



# RANCHO VIEJO POLICE DEPARTMENT

## OFFICER COMPLIMENT FORM

*Serving with Respect, Leading with Integrity*

Thank you for recognizing excellent service. Please provide as much information as you can. You may submit this form anonymously, although contact information can help the department follow up.

### 1. PERSON SUBMITTING THE COMPLIMENT

Name (optional)

Phone number (optional)

☐ I prefer to remain anonymous

Preferred contact method

☐ Phone ☐ Email ☐ No contact

Email address (optional)

☐ The department may contact me for follow-up

### 2. INCIDENT OR CONTACT INFORMATION

Date of contact

Approximate time

Location

Officer/employee name, badge number, unit number, or description (if known)

Incident/case number (if known)

How did the contact occur?

### 3. WHAT WOULD YOU LIKE TO RECOGNIZE? (CHECK ALL THAT APPLY)

- |                                                      |                                                   |                                              |
|------------------------------------------------------|---------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Professionalism             | <input type="checkbox"/> Courtesy and respect     | <input type="checkbox"/> Clear communication |
| <input type="checkbox"/> Compassion                  | <input type="checkbox"/> Problem-solving          | <input type="checkbox"/> Teamwork            |
| <input type="checkbox"/> Safety or lifesaving action | <input type="checkbox"/> Above and beyond service | <input type="checkbox"/> Other               |

### 4. TELL US ABOUT THE SERVICE YOU RECEIVED

Describe what occurred and why the officer or employee deserves recognition.

Signature (optional)

Date

NOTICE: This form is for compliments and recognition. It is not for emergencies or formal complaints. Call 911 for emergencies. Information submitted to a Texas governmental body may be subject to disclosure under the Texas Public Information Act, subject to applicable exceptions and confidentiality laws.

# OFFICER COMPLIMENT FORM - CONTINUATION

Rancho Viejo Police Department

## 5. ADDITIONAL INFORMATION (OPTIONAL)

Names and contact information for witnesses, or any other details you would like to provide.

## SUBMISSION INFORMATION

Return this form to the Rancho Viejo Police Department for review by the Chief of Police or designee. The department may contact you if you provided contact information and authorized follow-up. Submission of a compliment does not guarantee a particular award or personnel action.

### Method submitted

☐ In person      ☐ Mail      ☐ Email      ☐ Online      ☐ Other

## FOR DEPARTMENT USE ONLY

Date received

Received by

Tracking number

Employee notified

☐ Yes      ☐ No

Supervisor notified

☐ Yes      ☐ No

Acknowledgment sent

☐ Yes      ☐ No

Recognition/action taken

Reviewed by

Review date

Records classification/retention notation

Administrative note: Route and retain this record under applicable Town policy and records-retention requirements.