



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

Name	Employee Number	Assignment
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What initiated your contact with the employee?

<input type="checkbox"/> Police response to your call	<input type="checkbox"/> Pick up property
<input type="checkbox"/> Traffic Stop	<input type="checkbox"/> Visit a detective
<input type="checkbox"/> Traffic Collision	<input type="checkbox"/> Visit/release a prisoner
<input type="checkbox"/> Made a report at the police station	<input type="checkbox"/> Witness at a police investigation
<input type="checkbox"/> Other _____	

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

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OPTIONAL:

Print your Name _____ Signature _____
Address _____ City _____
Telephone Number _____ Zip Code _____

