|  |  |  |
| --- | --- | --- |
|  | **Mount holyoke college****PUBLIC SAFETY AND SERVICE****CITIZEN COMMENDATION / COMPLAINT FORM** |  |
| **Instructions:Please provide as much information about the interaction with the officer/employee. Specific information about the date, time, and location will help in locating computer-based information if you do not know the employee’s name. Note that a complaint can be made anonymously, however that limits the department’s ability to obtain further information from you and to follow up with you upon completion of the review.** |
|  |
| **Involved Officer/Employee(s) Information (if applicable):** |
| **Name:** |  |
| **Name:** |  |
| **Person Making the Complaint/Commendation:** |
| **Name:** |  | **Phone:** |  |
| **Address:** |  |
|  |
| **I would like to make a (check one):** | **[ ]  Commendation[ ]  Complaint** |
| **Date of Contact:** |  | **Approximate Time:** |  |
| **Location Contacted:** |  |
| **Reason for the Complaint/Commendation: (attach additional pages if needed):** |
|  |
| **Witness Information:** |
| **Name:** |  | **Phone:** |  |
| **Address:** |  |
|  |
| **Name:** |  | **Phone:** |  |
| **Address:** |  |

**Submitted by: Date:**

**Please return the completed form to Public Safety and Service in-person, inter-office mail, or email:**

**SUPERVISOR USE ONLY:**

**Received by: Date:**

**Supervisor Notes:**

**Director Raymond LaBarre: rlabarre@mtholyoke.edu**