

**DISPUTE RESOLUTION &
DISCIPLINARY COMMISSION**



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

DISPUTE & DISCIPLINARY COMMISSION (DDCOMM) INITIAL REPORT

1. REPORTING LEVEL

Sub-District - ☐

District - ☐

Provincial - ☐

2. REPORTING DATE

Date:

3. CASE REFERENCE NUMBER (case number (3 digits) followed by month and year e.g.: 003/2/25)

4. COMPLAINANT DETAILS:

- Name: _____
- Position/Role: _____
- Contact Details: _____

5. RESPONDENT DETAILS:

- Name: _____
- Position/Role: _____
- Contact Details: _____

6. NATURE OF DISPUTE:

7. CASE SUMMARY:

- Date of Incident: _____
- Location of Incident: _____
- Brief Description of the Dispute:
(Provide a concise summary of the dispute, including key events, persons involved, and immediate impact)

8. INITIAL FINDINGS & EVIDENCE:

- Supporting Documents (Attach copies if applicable):
- Preliminary Review Outcome:
(Provide a brief assessment of the case, including any immediate observations)

9. ACTION TAKEN SO FAR:

10. RECOMMENDED NEXT STEPS:

(Outline proposed actions such as further investigation, hearings, or resolution approaches)

11. REPORTING OFFICIAL:

- Name: _____
- Designation: _____
- Contact Information: _____
- Signature: _____
- Date: _____

12. REVIEW & APPROVAL:

(To be completed by the relevant DDCOMM authority)

- Reviewed By: _____
- Designation: _____
- Approval Status: ☐ Approved ☐ Revisions Required
- Comments: _____
- Signature: _____
- Date: _____

13. REPORT DISTRIBUTION:

(Indicate recipients of the report)

End of Report