



**METROPOLITAN
POLICE**

Working together for a safer London

OPERATIONAL SERVICES

DIRECTORATE OF PROFESSIONAL STANDARDS

Telephone:

Your reference:

Our reference:

Date:

Dear

I am pleased to report that the steps agreed/detailed in my letter dated have now been completed.

The steps were:

-

As a result of the above steps, the following action has now been taken:

-

We are grateful to you for raising this issue and giving us the opportunity to review the actions of those concerned. It is always useful to receive feedback on how our officers and staff perform; as an organisation it allows us to learn and develop and to identify ways we can improve our service in the future.

If you are not satisfied with the way this matter has been dealt with, you have the right to appeal to the Appeals Unit of the Directorate of Professional Standards. There is no right of appeal to the IPCC. You have 28 days from the day after the date of this letter to make your appeal. The 28th day is **DD/MM/YYYY**. Appeals received after 28 days may not be allowed unless there are exceptional circumstances.

If you do decide to appeal, this is the address to write to:

DPS Appeals Unit, Metropolitan Police Service, 22nd Floor ESB, Lillie Road, London SW6 1TR

Further information about how to appeal can be found on the IPCC website:
www.ipcc.gov.uk

You can have a copy of the Police record of your complaint, showing that your concerns have been formally recorded. If you would like this, you need to put your request in writing and send it to me within 3 months of the date on this letter.

Please let me close by expressing my sincere thanks. This has been a constructive process for all of us. Thank you again.

Yours sincerely

Name

Rank/Grade

Dept/Unit

Sent on behalf of the (Name of OCU) Professional Standards Champion

NOT PROTECTIVELY MARKED