



### Commendation

The Provost Marshals Office is committed to providing the public with professional law enforcement service. We shall always strive to perform our duties with acceptance, understanding and approval. If you would like to commend a Marine Military Policeman or Police Officer for work or service considered worthy of recognition, please complete the form found on the back of this page and do one of the following:

- Mail your comments to the Provost Marshal at the address listed below, or
- The form can be dropped off at the PMO Desk Sergeant at the same location. The PMO Desk Sergeant is manned 24/7.

Provost Marshals Office  
2043 Barnett Avenue  
MCB Quantico VA, 22134

Once your commendation has been received, it will be documented and conveyed to the employee and his or her supervisors. A copy of the commendation will also be placed in the employee's permanent service record. As you would expect, our Marines and Police Officers sincerely appreciate positive feedback from the citizens they serve.



### Complaint

Likewise, it is the policy of the Provost Marshals Office to accept and investigate all complaints or allegations of misconduct on the part of any employee. In doing so, the Provost Marshals Office will endeavor to be fair to both the complainant and the employees(s) involved. To register a complaint, please complete the form found on the back on this page and contact one of the following:

- The on-duty Desk Sergeant
- The on-duty Patrol Supervisor
- The on-duty Watch Commander
- The PMO Operations Chief or Operations Officer
- The Deputy Police Chief
- The Provost Sergeant
- The Provost Marshal

Your contact can be made in writing, by telephone, or in person to the address and phone numbers listed below.

Once your complaint form has been received, it will be investigated according to appropriate procedures and you will be notified of the results. The Provost Marshals Office encourages the filing of legitimate complaints as a means to hold the Department and its employees accountable to the public.

Provost Marshals Office  
2043 Barnett Avenue  
Marine Corps Base Quantico, VA 22134

Duty supervisors: (703) 784-2252  
Operations Section: (703) 784-3799/4155/6793  
HQ (Provost Marshal, Provost Sergeant, and Deputy Police Chief:  
(703) 784-3335

# Provost Marshals Office Citizen Commendations/Complaint Form

Name of Citizen, Address (Street, City State, Zip) and Telephone Number \_\_\_\_\_

PMO Personnel Commended/Complained About \_\_\_\_\_

What Happened: Describe in your own words, everything you consider necessary for PMO to investigate your complaint such as the date, time, location, etc. Use additional paper if necessary. You may also use this form to compliment an officer on his or her conduct. Please be as detailed as possible.

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were There Witnesses? Yes  No  If Yes, Please List: \_\_\_\_\_

\_\_\_\_\_  
Name, Address, Telephone Number

I understand that I will be informed of the result of the Police investigation and the disposition of my complaint. I have read the above statement and it is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_

(PMO Use Only) Received at \_\_\_\_\_ Date \_\_\_\_\_

(PMO Use Only) Signature of Receiving Authority \_\_\_\_\_

(PMO Use Only) – **Completed form will be forwarded to the PMO Deputy Police Chief**