EMPLOYEE COMMENDATION

If you would like to commend an employee of the Los Angeles Police Department, please fill out this form. You may either mail this form or return it to any police facility. A preaddressed business reply envelope stamped "ATTN: PERSONNEL DIVISION" has been provided for your convenience. You may also commend an employee by writing a letter to the Chief of Police, Los Angeles Police Department, P. O. Box 30158, Los Angeles, CA 90030, or to the commanding officer of the police station in your area. Verbal commendations may be given to any Department supervisor. Your comments will be reviewed by the concerned commanding officer and the commended employee.

The Los Angeles 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, serial number (if known) and assignment (name of police station or location where employee is assigned):

   Name ____________________________  Serial Number ________  Assignment ________
   ____________________________  ____________________________  ____________________________
   ____________________________  ____________________________  ____________________________
   ____________________________  ____________________________  ____________________________

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

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

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Print your Name ____________________________  Signature ____________________________
Address ____________________________  City ____________________________  Zip Code ________
Telephone Number ____________________________

Employee's Signature ____________________________  Commanding Officer's Signature ____________________________

01.18.01 (06/93)