

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Cierra Leocadio

Honoree's Job Title: Criminal Justice Information Specialist

Department: Records & Warrants

Years of Service with the County: 2 years

Why the Honoree is receiving a GEM Award including dates:

March 13th, 2023 through April 12th, 2023 Cierra showed her dedication to the Records and Warrants department by taking on roles that were outside her normal job duties.

Criminal Justice Information Specialist Cierra Leocadio has served the Sheriff's Office for two years, one of which has been with the Records and Warrants department. Over the last year Cierra has made herself invaluable, always being the first to offer help by covering shifts and filling in for other clerks out on leave. An example of this would be when Cierra filled the position of Extradition Specialist when the assigned person was out on leave. Cierra took on this extra responsibility even after being newly assigned to the Civil Department and currently the only clerk working in that area.

Despite still learning her new roles as an Extradition Specialist and Civil Clerk, Cierra continues to help train several of our new clerks.

Recently, she's also been filling in as a Lead Clerk when the CJIS Supervisor is unavailable. The employees go to her with any issue or concerns they may have and she's always able to handle any problems that may arise.

Cierra is very thorough and efficient in her work and is an asset to the department. For always going above and beyond, I believe Cierra is worthy of a GEM Award.

Approved by elected official or department head on the 13 day April, 2023.



Signature of Elected Official
or Department Head



Printed Name