

Resolution No. 2020 -

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS HONORING SENIOR LEGAL PROCEDURES CLERK SANDRA JONES UPON HER RETIREMENT FROM THE SOLANO COUNTY SHERIFF'S OFFICE WITH OVER 32 YEARS OF DEDICATED PUBLIC SERVICE TO SOLANO COUNTY

WHEREAS, Sandra Jones began her career with the Solano County Sheriff's Office as an Extra-Help Student Clerical Aid on January 12, 1987, was promoted to an Extra-Help Legal Procedures Clerk on March 8, 1987, transitioned to a Full-Time Legal Procedures Clerk on January 24, 1988, promoted to Lead Legal Procedures Clerk on April 5, 1998, and was then reclassified as Legal Procedures Clerk (Sr) in 2002, whereby she served until her retirement; and

WHEREAS, Ms. Jones was assigned as a Legal Procedures Clerk (Sr) supporting the operational needs of a 24/7 bureau processing warrants, restraining orders, background requests, crime reports, and other agencies records requests; and

WHEREAS, Ms. Jones promoted to a Legal Procedures Clerk (Sr) and trained new members of her team, responded to citizens public records requests and subpoena duces tecums, balanced cash transactions for the lobby, assisted the department with the transition to a new records management system and procedural changes while completing the day-to-day requests from the public and internal and external customers; and

WHEREAS, Ms. Jones was an irreplaceable asset, a team player, self-motivated, and willing to help others anytime. She was vigilant in ensuring documents were processed accurately and timely for the benefit of the Sheriff's Office and the taxpayers; and

WHEREAS, Ms. Jones was a highly respected and valued member of the Sheriff's Office and will be greatly missed by her friends and co-workers; and

WHEREAS, Ms. Jones retired on July 4, 2020 with over 32 years of outstanding and dedicated service to Solano County.

NOW, THEREFORE BE IT RESOLVED, that the Solano County Board of Supervisors hereby recognizes Sandra Jones for her distinguished service to the citizens of Solano County and wishes her a long, healthy and happy retirement.

Dated this 11th day of August, 2020

ERIN HANNIGAN, Chairwoman
Solano County Board of Supervisors

ATTEST:
BIRGITTA E. CORSELLO, Clerk
Solano County Board of Supervisors

By: _____
Jeanette Neiger, Chief Deputy Clerk