

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

Honoree's Name: Jennifer Baxter

First Name

Middle Initial

Last Name

Honoree's Job Title: Office Coordinator

Department: Collin County Sheriff's Office

Years of Service with the County: 13

Why the Honoree is receiving a GEM Award including dates:

The truth is, Jennifer Baxter deserves to receive the Collin County GEM Award on a regular basis. While her duties as the Office Coordinator are broad and her list of assigned responsibilities is lengthy, Jennifer consistently takes on additional tasks to ensure these are managed properly and up to our office's standard. Recent examples include the furniture and computer refresh projects which required Jennifer to work with representatives from IT, Facilities, and the furniture vendor and to coordinate these activities with staff within the Sheriff's Office. Jennifer's tireless work ethic enabled her to oversee these tasks while she continued to perform all of her regular duties as the Office Coordinator.

The recommendation for this particular GEM Award centers on Jennifer's work to track the progress and care for our employees and inmates who have contracted COVID. In this capacity Jennifer communicates with supervisors of all ranks in Operations and Detention to ensure officials with the County Health Department are notified immediately about positive tests. Jennifer also works to ensure the affected employees and inmates receive any assistance they might need with the completion of related paperwork and works to refer these individuals to HR, the county health department, and our contract medical provider in the jail, to answer any additional questions. These tasks have required Jennifer to remain engaged with CCSO staff and county officials at all hours of the day, 7 days a week. Once again, she has performed these tasks while continuing to perform all of her regular duties in the office.

In closing, Jennifer is not only invaluable to the Sheriff's Office, she has become an asset to all Collin County government. Officials in every county department have come to appreciate and rely upon Jennifer's assistance on a myriad of different matters. If there were ever a "Lifetime Going the Extra Mile Award", one with a higher cash award, Jennifer would be the first employee I would recommend.

Approved by elected official or department head on the

18th day of Aug, 2020



Signature of Elected Official
Or Department Head

Jim Skinner

Printed Name