



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
MEDWAY POLICE DEPARTMENT

Medway Police Department
315 Village Street
Medway, MA 02053
Phone (508) 533-3212
Fax (508) 533-2116
Email :
wkingsbury@medwaypolice.com
www.medwayma.gov

Commendation Report

Citizens can file a commendation report for an employee, or the department as a whole, using the following form. You can print the form out and fill it out by hand, or download it and complete it electronically. The completed form can be mailed, emailed (*to the email on our website*), or dropped off at the police station to the attention of the Chief.

Commendation Report

Date: _____ Time: _____

Citizen Information

Name: _____ Phone: _____

Address _____ Email: _____

Witness Information (if any)

Name: _____ Phone: _____

Address _____ Email: _____

Employee Information

Name: _____ Rank: _____ Badge: _____

Description: _____

Incident Information

Date: _____ Time: _____ Incident #: _____

Location: _____

Details (please print clearly):

I hereby certify that to the best of my knowledge, and under penalty of perjury, the statements made herein are true.

(Signature of Citizen)

(Date & Time)

**** Medway Police Department – Internal Use Only ****

(Printed Name of OIC Receiving Report)

(Signature of OIC Receiving Report)

(Date & Time)

Action Taken

Copy Given To
Employee

Investigated
Submitted to Personnel File

Investigated
Submitted for Commendation

Other (specify below):

Supervisor's Synopsis