



# St. Anthony Police Department

## Commendation Report

### Commendations

The St. Anthony Police Department is committed to maintaining integrity, discipline, and a relationship with the community of trust and confidence. We welcome citizen's recognition of police employees performing in an effective, quality manner. If you have had a positive experience involving one of our employees and you believe the employee should be recognized for their performance, please take the time to fill out the form below. When you have completed the Commendation form, either bring it to the police department or mail it to:

**Citizen Commendation c/o Chief of  
Police  
St. Anthony Police Department 3301 Silver  
Lake Road  
St. Anthony, MN 55418**

Please complete this form as fully and accurately as you are able. When describing the incident, write down a detailed account as you remember it. Whenever possible, include the location, date, time, and telephone number, and the names and addresses of other known witnesses. If known, give the name(s) of the officer(s) involved. If you do not know the officer's name(s), use the narrative section to describe the officer(s) in as much detail as you can remember. If necessary, attach additional sheets to this form. It's also important that you include as much as you remember of any conversation you or others had with the officer(s) or any actions taken by the officer(s). Describe in detail what you feel the officer(s) or any police department employee did that should be recognized.

Citizen commendations will be forwarded to the Chief of Police, the employee's supervisor, the commended employee and to their personnel file.

**Thank you for taking the time to recognize the hard work and dedication of our employees!**



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The Mission of the St. Anthony Police Department is to improve the overall quality of life  
by preserving the peace and safety of the community.

### ***Citizen Information (person reporting commendation)***

|  |              |               |
|--|--------------|---------------|
| Citizen Name   | Phone Number | Email Address |
| Address (include street address, city, state and zip code) |              |               |

### ***Commendation Information***

|  |  |  |
|--|--|--|
| Incident Date and Time                 | Incident Location                        | Case Number (if known)                   |
| Employee Name (Badge number, if known) | Additional Employee Name (if applicable) | Additional Employee Name (if applicable) |
| Witness Name                           | Witness Address                          | Witness Phone Number                     |
| Witness Name                           | Witness Address                          | Witness Phone Number                     |

Describe Basis for Commendation (attach additional sheets if necessary)

Citizen Signature

Date

***If you have questions, call the St. Anthony Police Department at 612-782-3350***

### ***Receipt and Disposition Information (to be completed by Police)***

|  |                             |             |
|--|-----------------------------|-------------|
| Employee Receiving Report  | Date/Time Received          | Referred to |
| Commendation: <input type="checkbox"/> Officer <input type="checkbox"/> File | Date Commendation Forwarded | Case Number |



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The Mission of the St. Anthony Police Department is to proactively arrest offenders and prevent crime, while working with the community to solve problems and improve the overall quality of life for all we serve.

Describe Basis for Commendation (Continuation)