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MEET YOUR CHAPLAINS

Bill Berry –



Pastor of the Christian Church of San Rafael, Lead Pastor of Mission Marin

Jan Heglund –



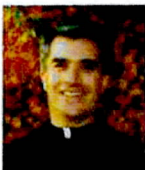
Episcopal Deacon with Church of Our Savior in Mill Valley and St. John's Church in Ross

Neal Humphrey –



President of Marin County Chaplaincy, Inc. and pastor of Red Hill Church in San Anselmo

Will Nelken –



Vice-President of Marin County Chaplaincy, Inc. and pastor of Trinity Community Church in San Rafael

Abraham Thomas –



Member of the Board of Golden Gate Baptist Theological Seminary in Mill Valley

An Introduction to the

SAN RAFAEL POLICE DEPARTMENT CHAPLAINCY



January, 1999

WHAT CHAPLAINS DO

Police Chaplains are trained and prepared to do some or all of the following:

- Counsel police officers, their families, and other members of the department
- Visit sick and injured department members and their families at home or in the hospital
- Provide prayer and emotional support to department personnel as needed
- Perform weddings, funerals, and other ministerial duties
- Educate officers in areas such as stress management, ethics, family life
- Serve as part of a Crisis Response Team
- Assist with pre-suicide intervention and post-suicide response
- Make death notifications and provide grief counseling
- Assist citizens/victims in crisis situations (e.g. domestic dispute, rape)
- Serve as liaison with other clergy in the community
- Furnish quality answers to religious questions
- Offer prayers at special occasions, such as recruit graduations, awards ceremonies, and building dedications
- Serve on review boards, award boards, and other committees

WHO WE ARE

San Rafael Police Chaplains are local men and women — volunteers from various religious groups, endorsed by their respective ecclesiastical organizations, trained and certified by the International Conference of Police Chaplains — who volunteer their time, talents, and resources to support and assist the members of the Police Department.

The San Rafael Police Chaplains are also members of the Marin County Chaplaincy, a non-profit corporation of the State of California that exists to train, coordinate, and promote the ministry of law enforcement chaplains.

HOW TO CONTACT US

- **Ride-Alongs** Chaplains schedule ride-alongs each month to initiate their presence and availability.
- **In-House Mail** A mailbox at the Police Department, marked "CHAPLAINS," may be used for correspondence.
- **E-mail** Confidential e-mail may be addressed to [REDACTED]
- **On-Call** A chaplain is on call at all times, and may be paged by any member of the department for personal or professional purposes [REDACTED] or reach the Coordinator, Will Nelken, at [REDACTED]

SAN RAFAEL POLICE DEPARTMENT TRAINING UNIT

PHASE III TRAINING

LESSON PLAN

700 ATTENDANCE & CLASS OVERVIEW

730 BASIC CONTACT PHILOSOPHIES

800 STRETCHING & FOOT MOVEMENT

800 TECHNIQUES

1. Wrist Controls

Review;

Front wrist control

Rear wrist control

Bar Arm (side & back)

Arm lock

Combinations (front wrist to Bar to front
wrist to Arm lock)

Wrist control take down

Hair pull takedown

Practice

2. Handcuffing and Hobble (Hobble Bulletin Section 2)

Review- Reaction/Weak hand-
Standing, kneeling, mod. wall, prone

Searching the suspect

Proper lifting of the suspect

Practice

Review- Hobble

Positional Asphyxia/ San Diego

Check Respiration

Check color

Check level of consciousness

Application of maximum restraint

Never leave unattended

Transportation considerations

Prone Position,

PATROL CAR IS UNACCEPTABLE

Use of Ambulance or Paramedics

Use of the Van

Medical considerations

3. ASP Baton (Bulletin section 2)

Review;

A. Non-striking and Striking areas

B. Terminology

(7) Components of Power Balance

1) Endurance

2) Flexibility

3) Focus

4) Speed

5) Strength

6) Simplicity

C. Foot movement

Pyramid Concept

- 1) Wide Base
- 2) Deep Base
- 3) Low Center
- 4) Head over Center

D. Strikes -

Closed and Open mode

- 1) Weapon hand strike
- 2) Reaction hand Strike
- 3) Straight strike
- 4) Optional strike

Practice bag Work:

- One minute bag drill, Single subject
- One minute bag drill, Two subjects

4. Personal Weapons

Review force continuum- Hitman Info.

