File Number.....

Outcome.....

File Review – Part 1

	Area to review	**Finding (Y/N)**	**Comments**
1	Was the complaint dealt with correctly under legislation?		
	Was it dealt with by the appropriate authority?		
	Was it referred to the IPCC or Procurator Fiscal?		
2	Is the complaint form present (DC1)?		
	Is there sufficient information to detail the complaint and officer, if identified?		
5	Was the acknowledgement of receipt timely?		
6	Was the subject officer issued with a notice detailing what they could expect from the investigation and how it would be handled?		
	Was the notice served in a timely fashion?		
	Did the notice contain sufficient detail on the complaint?		

7	What was the standard of the initial contact with the complainant by the Investigating Officer?		
	Was this timely, sufficient, and an appropriate method?		
	Did it respond to any particular needs of the complainant e.g. illness, language?		
14	Time taken to complete the investigation from the live date?		
	Was the time taken reasonable?		
	Was there a delay? If so, why?		
General Notes/Observations			