

NYPD – School Crossing Guard Intersection Locations Report

Citywide SCG Allocations:

- Copy of FY 2019 updated School Crossing Guard Final Copy - with Figures as of 09/20/2019
- In detail according to Patrol Borough and Precincts Citywide – totals include 64 SCG posts that were approved funding for FY 2019. Note:
 - DCMB approved funding for **64 SCG Posts** requested in 2017 and 2018 for FY 2019. Which brought the overall Budgeted Quota of **2638** to **2702**.
 - Figures include recent hire of 50 guards on **September 13, 2019**

Criteria used to request / determine posts:

- Interim Order #15 (Date: 02/26/18) – Revision to Administrative Guide 303-06, “school Crossings”
- Administrative Guide 303-06 (Date: 02/26/18) – “School Crossings”

Changes to SCG Training Manuals and Patrol Guide:

- Interim Order #55 (Date: 07/01/19) – Revision to Administrative Guide 319-04, “School Crossing Guard Transfer Requests”
- Interim Order #27 (Date: 04/17/19) – Revision to Administrative Guide 319-20, “Civilian Member – Uniforms/Equipment”
- Administrative Guide Procedure 319-20 (Date: 04/17/19) – “Civilian Member – Uniform/Equipment”



INTERIM ORDER

SUBJECT: REVISION TO ADMINISTRATIVE GUIDE 303-06, "SCHOOL CROSSINGS"		
DATE ISSUED:	REFERENCE:	NUMBER:
02-26-18	A.G. 303-06	15

1. Administrative Guide 303-06, "School Crossings" is being revised to expedite the processing of requests for the establishment of new school crossings or changes in hours of coverage of an existing crossing.

2. Therefore, effective immediately, Administrative Guide 303-06, "School Crossings" is amended as follows:

- a. **ADD** new step "5," opposite actor "COMMANDING OFFICER," on page "1" to read:

"COMMANDING OFFICER 5. Notify the Patrol Services Bureau's Operational Development Unit and immediately email copy of Typed Letterhead direct."
- b. **RENUMBER** current steps "5 through 17" to now read:

"6 through 18"
- c. **REVISE** "second" paragraph opposite "ADDITIONAL DATA" statement, on page "2" to read:

"ADDITIONAL DATA Whenever a school crossing must be covered during periods other than those specified in step '6,' a uniformed member of the service will be assigned."

3. Upon publication, this Interim Order has been incorporated into the On-Line Administrative Guide.

4. Any provisions of the Department Manual or any other Department directives in conflict with the contents of this Order are suspended.

BY DIRECTION OF THE POLICE COMMISSIONER

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ADMINISTRATIVE GUIDE

Section: Duties and Responsibilities		Procedure No: 303-06	
SCHOOL CROSSINGS			
DATE ISSUED: 02/26/18	DATE EFFECTIVE: 02/26/18	REVISION NUMBER:	PAGE: 1 of 2

PURPOSE To provide safe crossing for children at school crossings.

PROCEDURE When determining the necessity for a school crossing and to ensure proper coverage thereof:

- COMMANDING OFFICER**
1. Survey all proposed school crossings within command.
 2. Establish a list, in priority order, of the most hazardous crossings.
 3. Ascertain times of morning assembly, lunch period (if any), and final dismissal.
 4. Prepare and forward a report on **Typed Letterhead**, through channels, to the Chief of Patrol when requesting establishment of a new school crossing or change in hours of coverage of an existent crossing and include:
 - a. List of community complaints (specify complaint details and whether from a school principal, PTA member, Council Member, etc.).
 - b. Two year collision analysis, including fatality data (specify age of victim[s]).
 - c. Nearby bus or transit locations, and distances from requested school crossing.
 - d. Distance in feet from the requested school crossing to the related school.
 - e. Explanation that above applicable factors no longer exist when requesting the removal of a school crossing.
 5. Notify the Patrol Services Bureau’s Operational Development Unit and immediately email copy of **Typed Letterhead** direct.
 6. Assign school crossing guard to school crossing as follows:
 - a. One half hour before, to ten minutes after morning assembly.
 - b. From beginning of lunch period until ten minutes after.
 - c. Fifteen minutes prior to, and continuing until final dismissal.
 - d. During scheduled fire drills and/or early dismissals.

NOTE *Request school authorities to notify desk officer sufficiently in advance of fire drills and/or early dismissals.*

7. Provide written list to individual school principals designating only those specific crossings that will be covered.
8. Post list of crossings on bulletin board, indicating times of required coverage.
9. Advise school crossing guards, in advance, when school will not be in session.
10. Direct school crossing guards to notify the desk officer, in person, by telephone or by competent messenger, at least two hours PRIOR to scheduled crossing when reporting sick.
11. Cover more hazardous crossings when all crossings cannot be covered.
12. Have school authorities notified when crossing cannot be covered.
13. Direct members of the service to notify desk officer when school crossing guard is absent from crossing.

