



Bridgewater Township Police Department Policy/Procedure

Title: INTERNAL AFFAIRS INVESTIGATION

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REVIEW / REVISIONS

DATE	PAGE / SECTION

- I. PURPOSE:** The Bridgewater Township Police Department is committed to providing law enforcement services that are fair, effective, and impartially applied. To that end, officers are held to the highest standards of official conduct and are expected to respect the rights of all citizens. Officers' adherence to these standards, motivated by a moral and professional obligation to perform their job to the best of their ability, is the ultimate objective of this agency. The purpose of this policy is to improve the quality of law enforcement services. Citizen confidence in the integrity of the law enforcement agency increases through the establishment of meaningful and effective complaint procedures. This confidence engenders community support for the law enforcement agency. Improving the relationship between the officers and the citizens they serve facilitates cooperation vital to the department's ability to achieve its goals. This policy will also ensure fairness and due process protection to citizens and

officers alike. The internal affairs process shall also be used to identify and correct unclear or inappropriate agency procedures.

- II. POLICY:** It is the policy of the Bridgewater Township Police Department to accept and investigate all complaints of alleged officer misconduct or wrongdoing from any citizen or employee of the department including anonymous sources. Officers and employees are also subject to disciplinary action for failure to either, willfully or through negligence or incompetence, to perform the duties of their rank or assignment. Discipline shall be administered according to the degree of misconduct that is sustained. Officers and employees regardless of rank or assignment shall be subject to disciplinary action for violating their oath and trust. Committing an offense punishable under the laws of the United States, the State of New Jersey, or municipal ordinances constitutes a violation of that oath and trust. Officers conducting internal affairs investigations of any allegation of misconduct must strive to conduct a thorough and objective investigation without violating the rights of the subject officer or any other law enforcement officer, and show proper respect to all members of the public.

III. PROCEDURE:

A. Internal Affair Unit

1. The Chief of Police shall designate the Administrative Captain of the police department as the Internal Affairs Commander. The Internal Affairs Commander shall have supervisory responsibilities over all internal affairs complaints lodged against Bridgewater Township Police Department employees, and will have direct access to the Chief of Police on all matters related to internal affairs.
2. The Internal Affairs Unit shall be comprised of departmental personnel that are assigned to the unit by the Chief of Police.
3. The goal of the Internal Affairs Unit is to ensure that the integrity of the department is maintained through a system of internal discipline where fairness and justice are assured by objective, impartial investigations and review.
4. Notwithstanding any other notification protocol herein included, the Chief of Police must be immediately advised of any allegation of wrongdoing on the part of an employee that would constitute a criminal offense or has the potential to have a significant negative impact on the operation or the reputation of the department.

B. Duties and Responsibilities

1. The internal Affairs Unit is responsible for the investigation and review of all allegations of misconduct by officers and employees of this department.
2. The Internal Affairs shall be notified of and document all incidents involving:
 - a. Any Firearms discharges by departmental personnel, whether on-duty or off-duty, unless the discharge occurred during the course of (1) a law enforcement training exercise; (2) routine target practice at a firing range; (3) a lawful animal hunt or (4) the humane killing of an injured animal.
 - b. Any discharge of an agency-owned firearm by anyone other than agency personnel
 - c. All use of force incidents that result in injury to any person.
 - d. All vehicular pursuits undertaken by departmental personnel.
 - e. All collisions involving departmental vehicles.
 - 1) Notification of any of the above incidents shall be made to the Internal Affairs Unit by utilizing the Bridgewater Township Police Department, Internal Affairs Unit Administrative Review Form. (Attachment A)
 - 2) Once Notification has been received, internal affairs will determine whether additional investigation is necessary. If so, an internal affairs number should be assigned.
3. Internal affairs shall be responsible for any other investigation as directed by the Chief of Police
4. Internal affairs investigators shall have the authority to interview any officer of the department and to review any record or report of the department relative to their assignment. Requests and orders from internal affairs personnel in furtherance of their duties and responsibilities shall be given full cooperation and compliance as though the request came directly from the Chief of Police. Internal affairs personnel report directly to the Chief of Police through their internal affairs chain of command.

5. The Internal Affairs Commander shall maintain a central file on all complaints received by this department whether investigated by internal affairs or assigned to the officer's supervisor for investigation and disposition.
6. An annual report summarizing the types of complaints received and the dispositions of the complaints should be made available to the public and submitted to the County Prosecutor. The Bridgewater Police Department will publish on our agency's website a brief synopsis of all complaints where termination, reduction in rank or grade, and/or suspension more than (5) five days was assessed to an agency member. They synopsis shall include the identity of each officer subject to final discipline, a brief summary of their transgressions, and a statement of sanction imposed.

C. Training

1. Internal affairs investigators should be trained not only in the elements of criminal law, court procedures and rules of evidence, but also in the disciplinary and administrative law process. Initially upon assignment, and on an ongoing basis, investigators should receive training in internal affairs and disciplinary procedures including training required by the Division of Criminal Justice.

D. Philosophy and Discipline

1. The discipline system established within this policy shall reflect emphasis for improving the quality of services being delivered by the officers of this department. The discipline system should not be thought of as a negative connotation, but as a process that is meant to correct officer actions and conduct that tend to impede the efficient and effective operation of the department.
2. Every Supervisor must establish a familiarity with the agency's discipline process and develop an understanding of how to implement specific disciplinary procedures when called upon to deal with inappropriate behavior or misconduct. If a supervisor fails to follow these procedures or avoids their responsibility, that supervisor is not conforming to expected behavior and must receive some sort of corrective action. Some supervisors occasionally need to be reminded that the fundamental responsibility for direction and control rest with the immediate supervisor at the operational level, not with the Chief of Police.
3. Training is a part of discipline that may be the alternative to other discipline in situations where the actions giving rise to the initial

complaint were not deemed to be an intentional violation of rules and regulations. Training may also be appropriate in situations where the complaint reveals a minor violation that requires no more than reinforcement of existing directives to correct the officer's behavior.

4. Counseling as a component of discipline is an alternative for adjudicating minor complaints that should be considered when the need to address the officer in a forthright manner clearly exists. Counseling is not appropriate for serious violations or in situations where the officer's behavior is part of a continuing course of problematic behavior.
5. Serious rule and regulation violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department.

