

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Stephen A. Smart
First Name Middle Initial Last Name

Honoree's Job Title: Lieutenant

Department: Sheriff's Office Detention Facility

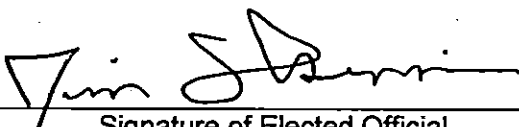
Years of Service with the County: 17

Why the Honoree is receiving a GEM Award including dates:

Below are numerous individual improvements Lt. Smart has been instrumental in accomplishing in the last few months. These changes will not only reduce man hours performed, but dramatically improve operational efficiency. Furthermore, the changes will net a reduction in costs associated with the task completion. Lt. Smart has dramatically made a positive impact on his assigned area and is worthy of compensation in the form of a G.E.M. award.

- * Changed the process in which reception staff are supervised.
- * Was able to maintain adequate supplies all while dealing with no budget.
- * Changed the delivery method for paper goods to the housing pods drastically slowing down the need to order these supplies.
- * Assisted staff in maintaining a more accurate inventory of inmate food items by working by their side learning the processes and recommending new ways of making their jobs more efficient while increasing our inventory accuracy.
- * Changed the process in which fire drill and MSA training documents are being retained.
- * Increased the overall cleanliness of the entire facility.
- * Created good relationships with other departments which has assisted in getting many things accomplished.
- * Changed the process in which subpoenas are handled after being properly executed.
- * Worked with IT to implement a shared site for staff to access the most current inmate worker list, saving approx. 7,500 sheets of paper and 156 man hours per year.

Approved by elected official or department head on the 6 day of Nov, 20 19


Signature of Elected Official
Or Department Head

Jim Skinner
Printed Name