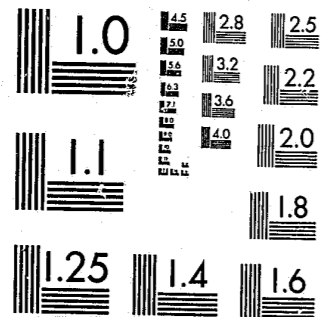


MF-1

National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

3-18-82

THE IMPACT OF THE JOHN JAY COLLEGE  
OF CRIMINAL JUSTICE  
JUVENILE OFFENDER DIVERSION PROJECT  
ON CRIMINAL JUSTICE AGENCIES  
IN NEW YORK CITY

80271

79-DF-AX-0073

U.S. Department of Justice  
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Public Domain

U.S. Dept. of Justice  
New York City Transit Police Dept.  
to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

THE IMPACT OF THE JOHN JAY COLLEGE OF CRIMINAL JUSTICE  
JUVENILE OFFENDER DIVERSION PROJECT  
ON CRIMINAL JUSTICE AGENCIES IN NEW YORK CITY

PREPARED BY:

MS. ANNE BELLER

NCJRS

JUL 15 1981

ACQUISITION 5

INTRODUCTION

In 1977 as part of a nationwide effort to explore new options for handling youth crime, John Jay College in conjunction with the New York City Transit Police Department mounted a Juvenile Offender Diversion Project aimed at intervening in the lives of young offenders before their involvement with the formal criminal justice system had become either an established fact or a foregone conclusion. The reasons for Transit's commitment to such a project were numerous. Historically, upwards of 70% of subway police encounters tended to represent incidents involving youths or juveniles, and Transit Police officials have therefore been confronted with a steadily rising number of daily youth referrals (YD-1's) and actual juvenile arrests. This situation dated from 1948 when the City's school transportation pass program was initiated, and was exacerbated during the 1960's by federal orders mandating school desegregation and redistricting. As a result, steadily rising numbers of school age children (roughly 300,000 in 1977) are and have been using the city's subways merely to get to and from school. This does not include the large numbers of juveniles using the subways for other transportation purposes; and the number of Transit Police contacts with young people has understandably risen to match. By the mid- 1970's the need to establish sensitive and effective procedures for dealing with young people throughout the transit system was therefore clearly established and the institution of the Juvenile Offender Diversion Project served to underwrite Transit Police commitment to the issue of juvenile crime and crime prevention on the city's subways.

In criminal justice theory and practice the concept of diversion presupposes not only diverting young people away from a given anti-social pathway, but diverting them into some more pro-social pathway as well; and it is an article of faith that such diversion will have a positive impact on the person being diverted. What has commanded far less attention to date is the impact that diversion itself may have had on those institutions originally charged with dealing with the young offender and processing him through the system. In a city as large and bureaucratically complex as New York City, the range of institutions affected by this process goes all the way from the Board of Education and the Department of Employment on the one hand, through the Family Court and the Bureau of Probation on the other, while encompassing no less than three separate police agencies (Transit Police, New York Police, and Housing Authority Police) along the way. From the vantage point of its own special position as a youth service agency closely married to an existing police agency, the Juvenile Offender Diversion Project has from the start been in a unique position to institute change and monitor the resulting impact of such change, and even in some instances to put a monetary value on it in terms of man hours saved, personnel deployed, and dollars and cents expended.

I. IMPACT ON THE NEW YORK CITY TRANSIT POLICE DEPARTMENT

The Juvenile Offender Diversion Project's impact has obviously been felt first and foremost within the ranks--and upon the infrastructure--of the New York City Transit Police Department itself. Based on recommendations of its professional staff, the Diversion Project at its inception was constrained to address the problem of reorganizing the department to deal with the challenge of its great volume of youth referrals and arrests. Previous departmental policies had stressed arrest and/or YD-1 reporting of juveniles with subsequent referral to the Youth Division of the New York Police Department for processing. However, given recent municipal budget-slashing, concurrent manpower deficits and departmental priorities of its own, New York Police Department's Youth Division was unable to give Transit's youth referrals more than the most routine attention or follow-up, and the tide of juvenile referrals from the transit system remained unabated.

While an avowed proponent of diversion at the police level, recently installed Transit Police Department Chief Sanford Garelik found himself hemmed in by a departmental structure unamenable to the kind of flexible, on-site responsiveness so badly needed in dealing with juvenile crime. Among the first suggested managerial reforms was therefore a recommendation for decentralizing the police decision-making process in arrest cases and removing it from the local New York Police Department precinct office to the nearest Transit Police District Office, with a view to locating the decision-making process as close to the point of arrest as possible. To carry out this policy it was recommended that the Lieutenant on duty at each of the Transit Police Department eleven district

offices be given the authority to review arrests and determine the level of charges levied, thereby removing authority for such decisions from New York Police Department superior officers unfamiliar with Transit Police Department's crime patterns and policies, and placing it in the hands of the Transit Police officers on the spot. As a result, in addition to actual restructuring of the Transit Police Department itself, the interface between the Transit Police Department and New York City Police Department would of necessity be totally restructured as well.

To assist it in drawing up the departmental orders needed to implement these recommendations, Transit Police provided the John Jay task force under the directorship of Dean James Curran with staff assistants and personnel familiar with developing departmental orders and procedural initiatives, including the advice and assistance of one small unit already heavily involved in handling juvenile offenses in certain well-defined categories. Under the guidance of Project Consultant Sydney C. Cooper, these three groups worked together to carry out this program and to promulgate departmental orders necessary to do so. (See Appendix A:1-16). Instituted in 1976, these orders served to revise departmental structures from the District Office level to the Staff Services and Command levels, and they remain in effect today. In addition, in order to coordinate the activities of a series of ad hoc programs geared to the youthful offender on the City's transit system, in February 1977 a Juvenile Crime Prevention Unit was established under Departmental auspices. As originally conceived, the Unit served to institutionalize programs dealing primarily with youths and juveniles.

#### A. Training

In addition, in order to mount a fully operative juvenile and youth offender program and acquaint Department personnel with the orders and procedures arising from it, it was necessary to mount a massive training program. This was designed by project training personnel with the assistance of the Transit Police Academy and used materials provided by the project itself. The resulting educational program involved 3,000 members of the Department, with each police officer, detective, and sergeant receiving at least eight hours of in-service training, for a total of 12,000 man-hours.

In developing this program, it soon became evident that suitable training materials in this area were either inadequate or non-existent. To fill the gap, J.O.D.P. personnel compiled a 200-page manual, Juvenile Justice and the Police. (See Appendix B). The Manual was bound and printed at the joint expense of the Project and the Transit Police Department, and 3,000 copies have since been distributed to all Transit Police Officers. In addition, police agencies throughout the state have requested copies through the good offices of the New York State Division of Criminal Justice Services; court and Probation Department personnel have also requested and received copies. Response to the Manual from these and other sources suggests that there is a clear-cut need for such an instrument, not only within police agencies both locally and nationally, but also for use by other diversion projects and youth-oriented agencies inside and outside the criminal justice system. To address this need, and keep abreast of continuing demand, we are currently exploring the possibility of expanding the material in the

original manuscript to make it suitable for wider distribution and possible publication as a hard-cover book through the auspices of the National Office for Social Responsibility.

Other training efforts undertaken under the aegis of the Diversion Project are summarized below:

- Functional Guide. A functional guide for the Juvenile Offender Diversion Project was written and published. The purpose of the guide is to describe the organization, its mission, the duties and responsibilities of its component units, and the functions and duties of each staff member. It serves as a project guide for all personnel and as a training aid for new members. (See Appendix C).
- In-Service Training. The project grant specified that there would be a full day of instruction for all members of the Transit Police Department (approximately 2,700 patrolmen, sergeants, and detectives) on juvenile justice matters and, particularly, diversion. This has since been instituted and continues in the Transit Authority curriculum as part of the natural course of training for incoming recruits.
- Other Training Initiatives. All of the training programs listed below were designed by the Diversion Project staff under the supervision of the project directors and with the cooperation of the Transit Police Academy and the sergeant who was later appointed to head the newly formed Juvenile Crime Prevention Unit. As this overview makes

clear, the training provided under the project grant has included not only diversion and juvenile justice matters, but generalized training in the kind of police procedures and organization which are prerequisite to operating an effective juvenile program. The creation of the J.C.P.U., to deal exclusively with juvenile crime and other youth conditions in the subways, and the design and adaptation of the district desk officer system were two such prerequisites filled through the project.

1. Localized Crime Classification May, 1977

279 district superior officers and clerical staff  
3 hours each, by Transit Police Academy staff

Diversion from the point of arrest requires that the local commanding or desk officer make the final decision regarding the juvenile's suitability for the program. Previous to March, 1977, the decision-making process with respect to crime classification and recording of arrest data was largely controlled by the headquarters-based Operations Division; arrest processing and second screening was conducted at the local N.Y.P.D. precinct rather than at the district. These responsibilities were transferred to the district level in March, 1977, and the present diversion project was now possible.

2. Juvenile Crime Prevention Unit March-July, 1977

18 response team members and supervisors  
27 hours each, by Fordham University School of Social Work and John Jay College of Criminal Justice faculty-members

original manuscript to make it suitable for wider distribution and possible publication as a hard-cover book through the auspices of the National Office for Social Responsibility.

Other training efforts undertaken under the aegis of the Diversion Project are summarized below:

- Functional Guide. A functional guide for the Juvenile Offender Diversion Project was written and published. The purpose of the guide is to describe the organization, its mission, the duties and responsibilities of its component units, and the functions and duties of each staff member. It serves as a project guide for all personnel and as a training aid for new members. (See Appendix C).
- In-Service Training. The project grant specified that there would be a full day of instruction for all members of the Transit Police Department (approximately 2,700 patrolmen, sergeants, and detectives) on juvenile justice matters and, particularly, diversion. This has since been instituted and continues in the Transit Authority curriculum as part of the natural course of training for incoming recruits.
- Other Training Initiatives. All of the training programs listed below were designed by the Diversion Project staff under the supervision of the project directors and with the cooperation of the Transit Police Academy and the sergeant who was later appointed to head the newly formed Juvenile Crime Prevention Unit. As this overview makes

clear, the training provided under the project grant has included not only diversion and juvenile justice matters, but generalized training in the kind of police procedures and organization which are prerequisite to operating an effective juvenile program. The creation of the J.C.P.U., to deal exclusively with juvenile crime and other youth conditions in the subways, and the design and adaptation of the district desk officer system were two such prerequisites filled through the project.

1. Localized Crime Classification May, 1977

279 district superior officers and clerical staff  
3 hours each, by Transit Police Academy staff

Diversion from the point of arrest requires that the local commanding or desk officer make the final decision regarding the juvenile's suitability for the program. Previous to March, 1977, the decision-making process with respect to crime classification and recording of arrest data was largely controlled by the headquarters-based Operations Division; arrest processing and second screening was conducted at the local N.Y.P.D. precinct rather than at the district. These responsibilities were transferred to the district level in March, 1977, and the present diversion project was now possible.

2. Juvenile Crime Prevention Unit March-July, 1977

18 response team members and supervisors  
27 hours each, by Fordham University School of Social Work and John Jay College of Criminal Justice faculty-members

The J.C.P.U. was planned and organized in the early part of 1977 under the supervision, guidance, and assistance of the diversion project staff.

Policies and procedures were studied and formulated

in the following areas: diversion, truancy, graffiti, fare evasion, and "hard-core" offenders.

*What do you  
hard core offenders*

Formal training covered diversion as well as general juvenile psychology and justice topics relevant to all J.C.P.U. programs. The Unit was formally established on May 31, 1977.

3. Juvenile Reports and Family Court Procedures  
March-July, 1977

2,719 patrolmen, detectives, and sergeants  
2 hours each, by Transit Police Academy staff

This cycle of in-service training dealt with two topics: 1) the Juvenile Report system, with particular reference to the implications of the Cuevas decision; and 2) the Officer Excusal Program in N.Y.C. Family Courts, which applies to the situation when an arrested juvenile is released on recognizance.

4. Decentralization, Juvenile Reports, Family Court Procedures  
April-July, 1977

66 rehired patrolmen  
5 hours each, by Transit Police Academy

The materials covered in training sessions #1 and #3 (above) were presented to all rehires.

5. Amendments to Family Court Act August-December, 1977

2,721 patrolmen, detectives, and sergeants  
1 hour each, by Transit Police Academy

This cycle dealt with recent amendments to the Family Court Act regarding juveniles arrested for designated felonies.

6. Special Instruction: Career Development  
December, 1977 - February, 1978

400 patrolmen  
6 hours each, by Academy and diversion staff

The subjects listed in training sessions #3 and #5 (above) were presented in greater detail and at a more advanced level for officers preparing to take the sergeant's exam. The Diversion Project was explained and discussed based on materials developed and presented by project staff.

7. Instructor Preparation March, 1978

5 Transit Police Academy instructors  
14 hours each, by diversion project staff

The materials in the manual, Juvenile Justice and the Police, were reviewed with the Academy instructors who would present the manual in the next cycle of in-service training. They were also instructed and provided with supplementary teaching aids.

8. John Jay College Interns Spring/Fall, 1977  
and Spring/Fall, 1978

110 college interns  
minimum of 7 hours each by diversion staff  
and guest speakers  
Total:

As part of the total juvenile crime prevention and Diversion Project effort, students attending John Jay College of Criminal Justice have been recruited each semester to assist in various functions related to the non-criminal processing of juvenile offenders. Formal training consists of a full day of orientation by staff members of the program involved (e.g., Diversion, Board of Education, John Jay faculty). Training continues informally on the job for eight hours per week. While this is not "police officer training," it does relieve police officers of many of the tasks involved in diversion and other J.C.P.U. programs, both clerical and social services (such as "big brother" counseling and tutoring).

9. In-House Staff Seminars May-July, 1978

12 patrolmen assigned to the J.C.P.U.  
10 hours each by diversion staff

Response team and clerical members of the Diversion Project were trained by the Social Services Coordinator, Mr. Jose Ramos, in crisis intervention techniques, interviewing, and the preparation of

psycho-social summaries. Counselors and assessment specialists assisted in this instruction.

10. Further Decentralization of the Arrest Process  
May-June, 1978

331 officers (all ranks)  
1 hour each by Transit Police Academy staff

This training concerned new procedures, designed by diversion staff members, to deal with arrested juveniles (under 16 years of age) and youths (16 and over) at the district level. Previous to this time, decisions to release a youth on recognizance or issue a desk appearance ticket were made by a NYPD superior officer unfamiliar with Transit Police juvenile policies. The transfer of this authority to the districts was approved by court officials, the order promulgated, and training begun.

11. Update on Juvenile Procedures September, 1978  
to present

all patrolmen, detectives, and sergeants  
2 hours each, by Academy staff

Three subjects concerning juveniles are being covered in the current in-service training cycle: Juvenile Offender Law - New state laws providing for Criminal Court processing of juveniles (ages vary according to the offense) arrested for certain violent felonies went into effect on September 1, 1978. A guide to this law was prepared by Diversion Project



staff and is being used as a basis for training.  
Diversion Eligibility Changes - Criteria and procedures changes made in July and August 1978, are being explained using materials prepared by the project staff.

Noise Code Violations - In the past, juveniles found in violation of provisions of the administrative code were ineligible for summons service; incidents were simply recorded on Youth Referral Reports. Due to a dramatic increase in the number of noise violations, city officials demanded that the Transit Police take stronger action. With the approval of the Environmental Control Board, civil summonses may now be served on the juvenile or his/her parents for this violation; these call for civil rather than penal sanctions.

12. Rehired Officers February, 1978 to present

all rehired patrolmen  
hours vary

The materials outlined above are presented to all 1978 rehires as applicable at the date of rehire.

B. Diversion

With respect to diversion itself, the Juvenile Offender Diversion Project's contribution can first of all be assessed in terms of sheer numbers diverted from the regular court dockets. Given the overwhelming caseload of New York's municipal court system, the chronic lack of personnel and facilities to deal with this overload, and the ever-increasing backup of cases that results from such deficiencies, the Diversion Project has a reasonably precise gauge of its day-to-day usefulness in the volume of its own caseload. Every youth successfully diverted by our program represents one less case before the criminal or family courts. This figure--which has amounted to upwards of 777 since the Juvenile Offender Diversion Project's beginnings--can moreover be expected to rise by at least one-third in the future. This is because, with termination of its original commitment to the Behavioral Research Institute in July of 1978, the Diversion Project is no longer randomly assigning one-third of its cases to the courts at intake, and offenders formerly slated for arraignment will henceforward be eligible for diversion. In addition, offense criteria have recently been expanded to include more serious offenses than those originally agreed on, for a foreseeable increase in cases in the near future.

Normal Transit Police disposition of juvenile cases can vary from a minimum of two hours to a maximum of six days, depending on the number of court appearances and adjournments required, availability of parents or guardians for parental recognizance, the need for incarceration, etc. Diversion reduces the number of police contacts with the offender to the

number of hours it takes to make the apprehension, contact parents, check police and outstanding warrant records, and hand the case over to the Diversion assessor. By relieving the apprehending officer of any obligation to appear at court in connection with the case the Diversion process can save anywhere from one to six days of police man-hours, with concomitant dollar economies in terms of police deployment, police overtime, and police and offender transportation costs. Transit Police Chief Garelik estimates that manpower savings resulting from the Diversion Project amounted to more than \$250,000 in the first year of the Project's operation.

## II. IMPACT ON NEW YORK CITY POLICE DEPARTMENT

In 1977, prior to the inception of the Juvenile Offender Diversion Project, juvenile misdemeanor arrests effected by the Transit Police, although one-ninth the size of the New York City Police Department, accounted for approximately one-third of the City's total juvenile misdemeanor arrests; and the figure for non-arrested youth referrals (YD-1's) was even higher--60% of all recorded by all police agencies. This represented the acme of a steadily rising curve.

The immediate impact of the project's diverted arrest cases on the New York Police Department has therefore been to reduce the host agency's total misdemeanor arrest caseload by one-sixth. In the process, by removing the onus of recordkeeping from the overburdened and understaffed New York Police Department's Youth Division, the Juvenile Offender Diversion Project has effected a significant reduction in the number of New York City's youths once burdened, by bureaucratic fiat, with the quasi-criminal record of a YD-1 referral. These forms, while technically not considered criminal records, are in fact often referred to by the courts, probation, and others in determining what action to take with respect to an individual juvenile being brought before them; and in the case of some of our chronic offenders such records could be voluminous, even though individual YD-1 incidents so recorded might involve nothing more serious than repeated truancy reports or fare evasion incidents. By relieving the New York Police Department (the host agency) of the burden of recordkeeping in these instances, the Juvenile Offender Diversion Project was able to refer such cases to more appropriate agencies and in the process to provide counseling and other services for young people whose criminal involvement was clearly minimal.

TABLE 1  
 COMPARISON OF JUVENILE MISDEMEANOR ARRESTS  
 IN NEW YORK CITY BY POLICE AGENCY  
 1975-1977

AGENCY	1976	1977	CHANGE
Transit Police	2,144	1,548	-596
N.Y.P.D./Housing Police	3,446	2,848	-598
TOTAL	5,590	4,396	-1,194*

\* Arrests decreased by 21.4% between 1976 and 1977. Half is attributable to the Transit Police, and the diversion project alone accounts for a decrease of 302 arrests, or 25% of the decrease.

TABLE 2  
 COMPARISON OF JUVENILE REPORTS (YD-1's)\*  
 ISSUED IN NEW YORK CITY BY POLICE AGENCY AND YEAR  
 1975-1977

AGENCY	1976		1977	
	NUMBER	%	NUMBER	%
Transit Police	29,656	59.4	32,679	65.5
N.Y.P.D. and Other**	20,302	40.6	17,207	35.5
TOTAL	49,958	100.0	49,886	100.0

\*A YD-1 is used to report a juvenile to the Police Juvenile Unit for some form of service or assistance in lieu of an arrest. Juveniles who were arrested for misdemeanors but were diverted are carried on this form.

III. IMPACT ON NEW YORK CITY HOUSING AUTHORITY POLICE DEPARTMENT

As part of our original mandate to train local police agencies in the theory and practice of the Diversion Project and philosophy of diversion, we are currently engaged in preliminary discussions with officials of the New York City Housing Authority Police Department (a 2,000 man force serving 600,000 municipal Housing Authority tenants) regarding the transferability of our training program and feasibility of extending it to Housing Authority Police Department officers and staff.

IV. IMPACT ON BOARD OF EDUCATION

A. Truancy

Since the inception of the public school pass program in the 1940's, Transit Police Officers have been increasingly involved with the problem of truants and truancy on the City's subway system. Groups of school-age young people roaming the subways at loose ends and engaging in miscellaneous criminal activities during the off-peak midday hours caused apprehension among other daytime passengers and adult subway riders, while younger truants were themselves often targets of other crimes.

Truancy Control Centers had originally been established close to the amusement area at Coney Island and in the Penn Station/Times Square district. Transit Police brought truants to these centers, where they were interviewed by attendance teachers, school or parents were notified, and children sent back to school. Transit Police meanwhile filed a standardized report form (YD-1) which was then processed through the Transit Police Records Unit and forwarded for final disposition to the New York Police Department Youth Division, which would in turn forward a copy of the YD-1 to the Bureau of Attendance for inquiry and follow-up. The process was unwieldy and time-consuming, and the resulting delay, coupled with the volume of cases already being handled by the local School Attendance teachers, contributed to a general bureaucratic stalemate in this area, with predictable results in terms of increased transit crime statistics, increased fare evasion figures, and continued truancy. Even more disastrous was the lumping of truancy cases with other juvenile offenses on the YD-1 form in the form of a police record.

TABLE 3

COMPARISON OF TRUANCY RECORDED BY THE N.Y.C. TRANSIT POLICE DEPARTMENT BY SCHOOL YEAR

SCHOOL YEAR	NUMBER
1976-77	6,849
1977-78*	16,668

\*The Truancy Program was officially established in the Fall Semester of 1977. The above reports are no longer referred to the N.Y.P.D.

TABLE 4

COMPARISON OF JUVENILE FARE EVASION\* RECORDED BY THE N.Y.C. TRANSIT POLICE DEPARTMENT BY SCHOOL YEAR

SCHOOL YEAR	NUMBER
1976-77	14,392
1977-78	7,993

\*Includes trespassing charges.

Departmental dissatisfaction with this procedure ran high, and with the assistance of the Juvenile Offender Diversion Project in the school year beginning September 1977, the Truancy Program was completely redesigned. Under this initiative, not only were the number of centers increased, but police were freed from routine clerical and interview chores by John Jay College interns. At the same time, the YD-1 was jettisoned as the standard report form in truancy cases, where it had long been considered inappropriate for recording the result of what appeared to be, by and large, social and administrative failures, as opposed to acts of outright delinquency. In this way, Transit Police in effect decriminalized the act of truancy.

Better yet, a new recording device was especially designed to include needed information about problems underlying the truancy and which could be put to immediate use by the Bureau of School Attendance as an effective follow-up instrument. (See Sample, Page 24). In the school year 1977-1978, more than 16,000 truants were processed under this new system. This constituted almost all of the Board of Education's caseload and clearly indicates both the continuing need for our efforts and the effectiveness of our services in this area. And as a further step, in September of 1978, the Truancy Program expanded its internship program to include more intensive training in sophisticated counseling techniques for use both on site, at home visits, and in the schools.

In the spirit of increasing institutionalization of this and other highly successful youth-oriented pilot projects, the Transit Police has recently joined with John Jay College of Criminal Justice and the Board of Education in seeking funding for additional programs to provide assistance, guidance, and support for reversing the growing truancy problem.

IV. IMPACT ON BOARD OF EDUCATION (cont'd)

B. School Pass Transportation Program

In addition to "decriminalizing" truancy, the Juvenile Offender Diversion Project reviewed and instituted a program to decriminalize fare evasion charges resulting from loss or theft of school transportation passes and to utilize the Transit Police as an immediate available agency for replacement of passes. The Board of Education's policy had been to penalize students for the loss of their school passes by making them wait a minimum of 30 days for a replacement card (or up to five months under certain conditions). Although no doubt designed to have an admonitory effect on the hapless student, this policy in fact resulted in increasing fare evasion figures, turnstile jumping incidents, and new school pass confiscations, because without the replacement students had no other way to raise the \$5.00 weekly transportation cost of getting to and from school. (See Table 3). As a result of the Juvenile Offender Diversion Project's initiatives under the School Free Transportation Pass, school-pass related crime took a dramatic downturn in 1977. Fare evasion incidents involving juveniles, for example, plummeted from 6,825 in the Fall of 1976 to 3,091 in the Fall of 1977, for a reduction of 54.7%; and from 7,567 in the Spring of 1977 to 4,902 in the Spring 1978, for a reduction of 35.2%. (See Table 4).

Figures like these re-enforce the conviction that a healthy dose of good will and common sense can often help to generate imaginative re-thinking of bureaucratic ways and means, and point the way toward effective, pro-active, and humane police work in selected problem areas.

V. IMPACT ON DEPARTMENT OF EMPLOYMENT

In the Spring of 1978, the Juvenile Offender Diversion Project took the initiative in obtaining a total of roughly 200 summer jobs for diverted youths through CETA and other New York City administrative agencies. These jobs were located throughout the Transit Authority, including the Transit Police Department itself. Job performance was supervised by Transit Authority personnel, the majority of whom were police officers. Attendance was high and morale for the most part was good.

An advisory feedback session run by the Diversion Project's Social Services Coordinator at the end of the summer elicited some interesting comments: Youths participating in the Diversion Program said that of all the services they had so far been exposed to in the course of the program, they liked the summer job placement the best, thought they had benefited most from it, and would be most likely to participate in such a program again. Additional CETA funds are currently being sought for a 200 job program to service Diversion Project graduates and older youngsters who have come to Departmental attention through other divisions of the Juvenile Crime Prevention Unit.

SUMMARY

No discussion of the impact of the Juvenile Offender Diversion Project on the existing criminal justice system would be complete without some commentary on the effects of the project on individual staff members both among police personnel and the non-police staff with whom they interact. In terms of human values, it is perhaps at this level that the Diversion Project--and others like it--will in the last analysis prove to have exerted its most significant changes and registered its most enduring successes.

In this connection it should be mentioned that to some extent, project personnel--both police and civilian--are self-selecting. With respect to police personnel, the Juvenile Crime Prevention Unit and the Juvenile Offender Diversion Project have attracted those members of the Department who are most interested in the prevention of juvenile crime, innovative anti-crime programs, and the problems of young people. Many of them bring to the Unit the blend of temperament, experience, and education required to undertake the duties involved in the Juvenile Crime Prevention Unit and Diversion Project programs; others are at the very least highly motivated to learn the necessary skills and concepts. As one might expect, the interest in and response to diversion on the part of these men has been overwhelmingly positive. The successes witnessed by each officer in terms of the turn-arounds in behavior of particular youths have reinforced their beliefs in the need for alternatives to court-processing for certain classes of offenders.

In addition, Diversion staff officers have repeatedly expressed their satisfaction at being able to address the problems of minority youth at a level where they can and do have immediate impact. About one

half of the Diversion staff is black, and hispanic, and the youthful population being served by them is predominantly a minority one, with 49.8% being black, 30% hispanic and 20% white. Department-wide training in the philosophy of juvenile diversion stresses sensitization to problems of ethnicity and minority group membership; and while Juvenile Offender Diversion Project staff members are probably in the front ranks of the department in this respect both by training and by personal conviction, it is also true that one of the most thoroughgoing changes effected by the Diversion Project has been the phenomenon of increased department-wide sensitivity to youth on the one hand and ethnicity on the other. In part this is directly attributable to formal training efforts launched on the Project's behalf. But it is also part and parcel of a new feeling abroad in police work in general, and diversion theory in particular, to the effect that imaginative rethinking of criminal justice procedures can have a broad impact for the good on the social climate we all live under.

N.Y.C. TRANSIT POLICE DEPARTMENT  
JUVENILE CRIME PREVENTION UNIT

BOARD OF EDUCATION  
BUREAU OF ATTENDANCE

YOUTH CONTACT REPORT - TRUANCY

SECTION A - APPREHENSION INFORMATION									
Day	Date	Time	Occ.Pct.	Occ.Co.	Line	Location of Apprehension			Post
OFFENSE			Apprehending Officer - Rank & Name			Shield#	ID#	Com'd/Unit	
DETAILS:									
SECTION B - YOUTH'S BACKGROUND									
Youth's Name - Surname - First Name			Youth's Address - St.No. - St.Name			Fl.	Apt.	Zip Code	
Home Phone#		Res.Co.	Res.Pct.	Sex	Color	Age	Date of Birth		
Alias		School & Grade		Co. Attn. Dist#	Father's Name	Mother's First & Maiden Name			
Gang Member Yes[ ] No[ ]	Name of Gang	School Contacted Yes[ ] No[ ]	Name of Person Contacted	Time Parent Contacted Yes[ ] No[ ]	Name of Parent Contacted				
Youth Prior Truant Yes[ ] No[ ]	# of Priors	J.C.P.U. Contacted Yes[ ] No[ ]	Name of Person Contacted	Shield#	Time	Control#			
YOUTH EMPLOYMENT					YOUTH APPREHENDED WITH				
Date	Name of Employer	Address of Employer		Reason Left	Name	Address			
SECTION C - INTERVIEW OF YOUTH - OBSERVATIONS/COMMENTS					PROBLEM AREAS			IDENTIFIED BY	
					ALCOHOL	[ ]	[ ]	[ ]	
					DRUGS	[ ]	[ ]	[ ]	
					FAMILY CONFLICT	[ ]	[ ]	[ ]	
					EMPLOYMENT	[ ]	[ ]	[ ]	
					PEER GROUP	[ ]	[ ]	[ ]	
					MENTAL HEALTH	[ ]	[ ]	[ ]	
					PHYSICAL HEALTH	[ ]	[ ]	[ ]	
					CHILD ABUSE	[ ]	[ ]	[ ]	
					SCHOOL	[ ]	[ ]	[ ]	
					RUNAWAY	[ ]	[ ]	[ ]	
					OTHER:	[ ]	[ ]	[ ]	

APPENDIX A

SIGNATURE \_\_\_\_\_  
ATTENDANCE TEACHER

SIGNATURE \_\_\_\_\_  
INTERVIEWER - ACTION PROGRAM





# FUNCTIONAL GUIDE DISTRICT DESK OFFICER

SANFORD D. GARELIK  
CHIEF



# GENERAL ORDER

NUMBER /  
32.1

DATE  
12/29/76

## DISTRICT DESK OFFICER TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE #</u>
I PURPOSE	1
II PROCEDURE	1
III THE POST OF DESK OFFICER	2
IV DUTIES AND RESPONSIBILITIES OF THE DESK OFFICER	2
A. Beginning of the Tour	2
B. End of the Tour	3
C. Specific Responsibilities	3
D. Duties on the First Platoon	4
E. General	5
V ARRESTED PERSONS	5
A. Members of the Force	5
B. Desk Officer	5
VI ENTRIES IN THE BLOTTER, ITEM RECORD BOOK, TELEPHONE RECORD AND THE RETURN ROLL CALL RECORD LOG	6
A. General Instructions	6
B. Authorized Abbreviations	8
VII BLOTTER	8
A. Entries in the Blotter	8
B. Contents of the Blotter	9
1. Blotter Inserts	9
2. Roll Call Section	10
3. Manpower Accountability Columns	12

BLOTTER (Continued)

4. Post Changes	12
5. Inspections	12
6. Department Mail	13
7. Off Duty Police Action	13
8. BOA Arrests (By Other Authority)	13
9. Incidents	13
10. Recaps	15
VIII NOTIFICATIONS	
A. Members of the Force	17
B. Operations Division	18
C. Specialized Units	18
D. District Attorney	18
IX DISTRICT HOT LINE	18
X ITEM RECORD BOOK	19
XI TELEPHONE RECORD BOOK	20
XII RETURN ROLL CALL RECORD LOG	22
XIII MANPOWER DEPLOYMENT CONTROL SHEET	22
A. Preparation of the MDC	22
B. Entries in the MDC	23
C. Code Designations - MDC	23
D. Sample MDC	24
XIV DUTIES AND RESPONSIBILITIES - DISTRICT COMMANDING OFFICERS	25
XV DUTIES AND RESPONSIBILITIES - COMMANDING OFFICER - PERSONNEL DIVISION	25
XVI DUTIES AND RESPONSIBILITIES - FIELD INSPECTION OFFICERS	25
XVII DEPARTMENT DIRECTIVES	25
XVIII SUMMARY	25
XIX SUPERIOR OFFICERS	26

XX APPENDIX

- A. Sample Blotter Entries
- B. Sample Item Record Book Entries
- C. Sample Telephone Record Entries
- D. Sample Entries, Return Roll Call Record Log.

XXI SUPPLEMENTAL

- #1 - Summary of Field Conditions Blotter Entries



# CIRCULAR

NUMBER 2.7
DATE May 13, 1977

DECENTRALIZED PREPARATION OF TP-4 (ARREST/COMPLAINT REPORT), TP4-D (CONTINUATION REPORT), TP-4E (COMPLAINT FOLLOW-UP REPORT), TP-77 (ADMINISTRATIVE CONDITION REPORT) TP-110 (LOST/FOUND PROPERTY REPORT), TP-68B (UNUSUAL OCCURRENCE REPORTS) AND TP-68c (SPECIAL REPORT FORMERLY PREPARED BY THE RECORDS DESK UNIT, OPERATIONS DIVISION.)

## I. PURPOSE

To continue the process of improving the reliability of our statistical reports, by insuring greater accuracy and integrity in our method of crime reporting, to fix responsibility for the proper preparation and classification of crime reports and to upgrade our general ability to administer this organization.

## II. PROCEDURE

As a continuing step in this department's goal of decentralized operations, the preparation of the reports listed below will now be carried out at the District level instead of by the Records Desk Unit of the Operations Division as heretofore. Frequently, reports are received which, upon initial classification have insufficient data for proper classification but which after investigation, clearly indicate that they should be classified as a crime. The new procedure is designed to eliminate unnecessary delays and to facilitate preparation of the required reports. The responsibility for proper classification will rest at the District level, which is the subject of this order. The reports affected by this order are:

TP-4 ARREST/COMPLAINT REPORT  
 TP-4D\* CONTINUATION REPORT  
 TP-4E\* COMPLAINT FOLLOW-UP REPORT  
 TP-77 ADMINISTRATIVE CONDITION REPORT  
 TP-110 LOST/FOUND PROPERTY REPORT  
 TP-68B UNUSUAL OCCURRENCE REPORT  
 TP-68C SPECIAL REPORT

\* MAY ALSO BE PREPARED BY THE DETECTIVE DIVISION.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

-2-

## III. EFFECTIVE DATE

The provisions of this Circular become effective on the 1st platoon, Saturday, May 21, 1977.

## IV. BACKGROUND

The current effort to improve the reliability of our crime statistics was started on May 5, 1975. It was inaugurated with Department Circular #8.23 entitled "Factual Reporting of Crime Statistics" and was followed by a series of orders each refining and building on the base created by previous directives. These were buttressed by audit, inspection and review systems that sought to eliminate errors or misclassifications. The reorganization of the Department, with its stress on decentralization of authority, requires further directives pertaining to recording, monitoring and review of crime statistics which would insure greater compatibility with the new structure of the Department.

New forms were devised and every effort was made to strengthen the quality of the critical initial police-complainant contact. While there was a marked improvement, errors continued to crop up.

A review of the statistical data of the previous five years was undertaken to identify trends, patterns of reporting and to uncover deficiencies in our reporting-classification system.

The increasing success of our efforts to obtain a clearer picture of our crime problem resulted primarily from the adoption of a policy that unmistakably demanded accurate crime reporting. The reform of the reporting system, the development of a program of continuous monitoring, the issuance of clear-cut orders and the imposition of controls all contributed to the realization of this objective. It is an effort that cannot be relaxed.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

In September 1976, Department Circular #10.3 revised the procedure for review of crime complaints, lost property, and administrative condition reports and fixed the responsibility at five levels:

1. The patrolman's immediate supervisor
2. Commanding Officer, Operations Division
3. Commanding Officer, Detective Division
4. Commanding Officer, District of origin and
5. A designated Captain assigned to the Office of the Chief.

At any of the above levels, a TP-4 may be prepared or a classification changed on the judgment of the reviewing officer. Tacit approval of the original classification will be assumed if the classification is kept unchanged. This procedure divided responsibility and permitted conditions to exist that necessitated the publication of Circular #2.2, (TP-110 Lost Property Report), current series, which is an excellent illustration of efforts made to attain precision in the process of crime reporting and proper classification.

In order to improve the accuracy and integrity of the present system and to provide a sound basis for classification, the Desk Officer on duty will be responsible for the proper classification of incidents reported during his tour of duty. All reports for the the previous 24 hours will be reviewed by the Desk Officer on the 1st platoon and forwarded for processing. This is not to be construed as relieving Commanding and Inspecting Officers of their supervisory review responsibility.



# OPERATIONS ORDER

NUMBER	7.1
DATE	May 31, 1977

## JUVENILES

### JUVENILE OFFENDER DIVERSION PROGRAM - PILOT PROJECT

#### PURPOSE

A "Juvenile Offender Diversion Program" has been established as a Pilot Project by this Department in cooperation with John Jay College of Criminal Justice. This program is designed to measure the effectiveness of immediate attention and referral to social services for those selected cases involving juveniles [under the age of 16] apprehended for the commission of a crime on the Transit System.

#### EFFECTIVE DATE

The provisions of this directive become effective 0001 hours, Wednesday, June 1, 1977.

#### PROCEDURE

The Juvenile Offender Diversion Program shall be operational as a Pilot Project in district commands selected by the Juvenile Crime Prevention Unit supervisor. The Pilot Project will operate between the hours of 0900 and 1700, Monday through Friday. District Desk Officers will be notified in advance by the Juvenile Crime Prevention Unit when their district is selected for the project.

#### MEMBERS OF THE FORCE

A member of the force who apprehends a juvenile [under 16 years of age] for an offense which if committed by an adult would constitute a crime shall notify the District Desk Officer and be guided by his instructions.

DISTRICT DESK OFFICERS

The District Desk Officer, upon notification by a member of the force that he has apprehended a youth for a crime committed on the transit system shall:

- a. notify the Juvenile Crime Prevention Unit on extension B3155 and state nature and circumstances of apprehension
- b. if youth is selected for the pilot project and a response team is assigned, direct member to bring the youth to the District Office

SELECTION OF YOUTHS FOR DIVERSION PROJECT

When a youth under the age of 16 is apprehended for a crime other than a felony, unlawful assembly or a misdemeanor listed as photographable [see below for list of photographable misdemeanors], the following criteria shall be used in selecting the youth for inclusion into the diversion project:

- a. youth has no outstanding warrants
- b. youth is not in need of immediate medical or psychiatric attention
- c. youth is not on probation
- d. youth is not established in another diversion program
- e. youth does not have a record of police contacts which appears to indicate that he/she may be a threat to the safety of the community
- f. there are no other circumstances which would render a determination by the Desk Officer to exclude the youth from the diversion project

Photographable Misdemeanors

In maintaining our cooperation with the policies of the New York City Police Department regarding specific misdemeanor offenses listed as photographable and which require processing of the apprehended youth through the family court, apprehension for the following offenses will not be included for selecting candidates for the diversion project:

- 1. Possession of weapons, dangerous instruments [except subdivision 4] - 265.05 Penal Law.
- 2. Manufacture, transport, dispose of, or deface weapons, dangerous instruments or appliances - 265.10 Penal Law.
- 3. Prohibited use of weapons - 265.35 Penal Law
- 4. Jostling - 165.25 Penal Law.
- 5. Fraudulent Accosting - Confidence Game - 165.30 Penal Law.
- 6. Escape, 3rd Degree - 205.05 Penal Law.
- 7. Endangering Welfare of Child - 260.10 Penal Law.
- 8. Prostitution - 230.00 Penal Law.
- 9. Promoting Prostitution, 3rd Degree, 230.20 Penal Law.
- 10. Sexual Abuse, 2nd Degree, 130.60 Penal Law.
- 11. Fortune Telling - 165.35 Penal Law.
- 12. Misdemeanor Gambling Offenses - Article 225, Penal Law.
- 13. Criminal Impersonation - 190.25, subdivision 3, Penal Law.

DIVERSION PROJECT RESPONSE TEAM

Members of the Juvenile Crime Prevention Unit assigned as response team for the pilot project shall:

- a. respond to District location so that immediate attention may be given to those juvenile apprehensions where the youth may be selected as a possible candidate for the project
- b. obtain from the apprehending officer and District Desk Officer all circumstances of the apprehension and assist them in the completion of Section A,B, and D of the Youth Contact Report TP-115.
- c. review and evaluate selection criteria used to determine youths eligibility for the project. If eligible, notify Juvenile Crime Prevention Unit and obtain randomly selected project category.
- d. interview youth and parents/guardians and provide project information as it pertains to the randomly selected category assigned to the case
  - 1. obtain parents approval of project services re: consent form when appropriate
  - 2. obtain parents approval for National Evaluation Service

- e. obtain information necessary to complete reverse side of Youth Contact Report - TP-115 (follow-up)
- f. inform youth and parent/guardian of appointment time and location for counselling interview at John Jay College of Criminal Justice, when appropriate.
- g. assist apprehending officer in preparation of Juvenile Report (YU-1) when appropriate.
- h. if youth is to be processed through the Family Court, assist apprehending officer in preparation and completion of forms required by the Family Court and other Department reports.
- i. notify Desk Officer of case status.
- j. notify Juvenile Crime Prevention Unit for assignment of case number.

YOUTH CONTACT REPORT [TP-115] - YELLOW FORM

The Youth Contact Report prepared in duplicate has been adopted to provide necessary information and data on matters relating to the Juvenile Offender Diversion Program, Pilot Project. The TP-115 shall be prepared for all apprehensions where the youth has been selected for the program and a response team assigned by the Juvenile Crime Prevention Unit.

PREPARATION OF YOUTH CONTACT REPORT [TP-115]

- Section A - completed by apprehending officer
- Section B - completed by apprehending officer
- Section C - not applicable to Pilot Project
- Section D - completed by District Desk Officer
- Sections E through J - completed by Juvenile Crime Prevention Unit members assigned as response team.

SUPERIOR OFFICERS

Superior officers shall instruct members of the force in the provisions of this directive until all are notified.

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

130:836:171

APPENDIX A-4



# CIRCULAR

2.12
DATE
July 17, 1978

RECORDS & REPORTS

JUVENILE OFFENDER DIVERSION PROJECT  
AMENDED

PURPOSE

To inform members of the force that new procedures and criteria have been established for the Juvenile Offender Diversion Project. These improvements will now make it possible for juveniles arrested for any misdemeanor to be considered for the Diversion Project whereas the old standards excluded certain misdemeanor cases i.e. photographable offenses. In addition, the J.C.P.U. has expanded its hours of operation to include weekends.

EFFECTIVE DATE

The provisions of this directive become effective 2nd platoon, Wednesday, July 19, 1978. The provisions of Operations Order #7.1, #7.2 and Circular #2.19, 1977 series, are hereby rescinded.

BACKGROUND

Prior to the establishment of the Juvenile Offender Diversion Project, the apprehending officer or District Desk Officer was limited to referring a juvenile to Family Court for arrests involving misdemeanor offenses. With the introduction of the Diversion Project, an alternative was introduced whereby the District Desk Officer exercising his discretion, determined that services could be provided to the juvenile without the need for Family Court intervention and supervision.

The Diversion Project was not designed to service juveniles who would ordinarily have been issued a Juvenile Report by the apprehending officer or District Desk Officer. These cases are screened and when appropriate, services are provided. The Juvenile Report is a valuable tool for the officer and should be used to record those police/juvenile contacts which do not require custody (arrest).

It should be remembered that diversion cases are custody (arrest) cases which are being provided services in lieu of a referral to Family Court.

HOURS OF OPERATION

The Juvenile Offender Diversion Project will be operational for all district commands between the hours of 0700 to 2200, Monday through Friday.

Effective Saturday, July 22, 1978; the Juvenile Crime Prevention Unit hours will be expanded to Saturdays and Sundays between the hours of 1200 and 2200 hours.

PROCEDURES

Apprehending Officer

A member of the force who apprehends and takes into custody a juvenile (under 16 years of age) for any misdemeanor offense shall:

- a. notify the Information Section of the Juvenile Crime Prevention Unit on extensions B-3006, B-3061 B-3095.
- b. provide details of apprehension and receive a recidivist check control number.
- c. be guided by the instructions on the officer on duty at the Information Section or J.C.P.U. Supervisor regarding the juvenile's eligibility for referral to the Diversion Project.
- d. notify the District Desk Officer that juvenile is eligible for the Diversion Project and proceed to the district office.

Upon arrival at the district office, the apprehending officer shall:

- a. Advise the Desk Officer of the circumstances of the offense and the apprehension. This will also be reviewed with the responding J.C.P.U. Officer(s) to ascertain if diversion is appropriate.
- b. if the juvenile is deemed not an appropriate subject for diversion (juvenile does not meet all criteria), process the arrest in the manner prescribed by Department orders.

- c. if it is determined that the case is divertable, prepare Form TP-4F (revised) completing captions on both sides. (sample attached)
- d. submit completed TP-4F (revised) to District Desk Officer for his review and signature.
- e. make appropriate memo book entries.

