

# **SECTION 6**

**Instructions for Completing**

## **REPORT OF MOTOR VEHICLE ACCIDENT POLICE LINE OF DUTY ACCIDENT**

**Form MV-104L**

## REPORTING LINE OF DUTY ACCIDENTS

Operators/owners of police vehicles must notify DMV of on-duty accidents by filing a "Report of Motor Vehicle Accident" (MV-104), **or** by submitting a "Police Line of Duty Accident" (MV-104L) and a "Police Accident Report" (MV104A or MV-104AN). Form MV-104L is **NOT** acceptable by itself.

### COMPLETING THE "REPORT OF MOTOR VEHICLE ACCIDENT POLICE LINE OF DUTY ACCIDENT", FORM MV-104L

Enter the following information:

**Page number** - the MV-104L should be consecutively numbered following the last numbered page of the MV-104A or MV-104AN.

**Precinct** - NYC only

**Local Accident Number** - enter a case number; complaint number, or any other identifying information the police agency finds helpful.

**Accident Date** - enter the 2-digit month, day and year

**Accident Time** - enter the military time of the accident

#### County

- enter the name of the county reported on the MV-104A
- enter the name of the borough (Bronx, Kings, New York, Queens or Richmond) reported on the MV-104AN

#### Names of Drivers (Vehicles 1 - 6)

**Last, First, MI** - enter the driver's name exactly as shown on the license document.

**State of Veh. Reg.** - abbreviate the state or province where the vehicle is registered (see Appendix B).

**Plate Number** - enter the registration plate number of the vehicle involved in the accident.

**Driver License State** - abbreviate the state or province that issued the driver license (see Appendix B).

**Driver License Number** - print the number from the license document.

**Vehicle Number** - enter the Vehicle Number for this report (1-6).



**REPORT OF MOTOR VEHICLE ACCIDENT  
POLICE LINE OF DUTY ACCIDENT**

**AMENDED REPORT**

Page 2 of 2 Pages

Precinct	<u>078</u>
Local Accident Number	<u>3456</u>

**IMPORTANT:** If you are the officer in charge, complete and sign this form, and attach it to the MV-104A or MV-104AN.

Accident Date	Accident Time	County
<u>09/01/06</u>	<u>0015</u>	<u>BRONX</u>
Month Day Year	In Military Time	

**NAMES OF DRIVERS: (Please Print or Type)**

Check the box below if the vehicle was operated by a police officer during emergency operation (as defined by Vehicle and Traffic Law Section 114-b) when the accident occurred. If the officer(s) was not charged with a violation or found to be grossly negligent, DMV will not display the accident on the police officer's license abstract pursuant to Section 605(a)(4) of the Vehicle and Traffic Law.

	Last	First	M.I.	State of Veh. Reg.	Plate Number	Driver License State	Driver License Number
VEH 1 <input type="checkbox"/>	<u>BAILEY</u>	<u>WILLIAM</u>		<u>NY</u>	<u>1234PD</u>	<u>NY</u>	<u>112343211</u>
VEH 2 <input type="checkbox"/>							
VEH 3 <input type="checkbox"/>							
VEH 4 <input type="checkbox"/>							
VEH 5 <input type="checkbox"/>							
VEH 6 <input type="checkbox"/>							

Pursuant to Section 605 of the New York State Vehicle and Traffic Law, the attached Police Accident Report is also the motorist report for vehicle number(s) 1.

Date	Signature of Owner of Police Vehicle/Police Agency Representative	NCIC #

## ENFORCEMENT OFFICER INFORMATION

**Date** - date officer completed this report

**Signature of Owner of Police Vehicle/Police Agency Representative**

**NCIC #** - enter the middle five positions of the NCIC

**Identifying the accident as an “emergency operation”:**

To help DMV staff know that an accident was “emergency operation” related, the police personnel completing the police accident report should use the following text when describing the accident:

**“The accident occurred in a police vehicle 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 Accident”, is being used to file the report, the above text should be printed in Section 4, after “*How did this accident happen?*”
- If the MV-104L, “Report of Motor Vehicle Accident Police Line of Duty Accident”, is being used, the above text should be printed in the “Accident Description/Officer’s Notes” section of the MV-104A or MV-104AN. The MV-104A or MV-104AN must be submitted with the MV-104L.

**"The accident occurred in a police vehicle owned/operated by (fill in the name of the police agency) while responding to an emergency."**

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

An "emergency operation" accident will be displayed on the license abstract if the operator of the police vehicle has been charged with a violation of the Vehicle and Traffic Law or Penal Law, or if a court of law finds the operator to have been grossly negligent when the accident occurred. The accident 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 his or her favor.



