

Office of the City Secretary

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Cathy Bourg, City Secretary
Date: December 1, 2015
Subject: Service Award

City Council Action Requested:

Presentation of a 10 year Service Award to Sheena Parsons, Administrative Sergeant with the Richland Hills Police Department.

Background Information:

Attachment – Bio and award certificate

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

Cathy Bourg, City Secretary
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SHEENA PARSONS (10-yr. Bio)

Sergeant Sheena Parsons began her career with the City of Richland Hills Police Department in December 2005 as a Police Officer. She attended the 94th School of Police Supervision in 2008 and served as an Officer in Charge. In 2012, she was transferred to the Crime Prevention division and served as the department's Crime Prevention Officer until being promoted to Administrative Sergeant in January 2014. Sergeant Parsons also served in the United States Army Reserves from 2001-2009 in a Military Police combat unit and completed a year-long deployment to Iraq in support of Operation Iraqi Freedom.

As the department's Administrative Sergeant, she oversees the Crime Victim Liaison program, Crime Prevention Program, and the Records and Property divisions. Sergeant Parsons holds an Advanced Peace Officer's Certificate. She is also assigned as one of the department's Public Information Officers, Background Investigators, Crime Prevention Specialists, Police Training Officers, and Mental Health Peace Officers. She is further involved with the numerous community programs and events coordinated through the police department.

Certificate of Service

Presented to

Sheena Parsons

Administrative Sergeant

Police Department

in recognition and appreciation of

Ten Years of Service

Presented this 1st Day of December, 2015



Eric Strong, City Manager

Bill Agan, Mayor