J.C.P.U. Supervisor

Upon notification by the Information Section that a juvenile may be eligible for the Diversion Project, the J.C.P.U. Supervisor shall:

- a. ascertain eligibility for diversion by reviewing recidivist check control card for details of apprehension, offense committed and juvenile's prior police contacts.
- b. instruct apprehending officer to notify the District Desk Officer that juvenile is eligible for diversion.
- c. notify the District Desk Officer, via telephone, and provide the following:
  - 1. details of the offense and apprehension.
  - 2. results of recidivist check.
  - 3. information regarding additional diversion criteria to be met before case is deemed suitable for diversion.
- d. alert J.C.P.U. Officer(s) and assessment specialist of possible diversion case.
- e. make appropriate entries in assignment log.

District Desk Officer

Upon notification by the apprehending officer that a juvenile is eligible for diversion, the District Desk Officer will instruct member to bring juvenile to the district office and upon his arrival shall:

District Desk Officer con't

- a. confer with apprehending officer regarding the details of the offense, the apprehension and information received from the J.C.P.U. Supervisor.
- b. notify the juvenile's parents/guardians or other persons legally responsible for the juvenile and ascertain their estimated time of arrival at the district office.
- c. conduct a records check with the Youth Records Section (N.Y.C.P.D.) at 374-5570, 1, 2 or 3.
- d. conduct a warrant check at 374-3970, 1, 2, 3, 4 or 5.
- e. review the diversion criteria with apprehending officer and then advise the J.C.P.U. Supervisor regarding the juvenile's suitability for diversion.
  - 1. if case is suitable for diversion, request dispatch of J.C.P.U. officer(s) to district office.
  - 2. if case is not suitable for diversion, state reasons to J.C.P.U. Supervisor and instruct member to process arrest in manner prescribed by Department orders.
- f. if case is suitable for diversion, instruct member to prepare Form TP-4F (revised).
- g. review completed TP-4F (revised) for accuracy and completeness and affix signature.
- h. deliver original copy (1st copy) of completed TP-4F to J.C.P.U. officer upon arrival at district office.

CRITERIA FOR DIVERSION PROJECT

A juvenile may be eligible for entry into the Diversion Project is he/she meets the following criteria:

- a. the juvenile is taken into custody for a misdemeanor, including a photographable misdemeanor (exception: Theft of Service apprehensions which are recorded on TP-111C, Juvenile Fare Evasion Report).

*What  
const.  
exception*

NEW YORK CITY TRANSIT POLICE DEPARTMENT

CRITERIA FOR DIVERSION PROJECT - CONT.

- b. the juvenile is under 16 years of age.
- c. juveniles parents/guardians or other persons legally responsible for the juvenile have been notified and are responding to the district office.
- d. juvenile is not subject of outstanding warrants.
- e. juvenile is not on probation (determined from interview with parent and juvenile).
- f. juvenile does not have a record of police contacts which appear to indicate that he/she may be a threat to the safety of the community.
- g. juvenile is not in need of immediate medical or psychiatric attention.
- h. juvenile is not established in another diversion project (determined from interview with parent and juvenile).
- i. if there are no other circumstances which would render a determination by the Desk Officer, J.C.P.U. Supervisor or responding J.C.P.U. Officer to exclude the juvenile from the diversion project.

J.C.P.U. OFFICER(S)

Upon notification by the J.C.P.U. Supervisor that a juvenile may be suitable for the Diversion Project, the assigned J.C.P.U. Officer(s) shall:

- a. respond to the appropriate district location.
- b. confer with apprehending officer and District Desk Officer regarding circumstances of apprehension and suitability of case for diversion.

NOTE: J.C.P.U. Officer(s) shall insure that all criteria has been met for the Diversion Project.

- c. review completed TP-4F for accuracy and completeness

NEW YORK CITY TRANSIT POLICE DEPARTMENT



J.C.P.U. OFFICER(S) CON'T

- d. interview juvenile and parents; provide them with appropriate project information and obtain their consent on Form DP2A.
- e. prepare Form DP3 (Interview Report) and DP3A (Response Team Report Form).
- f. introduce Project Assessment Specialist to juvenile and parents.
- g. notify J.C.P.U. Supervisor and provide details of interview.
- h. forward completed forms, DP2A-DP3, DP3A and TP4F, via Department mail, to J.C.P.U.

JUVENILE APPREHENSION REPORT, TP 4F REVISED

A. The Juvenile Apprehension Report (TP4F), prepared in duplicate, has been revised to provide additional information regarding Diversion Project referrals.

NOTE: For Diversion Project referrals, members of the force are required only to prepare the TP4F; no other department reports are required.

B. All caption's on both sides of the TP4F will be completed. If captions do not apply, place an "N/A" (not applicable) in caption.

DISTRICT CONTROL NUMBERS

Each Juvenile Apprehension Report (TP4F) shall be issued a district control number. Each number will be prefixed with the letter "D" diversion, followed by the District number, year of preparation and District Control number (e.g. D94-78-00001-D-Diversion-34-district 34-78-1978-00001-District Control Number.) District Control Numbers shall begin with the number one at the beginning of each year and be assigned chronologically in numerical sequence to the end of each year. (see Circular #2.7, 1977 series pages 16 & 17).

DISTRIBUTION OF TP-4F REVISED

Juvenile Apprehension Report will be distributed as follows:

Original - Given to J.C.P.U. Officer(s) upon their arrival at District Office.

Copy - District File Copy

SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive until all are notified.

130:SDG:ib

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief



APPENDIX A-5

<h1>CIRCULAR</h1>	NUMBER
	2.31
	DATE
	Sept. 13, 1977

RECORDS & REPORTS

SCHOOL ABSENTEE (TRUANTS) PROJECT

PURPOSE

To advise members of the force that the School Absentee (Truant) Project has been extended to encompass all New York City Transit Police Districts.

EFFECTIVE DATE

The provisions of this directive become effective at 0830 hours, Monday, September 19, 1977, and shall remain in effect city wide from 0830 hours to 1540 hours, Monday through Friday.

DIRECTIVE RESCINDED

The provisions of Operations Order #7, current series, entitled "School Absentee (Truants) Pilot Project", are hereby rescinded and replaced.

BACKGROUND

The Transit Police Department in cooperation with the Bureau of Attendance, Board of Education and John Jay College has established a project for minimizing time lost due to police involvement in records preparation and investigation of school age youths found on the subway system during school hours.

PROCEDURE

In order to reduce time lost from patrol by members involved with truants, the "Youth Contact Report, TP-115" shall no longer be prepared by members of the force but will be prepared by Attendance Teachers or Student Interns. In connection therewith, the following procedures shall be implemented:

A. Truancy Control Centers

Truancy Control Centers have been established at four locations.

- Port Authority Bus Terminal, Room 2217, 2nd level, Telephone Number - 563-4026.
- Stillwell Avenue - District 34 - Telephone Number - B1-548.
- 161st Street - District 11 - Telephone Number - M8-167.
- East New York - District 33 - Telephone Number B6-554.

These Truancy Control Centers will be staffed by an Attendance Teacher and Student Interns from John Jay College.

B. Members of the Force

Members of the force who apprehend a youth apparently truant from school during school hours shall:

1. Deliver the youth to the nearest Truancy Control Center located in his area.

NOTE: Members of the force not in the vicinity of a Truancy Control Center shall call the nearest Center so that details and interviews with youth can be conducted, via telephone. After interview youth should be instructed to return to school.

2. Hand youth over to the Attendance Teacher and provide details of apprehension (see Section A of attached TP-115 - Revised).

3. Make proper Memo Book entries.

NOTE: Entry in Memo Book should be limited to:

- a. details provided in Section A of TP-115 - Revised
  - b. the Name of Youth and
  - c. Name of Attendance Teacher or Intern.
4. YD-1 will no longer be prepared in Truant Cases.

C. Youth Contact Report (TP-115 - Revised)

The Youth Contact Report (TP-115 - Revised) was designed to provide the Attendance Teacher with a sufficient tool to record information from youths apprehended for truancy, so that proper counseling and attention can be facilitated.

D. Preparation and Distribution

The Youth Contact Report (TP-115 - Revised) will be prepared in duplicate by the Attendance Teacher or Student Intern and shall be distributed as follows:

- Original Copy - Juvenile Crime Prevention Unit
- Remaining Copy - Bureau of Attendance

E. Recidivist Checks

The Attendance Teacher or assigned Intern in completing the Youth Contact Report will call the Juvenile Crime Prevention Unit and request a Truant Recidivist Check. The Attendance Teacher or assigned Intern will record information under appropriate captions, including the Control number issued as a result of such checks.

SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive at all roll calls through September 19, 1977 until all are notified.

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

130:SDG:ib



# GENERAL ORDER

NUMBER

6.2

DATE

May 31, 1977

REORGANIZATION

JUVENILE CRIME PREVENTION UNIT

PURPOSE

The Juvenile Crime Prevention Unit has been established and will be concerned with conditions, crimes, and other problems occurring on the transit system involving juveniles. The unit will provide information and assistance to district commands, and other specialized units concerned with juvenile activities in developing adequate plans and deployment strategies to effectively deal with these problems. This unit will provide recidivist information to members of the force so that decisions regarding the proper type of police action on individual police contacts may be made.

EFFECTIVE DATE

The provisions of this directive become effective 0001 hours, Wednesday, June 1, 1977.

UNIT LOCATION

The Juvenile Crime Prevention Unit shall be located in the New York City Transit Police Academy at 300 Gold Street, Brooklyn, New York 11201, Room 207, telephone number 330-3155.

FUNCTIONS

The Juvenile Crime Prevention Unit shall be responsible for the following:

- a. developing and assisting in the implementation, monitoring, and evaluation of innovative programs designed to prevent and control juvenile delinquency and youth crime on the transit system
- b. maintaining juvenile records and insuring compliance with existing laws relative to the confidentiality, removal, and destruction of such records
- c. maintaining liaison with units of other departments, agencies, and boards involved with juveniles and juvenile offenders
- d. assisting field units in the detection and control of juvenile problems on the transit system
- e. preparing statistical and special reports required in

connection with the department juvenile crime prevention effort

- f. remaining cognizant of the current status of laws, court decisions and other matters that may affect the department's policies and procedures involving juveniles and juvenile offenders
- g. developing and assisting in the preparation of department orders and directives, training programs, and bulletins which relate to juveniles and juvenile offenders
- h. providing assistance and information to field units regarding those special juvenile problems occurring on the transit system that should be brought to the attention of other agencies
- i. coordinating programs and activities with the Anti-Graffiti Unit, the Tactical Enforcement Unit, and the School Coordinating Unit in matters involving juveniles and juvenile offenders

#### Special Projects

The Juvenile Crime Prevention Unit shall represent the Department in matters involving juveniles and juvenile offender problems which may affect the transit system by:

- a. cooperating and coordinating with all agencies involved with juvenile and juvenile offenders in conducting special projects and grants of research
- b. acting as the Transit Police component of the New York City Transit Police Department - John Jay College of Criminal Justice Juvenile Offender Diversion Project
- c. exploring the accessibility of Federal and private funding for the development of programs
- d. maintaining records and files relevant to special projects, grants, and other programs.

#### RECORDS & FILES

The following records and files shall be maintained:

1. Juvenile Reports [YD-1's]
2. Contact Reports [truants]
3. Contact Reports [Diversion Project]
4. Computer printouts involving types of offenses, times, and locations committed by juveniles
5. Case files - Diversion Project
6. Recidivist files - computer printout
7. Correspondence files
8. Assignment Call Log [Juvenile Offender Diversion Project]
9. Recidivist Check Control Sheets [truants, fare evasion, other offenses re: YD-1's]

NEW YORK CITY TRANSIT POLICE DEPARTMENT

10. Memorandum to Daily Chronology Binders
11. Mail Log
12. Telephone Log

#### SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive until all are notified.

*Stanford D. Garelik*  
Stanford D. Garelik  
Chief

130:SDG:ag

NEW YORK CITY TRANSIT POLICE DEPARTMENT



RECORDS & REPORTS

# CIRCULAR

APPENDIX A-7

NUMBER

2.14

DATE

June 2, 1977

## REVISED JUVENILE REPORT FORM - YD-1

### PURPOSE

To inform members of the force that the Juvenile Report [YD-1] has been revised to meet the specialized needs of the Department and to improve the accuracy and reliability of such report as required by the State. The revised form will enable the officer preparing the report to record information which will accurately identify the offender and the alleged offense and allow those units or agencies concerned to give these reports the necessary and proper attention.

### EFFECTIVE DATE

Provisions of this directive shall become effective on 0001 hrs., Friday, June 3, 1977.

### PURPOSE OF THE JUVENILE REPORT [YD-1]

A Juvenile Report [YD-1] should be prepared whenever a youth commits a minor offense and court action is not warranted, but the behavior of the juvenile indicates a necessity for follow-up investigation. In addition, the Juvenile Report [YD-1] serves the following purposes:

1. As a statistical tool in lieu of an Arrest/Complaint Report [TP-4] to report minor law violations, committed by youths usually under sixteen years of age
2. Diverts juveniles from the court process
3. Identifies potential delinquents at an early age
4. Initiates referrals to appropriate social agencies and community resources when professional assistance is required or requested by the child/or family.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

### PROPER USE OF THE JUVENILE REPORT [YD-1]

A Juvenile Report may be prepared for the following:

1. Juvenile delinquency and all violations of law except:
  - a. felonies
  - b. unlawful assembly
  - c. photographable misdemeanors [see 0.0. #7.1, current series]
2. Petty violations by minors, i.e. Park Department and Administrative Code violations, when they are not arrested or summonsed.
3. Person in need of supervision, as defined in the Family Court Act, Section 712(B)
4. Intoxicated minors under eighteen years, when not arrested or summonsed.
5. Stranded youths sixteen through twenty years inclusive.
6. Runaway children, under sixteen years in New York State and according to age jurisdiction of origin state for out-of-town runaways.
7. Child under sixteen years, in a licensed premises.
8. Truants [except under Truancy Pilot Project Areas-0.0. #7 current series]
9. Child apparently under the influence of a dangerous drug.

### PREPARATION OF THE JUVENILE REPORT [YD-1]

To insure the proper preparation of the Juvenile Report, the following instructions explaining what information is required for each caption on the YD-1 are listed below: [see Appendix A for sample of Juvenile Report [YD-1] revised, February, 1977]

NOTE: All information on the YD-1, Juvenile Report, shall be printed in a legible manner except where otherwise indicated.

### CAPTIONS

1. MONTH - refers to the month the YD-1 was prepared.
2. DIST. NO. - indicate district of occurrence.
3. YD-1 CONTROL NO. - refers to the control number issued by the District.
4. NAME - print surname and first name of apprehended youth.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

- 5. ADDRESS - print home address: street number, street name, and zip code.
- 6. BOX 17 SEX - circle one - M for male, F for female.
- 7. BOX 18 RACE - indicate one of the following codes:  
COLOR - RACE 1 for white, 2 for black, 3 for American Indian, 4 for Oriental, 5 for Hispanic, and 6 for other [see left side of form for code].
- 8. BOX 19 RELIGION - circle one - P for Protestant, C for Catholic, J for Jewish, O for other.
- 9. RESIDENT PRECINCT - must be three digits e.g. 001 for 1st Pct, 010 for 10th Pct., 100 for 100th Pct.

NOTE: MAKE CERTAIN THAT RESIDENT PRECINCT IS CORRECT.

- 10. RESIDENT COUNTY - county which youth resides - K=Kings, Q=Queens, B=Bronx, M=Manhattan, R= Richmond.
- 11. BOX 23 AGE - use last birthday to indicate age. Use two digits, 07 for age 7, 10 for age 10, etc.
- 12. DATE OF BIRTH - use six digits for date of birth, e.g. 01-03-65 for January 3, 1965.
- 13. FLOOR - give floor number if apartment house. If private house, state upper or lower floor.
- 14. APARTMENT NUMBER - give apartment number if apartment house.
- 15. TELEPHONE NUMBER - record number and verify.
- 16. BOX 25 PRECINCT OF OCCURRENCE - three digits for precinct of occurrence.
- 17. BOX 28 PRECINCT SERIAL NUMBER - use letter "C" in box, one number for each youth apprehended in same incident, e.g. one [1] youth - C1, two [2] youths - C2, three [3] youths - C3.

NOTE: UNDER COMPLAINT [DETAILS], RECORD NAMES AND ADDRESSES AND CROSS REFERENCE.

- 18. BOX 32 POST - numbers 999 already pre-printed in box.
- 19. BOX 35 OCCURRENCE -
  - a. OCCURRENCE DAY - day of week, abbreviate, use first two [2] letters, e.g. MO Monday
  - b. OCCURRENCE TIME - use military time.

- c. OCCURRENCE DATE - use five [5] digits, 2 for month, 2 for day, and 1 for year, e.g. 04-06-6 for April 6, 1976.
- 20. BOX 40 NOT VISIBLE OR VISIBLE - not visible refers to areas not normally patrolled, e.g. crew rooms, dispatcher's office, etc. Visible refers to areas normally patrolled, e.g. platforms, passageways, toilets, etc. Check one.
- 21. COUNTY OF OCCURRENCE - county where incident occurred, K=Kings, Q=Queens, B=Bronx, M=Manhattan, R=Richmond.
- 22. SCHOOL/GRADE OR OCCUPATION - print school presently attending and grade. If not attending school, state occupation, if any. If youth is suspended, indicate same and name of school.
- 23. BOX 41 PROPERTY TYPE - circle one. This box is to be used only in cases where the offense involves property, otherwise leave blank.
- 24. BOX 43 - This box shall be checked only in case of motor vehicle larceny, when the complaint on the juvenile report is for petit larceny of a motor vehicle.
- 25. BOX 44 PROPERTY VALUE STOLEN - all amounts shall be recorded to the nearest whole dollar. Use three digits only e.g. if the value of the property was \$1.49, it would be recorded as 001, if the value was \$1.50 it would be recorded as 002. Amounts under \$1.00 should be recorded as 001. If the amount is unknown, make an estimate of the value. If the offense did not involve property, use 000 box.
- 26. BOX 47 RECOVERED - use three digits. Amount cannot be more than as recorded in STOLEN. There must be an entry. If property was not recovered or offense did not involve property, use 000 in box.

NOTE: FOR BOXES 41, 44, and 47 - THEFT OF SERVICES IS NOT A LARCENY, HENCE BOX IS NOT USED FOR THEFT OF SERVICES - LEAVE BLANK.

- 27. FATHER'S NAME - print first name. Do not leave blank. Do not print the word "deceased".
- 28. MOTHER'S NAME - print correct first name and mother's maiden name.
- 29. POST - enter 6 digit post designation where incident occurred.
- 30. PLACE OF OCCURRENCE - STATION/LINE - print name of station and line.  
LOCATION - be specific, e.g. N/B platform mezzanine, car number, etc.
- 31. NAME AND ADDRESS OF COMPLAINANT - when a member of the force is the complainant, the word "officer" is sufficient. When a Transit Authority employee is the complainant, record home address, apartment number, and home telephone number. Include title and pass number.
- 32. NARCOTIC DRUG INFORMATION - check yes or no. If yes, indicate the type of drug used and how long used.
- 33. CHILD NOTIFIED THAT THIS REPORT WAS PREPARED. Check yes or no.  
NOTE: IN ALL CASES, A MEMBER OF THE DEPARTMENT WHEN PREPARING A YD-1, SHALL NOTIFY THE YOUTH THAT THE REPORT IS BEING PREPARED.
- 34. WARNED, ADMONISHED, AND RELEASED - Check yes or no.
- 35. COMPLAINT [DETAILS] - under this caption the officer shall spell out exactly what the youth did to violate a specific offense. The officer shall indicate the name and section of the law violated.  
NOTE: IN CASES WHERE THE RULES & REGULATIONS OF THE STATE OF N.Y. [FORMERLY KNOWN AS T.A. R. & R. - D.B. #5.3 CURRENT SERIES] HAVE BEEN VIOLATED, THE OFFICER SHALL INDICATE THE VIOLATION AS N.Y.C. R.R. FOLLOWED BY THE SPECIFIC SECTION VIOLATED.
- 36. CHILD TRUANT - Check yes or no. If yes, indicate to whom released and title.
- 37. RANK - print.
- 38. REPORTING OFFICER - officer shall affix his signature, shield, ID number, and command.
- 39. DATE PREPARED - officer to use five [5] digits for date prepared, 2 for month, 2 for day, and 1 for year, e.g. 04-01-6 for April 1, 1976.
- 40. SIGNATURE OF SUPERVISOR - signature of superior officer reviewing form YD-1.

- 41. DATE FORWARDED - use five [5] digits as per instructions above [DATE PREPARED].
- 42. [REVERSE SIDE OF REVISED YD] IF GANG MEMBER, NAME OF GANG - officer must reverse carbon paper when completing this portion of form.
- 43. ALIAS - indicate alias, if any.
- 44. PREVIOUS ADDRESS - if known, enter previous address.

DEPARTMENT DIRECTIVES

Provisions of Circular #16.2, 1976 series entitled "Juvenile Report - Form YD-1 Revised" are hereby rescinded and replaced.

Provisions of Circular #2.4, 2/22/77, entitled "Revised Procedures For Reporting Summonses, Juvenile Reports, and Aided Reports" shall remain in effect.

SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive until all are notified.

