

# **ATTACHMENT 1**



**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 <b>12/0404/21/14 VERSION</b>
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~~ add the definition of "Biased Policing". 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~~

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~~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 an individual's race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity membership in a demographic category. Biased policing does not mean using any trustworthy information, relevant to the locality and timeframe, that links a person of a particular race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity to an identified criminal incident or scheme. reliable and recent suspect-specific description of race, ethnicity or any other identifying characteristic to identify and locate a suspect.~~

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**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



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

PAGE 1 OF 17 PAGES

ORDER NUMBER **14-19**  
~~14-63~~ **Draft**  
**12-9-14**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE RULES OF CONDUCT - MEMBERS OF THE DEPARTMENT				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92 06/01/92	DATE EFFECTIVE 04/25/14 11/07/14	DATE AMENDED 04/25/14 11/07/14	

**RULES AND PROCEDURES**

**CHAPTER 2: TITLE: GENERAL REGULATIONS**

**SECTION 2: TITLE: RULES OF CONDUCT - MEMBERS OF THE DEPARTMENT**

**I. PURPOSE**

To set forth rules which govern the conduct of members of the Department in specific situations.

**II. POLICY**

Members of the Department are responsible for the faithful and diligent performance of their assigned duties. Anything less violates the trust placed in the Department and its members by the community, and demonstrates unprofessional conduct.

**III. DEFINITIONS**

N/A

**A. Illegal Profiling**

1. Illegal Profiling is the reliance, to any degree, on race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity, in selecting which individuals are subjected to routine or spontaneous investigatory activities; or in deciding upon the scope and substance of law enforcement activity following the initial activity.

2. Exception. The term Illegal Profiling does not include the reliance on race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity, when there is trustworthy information, relevant to the locality and timeframe, that links a person of a particular race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity to an identified criminal incident, scheme, or organization.

B. Routine or spontaneous investigatory activities - sworn members of the Department sometimes engage in spontaneous action in response to the activities of individuals whom they encounter in the course of their duties, and about whom they have no information other than their observations. Examples of these routine or spontaneous investigatory activities include traffic stops, pedestrian stops or street encounters, questioning, frisks and other types of body searches, consensual and nonconsensual searches of persons and property, detentions, and arrests.

**IV. REFERENCES**

- A. New York State Penal Law Sections 265.20 and 400 § 12
- B. Suffolk County Standard Operating Procedure H-01, dated 7-27-98
- C. Suffolk County Resolution 565-1989

**V. RULES AND REGULATIONS**

A. Members shall not engage in illegal profiling in selecting which individuals are subjected to routine or spontaneous investigatory activities; or in deciding upon the scope and substance of law enforcement activity following the initial activity.

B. Officers shall ensure that members of the public receive equal protection of the law, without bias based upon race, ethnicity, national origin, age, gender, religion, sexual orientation or gender identity.

**AC. Rules of Conduct And General Regulations**

- 1. Police Commissioner Interview - A member of the Department applies for an interview with the Police

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Commissioner through official channels in writing, unless extenuating personal circumstances or the good of the Department warrants direct contact with the Police Commissioner for permission.

2. Confidential Department Business - A member of the Department treats as confidential all official business of the Police Department. A member does not use any information obtained from Department computers, records, or other Department sources for any reason other than in the performance of official duties. A member does not provide or otherwise convey any confidential codes or information to unauthorized persons, entities or organizations. A member does not inform unauthorized individuals how to access information, records, etc. from Department computers, other Department sources or other agencies. Unauthorized access, use or release of any information obtained through any source is prohibited and is grounds for Departmental discipline, and/or criminal prosecution. A member does not talk for publication, nor be interviewed, nor make public speeches, nor impart information relating to the official business of the Department to anyone except:

- a. Under due process of law
- b. As directed by, or with the permission of the Police Commissioner
- c. As directed by the Rules and Procedures
- d. As directed by Departmental orders

Each member of the Department shall, on an annual basis, acknowledge that they have read the Rules and Procedures that are currently in effect regarding Confidential Department Business, and attest to such by signing and dating the Confidential Department Business Procedures Acknowledgement Form (PDCS-5024).

3. Official Capacity - A member of the Department does not use their official capacity to obtain information from any source for any reason other than in the performance of authorized Department business.

- a. Members are prohibited from taking photographs or video recordings at crime scenes

or on calls for service. Only members assigned to commands that, due to the nature of the command's duties and responsibilities, may take or make photographs or video images. Any such photographs or video recordings shall be for official Department use only, and shall not be disclosed to unauthorized personnel.

b. A member during the course of their official duties does not use any device capable of recording sound to make an audio recording of another member of the Department without the permission of one of the following individuals:

- (1) Police Commissioner
- (2) Office of the Deputy Police Commissioner
- (3) Chief of Department
- (4) The member's Division Chief
- (5) Commanding Officer of Internal Affairs.

4. Interference with Citizens - A member of the Department does not unjustifiably interfere with, nor attempts to influence, the lawful business of any person.

5. Transfer of Information - Members of the Department, regardless of assignment or duty, cooperate with each other. When a member of the Department obtains information which may be of value to a unit other than their own, the member reports the facts to their commanding officer, who transmits the information to the command affected.

6. Order of Protection - A member of the Department shall immediately notify their commanding officer of the existence of any temporary or permanent order of protection in which they are the respondent/defendant via an Internal Correspondence, PDCS-2042. Members must make this notification regardless of whether or not this temporary or permanent order of protection is related to a domestic incident. A copy of the order must be attached to this initial notification. Members must also immediately notify their commanding officer via an Internal Correspondence whenever they become aware of any change to the order, (e.g., order vacated, order expired, order modified, etc.).

a. The commanding officer shall immediately cause a copy of the Internal Correspondence related to the existence or change to a temporary or permanent order of protection to be sent to the Internal Affairs Bureau via facsimile. Commanding officers must make these notifications regardless of whether or not the order is related to a domestic incident.

7. Liability Against County - A member of the Department does not incur any unauthorized liability chargeable against the County.

8. Admission of Liability - A member of the Department does not admit any liability of the Police Department, County of Suffolk, New York, or any other governmental jurisdiction, nor does the member make any recommendations as to the collection of claims, except as specifically provided herein. This applies, but is not limited to, formal, informal, oral or written admissions. The term admissions includes, but is not limited to, direct statements affixing responsibility or any statement, in any form which could be used in any legal proceedings against the Department or any other governmental jurisdiction.

9. Legal Actions to County Attorney - A member of the Department who becomes involved in an injury or damage case in any manner, upon request, advises the person involved to write a letter or go in person to the office of the County Attorney, Suffolk County, New York, setting forth their claim.

10. Arrest of Department Member - Any member of the Department arrested by any means, including physical arrest, or an arrest accomplished by criminal summons or appearance ticket, shall immediately notify their commanding officer and provide information and/or written reports pertaining to the date, time and location of the arrest, the offense or offenses charged and the name of the arresting agency. This notification is required regardless of incident location or arresting agency and must be made in addition to other notifications required by Chapter 23, Section 5, "Administrative Notification Procedures" of the Rules and Procedures. No notification is required for a traffic ticket unless

the traffic offense is a misdemeanor or felony, according to the laws of the State in which the ticket was issued.

11. Department Member named as Criminal Suspect - Any member of the Department who learns that they are a suspect in any criminal investigation shall immediately notify their commanding officer and provide information regarding the nature of the investigation, as well as the offense or offenses the member is suspected of committing. The commanding officer, or designee, will immediately notify the Internal Affairs Bureau of the circumstances.

12. Civil Suit Notification - A member of the Department shall immediately notify their commanding officer via an Internal Correspondence, PDCS-2042, if they are named as a party in a civil suit for on-duty conduct and/or for off-duty conduct which alleges physical violence or racial bias. A copy of the law suit must be attached to this initial notification and the commanding officer shall immediately cause a copy of this Internal Correspondence to be sent to the Internal Affairs Bureau via facsimile.

13. General Harassment - Members of the Department are entitled to work in an environment that is free of all forms of harassing, intimidating, threatening or coercive behavior, directed towards them by a fellow member. The offended member, or any member of the Department who becomes aware of such behavior being directed towards the offended member, shall immediately bring this matter to the attention of a supervisor. This reporting action is mandatory, independent of the personal wishes of the offended. The reporting process is as follows:

- a. Notify a supervisor.
- b. The supervisor shall submit a PDCS-2042 to the commanding officer detailing the incident.
- c. The supervisor shall obtain an Internal Affairs Alert Number.
- d. If the behavior is criminal in nature, the supervisor shall ensure a Central Complaint

Number is assigned and the necessary police reports are prepared.

e. The supervisor shall commence a criminal or administrative investigation as directed by the commanding officer.

Specific procedures regarding Sexual Harassment and Discrimination are detailed in the Rules & Procedures Chapter 5, Section 7 "Sexual Harassment in the Workplace" and Chapter 5, Section 8 "Discrimination In The Workplace".

14. Member's Knowledge of Misconduct - Whenever a member of the Department reasonably suspects any member of the Department is engaged, has engaged, or may engage in employee misconduct, the informed member shall immediately notify a superior officer. The member will promptly prepare any written report(s) the superior officer may deem necessary.

15. Member's Knowledge of Unlawful Misconduct - Whenever a member of the Department becomes aware or receives allegations that another member may have engaged in conduct of a serious or sensitive nature, such as drug use, bribery, or excessive force resulting in egregious bodily injury, the informed member shall immediately notify the Internal Affairs Bureau and prepare any reports that the Internal Affairs Bureau deems necessary.

16. Retaliation - No member of the Department shall retaliate against, or solicit or obtain the assistance of any third party to retaliate against, any member of the Department who is required to report employee misconduct or unlawful conduct as outlined above.

17. Driver License - Members of the Department may not drive a County vehicle or their own vehicle on County business, without a valid NYS Driver License. Any member of the Department experiencing a change in their Driver License status must immediately notify their Commanding Officer in writing. When the Suffolk County Department of Civil Service receives a NYS DMV License Event Notification in regard to a member of the Department, Civil Service notifies the Police Commissioner and the Human Resources Bureau. Upon this

notification the following procedure will be followed:

a. The Human Resources Bureau will notify the member's commanding officer of the DMV notification and request an explanation within 24 hours.

b. The commanding officer, or designee, will respond to the Human Resources Bureau with appropriate proof of a valid Driver License or describe the corrective action being taken and when the situation will be resolved.

c. The Human Resources Bureau will notify the Department of Civil Service and the Police Commissioner, with details concerning the final disposition of the DMV notification, such as license reinstatement, disciplinary action taken, clerical error, etc.

18. Duties required by N.Y.S. Public Officers Law Article 4 and/or N.Y.S. General Municipal Law, Article 18 - This law imposes several affirmative duties of Public Officers, including:

a. Disclosure of any interest in any contract or dealing with the employing government.

b. Disclosure of the fact that a municipal or State employee has an interest in any real property for which an application for any sort of variance is made.

c. Effective January 1, 1991, annual filing of financial disclosure forms will be required of certain employees.

19. Personal Use of Department Vehicles - No member of the Department, except the Police Commissioner, may use any Department vehicle for their personal use.

20. Payments of Debts - A member of the Department promptly pays just debts, and does not incur liabilities which the member is unable or unwilling to discharge.

21. Payment Consent and Advise - A member of the Department does not consent to the payment by any person of money or any other valuable items to a pawnbroker, or to any other person, in order to regain possession of property stolen, nor does the member advise such payment except by permission of their commanding officer.

22. Organization Membership - A member of the Department is prohibited from affiliating with any organization with a constitution or regulations, with the exception of the National Guard or Military Reserves, which would in any way exact prior consideration and prevent the member from performing Departmental duties. A member of the Department who joins the National Guard or Military Reserves is required to notify their commanding officer, via an Internal Correspondence, PDCS-2042, of such enlistment, as per procedures contained in Chapter 3, Section 1, VI.B.9.

23. Use of Department Name, Uniforms, Emblems or Insignia - Members are prohibited from using the Department name, or the likeness of any Department uniforms, emblems or insignia, for other than official Department purposes, unless permission for such use is obtained from the Police Commissioner. Requests for permission to use the Department name, or the likeness of any Department uniforms, emblems or insignia, shall be submitted in writing to the Police Commissioner via the member's commanding officer.

24. Release of Address and Phone Number - A member's residence address, mailing address or telephone number is not released to the public without the authorization of the Police Commissioner or express written consent of the member. However, such information may be released to a governmental agency when formally requested in furtherance of its official function or when mandated by court order.

25. Release of Confidential Information - An employee of the State of New York or the County of Suffolk Civil Service Commission, upon being properly identified, may be furnished with such information which, in the opinion of a superior officer, may be necessary to aid those commissions. Information

concerning applicants for positions in the Federal Service may be given to properly identified representatives of the United States governments.

26. Residence Address - Members of the Department must furnish the Personnel Section with their actual place of residence upon first joining the Department and at any time thereafter when their residence changes. The use of a post office box is prohibited. The residence address must include house and apartment number when appropriate, street, hamlet, and zip code.

27. Completion of General Reporting Forms Requiring a Member's Residence Address - Members of the Department completing any general reporting forms requiring their home address and/or telephone number shall enter the address and/or telephone number of their assigned command in the applicable spaces. This requirement does not include forms for Personnel Section use, such as the Report of Change form, PDCS 2039.

28. Employee Withholding Certificates - When a payroll change is to be made regarding federal and state withholding taxes a Federal Employee's Withholding Certificate is forwarded to the Human Resources Bureau, Payroll Section.

29. General Firearms Safety Procedures - The following rules shall be adhered to in order to safely and effectively handle, unload or discharge a firearm:

- a. Always assume the weapon is loaded.
- b. Always point the firearm in a safe direction.
- c. Fingers shall be kept off the trigger until ready to shoot.
- d. Be sure of the backstop behind the target of any shot.
- e. Note anything in the surroundings that may interfere with the handling of the weapon and/or render a discharge unsafe to a bystander or the person handling the firearm.

30. Unloading Firearms - A member of the Department unloading a firearm at a police facility shall do so out of doors, not inside the building. Members already indoors shall exit the building prior to unloading any firearm. Members are further directed to utilize any device designed to enhance the safety of others while unloading a firearm, such as a sand filled barrel, when such a device is provided at the facility.

31. Resignation/Termination of Service - Members of the Department may resign/terminate their service by completing Departmental form entitled "Resignation of Member", PDCS-1038, and submitting it to their commanding officer. Upon receiving the form, it shall be the responsibility of the commanding officer to immediately fax a copy to the Personnel Section. The commanding officer shall also be responsible for any and all department equipment issued to the resigning member as per these Rules and Procedures.

32. Retirement Notification - Members of the Department must notify the Police Commissioner in writing prior to the time such member files for any type of retirement with the New York State and Local Retirement System. Additional information regarding the retirement of members is located on the Departmental Intranet in the posted Retirement Outline.

33. Receipt of Gratuities - A member of the Department shall not ask for, receive, consent or agree to receive any emolument, gratuity or reward or any promise of the same, or any personal advantage; nor shall the member solicit, contribute, cause to be solicited, contributed or paid directly or indirectly, any money or valuable offering upon an agreement or understanding that the member's vote, opinion, judgment, action, decision or exercise of discretion as a member of the Department will thereby be influenced.

a. The selling or giving of any tickets, objects or promises by any group or individual representing the Department or by a member when on Department business or on Department property is prohibited, except if authorized by the Police Commissioner. This does not apply to membership dues or assessments, paid to authorized

Department organizations or for other authorized purposes.

34. Acceptance of Gifts - Only the County Executive has the authority to accept gifts on behalf of the County without legislative resolution. Therefore, any member of the Department to whom a gift for the County or Department is offered shall not accept such gift but instead coordinate with the Office of the Police Commissioner via the chain of command to initiate the acceptance process. The Office of the Police Commissioner shall be responsible for the preparation and submission of the legislative resolutions.

35. Personal Recommendation - A member of the Department does not recommend or suggest to anyone the employment or name of any person, firm, partnership, company or corporation, or their representatives as attorney, counsel, bondsman, undertaker or funeral director, garage service station or towing service. A member does not inform any of the foregoing directly or indirectly of any details respecting any case or individual that are Department matters, except that nothing herein contained is construed as restricting the rights of members of the Department in connection with the administration of their private affairs, or in prohibiting authorized official notifications in aided cases.

36. Social Status and Residence Notifications - Members of the Department shall immediately notify the Personnel Section via a Report of Change form, PDCS 2039, whenever there is a change in marital status, number of dependents, person to be contacted in the event of an emergency, legal name, phone number, residence, or mailing address.

37. Testimonial Dinners - A member of the Department is not given official sanctions to accept testimonial dinners proposed to be tendered them for any purpose by a civic or other organization, body or individual, except by permission of the Police Commissioner.

38. Personal Advertisement - A member of the Department does not authorize the use of a photograph of themselves in connection with any testimonial or advertisement of any commodity or commercial enterprise. A member of the

Department does not, in their official capacity, endorse or subscribe any testimonial or advertisement; nor is the member to authorize any mention to be made of their official title, rank or membership in the Police Department in connection with such testimonial or advertisement.

39. Appearance in Television or Film Productions - A member of the Department is not authorized to appear in their Department uniform or to display Department vehicles and equipment in non-Departmental television or film productions, except by permission of the Police Commissioner. Members are directed to refer to Chapter 26, Section 2, titled "Media Relations", of the Rules and Procedures manual for information on policies specific to news media protocol.

40. Services of Entertainers - A member of the Department neither employs, engages, solicits nor obtains, nor causes to be employed, engaged, solicited, nor obtained, whether directly or indirectly, either with or without compensation, the services of any artist, entertainer or performer in connection with any dinner entertainment, or other function sponsored by the individual member of the Department, or organization, or group composed of or including members of the Department, without written permission of the Police Commissioner. Nothing herein is construed as restricting the rights of members of the Department in the regulation of their personal affairs, which are strictly private in nature.

41. Games of Chance on Duty - Unless it is during the course of an official investigation and with the approval of a supervisor, a member of the Department does not indulge in games of cards or chance while on duty.

42. Smoking Outside Police Facilities and All Other County Owned or Leased Facilities - All members of the Department shall refrain from smoking within fifty (50) feet of all entrances and exits of Police and County owned or leased facilities. (Local Law No. 9-2002 References All County Facilities)

43. Use of Profanity - Words which imply derogatory connotations or manifest contempt or disrespect toward

any race, creed, religion, sexual orientation, or national origin shall not be used at any time by members of the Department in the course of their duties or at any other time so as to bring the Department or themselves into disrepute. The use of profanity is generally prohibited and discouraged. However, it is understood that it will occur occasionally in a law enforcement environment. The use of profanity will be judged based upon the totality of the circumstances in which it is used.

44. Department Business Cards - A member of the Department of the rank of lieutenant or above, a member of the Internal Affairs Bureau regardless of rank, or a member or command receiving written authorization, may use Department business cards.

a. A Department member or command commanding officer, on behalf of the command, may make a written request to the appropriate division chief to use business cards. Commands above the division level will submit requests to the Chief of Department.

b. On receipt of authorization, the requestor will submit a requisition for business cards and a copy of the authorization to the Supply Section.

c. Business cards will be used when on Department business only and will not be used for any other purpose.

45. Auctions Held by Suffolk County - A member of the Department, as well as their spouse or children under eighteen years of age, are prohibited from bidding on or purchasing goods at an auction held by Suffolk County or any unit of the County.

46. Freedom of Information Law (FOIL) - Inspection of records of the Department are subject to the mandate of Article Six of the Public Officers Law of the State of New York and are administered under procedures established by the Police Commissioner.

a. Document requests will be submitted to the Central Records Section. The Freedom of

Information Officer (FIO) will review all requests. A bill for each FOIL should accompany the certified documents. Upon approval the certified documents will be released to the requestor.

b. Photograph requests will be submitted to the Identification Section. Upon review, approval and certification, the photograph(s) will be submitted by the Identification Section to the Central Records Section. A bill for each FOIL should accompany the certified photograph(s). The certified photograph(s) will then be released to the requestor.

c. Audio/Video requests will be made to the case officer, who will clear the request through the Assistant District Attorney. The case officer will then:

(1) Sign out the original material from the Property Section.

(2) Review the entire content of the audio/video material, certify the material and approve release.

(3) Submit a standard work order to the Electronic Investigations Section for a copy as appropriate.

(4) Return the original audio/video material to the Property Section.

(5) The Electronic Investigations Section will submit the certified audio/video material to the Central Records Section. A bill for each FOIL should accompany the certified audio/video material. The certified audio/video material will then be released to the requestor.

47. AIDS Related Illness, Personal Conduct - The Acquired Immune Deficiency Syndrome (AIDS) virus is a health concern in our nation. Several laws have been enacted prohibiting discrimination against anyone infected by the AIDS virus or other AIDS related

illnesses. The Surgeon General of the United States, as well as the medical community in general, have determined that AIDS is not transmitted by casual contact. This means that the AIDS virus cannot be spread by merely working alongside of someone who has contracted AIDS or even by sharing restrooms or lunch facilities, etc. In order for the AIDS virus to be spread, it requires that intimate physical contact occur. It is the purpose of this section to set forth the legal responsibilities of all members toward fellow members or any person who may have AIDS, an AIDS related illness or who has tested positive for the HIV antibody.

a. In accordance with law, no member of this Department shall deny any reasonable safe aid or assistance to any person with Acquired Immune Deficiency Syndrome (AIDS), AIDS related illnesses or persons with a positive HIV antibody blood test.

b. This provision does not prevent any member from taking any appropriate reasonable, safe precaution to prevent the spread of AIDS or any other disease while attending to the needs of someone afflicted with any illness that can be communicated to another.

c. Whenever a member of the Department gains knowledge that another person within or without (outside) the Department has AIDS or an AIDS related illness or has tested positive for the HIV antibody, such member shall not disclose this information to anyone, either verbally or on a written record (i.e., Prisoner Activity Log, Arrest Worksheet, etc.). This prohibition also extends to recording the fact that an individual is taking the type of medication (e.g. AZT) which may be prescribed for HIV or AIDS. Members shall record only the prescription number of the medication, pharmacy where prescription was prepared and name of prescribing physician. The only exception to this rule of non-disclosure is when the patient or arrestee has signed a written authorization allowing the release of this confidential information.

48. Ownership of Invention, Copyright, Trademark, etc. - Members of the Department who create any invention, copyright, trademark, patent, computer program, technique, process, idea, design, development, or other intellectual property in the scope of their employment do so as employees of the County. These creations may also occur off duty when they arise while acting in an official capacity, or from assignment relating to actual or anticipated official Police Department business. It is presumed that said creations are the sole property of the County.

Any member of the Department who has an invention, copyright, trademark, etc., created entirely off duty, and without the use of Department equipment, supplies, facilities, computer programs and/or any other proprietary or confidential Department information, and not otherwise included above, shall notify the Commissioner of same. The Commissioner shall then cause an evaluation to be made whether the creation was made as a result of the member's scope of employment and whether exclusive ownership interest of said invention, copyright, trademark, etc., is in conflict with the ownership interests of the County, the Suffolk County Code of Ethics or these Rules and Procedures. Such evaluation may be made internally or by a suitable outside party, whichever is deemed, in the opinion of the Commissioner, to be appropriate for the circumstances. The Commissioner shall then make a determination whether the member of the Department may retain ownership interest of the invention, copyright, etc.

**VI. PROCEDURES**

N/A

**VII. ACCREDITATION STANDARD REFERENCES**

A. CALEA

B. NYSLEAP 14.3

**VIII. INDEX**

Arrest of Department Member, Reporting of 2/2

Department Member Named as Suspect, Reporting of 2/2  
Employee Misconduct, Reporting of 2/2  
Orders of Protection, Reporting of, All  
Department Members 2/2  
Resignation of Service 2/2  
Retaliation Prohibition 2/2  
Termination of Service 2/2

END

# **ATTACHMENT 2**

U.S. Department of Justice

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**GUIDANCE FOR FEDERAL LAW  
ENFORCEMENT AGENCIES REGARDING  
THE USE OF RACE, ETHNICITY, GENDER,  
NATIONAL ORIGIN, RELIGION, SEXUAL  
ORIENTATION, OR GENDER IDENTITY**



December 2014

## INTRODUCTION AND EXECUTIVE SUMMARY

This Guidance supersedes the Department of Justice's 2003 Guidance Regarding the Use of Race by Federal Law Enforcement Agencies. It builds upon and expands the framework of the 2003 Guidance, and it reaffirms the Federal government's deep commitment to ensuring that its law enforcement agencies conduct their activities in an unbiased manner. Biased practices, as the Federal government has long recognized, are unfair, promote mistrust of law enforcement, and perpetuate negative and harmful stereotypes. Moreover—and vitally important—biased practices are ineffective. As Attorney General Eric Holder has stated, such practices are “simply not good law enforcement.”

Law enforcement practices free from inappropriate considerations, by contrast, strengthen trust in law enforcement agencies and foster collaborative efforts between law enforcement and communities to fight crime and keep the Nation safe. In other words, fair law enforcement practices are smart and effective law enforcement practices.

Even-handed law enforcement is therefore central to the integrity, legitimacy, and efficacy of all Federal law enforcement activities. The highest standards can—and should—be met across all such activities. Doing so will not hinder—and, indeed, will bolster—the performance of Federal law enforcement agencies' core responsibilities.

This new Guidance applies to Federal law enforcement officers performing Federal law enforcement activities, including those related to national security and intelligence, and defines not only the circumstances in which Federal law enforcement officers may take into account a person's race and ethnicity—as the 2003 Guidance did—but also when gender, national origin, religion, sexual orientation, or gender identity may be taken into account. This new Guidance also applies to state and local law enforcement officers while participating in Federal law enforcement task forces. Finally, this Guidance promotes training and accountability, to ensure that its contents are understood and implemented appropriately.

Biased law enforcement practices, as the 2003 Guidance recognized with regard to racial profiling, have a terrible cost, not only for individuals but also for the Nation as a whole. This new Guidance reflects the Federal government's ongoing commitment to keeping the Nation safe while upholding our dedication to the ideal of equal justice under the law.

Two standards in combination should guide use by Federal law enforcement officers of race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity in law enforcement or intelligence activities:

- In making routine or spontaneous law enforcement decisions, such as ordinary traffic stops, Federal law enforcement officers may not use race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity to any degree, except that officers may rely on the listed characteristics in a specific suspect description. This prohibition applies even where the use of a listed characteristic might otherwise be lawful.

- In conducting all activities other than routine or spontaneous law enforcement activities, Federal law enforcement officers may consider race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity only to the extent that there is trustworthy information, relevant to the locality or time frame, that links persons possessing a particular listed characteristic to an identified criminal incident, scheme, or organization, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity. In order to rely on a listed characteristic, law enforcement officers must also reasonably believe that the law enforcement, security, or intelligence activity to be undertaken is merited under the totality of the circumstances, such as any temporal exigency and the nature of any potential harm to be averted. This standard applies even where the use of a listed characteristic might otherwise be lawful.

## DISCUSSION

The Constitution protects individuals against the invidious use of irrelevant individual characteristics. *See Whren v. United States*, 517 U.S. 806, 813 (1996). Such characteristics should never be the sole basis for a law enforcement action. This Guidance sets out requirements beyond the Constitutional minimum that shall apply to the use of race, ethnicity, gender, national origin,<sup>1</sup> religion, sexual orientation, and gender identity by Federal law enforcement officers.<sup>2</sup> This Guidance applies to such officers at all times, including when they are operating in partnership with non-Federal law enforcement agencies.

### I. GUIDANCE FOR FEDERAL LAW ENFORCEMENT OFFICERS

#### A. Routine or Spontaneous Activities in Domestic Law Enforcement

**In making routine or spontaneous law enforcement decisions, such as ordinary traffic stops, Federal law enforcement officers may not use race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity to any degree, except that officers may rely on the listed characteristics in a specific suspect description. This prohibition applies even where the use of a listed characteristic might otherwise be lawful.**

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<sup>1</sup> As used in this Guidance, “national origin” refers to an individual’s, or his or her ancestor’s, country of birth or origin, or an individual’s possession of the physical, cultural or linguistic characteristics commonly associated with a particular country. It does not refer to an individual’s “nationality” (*i.e.*, country of citizenship or country of which the person is deemed a national), which may be relevant to the administration and enforcement of certain statutes, regulations, and executive orders.

<sup>2</sup> This Guidance is intended only to improve the internal management of the executive branch. It is not intended to, and does not, create any right, benefit, trust, or responsibility, whether substantive or procedural, enforceable at law or equity by a party against the United States, its departments, agencies, instrumentalities, entities, officers, employees, or agents, or any person, nor does it create any right of review in an administrative, judicial, or any other proceeding. This Guidance does not apply to Federal non-law enforcement personnel, including U.S. military, intelligence, or diplomatic personnel, and their activities. In addition, this Guidance does not apply to interdiction activities in the vicinity of the border, or to protective, inspection, or screening activities. All such activities must be conducted consistent with the Constitution and applicable Federal law and policy, in a manner that respects privacy, civil rights and civil liberties, and subject to appropriate oversight.

Law enforcement agencies and officers sometimes engage in law enforcement activities, such as traffic and foot patrols, that generally do not involve either the ongoing investigation of specific criminal activities or the prevention of catastrophic events or harm to national or homeland security. Rather, their activities are typified by spontaneous action in response to the activities of individuals whom they happen to encounter in the course of their patrols and about whom they have no information other than their observations. These general enforcement responsibilities should be carried out without *any* consideration of race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity.

- **Example:** While parked by the side of the George Washington Parkway, a Park Police Officer notices that nearly all vehicles on the road are exceeding the posted speed limit. Although each such vehicle is committing an infraction that would legally justify a stop, the officer may not use a listed characteristic as a factor in deciding which motorists to pull over. Likewise, the officer may not use a listed characteristic in deciding which detained motorists to ask to consent to a search of their vehicles.

Some have argued that overall discrepancies in certain crime rates among certain groups could justify using a listed characteristic as a factor in general traffic enforcement activities and would produce a greater number of arrests for non-traffic offenses (*e.g.*, narcotics trafficking). We emphatically reject this view. Profiling by law enforcement based on a listed characteristic is morally wrong and inconsistent with our core values and principles of fairness and justice. Even if there were overall statistical evidence of differential rates of commission of certain offenses among individuals possessing particular characteristics, the affirmative use of such generalized notions by law enforcement officers in routine, spontaneous law enforcement activities is tantamount to stereotyping. It casts a pall of suspicion over every member of certain groups without regard to the specific circumstances of a particular law enforcement activity, and it offends the dignity of the individual improperly targeted. Whatever the motivation, it is patently unacceptable and thus prohibited under this Guidance for law enforcement officers to act on the belief that possession of a listed characteristic signals a higher risk of criminality. This is the core of invidious profiling, and it must not occur.

