

SUFFOLK COUNTY POLICE DEPARTMENT

COMPLIANCE REPORT

March 1, 2017

Assessing Implementation of the 2014 Settlement Agreement between the United States and the Suffolk County Police Department



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INTRODUCTION

On January 13 2014, the Suffolk County Police Department [Department] and the United States of America entered into this Agreement to memorialize their joint commitment to ensuring that police services continue to be provided to the people of Suffolk County in a manner that complies with the Constitution and the laws of the United States. Since the inception of the Agreement, the parties have collaborated to identify best practices in several areas. With the valuable assistance of the United States, the Department has developed a variety of new policies and procedures to implement these practices in its training, administration and operations. The Department is eager to continue its close working relationship with the United States to provide a model of community based, bias-free police service that is accountable and accessible to all.

During the United States last on-site visit the parties discussed streamlining the reporting process. To that end, this report, the sixth issued pursuant to the Agreement, will address the issues and concerns voiced by the United States in their Assessment of January, 2017. Headings correspond to those used by the United States in that document and reference is made to attached documents. The Department offers no self-assessment of its level of compliance with each of the sections of the Agreement, as it does not dispute any of the United States' assessments.

The Department views the reporting process going forward as an ongoing dialogue, and will no longer seek to catalogue every aspect of the Agreement in every report. Similarly, the Department will only attach those documents and materials which are new, or for which it seeks approval. The Department believes these measures will make the reporting process more nimble and responsive, and remains committed to providing unfettered access to the United States as described in the Agreement.

A. BIAS FREE POLICING

1. Policies and Procedures

As the United States points out, the Department has now transitioned from policy formulation to implementation in this area. Oversight of Biased Policing/Discriminatory Policing complaints has been assigned to the Internal Affairs Bureau [IAB] as a matter of policy, and a detailed account and analysis of those cases is provided with this report. However, meaningful tools in the detection, understanding and prevention of Biased Policing have yet been provided to all line personnel. The Department is hopeful that Bias Free Policing training will begin during this reporting period, and has the personnel and logistics in place to host the trainer on short notice.

During the last reporting period, the Department became aware of a deficiency in its Bias Free Policing policy. Members of the Internal Affairs Bureau [IAB] were confronted with a novel allegation of Discriminatory Policing based upon a complainant's physical disability. While clearly within the spirit of the existing policy, physical disability was not included as a protected demographic. The existing policy was then reviewed for possible revision. Shortly after recommending this review, IAB received a complaint of Discriminatory Policing based upon the complainant's "heavy accent". The subject complainant, who was fluent in both written and spoken English, suggested that his accent identified him as a foreigner, causing the involved officer to treat him unfairly. While this complaint was more appropriately classified as being based on ethnicity or national origin, it highlighted the fact that the Bias Free Policing policy did not include Limited English Proficiency as a protected demographic.

As the policy was being reviewed to incorporate these two demographics, questions arose regarding the unqualified inclusion of age as a protected demographic. Scenarios were identified in which the observation of age alone could justify enforcement action (underage driving and the consumption/possession of alcohol and tobacco). Such actions would be entirely lawful, yet would appear to violate the policy as it is presently written. Consideration of these concerns resulted in a proposed draft policy which includes disability and LEP as protected demographics. The limitation of "physical" disability was discarded in order to make the demographic more encompassing. Finally, the language regarding "age" remains under review to ensure that any alteration does not diminish the protections afforded by the policy. (**Attachment #1**)

2. Traffic Stop Data

As the United States notes in its Assessment, considerable time was spent during the last on-site discussing the Traffic Stop Data Collection Program [TSDCP]. The Department agreed with the conclusion that the existing capture fields require more specificity to make a more meaningful analysis of the data possible. To that end, members of the Information Technologies Section [IT] met with the United States and their subject matter experts and mapped out a solution which involved migrating the existing TSDCP to a different hardware platform and adding the additional fields discussed.

Although an early 2017 roll-out date was projected during the on-site, unforeseen technical issues have delayed its start. IT is presently working to overcome the difficulties encountered in the migration and is confident that the new system will be in place before the next reporting period begins.

In order to provide a measure of transparency, the Department continues to post data collected by the existing TSDCP on its website.

3. Training

The Department shares the United States' belief that training in Bias Free Policing is critical to its overall mission and also to meeting many of its obligations under the Agreement. As noted above, the Department stands ready to host the training offered by the Office of Justice Programs as soon as it becomes available.

B. HATE CRIMES AND HATE INCIDENTS

1. Training

The Department remains committed to delivering Hate Crimes training in an accurate, relevant, and engaging manner. The United States suggestions and comments on this training are forwarded to instructors for incorporation in the curriculum. Instructors and Police Academy staff also continually update the lesson plans in this area to reflect new cases, changing demographics, current events and any changes in the law.

2. Tracking, Reporting and Pattern Analysis

In response to the United States' suggestion that Hate Crimes information sharing reach down to the level of execution, the Hate Crimes Unit is working in conjunction with the Chief of Patrol's Office and IT to develop an effective means of dissemination. As information accessibility has increased exponentially in recent years, one of the Department's main goals in dissemination is to avoid overload. In the past information was disseminated through affirmative means, such as bulletins, newsletters and mass messaging. A shift to passive dissemination through expanded mobile access to databases and enhanced search tools began some years ago. The Department now seeks to strike a balance between these methods to make its officers aware, but not inundated. To that end the units involved in formulating this solution plan to have a means in place to make line officers aware of Hate Crime/Incident patterns by the next reporting period.

In a similar vein, the Hate Crimes Unit is working with Criminal Intelligence to develop a working method of comparing Hate Crime/Incident patterns to general crime patterns to detect latent connections.

3. Quality Assurance

The Department acknowledges the United States' concern that Hate Crimes may go unreported in some circumstances due to a lack of public awareness. Educating the public remains a core mission of the Hate Crimes Unit, which conducts many outreach efforts in addition to its routine contact with the public while conducting investigations. **(Attachment #2)** The Hate Crimes Unit is also working to develop a system to analyze and audit its investigations similar to that which is used for Internal Affairs investigations.

Finally, the Department looks forward to the bi-monthly strategy meetings suggested by the United States to help focus initiatives and achieve the goals of identifying gaps and the corrective action required to bridge them.

C. LANGUAGE ASSISTANCE

1. Language Access Policy

During the last on-site, the parties discussed the Department's proposal to expand utilization of bilingual officers. The number of Department personnel certified as interpreters had fallen far short of expectations, and the Language Access Policy [LAP] contains interpretation protocols that cannot be fully implemented in the field. As the United States had observed during its visits, the exception to the protocols was consuming the rule. Not only did this create significant dissonance between training and operations, but it also confounded meaningful tracking and analysis of the services actually provided.

