



CITY OF FORT BRAGG

Incorporated August 5, 1889

416 N. Franklin St.

Fort Bragg, CA 95437

Phone: (707) 961-2823

Fax: (707) 961-2802

<http://city.fortbragg.com>

September 28, 2015

Ms. Sally Provencher, Police Services Technician, Records Supervisor
Fort Bragg Police Department, City of Fort Bragg, California

Subject: 30 Years of Service to the City of Fort Bragg

Dear Sally:

I would like to take this opportunity to congratulate you on your **THIRTY YEARS (30!!!)** of employment with the Fort Bragg Police Department and the City of Fort Bragg as of this Wednesday, September 30, 2015.

As you may recall, you were first hired by the City as a Communications Operator/Jailer on September 30, 1985. Over the years, your responsibilities have continued to grow. When the Dispatch Center closed on November 1, 1992 you became a Police Services Technician for the Department. You have performed the duties of Records Supervisor for many years and were finally, formally recognized for that position on October 10, 2013 when you received your POST (Police Officer Standards and Training) Records Supervisor Certificate. Since beginning your career with the Police Department you have worked for ten different Chiefs of Police and with countless police officers. You have used your expertise to assist in training many Department employees and officers over the years.

As the Police Department Records Supervisor, your responsibilities are broad, varied, and essential to the successful operations of the Police Department. You are responsible for maintaining and purging all Departmental records. You respond to subpoenas and other records requests. You are the CLETS (California Law Enforcement Telecommunications System) Coordinator for the Department and are responsible for making sure all employees are properly trained and in compliance with DOJ (Department of Justice) requirements. You are the Department liaison for TracNet, the Records Management System used by the P.D. You manage and maintain records for the Department's Drug, Gang and Sex Registrants, You process crime reports to submit to the District Attorney and other agencies, provide the DOJ with a monthly Uniform Crimes Report,

prepare for a variety of audits, communicate with the District Attorney's Office and the Court on a daily basis, and so much more – all to keep the Records Department organized and in compliance with all laws, requirements and regulations.

Sally, you have acted as the Secretary for the Fort Bragg Police Association for many years and you are the Vice President South of the Redwood Chapter of PORAC (Police Officer Research Association of California). Furthermore, we would like to applaud you for your service to our local Calvary Baptist Church, where you attend services and assist in the nursery.

You have worked hard in pursuit of higher education and certifications to enhance your skills as Police Services Technician / Records Supervisor. In July of 2001, while working full-time at the Police Department, you earned two Associate in Arts Degrees from the College of the Redwoods; one in Humanities and the other in Natural Science / Mathematics. You recently completed the U.C. Davis Master Gardener's course and volunteer at the Coast Botanical Gardens. You are also a member of the Mendocino Coast Bee Keepers.

Over the years, you have received many letters of commendation from your co-workers, community members and other agencies recognizing your efforts and involvement in a variety of activities, including the PAL Halloween and Christmas parties, the PAL Bike Rodeo, National Night Out, and the DEA Take Back Events. You received a letter of commendation from the FBI in 2002 thanking you for your technical support in an operation that resulted in the arrest of a suspect who had been indicted by the Federal Grand Jury in San Francisco.

In your 30 years of service, you have provided support for the entire Police Department in so many different ways. It is very apparent to your co-workers, the City's Management Team and the City Council that you take pride in a job well done and your efforts are appreciated.

Sally, on behalf of the entire Fort Bragg City Council, I would like to sincerely thank you for your many years of outstanding service to the Police Department, the City of Fort Bragg and our community.

Sincerely,

Dave Turner
Mayor