



# SURFSIDE POLICE DEPARTMENT

## *AWARD OR COMMENDATION*

**Date of occurrence:** January 1<sup>st</sup> – December 31<sup>st</sup>, 2023

**Employee Name:** Dina Goldstein

**Classification:** Senior Executive Assistant to the Chief

**Unit/Division:** Administration

**Award/Commendation type and recommendations:** 2023 Civilian of the Year

The Surfside Police Department has selected Senior Executive Assistant to the Chief Dina Goldstein as the Police Department's Civilian of the Year for 2023. Dina began her career with the Town of Surfside in 2008, celebrating her 16<sup>th</sup> work anniversary with the Town of Surfside in March. 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.

Dina oversees the administrative section of the Police Department's training program. Her integral responsibilities include registering personnel for training courses, keeping the training files up to date electronically and maintaining an electronic training file for each employee. Dina also distributes the training records to Human Resources for documentation. This is an important aspect to efficiently complete employee evaluations.



# SURFSIDE POLICE DEPARTMENT

## *AWARD OR COMMENDATION*

Dina continues to oversee many community programs that enhance public safety and provide comradery between police department personnel and the residents. These programs include the Citizens Police Academy and the annual Shop with a Cop event as well as coordinates community events such as Coffee with the Cops, Custard with the Cops, monthly blood drives, Florida Licensing on Wheels, and biannual Shred-A-Thons and DEA Prescription Drug Drop Off. Dina also organizes classes for the Parks and Recreation's Junior Lifeguard and Teen Scene Programs.

Once a year, the MDCACP Dinner hosted by the Island Chiefs (Surfside, Indian Creek, Bal Harbour, Bay Harbor Islands and North Bay Village Police Departments) is held at the exclusive Indian Creek Country Club. Planning for this special dinner requires a lot of time and preparation. Each year, Dina volunteers to be the lead contact person for all the agencies that are sponsoring and attending the event. She enthusiastically organizes the event on behalf of the Island Chiefs. This requires pre-meetings with the Indian Creek Police Chief and the Country Club event planner. Dina coordinates all the logistics with the event planner including room set up for the reception and dinner, menus (including dietary restrictions) and flowers. She created the invitations for dissemination to the MDCACP and the agenda/program for the event. Additionally, Dina coordinates with all host agencies for the raffle giveaways and attendee lists from each municipality. She is the only point of contact for RSVP's from the attendees and host agencies. Once received, she creates the lists of attendees for the event planner for logistics. On the day of the event, Dina arrives early to the Indian Creek Country Club ensuring all the preparations are in place. She also takes on the responsibility to check in all attendees as they arrived for the reception and dinner. Dina's dedication to serving the community, along with the numerous police agencies in Miami Dade County, is a testament to her dedication and professionalism. Her consideration for ensuring the MDCACP Dinner is well planned and organized shows her unwavering determination to make a positive impact for which she received the Civilian of the Month award in March 2023.

Senior 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 is a shining example of the Police Department's dependability and devotion to the Town she proudly serves. Dina was selected by her peers to receive this prestigious award, a high honor. Congratulations to Senior Executive Assistant to the Chief Dina Goldstein as the recipient of the 2023 Surfside Police Department Civilian of the Year Award...well deserved!