The Department is hopeful that once adopted, the proposed amendments to the LAP will result in a marked and measureable increase in compliance at the level of execution. Training curricula and materials, such as the one-page summaries, are poised to reflect the changes once they are adopted. (**Attachment #3**)

2. Training

In its Assessment the United States offers several suggestions for amendments to the Language Access training which it observed during the on-site. These suggestions have been forwarded to Police Academy staff for inclusion in the course curriculum. Final versions of those materials will be submitted to the United States in advance of its next visit this Spring.

3. Implementation of the LAP in the Field.

As noted above, the Department believes that much of the disconnect between its policy and practice stems from its reliance upon Department Authorized Interpreters (DAIs) to provide language assistance in the field. The Department is hopeful that the proposed amendments to the LAP will resolve this disconnect and thereby quickly and substantially improve compliance.

Monitoring of "Lima" calls and Language Line continues and is detailed in the Community Relations Bureau's Annual Report.

4. Implementation of Language Assistance in the 911 Call Center

As the United States recognizes, the Department has made a significant investment in the provision of language services to 911 callers. It is confident that the "Lima" designations being made by Communications personnel are accurate, and that the disconnect is downstream of 911. The United States' suggestion that LEP callers be advised that they may request an interpreter, or Language

Line, from the assigned officer will be adopted in practice immediately, and will be incorporated into the next annual update of the LAP.

Assignment of officers to "Lima" calls based on their language proficiency has been considered in the past and rejected for the potential negative effects it would have on response time and assignment volume. In heavily LEP areas, bilingual officers would bear an inordinate burden of call volume, and depending upon the number of officers available, would extend response times. The practice of stacking calls to bilingual officers would also unbalance the geographic distribution of officers by sector, creating response-time issues far beyond the location of the Lima call(s). This practice might also act as a disincentive for bilingual officers to work in areas with high LEP populations, or even to self-identify as bilingual in the first instance. The Department believes that utilizing bilingual officers in an 'assist' capacity reduces any disincentive-effect while preserving response time for "Lima" and non-"Lima" calls alike. Finally, the practice of broadcasting calls with a "Lima" designator puts bilingual officers, and supervisors, on notice and allows for pre-planning at the time of dispatch.

5. Tracking Use of Language Access Assistance

As noted above, the Department recognizes that it must continue to reconcile the provision of language services with the number of calls designated as "Lima". While significant work remains, the Department notes that its use of Language Line Services has increased with each reporting period and it has also fielded and certified increasing numbers of bilingual officers, especially those fluent in Spanish. As the parties discussed during the last on-site, the Department is now focusing its efforts on the implementation and enforcement of interpretation protocols. It is confident that compliance in this area will continue to improve.

6. Qualification of DAIs and Bilingual Officers

The Department has addressed the difficulty of the bilingual certification exam with Language Line and has received their cooperation in re-focusing the exam on law-enforcement specific topics. The contract itself has not been fully executed and has been sent back to the vendor for additions on more than one occasion. It is now in its final form and is being processed at the County Department of Law. It is anticipated that telephonic testing will resume in the short term, and Community Relations Bureau has already assembled review materials in anticipation.

7. Incentives for Bilingual Officers and DAIs

As the parties have recently discussed, the Department has not been successful in finalizing any additional incentives for bilingual officers or DAIs. The options contemplated involved additional compensation, which raises significant collective bargaining issues. As the Department has reported, numerous officers have been certified, and a lengthy list of volunteers awaits the resumption of testing. Significant numbers of officers have also been, and will continue to be, hired from the Spanish-speaking civil service list.

The Department believes that existing practices such as call-outs, overtime, and preferential consideration for desirable assignments have served as sufficient motivation to date. Supplementing the growing number of bilingual officers and DAIs with Language Line Services appears to adequately support the provision of language services to the public. Additional expenditures seem

more appropriately targeted at hiring more officers, certifying more officers and utilizing Language Line to a greater degree.

8. Translation of Critical Documents

The United States makes several observations and recommendations regarding the Department's website and the absence of certain translated documents and contact information. The re-translation of documents to Simplified rather than Traditional Chinese is underway, and the inclusion of a footer denoting language and translation date will be included on all future translations. Both were issues that required input from Language Line, and the re-translation was delayed briefly for funding reasons. Reorganization of the "Contact Us" link and other navigation aids regarding complaints are being incorporated into the new web portal which was displayed for the United States during the last on-site. The Department fully acknowledges the limitations of the existing platform, and is devoting its resources to construction of the new portal which will remedy the deficiencies identified by the United States.

D. ALLEGATIONS OF MISCONDUCT

1. Reporting Misconduct

The Department recognizes the need to fully implement the remedial measures aimed at improving the timeliness and effectiveness of Internal Affairs investigations. It is also cognizant of the need to clarify and formalize new procedures and processes. To that end, a review and restructuring of IAB Command General Orders is underway. The Department anticipates coalescing this material into a unit operations manual by the end of the next reporting period.

In a similar vein the Department seeks to provide a brochure for public consumption which outlines the process for making a complaint and describes what to expect with reasonable certainty. This effort will also address the availability of language assistance and the involvement of third party advocates. This brochure would be made available online, to complainants in person and through the mail, and also by utilizing the various other methods of distribution employed by the Community Relations Bureau.

With regard to the involvement of advocates in IAB complaints and investigations, the Department notes that it promulgated a comprehensive policy during the last reporting period which details the rights of victims and witnesses to use advocates. (**Attachment #4**) The Department will ensure that this policy is reiterated in the forthcoming manual and brochure and that it is understood by all members of the command.

Finally, the attached IAB Annual Report provides a thorough analysis of patterns and trends in biased-policing complaints from 2014 to date. The Department remains committed to conducting a meaningful analysis of this data and acting on issues brought to its attention through such analysis.

2. Investigating Misconduct

The United States' recommendation regarding case management guidelines will be incorporated into the manual described above. The task of tracking will be a detailed supervisory function, and will provide a check against the development of future case backlogs.

E. COMMUNITY ENGAGEMENT

Many of the concerns raised by the United States in this section are addressed in detail in the Community Relations Annual Report.

1 Maintaining Community Relationships and Community Outreach

The Department continues to seek expert assistance in its Community Survey Program. Although the provider under consideration in 2016 was well qualified, they were ultimately cost prohibitive. New assistance options are being sought at a local college that has a strong criminal justice program and at a research institute that has conducted similar surveys in the industry. As the parties discussed during the on-site, the existing survey instrument captures valuable data, but the analysis of that data to date has not produced meaningful insights.

