

Lawrenceville Police Department

“How to Commend an Employee”

If you wish to thank or commend a member of this office, simply ask any member of the Lawrenceville Police Department how to commend a member of this office. They will provide you with the following form or they will direct you to a supervisor. The supervisor will provide you with this form or they will take down your information. You may also simply write a letter to Chief Everette Gibson 400 North Main Street Lawrenceville, VA. 23868.

Your name: _____ Date: _____

Your Address: _____ Telephone # _____

The employee you wish to commend: _____

A brief narrative of the action for which you feel the individual should receive a commendation.

(May continue on rear if necessary)

Signature: _____ Date: _____

