



Duluth Police Department

COMMENDATION REPORT

Commendations

The Duluth Police Department is committed to maintaining integrity, discipline, and a relationship with the community of trust and confidence. We welcome citizen's recognition of police employees performing in an effective, quality manner. If you have had a positive experience involving one of our employees and you believe the employee should be recognized for their performance, please take the time to fill out the form below. When you have completed the Commendation form, either bring it to the police department, Monday through Friday, 8:00 a.m. to 6:00 p.m. or mail it to:

**Citizen Commendation
c/o Chief of Police
Duluth Police Department
2030 North Arlington Avenue
Duluth, MN 55811**

Please complete this form as fully and accurately as you are able. When describing the incident, write down a detailed account as you remember it. Whenever possible, include the location, date, time, and telephone number, and the names and addresses of other known witnesses. If known, give the name(s) of the officer(s) involved. If you do not know the officer's name(s), use the narrative section to describe the officer(s) in as much detail as you can remember. If necessary, attach additional sheets to this form. It's also important that you include as much as you remember of any conversation you or others had with the officer(s) or any actions taken by the officer(s). Describe in detail what you feel the officer(s) or any police department employee did that should be recognized.

Citizen commendations will be forwarded to the Chief, the employee's supervisor, the commended employee and to their personnel file.

Thank you for taking the time to recognize the hard work and dedication of our employees



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The Mission of the Duluth Police Department is to provide the highest level of service through partnerships and problem solving in a professional, ethical, and timely manner.

Citizen Information (person reporting commendation)

Citizen Name	Home Phone	Other Phone
Address (Include Street Address, City, State and Zip code)		

Commendation Information

Incident Date and Time	Incident Location	Case Number (If Known)
Employee Name (Badge number if known)	Additional Employee Name (If Applicable)	Additional Employee Name (If Applicable)
Witness Name	Witness Address	Witness Phone number
Witness Name	Witness Address	Witness Phone number
Describe Basis for Commendation (attach additional sheets if necessary)		

Citizen Signature	Date
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Receipt and Disposition Information (to be completed by Police)

Employee Receiving Report	Date/Time Received	Referred to
Commendation <input type="checkbox"/> Officer <input type="checkbox"/> File	Date Commendation Forwarded	Case Number

