

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Lawana Downs
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office - Support Services

Years of Service with the County: 20 years

Why the Honoree is receiving a GEM Award including dates:

Sheriff's Office Administrative Secretary, Lawana Downs has been working diligently with the Sheriff's Office Law Enforcement and Support Services bureaus involving asset resource procurement, verification and inventory.

Admin. Sec. Downs works with multiple county departments involving the procurement of resources and ensures proper asset purchases for the Sheriff's Office. Asset procurement is a very timely and difficult process. Admin. Sec. Downs ensures a proper inventory of received assets and timely disbursement to the Law Enforcement and Support Services bureaus for immediate use.

Admin. Sec. Downs's asset tracking is properly inventoried, with limited delay and consisting of incoming assets and assets taken out of service. Inventory of assets throughout the Law Enforcement and Support Services bureaus are timely and in compliance with auditing standards due to Admin. Sec. Downs's efforts.

Approved by elected official or department head on the 29th day of July 20 26

Jim Skinner
Signature of Elected Official
Or Department Head

Jim Skinner, Sheriff
Printed Name