

From: LNStuart@legal-aid.org
Sent: Friday, May 17, 2013 11:03 AM
To: Duffy, Daniel
Cc: Torres Rojas, Genara; Van Duyne, Sheree
Subject: Freedom of Information Online Request Form

Information:

First Name: Lisa
Last Name: Stuart
Company: Legal-Aid Society
Mailing Address 1: 49 Thomas Stuart
Mailing Address 2:
City: New York
State: NY
Zip Code: 10013
Email Address: LNStuart@legal-aid.org
Phone: 212-298-5214
Required copies of the records: Yes

List of specific record(s):

Please provide in its entirety, a copy of the Port Authority Police Department Patrol GuideHandbook. If such a guide does not exist, please provide us with any written policies on how officers should respond with regard to:
1. Incidents involving media personnel acting in their news gathering capacity and 2. Observers at the scene of police incidents.

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

November 15, 2013

Ms. Lisa Stuart
Legal-Aid Society
49 Thomas Stuart
New York, NY 10013

Re: Freedom of Information Reference No. 14001

Dear Ms. Stuart:

This is in response to your May 17, 2013 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code"), for a copy of the Port Authority Police Department Patrol Guide Handbook. If such a guide does not exist, please provide any written policies on how officers should respond with regard to incidents involving media personnel acting in their news gathering capacity and observers at the scene of police incidents.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/14001-O.pdf>.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Ann L. Qureshi
FOI Administrator

PORT AUTHORITY OF NEW YORK AND NEW JERSEY
OFFICE OF THE EXECUTIVE DIRECTOR
POLICE DIVISION



2008

MANUAL OF POLICE DIVISION INSTRUCTIONS

PORT AUTHORITY POLICE
POLICE DIVISION INSTRUCTIONS MANUAL

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>
I.	Organization and Duties
II.	Personnel Administration
III.	Time and Compensation
IV.	Operations
V.	Public Communications & Information
VI.	Enforcement
VII.	Uniforms and Equipment
VIII.	Inspections
IX.	Training
X.	Rules of Conduct

POLICE DIVISION INSTRUCTIONS MANUAL

INDEX

SECTION I

ORGANIZATION AND DUTIES

<u>P.D.I.</u>	<u>Title</u>	<u>Date</u>
1-1	Police Division Instruction Manual	July 1975
1-2	Oath of Office	
1-3	Organization Chart	
1-4	Superintendent of Police - Duties	
1-5	Manager, Police Planning and Administration	
1-6	Police Inspector - Duties	May 1958
1-7	Police Deputy Inspector - Duties	
1-8	Police Captain - Duties	May 1958
1-9	Police Lieutenant - Duties	Aug. 1973
1-10	Detective Lieutenant - Duties	
1-11	Police Sergeant - Duties	Feb. 1973
1-12	Detective Sergeant - Duties	
1-13	Police Officer - Duties	May 1958
1-14	Detective - Duties	

SECTION II

PERSONNEL ADMINISTRATION

<u>P.D.I.</u>	<u>TITLE</u>	<u>DATE</u>
2-1	Seniority - Police	Sept. 1981
2-2	Police Performance Appraisals	April 1959
2-3	Transfer Procedure - Police Officers	June 1980
2-4	Transfer Procedure - Police Sergeants	Sept. 1981
2-5	Disciplinary Procedure	Sept. 1981
2-6	Disciplinary Investigation	July 1980
2-7	Incident Report and Lateness Report	Sept. 1981
2-8	Grievance Procedure	Aug. 1976
2-9	Sick Leave Policy	July 1976
2-10	Outside Employment	May 1976
2-11	Retirement Award	July 1980
2-12	Meritorious Police Duty Medal	May 1976
2-13	Excellent Police Duty Breast Bar	March 1984
2-14	Police Division Group Citation	May 1977
2-15	Transfer Procedure - Police Lieutenants	June 1980
2-16	Transfer Procedure - Detectives	Sept. 1981

SECTION III

TIME AND COMPENSATION

P.D.I.

