**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. You may also commend and 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):

<table>
<thead>
<tr>
<th>Name</th>
<th>Serial Number</th>
<th>Assignment</th>
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3. What initiated your contact with the employee?

   - Police response to your call
   - Traffic stop
   - Traffic Collision
   - Made a report at a police station
   - Other __________________________

   - Pick up property
   - Visit a detective
   - Visit/release a prisoner
   - Witness at a police investigation

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

   __________________________
   __________________________
   __________________________
   __________________________
   __________________________

   (CONTINUE ON REVERSE)

Print your Name____________________________ Signature____________________________
Address_______________________________ City_______________________ Zip Code__________
Telephone Number (     )______________________

Employee’s Signature_________________________ Commanding Officer’s Signature_________________________