



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

DATE: 01/17/2018

(PLEASE PRINT)

[] EMPLOYEE OF THE MONTH NOMINATION

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

Expiration (if applicable):
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:

[x] HEROISM NOMINATION

NAME: David Davis
DEPARTMENT: Public Works DIVISION: Transit
JOB TITLE: Transit Operator DATE OF HIRE: 8-14-2017
NOMINATED BY: Brian O. Medina PHONE#: 941-747-8621- ext. 7635

Reviewed by Human Resources Date:

Nominated Employee(s): _____

Type of Nomination: _____

EMPLOYEE OF THE MONTH NOMINATION

1. **BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:**

2. **DESCRIBE IN DETAIL (INCLUDE EXAMPLES) OF EXEMPLARY CUSTOMER SERVICE GIVEN BY THIS NOMINEE.**

3. **GIVE EXAMPLES OF EXCEPTIONAL ACHIEVEMENTS. HOW DID THE EMPLOYEE'S ACCOMPLISHMENTS EXCEED THE NORMAL STANDARDS/EXPECTATIONS FOR THE JOB? HOW DID THE EMPLOYEE'S ACCOMPLISHMENTS RESULT IN A SPECIAL ACHIEVEMENT OF SIGNIFICANT IMPORTANCE TO THE COUNTY?**

4. **ACCOUNTABILITY, CIVILITY, AND ETHICS: GIVE SPECIFIC EXAMPLES OF HOW THE EMPLOYEE DEMONSTRATES EXCEPTIONAL LEADERSHIP SKILLS; SERVES AS A ROLE MODEL FOR OTHERS, DISPLAYING DESIRABLE QUALITIES/TRAITs SUCH AS VISION, INTEGRITY, HONESTY, DEDICATION, HIGH LEVEL OF WORK ETHICS, FAIRNESS, ASSERTIVENESS, AND HARD WORKING.**

ADDITIONAL EXAMPLES/JUSTIFICATION: SPECIFIC ACCOMPLISHMENTS, COMPLETED PROJECTS, ETC. (EXAMPLE: PROFESSIONAL DEVELOPMENT, VOLUNTEERISM, ETC.)

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.

Safety meeting contribution
Response in an emergency
Coaching co-workers on safe work practices

Demonstration safety consciousness & initiative
Consistent maintenance of safe work environment
Identifying, reporting and helping to correct a hazard

Nominated Employee(s): David Davis

Type of Nomination: Heroism Nomination

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

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.

On January 2nd, 2018 around 6:30 am Transit Operator David Davis arrived at Ms. Valerie Matice's residence for her scheduled para transit (i.e., Handy Bus) trip. David knocked on the door twice and did not get a response, however, he heard some tapping, faint moaning and someone asking for help. David noticed the unlocked door to the residence; and recognizing the potential need to provide assistance to someone in need, entered the residence.

Upon entering the home, David saw that Ms. Valerie Matice was wedged between her mattress and against the wall, in distress and in dire need of medical assistance. Immediately David sprung into action, assured Ms. Matice that he would get help and contacted dispatch requesting Emergency Medical Services (EMS). Once help was on the way, David returned to inform Ms. Matice that EMS would soon arrive, while at the same time staying by her side to provide emotional support. Once EMS arrived, David assisted the responding EMS technician and then waited for EMS clearance, before leaving the scene.

Therefore, I would like to take this opportunity to nominate Transit Operator David Davis for going above and beyond the normal call of duty to assist a fellow human being in need. In the performance of his duties, David exemplifies the Accountability, Civility, and Ethics (ACE) values that are so critical in public service; and he consistently demonstrates ACE values in the daily performance of his job duties.

David is a new employee who just started with the Public Works/Transit Division in mid-August 2017; and he is already setting a great example of care, compassion and empathy for others to follow!