ADMINISTRATIVE GUIDE

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- DESK OFFICER**
14. Ascertain whether absence of school crossing guard from assigned crossing is legitimate or neglect of duty.
 15. Assign police officer, if available, to cover crossing.
 16. Notify school authorities when crossing cannot be covered because of insufficient personnel.
 - a. Request assignment of a member of school staff to cover crossing.
 17. Enter notification in Telephone Record.
 18. Report facts of school crossing guard's absence to commanding officer.
 - a. File copy of report in personal folder of guard concerned.

**ADDITIONAL
DATA**

School crossing guards WILL NOT be assigned any duty other than school crossings.

Whenever a school crossing must be covered during periods other than those specified in step "6," a uniformed member of the service will be assigned.

If, for any reason, a crossing is to be uncovered for an extended period of time, or consideration given to elimination of the crossing, the commanding officer will:

- a. *Notify the school principal, local school district and other interested parties or groups*
- b. *Submit request to Chief of Patrol, through channels, including reason(s) for request*
- c. *Maintain required coverage at the crossing until Chief of Patrol authorizes elimination.*

**FORMS AND
REPORTS**

Typed Letterhead



INTERIM ORDER

SUBJECT: REVISION TO ADMINISTRATIVE GUIDE 319-04, "SCHOOL CROSSING GUARD TRANSFER REQUEST"		
DATE ISSUED:	REFERENCE:	NUMBER:
07-01-19	*A.G. 319-04	55

1. Administrative Guide 319-04, "School Crossing Guard Transfer Request" is being revised to address the revocation of Department form, "**APPLICATION FOR TRANSFER (PD406-041)**." School crossing guards requesting a transfer to another command will submit a report on **Typed Letterhead**.

2. Therefore, effective immediately, Administrative Guide 319-04, "School Crossing Guard Transfer Request" is **SUSPENDED** and the following procedure will be complied with:

PURPOSE To allow school crossing guards to transfer to other commands.

PROCEDURE When a school crossing guard desires a transfer:

PRECINCT COMMANDING OFFICER

1. Inform school crossing guard to submit a report on **Typed Letterhead** requesting transfer, listing:
 - a. Name
 - b. Title
 - c. Tax registry number
 - d. Present command
 - e. Precinct desired
 - f. New crossing desired, if known, in new command.
2. Recommend approval or disapproval and forward to Personnel Officer, Patrol Services Bureau.

PERSONNEL OFFICER, PATROL SERVICES BUREAU

3. Forward request with recommendation to Chief of Personnel.
4. Notify precincts concerned of final action taken by Chief of Personnel.
5. Include in notification the effective time and date of transfer.

ADDITIONAL DATA *To withdraw a request for transfer, a school crossing guard will prepare a report on **Typed Letterhead** stating the reason for withdrawal, and submit to commanding officer.*

A school crossing guard requiring assistance in the preparation of their transfer request may contact their School Crossing Guard Level II or coordinator, if necessary.

FORMS AND REPORTS *Typed Letterhead*

3. Upon publication, this Interim Order has been incorporated into the On-Line Administrative Guide.

4. Any provisions of the Department Manual or any other Department directives in conflict with the contents of this Order are suspended.

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INTERIM ORDER NO. 55



INTERIM ORDER

SUBJECT: REVISION TO ADMINISTRATIVE GUIDE 319-20, "CIVILIAN MEMBER - UNIFORMS/EQUIPMENT"		
DATE ISSUED:	REFERENCE:	NUMBER:
04-17-19	A.G. 319-20	27

1. In order to ensure a more standard and professional appearance for school crossing guards, the Department has approved new optional uniform items for them to wear while on duty. In addition, the Department has also authorized a winter knit hat for school safety agents and traffic enforcement agents. All of the items listed below will be available for purchase at the Equipment Section.

2. Therefore, effective immediately, Administrative Guide 319-20, "Civilian Member – Uniforms/Equipment" is amended as follows:

- a. **REVISE** step "**3**," and accompanying "NOTE," opposite actor "SCHOOL CROSSING GUARD," on page "**1**" to read:

**"SCHOOL
CROSSING
GUARD**

- 3. Wear and maintain the following regulation uniform:**
 - a. Cap with school crossing guard patch**
 - b. School Crossing Guard reflective safety vest**
 - c. White cotton or wool gloves**
 - d. Shoes of type suitable for duty performed**
 - e. Traffic whistle**
 - f. Appropriate clothing**
 - g. Regulation yellow raincoat and cap with school crossing guard patch in inclement weather**
 - h. Optional uniform items:**
 - (1) Shirt – medium blue, military type long/short sleeve with NYPD patches and School Crossing Guard rockers 1/2 inch below shoulder seam on both sleeves and 'SCG' collar brass on the right collar and command designation on the left collar**
 - (2) Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt)**
 - (3) Regulation blue duty trousers or optional cargo pants or shorts**
 - (4) Black socks**
 - (5) Black shoes, boots or sneakers (with no visible markings)**
 - (6) Neon yellow gloves**
 - (7) Jacket – navy blue duty jacket with NYPD patches and School Crossing Guard rockers 3/4 inch below shoulder seam on both sleeves**

