

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Lorrie Escamilla

Honoree's Job Title: Criminal Justice Information Specialist

Department: Warrants & Records

Years of Service with the County: 32

Why the Honoree is receiving a GEM Award including dates:

I would like to nominate CJIS Clerk, Lorrie Escamilla for a GEM award.

Just over a year ago, Lorrie was pulled off the warrant floor to assist with the ever-increasing open record requests and expunction workload. We've had a huge increase in the need for requests for opinions from the Attorney General on the open record requests. This, combined with the fact that we manage all these requests manually, without the use of records management software to help track them, requires great attention to detail, and persistence to ensure we comply with deadlines for each request. With just these two tasks, we have more than enough to keep us both busy full-time.

Lorrie quickly familiarized herself, as much as possible, with the laws and processes governing the Public Information Act, revised the form requestors use to submit their requests, and helped to devise methods to better track the number of requests our agency receives. We are inundated with requests and without Lorrie's help; I would never be able to keep up.

Lorrie has also completely delineated the expunction process for our agency to include creation of inboxes for each department within the Sheriff's Office to eliminate the need for duplicate paper copies, a checklist form to ensure all areas have their portion completed and all records/data/evidence, etc. is expunged per the timeline allowed so that we can complete and return a certificate of compliance to the courts.

Lorrie has proven to be an invaluable asset in both areas. She took on the new responsibilities and learning the statutes that govern them with great fervor and for this I believe she has earned a GEM award.

Approved by elected official or department head on the 23rd day of Sept, 2019



Signature of Elected Official
or Department Head



Printed Name