



PATROL GUIDE

Section: Command Operations

Procedure No: 212-26

INSPECTION OF NEW YORK CITY HOUSING AUTHORITY FACILITIES

DATE ISSUED:
08/01/13

DATE EFFECTIVE:
08/01/13

REVISION NUMBER:

PAGE:
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PURPOSE

To ensure that New York City Housing Authority facilities are being properly inspected and to suppress criminal activities therein.

DEFINITION

N.Y.C. HOUSING AUTHORITY FACILITY - Includes, but is not limited to, community centers, child care centers, maintenance shops and areas, storerooms, health centers, senior citizen centers, tenant recreation rooms, management offices, laundry and boiler rooms, etc.

PROCEDURE

Uniformed members of the service shall comply with the following guidelines relative to inspecting N.Y.C. Housing Authority (NYCHA) facilities:

UNIFORMED MEMBER OF THE SERVICE

1. Be responsible for the suppression or rapid discovery of burglaries or related crimes on assigned post.
2. Check each NYCHA facility on assigned post during the first and last hour of each tour of duty, if possible.
 - a. Make appropriate **ACTIVITY LOG (PD112-145)** entries.
3. Frequently inspect security of NYCHA facilities on assigned post during tour of duty.
 - a. Make appropriate **ACTIVITY LOG** entries of all facility inspections.
4. Comply with any additional instructions given by supervisory officers relative to facility security measures.
 - a. Give special attention to those facilities accorded "Post Condition" status.

NOTE

Members of the service assigned to a high priority incident will not be required to conduct security checks as stated above.

PATROL SUPERVISOR

5. Request the response of a patrol supervisor upon discovery of a burglary or related crime committed within a NYCHA facility.
6. Inspect assigned member's **ACTIVITY LOG** during tour to ensure that NYCHA facilities have been inspected.

UPON NOTIFICATION OF A BURGLARY OR RELATED CRIME WITHIN A NYCHA FACILITY:

PATROL SUPERVISOR

7. Respond to scene and supervise investigation.
8. Interview members of the service at location.
9. Ascertain that location has been secured.
10. Take other appropriate action as deemed necessary.
11. Ensure that all required reports (i.e., **COMPLAINT REPORT [PD313-152]**) are prepared in connection with the incident.

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Zhe Xu



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