

# HASTINGS POLICE DEPARTMENT PERSONNEL COMMENDATION AND COMPLAINT FORM

Type of Information: \_\_\_\_\_ Commendation    \_\_\_\_\_ Complaint

<b>Citizen's Name (last, first, MI)</b>			<b>Address</b>				<b>City/State</b>		<b>Zip</b>
<b>Residence Phone</b>	<b>Business Phone</b>	<b>Sex</b>	<b>Race</b>	<b>Ht</b>	<b>Wt</b>	<b>Date of Birth</b>	<b>Driver's License #</b>		
<b>Location of Occurrence</b>		<b>Date/Time Occurred</b>		<b>Date/Time Reported</b>		<b>How Reported</b>			
						<input type="checkbox"/> Person <input type="checkbox"/> Phone <input type="checkbox"/> Letter			
<b>Employee Name (last, first, MI)</b>			<b>Title</b>		<b>Badge No.</b>		<b>Duty Status</b>		
<b>Case # or citation #.</b>		<b>Arrested</b>		<b>Injured</b>		<b>Employee Injured</b>			
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>1. Witnesses (full names, addresses, phone numbers):</b>									
<b>2. Additional police employees involved:</b>									
<b>4. Summary of complaint (comprehensive reports, statements, photos, etc. will be filed with this complaint form. This is an incident summary only.)</b>									
<b>Complainant's Signature</b>			<b>Date</b>		<b>Assigned To</b>		<b>Date</b>		