A key flaw in the current survey lies in the method of distribution. Most surveys were again obtained from police officers at community meetings or events in 2016. This delivery pattern skews results in favor of those persons who are aware of, and inclined to attend, such events, leaving a large swath of the community out of the data pool. The Department seeks to remedy this flaw by instituting a procedure by which members of the public receiving police service are given a card that directs them to an on-line survey. This method will at least expand the pool of respondents to those who come into contact with the police. Cards will also be a more efficient means of distribution at events and meetings, and through third party organizations. Of course this method will be entirely dependent upon the rollout of the new web portal, and will likely not be operational until 2018. In the interim the existing method will continue in order to provide some measure of feedback.

The confusion regarding the C.O.P.E./CLO database which the United States noted during the last on-site appears to be isolated. All Precincts are currently using the database and CRB utilizes the information during its monthly group meetings with C.O.P.E. and CLOs and for its own strategic planning.

2. CLO, C.O.P.E. and the Community Relations Bureau

As noted above, the CRB continues to meet with all CLO and C.O.P.E. officers on a monthly basis at Headquarters, to share information between the various Precincts and give guidance on administering county-wide initiatives.

The Department is eager to collaborate and solicit ideas from the United States and its experts on incorporating community policing principles in its daily operations. As the United States notes, the procedural justice portion of the planned Bias Free Policing training will provide a starting-off point in disseminating the community policing message to line personnel. The Department will also continue

to utilize officers outside of the CRB to assist in community functions occurring in their area of assignment.

INDEX OF ATTACHMENTS

1. Rules and Procedures Chapter 1, §11 "Bias Free Policing" [draft]
2. List of community presentations conducted by Hate Crimes Unit personnel
3. Rules and Procedures Chapter 26, §5 "Language Access Plan and Policy" [draft]
4. Rules and Procedures Chapter 1, §1 "Organization and Philosophy of the Department" [7/15/2016]

ATTACHMENT 1



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER **15-52DRAFT**

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE BIAS-FREE POLICING			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 11/02/15	DATE EFFECTIVE 11/02/15	DATE AMENDED 11/02/15

RULES AND PROCEDURES

CHAPTER 1: TITLE: ORGANIZATION AND PHILOSOPHY OF THE DEPARTMENT

SECTION 11: TITLE: BIAS-FREE POLICING

I. PURPOSE

To define and prohibit biased-based policing in all forms.

II. POLICY

A. Members of the Suffolk County Police Department shall provide fair and equitable police service to all, and shall treat all persons with dignity and respect.

B. By providing bias-free police service to all persons and communities within Suffolk County, members will increase the effectiveness of the Department as a law enforcement agency and will build mutual trust and respect with those persons and communities.

III. DEFINITIONS

A. Bias-based Policing - is synonymous with "discriminatory policing" and means selective enforcement or non-enforcement of the law, including the selecting or rejecting of particular policing tactics or strategies, based upon an individual's race, ethnicity, national origin, age, gender, religion, disability, English language proficiency, sexual orientation, or gender identity. Biased-based policing does not mean using any trustworthy information, relevant to the locality and timeframe, to identify a person of a particular race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity in a reliable and recent suspect-specific description.

B. Routine or Spontaneous Law Enforcement Activities - are actions taken by members of the Department in the course of official duties, such as:

1. vehicle stops and searches;
2. pedestrian stops and questioning;
3. frisks and bodily searches;
4. consensual and non-consensual searches of persons or property, and
5. detentions, arrests or issuance of summonses.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

A. Members are prohibited from engaging in bias-based policing.

1. Members shall not use race, ethnicity, national origin, age, gender, religion, disability, English language proficiency, sexual orientation, or gender identity when engaging in routine or spontaneous law enforcement activities, except when engaging in appropriate suspect-specific activity to identify a particular person or persons.

2. Members shall take no action, nor make any decision, based upon a motive influenced by bias, prejudice or discriminatory intent.

B. Members who have engaged in, ignored or condoned biased-based policing shall be subject to discipline.

1. Members who have observed or are aware of other members who have engaged in bias-based policing shall report such conduct to a supervisor immediately.

2. Supervisors receiving notification that a member has engaged in bias-based policing shall report such conduct to the Internal Affairs Bureau in accordance with the procedures set out in Chapter 5 of these Rules and Procedures.

3. Internal Affairs investigators shall investigate all allegations of bias-based policing in accordance with the procedures set out in Chapter 5 of these Rules and Procedures.

C. No member shall retaliate against any person who reports or provides any information regarding an act of bias-based policing committed by any other member.

VI. PROCEDURE

A. When engaging in routine or spontaneous law enforcement activities, members should:

1. Assess situations before initiating individual contact only by objectively evaluating indicators of potential criminal activity, and/or suspect specific characteristics.

2. Once individual contact is initiated, members should:

a. willingly share the reason for the stop or detention, unless doing so would compromise officer safety or the safety of the public;

b. make decisions regarding subsequent courses of action based upon an objective assessment of the circumstances;

c. ensure that detentions take no longer than is reasonable for the known or suspected offense or incident.

3. After individual contact has ceased, members should follow standard reporting practices as outlined in these Rules and Procedures, including the receipt, notification and referral of any complaints.

VII. ACCREDITATION

A. NYSLEAP 1.1, 25.1, 50.1

VIII. INDEX

Bias-Free Policing - 1/11

END

ATTACHMENT 2

2016 Presentations by SCPD Hate Crimes Unit

1. SCCC-Brentwood Campus—Unity/Human Rights Day—Presentation to J.H. students in Suffolk County. (1/2/2016).
D/Sgt. James Brierton and Det. Sanford Shulder.
2. SCPD Public Safety Dispatching Unit—Hate Crimes Training for Emergency Complainant Operators. (2/17/2016).
Det. James Mosby.
3. Hampton Bays High School—Hate Crimes Presentation to students. (2/25/2016).
Det. Noel Fontanez and Det. Sanford Shulder.
4. SCCC- Riverhead Campus—Hate Crimes Presentation to students. (3/2/2016).
Det. James Mosby.
5. SCPD-Public Safety Dispatching Unit—Hate Crimes Training for Emergency Complainant Operators. (3/23/2016).
Det. James Mosby.
6. Masjid As Siraatul Mustaqeem (Islamic Center) Wyandanch—Question and answer presentation on police programs and procedures. (3/25/2016)
D/Sgt. James Brierton
7. SCPD-Police Academy—Hate Crimes Training for College Interns. (4/1/2016).
Det. James Mosby.
8. SCPD-Police Academy—Hate Crimes Training for Supervision Class. (4/7/2016).
Det. James Mosby.
9. SCPD-2nd Precinct—Monthly Community Meeting. Presentation on Hate Crimes. (4/13/2016).
Det. Noel Fontanez.
10. Shoreham-Wading River H.S.—Hate Crimes Presentation. (5/10/2016)
Det. James Mosby.
11. SCPD-Police Academy-Civilian Academy Class—Hate Crimes Presentation. (5/18/2016).

