



# ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-01
<b>SCHOOL CROSSING GUARD - GENERAL REGULATIONS</b>		
DATE EFFECTIVE: 11/18/21	LAST REVISION: I.O. 105	PAGE: 1 of 2

**PURPOSE** To ensure the proper performance and supervision of school crossing guards.

**PROCEDURE** When a school crossing guard is assigned to a precinct:

**COMMANDING OFFICER**

1. Designate a uniformed member of the service to coordinate daily activities and record keeping of school crossing guards assigned to command.
2. Designate a supervisor, other than the patrol supervisor, to oversee designated uniformed member of the service.

**DESIGNATED UNIFORMED MEMBER OF THE SERVICE**

3. Coordinate daily activities and record keeping of school crossing guards assigned to command.
4. Visit and inspect school crossing guards on assigned post.
5. Inform designated supervisor of any discrepancies regarding attendance and performance of school crossing guards.

**NOTE** *In the absence of the designated uniformed member of the service, the commanding officer will designate an alternate to perform the above listed duties.*

**DESIGNATED SUPERVISOR**

6. Investigate any discrepancies regarding attendance and performance of school crossing guards and take appropriate action.

**SCHOOL CROSSING GUARD**

7. Report punctually for duty in proper uniform as per [A.G. 319-03, "Civilian Member - Uniforms/Equipment"](#) and cover assigned crossing during designated times.
  - a. Notify desk officer prior to first crossing if unable to report for duty for any reason.
8. Communicate with precinct each work day prior to reporting for first crossing as directed by precinct commanding officer.
9. Maintain **MEMORANDUM PAD (PD112-141)**.
  - a. Obtain replacement **MEMORANDUM PAD** from designated supervisor, when necessary.
10. Do not leave assigned crossing except in discharge of duty or for personal necessity.
11. Notify desk officer or designated member when leaving crossing for any reason and make entry in **MEMORANDUM PAD** of time leaving, premises entered and reason.
12. Request response of uniformed members immediately via precinct or 911 whenever police services are required, as necessary.
13. Comply with [A.G. 304-20, "Personal Social Media Accounts and Policy."](#) as appropriate.
14. Submit a report on **Typed Letterhead** when requesting a transfer and submit to commanding officer.

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- DESK OFFICER**
15. Make appropriate notifications and ensure proper documentation is prepared if school crossing guard is unable to report for duty.
  16. Comply with [\*A.G. 326-01, "School Crossings"\*](#) if school crossing guard is unable to report for duty.
- COMMANDING OFFICER**
17. Approve/disapprove school crossing guard transfer requests and forward to Chief of Personnel for final determination, as necessary.



# ADMINISTRATIVE GUIDE

Section: Civilian Personnel		Procedure No: 319-03
<b>CIVILIAN MEMBER - UNIFORMS/EQUIPMENT</b>		
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**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

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**SCHOOL  
CROSSING  
GUARD  
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- (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 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.

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**POLICE  
ATTENDANT  
(continued)**

- g. NYPD Patrol Tactical Pants are optional
- 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
  - 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)
  - 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  
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- (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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ENFORCEMENT  
AGENT/  
PARKING  
ENFORCEMENT  
SPECIALIST  
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- 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**  
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*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  
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- 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
- 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)
- 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
- (5) Winter Knit Hat – Navy blue knitted wool hat. Must have

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

# ADMINISTRATIVE GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
319-03	11/18/21	I.O. 99	12 of 12

**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 [A.G. 304-07, "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).*



# INTERIM ORDER

SUBJECT: <b>REVISION TO ADMINISTRATIVE GUIDE 319-01, "SCHOOL CROSSING GUARD – GENERAL REGULATIONS"</b>		
DATE ISSUED:	REFERENCE:	NUMBER:
<b>11-18-21</b>	<b>*A.G. 319-01</b>	<b>105</b>

1. In order to enhance operational efficiency regarding school crossing guards, Administrative Guide 319-01, "School Crossing Guard - General Regulations" is being revised.

