

COMMISSIONERS' COURT AGENDA REQUEST FORM

REQUESTS MUST BE RECEIVED NO LATER THAN 12:00 PM
ON THE TUESDAY PRIOR TO THE MONDAY MEETING.

This space for Court Clerk

AGENDA NUMBER:

REGULAR _____

CONSENT 32025

INSTRUCTIONS ON THE REVERSE

[Signature]
6/10/10

REQUESTING DEPARTMENT

Date: 6/9/10 Court Date: 6/28/10 Phone/Ext: 5100 Department: Sheriff's Office

Description of Agenda Item: **COLLIN COUNTY POSITION REQUISITION**

NOTIFICATION TO COMMISSIONERS'S COURT OF VACANT

POSITION TO BE FILLED

DEPARTMENT HEAD
SIGNATURE: *[Signature]*

BUDGET RELATED INFORMATION

MUST COMPLETE FOR ALL EXPENDITURES/RFP'S

This item is part of the current budget: Yes
 No

Amount Budgeted: _____
(or needed)

Account Number: _____

PURCHASING DEPARTMENT ACTION & COMMENTS

Enter "not to exceed" cost estimate(s) for the requested item(s): _____

CHECK TWO OF THE BELOW			
ADVERTISE	<input type="checkbox"/>	BIDS	<input type="checkbox"/>
AWARD	<input type="checkbox"/>	PROPOSALS	<input type="checkbox"/>

BOND REQUIRED: _____
ANNUAL ACTION: _____
AD DATES: _____

INS. REQ'D: _____
EFFECTIVE: _____
OPEN DATE/TIME: _____

Item Description for Agenda: _____

Remarks: _____

PURCHASING AGENT
SIGNATURE: _____

AUDITOR'S OFFICE ACTION & COMMENTS

BUDGET/FUNDING VERIFICATION			
BUDGETED	<input type="checkbox"/>	FUNDS AVAILABLE	<input type="checkbox"/>
UNBUDGETED	<input type="checkbox"/>	ACCOUNT NUMBER FOR AVAILABLE FUNDS	<input type="checkbox"/>
FUNDS NOT AVAILABLE	<input type="checkbox"/>	(Needed for Agenda Submission)	

BUDGET AMENDMENT REQUIRED	
NON-EMERGENCY, Sec 111.011 LGC	<input type="checkbox"/>
EMERGENCY, Sec 111.010 LGC	<input type="checkbox"/>

FUNDS TRANSFER RECOMMENDATION

AMOUNT	DEPARTMENT NAME	ACCOUNT NUMBER
\$ _____	From _____	_____
\$ _____	From _____	_____
\$ _____	To _____	_____
\$ _____	To _____	_____

Remarks: _____

COUNTY AUDITOR
SIGNATURE: _____

BUDGET DEPARTMENT ACTION & COMMENTS

COMMENTS RELATED TO BUDGET AMENDMENT JUSTIFICATION SUBMITTED BY DEPARTMENT

BUDGET OFFICER
SIGNATURE: _____

Collin County Position Requisition

Position title DETENTION OFFICER	Position Number 201782	Department Name/Number Jail Operations 5030	New Position/Replacement Replacement
Person Being Replaced Samantha SELMAN		Tenure of Person Replaced 12/18/06 to 6/09/10	Desired Start Date 06/09/10
Is This Position Legally Mandated? Yes	Legislation/Code Mandating Position Texas Jail Standards		
<p>Processes new inmates by booking, interviewing, completing paperwork, fingerprinting, taking photos, searching inmate, and taking all property including clothes to be held while in custody, and using physical force when necessary. Conducts security checks by performing checks on the fence line, doors, cameras, and equipment, searching facility interior and exterior for security purposes and ensuring no security breaches have occurred. Handles Control Room operations by controlling access and movement of all persons by manning a control panel, operating doors, locks, TV monitors, monitoring emergency alarm devices, keys, equipment, money and two way radio traffic. Distributes food by passing out meals and ensuring all inmates have trays with equal portions and cleanliness.</p> <p>F</p>			
<p>Statistical Data Supporting Need For Position/Ramifications of Not Filling Position</p> <p>The inmate population of the Collin County Detention Facility continues to grow and the Sheriff's Office has been required to open an additional housing unit. The primary determinant of this is the increase in the male general population. Current legal capacity for male general population inmates is 648. Once the number of male inmates reaches 648, the jail is at risk of violating state jail standards if additional bed space is not available. To avoid this, a previously unoccupied housing pod in Cluster IV is used as needed to accommodate the inmate overflow which results in occasional increases in overtime to staff some of the required additional posts.</p> <p>Failure to replace a terminating Detention Officer will result in additional overtime to fill required housing post.</p>			
Position Grade 550	Starting Salary \$33,015	Cost Including Benefits \$49,606.65	Funding Source of Position Collin County
Department Head/Elected Official Approval			Date Requested June 9, 2010