

Township of



West Caldwell

INCORPORATED 1904

**Department of Police**

21 Clinton Road  
West Caldwell, New Jersey 07006  
(973) 226-4114

Gerard Paris  
Chief of Police

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<b>TO:</b> All Personnel	
<b>SUBJECT:</b> Internal Affairs	
<b>EFFECTIVE DATE:</b> May 8, 2018	
<b>GENERAL ORDER NO:</b> 2018-06	<b>SPECIAL ORDER NO:</b>
<b>MEMORANDUM NO:</b>	<b>NUMBER OF PAGES:</b> 25
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<b>AUTHORITY:</b> Chief Gerard Paris	<b>BY:</b> Captain Dennis Capriglione

All personnel, without exception, are hereby ordered to read the aforementioned General Order. You will acknowledge the understanding of the document's content by affixing your signature to the attached roster. A copy of this General Order will be placed at the desk for all officers' use.

## **I. Purpose:**

The purpose of this written directive is to maintain a high quality of law enforcement services. Improving the relationship between employees and the public facilitates cooperation vital to the department's ability to achieve its goals. The West Caldwell Police Department is committed to providing law enforcement services that are fair, effective, and impartially applied. Employees will be held to the highest standards of conduct and are expected to respect the rights of all citizens. Officer's 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 effectiveness of a law enforcement agency is dependent upon public approval and acceptance of police authority. This department must be responsive to the community by providing formal procedures for the processing of complaints regarding individual employee performance.

Citizen confidence in the integrity of the police department increases through the establishment of a meaningful and effective complaint procedures. This confidence engenders community support for the police department. Improving the relationship between the police and the citizens they serve facilitates cooperation vital to our ability to achieve our goals.

An effective disciplinary framework also permits police officials to monitor officer's compliance with department policies and procedures. Adherence to established policies and procedures assists officers in meeting department objectives while a monitoring system permits managers to identify problem areas requiring increased training or direction. The discipline process will be used to identify and correct unclear or inappropriate agency procedures. In addition, it will highlight organizational conditions that may contribute to any misconduct, such as poor recruitment and selection procedures or inadequate training and supervision of officers.

Finally, this policy will ensure fairness and due process protection to citizens and officers alike.

## **II. Policy:**

It is the policy of the West Caldwell Police Department to accept and investigate all complaints of alleged employee misconduct or wrongdoing from any citizen, agency employee or any other sources, including anonymous sources. Following a thorough and impartial examination of the available factual information, the officer will be either exonerated or held responsible for the alleged misconduct. Discipline will be administered according to the degree of misconduct.

It is the policy of the West Caldwell Police Department that officers and employees, regardless of rank, will 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 are also subject to disciplinary action for failure, either willfully or through negligence or incompetence, to perform the duties of their rank or assignment. In addition, officers may be disciplined for violation of any rule and regulation of the department or for failure to obey any lawful instruction, order, or command of a superior officer or supervisor. Disciplinary action in all matters will be determined based upon the merits of each case.

It is the policy of this agency that prevention is the primary means of reducing and controlling misconduct. To that end, it is the policy of this agency to discover and correct organizational conditions which permit the misconduct to occur. Special emphasis is placed on recruitment, selection and training of officers and supervisors, community outreach, and the analysis of misconduct complaints and their outcome.

It is the policy of this agency that each officer will be provided ready access to an official, agency-written manual which contains direction for conducting various aspects of police work.

The West Caldwell Police Department will maintain an effective Early Warning System to detect patterns and trends in employee conduct before it escalates. It will also serve to assist in identifying and remediating problematic officer conduct that poses a potential risk to the public, to the agency, or to the officer.

*This written directive has been developed in accordance with the revised New Jersey Attorney General Guidelines on Internal Affairs.*

### III. Procedures:

#### A. Internal Affairs Bureau:

1. The Internal Affairs Bureau is herein established and defined. The unit will consist of those members of the department assigned the Internal Affairs function by the Chief of Police. Personnel assigned to the Internal Affairs function will serve at the pleasure of and be directly responsible to the Chief of Police or designated Internal Affairs commander.

a. The goal of Internal Affairs is to insure that the integrity of the department is maintained through a system of internal discipline where fairness and justice are assured by objective, impartial investigation and review.

#### 2. Duties and responsibilities:

a. The Internal Affairs Bureau is responsible for the investigation and review of all allegations of misconduct by members of this department.

##### 1) Misconduct is defined as:

- a) Commission of a crime or an offense; or,
- b) Violation of departmental rules and regulations; or,
- c) Conduct which adversely reflects upon the officer or the department.

b. In addition to investigations concerning allegations of misconduct, Internal Affairs will be responsible for the coordination of investigations involving the discharge of firearms by department personnel.

c. Internal Affairs will be responsible for any other investigation as directed by the Chief of Police.

d. Internal Affairs officers may conduct an internal affairs investigation on their own initiative upon notice to, or at the direction of the Chief of Police or Internal Affairs commander.

e. Internal Affairs may refer investigations to the employee's supervisor for action as outlined under Section III. C. of this policy.

- f. Internal Affairs Bureau will have the authority to interview any member of the department and to review any record or report of the department relative to their assignment. Requests from Internal Affairs personnel, in furtherance of their duties and responsibilities, will be given full cooperation and compliance as though the requests came directly from the Chief of Police. Members assigned to the Internal Affairs Bureau or function come under the direct authority of the Chief of Police, reporting directly to the Chief of Police through the Internal Affairs chain of command.
- g. The Internal Affairs Bureau will maintain a comprehensive central file on all complaints received by this department whether investigated by Internal Affairs or assigned to the officer's supervisors for investigation and disposition.
- h. The Internal Affairs Commander will prepare periodic reports that summarize the nature and disposition of all misconduct complaints received by the agency for submission to the Chief of Police.
- i. Copies of the Internal Affairs report should be distributed to all command and supervisory personnel. Recommendations will be made for corrective actions for any developing patterns of abuse through the Early Warning System (See Section III F).
- j. An annual report summarizing the types of complaints received and the dispositions of the complaints should be made available to members of the public through the Chief of Police. The names of complainants and accused officers will not be published in this report.

B. Accepting Reports Alleging Officer Misconduct:

1. All department personnel are directed to accept reports of officer misconduct from all persons who wish to file a complaint regardless of the hour or day of the week.
2. Complaints of a serious nature will be referred to the Internal Affairs Bureau.
3. If the Internal Affairs Bureau is not immediately available, any supervisory officer is directed to accept the report of officer misconduct.
4. If the Internal Affairs Bureau and Supervisory personnel are not

available, any police officer will accept the complaint.

5. The officer receiving the complaint will:

- a. Explain the department's disciplinary procedures to the person making the complaint. Advise the complainant that they will be kept informed of the status of the complaint and the final disposition.
- b. Complete the Internal Affairs Complaint Report and have the complainant sign the completed form.
- c. Prepare a typed report detailing the complaint and forward the report to the Internal Affairs Bureau.

6. 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 will complete as much of the Internal Affairs Complaint Form as he can with the information provided.

7. Complaints will be handled as follows:

- a. All complaints will be forwarded to the Internal Affairs Bureau where they will be assigned an Internal Affairs number.
- b. The Officer in Charge of the Internal Affairs Bureau will then enter all available information into the Internal Affairs tracking system.

C. Investigation and Adjudication of Minor Complaints:

1. A copy of complaints of differential treatment, demeanor and all minor rule infractions may be forwarded to the accused officer's commanding officer by the Internal Affairs Commander. The commanding officer will require the officer's supervisory officer to investigate the allegation of misconduct.
2. The supervisor investigating the complaint will interview the complainant, all witnesses and the accused officer, as well as review relevant reports, activity sheets, audio/video recordings or dispatcher forms. The supervisory officer will then submit a report to the commanding officer summarizing the matter, indicating the appropriate disposition. Possible dispositions include the following:

- a. Exonerated:
    - 1) The alleged incident did occur, but the actions of the officer were justified, legal and proper; or,
    - 2) The officer's behavior was consistent with agency policy, but there was a policy failure.
  - b. Sustained: The investigation disclosed sufficient evidence to clearly prove the allegation
  - c. Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
  - d. Unfounded: The investigation indicated that the acts complained of did not occur.
3. If the complaint is sustained, the commanding officer will determine the appropriate disciplinary action. If the action is no more than a written reprimand, a summary of the complaint and notification of the disciplinary action taken will be forwarded to the Internal Affairs Bureau. If, at any time, the commander determines that the matter is of a serious nature it should be forwarded to Internal Affairs for further investigation.
  4. If the accused officer's supervisor determines that the complaint is unfounded or not sustained and the commanding officer concurs, the investigation report is to be forwarded through the Internal Affairs Bureau to the Chief of Police for review and entry in the central log and filing.
  5. Upon final disposition of the complaint, a letter will be sent to the complainant by the Internal Affairs Bureau explaining the outcome of the investigation and the reasons for the outcome decision.
  6. Initiation of disciplinary action for minor complaints:
    - a. Oral reprimands or performance notices:
      - 1) When an oral reprimand or performance notice is given, the officer or employee will be advised that the supervisory officer is giving an oral reprimand and that the oral reprimand report or performance notice will be completed and forwarded to the Internal Affairs Bureau Commander.
      - 2) The commanding officer will review the report or performance notice and, in writing, either approve or

disapprove the report and the action taken. If disapproved, the commander will provide his or her recommendations as to what action, if any, be taken by the supervisor.

- 3) Upon approving the oral reprimand or performance notice, the commanding officer will place the report in the officer's or employee's file.
- 4) Following the annual evaluation, the disciplinary report will be removed from the file and destroyed, provided no other breach of discipline has occurred.

b. Written reprimands:

- 1) When a written reprimand is given, the supervisor or commanding officer giving such reprimand will advise the subject officer of such and will complete a written reprimand report.
- 2) One copy of the written reprimand report is to be provided to or retained by the officer's supervisory officer and one copy of the report is to be provided to the officer or employee being disciplined. The original report, together with any supporting documentation, will be provided to the commanding officer for review.
- 3) Upon approval, the report will be forwarded to the Internal Affairs Bureau and permanently placed in the officer's or employee's personnel file.

D. Investigation and Adjudication of Serious Complaints:

1. All serious complaints will be forwarded to the Internal Affairs Bureau, including complaints of:
  - a. criminal activity;
  - b. excessive force;
  - c. improper or unjust arrest;
  - d. improper or excessive entry;
  - e. improper or unjustified search;
  - f. serious complaints of differential treatment or demeanor;
  - g. serious rule infractions;
  - h. repeated minor rule infractions
  - i. any other complaint indicated under the listed performance

indicators (See Section III F.2)

2. The supervisor or commanding officer initiating such action will complete a written report detailing the complaint. Upon completion, the report, together with any supporting documentation, will be forwarded to the Internal Affairs Bureau.
3. The Internal Affairs Bureau will either initiate further investigation into the matter or refer it back to original investigating supervisory officer or commanding officer for investigation.
4. In cases not involving allegations of criminal conduct, the accused officer will be notified of the complaint once preliminary investigative data has been gathered. Internal Affairs will serve the suspect officer with the Internal Affairs Investigation Officer Notification Form unless the nature of the investigation requires secrecy.
5. The Internal Affairs investigator will interview the complainant, all witnesses and the accused officer, as well as review relevant reports, activity sheets, audio/video recordings, and dispatcher forms and obtain necessary information and materials, such as:
  - a. Physical evidence.
  - b. Statements or interviews from all witnesses
  - c. Statements or interviews from all parties of specialized interest, such as doctors, employers, lawyers, teachers, legal advisors, parents, etc.
  - d. Investigative aids, such as the various reports, activity sheets, complaint cards, audio/video recordings, and dispatcher's forms.
6. Where preliminary investigative data indicates the possibility of a criminal act on the part of the accused officer, the Essex County Prosecutor's Office will be notified immediately. No further action will be taken, including the filing of charges against the officer, until directed by the Essex County Prosecutor's Office.
7. Interviewing the Subject Officer:
  - a. The Internal Affairs investigator will schedule an interview with the officer.
  - b. One person of the officer's choosing may attend the interview

session.

