel and members of the Custodial Interrogation Video / Audio Recording Program Working Group.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-20	02-04-15		8 of 8

## APPENDIX "A"

### PL Article 120: Designated Felony Assault Offense – A completed or attempted:

1. Assault 1<sup>st</sup> Degree (Penal Law 120.10)
2. Assault 2<sup>nd</sup> Degree (Penal Law 120.05)
3. Gang Assault 1<sup>st</sup> Degree (Penal Law 120.07)
4. Gang Assault 2<sup>nd</sup> Degree (Penal Law 120.06)
5. Aggravated Assault Upon a Police Officer or Peace Officer (Penal Law 120.11)
6. Assault on a Peace Officer, Police Officer, Fireman, or Emergency Medical Services Professional (Penal Law 120.08).

### PL Article 130: Designated Sex Offense – A completed or attempted:

1. Rape 1<sup>st</sup> Degree (Penal Law 130.35)
2. Rape 2<sup>nd</sup> Degree (Penal Law 130.30)
3. Rape 3<sup>rd</sup> Degree (Penal Law 130.25)
4. Criminal Sexual Act 1<sup>st</sup> Degree (Penal Law 130.50)
5. Criminal Sexual Act 2<sup>nd</sup> Degree (Penal Law 130.45)
6. Criminal Sexual Act 3<sup>rd</sup> Degree (Penal Law 130.40)
7. Aggravated Sexual Abuse 1<sup>st</sup> Degree (Penal Law 130.70)
8. Aggravated Sexual Abuse 2<sup>nd</sup> Degree (Penal Law 130.67)
9. Aggravated Sexual Abuse 3<sup>rd</sup> Degree (Penal Law 130.66)
10. Aggravated Sexual Abuse 4<sup>th</sup> Degree (Penal Law 130.65-a)
11. Sexual Abuse 1<sup>st</sup> Degree (Penal Law 130.65)
12. Persistent Sexual Abuse (Penal Law 130.53)
13. Course of Sexual Conduct against a Child 1<sup>st</sup> Degree (Penal Law 130.75)
14. Course of Sexual Conduct against a Child 2<sup>nd</sup> Degree (Penal Law 130.80).

### PL Article 125: Designated Homicide Offense – A completed or attempted:

1. Aggravated Murder (Penal Law 125.26)
2. Murder 1<sup>st</sup> Degree (Penal Law 125.27)
3. Murder 2<sup>nd</sup> Degree (Penal Law 125.25)
4. Aggravated Manslaughter 1<sup>st</sup> Degree (Penal Law 125.22)
5. Aggravated Manslaughter 2<sup>nd</sup> Degree (Penal Law 125.21)
6. Manslaughter 1<sup>st</sup> Degree (Penal Law 125.20)
7. Manslaughter 2<sup>nd</sup> Degree (Penal Law 125.15).



## DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-21	
<b>DETECTIVE BUREAU COORDINATION WITH GANG DIVISION</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

### GANG DIVISION RESPONSE

1. If a homicide, shooting, or other incident occurs requiring the response of the Gang Division and a member of the Gang Division is not present, an immediate notification will be made to the OCCB Field Operations Desk (FOD) by the Detective Squad supervisor on the scene. The OCCB FOD will then make a notification to the Gang Division for an appropriate response.

2. If a homicide, shooting, or other incident occurs and immediate enforcement action by the Gang Division is needed, the Detective Captain will notify the Gang Division Captain and confer regarding the deployment plan including any relevant locations and subjects. If a Gang Division Captain is not available, the Detective Captain will notify the OCCB FOD and confer with the OCCB Duty Captain.

### INVESTIGATION OF OFFENSES DETERMINED TO BE GANG MOTIVATED OR GANG RELATED

1. The assigned Detective Squad investigator will document all conferrals with a Gang Division investigator on a DD-5 in the ECMS case folder.

2. If during the course of an investigation of any offense, the offense is determined to be gang motivated or gang related:

- a. The assigned Detective Squad investigator will confer with the Detective Squad Commander / Supervisor
- b. The Detective Squad Commander / Supervisor will notify the OCCB FOD and obtain a log number and name of the person notified
- c. The log number and name of the person notified will be communicated to the assigned Detective Squad investigator and documented on a DD-5 in the ECMS case folder
- d. The Detective Squad Commander / Supervisor will notify the Detective Zone Commanding Officer regarding the notification to OCCB FOD
- e. The Detective Zone Commanding Officer will personally confer with the Borough Gang Division Commanding Officer regarding the facts of the investigation
- f. If the Commanding Officer, Gang Division subsequently determines the offense is gang motivated or gang related:
  - (1) An associated "T-Base" serial number will be communicated to the assigned Detective Squad investigator
  - (2) The "T-Base" serial number will be documented on a DD-5 in the ECMS case folder.
- g. The Detective Zone Commanding Officer will review the associated ECMS case folder and, if applicable, Homicide / Shooting Incident Analysis Report to ensure:
  - (1) The offense is properly classified as gang motivated or gang related

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-21	12-09-13		2 of 2

- (2) If the offense is gang motivated or gang related, a “T-Base” serial number is documented on a DD-5 in the ECMS case folder.

## **ALL HOMICIDE AND NON-FATAL SHOOTING INVESTIGATIONS**

1. Detective Zone Commanding Officers will personally confer with the Borough Gang Division Commanding Officer regarding **ALL** homicide and non-fatal shooting incidents:
  - a. When an arrest is made
  - b. If no arrest is made:
    - (1) Thirty days after the incident
    - (2) Sixty days after the incident
    - (3) Ninety days after the incident.
2. If one-hundred and twenty days after the incident no arrest is made, the Detective Borough Operations Commanding Officer will confer with the Gang Division Executive Officer.
3. Each month, the Detective Borough Operations Commanding Officer will review the Gang Division’s ***Monthly Gang Related/Motivated Crimes Report*** to ensure it is accurate. If discrepancies exist the Detective Borough Operations Commanding Officer will:
  - a. Confer with the Borough Gang Division Commanding Officer and resolve the discrepancies
  - b. Ensure that the information in the associated ECMS case folders and the associated NYPD Shooting / Homicide Database files are accurate.



## DETECTIVE GUIDE

Section: Investigations

Procedure No: 502-22

### COORDINATION WITH THE LEGAL BUREAU

DATE ISSUED:  
12-09-13

DATE EFFECTIVE:  
12-09-13

REVISION NUMBER:

PAGE:  
1 of 1

### CONFERRALS WITH LEGAL BUREAU – GENERALLY

1. When legal advice is required, confer with a Criminal Section Legal Bureau attorney.

### CONFERRALS WITH LEGAL BUREAU - SPECIFIC INVESTIGATIONS

1. After obtaining sufficient preliminary information, always confer with a Criminal Section Legal Bureau attorney regarding an investigation involving a:
  - a. Homicide
  - b. Dead body found under circumstances indicating criminality
  - c. Significant incident.

### RESOLVING LEGAL ISSUES AND PROBLEMS

1. Always attempt to resolve legal issues and problems involving an Assistant District Attorney (ADA), Assistant Corporation Counsel (ACC), Assistant US Attorney (AUSA) or other non-NYPD attorney in a constructive and reasonable manner.
2. When there is difficulty resolving legal issues or problems involving an ADA, ACC, AUSA or other non-NYPD attorney, expeditiously confer with:
  - a. Detective Bureau supervisor
  - b. Zone Commanding Officer or Detective Bureau Captain
  - c. Criminal Section Legal Bureau attorney.
3. Resolve legal issues and problems in conformance with the advice provided by Criminal Section Legal Bureau attorney.

When possible, confer with the appropriate Criminal Section Legal Bureau attorney for the borough, or the Legal Bureau executive staff.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-23	
<b>OBTAINING “UNSEALING ORDER” FROM COURT FOR SEALED ARREST PHOTO</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

Detective Bureau personnel must obtain written authorization from the Chief of Detectives prior to attempting to obtain or obtaining an “Unsealing Order” from the court for sealed arrest photos.

## PROCEDURE

When an investigator requires an “Unsealing Order” from the court for sealed arrest photo(s), comply with the following procedure:

## ASSIGNED INVESTIGATOR

1. Confer with a Criminal Section Legal Bureau attorney and obtain authorization to obtain an “Unsealing Order” from the court for sealed arrest photo(s).
2. If authorization is obtained from Criminal Section Legal Bureau attorney, request approval from Detective Squad / Unit Supervisor to obtain an “Unsealing Order.”

## DETECTIVE SQUAD / UNIT SUPERVISOR

3. Confer with assigned investigator and, if appropriate, approve request to obtain an “Unsealing Order.”
4. If request for “Unsealing Order” is approved, prepare and sign a **Typed Letterhead** addressed to the Chief of Detectives requesting approval to obtain an “Unsealing Order” from the court for sealed arrest photo(s).
  - a. “Subject” should state: REQUEST TO OBTAIN UNSEALING ORDER FROM COURT FOR SEALED ARREST PHOTOS.
  - b. Describe the facts of the incident and provide all relevant information regarding the investigation.
  - c. Explain justification and necessity for “Unsealing Order” and provide specific facts indicating:
    - (1) Sealed arrest photo is an accurate depiction of the current appearance of the suspect
    - (2) There is no other accessible photo that is an accurate depiction of the current appearance of the suspect.
  - d. Provide rank, name and tax number of Criminal Section Legal Bureau attorney who approved the request to obtain “Unsealing Order.”
5. Forward **Typed Letterhead** through channels to Chief of Detectives.

## DETECTIVE BOROUGH / DIVISION COMMANDING OFFICER

6. Review **Typed Letterhead** requesting approval to obtain an “Unsealing Order” from the court for sealed arrest photo(s).
7. Prepare and sign an endorsement approving or disapproving request for “Unsealing Order.”
8. If the request for “Unsealing Order” is disapproved, forward original **Typed Letterhead** and signed endorsement to involved Detective Squad / Unit Supervisor.
9. If request for “Unsealing Order” is approved, have original **Typed Letterhead** and signed endorsement immediately delivered to the Office of the Chief of Detectives.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-23	12-09-13		2 of 2

## CHIEF OF DETECTIVES

10. Review **Typed Letterhead** requesting approval to obtain an “Unsealing Order” from the court for sealed arrest photo(s).
11. Confer with Deputy Commissioner, Legal Matters.
12. Prepare and sign an endorsement approving or disapproving request for “Unsealing Order.”
13. Forward original **Typed Letterhead** and signed endorsement to involved Detective Borough / Division.





# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-24	
<b>OBTAINING “UNSEALING ORDER” FROM COURT FOR SEALED COURT RECORD</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## SCOPE

Detective Bureau personnel must obtain written authorization from the Chief of Detectives prior to attempting to obtain or obtaining an “Unsealing Order” from the court for sealed court records.

## PROCEDURE

When an investigator requires an “Unsealing Order” from the court for sealed court record(s), comply with the following procedure:

## ASSIGNED INVESTIGATOR

1. Confer with a Criminal Section Legal Bureau attorney and obtain authorization to obtain an “Unsealing Order” from the court for sealed court record(s).
  - a. Describe the facts of the incident and provide all relevant information.
  - b. Explain justification and necessity for “Unsealing Order.”
2. Prepare “Conferral” DD-5 in ECMS.
  - a. Document the rank, name and tax number of Criminal Section Legal Bureau attorney who approved the request to obtain an “Unsealing Order.”
3. Submit “Conferral” DD-5 to Detective Squad / Unit supervisor for approval.
4. If authorization is obtained from Criminal Section Legal Bureau attorney, request approval from Detective Squad / Unit Supervisor to obtain an “Unsealing Order.”

## DETECTIVE SQUAD / UNIT SUPERVISOR

5. Review and, if appropriate, approve “Conferral” DD-5.
6. Confer with assigned investigator and, if appropriate, approve request to obtain an “Unsealing Order.”



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-25	
<b>REQUESTING “OFFICIAL REPRODUCTIONS” OF NYPD 911 CALL AUDIOS, RADIO DISPATCH AUDIOS, SPRINT INCIDENT REPORTS AND I/CAD EVENT INFORMATION REPORTS FROM COMMUNICATIONS DIVISION</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE

The Communications Division Tape and Records Unit is the **ONLY** NYPD unit that is authorized to produce and disseminate “official reproductions” of NYPD 911 Call audios, Radio Dispatch audios, SPRINT Incident Reports and I/CAD Event Information Reports.

NYPD 911 Call audios and Radio Dispatch audios are **ONLY** retained for 180 days.

NYPD SPRINT Incident Reports and I/CAD Event Information Reports are retained for 10 years.

## NON-EMERGENCY REQUEST

### INVESTIGATOR

1. Prepare **OFFICIAL LETTERHEAD (PD158-151)** addressed to the Commanding Officer, Tape and Records Unit and include the following information:
  - a. Date and time of occurrence
  - b. Place of occurrence
  - c. Precinct of occurrence
  - d. Type of incident
  - e. **COMPLAINT REPORT** number
  - f. Case number
  - g. Type(s) of reports and audios being requested (i.e., 911 Call audios, Radio Dispatch audios, SPRINT Incident Reports, I/CAD Event Information Reports)
  - h. Serial number(s) of requested SPRINT Incident Report(s) and I/CAD Event Information Report(s)
  - i. Statement that requested reports and audios are needed to conduct an official NYPD investigation
  - j. Contact information including rank, name, command, telephone number and e-mail address
  - k. Remarks (i.e., any additional relevant information).

### DETECTIVE BUREAU SUPERVISOR

2. Promptly review and, if appropriate, sign **OFFICIAL LETTERHEAD**.

### INVESTIGATOR

3. Transmit **OFFICIAL LETTERHEAD** to Communications Division Tape and Records Unit in the following manner:
  - a. Deliver or fax to Communications Division Tape and Records Unit, One Police Plaza, Room 910A.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-25	12-09-13		2 of 3

- INVESTIGATOR (continued)**
4. When notification is received from Communications Division Tape and Records Unit, respond and recover requested reports and audios.
  5. NYPD 911 Call audios, Radio Dispatch audios, SPRINT Incident Reports and I/CAD Event Information Reports obtained from Communications Division Tape and Records Unit should:
    - a. **NOT** be reproduced, duplicated, copied, etc.
    - b. **NOT** be provided to any non-NYPD personnel including Assistant District Attorneys, Assistant US Attorneys or Assistant Corporation Counsels
      - (1) When applicable, advise non-NYPD personnel to confer with Communications Division Tape and Records Unit personnel.

## EMERGENCY REQUEST

- INVESTIGATOR**
6. Telephone Communications Division Tape and Records Unit, 24 hours per day 7 days per week and request required NYPD 911 Call audios, NYPD Radio Dispatch audios, SPRINT Incident Reports and I/CAD Event Information Reports.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-25	12-09-13		3 of 3



POLICE DEPARTMENT

Date \_\_\_\_\_

FROM: \_\_\_\_\_

TO: Commanding Officer, Tape and Records Unit

SUBJECT: REQUEST FOR 911 SPRINT/ICAD RECORDS AND/OR AUDIO REPRODUCTIONS

The undersigned is requesting the following information and/or copies of records, which are necessary for an official department investigation regarding:

Complaint report # \_\_\_\_\_, Case # \_\_\_\_\_, Sprint/ICAD # \_\_\_\_\_

Type of records requested:

SPRINT/ICAD

911 call audio

radio transmission audio

Date/Time of Occurrence: \_\_\_\_\_

Place of Occurrence: \_\_\_\_\_

Precinct of Occurrence \_\_\_\_\_

Incident Type: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Detective Bureau Supervisor's Signature

Upon completion please notify:

Rank: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Command: \_\_\_\_\_

COURTESY • PROFESSIONALISM • RESPECT

Website: <http://nyc.gov/nypd>

PD 150-151 (Rev. 8-01)-1000

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# DETECTIVE GUIDE

Section: Invest igrations		Procedure No: 502-26	
<b>REQUESTING INFORMATION AND ASSISTANCE FROM THE NYC DEPARTMENT OF HOMELESS SERVICES</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## DEFINITIONS

SUBJECT – A person who:

- a. Has information that will assist regarding the investigation of an offense or incident; **or,**
- b. Is violating a condition of probation or parole; **or,**
- c. Is wanted pursuant to an arrest warrant; **or,**
- d. Is wanted pursuant to a “Perpetrator - Probable Cause to Arrest” Investigation Card; **or,**
- e. Is a runaway child, missing person or unidentified aided person; **or,**
- f. Is fleeing a jurisdiction to avoid arrest, prosecution, confinement regarding a crime or an attempt to commit a crime that constitutes a felony in the jurisdiction from which the involved person is fleeing.

## REQUESTING INFORMATION

An investigator will comply with the following procedure when requesting information from the New York City Department of Homeless Services regarding a Subject:

## INVESTIGATOR

1. Prepare a **Typed Letterhead** addressed to the Deputy Commissioner, Office of Security and Emergency Operations, NYC Department of Homeless Services (DHS) requesting information regarding a Subject (See Attachment).
2. Fax the **Typed Letterhead** to the DHS Operations Desk at [REDACTED]
3. Telephone the DHS Operations Desk at [REDACTED] and confer with DHS personnel:
  - a. Confirm receipt of the **Typed Letterhead**
  - b. Obtain requested information from DHS personnel.
4. Prepare “Conferral” DD-5 in associated Enterprise Case Management System (ECMS) case file and document:
  - a. Identity and contact information regarding involved DHS personnel.
  - b. Results of the conferral.
5. Utilize designated ECMS scanner or fax machine to scan or fax the **Typed Letterhead** to the “Attachment” section of “Conferral” DD-5.
6. Store the original Typed Letterhead in the associated paper case folder.
7. Submit “Conferral” DD-5 to Detective Squad / Unit supervisor for approval.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-26	12-09-13		2 of 4

## REQUESTING ASSISTANCE

Investigators will comply with the following procedure when requesting assistance from the New York City Department of Homeless Services regarding a Subject:

- INVESTIGATOR**
1. Telephone the DHS Operations Desk at [REDACTED] confer with DHS personnel and request assistance regarding:
    - a. Disseminating Wanted Flyers, Reward Flyers and information to DHS personnel
    - b. Searching DHS databases / records
    - c. Visiting DHS facilities
    - d. Interviewing DHS personnel
    - e. Detaining a person when there is Probable Cause to arrest the person for an offense
    - f. Resolving issues involving:
      - (1) DHS policies and procedures
      - (2) Operation of DHS facilities.
    - g. Other DHS related operations, functions, activities, etc.
  2. Prepare "Conferral" DD-5 in associated Enterprise Case Management System (ECMS) case file and document:
    - a. Identity and contact information regarding involved DHS personnel
    - b. Results of the conferral.
  3. Submit "Conferral" DD-5 to Detective Squad / Unit supervisor for approval.

## EXIGENT CIRCUMSTANCES REQUEST

Investigators will comply with the following procedure when requesting information or assistance from the New York City Department of Homeless Services regarding a Subject and exigent circumstances exist:

- INVESTIGATOR**
1. Confer with Detective Bureau supervisor and Zone Commanding Officer / Detective Bureau Captain regarding:
    - a. Facts of incident and results of the investigation
    - b. Information describing the exigent circumstances.
- ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**
2. Telephone the DHS Operations Desk at [REDACTED] confer with DHS personnel and request to speak directly with the Deputy Commissioner, Office of Security and Emergency Operations, DHS.
  3. Confer with Deputy Commissioner, Office of Security and Emergency Operations, DHS and request assistance.

# DETECTIVE GUIDE

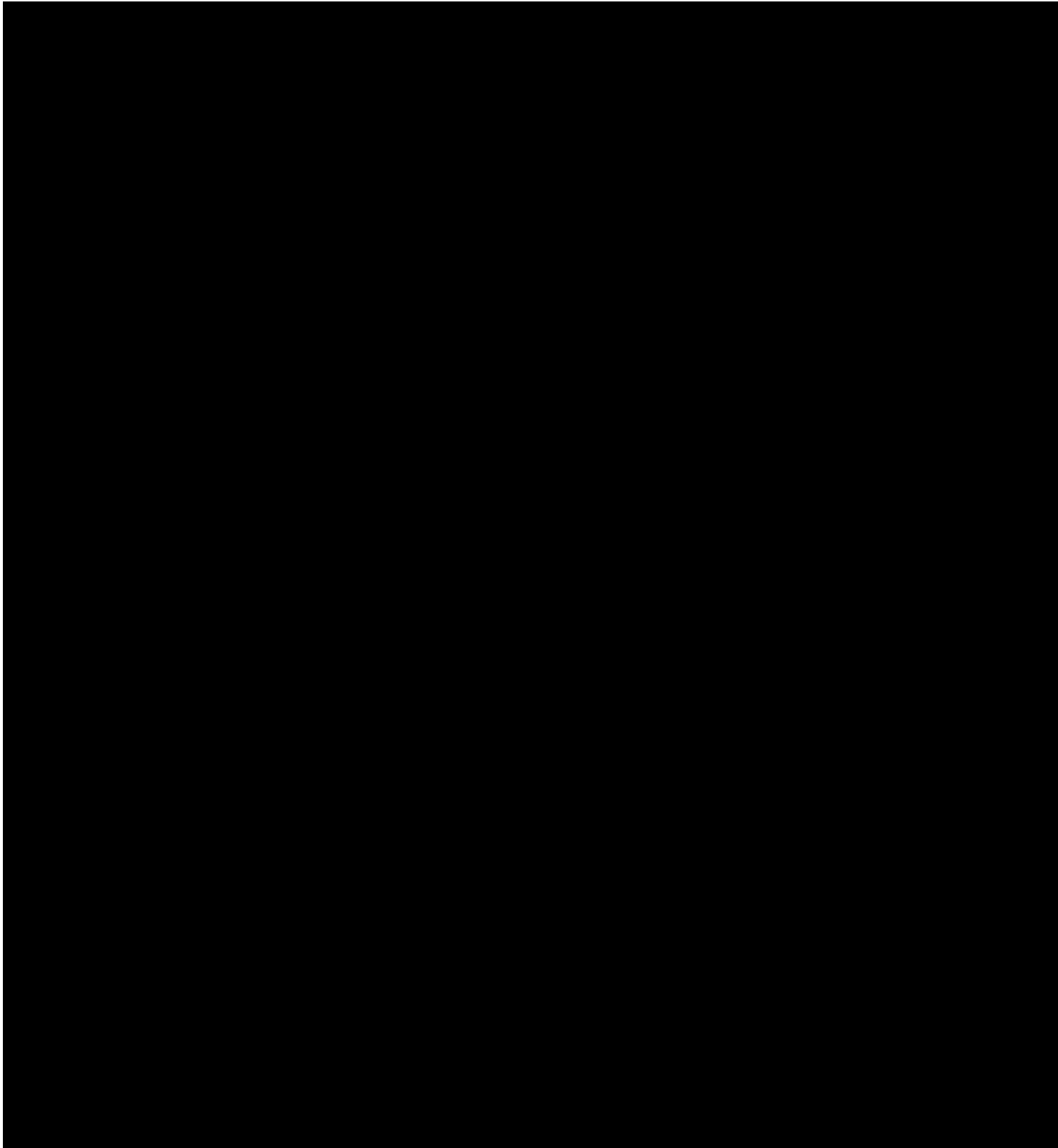
PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-26	12-09-13		3 of 4

- INVESTIGATOR**
4. Prepare “Conferral” DD-5 in associated Enterprise Case Management System (ECMS) case file and document:
    - a. Identity and contact information regarding involved DHS personnel
    - b. Results of the conferral.
  5. Submit “Conferral” DD-5 to Detective Squad / Unit supervisor for approval.

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## DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-27	
<b>PRELIMINARY INVESTIGATION WORKSHEET</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

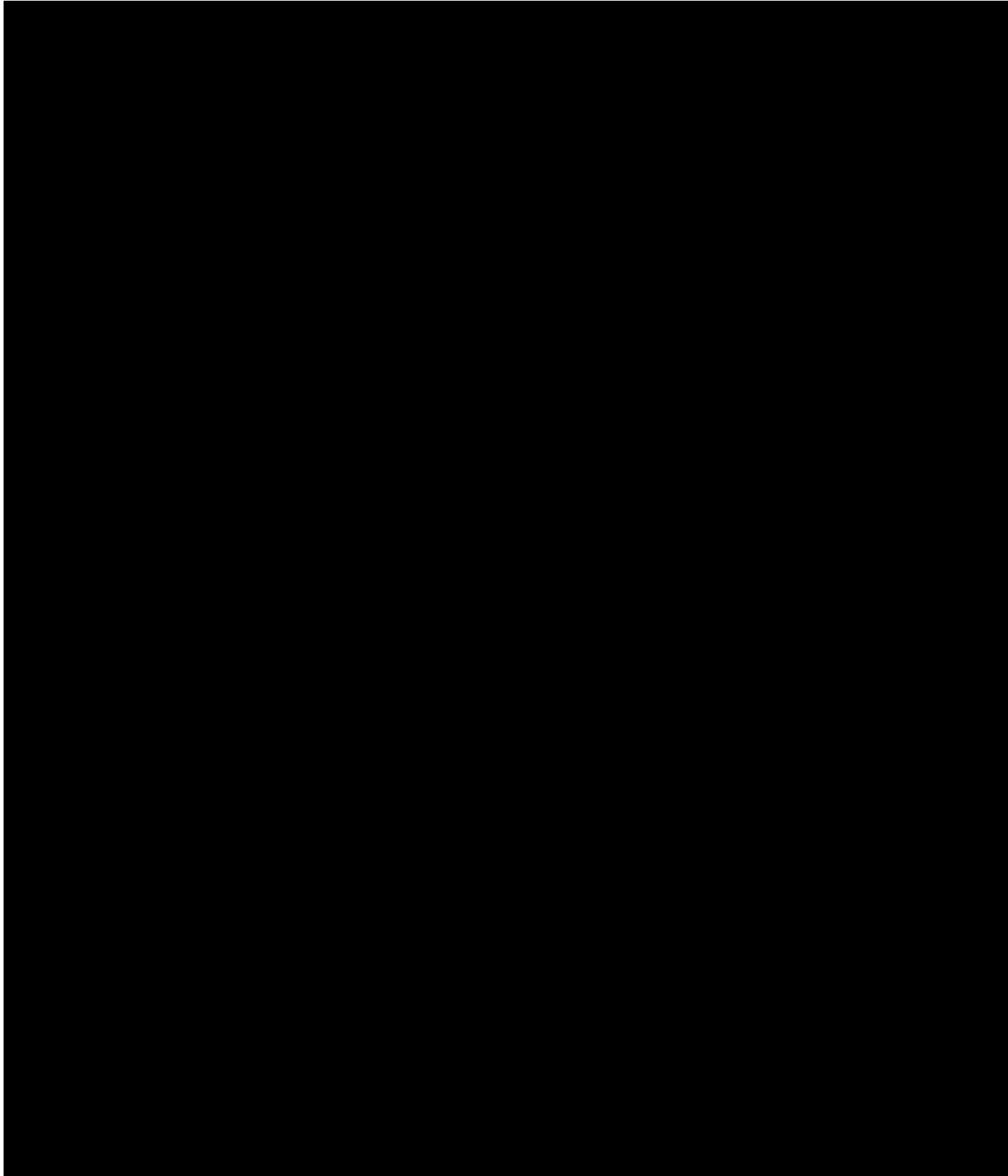
1. Detective Bureau supervisors will expeditiously prepare and promptly electronically transmit to the Office of the Chief of Detectives a "Preliminary Investigation Worksheet" and Unusual Occurrence Report regarding homicides, shootings, forcible sexual assaults, hate crimes and other significant incidents / investigations.

2. When preparing the Preliminary Investigation Worksheet, a person's name will be written in the following "common usage" format: **first name, middle name, last name**. Additionally, when necessary, the words "none," "no," "not," and "unknown" should be used to describe the information regarding a particular caption on the Preliminary Investigation Worksheet. Ordinarily, the words "not applicable" should not be used to describe the information regarding a particular caption on the Preliminary Investigation Worksheet.

3. Attached hereto is the Preliminary Investigation Worksheet.

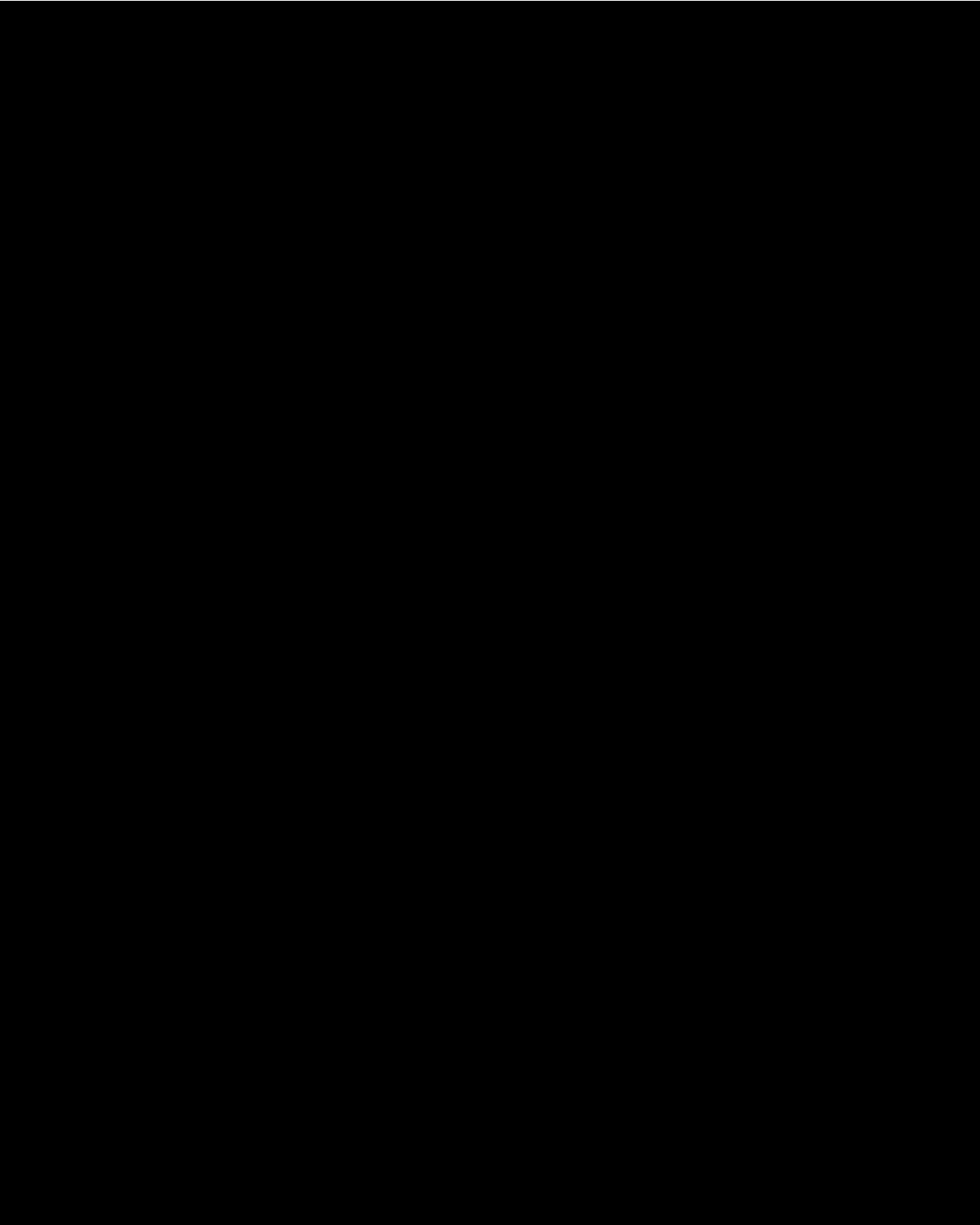
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-27	12-09-13		2 of 5



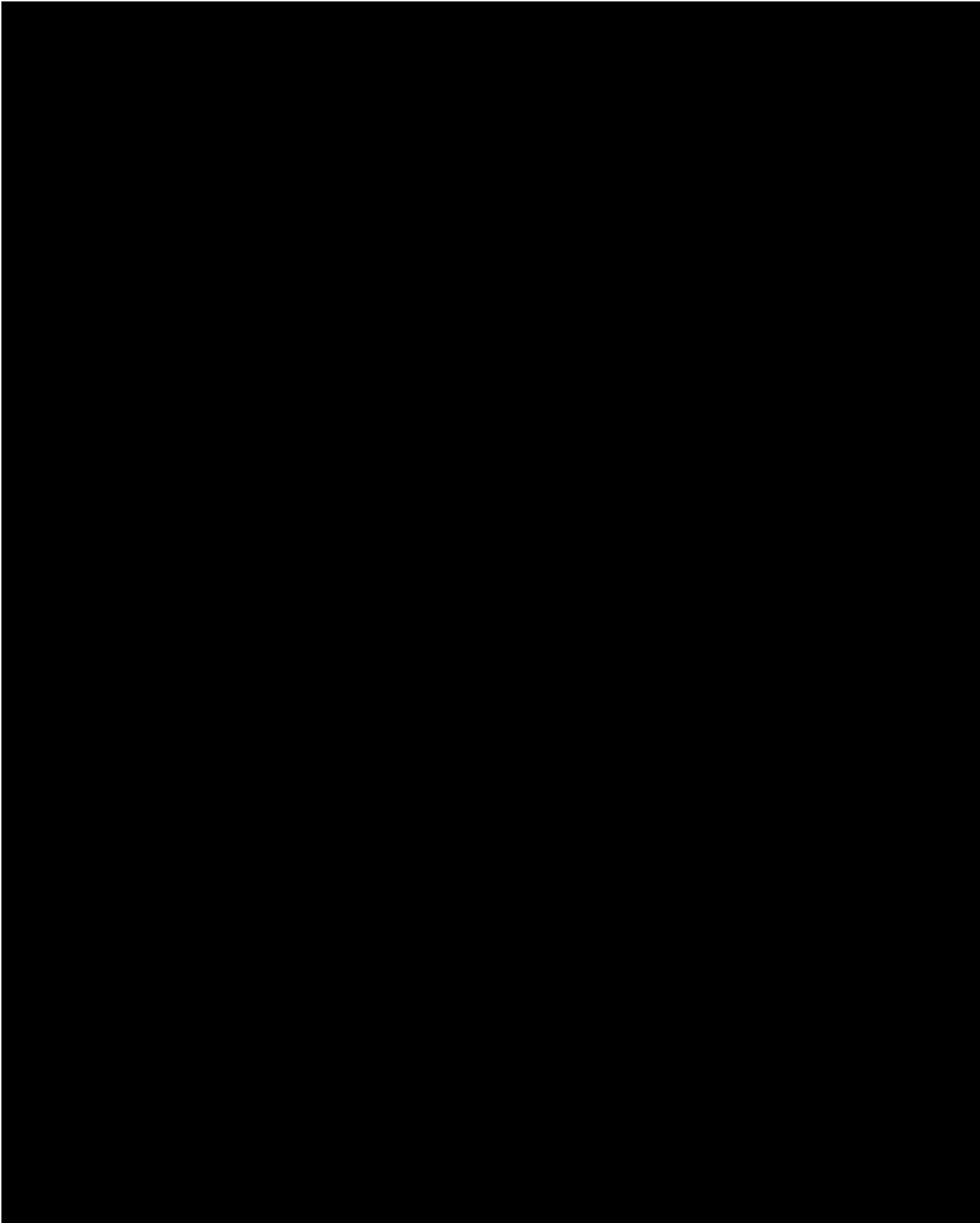
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-27	12-09-13		3 of 5



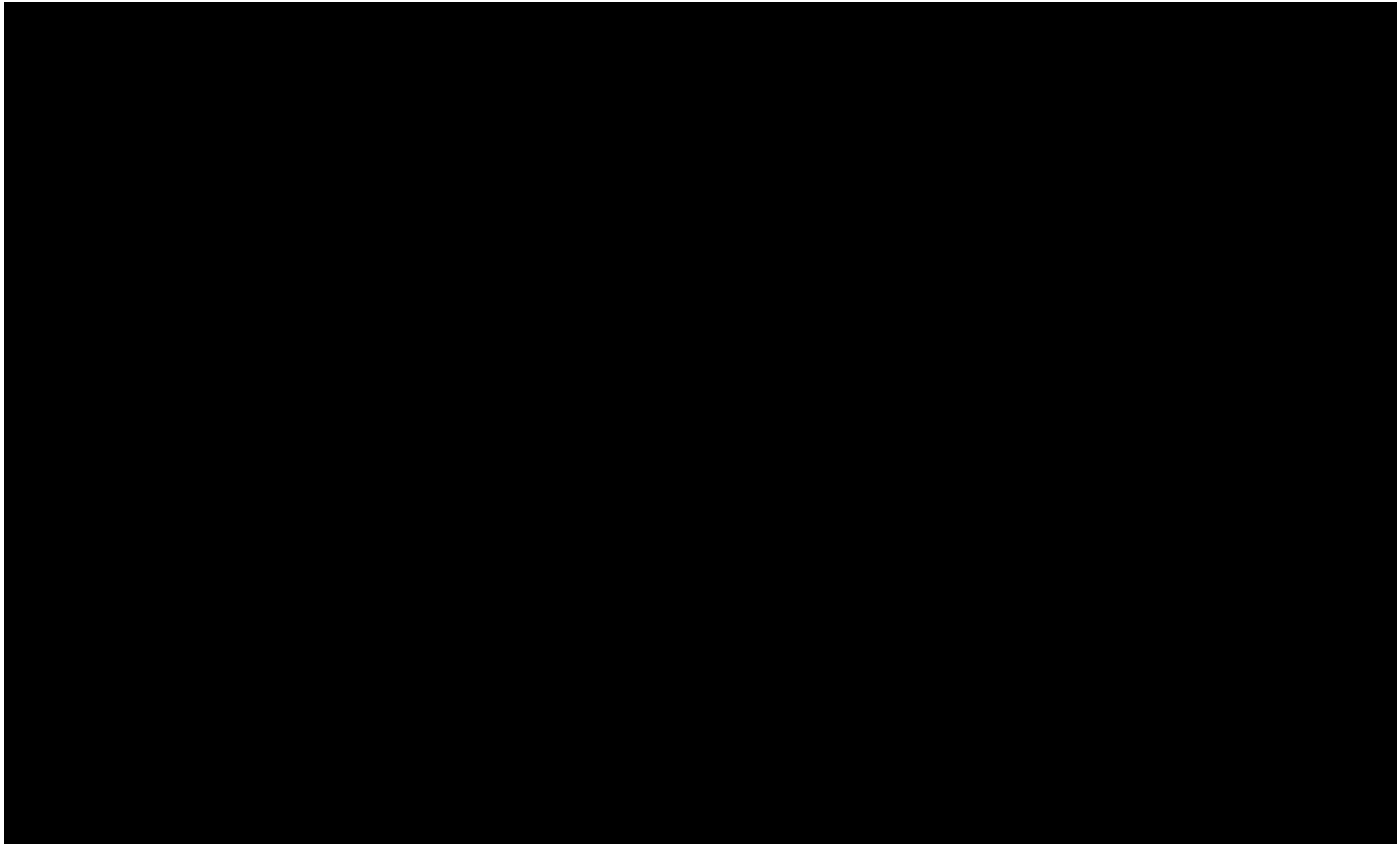
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-27	12-09-13		4 of 5



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-27	12-09-13		5 of 5





## DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-28	
<b>NOTIFICATION TO THE FINANCIAL CRIMES TASK FORCE</b>			
DATE ISSUED:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
12-09-13	12-09-13		1 of 2

**INVESTIGATOR** 1. **IMMEDIATELY NOTIFY** Financial Crimes Task Force (FCTF) personnel when any of the following occurs:

[Redacted content]

[Redacted content]

[Redacted content]

[Redacted content]

[Redacted content]

[Redacted content]

[Redacted content]

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# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-28	12-09-13		2 of 2

## INVESTIGATOR (continued)

2. Notify FCTF personnel in the following manner:
  - a. **ALWAYS transmit e-mail** to FCTF
  - b. Telephone FCTF  

  - c. If exigent circumstances exist, confer with:
    - (1) Chief of Detectives Wheel; **and**,
    - (2) Zone Commanding Officer / Detective Bureau Captain.
3. The following information will be included in the e-mail and provided to FCTF personnel:
  - a. Description of incident and facts regarding investigation
  - b. **COMPLAINT REPORT** Number
  - c. If applicable, Enterprise Case Management System (ECMS) Case Number
  - d. Rank, name, command, telephone number and e-mail address
  - e. Telephone number, fax number and e-mail address of involved command.
4. Prepare "Conferral" DD5 in associated ECMS case file and document:
  - a. Identity and contact information regarding involved FCTF personnel
  - b. Results of the conferral.
5. Submit "Conferral" DD5 to Detective Squad / Unit Supervisor for approval.



# DETECTIVE GUIDE

Section: Investigations		Procedure No: 502-29	
<b>NOTIFICATIONS REGARDING FIRES AND EXPLOSIONS / EXPLOSIVES</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## FIRES

Detective Bureau personnel will comply with the following procedure if they investigate or respond to or receive information regarding a fire that involves:

[REDACTED]

**INVOLVED  
DETECTIVE  
BUREAU  
PERSONNEL**

1. Immediately notify Chief of Detectives Wheel.

**CHIEF OF  
DETECTIVES  
WHEEL**

2. Notify:
- a. Arson and Explosion Squad
  - b. Commanding Officer, Special Investigations Division
  - c. Chief of Detectives
  - d. Intelligence Bureau Criminal Intelligence Section.

## EXPLOSIONS / EXPLOSIVES

Detective Bureau personnel will comply with the following procedure if they investigate or respond to or receive information regarding:

[REDACTED]



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
502-29	12-09-13		2 of 2

**INVOLVED  
DETECTIVE  
BUREAU  
PERSONNEL**

1. Imm      ediately notify Chief of Detectives Wheel.

**CHIEF OF  
DETECTIVES  
WHEEL**

2. Notify:

- a. Detective Bureau Duty Captain
- b. Arson and Explosion Squad
- c. Commanding Officer, Special Investigations Division
- d. Chief of Detectives
- e. Intelligence Bureau Criminal Intelligence Section.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-01	
<b>RECOVERING VIDEO / PHOTOS FROM TAXI / LIVERY VEHICLE SURVEILLANCE SYSTEMS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

**PROCEDURE**

When an investigator must recover video / photos from a taxi / livery vehicle surveillance system, comply with the following:

**INVESTIGATOR**

1. Immediately notify Patrol Borough Evidence Collection Team (ECT) personnel.
2. If Patrol Borough ECT personnel cannot retrieve video / photos from taxi / livery vehicle surveillance system, notify:
  - a. Zone Commanding Officer / Detective Bureau Captain
  - b. Office of Chief of Detectives Wheel.

**OFFICE OF CHIEF OF DETECTIVES WHEEL**

3. Notify Detective Bureau Investigative Liaison Unit personnel.
4. Notify involved Detective Borough or Detective Division Wheel.

**DETECTIVE BUREAU INVESTIGATIVE LIAISON UNIT PERSONNEL**

5. Confer with involved Zone Commanding Officer / Detective Bureau Captain and investigator.
6. Ensure video / photos are expeditiously recovered from taxi / livery vehicle surveillance system.



# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-02	
<b>UTILIZING REAL TIME CRIME CENTER TO ACQUIRE “SECUREWATCH 24” VIDEO</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## DEFINITIONS

**SUBJECT** – Person who is relevant to an investigation.

**OBJECT** – [REDACTED]

## PROCEDURE

Comply with the following procedure to acquire SW 24 video from Real Time Crime Center:

## INVESTIGATOR

1. Prior to responding to incident location, utilize Enterprise Case Management System (ECMS) to examine SecureWatch 24 (SW 24) camera location list by selecting:
  - a. “Help” on the Navigational Tool Bar
  - b. “User Manuals”
  - c. “Sources\_of\_Video” submenu folder
  - d. “Secure\_Watch\_24\_Camera\_Locations” folder
  - e. “SecureWatch24CameraLocations07-24-12.pdf” list.
2. Telephone Real Time Crime Center (RTCC) and provide the following information:
  - a. Description of incident and facts regarding investigation  
[REDACTED]
3. [REDACTED]
4. If SW24 cameras are actually or possibly present, telephone RTCC and request potentially probative video.
  - a. When applicable, provide additional information to RTCC investigator.
  - b. When applicable, provide information to RTCC investigator regarding locations where SW24 cameras that are not listed on the ECMS SW24 camera location list may be situated.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-02	12-09-13		2 of 2

- RTCC INVESTIGATOR**
5. Inform requesting Investigator if RTCC can view and acquire potentially probative video from involved SW24 cameras.
  6. If RTCC cannot view and acquire potentially probative video from involved SW24 cameras:
    - a. Attempt to acquire relevant video from SW24
    - b. Confer with requesting investigator and provide information regarding:
      - (1) Availability of potentially probative video from SW24
      - (2) When applicable, instructions regarding acquiring potentially probative video from SW24.
- INVESTIGATOR**
7. If potentially probative video cannot be acquired by RTCC from SW24, comply with instructions regarding acquiring potentially probative video from SW24.
  8. If potentially probative video can be acquired by RTCC from SW24, respond to RTCC and obtain DVD containing SW24 video and associated "CODEC / player" software.
  9. Prior to departing RTCC, view:
    - a. SW24 video acquired by RTCC from SW24
    - b. DVD containing SW24 video and associated "CODEC / player" software.
  10. After returning to assigned Detective Squad / Unit, prepare "Video Collection" DD-5 in ECMS and upload SW24 video and associated "CODEC / player" software as attachment thereto.
  11. Submit "Video Collection" DD-5 to Detective Squad / Unit supervisor for approval.
- DETECTIVE SQUAD / UNIT SUPERVISOR**
12. Review and, if appropriate, approve "Video Collection" DD-5.

DURING INVESTIGATION, IF INFORMATION REGARDING RELEVANT SW24 CAMERA(S) IS DISCOVERED

**INVESTIGATOR**





# DETECTIVE GUIDE

Section: Video		Procedure No: 503-03	
<b>PATROL SERVICES BUREAU CAMERA LOCATION LIST</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## PROCEDURE

When video system images may be relevant to an investigation, investigators will comply with the following procedure:

## INVESTIGATOR

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine Patrol Services Bureau video system camera location list by selecting:
  - a. "Help" on the Navigational Tool Bar; and,
  - b. "User Manuals"; and,
  - c. "Sources\_of\_Video" submenu folder; and,
  - d. "P.S.B.\_Camera\_Locations" folder; and,
  - e. "PSBCameras.pdf" list.



4. Notify appropriate personnel in compliance with applicable Detective Bureau and NYPD procedures to respond to operate the equipment utilized to view and download the involved video system images.
5. When responding personnel arrive, provide appropriate information regarding the incident and investigation.
6. After conferring with the responding personnel:
  - a. Promptly view all relevant video system images
  - b. Identify "probative" and "potentially probative" images
  - c. Ensure probative / potentially probative images and associated "CODEC / player" software are downloaded to video storage media
  - d. Obtain video storage media
  - e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
7. Examine, enhance if necessary and analyze probative / potentially probative images.
8. Prepare a "Video Collected" DD-5 in associated ECMS case file.
9. If there is a problem regarding the acquisition of relevant video system images, confer with:
  - a. Detective Squad Supervisor / Detective Bureau Supervisor; **and**,
  - b. Zone Commanding Officer / Detective Bureau Captain.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-03	12-09-13		2 of 2

- DETECTIVE  
SQUAD  
SUPERVISOR /  
DETECTIVE  
BUREAU  
SUPERVISOR  
OR ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**
10. When necessary, confer with the appropriate personnel and resolve any problems.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-04	
<b>ARGUS VIDEO SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 6

## SCOPE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The ARGUS video system cameras view outdoor areas. ARGUS video system cameras are **NOT** utilized to view windows of private dwellings **or** the interior of private dwellings **or** any indoor or outdoor area where a person has a “reasonable expectation of privacy.”

Images captured by the two ARGUS video system cameras are transmitted through cables to equipment utilized to archive the images that is situated in the associated “ARGUS camera box” (i.e., “local backup system”)

[REDACTED]

- The majority of ARGUS video systems **wirelessly** transmit images to:
- a. One or more corresponding “Primary Recording Locations” (PRLs) located in the involved Patrol Borough where the images may be viewed and downloaded utilizing the equipment situated at the PRL; and,

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-04	12-09-13		2 of 6

**SCOPE**  
**(continued)**

- b. One or more corresponding “specific designated outdoor locations” (i.e., “Hotspots”) situated in the involved Patrol Borough, where the images may be viewed and downloaded utilizing a NYPD laptop computer that has been specifically modified by TARU personnel.

[REDACTED]

[REDACTED]

The following locations are designated PRLs:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-04	12-09-13		3 of 6

## SCOPE (continued)

Authorized personnel stationed at the Lower Manhattan Security Coordination Center (LMSCC) can:

- a. **Control** each ARGUS video system camera located in all of the involved NYCHA Developments and in all of the Patrol Boroughs except Patrol Borough Staten Island
- b. **View** “live / real time” images and archived images and **download** archived images that are captured by each ARGUS video system located in all of the involved NYCHA Developments and in all of the Patrol Boroughs except Patrol Borough Staten Island.

Authorized personnel stationed at the Real Time Crime Center (RTCC) can **view** “live / real time” images and archived images and **download** archived images that are captured by each ARGUS video system located in all of the involved NYCHA Developments and in all of the Patrol Boroughs except Patrol Borough Staten Island.

Each ARGUS video system camera can be **controlled** by authorized personnel **and** “live / real time” images and archived images that are captured by each ARGUS video system can be **viewed** by properly trained personnel stationed at one or more corresponding:

- a. PRLs located in the involved Patrol Borough utilizing the equipment situated at the PRL; and,
- b. “Hotspots” situated in the involved Patrol Borough utilizing a NYPD laptop computer that has been specially modified by TARU personnel.

Archived images that are captured by **each** ARGUS video system may be **downloaded** by:

- a. Properly trained personnel stationed at one or more corresponding PRLs located in the involved Patrol Borough utilizing the equipment situated at the PRL
- b. TARU personnel who respond to one or more corresponding “Hotspots” located in the involved Patrol Borough and utilize a NYPD laptop computer that has been specially modified by TARU personnel.

Archived images that are captured by the limited number of ARGUS video systems that do **NOT** wirelessly transmit images to a PRL or a “Hotspot”:

- a. **Cannot** be **viewed** utilizing the equipment situated in the associated “ARGUS camera box”
- b. **Can** be viewed and **downloaded** by TARU personnel utilizing a bucket truck to access the “local backup system” situated in the associated “ARGUS camera box.”

The ARGUS Camera Location List can be found in the ECMS “Help” section under “User Manuals” in a folder entitled “ARGUS\_Camera\_Locations.”

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-04	12-09-13		4 of 6

**PROCEDURE** When ARGUS video system images may be relevant to an investigation, investigators will comply with the following procedure:

- INVESTIGATOR**
1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine ARGUS video system camera location list by selecting:
    - a. "Help" on the Navigational Tool Bar; and,
    - b. "User Manuals"; and,
    - c. "Sources\_of\_Video" submenu folder; and,
    - d. "ARGUS\_Camera\_Locations" folder; and,
    - e. "ARGUS.pdf" list.



4. Determine whether ARGUS video system images may be viewed and downloaded by:
  - a. Responding to a corresponding "Primary Recording Location" (PRL) located in the involved Patrol Borough and utilizing the equipment situated at the PRL; or,
  - b. Responding to a corresponding "Hotspot" located in the involved Patrol Borough and utilizing a NYPD laptop computer that has been specially modified by Chief of Department, Technical Assistance and Response Unit (TARU) personnel; or,
  - c. Requesting TARU personnel to respond to a corresponding ARGUS video system "ARGUS camera box" located in the involved Patrol Borough and utilize a bucket truck to access the "local back up system" situated in the associated "ARGUS camera box."

5. If there is a corresponding ARGUS video system PRL:

- a. Expeditiously respond to the involved PRL



- b. Confer with personnel assigned to RTCC or , if applicable, LMSCC or, if applicable, Detective Borough Staten Island (DBSI) and provide all relevant information regarding the incident and investigation

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-04	12-09-13		5 of 6

## INVESTIGATOR (continued)

- c. After conferring with the RTCC or LMSCC or DBSI personnel:
  - (1) Promptly view all relevant “live / real time” and archived ARGUS video system images
  - (2) Identify “probative” and “potentially probative” images
  - (3) Ensure probative / potentially probative images and associated “CODEC / player” software are downloaded to video storage media
  - (4) Obtain video storage media
  - (5) Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
6. If there is a corresponding ARGUS video system “Hotspot”:
  - a. When unusual circumstances exist, respond to involved “Hotspot” and:
    - (1) Promptly view all relevant “**live / real time**” ARGUS video system images; and,
    - (2) Identify “probative” and “potentially probative” images.
  - b. Absent extraordinary circumstances, do **NOT** respond to involved “Hotspot” to view and / or download **archived** ARGUS video system images.
7. If there is no corresponding PRL and no corresponding “Hotspot”:
  - a. Notify TARU personnel to respond to the involved ARGUS video system and provide location and **serial number** of the involved “ARGUS camera box.”
  - b. When TARU personnel arrive, provide all relevant information regarding the incident and investigation.
  - c. After conferring with the responding TARU personnel:
    - (1) Ensure all relevant requested ARGUS video system images and associated “CODEC / player” software are downloaded to video storage media.
      - (a) When extraordinary circumstances exist, ARGUS video system images may be viewed by TARU personnel prior to being downloaded.
    - (2) Recover video storage media.
    - (3) Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
    - (4) Promptly view all relevant requested ARGUS video system images.
    - (5) Identify “probative” and “potentially probative” images.
8. Examine, enhance if necessary and analyze probative / potentially probative images.
9. Prepare a “Video Collected” DD-5 in associated ECMS case file.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-04	12-09-13		6 of 6

- INVESTIGATOR** 10. If there is a problem regarding the acquisition of AGUS video system images, confer with:
- (continued)**
- a. Detective Squad Supervisor / Detective Bureau Supervisor;
  - and,**
  - b. Zone Commanding Officer / Detective Bureau Captain.

- DETECTIVE** 11. When necessary, confer with the appropriate TARU supervisor or executive and resolve any problems.
- SQUAD**
- SUPERVISOR /**
- DETECTIVE**
- BUREAU**
- SUPERVISOR**
- OR ZONE**
- COMMANDING**
- OFFICER /**
- DETECTIVE**
- BUREAU**
- CAPTAIN**

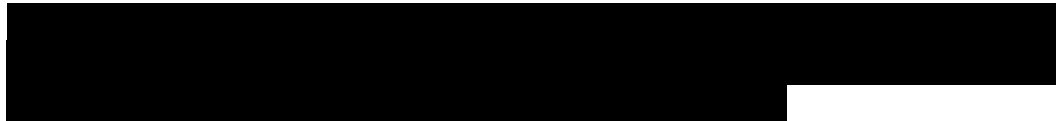


# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-05	
<b>INTERNET PROTOCOL DIGITAL VIDEO SURVEILLANCE (IPDVS) SYSTEM IN NYC DEPARTMENT OF EDUCATION SCHOOLS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

The new **Internet Protocol Digital Video Surveillance (IPDVS) system** and various legacy video systems are installed in some New York City Department of Education (DOE) elementary, middle and high schools.



## PROCEDURE

In order to view and recover IP DVS system video from a DOE school, investigators should comply with the following procedure:

## INVESTIGATOR

1. Respond to involved school and confer with:
  - a. School Safety Division (SSD) School Safety Agent (SSA) Level 3
  - b. Appropriate DOE personnel who can access the video.
2. View relevant video and identify probative video.
3. If probative video is identified, request DOE personnel to “bookmark” the probative video.
4. Confer with DOE personnel and document information required to subsequently recover the probative video (e.g., bookmark name(s), date(s) of incident(s), start time(s), end time(s), camera name(s), camera number(s), camera location(s)).
5. Transmit email to the Department of Education, and obtain DOE “Video Evidence Request” form.
  - a. Provide name, command, telephone number, email address and **COMPLAINT REPORT** number
  - b. Request DOE “Video Evidence Request” form be transmitted by email.
6. Prepare DOE “Video Evidence Request” form, request probative video and email to the Department of Education.
  - a. Provide name, command, telephone number, email address, **COMPLAINT REPORT** number and other required information
  - b. Request telephone and email notification when probative video is available to be recovered
  - c. When preparing DOE “Video Evidence Request” form:
    - (1) Do **NOT** enter information in “Bookmark Name(s)” caption
    - (2) Enter name of command in “School Name” caption.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-05	12-09-13		2 of 2

**INVESTIGATOR  
(continued)**

7. Obtain Deputy Commissioner, Legal Matters (DCLM) administrative subpoena requesting probative video.
8. Transmit DCLM administrative subpoena to DOE Division of Instructional and Information Technology (DOE DIIT):
  - a. E-mail or,
  - b. Fax to [REDACTED] or,
  - c. Deliver to [REDACTED]
9. Telephone [REDACTED] to confirm DCLM administrative subpoena and completed DOE "Video Evidence Request" form were received and are being processed by DOE DIIT.
10. When notification is received from DOE DIIT:
  - a. Respond to DOE DIIT located at [REDACTED] and recover CD / DVD containing probative video or,
  - b. Request that CD / DVD containing probative video be mailed to involved Detective Squad / Unit by using United Parcel Service (UPS) overnight delivery service.
11. When necessary, request assistance from:
  - a. SSD Field Intelligence Unit (SSD-FIU) personnel:
    - (1) Telephone SSD-FIU [REDACTED]
    - (2) If exigent circumstances exist, telephone SSD Operations Center, 24 hours per day 7 days per week
    - (3) E-mail [REDACTED] 24 hours per day 7 days per week.
  - b. Appropriate DOE personnel.



# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-06	
<b>NEW YORK CITY HOUSING AUTHORITY “VIDEO-INTERACTIVE, PATROL, ENHANCED, RESPONSE” (VIPER) CLOSED CIRCUIT TELEVISION SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## SCOPE



*Patrol Guide 212-98, “ Housing Bureau Cl osed Circuit Television Patrol” and Interim Or der 1-9, series 2006, entit led, “Organizational Change – Reorganization of Staten Island Housing Unit,” describe the VIPER CCTV video system program and procedures.*

The Housing Bureau VIPER / CCTV Un it adm inisters and coordinates the VIPER CCTV video system program.

The VIPER CCTV video system is installed, repaired, serviced, maintained, etc., by the Chief of Department, Technical Assistance and Response Unit (TARU).



Several VIPER CCTV video system s use the same “type” of video te chnology and other V IPER CCTV video system s use one of several different “types” of video technology.

The VIPER CCTV video system cam eras are utilized to captu re bo th video images and still photographic im ages. The VIPER CCTV video system utilize s color cameras and black / white cameras; and, fixed cameras and pan / tilt / zoom cameras. The VIPER CCTV video system cameras are overtly situated.

The VIPER CCTV video system cameras view outdoor and indoor areas in the following manner:

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-06	12-09-13		2 of 4

## SCOPE (continued)

- a. Indoor areas **accessible to the public** where a person has **no** “reasonable expectation of privacy” utilizing fixed cameras
- b. Outdoor areas utilizing pan / tilt / zoom cameras
- c. License plates affixed to vehicles located in the vicinity of the involved Development utilizing pan / tilt / zoom cameras.

VIPER CCTV video system cameras are **NOT** utilized to view windows of private dwellings **or** the interior of private dwellings **or** any indoor or outdoor area where a person has a “reasonable expectation of privacy.” Additionally, a photograph of a person will **NOT** be captured utilizing a VIPER CCTV video system camera unless there is a valid law enforcement related justification.

The VIPER CCTV video system in each involved NYCHA Development is utilized in the following manner:

- [REDACTED]
- [REDACTED]
- [REDACTED]

The cameras associated with **each** of the fifteen VIPER CCTV video systems are controlled and viewed “live / real time” by Video Patrol Officers situated at the corresponding VIPER Base.

Video Patrol Officers identify and report relevant information and activity such as:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

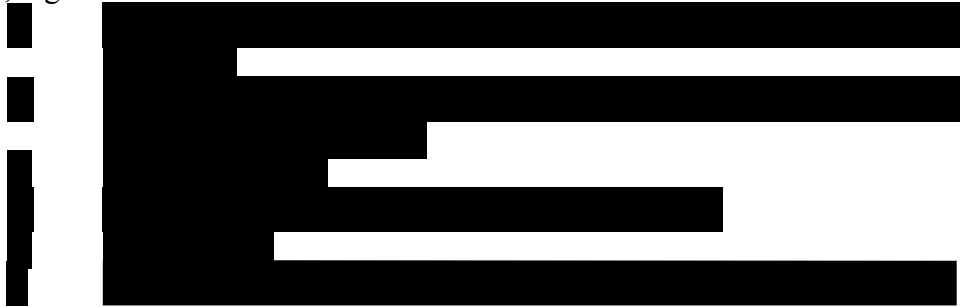


# DETECTIVE GUIDE

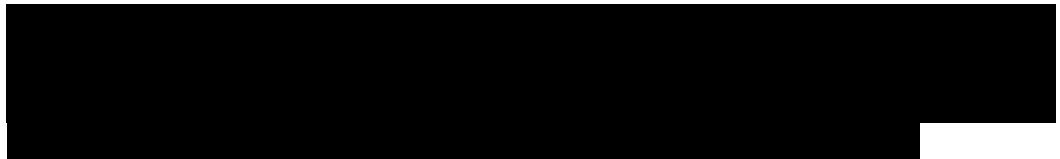
PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-06	12-09-13		3 of 4

**SCOPE  
(continued)**

Video Patrol Officers document their activity and actions on the following reports, logs and forms:



“Live / real time” and archived images that are captured by **each** VIPER CCTV video system can be viewed utilizing equipment situated in the corresponding VIPER Base.



Archived images that are captured by **each** VIPER CCTV video system can be downloaded utilizing equipment situated in the corresponding VIPER Base.

The Enterprise Case Management System (ECMS) contains a Housing Bureau Camera Location List that includes the following:



The Housing Bureau Camera Location List can be found in the ECMS “Help” section under “User Manuals” in a folder entitled “H.B. Camera Locations.”

**PROCEDURE**

When VIPER CCTV video system images may be relevant to an investigation, investigators will comply with the following procedure:

**INVESTIGATOR**

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine NYC Housing Authority VIPER CCTV video system camera location list by selecting:
  - a. “Help” on the Navigational Tool Bar
  - b. “User Manuals”
  - c. “Sources\_of\_Video” submenu folder
  - d. “H.B. Camera Locations” folder
  - e. “VIPER.pdf” list.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-06	12-09-13		4 of 4

- INVESTIGATOR (continued)**
2. Respond to incident scene and conduct expeditious and thorough canvass for cameras at all appropriate locations.
  3. Utilize appropriate investigative techniques to identify all cameras that may have images that have probative value and / or potentially probative value.
    - a. Consider and evaluate all relevant time periods, areas, persons, vehicles, buildings, objects and all other relevant information.
  4. Expeditiously respond to the involved VIPER Base to view VIPER CCTV video system images.
  5. Confer with Video Patrol Officer and provide all relevant information regarding the incident and investigation.
  6. After conferring with the Video Patrol Officer:
    - a. Promptly view all relevant “live / real time” and archived video images and, if applicable, all relevant still photographic images
    - b. Identify “probative” and “potentially probative” video images and, if applicable, still photographic images
    - c. Ensure probative / potentially probative video images are downloaded to video storage media
    - d. Obtain video storage media
    - e. If applicable, obtain at least three copies of **each** probative / potentially probative still photographic image
    - f. Properly mark, copy, package, seal, invoice, store, etc., video storage media and, if applicable, still photographic images in compliance with applicable NYPD procedures.
  7. Examine, enhance if necessary and analyze probative / potentially probative video images and, if applicable, still photographic images.
  8. Prepare a “Video Collected” DD-5 in associated ECMS case file.
  9. If there is a problem regarding the acquisition of VIPER CCTV video system video images or still photographic images, confer with:
    - a. Detective Squad Supervisor / Detective Bureau Supervisor
    - b. Zone Commanding Officer / Detective Bureau Captain.

**DETECTIVE  
SQUAD  
SUPERVISOR /  
DETECTIVE  
BUREAU  
SUPERVISOR  
OR ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

10. When necessary, confer with the involved Housing Bureau supervisor or executive and resolve any problems.



# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-07	
<b>NEW YORK CITY HOUSING AUTHORITY “SMALL SCALE” VIDEO SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## SCOPE



The Small Scale video system is installed, repaired, serviced, maintained, etc., by NYCHA.



Several Small Scale video system s use the same “type” of video technology and other Small Scale video system s use one of s several different “types” of video technology.

The Small Scale video system utilizes color cameras; and, fixed cameras and pan / tilt / zoom cameras. The Small Scale video system cameras are overtly situated and covertly situated.

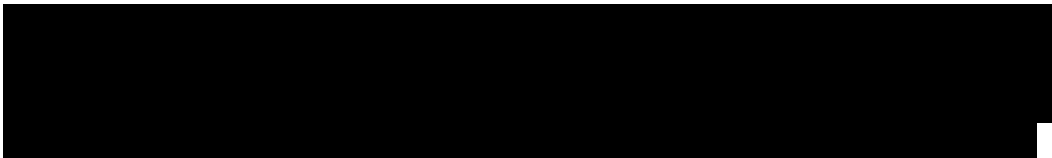
The Sm all Scale video system cam eras view outdoor and indoor areas in the following manner:

- a. Indoor areas **accessible to the pu blic** where a person has **no** “reasonable expectation of privacy”; and,
- b. Outdoor areas.

Small Scale video system cameras are **NOT** utilized to view windows of private dwellings **or** the inte rior of private dwellings **or** any indoor or outdoor area where a person has a “reasonable expectation of privacy”.



Archived im ages that are captured by **each** S mall Scale video system can be viewed utilizing equipment situated in **each** involved NYCHA Development.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-07	12-09-13		2 of 4

**SCOPE  
(continued)**

Archived images that are captured by **each** Small Scale video system can be downloaded utilizing equipment situated in **each** involved NYCHA Development.

The Enterprise Case Management System (ECMS) contains a Housing Bureau Camera Location List that includes the following:



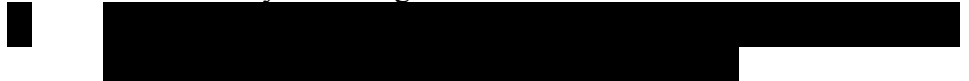
The Housing Bureau Camera Location List can be found in the ECMS “Help” section under “User Manuals” in a folder entitled “H.B. Camera Locations”.

**PROCEDURE**

When Small Scale video system images may be relevant to an investigation, investigators will comply with the following procedure:

**INVESTIGATOR**

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine NYC Housing Authority Small Scale video system camera location list by selecting:
  - a. “Help” on the Navigational Tool Bar; and,
  - b. “User Manuals”; and,
  - c. “Sources\_of\_Video” submenu folder; and,
  - d. “H.B. Camera Locations” folder; and,
  - e. “NYCHASmallScale.pdf” list.
2. Respond to incident scene and conduct expeditious and thorough canvass for cameras at all appropriate locations.
3. Utilize appropriate investigative techniques to identify all cameras that may have images that have probative value and / or potentially probative value.
  - a. Consider and evaluate all relevant time periods, areas, persons, vehicles, buildings, objects and all other relevant information.
4. Notify appropriate NYCHA personnel to respond to the involved Development to operate the equipment utilized to view and download Small Scale video system images.



- (1) If there is a problem, question, issue, request, etc., that can not be resolved by the NYCHA CCTV Unit personnel, telephone Housing Bureau Wheel and confer with a supervisor or, if no supervisor is available, a police officer.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-07	12-09-13		3 of 4

## INVESTIGATOR (continued)



(1) If there is a problem, question, issue, request, etc., that can not be resolved by the NYC HA ESD personnel, telephone Housing Bureau Wheel and confer with a supervisor or, if no supervisor is available, a police officer.

5. Notify Detective Squad Supervisor / Detective Bureau Supervisor **and** Zone Commanding Officer / Detective Bureau Captain if:
  - a. Exigent circumstances exist; or,
  - b. NYCHA personnel will not respond to the involved NYCHA Development in a timely manner; or,
  - c. There is a problem, question, issue, request, etc., that can not be resolved by the appropriate NYCHA personnel or Housing Bureau personnel.

## ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN

6. When necessary, confer with the involved NYCHA personnel and / or Housing Bureau supervisor or executive and resolve any problems.

## INVESTIGATOR

7. When appropriate NYCHA personnel arrive, provide all relevant information regarding the involved incident.
8. After conferring with the responding NYCHA personnel:
  - a. Promptly view all relevant Small Scale video system images
  - b. Identify “probative” and “potentially probative” images
  - c. Ensure probative / potentially probative images and associated “CODEC / player” software are downloaded to video storage media
  - d. Obtain video storage media
  - e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
9. Examine, enhance if necessary and analyze probative / potentially probative images.
10. Prepare a “Video Collected” DD-5 in associated ECMS case file.
11. If there is a problem regarding the acquisition of Small Scale video system images, confer with:
  - a. Detective Squad Supervisor / Detective Bureau Supervisor; **and**,
  - b. Zone Commanding Officer / Detective Bureau Captain.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-07	12-09-13		4 of 4

**DETECTIVE  
SQUAD  
SUPERVISOR /  
DETECTIVE  
BUREAU  
SUPERVISOR  
OR ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

12. When necessary, confer with the involved NYCHA personnel and / or the appropriate Housing Bureau supervisor or executive and resolve any problems.



# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-08	
<b>NEW YORK CITY HOUSING AUTHORITY “LOBBY CAMERA INITIATIVE” VIDEO SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE



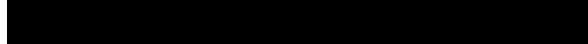
The Lobby Camera Initiative video system is installed, repaired, serviced, maintained, etc., by the Chief of Department, Technical Assistance and Response Unit (TARU).



Several Lobby Camera Initiative video systems use the same “type” of video technology and other Lobby Camera Initiative video systems use one of several different “types” of video technology.

The Lobby Camera Initiative video system utilizes color cameras and black / white cameras; and, fixed cameras. The Lobby Camera Initiative video system cameras are overtly situated and covertly situated.

The Lobby Camera Initiative video system cameras view indoor areas **accessible to the public** where a person has **no** “reasonable expectation of privacy” and outdoor areas **including the entrance and exit areas** of each involved building



The Lobby Camera Initiative video system cameras are **NOT** utilized to view windows of private dwellings **or** the interior of private dwellings **or** any indoor or outdoor area where a person has a “reasonable expectation of privacy.”



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-08	12-09-13		2 of 3

## SCOPE (continued)



The Enterprise Case Management System (ECMS) contains a Housing Bureau Camera Location List that includes the following:



The Housing Bureau Camera Location List can be found in the ECMS “Help” section under “User Manuals” in a folder entitled “H.B. Camera Locations.”

## PROCEDURE

When Lobby Camera Initiative video system images may be relevant to an investigation, investigators will comply with the following procedure:

## INVESTIGATOR

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine NYC Housing Authority Lobby Camera Initiative video system camera location list by selecting:
  - a. “Help” on the Navigational Tool Bar
  - b. “User Manuals”
  - c. “Sources\_of\_Video” submenu folder
  - d. “H.B. Camera Locations” folder
2. Respond to incident scene and conduct expeditious and thorough canvass for cameras at all appropriate locations.
3. Utilize appropriate investigative techniques to identify all cameras that may have images that have probative value and / or potentially probative value.
  - a. Consider and evaluate all relevant time periods, areas, persons, vehicles, buildings, objects and all other relevant information.
4. Notify Chief of Department, Technical Assistance and Response Unit (TARU) personnel to respond [redacted] to operate the equipment utilized to view and download the Lobby Camera Initiative video system images.
5. When TARU personnel arrive, provide all relevant information regarding the incident and investigation.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-08	12-09-13		3 of 3

- INVESTIGATOR (continued)**
6. After conferring with the responding TARU personnel:
    - a. Promptly view all relevant Lobby Camera Initiative video system images
    - b. Identify “probative” and “potentially probative” images
    - c. Ensure probative / potentially probative images and associated “CODEC / player” software are downloaded to video storage media
    - d. Obtain video storage media
    - e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
  7. Examine, enhance if necessary and analyze probative / potentially probative images.
  8. Prepare a “Video Collected” DD-5 in associated ECMS case file.
  9. If there is a problem regarding the acquisition of Lobby Camera Initiative video system images, confer with:
    - a. Detective Squad Supervisor / Detective Bureau Supervisor
    - b. Zone Commanding Officer / Detective Bureau Captain.

- DETECTIVE SQUAD SUPERVISOR / DETECTIVE BUREAU SUPERVISOR OR ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN**
10. When necessary, confer with the appropriate TARU supervisor or executive and resolve any problems.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-09	
<b>“OPERATION SAFE STORE” VIDEO SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE



The Operation Safe Store video system is installed, repaired, serviced, maintained, etc., by the Chief of Department, Technical Assistance and Response Unit (TARU).



Several Operation Safe Store video systems use the same “type” of video technology and other Operation Safe Store video systems use one of several different “types” of video technology.

The Operation Safe Store video system utilizes fixed color cameras that are overtly situated.

The Operation Safe Store video system cameras view outdoor areas and indoor areas including the entrance and exit areas of each involved grocery store.




Archived images that are captured by the Operation Safe Store video system can be downloaded utilizing equipment situated in each involved grocery store.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-09	12-09-13		2 of 3

**PROCEDURE** When Operation Safe Store video system images may be relevant to an investigation, investigators will comply with the following procedure:

- INVESTIGATOR**
1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine Operation Safe Store video system camera location list by selecting:
    - a. "Help" on the Navigational Tool Bar
    - b. "User Manuals"
    - c. "Sources\_of\_Video" submenu folder
    - d. "Operation\_Safe\_Store\_Camera\_Locations" folder
    - e. "SafeStoresList.pdf" list.
  4. Notify Chief of Department, Technical Assistance and Response Unit (TARU) personnel to respond to the involved Operation Safe Store grocery store to operate the equipment utilized to view and download the Operation Safe Store video system images.
  5. When TARU personnel arrive, provide all relevant information regarding the incident and investigation.
  6. After conferring with the responding TARU personnel:
    - a. Promptly view all relevant Operation Safe Store video system images
    - b. Identify "probative" and "potentially probative" images
    - c. Ensure probative / potentially probative images and associated "CODEC / player" software are downloaded to video storage media
    - d. Obtain video storage media
    - e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
  7. Examine, enhance if necessary and analyze probative / potentially probative images.
  8. Prepare a "Video Collected" DD-5 in associated ECMS case file.
  9. If there is a problem regarding the acquisition of Operation Safe Store video system images, confer with:
    - a. Detective Squad Supervisor / Detective Bureau Supervisor
    - b. Zone Commanding Officer / Detective Bureau Captain.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-09	12-09-13		3 of 3

**DETECTIVE**  
**SQUAD**  
**SUPERVISOR /**  
**DETECTIVE**  
**BUREAU**  
**SUPERVISOR**  
**OR ZONE**  
**COMMANDING**  
**OFFICER /**  
**DETECTIVE**  
**BUREAU**  
**CAPTAIN**

10. When necessary, confer with the appropriate TARU supervisor or executive and resolve any problems.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-10	
<b>“SKYWATCH” MOBILE SURVEILLANCE TOWER VIDEO SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

The SkyWatch MST trailer surveillance tower is a structural component of the trailer. When the Skywatch MST trailer arrives at its destination, the surveillance tower is erected. At the top of the surveillance tower there is an enclosed compartment (i.e., Capsule) where a police officer may be stationed in order to view the surrounding area. When fully erected, the surveillance tower extends vertically twenty-five feet.

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

The SkyWatch MST trailer video system utilized by the Housing Bureau has one PTZ recording, color (day) / black-white (night) video camera affixed to the exterior of the Capsule to provide intelligence, investigative, patrol, security, prevention, safety, etc., related surveillance images.

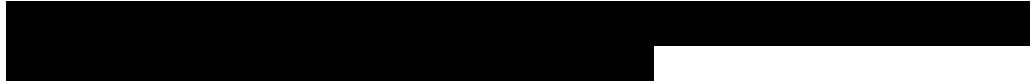
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-10	12-09-13		2 of 3

## SCOPE (continued)



The PTZ camera affixed to the Capsule may be **controlled** by properly trained personnel stationed in the Capsule.



## PROCEDURE

When SkyWatch MST trailer video system images may be relevant to an investigation, investigators will comply with the following procedure:

## INVESTIGATOR



3. Notify Chief of Department, Technical Assistance and Response Unit (TARU) personnel to respond to the incident to operate the equipment utilized to view and download the SkyWatch MST trailer video system images.
4. When TARU personnel arrive, provide all relevant information regarding the incident and investigation.
5. After conferring with the responding TARU personnel:
  - a. Promptly view all relevant “live / real time” and archived SkyWatch MST trailer video system images
  - b. Identify “probative” and “potentially probative” images
  - c. Ensure probative / potentially probative images and associated “CODEC / player” software are downloaded to video storage media
  - d. Obtain video storage media
  - e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
6. Examine, enhance if necessary and analyze probative / potentially probative images.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-10	12-09-13		3 of 3

- INVESTIGATOR** 7. Prepare a "Video Collected" DD-5 in associated ECMS case file.  
**(continued)** 8. If there is a problem regarding the acquisition of SkyWatch MST trailer video system images, confer with:
- a. Detective Squad Supervisor / Detective Bureau Supervisor
  - b. Zone Commanding Officer / Detective Bureau Captain.
- DETECTIVE** 9. When necessary, confer with the appropriate TARU supervisor or  
**SQUAD** executive and resolve any problems.  
**SUPERVISOR /**  
**DETECTIVE**  
**BUREAU**  
**SUPERVISOR**  
**OR ZONE**  
**COMMANDING**  
**OFFICER /**  
**DETECTIVE**  
**BUREAU**  
**CAPTAIN**



# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-11	
<b>“TERRAHAWK” MOBILE SURVEILLANCE TOWER VIDEO SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE

[REDACTED]

The TerraHawk MST vehicle is a van type vehicle and the surveillance tower is a structural component of the vehicle. When the TerraHawk MST vehicle arrives at its destination, the surveillance tower is erected. At the top of the surveillance tower there is an enclosed compartment (i.e., Capsule) where a police officer may be stationed in order to view the surrounding area. When fully erected, the surveillance tower extends vertically twenty-five feet.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-11	12-09-13		2 of 3

**SCOPE**  
**(continued)**



**PROCEDURE**

When TerraHawk MST vehicle video system images may be relevant to an investigation, investigators will comply with the following procedure:

**INVESTIGATOR**



3. Notify Chief of Department, Technical Assistance and Response Unit (TARU) personnel to respond to the incident to operate the equipment utilized to view and download the TerraHawk MST vehicle video system images.
4. When TARU personnel arrive, provide all relevant information regarding the incident and investigation.
5. After conferring with the responding TARU personnel:
  - a. Promptly view all relevant “live / real time” and archived TerraHawk MST vehicle video system images
  - b. Identify “probative” and “potentially probative” images
  - c. Ensure probative / potentially probative images and associated “CODEC / player” software are downloaded to video storage media utilizing the appropriate software and hardware
  - d. Obtain video storage media
  - e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
6. Examine, enhance if necessary and analyze probative / potentially probative images.
7. Prepare a “Video Collected” DD-5 in associated ECMS case file.
8. If there is a problem regarding the acquisition of TerraHawk MST vehicle video system images, confer with:
  - a. Detective Squad Supervisor / Detective Bureau Supervisor
  - b. Zone Commanding Officer / Detective Bureau Captain.

# **DETECTIVE GUIDE**

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-11	12-09-13		3 of 3

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CAPTAIN**

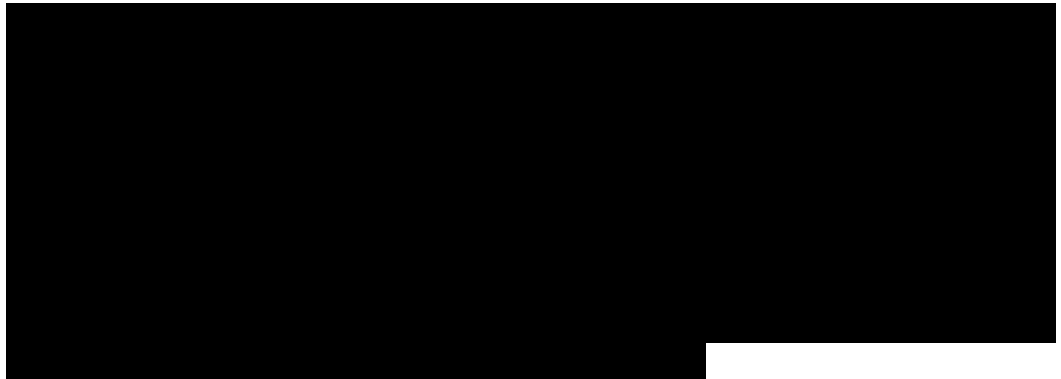
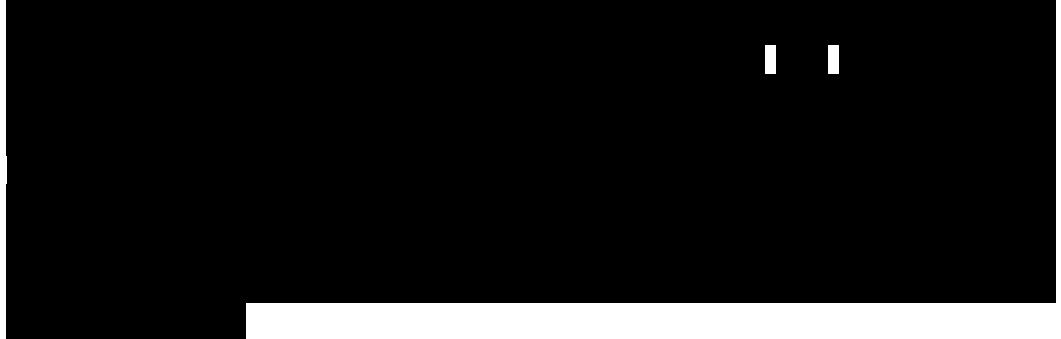
9. When necessary, confer with the appropriate TARU supervisor or executive and resolve any problems.



# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-12	
<b>LOWER MANHATTAN SECURITY COORDINATION CENTER DOMAIN AWARENESS SYSTEM VIDEO</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE



The video s ystem cam eras a ccessed at the LM SCC utiliz e analog and digital technology and include:

- a. Color cam eras and black and white cam eras and color (d ay) / black-white (night) cameras and infrared cameras; and,
- b. Fixed cameras and pan / tilt / zoom (PTZ) cameras.

The video s ystem cameras accessed at the LMS CC are overtly situated and are **ONLY** utilized to view “public spaces.” “Public spaces” in clude outdoor areas and indoor areas to which the public has access.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-12	12-09-13		2 of 3

**SCOPE**  
**(continued)**

Some of the video systems that can be accessed at the LMSCC include:



The LMSCC Camera Location List can be found in the ECMS “Help” section under “User Manuals” in a folder entitled “LMSCC\_Camera\_Locations.”

**PROCEDURE**

When video system images may be relevant to an investigation, investigators will comply with the following procedure:

**INVESTIGATOR**

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine relevant video system camera location lists by selecting:
  - a. “Help” on the Navigational Tool Bar; and,
  - b. “User Manuals”; and,
  - c. “Sources\_of\_Video” submenu folder; and,
  - d. “LMSCC\_Camera\_Locations” folder; and,
  - e. “LMSCCa\_meras.pdf” list.



4. Confer with Lower Manhattan Security Coordination Center (LMSCC) supervisor and, absent unusual circumstances, expeditiously respond to the LMSCC.
5. Confer with personnel assigned to the LMSCC and provide all relevant information regarding the incident and investigation.
6. After conferring with the LMSCC personnel:
  - a. Promptly view all relevant “live / real time” and archived video system images

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-12	12-09-13		3 of 3

**INVESTIGATOR  
(continued)**

- b. Identify “probative” and “potentially probative” images
- c. Ensure probative / potentially probative images and associated “CODEC / player” software are downloaded to video storage media
- d. Obtain video storage media
- e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
- 7. Examine, enhance if necessary and analyze probative / potentially probative images.
- 8. Prepare a “Video Collected” DD-5 in associated ECMS case file.
- 9. If there is a problem regarding the acquisition of video system images from LMSCC, confer with:
  - a. Detective Squad Supervisor / Detective Bureau Supervisor; **and**,
  - b. Zone Commanding Officer / Detective Bureau Captain.

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BUREAU  
CAPTAIN**

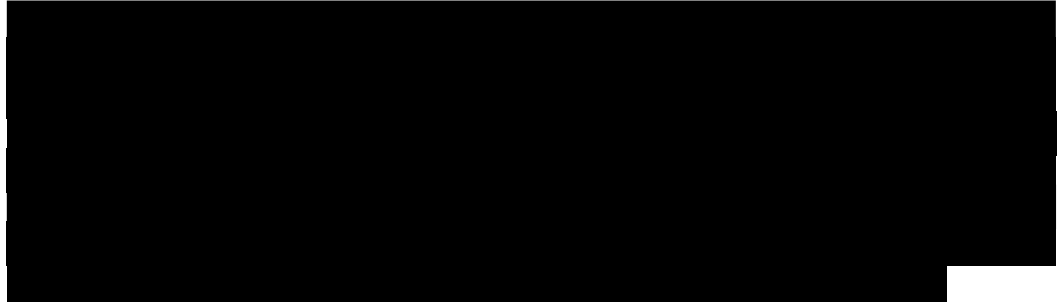
- 10. When necessary, confer with the appropriate LMSCC or Deputy Commissioner, Counterterrorism supervisor or executive and resolve any problems.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-13	
<b>METROPOLITAN TRANSPORTATION AUTHORITY NEW YORK CITY TRANSIT SUBWAY RELATED VIDEO SYSTEMS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 7

## PURPOSE



MTA-NYCT subway related video systems are installed, repaired, serviced, maintained, etc., by MTA-NYCT.

Several MTA-NYCT subway related video systems use the same "type" of video technology and other MTA-NYCT subway related video systems use one of several different "types" of video technology.

MTA-NYCT subway related video systems utilize color cameras and black / white cameras; and, fixed cameras and pan / tilt / zoom cameras. MTA-NYCT subway related video system cameras are overtly situated.

MTA-NYCT subway related recording video systems are categorized as follows:

- [Redacted]
- [Redacted]

### I. LOWER MANHATTAN SECURITY COORDINATION CENTER DOMAIN AWARENESS SYSTEM ACCESSIBLE RECORDING VIDEO SYSTEMS

## SCOPE



# DETECTIVE GUIDE

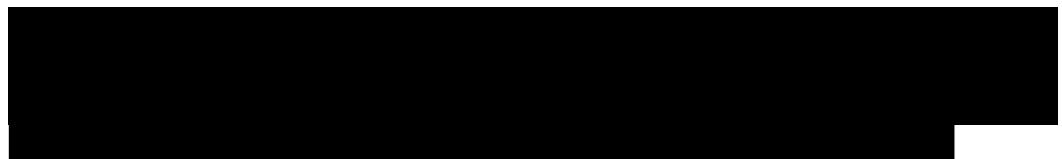
PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-13	12-09-13		2 of 7

## SCOPE (continued)



MTA-NYCT video system cameras accessed at LMSSC are **ONLY** utilized to view “public spaces” in the nine involved MTA-NYCT subway station facilities / complexes and stations. Public spaces are outdoor areas and indoor areas to which the public has access and include turnstiles / Passenger Identification Systems (PIDS), platforms, stairways, passageways, entrances / exits and mezzanines. MTA-NYCT video system cameras accessed at the LMSSC are also utilized to view non-publicly accessible areas in one MTA-NYCT under-river subway tunnel.

Several MTA-NYCT video system cameras accessed at the LMSSC can be **controlled** by LMSSC personnel.



## PROCEDURE

When MTA-NYCT subway related video system images may be relevant to an investigation, comply with the following procedure:

## INVESTIGATOR

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine relevant video system camera location lists by selecting:
  - a. “Help” on the Navigational Tool Bar; and,
  - b. “User Manuals”; and,
  - c. “Sources\_of\_Video” submenu folder; and,
  - d. “LMSSC\_Camera\_Locations” folder; and,

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-13	12-09-13		3 of 7

## INVESTIGATOR (continued)

- e. "LMSCCCamerasMTA-NYCTSubways.pdf" list; and,
- f. "MTA-NYCT\_Camera\_Locations" folder; and,
- g. "NYCT-EM DSupportedSubwayCameras.pdf" list.



4. Confer with LMSSC supervisor and determine whether involved MTA-NYCT cameras are accessible at the LMSSC.
5. If involved MTA-NYCT cameras are accessible at the LMSSC, absent unusual circumstances, expeditiously respond to the LMSSC.
6. Confer with personnel assigned to the LMSSC and provide all relevant information regarding the incident and investigation.
7. After conferring with the LMSSC personnel:
  - a. Promptly view all relevant "live / real time" and archived MTA-NYCT video system images
  - b. Identify "probative" and "potentially probative" images
  - c. Ensure probative / potentially probative images and associated "CODEC / player" software are downloaded to video storage media
  - d. Obtain video storage media
  - e. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
8. Examine, enhance if necessary and analyze probative / potentially probative images.
9. Prepare a "Video Collected" DD-5 in associated ECMS case file.
10. If there is a problem regarding the acquisition of video system images from LMSSC, confer with:
  - a. Detective Squad Supervisor / Detective Bureau Supervisor; **and**,
  - b. Zone Commanding Officer / Detective Bureau Captain.
11. When necessary, confer with the appropriate LMSSC or Deputy Commissioner, Counterterrorism supervisor or executive and resolve any problems.

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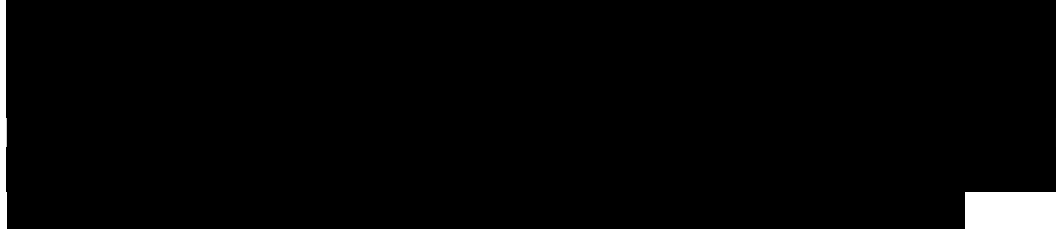


# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-13	12-09-13		4 of 7

## II. TRANSIT SPECIAL INVESTIGATIONS UNIT ACCESSIBLE RECORDING VIDEO SYSTEMS

### SCOPE



TSIU accessible MTA-NYCT video system cameras are **ONLY** utilized to view areas where a person has **no** “reasonable expectation of privacy.” The majority of TSIU accessible MTA-NYCT video system cameras view turnstiles / Passenger Identification Systems (PIDS) situated at the involved subway stations; however, platforms, stairways, passageways, entrances / exits and mezzanines are also viewed at several involved subway stations. TSIU accessible MTA-NYCT video system cameras situated at subway stations contiguous to the fourteen under-river subway tunnels are utilized to view into the under-river subway tunnels.



### PROCEDURE

When MTA-NYCT subway related video system images may be relevant to an investigation, comply with the following procedure:

### INVESTIGATOR

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine relevant video system camera location lists by selecting:
  - a. “Help” on the Navigational Tool Bar; and,
  - b. “User Manuals”; and,
  - c. “Sources\_of\_Video” submenu folder; and,
  - d. “LMSCC\_Camera\_Locations” folder; and,
  - e. “LMSCCCamerasMTA-NYCTSubways.pdf” list; and,

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-13	12-09-13		5 of 7

## INVESTIGATOR (continued)

- f. "MTA-NYCT\_Camera\_Locations" folder; and
- g. "NYCT-EM\_DSsupportedSubwayCameras.pdf" list.

[REDACTED]

- 4. Notify Transit Special Investigations Unit (TSIU) personnel in the following manner:

[REDACTED]

- (1) If immediate notification is required, confer with:

- (a) Chief of Detectives Wheel; **and**,
- (b) Zone Commanding Officer / Detective Bureau Captain.

- 5. If extraordinary circumstances exist, confer with:

- a. Chief of Detectives Wheel; **and**,
- b. Involved Detective Borough / Detective Division Commanding Officer or Executive Officer.

- 6. If extraordinary exigent circumstances exist (i.e., act of terrorism; police officer shot, killed or seriously injured; highly unusual incident or sensitive event requiring an urgent response), confer with:

- a. Chief of Detectives Wheel; **and**,
- b. Chief of Detectives.

- 7. Confer with TSIU personnel:

- a. Provide:

[REDACTED]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-13	12-09-13		6 of 7

## INVESTIGATOR (continued)

- b. Determine whether images captured by involved MTA-NYCT cameras are:
- c. [REDACTED]
- d. When extraordinary circumstances exist, request permission to view requested relevant images with MTA-NYCT Electronic Maintenance Division (EMD) personnel prior to being downloaded by EMD personnel.
- e. When extraordinary exigent circumstances exist, provide all relevant information regarding the extraordinary exigent circumstances.

## DETECTIVE BOROUGH/ DETECTIVE DIVISION COMMANDING OFFICER OR EXECUTIVE OFFICER

8. When extraordinary circumstances exist, confer with TSIU personnel and request that EMD and NYPD personnel view requested relevant images prior to being downloaded by EMD personnel.

## CHIEF OF DETECTIVES/ DESIGNEE

9. When extraordinary exigent circumstances exist confer with:
- a. TSIU personnel; and,
- b. NYPD Sergeant assigned to the MTA-NYCT Rail Control Center; and,
- c. On-duty MTA-NYCT General Superintendent.

## TRANSIT SPECIAL INVESTIGATIONS UNIT INVESTIGATOR

10. Confer with involved investigator, obtain and document all relevant information and provide TSIU Request Log Number.
11. Promptly confer with EMD personnel and ensure that requested relevant images and associated "CODEC / player" software are expeditiously downloaded to video storage media.
- a. When extraordinary circumstances exist, request that EMD and NYPD personnel view requested relevant images prior to being downloaded by EMD personnel.
12. When extraordinary exigent circumstances exist, assist Chief of Detectives and involved Detective Borough / Detective Division Commanding Officer or Executive Officer.

## INVESTIGATOR

13. When extraordinary circumstances exist, respond to incident scene and view requested relevant images with EMD personnel prior to being downloaded by EMD personnel.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-13	12-09-13		7 of 7

**INVESTIGATOR (continued)** 14. When extraordinary exigent circumstances exist, comply with directions provided by Chief of Detectives and \_\_\_ involved Detective Borough / Detective Division Commanding Officer or Executive Officer.

**TRANSIT SPECIAL INVESTIGATIONS UNIT INVESTIGATOR** 15. When appropriate, notify involved investigator to respond to TSIU and recover video storage media containing requested relevant images and associated “CODEC / player” software.  
 a. When extraordinary exigent circumstances exist, notify involved investigator to respond to location designated by involved Detective Borough / Detective Division Commanding Officer or Executive Officer and recover video storage media.

**INVESTIGATOR** 16. Expeditiously respond to TSIU and recover video storage media.  
 a. When extraordinary exigent circumstances exist, respond to location designated by involved Detective Borough / Detective Division Commanding Officer or Executive Officer and recover video storage media.  
 17. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.  
 18. Promptly view all requested relevant MTA-NYCT video system images.  
 19. Identify “probative” and “potentially probative” images.  
 20. Examine, enhance if necessary and analyze probative / potentially probative images.  
 21. Prepare a “Video Collected” DD-5 in associated ECMS case file.  
 22. If there is a problem regarding the acquisition of involved MTA-NYCT video system images, confer with:  
 a. Detective Squad Supervisor / Detective Bureau Supervisor; **and**,  
 b. Zone Commanding Officer / Detective Bureau Captain.

**DETECTIVE SQUAD SUPERVISOR / DETECTIVE BUREAU SUPERVISOR OR ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN** 23. When necessary, confer with the appropriate TSIU personnel or Central Robbery Division executive and resolve any problems.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-14	
<b>METROPOLITAN TRANSPORTATION AUTHORITY NEW YORK CITY TRANSIT BUS RELATED VIDEO SYSTEMS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE



Several MTA-NYCT bus related video systems use the same “type” of video technology and other MTA-NYCT bus related video systems use one of several different “types” of video technology.

MTA-NYCT bus related video systems utilize fixed color (day) / black-white (night) cameras that are overtly and covertly situated. Currently six overt cameras and one covert camera are installed on a “standard” bus; and, seven overt cameras and one covert camera are installed on an “articulated” bus.



MTA-NYCT bus related video system cameras are **ONLY** utilized to view areas where a person has **no** “reasonable expectation of privacy.” MTA-NYCT bus related video system cameras view the:

- a. Interior of the bus including the entrance and exit doors but **excluding** the “bus operator position”; and,
- b. Exterior front of the bus including the roadway.



Archived images that are captured by MTA-NYCT bus related video systems are downloaded by MTA-NYCT Department of Security (DOS) personnel; and, when special circumstances exist, may be viewed by DOS and NYPD personnel prior to be downloaded by DOS personnel.

## PROCEDURE

When MTA-NYCT bus related video system images may be relevant to an investigation, comply with the following procedure:

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-14	12-09-13		2 of 3

- INVESTIGATOR**
1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine relevant video system camera location lists by selecting:
    - a. "Help" on the Navigational Tool Bar; and,
    - b. "User Manuals"; and,
    - c. "Sources\_of\_Video" submenu folder; and,
    - d. "MTA-NYCT\_Camera\_Locations" folder; and,
    - e. "NYCT-Bus Cameras.pdf" list.

[REDACTED]
  4. Notify MTA-NYCT Department of Security (DOS) 24 hours per day, 7 days per week by telephone at [REDACTED]
  5. If exigent circumstances exist, confer with:
    - a. Chief of Detectives Wheel; **and**,
    - b. Zone Commanding Officer / Detective Bureau Captain.
  6. Confer with DOS personnel:
    - a. Provide:

[REDACTED]
    - b. Determine whether video system is installed in involved MTA-NYCT bus.
    - c. If video system is installed in involved MTA-NYCT bus, request that relevant images and associated "CODEC / player" software be expeditiously downloaded to video storage media.
    - d. When special circumstances exist, request permission to view requested relevant images with DOS personnel prior to being downloaded by DOS personnel.
    - e. When exigent circumstances exist, provide all relevant information regarding the exigent circumstances.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-14	12-09-13		3 of 3

- MTA-NYCT DEPARTMENT OF SECURITY PERSONNEL**
7. Confer with involved investigator, obtain and document all relevant information and provide MTA-NYCT DOS Request Log Number
8. Expediently download requested relevant images and associated “CODEC / player” software to video storage media.
- a. When special circumstances exist, permit involved investigator to view requested relevant images with DOS personnel prior to being downloaded by DOS personnel.
- INVESTIGATOR**
9. When special circumstances exist, respond to appropriate location and view requested relevant images with DOS personnel prior to being downloaded by DOS personnel.
- MTA-NYCT DEPARTMENT OF SECURITY PERSONNEL**
10. When appropriate, notify involved investigator to respond to [REDACTED] and obtain video storage media containing requested relevant images and associated “CODEC / player” software.
- INVESTIGATOR**
11. Expediently respond to MTA-NYCT DOS Security Command Center, comply with all applicable MTA-NYCT DOS procedures, sign “Receipt For MTA NYCT Video Recordings / Photographs” form and obtain video storage media.
12. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
13. Promptly view all requested relevant MTA-NYCT video system images.
14. Identify “probative” and “potentially probative” images.
15. Examine, enhance if necessary and analyze probative / potentially probative images.
16. Prepare a “Video Collected” DD-5 in associated ECMS case file.
17. If there is a problem regarding the acquisition of involved MTA-NYCT video system images, confer with:
- a. Detective Squad Supervisor / Detective Bureau Supervisor; **and**,
- b. Zone Commanding Officer / Detective Bureau Captain.
- DETECTIVE SQUAD SUPERVISOR / DETECTIVE BUREAU SUPERVISOR OR ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN**
18. When necessary, confer with the appropriate Central Robbery Division executive and resolve any problems.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-15	
<b>METROPOLITAN TRANSPORTATION AUTHORITY NEW YORK CITY TRANSIT FACILITY RELATED VIDEO SYSTEMS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

## SCOPE

[REDACTED]

[REDACTED]

MTA-NYCT facility related video systems are installed, repaired, serviced, maintained, etc., by MTA-NYCT.

Several MTA-NYCT facility related video systems use the same “type” of video technology and other MTA-NYCT facility related video systems use one of several different “types” of video technology.

MTA-NYCT facility related video systems utilize color cameras and black / white cameras and color (day) / black-white (night) cameras; and, fixed cameras and pan / tilt / zoom cameras. MTA-NYCT facility related video system cameras are overtly and covertly situated.

MTA-NYCT facility related video system cameras view outdoor and indoor areas where a person has no “reasonable expectation of privacy”.

[REDACTED]

[REDACTED]

[REDACTED]



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-15	12-09-13		2 of 5

## SCOPE (continued)

[REDACTED]

[REDACTED]

MTA-NYCT facility related video systems are categorized as follows:

- 1. [REDACTED]
- 2. [REDACTED]

## PROCEDURE

When MTA-NYCT facility related video system images may be relevant to an investigation, comply with the following procedure:

### MTA-NYCT DEPARTMENT OF SECURITY ACCESSIBLE VIDEO SYSTEMS

## INVESTIGATOR

1. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine relevant video system camera location lists by selecting:
  - a. "Help" on the Navigational Tool Bar; and,
  - b. "User Manuals"; and,
  - c. "Sources\_of\_Video" submenu folder; and,
  - d. "MTA-NYCT\_Camera\_Locations" folder; and,
  - e. "NYCT-FacilityCameras.pdf" list.

[REDACTED]

4. Notify MTA-NYCT Department of Security (DOS) 24 hours per day, 7 days per week by telephone at [REDACTED]
5. If exigent circumstances exist, confer with:
  - a. Chief of Detectives Wheel; **and**,
  - b. Zone Commanding Officer / Detective Bureau Captain.
6. Confer with DOS personnel:
  - a. Provide:
    - 1. [REDACTED]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-15	12-09-13		3 of 5

**INVESTIGATOR  
(continued)**

[REDACTED]

- b. Determine whether video system is:
  - [REDACTED]
- c. If video system is installed in involved MTA-NYCT facility and is DOS accessible, request that relevant images and associated “CODEC / player” software be expeditiously downloaded to video storage media.
- d. When special circumstances exist, request permission to view requested relevant images with DOS personnel prior to being downloaded by DOS personnel.
- e. When exigent circumstances exist, provide a ll relevant information regarding the exigent circumstances.

**MTA-NYCT  
DEPARTMENT  
OF SECURITY  
PERSONNEL**

- 7. Confer with involved investigator, obtain and document all relevant information and provide MTA-NYCT DOS Request Log Number.
- 8. Expeditiously download requested relevant images and associated “CODEC / player” software to video storage media.
  - a. When special circumstances exist, permit involved investigator to view requested relevant images with DOS personnel prior to being downloaded by DOS personnel.

**INVESTIGATOR**

- 9. When special circumstances exist, respond to appropriate location and view requested relevant images with DOS personnel prior to being downloaded by DOS personnel.

**MTA-NYCT  
DEPARTMENT  
OF SECURITY  
PERSONNEL**

- 10. When appropriate, notify involved investigator to respond to [REDACTED] and obtain video storage media containing requested relevant images and associated “CODEC / player” software.

**INVESTIGATOR**

- 11. Expeditiously respond to MTA-NYCT DOS Security Comm and Center, comply with all applicable MTA-NYCT DOS procedures, sign “Receipt For MTA NYCT Video Recordings / Photographs” form and obtain video storage media.
- 12. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.
- 13. Promptly view all requested relevant MTA-NYCT video system images.
- 14. Identify “probative” and “potentially probative” images.
- 15. Examine, enhance if necessary and analyze probative / potentially probative images.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-15	12-09-13		4 of 5

- INVESTIGATOR (continued)**
16. Prepare a “Video Collected” DD-5 in associated ECMS case file.
  17. If there is a problem regarding the acquisition of involved MTA-NYC T video system images, confer with:
    - a. Detective Squad Supervisor / Detective Bureau Supervisor; **and**,
    - b. Zone Commanding Officer / Detective Bureau Captain.

- DETECTIVE SQUAD SUPERVISOR / DETECTIVE BUREAU SUPERVISOR OR ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN**
18. When necessary, confer with the appropriate Central Robbery Division executive and resolve any problems.

## LOWER MANHATTAN SECURITY COORDINATION CENTER DOMAIN AWARENESS SYSTEM ACCESSIBLE VIDEO SYSTEMS

- INVESTIGATOR**
19. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine relevant video system camera location lists by selecting:
    - a. “Help” on the Navigational Tool Bar; and,
    - b. “User Manuals”; and,
    - c. “Sources\_of\_Video” submenu folder; and,
    - d. “MTA-NYCT\_Camera\_Locations” folder; and,
    - e. “NYCT-FacilityCameras.pdf” list.
  20. Comply with *Detective Guide 503-13, “Metropolitan Transportation Authority New York City Transit Subway Related Video Systems,”* “Lower Manhattan Security Coordination Center Domain Awareness System Accessible Recording Video Systems.”

## TRANSIT SPECIAL INVESTIGATIONS UNIT ACCESSIBLE VIDEO SYSTEMS

- INVESTIGATOR**
21. Prior to responding to an incident, utilize Enterprise Case Management System (ECMS) to examine relevant video system camera location lists by selecting:
    - a. “Help” on the Navigational Tool Bar; and,
    - b. “User Manuals”; and,
    - c. “Sources\_of\_Video” submenu folder; and,
    - d. “MTA-NYCT\_Camera\_Locations” folder; and,
    - e. “NYCT-FacilityCameras.pdf” list.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-15	12-09-13		5 of 5

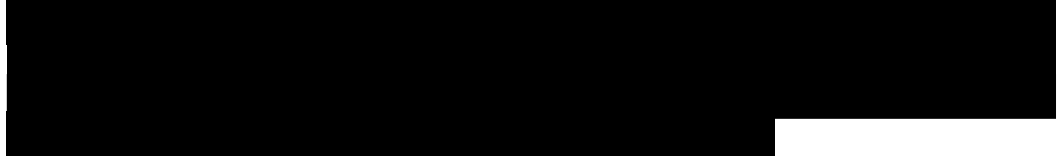
**INVESTIGATOR** 22. Com ply with *Detective Guide 503-13, "Metropolitan Transportation Authority New York City Transit Subway Related Video Systems,"*  
**(continued)** "Transit Special Investigations Unit Accessible Recording Video Systems."



# DETECTIVE GUIDE

Section: Vi deo		Procedure No: 503-16	
<b>PILOT PROJECT – PRECINCT DETECTIVE SQUAD INVESTIGATORS RECOVERING VIDEO EVIDENCE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 11

## SCOPE



## PROCEDURE

Therefore, when video evidence must be recovered from a **location associated with an investigation conducted by a member of a “Video Collection Team Pilot Project” Precinct Detective Squad**, comply with the following:

## PRECINCT DETECTIVE SQUAD VIDEO COLLECTION TEAM INVESTIGATOR

1. Immediately notify the assigned Precinct Detective Squad Supervisor or, if applicable, covering Detective Bureau Supervisor.
2. Notify Chief of Detectives Wheel and obtain a “Video Collection Team Pilot Project” log number.
3. **Immediately** or, if not possible, **as soon as possible**, contact the one or more persons who have authority and control regarding the involved video system.

a. Identify:



## NOTE

The same one person **OR** one or more different persons may perform the actions described in step 3.a.(1), step 3.a.(2), step 3.a.(3) and step 3.a.(4).


b. Determine:

- (1) Required legal process, if applicable (e.g., subpoena, court order, search warrant)
  - (2) Whether the viewing and downloading system is physically accessible
    - (a) If physically accessible, determine physical access location
    - (b) If not physically accessible, determine procedure for viewing and downloading video
- c. Document:
- (1) Identity and contact information regarding all involved persons
  - (2) Other relevant information.
4. **Immediately secure video** to prevent overwriting, deletion, alteration, damage, loss, etc.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		2 of 11

**ASSIGNED  
INVESTIGATOR  
AND PRECINCT  
DETECTIVE  
SQUAD VIDEO  
COLLECTION  
TEAM  
INVESTIGATOR**

5. Utilize appropriate investigative techniques to identify all video systems that may have video that has probative \_\_\_ value and / or potentially \_\_\_ probative value.  

6. Promptly view all videos utilizing, if possible, the involved video system:
  - a. Determine probative value
  - b. Categorize each video as:
    - (1) Probative
    - (2) Potentially probative
    - (3) Not probative.

**ASSIGNED  
INVESTIGATOR**

7. When necessary, expeditiously obtain required legal process.
  - a. When necessary, confer with Legal Bureau attorney.

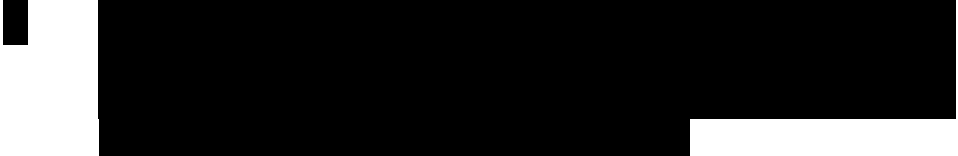
**PRECINCT  
DETECTIVE  
SQUAD VIDEO  
COLLECTION  
TEAM  
INVESTIGATOR**

8. Ensure each probative \_\_\_ video and potentially probative \_\_\_ video is expeditiously downloaded from involved video system **at the highest available resolution.**
9. If possible, ensure the “CODEC / player” software is downloaded from the involved video system at the same time each associated probative / potentially probative video is downloaded.
10. When appropriate and depending upon the circumstances, ensure each probative / potentially probative video and, if possible, the associated “CODEC / player” software are:
  - a. Immediately or, if not possible, expeditiously downloaded by technically qualified and trained non-NYPD or NYPD personnel in the presence of a Detective Bureau investigator and, if necessary, only after conferring with Chief of Department Technical Assistance Response Unit (TARU) and / or Detective Bureau Computer Crimes Squad (CCS) personnel; **OR**,
  - b. If unusual circumstances exist, immediately or, if not possible expeditiously downloaded by technically qualified and trained non-NYPD or NYPD personnel **NOT** in the presence of a Detective Bureau investigator and, if necessary, only after conferring with TARU and / or CCS personnel; **OR**,
  - c. Immediately or, if not possible, expeditiously downloaded by TARU and / or CCS personnel.
11. If TARU and / or CCS personnel will be involved in the process of recovering, seizing, collecting, downloading, etc., video evidence, provide TARU and / or CCS with:
  - a. Prompt notification
  - b. Facts of the case
  - c. Information obtained in step 3
  - d. Information regarding the type of hardware and software associated with the camera, recording, viewing, encoding, storage, downloading, etc., systems.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		3 of 11

**PRECINCT  
DETECTIVE  
SQUAD VIDEO  
COLLECTION  
TEAM  
INVESTIGATOR  
(continued)**

12. Ensure each probative / potentially probative video **and** associated “CODEC / player” software are downloaded from involved video system to a new, unused, blank NYPD issued DVD that will be designated “**Master**” DVD.
  - a. If it is not possible to use a NYPD issued DVD, then use a blank NYPD issued USB flash drive or other appropriate blank NYPD issued video storage media (VSM) that will be designated “**Interim**” USB flash drive / VSM.
13. Obtain accurate information regarding the date and time of day from Communications Section dispatcher and compare to the date and time of day information displayed on the probative / potentially probative video.
14. Use NYPD issued non-solvent based permanent felt-tip marker to print tax number and the word “Master” in designated area on “Master” DVD.
15. Print all required information on **ELECTRONIC MEDIA STORAGE CONTAINER LABEL (PD 321-101)**.  

16. If possible, prior to leaving location where involved video system is situated, utilize “Video Evidence Collection Laptop Computer” to view “Master” DVD or “Interim” USB flash drive / VSM and verify:
  - a. “Master” DVD or “Interim” USB flash drive / VSM is operable
  - b. Image quality of “Master” DVD or “Interim” USB flash drive / VSM is comparable to image quality of the probative / potentially probative video displayed on the involved video system.
17. Package:
  - a. “Master” DVD in a NYPD issued DVD hard plastic container or,
  - b. “Interim” USB flash drive / VSM in a **PROPERTY CLERK ENVELOPE (PD521-146)**.
18. Affix **ELECTRONIC MEDIA STORAGE CONTAINER LABEL** on NYPD issued DVD hard plastic container or on **PROPERTY CLERK ENVELOPE**.
19. Prepare “Video Evidence Collection Checklist” (See Attachment A).
20. Transport “Master” DVD or “Interim” USB flash drive / VSM to a “Video Collection Team Pilot Project” Precinct Detective Squad.
21. **As soon as possible** utilize the “write protected drive” on the “Video Evidence Collection Computer” situated at the “Video Collection Team Pilot Project” Precinct Detective Squad in the following manner:
  - a. If probative / potentially probative video was initially downloaded to a “Master” DVD, “hash” each video file on the “Master” DVD
  - b. If probative / potentially probative video was initially downloaded to an “Interim” USB flash drive / VSM:
    - (1) “Hash” each video file on the “Interim” USB flash drive / VSM
    - (2) Copy each probative / potentially probative video file from

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		4 of 11

**PRECINCT  
DETECTIVE  
SQUAD VIDEO  
COLLECTION  
TEAM  
INVESTIGATOR  
(continued)**

- the “Interim” USB flash drive / VSM to a new, unused, blank NYPD issued DVD that will be designated “Master” DVD
- (3) “Hash” each video file on the “Master” DVD
  - (4) Ensure the “hash value” of each        “video file” on the “Master” DVD is identical to the “hash value” of each        “video file” on the “Interim” USB flash drive / VSM
  - (5) Use NYPD issued non-solvent based permanent felt-tip marker to print tax number and the word “Master” in designated area on “Master” DVD
  - (6) View “Master” DVD and verify:
    - (a) “Master” DVD is operable
    - (b) Image quality of “Master” DVD is comparable to the image quality of the “Interim” USB flash drive / VSM.
22. “Forensically Wipe” and completely delete all data / files from the “Interim” USB flash drive / VSM in order to reuse blank USB flash drive / VSM at a subsequent time.
- a. Ensure all data / files have been completely deleted from the “Interim” USB flash drive / VSM **and** USB flash drive / VSM is completely blank.
23. Utilize the “write protected drive” on the “Video Evidence Collection Computer” situated at the “Video Collection Team Pilot Project” Precinct Detective Squad in the following manner:
- a. Copy the probative / potentially probative video from the “Master” DVD to at least two new, unused, blank NYPD issued DVDs that will be designated “**Working Copy**” DVDs
  - b. “Hash” each video file on each “Working Copy” DVD
  - c. Ensure the “hash value” of each        “video file” on the “Master” DVD is identical to the “hash value” of each “video file” on each “Working Copy” DVD
  - d. Use NYPD issued non-solvent based permanent felt-tip marker to print tax number and the word “Working Copy” in designated area on each “Working Copy” DVD
  - e. View each “Working Copy” DVD and verify:
    - (1) “Working Copy” DVD is operable
    - (2) Image quality of each        “Working Copy” DVD is comparable to the image quality of the “Master” DVD.
24. Package each “Working Copy” DVD in a separate NYPD issued paper “DVD sleeve.”
25. Print all required information on an appropriate number of “Electronic Media Storage Container Labels”



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		5 of 11

**PRECINCT  
DETECTIVE  
SQUAD VIDEO  
COLLECTION  
TEAM  
INVESTIGATOR  
(continued)**

26. Affix **ELECTRONIC MEDIA STORAGE CONTAINER LABEL** on each NYPD issued paper “DVD sleeve” containing each “Working Copy” DVD.
27. If probative / potentially probative video was initially downloaded from the involved video system to a “Master” DVD, re-package “Master” DVD in the original NYPD issued DVD hard plastic container.
28. If probative / potentially probative video was copied from an “Interim” USB flash drive / VSM to a “Master” DVD:
  - a. Package “Master” DVD in a NYPD issued DVD hard plastic container
  - b. Affix **ELECTRONIC MEDIA STORAGE CONTAINER LABEL** on NYPD issued DVD hard plastic container containing “Master” DVD.
29. Print all required information on NYPD Plastic Security Envelope and insert hard plastic container containing “Master” DVD.
30. Seal the Plastic Security Envelope.
31. Deliver “Forensically Wiped” blank USB flash drive / VSM to CCS to ensure all data / files have been completely deleted from USB flash drive / VSM **and** USB flash drive / VSM is completely blank
32. Reuse “Forensically Wiped” blank USB flash drive / VSM provided by CCS at a subsequent time.
  - a. Prior to reusing “Forensically Wiped” blank USB flash drive / VSM, ensure all data / files have been completely deleted from USB flash drive / VSM **and** USB flash drive / VSM is completely blank.