Review;

- 1) Hands, punches, strikes
- 2) Elbows/Forearm strikes
- 3) Feet, kicks
- 4) Knee, strikes

5. SPIT MASKS

Training bulletin (attached Section 2)

MOUTHGUARD REQUIRED

1300-1400	Lunch
1400-1500	Chaplains
1500-1530	Chief Sanchez
1530-1700	Community Services (Code Enforcement)
1700	Class Ends

Equipment Needed:

- 1) Class C Uniform w/Tennis Shoes (No Boots)
- 2) Duty Belt
No Handguns, Ammo, O.C., or Knives
- 3) No Ballistic Vests required
- 4) Mouth Piece

Optional Equipment:

- 1) Water
- 2) Towel
- 3) Dry T-shirt

Class C Uniform, without duty belts, will be worn during the Classroom Portion of the class. (1400-1700 hours)

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE III

<u>DATES</u>	<u>TIME</u>	<u>DAY</u>	<u>CLASS</u>
MARCH 29	0700-1700	Monday	Class 1 <i>CANCELLED 3/28</i>
MARCH 31	0700-1700	Wednesday	Class 2
APRIL 02	0700-1700	Friday	Class 3
APRIL 03	0700-1700	Saturday	Class 4
APRIL 06	0700-1700	Tuesday	Class 5 <i>CANCELLED 4/5</i>
APRIL 08	0700-1700	Thursday	Class 6 <i>CANCELLED 4/5</i>
APRIL 12	0700-1700	Monday	Class 7
APRIL 14	0700-1700	Wednesday	Class 8
APRIL 26	0700-1700	Monday	Class 9
APRIL 29	0700-1700	Thursday	Class 10
APRIL 30	0700-1700	Friday	Class 11
	700-1300	SDAT Training	
	1300-1400	Lunch	
	1400-1500	Chaplains	
	1500-1530	Chief	
	1530-1700	COP Training	

7:00 - 7:30

Slow In-
Lecture / EQUIP.
CHECK

7:30 - 8:30

STRETCHING & FOOT
MOVEMENT

8:30 - 9:30

WRIST CONTROLS

9:30 - 10:00

BREAK

10:00 - 11:00

HANDCUFFING &
HOBBLE

11:00 - 12:00

BATON

12:00 - 13:00

PERSONAL WEAPONS

13:00 - 14:00

LUNCH

14:00 - 15:00

CHAPLINS

15:00 - 17:00

CODE ENFORCEMENT

Equipment Needed

1) CLASS C / Tennis Shoes

No Boots

2) Duty Belt
No Handcuffs

Ammo

O C

Knives

4) Mouth Piece

3) ~~Ballistic Vest~~

No BALLISTIC Vest Required.

OPTIONAL Equip.

1) WATER

2) Towel

3) DRY T-SHIRT

CLASS C UNIFORM, WITHOUT Duty Belt,
WILL BE WORN DURING THE CLASSROOM

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE III

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	1500-1530	Chief	
	1530-1700	COP Training	

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE III

LOCATION: Pickleweed Recreation Center (Scheduled 02/09/99)
Muti-purpose room or Classrooms 2 & 3

TIME: Students will be assigned to a ten (10) hour work day.
Class will be from 0700-1700 hrs. A one (1) hour lunch
will be scheduled at 1300 hrs.

OUTLINE: (6 hours) SDAT – Basic arrest tactics,
(1 hour) Lunch
(3 Hours) Chief (1/2 hour) Chaplains (1 hour)
COPS (1-1/2 hour) Code Enforcement

UNIFORM: Class C's, including gun belt and ballistic vest. No
boots; tennis shoes or soft shoes required.

Class C uniform (Shirt and Pants), without Duty belt, will
be worn during the Classroom (Guest speakers) portion
of the Class.

SPECIAL: 0600-0700 BOTH INSTRUCTORS NEEDED FOR
EQUIPMENT SET-UP AND INSTRUCTION ON
CLASS DAYS.

