

Mount Holyoke College
Department of Public Safety
Employee Commendation Form

If a Department of Public Safety employee has done a good job or you would like to express your thanks, you can call or visit the Public Safety Department during regular business hours and ask to speak to a supervisor within the employee's division/section or you may complete and mail this form to:

Barbara A. Arrighi
 Mount Holyoke College
 Department of Public Safety
 50 College Street
 South Hadley MA 01075

Your comments will be forwarded to the appropriate supervisor for dissemination to the employee and other appropriate channels. Please use the form provided below to enter your information. Sometimes there may be more than one officer or employee handling an incident, so any specific information that can be provided is appreciated.

The reporting party information below is not mandatory and you may remain anonymous. If reporting party information is available to staff, follow up telephone calls may be placed to verify information or ask additional questions in the event the information provided by the reporting party does not provide enough specifics to locate the employee deserving of the compliment.

Employee 1 Name:		
Employee 2 Name:		
Employee 3 Name:		

Date of Incident:		Incident Time:	
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Location of Incident:		
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Nominee's Name:		
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Nominee's Phone:		Email:	
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Compliment/Statement:			
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Nominee's Signature:		Date:	
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