

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Evelyn Rutherford

Honoree's Job Title: Administrative Manager

Department: District Attorney

Years of Service with the County: 13

Why the Honoree is receiving a GEM Award including dates:

I am recognizing **Evelyn Rutherford** for leading improvements that advanced victim communication and strengthened office operations, while repeatedly stepping into urgent gaps and maintaining her own workload. Evelyn spearheaded a text-based notification system for victims, partnering with IT and our VA division to design and stand up a reliable process that delivers timely updates and improves victim engagement. She has also led work to streamline victim information packets into fillable electronic forms, enabling victims to complete and sign documents from a phone or computer.

Evelyn regularly volunteers for extra assignments—from troubleshooting technology issues to coordinating rotating front-desk coverage when staffing is tight—so services continue without interruption. She keeps shared spaces organized and prevents the disposed-file room from becoming a catch-all, reflecting her focus on order and efficiency. Each year, entirely on her own time and at her own expense, she organizes the office Christmas secretary party, a morale-building effort that has meant a great deal to the team.

Under tight deadlines, Evelyn delivers high-quality work. A standout example is her handling of a complex extradition from Guam in an unusual posture (before indictment), navigating time-zone and paperwork complications to ensure accurate filings were completed and submitted on time.

Evelyn's initiative, creativity, reliability, and care for others embody exactly what the GEM Award is meant to recognize.

Approved by elected official or department head on the 23 day of September, 2025



Signature of Elected Official
or Department Head

Greg Willis

Printed Name