

SUBMITTING INTERNAL AFFAIRS DATA TO THE ATTORNEY GENERAL

Instructions for law enforcement and county prosecutors

January 17, 2023

Although the process for submitting internal affairs data has not changed for 2022, the Office of the Attorney General has added and standardized several data fields as well as expanded the automatically generated report. We hope these changes to our data collection and reporting will allay public concerns and reduce administrative burdens on both law enforcement agencies and NJOAG by providing answers to a number of questions that might otherwise require time-consuming research.

1. Download the Appendix K form.
 - **Law enforcement agencies** should download the sheet called “Appendix_K-IA Police Reporting Form 2022” from <https://www.njoag.gov/iapp/>. Column A in the data sheets (“Cases Pending from Prior Years” and “Cases Opened”) should have the header “IA Number.”
 - **County prosecutors’ offices** should download the sheet called “Appendix_K-IA Police Reporting Form 2022 – CPO” from Box at <https://app.box.com/file/950309274494>. Column A in the data sheets (“Cases Pending from Prior Years” and “Cases Opened”) should have the header “Agency.”
2. Fill out the “Cases Pending from Prior Years” and “Cases Opened” sheets.
 - When a dropdown is present, **use the values in the dropdown.**
 - If you enter data and need to remove it, **right-click and select “Clear contents” rather than deleting the contents of the cell.**
 - If a field is greyed out, **do not enter a response.** If you change the information on a line such that a field with a response is now greyed out, **clear the response.**
 - Each line in the data sheet should contain information concerning **one officer.** This means IA numbers and other case-level data may be duplicated from line to line. For example, if three officers receive allegations against them in an IA case, the source, race, and ethnicity of the complainant will be the same on those three lines.
 - Most of the data fields have **tooltips** that offer a brief guide to their usage if you click into the cell.
3. Classify allegations according to the most serious offense.
 - Select the most serious allegation (both initial and sustained) for the officer according to the following hierarchy, presented in descending order:
 - Criminal Violation
 - Sexual Assault
 - Domestic Violence (includes violation of TRO or FRO, as well as sexual assault, harassment, or stalking of a domestic partner)
 - Assault (includes simple or aggravated assault not in a domestic context)
 - Harassment/Stalking
 - Theft
 - Property Damage/Criminal Mischief
 - Other Criminal Violation (includes disorderly persons, PDPs)
 - Differential Treatment
 - Excessive Force

- Improper Arrest
 - Improper Entry
 - Improper Search
 - Domestic Violence Incident (Non-Criminal)
 - Demeanor
 - Other Rule Violation
 - Drug Test Failure
 - DUI/DWI-On Duty
 - EEO
 - False Documentation/Falsifying a Report (Define to include failure to document)
 - Conduct Unbecoming/discredit to the agency
 - Improper Supervision (includes fail to supervise)
 - Insubordination/Disobey Order
 - Neglect of duty
 - DUI/DWI-Off Duty
 - Preventable MV Accident
 - Vehicular Pursuit Policy Violation
 - Use of force Policy Violation (excludes excessive force)
 - BWC/MVR Violation
 - Attendance Issues—(includes excessive absence, excessive lateness, or violation of sick time policies)
 - Failure to Safeguard/Lost agency property
 - Other Departmental Rule Violation
4. Classify discipline imposed for sustained offenses.
- **Discipline:** “Discharge from employment” includes dismissal, separation, resignation, retirement, or termination from the agency.
 - **Specify hours/dollars:** Several of the discipline options are associated with a numerical amount of hours (“Suspension without pay,” “Loss of time”) or dollars “Monetary fine or loss of pay.” This field is used to specify that amount.
5. If desired, save a PDF of the quarterly or annual report for display or review.
- **All counts in the report refer to rows of data in the data sheets. This means unique officers, not unique cases.**
 - The first page of the report is a rough categorization of initial allegations, discipline, and a few other metrics for cases closed in the reporting period.
 - Pages 2-3 summarize all cases by initial or sustained allegation and provide several views of complaint source, case length, and criminal and internal outcomes. These pages intentionally collapse “Criminal violation” and “Other rule violation” into a single category.
 - Pages 4-5 present detailed information on allegations of “Other rule violation.” Pages 6-7 present detailed information on allegations of “Criminal violation.”
 - Page 8 presents an overview of discipline by most serious sustained allegation, first with “Criminal violation” and “Other rule violation” collapsed and then with each broken out.
 - **In general, data rows without a value entered will not appear in tables that count cases for that value.** For example, rows without a value entered for Discipline will not be counted as a discipline of “None”; they will simply not be counted in the tables that

count by discipline. **The more complete your data sheets are, the more accurate the report will be.**

6. Submit the completed Excel file (**not any PDF you might create from it**)
 - **Agencies** should submit to their county prosecutor’s office.
 - **County prosecutors** should use the Box links below.

Box submission links (by county)

Atlantic	https://njoag.app.box.com/f/bf0c70b95c974ff1879881b79dd9acb6
Bergen	https://njoag.app.box.com/f/b4dc43e139da4ee19576d6e7ee01e962
Burlington	https://njoag.app.box.com/f/06cb4ed6392348a384fd6fd88f36ff4c
Camden	https://njoag.app.box.com/f/575ca4c4cc014e489719ab63a9bf1564
Cape May	https://njoag.app.box.com/f/376cb8b5f05447c49875f95b3c408cb0
Cumberland	https://njoag.app.box.com/f/d0c5150d15e446c085b1219c3a18c4d8
Essex	https://njoag.app.box.com/f/6dd89b7c29cc43b2b3d54046d8979aec
Gloucester	https://njoag.app.box.com/f/84ff2e09427b4e0aa9cb22e0ff7336bf
Hudson	https://njoag.app.box.com/f/49c83e9d7ee5463482a84a1e084f030f
Hunterdon	https://njoag.app.box.com/f/a1d3cd3fdd4445b28472c3f885b216f2
Mercer	https://njoag.app.box.com/f/960d83ee51644990844fbfeb423b5e2c
Middlesex	https://njoag.app.box.com/f/adf7e16f6c624439a176f8f77b8d9e1e
Monmouth	https://njoag.app.box.com/f/bc453ab68bde4192b43ebe9c74a25b9b
Morris	https://njoag.app.box.com/f/692d231b4b144b2cb1ce2a661c6f6358
Ocean	https://njoag.app.box.com/f/e37cd2b64d2c42d6804259ace93baa0f
Passaic	https://njoag.app.box.com/f/0193871f8af249c69b4d4bf40d7404b2
Salem	https://njoag.app.box.com/f/c1d7c59a827a4f4ba34289b48378ebd6
Somerset	https://njoag.app.box.com/f/8ec0b9d133904086bdb01a6d257e90d6
State Agencies	https://njoag.app.box.com/f/3c6b018f76bd4d319fa34e13c5386964
Sussex	https://njoag.app.box.com/f/8a27f46b61ba406fb873fd673d3543a1
Union	https://njoag.app.box.com/f/aace946ccd1d42bfaf75ca0c21bdc402
Warren	https://njoag.app.box.com/f/8e405250bd42484d87b7bcf87d70f35f