

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Barbara Morman
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office

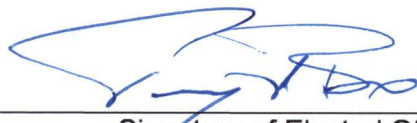
Years of Service with the County: 10

Why the Honoree is receiving a GEM Award including dates:

Barbara has been instrumental in the streamlining of the hiring processes that has enabled the Professional Standards Section to hire 101 people for a wide range of jobs. The performance of this section has increased 83% from calendar year 2015. In fact, the data does not reflect November and December as it has yet to come to fruition.

She has facilitated this by first, offering input into developing new civilian personal history statements that facilitate a quicker turnaround for prospective applicants. Second, she was a team member on the project to roll out a self-contained live scan system that enables immediate connection with DPS for all positions that are licensed by TCLOE (This process by itself cuts two-weeks off the hiring process). Third, she has committed to pushing out personal history statements, scheduling doctor appointments (while assisting me in developing contingency plans such as procurement of an additional psychologist for the prospective applicant process), and working from home (when on holiday, pto, or weekends) through email to facilitate the process of task assignments in her area.

Capt. Jim Moody



Signature of Elected Official
Or Department Head

Terry C. Lee

Printed Name

<u>Persons Hired</u>	<u>Internal</u>	<u>External</u>	<u>Total</u>
TOTAL	26	75	101
Administrative Secretary	0	1	1
Assistant Communications Supv	1	0	1
Captain	1	0	1
Crim Justice Info Spec	1	1	2
Criminal Investigator	1	0	1
Deputy Chief	1	0	1
Deputy Sheriff	2	11	13
Detention Officer	2	45	47
Dispatcher	2	5	7
Food Service Tech	0	2	2
Information Clerk/Receptionist	0	1	1
Jail Case Officer	1	0	1
Jail Sergeant	3	0	3
Lieutenant	2	2	4
Major	2	0	2
Public Svcs Officer	0	1	1
Research Analyst	0	1	1
Research Specialist	0	1	1
Security Guard	1	3	4
Tech II	1	1	2
Transfer Officer	5	0	5