



## 2023 Letter of Award Chief's Citation



To: Ellen O'Brien  
From: Justin Lundgren, Interim Chief of Police  
Date: January 31, 2024  
Re: Chief's Citation Award

Records Supervisor, Marissa Butler, nominated the Public Record Disclosure (PRD) Team to receive the Chief's Citation Award. This award is intended to recognize members of a team or unit for participating in an incident, event, or series of events, or project which has a substantial, positive impact on the community or police department. It must be superior in nature and further the department's mission and overall effectiveness. When the Special Awards Committee reviewed this nomination, it was clear that the PRD Team is most deserving of this award. Marissa included the following in the nomination:

*"I would like to nominate the SPD Public Records Disclosure (PRD) Team for the Chief's Citation Award, 4th Quarter 2023. The PRD team is responsible for receiving, processing, and responding to all public record requests for SPD. In 2023, the PRD team received and completed 13,207 requests for records, and on any given day the SPD can generate 1100 body camera videos that the PRD team would be called upon to redact and process.*

*For each and every public record released, PRD staff must locate the record, perform a line-by-line review, and apply redactions according to the WA State Public Records Act. This work requires an extensive knowledge of public record laws and the ability to interpret those laws and apply them to the records. Many public record requests involve thousands of pages of records, as well as audio/video files.*

*All members of the PRD team have demonstrated a willingness and desire to expand their knowledge through ongoing learning and collaboration amongst each other as well as other members of the department. This team continually strives to develop and improve processes to increase their efficiency.*

*The PRD team is the epitome of an "all for one, and one for all" mentality. Every member has stepped in at one point or another to assist one another and they always keep the overall mission – agency transparency and service to citizens - at the forefront of everything they do.*

*The PRD team serves the public, as well as other criminal justice partners and internal requests.*

*The PRD team brings true professionalism, and they genuinely care about providing the highest level of service to our citizens. PRD team members must effectively communicate with the public on the phone, through email, and other electronic communications, as well as in person."*

Deputy Director Gary Redden added Records Supervisor Marissa Butler to this award stating that "she is the key to the Cog that keeps PRD running!"

Ellen, as a member of the PRD Team, I am honored to present you with the Chief's Citation Award.

The team will be recognized and will receive a plaque at our annual awards ceremony in March 2024. A copy of this letter will be placed in your personnel file.

Sincerely,

A blue ink signature of Justin C. Lundgren.

Justin C. Lundgren, Interim Chief of Police