2. Therefore, effective immediately, Administrative Guide 319-01, "School Crossing Guard – General Regulations" is **SUSPENDED** and the following procedure will be complied with:

**PURPOSE** To ensure the proper performance and supervision of school crossing guards.

**PROCEDURE** When a school crossing guard is assigned to a precinct:

**COMMANDING OFFICER**

1. Designate a uniformed member of the service to coordinate daily activities and record keeping of school crossing guards assigned to command.
2. Designate a supervisor, other than the patrol supervisor, to oversee designated uniformed member of the service.

**DESIGNATED UNIFORMED MEMBER OF THE SERVICE**

3. Coordinate daily activities and record keeping of school crossing guards assigned to command.
4. Visit and inspect school crossing guards on assigned post.
5. Inform designated supervisor of any discrepancies regarding attendance and performance of school crossing guards.

**NOTE** *In the absence of the designated uniformed member of the service, the commanding officer will designate an alternate to perform the above listed duties.*

**DESIGNATED SUPERVISOR**

6. Investigate any discrepancies regarding attendance and performance of school crossing guards and take appropriate action.

**SCHOOL CROSSING GUARD**

7. Report punctually for duty in proper uniform as per [A.G. 319-03, "Civilian Member - Uniforms/Equipment"](#) and cover assigned crossing during designated times.
  - a. Notify desk officer prior to first crossing if unable to report for duty for any reason.
8. Communicate with precinct each work day prior to reporting for first crossing as directed by precinct commanding officer.
9. Maintain **MEMORANDUM PAD (PD112-141)**.
  - a. Obtain replacement **MEMORANDUM PAD** from designated supervisor, when necessary.
10. Do not leave assigned crossing except in discharge of duty or for personal necessity.

**SCHOOL  
CROSSING  
GUARD  
(continued)**

11. Notify desk officer or designated member when leaving crossing for any reason and make entry in **MEMORANDUM PAD** of time leaving, premises entered and reason.
12. Request response of uniformed members immediately via precinct or 911 whenever police services are required, as necessary.
13. Comply with [A.G. 304-20, "Personal Social Media Accounts and Policy,"](#) as appropriate.
14. Submit a report on **Typed Letterhead** when requesting a transfer and submit to commanding officer.

**DESK OFFICER**

15. Make appropriate notifications and ensure proper documentation is prepared if school crossing guard is unable to report for duty.
16. Comply with [A.G. 326-01, "School Crossings"](#) if school crossing guard is unable to report for duty.

**COMMANDING  
OFFICER**

17. Approve/disapprove school crossing guard transfer requests and forward to Chief of Personnel for final determination, as necessary.

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

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

**BY DIRECTION OF THE POLICE COMMISSIONER**

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## INTERIM ORDER

<b>SUBJECT: REVOCATION OF VARIOUS PROCEDURES WITHIN PATROL GUIDE SECTION 205, "PERSONNEL MATTERS," ADMINISTRATIVE GUIDE 319, "CIVILIAN PERSONNEL," AND ADMINISTRATIVE GUIDE 320, "PERSONNEL"</b>		
<b>DATE ISSUED:</b>	<b>REFERENCE:</b>	<b>NUMBER:</b>
<b>11-18-21</b>	<b>**P.G. 205-02, P.G. 205-03, **P.G. 205-06, **P.G. 205-60, **P.G-205-64, **A.G. 319-03, **A.G. 319-04, **A.G. 319-06, **A.G. 319-07, ** A.G. 320-03, **A.G. 320-15, **A.G. 320-16 AND **A.G. 320-36</b>	<b>109</b>

1. In order to enhance operational efficiency a review of Patrol Guide 205, "Personnel Matters," Administrative Guide 319, "Civilian Personnel" and Administrative Guide 320, "Personnel" has been conducted and the following procedures have been deemed obsolete and are being revoked.
  
2. Therefore, effective immediately, Patrol Guide 205-02, "Reporting Sick From Outside City and Residence Counties" has been deemed obsolete and is hereby **REVOKED**.
  
3. Delete any references to Patrol Guide 205-02, "Reporting Sick From Outside City and Residence Counties" in P.G. 216-11 and wherever else they appear in the Department Manual.
  
4. Patrol Guide 205-03, "Responsibility for Weapons While Sick" has been deemed obsolete and is hereby **REVOKED**.
  
5. Delete any references to Patrol Guide 205-03, "Responsibility for Weapons While Sick" in A.G. 305-07 and wherever else they appear in the Department Manual.
  
