

**DISPUTE RESOLUTION &
DISCIPLINARY COMMISSION**



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South African Police Service: 25 Alfred Street, Greenpoint, Cape Town, 8005

DISPUTE & DISCIPLINARY COMMISSION (DDCOMM) FINAL REPORT

1. CASE INFORMATION

Case Reference Number:(case number (3 digits) followed by month and year e.g.: 003/2/25)

[Insert Case Number]

Date of Report Submission: [DD/MM/YYYY]

Reporting Level: Sub-District - / District - / Provincial -

Person Handling Case: [Name of Commission]

Date Case Was Opened: [DD/MM/YYYY]

Date Case Was Closed: [DD/MM/YYYY]

2. PARTIES INVOLVED

Complainant: [Full Name & Position]

Respondent: [Full Name & Position]

Witnesses (if any): [List Names & Roles]

Witnesses (if any): [List Names & Roles]

Witnesses (if any): [List Names & Roles]

Witnesses (if any): [List Names & Roles]

Witnesses (if any): [List Names & Roles]

3. CASE SUMMARY

Nature of the Dispute/Complaint:

Briefly Describe the Case

Background Information:

Provide Context, Including Key Events Leading to the Dispute

Key Findings from Investigation:

Summarize Findings

4. RESOLUTION STRATEGY

Mediation & Conflict Resolution – Facilitating discussions between parties to reach an amicable solution -

Training & Capacity Building – Addressing the issue by improving skills, awareness, or understanding -

Administrative Actions – Taking corrective measures such as warnings, suspension -

Formal Hearing Process – Establishing a disciplinary hearing to adjudicate serious cases -

Investigation by SAPS – Engaging law enforcement for cases involving possible criminal behavior -

Other (Custom Approach) – Any specific action that fits the case but does not fall under the above categories -

5. OUTCOME & FINAL DECISION

Summary of Resolution:

Describe How the Issue Was Resolved

Final Decision:

Detail the Decision Taken and the Justification

Sanctions/Penalties (if applicable):

List Any Disciplinary Measures

6. LESSONS LEARNED AND RECOMMENDATIONS:

Lessons Learned:

Identify Any Trends or Key Takeaways

Recommendations for Future Prevention:

Suggest Measures to Avoid Similar Issues

7. ACKNOWLEDGEMENT & SIGNATURES:

- **Chairperson:** [Full Name & Signature]
- **Investigation Officer (if applicable):** [Full Name & Signature]
- **Mediator (if applicable):** [Full Name & Signature]
- **Integrity Observer (if applicable):** [Full Name & Signature]

End of Report