

HANOVER PARK POLICE DEPARTMENT EMPLOYEE ACTION

Employee Name _____

I.D.# _____

Incident Date _____

Report Date _____

RECOMMENDATION

Outstanding Performance

- | | |
|--------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Medal of Valor | <input type="checkbox"/> Lifesaving |
| <input type="checkbox"/> Department Commendation | <input type="checkbox"/> Unit Meritorious |
| <input type="checkbox"/> Purple Heart | <input type="checkbox"/> Letter of Recognition |
| <input type="checkbox"/> Other | |

Deficiencies Noted

- | | | |
|-------------------------------------|-----------------------------------|-----------------------------------------|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Uniforms | <input type="checkbox"/> Equipment Care |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Hair | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Procedures | <input type="checkbox"/> Other | |

INCIDENT NARRATIVE

Report #: _____

Report Attached: _____

Sergeant/Supervisor: _____

Date: _____

Lieutenant: _____

Date: _____

Deputy Chief: _____

Date: _____

Chief: _____

Date: _____

Employee : _____

Date: _____

Comments

Copies To:

- | | |
|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Chief | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> Deputy Chief | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Personnel Dept. | <input type="checkbox"/> Bulletin Board |