E. Accepting Reports of Alleged Officer Misconduct

1. All complaints of officer misconduct shall be accepted from all persons who wish to file a complaint, regardless of the hour or day of the week. This includes reports from anonymous sources, juveniles, undocumented immigrants, and persons under arrest or in custody. Internal affairs personnel, if available, should accept complaints. If internal affairs personnel are not available, supervisory personnel should accept reports of officer misconduct, and if no supervisory personnel are available, complaints should be accepted by any law enforcement officer. At no time should a complainant be told to return at a later time to file an internal affairs complaint.
 - a. All reports of misconduct whether formal or informal must be reported to Internal Affairs. All formal complaints shall be reported on an Internal Affairs two page complaint form. All informal complaints where the reporting party does not want to file a formal complaint must be documented in a memorandum to the Internal Affairs Unit. The memo should include the complainant's pedigree information, basis for the complaint and the employee's name. (i.e. Officer Smith received a demeainer complaint from an individual that he stopped for speeding. Complainant said Smith yelled at him. The individual just wants the employee talked to about his demeainer.)

- b. Members of the public should be encouraged to submit their complaints as soon after the incident as possible. If the complainant cannot personally appear at the agency to file the complaint, a member of the agency, preferably a member of the internal affairs function, should visit the complainant at their home, place of business or other location if necessary to complete the report. Complaints can be taken by telephone or email. Under no circumstances shall it be necessary for a complainant to make a sworn statement to initiate the internal affairs process.

2. The supervisor receiving the Internal Affairs Complaint will:

- a. Provide the person making the complaint with the Bridgewater Police Citizen Complaint Information sheet (Attachment B), which explains the department's internal affairs procedures.
- b. Have the complainant complete the Internal Affairs Complaint Form (Attachment C, English and Spanish version) and sign the form. If the complainant cannot complete the form the supervisor shall complete it for them. If the complainant does not speak English, on the Bridgewater Police Website there is a link to the Attorney General's Website, where a standardized statewide public complaint form is available in multiple languages in electronic format.
- c. Advise the complainant that he or she will be kept informed of the status of the complaint and its ultimate disposition.
- d. The supervisor accepting the complaint shall complete the internal affairs complaint report to include all required information.
- e. Ensure the complainant has signed the form. If the complainant will not sign the form, the officer receiving the complaint will so note that fact. However, the failure of a person to sign a complaint will in no way preclude the investigation of the allegations.

3. All department personnel are directed to accept reports of officer misconduct from anonymous sources. If the anonymous complainant is talking to an officer, the officer should encourage him to submit his complaint in person. In any case, the complaint will be accepted.
 - a. In the case of an anonymous complaint, the officer accepting the complaint shall complete as much of the Internal Affairs Report Form as he can with the information provided.
4. Complaints shall be handled in the following manner:
 - a. All Complaints will be forwarded to the Internal Affairs Commander.
 - b. Complaints received by the Internal Affairs Commander of demeanor and minor rule violations may at times be forwarded to the supervisor of the subject officer for investigation and disposition.
 - c. All other complaints shall be retained by the Internal Affairs Unit and assigned by the Internal Affairs Commander to a Supervisor for investigation. These complaints include:
 - 1) Criminal activity.
 - 2) Excessive force.
 - 3) Improper arrest.
 - 4) Improper entry.
 - 5) Improper search.
 - 6) Differential treatment.
 - 7) Serious rule infractions.
 - 8) Complaints of domestic violence.
 - 9) Repeated minor rule infractions.
 - d. The subject officer shall be notified in writing of the complaint as soon as possible, unless the nature of the investigation requires secrecy. Notification shall be made by using the Complaint Notification Form.

F. Suspension Pending Disposition or Investigation

1. A supervisor, commander or Chief of Police may immediately suspend an officer from duty if he or she determines that one of the following conditions exists:

- a. The employee is unfit for duty; or
 - b. The employee is a hazard to any person if permitted to remain on the job; or
 - c. An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
 - d. The employee has been formally charged with a first, second or third degree crime; or
 - e. The employee has been formally charged with a first, second, third or fourth degree crime or a disorderly person's offense while on-duty or the act touches upon his or her employment.
2. The supervisor imposing the immediate suspension must:
 - a. Advise the employee in writing of why an immediate suspension is sought and the charges and general evidence in support of the charges.
 - 1) If the employee refuses to accept the written notification of immediate suspension, it shall be given to a representative of the employee's collective bargaining unit.
 - b. Provide the employee with sufficient opportunity to review the charges and the evidence and to respond either orally or in writing
 - c. Advise his immediate supervisor in writing of the suspension and the facts and circumstances requiring the suspension.
 3. Within five days of the suspension, the department must complete and file formal charges against the suspended employee or return the employee to work. (Attachment D)

G. Investigation and Adjudication of Minor Complaints

1. In lieu of discipline; training, re-training and counseling can be used as instructional or remedial devices to address deficiencies or inadequate performance. This must be approved by the Internal

Affairs Commander and may be administered by the employee's first line supervisor.

2. If the officer's supervisor determines it is appropriate for the subject officer to complete a Statement of Understanding, (Attachment E) it shall be done with the approval of the Internal Affairs Commander. Statement of Understanding is not part of the progressive discipline system and is not grievable.
3. The employee shall be given a copy of the Statement of Understanding. The original shall be placed in the employees internal affairs file.
4. Minor complaints shall include but not be limited to demeanor and minor rule violations.
5. The Internal Affairs Investigator shall take all necessary steps to investigate the internal affairs complaint. These steps may include interviewing the complainant, all witnesses and the subject officer, as well as reviewing relevant reports, activity sheets. The investigating officer shall then prepare a report summarizing the matter, indicating the appropriate disposition. Possible dispositions include the following:
 - a. Exonerated: A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the AG or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
 - b. Sustained: A preponderance of the evidence shows an officer violated any law; regulation; directive, guideline, policy, or procedure issued by the AG or County Prosecutor; agency protocol; standing operating procedure; rule; or training
 - c. Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
 - d. Unfounded: A preponderance of the evidence shows that the alleged misconduct did not occur.
 - e. Administratively Closed

6. If the investigating officer determines the disposition of the complaint is unfounded, not sustained, exonerated or administratively closed, the investigation report is to be forwarded to internal affairs for review, and entry in the index file.
7. Upon final disposition of the complaint, a letter shall be sent to the complainant by internal affairs explaining the outcome of the investigation.
 - a. If the allegation was unfounded or the officer was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.) If the allegation was sustained and discipline was imposed, the letter shall simply state that the allegation was sustained and that the officer has been disciplined according to department procedures.
8. Complaints that are sustained shall result in the appropriate discipline s determined by the Chief of Police.
9. Initiation of disciplinary action for minor complaints.
 - a. The Chief of Police or designee shall issue a performance admonishment, oral reprimand or written reprimand and shall complete the appropriate disciplinary documents.
 - b. The officer or employee shall be advised of the discipline and given a copy of the disciplinary document.
 - c. A copy of the disciplinary document shall be placed in the officer's or employee's personnel file.
 - d. Internal affairs will cause the penalty to be carried out and complete required forms.
 - e. Six months after the date of insertion of an approved performance admonishment or oral reprimand, the disciplined employee may notify the Chief of Police in writing and request that the performance admonishment, oral reprimand be

removed from the personnel file provided no other breach of discipline has occurred during the period. The employee shall be notified in writing that the document has been removed.

f. Written Reprimands.

