

LAKEWAY POLICE DEPARTMENT CITIZEN COMPLIMENT FORM



Chief Glen Koen
Lakeway Police Department
1941 Lohmans Crossing Rd.
Lakeway, TX 78734

If you have had a positive experience with a member of the Lakeway Police Department or have recently observed a member of the Police Department who you feel is worthy of a compliment, we would like to hear from you. We are extremely proud of our members and your comments are greatly appreciated. All compliments are sent to the officer's supervisor, the officer and the human resource bureau.

Letters of Commendation (Compliments) may be sent to the address above or emailed to: police@lakeway-tx.gov

Please include the employee's name and employee number (if known) so we can be sure the commendation is issued to the correct employee. Give a full description of the situation and what the employee did which makes them worthy of the compliment.

Please use the following form to give us some information about yourself. Although it is not a requirement to provide your information, it makes the commendation much more personal to the employee when they know from whom it is coming.

Your Name: _____	Today's Date: _____
Date of Birth: _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
Your Address: _____	
City: _____	State: _____ Zip: _____
Home Phone: _____	Work Phone: _____ Cell Phone: _____

Please provide as much information as you can about the incident.	
Date of Incident: _____	Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Location: _____	

Signature

Printed Name

Date and Time

