

# HEMPSTEAD POLICE DEPARTMENT

## CITIZEN'S COMMENDATION FORM

If you would like to commend an employee of the Hempstead Police Department, please fill out this form. You may either mail it to the address below or bring it in to the Department. You may also commend an employee by writing a letter to the Chief of Police, calling the department at (979) 826-3332 and speaking with the employee's supervisor, or emailing your comment to [dhartley@hempsteadpdx.com](mailto:dhartley@hempsteadpdx.com).

Mail to: Hempstead Police Department  
Chief of Police David W. Hartley  
1015 11<sup>th</sup> Street  
Hempstead, Texas 77445

Commendations received by the Department are forwarded to the employee and supervisor with a copy placed in his or her personnel file. Your commendation may also be posted on the Department's bulletin board to be read by all employees.

Although our employees do not expect to be thanked for what they do, recognition of exceptional service is always nice. The Hempstead Police Department is committed to providing the best service possible and citizen feedback is essential if we are to succeed in this goal.

Your Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

Involved Officer(s):

Name \_\_\_\_\_ Badge # \_\_\_\_\_

Name \_\_\_\_\_ Badge # \_\_\_\_\_

Name \_\_\_\_\_ Badge # \_\_\_\_\_

Description, if name(s) is/are unknown

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Occurrence

\_\_\_\_\_

Date of Occurrence \_\_\_\_\_ Time \_\_\_\_\_

**HEMPSTEAD POLICE DEPARTMENT  
CITIZEN'S COMMENDATION FORM**

Description of Event/Occurrence:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

*(Attach additional pages, if necessary)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**FOR OFFICIAL USE ONLY**

Hempstead PD Employee Receiving Commendation

Name \_\_\_\_\_ Badge # \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Badge # \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Badge # \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Chief of Police \_\_\_\_\_