- 1) The written reprimand will remain permanently in the officer's or employee's personnel file.

H. Investigative and Adjudication of Serious Complaint

1. All serious complaints shall be forwarded to the internal affairs function. This includes complaints of criminal activity, excessive force, improper or unjust arrest, improper entry, improper or unjustified search, differential treatment, serious rule infractions and repeated minor rule infractions.
2. Unless otherwise directed to do so by the County Prosecutor, the prosecutor's office must be immediately notified of all allegations of criminal conduct. The internal affairs investigator shall refrain from taking any further investigative action until directed to do so by the County Prosecutor unless an imminent threat exists to the safety or welfare of an individual. Once a complaint has been forwarded to the prosecutor's office that office shall endeavor to review the allegation within 30 days and advise the law enforcement agency whether a criminal investigation will be conducted. In the event the prosecutor's office cannot reach a decision within the initial 30 day period, the deadline may be extended in 30 day increments at the discretion of the County Prosecutor. The law enforcement agency shall be advised of any extensions of the deadline.
3. If a criminal investigation is initiated, the law enforcement agency shall receive periodic and timely updates concerning the course of the investigation. While a criminal investigation is pending, complainants and witnesses may be referred by the law enforcement agency to the county victim witness office for information concerning the criminal investigation. Once the criminal investigation is complete and a disposition of the allegation has been made, the prosecutor's office shall provide the law enforcement agency with its investigative file for use in the internal affairs investigation subject to applicable state statutes, court rules and case law. If the prosecutor's office declines to initiate a criminal investigation or the investigation is administratively closed, it shall notify the law enforcement agency of the outcome in writing.

4. As for administrative complaints, the internal affairs supervisor or law enforcement executive will direct that an internal affairs investigator conduct an appropriate investigation. Investigators must strive to conduct a thorough and objective investigation without violating the rights of the subject officer or any other law enforcement officer. Internal affairs investigators, and anyone who may be called upon to do an internal investigation, must be thoroughly familiar with the agency's entire internal affairs policy, including the protection of the subject officer's rights and the procedures for properly investigating internal complaints.
5. The law enforcement executive, upon reviewing the report, supporting documentation and information gathered during any supplemental investigation, shall direct whatever action is deemed appropriate. If the complaint is unfounded or not sustained or the subject officer is exonerated, the disposition shall be entered in the index file and the report filed. The determination must remain within the discretion of the law enforcement executive.
6. If the complaint is sustained and it is determined that formal charges should be made, the law enforcement executive will direct either internal affairs or the appropriate commanding officer to prepare, sign and serve charges upon the subject officer or employee. The individual assigned shall prepare the formal notice of charges and hearing on the charging form. This form will also be served upon the officer charged in accordance with N.J.S.A. 40A:14-147.
7. The notice of charges and hearing shall direct that the subject officer may: (1) enter a plea of guilty to the charges; (2) enter a plea of not guilty to the charges; or (3) waive their right to a hearing. If the officer enters a plea of guilty or waives their right to a hearing, he or she is permitted to present mitigating factors prior to being assessed a penalty. Conclusions of fact and the penalty imposed will be noted in the officer's personnel file after he or she has been given an opportunity to read and sign it. Internal affairs will cause the penalty to be carried out and complete all required forms.
8. If the subject officer enters a plea of not guilty and requests a hearing, the law enforcement executive will set the date for the hearing as provided by statute and arrange for the hearing of the charges. Internal affairs may assist the assigned supervisor or prosecutor in preparing the agency's prosecution of the charges. This includes proper notification of all witnesses and preparing all documentary and physical evidence for presentation at the hearing.

9. The hearing shall be held before the designated hearing officer. The hearing officer shall recommend a disposition of the charges, including modifying the charges in any manner deemed appropriate. The decision of the hearing officer must be in writing and should be accompanied by findings of fact for each issue in the case.
10. If the hearing officer finds that the complaint against the officer is sustained by a preponderance of the evidence, he or she should recommend any of the penalties which he or she deems appropriate under the circumstances and within the limitations of state statutes and the AG copy of the decision and accompanying findings and conclusions shall be delivered to the officer or employee who was the subject of the hearing and to the law enforcement (if he or she was not the hearing officer) for the imposition of discipline. Upon completion of the hearing, internal affairs will complete all required forms (Civil Service Commission jurisdictions use the Final Notice of Disciplinary Action form DPF-31C), including the entry of the disposition in the index file. If the charges were sustained, internal affairs will cause the penalty to be carried out. Documentation of the charge and the discipline shall be permanently placed in the officer's or employee's personnel file.
11. Upon final disposition of the complaint, in cases where the officer was not notified of the outcome through some written form of discipline, the officer shall be notified of the outcome of the case through a written internal agency communication.
12. In all cases, a letter shall be sent to the complainant explaining the outcome of the investigation. If the allegation was unfounded or the officer was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.). If the allegation was sustained and discipline was imposed, the letter shall state that the allegation was sustained and that the officer has been disciplined according to agency procedures

I. Interviewing the subject officer

1. The internal affairs investigator shall schedule an interview with the subject officer.
2. One person of the officer's choosing may attend the interview
 - a. In investigation of criminal allegations, it is not appropriate for a union representative to be

present. However, the officer shall be given the opportunity to consult with a union representative.

3. Before questioning begins, the subject officer shall be informed that:
 - a. When taking a formal statement from an officer, the investigator shall video- and audio- record the statement, except that in cases that did not arise from a civilian complaint, the investigator need not record the statement unless the officer being interviewed requests it.
 - b. The nature of the complaint;
 - c. The name of the person in charge of the interview, and the names of all persons who will be present during the interview.
4. If the matter under investigation involves an administrative allegation, the officer will be advised of his or her duties and obligations to answer questions after reading and completing the Administrative Investigation Only Form (Attachment F)
5. If the matter under investigation involves a possible criminal violation, the internal affair investigator shall consult with the Somerset County Prosecutor's Office. At this time the interview should be stopped until the investigator consults with SCPO regarding Miranda and Garrity (Use Immunity) (Attachment G)
6. If at any time during the questioning session the officer becomes a suspect in a criminal act, the officer shall be so informed and the questioning shall end. Notification shall promptly be made to the Somerset County Prosecutors.

