



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED			SUBJECT PROCEDURES FOR REPLACING RETIREES LOST/STOLEN IDENTIFICATION CARDS	
EFFECTIVE DATE 02 / 19 / 93		TERMINATION DATE / /		
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RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER SIGNATURE			AUTHORIZED BY THE COMMISSIONER SIGNATURE	

I. PURPOSE

To promulgate departmental procedures for the replacement of a retired member's lost or stolen identification card.

II. POLICY

It is the policy of the department to replace the lost or stolen identification card of a retiree only in the event of extenuating circumstances as determined by the Chief of Department.

III. PROCEDURE

- A. To replace a lost or stolen identification card a retiree must submit a written request explaining the extenuating circumstances to the:

Chief of Department
 New York City Department of Correction
 60 Hudson Street - 6th Fl
 New York, NY 10013

- B. The Chief of Department or designee will review each written request. Authorization will not be routinely granted. Replacements will be granted on a case by case basis.
- C. If approval is granted, the Chief of Department or designee will forward the approved written request to the Commanding Officer of the Applicant Investigation Unit (A.I.U.) for processing. A replacement identification card will only be issued when written authorization has been given by the Chief of Department or designee.
- D. The fee charged for the replacement of an identification card, to be paid by the retiree, will be based upon the current rate.