



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

(PLEASE PRINT)

DATE: 05/03/2017

[X] EMPLOYEE OF THE MONTH NOMINATION

NAME: LaTanya Neasman
DEPARTMENT: Community Services DIVISION: Probation
JOB TITLE: Probation Officer DATE OF HIRE: 05/01/2012
NOMINATED BY: Mike Rogers PHONE#: 748-4501 x6827

SUBMITTED TO ERPC ELIGIBLE FOR CONSIDERATION FROM TO
Reviewed by Human Resources Date:

[ ] TEAM NOMINATION

NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

[ ] SAFETY NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

[ ] HEROISM NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

Nominated Employee(s): LaTanya Neasman  
Type of Nomination: Employee of the month

**EMPLOYEE OF THE MONTH NOMINATION**

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:  
A probation officer performs professional evaluations, investigations, supervision, and counseling duties for persons with the jurisdiction of the Manatee County Court System. Officers supervise defendants on pretrial status with matters pertaining to conduct, employment, and domestic situations. They prepare a variety of reports and assist in the adherence of court orders associated with case management.
2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.  
LaTanya is a dedicated, dependable employee. She's an experienced, competent probation officer, who is extremely committed to her job. She was recently asked to assume the Electronic Monitoring case load due to a staff vacancy. This case load is demanding, time consuming, and was in addition to the 130 cases she was already managing. She was open to the idea, and eager to take on the challenge. Her tenacious, yet genuine, sincere attitude towards her clients turned out to be the perfect combination to manage this type of case load. In addition to taking on the extra case load, LaTanya (along with PO Shenica Graham) have acted on their creative idea of helping clients that are in need of basic, everyday personal items. They have put together 'goodie' bags of personal grooming items and handed them out to those clients that are in need. They do this, not to get attention from cont-
3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)  
management, but as a generous, discreet, and helpful way to assist those that sometimes cannot assist themselves. LaTanya will come in early or stay late to get the job done. She is the first one to offer her help when she knows the unit is in need. She had been most instrumental in the last 6 weeks when she stepped in to fill the void during staff vacancies. She is known by everyone when walking through the Judicial Center. Judges, Lawyers, County Employees, current and previous clients, all know the type of person and employee LaTanya Neasman has become. Manatee County is fortunate to have cont-
4. HOW DOES THIS EMPLOYEE BEST EXEMPLIFY THE COUNTY'S MISSION STATEMENT: Manatee County Government is committed to providing quality service with an emphasis on Accountability, Civility and Ethics. Manatee County Government's mission is to provide efficient, effective, responsive government that is always mindful of our sensitive natural environment while achieving the Commission's vision for the County: a premier place in which to live and work and play.  
such an outstanding employee; one who represents Manatee County is such a positive light. She is accountable for all her actions, her civility towards clients comes from a place of true compassion, and her ethics are unwavering. She truly lives up to the ACE philosophy everyday, and deserves such an accolade as employee of the month.

**SAFETY NOMINATION**

Achievements considered may include, but are not limited to, the following suggestions. Check the category(ies) that best describe the safety accomplishments of the nominee.

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Safety meeting contribution                | <input type="checkbox"/> | Demonstration safety consciousness & initiative        |
| <input type="checkbox"/> | Response in an emergency                   | <input type="checkbox"/> | Consistent maintenance of safe work environment        |
| <input type="checkbox"/> | Coaching co-workers on safe work practices | <input type="checkbox"/> | Identifying, reporting and helping to correct a hazard |

1. Explain how employee(s) achieved, maintained or improved safe work environment. (BE AS SPECIFIC AS POSSIBLE. Use an additional sheet as necessary.)

Nominated Employee(s): \_\_\_\_\_

Type of Nomination: \_\_\_\_\_

**TEAM NOMINATION**

Check the selected criteria that best describes the team's performance.

- |                          |                    |                          |                |                          |             |
|--------------------------|--------------------|--------------------------|----------------|--------------------------|-------------|
| <input type="checkbox"/> | Project            | <input type="checkbox"/> | Committee Work | <input type="checkbox"/> | Emergency   |
| <input type="checkbox"/> | Special Assignment | <input type="checkbox"/> | Cost Savings   | <input type="checkbox"/> | Promotional |
| <input type="checkbox"/> | Community Work     | <input type="checkbox"/> | Other          |                          |             |

1. Summarize the work efforts that justify this nomination.

2. How did the team of employees contribute to improving the quality of services to the County and its citizens? Explain how this effort was beyond the normal realm of duties and responsibilities of these individuals.