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

130:SDG:ag

JUVENILE REPORT(YD-1) - SAMPLE

MONTH MAY DIST. NO. 34 (3-3) YD1 CONTROL NO. 2999

(21) SURNAME <b>JONES</b>		FIRST <b>JOHN</b>		ADDRESS (24) ST. NO. (27) ST. NAME <b>2345 OCEAN AVE</b>		ZIP CODE <b>11234</b>			
17. SEX (54) <input checked="" type="radio"/> M (55) <input type="radio"/> F	18. COLOR (56) <b>1</b>	19. RELIG (57) <b>C J O</b>	20. RES. PC (46) <b>070</b>	RES. CO. (30) <b>K</b>	23. AGE (58) <b>12</b>	DATE OF BIRTH (59) <b>09/29/64</b>	FLR. APT. # TELEPHONE # <b>2 2D 366-9078</b>		
25. PCT. OF OCC. (9) <b>060</b>	28. PCT. SER. NO. <b>C1</b>	32. POST <b>699</b>	35. OCCURRENCE (9) DAY (17) TIME <b>MO 1530 05/19/77</b>		40. NOT VISIBLE <input type="checkbox"/> VISIBLE <input checked="" type="checkbox"/>	CO. OF (112) OCC. <b>K</b>	SCHOOL/GRADE OR OCCUPATION (49) <b>PS100 - 7TH.</b>		
41. PROPERTY TYPE (CIRCLE ONE) 1. AUTO 4. CURRENCY 5. JEWELRY 6. FURS, CLOTHING 10. HOUSEHOLD			11. CON-SUMABLE 7. FIREARMS 8. OFFICE EQUIP. 9. T.V., RADIO CAMERA 13. MISC		43. LARCENY OF MOTOR VEHICLE ONLY P <input type="checkbox"/> PARKING LOT GARAGE <input type="checkbox"/> Q J <input type="checkbox"/> STREET Z <input type="checkbox"/> OTHER		FATHER'S NAME <b>HENRY</b>	MOTHER'S FIRST & MAIDEN <b>JANE BROWN</b>	(74) POST <b>034010</b>
PROPERTY VALUE <b>000</b>	44. STOLEN <b>000</b>	47. RECOVERED <b>000</b>	STATION <b>STILLWELL AVE.</b>		PLACE OF OCCURRENCE (64) LINE <b>N</b>	(68) LOCATION <b>PLAT</b>			
OFFICER NAME AND ADDRESS OF COMPLAINANT						APTR	TELEPHONE #		
NARCOTIC/DRUG INFORMATION USES DRUGS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IF YES, TYPE USED AND HOW LONG		CHILD NOTIFIED THAT THIS REPORT WAS PREPARED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		WARNED, ADMONISHED AND RELEASED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
COMPLAINT (DETAILS) (14) CHARGE <b>N.Y.C.R.R. - 1051.1</b>									
OFFICER OBSERVED YOUTH BREAKING A WINDOW PANEL ( 1' X 1' ) WITH A STICK. WINDOW PANEL WAS CONTAINED IN THE ENTRANCE DOOR LEADING TO THE DISPATCHER'S OFFICE.									
CHILD TRUANT <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, RELEASE TO: TITLE NAME									
RANK	REPORTING OFFICER	SHIELD #	(18) ID #	COM'D	DATE PREPARED	SIGNATURE OF SUPER.	DATE FORWARDED		
	<i>Ptl. Robert Swain</i>	<i>4972</i>	<i>118525</i>	<i>34</i>	<i>05/19/77</i>	<i>Sgt R. Swain</i>	<i>05/19/77</i>		
IF GANG MEMBER, NAME OF GANG <b>CROWNS</b>		ALIAS <b>POPEYE</b>	PREVIOUS ADDRESS (IF KNOWN) <b>UNKNOWN</b>						
DO NOT MAKE ENTRIES BELOW THIS LINE YOUTH AID DIVISION ONLY									
DISPOSITION, AGENCY, OR COURT DATE			80. SOURCE CD.	83. DISPO. CD.	85. Y.A.D. UNIT NO.	87. UNIT SERIAL NUMBER			
PREVIOUS 61. ARRESTS	63. JUV. REV.	65. OFFENSE	70. RES. HEALTH	74. TOUR	75. HOUR	76. DAY OF WEEK	77. LOC	79. LARCENY OR WEAPON	80. DRUG CD.
SUMMARY OF INVESTIGATION: PD377-081 PREPARED? <input type="checkbox"/> YES <input type="checkbox"/> NO MISC. 1101 <input type="checkbox"/> YES <input type="checkbox"/> NO									
DATE CONTACT WITH PARENT / / <input type="checkbox"/> H.V. <input type="checkbox"/> COMPLAINANT <input type="checkbox"/> OFFICER <input type="checkbox"/> AGENCY <input type="checkbox"/> COURT									
RANK	INVESTIGATING Y.A.D. OFFICER	SHIELD NO.	DATE	Y.A.D. SUPERVISOR'S SIGNATURE					

JUVENILE REPORT 58-66-2528YD1 (REV. FEB. 77) - 100M



GENERAL ORDER	APPENDIX A-8 NUMBER 6.3
	DATE June 7, 1977

REORGANIZATION

SCHOOL COORDINATING UNIT

PURPOSE

To establish the School Coordinating Unit under the Office of the Deputy Chief to serve as a planning, coordinating, communications and emergency center for school related conditions that may affect the Transit System.

FUNCTIONS

The School Coordinating Unit shall be responsible for the following functions:

A. School Conditions

1. Maintain continuous liaison with
  - a. the New York City Board of Education
  - b. office of school safety and its component units
  - c. parochial and private schools
  - d. other schools and agencies in matters regarding use of transit facilities.
2. Confer with school authorities at the beginning of each school year regarding school calendars when students would be using transit facilities.
3. Identify by name and telephone number official school coordinators.
4. Make recommendations for appropriate school condition assignments.
5. Prepare department School Condition Code Sheets for assignment purposes.
6. Monitor school condition assignments on a day to day basis and recommend adjustments as conditions warrant.



7. Advise the Juvenile Crime Prevention Unit of conditions of mutual concern.

B. Other Youth Activity

1. Coordinate information which may affect Transit Police assignments - dates, times, locations, etc. of special youth oriented events such as dances, sporting events, carnivals etc.

C. School Eligibility Cards - Reduced Fare Transportation

1. Serve as liaison between the New York City Transit Police Department, Transit Authority Station Department and New York City Board of Education concerning the issuance and use of School Eligibility Passes.
2. Maintain appropriate records of School Eligibility Cards confiscated and circumstances surrounding such confiscation of cards by members of the Transit Police Department.
3. Shall forward confiscated School Eligibility Cards to the Transit Authority Station Department and shall coordinate with representatives of the Station Department regarding the processing of confiscated passes.
4. Shall disseminate information regarding lost or stolen passes to the department's patrol and investigative units.

D. School Absentee (Truants) Pilot Project  
(Operations Order #7, current series)

1. Shall, in conjunction with the Juvenile Crime Prevention Unit, coordinate activities of members of the force who deliver truants to the Board of Education Truancy Control Centers.

RECORDS AND FILES

The School Coordinating Unit shall maintain the following:

Records

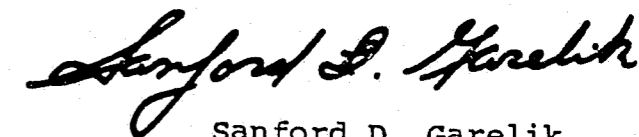
1. Telephone record of all messages relating to activities of the School Coordinating Unit
2. School Card Confiscation Control Sheet

Files

1. Pertinent data from schools whose student body may use the transit facilities
2. All School Conditions assignments
3. All correspondence with other agencies
4. All relevant publications and reports
5. All lost and stolen School Eligibility Cards
6. All TP-24's (Confiscated School Pass forms)

SUPERIOR OFFICERS

Superior officers shall instruct members of the force in the provisions of this directive until all are notified.



Sanford D. Garelik  
Chief

130:SDG:ib



REORGANIZATION

# GENERAL ORDER

APPENDIX A-9

NUMBER

6.4

DATE

June 7, 1977

## ANTI-GRAFFITI UNIT

### PURPOSE

An Anti-Graffiti Unit shall be maintained under the Office of the Deputy Chief to effectively combat and control crimes relating to the defacing or destruction of Transit Authority property or equipment.

### FUNCTIONS

The Anti-Graffiti Unit shall be responsible for the following functions regarding the defacing and destruction of Transit Authority property or equipment:

- a. apprehend violators who commit offenses
- b. maintain surveillance of yards, lay-up areas, and other exposed areas of the Transit System
- c. maintain liaison with Transit Authority Departments, Train Masters, Yard Masters, Special Investigators, etc.
- d. maintain liaison with New York City Police Department and other agencies
- e. maintain intelligence and modus operandi files and records
- f. keep abreast of new methods that are used to commit offenses
- g. disseminate information to field commands and other specialized units of the department regarding areas where offenses are committed
- h. coordinate unit activities with the programs of the Juvenile Crime Prevention Unit and keep the Juvenile Crime Prevention Unit advised of conditions of mutual concern
- i. prepare statistical and special reports relative to the unit's function
- j. conduct such investigations of Juvenile Crime as directed by competent authority

NEW YORK CITY TRANSIT POLICE DEPARTMENT

-2-

## RECORDS AND FILES

The Anti Graffiti Unit shall maintain the following:

### Records

- a) An identification file of known graffiti offenders by their graffiti writings (modus operandi).
- b) Graffiti Arrest Cards (TP-52A) of known graffiti offenders.
- c) An Arrest Disposition Log for graffiti related cases.
- d) Pertinent correspondence.

### Files

- a) Violators apprehended for crimes against Transit Authority property.
- b) Graffiti recidivist control files to monitor the number of violations and/or apprehensions of those individuals.
- c) Correspondence with other agencies.
- d) Publications and reports re: graffiti.

## SUPERIOR OFFICERS

Superior Officer shall instruct members of the force in the provisions of this directive until all are notified.

130:SDG:ib

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

NEW YORK CITY TRANSIT POLICE DEPARTMENT



APPENDIX A-10

# CIRCULAR

NUMBER
2.18
DATE
June 22, 1977

PROCESSING OF JUVENILE ARREST AT DISTRICT LOCATIONS  
INDEX

- I PURPOSE
- II EFFECTIVE DATE
- III FORMS REQUIRED FOR PROCESSING JUVENILE ARRESTS
- IV PROCEDURE
  - A. MEMBERS OF THE FORCE
  - B. DISTRICT DESK OFFICER
- V ARREST REPORT (PD 244-156A)
- VI RELEASE ON PERSONAL RECOGNIZANCE
  - A. DISTRICT DESK OFFICER
  - B. PERSONAL RECOGNIZANCE, FAMILY COURT (TP-150)
- VII YOUTH REMANDED TO FAMILY COURT, JUVENILE DETENTION CENTER OR SHELTER
  - A. YOUTH REMANDED DIRECTLY TO FAMILY COURT
  - B. YOUTH REMANDED TO JUVENILE DETENTION CENTER OR SHELTER
  - C. UNIDENTIFIED YOUTHS (ARREST CASES)
- VII OFFICER EXCUSAL - INITIAL FAMILY COURT INTAKE HEARING
  - A. FAMILY COURT - PROBATION INTAKE REFERRAL REPORT (MISC. 1094)
  - B. SUPPORTING DEPOSITION (MISC. 1095)
  - C. STATEMENT OF "CIVILIAN" COMPLAINT (MISC. 1096)
  - D. JUVENILE ARRESTS - COMPLAINANT'S "NOTIFICATION TO APPEAR"
- IX REQUIRED APPEARANCE IN FAMILY COURT - MEMBERS OF THE FORCE
- X FORWARDING OF FORMS TO FAMILY COURT

NEW YORK CITY TRANSIT POLICE DEPARTMENT

- 2 -

- XI LOCATION OF FAMILY COURTS
- XII ARRESTS INVOLVING PROPERTY
  - A. PROPERTY CLERK'S INVOICE (PD 521-141)
  - B. REQUEST FOR LABORATORY EXAMINATION (PD 521-161)
- XII NOTIFICATIONS TO PRECINCT OF ARREST/CENTRAL BOOKING
  - A. PRECINCT OF ARREST
  - B. CENTRAL BOOKING FACILITY
- XIV DISTRICT COMMANDING OFFICERS
- XV SUPERIOR OFFICERS
- XVI APPENDIX
  - A. ARREST REPORT (PD 244-156A)
  - B. PERSONAL RECOGNIZANCE (TP-150)
  - C. YOUTH REMANDED TO JUVENILE DETENTION CENTER
  - D. FAMILY COURT - PROBATION INTAKE REFERRAL REPORT (MISC. 1094)
  - E. SUPPORTING DEPOSITION (MISC. 1095)
  - F. STATEMENT OF "CIVILIAN" COMPLAINT (MISC. 1096)
  - G. JUVENILE ARREST - COMPLAINANT'S "NOTIFICATION TO APPEAR"
  - H. PROPERTY CLERK'S INVOICE (PD 521-141)
  - I. REQUEST FOR LABORATORY EXAMINATION (PD 521-161)

NEW YORK CITY TRANSIT POLICE DEPARTMENT



APPENDIX A-10

# CIRCULAR

NUMBER
2.18
DATE
June 22, 1977

## PROCESSING OF JUVENILE ARREST AT DISTRICT LOCATIONS INDEX

- I PURPOSE
- II EFFECTIVE DATE
- III FORMS REQUIRED FOR PROCESSING JUVENILE ARRESTS
- IV PROCEDURE
  - A. MEMBERS OF THE FORCE
  - B. DISTRICT DESK OFFICER
- V ARREST REPORT (PD 244-156A)
- VI RELEASE ON PERSONAL RECOGNIZANCE
  - A. DISTRICT DESK OFFICER
  - B. PERSONAL RECOGNIZANCE, FAMILY COURT (TP-150)
- VII YOUTH REMANDED TO FAMILY COURT, JUVENILE DETENTION CENTER OR SHELTER
  - A. YOUTH REMANDED DIRECTLY TO FAMILY COURT
  - B. YOUTH REMANDED TO JUVENILE DETENTION CENTER OR SHELTER
  - C. UNIDENTIFIED YOUTHS (ARREST CASES)
- VIII OFFICER EXCUSAL - INITIAL FAMILY COURT INTAKE HEARING
  - A. FAMILY COURT - PROBATION INTAKE REFERRAL REPORT (MISC. 1094)
  - B. SUPPORTING DEPOSITION (MISC. 1095)
  - C. STATEMENT OF "CIVILIAN" COMPLAINT (MISC. 1096)
  - D. JUVENILE ARRESTS - COMPLAINANT'S "NOTIFICATION TO APPEAR"
- IX REQUIRED APPEARANCE IN FAMILY COURT - MEMBERS OF THE FORCE
- X FORWARDING OF FORMS TO FAMILY COURT

NEW YORK CITY TRANSIT POLICE DEPARTMENT

-2-

## IV PROCEDURE

Juveniles (under 16 years of age) arrested by a member of the force for a crime committed on the transit system shall be processed at the district office as follows:

### A. MEMBERS OF THE FORCE

1. Detain juvenile(s) in designated area in district office (see O.O. #26, 1976 series for designated locations).
2. Give Miranda warnings to juvenile prior to ascertaining pedigree information (see Circular #8, 1977 series, entitled "Conditional Safeguards - Miranda Warnings"). NOTE: Miranda warnings MUST be given in the presence of the parent or guardian and any relevant statements or admissions shall be indicated on the Arrest Report and the Probation Intake Referral Report.
3. Prepare form TP-67.
4. Call Central Warrants (374-3975) to ascertain if juvenile is wanted.
5. Prepare Arrest Report (PD 244-156A). NOTE: In multiple arrest cases, the officer shall spell out in the details, exactly what part the youth played in the commission of the act along with his acting in concert with the other youths.
6. Prepare Family Court forms; Probation Referral Report, and Officer's Supporting Deposition.
7. If there is a civilian complainant, prepare statement of "Civilian" Complaint and Complainant's "Notification to Appear" in court. NOTE: Officer shall insure that the civilian complainant signs the "Statement of Civilian Complainant" form. (See sample F. statements A, B, C or D).
8. Inform parent/guardian and complainant of the location of Family Court, the return date and time, and their obligation to appear.
9. Sign all required forms. NOTE: The officer must place his signature on ALL forms where indicated.
10. Turn over all forms to District Desk Officer for review and appropriate signature.
11. Make proper memo book entries.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

B. DISTRICT DESK OFFICER

1. Call Juvenile Crime Prevention Unit (B-3155) and obtain call number
2. Call Youth Records Unit (374-5570) to obtain information on previous police contacts (see O.O. #36, 1976 series, "Youth Records Check")
3. Call Prisoner Detention and Transportation Unit (394-5345, 6, or 7) and request Probation Intake Hearing Appearance date.

NOTE: IF YOUTH IS TO BE REMANDED, A PROBATION INTAKE HEARING DATE IS NOT REQUIRED.

4. Prepare Personal Recognizance Family Court form (PD 209-063) in quadruplicate.
5. Verify identity of all parties concerned through documentary identification, telephone verification, etc.
6. Inform officer that he is excused from court appearance on return date, if appropriate.
7. Review prepared forms and have required forms sworn to and signed by parties concerned.
8. Affix his signature to required forms.
9. Distribute forms as indicated in this order.

V ARREST REPORT (PD 244-156A) - SEE APPENDIX, SAMPLE A

This form is a three-part snapout prepared by the arresting/assigned officer for all arrests.

1. Arresting Officer's Copy (Pink) - retained by officer or placed in officer's "Arrest Folder" maintained at his command.

NOTE: OFFICER SHALL TAKE THIS COPY TO COURT FOR EACH APPEARANCE AND COMPLETE APPLICABLE CAPTIONS ON REVERSE SIDE.

2. Booking - Work Copy (Green) - forwarded to Juvenile Crime Prevention Unit
3. Photo Unit or Juvenile Copy (White)
  - a. To Family Court - if youth is released on personal recognizance or remanded to Family Court
  - b. To Juvenile Detention Center - if youth is to be remanded to Juvenile Detention Center

NOTE: IF YOUTH IS TO BE REMANDED TO JUVENILE DETENTION CENTER, THE DISTRICT DESK OFFICER SHALL COMPLETE THE REVERSE SIDE OF THIS COPY.

VI RELEASE ON PERSONAL RECOGNIZANCE

A youth under the age of 16 who is taken into custody as a Juvenile Delinquent (Offense which if committed by an adult would constitute a crime) may be released in the custody of his/her parents or other person legally responsible for his/her care.

A. DISTRICT DESK OFFICER - When appropriate, the District Desk Officer shall place a youth in the custody of his/her parents or guardians except in the following cases:

1. Parent, Guardian or other lawful custodian is not capable or refuses to provide adequate supervision
2. Child is wanted on a warrant
3. Child is not likely to appear on return date
4. Child's person or morals would be endangered by release
5. Child's release would be dangerous to community
6. Child is unidentified or refuses to identify self.

- 7. Unable to locate/contact child's parent guardian or other lawful custodian

In the above cases, the District Desk Officer shall remand the child to Family Court, if in session. If Family Court is not in session, child is to be remanded to Juvenile Detention Center.

B. PERSONAL RECOGNIZANCE, FAMILY COURT (TP-150) This form is to be prepared in quadruplicate by the District Desk Officer in cases where the child is to be released in the custody of his/her parent or guardian. (see Appendix - sample B)

- 1. 1st. copy (original) - to parent/guardian
- 2. 2nd. copy - to complainant
- 3. 3rd. copy - to Family Court
- 4. 4th. copy - District file copy

**VII YOUTH REMANDED TO FAMILY COURT, JUVENILE DETENTION CENTER OR SHELTER**

In cases where the youth does not qualify for personal recognizance (see Section VI.sub A) and is to be remanded to Family Court, if in session, or to the Juvenile Detention Center (SPOFFORD), or to a shelter, the District Desk Officer shall:

A. YOUTH REMANDED DIRECTLY TO FAMILY COURT

- 1. Indicate in the "Details" section of the Arrest Report (PD 244-156A) the reason why the youth was not released on personal recognizance.

**NOTE:** IF THE YOUTH IS UNIDENTIFIED (REFUSES TO IDENTIFY SELF) OR THE PARENTS/GUARDIANS ARE UNABLE TO BE CONTACTED, ALSO INDICATE THE STEPS TAKEN TO IDENTIFY YOUTH OR MAKE CONTACT WITH PARENTS/GUARDIANS.

- 2. Notify the Family Court of the borough concerned (see below for Family Court telephone numbers) prior to delivery of youth to court to ascertain if youth can be placed on the docket.

BRONX	590-3332
BROOKLYN	645-5864
MANHATTAN	374-3859
QUEENS	990-5622,3

**NOTE:** IF COURT PERSONNEL INDICATE THAT THE YOUTH CANNOT BE ENTERED ON THE DOCKET, THE YOUTH WILL BE REMANDED TO THE JUVENILE DETENTION CENTER OR TO A DESIGNATED SHELTER.

B. YOUTH REMANDED TO JUVENILE DETENTION CENTER OR SHELTER

- 1. Complete the reverse side of the Photo Unit Juvenile Copy of the Arrest Report (PD 244-156A)

**NOTE:** IF YOUTH IS UNIDENTIFIED OR THE PARENTS/GUARDIANS CANNOT BE CONTACTED, THE DESK OFFICER WILL INDICATE IN THE "REMARKS" SECTION THE STEPS TAKEN TO IDENTIFY THE YOUTH OR MAKE CONTACT WITH THE PARENTS/GUARDIANS.

- 2. Notify the Juvenile Detention Center or designated shelter prior to delivery of youth.

**NOTE:** IF DETENTION INVOLVES JUVENILE DETENTION CENTER, NOTIFY THE FACILITY OF THE APPROXIMATE TIME OF ARRIVAL. THIS WILL GIVE THE CENTER PERSONNEL SUFFICIENT TIME TO MAKE CERTAIN THE DRIVEWAY GATE WILL BE OPEN ON ARRIVAL. PERSONS WILL NOT BE ALLOWED TO LEAVE THE ESCORT VEHICLE UNTIL IT IS PARKED IN THE COURTYARD OF THAT FACILITY.

**NOTE:** IF CHILD IS UNDER 10 YEARS OF AGE, THE JUVENILE DETENTION CENTER WILL NOT BE USED. THE DISTRICT DESK OFFICER WILL CALL THE EMERGENCY CHILDREN'S SERVICE (553-6634 DAY TELEPHONE # OR 431-4680 NIGHT TELEPHONE #) FOR SHELTER PLACEMENT. THE SHELTER CONCERNED WILL BE RESPONSIBLE FOR DELIVERING CHILD TO THE BOROUGH FAMILY COURT ON THE NEXT COURT DAY.

3. Prepare "Youth Remanded To Juvenile Detention Center" (single copy) and forwarded to center with escorting officer. (see Appendix, sample C)

**NOTE:** THE ABOVE FORM WILL BE PREPARED BY THE DISTRICT DESK OFFICER ONLY IF REQUESTED BY PERSONNEL FROM THE JUVENILE DETENTION CENTER.

**G. UNIDENTIFIED YOUTHS (ARREST CASES)**

1. Notify precinct concerned and provide description of youth so that a Missing/Unidentified Person Report (PD-336-151) can be prepared.

**NOTE:** PRECINCT CONCERNED MUST BE NOTIFIED SO THAT A COMPLAINT REPORT (PD 313-152) CAN BE PREPARED.

2. Remand youth to Family Court, if in session, or to Juvenile Detention Center or other designated shelters (see Section VII, sub A & B).

**VIII OFFICER EXCUSAL - INITIAL FAMILY COURT INTAKE HEARING**

To permit cases of juveniles taken into custody and released on personal recognizance to proceed through the Probation Intake level of Family Court without, in most cases, requiring the appearance of the arresting officer in court, the following forms listed below will be prepared:

- A. **FAMILY COURT - PROBATION INTAKE REFERRAL REPORT (MISC. 1094)** - single copy prepared by the arresting/assigned officer for each juvenile released on personal recognizance. Form forwarded to Family Court. (see Appendix, sample D)

- B. **SUPPORTING DEPOSITION (MISC. 1095)** - single copy prepared by arresting/assigned officer. Form forwarded to Family Court. (see Appendix, sample E)
- C. **STATEMENT OF "CIVILIAN" COMPLAINT (MISC. 1096)** - single copy prepared by the arresting/assigned officer only in cases where there is a complainant other than the officer. Form forwarded to Family Court. (see Appendix, sample F)

**NOTE:** CIVILIAN COMPLAINANTS ARE ALWAYS REQUIRED TO APPEAR IN FAMILY COURT ON THE RETURN DATE WHETHER OR NOT THEY SIGN A "STATEMENT OF CIVILIAN COMPLAINT" AT THE TIME OF ARREST. IF COMPLAINANT REFUSES TO SIGN OR IS UNABLE TO SIGN, THE ARRESTING OFFICER WILL INDICATE SAME ON THE LINE CAPTIONED "SIGNATURE OF COMPLAINANT".

