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. For each major discipline sanction imposed, list ALL sustained charges in a single row for an officer.
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 charges (enter **ALL** sustained charges)
Column J	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 (updated November 2022). *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)

SAMPLE FORM

Time period	**January 1, 2023 to December 31, 2023**	
Agency	**Mendham Borough Police Department**	<-- Type agency name here
County	**Morris**	<-- Select county from dropdown menu here

	Disciplined Officer			Sanction				Synopsis	
No.	**Rank**	**First Name**	**Last Name**	**Terminated?**	**Demoted?**	**Suspended?**	**# Days Susp.**	**Sustained Charge(s)**	**Description**
1	NONE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A