



**Date of occurrence:** 2017

**Employee Name:** Elinor Joseph

**Classification:** Parking Operations Manager

**Unit/Division:** Parking Department

**Award/Commendation type and recommendations:** Surfside Police Department  
Civilian of the Year 2017

**Narrative:**

This letter is to recognize Parking Operations Manager Elinor Joseph for the Police Department Civilian of the Year 2017. Elinor Joseph is the Parking Operations Manager, Property and Evidence Custodian and Quartermaster. As the Parking Operations Manager, Joseph supervises/oversees four Parking Enforcement Officer, manages 6 municipal parking lots, 37 multi-space pay stations and the electronic single space meters. The lack of parking is a critical problem in Surfside and Mr. Joseph has been an integral part of the Town committee for parking feasibility which provides recommendations to the Town Manager and Commission to successfully mitigate and resolve this issue. He participated in numerous meetings, research studies, correspondence, and prepared reports in support of reducing the number of single space meters in favor of more efficient multi-space pay stations. Mr. Joseph's dedication to this initiative led to the Town Manager and Town Commission approving the procurement of 8 additional multi-space pay stations which were installed in early 2017. Mr. Joseph also oversees the pay-by-phone system and the residential parking permit program.

In addition to his Parking Operations Manager duties, Mr. Joseph is the Property and Evidence Unit Custodian who oversees the intake, processing, storage, and disposition of all evidence and property for court or safekeeping. Mr. Joseph handled this crucial function of the Police Department in a meticulous and accurate manner. Regular audits of the Property and Evidence Unit were conducted and everything has been accounted for and the high standards of the Commission for Florida Law Enforcement Accreditation (CFA) have been attained. He has also ensured that evidence and property has been disposed of in accordance with applicable Florida Law. Mr. Joseph has conducted a full inventory of the Property and Evidence Storage Areas each year in the month of January to ensure accountability of all items and the Property and Evidence Process.

Additionally, Mr. Joseph is a trained Communications Operator and he fills in at this vital position when department needs or staffing needs dictate. He also assists officers and detectives with language translation duties as he is fluent in three foreign languages: Creole, French, and Spanish. Mr. Joseph has been on call 24/7 for the Police Department and he has done an exceptional job in support of Police Department initiatives regardless of the scope or complexity. Mr. Joseph's strongest quality is the high level of customer service he provides to the community and fellow employees within the Town. He is professional, respectful, empathetic, and dedicated to his mission and all persons he comes into contact with. He has been able to resolve any problem or challenge he comes across and provides outstanding and exemplary support to the Surfside Police Department. Congratulations to Elinor Joseph as the recipient of Civilian of the Year...well deserved!