

ATTACHMENT 1



DRAFT
 ORDER NUMBER

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE 04/21/14 VERSION	
SUBJECT/TOPIC/TITLE POLICE MISSION			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE	DATE AMENDED

Chapter 1, Section 1 of the Rules and Procedures has been amended to redefine, per USDOJ suggested guidelines, the police mission, core values and guiding principles. For continuity, the section has been reprinted in its entirety; changes have been highlighted.

RULES AND PROCEDURES

CHAPTER 1: TITLE: ORGANIZATION AND PHILOSOPHY OF THE DEPARTMENT

SECTION 1: TITLE: POLICE MISSION

I. PURPOSE

To describe the organization's mission and to identify the goals of the organization.

II. POLICY

A. The mission of the Suffolk County Police Department is to provide and maintain a safe environment for every person in Suffolk County regardless of that person's residency or immigration status. If individuals believe that they cannot come forward to report a crime or that they cannot freely cooperate with law enforcement because of their immigration status, the mission of the Police Department and the safety of all residents are compromised.

B. The Department recognizes that the ability of the police to perform their task is dependent upon public approval of their existence, actions, behavior, and on the ability of the police to secure and maintain public respect.

C. Every member of the Service acknowledges his or her obligation to treat all persons with dignity and respect; to provide professional services by rendering aid to those in need; to provide an environment free from fear, bringing to justice those who violate the law, and protect all persons and property in accordance with legal and ethical standards.

D. The Department core values and guiding principles are:

1. Vision - Provide bias-free professional police services to all.

2. Mission - To serve and protect all the citizens, while enforcing the law with impartiality, respect, and compassion.

3. Goal - Protect the lives and property of the people we serve.

4. Guiding Principles - The following guiding principles assist us in maintaining our focus on our mission and vision:

a. Integrity - The Suffolk County Police Department pledges the highest standards of ethical behavior by all its members.

b. Professionalism - Suffolk County Police Department employees will act professionally when interacting with each other and members of the public.

c. Respect - Members of the Department will treat everyone with dignity and respect.

d. Knowledge - Members of the Department will be provided with continuous training throughout their careers. They will be supported in the pursuit of knowledge.

e. Standards for performance - The following Standards for Performance are referred to as the "Five E's" and should be embraced by all Department members.

- (1) Energy (Vigor - Work Ethic)
- (2) Enthusiasm (Lively Interest & Passion for the police profession)
- (3) Efficiency (Acting Effectively - Working Smart)
- (4) Effectiveness (Producing Results)
- (5) Ethics (Doing the Right Thing)

III. DEFINITIONS

A. Illegal Profiling - is defined as the unequal treatment of any person, including stopping, questioning, detaining, searching, or arresting on the basis of one's race, color, ethnic characteristics, national origin, residency, immigration status, religion, age, gender, or sexual orientation. Illegal profiling

does not mean using any reliable and recent suspect-specific description of race, ethnicity or any other identifying characteristic to identify and locate a suspect.

B. Biased Policing - is synonymous with discriminatory policing and means selective enforcement or non-enforcement of the law, including the selecting or rejecting of particular policing tactics or strategies, based upon membership in a demographic category. Biased policing does not mean using any reliable and recent suspect-specific description of race, ethnicity or any other identifying characteristic to identify and locate a suspect.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

A. Officers shall not stop, detain, search, or arrest anyone on the basis of illegal profiling.

B. Officers shall ensure that members of the public receive equal protection of the law, without bias based upon race, color, ethnic characteristics, national origin, residency, immigration status, religion, age, gender, or sexual orientation.

VI. PROCEDURE

N/A

VII. ACCREDITATION STANDARD REFERENCES

CALEA
NYSLEAP

VIII. INDEX

Mission Statement - 1/1
Values Statement - 1/1

Commanding Officers are directed to inform all members of their respective commands of these amendments and to have them note the changes in the appropriate section of their Rules and Procedures. The reprinting of the updated section will be distributed in the future.

END

ATTACHMENT 2



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II. POLICY

A. The mission of the Suffolk County Police Department is to provide and maintain a safe environment for every person in Suffolk County regardless of that person's residency or immigration status. It is our intent to believe that they cannot come forward to report a crime or that they cannot freely cooperate with law enforcement because of their immigration status. The mission of the Police Department and the safety of all residents are compromised.

B. The Department recognizes that the ability of the police to perform their task is dependent upon public approval of their existence, actions, behavior, and on the ability of the police to secure and maintain public respect.

C. Every member of the service acknowledges his or her obligation to treat all persons with dignity and respect, to provide professional services by rendering aid to those in need, to provide an environment free from fear, bringing to justice those who violate the law, and protect all persons and property in accordance with legal and ethical standards.

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- (1) Energy (Vigor - Work Ethic)
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IV. REFERENCES

N/A

V. RULES AND REGULATIONS

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VI. PROCEDURE

N/A

VII. ACCREDITATION STANDARD REFERENCES

CALEA
NYSLEAP

VIII. INDEX

Mission Statement - 1/1
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ATTACHMENT 3



DRAFT

ORDER NUMBER

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE 04/21/14 VERSION		
SUBJECT/TOPIC/TITLE CIVILIAN COMPLAINT PROCEDURE				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 06/01/92	DATE EFFECTIVE	DATE AMENDED

Chapter 5, Section 2 of the Rules and Procedures has been amended to require, per USDOJ agreement, that all allegations of officer misconduct relating to discriminatory policing, regardless of the manner in which reported, shall be forwarded to Internal Affairs Bureau no later than 48 hours from receipt. Changes have been highlighted; certain portions have been restated for continuity.

RULES AND PROCEDURES

CHAPTER 5: TITLE: INSPECTIONAL CONTROLS

SECTION 2: TITLE: CIVILIAN COMPLAINT PROCEDURE

I. PURPOSE

The purpose of the Civilian Complaint Procedure is to ensure all members of the Department refer alleged violations of criminal or civil law, official misconduct, **discriminatory policing**, unnecessary force, and violations of the Rules and Procedures or written Directives to their officer in charge without delay.

II. POLICY

A. The rights of the employee as well as those of the public must be preserved, and any investigation or hearing arising from an allegation must be conducted in an open and fair manner with the truth as its primary objective. The Department accepts allegations against its members and fully investigates them to the appropriate disposition.

B. All allegations, regardless of the source, will be documented and received, and a determination shall be made by the Department as to the nature and extent of the appropriate investigation.

C. Allegations can be made in person, through mails or private courier, telephone/TDD (telecommunications device for the deaf), Departmental E-mail or websites, or facsimile. Allegations need not be submitted by the reporting party in writing.

D. **All allegations of officer misconduct relating to illegal profiling, bias-based policing or discriminatory policing,**

regardless of the manner in which reported, shall be forwarded to Internal Affairs Bureau no later than 48 hours from receipt.

III. DEFINITIONS

A. Civilian Complaint - An allegation made by any person reporting employee misconduct by a law enforcement officer or civilian member of a law enforcement agency. Allegations of official misconduct shall also include complaints of illegal profiling, bias-based policing or discriminatory policing. The reporting of any alleged employee misconduct is classified as either criminal: an act or omission of duty that, if substantiated, could result in a criminal conviction, or administrative: an act that, if substantiated, could result in disciplinary action up to and including dismissal.

B. Third Party Complaint - An allegation by a person acting as a representative of another (including representatives of community groups or organizations), who, although not directly involved, has witnessed misconduct or is basing the allegation on hearsay.

C. Negative Personal Contact - Allegations reported to the Department of a nature related solely to the involved member's alleged unprofessional attitude and/or language, while engaged in law enforcement or official actions.

D. Act - For the purposes of this section, act does not refer to the alleged specific act of misconduct itself, but rather the overall interaction between a complainant and the Department, such as an arrest, a verbal exchange or the use of force.

E. Illegal Profiling - is defined as the unequal treatment of any person, including stopping, questioning, detaining, searching, or arresting on the basis of one's race, color, ethnic characteristics, national origin, religion, age, gender, or sexual orientation. Illegal profiling does not mean using any reliable and recent suspect-specific description of race, ethnicity or any other identifying characteristic to identify and locate a suspect.

F. Biased Policing - is synonymous with discriminatory policing and means selective enforcement or non-enforcement of the law, including the selecting or rejecting of particular policing tactics or strategies, based upon membership in a demographic category. Biased policing does not mean using any reliable and recent suspect-specific description of race, ethnicity or any other identifying characteristic to identify and locate a suspect.

(IV. and V. are unchanged.)

VI. PROCEDURES

(A. and B. are unchanged.)

C. Civilian Complaint Report Routing:

1. The Internal Affairs Bureau will be notified of all allegations of employee misconduct, either automatically through the online civilian complaint reporting system, or by the reporting member forwarding the manually completed Civilian Complaint Report, PDCS-1300, or by the citizen-completed Compliment/Complaint Information Report, PDCS-1300-1, or by any other report, as soon as possible via facsimile. Thereafter, the normally required form distribution process shall be followed. **NOTE: All allegations of officer misconduct relating to illegal profiling, bias-based policing or discriminatory policing, regardless of the manner in which reported, shall be forwarded to Internal Affairs Bureau no later than 48 hours from receipt.**

(Subdivision C. 2. through C. 6. a. is unchanged.)

(D. through H. is unchanged.)

I. The Internal Affairs Bureau is responsible for:

1. Conducting investigations as directed by the Police Commissioner, including those involving allegations against members of the Department emanating from legal action and those received from the Suffolk County Human Rights Commission. These investigations shall be conducted timely and, absent any unforeseen circumstances, shall be completed within sixty (60) days. The Deputy Police Commissioner shall be notified, in writing, of all instances where investigations exceed 60 days.

2. Conducting investigations when the following specific misconduct is alleged, against members of the service:

a. Criminal conduct and/or corruption, (with appropriate consultation with the District Attorney's Office.)

b. **Illegal profiling, bias-based policing or discriminatory policing.**

c. Excessive force (excluding minor injury).

d. Improper drug and alcohol use.

3. The Internal Affairs Bureau will investigate those complaints which, by their nature, sensitivity or circumstances, are not appropriate for referral to a Division for investigation.

4. Notify the Police Commissioner and appropriate Division Chiefs of the outcome of all civilian complaints or investigations conducted within the Command.

5. Immediately contact the Police Commissioner or his designee of alleged misconduct requiring timely notifications.

6. Retain written records of disciplinary actions of Department members. Records shall be kept on file in perpetuity, unless otherwise ordered by the Police Commissioner.

7. Review, for approval, all completed civilian complaint investigations forwarded from the Divisions.

8. Maintain records of civilian complaint and investigations and report statistics as directed by the Police Commissioner.

9. Conduct routine audits to ensure Departmental compliance with the intake process for civilian complaints.

(The remainder of Chapter 5, Section 2 is unchanged.)

Commanding Officers are directed to inform all members of their respective commands of these amendments and to have them note the changes in the appropriate section of their Rules and Procedures. The reprinting of the updated section will be distributed in the future.

END

ATTACHMENT 4



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008a

ORDER NUMBER 14-76

TYPE DEPARTMENT MEMORANDUM		AUTHORITY JAMES C. BURKE CHIEF OF DEPARTMENT	SIGNATURE <i>JCB</i>	
SUBJECT/TOPIC/TITLE BIAS INCIDENT COMPLAINTS				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		DATE ISSUED 04/04/14	DATE EFFECTIVE 04/04/14	DATE TO BE REVIEWED

The recent agreement between the United States Department of Justice and the SCPD established several criteria relating to civilian complaints of biased policing. Supervisory personnel assigned to commands outside of IAB shall ensure that the following criteria are met:

- All complaints of biased policing shall be forwarded to IAB within 48 hours of receipt. This underscores the importance of promptly entering allegations of all misconduct, and especially those related to biased policing, into the electronic Blue Team system immediately upon receipt.
- All complainants making allegations of biased policing shall be provided the "Record ID Number" at the time the complaint is taken. The "Record ID Number" is generated by Blue Team at the time the complaint is entered into the system, and must also be recorded on the PDCS-1300-3 "Acknowledgement of Complaint" form. It should be noted that this number will differ from the IAB case number that will be assigned to the complaint at a later time.

All supervisory personnel are also advised that the civilian complaint classifications will be changed in order to minimize confusion and simplify reporting and tracking procedures. The Blue Team complaint menu presently includes both "Bias Incident" and "Racial Profiling". This menu will be changed by removing both classifications and adding "Biased Policing", which will be used for any complaint which alleges discrimination, including the denial of services, on the basis of race, color, ethnicity, national origin, religion, or the use of race, color, ethnicity, national origin, religion, or sexual orientation in conducting stops or detentions, or activities following stops or detentions, except when engaging in appropriate suspect-specific activity to identify a particular person or persons.

END

ATTACHMENT 5



POLICE DEPARTMENT COUNTY OF SUFFOLK
ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

DRAFT

ORDER NUMBER

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE 04/21/14 VERSION	
SUBJECT/TOPIC/TITLE MEMBERS OF THE SERVICE PROMOTIONAL CRITERIA			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 02/02/10	DATE EFFECTIVE	DATE AMENDED

Promotional criteria contained within Chapter 17, Section 2 of the Rules and Procedures has been amended to include, per USDOJ suggested guidelines, that significant weight be given to a member's documented history of bias-free policing.

RULES AND PROCEDURES

CHAPTER 17: TITLE: PERSONNEL

SECTION 2: TITLE: MEMBERS OF THE SERVICE PROMOTIONAL CRITERIA

(Only III. C. has been changed.)

III. DEFINITIONS

(A. and B. are unchanged.)

C. Civilian Complaint Record - A detailed review of any civilian complaints made against a member and the resolution of said complaint or the stipulation that no complaints have been made. Significant weight shall be given to a member's documented history of bias-free policing. Officers who have a history of engaging in biased policing practices will not be entitled to promotional opportunities, except as required by collective bargaining laws and Civil Service laws, rules and regulations.

(The remainder of Chapter 17, Section 2 is unchanged.)

Commanding Officers are directed to inform all members of their respective commands of these amendments and to have them note the changes in the appropriate section of their Rules and Procedures. The reprinting of the updated section will be distributed in the future.

END

ATTACHMENT 6



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE ARREST OF NON-U.S. CITIZENS AND PERSONS WITH DUAL CITIZENSHIP			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/1/92	DATE EFFECTIVE	DATE AMENDED

Rules and Procedures Chapter 16, Section 4 has been amended to comply with the USDOJ consent decree.

Due to the numerous changes to this Section, it is reprinted in its entirety.

RULES AND PROCEDURES

CHAPTER 16: TITLE: ARREST AND PRISONERS

SECTION 4: TITLE: ARREST OF NON-U.S. CITIZENS AND PERSONS WITH DUAL CITIZENSHIP

I. PURPOSE

To provide procedures for processing arrests of non-U.S. citizens, for interacting with undocumented persons and for making notifications to federal and consular agencies.

II. POLICY

The mission of the Police Department is to provide and maintain a safe environment for every person in Suffolk County regardless of that person's residency or immigration status. If individuals believe that they cannot come forward to report a crime or that they cannot freely cooperate with law enforcement because of their immigration status, the mission of the Police Department and the safety of all residents is compromised.

Persons requiring police assistance should not be discouraged from approaching police officers out of fear of inquiry into their immigration status. Officers, therefore, shall not inquire about, or investigate, the immigration status of any victim, witness, potential witness, or person requesting or receiving police assistance. An exception to this requirement shall exist if: (a) the District Attorney's Office determines, and communicates to the Police Department in

writing, that good cause exists to inquire about or investigate the person's immigration status; (b) the person has been arrested for and charged with a crime; or (c) as may be constitutionally or otherwise legally required during a criminal proceeding.

After an undocumented person has been arrested and charged with a criminal offense, that individual's immigration status becomes relevant when determining his or her ties to the community and to ascertain the likelihood that he or she will appear at future court proceedings. The Police Department is responsible for alerting federal immigration officials, the prosecuting attorney, and the judiciary when an undocumented person is arrested for a criminal offense. Additionally, the Police Department will notify federal immigration officials to evaluate whether immigration enforcement proceedings should be initiated if the undocumented person is engaged in criminal activity.

III. DEFINITIONS

A. Non-U.S. Citizen - a person who is not a United States citizen.

B. Dual Citizenship - a person who is a citizen of both the United States and another country. Such person, according to the United States Department of State, may be treated exclusively as a U.S. citizen when in the United States. Consular notification is not required even if the other country of citizenship is a mandatory notification country. A person who is not a United State citizen, but is a national/citizen of more than one other country will be treated in accordance with the notification requirements applicable to each country.

C. LESC - Law Enforcement Support Center - Williston, Vermont.

D. INSQ - Inquiry search through Immigration database.

IV. REFERENCES

United States Department of State publication entitled "Consular Notification and Access."

V. RULES AND REGULATIONS

N/A

VI. PROCEDURES

A. Determining Arrestee's Status

(Subsection A. has been amended and re-organized to an extent that has made it impractical to highlight the affected text. Therefore, the entire subsection has been highlighted.)

1. When processing an arrest for a felony or misdemeanor, the arresting officer shall:

a. determine if the arrestee has Limited English Proficiency and

(1) if so, request an interpreter through the Communications Section, and

(2) if an interpreter is not available, utilize the Language Line service in accordance Rules and Procedures Chapter 26, Section 5.

b. query the arrestee regarding the arrestee's:

(1) citizenship, and

(2) birthplace

2. If an arrestee indicates that:

a. he or she was born outside of the United States, or

b. he or she is not a United States citizen, or

c. if his or her answer does not provide the arresting officer sufficiently detailed or reliable information for the officer to determine the arrestee's place of birth, the officer shall:

(1) complete an Immigration/Customs Enforcement Inquiry Request, (form PDCS-6100-44, available online), and fax the

form to Teletype in the Receiving, Dispatching and Teletype Unit. This will generate an INSQ search through the Immigration and Customs Law Enforcement Support Center (LESC). Including the arrestee's place of birth on this form will optimize search results. If unable to determine the place of birth, enter, "unknown" in this field.

ICE will send the search results back to the Teletype Unit which will in turn forward the results to the requesting Officer, the Criminal Intelligence Bureau, the Chief of the Suffolk County District Attorney's Office Case Advisory Bureau, and to Probation ROR for arraignment.

(2) indicate in the Personal Information section of the Arrest Worksheet, (PDCS-1086), the "residency status, citizenship, immigration status and INS number", to the extent available.

(3) include a copy of the INSQ inquiry results, if available, with the arrest paperwork and forward to the court of arraignment. In any case the INSQ inquiry should be indicated in the online arrest processing system or arrest paperwork.

(a) If a response to the INSQ inquiry is received by the Police Department in a timely manner and the results are, "In Status" or "Out of Status", the defendant may be released on bail if otherwise eligible.

(b) If the INSQ inquiry reveals that an arrestee was previously deported, or "No Hit" or ICE requests a hold on an arrestee, that individual should not be bailed.

(c) If the response to the INSQ inquiry is not received in a reasonable amount of time and all

other bail predicates are met, the defendant would be eligible for bail.

(former B. re-lettered C.; former C. re-lettered D.; former D. re-lettered B., as follows:)

B. Consular Notification - arresting officers shall adhere to the following notification procedures when processing an arrestee who is not a U.S. citizen:

1. Determine the arrestee's country of origin. If the arrestee has LEP, the arresting officer will follow the procedures set forth by Rules and Procedures Chapter 26, Section 5.

2. Contact the Communications Section to determine if the arrestee's country of origin is on the mandatory notification list. The Communications Section supervisor shall make note of any consular notification in the Communications Section Confidential Log.

3. If the foreign national's country **IS** on the mandatory notification list, the arresting officer will notify the desk supervisor, or officer in charge of the precinct, who in turn shall:

a. Notify the country's nearest consular officials, without delay, of the arrest.

b. Advise the arresting officer of the date, time and name/title of the consular official receiving such notification and any instructions given.

c. the arresting officer shall advise the arrestee that, "Because of your nationality, we are required to notify your country's consular officers here in the United States that you have been arrested or detained. We will do this as soon as possible. In addition, you are entitled to communicate with your consular officers. You are not required to accept their assistance, but your consular officers may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things."

4. If the foreign national's country **IS NOT** on the mandatory notification countries list, the arresting officer shall:

a. Offer, without delay, to notify the arrestee's consular officials of the arrest, by telling the arrestee, "As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular officers here in the United States of your situation. You are also entitled to communicate with your consular officers. A consular officer may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things. If you want us to notify your consular officers, you can request this notification now, or at any time in the future. Do you want us to notify your consular officers at this time?"

b. If the foreign national asks that consular notification be given, the arresting officer shall contact the desk supervisor or Officer in Charge, who then shall:

(1) Notify the foreign national's nearest consular officials, without delay, of the arrest.

(2) Advise the arresting officer of the date, time and name/title of the consular official receiving such notification and any instructions given.

(3) Advise the Communications Section Supervisor so that the matter may be annotated in the Communications Section Confidential Log.

5. All actions taken concerning consular notifications must be documented on the arrestee's Prisoner Activity Log (PDCS-2032).

6. Pursuant to U.S. State Department guidelines a consular officer may visit a foreign national from their country that is in police custody. In the event a personal visit is made, the appropriate entry must

be recorded on the arrestee's Prisoner Activity Log
(PDCS-2032).

C. Contact Numbers -

1. Law Enforcement Support Center (LESC): 802-872-6020 (24 hrs/7days)
2. ICE Communications Desk: (646) 230-3200
3. Probation ROR: 853-5115; Probation Supervisor 853-5007, Fax - 853-4032
4. Suffolk County District Attorney's Office Case Advisory Bureau: Fax - 853-5892

D. Responsibilities of the Criminal Intelligence Bureau (CIB) - The Criminal Intelligence Bureau shall evaluate all INSQ responses received and perform any necessary follow-up investigation in conjunction with ICE personnel. CIB shall prepare and maintain a database to catalog all INSQ responses that they receive from Teletype.

VII. ACCREDITATION STANDARD REFERENCES

- A. CALEA
- B. NYSLEAP

VIII. INDEX

Undocumented Persons, Arrest of - 16/4
Dual Citizenship, Arrest of Persons With - 16/4
Foreign National, Arrest of - 16/4
Immigration/Customs Enforcement Inquiry Request - 16/4
INSQ - 16/4
LESC - 16/4
Non-U.S. Citizen, Arrest of - 16/4

(Note: Please See Attached Exhibit)

Exhibit to Chapter 16, Section 4

(Arrest of Non-U.S. Citizens and Persons with Dual Citizenship)

**Mandatory Consular Notification Countries and Jurisdictions
(Revised 9/10):**

Albania	Ghana	Saint Lucia
Algeria	Grenada	Saint Vincent and the Grenadines
Antigua and Barbuda	Guyana	Seychelles
Armenia	Hungary	Sierra Leone
Azerbaijan	Jamaica	Singapore
Bahamas	Kazakhstan	Slovakia
Barbados	Kiribati	Tajikistan
Belarus	Kuwait	Tanzania
Belize	Kyrgyzstan	Tonga
Brunei	Malaysia	Trinidad and Tobago
Bulgaria	Malta	Tunisia
China (including Macao and Hong Kong)	Mauritius	Turkmenistan
Costa Rica	Moldova	Tuvalu
Cyprus	Mongolia	Ukraine
Czech Republic	Nigeria	United Kingdom
Dominica	Philippines	Uzbekistan
Fiji	Poland	Zambia
Gambia	Romania	Zimbabwe
Georgia	Russia	
	Saint Kitts and Nevis	

For more detailed instructions and legal material, see the Department of State publication *Consular Notification and Access*. The complete publication is available at:

www.travel.state.gov/consularnotification

Questions may also be addressed to:

Office of Policy Coordination and Public Affairs (CA/P)
Bureau of Consular Affairs
U.S. Department of State
2100 C St. NW, Room 4800
Washington, D.C. 20520
Telephone: (202) 647-4415
Fax: (202) 736-7559

Urgent after-hours inquiries may be directed to:
(202) 647-1512 (State Department Operations Center)

Department members are advised to contact the Communications Section supervisor to verify whether the foreign national's country is on this Mandatory Consular Countries and Jurisdictions Notification list. Reminder: the above process is contained in Chapter 16, Section 4.VI.B. of the Rules and Procedures.

Department members are reminded if a foreign national's country is not on this Mandatory Consular Countries and Jurisdictions Notification list, they must still offer, without delay, to notify the person's consular officials of the arrest, using the statement contained in VI.B.4.a. of Chapter 16, Section 4 of the Rules and Procedures.

Commanding Officers are directed to inform all members of their commands of this amendment and to have them note the change in the appropriate section of their Rules and Procedures.

END

ATTACHMENT 8



ORDER NUMBER 14-11

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE TRAFFIC STOP DATA COLLECTION				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 01/26/09	DATE EFFECTIVE 02/14/14	DATE AMENDED 02/14/14	

RULES AND PROCEDURES

CHAPTER 13: TITLE: RECORDS/REPORTING PROCEDURES

SECTION 9: TITLE: TRAFFIC STOP DATA COLLECTION

I. PURPOSE

To establish guidelines for the recording and collection of officer initiated traffic stop data. The data collected will be maintained by the Research and Development Section for statistical review and analysis. These analyses will be published when sufficient data has been collected to support reliable statistical analysis.

II. POLICY

In support of the Department's commitment to bias free policing, the Traffic Stop Data Collection Program will collect data on all traffic stops initiated by SCPD officers throughout the Police District. This collected data shall be used to conduct a meaningful examination of the Department's traffic enforcement activity and provide a basis to respond to allegations of racial profiling or racially biased policing. Implementation of this data collection process will demonstrate to the community the Department's sensitivity and responsiveness to their concerns about the issue of racially biased policing. This procedure applies to all uniformed Patrol Division personnel.

III. DEFINITIONS

A. Mobile for Public Safety (MPS) - Program utilized by this Department for the enhanced reception and disposition of assignments, NYSPIN, NCIC, and local data inquiry, input of supplemental information on assignments, mapping and routing, and assignment specific messaging.

B. Traffic stop" for the purposes of this section of the Rules and Procedures means all self-initiated vehicle and traffic enforcement action regardless of whether any enforcement action is undertaken. Exceptions to this definition are non-discretionary traffic stops based on any call for service that is associated with a central complaint number, check points that are approved by a ranking supervisor, and traffic stops resulting from broadcasts notifications (BOLOs).

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURES - Data shall be collected on all self-initiated traffic stops.

The required information shall be entered into the Mobile Data Computers (MDC's), which are installed in most Department vehicles or shall be recorded manually on the "Traffic Stop Data Collection Report" (PDCS-3226), when a Mobile Data Computer is not available.

A. MDC Procedure

1. Preliminary Data Collection - Before exiting the vehicle, or as soon as possible thereafter, officers shall push the "**T-STOP**" button and input the following:

a. Plate *: Enter the registration number and any other required information from the drop down menus: State, Type of Vehicle, and Year.

b. Location: Check the pre-populated location information to ensure it is correct. If the location will not verify, uncheck the "Verify Location?" field and enter the location of the stop. This entry should be at least as specific as the location information entered on a uniform traffic ticket (UTT).

c. Description: Make, Model, and Color of Vehicle.

(*Required Field)

Once the above information is entered, the officer will

press "**SUBMIT FORM**" and a CC number will be assigned. This CC number must be recorded on the top right corner of the UTT for all self-initiated traffic stops which result in enforcement activity.

2. Completion of the Traffic Stop - Upon completion of the stop, the officer will press the "**Dispo**" button from within the MPS System to record the final disposition of the traffic stop. The officer will then select the "T-Stop Data" function from the "Dispo" screen. The unit's status in C.A.D. will not be returned to "Reporting in Service" (10-27), until the officer then describes the final disposition of the stop, using a series of fields with drop-down lists as described below. Officers will complete the series of fields for each occupant of the vehicle. Fields requiring the input of narrative details are labeled "n":

a. First Field *: Age

- Less than 16
- 16 to 25
- 26 to 35
- 36 to 45
- 46 to 55
- 56 to 65
- 66 and Over

b. Second Field *: Sex

- Male
- Female

c. Third Field *: Apparent Race/Ethnicity

- Asian
- Black
- Hispanic
- White
- **Other**

d. Fourth Field *: Disposition

- Arrest
- Ticket issued
- Incident Report Completed
- Field Report Completed
- Intelligence Debriefing Worksheet (PDCS-1206) Completed

- Data Inquiry Made
 - Verbal Warning Issued
 - No Police Action Taken
- e. Fifth Field *: Search Conducted
- No search conducted
 - Search conducted with signed consent
 - Search conducted without signed consent
 - Search conducted without consent
- f. Sixth Field *: Reason for Search
- consent search [n]
[detail reason for asking]
 - observation of suspected contraband [n]
[detail if contraband seized]
 - protective frisk
 - probable cause search
 - search incident to arrest
 - no search
- g. Seventh Field: CC#
- Officers shall record this number on any summonses issued, and, if appropriate, in Memorandum Books.
- h. Eighth Field *: Reason for Traffic Stop
(Use Drop Down List)
- Reasonable suspicion of a crime [n]
 - VTL

(*Required Fields)

Upon entering the required information the officer shall press the **"Submit"** button to add the T-Stop data. The officer will then add summons numbers, if any, using the "Ticket Issued" function from the Dispo screen. Upon completion of this, the officer will then select disposition code "Back In Service-TSTOP (27-TSTOP)" from the "Disposition Code" drop down menu. Upon selecting "Submit Form", the unit's status will then be listed as "Back In Service" (10-27) in the CAD System.

Officers forced off the traffic stop due to another assignment, or advising Communications Section that they are "Reporting in Service" (10-27), prior to completing the T-STOP Data Screen, will be unable to use the "Complete" button. In these instances officers can

complete the T-Stop data entry function at a later time. The officer must first record the CC# which will be needed to complete the T-Stop data entry activity. Officers will then, as soon as is practicable, update the T-Stop data in the Department's MAPPER system, utilizing the "update incomplete T-Stop statistic" function in the IRS system under "Stats".

B. Procedure Without MDC - Officers without MDC's who engage in traffic stops as defined in subsection III of this section will still be required to collect the data in the format described above. In those cases, officers shall complete the "Traffic Stop Data Collection Report" (PDCS-3226), for each tour of duty in which traffic stops occur. A Central Complaint number will be generated by the dispatcher as requested by the officer on the traffic stop. For all self-initiated traffic stops which result in enforcement activity the CC number must be recorded in the upper right corner of the UTT, and must also be recorded on the PDCS-3226 "Traffic Stop Data Collection Report". The data collected in this manner will be entered into the IRS system upon submittal of the PDCS-3226.

C. Supervisor's Responsibility

1. Patrol Sergeants are to:
 - a. Conduct random audits of data base entries for observed self initiated V&T stops.
 - b. Check incomplete entries on a weekly basis.
2. Patrol Lieutenants are to monitor the incomplete traffic stop records and disseminate this information to first line supervision for completion of said records.
3. Commanding Officers shall review analysis of the data, as described in "D." below, to identify atypical patterns of traffic stops and/or enforcement activity. Evidence of racial profiling or biased based policing will be referred to the Internal Affairs Bureau for investigation.

D. Responsibility of the Research and Development Section ("R&D")

1. Analysis - R&D shall analyze traffic stop data on an annual basis.

a. the raw data collected during the preceding calendar year shall be compiled and categorized by R&D no later than the first day of March.

(1) the Information Technologies Section shall assist in providing R&D the raw data in an electronic format suitable to conduct analysis.

(2) R&D shall categorize the raw data according to the classifications as detailed above in paragraph VI.A.2. (a. through h.).

b. R&D shall determine and identify relevant and reliable benchmarks which reflect as closely as possible the racial/ethnic demographic of the driving population within the Police District. These benchmarks may include, but are not limited to:

(1) U.S. Census data of the race/ethnicity of the driving age population within the Police District

(2) prior years' aggregate data collected by the Traffic Stop Data Collection Program

(a) comparing night stops against daytime stops.

(b) comparing stops performed by Highway Patrol units against precinct units.

(3) driving population data compiled from other sources, such as:

(a) motor vehicle accident records.

(b) outside agency records (DMV, etc.).

(c) direct observation initiatives.

c. R&D shall develop a methodology to compare collected data with relevant benchmarks to determine if any patterns of racial or ethnic bias are detectable. This methodology will include:

(1) comparisons of traffic stops by

race/ethnicity to percentage of benchmarked population of the same race/ethnicity.

(2) comparisons of searches and reasons for searches among racial/ethnic groups.

(3) comparisons of disposition of traffic stops among racial/ethnic groups.

(4) comparisons of consent searches across racial/ethnic groups.

(5) comparisons of rates of searches yielding contraband across racial/ethnic groups.

2. Reporting

a. R&D will provide a final report of the previous year's traffic stop data to the Police Commissioner no later than the first day of July. Should this report reveal no evidence of biased based policing the Commissioner shall cause the report to be published in relevant part in the appropriate public medium.

b. Should the final report indicate possible evidence of biased based policing, the Police Commissioner shall direct R&D to conduct further analysis of the data.

(1) if further analysis suggests that identifiable units or individuals are engaged in biased based policing, the Police Commissioner shall refer the findings to the Internal Affairs Bureau for investigation.

(2) if further analysis suggests possible evidence of biased based policing which is not attributable to any identifiable individual or unit, the Police Commissioner shall determine the need for programmatic training and/or modifications to operations.

(3) if further analysis reveals no credible evidence of biased based policing, the Commissioner shall cause the final report to be amended to include the findings of the further analysis, and when satisfied that the

report is complete shall cause the report to be published in relevant part in the appropriate public medium.

VII. ACCREDITATION STANDARDS

N/A

VIII. INDEX

N/A

END

ATTACHMENT 9



TYPE	AUTHORITY	SIGNATURE
Patrol Division Memorandum	John Meehan	<i>John Meehan</i>
SUBJECT/TOPIC/TITLE	Chief of Patrol	<i>Chief</i>
Traffic Stop Data Collection (T-Stop) - Points to Remember		
DISTRIBUTION		
All Patrol Division Commands		
DATE ISSUED	DATE EFFECTIVE	DATE TO BE REVIEWED
April 21 st , 2014	April 21 st , 2014	N/A

Points to remember regarding the Traffic Stop Program

- Data shall be collected on ALL self-initiated traffic stops.
- If the patrol unit does not have a functioning MDC, officers must manually complete the "Traffic Stop Data Collection Report" (PDCS-3226) for submission to the Precinct Administration office for entry into the IRS system.

Police Officer Responsibilities:

- Before exiting the patrol vehicle, or as soon as possible thereafter, officers should push the "T-STOP" button and input the following information:
 - ✓ Vehicle plate number (required field)
 - ✓ Location of the traffic stop
 - ✓ Description of vehicle
- Once the above data is entered press "SUBMIT FORM" and a CC number will be assigned. This CC number will be entered on all U.T.T.'s generated during this traffic stop.
- Upon completion of the stop, press the "DISPO" button. The officer will then select the "T-STOP DATA" function from the "DISPO" screen. The status of the unit will not be returned to "Reporting in service" (10-27), until the officer describes the final disposition of the stop, using a series of drop down fields to describe this traffic stop. Officers will first complete the series of drop down fields for the vehicle operator and then complete entries for each occupant of the vehicle.
- Upon entering the required information the officer will press the "SUBMIT" button. The officer will then add summons numbers, if any, using the "Ticket Issued" function from the Dispo screen. Upon completion of this, the officer will select disposition code "Back in service-TSTOP (27-TSTOP)" from the disposition code drop down menu.
- If the officer is called away to answer a call for service before completing all drop down items, the T-Stop will be recorded as being "Incomplete".
- Finishing an "Incomplete" T-Stop: As soon as practical, update the T-Stop data in the Department's MAPPER system, utilizing the "Update Incomplete T-Stop Statistic" function located in the IRS system under "Stats".



TYPE Patrol Division Memorandum	AUTHORITY John Meehan Chief of Patrol	SIGNATURE 
SUBJECT/TOPIC/TITLE Traffic Stop Data Collection - Points to remember		
DISTRIBUTION All Patrol Division Commands		
DATE ISSUED April 21 st , 2014	DATE EFFECTIVE April 21 st , 2014	DATE TO BE REVIEWED N/A

Supervisory Responsibilities:

Patrol Sergeant Responsibilities:

- Conduct **RANDOM AUDITS** of T-Stop entries for observed subordinate V&T stops.
- Check incomplete entries on a weekly basis.

Lieutenant Responsibilities:

- To ensure incomplete records are completed in a timely fashion, Lieutenants will monitor the incomplete T-Stop records and when incomplete records are discovered disseminate this information to the appropriate officer's supervisor for completion by the appropriate police officer.

Commanding Officer Responsibilities:

- Review analysis of the data to identify atypical patterns of traffic stops and/or enforcement activity. Evidence of any profiling or biased based policing will be referred to the Internal Affairs Bureau for investigation.

Chief of Patrol's Office Responsibilities:

- The Office of the Chief of Patrol will conduct monthly audits of T-Stop data.
- Incomplete or atypical traffic stops and/or enforcement activity identified will be referred to a Precinct or Bureau Commanding Officer for investigation.
- Evidence of racial profiling or biased based policing will be referred directly to the Internal Affairs Bureau for investigation.

Refer to Rules & Procedure Chapter 13, Section 9 Traffic Stop Data Collection and Department Forms Order 06-17a for complete details of the T-Stop Program.

