



PENNSYLVANIA CAPITOL POLICE CITIZEN'S COMMENDATION FORM

Anyone can submit a commendation of appreciation for outstanding service to the community provided by a Capitol Police employee. Complete this form and mail to the address listed below. We also accept any commendations submitted in written format.

Mail to: Capitol Police
Room 70E, Capitol East Wing
Harrisburg, PA 17125

YOUR NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE (____) _____ DAYTIME PHONE (____) _____

INVOLVED EMPLOYEE(S)

NAME _____ RANK/TITLE _____ BADGE NO. _____

NAME _____ RANK/TITLE _____ BADGE NO. _____

NAME _____ RANK/TITLE _____ BADGE NO. _____

DATE OF OCCURRENCE _____ TIME _____

LOCATION OF OCCURRENCE _____

DESCRIPTION OF EVENT/OCCURRENCE _____

WHAT WOULD YOU LIKE TO COMMEND ABOUT THE EMPLOYEE'S PERFORMANCE?

SIGNATURE _____ DATE _____

FOR OFFICIAL USE ONLY

DGS CAPITOL POLICE RECEIVING COMMENDATION

NAME _____ BADGE NO. _____ DATE _____

EMPLOYEE'S SIGNATURE _____ COMMANDING OFFICER'S SIGNATURE _____