



Cottage Grove Fire/EMS Department

COMMENDATION REPORT



Cottage Grove Public Safety collectively serves our community
compassionately providing protection of life and property.
We do this with honor, integrity, pride and professionalism.
We are Cottage Grove Public Safety.

Commendations

The Cottage Grove Fire/EMS Department is committed to maintaining integrity, discipline, and a relationship with the community of trust and confidence. We welcome citizen's recognition of fire/ems employees performing in an effective, quality manner. If you have had a positive experience involving one of our employees and you believe the employee should be recognized for their performance, please take the time to fill out the form below. When you have completed the Commendation form, either bring it to the Public Safety Department, Monday through Friday, 7:00 a.m. to 4:30 p.m. or mail it to:

**Director of Public Safety
Cottage Grove Public Safety Department
12800 Ravine Parkway
Cottage Grove, MN, 55016**

Please complete this form as fully and accurately as you are able. When describing the incident, write down a detailed account as you remember it. Whenever possible, include the location, date, time, and telephone number, and the names and addresses of other known witnesses. If known, give the name(s) of the fire/ems staff involved. If you do not know the staff's name(s), use the narrative section to describe the staff in as much detail as you can remember. If necessary, attach additional sheets to this form. It's also important that you include as much as you remember of any conversation you or others had with the fire/ems staff or any actions taken by the staff. Describe in detail what you feel the staff or any fire/ems department employee did that should be recognized.

Citizen commendations will be forwarded to the Director of Public Safety, the employee's supervisor, the commended employee and to their personnel file.

Thank you for taking the time to recognize the hard work and dedication of our employees

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Commendation Continuation

Describe Basis for Commendation (Continuation)