

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Tracy Spurgin
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Assistant

Department: Sheriff's Office

Years of Service with the County: 20 YEARS

Why the Honoree is receiving a GEM Award including dates:

I am nominating Tracy Spurgin for Employee of the Month because of her exceptional dedication and invaluable contributions as the administrative assistant for the Patrol and Investigations Bureaus. Tracy plays a critical role in managing yearly budgets and ensuring that all financial processes are handled with accuracy and efficiency. Her attention to detail, organizational skills, and ability to prioritize multiple responsibilities make her an essential member of our team. Tracy consistently goes above and beyond her assigned duties, supporting both bureaus with professionalism and a positive attitude.

One of Tracy's most noteworthy accomplishments this month has been her completion of all budget requisitions for FY 2026 ahead of schedule. By ensuring that this complex and time-consuming task was finalized in advance, she has set both bureaus up for a seamless and efficient transition into the new fiscal year. This level of preparation not only demonstrates her strong work ethic but also highlights her commitment to the overall success of the department. Tracy's reliability, initiative, and dedication make her highly deserving of this recognition as Employee of the Month.

Approved by elected official or department head on the

5th day of Sept, 2025


Signature of Elected Official
Or Department Head

Jim Skinner, Sheriff
Printed Name