Chief Sanchez;

Attached you will find the Phase III training schedule. As you will see I have scheduled you for 1500 hrs each of the 8 days. Per our discussion I know that you cannot commit to an exact time, however for scheduling purposes I needed to put you on paper somewhere. So, be aware of the other commitments by the Chaplains and the COP Community Service Dept.

I suggest you drop in anytime during SDAT portion of the day between 0700 and 1300 and we will break for you. Or, if you were there at 1400 hrs I'm sure the Chaplains would enjoy listening to you and then follow your presentation.

If you have any questions please contact me at [REDACTED] or [REDACTED].

DCron/Training Manager

Sunday, March 21 | 1999

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE III

<u>DATES</u>	<u>TIME</u>	<u>DAY</u>	<u>CLASS</u>
MARCH 04	800-1200	Thurs	Lesson Development (Instructor ½ Day)
MARCH 25	800-1200	Thurs	Lesson Practical (Instructor ½ Day)
MARCH 29	0700-1700	Monday	Class 1
MARCH 31	1200-2200	Wednesday	Class 2
APRIL 02	0700-1700	Friday	Class 3
APRIL 03	0700-1700	Saturday	Class 4
APRIL 06	0700-1700	Tuesday	Class 5
APRIL 08	0700-1700	Thursday	Class 6
APRIL 12	1200-2200	Monday	Class 7
APRIL 14	0700-1700	Wednesday	Class 8

LOCATION: Pickleweed Recreation Center (Scheduled 02/09/99)

RECOMMENDED OUTLINE;

(6 hours) SDAT – Basic arrest tactics,

(1 hour) Lunch

(3 Hours) Chief (1/2 hour) Chaplains (1 hour)

COPS (1-1/2 hour) Sgt. Kelly's choice

214

Chaplain's

W. KELLY

11/11/98

2 pm

12 (noon) ?

2 pm

2 pm

2 pm

2 pm

7 pm

2 pm

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE III

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COPS (1-1/2 hour) Sgt. Kelly's choice

J R :
Pick for
LAW

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE III

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MARCH 25	800-1200	Thurs	Lesson Practical (Instructor ½ Day)
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APRIL 02	_____	Friday	Class 3
APRIL 03	_____	Saturday	Class 4
APRIL 06	_____	Tuesday	Class 5
APRIL 08	_____	Thursday	Class 6
APRIL 12	<u>X</u>	Monday	Class 7
APRIL 14	_____	Wednesday	Class 8

LOCATION: Pickleweed Recreation Center (Scheduled 02/09/99)

RECOMMENDED OUTLINE;

0700-1300. (6 hours)

SDAT – Basic arrest tactics,

1300-1400 Lunch

1400-1700 Chaplains (1 hour)

COPS (2 hour) Sgt. Kelly's choice

J.R.

LET ME KNOW WHEN YOU WANT TO START

CROW!

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE III

NOW -
I will
give my
Sgt's the
ground
(10)

<u>DATES</u>	<u>TIME</u>	<u>DAY</u>	<u>CLASS</u>
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(1 hour) Lunch

(3 Hours) Chief (1/2 hour) Chaplains (1 hour)

COPS (1-1/2 hour) Sgt. Kelly's choice

"In Person, In Time"

Recommended Procedures for Death Notification

The principles of death notification:

***In person
in time,
in pairs,
in plain language,
and with compassion.***

This manual was prepared in cooperation with:
Dr. Thomas L. Bennett, State Medical Examiner,
the Iowa Organization for Victim Assistance (IOVA),
MADD/Polk County Chapter, and
Polk County Victim Services

Crime Victim Assistance Division
Iowa Department of Justice

Bonnie J. Campbell
Attorney General of Iowa

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Concerns of Police Survivors

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Camdenton, MO 650
(314) 346-4911



San Rafael Police
CHAPLAINCY

1400 Fifth Avenue
San Rafael, CA 94901

Pager: [REDACTED]

"In Person, In Time"

Recommended Procedures for Death Notification

Table of Contents

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Death Notification in a Hospital Setting	7
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How Survivors Respond to Death Notification (general information)	9
Resource Materials	following page 9

Survivor Intake Form for the notifiers' records

Community Resource Form to give to survivors

"A Guide to Survival for Family and Friends of Homicide Victims" (booklet)

Wallet Cards for notifiers

(The Resources are designed to be reproduced by local officials for their own use and for distribution to survivors.)