Title

Date

3-1

Mileage Allowance - CPP

Feb. 1973

SECTION IV

OPERATIONS

<u>P.D.I.</u>	<u>TITLE</u>	<u>DATE</u>
4-1	Use of Code Signals	Sept. 1975
4-2	Tunnel Motor Patrol	Sept. 1975
4-3	Traffic and Patron Accident Investigations	Sept. 1975
4-4	Use of Sirens	Sept. 1975
4-5	Complaints	Sept. 1975
4-6	Bomb Alerts	Sept. 1975
4-7	Breathalyzer Procedure	Sept. 1975
4-8	Accident Entries in Police Blotter	Sept. 1975
4-9	Speedometer Test and Court Testimony	Sept. 1975
4-10	Police Records - Criminal Complaints	Sept. 1975
4-11	Use of Firearms and Deadly Physical Force	Sept. 1975
4-12	Service Revolver Inspections at Roll Call	Sept. 1975
4-13	Procedure for Carrying Weapons on Aircraft	Sept. 1975
4-14	Safeguarding of Prisoners	Sept. 1975
4-15	Commutation Books - Lost or Stolen	Sept. 1975
4-16	Bedside Arraignment of a Prisoner in NYC	Sept. 1975
4-17	Intox Driver	July 1981
4-18	Roadblock Operations	July, 1976
4-19	Search of Arrested Persons	Sept 1981
4-23	Use of X-ray	May 1988

SECTION V

PUBLIC COMMUNICATIONS AND INFORMATION

<u>P.D.I.</u>	<u>Title</u>	<u>Date</u>
5-1	Dissemination of Traffic Information	Dec. 1975
5-2	Requests for Identification Checks - NYCPD	Dec. 1975
5-3	Police Alarms	Dec. 1975
5-4	Police Related Press and Public Information	Sept. 1975
5-5	Release of Criminal Records and Information	April. 1976

SECTION VI

ENFORCEMENT

<u>P.D. I.</u>	<u>Title</u>	<u>Date</u>
6-1	N.Y.C. Summonses	Nov. 1975
6-2	N.Y.C. Summonses in Lieu of Arrest	Nov. 1975
6-3	Desk Appearance Tickets	Nov. 1975
6-4	New Jersey Uniform Traffic Summons	Nov. 1975
6-5	Court and Official Appearances	Nov. 1975
6-6	Sealing of Criminal Records	Oct 1976
6-7	Taxi & Limousine Cmplaints	July 1981

SECTION VII

UNIFORMS AND EQUIPMENT

<u>P.D.I.</u>	<u>TITLE</u>	<u>DATE</u>
7-1	Service and Personal Revolvers	Sept. 1981
7-2	Ammunition - Issue and Sale	Nov. 1975
7-3	Personal Gun Registration	Nov. 1980
7-4	Police Batons	Nov. 1975
7-5	Police Facility Cameras	Nov. 1975
7-6	Regulation Police Uniforms	Sept. 1981
7-7	Issue of Uniform Buttons and Insignia	Nov. 1975
7-8	Equipment for Uniformed Police	Sept. 1981
7-9	Police Equipment Sales	Nov. 1975
7-10	Port Authority Medals and Awards	Aug. 1976
7-11	Safety Eyewear Program	Jan. 1981
7-12	Safety Shoe Program	Jan. 1981
7-13	Safety Awards	Jan. 1981

SECTION VIII

INSPECTIONS

<u>P.D.I.</u>	<u>Title</u>	<u>Date</u>
8-1	Uniform Inspections	June 1976
8-2	Staff Inspections	Nov 1976

SECTION IX

TRAINING

<u>P.D.I.</u>	<u>TITLE</u>	<u>DATE</u>
9-1	Pistol Range - Rules and Regulations	Jan. 1981
9-2	Annual Pistol Shooting Awards	May 1976
9-3	Police Records - Qualifications	July 1980
9-5	Airport Emergency Crew Selection Training and Transfer Procedure-Police Officers	June 1980
9-6	Emergency Garage Officers Training	April 1965

I. INTRODUCTION

The Police Division utilizes a system of written instructions designated as Police Division Instructions (P.D.I.'s), a complete set of which constitutes the Police Division Instructions Manual. This Manual is designed to provide a source of standing Police Division policies and procedures.

II. DESCRIPTION

A. P.D.I.'s are official directives from the Superintendent of Police to all members of the force, setting forth administrative policies, procedures, and regulations of general applicability and long-term effect and usefulness. As such, they assume precedence over any similar instructions or notices issued at unit levels.

B. In general, P.D.I.'s deal with the following subjects:

1. Overall structure and functions of the Police Division organization.
2. Regulations, Policies, Standards and Procedures affecting members of the force.

P.D.I.'s are issued only by authority of the Superintendent of Police.