END

ATTACHMENT 10

CLO/BIAS COURSE – DRAFT OUTLINE

- I. Introduction (1 hour)
 - Purpose
 - **BRIDGES** – Definition – Recurring theme throughout training
 - CLO assignment and duties

- II. Bias-free policing and the law (2 hours)
 - Stop and Frisk – DeBour ("**Bobby Hayes**" video)
 - 1st Amendment issues/**NYC Subway video**
 - Color of Law Abuses/Civil Rights/**NCPD video/Hispanic car stop video**
 - Civil liability
 - Official misconduct
 - Garrity protections
 - Bias Crimes
 - Bias free policing – distribution of law booklet

- III. Cultural Competence – Part I (1.5 hours)
 - Definitions/purpose of training (Includes Suffolk Co. demographics)
 - **Doll video**
 - **Video snippets – cultural issues** (Interviews with community and police representatives)
 - **Arrest of Portuguese woman**

- IV. Lunch

- V. Cultural Competency – Part II (1 hour)
 - Limited English Proficiency/Language Line/Use of Interpreters/tracking form
 - Verbal judo/body language/micro-aggression
 - Five points of communication
 - Community wants to be heard

- VI. Community Based Intervention (1.5 hours)

Helping the community to police itself using readily available resources

Transition from the battle against 'the bad guys' to a battle against 'bad actions'

Remove the anonymity and sense of indestructability

Need to focus on persons between the ages of 16 and 24

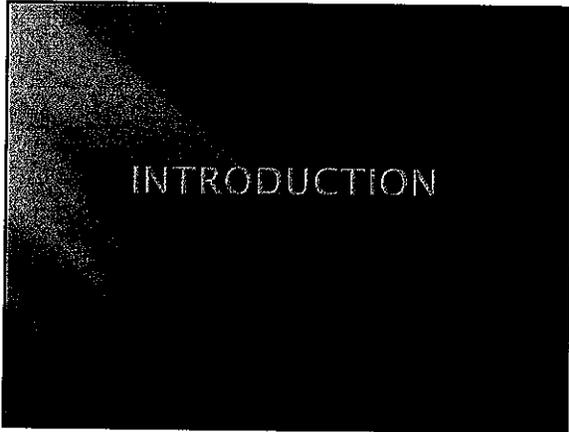
Need to redefine HS aged and younger: bullies, not gang members

Group audit- Going after the groups that are responsible for the violence rather than going after everyone. Those most prone to violence or crime

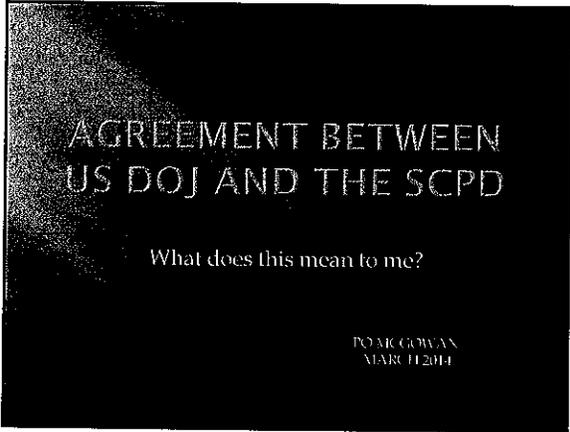
- i. Identify groups (intel)
- ii. Map available resources (clergy, business, govt. agencies, civic associations) and communicate their existence to the community
- iii. Building relationships
- iv. Community outreach (all meetings and groups)

VII. Summation & Exam

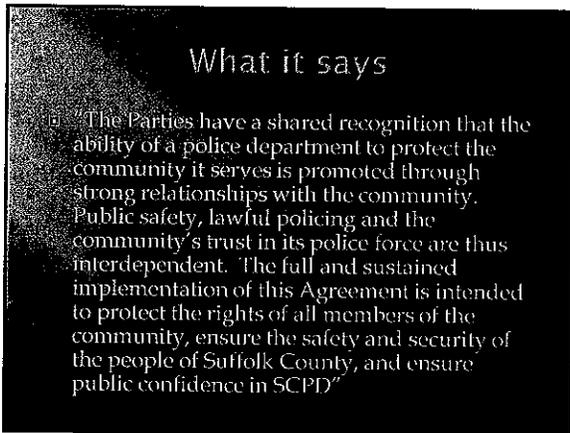
- **Video snippets emphasizing positive police/community interactions**



Seven horizontal lines for handwritten notes.



Seven horizontal lines for handwritten notes.



Seven horizontal lines for handwritten notes.

Why are we here

In furtherance of these goals, the County and the Department agree that the Department will, as needed, modify certain policies, training, and practices so as to comply with the terms of this Agreement

Agreement

SCPD will CONTINUE to deliver police services that are equitable, respectful, and free of unlawful bias, in a manner that promotes broad community engagement and confidence in the Department,

Agreement

In conducting its activities, SCPD will ensure that members of the public receive equal protection of the law, without bias based on race, color, ethnicity, national origin, religion, or sexual orientation

Agreement

...and in accordance with the rights, privileges, and immunities secured or protected by the Constitution and laws of the United States

BRIDGES

BRIDGES

- - Basic Human Rights
- - Recognizing Perspectives
- - ID of key decisions Pts.
- - Developing Techniques to reduce incidents of bias/ misunderstandings
- - Gaining Cultural Sensitivity
- - Effective Policing
- - Stereotyping

Ramifications

SCPD officers who are found to have engaged in discriminatory policing will be subjected to disciplinary action and, where appropriate, will be referred for possible criminal prosecution.

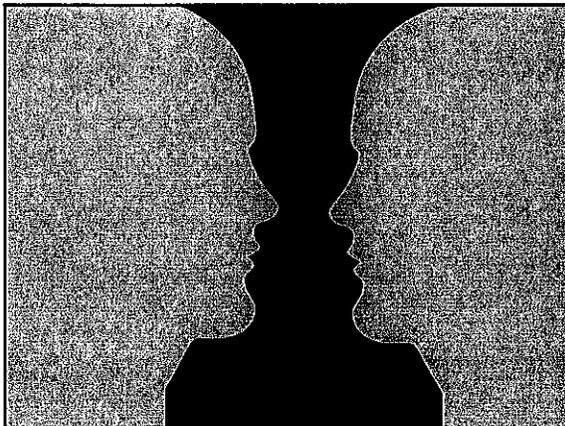
SCPD will maintain and implement a policy that promotes bias-free policing and equal protection within its hiring, promotion, and performance assessment processes.

Officers who have a history of engaging in biased policing practices will not be entitled to promotional opportunities, except as required by collective bargaining laws and civil service laws, rules and regulations.

DCI will be notified of all IAB investigations.

PERCEPTION

- ▣ DEFINED AS: "a way of regarding, understanding, or interpreting something; a mental impression" (*oxford dictionary*)
- ▣ *perception* "a result of perceiving...observation...quick, acute, and intuitive cognition".
- ▣ Who's perception is correct?





UNDERSTAND

- ▣ THIS IS NOT AN ATTACK ON ANYONE'S PERFORMANCE OR BELIEFS
- ▣ NOT A JUDGEMENT ON THE ADMINISTRATION PART
- ▣ REFRESHER TRAINING
- ▣ REMINDER THAT WE ARE ALL HUMAN; WE CAN AND WE DO MAKE MISTAKES
- ▣ WE CAN LEARN FROM THEM
- ▣ CHANGE IS HARD!
- ▣ CHANGE DOES NOT MEAN FAILURE.




**BIAS FREE POLICING AND
THE LAW**

PO ACADEMY BUREAU

Federal laws prohibit discrimination based on a person's national origin, race, color, religion, disability, sex, and familial status. Laws prohibiting national origin discrimination make it illegal to discriminate because of a person's birthplace, ancestry, culture or language. This means people cannot be denied equal opportunity because they or their family are from another country, because they have a name or accent associated with a national origin group, because they are limited English proficient, or because they participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Federal Protections Against
National Origin Discrimination
<http://www.justice.gov/crt/publications/natorigin2.pdf>

- OBJECTIVES**
- ▣ Define Racial Profiling & Discriminatory Policing
 - ▣ Define and discuss
 - Constitutional Rights : 1st, 4th and 14th Amendments
 - Civil Rights
 - Official Misconduct
 - Hate Crimes
 - ▣ Color of Law
 - Criminal and Civil Liability
 - Case Law

Definitions

▣ : "Racial profiling by law enforcement is commonly defined as a practice that targets people for suspicion of crime based on their race, ethnicity, religion or national origin." (National Institute of Justice)

Definitions

"Discriminatory Policing: " selective enforcement or non-enforcement of the law, including the selecting or rejecting of particular policing tactics or strategies, based on membership in a demographic category." (DOJ in its agreement with the SCPD)

ID of Prohibited Behavior & Remedies

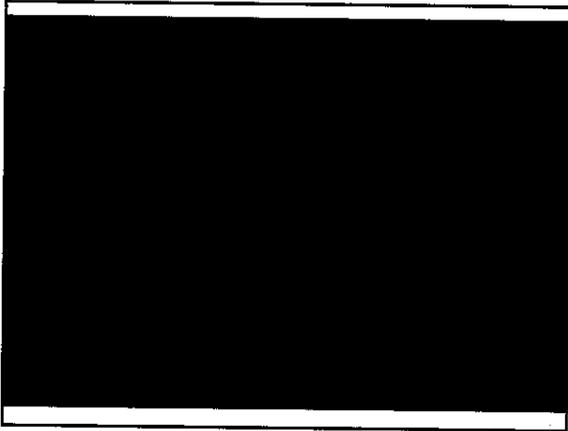
- ▣ Lets take a look at the various laws enacted to protect a persons rights, to govern police actions and provide remedies to effected parties when a unlawful act occurs
- ▣ Levels
 - ▣ Federal
 - ▣ State
 - ▣ Departmental

▣ **1ST AMENDMENT-**



▣ **EXAMPLE:**

- ▣ Interference with Media at crime scene.
 - Datz v COS
- ▣ R&P Sec.Ch. 9, Sec 21, 27- Recorded media of bystanders
- ▣ R&P Sec 26, sec 2- Police- Media relations



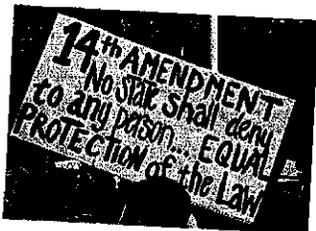
▣ **4TH AMENDMENT-**
 The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures.....

▣ **EXAMPLE:**

- Floyd v NYPD- Found to be in violation of 4th amendment for Stop and Frisk policy.



▫ **14TH AMENDMENT- EQUAL PROTECTION**



Mechanism by which the Federal Ct made the Bill of rights applicable to the states.

Floyd, et al. v. City of New York, et al

- Is a federal class action lawsuit filed against the NYPD charging them with engaging in racial profiling and suspicion-less stop-and-frisks in violation of their 4th and 14th amendment rights.
- **August 12, 2013**, a federal judge found NYPD liable for a pattern and practice of racial profiling and unconstitutional stop-and-frisks
- **January 30, 2014**, the City agreed to drop its appeal and begin the joint remedial process ordered by the court in August.

Floyd Decsion

In conclusion, I find that the City is liable for violating plaintiffs' Fourth and Fourteenth Amendment rights. The City acted with deliberate indifference toward the NYPD's practice of making unconstitutional stops and conducting unconstitutional frisks. Even if the City had not been deliberately indifferent, the NYPD's unconstitutional practices were sufficiently widespread as to have the force of law. In addition, the City adopted a policy of indirect racial profiling by targeting racially defined groups for stops based on local crime suspect data. This has resulted in the disproportionate and discriminatory stopping of blacks and Hispanics in violation of the Equal Protection Clause.

(Judge Shindlin? decision)

**Floyd, et al. v. City of New York,
et al**

- ▣ To be clear- The Courts and the Judge are not saying that Stop and Frisk is not an effective tool, or that they should be stopped, simply that they should be conducted properly and within the boundaries of the law.

LEGAL BASIS

- ▣ COLOR OF LAW
 - Definition
 - How does this effect you, the police officer
 - Case Law
- ▣ STOP AND FRISK
 - DeBour Levels
 - Case Law- Floyd v City of New York



- ▣ The conduct of a police officer, judge, or another person clothed with governmental authority that, although it superficially appears to be within the individual's lawful power, is actually in contravention of the law
(Webster's New World Law Dictionary)
- ▣ Color of Law simply means that the person is using authority given to him or her by the local, state or federal government agency.

Color of Law

- ▣ Title 18, USC Section 242 makes it unlawful for anyone, "under color of any law, statute, ordinance, regulation, or custom, willfully to subject any inhabitant of any State ... to the deprivation of any rights, privileges, or immunities secured by the Constitution or laws of the United States...."

Color of Law

- ▣ As Police Officer, your actions whether making an arrest or a V&T stop, are authorized under the "Color of Law", and therefore create accountability to both the state and federal statutes.
- ▣ It is a federal crime for anyone acting under the "color of law" to willfully deprive or conspire to deprive a person of a right protected by the Constitution of the US

Color of Law

- ▣ Who is liable for violations of a persons rights under the color of law
 - Municipality- SCPD as well as Suffolk County, NCPD, NYPD (Monell case)
 - ▣ Aware there was a problem and didn't take action to correct it.
 - YOU the Police Officer -
 - ▣ Risk not being indemnified.
 - ▣ criminal charges
 - ▣ civil charges.
 - ▣ departmental charges

Color of Law

- ☐ Common color of law violations:
 - False Arrest and Fabrication of Evidence
 - 4th & 14 Amendment violations -Unreasonable S&S. and Due Process violations occur when there is unlawful detention or fabrication of evidence-
 - Resisting arrest
 - Dis con
 - Plain view
 - Deprivation of property

Color of Law

- ☐ RECENT NCPD CASE- charged subject with dis-con/resisting when he failed to produce ID- video shows no dis-con. Officers statements and paperwork do not agree with what is presented on the video.
 - 2/20/14 charges dropped
- ☐ Too recent to tell what will happen to Officers involved

Color of Law



Official Misconduct

- ☐ NYS PENAL LAW 195.0
- ☐ A public servant is guilty of official misconduct when, with intent to obtain a benefit or deprive another person of a benefit:
 - 1. He commits an act relating to his office but constituting an unauthorized exercise of his official functions, knowing that such act is unauthorized; or

Official Misconduct

Con't...

- ☐ 2. He knowingly refrains from performing a duty which is imposed upon him by law or is clearly inherent in the nature of his office.
Official misconduct is a class A misdemeanor (NYS PENAL LAW)
- ☐ EXAMPLE: People (NY) v. Feerick - PO enter an apt looking for police radios.

Official Misconduct

"HOWEVER"

Good faith but honest errors in fulfilling one's official duties are not what the legislature meant to criminalize by establishing offense of official misconduct. McKinney's Penal Law § 195.00, subd. 1

Other potential charges

- ▣ In addition The Police Officer may be committing: (NYS PENAL LAW)
 - Conspiracy
 - Tampering with physical evidence
 - Falsifying business records (memo book)
 - Perjury
 - Various additional penal law offenses i.e., assault, harassment
 - Elevation of specified offense to a HATE CRIME

Immunity and Garrity protections

- ▣ THE CASE :
- ▣ The *Garrity* case involved officers who were questioned regarding a ticket-fixing scheme. The officers were informed that their answers could be used against them in a criminal case and informed that the failure to answer could result in their dismissal from the police department in accordance with an existing state statute.

- ▣ The officers testified and were then charged criminally.
 - Court held that this amounted to COERCION.
 - And when a police officer is coerced, under threat of discipline, to give a statement, the officer is immunized against the use of the statement in a subsequent criminal prosecution.

- ❑ Statements taken as the result of this type of coercion cannot be used in a criminal case.

- ❑ when a police officer is coerced, under threat of discipline, to give a statement, the officer is **immunized** against the use of the statement in a subsequent criminal prosecution.

HOWEVER

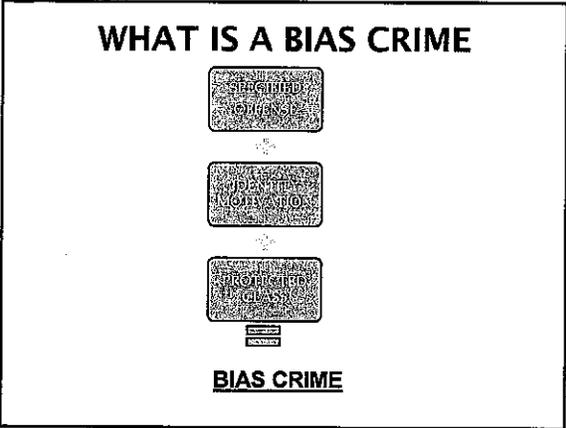
- ❑ "When an accused has been accorded immunity to preserve his right against self-incrimination, he must choose either to relinquish his Fifth Amendment right and testify truthfully, knowing that his statements cannot be used against him in a subsequent criminal prosecution regarding the matter being investigated, or continue to assert the privilege and suffer the consequences."
• LaChance and Apfelbaum,

DO NOT LIE!!!

- ❑ Although an accused may not be forced to choose between incriminating himself and losing his job under *Garrity*, neither *Garrity* nor the Fifth Amendment prohibits prosecution and punishment for false statements or other crimes committed during the *making* of *Garrity*-protected statements.

- ❑ Giving a false statement is *An independent* criminal act

II



- Broad List of Specified Offenses-
Necessary Element for Hate Crime**
- | | |
|--|---|
| <p><u>Crimes against Persons</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assault <input type="checkbox"/> Menacing <input type="checkbox"/> Reckless Endangerment <input type="checkbox"/> Stalking <input type="checkbox"/> Sex Offenses <input type="checkbox"/> Unlawful Imprisonment <input type="checkbox"/> Kidnapping <input type="checkbox"/> Manslaughter <input type="checkbox"/> Murder <input type="checkbox"/> Harassment 1 | <p><u>Property Crimes</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Criminal Trespass <input type="checkbox"/> Burglary <input type="checkbox"/> Criminal Mischief <input type="checkbox"/> Arson <input type="checkbox"/> Petit Larceny <input type="checkbox"/> Grand Larceny <input type="checkbox"/> Robbery |
|--|---|

BIAS CRIME -MOTIVATION

Bias Crimes are "crimes motivated, in whole or in part, by hatred against a victim based on his/her race, religion, sexual orientation, ethnicity, national origin or disability "

(Federal hate crimes Statistic act definition)

**** Victim status need only be Perceived to be accurate .**

PROTECTED CLASSES-
Necessary element for Hate
Crime



1. Race
2. Color
3. National Origin
4. Ancestry
5. Gender
6. Religion
7. Religious practice
8. Age (60 +)
9. Disability
10. Sexual Orientation

35

**BIAS FREE
POLICING
LAW
REVIEW**

As part of the agreement with the Department of Justice, SCPD will engage in Bias-Free policing. In conducting our activities, we will ensure that members of the public receive equal protection of the law, without bias based on race, color ethnicity, national origin, religion, or sexual orientation, and in accordance with the rights, privileges, and immunities secured or protected by the Constitution and laws of the United States. Officers found to have engaged in discriminatory policing will be subjected to disciplinary action and, where appropriate, will be referred for possible criminal prosecution. Therefore, officers must familiarize themselves with federal and state civil rights laws as applied to law enforcement activity.

Stop and Frisk is an area of law which impacts officers on a daily basis. One only needs to look at the recent case of *Floyd vs. New York City* to see the profound implications if it is done improperly.

In *People v. DeBour* the Court of Appeals set forth four levels of permissible police conduct when confronting individuals. Level 1 deals with a police officer who has an objective credible reason to approach someone. He may approach that person to request information. Level 2 involves a founded suspicion regarding a person. If a police officer has a founded suspicion, he may engage that person in the common law right of inquiry. Level 3 deals with a police officer who has a reasonable suspicion regarding an individual. In such case, the police officer may forcibly stop such person and if the police officer is in fear of weapons, may frisk the person for such weapons. Level 4 deals with a police officer who has probable cause regarding a person. He may arrest and search such person.

It frequently happens that a police officer will approach a person with a Level 2 (founded suspicion) but will engage in Level 3 conduct (forcible stop). If that happens, such conduct is unreasonable and any evidence seized thereafter will be suppressed. It is important to know what constitutes the 4 levels and what police conduct is permitted at each level.

Level 1: An objective credible reason is virtually any reason a police officer can articulate that would lead a reasonable person to believe that his purpose in approaching an individual is not based upon an illicit motive. He may ask non-threatening questions regarding a person's name, address and destination. If the person is carrying something unusual (e.g. a television set in a pillowcase), he may ask about it. If the person is carrying something not unusual (e.g. a briefcase or a knapsack) he should not ask about it. A Level 1 encounter should be brief and non-threatening. Most importantly, the police officer may not request the person's permission to search.

Level 2: A founded suspicion involves criminality based on observable conduct or reliable hearsay. If a police officer can articulate a good faith reason to believe he suspects a particular person of criminal activity (something beyond a mere hunch or police intuition) he has a founded suspicion. At Level 2, a police officer can ask pointed questions that would reasonably lead one to believe that he is suspected of crime. The questions can be more extended and accusatory. He may request permission to search at Level 2, but the person has the right not to answer or grant permission. The officer cannot forcibly detain the person. But if person flees, level 2 can raise to Level 3.

Level 3: Whenever a police officer has the quantum of knowledge necessary to induce an ordinary prudent and cautious person under the circumstances to believe criminality is at hand, he has

reasonable suspicion. If he has reasonable suspicion, he may forcibly detain a person. He may frisk when he reasonably suspects that he is in danger of physical injury by virtue of the detainee being armed with a weapon. Depending on circumstances, he may order a person to lie on the ground or handcuff a person. He may pursue.

Level 4: Probable cause is information sufficient to warrant a person of reasonable caution in the belief that the defendant has committed a crime. If a police officer has probable cause with respect to an individual, he may arrest that person on the street without an arrest warrant, and he may search him incident to arrest without a search warrant.

Color of Law Abuses- It is a federal crime for anyone acting under "color of law" willfully to deprive or conspire to deprive a person of a right protected by the Constitution or U.S. law. "Color of law" simply means that the person is using authority given to him or her by a local, state, or federal government agency. Off-duty conduct may be covered if the perpetrator asserted his or her official status in some way.

During 2012, 42 percent of the FBI's total civil rights caseload involved color of law issues. Most of the cases fell into five broad areas:

- Excessive force;
- Sexual assaults;
- False arrest and fabrication of evidence;
- Deprivation of property; and
- Failure to keep from harm.

Excessive force: In making arrests, maintaining order, and defending life, police are allowed to use whatever force is "reasonably" necessary. Violations of federal law occur when it can be shown that the force used was willfully "unreasonable" or "excessive."

Sexual assaults by officials acting under color of law occur where officials might use their position of authority to coerce an individual into sexual compliance. The compliance is generally gained because of a threat of an official action against the person if he or she doesn't comply.

False arrest and fabrication of evidence: The Fourth Amendment guarantees the right against unreasonable searches or seizures. A law enforcement official using authority provided under the color of law is allowed to stop individuals and, under certain circumstances, to search them and retain their property. It is in the abuse of that discretionary power-such as an unlawful detention or illegal confiscation of property-that a violation of a person's civil rights may occur. Fabrication of evidence violates the color of law statute, as it takes away the person's right to due process.

The Fourteenth Amendment secures the right to due process; the Eighth Amendment prohibits the use of cruel and unusual punishment. During an arrest or detention, these rights can be violated by the use of force amounting to punishment (summary judgment). The person accused of a crime must be allowed

the opportunity to have a trial and should not be subjected to punishment without having been afforded the opportunity of the legal process.

Failure to keep from harm: the public counts on its law enforcement officials to protect local communities. If it is shown that an official willfully failed to keep an individual from harm, that official could be in violation of the color of law statute.

Title 42, U.S.S., Section 14141 makes it unlawful for state or local law enforcement agencies to allow officers to engage in a pattern or practice of conduct that deprives persons of rights protected by the Constitution or U.S. laws. This law gives the Department of Justice authority to seek civil remedies in cases where law enforcement agencies have policies or practices that foster a pattern of misconduct by employees. This action is directed against an agency, not against individual officers. The types of issues which may initiate a pattern and practice investigation include:

- Lack of supervision/monitoring of officer's actions;
- Lack of justification or reporting by officers on incidents involving the use of force;
- Lack of, or improper training of, officers
- Citizen complaint processes that treat complainants as adversaries;
- Unlawful stops, searches, or arrests.

Conspiracy Against Rights, 18 U.S.C. 241 is the civil rights conspiracy statute. It is unlawful for two or more persons to agree together to injure, threaten, or intimidate a person in any state, territory or district in the free exercise or enjoyment of any right or privilege secured to him/her by the Constitution or laws of the United States. Unlike most conspiracy statutes, it does not require that one of the conspirators commit an overt act prior to the conspiracy becoming a crime.

Deprivation of Rights Under Color of Law, 18 U.S.C. 242 makes it a crime for a person acting under color of any law to willfully deprive a person of a right or privilege protected by the Constitution or laws of the United States. It includes acts under "color of law" within their lawful authority and acts done beyond the bounds of the official's lawful authority, if the acts are done while the official is purporting to or pretending to act in the performance of his/her official duties. It is not necessary that the crime be motivated by animus toward the race, color, religion, sex, handicap, familial status or national origin of the victim.

Official Misconduct NY State Penal Law 195.00 A public servant is guilty of official misconduct when, with intent to obtain a benefit or deprive another person of a benefit:

1. He commits an act relating to his office but constituting an unauthorized exercise of his official functions, knowing that such act is unauthorized; or
2. He knowingly refrains from performing a duty which is imposed upon him by law or is clearly inherent in the nature of his office.

Suffolk County Police Department
Cultural Competence



Suffolk County Police Department Mission Statement

"To provide and maintain a safe and peaceful environment in which people can live and work. Every employee of the Department acknowledges his or her obligation to provide professional services in the communities we serve by rendering aid to those in need, providing an environment free from fear, bringing to justice those who violate the law, and protecting all persons and property in accordance with legal, moral and ethical standards"



Suffolk County Demographics

- Population Density - 1,493,350 Census 2010
- Projected to increase 18% by 2035

• American Indian	.36%
• Asian alone	3.41%
• Black or African American	7.45%
• Native Hawaiian & Pacific Islander	.03%
• Some other race alone	5.56%
• Two or more races	2.41%
• White alone	80.78%

Demographics Continued

- Non Hispanic or Latino 83.51%
- Hispanic or Latino** 16.49%

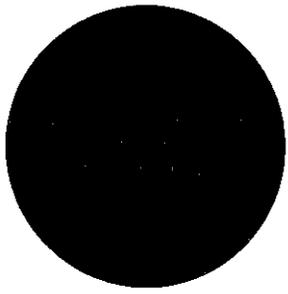
- Population by Gender
- Female 50.80%
- Male 49.20%

Ever Been Stopped?

- Who here has been stopped by the police?
- Who has a personal story about a family member or a friend being stopped by an officer?
- Was it a positive or negative interaction?

Us Vs. Them

"Real World" for police
We deal with less than 10% of the population



Are police all the same everywhere?

- Not to be trusted
- Part of the establishment
- Goal to maintain power

What does the community want/expect from police officers?

- Enforce Laws
- Exemplary Behavior
- Fairness
- Unbiased policing
- Respect
- Trust

What do police officers want/expect from the community?

- Acceptance of our authority
- Compliance
- Cooperation
- Information
- Responsibility
- Respect
- Trust



Non U.S. Citizens and Immigration Status

- Officers shall not inquire or investigate the immigration status of any victim, witness, potential witness or person requesting or receiving police assistance
- Undocumented immigrants who fall victim to certain crimes may qualify for temporary immigration benefits
- Two types of these Visas

Type "U" Visa 4 requirements:

- Must have suffered substantial physical or mental abuse as a result having been victim of qualifying criminal activity
- Must have information concerning that criminal activity
- Must have been helpful, is being helpful, or is likely to be helpful in the investigation or prosecution of the crime
- The criminal activity violated U.S. Laws

Type "T" Visa Requirements:

- Are or were a victim of trafficking, as defined by law
- Are in the US, American Samoa, the Commonwealth of the Northern Mariana Islands or at a port of entry due to trafficking
- Comply with any reasonable request from a law enforcement agency for assistance in the investigation or prosecution of human trafficking
- Demonstrate you would suffer extreme hardship involving unusual and severe harm in you were removed from the United States

Limited English Proficiency

- LEP designates individuals whose primary language is not English and who have a limited ability to read, write speak or understand English
- SCPDAI list of Department Approved Interpreters
- What is the Language Line?

Languages Spoken/Written by SCPD Members

Armenian	Latin
Chinese	Polish
French	Punjabi
German	Russian
Greek	American Sign Language
Hindi	Spanish
Hungarian	Ukrainian
Italian	Urdu
Japanese	Vietnamese
Latin	

EFFECTIVE
PROFESSIONAL
COMMUNICATIONS



Benefits of this Course

- ▣ Officer Safety
- ▣ Police Professionalism
- ▣ Reduction of Stress for both Officer and Public
- ▣ Fewer Complaints
- ▣ Greater cooperation
- ▣ Voluntary Compliance
- ▣ Crime reduced

5 Steps for Communicating

- ▣ Be aware of your non-verbal communication
- ▣ Stay neutral
- ▣ Explain what you are doing
- ▣ Listen
- ▣ Explain and leave respectful, even if it ends in arrest

The Law Enforcement Profession

- ▣ What makes us Professionals?
 - ▣ Oath
 - ▣ Ethical Standards
 - ▣ High Visibility/Quick Decisions
 - ▣ Continuous Training/Adapt to Change
 - ▣ Badge a symbol of Public Trust

Why is Effective Communication so important?

- ▣ Life is all about the Relationships....
- ▣ Communication is the key element to ALL relationships
- ▣ Active Listening is crucial
- ▣ Builds Trust

What's an Interview?

- ▣ Conversation with a purpose
- ▣ How often do we do it?
- ▣ What is its purpose/goal?

Listening

- ❑ Make the speaker feel heard and understood
- ❑ Create safe environment
- ❑ Ask questions and clarify information
- ❑ Relieve negative emotions
- ❑ Focus fully on the speaker
- ❑ Avoid interrupting
- ❑ Avoid seeming judgmental
- ❑ Show your interest

Show that you are listening

- ❑ Remove physical barriers
- ❑ Face the interviewee
- ❑ Engage in eye contact
- ❑ Respond with facial expressions
- ❑ Use appropriate head nodding
- ❑ Be compassionate

Non-Verbal Underworld

- ❑ Facial Expressions
- ❑ Eyes
- ❑ Hands
- ❑ Posture
- ❑ Touching
- ❑ Forward lean
- ❑ Chest expansion
- ❑ Flush Skin
- ❑ Looking Away

Pace, Pitch and Modulation

- ▣ It's not what you say its how you say it...
- ▣ Tone is the window of a person's intentions

The Whole Picture

- ▣ Attitude
- ▣ Perception
- ▣ Active Listening
- ▣ Intuition
- ▣ Intention

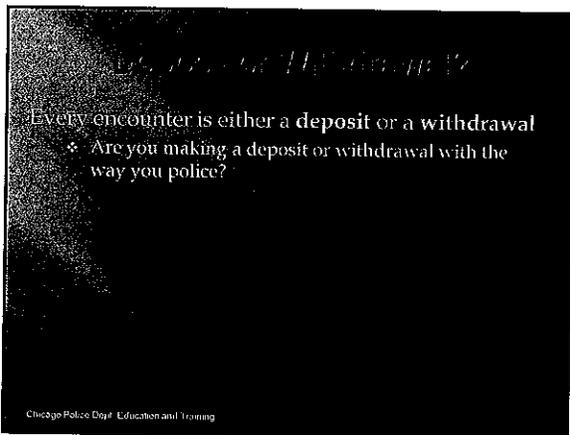
Active and Passive Listening

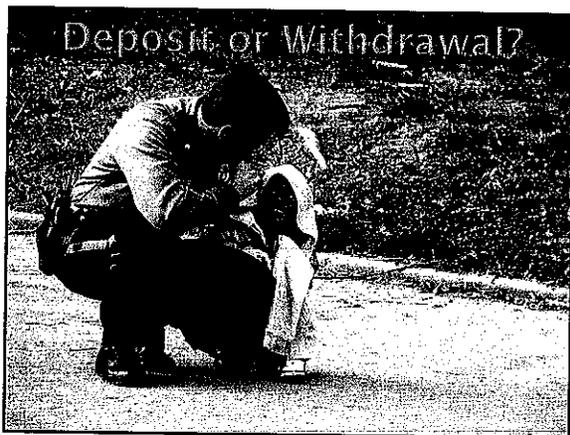
Are we making deposits or withdrawals?
What is the impact of a withdrawal to YOU? The Department? The community?

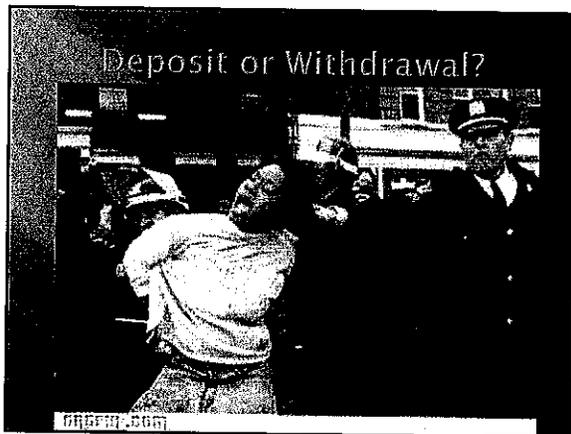
Every encounter is like having a bank account. We have a good encounter, we make a deposit. No one sees the deposits. We have a bad encounter and it is a withdrawal. How often do the citizens see the "withdrawals"?



Chicago Police Dept. Education and Training







**IMPLEMENTING MORE
EFFECTIVE CRIME FIGHTING
STRATEGIES IN VIOLENCE
IMPACTED COMMUNITIES**

**RISCO MENTION-LEWIS
DEPUTY POLICE COMMISSIONER
SUFFOLK COUNTY, NEW YORK POLICE DEPARTMENT
FEBRUARY, 2013**

INTRODUCTION

COMMUNITY BASED INTERVENTION “CBI”

- A new **Community Based Intervention** approach is required to break the cycle of gangs and recidivism in Suffolk County’s crime and violence-impacted communities.
- The **Community Based Intervention (“CBI”)** approach is cost-effective, creates stronger communities and can achieve lasting results.
- CBI creates a framework which identifies and targets intervention for those at risk of committing crimes and recidivists by providing community based resources and tools to ensure lasting results.
- CBI has turned around hundreds of lives and resulted in stronger, safer communities.
- This presentation provides an outline of this comprehensive approach.

IMPLEMENTATION OBJECTIVES

The objectives of implementing this Community Based Intervention (“CBI”) approach are to:

- Reduce Violence;
- Reduce Crime;
- Reduce Recidivism;
- Lower Cost to Taxpayers;
- Strengthen Communities & Families.

STRATEGIC OVERVIEW

The strategic framework for implementing CBI

consists of four major steps:

- **Step 1** - Intelligence Led Intervention & Suppression
(*Identify “The Chosen Few”*);
- **Step 2** - Map and Identify Resources;
- **Step 3** – Community Building;
- **Step 4** – Connect “The Chosen Few” to existing groups or institute Council of Thought and Action (COTA).

STEP 1 - INTELLIGENCE LED INTERVENTION & SUPPRESSION

- **The Suffolk County Police Department uses intelligence led policing** to identify those “Chosen Few” committing crimes in order to arrest and facilitate prosecution for their crimes.
- **Intelligence Led Policing & Predictive analysis can be used for “Targeted Intervention”** to identify those most at-risk for crime and violence, as well as, for and recidivists.

STEP 2 – MAP & IDENTIFY RESOURCES

- **Suffolk County Executive Bellone** has committed to redirecting some existing County resources to violence impacted communities.
- **Existing services which are being coordinated include:**
 - Suffolk County Department of Labor – *job training, job referrals, etc.*
 - Suffolk County Youth Bureau
 - Suffolk County Police Department – *Criminal Intelligence Section, COPE, Resource Officers, PAL etc.*
 - Suffolk County Department of Social Services
 - Probation Department
 - Community Development
 - Economic Development
 - Human Services including: *Minority Affairs, Youth, Office for Women; Aging; Veterans Services. ~ Townley Cant*
 - Department of Health Services
 - Economic Development
 - Map and retool existing community based programs
- **“Teach a Man to Fish”** – By pulling these resources together we can help individuals make a successful transition out of criminal thinking and behavior and bring them on the road to becoming productive members of a safe and supportive community. The message : *“You are responsible for your future!”*

STEP 3 – COMMUNITY BUILDING

- In 2014 The Suffolk County Police Department announced and has identified Community Policing as its top priority.
- Community Policing redefines the community to include Police and other Law Enforcement Agencies as a part of the *Inclusive Community* and acknowledges that reducing violence is a community-wide process.
- Community Policing must achieve community buy-in by:
 - Identifying and meeting the official and unofficial leaders;
 - Joining existing collaboratives;
 - Communicating on a regular basis with the inclusive community;
 - Advising that there is no money on the table
- The entire Suffolk County Police Department, both the prevention teams and suppression teams will connect the *inclusive community, identify resources and identify the “Chosen Few.” including...Gang Units, Criminal Intelligence Section, COPE officers, Community Liaison Officers, School Resource Officers, and PAL*

STEP 3 COMMUNITY BUILDING

PROCEDURAL JUSTICE /

POLICE LEGITIMACY

✿ What is Legitimacy?

