

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

COLUMNS

Instructions Attorney General Law Enforcement Directive No. 2022-14, 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:25-13, 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 and 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 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** 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 sanctions 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, 2024 to December 31, 2024**
 County: **Union**
 Agency: **Clark Township Police Department**

<- Select County from dropdown menu here
 <- Select Agency from dropdown menu here

No.	Rank	Disciplined Officer		Sanction				Resigned, retired, transferred, or separated while IA Pending	Specify other sanction type, if applicable	Sustained Charge(s)	Synopsis	
		First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.				Description	
NONE REPORTED												

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

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

Pursuant to Attorney General Law Enforcement Directive No. 2022-24, 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 not appealed, the final appeal was received 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: _____ - Select County from dropdown menu here
 Agency: _____ - Select Agency from dropdown menu here

No.	Rank	Disciplined Officer		Sanction				Resigned, retired, transferred, or separated while in Pending	Specify other sanction type, if applicable	Sustained Charge	Synopsis Description
		First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.				
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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