



## 2024 Letter of Award Employee of the 3rd Quarter

To: Ellen O'Brien  
From: Kevin Hall, Chief of Police  
Date: October 23, 2024  
Re: 2024 Employee of the 3rd Quarter Award

Records Supervisor Marissa Butler recently nominated you for the 2024 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. Marissa's nomination included the following:

*"Ellen has been with SPD since 2017, when she began work as a Police Records Specialist. In 2020, Ellen joined the Public Records team as a Public Records Specialist. Ellen's responsibilities include assessing and assigning public record requests to PRD staff, upholding the requirements of the Public Record Act, managing her own requests, plus new incoming requests through GovQA as well as training and assisting the newer Public Record Specialists.*

*Since joining the PRD team, Ellen has continually worked with integrity and professionalism. She maintains one of the largest workloads of public record requests on the team. It is not uncommon for Ellen to have more than one hundred public record requests assigned to her at any given time. Yet despite this heavy workload, Ellen is able to keep up on the mandatory deadlines, and she does so while continuing to be cheerful and upbeat. In addition, Ellen is unwavering in her support of her coworkers and supervisor. Ellen's coworkers look up to her and look to her as a leader amongst the team.*

*Ellen has also served as trainer for new PRD employees, without any extra compensation, and whilst still keeping up on her own work assignments. Ellen's trainees describe her as patient, supportive, and helpful.*

*Ellen has a vast and commanding understanding of the Public Record Act and our processes. She supports her team by offering assistance and sharing her knowledge. Recently, Ellen offered to build a training demo for the complicated aspects of juvenile records to assist her team in better understanding these types of record requests.*

*It is obvious to all that Ellen understands the importance of transparency in the work of public records. She always keeps the interests of the community and the department in the forefront of everything she does.*

*Ellen recently experienced a personal crisis, which kept her away from the office for several months. Despite this, Ellen's concern was for her team and the extra workload that her absence would cause them. Upon her return, Ellen resumed her usual high level of productivity and she worked tirelessly to carry her own share of the workload again as quickly as possible.*

Ellen, 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 2025 and a copy of this letter will be placed in your employee file.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Hall", is written over a horizontal line.

Kevin Hall, Chief of Police