Acknowledgements

The people who took the lead in designing and drafting the guidelines were a committee of volunteers: Suzan Brooks from MADD/Polk County Chapter, Rich Joens of Polk County Victim Services, John and Kay Egan, who are the parents of a homicide victim, Rich Conner of the West Des Moines Police Department, and Kevin Seely of Hamilton's Funeral Services in Des Moines.

Dr. Thomas L. Bennett, State Medical Examiner, also has been a strong supporter and contributor to this project.

All these people have much first-hand experience in death notification and helping survivors. They exemplify the combination of professionalism and compassion that is so essential to the duty of death notification.

I am exceedingly grateful to these people and their organizations for their generous public service.

-- Attorney General Bonnie Campbell

"In Pairs"

Always try to have two people present to make the notification.

Ideally, the persons would be a law enforcement officer, in uniform; and the medical examiner or other civilian such as a chaplain, victim service counselor, family doctor, clergy person, or close friend. A female/male team often is advantageous.

It is important to have two notifiers. Survivors may experience severe emotional or physical reactions. (Some even strike out at notifiers.) There may be several survivors present. Notifiers can also support one another before and after the notification.

Take separate vehicles if possible.

The team never knows what they will encounter at the location. One might need to take a survivor in shock to a hospital while the other remains with others. (*Shock is a medical emergency.*) One notifier may be able to stay longer to help contact other family or friends for support. Having two vehicles gives notifiers maximum flexibility.

Plan the notification procedure.

Before they arrive, the notifier team should decide who will speak, what will be said, how much can be said.

"In Plain Language"

Notifiers should clearly identify themselves, present their credentials and ask to come in.

Do not make the notification at the doorstep. Ask to move inside, and get the survivor seated in the privacy of the home. Be sure you are speaking to the right person. You may offer to tell children separately if that is desired by adult survivors.

Relate the message directly and in plain language.

Survivors usually are served best by telling them directly what happened. The presence of the team already has alerted them of a problem.

Inform the survivor of the death, speaking slowly and carefully giving any details that are available. Then, calmly answer any questions the survivor may have.

Give survivors helpful guidance and direction:

Survivors bear the burden of inevitable responsibilities. You can help them begin to move through the mourning and grieving process by providing immediate direction in dealing with the death.

Offer to call a friend or family member who will come to support the survivor – and stay until the support person arrives.

Offer to help contact others who must be notified (until a support person arrives to help with this duty.)

Survivors may have a hard time remembering what is done and said, so write down for them the names of all who are contacted.

Inform the survivor of any chance to view the deceased's body.

Be available to transport the survivor or representative for identification of the victim, if necessary. Explain the condition of the deceased's body and any restrictions on contact that may apply if there are forensic concerns. If appropriate, explain that an autopsy will be done.

Viewing the deceased's body should be the survivor's choice. Providing accurate information in advance will help a survivor make that decision. Some survivors will choose to see the body immediately, and this should be allowed if possible. *(Denying access to see the body is not an act of kindness.)*

Provide other specific information. Take a copy of the "Community Resource Information" form, fill it out, and leave it with the survivor. [See copy of form at end of this booklet.]

Fill out and keep the "Survivor Intake Form." [See copy of form at end of this booklet.]

This form records basic information about survivors and their wishes. Complete the form, sign it, and keep it with the report or investigation file.

Death Notification in a Hospital Setting

Law enforcement officers and medical examiners may be called on to do death notification at a hospital after an accident or a shooting, for example.

It is a very good idea for hospitals and other officials to determine general procedures and protocols in advance, so all parties are familiar with their duties and roles.

The principles of death notification described above all apply in the hospital setting. Here are a few points to be sure to remember:

Find a quiet room for the notification and be sure survivors are seated. (Do not notify in a crowded hall or waiting room.)

Arrange for a doctor to be present or available shortly to answer medical questions. Doctors should be in *clean uniform*.

Inform simply and directly.

Provide assistance and guidance:

Ask if survivors wish to spend time with the body of the deceased.

Explain the procedure if identification of the deceased is necessary. Explain about autopsy or organ donation, if appropriate.