- How the public views the police as entitled to exercise authority in order to maintain social order, manage conflicts, and solve problems in the community
- Police actions are morally correct and appropriate (fairness)

✿ Legitimacy reflects:

- Trust and confidence in the police
- Acceptance of police authority (less confrontation)

➤ Procedural Justice

- Research shows Procedural Justice is more important than the outcome of the encounter
- Research shows a favorable or unfavorable outcome usually does not have an affect on legitimacy

Step 3 – Community Building... The Chosen few

- **Group Audit:** Yale conducted Suffolk County violent groups
- **“Call-Ins” by Community:**
 - Invite or request that the “Chosen Few” come to a community “Call-In.”
 - ✓ Brownsville Gun Call Ins
 - ✓ Youth Call Ins
 - Identify the “Chosen Few” and meet with them in court, jail or prison.
 - Give the identified individuals a choice:
 - ✓ Intervention; or
 - ✓ Suppression.
 - Identify and Shepherd *The Chosen Few* toward effective Community Based Resources designed to help them change their life trajectories.
 - **Bring them into the *Inclusive Community*** or subject them to necessary, traditional suppression.

Step 3 – Community Building, Continued

Community Policing redefines the Suffolk County Police Department and other law enforcement agencies as a part of the *Inclusive Community* and acknowledges that reducing violence is a community wide / community based process. Working together, the *Inclusive Community* identifies and redirects those targeted for intervention.



SCPD: Executing CBI & Joining the inclusive community

-
- Suffolk County Police Department will utilize a number of its commands to execute the CBI model & join the inclusive community:
 - Suppression teams
 - ✓ Gang Unit, Narcotics etc.
 - Criminal Intelligence Section
 - ◆ identify the “chosen few” & follow progress
 - Community Response Bureau
 - ✓ School Resource Officers
 - ✓ Police Athletic League “PAL”
 - ◆ identify at-risk youth, create intervention programs & enhance community resources
 - Community Oriented Police Enforcement “COPE”
 - ✓ Pct. Community Liaison Officers
 - ✓ COPE Officers
 - ◆ Connect to the community, identify the chosen few, disseminate information and facilitate compliance

STEP 4 – CONNECT “THE CHOSEN FEW” TO

EXISTING GROUPS OR

INSTITUTE COUNCIL OF THOUGHT AND ACTION (COTA)

- The Council of Thought & Action (COTA) is a community based support group which is at the core of this crime fighting strategy.
- COTA:
 - Meets weekly to instill a moral code and the community standard.
 - Welcomes everyone in the “inclusive community.”
 - Gives returning citizens:
 - ✓ A positive new social network;
 - ✓ A written “Corporate Plan” for their lives;
 - ✓ Access to resources;
 - ✓ Membership to an influential, highly regarded organization.
- COTA members give the community:
 - Dedicated volunteers;
 - New taxpayers;
 - An army of reformed offenders who can spread the word.

STEP 4 COUNCIL OF THOUGHT AND ACTION:

COTA is nationally recognized as an innovative method of setting a “moral code” among former offenders in challenged communities.

Goals of COTA...

- Individual Development
- Development of a new social network with a clear moral code
- Creation of a visible grassroots movement that amplifies the communal moral voice

STEP 4 – COUNCIL OF THOUGHT AND ACTION (COTA)

➤ COTA uses three major tools:

1. The Corporate Plan

Jobs, Career, relationships life...

2. “Rocks in the Backpack”

- ◆ Utilizing cognitive behavior therapy, members are taught to look back at aspects of their lives that injured them and their poor coping systems they utilize.

3. Higher Ideals - *“Be the man or woman you needed!”*

- ◆ Members are asked to identify their personal standard of character, how they want to be seen, and to exhibit good character in the community, as representatives and emissaries of COTA.



STRATEGY APPLIED...BELLPORT

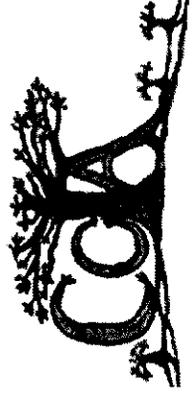
CBI/Community Building :

Leadership Team: South Country Community Leadership Network

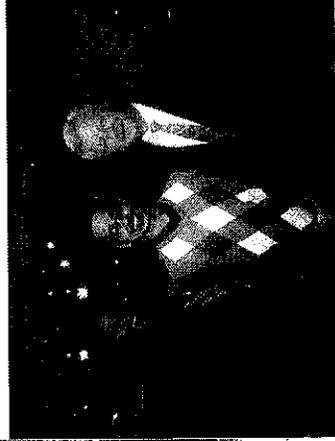
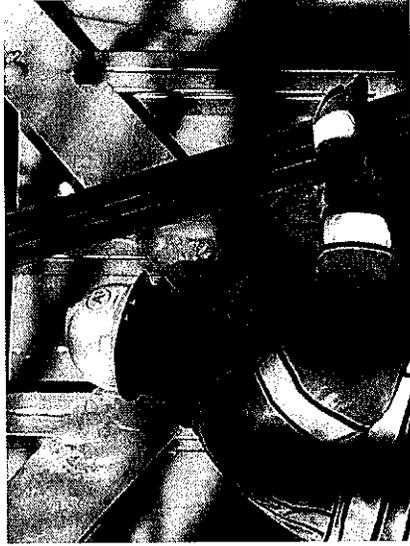
- Community Youth Survey
- Joint Community food and coat drive
- New Youth sub committee
- Housing sub committee
 - Vacant houses
 - Crime houses

CALL In: NBK, 600 etc.

COTA: Meets at BHEP agency Th



STRATEGY APPLIED... WYANDANCH



- CBI/Community Building
 - Youth Center...Problem to solution
 - Evening Basketball
 - Recording Studio
 - Youth survey
 - PAL cooking classes
 - Resource Center
 - Pre-apprentice program
- Leadership Team:
 - 40 organizations
- CALL In -Youth
 - NIC
 - Fan Boys
- COTA: meets at the Wyandanch Resource Center Wednesday 5pm.
Community Service project...Easter Egg Hunt

Together for Change:



CONCLUSION...

- The new CBI approach provides a strategt for lasting change in violence impacted communities.
- This approach:
 - Brings together law enforcement agencies , official and unofficial community representatives in a pioneering approach which breaks down the traditional channels of communication;
 - Maximizes the tools and resources we already have in a coordinated fashion;
 - Reduces costs associated with crime and punishment.

ATTACHMENT 11



POLICE DEPARTMENT COUNTY OF SUFFOLK
ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER 11-75

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY RICHARD DORMER POLICE COMMISSIONER		SIGNATURE	
SUBJECT/TOPIC/TITLE HATE CRIMES					
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT			SECTION CREATED 06/01/92	DATE EFFECTIVE 12/08/11	DATE AMENDED 12/08/11

RULES AND PROCEDURES

CHAPTER 24: TITLE: INVESTIGATIVE OPERATIONS

SECTION 6: TITLE: HATE CRIMES

I. PURPOSE

To facilitate members of the Service in identifying and investigating Hate Crimes and assisting victimized individuals and communities. A swift and strong response by the Department can help stabilize and calm the community as well as aid in a victim's recovery.

II. POLICY

Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate and bias and designed to infringe upon the rights of individuals are viewed very seriously by the Suffolk County Police Department and will be given the highest priority. The Department shall employ necessary resources and vigorous law enforcement action to identify and arrest Hate Crime suspects. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, members of the Service shall be mindful of and responsive to the security concerns of victims and their families.

In addition, a member of the Service shall not inquire of any victim, witness, potential witness, or person receiving police assistance, as to his/her immigration status.

III. DEFINITIONS

A. Hate Crime - A person commits a Hate Crime when he or she commits a specified offense [NYS Penal Law §485.05(3)] and either:

1. Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability and sexual orientation of a person, regardless of whether the belief or perception is correct.

-or-

2. Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability and sexual orientation of a person, regardless of whether the belief or perception is correct.

3. Specified Hate Crime Offenses NYS Penal Law §485.5(3)

(See Appendix A)

4. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence for a Hate Crime.

B. Protected Class - The actual or perceived race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person.

C. Aggravated Harassment First Degree PL §240.31 - Class E felony when there is reasonable cause to believe that said person committed a Hate Crime with the intent to harass, annoy, threaten or alarm another person, because of a belief or perception regarding such person's race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation, regardless of whether the belief or perception is correct that includes any of the following:

1. Subject damages premises primarily used for

religious services and/or instruction and the damage to the premises exceeds fifty dollars.

2. Subject commits the crime of aggravated harassment in the second degree by strikes, shoves, kicks or otherwise subjects another person to physical contact, or attempts and/or threatens to do the same and has been previously convicted of the same crime or has been previously convicted of the crime of aggravated harassment in the first degree within the previous ten years.

3. Subject etches, paints, draws upon or otherwise places and/or displays a swastika or a noose, on any building or other real property, public or private, owned by a person, firm or corporation or any public agency or instrumentality, without express permission of the owner or operator of such building or real property.

4. Subject sets on fire a cross in public view.

D. Aggravated Harassment Second Degree PL §240.30 - Class A misdemeanor when there is reasonable cause to believe that said person has intent to harass, annoy, threaten or alarm another person by the following means:

1. Strikes, shoves, kicks or otherwise subjects another person to physical contact, or attempts and/or threatens to do the same.

E. Hate Incident - An incident involving an element of hate or bias regarding a Protected Class, regardless of whether said incident is unlawful. The verbal use of racial or bias epithets motivated by the recipient's Protected Class shall constitute a Hate Incident.

IV. REFERENCES

- A. NYS Hate Crimes Act of 2000
- B. NYS Penal Law §485.05 Hate Crimes

V. RULES AND REGULATIONS

A. Responsibility - The Hate Crimes Unit will have primary investigative responsibility for Hate Crimes and Hate Incidents, except for incidents involving death or other violent felony incidents resulting in serious physical injury. In such

cases the Homicide Section or the appropriate Precinct Detective Squad Section shall have primary investigative responsibility. The Hate Crimes Unit shall nevertheless investigate the hate related nature of the incident, and assist the primary investigator(s) as required. The Hate Crimes Unit is charged with and will be responsible for determining at any stage of an investigation if the offense is a Hate Crime or Hate Incident.

1. Requests - Requests for the immediate response of the Hate Crimes Unit shall be made via the Communications Section supervisor.

B. Immigration Status - A member of the Service shall not inquire of any victim, witness, potential witness, or person receiving police assistance, as to his/her immigration status. Consistent with constitutional mandates, as well as basic principles of effective policing, victims, as well as witnesses and other persons requesting police assistance, should not be discouraged from approaching police officers out of fear of inquiry into their immigration status. An exception to this requirement shall exist if any of the following situations occur:

1. The District Attorney's Office determines, in writing, that good cause exists to inquire about or investigate the person's immigration status.

2. The person has been arrested for and charged with a crime.

3. As may be constitutionally or otherwise legally required during the criminal litigation discovery process.

VI. PROCEDURE

A. Officer's Duty

1. Officers shall conduct a thorough and complete investigation in all suspected and confirmed Hate Crimes or Hate Incidents.

2. Officers shall make every effort to become familiar with organized hate groups operating in the community and information regarding such activity should be documented and a copy forwarded to the Hate Crimes Unit and the Criminal Intelligence Section.

B. Initial Response Procedures - Initial responding officers at the scene of a suspected Hate Crime or Hate Incident shall take preliminary actions deemed necessary, including, but not limited to, the following:

1. Secure the scene. Steps should be taken so that the initial situation does not escalate. This includes but is not limited to:

a. Stabilizing injured victims and providing necessary medical aid.

b. Providing protection to victims and witnesses at the scene.

c. Protecting the crime scene and notifying the appropriate command that will cause the collection and photographing of physical evidence such as hate literature, spray paint cans, and symbolic objects used by hate groups, such as swastikas and crosses.

2. Request a supervisor and notify the Hate Crimes Unit of the incident via the Communications Section supervisor.

3. Request the assistance of a translator or counselor when necessary.

4. Identify criminal evidence on the victim if applicable.

5. Conduct a preliminary investigation and record information on:

a. the identity of suspects.

b. the identity of witnesses, including those no longer at the scene.

c. statements made by suspects; exact language is critical.

d. information received or known regarding any prior bias motivated occurrences in the immediate area or of other victims of crimes similar in nature.

6. Arrest suspect(s) if probable cause exists.

a. Detain and/or transport any arrested person to a police facility as directed by a supervisor and/or investigator.

b. The protective class status of the suspect, the victim, or of both, is not independently conclusive regarding whether an incident constitutes a Hate Crime.

c. Members of the Department are reminded, consistent with the New York State Penal Law, juveniles can be charged with committing Hate Crimes. Additionally, individuals can be charged with Criminal Facilitation, Conspiracy and/or Attempts regarding Hate Crimes and Hate Incidents, as delineated in the New York State Penal Law.

7. Take measures to ensure necessary preliminary actions are taken and brief the responding supervisor as to actions taken. During the investigation, look for possible signs that the incident may be a Hate Crime:

a. The motivation of the suspect or lack of motive.

b. Statements made by the suspect.

c. The presence of multiple suspects.

d. The display of offensive symbols, words or acts.

e. Hate literature found in the possession of the suspect.

f. Consider whether the victim is from a Protected Class different from the suspect.

g. The absence of any motive. The brutal nature of a particular incident may be indicative of a possible Hate Crime, particularly when the suspect and victim don't know each other.

h. The suspects' perception of the victim, whether accurate or not.

i. The victim's perception that they were selected because they are a member of a Protected Class.

j. The date, time or circumstances of the occurrence - Such as on a religious holiday, or at a gathering of a group of people affiliated by ethnicity, religion, sexual orientation, etc.

k. Determine if the incident is an isolated occurrence or part of a pattern. The behavior may be part of a course of conduct that changes the severity of the event and helps establish criminal culpability in certain cases. The potential to connect incidents is important and may have significant investigative value.

l. Be alert for multiple incidents occurring in a short time period and all the victims are from the same Protected Class, potentially indicating the presence of a pattern.

m. Consider whether the incident occur in proximity to an establishment that could be associated with one of the Protected Classes.

n. The suspect may have targeted a particular portion of the victim's body (e.g., a Sikh victim forcibly having their hair cut, or a victim targeted for their sexual orientation being attacked near or around their genitalia).

o. Be cognizant of dual motivation by some suspects. Example: A suspect may be looking to commit robberies and may be specifically targeting elderly victims.

8. The mere mention of a bias remark does not make an incident bias motivated, just as the absence of a remark does not make an incident without bias.

a. Even the mere perception that an incident may be motivated by bias shall necessitate a

notification to a patrol supervisor and the Hate Crimes Unit.

C. Supervisory Responsibilities

1. Responds to the scene of all possible Hate Crimes and confers with the initial responding officer(s).
2. Takes preventive measures to ensure the safety of the victim.
3. Ensures necessary preliminary actions have been taken.
4. Notifies the Hate Crimes Unit and the responsible investigative command. Ensures that officers and investigators conduct a thorough preliminary investigation.
5. Notifies the Communications Section supervisor and other appropriate personnel in the chain of command, depending on the nature and seriousness of the possible Hate Crime and its potential inflammatory and related impact on the community.
6. Ensures all relevant facts are documented; an Incident Report, Arrest Report, or both.

D. Hate Crime Investigators' Responsibilities

1. In responding to the scene of an alleged Hate Crime or Hate Incident, investigators shall assume control of the investigation to include the following:
 - a. Ensures the scene is properly protected, preserved and processed.
 - b. Conducts a comprehensive interview of all victims and witnesses.
 - (1) Allows the victim opportunity to express their immediate concerns and express their feelings.
 - (2) Expresses the importance the Department places on these types of incidents and describes the measures that will be taken to apprehend the suspect(s).

c. Canvasses the neighborhood for additional sources of information.

d. Determines if the incident is an isolated occurrence or part of a pattern. The behavior may be part of a course of conduct that changes the severity of the event and helps establish criminal culpability in certain cases. The potential to connect incidents is important and could have significant investigative value.

e. Works closely with the District Attorney's Office.

f. Coordinates the investigation with other units of the Department and with outside agencies where appropriate.

g. Coordinates the investigation with agency, state, and regional crime analysis centers. These sources shall provide the investigative officer with an analysis of any patterns, organized hate groups, and suspects potentially involved in the Hate Crime.

h. Ensures all physical evidence of the incident is removed as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed (e.g., painted words or signs on a wall), the owner of the property shall be contacted and requested to take measures to ensure removal as soon as possible. The Hate Crimes investigator shall follow-up to ensure this is accomplished in a timely manner.

i. Notifies the Commanding Officer of the Hate Crimes Unit.

j. Maintains contact with the initial responding officer(s) and keeps them apprised of the status of the case.

2. Hate Crimes investigators shall take steps to ensure appropriate assistance is being provided to Hate Crime victims, to include the following:

a. Contacts the victim periodically to determine whether they are receiving adequate and appropriate assistance.

b. Provides ongoing information to the victim about the status of the criminal investigation.

c. Identifies individuals or agencies that may provide support and assistance. These may include family members or close acquaintances, a family clergyman or Departmental chaplain, as well as community service agencies that provide victim assistance, shelter, food, clothing, child care, or other related services. Provides information regarding New York State Office of Victim Services.

d. Informs the victim about the probable sequence of events in the investigation and prosecution.

e. Explains security measures and precautions to the victim.

3. In every case where a Hate Crimes investigator is consulted and determines that an incident is not a Hate Crime but is a Hate Incident, a Hate Crimes investigator will conduct a follow up interview with the complainant. This will be done as soon as practical after the incident is reported, ideally by the next tour of duty. This follow up interview will be documented on a Supplementary Report.

E. Hate Crimes Unit Commanding Officer's Responsibilities

- The Commanding Officer of the Hate Crimes Unit closely reviews case folders relating to every Hate Crimes Unit investigation to ensure proper investigative techniques and Department procedures were followed and to make certain the victim(s) was contacted and kept apprised of the ongoing investigation and has been made aware of any appropriate victim services available. Review and audit of select Hate Crimes Unit cases are also conducted by supervisory staff within the Office of the Chief of Detectives, which oversees the Hate Crimes Unit.

F. Recommended Procedure When Suspect is Not in Custody or Has Not Been Identified

1. Coordinate investigation with other Department units.
2. Conduct an extensive canvass and distribute bulletins in area of the incident.
3. Debrief individuals arrested in the area.
4. Work with media to attempt to garner witnesses and investigative leads.
5. Follow up leads in timely manner.

G. Incident Report Preparation - Incident Reports should clearly indicate the following information:

1. Hate Crime designated Penal Law.
2. Victim's Protected Class.
3. Offender's Protected Class (when available).
4. The narrative portion of the Incident Report should document that the victim(s) was intentionally selected or that the act was intentionally committed because the victim's Protected Class. Specific bias motivation of the suspect should be documented (Ex: selected victim because he was Hispanic, Jewish, Muslim, etc..)

H. Hate Crimes Unit Data Tracking and Analysis Initiative
- A system for recording data related to Hate Crimes and Hate Incidents. Data captured will be analyzed, categorized, and mapped, with resultant information utilized to conduct educational, outreach and other initiatives geared towards reducing bias and the likelihood of the successful commission of Hate Crimes.

1. Data relating to Hate Crimes, Hate Incidents and other incidents reported to the Hate Crimes Unit will be entered into the appropriate category within the Hate Crimes Unit database.
2. Data will be mapped and analyzed for potential patterns and trends.
3. Information regarding trends and possible

patterns of activity will be utilized to:

- a. Alert appropriate Patrol and Detective Division personnel, including precinct and bureau commanding officers, of said activity.
- b. Alert supervisory personnel within Community Policing, Community Outreach and PoliceSmart Units of potential patterns of activity. School Resource Officers will also be provided with said information.
- c. Alert the Special Advisor to the Police Commissioner on Minority Affairs of potential patterns of activity.
- d. Coordinate educational and other initiatives in an effort to reduce bias and prevent the possible commission of Hate Crimes.
- e. Coordinate with associated governmental organizations and agencies such as the Human Rights Commission, the Suffolk County Office of Minority Affairs, etc.
- f. Coordinate with community-based groups and religious organizations.

I. Hate Crime Victim Advocacy, Offender Awareness Education and Community Educational Services

1. Suffolk County STOPBIAS - An educational program for Hate Crime offenders. Offenders meet with members of law enforcement agencies, a sensitivity facilitator and a representative from the offended community for the purpose of examining the incident itself, and the effect of hateful conduct on the injured party and the community. STOPBIAS is also available as a community-wide educational program for schools, religious and civic associations. There are no age restrictions on program participation, and parents can attend with children. Participants are recommended by the Suffolk County Probation Department or a Judge as part of sentencing. Voluntary referrals can be made through the Department, District Attorney's Office, school districts and community-based organizations. Voluntary referrals may also be appropriate for Hate Incidents. The STOPBIAS phone number is 631-793-5488.

2. Suffolk County Crime Victims Center's Hate Crime Advocacy and Outreach Program - Victims of Hate Crimes can experience mental, physical and/or emotional trauma that can have a lifelong devastating impact. Early intervention and the provision of crime victim services can greatly reduce the negative impact crime has on victims, their family and the community. The Suffolk County Crime Victim Center's Hate Crime Advocacy and Outreach Program may assist with the provision of crime victim services to Hate Crime Victims, and is available twenty-four hours a day at 631-626-3156.

VII. ACCREDITATION STANDARDS

- A. CALEA
- B. NYSLEAP

VIII. INDEX

Hate Crime 24/6

-END-

Hate Crimes 24.6 Appendix A

NYS Penal Law Specified Hate Crime Offenses §485.05(3)

120.00 assault in the third degree
120.05 assault in the second degree

120.10 assault in the first degree
120.12 aggravated assault upon a person less than eleven years old
120.13 menacing in the first degree
120.14 menacing in the second degree
120.15 menacing in the third degree
120.20 reckless endangerment in the second degree
120.25 reckless endangerment in the first degree
121.12 strangulation in the second degree
121.13 strangulation in the first degree
125.15 (sub div 1) manslaughter in the second degree
125.20 (sub div 1,2 or 4)manslaughter in the first degree
125.25 murder in the second degree
120.45 stalking in the fourth degree
120.50 stalking in the third degree
120.55 stalking in the second degree
120.60 stalking in the first degree
130.35 (Sub div 1) rape in the first degree
130.50 (sub div 1)criminal sexual act in the first degree
130.65 (sub div 1) sexual abuse in the first degree
130.67 (Sub div 1a) aggravated sexual abuse in the second degree
130.70 (sub div 1a) aggravated sexual abuse in the first degree
135.05 unlawful imprisonment in the second degree
135.10 unlawful imprisonment in the first degree
135.20 kidnapping in the second degree
135.25 kidnapping in the first degree
135.60 coercion in the second degree
135.65 coercion in the first degree
140.10 criminal trespass in the third degree
140.15 criminal trespass in the second degree
140.17 criminal trespass in the first degree
140.20 burglary in the third degree
140.25 burglary in the second degree
140.30 burglary in the first degree
145.00 criminal mischief in the fourth degree
145.05 criminal mischief in the third degree
145.10 criminal mischief in the second degree
145.12 criminal mischief in the first degree
150.05 arson in the fourth degree
150.10 arson in the third degree
150.15 arson in the second degree
150.20 arson in the first degree
155.25 petit larceny
155.30 grand larceny in the fourth degree
155.35 grand larceny in the third degree
155.40 grand larceny in the second degree
155.42 grand larceny in the first degree
160.05 robbery in the third degree

160.10 robbery in the second degree

160.15 robbery in the first degree

240.25 (sub divisions 1,2 or 4) harassment in the first degree

240.30 aggravated harassment in the second degree

- or any attempt or conspiracy to commit any of the foregoing offenses

ATTACHMENT 12



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008a

TYPE COMMAND GENERAL ORDER		AUTHORITY: D/I Mathew Lewis, CO Major Crimes Bur	SIGNATURE <i>Matthew Lewis</i>		ORDER NUMBER 14-1
SUBJECT/TOPIC/TITLE Hate Crimes Case Review					
DISTRIBUTION CO Special Victims Section, Hate Crimes personnel			DATE ISSUED 07/01/14	DATE EFFECTIVE 07/01/14	DATE TO BE REVIEWED annually

Purpose:

To provide for a quality assurance review of cases handled by the Hate Crimes Unit.

Policy:

It is essential that each case assigned to the Hate Crimes Unit follow proper investigative techniques as outlined in the Rules and Procedures Chapter 24 Section 6. Supervisory review of Hate Crimes Unit cases will ensure that this is the case.

Procedure:

- Supervisory review of Hate Crimes Unit cases shall begin at the level of Detective Sergeant.
- The Detective Sergeant will review each case on an ongoing basis.
- The Commanding Officer of the Special Victim's Section will conduct random audits of Hate Crimes Unit cases and report the results via Internal Correspondence to the Commanding Officer of the Major Crimes Bureau on a quarterly basis. The Internal Correspondence shall provide a brief description of the facts of the case along with a synopsis of the investigation.
- The Commanding Officer of the Major Crimes Bureau will conduct a quarterly review of Hate Crimes Unit cases with the Commanding Officer of the Special Victim's Section and any other personnel deemed necessary.
- The Commanding Officer of the Special Victim's Section, or his designee, will prepare a monthly report of Hate Crimes Unit cases. The report will consist of a description of the incident, a synopsis of the investigation and the case status. This status report will be the subject of a monthly briefing conducted by the Chief of Department or his designee. The Commanding Officer of the Special Victim's Section, or his designee, shall be prepared to describe the investigative techniques utilized in each case.
- The Commanding Officer of the Major Crimes Bureau will prepare a report describing the aforementioned random audits and forward same through the chain of command. Said report will be done every six months.

ATTACHMENT 14

COUNTY AGENCY: SUFFOLK COUNTY POLICE DEPARTMENT

LANGUAGE ACCESS COORDINATOR (LAC): D/Lt. Robert Donohue

LAC PHONE/E-MAIL: (631) 852-6109 Robert.Donohue@suffolkcountyny.gov

Note: Research continues to be done and information gathered. This document is subject to change.

I. PURPOSE

Pursuant to Suffolk County Executive Order No. 10-2012, the Suffolk County Police Department has developed the **Suffolk County Police Department Language Access Plan** ("Plan") which sets forth the strategies to be implemented in an effort to ensure persons with Limited English Proficiency (LEP) have meaningful access to all Department services and programs.

II. POLICY

The mission of the Suffolk County Police Department is to provide and maintain a safe environment in which people can live and work. Every member of the Department acknowledges his or her obligation to provide professional services by rendering aid to those in need, providing an environment free from fear, bringing to justice those who violate the law and protecting all persons and property in accordance with legal and ethical standards.

The Department serves a diverse population with many residents whose primary language is not English and who have a limited ability to read, write, speak or understand English. Individuals with LEP may be capable of communicating through certain modes (e.g. speaking), but still have limited proficiency in others (e.g. reading or writing). The Department's Plan will address these needs in the most effective and efficient manner in its effort to afford all residents of the Suffolk County Police District the same high level of police service. The Department will regularly assess the language needs of residents as well as the Department's approach in addressing these needs and will update its Plan annually in accordance with Executive Order No. 10-2012.

A person's use of the Police Department's language services shall not be deemed by any member of this department as a basis for inquiring into immigration status. No member of this Department shall inquire about or disclose, an individual's immigration status, unless such inquiry or disclosure is required by law.

This plan will be incorporated into the Department Rules and Procedures and will be made available to the public on the Department's website. The plan will also be distributed to LEP community groups.

III. DEFINITIONS

- A. **Bilingual** – is the ability to use two languages to a level of proficiency sufficient to participate effectively in a conversation on practical, social and professional topics, and possession of a broad vocabulary, moderate accent and the comprehension level required for a normal rate of speech.

- B. Department Authorized Interpreter (DAI) – a member of the Department, with a fluency in a language other than English, who is authorized to interpret for others.

IV. REFERENCES

- A. American Translators Association Code of Ethics and Professional Practice

V. RULES AND REGULATIONS

VI. PROCEDURES

A. Assessing the LEP Population and Language Needs

Members of the Suffolk County Police Department including but not limited to 911 Dispatchers, Police Officers and Investigators may come into contact with LEP individuals when answering 911 calls, responding to and investigating crimes, assisting members of the public over the phone and in informal encounters. The Department documents these contacts through the use of computer aided dispatch entries, incident reports, depositions and statements, as well as other forms and reports required by department protocol and by law.

The County has identified the following six most common languages which are spoken by individuals with limited English proficiency within Suffolk County: Spanish, Mandarin Chinese, Polish, Italian, Portuguese and Haitian Creole. The demand for interpretation services experienced by the Department in calendar year 2013 reflected a 90% need for Spanish, a 3.5% need for Mandarin Chinese, a 1.0% need for Haitian Creole and a 1.0% need for Polish.

To ensure all residents are able to access the same level of service, the Department will enhance and/or implement the following policies and procedures:

1. At the entry point or lobby of all public police buildings and facilities, including all Police Precincts, Police Headquarters, Court Liaison, Property Section, Impound Section, Marine Bureau Headquarters, Police Academy Bureau (West) and the Airport Operations Section signage shall be posted in the most commonly spoken languages stating that interpreters are available free of charge to LEP individuals who need to report a crime or for any other official business related to Police Department operations.
2. The Department has identified the following documents as Vital Documents. These documents will be included in an informational book, *Your Suffolk County Police Department* (Separate Document), which will be available in the above six languages and maintained at all public police buildings and facilities and on the Department website.
 - a. How to Obtain a Police Report (PDCS-8100)
 - b. Family Offense Assistance and Court Procedures (PDCS-7109)

- d. Detective Squad in every precinct
- e. Airport Operations Section
- f. Central Records public window
- g. Domestic Violence Section
- h. Hate Crimes Section
- i. Homicide Section
- j. Internal Affairs Bureau
- k. Marine Bureau desk
- l. Marine Bureau – Fire Island (two phones)
- m. Pistol Licensing Bureau
- n. Police Academy Bureau (West)
- o. Special Victims Section
- p. Special Patrol Bureau

Additionally, thirty eight sector cars within the Patrol Division are equipped with cell phones programmed to automatically dial the Language Line. These cell phones are deployed in the following patrol units:

First Precinct	102, 106, 108, 114, 117
Second Precinct	202, 203, 205, 206, 209, 217, 221
Third Precinct	302, 303, 310, 312, 316, 318, 321, 322, 323
Fourth Precinct	404, 406, 410, 417
Fifth Precinct	502, 509, 510, 512, 513, 515
Sixth Precinct	610, 613, 618, 619
Seventh Precinct	702, 708, 714

6. The county has contracted with Mill Neck Interpreter Service to obtain sign-language interpreter services for deaf and hearing-impaired persons. Sign language interpreters will respond to incident locations or to police facilities to assist with communicating. Department members can utilize this service 24 hours-a-day, seven-days-a-week. The Police Department is not required to have any specific equipment available to utilize this service. Members must first call Mill Neck at 516-512-6222 and follow the voice prompts. Officers must then log onto their website at: <http://www.millneck.org/services/interpreting/interpreting.html> and then complete the request for services on the website.
7. Members using a DAI or any of the available interpretation services will complete the Interpretation Tracking Data Form, PDCS 7042a with all pertinent information and submit same for entry into the Department's tracking database.
8. The Department currently maintains 35 forms which are translated into Spanish. Many of these forms are incident-specific and are not vital or essential public documents but investigatory documents. Members of the Department shall request a DAI and document an LEP individual's responses in English.

C. Training

The Department will conduct annual training for all members of the Department on LEP policies and procedures. This training will be conducted for recruit and in-service personnel and will include classroom instruction as well as training videos and training bulletins.

1. The Department will continue to provide 20 hours of Spanish Culture and Language training in its Recruit Training Program which will include LEP policies and procedures.
2. In-service members, both sworn and civilian will receive annual training in the following:
 - a. How to identify the language assistance needs of an LEP individual during an in-person or telephone interaction
 - b. How to access Department Authorized Interpreters, Language Line interpreters and the use of interpreters during exigent circumstances.
 - c. How to work with interpreters and assess interpreter quality.
 - d. How to account for cultural diversity and language barriers in policing.
 - e. Basic phrases, terms and commands in Spanish.
 - f. Bias-Free Policing, Cultural Sensitivity, Hate Crimes/Incidents, Language Access Plan and Limited English Proficiency.
3. Sworn personnel will be issued a Spanish language guide memo book insert (PDCS 7041) to assist them in police related situations involving LEP individuals.
4. Department members are also required to complete the following annual Decentralized Individualized In-Service Training (D.I.I.T.):
 - a. Simple Spanish Commands (DIIT) 27 minutes
 - b. Language Line Services (DIIT) 3:35 minutes

D. Monitoring and Compliance

The Language Access Coordinator (LAC) will be responsible for coordinating and implementing the Department's Language Access Plan. Such duties will include but not be limited to:

1. Assessing demographic data, reviewing interpreter utilization data from contracted language access services as well as data from the Interpretation Tracking Data Form, PDCS – 7042 to determine the changing needs of the community. The Department will be guided by the information collected to determine what changes and modifications should be made, what documents are designated as vital and the languages into which they should be translated. Examination of all available data and determination of the six most common non-English languages encountered within the Police District will guide the Department in assessing the need to translate Department documents into additional languages and/or the need for additional interpreter services.

2. Consulting with community-based organizations annually in order to determine if there are additional languages into which vital documents should be translated.
3. Reviewing new documents created by the Department and assessing the need for them to be translated into languages other than English.
4. Maintaining the Department's DAI list as well as coordinating with the Department of Civil Service to ensure members of the Department on these lists are certified and recertified as appropriate.
 - a. The Department will implement a method consistent with the standards of Suffolk County Civil Service to verify levels of proficiency employees possess in languages other than English.
 - b. The Department will establish a monitoring system to ensure authorized interpreters maintain a level of ethical standards.
5. The Department's Internal Affairs Bureau will review and respond to all language access complaints. The Bureau will also review all complaints received by the Department in a language other than English to determine if any underlying systemic issues exist.
 - a. The Internal Affairs Bureau will periodically request a list of 9-1-1 calls which the Communications Section tied into Language Line. Investigators will randomly select a predetermined number of calls to audit in order to ensure complainants were satisfied with the police service provided.
6. If a member of this Department believes a DAI is engaging in unethical behavior, to include adding or omitting words, phrases or context, which denies meaningful access to an LEP individual, such member will immediately report such information to their immediate supervisor in an Internal Correspondence, PDCS 2042. Such correspondence will be forwarded through the immediate supervisor's chain of command to the Office of the Police Commissioner where a determination will be made reference such member's designation as a DAI.
7. The Department's Language Access Coordinator will represent the Department in its partnership with Latino community leaders as well as leaders from other communities with significant LEP populations to ensure effective implementation of the Department's Language Access Plan. The Community Response Bureau will address community concerns about the plan as well as offer ideas and strategies for ensuring language access. The Community Response Bureau will conduct reviews to evaluate the plan's effectiveness, accuracy and quality of services.
 - a. Community Response Bureau will conduct a semi-annual survey of Latino and other minority advocacy groups to gauge the effectiveness of the Department's Language Access Plan as well as any other Department programs and initiatives.

- b. Community Response Bureau will analyze the results of each survey and implement measures, if necessary, to improve the plan.
- c. A report detailing the survey, its results and actions taken by the Department will be published on the Department's website and in other relevant and appropriate media.

VII. ACCREDITATION STANDARD REFERENCES

- A. CALEA
- B. NYSLEAP

VIII. INDEX

N/A

END

ATTACHMENT 15



ORDER NUMBER DRAFT

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE 06/27/14 VERSION		
SUBJECT/TOPIC/TITLE SUFFOLK COUNTY POLICE DEPARTMENT LANGUAGE ACCESS PLAN				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED	DATE EFFECTIVE	DATE AMENDED

Chapter 26, Section 6 of the Rules and Procedures has been created to publish the Department's Language Access Plan as mandated by the DOJ. D/Lieutenant Robert Donohue has been designated as the Department's Language Access Coordinator. He can be reached at 852-6109.

RULES AND PROCEDURES

CHAPTER 26: TITLE: COMMUNITY RELATIONS

SECTION 6: TITLE: SUFFOLK COUNTY POLICE DEPARTMENT LANGUAGE ACCESS PLAN

I. PURPOSE

Pursuant to Suffolk County Executive Order No. 10-2012, the Suffolk County Police Department has developed the **Suffolk County Police Department Language Access Plan** ("Plan") which sets forth the strategies to be implemented in an effort to ensure persons with Limited English Proficiency (LEP) have meaningful access to all Department services and programs.

II. POLICY

A. The mission of the Suffolk County Police Department is to provide and maintain a safe environment in which people can live and work. Every member of the Department acknowledges his or her obligation to provide professional services by rendering aid to those in need, providing an environment free from fear, bringing to justice those who violate the law and protecting all persons and property in accordance with legal and ethical standards.

