



## EMPLOYEE COMMENDATION

*If you would like to commend an employee of the department, please fill out this form. You may either mail this form or return it to the Police Department or City Hall. You may also commend an employee by writing a letter to the Chief of Police, Worthington Police Department, 1530 Airport Rd, Suite 300. Verbal commendations may be given to any department supervisor. Your comments will be reviewed by the Chief of Police and the commended employee.*

*The Worthington 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, badge number (if known) and assignment (patrol, detective, records, dispatch)

Name	Badge Number	Assignment

3. What initiated your contact with the employee?
- Police response to your call     
  Pick up Property     
  Witness at a police investigation  
 Traffic Stop     
  Visit a detective     
  Made a report at a police station  
 Traffic Collision     
  Visit to department     
  Other \_\_\_\_\_

4. What would you like to commend about the employee's performance? *(Continue on page 2 if needed)*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

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

