



**ALAMO COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF PUBLIC SAFETY**

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To: Ptl. K. Marshall  
Patrol Division  
Department of Public Safety

From: Terrie Hoffmann  
Chief of Police  
Department of Public Safety

Don Adams  
Assistant Chief of Police  
Department of Public Safety

Date: January 6<sup>th</sup>, 2004

Subject: **COMMENDATION/CASE NO. 03-3-7451**

While going about your duties on December 29<sup>th</sup>, 2003 you discovered a broken exterior window to one the buildings at Southwest Campus. Upon further inspection and investigation you discovered that the break was fresh and that a burglary had occurred, however the actors had already departed.

As a result of your actions a timely discovery of a burglary of one the buildings at Southwest Campus was made allowing for proactive measures to be initiated in following up on the crime and also resulting in the Department being “**on top**” of this incident.

You are to be commended for your attention to duty and observations.

cc: Employee file  
D. Patten  
R. Tomlinson  
B. DeLeon