New York State Department of Motor Vehicles  
**REPORT OF MOTOR VEHICLE ACCIDENT**  
**POLICE LINE OF DUTY ACCIDENT**

**AMENDED REPORT**

Page 2 of 2 Pages

Precinct <u>078</u>
Local Accident Number <u>3450</u>

**IMPORTANT:** If you are the officer in charge, complete and sign this form, and attach it to the MV-104A or MV-104AN.

Accident Date <u>09/01/06</u> <small>Month Day Year</small>	Accident Time <u>0015</u> <small>In Military Time</small>	County <u>BRONX</u>
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**NAMES OF DRIVERS: (Please Print or Type)**

Check the box below if the vehicle was operated by a police officer during emergency operation (as defined by Vehicle and Traffic Law Section 114-b) when the accident occurred. If the officer(s) was not charged with a violation or found to be grossly negligent, DMV will not display the accident on the police officer's license abstract pursuant to Section 605(a)(4) of the Vehicle and Traffic Law.

	Last	First	M.I.	State of Veh. Reg.	Plate Number	Driver License State	Driver License Number
VEH 1 <input type="checkbox"/>	<u>BAILEY</u>	<u>WILLIAM</u>		<u>NY</u>	<u>1234PD</u>	<u>NY</u>	<u>112343211</u>
VEH 2 <input type="checkbox"/>							
VEH 3 <input type="checkbox"/>							
VEH 4 <input type="checkbox"/>							
VEH 5 <input type="checkbox"/>							
VEH 6 <input type="checkbox"/>							

Pursuant to Section 605 of the New York State Vehicle and Traffic Law, the attached Police Accident Report is also the motorist report for vehicle number(s) 1.

Date <u>09/01/06</u>	Signature of Owner of Police Vehicle/Police Agency Representative <u>William Bailey</u>	NCIC # <u>03030</u>
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MV-104 (8/11)

www.dmv.ny.gov

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## **APPENDICES**

**A - “Enforcement Agency Forms Requisition” Form MV-14P**

**B - State/Canadian Province Abbreviations**

**C - Vehicle Type**

**D - Global Information System Notification**

# APPENDIX A



New York State Department of Motor Vehicles  
**ENFORCEMENT AGENCY FORMS REQUISITION**

MV-14P (1/13)

[www.dmv.ny.gov](http://www.dmv.ny.gov)

Please print all information.

Date: \_\_\_\_\_

Agency Name	County	NCIC/ORI No.	
Street Address	City or Town	State	Zip Code
TSLE&D Data Entry Site		Phone #	

Circle the appropriate form number and enter the number of forms you need under "QUANTITY."

FORM NUMBER	NAME OF FORM	QUANTITY
AA-134	REPORT OF REFUSAL TO SUBMIT TO CHEMICAL TEST	
AA-134A	REPORT OF REFUSAL TO SUBMIT TO CHEMICAL TEST (Under Age 21, Section 1194-a)	
AA-134V	REPORT OF REFUSAL TO SUBMIT TO CHEMICAL TEST-VESSEL/SNOWMOBILE	
AA-137A	NOTICE OF CHEMICAL TEST REFUSAL HEARING (Under Age 21, Section 1194-a)*	
AA-137A.1	NOTICE OF HEARING/OPER. MV AFTER CONSUMING ALCOHOL (Under Age 21, Section 1194-a)*	
DS-5	POLICE AGENCY REQUEST FOR DRIVER REVIEW	
MV-14P	ENFORCEMENT AGENCY FORMS REQUISITION	
MV-54.1	POLICE GUIDE TO VEHICLE & TRAFFIC LAW	
MV-78B	REPORT OF LOST, STOLEN OR CONFISCATED MOTOR VEHICLE ITEMS (PADS)	
MV-104	REPORT OF MOTOR VEHICLE ACCIDENT (MOTORIST FORM)	
MV-104A	POLICE ACCIDENT REPORT (PADS)	
MV-104AN	POLICE ACCIDENT REPORT (NYC) (PADS)	
MV-104C	BICYCLE ACCIDENT REPORT	
MV-104D	POLICE REPORT FOR FATAL MOTOR VEHICLE ACCIDENTS	
MV-104EN	EARLY NOTIFICATION OF A FATAL ACCIDENT	
MV-104L	REPORT OF MOTOR VEHICLE ACCIDENT/POLICE LINE OF DUTY ACCIDENT	
MV-104S	TRUCK AND BUS SUPPLEMENTAL POLICE ACCIDENT REPORT	
MV-299F	ACCIDENT RECORDS BUREAU REPLY ENVELOPE FOR FATAL ACCIDENT REPORTS	
MV-316	PRE-ADDRESSED ENVELOPES FOR TSLE&D DATA ENTRY SITE	
P-33	POLICE ACCIDENT REPORT MANUAL/INCLUDING TRUCK & BUS SUPPLEMENT	Web only, no print
UT-50	TRAFFIC TICKET (TSLED)	
UT-60	TRAFFIC TICKET (TVB)	
UT-4	ENFORCEMENT AGENCY TICKET TRANSMITTAL	
UT-8	REPORT OF LOST OR VOIDED TICKETS	
UT-19	DUPLICATE ARREST RECORD	

