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.
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 charge
Column J	Type a brief summary of the officer's transgressions. Examples appear in the sample form below. Please note the following: * The summary may not contain the identities of the complainant(s) or any victim(s). (IAPP 9.11.2) * Agencies may not enter into an agreement with the officer concerning the content of the summary included in this form. (IAPP 9.11.3) * Additional requirements apply when the discipline relates to domestic violence incidents. Most importantly, the summary may *not* disclose the relationship between the disciplined officer and the victim(s). In addition, whenever practicable, the agency must provide notice to the victim(s) in advance of the agency's disclosure. In rare circumstances, the agency may need to apply additional redactions to the summary to protect the identity of the victim before the summary is published as part of this form. (IAPP 9.11.2)

SAMPLE FORM

Time period	**January 1, 2021 to December 31, 2021**	
Agency	**Haledon Police Department**	<-- Type agency name here
County	**Passaic**	<-- Select county from dropdown menu here

	Disciplined Officer			Sanction					Synopsis
No.	**Rank**	**First Name**	**Last Name**	**Terminated?**	**Demoted?**	**Suspended?**	**# Days Susp.**	**Sustained Charge**	**Description**
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A