



# Commendation Form

## Emporia Police Department

### General Information

The City of Emporia Police Department employees take great pride in their work and appreciate knowing that they have helped citizens or provided exceptional services. Public acknowledgement of a job well done is a positive reinforcement for officer morale, and an important part of the relationship between the City of Emporia Police Department and the community they serve. Anyone can submit a commendation form for outstanding service to the community. This form may be submitted by email, using the submit button at the top, mail or bring it in to the police department at the address listed below:

Emporia Police Department  
310 Budd Street  
Emporia, Virginia 23847

Your Name:

Your Address:

Your Home Phone Number:

Your Cell Phone Number:

### Employee Information

Name:

Badge Number:

Name:

Badge Number:

Name:

Badge Number:

Description, if name(s) are unknown:

### Event / Occurrence

Location of Event / Occurrence:

Date & Time:

Description of Event / Occurrence (Attach additional sheets, if necessary):

Commendations received by the Chief of Police are forwarded to the employee's supervisor and the employee; with a copy placed in his or her personnel file.