



**POLICE DEPARTMENT
CITY OF NEW YORK**

_____ date

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

To: Commanding Officer, Department Advocate's Office

Subject: **SEALING DISCIPLINARY CHARGES**
(Patrol Guide Procedure No. 206-15)

1. On or about _____, the undersigned was found "not guilty" at a
date of decision
Department trial for an incident that occurred on _____. The decision, under
date
Disciplinary Case No. _____, became final on _____, when it was
case number date of final decision
signed by the Police Commissioner.

2. In accordance with Patrol Guide Procedure No. 206-15, the undersigned respectfully requests that all documents relating to the above incident be sealed from his/her records, including from his/her Central Personnel Index file, the Department Advocate's Office Disciplinary System database and any other folders, files or databases where disciplinary charges are maintained.

3. This request is made not earlier than two years from the date of **final decision** wherein the undersigned was found "not guilty" of the charges.

4. Respectfully submitted for your consideration.

Police Officer _____
Shield # _____