



**Rutland City Police Department**  
**Compliment / Complaint Regarding Personnel                      Tracking #**

<b>RECEIVED</b>	<b>DATE:</b>	<b>HOW RECEIVED:</b>		
	<b>RECEIVED FROM:</b>			
	<b>RECEIVED BY:</b>			
<b>REPORTING PERSON(S)</b>	<b>NAMES:</b>		<b>DOB:</b>	
	<b>ADDRESS</b>		<b>PHONE #</b>	
<b>DATE</b>	<b>DATE OF INCIDENT:</b>		<b>TIME OF INCIDENT :</b>	
	<b>LOCATION:</b>			
<b>DEPARTMENT MEMBER</b>	<b>NAME</b>	<b>RANK</b>	<b>EMPLOYEE #</b>	<b>SHIFT</b>
<b>NATURE OF COMPLIMENT/ COMPLAINT</b>				
<b>HOW WAS COMPLIMENT/ COMPLAINT RESOLVED</b>				
<b>REPORT HANDLED BY</b>	<b>PRINTED NAME</b>			<b>DATE:</b>

**SIGNATURE:** \_\_\_\_\_

SENT TO APPROPRIATE DIVISION COMMANDER \_\_\_\_\_

(USE ADDITIONAL PAGE(S) IF NEEDED AND ATTACH ANY PERTINENT DOCUMENTS.)