

Los Angeles Port Police Citizens Commendation Form



Our department prides itself on outstanding customer service. If you would like to commend an employee, please fill out this form. You may also commend any employee by speaking with any supervisor or the Watch Commander.

Commendations can be emailed to laportpd@portla.org or sent via postal mail to Los Angeles Port Police, Office of the Chief, 330 South Centre Street, San Pedro, CA, 90731.

Name _____	Phone Number _____
Cell Phone _____	Email Address _____
Preferred method of contact _____	Best time to contact you _____
Address _____	Primary language spoken _____
Date and time of occurrence _____	
Location of occurrence _____	

Names, Badge Numbers, or Serial Numbers of Employee (if known)

Names, addresses and telephone numbers of witnesses present at the time of occurrence (if known)

Details – Explain what happened, when it happened, and where it happened. If you do not know the involved employees' names or badge numbers, please describe them. *List additional employees and/or witnesses in this section.*

If you have any questions, please call the on-duty Watch Commander at (310) 732-3500.

Date _____	Signature _____
LAPP Incident # _____	

Citizens Commendation Form Continuation

Details – Explain what happened, when it happened, and where it happened. If you do not know the involved employees' names or badge numbers, please describe them. *List additional employees and/or witnesses in this section.*

To be completed by the supervisor receiving this form.

Supervisor's Name _____ **Serial Number** _____

Date & Time Received _____ **Division** _____

Final Disposition _____

(i.e. Forwarded to Professional Standards, sent correspondence to citizen, disposition, etc.)

Command Officer Review _____ **S/N** _____ **Date** _____

Professional Standards Unit Review _____ **S/N** _____ **Date** _____

LAPP Incident # _____ **IA #** _____

Personnel Commendation Form Continuation

Signature _____

Date _____

LAPP Incident # _____