**ASSIGNED  
INVESTIGATOR**

33. Store all “Working Copy” DVDs in the associated paper case folder.
34. If probative / potentially probative video was initially downloaded from the involved video system to an “Interim” USB flash drive / VSM, store empty **PROPERTY CLERK ENVELOPE** in the associated paper case folder.
35. Utilize Property Evidence and Tracking System (PETS) to prepare a **PROPERTY CLERK INVOICE (PD521-141)** and invoice “Master” DVD.
36. Store invoiced “Master” DVD at a Property Clerk Division facility.
37. Prepare a “Video Collected” DD-5 in associated Enterprise Case Management System (ECMS) case file.
  - a. Document “Video Collection Team Pilot Project” log number
  - b. Document identity and contact information regarding **all non-NYPD or NYPD** personnel who actually downloaded and / or assisted with the download of the probative / potentially probative video
  - c. Document identity and contact information regarding **all** other relevant persons.
38. Utilize designated ECMS scanner or fax machine to scan or fax the following documents to the “Attachment” section of “Video Collected” DD-5:

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		6 of 11

**ASSIGNED  
INVESTIGATOR  
(continued)**

- a. “Assigned Investigator” copy of the **PROPERTY CLERK INVOICE**
- b. “Video Evidence Collection Checklist.”
- 39. Store the following documents in the associated paper case folder:
  - a. “Assigned Investigator” copy of the **PROPERTY CLERK INVOICE**
  - b. “Video Evidence Collection Checklist.”

**PRECINCT  
DETECTIVE  
SQUAD VIDEO  
COLLECTION  
TEAM  
INVESTIGATOR**

- 40. Prepare “Video Collection Team Pilot Project” Report (See Attachment B).
- 41. Notify:
  - a. Assigned Precinct Detective Squad Supervisor or, if applicable, covering Detective Bureau Supervisor
  - b. Chief of Detectives Wheel.
- 42. Promptly, email “Video Collection Team Pilot Project Report” to Chief of Detectives Wheel.

**ASSIGNED  
PRECINCT  
DETECTIVE  
SQUAD  
SUPERVISOR /  
COVERING  
DETECTIVE  
BUREAU  
SUPERVISOR**

- 43. Ensure “Video Collection Team Pilot Project Report” is promptly emailed to Chief of Detectives Wheel.

**ASSIGNED  
INVESTIGATOR**

- 44. When necessary, have a “Working Copy” DVD enhanced, analyzed, examined, etc., by an appropriate NYPD unit (e.g., TARU, CCS) or \_\_ an appropriate governmental agency, non-governmental organization or private entity / individual (e.g., FBI, USSS, private company.)
  - a. Obtain authorization from the Chief of Detectives prior to requesting a governmental agency, non-governmental organization or private entity / individual to enhance, analyze, examine, etc., a “Working Copy” DVD.
- 45. Ensure that after an appropriate period of time, the results of an enhancement, analysis, examination, etc., of the video are received.
- 46. Prepare a DD-5 in ECMS case file documenting the results of the enhancement, analysis, examination, etc., of the video.

**ASSIGNED  
PRECINCT  
DETECTIVE  
SQUAD  
SUPERVISOR**

- 47. **Each day**, inspect the “Video Collection Team Equipment Kit.”
  - a. Account for all of the equipment and supplies
  - b. Ensure all of the equipment is operable and there are sufficient supplies
  - c. Determine whether one or more equipment items require maintenance, repair, service, replacement, etc.

# DETECTIVE GUIDE

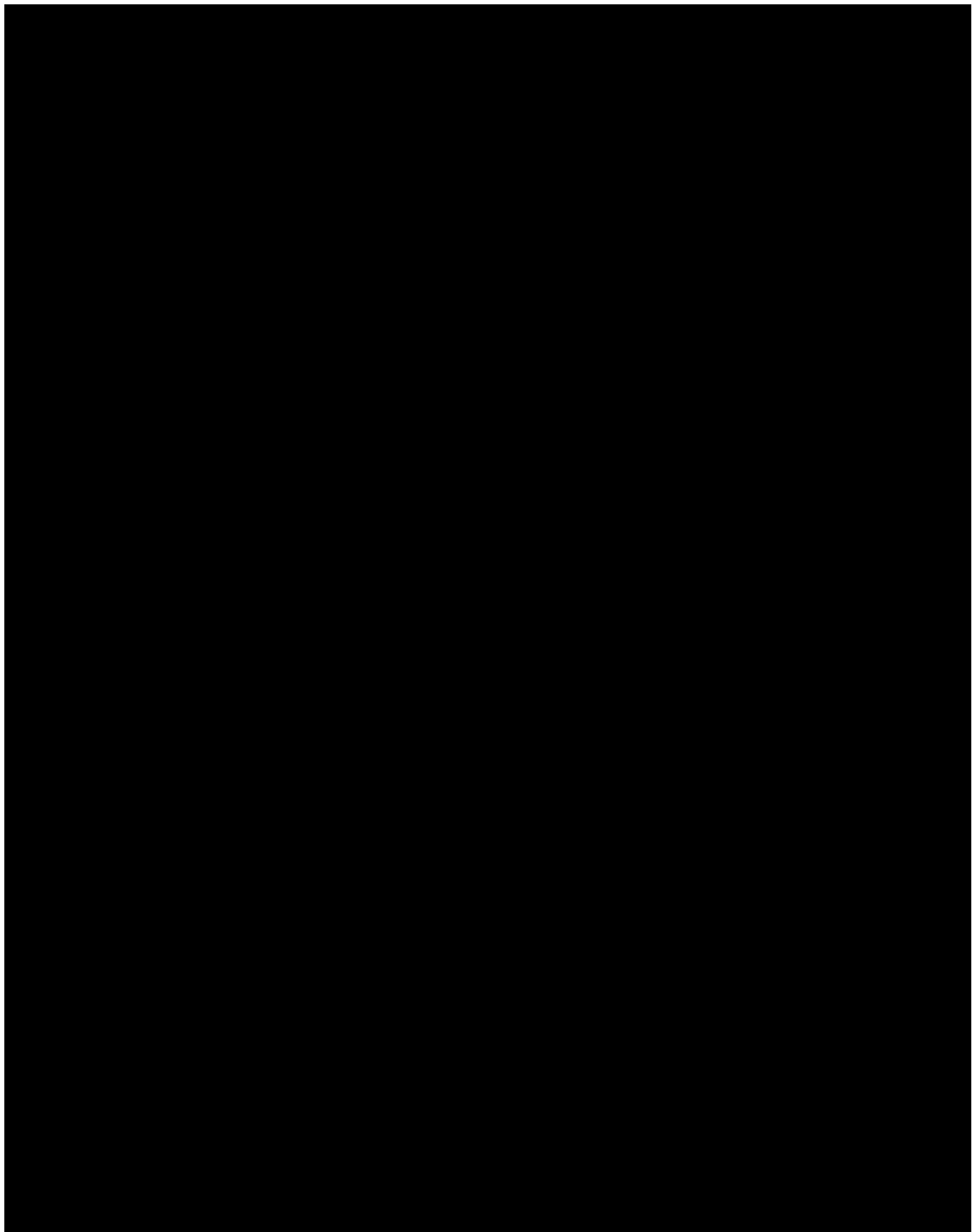
PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		7 of 11

**ASSIGNED  
PRECINCT  
DETECTIVE  
SQUAD  
SUPERVISOR  
(continued)**

- d. Determine whether one or more supplies require replenishment, restocking, replacement, etc.
- 48. **Each day**, prepare the "Video Collection Team Equipment Kit Inspection Report" (See Attachment C) and email to the Chief of Detectives Wheel.
- 49. If one or more items of equipment require maintenance, repair, service, replacement, etc., notify the Detective Bureau Investigative Liaison Unit (ILU).
- 50. Ensure supplies are replenished, replaced, restocked, etc., in a timely manner.
  - a. If there are problems, questions or issues, confer with ILU.

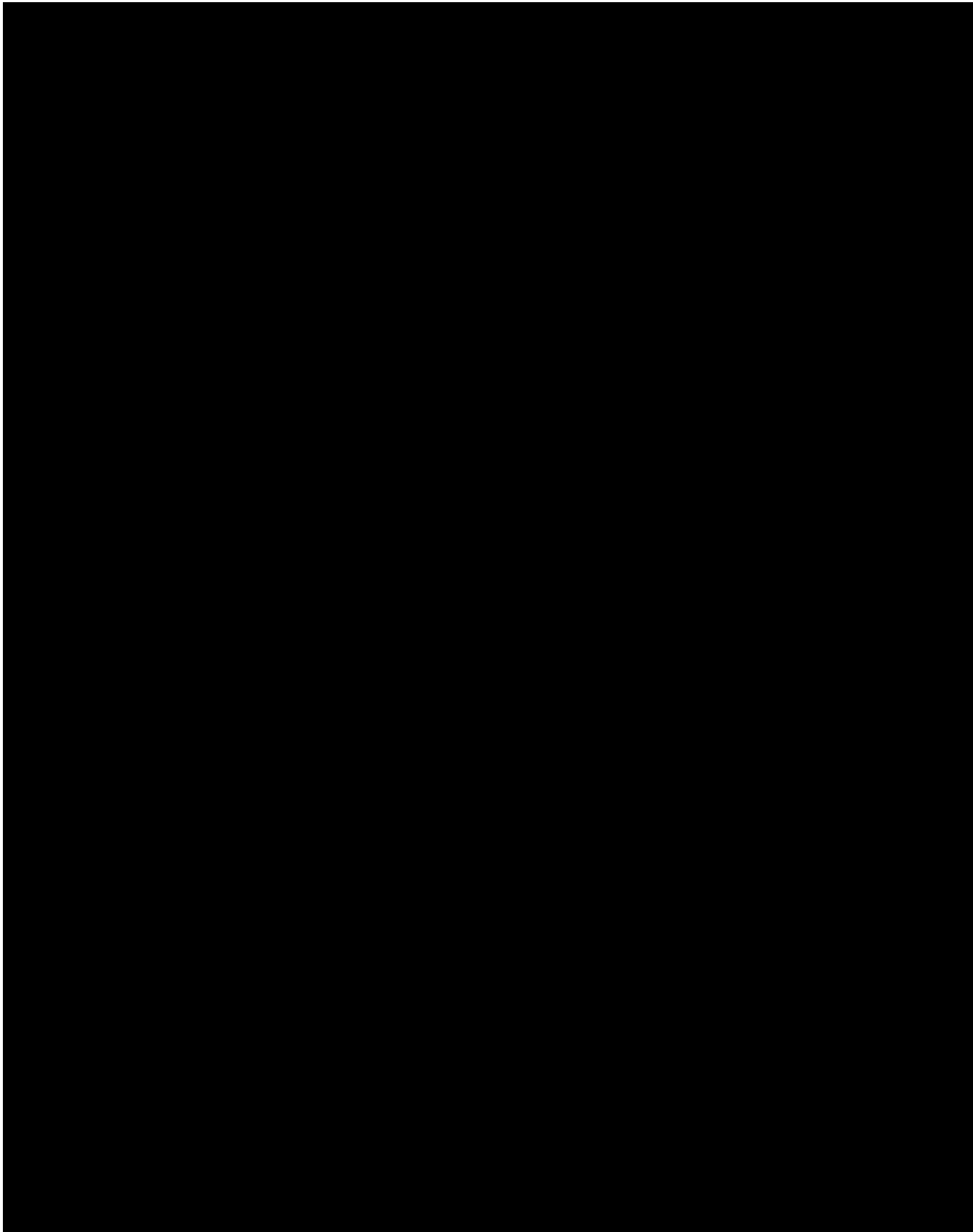
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		8 of 11



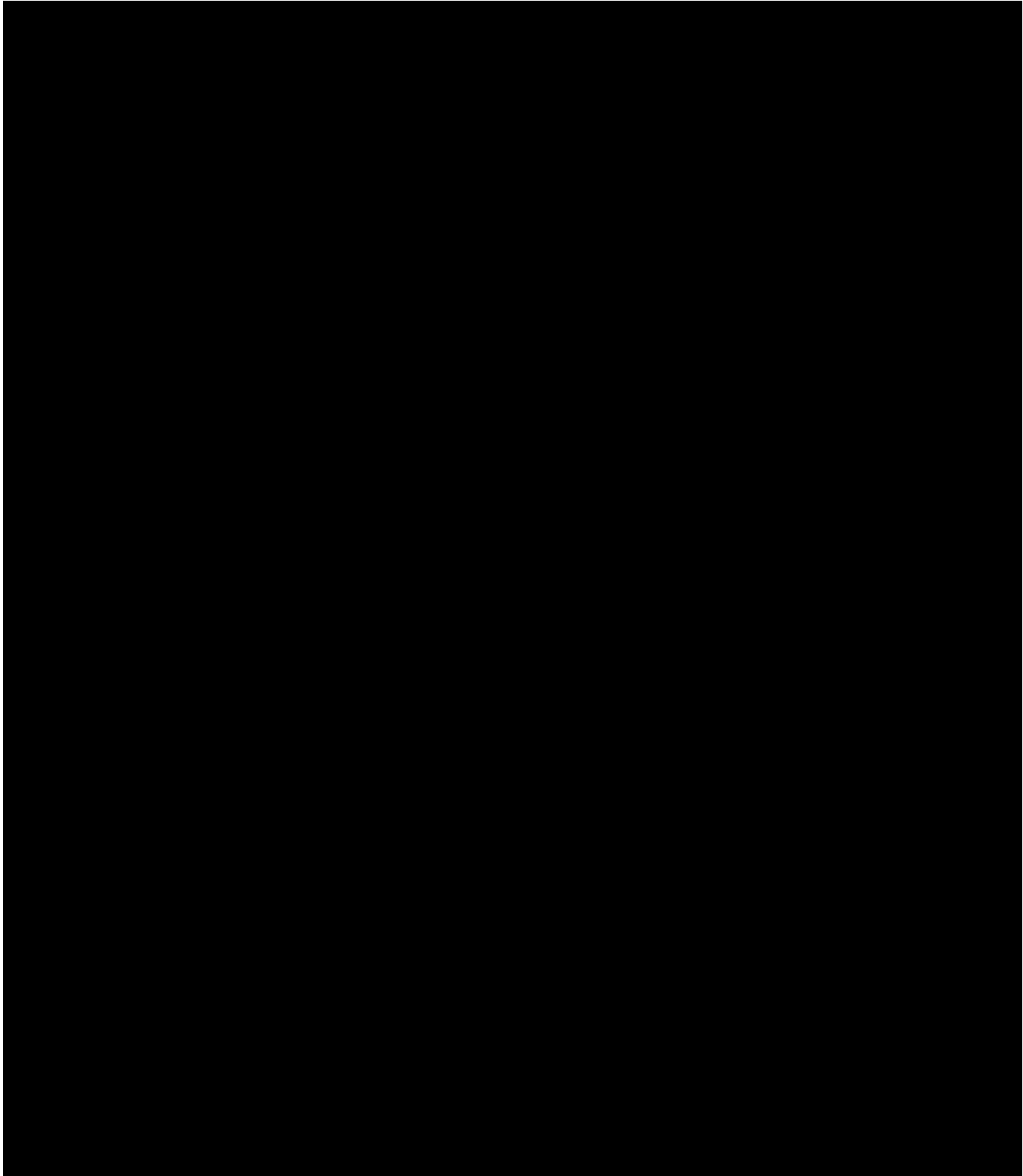
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		9 of 11



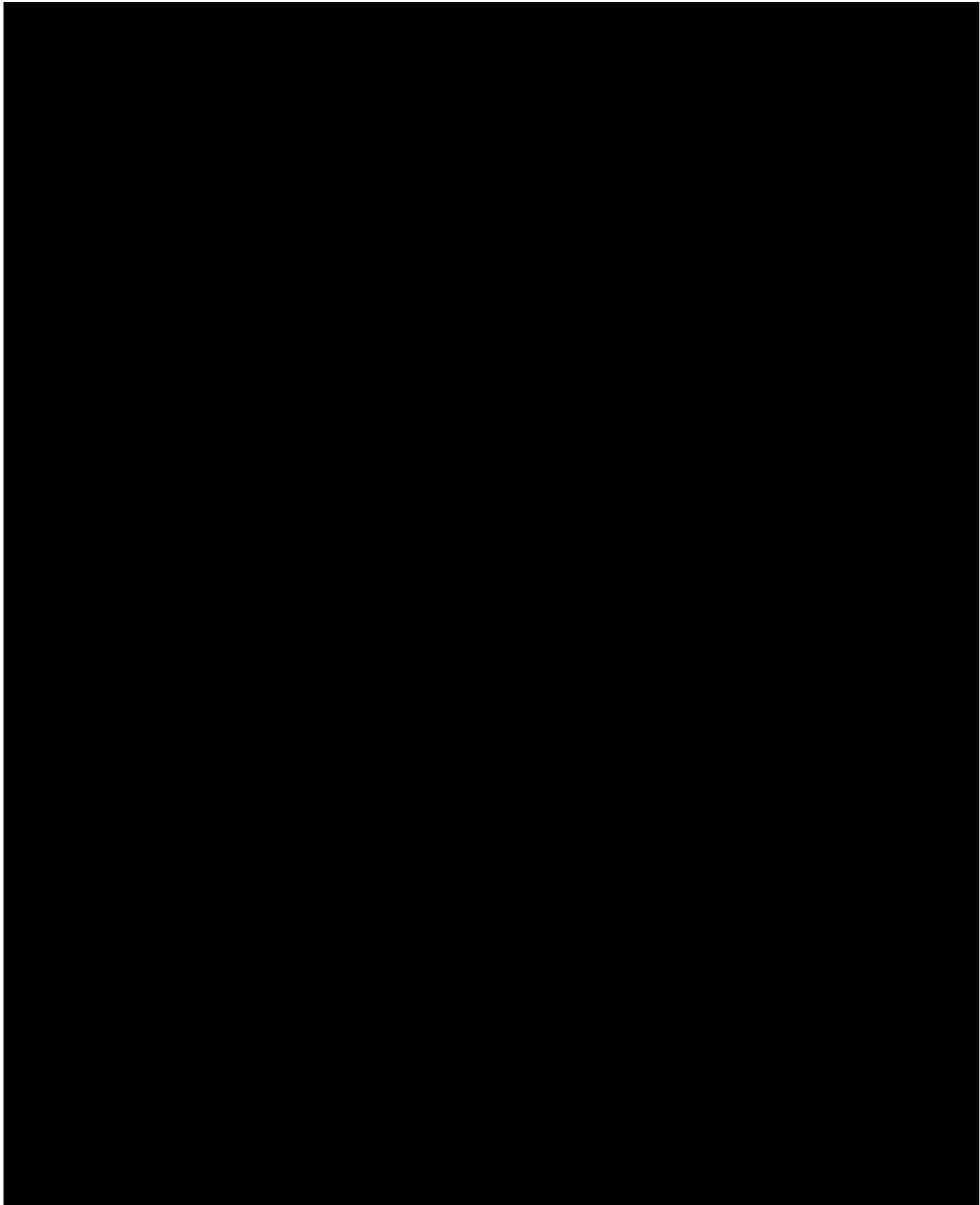
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		10 of 11



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-16	12-09-13		11 of 11





# DETECTIVE GUIDE

Section: Video		Procedure No: 503-17	
<b>DETECTIVE SQUAD / UNIT INVESTIGATORS COLLECTING VIDEO EVIDENCE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## PROCEDURE

When video evidence must be found, evaluated and collected, an investigator will comply with the following:

## INVESTIGATOR

1. Attempt to find relevant video systems prior to responding to an incident by utilizing:



4. **Immediately** or, if not possible, **as soon as possible** contact the one or more persons who have authority and control regarding the each relevant video system.

a. Identify:

- (1) Person who will immediately secure video in a manner that will prevent overwriting, deletion, alteration, damage, loss, etc.
- (2) Person who will authorize video download
- (3) Person who will actually download and / or assist with the download of the video
- (4) Person designated as a "System Administrator," if applicable
- (5) Other appropriate persons.

### NOTE

*The same one person OR one or more different persons may perform the actions described in step 4.a.(1), step 4.a.(2), step 4.a.(3), and step 4.a.(4).*

b. Determine:

- (1) Required legal process, if applicable (e.g., subpoena, court order, search warrant)
- (2) Whether the viewing and downloading systems are physically accessible
  - (a) If physically accessible, determine physical access location



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-17	12-09-13		2 of 3

## INVESTIGATOR (continued)

- (b) If not physically accessible, determine procedure for viewing and downloading video.
- c. Document:
- (1) Identity and contact information regarding all involved persons
  - (2) Other appropriate information.
5. Immediately **secure** relevant video to prevent overwriting, deletion, alteration, damage, loss, etc.
6. Promptly view all relevant videos utilizing, if possible, the involved video system.
- a. Evaluate each video
  - b. Determine the probative value of each video
  - c. Categorize each video as:
    - (1) Probative; or,
    - (2) Potentially probative; or,
    - (3) Not probative.
7. When necessary, expeditiously obtain required legal process.
- a. When necessary, confer with Legal Bureau attorney.
8. Ensure each probative video and potentially probative video is expeditiously downloaded from involved video system **at the highest available “resolution.”**
9. If possible, ensure the “CODEC / player” software is downloaded from the involved video system at the same time each associated probative / potentially probative video is downloaded.
10. When appropriate and depending upon the circumstances, ensure each probative / potentially probative video and, if possible, the associated “CODEC / player” software are:
- a. Immediately or, if not possible, expeditiously downloaded by technically qualified non-NYPD or NYPD personnel in the presence of a Detective Bureau investigator and, if necessary, only after conferring with Chief of Department Technical Assistance Response Unit (TARU) and / or Detective Bureau Computer Crimes Squad (CCS) personnel; **OR**,
  - b. If unusual circumstances exist, immediately or, if not possible expeditiously downloaded by technically qualified non-NYPD or NYPD personnel **NOT** in the presence of a Detective Bureau investigator and, if necessary, only after conferring with TARU and / or CCS personnel; **OR**,
  - c. Immediately or, if not possible, expeditiously downloaded by TARU and / or CCS personnel.
11. If TARU and / or CCS personnel will be involved in the process of collecting, seizing, downloading, etc., probative / potentially probative video, provide TARU and / or CCS with:
- a. Prompt notification; and,
  - b. All relevant information regarding the incident and investigation; and,

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-17	12-09-13		3 of 3

**INVESTIGATOR  
(continued)**

- c. Information obtained in step 4; and,
  - d. Information regarding the type of hardware and software associated with the camera, recording, network, encoding, viewing, archiving, downloading, etc., systems.
12. After conferring with the personnel who will download the probative / potentially probative video:
- a. Ensure probative / potentially probative images and associated “CODEC / player” software are downloaded to appropriate video storage media
  - b. Recover video storage media
  - c. Properly mark, copy, package, seal, invoice, store, etc., video storage media in compliance with applicable NYPD procedures.




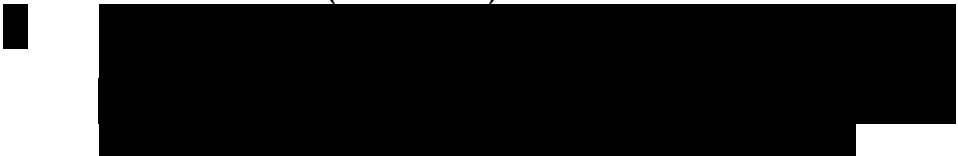
# DETECTIVE GUIDE

Section: Video		Procedure No: 503-18	
<b>DETECTIVE SQUAD / UNIT INVESTIGATORS PROCESSING RECOVERED VIDEO EVIDENCE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## PROCEDURE

When video evidence is collected by technically qualified NYPD or non-NYPD personnel from a video system, an investigator will comply with the following procedure:

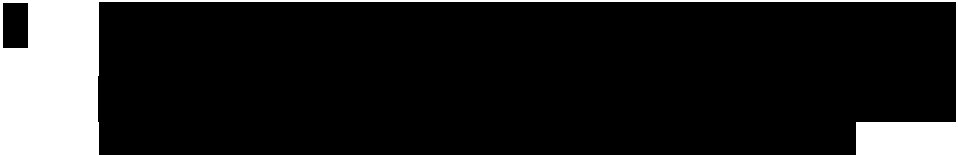
## INVESTIGATOR

1. Ensure each probative / potentially probative video **and** associated "CODEC / player" software are downloaded by technically qualified NYPD or non-NYPD personnel from the involved video system:
  - a. To a new, unused, blank NYPD issued DVD that will be designated the "**Master**" DVD; or,
  - b. If it is not possible to use a NYPD issued DVD, to a blank NYPD issued USB flash drive that will be designated the "**Interim**" USB flash drive.
2. Recover Master DVD or, if applicable, "Interim" USB flash drive containing probative / potentially probative video **and** associated "CODEC / player" software from involved personnel.
3. 
4. Use NYPD issued permanent felt-tip marker to:
  - a. Print tax number **and** the word "Master" and other relevant information on "Master" DVD; or,
  - b. Print tax number on "Interim" USB flash drive.
5. Ensure that non-NYPD or NYPD personnel who actually downloaded each probative / potentially probative video use NYPD issued permanent felt-tip marker to write initials on the "Master" DVD above the caption "For Official Use Only" or on the "Interim" USB flash drive.
6. Print all required information on **ELECTRONIC MEDIA STORAGE CONTAINER LABEL (PD321-101)**.  

7. If possible, prior to leaving location where involved video system is situated, utilize an appropriate NYPD Laptop Computer to view "Master" DVD or "Interim" USB flash drive and verify:
  - a. "Master" DVD or "Interim" USB flash drive is operable; and,
  - b. Image quality of "Master" DVD or "Interim" USB flash drive is comparable to image quality of the probative / potentially probative video displayed on the involved video system.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-18	12-09-13		2 of 4

**INVESTIGATOR**  
**(continued)**

8. Package:
  - a. “Master” DVD in a NYPD issued DVD hard plastic container; or,
  - b. “Interim” USB flash drive in
    - a. **PROPERTY CLERK ENVELOPE (PD521-146).**
9. Affix **ELECTRONIC MEDIA STORAGE CONTAINER LABEL** on NYPD issued DVD hard plastic container or    on **PROPERTY CLERK ENVELOPE**.
10. Transport “Master” DVD or “Interim ” USB flash drive to involved Precinct Detective Squad.
11. If probative / potentially probative video was initially downloaded to an “Interim” USB flash drive, **as soon as possible** copy each probative / potentially probative video file **and** associated “CODEC / player” software from the “Interim ” USB flash drive to a new, unused, blank NYPD issued DVD that will be designated the “Master” DVD.
  - a. Use NYPD issued permanent felt-tip marker to print tax number and the word “Master” and    other relevant information on the “Master” DVD.
  - b. View “Master” DVD and verify:
    - (1) “Master” DVD is operable; and,
    - (2) Image quality of “Master” DVD is comparable to the image quality of the “Interim” USB flash drive.
12. Copy the probative / potentially probative video **and** associated “CODEC / player” software from the “Master” DVD to at least two new, unused, blank NYPD issued DVDs that will be designated the “ **Working Copy**” DVDs.
  - a. Use NYPD issued permanent felt-tip marker to print tax number and other relevant information on each “Working Copy” DVD.
  - b. View each “Working Copy” DVD and verify:
    - (1) Each “Working Copy” DVD is operable; and,
    - (2) Image quality of each “ Working Copy” DVD is comparable to the image quality of the “Master” DVD.
13. Package each “Working Copy” DVD in a separate NYPD issued paper    “DVD sleeve.”
14. Print all required information on an appropriate number of **ELECTRONIC MEDIA STORAGE CONTAINER LABELS**.  

15. Affix **ELECTRONIC MEDIA STORAGE CONTAINER LABEL** on each NYPD issued paper    “DVD sleeve” containing each “Working Copy” DVD.
16. If probative / potentially probative video was initially downloaded from the involved video system to a “Master” DVD, re-package “Master” DVD in the original NYPD issued DVD hard plastic container.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-18	12-09-13		3 of 4

**INVESTIGATOR  
(continued)**

17. If probative / potentially probative video was initially downloaded from the involved video system to an “Interim ” USB flash drive and subsequently copied to a “Master” DVD:
  - a. Re-package \_\_\_\_\_ “Interim ” USB flash drive in the original **PROPERTY CLERK ENVELOPE**
  - b. Package \_\_\_\_\_ “Master” DVD in a NYPD issued DVD hard plastic \_\_\_\_\_ container
  - c. Affix **ELECTRONIC MEDIA STORAGE CONTAINER LABEL** on NYPD issued DVD hard plastic container containing “Master” DVD.
18. Print all required information on NYPD Plastic Security Envelope and insert hard plastic container containing “Master” DVD and, if applicable, **PROPERTY CLERK ENVELOPE** containing “Interim ” USB flash drive.
19. Utilize Property Evidence and Tracking System (PETS) to prepare a **PROPERTY CLERK INVOICE (PD521-141)**.
20. Invoice “Master” DVD and, if applicable, “Interim” USB flash drive in compliance with applicable NYPD procedures.
21. Ensure invoiced “Master” DVD and, if applicable, “Interim ” USB flash drive are stored at a Property Clerk Division facility.
22. Prepare a “Video Collected” DD-5 \_\_\_\_\_ in associated Enterprise Case Management System (ECMS) case file.
  - a. In the “Location Of The Camera That Captured The Collected Video” section, enter the location of **each** video system camera that captured **each** video that was collected.
    - (1) If video was recovered at the Real Time Crime Center (RTCC), Deputy Commissioner, Counterterrorism Lower Manhattan Security Coordination Center (LMSCC), ARGUS Primary Recording Location (PRL), VIPER Base, etc., do **NOT** enter the location of the RTCC, LMSCC, ARGUS PRL, VIPER Base, etc., **facility**.
  - b. In the “Attachment” section, upload **EACH** recovered probative / potentially probative video **and** the associated “CODEC / player” software utilizing a “Working Copy” DVD.
    - (1) If one or more recovered videos exceeds two gigabytes, immediately telephone Office of the Chief of Detectives and confer with a supervisor \_\_\_\_\_, or, if not available, an investigator.
  - c. Document identity and contact information regarding **all non-NYPD** and NYPD personnel who actually downloaded and / or assisted with the download of the probative / potentially probative video.
  - d. Document identity and contact information regarding **all** other relevant persons.
23. Utilize designated ECMS scanner or fax machine to scan or fax the “Assigned Investigator” copy of the **PROPERTY CLERK INVOICE** to

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
503-18	12-09-13		4 of 4

## INVESTIGATOR (continued)

- the "Attachment" section of "Video Collected" DD-5.
24. Store all "Working Copy" DVDs in the associated paper case folder.
  25. Store the "Assigned Investigator" copy of the **PROPERTY CLERK INVOICE** in the associated paper case folder.
  26. When necessary, have a "Working Copy" DVD enhanced, analyzed, examined, etc., by an appropriate NYPD unit (e.g., TARU, CCS) or an appropriate governmental agency, non-governmental organization or private entity / individual (e.g., FBI, USSS, private company.)
    - a. Obtain written authorization from the Chief of Detectives prior to requesting a governmental agency, non-governmental organization or private entity / individual to enhance, analyze, examine, etc., a "Working Copy" DVD.



# DETECTIVE GUIDE

Section: Video		Procedure No: 503-19	
<b>PREPARATION OF ENTERPRISE CASE MANAGEMENT SYSTEM “VIDEO COLLECTED” DD5</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## PROCEDURE

When video evidence is collected by technically qualified NYPD or non-NYPD personnel from a video system, an investigator will comply with the following procedure:

## INVESTIGATOR

1. Recover video storage media containing probative / potentially probative video and associated “CODEC / player” software from involved personnel.
2. Comply with applicable Detective Bureau and NYPD procedures.
3. Prepare a “Video Collected” DD-5 in associated Enterprise Case Management System (ECMS) case file.
  - a. In the “Location Of The Camera That Captured The Collected Video” section, enter the location of **each** video system camera that captured **each** video that was collected.
    - (1) If video was recovered at the Real Time Crime Center (RTCC), Deputy Commissioner, Counterterrorism Lower Manhattan Security Coordination Center (LMSCC), ARGUS Primary Recording Location (PRL), VIPER Base, etc., do **NOT** enter the location of the RTCC, LMSCC, ARGUS PRL, VIPER Base, etc., **facility**.
  - b. In the “Attachment” section, upload **EACH** recovered probative / potentially probative video **and** the associated “CODEC / player” software.
    - (1) If one or more recovered videos exceeds two gigabytes, **immediately** telephone Office of the Chief of Detectives and confer with a supervisor, or, if not available, an investigator.
  - c. Document identity and contact information regarding **all non-NYPD** and **NYPD** personnel who actually downloaded and / or assisted with the download of the probative / potentially probative video.
  - d. Document identity and contact information regarding **all** other relevant persons.
4. Submit “Video Collected” DD-5 to involved Detective Squad / Unit supervisor for approval.



# DETECTIVE GUIDE

Section: Photos / Images		Procedure No: 504-01	
<b>REAL TIME CRIME CENTER FACIAL IDENTIFICATION SECTION (FIS) NOTIFICATIONS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## DEFINITIONS

**FIS POSSIBLE MATCH** – Real Time Crime Center Facial Identification Section (FIS) analyst determines that Subject is **POSSIBLY** the suspect whose image is depicted in the video and / or photograph regarding a crime. A FIS Possible Match does **NOT** constitute a positive identification and does **NOT** establish probable cause to arrest the Subject. Additional investigative steps **MUST** be performed in order to establish probable cause to arrest the Subject.

**SUBJECT** – Person identified by FIS as **POSSIBLY** being the suspect whose image is depicted in the video and / or photograph regarding a crime.

## PROCEDURE

Upon receipt of a “FIS Notification” DD-5, comply with following procedure:

### ASSIGNED INVESTIGATOR

1. Review and assess information contained in “FIS Notification” DD-5.
2. If there is a “FIS Possible Match,” immediately conduct a thorough investigation regarding information contained in “FIS Notification” DD-5 and any other relevant information.



### NOTE

*Appendix contains detailed explanation regarding each “Investigative Result.”*

4. Scan or fax hard copy or \_\_ upload electronic copy of all relevant Miscellaneous Items in to ECMS case file as an attachment to “FIS Notification Result” DD-5.
5. Promptly forward completed “FIS Notification Result” DD-5 to Detective Squad / Unit supervisor for approval.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-01	12-09-13		2 of 4

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

6. Review and, if appropriate, approve "FIS Notification Result" DD-5.
7. Promptly forward approved "FIS Notification Result" DD-5 to Zone Commanding Officer / Detective Bureau Captain for approval if the "Investigative Result" selected by assigned investigator is:

[REDACTED]

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

8. Review and, if appropriate, approve "FIS Notification Result" DD-5 if the "Investigative Result" selected by assigned investigator is:

[REDACTED]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-01	12-09-13		3 of 4

## APPENDIX

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-01	12-09-13		4 of 4

[REDACTED]

[REDACTED]



# DETECTIVE GUIDE

Section: Photos / Images		Procedure No: 504-02	
<b>DEPARTMENT OF MOTOR VEHICLES (DMV) – PHOTO IMAGE REQUEST</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

1. During the course of an investigation there may be a need for Department personnel to obtain a photo (driver license, learner permit or non-driver identification card) from the New York State Department of Motor Vehicles (DMV) Photo Image Database. The Department recently signed an amended Memorandum of Understanding with the New York State Department of Motor Vehicles regarding access to Department of Motor Vehicles' data, including driver license photographs. The previously restrictive terms have been relaxed creating a more streamlined process. As such, Department forms **DMV PHOTO IMAGE REQUEST (PD382-161)** and **REQUEST FOR DMV PHOTO IMAGE – EXIGENT CIRCUMSTANCES (PD382-161A)** will no longer be prepared when submitting a request for a DMV photo.

2. Therefore, when requesting a photo from the NYS DMV Photo Image Database, the following procedure will be complied with:

**PURPOSE** To obtain photo(s) from the New York State Department of Motor Vehicles (DMV) Photo Image Database.

**DEFINITIONS** NYS DMV Photo Image Database – the NYS DMV Photo Image Database (DMV PID) allows authorized users to access the New York State Department of Motor Vehicles' database of digitized photo images through eJusticeNY. DMV PID is not an intelligence system and does not allow authorized users to conduct generalized searches of the DMV PID.



### PERMISSIBLE REASONS FOR REQUESTING DMV PHOTO IMAGE:



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-02	12-09-13		2 of 4

## DEFINITIONS (continued)

[REDACTED]

[REDACTED]

[REDACTED]

### PERMISSIBLE USES OF DMV PHOTO IMAGES:

[REDACTED]

### IMPERMISSIBLE USES OF DMV PHOTO IMAGES:

1. Photos obtained from DMV PID shall **NOT** be saved in a database or stored in any manner for secondary or subsequent use unrelated to the original active investigation
2. Photos obtained from DMV PID shall **NOT** be used as fillers in a photo or video array
3. Photos obtained from DMV PID shall **NOT** be used in more than one investigation. If an individual has been the subject of a previous request to DMV PID by the Department, a new request must be submitted and properly documented prior to making a subsequent request for the DMV photo
4. It is **NOT** permissible to use DMV PID to obtain a DMV photo for non-active investigation purposes, including:
  - a. Personal use
  - b. Sale, publication or disclosure for commercial purposes
  - c. Release to the public, unless the release occurs as part of an official law enforcement investigation and the Subject of Interest is wanted pursuant to a sworn arrest warrant or is a missing person.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-02	12-09-13		3 of 4

**PROCEDURE** When an investigation requires a photo of a person from the New York State Department of Motor Vehicles (DMV) Photo Image Database:

- REQUESTING MEMBER OF THE SERVICE**
1. Query DMV database/records through FINEST in order to:
    - a. Determine whether Subject of Interest has been issued
      - (1) DMV driver license; or,
      - (2) DMV learner permit; or,
      - (3) DMV non-driver identification card
    - b. Obtain DMV client identification number of Subject of Interest.
  2. Determine whether there is an arrest photo or other readily accessible photo of Subject of Interest.
  3. Determine whether DMV PID photo is an accurate depiction of the current appearance of the Subject of Interest.
  4. Obtain authorization from supervisor to obtain and use DMV PID photo only if:
    - a. The person whose DMV photo is requested is a "Subject of Interest"
    - b. The person whose DMV photo is requested is:
    - c. DMV photo is an accurate depiction of the current appearance of the Subject of Interest.

- SUPERVISOR**
5. Approve request to obtain and use DMV photo if ALL of the requirements listed in step 4 of this procedure have been satisfied.
    - a. An approving supervisor assigned to the Detective Bureau must be a Captain.
    - b. An approving supervisor assigned to the Patrol Services Bureau, Housing Bureau, Transit Bureau, and Chief of Transportation, must be the requesting member's Commanding Officer.

- REQUESTING MEMBER OF THE SERVICE**
6. If supervisory approval is received, document approval in an appropriate manner and obtain DMV photo.
    - a. Detective Bureau personnel will document approval in the associated Enterprise Case Management System (ECMS) case file.
    - b. Other investigative personnel will document approval in associated investigative case folder/file.
    - c. Non-investigative personnel will document approval in the eJusticeNY log.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-02	12-09-13		4 of 4

**REQUESTING MEMBER OF THE SERVICE (continued)**

7. Query DMV PID utilizing eJusticeNY to obtain DMV photo of Subject of Interest.
8. Prior to using DMV PID photo in a confirmation or identification procedure, ensure DMV photo is most reasonably accurate depiction of current appearance of the Subject of Interest that is readily accessible.
9. Maintain printed copy of DMV photo acquired from DMV PID for five years in the associated ECMS case file for possible inspection by the New York State Division of Criminal Justice Services (NYS DCJS).

**ADDITIONAL DATA**

DEPARTMENT POLICY

*The requesting and all supervisory members of the service are responsible for ensuring that every request for a DMV photo satisfies the requirements of this procedure.*

*It is **NOT** permissible to request a DMV photo on behalf of a non-NY PD law enforcement agency. Non-NYS law enforcement agencies requesting a DMV photo should be directed to submit the request to the NYS Intelligence Center by telephone or by email.*

LEGAL CONSIDERATIONS

*Accessing and/or releasing a DMV photo for an impermissible purpose may subject the requestor and/or the individual responsible for its unauthorized release to administrative and/or criminal prosecution.*

*Unauthorized acquisition of a NYS DMV photo may require that a notification of the unauthorized acquisition be given to the involved person pursuant to the New York State Information Security Breach Notification Act (NYS Technology Law section 208).*

3. The NYS Intelligence Center can be contacted by telephone at [REDACTED] or [REDACTED] or by email.



# DETECTIVE GUIDE

Section: Photos / Images		Procedure No: 504-03	
<b>CREATING, EDITING AND VIEWING A “SET BOOK” IN THE ENTERPRISE CASE MANAGEMENT SYSTEM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## DEFINITIONS

SUBJECT – A person whose mugshot photo will be included in a Set Book.



VIEWING ECMS SET BOOK – An ECMS “Set Book” DD-5 MUST be approved by a supervisor in order for the Set Book to be viewed by a person other than the investigator who created the “Set Book” DD-5.

EDITING ECMS SET BOOK – An ECMS “Set Book” DD-5 can ONLY be edited by the investigator who created the “Set Book” DD-5.

## CREATING A SET BOOK

In order to create a “Set Book” utilizing the Enterprise Case Management System, an investigator will comply with the following procedure:

### **INVESTIGATOR CREATING THE “SET BOOK” DD-5**

1. Identify the persons whose mugshot photos will be included in the Set Book (i.e., Subjects).
2. Choose a descriptive “name” for the Set Book.
3. Choose a descriptive “name” for the Subjects’ gang, crew, group, category, etc.
4. Determine the primary “location” where the Subjects frequent, gather or are situated.
5. Log on to Enterprise Case Management System (ECMS).
6. Select “Set Book” from the ECMS Navigational Tool Bar.
7. Select “New Set Book” from submenu dropdown list.
  - a. In “Date Created” caption, enter current date.
8. Click “Save Set Book.”
9. Click “New DD-5.”
10. Click “SET BOOK.”
  - a. In the “Identifiers” section, enter:
    - (1) “Activity Date”
    - (2) “Activity Time”



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-03	12-09-13		2 of 4

**INVESTIGATOR  
CREATING THE  
“SET BOOK”  
DD-5  
(continued)**

- (3) Name of Set Book in “Topic / Subject (SET BOOK).”
  - b. In the “Name and Location Information” section, enter:
    - (1) Name of the Subjects’ gang, crew, group, category, etc., in “Gang / Crew / Group Name”
    - (2) Primary location where the Subjects frequent, gather or are situated in “Location.”
  - c. In “SET BOOK PHOTOS” section:
    - (1) Click “Add Arrest”
    - (2) Click “Search Arrest”
    - (3) In “SEARCH ARREST LIST” dialogue box, enter:
      - (a) NYSID number of a specific Subject; **or**
      - (b) Arrest Identification number of a specific Subject; **or**
      - (c) Arrest Date and Arrest Precinct in order to identify a specific Subject. After identifying the specific Subject enter:
        - a. NYSID number of specific Subject; **or**
        - b. Arrest Identification number of specific Subject.
    - (4) Click “Search Arrest”
      - (a) View all mugshot photos of the specific Subject
      - (b) Identify mugshot photo that is the most accurate depiction of the current appearance of the specific Subject
    - (5) Click radio button of identified mugshot photo of the specific Subject that will be inserted into the “Set Book” DD-5
    - (6) Click “Continue.”
  - d. In “SET BOOK PHOTOS” section:
    - (1) Click “Add Another Arrest”
    - (2) Repeat step 10.c.(2). through step 10.c.(6).
  - e. Repeat step 10.d. until mugshot photos of all of the Subjects have been inserted into the “Set Book” DD-5.
    - (1) The mugshot photos of a **minimum of six Subjects of the same gender** must be inserted into the “Set Book” DD-5.
  - f. In the “Details” section, enter appropriate information in the “Follow-Up Information” caption.
  - g. In the “Closing Information” section, click “Case Active / Closed.”
    - (1) Select “Active” from dropdown menu list.
  - h. Click “Save and Exit.”
11. Submit “Set Book” DD-5 to Detective Squad / Unit Supervisor for approval.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-03	12-09-13		3 of 4

## DETECTIVE SQUAD / UNIT SUPERVISOR

- Promptly review and, if appropriate, approve "Set Book" DD-5.

### EDITING AN APPROVED SET BOOK CREATED BY AN INVESTIGATOR

In order to edit a previously created and approved Set Book, the investigator who created the "Set Book" DD-5 will comply with the following procedure:

## INVESTIGATOR WHO CREATED THE "SET BOOK" DD-5

- Log on to ECMS.
- Select "Set Book" from the ECMS Navigational Tool Bar.
- Select "My Active Set Book Log" from submenu dropdown list.
- Identify Set Book to be edited.
  - Click "Actions"
  - Click "Edit."
- Identify "Set Book" DD-5 to be edited.
  - Click "Actions"
  - Select "Copy From" from dropdown menu list
  - Click "SET BOOK."
- Edit the appropriate information regarding the "Set Book" DD-5.
  - To add one or more mugshot photos to the "Set Book" DD-5, comply with step 10.d. through step 10.h. of "Creating a Set Book."
  - To delete a mugshot photo from the "Set Book" DD-5, identify the mugshot photo to be deleted and click "Delete."
- Submit "Set Book" DD-5 to Detective Squad / Unit Supervisor for approval.

## DETECTIVE SQUAD / UNIT SUPERVISOR

- Promptly review and, if appropriate, approve "Set Book" DD-5.

### VIEWING APPROVED SET BOOKS CREATED BY ANY COMMAND

In order to view any approved Set Book, an investigator will comply with the following procedure:

## INVESTIGATOR

- Log on to ECMS.
- Select "Set Book" from the ECMS Navigational Tool Bar.
- Select "View Set Book" from the submenu dropdown list.
  - In "Command" caption, enter command code of Squad / Unit that created the Set Book.
- Click "View Set Book."

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
504-03	12-09-13		4 of 4

- INVESTIGATOR (continued)**
25. Identify Set Book to be viewed.
    - a. Click “Actions”
    - b. Select “Display Set Book” from submenu dropdown list.
  26. After first Set Book mugshot photo is automatically displayed, select appropriate “PIC Numbers” to display additional Set Book mugshot photos.

**ADDITIONAL DATA** *If the photographs of the Subjects contained in the Set Book are **NOT** similar in appearance, do **NOT** conduct identification procedure utilizing the Set Book. If there are questions regarding conducting an identification procedure utilizing the Set Book, confer with Zone Commanding Officer / Detective Bureau Captain.*



# DETECTIVE GUIDE

Section: Identification Procedures		Procedure No: 505-01	
<b>MUGSHOT PHOTO IDENTIFICATION PROCEDURE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## DEFINITIONS

MUGSHOT PHOTOS - A collection of arrest photographs that are shown to a witness when there is no suspect.

ADMINISTRATOR - The person who is conducting the mugshot photo identification procedure.

SUSPECT - A person police believe to have committed the crime.

## PROCEDURE

When there is no suspect and a mugshot photo identification procedure will be conducted, comply with the following:

### ADMINISTRATOR

1. When necessary, notify Operations Unit, provide specific information regarding the involved language(s) and dialect(s), indicate the required type of language service (i.e., speaking, reading, writing) and request the immediate response of one or more NYPD interpreters / translators.
2. When utilizing the Photo Manager System to conduct a mugshot photo identification procedure, use PhotoManager System produced **MUGSHOT PHOTO VIEWING REPORT (PD 382-092)**.
3. When not utilizing the Photo Manager System to conduct a mugshot photo identification procedure, **ensure the correct form is used**, by accessing the Enterprise Case Management System (ECMS) and printing the **MUGSHOT PHOTO VIEWING REPORT**. In order to obtain the correct **MUGSHOT PHOTO VIEWING REPORT** from ECMS, select:
  - a. "Help" on the Navigational Tool Bar; and,
  - b. "User Manuals" and,
  - c. "2013" submenu folder; and,
  - d. "2013\_CODET\_Memos" submenu folder; and,
  - e. "006-CODETMemo6-2013MugshotPhotoIdentificationProcedure4-8-2013.pdf" folder.
4. Contact the witness to view the mugshot photos and state the following: *"We would like you to view photos in connection with the crime you witnessed on (date) at (location)."*
  - a. Do not provide an opinion regarding the witness' ability to make an identification.
5. Conduct the mugshot photo identification procedure at an appropriate location (e.g., police facility, residence, work site).
6. When necessary, transport one or more witnesses to the location where the mugshot photo identification procedure will be conducted.
7. Remove all items that could influence the witness' identification (e.g., evidence regarding the case, wanted poster, sketch) from the room where the mugshot photo identification procedure will be conducted.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-01	12-09-13		2 of 3

**ADMINISTRATOR**  
**(continued)**

8. If there are multiple witnesses viewing mugshot photos:
  - a. Ensure each witness separately views the mugshot photos
  - b. Instruct the witnesses before and after the mugshot photo viewing not to speak to each other regarding the identification procedure
  - c. Implement reasonable and practical measures before and after the mugshot photo viewing to prevent the witnesses from speaking to each other regarding the identification procedure.
9. Inform witness to take whatever time is necessary to view the mugshot photos.
10. Conduct the mugshot photo identification procedure.
11. During the viewing of the mugshot photos by the witness, remain neutral and do not make comments that may potentially focus a witness' attention to a particular mugshot photo more than the others.
12. If a witness seeks guidance about whom to select in the mugshot photo identification procedure, instruct the witness to focus on the photos.
13. When utilizing the Photo Manager System to conduct a mugshot photo identification procedure, use the "Annotate" function to document verbatim the statements made by a witness regarding a mugshot photo viewed during the identification procedure.
14. If an identification is made:
  - a. Print mugshot photo that was selected by the witness
  - b. Instruct witness to sign and date the printed mugshot photo.
15. Instruct witness using the following statement: "*Do not discuss with any other witness what you observed or said or did during this identification procedure.*"
16. Remain neutral and do not comment or react to the results of the mugshot photo identification procedure.
17. Do NOT inform the witness whether another witness did or did not make an identification.
18. Discuss with the witness the next steps in the investigation. For example, the witness might be told, "We will contact you about any additional developments regarding the investigation."
19. When utilizing the Photo Manager System to conduct a mugshot photo identification procedure:
  - a. Print the following:
    - (1) **MUGSHOT PHOTO VIEWING REPORT**
    - (2) Witness Report Summary
    - (3) Witness Report - Viewed Images.
  - b. Sign appropriate caption **MUGSHOT PHOTO VIEWING REPORT**.
20. When not utilizing the Photo Manager System to conduct a mugshot photo identification procedure, prepare **MUGSHOT PHOTO VIEWING REPORT** and sign appropriate caption.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-01	12-09-13		3 of 3

**ADMINISTRATOR**  
**(continued)**

21. Prepare a separate “Mugshot Photo Viewing” DD-5 for:
  - a. **Each** witness who viewed mugshot photos (e.g., if there are two witnesses who view mugshot photos, two separate “Mugshot Photo Viewing” DD-5s must be prepared)
  - b. **Each separate** mugshot photo identification procedure conducted by the same witness (e.g., if one witness performed two separate mugshot photo identification procedures, two separate “Mugshot Photo Viewing” DD-5s must be prepared).
22. Upload the following documents as attachments to the ECMS case file:
  - a. If an identification is made, the printed mugshot photo that was signed and dated by the witness
  - b. **MUGSHOT PHOTO VIEWING REPORT.**
23. Attach the following to the **MUGSHOT PHOTO VIEWING REPORT:**
  - a. If an identification is made, the printed mugshot photo that was signed and dated by the witness
  - b. If Photo Manager System was utilized, Witness Report Summary
  - c. If Photo Manager System was utilized, Witness Report - Viewed Images.
24. Retain and safeguard the original documents listed in step 23 of this procedure in the related paper case folder.



# DETECTIVE GUIDE

Section: Identification Procedures Pr		Procedure No: 505-02	
<b>SET BOOK PHOTO IDENTIFICATION PROCEDURE WHEN THERE IS NO SUSPECT</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 7

## DEFINITIONS

**SUBJECT** – A person whose photograph will be included in a “Set Book Photo Identification Display.”

**SET BOOK** – A collection of six or more photographs of persons who may engage in criminal activity and are:

- a. Associated with each other (e.g., gang, crew, school, residence); or,
- b. Are not associated with each other but who engage in similar criminal activity (e.g., robbery, burglary, larceny-pickpocket, sex offender-transit system).

**SET BOOK PHOTO IDENTIFICATION DISPLAY** – A collection of Set Book photographs that will be displayed to one or more witnesses during a Set Book photo identification procedure.

