



# CITY OF DELRAY BEACH

## EMPLOYEE OF THE MONTH NOMINATION FORM



(MUST BE SUBMITTED TO THE NOMINEE'S DEPARTMENT HEAD BY *THE LAST FRIDAY OF THE MONTH*)

Name of nominated employee: Juan Vasquez, John Arbeau and Dennis Rios

Job Classification: Maintenance Dept./Division: Public Works/Building Maintenance

Please select one or more of the following guidelines applicable to the nomination:

- ☐ Action, service, idea or method that resulted in organizational improvements (saved the City time or money by streamlining a process such as eliminating waste, significantly decreasing expenses or increasing efficiency), and/or;
- ☐ Outstanding action that brought public recognition to the City or enhanced the city or department's professional image (returned a citizen's personal property; recognized in the media for "going above and beyond" routine job responsibilities), and/or;
- ☒ Displaying overall excellent cooperation toward City goals and objectives (effectively communicating or sharing information/knowledge to other departments/co-workers to achieve a common goal), and/or;
- ☒ Going "above and beyond the call of duty" that exceeds nominee's job description (exemplary action outside of work routine that prevented a citizen or co-worker from serious injury or death), and/or;
- ☐ Other action warranting city wide recognition.

Please justify the nomination by providing **specific** details (use additional sheets if necessary):

In May 2022, a new "Real Time Crime Center" was implemented in the Police Department. This new office is now integrated with state-of-the-art technology that will aid in detecting crimes that are being actively committed. This office had to be transformed from a multi-use office and needed to be remodeled. The work needed to be performed included demolition, updating and integrating new electrical systems, concrete work, installation of new technology, and fresh paint.

The dedication, attentiveness, and work ethic displayed by Juan Vasquez, John Arbeau and Dennis Rios to accomplish this task ensured the project was completed in a timely manner and done right. Furthermore, due to their expertise, the work they performed saved the city from outsourcing several of the tasks to outside vendors thereby lowering the project costs.

The work ethic performed by Juan Vasquez, John Arbeau and Dennis Rios embody what S.P.I.R.I.T. stands for.

Lieutenant Michael De Bree  
Submitted by : (Print Name)

Signature

6/23/22  
Date

Police/Support Services  
Department / Division

debree@mydelraybeach.com  
Email Address

Anonymous or self-nominations will not be accepted



# CITY OF DELRAY BEACH EMPLOYEE OF THE MONTH NOMINATION FORM



(THIS SECTION TO BE COMPLETED BY DEPARTMENT HEAD)

**Instructions:** Select yes or no after each question and provide an explanation or comment. The Department Head is responsible to ensure the form is returned to the Human Resources Department by 5:00pm on the first business day of the month.

DESCRIPTION	YES	NO
Has the employee completed all regular and special duties as required including adherence to the City's Rules and Regulations?		
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?		
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		
Are there any disciplinary action pending involving this employee?		

**Department Head Comments:** (use additional sheets if necessary)

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J. Sims  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Signature

6/23/2022  
\_\_\_\_\_  
Date

## This Area To Be Completed By Human Resources

Human Resources will review the employee's file to verify eligibility

☐ Approved

☐ Disapproved

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date