6. Patrol Guide 205-06, "Line of Duty Injury or Death - Outside City in Residence Counties" has been deemed obsolete and is hereby **REVOKED**.
  
7. Delete any references to Patrol Guide 205-06, "Line of Duty Injury or Death - Outside City in Residence Counties" wherever else they appear in the Department Manual.
  
8. Patrol Guide 205-60, "Reporting to Department Surgeon and returning to Duty from Sick Report" has been deemed obsolete and is hereby **REVOKED**.
  
9. Delete any references to Patrol Guide 205-60, "Reporting to Department Surgeon and returning to Duty from Sick Report" wherever they appear in the Department Manual.
  
10. Patrol Guide 205-64, "Law Enforcement Officers Safety Act (LEOSA) Qualification for Retiring Uniformed Members of the Service" has been deemed unnecessary and is hereby **REVOKED**.

11. Delete any references to Patrol Guide 205-64, “Law Enforcement Officers Safety Act (LEOSA) Qualification for Retiring Uniformed Members of the Service” wherever they appear in the Department Manual.

12. Administrative Guide 319-03, “School Crossing Guard - Assignment” has been deemed obsolete and is hereby **REVOKED**.

13. Delete any references to Administrative Guide 319-03, “School Crossing Guard - Assignment” wherever they appear in the Department Manual.

14. Administrative Guide 319-04, “School Crossing Guard - Transfer Request” has been deemed obsolete and is hereby **REVOKED**.

15. Delete any references to Administrative Guide 319-04, “School Crossing Guard - Transfer Request” wherever they appear in the Department Manual.

16. Administrative Guide 319-06, “School Crossing Guard - Memorandum Pad” has been deemed obsolete and is hereby **REVOKED**.

17. Delete any references to Administrative Guide 319-06, “School Crossing Guard - Memorandum Pad” wherever they appear in the Department Manual.

18. Administrative Guide 319-07, “School Crossing Guard – Regulating Traffic” has been deemed obsolete and is hereby **REVOKED**.

19. Delete any references to Administrative Guide 319-07, “School Crossing Guard - Regulating Traffic” wherever they appear in the Department Manual.

20. Administrative Guide 320-03, “Post Academy Field Training Program” has been deemed obsolete and is hereby **REVOKED**.

21. Delete any references to Administrative Guide 320-03, “Post Academy Field Training Program” wherever they appear in the Department Manual.

22. Administrative Guide 320-15, “Unit Training” has been deemed obsolete and is hereby **REVOKED**.

23. Delete any references to Administrative Guide 320-15, “Unit Training” wherever else they appear in the Department Manual.

24. Administrative Guide 320-16, “Driver Training” has been deemed obsolete and is hereby **REVOKED**.

25. Delete any references to Administrative Guide 320-16, “Driver Training” wherever else they appear in the Department Manual.

26. Administrative Guide 320-36, "Career Points for Voluntary Participation in Community Programs Within New York City" has been deemed obsolete and is hereby **REVOKED**.

27. Delete any references to Administrative Guide 320-36, "Career Points for Voluntary Participation in Community Programs Within New York City" wherever else they appear in the Department Manual.

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

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

**BY DIRECTION OF THE POLICE COMMISSIONER**

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**INTERIM ORDER NO. 109**



## INTERIM ORDER

<b>SUBJECT: REVISION TO PATROL GUIDE 205 SECTION "PERSONNEL MATTERS" ADMINISTRATIVE GUIDE SECTION 319, "CIVILIAN PERSONNEL" ADMINISTRATIVE GUIDE 320 SECTION "PERSONNEL" AND ADMINISTRATIVE GUIDE 324, "PAYROLLS"</b>		
<b>DATE ISSUED:</b>	<b>REFERENCE:</b>	<b>NUMBER:</b>
<b>11-18-21</b>	<b>**P.G. 205, **A.G. 319,**A.G. 320 AND **A.G. 324 SECTIONS</b>	<b>110</b>

1. In order to properly reflect the duties and responsibilities of members of the service in both operational and administrative roles, Patrol Guide series 205, "Personnel Matters," Administrative Guide series 319, "Civilian Personnel," Administrative Guide series 320, "Personnel" and Administrative Guide series 324, "Payrolls" are being reorganized. Revisions to procedures within these series will be the subject of separate Department directives.

