



## Letter of Award Employee of the Quarter

To: Jenetta Alford  
From: Craig N. Meidl, Chief of Police  
Date: January 18, 2023  
Re: 2022 Employee of the 4th Quarter Award

Public Records Supervisor Marissa Butler nominated you for the 2022 Employee of the 4th 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. Marissa's nomination included the following:

*"Jen has been the sole person responsible for receiving and processing requests from CPS/APS/DSHS and other criminal justice partners, as well as military and government background checks and others. These are our "Law Enforcement Requests". These are different than public record requests. We process these on an expedited basis and need to respond within 48 hours (on weekdays). The records received are used for everything from determining employment eligibility, to emergency child placement.*

*We have had a HUGE increase in the number of these requests. I currently have staffing to assign only one Public Record Specialist to this work. Jenetta does a fabulous job and often works OT to keep up with these requests, especially coming off of weekends.*

*The volume of these requests has grown significantly over past years. We have been seeing on average 20-30% increase in requests received every month for the past year. Some months have increased by more than 100% over the same month in the previous year.*

*For March 2022, we reached a record-breaking number of requests received in any given month: 1074 requests – all received and processed within 48 hours by Jen. This is a 24% increase from March 2021, and a 92% increase from March 2020.*

*In 2022, for the first time we received over 1000 requests in a single month, and we did it 4 times. We had a total of 10,064 requests processed in 2022. This is a 10.75% increase over last year, and a 25.75% increase over 2020.*

*The workload that Jen handles every month is well above what should be expected from a single employee. Yet, every month Jen manages to keep on top of these requests. Jen is also a fantastic team member, and she never hesitates to help with anything that needs to be done and she continually receives positive comments about her from her customers. Here is a recent example:*

*"While life has been hard the last 20 months and we were often confronted with negativity, loss, sadness, and anger, I want to focus on the positive things that happened during that time. You are one of these positive vibes for making my life at APS easier and always providing the requested reports quickly."*

Jen, you exemplify the best in an employee with your commitment and dedication to your profession, work ethic and passion for team work . The Spokane Police Department is fortunate to have such an employee, and you are worthy of this recognition. You will receive a plaque at our annual award ceremony in March 2023 and a copy of this letter will be placed in your employee file.

Sincerely,

A handwritten signature in blue ink that reads "C N Meidl".

Craig N. Meidl  
Chief of Police