

Collin County Going the **Extra Mile (GEM)** Recognition Form

Honoree's Name: SANDRA FALCON

Honoree's Job Title: LEGAL CLERK I - WARRANTS

Department: CONSTABLE, PCT. 4

Years of Service with the County: 3.5

Why the Honoree is receiving a GEM Award including dates:

Warrant clerk Sandra Falcon began working at the Pct. 4 Constable's office in Oct 2014, to begin the first year of the warrant apprehension program. In order for the office to hit the ground running, it was imperative that those involved learn the process as quickly as possible in order for it to be successful.

In the very short time Sandra has been with the office, she has made an immediate and substantial impact on the program. Sandra quickly organized the flow of warrants from the Justice Court and, using her own meticulous method, created an efficient system of warrant entry and assignment of incoming warrants. Furthermore, she uses office databases and subscriptions to verify or update addresses which are then noted on the warrants. This alone saves precious time, allowing the deputy to make immediate attempts on often fresh warrants.

Sandra's experience, background and organizational skills are a definite asset to this office and the citizens we serve. We are fortunate to have her as a part of our team and she has earned this GEM award for a job, a continuous job, well done!

Approved by elected official or department head on the 11TH day of NOVEMBER, 2014.



Signature of Elected Official
or Department Head

TIFFANY EAVES
Printed Name

Monika Arris

From: Joseph Wright
Sent: Tuesday, November 18, 2014 10:57 AM
To: GEM Award Submissions
Cc: Tiffany Eaves
Subject: FW: GEM AWARDS
Attachments: GEMMERANDA.pdf; GEMSANDRA.pdf

I approve of the contents of the two attached documents.

Sincerely,

Constable Joe Wright

Collin County Constable Pct. 4
8585 John Wesley Drive, Suite 100
Frisco, TX 75034

Office: 972-731-7320

Fax: 972-731-7330

[Website](#)



From: Tiffany Eaves
Sent: Monday, November 17, 2014 5:34 PM
To: Joseph Wright
Subject: GEM AWARDS

IF YOU APPROVE, PLEASE FORWARD WITH THAT NOTATION TO GEMAWARDS@CO.COLLIN.TX.US.

Thanks,

Tiffany Eaves
Administrative Secretary
Constable, Pct. 4, Collin County
8585 John Wesley Drive, #100
Frisco, TX 75034

(972) 731-7325

(972) 731-7330 fax



"There is no limit to the good you can do if you don't care who gets the credit."

~General George C. Marshall

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