J. Interviewing a Witness Officer

1. The internal affairs investigator shall schedule an interview with the witness officer.
2. When taking a formal statement from an officer, the investigator shall video- and audio-record the statement, except that in cases that did not arise from a civilian complaint, the investigator need not record the statement unless the officer being interviewed requests it.
3. When interviewing a law enforcement officer as a witness, he or she must be made aware of the differences between being a witness in an administrative investigation and being the subject of an administrative investigation. The officer also should be advised that

he or she is not the subject of the investigation at this time. If at any time the officer becomes a subject of the investigation, he or she should be advised of that fact and the appropriate procedures followed.

4. Officers who are witnesses must cooperate and truthfully answer all questions narrowly and directly related to performing their duty. "Performance of Duty" includes an officer's actions, observations, knowledge and any other factual information of which they may be aware, whether it concerns their own performance of duty or that of other officers. If the officer feels their answer would incriminate him or her in a criminal matter, the officer must assert their Miranda right.
5. The witness officer shall read and complete the Witness Acknowledgement Form. He shall be advised that he is only a witness in the investigation and not the subject (Attachment H).

K. Internal Affairs/ Complaint Investigations against Bridgewater Law Enforcement Executives

1. The Somerset County Prosecutors Office is directly responsible for Internal Affairs investigation involving the ranks of Chief, Deputy Chief, Captain, or anyone in an acting capacity of these ranks, regardless of the type of alleged misconduct.
2. Upon completion of all possible avenues of inquiry, the internal affairs investigator shall complete the following reports:
 - a. Investigation Report: This is the objective report of all of the investigate activity, including all of the information obtained during the course of the investigation
 - 1) Included in the investigation report will be a summary that will summarize the incident and will provide recommended disposition for each allegation. Possible dispositions include:
 - i. Exonerated.
 - ii. Sustained.
 - iii. Not sustained.
 - iv. Unfounded.
 - v. Administratively closed.

3. Forward the completed report to the Internal Affairs Commander for review. The Internal Affairs Commander shall forward the completed report to the Chief of Police.
4. The Chief of Police, following a review of the completed report, supporting documentation and information gathered during any supplemental investigation, shall direct whatever action is deemed appropriate.
5. Upon completion of an investigation with a finding of exonerated, not sustained, unfounded, or administratively closed, internal affairs shall notify the subject officer in writing of the disposition.
6. If the complaint is sustained and it is determined that formal charges should be preferred, the Chief of Police shall prepare, sign, and serve charges upon the subject officer or employee.
 - a. The system of progressive discipline can include the following:
 1. Performance admonishment
 2. Oral Reprimand (documented in writing)
 3. Written Reprimand
 4. Voluntary surrender of time off in lieu of other action
 5. Suspension
 6. Loss of promotion opportunity
 7. Demotion
 8. Termination
7. In all cases, a letter shall be sent to the complainant explain the outcome of the investigation. If the allegation was unfounded or the officer was exonerated, this conclusion shall be stated and defined for the civilian complainant. If the allegation was not sustained, the letter shall provide the complainant with a brief explanation why the complaint was not sustained (e.g., insufficient proof, lack of witnesses, etc.) if the allegation was sustained and discipline was imposed, the letter shall simply state that the allegation was sustained and the officer has been disciplined according to the department procedures. It is not necessary to specify the discipline imposed.
8. The notice of charges and hearing shall direct that the officer charged must enter a plea of guilty or not guilty in writing, on or before the date set forth in the notice for entry of plea. Such date for entry of plea shall be set within a reasonable time, at least five days after the date of service of the charge.

9. If the officer charged enters a plea of guilty, the Chief of Police shall permit the officer to present factors in mitigation prior to assessing a penalty.
 - a. Conclusions of fact and the penalty imposed will be noted in the officer's personnel file after they have been given an opportunity to read and sign it. Internal Affairs will cause the penalty to be carried out and complete all required forms.

L. Domestic Violence Incidents Involving Agency Personnel

1. Whenever an officer is involved in a domestic violence incident, either as an alleged perpetrator or as a victim, internal affairs must be promptly notified. In cases where the officer was the alleged perpetrator, the officer's service weapon and any other weapon the officer may possess must be seized by the investigating officers as mandated by Attorney General Directives 2000-3 and 2000-4. If a criminal charge has been filed, internal affairs must notify the Somerset County Prosecutor immediately, even if the incident took place in another town.
2. The primary responsibility for investigating the domestic violence incident itself, along with any related offenses, belongs to the agency with jurisdiction over the incident

M. Hearing

1. Upon written notice of a request for a hearing from the subject officer, the Chief of Police through the Appropriate Authority, will set the date and time for the hearing and arrange for the hearing of the charges.
2. Internal affairs shall be responsible for or assist the assigned supervisor or prosecutor in the preparation of the department's prosecution of the charges. This includes proper notification of all witnesses and preparing all documentary and physical evidence for presentation at the hearing.
3. In the event of a hearing, internal affairs will be responsible for preparing a discovery package from the internal affairs file, and providing it to the subject officer or his or her representative.

4. The hearing officer shall be the Appropriate Authority or the appropriate authority's designee.
5. All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.
6. The hearing officer shall recommend a finding of guilty or not guilty, or recommend that the charges be modified. The decision of the hearing officer should be in writing and accompanied by findings of fact for each issue in the case.
7. The hearing officer shall recommend any of the following disciplinary options which it deems appropriate under the circumstances.
 - a. Performance admonishment.
 - b. Oral reprimand (documented in writing).
 - c. Written reprimand.
 - d. Voluntary surrender of time off in lieu of other action.
 - e. Monetary fine.
 - f. Suspension without pay.
 - g. Loss of promotion opportunity.
 - h. Demotion.
 - i. Termination.
8. A copy of the hearing officer's recommended decision or order and accompanying findings and conclusions shall be delivered to the officer or employee who was the subject of the hearing and to the Chief of Police.
9. Upon completion of the hearing, internal affairs will complete all required forms including the entry of the disposition in the index file.
10. If the charges were sustained, internal affairs will cause the penalty to be carried out. The appropriate disciplinary document shall be permanently placed in the officer's or employee's personnel file.

N. Confidentiality

1. The progress of internal affairs investigations and all supporting materials are considered confidential information.
2. Upon completing a case, internal affairs will enter the disposition in the index file.