- c. Before questioning begins, inform the subject officer of:
    - 1) The nature of the complaint.
    - 2) The name of the person in charge of the investigation and the names of all persons who will be present during questioning.
  - d. Questioning sessions may be audio and/or video recorded.
  - e. If at any time during questioning the officer becomes a suspect in a criminal act, the officer will be so informed and the questioning will end. Promptly refer the case to the Essex County Prosecutor's Office before proceeding.
8. Upon completion of all possible avenues of inquiry the Internal Affairs investigator will submit a report to the Internal Affairs Commander summarizing the matter and indicating the appropriate disposition. Possible dispositions, as defined in Section III.C.2 of this policy, include the following:
- a. Exonerated,
  - b. Substantiated,
  - c. Not sustained,
  - d. Unfounded.
9. Complete the Internal Affairs Bureau Investigation Disposition Recommendations Form. Forward the completed form through each level of the Internal Affairs chain of command for review. Each level may provide written recommendations and comment for consideration by the Chief of Police.
10. The Chief of Police or Internal Affairs Commander, upon completion of the review of the report, supporting documentation and information gathered during any supplemental investigation, will direct whatever action is deemed appropriate.
11. Upon completion of its investigation with a finding of exonerated, not sustained, or unfounded, the Internal Affairs Commander will notify the subject officer of the investigation (if not previously notified) and of the recommended disposition.
12. If the complaint is substantiated and it is determined that formal charges should be preferred, the Chief of Police will direct the Internal

Affairs Commander to prepare, sign, and serve charges upon the accused officer or employee.

13. The Internal Affairs Commander, as directed, will prepare the formal notice of charges and hearing on the Charging Form. Such notice will be prepared and served upon the officer charged in accordance with N.J.S.A. 40A:14-147 et seq.
14. The notice of charges and hearing will 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 will be set within a reasonable time, at least five days after the date of service of the charges.
15. If the officer charged enters a plea of guilty, the Chief of Police officer will permit the officer to present factors in mitigation prior to assessing a penalty.
16. Conclusions of fact and the penalty imposed will be noted in the officer's personnel file after he has been given an opportunity to read and sign it. The Internal Affairs Commander will cause the penalty to be carried out and complete all required forms.

E. Hearing:

1. Upon written notice of a request for a hearing from the accused officer, the Chief of Police will set the date for the hearing within a reasonable time and arrange for the hearing of the charges.
2. Internal Affairs will be responsible for, or assist the assigned commander 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. The hearing will be held before the Chief of Police or his designee.
4. The Chief of Police is empowered to sustain, modify in whole or in part, or dismiss the charges stated in the complaint. The decision of the Chief of Police will be in writing and will be accompanied by findings of fact for each issue in the case.
5. The Chief of Police can affix any of the following punishments which he deems appropriate under the circumstances:
  - a. Counseling

- b. Oral Reprimand
  - c. Performance Notice
  - d. Written Reprimand
  - e. Monetary Fine or Adjustment of Accumulated Time
  - f. Loss of Promotional Opportunity
  - g. Demotion
  - h. Termination of employment
6. A copy of the decision or order and accompanying findings and conclusions will be delivered to the officer or employee who was the subject of the hearing and to the Chief of Police if he was not the hearing authority.
  7. Upon completion of the hearing the Chief of Police will complete all required forms and the Internal Affairs Commander will include entry of the disposition in the central log.
  8. If the charges were sustained, the Internal Affairs Commander will cause the penalty to be carried out. The report will be permanently placed in the officer's or employee's personnel file.

F. Early Warning System

1. The Internal Affairs Bureau will conduct a manual or computerized audit of its records to determine if an employee has the emergence of a pattern, practices or trend of inappropriate behavior or misconduct in accordance with the Attorney General Guidelines and Directives governing this Early Warning System.
2. The following performance indicators shall be monitored quarterly by the Internal Affairs Bureau:
  - a. Internal affairs complaints against the officer, whether initiated by another officer or by a member of the public;
  - b. Civil actions filed against the officer;
  - c. Criminal investigations of, or criminal complaints against, the officer;
  - d. Any use of force by the officer that is formally determined or adjudicated (for example, by internal affairs or a grand jury) to have been excessive, unjustified, or unreasonable;
  - e. Vehicular Pursuit initiated by the officer that was later determined to be unreasonable or in violation of the Attorney General Guidelines and/or Departmental Policy;
  - f. Domestic violence investigations in which the officer is an alleged subject;
  - g. An arrest of the officer, including on a driving under the