**HEROISM NOMINATION** Describe heroic act below or attach additional pages.

Nominated Employee(s): \_\_\_\_\_  
Type of Nomination: \_\_\_\_\_

**ADDITIONAL COMMENTS:**

NOTE: ADDITIONAL DOCUMENTATION AND/OR COMMENDATIONS MAY BE ATTACHED (UP TO 10 PAGES).

<b>EMPLOYEE'S SUPERVISOR</b> Approved/Disapproved <i>[Signature]</i>	Date: 5/10/17
Supervisor's Comments: <i>*See attached</i>	
<b>DEPARTMENT DIRECTOR</b> Approved/Disapproved <i>[Signature]</i>	Date: 5/23/17
Department Director's Comments: <i>• A wonderful Candidate</i>	
Reviewed by Risk Management (Safety Award):	Date:

**\*DEPARTMENT DIRECTOR - NOTE:\***

**Please notify Tamie Langman, Human Resources Department of any change in status regarding the nominated employee.**

**PLEASE SUBMIT YOUR NOMINATION TO THE HUMAN RESOURCES DEPT.  
ATTN: Tamie Langman, ERC Coordinator.**



May 4, 2017

To: Employee Recognition Committee  
From: Jennifer B. Burgh, Probation Services Manager

LaTanya Neasman is a one of a kind employee; the employee all leaders dream of having and co-workers hope to work alongside. She has a smile on her face and a positive word, each and every day. She shows pride in her work and that becomes contagious to those around her. She does not treat all clients the same. She takes the time to listen to her clients. She encourages them in a compassionate, yet definitive manner. Even when they are done with the Pretrial Release program, many of them call her or come in to the office to let her know how they are doing. She is not one to boast any of her accomplishments. She has a quiet confidence that allows her to shine. She is an amazing employee, mom, daughter and person. We are blessed everyday that she chose Manatee County for her career.

## **Michael Rogers**

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**From:** Dana McMahon  
**Sent:** Wednesday, May 10, 2017 10:26 AM  
**To:** Jennifer Burgh  
**Cc:** Michael Rogers  
**Subject:** Nomination for Employee of the Month - LN

LaTanya Neamsan can be described as having many attributes. Two that come to my mind in describing LaTanya is fair and consistent. I have been LaTanya's coworker for many years when she first started as a Probation Assistant and then was promoted to a Probation Officer. I have witnessed firsthand how she supervises her clients and works alongside her coworkers. If the ACE Philosophy had a picture next to it, it could very well likely be LaTanya's. Over the years, LaTanya has supervised many cases and regardless of the profile of the case, she continues to be fair and consistent while having empathy and compassion. LaTanya takes her job seriously and is a true professional. It should also be noted that LaTanya is working with another Probation Officer in collecting and distributing personal hygiene products for defendants / probationers that report to the office. It is for these and many more reasons that could be listed that LaTanya is being nominated and should be considered as a recipient of the Employee of the Month award.

**Dana McMahon**  
Chief Probation Officer  
Manatee County Probation  
1051 Manatee Avenue West  
5<sup>th</sup> Floor, Hensley Wing  
Bradenton, FL 34205  
941-748-4501 x 6823  
941-742-5886 (Fax)



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Hensley Wing, 5<sup>th</sup> Fl  
Bradenton, FL 34205  
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[www.mvmanatee.org](http://www.mvmanatee.org)

May 4, 2017

To: Employee Recognition Committee  
Re: LaTanya Neasman  
From: Mike Miranda, Senior Probation Officer

I was so glad to hear of Ms. Neasman being nominated for employee of the month! Her attitude and demeanor always help to keep the office in a positive and upbeat atmosphere. She presents herself a professional and helpful officer to those who are reporting to her as well as to her colleagues. I count myself fortunate to have her on our team.

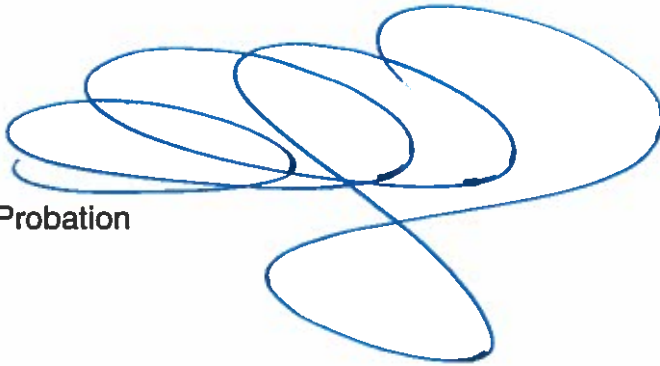
A handwritten signature in blue ink that reads "Mike Miranda". The signature is written in a cursive style and is positioned above a horizontal line.

