



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: Oscar Leon

Job Classification: Police Officer

Dept./Division: Police

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):

See attached

LT. RODNEY STEVENSON

Submitted by : (Print Name)

POLICE / PATROL

Department / Division

839
(Signature)

10/23/19

Date

stevenro@mydelraybeach.com

Email Address

Anonymous or self-nominations will not be accepted

On October 23, 2019, Officer Leon responded to a routine call in his beat. When he arrived, he discovered that the circumstances involved an elderly woman who had been thrust into raising a young child due to family circumstances that were beyond her control. Officer Leon found that this ~~poor~~ elderly woman only had a few essential items for the care of the child. He took the initiative and contacted the Department of Children and Families in order to obtain services for her and the young child. Officer Leon then went to the local grocery store and, with his own money, bought groceries and other important necessities for both the elderly female and the child. He purchased items such as diapers, wipes, milk, and snack just to name a few. Not only was this a compassionate and generous act on behalf of Officer Leon, but he did it without any expectation of it being noticed or recognized. This situation is just one brief example of the selfless acts that Officer Leon demonstrates on a daily basis during the course of his duties; however, the relief and help that he brought this woman and child as a result of his actions deserves to be recognized.



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(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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any disciplinary action pending involving this employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Department Head Comments: (use additional sheets if necessary)

Actions of this nature is rarely notice or mention. The selflessness of officer Leon is truly a reflection of our "one Delray. one community. one Police Department" initiative.

Javaro Sims

Department Head

Javaro Sims

Signature

10/24/19

Date

This Area To Be Completed By Human Resources

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

☒ **Approved**

☐ **Disapproved**

Best for D.D.

Human Resources Director

Signature

Date