- influence charge;
  - h. Sexual harassment claims against the officer;
  - i. Vehicular collisions involving the officer that are formally determined to have been the fault of the officer;
  - j. A positive drug test by the officer;
  - k. Cases or arrests by the officer that are rejected or dismissed by a court;
  - l. Cases in which evidence obtained by an officer is suppressed by a court;
  - m. Insubordination by the officer;
  - n. Neglect of duty by the officer;
  - o. Unexcused absences by the officer; and
  - p. Any other indicators, as determined by the Chief of Police.
3. Any time a Supervisory Officer (Acting or Permanent) becomes aware of a complaint being made in regards to an employee, a report will be generated and forwarded to the Internal Affairs Commander for review. Failure to report a complaint may result in discipline.
  4. Any time that an employee becomes aware that they have triggered on any of the above performance indicators, a written report shall be generated and forwarded to the Internal Affairs Commander. Failure to report a performance indicator may result in discipline.
  5. The Early Warning System review process will be initiated by the Internal Affairs Bureau, in the event that there are three separate instances of performance indicators triggered within any twelve (12) month period.
    - a. One incident triggering multiple performance indicators, shall be counted as one performance indicator.
    - b. The Chief of Police may at his or her discretion determine that a lower number of performance indicators within a twelve (12) month period will trigger the Early Warning System review process.
  6. When an Early Warning System review process is initiated, the Internal Affairs Bureau should:
    - a. Formally notify the subject officer;
    - b. Conference with the subject officer and appropriate supervisory officer;
    - c. Develop and administer a remedial program including the appropriate remedial/corrective actions listed below;
    - d. Continue to monitor the subject officer for at least three (3) months, or until the Chief of Police or Internal Affairs

Commander concludes that the officer's behavior has been remediated (whichever is longer)

- e. Document and report findings
  - 1) Any statement made by the subject officer in connection with the Early Warning System review process may not be used against the subject officer in any disciplinary or other proceeding.
7. Remedial/corrective action may include, but is not limited to the following:
  - a. Training or re-training
  - b. Counselling
  - c. Intensive supervision
  - d. Fitness for duty examination
  - e. Employee Assistance Program (EAP) referral
  - f. Any other appropriate remedial or corrective action
8. If an officer who is or has been subject to an Early Warning System review process applies to or accepts employment at a different law enforcement agency, it is the responsibility of the prior or current employing agency to notify the subsequent employing agency of the officer's Early Warning System review process history and outcomes.
9. Upon initiation of the EW System review process, the Chief of Police or designee shall make a confidential written notification to the County Prosecutor or his/her designee of the following:
  - a. Identity of the subject officer
  - b. Nature of the triggering performance indicators, and
  - c. The planned remedial program.
10. Upon completion of the EW System review process, the Chief of Police shall make a confidential written notification to the County Prosecutor or his/her designee of the outcome of the EW System review, including any remedial measures taken on behalf of the subject officer.

G. Confidentiality:

1. The progress of internal affairs investigations and all supporting materials are considered confidential information.
2. The West Caldwell Township Police Department shall protect and maintain the confidentiality of all internal affairs records against the agency or employees. These records shall be in a designated secure area accessible only to the Chief of Police, Internal Affairs Bureau and others as authorized by the Chief of Police.

3. The contents of Internal Affairs investigation case files will be retained by the Internal Affairs Commander.
4. The information and records of an internal investigation shall only be released under the following limited circumstances, with the prior approval of the Chief of Police:
  - a. In the event that administrative charges have been brought against an employee, and a hearing will be held, a copy of those internal investigation reports to be used as evidence in the administrative hearing shall be provided to the employee.
  - b. If the principal, agency or municipality has been named as a defendant in a lawsuit arising out of the specific incident covered by an internal investigation, a copy of the internal investigation reports may be released to the attorney representing the principal, agency or jurisdiction.
  - c. Upon request or at the direction of the Essex County Prosecutor or New Jersey Attorney General.
  - d. Upon a court order.
5. All disciplinary hearings will be closed to the public, unless the defendant officer requests an open hearing.

WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY

**INTERNAL AFFAIRS BUREAU  
NOTICE TO COMPLAINANT**

Achieving the desired level of discipline within the West Caldwell Police Department is an important concern and responsibility of a Chief of Police. The purpose of discipline is defined as instruction, teaching and training to attain this department's objectives, thus establishing a means to monitor performance and correct improper officer action.

This department's approach to discipline will insure that all officers know and understand what must be done; why it must be done; how it must be done; when it must be done; what constitutes satisfactory performance and how to take corrective action.

