



Sheriff Shayne Heap
Elbert County Sheriff's Office
 751 Ute Avenue, P.O. Box 486
 Kiowa, Colorado 80117
 P: 303-621-2027 | W: www.elbertcountysheriff.com

EMPLOYEE COMMENDATION

If you would like to commend an employee of the Elbert County Sheriff's Office, please fill out this form. You may either mail this form or return it to the office. You may also commend an employee by writing a letter to the Sheriff, Elbert County Sheriff's Office, P.O. Box 486, Kiowa, CO 80117. Verbal commendations may be given to any Department supervisor. Your comments will be reviewed by the concerned shift supervisor and the commended employee.

The Elbert County Sheriff's Office thanks you for your interest and for taking the time to complete this form.

1. Date of contact with employee _____

Time of contact with employee _____ AM _____ PM

Location of contact (i.e., address, cross streets, or business name, ect.)

2. Employee's name, OSN number (if known) :

Name

OSN#

3. What initialed your contact with the employee

- Deputy response to your call
- Traffic stop
- Traffic accident
- Made a report at the office
- Other _____

- Pick up property
- Visit an investigator
- Visit/release an inmate
- Witness at a deputy investigation

