



**MIT Police Department**  
 565-570 Memorial Drive, W91  
 Cambridge, MA 02139  
 617-253-1212



## POSITIVE FEEDBACK FORM

Each day members of the MIT Police Department perform commendable acts of service for the community. We encourage community members to share information about positive experiences and interactions they have had with MIT PD personnel or the department.

Your Name <i>(Please write "Anonymous" if you do not wish to leave your name):</i>		Date:
Phone Number:	Email:	
MY PREFERRED METHOD OF CONTACT	MY PREFERRED METHOD OF CONTACT	
Day, Date, Time of Occurrence:	Location of Occurrence:	
Name/Rank of Involved Employee <i>(If applicable/known):</i>	Badge Number <i>(If applicable/known):</i>	
Physical Description of Employee <i>(If name unknown):</i>		

*TELL US ABOUT YOUR EXPERIENCE:*

\_\_\_\_\_  
*Signature (Optional)*

\_\_\_\_\_  
*Date*

Thank you for taking the time to recognize our department member! Please return this form in whatever manner is most convenient:

- 1) In-person to a Supervisor at the MIT Police Department located at the address above
- 2) Mail to the address above *Attention: Internal Affairs* or;
- 3) Email to: [mitpd-feedback@mit.edu](mailto:mitpd-feedback@mit.edu)

A copy of this form will be provided to the department member and placed in their personnel file. This form will also be reviewed by the Chief of Police and other supervisors within the department.

<b><u>DEPARTMENT USE ONLY</u></b>			
Name/Rank/Badge # of Supervisor Receiving Feedback:		Signature of Supervisor Receiving Feedback:	
Name of Person Completing this Form <i>(If different than named person above):</i>			
Date Received:		Method of Receipt <i>(In-person, email, etc.):</i>	
<i>Superior Officer Notification (Chief, Deputy Chief, Operations Commander, Administrative Captain)</i>			
Date/Time:		How was Notification Made <i>(ex: phone, email):</i>	
<i>INTERNAL AFFAIRS</i>			
Copy Provided To:	Department Member		Award's Committee
	YES	NO	YES NO
Copy to Employee File <i>(Date/Time):</i>	Award's Committee Notification <i>(Date/Time):</i>		Positive Feedback Form Number: