Mount Vernon Police Department

Your Guide To Filing A
Commendation For An Employee

City of Mount Vernon
Honorable Ernest D. Davis
Mayor

Terrance Raynor
Police Commissioner

Mount Vernon Police Department
Internal Affairs Unit
2 Roosevelt Square North
Mount Vernon, NY 10550

Telephone: (914) 665-2599
Fax: (914) 663-4307
Email: IAB@pd.cmvy.com

This packet includes:

- Citizen Guide To Filing A Commendation For An Employee
- Employee Commendation Form (MV-97)
Commendations...

Everyone enjoys receiving recognition for their efforts and there is no question that most of the 200 plus officers and non-sworn personnel are doing an outstanding job in our fast growing city. 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. A commendation for an employee of the Mount Vernon Police Department is most often sent to the Commissioner of Public Safety. You may also advise the employee’s supervisor. 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.

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

Send your letters to:

Commissioner of Public Safety
Mount Vernon Police Department
2 Roosevelt Square North
Mount Vernon, NY 10550

or

E-mail: IAB@pd.cmvny.com
If you would like to commend an employee of the Mount Vernon Police Department, please fill out this form. Upon completion of this form, you may either return it in person to the Mount Vernon Police Department, or mail it to the MOUNT VERNON POLICE DEPARTMENT, Police Commissioner, 2 Roosevelt Square North, Mount Vernon, NY 10550. Your comments will be reviewed by the concerned commanding officer and the commended employee. The Mount Vernon Police Department thanks you for your interest and for taking the time to complete this form.

NAME (LAST, FIRST, MIDDLE) | SEX | DATE OF BIRTH
--- | --- | ---

HOME ADDRESS (STREET, CITY, STATE, ZIP)

HOME PHONE | WORK PHONE | CELL PHONE
--- | --- | ---

INCIDENT CASE NUMBER (IF KNOWN) | INCIDENT DATE / TIME
--- | ---

INCIDENT LOCATION (PLEASE BE AS SPECIFIC AS POSSIBLE)

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<tr>
<th>OFFICER BADGE NUMBER</th>
<th>OFFICER NAME</th>
<th>SEX</th>
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What initiated your contact with the employee?

[ ] Police response to your call

[ ] Pick up property

[ ] Traffic stop

[ ] Visit a detective

[ ] Traffic collision

[ ] Visit / release a prisoner

[ ] Made a report at the police department

[ ] Witness at a police investigation

[ ] Other

NARRATIVE - PLEASE DESCRIBE THE INCIDENT IN DETAIL - IF YOU NEED MORE SPACE, USE AN ADDITIONAL SHEET OF PAPER.