



Date of occurrence: 2018

Employee Name: Dina Goldstein

Classification: Executive Assistant to the Chief

Unit/Division: Chief's Office

Award/Commendation type and recommendations: Civilian of the Year 2018

Narrative:

This letter is to recognize Executive Assistant to the Chief Dina Goldstein for having been named the Police Department Civilian of the Year 2018 by the FOP Awards Committee. Dina is the only full-time administrative person in the Police Department. She successfully manages the many administrative functions of the Police Department. Her job responsibilities are numerous and critical to the overall operation of the Police Department. Dina tracks three budgets annually. She also undertakes the most complicated payroll system in Town Hall as well as the voluminous off duty detail payroll.

Dina single-handedly serves as the office manager for the Police Department and is responsible for the ordering, purchasing, and billing for all items. Dina also administers the business parking permit program. She compiles the monthly, biannual, and annual crime and enforcement statistics as well as the monthly police bulletin, police Town Manager's report and the police information for the Gazette. She is the liaison for the police link to the website and handles the distribution of public flyers for the community. In addition, Dina represents the Chief's Office at Town meetings and law enforcement and community events.

Dina's workload has changed substantially as the department has converted to a more efficient operation through technology. Additionally, with the retirement of past Chief David Allen and my appointment to Chief of Police, along with new Command Staff members, Dina has shown a remarkable ability to adapt and adjust quickly and efficiently. She has been a crucial part of the smooth transition.

Dina is available evenings and weekends when needed and is always on call. She is the first to help others with their job functions and duties. She is well respected at the Police Department, Town Hall and in the community.

Dina has and continues to work on many programs that enhance public safety and provide a more secure environment for citizens in Surfside. These programs include the Citizens Police Academy, the Halloween Safety Night, the Holiday Toy Drive and Party, and the Summer Police Teen Camp. She hosts regularly scheduled on-site programs in Surfside for community blood drives, community outreach for the State Attorneys' Office, Department of Highway Safety and Motor Vehicles mobile DMV, and DEA Prescription Drug Drop Off Days. Dina also works on the bicycle registration, dog identification and registration programs, and the annual Miami-Dade Chiefs of Police dinner.

Executive Assistant Dina Goldstein's work ethic, dedication, and commitment to the Town, her fellow employees, and residents of Surfside are unparalleled. Most importantly, Dina is not only a wonderful employee, but she is a kind, compassionate, and loyal person! I am lucky to have her as my Executive Assistant and congratulate her on being awarded the Police Department's Civilian of the Year for 2018!

Chief of Police: Julio Yero

Date: January 17, 2019