

**DISPUTE RESOLUTION &
DISCIPLINARY COMMISSION**



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

DISPUTE & DISCIPLINARY COMMISSION (DDCOMM) LESSONS LEARNT

1. REPORT 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 -

2. SUMMARY OF CASE FINDINGS

Nature of the Case:

Briefly describe the case

Key Findings:

Summarize the main findings from the case

Resolution Outcome:

Summarize the final resolution

3. Lessons Learned

List key lessons learned from the case / Identified issues and how they impacted the case / Best practices that were effective

4. RECOMMENDATIONS FOR FUTURE PREVENTION

Identify proactive measures to prevent similar disputes in the future

Policy Adjustments -

Outline any suggested policy changes

Training & Capacity Building -

List training needs identified

Structural Improvements -

Identify organizational changes needed

Operational Recommendations -

Suggestions for improved procedures

Other Recommendations -

Any additional suggestions

5. IMPLEMENTATION PLAN

Responsible Party/Department:

Assign Responsibility

Implementation Plan:

Detail the Decision Taken and the Justification

Required Resources (if any):

List Any Necessary Resources

Monitoring & Evaluation Plan:

Outline How the Implementation Will Be Assessed

6. SIGNATURES & APPROVAL

Chairperson of DDCOMM

Full Name:

Signature:

Investigation Officer (if applicable)

Full Name:

Signature:

Mediating Official (if applicable)

Full Name:

Signature:

Integrity Observer (if applicable):

Full Name:

Signature:

End of Report