The West Caldwell Police Department has established workable procedures for documenting all expectations and advising the individual officer of their duties and responsibilities. This department makes every effort to eliminate any organizational condition which may foster, permit or encourage improper performance of our members.

Specific categories of misconduct that are subject to disciplinary action are precisely defined within our department's rules and regulations. An incident as reported by you the complainant, of inappropriate behavior by one or more of our officers may fall into one or more of the following categories:

CRIME	Violations of New Jersey Criminal Code
EXCESSIVE FORCE	Use of threatened use of excessive force
ARREST	Restraint of a person's liberty was improper or unjust
ENTRY	Entry into property was improper or excessive force used
SEARCH	Search of a person or property improper or unjust
DIFFERENTIAL TREATMENT	Police action predicated upon irrelevant factors such as; race, attire, age sex
DEMEANOR	Officer(s) bearing, gestures, language or other actions were inappropriate
SERIOUS RULE VIOLATION	Such as neglect of duty or false statements
MINOR RULE VIOLATION	Such as untidiness

In addition, this department will clearly indicate a system of progressive discipline within our rules. By providing a range of penalties, every officer is made aware that any repeated violation of a department rule will lead to ever increasing penalties. This department's progressive discipline will include:

Counseling	Loss of promotional opportunity
Performance Notice	Demotion
Oral or Written Reprimand	Termination of employment
Monetary Fine or Adjustment of Accumulated Time	
Suspension without pay	

You the complainant have received a brief written explanation of this department's disciplinary procedure. Any further clarification at this time will be explained by the officer accepting this complaint. You will be kept informed of the status of your complaint by the officer assigned to conduct the internal investigation. You will receive in writing the ultimate disposition of this investigation.

You, the complainant are hereby given notice that "ANY WRITTEN STATEMENT MADE WHICH YOU KNOW TO BE FALSE OR WHICH YOU DO NOT BELIEVE TO BE TRUE IS PUNISHABLE UNDER NEW JERSEY LAW AS A CRIME OF THE FOURTH DEGREE UNDER NJS 2C:28-3"

Thank you for your cooperation in this matter

Gerard Paris  
Chief of Police



West Caldwell Police Department  
Internal Affairs  
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West Caldwell, NJ 07006  
Tel: 973.226.4114 • Fax: 973.403.0836

## Internal Affairs Complaint Report

GC#	UCR	IAB #	PROSECUTOR'S CASE #
<b>COMPLAINANT (MAY BE MADE ANONYMOUS)</b>			
NAME		ALIAS	
ADDRESS			
CITY, STATE, ZIP CODE			PHONE
DOB			
SSN	AGE	SEX	RACE
EMPLOYER/SCHOOL			PHONE
ADDRESS			CITY, STATE, ZIP CODE
<b>INCIDENT</b>			
COMPLAINT TYPE: <input type="radio"/> PROCEDURAL <input type="radio"/> USE OF FORCE <input type="radio"/> Demeanor <input type="radio"/> OTHER:			
COMPLAINT AGAINST: 1		BADGE#	
2		BADGE#	
DATE/TIME OCCURRED		LOCATION	ZONE
DATE/TIME REPORTED		HOW REPORTED <input type="radio"/> E-MAIL <input type="radio"/> IN PERSON <input type="radio"/> MAIL <input type="radio"/> PHONE <input type="radio"/> OTHER:	
DETAILS (GIVE DESCRIPTION OF ANY INJURIES, TREATMENT, LOCATION, DATE, AND DOCTOR, IF APPLICABLE)			
FALSE POLICE REPORTS TO A LAW ENFORCEMENT AGENCY			
Anyone who makes a fictitious report to a law enforcement agency of an offense or incident knowing it did not occur, is a Disorderly Person and can be charged under 2C:28-4b1 of the New Jersey Criminal Justice Code			
SIGNATURE OF COMPLAINANT			DATE
REPORT RECEIVED BY			DATE/TIME
<b>INTERNAL AFFAIRS USE ONLY</b>			
FORWARDED TO:			DATE
INTERNAL AFFAIRS OFFICER SIGNATURE		BADGE#	DATE/TIME

WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY

INTERNAL AFFAIRS BUREAU

**ADVISEMENT – USE IMMUNITY GRANT**

Name: \_\_\_\_\_

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, directly 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 him or her present during the interview.