The situation is different when an officer has specific information, based on trustworthy sources, to “be on the lookout” for specific individuals identified at least in part by a specific listed characteristic. In such circumstances, the officer is not acting based on a generalized assumption about individuals possessing certain characteristics; rather, the officer is helping locate specific individuals previously identified as involved in crime.

- **Example:** While parked by the side of the George Washington Parkway, a Park Police Officer receives an “All Points Bulletin” to be on the lookout for a fleeing bank robbery suspect, a man of a particular race and particular hair color in his 30s driving a blue automobile. The officer may use this description, including the race and gender of the particular suspect, in deciding which speeding motorists to pull over.

## **B. All Activities Other Than Routine or Spontaneous Law Enforcement Activities**

**In conducting all activities other than routine or spontaneous law enforcement activities, Federal law enforcement officers may consider race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity only to the extent that there is trustworthy information, relevant to the locality or time frame, that links persons possessing a particular listed characteristic to an identified criminal incident, scheme, or organization, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity. In order to rely on a listed characteristic, law enforcement officers must also reasonably believe that the law enforcement, security, or intelligence activity to be undertaken is merited under the totality of the circumstances, such as any temporal exigency and the nature of any potential harm to be averted. This standard applies even where the use of a listed characteristic might otherwise be lawful.<sup>3</sup>**

As noted above, there are circumstances in which law enforcement officers engaged in activities relating to particular identified criminal incidents, schemes, organizations, threats to national or homeland security, violations of Federal immigration law, or authorized intelligence activities may consider personal identifying characteristics of potential suspects, including race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity. Common sense dictates that when a victim describes the assailant as possessing a certain characteristic, law enforcement officers may properly limit their search for suspects to persons possessing that characteristic. Similarly, in conducting activities directed at a specific criminal organization or terrorist group whose membership has been identified as overwhelmingly possessing a listed characteristic, law enforcement should not be expected to disregard such facts in taking investigative or preventive steps aimed at the organization's activities.

Reliance upon generalized stereotypes involving the listed characteristics is absolutely forbidden. In order for law enforcement officers to rely on information about a listed characteristic, the following must be true:

- The information must be relevant to the locality or time frame of the criminal activity, threat to national or homeland security, violation of Federal immigration law, or authorized intelligence activity;
- The information must be trustworthy; and
- The information concerning identifying listed characteristics must be tied to a particular criminal incident, a particular criminal scheme, a particular criminal organization, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity.

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<sup>3</sup> This Guidance does not prohibit the accommodation of religious beliefs and practices consistent with the U.S. Constitution and federal law. The Guidance also does not prohibit officials from considering gender when "the gender classification is not invidious, but rather realistically reflects the fact that the sexes are not similarly situated." *Rostker v. Goldberg*, 453 U.S. 57, 79 (1981).

Because law enforcement and intelligence actions are necessarily context-specific, in applying each of these factors, law enforcement officers may properly account for relevant facts and circumstances, such as any temporal exigency and the nature of any potential harm to be averted. However, in all cases, law enforcement officers must reasonably believe that the law enforcement or intelligence activity to be undertaken is merited under the totality of the circumstances.

The following policy statements more fully explain these principles.

**1. *Law Enforcement Officers May Never Rely on Generalized Stereotypes, But May Rely Only on Specific Characteristic-Based Information***

This standard categorically bars the use of generalized assumptions based on listed characteristics.

- **Example:** In the course of investigating an auto theft ring in a Federal park, law enforcement officers could not properly choose to target individuals of a particular national origin as suspects, based on a generalized assumption that those individuals are more likely to commit crimes.

This bar extends to the use of pretexts as an excuse to target minorities. Officers may not use such pretexts. This prohibition extends to the use of other, facially neutral factors as a proxy for overtly targeting persons because of a listed characteristic. This concern arises most frequently when aggressive law enforcement efforts are focused on “high crime areas.” The issue is ultimately one of motivation and evidence; certain seemingly characteristic-based efforts, if properly supported by reliable, empirical data, are in fact neutral.

- **Example:** In connection with a new initiative to increase drug arrests, law enforcement officers begin aggressively enforcing speeding, traffic, and other public area laws in a neighborhood predominantly occupied by people of a single race. The choice of neighborhood was not based on the number of 911 calls, number of arrests, or other pertinent reporting data specific to that area, but only on the general assumption that more drug-related crime occurs in that neighborhood because of its racial composition. This effort would be improper because it is based on generalized stereotypes.
- **Example:** Law enforcement officers seeking to increase drug arrests use tracking software to plot out where, if anywhere, drug arrests are concentrated in a particular city, and discover that the clear majority of drug arrests occur in particular precincts that happen to be neighborhoods predominantly occupied by people of a single race. So long as they are not motivated by racial animus, officers can properly decide to enforce all laws aggressively in that area, including less serious quality of life ordinances, as a means of increasing drug-related arrests. *See, e.g., United States v Montero-Camargo*, 208 F.3d 1122, 1138 (9th Cir. 2000) (“We must be particularly careful to ensure that a ‘high crime’ area factor is not used with respect to entire neighborhoods or communities in which members of minority groups regularly go

about their daily business, but is limited to specific, circumscribed locations where particular crimes occur with unusual regularity.”).

By contrast, where law enforcement officers are investigating a crime and have received *specific information* that the suspect possesses a certain listed characteristic (*e.g.*, direct observations by the victim or other witnesses), the officers may reasonably use that information, even if it is the only descriptive information available. In such an instance, it is the victim or other witness making the classification, and officers may use reliable incident-specific identifying information to apprehend criminal suspects. Officers, however, must use caution in the rare instance in which a suspect’s possession of a listed characteristic is the only available information. Although the use of that information may not be unconstitutional, broad targeting of discrete groups always raises serious fairness concerns.

- **Example:** The victim of an assault describes her assailant as an older male of a particular race with a birthmark on his face. The investigation focuses on whether any men in the surrounding area fit the victim’s description. Here investigators are properly relying on a description given by the victim, which included the assailant’s race and gender, along with his age and identifying personal characteristic. Although the ensuing investigation affects individuals of a particular race and gender, that investigation is not undertaken with a discriminatory purpose. Thus use of race and gender as factors in the investigation, in this instance, is permissible.

## ***2. The Information Must be Relevant to the Locality or Time Frame***

Any information that law enforcement officers rely upon concerning a listed characteristic possessed by persons who may be linked to specific criminal activities, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity must be locally or temporally relevant.

- **Example:** Five years ago, DEA issued an intelligence report that indicated that a drug ring whose members are known to be predominantly of a particular ethnicity is trafficking drugs in Charleston, SC. An agent operating in Los Angeles reads this intelligence report. In the absence of information establishing that this intelligence is also applicable in Southern California or at the present time, the agent may not use ethnicity as a factor in making local law enforcement decisions about individuals who are of the particular ethnicity that was predominant in the Charleston drug ring.

## ***3. The Information Must be Trustworthy***

Where the information relied upon by law enforcement officers linking a person possessing a listed characteristic to potential criminal activity, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity is unreliable or is too generalized and unspecific, reliance on that characteristic is prohibited.

- **Example:** ATF special agents receive an uncorroborated anonymous tip that a male of a particular ethnicity will purchase an illegal firearm at a Greyhound bus terminal

in an ethnically diverse North Philadelphia neighborhood. Although agents surveilling the location are free to monitor the movements of whomever they choose, the agents are prohibited from using the tip information, without more, to target any males of that ethnicity in the bus terminal. *Cf. Morgan v. Woessner*, 997 F.2d 1244, 1254 (9th Cir. 1993) (finding no reasonable basis for suspicion where tip “made all black men suspect”). The information is neither sufficiently reliable nor sufficiently specific.

In determining whether information is trustworthy, an officer should consider the totality of the circumstances, such as the reliability of the source, the specificity of the information, and the context in which it is being used.

- **Example:** ICE receives an uncorroborated anonymous tip indicating that females from a specific Eastern European country have been smuggled into Colorado and are working at bars in a certain town. Agents identify a group of women wearing t-shirts with the logo of a local bar who seem to be speaking an Eastern European language. The agents approach the group to ask them questions about their immigration status. Because the women match the specific information provided by the tipster, the information is sufficient under the circumstances to justify the agents’ actions.

**4. *Characteristic-Based Information Must Always be Specific to Particular Suspects or Incidents; Ongoing Criminal Activities, Schemes, or Enterprises; a Threat to National or Homeland Security; a Violation of Federal Immigration Law, or an Authorized Intelligence Activity***

These standards contemplate the appropriate use of both “suspect-specific” and “incident-specific” information. As noted above, where a crime has occurred and law enforcement officers have eyewitness accounts including the race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity of the perpetrator, that information may be used. Law enforcement officers may also use reliable, locally or temporally relevant information linking persons possessing a listed characteristic to a particular incident, unlawful scheme, or ongoing criminal enterprise, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity—even absent a description of any particular individual suspect. In certain cases, the circumstances surrounding an incident, ongoing criminal activity, threat to national or homeland security, or violation of Federal immigration law will point strongly to a perpetrator possessing a specific listed characteristic, even though law enforcement officers lack an eyewitness account.

- **Example:** The FBI is investigating the murder of a known gang member and has information that the shooter is a member of a rival gang. The FBI knows that the members of the rival gang are exclusively members of a certain ethnicity. This information, however, is not suspect-specific because there is no description of the particular assailant. But because law enforcement officers have reliable, locally or temporally relevant information linking a rival group with a distinctive ethnic character to the murder, the FBI could properly consider ethnicity in conjunction with other appropriate factors in the course of conducting their investigation. Agents

could properly decide to focus on persons dressed in a manner consistent with gang activity, but ignore persons dressed in that manner who do not appear to be members of that particular ethnicity.

- **Example:** Local law enforcement arrests an individual, and in the course of custodial interrogation the individual states that he was born in a foreign country and provides other information that reasonably leads local law enforcement to question his immigration status. Criminal background checks performed by the local law enforcement agency reveal that the individual was recently released from state prison after completing a lengthy sentence for aggravated sexual assault. Local law enforcement contacts ICE to inquire as to the individual's immigration status. When ICE's database check on the immigration status of the arrestee does not locate a record of the individual's lawful immigration status, ICE sends an officer to the jail to question the individual about his immigration status, whereupon the individual states that he entered the United States without authorization and has never regularized his status. ICE assumes custody of the individual and processes him for removal from the United States. ICE properly relied on the facts presented to it, including that the arrestee was born in a foreign country, in searching its immigration database and conducting its subsequent investigation.

In addition, law enforcement officers may use a listed characteristic in connection with source recruitment, where such characteristic bears on the potential source's placement and access to information relevant to an identified criminal incident, scheme, or organization, a threat to national or homeland security, a violation of Federal immigration law, or an authorized intelligence activity.

- **Example:** A terrorist organization that is made up of members of a particular ethnicity sets off a bomb in a foreign country. There is no specific information that the organization is currently a threat to the United States. To gain intelligence on the evolving threat posed by the organization, and to gain insight into its intentions regarding the U.S. homeland and U.S. interests, the FBI may properly consider ethnicity when developing sources with information that could assist the FBI in mitigating any potential threat from the organization.

##### ***5. Reasonably Merited Under the Totality of the Circumstances***

Finally, when a law enforcement officer relies on a listed characteristic in undertaking an action, that officer must have a reasonable belief that the action is merited under the totality of the circumstances. This standard ensures that, under the circumstances, the officer is acting in good faith when he or she relies in part on a listed characteristic to take action.

- **Example:** A law enforcement officer who is working as part of a federal task force has received a reliable tip that an individual intends to detonate a homemade bomb in a train station during rush hour, but the tip does not provide any more information. The officer harbors stereotypical views about religion and therefore decides that investigators should focus on individuals of a particular faith. Doing so would be

impermissible because a law enforcement officer's stereotypical beliefs never provide a reasonable basis to undertake a law enforcement or intelligence action.

Note that these standards allow the use of reliable identifying information about planned future crimes, attacks, or other violations of Federal law. Where officers receive a credible tip from a reliable informant regarding a planned crime or attack that has not yet occurred, the officers may use this information under the same restrictions applying to information obtained regarding a past incident. A prohibition on the use of reliable prospective information would severely hamper law enforcement efforts by essentially compelling law enforcement officers to wait for incidents to occur, instead of taking pro-active measures to prevent them from happening.

- **Example:** While investigating a specific drug trafficking operation, DEA special agents learn that a particular methamphetamine distribution ring is manufacturing the drug in California, and plans to have couriers pick up shipments at the Sacramento, California, airport and drive the drugs back to Oklahoma for distribution. The agents also receive trustworthy information that the distribution ring has specifically chosen to hire older women of a particular race to act as the couriers. DEA agents may properly target older women of that particular race driving vehicles with indicia such as Oklahoma plates near the Sacramento airport.

#### **6. National and Homeland Security and Intelligence Activities**

Since the terrorist attacks on September 11, 2001, Federal law enforcement agencies have used every legitimate tool to prevent future attacks and deter those who would cause devastating harm to our Nation and its people through the use of biological or chemical weapons, other weapons of mass destruction, suicide hijackings, or any other means. "It is 'obvious and unarguable' that no governmental interest is more compelling than the security of the Nation." *Haig v. Agee*, 453 U.S. 280, 307 (1981) (quoting *Aptheker v. Secretary of State*, 378 U.S. 500, 509 (1964)).

The years since September 11 have also demonstrated that Federal law enforcement officers can achieve this critical goal without compromising our cherished value of equal justice under the law. Every day, Federal law enforcement officers work to keep our Nation safe, and they do so without invidious profiling. The standard embodied in this Guidance thus applies to Federal law enforcement agencies' national and homeland security operations, which will continue to focus on protecting the public while upholding our values.

National security, homeland security, and intelligence activities often are national in scope and focused on prevention of attacks by both known and unknown actors, not just prosecution. For example, terrorist organizations might aim to engage in acts of catastrophic violence in any part of the country (indeed, in multiple places simultaneously, if possible). These facts do not change the applicability of the Guidance, however. In order to undertake an action based on a listed characteristic, a law enforcement officer must have trustworthy information, relevant to the locality or time frame, linking persons possessing that characteristic

to a threat to national security, homeland security, or intelligence activity, and the actions to be taken must be reasonable under the totality of the circumstances.

- **Example:** The FBI receives reliable information that persons affiliated with a foreign ethnic insurgent group intend to use suicide bombers to assassinate that country's president and his entire entourage during an official visit to the United States. Agents may appropriately focus investigative attention on identifying members of that ethnic insurgent group who may be present and active in the United States and who, based on other available information, might be involved in planning some such attack during the state visit.
- **Example:** A citizen of Country A, who was born in Country B, lawfully entered the United States on an F-1 student visa. The school that the individual was supposed to attend notifies ICE that he failed to register or attend the school once in the United States, in violation of the terms of his visa. ICE has intelligence that links individuals with ties to Country B who have registered at that school to a designated terrorist organization that has made statements about launching an attack against the United States. ICE selects the individual for investigation, identification, location, and arrest. Once taken into custody, the individual is questioned and a decision is made to place him in removal proceedings and to detain him during those proceedings. ICE's decision to prioritize this immigration status violator for investigation and arrest was proper because it was based upon a combination of the factors known about the individual, including his national origin, school affiliation, and behavior upon arrival in the United States.

Good law enforcement work also requires that officers take steps to know their surroundings even before there is a specific threat to national security. Getting to know a community and its features can be critical to building partnerships and facilitating dialogues, which can be good for communities and law enforcement alike. Law enforcement officers may not, however, target only those persons or communities possessing a specific listed characteristic without satisfying the requirements of this Guidance.

- **Example:** An FBI field office attempts to map out the features of the city within its area of responsibility in order to gain a better understanding of potential liaison contacts and outreach opportunities. In doing so, the office acquires information from public sources regarding population demographics, including concentrations of ethnic groups. This activity is permissible if it is undertaken pursuant to an authorized intelligence or investigative purpose. The activity would not be permitted without such an authorized purpose or in circumstances that do not otherwise meet the requirements of this Guidance.

### ADDITIONAL REQUIREMENTS

In order to ensure its implementation, this Guidance finally requires that Federal law enforcement agencies take the following steps on training, data collection, and accountability.

## **Training**

Training provides agents and officers with an opportunity to dedicate their attention to a task, to learn about the factual application of theoretical concepts, and to learn from their colleagues. Training also provides an opportunity to ensure that consistent practices are applied across the agency.

Law enforcement agencies therefore must administer training on this Guidance to all agents on a regular basis, including at the beginning of each agent's tenure. Training should address both the legal authorities that govern this area and the application of this Guidance. Training will be reviewed and cleared by agency leadership to ensure consistency through the agency.

## **Data Collection**

Data collection can be a tremendously powerful tool to help managers assess the relative success or failure of policies and practices. At the same time, data collection is only useful to the extent that the collected data can be analyzed effectively and that conclusions can be drawn with confidence.

Each law enforcement agency therefore (i) will begin tracking complaints made based on the Guidance, and (ii) will study the implementation of this Guidance through targeted, data-driven research projects.

## **Accountability**

Accountability is essential to the integrity of Federal law enforcement agencies and their relationship with the citizens and communities they are sworn to protect. Therefore, all allegations of violations of this Guidance will be treated just like other allegations of misconduct and referred to the appropriate Department office that handles such allegations. Moreover, all violations will be brought to the attention of the head of the Department of which the law enforcement agency is a component.

# **ATTACHMENT 3**



**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 4**



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

ORDER NUMBER **14-59Draft**  
**12-9-14**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE CIVILIAN COMPLAINT PROCEDURE				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 06/01/92	DATE EFFECTIVE 09/10/14	DATE AMENDED 09/10/14

**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, 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.

**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. 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.

#### IV. REFERENCES

N/A

#### V. RULES AND REGULATIONS

A. Members of the Department shall not ignore, discourage, or persuade any person from filing a complaint, nor shall individuals be referred to another agency or authority as a substitute for this Department's involvement, nor shall questioning be conducted in an accusatory nature during complaint intake. This procedure is used when an allegation is made against a member of the Department, and not for complaints of a procedural nature which are covered in Chapter 5 Section 9 of these Rules and Procedures.

1. Department members shall ensure all allegations of employee misconduct are kept confidential, and discussed only on a strictly "need-to-know" basis.
2. Whenever a member of the Department (including civilian members) becomes aware an individual wishes

to report employee misconduct, including allegations regarding the receiving Department member, it shall be the responsibility of that member to immediately notify a supervisor.

a. In the event an individual prefers to file his or her complaint or allegation without the assistance of a member of the Department, that individual may complete Department Form PDCS-1300-1, titled Compliment/Complaint Information Report. This form shall be conspicuously displayed in each precinct and headquarters lobby, and at other appropriate public facilities (such as libraries), in a manner that the form can be obtained without asking. This form must also be provided to members of the public upon request.

(1) All completed Compliment/Complaint Information Reports received by members of the Department shall be immediately forwarded to the Internal Affairs Bureau.

B. When a person wishes to report employee misconduct against a member of the Department who is not assigned to the command receiving the complaint, the complaint is to be immediately taken by the command where the person reports the incident.

1. When a member of the Department is engaged in a police operation that makes receiving the allegation impractical (e.g., at a crime scene, directing traffic, investigating a motor vehicle crash, etc.), the person may be referred to the nearest Precinct building to make the report.

a. The fact that a police officer or civilian member of the Department is involved in some type of police activity (e.g., investigating a non-emergency call, etc.) does not remove the responsibility to immediately notify a supervisory member of the Service that the person wishes to report an allegation of employee misconduct.

C. Once a supervisory member of the Service has been notified that a person wishes to report employee misconduct, the supervisor will make every effort to assist the person. This shall include recording the allegation where the person is

physically located, unless doing so would jeopardize officer safety, interfere with a criminal investigation, or interfere with other police activity to an unacceptable degree.

1. If it cannot be immediately determined that a member of the Department was involved in the alleged misconduct, but the person describes circumstances that would warrant the reception of a civilian complaint, the supervisory member will receive the complaint.

D. If a person alleges employee misconduct by a law enforcement officer or civilian employee of another law enforcement agency, members of the Department shall immediately notify a supervisory member of the Service.

1. When a supervisor is advised that a person alleges employee misconduct by a member of another law enforcement agency, that supervisor shall immediately contact the Internal Affairs Bureau, who will be responsible for notifying the associated agency.

a. Notifications to the Internal Affairs Bureau will normally be made by telephone. During those hours when the Internal Affairs Bureau is not staffed, notifications shall be made via Internal Correspondence, sent by facsimile.

2. The supervisory member of the Service shall immediately notify the associated law enforcement agency if there is an allegation of a threat to any person.

E. Whenever a member of the Department reasonably suspects any member of the Department is engaged, has engaged, or may engage in employee misconduct or unlawful conduct, such member shall immediately notify a superior officer. The member will promptly prepare any written report(s) the superior officer may deem necessary. Members are reminded that retaliation by a member whose conduct had been subject to these reporting requirements, or soliciting or obtaining the assistance of any third party to effect such retaliation, is prohibited.

F. Whenever a member of the Department becomes aware or receives allegations that a member of the Department may have engaged in conduct of a serious or sensitive nature, such as drug use, bribery, or excessive force resulting in egregious bodily injury, that Department member shall immediately notify

the Internal Affairs Bureau and prepare any reports that they shall deem necessary.

G. "Whistle-blower" definitions, protection and procedure are outlined within Chapter 5, Section 8 of these Rules and Procedures.

H. The procedural requirements for "self-reporting" of the following incidents are further contained within Chapter 2, Section 2 of these Rules and Procedures:

1. A member of the Department shall immediately notify their Commanding Officer via an Internal Correspondence (PDCS-2042) of the existence of any temporary or permanent order of protection in which they are the respondent/defendant.
2. Any member of the Department that is arrested by any means shall immediately notify their Commanding Officer and provide all pertinent information and/or written reports. This reporting requirement also includes criminal offenses involving the vehicle and traffic law of any State.
3. Any member of the Department who learns that he or she is a suspect in any criminal investigation shall immediately notify their Commanding Officer and provide information regarding the nature of the investigation.
4. A member of the Department shall immediately notify his or her Commanding Officer via an Internal Correspondence if they are named as a party in a civil suit for on-duty conduct, and/or for off-duty conduct which alleges physical violence or racial bias.

## **VI. PROCEDURES**

A. Complaints Received - All allegations (written, verbal, anonymous or otherwise) received against members of the Department, including negative personal contacts, but excluding allegations received via the Compliment/Complaint Information Report (PDCS-1300-1a and 1300-1a-SP), shall be recorded via the on-line Civilian Complaint Report or manually on the PDCS-1300 when the Intranet is unavailable. Complaints prepared by the public via the Compliment/Complaint Information Report, if not forwarded directly to the Internal Affairs Bureau by the complainant, shall be forwarded directly to the Internal Affairs

Bureau by the command accepting the Compliment/Complaint Information Report.

1. The On-Line Civilian Complaint Report will be completed on the SCPD Intranet by following the instructions provided under the "Programs menu". The completed on-line Civilian Complaint Report will be forwarded electronically via the Intranet to the Internal Affairs Bureau.

2. A copy of either a printed on-line Civilian Complaint Report or the manually completed PDCS-1300 shall be given to the complainant upon initial completion. When the on-line report is utilized, the complainant shall also be given the "Record ID#". This number is automatically generated when the civilian complaint is entered on-line and the complainants can utilize the number to identify their complaint. The "Record ID#" is indicated on the Citizen Complaint Summary. Copies should also be forwarded to the Commanding Officer of the reporting Command. The person making the civilian complaint shall then be informed that the complaint will be investigated.

a. If any statements (written, recorded or otherwise) are taken from the complainant, or any other evidence is gathered by the supervisor taking the complaint, the existence of the evidence shall be noted in the complaint report summary and forwarded immediately to the Internal Affairs Bureau.

3. When an allegation of employee misconduct is received by the Communications Section via phone, the Communications Section supervisor shall immediately contact the Internal Affairs Bureau. During the hours when the Internal Affairs Bureau is not staffed, the Communications Section supervisor shall:

a. Record the complainant's information.

b. Immediately contact the Officer in Charge at the precinct of occurrence. The Officer in Charge will immediately contact the complainant, following the procedures otherwise set forth in this Section of the Rules and Procedures.

(1) Complainants who prefer to remain anonymous will be provided the phone number

of the Officer in Charge of the appropriate Precinct.

(2) In instances where the Precinct of occurrence cannot be determined, the Fifth Precinct has been tasked with the responsibility of processing the complaint.

B. Third party Complaints fall into several categories, as specified below:

1. Allegations reported by persons who are not themselves parties to the incident but are acting on behalf of another are accepted and investigated. This includes representatives of community groups and organizations.

2. Those reported by persons who have witnessed misconduct, although not directly involved, will be accepted and investigated.

3. All other allegations received from third parties, including but not limited to those based on hearsay, will be recorded in the same manner as a non-third party Civilian Complaint and will be investigated.

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-1300-1a or 1300-1a-SP, 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.

2. The Internal Affairs Bureau shall accept and review all allegations to determine if an investigation is warranted and the nature and extent of the investigation to be conducted. Internal Affairs Bureau shall classify, process and disseminate all complaints

against Department members. All Internal Affairs Bureau complaints shall be maintained on a strictly need-to-know basis and access to such complaints shall be restricted to Internal Affairs personnel whenever possible.

3. Even if the complainant wishes to withdraw his or her allegation, an investigation shall continue to resolution.

4. Incidents that are determined to be performance issues shall be returned to the member's command through the proper chain-of-command for disposition, with a copy of the final resolution to be submitted to Internal Affairs.

5. Depending on the circumstances and nature of the conduct alleged, the Internal Affairs Bureau may either assume direct responsibility for the investigation or refer the complaint to the appropriate Division for follow-up investigation. Internal Affairs Bureau personnel shall be alert to investigations that might involve a conflict-of-interest between the investigator, supervisory reviewer and the accused Department member, and shall take steps to ensure said conflict does not occur.

6. All investigations conducted pursuant to this Order shall be completed as expeditiously as possible, without sacrificing accuracy, thoroughness and completeness. All investigations shall be completed within sixty days, notwithstanding the fact specific circumstances of each investigation may result in a longer investigation.

a. All investigations not completed within 60 days shall be immediately brought to the attention to the Deputy Police Commissioner, in writing.

D. Civilian Complaint Investigations:

1. Allegations by civilians, including those which are anonymous, will be thoroughly investigated. Form PDCS-1300-3, Acknowledgement of Complaint, shall be utilized by the receiving command to acknowledge receipt of an allegation either reporting a civilian complaint or negative personal contact. If a complaint is received over the telephone, the receiving

against Department members. All Internal Affairs Bureau complaints shall be maintained on a strictly need-to-know basis and access to such complaints shall be restricted to Internal Affairs personnel whenever possible.

3. Even if the complainant wishes to withdraw his or her allegation, an investigation shall continue to resolution.

4. Incidents that are determined to be performance issues shall be returned to the member's command through the proper chain-of-command for disposition, with a copy of the final resolution to be submitted to Internal Affairs.

5. Depending on the circumstances and nature of the conduct alleged, the Internal Affairs Bureau may either assume direct responsibility for the investigation or refer the complaint to the appropriate Division for follow-up investigation. Internal Affairs Bureau personnel shall be alert to investigations that might involve a conflict-of-interest between the investigator, supervisory reviewer and the accused Department member, and shall take steps to ensure said conflict does not occur.

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a. All investigations not completed within 60 days shall be immediately brought to the attention to the Deputy Police Commissioner, in writing.

D. Civilian Complaint Investigations:

1. Allegations by civilians, including those which are anonymous, will be thoroughly investigated. Form PDCS-1300-3, Acknowledgement of Complaint, shall be utilized by the receiving command to acknowledge receipt of an allegation either reporting a civilian complaint or negative personal contact. If a complaint is received over the telephone, the receiving

supervisor shall immediately mail an Acknowledgement of Complaint.

2. When a complaint is received by the command tasked with the investigation, including Internal Affairs Bureau, that command shall send a letter on Department letterhead to the complainant, thanking them for bringing this matter to our attention and include the following:

- a. Internal Affairs Case Number.
- b. Name of the Investigator.
- c. Contact information for the investigator.
- d. Notification that the complaint will be thoroughly and impartially investigated.
- e. A request that the complainant contact the investigator with any additional witnesses, documentation or information regarding the allegation.

3. Contact with the complainant shall be in their primary language in adherence with the Department's Limited English Proficiency policy

4. Investigations not conducted by the Internal Affairs Bureau will be conducted by an officer of a rank superior to that of the accused member, as designated by the commanding officer of the investigating Command. This requirement shall not apply to investigations conducted by the Internal Affairs Bureau.

5. Investigating supervisors shall immediately report any additional misconduct that is discovered or the involvement of other Department members.

6. The investigation will be completed in a format designated by the Internal Affairs Bureau.

7. All relevant evidentiary information will be obtained and reviewed, including related Departmental records, complainant and witness statements and any other evidence necessary to formulate a conclusion.

- a. The taking of written statements from a complainant or witness in an active civilian complaint who is currently in police custody at the command responsible to investigate the civilian complaint, is prohibited.

8. At the conclusion of the investigation, all relevant parties, including the complainant, will be notified of the disposition.

E. Negative Personal Contact Investigations:

1. Investigations will be assigned by the Internal Affairs Bureau after the initial allegation has been submitted via the on-line Civilian Complaint Report, the PDCS-1300, or the citizen-completed Compliment/Complaint Information Report, PDCS-1300-1. The investigation will be conducted by an officer of the accused member's command, as designated by the Commanding Officer of said command. The investigating officer shall hold a rank superior to that of the accused member. In all cases, an officer of the rank of Lieutenant or above shall interview the accused member of the Department.

2. Investigations will be conducted in a more expeditious manner as compared to other civilian complaints. The Negative Personal Contact-Supervisor's Investigation Report, PDCS-1299, requires only a summary of statements from the accused officer, the complainant, and any witnesses. Other evidence may be included if deemed necessary.

a. The taking of written statements from a complainant or witness in an active civilian complaint who is currently in police custody at the command responsible to investigate the civilian complaint, is prohibited.

