



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 Dorian Patten for your consideration as an
"Employee of the Quarter." This employee works as a Commission Liaison & Special Projects
in the _____ Department. coordinator

My reason(s) for making this recommendation is as follows.

(Please use page 2 for additional comments):

Please refer to my letter.

This recommendation is made by: Floyd Jenkins / Key West Police Department
(Name/Department)

Date: 1/9/2025

Signature: Floyd Jenkins

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

Supervisor's Comments: _____

Date: _____ Signature: _____

Department Director's Signature: Daniel Muniz Date: 1/13/25

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

Sean T. Brandenburg

Chief of Police



Key West

POLICE DEPARTMENT

To Whom It May Concern:

I am honored to nominate Dorian Patton as The City of Key West Employee of the Quarter. I personally feel that Dorian has demonstrated excellence and deserves this recognition for many reasons.

Dorian is someone who consistently makes things happen—and always for the better. He is kind, helpful, and readily offers advice or a helping hand whenever needed.

Dorian contributes to various projects and generously volunteers his time across the city. However, what impresses me most is his leadership in growing and inspiring community involvement in the Keep Key West Beautiful initiative through weekly plogging and cleanup efforts. Having personally participated, I've witnessed firsthand the incredible impact of these efforts. I've also seen how hard Dorian and his team work every Friday morning to set up and execute these events.

Not only are these efforts visibly improving our community, but they are also teaching residents, particularly our youth, the importance of caring for our planet. At a time when it is vital to heed the messages Mother Nature is sending us, Dorian's leadership is setting an example for others to follow. He does all this while still meeting the demands of his main job as the Commission Liaison & Special Projects Coordinator...and he does it all with a smile.

For these reasons, I believe Dorian embodies the qualities of an ideal employee, and this recognition would be both well-earned and well deserved. I am proud and grateful to work alongside him.

Sincerely,

Floyd Jenkins
Executive Administrative Assistant
Key West Police Department



RESPECT - INTEGRITY - FAIRNESS - SERVICE

Key West Police Department 1604 N. Roosevelt Blvd. Key West, FL 33040 (305) 809-1111
cityofkeywest-fl.gov





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 DORIAN Patton for your consideration as an "Employee of the Quarter." This employee works as a _____ in the _____ Department.

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

This recommendation is made by: MAYOR HENRIQUEZ
(Name/Department)
Date: 12/31/24 Signature: DANIEL K.P. HUNNING

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

Supervisor's Comments: It is my honor & privilege to recognize an exceptional individual as our Employee of the Quarter here at City Hall. The recognition is more than just about his hard work—it's about celebrating the dedication, creativity & heart he brings to our city & our team everyday. Dorian has gone above & beyond in countless ways, making a lasting

Date: 12/31/24 Signature: DANIEL K.P. HUNNING
Department Director's Signature: _____ Date: _____

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

Name of Employee: _____ Date: _____ Completed By: _____

Employee of the Quarter Supervisor Rating Sheet

Criteria	Needs Improvement 1	Meets Expectations 2	Above Expectations 3	Excels & Inspires 4	Comments
Initiative					
* Acts proactively, anticipates needs.				✓ 4	
* Seeks and identifies opportunities for improvement.					
Teamwork					
* Helps others to achieve work goals, while also accepting help from others.				✓ 4	
* Demonstrates trust and respect for co-workers.					
Communication					
* Listens and observes attentively, allowing an exchange of information.				✓ 4	
* Written and verbal communication is clear and concise.					
Accountability					
* Accepts personal responsibility for actions, does not make excuses or blame others.				✓ 4	
* Is answerable for quality and timeliness of work results.					
Adaptability					
* Keeps an open mind, modifies viewpoint in response to new information.				✓ 4	
* Does not resist change.					
Customer Service (internal or external)					
* Exercises patience when dealing with difficult situations. Is not easily flustered or frustrated.				✓ 4	
* 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				24	0.00