

## SUBMITTING INTERNAL AFFAIRS DATA TO THE ATTORNEY GENERAL

*Instructions for law enforcement and county prosecutors*

*April 11, 2023*

The Internal Affairs data fields and response options collected in 2023 will remain the same as 2022. The only update to the form is the reporting year.

1. Download the Appendix K form.
  - **Law enforcement agencies** should download the sheet called “Appendix\_K-IA Police Reporting Form 2023” 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 2023 – CPO” from Box at <https://njoag.box.com/s/m0vc7x33jj02kmflhv33ylbk8k72g5x5>. 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	<a href="https://njoag.app.box.com/f/bf0c70b95c974ff1879881b79dd9acb6">https://njoag.app.box.com/f/bf0c70b95c974ff1879881b79dd9acb6</a>
Bergen	<a href="https://njoag.app.box.com/f/b4dc43e139da4ee19576d6e7ee01e962">https://njoag.app.box.com/f/b4dc43e139da4ee19576d6e7ee01e962</a>
Burlington	<a href="https://njoag.app.box.com/f/06cb4ed6392348a384fd6fd88f36ff4c">https://njoag.app.box.com/f/06cb4ed6392348a384fd6fd88f36ff4c</a>
Camden	<a href="https://njoag.app.box.com/f/575ca4c4cc014e489719ab63a9bf1564">https://njoag.app.box.com/f/575ca4c4cc014e489719ab63a9bf1564</a>
Cape May	<a href="https://njoag.app.box.com/f/376cb8b5f05447c49875f95b3c408cb0">https://njoag.app.box.com/f/376cb8b5f05447c49875f95b3c408cb0</a>
Cumberland	<a href="https://njoag.app.box.com/f/d0c5150d15e446c085b1219c3a18c4d8">https://njoag.app.box.com/f/d0c5150d15e446c085b1219c3a18c4d8</a>
Essex	<a href="https://njoag.app.box.com/f/6dd89b7c29cc43b2b3d54046d8979aec">https://njoag.app.box.com/f/6dd89b7c29cc43b2b3d54046d8979aec</a>
Gloucester	<a href="https://njoag.app.box.com/f/84ff2e09427b4e0aa9cb22e0ff7336bf">https://njoag.app.box.com/f/84ff2e09427b4e0aa9cb22e0ff7336bf</a>
Hudson	<a href="https://njoag.app.box.com/f/49c83e9d7ee5463482a84a1e084f030f">https://njoag.app.box.com/f/49c83e9d7ee5463482a84a1e084f030f</a>
Hunterdon	<a href="https://njoag.app.box.com/f/a1d3cd3fdd4445b28472c3f885b216f2">https://njoag.app.box.com/f/a1d3cd3fdd4445b28472c3f885b216f2</a>
Mercer	<a href="https://njoag.app.box.com/f/960d83ee51644990844fbfeb423b5e2c">https://njoag.app.box.com/f/960d83ee51644990844fbfeb423b5e2c</a>
Middlesex	<a href="https://njoag.app.box.com/f/adf7e16f6c624439a176f8f77b8d9e1e">https://njoag.app.box.com/f/adf7e16f6c624439a176f8f77b8d9e1e</a>
Monmouth	<a href="https://njoag.app.box.com/f/bc453ab68bde4192b43ebe9c74a25b9b">https://njoag.app.box.com/f/bc453ab68bde4192b43ebe9c74a25b9b</a>
Morris	<a href="https://njoag.app.box.com/f/692d231b4b144b2cb1ce2a661c6f6358">https://njoag.app.box.com/f/692d231b4b144b2cb1ce2a661c6f6358</a>
Ocean	<a href="https://njoag.app.box.com/f/e37cd2b64d2c42d6804259ace93baa0f">https://njoag.app.box.com/f/e37cd2b64d2c42d6804259ace93baa0f</a>
Passaic	<a href="https://njoag.app.box.com/f/0193871f8af249c69b4d4bf40d7404b2">https://njoag.app.box.com/f/0193871f8af249c69b4d4bf40d7404b2</a>
Salem	<a href="https://njoag.app.box.com/f/c1d7c59a827a4f4ba34289b48378ebd6">https://njoag.app.box.com/f/c1d7c59a827a4f4ba34289b48378ebd6</a>
Somerset	<a href="https://njoag.app.box.com/f/8ec0b9d133904086bdb01a6d257e90d6">https://njoag.app.box.com/f/8ec0b9d133904086bdb01a6d257e90d6</a>
State Agencies	<a href="https://njoag.app.box.com/f/3c6b018f76bd4d319fa34e13c5386964">https://njoag.app.box.com/f/3c6b018f76bd4d319fa34e13c5386964</a>
Sussex	<a href="https://njoag.app.box.com/f/8a27f46b61ba406fb873fd673d3543a1">https://njoag.app.box.com/f/8a27f46b61ba406fb873fd673d3543a1</a>
Union	<a href="https://njoag.app.box.com/f/aace946ccd1d42bfaf75ca0c21bdc402">https://njoag.app.box.com/f/aace946ccd1d42bfaf75ca0c21bdc402</a>
Warren	<a href="https://njoag.app.box.com/f/8e405250bd42484d87b7bcf87d70f35f">https://njoag.app.box.com/f/8e405250bd42484d87b7bcf87d70f35f</a>