UConn Health Police Department

**EMPLOYEE COMMENDATION**

If you would like to commend an employee of the UConn Health Police Department, please fill out this form.

You may either mail this form to UConn Health Police Department, 263 Farmington Avenue, Farmington, CT 06030-6148, drop it off at the UConn Health Police Department, or email it to psda@uchc.edu. You may also commend an employee by writing a letter to the Chief of Police at the above address. Verbal commendations may be given to any Department supervisor. Your comments will be reviewed by the concerned commanding officer and the commended employee.

The UConn Health 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a.m./p.m.

Location of contact (i.e., address, or building, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Employee’s name, badge number (if known) ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What initiated your contact with the employee? (Circle)

* Police response to your call
* Pick up property
* Traffic stop
* Traffic collision
* Visit/release a prisoner
* Made a report at the police station
* Witness at a police investigation
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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(CONTINUE ON REVERSE)

Print Your Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Commanding Officer’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_