



**POLICE DEPARTMENT  
CITY OF NEW YORK**

\_\_\_\_\_ date

From: Police Officer \_\_\_\_\_, Tax No. \_\_\_\_\_,  
Shield No. \_\_\_\_\_, Command \_\_\_\_\_

To: Commanding Officer \_\_\_\_\_

Subject: **DEPARTMENT VEHICLE ACCIDENT LETTER**  
(Patrol Guide Procedure No. 217-06)

1. On or about \_\_\_\_\_, the undersigned was involved in a motor  
date  
vehicle accident while using a vehicle during the performance of duty.

2. On or about \_\_\_\_\_, the undersigned's private automobile insurance  
date  
company \_\_\_\_\_ took the  
name and address of insurance company  
following action based on the above-referenced accident: \_\_\_\_\_

\_\_\_\_\_ describe action: i.e. surcharged, cancelled or failed to renew the undersigned's policy

3. This letter is to request that, pursuant to Patrol Guide Procedure No. 217-06,  
you notify the undersigned's insurance company that the above referenced accident  
occurred during the performance of my duty with the Department and that I may not be  
penalized for the accident.

4. A sample letter to the insurance company is attached hereto. My insurance  
company name, address and contact person is as follows: \_\_\_\_\_

\_\_\_\_\_

5. Respectfully submitted.

Police Officer \_\_\_\_\_  
Shield # \_\_\_\_\_

**SAMPLE**

(Date)

(Rank)(Name)  
Commanding Officer (Pct.)  
(Street Address)

(Insurance Company Name)  
(Street Address)  
(City, State)

Re: (Rank, Name of Member of the Service Involved)  
Accident (Number)  
(Date of Accident)

Dear Sir or Madam:

I am the commanding officer of (Rank, Name of member of the service involved).  
This letter is to inform (Name of Insurance Company) that (Name of member of the service involved) is a member of the New York City Police Department, and that the above-referenced accident occurred during the performance of his/her duty with the Police Department. Therefore, pursuant to New York State Insurance Regulation Section 169.1(d)(iv) of Title 11 of the NYCRR, no surcharge may be imposed for the above-referenced accident.

Very Truly Yours,  
(Rank)(Name)