

# 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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\_\_\_\_\_

\_\_\_\_\_

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

Employee's Signature \_\_\_\_\_ Commanding Officer's Signature \_\_\_\_\_

