



**Date of occurrence:** 2021

**Employee Name:** Dina Goldstein

**Classification:** Executive Assistant to the Chief

**Unit/Division:** Chief's Office

**Award/Commendation type and recommendations:** Civilian of the Year 2021

**Narrative:**

The Surfside Police Department has selected Executive Assistant to the Chief Dina Goldstein as the Surfside Police Department's Civilian of the Year for 2021. Dina began her career with the Town of Surfside in 2008 after graduating from the second Citizens Police Academy class as a resident. Dina has come full circle as she currently oversees and has coordinated the Citizen Police Academy program for 10 years. Dina is the only full-time civilian administrative person in the Police Department and successfully manages the many administrative functions within the Police Department. Her job responsibilities are numerous and critical to the overall operation of the Police Department. Dina tracks three budgets annually and proficiently undertakes the most complicated payroll system in Town Hall.

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, the Police Department's section of the Town Manager's monthly report, weekly updates and submits the Police Department material to the Gazette. In addition, Dina represents the Chief's Office at law enforcement and community events.

In 2021, Dina was given the responsibility of managing and organizing the Police Department's training files. Her role is integral in keeping the training files up to date both electronically and in the employee files. Dina also distributes the training certificates to Human Resources for documentation. This is an important aspect in order to efficiently complete employee evaluations. She eagerly accepted this challenge and completes it with ease.

Dina took on the daunting task of reviewing and revising the ICS FEMA forms in reference to the Champlain Towers South Building Collapse on June 24, 2021. Dina worked closely with the consulting company hired by the Town to ensure the proper and pertinent information was submitted to FEMA. Due to her diligence, the forms were turned in ahead of time and the Surfside Police Department's ICS forms were used as an example for other police departments.

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 Summer Police Teen Summer Camp program and the annual Holiday Toy Giveaway Event. Due to the COVID 19 Pandemic, the toy event was revamped for the safety of the children, families and participating personnel. She hosts regularly scheduled on-site programs in Surfside such as community blood drives, Department of Highway Safety and Motor Vehicles mobile DMV, and biannual Shred-A-Thons 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, kindheartedness, and dedication to the Town, her fellow employees, and residents of Surfside are unparalleled. 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 was selected by her peers to receive this prestigious award, a high honor. Congratulations to Executive Assistant to the Chief Dina Goldstein as the recipient of the 2021 Surfside Police Department Civilian of the Year Award...well deserved!

**Chief of Police:** Rogelio J. Torres Jr.

**Date:** January 31, 2022