

Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Gerald Burk
First Name Middle Initial Last Name

Honoree's Job Title: Investigator

Department: Sheriff's Office

Years of Service with the County: 31 years

Why the Honoree is receiving a GEM Award including dates:

On December 1, 2015, Investigator Burk assisted with the processing of new Sheriff's Office and Jail employees. Investigator Burk is assigned to the Professional Standards Section at the Sheriff's Office where one of his job tasks involves processing prospective applicants. During this two-month period, Investigator Burk processed by investigation 18 new Sheriff's Office employees by working directly with Investigator Roman. It is worth mentioning, that during this time-period there were two separate holidays that closed offices and businesses for several days. Thus, causing untimely delays in the investigation process. Furthermore, his attitude and exemplary performance were paramount in accomplishing huge results in a very short timeframe.

In addition, it has been difficult for the sheriff's office to receive an acceptable amount of qualified applicants to process due to the lack of interest from the general public. Therefore, Investigator Roman began a very successful recruitment campaign. In his absence, Investigator Burk picked up the slack and worked a huge amount of investigations alone.

Considering that he has produced an outstanding job product speaks highly to his intelligence and skills. Furthermore, he continued performing other daily tasks in addition to the investigation of prospective employees. I personally observed him to work on many occasions to finish projects with a feverish determination. Thus considering the totality of his accomplishments I recommend further praise by suggesting him for this award.

Finally, he has been an instrumental part of the evaluation and recommended changes to the hiring processes that shortened the time frame for hire.



Signature of Elected Official
Or Department Head



Printed Name