



Kevin Ward
Mayor

Tracey Nicholson-Douglas
City Administrator

EMPLOYEE COMMENDATION FORM

Instructions: Enter as much information as you have about the incident in the areas below, then return the form to the Hyattsville City Police Department - 4310 Gallatin Street, Hyattsville, Md. 20781, or email it to: police@hyattsville.org

Date:		Case # (if known)	
Your Name:			
Address:			
Home Phone:	Work:	Cell:	
Location of Incident:			
Date / Time the Incident Occurred:			
<i>Please list the name(s) (or ID No's) of employees that you wish to commend below:</i>			
Name:		Or Car No.	
Name:		Or Car No.	
Name:		Or Car No.	
Name:		Or Car No.	
Name:		Or Car No.	
<i>Type of Commendation: (Please check all that apply)</i>			
<input type="checkbox"/> Timely Response to Call	<input type="checkbox"/> Job Knowledge	<input type="checkbox"/> Community Problem Solving	
<input type="checkbox"/> Courtesy	<input type="checkbox"/> Assistance to Family	<input type="checkbox"/> Assistance to Civic Groups	
<input type="checkbox"/> Professionalism	<input type="checkbox"/> Follow Up After Call	<input type="checkbox"/> Exemplary Action	
<input type="checkbox"/> Other (Specify)			
<i>Please describe below the events or circumstances that lead to this commendation:</i>			
<i>Agency Use Only:</i>			
Date/Time Form Received:		Received By:	