

# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER  
MAYOR

STEVE CONRAD  
CHIEF OF POLICE

**TO:** Mr. Larry Kizer  
Administrative Services Division

**FROM:** Steve Conrad   
Chief of Police

**DATE:** March 4, 2015

**RE:** Letter of Commendation

Recently, I received a letter commending you for being highly motivated and stating that your work ethic is surpassed by none. You have consistently surpassed your coworkers in productivity, completely nearly 2,000 calls for service which is approximately 14% of the work load. You willingly volunteer for additional work. You are proficient and seldom need assistance although you more than willingly provide assistance to others.

Thank you for going above and beyond the call of duty. I appreciate your willingness to put forth the extra effort to achieve our goals on a daily basis. I commend you for your exceptional work ethic, professionalism and for being a valuable member of the Louisville Metro Police Department.

Through your initiative, you have reflected a positive image for the department. Your strong work ethic, dedication, professionalism, and positive attitude are very much appreciated.

Please keep up the diligence and perseverance and remember that the department and the citizens of our community welcome the excellent work that you are doing.

Congratulations, you have been nominated for the Civilian of the Year Award.

SC/sb

cc: Major Rob Schroeder  
Personnel File  
Awards Committee

