

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:25-19, 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 (j) above or would have resulted in an action under categories (a)through (c) 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 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	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 charges (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, 2024 to December 31, 2024
County	Hunterdon
Agency	Clinton Township Police Department

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

No.	Disciplined Officer			Sanction					Sustained Charge(s)	Synopsis	
	Rank	First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.	Resigned, retired, transferred, or separated while IA Pending		Type, if applicable	Description
1	Officer	Shane	Carle	No	No	Yes	28	No	2:6.16 – Responding to Calls 1:4.28 – Neglect of Duty 2:1.11 – Neglect of Duty 2:1.19 – Reasonable Caution in Performance	Pt1. Carle was suspended for thirteen (13) days with an additional fifteen (15) days in abatement for failing to respond to a call in an appropriate manner, failure to maintain control at a scene to provide appropriate officer safety, and by putting himself, other officers, and a victim at substantial risk of harm during an active investigation. Carle failed to control an agitated subject during the investigation allowing the subject to access multiple areas for extended times which could contain a weapon and then allowing the agitated subject to walk up behind a Junior Officer, putting the officer at risk of harm.	
2	Officer	Lawrence	Anthes	No	Yes	Yes	30	No	Violation of Records Accountability	Sgt. Anthes was demoted and suspended after being investigated for violating the records accountability policy and being accused of removing confidential documents, obtained through the nature of his position, and producing them to an individual outside the agency without express written authorization from the Chief of Police.	
3											
4											
5											
6											
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:

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

Annual Major Discipline Reporting Form

Internal Affairs Policy & Procedures | Appendix L

Pursuant to Attorney General Law Enforcement Directive No. 2022-14, every state, county, and local law enforcement agency in New Jersey is required to submit to the Attorney General and the County Prosecutor, and publish on the agency's public web sustained findings listed in the above directive, regardless of the type or severity of discipline imposed, was assessed to an agency member. For the purposes of this report, please include all major disciplines in which a plea agreement was reached or final appeal was resolved during 2023, and the discipline remains in one of the enumerated categories. Instructions for completing this form can be found on the "Instructions" tab of the Excel version of this document.

Time period

January 1, 2024 to December 31, 2024

County

Hunterdon

<--Select County from dropdown menu here

Agency

Clinton Twp PD

<-- Select Agency from dropdown menu here

No.	Rank	Disciplined Officer		Sanction				Resigned, retired, transferred, or separated while IA Pending	Specify other sanction type, if applicable	Sustained Charge
		First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.			
1	Officer	Stephen	Hars	Yes	No	Yes	0	No		Records Accountability, Patrol Officer Responsibilities
2	Officer	Stephen	Hars	Yes	No	No	0	No		Misconduct, Neglect of Duty, Truthfulness, Firearms, Records Accountability, Reports and Bookings
3	Officer	Shane	Carle	Yes	No	No	0	Yes		General Responsibilities, Performance of Duties, Neglect of Duty, Rules and Regulations, BWC, Operation of Motor Vehicle, Community Caretaking
4	Officer	Shane	Carle	Yes	No	No	0	Yes		General Responsibilities, Performance of Duties, Neglect of Duty, Rules and Regulations, BWC, Operation of Motor Vehicle, Community Caretaking
5	Officer	Lawrence	Anthes	No	No	Yes	10	No		Disparaging Comments, Conduct Towards the Public, Public Statements, Standards of Conduct

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

isite, a brief synopsis of all complaints where a termination, reduction in rank or grade, and/or suspension of more than five days, as well as al sanction was imposed during the time period listed below. In addition, include all discipline from earlier years which has been on appeal,

Synopsis
Description

Ptl. Hars is failed to comply with Departmental policies and procedures by providing incomplete and incompetent reports throughout a period of time after multiple attempts to rectify.

Ptl. Hars destroyed two animals in violation of policies and procedures in an unsafe and inappropriate manner then completed weapons discharge forms which did not accurately reflect information regarding number of rounds discharged or location of the animals.

Ptl. Carle failed to take appropriate action to intercept a wanted person by passing the individual no less than six times after he was identified, never notifying any other Officer of the situation. He then allowed the wanted person to enter an operational business and interact with the general public. When the suspect fled again, Ptl. Carle then failed to follow instructions from his supervisor to establish a perimeter.

Ptl. Carle conducted a motor vehicle stop in which the violator possessed two loaded handguns. Carle did not use proper officer safety tactics and placed himself and other officers at risk. This has been repetitive behavior addressed in multiple ways.

Ptl. Anthes became agitated during a virtual court session where he was applying for a domestic violence restraining order. Ptl. Anthes knocked over video recording equipment, then yelled at the judicial hearing officer while using vulgar and abusive language. Vicinage security advisors determined it to be appropriate that Ptl. Anthes be escorted by Sheriff's Officers while on judicial grounds and implemented a special check on the residence of the victim.