COMMISSIONERS' COURT AGENDA REQUEST FORM

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

INSTRUCTIONS ON THE REVERSE

This space for Court Clerk

AGENDA NUMBER:
REGULAR P.P.
CONSENT P.P. 32071

REQUESTING DEPARTMENT

Date: 6-21-10 Court Date: 7-12-10 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:

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		BIDS	
AWARD		PROPOSALS	

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	
UNBUDGETED	
FUNDS NOT AVAILABLE	

FUNDS AVAILABLE	
ACCOUNT NUMBER FOR AVAILABLE FUNDS (Needed for Agenda Submission)	

BUDGET AMENDMENT REQUIRED	
NON-EMERGENCY, Sec 111.011 LGC	
EMERGENCY, Sec 111.010 LGC	

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	Position Number	Department Name/Number	New Position/Replacement
LIEUTENANT	201216	JAIL OPERATIONS 5050	REPLACEMENT

Person Being Replaced	Tenure of Person Replaced	Estimated Position Fill Date
TERRY MCCRAW	05/27/72-06/28/10	06/28/10

Is This Position Legally Mandated?	Legislation/Code Mandating Position	Regular or Temporary
YES	**TEXAS JAIL STANDARDS**	Regular
		Full-Time or Part-Time FULL TIME

Performs administrative duties by writing and reviewing reports, preparing schedules, recording other required information, reviewing paperwork, maintaining monthly and yearly statistics, determining needed materials, submitting proposals for review and maintaining inmate files. Ensures the safety and security of staff and inmates by supervision line personnel in daily operations providing training and practice responses, ensuring that safety and security checks on inmates and grounds are conducted and ensuring that equipment is working properly. Performs related duties by attending meetings with supervisors, scheduling prisoner transports and ensuring the cleanliness of the jail facility.

Statistical Data Supporting Need For Position/Ramifications of Not Filling Position

This housing lieutenant is a 1st line supervisor responsible for daily supervision of jail housing.

This Housing Lieutenant's duties include;

Responsible for 19 employees for PFP

Daily scheduling of 35 post and 55 detention officers

Reviewing Inmate Request, Complaints and Grievances

Makes daily rounds of detention officer post

Address citizen complaints and request in the jail lobby

Schedules training for 55 detention officers

Responds to emergencies in jail housing i.e. medical emergencies and violent inmates

Conducts briefings and roll call training

If this position were lost we could not maintain constant first line supervision in the Jail Housing area.

Position Grade	Starting Salary	Cost Including Benefits	Funding Source of Position
570	$60,701.	$83,438.94	COLLIN COUNTY
Department Head/Elected Official Approval			Date Requested 06/21/10