

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 (i) above or would have resulted in an action under categories (d) through (i) 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: 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 charge (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: **Union**
 Agency: **Hillside**

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

No.	Rank	First Name	Last Name	Sanction				Resigned, retired, transferred, or separated while IA Pending	Specify other sanction type, if applicable	Sustained Charge(s)	Synopsis	Description
				Terminated?	Demoted?	Suspended?	# Days Susp.					
1	Officer	John	McClave III	No	No	Yes	288	Yes	Conduct Unbecoming, Code of Ethics, Standards of Conduct, Obedience to Laws, Ordinances and Written Directives, Insubordination, Other Sufficient Cause, All Other Conduct.	On Saturday October 9th 2023, Officer McClave was driving to work on the Garden State Parkway in Tinton Falls, Monmouth County, when his vehicle left the elevated roadway and landed on a vehicle on the roadway below, killing the driver and passenger. The Monmouth County Prosecutor's Office investigated the fatal accident and Officer McClave was subsequently charged by the Monmouth County Prosecutor's Office with two counts of vehicular homicide. Upon Hillside Police Department being notified of the charges, Officer McClave was immediately suspended without pay pending the outcome of a criminal trial. While suspended without pay and still awaiting trial, Officer McClave submitted a letter of resignation from his position of police officer with the Hillside Police Department effective August 8, 2023.		
2	Officer	Bryan	Arrington	No	No	Yes	10	No	Standards of conduct, Obedience to Laws, Ordinances and written Directives, Prohibited Activity on duty, Conduct unbecoming, Misuse of Public Property.	On August 13th 2022, while standing in a hallway at police headquarters, Officer Arrington unholstered his Taser, without any legitimate reason for doing so, activated its targeting lasers and pointed it at another officer in violation of policy. The incident was recorded by the police department's internal security cameras. The matter was finalized in 2023 and the ten working day suspension without pay was served in May of 2023.		
3	Officer	Lloyd	Thomas	No	Yes	Yes	180	No	Neglect of Duty, Provide Inaccurate and False Information, Conduct unbecoming, Standards of Conduct, Performance of Duty, Obedience to Laws, Ordinances and Written Directives, Code of Ethics, Incompetency, Inefficiency or Failure to Perform Duties.	On March 20th 2023, while on patrol, Officer Thomas came upon a vehicle stopped in the middle of the roadway. Both Officer Thomas's in-car video and body worn cameras were activated. Officer Thomas honked the horn of the radio car and received no response. Officer Thomas proceeded to issue a traffic summons from the in-car computer without exiting his patrol car to attempt to determine the reason why the vehicle was parked in the lane of traffic. Upon printing the summons, Officer Thomas walked to the front of the vehicle to place the ticket on the windshield when he observed a male in the front passenger seat. Officer Thomas advised headquarters he had a unresponsive male slumped over the wheel. Officer Thomas repeatedly knocked on the window and received no response. Officer Thomas made no other attempt to enter the vehicle and check the status of the individual inside, nor render first aid to the individual. Officer Thomas only requested an ambulance be dispatched. When the ambulance arrived, Officer Thomas was asked by the ambulance crew how the patient felt (if he was cold, warm or alive) to which Officer Thomas answered, although he never made physical contact with the victim. Officer Thomas withdrew his previous request for a hearing and began his 180 working day suspension (1 year without pay in December of 2023).		
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7												
8												

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.