

**POLICE DEPARTMENT
CITY OF NEW YORK**



_____ date

From: Police Officer _____, Tax# _____, Shield # _____,
Command: _____

To: Chief of Personnel _____

Subject: Removal of Investigative Reports (Article XVI, Section 7)

1. On or about _____, the undersigned became the subject of an investigation
date
stemming from an incident which occurred on _____. Upon completion of the
date
investigation on or about _____, the allegations were deemed **unfounded**, and/or
date
the undersigned was **exonerated**.

2. The undersigned respectfully requests that the reports be removed from his/her
Personnel Folder in accordance with Article XVI, Section 7 of the Collective Bargaining
Agreement between the City of New York and the Patrolmen's Benevolent Association.

3. Respectfully submitted for your consideration.

Police Officer _____
Shield # _____