



SPOKANE POLICE DIVISION
CHIEF OF POLICE
CRAIG N. MEIDL

To: Michelle Reiner
From: Craig Meidl, Chief of Police
Date: October 25, 2016
Re: Employee of the 3rd Quarter Award

Lt. Steve Braun and Lt. Dave Staben each nominated you for the Employee of the 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 following is a summary of Lt. Braun and Lt. Staben's nominations:

"Michelle Reiner has proven to be a valuable asset not only to the Office of Professional Accountability but to the Spokane Police Department as a whole. The Office of Professional Accountability processes a great deal of information. There are enormous amounts of work involved in producing public records request (PRR) and tracking them for deadlines. The office generates many reports. Michelle keeps these organized and timely.

Michelle is the administrator for the computer programs that are used by our office and other supervisors. Michelle monitors the flow of cases from the time they enter the system until the cases are closed out. She is constantly auditing the work done in the office. She does many tasks that free up the rest of the staff. This is a position that requires someone with extremely good organization skills.

She is also tasked with posting Internal Affairs documents onto the department website, managing IAPro and Blueteam, and transcribing IA interviews.

Michelle makes juggling her various tasks look effortless and without her our unit would not be able to function as professionally and proficiently. She frequently comes up with new ways that improve the work flow in our unit and that improve the level of service we provide to the community.

Michelle also handles travel for officers in patrol and the administration. In this job she is equally as organized, and also acts as a good steward of the tax payer's money. Michelle questions every expense. She is conscious of booking at the best price. She almost takes it personal if she feels someone wasted money."

Michelle, you exemplify the best in an employee with your initiative, dependability, professionalism, and dedication. The Spokane Police Department is fortunate to have such an employee, and you are extremely worthy of this recognition. You will receive a plaque at our annual award ceremony in February 2017 and a copy of this letter will be placed in your employee file.

A handwritten signature in black ink that reads "Craig Meidl".

Craig Meidl
Chief of Police

