

**DISPUTE RESOLUTION &  
DISCIPLINARY COMMISSION**



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

**DISPUTE & DISCIPLINARY COMMISSION (DDCOMM) RESOLUTION  
PLAN 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. 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)

## 7. OBJECTIVES OF RESOLUTION PLAN:

(Define the goals for resolving the dispute, ensuring fairness, compliance, and harmony)

## 8. 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 - ☐

## 9. ACTION STEPS :

(Outline the specific steps to be taken, including responsible parties and deadlines)

Step No.	Action Item	Responsible Person	Deadline
1		Person	Date
2		Person	Date
3		Person	Date

Step No.	Action Item	Responsible Person	Deadline
4		Person	Date
5		Person	Date
6		Person	Date
7		Person	Date
8		Person	Date
9		Person	Date
10		Person	Date

## 9. EXPECTED OUTCOME:

(Describe the intended results of implementing the resolution plan)

## 11. MONITORING & EVALUATION:

- Responsible Monitoring Authority: \_\_\_\_\_
- Review Intervals: ☐ Weekly ☐ Bi-Weekly ☐ Monthly
- Progress Assessment Criteria: \_\_\_\_\_

## 12. FINAL RECOMMENDATION:

(List any lessons learned and measures to prevent similar disputes in the future)

## 13. REPORTING OFFICIAL:

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- 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)

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**End of Report**