Instructions

Annual Major Discipline Reporting Form | IAPP Appendix L

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 E Select yes or no: Was the officer terminated? Column F Select yes or no: Was the officer suspended for more than five days? Column G Select yes or no: Was the officer suspended for more than five days? 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) in a flow officer 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 discipline officer and the victim(s). In addition, whenever practicable, the agency must provide notice to the victim(s) in addition, whenever practicable, the agency must provide notice to the victim(s) and 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** SAMPLE FORM** SAMPLE FORM** **C-Type agency name here* **C-Select county from dropdown menu here* **Select county from dropdown men		COLUMNS
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 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 J 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 my *not* disclose the relationship between the discipline 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** SAMPLE FORM** January 1, 2021 to December 31, 2021 Haledon Police Department Passaic **Disciplined Officer** Sanction** Synopsis	Instructions	during the time period listed. Major discipline is defined as complaints resulting in the officer's termination, demotion, or suspension for more
Column D Type the officer's last name Column E Select yes or no: Was the officer demoted? Column F Select yes or no: Was the officer suspended for more than five days? 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 January 1, 2021 to December 31, 2021 Haledon Police Department Passaic Disciplined Officer Sanction Synopsis	Column B	Type the disciplined officer's rank (Officer, Lieutenant, Detective, Trooper I)
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Disciplined Officer Sanction Synopsis	ency	Haledon Police Department < Type agency name here
	unty	Passaic < Select county from dropdown menu here
No. Rank First Name Last Name Terminated? Demoted? Suspended? # Days Susp. Sustained Charge Description		Disciplined Officer Sanction Synopsis
v/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N		, , , , , , , , , , , , , , , , , , , ,