3. The investigation will be completed on a Negative Personal Contact-Supervisor's Investigation Report (PDCS-1299, available on-line) or an Internal Correspondence in the format designated by the Internal Affairs Bureau (see the Programs menu of the SCPD Intranet).

4. Upon completion of the investigation, the investigating supervisor will document the supervisory action taken. The supervisor will also notify the complainant of the disposition either by telephone or letter and document the notification on the PDCS-1299. Contact with the complainant shall be in their primary language in adherence with the Department's Limited English Proficiency policy.

F. Disposition of complaints:

1. Conclusions reached as a result of investigations will be reported as follows:

a. Substantiated - The facts clearly support the allegations.

b. Unsubstantiated - Allegation cannot be resolved by investigation because sufficient evidence is not available to conclusively prove or disprove the conduct alleged.

c. Exonerated - The alleged act did occur but was legal, proper, and necessary. The following are examples of Exonerated:

(1) Allegations of false arrest wherein a legal, proper and necessary arrest did occur.

(1) Allegations of excessive force wherein legal, proper and necessary force was used.

(3) Allegations of an improper verbal exchange (rudeness, cursing etc.), wherein a proper verbal exchange did occur, consistent with Department guidelines, but the alleged misconduct did not.

d. Unfounded - The alleged act did not occur and the complaint is false. Any information that could lead one to believe that the act took place would require a conclusion other than Unfounded. The following are examples of Unfounded:

(1) Allegation of false arrest wherein no arrest occurred.

(2) Allegation of excessive force wherein no force was used.

(3) Allegation of an improper verbal exchange (rudeness, cursing etc.) and there was no contact between the complainant and the alleged officer(s) involved.

2. Upon completion, investigating officers will forward

complete reports, including all attachments, to their Commanding Officers.

G. Responsibilities of Commanding Officers:

1. Commanding Officers of investigating commands will be held accountable for all civilian complaint

investigations within their commands, assigned by the appropriate Division Chief.

2. Commanding Officers shall review all completed investigations for concurrence and if disciplinary action against the involved member is warranted, prepare a written report to the appropriate Division Chief including the findings and any action taken or recommended.

3. If the Commanding Officer believes the investigation should be conducted by another Command, that recommendation should be noted in a report to the appropriate Division Chief. If the Division Chief concurs with the recommendation, the Commanding Officer will notify the complainant advising of such action, giving the name, business phone number, and Command of the person who has been assigned to investigate the complaint.

4. Upon completion of the investigation and prior to sending any correspondence to the complainant detailing the results of the investigation, the Commanding Officer will contact a member of the legal staff of the Office of the Commissioner to ascertain whether or not a Notice of Claim has been received regarding the complaint. If a Notice of Claim has not been received, the Commanding Officer shall notify the complainant of the outcome of the investigation, or in the case of a Negative Personal Contact, ensure notification has been made. If a Notice of Claim has been received, the Commanding Officer will contact the Internal Affairs Bureau.

5. Commanding Officers will submit all civilian complaint investigations to their appropriate Division Chief and retain and file a copy of the Civilian Complaint Report for their files.

H. Responsibility of the Division Chief:

1. The appropriate Division Chief shall review all civilian complaints to ensure that a thorough and complete investigation has been conducted and that any recommendations, actions taken, or findings are supported by the facts of the investigation. Division Chiefs, after review and approval, will forward all complaint investigations to the Internal Affairs Bureau and retain a copy of the Civilian Complaint Report for their files.

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. ~~Racial bias, racial discrimination and/or profiling~~Biased/discriminatory policing and/or illegal profiling..

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. All completed cases involving allegations of biased/discriminatory policing and/or illegal

profiling shall be forwarded to the Police Commissioner immediately upon completion for review.

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.

**VII. ACCREDITATION STANDARD REFERENCES**

A. CALEA

B. NYSLEAP

**VIII. INDEX**

N/A

**END**

# **ATTACHMENT 5**



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

ORDER NUMBER **DRAFT**

TYPE COMMAND GENERAL ORDER	AUTHORITY SGT PAUL MAMY  COMMANDING OFFICER, APPLICANT INVESTIGATIONS SECTION	SIGNATURE		
SUBJECT/TOPIC/TITLE COMMAND DUTIES AND RESPONSIBILITIES				
DISTRIBUTION ALL MEMBERS OF THE COMMAND	SECTION CREATED	DATE EFFECTIVE	DATE AMENDED	

Members of Applicant Investigation Section are reminded that it is the policy of the Suffolk County Police Department to provide police services that are equitable, respectful, and free of unlawful bias, in a manner that promotes broad community engagement and public confidence in the Department.

Members of the command shall 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. Members shall ensure that all candidates for employment with the Suffolk County Police Department are advised of, and comprehend the importance of this policy.

Any candidate for employment who has committed any discriminatory act or, any candidate that evinces a biased perspective based upon race, color, ethnicity, national origin, religion, or sexual orientation that indicates such candidate is not be able to perform the duties of police officer in a non-discriminatory manner - shall not be employed by the Suffolk County Police Department.

When conducting investigations, members of the command who obtain any information concerning a possible discriminatory act committed by a candidate, and/or discover a biased perspective is maintained by a candidate - shall notify the Commanding Officer of Applicant Investigation Section. Upon receiving such notification, the Commanding Officer shall ensure that any such issues are thoroughly investigated in order to determine the fitness of such candidate for employment.

-END-

# **ATTACHMENT 6**

# BE A HERO TO YOUR COMMUNITY

BE A SUFFOLK COUNTY POLICE OFFICER.  
**WE NEED YOU.**

**Apply Now**  
[joinscpd.com](http://joinscpd.com)

Special Opportunity for  
Spanish Speaking Applicants

LAST DATE  
FOR FILING  
**April 1, 2015**

EXAM DATE  
**June 13, 2015**

An equal opportunity employer committed to diversity and Bias-Free Policing

# REGISTRATION IS NOW OPEN!

## REQUIREMENTS

**AGE** Minimum age, 19 years on the date of the written test; Maximum age, 34 years. Applicants that reach their 35th birthday on or before the test date are not eligible to take the exam.

**MILITARY** Candidates may have a period of active military duty, up to six years, deducted from their age for purposes of determining whether they meet the age requirement.

**EDUCATION** Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Department of Education, by the date of appointment. **(NO COLLEGE REQUIRED)**

**WRITTEN EXAMINATION** Candidates who attain a passing grade will have to pass the following qualifying tests and evaluations: Medical, Personality Assessment, Polygraph, Extensive Background Check & Physical Fitness Screening.

**CITIZENSHIP** Candidate must be a US citizen at time of appointment.

## SALARY & BENEFITS

- Starting salary \$42,000 annually.
- Top pay \$111,506 annually.
- Generous benefit package.
- Special opportunity for Spanish speaking applicants.

**APPLY ONLINE NOW!**  
**joinscpd.com**

**Last Date for Filing April 1, 2015**

**Exam Date June 13, 2015**

Application Fee: \$100.00

If you need assistance with applying online,  
call the Department of Civil Service at **631-853-5500** for help



# **ATTACHMENT 7**



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

ORDER NUMBER **DRAFT**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE PATROL SUPERVISOR DUTIES AND RESPONSIBILITIES				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE 06/18/13	DATE AMENDED 06/18/13	

**RULES AND PROCEDURES**

**CHAPTER 10: TITLE: PATROL METHODS**

**SECTION 3: TITLE: PATROL SUPERVISOR DUTIES AND RESPONSIBILITIES**

**I. PURPOSE**

To enumerate those duties which are particular to a supervisor assigned to the patrol function.

**II. POLICY**

A. Field supervision begins with the sergeant as the first line of supervision of the Department and it is upon him/her that the primary burden of training, guidance, motivation, ethical decision making and supervision rests.

B. In addition to the duties and responsibilities common to all supervisors, set forth in Chapter 1 of these Rules and Procedures, the patrol supervisor shall familiarize himself with the following duties and responsibilities specific to the patrol function.

C. Since emergency situations occur without warning, and their duration is often brief, officers must frequently make critical decisions without benefit of on-the-scene direction. In most police operations, however, supervision is available and necessary to provide guidance and training. Supervision gives coherence to the police task and directs the energies of the Department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations.

**III. DEFINITIONS**

N/A

**IV. REFERENCES**

A. Suffolk County Police Department Rules and Procedures;

1. Chapter 2, Section 14
2. Chapter 3, Sections 2 and 3
3. Chapter 4, Section 7
4. Chapter 5, Section 5
5. Chapter 8, Section 2
6. Chapter 9, Section 6
7. Chapter 13, Sections 5 and 7
8. Chapter 16, Sections 10 and 11
9. Chapter 17, Section 12
10. Chapter 26, Section 2

**V. RULES AND REGULATIONS**

N/A

**VI. PROCEDURES**

A. DUTIES RELATING TO THE SUPERVISOR'S PERSONAL PERFORMANCE:

1. Reporting for Duty - A supervising officer on patrol reports of duty at his/her assigned post and notifies the OIC. Additional notifications are made at the discretion of the supervising officer.

2. Notifications - Timely flow of information to department personnel is critical to allow for the appropriate management of significant incidents. These notifications must be made as expediently as possible.

a. Information During Emergency - During an emergency, a supervising officer keeps the officer in charge and Communications Section

supervisor informed of developments, and makes other notifications as directed by his or her Commanding Officer.

b. Information During Operations - During field operations, appropriate notifications, including those requested by other governmental/police agencies, are made as outlined in Chapter 23, Section 5.

3. Maintains Memo Book - As further contained in Chapter 2, Section 14 of the Rules and Procedures, a supervising officer assigned to any patrol command, other than the Aviation Section, will maintain a Memorandum Book to record all activities and actions taken by him, except when assigned to administrative duties or other non-enforcement, non-patrol duties.

4. Leaving Assigned Areas - Supervising officers assigned to Patrol will remain within the boundaries of their respective assigned areas unless in close pursuit, on official police business, or upon authorization of their supervising officer. The supervisor advises the Communications Section when leaving his or her assigned area and immediately upon return to same.

5. Adherence to Rules and Procedures - A supervising officer is responsible for adherence to these Rules and Procedures and all authorized orders. Furthermore, the patrol supervisor will be responsible for following all applicable supervisory directions, not unique to patrol operations, as outlined in these Rules and Procedures.

6. Special Events - A member of the Service supervising a special event detail notifies the Communications Section and special event command post when the event enters and leaves his/her supervisory area. He/she reports any accidents, arrests, unusual delays or incidents connected with the special event. {Refer to Chapter 15, Section 9}.

7. Field Orders - In addition to developing standard operational procedures, the Department periodically develops plans to effectively accomplish raids, special details and activities. Any supervisor designated as the "officer-in-charge" of a raid, special detail or other special activity shall prepare a written plan prior to

such activity with sufficient copies to properly orient all assigned personnel. An exception to this rule is recognized when immediate emergency action is required with insufficient time available to comply. In such instance an internal report justifying non-compliance and briefly outlining the details is forwarded as soon as possible to the Police Commissioner, through the Chief of the division involved. {Refer to Chapter 15, Section 12}.

8. Licensed Premise Inspections - As directed by the precinct or Marine Bureau commander, patrol sergeants will conduct licensed premise inspections. The exact hour and day the premises will be inspected will be left to the discretion of the assigned patrol sergeant but must be accomplished within ten (10) working days of the assigned inspection. If during an inspection a patrol sergeant issues a warning instead of a referral for a violation, it will be the responsibility of the patrol sergeant to re-check the premises to see that the situation has been rectified. For each licensed premise inspected, the patrol sergeant will submit an S.L.A. Checklist to the Precinct Crime Section supervisor or Marine Bureau commander. The supervising officer has the authority to inspect license premises at his/her discretion based on the existing situation.

9. Requests for Supervision - Supervisors promptly acknowledge and respond to any requests from subordinates for supervision.

10. Coordination With Dispatcher - The supervisor coordinates with the dispatcher by re-deploying or reassigning sector car/patrol officers to respond to specific assignments or emergency situations.

11. Documentation of Performance - The supervisor documents any ongoing or serious performance deficiencies or exceptional achievements by his/her subordinates and notifies the commanding officer of same, through the chain of command.

12. Investigations - The supervisor promptly and objectively conducts any assigned investigation and initiates investigations as necessary.

B. DUTIES RELATING TO THE SUPERVISION OF SUBORDINATES:

1. Enforcement of Rules and Procedures - A supervising officer is responsible for the enforcement of these Rules and Procedures, all authorized orders, and the critical supervision of subordinates. The supervisor is also charged with the proper maintenance and condition of Departmental equipment within the command and promptly reports any condition requiring attention to his/her superior officer. {Refer to Chapter 1, Section 7}.

2. Central Supervision - A supervising officer is charged with exacting the proper performance of police duty from members subject to his/her supervision. The supervisor assists and instructs the members in the discharge of their duties and performs any other duties assigned by competent authority. {Refer to Chapter 1, Section 7}

3. Memo Book Inspection - Absent unusual circumstances and as further contained in Chapter 2, Section 14 of the Rules and Procedures, a supervising officer inspects at least once each tour of duty the Memorandum Books of members on duty and certifies that a full and accurate record of duty performed and all other necessary information has been entered therein, as well as checking that there are no unaccounted for or missing pages. The supervising officer certifies same entering date, time, location of inspection, and signature. This certification signifies that the Memo Book is properly maintained, legible and complete, that the officer is fit for duty, is in the proper uniform, meets all required grooming standards, has all required equipment, and where applicable, the police vehicle is being maintained and operated in proper condition. The supervising officer reviews any previous page in the Memorandum Book that has not been certified by a supervisor and adheres his/her signature to the bottom of those pages, certifying the inspection and proper completion of the Memorandum Book on those previous dates.

4. Police Sub-Station/Annex Inspection - A supervising officer makes every effort to visit any sub-stations or annexes within his/her patrol area at least once during each tour of duty and ensures it is properly maintained.

5. Special Posts Inspection

a. A supervising officer visits at least once during each tour of duty the members assigned to any special posts, e.g. hospitals, crime scenes, etc., within his/her patrol area. He/she insures that the officer(s) are assigned in an efficient and cost effective manner, have any necessary equipment, e.g. portable radio, etc. and arranges for relief for meals or other necessities.

b. A supervising officer shall when appropriate visit school/church crossing guard posts, provide assistance whenever necessary, instruct and exchange police information and inspect the crossing guard employee to insure compliance with the School Crossing Guards Rules and Procedures.

6. Monitors Activities of Subordinates - The supervisor monitors activities of subordinates throughout the tour of duty to insure the accomplishment of the police mission. This monitoring will include but not be limited to the following:

a. Uniform and equipment - A patrol supervisor will ensure that subordinates are properly uniformed and equipped as prescribed by the Police Commissioner. {Refer to Chapter 4, Section 1}. In addition, supervisors ensure that subordinates comply with contamination guidelines as outlined in Chapter 4, Section 7.

b. Post and/or sector assignments. {Refer to Chapter 10, Section 1}.

(1) Maintains knowledge of the status of officers, their locations, and the nature of their assignments.

(2) Meal periods taken by subordinates. {Refer to Chapter 10, Section 1}

(3) Supervising officers routinely check the relief points within their patrol area and are responsible for insuring that officers do not loiter or remain unnecessarily at these relief points at any time during their tour of duty. The supervisor also conducts periodic checks to insure that officers are relieved as required.

(4) Supervising officers ensure that all assignments are properly and expeditiously handled.

c. Radio Communications - It is the responsibility of the field supervisor to identify and correct misuse of radio equipment, as well as improper radio procedure. The supervising officer monitors all radio transmissions and insures that all calls are promptly acknowledged, taking both immediate and follow-up action in any instance where this does not occur. {Refer to Chapter 23, Section 1}.

d. Training - A primary function of the patrol supervisor is training. It is each supervisor's responsibility to determine the existing training needs of their subordinates and to retrain or recommend retraining when such action is warranted. Supervising officers routinely observe their subordinates in the performance of their duties, including periodic, unrequested, responses to assignments to assure familiarity with department policies and procedures. Supervising officers are required to correct deficiencies through training and the proper application of discipline, and by suggesting methods to improve performance. {Refer to Chapter 18, Section 6}.

e. Strikes and Labor Disputes - Supervisory personnel at the scene of a strike or labor dispute instruct subordinates in the proper methods of policing a labor dispute. He/she

schedules post assignments, relief and meal periods. {Refer to Chapter 15, Section 2}.

f. Arrests - It is the responsibility of the field supervisor to ensure subordinates arrest and transport prisoners in compliance with the procedures outlined in Chapter 16, Section 10.

(1) Strip searches by any personnel, including female detention attendants, shall be conducted only with the approval of a superior officer and in compliance with Chapter 16, Section 11.

7. Monthly Activity - Supervising officers shall review the monthly activity of their subordinates. The supervisor is to immediately address incidents of substandard performance. The supervisor counsels any officer whose performance does not meet expected standards. The supervisor apprises his/her superior of the situation and the corrective action taken.

a. 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:

- **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.

- **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.
- **Second Quarter (June Monthly Activity Report):** The supervisor's comments will relate to the officer's activity for the first half of the year.
- **Third Quarter (September Monthly Activity Report):** The supervisor's comments will cover the officer's activity for the first nine months of the year.
- **Fourth Quarter (December Monthly Activity Report):** The supervisor's comments will encompass the officer's activity for the full year.

The Supervisor shall hand print, in black ink, comments referencing 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. (Subdivision B. 7. a. is also contained within Chapter 5, Section 5.)

b. IRS Officer Profile Database - First-line supervisors shall review the IRS Officer Profile database for each subordinate employee on a monthly basis. (Further procedures are contained within Chapter 5, Section 5.)

8. Early Intervention (EI) 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. (The procedures for monitoring EI Alerts can be found within Chapter 5, Section 5.)

9. Overtime - Supervising officers insure that all officers within their patrol areas are assigned in an efficient manner and that all overtime expenditures incurred are necessary.

10. Inspection of Personnel - The supervisor performs frequent field inspections of personnel and equipment and keeps subordinates apprised of all important matters pertaining to the police mission.

11. Field Training of Probationary Police Officers - A supervising officer is charged with exacting the proper performance of police duty from probationary police officers subject to his/her supervision. The supervisor assists and instructs the members in the discharge of their duties and performs any other assigned duties. A supervisor oversees the daily training of probationary Police Officers in accordance with department guidelines, and insures the timely completion and submission of all evaluation reports. {Refer to Chapter 18, Section 4}.

12. Supervisory Review of Documents and Reports.

a. Supervisors will review all reports, including summonses {Uniform Traffic Tickets, PDCS-6160}, submitted to them during a tour of duty. The review will check for clarity, accuracy, timeliness of reporting, and completeness. Reports are processed in accordance with Chapter 13, Section 5. In addition, the road supervisor is responsible to ensure the timely delivery of reports. Inaccurate or incomplete reports are returned to the submitting officer for correction/completion.

b. Voided Summons or Memorandum Book Pages - These voided documents are reviewed and if the request is justified, the appropriate report (Voided Summons Report or Voided Memorandum Book Page) is signed by the supervisor and forwarded to the commanding officer for concurrence and signature. These

documents may be voided only under the circumstances as outlined in Chapter 13, Section 7 or Chapter 2, Section 14.

c. Supervisors will review each Major Incident Record and affix signature to verify accuracy before forwarding to the appropriate member of the command. {Chapter 15, Section 6}.

d. Supervisors will ensure that his/her subordinates follow the traffic stop data collection procedures. This means ensuring full compliance and active participation by all members under his/her command. This includes identifying incomplete traffic stop records and contacting the appropriate officer for correction.

e. Supervisors will ensure that their subordinates conduct frequent and irregular patrol checks of critical infrastructure sites, religious institutions, vulnerable entities or other locations as contained within the Patrol Check System or when given additional direction by the Department. Supervisors shall frequently review the respective entries in the electronic Patrol Check System and individual Memorandum Book entries of all members under their command to ensure that these patrol checks are being properly entered and documented. The electronic Patrol Check System is accessible via the SCPD Intranet under the "Programs" menu.

### 13. Traffic Stop Data Entry

1. As provided in Chapter 13, Section 9 of these Rules and Procedures, 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 shall monitor the incomplete traffic stop records and disseminate this information to first line supervision for completion of said records.

C. INCIDENTS REQUIRING A SUPERVISORY RESPONSE:

Incidents of a serious nature often arise that require the presence of a supervisor who possesses the authority necessary to deal with a problem. The patrol supervisor will respond when practical and without unnecessary delay when requested to do so by a subordinate, and to all calls of major consequence, or serious emergency. Upon arrival at the scene, the supervisor shall take direct control. He or she immediately coordinates searches as well as the initial deployment of personnel at crime scenes, disasters, large disturbances, and other unusual incidents.

1. Examples of major consequence, serious emergencies, or required supervisory response calls include, but are not limited to:

## a. Bomb threat/explosions:

(1) Bomb threats in schools - The supervisor at the scene shall present the two optional procedures (evacuate or search) to the principal or person in charge of the school and have him decide the search procedure the school authorities will undertake. {Refer to Chapter 15, Section 4}.

## b. Hostage/barricaded person situations;

c. Traumatic incidents as defined in Chapter 17, Section 12 - A supervisor shall respond to all scenes involving traumatic incidents. Once such an incident is confirmed, the supervisor at the scene will notify the Communications Section supervisor to notify the Employee Assistance Section.

## d. Volatile arrest situations;

## e. Bank robbery;

## f. D.O.A. calls/serious injury:

(1) A supervisor shall respond in all cases of natural deaths. {Refer to

Chapter 8, Section 3}.

(2) A supervisor shall respond in all cases of Suicides, Accidental, and Unattended Deaths. {Refer to Chapter 8, Section 3}.

(3) A supervisor shall respond in all cases of homicides. {Refer to Chapter 8, Section 3}.

g. Domestic Incidents:

(1) In cases of domestic incidents involving allegations of physical contact between the complaint/victim and the offender, a supervisor shall respond to the scene, the seriousness of the offense notwithstanding.

(2) If an arrest is to be made and the suspect is at the scene, the supervisor will insure that the arrest is effected.

(3) If an arrest is to be made and the suspect is NOT at the scene, the supervisor shall verify that the officer has taken all reasonable efforts to locate and arrest the suspect within his or her sector and shall then direct that appropriate and reasonable steps be taken to arrest the suspect within the precinct or within the Police District if the suspect's exact location is known. If all reasonable efforts to locate the suspect are exhausted, the supervising officer shall notify the desk supervisor.

(4) No Field Appearance Ticket will be issued for domestic incident arrests unless extenuating circumstances exist, and then ONLY upon authorization of a supervisor. {Refer to Chapter 16, Section 6}.

h. Traffic crashes involving fatalities,

serious injuries, leaving the scene, reckless driving, child in the vehicle (Leandra's Law) and police owned vehicles:

(1) Upon arrival at the scene where probable cause exists that one or more operators is in violation of any subdivision of VTL Section 1192, the supervisor will ensure that a Detective from the appropriate Precinct Detective Squad has been requested and shall further request a member of the Crime Scene Section. (See also Chapter 8, Section 2 concerning the below procedures.)

(2) The Supervisor shall contact the appropriate Precinct Detective Supervisor immediately.

(3) If deemed appropriate by the Precinct Detective Supervisor, either the Patrol Supervisor or the Detective Supervisor will notify:

(a) During business hours, (Monday to Friday, 0900-1700 hours): the District Attorney's Vehicular Crime Bureau at 853-6488;

(b) After business hours: The on-call ADA for Blood Warrants (a.k.a. Blood Beeper ADA), regardless whether or not an order to compel/warrant is needed. Between 0100 and 0900 hours, the assigned Patrol Supervisor will make the initial notification and brief the assigned Detective upon their arrival.

(4) Additional actions of the Supervisor:

(a) Request a Physician's Assistant from the Medical Examiner's Office;

(b) Assign a Police Officer to

accompany any defendant(s) in the ambulance to the hospital;

(c) Request a Drug Recognition Expert in those cases involving known or suspected drug use by the motor vehicle operator;

(d) If a defendant is to be removed to a hospital, a second Supervisor should respond to the hospital to ensure a Prisoner Activity Log (PDCS-2032) is prepared as soon as possible and to assist with necessary notifications and paperwork.

(5) If the crash is a leaving the scene, and if other than minor property damage only, the patrol supervisor should be notified.

(6) If the crash involves a police vehicle, the patrol supervisor will follow the procedures outlined in Chapter 8, Section 2. In addition, if the operator of the police vehicle involved is from a command other than the command of the patrol supervisor, the patrol supervisor shall be responsible to forward all related paperwork to the operator's commanding officer via the Precinct of occurrence.

(7) If the crash involves a police vehicle, the responsibilities of the investigating supervisor will be fulfilled by a regular patrol sergeant of the Precinct of occurrence except:

(a) When adherence to said procedure would create an undue or unreasonable delay.

(b) When a sergeant of Highway Patrol Bureau, Marine Bureau or Canine Section is present at the scene or more readily available, he or she will act as the

investigating supervisor. Completed reports shall be forwarded to the member's commanding officer via the Precinct of occurrence.

i. In-custody deaths - A supervisor shall respond in all cases of in-custody deaths. {Refer to Chapter 8 Section 3 and Chapter 16, Section 11}.

j. Hate related offenses - A supervisor shall respond in all cases of hate related offenses. {Refer to Chapter 24, Section 6}.

k. Impounds:

(1) Upon notification of an impending impound, the supervisor will either communicate with the impounding officer or respond to the scene as deemed appropriate. He/she will ensure that the Rules and Procedures are followed. In addition, the supervisor will ensure that a copy of the completed impound worksheet is promptly forwarded to the Impound Unit via the facsimile network. {Refer to Chapter 20, Section 4}.

(2) In a case where a member of the Patrol Division wants to effect an impound, the patrol supervisor will determine that the impound is both legal and necessary before authorizing same. Impound stickers are to be carried by uniformed road sergeants of the Patrol Division. {Refer to Chapter 20, Section 4}. The supervisor may direct the arresting/investigating officer or another officer to remain with the vehicle until the Crime Scene Unit can respond, or secure the vehicle at the precinct until the Crime Scene Unit can respond, or impound the vehicle as an evidentiary impound and advise the Crime Scene Unit to take the photographs at the impound facility.

1. Unusual disorder and disasters:

(1) Incidents which are considered unusual disorders and/or disasters require a specific plan with sufficient flexibility to enable the affected personnel to take appropriate action. {Refer to Chapter 15, Section 10}.

(2) When encountering Weapons of Mass Destruction, emphasis should be placed on establishing a command post with fire and E.M.S. personnel, establishing a secure inner and outer perimeter, and notification to the appropriate commands. {Refer to Chapter 15, Section 10}.

m. Emergency mobilizations - In the event of an unusual occurrence, disorder, or similar incident requiring an inordinate number of police personnel, the various mobilization plans provide for specific assignments to enable the appropriate level of response. If personnel, equipment or specialized services in addition to those provided for in a mobilization plan are required, the superior officer in command at the scene makes this request to the superior officer on duty in the Communications Section. {Refer to Chapter 15, Section 13}.

n. Injured employees:

(1) A supervisor shall assure that the member's welfare needs are met and shall inspect the location where the injury occurred.

(2) Assure that the injured member is treated as soon as possible at the nearest hospital emergency room. {Refer to Chapter 3 Section 2 for complete guidelines}.

o. Communicable diseases:

(1) Assure that the member's welfare needs are met.

(2) Exposure incident - The investigating supervisor will complete the Contact/Exposure Report form. {Refer to Chapter 3, Section 3}.

(3) Contact Incident - The investigating supervisor shall immediately complete Injured Employee paperwork pursuant to Rules and Procedures Chapter 3, Sections 2 and 3.

p. Escaped prisoners from custody - A supervisor will respond to the scene to take command. After evaluating the situation, the supervisor will cause a district-wide alarm to be broadcast, if appropriate. {Refer to Chapter 16, Section 15}.

q. Persons With Possible Mental/Emotional Issues (PMI) Armed and/or Violent - Patrol supervisors shall monitor all assignments and situations involving PMIs and shall respond when needed or requested. Patrol supervisors shall respond to all cases involving PMIs who are armed and/or violent. The supervisor shall ensure that the PMI is isolated, contained, and a zone of safety is established until custody can be safely effected. The Patrol Supervisor shall ensure appropriate support commands are requested, including the Emergency Services Section, as appropriate. [Refer to Chapter 9, Section 6, Police Response to Incidents Involving Persons with Possible Mental /Emotional Issues (PMI)]

r. Firearms discharge by members of the Service - The responding supervisor shall assess the situation, take command, and secure the scene until superseded by an officer of superior rank, or by the lead investigator assigned to the incident. {Refer to Chapter 5, Section 10}.

s. Firearms discharge for the destruction of an animal - The patrol supervisor shall respond to the scene and investigate as required by the circumstances. He/she shall promptly notify Internal Affairs Bureau and shall provide the bureau with a copy of the Internal Correspondence which is generated. The supervisor shall submit a report through channels, to the Chief of Department, concerning policy compliance and any other appropriate comments regarding remedial training or procedures. {Refer to Chapter 5, Section 10}.

t. Any other criminal and non-criminal incidents he/she deems necessary.

2. In addition to the guidelines listed above, upon arrival at the scene, the supervisor's responsibilities may further include, but are not limited to:

- a. Evaluating the call;
- b. Deployment of personnel;
- c. Identifying and segregating witnesses;
- d. Protecting the scene;
- e. Establishing perimeters and a command post, if appropriate;
- f. Requesting additional resources;
- g. Notification to the Crime Stoppers and Public Information Bureau - All Department supervisors, and in the absence of a supervisor, the Detective-in-charge of an investigation, shall, without unnecessary delay, transmit details of newsworthy matters to the Crime Stoppers and Public Information Bureau. Questions pertaining to Department policy shall be referred to the Crime Stoppers and Public Information Bureau. Supervisors interviewed by a representative of the media shall immediately notify the Crime Stoppers and Public Information Bureau of the occurrence and content of the

interview. (Refer to Chapter 26, Section 2, Media Relations.) The following types of incidents are considered newsworthy and shall be reported to the Crime Stoppers and Public Information Bureau:

- (1) Robbery, kidnapping and other major crimes
- (2) Arrests made in major investigations
- (3) Missing children younger than 10 years of age
- (4) Serious automobile crashes
- (5) Incidents resulting in accidental deaths or serious injuries
- (6) Suicides (so that the Crime Stoppers and Public Information Bureau can advise media and minimize media interest)
- (7) All homicides and attempted homicides
- (8) Natural deaths if deceased of notable persons.
- (9) Police-involved shootings that result in injury
- (10) Fires causing considerable damage, or involving structures of community or historical significance
- (11) Rescues made by members of the Department
- (12) Details of any other event or occurrence of unusual nature (explosions, riots, mass arrests, bombing, hazardous material spill, found or detonated explosive devices, etc.)

h. Notification to the Communications Section supervisor.

