

DATE:

TO: Department Hearing Coordinator (Through Official Channels)

FROM: Police Officer , Shield Number , Serial Number , Precinct

SUBJECT: **ANSWER TO CHARGES AND SPECIFICATIONS; CASE NUMBER**

1. I am making this statement for administrative purposes only. I have not done so voluntarily, but in compliance with an order of a superior officer. This statement in no way constitutes any waiver of my rights, and this statement, or any part thereof, may not be used against me in any subsequent criminal proceeding.
2. On the advice of my counsel, I hereby plead not guilty to charges and specifications referred to in the above-referenced matter, case number.
3. I reserve the right to call any witness(es) as they become known to me.
4. I further reserve my right to raise defenses and affirmative defenses, both jurisdictional and substantive, at any hearing held in connection to this matter.
5. I will be represented by Willard Miller 350 Old Country Road - Suite 106 Garden City, New York 11530, telephone number (516) 248-6568. Except as authorized below, please direct all future communication about this case to counsel.
6. With regard to discussions to settle or resolve this matter, I hereby give authorization to the PBA President and/or his/her designee (such designee to be a member of the PBA Executive Board) to represent me in such settlement discussions; however, only I may give final approval of any settlement.

Police Officer