

Watertown Police Department
Watertown, South Dakota

MEMORANDUM

(Date)

To: (Commanding Officer via Chain of Command)

From: (Individual conducting the Inquiry)

Ref: Inquiry into the Complaint of (Complainant's Name)

Involved Employee:
, ID

Complainant:

Others Involved:
(Other employees and/or civilian witnesses)

SYNOPSIS

On (date), I was directed to conduct an inquiry concerning a complaint made by (Complainant's Name). The complaint concerned the alleged substandard performance of (Accused Employee) relative to (example: Case number, traffic stop, escape of a prisoner, whatever the complaint maybe pertaining to).

It is alleged (Accused Employee) was (example: rude during a traffic stop, unprofessional, failed to write a case report, etc.).

After reviewing all available evidence, both documented and testimonial, this inquiry concluded the disposition, relative to the complaint of (complainant's name) is (Exonerated, Unfounded, Sustained, Not Sustained, Policy Failure or referred for further administrative investigation).

SUMMARY OF ACTION

(Chronological listing of investigative actions taken by the individual conducting the inquiry)

SUMMARY OF INQUIRY

Summarize the information gathered during your inquiry. It is not necessary to state the date and time of your contact with a witness because you have already listed that

information in the Summary of Action. You should concentrate on the content of the testimony and/or the evidence gathered.

CONCLUSION:

Per WPD General Orders, employees will adhere to the following policies:

(Insert the particular General Order Violated)

Based on the evidence gathered to include the statements of the individuals interviewed, the inquiry concluded the actions of **(Accused Employee)** (were or were not) in violation of **(General Order # and Title)**. Thus, the findings relative to these allegations are **(Exonerated, Unfounded, Sustained, Not Sustained, Policy Failure or referred for further administrative investigation)**.

c: Chief Vitek
Assistant Chief Resick
Captain Hegg
File