3. The contents of internal affairs investigation case files will be retained by the Internal Affairs Unit. The files shall be clearly marked as confidential.
4. Only the Chief of Police or his designee is empowered to release publicly the details of an internal investigation or disciplinary action.

O. Internal Affairs Records

1. Internal Affairs Filing System.
 - a. The filing system shall contain records and files that are maintained by the Internal Affairs Commander. These files shall be maintained in the administrative office area and shall be locked at all times. Video surveillance of the administrative office area to include the internal affairs filing cabinets shall be done at all times.
2. Internal Affairs Index System.
 - a. Within the Internal Affairs filing system shall be an index system that will serve as a record control device for maintaining an inventory of all internal affairs case files and summaries of the status of each case. Each internal affairs complaint shall be recorded in the index file and should include basic information such as subject officer, allegations, complainant, date received, investigator assigned, disposition, and disposition date. A unique case number shall be assigned to each case.
3. Tracking and Early Warning
 - a. All formal and informal internal affairs complaints shall be documented and tracked by the commander of the internal affairs unit. Reports of pursuits, firearm discharges (Not needed for destroying deer), crashes and use of force incidents shall also be documented and tracked. (Attachment I). All above listed complaints shall be tracked on an Excel spreadsheet password protected by the commander of internal affairs. Review of all complaints shall be done on a weekly basis.

4. Reporting Requirements to the Somerset County Prosecutor.

a. SCPO- Quarterly Internal Affair Summary Report.

- 1) A quarterly report to the Somerset County Prosecutor summarizing the allegations received and the investigations concluded for each quarterly period. Due by the 15th of each month following the close of the quarter.(4/15, 7/15, 10/15, 01/15)

b. SCPO- Quarterly Internal Affairs Incident Report.

- 1) A quarterly report that is reviewed by the Internal Affairs Commander and the Chief of Police summarizing the allegations received and the investigations concluded for that period. A separate report shall be completed for each reported internal affairs incident. These reports shall be maintained by the Commander of Internal Affairs and will not be forwarded to the County Prosecutor. Due by the 15th of each month following the close of the quarter.(4/15, 7/15, 10/15, 01/15)

c. SCPO- Quarterly Detectable Patterns of Officer Misconduct.

- 1) A form letter addressing detectable patterns of officer misconduct shall be forwarded to the Somerset County Prosecutor by the 15th of each month following the close of the quarter. (4/15, 7/15, 10/15, 01/15)

d. SCPO- Quarterly Synopsis of Disciplinary Action.

- 1) On a quarterly basis, the Bridgewater Police Department will provide a synopsis, including a brief description identifying the method of public notice, or a letter advising that there were no complaints meeting the above criteria for the quarter, shall be forwarded to the Somerset County Prosecutor's Office Internal Affairs Commander by the 15th of each month

following the close of the quarter.(4/15, 7/15, 10/15, 01/15) (Attachment J)

e. SCPO- Annual Internal Affair Summary Report

- 1) The Bridgewater Township Police Department shall also release an annual report summarizing the types of complaints received and the disposition of the complaints shall be made available to the public. The report shall be published on the Police Department website for each quarter. This report may be statistical in nature and shall not contain the identities of officers or complaints. A copy of the synopsis, including a brief description identifying the method of public notice, or a letter advising that there were no complaints meeting the above criteria for the quarter , shall be forwarded to the Somerset County Prosecutor's Office Internal Affair Commander by the 30th day of January of each year (Attachment K)

f. SCPO- Use of Force Report

- a. Bi-Annual – Must be submitted by July 15th of each year.
- b. Annual- Must be submitted by January 30th of the following year
- c. SCPO- Annual Drug testing Results
- d. SCPO- Annual Police Pursuit Summary Report

P. Brady Giglio Reporting

1. Honesty is an essential job function for every New Jersey law enforcement officer. Officers who are not committed to the truth, who cannot convey facts and observations in an accurate and impartial manner and whose credibility can be impeached in court cannot advance the State's interests in criminal matters. In addition, defendants in criminal matters may be entitled to certain evidence the prosecutor has concerning the credibility of prosecution witnesses, including police officers. Prosecutors are considered to

possess such evidence even when law enforcement agencies create and maintain information concerning the honesty of individual officers. Furthermore, prosecutors may be required to provide such evidence to the court. It is therefore imperative that the internal affairs investigator assist prosecutors with the legal duty to review and, if necessary, disclose evidence that may impact the credibility of police officers. See Attorney General Law Enforcement Directive No. 2019-6. Thus, the following matters shall be reported to the County Prosecutor so that he or she may evaluate the material's relevance; (a) A finding that a police 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; (b) A pending court complaint or conviction for any criminal, disorderly persons, petty disorderly persons, municipal ordinance or a driving while intoxicated matter (c) A finding that undermines or contradicts a police officer's educational achievements or qualifications as an expert witness; (d) A finding of fact by a judicial authority or administrative tribunal that is known to the officer's employing agency that concludes that a police officer intentionally did not tell the truth in a matter; (e) A sustained finding that a police officer intentionally mishandled or destroyed evidence; and (f) a sustained finding that a police officer is biased against a particular gender or ethnic group.

2. That law enforcement agencies report the above-listed incidents to the County Prosecutor's Office does not constitute a mandate or requirement that the information be disclosed to the court. Prosecutors should conduct an independent review of the information provided to determine whether it needs to be disclosed and whether the officer can participate in the prosecution of criminal cases once a decision is reached as to a particular case or defendant, the prosecutor shall, if necessary, discuss their decision with the internal affair investigator and the law enforcement executive. If it is determined that an officer cannot participate in a criminal prosecution, the prosecutor must advise the agency whether the officer's disability is limited to a particular case, a particular category of cases or all criminal matters.

Q. Appeals

1. All internal affairs appeals shall be heard by the Somerset County Superior Court pursuant to Title 40A:14-150.
 - a. Officers may appeal an internal affairs conviction by serving a written notice of application to the Chief of Police whose action is

to be reviewed. The notice shall be served within ten (10) days after written notice to the officer of the conviction.

- b. The Chief of Police shall transmit to the court a copy of the record of such conviction, and of the charge or charges for which the officer was tried.
- c. The court shall affirm, reverse or modify such conviction.