2. Therefore, Administrative Guide series 319, "Civilian Personnel" has been revised and will now consist of the following procedures:

New Procedure number	Title	Former Procedure number
319-01	School Crossing Guard - General Regulations	319-01
319-02	School Crossing Guard - Certificate of Recognition	319-05
319-03	Civilian Member - Uniforms and Equipment	319-20
319-04	Annual Leave Balance (Sub-Managerial)	319-10
319-05	Civilian Member - Miscellaneous Leave With Pay	319-12
319-06	Civilian Member - Holidays (Sub-Managerial)	319-13
319-07	Civilian Member - Reporting Sick	319-14
319-08	Civilian Member - Injury	319-15
319-09	Civilian Member Extended Sick Leave for Line of Duty Injury	319-16
319-10	Civilian Member - Resignation	319-17
319-11	Civilian Member - Discipline	319-19
319-12	Grievance - Civilian Member of the Service	320-14
319-13	Reimbursement to City for Jury Service	319-22
319-14	Civilian Member - Off Duty Employment	319-23
319-15	Child Care Leave	319-24
319-16	Departmental Recognition - Civilian Members of the Service	319-26
319-17	Department Awards - Civilian Members of the Service	319-35
319-18	Civilian Personnel Overtime (Non-Managerial)	319-27
319-19	Civilian Member - Lateness Policy	319-28
319-20	Civilian Absence - Stepping Report	319-29
319-21	Civilian Member - Retirement	319-30
319-22	Video Terminal/Occupational Vision Care Program and Guidelines for Operators	319-32

319-23	Assignment Differential for Timekeepers	319-33
319-24	Precinct Receptionist Program	319-34
319-25	Requesting the Posting of Civilian Transfer Opportunities Using the New York City Automated Personnel System (NYCAPS) Online Recruitment Portal	319-36
319-26	Job Vacancy Posting Via the New York City Automated Personnel System (NYCAPS) Ehire Online Recruitment Portal	319-37
319-27	Requesting Paid and/or Unpaid Interns	319-38
319-28	Automotive Service Worker - Command Vehicle Coordinator	319-39
319-29	Apply for Civilian Opportunities and Transfers	319-40

3. Additionally, Administrative Guide series 320, “Personnel” has been revised and renamed “Personnel Matters - General” and will now consist of the following procedures:

<b>New Procedure number</b>	<b>Title</b>	<b>Former Procedure number</b>
320-01	Exchange of Tours for Uniformed Members of the Service	320-52
320-02	Monitoring Off-Duty Visits to Inmates at Correctional Facilities by Members of the Service	205-63
320-03	Maintenance and Transfer of Command-Level Personal Records	320-01
320-04	Grant Applications Accountability, Responsibility and Reporting Procedures	320-38
320-05	Assignment of Command Integrity Control Officer	320-31

4. Administrative Guide series 324, “Payrolls” has been renamed “Leave, Payroll and Timekeeping” and will consist of the following procedures:

<b>New Procedure number</b>	<b>Title</b>	<b>Former Procedure number</b>
324-01	Vacation Policy	205-69
324-02	Working During Vacation	320-23
324-03	Vacation Lost Due to Sick Leave	205-19
324-04	Ranking Officers Vacations	205-72
324-05	Authorized Leave	205-71
324-06	Bereavement Leave	320-02
324-07	Jury Duty Leave for Uniformed Members of the Service	205-26
324-08	Leave of Absence Without Pay Twenty-Nine (29) Calendar Days or Less	205-20

