**Instructions for 2023 POST Commission**

**Disciplinary Records Resubmission**

POST is required to maintain a public database that includes a summary of officer disciplinary records. After a detailed analysis of the prior submissions, we found enough data integrity concerns to require resubmission. To publish the first release of records as the statute directs us to do, we need to collect additional information on all sustained disciplinary records from the beginning of each officer’s tenure until January 31, 2023. For a detailed explanation of the data integrity concerns, please refer to the transmittal letter to Chiefs from POST Executive Director Zuniga.

Please find the new submission template at the following link: <https://www.mass.gov/info-details/post-commission-disciplinary-records>.

This new template includes drop-down lists and data validations to make data entry easier and prevent errors. It will also allow us to quickly remove data that should not be published.

**What records to submit:**

* Include all sustained disciplinary records from the beginning of each officer’s tenure until January 31, 2023.
	1. Include sustained disciplinary records you have previously submitted for active and transferred officers (unless they can be excluded as per below). Please feel free to refer to your prior submission as the basis for entries in the new template.
	2. Include new sustained disciplinary records since your last submission, for both active officers and officers who have transferred out of your agency.
	3. Include records for new hires and officers that have transferred to your agency since your last submission.
	4. Include records with pending discipline.

**What records you may exclude:**

* You may exclude disciplinary records if their disposition was “Not Sustained,” “Unfounded,” or “Exonerated.”
* Do not include officers that do not have disciplinary records or complaints against them.
* You may exclude records for officers who retired or resigned in good standing.
* You may exclude or remove records that fall outside of POST’s [reporting requirements](https://www.mass.gov/info-details/post-commission-complaints-incident-reports). For example:
	+ Complaints or incidents related to minor matters, such as discourtesy and basic work rule violations (tardiness, inattention to detail, equipment violations, grooming violations, or comparable infractions).
	+ Complaints that were not credible or lacked a basis for adequate investigation.
	+ Anonymous complaints without adequate basis for investigation.
	+ Records of incidents that resulted in a verbal reprimand (incidents or complaints that resulted in written reprimands should be included unless they fall in the exclusion categories herein).

**Filling out the template:**

* Each row in the template should be filled out with information about a particular complaint or incident as it pertains to an officer.
* Fill out only one row per incident. If an incident included multiple allegations or charges, multiple dispositions, or multiple disciplines: scroll to the right of the sheet to include all of them.
* Fill out every field for each row (including names), unless otherwise noted in the template.
* Click on the headings of the columns to see specific instructions and reminders.

**How to submit:**

Please submit your completed spreadsheet (in Excel format only) as an attachment to an e-mail addressed to POSTCReports@mass.gov following the below guidelines:

* Please title the **subject line** of your email:

Your Agency Name Disciplinary Records Update

* Please **name your excel file** in the same manner:

Your Agency Name Disciplinary Records Update

* + Example: Boston PD Disciplinary Records Update

The following chart contains the list of fields and dropdown values embedded in the submission template. Please use it to categorize your disciplinary records.

