



2024 Letter of Award Employee of the 1st Quarter

To: Brandi Belcher
From: Justin Lundgren, Interim Chief of Police
Date: April 24, 2024

Records Supervisor, Mardee Ellis, recently nominated you for the 2024 Employee of the 1st 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. The nomination included the following:

"Brandi has worked for the SPD since February 1998—26+ years of dedicated service. During Brandi's time with SPD, she has held several different job responsibilities. After just six months of training, SPD saw great promise in Brandi and she was asked to work in the new Call-In-Reporting unit that SPD initiated. Brandi provided excellent Call-In-Reporting services to the community until the unit was disbanded in the fall of 2001. Since Brandi was a model employee, she was moved to the Criminal Records unit where she continues providing the City of Spokane residents with excellent service. Here are just a few notable accomplishments that Brandi has contributed to SPD while serving the City of Spokane:

- Brandi was a member of the Name Correction Committee where she repeatedly worked with Bill Flatt on her own time to consolidate the name files in the RMS system. This involved learning the correct processing code to complete batch files in RMS.
- In 2009, Brandi was the Chairperson of the Forms Revision Committee. This committee revised all department-used forms and provided training in an attempt to establish a Standard Operating Procedure for definitions and usage.
- In approximately 2010, Brandi started working with Inez Hodge to help with and learn how to process the UCRs. This involved sacrificing days off for training. Inez retired in February of 2012 and at that time, Brandi became the primary UCR person for Spokane Police. Brandi processed all of the violent crime reports (Homicide/Rape/etc.) manually and filtered/spot-checked the remaining reports to verify accuracy. This also involved tabulating the numbers provided by the system each month and submitting the finalized product to WASPC and a tri-annual audit by the FBI.
- Brandi also graciously helped with the initial programming and transfer to NIBRS in 2016.
- Brandi has been a member of the Police Records Gun Team since the spring of 2017. Just like she has done with all of her assignments with Spokane Police, Brandi proactively seeks out knowledge. Brandi prides herself on anticipating and staying ahead of legal changes that will impact our background checks. She is extremely knowledgeable about all the intricacies of our background checks and laws associated with firearms. Brandi feels a personal responsibility to get her background checks right. She leaves no stone unturned to make the correct determination in a background check.

Brandi is well respected. Her insight and line of reasoning are sought out by law enforcement partners such as the DV Firearms Investigative Analyst with the Spokane Regional Domestic Violence Team, detectives from SPEAR, and the City of Spokane's own legal department.

Brandi, you exemplify the best of an employee with your commitment and dedication to your profession, work ethic and passion for accuracy. You will receive a plaque at our annual award ceremony in 2025 and a copy of this letter will be placed in your employee file.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Lundgren".

Justin Lundgren, Interim Chief of Police