

Employee of the Quarter

Nomination Form

Please complete each of the fields below and explain in detail the reason for the employee nomination

Nominee Name: Virginia "Gini" Kreiter

field service ☐

Nominee Department: Police

support staff ☒

The following questionnaire is provided to describe key qualities, traits, and/or characteristics of the nominee.

Describe the specific event where the nominee exceeded expectations during this Quarter.

During this quarter, Gini was assigned the task of developing comprehensive instructional guides for the Police Records Unit's major processes and workflows. What started as a standard, though large assignment evolved into an extensive and highly detailed project that required a significant amount of time, organization, and attention to detail over the course of the project - approximately 8 weeks. Gini produced a 139 page document containing step-by-step process instructions with clearly labeled screenshots and organized reference instructions. They are clear and easy to follow.

Describe how the final outcome of the specific event impacted the department/organization.

The completed project has provided the Records Unit with a valuable operational and training resource that will support both current and future employees within the unit. The instructions are clear, easy to follow, and provide a standardized system for how processes are completed. The detailed step-by-step format helps simplify complicated processes, such as video redactions, and allows the trainee to clearly see how processes are completed. Gini has contributed to improving the efficiency within the unit.

What are some key leadership qualities that the nominee demonstrates?

This task allowed Gini to demonstrate her ability to maintain accountability, attention to detail, and remain persistent during a project that can, at times, bring frustration. She remained focused on producing a quality document that would be beneficial to the entire unit instead of sticking to the minimum requirements of the assignment. She demonstrated strong organizational skills, patience, and a willingness to spend time to ensure the final product was thorough, accurate, and easy to understand.

Why do YOU believe the nominee deserves to be recognized for the Employee of the Quarter ?

Gini deserves recognition for the significant time, effort, and dedication she invested into a project that will continue benefiting the PD Records Unit well into the future. This quality and comprehensive document that will support training efforts, improve consistency, and help preserve institutional knowledge within the Records Unit to maintain continuity of operations as transitions occur in the future. Her efforts to produce a quality project reflects strongly on Gini, the department, and the City making her worthy of recognition.

Submitted by: Kathy Cobb



Date: 05/15/2026

Supervisor/Director signature:

Date:

HUMAN RESOURCES USE ONLY

Performance review requirements met ☐yes ☐no
Written discipline received in last 12 mos. ☐yes ☐no

Years of service
Received Employee of the Year ☐yes ☐no

Please return to Human Resources Director, Sandra Cuellar-Wilson