



**ADDISON POLICE DEPARTMENT
COMPLAINT CLASSIFICATION FORM**

Complaint Log No:

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

Submitted By:

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 Date:classification and/or level of investigation may be changed.

Sectional Administrative Formal

No Further Action Required - based on preliminary inquiry and finding that clearly show 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:

The Chief of Police must be notified immediately, through the chain of command, upon receipt of all Formal complaints and of Administrative or Sectional complaints that have (or are likely to have) public or media involvement. **Chief Notified** **Date:**

Professional Standards signature: