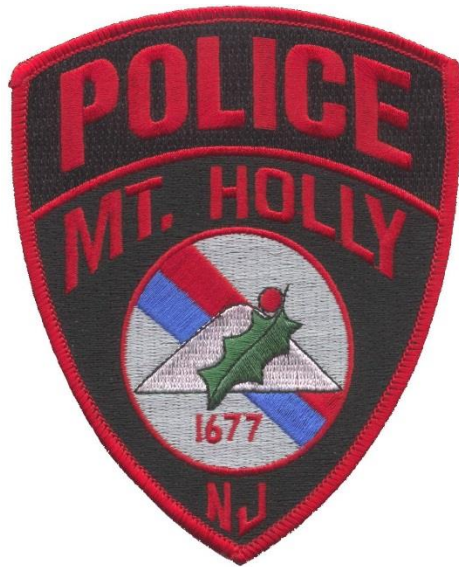


Mount Holly Township Police Department



Your Guide to Filing A Commendation For An Employee

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Commendations...

Everyone enjoys receiving recognition for their efforts and there is no question that officers and non-sworn personnel are doing an outstanding job in our community. 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 Holly Police Department is most often sent to the Chief of Police. You may also advise the employee's supervisor. Your comments can be made in person, by phone, by email, 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 the affected employee will be notified.

Thank you,

Chief Richard W. Spitler