Covington Police Department

COMMENDING SUPERIOR PERFORMANCE

333 W. Locust St.
Covington, VA 24426
540-965-6331

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 Covington Police Department, Attn: Shift Supervisor.

PERSON COMPLETING FORM

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

OFFICER(s) INVOLVED

OFFICER'S NAME	BADGE #	CAR #	DESCRIPTION OF OFFICER IF NAME/BADGE # IS UNKNOWN
OFFICER'S NAME	BADGE #	CAR #	DESCRIPTION OF OFFICER IF NAME/BADGE # IS UNKNOWN
OFFICER'S NAME	BADGE #	CAR #	DESCRIPTION OF OFFICER IF NAME/BADGE # IS UNKNOWN

WITNESS INORMATION

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

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