DATE: XXXX

TO: Paul Doroshov, Deputy Police Chief

FROM: Art Camacho, Police Lieutenant

SUBJECT: CC-XXX-19

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.