



Commendation Processing Procedures



GUIDELINES FOR COMMENDING AN EMPLOYEE

As a community-oriented law enforcement agency, the Kings Mountain Police Department strives to make your contact with the Police Department professional and informative in every way. When a Kings Mountain Police Officer, Telecommunicator, or other department employee has provided you with excellent service in the commission of their daily duties, you can recommend a commendation for that employee.

Commendations:

The Kings Mountain Police Department is proud of its employees. Citizen communications regarding the performance of our personnel are always welcomed. We would like to hear about your experience so that we can pass your comments on to the appropriate people.

If you wish to commend the actions of any Kings Mountain Police Department employee, you can do so in one of the following ways:

- **By Phone:** Contact the Kings Mountain Police Department's Office of Professional Standards and let us know about your experience. (704)734-0444
- **In Person:** Complete the "Officer Commendation" portion of this brochure and submit to the Kings Mountain Police Department's Office of Professional Standards Division.
- **By Email:** Send an email to us at the following email address with

the name of the employee you wish to commend and a short synopsis of the event.

KMPDOPS@cityofkm.com

- **By Mail:** Complete the "Officer Commendation" portion of this brochure and mail to the Kings Mountain Police Department's Office of Professional Standards Division.

***Kings Mountain Police Dept
Office of Professional Standards
PO Box 7
Kings Mtn NC, 28086***

When commending an employee, try to remember the name of the employee and the circumstances of how you were helped.

Commendations received will result in the employee being notified of your gratitude and will be recorded in the employee's personnel file.

In addition, annually our awards committee reviews all reports of outstanding performance and an appropriate award may follow.