Public Safety Department Policy Regarding Incident Reports and Investigations

- Any individual requesting to file a Public Safety incident report must present proper identification in person to a Public Safety Officer. **Incident reports are not taken over the phone.**
- Public Safety will either respond to the individual's location, or the individual may come to the Public Safety Office located at 550 Main Street. Public Safety will always prepare an incident report for any call for service that they respond to within the confines of Roosevelt Island.
- These reports are **not** forwarded to the NYPD unless the individual filing the complaint specifically requests that the NYPD respond and that a report be filed with that agency.
- If a crime is committed in real time (misdemeanor or felony), Public Safety Special Patrol Officers can effect the arrest of the individual for such crimes.
- If crimes were committed in the past, the victim must file an NYPD criminal complaint report. This will generate a complaint number (also known as a "61 number") that is issued only by the NYPD.
- The NYPD Detective Squad will investigate such complaints. They are authorized law enforcement personnel who can investigate a crime and, if warranted, effect an arrest based on the findings of their investigation. They must establish probable cause to make a lawful arrest.
- The NYPD complaint report ("61 number") can only be generated by a member of the NYPD.
- Roosevelt Island Public Safety will call the NYPD to respond to the victim's location, or the victim may go directly to a nearby precinct. We highly recommend the 114th Precinct, located at 36-16 Astoria Blvd., Astoria, NY 11103.
- Although members of the Roosevelt Island Public Safety Department have arrest and summons powers through the City of New York, **they do not have an investigative detective unit.** This is why all past crimes must be handled by the NYPD.
- Violations and traffic infractions are not classified as crimes and must be committed in the presence of a local law enforcement officer for any action–such as a summons or an arrest–to take place.
- Once the NYPD responds to an incident, they will determine what reports are filed with their agency and what category the complaint will be assigned.
- Camera investigations are not conducted by the Roosevelt Island Public Safety Department. All camera investigations (including review of footage) must be handled by the NYPD.
- For the NYPD to investigate camera footage, there must first be an NYPD complaint report on file.
- If the NYPD patrol level finds reasonable suspicion, they will escalate the incident to the Detective Unit.
- Once detectives receive the case, they will be the law enforcement personnel responsible for investigating the camera footage and determining if there is probable cause to effect an arrest.

Again, Public Safety does not have an investigative unit; all past camera footage investigations must be handled by the NYPD.

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