

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Tawana R. Hendricks  
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: Collin County Sheriff's Office

Years of Service with the County: 21

Why the Honoree is receiving a GEM Award including dates:

Tawana works as an Administrative Secretary in the Operations Division of the Collin County Sheriff's Office. In this position, Tawana reports directly to the two Commanders assigned to the Operations Division who supervise the Patrol, Criminal Investigations, Dispatch and Records Divisions of the Sheriff's Office. On a daily basis, Tawana performs all of the traditional, secretarial tasks required of an Administrative Secretary. She maintains and updates a number of different computer and paper files, keeps minutes of supervisor meetings, prepares letters and memorandums, and performs a number of other administrative tasks.

In addition to performing her assigned duties, Tawana has taken on the additional task of administering the database that tracks all off-duty law enforcement work performed by deputies. Tawana communicates directly with private vendors who contact the Sheriff's Office seeking deputies to provide security or to direct traffic while off-duty. Tawana coordinates these jobs with the vendors and administers the internal database that tracks these assignments to ensure they are completed according to Sheriff's Office policy. This is a very time consuming task that she has performed for the past two years.

Approved by elected official or department head on the 18<sup>th</sup> day of July, 2017

  
Signature of Elected Official  
Or Department Head

Jim Skinner  
Printed Name



# COLLIN COUNTY

OFFICE OF THE SHERIFF  
4300 Community Avenue  
McKinney, Texas 75071

**Jim Skinner, Sheriff**

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## MEMORANDUM

DATE: July 13, 2017  
TO: Deputy Chief Mark Sanderson  
FROM: Commander Matt Langan (ML)  
RE: Recommendation for GEM Award

*Approved 7/18/17 JUS*

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This is written to request that Tawana Hendricks be nominated for a Collin County GEM award.

Tawana works as an Administrative Secretary in the Operations Division of the Collin County Sheriff's Office. In this position, Tawana reports directly to the two Commanders assigned to the Operations Division who supervise the Patrol, Criminal Investigations, Dispatch and Records Divisions of the Sheriff's Office. On a daily basis, Tawana performs all of the traditional, secretarial tasks required of an Administrative Secretary. She maintains and updates a number of different computer and paper files, keeps minutes of supervisor meetings, prepares letters and memorandums, and performs a host of other administrative tasks.

Tawana is the consummate professional. She is organized, hard-working, and represents herself and the Sheriff's Office well at all times. These characteristics have earned Tawana the respect of her fellow County employees and members of the public who come in contact with her.

In addition to performing her assigned duties, Tawana has taken on the additional task of administering the database that tracks all off-duty law enforcement work performed by deputies. Tawana communicates directly with private vendors who contact the Sheriff's Office seeking deputies to provide security or to direct traffic while off-duty. Tawana coordinates these jobs with the vendors and administers the internal database that tracks these assignments to ensure they are completed according to Sheriff's Office policy. This is a very time consuming task that she willingly performs on a regular basis.

This is just one example of the type of task Tawana regularly volunteers to perform that falls outside the scope of her primary responsibilities. Tawana's attitude and approach to work are to be commended. Her work this past year on the off-duty database qualifies her to be considered for a GEM award.