

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Katie M. Elder
First Name Middle Initial Last Name

Honoree's Job
Title: Administrative Secretary

Department: Sheriff's Office

Years of Service with the County: 16

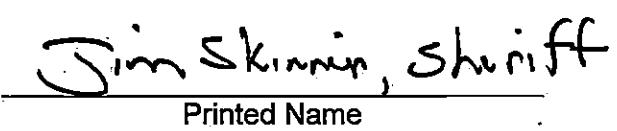
Why the Honoree is receiving a GEM Award including dates:

In January 2020 the Sheriff's Office had Infax video bulletin boards installed in all inmate housing units at the main Detention Facility, the Minimum Security facility, and in much of the facility's support services areas. Installation of these monitors required coordination with the Sheriff's Office, Information Technologies, and Facilities Maintenance departments. Following installation, a coordinated effort was begun to solicit and compile information from all departments of the Detention Facility, and to have this information organized and inputted electronically into the Infax software. Prior to being able to input this information, special training was required. Beginning from the time of installation, through the inputting of information into the Infax software, Katie voluntarily assumed the lead role for this project. Katie worked many hours throughout the course the last few months physically walking through the Detention Facility, ensuring that the monitors were installed acceptably, and that the information inputted into the Infax system was comprehensive, accurate, and functional. During recent developments related to the COVID-19 pandemic, Katie voluntarily returned to work, on a scheduled day of personal time off, in order to update information to be disseminated to the inmate population related to proper hygiene, and the suspension of visitation and inmate programs. The countless hours spent, and dedication to this project, have far exceeded the requirements of her regular duties, and have been integral to ensuring effective communication amongst staff and inmates in the Detention Facility. I recommend that Katie receive a G.E.M. award for her efforts.

Approved by elected official or department head on
the


Signature of Elected Official
Or Department Head

3rd day of April, 2020


Printed Name