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324-09	Leave of Absence Without Pay Thirty (30) Calendar Days or More	205-21
324-10	Extended Leave of Absence - Educational Fellowship/Scholarship Notification of Intent	205-73
324-11	Definite Military Leave	205-22
324-12	Indefinite Military Leave	205-23
324-13	Special Leave for Former Members of the Armed Forces	205-24
324-14	Child Care Leave of Absence	205-28
324-15	Overtime	205-17
324-16	Ordered Overtime	320-11
324-17	Absent Without Leave	205-18
324-18	Equalization of Supervisor's Overtime	320-21
324-19	Lost Time Overtime Procedures for Uniformed Members of the Service - Captain to Deputy Chief (Inclusive)	320-29
324-20	Pay Plan and Benefits for Management Employees Uniformed and Civilian	320-34
324-21	Documentation of Weekly Schedules Performed by Executive Uniformed Members of the Service	320-50
324-22	Employee's Withholding Allowance Certificate	324-01
324-23	Payroll Changes and Deductions	324-02
324-24	Payroll Management System	324-03
324-25	Distribution of Paychecks	324-04
324-26	Receiving Check for Another Member	324-05
324-27	Loss of Paycheck	324-06
324-28	Returning Unissued Paychecks	324-07
324-29	Civilian Leave Without Pay - Payroll Deductions	324-08
324-30	Uniformed Leave Without Pay - Payroll Deductions	324-09

5. Administrative Guide series 329, "Career Development" will consist of the following procedures:

<b>New Procedure number</b>	<b>Title</b>	<b>Former Procedure number</b>
329-01	Presentation of Departmental Recognition Awards	329-01
329-02	Unit Citations	329-02
329-03	Departmental Recognition - Uniformed Members of the Service	205-39
329-04	Department Medals - Uniformed Members of the Service	205-65
329-05	Integrity Review Board Recommendation Procedure	205-16

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329-06	Discontinuance of Police Service Retirement or Vested Interest	205-42
329-07	Discontinuance of Police Service - Resignation	205-43
329-08	Pistol License for Retiring Members of the Service	205-44
329-09	Request for Personnel Transfers or Background Checks	320-06
329-10	Transfer and Assignment of Uniformed Members of the Service	320-10
329-11	Administrative Transfers	320-24
329-12	Uniformed Members of the Service - Transfer Procedure	205-14
329-13	Promotion to Third Grade Detective (Investigator)	320-35
329-14	Career Path for Sergeants and Lieutenants Seeking Assignment to the Internal Affairs Bureau, Detective Bureau, Counterterrorism Bureau or Intelligence Bureau	320-42
329-15	Career Advancement Review Board	320-48
329-16	Discretionary Promotion Process for Designated Investigative Personnel	320-32
329-17	Special Assignment Recommendation	320-17
329-18	Temporary Assignments	320-07
329-19	Finest Ideas Program	205-41
329-20	Separation From Service - Personnel Records	320-05
329-21	Police Commissioner's Exemplary Performance Award	320-08
329-22	Educational Achievement Citation	320-19
329-23	Civilian Recognition Report	320-37
329-24	Police Officer/Civilian Member of the Service Award Program	320-40
329-25	Risk Assessment Information Liability System (RAILS)	320-49
329-26	Reference Letter	320-51
329-27	Discretionary Promotion Process for Uniformed Executives	320-53

6. Administrative Guide series 330, "Medical, Health and Wellness" has been established and will consist of the following procedures:

<b>New Procedure number</b>	<b>Title</b>	<b>Former Procedure number</b>
330-01	Regular Sick	205-01
330-02	Administrative Sick	205-01
330-03	Line of Duty Injury or Death	205-05

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330-04	Notifying Court, Trial Room or Other Agencies When Member of the Service Reports Sick Line of Duty Injury or Death	205-61
330-05	Chronic Absence Control Program	205-45
330-06	Death of Member of the Service	205-07
330-07	Trauma Counseling Program	205-08
330-08	Reporting Work-Related Fatalities, Hospitalization, Injuries or Illnesses	320-46
330-09	Exposure of Members of the Service to Infectious Diseases or Hazardous Materials	205-10
330-10	Pregnancy Related Guidelines for Uniformed Members of the Service	205-27
330-11	Temporary Removal of Firearms in Non-Disciplinary Cases	205-47
330-12	Department Ambulance Service	205-04
330-13	Request for Pre-Exposure Vaccination Against Hepatitis B	205-11
330-14	Donating or Requesting Blood from the Department's Drug Program	205-12
330-15	Requesting Blood When Outside New York State	205-13
330-16	Counseling Services Unit	205-46
330-17	Occupational Health and Safety	320-27
330-18	Comprehensive Assistance Program	320-22
330-19	Police Escort Company	320-33
330-20	Supervision of Members of the Service Receiving Physical Therapy for Line of Duty Injuries	205-09
330-21	Command Level Peer Support	304-26
330-22	Critical Incident Stress Management	304-27
330-23	Employee Assistance Unit	304-28
330-24	Early Intervention Program	320-54

