



SPOKANE POLICE DIVISION
CHIEF OF POLICE
CRAIG N. MEIDL

Letter of Award

To: Susan Llewellyn
From: Craig N. Meidl, Chief of Police
Date: August 1, 2017

Susan,

Sgt. Kevin Huddle and Ofc. Davida Zinkgraf recently nominated you for the 2017 Employee of the Quarter Award. Employee of the Quarter nominations are based on either a specific act of unusual meritorious service, a specific project of significance to the community, City, or Department, or sustained superior performance of assigned duties. When the Special Awards Committee reviewed the nominations, it was clear that you are most deserving of this recognition.

In Sgt. Huddle's nomination letter, he wrote: "Susan started in Volunteer Services late in 2016 and had very little training. Since then she has organized the whole office, which includes the computer files, uniforms, storage, and the office. It is a challenging job as she has to deal with four levels of volunteers, anywhere from age 16-90 years. Susan has taken the time to get to know each volunteer; that is extremely important in making each volunteer feel valued. She has a huge heart and it shows. Susan also has a great work ethic. She has done everything I have asked of her and always offers to help.

Susan has gone above and beyond what was expected of her. From day one, Susan has accepted all the challenges, worked hard, and made Volunteer Services run smoothly. She has done an outstanding job."

Ofc. Zingraf added, "I have had the pleasure of working with Susan Llewellyn. Susan always has a smile on her face and a welcoming disposition. I watch her interact with the volunteers, and no matter how busy she is, she always takes the time to greet them, ask how they are doing, and really listens to them.

During a particularly hectic time, one of our senior volunteers went into the hospital with a serious illness, Susan made sure to take the time and visit the volunteer in the hospital, bringing him a little memento. She did not HAVE to do this, she did it because she obviously loves the people she works with and loves her job.

Susan is one heck of a hardworking, dedicated, compassionate, valuable employee and she really deserves recognition for her work ethic, and dedication to SPD."

Susan, you exemplify the best in an employee with your commitment and dedication to your profession and your volunteers. The Spokane Police Department is fortunate to have such an employee, and you are extremely worthy of this recognition. You will receive a plaque at our annual award ceremony in March 2018 and a copy of this letter will be placed in your employee file.

Sincerely,

A handwritten signature in black ink that reads "Craig N. Meidl".

Craig N. Meidl
Chief of Police

