



Date of occurrence: September 3 – November 19, 2013

Employee Name: Dina Goldstein

Classification: Executive Assistant to the Chief

Unit/Division: Chief's Office

Award/Commendation type and recommendations: Letter of Commendation

Narrative:

Dina Goldstein was assigned to coordinate the Police Department's 12th Citizens Police Academy. This program has been our most successful crime prevention/community initiative and the one that requires the most effort to manage. I expected the same from the 12th CPA and knew Dina to be the right person to oversee it.

Dina is my Executive Assistant and managing the CPA is not part of her regular duties and much of her work on the CPA was done on her own time. The responsibilities include advertising, recruiting and notifying participants, conducting backgrounds, scheduling classes and trainers, ordering materials and equipment, hiring transportation, securing off site locations, providing refreshments, composing thank you letters for instructors, and directing a graduation ceremony.

After twelve long weeks of classes and many additional work hours on her part, I can thank and praise Dina for taking the lead and coordinating the largest and best CPA ever. Well done!

Chief of Police:

Print Name: David Allen

Date: November 25, 2013