

Instructions
Annual Major Discipline Reporting Form | IAPP Appendix L-UPDATED OCTOBER 2023

COLUMNS

Instructions Attorney General Law Enforcement Directive No. 2023-14, details reporting requirements surrounding Annual Major Discipline reporting for all sustained major disciplinary actions in which a plea agreement was reached or a final sanction was imposed during the time period listed. In addition, include all discipline from earlier years which has been on appeal, the final appeal was resolved during 2023, and the discipline remains in one of the enumerated categories. *Forms circulated in prior years will not be accepted. Only the 2023 Appendix L form may be submitted. Under this revised Directive, major discipline is defined as complaints resulting in the officer's:

- (a) termination;
- (b) demotion;
- (c) suspension for more than five days;
- (d) sustained finding of discrimination or bias against any person because of the individual's actual or perceived race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability, nationality, familial status, or any other protected characteristic under N.J.S.A. 10:5-1 et seq., regardless of the type or severity of discipline imposed;
- (e) sustained finding that the officer utilized excessive force in violation of departmental policy or the Attorney General's Use of Force Policy, regardless of the type or severity of discipline imposed;
- (f) sustained finding that the officer was untruthful or has demonstrated a lack of candor, regardless of the type or severity of discipline imposed;
- (g) sustained finding that an officer has filed a false report or submitted a false certification in any criminal, administrative, employment, financial, or insurance matter in their professional or personal life, regardless of the type or severity of discipline imposed; (h) had a sustained finding that an officer intentionally conducted an improper search, seizure or arrest, regardless of the type or severity of discipline imposed;
- (i) sustained finding that an officer intentionally mishandled or destroyed evidence, regardless of the type or severity of discipline imposed;
- (j) sustained finding of domestic violence, as defined in N.J.S.A. 2C:25-19, regardless of the type or severity of discipline imposed;
- (k) Resigned, retired, transferred or separated from the agency, regardless of the reason, while any internal affairs investigation or complaint was pending, and the misconduct ultimately sustained falls within categories (d)through (j) above or would have resulted in an action under categories (a)through (c) had the member not separated from the agency; or
- (l) Was charged with any indictable crime under New Jersey or an equivalent offense under federal law or the law of another jurisdiction related to the complaint.

For each major discipline sanction imposed, list ALL sustained charges in a single row for an officer.

Column A Please number your major discipline submission submissions for your agency in descending order.

Column B Type the disciplined officer's rank (Officer, Lieutenant, Detective, Trooper |)

Column C Type the officer's first name

Column D Type the officer's last name

Column E Select yes or no: Has the officer terminated?

Column F Select yes or no: Has the officer demoted?

Column G Select yes or no: Has 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 Select yes or no: Did the officer resign, retire, transfer, or separate from the agency, regardless of the reason, while any IA investigation/complaint was pending?

Column J Select a sanction type, as applicable, if not included in terminations, demotions, or suspensions of more than 5 days.

Column K Type the name of the sustained charges (enter ALL sustained charges). For Sustained Charge(s), regardless of the type or severity of discipline imposed, please use descriptions like those provided in the instructions and form, rather than a statute or ordinance.

Column L 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.
 *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) NOTE: The descriptions within the synopsis must be sufficient enough to allow an individual who has no prior knowledge of the Major Discipline matter to understand the essence of what occurred. Insufficient descriptions or other failures to properly fill out this Appendix L Major Discipline form will not be accepted.

SAMPLE FORM

Time period: **January 1, 2023 to December 31, 2023**
 County: **Middlesex**
 Agency: **Select Example Agency** ← Select County from dropdown menu here
← Select Agency from