**SCHOOL
CROSSING
GUARD
(continued)**

- i. Optional winter items:**
- (1) Winter hat – white soft vinyl with black mouton trimming, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit**
 - (2) Winter Knit Hat – ANSI safety yellow knitted wool hat, with ‘NYPD’ embroidered in navy blue block letters across the front. To be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.**
 - (3) Ear muffs – black wool headband type, to be worn in conjunction with authorized cap.**

NOTE *School Crossing Guards Level II will wear the above described uniform except silver chevrons on duty shirt if worn, below the patches; white 8-point hat with silver unnumbered cap device; cargo shorts are not authorized.*

- b. **ADD** new subset “**(2)**,” following subdivision “**k**,” after step “**5**,” opposite actor “TRAFFIC ENFORCEMENT AGENT/PARKING ENFORCEMENT SPECIALIST,” on page “**3**” to read:

**“TRAFFIC
ENFORCEMENT
AGENT/
PARKING
ENFORCEMENT
SPECIALIST**

- k. Optional winter items:**
- (2) Winter Knit Hat – ANSI safety yellow knitted wool hat, with ‘NYPD’ embroidered in navy blue block letters across the front. To be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.”**

- c. **RENUMBER** subset “**(2)**” through “**(6)**,” following subdivision “**k**,” after step “**5**,” opposite actor “TRAFFIC ENFORCEMENT AGENT/PARKING ENFORCEMENT SPECIALIST,” on page “**3**” to read:

“**(3)** through **(7)**”

- d. **REVISE** subdivision “**e**,” following step “**6**,” opposite actor “TRAFFIC SUPERVISOR LEVEL I,” on page “**5**” to read:

**“TRAFFIC
SUPERVISOR
LEVEL I**

- e. Optional winter items:**
- (1) Winter hat – black soft vinyl with black mouton trimming and gilt (gold) unnumbered hat device, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit**

**TRAFFIC
SUPERVISOR
LEVEL I**
(continued)

- (2) **Winter Knit Hat – Navy blue knitted wool hat. Must have ‘NYPD’ embroidered in white 1 inch block lettering thread on the front, with no other visible wording or logos. It is only to be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.”**

- e. **ADD** new subdivision “**d**,” and accompanying “NOTE,” following step “**7**,” opposite actor “TRAFFIC SUPERVISOR LEVEL II,” on page “**5**” to read:

**“TRAFFIC
SUPERVISOR
LEVEL II**

- d.** **Optional winter items:**
(1) **Turtleneck – white turtleneck with NYPD markings worn only during winter season with duty jacket.**

NOTE

The turtleneck shirt shall not be worn as an outer garment, but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.”

- f. **ADD** new subset “**(5)**,” following subdivision “**k**,” after step “**13**,” opposite actor “SCHOOL SAFETY AGENT LEVEL I AND II,” on page “**9**” to read:

**“SCHOOL
SAFETY AGENT
LEVEL I AND II**

- k.** **Optional winter items:**
(5) **Winter Knit Hat – Navy blue knitted wool hat. Must have ‘NYPD’ embroidered in white 1 inch block lettering thread on the front, with no other visible wording or logos. It is only to be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.”**

3. Upon publication, this Interim Order has been incorporated into the On-Line Administrative Guide.

4. Any provisions of the Department Manual or any other Department directives in conflict with the contents of this Order are suspended.

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INTERIM ORDER NO. 27



ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-20	
CIVILIAN MEMBER – UNIFORMS/EQUIPMENT			
DATE ISSUED: 04/17/19	DATE EFFECTIVE: 04/17/19	REVISION NUMBER:	PAGE: 1 of 12

PURPOSE To prescribe uniforms/equipment for certain civilian members of the service.

PROCEDURE When performing duty:

**MOTOR
VEHICLE
OPERATOR**

1. Wear and maintain the following regulation uniform:
 - a. Baseball cap with motor vehicle operator (MVO) insignia patch
 - b. Regulation gray long and short sleeve shirts
 - c. Regulation gray jacket
 - d. Emblem – the MVO and NYPD patches will be worn on the left shoulder of regulation gray jacket and shirt
 - e. Regulation gray trousers
 - f. Regulation shield
 - g. Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt).

NOTE Motor vehicle supervisors do not wear uniforms but are issued and must carry a shield.

