

**G.O. C-9 Appendix B  
How to Compliment an Employee**



**Clarksville Police Department**

**HOW TO COMPLIMENT AN EMPLOYEE**

- 1.** If you wish to make a compliment about the actions of a Clarksville Police Department employee or about any aspect of the Clarksville Police Department operations, please:
  - a.** Come to the Police Department, 135 Commerce St. or to either District 1 Neighborhood Policing Office located at 1885 A Ft. Campbell Blvd., District 3 Neighborhood Policing Office located at 1584 Vista Lane or the Sub Station located at 200 Holiday Dr. and tell any employee that you want to make a complaint, or
  - b.** Call the Police Department, (931) 648-0656, and tell the person answering the phone that you want to compliment an employee, or
  - c.** Write your compliment out and mail it to the Chief of Police, 135 Commerce St., Clarksville, Tennessee 37040
- 2.** Any Clarksville Police employee or supervisor will assist you in completing a Compliment for an employee. You will be asked to identify yourself and then to give specific details about your compliment. If you choose not to give your name, your compliment will still be forwarded to the Chief of Police through the chain of command.
- 3.** When your compliment has been processed, the Chief of Police will forward it to the employee.

As with any other business we appreciate hearing compliments on any of our employees.

A copy of this notice will be posted in public access areas of the Police Department