D/Sgt. Gagliano, Det., James Mosby and Det. Sanford Shulder.

12. East Islip Middle School—Hate Crimes Presentation for 6th and 7th grade students. (6/6/2016).
Det. James Mosby.
13. SCPD-Police Academy—Hate Crimes Training for College Interns. (7/27/2016).
Det. James Mosby.
14. SCPD-Public Safety Dispatching Unit—Hate Crimes Training for Emergency Complaint Operators. (7/28/2016).
Det. James Mosby.
15. Brentwood School District—Hate Crimes Training for school administration personnel. (8/11/2016).
Det. James Mosby.
16. Little Flower Children’s Services, Wading River—Hate Crimes Presentation to students. (10/6/2016).
Det. Sanford Shulder.
17. Islip Anti-Bias Task Force-Ambassador Program—Hate Crimes Presentation to Ambassador Students. (10-19-2016).
Det. Noel Fontanez.
18. B’Nai Israel Reform Temple, Oakdale—Hate Crimes Presentation. (11/7/2016).
Det. Sanford Shulder.
19. SCPD-Public Safety Dispatching Unit—Hate Crimes Training for Emergency Complaint Operators. (11/23/2016).
Det. James Mosby.
20. SCPD-Police Academy—Hate Crimes Training for College Interns. (12/2/2016).
Det. James Mosby.
21. Shoreham-Wading River H.S.—Hate Crimes Presentation to students. (12/7/2016).
Det. James Mosby.

22. Masjid Darul Quran, Bay Shore—Hate Crimes Presentation and Question and Answer. (12/17/2016).

D/Sgt. Debora Gagliano and Det. James Mosby.

23. Islamic Association of Long Island, Selden—Hate Crimes Unit Discussion. (12/18/2016).

D/Sgt. Debora Gagliano and Det. Sanford Shulder.

ATTACHMENT 3



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER **16-DRAFT**

TYPE
 DEPARTMENT GENERAL ORDER

AUTHORITY
 TIMOTHY D. SINI
 POLICE COMMISSIONER

SIGNATURE

SUBJECT/TOPIC/TITLE
 LANGUAGE ACCESS PLAN AND POLICY

DISTRIBUTION
 ALL MEMBERS OF THE DEPARTMENT

SECTION CREATED
 12/04/15

DATE EFFECTIVE
 05/13/16

DATE REVISED
 / /16

RULES AND PROCEDURES

CHAPTER 26: TITLE: COMMUNITY RELATIONS

SECTION 5: TITLE: LANGUAGE ACCESS PLAN AND POLICY

I. PURPOSE

To set forth the strategies to be implemented in order to ensure persons with Limited English Proficiency (LEP) have meaningful access to all Department services and programs in a manner consistent with Title VI of the Civil Rights Act of 1964, and the 2002 LEP Guidance for DOJ Fund Recipients.

II. POLICY

A. The Department serves a diverse population including many individuals who have a limited ability to read, write, speak or understand English. Individuals with LEP may be capable of communicating through certain modes, (e.g. speaking), but still have limited proficiency in others, (e.g. reading or writing). This Language Access Policy and Plan (LAP) will address the measures taken to ensure that all residents of Suffolk County have equal access to the same high level of police service. The Department will regularly assess the language needs of residents as well as the Department's approach in addressing those needs, and will update this Policy and Plan annually.

B. Department Personnel shall provide all members of the public with equal access to police services and shall not discriminate based upon English proficiency, national origin, or immigration status. Department personnel shall provide free language assistance services to LEP individuals, and shall inform members of the community that language assistance services are available to them free of charge.

C. Use of any of the Department's language assistance services shall not be deemed by any member of this Department as a basis for inquiring into any person's immigration status. No member of this Department shall inquire about or disclose, any individual's immigration status, unless such inquiry or disclosure is expressly required by law.

D. This plan will be made available to the public in print at Department facilities which are open to the public, and shall be posted on the Department's website. It will also be distributed to community groups throughout Suffolk County as broadly and inclusively as possible.

III. DEFINITIONS

A. Bilingual - the ability to use two languages to a level of proficiency sufficient to participate effectively in a conversation on practical, social and professional topics, and the possession of a broad vocabulary, moderate accent and the comprehension level required for a normal rate of speech.

B. Bilingual Officer/Member - a member of the Department who has been tested and certified to provide language assistance through monolingual conversation in a language other than English.

C. Department Authorized Interpreter (DAI) - a member of the Department who has been tested and certified to provide interpretation services in the performance of official duties.

D. Department Authorized Interpreter List (DAI List) - a list of members of the Department who are authorized to provide interpretation services in the performance of official duties. The Language Access Coordinator shall create and maintain this list and provide access to the Communications Section supervisor on duty.

E. Interpretation - the act of listening to a communication in one language (source language) and orally converting it to another language (target language) by an individual possessing the distinct skills and knowledge of both languages to do so.

F. Language Assistance Tracking Form (PDCS-7042) - the Department form used to capture the circumstances of an interpretation or monolingual conversation in a language other than English conducted pursuant to this Chapter.

1. Whenever a member of the Service provides any type of language assistance, the reporting (requesting) officer shall also complete all pertinent Language Assistance fields within the Online Reporting System (ORS).

2. When ORS is not required, a paper version of the Language Assistance Tracking Form (PDCS-7042) shall be completed by the reporting (requesting) officer. The Language Assistance Tracking Form is available via the Department Intranet under the Online Forms category.

3. The completed paper version will then be submitted to the reporting member's supervisor for review and endorsement; the endorsed form will then be forwarded to the member's administration office, or functional equivalent, for entry into the online records database.

G. Language Access Coordinator (LAC) - the Commanding Officer of the Community Relations Bureau (CRB) is designated as the Police Department Language Access Coordinator.

H. Language Access Plan - an administrative roadmap that explains how the Department will implement measures to provide meaningful access to police services to persons with limited English proficiency.

I. Language Assistance Services - assistance provided by a member of the Department in the form of oral interpretation, written translation, or monolingual conversation in a language other than English.

J. Language Line Solutions - the Department's contracted telephonic language interpretation service that provides 24 hour access to interpreters with the ability to interpret and translate over 200 languages.

K. Limited English Proficiency - individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP designations are context specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations. For example, an individual may possess sufficient English language skills to explain a motor vehicle accident, but may find these skills insufficient to describe the circumstances of a domestic dispute.