7. Administrative Guide series 331, "Evaluations" has been established and will consist of the following procedures:

<b>New Procedure number</b>	<b>Title</b>	<b>Former Procedure number</b>
331-01	Evaluations - General - Members of the Service	205-48
331-02	Evaluation of Probationary Police Officers	205-49
331-03	Evaluation of Police Officers and Detectives Assigned to Investigative Duties	205-50
331-04	Evaluations of Police Officers and Detectives Assigned to Non-Investigative Duties	205-51
331-05	Evaluation of Sergeants/Lieutenants	205-52
331-06	Evaluation of Captain Through Deputy Chief	205-54
331-07	Evaluation of Assistant Chiefs and Above Civilian Managers	205-55

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331-08	Evaluation of Sub-Managerial Civilian Personnel	205-53
331-09	Police Officer Detective Specialist Monthly Quarterly Performance Review and Rating System	205-57
331-10	Appeal of Evaluation - Uniformed Member of the Service	205-58
331-11	Appeal of Evaluation - Civilian Member of the Service	205-59

8. Administrative Guide series 332, "Employee Rights/Responsibilities" has been established and will consist of the following procedures:

<b>New Procedure number</b>	<b>Title</b>	<b>Former Procedure number</b>
332-01	Employment Discrimination	205-36
332-02	Sexual, Ethnic, Racial, Religious, or Other Discriminatory Slurs Through Display of Offensive Material	205-37
332-03	Member of the Service Seeking to Notify the Department of Transgender or Gender Non-Conforming Transition Status	205-68
332-04	Uniformed Member - Off-Duty Employment	205-40
332-05	Random Drug Screening for Uniformed Members of the Service Not Assigned to Select Detective Bureau Sub-Units, Internal Affairs Bureau (IAB) or as Probationary Police Officers in Training at the Police Academy	205-29
332-06	Drug Screening Tests for Cause for Uniformed and Civilian Members of the Service	205-30
332-07	Drug Screening Tests for Uniformed Members of the Service Applying for Assignments to Designated Specialized Units	205-31
332-08	Random Drug Screening for Uniformed Members of the Service Assigned to Select Detective Bureau Sub-Units and Internal Affairs Bureau (IAB)	205-32
332-09	Drug Screening Tests for Uniformed Members of the Service as a Condition of Civil Service Promotion	205-33
332-10	Drug Screening for Uniformed Members of the Service as a Condition of Discretionary Promotion	205-34
332-11	Voluntary Drug Testing	205-35
332-12	Counseling Services Unit Drug Screening for Uniformed and Civilian Members of the Service	205-66
332-13	End of Probation Drug Screening for Probationary Police Officers	205-67

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332-14	Investigation of Incidents of Retaliation Against Members of the Service	205-38
332-15	Grievance - Uniformed Member of the Service	320-13
332-16	Official Trips by Department Representatives	320-18
332-17	Union Release Time	320-28
332-18	Firearms Proficiency Requirement	205-62
332-19	Review of Central Personnel Index Files By Members of the Service	320-39
332-20	Guidelines for Members of the Service (Uniformed and Civilian) Governed by the Fair Labor Standards Act (FLSA)	320-41
332-21	Reasonable Accommodations for Employees and Applicants	320-47

9. **REVISE** references to the transferred procedures listed in the chart above wherever they appear in the Department Manual to read the appropriate new procedures.

10. **REMOVE** references to the above transferred procedures wherever they appear in any “*RELATED PROCEDURES*” throughout the Department Manual.

11. Upon publication this Interim Order has been incorporated into the On-Line Patrol Guide and On-Line Administrative Guide.