Assistant Prosecutor or  
Deputy Attorney General authorizing: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Witness: \_\_\_\_\_

\_\_\_\_\_

**WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY**

**INTERNAL AFFAIRS BUREAU  
NOTICE OF SUSPENSION**

**\*\*\*NOTICE OF IMMEDIATE SUSPENSION\*\*\***

To : \_\_\_\_\_ DATE \_\_\_\_\_ TIME: \_\_\_\_\_

TAKE NOTICE. You are hereby 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 crime of the first, second or third degree, or a crime of the fourth degree on the job or directly related to the job.

The facts in support of the above reason are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Superior officer making suspension: \_\_\_\_\_  
Type name include signature

I hereby acknowledge receipt of the within notice this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Typed name include signature

**WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY**

**INTERNAL AFFAIRS BUREAU  
PERFORMANCE NOTICE**

TO:

FROM:

You are hereby advised that on this    day of    , 20\_\_\_\_,

You are officially reprimanded for,

In violation of West Caldwell Police Department Rules and Regulation:

---

This performance notice will be forwarded to the Internal Affairs Bureau. The notice will be retained on file by the Internal Affairs Bureau.

Issued by:

Received by:

---

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Copy to: ( ) Shift commander ( ) Officer ( ) Disciplining Supervisor ( ) Internal Affairs Bureau

WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY

INTERNAL AFFAIRS BUREAU  
WRITTEN REPRIMAND

TO: \_\_\_\_\_

IAB Case No. \_\_\_\_\_

FROM: \_\_\_\_\_

You are hereby advised that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, you are  
officially reprimanded  
for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This reprimand will become a part of your personnel record. This reprimand will also be forwarded to the Internal Affairs Bureau. The reprimand will be retained on file by the Internal Affairs Bureau during the duration of your employment with the West Caldwell Police Department.

Issued by:

Received by:

\_\_\_\_\_

\_\_\_\_\_

Copy to: ( ) Officer ( ) Disciplining Supervisor ( ) IAB ( ) Personnel File

WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY

INTERNAL AFFAIRS BUREAU  
OFFICER NOTIFICATION

You are hereby advised that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, you have become the subject of a departmental investigation concerning an allegation of misconduct.

The allegation states:

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A thorough and objective investigation will be conducted, and you will be guaranteed all rights afforded to you. If the outcome of this investigation determines guilt on your part, any imposed discipline action will be determined based upon the merits of the investigation.

Issued By:

Received By:

\_\_\_\_\_  
Name (include signature)

\_\_\_\_\_  
name (include signature)

WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY

INTERNAL AFFAIRS BUREAU  
DISPOSITION RECOMMENDATION FORM

Date:

IAB Case No.

Recommend Disposition for:

\_\_\_\_\_ Unfounded

\_\_\_\_\_ Not Sustained

\_\_\_\_\_ Exonerated

\_\_\_\_\_ Sustained

Penalty Recommended:

Investigating Officer:

1. Reviewed by: \_\_\_\_\_ Forwarded to: \_\_\_\_\_

Comments: \_\_\_\_\_

2. Reviewed by: \_\_\_\_\_ Forwarded to: \_\_\_\_\_

Comments: \_\_\_\_\_

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FINAL DISPOSITION – I, Chief of Police

Comments:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY

INTERNAL AFFAIRS BUREAU  
NOTICE OF CHARGE AND HEARING

TO: IAB Case No.

FROM:

You are hereby advised that on this \_\_\_\_\_, 20\_\_\_\_, the following Charge(s) is (are) preferred against you:

in violation of: \_\_\_\_\_  
(Statute, Rule or Regulation)

You must enter a plea of guilty or not guilty, in writing, on or before the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. You may request a hearing. If a hearing is requested it shall be held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ in the Office of the Chief of Police.

I hereby acknowledge service of the within charge(s) this \_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Typed name include signature

Service of the within named charge(s) were made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Typed name include signature

WEST CALDWELL POLICE DEPARTMENT  
WEST CALDWELL, NEW JERSEY

**WITNESS ACKNOWLEDGMENT FORM**

1. I acknowledge that I have been informed that I am a witness in an internal investigation.

The investigations 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Witnessed By: \_\_\_\_\_