Volunteer to help notify others. Make a list of any calls made.

If there are media calls, refer them to the investigating officer or (if available) a victim service advocate.

Do not leave survivors alone. Be sure someone is there to accompany them.

Fill out the "Survivor Intake Form" for your records, and give survivors the "Community Resource Information" form. Be sure the survivor has your name and number.

Contact the survivor the next day.

General Information on

How Survivors Respond to Death Notification

Physical Shock:

Persons learning of the death of a loved one may experience symptoms of shock such as tremors and a sudden decrease in blood pressure.

Shock is a medical emergency – help should be summoned.

Some of the factors that affect stress reactions are:

- the intensity of the event (for example, violent death vs. heart attack),
- the survivor's ability to understand what's happening,
- and the survivor's equilibrium.

Whenever possible, notifiers should be aware of any available background information about the survivors, including medical or emotional history.

Other general reactions to death notification:

Even if there is no physical shock response, death notification must be considered a crisis for the survivors. They will have a need to express feelings; a need for calm and reassuring authority; a need for help in determining what happens next; and a need to begin restoring control by making some choices – naming a support person to call, for example, or selecting a funeral home.

These needs can be met through the humane, patient, and non-judgmental approach of notifiers. Allow survivors to express their grief freely. Take the time to give them adequate information about the death and about official procedures subsequent to the death.

Many survivors, regardless of background, find themselves numb and unable to take the next step. This is where the support person helps the most. Survivors need support persons to help them through the initial crisis. Before you leave a survivor, make sure such ongoing support is available.

The suggested *Survivor Intake Form* and *Community Resources Form* ("What Do I Do Now?") will help with this process.

Information about survivors and their wishes — to be completed by notifier.

[This form is to be filled out at the time of notification and retained by the notifier.]

Name of survivor: _____

Person providing information (if different): _____

Address of survivor: _____

Community: _____ ZIP _____

Telephone: Home _____ Work _____

Relation to the deceased: _____

Name of funeral home to which the body of the deceased should be sent:

If the survivor has no preference in funeral homes, would he or she like the medical examiner to choose one? _____ Yes _____ No

Do any survivors wish to see the body of the person who has died?

_____ Yes _____ No _____ Will decide later.

Are there any special items that might have been in the possession of the person who died (such as jewelry or a donor card)?

List: _____

Others to be contacted by notifier (other kin, unmarried partners, roommates, etc.):

_____ Phone _____

_____ Phone _____

Persons contacted by notifier to provide support to the survivor:

_____ Phone _____

_____ Phone _____

Signature of the notifier _____ Date _____

Note to Departments and notifiers: You may copy this "Guide to Survival" and give it to homicide survivors. The Guide also is available in pamphlet form, at no charge to survivors or others, from the Crime Victim Assistance Division of the Attorney General's Office, 1-800-373-5044.

A Guide To Survival

***For Family and Friends
of Homicide Victims***

Iowa Department of Justice

**Bonnie J. Campbell,
Attorney General of Iowa**

A Guide To Survival

For Family and Friends of Homicide Victims

Introduction

Someone you love has been murdered, or was killed by a drunk or reckless driver. It is an understatement to say that your life has been changed. Your anger and pain are deep, and it will take a great deal of hard work and time to recover. You may never feel as if you have "recovered." However, many persons who have been in your situation learn to "manage their grief." You will need time, determination, and, often, the support of a caring listener.

The feelings you experience are likely to be very difficult and foreign for you, but, most likely, they will be similar to what others have felt. This booklet was written for you by counselors from Polk County Victim Services who work with survivors – with help from people who have lived through the loss of a loved one to homicide.

The Most Common Feelings of Grief

Shock

In the beginning most people feel a profound numbness. Some liken it to "being in a fog." It may be this fog that allows you to accomplish the necessary arrangements for the funeral and other duties.

Turmoil

When the fog clears, most people's emotions fall into turmoil. You may have flashbacks of the moment you were notified of the death, or of the last time you saw your loved one alive. You may dream of your loved one, or believe that he or she will soon "walk through that door." Part of you will deny that your loved one really is dead.