D. ADDITIONAL RESPONSIBILITIES:

In addition to complying to the above procedures, as they relate to a patrol supervisor's immediate subordinates or to an assigned patrol area for a specific tour of duty, supervisors are responsible to take appropriate action whenever necessary in the absence or immediate unavailability of an adjacent supervisor. This includes but is not limited to, items such as Emergencies or Unusual Occurrences, Special Post Inspection, Relief Points, Radio Transmissions, Request for Supervision, and Overtime.

**VII. ACCREDITATION STANDARD REFERENCES**

N/A

**VIII. INDEX**

Child in Vehicle - 10/3  
Leandra's Law - 10/3

**END**

# **ATTACHMENT 8**



**ORDER NUMBER 13-21**

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  
 4/1/13

DATE AMENDED  
 3/28/13

**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. M D C 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.

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 computer system, utilizing the "update incomplete T-Stop statistic" function in the IRS system under "Stats".

B. Procedure Without M D C - 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 shall monitor the incomplete traffic stop records and disseminate this information to first line supervision for completion of said records.
3. Commanding Officers shall review analyses 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

i. the Information Technology Section shall assist in providing R&D the raw data in an electronic format suitable to conduct analyses

ii. R&D shall categorize the raw data according to the classifications as detailed above in paragraph A(2) (b, c, d, e, f, g and 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:

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

ii. 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

iii. 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:

- i. comparisons of traffic stops by race/ethnicity to percentage of benchmarked population of the same race/ethnicity
- ii. comparisons of searches and reasons for searches among racial/ethnic groups
- iii. comparisons of disposition of traffic stops among racial/ethnic groups
- iv. comparisons of consent searches across racial/ethnic groups
- v. 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.

i. 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.

ii. 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.

iii. 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**



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

ORDER NUMBER 14-69

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE <i>Edward Webber</i>		
SUBJECT/TOPIC/TITLE MEMBERS OF THE SERVICE PROMOTIONAL CRITERIA				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 02/02/10	DATE EFFECTIVE 12/12/14	DATE AMENDED 12/12/14	

Promotional criteria contained within Chapter 17, Section 2 of the Rules and Procedures has been amended to include 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 10**



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

ORDER NUMBER **14-40**

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 6/27/14	DATE AMENDED 6/27/14

**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 States 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

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.

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](http://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.

END

# **ATTACHMENT 11**

# POLICE DEPARTMENT COUNTY OF SUFFOLK, NEW YORK

## INTERNAL CORRESPONDENCE

TO: Edward Webber  
Police Commissioner

DATE: 1/8/15

FROM: Armando Valencia, Inspector  
Commanding Officer, Internal Affairs Bureau

COPY TO:

SUBJECT: **Analysis of Biased Policing Complaints: July 1, 2014 – December 31, 2014**

For the period encompassing July 1, 2014 – December 31, 2014, the Internal Affairs Bureau received ten (10) complaints containing allegations of Biased Policing. An analysis of the complaints revealed no pattern and no two complaints involved the same officer.

### Complainant's Demographic –

5 – African American  
2 – Caucasian  
2 – Sexual Orientation  
1 – Hispanic

### Nature –

3 - Unprofessional language  
2 - Stop, Question  
2 - Manor Treated  
1 - False Arrest  
1 - Harassment

### Location -

2 - 1<sup>st</sup> Pct  
1 - 2<sup>nd</sup> Pct  
1 - 3<sup>rd</sup> Pct  
2 - 4<sup>th</sup> Pct  
2 - 5<sup>th</sup> Pct  
1 - 7<sup>th</sup> Pct  
1 - HPB

### Origin –

4 - Traffic Stop  
3 - 911 Call  
3 - Street Encounter

Respectfully submitted,

Armando Valencia, Inspector  
Commanding Officer, Internal Affairs Bureau

## Biased Policing Complaints

IA No	Date Received	Demographic	Location	Command	Nature	Origin
2014-0834i	12-Dec-14	African-American	CI	HPB	Language	Traffic Stop (DWI Arrest)
2014-0756i	29-Oct-14	Caucasian	N. Babylon	1st Pct	Stop, Question (Cuffed)	Traffic Stop
2014-0693i	8-Oct-14	African American	CI	3rd Pct	Unprofessional language	Traffic Stop
2014-0608i	29-Aug-14	Hispanic	Patchogue	5th Pct	Unprofessional language	Traffic Stop
2014-0762i	31-Oct-14	African American	Ronkonkoma	4th Pct	Stop, Question (Cuffed)	Street Encounter
2014-0727i	20-Oct-14	Caucasian	Hauppauge	4th Sqd	Harassment	Street Encounter
2014-0582i	12-Aug-14	African American	Shirley	7th Pct	Stop, Question	Street Encounter
2014-0815i	24-Nov-14	Sexual Orientation	Huntington Station	2nd Pct	False Arrest	911 Call
2014-0726i	21-Oct-14	Sexual Orientation	Holbrook	5th Pct	Treated Differently	911 Call
2014-0565i	16-Aug-14	African American	West Babylon	1st Pct	Denial of Service (at Diner)	911 Call

# **ATTACHMENT 12**



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

<b>ORDER NUMBER 14-54</b>
SIGNATURE <i>Edward Webber</i>

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER			
SUBJECT/TOPIC/TITLE TRAFFIC STOP DATA COLLECTION				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 01/26/09	DATE EFFECTIVE 09/04/14	DATE AMENDED 09/04/14	

Chapter 13, Section 9, of the Rules & Procedures is amended to inform members that the Office of the Chief of Patrol will be conducting monthly audits of T-Stop data with a subsequent follow up of incomplete or atypical data.

**RULES AND PROCEDURES**

**CHAPTER 13: TITLE: RECORDS/REPORTING PROCEDURES**

**SECTION 9: TITLE: TRAFFIC STOP DATA COLLECTION**

(I. thru V. are unchanged)

VI. PROCEDURES - (text is unchanged)

(A. and B. are unchanged)

C. Supervisor's Responsibility

(1. thru 3. are unchanged)

4. 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.

(The remainder of Chapter 13, Section 9, is unchanged)

Commanding Officers are directed to inform all members of their respective commands of this amended section Chapter 13, Section 9, of the Rules & Procedures.

**-END-**

# **ATTACHMENT 13**

## **Proposed Analysis of Officer Initiated Traffic Stops made by Suffolk County Police**

### **Report prepared for the Research and Development Section of the Suffolk County Police Department by the Suffolk County Department of Probation**

Dr. Robert Marmo  
Chief Planner  
Suffolk County Department of Probation

Dr. Shelly Cohen  
Consultant  
Stony Brook Research & Evaluation Consulting, LLC

The following data will be collected either from the Mobile Data Computers (MDC's) installed in most Department vehicles or from manually entered data recorded on the "Traffic Stop Data Collection Report" (PDCS-3226) for a period of time mutually determined by the Police Department and Department of Probation Researchers:

For each officer initiated traffic stop during that time period:

- the police unit number;
- ID number assigned to officer that made the traffic stop;
- the administrative central complaint number assigned by the Computer Aided Dispatch (CAD) system;
- Plate number;
- Location of stop;
- Description of vehicle (make model and color)
- the date and time of the stop;
- reason for the stop (Vehicle and Traffic Law, suspicious car/person);
- gender of driver;
- apparent race/ethnicity of driver (White, Black, Hispanic, Asian, Other);
- age group for driver ( <16, 16-25,26-35, 36-45, 46-55, 56-65, >65);
- search performed (no search, search with signed consent, without signed consent, without consent);
- disposition of the stop (arrest, ticket issued, incident report completed, intelligence debriefing worksheet completed, data inquiry made, verbal warning issued, no police action taken).

*duration of stop*

*passengers*

Data will be provided to the Department of Probation Researchers in spreadsheet format with each traffic stop representing one record or line of data (such as Excel) and be imported into an SPSS data-file for analysis.

### **Descriptive Statistics**

Initial analyses will include frequency distributions of each of the above listed variables. The purpose of these analyses are twofold: (1) numbers of missing and invalid entries for each of the above data fields will be summarized overall as well as for individual police officers and police units for quality control purposes; and (2) distributions will be used to summarize overall characteristics of drivers (age, gender, apparent race/ethnicity, type of vehicle), characteristics of the stops (location, day of week, time of day, reason for stop), and outcome of stop (whether a search was performed and whether arrests were made or tickets issued). Recoding of variables will also be performed as needed, in that rare outcomes within fields will be combined in further analyses. For example, a previous analysis of over 63,000 highway stops determined that over 99% of stops were for VTLs and that searches were performed less than 2% of the time. This made further analyses of reasons for stops and correlates of searches untenable. Where possible, Chi Square Goodness of Fit tests will be used to test for statistical differences between expected numbers of stops and observed numbers of stops for characteristics of drivers and characteristics of stops. Numbers of stops and dispositions of stops will also be described for all individual police units and individual police officers.

### **Disposition of Stops**

Cross-tabs and Chi-Square tests for Independence will be performed to measure the statistical significance of associations between the overall outcome of stops and individual characteristics of drivers and characteristics of stops. Multivariate analyses, such as logistic regressions, will then be performed to measure the relative contribution of each of the predictor variables (characteristics of drivers and stops) to the probability of each of the traffic stop outcomes.

### **Relationships between Driver Characteristics and Numbers and Outcomes of Traffic Stops by Police Officer**

A previous study indicated that Suffolk County Police officers varied widely in the numbers and percentages of drivers that they stopped with particular characteristics. It could not be determined whether this was due to differences in the demographic characteristics of typical drivers at different times of day and geographic locations specific to the assignment of the officer, or differences in predilections of those officers. Likewise, although there were statistically significant relationships between outcomes of traffic stops and characteristics of drivers, these relationships did not necessarily support the conclusion that officers were profiling drivers with particular characteristics. It was equally likely that drivers with particular characteristics were more likely to violate traffic laws. While the identification of profiling based on driver characteristics was not possible with the data available, logistic regression analyses were able to identify differences between officers with regard to the rates at which they stopped and issued summonses to drivers with particular characteristics.

Logistic regression models will be run that will predict the odds of individual officers stopping and issuing summonses to drivers with particular characteristics while controlling for

relevant variables such as behavior of other officers in the same geographic area and at the same time of day.

The data gathered and the scope of this report will not allow for any conclusions to be drawn about the reasons for the differences between driver characteristics and likelihood of either being stopped or being issued a summons. However, it will allow for officers to be identified who issue summons at a greater rate to particular drivers when compared to other officers, while controlling for their own overall summons rate. Continued collection of this type of data will allow for determination of whether these associations between driver characteristic and traffic stop disposition for particular officers are due to random fluctuations or to the consistent behavior of specific officers. These issues can then be further explored with the particular officers to determine possible explanations for these differences.

After the analysis protocol is developed for the provided data, a syntax file will be provided allowing the analyses to be re-run with any additional data imported into an SPSS data-file with the same format.

# **ATTACHMENT 14**



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

**ORDER NUMBER DRAFT**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE <b>1/8/15 VERSION</b>	
SUBJECT/TOPIC/TITLE HATE CRIMES			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE	DATE AMENDED

Rules and Procedures Chapter 24, Section 6 has been extensively amended to clarify and enhance existing procedure; changes are highlighted below. For continuity, this Section is reissued in its entirety.

**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, **Non-Designated Hate Offenses, and Hate Incidents** - 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**

**A.** 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.

**B.** In addition, a member of the Service shall investigate all complaints alleging the commission of a Hate Crime, a Non-Designated Hate Offense or a Hate Incident, whether received from a victim, witness, potential witness, or other third party reporter.

**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) - see

Appendix A at the end of this Rules and Procedures section] 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 or 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 or sexual orientation of a person, regardless of whether the belief or perception is correct.

3. As per NYS Penal Law §485.05(2), 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 satisfying the people's burden under paragraph 1 or paragraph 2 above.

B. Protected Class - The actual or perceived race, color, national origin, ancestry, gender, religion, religious practice, age (sixty years old or more), disability (physical or mental impairment that substantially limits a major life activity) or sexual orientation of a person.

C. Non-Designated Hate Offenses - Any offenses that are apparently bias-motivated and evince the requisite intent associated with Hate Crimes, but are not specifically categorized as Hate Crimes as per Penal Law §485.05(3). Members shall be cognizant that, although an offense may not be specifically categorized as a Hate Crime as per Penal Law §485.05(3), a non-specified offense may be committed by a perpetrator who intentionally selects the person against whom the offense is committed or intended to be committed - and/or who 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, or sexual orientation of a person, regardless of whether the belief or perception is correct. Examples of such bias-motivated offenses that may evince the requisite intent associated with Hate Crimes, but are not

specifically categorized as Hate Crimes as per Penal Law §485.05(3), are as follows:

1. Aggravated Harassment Second Degree P.L. §240.30 (Subdivisions 3 and 5) (Subdivisions 1, 2, and 4 are designated as Hate Crimes pursuant to P.L. §485.05(3))-

a. §240.30(3) - A person is guilty of Aggravated Harassment Second Degree when, with intent to harass, annoy, threaten or alarm another person, he or she strikes, shoves, kicks, or otherwise subjects another person to physical contact, or attempts or threatens to do the same 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.

b. §240.30(5) - A person is guilty of Aggravated Harassment Second Degree when he or she commits the crime of Harassment First Degree as defined by Section 240.25 within the preceding ten years.

2. Aggravated Harassment First Degree P.L. §240.31 - A person is guilty of Aggravated Harassment First Degree when with 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, he or she:

a. §240.31(1) - Damages premises primarily used for religious purposes, or acquired pursuant to section six of the Religious Corporation Law and maintained for purposes of religious instruction, and the damage to the premises exceeds fifty dollars.

b. §240.31(2) - Commits the crime of Aggravated Harassment Second Degree in the manner proscribed by the provisions of subdivision three of Section 240.30 of this article and has been previously convicted of the crime of Aggravated Harassment Second Degree for the commission of conduct proscribed by the provisions of subdivision three of Section 240.30 or he has been previously convicted of the crime of Aggravated Harassment First Degree within the preceding ten years.

c. §240.31(3) - Etches, paints, draws upon or otherwise places a swastika, commonly exhibited as the emblem of Nazi Germany, on any building or other real property, public or private, owned by any person, firm or corporation or any public agency or instrumentality, without express permission of the owner or operator of such building or real property.

d. §240.31(4) - Sets on fire a cross in public view.

e. §240.31(5) - Etches, paints, draws upon or otherwise places or displays a noose, commonly exhibited as a symbol of racism and intimidation, on any building or other real property, public or private, owned by any person, firm or corporation or any public agency or instrumentality, without express permission of the owner or operator of such building or real property.

C. Hate Incident - An incident involving an element of hate or bias regarding a Protected Class, regardless of whether the belief or perception concerning the hate incident target's/victim's membership of a protected class is correct, and regardless of whether said incident is unlawful. The verbal use of racial or bias epithets motivated by the recipient's actual or perceived 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, Non-Designated Hate Offenses, and Hate Incidents, except for incidents involving death, or as determined by the Police Commissioner, Chief of Department, or Chief of Detectives. Although another investigative command may have primary investigative responsibility in such circumstances, 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, Non-Designated Hate Offenses, 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, Non-Designated Hate Offenses, 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, as per Penal Law Section 485.05 (3), any attempt or conspiracy to commit any of the designated Hate Crimes can be prosecuted as a Hate Crime.
  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, Non-Designated Hate Offenses, or Hate Incident:

- 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 occurred 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, Non-Designated Hate Offenses, or Hate Incident 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, Non-Designated Hate Offenses, or Hate Incident, 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, Non-Designated Hate Offense, 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 or Non-Designated Hate Offense.
- 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, a non-designated Hate Offense or a Hate Incident, the Hate Crimes investigator will prepare a Supplementary Report indicating the Central Complaint number, the name of the notifying officer, the title of the incident, the follow up command, and the basis for determination by the Hate Crime investigator as to why the incident does not meet the criteria for a Hate Crime, Non-designated Hate Offense or a Hate Incident. This Supplementary Report will be forwarded to the assigned investigative command.

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. The Hate Crimes Unit

Commanding Officer or designee shall further act as a liaison to the Suffolk County District Attorney's Office and the United States Attorney's Office to ensure the proper charging and prosecution of hate crimes.

F. Supervisory Review of Hate Crimes Cases -

1. The supervisory review of Hate Crimes Unit case will begin at the level of Detective Sergeant. The Detective Sergeant will review each case on an ongoing basis.
2. The Commanding Officer of the Special Victims 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. Fifteen percent (15%) of the cases will be selected, on a quarterly basis, for random audit using a computerized selection program. The Internal Correspondence will provide a brief description of the case along with a synopsis of the investigation. The synopsis will be based on Subdivision VI. D. of this Section, Hate Crimes Investigators' Responsibilities.
3. The Commanding Officer of the Major Crimes Bureau will conduct a quarterly review of Hate Crimes Units cases with the Commanding Officer of the Special Victims Section, and any other personnel deemed necessary.
4. The Commanding Officer of the Major Crimes Bureau will prepare a report describing the aforementioned random audits and forward the same through the chain of command. Said report will be done every six months.
5. The Commanding Officer of the Special Victims Section or his /her 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 Victims Section or his designee shall be prepared to describe the investigative techniques utilized in each case.
6. The Commanding Officer of the Special Victims Section, or his/her designee, upon completion of the quarterly review will notify Hate Crimes personnel via Internal Correspondence of the findings of the review to ensure compliance with Section VI., D. Hate Crime Investigators Responsibilities. Recommendations on investigation methods used will be provided, if needed.

G. 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.

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

1. Hate Crime designated Penal Law.
2. Victim's Protected Class (if applicable).
3. Offender's Protected Class (if applicable).
4. The narrative portion of the Incident Report should document that the perpetrator intentionally selected the person against whom the offense is committed or intended to be committed - or, that the perpetrator intentionally committed the act or acts constituting the offense - in whole or in substantial part because of a belief or perception that the victim is a member of a protected class, regardless of whether the belief or perception is correct. The apparent specific bias motivation of the suspect should be documented (Ex: selected victim because he was Hispanic, Jewish, Muslim, etc.).

I. Hate Crimes Unit Data Tracking and Analysis - 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. The Commanding Officer of the Special Victims Section, or his /her designee, shall be responsible to maintain the Hate Crimes Unit database.

1. Data relating to Hate Crimes (as per New York State Department of Criminal Justice Services Hate Crime Incident Report, DCJS 3294), Hate Incidents and other incidents, (Possible Hate Offenses on Communications Section Log), will be entered into the appropriate category within the Hate Crimes Unit database. The Hate

Crimes Unit will be responsible for entering, maintaining, and analyzing the Hate Crimes Unit database. The data will consist of: Central Complaint number, date of occurrence, address of occurrence, category (DCJS, Hate Incident, Other), Penal Law name and section(if applicable), bias motivation, latitude and longitude, Precinct of occurrence, the victim and offender(s) sex, age, race and ethnicity if known.

2. The Hate Crimes Unit analyzes the data in real time for the existence of patterns or trends that indicate hate crimes or hate incidents may be occurring wherein the victim(s) had been targeted as a member of a protected class. The analysis will also seek to identify clusters of incidents in a geographic area. The Hate Crimes Unit will prepare a map from the data on a monthly basis. The map will be available through the GIS map portal to: the Police Commissioner, Deputy Police Commissioner, Deputy Chief in the Office of the Commissioner, Chief of Department, Chief of Detectives, Deputy Chief of Detectives, Chief of Patrol, Assistant Chief of Patrol, Deputy Chief of Patrol, , Inspector and Captain in the Chief of Patrols Office, Chief of Support Services, Inspector in the Office of Chief of Support Services, and the Inspector, Deputy Inspector, Captain, Detective Lieutenant and Crime Section Commanding Officer in each Precinct. The Commanding Officer of the Special Victims Section and all Hate Crimes personnel will also have access to the GIS map portal.

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 Response Bureau 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.

**J. 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

**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 harassment in the first degree  
240.30 (sub divisions 1, 2, or 4) aggravated harassment in the  
second degree  
- or any attempt or conspiracy to commit any of the foregoing  
offenses

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 15**

POLICE DEPARTMENT COUNTY OF SUFFOLK, NEW YORK

INTERNAL CORRESPONDENCE

TO: Mathew Lewis, Deputy Inspector  
Commanding Officer, Major Crimes Bureau

DATE: 12/1/14

FROM: Stephen Hernandez, Detective Lieutenant  
Commanding Officer, Special Victims Section

COPY TO: File

SUBJECT: **Hate Crimes Unit Case Review – 3rd Quarter**

The undersigned has reviewed fifteen (15) percent of the cases for Hate Crimes for the 3rd Quarter of 2014 [a total of five (5) cases randomly selected by the computer]. The findings were discussed with Detective Sergeant Brierton #610/3321. The following is a summary of each case review:

**CC #14-482892**

**Nature** – Police Information

**Complainant** – [REDACTED]

**Detective Assigned** – Detective Noel FONTANEZ #1454/3321/2

**Disposition** – CLOSED NON-CRIMINAL

**Summary** – 2<sup>nd</sup> Precinct Commanding Officer Brady requested Hate Crimes to investigate an ongoing dispute between the complainant and HASA Construction. HASA Construction is conducting land remediation in Huntington Town. Complainant advised that he has a video of the incident in question.

An interview of complainant was conducted; video was reviewed and invoiced to property. After a thorough investigation, FONTANEZ concluded the case should be classified as CLOSED NON-CRIMINAL. [REDACTED] was updated. The undersigned concurs.

**Documents Reviewed:**

1. Field Report – PDCS 1053c
2. Case Notes
3. Property Section Invoice Receipt – PDCS-4201f

**CC #14-462305**

**Nature** – Aggravated Harassment 2<sup>nd</sup>, PL 240.30

**Complainant** – [REDACTED]

**Detective Assigned** – Detective John GONZALEZ #1206/3321/2

**Disposition** – PENDING

**Summary** – [REDACTED] reports that while walking on South Bay Avenue in Islip, two unknown males in an unknown sport utility vehicle threw rocks/pebbles at him then fled. [REDACTED] reports that the same vehicle returned and as it passed him he heard the occupants call him a “FAGGOT” and “ASSHOLE”. [REDACTED] is unable to provide a better vehicle description or license plate number; he also cannot identify any potential suspects.

GONZALEZ responded to the scene, interviewed the report officer, PO Dennis #5601/310, Sgt. Manfredonia #1202/310 and [REDACTED] Manfredonia had photographed some redness on [REDACTED] back, where [REDACTED] reports being struck with the rocks/pebbles. [REDACTED] refused medical attention. GONZALEZ took a written statement from [REDACTED] conducted a neighborhood canvas with negative results, and was unable to locate any video of the incident. GONZALEZ has classified this case as PENDING [REDACTED] was updated. The undersigned concurs.

**Documents Reviewed:**

1. SCPD Incident Report
2. Supplementary Report – PDCS 1084c
3. Case Notes
4. Statement from [REDACTED] – PDCS 1165b
5. SCPD Letter to SC Human Rights Commission
6. Crime Victim Information Report – PDCS 8105a

**CC #14-386289**

**Nature** – Criminal Mischief 3 as Hate Crime, PL 145.00H

**Complainant** – [REDACTED]

**Detective Assigned** – Detective Noel FONTANEZ #1454/3321/2

**Disposition** – PENDING

**Summary** – [REDACTED] reports that between 07/01/14 at 2100 hours and 07/02/14 at 0530 hours, unknown person(s) vandalized his 2004 Cadillac sedan while it was parked in front of his residence [REDACTED] Street, Central Islip. Both drivers side tires were slashed, the upholstery on the roof was ripped, the Cadillac emblem was removed from the hood and the word “nigger” was written on the hood with a black ink marker. [REDACTED] also alleges that sugar was put in the gas tank but there was no evidence of that. [REDACTED] identified [REDACTED] his child’s mother, as being responsible. [REDACTED] and [REDACTED] are currently involved in a custody battle over their child.

FONTANEZ responded to the scene and interviewed the reporting officer, PO Dimonda #5984/310. Crime Scene was requested and processed the scene. Fifty-seven photos were taken and the vehicle was dusted for prints, no useable latent prints could be recovered. Blue latex was recovered near the scene, it did not appear related to the investigation, it was invoiced to property. A neighborhood canvas was conducted with negative results. No witnesses were located, no video was recovered.

FONTANEZ spoke with [REDACTED] who denied any involvement with this incident. [REDACTED]’s mother, confirmed that [REDACTED] was home at the time of the incident. [REDACTED] advised FONTANEZ that vehicles at her residence [REDACTED], Central Islip, were vandalized and [REDACTED] may be responsible.

FONTANEZ and Detective Gonzalez checked the incident location on 07/08/14 at 2245 hours. They interviewed [REDACTED] who were parked in a car in front of the location.

Their appearance at the location appeared to be drug related. FONTANEZ and Gonzalez checked the location again on 07/10/14 at 1800 hours. [REDACTED] were observed at the location again. [REDACTED] ran from the location in an effort to avoid the Detectives. [REDACTED] exited the location, asked the Detectives what they were doing, initially denying knowing [REDACTED] but then acknowledged knowing him. Third Precinct NESOT was advised of the alleged drug activity at the location. [REDACTED] was updated as to the status of his case. FONTANEZ has classified this case as PENDING. The undersigned concurs.

**Documents Reviewed:**

1. SCPD Incident Report
2. Supplementary Report – PDCS 1084c
3. Case Notes
4. Criminal Mischief Affidavit – PDCS 3102c
5. Crime Victim Information Report – PDCS 8105a
6. Property Section Invoice Receipt – PDCS 4201f
7. Evidence Recovery Sheet – PDCS 6504
8. CD containing Crime Scene Photos

**CC #14-543117**

**Nature** – Aggravated Harassment 2nd, PL 240.30.3

**Complainant** – [REDACTED]

**Detective Assigned** – Detective John GONZALEZ #1206/3321/2.

**Disposition** – PENDING

**Summary** – [REDACTED] reported that on 09/12/14 at about 1140 hours, while at the 7-11 Store located at 2810 Route 112, Medford, he was sitting on a curb outside the store with [REDACTED] when a white BMW 4DSD with three occupants drove up. The rear occupant stated “stupid Mexican, I’ll give you one hundred dollars to suck my dick”. [REDACTED] was able to provide a description of that rear seat occupant was a white male 20-25 years old. [REDACTED] described the other two occupants as 1. Operator – light skinned black male, 2. Front passenger unknown. [REDACTED] and [REDACTED] then moved to a position opposite from where they were initially. About 15 minutes later the vehicle returned containing the same driver, a light skinned black male, no front seat passenger and same w/m rear passenger. As the vehicle passed, the rear passenger threw a paper cup at [REDACTED] brushing [REDACTED] across his mouth. [REDACTED] obtained the license plate number of the vehicle [REDACTED].

GONZALEZ responded to the scene, interviewed the reporting officer, PO Wendell #6058/510. GONZALEZ interviewed [REDACTED] and obtained a written statement. GONZALEZ interviewed [REDACTED] and obtained a written statement. The scene was photographed; the paper cup was secured and sent to Identification Section for analysis. GONZALEZ spoke to the 7-11 employees; no video surveillance of the exterior of the building exists. NYS DMV was queried regarding [REDACTED] 2009 BMW 4DSD, white, registered to [REDACTED] Shirley, NY.

On 09/16/14 GONZALEZ with Detective Sanford Shulder responded to 349 Carnation Drive and encountered [REDACTED] both in the suspect vehicle which was parked in the driveway of [REDACTED]. GONZALEZ interviewed [REDACTED] who stated

he owns the vehicle. He refused any further information and refused to provide a statement. [REDACTED] stated he was the front seat passenger on the date in question and did utter the statement to [REDACTED]. [REDACTED] further stated that [REDACTED] was the vehicle operator and [REDACTED] brother, [REDACTED] was the rear passenger. An Advice of Rights Statement was secured from [REDACTED] based on the statement of [REDACTED]. The rear passenger is described as a black male and the operator is described as a white male. This is in conflict with [REDACTED] statement.

On 09/30/14 GONZALEZ received the Identification Section analysis, negative for latent impressions. On 10/07/14 GONZALEZ presented a photo array containing a photo of [REDACTED] to [REDACTED]. [REDACTED] was unable to positively identify anyone. [REDACTED] was interviewed on 11/20/14 by GONZALEZ. [REDACTED] does not recall this specific incident, but states [REDACTED] always yelling at people from his car. Incident was reclassified to Harassment 2<sup>nd</sup>. [REDACTED] was advised that this case would be classified as PENDING, the undersigned concurs.

**Documents Reviewed:**

1. SCPD Incident Report – PDCS 1099ev
2. Supplementary Report – PDCS 1084c
3. Case Notes
4. Statement from [REDACTED] PDCS 1165b
5. Statement from [REDACTED] PDCS 1165b
6. Advice of Rights from [REDACTED] PDCS 1164b
7. Photo Array Report – PDCS 3201
8. Evidence Analysis Request – PDCS 3220-9c
9. Identification Section Report – PDCS 3230-20b
10. Property Section Invoice-Receipt – PDCS 4201f
11. Crime Victim Information Report – PDCS 8105a

**CC #14-383897**

**Nature** – Aggravated Harassment 2nd, PL 240.30.2

**Complainant** – [REDACTED]

**Detective Assigned** – Detective Sanford SHULDER #1276/3321/1

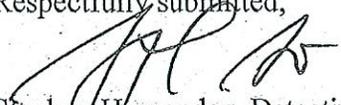
**Disposition** – CLEARED BY ARREST

**Summary** – On 07/01/14 SHULDER interviewed [REDACTED]. [REDACTED] reported receiving a voicemail in which the caller stated “Suck cock, West Indian, suck cock West Indian, I hate West Indian. West Indian is not part of my vocabulary. What is West Indian?” The number from which the call was made is [REDACTED]. SHULDER took a written statement from [REDACTED] and obtained a CD recording of the voicemail. A subpoena request was sent to the District Attorney’s Office for the target number and on 07/21/14 the results revealed a possible address for that number as [REDACTED] NY. SHULDER and Detective Fontanez responded to [REDACTED] and interviewed [REDACTED]. [REDACTED] acknowledged making the call and leaving the voicemail. An Advice of Rights Statement was taken from [REDACTED] and he was charged with Aggravated Harassment 2<sup>nd</sup>, PL 240.30.2. An additional charge of Criminal Contempt 1 was also lodged. SHULDER has classified this case as CLEARED BY ARREST. The undersigned concurs.