|  |  |  |
| --- | --- | --- |
| **Fields** | **Dropdown values** | **Notes or Subfield dropdown values** |
| **Officer Identification** |  |  |
| First Name |   |   |
| Middle Name |  |  |
| Last Name |   |   |
| Suffix | Jr. |  |
| Sr. |  |
| III |  |
| IV |  |
| V |  |
| Date of Birth |   |   |
| Agency Name | See "List of Agencies" tab. |  |
| Agency ID or Badge Number |   | What your agency uses as the primary means of identifying officers. |
| Acadis User ID |  | User ID found in Acadis. |
| Current Employment Status | Active in agency | If the officer is on injury or sick leave, please select Active in agency. |
| Transferred out of agency |   |
| Retired |   |
| Retired, Working Details |   |
| Resigned |   |
| Terminated or similar |   |
| Admin Leave |   |
| Other |   |
| Employment Start Date |  | Start date for the officer's employment at your agency. |
| Employment End Date (if applicable) |   | This only applies to officers that are no longer at your agency (e.g., resigned, retired, terminated, or transferred out of your agency). |
| **Case Identification** |  |  |
| Date of Complaint |   | Date the complaint was received by your agency. If unavailable, please provide an estimated date.  |
| Internal Investigation Number |  |  |
| Status of Internal Investigation | Complete |   |
| Pending |   |
| Other |   |
| Date Investigation Completed (if after 12/31/2020) |  | Leave this blank if the investigation was completed before 1/1/2021. |
| **Allegation Details** |   |   |
| Category and Subcategory | Bias | Bias on basis of age |
| Bias on basis of ethnicity |
| Bias on basis of gender |
| Bias on basis of gender identity |
| Bias on basis of immigration status |
| Bias on basis of mental or physical disability |
| Bias on basis of race |
| Bias on basis of religion |
| Bias on basis of sexual orientation |
| Bias on basis of socioeconomic or professional level |
| Other form of bias |
| Death or Injury | Action resulting in death |
| Action resulting in serious bodily injury |
| Action resulting in non-serious bodily injury |
| Use of Force | Officer involved-shooting |
| Use of deadly force |
| Use of excessive, non-deadly force |
| Truthfulness or Professional Integrity | Creating and/or using false evidence |
| Filing a false report or committing perjury |
| Intimidating a witness |
| Submitting false timesheets |
| Tampering with evidence |
| Other form of untruthfulness |
| Criminal Conduct | Hate crime |
| Property crime |
| Crimes involving physical force |
| Other criminal conduct |
| Other Misconduct | Alcohol or drug misuse |
| Civil rights violation |
| Failure to report or intervene upon witnessing improper use of force |
| Failure to respond to an incident according to established procedure |
| False arrest, imprisonment, or detention |
| Improper firearm usage or storage |
| Improper processing of prisoners or property |
| Motor vehicle accident, unsafe operation, or damage |
| Retaliation |
| Unfit for duty / danger to the public |
| Unlawful entry, seizure, search, or stop |
| Other / conduct unbecoming |
| (Optional) Describe the allegation. |  | POSTC would appreciate any additional details or qualifications you provide. |
| Disposition | Sustained | The investigation produced a preponderance of evidence to prove the allegation of an act that was determined to be misconduct.  |
| Not Sustained | The investigation failed to produce a preponderance of evidence to either prove or disprove the allegation. |
| Unfounded | The allegation concerned an act by an agency employee that did not occur.  |
| Exonerated | The allegation in fact did occur but the actions of the agency employee were legal, justified, proper and in conformance with the law and the agency policy and procedure. |
| Not Applicable |  |
| Unknown |   |
| Pending |   |
| Other |   |
| Did the allegation result in a criminal charge? | No |  |
| Yes, felony |  |
| Yes, misdemeanor |  |
| **Recommended or Administered Disciplinary Actions** |
| Discipline Type | Termination or similar |   |
| Last Chance Agreement |   |
| Suspension, 1-5 days |   |
| Suspension, 6-29 days |   |
| Suspension, 30+ days |   |
| Demotion |   |
| Reassignment |   |
| Retraining |   |
| Written Reprimand |   |
| Written Warning or Letter of CounselingLoss of Time Off |   |
| Other |   |
| Not Applicable |   |
| If the recommended discipline under "Discipline Type" was not administered, please tell us why. | Discipline was held in abeyance | Leave blank if N/A. |
| Officer retired or resigned to avoid discipline |
| Discipline decision was reversed |
| Discipline is pending |
| Other |
| **POSTC Statutory Questions:** Does the complaint refer to any of the following? |
| Bias or discrimination? |   | These questions originate from POSTC's statute. We understand that there is overlap with the allegation categories. Please feel free to skip anything that duplicates an answer you already provided. Type Y if yes; leave blank if no. |
| Excessive force? |   |
| Serious injury or death? |   |
| Officer-involved shooting? |   |
| **Comments** |
| Please provide any additional comments or qualifications here. |   |  |

We recognize that your agency will need time to re-submit this information in the format specified. We designed the template to be as simple as possible but with rules that ensure data integrity. We are asking that this information be provided by March 15, 2023.