You may experience many grief spasms at first, crying as if you couldn't stop. The spasms gradually will come farther apart. You may have panic attacks and feel afraid for your life or the lives of other family members. You may be filled with restlessness and unable to concentrate on anything. You may be unable to sleep at night or find it very hard to get out of bed in the morning.

support your anger can be managed and may even contribute to helping you gain back some control in your life.

Revenge

For the first time in their lives, many survivors find themselves thinking of ways to kill another human being, the killer. Understandably, some people are deeply disturbed by this emotion. You may wonder if you are losing your mind. You aren't. You are normal. Counselors of survivors find that almost every person they work with thinks about revenge. Having these feelings does not mean you are going to act on them.

Some people will tell you that wanting revenge is unhealthy and that the only way you can find peace is to forgive. If forgiveness is in your heart, fine, but do not allow people to place unnecessary guilt on you. Chances are they have never been through what you are experiencing.

Coping With the Reactions of Others

Each of us is an individual. We like different foods, wear different clothing, and choose unique lifestyles. It stands to reason that, at the most painful time in our lives, we would also grieve in our own way. How we choose to grieve is determined by three things – our personal view of death, how society views death, and our individual personalities.

Family

When a homicide happens to a family, you might expect it to pull the family together. This is not always true. It is not unusual for counselors to see families separate, both physically and emotionally. At this time, communication is very important. Work hard to express your feelings within the family and with supportive friends.

Friends

When you hurt, you turn to people who have always been there, your friends. But where are they a month, six months or a year after the murder? Often, they have gone back to their lives, but you still need to talk.

If you bring up the homicide, some people will change the subject. Many people do not want to listen to the details of the tragedy, even though survivors often need to talk about details. People often can't bring themselves to talk about homicide. They may feel they do not have the words to say or the ability to listen. They may feel hopelessly inadequate. And the loss of your loved one probably hit them with a stark reality: If it happened to you, it could happen to them.

Sometimes, the only ones serving a "life sentence" are the victim and the victim's loved ones. Cases may drag on and on. Many cases never go to trial or take years for a conviction. If there is a conviction, it likely will be appealed, and a small fraction of cases find their way back to court for another trial.

Those who administer our laws -- law officers, prosecutors, judges, and others -- must deal every day with the most brutal crimes. Sometimes they build self-protective barriers which come across to victims as insensitivity.

To help you through this ordeal, seek out supportive friends, counselors or advocates.

Remember, too, that Iowa law gives survivors of homicide victims certain rights to information about pending cases, and other assistance. Please see the end of this booklet for information.

Epilogue

The rest of your life is the epilogue. The widow of a homicide victim said recently, "My life has been permanently changed. I don't know who I am anymore." This is a common reaction for most homicide survivors.

Your life *has* changed. You will see things differently now. You may never again want to watch violence portrayed on TV. You may have to struggle with new or stronger prejudices for the rest of your life. You may feel irritated by "the little things" in life. Or, incidents that once seemed to be a catastrophe will be only minor aggravations because you have already survived the worst.

Your faith may be shaken. You may find it impossible to trust strangers. You may feel that laws you thought were designed to protect you are really designed to protect criminals. You may wonder if the victim has any rights.

But most survivors slowly heal. Meaning comes back into their daily activities. They find people to stand by them and give them support. Some find sensitivity for others they never experienced before. Most find joy in the treasured memories of their loved ones. Many join others who want to carry on the vigil for all of those who have died as a result of violence.

This booklet was written by Polk County Victim Services, Des Moines, Iowa, based on material from Families and Friends of Missing Persons and Violent Crime Victims, of Seattle, Washington.



"Make My Day!" Award

Help us honor a deserving officer with the first annual **"Make My Day!"** Award.

The **"Make My Day!"** Award is granted annually by the San Rafael Police Chaplains to a sworn police officer who excels in compassion and comradeship, making the department a better place to work and the city a better place to live.

To receive the award, an officer must receive the highest recommendation of the members of the San Rafael Police Department or other City agencies.

To offer a recommendation, please use the accompanying form and return it in a sealed envelope to the Chaplains mailbox at the station, or mail it to SRPD Chaplains, c/o Police Department, 1400 Fifth Avenue, San Rafael, CA 94901.

Thanks for participating!