**FLEET
SERVICES
DIVISION
PERSONNEL**

2. Wear coveralls when assigned as:
 - a. Mechanic
 - b. Repairman
 - c. Lubricator
 - d. Gasoline dispenser.

**SCHOOL
CROSSING
GUARD**

3. Wear and maintain the following regulation uniform:
 - a. Cap with school crossing guard patch
 - b. School Crossing Guard reflective safety vest
 - c. White cotton or wool gloves
 - d. Shoes of type suitable for duty performed
 - e. Traffic whistle
 - f. Appropriate clothing
 - g. Regulation yellow raincoat and cap with school crossing guard patch in inclement weather
 - h. Optional uniform items:
 - (1) Shirt – medium blue, military type long/short sleeve with NYPD patches and School Crossing Guard rockers ½ inch below shoulder seam on both sleeves and “SCG” collar brass on the right collar and command designation on the left collar
 - (2) Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt)
 - (3) Regulation blue duty trousers or optional cargo pants or shorts
 - (4) Black socks

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**SCHOOL
CROSSING
GUARD
(continued)**

- (5) Black shoes, boots or sneakers (with no visible markings)
- (6) Neon yellow gloves
- (7) Jacket – navy blue duty jacket with NYPD patches and School Crossing Guard rockers ¾ inch below shoulder seam on both sleeves
- i. Optional winter items:
 - (1) Winter hat – white soft vinyl with black mouton trimming, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit
 - (2) Winter Knit Hat – ANSI safety yellow knitted wool hat, with “NYPD” embroidered in navy blue block letters across the front. To be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
 - (3) Ear muffs – black wool headband type, to be worn in conjunction with authorized cap.

NOTE

School Crossing Guards Level II will wear the above described uniform except silver chevrons on duty shirt if worn, below the patches; white 8-point hat with silver unnumbered cap device; cargo shorts are not authorized.

**POLICE
ATTENDANT**

- 4. Wear and maintain the following regulation uniform:
 - a. Shirt (long and short sleeve) – medium blue, military type with NYPD patches on each sleeve, and the police attendant patch will be worn and centered one half inch below the standard patch on both sleeves
 - b. Navy blue, breakaway tie with NYPD tie clip (worn with long sleeve shirt)
 - c. Regulation blue duty trousers
 - d. Black socks
 - e. Black shoes: plain, smooth leather with flat soles and raised heels

NOTE

In addition, shoes commonly referred to as the secret sneaker are also permissible, provided that they generally conform in appearance to the regular duty shoes (these shoes will be on display at the Equipment Section). Black leather jogging shoes, sneakers or shoes with visible lettering are NOT AUTHORIZED foot wear.

- f. Optional winter item:
 - (1) V-neck sweater – navy blue, acrylic or wool, waist length, vertical ribbed weave knit sweater with navy blue poly/cotton twill or cordura patch material over elbows, left breast, and epaulets. Gold buttons on pointed epaulets. The Department logo (patch) will be affixed to each sleeve. The police attendant patch will be affixed and centered one half inch below the Department logo on both sleeves.
- g. NYPD Patrol Tactical Pants are optional

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**POLICE
ATTENDANT
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- h. Command insignia will be worn on the collar of the uniform shirt
- i. Regulation handcuffs carried in handcuff case with key available for use.

**TRAFFIC
ENFORCEMENT
AGENT/
PARKING
ENFORCEMENT
SPECIALIST**

- 5. Wear and maintain the following regulation uniform/equipment:
 - a. Cap – white vinyl eight point with chrome unnumbered cap device and black chinstrap. Summer mesh style white eight point cap optional during applicable months, when so directed
 - b. Shirt – medium blue, military type long/short sleeve with NYPD patches and Traffic rockers ½ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
 - c. Blazer – navy blue (summer blouse) with silver (white metal) buttons, NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
 - d. Trousers – navy blue with ½ inch wide navy blue braid down both leg seams
 - e. Skirt (optional) – navy blue knee length for females. Flesh tone, black or navy stockings must be worn with skirt
 - f. Shoes – black, plain, smooth leather, lace type shoes with flat soles and raised rubber heels (no patent leather). Black leather sneakers with no visible lettering
Boots – lace-up plain toe with no markings
Pumps – black, plain leather pumps with heel no higher than one inch (optional with skirt for females)
 - g. Socks – Only black cotton socks are authorized
 - h. Optional inclement weather items:
 - (1) Raincoat – international orange with matching hat. International orange pants are optional
 - (2) Two piece, high visibility, yellow waterproof jacket and pants with detachable hood. Black reflective lettering “NYPD TRAFFIC” on rear of jacket with NYPD patches on both shoulders. 3M reflective material on pants and jacket.
 - i. Overcoat – navy blue (winter coat) wool fingertip length with silver (white metal) buttons. NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves
 - j. Optional summer uniform for agents assigned to street enforcement duties for their entire tour of duty:
 - (1) Regulation medium blue, short sleeve uniform shirt
 - (2) Cargo style shorts, as available in the Equipment Section. Shorts will be hemmed to a length to the top of the knee
 - (3) Black leather uniform athletic shoes, lace-up style ONLY, with no visible logos or markings. Either high-cut or low-cut style is authorized; however, the shoe should have no more than five shoelace grommets/attachments

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**TRAFFIC
ENFORCEMENT
AGENT/
PARKING
ENFORCEMENT
SPECIALIST
(continued)**

- (4) Black cotton crew socks, worn fully extended, length at least three inches but no more than five inches above outermost anklebone. Socks must be visible
- (5) Regulation eight point white uniform hat
- (6) White cotton gloves
- (7) Reflective safety vest, as required.
- k. Optional winter items:
 - (1) Winter hat – white soft vinyl with black mouton trimming and chrome unnumbered cap device, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit
 - (2) Winter Knit Hat – ANSI safety yellow knitted wool hat, with “NYPD” embroidered in navy blue block letters across the front. To be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
 - (3) Turtleneck – medium blue turtleneck with NYPD markings worn only during winter season with duty jacket

NOTE

The turtleneck shirt shall not be worn as an outer garment but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.

