



BOARD OF COMMISSIONERS OF PILOTS
OF THE STATE OF NEW YORK

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NEW YORK, NY 10004-1207

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FAX: 212-344-3144
CELL: 917-583-6373
WEBSITE/EMAIL:
WWW.BDCOMMPILOTSNY.ORG

TO: SANDY HOOK PILOTS ASSOCIATION
HUDSON RIVER PILOTS ASSOCIATION
BLOCK ISLAND PILOTS/SOUND PILOTS ASSOCIATION

POLICY AND PROCEDURE NOTICE # 061202
PHOTO IDENTIFICATION CARDS AND BADGES

The Board of Commissioners of Pilots of the State of New York ("Board") commenced a program requiring every State pilot and apprentice pilot to hold an official New York State photo identification card. This was in response to increased security concerns with respect to ship operations within State pilotage waters and at terminals within the port.

Additionally, all State licensed pilots and apprentices are now issued identification badges, and leather badge clips that can be attached to a belt, jacket pocket, etc. These badges are provided to all State pilot personnel under the following conditions:

Upon issuance and receipt of each badge, State pilot personnel will take responsibility for and acknowledge by their signature, the following policies and procedures:

1. While enroute to or from a piloting assignment as a State pilot or apprentice pilot, or on official business all personnel shall be required to display their photo identification cards and badges.
2. If challenged or requested to present identification by policy, military, or port/terminal security personnel while on official business, you will present your photo identification card and badge. You will explain that you have been officially dispatched, are under orders pursuant to the New York State Navigation Law, and that you are on official business. Explain to the police/security personnel that you are a constitutionally sworn New York State officer, and point out that your photo identification is valid for emergency service.
3. In the event you encounter any security related challenges or problems in obtaining prompt clearance to your assignment, diplomatically request to speak to the challenging person's supervisor in order to obtain clarification and authority to proceed. Try to avoid confrontation or argument. If necessary, refer them to your dispatch center in order to obtain third-party verification of your identity and official business status. In case of need, you may also refer them to The Pilot Association President, USCG VTS/NY, the Board of Commissioners, or local police authorities for verification of your mission.



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4. Your badge and photo identification card are additional documentation to accompany your State pilot license. These credentials are for your use while you are on official business. They do not convey any additional rights or authority to you under your constitutional oath. Never abuse your credentials.
5. The credentials must be kept within your personal control at all times. They should not be left where they could be lost or stolen. In the event that you should lose your credentials, you are required to immediately report the loss to each of the following: Your nearest police station, and/or the nearest State Police facility, the Board of Commissioners, and your State Pilot Association. Understand that the loss of your badge and identification care could create a serious security breach.
6. Failure to comply with these procedures will result in an investigation, which may lead to sanctions, including revocation of your state policy license.

7. THE BADGE MUST BE RETURNED TO THE BOARD WHEN YOU LEAVE THE STATE PILOTAGE SYSTEM.

BY ORDER OF THE BOARD:

Revised: 30 October 2008

Frank W. Keane
Executive Director

I HAVE READ, UNDERSTAND AGREE TO THE ABOVE POLICY AND PROCEDURES.

.....
Accepted and Agreed
NEW YORK STATE PILOT/APPRENTICE PILOT

Badge number issued:.....on Date:.....

.....
Print Name