L. Primary Language - the language in which an individual most effectively communicates. Department personnel should avoid assumptions about an individual's primary language, and make every effort to ascertain an individual's primary language to ensure effective communication.

M. Source Language - the language of the original document or the principal speaker.

N. Target Language - the language into which someone translates or interprets.

O. Temporary Interpreter - any member of the Department, or the general public, who is bilingual and capable of interpreting from the applicable source language into the required target language.

P. Translation - the replacement of written text from the source language into an equivalent written text in the target language by an individual possessing the distinct skills and knowledge of both languages to do so.

IV. REFERENCES

A. DOJ Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting LEP Individuals, 67 Fed.Reg 41455 (2002)

B. American Translators Association Code of Ethics and Professional Practice

C. WWW.LEP.GOV

V. RULES AND REGULATIONS

N/A

VI. PROCEDURES

A. Determining LEP Populations and Language Needs - Members of the Suffolk County Police Department may come into contact with LEP individuals in the performance of their official duties. In order to provide the best language assistance services to these individuals, the Department must field personnel and services relevant to the languages most likely to be encountered.

1. Identifying relevant need for language assistance

a. Using the United States Census Bureau's 2007-2011 American Community Survey, the Department has identified the following six most common non-English languages which are spoken by individuals within Suffolk County: Spanish, Mandarin Chinese, Polish, Italian, Portuguese and Haitian Creole.

b. The demand for telephonic interpretation services experienced by the Department during 2014 reflected a 90% need for Spanish, a 3.9% need for Mandarin Chinese, a 0.7% need for Haitian Creole and a 0.9% need for Polish.

2. The Language Access Coordinator is responsible for creating, maintaining, updating and distributing this Policy and Plan (LAP).

a. Duties and responsibilities of the LAC regarding the LAP are contained in Chapter 26, Section 1, Community Relations Function.

b. The LAC shall redistribute the LAP anytime a significant change is made thereto.

3. Monitoring, Assessing and Updating Language Assistance Efforts

a. The LAC is responsible for coordinating and implementing all aspects of the Department's services to LEP individuals.

b. The LAC shall be responsible for collecting LEP contacts through:

(1) Departmental records;

(2) Billing statements and receipts submitted by Language Line Solutions;

(3) DAI's and other in-person service providers.

c. The LAC shall assess demographic data, review Language Line Services' utilization data, and consult with community-based organizations such as local school districts and hospitals on an annual basis in order to determine:

(1) If there are additional languages into which vital documents should be translated.

(2) If there are additional documents or other information that should be translated.

(3) If the Department is providing effective, accurate and meaningful access to police services for LEP individuals.

d. The LAC shall review a random selection of ten percent of the Language Assistance Tracking Forms completed each quarter to assure:

(1) The required information is being recorded accurately and completely.

(2) The proper interpretation protocols are being followed.

(3) The use of bilingual officers/members to interpret shall be reported to the commanding officer of the originating command.

(4) Excessive use of temporary interpreters shall be reported to the commanding officer of the originating command.

(5) Interpretation assets are deployed properly.

(6) Deficiencies are referred back to the commanding officer of the reporting member.

e. The LAC shall provide the Police Commissioner an assessment of LEP services rendered on a semi-annual basis.

4. Reporting and Collection of LEP Contact Data

a. Original Report - Any member of the Department documenting an incident where any involved party requires language assistance of any kind shall include a description of the assistance rendered within the original report and on a Language Assistance Tracking Form (PDCS-7042).

b. Investigatory Reporting - Any member of the Department conducting an investigation where any involved party requires language assistance of any kind shall include a description of the assistance rendered within the investigative report and on a Language Assistance Tracking Form (PDCS-7042).

5. The Department's Internal Affairs Bureau will investigate all language access complaints. The Bureau will also review all complaints received by the Department in a language other than English to determine if any underlying systemic issues exist.

a. The Internal Affairs Bureau will periodically request a list of 9-1-1 calls which the Communications Section tied into Language Line.

b. Investigators will randomly select a predetermined number of calls to audit in order to ensure complainants were satisfied with the police service provided.

6. If any member of the Department believes a DAI or Bilingual Officer/Member is engaging in unethical behavior which denies meaningful access to an LEP individual, such member will immediately report such information to their supervisor in an Internal Correspondence, PDCS-2042. Such correspondence shall be forwarded through the immediate supervisor's chain of command to the Office of the Police Commissioner ~~where a determination will be made reference such member's designation as a DAI(AI).~~

7. The LAC will represent the Department in its partnership with Latino community leaders as well as leaders from other communities with significant LEP populations to ensure effective implementation of the Department's Language Access Plan. The Community Relations Bureau will address community concerns about the plan as well as offer ideas and strategies for ensuring language access. The CRB will conduct reviews to evaluate the plan's effectiveness, accuracy and quality of services.

a. CRB will conduct a quarterly survey of Latino and other minority advocacy groups to gauge the effectiveness of the Department's Language Access Plan as well as any other Department programs and initiatives.

b. Community Relations Bureau will analyze the results of each survey and implement measures, if necessary, to improve the plan.

c. A report detailing the survey, its results and actions taken by the Department will be published on the Department's website and in other relevant and appropriate media annually.

B. Notifying the Public about SCPD's Language Services

1. Signage and Vital Documents

a. Signage shall be conspicuously posted at the public entry points of all SCPD facilities, and on

the home page of the Department's website stating in English, Spanish and other relevant languages that:

- (1) Interpreters are available free of charge.
- (2) Written forms and documents are available in languages other than English.

b. The Department has identified the following as Vital Documents:

- (1) How to Obtain a Police Report, (PDCS-8100)
- (2) Family Offense Assistance and Court Procedures, (PDCS-7109)
- (3) What to do When Stopped by the Police, (PDCS-7148)
- (4) Missing Person Guidelines
- (5) Special Needs/Silver Alert Program, (PDCS-8060)
- (6) Crime Victim Information Report, (PDCS-8105)
- (7) Compliment/Complaint Information Report, (PDCS-1300-1)
- (8) Mental Health Assistance Notification, (PDCS-7146)

c. Physical signage, website notices and vital documents shall be printed in English, Spanish, and other relevant languages as identified by the LAC.

- (1) Language Identification Charts shall be posted at all public police facilities and maintained in all sector cars.
- (2) Documents submitted in a non-English language shall be translated as provided in this Plan.
- (3) In the case of illiteracy or languages in which written materials have not been translated, such forms and documents will be read to LEP individuals in their primary language through an available DAI or the Language Line.