- (4) Sweater – navy blue commando V-neck sweater with PD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves
- (5) Ear muffs – black wool headband type
- (6) Gloves – black (white for intersection duty)
- (7) Jacket – navy blue duty jacket with NYPD patches and Traffic rockers ¾ inch below shoulder seam on both sleeves.
- l. Reflective traffic safety vest – fluorescent yellow with a permanent label that states “APPROVED BY NYPD EQUIPMENT SECTION SPEC #983.” To be worn while performing traffic related duties
- m. Shield – worn on left breast of outermost garment affixed to a leather shield holder
- n. Nameplate – white metal with last name printed in black letters. Worn directly below shield affixed to leather holder
- o. Patches – NYPD patches and Traffic rockers on both sleeves must be affixed to all garments except rain gear. **NO UNIT PATCHES PERMITTED**
- p. Longevity bar – white enamel bar with gold colored trim and roman numeral. Mandatory for all traffic enforcement agents with over five years of service and will only be worn on short sleeve shirt

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**TRAFFIC
ENFORCEMENT
AGENT/
PARKING
ENFORCEMENT
SPECIALIST
(continued)**

- q. Belt – black leather 1 ½ inches wide with gunmetal buckle. Utility belt and summons pouch may also be worn. No other belt buckles or fanny packs of any kind are permitted
- r. Tie – navy blue breakaway type with NYPD tie clip. Worn with long sleeve shirt
- s. Collar brass – White metal with unit designation on both collars
- t. Watch – working wristwatch must be worn at all times
- u. Regulation traffic whistle and belt whistle holder
- v. Serviceable traffic wand, light-emitting diode (LED), battery operated, 18 to 22 inches in length, push button operation, with steady and flashing red light capability
 - (1) To be carried while performing traffic control duties between the hours of sunset and sunrise
- w. Other jewelry – Only wedding bands are authorized.

NOTE

The Special Patrolman Patch is unauthorized and will not be worn by any member of the Department.

**TRAFFIC
SUPERVISOR
LEVEL I**

- 6. Traffic supervisor level I regulation uniform/equipment is same as traffic enforcement agent EXCEPT:
 - a. Cap – navy blue 8–point, gilt (gold) unnumbered hat device and gilt (gold) chinstrap
 - b. Blazer (summer blouse) – with gold (yellow metal) buttons
 - c. Trousers – 1 ¼ inch wide navy blue braid down both leg seams
 - d. Overcoat – with gold (yellow metal) buttons
 - e. Optional winter items:
 - (1) Winter hat – black soft vinyl with black mouton trimming and gilt (gold) unnumbered hat device, to be worn only when the temperature is expected to fall below 32 degrees Fahrenheit
 - (2) Winter Knit Hat – Navy blue knitted wool hat. Must have “NYPD” embroidered in white 1 inch block lettering thread on the front, with no other visible wording or logos. It is only to be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
 - f. Nameplate – yellow metal with last name printed in black letters. Worn directly below shield affixed to shield holder.

NOTE

Traffic supervisor level I will wear appropriate silver colored three pointed chevrons on sleeves of all outer garments except raingear.

**TRAFFIC
SUPERVISOR
LEVEL II**

- 7. Uniform is the same as required for traffic supervisor level I EXCEPT:
 - a. Cap – Frame is covered with black mohair braid
 - b. Rank insignia – Silver (white metal) bar to be worn on both collars of shirt as well as both shoulder straps of blazer/coat

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TRAFFIC SUPERVISOR LEVEL II (continued)

- c. Shirt – white, long/short sleeve uniform shirt with NYPD patches and Traffic rockers ½ inch below shoulder seam on both sleeves.
- d. Optional winter items:
 - (1) Turtleneck – white turtleneck with NYPD markings worn only during winter season with duty jacket.

NOTE

The turtleneck shirt shall not be worn as an outer garment, but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.

TRAFFIC SUPERVISOR LEVEL III

- 8. Uniform is the same as required for traffic supervisor level II EXCEPT:
 - a. Rank insignia – Two silver (white metal) bars to be worn on both collars of shirt as well as both shoulder straps of blazer/coat.

NOTE

Traffic supervisors level III and above will not affix service stripes/hash marks on their uniforms.

TRAFFIC MANAGER

- 9. Uniform is the same as required for traffic supervisor level III EXCEPT:
 - a. Cap – Frame is covered with black velvet
 - b. Rank insignia – Silver (white metal) oak leaf (with oak leaf stems pointing away from individual wearing them to the left and right), to be worn on both collars of shirt as well as shoulder straps of blazer/coat in the same manner as traffic supervisor level II and III insignia
 - c. Coat – navy blue double-breasted trench coat. Garments must be converted for uniform use by adding insignia on shoulder straps, two NYPD patches and Traffic rockers on upper right and left sleeves, replace eight buttons with eight large NYPD yellow metal buttons and add two small yellow metal buttons to the shoulder straps.

