



CARBONDALE
All Ways Open

City of Carbondale
Police Department
501 S. Washington Street
Carbondale, Illinois 62901
618-457-3200
Explorecarbondale.com

COMMENDATION FORM

If you would like to commend an employee of the Carbondale Police Department, please fill out this form. You may either mail this form or return it to the Department. You may also commend an employee by writing a letter to the Chief of Police, City of Carbondale Police Department, PO Box 2047, Carbondale, Illinois 62902-2047 or email police@explorecarbondale.com. Verbal commendations may be given to any Department supervisor.

The City of Carbondale Police Department thanks you for your interest and for taking the time to complete this form.

Date of contact with employee		Time of contact with employee	
Location of contact (i.e., address, cross streets, or business name, etc.)			
Employee's name, employee number (if known) and assignment			
<i>Name</i>		<i>Employee Number</i>	<i>Assignment</i>
What initiated your contact with the employee? (Check one)			
Police response to your call		Pick up property	
Traffic stop		Visit a detective	
Made a report at the police station		Visit/release a prisoner	
Other			
What would you like to commend about the employee's performance?			

