



PATROL GUIDE

Section: Command Operations		Procedure No: 212-60	
INTERIOR PATROL OF HOUSING AUTHORITY BUILDINGS			
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PURPOSE

To assist the Housing Authority in enforcing its rules, limiting criminal activity, providing a safe and secure environment and ensuring the habitability of its residential buildings for Housing Authority residents and their guests by performing interior patrols.

PROCEDURE

Uniformed members of the service shall frequently inspect the interior of Housing Authority buildings on assigned posts as follows:

UNIFORMED MEMBER OF THE SERVICE

1. Notify Communications Section, utilizing radio code 10-75I, and make **ACTIVITY LOG (PD112-145)** entry of the time and street address upon entering the building.
2. Notify Video Interactive Patrol Enhanced Response (VIPER) unit by radio, if VIPER cameras present.

VIPER UNIT MEMBER

3. Advise uniformed member of conditions that:
 - a. Require attention
 - b. Significantly affect safety.
4. Provide ongoing assistance to uniformed member of the service performing interior patrol.

UNIFORMED MEMBER OF THE SERVICE

5. Inspect front, rear and other exterior doors, mailboxes and the interior of the lobby.
6. Inspect elevators and ascertain if they are operable.
 - a. Notify Housing Authority Emergency Service Department maintenance personnel of inoperable elevators.
7. Proceed to top floor of building by elevator, if operable, otherwise by using the stairs.
 - a. Use staircase to gain access to the roof of the building.
8. Conduct inspection of roof, roof landing, elevator rooms, and any other installations.
9. Patrol each floor, staircase and hallway within the building from the top floor to the ground floor.
10. Inspect elevator doors on each floor, taking immediate action when necessary.
 - a. Notify Housing Authority Emergency Service Department or NYPD Emergency Service Unit personnel immediately and remain at scene and secure location until unsafe condition has been corrected if:
 - (1) Elevator door glass is missing
 - (2) Outer elevator door opens when elevator is not present
 - (3) Any other dangerous condition concerning elevators exists.
11. Inspect all accessible basement areas.
12. Be alert for persons who may be violating Housing Authority rules and regulations, including potentially unauthorized persons within NYCHA property, and upon encountering such persons:

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**UNIFORMED
MEMBER OF
THE SERVICE
(continued)**

- a. Approach the person(s) and ask:
 - (1) If he or she lives in the building
 - (2) If he or she is visiting someone in the building
 - (3) If he or she has business in the building.

NOTE

When a person's authority to be present in the building is in question, take reasonable measures to verify such authority (e.g., asking for identification, a key to the building entrance doors, etc.).

- b. If a person is found to be violating a Housing Authority rule or regulation, take appropriate police action pursuant to *P.G. 207-29, "Field Reports,"* unless criminal enforcement is appropriate.
 - c. If a person refuses to explain or is unable to explain his or her presence in the building, the officer may instruct the person that he or she must leave the building or be subject to arrest for trespass. The officer may then arrest the person for trespass if:
 - (1) The person refuses to exit the building and does not promptly establish a right to be in the building.
 - d. If reasonable suspicion develops that a person has committed, is committing or is about to commit a felony or Penal Law misdemeanor, take appropriate police action pursuant to *P.G. 212-11, "Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops."*
 - e. If probable cause develops that a person has committed or is committing an offense or crime, take appropriate police action pursuant to *P.G. 208-01, "Law of Arrest."*
13. Notify Communications Section upon exiting building and make **ACTIVITY LOG** entry indicating time building inspection was completed and any condition noted.
- a. Prepare **FIELD REPORT (PD313-1511)**, **STOP REPORT (PD383-151)** or **COMPLAINT REPORT (PD313-152)**, if necessary.
14. Alternate between outside area patrol and interior patrol of Housing Authority grounds and buildings, unless otherwise directed.
15. Inspect each building on assigned post.

**MEMBERS
ASSIGNED TO
RMP DUTIES**

- 16. Comply with above requirements, if not on an assignment, when available to perform interior patrol.

**PSA/PRECINCT
COMMANDING
OFFICER**

- 17. Review available sources and identify buildings which are in need of increased interior patrols.
- 18. Assign and direct members to perform patrols at directed locations.

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**PLATOON
COMMANDER/
PATROL
SUPERVISOR/
ASSIGNED
SUPERVISOR**

19. Assign at least two uniformed members of the service to conduct directed interior patrols.

NOTE

During the course of conducting directed interior patrols, officers shall be instructed that, absent exigent circumstances, two or more uniformed members of the service must remain together.

20. Ensure all interior patrols are performed in a satisfactory manner with specific attention to:
- Effectiveness of patrols, including proper tactics
 - Radio transmissions
 - Proper documentation (e.g., **ACTIVITY LOG** entries, **FIELD REPORTS, STOP REPORTS**, etc.).

**RELATED
PROCEDURES**

*Complaint Reporting System (P.G. 207-01)
Field Reports (P.G. 207-29)
Law of Arrest (P.G. 208-01)
Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops (P.G. 212-11)
Interior Patrol (P.G. 212-59)*

**FORMS AND
REPORTS**

**ACTIVITY LOG (PD112-145)
COMPLAINT REPORT (PD313-152)
FIELD REPORT (PD313-1511)
STOP REPORT (PD383-151)**