



**POLICE DEPARTMENT
CITY OF NEW YORK**

_____ date

From: Police Officer _____, Tax No. _____,
Shield No. _____, Command _____

To: Commanding Officer _____

Subject: **SEALING SCHEDULE "B" DISCIPLINARY RECORDS**
(Patrol Guide Procedure No. 206-14)

1. On or about _____, the undersigned received a Schedule "B"
date
command discipline for an incident which occurred on _____.
date

2. The undersigned has not received charges and specifications and/or an
additional Schedule "B" command discipline in the three years since the date of
disposition of the above-mentioned Schedule "B" command discipline.

3. In accordance with Patrol Guide Procedure No. 206-14, the undersigned
respectfully requests that all documents relating to the above incident, including the
Supervisor's Complaint Report/Command Discipline Election Report (PD468-123), be
expunged from his/her Personnel Folder on or after the third anniversary from the date of
disposition, which is/was _____, and that the Commanding Officer endorse
date
the original request and forward it to the Employee Management Division for
endorsement and sealing.

4. Respectfully submitted for your consideration.

Police Officer _____
Shield # _____

Endorsed by:

Commanding Officer

Employee Management Division