NOTE

Deputy director and director will wear the same uniform as traffic manager except deputy director will wear silver (white metal) spread eagle insignia and director will wear silver (white metal) star insignia. Additionally, director will wear the traffic manager hat with gilt (gold) spray design on visor.

TRAFFIC ENFORCEMENT AGENT – SPECIALIZED UNITS

TRAFFIC ENFORCEMENT AGENT, BICYCLE PATROL

- 10. Wear and maintain the following regulation uniform/equipment:
 - a. Helmet – white with the word TRAFFIC AGENT affixed on both sides in one and a half inch high black letters. Helmets must be ANSI and Snell certified, weighing approximately ten ounces. Helmets are required for ALL members of the service on bicycle patrol

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NOTE

Baseball cap with Department logo (patch) on front of cap is authorized for use when not riding the bicycle and coming in contact with members of the community. The baseball cap will not be worn underneath the bicycle helmet.

**TRAFFIC
ENFORCEMENT
AGENT,
BICYCLE
PATROL
(continued)**

- b. Jacket – two tone NYPD blue and yellow, waist length, with NYPD patch twelve inches wide on top, eight and a half inches in height, sixteen inches wide on the bottom with three and a half inch white letters NYPD TRAFFIC sewn on the back. A two and one quarter inch by nine inch wide patch with one and one half inch white letters TRAFFIC affixed below the right breast parallel to the reflective piping. Grommets on the right breast and Traffic rockers above both patches
- c. Shirt – light blue Coolmax polo shirt with the letters TRAFFIC printed in three and a half inch high gray reflective letters on the back, Traffic rockers above each sleeve patch, and embroidered shield patch on the left breast. Shirts are available in both long and short sleeve. The long sleeve turtleneck shirt is authorized to be worn during inclement weather months underneath the long sleeve bicycle polo shirt
- d. Shield and Nameplate – traffic enforcement agents will affix shield and nameplate to the grommets over the left breast and are not authorized to use a name and shield patch
- e. Pants – Navy blue, supplex material, with an elastic drawstring waist, velcro belt holders, right back pocket with velcro closure, two front bellow pockets with velcro closure, with right and left side pockets, one zipper and velcro snap on the bottom of each pant leg. Patrol Tactical pants may be worn by ALL ranks of uniformed members of the service on patrol, during court appearances and details, and by members permanently or temporarily assigned to headquarters security
- f. Shorts – NYPD blue, with drawstring waist, velcro belt holders, two hip pockets, and two bellow/cargo pockets with pleats down center of the pockets. (Members of the service may utilize black spandex biking shorts with padding, underneath the uniform pants and shorts. The spandex shorts cannot be visible)
- g. Shoes/Socks – black leather sneakers with no visible lettering. Only black cotton socks are authorized
- h. Gloves – black gloves may be worn
- i. Reflective traffic safety vest – Same as required for traffic enforcement agent
- j. Eye gear – shatterproof protective.

NOTE

Under no circumstances will the bicycle or bicycle uniform be modified without proper authority. Any recommendations related to the changing of the uniform will be submitted through channels to the Chief of Patrol, Operational Development Unit, for consideration and presentation to the Chief of Department and the Uniform Committee.

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NOTE
(continued)

A member of the service claiming damage of a bicycle uniform, which occurred during the performance of police duty, will follow the appropriate Patrol Guide procedure.

**TOW TRUCK
OPERATOR
(WORK
UNIFORM)**

11. Wear and maintain the following regulation uniform/equipment:
 - a. Hat – navy blue baseball cap with NYPD patch on front
 - b. Shirt – navy blue Dickey style with NYPD patches and Traffic rockers $\frac{1}{2}$ inch below shoulder seam on both sleeves. One to two inch silver reflective tape across back and on each front pocket flap
 - c. Jacket – navy blue duty jacket with NYPD patches and Traffic rockers $\frac{3}{4}$ inch below shoulder seam on both sleeves. One to two inch silver reflective tape across back, on each front pocket flap, and around each cuff
 - d. Trousers – navy blue Dickey style work pants with one to two inch silver reflective tape along each leg seam
 - e. Coverall – navy blue with one or two inch silver reflective tape across back and on each front pocket. NYPD patches and Traffic rockers $\frac{3}{4}$ inch below shoulder seam on both sleeves. One to two inch silver reflective tape along each leg seam
 - f. Shoes/boots and socks – same as required for traffic enforcement agent
 - g. Rain gear – yellow jacket with NYPD on back and matching yellow pants
 - h. Optional winter items:
 - (1) Winter hat – white soft vinyl with black mouton trimming and chrome unnumbered hat device, to be worn only when temperature is expected to fall below 32 degrees Fahrenheit
 - (2) Turtleneck – navy blue to be worn only under duty jacket or coverall.
 - i. Shield – worn on left breast of outermost garment affixed to a leather shield holder
 - j. Patches – same as required for traffic enforcement agent
 - k. Longevity bar – same as required for traffic enforcement agent
 - l. Reflective traffic safety vest – same as required for traffic enforcement agent; to be worn when performing towing-related duties or other traffic related duties outside the tow truck.