B. The Department serves a diverse population with many residents whose primary language is not English and who have a limited ability to read, write, speak or understand English. Individuals with LEP may be capable of communicating through certain modes (e.g. speaking), but still have limited proficiency in others (e.g. reading or writing). The Department's Plan will address these needs in the most effective and efficient manner in its effort to afford all residents of the Suffolk County Police District the same high level of police service. The Department will regularly assess the language needs of residents as well as the Department's approach

in addressing these needs and will update its Plan annually in accordance with Executive Order No. 10-2012.

C. A person's use of the Police Department's language services shall not be deemed by any member of this Department as a basis for inquiring into their immigration status. No member of this Department shall inquire about or disclose, an individual's immigration status, unless such inquiry or disclosure is required by law.

D. This plan will be incorporated into the Department Rules and Procedures and will be made available to the public on the Department's website. The plan will also be distributed to LEP community groups.

III. DEFINITIONS

A. Bilingual - is the ability to use two languages to a level of proficiency sufficient to participate effectively in a conversation on practical, social and professional topics, and possession of a broad vocabulary, moderate accent and the comprehension level required for a normal rate of speech.

B. Department Authorized Interpreter (DAI) - a member of the Department, with a fluency in a language other than English, who is authorized to interpret for others.

IV. REFERENCES

A. Rules and Procedures, Chapter 26, Section 5, Persons With Limited English Proficiency

B. American Translators Association Code of Ethics and Professional Practice

V. RULES AND REGULATIONS

N/A

VI. PROCEDURES

A. Assessing the LEP Population and Language Needs - Members of the Suffolk County Police Department including but not limited to 911 Dispatchers, Police Officers and Investigators may come into contact with LEP individuals when answering 911 calls, responding to and investigating crimes, assisting members of the public over the phone and in informal encounters. The Department documents these contacts through the use of computer aided dispatch entries, incident reports, depositions and statements, as well as other forms and reports required by Department protocol and by law.

1. The County has identified the following six most common languages which are spoken by individuals with limited English proficiency within Suffolk County: Spanish, Mandarin Chinese, Polish, Italian, Portuguese and Haitian Creole.

2. The demand for interpretation services experienced by the Department in calendar year 2013 reflected a 90% need for Spanish, a 3.5% need for Mandarin Chinese, a 1.0% need for Haitian Creole and a 1.0% need for Polish.

B. Signage and Vital Documents - To ensure all residents are able to access the same level of service, the Department will enhance and/or implement the following policies and procedures:

1. At the entry point or lobby of all public police buildings and facilities, including all Police Precincts, Police Headquarters, Court Liaison Section, Property Section, Impound Section, Marine Bureau Headquarters, Police Academy Bureau (West) and the Airport Operations Section, signage shall be posted in the most commonly spoken languages stating that interpreters are available free of charge to LEP individuals who need to report a crime or for any other official business related to Police Department operations.

2. The Department has identified the following documents as Vital Documents. These documents will be included in an informational book, "**Your Suffolk County Police Department**" which will be available in the above six languages and maintained at all public police buildings and facilities as well as on the Department website.

- a. How to Obtain a Police Report, (PDCS-8100)
- b. Family Offense Assistance and Court Procedures, (PDCS-7109)
- c. What to do When Stopped by the Police, (PDCS-7148)
- d. Missing Person Guidelines
- e. Special Needs/Silver Alert Program, (PDCS-8060)
- f. Crime Victim Information Report, (PDCS-8105)
- g. Compliment/Complaint Information Report, (PDCS-1300-1)

NOTE: The Compliment Complaint Information Report will be accepted by the Department when completed in languages other than English.

- h. Mental Health Assistance Notification, (PDCS-7146)

3. The Department will maintain Language Identification Charts at all public police facilities and in all sector cars.

4. In the case of illiteracy or languages for which written materials have not been translated, such forms and documents will be read to LEP individuals in their primary language by a Department Authorized Interpreter or through the Language Line Service.

5. Links will be available on the Department website in the six languages above which, when clicked on, will provide information on how to access language assistance services as well as a PDF version of **Your Suffolk County Police Department**.

C. Services for Language Assistance - The Suffolk County Police Department will take all reasonable measures to provide timely, meaningful access to the services and programs of the Department regardless of the language spoken by persons seeking such service. Department personnel will provide free language assistance to all LEP individuals who are in need of or request such assistance. Department personnel will inform the public that all language assistance services are available free of charge. Members of the Department will adhere to the following procedures when securing interpretation services:

1. In accordance with County Executive direction, the Department will identify members who possess any level of fluency in a language other than English. These members will be evaluated by Civil Service to determine whether they meet the oral proficiency standards set by Civil Service. The Police Commissioner, or his designee, will authorize these members of the Department to serve as a DAI. A current list of all DAI's and the languages they speak will be maintained in the Communications Section Supervisor's office.

2. Members of the Department who are in need of interpretation services will attempt to identify the LEP individual's primary language, employing a Language Identification Chart if necessary, and will then request an appropriate DAI via the Communications Section Supervisor. If no DAI's are available, the member of the Department will contact the Language Line Service.

3. Exigent circumstances - Department personnel who must communicate with LEP individuals in dangerous or rapidly developing situations may temporarily use any available interpreter. Temporary interpreters may include bilingual Department personnel or bilingual bystanders.

- a. Members of the Department utilizing these types of temporary interpreters shall first consider the chosen interpreter's apparent proficiency in both the source and target languages, and shall also consider any apparent bias, personal interest, or confidentiality issues raised by the use of a particular temporary interpreter. Members of the Department utilizing these types of temporary interpreters are responsible for developing and asking all questions. Members shall also consider the degree to which the temporary interpreter appears to remain neutral, or appears to be inserting his or her own perspective or information into the communication.
 - b. Documentation of the use of temporary interpreters will be made in accordance with Rules and Procedures Chapter 26, Section 5, and Subdivision C. 9. below.
 - c. Duration of the exigency - When the circumstances giving rise to the exigency have passed, members of the Department shall determine whether a continued need for interpretation services exists.
 - d. If no further interpretation is required, members shall review the content of the interpretation for accuracy and sufficiency.
 - e. If the content provided by the temporary interpreter is incomplete, inaccurate or otherwise compromised, or if the need for interpretation services extends beyond the period of exigency, members of the Department shall utilize the DAI list, or the Language Line Service.
4. When correspondence is received by the Department in a language other than English, it will be translated into English. If an appropriate DAI cannot be located, the Community Response Bureau shall be contacted for direction. Once translated, if the correspondence would be considered a citizen complaint, it will be forwarded to the Commanding Officer of the Internal Affairs Bureau for investigation. The Department will respond to all correspondence in a timely manner.
 5. The Department's Compliment/Complaint Information Reports that are in languages other than English will indicate on the form that interpretation services are available at Police facilities or over the phone.
 6. All members of the Department, both sworn and civilian, have access to the Language Line service 24 hours a day, seven days a week. Language Line provides interpretation services in more than 200 different languages. Dual

handset telephones for use in communicating via the Language Line interpreter service have been installed in the following locations.

- a. Front desk of every Precinct
- b. Front desk at Headquarters
- c. Crime Section in every Precinct
- d. Detective Squad in every Precinct
- e. Airport Operations Section
- f. Central Records Section - public window
- g. Domestic Violence Section
- h. Hate Crimes Section
- i. Homicide Section
- j. Internal Affairs Bureau
- k. Marine Bureau desk
- l. Marine Bureau - Fire Island (two phones)
- m. Pistol Licensing Bureau
- n. Police Academy Bureau (West)
- o. Special Victims Section
- p. Special Patrol Bureau

7. Additionally, many sector cars within the Patrol Division are equipped with cell phones programmed to automatically dial the Language Line. These cell phones are deployed in the following patrol units:

First Precinct	102, 106, 108, 114, 117
Second Precinct	202, 203, 205, 206, 209, 217, 221
Third Precinct	302, 303, 310, 312, 316, 318, 321, 322, 323
Fourth Precinct	404, 406, 410, 417
Fifth Precinct	502, 509, 510, 512, 513, 515
Sixth Precinct	610, 613, 618, 619
Seventh Precinct	702, 708, 714

8. The County has contracted with Mill Neck Interpreter Service to obtain sign-language interpreter services for deaf and hearing-impaired persons. Sign language interpreters will respond to incident locations or to police facilities to assist with communicating. Department members can utilize this service 24 hours-a-day, seven-days-a-week. The Police Department is not required to have any specific equipment available to utilize this service. Members must first call Mill Neck at 516-512-6222 and follow the voice prompts. Members must then log onto their website at: <http://www.millneck.org/services/interpreting/interpreting.html> and then complete the request for services on the website.

9. Members using a DAI or any of the available interpretation services, including sign-language services, will complete the Interpretation Tracking Data Form, PDCS-7042, with all pertinent information and submit same for entry into the Department's tracking database.

10. The Department currently maintains a catalog of forms which are translated into Spanish. Many of these forms are incident-specific and are not vital or essential public documents but investigatory documents. When completing any form or obtaining a victim or witness statement/affidavit from an LEP individual, members of the Department shall request the appropriate language interpretation service and document the LEP individual's responses in English.

D. Training - The Department will conduct annual training for all members of the Department on LEP policies and procedures. This training will be conducted for Recruit and In-service personnel and will also include classroom instruction as well as training videos and Department Training Bulletins.

1. The Department will continue to provide 20 hours of Spanish Culture and Language training in its Recruit Training Program which will include LEP policies and procedures.

2. In-service members, both sworn and civilian, will receive annual training in the following:

a. How to identify the language assistance needs of an LEP individual during an in-person or telephone interaction.

b. How to access Department Authorized Interpreters, Language Line interpreters and the use of interpreters during exigent circumstances.

c. How to work with interpreters and assess interpreter quality.

d. How to account for cultural diversity and language barriers in policing.

e. Basic phrases, terms and commands in Spanish.

f. Bias-Free Policing, Cultural Sensitivity, Hate Crimes/Incidents, Language Access Plan and Limited English Proficiency.

3. Sworn personnel will be issued a Spanish language guide Memo Book Insert (PDCS 7041) to assist them in police related situations involving LEP individuals.

4. All Department members are also required to complete the following annual Decentralized Individualized In-Service Training (D.I.I.T.) courses:

- a. Simple Spanish Commands - 27 minutes
- b. Language Line Services - 3:35 minutes

E. Monitoring and Compliance - The Commanding Officer of the Community Response Bureau has been designated as the Language Access Coordinator (LAC). The Language Access Coordinator will be responsible for coordinating and implementing the Department's Language Access Plan. Such duties will include but not be limited to:

1. Assessing demographic data, reviewing interpreter utilization data from contracted language access services as well as data from the Interpretation Tracking Data Form, (PDCS-7042), to determine the changing needs of the community. The Department will be guided by the information collected to determine what changes and modifications should be made, what documents are designated as vital and the languages into which they should be translated. Examination of all available data and determination of the six most common non-English languages encountered within the Police District will guide the Department in assessing the need to translate Department documents into additional languages and/or the need for additional interpreter services.

2. Consulting with community-based organizations annually in order to determine if there are additional languages into which vital documents should be translated.

3. Reviewing new documents created by the Department and assessing the need for them to be translated into languages other than English.

4. Maintaining the Department's DAI list as well as coordinating with the Department of Civil Service to ensure members of the Department on these lists are certified and recertified as appropriate.

a. The Department will implement a method consistent with the standards of Suffolk County Civil Service to verify levels of proficiency employees possess in languages other than English.

b. The Department will establish a monitoring system to ensure authorized interpreters maintain a level of ethical standards.

5. The Department's Internal Affairs Bureau will review and respond to all language access complaints. The Bureau

will also review all complaints received by the Department in a language other than English to determine if any underlying systemic issues exist.

a. The Internal Affairs Bureau will periodically request a list of 9-1-1 calls which the Communications Section tied into Language Line. Investigators will randomly select a predetermined number of calls to audit in order to ensure complainants were satisfied with the police service provided.

6. If a member of this Department believes a DAI is engaging in unethical behavior, to include adding or omitting words, phrases or context, which denies meaningful access to an LEP individual, such member will immediately report such information to their immediate supervisor in an Internal Correspondence, PDCS 2042. Such correspondence will be forwarded through the immediate supervisor's chain of command to the Office of the Police Commissioner where a determination will be made reference such member's designation as a DAI.

7. The LAC will represent the Department in its partnership with Latino community leaders as well as leaders from other communities with significant LEP populations to ensure effective implementation of the Department's Language Access Plan. The Community Response Bureau will address community concerns about the plan as well as offer ideas and strategies for ensuring language access. The Community Response Bureau will conduct reviews to evaluate the plan's effectiveness, accuracy and quality of services.

a. Community Response Bureau will conduct a semi-annual survey of Latino and other minority advocacy groups to gauge the effectiveness of the Department's Language Access Plan as well as any other Department programs and initiatives.

b. Community Response Bureau will analyze the results of each survey and implement measures, if necessary, to improve the plan.

c. A report detailing the survey, its results and actions taken by the Department will be published on the Department's website and in other relevant and appropriate media.

VII. ACCREDITATION STANDARD REFERENCES

- A. CALEA
- B. NYSLEAP

ATTACHMENT 16



**DEPARTAMENTO DE POLICIA DEL
CONDADO DE SUFFOLK
PLAN DE ACCESO DE IDIOMAS**

**DEPARTAMENTO DE POLICIA DEL CONDADO DE SUFFOLK
SUFFOLK COUNTY POLICE DEPARTMENT**

PLAN DE ACCESO DE IDIOMAS PARA DOMINIO LIMITADO DEL INGLES

LIMITED ENGLISH PROFICIENCY (LEP) LANGUAGE ACCESS PLAN

AGENCIA: DEPARTAMENTO DE POLICIA DEL CONDADO DE SUFFOLK

COORDINATOR DE ACCESO DE IDIOMAS / LANGUAGE ACCESS COORDINATOR (LAC):
TENIENTE ROBERT DONOHUE

TELEFONO/E-MAIL DE COORDINADOR: (631) 852-6109 robert.donohue@suffolkcountyny.gov

Nota: Continúan estudios e información se sigue colectando. Este documento es sujeto a cambios.

I. PROPOSITO

Conforme a la Orden Executiva del Condado de Suffolk No. 10-2012, el Departamento de Policía del Condado de Suffolk ha desarrollado el **Plan De Acceso De Idiomas Para Dominio Limitado del Inglés Del Departamento de Policía del Condado de Suffolk (Suffolk County Police Department Language Access Plan)** ("Plan") que establecen las estrategias que deben ser implementadas en un esfuerzo para asegurar que personas con dominio de inglés limitado - Limited English Proficiency (LEP) tengan acceso significativo a todos los servicios y programas del Departamento.

II. POLIZA

La misión del Departamento de Policía del Condado de Suffolk es proveer y mantener un ambiente seguro en el cual gente puede vivir y trabajar. Cada miembro del Departamento reconoce su obligación de proveer servicios profesionales dando ayuda a los que la necesiten, proporcionando un ambiente libre de temor, llevando ante justicia a los que violan la ley y protegiendo a todas personas y propiedad de acuerdo con normas legales e éticas.

El Departamento le sirve a una población diversa con muchos residentes cuyo primer idioma no es inglés y que tienen una capacidad limitada de leer, escribir o entender inglés. Individuos con LEP pueden ser capaces de comunicarse a través de ciertos modos (por ejemplo hablando), pero aún tienen una limitada competencia en otros (por ejemplo en la lectura o escritura). El Plan del Departamento se encargará de esas necesidades de la forma más eficaz y eficiente en sus esfuerzos por dar a todos los residentes del Distrito de policía del Condado de Suffolk el mismo alto nivel de servicio de policía. El Departamento evaluará regularmente las necesidades lingüísticas de los residentes, así como el enfoque del Departamento al abordar estas necesidades y actualizará el Plan anualmente según orden ejecutiva No. 10-2012.

El uso de servicios de idioma del Departamento de Policía no se considerará por cualquier miembro de este departamento como base para preguntar sobre el estado de inmigración.

Ningún miembro de este Departamento preguntara sobre o revelara el estado de inmigración de un individuo, a menos que tal pregunta o revelación se requiera según la ley.

Este Plan se incorporará en las Normas y Procedimientos del Departamento y se harán disponibles al público en el sitio web del Departamento. El Plan también será distribuido a grupos comunitarios LEP.

III. DEFINICIONES

- A. Bilingüe – es la capacidad de utilizar dos idiomas a un nivel de competencia suficiente para participar efectivamente en una conversación sobre temas prácticos, sociales y profesionales, y la posesión de un vocabulario amplio, acento moderado y el nivel de comprensión requerido para hablar a una velocidad normal.
- B. Department Authorized Interpreter (DAI) / Interprete Autorizado del Departamento – un miembro del Departamento, con una fluidez en un idioma distinto del inglés, que está autorizado para interpretar para otras personas.

IV. REFERENCIAS

- A. American Translators Association Code of Ethics and Professional Practice / Código de Ética y Práctica Profesional de la Asociación Americana de Traductores

V. REGLAS & REGULACIONES

VI. PROCEDIMIENTOS

A. Evaluando las Necesidades de la Población LEP y Idiomas

Miembros del Departamento de Policía del Condado de Suffolk, incluyendo pero no limitado a Despachadores 911, Oficiales de Policía e Investigadores pueden entrar en contacto con personas con LEP al contestar llamadas al 911, respondiendo a o investigando delitos, ayudando a miembros del público a través del teléfono y en encuentros informales. El Departamento documenta estos contactos mediante el uso de entradas de despacho asistido por computadora, informes de incidentes, y declaraciones, así como otros formularios e informes requeridos por el protocolo del departamento y por la ley.

El Condado ha identificado los siguientes seis idiomas más comunes que se hablan por las personas con conocimientos limitados de inglés en el Condado de Suffolk: español, chino mandarín, polaco, italiano, portugués y criollo haitiano. La demanda de servicios de interpretación experimentadas por el Departamento en el año calendario 2013 refleja una necesidad de 90% en el caso español, la necesidad de un 3,5% para el chino mandarín, una necesidad de 1,0% para el criollo haitiano y una necesidad de 1,0% para polaco

Para asegurar que todos los residentes puedan tener acceso al mismo nivel de servicio, el Departamento mejorara y / o implementara las siguientes políticas y procedimientos:

1. En el punto de entrada o en el vestíbulo de los edificios públicos e instalaciones de la policía, incluyendo todos los precintos policiales, Jefatura de Policía, Coordinador de la Corte, la Sección de Propiedad, Sección Impound, Cuartel General de la Oficina de Marina, Academia de Policía (Oeste) y las Operaciones Aeroportuarias, será publicado señalización en los idiomas más hablados que indican que intérpretes están disponibles de forma gratuita a las personas con LEP que necesitan reportar un crimen o por cualquier otro negocio oficial relacionado con las operaciones del Departamento de Policía.
2. El Departamento ha identificado documentos como los siguientes documentos vitales. Estos documentos se incluirán en un libro informativo, *Your Suffolk County Police Department* (Separate Document) / *Su departamento De Policía Del Condado de Suffolk (Documento Aparte)*, que serán disponibles en los seis idiomas mencionados y se mantendrán en todos los edificios e instalaciones públicas de policía y en la página web del Departamento.
 - a. How to Obtain a Police Report (PDCS-8100) / Como Obtener un Reporte Policial
 - b. Family Offense Assistance and Court Procedures (PDCS-7109) / Asistencia de Ofensas Familiares y Procedimientos Judiciales
 - c. What to do When Stopped by the Police (PDCS-7148) / Qué hacer Cuando un Policía le Detiene
 - d. Missing Person Guidelines / Directrices de Persona Desaparecida
 - e. Special Needs / Silver Alert Program (PDCS-8060) / Programa de Necesidades Especiales / Alerta de Plata
 - f. Crime Victim Information Report (PDCS-8105) / Reporte de Víctimas de Crimen
 - g. Compliment Complaint Information Report (PDCS-1300-1) / Informe de Agradecimiento / Reclamo
 - (1) El Compliment Complaint Information Report / Informe de Agradecimiento / Reclamo, PDCS – 1300-1a-SP, será aceptado por el Departamento cuando está terminado en idiomas distintos al inglés.
 - h. Mental Health Assistance Notification (PDCS7146c) / Notificación de Asistencia para Salud Mental
3. El Departamento mantendrá Language Identification Charts / Gráficos de Identificación de idiomas en todas instalaciones públicas y carros policiales.
4. En casos de analfabetismo o idiomas el cual materiales escritos no han sido traducidos, tales formas y documentos serán leídos a individuos LEP (Dominio Limitado de Inglés) en su primer idioma por un Intérprete Autorizado del Departamento o por el servicio Language Line.
5. Enlaces estarán disponibles en el sitio web del Departamento en los seis idiomas a partir del cual, cuando se hace clic, se proporcionará información sobre cómo acceder

a los servicios de asistencia de idiomas, así como una versión en PDF de *Your Suffolk County Police Department. / Su Departamento de Policía del Condado de Suffolk.*

B. Servicios Para Asistencia de Idiomas

El Departamento de Policía del Condado de Suffolk tomará todas las medidas razonables para facilitar el acceso oportuno y significativo a los servicios y programas del Departamento, independientemente del idioma hablado por las personas que solicitan dicho servicio. Personal del Departamento proporcionará asistencia lingüística gratuita a todos los individuos LEP que están en necesidad de o lo soliciten tal asistencia. Personal del Departamento informara al público que todos los servicios de asistencia de idiomas están disponibles de forma gratuita. Miembros del Departamento adherirán a los siguientes procedimientos al asegurar servicios de interpretación:

1. De acuerdo con la dirección del Ejecutivo del Condado, el Departamento determinará los miembros que posean cualquier nivel de fluidez en un idioma que no sea inglés. Estos miembros serán evaluados por Servicio Civil (Civil Service) para determinar si cumplen con los estándares de competencia orales establecidos por Servicio Civil (Civil Service). El Comisionado de la Policía, o su designado, autorizarán estos miembros del Departamento para servir como DAI. Una lista corriente de todas las DAI y los idiomas que hablan se mantendrá en la oficina del Supervisor de la Sección de Comunicaciones (Communications Section Supervisor).
2. Miembros de Departamento que están en necesidad servicios de interpretación intentaran a identificar el idioma principal del individuo LEP, utilizando un *Language Identification Chart / Tabla de Identificación de Idiomas* si es necesario, y solicitaran al DAI apropiado a través del Supervisor de la Sección de Comunicaciones (Communications Section Supervisor). Si no hay un DAI disponible, el miembro de servicio contactara Language Line Service.
 - a. Circunstancias extremas: Personal del Departamento que tienen que comunicarse con personas LEP (personas con dominio de inglés limitado) en situaciones peligrosas o situaciones que se desarrollan rápidamente pueden utilizar de forma temporal cualquier intérprete disponible. Intérpretes temporales pueden incluyen:
 - i. Personal del Departamento bilingüe;
 - ii. Espectadores bilingüe. Miembros del Departamento que utilizan estos tipos de intérpretes temporales deberán de primero considerar el dominio aparente del intérprete seleccionado, tanto en la lengua de origen y objetiva, y considerarán también cualquier prejuicio aparente, interés personal, o problemas de confidencialidad formuladas por el uso de un intérprete temporal particular. Miembros del Departamento que utilizan estos tipos de intérpretes temporales son responsables de desarrollar y hacer todas las preguntas. Miembros también considerarán el grado en el que el intérprete

temporal parece ser neutral, o parece estar insertando su propio perspectiva o información en la comunicación.

- b. Se documentara el uso de intérpretes temporales de acuerdo con las Normas y Procedimientos Capitulo 26(5).
 - c. Duración de la exigencia: Cuando han pasado las circunstancias que dieron lugar a la exigencia, miembros del Departamento deberán determinar si existe una necesidad continua de servicios de interpretación.
 - i. Si no se requiere ninguna otra interpretación, miembros deberán de revisar el contenido de la interpretación para exactitud y suficiencia.
 - ii. Si el contenido proporcionado por el intérprete temporal es incompleto, inexacto o de otra manera comprometido, o si la necesidad de servicios de interpretación se extiende más allá del período de exigencia, los miembros del Departamento deberán utilizar la lista de DAI, o Language Line Service.
3. Cuando correspondencia es recibida por el Departamento en un idioma distinto del inglés, será traducido al inglés. Una vez traducido, si la correspondencia se consideraría una denuncia, será remitida al Oficial Comandante de la Oficina de Asuntos Internos para ser investigada. El Departamento responderá a todas correspondencias en un momento oportuno.
 4. El Informe de Agradecimiento/Reclamo (Compliment/Complaint Information Reports) del Departamento que están en otros idiomas aparte del inglés indicaran los servicios de interpretación que están disponibles en las instalaciones de Policía o por teléfono.
 5. Todos los miembros del Departamento, tanto jurados como civiles, tienen acceso a los servicios de la línea de idiomas 24 horas al día, siete días a la semana. Language Line ofrece servicios de interpretación en más de 200 idiomas diferentes. Teléfonos con auriculares duales para su uso en la comunicación a través del servicio de intérpretes de Language Line se han instalado en las siguientes ubicaciones:
 - a. Recepción en cada precinto
 - b. Recepción en el cuartel general (Police Headquarters)
 - c. Sección de Control de Crimen (Crime Control Section) de cada precinto
 - d. Brigada de Detectives en cada precinto (Detective Squad)
 - e. Sección de Operaciones de Aeropuerto (Airport Operations Section)
 - f. Ventana publica de Central Records
 - g. Sección de Violencia Domestica (Domestic Violence Section)
 - h. Sección de Crímenes de Odio (Hate Crimes Section)
 - i. Sección de Homicidio (Homicide Section)
 - j. Oficina de Asuntos Internos (Internal Affairs Bureau)
 - k. Recepción de Oficina de Marina (Marine Bureau)
 - l. Oficina de Marina – Fire Island (dos teléfonos)
 - m. Oficina de Licencias de Pistola (Pistol Licensing Bureau)

- n. Academia de Policía – Oeste (Police Academy Bureau - West)
- o. Sección de Víctimas Especiales (Special Victims Section)
- p. Oficina de Patrullaje Especial (Special Patrol Bureau)

Además, treinta y ocho carros de sector dentro de la División de Patrullas están equipados con teléfonos celulares programados para marcar automáticamente la línea de idiomas Language Line. Estos teléfonos celulares se han desplegado en las siguientes unidades de patrulla:

Primer Precinto	102, 106, 108, 114, 117
Segundo Precinto	202, 203, 205, 206, 209, 217, 221
Tercer Precinto	302, 303, 310, 312, 316, 318, 321, 322, 323
Cuarto Precinto	404, 406, 410, 417
Quinto Precinto	502, 509, 510, 512, 513, 515
Sexto Precinto	610, 613, 618, 619
Séptimo Precinto	702, 708, 714

El condado ha contratado a Mill Neck Interpreter Service para obtener servicios de intérprete de lengua de señas para sordos y personas con problemas de audición.

Intérpretes de lengua de señas responderán a lugares de incidentes o a instalaciones de la policía para ayudar en la comunicación. Los miembros del departamento pueden utilizar este servicio las 24 horas del día, siete días a la semana. El departamento de policía no está obligado a tener ningún equipo específico disponibles para utilizar este servicio. Primero los miembros deben llamar a Mill Neck al 516-512-6222 y siga las indicaciones de voz. Los oficiales deben luego conectarse a su sitio web en:

<http://www.millneck.org/services/interpreting/interpreting.html>, y luego completar la solicitud para servicios en el sitio web.

6. Miembros utilizando un DAI o cualquiera de los servicios de interpretación disponibles completarán el formulario de datos de seguimiento de interpretación, Interpretation Tracking Data Form PDCS 7042^a, con toda información pertinente y presentarlo para la entrada en la base de datos de seguimiento del Departamento.
7. El Departamento actualmente mantiene 35 formas que están traducidas al español. Muchas de estas formas son incidente-específicas y no son vitales o esenciales documentos públicos, pero documentos de investigación. Miembros del Departamento deberán solicitar un DAI y documentar las respuestas de un individuo LEP en inglés.

C. Entrenamiento

El Departamento llevará a cabo el entrenamiento anual para todos los miembros del Departamento en las políticas y procesos de LEP. Este entrenamiento se llevará a cabo para personal reclutar y en servicio e incluirá instrucción en clase, así como en videos y boletines de entrenamiento.

1. El Departamento continuará proporcionando 20 horas de instrucción en Cultura Y Lengua Española en su Programa de Entrenamiento de Reclutas que incluirá las políticas y procesos de LEP.
2. Miembros en servicio, tanto jurados como civiles, recibirán entrenamiento anual en lo siguiente:
 - a. Como identificar las necesidades de idioma de un individuo LEP durante interacción en persona o por teléfono.
 - b. Como acceder Department Authorized Interpreters, intérpretes autorizados del departamento, intérpretes de Language Line, y el uso de intérpretes durante circunstancias exigentes.
 - c. Como trabajar con intérpretes y evaluar la calidad del intérprete.
 - d. Como tener en cuenta diversidad cultural y barreras de idioma en actuación policial.
 - e. Frases, términos y comandos básicos en español.
 - f. Actuación Policial Libre de Prejuicio, Sensibilidad Cultural, Delitos/Incidentes de Odio, Plan De Acceso de Idiomas y Dominio Limitado del Inglés.
3. A personal jurado se le expedirá un guía de español, inserto para el libro de notas (PDCS 7041), para asistirles en situaciones policiales involucrando individuales LEP.
4. También se requiere que miembros del Departamento completen anualmente los siguientes entrenamientos, Decentralized Individualized In-Service Training (D.I.I.T.):
 - a. Simple Spanish Commands (DIIT) / Comandos Sencillos en Español 27 minutos
 - b. Language Line Services (DIIT) / Servicios de Lina de Idiomas 3:35 minutos

D. Monitorización and Cumplimento

El Coordinador de Acceso de Idiomas (LAC) se encargará de la coordinación y ejecución del Plan de Acceso Idiomas del Departamento. Tales funciones se incluyen pero no se limitan a:

1. La evaluación de datos demográficos, revisión de datos de utilización de intérprete de servicios de acceso de idiomas contratados, así como datos del formulario de seguimiento de interpretación - Interpretation Tracking Data Form, PDCS - 7042 para determinar las necesidades cambiantes de la comunidad. El Departamento será guiado por la información recopilada para determinar qué cambios y modificaciones se deben hacer, qué documentos son designados como vital y los idiomas a los que se les debe traducir. El examen de todos los datos disponibles y la determinación de los seis idiomas distintos al inglés más comunes encontrados en el Distrito de Policía dirigirá el Departamento en la evaluación de la necesidad de traducir documentos del

Departamento a otros idiomas y / o la necesidad de servicios de interpretación adicionales.

2. Consultar con organizaciones basadas en la comunidad cada año con el fin de determinar si hay otros idiomas en los que deben traducirse los documentos vitales.
3. Revisión de nuevos documentos creados por el Departamento y evaluando la necesidad de que sean traducidos a otros idiomas distintos al inglés.
4. Manteniendo la lista DAI del Departamento así como coordinando con el Departamento de Servicio Civil (Civil Service) para asegurar que miembros del Departamento en esta lista están certificados y recertificados según sea apropiado.
 - a. El Departamento implementara un método consistente con los estándares del Servicio Civil de Suffolk County / Suffolk County Civil Service para verificar el nivel de habilidad que un trabajador posee en idiomas aparte del inglés.
 - b. El Departamento establecerá un sistema de monitorización para garantizar intérpretes que autorizados mantengan un nivel de normas éticas.
5. La Oficina de Asuntos Internos del Departamento revisará y responderá a todas las quejas de acceso de idiomas. La Oficina también examinará todas las quejas recibidas por el Departamento en un idioma aparte del inglés para determinar si existen problemas sistémicos fundamentales.
 - a. La Oficina de Asuntos Internos periódicamente solicitará una lista de llamadas 9-1-1 que la Sección de Comunicaciones conecto a Language Line. Investigadores seleccionarán al azar un número predeterminado de llamadas para auditar con el fin de garantizar que los denunciantes estaban satisfechos con el servicio policial proporcionado.
6. Si un miembro de este Departamento cree que un DAI está participando en un comportamiento poco ético, incluyendo la adición o la omisión de palabras, frases o contexto, que niega acceso significativo a un individuo LEP, ese miembro reportará inmediatamente dicha información a su supervisor inmediato en una correspondencia interna, Internal Correspondence, PDCS 2042. Esta correspondencia se enviará a través de la cadena del comando del supervisor inmediato a la Oficina del Comisionado de Policía donde una determinación se hará en referencia a la designación del miembro como un DAI.
7. El Coordinador de Acceso de Idiomas del Departamento representará al Departamento en su colaboración con líderes de la comunidad latina, así como líderes de otras comunidades con poblaciones LEP significativas para asegurar la aplicación efectiva del Plan de Acceso de Idiomas del Departamento. La oficina de respuesta a la comunidad, Community Response Bureau, responderá a las preocupaciones de la comunidad sobre el plan, y ofrecerá ideas y estrategias para garantizar el acceso al idioma. La Oficina Community Response Bureau llevará a cabo una revisión para evaluar la eficacia, la precisión y la calidad de los servicios del plan.

- a. El Community Response Bureau llevará a cabo una encuesta semi-anual de grupos defensores de latinos y otros grupos defensores de minorías para medir la eficacia del Plan de Acceso de Idiomas del Departamento, así como otros programas e iniciativas del Departamento.
- b. El Community Response Bureau analizará los resultados de cada encuesta e implementara medidas, si es necesario, para mejorar el plan.
- c. Un reporte detallando el estudio, sus resultados y las acciones tomadas por el Departamento se publicarán en el sitio web del Departamento y en otros medios pertinentes y adecuados.