\*Waivers are on the back of forms AA-137A and AA-137A.1.

**This requisition should be mailed to:** NYS Department of Motor Vehicles  
 TSLE&D Program  
 6 Empire State Plaza, Room 424E  
 Albany NY 12228

**OR**

**You may FAX this form to:**  
 (518) 473-6597 OR

Send an e-mail to:  
[tsledsupply@dmv.ny.gov](mailto:tsledsupply@dmv.ny.gov)

## APPENDIX B

### STATE ABBREVIATIONS

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

### PROVINCE ABBREVIATIONS

Alberta	AB	Nova Scotia	NS
British Columbia	BC	British Columbia	BC
Manitoba	MB	Ontario	ON
New Brunswick	NB	Prince Edward Is.	PE
Newfoundland	NF	Quebec	PQ
Northwest Territories	NT	Saskatchewan	SK
		Yukon Territories	YT
Mexico	MX		

## APPENDIX C

### VEHICLE TYPE

The following table identifies the codes that should be entered on the “Police Accident Report” (MV-104A and MV-104AN) in the “Vehicle Type” box for most buses and trucks. These codes apply to all buses except school buses, light trucks, vans, mini-vans, SUVs, and all trucks, except pickup trucks, or if the vehicle displays a HazMat placard.

For example, an accident which involved a flat bed truck with two axles on the tractor and two on the tractor and two on the trailer, would be coded “G3”; a New York City transit authority bus would be coded “A”.

Ensure that the appropriate box(es) is checked if the vehicle is authorized by the NYS Department of Transportation for **oversize** (height and/or width load) and **overweight load operation**.

		(1) BOX	(2) TANK	(3) PLATFORM
				
NUMBER OF AXLES	C  2 Axle Single Unit	C1	C2	C3
	D  3 Axle Single Unit	D1	D2	D3
	E  4 Axle Single Unit	E1	E2	E3
	F  1 Axle Tractor, 2 Axle Trailer	F1	F2	F3
	G  2 Axle Tractor, 2 Axle Trailer	G1	G2	G3
	H  3 Axle Tractor, 3 Axle Trailer	H1	H2	H3
	I  2 Axle Tractor, 3 Axle Trailer	I1	I2	I3
	J  3 Axle Tractor, 3 Axle Trailer	J1	J2	J3
	K  2 Axle Tractor, 3 Axle Truck	K1	K2	K3
	L  Semi & Trailer, Tractor 3 Axle (Doubles)	L1	L2	L3
	M  Other Combinations	M1	M2	M3
BUSES	A TRANSIT BUS	A	A	A
	B OVER-THE ROAD COACH	B	B	B

# APPENDIX D

## GLOBAL INFORMATION SYSTEM NOTIFICATION

✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂

✂ Police Agency Name \_\_\_\_\_ NCIC No. \_\_\_\_\_ ✂

Contact Person \_\_\_\_\_ Phone/Fax No. \_\_\_\_\_

✂ Please check the appropriate GPS device. If using State Plane or UTM, please specify the zone. ✂

\_\_\_\_\_ Geographic

✂ \_\_\_\_\_ State Plane (*circle one*): Zone East Zone West Zone Central Zone Long Island ✂

\_\_\_\_\_ UTM (*circle one*): Zone 17 Zone 18 Zone 19

✂ Please fax the above information to DMV at (518) 486-3906. ✂

✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂

**STATE OF NEW YORK**  
**Andrew M. Cuomo, Governor**



**DEPARTMENT OF MOTOR VEHICLES**

**Crash Records Center**  
**6 Empire State Plaza - Room 318**  
**Albany NY 12228**