R. 45 Day Rule

1. It is vitally important that agencies complete internal affairs investigations in a prompt manner. Long, unnecessary delays do not simply create additional uncertainty for the subject officer; they can also threaten the integrity of an investigation and the trust of the community.
2. Most internal affairs complaints are straightforward, and most of these routine complaints can be investigated and resolved quickly. In many cases, an internal affairs investigation will take no more than 45 days from the receipt of the complaint to the filing of disciplinary charges. The simpler the case, the quicker the inquiry should be completed.
3. In more complex matters, however, investigators sometimes need additional time to collect evidence, interview witnesses, or take other necessary investigative steps. In addition when an officer's alleged conduct gives rise to a criminal investigation, ordinarily, internal affairs investigators should stay their own inquiry pending the resolution of the criminal matter.
4. If investigators are unable to complete an internal affairs investigation within 45 days of receiving a complaint, they must notify the agency's law enforcement executive on or about the 45th day. In such situations, the law enforcement executive should seek to identify the reasons for the extended investigation and whether the internal affairs function requires additional resources or oversight to complete the inquiry in a prompt manner. In addition, the law enforcement executive should ensure compliance with the "45-day rule" established by N.J.S.A.

40A:14-147, which requires that certain disciplinary charges be filed within 45 days of the date the person filing the charge obtained “sufficient information” to do so.

5. Investigators are required to provide further notice to the law enforcement executive every additional 45 days that the internal affairs investigation remains open (*i.e.*, on or about the 90th, 135th, and 180th days from the receipt of the complaint), and the law enforcement executive should exercise increasing scrutiny of the investigators’ work the longer the case remains open.
6. Disciplinary charges alleging a violation of the agency’s rules and regulations must be filed within 45 days of the date the person filing the charge obtains sufficient information to file the charge. The 45 day rule does not apply to internal investigations alleging incapacity. In addition, citizens are not required to make their complaint within 45 days of the incident. However, once the agency has received the citizen complaint the 45 day rule applies.
 - a. The commencement of a criminal investigation into the subject matter of an internal affairs complaint will cause the 45 day rule to be suspended pending the outcome of the criminal investigation. The 45 day rule will remain suspended until the disposition of the criminal investigation. However, upon disposition of the criminal investigation, you will once be bound by the 45 day rule. Therefore, in the event a county prosecutor has initiated a criminal investigation of an internal affairs matter, the internal affairs unit must remain in contact with the prosecutor on a regular basis to determine the progress of the investigation. In cases where the prosecutor has decided to terminate a criminal investigation and return the matter to the agency for appropriate disciplinary action, the internal affairs investigator must be able to document the date on which he learned that the criminal investigation was closed by the prosecutor and returned to the agency. If an agency cannot conduct an internal affairs investigation and file disciplinary within 45 days of the receipt of a complaint, the burden is on the investigator and

ultimately the agency to identify the point at which “sufficient information” was developed to initiate disciplinary action. Therefore, it is important that a detailed chronology be maintained of each investigation so the critical actions and decisions are documented.

- b. It is also important that there is no delay between the conclusion of the investigation by the assigned investigator and the decision to file charges by the person who has that responsibility. Although the 45 day rule clock begins at the time the person who has the responsibility to file charges has sufficient information, an agency would have a difficult time justifying an extensive bureaucratic delay once any member of the agency has established sufficient information. The need to eliminate bureaucratic delay is one of the reasons that the internal affairs unit should be closely aligned with the office of the Chief of Police.

S. Personnel Records

1. Personnel records are separate and distinct from internal affairs investigation records, and internal affairs investigative reports shall never be placed in personnel records, nor shall personnel records be co-mingled with internal affairs files. When a complaint has a disposition of exonerated, not sustained or unfounded, there shall be no indication in the employee's personnel file that a complaint was ever made.
2. Where a complaint is sustained and discipline imposed, the only items to be placed into the employee's personnel file are a copy of the administrative charging form and a copy of the disposition form. No part of the internal affairs investigative report shall be placed in the personnel file.

Attachment A



BRIDGEWATER TOWNSHIP POLICE DEPARTMENT
INTERNAL AFFAIRS UNIT
ADMINISTRATIVE REVIEW FORM

***One Form per Officer

Officer: _____ Case #: _____

- Vehicular Pursuits Undertaken by Departmental Personnel
 - Employee Collisions Involving Departmental Vehicles
 - Use of Force Incidents Entered into Benchmark _____
 - Firearm Discharges by Employees not related to Training

Did the employee violate any Federal or State Law, Township Ordinance or Dept. Rule/Regulation?
 Yes No Explain (if No):

For more information about the study, please contact the study team at 1-800-258-4929 or visit www.cancer.gov.

Does the incident reveal the need for additional training? Yes No
Explain (if Yes):

For more information about the study, please contact Dr. [REDACTED] at [REDACTED].

Does the incident reveal any need for additional/modified equipment? Yes No
Explain (if Yes):

Are there any indications that disciplinary action is warranted? Yes No
Explain (if Yes):

ANSWER

Signature of Submitting Supervisor

Pin #

Date

Reviewed: Chief of Police

Chief of Police

I.A. Commander

Attachment B



100 COMMONS WAY BRIDGEWATER, NEW JERSEY 08807-2801 • 908-722-4111

**Bridgewater
Police
Department**

Internal Affairs Complaint Information Sheet

The members of the Bridgewater Township Police Department are committed to providing law enforcement services that are fair, effective and impartially applied. It is in the best interest of everyone that your complaint about the performance of an individual officer is resolved fairly and promptly. The Police Department has formal procedures for investigating your complaint. These procedures ensure fairness and protect the rights of both citizens and law enforcement officers.

- Reports or Complaints of officer/employee misconduct must be accepted from any person, including anonymous sources, at any time.
- Complaints shall be accepted regardless of age, race, ethnicity, religion, gender, sexual orientation, disability, or immigration status of the complaining party.
- Your complaint will be sent to a superior officer or a specially trained internal affairs officer who will conduct a thorough and objective investigation.
- You might be asked to help in the investigation by giving a detailed statement about what happened or providing other important information or documents.
- All complaints against law enforcement officers are thoroughly investigated. You will be kept informed of the status of the investigation and its ultimate outcome, if requested, and you provide contact information. The exact discipline imposed is confidential, but you will be advised of the ultimate finding, namely:
 - Sustained: A preponderance of the evidence shows an officer violated any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or County Prosecutor; agency protocol; standing operating procedure; rule; or training.
 - Unfounded: A preponderance of the evidence shows that the alleged misconduct did not occur.
 - Exonerated: A preponderance of the evidence shows the alleged conduct did occur, but did not violate any law; regulation; directive, guideline, policy, or procedure issued by the Attorney General or

County Prosecutor; agency protocol; standing operating procedure; rule; or training.

- Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
- If our investigation shows that a crime might have been committed, the county prosecutor will be notified. You might be asked to testify in court.
- If our investigation results in an officer being charged with a violation of department rules, you might be asked to testify in a departmental hearing.
- If our investigation shows that the complaint is unfounded or that the officer acted properly, the matter will be closed.
- Internal affairs investigations are confidential and all disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing.
- You may call the INTERNAL AFFAIRS UNIT at 908-722-4111 ext 4141 with any additional information or any questions about the case.

PD I/A 01

Page 2 of 2

Attachment C

[Clear Form](#)



BRIDGEWATER TOWNSHIP

Police Department

Chief Paul Payne

100 Commons way
Bridgewater, New Jersey, 08807
908 722-4111

Internal Affairs Complaint Form

Person Filing Internal Affairs Complaint

Full Name		Internal Affairs Case #	
Street Address		City	State
Zip Code	Home Phone #	Cell:	Work:
Date of Birth	Social Security #	Age	Sex
Employer/School	Work Address		

Incident Description

Complaint Against - Name(s)			
Nature of Complaint			
Date of Incident	Time of Incident	Location of Incident	
Date & Time Reported to Bridgewater Police		How Reported (in person, phone, anonymous)	
Description of injuries(if any)			
Place of Treatment	Doctor's Name		Date of Treatment
Description of Incident (please use continuation page if needed)			

I certify the information provided in the form is correct and true. I understand that the falsification of any information I have given in this form is punishable under N.J.S 2C:28-3 (Unsworn Falsification to Authorities)

Signature of Person Making Complaint	Date & Time	
Signature of Officer Receiving Complaint		Badge Number
		Date & Time



Bridgewater Township Police Department

Internal Affairs Continuation Page

Signature of Person Making Complaint	Date & Time
Signature of Officer Receiving Complaint	Date & Time
Page 2 of 2	

[Clear Form](#)



BRIDGEWATER TOWNSHIP

Police Department

Chief Paul Payne

100 Commons Way
Bridgewater, NJ 08807
(908)722-4111

Formulario de Queja de Asuntos Internos

Persona que presenta una queja de Asuntos Internos

El nombre y apellido:		Caso de asuntos internos #:		
La dirección:		La ciudad:	El estado:	
El código postal:	Número de teléfono de casa:	Número de teléfono celular:	Número de teléfono de trabajo:	
La fecha de nacimiento:	El número de Seguridad Social:	La edad:	El sexo:	La raza:
El empleador/La escuela:	Dirección de trabajo:			

Descripción del Incidente

Queja contra – El nombre:		
Naturaleza de la queja:		
Fecha del incidente:	Hora del incidente:	Localización del incidente:
Fecha y Hora Reportado a la Policía de Bridgewater:		Cómo se informa (en persona, teléfono, anónimo):
Descripción de las lesiones (si las hay):		
Lugar de tratamiento:	Nombre del médico:	Fecha del tratamiento:
Descripción del incidente (utilice la página de continuación si es necesario)		

Certifico que la información proporcionada en el formulario es correcta y verdadera. Entiendo que la falsificación de cualquier información que he dada en este formulario es punible bajo N.J.S 2C:28-3 (Falsificación sin jurado a las autoridades)

Firma de la persona que presenta la queja: _____ La fecha y la hora: _____

Firma de la queja de recepción del oficial: _____ Número de placa de policía: _____ La fecha y la hora: _____



Bridgewater Township

Página de continuación de Asuntos Internos

Firma de la persona que presenta la queja:	La fecha y la hora:
Firma de la queja de recepción del oficial:	La fecha y la hora:

Página 1 de 2

Attachment D

Immediate Suspension Notice

TO: _____ Date & Time: _____
(Name & Rank of Officer)

TAKE NOTICE that you are suspended from duty effective immediately for the following reason:

- You are unfit for duty
- You are a hazard to other persons if permitted to remain on the job
- An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
- You have been formally charged with a first, second or third degree crime.
- You have been formally charged with a first, second, third or fourth degree crime while on-duty, or the criminal act is directly related to your employment.

The facts in support of the above reason are:

Supervisor making suspension (Signature)

I hereby acknowledge receipt of this notice.

Signature: _____ Date: _____

Attachment E

BRIDGEWATER TOWNSHIP POLICE DEPARTMENT
STATEMENT OF UNDERSTANDING

On _____
(Date) I received training / re-training / counseling in the below listed topics.

I understand the material delivered and the instructor, _____
(Instructor's Name)
explained any questions that I may have had.

In the space below describe the reason for training, re-training, or counseling and describe in detail the exact training, re-training or counseling received. Include any rule, regulation, policy, or procedure that would apply. (*Must be handwritten by the Officer.*)

Reason for issuance of Statement of Understanding:
(*Must be handwritten by the Supervisor*)

Officer's Signature: _____ Pin # _____ Date: _____

Supervisor's Signature: _____ Pin# _____ Date: _____

Attachment F

Administrative Investigation Only

I/A Case No.:

1. I am being questioned as part of an investigation by this agency into potential violations of department rules and regulations, or for my fitness for duty. This investigation concerns _____

2. This is an administrative investigation. I will be asked questions specifically, narrowly and directly related to the performance of my official duties, or for not answering truthfully.
3. I may be subject to departmental discipline for refusing to answer a question directly related to the performance of my duties, or for not answering truthfully.
4. I have the right to consult with a representative of my collective bargaining unit, or another representative of my choice, and have my representative present during the interview.
5. I acknowledge that this investigation is confidential, and I am hereby ordered not to disclose any information discussed during this interview.

Name (printed)

Signature:_____

Date: _____ Time: _____

Witnessed by: _____

Attachment G

Use Immunity Grant Advisement Form

“Garrity Warning”

I/A Case No.: _____

1. I am being questioned as part of an investigation by this agency into potential violations of department rules and regulations, or for my fitness for duty. This investigation concerns _____
_____.
2. I have invoked my *Miranda Rights* on the grounds that I might incriminate myself in a criminal matter.
3. I have been granted use immunity. No answer given by me, nor evidence derived from the answer, may be used against me in any criminal proceeding, except for perjury or false swearing.
4. I understand that I must now answer questions specifically directed and narrowly related to the performance of my official duties or my fitness for office.
5. If I refuse to answer, I may be subject to discipline for that refusal which can result in my dismissal from this agency.
6. Anything I say may be used against me in any subsequent department charges.
7. I have the Right to consult with a representative of my collective bargaining unit, or another representative of my choice and have that representative present during the interview.