VII. REFERENCIAS ESTANDAR DE ACCREDITACION

- A. CALEA
- B. NYSLEAP

VIII. INDEX

N/A

END

ATTACHMENT 18

LAP Distribution Chart

Date	Individual	Contact Agency	Phone #	Email	Copies	Hardcopy	Email Language
2/25/2014	Patrick Young	CARECEW	516-489-8330	PYCARECFEN@AOL.COM	1	yes	Eng
2/25/2014	MaryAnn Slutsky	Long Island Wins	516-333-7004	mstutsky@longislandwins.com	1	yes	Eng
2/25/2014	Luis Valenzuela	L.I. Immigrant Alliance	631-789-0720	luis.valenzuela@liia.org	1	yes	Eng
2/25/2014	Irma Solis	Make the Road NY	631-512-1587/631-231-2220x307	irma.solis@maketheroadny.org	1	yes	Eng
2/25/2014	Hector Gerardo	NY Civil Liberties Union	631-650-2317	HGERARDO@NYCLU.ORG	1	yes	Eng
2/25/2014	Cheryl Keshner	Empire Justice Center(LILAC)	631-650-2307	ckeshner@empirejustice.org	1	yes	Eng
2/25/2014	Martha Maffei	Sepa Mujer Inc	631-650-2302	mmaffei@sepamujer.org	1	yes	Eng
2/25/2014	Amol Sinha	NY Civil Liberties Union		asinha@nyclu.org	1	yes	Eng
		Police/Comm Outreach Committee @			8		
		Touro Law Center					
4/16/2014		Community Roundtable Mtg/Bellone @			20	yes	Eng/Spain
		Brentwood Library					

4/28/2014		Adelante		miriamg@adelantesc.org			Eng/Spain	yes
4/28/2014	Angel Ramirez	Bellport Hagerman Alliance		angel264@optonline.net			Eng/Spain	yes
4/28/2014		Brentwood Neighborhood Watch		bhepfred@gmail.com			Eng/Spain	yes
4/28/2014		C.M. spanish prayer group		maxima.castro2011@gmail.com			Eng/Spain	yes
4/28/2014		Centreach civic association		aquilinovelasquez@live.com			Eng/Spain	yes
4/28/2014		Ctrl Islip Coalition of Good Neighbors		ccaudio@optonline.net			Eng/Spain	yes
4/28/2014		Commack Coalition for Caring		Debbie.12@optonline.net			Eng/Spain	yes
4/28/2014		Coram Civic Association		dvirga@commack.k12.ny.us			Eng/Spain	yes
4/28/2014		East Yaphank Civic		egbcats@optonline.net			Eng/Spain	yes
4/28/2014		Farmingville Residents Assoc		eastvaphankcivic@aol.com			Eng/Spain	yes
4/28/2014		Greater Civic Assoc & Source the Station		fra23@optonline.net			Eng/Spain	yes
4/28/2014		Help Suffolk Bellport		marita@nastasiassociates.com			Eng/Spain	yes
4/28/2014		Hunt Stat Enrichment Ctr		sgarcia@helpusa.org			Eng/Spain	yes
4/28/2014		Hunt Sta Latin Quarters		huntsec@aol.com			Eng/Spain	yes
4/28/2014		kings park in the know		xpalacios@xpalacioslaw.com			Eng/Spain	yes
4/28/2014		Lk Ronk Civic		maureen.i.rossi@gmail.com			Eng/Spain	yes
				information@lakeronkonkomacivic.org			Eng/Spain	yes

LAP Distribution Chart

<u>Date</u>	<u>Individual</u>	<u>Contact Agency</u>	<u>Phone #</u>	<u>Email</u>	<u># Copie Hardcopy</u>	<u>Distribution</u>	<u>Email</u>	<u>Language</u>
4/28/2014		Lighthouse Mission		PastorJim@lighthouseMission.net	yes		yes	Eng/ Span
4/28/2014		Lindenhurst Chamber		Joan.boetcher@prudential	yes		yes	Eng/ Span
4/28/2014		Mastic Beach Property Owners		mbpoa1928@optonline.net	yes		yes	Eng/ Span
4/28/2014		Mastic Beach Village		singbigfool41@hotmail.com	yes		yes	Eng/ Span
4/28/2014		Mastic Beach Village		genifo@masticbeachillageny.gov	yes		yes	Eng/ Span
4/28/2014		Middle Island Civic		tomtalbot@hotmail.com	yes		yes	Eng/ Span
4/28/2014		One More For Jesus Church/Pstr Cruzate		rcuzate@yahoo.com	yes		yes	Eng/ Span
4/28/2014		Pastor at Lambs Chaple		Pastor@lambschapel.net	yes		yes	Eng/ Span
4/28/2014		Pattersonquash Creek Civic		norton2526@peoplepc.com	yes		yes	Eng/ Span
4/28/2014		Port Jeff Neighborhood Watch		homekingdom@optonline.net	yes		yes	Eng/ Span
4/28/2014		Project Hope		daniellewoh@gmail.com	yes		yes	Eng/ Span
4/28/2014		Ridge Civic		csosik@optonline.net	yes		yes	Eng/ Span
4/28/2014		rocky point civic		mok11778@optonline.net	yes		yes	Eng/ Span
4/28/2014		Sonjay Inc		dougking32@yahoo.com	yes		yes	Eng/ Span
4/28/2014		Sound Beach Civic		rubertob11789@aol.com	yes		yes	Eng/ Span
4/28/2014		St. Anne's Parish Outreach		kirmond@gmail.com	yes		yes	Eng/ Span
4/28/2014		St. Joseph's Church		catherinea@stjosephtheworkerep.net	yes		yes	Eng/ Span
4/28/2014		Strathmore Ridge		hvpurblu@gmail.com	yes		yes	Eng/ Span
4/28/2014		The Woods Neighborhood Watch		thewoodsneighborhoodwatch@hotmail.com	yes		yes	Eng/ Span
4/28/2014		Town of Islip		imistretta@townofislipny.gov	yes		yes	Eng/ Span
4/28/2014		Wyandanch Weed and Seed		astewart@eoc-suffolk.com	yes		yes	Eng/ Span
5/2/2014		Suffolk County Library System-HQ			<u>38</u>			Eng/ Span
5/19/2014		William Floyd Library/ESL Group			<u>65</u>			Span
5/29/2014	Valerie Cartwright	Town of Brookhaven Councilwoman			<u>20</u>			Eng/ Span
5/29/2014	Angela	EAC			<u>8</u>			Span
5/29/1930	Haster Cruzante	1 More Jesus Christ Church/Farmingville			<u>4</u>			Span
					<u>1</u>			Span
					<u>13</u>			

ATTACHMENT 19



DEPARTAMENTO DE POLICÍA, CONDADO DE SUFFOLK, NUEVA YORK
OFICINA POLICIAL AUTORIZADA
INFORME DE AGRADECIMIENTO/RECLAMO
 (Compliment/Complaint Information Report)

PDCS-1300-1a-SP

SÓLO PARA USO DE LA OFICINA DE ASUNTOS INTERNOS

Recibido: _____

N.º de IAR: _____

El Departamento de Policía del Condado de Suffolk se compromete a proporcionar servicios policiales de la mejor calidad a cada miembro de la comunidad y su opinión es importante para nosotros. Si usted tiene algún agradecimiento o reclamo en relación con un empleado del SCPD, opte por alguna de las siguientes opciones:

- Complete este formulario y envíelo directamente a algún distrito del SCPD o a las Oficinas Centrales de la Policía, o por fax al (631) 852-6259
- Envíelo por correo a: *Oficinas Centrales de la Policía del Condado de Suffolk, Oficina de Asuntos Internos (IAB), 30 Yaphank Avenue, Yaphank, NY 11980*
- Comuníquese con la Oficina de Asuntos Internos por teléfono al 631-852-6255 o gratis llamando al 1-888-382-1798, o comuníquese con la Comisión de Derechos Humanos al 631-853-5480.
- Envíe un correo electrónico a Asuntos Internos a: **SCPD.INTERNALAFFAIRS@suffolkcountyny.gov**

O: Si prefiere, puede completar una encuesta simple de satisfacción del ciudadano. Ingrese en www.suffolkpd.org y haga clic en "Información en Español" y a continuación en "Encuesta de satisfacción de los ciudadanos"

Seleccione la categoría correcta: Agradecimiento Reclamo RC N.º (si corresponde)

Nombre: Apellido, nombre, inicial del segundo nombre		Fecha de nacimiento	<input type="checkbox"/> M <input type="checkbox"/> F
Dirección		Teléfono de la casa	
Dirección de correo electrónico	Teléfono celular:	Teléfono del trabajo	<input type="checkbox"/> Permiso para llamar
Persona que asiste (intérprete, representante)	Relación	N.º telefónico del contacto	
Si corresponde: Nombre del testigo: Apellido, nombre, inicial del segundo nombre		Teléfono de la casa	
Dirección		Teléfono celular:	

INCIDENTE

Fecha del incidente	Hora del incidente	Lugar del incidente
---------------------	--------------------	---------------------

INFORMACIÓN DEL EMPLEADO

Rango/Título	División	Placa	Nombre	<input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> Vestimenta de civil <input type="checkbox"/> Uniforme	<input type="checkbox"/> Peatón <input type="checkbox"/> En auto	<input type="checkbox"/> Credencial marcada <input type="checkbox"/> Sin marcar	N.º de patrullero:	N.º de la placa:
Descripción física de los empleados (color de ojos, color de cabello, textura y altura aproximadas, edad, etc.)				

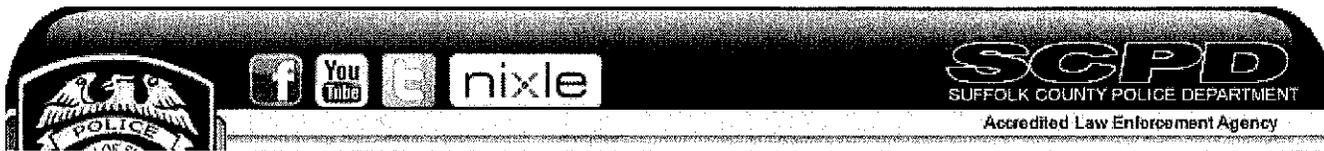
DESCRIPCIÓN DEL INCIDENTE (incluya toda la información que sea posible)

¿Le gustaría que un supervisor del Departamento de Policía se comunicara con usted por sus comentarios? Sí No

Fecha: _____

Firma: _____

ATTACHMENT 20

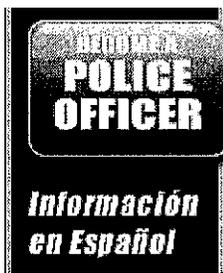


INFORMACIÓN / POLÍTICAS



Este sitio provee formas útiles e información valiosa para atender las necesidades de nuestra comunidad. Si usted tiene más preguntas o necesita información adicional, por favor póngase en contacto con la Oficina de Respuesta a la Comunidad (Community Response Bureau) al 631-852-6109. Servicios de interpretación son disponibles para individual con dominio de inglés limitado.

- Precincts
- Specialized Units
- Press Releases
- Information / Policies
- Forms & Reports
- Crime Stoppers
- Phone Directory
- Directions
- Frequently Asked Questions
- In Memoriam
- Contact Us
- Suffolk County Home
- Home**



INFORMACIÓN	POLÍTICAS DEL DEPARTAMENTO
<ul style="list-style-type: none"> • Información para las víctimas dirigidos por el Sargento de Policía del Condado de Suffolk, durante paradas de tráfico • Declaración de Misión • Como Obtener Un Reporte Policial • Qué hacer Cuando un Policía le Detiene • Cómo Elogiar a un Oficial de Policía • Cómo Presentar una Queja Contra un Oficial de Policía • Folleto para Víctimas de Crimen • Asistencia Para Ofensa De Familia y Procedimientos de la Corte • Notificación de Asistencia de Salud Mental • Programa de Necesidades Especiales/Alerta de Plata • Encuesta de Satisfacción de los Ciudadanos • "Alto Al Crimen" del Condado de Suffolk • Aplicación para Historia Criminal • Suffolk County TPVA Documento de Información • Penalidades por Conducir Mientras Intoxicado (DWI) en el Estado de NY • Qué Puede Hacer Usted para Ayudar a Prevenirlos Robos Domiciliarios • Directrices de Persona Desaparecida • Consejos de Seguridad de Natación • Seguridad de Bicicleta • Oficiales de Relaciones con la Comunidad • Consejos de Seguridad para Entrega • Re-licenciar Delincuentes por DWI • Manteniendose Segura: Previendo Violencia Familiar • Si es Víctima de un Crimen/Delito • Consejo para Prevenir un Crimen/Delito • Unidad de Crímenes de Odio • Consejos para la Seguridad de Natación 	<ul style="list-style-type: none"> • Arresto de Ciudadanos No Americanos y Personas Con Doble Ciudadanía • Procedimiento De Las Denuncias Civiles • Denuncias Procesales Civiles • Crímenes de Odio • El Uso de Fuerza Fisica - Armas y Petrechos No-Letales • Relaciones con Los Medios de Comunicación • Espectadores en Los Incidentes de la Policía • Medios Registrados en Posesion de Espectadores en Los Incidentes de la Policía • Plan de Acceso de Idiomas Para Dominio Limitado del Ingles

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ATTACHMENT 21

COMO OBTENER UN REPORTE POLICIAL

PDCS-8100h

Bajo la Ley de Libertad de Información (FOIL), usted puede solicitar una copia de su reporte del Departamento de Policía del Condado de Suffolk. Si usted no recibió un reporte policial cuando ocurrió el incidente, hay un número de maneras que usted puede solicitar informes bajo FOIL. La siguiente información provee directrices y explicaciones detalladas:

Todos Reportes policiales FOIL solicitados de la Sección de Central Records Section, independiente de cómo se inició la solicitud, se remitirán al solicitante por correo de U.S. Postal Service.

Informes obtenidos de Central Records requerirán un cargo FOIL de \$.25 por página más envío. Una factura será incluida con su reporte.

1. ONLINE	La solicitud puede ser sometida por Internet yendo a nuestra página en la red, www.suffolkpd.org y haciendo clic en el icono "Request A Report" en la página principal.	
2. POR CORREO	Si usted tiene acceso a el Internet, puede descargar el formulario, Application for Public Access to Records , por nuestra página en la red www.suffolkpd.org . Haga clic en Forms and Reports ; Bajo Central Records Forms & Requests, haga clic en FOIL PDCS-5414 . Este formulario puede ser completado en línea; sin embargo, no puede ser guardado ni presentado electrónicamente – debe ser impreso y enviado por correo a la sección de Central Records.	
	Envíe su solicitud e incluya un SOBRE CON ESTAMPILLA a: Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705	Su solicitud debe incluir la siguiente información: A. Su Nombre Y Dirección B. Fecha del Incidente o Accidente C. Sitio del Incidente o Accidente D. Nombre del Reclamante E. Numero Central Complaint, si se conoce F. Tipo de Incidente *G. Para Accidente, Nombre (s) de Conductor (es) de Vehículo
	* NOTA: Reportes de Accidente (copias certificadas): Para evitar gastos de envío adicionales, puede incluir un cheque o giro postal a nombre de Suffolk County Police Department, en la cantidad de \$ 1.00. En el caso de que existan cargos adicionales asociados con su solicitud, una factura se incluirá con su informe. Tomará aproximadamente 6-8 semanas para recibir una copia certificada.	
3. EN PERSONA	Solicitudes pueden ser completadas y entregadas en el contador de Central Records, Lunes a Viernes 9 a.m. to 3:45 p.m. Solicitudes no son procesadas en el contador – serán devueltas por correo – tan pronto como sea posible.	
	Solicitudes para reportes de accidente (copias certificadas) para accidentes que ocurrieron en los últimos 18 meses serán disponibles para ser recogidas en Central Records, Lunes a Viernes 9 a.m. to 3:45 p.m. Por favor espere 7-10 días hábiles desde la fecha del accidente para que el informe llegue a Central Records.	

DIRECCIONES AL CUARTEL GENERAL DEL DEPARTAMENTO DE POLICIA DEL CONDADO SE SUFFOLK, SECCIÓN DE CENTRAL RECORDS

DEL L.I.E.	DESDE EL ESTE:	Tome la salida 67 (CR 21 -Yaphank Ave.) Derecha en Yaphank Ave. (CR 21). Sur ½ milla, primera derecha después del puente de villas de tren. Dirección es 30 Yaphank Ave., Yaphank NY 11980.
	DESDE EL OESTE:	Salida 67 (CR 21 -Yaphank Ave.) Izquierda en el semáforo en Yaphank Ave. (CR 21). Sur ½ milla, primera derecha después del puente de las villas del tren. Dirección es 30 Yaphank Ave., Yaphank NY 11980.
DE SUNRISE HIGHWAY:	DESDE EL ESTE:	Tome Rta. 27 a Horseblock Rd. Salida 57N. ¼ milla a 30 Yaphank Ave. (CR 21) Norte 1 milla y ½ a 30 Yaphank Ave.
	WESTBOUND:	Tome Rta. 27 a la salida de Horseblock Rd. Izquierda en Service Rd. hasta el Stop Sign. Derecha en Horseblock Rd. Vía hacia la derecha y en poca distancia doble en Yaphank Ave. (CR 21) hacia el Norte 1 milla y ½ a 30 Yaphank Ave., Yaphank NY 11980.

IMPORTANTE: Solamente dos (2) reportes policiales específicos pueden ser obtenidos en el Precinto de Ocurrencia – un Field Report (PDCS-1053) si no es de incidente criminal y el Police Accident Report (MV-104A). Estos reportes no han sido certificados y son proveídos gratuitamente, como cortesía al solicitante que está involucrado en el incidente. Una copia del MV-104A o Field Report asociado con MVC- también puede ser proporcionado al dueño(s) titulado y registrante(s), si diferente al solicitante.

1. Non-Criminal Field Report (PDCS-1053)	<input type="checkbox"/> Si esta casilla es marcada, una copia de cortesía (aun no certificada) de un NON-CRIMINAL FIELD REPORT (PDCS-1053) será disponible <u>24 horas</u> después de que es reportado en el Precinto indicado abajo.					
2. Police Accident Report (MV-104A)	<input type="checkbox"/> Si esta casilla es marcada, una copia de cortesía (aun no certificada) de un POLICE ACCIDENT REPORT (MV-104A) será disponible <u>72 horas</u> después de que es reportado en el Precinto indicado abajo.					
<input type="checkbox"/> Primer Precinto 555 Rt. 109 W. Babylon, NY 11704 631-854-8100	<input type="checkbox"/> Segundo Precinto 1071 Park Ave. Huntington, NY 11743 631-854-8200	<input type="checkbox"/> Tercer Precinto 1630 5 th Ave. Bay Shore, NY 11706 631-854-8300	<input type="checkbox"/> Cuarto Precinto 727 Veterans Mem Hwy Smithtown, NY 11787 631-854-8400	<input type="checkbox"/> Quinto Precinto 125 Waverly Ave Patchogue, NY 11772 631-854-8500	<input type="checkbox"/> Sexto Precinto 400 Middle Country Rd Selden, NY 11784 631-854-8600	<input type="checkbox"/> Séptimo Precinto 1491 Wm Floyd Pkwy Shirley, NY 11967 631-852-8700

FOR INFORMATION ONLY: (631) 852-6015



AGENCIA POLICIAL ACCREDITADA
 Visítenos en la red www.suffolkpd.org
 Crime Stoppers Tip Hotline Confidencial 1-800-220-TIPS
 Mande Informe Anónimamente Por La Red – www.tipssubmit.com
 Informes por text: Text SCPD Plus Message To: CRIMES (274637)
 Incidentes que no son emergencia pero requieren respuesta policial - (631) 852-COPS



ATTACHMENT 22

SS ECO'S

ECO	HART	MADELINE	802	R2
ECO	TORRES	DOLORES	808	R1
ECO	VARELA	BETHZAIDA	824	R3
ECO	SOLANO-SEIDE	ANNA	825	R3
ECO	CUEVAS	MANUEL	831	M3
ECO	SALAZAR	JAMES	868	R2
ECO	DUBOSKI	JOAN	879	R1
ECO	ESPITA	GLORIA	888	R2
ECO	GREGORWICH	REGINA	894	R1
ECO	VEGA	LISSETTE	893	R2
ECO	ACEVEDO	CESAR	895	R3
PSD	HERNANDEZ	SONIA	569	R2

ATTACHMENT 23



POLICE DEPARTMENT, COUNTY OF SUFFOLK, N.Y.
ACCREDITED LAW ENFORCEMENT AGENCY
INTERPRETATION TRACKING

PDCS-7042a

CC # (If one was drawn - a CC# is not mandatory)

<input type="checkbox"/> Department Authorized Interpreter <input type="checkbox"/> Temporary Interpreter <input type="checkbox"/> Language Line Services - L.L. Interpreter ID# _____		
Date of Interpretation: Language Interpreted:	Interpretation Start Time: Location of Interpretation:	Interpretation End Time:
Name of Individual Requiring Interpreter:		Name of Witness (if applicable)
Name of Victim (if applicable)		Name of Witness (if applicable)
Member Performing Interpretation (Name - Last, First, MI):		Rank/Title Shield Command
Non-Member Interpreter Contact Info (Name - Last, First, MI):		Address: Telephone:
Relationship of Interpreter (if any) to LEP individual:		E-Mail:
Member Requesting Interpretation:		Rank/Title Shield Command
Summary of Action Taken: <input type="checkbox"/> Criminal <input type="checkbox"/> Arrest <input type="checkbox"/> No Arrest <input type="checkbox"/> Non-Criminal		
Supervisor:		Shield Command
Entered into Database by:		Command Date Entered

ATTACHMENT 24



ORDER NUMBER

TYPE DEPARTMENT FORMS ORDER	AUTHORITY JAMES C. BURKE CHIEF OF DEPARTMENT	SIGNATURE		
SUBJECT/TOPIC/TITLE INTERPRETATION TRACKING				
DISTRIBUTION ALL COMMANDS	DATE ISSUED	DATE EFFECTIVE	DATE TO BE REVIEWED N/A	

As of the effective date above, Departmental form, Translation Tracking, PDCS-7042, is amended to change the title to Interpretation Tracking, PDCS-7042a, and includes additional fields in accordance with Department of Justice standards. The form is authorized for use as specified below:

TITLE: Interpretation Tracking

NUMBER: PDCS-7042a

PURPOSE/ FUNCTION: The Interpretation Tracking form will be completed, for statistical purposes, whenever a Member of the Department requires an interpretation and utilizes the following interpreters:

1. **Department Authorized Interpreter (DAI)** - a Member of the Department who has been tested and certified as an officially authorized interpreter;
2. **Temporary Interpreter** - any person, (including Members of the Department who are not designated DAI's) who provide interpretations for a requesting Member of the Department;
3. **Language Line Services** - must include the Language Line Interpreter ID #

PROCEDURE:

The Reporting Officer (requesting Member) will:

- enter the Central Complaint #, if one has been drawn (*please note that a CC # is not required to complete this form*);
- indicate who provided the interpretation by marking the appropriate check box;
- record the date, start time/end time, language interpreted, and location of interpretation;
- enter the name of the individual requiring interpretation and, if applicable, the name of a victim and/or witness;
- the name, rank/title, shield, command, of the interpreting Member; or, the name and contact information of an interpreter (who is not a Member of the Department) at the incident and their relationship to the LEP individual, if any;
- the name, rank/title, shield and command of the Member who requested the interpretation; and
- the Summary of Action Taken.

The completed form will be submitted to the supervisor of the Recording Officer for review and endorsement; the authorized form will be forwarded to the command's administration office for entry into the online interpretation database.

PREPARED BY: Reporting Officer

SUBMISSION BY: Reporting Officer

DISTRIBUTION: Reporting Officer's Command

RETENTION: Minimum of 6 years, thereafter retention is determined by the Commanding Officer.

INVOLVEMENT: Arrest paperwork, if applicable

STATISTICAL USE: Interpretation statistics

FORMS SUPPLIED: Single-sided, 5 ½ x 8 ½ to be ordered (qty = 100/pad) from the Quartermaster (Supply) Section. PDCS-7042a is also available via the SCPD Intranet under the Online Forms category.

REMARKS: If assistance in accessing the interpretation database is needed, contact the ITS Help Desk (2-6611)

END

ATTACHMENT 25



TYPE	AUTHORITY	SIGNATURE
PATROL DIVISION GENERAL ORDER	John Meehan	<i>John Meehan</i> Chief
SUBJECT/TOPIC/TITLE	CHIEF OF PATROL	
LANGUAGE LINE CELLULAR TELEPHONES		
DISTRIBUTION		
PRECINCT AND BUREAU COMMANDING OFFICERS		
DATE ISSUED	DATE EFFECTIVE	DATE TO BE REVIEWED
April 22 nd , 2014	April 22 nd , 2014	Annually

ADDENDUM "a" to Patrol Division General Order 14-01. Changes are shown in BOLD typeface. All remaining information contained in the original order remains in effect.

PURPOSE: To deploy Language Line cellular telephones in the Patrol Division to provide prompt on-scene language assistance to effectively bridge the communication gap between officers and persons with a Limited English Proficiency.

POLICY: It is the policy of the Suffolk County Police Department to provide persons with Limited English Proficiency timely and meaningful access to all services and benefits the Department provides.

PROCEDURE:

- To ensure the availability of this resource has been deployed in the below sectors:

Precinct	Sectors with a Language Line Cellphone
1 st Precinct	102, 106, 108, 114, 117
2 nd Precinct	202, 203, 205, 206, 209, 217, 221
3 rd Precinct	302, 303, 310, 312, 316, 318, 321, 322, 323
4 th Precinct	404, 406, 410, 417
5 th Precinct	502, 509, 510, 512, 513, 515
6 th Precinct	610, 613, 618, 619
7 th Precinct	702, 708 , 714

- Language Line cellular telephones will be kept inside the vehicle's glove box or the vehicle's back seat equipment/forms box to minimize its chance of loss.
- When officers assigned to one of the above sectors report on duty they, in addition to other required equipment checks, shall inspect and note the presence of the sector's Language Line cellphone/charger in his/her memobook. If the telephone is not found in the vehicle, that officer will note that fact in his/her memobook and then promptly advise a Patrol Supervisor.
- Upon such notification the Patrol Supervisor will ensure that all efforts are made to locate the phone including a check within the assigned unit, adjoining sector cars, and areas inside a precinct such as the desk and prisoner processing areas. If the Language Line phone is not located after reasonable efforts were made, the patrol supervisor will ensure that its loss is noted in the Precinct Tour Report and an Internal Correspondence is prepared and forwarded to the Office of the Chief of Patrol reporting the loss.



5. Officers will only utilize the Language Line cellular telephone in the performance of their official duties.
6. To contact Language Line services, the following steps shall be followed:
 - a. After turning on the phone, press and hold the number "3" on the keypad.
 - b. When prompted, the officer will press the number "1" for Spanish or the number "2" for any other language.
 - c. When the Language Line Operator comes on the line he/she will request the officer's personal identification number. This is the officer's shield number.
 - d. The officer will obtain and make note of the Language Line Interpreter ID Number from the Language Line Operator.
 - e. Upon completion of the call, the officer will document that Language Line assistance was provided in his/her memobook and also by completing an Interpretation Tracking Form (PDCS-7042a). **The Interpretation Tracking Form (PDCS-7042a), following supervisory review and endorsement, will be forwarded to the command's administration office for entry into the online interpretation database. If assistance in accessing the Interpretation database is needed, contact the IT Help Desk at 852-6611.**
 - f. Following completion of the phone's use ensure that the again turned off.
7. Language Line cellular telephones will be checked by the Platoon Commander or the Precinct Desk Sergeant on the first day of each month. This check will be entered in the Precinct Tour Report and will consist of **having an officer in each Language Line cellphone assigned unit calling the appropriate Precinct Desk Supervisor utilizing that Language Line cellphone** in order to ensure that it is accounted for and working properly. Missing or defective Language Line cellphones will be reported **immediately** by Internal Correspondence to the Office of the Chief of Patrol.

END

ATTACHMENT 26

POLICE DEPARTMENT COUNTY OF SUFFOLK, NEW YORK

INTERNAL CORRESPONDENCE

TO: Edward Webber
Commissioner of Police
FROM: Christopher A. Love, Sergeant 1086
Compliance Coordinator
Office of the Police Commissioner, Legal
DATE: 4/1/2014
COPY TO: As Required
SUBJECT: SCPD PLAN FOR ENGAGEMENT OF THE LATINO COMMUNITY

The SCPD will engage constructively with the Latino community in all of its policing operations in order to foster collaborative problem-solving, ethical and bias-free policing, and community confidence in the Department.

Community Liaison Officers (CLOs) assigned to the Community Response Bureau will be detailed to each Precinct. Each CLO will arrange, meet and collaborate with the community groups active within that Precinct. The CLO will focus on strengthening relationships between the police and the community, with special attention given to LEP issues so that all members of the community have an equal opportunity to participate. The CLOs will receive training in federal and state civil rights law, problem oriented policing, cultural sensitivity and other topics relevant to community relations. Finally, the CLOs will work closely with Community Oriented Policing Enforcement (COPE) officers in order to provide community members with problem-oriented police service.

Recruitment Officers within the Community Response Bureau will actively encourage and recruit qualified minority candidates to consider a career in law enforcement by presenting to community organizations such as Adelante of Suffolk County, Pronto of LI, youth groups, high schools, and church groups. Recruitment practices will continue to be analyzed and enriched to determine the most effective measures in achieving this goal.

Community Response Bureau School Resource Officers will continue to conduct presentations to high school and middle school students and maintain a presence at school functions. School Resource Officers (SROs) present a variety of topics which include: Diversity and Tolerance, Gangs and Associated Violence, Prescription Drugs to Heroin, Cyber Law, Recruitment, and many others. The SROs will continue to foster relationships with students in the forty-five public school districts and numerous private schools across the Police District. Community Response SROs will also host over one thousand students from local elementary, middle and high schools at Police Headquarters during Police Week, when students and teachers are invited for guided tours and demonstrations of specialized police operations such as K-9 and Aviation. Community Response SROs also coordinate and attend summer beach programs offered to youths by several townships in the Police District.

SCPD will ensure that the Police Commissioner and/or designated members of the command staff meet with key leaders in Latino and other minority groups on a regular basis at both SCPD sponsored meetings and meetings held in the community.

The Department will engage in community events in an effort to maintain a positive relationship with the Latino community. Such events will consist of free car seat distributions and installations with Education Assistance Corporation (a non-profit human services agency), hosting cooking classes for minority youths, gun buy-back events, food drives with Pronto of L.I., Operation Medicine Cabinet and participation in the annual "National Night Out Against Crime" across the Police District. Additional outreach programs include the Police Athletic League (PAL), the SCPD Citizen Academy and SCPD Youth Academy, Neighborhood Watch and Crimestoppers.

Spanish language learning opportunities for current officers will be provided by the Department through the online course "Spanish on Patrol". Sensitivity and diversity training will be conducted at the Police Academy, which will reach every sworn officer at least annually. The curriculum for this training will be developed with input from local community and advocacy groups as well as subject matter experts in Procedural Justice and Police Legitimacy. The Department will solicit input from the Community Advisory Board, other community groups and all CLOs and COPE officers regarding the efficacy and success of all LEP, Spanish language and cultural sensitivity training.

The current Language Access Plan and all vital forms and literature will be made available in both English and Spanish and in all Department buildings with public access, and on the Department's website.

To increase awareness in community meetings and events, upcoming programs will be posted in local newspapers, such as Noticia and La Tribuna, and broadcast on radio stations, such as Long Island Talk Radio 103.9 FM and La Fiesta Nueva 98.6/96.9 FM. Social media, such as NIXLE, Twitter and Facebook will also be utilized to make crime notifications, seek community feedback and highlight developments in the Language Access Plan.

The Community Response Bureau has developed a survey instrument to gauge the success of the Department's engagement of the Latino community. This survey will be distributed through Precinct CLOs and COPE officers, be made available at all public access areas of Department facilities, and be accessible online. Additionally, every six months, the SCPD will ask community and political leaders within the Latino community to critique its programs and initiatives. The Community Response Bureau will analyze results obtained from both print surveys and organizational feedback, and will produce an annual report that identifies successes and areas in need of improvement, along with a strategy for making necessary improvements. Throughout the pendency of the Agreement, the Department will provide reports summarizing issues addressed at community meetings and the actions taken by the Department in response. An English language draft of the written survey is attached for review and suggestions.

Finally, the Department's website can be found at

<http://apps.suffolkcountyny.gov/police/index.htm>

As of this writing all links are functional and all information is up to date. Translation of vital documents and policies continues, and new material is posted as it becomes available. In the near future a more extensive collection of Rules and Procedures will be made available as well.

Respectfully submitted,

Christopher A. Love, Sergeant 1086/1000
Compliance Coordinator
Office of the Police Commissioner, Legal

ATTACHMENT 27

POLICE DEPARTMENT COUNTY OF SUFFOLK, NEW YORK

INTERNAL CORRESPONDENCE

TO: Edward Webber
Police Commissioner
FROM: Michael J. Caldarelli, Inspector
SUBJECT: **IAB Staff Review**

DATE: 6-4-14
COPY TO:

This report has been prepared in compliance of section VI.b.ii of the agreement between the United States Department of Justice and the Suffolk County Police Department relating to biased policing, which mandates a review of current and prospective IAB staff members.

An evaluation of each current IAB staff member's disciplinary history has revealed no substantiated allegation of or disciplinary actions emanating from complaints of:

- Excessive use of force
- Sexual harassment
- Discrimination
- Dishonesty

It is also my opinion that all current staff members possess a reputation for integrity and the ability to be fair and objective. While the abilities of my staff with respect to investigative excellence and report writing vary from individual to individual, I believe all are capable of performing the functions of an internal affairs investigator at an acceptable level.

All future prospective IAB staff members will be reviewed with respect to the above criteria and evaluated accordingly. Anyone found deficient will be considered ineligible for IAB service.

Respectfully submitted,



Michael J. Caldarelli
Inspector
Commanding Officer
Internal Affairs Bureau

MJC:km

ATTACHMENT 28



POLICE DEPARTMENT COUNTY OF SUFFOLK
ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
PDCS-2008-1

PAGE 1 OF 8 PAGES

ORDER NUMBER 13-33

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE DISCIPLINE/CHARGES AND SPECIFICATIONS-MEMBERS OF THE SERVICE			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE 05/10/13	DATE AMENDED 05/10/13

RULES AND PROCEDURES

CHAPTER 5: TITLE: INSPECTIONAL CONTROLS

SECTION 1: TITLE: DISCIPLINE/CHARGES AND SPECIFICATIONS-MEMBERS OF THE SERVICE

I. PURPOSE

To enumerate specifics regarding the discipline of an individual member of the Service.

II. POLICY

It is essential that public confidence be maintained in the ability of the Department to investigate and properly adjudicate complaints against members of the Service. Additionally, the Department has the responsibility to seek out and discipline those whose conduct discredits the Department or impairs its effective operation.

III. DEFINITIONS

N/A

IV. REFERENCES

Discipline and punishment determination against any member of the Service is in accordance with the provisions of the Civil Service Law of the State of New York and Section A13-7 of the Suffolk County Administrative Code.

V. RULES AND REGULATIONS

A. Members of the Service may be suspended from duty whenever, in the opinion of the Police Commissioner, such action is necessary. In addition, such suspension is in accordance with the Civil Service Law, the Suffolk County Administrative Code, the respective Collective Bargaining Agreement or other applicable law.

1. Unless otherwise directed by the Police Commissioner, a member of the Service under suspension, above the rank of Police Officer, reports daily, in person, to their Commanding Officer. With permission of the Police Commissioner, the suspended member of the Service may report, in person, to the Commanding Officer of their residence precinct. If above the rank of Lieutenant, the Officer reports daily, in person, to the Division Commander. A suspended Police Officer shall not be required to report for duty each day.

2. Upon suspension, a member of the Service promptly surrenders all Departmental property, service weapon and all other revolvers and pistols possessed. The property is invoiced to the Quartermaster and returned to the member when relieved from suspension.

3. During the period of suspension, a member of the Service does not wear any part of a Departmental uniform or carry any police equipment.

VI. PROCEDURES

A. Authority

1. Suffolk County Administrative Code - The Police Commissioner, pursuant to Section A13-7 (c) of the Suffolk County Administrative Code, may designate the Deputy Commissioner or member of the Service having the rank of Captain or above or a special Hearing Officer to conduct hearings on charges against any member of the Service of the rank of Police Officer, Sergeant or Lieutenant. The Hearing Officer is to report any findings and recommendations to the Commissioner for appropriate action.

2. Power to Discipline - The Police Commissioner has the power, pursuant to the Civil Service Law, the Suffolk County Administrative Code, the respective Collective Bargaining Agreement or other applicable law, to discipline a member of the Service by one of the following penalties, or if agreed to by the Commissioner and the member of the Service, a combination of these penalties:

- a. Reprimand.
- b. Fine.
- c. Suspension, with or without pay.
- d. Dismissal or removal from the Service.
- e. Reduction in rank to any grade below that in which the member is serving.

B. Discipline

1. Cause of Discipline - Members of the Service are disciplined for the following reasons:

- a. Violation of these Rules & Procedures.
- b. Conduct unbecoming an Officer.
- c. Neglect of duty
- d. Disobedience of orders.
- e. Cowardice.
- f. Intoxication on Duty.
- g. Intoxication in uniform.
- h. Absence without leave.
- i. Making a false official communication.
- j. Conviction of any criminal offense.
- k. Using or possessing unauthorized drugs.
- l. Refusing to submit to a chemical test.
- m. Altering results of a chemical test.
- n. Incapacity.
- o. Immoral conduct.
- p. Conduct injurious to the public welfare.
- q. Failure to properly supervise subordinates.
- r. Any other breach of discipline.

2. Internal Investigations - A member of the Service may be ordered to submit to certain objective methods of action when such means are necessary and directly related to Internal Affairs Bureau investigations:

- a. Drug Testing - For reasonable suspicion, and a Supervisor can articulate a reason to drug test the member. Results shall be used for administrative purposes only.
- b. Photographs of the member are routinely utilized as necessary.
- c. A member may be required to participate in a physical line-up.
- d. A member may be required to furnish a financial disclosure statement providing it is narrowly focused and directly related to an investigation.

3. Cause for Dismissal - A member of the Service may be dismissed from the Department, or suffer such other punishment as the Police Commissioner may direct, pursuant to the Civil Service Law, the Suffolk County Administrative Code, the respective Collective Bargaining Agreement or other applicable law, for the same reasons as stated in Subsection B.1., above.

4. Relief from Duty - Members of the Service shall be fully prepared to undertake the responsibilities of their position when reporting to their commands for duty.

- a. Any supervisor has the authority to relieve from duty a member of the Service if that member is not fit for duty. Fitness shall be determined by:
 - (1) The physical or psychological state of the member. Examples of unfit for duty would be obvious sickness, physical impairment or intoxication.
 - (2) The state of readiness or preparedness of the member, such as possessing all prescribed equipment and in proper uniform.
- b. Relief from duty may be a temporary administrative action due to a pending disposition of an Internal Affairs Bureau investigation.
- c. When a supervisor relieves a member of the Service from duty, an immediate report shall be made to the commanding officer.
 - (1) If necessary, the supervisor will arrange for transportation for the member of the Service to the member's residence or appropriate health care facility.
 - (2) The member of the Service will remain available during the remainder of their normal duty hours should further Departmental action be necessary.

5. Miscellaneous Infractions - Disorder or neglect to the prejudice or good order, efficiency or discipline, though not specifically mentioned in these Rules and Procedures is taken cognizance

of by the Department, and members of the Service found guilty thereof are punished at the discretion of the Police Commissioner.

6. Insubordination - A member of the Service shall comply with all lawful orders and directives of a supervisor or a superior officer. Failure to do so shall constitute insubordination.

C. Charges and Specifications

1. Violation Reporting Procedures - A report of any violation of these Rules and Procedures, not handled as Command Discipline, is submitted by any member of this Department by Internal Correspondence. It is prepared in quadruplicate and must be legibly written, hand printed or typewritten. The report must state the violator's name in full, rank, shield number (when applicable), command, date, time and full details concerning the violation, be signed by the member reporting and forwarded through channels to the office of the Police Commissioner without any delay. Upon receiving same, the Police Commissioner will review the report and then make a determination as to any further action. Either the submitted report will be returned with an attached certificate determination as follows: Original - For insertion in violator's Service Record. 1st copy - Forwarded to violator. 2nd copy - Forwarded to member reporting. 3rd copy - Forwarded to violator's Commanding Officer or the submitted report will be forwarded to the Internal Affairs Bureau for investigation.

2. Board of Chiefs - An investigation by the Internal Affairs Bureau may be directed by the Police Commissioner to a board composed of the Chief of Department, Chief of Support Services, Chief of Detectives and Chief of Patrol. The board may recommend that charges and specifications be preferred.

3. Written Charges - Charges in writing are preferred against a member of the Service alleged to be guilty of infractions of these Rules and Procedures, or of Departmental orders and instructions. The accused is offered an opportunity to be represented by an attorney.

