

Collin County Going the Extra Mile (GEM) Recognition Form

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

Honoree's Job Title: Jail Case Coordinator

Department: Jail

Years of Service with the County: 26 and 11 months

Why the Honoree is receiving a GEM Award including dates:

I recommend Ms. Tonya Smith for a GEM Award as a result of her overwhelming support and help during the void of a CJIS Supervisor. Ms. Smith has been very willing to help the Support Services Division Records/Warrants Section by offering her guidance and expertise for processes that had to be functionally properly and timely.

Ms. Smith gave her valuable time even as she continued to monitor and facilitate processes from her own area of responsibilities within the Jail Case Coordinator's Office. In addition, she volunteered to be a part of the arduous selection process for the new CJIS Supervisor. Even after the Sheriff hired a new CJIS Supervisor, Ms. Smith continued to assist by training the new person and offering her guidance.

Ms. Smith's time and expertise has been invaluable to the Support Services area during this very crucial time. Ms. Smith has risen above and beyond her normal duties and in doing so down plays her involvement as "just doing my job." This is an indicator of her level of skill-set and leadership that she provides to this organization and has done so for almost 27 years.

(Handwritten initials)

Approved by elected official or department head on the 18th day of July, 20

Jim Skinner
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

Date: June 22, 2017

To: Commander Pam Palmisano
Deputy Chief Mark Sanderson

From: Captain Jim Moody 

Re: Jail Case Coordinator Tonya Smith

During the last couple of months, the CJIS Supervisor position has been vacated and J.C.C. Tonya Smith has been very gracious to help the Records and Warrants area by offering her guidance and expertise.

Ms. Smith has offered her time above and beyond her normal supervisory duties for the Jail Case Coordinator's Office. In addition, she volunteered to be a part of the selection process for the new CJIS Supervisor person. Furthermore, she assists with the training of the newly hired CJIS Supervisor as she becomes more acclimated to the new role.

Ms. Smith's time and expertise has been invaluable to the Support Services area during this very crucial time. Ms. Smith has risen above and beyond her normal duties and in doing so down plays her involvement as "just doing my job."

However, I strongly disagree with this humble attitude and recommend her for the Sheriff's Commendation Medal.

Recommend Approval 6/28/17

Sheriff's Office (972) 547-5100 Admin (972) 547-5108 FAX (972) 547-5304
Detention (972) 547-5200 Metro (972) 424-1433 FAX (972) 547-5301

APPROVALS