

# EMPLOYEE COMMENDATION

If you would like to commend an employee of the San Bernardino School District Police Department, please complete this form. You may also commend an employee by writing a letter. All written commendations should be submitted to the address below or via email. Verbal commendations may be made to any Department supervisor. The appropriate Commanding Officer and commended employee will review your comments. The San Bernardino School District Police Department thanks you for your interest and taking time to complete this form.

1) Date and Time of contact with employee \_\_\_\_\_  
(Date) (Time)

2) Employee(s):	Name	Badge/ Serial Number	Assignment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3) What initiated your contact with the employee(s)?  
 Report of a Crime  Traffic Stop  Public Relations  
 Arrest  Pedestrian  Other

4) Please describe the employee(s) performance.


Your Contact Information:

Print Your Name: \_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number \_\_\_\_\_

## SEND TO

Mail: San Bernardino School District Police Department  
Attn: Linda Rodriguez  
536 W. Baseline Street  
San Bernardino, CA 92410

Email: [linda.rodiguez@sbcusd.com](mailto:linda.rodiguez@sbcusd.com)

FAX: (909) 388-6035