

Collin County Going the Extra Mile (GEM) Recognition Form

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

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office - Detention Bureau

Years of Service with the County: 5

Why the Honoree is receiving a GEM Award including dates:

Administrative Secretary Candace Shannon is a designee of Sheriff Jim Skinner for the expansion-building project of the Collin County Sheriff's Office Detention Facility (CCSODF) booking/orientation building. Admin. Sec. Shannon's assignment is with the Services Division of the detention facility and tasked with coordinating resources and tasks with Construction & Projects, Purchasing, Facilities Maintenance, construction vendor, and the Sheriff's Office for expansion project.

Admin. Sec. Shannon took this assignment without delay or hesitation. Admin. Sec. coordinated and attended numerous scheduled and impromptu meetings involving the construction of the booking/orientation facility with Construction & Projects, Purchasing, Facilities Maintenance, construction vendor, and the Sheriff's Office.

Admin. Sec. Shannon has also coordinated the procurement of resources for the furniture, fixtures, and equipment (FF&E) with the Purchasing Department and Budget Department of Collin County for the occupancy of the detention facility once certified.

Approved by elected official or department head on the 11th day of Oct, 2024

Jim Skinner
Signature of Elected Official
Or Department Head

Jim Skinner
Printed Name