2. Community Relations Bureau Responsibilities

a. The LAC shall procure the required signage in the required languages and arrange for delivery to each Department facility upon request of its Commanding Officer.

b. The LAC, or designee, shall physically inspect each Department facility to ensure the required signage and literature is posted and/or available.

3. Commanding Officer Responsibilities

a. Commanding Officers of Department facilities shall ensure that the above referenced signage and literature are posted and visible to the general public.

b. Commanding Officers shall ensure that subordinate personnel complete Language Assistance Tracking Forms (PDCS-7042) when utilizing any language assistance services, to include Bilingual Members who engage in monolingual conversation in a language other than English.

C. Provision of Language Assistance Services - ~~The Suffolk County Police Department will take all reasonable measures to provide timely, meaningful access to all of its services and programs, regardless of the language spoken by persons seeking such services~~^[A2]. Department personnel will provide free language assistance to all LEP individuals who are in need of or request such assistance. Department personnel will inform the public that all language assistance services are available free of charge.

1. Language Line Solutions - All members of the Department, both sworn and civilian, have access to the Language Line service 24 hours a day, seven days a week. Language Line provides interpretation services in more than 200 different languages.

a. Dual handset Language Line telephones ~~for use in communicating via Language Line have~~^[A3] ~~been installed in the following locations~~ are available to the public at: the Front desk of every Precinct and Headquarters; Crime Section and Detective Squad in every Precinct; Airport Operations Section; public window of Central Records Section; Domestic Violence Section; Hate Crimes Section; Homicide Section; Internal Affairs Bureau; Marine Bureau desk; Marine Bureau - Fire Island (two phones); Pistol Licensing Bureau; Police Academy Bureau (West); Special Victims Section; Special Patrol Bureau

b. Additionally, many sector cars within the Patrol Division are equipped with cell phones programmed to automatically dial the Language Line. These cell phones are deployed in the following patrol units:

- (1) First Precinct - 102, 106, 108, 114, 117
- (2) Second Precinct - 202, 202A, 203, 205, 206, 209, 217, 221
- (3) Third Precinct - 302, 303, 310, 312, 316, 318, 321, 322, 323
- (4) Fourth Precinct - 404, 406, 410, 417
- (5) Fifth Precinct - 502, 509, 510, 512, 513, 515
- (6) Sixth Precinct - 610, 613, 618, 619
- (7) Seventh Precinct - 702, 708, 714

~~e. The County has also contracted with Mill Neck Interpreter Service to obtain sign language interpreter services for deaf and hearing-impaired persons. Sign language interpreters will respond to incident locations or to police facilities to assist with communicating. Department members can utilize this service 24 hours a day, seven days a week. Members must first call Mill Neck at 516-512-6222 and follow the voice prompts. Members must then log onto their website at: http://www.millneck.org/services/interpreting/interpretin_g.html, and complete the request for services on the website[A4].~~

2. Procedure for Providing Interpretation Services to 9-1-1 Callers

a. When a 9-1-1 operator receives a call and determines that the caller ~~has~~ is LEP, the operator shall attempt to ascertain the caller's primary language.

- (1) If the ~~9-1-1~~ operator determines that the caller's primary language is Spanish, the operator shall ~~immediately ascertain if a Spanish speaking operator is available, and if~~

~~so, shall patch~~^[A5] the call directly to ~~that a~~ Spanish speaking operator. If no Spanish speaking operator is available, the ~~9-1-1~~ operator shall utilize Language Line.

(2) If the ~~9-1-1~~ operator determines that the caller's primary language is other than Spanish, the operator will immediately call Language Line.

(3) The ~~9-1-1~~ operator will note in the CAD "remarks" section that the caller has LEP, will specify the caller's language, and will assign an "L" designation to the call.

(4) The ~~9-1-1~~ operator is not required to fill out a Language Assistance Tracking Form (PDCS-7042).

b. Dispatchers will make every effort to dispatch a DAI or a bilingual officer, as available, to calls involving LEP individuals.

3. Procedure for Providing Interpretation Services in the Field

a. All members of the Department who, in the course of their duties, must communicate with individuals whose primary language is not English, shall first determine if the individual is LEP.

b. ~~When a responding officer determines that an individual requesting services~~^[A6] If the individual is LEP the officer shall then determine the LEP individual's primary language, using Language Identification Cards (PDCS-7044) if necessary.

c. If the responding officer is designated as a Bilingual Officer or DAI in the LEP individual's primary language, the responding officer may engage the individual in monolingual conversation ~~and provide the appropriate police service~~^[A7].

(1) If the ~~Bilingual~~ responding officer ~~or DAI~~ determines at any point during an interaction with an LEP individual that they do not possess sufficient language skills to provide service, that officer shall request language assistance

from the Communications Section as described below in paragraph "d."

(2)

~~At no time will a Bilingual Officer provide interpretation services for another member, unless acting under exigent circumstances as a Temporary Interpreter^[A8].~~

~~(3) A responding officer who is a DAI or Bilingual Officer who renders police service by conversing with an LEP individual in a language other than English shall complete a Language Assistance Tracking Form (PDCS-7042) whenever they render language services.~~

d. If the responding officer is **not** designated as a Bilingual Officer/Member or a DAI in the LEP individual's primary language, the responding officer shall:

(1) Determine if exigent circumstances are present. ~~(If, due to a language barrier, the responding officer is unable to determine if exigent circumstances are present, the officer shall use any language assistance services available in order to make that determination.)~~ using any means at their disposal^[A9].

(2) If exigent circumstances are not present, Rrequest language assistance for the identified language from the Communications Section.

(a) The Communications Section shall determine if a DAI or Bilingual Officer/Member is available.

(b) If no DAI or Bilingual Officer/Member is available, the Communications Section will advise the requesting officer to utilize Language Line.

(c) If a DAI is assigned to assist, that DAI may provide interpretation services to the officer handling the call.

(d) If a Bilingual Officer/Member is assigned to assist, that officer/member may communicate with the LEP individual in

order to assist the officer handling the call.

(3) Complete a Language Assistance Tracking Form (PDCS-7042).

e. Exigent circumstances - Department personnel who must communicate with LEP individuals in dangerous or rapidly developing situations may temporarily use any available interpreter.

(1) Temporary interpreters may include bilingual bystanders, including friends and family members of the LEP individual.

(a) Responding officers utilizing these types of temporary interpreters shall first consider the chosen interpreter's apparent proficiency in both the source and target languages, and shall also consider any apparent bias, personal interest, or confidentiality issues raised by the use of a particular temporary interpreter.

(b) Responding officers are responsible for developing and asking all questions. Under no circumstances will a temporary interpreter be permitted to independently question an LEP individual.

