

CITY OF CORAL GABLES

- MEMORANDUM -

**TO:** AWARDS SELECTION COMMITTEE      **DATE:** APRIL 19, 2021  
MAJOR J HOFF, ASC CHAIRPERSON

**FROM:** COMMUNICATIONS SUPERVISOR      **SUBJECT:**  
CLAUDIA ZACCHEO ID# 7346 (ez)      OPERATOR OF THE 1ST  
QUARTER NOMINATION  
OPERATOR J SUITA

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**ACTION/RECOMMENDATION**

I am requesting to nominate Communications Operator Jessica Suita for Communications Operator of the 1st Quarter. It is because of Jessica's willingness to volunteer to help and take on different tasks brought her way, is why I would respectfully recommend Operator Jessica Suita to be selected as Operator of the 1st Quarter.

**BACKGROUND**

Operator Jessica Suita has been with the Coral Gables Police Department for a little over 2 1/2 years. I had the privilege to have Operator Suita as a student during her classroom training phase in the beginning of her career. Last week, after successfully completing her training, I was also lucky to see her get sworn in as a Communications Operator. Operator Suita works the afternoon shift and helps out Acting Communications Supervisor Jeidy Marrone, who is filling in for the afternoons shift supervisor, as she is on extended military leave. Although Operator Suita is not an Acting Supervisor there are times where because of her seniority she has been asked to take on the Acting Supervisor position and assist with Supervisor duties, and she never says no. She assists with daily rosters as well as calling for overtime. There are never any complaints and or hesitation to assist. Although not an Acting Supervisor, she always understands the role and importance of us needing her help filing in this position and the work it entails.

Every year since she started her career here in Communications in 2018, even as a trainee, Operator Suita has volunteered to be part of the Committee for National Telecommunications Week. During this week we celebrate our 911 Operators by hosting games, friendly competitions and coming up with themes for a spirit week. During this week the Committee prepares for a different theme everyday as well as coordinating the celebration of the Operator of the Year. Although it is a fun task, it can be a difficult one and Operator Suita has always been very involved with helping us make this week a success. During the holidays she can always be relied on to help with her shifts Holidays celebrations.

Operator Jessica Suita gets along with her peers, is always respectful and always has a great attitude in a workplace where at times the calls we receive could be very difficult. She is a great example to other newer Operators that begin their careers in Communications.

These are a few examples as to why I respectfully nominate Operator Jessica Suita to be considered as the Communications Operator of the 1st Quarter.

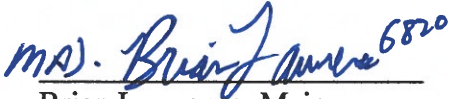
**Reviewed by:**

**DATE**



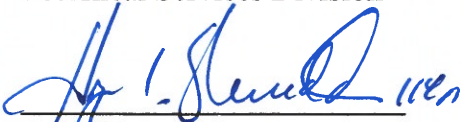
Monica Cardoso, Communications Manager  
Technical Services Division

4/20/21



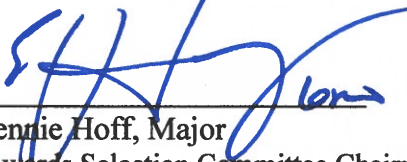
Brian Lawrence, Major  
Technical Services Division

04/22/21



Hajir Nuriddin, Assistant Chief  
Assistant Chief of Police

4.22.21



Jennie Hoff, Major  
Awards Selection Committee Chairperson

4/23/21