

Nomination Form
Saco Police Department
Awards Recognition Policy
Appendix "A"

Any police department member or citizen can nominate sworn and civilian members or other citizens for recognition of commendable service. Forms should be typed or written legibly and submitted with all necessary documentation to the Chief of Police.

Police Department employees should utilize the appropriate chain of command. Citizens may submit this form to:

Chief of Police
Saco Police Department
20 Storer Street
Saco ME 04072

Please be as concise and detailed as possible with the information contained in this form and in describing the circumstances surrounding the event or service leading to this nomination. Documentation supporting the nomination (such as incident/offense reports, newspaper clippings, letters of support, etc) should be attached.

Name of nominee: _____

Rank or title (if known): _____

Award recommended: _____

Narration of commendable act, service or incident:

Describe why the act or contribution deserves recognition: Description should include all known information helpful in making a determination of whether recognition is warranted and what form it should take. Additional sheets may be attached as necessary. **POLICE DEPARTMENT EMPLOYEES ONLY:** Please review the Standard Operating Procedure to ensure the appropriate category of award is selected and that the nominee's conduct qualifies under the policy.