**HIGHWAY
EMERGENCY
LOCAL
PATROL
(HELP)
OPERATOR**

12. Wear and maintain the following regulation uniform/equipment:
 - a. Hat – orange baseball cap with NYPD logo in dark blue on front
 - b. Shirt – orange T-shirt with HELP logo on front pocket
 - c. Coverall – orange with NYPD patches and Traffic rockers $\frac{3}{4}$ inch below shoulder seam on both sleeves. HELP reflective logo across back and one or two inch silver reflective tape around sleeves and ankles
 - d. Rain gear – yellow jacket with NYPD on back and matching yellow pants

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**HIGHWAY
EMERGENCY
LOCAL
PATROL
(HELP)
OPERATOR
(continued)**

- e. Boots – black military style leather plain front lace up with steel toe
- f. Reflective traffic safety vest – Same as required for traffic enforcement agent
- g. Optional winter items:
 - (1) Turtleneck – orange turtleneck or dickey
 - (2) Winter hat – orange soft vinyl with orange mouton trimming. To be worn only when temperature is expected to fall below 32 degrees Fahrenheit.

**SCHOOL
SAFETY
AGENT LEVEL
I AND II**

13. Wear and maintain the following regulation uniform/equipment:

DUTY UNIFORM

- a. Cap – navy blue regulation eight point cap with chrome unnumbered cap device and black chinstrap
- b. Shirt – medium blue, military type long/short sleeve with NYPD/School Safety patches ½ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
- c. Trousers – navy blue with ½ inch braid down both leg seams
- d. Skirt (optional) – navy blue knee length for females. Flesh tone, black or navy stockings must be worn with skirt
- e. Shoes – black, plain, smooth leather, lace type shoes with flat soles and raised rubber heels. Secret sneaker is authorized
- f. Boots – lace-up plain toe with no markings
- g. Pumps – black plain leather pumps with heel no higher than one inch (optional with skirt for females)
- h. Socks – black
- i. Raincoat – international orange with matching rain hat. International orange pants are optional
- j. Duty Jacket – waist length, navy blue, nylon with zip-out thinsulate lining, knit wristlets and waistband, zip side vents with NYPD/School Safety patches ¾ inch below shoulder seam on both sides
- k. Optional winter items:
 - (1) Turtleneck – medium blue turtleneck with NYPD markings worn only during winter season with duty jacket

NOTE

The turtleneck shirt shall not be worn as an outer garment but may be worn under the duty jacket. If during the course of the tour an agent removes the duty jacket, whether due to change of assignment or other reasons, the regulation shirt and tie must be worn.

- (2) Sweater – navy blue commando V-neck sweater with NYPD/School Safety patches ¾ inch below shoulder seam on both sleeves
- (3) Ear muffs – black wool headband type
- (4) Gloves – black leather spectra-lined

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**SCHOOL
SAFETY
AGENT LEVEL
I AND II
(continued)**

- (5) Winter Knit Hat – Navy blue knitted wool hat. Must have “NYPD” embroidered in white 1 inch block lettering thread on the front, with no other visible wording or logos. It is only to be worn with duty jacket, when the temperature is expected to fall below 32 degrees Fahrenheit.
- l. Shield – worn on left breast of outermost garment affixed to a leather shield holder
 - m. Nameplate – white metal with last name printed in black letters. Worn directly below shield affixed to leather shield holder
 - n. Longevity bar – white enamel bar with gold colored trim and roman numeral. Mandatory for all school safety agents level I and II with over five years of service and will only be worn on short sleeve shirt
 - o. Belt – black leather 1½ inches wide with gun–metal buckle. Second belt for equipment is optional. Equipment belt if worn will cover the trouser belt and be worn firmly around the waist. No other belt buckles or fanny packs of any kind are permitted
 - p. Tie – navy blue break–away type with NYPD tie clip. Tie worn with long sleeve shirt
 - q. Insignia – to be worn on the collar of the uniform shirt, as well as the collar of the outermost garment, as follows:
 - (1) School safety agent level I will wear yellow metal “School Safety” collar brass
 - (2) School safety agent level II will wear appropriate yellow metal, borough task force collar brass (e.g., BXTF, MNTF, MSTF, SSTF, etc.).

NOTE

Level II agents will not wear chevrons on sleeves.