4. Rights of Accused - Each member of the Service to be heard on charges is served with a copy of the charges and specifications at least eight (8) days before a hearing, exclusive of Sundays and legal holidays. Notice for members of the Department to appear as complainants or witnesses are sent by the police teletype system. The accused member may request from the Police Commissioner or the Officer conducting the hearing, the attendance of witnesses in behalf of the accused.

5. Serving Procedure - Service is made upon members of the Service as follows: Personal delivery of charges and specifications, or if personal delivery cannot be made, then by leaving a copy of the charges at their place of residence with some person of suitable age and discretion, and by notifying such person orally of the nature of the papers. If personal delivery cannot be made, and the residence cannot be located, a mailing will be sent to the last known address of the member that is on file with the Department and by posting a copy of the charges conspicuously in the office of the command to which the accused is attached, at least eight (8) days before time of hearing, exclusive of Sundays and legal holidays.

6. Acknowledge Receipt - Members of the Service served with charges promptly acknowledge such service by signing same. The member serving the charges witnesses such signature on all copies certifying same with their signature, rank, shield number, command, date, time and location of service.

7. Hearing Decorum - A hearing is conducted without unnecessary technicality, without unnecessary or unreasonable delay, and without offensive speech or action on the part of anyone. The Police Commissioner or the Officer conducting the hearing may exclude forthwith from further attendance at the hearing, a person who offends against any of these requirements.

8. Department Hearing Procedure - The accused is called. The accused pleads "guilty" or "not guilty" to each specification. The witnesses for the Department are introduced in the order directed by the Hearing Officer. All witnesses are sworn by appropriate authority. The Department conducts the direct examination. At the conclusion of the direct examination, the witness is at the disposal of the accused or counsel for the accused, for cross-examination. The Department then may redirect. This is followed by re-cross by the accused or counsel for the accused. After the witnesses for the Department have testified, this fact is communicated to the accused. The accused is then permitted to proceed with a defense. Each witness for the accused is sworn and their identity established. The accused, or counsel for the accused, conducts the direct examination. At the conclusion of the direct examination, the witness is at the disposal of the Department for cross-examination. The accused may then redirect, followed by re-cross by the Department. At the conclusion of the testimony offered by the witnesses for the accused, witnesses may be called by the Department in rebuttal. They are subject to cross-examination. The accused then has an opportunity to introduce such other testimony as is competent and material, that they may desire. The accused is given an opportunity to testify under oath in their own behalf, and be subject to cross-examination by the Department. The accused or counsel for the accused, and the Department, are given a brief opportunity to sum up, or make pertinent motions. The Hearing Officer may exclude from the hearing room every person except the accused, counsel for the accused, the

prosecutor, counsel for the Department and the stenographer/notary public.

9. Petition to Review - A petition to the Police Commissioner, to reconsider his/her determination to fine, suspend, dismiss or otherwise discipline a member of the Service is not granted after the expiration of thirty (30) days from the service of notice of such determination upon the member of the Service so fined, suspended, dismissed or otherwise disciplined.

VII. ACCREDITATION STANDARD REFERENCES

- A. CALEA
- B. NYSLEAP

VIII. INDEX

N/A

END

ATTACHMENT 29



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008a

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ORDER NUMBER	12-26
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TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER ACTING POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE DEPARTMENT EARLY WARNING - EARLY INTERVENTION SYSTEM				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 11/04/11	DATE EFFECTIVE 04/19/12	DATE AMENDED 04/19/12	

RULES AND PROCEDURES

CHAPTER 5: TITLE: INSPECTIONAL CONTROLS

SECTION 5: TITLE: DEPARTMENT EARLY WARNING - EARLY INTERVENTION SYSTEM

I. PURPOSE

To provide procedures for the use of the Departmental Early Warning-Early Intervention and Officer Profile systems. When utilized regularly and proactively, these systems will assist management, improve officer accountability and promote professional police service to the communities we serve.

II. POLICY

It is the policy of the Suffolk County Police Department to identify patterns or trends of individual officers which may be indicative of improper or unprofessional conduct. Best police practices indicate that identifying, monitoring and addressing such conduct will enhance performance and prevent misconduct. To that end, the Department maintains an early warning and early intervention case management system known as IAPro.

III. DEFINITIONS

A. IAPro - An early warning and early intervention case management system which automatically tracks the number of citizen complaints, use of force incidents, vehicle pursuits, firearm discharges, domestic incidents, Department-involved vehicle crashes, missed Traffic Violations Bureau (TVB) court appearances, and notifications involving an individual officer.

B. Early Intervention Alert (EI Alert) - IAPro is set up to automatically generate an early management intervention alert for certain types of incidents when certain time-constrained numerical thresholds, (i.e., defined triggers), are reached. IAB and police management utilize thresholds to monitor patterns or trends for the following types of incidents:

1. Citizen Complaint Alert
2. Use-of-Force (UOF) Alert
3. Vehicle Pursuit (VP) Alert
4. Overall Alert
5. Missed TVB/Court
6. Domestic Alert/Orders of Protection
7. Citizen Complaint Alert

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

Rules and Procedures Chapter 2, Section 2, Miscellaneous Regulations, contains several important reporting and self-reporting requirements for all members of the Department. These and other requirements are also contained in several other Chapters and Sections throughout these Rules and Procedures. Members of the Department are required to be familiar with applicable provisions of the Rules and Procedures.

VI. PROCEDURES

A. Designated Internal Affairs personnel shall regularly review and monitor IAPro and the Officer Profile System for alerts, trends and/or patterns of officer activity which could be indicative of improper or unprofessional conduct. Noticeable trends or patterns of an officer's aberrant behavior will be promptly reported to the IAB Executive Officer or Commanding Officer.

B. Alerts - General IAB Responsibilities - Based upon the nature of the alert, the Internal Affairs Bureau shall develop suitable guidelines to review and assess each alert that is generated. The officer's pertinent complaint history will be reviewed to ensure the alert was generated correctly

and/or no mitigating circumstances exist to negate the alert. Any decisions to negate an alert will be made by an IAB team captain, the IAB Executive Officer or Commanding Officer.

C. Alerts - IAB/Command Responsibilities - After review and approval by appropriate IAB personnel, some alerts may be forwarded to the officer's Commanding Officer or Division Chief with an appropriate notification. Upon return of the notification to IAB, the action taken by the involved officer's command will be noted in IAPro Alert folder by IAB staff.

D. Domestic Alerts - The IAB administrative staff shall forward all generated Domestic Alerts to a designated Internal Affairs Captain. The Captain shall assess the Alert to determine if further examination by the officer's commanding officer is

warranted. If the Alert is to be forwarded, a "Domestic Notification Report", Alert and related paperwork shall be forwarded to the officer's Division Chief.

1. Orders of Protection Involving Department Members - The same IAB Captain assigned to monitor Domestic Alerts shall also review all orders of protection involving members of the Department. The reviewer shall ensure that all appropriate court paperwork has been submitted by the member and that the current status of each Order is known, i.e., temporary or permanent, as well as any appropriate stipulations, sanctions and/or firearms restrictions. He or she will alert the IAB C.O. or X.O. to any circumstances involving these aforementioned members that might require Departmental action.

E. Early Intervention Command Responsibilities - Quarterly, or more frequently as circumstances require, all sworn supervisors shall review, via the Department Intranet, the early intervention alerts of all subordinates under their command. EI Alerts can be monitored as follows:

1. To access this report, select "Programs" from the Department Intranet page and click on the "Online Civilian Complaint Report" link. If you have not logged into this program before, enter your retirement number (including initial capitalized letter) as indicated, and then enter your retirement number again in the password field. You will then be prompted to create a password for future use. [If you have already created a password and forgotten it, contact IAB for assistance.]

2. Once logged in, click on the icon labeled "EI Dashboard", at which time a report will be generated (this might take several seconds). The report will list, in rows, all the employees in your command, including civilians. The type of alert will be labeled across the top in columns. As you scroll through the employees, any **yellow dots** indicate an employee who is close to generating an alert; **red dots** indicate an employee who has generated an alert. Click on the employee's name to view the summary of the alert details. To return to the list page, click EI Dashboard. When you are finished reviewing the report, click on the main page and then log out of the program.

3. Supervisors shall obtain the alert information from Internal Affairs Bureau, and seek appropriate guidance concerning potential remedial action or corrective measures, including services required.

4. Supervisors shall report any known discrepancies, including the accuracy of the list of employees, to Internal Affairs as soon as possible.

5. Commanding Officers shall be responsible for review and monitoring of this process to ensure they are aware of any positive or negative trends impacting his or her command. Commanding Officers shall also be knowledgeable of any discipline or supervisory corrective action taken to improve their subordinates' accountability.

6. Division Chiefs shall endeavor to reduce the risk of police misconduct and police liability. Quarterly reports shall be forwarded via Internal Correspondence to the Chief of Department, addressing, as appropriate, their action, goals and accomplishments in reducing civilian complaints, improving officer and supervisory accountability and overall performance of the police mission.

F. IRS Officer Profile Database - Intermediate and first-line supervisors shall review the IRS Officer Profile database for each subordinate employee on a monthly basis. Precinct command staff shall review this data on a quarterly basis, or more frequently as deemed necessary. This review will focus upon the following activities:

1. Attendance and use of Sick Leave
2. Arrests activity, including demographics of arrestees
3. Tickets issued
4. Field Interview Reports
5. Search and seizure

6. Other relevant data contained therein

Supervisors shall utilize this review in conjunction with a review of IAPro.

G. Patrol Division Monthly Activity Report Review (PDCS-1092) - Patrol Division immediate supervisors assigned to Precincts, Marine Bureau and the Highway Patrol Bureau will print out a Patrol Division Monthly Activity Report (PDCS-1092) for all officers for which they are responsible. This Monthly Activity Report will print out with pre-populated statistics from various sources. The immediate supervisor shall print out the activity report and meet with the corresponding officer. The activity report will be given to the officer for his or her review. After both the supervisor and officer have had a chance to review and discuss the activity report, the supervisory comments section shall be completed as follows:

1. **Monthly** - Supervisors will only indicate that the officer's activity was reviewed and discussed with the officer. No further detail other than "*Discussed officer's activity*" is required for the non-quarter calendar months. For months ending a quarter, a year to date review of prior activity (as noted below) is required and specific language documenting the review, conference, and any supervisory direction provided, is required from the supervisor.
2. **First Quarter (March Monthly Activity Report)**: The supervisor's comments will pertain to the officer's activity for the first three months of the year.
3. **Second Quarter (June Monthly Activity Report)**: The supervisor's comments will relate to the officer's activity for the first half of the year.
4. **Third Quarter (September Monthly Activity Report)**: The supervisor's comments will cover the officer's activity for the first nine months of the year.
5. **Fourth Quarter (December Monthly Activity Report)**: The supervisor's comments will encompass the officer's activity for the full year.
6. The Supervisor shall hand print, in black ink, comments reference the officer's activity and the discussion that took place regarding the activity as outlined above (**these comments are mandatory**). After the comments have been entered, the supervisor and officer shall each sign and date the form in the appropriate areas and the completed, signed report will be provided to the appropriate Squad Lieutenant for review, signature and date. The completed activity reports will then be forwarded to the Commanding Officer for review and appropriate retention at the command.

VII. ACCREDITATION STANDARD REFERENCES

N/A

VIII. INDEX

Early Intervention Alert 5/5
 Early Warning - Early Intervention System 5/5
 EI Alert 5/5
 IAPro 5/5
 IRS Officer Profile Database 5/5
 Monthly Activity Report - Patrol Division 5/5

END

ATTACHMENT 30



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

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ORDER NUMBER	13-58
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TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE
SUBJECT/TOPIC/TITLE COMMUNITY RELATIONS FUNCTION		
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/1/92	DATE EFFECTIVE 06/25/13
		DATE AMENDED 06/25/13

RULES AND PROCEDURES

CHAPTER 26: TITLE: COMMUNITY RELATIONS

SECTION 1: TITLE: COMMUNITY RELATIONS FUNCTION

I. PURPOSE

To establish responsibility and objectives of the community relations function.

II. POLICY

While modern society requires a police service, such a service can be effective only with the support and confidence of the public it serves. The willing and practiced participation of the people in the enforcing of law and maintaining social order is essential. This cooperation is achieved through the community relations function.

III. DEFINITIONS

Community Relations - is the positive interaction between the people and the police and represents their unity and common purpose.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURE

A. COMMUNITY RELATIONS FUNCTION

1. The community relations function shall be the responsibility of the Community Response Bureau.
2. The Community Response Bureau shall act as a liaison between the Department and community groups and/or leaders and will also implement and coordinate projects pertaining to community issues.
3. The Community Oriented Police Enforcement (COPE) Sections shall meet with local community groups and leaders, maintain an open line of communications and carry-out community relations policies consistent with those established by the Community Response Bureau.

B. DEPARTMENT PERSONNEL

1. It is the responsibility of every member of the Department to promote good community relations.
2. Every member of the Department will conduct him/herself in a manner that fosters respect for the individual member and generates support and approval of the public for the Department.
3. The Department is fully committed to correcting actions, practices and attitudes which may contribute to community tensions and grievances. (e.g., Community Anti-Bias Advisory Committee)
 - a. The Police Academy Bureau will assist in recruit level training of police personnel in the promotion of good community relations.
 - b. The Bureau, through channels and on an as needed basis, alert Department members to changing community perceptions of police actions.

C. COMMUNITY RELATIONS OBJECTIVES

1. The Department's objective is to establish and maintain a liaison with community groups and organizations. Through interaction with these groups, necessary information may be exchanged for the purposes of developing a written plan used in;

a. Developing community relations policies for the Department;

b. Publicizing Department problems and successes via:

(1) Crime Stoppers and Public Information Bureau

(2) C.O.P.E.

(3) Interpersonal contact between all officers and the public.

c. Receiving information from citizens;

d. Educating the public about the functions and operations of the Department;

e. Obtaining input from community groups to ensure that the Department is responding to the needs of the community and identifying training needs of the Department. Input may be obtained through a variety of sources including but not limited to:

(1) Schools

(2) Elected officials and boards

(3) Civic and business associations

(4) Groups established by the Department where none exist.

(5) Surveys

2. Education Programs - The Department will provide programs to educate the public on police functions and current police/safety subjects. These will include:

a. School Resource Officers

b. Community Response Officers

c. Police Museum

VII. ACCREDITATION STANDARDS

A. CALEA - 54.2.3, 54.2.8, 54.2.10

B. NYSLEAP - 29.1, 29.2

VIII. INDEX

Community Programs 26/1

Community Relations 26/1

Community Response Bureau 26/1

END

ATTACHMENT 31

The Community Liaison and COPE officers are available Monday to Friday between 9AM and 10PM.

Community Liaison Officers	Phone Number	E-mail
1 st Precinct CLO: Liz Butcher	631-854-8119	Elizabeth.butcher@suffolkcountyny.gov
2 nd Precinct CLO: Claudia Delgado	631-854-8259	Claudia.delgado@suffolkcountyny.gov
3 rd Precinct CLO: Jeannette Morales	631-854-8310	Jeannette.morales@suffolkcountyny.gov
4 th Precinct CLO: Susan Laveglia	631-854-7409	Susan.laveglia@suffolkcountyny.gov
5 th Precinct CLO: Alberto Acevedo	631-854-8519	Alberto.acevedo@suffolkcountyny.gov
6 th Precinct CLO: Thomas O'Neill	631-854-8612	Thomas.Oneill@suffolkcountyny.gov
7 th Precinct CLO: Thomas Kennedy	631-852-8769	Thomas.kennedy@suffolkcountyny.gov
Countywide CLO: Charles Ross	631-852-6324	Charles.ross@suffolkcountyny.gov

ATTACHMENT 32



ORDER NUMBER 14-116

TYPE DEPARTMENT MEMORANDUM		AUTHORITY JAMES C. BURKE CHIEF OF DEPARTMENT	SIGNATURE <i>[Signature]</i>	
SUBJECT/TOPIC/TITLE POLICE LEGITIMACY AND PROCEDURAL JUSTICE TRAINING				
DISTRIBUTION ALL COMMANDS		DATE ISSUED 05/16/2014	05/16/14	DATE TO BE REVIEWED NA

On Tuesday, May 20, 2014 and Wednesday, May 21, 2014, Deputy Police Commissioner Risco Mention-Lewis, in conjunction with the Chicago Police Department, will be hosting a Police Legitimacy and Procedural Justice Training.

The following members of the Department are to attend and should report to the Suffolk County Police Academy, Room 306 at 0800 hours:

- | | |
|---------------------|---|
| Edward Webber | Police Commissioner |
| Risco Mention-Lewis | Deputy Police Commissioner |
| James Burke | Chief of Department |
| John Meehan | Chief of Patrol |
| Mark White | Chief of Support Services |
| Stuart Cameron | Assistant Chief of Patrol |
| Robert Cassagne | Deputy Chief of Patrol |
| Mark Griffiths | Deputy Chief of Detectives |
| Kevin Fallon | Deputy Chief, Office of the Commissioner |
| Gerard Gigante | Inspector, First Precinct, Commanding Officer |
| George Fasanelli | Deputy Inspector, Police Academy Bureau, Commanding Officer |
| Thomas Blomberg | Deputy Inspector, First Precinct, Executive Officer |
| Christopher Hatton | Deputy Inspector, Third Precinct, Executive Officer |
| Mark Fisher | Deputy Inspector, Fifth Precinct, Executive Officer |
| Stanley Grodski | Deputy Inspector, Highway Patrol Bureau, Commanding Officer |
| Thaddeus Nieves | Deputy Inspector, Precinct Detective Bureau |
| David Regina | Captain, First Precinct |
| Gerard Hardy | Captain, Fifth Precinct |
| Richard O'Carroll | Captain, Police Academy Bureau |
| Joseph Busweiler | Lieutenant, Office of the Chief of Department |
| Kenneth Holvik | Lieutenant, Highway Patrol Bureau |
| Richard McKillop | Sergeant #940, Academy Training Section |
| Steven Rohde | Sergeant #1182, Academy Training Section |
| William Krause | Sergeant #1038, Third Precinct |
| Kevin Casey | Sergeant #1045, Fifth Precinct |
| Thomas McDermott | Sergeant #1068, Sixth Precinct |
| William O'Sullivan | Sergeant #1154, Seventh Precinct |
| Alberto Acevedo | Police Officer #5163, Community Response Bureau |
| Elizabeth Butcher | Police Officer #4630, Community Response Bureau |
| Claudia Delgado | Police Officer #6147, Community Response Bureau |
| Thomas Kennedy | Police Officer #5620, Community Response Bureau |
| Jeannette Morales | Police Officer #5546, Community Response Bureau |
| Thomas O'Neill | Police Officer #5789, Community Response Bureau |
| Charles Ross | Police Officer #5802, Community Response Bureau |
| Karen Blinn | Police Officer #4495, Academy Training Section |

Catherine Cash	Police Officer #5321, Academy Training Section
Kathleen McGowan	Police Officer #3842, Academy Training Section
Robert Reuter	Police Officer #5159, Academy Training Section
Drew Fiorillo	Police Officer #5376, Second Precinct
Tracy Mathis	Police Officer #5411, Third Precinct
Bonnie Raber	Police Officer #4695, Third Precinct
Jennifer Steinmueller	Police Officer, #5185, Fourth Precinct
Kimberly Kall	Police Officer #5237, Fifth Precinct
John Sganga	Police Officer #848, Fifth Precinct
Stephanie Dwyer	Police Officer #4632, Sixth Precinct
Keith Murphy	Police Officer #4791, Sixth Precinct
Steven Hughes	Police Officer #5879, Seventh Precinct
Jeffrey Blaskiewicz	Police Officer #4797, First Precinct COPE Section
Peter Rivera	Police Officer #5307, Third Precinct COPE Section
John Wright	Police Officer #5050, Third Precinct COPE Section
Mark McNulty	Police Officer #5016, Fourth Precinct COPE Section
Edward McQuade	Police Officer #5770, Fourth Precinct COPE Section
Kevin Mischo	Police Officer #2209, Fifth Precinct COPE Section
Laura Ventura	Police Officer #6235, Fifth Precinct COPE Section
William Gibaldi	Police Officer #5507, Fifth Precinct COPE Section
Brian Klammer	Police Officer #5884, Seventh precinct COPE Section

END

ATTACHMENT 33

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Suffolk County Police - 1st Precinct

Friday April 11th, 2014 :: 05:00 p.m. EDT

[Forward](#) **8+**

[English](#) | [Spanish](#)

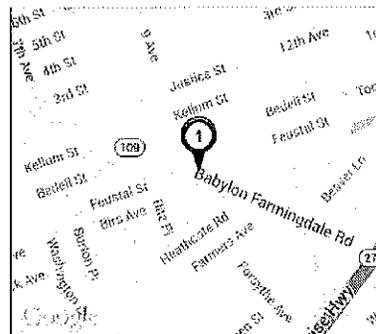
Community **New 1st Pct Community Liaison Officer** Message Expired

Hello, I'm PO Elizabeth Butcher, the new Community Liaison Officer for the 1st Pct. If you have any questions please call me, my office # is 631-854-8149, thank you.

Address/Location
Suffolk County Police - 1st Precinct
555 New York 109
West Babylon, NY 11704

Contact
Emergency: 9-1-1
Non-emergencies: 631-854-8114

Elizabeth Butcher
SCPD
elizabeth.butcher@suffolkcountyny.gov
631-854-8149



555 New York 109
West Babylon, NY 11704

[More Messages](#)

[See more messages from West Babylon, New York »](#)

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PRECINCTS



555 RT 109, W.BABYLON, NY 11704

Renders patrol and other police service to the political subdivisions of the Town of Babylon, including the incorporated villages of Lindenhurst and Babylon.

- Precincts
- Specialized Units
- Press Releases
- Information / Policies
- Forms & Reports
- Crime Stoppers
- Phone Directory
- Directions
- Frequently Asked Questions
- In Memoriam
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Inspector Gigante

First Precinct
Commanding Officer
555 RT 109
W. Babylon, NY 11704
631-854-8100

What is Nixle?


1st Pct on Twitter



DEUTERA
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en Español

ALERTS AND ADVISORIES



Recent messages from:
Suffolk County Police - 1st Precinct

- Community** NO JULY MTG. The next 1st Pct. Monthly Community Mtg. will be Thurs., AUGUST 7, 2014 @ 7 pm at the W.Babylon Library. [More »](#)
"Entered: 1 week ago"
- Community** The next First Precinct Monthly Community Meeting will be Thursday, August 7th, 2014 @ 7 pm at the W.Babylon Library. [More »](#)
"Entered: 2 weeks ago"
- Community** Construction begins Saturday, May 10, 2014 on The Wyandanch LIRR Station Commuter Parking Lot. [More »](#)
"Entered: 1 month, 2 weeks ago"
- Community** New 1st Pct Community Liaison Officer [More »](#)
"Entered: 2 months, 3 weeks ago"

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COMMUNITY MEETING SCHEDULE

Once a month, each Suffolk County Police precinct hosts a community meeting. Please join us at our next meeting to discuss what is happening in your police department and in your community. For a listing of upcoming meetings, please click on the below link.

[Community Meeting Schedule](#)

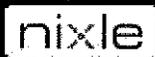
COMMUNITY ORIENTED POLICE ENFORCEMENT (COPE) UNIT

The precinct COPE units are tasked with addressing various issues of concern to the community, including traffic complaints and quality of life issues. COPE officers meet regularly with community groups and they provide a number of public safety oriented community presentations.

PRECINCT CRIME SECTION (PCS)







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PRECINCTS



555 RT 109, W.BABYLON, NY 11704

Renders patrol and other police service to the political subdivisions of the Town of Babylon, including the incorporated villages of Lindenhurst and Babylon.

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Inspector Gigante

First Precinct
Commanding Officer
555 RT 109
W. Babylon, NY 11704
631-854-8100

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1st Pct on Twitter



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Recent messages from:
Suffolk County Police - 1st Precinct

- Community** NO JULY MTG. The next 1st Pct. Monthly Community Mtg. will be Thurs., AUGUST 7, 2014 @ 7 pm at the W.Babylon Library. More »
"Entered: 1 week ago"
- Community** The next First Precinct Monthly Community Meeting will be Thursday, August 7th, 2014 @ 7 pm at the W.Babylon Library. More »
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- Community** Construction begins Saturday, May 10, 2014 on The Wyandanch LIRR Station Commuter Parking Lot. More »
"Entered: 1 month, 2 weeks ago"
- Community** New 1st Pct Community Liaison Officer More »
"Entered: 2 months, 3 weeks ago"

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COMMUNITY MEETING SCHEDULE

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[Community Meeting Schedule](#)

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PRECINCT CRIME SECTION (PCS)

The Precinct Crime Section is responsible for investigating most misdemeanor and violation offenses along with Domestic Incident complaints that occur within the confines of the precinct. Certain misdemeanor and violation offenses are investigated by the precinct's detective squads.

GET DIRECTIONS TO THE 1ST PRECINCT

Enter your starting address:

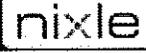
[Get Directions to Precinct](#)



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PRECINCTS



1071 PARK AVENUE, HUNTINGTON, NY 11743

Renders patrol and other police services to the political subdivisions of the Town of Huntington.

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Inspector Brady

Second Precinct Commanding Officer
 1071 Park Ave
 Huntington, NY 11743
 631-854-8200

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2nd Pct on Twitter



ALERTS AND ADVISORIES



Recent messages from:
Suffolk County Police - 2nd Precinct

Community REMINDER! The next 2nd Pct Community Meeting will be held on Wed, 06/18/14 at 7:00 PM at the South Huntington Public Library More »
"Entered: 2 weeks, 2 days ago"

Community Road Closure on Saturday, June 14, 2014 to begin at 11:30 am on Main St., Huntington Village for the LI Pride Parade More »
"Entered: 2 weeks, 6 days ago"

Community The next 2nd Pct Community Meeting will be held on Wed, 06/18/14 at 7:00 PM at the South Huntington Public Library More »
"Entered: 2 weeks, 6 days ago"

Advisory Town of Huntington Memorial Day Parades and road closures More »
"Entered: 1 month, 1 week ago"

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COMMUNITY MEETING SCHEDULE

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Community Meeting Schedule

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PRECINCT CRIME SECTION (PCS)

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Suffolk County Police - 2nd Precinct

Friday April 4th, 2014 :: 04:08 p.m. EDT



[English](#) | [Spanish](#)

Community **New 2nd Precinct Community Liaison in the Town of Huntington**

I would like to take a moment to introduce myself. I am the new Community Liaison Officer for the 2nd Precinct in the Town of Huntington.

My number at the 2nd Precinct is 631-854-8253.

My email is claudia.delgado@suffolkcountyny.gov

Please feel free to contact me with any ideas, questions, or concerns.

Thank You,

Officer Claudia Delgado

Address/Location
Suffolk County Police - 2nd Precinct
1071 Park Ave
Huntington, NY 11743

Contact
Emergency: 9-1-1
Non-emergencies: 631-854-8200

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PRECINCTS



1630 5TH AVE, BAY SHORE, NY 11706

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Inspector Brown

Third Precinct
Commanding Officer
1630 5th Ave
Bay Shore, NY 11706
631-854-8300

What is Nixle?



3rd Pct on Twitter



ALERTS AND ADVISORIES



Recent messages from:
Suffolk County Police - 3rd Precinct

Advisory There will be NO fireworks display at the Bay Shore Marina on July 4th. Parking area will close at dusk. [More »](#)
"Entered: 1 day, 5 hours ago"

Community 3rd Precinct First Tuesday Meeting will be held on July 1st, 7PM at the Precinct [More »](#)
"Entered: 5 days, 8 hours ago"

Community Islip Street Festival Road Closures [More »](#)
"Entered: 2 weeks, 1 day ago"

Community Third Precinct First Tuesday Meeting will be held June 3rd at the Brentwood Public Library, 34 2nd Ave, at 7 PM. [More »](#)
"Entered: 1 month ago"

Brentwood Puerto Rican Day Parade street

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IDENTIFICATION POLICE OFFICER

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COMMUNITY MEETING SCHEDULE

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[Community Meeting Schedule](#)

COMMUNITY ORIENTED POLICE ENFORCEMENT (COPE) UNIT

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PRECINCT CRIME SECTION (PCS)

The Precinct Crime Section is responsible for investigating most misdemeanor and violation offenses along with Domestic Incident complaints that occur within the confines of the precinct. Certain misdemeanor and violation offenses are investigated by the precinct's detective squads.

GET DIRECTIONS TO THE 3RD PRECINCT

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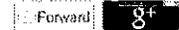
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Suffolk County Police - 3rd Precinct

Friday April 4th, 2014 :: 04:08 p.m. EDT



[English](#) | [Spanish](#)

Community **New 3rd Precinct Community Liaison Officer**

I would like to take this moment to introduce myself. I am Officer Jeannette Morales, the new Community Liaison Officer in the 3rd Precinct.

My number at the 3rd Precinct is 631-854-8308.

My email is Jeannette.morales@suffolkcountyny.gov

Please feel free to contact me with any ideas, questions or concerns.

Address/Location
Suffolk County Police - 3rd Precinct
1630 5th Ave
Bay Shore, NY 11706

Contact
Emergency: 9-1-1
Non-emergencies: 631-854-8300

More Messages

[See more messages from Bay Shore, New York »](#)

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Suffolk County Police - 3rd Precinct

Monday April 7th, 2014 :: 10:54 a.m. EDT

[Forward](#)

[English](#) [Spanish](#)

Community **New 3rd Precinct COPE OFFICERS** Message Expired

I would like to take this moment to inform the residents of the 3rd Precinct of our 2 new COPE officers.

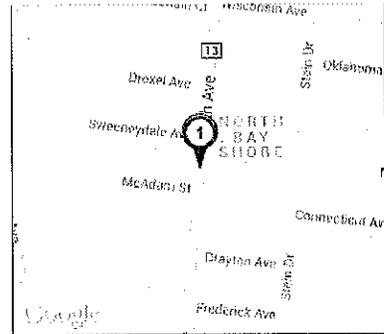
P.O. Peter Rivera

P.O. John Wright

The COPE office phone number at the 3rd Precinct is 631-854-8308.

Address/Location
Suffolk County Police - 3rd Precinct
1630 5th Ave
Bay Shore, NY 11706

Contact
Emergency: 9-1-1
Non-emergencies: 631-854-8300



1630 5th Ave
Bay Shore, NY 11706

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PRECINCTS



727 VETERANS MEMORIAL HWY., SMITHTOWN, NY 11787

Renders patrol and other police service to the political subdivisions of the Town of Smithtown and the incorporated villages of the Branch, Islandia, and Lake Grove. Included in this precinct area are certain border areas of the Towns of Huntington, Islip and Brookhaven.

- Precincts
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- Home



Inspector Murphy

Fourth Precinct
Commanding Officer
727 Veterans Memorial Hwy
Smithtown, NY 11787
631-854-8400

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4th Pct on Twitter



ALERTS AND ADVISORIES



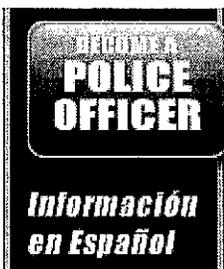
Recent messages from:
Suffolk County Police - 4th Precinct

Community [Community Meetings More »](#)
"Entered: 2 weeks, 5 days ago "

Advisory [Road Closures in Kings Park 6/14 More »](#)
"Entered: 2 weeks, 5 days ago "

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COMMUNITY MEETING SCHEDULE

Once a month, each Suffolk County Police precinct hosts a community meeting. Please join us at our next meeting to discuss what is happening in your police department and in your community. For a listing of upcoming meetings, please click on the below link.

[Community Meeting Schedule](#)

COMMUNITY ORIENTED POLICE ENFORCEMENT (COPE) UNIT

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PRECINCT CRIME SECTION (PCS)

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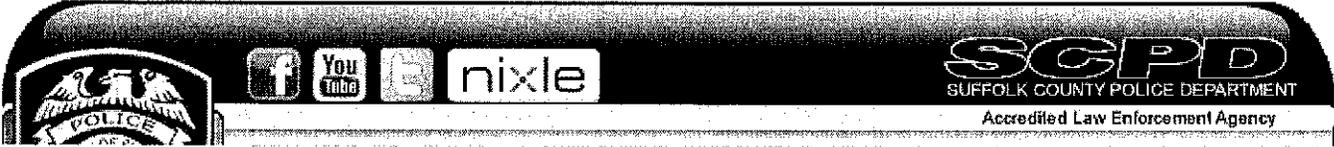
GET DIRECTIONS TO THE 4th PRECINCT

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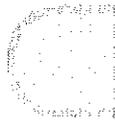
[Get Directions to Precinct](#)



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PRECINCTS



125 WAVERLY AVE, PATCHOGUE, NY 11772

Renders patrol and other police service to the political subdivisions of the Towns of Brookhaven (South) and Islip (East) and the incorporated villages of Patchogue and Bellport.

- Precincts
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Inspector Mojica

Fifth Precinct
 Commanding Officer
 125 Waverly Ave
 Patchogue, NY 11772
 631-854-8500

What is Nixle?



5th Pct on Twitter



ALERTS AND ADVISORIES



Recent messages from:
Suffolk County Police - 5th Precinct

- Community** 5th Precinct Community Meeting on Wednesday 6/11/14, 7:00PM @ Patchogue Medford Library. Open to all community members. More »
"Entered: 3 weeks ago"
- Community** 5K Run Sayville High School - Saturday May 17, 2014 @ 830-1030 am More »
"Entered: 1 month, 2 weeks ago"
- Community** N Bellport Community Annual Clean Up Day More »
"Entered: 1 month, 2 weeks ago"
- Community** Suffolk County Police Department 5th Precinct Open Community Meeting. More »
"Entered: 1 month, 2 weeks ago"

5th Precinct Community Liaison Officers at Robert

Receive messages by email & text message



COMMUNITY MEETING SCHEDULE

Once a month, each Suffolk County Police precinct hosts a community meeting. Please join us at our next meeting to discuss what is happening in your police department and in your community. For a listing of upcoming meetings, please click on the below link.

Community Meeting Schedule

COMMUNITY ORIENTED POLICE ENFORCEMENT (COPE) UNIT

The precinct COPE units are tasked with addressing various issues of concern to the community, including traffic complaints and quality of life issues. COPE officers meet regularly with community groups and they provide a number of public safety oriented community presentations.

PRECINCT CRIME SECTION (PCS)

The Precinct Crime Section is responsible for investigating most misdemeanor and violation offenses along with Domestic Incident complaints that occur within the confines of the precinct. Certain misdemeanor and violation offenses are investigated by the precinct's detective squads.

GET DIRECTIONS TO THE 5th PRECINCT

Enter your starting address:

[Get Directions to Precinct](#)



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Building Safer Communities Together

Registered Subscribers: [Sign In Here](#)



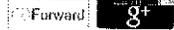
Receive alerts from your local agencies [Sign Up](#) ...or text your ZIP CODE to 888777 for mobile alerts [not sure how?](#)

[« Back](#) | Full Notification



Suffolk County Police - 5th Precinct

Friday April 11th, 2014 :: 12:27 p.m. EDT



English

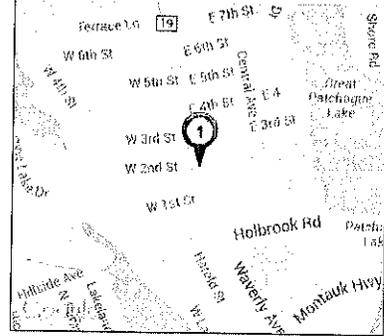
Spanish

Community **New Community Liaison Officer** Message Expired

Hello, my name is Police Officer Alberto Acevedo, I am the Community Liaison Officer for the 5th Precinct. My office phone # 854-8576, please call with any concerns you may have.

Address/Location
Suffolk County Police - 5th Precinct
125 Waverly Ave
Patchogue, NY 11772

Contact
Emergency: 9-1-1
Non-emergencies: 631-854-8500



125 Waverly Ave
Patchogue, NY 11772

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[See more messages from Patchogue, New York »](#)

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Enter a town, zip code or address

For help, reply HELP to 888777. To cancel, reply STOP to 888777. No charge but Message & Data rates may apply. Message frequency varies. More info at nixle.com. AT&T, T-Mobile®, Sprint, Verizon Wireless and most other carriers are supported. Contact customer support at support@nixle.com

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SUFFOLK COUNTY POLICE DEPARTMENT
Accredited Law Enforcement Agency

PRECINCTS



400 MIDDLE COUNTRY ROAD SELDEN, NY 11784

Renders patrol and other police service to the political subdivisions of the Town of Brookhaven (North) and the incorporated villages of Old Field, Poquott, Belle Terre and Port Jefferson.

- Precincts
- Specialized Units
- Press Releases
- Information / Policies
- Forms & Reports
- Crime Stoppers
- Phone Directory
- Directions
- Frequently Asked Questions
- In Memoriam
- Contact Us
- Suffolk County Home
- Home



Inspector Palmieri

Sixth Precinct
Commanding Officer
400 Middle Country Road
Selden, NY 11784
631-854-8600

What is Nixle?



