

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Tonya K. Smith
First Name Middle Initial Last Name

Honoree's Job Title: Jail Case Coordinator

Department: Detention

Years of Service with the County: 27

Why the Honoree is receiving a GEM Award including dates:

At the beginning of May 2017 the Sheriff's Office experienced the unexpected absence of the Sheriff's Office Criminal Justice Information Supervisor. Due to her expertise after years of prior experience in that position, Tonya was asked to assist during the interim transition until a new supervisor could be selected. Her assistance consisted of providing 2-3 hours of assistance on most days, providing training/instruction, assisting with required duties and reporting, always being readily available, and participating in the promotional process for the new CJIS Supervisor. Following the selection of a new CJIS supervisor, Tonya has continued to provide support and assistance when needed. During this process she diligently maintained her duties and a positive attitude. Tonya is always willing to assist any department when requested, and this is just one example of her continual dedication to the Sheriff's Office team.

MS 6-28-17
Jim 6-28-17
mcpm

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

Jim Skinner
Signature of Elected Official
Or Department Head

Jim Skinner
Printed Name

Warrants Assistance:

05/03/17 – Met with everyone – worked with Isabel for 1 hour – on End of the month State Reports

05/04/17 – 12:30-3 – end of month reports, misc. warrants questions – made a network folder

05-05-17 – 12-30 – 2 finished up end of month report

05-11-17 – 1-2 – Worked with Lt. Thornhill going thru open record requests answering general warrant Questions– Ordered computer monitor stands

05-16-17- 1-2 Prisoner transfer fees, open records requests

05-17-17 – 1 hour meeting in IT with Warrants Dash board 9-10, 1-2:30 with Isabell and Lt Reference information from dashboard meeting, warrant statuses, warrant reports and staff scheduling.

05-18-17 – 1 – 3 – Non Disclosures, Access to CJIS site – Scheduling R/W Section – Correcting Monthly report

05-26-17 – All Day interviews

05-30-17 – Meeting with IT/Elena – Sheriff – ref Dash Board 3- 30

06-02-17 – Daily Questions

06-05-17 – monthly Report

06-06-17 – Monthly Report

06-13-17 – WEBEX Meeting – 10-11 SoftCode Conversion

06-13-17 – 11:15 Warrant Life meeting w/Elena Yash

06/20-17 – 1:30 – 2:15 DashBoard Meeting – 3:45 – 5 with Tiffany – general questions

06-22-17 – 3-4 – general questions with Tiffany

06-26-17 –discussing warrant process via phone and email (30 minutes)

06-27-17 – 1:30