

Commendation Form

About UPD:

The San Diego State University Police Department is charged with safeguarding the academic process and the campus community through proactive professional law enforcement and community service. Our police officers and staff are highly trained and educated. Officers serve as mediators or arbitrators in many cases where they are requested to resolve differences between individuals or groups.

Commendation Procedure:

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 University Police Department is most often sent to the Chief of Police. You may also advise the employee's supervisor or Watch Commander. Your comments can be made in person, by phone, through an informal note, letter, or email.

A commendation may address any event that you feel demonstrates excellent service on the part of an employee. This may include such acts as: unusual courtesy or compassion, life saving measures, heroic acts, or outstanding investigations. Commendations may be formally documented, and the affected employees will be notified. Commendations may also be placed in the employee's personnel folder.

Date & Time Reported: _____ Date & Time Occurred: _____

Incident Location: _____ Incident/Case#: _____

Name of Reporting Person (Full Name): _____

Reporting Person's Identification#: _____ Reporting Person's DOB: _____

Residential Address: _____ Home Phone: _____

City, State, Zip Code: _____ Cell Phone: _____

Department Employee Involved: _____ Employee Type: _____

Department Employee Involved: _____ Employee Type: _____

Details of Incident (Attach additional sheets if more space is needed):

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Submit to: Chief of Police
San Diego State University Police Department
San Diego, CA 92182-4390

Office: (619) 594-1137
Fax: (619) 594-6653