

## MELROSE POLICE DEPARTMENT COMMENDATION OR COMPLAINT REPORT

Case Number
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**Citizen's Information (person reporting commendation or complaint)**

Citizen's Name	Home Telephone Number	Daytime Telephone Number, if Different
Address (include street address, city, state, & zip code)		
Date of Birth	Social Security Number	Sex
Occupation	Employer	Employer's Telephone Number

**Commendation/Complaint Information (Please Check Type of Report: \_\_\_\_\_ Commendation \_\_\_\_\_ Complaint)**

Incident Date & Time	Incident Location	Incident Number (If Known)
Employee's Name	2 <sup>nd</sup> Employee's Name (If Applicable)	3 <sup>rd</sup> Employee's Name (If Applicable)
Witness's Name, Address, Telephone Number		
Witness's Name, Address, Telephone Number		
Describe Basis For Commendation or Complaint (attach additional statement, if necessary)		
Citizen's Signature	Date	

**Receipt & Disposition Information (to be completed by police)**

Employee Receiving Report	Date & Time Received	Report Forwarded To (If Applicable)
Type of Complaint	Final Disposition	Final Disposition Date