- D. **JUVENILE ARRESTS - COMPLAINANT'S "NOTIFICATION TO APPEAR"** - single copy prepared by the arresting/assigned officer. Lower portion of form given to the complainant. (see Appendix, sample G)

**IX REQUIRED APPEARANCE IN FAMILY COURT - MEMBERS OF THE FORCE**

The arresting officer must appear in Family Court in the following instances:

- a. If juvenile is not released on personal recognizance and is delivered directly to Family Court.
- b. If juvenile is not released on personal recognizance and juvenile is remanded to a shelter
- c. In a multiple arrest situation, if one of the youths does not qualify for recognizance and is remanded to a shelter or taken directly to Family Court. In these cases, the arresting officer must appear in Family Court and all other juveniles arrested must appear in Family Court at the same time.

**NOTE:** IN ABOVE CASES, THE ARRESTING OFFICER IS NOT REQUIRED TO PREPARE FORMS CONCERNING THE OFFICER'S EXCUSAL PROGRAM.

X FORWARDING OF FORMS TO FAMILY COURT

The following copies of forms will be forwarded via department mail to the Family Court:

- a. Arrest Report (PD 244-156A) - Photo Unit or Juvenile copy (White)
- b. Personal Recognizance, Family Court (TP-150 3rd copy).
- c. Family Court - Probation Intake Referral Report (Misc. 1094) - single copy
- d. Statement of "Civilian" Complainant (Misc. 1096) single copy
- e. Supporting Deposition (Misc. 1095) - single copy.

All mail forwarded will be placed in an envelope and addressed as follows:

Officer Excusal Program  
 Special Project Police Office  
 Name of Family Court  
 Address of Family Court

XI LOCATION OF FAMILY COURT

Manhattan	60 Lafayette Street
Brooklyn	283 Adams Street
Staten Island	100 Richmond Terrace
Queens	89-14 Parsons Boulevard
Bronx	East 161st Street & Sherman Ave.

XII ARRESTS INVOLVING PROPERTY

When an arrest is effected and there is property to be invoiced and delivered to the Property Clerk's Officer, the District Desk Officer shall direct the arresting officer to bring the property to the precinct of arrest.

A. PROPERTY CLERK'S INVOICE (PD 521-141)

Six-part snapout - prepare at the precinct of arrest. (See Circular #1.5, 1977 series entitled "Property Clerk's Invoice" for instructions regarding preparation and distribution.)

**NOTE:** IF OFFICER IS EXCUSED FROM INITIAL INTAKE HEARING, THE DISTRICT ATTORNEY'S RELEASE COPY OF INVOICE IS TO BE FORWARDED TO FAMILY COURT ALONG WITH OTHER REQUIRED FAMILY COURT FORMS.

B. REQUEST FOR LABORATORY EXAMINATION (PD 521-161)

Prepared in triplicate by the Station House clerk under the supervision of, and in the presence of the Station House Supervisor in all arrest cases where a controlled substance is involved - one copy retained by member after obtaining signature of Station House Supervisor. (see Appendix, sample I).

XIII NOTIFICATION TO PRECINCT OF ARREST/CENTRAL BOOKING

In all juvenile arrest cases processed at the district office, the District Desk Officer will insure that the following notifications are made:

- A. PRECINCT OF ARREST - notified in all cases and a Complaint Report, PD 313-152 (formerly a UF-61) number obtained. In the borough of Manhattan and Staten Island where there is no central booking facility the arrest number shall also be obtained from the precinct of arrest.



B. CENTRAL BOOKING FACILITY - notified in all cases and an arrest number obtained. Central Booking Telephone Number are listed as follows:

Bronx (590-2805)  
Brooklyn (875-6669)  
Queens (520-9329)

XIV DISTRICT COMMANDING OFFICERS

District Commanding Officers will be responsible for establishing the necessary guidelines and controls to insure the implementation of the procedures outlined in this directive.

XV SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive until all are notified.

*Sanford D. Garelik*

Sanford D. Garelik  
Chief

130:SDG:ib

ARREST REPORT (PD 244-156A)

**PRINT LEGIBLY** USE THE FOLLOWING CODES TO COMPLETE THE RESPECTIVE CAPTIONS

**\* RESIDENCE**  
LIVES IN PCT. OF ARREST -1  
LIVES IN CITY-NOT PCT. OF ARREST -2  
LIVES OUTSIDE CITY -3

**CODES**  
W-WHITE  
B-BLACK  
A-ASIAN, HISPANIC  
O-ORIENTAL

**\*\* RACE CODES**  
M-HISPANIC  
S-OTHER

**\*\*\* AGENCY OF RECORD CODES**  
00-M.T.P.D. 01-TRANSIT. 02-HOUSING. 03-PORT. AUTH. 04-I.T.A. 05-MADISON  
06-AVIATION. 06-L.L.B. 07-PENN. CENTRAL R.R. 08-ONE R.F. 09-STATEN ISLAND  
10-RAPID TRANSIT. 11-STATE POLICE. 12-STATE POLICE. 13-GATEWAY FEDERAL

APR 22 1976

NAME (CAPITALIZE) FIRST MIDDLE LAST RESIDENT CODE\* B NO. DCIS NO. STAGING NO.

PHOTOGRAPHED  YES  NO NOT RECD  FUTURE TIME

ARREST MADE AS RESULT OF  PICK UP  WARRANT  COMPLAINT

ARRESTED BY  OFFICER  COMPL  OTHER

BY  OFFICER  OFFICER  OTHER

DATE AND TIME OF OCCURRENCE

TYPE OF OFFENSE

AGENCY OF RECORD - CODE PCT OF OCCUR COMPLAINT NO. YEAR

COMPLAINANT'S NAME

COMPLAINANT'S ADDRESS

ARREST NO. B NO./DCIS NO.

ADDRESS NOTIFIED BY PRISONER SEARCHED BY

WARRANT COPY (Number)  YES  NO

DATE NOTIFIED

NAME

CHARGES FOR WHICH ARRESTED (Specify Charge)

ASSOCIATES (Name)

ARREST NO. B NO./DCIS NO.

ARRESTED FOR PCT. AND NO. CHARGE

MEMBER OF SOUTH LANG (Name)

MEMBER'S BACEN NAME

MEMBER'S BACEN NAME

AMOUNT OF FINE

PAID  YES  NO

EXACT LOCATION OF ARREST

DATE SEEN BY BUREAU DATE

TIME DISPOSITION OF PRISONER

TIME OUT-RELEASED

DEPTOR

SUPERVISOR CONTROLLED WITH  YES  NO ON SCENE  YES  NO PHYSICAL CONDITION  APPARENTLY  OTHER

TREATED AT

DATE AND TIME RECORDED

SIGNATURE OF BOOKING SUPERVISOR

ARRESTING OFFICERS COPY

ARREST REPORT - PD244-156A (REV. 1/76) - 6000 (11/64) (76)

APPENDIX

REPLACE WITH TP 150

SAMPLE B

PERSONAL RECOGNIZANCE-FAMILY COURT (PD209-063)

PERSONAL RECOGNIZANCE FAMILY COURT THE CITY OF NEW YORK POLICE DEPARTMENT PD 209-063 (Rev. 8-75) (Formerly UF-24)

STATE OF NEW YORK COUNTY OF

BE IT KNOWN, that whereas on this day of 19, one a child under the age of 16, in wit, of the age of years, was taken into custody in the County of in the City of New York, by a member of the police force of the said City, charged on the complaint of with the offense of and is now in custody upon the said charge.

NOW, THEREFORE, I residing at in the County of Occupation of the of said child, do hereby undertake and solemnly bind myself to produce the said child before the Family Court at a session of the said Court, to be held at the court house thereof, in the City of New York, on the day of 19 at half past nine o'clock in the morning and the said child shall then and there abide the order of the said Court in the premises, and not depart the same without leave. (The birth certificate or other verification of the age of the child should be brought to court on the above date.)

TAKEN AND ACKNOWLEDGED BEFORE ME Signature of Parent or Guardian (Date) 19 (S.H. Officer's Signature) (Rank) (Shield No.)

STATE OF NEW YORK COUNTY OF

The above named being duly sworn, deposes and says that he is the of said child, who was years of age on the day of last past, that he has heard the foregoing recognizance read and fully understands the terms and conditions thereof; and he has further been informed and is aware that if he fails to produce the said child pursuant to the terms of the said recognizance, he will be liable to punishment by the court as for a criminal contempt in the manner provided in the Judiciary Law, and a warrant may be issued for his arrest in accordance with the Family Court Act.

SWORN TO BEFORE ME Signature of Parent or Guardian (Date) 19 (S.H. Officer's Signature) (Rank) (Shield No.)

NOTE: A child under 16 who is taken into custody by a Juvenile Detainer, may be released in the custody of his parent or other person legally responsible for his care, unless such release is prohibited by law, as set forth in the Rules and Procedures.

SAMPLE C

NEW YORK CITY TRANSIT POLICE DEPARTMENT



YOUTH REMANDED TO JUVENILE DETENTION CENTER

DATE

JUVENILE DETENTION CENTER 1221 SPOFFORD AVENUE BRONX, N.Y. 10474

DIRECTOR, JUVENILE DETENTION CENTER

The Respondent has been taken into custody and is being remanded for detention. The Respondent was not released on personal recognizance for the following reason:

- ( ) Parent, guardian or other lawful custodian is not capable or refuses to provide adequate supervision.
( ) Child is wanted on a warrant.
( ) Child is not likely to appear on return date.
( ) Childs person or morals would be endangered by release.
( ) Childs release would be dangerous to community.
( ) Child unidentified(refuses to identify self).
( ) Unable to contact/locate child's parent, guardian or other lawful custodian. ( Under Remarks, include the times attempts were made to contact/locate parents/guardians)

REMARKS:

ARRESTING/ESCORTING OFFICER SHIELD# COMMAND

DISTRICT DESK OFFICER

FAMILY COURT  
PROBATION INTAKE REFERRAL REPORT (Misc. 1094)

FAMILY COURT — PROBATION INTAKE REFERRAL REPORT

PRINT or TYPE all captions. This form is to be prepared by the arresting/assigned officer for EACH juvenile released on PERSONAL RECOGNITION following arrest.

ARREST NO. PCT. OF ARREST DATE AND TIME OF ARREST RES. PCT. SCHOOL ATTENDING ATTENDED GRADE GANG MEMBER ( ) YES ( ) NO IF YES, NAME IN GAMES

OCURRENCE DATE TIME PLACE TYPE OF PREMISE ADDRESS (Include City & State) APT. NO.

DATE OF BIRTH AGE SEX PHONE NO. NAME OF PERSON BEING WITH RELATIONSHIP (If known Agency, etc.) ADDRESS PHONE NO. MOTHER'S NAME MAIDEN NAME ADDRESS APT. NO. PHONE — BUSINESS NO. HOME NO. FATHER'S NAME ADDRESS APT. NO. PHONE — BUSINESS NO. HOME NO. ADVISED OF CONSTITUTIONAL RIGHTS BY PARENTS/GUARDIAN ADVISED OF CONSTITUTIONAL RIGHTS BY WERE CONSTITUTIONAL RIGHTS WAIVED BY BOTH PARENTS/GUARDIAN AND RESPONDENT ( ) YES ( ) NO IF YES WERE STATEMENTS MADE ( ) YES ( ) NO ORAL ( ) WRITTEN NATURE OF STATEMENTS DID THE RESPONDENT OFFER RESISTANCE OR VERBAL ABUSE AT THE TIME HE/SHE WAS TAKEN INTO CUSTODY? ( ) YES ( ) NO IF YES DESCRIBE: DOES A/D HAVE PRIOR KNOWLEDGE OF JUVENILE'S REPUTATION? ( ) YES ( ) NO IF YES, DESCRIBE:

NAME ARRESTING ASSIGNED OFFICER SHIELD NO. COMMAND AGENCY BUYAS-CHART BY VALATION SELECTION OFFICER'S COMMAND PHONE NO. DOES OFFICER OBJECT TO ADJUSTMENT OF CASE BY PROBATION PERSONNEL? ( ) YES ( ) NO IF YES, STATE REASON IS THE ARRESTING/ASSIGNED OFFICER THE COMPLAINT IN THIS CASE? ( ) YES ( ) NO IS A/D A WITNESS? ( ) YES ( ) NO NATURE OF INITIAL CONTACT: ( ) STREET PICKUP ( ) SURVEILLANCE ( ) OF PERSON ( ) RADIO RUN ( ) OF PLACE COMPLAINT NAME ADDRESS PHONE — BUSINESS NO. HOME NO. COMPLAINTS INFORMED OF RETURN DATE BY NAME FAMILY COURT — SCHEDULING RETURN DATES: AT ALL TIMES PRISONER FROM IMPRISONMENT AND DETENTION UNIT 374-5345/6/7 RECOGNITION IS RETURN DATE EVIDENCE: WHAT WAS RECOVERED? IF A GUN, RIFLE, OR OTHER FIREARM: DOES A/D BELIEVE IT TO BE -- ( ) OPERABLE ( ) NOT OPERABLE IS IT A -- ( ) NEW ( ) FAIRLY NEW ( ) OLD FIREARM HOW? WHERE (Be Specific) VOUCHER NO'S

CHARGE, which if committed by an ADULT would constitute a CRIME (Law, Section, Specific Offense, Class)	ASSOCIATES (Name)	AGE	ARREST NO.	VD NO.

WITNESS: No. 1 — NAME ADDRESS BUSINESS PH. # HOME PH. # No. 2 — NAME ADDRESS BUSINESS PH. # HOME PH. # INJURED: ( ) YES TO WHOM DESCRIBE ADMITTED — ( ) YES ( ) NO TREATED AT — HOSPITAL Describe specifically THIS respondent's INDIVIDUAL actions and behavior during the delinquent act. ALSO, "In Concert" arrest — DO NOT describe group behavior, describe ONLY — THIS INDIVIDUAL'S — actions and behavior AND whether or not the others were apprehended (NOTE — If a weapon was used or displayed, indicate if the respondent PERSONALLY possessed it.) For additional space — use reverse side

SWORN TO: THIS Day of 19 — BEFORE Lt./Sgt. Signature Police Officer Signature

SUPPORTING DEPOSITION (Misc. 1095)

(Misc. 1095 Revised 11-75)

(PRINT OR TYPE)

SUPPORTING DEPOSITION  
C.P.L. 100.20

Pocket No. \_\_\_\_\_

FAMILY COURT OF THE STATE OF NEW YORK  
CITY OF NEW YORK  
COUNTY OF \_\_\_\_\_

STATE OF NEW YORK

COUNTY OF \_\_\_\_\_

Arresting  
Assigned officer (DEPONENT) \_\_\_\_\_

Shield No. \_\_\_\_\_ Assigned to \_\_\_\_\_ County of \_\_\_\_\_ State of New York,  
Command Agency \_\_\_\_\_

being duly sworn and says that:

1. While performing tour of duty \_\_\_\_\_ in the \_\_\_\_\_ precinct  
on (date) \_\_\_\_\_ and assigned to (Post/Sector) \_\_\_\_\_

the RESPONDENT \_\_\_\_\_ of \_\_\_\_\_ (Address - City & State)

engaged in the following conduct on (date) \_\_\_\_\_ at \_\_\_\_\_ hours,  
at \_\_\_\_\_ (Location - Address, Apt. No., Floor, In front of, etc.)

NOTE: (A) Complete the appropriate caption(s) 2 AND/OR 3 below depending on whether you observed the offense in question, AND/OR as it was related to you by the complainant (B) WHERE POSSIBLE, identify any PROPERTY by Make, Model and/or Model Number, Serial Number, License Plate Number, VIN Number, etc.

2. DEPONENT observed the RESPONDENT \_\_\_\_\_

3. RESPONDENT was taken into custody by DEPONENT on the complaint of \_\_\_\_\_ (Name) of \_\_\_\_\_ (Address Confidential) who states \_\_\_\_\_

This act, or omission, if committed by an adult would constitute \_\_\_\_\_ (Specific Offense) a Class \_\_\_\_\_ Felony/Class \_\_\_\_\_ Misd.

a violation of Section \_\_\_\_\_ (No. of Legal Statute) of the \_\_\_\_\_ (Title of Law)

State of New York.  
SWORN TO: This \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ before

(Lt./Sgt. - Signature)

(Police Officer - Signature)

STATEMENT OF "CIVILIAN" COMPLAINT  
JUVENILE CASES (Misc. 1096)

STATEMENT OF "CIVILIAN" COMPLAINT - JUVENILE CASES Misc. 1096 (Revised 11 75)

(NOTE DO NOT PREPARE THIS FORM WHEN AN OFFICER IS THE COMPLAINANT)

Arresting Assigned Officer taking juveniles charged with a crime into custody shall prepare this form before the respondent is taken into custody. This form shall be PRINTED or TYPED and the appropriate caption(s) CHECKED OFF as soon as the information is available. The complainant will be requested to sign the appropriate STATEMENT(S) A, B, C, or D, below. IF THE COMPLAINANT REFUSES TO SIGN OR IS UNABLE TO SIGN the statement, the officer will INDICATE THE COMPLAINANT'S REFUSAL ON THE REVERSE FOR FAILING TO SIGN on the line captioned - SIGNATURE OF COMPLAINANT. IN ALL CASES a superior officer AND the arresting assigned officer will SIGN the bottom of the form completing ALL captions of the sworn statement. The completed form will be presented to the Corporation Counsel Family Court, on the day the Petition is to be drawn.

Name of Juvenile (RESPONDENT) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Time of Occurrence \_\_\_\_\_ Place of Occurrence \_\_\_\_\_

Description OR Type of premises involved: \_\_\_\_\_

Description of Property Involved (if any): \_\_\_\_\_  
(INCLUDE - Make, Model and/or Model No., Serial No.)

(License Plate No., VIN No., Etc.) \_\_\_\_\_

CHARGE: \_\_\_\_\_  
(Specify Offense) (Section) (Law)

Name of Complainant \_\_\_\_\_ Address \_\_\_\_\_ (CONFIDENTIAL)

Complainant CATEGORY (Check one):   
1  Owner of property OR victim.   
2  Person in control of property.   
3  NEITHER "1" or "2" but observed the respondent engage in a particular act.   
(Where category "3" is checked ONLY USE Statement "D", below.)

Notes: 1- STATEMENT A & B check the appropriate term(s) that apply in each case.   
2- STATEMENT C & D DESCRIPTION OF THE ACT MUST SPELL OUT THE CRIME CHARGED.

STATEMENT "A": (Larceny, Criminal Possession of Stolen Property, Criminal Mischief, Criminal Tampering, Unauthorized use of a vehicle)

I did not give, or authorize another to give, permission to the respondent, above, TO - ( ) take ( ) be in possession of ( ) use ( ) damage ( ) tamper with the property described above.

SIGNATURE OF COMPLAINANT: \_\_\_\_\_

STATEMENT "B": (Burglary, Criminal Trespass, Arson)

I did not give, or authorize another to give, permission to the respondent, above, TO - ( ) be in ( ) be on ( ) cause damage to my property, described above.

SIGNATURE OF COMPLAINANT: \_\_\_\_\_

STATEMENT "C": (Assault, Sex Crimes, Menacing, Reckless Endangerment, Robbery, Larceny from the Person)

I did not give, or authorize another to give, permission to the respondent above, TO - (describe the act) \_\_\_\_\_

\_\_\_\_\_ which he /she did in fact do.

SIGNATURE OF COMPLAINANT: \_\_\_\_\_

STATEMENT "D": (Use this statement where the "Complainant CATEGORY", above, is "3")

I observed the respondent, above, engage in the following act: \_\_\_\_\_

\_\_\_\_\_ which he /she did in fact do.

SIGNATURE OF COMPLAINANT: \_\_\_\_\_

The above information was supplied to me by the complainant.

SWORN TO: THIS \_\_\_\_\_ Day of \_\_\_\_\_, 19 \_\_\_\_\_ -BEFORE \_\_\_\_\_

LL/Sgt. Signature \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Sh. No. \_\_\_\_\_  
Police Officers \_\_\_\_\_ (Signature)

Command \_\_\_\_\_ Agency \_\_\_\_\_

POLICE OFFICER

After telephoning the Prisoner Transportation and Detention Unit (P.T.D.U.) at 374-5345,6 to receive a recognizance appearance date, complete the captions on the lower portion of this form.

After completing, tear the lower portion off below the dotted line and present it to the complainant.

Even though you aren't required to appear on the recognizance date because your district participates in the Family Court Police Officer Excusal Program, the complainant must appear on the recognizance date you receive from the P.T.D.U.

-----

JUVENILE ARRESTS - COMPLAINANT'S "NOTIFICATION TO APPEAR"

Date \_\_\_\_\_

\_\_\_\_\_  
(Complainant's Name)

Under section 734 of the FAMILY COURT ACT of New York State your presence is necessary to proceed in the matter of

\_\_\_\_\_. You must appear. Therefore,  
(Respondent's Name)

on \_\_\_\_\_ of this year, at 9:30 a.m., you  
(month) (day)

should appear at Family Court - Borough of \_\_\_\_\_  
at the office of the Department of Probation - Juvenile Intake,  
located at:

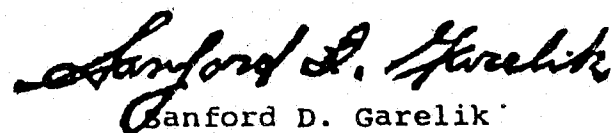
- ( ) 60 Lafayette Street, N.Y. N.Y.
- ( ) 283 Adams Street, Brooklyn, N.Y.
- ( ) East 161th. Street & Sherman Ave. Bronx, N.Y.
- ( ) 89-14 Parsons Blvd. Queens, N.Y.



26. Previous Address - if known, enter previous address.
27. Name and Address of Complainant - print name, address and apartment number of complainant.  
  
NOTE: When complainant is a member of the force the word "Officer" is sufficient. When a TA employee is the complainant, the employee's job title, name and pass number will be entered.
28. Details - officer shall indicate exactly what the youth did to constitute the offense.
29. Rank/Reporting Officer/ Shield Number/Command - Officer shall affix his rank, signature, shield number and command.
30. Date Prepared - indicate date Fare-Evasion Report was prepared.
31. Signature of Supervisor - signature and shield number of Superior Officer.

SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive at all roll calls through September 16, 1977, until all are notified.

