Institutional Planning and Operations
University Public Safety
Rutgers, The State University of New Jersey
55 Paul Robeson Boulevard
New Brunswick, NJ 08901

publicsafety.rutgers.edu
kenneth.cop@rutgers.edu

p. 848-932-4946
f. 732-932-4994

To: Members of the University Community

From: Kenneth B. Cop
Chief of University Police
& Executive Director of Public Safety

Date: August 6, 2021

Re: Internal Affairs Statistics – 2020 Calendar Year

The Rutgers University Police Department is committed to providing law enforcement and security services that are fair, effective, and impartially applied. To help achieve this, all department personnel including both sworn officers and civilian employees are held to the highest standards of conduct and are expected to treat all individuals with respect and to acknowledge the rights of all persons. Adherence to these standards, by personnel motivated by a moral and professional obligation to perform their job to the best of their ability, is the ultimate objective of this agency.

Providing police and security services can often be a very difficult and complex job. The Rutgers University Police Department recognizes that mistakes may be made and the actions of our employees may fall short of expectations. The Rutgers University Police Department has established rules and regulations and standard operating procedures governing the professional and personal conduct of employees and acceptable work performance standards. These guidelines are designed to protect the well-being and the rights of all citizens and employees. The Professional Standards Division will thoroughly investigate all reports of misconduct by employees regardless of the source. Anyone who files a complaint against an employee will be treated with courtesy and respect.

It is the policy of the Rutgers University Police Department to accept and investigate all complaints of alleged personnel misconduct or wrongdoing 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, intoxicated persons, and persons under arrest or in custody. The Police Department will conduct a thorough and impartial examination of the available pertinent information and will notify you of the results of the investigation. Employee misconduct or violations of departmental policies or procedures will be addressed and corrective actions will be taken as appropriate within the department's policy and procedure.

The Internal Affairs function is responsible for investigating all misconduct complaints made against members of the Rutgers University Police Department. Due to the unique mission of the University Police Department, the Internal Affairs Function is tasked with handling complaints from the public regarding employee' conduct, as well as allegations of criminal conduct by

members. In 2020, members in the University Police Department employees were involved in more than two hundred thousand police/citizen contacts. While many of these interactions were routine; many also involved stressful and critical situations.

The department takes the investigation of complaints seriously and acknowledges that our agency's internal affairs procedure is a critical function of the police department. A thorough internal affairs procedure provides guidance and direction to our investigating supervisors. Additionally, our agency progressively trains our supervisors in various aspects of internal affairs so that an investigation is thorough and in comportment with applicable state law and nationally accepted best practices.

As Executive Director of Public Safety and Chief of University Police, I take pride in the fact that our self-initiated internal affairs investigations numbers are indicative of a police department that takes proactive steps towards identifying potential problems within the department and administering corrective action according to agency guidelines, with the overall goal of improving the performance of the department.

Additional information regarding the Internal Affairs Process can be found on our website at: https://ipo.rutgers.edu/publicsafety/internal-affairs.

Thank you for taking the time to review this report and the attached statistics.

Definitions of Terms as Utilized in this Report:

These complaints are categorized as follows:

- Crime: Complaint regarding commission of an illegal act that constitutes a violation of the criminal code including disorderly and petty disorderly persons offenses.
- Excessive Force: Complaint regarding the use or threatened use of excessive force against a person.
- Improper Arrest: Complaint that the restraint of a person's liberty was improper or unjust, or violated the person's civil rights.
- Improper Entry: Complaint that entry into a building or onto property was improper or that excessive force was used against property to gain entry.
- Improper Search: Complaint that the search of a person or property was improper, unjust, violated established agency procedures, or violated a person's civil rights.
- Differential Treatment: Complaint that the taking, failure to take, or method of police action was predicated upon factors that should have been irrelevant such as race, appearance, age, or sex.
- Serious Rule Infractions: Complaint for conduct such as insubordination, drunkenness on duty, sleeping on duty, false statements or malingering.
- Repeated Minor Rule Infractions: Repeated complaint for conduct such as untidiness, tardiness, faulty driving, or failure to follow procedures.

