



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

[X] NEW		[] INTERIM	[] REVISED	SUBJECT PROCEDURES FOR REPLACING RETIRES LOST/STOLEN IDENTIFICATION CARDS	
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RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER <i>Marion Hopkins</i> SIGNATURE			AUTHORIZED BY THE COMMISSIONER <i>Esther M. Hest</i> 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.