



23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

# Instructions

## Annual Major Discipline Reporting Form | IAPP Appendix L

### COLUMNS

<b>Instructions</b>	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.
<b>Column B</b>	Type the disciplined officer's rank (Officer, Lieutenant, Detective, Trooper I)
<b>Column C</b>	Type the officer's first name
<b>Column D</b>	Type the officer's last name
<b>Column E</b>	Select yes or no: Was the officer terminated?
<b>Column F</b>	Select yes or no: Was the officer demoted?
<b>Column G</b>	Select yes or no: Was the officer suspended for more than five days?
<b>Column H</b>	If the officer was suspended for more than five days, enter the numbers of days. Only include numerical digits (10, 30, etc.).
<b>Column I</b>	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  
Agency  
County

**June 15, 2020 to December 31, 2020**

**Example Police Department**

**Mercer**

<-- Type agency name here

<-- Select county from dropdown menu here

No.	Disciplined Officer			Sanction				Synopsis
	Rank	First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.	Description
1	Officer	Paul	Jones	No	No	Yes	8	Officer Jones was suspended for 8 days for insubordination. The officer refused a direct order to complete a report.
2	Officer	Jennifer	Smith	Yes	No	No		Officer Smith was terminated for falsifying an incident report.
3	Sergeant	Anthony	Bilco	No	Yes	No		Sergeant Bilco was demoted for failing to take police action. The officer failed to arrest an individual who had an active warrant.
4	Lieutenant	Dwanye	Pride	No	No	Yes	7	Lt. Pride was suspended for 7 days for attempting to collect a private debt while in uniform.

5	Detective	Daniel	Regan	No	No	Yes	15	Detective Daniel Regan was suspended for 15 days for neglect of duty. He was found on three occasions to be absent from his post.
---	-----------	--------	-------	----	----	-----	----	---