



**Citizen Request to
Recognize a Police Department Employee
Papillion Police Department
1000 East First Street
Papillion, Nebraska 68046
402-597-2035**

Dear Citizen:

If you want to recognize a Papillion Police Department employee, complete the following form.

Our department will also accept recognition requests by telephone. In these situations, call the Police Department at (402) 597-2035 and request to speak with the Assigned Supervisor.

Sincerely,

**Scott A. Lyons
Chief of Police**

Recognition Information

Please fill in your name and all information completely so that we may contact you.

(#1) Person Making Recognition Request:

Name: _____

Address: _____

Telephone # (H) _____ (W) _____ (Cellular) _____

Name of Officer/Employee Involved: _____

Date of Incident: _____ Time of Incident: _____

Location where alleged incident occurred: _____

Nature of Recognition

Please check the appropriate box.

The employee/officer was:

On Duty Off Duty Performing Law Enforcement Services Personal Conduct

(Over)

Further information concerning nature of this Recognition:

The name(s) of the employee(s)/officer(s) involved is/are: _____

Please list the location where the activity which led to this Recognition occurred: _____

Please list the date and time that this incident occurred: _____

Please provide us a written summary of what your Recognition is:

(You may attach separate pages if needed)

Signature of Individual Making Request for Recognition

Date

Supervisor Receiving Request / Badge #

Date

Office Use Only:

Related Incident or Citation Number _____ Court Date pending ____ \ ____ \ ____

Receipt: Phone Letter Fax Person Email

Name of Officer taking Request for Recognition _____

Date _____ Time _____