Assistant Prosecutor or Attorney General authorizing: _____

Name (printed)

Signature:

Date: _____ Time: _____

Location: _____

Witnessed by: _____

PD I/A 10

Attachment H

Witness Acknowledgement Form

I/A Case No.:

1. I acknowledge that I have been informed that I am a witness in an Internal Investigation.
This Investigation concerns:
2. I acknowledge my responsibility to answer truthfully all questions specifically related to the performance of my official duties.
3. I acknowledge that this investigation is confidential, and I am hereby ordered not to disclose any information discussed during this interview.

Name (printed)

Signature: _____

Date: _____ Time: _____

Witnessed by: _____

PD I/A 09

Attachment I

Bridgewater Township Police Department
Internal Affairs Unit
Early Warning System Tracking Form

Officer: _____ Event # _____

- Internal Affairs Complaints against officer:
- Civil Actions filed against Officer:
- Criminal Complaints / Investigations against officers:
- Subject of Domestic Violence Investigation:
- Arrest of Officer (Including DWI):
- Sexual Harassment Claim against officer:
- Positive Drug Test:
- Cases or Arrests rejected / dismissed by court:
- Cases where evidence is suppressed:
- Insubordination:
- Neglect of Duty:
- At Fault MV Crashes:
- Pursuits:
- Use of Force:
- Total Number of Sick Days in a Calendar Year (6 Days in 3 month period during the current calendar year)
- Unexcused Absences by officer:
- Any Combination of or Other Performance Indicators:

Signature of Submitting Supervisor PIN#

Date

SCPO - QUARTERLY INTERNAL AFFAIRS SUMMARY REPORT

Agency: _____

Year: _____

Quarter: 1st 2nd 3rd 4th

Person Completing Report: _____

Attachment J

TABLE 1 - COMPLAINTS FILED

Type of Complaint	Anonymous Complaints	Citizen Complaints	Agency Complaints	Total Complaints
Excessive Force				0
Improper Arrest				0
Improper Entry				0
Improper Search				0
Other Criminal Violation				0
Differential Treatment				0
Domestic Violence				0
Other Rule Violation				0
TOTAL	0	0	0	0

Table 3 - Court Dispositions

Court	Cases Dismissed	Cases Diverted	Acquittals	Convictions
Municipal				
Superior				
Total	0	0	0	0

SCPO - QUATERLY INTERNAL AFFAIRS INCIDENT REPORT

(Please complete a separate form for each incident)

Department: _____

Year: _____ Quarter: 1st 2nd 3rd 4th

Date of Incident: _____

Allegation

Excessive Force	Improper Arrest	Improper Entry	Improper Search	Other Criminal Violation	Differential Treatment	Demeanor	Domestic Violence	Other Rule Violation
<input type="checkbox"/>								

Explanation: _____

Status, If Not Disposed

Investigation Continuing	Pending Supervisory Review	Under Review By SCPO	Returned To Dept. By SCPO	Other, Explain Below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation: _____

Disposition

Sustained Criminal	Sustained Departmental	Exonerated	Not Sustained	Unfounded	Admin. Closed
<input type="checkbox"/>					

Explanation for Termination of Investigation: _____

Principal Officer's Name: _____

Badge No.: _____

Complainant's Name: _____

Age: _____
Sex: _____
Race: _____

Other Characteristics Relevant to the Complaint: _____

TABLE 2 - AGENCY DISPOSITIONS

Type of Complaint	Number and Type of Disposition						Admin. Closed	Closed This Qtr.	Pending End of Qtr.
	Pending Last Qtr.	Received This Qtr.	Total	Criminal Charge	Internal Disciplinary	Exonerated	Not Sustained	Unfounded	
Excessive Force	0	0	0						0
Improper Arrest	0	0	0						0
Improper Entry	0	0	0						0
Improper Search	0	0	0						0
Other Criminal Violation	0	0	0						0
Differential Treatment	0	0	0						0
Domestic Violence	0	0	0						0
Other Rule Violation	0	0	0						0
TOTAL	0	0	0						0

Signature of Person Completing Report: _____

Date Report Completed: _____

TW 4/2/12

SCPO - ANNUAL INTERNAL AFFAIRS SUMMARY REPORT

Agency: _____

Year: _____
Person Completing
Report: _____

TABLE 1 - COMPLAINTS FILED

Type of Complaint	Anonymous Complaints	Citizen Complaints	Agency Complaints	Total Complaints
Excessive Force				0
Improper Arrest				0
Improper Entry				0
Improper Search				0
Other Criminal Violation				0
Differential Treatment				0
Domestic Violence				0
Other Rule Violation				0
TOTAL	0	0	0	0

Table 3 - Court Dispositions

Court	Cases Dismissed	Cases Diverted	Acquittals	Convictions
Municipal				
Superior				
Total	0	0	0	0

TABLE 2 - AGENCY DISPOSITIONS

Type of Complaint	Number and Type of Disposition								Pending End of Year	
	Pending Last Year	Received This Year	Total	Criminal Charge	Internal Disciplinary	Exonerated	Not Sustained	Unfounded	Admin. Closed	
Excessive Force		0	0						0	0
Improper Arrest		0	0						0	0
Improper Entry		0	0						0	0
Improper Search		0	0						0	0
Other Criminal Violation		0	0						0	0
Differential Treatment		0	0						0	0
Domestic Violence		0	0						0	0
Other Rule Violation		0	0						0	0
TOTAL		0	0						0	0

Signature of Person Completing Report: _____

Date Report Completed: _____

TW 4/2/12

Public Synopsis of Disciplinary Action

Officer was suspended for ten (10) days for insubordination. Officer refused a direct order to complete a report.

Officer was suspended for twelve (12) days for failing to safeguard department property. Officer was found to be at fault for a motor vehicle accident.

Officer was suspended for fifteen (15) days for neglect of duty. Officer was found on three occasions to be absent from his post.

Officer was fined ten (10) vacation days for abuse of sick leave.

Officer was suspended for ten (10) days for conduct unbecoming an employee. Officer attempted to collect a private debt while in uniform.

Officer was suspended for twenty-five (25) days for failing to take police action. officer failed to arrest an individual who had an active warrant.

SCPO Quarterly Detectable Pattern of Officer Misconduct Report

To: **Prosecutor Michael H. Robertson**

From:

Department: **Bridgewater Township Police Department**

Re: **Review of Department Quarterly Internal Affairs Incident Reports**

Reporting Period: **Year:** **Quarter:** **1st** **2nd** **3rd** **4th**

I certify that I have reviewed all the quarterly internal affairs incident reports for the reporting period under review, as well as previous reporting periods where necessary, and I report that:

No detectable patterns of officer misconduct have been found.

A detectable pattern of officer misconduct has been detected and investigation will be completed by the Internal Affairs Commander.

Signature: _____

Date: _____
