

ATTACHMENT 1



ORDER NUMBER **DRAFT**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE 07/27/15 VERSION	
SUBJECT/TOPIC/TITLE BIAS-FREE POLICING			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED	DATE EFFECTIVE	DATE AMENDED

Chapter 1, Section 11 of the Rules and Procedures has been created to address Bias-Free Policing.

RULES AND PROCEDURES

CHAPTER 1: TITLE: ORGANIZATION AND PHILOSOPHY OF THE DEPARTMENT

SECTION 11: TITLE: BIAS-FREE POLICING

I. PURPOSE

To define and prohibit biased-based policing in all forms.

II. POLICY

A. Members of the Suffolk County Police Department shall provide fair and equitable police service to all, and shall treat all persons with dignity and respect.

B. By providing bias-free police service to all persons and communities within Suffolk County, members will increase the effectiveness of the Department as a law enforcement agency and will build mutual trust and respect with those persons and communities.

III. DEFINITIONS

A. Bias-based 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. Biased-based policing does not mean using any trustworthy information, relevant to the locality and timeframe, to identify a person of a particular race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity in a reliable and recent suspect-specific description.

B. Routine or Spontaneous Law Enforcement Activities - are actions taken by members of the Department in the course of official duties, such as:

1. vehicle stops and searches;

2. pedestrian stops and questioning;
3. frisks and bodily searches;
4. consensual and non-consensual searches of persons or property, and
5. detentions, arrests or issuance of summonses.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

A. Members are prohibited from engaging in bias-based policing.

1. Members shall not use race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity when engaging in routine or spontaneous law enforcement activities, except when engaging in appropriate suspect-specific activity to identify a particular person or persons.

2. Members shall take no action, nor make any decision, based upon a motive influenced by bias, prejudice or discriminatory intent.

B. Members who have engaged in, ignored or condoned biased-based policing shall be subject to discipline.

1. Members who have observed or are aware of other members who have engaged in bias-based policing shall report such conduct to a supervisor immediately.

2. Supervisors receiving notification that a member has engaged in bias-based policing shall report such conduct to the Internal Affairs Bureau in accordance with the procedures set out in Chapter 5 of these Rules and Procedures.

3. Internal Affairs investigators shall investigate all allegations of bias-based policing in accordance with the procedures set out in Chapter 5 of these Rules and Procedures.

C. No member shall retaliate against any person who reports or provides any information regarding an act of bias-based policing committed by any other member.

VI. PROCEDURE

A. When engaging in routine or spontaneous law enforcement activities, members should:

1. Assess situations before initiating individual contact only by objectively evaluating indicators of potential criminal activity, and/or suspect specific characteristics.

2. Once individual contact is initiated, members should:

a. willingly share the reason for the stop or detention, unless doing so would compromise officer safety or the safety of the public;

b. make decisions regarding subsequent courses of action based upon an objective assessment of the circumstances;

c. ensure that detentions take no longer than is reasonable for the known or suspected offense or incident.

3. After individual contact has ceased, members should follow standard reporting practices as outlined in these Rules and Procedures, including the receipt, notification and referral of any complaints.

VII. ACCREDITATION STANDARD REFERENCES

A. NYSLEAP 1.1, 25.1, 50.2

VIII. INDEX

Bias-Free Policing - 1/11

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

END

ATTACHMENT 2



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 07/28/15 VERSION		
SUBJECT/TOPIC/TITLE POLICE MISSION				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE	DATE AMENDED	

Chapter 1, Section 1 of the Rules and Procedures has been amended to add the definition of "Biased-Based Policing". For continuity, the section has been reissued 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 professional police services to all, and prohibit all acts of Biased-Based Policing.

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 all 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. Biased-Based 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. Biased-Based Policing does not mean using any trustworthy information, relevant to the locality and timeframe, to identify a person of a particular race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity in a reliable and recent suspect-specific description.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURE

N/A

VII. ACCREDITATION STANDARD REFERENCES

CALEA
NYSLEAP

VIII. INDEX

Bias-Based Policing - 1/1
Mission Statement - 1/1
Values Statement - 1/1

Commanding Officers are directed to inform all members of their respective commands of these amendments.

END

ATTACHMENT 3



ORDER NUMBER DRAFT

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE 07/29/15 VERSION	
SUBJECT/TOPIC/TITLE CIVILIAN COMPLAINT PROCEDURE				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 06/01/92	DATE EFFECTIVE	DATE AMENDED

Chapter 5, Section 2 of the Rules and Procedures has been amended to improve procedures regarding the receipt and investigation of civilian complaints, including those involving allegations of biased-based/ discriminatory policing and/or illegal profiling. For continuity, the section has been reissued in its entirety; changes have been highlighted.