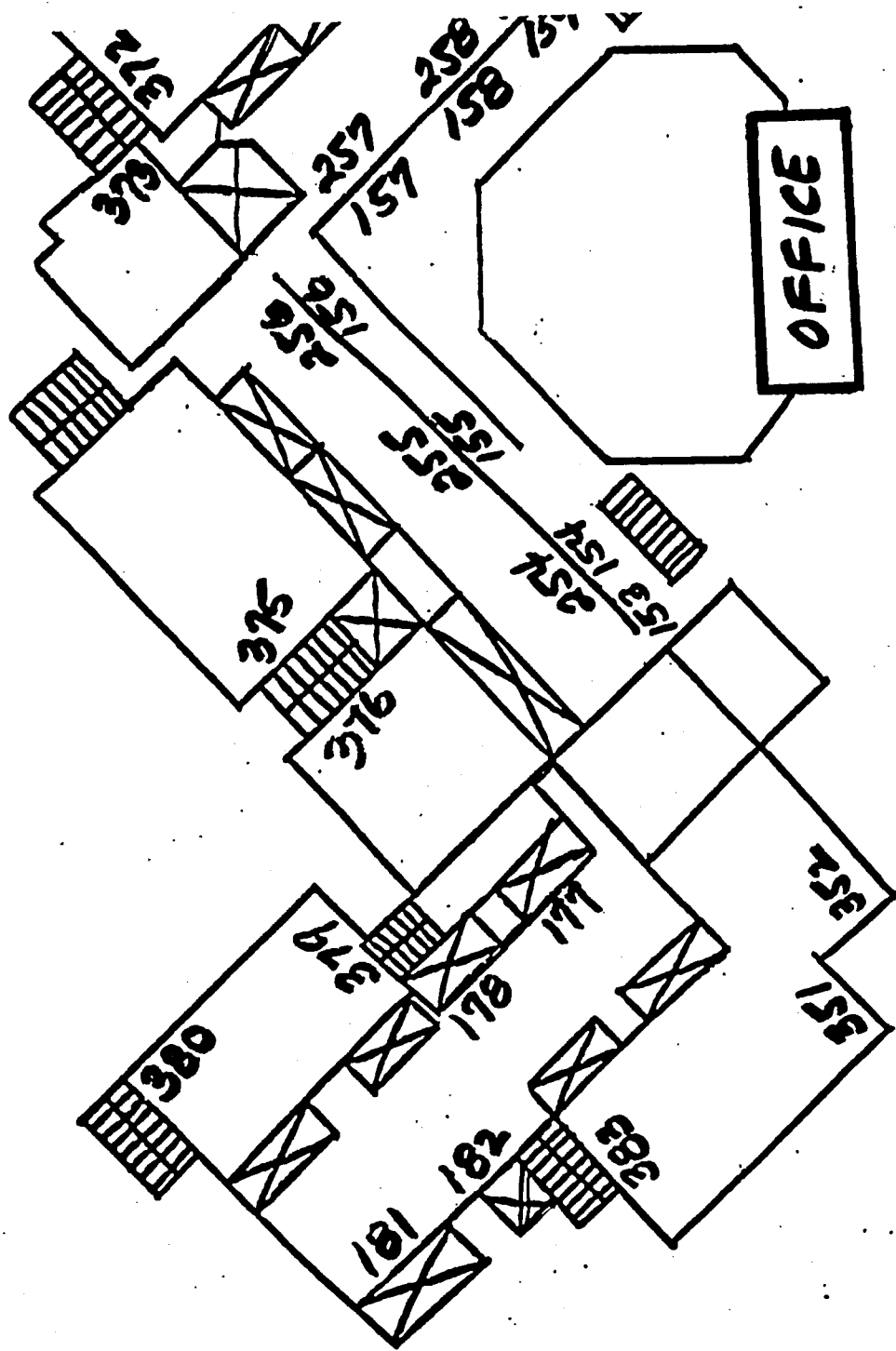
"Make My Day!" Award Recommendation Form

Recommended Officer's Name (print): _____

Describe the reason you have chosen this officer to receive the **"Make My Day!"** Award. Be as specific as you can, citing events or accomplishments that demonstrate excelling compassion and comradeship (between January 1, 1998 and the present). If you require more space, please use the back of this sheet.

[illegible]

Signed, _____ Department: _____



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