

Instructions

Annual Major Discipline Reporting Form | IAPP Appendix L

COLUMNS

Instructions	Provide information about all substantiated major disciplinary actions in which a plea agreement was reached or a final sanction was imposed during the time period listed. Major discipline is defined as complaints resulting in the officer's termination, demotion, or suspension for more than five days. For each major discipline sanction imposed, list ALL sustained charges in a single row for an officer.
Column B	Type the disciplined officer's rank (Officer, Lieutenant, Detective, Trooper I)
Column C	Type the officer's first name
Column D	Type the officer's last name
Column E	Select yes or no: Was the officer terminated?
Column F	Select yes or no: Was the officer demoted?
Column G	Select yes or no: Was the officer suspended for more than five days?
Column H	If the officer was suspended for more than five days, enter the numbers of days. Only include numerical digits (10, 30, etc.).
Column I	Type the name of the sustained charges (enter ALL sustained charges)
Column J	Type a brief summary of the officer's transgressions. Examples appear in the sample form below. Please note the following: *The synopsis of each case, required by this section, shall follow the format provided in Appendix L and shall include the identity of each officer subject to final discipline, a full explanation of the rule, regulation, policy, directive, or law violated, a factual summary of their conduct, and a statement of the sanction imposed. *The synopsis shall provide sufficient detail to enable a reader who is not familiar with the case to fully understand the factual scenario that resulted in the disciplinary action. *Examples of acceptable synopses may be found in Appendix L (updated November 2022). *This synopsis shall not contain the identities of the complainants or any victims. *Where discipline relates to domestic violence, the synopsis shall not disclose the relationship between a victim and an officer. In rare circumstances, further redactions may be necessary to protect the identity of a victim. Whenever practicable, notice shall be given to victims of domestic or sexual violence in advance of an agency's disclosure of discipline related to the incident.(IAPP 9.11.2)

SAMPLE FORM

Time period	January 1, 2022 to December 31, 2022	
Agency	Example Police Department	<-- Type agency name here
County	Mercer	<-- Select county from dropdown menu here

No.	Rank	Disciplined Officer		Sanction			# Days Susp.	Sustained Charge(s)	Synopsis
		First Name	Last Name	Terminated?	Demoted?	Suspended?			
1	Officer	John	Smith	No	No	Yes	10	Drinking on Duty	Officer Smith was assigned to a funeral procession detail In February 2022. Time records indicate he was on duty from 10 am to 3 pm. A security camera at the restaurant where the repast was held confirmed the Officer consumed beer while in uniform between approximately 1:30 and 2:00 pm. Investigation revealed that Officer Smith was assigned to a funeral procession detail on February 22, 2022. His time records indicate he was on duty from 10 am to 3 pm. An interview of 2 witnesses confirmed that the Officer was present at the repast in uniform between approximately 1:30 and 2, but they did not see him drinking. However, a review of the surveillance cameras from the kitchen area of the restaurant revealed him consuming a bottle of beer at 1:52 pm. I. Officer Smith was suspended for 10 days.
2	Trooper	Jane	Cook	No	No	Yes	30	Excessive Force	Review of the DIVR and BWC shows that Trooper Cook slammed complainant to the ground when she asked a question about why she was being arrested. She did not resist or attempt to flee and was not given an opportunity to voluntarily comply with handcuffing. The trooper's conduct was a violation of the Attorney General's Use of Force Policy and the NJ State Police Policy on force. Trooper Cook received a 30 day suspension
3	Lieutenant	Jerry	Swan	No	Yes	No		Criminal Behavior (Harassment); Conduct Unbecoming an Officer	Officers were dispatched on July 4, 2022, to a possible domestic violence incident. Lt. Swann told the officers that everything was fine and demanded that they leave. BWCs of the responding officers recorded the hysterical victim describing a physical altercation with the intoxicated Lieutenant, who was incensed when she rejected his advances. The victim later refused to cooperate. However, the available evidence, including the red marks on the victim's face and arms, supports the charge that the physically larger Lieutenant engaged in offensive touching harassment, if not simple assault. In addition to the harassment of the victim, Lieutenant Swan's behavior in telling the responding officers to leave the scene and then berating and insulting them throughout the process, as well as his disgraceful behavior outside his residence, which was witnessed by civilian neighbors, brings discredit to him and to the police department. It fully supports the charge of Conduct Unbecoming an Officer. Lt. Swan was demoted one rank and suspended one year.
4	Officer	Paul	Jones	No	No	Yes	8	Insubordination	Officer Jones was suspended for 8 days for refusing a direct order on March 2, 2022 to complete a report for an incident that occurred at the end of his shift.
5	Officer	Jennifer	Smith	Yes	No	No		Falsifying a Report	Officer Smith was terminated for falsifying an arrest report on September 15, 2022. Officer Smith stated in her report that the defendant threatened her. Review of the BWC showed no threats were made to her.
6	Sergeant	Anthony	Bilco	No	Yes	No		Failing to take police action	Sergeant Bilco was demoted for failing to arrest an individual who had an active warrant for domestic violence. The conduct occurred in 2020, but the appeal became final in 2022.

Annual Major Discipline Reporting Form

Internal Affairs Policy & Procedures | Appendix L

Pursuant to IAPP Section 9.11.2, every state, county, and local law enforcement agency in New Jersey is required to submit to the Attorney General and the County Prosecutor, and publish on the agency's public website, a brief synopsis of all complaints where a termination, reduction in rank or grade, and/or suspension of more than five days was assessed to an agency member. For the purposes of this report, please include all major disciplines in which a plea agreement was reached or final sanction was imposed during the time period listed below. Instructions for completing this form can be found on the "Instructions" tab of the Excel version of this document.

Time period	January 1, 2022 to December 31, 2022
Agency	South Hackensack Police Department
County	Bergen

No.	Rank	Disciplined Officer		Sanction				Synopsis	
		First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.	Sustained Charge(s)	Description
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Yes				
No				
Atlantic				
Bergen				
Burlington				
Camden				
Cape May				
Cumberland				
Essex				
Gloucester				
Hudson				
Hunterdon				
Mercer				
Middlesex				
Monmouth				
Morris				
Ocean				
Passaic				
Salem				
Somerset				
Sussex				
Union				
Warren				
Statewide or Regional LEA				