Mike Miranda  
Senior Probation Officer

**L**a Tanya Neasman is the epitome of the Manatee County's ACE Philosophy. She

is a responsible person, both on and off duty and takes pride in providing the highest quality service, while demonstrating leadership and professionalism to our Probation Division, Judiciary, professional colleagues, clients, their families, victims and the general public. Every day, her interactions with everyone that she comes into contact are always positive, professional and uplifting. While dealing with the diverse population that she supervises, she is always positive, firm, fair and direct. Her door is always open, she listens for hours on end to whatever clients, past clients and even her coworkers have to say, and always has a positive, thoughtful, response, minus judgment. She is kind and generous, and I witness on a day to day basis, that those that come in feeling hopeless, walk away with hope. She assists coworkers, new and old. She is always current on policy and procedures and up to date with what is happening within County Government, often participating. Ms. Neasman is quite and an inspiration. She is loved by me as a coworker, and I am proud to call her a friend. She is an asset to Manatee County, she is the dedicated employee that anyone that works with her would easily aspire to be.

Shenica Graham  
Probation Officer  
Manatee County Probation  
5/9/2017

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke, positioned to the right of the typed name and title.



5/4/17

Dear Nomination Committee,

I am writing this letter to nominate Latanya Neasman for Manatee County's Employee of the Month. She is an amazing employee, a great asset to our department and is so deserving of this award and recognition.

**Job Performance:**

Latanya is a Probation Officer for Pre-trial Release Services. She is responsible for a very demanding case load directly working with defendants from all walks of life and levels of arrest. In my many years of experience I have seldom seen an employee with such commitment and dedication to the work they do. Ms. Neasman is always on time and fills her day with the utmost commitment to her position and fellow employees. She never hesitates to assist her fellow probation officers whenever the case load is high or covering when a team member is out.

Ms. Neasman is extremely knowledgeable in her field and is always willing to share what she knows with everyone on her team. She is thorough in her work, provides details, and she consistently follows-through and takes the necessary time to ensure all questions from her clients are grasped. In the past year, we were down one probation officer in the department and it was apparent on a daily basis that Ms. Neasman rose to the occasion and willingly accepted the additional work load while consistently meeting established project deadlines and milestones. Ms. Neasman is a qualified leader in her field and within our department.

**Customer Service:**

Ms. Neasman's customer service skills are exemplary. She is one of the friendliest people I know and her defendants are always greeted with a smile and a "Happy day" salutation. They are sent off with her equally affirming, "You have a fantastic day". Although Ms. Neasman frequently deals with some difficult clients, all are treated with the same respect and firmness required of her position. She has the personality and strength that results in mutual respect and a sense of accountability on behalf of her defendants.

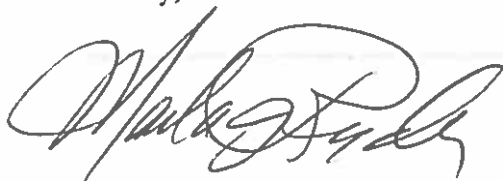
Ms. Neasman also has the ability to communicate effectively and kindly with all of hers co-workers, from the director level to our cleaning lady and I believe her to be one of the nicest and most ethical people I have ever known.

**Teamwork:**

Despite the overwhelming amount of work that everyone has to do, Ms. Neasman consistently finds ways to help her co-workers whenever requested.

It is with a great deal of pleasure that I respectfully submit this nomination for Ms. Neasman in recognition of Employee of the Month.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marla J. Ryder', written in a cursive style.

Marla J. Ryder

Sr. Administrative Assistant

Community Services

Probation Division

1051 Manatee Avenue West

Hensley Wing 5<sup>th</sup> Floor

Bradenton, FL 34205

941-748-6813

[Marla.ryder@mymanatee.org](mailto:Marla.ryder@mymanatee.org)

## Yesenia Alves

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**To:** Yesenia Toribio  
**Subject:** RE:

LaTanya does her job with a true passion. She isn't one that look for recognition. In a job that seldom receives thanks or appreciation, from the clients, she still gives 100% without hesitation. She personifies the ACE philosophy on a daily basis. She treats everyone she encounters with the same respect and dignity. She truly is what an employee of the month should be. I believe she is most deserving of the title and recognition. She is a pleasure to work with and Manatee County Pre Trial Release is a blessed to have her.

Thank you for your time and consideration.

Sincerely,

Yesenia Alves