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, unnecessary force, discriminatory policing, 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-1300-1 and 1300-1-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 (IAB) will be notified of all allegations of employee misconduct, either automatically through the online civilian complaint reporting system, or by the reporting member forwarding the manually completed Civilian Complaint Report, PDCS-1300, or by the citizen-completed Compliment/Complaint Information Report, PDCS-1300-1 or 1300-1-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. The Commanding Officer of Internal Affairs Bureau, or designee, shall ensure that this deadline is met by comparing the "report date" with the date of receipt in IAB.

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 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. 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

Commanding Officers are directed to inform all members of their respective commands of these amendments.

END

ATTACHMENT 4



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 07/28/15 VERSION	
SUBJECT/TOPIC/TITLE COMMUNITY RELATIONS FUNCTION			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE	DATE AMENDED

Chapter 26, Section 1 of the Rules and Procedures has been amended extensively and is reissued in its entirety.

RULES AND PROCEDURES

CHAPTER 26: TITLE: COMMUNITY RELATIONS

SECTION 1: TITLE: COMMUNITY RELATIONS FUNCTION

I. PURPOSE

To establish responsibility and objectives of the community relations function.

II. POLICY

To foster and preserve open avenues of communication between the Department and the diverse communities which it serves in an ongoing effort to identify, understand and solve the contemporary problems facing those communities.

III. DEFINITIONS

A. Community - a group of people with a common characteristic or interest living together within a particular area.

B. Community Relations Database (CRD) - a database maintained as part of the Department's system of records for the purpose of tracking information regarding community issues and concerns.

C. Community Liaison Officer (CLO) - a sworn officer assigned to the Community Response Bureau who is detailed on a full time basis to a designated Precinct in order to conduct community relations functions.

D. Community Oriented Police Enforcement (COPE) Officer - a sworn officer assigned to a specific Precinct to act as liaison between the community and the police department and assist the community in solving neighborhood problems.

E. Community Relations - the positive interaction between the people and the police, representing their unity and commonality of purpose.

F. Language Access Coordinator (LAC) - the sworn officer responsible for coordinating language assistance services throughout the Department.

G. Language Access Plan (LAP) - an administrative roadmap that explains how SCPD will implement measures to provide meaningful access to police services to persons with limited English proficiency.

H. Latino Community Advisory Committee (LCAC) - a committee comprised of representatives from Latino community organizations and advocacy groups which convenes quarterly to offer feedback regarding Departmental programs and performance.

I. School Resource Officer (SRO) - a sworn officer assigned as an on-site liaison between a particular school/school district and the Department.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURE

A. RESPONSIBILITIES

1. All Department Personnel

a. It is the responsibility of every member of the Department to promote strong and meaningful community relations through the fair and equitable provision of police services.

b. Through the diligent performance of duty, every member of the Department will promote broad community engagement and foster confidence and trust in the Department.

2. Community Response Bureau

a. The Community Response Bureau (CRB) shall be the lead command responsible for coordinating all Department-wide community relations initiatives as described in this Chapter.

b. Goals and objectives of the CRB:

(1) Strengthen relationships and build opportunities for open communication between the Department and Suffolk County's geographic and demographic communities.

(2) Increase participation of individuals from minority communities working in partnership with the Department on public safety issues.

(3) Respond to community concerns in an honest, timely equitable and respectful fashion.

B. LANGUAGE ASSISTANCE

1. The Commanding Officer of the CRB is designated as the Language Access Coordinator for the Department

2. The Language Access Coordinator (LAC) shall be responsible for the provision of all language assistance services

a. The LAC shall create, maintain and distribute a list of Department members who are authorized to provide interpretation and translation services as part of their routine duties (DAI List as defined in Rules and Procedures Chapter 26, Section 5, Language Access Plan and Policy).

b. The DAI List shall be maintained as described in Rules and Procedures Chapter 26, Section 5.

c. The CRB shall be responsible for the coordination and provision of translation services for the Department as described in Rules and Procedures Chapter 26, Section 5.

3. The Language Access Plan

a. The LAC shall create, maintain, review and update the Department's Language Access Plan (LAP).

b. The LAP will detail how the Department will implement its policies and procedures in order to provide meaningful access to those with limited English proficiency.

c. The LAP shall be reviewed and updated at least annually, utilizing:

- (1) Input from Community Liaison and C.O.P.E. Officers
- (2) Input from the Community Advisory Committee
- (3) Review of information recorded on Community Meeting/Presentation forms
- (4) Review of information recorded on Interpretation Tracking forms
- (5) Information obtained from written Community Surveys
- (6) Information exchanged via the Department's internet portal and social media pages

d. The LAC shall cause the LAP to be translated into Spanish, and other non-English languages which are commonly used within the County.

e. The LAC shall distribute the LAP as broadly as possible throughout the Police District, and shall ensure that it is available in print in Department buildings with public access, on the Department's website, and in any other location in the County where individuals go to seek police assistance.

f. The LAC shall redistribute the LAP anytime a significant change is made.

