



## ***BRECKENRIDGE POLICE DEPARTMENT***

March 27, 2024

To: Cynthia Northrup

From: Tommy Williams, Interim Police Chief

Re: Employee of the Month

I would like to take this opportunity to nominate Brittany Metcalf as the Employee of the Month. In my short time here as interim police chief, I have found Brittany to be indispensable in my acclimation to The Breckenridge Police Department. Any time that I have a question, she can be depended on to have an answer. She is always willing to go above and beyond to get the job done. Brittany is well-versed in the administrative duties of her job and in the police department in general.

Brittany has done an excellent job of balancing her duties as secretary, records management, and assisting in dispatch when needed. She has begun the process of taking on the additional task of managing property and evidence. This will require extra training, but she has eagerly accepted the challenge and is doing well.

Brittany is always in a good mood and is willing to assist, no matter who or what the need. She is an integral part of our organization. I believe that we would be less efficient without her being here.

Respectfully,

Tommy Williams

Interim Chief of Police