



**Date of occurrence:**                    **October 2018**

**Employee Name:**                    **Administrative Aide Donna Natale-Planas**

**Award/Commendation type and recommendations:** **Civilian of the Month**

**Narrative:**

During the month of October, Administrative Aide Donna Natale-Planas was assigned numerous tasks and duties that were required to meet the operational and administrative needs of the Surfside Police Department. Donna was tasked with updating all police employee training files and ensuring that all the training information was entered in to the police CSD training module for use in the upcoming Commission for Florida Law Enforcement Accreditation assessment. This information is now readily accessible to police department supervisors for use in the employee evaluation process and for accreditation proofs of compliance for mandatory police training requirements. Donna also helped prepare for and participated in the police department's annual Halloween Block Party at 92nd Street and Byron Avenue. She assisted in preparing over 1000 bags of candy and 2,000 glow sticks that were then distributed to children in Surfside by police department personnel. Donna also assisted with the Surfside Citizens Police Academy with any needed task. She also utilized her professional skill set as a photographer to capture the interactions of police department personnel with the Surfside citizens during these civic related events.

Donna is a true professional and has always been willing to assist police personnel. Donna is to be commended for her tireless dedication and commitment to the Town of Surfside and the Surfside Police Department. Congratulations to Donna as the recipient of Civilian of the Month...well deserved!