



## Letter of Award

### Distinguished Service Award

To: Jan Roys  
From: Jim McDevitt, Director of Law Enforcement  
Date: June 28, 2016  
Re: Distinguished Service Medal

Jan,

Lt. Kevin King and Sergeant Shawn Kendall recently nominated you for the Distinguished Service Medal. The Distinguished Service Medal (DSM) is awarded to employees who have demonstrated outstanding sustained and exemplary performance along with diligence and devotion to duty. The performance should exceed normal demands required or expected over an extended period of time. When the Special Awards Committee reviewed this nomination, it was clear that you are most deserving of this award.

In his nomination, Lt. King wrote:

*"Jan began working at the Spokane Police Department in 1991 and at the Training Center in 2010. Jan's duties include processing personal history forms and all the required paperwork, coordinating physical ability tests and interviews, and arranging appointments for medical and psychological evaluations as well as polygraph exams. Each position in the department has their own unique process. Jan created checklists for each along with a detailed filing system making it very easy to find a document in the thousands that are stored. From 2010 to 2015, Jan was directly involved in the **hiring of 212 people** and the **processing of 1212**. These are amazing numbers! Jan had some form of contact with each and every one of these applicants. I know that every single person was handled with patience and kindness."*

In his nomination, Sgt. Kendall wrote:

*"Jan is the cornerstone to our Department hiring procedures at the Academy. Because of her attention to detail and organization skills, Jan has protected this Department time and time again by pointing out potential negligent hiring situations that, most likely, would have been overlooked."*

*Probably one of Jan's strongest attributes is her communication skills. I have had many instructors in my life and career and Jan is one of the best. Her patience, competence, humor and team player mindset has created a work environment that academy employees are honored to be a part of."*

Jan, I am proud to present you with the Distinguished Service Award. A copy of this letter will be placed in your personnel file and you will be recognized at the 2016 Annual Employee Award Ceremony.

Craig Meidl  
Assistant Chief of Police