**ADMINISTRATOR** – The person who is conducting the Set Book photo identification procedure.

**SUSPECT** – A person police believe to have committed the crime.

## PROCEDURE

When there is **no suspect** and a **“Set Book” photo identification procedure will be conducted**, comply with the following:

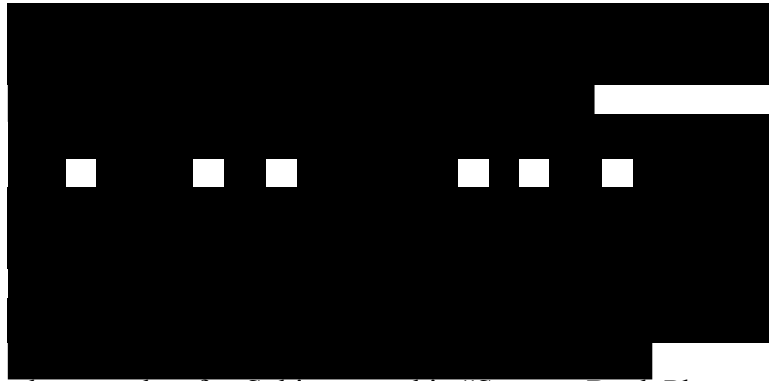
### ADMINISTRATOR

1. Create a “Set Book Photo Identification Display” utilizing an Enterprise Case Management System (ECMS) Set Book **or** a non-ECMS Set Book.
2. When creating a “Set Book Photo Identification Display”:
  - a. Ensure “Set Book Photo Identification Display” does NOT include:
    - (1) Juvenile delinquent arrest photographs
    - (2) Sealed arrest photographs
    - (3) Photographs that have arrest or identifying text information thereon.
  - b. Select an appropriate number of suitable photographs of Subjects whose appearance is consistent with the description of the perpetrator(s)
  - c. If the “Set Book Photo Identification Display” may include more than one “possible” perpetrator’s photograph, ensure that for **each** photograph of a Subject who is a “possible” perpetrator, the “Set Book Photo Identification Display” **also includes** at least five photographs of Subjects who are **not** “possible” perpetrators

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-02	12-09-13		2 of 7

## ADMINISTRATOR (continued)



- d. Ensure photographs of Subjects used in “Set Book Photo Identification Display” are similar in appearance
  - e. Ensure clothing and individual characteristics (e.g., facial hair, race, skin color, age, gender, height, unusual physical features) that can be seen in the photographs of the Subjects are as consistent as practical for all photographs
  - f. Ensure the quality, color, size, style, etc., of the photographs of the Subjects are as consistent as practical.
3. Confer with Senior Photographer or Photographer in the Photographic Unit and request technical assistance when there is difficulty creating one or more “Set Book Photo Identification Displays.”
  4. If alterations must be made to one or more photographs contained in the “Set Book Photo Identification Display” to ensure the photographs of the Subjects are similar in appearance (e.g., changing the background color of the photographs to make them look more uniform, cropping the photographs, concealing an earring worn in a photograph, converting color photographs to black / white photographs, concealing a scar that is visible in a photograph):
    - a. Notify the involved Detective Bureau supervisor; and,
    - b. Confer with Senior Photographer or Photographer in the Photographic Unit and obtain required technical assistance.
  5. When utilizing ECMS to create a “Set Book Photo Identification Display”:
    - a. Log on to ECMS
    - b. Select “Set Book” from the ECMS Navigational Tool Bar
    - c. Select “View Set Book” from submenu dropdown list
      - (1) In “Command” caption, enter command code of command that created the “Set Book” that will be utilized to create the “Set Book Photo Identification Display DD-5
      - (2) Click “View Set Book”
    - d. Identify Set Book that will be utilized to create “Set Book Photo Identification Display” DD-5
      - (1) Click “Actions”
      - (2) Click “Create Set Book Photo Identification Display”
    - e. Choose a descriptive “name” for the “Set Book Photo Identification Display”



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-02	12-09-13		3 of 7

## ADMINISTRATOR (continued)

- f. In the “Topic/Subject” caption of the “Set Book Photo Identification Display” DD-5, enter descriptive “name” of the “Set Book Photo Identification Display”
  - g. Examine mugshot photo of each person **initially** displayed on the “Set Book Photo Identification Display” DD-5
  - h. Identify mugshot photo of each specific Subject that will be included in the **final** “Set Book Photo Identification Display” DD-5
  - i. Select “Select Photo for Identification Display” of each identified mugshot photo of each Subject that will be inserted into the **final** “Set Book Photo Identification Display” DD-5
    - (1) Comply with step 2 of this procedure when selecting the mugshot photos of Subjects that will be inserted into the **final** “Set Book Photo Identification Display” DD-5
  - j. Click “Save and Exit” and save the **final** “Set Book Photo Identification Display” DD-5
    - (1) **Final** “Set Book Photo Identification Display” DD-5 will be saved in associated ECMS Set Book file of command that created the “Set Book” from which the **final** “Set Book Photo Identification Display” DD-5 was created
  - k. Click “Close Window” button.
6. If the photographs of the Subjects contained in the “Set Book Photo Identification Display” are **NOT** similar in appearance, do **NOT** conduct **identification procedure** utilizing the “Set Book Photo Identification Display.”
  7. When necessary, notify Operations Unit, provide specific information regarding the involved language(s) and dialect(s), indicate the required type of language service (i.e., speaking, reading, writing) and request the immediate response of one or more NYPD interpreters / translators.
  8. When utilizing ECMS to conduct a Set Book photo identification procedure, use ECMS produced **ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT (PD 373-156)**.
  9. When not utilizing ECMS to conduct a Set Book photo identification procedure, **ensure the correct form is used,** by accessing ECMS and printing the **NON-ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT (PD 373-156A)**. In order to obtain the correct **NON-ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT** from ECMS, select:
    - a. “Help” on the Navigational Tool Bar; and,
    - b. “User Manuals” and,
    - c. “2013” submenu folder; and,
    - d. “2013\_CODET\_Memos” submenu folder; and,
    - e. “025-CODETMem 025-2013SetBookPhotoIdentificationProcedure9-23-2013.pdf” folder.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-02	12-09-13		4 of 7

**ADMINISTRATOR**  
**(continued)**

10. Contact the witness to view the “Set Book Photo Identification Display” and state the following: *“We would like you to view photos in connection with the crime you witnessed on (date) at (location).”*
  - a. Do not provide an opinion regarding the witness’ ability to make an identification.
11. Conduct the Set Book photo identification procedure at an appropriate location (e.g., police facility, residence, work site).
12. When necessary, transport one or more witnesses to the location where the Set Book photo identification procedure will be conducted.
13. Remove all items that could influence the witness’ identification (e.g., evidence regarding the case, wanted poster, sketch) from the room where the Set Book photo identification procedure will be conducted.
14. If there are multiple witnesses viewing the “Set Book Photo Identification Display”:
  - a. Ensure each witness separately views the “Set Book Photo Identification Display”
  - b. Instruct the witnesses before and after the “Set Book Photo Identification Display” viewing not to speak to each other regarding the identification procedure
  - c. Implement reasonable and practical measures before and after the “Set Book Photo Identification Display” viewing to prevent the witnesses from speaking to each other regarding the identification procedure.
15. Inform witness to take whatever time is necessary to view the “Set Book Photo Identification Display.”
16. Conduct the Set Book photo identification procedure.
17. When utilizing ECMS to conduct Set Book photo identification procedure:
  - a. Select “Set Book” from the ECMS Navigational Tool Bar
  - b. Select “Create Set Book Photo Identification Display Viewing” from submenu dropdown list
    - (1) In “Command” caption, enter command code of command that created the “Set Book” that will be utilized to create the “Set Book Photo Identification Display Viewing” DD-5
      - (a) Do **NOT** enter command code of command that created the “Set Book Photo Identification Display” DD-5
      - (2) Click “View Set Book Photo Identification Display”
  - c. Identify previously created “Set Book Photo Identification Display” DD-5 that will be utilized to create “Set Book Photo Identification Display Viewing” DD-5
    - (1) Click “Actions”
    - (2) Click “Create Set Book Photo Identification Display Viewing”
  - d. In the “Case Information” section of the “Set Book Photo Identification Display Viewing” DD-5, enter required information

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-02	12-09-13		5 of 7

**ADMINISTRATOR  
(continued)**

- e. Click “Create Photo Identification Display Viewing” button
  - f. Click “Close Window” button
  - g. Instruct witness to select appropriate “PIC” number” to display each Set Book mugshot photo that was inserted in “Set Book Photo Identification Display Viewing” DD-5.
18. Stand out of the witness’ line of sight, where practical, and in a position where it will be possible to observe and listen to the witnesses during the viewing of the “Set Book Photo Identification Display.”
    - a. Do not take a position that will interrupt the concentration of the witness or “crowd” the witness.
  19. During the viewing of the “Set Book Photo Identification Display” by the witness, remain neutral and do not make comments that may potentially focus a witness’ attention to a particular photo more than the others.
  20. If a witness seeks guidance about whom to select in the “Set Book Photo Identification Display,” instruct the witness to focus on the “Set Book Photo Identification Display.”
  21. When utilizing ECMS to conduct Set Book photo identification procedure, if an identification is **NOT** made by the witness:
    - a. Instruct witness to click “End Identification Viewing – No Selection Made” button and terminate the Set Book mugshot photo display process
    - b. Select “No” from “Did the Witness Select a Person During the Set Book Photo Viewing Procedure?” dropdown list
    - c. Select Continue button
    - d. Click “print icon” on “Adobe Print” feature and print:
      - (1) **ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT**
      - (2) **Witness Report - Viewed Images.**
    - e. Sign appropriate caption of **ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT.**
  22. When utilizing ECMS to conduct a Set Book photo identification procedure, if an identification is made by the witness:
    - a. Instruct witness to click “Select This Person And Print Identification Photo” button and terminate the Set Book mugshot photo display process
    - b. Select “Yes” from “Did the Witness Select a Person During the Set Book Photo Viewing Procedure?” dropdown list
    - c. In the “What Statements Did the Witness Make Regarding The Person Selected?” section, document verbatim the statements made by the witness regarding the Set Book mugshot photo selected by the witness
    - d. Select “Continue” button
    - e. Click “print icon” on “Adobe Print” feature and print:
      - (1) “Set Book Photo Identification Display” photo that was selected by the witness

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-02	12-09-13		6 of 7

ADMINISTRATOR  
(continued)

- (2) **ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT**
- (3) **Witness Report - Viewed Images.**
- f. Instruct witness to sign and date the printed “Set Book Photo Identification Display” photo
  - g. Sign appropriate caption of **ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT.**
23. When not utilizing ECMS to conduct a Set Book photo identification procedure, if an identification is made, instruct witness to sign and date the photo that was selected by the witness during the “Set Book Photo Identification Display.”
  24. If a witness makes an identification and there are additional witnesses, do **not** show a photo array containing a photograph of the identified person to any of the additional witnesses unless there are extenuating circumstances. Instead, conduct a line up identification procedure for the additional witnesses.
  25. Instruct witness using the following statement: *“Do not discuss with any other witness what you observed or said or did during this identification procedure.”*
  26. Remain neutral and do not comment or react to the results of the Set Book photo identification procedure.
  27. Do NOT inform the witness whether another witness did or did not make an identification.
  28. Discuss with the witness the next steps in the investigation. For example, the witness might be told, “We will contact you about any additional developments regarding the investigation.”
  29. When not utilizing ECMS to conduct a Set Book photo identification procedure, prepare **NON-ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT** and sign in the appropriate caption.
  30. Prepare a separate “Set Book Photo Viewing” DD-5 for:
    - a. **Each** witness who viewed the “Set Book Photo Identification Display” (e.g., if there are two witnesses who view the “Set Book Photo Identification Display,” two separate “Set Book Photo Viewing” DD-5s must be prepared)
    - b. **Each separate** Set Book photo identification procedure conducted by the same witness (e.g., if one witness performed two separate Set Book photo identification procedures, two separate “Set Book Photo Viewing” DD-5s must be prepared).
  31. Upload the following documents as attachments to the ECMS case file:
    - a. If an identification is made, the “Set Book Photo Identification Display” photo that was signed and dated by the witness
    - b. **When applicable, NON-ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT.**

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-02	12-09-13		7 of 7

**ADMINISTRATOR**  
**(continued)**

32. Attach the following to the **ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT** OR **NON-ECMS SET BOOK PHOTO IDENTIFICATION DISPLAY VIEWING REPORT**:
  - a. If an identification is made, the printed "Set Book Photo Identification Display" photo that was signed and dated by the witness
  - b. If ECMS was utilized, **Witness Report - Viewed Images**.
33. Place the original documents listed in step 32 of this procedure in the related paper case folder.
34. If ECMS was not utilized to conduct a Set Book photo identification procedure and if practical to retain the entire "Set Book Photo Identification Display," place entire "Set Book Photo Identification Display" in the related paper case folder.



# DETECTIVE GUIDE

Section: Identification Procedures		Procedure No: 505-03	
<b>PHOTO ARRAY IDENTIFICATION PROCEDURE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 6

## DEFINITIONS

**SUSPECT** – A person police believe to have committed the crime.

**FILLER** – A person whose photograph is included in a photo array, but is not a suspect in the crime.

**PHOTO ARRAY** – A collection of photographs composed of photographs of five fillers and a photograph of one suspect, that are shown to a witness to determine if the witness can recognize a person involved with the crime.

**ADMINISTRATOR** – The person who is conducting the photo array identification procedure.

## PROCEDURE

When an investigator has identified a suspect and will conduct a photo array identification procedure, comply with the following:

### ADMINISTRATOR

1. When necessary, notify Operations Unit, provide specific information regarding the involved language(s) and dialect(s), indicate the required type of language service (i.e., speaking, reading, writing) and request the immediate response of one or more NYPD interpreters / translators.
2. If there are multiple suspects, create a **separate** photo array for each suspect and use five different fillers in each separate photo array.
3. If there are multiple witnesses, ensure each witness separately views one or more photo arrays.
4. Create the required number of photo arrays.
  - a. If possible, use the Photo Manager System to create the required number of photo arrays.
  - b. If an image of the suspect is not contained in the Photo Manager System or other electronic Photo Image Management System (e.g., HIDTA PIMS, NYS eJustice CJIMS), obtain appropriate images of the suspect and fillers in a lawful and authorized manner.
5. When creating a photo array:
  - a. Only one suspect photograph will be placed in each photo array
  - b. Five filler photographs must be placed in each photo array in addition to the suspect photograph
  - c. Fillers will be similar in appearance to the suspect
  - d. Clothing and individual characteristics (e.g., facial hair, race, skin color, age, gender, height, unusual physical features) that can be seen in the suspect and filler photographs should be as consistent as practical for all photographs
  - e. The quality, color, size, style, etc., of the suspect and filler photographs should be as consistent as possible.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-03	12-09-13		2 of 6

- ADMINISTRATOR (continued)**
6. Confer with Senior Photographer or Photographer in the Photographic Unit and request technical assistance when there is difficulty creating one or more photo arrays.
  7. Absent unusual circumstances, do not make alterations to suspect photographs and / or filler photographs that will be used in the photo array. However, if alterations must be made (e.g., changing the background color of the photographs to make them look more uniform, cropping the photographs, concealing an earring worn in a photograph, converting color photographs to black / white photographs, concealing a scar that is visible in a photograph):
    - a. Notify the involved Detective Bureau supervisor; and,
    - b. Confer with Senior Photographer or Photographer in the Photographic Unit regarding technical assistance; and,
    - c. Document any alterations made to the suspect photographs and / or filler photographs used in the photo array on the **PHOTO ARRAY INFORMATION REPORT (PD 373-155)**.
- ASSIGNED SENIOR PHOTOGRAPHER OR PHOTOGRAPHER, PHOTOGRAPHIC UNIT**
8. If Administrator requests assistance, make alterations to one or more suspect photographs and / or filler photographs.
  9. If Administrator requests assistance, create one or more photo arrays.
    - a. If possible, utilize Photo Manager System to create photo array(s).
  10. Prepare a **separate** "Photo Unit Adult Photo Array Editing Report" for **each** photo array that is created using an altered adult suspect photograph and / or altered adult filler photograph.
  11. If Photo Manager System is utilized, print a **separate** "Photo Array Report Summary" for **each** photo array that is created.
  12. E-mail to the Administrator of the photo array, the following documents:
    - a. Photo array(s)
    - b. "Photo Unit Adult Photo Array Editing Report" for each photo array
    - c. If Photo Manager System is utilized, "Photo Array Report Summary" for each photo array.
  13. Electronically file documents listed in step 12.
- ADMINISTRATOR**
14. When utilizing the Photo Manager System to create a photo array, print the following:
    - a. Photo Array
    - b. Photo Array Report Summary
    - c. **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT (PD 373-112)**; or, if applicable, **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT - SPANISH (PD 373-112A)**
    - d. **PHOTO ARRAY VIEWING REPORT (PD373-154)**; or, if applicable, **PHOTO ARRAY VIEWING REPORT – SPANISH (PD173-154A)**
    - e. **PHOTO ARRAY INFORMATION REPORT.**

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-03	12-09-13		3 of 6

**ADMINISTRATOR**  
**(continued)**

15. When not utilizing the Photo Manager System to create a photo array, **ensure the correct forms are used**, by accessing the Enterprise Case Management System (ECMS) and printing all required photo array identification procedure forms. In order to obtain the correct photo array identification procedure forms from ECMS, select:
  - a. "Help" on the Navigational Tool Bar; and,
  - b. "User Manuals" and,
  - c. "2013" submenu folder; and,
  - d. "2013\_CODET\_Memos" submenu folder; and,
  - e. "007-CODETMemo7-2013PhotoArray4-8-2013.pdf" folder.
16. Place only one photo array into a letter-size manila folder and do not place any other items in the letter-size manila folder.
  - a. If more than one photo array is created, prepare one **separate** letter-size manila folder for each photo array.
17. Contact the witness to view the photo array and state the following: "*We would like you to view a photo array in connection with the crime you witnessed on (date) at (location).*"
  - a. Do not provide an opinion regarding the witness' ability to make an identification.
  - b. Do not say, "We have someone we believe may be involved with the crime and we need you to see if you recognize him / her."
18. Conduct the photo array at an appropriate location (e.g., police facility, residence, work site).
19. When necessary, transport one or more witnesses to the location where the photo array will be conducted.
20. Remove all items that could influence the witness' identification (e.g., evidence regarding the case, wanted poster, photo of the suspect, sketch, suspect's criminal history report) from the room where the photo array will be conducted.
21. If there are multiple witnesses separately viewing one or more photo arrays:
  - a. Instruct the witnesses before and after the photo array not to speak to each other regarding the identification procedure
  - b. Implement reasonable and practical measures before and after the photo array to prevent the witnesses from speaking to each other regarding the identification procedure.
22. Prepare English language **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT** or, if applicable, Spanish language **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT – SPANISH**.
23. Prior to showing photo array to witness, read the instructions to the witness verbatim from the **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT**.
24. If the witness has difficulty understanding the instructions on the **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT**, explain the instructions in a simplified manner.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-03	12-09-13		4 of 6

- ADMINISTRATOR** 25. Request witness to initial and date **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT** in the appropriate captions of the “WITNESS INITIAL” box.
- (continued)
- a. If witness refuses, write “Refused” and rank, name, and tax registry number in the “WITNESS INITIAL” box.
26. Before the witness views the photo array, ensure the captions are completed and read the “Instructions to the Administrator Showing the Photo Array” information on Part A of the English language **PHOTO ARRAY VIEWING REPORT** or, if applicable, Spanish language **PHOTO ARRAY VIEWING REPORT – SPANISH**.
27. Present closed letter-size manila folder containing one photo array to witness.
28. Inform witness to take whatever time is necessary to view the photo array.
29. Conduct the photo array.
30. Stand out of the witness’ line of sight, where practical, and in a position where it will be possible to observe the witness viewing the photo array and listen to the witness during the viewing of the photo array.
- a. Do not take a position that will interrupt the concentration of the witness or “crowd” the witness.
31. During the viewing of the photo array by the witness, remain neutral and do not make comments that may potentially focus a witness’ attention to a particular photograph more than the others (e.g., “Are you sure you got a good look at number 2?” or “Can you take another look at number 6?”).
32. If a witness seeks guidance about whom to select in the photo array, instruct the witness to focus on the photo array.
33. When the witness indicates the viewing of the photo array has been completed:
- a. Ask witness the following three questions verbatim:
    - (1) Did you recognize anyone in the photo array?
    - (2) If so, what is the number of the photograph of the person that you recognize?
    - (3) From where do you recognize that person?
  - b. If the witness’ answers are vague or unclear, ask the witness one or more “clarifying questions” to determine what the witness meant by the answer. For example, if the witness states “I think it is # 3,” then the administrator should say: “You said I think it is # 3. What do you mean by that?”
  - c. Do not ask the witness to provide a numeric value involving the level of certainty regarding an identification or non-identification (e.g., “On a scale of 1-10, how sure are you?” or “Are you 100% sure?”).

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-03	12-09-13		5 of 6

- ADMINISTRATOR** 34. Document verbatim the responses of the witness to the three questions and all clarifying questions and any related words of the witness and any related gestures of the witness and any related physical reactions of the witness on Part B of the **PHOTO ARRAY VIEWING REPORT**.
- (continued)
- a. Statements made by the witness must be documented verbatim (e.g., “It is definitely # 1.” or “If I had to pick, it would be # 2.” or “I’m not sure, but it might be # 3.” or “I didn’t want to say inside the room, but it was # 4.”).
  - b. Document physical reactions and gestures of the witness.
  - c. Do NOT use the following statements when documenting the results of the viewing of the photo array: “positive,” “negative,” “hit” or “no hit.”
35. Complete the “Date” and “Time” captions of Part B of the **PHOTO ARRAY VIEWING REPORT**.
36. Request witness to sign **PHOTO ARRAY VIEWING REPORT**.
- a. If witness refuses, write “Refused” and rank, name, and tax registry number in the “WITNESS INITIAL” box.
37. If an identification is made:
- a. Instruct witness to sign on the line underneath the photograph that was selected by the witness in the photo array
  - b. If Photo Manager System was utilized to create the photo array:
    - (1) Instruct witness to sign on the line underneath the photograph that was selected by the witness in the photo array
    - (2) Complete all of the captions on the photo array.
38. If a witness makes an identification and there are additional witnesses, do **not** show a photo array containing a photograph of the identified person to any of the additional witnesses unless there are extenuating circumstances. Instead, conduct a lineup identification procedure for the additional witnesses.
39. Instruct witness using the following statement verbatim: “*Do not discuss with any other witness what you observed or said or did during this identification procedure.*”
40. Do NOT inform the witness of the results of the photo array.
41. Do NOT inform the witness whether another witness did or did not make an identification.
42. Do NOT inform the witness of future steps until the identification procedure is documented on Part B of the **PHOTO ARRAY VIEWING REPORT**.
43. After completing the **PHOTO ARRAY VIEWING REPORT**, discuss with the witness the next steps in the investigation. For example, the witness might be told, “We will contact you about meeting with the Assistant District Attorney.” or “We will contact you about any additional developments regarding the investigation.”
- a. Remain neutral and do not comment or react to the results of the identification procedure.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-03	12-09-13		6 of 6

## ADMINISTRATOR (continued)

- b. If the witness has questions regarding the case, accurately answer the questions including whether an arrest will be made.
44. If there are multiple witnesses separately viewing one or more photo arrays in a police facility, in addition to providing the instructions to the witnesses that are listed in step 39 of this procedure, also implement reasonable and practical measures before and after the photo array to prevent the witnesses from speaking to each other regarding the identification procedure while in the police facility. For example:
  - a. Place each witness in a separate room
  - b. Direct an officer to sit with the witnesses
  - c. When applicable, allow the witnesses to leave immediately after the identification procedure
  - d. If the witnesses must be interviewed after the identification procedure, place each witness in separate area.
45. Prepare **PHOTO ARRAY INFORMATION REPORT**.
46. Prepare a separate "Photo Array" DD-5 for:
  - a. **Each** witness who viewed the photo array (e.g., if there are two witnesses and one photo array, two separate Photo Array DD-5s must be prepared)
  - b. **Each** photo array viewed by a witness (e.g., if one witness viewed three photo arrays, then three Photo Array DD-5s must be prepared).
47. Upload the following documents as attachments to the ECMS case file:
  - a. **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT**
  - b. **PHOTO ARRAY VIEWING REPORT**
  - c. **PHOTO ARRAY INFORMATION REPORT**
  - d. "Photo Unit Adult Photo Array Editing Report," if applicable
  - e. If Photo Manager System was utilized, "Photo Array Report Summary"
  - f. Photo Array.
48. Without damaging, altering, modifying, etc., the photo array, attach the photo array to the following original documents
  - a. **PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT**
  - b. **PHOTO ARRAY VIEWING REPORT**
  - c. **PHOTO ARRAY INFORMATION REPORT**
  - d. "Photo Unit Adult Photo Array Editing Report," if applicable
  - e. If Photo Manager System was utilized, "Photo Array Report Summary."
49. Retain and safeguard the original documents listed in step 48 of this procedure and the original photo array(s) in the related paper case folder.



# DETECTIVE GUIDE

Section: Identification Procedures Pro		cedure No: 505-04	
<b>PHOTO ARRAYS USING PHOTO MANAGER SYSTEM NYPD JUVENILE DATABASE JUVENILE DELINQUENT ARREST PHOTOGRAPHS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 6

## DEFINITIONS

SUSPECT – A person police believe to have committed the crime.

FILLER – A person whose photograph is included in a photo array, but is not a suspect in the crime.

PHOTO ARRAY – A collection of photographs composed of photographs of five fillers and a photograph of one suspect, that are shown to a witness to determine if the witness can recognize a person involved with the crime.

ADMINISTRATOR OF THE PHOTO ARRAY – The person who is conducting the photo array identification procedure.

NYPD ADULT SUSPECT DATABASE – Section of the Photo Manager System that contains arrest photographs of persons who are:

- a. Sixteen years old or older who have been charged with a fingerprintable offense
- b. Less than sixteen years old who have been charged as a juvenile offender.

NYPD JUVENILE DATABASE – Section of the Photo Manager System that contains arrest photographs of juvenile delinquents who are:

- a. Eleven or twelve years old and charged with a class A or B felony
- b. Thirteen, fourteen or fifteen years old and charged with any felony.

## PROCEDURE

When an investigator identifies a suspect and wants to conduct a photo array identification procedure using Photo Manager System NYPD Juvenile Database juvenile delinquent arrest photographs, comply with the following procedure:

### ASSIGNED INVESTIGATOR

- 1. Notify Detective Squad / Unit supervisor.

### DETECTIVE SQUAD / UNIT SUPERVISOR

- 2. Notify Zone Commanding Officer / Detective Bureau Captain and request authorization to conduct a photo array identification procedure using Photo Manager System NYPD Juvenile Database juvenile delinquent arrest photographs.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-04	12-09-13		2 of 6

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

3. Confer with Senior Photographer in Photographic Unit to determine if there is an arrest photograph of juvenile delinquent suspect in Photo Manager System NYPD Juvenile Database.



4. Provide Senior Photographer with the following information:
  - a. Full name of juvenile delinquent suspect
  - b. NYSID number of juvenile delinquent suspect, if known
  - c. Date of birth of juvenile delinquent suspect, if known
  - d. **COMPLAINT REPORT** number(s)
  - e. Requesting Detective Squad / Unit Command and Code and Case number or Pattern number.

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

5. Determine if there is an arrest photograph of juvenile delinquent suspect in Photo Manager System NYPD Juvenile Database and notify requesting Zone Commanding Officer / Detective Bureau Captain.
6. If there is an arrest photograph of juvenile delinquent suspect in Photo Manager System NYPD Juvenile Database:
  - a. Print juvenile delinquent suspect arrest photograph using “Image Retrieve” print function
  - b. Email juvenile delinquent suspect arrest photograph to requesting Zone Commanding Officer / Detective Bureau Captain.

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

7. Examine juvenile delinquent suspect arrest photograph and determine if suitable for use in a photo array.
8. If juvenile delinquent suspect arrest photograph is suitable for use in a photo array, request assigned Senior Photographer create a Juvenile Delinquent Photo Array (JD Photo Array).
9. If juvenile delinquent suspect arrest photograph is not suitable for use in a photo array, confer with assigned Senior Photographer and request that attempts be made to improve the quality of the photograph.

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

10. If juvenile delinquent suspect arrest photograph is not suitable for use in a photo array, attempt to improve the quality by using standard commercial photographic editing applications such as Adobe Photoshop and Apple Pages to perform routine photographic editing techniques such as resizing, lightening, desaturating, color correcting, softening, etc.
11. Email edited juvenile delinquent suspect arrest photograph to requesting Zone Commanding Officer / Detective Bureau Captain.

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

12. Examine edited juvenile delinquent suspect arrest photograph and determine if suitable for use in a photo array.
13. If edited juvenile delinquent suspect arrest photograph is not suitable for use in photo array, notify:
  - a. Assigned Senior Photographer; and,
  - b. Requesting Detective Squad / Unit supervisor.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-04	12-09-13		3 of 6

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN  
(continued)**

14. If edited juvenile delinquent suspect arrest photograph is suitable for use in photo array, notify assigned Senior Photographer and request JD Photo Array be created.

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

15. If requested by Zone Commanding Officer / Detective Bureau Captain, create JD Photo Array containing unedited or, if necessary, edited juvenile delinquent suspect arrest photograph and five unedited or, if necessary, edited juvenile delinquent filler arrest photographs.
- Juvenile delinquent arrest photographs and adult arrest photographs should never be displayed together.
  - Juvenile delinquent arrest photographs and juvenile offender arrest photographs should never be displayed together.
16. If edited juvenile delinquent suspect arrest photograph or edited juvenile delinquent filler arrest photograph was used to create JD Photo Array, prepare "Photo Unit Juvenile Photo Array Editing Report."
- Prepare a **separate** "Photo Unit Juvenile Photo Array Editing Report" for **each** JD Photo Array that is created using an edited juvenile delinquent suspect arrest photograph or edited juvenile delinquent filler arrest photograph.
17. Print a **separate** "Photo Array Report" from Photo Manager System for **each** JD Photo Array that is created.
18. E-mail the following to Zone Commanding Officer / Detective Bureau Captain:
- Unedited juvenile delinquent suspect arrest photograph
  - JD Photo Array
  - "Photo Unit Juvenile Photo Array Editing Report," if applicable
  - Photo Manager System produced "Photo Array Report."
19. Electronically file documents listed in step 18.

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

20. Determine if JD Photo Array is suitable for use in an identification procedure.
21. If JD Photo Array is suitable for use in an identification procedure, confer with requesting Detective Squad / Unit supervisor and authorize assigned investigator to use JD Photo Array.
22. If JD Photo Array is not suitable for use in an identification procedure, confer with assigned Senior Photographer and request that attempts be made to improve the quality of the JD Photo Array.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-04	12-09-13		4 of 6

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

23. If JD Photo Array is not suitable for use in an identification procedure, attempt to improve the quality of the JD Photo Array by using standard commercial photographic editing applications such as Adobe Photoshop and Apple Pages to perform routine photographic editing techniques such as resizing, lightening, desaturating, color correcting, softening, etc.
24. E-mail edited JD Photo Array to requesting Zone Commanding Officer / Detective Bureau Captain.

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

25. Examine edited JD Photo Array and determine if suitable for use in a photo array identification procedure.
26. If edited JD Photo Array is not     suitable for use in photo array identification procedure, notify:
  - a. Assigned Senior Photographer; and,
  - b. Requesting Detective Squad / Unit supervisor.
27. If JD Photo Array is suitable for use in an identification procedure, confer with requesting Detective Squad / Unit supervisor and authorize assigned investigator to use JD Photo Array.

**ADMINISTRATOR  
OF THE PHOTO  
ARRAY**

28. If authorized by Zone Commanding Officer / Detective Bureau Captain, conduct photo array identification procedure using JD Photo Array.
  - a. Comply with *Detective Guide 505-03, "Photo Array Identification Procedure."*
29. Prepare a separate "Juvenile Delinquent Photo Array" DD-5 for:
  - a. **Each** witness who viewed the JD Photo Array (e.g., if there are two witnesses and one suspect JD Photo Array, two separate "Juvenile Delinquent Photo Array" DD-5s must be prepared)
  - b. **Each** JD Photo Array viewed by a witness (e.g., if one witness viewed three suspect JD Photo Arrays, then three "Juvenile Delinquent Photo Array" DD-5s must be prepared).
30. Document name of authorizing Zone Commanding Officer / Detective Bureau Captain on "Juvenile Delinquent Photo Array" DD-5.
31. Upload the following documents as attachments to the Enterprise Case Management System (ECMS) case file:
  - a. **PHOTO ARRAY PRE-VIEWING INST                   RUCTIONS REPORT (PD373-112)**
  - b. **PHOTO ARRAY VIEWING REPORT (PD373-154)**
  - c. **PHOTO ARRAY INFORMATION REPORT (PD373-155)**
  - d. Unedited juvenile delinquent suspect arrest photograph
  - e. JD Photo Array
  - f. "Photo Unit Juvenile Photo Array Editing Report," if applicable
  - g. Photo Manager System produced "Photo Array Report."
32. Without damaging, altering, modifying, etc., the JD Photo Array, attach the JD Photo Array to the following original documents.
  - a. **PHOTO ARRAY PRE-VIEWING INST                   RUCTIONS REPORT**
  - b. **PHOTO ARRAY VIEWING REPORT**

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-04	12-09-13		5 of 6

## ADMINISTRATOR OF THE PHOTO ARRAY (continued)

- c. **PHOTO ARRAY INFORMATION REPORT**
  - d. Unedited juvenile delinquent suspect arrest photograph
  - e. "Photo Unit Juvenile Photo Array Editing Report," if applicable
  - f. Photo Manager System produced "Photo Array Report."
33. Retain and safeguard original documents listed in step 32 of this procedure and original JD Photo Array(s) in the related paper case folder.
  34. If requested, provide JD Photo Array(s) and related documents to District Attorney's Office, New York City Corporation Counsel and United States Attorney's Office.

## ADDITIONAL DATA

*Pursuant to the Family Court Act, juvenile delinquent arrest photographs must be kept confidential and in the exclusive possession of the NYPD. Additionally, juvenile delinquent arrest photographs must be kept separate from adult arrest photographs and juvenile offender arrest photographs. Furthermore, pursuant to the Family Court Act, the NYPD may **ONLY** retain juvenile delinquent arrest photographs:*

1. *During the pendency of the Family Court proceeding that is the subject of the arrest*
2. *Following the disposition of the Family Court proceeding that is the subject of the arrest, only upon the conviction of an eleven or twelve year old for an A or B felony OR the conviction of a thirteen, fourteen or fifteen year old for any felony.*

***In all other circumstances, ALL copies of juvenile delinquent arrest photographs must be retrieved and destroyed.***

*To ensure compliance with the strict controls mandated by the Family Court Act, members of the service must comply with the following guidelines concerning juvenile delinquent arrest photographs:*

- a. *Juvenile delinquent arrest photographs and adult arrest photographs should never be displayed together*
- b. *Juvenile delinquent arrest photographs and juvenile offender arrest photographs should never be displayed together*
- c. *Juvenile delinquent arrest photographs must be treated as confidential and retained in the exclusive control of the NYPD*
- d. *Juvenile delinquent arrest photographs will not be printed from the Photo Manager System except: (1) to create and preserve a copy of a photo array displayed to a victim / witness; or (2) when applicable, to preserve a copy of all photographs displayed to a victim / witness during a mugshot photo viewing identification procedure; or (3) to assist in the execution of a Family Court warrant for the charge that is the subject of the arrest for which the juvenile delinquent arrest photograph was taken and entered into the Photo Manager System; or (4) to generate a Precinct / Transit District / Police Service Area Prisoner Movement Slip or a Borough Court Section Prisoner Movement Slip. If there are questions concerning the printing of juvenile delinquent arrest photographs from the Photo Manager System, confer with a Legal Bureau attorney. The assigned investigator will document such conferral on a DD-5 in the related ECMS case file*



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-04	12-09-13		6 of 6

**ADDITIONAL  
DATA  
(continued)**

- e. Juvenile delinquent arrest photographs will not be provided to outside agencies, including other law enforcement agencies, **EXCEPT** the District Attorney's Office, NYC Corporation Counsel or US Attorney's Office, if requested. If there are questions concerning the distribution of juvenile delinquent arrest photographs to other agencies, confer with a Legal Bureau attorney. The assigned investigator will document such conferral on a DD-5 in the related ECMS case file
- f. Juvenile delinquent arrest photographs will not be used for wanted flyers
- g. Juvenile delinquent arrest photographs will not be used for missing person flyers without permission from the Legal Bureau
- h. Juvenile delinquent arrest photographs will not be released to the media.



# DETECTIVE GUIDE

Section: Identification Procedures Pro		cedure No: 505-05	
<b>PHOTO ARRAYS USING DESK APPEARANCE TICKET PRISONER MOVEMENT SLIP PHOTOGRAPHS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## DEFINITIONS

SUSPECT – A person police believe to have committed the crime.

FILLER - A person whose photograph is included in a photo array, but is not a suspect in the crime.

PHOTO ARRAY - A collection of photographs composed of photographs of five fillers and a photograph of one suspect, that are shown to a witness to determine if the witness can recognize a person involved with the crime.

ADMINISTRATOR OF THE PHOTO ARRAY - The person who is conducting the photo array identification procedure.

PRISONER MOVEMENT SLIP PHOTOGRAPH – Photograph taken of an arrested person who is processed at a precinct, police service area, transit district or other designated facility if an Omniform Arrest Report is prepared. The Prisoner Movement Slip photograph is stored in the NYPD Photo Manager System Digital Camera Capture Database.

NYPD OFFICIAL ARREST PHOTOGRAPH - Photograph taken of an arrested person who is processed at a Borough Court Section. The NYPD Official Arrest photograph is stored in the NYPD Photo Manager System Adult Suspect Database.

## PROCEDURE

When an investigator identifies a suspect and wants to conduct a photo array identification procedure using a Desk Appearance Ticket / Prisoner Movement Slip photograph, comply with the following procedure:

**ASSIGNED INVESTIGATOR**

1. Notify Detective Squad / Unit supervisor.

**DETECTIVE SQUAD / UNIT SUPERVISOR**

2. Notify Zone Commanding Officer / Detective Bureau Captain and request authorization to conduct a photo array identification procedure using a Desk Appearance Ticket / Prisoner Movement Slip (DAT / PMS) photograph.

**ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN**

3. Confer with Senior Photographer in Photographic Unit to determine if there is a DAT / PMS photograph of suspect in NYPD Photo Manager System Digital Camera Capture (DCC) Database.



4. Provide Senior Photographer with the following information:  
a. Full name of suspect

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-05	12-09-13		2 of 4

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN  
(continued)**

- b. NYSID number of suspect, if known
- c. Date of birth of suspect, if known
- d. **COMPLAINT REPORT** number(s)
- e. Requesting Detective Squad / Unit Comm and Code and Case number or Pattern number.

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

- 5. Determine if there is a DAT / PMS photograph of suspect in DCC Database and notify requesting Zone Commanding Officer / Detective Bureau Captain.
- 6. If there is a DAT / PMS photograph of suspect in DCC Database:
  - a. Print suspect DAT / PMS photograph
  - b. Email suspect DAT / PMS photograph to requesting Zone Commanding Officer / Detective Bureau Captain.

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

- 7. Examine suspect DAT / PMS photograph and determine if suitable for use in a Photo Array.
- 8. If suspect DAT / PMS photograph is suitable for use in a Photo Array, request assigned Senior Photographer create a Photo Array.
- 9. If suspect DAT / PMS photograph is not suitable for use in a Photo Array, confer with assigned Senior Photographer and request that attempts be made to improve the quality of the photograph.

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

- 10. If suspect DAT / PMS photograph is not suitable for use in a Photo Array, attempt to improve the quality by using standard commercial photographic editing applications such as Adobe Photoshop and Apple Pages to perform routine photographic editing techniques such as resizing, lightening, desaturating, color correcting, softening, etc.
- 11. Email edited suspect DAT / PMS photograph to requesting Zone Commanding Officer / Detective Bureau Captain.

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

- 12. Examine edited suspect DAT / PMS photograph and determine if suitable for use in a Photo Array.
- 13. If edited suspect DAT / PMS photograph is not suitable for use in Photo Array, notify:
  - a. Assigned Senior Photographer; and,
  - b. Requesting Detective Squad / Unit supervisor.
- 14. If edited suspect DAT / PMS photograph is suitable for use in Photo Array, notify assigned Senior Photographer and request Photo Array be created.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-05	12-09-13		3 of 4

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

15. If requested by Zone Commanding Officer / Detective Bureau Captain, create Photo Array containing unedited or, if necessary, edited “suspect” DAT / PMS photograph and five unedited or, if necessary, edited “filler” DAT / PMS photographs and / or non-DAT / PMS photographs (e.g., NYPD PhotoManager System Adult Suspect Database official arrest photographs, social media photographs, surveillance photographs, school related photographs, employment related photographs).
16. If an edited “suspect” DAT / PMS photograph or an edited “filler” DAT / PMS photograph or an edited “filler” non-DAT / PMS photograph was used to create Photo Array, prepare “Photo Unit Adult Photo Array Editing Report.”
  - a. Prepare a separate “Photo Unit Adult Photo Array Editing Report” for each Photo Array that is created using an edited “suspect” DAT / PMS photograph or an edited “filler” DAT / PMS photograph or an edited “filler” non-DAT / PMS photograph.
17. Print a separate “Photo Array Report” from Photo Manager System for each Photo Array that is created.
18. Email the following to Zone Commanding Officer / Detective Bureau Captain:
  - a. Unedited suspect DAT / PMS photograph
  - b. Photo Array
  - c. “Photo Unit Adult Photo Array Editing Report,” if applicable
  - d. Photo Manager System produced “Photo Array Report.”
19. Electronically file documents listed in step 18.

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

20. Determine if Photo Array is suitable for use in an identification procedure.
21. If Photo Array is suitable for use in an identification procedure, confer with requesting Detective Squad / Unit supervisor and authorize assigned investigator to use Photo Array.
22. If Photo Array is not suitable for use in an identification procedure, confer with assigned Senior Photographer and request that attempts be made to improve the quality of the Photo Array.

**ASSIGNED  
SENIOR PHOTO-  
GRAPHER,  
PHOTOGRAPHIC  
UNIT**

23. If Photo Array is not suitable for use in an identification procedure, attempt to improve the quality of the Photo Array by using standard commercial photographic editing applications such as Adobe Photoshop and Apple Pages to perform routine photographic editing techniques such as resizing, lightening, desaturating, color correcting, softening, etc.
24. Email edited Photo Array to requesting Zone Commanding Officer / Detective Bureau Captain.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-05	12-09-13		4 of 4

- ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**
25. Examine edited Photo Array and determine if suitable for use in a photo array identification procedure.
26. If edited Photo Array is not suitable for use in photo array identification procedure, notify:
- Assigned Senior Photographer; and,
  - Requesting Detective Squad / Unit supervisor.
27. If Photo Array is suitable for use in an identification procedure, confer with requesting Detective Squad / Unit supervisor and authorize assigned investigator to use Photo Array.
- ADMINISTRATOR  
OF THE PHOTO  
ARRAY**
28. If authorized by Zone Commanding Officer / Detective Bureau Captain, conduct photo array identification procedure using Photo Array.
- Comply with *Detective Guide 505-03, "Photo Array Identification Procedure."*
29. Prepare a separate "Photo Array" DD-5 for:
- Each** witness who viewed the Photo Array (e.g., if there are two witnesses and one Photo Array, two separate "Photo Array" DD-5s must be prepared)
  - Each** Photo Array viewed by a witness (e.g., if one witness viewed three Photo Arrays, then three "Photo Array" DD-5s must be prepared).
30. Document name of authorizing Zone Commanding Officer / Detective Bureau Captain on "Photo Array" DD-5.
31. Upload the following documents as attachments to the Enterprise Case Management System (ECMS) case file:
- PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT (PD373-112)**
  - PHOTO ARRAY VIEWING REPORT (PD373-154)**
  - PHOTO ARRAY INFORMATION REPORT (PD373-155)**
  - Unedited suspect DAT / PMS photograph
  - Photo Array
  - "Photo Unit Adult Photo Array Editing Report," if applicable
  - Photo Manager System produced "Photo Array Report."
32. Without damaging, altering, modifying, etc., the Photo Array, attach the Photo Array to the following original documents.
- PHOTO ARRAY PRE-VIEWING INSTRUCTIONS REPORT**
  - PHOTO ARRAY VIEWING REPORT**
  - PHOTO ARRAY INFORMATION REPORT**
  - Unedited suspect DAT / PMS photograph
  - "Photo Unit Adult Photo Array Editing Report," if applicable
  - Photo Manager System produced "Photo Array Report."
33. Retain and safeguard original documents listed in step 32 of this procedure and original Photo Array(s) in the related paper case folder.



# DETECTIVE GUIDE

Section: Identification Procedures		Procedure No: 505-06	
<b>LINEUP IDENTIFICATION PROCEDURE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 8

## DEFINITIONS

SUSPECT - A person police believe to have committed the crime.

FILLER - A person who is in the lineup, but is not a suspect in the crime.

LINEUP - A collection of individuals, either sitting or standing in a row, who are shown to a witness to determine if the witness can recognize a person involved with the crime.

LINEUP MEMBERS - The people who make up the lineup; both the suspect and the fillers.

LINEUP ROOM - Room where the fillers and suspect are arranged for viewing by the witness.

VIEWING ROOM - Room from which the witness, the administrator, Detective Bureau supervisor, on some occasions the defense attorney and other required personnel (e.g., interpreter) view the lineup.

SECURITY OFFICER - The person monitoring the fillers and the suspect in the lineup room.

ADMINISTRATOR OF THE LINEUP - The person who is conducting the lineup identification procedure.

DETECTIVE BUREAU SUPERVISOR - A Detective Bureau sergeant or lieutenant who will supervise the identification procedure.

## PROCEDURE

When a lineup will be conducted, comply with the following procedure:

### INVESTIGATOR

1. Notify a Detective Bureau supervisor that a lineup must be conducted.
2. If the lineup involves a suspect who is less than sixteen years old:
  - a. Confer with Detective Borough Wheel investigator:
    - (1) Provide location where the lineup will be conducted
    - (2) Obtain "Juvenile Lineup Serial Number."
  - b. Enter the "Juvenile Lineup Serial Number" on the **LINEUP INFORMATION REPORT (PD 373-151)**.

### DETECTIVE BUREAU SUPERVISOR

3. Determine whether a lineup should be conducted.
4. When a lineup will be conducted, personally supervise entire lineup procedure to ensure it is properly conducted.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-06	12-09-13		2 of 8

## ADMINISTRATOR OF THE LINEUP

5. When necessary, notify Operations Unit, provide specific information regarding the involved language(s) and dialect(s), indicate the required type of language service (i.e., speaking, reading, writing) and request the immediate response of one or more NYPD interpreters / translators.
6. **Ensure the correct forms are used**, by accessing the Enterprise Case Management System (ECMS) and printing all required lineup identification procedure forms. In order to obtain the correct lineup identification procedure forms from ECMS, select:
  - a. "Help" on the Navigational Tool Bar; and,
  - b. "User Manuals" and,
  - c. "2013" submenu folder; and,
  - d. "2013\_CODET\_Memos" submenu folder; and,
  - e. "009-CODETMemo9-2013Lineups4-8-2013.pdf" folder.
7. Contact the witness to view the lineup and state the following: *"We would like you to come in to view a lineup in connection with the crime you witnessed on (date) at (location)."*
  - a. Do not provide an opinion regarding the witness' ability to make an identification.
  - b. Do not say, "We have someone we believe may be involved with the crime and we need you to see if you recognize him / her."
  - c. Unless the witness specifically asks if someone is in custody, the witness should not be informed that an arrest has been made and the police have a suspect that witness will be viewing.
8. Conduct the lineup at an appropriate facility.
9. When necessary, transport one or more witnesses to the facility where the lineup will be conducted.
10. Implement all necessary procedures to ensure the safety and security of all persons involved in the lineup procedure (e.g., law enforcement officers, defense attorney, prosecutor, lineup members, witnesses).
11. Remove all items that could influence the witness' identification (e.g., evidence regarding the case, wanted poster, photo of the suspect, sketch, suspect's criminal history report) from the viewing room and lineup room.
12. If there are multiple witnesses separately viewing one or more lineups:
  - a. Instruct the witnesses before and after the lineup not to speak to each other regarding the identification procedure
  - b. Implement reasonable and practical measures before and after the lineup to prevent the witnesses from speaking to each other regarding the identification procedure.
13. Only one suspect will be viewed in each lineup.
14. Each lineup should be comprised of five fillers and one suspect. If it is not possible to use five fillers, notify:
  - a. Involved Detective Bureau supervisor
  - b. Zone Commanding Officer or, if applicable, Detective Bureau Duty Captain
  - c. Legal Bureau Attorney.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-06	12-09-13		3 of 8

**ADMINISTRATOR  
OF THE LINEUP  
(continued)**

15. If there are multiple suspects, conduct a separate lineup for each suspect and use five different fillers in each separate lineup.
16. If there are multiple witnesses, ensure each witness separately views one or more lineups.
17. When choosing fillers consider the following:
  - a. Fillers will be similar in appearance to the suspect. Similarities should include gender, facial hair, race, age, skin color, height, extraordinary physical features, etc.
  - b. When possible, the clothing of the fillers should be similar to each other and the clothing of the suspect. However, if the clothing of the fillers and the suspect are not similar:
    - (1) If practical, provide the fillers and suspect with similar clothing; or,
    - (2) Cover the clothing of the fillers and the suspect so as to prevent the witness from viewing the clothing.
  - c. Fillers must not be known to the witness
  - d. Fillers must not be friends of or related to the suspect
  - e. A person whose photograph was previously viewed as a filler in a photo array involving a suspect in a lineup, will not be used as filler in a lineup involving the same suspect
  - f. If a person under eighteen years of age is used as a filler:
    - (1) Prior to the lineup, obtain consent from the filler's parent or legal guardian to have the filler participate in the lineup; and, have the filler's parent or legal guardian sign the appropriate English or Spanish language section of **CONSENT FORM - NON-SUSPECT MINOR (PD 377-030)**
    - (2) Institute measures to isolate the fillers from harmful influences in the area of the lineup
    - (3) If available, have precinct Youth Officer present during the lineup procedure(s).
18. If necessary, all members of the lineup should be seated to eliminate any extreme variations in height.
19. All lineup members must be instructed:
  - a. Not to speak with each other
  - b. Not to make unnecessary gestures
  - c. To remain motionless and look forward unless directed to do otherwise by the security officer
  - d. To hold numbered cards in the lineup room if there are no numbers painted on the wall of the lineup room.
20. Prior to conducting the lineup, allow suspect to choose own numerical position in the lineup.
  - a. If there was an identification based on a photo array prior to the lineup, the suspect should not be placed in the same numerical position in the lineup as the suspect appeared in the photo array unless the suspect insists on that numerical position.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-06	12-09-13		4 of 8

## ADMINISTRATOR OF THE LINEUP (continued)

- b. If there is more than one witness viewing a lineup involving the same suspect, allow the suspect to choose own numerical position in each lineup.
21. Confer with a Legal Bureau attorney if suspect:
  - a. Refuses to participate in the lineup identification procedure; or,
  - b. Will not comply with directions regarding the lineup identification procedure.
22. Comply with reasonable requests made by the suspect's attorney regarding the lineup identification procedure.
23. Comply with a suspect's attorney's request to view the fillers.
24. Absent extraordinary circumstances, comply with a suspect's attorney's request to view the lineup procedure in the viewing room or in the lineup room.
  - a. If extraordinary circumstances exist and a suspect's attorney's request must be denied, then authorization must be obtained from the involved Detective Bureau supervisor and a Legal Bureau attorney and, if applicable after conferring with the Legal Bureau attorney, the involved Assistant District Attorney or Assistant Corporation Counsel.
25. Instruct the suspect's attorney not to speak in the viewing room when the witness is present.
26. Prepare the **LINEUP DEFENSE COUNSEL REPORT (PD 373-153)** to document whether the suspect's attorney was present during the lineup, whether there were any requests made by the suspect's attorney, whether the suspect's attorney's requests were granted or denied and, if applicable, the reason for denying one or more requests made by the suspect's attorney.
27. Photograph **each** lineup viewed by **each** witness.
  - a. If there is more than one witness viewing a lineup involving the same suspect, photograph each lineup.
28. Prior to conducting lineup, ensure the appropriate captions are completed and read the instructions to the witness verbatim from the English language **LINEUP INSTRUCTIONS TO WITNESS REPORT (PD 373-111)** or, if applicable, Spanish language **LINEUP INSTRUCTIONS TO WITNESS REPORT – SPANISH (PD 373-111A)**.
29. If the witness has difficulty understanding the instructions on the **LINEUP INSTRUCTIONS TO WITNESS REPORT**, explain the instructions in a simplified manner.
30. Request witness to initial and date **LINEUP INSTRUCTIONS TO WITNESS REPORT** in the appropriate captions of the "WITNESS INITIAL" box.
  - a. If witness refuses, write "Refused" and rank, name, and tax registry number in the "WITNESS INITIAL" box.
31. Before the witness views the lineup, ensure the appropriate captions are completed and read the "Instructions to the Administrator When Entering the Viewing Room" information on Part A of the English language

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-06	12-09-13		5 of 8

## ADMINISTRATOR OF THE LINEUP (continued)

## LINEUP ADMINISTRATION REPORT (PD 373-152) or, if applicable, Spanish language LINEUP ADMINISTRATION REPORT – SPANISH (PD 373-152A).

32. When appropriate, implement reasonable procedures to protect the confidentiality and prevent the disclosure of the identity of one or more witnesses. When necessary, notify:
  - a. Involved Detective Bureau supervisor
  - b. Legal Bureau attorney and request assistance
  - c. If applicable after conferring with a Legal Bureau attorney, the involved Assistant District Attorney or Assistant Corporation Counsel.
33. Enter the viewing room with the Detective Bureau supervisor and, if applicable, have other non-witness personnel enter the viewing room (e.g., suspect's attorney, interpreter).
34. Have the witness escorted into the viewing room by a uniformed member of the service in a manner that will not influence the witness' identification.
35. Inform witness to take whatever time is necessary to view the lineup.
36. Permit the witness to view the lineup.
37. Stand in a neutral manner, out of the witness' line of sight and in a position where it will be possible to observe the witness viewing the lineup and listen to the witness during the viewing of the lineup.
  - a. Do not take a position that will interrupt the concentration of the witness or "crowd" the witness.
38. During the viewing of the lineup by the witness, remain neutral and do not make comments that may potentially focus a witness' attention to a particular lineup member more than the others (e.g., "Are you sure you got a good look at number 2?" or "Can you take another look at number 6?").
39. If a witness seeks guidance about whom to pick in the lineup, instruct the witness to focus on the lineup.
40. When appropriate, inform the witness that the witness may request the lineup members speak, move, change clothing or perform any other action reasonably related to the involved crime.
  - a. If one or more lineup members are required to speak, move, change clothing or perform any other action reasonably related to the involved crime, then all lineup members must do so starting from the first numerical position and proceeding sequentially to the last numerical position.
41. If at the request of the witness, one or more lineup members must speak, move, change clothing or perform any other action reasonably related to the involved crime, direct the security officer to instruct all lineup members to perform the required actions starting from the first numerical position and proceeding sequentially to the last numerical position.
  - a. Do not use force to compel a lineup member to speak, move, change clothing or perform any action.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-06	12-09-13		6 of 8

## ADMINISTRATOR OF THE LINEUP (continued)

- b. If a lineup member refuses to speak, move, change clothing or perform any action notify:
  - (1) Involved Detective Bureau supervisor
  - (2) Legal Bureau attorney and request assistance.
42. If a witness' request regarding the lineup members is not feasible and can not be accommodated, inform the witness the request must be denied and provide an explanation.
43. Document on a "Lineup" DD-5 all actions that lineup members are asked to perform, actually perform, can not perform and refuse to perform.
44. Ensure the security officer is not observed by the witness. However, if there are unusual circumstances or if the witness requests that a lineup member speak, move, change clothing or perform any other action reasonably related to the involved crime, the security officer in the lineup room may be observed by the witness.
45. When the witness indicates the viewing of the lineup is completed:
  - a. Ask the witness the following three questions verbatim:
    - (1) Did you recognize anyone in the lineup?
    - (2) If so, what is the number of the person that you recognize?
    - (3) From where do you recognize that person?
  - b. If the witness' answers are vague or unclear, ask the witness one or more "clarifying questions" to determine what the witness meant by the answer. For example, if the witness states "I think it is # 3," then the administrator should say: "You said I think it is # 3. What do you mean by that?"
  - c. Do not ask the witness to provide a numeric value involving the level of certainty regarding an identification or non-identification (e.g., "On a scale of 1 – 10, how sure are you?" or "Are you 100% sure?").
46. Document verbatim the responses of the witness to the three questions and all clarifying questions and any related words of the witness and any related gestures of the witness and any related physical reactions of the witness on Part B of the **LINEUP ADMINISTRATION REPORT**.
  - a. Statements made by the witness must be documented verbatim (e.g., "It is definitely # 1." or "If I had to pick, it would be # 2." or "I'm not sure, but it might be # 3." or "I didn't want to say inside the room, but it was # 4.").
  - b. Document physical reactions and gestures of the witness.
  - c. DO NOT use the following statements when documenting the results of the viewing of the lineup: "positive," "negative," "hit," or "no hit."
47. Complete the "Date" and "Time" captions of Part B of the **LINEUP ADMINISTRATION REPORT**.
48. Request witness to sign **LINEUP ADMINISTRATION REPORT**.
  - a. If witness refuses, write "Refused" and rank, name, and tax registry number in the "WITNESS INITIAL" box.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-06	12-09-13		7 of 8

**ADMINISTRATOR  
OF THE LINEUP  
(continued)**

49. Request the witness to initial the front of the photograph of the lineup to verify that it is the lineup that the witness viewed.
50. When a filler is under eighteen years of age, ensure:
  - a. The photograph of the lineup is not used for any purpose other than to document the lineup (e.g., do not use as a photo lineup in an unrelated investigation, do not use in a photographic identification procedure in an unrelated investigation, do not retain for use as intelligence)
  - b. No originals, prints, copies, etc., of the photograph of a lineup are used for any purpose other than to document the lineup.
51. Instruct witness using the following statement verbatim *“Do not discuss with any other witness what you observed or said during this identification procedure.”*
52. DO NOT inform the witness of the results of the lineup.
53. DO NOT inform the witness whether another witness did or did not make an identification.
54. DO NOT inform the witness of future steps until the identification procedure is documented on Part B of the **LINEUP ADMINISTRATION REPORT**.
55. After completing the **LINEUP ADMINISTRATION REPORT**, discuss with the witness the next steps in the investigation. For example, the witness might be told, “We will contact you about meeting with the Assistant District Attorney.” or “We will contact you about any additional developments regarding the investigation.”
  - a. Remain neutral and do not comment or react to the results of the identification procedure.
  - b. If the witness has questions regarding the case, accurately answer the questions including whether an arrest will be made.
56. If there are multiple witnesses separately viewing one or more lineups, in addition to providing the instructions to the witnesses that are listed in step 51 of this procedure, also implement reasonable and practical measures before and after the lineup to prevent the witnesses from speaking to each other regarding the identification procedure while in the police facility. For example:
  - a. Place each witness in a separate room
  - b. Direct an officer to sit with the witnesses
  - c. When applicable, allow the witnesses to leave immediately after the identification procedure
  - d. If the witnesses must be interviewed after the identification procedure, place each witness in separate area.
57. Prepare **LINEUP INFORMATION REPORT** and document the identity of all persons present in the viewing room and the lineup room.
58. Prepare a separate “Lineup” DD-5 for:
  - a. **Each** witness who viewed the lineup (e.g., if there are two witnesses and one suspect lineup: two separate Lineup DD-5s must be prepared)

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
505-06	12-09-13		8 of 8

**ADMINISTRATOR  
OF THE LINEUP  
(continued)**

- b. **Each** lineup viewed by a witness (e.g., if one witness is viewing three suspect lineups: three Lineup DD-5s must be prepared).
59. Upload the following documents as attachments to the ECMS case file:
  - a. **LINEUP INFORMATION REPORT**
  - b. **LINEUP DEFENSE COUNSEL REPORT**
  - c. **LINEUP INSTRUCTIONS TO WITNESS REPORT**
  - d. **LINEUP ADMINISTRATION REPORT**
  - e. If applicable, **CONSENT FORM - NON-SUSPECT MINOR (PD373-030)**
  - f. Photograph of the lineup.
60. Without damaging, altering, modifying, etc., the photograph of the lineup, attach the photograph of the lineup to the following original documents.
  - a. **LINEUP INFORMATION REPORT**
  - b. **LINEUP DEFENSE COUNSEL REPORT**
  - c. **LINEUP INSTRUCTIONS TO WITNESS REPORT**
  - d. **LINEUP ADMINISTRATION REPORT**
  - e. If applicable, **CONSENT FORM - NON-SUSPECT MINOR.**
61. Retain and safeguard the original documents listed in step 60 of this procedure and the original photograph of the lineup(s) in the related paper case folder.



# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-01	
<b>EVIDENCE COLLECTION TEAM RESPONSE PROTOCOL</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

### EVIDENCE COLLECTION TEAM RESPONSE CRITERIA



Unless the response is approved by an ECT supervisor, Patrol Services Bureau Captain, Housing Bureau Captain, Transit Bureau Captain or Detective Bureau Captain, ECT personnel will only respond to an offense or incident listed in the Evidence Collection Team Response Criteria.

## PROCEDURE

To request the response of Evidence Collection Team personnel, comply with the following procedure:

**DETECTIVE  
BUREAU  
INVESTIGATOR/  
PATROL  
SUPERVISOR**

1. Respond to scene.
2. Request Evidence Collection Team (ECT) personnel response by telephone direct to involved Patrol Borough Wheel.

**EVIDENCE  
COLLECTION  
TEAM**

3. Determine whether circumstances satisfy Evidence Collection Team Response Criteria.
4. Notify an ECT supervisor if the request for ECT personnel does not \_\_\_ satisfy the Evidence Collection Team Response Criteria.
5. Prepare appropriate records and document the request for ECT personnel response. Ensure the following information is recorded:
  - a. Details regarding request for ECT response that are not approved, including:
    - (1) The rank, name and command of the supervisor who authorized the disapproval
    - (2) Detailed explanation why the request was disapproved

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-01	12-09-13		2 of 2

**EVIDENCE  
COLLECTION  
TEAM  
(continued)**

- (3) Whether Crime Scene Unit will be directed to respond to the incident.
- b. Rank, name and comm and of supervisor who approved a request to respond to an offense, incident, event, etc., not listed in the Evidence Collection Team Response Criteria.

**DETECTIVE  
BOROUGH DNA  
COORDINATOR**

- 6. Monitor Evidence Collection Team responses.
- 7. Confer frequently with the Patrol Borough Executive who is responsible for Evidence Collection Team program to ensure compliance with the Evidence Collection Team Response Criteria.









# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-02	06-01-16		3 of 3

**CRIME SCENE  
UNIT  
DISPATCHER  
(continued)**

- (1) The rank, name and command of the supervisor who authorized the disapproval
  - (2) Detailed explanation why the request was disapproved
  - (3) Whether a Patrol Services Bureau Evidence Collection Team personnel will be directed to respond to the incident.
- b. Rank, name and command of supervisor who approved a request to respond to an offense, incident, event, etc., not listed in the Crime Scene Unit Response Criteria.

**CRIME SCENE  
UNIT  
SUPERVISOR**

8. When applicable, ensure an OCME MLI has been notified to respond to incident scene.
9. When applicable, confer with CSU Dispatcher and other appropriate personnel regarding a request for CSU response that does not satisfy the Crime Scene Unit Response Criteria.

**DETECTIVE  
BOROUGH  
OPERATIONS  
COMMANDING  
OFFICER**

10. Monitor CSU responses to ensure compliance with Crime Scene Unit Response Criteria.



# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-03	
<b>POLICE LABORATORY FIREARMS ANALYSIS SECTION</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

The Police Laboratory's Firearms Analysis Section is comprised of four Units: Operability Unit, Microscopy Unit, Integrated Ballistics Identification System (IBIS) Unit and Serial Number Restoration Unit.

## Operability Unit

[Redacted content for Operability Unit]

## Microscopy Unit

[Redacted content for Microscopy Unit]

## Integrated Ballistics Identification System (IBIS) Unit

[Redacted content for IBIS Unit]

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-03	12-09-13		2 of 2

## Serial Number Restoration Unit

a.





# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-04	
<b>REQUESTING ASSISTANCE FROM THE MICROSCOPY UNIT OF THE POLICE LABORATORY FIREARMS ANALYSIS SECTION</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## PURPOSE

To request a forensic examination / comparison by the Police Laboratory, Firearms Analysis Section, Microscopy Unit.

## INVESTIGATOR

1. Review the following documents to **determine the caliber of all of the shell casings, cartridges and firearms that must be examined compared:**
  - a. All PROPERTY CLERK INVOICES (PD521-141); and,
  - b. All REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-168); and,
  - c. All Crime Scene Recap Reports; and,
  - d. All Evidence Collection Team Reports; and,
  - e. All other relevant forms and reports.
2. Determine the physical location of the firearms and firearms related evidence that must be examined / compared (e.g., Property Clerk Division, Police Laboratory, Precinct Property Room).
3. Telephone the Firearms Analysis Section and confer with a member of the service:
  - a. **Provide the caliber of all of the shell casings, cartridges and recovered firearms that must be examined / compared**
    - (1) The caliber of the fired bullets and fired bullet fragments (i.e., lead, metal jacketing) can **NOT** be provided because this information is not readily available
    - b. Explain the facts and circumstances of the case
    - c. Explain the facts and circumstances of the investigation including statements made by witnesses, suspects, perpetrators, first responders and other involved persons regarding the evidence
    - d. Explain the probative value of the firearms and firearms related evidence **and** the probative value of all other forensic evidence, digital multimedia evidence and investigative evidence
    - e. Explain the reasons for the requested examination / comparison and **the information that the investigator needs to further the investigation.** For example:
    - f. If necessary, deliver to the Police Laboratory any firearms and / or firearms related evidence that must be examined / compared.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-04	12-09-13		2 of 2

- INVESTIGATOR (continued)**
4. Use the Enterprise Case Management System (ECMS) to prepare a DD-5 request the necessary examinations / comparisons:
    - a. **Provide the caliber of all of the shell casings, cartridges and recovered firearms that must be examined / compared**
    - b. Explain the facts and circumstances of the case
    - c. Explain the facts and circumstances of the investigation
    - d. Explain the probative value of the firearms and firearms related evidence and the probative value of all other forensic evidence, digital multimedia evidence and investigative evidence
    - e. Explain the reasons for the requested examination / comparison and **the information that the investigator needs to further the investigation** (see examples in step 3e)
    - f. List all of the specific **PROPERTY CLERK INVOICE** serial numbers and all of the specific **PROPERTY CLERK INVOICE** item numbers
    - g. List all of the specific **COMPLAINT REPORT** serial numbers in the proper format (year-precinct-number)
    - h. Describe in detail any other relevant information.
  5. Fax a printed copy of the completed DD-5 to the Firearms Analysis Section.
  6. Telephone a member of the service assigned to the Firearms Analysis Section to confirm receipt of the faxed DD-5.
  7. Use ECMS to prepare a separate DD-5 and include the:
    - a. Date and time that the faxed DD-5 was received by the Firearms Analysis Section; and;
    - b. Rank, name, and tax # of the Firearms Analysis Section member of the service who confirmed receipt of the faxed DD-5.



# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-05	
<b>COLLECTING DNA EXEMPLAR CONSENT SAMPLES AND DNA EXEMPLAR SUSPECT COURT ORDERED SAMPLES</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 6

## DEFINITIONS

**SUSPECT** – a person who is not arrested **OR** a person who is:

1. Arrested for the offense he is suspected of committing; and / or,
2. Arrested for an offense related to the offense he is suspected of committing; and / or,
3. Arrested for an offense unrelated to the offense he is suspected of committing.

**SUBSTRATE** – an object, person, conveyance, structure, infrastructure, etc.

**DNA EXEMPLAR CONSENT SAMPLES** – there are 3 types of DNA Exemplar Consent Samples:

1. Suspect Consent – obtained from a suspect
2. Victim Consent – obtained from a victim of an offense
3. Elimination Consent – obtained from a person who has legitimate access to a substrate from which a DNA “evidence” sample was collected **or** a person who is a consensual sexual partner of a victim of a sexual offense.

**DNA EXEMPLAR SAMPLE** – there are four types of DNA Exemplar Samples:

1. Suspect Consent Sample
2. Victim Consent Sample
3. Elimination Consent Sample
4. Suspect Court Ordered Sample.

**NYPD DNA EXEMPLAR COLLECTION KIT** – Kit used to collect DNA Exemplar Samples that will be analyzed by the NYC Office of Chief Medical Examiner Department of Forensic Biology DNA laboratory. NYPD DNA Exemplar Collection Kit contains:

1. Inner envelope
2. Outer envelope
3. Sealed “buccal swab package” containing a sealed “buccal swab container”
4. Sealed “buccal swab container” containing a buccal swab
5. One pair of new, unused, clean, disposable latex gloves
6. Two pieces of Evidence Tape.

## PROCEDURE

When collecting a DNA Exemplar Sample, comply with the following procedure:

## INVESTIGATOR

1. When a DNA Exemplar Suspect Court Ordered Sample is collected, provide the suspect with a copy of the court order.
  - a. Do not use force to collect a DNA Exemplar Suspect Court Ordered Sample.
  - b. If a person refuses to comply with the court order:

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-05	12-09-13		2 of 6

**INVESTIGATOR  
(continued)**

- (1) Notify the involved Detective Bureau supervisor
- (2) Notify a Legal Bureau attorney and request assistance.
2. Prior to collecting a DNA Exemplar Consent Sample:
  - a. Obtain a voluntary consent; and,
  - b. Request consenter to sign **CONSENT TO SUBMIT DNA SAMPLE (PD390-031)** form.
3. Do **NOT** collect a DNA Exemplar Consent Sample if the consenter does not sign the **CONSENT TO SUB MIT DNA SAMPLE** form, even if written or verbal voluntary consent is obtained.



4. Do **NOT** collect a DNA Exemplar Consent Sample from an arrested person based **solely** upon the fact that the person is arrested.

IN ALL CASES WHEN COLLECTING A DNA EXEMPLAR SAMPLE

**INVESTIGATOR**

5. Complete the entire marking, collecting, packaging, and sealing process for one DNA Exemplar Sample prior to commencing the marking, collecting, packaging, and sealing process for the next separate DNA Exemplar Sample.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-05	12-09-13		3 of 6

## INVESTIGATOR (continued)

- a. Never collect more than one DNA Exemplar Sample at the same time.
6. Use **ONLY** the authorized “NYPD DNA Exemplar Collection Kit” to collect a DNA Exemplar Sample.
7. Prior to collecting the DNA Exemplar Sample, use a permanent ink marker (i.e., sharpie) to prepare all of the captions on the inner envelope and the outer envelope contained in the NYPD DNA Exemplar Collection Kit.
  - a. When applicable, use the terms “UNK,” “NONE,” “N/A,” etc., to ensure that an entry is made in ALL captions on the inner envelope and the outer envelope.
8. Collect a DNA Exemplar Sample in the following manner:
  - a. Continuously observe the person providing the DNA Exemplar Sample throughout the entire collection process
  - b. Put on new, unused, clean, disposable latex gloves contained in the NYPD DNA Exemplar Collection Kit
  - c. Remove the “buccal swab container” from the “buccal swab package” contained in the NYPD DNA Exemplar Collection Kit
    - (1) Do **NOT** remove the actual buccal swab from the “buccal swab container”
  - d. Discard the “buccal swab package”
  - e. Provide the **unopened** “buccal swab container” to the person who will provide the DNA Exemplar Sample
  - f. Instruct the person providing the DNA Exemplar Sample to carefully remove the buccal swab from the “buccal swab container”
  - g. Recover the “buccal swab container” from the person providing the DNA Exemplar Sample
  - h. Instruct the person providing the DNA Exemplar Sample to:
    - (1) Prevent the buccal swab head from coming into contact with any object; and,
    - (2) Vigorously rub the buccal swab head against the inside of the cheek.
  - i. Recover the buccal swab from the person providing the DNA Exemplar Sample
  - j. Air dry the buccal swab
  - k. Do not permit the buccal swab head to touch any other object or surface
    - (1) If the buccal swab head becomes contaminated, discard the contaminated buccal swab and repeat Steps “6,” “7” and “8”
  - l. Place the buccal swab in the “buccal swab container”
  - m. Place the “buccal swab container” in the marked inner envelope
  - n. Properly seal the marked inner envelope with one piece of Evidence Tape contained in the NYPD DNA Exemplar Collection Kit

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-05	12-09-13		4 of 6

## INVESTIGATOR (continued)

- o. Use a permanent ink marker (i.e., Sharpie) to legibly sign name across the border between the Evidence Tape and the marked inner envelope
    - p. Place the marked inner envelope into the marked outer envelope
    - q. Properly seal the marked outer envelope with the remaining one piece of Evidence Tape contained in the NYPD DNA Exemplar Collection Kit
    - r. Legibly sign name across the border between the Evidence Tape and the marked outer envelope with a permanent ink marker (i.e., Sharpie).
  9. Utilize Property Evidence and Tracking System (PETS) to prepare a **PROPERTY CLERK INVOICE (PD521-141)** and invoice:
    - a. ONLY one DNA Exemplar Elimination Consent Sample collected from the same one person on one **INVOICE**
    - b. ONLY one DNA Exemplar Victim Consent Sample collected from the same one person on one **INVOICE**
    - c. ONLY one DNA Exemplar Suspect Consent Sample collected from the same one person on one **INVOICE**
    - d. ONLY one DNA Exemplar Suspect Court Ordered Sample collected from the same one person on one **INVOICE**.
  10. Enter **COMPLAINT REPORT** number for the offense associated with the invoiced DNA Exemplar Sample in the “Complaint No. (YYYY-PCT-XXXXX)” caption.
  11. Enter **COMPLAINT REPORT** numbers for all of the related offenses associated with the invoiced DNA Exemplar Sample in the “Related Complaint No.” caption.
  12. List each DNA Exemplar Sample as a separate **item** on the **INVOICE**; and, give each DNA Exemplar Sample a separate **item** number in the following manner:
    - a. Select “EVIDENCE COLLECTION KITS / SWABS” from the “Property Type” submenu drop down list
    - b. Select from the “Property Category” submenu drop down list:
      - (1) “DNA Investigatory” if person providing DNA Exemplar Sample is **NOT** arrested for the offense for which the DNA Exemplar Sample is collected; or,
      - (2) “DNA Arrest Evidence” if person providing DNA Exemplar Sample **IS** arrested for the offense for which the DNA Exemplar Sample is collected.
    - c. After proceeding to the “Article(s)” Tab:
      - (1) Proceed to the “Property Type Level 2” submenu drop down list and select “DNA EXEMPLAR COLLECTION KITS”
      - (2) Proceed to the “Property Type Level 3” submenu drop down list and select “ELIMINATION CONSENT SAMPLE” **or** “SUSPECT CONSENT SAMPLE” **or** “SUSPECT COURT ORDERED SAMPLE” **or** “VICTIM

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-05	12-09-13		5 of 6

## INVESTIGATOR (continued)

- CONSENT SAMPLE”
- (3) Proceed to the “Qty” caption and enter the number “1”
  - (4) Proceed to the appropriate captions and enter the last name and the first name and the date of birth and, if applicable, the NYSID number of the person providing the DNA Exemplar Sample.
13. Cross reference **ALL** of the related **INVOICES** by entering **ALL** of the related **INVOICE** numbers in the “ *Additional Invoice(s)*” caption on **each** of the related **INVOICES**.
14. Utilize PETS to prepare a **REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-168)** for **each** **INVOICE** that lists one DNA Exemplar Sample.
- a. Ensure all of the required information is entered in the “ *Details*” section on **each** **REQUEST FOR LABORATORY EXAMINATION REPORT** including:
    - (1) Facts regarding the offense being investigated
    - (2) Relevant information regarding the investigation
    - (3) **COMPLAINT REPORT** number for **each** offense associated with one or more collected DNA “evidence” samples that will be compared to the one invoiced DNA Exemplar Sample (i.e., **COMPLAINT REPORT** number associated with **each** **INVOICE** listed in the “Compare Property Clerk Invoice ITEM Number 0001 To” section of the **REQUEST FOR LABORATORY EXAMINATION REPORT**)
    - (4) When appropriate, relevant information regarding **each** collected DNA “evidence” sample that will be compared to the one invoiced DNA Exemplar Sample.
  - b. Ensure all of the required information regarding all relevant persons (e.g., victims, suspects, persons bleeding, arrestees) is accurately entered in the appropriate captions on **each** **REQUEST FOR LABORATORY EXAMINATION REPORT**
  - c. Ensure all of the required information is accurately entered in the appropriate captions of the “Compare Property Clerk Invoice ITEM Number 0001 To” section of **each** **REQUEST FOR LABORATORY EXAMINATION REPORT**.
15. Obtain a photocopy of **ALL** of the associated **COMPLAINT REPORTS**.
- a. Obtain photocopy of **ALL** of the associated Omniform **COMPLAINT REPORTS** if available; or,
  - b. Obtain photocopy of **ALL** of the associated handwritten **COMPLAINT REPORT WORKSHEETS (PD313-152A)** if the corresponding Omniform **COMPLAINT REPORT** is not available.
16. Attach photocopy of each corresponding **COMPLAINT REPORT** and each corresponding **INVOICE** and each corresponding **REQUEST FOR**

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-05	12-09-13		6 of 6

## INVESTIGATOR (continued)

**LABORATORY EXAMINATION REPORT** to the NYPD DNA Exemplar Collection Kit outer envelope containing the corresponding DNA Exemplar Sample.

17. Prepare a “DNA Exemplar Collected” DD-5 in the associated Enterprise Case Management System (ECMS) case file.
  - a. **When applicable**, list documents examined (e.g., driver license, employment identification card, student identification card, debit / credit card ) or actions taken (e.g., interview parent, interview employer, interview school official, interview domestic partner) to verify identity of suspect.
18. Utilize designated ECMS scanner or fax machine to scan or fax the following documents to the “Attachment” section of “DNA Exemplar Collected” DD-5:
  - a. “Assigned Investigator” copy of the **INVOICE**; and,
  - b. Copy of **REQUEST FOR LABORATORY EXAMINATION REPORT**
  - c. If applicable, court order
  - d. If applicable, **CONSENT TO SUBMIT DNA SAMPLE** form.
19. Store the following documents in the associated paper case folder:
  - a. “Assigned Investigator” copy of the **INVOICE**; and,
  - b. Copy of **REQUEST FOR LABORATORY EXAMINATION REPORT**
  - c. If applicable, court order
  - d. If applicable, **CONSENT TO SUBMIT DNA SAMPLE** form.



# DETECTIVE GUIDE

Section: Forensi cs

Procedure No: 506-06

## COLLECTING DNA EXEMPLAR ABANDONMENT SUSPECT SAMPLES IN A CONTROLLED ENVIRONMENT

DATE ISSUED:  
12-09-13

DATE EFFECTIVE:  
12-09-13

REVISION NUMBER:

PAGE:  
1 of 4

### PROCEDURE

[REDACTED]

### INVESTIGATOR

[REDACTED]

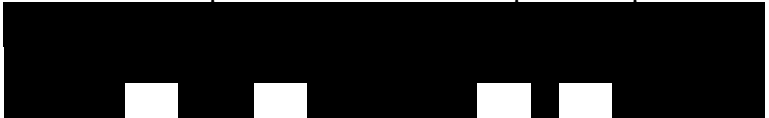
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-06	12-09-13		2 of 4

## INVESTIGATOR (continued)



12. Utilize Property Evidence and Tracking System (PETS) to prepare a **PROPERTY CLERK INVOICE (PD521-141)** and invoice one or more DNA Exemplar Abandonment Suspect Samples collected from the same one suspect on one **INVOICE**.
  - a. DNA Exemplar Abandonment Suspect Samples collected from two or more different suspects must **NOT** be invoiced on one **INVOICE**.
13. List each DNA Exemplar Abandonment Suspect Sample as a separate **item** on the INVOICE; and, give each DNA Exemplar Abandonment Suspect Sample a separate **item** number in the following manner:
  - a. Select “General Property” from the “Property Type” sub menu drop down list
  - b. Select from the “Property Category” submenu drop down list:
    - (1) “DNA Investigatory” if suspect is **NOT** arrested for the offense for which the DNA Exemplar Abandonment Suspect Sample is collected; or,
    - (2) “DNA Arrest Evidence” if suspect **IS** arrested for the offense for which the DNA Exemplar Abandonment Suspect Sample is collected.
  - c. After proceeding to the “Article(s)” tab:
    - (1) Proceed to the “Property Type Level 2” submenu drop down list and select the appropriate “general description” of the DNA Exemplar Abandonment Suspect Sample (e.g., if DNA Exemplar Abandonment Suspect Sample is a



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-06	12-09-13		3 of 4

## INVESTIGATOR (continued)

- (2) Proceed to the "Property Type Level 3" submenu drop down list and select the appropriate "specific description" of the DNA Exemplar Abandonment Suspect Sample (e.g., if DNA Exemplar Abandonment Suspect Sample is a [REDACTED])
  - (3) Proceed to the "Qty" caption and enter the number "1"
  - (4) Proceed to the "Color" submenu drop down list and select the appropriate color of the DNA Exemplar Abandonment Suspect Sample
  - (5) Proceed to the "Additional Description" caption and enter:
    1. "Suspect Exemplar," and
    2. First name and last name and date of birth of the suspect from whom the DNA Exemplar Abandonment Suspect Sample was collected.
  - d. If there is more than one DNA Exemplar Abandonment Suspect Sample being invoiced:
    - (1) Select "Add Item"; and,
    - (2) Repeat step 13.c.(1). through 13.c.(5).
  - e. Repeat steps 13.d.(1). and 13.d.(2). until all DNA Exemplar Abandonment Suspect Samples collected from the same one suspect have been listed on the **INVOICE**.
14. Cross reference ALL of the related **INVOICES** by entering ALL of the related INVOICE numbers in the "Additional Invoice(s)" caption on each of the related **INVOICES**.
15. Utilize PETS to prepare a **REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-165)** for each **INVOICE** that lists one or more DNA Exemplar Abandonment Suspect Samples.
- a. Ensure all of the required information is entered in the "Details" section on each **REQUEST FOR LABORATORY EXAMINATION REPORT** including:
    - (1) Facts regarding the offense being investigated
    - (2) Relevant information regarding the investigation
    - (3) **COMPLAINT REPORT** number for each offense associated with one or more collected DNA "evidence" samples that will be compared to one or more DNA Exemplar Abandonment Suspect Samples (i.e., **COMPLAINT REPORT** number associated with each **INVOICE** listed in the "Compare Property Clerk Invoice ITEM Number 0001 To" section of the **REQUEST FOR LABORATORY EXAMINATION REPORT**)
    - (4) When appropriate, relevant information regarding each collected DNA "evidence" sample that will be compared to one or more DNA Exemplar Abandonment Suspect Samples.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-06	12-09-13		4 of 4

### INVESTIGATOR (continued)

- b. Ensure all of the required information regarding all relevant persons (e.g., victims, suspects, persons bleeding, arrestees) is accurately entered in the appropriate captions on **each REQUEST FOR LABORATORY EXAMINATION REPORT**
  - c. Ensure all of the required information is accurately entered in the appropriate captions of the “Compare Property Clerk Invoice ITEM Number 0001 To” section of **each REQUEST FOR LABORATORY EXAMINATION REPORT**.
16. Obtain a photocopy of **ALL** of the associated **COMPLAINT REPORTS**.
    - a. Obtain photocopy of **ALL** of the associated Omniform **COMPLAINT REPORTS** if available; or,
    - b. Obtain photocopy of **ALL** of the associated handwritten **COMPLAINT REPORT WORKSHEETS** if the corresponding Omniform **COMPLAINT REPORT** is not available.
  17. Attach photocopy of each corresponding **COMPLAINT REPORT** and each corresponding **INVOICE** and each corresponding **REQUEST FOR LABORATORY EXAMINATION REPORT** to the BEB containing the corresponding DNA Exemplar Abandonment Suspect Sample.
  18. Prepare a “DNA Exemplar Collected” DD-5 in the associated Enterprise Case Management System (ECMS) case file.
    - a. **When applicable**, list documents examined (e.g., driver license, employment identification card, student identification card, debit / credit card) or actions taken (e.g., interview parent, interview employer, interview school official, interview domestic partner) to verify identity of suspect.
  19. Utilize designated ECMS scanner or fax machine to scan or fax the following documents to the “Attachment” section of “DNA Exemplar Collected” DD-5:
    - a. “Assigned Investigator” copy of the **INVOICE**; and,
    - b. Copy of **REQUEST FOR LABORATORY EXAMINATION REPORT**.
  20. Store the following documents in the associated paper case folder:
    - a. “Assigned Investigator” copy of the **INVOICE**; and,
    - b. Copy of **REQUEST FOR LABORATORY EXAMINATION REPORT**.





## DETECTIVE GUIDE

Section: Forensics

Procedure No: 506-07

### COLLECTING DNA EXEMPLAR ABANDONMENT SUSPECT SAMPLES IN A NON-CONTROLLED ENVIRONMENT

DATE ISSUED:

12-09-13

DATE EFFECTIVE:

12-09-13

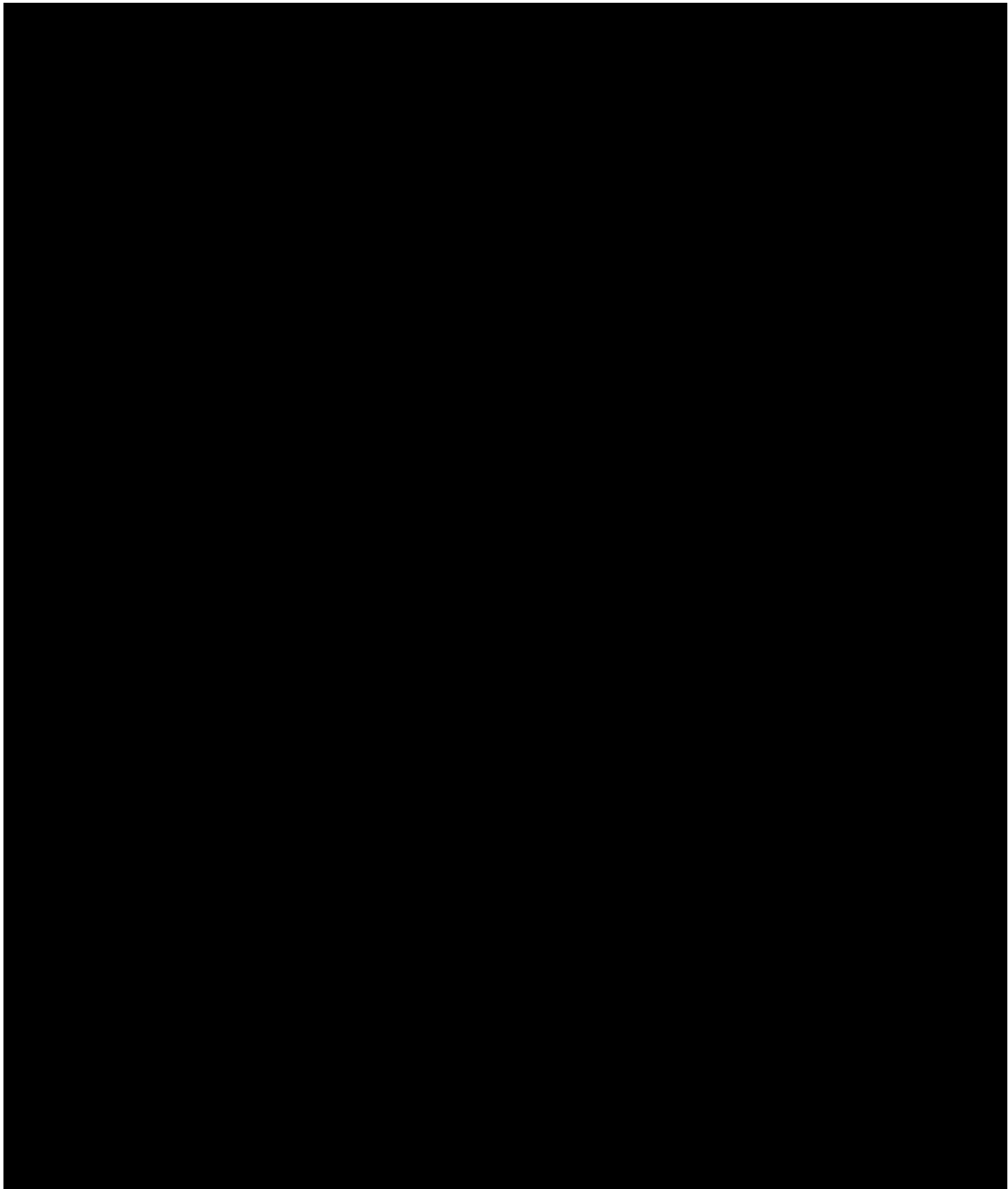
REVISION NUMBER:

PAGE:

1 of 4

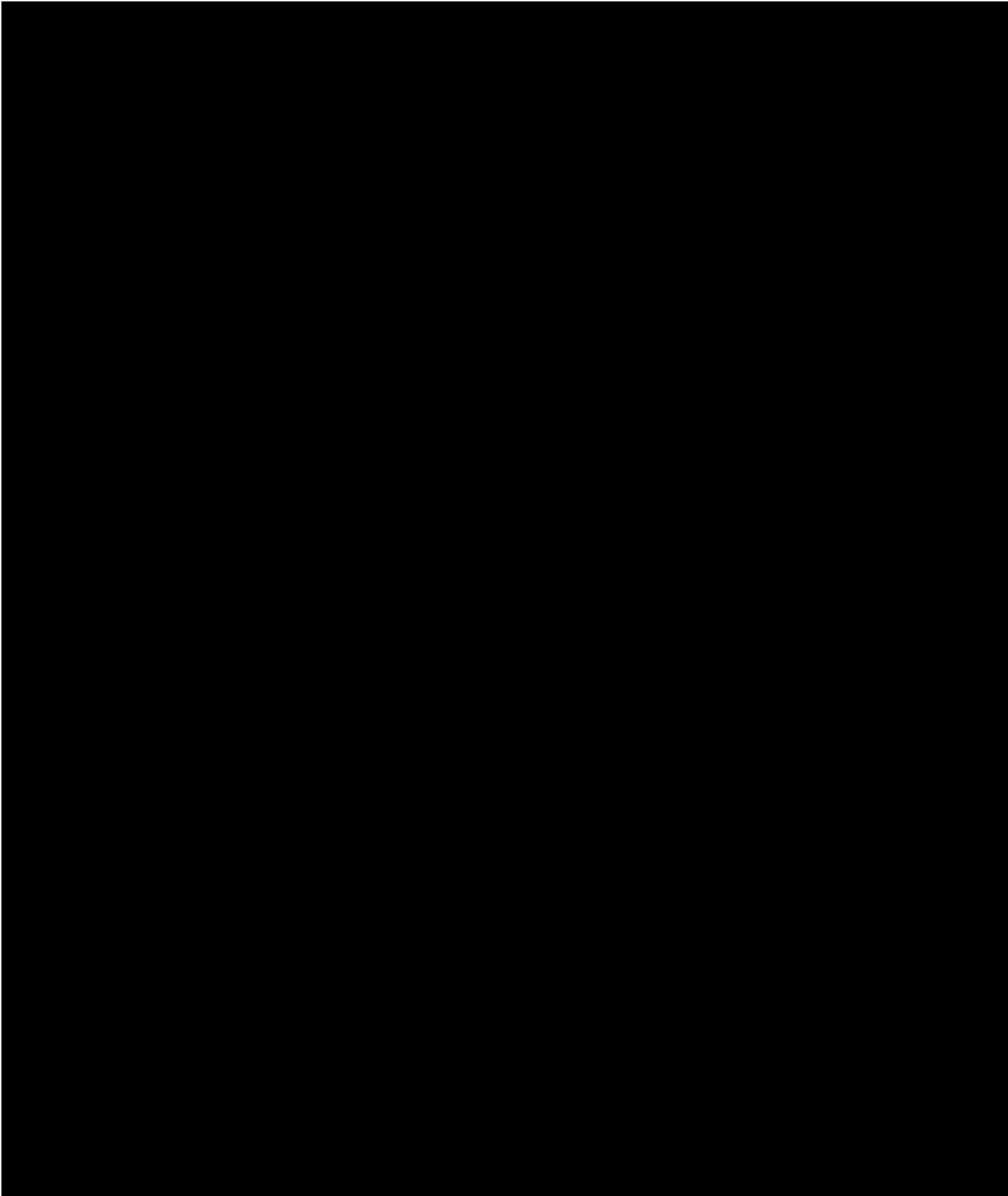
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-07	12-09-13		2 of 4



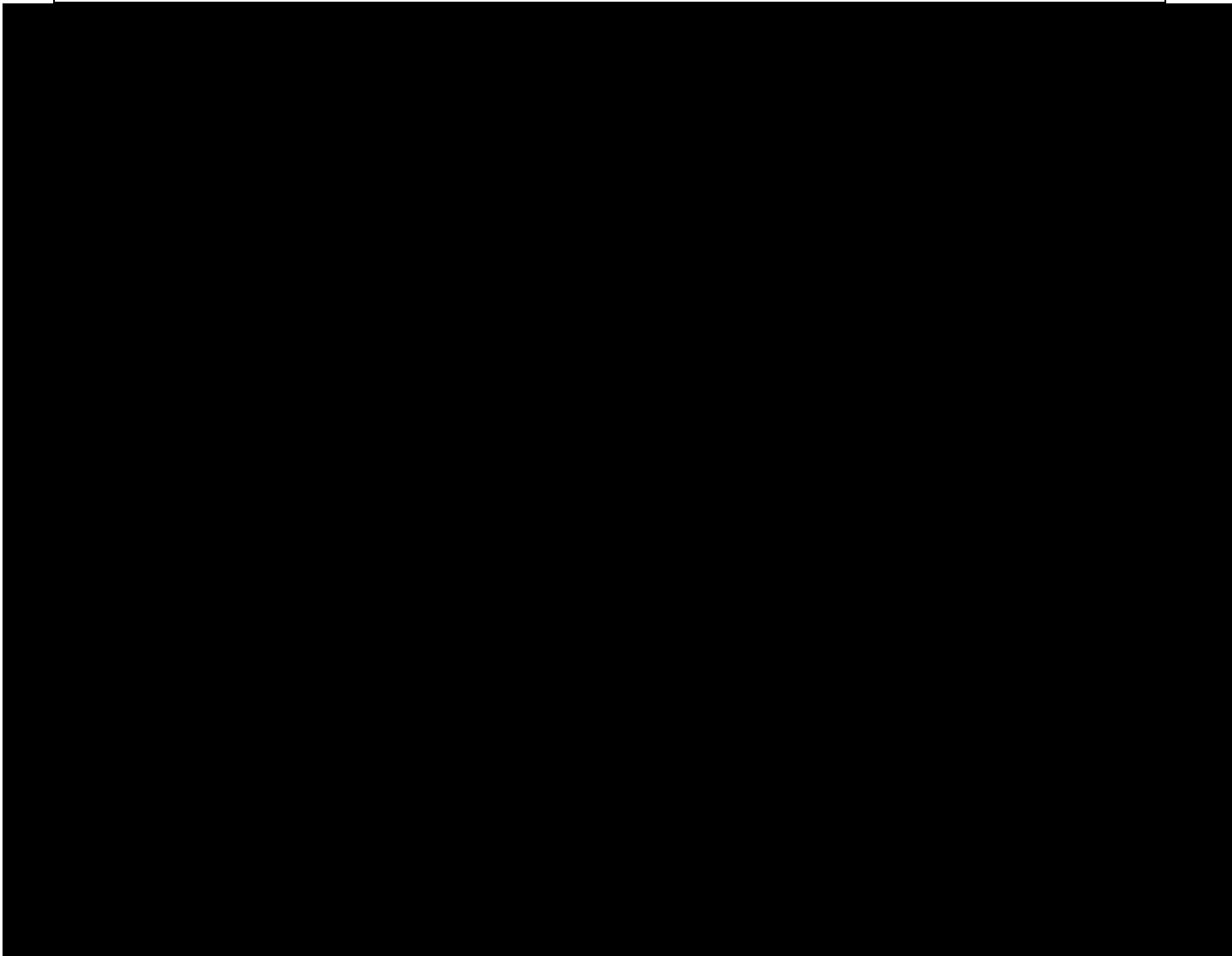
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-07	12-09-13		3 of 4



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-07	12-09-13		4 of 4





# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-08	
<b>DNA HIT</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

## DEFINITIONS

**DNA PROFILE** – Genetic information regarding a person that is produced from an analysis of a DNA sample. A DNA Profile is used to identify a person.

**DNA DATABASE** – A local, state or national database containing “qualifying” DNA Profiles produced from DNA “evidence” Samples collected from one or more crime scenes or other relevant locations **and** “qualifying” DNA Profiles produced from DNA Samples collected from specific “categories” of known persons (e.g., persons who are convicted of a “designated” offense, persons who pled guilty to a “designated” offense, suspects, missing persons, persons who were arrested for a “designated” offense).

**DNA HIT** – DNA Profile produced from one or more DNA “evidence” samples collected from one or more crime scenes or other relevant locations match:

1. A “Known” Suspect’s DNA Profile; or,
2. An “Unknown” Suspect’s DNA Profile.

**KNOWN SUSPECT** – **Known person** whose DNA Profile produced from a DNA Exemplar Sample collected from the known person is compared to the DNA Profiles produced from one or more DNA “evidence” Samples collected from one or more specific crime scenes or other relevant locations.

**UNKNOWN SUSPECT** – **Known persons** whose DNA profiles are stored in one or more DNA Databases and are compared to DNA Profiles produced from DNA “evidence” samples collected from one or more crime scenes or other relevant locations that are stored in the same one or more DNA databases.



**SUBJECT** – An identified person who is designated a suspect regarding the commission of an offense based upon a DNA Hit.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-08	12-09-13		2 of 5

**DEFINITIONS**  
(continued)

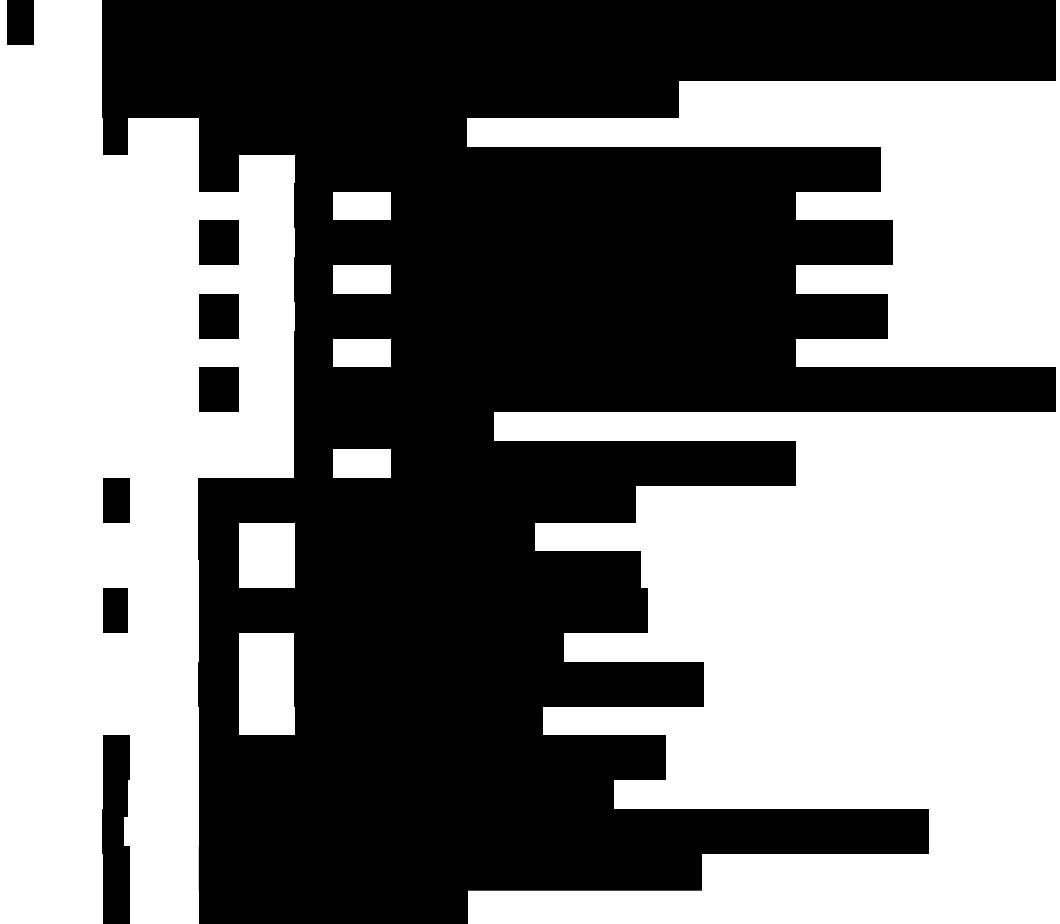
**SUBSTRATE** – An object, person, conveyance, structure, infrastructure, etc.

**PROCEDURE**

Upon receipt of a “DNA Hit Notification” DD-5, comply with following procedure:

**ASSIGNED INVESTIGATOR**

1. Review and assess information contained in “DNA Hit Notification” DD-5.
2. Immediately conduct a thorough investigation regarding information contained in “DNA Hit Notification” DD-5 and any other relevant information.
3. Determine whether there is Probable Cause to arrest the Subject for committing the involved offense.
  - a. When legal advice is required, confer with a Criminal Section Legal Bureau attorney.
4. When applicable based upon information contained in “DNA Hit Notification” DD-5 and any other relevant information, utilize Enterprise Case Management System (ECMS) to:
  - a. Create a new pattern
  - b. Amend an existing pattern and add one or more cases.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-08	12-09-13		3 of 5

**ASSIGNED  
INVESTIGATOR  
(continued)**

6. Scan or fax hard copy or \_\_ upload electronic copy of all relevant documents, images, data, audios and other materials to the “ Attachment” section of “DNA Hit Result” DD-5.
7. Promptly forward completed “DNA Hit Result” DD-5 to Detective Squad / Unit supervisor for approval.

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

8. Promptly review and, if appropriate, approve “DNA Hit Result” DD-5.
  - a. ECMS will autom atically transm it “DNA Hit Result” DD-5 approved by Detective Squad / Unit supervisor to appropriate Detective Bureau Capta in f for approval if “Inve stigative Re sult” selected by assigned investigator is:
    - (1) No Arrest – No P.C. (Final Result); or,
    - (2) No Crime Committed (Final Result); or,
    - (3) Investigation Ongoing (Interim Result); or,
    - (4) Other (Final Result).

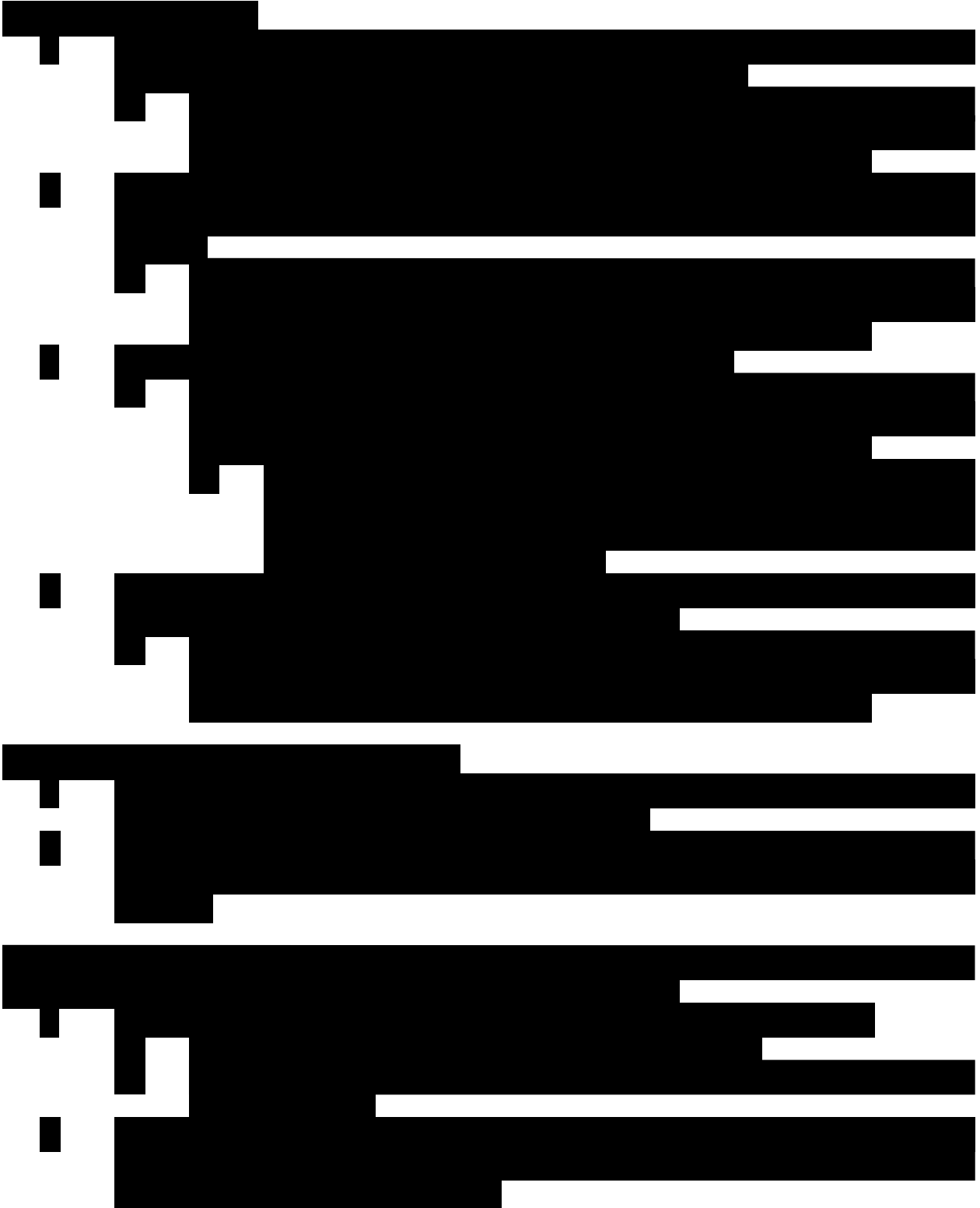
**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

9. Review and, if appropriate, approve “DNA Hit Result” DD-5 if “Investigative Result” selected by assigned investigator is:
  - a. No Arrest – No P.C. (Final Result); or,
  - b. No Crime Committed (Final Result); or
  - c. Investigation Ongoing (Interim Result); or,
  - d. Other (Final Result).

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-08	12-09-13		4 of 5

## APPENDIX





# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-08	12-09-13		5 of 5

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-09	
<b>DNA MATCH</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

## DEFINITIONS

DNA PROFILE – Genetic information regarding a person that is produced from an analysis of a DNA sample. A DNA Profile is used to identify a person.

DNA DATABASE – A local, state or national database containing “qualifying” DNA Profiles produced from DNA “evidence” samples collected from one or more crime scenes or other relevant locations **and** “qualifying” DNA Profiles produced from DNA samples collected from specific “categories” of known persons (e.g., persons who are convicted of a “designated” offense, persons who pled guilty to a “designated” offense, suspects, missing persons, persons who were arrested for a “designated” offense).

DNA MATCH – DNA Profiles produced from one or more DNA “evidence” samples collected from one or more crime scenes or other relevant locations match DNA Profiles produced from one or more DNA “evidence” samples collected from one or more separate unrelated crime scenes or other relevant locations.



SUBJECT – An unidentified person who is designated a suspect regarding the commission of an offense based upon a DNA Match.

SUBSTRATE – An object, person, conveyance, structure, infrastructure, etc.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-09	12-09-13		2 of 5

**PROCEDURE** Upon receipt of a “DNA Match” DD-5, comply with following procedure:

**ASSIGNED  
INVESTIGATOR**

1. Review and assess information contained in “DNA Match Notification” DD-5.
2. Immediately conduct a thorough investigation regarding information contained in “DNA Match Notification” DD-5 and any other relevant information.
3. Attempt to identify the Subject and determine whether there is Probable Cause to arrest the Subject for committing the involved offense.
  - a. When legal advice is required, confer with a Criminal Section Legal Bureau attorney.
4. When applicable based upon information contained in “DNA Match Notification” DD-5 and any other relevant information, utilize Enterprise Case Management System (ECMS) to:
  - a. Create a new pattern
    - (1) Same Subject committing similar types of offenses (e.g., two or more sex offenses, two or more burglaries)
    - (2) Same Subject committing different types of offenses (e.g., one burglary and one sex offense, one grand larceny and one robbery)
  - b. Amend an existing pattern and add one or more cases.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-09	12-09-13		3 of 5

**ASSIGNED  
INVESTIGATOR  
(continued)**

6. Scan or fax hard copy or \_\_\_ upload electronic copy of all relevant documents, images, data, audios and other materials to the “ Attachment” section of “DNA Match Result” DD-5.
7. Promptly forward completed “DNA Match Result” DD-5 to Detective Squad / Unit supervisor for approval.

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

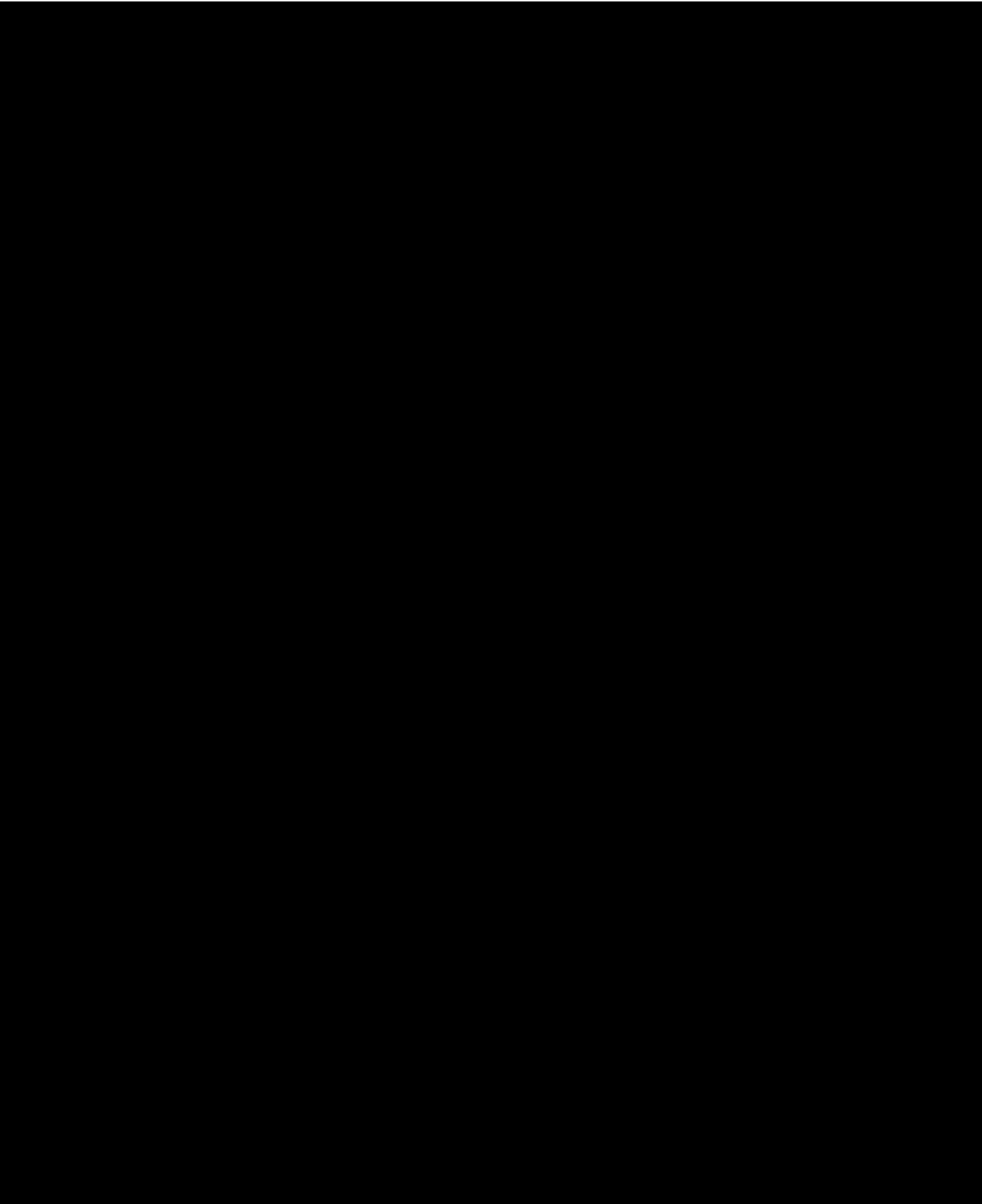
8. Promptly review and, if appropriate, approve “DNA Match Result” DD-5.
  - a. ECMS will automatically transmitt “DNA Match Result” DD-5 approved by Detective Squad / Unit supervisor to appropriate Detective Bureau Captain for approval if “Investigative Result” selected by assigned investigator is:
    - (1) No Arrest – No P.C. (Final Result); or,
    - (2) No Crime Committed (Final Result); or,
    - (3) Investigation Ongoing (Interim Result); or,
    - (4) Other (Final Result).

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

9. Review and, if appropriate, approve “DNA Match Result” DD-5 if “Investigative Result” selected by assigned investigator is:
  - a. No Arrest – No P.C. (Final Result); or,
  - b. No Crime Committed (Final Result); or
  - c. Investigation Ongoing (Interim Result); or,
  - d. Other (Final Result).

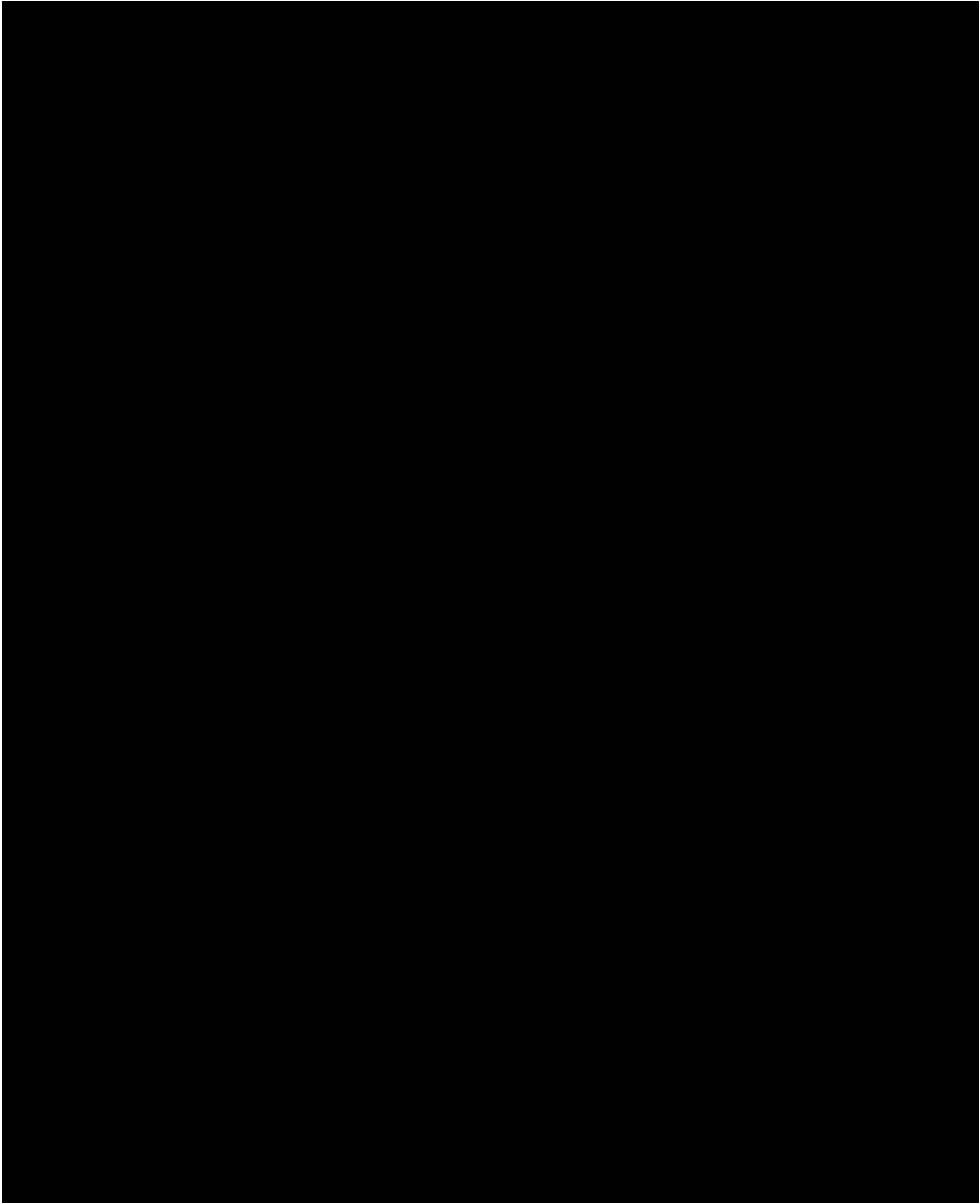
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-09	12-09-13		4 of 5



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-09	12-09-13		5 of 5





# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-10	
<b>FINGERPRINT IDENTIFICATION</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

## DEFINITIONS

FINGERPRINT – Friction ridge skin on fingers, sides of fingers, tips of fingers, joints of fingers, palms of hands and bottom of feet deposited at a crime scene or other relevant location.

AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) – A local, state or national database containing the fingerprint records of **known persons** and “evidence” fingerprints collected from one or more crime scenes or other relevant locations.

FINGERPRINT IDENTIFICATION – One or more “evidence” fingerprints collected from one or more crime scenes or other relevant locations match:

1. A “Known” Suspect’s fingerprint record; or,
2. An “Unknown” Suspect’s fingerprint record.

KNOWN SUSPECT – **Known person** whose fingerprint records are compared to one or more “evidence” fingerprints collected from one or more specific crime scenes or other relevant locations.

UNKNOWN SUSPECT – **Known persons** whose fingerprint records are stored in one or more Automated Fingerprint Identification Systems (AFISs) and are compared to “evidence” fingerprints collected from one or more crime scenes or other relevant locations that are stored in the same one or more Automated Fingerprint Identification Systems (AFISs).



