



MEMORANDUM

To: Mayor and Members of the City Council

From: Mr. Montré D. Freeman, City Manager
J. Phillip Webster, Interim Chief of Police

Date: March 10, 2023

Subject: Recognition of Retiree- Dawn P. Garrett

BACKGROUND:

Dawn P. Garrett retired from the City of Elizabeth City on March 1, 2023, as the Administrative Assistant to the Office of Chief of Police. Mrs. Garrett began her career with the Elizabeth City Police Department in a volunteer capacity as a freshman college intern from Elizabeth City State University, in August of 1989. She was assigned to the "Records Room" at the time, to provide assistance with administrative functions as needed.

The following spring, in 1990, Dawn was hired as an employee of the City of Elizabeth City and continued to work in the Records Department of the Police Department.

Eleven years later, in 2001, Dawn was promoted to Administrative Assistant to the Office of Chief of Police, the position she held until her retirement on March 1, 2023, having served alongside 13 Chiefs of Police.

Mrs. Garrett leaves behind a legacy of her dedication, vast knowledge, and the exemplary service that she has provided over the past 33 years.