

# Collin County Going the **Extra Mile (GEM)** Recognition Form

Honoree's Name: Officer LaCarla Burnett

Honoree's Job Title: Detention Officer

Department: Admissions/Release Arraignment

Years of Service with the County: 17

Why the Honoree is receiving a GEM Award including dates:

Between the dates of July 7, 2014 and July 17, 2014, outside of her regular job assignment, Officer Burnett assisted in reconciling the Odyssey Financial Manager Out of County Bonds and County Clerk accounts, escheating 562 outstanding Inmate Trust Fund checks, preparing the escheatment process for 236 additional outstanding checks, completing the Inmate Trust Fund and Detention Bonds bank reconciliations, and closing 197 inactive Inmate Trust Fund accounts with positive balances.

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Approved by elected official or department head on the 22<sup>nd</sup> day of July, 20 14

  
Signature of Elected Official  
or Department Head

TERRY G. BAS  
Printed Name

*Great Job!*

*JMC*  
*I recommend approval*  
*7-21-14*

*OK*