

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Candace Shannon
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office - Detention Services

Years of Service with the County: 4

Why the Honoree is receiving a GEM Award including dates:

Administrative Secretary Candace Shannon is assigned to the services division for the Collin County Sheriff's Office – Detention Facility. Administrative Secretary Shannon is a part of the construction projects team that is designing and constructing the new expansions of the Collin County Sheriff's Office. Administrative Secretary Shannon has assisted in the coordination of meetings between multiple offices of the county and vendors for these projects. Administrative Secretary Shannon has assisted in preparing and designing presentations to Sheriff's Office Executive Command Staff on building expansion, vendor contracts, and for permanent improvement projects throughout the detention facility. The Office of the Sheriff greatly appreciates the efforts of Administrative Secretary Shannon to ensure that projects and contracts remain on schedule and that needed information is submitted timely. Administrative Secretary Shannon is a prime example of the dedicated employees of the Office of the Sheriff.

Approved by elected official or department head on the 8th day of Sept, 2023


Signature of Elected Official
Or Department Head


Printed Name