

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Lawana Downs
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: North Texas Fusion Center

Years of Service with the County: 14 years

Why the Honoree is receiving a GEM Award including dates:

Lawana Downs (employee ID 001512) has been an Administrative Secretary with the Collin County Sheriff's Office since 10/31/2005. She is currently assigned to the North Texas Fusion Center (NTFC). Her supervisors have noticed that for the past several months, she has repeatedly gone above and beyond her normal duties and assignments by taking on additional responsibilities to keep the NTFC, and the Sheriff's Office as a whole, running smoothly.

In addition to her everyday duties, including assisting employees with travel/training requests/reimbursements and assisting supervisory personnel with the planning and presentation portions of the FY20 NTFC budget proposal, she has voluntarily taken on additional assignments, including entering analysts' calls into Athena, completing requisitions & purchase orders, and handling the daily deposit of all Sheriff's Office funds. Specifically, beginning in May 2019, she went *above and beyond* her job responsibilities by taking on the responsibilities of the Chief Deputy's Administrative Assistant, who retired. She completed this dual role until a new Administrative Assistant was hired in August. She then spent several days training the new Admin Assistant. Also, because of recent restructuring, she has assumed even more responsibilities by handling personnel matters related to the Dispatch Unit.

Lawana's work ethic is exemplified by the fact that is able to complete all of these extra assignments and still manage her own workload.

Lawana is a valued member of the NTFC team at the Sheriff's Office, and we are appreciative of her efforts in always going above and beyond what is expected of her.

Approved by elected official or department head on the 17th day of Oct., 2019


Signature of Elected Official
Or Department Head

James O. Skinner, Sheriff
Printed Name