

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Carla Burnett

Honoree's Job Title: Detention Officer

Department: Collin County Sheriff's Office

Years of Service with the County: 25

Why the Honoree is receiving a GEM Award including dates:

Officer Burnett handles the Detention Bonds and Inmate Trust Funds accounts for the detention facility. In short explanation, Officer Burnett reviews and reconciles all Touchpay deposits, forwards money and bonds to the appropriate District Court, Misdemeanor Court, and other counties, prepares all money to be picked up and transported by the courier, and detects fraudulent exceptions to any of the detention facility bank accounts.

Officer Burnett ensures that each bond ~~that~~ processed is filled out correctly and forwarded to the District Court or the Misdemeanor Court each morning. If there are any errors, she will have the bonds corrected and completed.

Officer Burnett is essential to the Admissions and Release Division and consistently acts as our checks and balances system. Her service began in the detention facility January of 1997 and she has shown her dedication and intellectual abilities over the years.

Officer Burnett was selected as Employee of the month based on her performance, dedication and leadership.

Approved by elected official or department head on 6th day of JUNE, 2022

Jim Skinner
Signature of Elected Official
or Department Head

Jim Skinner
Printed Name