

Annual Major Discipline Reporting Form
Internal Affairs Policy & Procedures | Appendix L

Pursuant to Attorney General Law Enforcement Directive No. 2022-14, 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, reduction in rank or grade, and/or suspension of more than five days, as well as sustained findings listed in the above directive, regardless of the type or severity of discipline imposed, 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. In addition, include all discipline from earlier years which was on appeal, the final appeal was resolved during 2023, and the discipline remains in one of the enumerated categories. Instructions for completing this form can be found on the "Instructions" tab of the Excel version of this document.

Time period: **January 1, 2023 to December 31, 2023**
 County: **State or Other Agency** <-Select County from dropdown menu here
 Agency: **DOC- Adult Diagnostic and Treatment Center** <-Select Agency from dropdown menu here

No.	Rank	Designated Officer		Sanction					Specify other sanction type, if applicable	Sustained Charge	Synopsis
		First Name	Last Name	Terminated?	Demoted?	Suspended?	# Days Susp.	Resigned, retired, transferred, or separated while IA Pending			
1	SCPO	Michael	Cook	No	No	Yes	15	No		Chronic or excessive absenteeism or lateness; Other sufficient cause ; Failure to follow call off or call-on procedures.	SCPO Michael Cook exhausted all earned sick leave for calendar year 2022 and had an unauthorized leave of absence beginning on December 4, 2022. Additionally, SCPO Cook failed to follow call off procedures on December 4, 2022, when he notified the Institution thirty (30) minutes in advance of intended absence instead of giving the (1) one hour notice as specified by policy. Per Settlement Agreement, the original sanction of Removal was modified and the employee received a fifteen (15) working day suspension of which (0) zero days were served and all fifteen (15) days were for record keeping purposes only reduced from a removal charge.
2	SCPO	Michael	Cook	No	No	Yes	15	No		Chronic or excessive absenteeism or lateness	SCPO Michael Cook exhausted all earned sick time for calendar year 2022 and had unauthorized absences from 8/13/22 - 8/26/22, 8/27/22 - 9/1/22 and from 9/4/22 to 9/9/22. Per Human Resources all FMLA entitlements were exhausted. Per Settlement Agreement, the original sanction of Removal was modified and the employee received a fifteen (15) working day suspension of which (0) zero days were served and all fifteen (15) days were for record keeping purposes only reduced from a removal charge.
3	SCPO	Stephen	Marrow	Yes	No	No		Yes		An employee who has not returned to duty for five or more consecutive business days following an approved leave of absence; Failure to return from an approved leave of absence for 5 consecutive work days at expiration of leave of absence; Other sufficient cause.	SCPO Stephen Marrow was on an approved Worker's Compensation leave of absence through September 28, 2022, and was required to return to work on September 29, 2022. He did not return to work. On November 1, 2022, Human Resources sent a letter advising of an unauthorized leave of absence and requested medical documentation to support the absence by no later than November 11, 2022. SCPO Marrow did not submit medical documentation or return to work. On December 14, 2022, Human Resources sent a letter advising SCPO Marrow that he was still out unauthorized. SCPO Marrow was advised to either return to work by December 23, 2022, with medical clearance, provide medical documentation to support the absence from September 28, 2022, provide a letter of resignation or provide proof of application for retirement. SCPO Marrow failed to return to work, resign or apply for retirement. As a result, SCPO Marrow was resigned not in good standing effective February 9, 2023.
4	SCPO	John	Urbanowicz	No	No	Yes	30	No		Conduct unbecoming a public employee; Other sufficient cause; Insubordination, intentional disobedience or refusal to accept an order, assaulting or resisting authority, disrespect or use of insulting or abusive language to supervisor; Violation of a rule, regulation, policy, procedure, order or administrative decision.	SCPO John Urbanowicz was ordered to report to SID and provide a statement in connection with an investigation into possible introduction of contraband and corruption. SCPO Urbanowicz disobeyed and failed to follow an order given by the Major which constitutes insubordination. SCPO Urbanowicz violated policy by failing to cooperate with an investigation. Such conduct is unbecoming a law enforcement officer. Per settlement agreement SCPO John Urbanowicz's original sanction of Removal was modified to a thirty (30) working days suspension of which all thirty (30) days were for record keeping purposes only.
5	Sgt	Tamika	Walker	No	No	Yes	15	No	Training, coaching, or counseling	Conduct unbecoming a public employee; Other sufficient cause; Neglect of duty, loafing, idleness, or willfull failure to devote attention to tasks which could result in danger to persons or property; Racial and/or sexual harassment, discrimination and/or retaliation; Violation of a rule, regulation, policy, procedure, order or administrative decision	On May 28, 2023, Sergeant Tamika Walker violated Department policy and acted in an unprofessional manner during an encounter with a fellow Sergeant by intentionally "chest bumping" him and calling him a gender slur "bitch," thereby violating the Policy Prohibiting Discrimination in the Workplace. Furthermore, Sgt. Walker neglected to give a full account of the incident until reviewing the record once again. As per Settlement Agreement, Sgt. Walker's original disciplinary action of a (35) thirty-five working day suspension was modified to a (15) fifteen working days suspension of which all fifteen days shall be for record keeping purposes only. Additionally, Sgt. Walker will complete retraining relevant to policies and procedures as deemed necessary by the institution or Custody Staff Training Academy.