



Letter of Award Employee of the 3rd Quarter 2023

To: Kathy Armstrong
From: Craig N. Meidl, Chief of Police
Date: November 1, 2023
Re: 2023 Employee of the 3rd Quarter Award

Director Jacqui MacConnell nominated you for the 2023 Employee of the 3rd 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. Some highlights from Director MacConnell's nomination include:

"During the time that I have supervised Ms. Armstrong, year after year she exceeds expectations. Ms. Armstrong is known to be the person who takes on miscellaneous tasks, many of which are considered projects (she calls herself the "random project lady"). I think almost every member of the department is familiar with Ms. Armstrong and she is also known by our community partners and those we serve."

Below are just a few examples of the many projects Ms. Armstrong has headed up:

- WASPC Accreditation—because of her efforts, SPD has been singled out as the "gold standard" and she is sought out to assist in the accreditation review process for other agencies.
- Policy Updates as well as keeping our department on track to complete CJTC/Washington state mandatory trainings.
- SPD's 2024/2025 Strategic Plan— Ms. Armstrong identified that time was running short to have our Strategic Plan completed so she volunteered to take on this project. Within a short period of time, Ms. Armstrong presented a thorough product. When Ms. Ernst decided to take on the project of creating our new Strategic Plan for 2024/2025, knowing the wealth of knowledge brought to the table by Ms. Armstrong, she sought her assistance.
- Spokane Police Foundation Fundraising—Each year Ms. Armstrong completes a variety of grant requests, most of which the Foundation receives.
- Ms. Armstrong has always been a key component to our community outreach initiatives. Historically, Ms. Armstrong is the person who is always relied upon for photos and she has historically been relied upon for the success of our annual PAL program. The Community Outreach team has embraced Ms. Armstrong and her skills. They have commented to me over the last two years that they could not do PAL without her. Ms. Armstrong has taken on an active role in PAL, participating in almost each day of the program. She ensures that all administrative tasks associated with the program are properly completed, in addition to interacting with the youth. Ms. Armstrong has been key to our on-going outreach to different communities within Spokane, specifically, as of late, the refugee and Native American communities.

"There is no project that Ms. Armstrong is not willing to take on. What is most endearing about Ms. Armstrong is that she embraces all of her work with enthusiasm and a positive attitude. In the time she has worked for me, I do not know that I have ever heard her say a negative comment about her job duties or a reason as to why she should not be given a certain project. Ms. Armstrong is a self-starter and I never need to keep her on track. She is always on top of her work, she is organized and most often completes her projects ahead of schedule."

Kathy, you exemplify the best in an employee with your commitment and dedication to your profession and work ethic. 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 2024 and a copy of this letter will be placed in your employee file.

Sincerely,

A handwritten signature in black ink, appearing to read "C N Meidl".

Craig N. Meidl
Chief of Police