



## AMADOR COUNTY SHERIFF'S OFFICE EMPLOYEE COMMENDATION FORM

### Message from Sheriff Gary W. Redman:

Any organization is only as good as its personnel. In Amador County our employees are our most valuable resource. For us to be professional, effective, and trusted by the community, we must deliver a consistently superior level of service. Feedback from the community regarding the service we provide is an important tool to monitor our performance as an organization and as individuals. It is the policy of the Amador County Sheriff's Office to ensure that commendations and compliments from the public for exemplary performance by employees are properly documented. The information provided below will help you understand how to offer a commendation or compliment to a Sheriff's Office employee.

### Complimenting a Department Employee:

The Amador County Sheriff's Office encourages feedback from citizens when Sheriff's Office employees perform their duties in an exemplary manner worthy of commendation. All too often exemplary performance goes unrecognized because it is rightfully considered part of the job of being a professional Deputy Sheriff and public servant.

However, positive comments from the public are certainly morale boosters for the involved individuals, the Sheriff's Office and the County of Amador. Positive comments allow supervisors to recognize those employees who are performing their duties in an exemplary manner. Those employees become positive role models for the entire agency.

To make the process as convenient as possible, positive feedback may be provided either verbally or in writing, although written compliments are encouraged so they may be shared with the employee's supervisors and the Sheriff.

Supervisors will accept verbal feedback by telephone at (209) 223-6500; written comments may be made on the attached personnel commendation form or in a letter submitted to the Amador County Sheriff's Office, attention Sheriff Gary W. Redman; or by e-mail at [sheriff@amadorsheriff.org](mailto:sheriff@amadorsheriff.org).

Your written compliment will be forwarded to the involved employee and the Sheriff, and entered into the employee's personnel file for future reference.

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*PROUD TO SERVE • READY TO PROTECT*

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**AMADOR COUNTY SHERIFF'S OFFICE  
EMPLOYEE COMMENDATION FORM**  
(Please type or print information)

Your Name:		
Address:		
City:	State:	Zip:
Do you wish to be contacted by someone from the Sheriff's Office Yes No		
If you would like to be contact, please provide the following information:		
Cell Phone: _____		
Home Phone: _____		
Work Phone: _____		
Email: _____		
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**COMMENDATION NARRATIVE**

**Please include the date, time and reason for your interaction with our employee. Also include the name of the employee, if known, or any other information that may help us to identify the employee involved:**

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