Nominated Employee(s): David Davis
Type of Nomination: Heroism Award

ADDITIONAL COMMENTS:

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

William P. Steute
1-17-18
CMB

EMPLOYEE'S SUPERVISOR Approved/Disapproved <i>Brian O. ...</i>	Date: <i>1-17-18</i>
Supervisor's Comments:	
DEPARTMENT DIRECTOR Approved/Disapproved <i>Ron Schulze</i>	Date: <i>1-25-18</i>
Department Director's Comments: <i>Much more than a "driver"; very proud of him</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.**

MANATEE COUNTY INCIDENT REPORT

To be completed by the employee involved and signed by their Supervisor and Division Manager immediately following an incident, with or without injury. Forward to Risk Management within 24 hours and to the Department Director. Use a supplemental sheet if necessary.

PRINT ONLY

DATE: 1/02/2018 TIME: 6:30 am COST CENTER: 4350012100

INCIDENT LOCATION: 130 Tahitian Dr., Ellenton FL, 34222 Vehicle# 56958

LAW ENFORCEMENT: MSO FHP OTHER _____ REPORT #: N/A

WITNESS(S) Ephesian Crawford- 941-447-7740

EMPLOYEE

NON-EMPLOYEE

Name: David Davis

Other Name: Valerie Matice

Department: Public Work/Transit

Address: 130 Tahitian Dr

Employee ID: M007972

Street
Ellenton FL 34222
City State Zip Code

Protective Equipment Worn? YES NO

941-914-1308
Phone #

Was County Policy & Procedure Followed? YES

Damage Description: Client was laying on the ground.

Transport to Hospital N/A
or authorized medical facility
Name: N/A

Transport to Hospital: Yes

Hospital Name: Unknown

Nature of Injury: Client was laying on the ground.

County Property Damage? YES NO

Private Property Damage? YES NO

Description N/A

Description Client was laying on ground between
bed and wall.

DESCRIPTION OF INCIDENT:

Arrived at clients home knocked on door twice no answer, heard lite tapping and faint moaning. Heard help entered home (door unlocked) and found client wedged in between bedroom wall and mattress. I called dispatch for EMS and awaited arrival, while comforting client.

Report Prepared By:

David Davis 1/2/2018

Employee - Print Name Date
David Davis, Transit Operator

Prepared/Reviewed By & Copy to Director:

Brian Medina 1/2/2018

Supervisor - Print Name Date
Brian Medina, Transit Operations Supervisor

William P. Steele 1-3-18

Division Manager - Print Name Date
William P. Steele, Transit Manager



MCAT SUPERVISORS REPORT

Supervisor: Brian O. Medina
Operator: David Davis

Incident Date: 1/2/2018

Time: 6:30 am
Vehicle: 56958

Vehicle/Route information

Vehicle ID#:56958
Route:415

Fixed: Trolley: Handy Bus:
Run: 415

Location of Incident

Road which Incident Occurred: Tahitian Dr.

Direction of Travel: MCAT: N S E W

Nearest Intersection: Granada Way

Direction of Travel: Other: N S E W

City: Ellenton

Bus Stop ID#: N/A

Weather: Clear, dry, sunny

Road Conditions: Dry

Police Department

Department: N/A

Report #: N/A

Citation: Yes: No:

To Whom: N/A

Nature of the Charges: N/A

Incident Involved: Check all that apply

Vehicle: Commercial: Passenger: Motorcycle: Bike: W/C: Scooter: Powerchair:
Moving: Stopped: Parked: Pedestrian:

Employee Injuries

Is the employee seeking immediate medical treatment? Yes: No:

Was Medical Treatment Refused? Yes: No: N/A:

NOTE: The injured employee must complete the First Report of Injury/Illness

Statement of Events

On January 2, 2018 around 6:36 am Operator David Davis called dispatch and requested EMS at Ms. Valerie Matice's residence. David informed me that Ms. Matice was on her residence's floor wedged between her bed and wall, and was unable to get up. Dispatcher Kati Sands contacted 911 and I instructed David to stay with the client until EMS arrived. Once EMS arrived they were able to lift Ms. Matice and decided to transport her to a hospital. David was instructed to continue with his route and to file an incident report at the end of the day.
Video will be saved to the S:drive under 01022018 56958 D. Davis.

Supervisor Signature:



Date: 01-02-2018