

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: MERANDA SAMMONS

Honoree's Job Title: LEGAL CLERK I

Department: CONSTABLE, PCT. 4

Years of Service with the County: 2

Why the Honoree is receiving a GEM Award including dates:

Meranda began working at the Pct. 4 Constable's office in March 2013, shortly after my return from maternity leave and after our front office had been staffed the previous 3 months by only a temp worker.

In the very short time Meranda has been with the office, she has made an immediate and substantial impact. Meranda quickly learned her job and the tasks assigned to her and was able to catch up the areas that had become backed up during the aforementioned transitional state of the front office. She uses office databases and subscriptions to verify or update addresses which are then noted on the civil documents to assist our deputies in perfecting service in those cases. This alone saves precious time, allowing the deputy to make immediate attempts on the documents in his area. Meranda has also continuously and meticulously cross checked every civil paper she's entered to see if the subjects being served possibly had warrants out for their arrest. She does this so that our deputies were not only aware of the people they were attempting to contact to serve their civil documents but so that they could also clear up any outstanding warrants, when possible, on those same individuals.

Meranda's work ethic, dependability and organizational skills are a definite asset to this office and the citizens we serve. We are fortunate to have her as a part of our team and she has earned this GEM award for a continuous job well done!

Approved by elected official or department head on the 11TH day of NOVEMBER, 2014.



Signature of Elected Official
or Department Head

TIFFANY EAVES
Printed Name

Monika Arris

From: Joseph Wright
Sent: Tuesday, November 18, 2014 10:57 AM
To: GEM Award Submissions
Cc: Tiffany Eaves
Subject: FW: GEM AWARDS
Attachments: GEMMERANDA.pdf; GEMSANDRA.pdf

I approve of the contents of the two attached documents.

Sincerely,

Constable Joe Wright

Collin County Constable Pct. 4
8585 John Wesley Drive, Suite 100
Frisco, TX 75034

Office: 972-731-7320

Fax: 972-731-7330

[Website](#)



From: Tiffany Eaves
Sent: Monday, November 17, 2014 5:34 PM
To: Joseph Wright
Subject: GEM AWARDS

IF YOU APPROVE, PLEASE FORWARD WITH THAT NOTATION TO GEMAWARDS@CO.COLLIN.TX.US.

Thanks,

Tiffany Eaves
Administrative Secretary
Constable, Pct. 4, Collin County
8585 John Wesley Drive, #100
Frisco, TX 75034

(972) 731-7325

(972) 731-7330 fax



"There is no limit to the good you can do if you don't care who gets the credit."

~General George C. Marshall

This transmission and any attachments may contain information or material that is confidential, privileged or is otherwise protected from disclosure by applicable law. Accordingly, this entire message is intended only for the use of the individual / individuals named above. Further, this email may contain confidential information belonging to the sender that is protected by the Electronic Communications Privacy Act. If the person actually receiving this transmission and any attachments is not the named recipient, any reading, use, dissemination, distribution or copying of any portion of this communication is unauthorized and is strictly prohibited. If you have received this communication in error, please permanently delete same from your computer and notify us immediately.