(c) Responding officers shall evaluate the conduct of the temporary interpreter during the interpretation and be alert to signs of poor interpretation such as:

(1.) When the interpreter's statements are considerably longer or shorter than those stated by the LEP individual;

(2.) When the interpreter engages in multiple side conversations with either the LEP individual or the responding officer;

(3.) When the LEP individual appears to get frustrated, or opts to speak broken English despite the efforts of the interpreter.

(d) Responding officers that determine a particular temporary interpreter is performing poorly or is otherwise compromised shall discontinue the use of that interpreter.

(2) Duration of the exigency - When the circumstances giving rise to the exigency have passed, responding officers shall determine whether a continued need for interpretation services exists.

(a) If the responding officer determines that police service can be accurately and fully rendered based upon the information already received from the LEP individual, no need for further interpretation services exists.

(b) If the responding officer determines that police service cannot be accurately and fully rendered based upon the information relayed by the temporary interpreter, the responding officer shall request additional language assistance, ~~either via Language Line or a DAI~~ from the Communications Section.

(c) For the purposes of this section, police service cannot be accurately and fully rendered if at any time during the utilization of a temporary interpreter the responding officer determines that the quality of interpretation is suspect.

(3) Documentation of use of temporary interpreters - Whenever information is obtained through the use of a temporary interpreter, responding officers shall record the name and contact information of the interpreter utilized; the date, time, and location of the interpretation; and the source and target languages on a Language Assistance Tracking Form (PDCS-7042).

4. Interrogation, Interviews, and Complaints

a. Criminal suspects with LEP

(1) Any written statement taken from a LEP suspect must be taken with the assistance of a DAI or by a Bilingual Officer/Member. If ~~no~~ neither ~~DAI~~ is available in the LEP's primary language, the sworn member taking the statement will utilize Language Line.

(a) Miranda warning forms will be made available to, and will be read to, the LEP suspect in his or her primary language. If no form exists in that language, or the LEP suspect is illiterate, Miranda warnings will be read to the suspect using a DAI, Bilingual Officer/Member, or the Language Line.

(b) When preparing an interrogation or interview for an associated agency, members of the Department may utilize an interpreter designated by that agency.

(2) Members of the Department who utilize a DAI or Bilingual Officer/Member when taking a suspect's statement or confession shall, in addition to completing a Language Assistance Tracking Form (PDCS-7042), record within that statement:

(a) The date, time and location of the statement

~~_____~~ (b) The DAI~~'s~~ or Bilingual Officer/Member name, rank and command assignment

(c) The source and target languages

(3) Members of the Department who utilize Language Line when taking a suspect's statement or confession shall, in addition to completing a Language Assistance Tracking Form (PDCS-7042), record within that statement:

(a) The date, time and location of the statement

(b) The name, contact information and Identification Number of the interpreter

(c) The source and target languages

b. Victims and witnesses with LEP

(1) Any victim or witness statement that will provide an evidentiary basis for an arrest or prosecution, which is taken from an individual who is LEP, shall be taken utilizing a DAI or Bilingual Officer/Member.

(2) If ~~a DAI is not~~neither is available in the LEP's primary language, the Language Line shall be utilized.

(3) The name and contact information for the interpreter utilized, along with the date, time, location, source and target languages, and Language Line Interpreter Identification Number if applicable, will be recorded within the victim or witness statement, and recorded on a Language Assistance Tracking Form (PDCS-7042).

c. Complaints against SCPD personnel

(1) Any LEP individual that wishes to file a complaint against any SCPD personnel for any reason shall be provided assistance in their primary language by a DAI, Bilingual Officer/Member or if none is available, by utilizing the Language Line.

(2) Use of any interpretation service, requires the completion of a Language Assistance Tracking Form (PDCS-7042) by the member of the Department taking the complaint.

(3) The disposition of all complaints shall be provided to the LEP complainant in his or her primary language.

5. Translation Services

a. The Community Relations Bureau shall oversee all translation functions within the Department.

(1) The CRB shall maintain a list of Department members authorized to perform translations as described herein.

(2) The CRB shall coordinate all translation services provided by contract vendors.

b. Members receiving correspondence in a language other than English shall contact the CRB for translation assistance.

(1) The CRB shall utilize Department Authorized Translators before sending correspondence out to contract vendors.

(2) The Commanding Officer of the Internal Affairs Bureau, or designee, may coordinate directly with Department Authorized Translators, or outside contract vendors to preserve the confidentiality of correspondence when necessary.

(3) All translations shall occur within seven days of receipt of the original correspondence. All completed translations will be forwarded to the requesting command immediately upon receipt.

6. Compliment/Complaint Information Reports (PDCS-1300-1) which are in languages other than English will indicate on the form that:

a. interpretation services are available at no cost at all Police facilities or over the phone; and

b. the Internal Affairs Bureau maintains a dedicated telephone number for Spanish speaking complainants.

D. Training - The Department will conduct annual training for all members of the Department on LEP policies and procedures. This training will be conducted for Recruit and In-service personnel and will also include classroom instruction as well as training videos and Department Training Bulletins.

1. Responsibilities

a. The Language Access Coordinator will create and update a comprehensive training curriculum in accordance with the Department's Language Access Plan, and shall provide interpretation training opportunities in partnership with local community groups and the Police Academy to members on the DAI list.

b. The Police Academy Bureau will maintain the curriculum and conduct training.

2. The Department will provide 20 hours of Spanish Culture and Language training in its Recruit Training Program which will include LEP policies and procedures.

3. In-service members, both sworn and civilian, will receive annual training in the following:

a. How to identify the language assistance needs of an LEP individual during an in-person or telephone interaction.

b. How to access Department Authorized Interpreters, Bilingual Officers/Members, Language Line Solutions, and the use of interpreters during exigent circumstances.

c. How to work with interpreters and assess interpreter quality.

d. How to account for cultural diversity and language barriers in policing.

e. Basic phrases, terms and commands in Spanish.

4. Sworn personnel will be issued a Spanish language guide Memo Book Insert (PDCS-7041) to assist them in police related situations involving LEP individuals.

5. All Department members are also required to complete the following annual Decentralized Individualized In-Service Training (D.I.I.T.) courses:

a. Simple Spanish Commands - 27 minutes

b. Language Line Services - 3:35 minutes

E. Qualifications

1. All members of the Department shall provide written notification to the Personnel Section, via PDCS-7043 (Foreign Language Fluency Questionnaire) to the member's commanding officer, of the member's ~~self-identified~~ proficiency in any languages other than English.

a. The Supervisor of the Personnel Section shall maintain an inventory of all language skills identified by members of the Department.

b. The LAC shall compile and maintain a ~~DAI~~-list of DAIs and Bilingual Officer/Members, and provide this list to the Communications Section where it will be made accessible to the supervisor on duty.

