Fairfield Police Department

COMMENDING SUPERIOR PERFORMANCE

100 Reef Road
Fairfield, CT 06824
203-254-4800

The best way to commend an officer for his/her actions is to write a letter or complete this form and forward same to the officer's supervisor. Please detail the actions performed by the officer(s) that you thought were exceptional. If you do not know the officer's name please provide as much information, such as the officer's badge number, the incident date, location, time, car number, etc. Although officers do not expect to be thanked for everything they do, recognition for exceptional service is always appreciated. This kind of feedback lets us know we are doing a good job.

Instructions:
1. Complete with as many details as possible.
2. Return the completed form (in person or by mail) to the Fairfield Police Department, Att: Shift Commander.

PERSON COMPLETING FORM

LAST NAME	FIRST NAME	M.I.	DATE OF BIRTH
HOME PHONE	WORK PHONE & EXTENSION		OTHER CONTACT NUMBER
ADDRESS	TOWN / CITY	STATE	ZIP

OFFICER(s) INVOLVED

OFFICER'S NAME	BADGE #	CAR #	DESCRIPTION OF OFFICER IF NAME OR BADGE # IS UNKNOWN
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WITNESS INFORMATION

LAST NAME	FIRST NAME	M.I.	PHONE
ADDRESS	TOWN / CITY	STATE	ZIP

LAST NAME	FIRST NAME	M.I.	PHONE
ADDRESS	TOWN / CITY	STATE	ZIP

INCIDENT DETAILS

Please be as specific and detailed as possible

DATE OF INCIDENT	TIME OF INCIDENT	FPD FILE # (if known)
LOCATION OF INCIDENT		

NATURE OF INCIDENT

signature of person completing form

date signed