



Letter of Award Employee of the Quarter

To: Jenna Ittner
From: Rick Dobrow - Interim Chief of Police
Date: November 17, 2015
Re: Chief's Citation Award

Jenna,

Recently, Sergeant Mike McNab nominated Jenna Ittner for Employee of the 3rd Quarter, 2015. 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 Jenna is most deserving of this recognition. Some highlights from Sergeant McNab's nomination:

"Jenna has been instrumental in the development of several positive changes within the unit. Most notably was improving the process for which cases are received, screened, and tracked. As a result this process has become much more efficient and accountable. Her efforts have taken the "busy work" out of case screening leaving more time for the careful analysis of incoming cases.

Jenna has also been invaluable in reorganizing missing person's investigations. Realizing that the missing person's process was somewhat antiquated, Jenna worked to develop a new process that takes advantage of easily accessible information that was already available. She created a flow chart that assists investigators with working and triaging missing person cases. She developed a database that tracks cases and organizes them based on priority. She continues to work older cases from prior years using information from law enforcement databases to clear cases that would typically go unsolved.

Despite the disturbing nature of the crimes the Special Victims Unit investigates, Jenna is always a positive influence in the office. She often brings in treats for the office at her own expense. She is friendly to everyone in the unit despite the fact that we are always handing her work to do. Jenna accepts work with enthusiasm and never complains. It is not uncommon for her to approach others looking for more to do."

Jenna, your leadership and dedication set an excellent example for all employees. We are fortunate to have such a dependable, innovative, and dedicated professional and you are very deserving of recognition. Along with this document, you are being issued a framed certificate. You will also be given the Employee of the 3rd Quarter plaque at our annual Employee Awards Ceremony in 2016. A copy of this document will be placed in your personnel file.

A handwritten signature in blue ink, appearing to read "Rick Dobrow".

Rick Dobrow
Interim Chief of Police