Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Lawana Downs

Honoree's Job Title: Administrative Assistant

Department: Sheriff's Office

Years of Service with the County: 7 1/2

Why the Honoree is receiving a GEM Award including dates:

Lawana Downs was promoted to Administrative Assistant to replace Administrative Manager's assistant at the time the Sheriff's Office Account Clerk resigned. Lawana picked up on those responsibilities in addition to her own until a new clerk could be hired and trained. shortly thereafter, the Sheriff's assistant had to be out for an extended period of time and Lawana assisted in that vacancy as well. her experience and abilities have been extremely helpful in meeting the responsibilities of those positions as well as her own since December. I would like to nominate her for GEM due to her going far beyond her normal duties and doing so with a willing and professional approach.

Approved by elected official or department head on the 12th day of Feb, 2013

Signature of Elected Official or Department Head

TERRY G. BOX
Printed Name