



CITY OF CARBONDALE POLICE DEPARTMENT
EMPLOYEE COMMENDATION

If you would like to commend an employee of the Carbondale Police Department, please fill out this form. You may either mail this form or return it to the Department. You may also commend an employee by writing a letter to the Chief of Police, City of Carbondale Police Department, P.O. Box 2047, Carbondale, IL 62902-2047 or e-mail police@ci.carbondale.il.us. Verbal commendations may be given to any Department supervisor.

The City of Carbondale Police Department thanks you for your interest and for taking the time to complete this form.

1. Date of contact with employee: \_\_\_\_\_
Time of contact with employee: \_\_\_\_\_ AM PM
Location of contact (i.e., address, cross streets, or business name, etc.) \_\_\_\_\_

2. Employee's name, employee number (if known) and assignment
Table with 3 columns: Name, Employee Number, Assignment

- 3. What initiated your contact with the employee?
- Police response to your call
- Traffic Stop
- Traffic Collision
- Made a report at the police station
- Other
- Pick up property
- Visit a detective
- Visit/release a prisoner
- Witness at a police investigation

4. What would you like to commend about the employee's performance?
\_\_\_\_\_
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\_\_\_\_\_

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OPTIONAL:

Print your Name \_\_\_\_\_ Signature \_\_\_\_\_
Address \_\_\_\_\_ City \_\_\_\_\_
Telephone Number \_\_\_\_\_ Zip Code \_\_\_\_\_

