



Haltom City Fire Department

Compliment an Employee

Last Name:	First Name:		MI:	Home Phone #:
Mailing Address:	City:	State:	Zip:	Cell Phone #:
Date of Incident:	Email Address:			
Time of Incident:	Location of Incident:			
Name of Involved Employees		How Involved?		
1.				
2.				
3.				
4.				

Comments

Your comments will be forwarded through the employee's chain of command, including the Fire Chief. After the review process, a copy will be placed in the employee's personnel file, and the original will be provided to the employee.