III. FORMAT

In order to provide uniformity of style and presentation, the format of the P.D.I. is arranged so as to follow the sequence described below:

A. Heading - including a numerical identification of the instructions (see Par. IV) and date of issuance.

B. Brief description of the title.

C. Introduction - briefly describing the purpose and/or nature of the instruction.

D. Policy statement - included wherever applicable.

E. Body - describing in detail the operation, or applicability of the policy, process or procedure.

F. Appendices as required.

IV. NUMERICAL IDENTIFICATION

P.D.I.'s are classified and coded by subject and are numbered in accordance with a system comprising the following elements:

A. Primary number - this number identifies the major sections of the Police Division Instruction.

B. Secondary number - this number identifies the order in which each P.D.I. appears in its section. (P.D.I. 4-2 indicates the second P.D.I. in Section 4)

V. TABLE OF CONTENTS

A. The Table of Contents is a listing of all current P.D.I.'s, grouped by subject matter, in the numerical sequence in which they appear in the manual. Also listed is the date of issuance of each instruction, or if revised, the date of the last revision.

B. The Table of Contents also provides for a Change Notice Control Sheet on which pertinent data concerning change notices is to be recorded. (See Appendix C, Exhibit I).

C. The Planning and Administrative Section is responsible for the publication of a corrected Table of Contents at periodic intervals, as may be warranted.

VI. MANUAL BINDERS

All P.D.I.'s which are of current effect are maintained in proper numerical sequence in special ring binders supplied to manual holders. As new instructions are issued, they are inserted in the binder in proper order.

VII. MAINTENANCE OF THE MANUAL

Commanding Officers are responsible for taking necessary measures to insure proper maintenance of Manuals issued to holders at their respective facilities. A list of manual holders is maintained by the Planning and Administrative Section. New or revised instructions, change notices, and revised editions of the Table of Contents and Index are distributed as described in Section IX, by this section.

VIII. RESPONSIBILITY

A. The Planning and Administrative Section is responsible for:

1. Preparation of all P.D.I.'s
2. Reviewing all proposed P.D.I.'s or proposed revisions for form and substance.
3. Coordinating the clearance of all proposed P.D.I.'s or proposed revisions and obtaining final approval from the Superintendent of Police.
4. Periodically conducting an overview of the P.D.I. Manual to discover obsolete P.D.I.'s which should be rescinded, out-of-date P.D.I.'s which should be revised, gaps in the manual requiring new P.D.I.'s, and initiating necessary action based on this review.
5. Seeing that copies of new or revised P.D.I.'s are reproduced

and distributed to all manual holders.

6. Maintaining the P.D.I. system on an overall basis.

B. Police Division Sections (Operations, Planning, Inspections, Emergency Service) will be responsible for reviewing P.D.I.'s contained within their sphere of particular interest, in order to initiate the appropriate action for amending the P.D.I.'s.

IX. DISTRIBUTION

Copies of all P.D.I.'s will be distributed to and maintained by the following:

1. The Superintendent of Police
2. The Police Inspector
3. Manager - Police Planning and Administration
4. All Deputy Inspectors
5. The Investigative Unit
6. All Commanding Officers. Copies to be maintained at:
 - (a) the captain's office
 - (b) the police desk
 - (c) the police reserve room
7. Police Academy. Sufficient copies to be maintained for training purposes.
8. Police Division Planning and Research Lieutenant
9. Law Department.
10. Personnel Department
11. Director of Administration
12. Management Services Department
13. Office of the Port Authority Secretary
14. Port Authority Library
15. President - Port Authority Police Benevolent Association (N.Y.)
16. President - Port Authority Sergeant's Benevolent Association
17. President - Port Authority Superior Officer's Association

X. P.D.I. PROCEDURES

The procedure to be used when preparing a Police Division Instruction, is outlined in Appendix A of this instruction (Preparation of the P.D.I.).

The clearance process for the P.D.I. is covered in Appendix B.

Appendix C refers to the Change Notice and its uses.

Appendix D refers to the procedure for processing obsolete P.D.I.'s.

An Interim P.D.I. procedure has been developed to deal with new subjects heretofore not covered in the P.D.I. manual (see Appendix E).

APPENDIX APREPARATION OF THE P.D.I.

Any member of the force may propose either a revision to an existing P.D.I. or the subject for a new P.D.I.

The following steps will be followed when proposing a revision or a new P.D.I.

A. The proposal will be reduced to writing, with a draft copy of the proposed P.D.I. attached, and submitted to the member's immediate supervisor for review.

B. The supervisor will review the proposal to insure that the information contained in the proposal:

- (1) is factual and the change is warranted;
- (2) does not already appear elsewhere in the P.D.I.'s;
- (3) does not conflict with information in memoranda of agreement or the P.A.I.'s.

