

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sheila First Name Middle Initial Last Name
Jefferson Shaw

Honoree's Job Title: Juvenile Probation Officer

Department: Juvenile Probation Department

Years of Service with the County: 15

Why the Honoree is receiving a GEM Award including dates:

During an extended leave of the probation officer, Officer Sheila Shaw not only assisted with additional responsibilities as required (seeing kids and families during office visits and executing job duties pursuant to the Texas Family Code), Officer Shaw literally assumed the entire caseload in addition to her already demanding job responsibilities. When the officer returned to the office, they found not only were all mandatory elements of supervision covered by Officer Shaw, but in many instances, Officer Shaw had gone back and completed case management processes that were above and beyond, e.g. sorting and filing away documents, etc. Many of the tasks could have been left for the officer who was on leave to resolve when they returned. The officer on leave described Officer Shaw's effort as, "I returned to find my files in better shape than when I left." Officer Shaw's effort ensured a high-risk, high-needs caseload continued to receive vigilant supervision and case management and helped a co-worker make smooth transition back from an extended leave.

Approved by elected official or department head on the

20th day of March, 20 17



Signature of Elected Official
Or Department Head



Printed Name