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

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## Summary of Department Manual Revisions

Patrol Guide section 205, "Personnel Matters," Administrative Guide 319, "Civilian Personnel," Administrative Guide 320, "Personnel," and Administrative Guide 324, "Payrolls"

*MODS has completed a holistic review of Patrol Guide section 205, "Personnel Matters," Administrative Guide section 319, "Civilian Personnel," Administrative Guide section 320, "Personnel," and Administrative Guide 324, "Payrolls" in an effort to simplify and update the Manual and properly reflect the policies and practices of today's Department.*

POLICY/PROCEDURE UPDATES		
UPDATE SUMMARY	IMPACTED PROCEDURE(S)	REASON FOR UPDATE
<b>Reporting Sick.</b> Provisions for reporting regular sick or administrative sick are now contained in two separate, more concise and easier to find, procedures.	330-01, "Regular Sick" 330-02, "Administrative Sick"	Updated to have distinct procedures for each sick category.
<b>Line of Duty Injuries.</b> The "Investigating Supervisor" for line of duty injuries for uniformed members of the service may now be any supervisor in the rank of sergeant or above.	330-03, "Line of Duty Injury or Death"	To simplify procedure and reflect current practice.
<b>Jury Duty for Uniformed Members of the Service.</b> Procedure made into operational, actor based steps.	324-07, "Jury Duty Leave for Uniformed Members of the Service"	To better format procedure into action based steps.
<b>Departmental Recognition – Uniformed Members of the Service.</b> Procedure has been shortened to pertinent action steps. Many directions given in procedure are explained on the form.	329-03, "Departmental Recognition - Uniformed Members of the Service"	Removed redundancies and language already explained on form to simplify procedure.
<b>School Crossing Guards.</b> Multiple procedures existed pertaining to school crossing guard duties, these have been consolidated to one procedure.	319-01, "School Crossing Guards- General Regulations" 319-03, "School Crossing Guard – Assignment" 319-04, "School Crossing Guard - Transfer Request" 319-06, "School Crossing Guard - Memorandum Pad" 319-07, "School Crossing Guard - Regulating Traffic"	Consolidated procedures regarding school crossing guards.

## Summary of Department Manual Revisions

Patrol Guide section 205, "Personnel Matters," Administrative Guide 319, "Civilian Personnel," Administrative Guide 320, "Personnel," and Administrative Guide 324, "Payrolls"

POLICY/PROCEDURE REVOCATIONS	
PROCEDURE REVOKED	REASON REVOKED
205-02, "Reporting Sick From Outside City and Residence Counties"	Procedure is unnecessary. All members report sick via Sick Desk. Steps contained within (e.g., sending telegram to Commanding Officer, Medical Division), are outdated.
205-06, "Line of Duty Injury or Death – Outside City in Residence Counties"	Pertinent information contained in this procedure is being incorporated into new Line of Duty Injury or Death procedure.
205-64, "Law Enforcement Officers Safety Act (LEOSA) Qualification for Retiring Uniformed Members of the Service"	This procedure was introduced in 2014. The definition of what this certification card is and instructions for retiring members of the service on obtaining it are contained in 329-06, "Discontinuance of Police Service - Retirement or Vested Interest."
319-03, "School Crossing Guard – Assignment" 319-04, "School Crossing Guard – Transfer Request," 319-06, "School Crossing Guard – Memorandum Pad," 319-07, "School Crossing Guard – Regulating Traffic"	Pertinent information contained within these procedures are being consolidated into 319-01, "School Crossing Guard - General Regulations."
320-15, "Unit Training" and 320-16, "Driver Training"	Pertinent information in these procedures are contained elsewhere.
320-36, "Career Points for Voluntary Participation in Community Programs Within New York City"	Career Points are no longer used, IO 52 (19) revoked PG 205-15, "Application for Transfer" and established a new transfer procedure for uniformed members of the service.

## Summary of Department Manual Revisions

Patrol Guide section 205, "Personnel Matters," Administrative Guide 319, "Civilian Personnel," Administrative Guide 320, "Personnel," and Administrative Guide 324, "Payrolls"

POLICY/PROCEDURE REORGANIZATION	
CHANGE	REASON REORGANIZED
All procedures from Patrol Guide 205 are being moved to the Administrative Guide.	These procedures are administrative in nature and are a better fit in the Administrative Guide.
Procedures from Patrol Guide 205, Administrative Guides 319, 320 and 324 will be reorganized into new Administrative Guide sections explained in Interim Order 110, series 2021.	This will make procedures easier to find within their respective subject categories.