  
Sanford D. Garelik  
Chief

130:SDG:ib

12. Occurrence
  - Occurrence Day - indicate day of the week, abbreviate, use two letters, e.g. MO = Monday.
  - Occurrence Time - use military time.
  - Occurrence Date - use six digits, two for month, two for day and two for year, e.g. 09-06-77 for September 6, 1977.
13. County of Occurrence - indicate county where incident occurred, K = Kings, Q = Queens, B = Bronx, M = Manhattan and R = Richmond.
14. Post - enter six digit post designation.
15. Place of Occurrence - Line/Specific Location/Station - print the line, specific location and the station where incident occurred, e.g. "A" - n/e of n/b platform - Canal Street.
16. School and Grade - print school presently attending and grade.
17. Identification Number - enter Officer's pass number.
18. Theft of Services - check appropriate box, for type of Fare Evasion offense.
19. Father's Name - print first name DO NOT LEAVE BLANK. DO NOT PRINT THE WORD "DECEASED"
20. Mother's Name - print first and maiden name.
21. Home Telephone Number - record telephone number.
22. Drug User - check "yes" or "no". If yes, indicate type used and how long.
23. Child notified that this report was prepared - check "yes" or "no".
24. If gang member, name of gang - print name of gang, if applicable.
25. Alias - indicate alias, if any.

District Clerical Personnel

District Clerical Personnel shall report TP-111C's on Multi-Purpose Control Sheet, TP-112 (use caption 'YDR's' - previously used to record Juvenile Reports (YD-1's) for Fare Evasion) and forward to the Statistics and Analysis Unit.

Preparation of Juvenile Fare-Evasion Report (TP-111C) Specific Instructions

1. Fare-Evasion Control Number - enter control number as assigned by the Juvenile Crime Prevention Unit.
2. Surname, First - print last and first name of youth.
3. Address - print home address: street number, street name and zip code.
4. Apartment Number - print floor and apartment designation.
5. Sex - male or female, circle one.
6. Color - enter "1" for white, "2" for black, "3" for American Indian, "4" for Oriental, "5" for Hispanic and "6" for other.
7. Resident Precinct - must be three digits, e.g. 001 for first Precinct, 010 for 10th Precinct, 100 for 100th Precinct, etc.
8. Resident County - county in which youth resides: "K" for Kings, "Q" for Queens, "B" for Bronx, "M" for Manhattan and "R" for Richmond.
9. Age - use last birthday to indicate age. Use two digits, 07 for 7, 10 for 10, etc.
10. Date of Birth - use six digits for date of birth, e.g. 01-03-65 for January 3, 1965.
11. Precinct of Occurrence - use three digits, e.g. 001 for first Precinct, 010 for 10th Precinct, 100 for 100th Precinct, etc.



ARRESTS/  
REPORTS

# CIRCULAR

NUMBER

2.30

DATE

Sept. 9, 1977

JUVENILE FARE-EVASION REPORT (TP-111C)

PURPOSE

To provide for appropriate follow-up action on fare-evasion offenses committed by juveniles, form TP-111C, Juvenile Fare-Evasion Report has been instituted. Members of the force who apprehend juveniles for fare evasion (PL 165.15-3) will prepare form TP-111C. The Juvenile Report (YD 1) will no longer be prepared for fare evasion.

EFFECTIVE DATE

Provisions of this directive become effective 2nd platoon, Wednesday, September 14, 1977.

PROCEDURE

Members of the force

Members of the force who apprehend a juvenile under 16 years of age for fare-evasion, shall:

- Notify the Juvenile Crime Prevention Unit (330-3006/3095/3061) and give details of incident and receive Fare Evasion Control Number.
- Prepare single copy of the Juvenile Fare-Evasion Report (TP-111C).
- Make appropriate memo book entries.
- Submit completed form TP-111C at District Office/ Unit Office for review by a Superior Officer.

in Circular #2.7, current series, regarding the decentralized preparation of statistical reports.

Each number will be prefixed with the letter "D" = diversion, followed by the District number, year of preparation and District control number. (e.g. D34-77-00001 - D = diversion - 34 - district 34 - 77 = 1977 - 00001 - district control number)

District control numbers will begin with the number one and shall be assigned chronologically in numerical sequence to the end of each year.

SUPERIOR OFFICERS

Shall instruct members of the force in the provisions of this directive until all are notified.

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

130:SDG:ib

NEW YORK CITY TRANSIT POLICE DEPARTMENT



<h1>CIRCULAR</h1>	NUMBER
	2.19
	DATE
June 28, 1977	

JUVENILE APPREHENSION REPORT - FORM TP-4F

PURPOSE

To provide a record of referrals to the Juvenile Offender Diversion Program so that members of the force may receive appropriate recognition and credit.

EFFECTIVE DATE

Provisions of this directive become effective on the 1st platoon Friday, July 1, 1977.

PROCEDURE

Members of the force in addition to the procedures established in Operations Order #7.1 and 7.2, current series, shall prepare form TP-4F in duplicate for each juvenile apprehended and referred to the Juvenile Offender Diversion Program.

NOTE: Members are required to prepare only form TP-4F for Diversion Program referrals.

Distribution of TP-4F

Juvenile Apprehension Report prepared in duplicate, shall be distributed as follows:

- a) Original - forwarded to the Juvenile Crime Prevention Unit
- b) Copy - District file

DISTRICT CONTROL NUMBERS

Each Juvenile Apprehension Report prepared shall be issued a district control number as per examples listed

NEW YORK CITY TRANSIT POLICE DEPARTMENT



**CONTINUED**

**1 OF 2**

REQUEST FOR LABORATORY EXAMINATION (PD521-161)

P.D. 521-161  
 REQUEST FOR LABORATORY EXAMINATION

POLICE DEPARTMENT  
 CITY OF NEW YORK

Case No. \_\_\_\_\_  
 Complainant No. \_\_\_\_\_  
 Arrest No. \_\_\_\_\_  
 Property Voucher No. \_\_\_\_\_  
 Detach No. \_\_\_\_\_

TO: \_\_\_\_\_ DATE \_\_\_\_\_

INVESTIGATING OFFICER: RANK \_\_\_\_\_ NAME \_\_\_\_\_ SHIELD No. \_\_\_\_\_ COMMAND \_\_\_\_\_

DESCRIPTION OF EVIDENCE	Ident. Marks	Where Obtained

CHARGE: \_\_\_\_\_

ADJOURNED DATE \_\_\_\_\_

BAILED  IN CUSTODY  YES  NO

DEFENDANT'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

Time and Date of Occurrence \_\_\_\_\_ Place of Occurrence \_\_\_\_\_

Time and Date of Arrest \_\_\_\_\_ Place of Arrest \_\_\_\_\_

MODUS OPERANDI \_\_\_\_\_

COMPLAINANT'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

TYPE OF EXAMINATION REQUESTED \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_  
 RANK \_\_\_\_\_ SIGNATURE \_\_\_\_\_ SHIELD No. \_\_\_\_\_  
 (THIS SPACE FOR LABORATORY USE ONLY)

Laboratory No. \_\_\_\_\_ Received By \_\_\_\_\_ TITLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

- If card is confiscated, indicate by writing across the face of the card "CONFISCATED" and place the J.A.U. Control number at the top of the card together with the member's name and shield number. (see Appendix B).
- Forward the confiscated card, via department mail, to the Juvenile Assistance Unit.

NOTE: Cards used by students at the wrong time or the wrong station will not be confiscated if the card belongs to the student. The Juvenile Assistance Unit will notify the student's parents of the incident via letter. (see Appendix C).

E. School Confiscation Form (TP-23) 2/1 Amended Cir 2.5 1978  
 Members of the force shall prepare a School Confiscation Form (TP-23) only in the following instances:

- When the confiscated card is other than a Type #2 card.
- When the Type #2 card is confiscated between the hours of 2200 and 0700 or on weekends and holidays when the Juvenile Assistance Unit is not in operation.

NOTE: TP-23's prepared on Type #2 cards will be forwarded along with the confiscated card to the Juvenile Assistance Unit. All TP-23's prepared for other type cards will be forwarded to the School Coordinating Unit.

F. Arrest/Complaint Report (TP-4) - Lost/Found Property Report (TP-110)

- ON-SYSTEM INCIDENTS - prepare typed (7 ply) Arrest/Complaint Report (TP-4) for stolen cards or prepare typed Lost/Found Property Report (TP-110) for lost cards, and comply with procedures outlined in Circular #2.7, 1977 series. (see Appendix D & E).
- OFF-SYSTEM INCIDENTS - prepare duplicate handwritten copies of Arrest/Complaint Report (TP-4) for off-system stolen cards or prepare duplicate handwritten copies of Lost/Found Property Report (TP-110) for off-system lost cards. (see Appendix F & G).

Desk Officer's Signature - Enter signature.

Type #1 & Type #3 From, To - Enter Block Serial numbers of Type #1 and Type #3 Cards obtained from school Card List.

List Number - Each school has been given a List Number. The List Number on the school Card List should correspond to the List Number on the Control Sheet.

C. Spot Checks

1. Information contained on the control sheets may be used to provide members of the force assigned to school conditions with information so that spot checks can be conducted of students using Type #2 cards at particular stations.
2. Members of the force in conducting these spot checks shall compare the information obtained from these control sheets with the information on the student's card (Type #2).
3. When a member of the force discovers any discrepancy which may require further police action, he shall notify the Juvenile Assistance Unit at B-3006, B-3061 or B-3095 and be guided by their instructions.
4. When there are indications of large scale abuse or reports of lost or stolen cards, regarding a particular school, the District Commanding Officer may make arrangements with the Juvenile Assistance Unit and City-Wide Patrol Services to insure proper coverage at selected school conditions.

D. Misues or Confiscation of Type #2 Cards

When a member of the force apprehends a student for an infraction involving a Type #2 card, he shall:

1. Notify the Juvenile Assistance Unit at B-3006, B-3061, or B-3095, and be guided by their instructions.
2. Receive a J.A.U. Control Number.
3. Make proper memo book entries.

B. Preparation of Reduced Fare Eligibility Control Sheet  
(see Appendix A)

Name of School - Enter name of school at top of Control Sheet (should correspond to list number on School Card List).

Address - Enter school's address.

Telephone Number - Enter telephone number of school

Type #2 From, To - Enter block serial number for Type #2 cards, issued to school as indicated on School Card List.

Date - Enter date of report

Control Number - Enter appropriate Control Number

A. District Off System Control Number for Off System Reports or,

B. Central Control Memo Number for On System Reports or,

C. J.A.U. number for replacement of Type #2 cards which were previously confiscated.

L/S/C - Enter whether card is reported as lost, stolen or confiscated

Old Serial Number - Enter serial number of card reported lost, stolen or confiscated.

Student's Name - Enter student's name

Home Station - Enter station student uses going to school

School Station - Enter station student uses going home from school

New Serial number - Enter serial number of replacement of Type #2 card only

Student's Signature - Have student sign for receipt of Replacement Type #2 card

NOTE: Insure that student has completed all captions of Replacement card. (front & back of card).



# CIRCULAR

NUMBER

2.4

DATE

March 1, 1978

RECORDS &  
REPORTS

## OPERATION IDENTIFICATION - SCHOOL TRANSPORTATION CARDS

### PURPOSE

To provide adequate controls at the district level, for the recording of lost or stolen transportation cards and the replacement of Type #2 transportation cards, new procedures have been instituted. These procedures will no longer require the District Desk Officer or district clerical personnel to notify the Juvenile Assistance Unit via telephone, of transportation cards reported lost or stolen or the replacement of Type #2 cards.

### EFFECTIVE DATE

The provisions of this directive become effective, 2nd, Platoon, March 3, 1978.

### PROCEDURES

#### A. Reduced Fare Eligibility Control Sheets and School Card List

1. The N.Y.C. Board of Education has supplied this department with block serial numbers of cards (Type #1, 2 and 3), issued to each school.
2. Each district will receive School Card Lists which contain the block serial numbers of cards issued to each school.
3. Each district will receive Reduced Fare Eligibility Control Sheets to record information concerning cards reported lost, stolen, confiscated, or replaced Type #2 cards.
4. School Card Lists and Reduced Fare Eligibility Control Sheets will be maintained in a 3 ring binder. Each school has been given a list number which should correspond to the list number on the Reduced Fare Eligibility Control Sheet.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

- 2 -

- c. Make proper Memo Book entries and include Control Number issued by the Juvenile Crime Prevention Unit.
- d. If card is confiscated, indicate by writing across face of card "Confiscated", and place the issued Juvenile Crime Prevention Unit Control Number on the top of the card together with the member's name and shield number.
- e. Forward confiscated cards, via department mail, to Juvenile Crime Prevention Unit.

### School Confiscation Form (TP-24)

Members of the force shall prepare a School Confiscation Form (TP-24) only in the following instances:

- a. When confiscated card is other than Type #2 card.
- b. When Type #2 cards are confiscated between 2200 hours and 0700 hours, and on weekends and holidays.

### SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive until all are notified.

130:SDG:ib

*Stanford D. Garelik*  
Stanford D. Garelik  
Chief

NEW YORK CITY TRANSIT POLICE DEPARTMENT



JUVENILES

# OPERATIONS ORDER

NUMBER	7.5
DATE	Sept. 14, 1977

OPERATION IDENTIFICATION - PILOT PROJECT  
OFFENSES INVOLVING TYPE 2 - REDUCED FARE ELIGIBILITY CARDS

## PURPOSE

In order that the programs of this department do not unduly interfere with the educational process, a Pilot Project has been instituted which will no longer require members of the force to confiscate Type #2 - "Reduced Fare School Eligibility Cards" if legally possessed.

## EFFECTIVE DATE

The provisions of this directive become effective upon publication of this order. This Pilot Project will operate from 0700 to 2200 hours, Monday through Friday.

## DEPARTMENT DIRECTIVES

The provisions of Circular #19.3 1976 series, entitled "Confiscation of School Eligibility Cards" which are in conflict with this directive are temporarily suspended.

## PROCEDURE

### Members of the Force

When a member of the force apprehends a student for an offense which involved the misuse of his Type #2 - "Reduced Fare Eligibility Card", he shall:

- a. Notify the Juvenile Crime Prevention Unit at B3155, provide appropriate details and be guided as to whether or not the card should be confiscated.
- b. Receive Control number from Juvenile Crime Prevention Unit.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

- 5 -

NOTE: All TP-4's or TP-110's shall contain the precinct of occurrence and the serial number of the lost or stolen cards and its replacement if Type #2. Off-system reports need not contain a central control number or a precinct UF61#, if not reported to the precinct by the school or student. Upon receipt of handwritten copies of TP-4's or TP-110's from districts, the Juvenile Assistance Unit will notify the precinct concerned via copy of TP-4 or TP-110.

## G. Replacement of Type #2 Transportation Cards

1. Replacement Type #2 cards will be issued at district offices to students who have reported them lost or stolen and who attend a school within the district's geographical area of responsibility. Each school has been notified of the appropriate Transit Police district office where their students may obtain a replacement card.
2. Replacement cards will be issued to students only when they present a completed "Report of Lost/ Stolen Transportation Card" or a letter on school stationary or an M4 letter prepared by the Juvenile Assistance Unit. (see Appendix H).

NOTE: The M4 letter prepared by the Juvenile Assistance Unit is a form letter sent to the students parents notifying them that their child's Type #2 card was confiscated. The letter contains the J.A.U. control number and the date and location where the student may obtain a replacement card. (see Appendix I).

## H. District Desk Officers

When a student enters a district office to report that his card has been lost or stolen or presents an M4 letter, the district desk officer shall:

1. Obtain proper Identification from the student.
2. Prepare in duplicate Arrest/Complaint Report (TP-4) or Lost/Found Property Report (TP-110) for Off-System Reports or prepare TP-67 and typed TP-4 or TP-110 for On System Reports.

NEW YORK CITY TRANSIT POLICE DEPARTMENT

3. Record information on Reduced Fare Eligibility Control Sheet.
4. Issue replacement card, if Type #2:
  - a. instruct student to complete all captions on front and back of card.
  - b. enter N.Y.C. Transit Police Department in the caption entitled "Signature of official teacher".
  - c. have student place his/her signature in appropriate caption on Reduced Fare Eligibility Control Sheet.
5. Record information on Reduced Fare Eligibility Card Index (TP-23).
6. Forward Index and Related Reports to J.A.U.

REPORT OF LOST OR STOLEN TRANSPORTATION CARDS

A. All Type Cards - Reported Lost/Stolen - On the System

1. Members of the Force
  - a. Notify Operations Division and receive central control number.
  - b. Prepare TP-67 Field Investigation Report.
  - c. Notify district desk officer and receive TP-4 or TP-110 Control Number.
  - d. Make proper memo book entries.

NOTE: If Type #2 card, direct student to report incident to his school where he will obtain a "Report of Lost/Stolen Transportation Card", or an official letter which will be presented by the student at the appropriate district office. (The school will direct the student to the appropriate district office).

2. District Desk Officer

- a. Insure issuance of appropriate TP-4 or TP-110 Control Number.
- b. Insure preparation of typed TP-4 or TP-110.
- c. Notify precinct of occurrence and receive UF-61#.
- d. Enter details on Reduced Fare Eligibility Control Sheet and Index.
- e. Insure forwarding of completed TP-4 or TP-110 to Mail Distribution section.

B. All Type Cards - Reported Lost/Stolen - Off The System

1. Members Of The Force

- a. Notify district desk officer, report details and receive off system district control number.
- b. Make proper memo book entries.

NOTE: IF Type #2 card, direct student to report incident to his school where he will obtain a "Report of Lost/Stolen Transportation Card", or an official letter which will be presented by the student at the appropriate district office. (The school will direct the student to the appropriate district office).

2. District Desk Officer

- a. Insure issuance of appropriate off-system district control number.
- b. Insure preparation of duplicate handwritten copy of TP-4/TP-110.
- c. Insure notification to district of geographical responsibility so that cross reference can be made on District Control Sheets. (Both Reporting District and District of Geographical Responsibility should make these entries in red).



APPENDIX **C**

New York City Transit Police Department  
Juvenile Assistance Unit  
300 Gold Street  
Brooklyn, New York 11201

JAV #01234

Date FEB. 14, 1978

Dear Parent,

Your son/~~daughter~~ JOHN JONES misused his/~~her~~  
Reduced Fare Eligibility Card on FEB. 13, 19 78  
at 1:00 (PM) for the following reason: USED PASS  
AT WRONG STATION - PASS #333151

This violates the conditions as listed on the back of the  
Reduced Fare Eligibility Card.

Although his/her card was not confiscated, a record of  
this incident will be maintained by the New York City Transit  
Police Department. Should a similar incident occur in the  
future his/her card may be confiscated and a lengthy penalty  
period imposed before replacement of a new card.

For further assistance contact the Juvenile Assistance  
Unit Telephone 330-3155, Monday through Friday, from 9:00 AM  
to 5:00 PM.

JUVENILE ASSISTANCE UNIT  
300 GOLD STREET  
BROOKLYN, N. Y. 11201

A. D. Jones #901  
SUPERVISOR

"SAMPLE"

SAMPLE

APPENDIX A

TYPE 2

REDUCED FARE ELIGIBILITY CONTROL SHEETS

FROM: 261327 TO: 271126

NAME OF SCHOOL BKLYN TECH + VOC H.S. ADDRESS 29 7<sup>TH</sup> GREEN A. "21" TELE#

FROM: 312595 TO: 313594

DATE	CONTR #	L/S/C	OLD SERIAL #	STUDENT'S NAME	HOME STATION	SCHOOL STATION	NEW SERIAL #	STUDENT'S SIGNATURE	D.O.'S SIGNATURE
2/2	0021	L	268145	JOHN BROWN	AVE P "7"	CLASSON	315424	John Brown	Lt Jones
2/2	0032	S	268315	JIM JONES	36 ST "RR"	DEKALB "RR"	315436	Jim Jones	Sgt Blue
2/5	JAU # 01012	C	268202	JANE CALL	25 AV "B"	DEKALB "B"			
2/5	CLM # 99219	S	267350	ROBERT PRICE	66 ST "1"	NEVINS "2"	315460	Robert Price	Sgt Hower
2/6	CCM # 95359	L	145236	WILLIAM ABLE	225 ST "1"	NEVINS "2"	TYPE #1	William Able	Sgt Blue
2/6	DC40	S	375289	FRANK DOWNS	MARCY HV "J"	DEKALB "M"	TYPE #3	F. Downs	Lt Jones

TYPE #1 FROM: 38746 TO: 39650 TYPE #3 FROM: 375284 TO: 376233  
 14 35 45 50 55 60 65 70 75 80 85 90 95 100



SAMPLE OF CONFISCATED TYPE#2 -- CARD

APPENDIX

B

TYPE 2 No 315695-JAV0254

**RAPID TRANSIT LINES**  
Reduced Fare Eligibility Card for High School Pupils

Issued to: Name: [Redacted] Date of Birth: [Redacted]

A student of [Redacted] High School during the school year [Redacted] to [Redacted] (MAY 1, 1978 - JUNE 29, 1978)

Signature of Student: [Redacted]

Signature of Official: [Redacted]

Home Station: [Redacted] Division: [Redacted]

SCHOOL Station: [Redacted] Division: [Redacted]

PHOTO: [Redacted]

OPTIONAL: [Redacted]

THIS CARD NOT VALID ON SATURDAY OR SUNDAY

JUVENILE ASSISTANCE UNIT

The Juvenile Assistance Unit will maintain records of all issued Type #2 Eligibility Cards including:

1. Copies of TP-4 or TP-110 or M4 letters of all lost/stolen or confiscated Type #2 or other type Eligibility Cards.
2. Records of all blank Type #2 Eligibility Cards distributed to each district command.
3. All other information related to "Operation Identification".

DEPARTMENT DIRECTIVES

Provisions of Operations Order #7.5 and #7.6, 1977 series and Circular #2.40, 1977 series regarding Operation Identification and Reduced-Fare Eligibility Cards, are hereby rescinded and replaced.

SUPERIOR OFFICERS

Superior Officers shall instruct members of the force in the provisions of this directive until all are notified.

130:SDG:ib

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

PREPARATION OF REDUCED FARE-ELIGIBILITY CARD INDEX (see Appendix J).

- a. District number - district reporting
- b. Sheet number - shall begin with the #1 and run consecutively at the beginning of each year.
- c. Date - date for previous 24 hours.
- d. District Control Number - Enter District Off System Lost/Stolen Control Number or J.A.U. Number.
- e. Type Report - enter TP-4 or TP-110 or M4.
- f. Type crime - enter type of crime when applicable (eg. larceny, robbery, burglary, etc).
- g. Old card serial number - enter serial number, of card being reported lost or stolen or confiscated.
- h. New card serial number - enter serial number of replacement Type #2 card.
- i. Precinct number - enter precinct of occurrence.

