



David Conklin
Chief of Police

TUXEDO PARK POLICE DEPARTMENT

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Employee Commendation

Everyone enjoys receiving recognition for their efforts and there is no question that most of our police officers are doing an outstanding job. We therefore realize that many people would like to know how to commend our employees for a job well done.

Commendations, either verbal or written, are one of the best ways to let someone know that you appreciate their good work. Your comments can be made in person, by phone, by e-mail, or through an informal note or letter. A commendation may address any event that you feel demonstrates effort on the part of an employee that deserves special recognition. This may include such acts as; unusual courtesy or compassion, significant life saving measures, or heroic acts or if an officer went above and beyond and made a positive impact.

All commendations are formally documented and affected employees will be notified.

Commendation Forms can be sent to:

**Village of Tuxedo Park Police Department
1 Tuxedo Road
Tuxedo Park, NY 10987**

Or;

email the Chief of Police at: chief@tuxedopark-ny.gov.

Employee Commendation

Your Name:	
Address:	
Telephone Number:	
Date of Incident:	Time of Incident:
Name of Officer:	
Your Comments: (description of incident and officers' actions)	

For Official Use:	
Received By: _____	Date Received: _____