



*Office of the Chief of Police
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MEMORANDUM

TO: Ptl. W. Cotham
Patrol Division – A Shift

FROM: D. F. Adams, Chief of Police
Department of Public Safety

DATE: July 1st, 2008

SUBJECT: **LETTER OF APPRECIATION**

A handwritten signature in black ink, appearing to read "D. F. Adams", is positioned to the right of the "FROM:" field.

Recently I received an emailed note from Jose Avila who is a District employee working out of 811 W. Houston St. Mr. Avila contacted this Department after he was unable to gain access to his office after locking himself out of his work area.

Mr. Avila expressed his appreciation for your service and the spirit in which it was delivered. Mr. Avila described your service as helpful, courteous and punctual and professional.

I too want to thank and commend for your service to a member of our community and the spirit in which it was delivered. In doing so you brought favorable recognition upon yourself and the Department of Public Safety.

Keep up the good work.

From: AVILA, JOSE
Sent: Saturday, June 28, 2008 8:43 AM
To: PENA, BENITO
Subject: officer william

I just wanted to let you know that an officer by the name of William, was very helpful, courteous, and punctual on June 28, 2008. I did not have they keys and locked myself out of the helpdesk and he was able to assist me, in a very professional manner.

Thank you, Jose Avila
PC/LAN tech
c. 859-4844

cc: Dr. Bruce Leslie, Chancellor
Mr. James N. McLaughlin, Vice Chancellor – Administration
Employee file