



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 Floyd Jenkins for your consideration as an "Employee of the Quarter." This employee works as a Executive Assistant to the chief in the Key West Police Department.

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

Please See attached letter

This recommendation is made by: OFFICER Jennifer Young  
(Name/Department)

Date: 12/19/2023 Signature: Jennifer Young

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

Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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



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Continued comments supporting nomination: \_\_\_\_\_

please see attached letter

I would like to take this opportunity to nominate Floyd Jenkins as The City of Key West's employee of the quarter.

It is my opinion Floyd is worthy of this nomination for several reasons. Please allow me to highlight the ones that stand out most.

Floyd is one of the most caring and charismatic individuals I have ever had the opportunity to work with. When Floyd enters a room, his personality shines brightly. Floyd is always eager to help around the station, no matter what the task is and helps with a smile on his face. It is my opinion that Chief Brandenburg chose the PERFECT candidate to be hired as his assistant. Floyd is patient, kind and even handles adverse situations or angry citizen complaints and issues with grace, assuring the City of Key West and the Key West Police Department are well represented.

You can tell Floyd has a heart for the Children in Key West, as he volunteers at our local schools helping the children in our community learn to read. He has even streamlined a yearly donation drive effort called "Pepa's Books for Tots" alongside "Keys To Be the Change" promoting the donations of children's books to Poinciana Elementary School. His goal? To ensure every child at Poinciana Elementary School receives a new book to read during the holiday break. Floyd's dedication to child literacy should be commended.

Not only does Floyd conduct himself at the Key West Police Department professionally and in a positive manner, Floyd also serves his community with humanitarianism efforts and can be found volunteering for various Police and Public events in his personal time and after work hours. It seems that every weekend, Floyd is volunteering for community clean-up events, The Key West Police Department Love Fund, The Smart Ride against AIDS, The Headdress Ball and the Florida Keys SPCA, just to name a few.

With all he does for the City of Key West and The Key West Police Department, Floyd never asks for thanks, accolades, acknowledgements or recognition of any kind. Floyd just, consistently (and happily) gives himself to others.

Floyd is a genuinely loving, happy and giving person who consistently goes above and beyond for the City and the Community. In my opinion? (and I am sure other's as well) He is the ideal employee and receiving this recognition would be earned and deserved. I am happy and proud to work side by side with Floyd and hope he plans to stay in his position as the Chief's Executive Assistant for many years to come!

Sincerely,



Officer Jennifer Young #3950

Key West Police Department

Name of Employee: Floyd Jenkins

Date: 12/19/23

Completed By: Chief Sean T. Brandenburger

## Employee of the Quarter Supervisor Rating Sheet

Criteria	Needs Improvement				Exceeds & Inspires				Comments	
	1	2	3	4	1	2	3	4		
<b>Initiative</b>										
* Acts proactively, anticipates needs.										
* Seeks and identifies opportunities for improvement.										
<b>Teamwork</b>										
* Helps others to achieve work goals, while also accepting help from others.										
* Demonstrates trust and respect for co-workers.										
<b>Communication</b>										
* Listens and observes attentively, allowing an exchange of information.										
* Written and verbal communication is clear and concise.										
<b>Accountability</b>										
* Accepts personal responsibility for actions, does not make excuses or blame others.										
* Is answerable for quality and timeliness of work results.										
<b>Adaptability</b>										
* Keeps an open mind, modifies viewpoint in response to new information.										
* Does not resist change.										
<b>Customer Service (internal or external)</b>										
* 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.										
<b>Subtotals</b>	0	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>										0.00