



Date of occurrence: 2014

Employee Name: Dina Goldstein

Classification: Executive Assistant to the Chief

Unit/Division: Chief's Office

Award/Commendation type and recommendations: Nomination for the 2014 Surfside Police Civilian of the Year

Narrative:

This letter is to nominate Executive Assistant to the Chief Dina Goldstein for the 2014 Police Civilian of the Year. She manages the administrative functions of the Police Department by herself. Her job responsibilities are numerous and critical to the overall operation of the police department. She is an important part of the development of three budgets each year: Public Safety, Municipal Parking, and Forfeiture/ Confiscation. She also undertakes the most complicated payroll in Town Hall as well as the off duty detail payroll. She is a one person office manager for the Police Department and 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. She is the liaison for the police link to the website and Channel 77 and creates public flyers for the community. In addition, Dina represents the Chief's Office at many Town meetings and law enforcement and community events. Whatever new challenge she is given, and there have been many, she establishes a plan and always completes it in a professional, meticulous and timely manner.

Dina has developed and implemented many programs that enhance public safety and provide a safer environment for our citizens in Surfside. Dina managed our 13th Citizens Police Academy, the annual Halloween Safety Night block party, the annual Police Department Holiday Toy Drive and Party, the Town Take your Children to Work Day, the Summer Police Teen Camp, a crime awareness class for women, and a self-defense

class for women. 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. She is responsible for the bicycle registration, dog identification and dog registration programs and the annual Miami-Dade Chiefs of Police dinner. She is the Town's representative for the American Cancer Society Relay for Life project. On most of these events she volunteers her own time.

Her work ethic, dedication, and commitment to the Town, her fellow employees, and residents of Surfside are remarkable. Most important is that Dina is not only a great employee but also a great person and well respected by all!

Chief of Police:

Print Name: David Allen

Date: February 2, 2015