C. COMMUNITY ENGAGEMENT PROGRAMS

1. Community Liaison Officers (CLOs)

a. Assignment

(1) CLOs are assigned to the CRB and detailed to a Precinct on a full time basis.

(2) Selection

(a) Members of the Service seeking assignment as a CLO shall forward a Transfer Application (PDCS-1036) through their chain of command to the CRB.

(b) A panel consisting of the Commanding Officer of the CRB, the Deputy Police Commissioner and two (2) CLOs will conduct

interviews on an as-needed basis to fill vacancies.

(c) Bilingual members seeking assignment as CLO shall identify all languages spoken on their Transfer Application.

(1.) Preference for assignment will be given to members who speak a non-English language which is commonly spoken in the Precinct of requested assignment.

(2.) Bilingual members must have a current language assessment on file.

(3.) Bilingual members selected for assignment as CLO must take the DAI certification assessment as described in Rules and Procedures Chapter 26, Section 5.

b. Duties

(1) Arrange, coordinate publish and attend monthly meetings of community residents.

(a) Members required to attend

(1.) Precinct C.O., X.O. or Captain

(2.) CLO

(3.) An officer assigned to patrol duties in that Precinct.

(b) Agenda

(1.) Old business - follow-up to requests or questions from prior month's meeting

(2.) New information regarding Department operations, initiatives programs and incidents

(3.) Question and answer

(2) Review, on a monthly basis, all concerns submitted to SCPD by members of his or her precinct to assess community issues.

(3) Refer all complaints of police misconduct involving discriminatory policing to a supervisor.

(4) Meet at least once a week with the Precinct commander to communicate any concerns or issues that he or she has received during the previous week, along with any other relevant information pertaining to SCPD's relationship with Suffolk County residents.

(5) Identify organizations operating in the geographic area covered by the Precinct, to include:

(a) Community groups, civic organizations and their leaders

(b) Advocacy groups serving particular demographics

(c) Religious organizations and leaders

(d) Schools

(e) Unofficial leaders with status in the community

(6) Literature and signage - CLOs shall post and maintain the required signage and literature in all public access areas of the Precinct to which they are assigned.

c. Reporting

(1) Each CLO shall maintain a daily record of activity reflecting:

(a) Community events attended

(b) Educational presentations

(c) Interactions with individuals

(d) Issues identified and action taken

(2) Each CLO shall post their hours of availability in a conspicuous location in the public areas of their Precinct of assignment, and on the Department's web site.

2. Community Oriented Police Enforcement (COPE) Officers

a. Assignment

(1) COPE officers are assigned to each Precinct's COPE Section.

(2) Selection of COPE officers shall be made by the Precinct commander.

(a) Selection preference shall be given to those bilingual officers speaking a non-English language which is commonly spoken in the Precinct of their assignment.

(b) Bilingual members selected for assignment as COPE officers must take the DAI certification assessment as described in Rules and Procedures Chapter 26, Section 5.

b. Duties

(1) All COPE officers shall engage in routine community policing and community outreach, which may include:

(a) Attending neighborhood association meetings to provide input or answers

(b) Attending school functions to educate children about safety and crime prevention

(c) Assisting the community in solving non-emergency problems, and addressing community decay issues such as abandoned vehicles, graffiti, abandoned buildings, code enforcement violations, and illegal dumping

(d) Meeting with business owners to provide input or answers

(e) Helping the community to become self-reliant

(2) COPE officers shall not be called upon to enhance or replace routine patrol operations except in emergency situations with the

expressed permission of the Precinct commanding officer.

(3) COPE officers shall actively engage with individuals in their respective areas of assignment, e.g., officers assigned to units in business districts should interact with business owners, and officers assigned to school and residential areas should interact with school personnel and residents.

c. Reporting

(1) COPE officers shall submit to their supervisors a monthly activity report documenting:

(a) The amount of time they dedicated to community-oriented policing activities

(b) The type of community-oriented activities in which the officers have engaged

(c) The organizations and individuals the officers have contacted

(2) COPE supervisors shall enter COPE officer activity into IRS via the CLO/COPE Tour Report.

3. School Resource Officers (SROs)

a. Assignment

(1) SROs are assigned to the Community Relations Bureau at the discretion of the Commanding Officer of the CRB.

(2) SROs assigned to individual Precincts are assigned at the discretion of that Precinct Commander.

b. Duties

(1) Establish and maintain a close partnership with school administrators in order to enhance a safe school environment.

(2) Assist school officials in emergency crisis planning and building security matters.

(3) Increase the visibility and accessibility of police to the school community.

(4) Build working relationships with the school's staff and student and parent groups.

