



Self-Guided  
Welcome Package  
The New York City Police Museum

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THE NEW YORK CITY POLICE MUSEUM

Dear Educator,

Thank you for booking a self-guided visit to the New York City Police Museum!

Included in this package are teacher checklists, Museum guidelines, a floor plan of museum exhibits as well as other useful information to help make your visit to the museum an enjoyable experience. Please take the time to review everything in this package.

Please do not hesitate to contact us if you have any questions or concerns about your visit. We look forward to seeing you!

Elana Hart  
Manager of Education and Public Programs

Phone: 212 480-3100 x116

[ehart@nycpm.org](mailto:ehart@nycpm.org)

# MUSEUM



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THE NEW YORK CITY POLICE MUSEUM



## Teacher Checklist

Before arriving at the Museum:

- ✓ Be sure to review your confirmation letter. Please contact the museum if there are any changes.
- ✓ Please arrive at or before your start time. Please consider weather and traffic in your travel time.
- ✓ Please have **one** adult supervisor to every **ten** students.
- ✓ Please prepare your adult supervisors. Prior to your visit, prepare the adult chaperones for what to expect when they get here. Provide them with the Museum guidelines, a list of the students and any other useful materials they may need.
- ✓ Student discipline during your visit is the responsibility of the teacher and adult supervisors. Adults **must** stay with the children at all times, including lunch, and bathroom breaks.
- ✓ Please turn off all electronic devices, and set cell phones to silent.
- ✓ Please leave your backpacks at school. We have limited space to store bags. Large bags are not allowed in the

exhibitions. **Please inform education staff if you require space to store bags.**

- ✓ **Plan where to eat lunch.** You must book the lunchroom in advance. Alternative places to eat lunch are outdoors at Old Slip Park, Battery Park and the South Street Seaport.
- ✓ **Plan a trip to our Gift Store.** Our gift shop is very popular. Please decide if students will be allowed to visit the shop during their visit. We would be happy to pre-prepare shop merchandise for your entire group. Please tell museum staff about your gift shop plans at the time of booking.
- ✓ **Prepare students for their visit.** Go over the museum rules and do a pre-visit classroom activity
- ✓ **Please let us know if you cannot attend for any reason.** Space at the museum is limited. We would like to ensure that all groups can visit.
- ✓ **Please divide your group into three.** The Museum exhibition rooms are small. To maximize your visit, please walk through the galleries in smaller groups.

## **When you arrive at the museum:**

- ✓ Museum staff will meet you in the lobby.
- ✓ Please pay for your program at the front desk. You will receive a receipt.

**After your visit, review what you learned at the museum.  
Do a post-visit activity in the classroom**

# MUSEUM



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## Welcome to the New York City Police Museum!

Please go over these guidelines with your group

- **Why we ask you not to touch-** we want to keep the things in the museum (called artifacts) safe. The slightest touch can harm them. Our fingerprints have oils and acids that will be left on the artifacts and cause a lot of damage.
- **Staff will store your backpacks.** Please do not take them into the exhibit galleries.
- **Food and drink are allowed in the lunchroom only.** No gum, please.
- Please **Walk** in the museum
- Take caution when entering and exiting the elevators
- Please use quiet, indoor voices
- Please use pencils only for writing when in the exhibit areas.



- **Have Fun!!**

## **Suggested Activities**

**Make the most of your visit to the museum by considering the following suggested activities:**

### **Pre-Visit Activities:**

- Brainstorm all the different ways that Police Officers get around and/or all the jobs that Police Officers do. Draw pictures. When you are at the museum, compare your list with what you learn.
- Practice your observations skills. Study an object for two minutes. Hide the object. How good are you at drawing the object from memory? How do Police Officers use observation skills?
- Practice your investigation skills. Go to a park/school yard. Look for things that are left behind by people, animals, birds and the wind. What do you notice? Record your observations. Can you figure out how these things were left behind?
- Practice using primary sources. Choose a photograph. Practice looking deeply. What do you see? What is it made of? What story does it tell you? Museums have objects and pictures that are primary sources.

## **During your visit to the museum:**

- Use our activity booklets for your self-guided tours: Our activity booklets are filled with fun interactive activities that students can do during their visit.\*
- Journaling and sketching: Encourage students to write about and draw artifacts that interest them\*

\*The museum will provide pencils for your group

## **Visit Junior Officers Discovery Zone:**

The museum's newest exhibit "Junior Officers Discovery Zone" is an interactive space for children under 10 years old. Divided into the 'Police Academy', 'The Precinct House' and the 'Emergency Services Truck' the exhibit is touchable, doable and kid friendly. To maximize your visit, only one class should be in "Junior Officers Discovery Zone" at a time.

## **Post-Visit Activities:**

- **Save time to reflect:** Allow time for students to reflect on what they learned while at the New York City Police Museum. They can share their sketches, stories, or what they liked best about their visit with the rest of the class.

# DIRECTIONS TO THE NYC POLICE MUSEUM

100 Old Slip, New York, NY 10005  
(212) 480-3100



The Museum is located at 100 Old Slip, between Water Street & South Street – just 4 blocks south of South Street Seaport.

By Bus: M15 to Wall Street

By subway:

1 to South Ferry  
2, 3 to Wall Street  
4, 5 to Bowling Green  
J, M, Z to Broad Street  
R to Whitehall, South Ferry

By Car:

FDR Drive to Exit 1. Make a right onto Broad Street and another right onto Water Street. Travel one block and make a right onto Old Slip. By the hour parking is available directly across from the Museum entrance.

