



COLLIN COUNTY

OFFICE OF THE SHERIFF
4300 Community Avenue
McKinney, Texas 75071

Jim Skinner, Sheriff

Date: February 06, 2018
To: Assistant Chief Deputy Terry McCraw
From: Captain Christopher Perepiczka CP
Subject: GEM Award Nomination – Administrative Secretary Shannon Poe

I would like to nominate Collin County Sheriff's Office – Detention Facility Jail Administrative Secretary Shannon Poe for a "GEM" Award. I have come to this recommendation based upon the following facts that I have observed and worked directly with.

Beginning in August 2017, Detention Administration began preparation on the 2019 Budget which will be submitted in February 2018. Mrs. Poe began employment in late September 2017 while this process was already underway. Very quickly, Mrs. Poe became the most critical asset for the budget requests that were being prepped by detention administrators. Although the process was two months in, Mrs. Poe provided valuable information and technical skills that polished requests, communication, and the visual presentation. Mrs. Poe was able to conduct audits involving the differing computer platforms used by the Sheriff's Office and Detention Facility to extract data and placed them in formats that could be relatable, visually appealing, and understandable. Mrs. Poe's technical skills involving Microsoft technology was a critical component for the presentations that were presented to Sheriff's Office Administration and ultimately the citizens and commissioners of Collin County.

Furthermore, Mrs. Poe was only in her position for a few months, conducted this assistance, as well as completing all other assigned duties in a timely fashion.

Without the assistance of Mrs. Poe, the Detention Facility would not have had a professional and appealing product for the 2019 Budget. Therefore, I recommend that Administrative Secretary Mrs. Shannon Poe be awarded a Collin County GEM Award.

*I concur with Captain Perepiczka
I agree! AH 2/6/18 JH 2/6/18*

Sheriff's Office (972) 547-5100 Admin (972) 547-5108 FAX (972) 547-5304
Detention (972) 547-5200 Metro (972) 424-1433 FAX (972) 547-5301

Approved. JCS 2/8/18

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Shannon Poe
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office – Detention Administration

Years of Service with the County: 2

Why the Honoree is receiving a GEM Award including dates:

See Attached Document

Approved by elected official or department head on the _____ day of _____, 20 _____

Signature of Elected Official
Or Department Head

Printed Name