



**2025**  
**Letter of Award**  
**Professional Employee of the 3rd Quarter**

To: Marissa Butler  
From: Kevin Hall, Chief of Police  
Date: October 23, 2025  
Re: 2025 Employee of the 3rd Quarter Award

Records and Evidence Administrator Rayanne Hoopes recently nominated you for the 2025 Professional 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. Rayanne's nomination included the following:

"Marissa is a long-standing supervisor for records, which is longer than any other supervisors to hold that position. Marissa currently oversees the PRD team and is the resident expert regarding anything public disclosure, creation of public records and appropriate redaction of public records.

Marissa's team consistently gives high praise for her work and leadership and recently submitted a document with comments from each member of her team. Here are just a few of those comments:

- Marissa is an amazing supervisor and I consider myself lucky to be a member of her team.
- Marissa has created a working environment where we feel valued, supported and understood. Our team dynamic is one of the best team environments I have ever been a part of, and so much of that credit goes to Marissa.
- She's always approachable, happy to answer questions, and willing to share her knowledge to help us grow.
- Thank you Marissa for being the best supervisor I have ever had in my working career!
- She epitomizes the true meaning of leadership.
- PRD is what it is today because of her guidance and leadership.
- I cannot express how grateful I am, or how privileged I feel to have a supervisor like Marissa.

Marissa, you exemplify the best in an employee with your commitment and dedication to your profession, leadership skills 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 2026 and a copy of this letter will be placed in your employee file.

Respectfully,

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

Kevin Hall  
Chief of Police