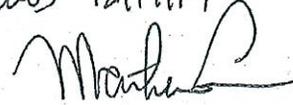
Documents Reviewed:

1. SCPD Incident Report – PDCS 1099ev
2. Supplementary Report – PDCS 1084c
3. Case Notes
4. Contact Sheet
5. Advice of Rights Statement – PDCS 1164b
6. Statement from [REDACTED] PDCS 1165b
7. Subpoena Request to DA's Office
8. Crime Victim Information Report – PDCS 8105
9. SCPD Letter to SC Human Rights Commission

Respectfully submitted,

  
Stephen Hernandez, Detective Lieutenant  
Commanding Officer  
Special Victims Section

SH/md

Reviewed 12/17/14  
 DI 3300

# **ATTACHMENT 16**



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

ORDER NUMBER 14-50

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE <i>Edward Webber</i>	
SUBJECT/TOPIC/TITLE SUFFOLK COUNTY POLICE DEPARTMENT LANGUAGE ACCESS PLAN			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 08/25/14	DATE EFFECTIVE 08/25/14	DATE AMENDED 08/25/14

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. contained 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

**VII. INDEX**

Language Access Coordinator - 26/6

Language Access Plan - 26/6

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 17**

MTS-15-04

**POLICE DEPARTMENT COUNTY OF SUFFOLK, NEW YORK**

INTERNAL CORRESPONDENCE

TO: Michael Caldarelli, Inspector, C.O. Planning and Operations Bureau

DATE: 12/16/14

FROM: John J. Cunningham Lt. /5280

COPY TO: As required

SUBJECT: Department of Justice Compliance Checks

The Field Auditing Section has conducted checks of Department facilities in an effort to ensure compliance with Department Memorandum 11-93 "Signage/Availability of Literature at Public Police Facilities". The checks were conducted on 12/10/14, 12/11/14 and 12/12/14. The following is a breakdown of the results:

First Precinct/First Squad Detectives

- The First Precinct had all required literature and all required signage in the reception area of the precinct.
- The precinct's desk area had the required signage for the Language Line phone.
- Crime Section had copies posted of the required signage for the Language Line phone.
- The First Squad Detectives had copies posted of the required signage for the Language Line phone.
- The Uniform Squad Room had the signage required for areas where prisoners are processed.
- Crime Section had copies posted of the signage required for areas where prisoners are processed.
- The First Squad Detective Section had the signage required for areas where prisoners are processed.

Second Precinct/Second Squad Detectives

- The Second Precinct had all required literature except PDCS 1300-2 (Compliment/Complaint Brochure).
- The precinct had all required signage in the reception area of the precinct.
- The precinct's desk area had the required signage for the Language Line phone.
- Crime Section was given copies of the required signage for the Language Line phone.
- The Second Squad Detective Section was given copies of the required signage for the Language Line phone.
- The Uniform Squad Room had the signage required for areas where prisoners are processed.
- Crime Section and the Second Squad Detective Section share rooms for arrest processing. The signage required for areas where prisoners are processed was posted in a common area directly outside of the processing rooms.

Third Precinct/Third Squad Detectives

- The Third Precinct had all required literature and all required signage in the reception area of the precinct.
- The precinct's desk area had the required signage for the Language Line phone.
- The Uniform Squad Room had the signage required for areas where prisoners are processed.
- Crime Section was in need of the signage required for areas where prisoners are processed.
- The Third Squad Detective Section had the signage required for areas where prisoners are processed.

#### Fourth Precinct/Fourth Squad Detectives

- The Fourth Precinct had all required literature and all required signage in the reception area of the precinct.
- The precinct's desk area had the required signage for the Language Line phone.
- The precinct had a listing of its community meetings posted. They were advised to print out a list of the Department's meetings and to post same.
- The Fourth precinct is in need of a Mission Statement sign.
  
- The precinct's desk area had the required signage for the Language Line phone.
- Crime Section had copies posted of the required signage for the Language Line phone.
- The Fourth Squad Detectives had copies posted of the required signage for the Language Line phone.
  
- The Uniform Squad Room had the signage required for areas where prisoners are processed.
- Crime Section had copies posted of the signage required for areas where prisoners are processed.
- The Fourth Squad Detective Section had the signage required for areas where prisoners are processed. The signs were posted in the common area of the Fourth Squad.

#### Fifth Precinct/Fifth Squad Detectives

- The Fifth Precinct had all required literature and all required signage in the reception area of the precinct.
- The precinct's desk area had the required signage for the Language Line phone.
  
- The Uniform Squad Room had the signage required for areas where prisoners are processed.
- Crime Section had the signage required for areas where prisoners are processed.
- The Fifth Squad Detective Section had the signage required for areas where prisoners are processed.

#### Sixth Precinct/Sixth Squad Detectives

- The Sixth Precinct had all required literature and all required signage in the reception area of the precinct.
- The precinct's desk area had the required signage for the Language Line phone.
  
- The Uniform Squad Room had the signage required for areas where prisoners are processed.
- Crime Section had the signage required for areas where prisoners are processed.
- The Sixth Squad Detective Section had the signage required for areas where prisoners are processed.

#### Seventh Precinct/Seventh Squad Detectives

- The Seventh Precinct had all required literature except PDCS 1300-2 (Compliment/Complaint Brochure).
- The Seventh Precinct had all required signage except for a listing of the 2014 Department Community Meetings. They were advised to obtain a copy and to post same.
  
- The precinct's desk area had the required signage for the Language Line phone.
- Crime Section had copies posted of the required signage for the Language Line phone.
- The Seventh Squad Detective Section had the required Language Line signage posted.
  
- The Uniform Squad Room had the signage required for areas where prisoners are processed.
- Crime Section had copies posted of the signage required for areas where prisoners are processed.
- The Seventh Squad Detective Section had the signage required for areas where prisoners are processed.

#### Property Bureau

- The Property Bureau had all required literature and all required signage in the reception area.
- The Property Bureau had all required language line signage.
- Prisoners are not processed in the Property Bureau.

### Headquarters

- Headquarters had all required literature and all required signage in the reception area.
- Headquarters had all required language line signage.
- Headquarters is in need of the signage required for areas where prisoners are processed. It is recommended that the signs be posted in the Live Scan room. Copies of the signage have been posted in the interim.

### Police Academy West

- Police Academy West had all required literature and all required signage in the reception area.
- Police Academy West had all required language line signage.
- Prisoners are not processed in the Police Academy.

### Marine Bureau

- Marine Bureau had all required literature.
- Marine Bureau had all required signage except for the Compliments/Complaints sign.
- The Mission Statement sign was posted as a printout at the front desk.
- The Marine Bureau had the required signage for the Language Line phone.
- Prisoners are not processed at Marine Bureau.

### Court Liaison

- Court Liaison had all required literature.
- Court Liaison is in need of a Compliments/Complaints sign and a Mission Statement sign.
- Court Liaison is in need of the required Language Line signage.
- Court Liaison is in need of the signage required for areas where prisoners are processed.

### Airport Operations

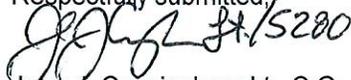
- Airport Operations had all the required literature.
- Airport Operations had all the required signage.
- The signage and literature is located at the T.S.A. checkpoint.
- Signage is also posted and literature is available at the Airport Operations building.
- The Language Line phone and required signage for same is at the Airport Operations building.

### Impound Facility

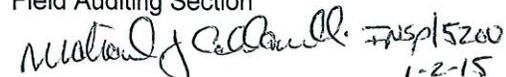
- The Impound Facility is in need of the Compliment/Complaint Information Report and the Compliment/Complaint Brochure.
- The Impound Facility did not have the Community Meetings sign posted.
- The Impound Facility had the required Language Line signage.

Facilities in need of signage and literature were directed to contact Sgt. Kathleen Kenneally #1228 of the Community Response Bureau.

Respectfully submitted,

 #15200

John J. Cunningham Lt., C.O.,  
Field Auditing Section

 #15200  
1-2-15

# **ATTACHMENT 18**

LAP Distribution Chart

<u>Date</u>	<u>Individual</u>	<u>Contact Agency</u>	<u>Phone #</u>	<u>Email</u>	<u>Copies</u>	<u>Distribution</u>	<u>Hardcopy</u>	<u>Email</u>	<u>Language</u>
2/25/2014	Patrick Young	CARECEW							
2/25/2014	MaryAnn Slutsky	Long Island Wins							
2/25/2014	Luis Valenzuela	L.I. Immigrant Alliance							
2/25/2014	Irma Solis	Make the Road NY							
2/25/2014	Hector Gerardo	NY Civil Liberties Union							
2/25/2014	Cheryl Keshner	Empire Justice Center(ILLAC)							
2/25/2014	Martha Maffei	Sepa Mujer Inc							
2/25/2014	Amol Sinha	NY Civil Liberties Union							
<u>Police/Comm Outreach Committee</u>									
<u>Touro Law Center</u>									
<u>Community Roundtable Mtr/Bello</u>									
<u>Brentwood Library</u>									
4/16/2014		Adelante							
4/28/2014	Angel Ramirez	Bellport Hagerman Alliance							
4/28/2014		Brentwood Neighborhood Watch							
4/28/2014		C.M. spanish prayer group							
4/28/2014		Centerreach civic association							
4/28/2014		Ctrl Islip Coalition of Good Neighbo							
4/28/2014		Commack Coalition for Caring							
4/28/2014		Coram Civic Association							
4/28/2014		East Yaphank Civic							
4/28/2014		Farmingville Residents Assoc							
4/28/2014		Greater Civic Assoc & Source the St							
4/28/2014		Help Suffolk Bellport							
4/28/2014		Hunt Stat Enrichment Ctr							
4/28/2014		Hunt Sta Latin Quarters							
4/28/2014		kings park in the know							
4/28/2014		Lk Ronk Civic							

LAP Distribution Chart

<u>Date</u>	<u>Individual</u>	<u>Contact Agency</u>	<u>Phone #</u>
4/28/2014		Lighthouse Mission	
4/28/2014		Lindhurst Chamber	
4/28/2014		Mastic Beach Property Owners	
4/28/2014		Mastic Beach Village	
4/28/2014		Mastic Beach Village	
4/28/2014		Middle Island Civic	
4/28/2014		One More For Jesus Church/Pstr Cruzate	
4/28/2014		Pastor at Lambs Chaple	
4/28/2014		Pattersquash Creek Civic	
4/28/2014		Port Jeff Neighborhood Watch	
4/28/2014		Project Hope	
4/28/2014		Ridge Civic	
4/28/2014		rocky point civic	
4/28/2014		Sonjay Inc	
4/28/2014		Sound Beach Civic	
4/28/2014		St. Anne's Parish Outreach	
4/28/2014		St. Joseph's Church	
4/28/2014		Strathmore Ridge	
4/28/2014		The Woods Neighborhood Watch	
4/28/2014		Town of Islip	
4/28/2014		Wyandanch Weed and Seed	
5/2/2014		Suffolk County Library System-HQ	
5/19/2014		William Floyd Library/ESL Group	
5/29/2014	Valerie Cartwright	Town of Brookhaven Councilwoman	
5/29/2014	Angela	FAC	
5/29/1930	Haster Cruzante	1 More Jesus Christ Church/Farmingville	

# **ATTACHMENT 19**



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

PDCS-1300-1b-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 631-775-2077 (Un operador estará disponible en español), 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](http://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, contextura y alturas 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**



**POLICE DEPARTMENT COUNTY OF SUFFOLK**  
 ACCREDITED LAW ENFORCEMENT AGENCY  
**DEPARTMENT DIRECTIVE**

PDCS-2008-1

PAGE 1 OF 11 PAGES

**DRAFT**  
 ORDER NUMBER 5/6/14

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE PERSONS WITH LIMITED ENGLISH PROFICIENCY				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 12/04/09	DATE EFFECTIVE	DATE AMENDED	

~~Rules and Procedures Chapter 26, Section 5 has been amended to comply with the USDOJ consent decree.~~

This Section has been extensively reorganized and rewritten. Therefore, it is reprinted in its entirety.

**RULES AND PROCEDURES**

**CHAPTER 26: TITLE: COMMUNITY RELATIONS**

**SECTION 5: TITLE: PERSONS WITH LIMITED ENGLISH PROFICIENCY**

**I. PURPOSE**

The Suffolk County Police Department recognizes the need for effective and accurate communication between members of the Department and all members of the community. Language barriers can inhibit or prohibit individuals with Limited English Proficiency (LEP) from obtaining services and understanding their legal rights and obligations. Hampered communication with LEP individuals challenges the Department's ability to operate effectively, safely and ethically.

The purpose of this Directive is to establish effective guidelines for providing services to LEP individuals, consistent with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968.

**II. POLICY**

It is the policy of the Suffolk County Police Department to provide LEP individuals timely and meaningful access to all services and benefits the Department provides. Department Personnel shall provide all members of the public with equal access to police services and shall not discriminate based upon

English proficiency, national origin, or immigration status.

Department personnel shall provide free language assistance services to LEP individuals, and shall inform members of the community that language assistance services are available free of charge.

**III. DEFINITIONS**

A. Primary Language - the language in which an individual most effectively communicates. Department personnel should avoid assumptions about an individual's primary language, and make every effort to ascertain an individual's primary language to ensure effective communication.

B. Limited English Proficiency - designates individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP individuals may be competent in certain types of communication (e.g. speaking or understanding), but still be LEP for other purposes (e.g. reading or writing). LEP designations are context specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

C. Target Language - the language into which someone translates or interprets.

D. Source Language - the language of the original document or the principal speaker.

E. Language Access (LA) Coordinator - the Commanding Officer of the Community Response Bureau is designated as the Police Department Language Access Coordinator.

F. Interpretation - the act of listening to a communication in one language (source language) and orally converting it to another language (target language).

G. Translation - the replacement of written text from the source language into an equivalent written text in the target language.

H. Bilingual - 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.

I. 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.

J. Department Authorized Interpreter List (DAI List) - a list of members of the Department who are authorized to act as interpreters. The Communications Section supervisor shall maintain the DAI list.

K. Language Line Services - the Department's contracted, 24 hours per day/7 days per week telephonic language interpretation service that provides access to interpreters with the ability to interpret and translate over 200 languages.

L. Temporary Interpreter - any member of the Department, or the general public, who is bilingual and capable of interpreting from the applicable source language into the required target language. ~~Temporary interpreters are only utilized when exigent circumstances exist which preclude the use of a DAI or the Language Line service. Exigent circumstances exist in situations where any person's life or personal safety is threatened, a suspect's escape is imminently possible, or evidence may be removed or destroyed. This is also termed as emergency circumstances or special circumstances.~~

Comment [A1]: Repetitive and unnecessary

~~M. Interpretation Tracking Form (PDCS 7042a) - the Department form used to capture the circumstances of a translation conducted pursuant to this Chapter. The completed form will be submitted to the reporting member's supervisor for review and endorsement; the endorsed form will then be forwarded to the member's administration office, or functional equivalent, for entry into the online interpretation database.~~

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURE

A. Procedure for Providing Interpretation Services to 9-1-1 Callers

1. When a 9-1-1 operator receives a call and determines that the caller has LEP, the operator shall attempt to ascertain the caller's primary language.

a. If the 9-1-1 operator determines that the caller's primary language is Spanish, the operator shall immediately ascertain if a Spanish speaking operator is available, and if so, shall patch the call directly to that Spanish speaking operator.

b. If the 9-1-1 operator determines that the caller's primary language is other than Spanish, the operator will immediately call the Language Line service.

c. The 9-1-1 operator will note in the CAD "remarks" section that the caller has LEP, ~~and will specify the caller's language, and will assign an "L" designation to the call.~~

**Comment [A2]:** Lima code

d. ~~The 9-1-1 operator is not required to fill out a PDCS 7042a.~~

**Comment [A3]:** No form is required, all relevant information contained in the 7042a is already captured by the CAD.

2. Dispatchers will make every effort to dispatch appropriate bilingual officers to all calls involving LEP callers.

B. Procedure for Providing Interpretation Services in the Field

1. All members of the Department who, in the course of their duties, must communicate with LEP individuals ~~in order to provide services to that individual which necessitate the completion of any Departmental form or the entry of any data obtained from that individual into the Department's system of records shall:~~

**Comment [A4]:** This insures tracking on all data received by means of interpretation. It also eliminates the need to track unnecessary interactions. (10-60s)

a. identify the LEP individual's primary language, using the Language Identification Chart, if necessary, and;

b. ~~request the appropriate language assistance service from the Communications Section~~

i. bilingual officers may be used in all situations except as detailed below in Paragraph C:

Comment [A5]: 'may' is on purpose, instead of 'shall'

ii. a DAI shall be used when the information obtained through translation will be used in a criminal prosecution, or will be recorded in any written statement;

iii. the Language Line Service shall be used when a DAI is not available.

~~b. request the appropriate DAI from the Communications Section. If no DAI is available, the member will contact the Language Line service and connect the LEP individual requesting service.~~

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c. complete an Interpretation Tracking Form (PDCS-7042).

2. Exigent circumstances - Department personnel who must communicate with LEP individuals in dangerous or rapidly developing situations may temporarily use any available interpreter.

a. Temporary interpreters may include:

~~(1) bilingual Department personnel;~~

~~(2) bilingual bystanders, including friends and family members of the LEP individual.~~

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i. 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.

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~~ii. Members of the Department utilizing these types of temporary interpreters are~~

responsible for developing and asking all questions. Under no circumstances will a temporary interpreter be permitted to independently question an LEP individual. 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 use of temporary interpreters - Whenever information is obtained through the use of a temporary interpreter and that information is recorded on an official Department form, report, document, or other medium, an Interpretation Tracking Form (PDCS-7042a) shall be completed.

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 temporary interpretation services exists.

(1) If no further temporary interpretation is required, members shall review the content of the interpretation for accuracy and sufficiency.

(2) 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 bilingual officers, at the DAI list, or the Language Line service as detailed in this section.

### C. Interrogation, Interviews, and Complaints

#### 1. Criminal suspects with LEP

a. Any statement taken from a suspect with LEP must be taken with the assistance of a DAI. If no DAI is available in the LEP's primary language, the sworn member taking the statement will utilize the Language Line service.

(1) Miranda warning forms will be made available to the suspect in his or her primary language. If no form exists in that language, or the LEP is illiterate, Miranda warnings will be read to the suspect using a DAI or the Language Line service.

(2) When preparing an interrogation or interview for an associated agency, members of the Department may utilize an interpreter designated by that agency.

b. Members of the Department who utilize a DAI when taking a suspect's statement or confession shall, in addition to ~~also~~ completing an Interpretation Tracking Form (PDCS-7042), record within that statement:

(1) the date, time and location of the statement;

(2) the DAI's name, rank and command assignment;

(3) the source and target languages.

c. Members of the Department who utilize the Language Line service when taking a suspect's statement or confession shall, in addition to ~~also~~ completing an Interpretation Tracking Form (PDCS-7042), record within that statement:

(1) the date, time and location of the statement;

(2) the name and contact information of the interpreter;

(3) the source and target languages.

2. Victims and witnesses with LEP

a. Any victim or witness statement which is taken from an LEP individual that will provide an evidentiary basis for an arrest or prosecution shall be taken utilizing a DAI.

b. If a DAI is not available in the LEP's primary language, the Language Line service shall be utilized.

c. The name and contact information for the interpreter utilized, along with the date, time, location, and source and target languages will be recorded within the victim or witness statement, and recorded on an Interpretation Tracking Form (PDCS-7042a).

### 3. Complaints against SCPD personnel

a. Any LEP individual who wishes to file a complaint against any SCPD personnel for any reason shall be provided assistance in their primary language by a DAI, or if none is available, by utilizing the Language Line service.

b. Use of any interpretation service, including bilingual members of the Department assigned to the Internal Affairs Bureau, requires the completion of an Interpretation Tracking Form (PDCS-7042).

c. Disposition of any complaint will be provided to the LEP complainant in his or her primary language.

## D. Notifying the Public about SCPD's Language Services

### 1. Signage

a. Signage shall be posted at the public entry points of all SCPD facilities, stating:

(1) that interpreters are available free of charge;

(2) that written forms and documents are available in languages other than English.

b. Signage shall be printed in English, Spanish, and other languages commonly spoken in the Police District.

c. In the case of illiteracy or languages in which written materials have not been translated, such forms and documents will be read to LEP individuals in their primary language through an available DAI or the Language Line service.

2. Commanding Officer Responsibilities

a. The Commanding Officer of each Department facility shall ensure that the above referenced signage is posted and visible to the general public.

b. The Commanding Officer shall ensure that subordinate personnel are completing Interpretation Tracking Forms (PDCS-7042) when utilizing any interpretation services.

E. Training

1. LEP policy and procedures - The Department will provide annual training to all members which will include:

a. updates and amendments to this chapter, if applicable;

b. familiarization with the Department's Language Access Plan and any amendments thereto;

c. procedure for utilizing DAIs and the Language Line service.

2. Responsibilities

a. The LA Coordinator (as defined herein) will create and maintain a comprehensive training curriculum in accordance with the Department's Language Access Plan.

b. The Police Academy Bureau will administer the curriculum and conduct training.

F. Qualifications

1. All members of the Department shall provide written notification to the Personnel Section, via PDCS-7043

(Foreign Language Fluency Questionnaire) to the member's commanding officer, of the member's identified proficiency in languages other than English.

a. The Supervisor of the Personnel Section shall maintain an inventory of all language skills possessed by members of the Department.

b. The LALEP Coordinator shall compile and maintain a DAI list and provide this list to the Communications Section.

2. Skill ~~assessment~~ certification

~~a. Members of the Department seeking inclusion on the DAI list will provide the LA Coordinator written certification of language proficiency, contact the LA Coordinator and request an assessment of their language proficiency.~~

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b. The LA Coordinator will schedule an Interpreter Skills Test via the Language Line for members seeking certification. Interpreter Skills Tests will be scheduled on an as needed basis.

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~~b.c. The LA Coordinator will conduct ongoing assessment of all members on the DAI list through direct observation and the review of the Interpretation Tracking Form Databases (PDGS-7042).~~

Comment [A6]: The LA Coordinator will determine the optimal number of DAIs and conduct certification exams in order to maintain that number on the list.

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~~(1) Each member of the Department utilizing a DAI shall complete an Interpretation Tracking Form (PDGS-7042) upon completion of interpretation service and forward that report to the LA Coordinator.~~

Comment [A7]: Moved to III(M)

~~(2) The LA Coordinator shall promulgate minimum standards for DAI proficiency, and shall cause each member on the DAI list to submit to annual testing based upon those standards.~~

Comment [A8]: Civil Service is providing the standards. Presently, annual testing from Civil Service is not available, so the LA Coordinator will assess by review. Going forward an annual DIIT will be created as a re-certification.

G. Monitoring and Updating Language Assistance Efforts

1. LA Coordinator - ~~The Commanding Officer of the Community Response Bureau is the Police Department LA Coordinator~~ responsible for coordinating and implementing all aspects of the Department's services to LEP individuals.

Comment [A9]: Redundant. Already explained in definitions

2. Community Review - The LA Coordinator shall assess demographic data, review Language Line Services' utilization data, and consult with community-based organizations annually in order to determine

a. if there are additional languages into which vital documents should be translated.

b. if there are additional documents that should be translated

3. ~~Translated Documents - The LA Coordinator shall be responsible for annually reviewing all documents issued by the Department to assess the need to translate documents into additional languages.~~

Comment [A10]: redundant

c. if the Department is providing meaningful access to police services for LEP individuals.

4. Collection of LEP Contact Data

a. Original Report - Any member of the Department documenting an incident where the complainant, witness, or any other involved party has an LEP that required the member to enlist the assistance of any interpreter and/or translator shall include a description of the assistance rendered within the original report.

b. Investigatory Reporting - Any member of the Department conducting an investigation where the victim, witness, and/or suspect has an LEP that requires the assistance of any interpreter and/or translator shall include within the investigative report a description of the services rendered.

5. Collection, Tracking and Analysis of LEP Data

a. The LA Coordinator shall be responsible for collecting SCPD LEP contacts. This data may be

collected through:

- (1) Departmental records;
- (2) customer service logs and billing statements submitted by the Language Line service;
- (3) DAI's and other in-person service providers.

b. The LA Coordinator shall be responsible for assessing this data to ensure the effectiveness, accuracy and quality of LEP services. An assessment of the LEP services rendered shall be reported to the Commissioner annually.

~~c. The LA Coordinator, in addition to assessing relevant demographic data, shall consult with community-based organizations to ensure the Department is providing meaningful access to police services for LEP individuals.~~

Comment [A11]: inserted above G(2)

**VII. ACCREDITATION STANDARDS**

N/A

**VIII. INDEX**

Limited English Proficiency 26/5

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.

~~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.~~

**END**



**DRAFT**  
 ORDER NUMBER **12-9-14**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE	
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 amended to include reference to a Spanish language complaint line and an audit process for calls made to that line.

**RULES AND PROCEDURES**

**CHAPTER 26: TITLE: COMMUNITY RELATIONS**

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

I thru VI(C)(4) remain unchanged

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. Additionally, the Spanish language version of this form will list the telephone number of the Internal Affairs Bureau's Spanish language complaint line.

6. thru 10. Remain unchanged.

11. The Internal Affairs Bureau shall have a dedicated telephone line for the receipt of non-emergency complaints from the Spanish speaking public. This line shall be answered by a Spanish speaking officer to take complaints in that language. Should no Spanish speaking officer be available, the complainant may leave a voice mail. A Spanish speaking officer will make a return call to the complainant as soon as practicable. This line shall be recorded at all times.

D. thru E(5)(a) remain unchanged.

b. All calls recorded on the dedicated Spanish language complaint line shall be audited on a biannual basis by a ranking Spanish speaking member of the service.

**END**



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

**DRAFT**  
 ORDER NUMBER **12/9/14**

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY EDWARD WEBBER POLICE COMMISSIONER		SIGNATURE	
SUBJECT/TOPIC/TITLE PERSONS WITH LIMITED ENGLISH PROFICIENCY					
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT			SECTION CREATED 12/04/09	DATE EFFECTIVE	DATE AMENDED

Rules and Procedures Chapter 26, Section 5 has been amended to include an audit procedure for the Spanish Language Complaint Line.

This Section has been extensively reorganized and rewritten. Therefore, it is reprinted in its entirety.

**RULES AND PROCEDURES**

**CHAPTER 26: TITLE: COMMUNITY RELATIONS**

**SECTION 5: TITLE: PERSONS WITH LIMITED ENGLISH PROFICIENCY**

**I. VI(C) (1) remain unchanged**

C. Interrogation, Interviews, and Complaints

2. Complaints: Critical to maintaining the high professional standards of the Department is the ability of members of the public to promptly and accurately report alleged misconduct on the part of sworn or civilian members of the Department or another law enforcement agency. This ensures that the rights of the employee as well as those of the public are preserved. This applies to all persons and it is the responsibility of the Department to ensure that LEP individuals are afforded the same opportunity to have their complaints taken. To ensure the integrity of this process, the following complaint procedures for LEP Persons shall apply:

a. Any LEP individual who wishes to file a complaint regarding language access, or the discharge of SCPD's duties, shall be provided assistance in their primary language by a SCPDAI, or if none is available, by telephonic service (Language Line Services) for other LEP services.

b. In addition to the standard LEP procedures above, the Internal Affairs Bureau shall have a dedicated telephone line for the receipt of non-emergency complaints from the Spanish speaking public. This line shall be answered by a Spanish speaking officer to take complaints in that language. Should no Spanish speaking officer be available, the complainant may leave a voice mail. A Spanish speaking officer will make a return call to the complainant as soon as practicable. This line, as with the standard complaints line, shall be recorded at all times.

c. All calls recorded on the dedicated Spanish language complaint line shall be audited on a biannual basis by a ranking Spanish speaking member of the service.

d. The Internal Affairs Bureau shall provide written notice of the disposition of any LEP complaint to the complainant in their primary language.

END

# **ATTACHMENT 21**

**POLICE DEPARTMENT COUNTY OF SUFFOLK, NEW YORK**

**INTERNAL CORRESPONDENCE**

TO: Edward Webber  
Police Commissioner  
FROM: Armando Valencia, Inspector  
Commanding Officer, Internal Affairs Bureau  
SUBJECT: **Internal Affairs Spanish Complaint Line**

DATE: 1/12/15

COPY TO: Sgt. Love

The Internal Affairs dedicated Spanish complaint line (631-775-2077) has been operational since October 20, 2014. To date, no complaints have been received on that line.

Respectfully submitted,

Armando Valencia, Inspector  
Commanding Officer, Internal Affairs Bureau

# **ATTACHMENT 22**



**852-COPS NON-EMERGENCY POLICE RESPONSE**

- 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



**FEATURES**



**IN THE SPOTLIGHT**

- Language Access Plan
- Language Access Plan - Spanish
- Compliment/Complaint Form
- Animal Abuse Offender Registry
- Information for victims targeted by Suffolk County Police Sergeant during traffic stops
- Information / Policies
- Drug/Alcohol and Gambling Referral Help
- Help Identify Victims From Gilgo Beach Homicide
- Sign Up For Code Red
- Suffolk's Social Host Law
- NY's New Move Over Law
- Join us on Facebook

**PUBLIC ADVISORIES & INFORMATION**

- Delivery Safety Tips
- Bicycle Safety Tips
- Summer Safety Tips
- Residents Warned of Telephone Scams
- Monthly Precinct Community Meetings
- Suffolk County Drug Mapping Index
- Current Impound Auction Information
- Current Property Auction Information

**FEATURES**



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# **ATTACHMENT 23**



INFORMACIÓN / POLÍTICAS



- 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**



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.

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

# **ATTACHMENT 24**

**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  
SUBJECT: SCPD PLAN FOR ENGAGEMENT OF THE LATINO COMMUNITY

DATE: 4/1/2014  
COPY TO: As Required

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,

A handwritten signature in black ink, appearing to read "C. Love 1086/1000". The signature is fluid and cursive.