INSPECTIONS

The District Desk Officer on each platoon shall include in his blotter entry for District Security Check and Inspections, of records and files the following:

- 1. The number of blank Type #2 Eligibility Cards.
- 2. The number of Type #2 Eligibility Cards issued to students.

NOTE: The total of the above figures must equal the number of cards originally issued by J.A.U.

DISTRICT COMMANDS

District Commands shall institute procedures for the maintenance of the Reduced Fare Eligibility Control Sheets and the safeguarding of blank Type #2 Cards.

- d. Enter details on Index. (Reduced Fare-Eligibility Card Index).
- e. Insure forwarding of TP-4's/TP-110's to J.A.U. with Index. (TP-23).

DISTRICT CONTROL NUMBERS (OFF SYSTEM REPORTS)

- A. Each district shall assign a separate control number for each card reported lost or stolen off the system requiring the preparation of handwritten copies of a TP-4 or TP-110.
- B. The control numbers for each type of report will begin with the number one and shall be assigned in numerical sequence to the end of each calander year.
- C. District Control Numbers entered on TP-4 or TP-110, shall conform to the following guidelines:
  - 1. The letter R shall prefix the district number (eg R30).
  - 2. The district number shall be followed by the year of the report preceded by a dash. (eg R30-78).
  - 3. Following the year designation, a four digit district Control Number will be entered preceded by a dash. (eg. R30-78-0001).

REDUCED FARE-ELIGIBILITY CARD INDEX (see Appendix J)

- a. The Reduced Fare Eligibility Card Index is designed to provide the J.A.U. with a listing of all department business regarding Reduced Fare Eligibility Cards.
- b. The Index shall be prepared on a daily basis by each district desk officer or clerical person and forwarded to J.A.U. along with all handwritten copies of TP-4 and TP-110, M4 letters, and completed "Report of Lost/Stolen Transportation Cards".
- c. The index shall also include information concerning TP-4's and TP-110's prepared for on-system, lost or stolen cards forwarded to the Mail Distribution section.

MEMBERS OF THE FORCE

The arresting/assigned officer shall:

- prepare (1) one copy of New York State Juvenile Fingerprint Card, (sample attached).
- have juvenile sign the fingerprint card in the space captioned "Signature of Person Fingerprinted".

Note: If juvenile refuses or is unable to sign, the officer will indicate the reason in the signature caption and initial the entry.

- submit completed fingerprint card to the Desk Officer for review.

DISTRICT DESK OFFICER

Upon receipt of completed fingerprint card from arresting/assigned member, The D.D.O. shall:

- review the card for accuracy and completeness.
- arrange for the card to be delivered to the Borough Fax Terminal concerned through department mail or in conjunction with other necessary police business.

Fax Terminal Locations

- Manhattan - 80 Centre Street, (rear entrance down ramp).
- Brooklyn - 120 Schermerhorn Street
- Queens - 68-40 Austin Street (112th Pct)
- Bronx - 215 East 161st Street
- Staten Island - 14 Richmond Terrace (120th Pct, 2nd floor)

(continued on page #3)



<h1>CIRCULAR</h1>	NUMBER 1.12
	DATE Sept. 7, 1977

FINGERPRINTING OF JUVENILES

PURPOSE

To inform members of the force that the Family Court Act has been amended to include sections 724-a and 724-b which requires the taking of fingerprints and permits the taking of photographs of juveniles taken into custody and charged with an offense which if committed by an adult would constitute an "A", "B" or "C" felony.

EFFECTIVE DATE

The provisions of this directive become effective upon publication.

PROCEDURE - FINGERPRINTING OF JUVENILES

When Taken

Fingerprints are required in the following instances, depending upon the age of the juvenile:

- 11 years of age or older - the charge must constitute an "A" or "B" felony.
- 13 years of age or older - the charge must constitute an "A", "B" or "C" felony.

NOTE: If a juvenile is UNDER 11 years of age fingerprints will NEVER be taken.

Where Taken

When required, fingerprints of juveniles will be taken in those locations designated by the Appellate Division as suitable for the interrogation and questioning of juveniles (see Operations Order #26, 1976).

(continued on page #2)

APPENDIX J

TP-23

REDUCED FARE-ELIGIBILITY CARD

SHEET# 1

DISTRICT# \_\_\_\_\_

INDEX

SAMPLE

DATE 02/17/78

OFF-SYSTEM REPORTS BEING FORWARDED TO THE JUVENILE ASSISTANCE UNIT OR M-4 LETTERS

Dist./J.A.U. Contl.#	Type Report	Type Crime	Old Card Serial#	New Card Serial#	Pct.Occ.	Date Letter Sent
R-0010	110	LOST	328109	381110	MTS	
R-0011	TP-4	Robb	287106	381111	6 Pct.	
JAU 00090	M-4		298107	381112		
R-0012	TP-4	LAR	168205	TYPE-1	17 Pct.	
R-0013	110	LOST	471607	TYPE-3	19 Pct.	

FOR J.A.U. USE ONLY

TOTAL REPORTS 5 # OF TP-4's (2) # OF TP-110's (2) # OF M-4's (1)

ON-SYSTEM REPORTS BEING FORWARDED TO THE MAIL DISTRIBUTION SECTION

Central Contl.#	Type Report	Type Crime	Old Card Serial#	New Card Serial#	Pct.Occ.	Date Letter Sent
88888	TP-4	Robb	276108	381113	MTS	
88897	110	LOST	302781	381114	17 Pct	
88898	TP-4	Robb	473109	TYPE-3	20 Pct	
88917	110	LOST	176371	TYPE-1	19 Pct	

FOR J.A.U. USE ONLY

TOTAL REPORTS 4 # OF TP-4's (2) # OF TP-110's (2)

Cir.#2.4 (78) SIGNATURE OF DESK OFFICER LT R. Adams



Appendix I  
New York City Transit Police Dept.  
Juvenile Assistance Unit  
300 Gold Street  
Brooklyn, New York 11201  
JAU#04567

Date FEBRUARY 14, 1978

Dear Parent,

Your son/daughter MARY SMITH misused his/her Reduced Fare Eligibility Card on FEBRUARY 12<sup>TH</sup> 1978 at 2:00 (A/M - P/M) in the following manner: GAVE HER PASS #330756 to another

This violates the conditions as listed on the back of the Type #2 Reduced Fare Eligibility Card.

Because of this violation, his/her card was confiscated.

Your son/daughter may obtain a new card by presenting this letter to a Transit Police Department District Desk Officer after MARCH 14<sup>TH</sup> 1978 at 2493 FULTON STREET, Brooklyn, New York - Transit Police Department District # 33

For further assistance contact the Juvenile Assistance Unit Telephone # 330-3155, Monday through Friday, from 9:00 AM to 5:00 PM.

Sgt. R. Adams #555

REPORT OF LOST TRANSPORTATION CARD

REPORT OF LOST TRANSPORTATION CARD

Name JOYCE ANDERSON Class 4-7 Date 2/17/78  
 School DEWITT CLINTON Borough Bx

I hereby report the loss of my reduced fare transportation card and understand that if it is not found and returned I will not receive a replacement until thirty days after the date of this report. I further understand that only one replacement of lost card will be made during the school year.

Lost Card No. 123456 New Card No. 321546

CHECK KIND OF CARD

- 1. Bus or Trolley
  - 2. Subway or El. only
  - 3. Subway plus Transfer to Surface Line
- TEACHER Signature J Anderson Pupil's Signature J Anderson

"SAMPLE"

DISTRICT CONTROL  
934-78-0001  
 LOST FOUND PROPERTY OFF SYSTEM

TP-110

1 DIVISION <input type="checkbox"/> IRT <input type="checkbox"/> IND		8-19 DISCOVERY TIME DAY DATE		REPORTED TIME DAY DATE		31/PROPERTY <input checked="" type="checkbox"/> LOST		3-7 CENTRAL CONTROL #	
<input type="checkbox"/> BMT <input checked="" type="checkbox"/> OTHER		<u>1345 Mo 021378</u>		<u>1600 Tu 021478</u>		<input type="checkbox"/> FOUND			
LATE REPORT (Person Reporting Property)								PERSON TRAVELING ALONE <input type="checkbox"/> YES <input type="checkbox"/> NO	
WHY:		PLACE OF DISCOVERY 26		SPECIFIC LOCATION		30 POST		28 LINE	
<input type="checkbox"/> TRAIN <input type="checkbox"/> STATION		<input checked="" type="checkbox"/> HOME <input type="checkbox"/> OUTSIDE		<u>467 49 ST. BKLYN, N.Y.</u>		<u>034000</u>		<u>KINGS</u>	
PERSON REPORTING <input type="checkbox"/> EMPLOYEE <input checked="" type="checkbox"/> OWNER <input type="checkbox"/> OFFICER <input type="checkbox"/> OTHER		PERSON REPORTING PROPERTY (Name)		ADDRESS/AGENCY					
<u>JIMMIE JONES</u>		<u>467 49 ST. BKLYN, N.Y.</u>							
PHONE #	APT#	TITLE	PASS#	OWNER OF PROPERTY (Name)		ADDRESS			
<u>321-4321</u>	<u>2F</u>			<u>SAME</u>		<u>SAME</u>			
PHONE#	ON TRANSIT SYSTEM	PROPERTY LAST OBSERVED		LOCATION					
<u>SAME</u>	TIME ENTERED [ ]	TIME DAY DATE		<u>HOME IN BEDROOM</u>					
	TIME LEFT [ ]	<u>1700 FR 021078</u>							
WHILE ON SYSTEM, WAS PERSON REPORTING: ASLEEP <input type="checkbox"/> YES <input type="checkbox"/> NO INTOXICATED <input type="checkbox"/> YES <input type="checkbox"/> NO									
UPON DISCOVERY WAS PURSE OPEN <input type="checkbox"/> PURSE CLOSED <input type="checkbox"/>					IF PURSE WAS OPEN, LAST OBSERVED CLOSED TIME [ ] SPECIFIC LOCATION:				
WITNESS STATEMENT:									
<input type="checkbox"/> YES <input type="checkbox"/> NO									
32	ITEM (Property)	VALUE	INSURED	DESCRIPTION OF PROPERTY		IDENTIFICATION #'s, IF ANY			
	<u>TYPE 2 RAPID</u>	<u>87.31</u>		<u>SERIAL NO. 321321</u>					
	<u>TRANSIT REDUCED</u>								
	<u>FARE ELIGIBILITY</u>								
	<u>CARD</u>								
DETAILS: <u>OWNER LAST SAW PASS ON HIS BUREAU AT HOME.</u>									
<u>REPLACEMENT PASS NO. 333151 - JOHN DEWEY HIGH SCHOOL</u>									
ON SYSTEM WAS PERSON JOSTLED <input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO		DESCRIPTION OF JOSTLER, IF ANY:							
PROPERTY TURNED OVER TO BOOTH #		R/R/C NAME:		PASS#		PROPERTY RECEIPT <input type="checkbox"/> YES <input type="checkbox"/> NO			
PRECINCT NOTIFIED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		PERSON NOTIFIED:		SHIELD#		PCT#		JF-61#	
				<u>062</u>					
REPORTING OFFICER:		RANK NAME		SHIELD#		ID#		SOD COMMAND/UNIT	
		<u>P.O. THOMAS BROWN</u>		<u>5678</u>		<u>012345</u>		<u>17R 34</u>	
PREPARED BY:		RANK NAME		SHIELD#		ID#		SOD COMMAND/UNIT	
		<u>P.O. THOMAS BROWN</u>		<u>5678</u>		<u>012345</u>		<u>17R 34</u>	
RECORDS UNIT SUPERVISOR:		RANK NAME		SHIELD#		ID#		SOD COMMAND/UNIT	
		<u>LT. JOHN GREEN</u>		<u>77</u>		<u>213547</u>		<u>34</u>	
INSTRUCT OWNERS TO CALL: T.A. LOST PROPERTY OFFICE (MA5-6200) 370 JAY ST. (SUBWAY CONCOURSE LEVEL) BKLYN, N.Y.									

"SAMPLE"

ARREST/COMPLAINT REPORT

R-34-78-0001

WORK COPY  
OFF SYSTEM

ACCEPTS F

PETA LAR.  
PLACE OF OCCURRENCE

153.25  
STATION

50 AVE X BKLYN 03400 GYM LOCKER ROOM

134.5 MO 021378 1600 TU 021478

JIMMIE JONES 467 49 St. BKLYN 321-4321

SAME

15

TYPE 2 PASS # 321321

REPLACEMENT PASS NO 333151 - JOHN DEWEY HIGH SCHOOL

COMPLAINANT REPORTS IN DIST 34 THAT AT TIME AND PLACE INDICATED HE DISCOVERED HIS PASS MISSING FROM TOP SHELF IN HIS LOCKER WHICH HE HAD PLACED THERE TEN (10) MINUTES PRIOR. HE FURTHER STATES LOCKER WAS NOT LOCKED.

OWNER HAD PASS IN CASE AT TOP OF STAIRWAY S-1 WHEN HE APPROACHED BOOTH C-27 HE DISCOVERED SAME MISSING.

REPLACEMENT PASS NO. 333151 - JOHN DEWEY HIGH SCHOOL

ON SYSTEM WAS DESCRIPTION PERSON JOSTLED OF JOSTLER, IF ANY:

PROPERTY TURNED OVER TO BOOTH # R/R/C NAME: PASS# PROPERTY RECEIPT [ ]YES [ ]NO

PRECINCT NOTIFIED PERSON NOTIFIED: SHIELD# PCT# UF-61#

REPORTING RANK NAME SHIELD# ID# SQD COMMAND/UNIT

OFFICER: P.O. THOMAS BROWN 5678 012345 17R 34

PREPARED RANK NAME SHIELD# ID# SQD COMMAND/UNIT

BY: P.O. THOMAS BROWN 5678 012345 17R 34

RECORDS UNIT RANK NAME SHIELD# ID# COMMAND/UNIT

SUPERVISOR: LT. JOHN GREEN 77 213547 34

INSTRUCT OWNERS TO CALL: T.A. LOST PROPERTY OFFICE(MA5-6200) 370 JAY ST.(SUBWAY CONCOURSE LEVEL) BKLYN, N.Y.

INVESTIGATED BY P.O. THOMAS BROWN 5678 34

PREPARED BY P.O. THOMAS BROWN 5678 34

APPROVED BY LT. JOHN GREEN 77 34

"SAMPLE"

N.Y.C TRANSIT POLICE  
LOST/FOUND PROPERTY REPORT

APPENDIX E

DISTRICT CONTROL #  
R-34-78-00100

ON SYSTEM

AP-110

1 DIVISION [ ]IRT [ ]IND	8-19 DISCOVERY TIME DAY DATE	REPORTED TIME DAY DATE	31 PROPERTY [ ]LOST [ ]FOUND	3-7 CENTRAL CONTROL # 88888
-----------------------------	---------------------------------	---------------------------	---------------------------------	-----------------------------------

LATE REPORT (Person Reporting Property) PERSON TRAVELING ALONE [ ]YES [ ]NO

WHY:  
PLACE OF DISCOVERY 26 SPECIFIC LOCATION NO POST 28 LINE 30 COUNTY  
[ ]TRAIN [ ]STATION VICINITY OF BIM C-27 034450 RR KINGS  
[ ]HOME [ ]OUTSIDE

PERSON REPORTING PERSON REPORTING PROPERTY (Name) ADDRESS/AGENCY  
[ ]EMPLOYEE [ ]OWNER JIMMIE JONES 467 49th STREET BKLYN., NY  
[ ]OFFICER [ ]OTHER

PHONE # 321-4321	APT# 2F	TITLE	PASS#	OWNER OF PROPERTY (Name) SAME	ADDRESS SAME
---------------------	------------	-------	-------	----------------------------------	-----------------

PHONE#	ON TRANSIT SYSTEM TIME ENTERED [ ] TIME LEFT [ ]	PROPERTY LAST OBSERVED TIME DAY DATE	LOCATION
--------	--------------------------------------------------------	-----------------------------------------	----------

WHILE ON SYSTEM, WAS PERSON REPORTING: ASLEEP [ ]YES [ ]NO INTOXICATED [ ]YES [ ]NO

UPON DISCOVERY WAS PURSE OPEN [ ] PURSE CLOSED [ ] TIME [ ] SPECIFIC LOCATION:

WITNESS WITNESS STATEMENT:  
[ ]YES [ ]NO

32 ITEM (Property)	VALUE	INSURED	DESCRIPTION OF PROPERTY	IDENTIFICATION #'s, IF ANY
TYPE 2 RAPID TRANSIT REDUCED FARE ELIGIBILITY CARD.	87.31		SERIAL NO. 321321	

DETAILS: OWNER HAD PASS IN CASE AT TOP OF STAIRWAY S-1 WHEN HE APPROACHED BOOTH C-27 HE DISCOVERED SAME MISSING.

REPLACEMENT PASS NO. 333151 - JOHN DEWEY HIGH SCHOOL

ON SYSTEM WAS DESCRIPTION PERSON JOSTLED OF JOSTLER, IF ANY:

PROPERTY TURNED OVER TO BOOTH # R/R/C NAME: PASS# PROPERTY RECEIPT [ ]YES [ ]NO

PRECINCT NOTIFIED PERSON NOTIFIED: SHIELD# PCT# UF-61#

REPORTING RANK NAME SHIELD# ID# SQD COMMAND/UNIT

OFFICER: P.O. THOMAS BROWN 5678 012345 17R 34

PREPARED RANK NAME SHIELD# ID# SQD COMMAND/UNIT

BY: P.O. THOMAS BROWN 5678 012345 17R 34

Revised Cir. #2.7 (1977)

"SAMPLE"

ARREST/COMPLAINT REPORT

C34-78-00010

APPENDIX D

44 OFFENSE(S) PETIT LAR  
 PL SECTION 155.25  
 PLACE OF OCCURRENCE 45th STREET  
 28 POST 034450  
 35 SPECIFIC LOCATION S/B PLATFORM MENS TOILET  
 1 DIVISION  
 26 PCT OF OCCURRENCE 071  
 REPORTED DATE 02 13 78  
 TIME 11:34:51  
 HOW COMP RECEIVED IN PERSON  
 VICTIM'S NAME JIMMIE JONES  
 ADDRESS 467 49th STREET BKLYN., NY  
 HOME TEL NO 321-4321  
 BUSINESS TEL NONE

40 VICTIM'S SEX  MALE  
 41 COLOR  BLACK  
 42 AGE 15  
 43 PERPETRATOR INFORMATION UNK  
 44 TYPE OF PROPERTY MOTOR VEHICLE  
 45 TOTAL VALUE STOLEN  
 46 TOTAL VALUE RECOVERED  
 47 WEAPONS USED DESCRIBE  
 48 WITNESS NAME NONE

DETAILS AT ABOVE T/P/O COMPLAINANT STATED IN DIST. #34 THAT AT TIME AND PLACE INDICATED HE PLACED HIS PASS HOLDER AND PASS ON THE FLOOR WHILE USING THE TOILET AND HE OBSERVED A FOOT DRAG THE PASS AND HOLDER OUT OF THE COMMODE.

REPLACEMENT PASS NO 333151 JOHN DEWEY HIGH SCHOOL

PERSONS ARRESTED INFORMATION  
 LAST NAME FIRST STREET ADDRESS COUNTY DOB JUVENILE CODE  
 SEX COLOR AGE HEIGHT WEIGHT EYES HAIR HAIR STYLE COMPLEXION SCARS NICKNAME  
 CLOTHING  
 CHARGES  
 78 NYCD COMPLAINT NO 1327-78  
 MYSIS NO  
 INVESTIGATED BY P.O. THOMAS BROWN 5678  
 PREPARED BY P.O. THOMAS BROWN 5678  
 APPROVED BY LT. JOHN GREEN 77

"SAMPLE"

JUVENILES IN CUSTODY

Taken Directly to Family Court

When a juvenile is taken directly to Family Court for an offense which requires the taking of fingerprints, the member of the force concerned shall:

- contact the member of the New York City Police Department Court Division (or other designated person assigned to the court), and request that the juveniles fingerprints be taken.
- after completion of fingerprinting, arrange for immediate forwarding of fingerprint card to the Borough Fax Terminal concerned.

Youth Remanded

When the arresting/assigned officer is delivering the juvenile to the Spofford House of Detention, and must appear in Family Court on the next business day, the officer shall:

- arrange with the District Desk Officer for the immediate delivery of fingerprint card to the Borough Fax Terminal concerned.
- if required to appear in Family Court at intake, inquire at the appropriate Fax Terminal whether the officer's copy of DCJS Report (Summary of New York State Criminal History Information) is to be picked up or delivered to the Family Court.

Fax Terminal Phone #'s

Manhattan	374-3953/54
Brooklyn	875-6598/99
Queens	520-9352/53
Bronx	590-2815/16
Staten Island	727-6498

(continued on page #4)

MEMBERS OF THE FORCE

- When preparing the New York State Fingerprint Card will enter in Box #28, "N.Y.C. Transit Police Dept. - J.C.P.U.". This will insure that all D.C.J.S. Reports received at Fax Terminals will be forwarded to the Juvenile Crime Prevention Unit.
- All copies of D.C.J.S. Reports received by the arresting/assigned officer after arraignment/excusal, will be forwarded in a sealed envelope to the Juvenile Crime Prevention Unit for filing.

CONFIDENTIAL INFORMATION

Members of the force are reminded that all Juvenile Records are to be treated as confidential, for the exclusive use of this department, and must be kept separate from any adult files.

DISTRICT COMMANDERS

Shall establish procedures whereby all D.C.J.S. Reports received at District locations are kept confidential and are forwarded to the Juvenile Crime Prevention Unit when they are no longer required by the arresting/assigned officer.

PHOTOGRAPHS OF JUVENILES

In the near future guidelines will be established and photographic equipment made available for the purpose of photographing juvenile offenders. No photographs are to be taken by District personnel pending publication of department orders.

SUPERIOR OFFICERS

Shall instruct members of the force in the provisions of this directive at all roll calls through September 12, 1977, until all are notified.