6th Pct on Twitter




Información en Español

ALERTS AND ADVISORIES



Recent messages from:
Suffolk County Police - 6th Precinct

- Community** SCPD 6th Pct. Community Meeting More »
"Entered: 23 hours, 3 minutes ago"
- Advisory** AVOID Rt. 83 N/B and S/B from Rt. 25. to Granny Rd., Farmingville. Road Closed July 4, 7-11 PM ref. Fireworks @ Bald Hill. More »
"Entered: 1 day, 1 hour ago"
- Advisory** Road Closure - Parade More »
"Entered: 5 days, 6 hours ago"
- Advisory** Telephone Scams More »
"Entered: 2 weeks, 6 days ago"
- Community** Sixth Precinct Community Meeting More »
"Entered: 1 month ago"

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COMMUNITY MEETING SCHEDULE

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[Community Meeting Schedule](#)

COMMUNITY ORIENTED POLICE ENFORCEMENT (COPE) UNIT

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PRECINCT CRIME SECTION (PCS)

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GET DIRECTIONS TO THE 6th PRECINCT

Enter your starting address:

[Get Directions to Precinct](#)



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SUFFOLK COUNTY POLICE DEPARTMENT
Accredited Law Enforcement Agency

PRECINCTS



1491 WILLIAM FLOYD PARKWAY, SHIRLEY, NY 11967
Renders patrol and other police service to the political subdivisions of the Town of Brookhaven (east).

- Precincts
- Specialized Units
- Press Releases
- Information / Policies
- Forms & Reports
- Crime Stoppers
- Phone Directory
- Directions
- Frequently Asked Questions
- In Memoriam
- Contact Us
- Suffolk County Home
- Home**



Inspector Neubauer

Seventh Precinct
Commanding Officer
1491 William Floyd Parkway
Shirley, NY 11967
631-852-8700

What is Nixle?



7th Pct on Twitter



ALERTS AND ADVISORIES



Recent messages from:
Suffolk County Police - 7th Precinct

- Community** The Suffolk County Social Host Law applies to adults 18 and over who allow alcohol consumption by minors 21 and under. [More »](#)
"Entered: 1 week, 5 days ago"
- Community** Reminder: Seventh Precinct June Community Meeting Thursday June 19, 2014 at 7:00 PM. [More »](#)
"Entered: 2 weeks, 2 days ago"
- Community** Reminder: Heroin & Prescription Drug Abuse Presentation on 6-3-14 at 6pm at William Paca School, Mastic Beach [More »](#)
"Entered: 1 month ago"
- Community** HEROIN & PRESCRIPTION DRUG ABUSE PRESENTATION FOR PARENTS JUNE 3, 2014 6 PM WILLIAM PACA MIDDLE SCHOOL MASTIC

Receive messages by email & text message



Information en Español

COMMUNITY MEETING SCHEDULE

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[Community Meeting Schedule](#)

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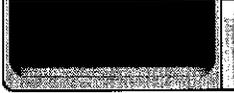
PRECINCT CRIME SECTION (PCS)

The Precinct Crime Section is responsible for investigating most misdemeanor and violation offenses along with Domestic Incident complaints that occur within the confines of the precinct. Certain misdemeanor and violation offenses are investigated by the precinct's detective squads.

GET DIRECTIONS TO THE 7th PRECINCT

Enter your starting address:

[Get Directions to Precinct](#)

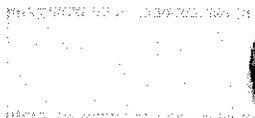


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ATTACHMENT 34



CONTACT US



- Precincts
- Specialized Units
- Press Releases
- Information / Policies
- Forms & Reports
- Crime Stoppers
- Phone Directory
- Directions
- Frequently Asked Questions
- In Memoriam
- Contact Us
- Suffolk County Home
- Home**



*A department representative will normally respond to your message within three business days. **If you are writing about an EMERGENCY, please dial 911 immediately.** If you are outside of Suffolk County and have an emergency, dial our emergency communications center at 631-852-6400.*

First Precinct Commanding Officer
555 Rt 109, W.Babylon, NY 11704
SCPD.1STPRECINCT@suffolkcountyny.gov

Second Precinct Commanding Officer
1071 Park Ave, Huntington, NY 11743
SCPD.2NDPRECINCT@suffolkcountyny.gov

Third Precinct Commanding Officer
1630 5th Ave, Bay Shore, NY 11706
SCPD.3RDPRECINCT@suffolkcountyny.gov

Fourth Precinct Commanding Officer
727 Veterans Mem. Hwy, Smithtown, NY 11787
SCPD.4THPRECINCT@suffolkcountyny.gov

Fifth Precinct Commanding Officer
125 Waverly Ave, Patchogue, NY 11772
SCPD.5THPRECINCT@suffolkcountyny.gov

Sixth Precinct Commanding Officer
400 Middle Country Road Selden, NY 11784
SCPD.6THPRECINCT@suffolkcountyny.gov

Seventh Precinct Commanding Officer
1491 Wm. Floyd Pkwy, Shirley, NY 11967
SCPD.7THPRECINCT@suffolkcountyny.gov

Commissioner of Police
30 Yaphank Ave, Yaphank NY 11980
SCPDINFO@suffolkcountyny.gov

Internal Affairs Bureau
30 Yaphank Ave, Yaphank NY 11980
SCPD.INTERNALAFFAIRS@suffolkcountyny.gov

Marine Bureau Commanding Officer
Great River, NY 11739
SCPD.MARINEBUREAU@suffolkcountyny.gov

Recruitment
30 Yaphank Ave, Yaphank NY 11980
Gina.Conrad@suffolkcountyny.gov

ID Theft
30 Yaphank Ave, Yaphank NY 11980
idtheft@suffolkcountyny.gov

Hate Crimes Unit
30 Yaphank Ave, Yaphank NY 11980
SCPD.HATECRIMESUNIT@suffolkcountyny.gov

Community Liaison Officers
4th Precinct: Susan Laveglia -
Susan.laveglia@suffolkcountyny.gov

7th Precinct: Thomas Kennedy -
Thomas.kennedy@suffolkcountyny.gov

All Other E-Mail & General Information
SCPDINFO@suffolkcountyny.gov

SCPD Citizen Satisfaction Survey

Phone Directory

ATTACHMENT 35



SUFFOLK COUNTY POLICE DEPARTMENT

Community Meetings 2014



We value your input and feedback-Join us each month to discuss what is happening in YOUR community and Police Department

First Precinct (631) 854-8100
555 Route 109
West Babylon, NY

All meeting times start at 7:00 PM
January 2nd - West Babylon Library
February 6th - West Babylon Library
March 6th - West Babylon Library
April 3rd - West Babylon Library
May 1st - West Babylon Library
June 5th - West Babylon Library

Third Precinct (631) 854-8300
1630 Fifth Avenue
Bay Shore, NY

All meeting times start at 7:00 PM
January 7th - 3rd Precinct
February 4th - to be determined
March 4th - 3rd Precinct
April 1st - Central Islip Library
May 6th - 3rd Precinct
June 3rd - Brentwood Library

Fifth Precinct (631) 854-8500
125 Waverly Avenue
Patchogue, NY

All meeting times start at 7:00 PM
January 8th - Patchogue Medford Library
February 12th - Patchogue Medford Library
March 12th - Patchogue Medford Library
April 9th - Patchogue Medford Library
May 14th - Patchogue Medford Library
June 11 - Patchogue Medford Library

Seventh Precinct (631) 852-8700
1491 William Floyd Parkway
Shirley, NY

All meeting times start at 7:00 PM
January 16th - 7th Precinct
February 20th - 7th Precinct
March 20th - 7th Precinct
April 17th - 7th Precinct
May 15th - 7th Precinct
June 19th - 7th Precinct

Second Precinct (631) 854-8200
1071 Park Avenue
Huntington, NY

All meeting times start as indicated below
January 15th @ 10 AM - South Huntington Library
February 12th @ 10 AM - 2nd Precinct
March 19th @ 7 PM - South Huntington Library
April 23th @ 10 AM - 2nd Precinct
May 21st @ 10 AM- South Huntington Library
June 18th @ 7 PM - South Huntington library

Fourth Precinct (631) 854-8400
727 Veterans Memorial Highway
Smithtown, NY

All meeting times start at 7:00 PM
January 7th - Smithtown Library (Nesconset)
February 4th - Smithtown Library (Nesconset)
March 4th - Smithtown Library (Nesconset)
April 1st - Smithtown Library (Nesconset)
May 6th - Smithtown Library (Nesconset)
June 3 - Smithtown Library (Nesconset)

Sixth Precinct(631) 854-8600
400 Middle Country Road
Selden, NY

All meeting times start at 7:00 PM
January 16th - Sixth Precinct
February 20th - Sixth Precinct
March 20th - Sixth Precinct
April 17th - Farmingville Main Fire House, Portion Rd,
(Farmingville)

May 15th - Sixth Precinct
June 19th - Coram Fire House (old fire house next to
McDonalds)

ATTACHMENT 36



Upon Completion: Precinct Commands: All reports will be submitted to your Precinct Community Liaison Officer (CLO)
Non-Precinct Commands: will FAX to Community Response Bureau: 852-6112

Organization Name		Telephone #	
Organization Street Address		Town	Zip Code
Organization Contact Person/Leader - Name		Telephone #	
Organization Contact Person/Leader - Address		Town	Zip Code
Organization E-mail Address	Contact Person E-Mail Address		
Location of Meeting		Date of Meeting	Time of Meeting

Department and Community Members Present - Names	Rank/Title	Shield #	Command #

Total # Attendees	# Caucasian	# African Americans	# Hispanic/Latino	# Others
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Purpose of Meeting - Presentation

Summary of Issues Discussed

Proposed Solutions	Referral/Follow Up
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ATTACHMENT 37



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
 DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER	14-12
	14-17

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER	SIGNATURE		
SUBJECT/TOPIC/TITLE COMMAND DUTIES AND RESPONSIBILITIES		POLICE COMMISSIONER		
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92 06/01/92	DATE EFFECTIVE 03/19/14 03/27/14	DATE AMENDED 03/19/14 03/27/14	

RULES AND PROCEDURES

CHAPTER 1: TITLE: ORGANIZATION AND PHILOSOPHY OF THE DEPARTMENT

SECTION 5: TITLE: COMMAND DUTIES AND RESPONSIBILITIES

I. PURPOSE

To set forth the duties and responsibilities which are specific to individual organizational components.

II. POLICY

N/A

III. DEFINITIONS

N/A

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURES

A. Office of the Police Commissioner - The Police Commissioner has jurisdiction and control over government, administration, disposition and discipline of the Police Department, the Police Service, and the members thereof. During the prolonged absence without means of contact, or disability of the Police Commissioner, such member of the Service as the Police Commissioner may designate, possesses all the powers and performs all the duties of the Police Commissioner except the power of making appointments. Any officer, acting as the Police Commissioner carries out the orders of the Police Commissioner previously given. Except in extreme emergency, these orders are not countermanded or set aside. When an order is countermanded or set aside a report stating the reasons is made to the Police Commissioner. The officer acting on behalf of the Police Commissioner assists in administrative matters as directed from time to time by the Police Commissioner. When an unforeseen emergency arises and the Police Commissioner, because of an incapacity, is unable to designate such officer, the order of succession to possess all the powers and perform all the duties of the Commissioner is as enumerated in these Rules and Procedures. The Special Assistant to the Police Commissioner acts as a liaison between community groups and leaders and the Police Commissioner, addresses community issues, conducts necessary research and prepares responses to inquiries from community groups and members, and represents the Police Commissioner at community meetings, as directed by the Police Commissioner.

1. **Internal Affairs Bureau** - Investigates allegations of misconduct against members of the Department, conducts internal investigations as directed by the Police Commissioner and performs ongoing inspections of Department personnel and equipment. The Internal Affairs Bureau is also mandated to identify and seek correction of unclear or inappropriate agency procedures and organizational conditions that may contribute to misconduct or inefficiency.

a. **Field Auditing Section** - Conducts inspections and audits of Department members to ensure compliance with State and local laws and the Department's Rules and Procedures as they relate to line of duty injury leave and sick leave.

2. **Pistol Licensing Bureau** - Will have the duties and responsibilities of Pistol Licensing. It will be responsible for the investigation and licensing of pistol permit applicants, pistol

manufacturers, pistol dealers and gunsmiths. The bureau will maintain the pistol records of members of the Service. It will also be responsible for reporting to the New York State Police any changes in the status (i.e., sale, acquisition, destruction, transfer) of handguns of licensees and will record these changes in both the Department's and the individual officer's handgun inventory. The Pistol Licensing Bureau may review or confiscate and conduct investigations on handguns received as enumerated in chapter 24, section 8.

3. **Crime Stoppers and Public Information Bureau** - Answers 1-800-220-TIPS telephone line regarding criminal activity while assuring informant anonymity when requested. Forwards any information to the appropriate investigating command and maintains records of the information obtained. Maintains liaison between the investigating commands and the Crime Stoppers of Suffolk County, Inc., and prepares and presents cases for caller reward consideration to the Reward Committee of Suffolk County Crime Stoppers, Inc. The bureau prepares, delivers, and participates in various media events (e.g., the "Most Wanted" cablevision broadcasts, "Crime of the Week" cable, radio and news broadcasts, etc.) Additionally, this bureau disseminates information and acts as liaison to the news media. All Department media requests are made through this office. The bureau prepares and distributes hundreds of press releases, schedules all media interviews, reports to crime scenes and issues press passes, Silver Alerts and media advisories. This bureau also prepares the Department's Annual Report.

B. **Office of the Deputy Police Commissioner** - The Deputy Police Commissioner shall be responsible for developing strategies and implementing plans to break the cycle of recidivism and to prevent and reduce gang membership within Suffolk County as a key component of the Department's overall crime prevention and reduction mission. The Deputy Police Commissioner will develop strategies and plans addressing foundational issues that effect the crime rates in Suffolk County as directed by the Police Commissioner. This will be accomplished through the use of local, county and state governmental resources, as well as the private and not for profit sectors. The utilization of Departmental assets will be coordinated through the Office of the Chief of Department. The Deputy Police Commissioner will work closely with the Police Academy Bureau in the development and updating of the Department's training in the areas of cultural and ethnic diversity and sensitivity. The Deputy Police Commissioner will work closely with the Community Response Bureau to aid in effecting their mission of enhanced community services. The Deputy Police Commissioner will perform any other duties at the direction of the Police Commissioner.

C. **Office of the Chief of Department** - The Chief of Department exercises line and staff command of all personnel and operations of the Police Department. This office is responsible for command and control authority, performs management services required to ensure the Department performs its operations in an efficient and effective manner, and keeps the Police Commissioner informed of all important matters and of any action taken pertaining to same. The Office of the Chief of Department also acts as liaison to state and local probation and parole agencies and to federal, state and local adult and juvenile correctional agencies. Members of the Service assigned to this office, or any other member of the Service designated by the Chief of Department, will maintain the physical integrity of the Police Headquarters building and the surrounding parking areas, and further provide emergency police services to the occupants of that building as needed. The responsibilities of the District Commanders are a function of the Office of the Chief of Department.

1. **District Commander Section** - Is a Command staffed by members of the Service who hold the rank of Captain or above and are responsible for the direction of the Police Mission during those times when Commanding Officers are normally not on-duty. Specific duties and responsibilities are more clearly defined in Chapter 1, Section 9, of these Rules and Procedures.

2. **Warrant Enforcement Section** - Is responsible for securing the appearance of defendants at First District Court, who have not appeared to answer pending charges. This Section will work closely with the District Attorney's District Court Bureau to target defendants who have avoided prosecution by failing to appear for scheduled Court dates.

3. **Organized Crime Bureau** - Is a staff unit responsible for the administration and supervision of the District Attorney Section, the Customs Task Force Unit, the Asset Forfeiture Unit, and the Narcotics Section.

a. **Customs Task Force Unit** - Works directly with the U.S. Customs Service and other federal and local law enforcement agencies in conducting investigations into narcotics smuggling and international money laundering operations which have an impact on the Long Island area.

b. **Asset Forfeiture Unit** - Pursuant to, or in conjunction with, criminal investigations performed by other investigative commands, the Asset Forfeiture Unit identifies assets that are used to facilitate criminal activities or assets that are proceeds of such activities, and assists in any forfeiture proceedings concerning such assets.

c. **District Attorney Section** - Performs such duties as may be assigned by the District Attorney and coordinates the law enforcement efforts of the Police Department with that of the District Attorney's Office. This section is responsible for performing the following services and investigations:

- (1) Gathers evidence leading to the arrest and prosecution of persons involved in organized crime, including street gangs and terrorist activities, vice and gambling in Suffolk County.
- (2) Assists the Precinct Detective, Technical Investigations, and Major Crimes Bureaus, and all other law enforcement agencies that request assistance in these types of investigation.
- (3) Gathers intelligence information relating to organized crime and other vice and gambling offenses and maintains files in reference to these areas of investigation.
- (4) Conducts sting operations, provides expert testimony and training as it applies to organized crime, vice and gambling activities.
- (5) Conducts investigations relating to corruption of government and/or political officials.

d. **Narcotics Section** - Investigates or assists the Precinct Detective Squads to investigate all narcotic law violations. This section maintains a liaison which exchanges information with federal, state and all other involved agencies. Files and statistics of known illicit distributors, transporters, and known addicts are also maintained by this section.

4. **Criminal Intelligence Bureau** - Is responsible for the compilation, analysis, storage, and dissemination of data concerning the history, activities, associates, etc., of persons known or suspected to have connections with organized crime, Street Gangs, Motorcycle Gangs, other miscellaneous criminal groups and terrorist organizations in or affecting the County of Suffolk.

This Bureau will maintain liaison with federal, state and other local law enforcement agencies for the mutual exchange of criminal intelligence and terrorist-related information.

This Bureau is also charged with the duty of conducting threat assessments, investigations, gathering information and analyzing data relating to subjects considered a risk to public officials or public safety.

This Bureau is further charged with proactively investigating suspected terrorist activity occurring in or affecting the County of Suffolk.

This Bureau maintains a criminal intelligence file and a public security file, which will be independent and separate from all other Departmental files.

This Bureau shall evaluate and maintain a database to catalog all inquiry search responses received from Immigration and Customs Enforcement (ICE), and perform any necessary follow-up investigation in conjunction with ICE personnel.

This Bureau will be responsible to forward copies of any written report relative to a criminal or non-criminal incident directed against or perpetrated by a person claiming diplomatic or consular immunity, or their families, including incidents against their property, to the U.S. Department of State, Diplomatic Security Service, or, if appropriate, to the U.S. Mission to the United Nations. This Bureau will also maintain liaison with the U.S. Department of State, U.S. Mission to the United Nations, and consular officials as required.

This Bureau will disseminate homeland security and other information deemed appropriate to businesses and other community organizations.

This Bureau, when notified of a Personal Radiation Detection alarm incident, shall submit to New York State a radiation anomaly report of such incident.

This Bureau will maintain a multi-agency intelligence center. This Section will encourage local law enforcement agencies to participate in the center for the purposes of sharing relevant intelligence.

CIB shall establish a database to capture, store and analyze data related to school or school-related incidents and incidents involving houses of worship and/or related facilities. The Commanding Officer of CIB, or designee, is authorized to exclude any data entry that is not appropriate for the objectives of these programs. Intelligence gained, and patterns of activity that are identified, shall be shared with the Chief of Patrol, Chief of Detectives or the Commanding Officer of the Homeland Security and Anti-Terrorism Bureau and disseminated within the Department as deemed necessary.

It will be the responsibility of the Commanding Officer of this Bureau to plan, organize and direct the security details which will be provided for public officials and/or visiting dignitaries.

This Bureau will also be responsible for maintaining a Field Intelligence Officer Program to facilitate Precinct level intelligence development, collection, analysis and dissemination.

5. Community Response Bureau - The Community Response Bureau acts as a liaison between the police department, community groups and/or community leaders. It creates and promotes police department initiatives to serve and educate the public.

The Community Response Bureau is responsible for recruiting qualified candidates for the position of police officer with particular emphasis on minorities and women, maintaining liaison with various sources of referral, such as colleges, community groups, etc.; to provide appropriate reports to concerned government agencies.

The Community Response Bureau coordinates and supervises the activities of the Suffolk County Police Athletic League, Inc. It is responsible for promoting the principles of good sportsmanship and citizenship by encouraging participation in various sport programs, handicrafts and outdoor activities.

The Community Response Bureau also coordinates the School Resource Officer program. School Resource Officers (SRO's) and Community Response Officers (CRO's) will be responsible for reporting to the Community Response Bureau.

School Resource Officers (SRO's) will be accountable to, trained, and deployed by the Community Response Bureau. SRO's will be responsible for creating and presenting topical lectures including: Prescription Drug Abuse and Heroin, Gangs and Violence, Diversity and Tolerance, Cyber Bullying, Internet Safety, Driver Safety, and others. Special emphasis will be directed towards educating middle and high school students. SRO's will assist school district officials to identify and help resolve police related issues.

Community Response Officer (CRO) - Each precinct will be assigned a Community Response Officer. CRO's will assist COPE Sergeants with documenting the intake, progress, and outcome of precinct-wide community based "quality of life" complaints. CRO's will attend community meetings, document issues discussed, and report findings to the community response officer assigned to headquarters. Precinct CRO's will exchange information with headquarter based CRO's in an effort to identify trends and patterns of countywide quality of life complaints.

a. Chaplains Section - Maintains liaison with the Department's chaplains. The Police Commissioner shall designate one of the Department's chaplains as Chief Police Chaplain who shall be accorded the honor of holding the equivalent rank of Assistant Chief. The remaining Department chaplains shall hold the designation of Police Chaplain who shall be accorded the honor of holding the equivalent rank of Inspector.

6. Domestic Violence and Elder Abuse Bureau Is responsible to coordinate activities related to domestic violence; disseminate information regarding procedures to be followed in family offense cases; follow up on action taken by commands in each offense, provide assistance and referral to victims of domestic violence; act as liaison with other levels of government and private sector organizations; maintain statistical data on domestic incidents, domestic violence, and family offenses reported within the Police District; any other related duties as required.

DETECTIVE DIVISION

D. Office of the Chief of Detectives - Exercises line command over all personnel and operations of the Detective Division and staff responsibility over all detective matters within the Police Department. The Chief of Detectives keeps the Police Commissioner informed of all important matters, and of any action taken pertaining to same. This office maintains insofar as the business of the Detective Division is concerned, the coordination of police activities between sections and units of the Department and with other Police Departments and agencies. The Detective Division is also responsible for, but not limited to, the investigation of all felonies. Further, the following offenses and incidents that may be classified as felonies, misdemeanors or violations are included within the detective's scope of responsibility for investigation:

- All attempted suicides resulting in serious physical injury (as defined in Article 10 of the Penal Law) as well as those attempts which, after medical evaluation, are determined to be potentially life threatening. Suicides or attempted suicides which occur along the Long Island Rail Road or within its stations will be investigated by Metropolitan Transportation Authority personnel.
- Sex offenses
- Gambling offenses
- Weapons offenses, including weapons that come into the possession of the Department (see chapter 9, section 8 and chapter 24, section 8).
- Motor vehicle theft
- Child abuse as defined in Article 10 of the Family Court Act
- Boat and/or marine engine theft.

1. **Precinct Detective Bureau** - Performs investigation services within designated geographic areas. Each of the seven Precinct Detective Bureau Squads also contains a Special Operations Team (SOT). These teams will perform special operations and investigations as directed by the Detective Squad Commanding Officer.

The Precinct Detective Bureau performs the required police processing when it is determined that a perpetrator is actually under the age of 16 years old, or at the time of the commission of the crime was under the age of 16. However, the Precinct Detective Bureau will notify other responsible detective commands to process juvenile arrests when juveniles are arrested for crimes outside the scope of the Precinct Detective Bureau. All juvenile arrest paperwork, once approved by a supervisor, will be forwarded by the investigative command to the Precinct Detective Bureau for subsequent distribution to the Probation Department and Family Court. When a child is sheltered for court, the investigative command will forward a copy of the paperwork with the juvenile.

The Precinct Detective Bureau conducts missing persons investigations and provides assistance in the rendition and extradition of wanted persons to the Technical Assistance Unit as necessary.

The Precinct Detective Bureau also supervises the property recovery duties and responsibilities of the Property Recovery Section.

a. **First Squad Section** - Includes that area in the First Precinct, including the village of Amityville and those portions of the Great South Bay and Barrier Beach within the Town of Babylon.

b. **Second Squad Section** - Includes that area in the Second Precinct, including the villages of Lloyd Harbor, Huntington Bay, Asharoken and Northport.

c. **Third Squad Section** - Includes that area in the Third Precinct, including those portions of the Great South Bay and Barrier Beach within the Town of Islip.

d. **Fourth Squad Section** - Includes that area in the Fourth Precinct, including the villages of Head of the Harbor, Nissequoque and Lake Grove.

e. **Fifth Squad Section** - Includes that area in the Fifth Precinct, including those portions of the Great South Bay and Barrier Beach that are within the Town of Brookhaven (west), as well as the hamlets of Oakdale, Bohemia, West Sayville, Sayville and Bayport located within the Town of Islip.

f. **Sixth Squad Section** - Includes that area of the Sixth Precinct.

g. **Seventh Squad Section** - Includes that area of the Seventh Precinct, including those portions of the Great South Bay and Barrier Beach that are within the Town of Brookhaven (east).

h. **Property Recovery Section** - Conducts property recovery investigations. This Section is responsible for maintaining a reporting and checking system with second-hand dealers, jewelers and precious metal exchanges for lost or stolen property. This Section also checks all reports and bulletins which detail lost, stolen and recovered property, and takes necessary measures to locate such property and determine ownership of same. Also, this Section is responsible for forwarding descriptions of lost, stolen and recovered property to the following:

- (1) Nassau County Police Department
- (2) New York City Police Department
- (3) National Stolen Property File (FBI)
- (4) Other interested police agencies

The Property Recovery Section also maintains the transaction records submitted by second-hand dealers and precious metal exchanges to the Department, conducts investigations as to the good character of applicants for Exchange Licenses in cooperation with the Department of Consumer Affairs, and inspects the transaction records maintained by precious metal exchanges and second-hand dealers.

Investigates vehicle dismantlers, dealers and persons engaged in the transfer or disposal of junk and salvage vehicles licensed under Article 16 of the Vehicle and Traffic Law.

Assists Precinct Detective Squads in the investigation of auto and marine grand larcenies, auto and marine insurance frauds, stolen or altered VIN/HIN plates and numbers, and abandoned automobiles, boats and motors.

Provides auto and marine examinations for the purpose of determining true identification of vehicles and boats.

Cooperates with the insurance industry and agencies of the federal, state and local governments in exchange of information regarding auto and marine thefts and related offenses.

2. **Technical Investigations Bureau** - Is a staff unit responsible for the administration and supervision of the Technical Assistance Unit, the Identity Theft Section, the Computer Crimes Section, the Polygraph Section, the Identification Section, and the Electronic Investigations Section. This bureau assists the Precinct Detective Bureau, the Major Crimes Bureau, the Organized Crime Bureau, and the Arson Section, in the investigation of crime and the detection and arrest of perpetrators.

a. **Technical Assistance Unit** - Receives and records warrants forwarded by the Central Records Section for execution. Files, as detainers, warrants issued for persons already in custody. Makes necessary preparations for Precinct Detective Bureau in extradition and rendition cases and assists other authorities coordinating the lawful apprehension and removal of persons wanted for crimes in other jurisdictions. The Technical Assistance Unit also conducts pick ups from jails, utilizing Precinct Detective Squad detectives to accomplish this function when necessary. This unit maintains the following warrants: felonies, persons residing outside Suffolk, persons wanted FOA.

Responsible for maintaining a liaison with associated agencies involving juvenile issues. The unit will assist members of the Department with questions involving the processing of juveniles. The unit will also be responsible for ensuring juvenile paperwork is forwarded to the Probation Department and Family Court when it is received from the investigative command. The unit maintains files and conducts investigations of missing person cold cases.

b. **Identification Section** - Maintains and operates a police photographic laboratory. Makes, processes and distributes such photographs, photostats, sketches and other pictorial reproductions as the operation of the Department may require including, but not limited to the photographic service to various commands within the Department for public relations purposes. Locates, preserves, and records latent fingerprints at the scene of a crime and prepares such prints for introduction as evidence in criminal proceedings. Supervises the taking, classification and control of fingerprints. Makes such searches and comparisons as required. All request for copies of photographs and fingerprint comparisons or data are forwarded to this section for processing. This section also maintains the following files: Fingerprint - Civil; Fingerprint - Criminal; Latent Fingerprints; Photographic Gallery. Section personnel will be available to give testimony in court proceedings in regard to their duties.

c. **Electronic Investigations Section** - Maintains and operates the investigative sound, recording and technical devices of the Department. Also responsible for the installation and maintenance of the Suffolk County Police panic/intrusion alarm system. When not engaged in this function, the Section carries out special assignments as directed by the Chief of Detectives.

d. **Identity Theft Section** - Investigates crimes involving the unlawful use of the identity or other identifying information of a person. This Section maintains a database for all identity theft crimes occurring within the Police District. In addition, this Section acts as a liaison with federal, state and local agencies, as well as commercial entities, so as to coordinate investigations concerning identity theft crimes.

e. **Computer Crimes Section** - Investigates crimes requiring special equipment, skill and authority, committed through the use of computer technology, including the sexual exploitation of children via computer, performs forensic analysis of seized computers and provides technical and investigative assistance to other commands. The Section also acts as liaison with other law enforcement agencies involved in investigating computer crimes. Conducts investigations as directed by the Chief of Detectives.

f. **Polygraph Section** - This Section administers polygraph examinations for the Suffolk County Police Department, the District Attorney's Office, the Suffolk County Probation Department and associated police agencies within Suffolk County. It may also provide polygraph services to agencies outside Suffolk County with the approval of the Chief of Detectives or his or her designee.

g. **Arson Section** - Is responsible for the investigation, collection of evidence, case preparation and expert court testimony for felony crimes of arson, and certain misdemeanor crimes of arson when extenuating circumstances are evident. The Arson Section is also responsible for the investigation, collection of evidence, case preparation and expert court testimony for all crimes involving explosives other than fireworks. The Arson Section is not responsible for the removal of undetonated explosives. This task will be accomplished by the Emergency Service Section as outlined elsewhere in the Rules and Procedures. The Arson Section is also responsible for the investigation of all

Weapons of Mass Destruction incidents and all criminal incidents involving the use of radioactive materials. The Arson Section maintains files which pertain to the crime of arson.

3. **Major Crimes Bureau** - Is a staff unit responsible for the administration and supervision of the Homicide Section, the Special Victims Section, the Hate Crimes Unit, the Special Investigations Section, the Vehicular Crime Unit, and the Pattern Crime Unit. This bureau is responsible for the immediate notification to the Chief of Detectives of the occurrence of any of the following:

- Murder, suspected murder, and non-negligent manslaughter.
- Assault, where death is likely to result.
- Major disasters.
- Injury to a member of the division.

a. **Homicide Section** - Investigates the deaths of human beings under circumstances requiring the attention of the Medical Examiner. In deaths classified as cause unknown, accidental, criminal or other than natural, the Homicide Section will assume full responsibility for the investigation, including the preparation of all reports as prescribed. This section is responsible for conducting investigations into all incidents involving the discharge of a firearm by any law enforcement officer within the Police District that results in any physical injury or death. This section assists the Precinct Detective Bureau in the investigation of accidental or criminal acts which are likely to result in death and will maintain liaison with the Medical Examiner's Office.

b. **Special Victims Section** - As the investigative arm of the Child Abuse Task Force, the Special Victims Section investigates sexual contact and physical abuse offenses against a child where the victim is a child less than eighteen years old and the offender is one of the following:

- A parent or other relative(s) as defined in Section 225.25 P.L., i.e.: "Ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece."
- A person not related to the victim, but who lives with the victim in a family relationship.
- A guardian, custodian, or any other person legally responsible for the child's care at the relevant time, such as babysitters, daycare providers, teacher, bus driver, and coaches.
- A person living in the same household at the time of the offense, such as a boarder or overnight guest.
- A health care provider or mental health care provider, (as defined under Section 130.00.12,13 of the New York Penal Law), where the victim is a client or patient of such provider and the sexual contact or physical abuse occurs during a treatment session, consultation, interview or examination.
- All sexual offense incidents where the victim is less than 13 years old, regardless of the relationship between the victim and offender.

The Special Victims Section is also responsible for the investigation of any sexual assault or physical abuse allegation at the direction of the Chief of Detectives, and is available to assist Precinct Detective Squads in the investigation of sexual and physical abuse offenses. The Special Victims Section will maintain liaison with the Precinct Detective Bureau and associated agencies in the investigation of sexual and physical abuse offenses. The Special Victims Section is responsible for maintaining the files and records of registered sex offenders in accordance with the Sex Offender Registration Act, as described in Chapter 25, Section 10 of the Rules and Procedures. The Special Victims Section is also further responsible for the administration and oversight of the Sexual Assault Nurse Examiner (SANE) Program.

(1) **Hate Crimes Unit** - Is responsible for the investigation and case preparation of all violations of law perpetrated primarily due to a belief or perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation, except for cases involving death or serious physical injury that may result in death. This shall include incidents relating to houses of worship and/or related facilities. This shall further include incidents involving the etching, painting, or drawing of a Swastika on any building or other real property without the permission of the owner or operator, as well as setting

fire to a cross in public view. This command shall also keep files and statistics relative to such offenses.

The Hate Crimes Unit assumes responsibility of all incidents upon determining the incident fits criteria as prescribed by the Hate Crimes Act 2000 of New York State, pursuant to Section 485.05 of the Penal Law. The incidents will be investigated to determine the hate crime element committed by factors outlined in the Hate Crimes Act established by New York State as well as existing case law and experience. The Hate Crimes Unit Commanding Officer will be responsible for properly identifying the incident as a hate crime and ensure this information is reported monthly, as accurately and correctly as possible under UCR standards, to the New York State Division of Criminal Justice Services (NYSDCJS).

c. Special Investigations Section - Consists of the Vehicular Crime Unit and the Pattern Crime Unit.

(1) Vehicular Crime Unit - This Unit is responsible for the investigation and case preparation of selected vehicle and vessel crashes when criminal levels of alcohol, drugs, or other vehicle or vessel operation related crimes are indicated relative to the involved operators. This Unit also provides assistance and support of selected crash investigations as directed by the Office of the Chief of Detectives.

This Unit shall be the primary investigative Command for the following incidents:

(a) Motor vehicle or Vessel crashes that result in a fatality to anyone other than the suspect, where one of the suspect drivers/operators was arrested for violating Section 1192 of the New York State Vehicle and Traffic Law (Driving While Impaired, Driving While Intoxicated, Driving While Ability Impaired by Drugs), or appropriate Navigation Law.

(b) Motor vehicle or Vessel crashes that result in serious physical injury in which death is likely to anyone other than the suspect, where one of the suspect drivers/operators was arrested for violating Section 1192 of the New York State Vehicle and Traffic Law (Driving While Impaired, Driving While Intoxicated, Driving While Ability Impaired by Drugs), or appropriate Navigation Law.

(c) Motor vehicle or Vessel crashes that have resulted in death to anyone other than the suspect, where one of the suspect drivers/operators has fled the scene in violation of Section 600 of the Vehicle and Traffic Law (Leaving the Scene), or appropriate Navigation Law.

(d) Motor vehicle or Vessel crashes that have resulted in serious physical injury in which death is likely to anyone other than the suspect, where one of the suspect drivers/operators has fled the scene in violation of Section 600 of the Vehicle and Traffic Law (Leaving the Scene), or appropriate Navigation Law.

(e) Any other motor vehicle or vessel crashes, at the direction of the Chief of Detectives.

When a fatal crash, SPI crash, fatal Leaving the Scene, or SPI Leaving the Scene occurs, the Detective Squad of occurrence will respond and conduct the preliminary investigation of the incident. When it is evident that the crash meets the above parameters, the investigating detectives will, without delay, notify the Communications Section Supervisor, and request that the Vehicular Crime Unit respond to the scene.

The Vehicular Crime Unit will then assume control of the investigation, assisted as needed by the Precinct Squad Detectives.

Special effort should be made that the initial investigation is not impeded, nor delayed awaiting the response of the Vehicular Crime Unit.

(2) Pattern Crime Unit - Investigates pattern crimes and other incidents as directed by the Chief of Detectives.

The Pattern Crime Unit will:

(a) Assist Precinct Detective Squads through coordination of effort.

(1.) Assist in the follow up of existing leads, upon request of the investigating command.

(2.) When appropriate, provide personnel directly to the investigating command.

- (3.) Assist the investigating command in the development of strategies and action plans.
- (4.) Communicate relevant events to investigating commands affected by common patterns.
- (5.) Inform the Criminal Intelligence Bureau of new events related to existing patterns/trends.

(b) Assume the responsibility for the investigation of:

- (1.) Bank Robberies (FDIC)
- (2.) Bank Burglaries (FDIC)
- (3.) Bank Grand Larcenies (FDIC)
- (4.) Pharmacy Robberies

PATROL DIVISION

E. Office of the Chief of Patrol - The Patrol Division is headed by the Chief of Patrol, who is responsible for all patrol and related services in the Suffolk County Police District. The Chief of Patrol keeps the Police Commissioner informed of all important matters, and of any action taken pertaining to same. The Office of the Chief of Patrol acts as liaison between this Department and the Board of Elections during all special and general elections. It is the function of the Patrol Division to enforce all applicable state and local laws, prevent crime, deter criminal activity, apprehend offenders, aid in the recovery and return of stolen property, identify and report hazardous conditions, preserve the public peace and reduce fear in the community. The division shall provide services vital to public safety including emergency services, traffic control, crash investigation and assistance to other state and local agencies. Communication of information, both intra and inter-divisional, shall be coordinated through staff meetings, roll calls, multi-divisional conferences, crime and incident reports and daily bulletins. The Office of the Chief of Patrol shall be the command responsible for coordinating the Department's response to requests from television or film production companies for a uniformed police presence due to anticipated crowd control issues at the scene of television or film productions within the Police District.