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



## ***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:**

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**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**

# **ATTACHMENT 25**



U.S. Department of Justice  
Civil Rights Division

JS:MJG:LC:SDR:BB:  
DJ 207-52-4

*Special Litigation Section - PHB  
950 Pennsylvania Ave, NW  
Washington DC 20530*

May 8, 2014

**Via Electronic Mail and First Class Mail**

Ms. Gail M. Lolis  
Deputy County Attorney  
H. Lee Dennison Building  
100 Veterans Memorial Highway  
P.O. Box 6100  
Hauppauge, NY 11788-0099

**Re: Suffolk County Police Department Proposals Concerning the Language Access Plan  
and Policy and Community Response Bureau Activities**

Dear Ms. Lolis:

We write in response to your letter of April 17, 2014, which attached Suffolk County Police Department ("SCPD" or the "Department") memoranda of March 31 and April 1 concerning the above-captioned matters. This letter also addresses your correspondence of March 6 attaching a memorandum from February 26. Thank you for providing the United States with this information. We appreciate your continued collaboration on what promises to result in sustainable reform.

Your April 17, 2014 correspondence addresses five issues regarding the Agreement Between the United States Department of Justice and Suffolk County Police Department (the "Agreement"). Accordingly, this letter proceeds in five parts:

1. First, the Agreement requires dissemination of an SCPD Language Access Plan and Language Access Policy. See Agreement sections V(a)(ii)-(iii). SCPD has recently revised and published its Language Access Plan, and proposes a number of means of disseminating it. The United States appreciates the numerous steps that SCPD has committed to taking. However, the SCPD must also disseminate the Language Access Policy, and ensure that both the Plan and the Policy are disseminated as stipulated in the Agreement if SCPD is to obtain feedback from a broad cross section of the limited English proficiency ("LEP") community and achieve compliance.
2. Second, the Agreement requires SCPD to implement, after obtaining the United States' approval, a process of consultation with representatives of the Latino community to develop and annually review the Language Access Policy, SCPD language assistance

services, and language access at SCPD generally. See Agreement section V(f). SCPD's correspondence to date provides an incomplete view of the proposed process; SCPD is encouraged to supplement its proposal, as set forth herein. In addition, the United States proposes that SCPD include as many representatives of the Latino community as possible in consultations, unless there are compelling reasons not to do so.

3. Third, the Agreement requires SCPD to develop and provide to the United States "a policy that details the [Community Response Bureau's] plan for engaging with the Latino community." Agreement section VII(d)(i). The SCPD must send the United States a formal written policy memorializing this plan, consistent with the requirements of the Agreement. That policy should provide detailed steps that the Community Response Bureau ("CRB") will take to engage the community.

SCPD policy must also, under the Agreement, "ensure that each precinct has an officer representing it in the [Community Response Bureau]." See Agreement section VII(d)(ii). Your letter sought to address this provision, but did not establish a written policy nor unambiguously commit each precinct to representation on the CRB.

4. Fourth, section VII(d)(iii) of the Agreement requires SCPD to develop a survey instrument in order to solicit assessment of the CRB's success in engaging the Latino Community. SCPD provided an English language draft of the written survey. This survey is a good start, but the questions still require some revisions, as set forth below.
5. Fifth, we appreciate SCPD providing the link to the website, but we are still unaware of how SCPD checks its website for accuracy, formatting and ease of comprehension. As a related matter, we identified a few Rules and Procedures already on the website that should be updated and/or translated.

The United States' response concerning each of these reforms is set forth in greater detail below. SCPD has taken the first steps towards substantial compliance with these provisions, and we look forward to the completion of that process.

## **1. DISSEMINATION OF THE LANGUAGE ACCESS PLAN AND POLICY**

Section V of the Agreement requires that SCPD ensure "meaningful access to police services" through the Language Access Plan. Agreement section V(a)(i). SCPD must translate the Language Access Plan and Policy<sup>1</sup> into Spanish and other non-English languages as appropriate. Id. section V(a)(ii). SCPD must post the Language Access Plan and Policy "in a public area of the police department building, on its website, and in any other locations throughout the County where individuals go to seek police assistance." Id. SCPD must also distribute the Language Access Plan and Policy to "all SCPD staff and to community organizations serving LEP communities encountered by SCPD." Id. section V(a)(iii).

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<sup>1</sup> The Language Access Plan is SCPD's "administrative roadmap" for applying policies and procedures to ensure equal access to police services, while the Language Access Policy is a policy against discrimination because of limited English proficiency or national origin. See Agreement section II(o).

SCPD's proposed plans do not fully meet its obligations to disseminate the Language Access Plan and Policy under the Agreement. Specifically:

- SCPD expects to translate the Language Access Plan into English and Spanish by May 1, 2014, and the five other most commonly spoken languages in Suffolk County "going forward." Correspondence of Sgt. Christopher A. Love, "Response to DOJ Query of March 20, 2014," March 31, 2014 ("March 31 LAP Memo"). Translation of the Language Access Plan (as to this section only, the "Plan") into Spanish by May 1 is laudable. Still, reassuring the Suffolk Latino community that SCPD will not discriminate on the basis of language proficiency or national origin requires that SCPD also **translate the Language Access Policy** (as to this section only, the "Policy") into Spanish as soon as possible. In addition, SCPD's commitment to translate the Language Access Plan into other languages "going forward" is vague and does not ensure that such translation will take place as appropriate. SCPD should **propose a timetable for translation of the Language Access Plan and Policy into other languages** commonly spoken in Suffolk County that will appropriately consider, at a minimum, the prevalence of those languages, prevailing language access problems of the respective communities, and the necessary translation time.
- SCPD committed to providing copies of the Language Access Plan "in print at all Precincts, Headquarters and all other department buildings with public access. The LAP will also be made available at libraries and other public facilities throughout the County." Correspondence of D. Lt. Robert Donohue, "Plan for Dissemination and Review of Language Access Policy," Feb. 26, 2014 ("February 26 LAP Memo"). SCPD **must also provide copies of the Language Access Policy** at these locations, and copies of **both documents at any other locations where individuals seek police services**.
- SCPD committed to delivering copies of the Language Access Plan "to community groups that either advocate for those with Limited English Proficiency (LEP), or are active within LEP communities, such as Adelante of Suffolk County, Pronto of Long Island, the Long Island Latino Teacher's Association, the 'One More For Jesus' Christian Center Church and Make the Road New York." February 26 LAP Memo. SCPD did not identify other organizations or provide criteria for how organizations will be selected for dissemination of the Language Access Plan, saying only that groups would be provided the Plan if "appropriate." **The Agreement requires that SCPD provide copies of the Plan and Policy to LEP advocacy groups it encounters.** Moreover, the fruits of SCPD's labor on language access *should* be shared widely, both as a means to foster trust with the LEP community, and to ensure community understanding and gather adequate feedback on SCPD policies. If the United States can be of assistance in ensuring broad dissemination of the Language Access Plan and Policy throughout Suffolk County's LEP community, please do not hesitate to contact us.

SCPD provided information about other initiatives it will take that meet and sometimes even exceed the requirements of the Agreement. For example:

- SCPD Community Liaison Officers (“CLOs”) will conduct presentations at precincts explaining the Language Access Plan and language access generally; the audience is expected to include “neighborhood watch groups, civic groups and community based organizations.” February 26 LAP Memo. Monthly precinct meetings would be “the initial outreach vehicle,” but CLOs and Community Oriented Policing Enforcement (“COPE”) officers “will then expand into other groups.” See March 31 LAP Memo, at 1. SCPD will hold regular meetings outside of precincts in “locations such as schools, community centers and churches,” in addition to regular community policing outreach. Id.
- SCPD will use media outlets to conduct public service announcements (“PSAs”) in Spanish, English, and, “if sufficiently reliable outlets can be identified,” other languages. See March 31 LAP Memo, at 2; February 26 LAP Memo, at 1.
- SCPD will provide copies of the Language Access Plan to Suffolk County clergy for distribution to their congregations. See February 26 LAP Memo, at 1.
- SCPD has committed to train officers on the Language Access Plan by way of a three-tiered system. See March 31 LAP Memo, at 2.

Thank you for committing to these steps.

## **2. CONSULTATION WITH THE LATINO COMMUNITY CONCERNING LANGUAGE ACCESS**

Under the Agreement, SCPD must

implement a process of consultation with representatives of the Latino community to develop and annually review: implementation of the Language Access Policy, including areas of possible collaboration to ensure its effectiveness; accuracy and quality of SCPD language assistance services; and concerns, ideas, and strategies for ensuring language access. This process will be reviewed and approved by the United States prior to its implementation. Agreement section V(f).

Pursuant to this provision, Commander of the SCPD Community Response Bureau Robert Donohue issued the February 26 LAP Memo to SCPD Commissioner Edward Webber (“Commissioner Webber”). After the United States’ inquiry, Compliance Coordinator Christopher Love (“Sergeant Love”) provided additional detail in his March 31 LAP Memo to Commissioner Webber. SCPD sought approval of the plan set forth in the February 26 LAP Memo.

### **A. Representation of the Latino Community in Consultations**

The February 26 LAP Memo describes a “special committee” of Latino community leaders due to meet quarterly with SCPD to provide feedback on implementation of the Language Access Policy. The February 26 LAP Memo does not describe how the members of the special committee are selected, but does list several organizations who have “expressed their desire” in membership.

The Agreement requires, and SCPD has a stake in, consultation with a group that is representative of the Latino community in Suffolk County. To ensure this end, *the group with which the SCPD consults should be as inclusive as reasonably possible*. To the extent that SCPD can articulate reasons for limiting membership in future drafts of the community consultation process, the United States will consider them.

#### **B. Meetings with Community Consultants**

The February 26 LAP Memo<sup>2</sup> does not describe the process of consulting with representatives of the Latino community. The United States looks forward to SCPD's proposals on this matter in a future draft of the process. The United States' review of future proposals will be guided by the extent to which they will:

- Generate “areas of possible collaboration [with the Latino community] to ensure [the Language Access Policy’s] effectiveness”;
- Promote “accuracy and quality of SCPD language assistance services”; and,
- Foster “concerns, ideas, and strategies for ensuring language access.”

See Agreement section V(f).

As a starting point, the United States recommends that SCPD establish a policy and practice of memorializing each consultation with the community. The Agreement requires SCPD to implement a process of consultation to develop and annually review the implementation of the Language Access Policy; ensure the Policy’s effectiveness, accuracy and quality as well as address the concerns raised by the representatives. It benefits both SCPD and the LEP community to request that advocates provide written comments about the Language Access Policy, how it is being implemented, and the quality of services being provided. Similarly, we recommend that SCPD establish a policy of responding to these concerns in written form, as that documentation will better enable the United States to measure compliance with the Agreement.

Areas on which the consultations may focus might include:

- Reviewing recent audits of telephone interpreters;
- Establishing face-to-face meeting between the interpreters and Latino community advocates;
- Discussion of recent feedback received through social media or other fora;
- Discussion of the employment incentives that SCPD has established for language assistance personnel.

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<sup>2</sup> For the purposes of this response, the United States reviews the February 26 LAP Memo as SCPD’s proposed process of consultation. However, the March 31 LAP Memo does not provide any additional information on this point.

These are merely possibilities, and the United States does not mandate them or restrict SCPD's proposals to these topics. We look forward to your proposals.

### C. SCPD Review of Community Feedback

SCPD has committed to reviewing feedback concerning the Language Access Plan from social media, precinct Community Liaison Officers' community meetings, and the Latino community representative consultations on an ongoing basis. See February 26 LAP Memo, at 2. Sgt. Love's March 31 LAP Memo specified that CLOs will report monthly to the Commanding Officer of the CRB, who will then forward to the Commissioner all proposals for change considered to be "legitimate." See March 31 LAP Memo, at 2. Measures adopted will then be returned to the CRB for implementation. Id. All proposals from the community, adopted or not, will be included in SCPD's annual review furnished to the United States. Id.

The United States recommends that the SCPD's process for consulting the Latino community on language access be amended to *include the description of the internal SCPD review process set forth in the March 31 LAP Memo*. In addition, SCPD should describe *whether proposals communicated through social media and the community consultations will follow the process outlined by Sgt. Love*, and if not, provide detail as to how those proposals will be communicated to officers with policy-making authority within SCPD.

### 3. POLICY DETAILING CRB'S PLAN FOR ENGAGING WITH LATINO COMMUNITY

Section VII(d)(i) of the Agreement requires SCPD to develop and provide to the United States "a policy that details the [Community Response Bureau's] plan for engaging with the Latino community" (hereinafter, the "CRB Policy"). Such a policy must emanate from a sufficient authority to bind the Community Response Bureau, call for any training necessary, and determine whether CRB complies with the policy's terms. See Agreement section II(n) ("[T]he development or putting into place of a policy or procedure[] include[es] the appropriate training of all relevant personnel, and the consistent and verified performance of that policy or procedure in actual practice."). SCPD policies are to "define terms clearly," "are [to be] available to SCPD members," and will "be marked with the next date for review." See Agreement VIII.(c), (g), (j).

SCPD provided the United States with an internal memorandum from Sgt. Love, the Compliance Coordinator, to Police Commissioner Edward Webber. The subject line for this memorandum is "SCPD PLAN FOR ENGAGEMENT OF THE LATINO COMMUNITY." The memorandum does not appear to be the implementing policy called for in subsection VII(d)(i). The memorandum does not set forth definitions for critical terms, appears to have been transmitted solely to Commissioner Webber, and does not indicate the date of its next review. In short, SCPD has not yet provided the United States with the requisite policy.

Notwithstanding this problem, the United States provides the following technical assistance regarding SCPD's plan. This technical assistance or guidance should not be interpreted as the United States accepting the memorandum in place of the policy required.

- The CRB Policy should clearly state how the CRB will recruit qualified minority candidates and how the practices will be analyzed and “enriched,” as described in SCPD’s April 1, 2014 memorandum from Sgt Love to Commissioner Webber (“April 1 CRB Memo”).
- The CRB Policy will need to address how on a quarterly basis, SCPD intends to meet its requirement to ask community and political leaders within the Latino community to critique the CRB programs and initiatives. See Agreement VII(d)(iii). The April 1 CRB Memo describes that “every six months, SCPD will ask community and political leaders within the Latino community to critique its programs and initiatives.” If this is SCPD’s response to VII(d)(iii) then there are two matters that will need to be resolved. First, paragraph VII(d)(iii) requires that the engagement of community and political leaders be conducted on a quarterly (i.e. every three months) not every six months as SCPD proposes. Second, SCPD does not explain how it will do this. As SCPD’s policy on the matter, the document must detail what actions must be taken, by when, how, and by whom.

Lastly, the April 17, 2014 memorandum explains that the CLOs assigned to the CRB will be detailed to each precinct. This statement appears to say that CRB will be represented at each precinct, but not necessarily that all precincts will be represented at the CRB. Perhaps an explanation of how CLOs will be selected (if from each precinct) can help clarify this matter.

#### 4. SURVEY REGARDING CRB SUCCESS

Section VII(d)(iii) of the Agreement requires SCPD to develop a survey instrument in order to solicit assessment of the CRB’s success in engaging the Latino Community. SCPD provided an English language draft of the written survey. As noted above, the United States believes this survey is a good start, but still requires some revisions. Below, we provide our specific comments to particular survey questions:

SCPD Question number	SCPD Question and Response options	United States’ comment and/or recommendation
3	Please indicate which precinct contact with the SCPD occurred: 1 <sup>st</sup> Precinct, 2 <sup>nd</sup> Precinct, 3 <sup>rd</sup> Precinct, 4 <sup>th</sup> Precinct, 5 <sup>th</sup> Precinct, 6 <sup>th</sup> Precinct, 7 <sup>th</sup> Precinct, Unknown.	As currently drafted, the question assumes that the person knows what precinct he or she interacted with. If the person was pulled over on the road, such information would not necessarily be readily available. Additionally, if the person spoke with the Internal Affairs Bureau or the Hate Crimes Unit, then the person may not know what precinct that unit is physically housed in.  We suggest breaking down the question into a few. For example, the first question can ask if the person went to a precinct and if so, which one (if they know). If the person doesn’t know which precinct, the person may know (or can approximate) what town they were in. Third, if the person interacted with a special unit, then

SCPD Question number	SCPD Question and Response options	United States' comment and/or recommendation
6	What was the nature of your contact with the SCPD? Victim of Crime, Stopped for a traffic violation, Arrested, Reported an Incident, Requested Information, Medical emergency, Community event or meeting, Other (please specify)	that should be an option. As currently drafted, this question does not provide an option for "Complaint about Officer or Police" or "Compliment about Officer or Police." These should be added because it can serve as a crosscheck with IAB and whatever office receives compliments to ensure all calls are being routed properly.
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	As currently drafted, this question does not provide examples of what would qualify as "Community and quality of life issues." We suggest adding some examples.
13	Do you feel the same, more safe or less safe in your neighborhood now than you did three years ago? I feel safer that 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.	This question could be improved by first establishing a baseline of how people feel presently. For example, SCPD could ask, "How would you rate how you feel about your neighborhood? 5 being Very safe and 1 being not safe at all."
25	Overall, do you think the SCPD is doing an excellent, good, fair or poor job? Excellent, Good, Fair, Poor.	As currently written, this question repeats the answer choices in the question. We recommend revising as follows: "How would you rate/grade the service the SCPD is providing? Excellent, Good, Fair, Poor."  We recommend that a new question be added after number 25 to read, "If you answered 'Good,' 'Fair,' or 'Poor' to question number 25, what would you recommend to improve the service SCPD is providing?"
26	Are you a resident of Suffolk County?	We recommend changing it to "Do you live in Suffolk County?", as the term "resident" may have an unintended meaning but the word "live" is very easy to understand.

The United States notes that only a handful of questions ask the respondent to assess CRB activities. ***SCPD must devise ways of soliciting additional community perspectives focused on CRB's work.*** See Agreement section VII(d)(iii). For example, SCPD may want to:

- Follow up on questions 16 and 17 by asking whether the community events listed have fostered an ongoing positive rapport with SCPD or particular officers;

- Ask how, if at all, contact with SCPD through the events in questions 16 and 17 have helped lead to the resolution of additional community problems;
- Ask the respondent whether SCPD has helped resolve any community problems through means other than criminal investigation and prosecution, and to describe them; and/or,
- Ask why the respondent ranked the concerns in question 11 as she/he did, and how SCPD can better benefit the community in those areas.

If SCPD is concerned that adding questions may make the survey too lengthy, the Department may be able to eliminate some existing questions while sacrificing only marginal information. For example, questions 12 and 19, as currently worded, seek quite similar information. Other questions seek information about SCPD's performance generally that, while helpful, does not address the purpose of section VII(d)(iii).

The United States also notes that the survey questions are all drafted in multiple choice format. *The survey should include space for the respondent to provide narrative commentary.* Such comments may include community concerns not raised elsewhere in the survey; suggested ways for SCPD to engage the community; or positive interactions or concerns with CRB and/or SCPD. Such comments may be revealing, and soliciting them could strengthen the survey.

SCPD explains, through its memorandum, that it will ask community and political leaders within the Latino community to critique its programs and initiatives. How exactly will SCPD accomplish this? Please provide examples.

## 5. SCPD WEBSITE

SCPD provided the link to its website (<http://apps.suffolkcountyny.gov/police/index.htm>) to demonstrate its compliance with VIII(1). SCPD also explained that all links are functional and all information is up to date. Further, SCPD stated that translation of vital documents and policies continues and new material is posted as it becomes available. Lastly, SCPD explained that in the near future a more extensive collection of Rules and Procedures will be made available as well. The United States appreciates the information and link provided. We cannot, however, address whether or not SCPD checks its website for accuracy, formatting, and ease of comprehension. To address this, we request SCPD to explain how exactly it accomplishes this, how often, and by whom. We visited the website and found it to be an improvement from prior version. We found that the Language Access Plan in English was consistent with the Spanish version.

Notwithstanding these improvements, we identified a few important Rules and Procedures that have not been translated or updated. First, SCPD's Rule and Procedure Chapter 16 Section 4 (Arrest and Prisoners: Arrest of Non-U.S. Citizens and Persons with Dual Citizenship) was last updated in English on June 25, 2013. However, the Spanish-language version of this policy has not been updated since October 2011. Similarly, SCPD's Rule and Procedure Chapter 5 Section 2 (Inspectional Controls: Civilian Complaint Procedure) was last updated in English on April 10, 2013. The Spanish-language version of this policy has not been updated since October 2011. Third, SCPD's Rule and Procedure Chapter 24 Section 6 (Investigative Operations: Hate Crimes) was last updated in English on December 8, 2011. Given that the Agreement was reached in December 2013, we anticipate that this Rules and

Procedures will be updated to reflect the terms of IV(a)-(c) and be translated. We understand that SCPD has until July 12, 2014 to accomplish this, but because it is so closely related to the review of SCPD's website, we raise this now.

**CONCLUSION**

We hope you find these comments and technical assistance helpful. As noted above, the United States believes that SCPD is taking positive steps in the areas at issue, and we look forward to continuing to work with SCPD on Agreement compliance. Accordingly, we would like to propose a telephone call to discuss this letter and to address any questions you may have.

Sincerely,

/s/Laura Coon  
Laura Coon  
Special Counsel  
Civil Rights Division  
Special Litigation Section

/s/Michael Goldberger  
Michael Goldberger  
Chief of Civil Rights  
Civil Division  
United States Attorney's Office  
Eastern District of New York

cc: Edward Webber  
Suffolk County Police Department

# **ATTACHMENT 26**

# COUNTY OF SUFFOLK



STEVEN BELLONE  
COUNTY EXECUTIVE

EDWARD WEBBER  
POLICE COMMISSIONER

## POLICE DEPARTMENT

August 13, 2014

Michael Goldberger  
Chief of Civil Rights  
Civil Division  
United States Attorney's Office  
Eastern District of New York  
271 Cadman Plaza East  
Brooklyn, New York 11201

Re: United States query to SCPD report dated April 1, 2014.

Dear Mr. Goldberger:

A response to your May 8, 2014 letter follows. As we discussed during our most recent conference call, the Department only became aware of your inquiry on July 2, 2014. We hope the information below fully addresses the issues raised.

### 1. DISSEMINATION OF THE LANGUAGE ACCESS PLAN AND POLICY

The Department has translated and disseminated the Language Access Plan (LAP) as described in the July 2014 Compliance Report (pages 16 and 17).

Additionally, the Department has submitted Rules and Procedures Chapter 26, Section 5 (26/5) to the United States for approval. Although 26/5 overlaps the LAP to a degree, it also contains the policy statements to which the United States refers in its May 8, 2014 letter. Once the Department receives approval, 26/5 will be issued to all members immediately, prioritized for translation, and disseminated to the community as rapidly as possible through the same channels as the LAP. Finally, in order to memorialize the Department's commitment to the equal provision of services across languages, an additional statement of policy is proposed for the "Policy" section of 26/5. (Attachment 1)

Given the sizeable Latino community within Suffolk County, the Department has focused its initial translation and interpretation efforts on the Spanish-speaking segment of the population.



**ACCREDITED LAW ENFORCEMENT AGENCY**

30 YAPHANK AVENUE, YAPHANK, NEW YORK 11980 – (631) 852-6419



Once language access policies and procedures have been approved and established for Spanish, Department resources may be devoted to addressing the needs of other language groups. While the Department recognizes the need to engage all LEP populations, the disproportionate need for Spanish language services must take priority.

This disproportionate need is reflected by independent data analyses as well as the Department's own experience using the Language Line service. According to the Suffolk County Planning Department's analysis of the U.S. Census Bureau's 2007-2011 American Community Survey, Spanish-speaking residents comprise approximately 12% of the County's population. The next largest self-identified language groups are Italian (1.2%), Mandarin (0.8%), Polish (0.6%), Haitian Creole (0.6%), and Portuguese (0.4%). In comparison, the Department's 2012 statement of charges from Language Line indicates that utilization of that service followed roughly similar proportions (in number of calls); Spanish (4362), Mandarin (122), Polish (48), Haitian Creole (37), Portuguese (16), and Italian (15). The statement for 2013 reflects a similar result; Spanish (4465), Mandarin (127), Haitian Creole (48), Polish (36), Italian (16), and Portuguese (12). (Attachment 2)

Both of these data analyses confirm that the need for Spanish language assistance far outweighs the need for assistance in all other non-English languages combined. This disparity justifies the Department's initial focus of manpower and resources on the Spanish-speaking LEP population. As the Department constructs a robust language access infrastructure for that population, it will research the need and means for expanding its model to encompass additional LEP populations. Resources that will assist in that research include the new Interpretation Tracking Form, feedback from community surveys; information gleaned from Community Meeting/Presentation Reports, input from Precinct CLOs, and usage records of existing language access tools such as Language Line. It is anticipated that sufficient data will be available from those sources to allow the Community Response Bureau to conduct this research at the beginning of the next reporting period, January of 2015.

Regarding the dissemination of the existing LAP, the Department has distributed it to a wide variety of civic organizations, churches, libraries, advocacy groups, and municipal entities. (Attachment 3) Additional groups can be added to this distribution list upon request or when the Department encounters them through its work in the community. The Department's use of the word "appropriate" in the April 2014 Report was not intended to suggest that organizations will be vetted prior to being provided copies of the LAP. The Department's intent is to distribute the LAP as broadly and inclusively as possible.

## **2. CONSULTATION WITH THE LATINO COMMUNITY CONCERNING LANGUAGE ACCESS**

### **A. Representation of the Latino Community in Consultations**

The Latino Community Advisory Committee was developed by the CRB using contacts already in place in communities with large Latino populations. Those initial contacts were canvassed for suggested additions to the Committee, and the Department in turn solicited all of those suggested entities for inclusion. Going forward, the Department will maintain an "open door" policy regarding inclusion on the Committee and does not contemplate requiring any particular criteria for membership. The Department considers itself a member of the committee, and intends to exert no form of executive control. Should unforeseen and unusual circumstances arise; the Department will consult with the members of the Committee and the United States before refusing admission to, or terminating the membership of any group.

## **B. Meeting with Community Consultants**

The Department has implemented a tracking form for all community consultations. This form, "Community Meeting-Presentation Report" (PDCS-1310a) is designed for use by any member of the Department, and provides routing information to ensure that the CRB receives notice of the consultation. (Attachment 4) The policy and procedure for the utilization of this form will be addressed in R&P Chap. 26, §1, which is being rewritten to more accurately reflect the functions of the CRB.

## **C. SCPD Review of Community Feedback**

The review process referred to in the Department's prior letter of March 31, 2014 will be more thoroughly addressed in R&P Chap. 26, §1. Feedback from members of the community, regardless of the manner in which it is captured (Community Meeting Report, Compliment/Complaint form, etc.) will be routed to the CRB. A portion of 26/1 will address the handling of social media feedback and insure that the CRB is advised of feedback pertaining to its operations and areas of responsibility.

## **3. POLICY DETAILING CRB'S PLAN FOR ENGAGING WITH THE LATINO COMMUNITY**

The Department advised the United States of the CRB's plan for community engagement by providing an internal memorandum from the Compliance Coordinator to the Police Commissioner. A final decision had not been made at that time as to where this plan would be incorporated into the Rules and Procedures. While R&P Chap. 26, §1 ("Community Relations Function") seemed appropriate, Chap. 1, §5 ("Command Duties and Responsibilities") also contains lengthy descriptions of the function of the CRB, COPE and Community Response Officers (CLOs). Since that writing, the Department has decided to use Chapter 26 to detail all policies and functions of the CRB, and incorporate a very brief synopsis in Chapter 1.

Regarding the United States' technical assistance offered in their letter of May 8, 2014, the Department is aware of the need to detail the recruitment process and the self-assessment procedure for that process. The Department also recognizes that the CRB critique must take place quarterly pursuant to the Agreement, and not semi-annually as stated in its April 1, 2014 report.

As noted above, Chapter 26, §1 will comprehensively address the functions of the CRB. Self-assessment of programmatic success, using community feedback, will be detailed within that R&P as well. In sum, the CRB will solicit feedback regarding the effectiveness of its programs through two channels; a written survey which will be available to everyone, and directed requests which will be aimed at community and political leaders. The survey instrument is addressed below. It will be widely distributed in a manner identical to the LAP dissemination. It will be available in hardcopy at the Precincts, and also in electronic form on the website. While community and political leaders will be provided copies for dissemination, their input will be sought directly through questions related to their particular constituencies. This input will contain more detail and specificity than is contained in the written survey, such as how a particular problem is being handled in a particular Precinct.

Finally, with regard to selection of the CLOs, a Department Memo is attached which was used to solicit applications. (Attachment 5) Candidates were interviewed by a panel consisting of the Deputy Police Commissioner, the Commanding Officer of the CRB, and an experienced member of the CRB. These candidates were questioned regarding their experience and interaction with community and advocacy groups in their Precincts, and their awareness of particular issues regarding local community relations. The candidates were evaluated on their ability to communicate, their interpersonal skills and their knowledge of relevant issues within their Precincts. Candidates were also asked to identify any language skills they possessed that were relevant to their proposed community of assignment.

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#### 4. SURVEY REGARDING CRB SUCCESS

In its letter of May 8, 2014 the United States offered several suggestions for the Department's proposed written survey instrument. Those suggestions were incorporated into the latest version of the survey which is attached. (Attachment 6). Upon finalization of this survey instrument it will be translated, and disseminated as described above.

#### 5. SCPD WEBSITE

The Department presently verifies the accuracy of the information contained on its website through the Information Technologies Section. This duty is not yet codified into the Rules and Procedures, but Chapter 1, §5 will be amended to assign this responsibility to the Police Technology Bureau, which is the parent command of the IT Section. (R&P Chap. 1, §5 (VI)(F)(7))

The Rules and Procedures identified by the United States in the letter of May 8, 2014 are presently being translated. Chapter 9, §27 and Chapter 16, §4 are complete and are posted in place of the 2011 versions. They are attached for reference (Attachment 7) and can be viewed on the website at

[http://apps.suffolkcountyny.gov/police/information\\_sp.htm](http://apps.suffolkcountyny.gov/police/information_sp.htm)

Chapter 5, §2 is near completion and will be posted by August 22, 2014. Chapter 26, §6 will be complete by September 1, 2014, followed by Ch. 26, §2 and Ch. 24, §6. Of course, when Ch. 26, §5 is approved, it will be prioritized for translation and posting.

The Department hopes that this response has addressed all the issues raised in the United States' letter of May 8, 2014, and looks forward to further discussion on the matter.

