



PALMER POLICE DEPARTMENT PROFESSIONAL STANDARDS

PERSONNEL RECOGNITION FORM

Palmer Police Officers and support personnel are expected to make every effort to perform their duties in a competent, courteous and professional manner. Often, our employees exceed those expectations. If you encounter a Palmer Police Officer, Dispatcher or support personnel performing exceptional service that reflects favorably upon the employee and the department, we encourage you to take a moment and tell us about it. Please use this form to share with us the outstanding service that you have received or observed being done for someone else. You may also call or write to the Office of Professional Standards at the address and/or email provided below.

Please include all the information you can remember such as the employee's name, the date, time, and circumstances of the outstanding service. The employee will be notified of your commendation as will their supervisors, and a copy will also be placed in his/her employee file.

Date Filed: _____ **Time:** _____

PALMER POLICE DEPARTMENT PERSONNEL INVOLVED

Name of Officer/Employee: _____ ID#: _____

If Name not known, provide brief description (i.e., male or female, glasses, etc...): _____

Name of Officer/Employee: _____ ID#: _____

If Name not known, provide brief description (i.e., male or female, glasses, etc...): _____

INCIDENT INFORMATION

Incident Location: _____

Incident Date: _____ Incident Time: _____

Please describe your experience with our employee: _____

Your Contact Information

Full Name: _____

Street Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

MAIL OR DELIVER COMPLETED FORMS TO:

Email: professionalstandards@palmerpolice.org

Office of Professional Standards

413-283-5807

Palmer Police Department

4419 Main St.

Palmer, Ma. 01069

ATTN: Professional Standards

Internal Use Only	Received by: _____	Date: _____
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