

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sarah Farwell

Honoree's Job Title: Transfer Deputy

Department: Collin County Sheriff's Office

Years of Service with the County: 2 1/2 years

Why the Honoree is receiving a GEM Award including dates:

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Transfer Deputy Sarah Farwell recently volunteered for a new assignment and took on more responsibilities in her daily duties. Not only did she do this without delay but she was instrumental in modifying a procedure which allowed the bailiffs to individually schedule an inmate's court appearance. This will allow the bailiff to coordinate the appearance and essentially removes the transfer staff from the process. This eliminates unnecessary paperwork and allows the transfer staff to be more involved in regular assignments.

Transfer Deputy Sarah Farwell is a valuable employee and should be commended for her creativity and thought process.

Approved by elected official or department head on 9<sup>th</sup> day of January, 20 17

  
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Signature of Elected Official  
or Department Head

Jim Skinner, Sheriff  
Printed Name

Great Job!

Capt. John

I recommend a (GEM) for her efforts. B Clark