



# PARSONS POLICE DEPARTMENT

217 NORTH CENTRAL • PARSONS, KANSAS 67357

421-7062 ADMINISTRATION • 911 EMERGENCY • 421-7060 OTHER CALLS • 421-7081 FAX

## **Citizen Compliment Advisory & Procedures**

This is the Parsons Police Department's Citizen Compliment advisory and procedure packet. This information will assist you in the proper method of filing a compliment for the department or an officer or employee of the department.

The action must have been conducted while the officer or employee was employed.

The attached compliment affidavit provides several spaces for you to fill in. In order for an inquiry to be reviewed, specific information will be required. You may use the back of the affidavit if necessary or attach additional pages if required. You may also attach any other documents that may assist with this compliment. When you have completed filling out the compliment affidavit, it must be returned to the police department and sworn to in front of a notary public.

Once the compliment is received, it will be forwarded to the immediate supervisor or office of the Chief of Police. A case number will be assigned and the compliment will be reviewed. Depending on the nature of the compliment it will be forwarded to the department, officer or employee.



