



**ADDISON POLICE DEPARTMENT
COMPLAINT CLASSIFICATION FORM**

Complaint Log No:

Date:

Submitted By:

Describe Basis of Complaint or Explanation of Why No Further Action Required:

Classification Recommendation – This is based on the type and severity of the allegation(s) set out above. The classification determines the level of investigation that will be initiated. As facts are developed during the course of the investigation, the complaint classification and/or level of investigation may be changed.

Sectional **Administrative** **Formal**

No Further Action Required - based on preliminary inquiry and finding that clearly shows that no misconduct or other inappropriate behavior occurred. (Note: This form is not required for on-view violations that result in only a Written Coaching.)

After making classification recommendation, forward to the appropriate Division Commander for approval via the chain of command.

Lieutenant's Recommendation:

Lieutenant's signature:

Division Commander's Determination:

Division Commander's signature:

Professional Standards:

Professional Standards signature: