

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Amber Kincheloe
First Name Middle Initial Last Name

Honoree's Job Title: Functional Analyst: CSCD

Department: Community Supervision and Corrections Department

Nominated By: Tracy Spurgin

Years of Service with the County: _____

Why the Honoree is receiving a GEM Award including dates:

It is my pleasure to recommend Amber Kincheloe for a GEM award. I replaced Amber at the Sheriff's Office when she took the position as Functional Analyst with CSCD. One of the many job duties she has taught me has been completing the Sheriff's Office bank reconciliation. There have been many set-backs in learning this job function. I have had to call her on multiple occasions to walk me through problems and how to solve them. There have also been multiple occasions where she has taken time out of her day, away from her new position, to come physically show me how to work through issues, not to mention many times where she has accepted my invitation to FaceTime on our phones to solve problems.

I have been consistently impressed with Amber's attitude and willingness to help me with this job duty. She has demonstrated superior leadership skills, great work ethics, as well as dedication to team work. Amber has also been effective in her efforts to teach problem solving skills with the bank reconciliation.

I recommend Amber Kincheloe for the GEM award without reservation. She has gone above and beyond her current assigned job duties to help the Sheriff's Office. I am confident that Collin County would be just as appreciative of her efforts as I am. I would not be able to complete this duty without her knowledge and willingness to share her knowledge.

Please let me know if you have a need for additional information about this outstanding employee.

tms

Tracy Spurgin
Signature of Elected Official
Or Department Head

Sheriff Jim Skinner
Printed Name

Recommendation

Employee: Amber Kinchelde

Sergeant:

COMMENTS: _____

Signature Date

Lieutenant

COMMENTS: _____

Signature Date

Captain

COMMENTS: I agree with Tracy's Recommendation.

PC 4/19/18
Signature Date

Commander

COMMENTS: _____

Signature Date

Asst. Chief

COMMENTS: _____

Signature Date

Chief Deputy

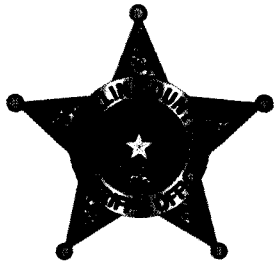
COMMENTS: Wants to agree w/ rec.

Wank 4/19/18
Signature Date

Sheriff

COMMENTS: Approved.

Jir Starin 4/19/18
Signature Date



COLLIN COUNTY

OFFICE OF THE SHERIFF
4300 Community Avenue
McKinney, Texas 75071

Jim Skinner, Sheriff

MEMORANDUM

Date: April 19, 2018

To: Commander Cundiff

From: Tracy Spurgin

Re: GEM Award Nomination

Attached is a GEM Award Nomination for Amber Kincheloe. I would like to see her rewarded for going above and beyond her call of duty as Functional Analyst in CSCD. I have been consistently impressed with Amber's attitude and willingness to help me with the bank reconciliation.

TMS