



Date of occurrence: 2011

Employee Name: Dina Goldstein

Classification: Executive Assistant to the Chief

Unit/Division: Police / Chief's Office

Award/Commendation type and recommendations: Nomination for Police Civilian of the Year 2011

Narrative:

During 2011, Dina Goldstein received eleven letters of appreciation from the public, nine Police Department commendations, two Town of Surfside Certificates of Appreciation, the 2011 Southeast Florida Crime Prevention Association of the Year Award, and is currently a finalist for the 2011 Miami-Dade Law Enforcement of the Year Award for Crime Prevention. She also participated in over thirty crime prevention or community events during 2011. Many of these events she organized and managed herself, and many on her own time.

In addition to the above, she is also my Executive Assistant but in reality she is the department's only administrative assistant and is office manager for the entire police department. Alone, she manages the payroll, the off duty payments, the parking permit programs, the monthly crime and enforcement statistics, correspondence to and from the Chief's Office, departmental public record requests, tow company billing, check requests, ordering of supplies, update of the website, and creation of community flyers.

Dina is a quality person, always willing to help and always makes the Town and the Police Department look good. She is well respected in the community as well as in the workplace. Her work ethic and dedication to the Police Department is remarkable. I am very honored and fortunate to have her as my Assistant.

Chief of Police: David Allen

Date: January 17, 2012