No.	Rank	Disciplined Officer		Sanction					Sustained Charge(s)	Synopsis	Description	
		First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.	Resigned, retired, transferred, or separated while IA Pending				Specify other sanction type, if applicable
1	Officer	John	Smith	No	No	Yes	10			Drinking on Duty	Officer Smith was assigned to a funeral procession detail in February 2023. 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, 2023. 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. Officer Smith was suspended for 10 days.	
2	Trooper	Jane	Cook	No	No	Yes	30			Excessive force	Review of the DVR 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. Officers were dispatched on July 4, 2023, to a possible domestic violence incident. Lt. Swann told the officers that everything was fine and demanded that they leave. BWC 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 Swann'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. Swann was demoted one rank and suspended one year.	
3	Lieutenant	Jerry	Swan	No	Yes	No				Criminal Behavior (Harassment), Conduct Unbecoming an Officer		
4	Officer	Paul	Jones	No	No	Yes	8			Insubordination	Officer Jones was suspended for 8 days for refusing a direct order on March 2, 2023 to complete a report for an incident that occurred at the end of his shift.	
5	Officer	Jennifer	Smith	Yes	No	No				False Report	Officer Smith was terminated for falsifying an arrest report on September 15, 2023. 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				Improper Arrest	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 2023.	
7	Officer	Kiel	Robbins	No	No	No		Yes		Indictable Offense	Officer Robbins was charged with Sexual Assault (N.J.S.A. 2C:14-2) and Official Misconduct (N.J.S.A. 2C:30-2) for behavior that occurred while on duty. Lieutenant Ludani, during a search of a home, was found to have intentionally mishandled evidence. She received specific training and counseling related to evidence collection.	
8	Lieutenant	Marissa	Ludani	No	No	No			Training, coaching, or counseling	Evidence Mishandling		

For Sustained Charge(s), regardless of the type or severity of discipline imposed, please use A SHORT HAND Description like the below, rather than a statute or ordinance:
Discrimination or Bias: Discrimination or Bias against any person b/c of the individual's actual or perceived race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability, nationality, familial status, or any other protected characteristic under N.J.S.A. 10:5-1 et seq.
Excessive Force: Officer utilized excessive force
Untruthful/Candor: Officer was untruthful or has demonstrated a lack of candor
False Report: Officer has filed a false report or submitted a false certification in any criminal, administrative, employment, financial, or insurance matter in their professional or personal life
Improper Search, Seizure, Arrest: Officer intentionally conducted an improper search, seizure or arrest
Evidence Mishandling: Officer intentionally mishandled or destroyed evidence
Domestic Violence: Domestic violence, as defined in N.J.S.A. 2C:25-19
Indictable Offense: Officer was charged with any indictable crime under New Jersey or an equivalent offense under federal law or the law of another jurisdiction related to the complaint

Annual Major Discipline Reporting Form
Internal Affairs Policy & Procedures | Appendix 4

Pursuant to Attorney General Law Enforcement Directive No. 2022-14, 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, as well as sustained findings listed in the above directive, regardless of the type or severity of discipline imposed, 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. In addition, include all discipline from earlier years which was on appeal, the final appeal was resolved during 2023, and the discipline remains in one of the enumerated categories. Instructions for completing this form can be found on the "Instructions" tab of the Excel version of this document.

Time period: **January 1, 2023 to December 31, 2023**
 County: **Bergen** (- Select County from dropdown menu here)
 Agency: **South Hackensack PD** (- Select Agency from dropdown menu here)

No.	Rank	Disciplined Officer		Sanction			Resigned, retired, transferred, or separated within 1A Pending	Specify other sanction type, if applicable	Sustained Charge	Synopsis Description
		First Name	Last Name	Terminated?	Demoted?	Suspended?				
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- Discrimination or bias:** Discrimination or Bias against any person b/c of the individual's actual or perceived race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability, nationality, familial status, or any other protected characteristic under N.J.S.A. 10:5-1 et seq.
- Excessive Force:** Officer utilized excessive force
- Untruthful/Candor:** Officer was untruthful or has demonstrated a lack of candor
- False Report:** Officer has filed a false report or submitted a false certification in any criminal, administrative, employment, financial, or insurance matter in their professional or personal life
- Improper Search, Seizure, Arrest:** Officer intentionally conducted an improper search, seizure or arrest
- Evidence Mishandling:** Officer intentionally mishandled or destroyed evidence
- Domestic Violence:** Domestic violence, as defined in N.J.S.A. 2C:25-19