



## Letter of Award

To: Shannon Hallam  
From: Scott A. Stephens, Interim Chief  
Date: April 23, 2012  
Re: Medal of Merit Award

Shannon Hallam was recently nominated by Lt. Scott Mullennix for the Medal of Merit Award. The Medal of Merit is awarded to members of the department who distinguish themselves by meritorious achievement or meritorious service. The meritorious actions must clearly surpass that which is normally required or expected. This service or achievement need not be unique but must be exceptional and superior. It is apparent that Shannon Hallam is more than deserving of this award.

Lt. Mullennix wrote, the property facility move is an excellent example of Shannon's leadership. During the chaos of the property facility move and subsequent settling in to the new facility, Shannon and her staff worked together like a well oiled machine. The move entailed the dismantling of the Gardner facility, packing and shipping thousands of items of evidence and property to the Alki facility, setting up the Alki facility, auctioning or otherwise disposing of items that had no need to be shipped to the new facility, and maintaining chain of evidence while only shutting down operations for approximately a week. Shannon continually looks for better ways to provide service for all who have contact or interaction with the property facility and staff. Shannon is a highly motivated, valued employee with a vision for the property facility and it's users far beyond her tenure here.

Shannon, you have certainly distinguished yourself in the area of meritorious achievement; and I am proud to recognize you with the Medal of Merit Award. You will be given the Medal of Merit at our annual Employee Awards Ceremony in 2013. A copy of this document will be placed in your department personnel file.

Scott A. Stephens  
Interim Chief of Police

