



**Department of
Motor Vehicles**

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Governor
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Acting Commissioner

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Albany, New York

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TO: All Enforcement Agencies

SUBJECT: Reporting Police-Involved Crashes

The attached document clarifies the police-involved crashes that need to be reported to DMV and the police crashes that are eligible for exemption from an officer's external driving record. This information is also contained in the Police Crash Report Submission Instructions manual (P-33), which is available at <https://dmv.ny.gov/forms/p330926.pdf>.

Please share this information with appropriate staff. Thank you.

Christian Jackstadt
Acting Commissioner

Attachment

SECTION 6

Instructions for Completing

POLICE INVOLVED CRASH SUPPLEMENTAL FORM

Form MV-104L

COMPLETING THE “POLICE INVOLVED CRASH SUPPLEMENTAL FORM” (MV-104L)

REPORTING LINE OF DUTY CRASHES

The police officer or the police agency must notify DMV of on-duty crashes by:

- Filing a “Police Accident Report” (form MV-104A) or “Police Crash Report” (form MV-104P),
AND one of the following:
- A “Police Involved Crash Supplemental Form” (MV-104L)
OR
- A “Report of Motor Vehicle Crash” (form MV-104)

Note: An MV-104L will **NOT** be accepted unless accompanied by an MV-104A or MV-104P.

INSTRUCTIONS FOR COMPLETING THE MV-104L

Amended Report - Check the box if this is an amended report. Outline the amended information in the “Crash Description/Officer’s Notes” section of the accompanying MV-104P.

Local Code/Crash # - Enter a case number; complaint number, or any other identifying information the police agency finds helpful.

Precinct - Required for NYPD reported crashes only.

Crash Date - Enter the 2-digit month, day and year.

Crash Time - Enter the 4-digit military time of the crash (for example, 12:15 A.M. = 0015).

County - Enter the county where the crash occurred.

Emergency Operation - Check this box if the officer operating the vehicle was responding to an emergency (see next page)

Last, First, MI - Enter the driver’s name exactly as shown on the license document.

Driver License Number - Enter the number from the license document.

Driver License State - Abbreviate the state, province or country/territory that issued the driver license (see Appendix B).

Plate Number - Enter the registration plate number of the vehicle involved in the crash.

State of Veh. Reg. - Abbreviate the state, province or country/territory where the vehicle is registered (see Appendix B).

ENFORCEMENT OFFICER INFORMATION

Date - Enter the date police agency representative completed this report.

Signature of Police Agency Representative

NCIC # - Enter the middle five positions of the NCIC number.

Identifying the crash as an “emergency operation”:

If the crash occurred while responding to an emergency, the police agency representative completing the police crash report must use the following text when describing the crash:

“The crash occurred in a police vehicle/unit owned/operated by [fill in the name of the police agency] while responding to an emergency.”

- If the MV-104, “Report of a Motor Vehicle Crash”, is being used to file the report, the above text should be printed in Section 4, after “*Briefly describe how the crash happened.*”
- If the MV-104L, “Police Involved Crash Supplemental Form”, is being used, the above text should be printed in the “Crash Description/Officer’s Notes” section of the MV-104P. The MV-104L will **NOT** be accepted unless accompanied by an MV-104A or MV-104P.

Note: DMV will not display motor vehicle crashes on the license abstract of a police officer who was involved in a reportable motor vehicle crash while operating a police vehicle during an "emergency operation" as defined by Section 114-b of the Vehicle & Traffic Law.

An "emergency operation" crash will be displayed on the license abstract if the operator of the police vehicle/unit has been charged with a violation of the Vehicle & Traffic Law or Penal Law, or if a court of law finds the operator to have been grossly negligent when the crash occurred. The crash will remain on the operator's record unless the commissioner receives evidence that the charge has been dismissed or that the charge or action against the defendant operator has been dismissed or adjudicated in favor of the defendant operator.