



**MOUNT UNION BOROUGH  
POLICE DEPARTMENT**

28 West Market Street  
Mount Union, PA 17066

Office: (814) 542 - 8822  
Dispatch: (814) 643 - 3960  
Fax: (814) 542 - 4738

**EMPLOYEE COMMENDATION**

If you would like to commend an employee of the Mount Union Borough Police Department, please fill out this form. You may either mail this form or return it to the police station in a sealed envelope marked to the attention of the Mayor. You may also commend an employee by writing a letter to the Chief of Police, Mount Union Police Department, 28 West Market Street, Mount Union, PA 17066. Verbal commendations may be given to any Department supervisor. Your comments will be reviewed by the concerned commanding officer and the commended employee.

- 1. Date of contact with employee \_\_\_\_\_  
 Time of contact with employee \_\_\_\_\_  AM  PM  
 Location of contact (i.e., address, cross street, or business name, etc.) \_\_\_\_\_  
 \_\_\_\_\_

- 2. Employee's name, badge number (if known):

Name	Badge Number
_____	_____
_____	_____
_____	_____

- 3. What initiated your contact with the employee?

- |                                                              |                                                            |
|--------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Police response to your call        | <input type="checkbox"/> Pick up property                  |
| <input type="checkbox"/> Traffic Stop                        | <input type="checkbox"/> Visit a detective                 |
| <input type="checkbox"/> Traffic Collision                   | <input type="checkbox"/> Visit/release a prisoner          |
| <input type="checkbox"/> Made a report at the police station | <input type="checkbox"/> Witness at a police investigation |
| <input type="checkbox"/> Other _____                         |                                                            |

- 4. What would you like to commend about the employee's performance?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Print your name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ OIC Signature: \_\_\_\_\_