SUBJECT – An identified person who is designated a suspect regarding the commission of an offense based upon a Fingerprint Identification.

SUBSTRATE – An object, person, conveyance, structure, infrastructure, etc.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-10	12-09-13		2 of 5

**PROCEDURE** Upon receipt of a “Fingerprint Identification Notification” DD-5, comply with following procedure:

**ASSIGNED INVESTIGATOR**

1. Review and assess information contained in “Fingerprint Identification Notification” DD-5.
2. Immediately conduct a thorough investigation regarding information contained in “Fingerprint Identification Notification” DD-5 and any other relevant information.
3. Determine whether there is Probable Cause to arrest the Subject for committing the involved offense.
  - a. When legal advice is required, confer with a Criminal Section Legal Bureau attorney.
4. When applicable, based upon information contained in “Fingerprint Identification Notification” DD-5 and any other relevant information, utilize Enterprise Case Management System (ECMS) to:
  - a. Create a new pattern
  - b. Amend an existing pattern and add one or more cases.



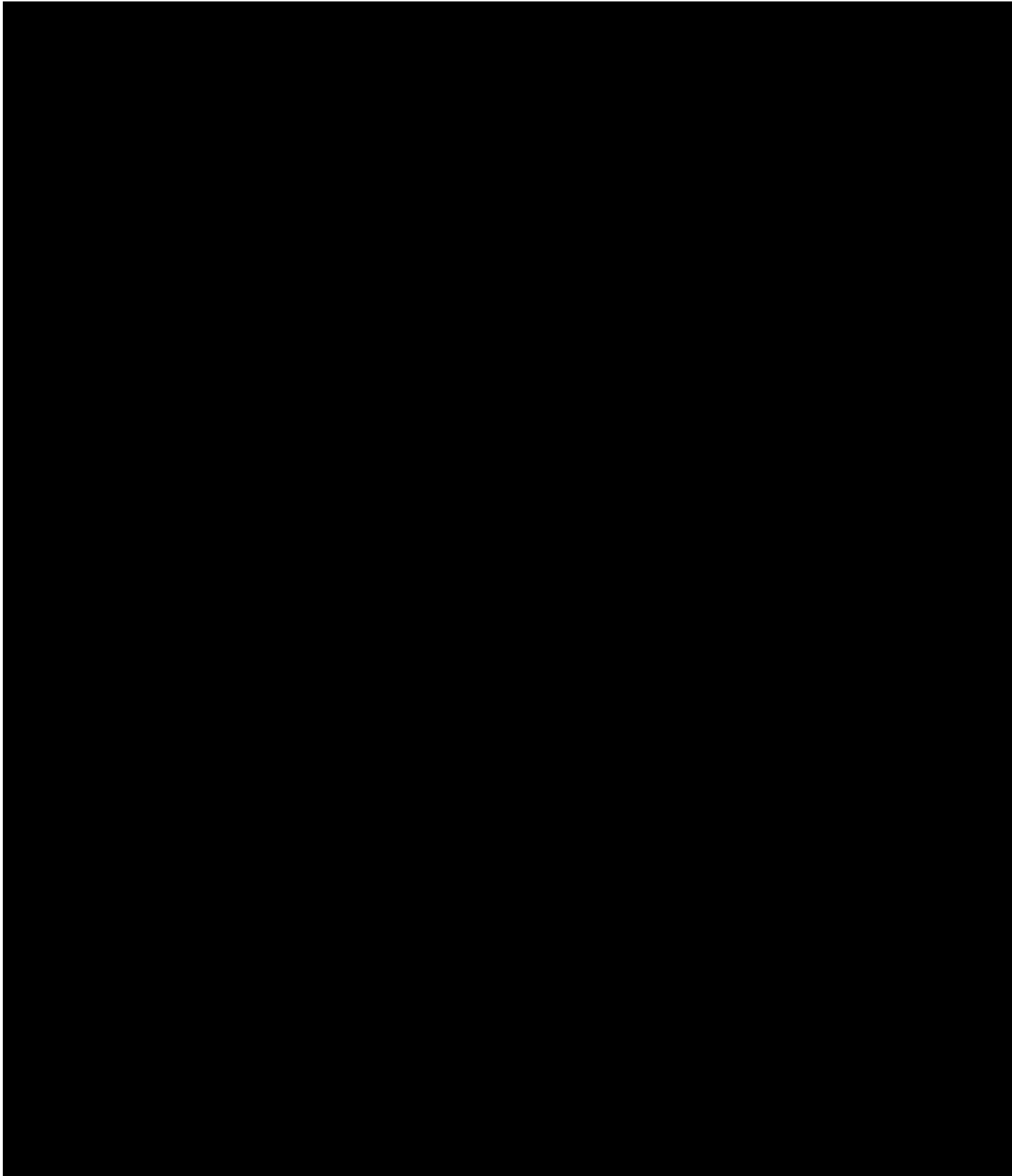
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-10	12-09-13		3 of 5

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|--|-----------|---|
| <p><b>ASSIGNED INVESTIGATOR (continued)</b></p>                  | <p>6.</p> | <p>Scan or fax hard copy or __ upload electronic copy of all relevant documents, images, data, audios and other materials to the “ Attachment” section of “Fingerprint Identification Result” DD-5.</p>   |
|  | <p>7.</p> | <p>Promptly forward completed “Fingerprint Identification Result” DD-5 to Detective Squad / Unit supervisor for approval.</p>   |
| <p><b>DETECTIVE SQUAD / UNIT SUPERVISOR</b></p>                  | <p>8.</p> | <p>Promptly review and, if appropriate , approve “Fingerprint Identification Result” DD-5.</p> <p>a. ECMS will <u>automatically</u> transm it “Fingerp rint Iden tification Result” DD-5 approved by Detectiv e Squad / Unit supervisor to appropriate Detective Bureau Captain for approval if “Investigative Result” selected by assigned investigator is:</p> <ul style="list-style-type: none"> <li>(1) No Arrest – No P.C. (Final Result); or,</li> <li>(2) No Crime Committed (Final Result); or,</li> <li>(3) Investigation Ongoing (<u>Interim</u> Result); or,</li> <li>(4) Other (Final Result).</li> </ul> |
| <p><b>ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN</b></p> | <p>9.</p> | <p>Review and, if appropriate, approve “Fingerprint Identification Result” DD-5 if “Investigative Result” selected by assigned investigator is:</p> <ul style="list-style-type: none"> <li>a. No Arrest – No P.C. (Final Result); or,</li> <li>b. No Crime Committed (Final Result); or</li> <li>c. Investigation Ongoing (<u>Interim</u> Result); or,</li> <li>d. Other (Final Result).</li> </ul>   |

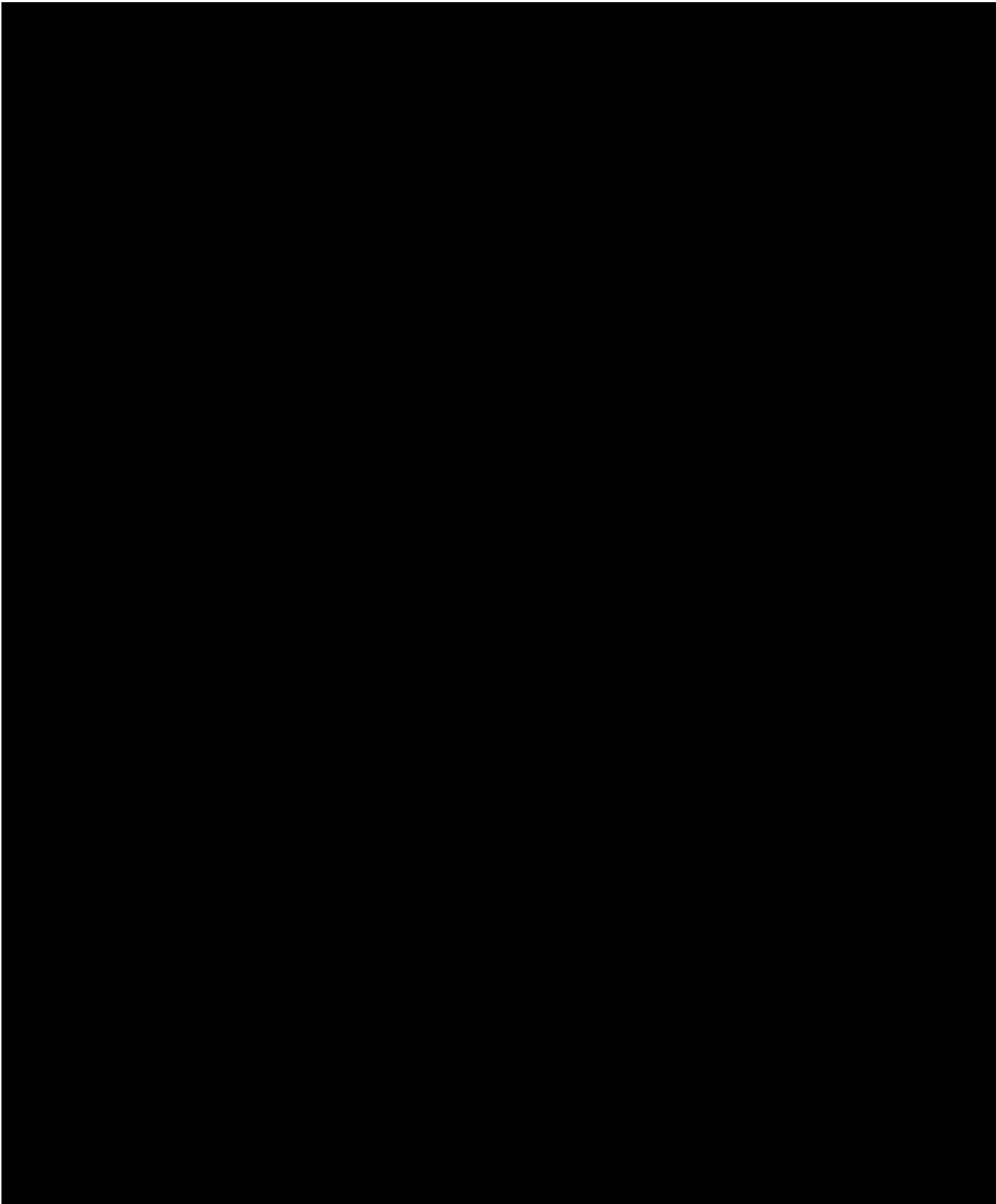
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-10	12-09-13		4 of 5



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-10	12-09-13		5 of 5





# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-11	
<b>FIREARM BALLISTIC HIT</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

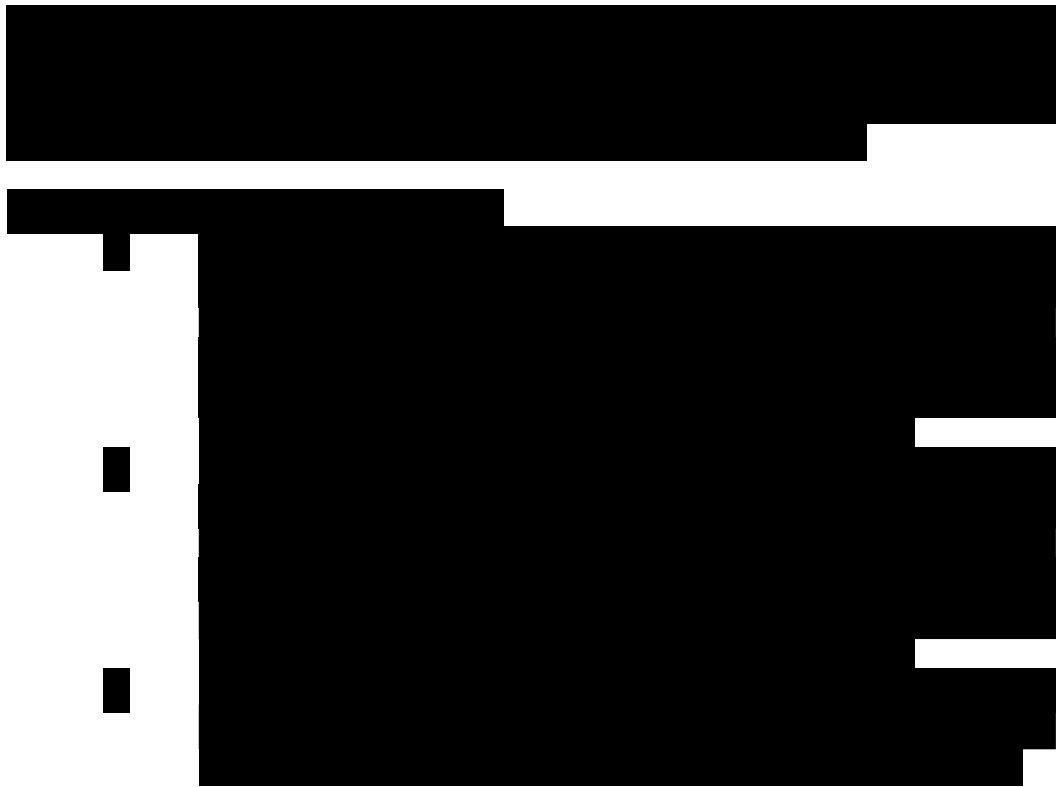
## DEFINITIONS

### INTEGRATED BALLISTIC IDENTIFICATION SYSTEM (IBIS) DATABASE

– A database containing images of “evidence” discharged shell casings and “evidence” fired bullets and “evidence” fired bullet fragments collected from one or more crime scenes or other relevant locations **and** images of discharged shell casings and fired bullets produced from recovered firearms.

1. NYPD does **not** enter “evidence” fired bullets and “evidence” fired bullet fragments collected from one or more crime scenes or other relevant locations into the IBIS Database.
2. NYPD does **not** enter fired bullets produced from recovered firearms into the IBIS Database.

BALLISTIC COMPONENT – A discharged shell casing or fired bullet or fired bullet fragment or cartridge.



SUBJECT – An unidentified person who is designated a suspect regarding the commission of an offense based upon a Firearm Ballistic Hit.

## PROCEDURE

Upon receipt of a “Firearm Ballistic Hit Notification” DD-5, comply with following procedure:

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-11	12-09-13		2 of 5

## ASSIGNED INVESTIGATOR

1. Review and assess information contained in "Fire arm Ballistic Hit Notification" DD-5.
2. Immediately conduct a thorough investigation regarding information contained in "Firearm Ballistic Hit Notification" DD-5 and any other relevant information.
3. Attempt to identify the Subject and determine whether there is Probable Cause to arrest the Subject for committing the involved offense.
  - a. When legal advice is required, confer with a Criminal Section Legal Bureau attorney.
4. When applicable based upon information contained in "Firearm Ballistic Hit Notification" DD-5 and any other relevant information, utilize Enterprise Case Management System (ECMS) to:
  - a. Create a new pattern
  - b. Amend an existing pattern and add one or more cases.



6. Scan or fax hard copy or \_\_ upload electronic copy of all relevant documents, images, data, audios and other materials to the "Attachment" section of "Firearm Ballistic Hit Result" DD-5.
7. Promptly forward completed "Firearm Ballistic Hit Result" DD-5 to Detective Squad / Unit supervisor for approval.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-11	12-09-13		3 of 5

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

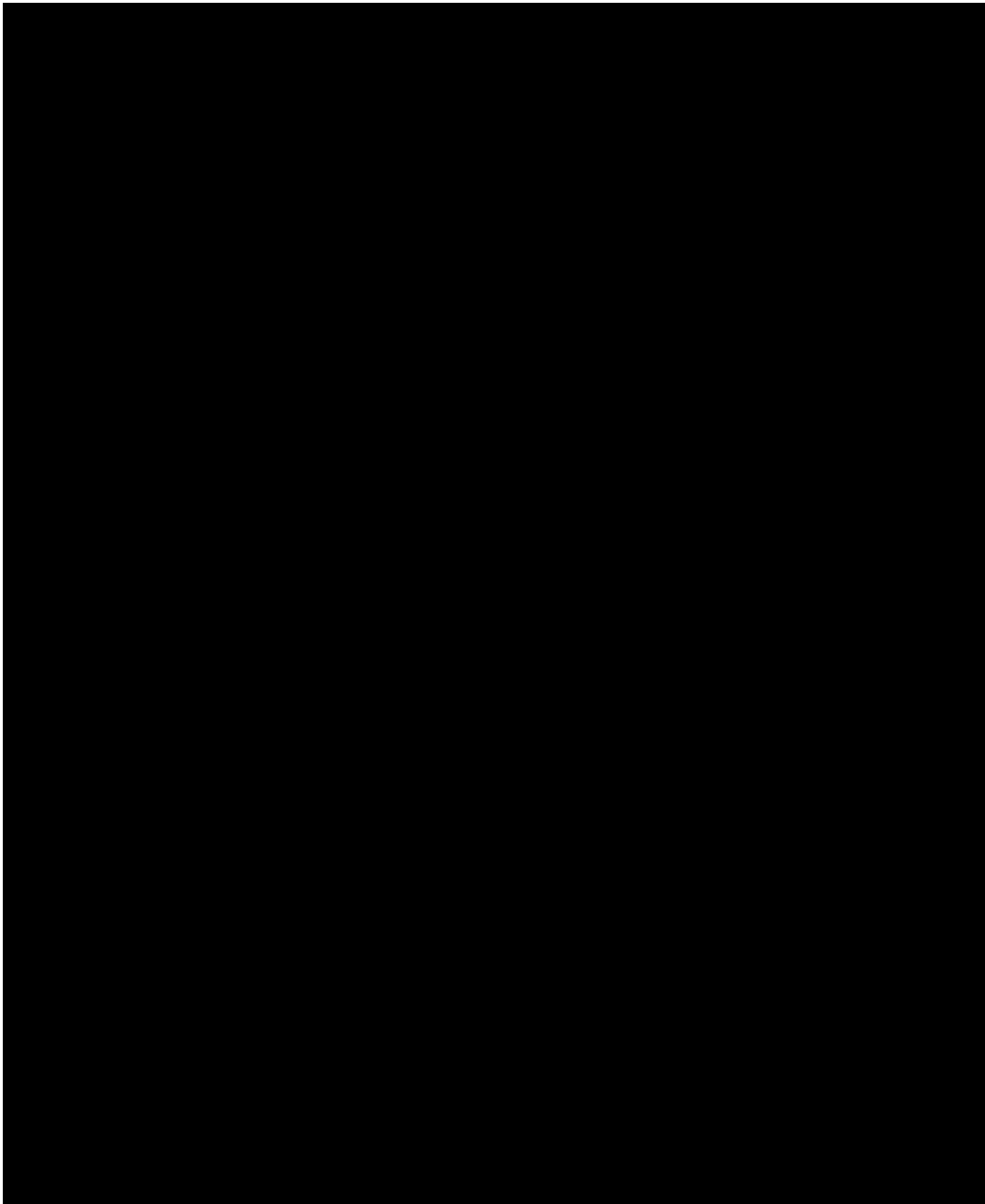
8. Promptly review and, if appropriate, approve “Firearm Ballistic Hit Result” DD-5.
  - a. ECMS will automatically transmit “Firearm Ballistic Hit Result” DD-5 approved by Detective Squad / Unit supervisor to appropriate Detective Bureau Captain for approval if “Investigative Result” selected by assigned investigator is:
    - (1) No Arrest – No P.C. (Final Result); or,
    - (2) No Crime Committed (Final Result); or,
    - (3) Investigation Ongoing (Interim Result); or,
    - (4) Other (Final Result).

**ZONE  
COMMANDING  
OFFICER /  
DETECTIVE  
BUREAU  
CAPTAIN**

9. Review and, if appropriate, approve “Firearm Ballistic Hit Result” DD-5 if “Investigative Result” selected by assigned investigator is:
  - a. No Arrest – No P.C. (Final Result); or,
  - b. No Crime Committed (Final Result); or,
  - c. Investigation Ongoing (Interim Result); or,
  - d. Other (Final Result).

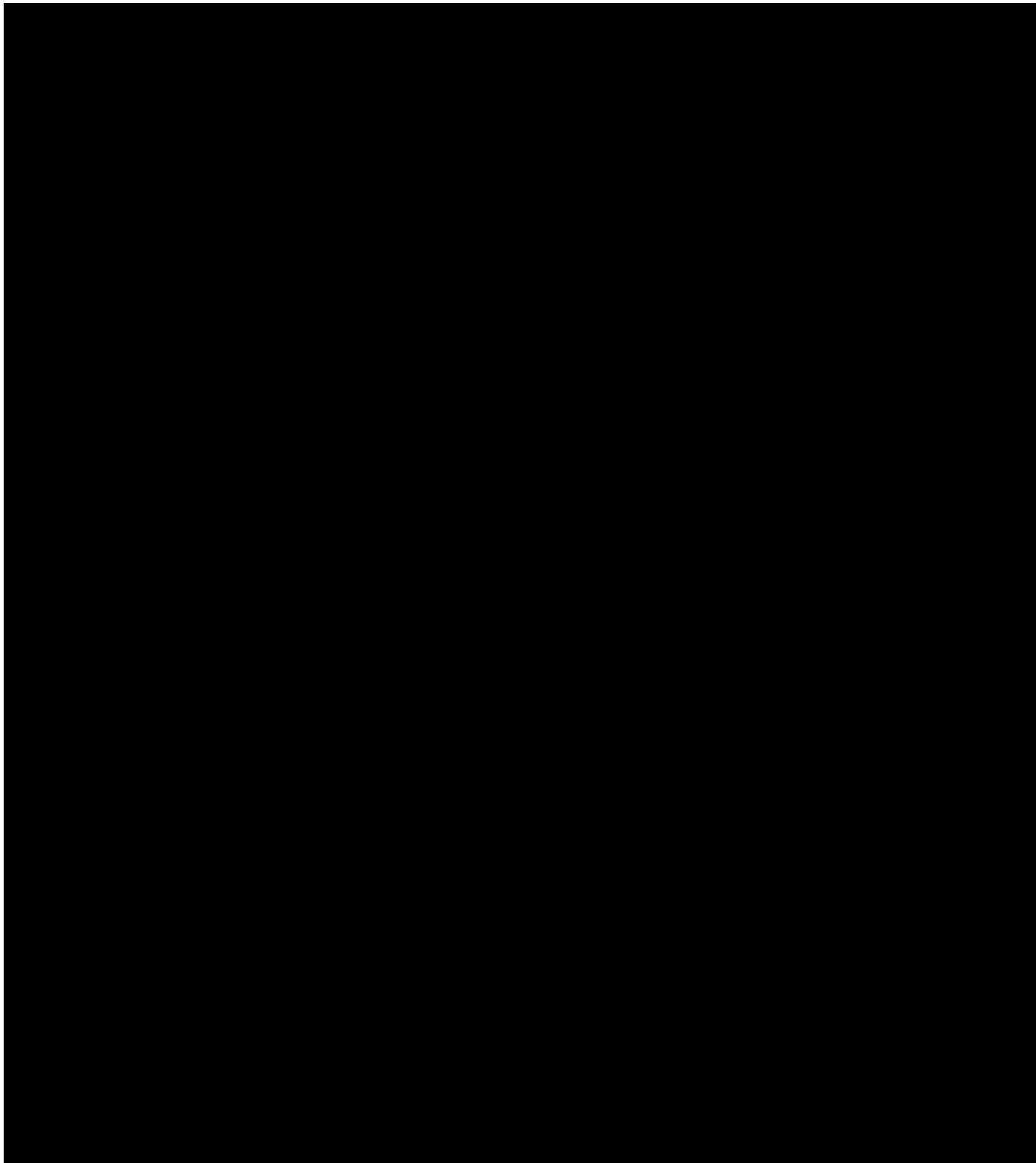
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-11	12-09-13		4 of 5



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-11	12-09-13		5 of 5







# DETECTIVE GUIDE

Section: Forensics		Procedure No: 506-12	
<b>CRIME SCENE BALLISTIC MATCH</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

## DEFINITIONS

### INTEGRATED BALLISTIC IDENTIFICATION SYSTEM (IBIS) DATABASE

– A database containing images of “evidence” discharged shell casings and “evidence” fired bullets and “evidence” fired bullet fragments collected from one or more crime scenes or other relevant locations **and** images of discharged shell casings and fired bullets produced from recovered firearms.

1. NYPD does **not** enter “evidence” fired bullets and “evidence” fired bullet fragments collected from one or more crime scenes or other relevant locations into the IBIS Database.
2. NYPD does **not** enter fired bullets produced from recovered firearms into the IBIS Database.

BALLISTIC COMPONENT – A discharged shell casing or fired bullet or fired bullet fragment or cartridge.



SUBJECT – An unidentified person who is designated a suspect regarding the commission of an offense based upon a Crime Scene Ballistic Match.

## PROCEDURE

Upon receipt of a “Crime Scene Ballistic Match Notification” DD-5, comply with following procedure:

**NEW • YORK • CITY • POLICE • DEPARTMENT**

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-12	12-09-13		2 of 5

**ASSIGNED  
INVESTIGATOR**

1. Review and assess information contained in "Crime Scene Ballistic Match Notification" DD-5.
2. Immediately conduct a thorough investigation regarding information contained in "Crime Scene Ballistic Match Notification" DD-5 and any other relevant information.
3. Attempt to identify the Subject and determine whether there is Probable Cause to arrest the Subject for committing the involved offense.
  - a. When legal advice is required, confer with a Criminal Section Legal Bureau attorney.
4. When applicable based upon information contained in "Crime Scene Ballistic Match Notification" DD-5 and any other relevant information, utilize Enterprise Case Management System (ECMS) to:
  - a. Create a new pattern
    - (1) Same Subject committing similar types of crimes (e.g., 2 or more felony assaults, 2 or more homicides)
    - (2) Same Subject committing different types of crimes (e.g., 1 reckless endangerment and 1 homicide, 1 felony assault and 1 robbery)
  - b. Amend an existing pattern and add one or more cases.

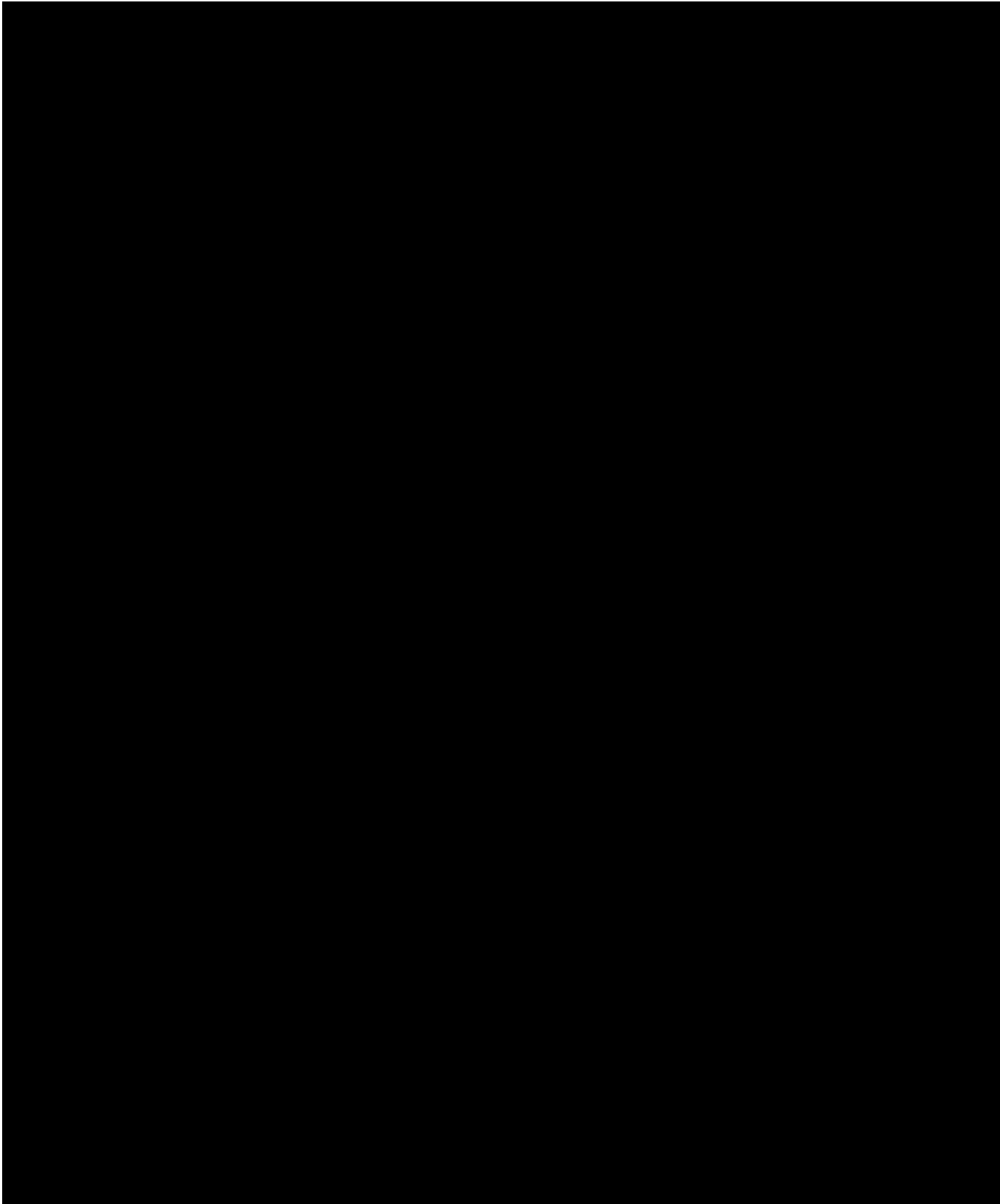
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-12	12-09-13		3 of 5

- ASSIGNED INVESTIGATOR (continued)**
6. Scan or fax hard copy or \_\_\_ upload electronic copy of all relevant documents, images, data, audios and other materials to the “Attachment” section of “Crime Scene Ballistic Match Result” DD-5.
7. Promptly forward completed “Crime Scene Ballistic Match Result” DD-5 to Detective Squad / Unit supervisor for approval.
- DETECTIVE SQUAD / UNIT SUPERVISOR**
8. Promptly review and, if appropriate, approve “Crime Scene Ballistic Match Result” DD-5.
- a. ECMS will automatically transmit “Crime Scene Ballistic Match Result” DD-5 approved by Detective Squad / Unit supervisor to appropriate Detective Bureau Captain for approval if “Investigative Result” selected by assigned investigator is:
- (1) No Arrest – No P.C. (Final Result); or,
  - (2) No Crime Committed (Final Result); or,
  - (3) Investigation Ongoing (Interim Result); or,
  - (4) Other (Final Result).
- ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN**
9. Review and, if appropriate, approve “Crime Scene Ballistic Match Result” DD-5 if “Investigative Result” selected by assigned investigator is:
- a. No Arrest – No P.C. (Final Result); or,
  - b. No Crime Committed (Final Result); or,
  - c. Investigation Ongoing (Interim Result); or,
  - d. Other (Final Result).

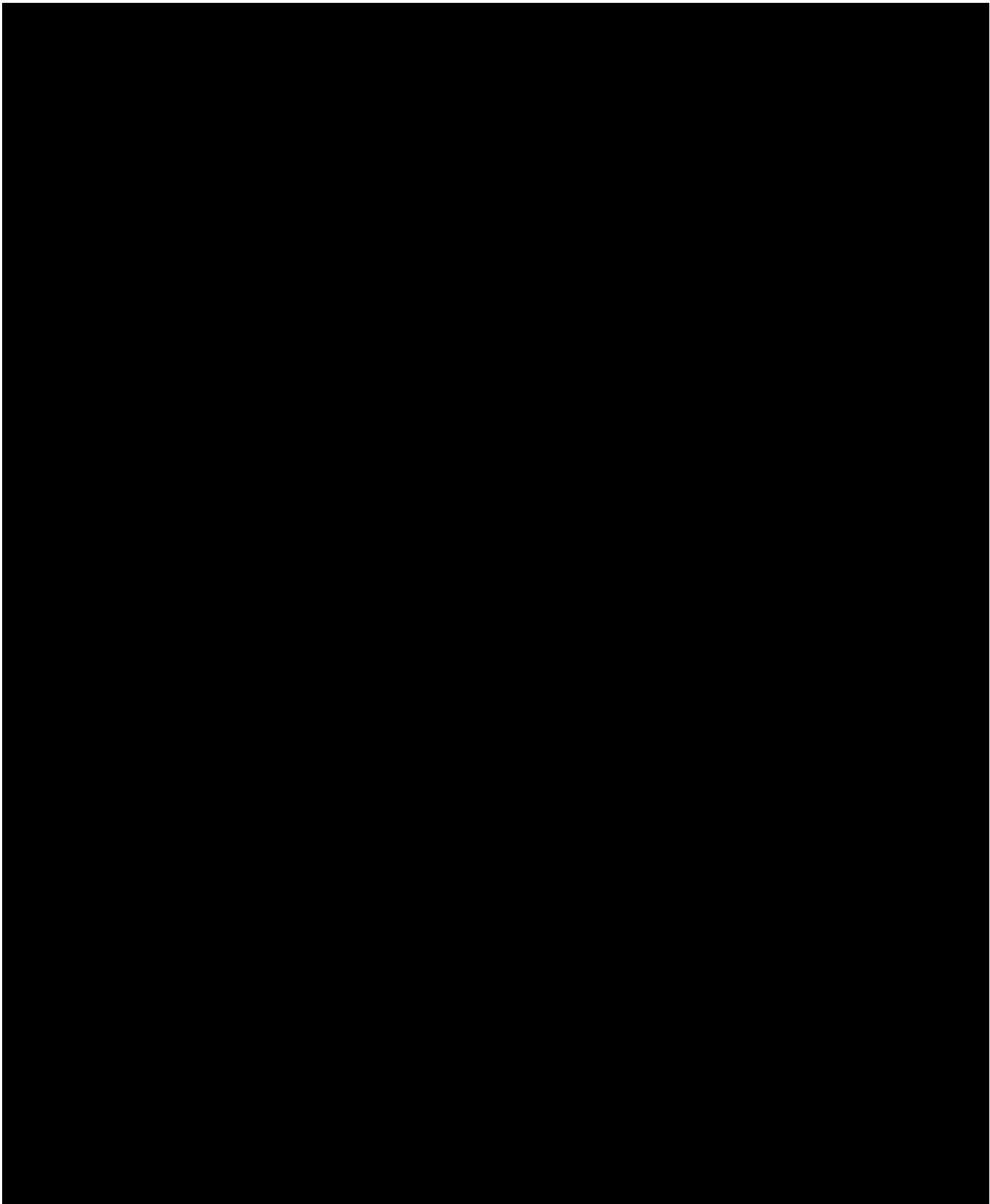
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-12	12-09-13		4 of 5



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
506-12	12-09-13		5 of 5





## DETECTIVE GUIDE

Section: Forensics

Procedure No: 506-13

### POLICY GOVERNING VIEWING AND ACCESS TO CRIME SCENE UNIT PHOTOGRAPHS

DATE ISSUED:

12-09-13

DATE EFFECTIVE:

12-09-13

REVISION NUMBER:

PAGE:

1 of 1

1. Currently the Crime Scene Unit produces digital photographs for each run they respond to. These images are loaded into ECMS and routed to the individual case file as attachments. Consistent with Detective Bureau policy, **ALL** material in case files is to be held strictly confidential. Accordingly, only the assigned Detective, his/her supervisors, or other members designated as "Team Members" for the investigation concerned, shall have access to Crime Scene photographs within a case folder. The viewing, printing, forwarding, or any other form of dissemination of these images is strictly prohibited without the personal authorization of the Chief of Detectives.

2 Whenever a Crime Scene Unit photograph is viewed within ECMS the following warning will appear prominently across the bottom of the screen:

***"This digital image is a confidential investigative record. Any unauthorized access, viewing, disclosure or dissemination of this image is strictly prohibited."***

3. Members are reminded that all portions of investigative files, as well as the details of the investigation, shall be held strictly confidential. Access to this information is only for official Department purposes and limited to those members directly associated with the investigation and their respective supervisors. Members are reminded to comply with the provisions of P.G. 203-22, "Department Confidentiality Policy."




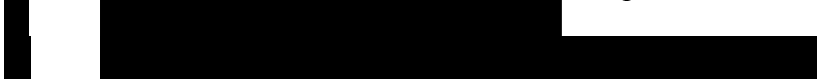




# DETECTIVE GUIDE

Section: Information / Intelligence		Procedure No: 507-02	
<b>LICENSE PLATE READERS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2



The following information may assist investigators in the performance of their duties:

1. LPRs record the following:  

2. LPRs transm it (upload / download) license plate data to two LPR databases that contain “Hotlists” of license plates. The license plate data transmission occurs either:  

3. The two LPR “Hotlists” of license plates are:  

4. When necessary and appropriate, “alerts” regarding license plates m ay be immediately manually entered into the LPRs of one or more RMPs.
5. LPRs and the associated data m ay be us ed in the f ollowing m anner to ass ist an investigator:  




# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
507-02	12-09-13		2 of 2

[REDACTED]

6. RTCC and LMSCC have access to the NYS “Global Hotlist” and “NYPD Local Hotlist” LPR data.
7. HIDTA has access to LPR data from other jurisdictions (NYS Police, PA NY / NJ, SCPD, NCPD).
8. The National Vehicle Location Service (NVLS) has access to LPR data collected by private LPR fleet operators throughout the United States.
9. Other governmental agencies, non-governmental organizations and private entities / individuals access LPR data.
10. Detective Bureau personnel should contact the RTCC regarding ALL LPR related information, questions, issues and requests including LMSCC, HIDTA, NVLS and and other governmental agencies, non-governmental organizations and private entities / individuals.

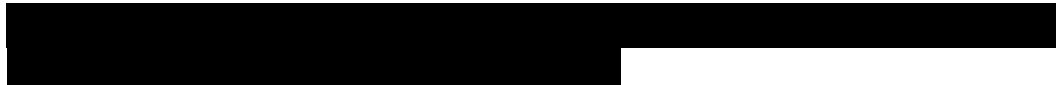


# DETECTIVE GUIDE

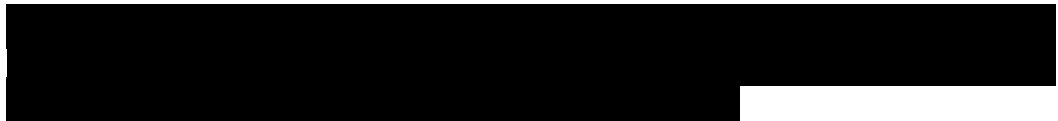
Section: Investigation Cards		Procedure No: 508-01	
<b>ACTIVATING, MODIFYING AND CANCELLING INVESTIGATION CARDS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 5

## DEFINITIONS

WITNESS - A person who may have information regarding an investigation.



PERPETRATOR – A person who was involved in an unlawful act; and, there is Probable Cause to arrest that person.



OFFENSE – Felony, misdemeanor, violation and traffic infraction.

## PROCEDURE

When an investigator activates, modifies or cancels an Investigation Card, comply with the following procedure:

### ACTIVATING

#### INVESTIGATION CARD

### INVESTIGATOR

1. Immediately prepare an “Activate Investigation Card” DD-5 in Enterprise Case Management System (ECMS) for:



2. In the “Sought As” caption of the “Activate Investigation Card” DD-5, designate each Investigation Card Subject as a:



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
508-01	12-09-13		2 of 5

## INVESTIGATOR (continued)

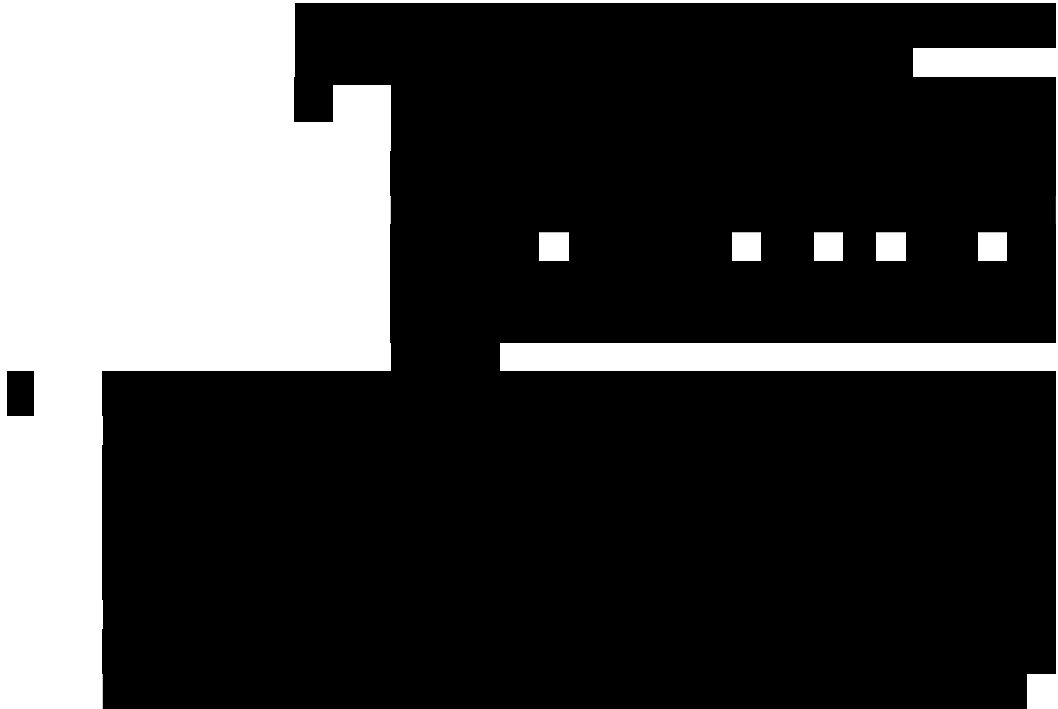
3. Determine if Subject has a New York State Identification (NYSID) number and enter the NYSID number in appropriate caption of "Activate Investigation Card" DD-5. It is **IMPERATIVE** that the Subject's NYSID number be included on "Activate Investigation Card" DD-5 in order to allow positive identification of Subject by fingerprint comparison.

4. Conduct all required database / record queries.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
508-01	12-09-13		3 of 5

## INVESTIGATOR (continued)



6. Select "Save and Exit" button.
7. Submit "Activate Investigation Card" DD-5 to Detective Squad / Unit supervisor for approval.

**NOTE** *When an investigator submits an "Activate Investigation Card" DD-5 to the Detective Squad / Unit supervisor for approval by selecting the "Submit for Signoff" button, the Investigation Card is **immediately activated** in ADW prior to the Detective Squad / Unit supervisor actually approving the "Activate Investigation Card" DD-5.*

## DETECTIVE SQUAD / UNIT SUPERVISOR

8. Promptly review "Activate Investigation Card" DD-5.
  - a. In particular, ensure the actions described in steps 3, 4 and 5 of this procedure have been correctly performed.
9. If "Activate Investigation Card" DD-5 was not properly prepared:
  - a. Approve "Activate Investigation Card" DD-5 because the "Reject with Note" button can not be selected
  - b. **Immediately** direct assigned investigator or, if assigned investigator is not immediately available, a designated investigator to correct the error by using "Modify Investigation Card" function or "Cancel Investigation Card" function
  - c. Make appropriate entry in "Investigation Review Sheet" describing the error being rectified, corrective actions being taken and other relevant information.
10. Take necessary action to ensure all members of the Detective Squad / Unit are aware of all appropriate Investigation Cards.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
508-01	12-09-13		4 of 5

## MODIFYING INVESTIGATION CARD

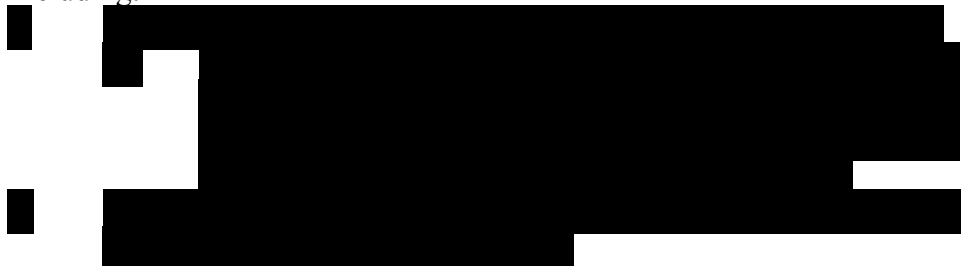
- INVESTIGATOR**
11. Access the original “Activate Investigation Card” DD-5 that requires modification.
  12. Click the “Actions” button.
  13. Select “Modify” from the drop down menu.
  14. Enter required modifications on “Modify Investigation Card” DD-5.
  15. Select “Save and Exit” button.
  16. Submit “Modify Investigation Card” DD-5 to Detective Squad / Unit supervisor for approval.

**NOTE** *When an investigator submits a “Modify Investigation Card” DD-5 to the Detective Squad / Unit supervisor for approval by selecting “Submit for Signoff” button, the Investigation Card is **immediately modified** in ADW prior to the Detective Squad / Unit supervisor actually approving the “Modify Investigation Card” DD-5.*

- DETECTIVE SQUAD / UNIT SUPERVISOR**
17. Promptly review “Modify Investigation Card” DD-5.
  18. If “Modify Investigation Card” DD-5 was not properly prepared:
    - a. Approve “Modify Investigation Card” DD-5 because the “Reject with Note” button can not be selected
    - b. **Immediately** direct assigned investigator or, if assigned investigator is not immediately available, a designated investigator to correct the error by using “Modify Investigation Card” function or “Cancel Investigation Card” function
    - c. Make appropriate entry in “Investigation Review Sheet” describing error being rectified, corrective actions being taken and other relevant information.

## CANCELLING INVESTIGATION CARD

- INVESTIGATOR**
19. Access the original “Activate Investigation Card” DD-5 that requires cancellation.
  20. Click the “Actions” button.
  21. Select “Cancel” from the drop down menu.
  22. Enter required information on “Cancel Investigation Card” DD-5.
  23. If Subject is designated a “ *Perpetrator – Probable Cause to Arrest* ,” ensure proper entries are made in “Details of Apprehension” caption including:



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
508-01	12-09-13		5 of 5

## INVESTIGATOR (continued)

24. Select "Save and Exit" button.
25. Submit "Cancel Investigation Card" DD-5 to Detective Squad / Unit supervisor for approval.

### NOTE

*When an investigator submits a "Cancel Investigation Card" DD-5 to the Detective Squad / Unit supervisor for approval by selecting "Submit for Signoff" button, the Investigation Card is **immediately cancelled** in ADW prior to the Detective Squad / Unit supervisor actually approving the "Cancel Investigation Card" DD-5.*

## DETECTIVE SQUAD / UNIT SUPERVISOR

26. Promptly review "Cancel Investigation Card" DD-5.
27. If "Cancel Investigation Card" DD-5 was not properly prepared:
- Approve "Cancel Investigation Card" DD-5 because the "Reject with Note" button can not be selected
  - Immediately** direct assigned investigator or, if assigned investigator is not immediately available, a designated investigator to correct the error by:
    - Preparing a **new** "Activate Investigation Card" DD-5 if the original Investigation Card was erroneously cancelled; or,
    - Preparing a **new** "Activate Investigation Card" DD-5 and taking other appropriate corrective actions to rectify the error.
  - Make appropriate entry in "Investigation Review Sheet" describing error being rectified, corrective actions being taken and other relevant information.



# DETECTIVE GUIDE

Section: Investigation Cards		Procedure No: 508-02	
<b>INVESTIGATION CARD “HIT” NOTIFICATIONS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## PROCEDURE

When a member of the service assigned to the Intelligence Bureau Criminal Intelligence Section becomes aware of an Investigation Card “HIT” in an “arrest” or “non-arrest” situation, comply with the following procedure:

**INTELLIGENCE  
BUREAU  
CRIMINAL  
INTELLIGENCE  
SECTION  
PERSONNEL**

1. Comply with pertinent provisions of *Patrol Guide 208-23, “Computerized Investigation Card System.”*
2. **IMMEDIATELY** provide information regarding Investigation Card “HIT” to Detective Borough or Detective Division to which investigator who activated the Investigation Card is assigned.

**DETECTIVE  
BOROUGH OR  
DETECTIVE  
DIVISION  
PERSONNEL**

3. **IMMEDIATELY** notify a supervisor assigned to the Detective Squad / Unit to which the investigator who activated the Investigation Card is assigned regarding:
  - a. Details of the Investigation Card “HIT”; and,
  - b. Location of the subject of the Investigation Card; and,
  - c. If the subject of the Investigation Card is under arrest.
4. If no supervisor assigned to the Detective Squad / Unit to which the investigator who activated the Investigation Card is assigned is working, **IMMEDIATELY** notify:
  - a. Investigator assigned to the Detective Squad / Unit to which the investigator who activated the Investigation Card is assigned; and,
  - b. Involved Detective Bureau Captain or Detective Bureau Duty Captain.
5. Provide Intelligence Bureau Criminal Intelligence Section personnel with:
  - a. Name and tax number of the supervisor and / or investigator and / or captain who were notified
  - b. Time of notification.



# DETECTIVE GUIDE

Section: Investigation Cards		Procedure No: 508-03	
<b>NOTIFICATIONS RECEIVED FROM THE CRIMINAL JUSTICE BUREAU REGARDING PRISONERS WANTED ON “PERPETRATOR – PROBABLE CAUSE TO ARREST” INVESTIGATIONS CARDS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

Comply with the following procedure when a notification is received from a Criminal Justice Bureau (CJB) supervisor that a prisoner in custody in a Court Section facility is the subject of a *Perpetrator – Probable Cause to Arrest* INVESTIGATION CARD (I-CARD) and:



## DETECTIVE BUREAU WHEEL

1. Notify the appropriate Zone Commanding Officer or, if the Zone Commanding Officer is not on duty, the appropriate Detective Bureau Duty Captain and provide:
  - a. Name, date of birth, NYSID #, INVESTIGATION CARD (I-CARD) serial # and location of the prisoner
  - b. Relevant information regarding the *Perpetrator – Probable Cause to Arrest* I-CARD.
2. Enter the following information in the Telephone Record:
  - a. Name of involved CJB supervisor
  - b. Name, date of birth, NYSID #, I-CARD serial # and location of the prisoner
  - c. Name of involved Zone Commanding Officer or Detective Bureau Duty Captain.

## ZONE COMMANDING OFFICER / DETECTIVE BUREAU DUTY CAPTAIN





# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
508-03	12-09-13		2 of 2

**ZONE**  
**COMMANDING**  
**OFFICER /**  
**DETECTIVE**  
**BUREAU DUTY**  
**CAPTAIN**  
**(continued)**



**INVOLVED**  
**DETECTIVE**  
**SQUAD OR**  
**NIGHTWATCH**  
**SUPERVISOR**





# DETECTIVE GUIDE

Section: Investigation Cards		Procedure No: 508-04	
<b>NOTIFICATIONS TO THE WARRANT SECTION – BOROUGH VIOLENT FELONY SQUAD REGARDING HOMICIDES AND NON-FATAL SHOOTINGS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## PROCEDURE

If a “Perpetrator – Probable Cause to Arrest” **INVESTIGATION CARD (PD373-163)** is prepared for a perpetrator regarding a homicide or non-fatal shooting, comply with the following procedure:

### ASSIGNED DETECTIVE SQUAD / UNIT INVESTIGATOR

1. When there is probable cause to arrest a person, prepare a “Perpetrator – Probable Cause to Arrest” **INVESTIGATION CARD** in conformance with the procedure described in *Detective Guide 508-01, “Activating, Modifying and Cancelling Investigation Cards.”*
2. When a “Perpetrator – Probable Cause to Arrest” **INVESTIGATION CARD** is prepared for a person who committed a homicide or non-fatal shooting:
  - a. **Immediately** notify personnel assigned to the appropriate Warrant Section - Borough Violent Felony Squad (VFS)
  - b. **Promptly** notify the involved Detective Squad / Unit Supervisor.
3. Document on a DD-5 in the Enterprise Case Management System (ECMS) the name and tax # of the VFS investigator who was notified.
4. Document on a DD-5 in ECMS all conferrals with the assigned VFS investigator.
5. Immediately contact personnel assigned to the involved VFS if:
  - a. Perpetrator is arrested
  - b. Information is obtained regarding the location of the perpetrator
  - c. Information is obtained that will facilitate the apprehension of the perpetrator.

### DETECTIVE SQUAD / UNIT SUPERVISOR

6. Ensure that a “Perpetrator – Probable Cause to Arrest” **INVESTIGATION CARD** is **immediately** prepared when there is probable cause to arrest a person for committing a homicide or non-fatal shooting.
7. When a “Perpetrator – Probable Cause to Arrest” **INVESTIGATION CARD** is prepared for a person who committed a homicide or non-fatal shooting, ensure:
  - a. An investigator assigned to the appropriate VFS is **immediately** notified
  - b. The name and tax # of the VFS investigator who was notified is documented in a timely manner on a DD-5 in ECMS.
8. **As soon as possible** notify the involved Detective Zone Commanding Officer and provide:
  - a. Facts of the case
  - b. Name and tax # of the VFS investigator who was notified.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
508-04	12-09-13		2 of 2

**INVOLVED  
DETECTIVE  
ZONE  
COMMANDING  
OFFICER**

9. As soon as possible, **personally** confer with the Commanding Officer of the involved Borough Warrant Squad.

**INVOLVED  
BOROUGH  
WARRANT  
SQUAD  
COMMANDING  
OFFICER AND  
VFS  
SUPERVISOR**

10. Confer with the Detective Squad / Unit supervisor and ensure:
- a. All apprehension related activities are coordinated
  - b. The assigned Detective Squad / Unit investigator is **immediately** notified when the apprehension may occur outside of New York State.
11. Ensure the assigned VFS investigator and the assigned Detective Squad / Unit investigator **work jointly together in a coordinated manner.**
12. Ensure all apprehension related activities are directed by the involved VFS personnel and are coordinated with the assigned Detective Squad / Unit investigator.
13. Ensure all apprehension related activities are documented in a timely manner by the assigned VFS investigator in the Warrant Section Automated DB2 Warrant computer system (ADW).

**ASSIGNED VFS  
INVESTIGATOR**

14. Immediately contact the assigned Detective Squad / Unit investigator if:
- a. Perpetrator is arrested
  - b. Information is obtained regarding the location of the perpetrator
  - c. Information is obtained that will facilitate the apprehension of the perpetrator.

**ADDITIONAL  
DATA**

*In Brooklyn South Detective Operations, the assigned Detective Squad Investigator will notify personnel assigned to the Regional Fugitive Task Force and the involved Detective Zone Commanding Officer will confer with either the Commanding Officer, Warrant Section or Executive Officer, Warrant Section.*



# DETECTIVE GUIDE

Section: Wanted Flyers and Rewards		Procedure No: 509-01	
<b>CREATING “WANTED FLYERS”</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## DEFINITIONS

**SUBJECT** – Person for whom a Wanted Flyer is created because that person is relevant to an investigation.

**OBJECT** – Property (e.g., clothes, vehicle, bicycle, jewelry, weapon, graffiti, location, structure, phone, computer, document) for which a Wanted Flyer is created because that property is relevant to an investigation.

**WANTED FLYER** – 8.5” x 11” or 8.5” x 14” document containing information and images that is used by investigators to request information from and provide information to law enforcement personnel and / or the media and / or the public regarding “Subjects” and “Objects.” Reward information will **NOT** be included on a Wanted Flyer.

## PROCEDURE

In order to create a Wanted Flyer, comply with the following procedure:

### INVESTIGATOR

1. Prepare “Wanted Flyer” DD-5 in Enterprise Case Management System (ECMS).
2. In “Flyer Type” caption, select “Subject” or “Object.”
3. If “Subject” is selected:
  - a. In the “Role” caption designate “Subject” as:
    - (1) “Perpetrator – Probable Cause to Arrest”; or,
    - (2) “Suspect ONLY – No Probable Cause to Arrest”; or,
    - (3) “Questioning ONLY”; or,
    - (4) “Deceased Person”; or,
    - (5) “Missing Person”; or,
    - (6) “Information Needed – Person.”
  - b. In the “Narrative of Crime” section include a description of the facts of the incident and other relevant information
  - c. If unusual circumstances exist, in the “Distribution” caption select “Do Not Distribute to Non - Law Enforcement Personnel” to include on Wanted Flyer a “**Do Not Distribute to Non - Law Enforcement Personnel**” dissemination restriction.
4. If “Object” is selected:
  - a. Designate “Object Type” as:
    - (1) “Vehicle”; or,
    - (2) “Other.”
  - b. In “Narrative of Crime and Description of Object - Including Serial Numbers, Inscriptions and Other Identifying Information” caption include:
    - (1) Description of the facts of the incident
    - (2) Description of the “Object”
    - (3) Identifying information regarding the “Object” including inscriptions, serial number, Vehicle Identification Number (VIN), marks and other relevant identification features

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-01	12-09-13		2 of 4

## INVESTIGATOR (continued)

- (4) Other relevant information.
    - c. If unusual circumstances exist, in the “Distribution” caption select “*Do Not Distribute to Non - Law Enforcement Personnel*” to include on Wanted Flyer a “**Do Not Distribute to Non - Law Enforcement Personnel**” dissemination restriction.
  5. When applicable, in the “Specific Crime” caption, enter the name of the involved crime (e.g., Homicide, Robbery, Rape, Grand Larceny).
  6. If one or more images will be placed on Wanted Flyer, then upload “**jpeg**” format electronic images as attachments to the “Wanted Flyer” DD-5.
    - a. **ONLY “jpeg” format electronic images** can be placed on a Wanted Flyer.
      - (1) When a sketch is created, request Forensic Artist Unit to convert the sketch to a “**jpeg**” format electronic image.
      - (2) When necessary, confer with a Photographer assigned to Photographic Unit and obtain technical assistance if a “**non-jpeg**” format electronic image must be converted to a “**jpeg**” format electronic image.
    - b. When necessary, utilize the “Image Size Adjustment” tool to ensure “**jpeg**” format electronic images are properly configured and displayed on the Wanted Flyer.
    - c. A Juvenile Delinquent arrest photograph will **NOT** be included on a “Wanted Flyer” unless:
      - (1) “Wanted Flyer” involves a missing person; **AND**,
      - (2) Authorization is obtained from a Legal Bureau attorney.
  7. Reward information will **NOT** be included on Wanted Flyer.
  8. Utilize ECMS to electronically disseminate Wanted Flyer in an appropriate manner.
    - a. If unusual circumstances exist, in the “News Media” caption select “*Do Not Distribute to News Media.*”
    - b. If extraordinary circumstances exist, in the “INRU” caption select “*Do Not Distribute to INRU.*”
      - (1) Absent extraordinary circumstance, Wanted Flyer will be distributed to Patrol Services Bureau, Incident Notification and Response Unit (INRU) for dissemination to the appropriate units.
    - c. Select Detective Bureau Squads / Units to which Wanted Flyer will be disseminated.
    - d. Enter e-mail address of NYPD personnel and NYPD non-Detective Bureau units to which Wanted Flyer will be disseminated.
      - (1) Only a “*NYPD.org*” email address may be entered.
  9. Submit “Wanted Flyer” DD-5 to Detective Squad / Unit supervisor for approval.
    - a. When necessary, submit “Wanted Flyer” DD-5 to covering Detective Squad / Unit supervisor for approval.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-01	12-09-13		3 of 4

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR  
OR COVERING  
DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

10. Review and, if appropriate, approve “Wanted Flyer” DD-5.
  - a. Carefully review investigator’s selection regarding Wanted Flyer dissemination.

