



Date of occurrence: 2016

Employee Name: Dina Goldstein

Classification: Executive Assistant to the Chief

Unit/Division: Chief's Office

Award/Commendation type and recommendations: Surfside Police Department
Civilian of the Year 2016

Narrative:

This letter is to recognize Executive Assistant to the Chief Dina Goldstein for the Police Department Civilian of the Year 2016. She is the only full time administrative person in the Police Department. She successfully manages the many administrative functions of the Police Department by herself. Her job responsibilities are numerous and critical to the overall operation of the police department. She oversees spending in three budgets annually. She also undertakes the most complicated payroll system in Town Hall as well as the voluminous off duty detail payroll.

Dina 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 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 creates public flyers for the community. In addition, Dina represents the Chief's Office at many Town meetings and law enforcement and community events. Each year, her workload and responsibilities increase as the department grows in size and takes on more public safety initiatives. She 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 completes her work 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 manages many of our most successful annual programs such as the Citizens Police Academy, the Halloween Safety Night, the Holiday Toy Drive and Party, the Take your Children to Work Day, 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. She is responsible for the bicycle registration, dog identification and dog registration programs and the annual Miami-Dade Chiefs of Police dinner. She also volunteers for the Town's American Cancer Society Relay for Life project and Alzheimer's Walk. Many 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 one of the best employees in town but she is also an exceptional person! I am proud to have her as my Executive Assistant as well as the Police Department's Civilian of the Year for 2016!

Chief of Police:

Print Name: David Allen

Date: January 24, 2017