Additionally, the outcome of the investigation, also known as the disposition, is provided for each category.

- Exonerated: The alleged incident did occur, but the actions of the employee were justified, legal, and proper.
- Sustained: The investigation disclosed sufficient evidence to prove the allegation, and the actions of the employee violated a provision of the agency's rules, regulations or procedures.
- Not Sustained: The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.
- Unfounded: The alleged incident did not occur.
- Administratively Closed: The complaint or investigation is closed prior to reaching a disposition.

RUTGERS UNIVERSITY POLICE DEPARTMENT
PROFESSIONAL STANDARDS DIVISION
INTERNAL AFFAIRS BUREAU ANNUAL SUMMARY REPORT
SWORN EMPLOYEES
JANUARY 1 – DECEMBER 31, 2020

Type of Complaint	Number of Dispositions					Total
	Sustained	Exonerated	Not Sustained	Unfounded	Administratively Closed	
Demeanor	1	4	0	2	2	9
Differential Treatment	0	0	0	0	0	0
Domestic Violence	0	2	0	0	0	2
Excessive Force	0	1	0	0	0	1
Improper Arrest	0	1	0	0	0	1
Improper Entry	0	0	0	0	0	0
Improper Search	0	0	0	0	0	0
Other Criminal Violation	2	3	0	3	0	8
Other Rule Violation	9	8	4	1	2	24
Total	12	19	4	6	4	45

Please note:
The above table is inclusive of all sworn police department employees, of all ranks and assignments, assigned to the Rutgers University Police Department.

RUTGERS UNIVERSITY POLICE DEPARTMENT
PROFESSIONAL STANDARDS DIVISION
INTERNAL AFFAIRS BUREAU ANNUAL SUMMARY REPORT
NON-SWORN EMPLOYEES
JANUARY 1 – DECEMBER 31, 2020

Type of Complaint	Number of Dispositions					Total
	Sustained	Exonerated	Not Sustained	Unfounded	Administratively Closed	
Demeanor	6	3	4	0	1	14
Differential Treatment	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Excessive Force	0	0	0	0	0	0
Improper Arrest	0	0	0	0	0	0
Improper Entry	0	0	0	0	0	0
Improper Search	0	0	0	0	0	0
Other Criminal Violation	0	0	0	0	0	0
Other Rule Violation	12	1	2	1	3	19
Total	18	4	6	1	4	33

Please note:
The above table is inclusive of all civilian police department employees assigned to the Rutgers University Police Department.

Annual Major Discipline Reporting Form

Internal Affairs Policy & Procedures | Appendix L

Pursuant to IAPP Section 9.11.2, every state, county, and local law enforcement agency in New Jersey is required to submit to the Attorney General and the County Prosecutor, and publish on the agency's public website, a brief synopsis of all complaints where a termination, reducation in rank or grade, and/or suspension of more than five days was assessed to an agency member. For the purposes of this report, please include all major disciplines in which a plea agreement was reached or final sanction was imposed during the time period listed below. Instructions for completing this form can be found on the "Instructions" tab of the Excel version of this document.

Time period	**June 15, 2020 to December 31, 2020**	
Agency	**Rutgers University Police**	<-- Type agency name here
County	**Statewide or Regional LEA**	<-- Select county from dropdown menu here

	Disciplined Officer			Sanction				Synopsis
No.	**Rank**	**First Name**	**Last Name**	**Terminated?**	**Demoted?**	**Suspended?**	**# Days Susp.**	**Description**
1	SGT	Amy	Leffand	No	No	Yes	6	SGT. Amy Leffand was suspended without pay for 6 days for conduct unbecoming of a police supervisor and for using offensive, insulting and provoking language. The sergeant utilized racially offensive language during an internal discussion with subordinate employees.
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								