- r. **MEMORANDUM PAD (PD112–141)** in regulation binder with the following required inserts:
 - (1) **COMPILATION OF SPANISH PHRASES (PD167–090)**
 - (2) **COURTESY, PROFESSIONALISM AND RESPECT (PD439–111)**
 - (3) Any other insert, as required.
- s. Utility belt – black leather 1 ½ inches wide with gun metal buckle. Equipment belt will cover trouser belt and be worn firmly around the waist
- t. Handcuffs – regulation handcuffs carried in handcuff case with key available for use (members with special patrolman status only)
- u. Serviceable flashlight – In appropriate holder attached to utility belt flashlight not to exceed 12 ½ inches in length. Tubular design (without attachments that alter the size, shape or weight of the device) powered by a maximum of three “D” and a minimum of two “C” batteries

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SCHOOL SAFETY AGENT LEVEL I AND II (continued)

- v. Pen and pencil holder – attached to the utility belt with two ink pens (black or blue)
- w. Watch – working wristwatch must be worn at all times
- x. Other jewelry – only wedding band is authorized.

DRESS UNIFORM – (Same as duty uniform EXCEPT):

- a. Summer Blouse – navy blue with regulation gilt (gold) buttons and shoulder straps. NYPD/School Safety patches to be affixed ¾ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
- b. Shoes – black, high gloss (manufactured using the poromeric or clarino process) lace type oxford shoes with flat soles and raised heels.

NOTE Summer blouse is to be worn as dress uniform only. It is not authorized for everyday use. Duty jacket may be worn as an outer garment at ceremonies, only at the direction of the Commanding Officer, School Safety Division.

SCHOOL SAFETY AGENT LEVEL III

- 14. Wear and maintain the same uniform as Level I and II except the following items:
 - a. Insignia – Level III agents will wear the appropriate silver colored cloth chevrons on both sleeves, in addition to yellow metal “School Safety” insignia on both collars of shirt
 - b. Trousers – navy blue with 1 ¼ inch wide navy blue braid down both leg seams
 - c. Nameplate – yellow metal with last name printed in black letters.

SUPERVISOR OF SCHOOL SECURITY/ ASSOCIATE SUPERVISOR OF SCHOOL SECURITY

- 15. Wear and maintain the same uniform as Level III (without chevrons) except for the following items:
 - a. Cap – blue eight point cap, gilt (gold) chinstrap and gold unnumbered cap device. No baseball cap is authorized
 - b. Shirt – white, long/short sleeve uniform shirt with NYPD/School Safety patches ½ inch below shoulder seam on both sleeves, with appropriate service stripes/hash marks affixed
 - (1) Associate supervisor of school security will NOT wear service stripes/hash marks
 - c. Insignia – supervisors will wear silver (white metal) rank insignia, as appropriate (i.e. silver (white metal) bar for supervisor of school security, and two silver (white metal) bars for associate supervisor of school security, both to be worn on the collar of the shirt as well as the shoulder straps of the duty jacket and summer blouse).

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**SCHOOL
SECURITY
MANAGER/
DEPUTY
DIRECTOR
AND
DIRECTOR OF
PATROL
OPERATIONS**

16. Wear and maintain the same uniform as supervisor of school security/associate supervisor of school security except for the following items:
- a. Optional coat – navy blue double-breasted trench coat. Garments must be converted for uniform use by adding insignia on shoulder straps, two NYPD/School Safety patches on upper right and left sleeves, replace the eight buttons with eight large NYPD yellow metal buttons and add two small yellow metal buttons to the shoulder straps
 - b. Insignia – Silver (white metal) insignia of rank, to be worn on collar of shirt as well as shoulder straps of duty jacket and summer blouse:
 - (1) School security manager will wear silver (white metal) oak leaf (with oak leaf stems pointing away from individual wearing them to the left and right)
 - (2) Deputy director will wear silver (white metal) spread eagle insignia
 - (3) Director of patrol operations will wear silver (white metal) star insignia. Additionally, director of patrol operations will wear the supervisor of school security hat with gilt (gold) spray design on visor.

**ADDITIONAL
DATA**

All civilian uniformed members of the service will make seasonal changes as indicated by the Patrol Guide regarding the wearing of duty jackets and short sleeve shirts.

During January and July of each year, each civilian member of the service who is authorized to operate a Department vehicle, will present a valid New York State driver’s license to their commanding officer.

The provisions of Patrol Guide 203–07, “Performance on Duty – Personal Appearance” regarding grooming and personal appearance will be followed by all uniformed civilian members of the service except those assigned to Fleet Services Division, civilian members in the title of motor vehicle operator (MVO), and in cases of legitimate medical conditions or religious observances.

Civilian members of the service are strictly prohibited from wearing the nylon windbreaker jacket, on or off duty, unless specifically authorized (e.g., civilian Trauma Counseling Team members).

**RELATED
PROCEDURES**

- Performance on Duty – Personal Appearance (P.G. 203–07)*
- General Uniform Regulations (P.G. 204–01)*
- Uniform Classifications (P.G. 204–02)*
- Lost or Damaged Uniform (P.G. 204–07)*
- Inspection of Uniforms (A.G. 305–06)*

**FORMS AND
REPORTS**

- MEMORANDUM PAD (PD112–141)**
- COMPILATION OF SPANISH PHRASES (PD167–090)**
- COURTESY, PROFESSIONALISM AND RESPECT (PD439–111)**