Sincerely,



Christopher A. Love, Sergeant  
Compliance Coordinator  
Suffolk County Police Department

# **ATTACHMENT 27**

**Love, Chris**

---

**From:**

**Sent:**

**To:**

**Subject:**

To all,

The Suffolk County Police Department is in the process of conducting an annual review of our outreach programs and initiatives. Special attention will be focused on increasing meaningful engagement of the Latino community, providing language access services, and conducting community satisfaction surveys. Additionally, we will review programs and initiatives such as Police Athletic League (PAL), holiday food drives, car seat giveaways/safety checks, gun buy-back events, Adult and Youth Citizens' police academy participation, and our minority recruitment outreach for the June 2015 police entrance exam.

I would appreciate any feedback you have regarding the topics listed above, or any other ideas you may have to improve the relationships between the police and the communities we serve. I would also be interested in any suggestions you may have regarding Spanish language learning opportunities we may provide our officers that work in Spanish speaking communities.

I will ask Mr. Amol Sinha to schedule the next police/Latino committee meeting for late December or early January.

Respectfully,

D/Lt. Bob Donohue  
Office of Chief of Department  
Suffolk County Police Department  
30 Yaphank Avenue, Yaphank, NY 11980  
Ph# 631 852-6530  
Fax# 631 852-6112  
Email [Donohrob@suffolkcountyny.gov](mailto:Donohrob@suffolkcountyny.gov)

# **ATTACHMENT 28**



**ORDER NUMBER** **DRAFT**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE <b>11/13/14 VERSION</b>	
SUBJECT/TOPIC/TITLE DEPARTMENT EARLY WARNING - EARLY INTERVENTION SYSTEM			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 11/04/11	DATE EFFECTIVE	DATE AMENDED

Chapter 5, Section 5 of the Rules and Procedures has been amended to incorporate protocols for the Department to analyze and address any trends relating to complaints of illegal profiling, bias-based policing or discriminatory policing.

**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**

A. 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.

B. It shall be the policy of the Suffolk County Police Department to analyze any trends in citizen complaints, including demographic data, which allege illegal profiling, bias-based policing or discriminatory policing. Best police practices indicate that identifying, monitoring and addressing these trends will enhance performance and promote professional police service to the communities we serve.

**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 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. Domestic Alert/Orders of Protection
6. Bias-based Policing

#### **IV. REFERENCES**

N/A

#### **V. RULES AND REGULATIONS**

A. 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.

B. 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.

#### **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.

1. Information regarding trends and possible patterns of discriminatory policing will be utilized to:

- a. Alert appropriate Patrol and Detective Division personnel, including Precinct and Bureau Commanding Officers, of said activity.

b. Alert the Chief of Department and Police Commissioner of potential patterns of activity.

c. Coordinate with appropriate community-based groups and religious organizations.

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 referencing 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 29**

# 1

## COMMUNITY LIAISON OFFICER (CLO)

### 1<sup>st</sup> Precinct

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 number is 631-854-8149, and my cell phone number is 631-603-9962. My email address is [Elizabeth.Butcher@suffolkcountyny.gov](mailto:Elizabeth.Butcher@suffolkcountyny.gov). I work Monday -Friday rotating tours; two weeks of day tours from 9am-5pm and one week of night tours from 2pm-10pm. Thank you.

### 2<sup>nd</sup> Precinct

Hello my name is Officer Claudia Delgado and I am the 2nd Precinct Community Liaison. Please feel free to contact me with any questions or concerns. My office number is 631-854-8253 and my cell phone number is 631-294-1714. I can be reached by email at [Claudia.delgado@suffolkcountyny.gov](mailto:Claudia.delgado@suffolkcountyny.gov). I work Monday -Friday rotating tours; two weeks of day tours from 9am-5pm and one week of night tours from 2pm-10pm. Thank you. **I also speak Spanish.**

### 3<sup>rd</sup> Precinct

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 cell phone number is 631-603-8946. My email is [Jeannette.morales@suffolkcountyny.gov](mailto:Jeannette.morales@suffolkcountyny.gov). I work Monday -Friday rotating tours; two weeks of day tours from 9am-5pm and one week of night tours from 2pm-10pm. Thank you. Please feel free to contact me with any ideas, questions or concerns. **I also speak Spanish.**

### 4<sup>th</sup> Precinct

I am Officer Laveglia, one of the Community Liaison Officers. Please feel free to contact me with any concerns within the 4th Precinct. My office phone number is 631-854-8478, my cell phone number is 631-603-4076 and my email is [Susan.Laveglia@suffolkcountyny.gov](mailto:Susan.Laveglia@suffolkcountyny.gov). I work Monday -Friday rotating tours; two weeks of day tours from 9am-5pm and one week of night tours from 2pm-10pm.

### 5<sup>th</sup> Precinct

Hello, my name is Police Officer Alberto Acevedo. I am the Community Liaison Officer for the 5th Precinct. My office phone number is 631-854-8576, and my cell phone number is 631-603-4040. I can also be reached via email at: [Alberto.Acevedo@suffolkcountyny.gov](mailto:Alberto.Acevedo@suffolkcountyny.gov). I work Monday -Friday rotating tours; two weeks of day tours from 9am-5pm and one week of night tours from 2pm-10pm. Please call with any concerns you may have.

### 6<sup>th</sup> Precinct

Hello my name Mike O'Neill and I am the 6th Pct. Community Liaison Officer. Please feel free to contact me if you have any questions, concerns ideas or suggestions. My contact info at the 6th pct. is: 854-8689, fax# 854-8612, cell# 603-1478, and my email is [Thomas.oneill@suffolkcountyny.gov](mailto:Thomas.oneill@suffolkcountyny.gov). I work Monday -Friday rotating tours; two weeks of day tours from 9am-5pm and one week of night tours from 2pm-10pm. The precinct address is 400 Middle Country Rd, Selden NY 11784

### 7<sup>th</sup> Precinct

Hello, my name is Tom Kennedy. I am the Community Liaison Officer for the Seventh Precinct. I am here to address the concerns of you and your neighbors. I can be reached by office telephone at (631) 852-8775, cell phone (631) 603-1560 or email: [Thomas.Kennedy@suffolkcountyny.gov](mailto:Thomas.Kennedy@suffolkcountyny.gov). I work Monday -Friday rotating tours; two weeks of day tours from 9am-5pm and one week of night tours from 2pm-10pm. I look forward to partnering with you in seeking out solutions that are in the best interest of our communities and continue to make Suffolk County a great place to live and work.

# **ATTACHMENT 30**



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

**ORDER NUMBER 15-02**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE COMMAND DUTIES AND RESPONSIBILITIES				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE 10/13/14	DATE AMENDED 01/09/15	

**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,

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

# **ATTACHMENT 31**



# **Suffolk County Police Department Community Engagement Survey**

**1. Please indicate how you obtained this survey:**

- From a Police Officer**
- From a local community or advocacy group**
- From my church**
- From 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 the precinct where that contact occurred:**

- 1st Precinct**
- 2nd Precinct**

- 3rd Precinct**
- 4th Precinct**
- 5th Precinct**
- 6th Precinct**
- 7th precinct**
- Unknown**

**If you do not know the precinct, please list the town/location where the contact occurred: \_\_\_\_\_**

**4. Please indicate if that contact was with a:**

- Uniformed Police Officer**
- Plain Clothes Police Officer/Detective**
- Internal Affairs Bureau Investigator**
- Hate Crimes Detective**
- Unknown**

**5. Please indicate the frequency of your contact with the SCPD over the last year?**

- Frequent contact**
- Occasional contact**
- No contact**

**6. How would you describe your contacts with the SCPD?**

- Mostly initiated by me**
- Mostly initiated by the police**
- Equally initiated by myself and the police**

**7. Please indicate what initiated your most recent contact with the SCPD.**

- I was the victim of a crime
- I was pulled over while driving
- I was arrested
- I reported an incident
- I requested information
- I had a medical emergency
- I was at a community event or meeting
- I filed a compliment about Officer or Police
- I filed a complaint about Officer or Police
- Other (please specify) \_\_\_\_\_

**8. During your contact with the SCPD were you able to communicate easily with the officer(s)?**

Yes

No

**9. During your contact with the SCPD, did you request any language assistance services?**

Yes

No

**10. During your contact with the SCPD, did you receive any language assistance services?**

Yes (What type of service \_\_\_\_\_)

No

**11. If you answered yes to question # 10 please describe your level of satisfaction with those language assistance services:**

- Extremely satisfied**
- Satisfied**
- Not satisfied. Reason** \_\_\_\_\_

**12. Please describe your overall level of satisfaction regarding your last contact with the SCPD:**

- Extremely satisfied**
- Satisfied**
- Not satisfied. Reason** \_\_\_\_\_

**13. 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**

**14. What services would you like to see, or see more of? (Select all that apply)**

- Bike patrol**
- Foot patrol**
- Patrol cars**
- School Resource Officers**
- Community Liaison/COPE officers**
- Community substations**

15. Please rank the police issues that are most important to you: (1 most important, 5 least important)

\_\_\_\_\_ Quality of life issues (Examples: kids hanging out at a particular location, graffiti, noise complaints, etc.)

\_\_\_\_\_ Drugs

\_\_\_\_\_ Shootings/Violence

\_\_\_\_\_ Police visibility

\_\_\_\_\_ Response time to 911 calls

\_\_\_\_\_ Traffic enforcement

16. How would you rate your feelings about how safe you feel in your neighborhood?

- Very Safe
- Safe
- Not safe at all

17. Which of the following SCPD programs are you aware of?

- Police Athletic League (PAL)
- Neighborhood Watch
- Community Based Intervention
- Child car seat donations and installations
- Bicycle safety courses
- Food drives
- Council on Thought and Action (COTA)
- Cooking classes

- Citizen Academy**
- Youth Academy**
- Crime Stoppers**
- Summer beach programs**
- School Resource Officer presentations**
- Recruitment presentations**
- Community Liaison and COPE officer outreach meetings**
- Police Week at SCPD Headquarters**

**18. How did you become aware of the above programs (check all that apply):**

- Community Liaison or COPE officer**
- Newspaper**
- Radio Advertisement**
- Television**
- SCPD Website**
- Community or civic meeting**
- Church**
- Social Media**
- Friend/relative**
- School**
- Other** \_\_\_\_\_
- I was not aware**

**19. Which of these programs have you or your family members participated in:**

- Police Athletic League (PAL)
- Neighborhood Watch
- Community Based Intervention
- Child car seat donations and installations
- Bicycle safety courses
- Food drives
- Council on Thought and Action (COTA)
- Cooking classes
- Citizen Academy
- Youth Academy
- Crime Stoppers
- Summer beach programs
- School Resource Officer presentations
- Recruitment presentations
- Community Liaison and COPE officer outreach meetings
- Police Week at SCPD Headquarters
- Have not participated in any of the above programs

**20. If you participated in any of the programs, how would you describe your experience?**

	<b>Needs</b>		
	<b>Excellent</b>	<b>Good</b>	<b>Improvement</b>
<b>Police Athletic League (PAL)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Neighborhood Watch</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Council on Thought and Action (COTA)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Child car seat donations/install</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Bicycle safety courses</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Food drives</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Cooking classes</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Citizen Academy</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Youth Academy</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Crime Stoppers</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Summer beach programs</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>School Resource Officer</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Recruitment presentations</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Community Liaison/COPE officer meetings</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Police Week at Headquarters</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**21. How would you describe relations between the SCPD and the neighborhood where you live?**

- Excellent**
- Good**
- Fair**
- Poor**

**22. Based on your personal experience, how many of the SCPD officers you encounter treat you with respect?**

- Almost all**
- Most**

- Few
- None

**23. Do you feel you have been a victim of racial profiling by SCPD?**

- Yes
- No
- If yes, how often? \_\_\_\_\_

**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. How would you rate the services that SCPD provides overall?**

- Excellent
- Good
- Fair
- Poor

**26. If you answered "Good" "Fair" or "Poor" to question #24, what recommendations do you have to improve the service(s) SCPD is providing?**

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**27. Do you live in Suffolk County?**

- Yes**
- No**

**If you live in Suffolk County, please provide the neighborhood you live in:**

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**28. What is your gender?**

- Male**
- Female**
- Transgender**
- 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**



## Departamento de Policía del Condado de Suffolk Encuesta Comunitaria

### 1. Por favor indique como obtuvo esta encuesta:

- De un oficial de policía
- De un grupo de la comunidad o abogacía local
- De mi iglesia
- Del sitio del SCPD (Departamento de Policía del Condado de Suffolk)
- De otra manera

### 2. Cuando fue su más reciente contacto con el SCPD?

- Dentro de la última semana
- Dentro del último mes
- Hace más de un mes
- Hace más de un año

### 3. Por favor indique el precinto donde ocurrió el contacto:

- Primer Precinto
- Segundo Precinto
- Tercer Precinto
- Cuarto Precinto
- Quinto Precinto
- Sexto Precinto
- Séptimo Precinto
- Desconocido

Si usted no conoce el precinto, por favor indique la ciudad / localidad donde en contacto ocurrió: \_\_\_\_\_

**4. Por favor indique si ese contacto fue con un:**

- Oficial de policía en uniforme**
- Policía o detective vestido de civil**
- Investigador de la Oficina de Asuntos Internos**
- Detective de Crímenes de Odio**
- Desconocido**

**5. Por favor indique la frecuencia de su contacto con el SCPD en el último año:**

- Contacto frecuente**
- Contacto Ocasional**
- Ningún contacto**

**6. ¿Cómo describiría sus contactos con el SCPD?**

- Mayormente iniciado por mi**
- Mayormente iniciado por la policía**
- Igualmente iniciado por mí y la policía**

**7. Por favor indique que fue lo que inicio su más reciente contacto con el SCPD.**

- Fui víctima de un crimen**
- Me detuvieron mientras conducía**
- Fui arrestado**
- Reporte un incidente**
- Solicite información**
- Tuve una emergencia medica**
- Estuve en un evento o junta comunitaria**
- Presente un complemento sobre un Oficial o Policía**
- Presente una queja sobre un Oficial o Policía**
- Otro incidente (por favor especifique) \_\_\_\_\_**

**8. ¿Durante su contacto con el SCPD pudo comunicarse fácilmente con el oficial (los oficiales)?**

**Si**

**No**

9. ¿Durante su contacto con el SCPD, usted pidió asistencia de servicios de idioma?

Si

No

10. ¿Durante su contacto con el SCPD, usted recibió cualquier asistencia de servicios de idioma?

Si (Que tipo de servicio \_\_\_\_\_)

No

11. Si usted contestó si a la pregunta #10, por favor describa su nivel de satisfacción con esa asistencia de servicio de idiomas:

Muy satisfecho

Satisfecho

No satisfecho. Razón \_\_\_\_\_

12. Por favor describa su nivel general de satisfacción con respecto a su último contacto con el SCPD:

Muy satisfecho

Satisfecho

No satisfecho. Razón \_\_\_\_\_

13. ¿Cuánto de un problema es el crimen en su vecindario del Condado de Suffolk?

Gran problema

Problema menor

No es un problema

No se

14. ¿Qué servicios le gustaría ver, o ver más? (seleccione todas las que apliquen)

Patrulla en bicicleta

Patrulla a pie

Patrulla en vehículo

Oficiales de Recursos de Escuela (School Resource Officers)

- **Oficiales de Enlace con la Comunidad/COPE**
- **Subestación de la Comunidad**

**15. Por favor ordene los asuntos que son más importantes para usted: (1 para más importante, 5 para menos importante)**

\_\_\_\_\_ **Asuntos de calidad de vida (Ejemplos: jóvenes vagando en un lugar específico, grafiti, quejas de ruido, etc.)**

\_\_\_\_\_ **Drogas**

\_\_\_\_\_ **Disparos/Violencia**

\_\_\_\_\_ **Visibilidad de policía**

\_\_\_\_\_ **Tiempo de respuesta a llamadas 911**

\_\_\_\_\_ **Ejecución de tráfico**

**16. ¿Cómo calificaría sus sentimientos acerca de qué tan seguro se siente en su barrio?**

- **Muy seguro**
- **Seguro**
- **No me siento seguro**

**17. ¿De cuál de los siguientes programas de SCPD tiene usted conocimiento?**

- **Police Athletic League (PAL) – Liga Atlética de la Policía**
- **Neighborhood Watch - Vigilancia de Vecindario**
- **Community Based Intervention – Intervención Basada en La Comunidad**
- **Donaciones e instalaciones de asientos de seguridad para niños**
- **Cursos de seguridad de bicicleta**
- **Colectas de alimentos**
- **Council on Thought and Action (COTA) – Junta Sobre el Pensamiento y la Acción**
- **Clases de cocinar**
- **Citizen Academy**
- **Youth Academy – Academia de Jóvenes**
- **Crime Stoppers**

- Programas de playa del verano
- Presentaciones de School Resource Officer - Oficiales de Recursos de Escuela
- Presentaciones de Reclutamiento
- Juntas de difusión de Oficiales de Enlace con la Comunidad y COPE
- Police Week – Semana Policial en el cuartel general del SCPD

18. ¿Cómo se enteró usted de los programas anteriores (marque todos que correspondan)?

- Oficiales de Enlace con la Comunidad o de COPE
- Periódico
- Publicidad en el Radio
- Televisión
- Sitio web del SCPD
- Junta Comunitaria o civil
- Iglesia
- Redes sociales
- Amigo(a) / familiar
- Escuela
- Otra manera \_\_\_\_\_
- No tenía conocimiento

19. ¿Cuáles de estos programas han participado usted o miembros de su familia?

- Police Athletic League (PAL) – Liga Atlética de la Policía
- Neighborhood Watch - Vigilancia de Vecindario
- Community Based Intervention – Intervención Basada en La Comunidad
- Donaciones e instalaciones de asientos de seguridad para niños
- Cursos de seguridad de bicicleta
- Colectas de alimentos
- Council on Thought and Action (COTA) – Junta Sobre el Pensamiento y la Acción
- Clases de cocinar
- Citizen Academy
- Youth Academy – Academia de Jóvenes
- Crime Stoppers
- Programas de playa del verano

- Presentaciones de School Resource Officer - Oficiales de Recursos de Escuela
- Presentaciones de Reclutamiento
- Juntas de difusión de Oficiales de Enlace con la Comunidad y COPE
- Police Week – Semana Policial en el cuartel general del SCPD
- No he participado en ninguno de los programas antedichos

20. ¿Si usted ha participado en cualquier de los programas, como describiría su experiencia?

	Necesita		
	Excelente	Bueno	Mejoramiento
Police Athletic League (PAL) – Liga Atlética de la Policía	○	○	○
Neighborhood Watch – Vigilancia de Vecindario	○	○	○
Council on Thought and Action (COTA) – Junta Sobre el Pensamiento y la Acción	○	○	○
Donaciones/instalaciones de asientos de seguridad para niños	○	○	○
Curso de seguridad de bicicleta	○	○	○
Colectas de Alimentos	○	○	○
Clases de cocinar	○	○	○
Citizen Academy	○	○	○
Youth Academy - Academia de Jóvenes	○	○	○
Crime Stoppers	○	○	○
Programas de playa del verano	○	○	○
Oficiales de Recursos de Escuela	○	○	○
Presentaciones de Reclutamiento	○	○	○
Community Liaison/COPE officer meetings Juntas de difusión de Oficiales de Enlace con la Comunidad y COPE	○	○	○
Police Week at Headquarters – Semana Policial en el cuartel general del SCPD	○	○	○

21. ¿Cómo describiría relaciones entre el departamento SCPD y la vecindad donde usted vive?

- Excelente
- Buenas
- Justas
- Malas

22. ¿Basada en su experiencia personal, cuantos oficiales del SCPD con quien se ha encontrado lo han tratado con respeto?

- Casi todos
- La mayoría
- Pocos
- Ninguno

23. ¿Usted siente que ha sido víctima de la discriminación racial por el SCPD?

- Si
- No
- Si es que si, con qué frecuencia? \_\_\_\_\_

24. ¿Qué seguro está usted que el SCPD tomara e investigara su queja de mala conducta contra uno de sus oficiales?

- Muy seguro
- Algo seguro
- No estoy seguro

25. ¿Cómo calificaría los servicios que el ofrece SCPD en general?

- Excelente
- Buenos
- Justos
- Malos

26. ¿Si usted contesto “Buenos” “Justos” o “Malos” a pregunta #24, que recomendaciones tiene para mejorar el (los) servicio(s) que el SCPD está proporcionando?

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**27. ¿Usted vive en el Condado de Suffolk?**

- Si
- No

**Si usted vive en el Condado de Suffolk, por favor proporcione la ciudad donde vive:** \_\_\_\_\_

**28. ¿Qué es su genero?**

- Hombre
- Mujer
- Transgénero
- No deseo contestar

**29. ¿Cuál de las siguientes categorías incluye su edad?**

- Menor de 15 años
- 15 a 19
- 20 a 29
- 30 a 39
- 40 a 49
- 50 a 59
- 60 a 69
- 70 y mayor

**30. ¿Es de descendencia hispana o latina?**

- Si (Hispano/Latino)
- No (no Hispano/Latino)
- No se
- No deseo contestar

**31. ¿Con que grupo se identifica sobre todos?**

- Afroamericano
- Asiático
- Isleño de Pacifico
- Raza blanca
- Otro
- No se
- No deseo contestar

# **ATTACHMENT 32**



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

ORDER NUMBER 14-229

TYPE DEPARTMENT PERSONNEL ORDER		AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE <i>Edward Webber</i>	
SUBJECT/TOPIC/TITLE POLICE RECRUIT APPOINTMENTS				
DISTRIBUTION ALL COMMANDS		DATE ISSUED 12/19/14	DATE EFFECTIVE 12/15/14	DATE TO BE REVIEWED N/A

**THE FOLLOWING APPOINTMENTS TO THE RECRUIT TRAINEE UNIT FOR ACADEMY CLASS 14-165 WERE EFFECTIVE MONDAY, DECEMBER 15, 2014:**

- ALVAREZ, PETER A. POLICE OFFICER (SPANISH SPK.) #6391
- BELLITTIERI, RYAN P. POLICE OFFICER #6392
- BUBECK, WILLIAM J. POLICE OFFICER #6393
- BURNS, KATHERINE POLICE OFFICER #6394
- CAMERON, MATTHEW S. POLICE OFFICER #6395
- CAMPBELL, JOHN POLICE OFFICER #6396
- CAPPELLI, MICHAEL POLICE OFFICER #6397
- CAPPETTA, JOHN T. POLICE OFFICER #6398
- CARNEY-TITONE, CHRISTIAN POLICE OFFICER #6399
- CARUSO, SEAN C. POLICE OFFICER #6400
- CASAIS, CHRISTOPHER POLICE OFFICER (SPANISH SPK.) #6401
- CATTANI, ANDREW W. POLICE OFFICER #6402
- COLAO, MATTHEW POLICE OFFICER #6403
- COLES, ANTHONY C. POLICE OFFICER #6404
- COMENS, DAVID B. POLICE OFFICER #6405
- CONNORS, RYAN C. POLICE OFFICER #6406
- CONRAD, MICHAEL P. POLICE OFFICER #6407
- DALTO, ANTHONY L. POLICE OFFICER #6408
- DERKEVICS, KRISTEN POLICE OFFICER #6409
- DORMER, MICHAEL POLICE OFFICER #6443
- DOUGHTY, ERIK POLICE OFFICER #6410

PAGE 2 OF 3  
PERSONNEL ORDER #14-229

ERDMAN, WILLIAM	POLICE OFFICER #6411
FAGAN, KENDAL A.	POLICE OFFICER (SPANISH SPK.) #6412
FLINCHUM, JOHN	POLICE OFFICER #6413
GASPARRE, JOSEPH	POLICE OFFICER #6414
GRASSINI, RYAN	POLICE OFFICER #6415
GRIBBIN, KEVIN M.	POLICE OFFICER #6416
HARMON, MICHAEL	POLICE OFFICER #6417
HARVIN, JORDAN	POLICE OFFICER #6418
KILLORAN, RYAN	POLICE OFFICER #6419
KIM, WOOSUNG	POLICE OFFICER (SPANISH SPK.) #6420
KNOBLACH, ILYSSA	POLICE OFFICER #6421
KOWALEWSKI, SYLWIA	POLICE OFFICER #6422
LAROCCO, CHRISTOPHER B.	POLICE OFFICER #6423
MACARO, JENNIFER	POLICE OFFICER #6424
MAGGIO, CHRISTOPHER	POLICE OFFICER #6425
MALINOWSKI, COREY	POLICE OFFICER #6426
MARKGRAF, KENT O.	POLICE OFFICER #6428
MARTONE II, NICHOLAS	POLICE OFFICER #6429
MATTHEWS, CODY	POLICE OFFICER #6430
MCLAUGHLIN, KACY	POLICE OFFICER #6431
METTY, BRIAN	POLICE OFFICER #6432
MONTALBANO, KEVIN	POLICE OFFICER #6433
MULLER, JUSTIN	POLICE OFFICER #6434
PELLICCIO, VINCENT	POLICE OFFICER #6435
POLIS, PETER	POLICE OFFICER #6436
RAMOS, GUILLERMO	POLICE OFFICER (SPANISH SPK.) #6437
RASIAK, BRIAN	POLICE OFFICER #6438
REILLY, THOMAS	POLICE OFFICER #6439

**PAGE 3 OF 3**  
**PERSONNEL ORDER #14- 229**

RODRIGUEZ, ALEX	POLICE OFFICER (SPANISH SPK.) #6440
ROSANTE, DAVID A.	POLICE OFFICER #6427
SCARPATI, LOUIS	POLICE OFFICER #6441
SCHMITT, EDWARD	POLICE OFFICER #6442
SHEA, BRYAN	POLICE OFFICER #6444
SIDDALL, DEREK	POLICE OFFICER #6445
SKOBLICKI, RICHARD	POLICE OFFICER #6446
SOZIO, MICHAEL	POLICE OFFICER #6447
STAUBITZ, KEVIN	POLICE OFFICER #6448
SULLIVAN, SHAUN	POLICE OFFICER #6449
TERRILLION, JOHN	POLICE OFFICER #6450
TOBIN, JAMES	POLICE OFFICER #6451
TORRES, DANIEL	POLICE OFFICER #6452
TORRES, TIFFANY	POLICE OFFICER #6453
TURZER, JAMES W.	POLICE OFFICER #6454
VIDAL, CHRISTIAN	POLICE OFFICER (SPANISH SPK.) #6455
WHITEHEAD, BRIAN	POLICE OFFICER #6456
YARBOROUGH, BRIANNE	POLICE OFFICER #6457
ZINN, BRIAN	POLICE OFFICER #6458

**END**

# **ATTACHMENT 33**



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

**ORDER NUMBER 13-11**  
**13-29**  
**13-63**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE WRITTEN DIRECTIVES			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92 06/01/92 06/01/92	DATE EFFECTIVE 03/15/13 04/18/13 10/01/13	DATE AMENDED 03/15/13 04/18/13 10/01/13

**RULES AND PROCEDURES**

**CHAPTER 7: TITLE: DEPARTMENT DIRECTIVE SYSTEM**

**SECTION 1: TITLE: WRITTEN DIRECTIVES**

**I. PURPOSE**

The written directive system includes, but is not limited to, statements of agency policy, rules, regulations and procedures for carrying out Department goals and objectives. It further identifies the various types of approved written directives and those empowered to issue them.

**II. POLICY**

It shall be the policy of the Suffolk County Police Department to establish and maintain a system of written directives that specifically identify the Department's policy as well as rules and procedures in clear and concise language so that every affected member is given appropriate guidance and understands what is expected of him/her.

It is a fundamental management policy of the Department that commanding officers shall have authority to issue orders, directives and memorandums that are appropriate to efficiently and effectively fulfill their command responsibility. Unless otherwise directed by the Commissioner of Police, commanding officers shall set such policy for their respective commands and issue orders, directives and memorandums provided that such actions are consistent with the policy and directives of the Department and are not in conflict with the orders of superior officers.

**III. DEFINITIONS**

N/A

**IV. REFERENCES**

N/A

**V. RULES AND REGULATIONS**

A. Department General Order, Department Special Order or Department Memorandum that requires the authorization of the Police Commissioner, Deputy Police Commissioner or the Chief of Department, and has not been drafted by Research & Development Section personnel, must be routed through the Research & Development Section, along with an email identifying the author and the appropriate Word file, for a standardization review. The Research & Development Section will then forward the directive for final review and signature.

B. Directives Requiring Receipt and Acknowledgement by Members of the Department - Members will electronically view, receive a copy of or instruction on Department General Orders, Department Special Orders, Department Forms Orders, Department Training Bulletins, Department Legal Bulletins and Department Technology Bulletins, within 60 days of issuance. Department Chaplains, Department Physicians, School Crossing Guards, and Auxiliary Police Officers are exempt from this requirement.

**VI. PROCEDURES****A. Orders - Types and Authority to Issue**

1. General Orders - are written directives issued to establish or revise permanent or long term policies, procedures and rules.

a. Department General Orders - are issued to establish or revise permanent or long-term policies, procedures and rules for the Department or any segment of the Department and its organization. These orders shall be issued only by the Police Commissioner, the Deputy Police Commissioner, or the Chief of Department and shall be distributed to appropriate commands and members of the Department. Department General Orders issued pertaining to policies, procedures

and rules shall be retained in a book which shall be titled, "Rules and Procedures".

(1) Division Chiefs Review of Proposed Department General Orders - The Research and Development Section shall forward a draft copy of any proposed Department General Orders amending the Rules and Procedures to the Chief of Patrol, Chief of Detectives, and the Chief of Support Services. The respective Division Chiefs, or their designees, shall review the proposals and forward the proposals back to the Research and Development Section containing their approval or comments. The Research and Development Section shall review the Rules and Procedures proposals returned from the Division Chiefs, make any necessary amendments based on the Division Chief review, and then forward the approved Department General Orders through the chain of command for final review by the Chief of Department and the Police Commissioner.

b. Division/Office General Orders - are issued to establish or revise permanent or long term policy, procedures and rules for the division or any segment of the division. These orders shall be issued only by the Chief of a Division, or in the absence of the Chief of a Division, the Assistant Chief (if applicable) or the Deputy Chief of the Division, or the Deputy Commissioner in charge of the affected Office or the Chief of Department for the Office of the Chief of Department. Said orders shall be distributed to appropriate commands and members of the Department of the affected Division/Office.

c. Command General Orders - are issued to establish or revise permanent or long term policy, procedures and rules for a command or a segment of a command. These orders shall be issued by the Commanding Officer, or in the absence of the Commanding Officer, the Executive Officer, and shall be distributed to appropriate members of the command.

