

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Tiffany Eaves
First Name Middle Initial Last Name

Honoree's Job Title: Records Manager

Department: Sheriff's Office Records Area

Nominated By: Captain Jim Moody 

Years of Service with the County: 19 years and 10 months

Why the Honoree is receiving a GEM Award including dates:

Ms. Eaves has been employed at the Sheriff's Office for 13 months and employed with Collin County for approximately 19 years and 10 months. She has worked for the Sheriff's Office for the last 13 months as the Collin County Sheriff's Office Criminal Justice Information Supervisor. During this time, Ms. Eaves has worked diligently and tirelessly to develop systemic procedures to streamline processes and make them more efficient and effective.

Ms. Eaves has evaluated many of her employees' work processes to ensure that they can be performed better. One of those includes, but is not limited to, training them to use Odyssey to report statistical data rather than keeping up with it manually. Furthermore, she has created forms within Odyssey for the clerks to issue returns without having to use typewriters. Just by using these two methods, it prevents extra work for the clerks and they have become much more efficient with their time management.

Finally, the error rate for UCR submissions to DPS has declined tremendously the last six months. In fact, the error rate in January 2018 was 3.13% in contrast to June 2018 where the error rate dropped to 0.00%. Ms. Eaves is instrumental in this accomplishment due to her commitment to improve the process of reporting to DPS and the performance of her staff regarding validations.

Ms. Eaves works many hours a week without complaining and often seeking out extra work to assist others in their respective assignments. Consequently, for these reasons mentioned and more I recommend her for tirelessly working to improve the records area of the Sheriff's Office as she has done an outstanding job.


Signature of Elected Official
Or Department Head

Jim Skinner
Printed Name