



Commendation Form

General Information

Colonial Heights Police Department employees take great pride in their work and appreciate knowing that they have helped citizens or provided exceptional services. When an officer provides exceptional service beyond the normal call of duty, the department may formally recognize those efforts. Public acknowledgement of a job well done is a positive reinforcement for officer morale, and an important part of the relationship between the Colonial Heights Police Department and the community they serve. Commendations received by the department are forwarded to the chief of police, the employee's supervisor and the employee; with a copy placed in his or her personnel file. Anyone can submit a commendation form for outstanding service to the community. Complete this form and mail or bring it in to the police department at the address listed below:

Colonial Heights Police Department
100-A Highland Ave
Colonial Heights, VA 23834

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

CHPD Employee Receiving Commendation

Official Use Only

Name:

Badge #:

Date: