

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

Honoree's Name: Jennifer Baxter  
First Name Jennifer Middle Initial B Last Name Baxter

Honoree's Job Title: **Office Coordinator**

Department: CCSO

Years of Service with the County: 16

Why the Honoree is receiving a GEM Award including dates:

The Collin County Sheriff's Office responded to two significant events – the shooting incident at the outlet mall in Allen and a protest at the UTD campus in Richardson -- for which outside law enforcement agencies and elected officials sought to recognize CCSO staff for their work. CCSO staff in Operations, Special Operations, Support Services, and Detention were involved in these incidents and Jennifer worked with the chiefs in each of these bureaus to compile information, including lists of employees and the roles they played, in order to respond to requests from outside law enforcement agencies and elected officials. This was a very time consuming process and a task Jennifer took on in addition to her assigned duties.

Earlier this month, CCSO's Budget Tech announced her retirement, effective at the end of June. Knowing this separation would occur just weeks before the FY25 Budget Workshop was scheduled to take place, Jennifer worked with supervisors in different bureaus to ensure budget deadlines were met, questions from the Budget Office were responded to in a timely manner, and to identify civilian staff to complete the work previously performed by the Budget Tech – until a new Budget Tech can be hired at some point in the future.

For her assistance in responding to various requests from outside law enforcement agencies and elected officials following CCSO's response to the shooting incident at the outlet mall in Allen and the UTD campus in Richardson, and for her work in facilitating the transition between Budget Tech employees, Jennifer is deserving of a GEM award.

Approved by elected official or department head on  
the

21st day of June, 2024

  
Signature of Elected Official  
Or Department Head

Jim Skinner, Sheriff  
Printed Name