

Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Tracy Spurgin
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: Sheriff's Office

Years of Service with the County: _____

Why the Honoree is receiving a GEM Award including dates:

See attached.

Approved by elected official or department head on the 19th day of Sept, 2024

Jim Skinner
Signature of Elected Official
Or Department Head

Jim Skinner, Sheriff
Printed Name



OFFICE OF THE SHERIFF
COLLIN COUNTY, TEXAS

JIM SKINNER, SHERIFF

Date: 09/18/2024

To: Jeff Price, Assistant Chief

From: Andrew Hatch, Captain

Re: GEM - Spurgin

Tracy Spurgin is an exceptional administrative secretary who consistently goes above and beyond in her role. Her dedication, efficiency, and positive attitude make her an invaluable asset to our team.

Tracy is a proactive problem solver who strives to anticipate potential issues and takes steps to address them before they become problems. For instance, she recently worked to get the JAG 24 process started in an effort to prevent delays that happen inevitably due to the tight timelines on this project. Tracy is organized and efficient in her work. She manages a complex workload with ease, understanding the workflow of those she assists prioritizing tasks effectively to ensure deadlines are met and that all projects are completed accurately and on time. Tracy is a skilled communicator. Her ability to listen attentively, understand differing perspectives, and effectively convey information is essential to her success. Finally, she has an infectious positive attitude and understands the need to be a team player. Tracy brings a positive and supportive attitude to all things. She is always willing to lend a helping hand, has a cheerful attitude, and creates a positive work environment.

Tracy's outstanding work ethic, dedication to her role, and commitment to our team make her a huge asset to our organization.



TO PREVENT FRAUD, WE WILL **NEVER**
CALL TO REQUEST PAYMENT OF FINES
OR WARRANTS OVER THE PHONE.

4300 Community Avenue, McKinney, TX 75071
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www.collincountysheriff.org