2. Skill Certifications

a. Members of the Department seeking inclusion on the DAI/ Bilingual Officer/Member list will make a request for inclusion to the LAC.

b. The LAC will schedule ~~an interpreter~~ skills testing via the designated contract vendor for members seeking certification. ~~Interpreter's skills~~ Tests will be scheduled on an as needed basis and will evaluate the member's

(1) Fluency in English and the tested language

(2) Knowledge of basic police terminology

(3) Accuracy of interpreting

(4) Attentive listening

(5) Information retention

(6) Ability to follow instructions

(7) Role of the interpreter and ethical considerations

c. Members providing ~~interpreter~~ certification from the contract vendor shall be placed on the ~~DAI~~ appropriate list.

d. Members who are unable to obtain ~~interpreter~~ certification from the contract vendor ~~shall advise the LAC and schedule a language proficiency test.~~

~~(1) Members providing language proficiency certification from the contract vendor shall be designated "Bilingual Officer/Member" for the language(s) tested.~~

~~(2) Members unable to provide language proficiency certification will be eligible to re-test at the LAC's discretion.~~

e. The LAC shall schedule ~~all biennial~~ re-assessment tests for each member on the DAI and Bilingual Officer/Member list ~~and each Bilingual Officer/Member.~~

(1) ~~DAIs—Members~~ who do not pass re-assessment shall be removed from the DAI/~~—Bilingual Officer/Member~~ list.

(2) ~~—Bilingual Officers/Members who do not pass re-assessment shall no longer be designated “Bilingual”.~~

~~(3)~~ Any member unable to pass re-assessment shall be permitted to schedule a re-test at the discretion of the LAC.

f. DAIs seeking additional certification as translators will request certification from the LAC.

(1) The LAC will schedule translator certification tests with the designated contract vendor on an as-needed basis.

(2) DAIs passing the designated translation skills test shall be designated as “Translators” on the DAI list”

(3) The LAC shall schedule ~~biennial~~ re-assessment tests of each member designated as a “Translator”. Members who do not pass re-assessment shall have the “Translator” designation removed.

VII. ACCREDITATION

A. NYSLEAP

VII. INDEX

Language Access Coordinator - 26/5

Language Access Plan - 26/5

Language Assistance Tracking Form (PDCS-7042) - 26/5

Limited English Proficiency - 26/5

END

ATTACHMENT 4



ORDER NUMBER 16-74

SIGNATURE *[Handwritten Signature]*

TYPE
 DEPARTMENT GENERAL ORDER

AUTHORITY
 TIMOTHY D. SINI
 POLICE COMMISSIONER

SUBJECT/TOPIC/TITLE
 POLICE MISSION

DISTRIBUTION
 ALL MEMBERS OF THE DEPARTMENT

SECTION CREATED
 06/01/92

DATE EFFECTIVE
 7/15/16

DATE AMENDED
 7/15/16

Chapter 1, Section 1 of the Rules and Procedures is amended to provide additional clarification and direction concerning the Department's treatment of victims and witnesses. For continuity, the Section is reissued in its entirety; changes have been highlighted.

RULES AND PROCEDURES

CHAPTER 1: TITLE: ORGANIZATION AND PHILOSOPHY OF THE DEPARTMENT

SECTION 1: TITLE: POLICE MISSION

I. PURPOSE

To describe the organization's mission and to identify the goals of the organization.

II. POLICY

A. The mission of the Suffolk County Police Department is to provide and maintain a safe environment for every person in Suffolk County regardless of that person's residency or immigration status. If individuals believe that they cannot come forward to report a crime or that they cannot freely cooperate with law enforcement because of their immigration status, the mission of the Police Department and the safety of all residents are compromised.

B. The Department recognizes that the ability of the police to perform their task is dependent upon public approval of their existence, actions, behavior, and on the ability of the police to secure and maintain public respect.

C. Every member of the Service acknowledges his or her obligation to treat all persons with dignity and respect; to provide professional services by rendering aid to those in need; to provide an environment free from fear, bringing to justice those who violate the law, and protect all persons and property in accordance with legal and ethical standards.

D. Every member of the Service acknowledges his or her obligation to treat all victims and witnesses with courtesy, sensitivity, compassion and dignity.

1. Victims and witnesses shall be provided a safe, friendly and supportive environment while interacting with members of the Department.

2. The Department shall permit victims and witnesses to enlist the assistance of any advocate of their choice during any stage of their interaction with the Department, including the initiation of contact.

a. The Department recognizes that some individuals may be reluctant to contact the police directly, and is committed to receiving non-party/third party complaints and acting upon them to the extent permissible by law.

b. The Department acknowledges the preeminent rights of the victim throughout the criminal justice process and reserves discretion to advise victims/witnesses if their chosen advocate engages in conduct which subordinates those rights or threatens to compromise the integrity of the investigative process.

E. The Department core values and guiding principles are:

1. Vision - Provide professional police services to all, and prohibit all acts of Biased-Based Policing.

2. Mission - To serve and protect, while enforcing the law with impartiality, respect, and compassion.

3. Goal - Protect the lives and property of all people we serve.

4. Guiding Principles - The following guiding principles assist us in maintaining our focus on our mission and vision:

a. Integrity - The Suffolk County Police Department pledges the highest standards of ethical behavior by all its members.

b. Professionalism - Suffolk County Police Department members will act professionally when interacting with each other and members of the public.

c. Respect - Members of the Department will treat everyone with dignity and respect.

d. Knowledge - Members of the Department will be provided with continuous training throughout their careers. They will be supported in the pursuit of knowledge.

e. Standards for performance - The following Standards for Performance are referred to as the "Five E's" and should be embraced by all Department members.

- (1) *Energy* (Vigor - Work Ethic)
- (2) *Enthusiasm* (Lively Interest & Passion for the police profession)
- (3) *Efficiency* (Acting Effectively - Working Smart)
- (4) *Effectiveness* (Producing Results)
- (5) *Ethics* (Doing the Right Thing)

III. DEFINITIONS

A. Biased-Based Policing - is synonymous with "discriminatory policing" and means selective enforcement or non-enforcement of the law, including the selecting or rejecting of particular policing tactics or strategies, based upon an individual's race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity. Biased-Based Policing does not mean using any trustworthy information, relevant to the locality and timeframe, to identify a person of a particular race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity in a reliable and recent suspect-specific description.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURE

N/A

VII. ACCREDITATION

A. NYSLEAP 1.1

VIII. INDEX

Bias-Based Policing - 1/1
Mission Statement - 1/1
Values Statement - 1/1

Commanding Officers are directed to inform all members of their respective commands of these amendments.

END