

Collin County

Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Stephan Phillips

Honoree's Job Title: Court Administrator

Department: Magistrate Court

Years of Service with the County: 4

Why the Honoree is receiving a GEM Award including dates:

Stephan has done the budget for the magistration department for 2024 with very minimal assistance- an impressive task given his age and time in his role as Court Administrator. March 2024.

Stephan created and drafted a proposed Standing Order for detention staff to follow for release of inmates with certain bond conditions. (which I have signed and is currently in use for processing inmates with passports out of jail). The Standing Order directs CCSO how to handle different circumstances when detention workers are not sure if they should release an inmate who has been ordered to surrender his/her passport to the district clerk prior to release from jail. The Standing Order gives detention staff clear instructions on how to handle individuals posting bond at night or on weekends when the District Clerk is closed, allowing inmates to be more expeditiously yet safely released. April 2024.

Stephan has worked with Human Resources through his own initiative to draft clear, concise policies for Magistrate employees to follow regarding absences and tardiness so employees have standards that can be measured objectively. This will help employees understand expectations and clarify areas of potential confusion. This will also hopefully result in more efficiency through better attendance. April 2024.

Approved by elected official or department head on the 18th day of April, 2024



Signature of Elected Official
or Department Head

Lisa Bronchetti- Collin County Magistrate

Printed Name