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**MEMORANDUM**

TO: Ptl. Norma Rodriguez  
Patrol Division

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

DATE: December 17<sup>th</sup>, 2008

SUBJECT: **LETTER OF COMMENDATION**

Below please find a copy of an email sent to me by Mr. Justin Bennett, Technical Director / Theater Manager at St. Philips College's Watson Fine Arts Center. In his email, Mr. Bennett commends you for your availability and attention to duty during an event at the theater on December 6<sup>th</sup>, 2008.

Mr. Bennett specifically was appreciative of your assistance in managing the crowd and the manner in which you did so through the exhibition of a positive attitude, a willingness to help and through your approach of a willingness to understand so as to better support the event.

I too want to commend and thank you for your service to a member of our community and the manner in which you did. You have brought favorable recognition upon yourself and the Department of Public Safety.

Keep up the good work.

Letter of Commendation - Message (Rich Text)

Message Developer Adobe PDF

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Find Related Send to  
to All to All Folder Rule Actions Sender Not Junk Junk E-mail Options Find OneNote

You replied on 12/16/2008 2:57 PM.

From: BENNETT, JUSTIN Sent: Tue 12/16/2008 11:47 AM  
To: ADAMS, DON  
Cc:  
Subject: Letter of Commendation

Chief Adams:

I just wanted to send a note of appreciation for Officer Norma Rodriguez (Badge #250). We needed an overtime officer on very short notice for an event on December 6<sup>th</sup>, 2008 in the Watson Fine Arts Center. Officer Rodriguez was working "A shift" at SPC that morning, and came by to let me know that we weren't able to get an overtime officer for the first part of the day, but that she would be assigned to our event at the end of her shift. I briefed her on the event, and she said she would perform frequent walk-throughs and be available through dispatch if we needed her for anything.

True to her word, Officer Rodriguez maintained a fairly regular presence in the building, and was available when needed despite attending to her other duties. Around the time her regular shift ended, we were presented with a crowd control situation as it became apparent that we had more audience members than we had seats in the theatre. Officer Rodriguez was instrumental in keeping the stairs and aisles clear in the theatre, as well as generally keeping things under control. She always exhibited a positive attitude, was willing to help, and approached each situation with a willingness to understand so as to better support the event. Please accept my sincerest thanks for her service.

Best Regards,

Justin Bennett  
Technical Director / Theatre Manager  
St. Philip's College – Watson Fine Arts Center  
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