

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Shannon Martin
First Name Middle Initial Last Name

Honoree's Job Title: Supervision Officer

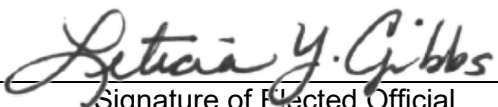
Department: Community Supervision and Corrections Department

Years of Service with the County: 7 years

Why the Honoree is receiving a GEM Award including dates:

Shannon consistently assists goes above and beyond to help this department. She signed up to take over a specialized caseload in September 2023, which is very demanding. When she moved her existing cases to the new officer, she took the time to complete casefile reviews on every case and typed of a summary of any cases that were expiring soon. This was not required of her but she did so to help the new officer ease in to their role since they were new with the department. In December 2023, she assisted the indirect unit with writing motions. Her assistance helped to ease some of the stress on her fellow peers due to the high volume of work they are required to complete. In March 2024, she played an integral role in creating guidelines for our new Immediate Sanction Court and created a brochure for the program to hand out to participants. In July 2024, she created how to documents for how to complete certain tasks related to cases in the ISC program and shared it with her fellow specialized officer to use. In September 2024, she agreed to be assigned aftercare cases for another specialized caseload officer to help alleviate some of their workload. She is deserving of a GEM award and I am honored to submit her name at this time.

Approved by elected official or department head on the 18th day of Sept, 2024



Signature of Elected Official
Or Department Head

Leticia Gibbs

Printed Name