2. Special Orders - whether originating from the Department, a Division, or a command, Special Orders are written directives issued to enumerate procedures and guidelines for a specific event or situation of a short or specific duration. These orders are self-canceling.

a. Department Special Orders - shall be issued only by the Police Commissioner, the Deputy Commissioner, or the Chief of Department, and shall be distributed to appropriate commands and members of the Department.

b. Division/Office Special Orders - shall only be issued by the Deputy Commissioner for the Office of the Deputy Commissioner, the Chief of Department for the Office of the Chief of Department, a Division Chief, or in the absence of the Division Chief, the Assistant Chief (if applicable), or the Deputy Chief of the Division, and shall be distributed to appropriate commands and members of the Department or the Division/Office.

c. Command Special Orders - can only be issued by the Commanding Officer or in the absence of the Commanding Officer the Executive Officer, and shall be distributed to appropriate members of the command.

3. Memorandums - are issued to disseminate information regarding matters of interest to members of the Department; to inquire of members about an issue, to give direction in situations where a general order or special order is not warranted; to explain or emphasize a portion of a previously issued directive; or to inform members of actions or policies of other agencies. Division and Command Memorandums can be prepared in any appropriate manner, and need not follow the written directive format, and may be issued by any level of command. Distribution of Memorandums shall be to the appropriate commands by the issuing authority and the directives shall be posted at the applicable commands and/or within the precinct daily bulletin.

4. Department Personnel Orders - are issued to

announce the appointment of new personnel, assignment, transfer, designations, promotion or demotion, suspension, dismissal, termination, resignation, retirement, reinstatement, leave of absence, disciplinary hearings, ceremonies and issuance/recovery/replacement of shield/cap devices.

a. Generally, Department Personnel Orders are prepared at the direction of the Police Commissioner and are issued by the Police Commissioner, Deputy Police Commissioner or the Chief of Department.

(1) For transfers of members of the Service the Department Personnel Order shall be signed by the Police Commissioner, Deputy Police Commissioner, or the Chief of Department.

(2) Personnel Change Orders (PDCS 2005) are completed and forwarded to the Division Chief for approval. The approved Personnel Change Order is sent to the Office of the Chief of Department for authorization and once authorized, it is sent to the Personnel Section where the Department Personnel Order is written.

5. Department Forms Orders - are issued to create or revise Department Forms. These orders shall be issued only by the Police Commissioner, the Deputy Police Commissioner, or the Chief of Department and shall be distributed to appropriate commands and members of the Department. Department Forms Orders shall be retained in a book which shall be titled, "Forms Manual." An electronic version of the "Forms Manual" can be accessed via the SCPD Portal under "Information" and "Department Forms Manual".

6. Department Training Bulletins - are issued to guide and instruct all or some members of the Department on matters of importance. These bulletins are issued by the Commanding Officer of the Police Academy, or the Executive Officer in the Commanding Officer's absence. The Commanding Officer of the Police Academy shall be responsible for the distribution of Department Training Bulletins and maintain an archive file of all

Department Training Bulletins.

7. Department Legal Bulletins - are directives that are periodically issued to inform and instruct all or some members regarding laws, court decisions and matters of importance to the Department. These bulletins are issued by the Office of the Commissioner/Legal, after approval is obtained from the Police Commissioner. The Commanding Officer of the Office of the Commissioner/Legal shall be responsible for the distribution of Department Legal Bulletins and maintain an archive file of Department Legal Bulletins.

8. Department Technology Bulletins - are periodically issued to provide a summary and status of police technology related projects, including information regarding new applications, enhancements to current applications, new computer equipment and new database searches. These bulletins are issued by the Commanding Officer of the Police Technology Bureau, or the Executive Officer in the Commanding Officer's absence. The Commanding Officer of the Police Technology Bureau shall be responsible for the distribution of Department Technology Bulletins and maintain an archive file of all Department Technology Bulletins.

B. General Responsibility

1. While it is important that administrators at the Division level, and Commanding Officers at the level of operation, be able to issue orders and directives that swiftly, efficiently and effectively address issues involving their commands, commanders shall ensure that their orders and directives, and do not conflict with Departmental General Orders, Rules and Procedures and policies of the Department.

2. All levels of the Department, when formulating and establishing procedures, policies or rules, should elicit input from appropriate and affected personnel. Review and input from any component, when appropriate, is encouraged.

C. Issuing Authority's Responsibility

1. The issuing authority for a written directive shall

be responsible for performing or having performed the following:

a. Numbering directive before issuing. The Research and Development Section shall number the Department Directives before issuing.

b. Retain the original copy of directives issued in a separate Orders File. The Research and Development Section shall retain the original copy of all Department Directives in a separate Orders File. Retention shall be permanent.

c. Copies of issued directives shall be retained by Commands and members as follows:

(1) Department General Orders and Department Forms Orders shall be retained by commands and members to whom they are distributed until a subsequent order is issued to revise or cancel the original order.

(2) Division/Office and Command General Orders shall be retained by commands and members to whom they are distributed until a subsequent order is issued to revise or cancel, or until the member is transferred from that Division/Office or command.

(3) Special Orders shall be retained by commands and members to whom they are issued until expiration.

(4) Memorandums shall be retained by commands and members to whom they are distributed, until expired, or, if directional, until no longer relevant.

(5) Department Personnel Orders shall be retained by a command only if the command is affected and then only until event occurs.

(6) Department Training Bulletins, Department Legal Bulletins and Department Technology Bulletins shall be retained by Commands and members to whom they are

distributed until a subsequent bulletin is issued to update or cancel the original bulletin or the instructional significance of the bulletin no longer exists.

d. Determine how written directives issued shall be disseminated. Department Orders shall be issued and disseminated as described in this order.

e. When appropriate, have sufficient copies of a directive made and distributed.

f. Specify the appropriate method of retaining, indexing and purging.

g. Annually review directives issued.

h. Update and revise directives, when appropriate.

D. Commanding Officer's Responsibilities

1. Upon receipt of written directives, or the issuance of command written directives, Commanding Officers shall be responsible to ensure that command members receive a copy of the directive, or are advised of the contents of same.

2. Maintain a file of written directives received and command written directives issued that are in effect.

E. Member's Responsibilities - It shall be a member's responsibility to read and understand the contents of the Rules and Procedures and Department Directives. If the member does not understand a directive or any portion thereof, the member must, without unnecessary delay, request further information or instruction from an appropriate supervisor.

F. Numbering System - Directives shall be numbered consecutively with a prefix consisting of the last two digits of the year, and a suffix, separated by a dash which should start with number one and progress in increments of one for each order issued until year's end, i.e., Department General Order 13-14, Division Special Order 13-112, Department Personnel Order 13-173, Department Memorandum 13-111. Any addendum of a previously issued order or memorandum consisting of an amendment of the

order or memorandum will be issued under its original number with a suffix from a-z (lower case) added to the number. Example: Department Special Order 13-11 is to be amended or corrected. The amended Department Special Order will read: "Department Special Order 13-11a", and will include amendments to Department Special Order 13-11. If Department Special Order 13-11 were to be amended a second time or if Department Special Order 13-11a were to be amended, the amending order would be Department Special Order 13-11b.

G. Issuance of Original Department Directives - To announce the issuance of Department Directives (Department General Orders, Department Special Orders, Department Personnel Orders, Department Forms Orders, Department Training Bulletins, Department Legal Bulletins, Department Technology Bulletins and Department Memorandums), a copy of each directive issued shall be distributed in an electronic format by the Research and Development Section via the Suffolk County Police Department Intranet. The Offices of the Police Commissioner, Chief of Department and three Division Chiefs shall ensure that their staff members electronically review, receive a copy of or instruction on the content of every directive within sixty (60) days of issuance. All Commanding Officers shall ensure that members of their Command electronically review, receive a copy of or instruction on the content of every directive within sixty (60) days of issuance. In addition, all Commanding Officers will review Command records every six months to ensure the required directive review verification of each member is up to date.

H. Preparation of Department Directive Forms - Department Directive Form PDCS-2008-1 shall be used for the preparation of Department General Orders only. With the exception of Department Bulletins, Department Directive Form PDCS-2008a shall serve as the document to be utilized for all other written directives. Department Bulletins (Training, Legal and Technology) shall be in the format as prescribed by the Commanding Officer of the Police Academy Bureau. Written directives shall conform to the following format:

1. Each directive shall be specific as to type (General Order, Forms Order, Special Order, Personnel Order, Training Bulletin, Legal Bulletin, Technology Bulletin, Division/Office Order, Command Order, Memorandum, etc.) and shall include the appropriate numeric designation.

2. Each directive shall be given a specific title

or topic.

3. The body of each directive shall be single-spaced.

4. All directives shall be held as individual entities to allow ease of amendment.

5. The first page of all directives shall be on the appropriate Department Directive Form. Subsequent pages for the same directive shall be on blank white paper displaying a heading containing the following information in the upper right hand corner: (ex. Department General Order)

Department General Order #  
Page \_\_\_\_ of \_\_\_\_ Pages  
for each additional page used.

6. General Orders shall conform to the following format:

**I. Purpose**

**II. Policy**

**III. Definitions**

**IV. References**

**V. Rules and Regulations**

**VI. Procedures**

A. Major Division Topic

1. Subdivision

a. Sub-subdivisions

(1)

(a)

(1.)

(a.)

(2)

b. Subsequent Sub-subdivision

2. Subsequent Subdivision

B. Subsequent Major Division Topic

**VII. Accreditation**

A. CALEA

B. NYSLEAP

**VIII. Index**

NOTE: If any heading, I. through VIII., is not applicable or appropriate to a General

Order being issued, indicate such by listing the title and indicating N/A underneath same.

7. Department Personnel Orders shall be prepared restating in the body of the order the nature of the order e.g. transfers, promotions, etc. and stating the effective date (month, day, time) of the event.

Example: DOE, John, Police Officer #9876, First Precinct Patrol Section to Sixth Precinct Patrol Section.

8. Special Orders, Department Forms Orders, Department Training Bulletins, Department Legal Bulletins, Department Technology Bulletins and Memorandums shall be prepared in an appropriate manner which gives a clear, concise meaning to the topic under consideration.

I. Required Receipt and Acknowledgment of Specific Department Directives by Members of the Department - Commanding Officers shall ensure that members electronically view, receive a copy of or instruction on each Department Directive that requires an electronic record of receipt: Department General Orders, Department Special Orders, Department Forms Orders, Department Training Bulletins, Department Legal Bulletins and Department Technology Bulletins. Members with access to desk top computers or Mobile Data Computers (MDCs) will be able to view the Department Directives via the Suffolk County Police Department's Intranet (<http://scpdhome/portal/>) by the current established process. Displaying the Department Directives will indicate in parentheses next to each directive whether the respective directive was ("Viewed") or ("Not Viewed") by the applicable member logged on. Clicking on a particular directive will open the directive, thereby capturing it as being viewed.

In some instances where a Command may be logged on to a desk top computer as the user and a member attempts to review the required Department General Orders, Department Special Orders, Department Forms Orders, Department Training Bulletins, Department Legal Bulletins, and Department Technology Bulletins, the following prompt may appear on the top of the screen when the computer program does not recognize an individual seeking to view a Department Directive since the individual may not have

logged on to the desk top computer as himself/herself: "The following Directive is required to be acknowledged as being read. After reading the directive, please submit the form below." A member shall enter his/her respective User ID and Password in the boxes requesting this information and click on the "Verify" box when the directive has been viewed. If this method is unsuccessful, contact the Information Technologies Section Help Desk.

J. Supervisor Responsibilities for Required Receipt and Acknowledgment of Specific Department Directives by Members of the Department - The "Directives Administration" program is a supervisory oversight mechanism for supervisors to ensure that members are reviewing Department General Orders, Department Special Orders, Department Forms Orders, Department Training Bulletins, Department Legal Bulletins and Department Technology Bulletins. The "Directives Administration" link, available to all sworn supervisors and civilian supervisors, is located on the Intranet: Information, Department Directives, Administration. The Bulk Verification or Order Not Viewed Reports can then be accessed. The Bulk Verification component was developed to give Commands the ability to select multiple names and accompanying directives to electronically record that the selected members received a copy or instruction on the contents of the directives. Any command may use the Bulk Verification method. The Order Not Viewed Reports allow supervisors the ability to review which members have not yet viewed, received a copy of or received instruction on the required directives.

K. Rules and Procedures Manual - Department General Orders issued to establish or revise permanent or long term policies, procedures or rules for the Department shall be retained in a manual titled, "Rules and Procedures". Orders shall be retained in a chapter and section format and access shall be enhanced by the use of both a table of contents and an index. A copy of this manual shall be maintained by each member of the Department. Supervisors of Department Commands (both sworn and civilian) shall ensure that members sign and date a printed command roster for receipt of the paper copies of the Rules and Procedures Amendment Packets that are periodically issued. This roster shall be maintained at the applicable Command. The amendment packets are full section paper copy reprints incorporating the amendments specified in Department General Orders into the corresponding section of the Rules and Procedures. Department members shall continue to update their paper copy of the Rules and Procedures Manual since a Compliance

Verification Strategy for the Written Directives Standard (Standard 2.3) states, "Assessors may randomly review the manuals of agency personnel to ensure that the manuals are current and up-to-date."

L. Forms Manual - Department Forms Orders issued to establish or revise Department forms shall be retained in a book titled, "Forms Manual". An electronic version of the "Forms Manual" can be accessed via the SCPD Portal under "Information" and "Department Forms Manual". Orders shall be retained in numerical order of the forms and access shall be enhanced by the use of both a table of contents, which shall be in form numerical order, and an index, which shall be by form title. A copy of this book shall be maintained by each command; however, it shall be accessible to members of the command at all times.

#### **VII. ACCREDITATION STANDARD REFERENCES**

- A. CALEA - 12.2.1, 12.2.2, 12.2.3
- B. NYSLEAP - 2.3

#### **VIII. INDEX**

Accreditation Reference - 7/1  
Directive System, Written - 7/1  
Electronic Forms Manual - 7/1  
Forms Manual - 7/1  
Forms Orders - 7/1  
General Orders - 7/1  
Legal Bulletins - 7/1  
Memorandums - 7/1  
Personnel Orders - 7/1  
Rules and Procedures Manual - 7/1  
Special Orders - 7/1  
Technology Bulletins - 7/1  
Training Bulletins - 7/1  
Written Directive System - 7/1

**END**

# **ATTACHMENT 34**



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

**ORDER NUMBER 10-17**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY RICHARD DORMER POLICE COMMISSIONER	SIGNATURE		
SUBJECT/TOPIC/TITLE IN-SERVICE TRAINING				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	DATE ISSUED 03/29/10	DATE EFFECTIVE 03/29/10	DATE TO BE REVIEWED N/A	

**RULES AND PROCEDURES**

**CHAPTER 18: TITLE: TRAINING**

**SECTION 7: TITLE: IN-SERVICE TRAINING**

**I. PURPOSE**

To establish procedures for ensuring that all Members of the Service receive in-service training in compliance with New York State Law Enforcement Accreditation annual training requirements of 21 hours within each Accreditation Year.

**II. POLICY**

It is the policy of the Department to ensure that each Member of the Service receives continuing in-service training necessary to provide the highest levels of officer safety and service to the public.

**III. DEFINITIONS**

A. Annual Recurrent Academy Bureau Training - Such training that is provided to each Member of the Service on a recurring basis by the Police Academy Bureau within each Accreditation Year. Said training includes but is not limited to: firearms range training and Decentralized Individualized In-service Training (DIIT).

B. Accreditation Year - An Accreditation Year begins June 2<sup>nd</sup> of each calendar year and ends on June 1<sup>st</sup> of the following year, (e.g. June 2, 2006 through June 1, 2007, June 2, 2007 through June 1, 2008, etc.)

**IV. REFERENCES**

N/A

V. **RULES AND REGULATIONS**

N/A

VI. **PROCEDURES**

A. Division Chief Responsibility -

1. It is the responsibility of each Chief of a Division or Office to ensure that all sworn members under their respective commands receive 12 hours of annual Accreditation Year in-service training in addition to the annual recurrent Academy Bureau training.

2. It is the responsibility of each Chief of a Division or Office to ensure that all sworn supervisors under their respective commands receive annual Accreditation Year supervisory skills training. Said training may be counted as part of the 12 hour training requirement cited in subsection VI. A. 1.

3. It is the responsibility of each Chief of a Division, Bureau or Office, to ensure that accurate records of Monthly Command Inspection Training are entered into the Department's computerized training records database in a timely fashion. Said information shall be entered by appropriate members of the command as designated by the Chief of the Division or Office, or the member's commanding officer. The Police Academy Bureau will be consulted if any problems are encountered or if training in the use of the system is needed.

4. It is the responsibility of each Chief of a Division or Office to ensure that accurate records of training are forwarded to the Police Academy Bureau as follows:

a. Records of training conducted by Department sources outside the Police Academy shall be forwarded to the Academy by the course instructor in a timely fashion. Said records shall include the completed In-Service Training Attendance Record (PDCS-5021a) and a justification for the

instruction, in the form of a lesson plan or course outline.

b. It shall be the responsibility of the Commanding Officer of the Police Academy Bureau to ensure all records for training conducted outside the Academy Bureau are entered into the computerized training records system in a timely manner.

c. For training offered by agencies or entities outside the Department, the procedure stipulated in Chapter 18, Section 10 shall be followed.

B. Methods of Compliance - The 12 hour non-recurrent Academy Bureau training may be satisfied in several ways including but not limited to:

1. Instruction by a supervisor or other appropriate individual during a squad/section/unit inspection on the following topics: legal updates issued through Department Legal Bulletins, Department Legal Briefs, or other types of Department directives explaining amendments in laws; Department issued Training Bulletins; Department General Orders, Department Special Orders, Department Forms Orders and other applicable Department, Division, Bureau or Command directives issued since the last command inspection; reinforcement of Department rules and/or procedures; policing methods; crime trends; community conditions; and other pertinent law enforcement issues.

2. Attendance at non-recurrent training provided by the Police Academy Bureau such as expandable baton training, Emergency Medical Technician recertification, Basic Criminal Investigation, Supervision School.

3. Attendance at training offered by agencies or entities outside the Department that has been approved by the Police Academy Bureau as qualifying to meet the NYSLEAP 21 hour annual Accreditation Year training requirement.

C. Police Academy Bureau Assistance - The Police Academy Bureau shall assist commands as needed in planning training activities, selection of appropriate topics, securing training

materials, and providing actual training.

D. Under 21 Hours - It is the responsibility of each Chief of a Division or Office to ensure that after the end of each Accreditation Year, the Accreditation Program Manager is informed via Internal Correspondence of the names of each sworn member within their Division or Office, by command, that have not completed 21 hours of training within the preceding Accreditation Year. The names on the correspondence must appear in the same order as they appear in the "Under 21 Hours" report in the Department's computerized training records program. An explanation of why the 21 hours of training was not achieved must be given next to each name, or other comments must be given, (e.g. member out injured for 9 months of period, time to be made up in next Accreditation Year, member retired, etc.).

1. Each Chief of a Division or Office shall ensure that each commanding officer of a command under the purview of the respective Chief of Division or Office submits an Internal Correspondence pertaining to the 21 hour training review of sworn personnel in the applicable command at the conclusion of each accreditation year.

a. In those instances where all sworn personnel in a respective command have attained the minimum 21 hour accreditation year training requirement, the commanding officer of the applicable command shall state this in the Internal Correspondence as follows: "A review of the sworn personnel training records within this command during the accreditation period under review has been conducted. All sworn personnel have completed the annual requirement of 21 hours of in-service training."

## **VII. ACCREDITATION STANDARDS**

A. NYSLEAP Standard 33.1, 34.2

## **VIII. INDEX**

Accreditation Year 18/7

END

# **ATTACHMENT 35**



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

**ORDER NUMBER 12-08**

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY EDWARD WEBBER ACTING POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE DECENTRALIZED INDIVIDUALIZED IN-SERVICE TRAINING (D.I.I.T.)				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 06/01/92	DATE EFFECTIVE 01/20/12	DATE AMENDED 01/20/12

**RULES AND PROCEDURES**

**CHAPTER 18: TITLE: TRAINING**

**SECTION 11: TITLE: DECENTRALIZED INDIVIDUALIZED IN-SERVICE TRAINING (D.I.I.T.)**

**I. PURPOSE**

To establish a procedure for the administration of the D.I.I.T. Program.

**II. POLICY**

Refresher training is periodically provided to experienced officers to update their training and to evaluate the effectiveness of their prior recruit and in-service training.

**III. DEFINITIONS**

N/A

**IV. REFERENCES**

N/A

**V. RULES AND REGULATIONS**

N/A

**VI. PROCEDURES**

A. The commanding officer of the Academy Training Section is responsible for the Decentralized Individualized In-Service

Training (D.I.I.T.) program. It is the responsibility of the commanding officer to ensure the following:

1. Distribution of all program materials to each designated training officer.
2. Train designated training officers prior to distribution of any D.I.I.T. programs.
3. Arrange D.I.I.T. for those members returning to duty from long term absences.
  - a. Determine those videos required to train these members to proficient levels.

B. The commanding officer of each command is responsible for the following:

1. When authorized by the Chief of Department or division chief, pursuant to subsections VI.D.2. and VI.D.3. of this section, commanding officers shall designate a member of their command as a training officer.
  - a. Commanding officers not authorized to designate a training officer shall assist the assigned training officer, pursuant to subsection VI.D.4. of this section by ensuring members of his or her command respond for training.
2. Ensure that members successfully complete the final test, a retest when required and, if necessary, a remedial exam.
3. Notify the commanding officer of the Police Academy, without unnecessary delay, whenever a member fails to successfully complete a D.I.I.T. program.

C. The commanding officer of the Police Academy shall report to the Chief of Department, via the Office of the Chief of Support Services, on an annual basis, by January 20 those members of the Department who have not successfully completed all prescribed D.I.I.T. programs for the previous year and the reasons therefore, and what actions have been taken to ensure such training shall be completed.

D. The Chief of Department and each division chief or his or her designee shall be responsible to periodically review, at a minimum of every six months, the efforts of commanding officers to ensure that D.I.I.T. programs are being attended by all members of commands under his or her jurisdiction.

1. The Chief of Department shall report to the Police Commissioner, on an annual basis, by January 30, those members of the Department who have not successfully completed all prescribed D.I.I.T. programs for the previous year and the reasons therefore, and what actions have been taken to ensure such training shall be completed.

2. The Chief of Department and each division chief shall establish which commands are to designate training officers under his or her jurisdiction.

3. The Chief of Department shall establish which commands assigned to the Office of the Police Commissioner are to designate a training officer.

4. The Chief of Department and division chief shall establish which commands the designated training officers are responsible to train under his or her jurisdiction.

E. A training officer shall be responsible for the following:

1. View all D.I.I.T. videos during prescribed cycles and obtain all materials for dissemination to members.

- a. Complete all testing as required.

- b. Maintain the integrity of all D.I.I.T. materials.

2. Ensure each member within his or her assigned command(s) views the prescribed D.I.I.T. video(s).

- a. A pretest shall be given at the discretion of the training officer when sanctioned by the commanding officer of the Academy Training Section.

- (1) When a pretest is given, it shall be completed without the member first viewing the prescribed program video.

(2) If a member fails to achieve a passing grade, the member must be administered the final test after viewing the prescribed D.I.I.T. video.

b. A final test shall be completed after viewing the prescribed D.I.I.T. program video(s).

(1) If a member fails to successfully complete such test, he or she shall be required to take a retest.

c. A retest must be given after the training officer reviews with the member the final test, the concepts he or she is deficient in, and the prescribed D.I.I.T. video(s).

d. If a member again fails to successfully complete the required test, he or she shall then take a remedial exam which must be released by a supervisor or a training officer.

(1) The remedial exam must only be given after the training officer reviews the final test and re-test with the member, the concepts he or she is deficient in, and the prescribed D.I.I.T. video(s).

e. If a member fails to successfully complete the remedial exam, he or she shall be scheduled for additional training by the commanding officer of the Police Academy.

(1) Notify the member's commanding officer when a member fails to successfully complete a prescribed cycle.

3. Provide justification for all members who have not successfully completed prescribed D.I.I.T. programs to date.

a. Use the "Untrained Reason" button on the D.I.I.T. Reports intranet page to access the command roster.

b. Select member, program, choose justification,

and enter start and end dates as necessary.

c. Contact the Academy to arrange for training when a member returns from leave or absence as per subsection VI.A.3. and subsection VI.A.3.a. above.

4. When it is necessary to have personnel on patrol respond for training, notify the Communications Section supervisor.

F. Each member is responsible for the following:

1. When notified to respond for training, respond, without unnecessary delay, to the designated facility for such training.

2. View prescribed video(s).

3. Complete all testing as required pursuant to subsection VI.E.2.

4. Promptly return to post or assignment after training is completed.

**VII. ACCREDITATION STANDARD REFERENCES**

A. CALEA

B. NYSLEAP

**VIII. INDEX**

N/A

END

# **ATTACHMENT 36**



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

PAGE 1 OF 3 PAGES

**ORDER NUMBER 07-90**

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY RICHARD DORMER POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE RULES & PROCEDURES, FAMILIARIZATION/ENFORCEMENT				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		DATE ISSUED 11/13/07	DATE EFFECTIVE 11/13/07	DATE TO BE REVIEWED N/A

**RULES AND PROCEDURES**

**CHAPTER 1: TITLE: ORGANIZATION AND PHILOSOPHY OF THE DEPARTMENT**

**SECTION 2: TITLE: RULES & PROCEDURES, FAMILIARIZATION/ENFORCEMENT**

**I. PURPOSE**

To assign the responsibility of familiarization and enforcement of the Department Rules and Procedures.

**II. POLICY**

A. The Rules and Procedures Manual is intended to provide Department members with a clear understanding of the constraints and expectations relating to the performance of their duties.

**DISCLAIMER**

The directives contained within this Rules and Procedures manual are for Departmental administrative use only and, to the extent that they constrain conduct otherwise permissible under law, shall not apply in any criminal or civil proceeding. The Suffolk County Police Department policy should not be construed as creating a higher standard of safety or care, in an evidentiary sense, with respect to third party claims. Violations of these rules will only be used as the basis for Departmental administrative sanctions.

B. The Rules and Procedures Manual is distributed as directed by the Police Commissioner or the Chief of Department and is the property of the Suffolk County Police Department. The Manual must be surrendered upon the Department's request and it may not be reproduced in any manner, wholly or in part, for any reason, except when authorized by an appropriate Department official in conjunction with official departmental business or legal mandate of the court. Individuals outside the Department who wish to obtain the manual or parts thereof should utilize the procedures initiated under the Freedom of Information Law and submit the request to the Research and Development Section for consideration.

### III. DEFINITIONS

N/A

### IV. REFERENCES

N/A

### V. RULES AND REGULATIONS

A. Rules and Procedures, Familiarization With - A member of the Department is to study these Rules and Procedures, as well as other manuals that apply to his assignments, and thoroughly familiarize himself with the applicable provisions.

1. He is held responsible for maintaining these Rules and Procedures, as well as other manuals that apply by keeping them up to date with such amendments that may be provided from time to time and in the prescribed manner.

B. Rules and Procedures Enforcement - Division commanders, commanding officers and supervising officers are responsible for the enforcement of these Rules and Procedures and all authorized orders. They are also responsible for the critical supervision of their subordinates and their strict compliance to these Rules and Procedures and all authorized orders.

### VI. PROCEDURES

N/A

### VII. ACCREDITATION STANDARD REFERENCES

N/A

**VIII. INDEX**

N/A

END

# **ATTACHMENT 37**



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

PAGE 1 OF 1 PAGES

ORDER NUMBER 13-06

TYPE DEPARTMENT SPECIAL ORDER	AUTHORITY JAMES C. BURKE CHIEF OF DEPARTMENT	SIGNATURE <i>J-C Burke</i>	
SUBJECT/TOPIC/TITLE RULES AND PROCEDURES REVIEW COMMITTEE			
DISTRIBUTION ALL COMMANDS	DATE ISSUED 1/31/13	DATE EFFECTIVE 1/31/13	DATE TO BE REVIEWED N/A

The Department has created a committee to conduct an analysis of the Rules and Procedures. The committee will critically review all Chapters and Sections of the Rules and Procedures with the objective to streamline, clarify, eliminate unnecessary portions and or incorporate pertinent information that was omitted.

Furthermore, the committee should determine if it is feasible to eliminate the printed version of the Rules and Procedures if an electronic version satisfies all the needs and requirements of the Department. The committee should ensure the current limitations and difficulties presented when searching the online version is resolved.

Whenever possible, committee personnel will confer with members of the Department at the level of execution to ensure the proposed revisions are managed in a relevant and practical manner. All members of the Department are encouraged to submit suggestions for improvements or modifications through their chain-of-command to the committee chairperson.

The committee will be comprised of the below listed personnel and supported by the Information Technologies Section, Research and Development Section and Legal Bureau. The committee will report their findings and recommendations to the Chief of Department at regular intervals.

COMMITTEE MEMBERS

- Inspector Thomas Palmieri - Chairperson - Chief of Patrol's Office
- Captain John Blosser - Special Patrol Bureau
- Captain Kevin Degnan - First Precinct
- Captain Mark Fisher - Communications Section
- Captain Gerard Hardy - Chief of Department's Office
- Captain Robert Waring - Marine Bureau
- D/Sgt. John Sumwalt - Chief of Detective's Office

The first committee meeting will be held at 1000 hours on Friday, February 1, 2013, in the Chief of Patrol's conference room.

END



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

PAGE 1 OF 1 PAGES

**ORDER NUMBER 13-06a**

TYPE DEPARTMENT SPECIAL ORDER	AUTHORITY JAMES C. BURKE CHIEF OF DEPARTMENT	SIGNATURE <i>J. C. Burke</i>	
SUBJECT/TOPIC/TITLE RULES AND PROCEDURES REVIEW COMMITTEE			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	DATE ISSUED 02/20/13	DATE EFFECTIVE 02/20/13	DATE TO BE REVIEWED N/A

**ADDENDUM "a" TO DEPARTMENT SPECIAL ORDER 13-06**

Effective as of the above date, the Rules & Procedures Review Committee will be chaired by Inspector Harold Jantzen, Office of the Chief of Patrol.

**-END-**