



**CITY OF COLUMBIA**  
**AGENDA MEMORANDUM**

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**MEETING DATE:** June 21, 2016  
**DEPARTMENT:** Human Resources  
**FROM:** *Pam Benjamin,*  
**SUBJECT:** Employee of the Month - June  
**FINANCIAL IMPACT:**

**ATTACHMENTS:**

- EOM-Nomination-Murphy (PDF)



## CITY OF COLUMBIA INTEROFFICE MEMO

**TO:** William Holbrook, Chief of Police  
**FROM:** Terri Hooper, HR Manager  
**DATE:** May 4, 2016  
**SUBJECT:** June Employee of the Month

Your department has the pleasure of nominating the City of Columbia's June Employee of the Month. Please include the following divisions in the nomination process:

**Group #5 (June) Group Coordinator: Chief William Holbrook**

Police-North Region  
Special Operations

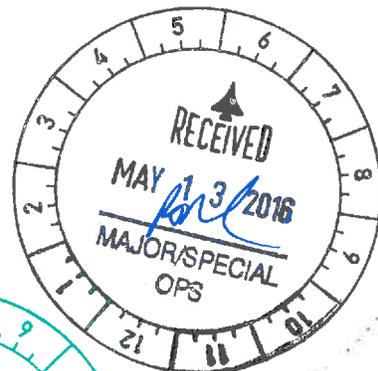
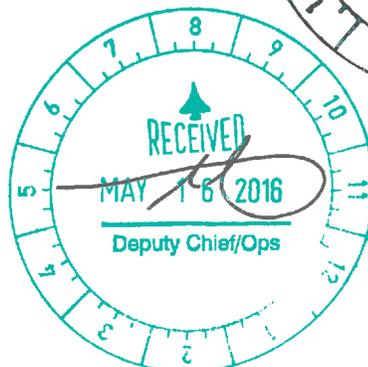
Office of the Chief

Police-Metro Region

Attached please find copies of the selection process, new criteria, and nomination form for your convenience. I would like to present this award at the **June 21, 2016** City Council meeting. Therefore, please submit all nomination forms and supporting justification to me no later than **Friday, June 3, 2016**.

If you have questions or need additional information, I can be reached at 545-3004. Thank you for participating in the Employee of the Month program.

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Attachments





We Are Columbia

## EMPLOYEE OF THE MONTH NOMINATION FORM

NAME OF NOMINATED EMPLOYEE: Eric S. Murphy

EMPLOYEE'S DEPARTMENT/DIVISION: Police / Special Operations

Employee's Title: Police Sergeant \_\_\_\_\_ Date of Hire: November 17, 1997\_\_\_\_\_

Name of Nominator: Corporal Glenn Sawyer\_\_\_\_\_ Date: May 12, 2016\_\_\_\_\_

Signatures of supervisor, division head, department head and if applicable, Assistant City Manager:

Name: Captain Earl Marsh \_\_\_\_\_ Title: Supervisor *Capt. Marsh*

Name: Major Randy Martin \_\_\_\_\_ Title: Division Head *Major Randy Martin*

Name: Chief William "Skip" Holbrook \_\_\_\_\_ Title: Department Head *ms Holbrook*

Name: City Manager Teresa Wilson \_\_\_\_\_ Title: City Manager

Nominator should provide three other employees' names who may be contacted concerning the work of the nominated employee.

Name: Deputy Chief Melron Kelly \_\_\_\_\_ Division: Police \_\_\_\_\_

Name: Libby Gober \_\_\_\_\_ Division: City Council Staff Liaison \_\_\_\_\_

Name: David Knoche \_\_\_\_\_ Division: General Services \_\_\_\_\_

### CRITERIA FOR BEING NOMINATED EMPLOYEE OF THE MONTH

- ◆ The nominated employee must have been employed by the City of Columbia for at least one (1) full year.
- ◆ The nominated employee must have low absenteeism and tardiness.
- ◆ The nominated employee must have maintained and projected a positive attitude and a willingness to get along well with co-workers and the public.
- ◆ The nominated employee must have shown a willingness to perform any assigned duties in the highest standards possible and enhanced the department's ability to better serve the citizens of the City of Columbia.
- ◆ The nominated employee must have maintained a professional appearance and manner.
- ◆ he nominated employee must have demonstrated an allegiance to the City and be a team player who supports others' efforts to achieve the goals of the City of Columbia.
- ◆ The nominated employee should have earned the respect of co-workers.
- ◆ Special considerations may be given to employees who participate in extracurricular activities that benefit the City of Columbia.

**THE DETAILED NARRATIVE MUST CITE SPECIFIC EXAMPLES THAT DEMONSTRATE THE CRITERIA FOR NOMINATION OF THIS AWARD. NOMINATIONS RECEIVED THAT DO NOT MEET THE CRITERIA WILL NOT BE CONSIDERED.**



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

**TO:** R. D. Martin, Police Major

**DATE:** May 12, 2016

**FROM:** G. C. Sawyer, Police Corporal

**SUBJECT: CITY OF COLUMBIA EMPLOYEE OF THE MONTH NOMINATION (JUNE)**

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I would like to take this opportunity to nominate Sergeant Eric S. Murphy for consideration as the City of Columbia's June employee of the month. I have reviewed the established criteria for consideration to receive this award and Sergeant Murphy exceeds the minimum criteria by far. Sergeant Murphy has been employed with the City of Columbia Police Department since November 1997. Prior to starting his career in law enforcement, he joined the Columbia Police Department's Explorers Program at the age of fourteen, continuing in the program until he was old enough to join the Department as a full time employee. He began his service to the citizens of Columbia as a uniformed officer in the Metro Region. In February 2006, he was promoted to Corporal and was assigned to the West Region. In March 2010, Sergeant Murphy was promoted to the rank of Sergeant and has served the department in that capacity in the West Region, East Region and in Special Operations.

Since being assigned to the Special Operations Bureau in 2013, Sergeant Murphy has been in charge of three distinct components of the Bureau. He is in charge of the Telephone Response Unit, the Community Safety Officers Unit, and the Special Events Unit. In addition to his responsibilities to these units, he has served as the Administrative Sergeant for the Bureau which does not have an assigned Lieutenant. Sergeant Murphy has also taken on the role of scheduling officers for many extra duty assignments involving University of South Carolina events as well as numerous high profile events around the capital city. Sergeant Murphy also plays a lead role anytime the City of Columbia Emergency Operation Center is activated. In the face of these numerous responsibilities, Sergeant Murphy always presents a pleasant, self-confident leadership appearance instilling the desire in others to live up to his example. One would be hard pressed to find a better person to emulate.

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*Major Randy D. Martin  
#1 Justice Square, Columbia, SC 29201  
Phone: (803)545-3507/Fax: (803)545-3393*