



**RIO VISTA POLICE DEPARTMENT**

**EMPLOYEE  
COMMENDATION**

If you would like to commend an employee of the Rio Vista Police Department, please fill out this form. You may either mail this form or return it to the police station. You may also commend an employee by writing a letter to the Chief of Police, Rio Vista Police Department, 50 Poppy House Road, Rio Vista, CA 94571. Verbal commendations may be given to any Department supervisor. Your comments will be reviewed by the concerned supervisor and the commended employee.

The Rio Vista 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. What initiated your contact with the employee?**

- Police response to your call
- Traffic collision
- Made a report at the police station
- Traffic Stop
- Community Event
- Other \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue to page 2

Your Name: _____	Signature: _____
Address: _____	
Phone (optional): _____	Date: _____
<input type="checkbox"/> Telephonically taken by: _____	Date: _____

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