1. Precinct Patrol District - Consists of a number of precincts in the Police District each of which is geographically defined and manned by personnel of the uniformed force. It is the responsibility of these personnel to execute the police mission within their given area.

a. First Precinct Bureau - Renders patrol and other police service to the political subdivisions of the Town of Babylon, including the incorporated villages of Lindenhurst and Babylon.

b. Second Precinct Bureau - Renders patrol and other police service to the political subdivisions of the Town of Huntington.

c. Third Precinct Bureau - Renders patrol and other police service to the political subdivisions of the Town of Islip (West), including the incorporated village of Brightwaters.

d. Fourth Precinct Bureau - Renders patrol and other police service to the political subdivisions of the Town of Smithtown and the incorporated villages of the Branch, Islandia, and Lake Grove. Included in this precinct area are certain border areas of the Towns of Huntington, Islip and Brookhaven.

e. Fifth Precinct Bureau - Renders patrol and other police service to the political subdivisions of the Towns of Brookhaven (South) and Islip (East) and the incorporated villages of Patchogue and Bellport.

f. Sixth Precinct Bureau - Renders patrol and other police services to the political subdivisions of the Town of Brookhaven (North) and the incorporated villages of Old Field, Poquott, Belle Terre, and Port Jefferson.

g. Seventh Precinct Bureau - Renders patrol and other police services to the political subdivisions of the Town of Brookhaven (east).

2. Precinct Patrol Sections - The following sections will be maintained by each of the seven precincts:

a. Patrol Section - Is responsible for the operation of patrol and related services as directed to accomplish the police mission.

b. Precinct Crime Section - Is responsible for, but not limited to, the investigation and resolution and/or proper referral of the following police tasks.

(1) Misdemeanor and violation investigations not investigated by a Detective Squad or Hate Crimes Unit.

(a) When appropriate, copies of all paperwork are forwarded to a concerned Detective Squad, i.e., Misdemeanor Narcotics Violations to Narcotics Squad.

(2) Warrants excepting felony warrants.

(3) Investigations of violations or regulations and laws regarding premises licensed by the State Liquor Authority.

(a) Maintenance of precinct file that notes routine premises check performed by uniformed personnel and incidents occurring on licensed premises.

(4) Special patrols and stakeouts.

(5) Conducts investigations into attempted suicides not resulting in serious physical injury (as defined in Article 10 of the Penal Law) and non-life threatening drug overdoses.

(6) Conducts and handles various assignments as directed by the precinct commanding officer.

(7) Investigates all incidents of issuing a bad check in amounts of \$1000 or less. Those checks with a value greater than \$1000 shall be referred to the Precinct Detective Bureau.

(8) Investigates the misdemeanor crime of Arson in the Fifth Degree, but only those that are routine in nature. Arson Fifth Degree incidents which involve extenuating circumstances shall be referred to the Arson Section for investigation. The Precinct Crime Section investigating routine Arson fifth Degree incidents will forward to Arson Section a copy of the incident report after it is first received, and another copy upon the completion of the investigation. If warranted, updates on an investigation should also be provided to the Arson Section.

(9) Assists and supports Patrol Division Commands in actively suppressing violent crimes, assaults, illegal weapons possession, gang activities and other crimes, which adversely affect the quality of life within communities.

(10) In a high profile manner, this section will enforce State and local laws including local ordinances and the selective enforcement of traffic laws, which adversely affect the quality of life within communities.

c. Community Oriented Police Enforcement (COPE) Section - Is responsible for the initiation of specialized patrols, activities and initiatives to further the police mission. COPE personnel work closely with the community to enhance police-community relations, to engage in problem orientated policing, and to actively address community problems, including quality-of-life and traffic safety issues. COPE personnel meet regularly with local community groups and leaders, including school and other public safety officials, provide public-safety educational presentations, and strive to maintain open communication with communities served in furtherance of the community relations policies of this Department.

(1) In furtherance of this mission, each precinct will designate a COPE officer as the precinct's Community Liaison Officer. The Community Liaison Officer's duties will include, but shall not be limited to, the following:

(a) Implementing and coordinating a variety of crime prevention, safety, and community relation programs.

(b) Assisting community members in establishing Neighborhood Watch groups.

(c) Preparing and delivering presentations to community groups.

(d) Conducting outreach efforts to all segments of the community.

(e) Participating in events and meetings with citizen, business, and community groups.

(f) Responding to citizens' questions, requests, and quality of life complaints.

- (g) Serving as a liaison with the Department and the community to resolve issues/concerns.
- (h) Providing information to residents regarding available resources from other community, education, and government agencies.
- (i) Maintaining/increasing public confidence in the Department.
- (j) Decreasing fear of crime.
- (k) Bringing community and governmental resources together to solve problems, including working cooperatively with municipal code enforcement and public safety agencies.

3. **Patrol Support**

a. **Special Patrol Bureau** - Consists of the following sections:

(1) **Canine Section** - Consists of the assigned members of the Service and specially trained dogs whose functions are the protection of life and property, the prevention of crime, the detection and arrest of criminals and locating missing or wanted persons.

(a) Each dog of the Canine Section is under the control of an assigned handler both on and off duty.

(b) Dogs, when not on assignment, are housed at the home of the assigned handler.

(c) Handlers are responsible for the physical well-being and humane treatment of the animals.

(d) Each handler will exercise the utmost caution to ensure the safety of persons coming in contact with his dog.

(e) Vehicles assigned to handlers remain in their custody both on and off duty and prescribed Department maintenance procedures will be observed.

(2) **Aviation Section** - Is charged with the enforcement of all laws and ordinances. Pilots assigned to this section are responsible for the proper inspection and servicing of Department aircraft and perform such other duties as necessary. Pilots detailed to flight duty are in charge of and responsible for the proper conduct of each flight as well as for the safe handling and care of the Department aircraft to which assigned. Pilots perform duties in accordance with the authorized duty chart. The Aviation Section is further responsible for the proper and efficient maintenance and repair of all Department aircraft and related equipment, as well as for maintenance of the necessary records thereof and performance of related duties. NOTE: The Communications Section is authorized to assign any flight mission to render assistance in an emergency or disaster. The aircraft pilot in command or the chief pilot may refuse to perform any flight mission when in his or her judgment, conditions exist which may make the flight unsafe. This decision may not be countermanded by any officer, regardless of rank.

(3) **Emergency Service Section** - Assists the uniform and investigation divisions at emergency situations requiring specially trained police officers. This section will perform the following duties:

(a) Extrication of trapped victims.

(b) Assisting the uniform division at incidents requiring special weapons and tactics.

(c) Removal and disposal of suspected packages of explosives, military ordnance, explosive or incendiary devices and nuclear materials.

(d) Assisting the Arson Section in collecting physical evidence at scenes of suspected crimes by explosion.

(e) Assisting the Hostage Negotiating Team at barricaded subject and hostage situations.

(f) This section will also perform other duties as assigned by the commanding officer of the Special Patrol Bureau.

(4) **Crime Scene Section** - Primary responsibility is to render assistance to

investigating commands requiring specialized services in the area of evidence recovery. Crime Scene officers will accomplish this by searching for and evaluating items found. Items deemed to have evidential value shall be photographed, collected and submitted by the Crime Scene Section officer to the Identification Section, the Medical Examiner, Crime Laboratory, or the Property Section. This process will also include documentation of the crime scene through photographs and diagrams as needed. Crime Scene Section officers shall respond to the following incidents:

- (a) motor vehicle crashes involving death or serious physical injury likely to result in death.
- (b) motor vehicle crashes involving serious physical injury, where probable cause exists that one or more operators is in violation of any subdivision of section 1192 of the New York State Vehicle and Traffic Law.
- (c) motor vehicle crashes involving a police vehicle at which:
 - (i.) there exists at the least, an injury requiring emergency medical treatment.
 - (ii.) the investigating supervisor is of the opinion that photographs would serve a useful purpose.

The Crime Section Officer shall document the scene by taking photographs and rendering a detailed diagram.

(5) **Airport Operations Section** - Provides police services to the Long Island MacArthur Airport Complex including the air operations area, terminals, parking areas, and buildings within the boundaries of the airport. The section also provides assistance to and maintains a liaison with Town of Islip Officials, Federal Law Enforcement Agencies, and businesses operating within the airport complex. Responsibilities include the protection of people and property, the prevention and detection of crime, answering calls for police service and rendering aid as necessary. This section will perform the following duties:

- (a) Assist members of the Detective Division and other investigative commands and agencies with criminal investigations occurring at Long Island MacArthur Airport.
- (b) Performs perimeter checks, both interior and exterior, of the airport grounds as required.
- (c) Assist personnel from the Transportation Security Administration (TSA) in the enforcement of Federal Regulations regarding aviation security.
- (d) This section will also perform other duties as assigned by the commanding officer of the Special Patrol Bureau.

b. **Highway Patrol Bureau** - Is responsible for the administration and supervision of the Highway Enforcement Section, the Motorcycle Section, the Motor Carrier Safety Section, and the SAFE-T Section.

(1) **Highway Enforcement Section** - Is charged with the promotion of highway safety and the selective enforcement of Vehicle and Traffic Laws. This section shall also maintain technicians for Breath Tests and DWI arrests, in addition to being charged with patrol of the Long Island Expressway and Sunrise Highway.

(2) **Motorcycle Section** - Is the primary command for escorts, including visiting dignitaries, funeral motorcades, large/heavy equipment, building moves, and other unique situations that require a police escort. The Motorcycle Section is responsible for training officers in the operation of RADAR and Laser speed measuring equipment and in the operation of the police motorcycle. The Motorcycle Section will train officers to testify at the Suffolk County Traffic and Parking Violations Agency. This section will periodically calibrate the speedometers of police vehicles, either through the use of a dynamometer or by use of other speed measuring equipment. This section will perform school crossing guard surveys to determine the necessity of posting school crossing guards within the police district. This section is responsible for the purchase and distribution of RADAR and Laser speed measuring equipment and for the continuing calibration of this equipment. This section is also responsible for the selective enforcement of Vehicle and Traffic Laws at high crash locations, when not engaged in other duties.

(3) **Motor Carrier Safety Section** - Is responsible for the enforcement of all laws and regulations relating to the operation of commercial vehicles, with particular attention to transporters of hazardous materials and wastes. The Motor Carrier

Safety Section will conduct routine inspections of commercial vehicles in order to promote an atmosphere of compliance within the County concerning federal, state and local laws and regulations governing the operation of commercial vehicles. The Motor Carrier Safety Section maintains all equipment essential to the enforcement of vehicle weight law and regulations. The Motor Carrier Safety Section shall also investigate the transportation of actual or suspected radioactive materials, by any vehicle.

(4) Selective Alcohol Fatality Enforcement Team (SAFE-T Section) - Is responsible for the selective enforcement of Section 1192 of the Vehicle and Traffic Law in order to reduce crashes, injuries and fatalities caused by alcohol or drug impaired drivers. The SAFE-T section will promote traffic safety by working closely with select community interest groups whose goals include highway safety. The SAFE-T Section will conduct random roadside sobriety checkpoints in order to promote an atmosphere of compliance within Suffolk County concerning driving while intoxicated and driving while impaired prohibitions. The SAFE-T Section will also assist in the education of other Members of the Service in techniques and methods to detect and remove impaired drivers from the roads of Suffolk County, while stressing the importance of this endeavor.

c. Marine Bureau - Is charged with the operation of boats on the navigable waters under the jurisdiction of the Police District, and is further charged with the protection of persons and property on, and adjacent to said waterways including islands therein, barrier beach, and the enforcement of all laws, regulations and ordinances in these areas. The bureau is also responsible for the repair and maintenance of all vehicles and specialized equipment assigned to them.

Renders service to the area of land that lies on the southern boundary of the Police District and is known as Fire Island, or the Barrier Beach. This island is approximately thirty two miles long and varies one half to one mile in width. Within this area there are several subdivisions that will not be patrolled by the Barrier Beach Section. These being the Robert Moses State Park, U.S. Coast Guard Installation, National Park Service areas, Suffolk County Park at Smith Point and the Incorporated Villages of Ocean Beach and Saltaire.

Is responsible for the enforcement of specialized laws relating to shellfish violations and other crimes related to the waterways under the jurisdiction of the Suffolk County Police Department.

(1) Marine Patrol Section - Is responsible for the operation of boats on navigable waters, and patrol of islands in these waters, and adjacent land areas and the enforcement of all laws, regulations and ordinances in these areas.

4. DWI Enforcement Section - Is responsible for the operation of specialized patrols as directed by the Office of the Chief of Patrol to accomplish the police mission.

5. Homeland Security and Anti-Terrorism Bureau - Coordinates all Counter Terrorism and Homeland Security initiatives within the Police Department. Works closely with commands in each division to ensure that the Department's comprehensive terrorism strategy is implemented, concentrating on prevention, detection and deterrence of terrorist acts through intelligence gathering and dissemination. Organizes target hardening initiatives, communications interoperability plans, and frequent response drills. Encourages both public and law enforcement terrorism education programs. Coordinates and oversees all terrorism grant funding. Confers with each division to conduct an annual Homeland Security needs analysis. Prioritizes terrorism equipment, supply, vehicle, command & control, communications, and training expenditures. Periodically reviews response and recovery plans and ensures they are updated. Supervises bi-annual updates of identified sensitive sites and critical infrastructure. Provides direct command and supervision of the Emergency Management Section. Acts as the primary Homeland Security liaison with all government agencies including the Suffolk County Department of Fire, Rescue, and Emergency Services, Suffolk County Department of Health, United States Department of Homeland Security, New York State Office of Homeland Security, as well as all State, County and local law enforcement agencies. Coordinates the training of the Crisis Action Team (C.A.T.) and Medical Crisis Action Team (MEDCAT), and maintains oversight of the specialized equipment utilized by these teams. The Commanding Officer of the Homeland Security and Anti-Terrorism Bureau shall serve as the Co-Chair of the Suffolk Terrorism Task Force and also as the Suffolk County Police representative on the New York State Zone One Committee on Counter Terrorism.

a. Emergency Management Section - Directs law enforcement emergency preparedness efforts, coordinating directly with the Suffolk County Department of Fire, Rescue and Emergency Services regarding current trends and conditions. Ensures disaster plans are reviewed and updated regularly. Keeps the Homeland Security and Anti-Terrorism Bureau

advised of all emergency management, response and recovery policies, procedures and training programs adopted by Federal, State, or County Departments of Civil Defense or Homeland Security. Represents the Suffolk County Police Department and staffs the Suffolk County Emergency Operations Center whenever activated. Maintains the Suffolk County Sensitive Site/Vulnerable Entity/Critical Infrastructure data base and updates all listings bi-annually. Facilitates distribution of anti-terrorism personal protective equipment to members of the Service. Coordinates the Department's Auxiliary Police program to provide additional public safety protection, especially in the event of a disaster or national emergency. Maintains an Auxiliary Police training program and instructs volunteer Auxiliary Police Officers.

SUPPORT SERVICES DIVISION

F. Office of the Chief of Support Services - Exercises command over all personnel and activities of the Support Services Division. The Chief of Support Services keeps the Police Commissioner informed of all important matters and any action taken pertaining to same.

1. Staff Services Bureau - Is a staff unit responsible for the administration and supervision of the Transportation Section, Quartermaster Section, Facilities Management Section, and their related duties. It is responsible for ensuring that all Departmental equipment and property receive the required preventive maintenance and are maintained in a state of operational readiness.

a. Transportation Section - Is responsible for preparing specifications for and accounting for all Suffolk County Police vehicles; acts as liaison between the General Service/Fleet Service Administration and the Police Department, ensuring quality maintenance and repair of police vehicles; maintains a police motor pool; processes police motor vehicle crashes; maintains an inventory of roof lights and decals; and assigns all police vehicles.

b. Quartermaster Section - Is responsible for the procurement of all equipment, supplies and materials and all other sundry items, necessary for the operation of the Department, through the Department of Purchase, Suffolk County, New York. It also maintains an inventory of all Department property, keeps the necessary records thereof, and insures the operational readiness of agency property. Duties include the receipt, storage and distribution of all uniform wearing apparel and accessories. Is responsible for the procurement of orders and requisitions, distribution and maintenance of adequate inventories of supplies and materials including, but not limited to, forms, publications, computer supplies, first aid supplies, vehicle emergency equipment, office supplies, etc.

c. Facilities Management Section - Is responsible for the inspection and maintenance of all buildings and properties owned or leased by the Department. Operates a maintenance shop for repair and maintenance of said facilities.

2. Planning and Operations Bureau - This bureau is responsible for directing the activities of the Research and Development Section, the Applicant Investigation Section, the Medical Evaluation Section, the Examining Physicians Unit, the Court Liaison Section, and the Employee Assistance Section. The bureau gives direction toward addressing a particular problem or project by utilizing the resources within one of the Department's three major divisions, through the Research and Development Section, or through a form of coordination between these entities. The bureau performs the function of coordinating the independent efforts of each division so that the results of such efforts conform to the broader needs of the Department. The direction which the bureau provides to guide the Department's problem solving efforts is shaped by the mandates and guidance it receives from the Chief of Support Services.

a. Research and Development Section - Is responsible for the following:

- Updating the Department's Rules and Procedures Manual as necessitated by the issuance of Department General Orders.
- Issuing Department Written Directives which shall include their numbering, distribution and maintenance of the archives of all issued Department Written Directives.
- Providing assistance to other commands for the resolution of problems through the development of policy and procedure.
- Reviewing Department manuals, as directed by the Chief of Department; maintaining a copy of all Department manuals issued including archives of previously issued Department manuals.
- Completing questionnaires and surveys received by the Department.
- Other duties, including plan, policy and system development and analysis, as directed by

the Chief of Support Services.

- Receiving monthly statistical reports from designated commands, prepared in compliance with New York State Executive Law and analyzing these statistics as part of the overall Departmental statistical analysis performed to produce the monthly Uniform Crime Report that is forwarded to the NYS Division of Criminal Justice Services.
- Answering inquiries from the public and the media regarding Department statistics.
- Reviewing statistical reports generated by the Department's reporting system and identifying observed trends.
- Receiving a copy of all regular or routine statistical reports prepared by commands and reviewing such reports to insure they agree with other reports containing comparable statistics. In cases where there is a disagreement in statistical information reported, will determine the cause(s) of such difference for the purpose of correcting the inadequate statistical report and identifying the error(s) that exist in the method used to collect those statistics.
- Maintaining and administering the accreditation function of the Department.

b. **Applicant Investigation Section** - Conducts investigations into the background of all police and civilian candidates for appointment to the Police Department, County of Suffolk, New York and candidates for the Auxiliary Police Program administered by the County Department of Fire Rescue and Emergency Services. This section also provides assistance to other local, state and federal law enforcement agencies in conducting employee investigations.

c. **Medical Evaluation Section** - Is responsible for the processing of all claims related to injured members of the Department. This section will assist injured members in obtaining care and benefits and coordinate the efforts of other involved agencies, and maintains liaison with the Police Commissioner regarding members absent from duty due to job related injuries. In addition, this section must implement programs and systems that are mandated by the Occupational Safety and Health Administration (OSHA).

The Police Commissioner shall designate one of the Department's physicians as Chief Police Surgeon who shall be accorded the honor of holding the equivalent rank of Assistant Chief. The remaining Department physicians shall hold the designation of Police Surgeon who shall be accorded the honor of holding the equivalent rank of Inspector. The Chief Police Surgeon and the Police Surgeons shall be assigned to the Examining Physicians Unit. In matters related to medical protocol, medical field protocols and/or directions, medical treatment, medical evaluation, and/or medical assessment, the Chief Police Surgeon and the Police Surgeons shall be afforded the full authority of their equivalent rank. Additionally, the Chief Police Surgeon shall have the authority to review and supersede a duty status opinion given by any Police Surgeon.

(1) **Examining Physicians Unit** - Is responsible for the medical review of injured members to determine their progress, capability for assignment, and to assist members in their recovery efforts. The Examining Physicians Unit oversees the duties and responsibilities of the Police Surgeons, and reviews and determines the resolution of sick leave appeal requests.

d. **Court Liaison Section** - Acts as liaison between this Department and the courts of this County, and other governmental agencies, as directed by the Police Commissioner. It will also aid the District Court in executing warrants issued by the Traffic Section. It acts as a liaison between the courts, the Suffolk County Traffic and Parking Violations Agency, and the Police Department, providing the scheduling of police officers for court appearance. This section will notify the appropriate section of the Detective Division of any juvenile offender case removed to Family Court.

e. **Employee Assistance Section** - Provides counseling, information and referral assistance to members of the Department seeking help with personal problems, dealing with substance abuse, finances, marriage, family emotional difficulties; or referral as a result of poor job performance. The restoration of an individual to a high level of job performance is the primary goal of this command.

3. **Communications and Records Bureau** - Is a staff unit responsible for the administration and supervision of the Communications Section, Central Records Section, Technical Services Section, and their related units.

a. **Communications Section** - Is responsible for maintaining compliance with current FCC Rules and Regulations and consists of the following units:

(1) **Receiving/Dispatching and Teletype Unit** - Receives telephone requests twenty-four (24) hours a day, seven (7) days a week for police services; assigns members of the

Department to respond to such requests; and operates a telephone complaint reporting system. Receives, transmits and records all authorized messages through the Department Teletype System.

b. **Central Records Section** - Is responsible for maintaining the centralized information and filing systems of the Department and consists of two units:

(1) **Reports Control and Maintenance Unit** - This unit processes all paperwork received by Central Records, which includes sorting sequentially by central complaint number and calendar year, and ensuring that the primary reporting document (i.e., Field Report, Incident Report, etc.) contains the required information for the specific type of incident reported. These reports are checked for accuracy and to determine if corrections and/or additional documentation is required. Issues with electronic records are isolated and rectified. This unit also ensures that appropriate information has been captured within the I.R.S. for statistical purposes. Copies of reports which are required by law enforcement personnel for official business, are provided on request unless restricted by law or statute. Certified copies of documents maintained in Central Records files are provided to the public on request unless restricted by law and as required under the auspices of the Freedom of Information Law (FOIL). A mail room and courier service is provided to pick up and deliver all intra-department mail, plus all mail coming from and going to the U.S. Post Office. Pickups and deliveries are also made to selected County and State buildings within the police district. This unit maintains liaison with, and forwards required reports to, the New York State Department of Motor Vehicles and the Traffic Division of the Suffolk County Department of Public Works. The Reports Control and Maintenance Unit processes court dispositions and court orders to seal records; they then send copies of these documents and/or letters of notifications to all appropriate commands. Fingerprints and/or photographs that have been ordered sealed are returned to the defendant or destroyed as required by law. In addition, the Reports Control and Maintenance Unit includes the Microfilm Unit which is responsible for microfilming/scanning all documents sent to Central Records for permanent retention and preservation.

(2) **Arrest Records Unit** - This unit handles all criminal history checks, warrant checks, PIN searches, PIN assignments, and other searches and duties required for police arrests. Performs arrest record searches, as authorized by law, for other law enforcement agencies. Checks are made for aliases, duplicate PINs, etc., to detect and correct errors. This unit is responsible for the entry of the Field Appearance Tickets into the CHASE (Criminal History and Suspect Evaluation) module of CJIS (Criminal Justice Information System) and in exigent circumstances will process arrests. Receives, checks and stores all Field Interview Reports submitted by Suffolk County Police. Reviews and submits corrections for arrests processed, which includes law and subdivision charges. Enters, vacates and executes warrants within the warrant system. Warrants from 2nd through 6th District Court as well as Village, Probation, County and Supreme Court warrants are entered, executed, recalled and researched for accuracy. Checks FAT (Field Appearance Ticket) arrests to determine if DNA is required. Works within the EJustice system to merge arrest information with prints, and submits to DCJS. If prints are accepted, send booking data sheets to Precincts with rap sheets; if prints are rejected, notifications are made to the arresting officer that the subject must be reprinted. Notifies DCJS when charges are added after an arrest is submitted and notifies command with correct information; conducts daily review to ensure that the charges added have been processed and are reflected on the NYS rap sheet. Maintains booking and arrest information, records charges, builds criminal histories, and, in certain circumstances, generates an arrest package. Works with Court Liaison Section on prints and photos for all F.A.T. arrest and documenting all other charges on the subject's rap sheet. Enters all missing information in arrest system. Provides service to Suffolk County Police and other criminal justice units and County agencies, including the District Attorney's Office, the Probation Department, the Sheriff's Department, Department of Social Services, and the courts. The Arrest Records Unit is operational twenty four hours a day, seven days a week.

c. **Technical Services Section** - This command plans, designs and implements two-way radio communication systems for the County Police Department and major integrated two-way radio communication systems for the County government and participates as an official liaison to the FCC for governmental radio communications planning, for regional areas within the eastern seaboard. The command also installs, services, maintains and repairs the radio system and its component parts and equipment, closed circuit television systems, master clock systems, 911 dispatch equipment, electronic sirens, radar guns, department alarms, emergency generators, and other department electrical/electronic equipment.

4. **Police Academy Bureau** - Conducts the instruction and training for all members of the Department. The Police Academy Bureau is also responsible for coordinating and making appropriate notifications and invitations to departmental functions including funerals,

memorial services, awards ceremonies, promotions, graduation and swearing-in of new police recruits. The Police Academy Bureau maintains the following sections:

- a. **Academy Training Section** - Is responsible for the entry level training of probationary police officers in accordance with the mandate of the Municipal Police Training Act of the State of New York. In addition this section is responsible for the continual retraining of police officers as well as specified departmental training such as supervisory and criminal investigation courses and is responsible for the development of audio visual training programs pertinent to local and state laws and departmental procedures, and provides audiovisual support to other commands and agencies.
 - (1) **Recruit Trainee Unit** - Consists of the probationary police officers of a recruit class session who are currently in attendance at the police academy. These recruits must satisfactorily complete the comprehensive training curriculum known as the Basic Course for Police Officers as established by the Municipal Police Training Council. Successful completion of this training will prepare these probationary officers for their transition into the Field Training Program administered by the Patrol Division.
 - b. **Firearms Training Section** - Is responsible for the annual firearms qualifications of all members of the Service. Issues ammunition and weapons to members of the Service and various commands as directed. This section repairs, assembles and tests Department issued weapons. A stock is maintained of weapons, claybirds and ammunition. It is the responsibility of the commanding officer of the section to report any changes (sale, acquisition, issuance, destruction, transfer) in the Department's handgun inventory to the commanding officer of the Pistol Licensing Bureau. This report will list the following information: manufacturer's name, caliber, serial number, model, type and who weapon was acquired from. This section is also responsible for reporting to the Pistol Licensing Bureau, via appropriate forms, any changes in the Department issued handgun inventory of a member of the Service.
5. **Human Resources Bureau** - Is responsible for the Personnel Section, Payroll Section, Budget Section, and Finance Section.
- a. **Personnel Section** - Is responsible for employee records which include, but are not limited to, leave of absence, retirements, resignations, injuries, attendance, and other terminations in accordance with law. Maintains the disciplinary records with the exception of Command Discipline Reports of all members of the Department. Completes the personnel history and personnel forms of all members of the Department. Inspects and files documentary papers relating to birth, military records, marital status and education of all members of the Department.
 - b. **Payroll Section** - Is responsible for auditing and maintaining payrolls for all members of the Department, including Crossing Guards.
 - c. **Budget Section** - Is responsible for the preparation of the Department's operating and capital budgets. This section is also responsible for the researching, acquiring, and processing of grants.
 - d. **Finance Section** - Is responsible for the payment of authorized operative expenses incurred by the Department and its members and is responsible for exercising administration of all monies allotted to the Department and its members.
6. **Property Bureau** - Is a staff unit responsible for the administration and supervision of the Property Section and the Impound Unit.
- a. **Property Section** - Is responsible for the daily intake of recovered property that comes into control of the Suffolk County Police Department. This includes property for safeguarding, found property, contraband and all physical evidence of crimes.
 - (1) **Impound Unit** - Is responsible for all vehicles impounded for evidence and non-evidentiary impounds as outlined in the Rules and Procedures, Chapter 20.
7. **Police Technology Bureau** - This bureau is responsible for improving Department operations through the efficient and innovative use of information technology, overseeing the department's technological infrastructure and also directing the activities of the Information Technologies Section.
- Staff members shall seek out and research the latest technological advancements in the field of policing and determine their interoperability with current departmental procedures. The Bureau shall provide a law enforcement perspective in evaluating technology in order to provide seamless integration of technological advancements with departmental operations; Oversee implementation of technology-related projects; develop departmental policies and procedures regarding new technology and assist commands with technology-related training issues. The bureau is responsible for the procurement, deployment, maintenance and security of the department's technological infrastructure. This includes data networks, departmental servers, telephone systems, access control, and internet. A supervisory member of the bureau

shall be designated by the Commanding Officer of the Homeland Security and Anti-Terrorism Bureau as the Department's Infrastructure Security Officer responsible for computer and network monitoring and telecommunications oversight. The Infrastructure Security Officer shall also maintain and protect Criminal Intelligence, Narcotics, Sex Offender, Internal Affairs, and Homeland Security and Anti-Terrorism Bureau computer data bases. The Infrastructure Security Officer shall report any detected breaches in network security and unauthorized computer or telecommunications usage to the Commanding Officer of the Homeland Security and Anti-Terrorism Bureau.

Police Technology Bureau approval is required for all computer and computer related purchases before a purchase requisition is submitted.

a. Information Technologies Section - Is responsible for maintaining desktop computers, mobile data computers and associated peripheral equipment. Develops Police-related custom software applications to support the various missions of the Department. Evaluates manual processes to develop automated systems to increase productivity. Continually reviews existing systems for possible upgrades and replacement. Develops and maintains both the Department's Internet and Intranet sites to disseminate information to the law enforcement community as well as provide services to constituents that maximize their use of technology. Maintain computer aided dispatch systems for multiple agencies. Recommends the procurement of desktop PC's, laptops, printers and other peripherals. Provides end user computer and software support through telephone and a designated radio channel by way of the Help Desk.

This section is responsible for the collection, storage and reporting of electronic data.

This section oversees Departmental printed and electronic forms, contents of Department pamphlets and other printed or electronic forms.

The Information Technologies Section oversees all aspects of the Suffolk County Enhanced 911 System including budgeting, purchasing, procurement, ongoing maintenance and system enhancements.

VII. ACCREDITATION STANDARD REFERENCES

- A. CALEA
- B. NYSLEAP

VIII. INDEX

N/A

END

ATTACHMENT 38



Suffolk County Police Department Community Engagement Survey

1. Please check how you were provided this survey:

- By a SCPD Community Liaison or COPE officer**
- By a local community leader or advocate**
- At my church**
- On the SCPD website**
- Other**

2. When was your most recent contact with the SCPD?

- Within the last week**
- Within the last month**
- More than a month ago**
- More than a year ago**

3. Please indicate which precinct contact with the SCPD occurred:

- 1st Precinct**
- 2nd Precinct**
- 3rd Precinct**

- 4th Precinct
- 5th Precinct
- 6th Precinct
- 7th precinct
- Unknown

4. How would you describe the frequency of your contact with the Suffolk County Police Department over the last year?

- Frequent contact
- Occasional contact
- No contact

5. Would you describe these contacts as mostly initiated by you, mostly initiated by the police or about equal?

- Mostly initiated by me
- Mostly initiated by the police
- Equally initiated by me and the police

6. What was the nature of your contact with the SCPD?

- Victim of a crime
- Stopped for a traffic violation
- Arrested
- Reported an incident
- Requested information
- Medical emergency
- Community event or meeting

- Other (please specify) _____

7. Please describe your level of satisfaction reference the contact cited above:

- Extremely satisfied
- Satisfied
- Not satisfied

8. Please rank the following crime concerns: (1 most important, 10 least important)

- Burglary from homes
- Disorderly Conduct
- Drugs
- Noise
- Theft (includes shoplifting and theft from vehicles)
- Auto theft
- Gang activity
- Youth issues
- Underage drinking
- Vandalism

9. How much of a problem is crime in your neighborhood of Suffolk County?

- A big problem
- A minor problem
- Not a problem
- I don't know

10. What services would you like to see implemented or more of? (Select all that apply)

- Bike patrol**
- Foot patrol**
- More patrol cars**
- School Resource Officers**
- Community Liaison/COPE officers**
- Community substations**

11. Please rank the police issues that are most important to you: (1 most important, 4 least important)

- Community and quality of life issues**
- Drug enforcement**
- Police visibility**
- Response to calls for service**
- Traffic enforcement**

12. Generally speaking, when it comes to threat of crime, how safe do you feel in your neighborhood?

- Safe**
- Unsafe**

13. Do you feel the same, more safe or less safe in your neighborhood now than you did three years ago?

- I feel safer than I did three years ago.**
- I feel less safe than I did three years ago.**
- I feel about as safe as I did three years ago**

14. Which of the following SCPD programs are you aware of?

- Police Athletic League (PAL)**
- Neighborhood Watch**
- Child car seat donations and installations**
- Bicycle safety courses**
- Food drives**
- Cooking classes for minority youths**
- Citizen Academy**
- Youth Academy**
- Crimestoppers**
- Summer beach programs for youths**
- School Resource Officer presentations at schools**
- Recruitment presentations by SCPD Community Officers**
- Community Liaison and COPE officer outreach meetings with the public**
- Police Week at SCPD Headquarters**

15. How did you become aware of the above programs (check all that apply):

- Community Liaison or COPE officer**
- Newspapers**
- Radio Advertisements**
- Television**
- SCPD Website**
- Community or civic meeting**
- Church**

- **Internet/Social Media (Facebook, Twitter or NIXLE)**
- **Friend/relative**
- **School**

16. Which of the following programs have you or your family members participated in:

- **Police Athletic League (PAL)**
- **Neighborhood Watch**
- **Child car seat donations and installations**
- **Bicycle safety courses**
- **Food drives**
- **Cooking classes for minority youths**
- **Citizen Academy**
- **Youth Academy**
- **Crimestoppers**
- **Summer beach youth programs**
- **School Resource Officer presentations at schools**
- **Recruitment presentations by SCPD Community Officers**
- **Community Liaison and COPE officer outreach meetings with the public**
- **Police Week at SCPD Headquarters**

17. Based on your participation with the aforementioned programs, how would you describe your experience:

	Needs		
	Excellent	Good	Improvement
Police Athletic League (PAL)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neighborhood Watch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child car seat donations/install	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle safety courses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food drives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooking classes for youths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Citizen Academy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth Academy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crimestoppers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer beach youth programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
School Resource Officer at schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recruitment presentations by SCPD Officers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Liaison/COPE officer meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police Week at Headquarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Do you think the police in your community treat all racial and ethnic groups fairly?

- Almost always
- Most of the time
- Only some of the time
- Almost never

19. How concerned are you that you or a family member will be a victim of a crime in your neighborhood? Would you say you are

- Very concerned**
- Somewhat concerned**
- Not very concerned**
- Not at all concerned**

20. Compared with the SCPD three years ago, do you believe the SCPD is more likely, less likely or equally likely to treat all residents equally, respecting their rights and complying with the law?

- More likely**
- Equally likely**
- Less likely**

21. How would you describe relations between the SCPD and the neighborhood where you live? Would you say they are...?

- Excellent**
- Good**
- Fair**
- Poor**

22. Based on your personal experience, how many of the SCPD officers you encounter treat you, your friends and your family members with respect?

- Almost all officers treat us with respect**
- Most officers treat us with respect**
- About the same number treat us with respect as do not treat us with respect**

- Most officers do not treat us with respect**
- Almost none of the officers treat us with respect**

23. Based on your personal experience, how would you describe any change in the way the SCPD treats you, your friends and your family members compared to two or three years ago? Would you say the SCPD is...?

- Much more respectful today**
- Somewhat more respectful today**
- About the same as two or three years ago**
- Somewhat less respectful today**
- Much less respectful today**

24. How certain are you that the SCPD will take and fully investigate a complaint against one of their own officers for police misconduct?

- Very certain**
- Somewhat certain**
- Not certain**

25. Overall, do you think the SCPD is doing an excellent, good, fair or poor job?

- Excellent**
- Good**
- Fair**
- Poor**

26. Are you a resident of Suffolk County?

- Yes**
- No**

27. If you are a Suffolk County resident, please provide the neighborhood you live in:

28. What is your gender?

- Male**
- Female**
- Do not wish to answer**

29. Which of the following categories include your age?

- Under 15 years old**
- 15 to 19**
- 20 to 29**
- 30 to 39**
- 40 to 49**
- 50 to 59**
- 60 to 69**
- 70 or older**

30. Are you of Hispanic or Latino descent?

- Yes (Hispanic/Latino)**
- No (not Hispanic/Latino)**
- I don't know**
- Do not wish to answer**

31. What group do you mostly identify with?

- African American**
- Asian**
- Pacific Islander**
- White**
- Other**
- I don't know**
- Do not wish to answer**