130:SDG:rlb

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

NEW YORK CITY TRANSIT POLICE DEPARTMENT

3. Street Address		4. City/State Address	
6. Birth Date (M/D/Y)	7. Alias and/or Maiden name	8. Sex	10. Skin Tone
11. Height (Ft. In.)	12. Date of Birth (M/D/Y)	12A. Age	13. Place of Birth (City & State)
18. Agency ID or P.I. & Arrest No.		19. Prior F.P. Arrest Rptd	20. Contributor
22. Date of Arrest		29. [Blacked out]	
25. Date of Crime		26. Place of Crime (City, County & State)	
Law	Section No	Sub Div	Cls
Off. Cat	Att. Cd	Deg	Name of Offense
Cts	NCIC Code	31. [Blacked out]	
33. Facsimile Control No.			34. Signature of Person Fingerprinted
1. Right Thumb		2. Right Index	
3. Right Middle		4. Right Ring	
5. Right Little		6. Left Thumb	
7. Left Index		8. Left Middle	
9. Left Ring		10. Left Little	
Left Four Fingers Taken Simultaneously		Left Thumb	Right Thumb
Right Four Fingers Taken Simultaneously		[Blacked out]	
INITIAL COURT REPORT OF JUVENILE CASES			JC-501 (Rev. 11/73)
Arresting Officer - Submit to ADA or Initial Court of Arraignment			Court Case Number(s) (For Court Use)
Defendant (Last Name, First Name)			2838002 J
Date of Birth (M/D/Y)			Date of Arraignment
For ADA Use - Dismissals Prior To Arraignment			Dismissal
<input type="checkbox"/> All charges against this defendant on this arrest dismissed by ADA prior to arraignment			Initials
For Court Use - Dismissals At Arraignment			Judge (First Initial, Last Name)
<input type="checkbox"/> All charges against this defendant on this arrest dismissed by Judge at arraignment			Date of Dismissal
Counsel	Retained	Assigned	Legal Aid
Public Defender	No Counsel	Initials	



35 CRIME AGENCY (Last, First, Middle)	Agency ID or P.I. & Arrest No.	NYSID No.	Other No. (Specify)	36 Occupation
				37 Weight
				38 Color of Hair

39 Signature of Person Taking Fingerprints	Date F/P	40 Physical Marks & Oddities
--------------------------------------------	----------	------------------------------

**JUVENILE FINGERPRINTING RESTRICTIONS**  
SECTION 78B-A OF THE FAMILY COURT ACT MANDATES THE FINGERPRINTING OF PERSONS LESS THAN 18 YEARS OLD IF:  
A) THE ARRESTED PERSON IS AT LEAST 11 YEARS OF AGE AND THE ACT, IF COMMITTED BY AN ADULT, WOULD CONSTITUTE A CLASS A OR B FELONY.  
B) THE ARRESTED PERSON IS AT LEAST 13 YEARS OF AGE AND THE ACT, IF COMMITTED BY AN ADULT, WOULD CONSTITUTE A CLASS A, B OR C FELONY.  
ONLY ONE SET OF FINGERPRINTS SHOULD BE TAKEN AND THEY SHOULD BE FORWARDED IMMEDIATELY TO DIVISION OF CRIMINAL JUSTICE SERVICES. DO NOT TAKE ADDITIONAL SETS OF PRINTS FOR THE FBI AND/OR LOCAL FILES.

**INSTRUCTIONS FOR VICTIM DATA**  
7A. CASE NUMBER - ENTER THE NUMBER YOU ASSIGN TO IDENTIFY THE FILE FOLDER USED TO HOLD ALL THE INFORMATION RELATED TO THIS CASE.  
7B. VICTIM - ENTER THE AGE AND SEX OF THE VICTIM. WHEN THERE ARE MULTIPLE VICTIMS, ENTER THE AGE AND SEX OF THE OLDEST AND YOUNGEST VICTIM. ENTER "M" FOR MALE AND "F" FOR FEMALE. ALWAYS ENTER THE NUMBER OF VICTIMS.  
7C. NUMBER OF OFFENDERS - ENTER THE NUMBER OF OFFENDERS INVOLVED IN THIS INCIDENT.

**INSTRUCTIONS**—Leave shaded areas blank.  
Enter all dates as Mo. - Day - Yr. e.g. 07-28-48.

- NYSID No. -- Formerly NYSIS Number
- Nickname -- Enter any known nicknames, e.g. Baldy Shorty, Butch, Fatso
- Alias and/or Maiden Name -- An alias is a complete name in which the given and/or surname is different than those entered in Item 2.
- Sex -- Enter "M" for Male, "F" for Female
- Race -- Enter the racial appearance code for the category which best describes the person's appearance:  
W - White (Caucasoid, including Mexicans and Latins)  
N - Negro C - Chinese  
I - American Indian J - Japanese  
O - Other. Includes Asian Indians, Eskimos, Filipinos, Indonesians, Koreans, Polynesians and other non-whites
- Skin Tone -- Enter the skin tone code for the category which best describes the person's appearance in relation to his racial appearance, e.g., dark skinned white person, light skinned Negro.  
L - Light M - Medium D - Dark
- Place of Birth -- If U.S.A., enter city and state. If not U.S.A., enter city and country
- Agency ID or Precinct and Arrest No. -- Number assigned to individual by arresting agency.
- Prior Fingerprint Arrest Reported - Check "yes" if arrest F/P's have been sent to this agency for a prior arrest within jurisdiction
- Date of Crime -- If more than one, use space in Item 42
- Place of Crime -- If more than one, use space in Item 42
- Arresting Agency -- Enter name of arresting agency if different than Contributor (Item 20)
- Charge(s) -- Enter all charges with the most serious first, as set forth in the DCJS Charge Code Manuals. If more space is needed, enter in Item 42.

Law Enter law abbreviation. For example:  
PL - Penal Law CPL - Criminal Procedure Law  
VTL - Vehicle & Traffic Law  
Section Number -- Enter Section Number of Law  
Subdivision Number -- Enter subdivision, if any; if none, enter "00"  
Class -- Enter class of crime-A, B, C, D, E, or U-Unclassified.  
Offense Category Enter letter as follows:  
F - Felony V - Violation  
M - Misdemeanor I - Infraction  
Attempt Code Enter "A" for attempted crimes, "0" for all other crimes.  
Degree -- Enter degree of crime, if applicable.  
Name of Offense -- Enter name of offense for which individual is charged, using standard abbreviations when applicable, e.g., CR POSS CONTROLLED SUBST ASSAULT - 2nd  
Counts -- Enter the number of counts for each offense.  
NCIC Code -- Enter the appropriate 4 digit NCIC Uniform Offense Classification Code whose literal best describes the offense committed.

- Court of Arraignment -- Enter court name and geographical jurisdiction, e.g., Buffalo City Court, Nassau County Court. If a Town or Village Justice Court, enter the name and jurisdiction, including Town or Village, and County of the Judge, e.g., Hon. Henry Learned, T. J. Berne, Albany Co.  
NYC Courts -- Enter court name, court part and Borough, e.g., Criminal Court, Part 1A, Queens.
- Facsimile Control Number -- Enter when facsimile transmission is used.
- Physical Marks & Oddities -- Enter any amputations, deformities, visible scars, marks or tattoos
- Additional Information -- Enter any miscellaneous information which may be helpful. If used for additional space for another item, please indicate the item number to which you are referring.

JC-501, Reverse (Rev. 7/73) ▲ Tear off on dotted line ▲

**INSTRUCTIONS FOR INITIAL COURT REPORT OF CRIMINAL CASES**

- Arresting Officer** Complete Section 1. Prepare an "Initial Court Report of Criminal Cases" form for each DCJS-2 arrest record completed (defendant fingerprinted at arrest), regardless of whether a charge subsequently is reduced, dropped, or changed. Always enter the County and Name of Court in the space provided. If the defendant is arraigned before a Town or Village Justice, the name and jurisdiction of the judge should be entered in the "County & Name of Court" item, preferably by using the rubber stamp available for this purpose at each town or village court location.
- Assistant District Attorney** If all charges against this defendant on this arrest are dismissed by an ADA prior to arraignment, check the box in Section 2, enter the date of dismissal, initial the form and submit it to the court.
- Court** When this form is submitted by the arresting officer or an ADA, check it for completeness. Check that the County & Name of Court is correct. Enter the court case number(s) [docket or indictment number(s)], except when the ADA dismisses all charges prior to arraignment. Enter on this form all court case numbers associated with the charges against this defendant on this arrest. If all charges against this defendant on this arrest are dismissed by a judge at arraignment, check the box in Section 3, complete all additional information in that section, and initial the form. If all charges against this defendant on this arrest are not dismissed at arraignment, only initial the form. No additional entries are required. Send the completed forms at least once each week to:  
JC-501 Unit  
The Judicial Conference  
270 Broadway, New York, New York 10007



<h1>CIRCULAR</h1>	NUMBER
	1.17
	DATE
Sept. 18, 1978	

**ARRESTS**

JUVENILE OFFENDER ARREST PROCEDURES

PURPOSE

To establish procedures for processing juveniles who are arrested for serious crimes.

EFFECTIVE DATE

Provisions of this directive become effective upon publication.

INFORMATION

Recent changes in the New York State Penal Law, Criminal Procedure Law, Family Court Act and Executive Law, have lowered the age of criminal responsibility for persons under 16 years of age who are arrested for certain Penal Law felonies.

Thirteen (13) year olds charged with murder and fourteen and fifteen (14 & 15) year olds charged with murder or other serious crimes will be processed in criminal courts unless the Judge or District Attorney waives the case to the Family Court.

Persons 13, 14, or 15 years of age charged with Section 125.25 (Murder 2) and persons 14 or 15 years of age charged with:

- Section 120.10, subd. 1 & 2 (Assault 1)
- Section 125.20 (Manslaughter 1)
- Section 130.35, subd. 1 & 2 (Rape 1)
- Section 130.50, subd. 1 & 2 (Sodomy 1)
- Section 135.25 (Kidnapping 1)
- Section 140.30 (Burglary 1)
- Section 140.25, subd. 1 (Burglary 2)
- Section 150.20 (Arson 1)
- Section 150.15 (Arson 2)
- Section 160.15 (Robbery 1)

- Section 160.10, subd. 2 (Robbery 2)
- Section 110.00 (Attempts to commit either Murder 2 or Kidnapping 1)

will be classified and processed as "Juvenile Offenders" and not as Juvenile Delinquents. Juvenile Offenders do not qualify for Personal Recognizance procedures.

PROCEDURE - MEMBERS OF THE FORCE

A member of the force who takes a youth into custody for any of the above listed offenses shall:

1. Notify the Operations Desk via radio and receive a CCM #.
2. Notify the Juvenile Crime Prevention Unit via telephone (B3006, 3061, 3095).
3. Notify the District Desk Officer of details and request transportation.
4. Juvenile Offenders will be taken to a designated area suitable for the questioning of juvenile suspects. (Operations Orders #7.7, 1977 and #26, 1976 series).
5. Every effort will be made to notify parents, guardians, etc. of the custody and location of the juvenile offender.
6. Give Miranda warnings to juvenile (see Circular #8, 1977 series, entitled "Conditional Safeguards - Miranda Warnings"). NOTE: Miranda warnings MUST be given in the presence of the parent or guardian and any relevant statements or admissions shall be indicated on the Arrest Report. ALL questioning, interrogating, and investigating must be conducted in the area designated for questioning of juveniles with the parents present.
7. Prepare form TP-67.
8. Call Central Warrants (374-3975) to ascertain if juvenile is wanted.
9. Prepare Arrest Report (PD 244-156A). Under "Charges" on the Arrest Report, the specific offenses will be listed, with the Juvenile Offender offenses first, followed by lesser

charges not amounting to Juvenile Offender offenses. The words "Juvenile Offender" MUST BE recorded in box captioned, "DAT Serial No. - Return Date" on the Arrest Report. NOTE: In multiple arrest cases, the officer shall spell out in the details, exactly what part the youth played in the commission of the act along with his acting in concert with the other youths.

10. Juvenile Fingerprint cards will NOT be used for printing Juvenile Offenders. Juvenile Offenders will be fingerprinted on the same cards that are utilized for adult offenders (i.e., FBI card-FD 249; DCJS 2-1/78; and Criminal Fingerprint Record (PD 223-141)-7/78). The letters "J.O." will be recorded in box No. 42 captioned, "FBI Number" on both DCJS 2 and Criminal Fingerprint Record. In addition, if the crime victim is a handicapped person, the words "handicapped crime victim" will be recorded in box No. 51, captioned "Additional Information" on the rear of these cards.
11. Two (2) photographs of the juvenile offender will be taken.
12. Inform parent/guardian and complainant of the location of Criminal Court and respective complaint rooms (see Circular #1.20, 1977 series, the return date and time, and their obligation to appear.
13. Sign all required forms.
14. Turn over all forms to District Desk Officer for review and appropriate signature.
15. Make proper memo book entries.

NOTE: In Juvenile Offender cases, arresting officers must follow the arrest process through to completion.

TRANSPORTATION

In all instances, Juvenile Offenders will be segregated from adult prisoners while in police custody. Transportation of Juvenile Offenders in R.M.P.'s or patrol-wagons will be accomplished by custodial segregation, i.e., Juvenile Offenders should not be seated next to

adult offenders in R.M.P.'s, nor should they be transported in the body of patrolwagons with adult offenders; instead they should be placed in the forward patrolwagon compartments if adult offenders are also being transported therein. Juvenile Offenders will not be placed in a detention holding area or an individual cell with an adult prisoner. NOTE: Transit Police will provide transportation from place of occurrence to District and from District to booking process location.

PROPERTY

In Central Booking boroughs, all property that must be vouchered will be processed and vouchered at the appropriate precinct prior to proceeding to Central Booking.

DETENTION

If the Criminal Court arraignment cannot be completed and the Juvenile Offender must be detained overnight for Criminal Court appearance the next day, the arresting officer will contact his command and the District Desk Officer thereat will determine if the arresting officer, or another officer, will be assigned to escort the Juvenile Offender to the Women's House of Detention on Rikers Island. The arresting/escorting officer will be responsible for providing Rikers authorities with a copy of the Juvenile Offender's Arrest Report.

JUVENILE DELINQUENTS

If the juvenile offender has been reclassified as a juvenile delinquent by the Judge or A.D.A., he will be referred to Family Court and processed under the Family Court Act as a juvenile delinquent.

DISTRICT DIRECTIVES

Provisions of Operations Order #7, Current Series, entitled "Revised Juvenile Arrest Procedures" are rescinded.

SUPERIOR OFFICERS

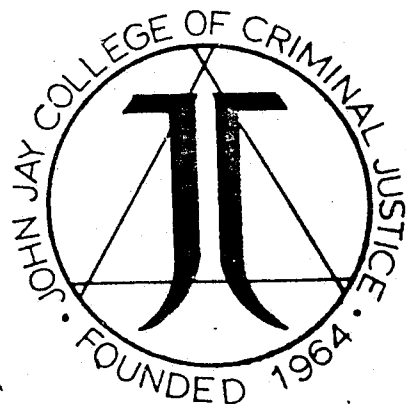
Superior Officers shall instruct members of the force in the provisions of this directive until all are notified.

*Sanford D. Garelik*  
Sanford D. Garelik  
Chief

130:SDG:ag

APPENDIX B

# JUVENILE JUSTICE AND THE POLICE



## TRAINING MANUAL

PREPARED FOR THE NEW YORK CITY TRANSIT POLICE DEPARTMENT BY THE TRAINING STAFF, THE JUVENILE OFFENDER DIVERSION PROJECT WITH THE ASSISTANCE OF THE NEW YORK CITY TRANSIT POLICE ACADEMY AND COOPERATION OF THE PERSONS SECTION, ROCHESTER, NEW YORK POLICE DEPARTMENT.

NEW YORK CITY  
TRANSIT  
AUTHORITY

Harold L. Fisher  
*Chairman, Chief Executive Officer*

John G. de Roos  
*Senior Executive Officer*

Juvenile Offender Diversion Project  
N.Y.C. Transit Police, Criminal Justice Center  
John Jay College of Criminal Justice

Sanford D. Carelik  
*Chief, N.Y.C. Transit Police Dept.*  
Sydney C. Cooper  
*Project Director*  
James T. Curran  
*Associate Dean, John Jay College*  
Lt. McDuffy Taylor  
*C.O., Transit Police Academy*

ACKNOWLEDGMENTS.....	ii
TABLE OF CONTENTS.....	v
LIST OF FIGURES.....	ix

### CONTENTS

Section	
I. INTRODUCTION.....	1
Goals.....	2
Instruction Method.....	2
Juvenile Work as Part of Patrol.....	3
Nature & Scope of the Problem.....	4
Definition of Juvenile Delinquency.....	4
Extent of Juvenile Delinquency.....	5
Why be Concerned with Training in this Area?.....	10
The Affected Officers.....	10
Prior Training.....	12
Statement from J.C.P.U. and Training Staff.....	13
II. HISTORY OF JUVENILE JUSTICE.....	15
Introduction.....	15
Government Structure.....	16
Juvenile Justice System: Definition.....	19
Juvenile Court.....	20
III. CASE LAW AND JUVENILE COURT.....	28
Introduction.....	28
Commonwealth vs. Fisher.....	29
Haley vs. Ohio.....	29
Shioutakon vs. District of Columbia.....	29
Kent vs. U.S. ....	30
In Re Gault.....	31
In Re Whittington.....	32
In Re Winship.....	33
McKeiver vs. Pennsylvania.....	33
Conclusion.....	34

IV. NEW YORK STATE JUVENILE LAW..... 36

    Introduction..... 36

    Article 7..... 37

    Purpose..... 37

    Use of Police Records..... 38

    Definitions..... 38

    Age Factor..... 39

    Police Role with Run-Aways..... 40

    Custody and Detention..... 41

    Release from Custody Before Petition..... 43

    Court Procedure-In-Custody..... 44

    Preliminary Procedure-Petitions..... 45

    Hearings..... 48

    Dispositional Choices Following

        Adjudication..... 49

        Designated Felony Act..... 51

        Fingerprinting of Juveniles..... 54

        Conclusion..... 58

V. THEORIES ON CAUSES OF JUVENILE DELINQUENCY... 59

    Introduction..... 59

    Part 1 The Problem with Theories..... 63

        Causation..... 65

        Medical-Biological..... 66

        Labeling..... 75

    Part 2 The Family as a Causal Factor..... 77

        Introduction..... 77

        Family..... 78

VI. DISPOSITIONAL CHOICES..... 84

    Introduction..... 84

    Part 1 Diversion..... 88

        Discretion..... 89

        Individual Treatment..... 90

        Development of Diversion..... 92

        Safe Street Act..... 92

        Juvenile Justice and Delinquency

            Prevention Act..... 93

            Type I and Type II Situations..... 94

Part 2 Arrest Process..... 104

    Criteria for Family Court Action.. 105

    Detention Criteria..... 106

    Case Review..... 106

    Questioning - Admissions..... 107

    Quantum of Proof..... 109

VIII. YOUTH AND ALCOHOL..... 110

    Introduction..... 110

    Why Youths Drink..... 111

    Problems Developing..... 115

    Referral..... 116

    Conclusion..... 119

VIII. CHILD ABUSE AND NEGLECT..... 121

    Introduction..... 121

    Part 1 Definitions..... 122

        Treatment Approach..... 125

        The Child Who is Abused..... 126

        Reporting..... 127

        Conclusion..... 129

    Part 2 Child Abuse and Neglect..... 130

        Suspicion - Detention..... 131

        Evidence..... 134

        Investigation..... 136

        Reporting Procedures..... 141

        Child Protective Services..... 143

        Protection of Parental Rights..... 145

        Incest..... 146

        Sudden Infant Death Syndrome..... 147

        Conclusion..... 149

IX. YOUTH AND DRUGS..... 151

BIBLIOGRAPHY..... 157

INDEX..... 159

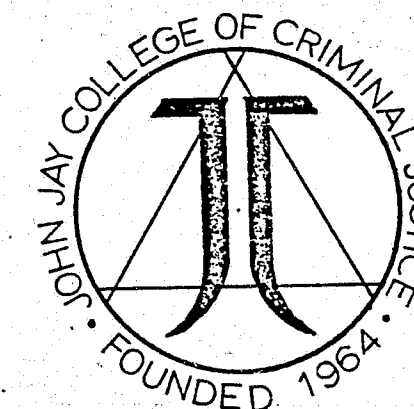
APPENDIX

- A. Juvenile Crime Prevention Unit..... 166
- B. Juvenile Reports (YD-1; TP111C)..... 178
- C. Juvenile Arrest Forms
  - 1. Probation Intake Referral Report..... 180
  - 2. Statement of Civilian Complainant.... 181
  - 3. Supporting Deposition..... 182
  - 4. Personal Recognizance..... 183
  - 5. Transit Police Department Field Investigation Report (TP67)..... 184
  - 6. New York City Police Department Arrest Report (PD244-156A)..... 185
- D. School Absentee Report (TP115 Rev.)..... 186
- E. Report of Suspected Child Abuse/ Maltreatment (DSS-2221-A)..... 187
- F. Juvenile Crime Prevention Unit Form Letters
  - 1. Juvenile Report Letter..... 188
  - 2. Transportation Card Confiscation Letter (M-4)..... 189
  - 3. Transportation Card Misuse Letter (M-1)..... 190
  - 4. Lost/Stolen Transportation Card Letter (L/S 1)..... 191
- G. Juvenile Apprehension Report (TP-4F - Diversion Referral Report)..... 192
- H. Locations Designated for Interrogation of Juveniles..... 193

TABLE OF FIGURES

- Extent of Juvenile Delinquency Nationally..... 8
- Transit Police Data on Youth - 1976..... 9
- Percentage of Male vs. Female as Child Abuser.. 124
- Child Abuse - Age Categories..... 126
- Child Abuse - Ethnic Origins..... 127
- Court Referral Dispositions - N.Y.C. Transit Police, Juvenile Offender Diversion Project.. 177

# JUVENILE OFFENDER DIVERSION PROJECT



APPENDIX C

## FUNCTIONAL GUIDE

NEW YORK CITY  
TRANSIT POLICE DEPARTMENT

Sanford D. Garelik  
*Chief, N.Y.C. Transit Police Dept.*

Sgt. Gerald J. Donovan  
*Commanding Officer  
Juvenile Crime Prevention Unit*

JUVENILE OFFENDER DIVERSION PROJECT  
CRIMINAL JUSTICE CENTER  
JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Sydney C. Cooper  
*Project Director*  
James T. Curran  
*Associate Dean, John J. College*  
Holly B. Ochoa  
*Senior Administrative Assistant*

CONTENTS

Section	Page
i. INTRODUCTION.....	1
II. GOALS AND FUNCTIONS.....	2
A. Diversion Component.....	2
B. Training Component.....	2
C. Other Program Goals and Functions.....	3
III. DIVERSION CRITERIA AND PROCEDURES.....	4
IV. PERSONNEL JOB DESCRIPTIONS.....	6
Project Director.....	6
Administrative Secretary.....	8
Senior Administrative Assistant.....	9
Commanding Officer, Juvenile Crime Prevention Unit....	10
Supervisor, Juvenile Crime Prevention Unit.....	11
Social Services Coordinator.....	14
Assessment Specialist.....	15
Counselor.....	16
Information Desk Officer.....	17
Response Team.....	18
Agency Resource Specialist/Transportation Coordinator.	19
Records Officer.....	20
Case Monitoring Officer.....	21
Training Coordinator.....	22
V. TRAINING PROGRAMS.....	23
Diversion Staff Training.....	23
Mass In-Service Training.....	23
Juvenile Officer Training.....	23
APPENDIX A - Diversion Process Flow Chart	
B - Diversion Forms	
C - Personnel Organization Chart	

**END**



**END**