**ASSIGNED  
INVESTIGATOR**

11. Display and disseminate printed copies of Wanted Flyer in an appropriate manner.

**ALL  
INVESTIGATORS  
RECEIVING  
WANTED FLYER  
DISSEMINATED  
BY ASSIGNED  
INVESTIGATOR**

12. Promptly access and review Wanted Flyer disseminated by assigned investigator.
  - a. Failure to promptly access ECMS disseminated Wanted Flyer will cause significant problems regarding performance of ECMS.

**ADDITIONAL  
DATA**

*Wanted Flyers prepared by Detective Borough Detective Squads / Units and approved by a Detective Bureau supervisor are **automatically** electronically transmitted to:*

- a. *All Detective Borough Detective Squads / Units and executives assigned to the involved Detective Borough; and*
- b. *All Detective Division Detective Squads / Units located in the involved Detective Borough; and,*
- c. *All Detective Division executives who are responsible for the Detective Squads / Units located in the involved Detective Borough.*

*Wanted Flyers prepared by Detective Division Detective Squads / Units, except Special Investigations Division, and approved by a Detective Bureau supervisor are **automatically** electronically transmitted to:*

- a. *All Detective Division Detective Squads / Units and executives assigned to the involved Detective Division; and*
- b. *All Detective Borough Detective Squads / Units and executives assigned to the one or more involved Detective Boroughs.*

*ALL Wanted Flyers prepared by Special Investigations Division and approved by a Detective Bureau supervisor are **automatically** electronically transmitted to all Detective Borough Detective Squads / Units and executives and all Detective Division Detective Squads / Units and executives.*

*Wanted Flyers approved by a Detective Bureau supervisor are **automatically** electronically transmitted to:*

- a. *Central Robbery Division if Wanted Flyer involves a Robbery*
- b. *Major Case Squad if Wanted Flyer involves a Burglary*
- c. *PBQN, PBBN and PBSI Blast Units if Wanted Flyer involves a Burglary*
- d. *PBMS GL Initiative Unit if Wanted Flyer involves a Grand Larceny.*

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-01	12-09-13		4 of 4

**ADDITIONAL  
DATA  
(continued)**

ALL Wanted Flyers approved by a Detective Bureau supervisor are automatically electronically transmitted to:

- a. All Detective Borough Wheels
- b. All Detective Division Wheels
- c. Detective Bureau Wheel
- d. Warrant Section Wheel
- e. Forensic Investigations Division Case Management Unit
- f. Deputy Commissioner Operations
- g. Real Time Crime Center Facial Identification Section
- h. All Patrol Borough PIM Units
- i. Intelligence Bureau
- j. Organized Crime Control Bureau Field Operations Desk
- k. Community Affairs Bureau Wheel
- l. Chief of Transportation Traffic Management Center.



## DETECTIVE GUIDE

Section: Wanted Flyers and Rewards

Procedure No: 509-02

### SEARCHING FOR AND VIEWING “WANTED FLYERS”

DATE ISSUED:

12-09-13

DATE EFFECTIVE:

12-09-13

REVISION NUMBER:

PAGE:

1 of 2

#### SCOPE

An investigator can search the Enterprise Case Management System (ECMS) for all ECMS Wanted Flyers and for Grand Larceny Initiative Wanted Flyers created since January 1, 2010. The criteria used to search ECMS for Wanted Flyers includes date of occurrence, patrol borough / precinct of occurrence, crime classification, description of premises, name of “subject,” description of “subject,” modus operandi and other relevant Wanted Flyer information.

#### DEFINITIONS

CANDIDATE WANTED FLYERS - Wanted Flyers that satisfy the Wanted Flyer search criteria entered into ECMS.

WANTED FLYER LIBRARY DISPLAY - a method used to view all ECMS Candidate Wanted Flyers and Grand Larceny Initiative Candidate Wanted Flyers created since January 1, 2010.

WANTED FLYER SLIDE SHOW DISPLAY - a method used to ONLY view all ECMS Candidate Wanted Flyers.

#### WANTED FLYER LIBRARY DISPLAY

#### INVESTIGATOR

1. Log on to ECMS and select “Inquiry Tools” on Navigational Tool Bar.
2. Select submenu option “Wanted Flyer Library Display.”
3. Enter applicable Wanted Flyer search criteria.
4. Click “Submit Report” button at bottom right of screen.
  - a. Information regarding the case associated with each Candidate Wanted Flyer and a 1½ x 2 inch thumbnail image of each Candidate Wanted Flyer will be displayed.
  - b. Utilize scroll bar to view information and thumbnail image associated with each Candidate Wanted Flyer.
5. In order to view a specific Candidate Wanted Flyer:
  - a. Click underlined hyperlinked information in the “DD-5 Topic” column and the selected “Wanted Flyer” DD-5 will appear in a new screen
  - b. Scroll to bottom of the new screen and click the “Click here to view and print Wanted Flyer” button.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-02	12-09-13		2 of 2

## WANTED FLYER SLIDE SHOW DISPLAY

- INVESTIGATOR**
6. Log on to ECMS and select “Inquiry Tools” on Navigational Tool Bar.
  7. Select submenu option “Wanted Flyer Slide Show Display.”
  8. Enter applicable Wanted Flyer search criteria.
  9. Click “Submit Report” button at bottom right of screen and an “ECMS Broadcast Board” will appear.
    - a. Two Candidate Wanted Flyers will be displayed on the computer monitor for a period of time (i.e., fifteen seconds or a specific selected period of time or until the “Next” button is manually selected).
    - b. Subsequently, the first Candidate Wanted Flyer will no longer be displayed on the computer monitor and the second candidate Wanted Flyer will continue to be displayed on the computer monitor and an additional Candidate Wanted Flyer will be displayed on the computer monitor.
    - c. The process described in step 9. b. will continue until it is manually stopped by clicking the “close” button at the top right of the screen.



# DETECTIVE GUIDE

Section: Wanted Flyers and Rewards		Procedure No: 509-03	
<b>REQUESTING CRIME STOPPERS REWARD</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## SCOPE

The Crime Stoppers Reward program is funded and administered by the NYC Police Foundation. NYPD approved “general” Crime Stoppers Reward information may be displayed and disseminated to inform the public about the Crime Stoppers Reward program. When appropriate, the Crime Stoppers Unit may approve a Crime Stoppers Reward of up to \$2,000 to be paid to a qualified person for information leading to the **arrest and indictment** of a person(s) who committed a violent felony or pattern of felonies.

## PROCEDURE

In order to request approval of a Crime Stoppers Reward and inclusion of Crime Stoppers Reward information on a Reward Card / Flyer / Poster involving a specific violent felony or pattern of felonies, comply with the following procedure:

### ROUTINE CIRCUMSTANCES

## ASSIGNED INVESTIGATOR

1. Prepare a “Request For Crime Stoppers Reward” DD-5 in the Enterprise Case Management System (ECMS) in order to request approval of a Crime Stoppers Reward and inclusion of Crime Stoppers Reward information on a Reward Card / Flyer / Poster involving a specific violent felony or pattern of felonies.
  - a. In the “Narrative of Crime” section include a description of the facts of the incident, an explanation of the seriousness of the incident and other relevant information.
  - b. In the “Person of Interest” section include a description regarding the perpetrator, suspect, victim or involved person and other relevant information.
  - c. Request 4 x 6 Reward “Cards” and / or 8.5 x 11 Reward “Flyers” and / or 8.5 x 14 Reward “Flyers” and / or 11 x 17 Reward “Posters.”
  - d. Enter the NYSID number of the person whose image will be placed on the Reward Card / Flyer / Poster in the “Person of Interest” section if a Mugshot photo will be used.
2. When applicable, scan or fax a non-electronic photo **or** upload an electronic photo of the person whose image will be placed on the Reward Card / Flyer / Poster as an attachment to the “Request For Crime Stoppers Reward” DD-5.
3. Submit “Request For Crime Stoppers Reward” DD-5 to involved Detective Squad / Unit supervisor for approval.

## INVOLVED DETECTIVE SQUAD / UNIT SUPERVISOR

4. Review and, if appropriate, approve “Request For Crime Stoppers Reward” DD-5.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-03	12-09-13		2 of 3

**CRIME  
STOPPERS UNIT  
INVESTIGATOR**

5. After receiving approved "Request For Crime Stoppers Reward" DD-5 from involved Detective Squad / Unit supervisor, immediately confer with assigned investigator.
6. Prepare "Crime Stoppers Reward" DD-5 and 8.5 x 11 Reward Flyer attachment.
7. Submit "Crime Stoppers Reward" DD-5 and 8.5 x 11 Reward Flyer attachment to Crime Stoppers Unit supervisor for approval.
8. After receiving approved "Crime Stoppers Reward" DD-5 from Crime Stoppers Unit supervisor, immediately transmit completed "Crime Stoppers Reward" DD-5 and 8.5 x 11 Reward Flyer attachment to assigned investigator.
9. When applicable, have 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards prepared by the Printing Section.
10. When 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards are available, notify assigned investigator and involved Detective Squad / Unit supervisor by email.

**ASSIGNED  
INVESTIGATOR**

11. After receiving approved "Crime Stoppers Reward" DD-5 from Crime Stoppers Unit, display and disseminate the 8.5 x 11 Reward Flyer in an appropriate manner.
12. When applicable, contact the Crime Stoppers Unit regarding availability of the 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards.

EXIGENT CIRCUMSTANCES

**INVOLVED  
DETECTIVE  
BUREAU  
SUPERVISOR**

13. Confer with involved Detective Bureau Captain.

**INVOLVED  
DETECTIVE  
BUREAU  
CAPTAIN**

14. **Immediately** notify the Chief of Detectives Wheel and request approval of a Crime Stoppers Reward and inclusion of Crime Stoppers Reward information on a Reward Card / Flyer / Poster involving a specific violent felony or pattern of felonies.

**CHIEF OF  
DETECTIVES  
OR DESIGNEE**

15. Expeditiously provide a **verbal** approval or disapproval regarding the Crime Stoppers Reward request.
16. If request for Crime Stoppers Reward is approved **immediately** notify involved Detective Bureau Captain.

**ASSIGNED  
INVESTIGATOR**

17. If approval is granted, prepare a "Request For Crime Stoppers Reward" DD-5 in ECMS.
  - a. In the "Narrative of Crime" section include a description of the facts of the incident, an explanation of the seriousness of the incident, a description of the exigent circumstances and other

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-03	12-09-13		3 of 3

**ASSIGNED  
INVESTIGATOR  
(continued)**

- b. relevant information.
- b. In the “Person of Interest” section include a description regarding the perpetrator, suspect, victim or involved person and other relevant information.
- c. Request 4 x 6 Reward “Cards” and / or 8.5 x 11 Reward “Flyers” and / or 8.5 x 14 Reward “Flyers” and / or 11 x 17 Reward “Posters”
- d. Enter the NYSID number of the person whose image will be placed on the Reward Card / Flyer / Poster in the “Person of Interest” section if a Mugshot photo will be used.
- 18. When applicable, scan or fax a non-electronic photo **or** upload an electronic photo of the person whose image will be placed on the Reward Card / Flyer / Poster as an attachment to the “Request For Crime Stoppers Reward” DD-5.
- 19. Submit “Request For Crime Stoppers Reward” DD-5 to involved Detective Bureau supervisor for approval.

**INVOLVED  
DETECTIVE  
BUREAU  
SUPERVISOR**

- 20. Review and, if appropriate, approve “Request For Crime Stoppers Reward” DD-5.

**CHIEF OF  
DETECTIVES  
WHEEL  
INVESTIGATOR**

- 21. After receiving approved “Request For Crime Stoppers Reward” DD-5 from involved Detective Bureau supervisor, immediately confer with assigned investigator.
- 22. Prepare “Crime Stoppers Reward” DD-5 and 8.5 x 11 Reward Flyer attachment.
- 23. Immediately transmit completed “Crime Stoppers Reward” DD-5 and 8.5 x 11 Reward Flyer attachment to assigned investigator.
- 24. When available, notify and confer with Crime Stoppers Unit Investigator.

**ASSIGNED  
INVESTIGATOR**

- 25. After receiving approved “Crime Stoppers Reward” DD-5 from Chief of Detectives Wheel investigator, display and disseminate the 8.5 x 11 Reward Flyer in an appropriate manner.
- 26. When applicable, contact the Crime Stoppers Unit regarding availability of the 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards.



# DETECTIVE GUIDE

Section: Wanted Flyers and Rewards		Procedure No: 509-04	
<b>REQUESTING NYPD \$10,000 REWARD</b>			
DATE ISSUED: 08-09-16	DATE EFFECTIVE: 08-09-16	REVISION NUMBER:	PAGE: 1 of 4

## SCOPE

When appropriate, the Chief of Detectives may approve a \$10,000 NYPD reward to be paid to a qualified person for information that leads to the **arrest and conviction** of a person(s) who committed a **serious crime**. **The NYPD Reward will be combined with the Crime Stoppers Reward for a total reward of \$10,000. Crime Stoppers will pay \$2,500 upon arrest and indictment of the perpetrator. The NYPD will pay \$7,500 upon arrest and conviction of the person responsible for the crime.**

## PROCEDURE

In order to request approval of a \$10,000 NYPD Reward and inclusion of \$10,000 NYPD Reward information on a Reward Card / Flyer / Poster involving a specific **serious crime**, comply with the following procedure:

### ROUTINE CIRCUMSTANCES

## ASSIGNED INVESTIGATOR

1. Prepare a "Request For \$10,000 NYPD Reward" DD-5 in the Enterprise Case Management System (ECMS) in order to request approval of a \$10,000 NYPD Reward and inclusion of \$10,000 NYPD Reward information on a Reward Card / Flyer / Poster involving a specific **serious crime**.
  - a. In the "Narrative of Crime" section include a description of the facts of the incident, an explanation of the seriousness of the incident and other relevant information.
  - b. In the "Person of Interest" section include a description regarding the perpetrator, suspect, victim or involved person and other relevant information.
  - c. Request 4 x 6 Reward "Cards" **and / or** 8.5 x 11 Reward "Flyers" **and / or** 8.5 x 14 Reward "Flyers" **and / or** 11 x 17 Reward "Posters."
  - d. Enter the NYSID number of the person whose image will be placed on the Reward Card / Flyer / Poster in the "Person of Interest" section if a Mugshot photo will be used.
2. When applicable, scan or fax a non-electronic photo **or** upload an electronic photo of the person whose image will be placed on the Reward Card / Flyer / Poster as an attachment to the "Request For \$10,000 NYPD Reward" DD-5.
3. Submit "Request For \$10,000 NYPD Reward" DD-5 to involved Detective Squad / Unit supervisor for approval.

## INVOLVED DETECTIVE SQUAD / UNIT SUPERVISOR

4. Review and, if appropriate, approve "Request For \$10,000 NYPD Reward" DD-5.
5. Submit approved "Request For \$10,000 NYPD Reward" DD-5 to Detective Borough / Division Commanding Officer or designee for final approval.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-04	08-09-16		2 of 4

**DETECTIVE  
BOROUGH/  
DIVISION  
COMMANDING  
OFFICER OR  
DESIGNEE**

6. Review and, if appropriate, approve "Request For \$10,000 NYPD Reward" DD-5.

**CHIEF OF  
DETECTIVES  
OR DESIGNEE**

7. Review and, if appropriate, approve "Request For \$10,000 NYPD Reward" DD-5.
8. If request for \$10,000 NYPD reward is approved **immediately**:
- a. Transmit "Request For \$10,000 NYPD Reward" DD-5 to Crime Stoppers Unit
  - b. Notify involved Detective Borough / Division.

**CRIME  
STOPPERS UNIT  
INVESTIGATOR**

9. After receiving approved "Request For \$10,000 NYPD Reward" DD-5, immediately confer with assigned investigator.
10. Prepare "\$10,000 NYPD Reward" DD-5 and 8.5 x 11 Reward Flyer attachment.
11. Submit "\$10,000 NYPD Reward" DD-5 and 8.5 x 11 Reward Flyer attachment to Crime Stoppers Unit supervisor for approval.
12. After receiving approved "\$10,000 NYPD Reward" DD-5 from Crime Stoppers Unit supervisor, immediately transmit completed "\$10,000 NYPD Reward" DD-5 and 8.5 x 11 Reward Flyer attachment to assigned investigator.
13. When applicable, have 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards prepared by the Printing Section.
14. When 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards are available, notify assigned investigator and involved Detective Squad / Unit supervisor by email.

**ASSIGNED  
INVESTIGATOR**

15. After receiving approved "\$10,000 NYPD Reward" DD-5 from Crime Stoppers Unit, display and disseminate the 8.5 x 11 Reward Flyer in an appropriate manner
16. When applicable, contact the Crime Stoppers Unit regarding availability of the 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards.

## EXIGENT CIRCUMSTANCES

**INVOLVED  
DETECTIVE  
BUREAU  
SUPERVISOR**

17. Confer with involved Detective Bureau Captain.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-04	08-09-16		3 of 4

- INVOLVED  
DETECTIVE  
BUREAU  
CAPTAIN**
18. **Immediately** notify the Chief of Detectives Wheel and request approval of a \$10,000 NYPD Reward and inclusion of \$10,000 NYPD Reward information on a Reward Card / Flyer / Poster involving a specific serious crime.
- CHIEF OF  
DETECTIVES  
OR DESIGNEE**
19. Expeditiously provide a **verbal** approval or disapproval regarding the \$10,000 NYPD Reward request.
20. If request for \$10,000 NYPD reward is approved **immediately** notify involved Detective Bureau Captain.
- ASSIGNED  
INVESTIGATOR**
21. If approval is granted, prepare a “Request For \$10,000 NYPD Reward” DD-5 in ECMS.
- a. In the “Narrative of Crime” section include a description of the facts of the incident, an explanation of the seriousness of the incident, a description of the exigent circumstances and other relevant information.
  - b. In the “Person of Interest” section include a description regarding the perpetrator, suspect, victim or involved person and other relevant information.
  - c. Request 4 x 6 Reward “Cards” and / or 8.5 x 11 Reward “Flyers” and / or 8.5 x 14 Reward “Flyers” and / or 11 x 17 Reward “Posters.”
  - d. Enter the NYSID number of the person whose image will be placed on the Reward Card / Flyer / Poster in the “Person of Interest” section if a Mugshot photo will be used.
22. When applicable, scan or fax a non-electronic photo **or** upload an electronic photo of the person whose image will be placed on the Reward Card / Flyer / Poster as an attachment to the “Request For \$10,000 NYPD Reward” DD-5.
23. Submit “Request For \$10,000 NYPD Reward” DD-5 to involved Detective Bureau supervisor for approval.
- INVOLVED  
DETECTIVE  
BUREAU  
SUPERVISOR**
24. Review and, if appropriate, approve “Request For \$10,000 NYPD Reward” DD-5.
- CHIEF OF  
DETECTIVES  
WHEEL  
INVESTIGATOR**
25. After receiving approved “Request For \$10,000 NYPD Reward” DD-5 from involved Detective Bureau supervisor, immediately confer with assigned investigator.
26. Prepare “\$10,000 NYPD Reward” DD-5 and 8.5 x 11 Reward Flyer attachment.
27. Immediately transmit completed “\$10,000 NYPD Reward” DD-5 and 8.5 x 11 Reward Flyer attachment to assigned investigator.
28. When available, notify and confer with Crime Stoppers Unit investigator.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-04	08-09-16		4 of 4

**ASSIGNED  
INVESTIGATOR**

29. After receiving approved "\$10,000 NYPD Reward" DD-5 from Chief of Detectives Wheel investigator, display and disseminate the 8.5 x 11 Reward Flyer in an appropriate manner.
30. When applicable, contact the Crime Stoppers Unit regarding availability of the 11 x 17 Reward Posters and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards.





# DETECTIVE GUIDE

Section: Wanted Flyers and Rewards		Procedure No: 509-05	
<b>REQUESTING \$10,000 NYC MAYORAL REWARD</b>			
DATE ISSUED: 08-09-16	DATE EFFECTIVE: 08-09-16	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

When appropriate, the Mayor may approve a \$10,000 NYC reward to be paid to a qualified person for information that leads to the **arrest and conviction** of a person(s) who committed a serious crime. **The NYC Mayoral Reward will be combined with the NYPD Reward and the Crime Stoppers Reward for a total reward of \$20,000.**

## PROCEDURE

In order to request approval of a \$10,000 NYC Mayoral Reward and inclusion of \$10,000 NYC Mayoral Reward information on a Reward Card / Flyer / Poster involving a specific serious crime, comply with the following procedure:

### DETECTIVE BUREAU SUPERVISOR

1. Prepare and sign a **Typed Letterhead** addressed to the Chief of Detectives in order to request approval of a \$10,000 NYC Mayoral Reward and inclusion of \$10,000 NYC Mayoral Reward information on a Reward Card / Flyer / Poster involving a specific serious crime.
  - a. The "Subject" is: REQUEST FOR \$10,000 NYC MAYORAL REWARD.
  - b. Describe the facts and explain the seriousness of the incident and provide other relevant information.
2. Have **Typed Letterhead immediately** delivered to involved Detective Borough / Division.

### DETECTIVE BOROUGH / DIVISION COMMANDING OFFICER OR DESIGNEE

3. Review **Typed Letterhead** requesting approval of \$10,000 NYC Mayoral Reward.
4. Prepare and sign an endorsement approving or disapproving request for \$10,000 NYC Mayoral Reward.
5. If the request for \$10,000 NYC Mayoral Reward is disapproved, forward original **Typed Letterhead** and signed endorsement to involved Detective Squad supervisor.
6. If request for \$10,000 NYC Mayoral Reward is approved, have original **Typed Letterhead** and signed endorsement **immediately** delivered to the Office of the Chief of Detectives.

### CHIEF OF DETECTIVES OR DESIGNEE

7. Review **Typed Letterhead** requesting approval of \$10,000 NYC Mayoral Reward.
8. Prepare and sign an endorsement approving or disapproving request for \$10,000 NYC Mayoral Reward.
9. If request for \$10,000 NYC Mayoral Reward is disapproved, forward original **Typed Letterhead** and signed endorsement to involved Detective Borough / Division.
10. If request for \$10,000 NYC Mayoral Reward is approved, have original **Typed Letterhead** and signed endorsement **immediately** delivered to the Office of the Police Commissioner.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-05	08-09-16		2 of 2

**CRIME  
STOPPERS UNIT  
INVESTIGATOR**

11. If request for \$10,000 NYC Mayoral Reward is approved, **immediately:**
  - a. Notify and confer with assigned investigator
  - b. Notify involved Detective Borough / Division.
12. When applicable, have 11 x 17 Reward Posters and / or 8.5 x 11 Reward Flyers and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards prepared by the Printing Section.
13. When 11 x 17 Reward Posters and / or 8.5 x 11 Reward Flyers and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards are available, notify assigned investigator and involved Detective Squad / Unit supervisor by email.

**ASSIGNED  
INVESTIGATOR**

14. If request for \$10,000 NYC Mayoral Reward is approved, contact the Crime Stoppers Unit regarding availability of 11 x 17 Reward Posters and / or 8.5 x 11 Reward Flyers and / or 8.5 x 14 Reward Flyers and / or 4 x 6 Reward Cards.



# DETECTIVE GUIDE

Section: Wanted Flyers and Rewards		Procedure No: 509-06	
<b>REQUESTING THE \$10,000 COP SHOT REWARD</b>			
DATE ISSUED: 06-08-16	DATE EFFECTIVE: 06-08-16	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

The Chief of Detectives may authorize the issuance of the COP SHOT \$10,000 reward to a qualified person who provides information directly to the COP SHOT toll-free hotline (1-800-COP-SHOT) that leads to the **arrest and conviction** of a person(s) who **shoots at and misses or strikes** an:

- a. On-duty New York City Police Officer or Metropolitan Transportation Authority (MTA) Police Officer or New York State Trooper or Port Authority Police Officer working within NYC who is wearing a uniform or civilian clothes
- b. Off-duty New York City Police Officer or Metropolitan Transportation Authority (MTA) Police Officer or New York State Trooper or Port Authority Police Officer working within NYC who is taking police action and is identifiable as a law enforcement officer.

If the issuance of the COP SHOT \$10,000 reward is approved, the Chief of Detectives will authorize the response of the COP SHOT Bus to the incident scene.

## DETECTIVE BUREAU SUPERVISOR

1. Conduct investigation and expeditiously determine whether to request the COP SHOT Bus and the issuance of the COP SHOT \$10,000 reward.
2. If the determination is made to request the COP SHOT Bus and the issuance of the COP SHOT \$10,000 reward, confer with the Zone Commanding Officer or, if applicable, Detective Bureau Duty Captain.

## ZONE COMMANDING OFFICER / DETECTIVE BUREAU DUTY CAPTAIN

3. Confer with the involved Detective Borough / Division Commanding Officer or designee and obtain authorization to request the response of the COP SHOT Bus and the issuance of the COP SHOT \$10,000 reward.
4. If approval is granted, **immediately** notify the Chief of Detectives Wheel and request the response of the COP SHOT Bus and the issuance of the COP SHOT \$10,000 reward.

## CHIEF OF DETECTIVES / DESIGNEE

5. Expeditiously provide a **verbal** approval or disapproval regarding the response of the COP SHOT Bus and the issuance of the COP SHOT \$10,000 reward.

## DETECTIVE BUREAU SUPERVISOR

6. If approval is granted, prepare and sign a **Typed Letterhead** addressed to the Chief of Detectives requesting the response of the COP SHOT Bus and the issuance of the COP SHOT \$10,000 reward.
  - a. The "Subject" is: REQUEST FOR COP SHOT \$10,000 REWARD.
  - b. Describe the facts and seriousness of the incident.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-06	06-08-16		2 of 2

**DETECTIVE  
BUREAU  
SUPERVISOR  
(continued)**

7. Have the **Typed Letterhead** immediately delivered to the Detective Borough / Division.

**DETECTIVE  
BOROUGH /  
DIVISION  
COMMANDING  
OFFICER /  
DESIGNEE**

8. Review the **Typed Letterhead** requesting the response of the COP SHOT Bus and the issuance of the COP SHOT \$10,000 reward.
9. Prepare and sign an endorsement approving the request and have the original **Typed Letterhead** and signed endorsement immediately delivered to the Office of the Chief of Detectives.



# DETECTIVE GUIDE

Section: Wanted Flyers and Rewards		Procedure No: 509-08	
<b>CREATING A “HAVE ARRESTED” MESSAGE</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## PROCEDURE

In order to create and disseminate a “Have Arrested Message,” comply with the following procedure:

## INVESTIGATOR

1. Prepare “Have Arrested” DD-5 in Enterprise Case Management System (ECMS).
  - a. In the “Narrative of Crime” section, include a description of the facts of the incident and other relevant information.
  - b. In the “Specific Crime” caption, enter the name of the involved crime (e.g., Homicide, Robbery, Rape, Grand Larceny).
2. If one or more images will be placed on the “Have Arrested Message,” upload **“jpeg” format electronic images** as attachments to the “Have Arrested” DD-5.
  - a. **ONLY “jpeg” format electronic images** can be placed on a “Have Arrested Message.”
    - (1) When necessary, confer with a Photographer assigned to Photographic Unit and obtain technical assistance if a **“non-jpeg”** format electronic image must be converted to a **“jpeg”** format electronic image.
  - b. When necessary, utilize the “Image Size Adjustment” tool to ensure **“jpeg”** format electronic images are properly configured and displayed on the “Have Arrested Message.”
  - c. A Juvenile Delinquent arrest photograph will **NOT** be included on a “Have Arrested Message” unless authorization is obtained from a Legal Bureau attorney.
3. Utilize ECMS to electronically disseminate the “Have Arrested Message” in an appropriate manner.
  - a. Select Detective Bureau Squads / Units to which “Have Arrested Message” will be disseminated.
  - b. Enter e-mail address of NYPD personnel **and** NYPD non-Detective Bureau units to which “Have Arrested Message” will be disseminated.
    - (1) Only a “*NYPD.org*” email address may be entered.
4. Submit “Have Arrested” DD-5 to Detective Squad / Unit supervisor for approval.
  - a. When necessary, submit “Have Arrested” DD-5 to covering Detective Squad / Unit supervisor for approval.
5. Review and, if appropriate, approve “Have Arrested” DD-5.
  - a. Carefully review investigator’s selection regarding “Have Arrested Message” dissemination.

**DETECTIVE  
SQUAD / UNIT  
SUPERVISOR  
OR COVERING  
DETECTIVE  
SQUAD / UNIT  
SUPERVISOR**

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-08	12-09-13		2 of 3

**ALL  
INVESTIGATORS  
RECEIVING  
“HAVE  
ARRESTED  
MESSAGE”  
DISSEMINATED  
BY ASSIGNED  
INVESTIGATOR**

6. Promptly access and review the “Have Arrested Message” disseminated by assigned investigator.
- a. Failure to promptly access ECMS disseminated “Have Arrested Message” will cause significant problems regarding performance of ECMS.

**ADDITIONAL  
DATA**

*Investigators do **NOT** have to utilize NYPD zFINEST system to disseminate a “Have Arrested Message.”*

*“Have Arrested Message” prepared by Detective Borough Detective Squads / Units and approved by a Detective Bureau supervisor are **automatically** electronically transmitted to:*

- a. *All Detective Borough Detective Squads / Units and executives assigned to the involved Detective Borough; and*
- b. *All Detective Division Detective Squads / Units located in the involved Detective Borough; and,*
- c. *All Detective Division executives who are responsible for the Detective Squads / Units located in the involved Detective Borough.*

*“Have Arrested Message” prepared by Detective Division Detective Squads / Units and approved by a Detective Bureau supervisor are **automatically** electronically transmitted to:*

- a. *All Detective Division Detective Squads / Units and executives assigned to the involved Detective Division; and*
- b. *All Detective Borough Detective Squads / Units and executives assigned to the one or more involved Detective Boroughs.*

*“Have Arrested Message” approved by a Detective Bureau supervisor are **automatically** electronically transmitted to:*

- a. *Central Robbery Division if “Have Arrested Message” involves a Robbery*
- b. *Major Case Squad if “Have Arrested Message” involves a Burglary*
- c. *PBQN, PBBN and PBSI Blast Units if “Have Arrested Message” involves a Burglary*
- d. *PBMS GL Initiative Unit if “Have Arrested Message” involves a Grand Larceny.*

***ALL** “Have Arrested Messages” approved by a Detective Bureau supervisor are **automatically** electronically transmitted to:*

- a. *All Detective Borough Wheels*
- b. *All Detective Division Wheels*
- c. *Chief of Detectives Wheel*
- d. *Deputy Commissioner Operations*
- e. *Real Time Crime Center Facial Identification Section*
- f. *All Patrol Borough PIM Units*
- g. *Intelligence Bureau*

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
509-08	12-09-13		3 of 3

**ADDITIONAL  
DATA**  
*(continued)*

- h. Organized Crime Control Bureau Field Operations Desk*
- i. Community Affairs Bureau Wheel.*



# DETECTIVE GUIDE

Section: Media Releases		Procedure No: 510-01	
<b>REQUESTS FOR MEDIA ATTENTION</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

During the course of an investigation, it may be necessary to provide information to the local and national, English and non-English speaking, print and electronic media in order to solicit information from the public.

## PROCEDURE

When it is appropriate to provide information to the media (e.g., newspaper, internet, radio, television), including the America's Most Wanted television program, Detective Bureau personnel will use the following procedure:

### DETECTIVE BUREAU SUPERVISOR

1. Confer with the Zone Commanding Officer or, if applicable, Detective Bureau Duty Captain and obtain authorization to provide information to the media.

### ZONE COMMANDING OFFICER / DETECTIVE BUREAU DUTY CAPTAIN

2. When necessary, confer with the involved Detective Borough / Division Commanding Officer and obtain authorization to provide information to the media.

### DETECTIVE BUREAU SUPERVISOR

3. If authorization is granted, prepare and sign a **Typed Letterhead** addressed to the Chief of Detectives requesting that information be provided to the media.

- The "Subject" is: REQUEST TO PROVIDE INFORMATION TO MEDIA.
- Describe the facts of the incident and the specific information that should be provided to the media.



- Provide the **COMPLAINT REPORT #**, Detective Squad Case # and the assigned investigator's name, tax registry number and phone number(s).
- Describe any photos, video or other types of images that will be provided to the media and, when applicable, any restrictions regarding the display of the images.
- List the name of the Zone Commanding Officer / Detective Bureau Duty Captain who authorized providing information to the media.

4. If unedited surveillance video will be provided to the media, confer with personnel assigned to the Crime Stoppers Unit and obtain advice and instructions.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
510-01	12-09-13		2 of 2

**DETECTIVE  
BUREAU  
SUPERVISOR  
(continued)**

5. Direct an investigator who can provide detailed information regarding the incident to immediately deliver the **Typed Letterhead** and all related material (e.g., photos, video, sketches) to the Office of the Chief of Detectives.

**CHIEF OF  
DETECTIVE /  
DESIGNEE**

6. Confer with the investigator who delivered the **Typed Letterhead** and related material.
- a. Obtain detailed information regarding the incident and the request to provide information to the media.
7. Review the **Typed Letterhead** requesting that information be provided to the media and examine all related material.
8. Prepare and sign an endorsement approving or disapproving the request that information be provided to the media.
9. If the request that information be provided to the media is disapproved, forward:
- a. Original 1 **Typed Letterhead** and signed endorsement and all related material to the requesting Detective Squad supervisor
- b. Copy    of the **Typed Letterhead** and signed endorsement to the involved Zone Commanding Officer / Detective Bureau Duty Captain
- c. Copy    of the **Typed Letterhead** and signed endorsement to the involved Detective Borough / Division Commanding Officer.
10. If the request that information be provided to the media is approved immediately deliver:
- a. Original 1 **Typed Letterhead** and signed endorsement and all related material to the Office of the Deputy Commissioner, Public Information
- b. Copy    of the **Typed Letterhead** and signed endorsement to the Crime Stoppers Unit.

## AFTER INFORMATION HAS BEEN PROVIDED TO THE MEDIA

**DETECTIVE  
BUREAU  
SUPERVISOR**

11. If there is a development regarding the investigation that is related to information previously provided to the media (e.g., perpetrator arrested, person is no longer a suspect, additional photo obtained, stolen property recovered, sketch of the perpetrator prepared ) immediately notify a supervisor assigned to the Office of the Deputy Commissioner, Public Information and a Crime Stoppers Unit investigator.



# DETECTIVE GUIDE

Section: Media Releases		Procedure No: 510-02	
<b>TRANSMITTING REQUEST FOR MEDIA ATTENTION UTILIZING ENTERPRISE CASE MANAGEMENT SYSTEM (ECMS)</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 4

## DEFINITIONS

SUBJECT – Person who is relevant to an investigation.



## PROCEDURE

When it is appropriate to provide information to the local and national, English and non-English speaking, print and electronic media (e.g., newspaper, internet, radio, television), including the America’s Most Wanted television program, an investigator will comply with the following procedure.

## ASSIGNED INVESTIGATOR

1. Prepare “Request For Media Attention” DD-5 in Enterprise Case Management System (ECMS).
2. In “Topic of Media Attention” caption, select “Subject” or “Object.”
3. If “Subject” is selected:
  - a. In the “Role” caption designate “Subject” as:
    - (1) “ *Perpetrator – Probable Cause to Arrest*”; or,
    - (2) “ *Suspect ONLY – No Probable Cause to Arrest*”; or,
    - (3) “ *Questioning ONLY*”; or,
    - (4) “ *Deceased Person*”; or,
    - (5) “ *Missing Person*”; or,
    - (6) “ *Information Needed – Person.*”
  - b. In the “Narrative of Crime” section include a description of the facts of the incident, an explanation of the seriousness of the incident and other relevant information.
4. If “Object” is selected:
  - a. Designate “Object Type” as:
    - (1) “ *Vehicle*”; or,
    - (2) “ *Other.*”
  - b. In “Narrative of Crime and Description of Object - Including Serial Numbers, Incriptions and Other Identifying Information” caption enter description and identifying information regarding the “Object” including inscription, serial number, Vehicle Identification Number (VIN), marks and other relevant identification features.
5. In the “Media Statement” caption enter the **exact** statement that will be released to the media including the type of crime, facts of the case, perpetrator’s modus operandi, victim’s injuries, property stolen, involved weapon(s) and perpetrator’s description.
  - a. Include **ALL APPROPRIATE** details that should be released to the media.
  - b. Do **NOT** include sealed record information, Law Enforcement Sensitive (LES) information, For Official Use Only (FOUO) information or other confidential, restricted, sensitive, etc., information.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
510-02	12-09-13		2 of 4

**ASSIGNED  
INVESTIGATOR  
(continued)**



6. When applicable, in the “Specific Crime” caption, enter the name of the involved crime (e.g., Homicide, Robbery, Rape, Grand Larceny).
7. In the “Source of Submitted Video / Photo” caption, describe where the images being released to the media were acquired.
8. In the “Approving Executive” caption, enter name of Zone Commanding Officer / Detective Bureau Duty Captain who authorized providing information to the media.

## SUBMITTING VIDEO FOR RELEASE TO THE MEDIA

**ASSIGNED  
INVESTIGATOR**

9. If one or more **videos** will be released to the media, in the “Media Photos-Video Attachment” section, upload **EACH** video **and** the associated “CODEC / player” software **and** a “**jpeg**” or “**png**” for mat photo that was electronically acquired from the video of each “Subject” depicted in the video.
  - a. Each video may not exceed two gigabytes.
    - (1) If video exceeds two gigabytes, immediately telephone Office of the Chief of Detectives and confer with a supervisor, or, if not available, an investigator.
    - (2) Confer with personnel assigned to the Crime Stoppers Unit if unedited surveillance video will be provided to the media.
  - b. **ONLY** “**jpeg**” or “**png**” format photos electronically acquired from the video can be uploaded as attachments in the “Media Photos-Video Attachment” section.
    - (1) When necessary, confer with a Photographer assigned to Photographic Unit and obtain technical assistance if a “**non-jpeg**” or “**non-png**” format electronic photo electronically acquired from the video must be converted to a “**jpeg**” or “**png**” format electronic photo.
  - c. Upload video **and** associated “CODEC / player” software **and** a photo that was electronically acquired from the video of each “Subject” depicted in the video in the following manner:
    - (1) In the “Image Type” caption, select “**Still Photo**”; **and**, enter the required information in the “Additional Descriptive Information and the Location of the Person of Interest in the Photo / Video” caption
    - (2) In the “Image Type” caption, select “**Video**”:
      - (a) In the Photo / Video” caption, enter the required

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
510-02	12-09-13		3 of 4

ASSIGNED  
INVESTIGATOR  
(continued)

- information in the “Additional Descriptive Information and the Location of the Person of Interest in the Photo / Video” caption; and,
- (b) In the “Video Time Frame Segment Type” caption, enter the “video times” or “video frame numbers” corresponding to the times or frame numbers when the suspect is observed in the video.
- (3) In the “Image Type” caption, select “**CODEC**”; and, enter the required information in the “Describe the CODEC (Player) that you have uploaded” caption.

## SUBMITTING ELECTRONIC PHOTOS FOR RELEASE TO THE MEDIA

ASSIGNED  
INVESTIGATOR

10. If one or more **electronic photos** will be released to the media, in the “Media Photos-Video Attachment” section, upload **EACH** “**jpeg**” or “**png**” format electronic photo.
- a. **ONLY** “**jpeg**” or “**png**” format electronic photos can be uploaded as attachments in the “Media Photos-Video Attachment” section.
- (1) When a sketch is created, request Forensic Artist Unit to convert the sketch to a “**jpeg**” format electronic image.
- (2) When necessary, confer with a Photographer as signed to Photographic Unit and obtain technical assistance if a “**non-jpeg**” or “**non-png**” format electronic photo must be converted to a “**jpeg**” or “**non-png**” format electronic photo.
- b. A Juvenile Delinquent arrest photograph will **NOT** be disseminated to the media unless:
- (1) “Subject” is a missing person; **AND**,
- (2) Authorization is obtained from a Legal Bureau attorney.
- c. In the “Image Type” caption, upload photo of each “Subject” by selecting “**Still Photo**.”

## SUBMITTING NON-ELECTRONIC PHOTOS FOR RELEASE TO THE MEDIA

ASSIGNED  
INVESTIGATOR

11. If one or more **non-electronic photos** will be released to the media, scan or fax **EACH** non-electronic photo as an attachment to the “Request For Media Attention” DD-5 by selecting the “Add Attachment” button.

## SUBMITTING OTHER ITEMS FOR RELEASE TO THE MEDIA

ASSIGNED  
INVESTIGATOR

12. If one or more **other electronic and non-electronic items** will be released to the media, utilize “Attachment” section of the “Request For Media Attention” DD-5:
- a. Upload electronic items; and,
- b. Scan or fax non-electronic items.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
510-02	12-09-13		4 of 4

**ASSIGNED INVESTIGATOR (continued)** 13. Submit “Request For Media Attention” DD-5 to involved Detective Squad / Unit supervisor for approval.

**INVOLVED DETECTIVE SQUAD / UNIT SUPERVISOR** 14. Review and, if appropriate, approve “Request For Media Attention” DD-5.  
15. Direct the Assigned Investigator to immediately telephone the Office of the Chief of Detectives and confer with a supervisor, or, if not available, an investigator.

**ASSIGNED INVESTIGATOR** 16. Immediately telephone the Office of the Chief of Detectives and confer with a supervisor, or, if not available, an investigator.

**OFFICE OF THE CHIEF OF DETECTIVES INVESTIGATOR** 17. Review and accept or reject the “Request For Media Attention” DD-5.  
18. Utilizing ECMS, transmit:  
a. An accepted “Request For Media Attention” DD-5 to the Office of the Deputy Commissioner Public Information (DCPI)  
b. A rejected “Request For Media Attention” DD-5 to Assigned Investigator and approving supervisor and \_\_\_ involved Zone Commanding Officer.  
19. If “Request For Media Attention” DD-5 was accepted, ensure Assigned Investigator immediately confers by telephone with appropriate DCPI personnel in order to:  
a. Finalize the Request for Media Attention; and,  
b. Ensure the required information is expeditiously disseminated to the media.

**ASSIGNED INVESTIGATOR** 20. If “Request For Media Attention” DD-5 was accepted, immediately confer by telephone with appropriate DCPI personnel to finalize the Request for Media Attention and ensure the required information is expeditiously disseminated to the media.  
a. Assigned Investigator MUST confer with appropriate DCPI personnel in order to have the required information expeditiously disseminated to the media.

## AFTER INFORMATION HAS BEEN PROVIDED TO THE MEDIA

**DETECTIVE SQUAD / UNIT SUPERVISOR** 21. If there is a development regarding an investigation that is related to information previously provided to the media (e.g., perpetrator arrested, person is no longer a suspect, additional photo obtained, additional stolen property, stolen property recovered, sketch of the perpetrator prepared) immediately notify:  
a. Supervisor assigned to DCPI; and,  
b. Supervisor, or, if not available, an investigator assigned to the Office of the Chief of Detectives.



# DETECTIVE GUIDE

Section: Hostage Negotiation Team		Procedure No: 511-01	
<b>HOSTAGE NEGOTIATION TEAM NOTIFICATION PROTOCOL</b>			
DATE ISSUED: 02-18-15	DATE EFFECTIVE: 02-18-15	REVISION NUMBER:	PAGE: 1 of 1

## PROCEDURE

When Hostage Negotiation Team detectives are requested:

### CHIEF OF DETECTIVES WHEEL

1. Utilize the Hostage Negotiation Team (HNT) Roll Call to identify the HNT detectives who will be assigned to immediately respond to the Hostage / Barricade / EDP incident.
2. **DIRECTLY** notify each of the assigned HNT detectives.
  - a. Instruct to:
    - (1) **Immediately** respond to the Hostage / Barricade / EDP incident scene; and,
    - (2) Report to the Detective Bureau captain / executive thereat or, if no captain / executive is present, the highest ranking Detective Bureau supervisor thereat.
  - b. Provide, if available, the names of the responding Detective Bureau captain / executive and highest ranking Detective Bureau supervisor
  - c. Provide relevant information regarding the Hostage / Barricade / EDP incident.
3. Notify the involved Zone Commanding Officer or, if the Zone Commanding Officer is not on duty, the appropriate Detective Bureau Duty Captain.
  - a. Instruct to immediately respond to the Hostage / Barricade / EDP incident scene.
  - b. Provide the names and commands of the assigned HNT detectives.
  - c. Provide relevant information regarding the Hostage / Barricade / EDP incident.
4. Notify the HNT Commander and provide:
  - a. Names and commands of the assigned HNT detectives
  - b. Relevant information regarding the Hostage / Barricade / EDP incident.
5. Complete all appropriate captions on REQUEST FOR HOSTAGE NEGOTIATION TEAM ASSIGNMENT SHEET and attach all ICAD Event Information reports regarding the Hostage / Barricade / EDP incident.

### ZONE COMMANDING OFFICER / DETECTIVE BUREAU DUTY CAPTAIN

6. Immediately respond to the Hostage / Barricade / EDP incident scene and assume control as the Intelligence / Investigations Section Chief.
7. Ensure each of the assigned HNT detectives **immediately** respond to the Hostage / Barricade / EDP incident scene.
  - a. If necessary, confer with the involved Detective Squad supervisors to ensure each of the assigned HNT detectives **immediately** respond.



# DETECTIVE GUIDE

Section: Hostage Negotiation Team		Procedure No: 511-02	
<b>HOSTAGE NEGOTIATION TEAM NOTIFICATION REGARDING POSSIBLE SUICIDAL PERSON</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## PROCEDURE

When assistance is requested from Detective Bureau personnel regarding a possible suicidal person, including a member of the service, comply with the following procedure:

**INVOLVED  
DETECTIVE  
BUREAU  
PERSONNEL**

1. Immediately notify Chief of Detectives Wheel.
2. Request response of Hostage Negotiation Team (HNT) personnel.

**CHIEF OF  
DETECTIVES  
WHEEL**

3. Immediately notify HNT Coordinator.

**HNT  
COORDINATOR**

4. Confer with the following personnel regarding the investigation:
  - a. Involved Detective Bureau Captain
  - b. HNT supervisor
  - c. HNT negotiator(s)
  - d. Technical Assistance and Response Unit (TARU) supervisor
  - e. Operations Unit supervisor.



# DETECTIVE GUIDE

Section: Personnel		Procedure No: 512-01	
<b>ENTERPRISE CASE MANAGEMENT SYSTEM - SQUAD / UNIT WEEKLY PERSONNEL RECAP</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

1.



2. Squad / Unit Commanders will ensure that **ALL** personnel performing duty in the Squad / Unit, regardless of their assignment, are properly documented on the *Weekly Personnel Recap* including civilians, non-investigative track police officers, cadets and personnel temporarily assigned from another command.

- a. All members of the service listed on the Squad / Unit Roll Call and Squad / Unit Roster must be listed on the *Weekly Personnel Recap*.
- b. Utilize the “Administrative Tab” on the navigational toolbar to access the *Weekly Personnel Recap* function.
- c. In the “Operation” field, utilize the drop down menu to enter “SQUAD” or “BRAM” for each member of the command.
  - (1) Enter “SQUAD” for all civilian personnel.
- d. In the “Role” field, utilize the drop down menu to enter the specific “function” of each member of the command.
- e. In the “Assignment Status” field, utilize the drop down menu to enter “permanent assignment” or “temporary assignment from other command” for each member of the command.
- f. In the “Duty Status” field, utilize the drop down menu to enter the “duty status” of each member of the command.
- g. In the “Chart” field, utilize the drop down menu to enter the specific tours of duty and RDOs of each member of the command.
- h. In the “Notes” section, describe the circumstances whenever a member of the command is not permanently assigned or not full duty and include:
  - (1) Estimated date that member’s temporary assignment will end
  - (2) Estimated date that member will be designated full duty or, if applicable, statement that member is not likely to be designated full duty due to injury, illness or other condition
  - (3) Estimated date when a member’s terminal leave, leave of absence without pay, sick leave of absence without pay, etc., will end
  - (4) If applicable, rank / title, name and command of persons conferred with regarding a member’s “Duty Status” or “Assignment Status.”





# DETECTIVE GUIDE

Section: Personnel		Procedure No: 512-02	
<b>SCHEDULING OF DETECTIVE BUREAU EXECUTIVE STAFF ON MONDAY MORNINGS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

1. In order to ensure that the NYPD executive staff is expeditiously apprised of the details of Detective Bureau investigations that occurred on the weekend, Detective Bureau Borough and Division Commanding Officers will implement the following schedule:

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## DETECTIVE GUIDE

Section: Personnel		Procedure No: 512-03	
<b>RECOMMENDATIONS FOR DISCRETIONARY PROMOTION</b>			
DATE ISSUED: 05-30-16	DATE EFFECTIVE: 05-30-16	REVISION NUMBER:	PAGE: 1 of 3

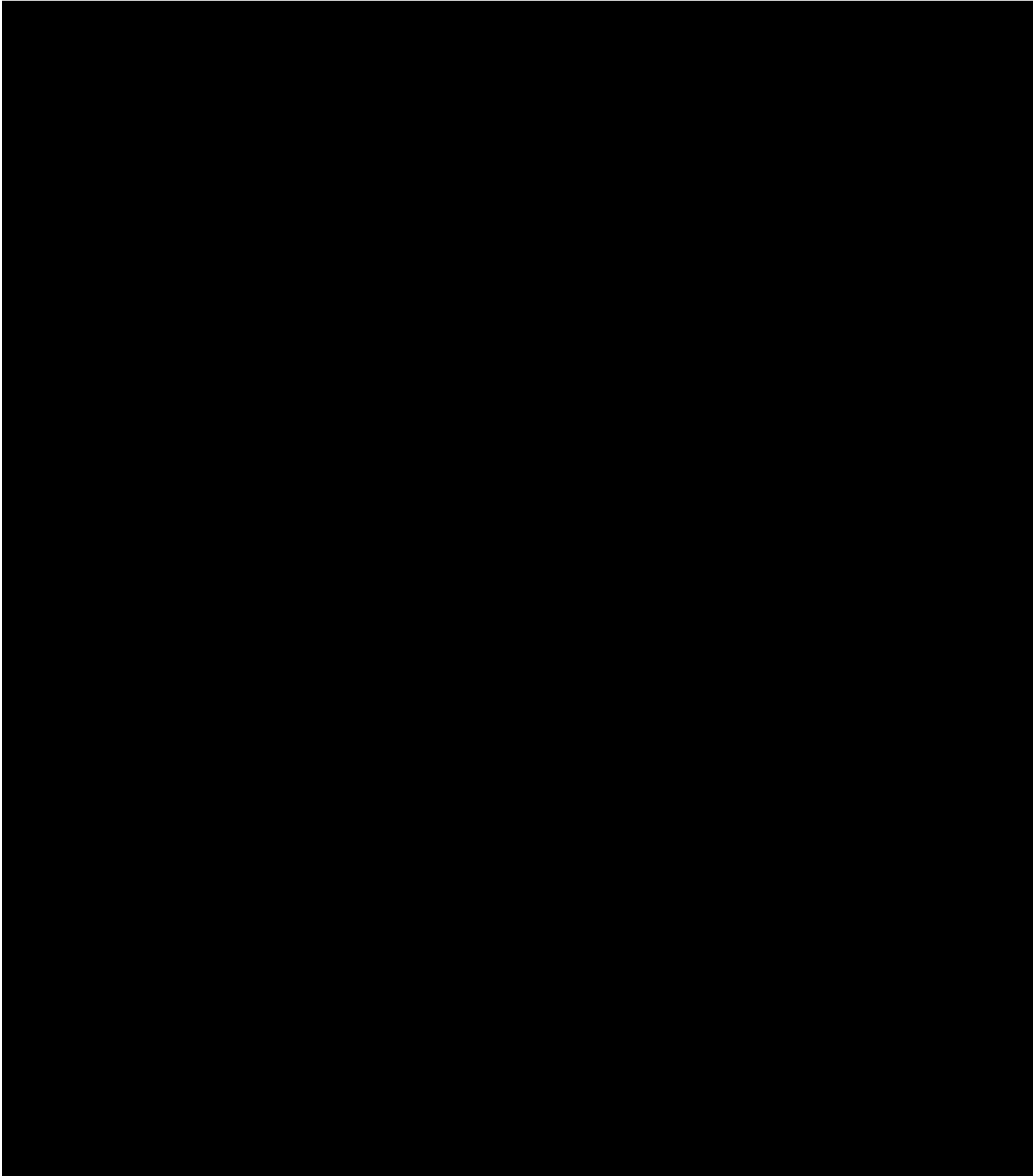
1. When requested by the Office of the Chief of Detectives, recommendations for discretionary promotion to the rank of Lieutenant Commander Detective Squad, Sergeant Supervisor Detective Squad, Detective First Grade and Detective Second Grade will be submitted in the following manner **for each specific rank:**

- a. One report on **Typed Letterhead** **listing all** of the recommended candidates in priority order
- b. A report on **Typed Letterhead** for **each** recommended candidate specifically describing the rationale for choosing that particular recommended candidate
- c. The last three evaluations for **each** recommended candidate
- d. A "Career Summary Worksheet" for **each** recommended candidate (see appendix)
- e. Any additional supporting documentation for **each** recommended candidate
- f. A "Detective Bureau Discretionary Promotion Excel Spreadsheet" **listing all** of the recommended candidates.

2. Borough and Division Commanding Officers must retain and secure copies of all supporting documentation for all recommendations submitted by their subordinate commands.

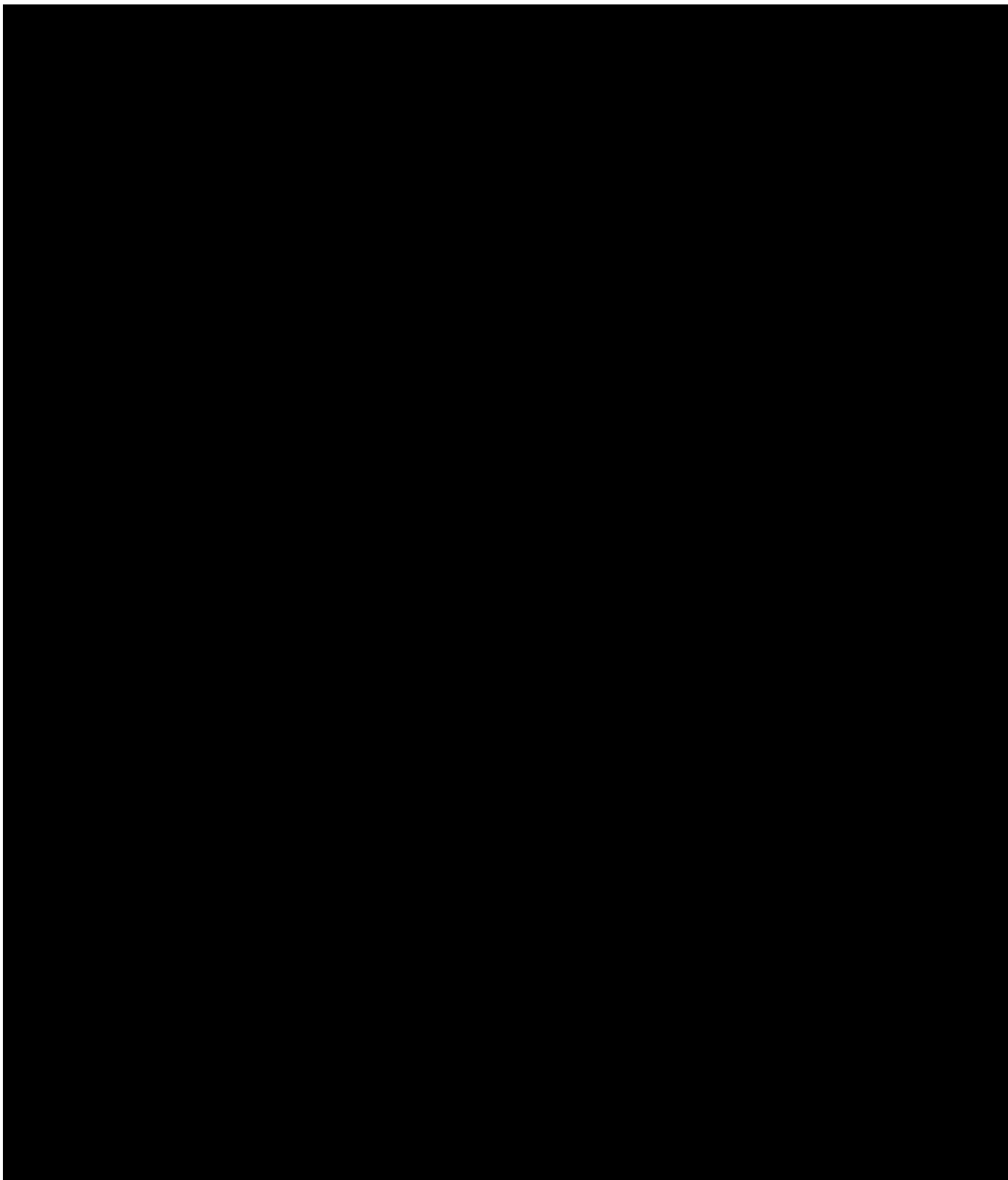
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
512-03	05-30-16		2 of 3



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
512-03	05-30-16		3 of 3





# DETECTIVE GUIDE

Section: Personnel		Procedure No: 512-04	
<b>REQUESTS FOR TRANSFER TO A NON - DETECTIVE BUREAU COMMAND</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## SCOPE

In order to avoid losing personnel without appropriate replacements, it is imperative that all transfers from the Detective Bureau to a non - Detective Bureau command be carefully considered and closely monitored.

