



Date of occurrence: February 4, 2020

Employee Name: Property and Evidence Manager Elinor Joseph and Public Safety Specialist Analily Perez

Classification: Support Services

Unit/Division: Evidence and Property / Support Services

Award/Commendation type and recommendations: Letter of Commendation / Civilian of the Month Nomination

Narrative:

Over the past several months, the Surfside Police Department has been working tirelessly on a complete reorganization of the Property and Evidence Room. This would allow the police department to work more effective and efficiently with the elimination of property and evidence that was no longer needed to be retained.

This process consisted of three steps:

The first step was to complete a review of all case files to determine the disposition of each case and what evidence and property no longer needed to be retained and could be destroyed. This required Evidence and Property Manager Elinor Joseph along with Public Safety Specialist Ana Perez to work with our detective bureau in conjunction with the court system for case clearances.

Once this step one was completed, step two was to coordinate a “Weapons Melt and Property Burn” which is a term used to melt firearms, knives and any other weapons along with the burning of property that was not identified as metal. Mr. Joseph and Ms. Perez set up the coordination of the outside vendor along with the patrol section and detective bureau within the department for a police escort to the US Foundry and Manufacturing Burn location. An additional part of this process was to properly dispose of and burn any property or evidence that was not considered metal. Mr. Joseph coordinated this with the vendor for the burn destruction of this property.

The final step of this process was the annual property and evidence inventory which took on February 4, 2020. In years past, this process would take two or three days to complete however this year the inventory was completed in one day. This was largely due to the dedication and commitment of our Evidence and Property Manager Joseph along with Public Safety Specialist Perez.

These two individuals were committed to ensuring each and every case was properly reviewed and cleared before moving forward. This involved several manpower hours over several months with conclusion of the operation on Feb 4, 2020. The dedication and commitment these two individuals displayed during this process and continue to do so on a daily basis is remarkable. Congratulations to Parking Operations Manager Elinor Joseph and Public Safety Specialist Analily Perez as the recipients of the February Civilian of the Month award...well deserved!