



**City of Coral Gables
COMMISSION MEETING**
March 25, 2008

ITEM TITLE:

Congratulations to Faye Thompson, Police Department, recipient of the City of Coral Gables Employee of the Month Award, for the month of April 2008.

BRIEF HISTORY:

The nomination was given by Eileen Holloway, Police Records Supervisor, who had this to say about Faye:

It is with great pleasure and enthusiasm that I am writing to nominate Records Clerk Faye Thompson for Employee of the Month for February 2008. Ms. Thompson has been an employee with the Police Department for over 17 years and with the Records Section for over 16 years. Ms. Thompson displays an unwavering devotion to this department and is a tremendous asset to the Records Section. She is highly respected for her years of experience and wealth of knowledge. Ms. Thompson is responsible for performing duties associated with Records Clerk II tasks which involve reviewing and processing incident reports, arrest affidavits, case supplements and validations. From February 2007 to July 2007, she was tasked with processing and reviewing arrest affidavits and case supplements. In addition to completing her assigned duties, she was tasked with training Ms. Medrano with checking in reports. During the six months she trained Ms. Medrano, Ms. Thompson managed to complete her assigned task of arrests and supplements and reviewed and processed over 600 arrests and 800 case supplements. Ms. Thompson has always volunteered to assist with our personnel shortage and with training by staying late or working on weekends. There were occasions where additional projects were assigned and Ms. Thompson took these assignments willingly and without any hesitation. She clearly takes each challenge as her own responsibility and follows through until complete. Ms. Thompson's devotion to her job and to this department is displayed in her everyday performance of completing her assignments. She has taken the initiative of performing tasks of others to ensure that the job is done correctly. Since last year, she has taken the responsibility of ensuring that insurance companies are notified of any changes to the status of reports. This task was assigned to other personnel but because she discovered that it was not handled correctly, she took it upon herself to oversee this responsibility. Ms. Thompson constantly recommends suggestions to improve the operation of the Records Section. Last month, she recommended to the Computer Committee that the classifying of a Burglary report exclude an additional Theft Other offense title. Previously, all items stolen during a burglary were listed under the Theft Other title showing \$7,659,910 of stolen value opposed to the Burglary title showing \$2,102,655 of stolen value. This recommendation is substantial in reflecting accurate statistical information for the department's Uniform Crime Report which is disseminated to the FBI and is a reflection of the amount of crime occurring in our City. Ms. Thompson approaches her work with full abandon and great attention to detail. She has gone above the call of duty on numerous occasions and should be recognized as a great team player. Ms. Thompson inspires everyone around her with her dedication and it is her conviction and commitment to the Records Section and the Police Department that make Ms. Thompson deserving of the Employee of the Month award.

ATTACHMENT(S):

Employee of the Month Notification Letter