



Letter of Award Distinguished Service Award



To: Lisa Smith, Information Systems Analyst II
From: Craig N. Meidl, Chief of Police
Date: September 1, 2018
Re: Distinguished Service Medal

Recently, Kathy Armstrong and Captain Dave Richards nominated you for the Employee of the Quarter, however, after the Special Awards Committee reviewed and discussed this nomination, it was clear by the discussion that you are better deserving of the Distinguished Service Medal. The Distinguished Service Medal (DSM) is awarded to employees who have demonstrated outstanding sustained and exemplary performance along with diligence and devotion to duty. The performance should exceed normal demands required or expected over an extended period of time. Assistant Chief Lundgren added to the nomination the following:

"During her tenure at SPD, Lisa has been involved in a number of important projects and functions critical to the departments operations. The following are some examples of critical projects that Lisa completed:

- *From the mid 2000's through 2016, SPD utilized Expediter for field reporting. At times, usually in the middle of the night, reports would become "stuck" in the approval module and not make it to Records. Many reports are time-sensitive and require review or distribution to fulfill our requirements under the law or to facilitate a successful prosecution. Without her quick action, suspects would have been released from jail, arrest reports would not have made it to first appearance, and other reports would not have made it to their appropriate destinations.*
- *Lisa created investigative queries. With the queries designed by Lisa Smith, investigative supervisors could pull reports appropriate to their unit at any time and review them for assignment. She worked closely with investigators to customize the information each unit wanted to receive and review. This created a considerable amount of added efficiency and allowed for supervisors to quickly access all of the reports for their unit at their convenience.*
- *Lisa has been involved in many other On-Base projects throughout the past several years. These projects have added efficiencies, provided oversight, and collected data necessary to support department operations.*
- *Lisa built the form and repository for all of the citizen race data interaction forms used by Dr. Byrnes in his minority contact study. Without her work, Dr. Byrnes would not have had access to the necessary data to complete two studies examining the interactions between police and the community.*
- *After the migration to the New World RMS system in 2016, Lisa worked to successfully transfer several years of legacy data from the NG system. This was a monumental undertaking due to the volume of documents moving from one system to the other. She set up a process to ensure that all of the documents made it into NW. Any loss of data from the old system would have been forever lost once the legacy system was retired.*
- *Most recently, Lisa took on the daunting task of bringing SPD into compliance with RCW 40.14.070, which requires departments to submit sex offense case files to the WASPC CJIS Department for archiving. There were 20 years' worth of files to deal with. During the process, Lisa successfully identified and transferred almost 14,000 sex crime documents, which took several months to complete on top of her regular duties.*
- *Currently she is developing a purchase requisition system that includes routing, auditing, proper chain of command approval verification, and the ability for the requestor to see the status of his/her request. This paperless system will reduce the approval and processing time while adding visibility and accountability.*

Lisa is a tremendous team member who has maintained and sustained an exemplary level of service to the department and the community we serve."

Lisa, I am proud to present you with the Distinguished Service Award. A copy of this letter will be placed in your personnel file and you will be recognized at the Annual SPD Employee Award Ceremony in March 2019.

Craig Meidl, Chief of Police