C. After review, if the supervisor agrees that the proposal should be developed into a P.D.I. (or P.D.I. change) he will forward it with his comments to his superior for review.

D. If approved, the proposal will be forwarded to the Planning and Research Lieutenant where it will be logged and then submitted to the appropriate Police Division Section, for review.

The appropriate Police Division Section will review the proposal. If it is recommended that a proposal is valid and should be pursued, it will be forwarded to the Planning and Administrative Section where it will be researched and a preliminary review P.D.I. developed.

APPENDIX B
P.D.I. CLEARANCE PROCESS

A. Upon completion of the first draft of the P.D.I. it will be circulated to the Senior Police Division staff for review and comments.

Upon receipt of these comments, a final draft will be developed and forwarded to the following departments and units for review:

1. Facility Commanding Officers.
2. Law Department.
3. Management Services Department (where the subject may refer to the subject of a P.A.I.)
4. General Managers (where the P.D.I. may affect the operation of a Line Department)

Review by Police Division Staff and Facility Commanding Officers will be limited as described in the transmittal memorandum. Comments must be forwarded to the Police Division Research Lieutenant. If additional review time is required, a written request must be made by the Commanding Officer to the Manager, Police Planning and Administration. Failure to respond within the prescribed time period will denote approval of the draft P.D.I.

B. Upon receipt of comments from all interested parties, a final P.D.I. will be written and forwarded to the Superintendent of Police for final approval.

C. Upon approval of the Superintendent of Police, the P.D.I. will be sent to the Duplicating Section of Communications Services where it will be reproduced and subsequently sent to the mail room for distribution as described in section IX.

Research Lieutenant keeps a master set of Change Notices.

D. The Change Notice can then be discarded. The Police Division

next to the appropriate P.D.I.

(4) Lists the change notice number in the Table of Contents

has been made.

the paragraph number(s) amended, and his initials to indicate that the change with the Table of Contents, the number of the Change Notice, the date, the P.D.I.,

(3) enters on the Change Notice Control Sheet (Exhibit I) provided

adjacent to the change; and

(2) enters the number of the Change Notice in the margin

(1) makes the necessary change or changes;

C. Upon receipt of a Change Notice, the manual holder:

manual holders that they have received all such notices.

B. Change Notices are numbered serially, thus insuring all

in pen and ink by manual holders.

A. Change Notices list a specific change or changes to be made.

by the issuance of "Change Notices."

Minor revisions are brought to the attention of manual holders

Section.

Change Notices are issued by the Planning and Administrative

Example: Changes in telephone numbers and addresses.

P.D.I. This type of change can be made in writing.

tions or additions, do not justify the issuance of a completely revised

Minor revisions to the P.D.I., such as simple corrections, dele-

THE P.D.I. CHANGE NOTICE

APPENDIX C

APPENDIX D

OBSOLETE P.D.I.'s

1. Obsolete P.D.I.'s are brought to the attention of Manual holders through the Change Notice system described above.

2. In addition to removing the affected P.D.I. from the manual, the manual holder should line out the appropriate title in the Table of Contents and enter the Change Notice number in the margin.

APPENDIX E

THE INTERIM P.D.I.

The Interim P.D.I. is an instruction dealing with a major subject heretofore not covered in the P.D.I.'s. Interim P.D.I.'s are issued pending the review and clearance of a formal P.D.I. on the subject.

The Interim P.D.I. is numbered and dated so as to correspond to the section of the manual that the subject falls in.

The Interim P.D.I. is kept at the rear of the appropriate section until such time as the formal P.D.I. is developed. When the new P.D.I. is placed in the appropriate section of the manual, the Interim P.D.I. may be discarded.

The Interim P.D.I. will be listed in the Table of Contents, at the end of the appropriate section. When a permanent P.D.I. is developed, the Interim P.D.I. will be crossed out. The date and new P.D.I. number will be entered in the margin. The new P.D.I. will then be listed in its proper place in the Table of Contents.

REVIEW PROCESS

The Interim P.D.I. may be proposed by any member of the force (as outlined in Appendix A).

After being drafted, the Interim P.D.I. will be forwarded to:

1. The Planning & Research Lieutenant, where it will be logged and then forwarded to the appropriate Police Division Section, depending upon the subject matter.
2. In the event the subject involves a specific department, that department will be consulted (i.e. Public Affairs, Automotive, etc.)
3. Law Department for review and comment.

After receipt of the comments, a final Interim P.D.I. would be developed and submitted to the Superintendent of Police for approval.

Following approval by the Superintendent of Police, the Interim P.D.I. would be processed as outlined in Appendix F, paragraph C.