## PROCEDURE

When a member of the service requests a transfer to a non - Detective Bureau command, the following procedure must be followed:

### MEMBER OF THE SERVICE REQUESTING TRANSFER

1. Confer with Squad / Unit Commander regarding request for transfer to a non – Detective Bureau command.
2. Confer with Detective Captain, who is responsible for the requesting member’s command, regarding request for transfer to a non-Detective Bureau command.

### DETECTIVE BUREAU CAPTAIN

3. Confer with requesting member’s Squad / Unit Commander regarding the request for transfer to a non – Detective Bureau command.
4. Prepare a **COMMANDING OFFICER’S RECOMMENDATION (PD 406-180)** form.
  - a. Do **NOT** sign the **RECOMMENDATION**.
5. Prepare and sign a Report on **Typed Letterhead** discussing the requesting member’s performance and recommending approval or disapproval of the **RECOMMENDATION**.
6. Forward the **Typed Letterhead** and unsigned **RECOMMENDATION** through channels to the Detective Borough / Division Commanding Officer.

### DETECTIVE BOROUGH / DIVISION COMMANDING OFFICER

7. Review the **Typed Letterhead** and unsigned **RECOMMENDATION**.
8. Do **NOT** sign the **RECOMMENDATION**.
9. Prepare an endorsement on the **Typed Letterhead** addressed to the Chief of Detectives and include a:
  - a. Discussion regarding the requesting member’s:
    - (1) Current performance and previous three performance evaluations
    - (2) Requests for transfer to a non–Detective Bureau command or a Detective Bureau command during the previous two years.
  - b. Discussion regarding:
    - (1) Current staffing level of the involved squad / unit and Division / Borough; and,
    - (2) Effect of the requested transfer on the operations of the involved squad / unit and Division / Borough.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
512-04	12-09-13		2 of 2

**DETECTIVE  
BOROUGH /  
DIVISION  
COMMANDING  
OFFICER  
(continued)**

- c. Statement whether the requested transfer should be conditioned on the Borough / Division receiving an adequate replacement member of the service
  - d. Recommendation stating:
    - (1) "Disapproval," or
    - (2) "Approval only if an adequate replacement is transferred to the Detective Borough / Division," or
    - (3) "Approval."
10. Forward endorsed **Typed Letterhead** and unsigned **RECOMMENDATION** through channels to the Personnel Officer, Office of the Chief of Detectives, Room 1312-N, One Police Plaza.



# DETECTIVE GUIDE

Section: Personnel		Procedure No: 512-05	
<b>SEALED RECORDS PROGRAM</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 3

## DEFINITIONS

SEALED RECORDS – includes sealed adult, juvenile offender and juvenile delinquent arrest records and confidential youthful offender arrest records.

SEALED RECORDS PROGRAM – program that ensures authorized Detective Bureau personnel have access to Sealed Records.

## PROCEDURE

The Sealed Records Program will be managed in compliance with the following procedure:

### DETECTIVE BOROUGH AND DETECTIVE DIVISION EXECUTIVE OFFICER

1. Confer and coordinate with Commanding Officer, Central Investigation and Resource Division (CO CIRD) regarding Sealed Records Program policies and procedures.
2. Manage the Sealed Records Program and ensure:
  - a. Only authorized personnel access Sealed Records
  - b. Sealed Records are only accessed regarding a criminal investigation involving a felony or serious crime
  - c. The determination whether a misdemeanor constitutes a serious crime is only made by a person designated a Squad / Unit Commander
  - d. Sealed Records are not improperly printed, copied or disseminated
  - e. Information documented in a sealed record is not included in a Detective Bureau Unusual Occurrence Report or Detective Bureau Preliminary Investigation Worksheet
  - f. All personnel comply with the policies contained in the “Certification - Guidelines for Access to and Use of Sealed Adult, Juvenile Offender and Juvenile Delinquent Arrest Records and Confidential Youthful Offender Arrest Records” form (Appendix A)
  - g. There are no violations of the Sealed Records Program procedures
  - h. Appropriate corrective action is taken if there is a violation of the Sealed Records Program procedures.
3. Designate Captain to assist regarding management of Sealed Records Program.
4. Designate appropriate Detective Bureau supervisors and a limited number of essential non-supervisory Detective Bureau personnel who will be authorized to access Sealed Records.
5. Ensure each person who will be authorized to access Sealed Records receives mandatory Sealed Records Program training.
6. Ensure each person who will be authorized to access Sealed Records examines, prepares and signs “Certification - Guidelines for Access to and Use of Sealed Adult, Juvenile Offender and Juvenile Delinquent Arrest Records and Confidential Youthful Offender Arrest Records” form.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
512-05	12-09-13		2 of 3

**DETECTIVE  
BOROUGH  
AND  
DETECTIVE  
DIVISION  
EXECUTIVE  
OFFICER  
(continued)**

7. Examine and sign “Certification - Guidelines for Access to and Use of Sealed Adult, Juvenile Offender and Juvenile Delinquent Arrest Records and Confidential Youthful Offender Arrest Records” form regarding each person who will be authorized to access Sealed Records.
8. Prepare and sign **Typed Letterhead** addressed to the Commanding Officer, CIRD requesting access to Sealed Records for authorized personnel.
  - a. The “Subject” is: REQUEST ACCESS TO SEALED RECORDS
  - b. Provide the rank, last name, first name, tax #, command and command code regarding each person who is authorized to access Sealed Records
  - c. List the rank, last name, first name, tax #, command and telephone number of person who provided the Sealed Records Program training.
9. Ensure signed **Typed Letterhead** and all original “Certification - Guidelines for Access to and Use of Sealed Adult, Juvenile Offender and Juvenile Delinquent Arrest Records and Confidential Youthful Offender Arrest Records” forms are delivered to the CO CIRD.
10. Direct Detective Borough / Division Integrity Control Officer to file at the Detective Borough / Division a copy of all Sealed Records Program related documents for each person who is authorized to access Sealed Records.
11. By the 10<sup>th</sup> day of each month, confer with CO CIRD and implement required actions in order to remove or add personnel authorized to access Sealed Records (e.g., transferees, promotees, retirees).
12. Ensure the Sealed Records Program management control program is properly implemented and frequently evaluate results of management control program audits.
  - a. Ensure appropriate corrective action is taken if there is a violation of the Sealed Records Program procedures.
13. On July 10<sup>th</sup> of each year reevaluate the Sealed Records Program and make recommendations to the CO CIRD regarding Sealed Records Program documentation, policies, procedures, etc.



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
512-05	12-09-13		3 of 3

## Certification - Guidelines for Access to and Use of Sealed Adult, Juvenile Offender and Juvenile Delinquent Arrest Records, and Confidential Youthful Offender Arrest Records

New York State Criminal Procedure Law sections 160.50(1)(c), 160.55(1)(c), and 720.35(2) and New York State Family Court Act sections 375.1 and 375.2 prohibit the dissemination of confidential and sealed records to individuals outside of the Department. However, these records may be viewed by Department personnel **for investigative purposes only pursuant to the following guidelines.**

Accessing, reading or utilizing sealed adult, juvenile offender and juvenile delinquent arrest records or confidential youthful offender arrest records (hereinafter "records") through the BADS, OMNI, ECMS or any other Department system may only be done by **a member of the service with an approved access code.** The information contained in these records may **only** be used in connection with a **criminal investigation** as described below.

- A. Records may only be accessed in connection with the investigation of felonies and other serious crimes. What constitutes a serious crime will be determined by the Commanding Officer of the unit seeking access to the records.
- B. Records should be accessed in read-only fashion i.e. by viewing the records from the computer screen. Records should not be printed from the screen, copied to a computer drive, portable storage device or recreated in any other manner. If there is an absolute need to print any record, copies of the printout should be destroyed immediately after review. Under no circumstances may a printout containing information from these records be included in a case file.
- C. Under the law, these records may not be made available to any person, public or private agency without express statutory authority under very limited circumstances. Neither records nor the information contained therein may be disclosed outside the Department, including to any other government agency, law enforcement agency, district attorney or other prosecutor. Under no circumstances should information contained in these records be disclosed to the press or news media.

Members of the service who may have questions regarding the accessing or utilization of records may **contact the Legal Bureau** at 646-610-5400.

I have read the above guidelines and agree to abide by the guidelines when accessing sealed adult, juvenile offender and juvenile delinquent arrest records or confidential youthful offender arrest records.

Rank/Name of Member of Service <i>(printed)</i>	Tax No.	Command	Cmd. Code
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Signature of Member of Service	Date
--------------------------------	------

Rank/Name of Boro/Division Executive Officer <i>(printed)</i>	Tax Number	Command
---	------------	---------

Signature of Boro/Division Executive Officer	Date
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# DETECTIVE GUIDE

Section: Personnel		Procedure No: 512-06	
<b>OFFICIAL DETECTIVE BUREAU BUSINESS CARD</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## DEFINITIONS

OFFICIAL DETECTIVE BUREAU BUSINESS CARD – Professionally printed standardized business card to be utilized by Detective Bureau personnel (See Appendix “A”). Printed on the front of the business card is a full color NYPD logo and Detective Bureau logo as well as the involved Detective Squad’s or Unit’s name, address and telephone number. Printed on the rear of the business card is information regarding the Crime Stoppers program, Operation Gun Stop program and Mayor’s Drug Hotline program.

**DETECTIVE  
BOROUGH  
ZONE  
COMMANDING  
OFFICER AND  
DESIGNATED  
DETECTIVE  
DIVISION  
CAPTAIN**

1. Conduct periodic inquiries to ensure each subordinate command has an adequate supply of official Detective Bureau business cards.
2. When a subordinate command has less than 1,000 official Detective Bureau business cards, request additional business cards by transmitting an e-mail to the Commanding Officer, Central Investigation and Resource Division.
3. After receiving an e-mail notification from the Commanding Officer, Resource Allocation Unit that the requested business cards are available, send a messenger to retrieve the business cards from the Detective Bureau Resource Allocation Unit located at One Police Plaza, Room 1312T.
4. Distribute official Detective Bureau business cards to each subordinate command.
  - a. Ensure **each** investigator and supervisor receives a minimum of seventy-five business cards.

**DETECTIVE  
BOROUGH /  
DIVISION  
EXECUTIVE  
OFFICER**


5. Ensure each subordinate command has an adequate supply of official Detective Bureau business cards.
6. Ensure each Detective Borough Zone Commanding Officer and each Designated Detective Division Captain expeditiously distributes official Detective Bureau business cards to each investigator and supervisor assigned to the Detective Borough Zone Commanding Officer’s / Designated Detective Division Captain’s subordinate commands.
  - a. Ensure **each** investigator and supervisor receives a minimum of seventy-five business cards.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
512-06	12-09-13		2 of 2

## Appendix "A"

### FRONT OF BUSINESS CARD

	
<b>26 PRECINCT DETECTIVE SQUAD</b>	
Inv. _____	520 West 126 Street New York, NY 10027
Case # _____	Tel: (212) 678-1351

### BACK OF BUSINESS CARD

**DO YOU KNOW ANYONE WHO HAS.....**

- shot, stabbed or killed someone?
- committed a Robbery, Burglary or other violent crime?

Call 1-800-577-TIPS or text to "CRIMES" (274637) and enter "TIP577" or email us at [nypdcrimestoppers.com](mailto:nypdcrimestoppers.com)

**YOU CAN GET UP TO \$2000 CASH FOR YOUR INFORMATION**

Do you know someone who possesses or sells illegal guns?  
Call 1-866-GUNSTOP You can earn up to \$1000 CASH

If you have information about drug activity, call the Mayor's  
Drug Hotline at 1-888-374-3784

*YOU DO NOT HAVE TO GIVE YOUR NAME  
ALL CALLS WILL BE KEPT CONFIDENTIAL*

Misc 10N-DB



## DETECTIVE GUIDE

Section: Management Controls

Procedure No: 513-01

### COMMAND / MOVEMENT LOG

DATE ISSUED:

12-09-13

DATE EFFECTIVE:

12-09-13

REVISION NUMBER:

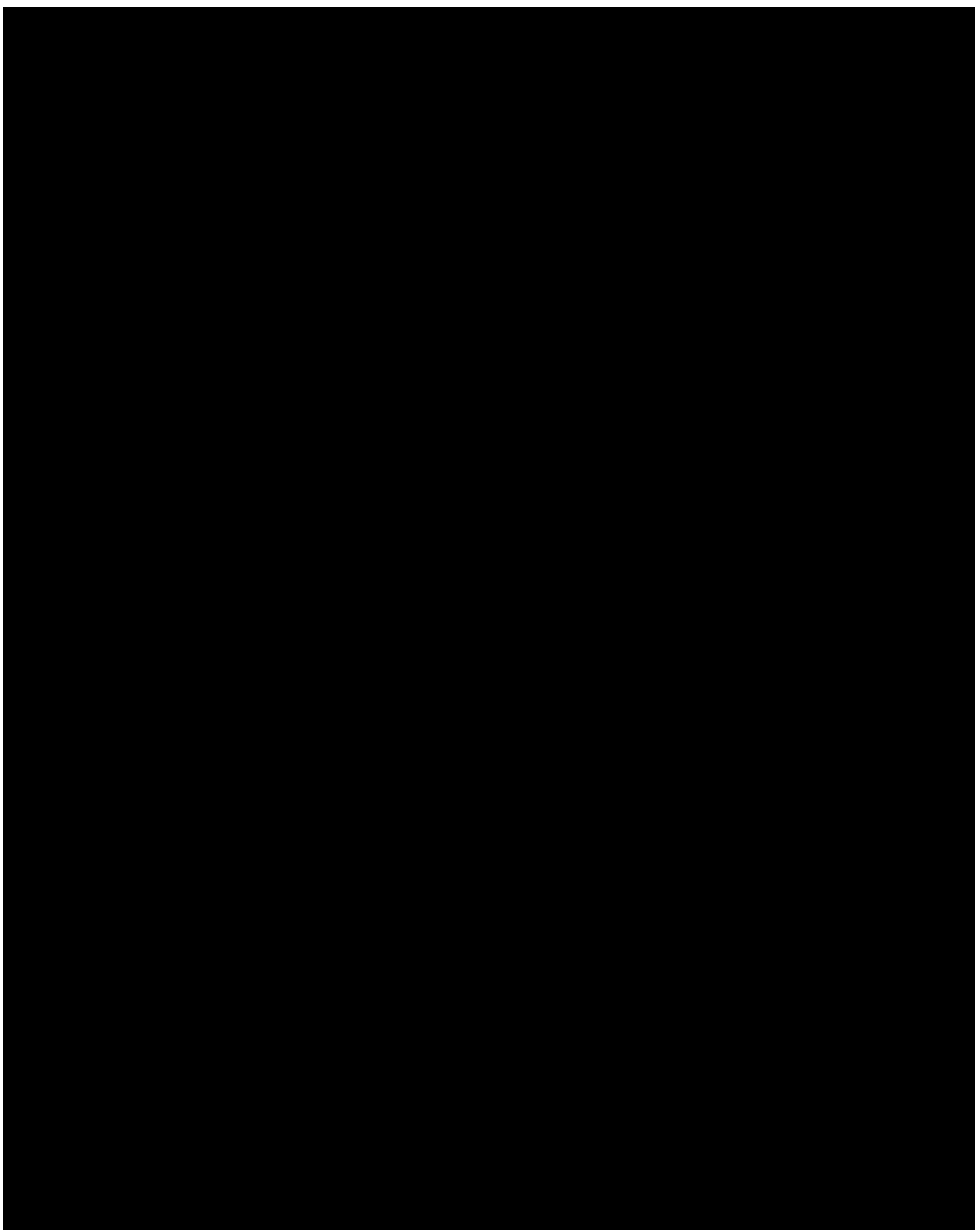
PAGE:

1 of 4

1. All Detective Borough, Division and Unit commanding officers shall ensure that a 300 page, 11" x 14", NYPD "Log" (QMS # 1052) is used as the Command / Movement Log. The NYPD Log (QMS # 1052) may be requisitioned from the Quartermaster Section.

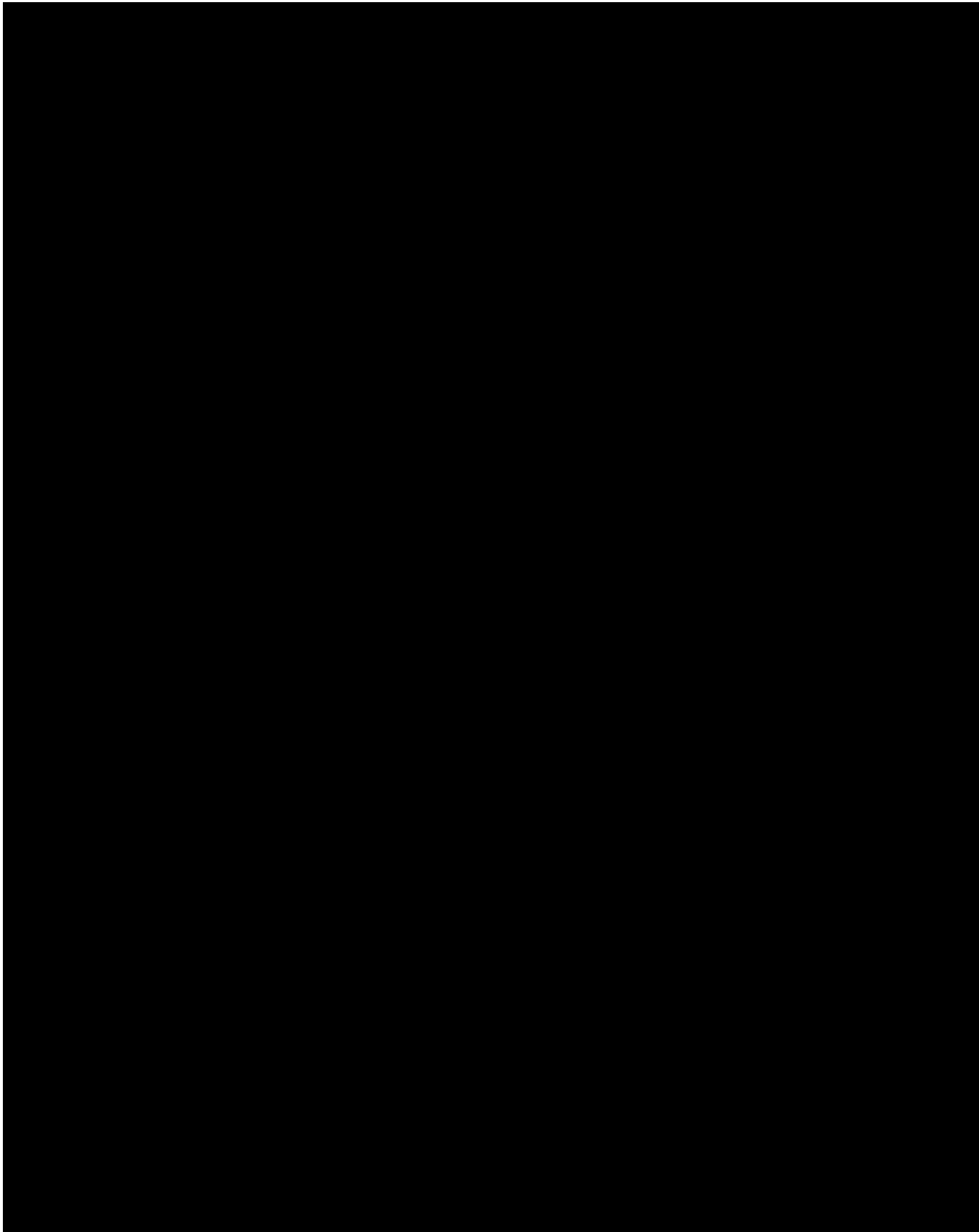
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
513-01	12-09-13		2 of 4



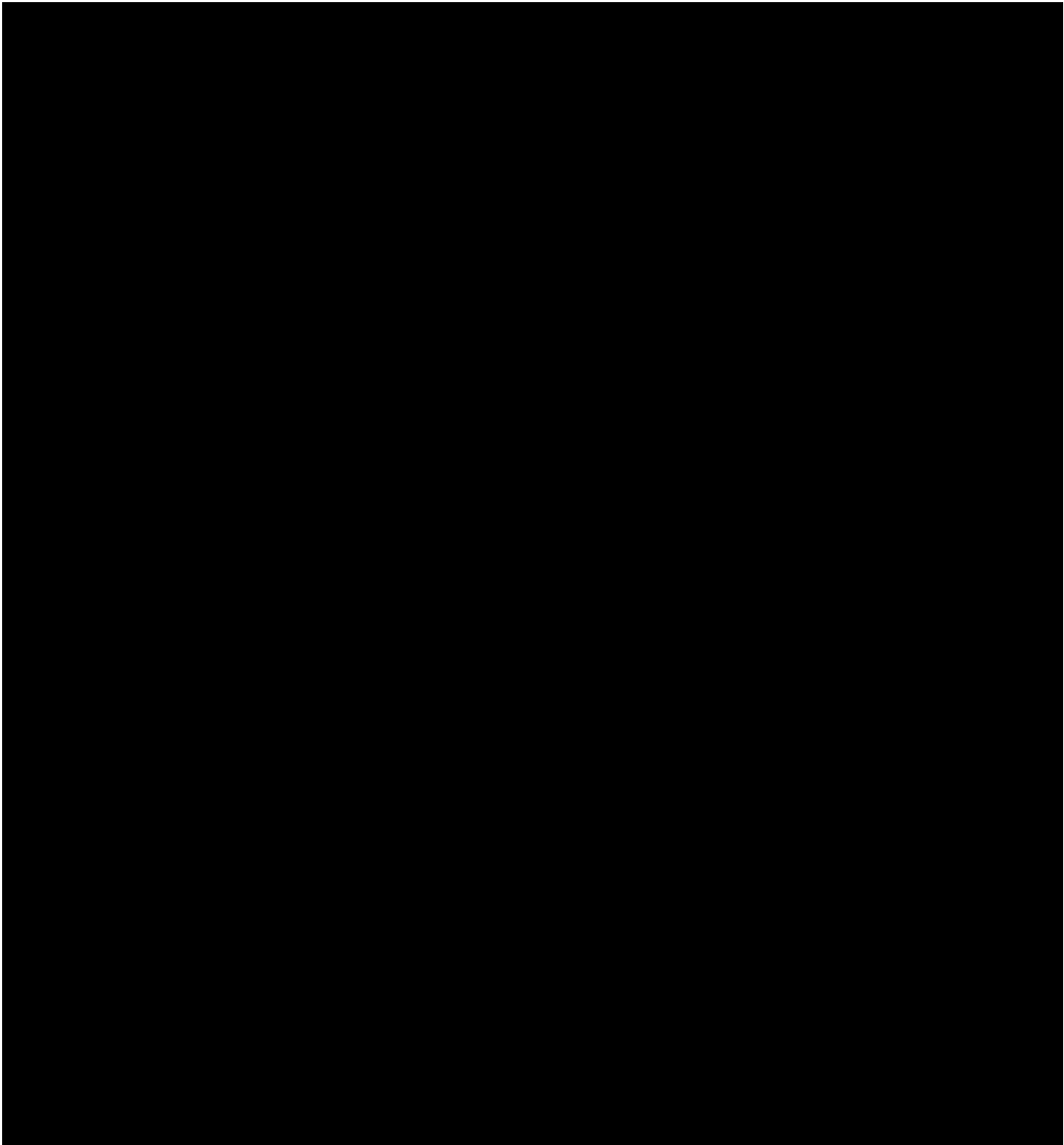
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
513-01	12-09-13		3 of 4



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
513-01	12-09-13		4 of 4





# DETECTIVE GUIDE

Section: Management Controls		Procedure No: 513-02	
<b>SIGNING ON-DUTY AND OFF-DUTY WHEN THERE IS NO DETECTIVE BUREAU SUPERVISOR PHYSICALLY PRESENT IN THE DETECTIVE SQUAD</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

If a member of the service must sign on-duty in a Detective Squad located in a Precinct / PSA / Transit District and there is no Detective Bureau supervisor physically present in the Detective Squad:

INVESTIGATOR

[Redacted signature area]

If a member of the service must sign off-duty in a Detective Squad located in a Precinct / PSA / Transit District and there is no Detective Bureau supervisor physically present in the Detective Squad:

INVESTIGATOR

[Redacted signature area]





# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
513-03	12-09-13		2 of 2

If a member of the service is performing overtime and must sign off-duty in a Detective Squad located in a Precinct / PSA / Transit District and there is no Detective Bureau supervisor physically present in the Detective Squad:

## INVESTIGATOR

[REDACTED]

5. Prepare an **OVERTIME REPORT**.

[REDACTED]



## DETECTIVE GUIDE

Section: Management Controls

Procedure No: 513-04

### PREPARATION OF DETECTIVE BUREAU ACTIVITY LOGS

DATE ISSUED:  
12-09-13

DATE EFFECTIVE:  
12-09-13

REVISION NUMBER:

PAGE:  
1 of 2

1. Pursuant to Detective Guide procedures as well as *Patrol Guide 212-08 "Activity Logs,"* all uniformed members below the rank of Captain assigned to the Detective Bureau, except those members performing permanent administrative / clerical duties, must record specific required information in their **ACTIVITY LOG (PD112-145)**. Therefore, members of the Detective Bureau will comply with the following guidelines:

2. Activity Log entries during each tour of duty shall include:
  - a. Day of the week, date and tour
  - b. Assignment (e.g., investigator, covering supervisor, parade, special event, court appearance, training)
  - c. Time present for duty and location where present for duty at start of tour
    - (1) When signing on duty at a location other than assigned command or court, record the page number of the associated Command Log entry, verifying supervisor and landline callback telephone number of the outside command
    - (2) When signing on duty at court, record the specific location of court
  - d. All locations visited and the time arrived at each location
    - (1) Specify each location
    - (2) Indicate the mode of travel (e.g., department auto #, rental auto #, public transportation, authorized privately owned vehicle, foot)
    - (3) All accompanying members of the service
    - (4) Case # and / or reason
  - e. Enforcement actions taken (e.g., arrest, stop and frisk, vehicle stop) and time of occurrence
  - f. All court appearances
    - (1) Time of arrival at court
    - (2) Specific location of court
    - (3) Assigned **COURT ATTENDANCE RECORD (PD 468-141)** serial number
    - (4) Information regarding the court appearance including reason (e.g., trial, hearing, trial preparation, ADA assistance, search warrant application), court part if applicable, defendant's name, ADA's name, disposition if applicable
    - (5) Time of departure from court
  - g. Time and specific location of meal if meal occurs at a location other than the assigned command
  - h. Time tour ended, location where present at end of tour, signature and shield #
    - (1) When signing off duty at a location other than assigned command or court, record the page number of the associated Command Log entry, verifying supervisor and landline callback telephone number of the outside command
    - (2) When signing off duty at court, record the specific location of court.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
513-04	12-09-13		2 of 2

3. Detectives will submit **ACTIVITY LOG** to appropriate supervisor for inspection and signature upon completion of each week / set of tours.

**NOTE** *When not assigned to a uniformed detail, members of the Detective Bureau do NOT have to carry their **ACTIVITY LOG** when they depart the command.*

4. Detective Bureau Supervisors shall:
  - a. Each week, inspect the **ACTIVITY LOGS** of subordinate members and verify accuracy and completeness of entries
  - b. Indicate supervision and inspection of subordinate member's **ACTIVITY LOG** by writing on the next open line the date, time, rank, signature and, if applicable, comment.
  
5. Detective Bureau Captains shall:
  - a. At least once each month, inspect the **ACTIVITY LOGS** of supervisory members of the commands for which the Captain is responsible and verify accuracy and completeness of entries
  - b. Indicate supervision and inspection of supervisor's **ACTIVITY LOG** by writing on the next open line the date, time, rank, signature and, if applicable, comment.

6. All members below the rank of Captain are further reminded that they must possess their **ACTIVITY LOG** for all uniformed detail assignments (e.g., parades, demonstrations, special events, uniformed mobilizations). **ACTIVITY LOG** entries will include the relevant information associated with the detail assignment as well as any enforcement action.



# DETECTIVE GUIDE

Section: Management Controls		Procedure No: 513-05	
<b>OVERTIME APPROVAL POLICY</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 2

## DEFINITIONS

DETECTIVE BUREAU SUPERVISOR – Detective Bureau personnel in the rank of Sergeant or Lieutenant.

DETECTIVE BUREAU EXECUTIVE – Detective Bureau personnel in the rank of Captain, Deputy Inspector, Inspector, Deputy Chief, Assistant Chief or Chief.

SIGN – Manually signing name.

## PROCEDURE

1. All overtime must be “**authorized**” by a Detective Bureau (DB) Executive before it is performed (i.e., pre-approved) regardless of the rank / title of the personnel requesting the overtime.
2. Detective Bureau personnel performing overtime will expeditiously prepare an **UNSCHEDULED OVERTIME REPORT – INVESTIGATIVE UNIT (PD138-064D)** and ensure the completed **OVERTIME REPORT** is promptly submitted to their assigned command.
3. The name of the DB Executive **authorizing** the overtime **MUST** be documented on each **OVERTIME REPORT**.
4. **OVERTIME REPORTS** will be reviewed and signed in the following manner:
  - a. Investigators - **OVERTIME REPORTS** will be reviewed and the “Supervisory Officer’s Certification” must be signed by a Detective Bureau (DB) Supervisor prior to the overtime being entered into the CityTime System
  - b. Sergeants - **OVERTIME REPORTS** will be reviewed and the “Supervisory Officer’s Certification” must be signed by a DB Lieutenant or DB Executive prior to the overtime being entered into the CityTime System
  - c. Sergeants designated as Squad / Unit Commanders - **OVERTIME REPORTS** will be reviewed and the “Supervisory Officer’s Certification” must be signed by a DB Executive prior to the overtime being entered into the CityTime System
  - d. Sergeants supervised by Sergeant designated as Squad / Unit Commander - **OVERTIME REPORTS** will be reviewed and the “Supervisory Officer’s Certification” must be signed by the Sergeant designated as Squad / Unit Commander or DB Executive prior to the overtime being entered into the CityTime System
  - e. Lieutenants - **OVERTIME REPORTS** will be reviewed and the “Supervisory Officer’s Certification” must be signed by a DB Executive prior to the overtime being entered into the CityTime System.

# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
513-05	12-09-13		2 of 2

**PROCEDURE  
(continued)**

5. After the **OVERTIME REPORT** is processed by the timekeeper, in order to verify that the overtime was entered into the CityTime System and the **OVERTIME REPORT** was signed by the timekeeper:
  - a. A Squad / Unit Commander will sign the “Commanding Officer Approval” caption located on the right side of the **OVERTIME REPORT** for each member of the service assigned to his / her command
  - b. A DB Executive will sign the “Commanding Officer Approval” caption located on the right side of the **OVERTIME REPORT** for each Squad / Unit Commander assigned to his / her command.



# DETECTIVE GUIDE

Section: Case File / Folder		Procedure No: 514-01	
<b>REQUIRED DOCUMENTATION FOR eJUSTICE INQUIRIES</b>			
DATE ISSUED: 02-18-15	DATE EFFECTIVE: 02-18-15	REVISION NUMBER:	PAGE: 1 of 1

1. In order to satisfy the New York State Department of Criminal Justice Services (DCJS) requirements regarding accessing the eJustice data system, it is necessary to provide a valid “case number” and descriptive “comments” for each eJustice inquiry. Therefore, investigators will properly complete the “case number” field and “comments” field prior to querying the eJustice data system.

2. **“Case Number” field** - The “case number” must be one of the following in priority order:

- a. Case number - Unless exigent circumstances exist, an ECMS case number will be obtained prior to querying the eJustice data system
- b. RTCC Case number
- c. ICAD Incident number
- d. **COMPLAINT REPORT** number.

Investigators must use the following format and enter the following information in the “case number” field:

- a. If the ECMS or RTCC case number is used, enter: (1) the word “ECMS” or “RTCC,” (2) the year of the case, and (3) the serial number of the case (e.g., “ECMS 2009-1325” or “RTCC 2009-365”)
- b. If the **COMPLAINT REPORT** number is used, enter: (1) the word “COMPLAINT,” (2) the year of the **COMPLAINT REPORT**, and (3) the serial number of the **COMPLAINT REPORT** (e.g., “Complaint 2009-110-142”)
- c. If the ICAD Event number is used, enter: (1) the word “ICAD,” (2) the date (month/day/year) of the ICAD Event, and (3) the serial number of the ICAD Event (e.g., “ICAD 12/13/2014 D13121310114”).

3. **“Comments” field** - A short description of the reason / justification for the inquiry must be entered in the eJustice “comments” field (e.g., Murder 76 Precinct or Non-Fatal Shooting 25 Precinct or Burglary 105 Precinct).



# DETECTIVE GUIDE

Section: Case File / Folder		Procedure No: 514-02	
<b>PAPER CASE FOLDERS</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

## DEFINITION

**MISCELLANEOUS ITEM** – a relevant electronic or non-electronic document, text, data, audio, image or other material associated with an investigation that must be retained in an Enterprise Case Management System (ECMS) electronic case file and / or a paper non-electronic case folder.

## INVESTIGATOR

1. **Do not** create a paper case folder unless it is necessary to store one or more non-electronic or electronic Miscellaneous Items that:
  - a. Should not be uploaded as an “Attachment” to the Enterprise Case Management System (ECMS) case file; or,
  - b. Must be retained even if uploaded as an “Attachment” to the ECMS case file.
2. When it is necessary to store one or more non-electronic or electronic Miscellaneous Items in a paper case folder:
  - a. Print the DD-5 that identifies each associated Miscellaneous Item
  - b. Securely attach the printed identifying DD-5 to each associated Miscellaneous Item
  - c. Store each Miscellaneous Item and attached identifying DD-5 in the paper case folder.
3. When a paper case folder is created:
  - a. With the exception of Homicide investigations, file the paper case folder chronologically by year and case number in a file cabinet or other appropriate container
  - b. Homicide investigation paper case folders will be filed:
    - (1) Separately from all non-homicide investigation paper case folders
    - (2) Chronologically by year
    - (3) In a file cabinet or other appropriate container as directed by the Detective Squad Commander.
  - c. Ensure the paper case folder is properly maintained, safeguarded, stored, secured, retained, etc.
    - (1) Homicide investigation paper case folders will be maintained, safeguarded, stored, secured, retained, etc., as directed by the Detective Squad Commander.

## DETECTIVE BUREAU SUPERVISOR

4. Ensure a paper case folder is only created when necessary.
5. If a paper case folder is created, ensure it is properly maintained, safeguarded, stored, secured, retained, etc.
  - a. Ensure homicide investigation paper case folders are maintained, safeguarded, stored, secured, retained, etc., as directed by the Detective Squad Commander.





## DETECTIVE GUIDE

Section: Closings / Clearances Procedure

No: 515-01

### NON-AMENABLE CASE CLOSING GUIDELINES

DATE ISSUED:

02-18-15

DATE EFFECTIVE:

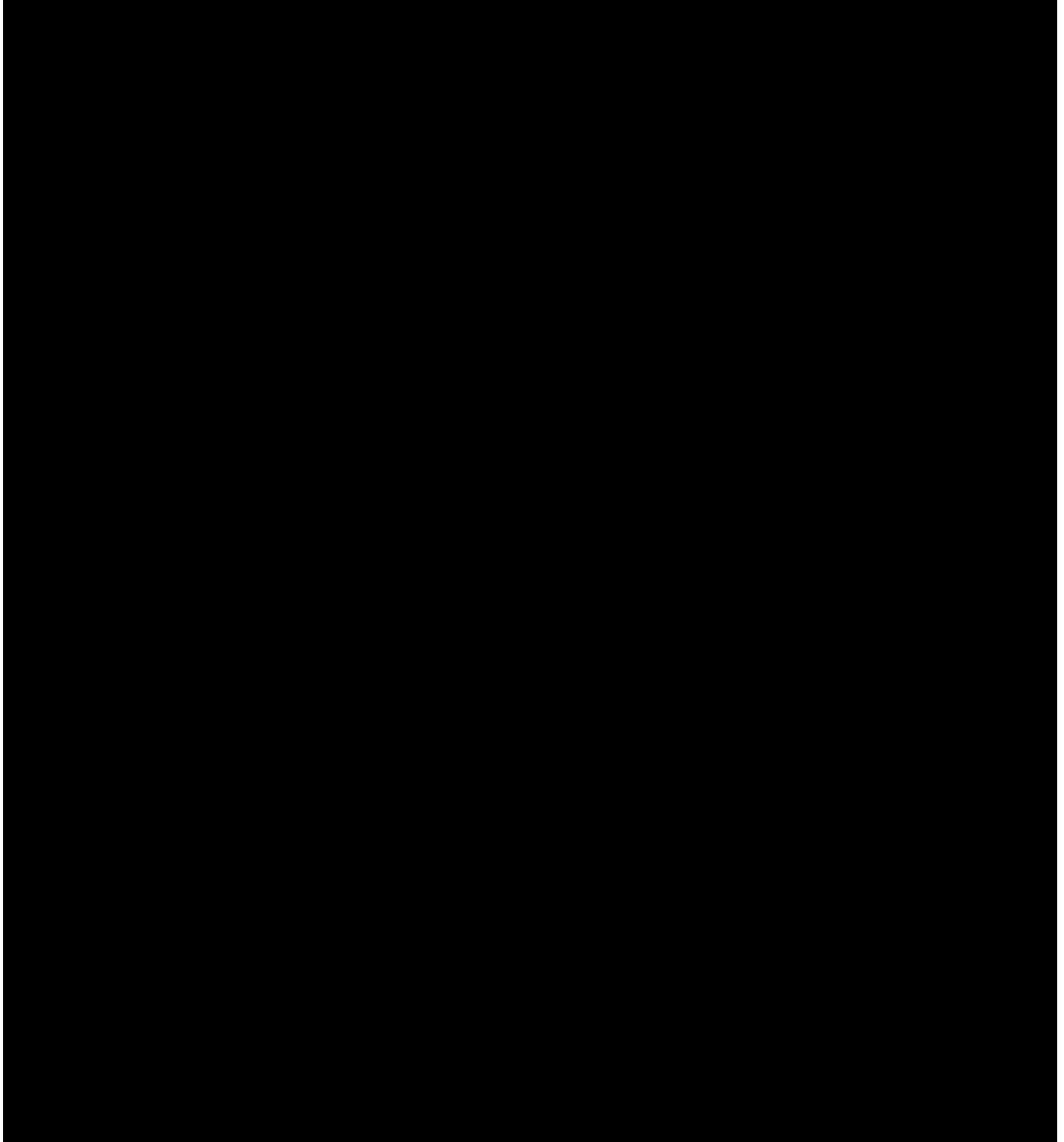
02-18-15

REVISION NUMBER:

PAGE:

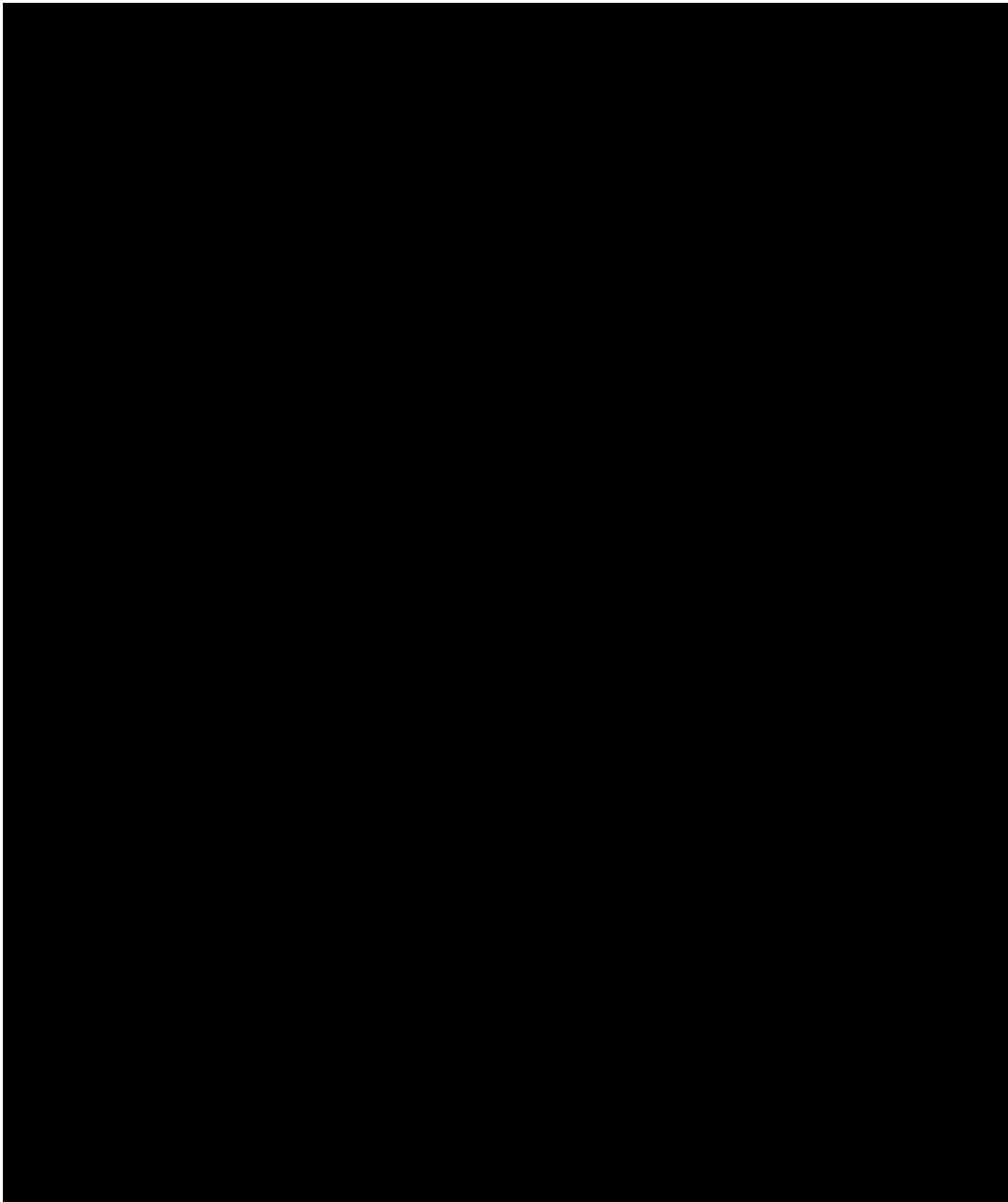
1 of 3

The following “Non-Amenable for Clearance” Closing Codes will be utilized:



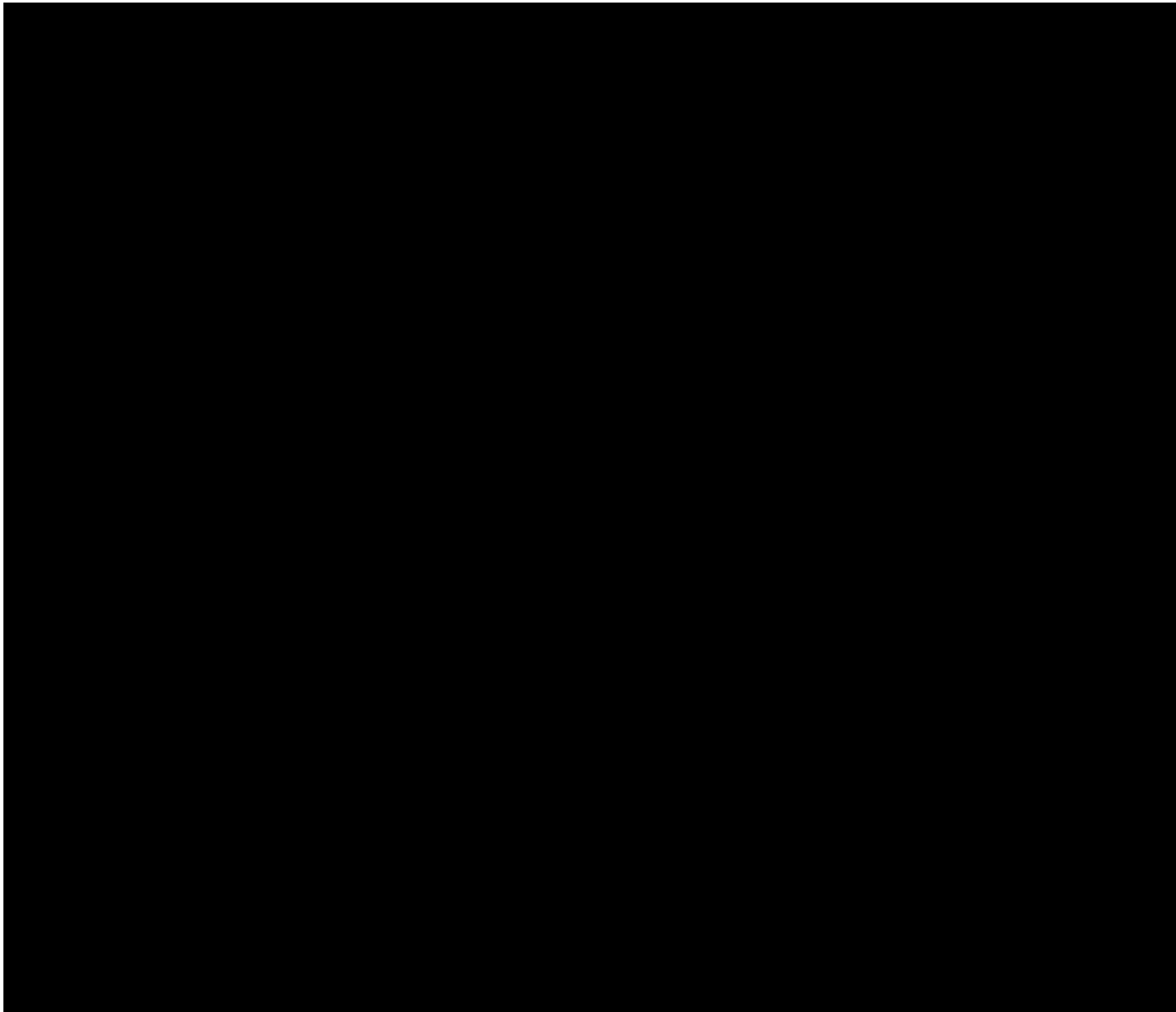
# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
515-01	02-18-15		2 of 3



# DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
515-01	02-18-15		3 of 3





## DETECTIVE GUIDE

Section: Closings / Clearances		Procedure No: 515-02	
<b>CRIME COMPLAINT CLEARANCES</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

### DEPARTMENT MANUAL PROCEDURE

All personnel will **strictly** comply with *Administrative Guide 322-28, "Crime Clearances."*

### EXCEPTIONAL CLEARANCE APPROVAL

An Exceptional Clearance (i.e., "Clearance by Exceptional Means") and all other non-arrest crime complaint clearances (i.e., Admission, Indictment) must be carefully reviewed and approved by a Detective Bureau Captain.

### CASE CLEARANCE AND CASE CLOSING

An investigation of a crime complaint can be "cleared" without being "closed." For example, if two perpetrators murder a victim and one perpetrator is arrested, then the investigation of the murder crime complaint is "cleared"; **however**, it is not "closed" because further investigative steps must be performed in order to arrest the second perpetrator. In this example, the investigator **would** "clear" the murder case and **COMPLAINT REPORT** with an arrest, but **would not** close the murder case and **COMPLAINT REPORT** because the investigation must continue in order to arrest the second perpetrator.

### QUALITY ASSURANCE DIVISION

To ensure strict compliance with *Administrative Guide 322-28*, the Quality Assurance Division will examine crime complaint investigations that are "cleared," particularly those investigations that involve an Exceptional Clearance or other non-arrest clearance.



# DETECTIVE GUIDE

Section: Closings / Clearances		Procedure No: 515-03	
<b>VOIDING COMPLAINT REPORTS</b>			
DATE ISSUED: 12-31-15	DATE EFFECTIVE: 12-31-15	REVISION NUMBER:	PAGE: 1 of 1

## SCOPE

A **COMPLAINT REPORT** prepared in the Precinct, Police Service Area or District of occurrence and assigned a Precinct **COMPLAINT REPORT** number should be “voided” if:

1. **COMPLAINT REPORT** is prepared and it is subsequently determined to be a duplicate of a previously prepared **COMPLAINT REPORT** in the same Precinct, Police Service Area or District; or
2. **COMPLAINT REPORT** is prepared for incident that occurred in a different Precinct, Police Service Area or District; or
3. **COMPLAINT REPORT** is prepared for incident that did not occur in New York City; or
4. **COMPLAINT REPORT** prepared in Precinct, Police Service Area or District of occurrence and assigned a Precinct **COMPLAINT REPORT** number for incident / condition that should have been recorded in another manner. For example, an incident / condition that should have been recorded by:
  - a. Telephoning the Internal Affairs Bureau, Command Center; or,
  - b. Telephoning the Investigative Support Division, Organized Crime Control Bureau; or,
  - c. Telephoning the Intelligence Bureau; or,
  - d. Preparing a **JUVENILE REPORT SYSTEM WORKSHEET (PD377-159A)**; or
  - e. Preparing a **YOUTH REFERRAL (PD377-153)**.

## PROCEDURE

When an investigator must “void” a **COMPLAINT REPORT** that has been **finalized**, comply with the following procedure:

### ASSIGNED INVESTIGATOR

1. Use On-Line Complaint Follow-Up Statistical Change (i.e., S-DD5) application to prepare **Omniform Complaint Revision**.

### DETECTIVE SQUAD / UNIT SUPERVISOR

2. Promptly review and, if appropriate, approve **Omniform Complaint Revision**.

### ASSIGNED INVESTIGATOR

3. Print hard copy of **Omniform Complaint Revision**.
4. Use Enterprise Case Management System (ECMS) to prepare “Voided Complaint Report” DD-5.
5. Scan or fax hard copy of **Omniform Complaint Revision** into ECMS case file as attachment to “Voided Complaint Report” DD-5.
6. Submit “Voided Complaint Report” DD-5 to Detective Squad / Unit supervisor for approval.

### DETECTIVE SQUAD / UNIT SUPERVISOR

7. Promptly review and, if appropriate, approve “Voided Complaint Report” DD-5.



# DETECTIVE GUIDE

Section: Closings / Clearances Procedure		No: 515-04	
<b>“INTERIM” CASE CLOSING GUIDELINES (INVESTIGATION CARDS)</b>			
DATE ISSUED: 12-09-13	DATE EFFECTIVE: 12-09-13	REVISION NUMBER:	PAGE: 1 of 1

1. An investigator may **temporarily** close an investigation involving only one perpetrator, if a “Perpetrator – Probable Cause to Arrest” Investigation Card has been activated for the identified perpetrator. The following “Interim” Closing Code will be utilized:

█ [REDACTED]

2. An investigator may **temporarily** close an investigation involving two or more perpetrators, if a “Perpetrator – Probable Cause to Arrest” Investigation Card has been activated for at least one perpetrator and there are no additional investigative steps that will lead to the identification of the remaining perpetrators. The following “Interim” Closing Code will be utilized:

█ [REDACTED]



## DETECTIVE GUIDE

Section: Closings / Clearances Procedure

No: 515-05

### **“INTERIM” CASE CLOSING GUIDELINES (TELEPHONE / FINANCIAL RECORDS)**

DATE ISSUED:

12-09-13

DATE EFFECTIVE:

12-09-13

REVISION NUMBER:

PAGE:

1 of 1

1. An investigator may temporarily close an investigation with no results while waiting to receive required telephone records or financial records that have been previously requested / subpoenaed. The following “Interim” Closing Codes will be utilized:









# DETECTIVE GUIDE

Section: Closings / Clearances		Procedure No: 515-07	
<b>DOCUMENTING HOMICIDE CLEARANCES</b>			
DATE ISSUED: 12-31-15	DATE EFFECTIVE: 12-31-15	REVISION NUMBER:	PAGE: 1 of 2

## PROCEDURE

Comply with the following steps when documenting a **homicide** crime complaint clearance:

## INVESTIGATOR

1. Use Enterprise Case Management System (ECMS) to prepare "Clearance" DD-5 requesting approval of **homicide** crime complaint clearance and choose one of the following clearance codes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

2. Use On-Line Complaint Follow-Up Statistical Change (i.e., S-DD5) application in following manner:

- a. If **non-arrest** crime complaint clearance [REDACTED]
  - (1) Prepare **Omniform Complaint Revision**
  - (2) Document rank and name of approving Zone Commanding Officer / Detective Bureau Captain in "Details" section of **Omniform Complaint Revision**.
- b. If **arrest** crime complaint clearance [REDACTED]
  - (1) Print hard copy of "system generated" **Omniform Complaint Revision** that should automatically be produced by S-DD5 application when the first arrest is made on a crime complaint
  - (2) If system generated **Omniform Complaint Revision** has not been automatically produced by S-DD5 application, comply with step 2. a. of this procedure.

## DETECTIVE SQUAD / UNIT SUPERVISOR

3. If **non-arrest** homicide crime complaint clearance [REDACTED] promptly review and, if appropriate, approve **Omniform Complaint Revision**.

- 4. If **arrest** homicide crime complaint clearance [REDACTED]
  - a. If system generated **Omniform Complaint Revision** was automatically produced by S-DD5 application, promptly review **Omniform Complaint Revision** and ensure it was properly prepared
  - b. If system generated **Omniform Complaint Revision** was **not** automatically produced by S-DD5 application, promptly review and, if appropriate, approve **Omniform Complaint Revision**.

## DETECTIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	REVISION NUMBER:	PAGE:
515-07	12-31-15		2 of 2

- INVESTIGATOR**
5. Print hard copy of **Omniform Complaint Revision**.
  6. Scan or fax hard copy of **Omniform Complaint Revision** into ECMS case file as an attachment to "Clearance" DD-5.
  7. Submit "Clearance" DD-5 to Detective Squad / Unit supervisor for approval.
- DETECTIVE SQUAD / UNIT SUPERVISOR**
8. Promptly review and, if appropriate, approve "Clearance" DD-5.
    - a. If investigator is requesting a non-arrest crime complaint clearance, ECMS will automatically transmit "Clearance" DD-5 approved by Detective Squad / Unit supervisor to appropriate Detective Bureau Captain for approval.
- ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN**
9. Promptly review and, if appropriate, approve non-arrest homicide crime complaint clearance "Clearance" DD-5.



# DETECTIVE GUIDE

Section: Closings / Clearances		Procedure No: 515-08	
<b>DOCUMENTING NON-HOMICIDE CRIME COMPLAINT CLEARANCES</b>			
DATE ISSUED: 12-31-15	DATE EFFECTIVE: 12-31-15	REVISION NUMBER:	PAGE: 1 of 1

## PROCEDURE

Comply with the following steps when documenting a **non-homicide** crime complaint clearance:

## INVESTIGATOR

1. Use Enterprise Case Management System (ECMS) to prepare "Clearance" DD-5 requesting approval of **non-homicide** crime complaint clearance and choose one of the following clearance codes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

2. If non-arrest non-homicide crime complaint clearance [REDACTED] use On-Line Complaint Follow-Up Statistical Change (i.e., S-DD5) application in following manner:

- a. Prepare **Omniform Complaint Revision**
- b. Document rank and name of approving Zone Commanding Officer / Detective Bureau Captain in "Details" section of **Omniform Complaint Revision**.

## DETECTIVE SQUAD / UNIT SUPERVISOR

3. If non-arrest non-homicide crime complaint clearance [REDACTED] promptly review and, if appropriate, approve **Omniform Complaint Revision**.

## INVESTIGATOR

4. If non-arrest non-homicide crime complaint clearance [REDACTED]

- a. Print hard copy of **Omniform Complaint Revision**, and;
- b. Scan or fax hard copy of **Omniform Complaint Revision** into ECMS case file as an attachment to "Clearance" DD-5.

5. Submit "Clearance" DD-5 to Detective Squad / Unit supervisor for approval.

## DETECTIVE SQUAD / UNIT SUPERVISOR

6. Promptly review and, if appropriate, approve "Clearance" DD-5.

- a. If investigator is requesting a non-arrest crime complaint clearance, ECMS will automatically transmit "Clearance" DD-5 approved by Detective Squad / Unit supervisor to appropriate Detective Bureau Captain for approval.

## ZONE COMMANDING OFFICER / DETECTIVE BUREAU CAPTAIN

7. Promptly review and, if appropriate, approve non-arrest non-homicide crime complaint clearance "Clearance" DD-5.