

DIRECTIONS

- This worksheet is for agencies. If you are a county prosecutor, please download the sheet whose filename is labeled "CPO."
- Fill in the information below for each case opened in a **prior year**.
- IA Number, Dates, Total #s of complaints, Officer, & UoF # are free-text fields. ALL OTHER FIELDS HAVE A PRE-DEFINED RESPONSE LIST. THE LENGTH OF CASE FIELD WILL CALCULATE AUTOMATICALLY AND FLAG CASES OVER 180
- **Enter each officer on their own row, even if the officer is one of multiple in a single case.**
- Update cases as status or other elements change. Enter the most serious initial allegation when the case opened (Column K). If the case is sustained, enter the most serious sustained allegation (Column W).
- Click on each cell and click on the dropdown menu that appears to view all response options. **YOU MUST USE ONLY THE DROPDOWN OPTIONS. USING OTHER OPTIONS WILL RESULT IN INCORRECT CALCULATIONS ON THE SUMMARY REPORTS.**

USAGE NOTES

- **Failure to complete all information in each row may result in incorrect calculations on the summary reports.**
- **Greyed out fields will display for completion when applicable.**
- **DO NOT DELETE CELLS IN THIS FORM. TO REMOVE DATA, RIGHT CLICK ON THE CELL AND SELECT "CLEAR CONTENTS."**

IA Number	Date Complaint Received	Officer	Officer Race	Officer Ethnicity	Source of Complaint	Complainant Race	Complainant Ethnicity	Total # of Initial Complaints	Most Serious Complaint/Allegation	Specify criminal violation
IA24-0001	2/20/2024	Shaw	White	Not Hispanic or La	Agency			1	Other rule violation	
IA24-0002	3/2/2024	Bergen	Asian	Not Hispanic or La	Agency			1	Other rule violation	
IA24-0003	3/13/2024	Simpson	Black	Not Hispanic or La	Civilian	Black	Not Hispanic or La	1	Other rule violation	
IA24-0003	3/13/2024	Fenton	White	Not Hispanic or La	Civilian	Black	Not Hispanic or La	1	Other rule violation	
IA24-0004	4/17/2024	Cruz	White	Hispanic or Latino	Agency			1	Other rule violation	
IA24-0005	5/3/2024	Greenwich	White	Not Hispanic or La	Agency			2	Other rule violation	
IA24-006	8/31/2024	Perro	White	Not Hispanic or La	Agency			1	Other rule violation	
IA24-007	10/8/2024	Adams	White	Not Hispanic or La	Civilian			1	Other rule violation	
IA24-008	10/17/2024	Perro	White	Not Hispanic or La	Agency			1	Criminal violation	Other criminal violation
IA24-009	10/30/2024	Walters	White	Not Hispanic or La	Civilian	White	Not Hispanic or La	1	Other rule violation	

DAYS.

PRIMARY REPORTS.

Internal Affairs Data Sheet: Cases Opened in Reporting Year

Specify rule violation	Date Case Suspended	Reason for Suspension	Date Case Resumed from Suspension	Date Closed	Length of Case	Status	Criminal Disposition	Internal Disposition	Total # of Sustained Complaints	Most Serious Sustained Allegation	MSO Match ?
Preventable MV accident				2/21/2024	1	Closed	Not Applicable	Sustained		1 Other rule violation	Yes
Other departmental rule violation				3/4/2024	2	Closed	Not Applicable	Sustained		1 Other rule violation	
Neglect of duty				3/25/2024	12	Closed	Not Applicable	Unfounded			-
Neglect of duty				3/25/2024	12	Closed	Not Applicable	Unfounded			-
Neglect of duty				5/21/2024	34	Closed	Not Applicable	Sustained		5 Other rule violation	Yes
Failure to Supervise/Neglect				12/9/2024	220	Closed	Not Applicable	Sustained		2 Other rule violation	Yes
Neglect of duty				9/25/2024	25	Closed		Sustained		2 Other rule violation	
Other departmental rule violation				11/4/2024	27	Closed	Not Applicable	Exonerated			-
Conduct unbecoming / Discredit to th	10/18/2024	Criminal Review			90	Pending					-
Other departmental rule violation				11/1/2024		Closed	Not Applicable	Exonerated			-

Specify criminal violation	Specify rule violation	Discipline	Specify hours/dol	Appeal Still Pending?	Use of Force Report #, if applicable (e.g. UOF-21-1-1)
	Preventable MV accident	Training, coaching, or counseling			
	Other departmental rule violation	Written reprimand or written warning			
	Neglect of duty	Suspension without pay	240	No	
	Improper supervision or failure to s	Suspension without pay	120	No	
	Neglect of duty	Written reprimand or written warning			