

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: LaCarla Burnett

Honoree's Job Title: Detention Officer

Department: Sheriff's Office

Years of Service with the County: 20.6

Why the Honoree is receiving a GEM Award including dates:

Officer Burnett took over the position in the Bonds Division in Mid-2014. When she took over the position there was little to no direction due to the specialization of the job, and the abrupt leaving of her predecessor. She put in many hours to learn the county policies, the banking systems, the external components of this job, and the Auditor's expectations. The first few Audits there were some dings and much clean up to do, but she did so and she came up with ideas of improvements. She has worked tirelessly to get this area to a higher standard. On 09/07/2017 we received notification for the October 2016 - July 2017 Audit that her hard work and determination has payed off. In this audit the Auditor said the following, "I have just completed reviewing your bank reconciliations from October 2016 through July 2017, and they were terrific. All of your reconciliations were balanced and your reporting schedules tied out to the penny. Not only that, but there are no exception items at all, and only one outstanding item exceeding 60 days." This is a prime example of taking ownership of her job duties, and Going the extra mile to ensure perfection.

Approved by elected official or department head on the 13 day of Sept, 20 17


Signature of Elected Official
Or Department Head

Jim Skinner
Printed Name

* A First! A job well done
that needs recognition!

Very well deserved! 9/7/17

Exceptional Work. *Shawn* Page 1

I concur with GEM. Dr. *Shawn* 9/13/17

Icon in with GEM. A pink glulam
9/13/17