(5) Develop and implement classes in law related education to support the educational efforts of the faculty.

(6) Collaborate with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.

(7) Assist in conflict resolution efforts.

(8) Interact with students and promote the profession of police officer by being a positive role model.

c. Reporting - SROs shall enter their daily activity into the CLO/COPE Tour Report.

4. Recruitment Section

a. All recruitment efforts will focus on providing equal opportunity for all applicants regardless of race, color, religion, gender, gender identity, age, national origin, sexual orientation, political affiliation, disability, marital status, or any other factor not directly related to job performance.

b. Officers are assigned to the Recruitment Section at the discretion of the Commanding Officer of the Community Relations Bureau.

c. Duties

(1) Officers will maintain positive and productive relationships with community leaders, educational institutions and religious organizations.

(2) Continuous efforts will be made to recruit eligible applicants at high schools and colleges.

(3) Officers shall promote the benefits of policing as community service.

5. Community Survey Program

a. Direct solicitation survey

(1) The Commanding Officer of CRB shall conduct a satisfaction survey of community and political leaders within the Latino community regarding the success of:

(a) The Department's LEP efforts;

(b) All programs and efforts of the CRB designed to engage the Latino community.

(2) This survey shall be conducted on a quarterly basis.

(3) Information obtained through direct solicitation shall be recorded with sufficient specificity to allow accurate identification, tracking, analysis and reporting.

b. The Commanding Officer of the CRB will develop a written survey instrument.

(1) The written community survey shall solicit assessments of:

(a) The CRB's success in engaging the community

(b) Overall perceptions of the Department's performance

(c) Success of the Department's LEP efforts

(d) CRB community engagement programs and efforts

(2) The Commanding Officer of the CRB shall make the written community survey available in all non-English languages identified as relevant in Chapter 26, Section 5.

(3) The Commanding Officer of the CRB shall distribute the written community survey as broadly as possible throughout the Police District, and shall ensure that it is available in print in Department buildings with public access, on the Department's website, and in any

other location in the County where individuals go to seek police assistance.

(4) Completed community surveys shall be returned to the CRB for analysis.

(a) The CRB will forward completed surveys to the Research and Development Section.

(b) The Research and Development Section shall provide the CRB with an analysis of the data retrieved from completed community surveys for review and action.

D. Community Relations Database

1. The CRB shall maintain a database for the storage of information required by this Chapter.

2. The Commanding Officer of CRB, or his/her designee, shall enter, or cause to be entered into the database information contained on the following Department forms:

a. Interpretation Tracking Form, (PDCS-7042)

b. Community Survey

c. Community Meeting Report, (PDCS-1310)

d. Activity reports

(1) C.O.P.E. monthly activity reports;

(2) C.O.P.E./CLO tour reports.

3. The Commanding Officer of CRB shall utilize the database to conduct quarterly analysis of CRB programs, Department LEP efforts and LAP updates.

VII. ACCREDITATION STANDARDS

A. CALEA - 54.2.3, 54.2.8, 54.2.10

B. NYSLEAP - 29.1, 29.2

VIII. INDEX

Community Liaison Officer - 26/1
Community Programs - 26/1
Community Relations - 26/1
Community Response Bureau - 26/1
Language Access Coordinator - 26/1

Language Access Plan - 26/1
Latino Community Advisory Committee - 26/1
School Resource Officer - 26/1

Commanding Officers are directed to inform all members of their respective commands of these amendments.

END

ATTACHMENT 5

Arrest #	CC #	10-0502259	PIN	Name	DOB
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Personal Information

Information current as of 13:38:19 on 07/30/2015

Address & Contact Information			
Home Address:	UNDOMICILED		
City:	State:	ZIP Code:	11772
Residency Status:			
Home Phone:	Cell Phone:	Carrier:	
Email Address:			

Personal Data	
Marital Status:	Single
Dependents:	2
Race:	Black
Ethnicity:	Non Hispanic
Sex:	Male
Mother Maiden Name:	[REDACTED]

Operator License	
License Number:	[REDACTED]
State:	NY
License Type:	NYS CLASS D (CLASS 5)

Military Service	
Status:	
Service Branch:	
Years Served:	

Citizenship & Birthplace	
Citizenship Country:	UNITED STATES OF AMERICA
Immigration Status:	
INS Number:	
Birth City:	RIVERHEAD
Birth County:	SUFFOLK
Birth State:	NY
Birth Country:	UNITED STATES OF AMERICA

Other Information	
On Probation?	No
On Parole?	Yes
On Work Release?	No
Protection Order Against?	No
Gang Member?	No

Other Names	
Name	Type
[REDACTED]	Booking Name
	Alias Name
	Alias Name
	Alias Name
	Alias Name
	Alias Name
	Alias Name
	Alias Name
	Alias Name