Notes for File Review Part 1

1. Should it have been referred to the IPCC or the Procurator Fiscal?
   Was it dealt with by the appropriate authority?

2. Is the form completed correctly?
   Does it contain sufficient information?

3. Check signatures are there
   Is there sufficient info to detail the complaint and officer, if identified?

5. Was the letter to the complainant timely and responsive in terms of process description, rights and force standards?
   Was the IO identified to the complainant?

6. Was the notice served in a timely fashion?
   Did the notice contain sufficient detail on the complaint?
   Was the officer advised of the complaint prior to notice being served?

7. Was this timely, sufficient, and an appropriate method?
   Did it respond to any particular needs of the complainant e.g. illness, language?

14. Was the time taken reasonable?
    Was there a delay? If so, why?