



THE CITY OF KEY WEST
1300 White St. Key West, FL 33040 (305) 809-3716

Recommendation for Employee of the Quarter

Please print or type all information.

I would like to nominate NIKKI JAMES for your consideration as an "Employee of the Quarter." This employee works as a TELECOMMUNICATOR in the KEY WEST POLICE Department.

My reason(s) for making this recommendation is as follows.
(Please use page 2 for additional comments):

TELECOMMUNICATOR WEEK IS APRIL 14-20. I WOULD LIKE TO SHOWCASE ONE OF OUR TELECOMMUNICATORS FOR THEIR OUTSTANDING WORK AND DEDICATION. LAST QUARTER NIKKI JAMES WENT UP AND BEYOND OF HER DUTIES ON ANSWERING PHONES AND DISPATCHING. ON MARCH 22, 2024, AROUND 2212 HOURS, NIKKI PERFORMED THE HEIMLICH MANEUVER OVER THE PHONE WITH THE CALLER. HER ACTION SAVED SOMEONE FROM CHOKING, SHOWCASING HER ABILITY TO REMAIN CALM UNDER PRESSURE AND TAKE DECISIVE ACTION IN A LIFE-THREATENING SITUATION.

This recommendation is made by: JACK BURNS / KEY WEST POLICE DEPARTMENT COMMUNICATIONS
(Name/Department)

Date: 3/25/24

Signature: [Signature]

Note: Please complete and forward to the nominee's immediate Supervisor.

Supervisor's Comments: SEE ABOVE

Date: 3/25/24 Signature: [Signature]

Department Director's Signature: [Signature] Date: 3/25/24

Directors: Please forward this form, along with the supervisor rating sheet, to the HR Dept. All forms available from HR and on the Town's Employee Website under Documents/Forms



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Continued comments supporting nomination: NIKKI'S ACTIONS NOT ONLY SAVED A LIFE,
BUT ALSO DEMONSTRATED HER COMMITMENT TO SERVING THE COMMUNITY.
AS A TELECOMMUNICATOR, NIKKI PLAYS A CRUCIAL ROLE IN EMERGENCY
RESPONSE BY FIELDING CALLS, DISPATCHING FIRST RESPONDERS, PROVIDING CRITICAL
INFORMATION TO THOSE IN NEED. HER WILLINGNESS TO GO ABOVE AND BEYOND IN
ORDER TO ENSURE THE SAFETY AND WELL-BEING OF OTHERS IS TRULY COMMENDABLE.
IN ADDITIONAL TO HER SAVING ACT, NIKKI CONSISTENTLY DEMONSTRATES PROFESSIONALISM,
COMPASSION, AND DEDICATION IN HER WORK. SHE IS ALWAYS OFFERING SUPPORT AND
PROVIDING ASSISTANCE TO THOSE IN NEED. HER POSITIVE AND STRONG WORK ETHIC
MAKES HER A VALUABLE ASSET TO OUR TEAM AND THE COMMUNITY AS A WHOLE.
OVERALL, NIKKI EXEMPLIFIES THE QUALITIES OF AN OUTSTANDING EMPLOYEE AND
DESERVES TO BE RECOGNIZED FOR HER CONTRIBUTIONS. HER SELFLESS ACTIONS,
DEDICATION TO HER WORK, AND COMMITMENT TO THE WELL-BEING OF OTHERS
MAKE HER A DESERVING CANDIDATE FOR EMPLOYEE OF THE QUARTER.

Name of Employee: NIKKI JAMES

Date: 3-25-24

Completed By: TALK BURNIS

Employee of the Quarter Supervisor Rating Sheet

Criteria	Needs Improvement	Meets Expectations	Above Expectations	Excels & Inspires	Comments
	1	2	3	4	
Initiative * Acts proactively, anticipates needs. * Seeks and identifies opportunities for improvement.			✓		
Teamwork * Helps others to achieve work goals, while also accepting help from others. * Demonstrates trust and respect for co-workers.				✓	
Communication * Listens and observes attentively, allowing an exchange of information. * Written and verbal communication is clear and concise.				✓	
Accountability * Accepts personal responsibility for actions, does not make excuses or blame others. * Is answerable for quality and timeliness of work results.				✓	
Adaptability * Keeps an open mind, modifies viewpoint in response to new information. * Does not resist change.				✓	
Customer Service (Internal or external)					
* Exercises patience when dealing with difficult situations. Is not easily flustered or frustrated.					
* Demonstrates a positive attitude in the workplace. Contributes to creating an environment with high levels of employee morale.					
Subtotals	0	0	0	0	0
Grand Total	0.00				