

# DAVIS POLICE DEPARTMENT

## Memorandum

**DATE:** XXXX

**TO:** Paul Doroshov, Deputy Police Chief

**FROM:** Art Camacho, Police Lieutenant

**SUBJECT:** CC-XXX-19

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### I. Introduction/Background

*Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint or allegation of misconduct.*

### II. Synopsis

*Provide a brief summary of the facts giving rise to the investigation. List any allegations of misconduct separately, including applicable Rules & Regulations or Policies & Procedures.*

### III. Investigation/Evidence

*Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section. Evidence may include:*

- i. Report Information
- ii. CAD Information
- iii. Radio Information
- iv. In-Car Camera/BWC information
- v. Statements of complaining parties
- vi. Statements of witnesses, including Department members
- vii. Statements of personnel subject to the investigation

### IV. Exhibits

*A separate list of exhibits (e.g., reports, recordings, photos, documents, transcripts) should be attached to the report.*