



POLICE DEPARTMENT

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EMPLOYEE PERFORMANCE RECOGNITION

Recognition Commendation

Employee Information

Name of person offering the recognition: _____

Name of person being recognized: _____

Incident Information:

Date & Time the performance or behavior being recognized occurred: _____

Location where the performance or behavior being recognized occurred: _____

Witnesses/s to the performance or behavior: _____

Circumstances that caused or contributed to the performance or behavior: _____

Detailed description of the performance or behavior: _____

Signature of person preparing report: _____ Date: _____

Email address of person preparing report: _____

Signature of Chief or Designee: _____ Date: _____

Final Action Taken: _____

(Attach any and all notes, supplements, forms or other documentation that may apply)