

EMPLOYEE COMMENDATION

If you would like to commend an employee of the South Pasadena Police Department, please fill out this form. You may either email this form to commendation@southpasadenaca.gov , or return it to the South Pasadena Police Department located at 1422 Mission Street, South Pasadena Ca. 91030. Verbal commendations may be given to any Department supervisor at 626-403-7265. Your comments will be reviewed by a department supervisor and with the commended employee.

The South Pasadena 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?

(CONTINUE ON PAGE 2)

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

Employee's Signature _____ Commanding Officer's Signature _____

