

TSE - TRI STATE ENFORCEMENT

EMPLOYEE COMMENDATION

If you would like to commend an officer of Tri State Enforcement please fill out this form. You may either mail this form or return it to any TSE facility or office. You may also commend any officer or employee by writing a letter to the TSE Administration, P.O. Box 702, Barboursville, WV 25504, or to the commanding officer of the operations in your area. Verbal commendations may be given to any Agency supervisor. Your comments will be reviewed by the concerned commanding officer and the commended officer or employee.

TSE - Tri State Enforcement sincerely thanks you for your interest, and for taking the time to complete this form.

1. Date of contact with employee _____
Time of contact with employee _____ AM PM
Location of contact (i.e., address, cross streets, or business name, etc.) _____

2. Employee's name, identification/badge number (if known) and assignment (name of area, district, station, development, or location where employee is assigned):

Name	Serial Number	Assignment
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What initiated your contact with the employee?

<input type="checkbox"/> Response to your call for assistance	<input type="checkbox"/> Property recovery
<input type="checkbox"/> Safety Stop/Inspection/Check Point	<input type="checkbox"/> Presentation/Community outreach
<input type="checkbox"/> Accident	<input type="checkbox"/> Visit a public/field office
<input type="checkbox"/> Made a report taken by employee	<input type="checkbox"/> Witness/Involved in investigation
<input type="checkbox"/> Other _____	

4. What would you like to commend about the employee's performance?

(CONTINUE ON REVERSE)

Print your Name _____ Signature _____
Address _____ City _____ Zip Code _____
Telephone Number () _____

Employee's Signature _____ Commanding Officer's Signature _____