

# FY 2018 Department Requests - Adopted

JP - Shared

001 - 2401

**Improvement Title**      **New Employees for Jail Magistration - Legal Clerk I**      **Priority #**      **1**

Texas Indigent Defense Counsel [TIDC] has audited Collin County’s indigent defense program [I’m assuming to be sure that we are in compliance with state regulations]. One of their areas subject to the audit was the ministrations process. By way of a quick explanation, a Justice of the Peace handles the magistrate’s process for Collin County. An Indigent Defense Department Clerk goes to the jail and prepares all the paperwork on each inmate. After all the paperwork is processed, the judge will log into the jail by videoconference. The requirements set out in 15.17 CCP are completed. The TIDC auditors have made negative findings because the clerks are not “Court Employees” and therefore not authorized to administer oaths. There have been request for the jail magistrates to swear in the Indigent Defense Clerks so they can administer oaths on the sworn documents at ministrations. The problem is that there is no authority for the magistrates to swear in a person to make them eligible to administer an oath. If they were employees of the Court, they would statutorily be authorized to administer an oath. The ministrations docket on the weekend is being handled by jailers also not court personnel. They have no authority to use the court seal or signature stamps.

New Position Job Duties: In summary, the Indigent Defense Clerks who manage the jail ministrations need to be Court Employees. They are doing court work and need court authority to become effective. These employees will also handle the weekend ministrations relieving the jail staff of that responsibility. The Sheriff has offered office space at the jail to house these employees and JP Court Technology money can be used to equipment them with any electronic need

Government Code 602 and 602.002 Code of Criminal Procedure 17.16

<u>Item Description / Account Description</u>	<u>Final Result</u>	<u>Account # / Project Code</u>	<u>User Name / Title</u>	<u>New / Replace</u>	<u>Qty</u>	<u>Final Unit Cost</u>	<u>Total Amount</u>
Chair - Employee	Adopted	001-2401-444.87-04		New	1	\$400.00	\$400.00
Desk - Employee	Adopted	001-2401-444.87-04		New	1	\$3,000.00	\$3,000.00
Desk - Employee	Adopted	001-2401-444.87-04		New	1	\$3,000.00	\$3,000.00
Printer - Stand	Adopted	001-2401-444.87-04		New	1	\$275.00	\$275.00
Chair - Employee	Adopted	001-2401-444.87-04		New	1	\$400.00	\$400.00
Magistration Court Clerk 1 - Requested Title/Salary/Grade 531	Adopted	Personnel			1	\$30,903.00	\$30,903.00
Legal Clerk I - HR Title/Salary/Grade 531							
Magistration Court Clerk 1 - Requested Title/Benefits/Grade 531	Adopted	Personnel			1	\$17,907.00	\$17,907.00
Legal Clerk I - HR Title/Benefits/Grade 531							

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Magistration Court Clerk 1 - Requested Title/Salary/Grade 531	<b>Adopted</b>	Personnel		1	\$30,903.00	\$30,903.00
Legal Clerk I - HR Title/Salary/Grade 531						
Magistration Court Clerk 1 - Requested Title/Benefits/Grade 531	<b>Adopted</b>	Personnel		1	\$17,907.00	\$17,907.00
Legal Clerk I - HR Title/Benefits/Grade 531						
Software - EA	<b>Adopted</b>	028-2401-444.87-04	New	1	\$501.00	\$501.00
Software - Odyssey	<b>Adopted</b>	028-2401-444.87-04	New	1	\$0.00	\$0.00
Scanner	<b>Adopted</b>	028-2401-444.87-04	New	1	\$880.00	\$880.00
Computer - Desktop	<b>Adopted</b>	028-2401-444.87-04	New	1	\$1,058.00	\$1,058.00
Phone - Employee Desk Phone	<b>Adopted</b>	028-2401-444.87-04	New	1	\$1,000.00	\$1,000.00
Phone - Employee Desk Phone	<b>Adopted</b>	028-2401-444.87-04	New	1	\$1,000.00	\$1,000.00
Software - EA	<b>Adopted</b>	028-2401-444.87-04	New	1	\$501.00	\$501.00
Scanner	<b>Adopted</b>	028-2401-444.87-04	New	1	\$880.00	\$880.00
Software - Adobe Pro	<b>Adopted</b>	028-2401-444.87-04	New	1	\$0.00	\$0.00
Software - Adobe Pro	<b>Adopted</b>	028-2401-444.87-04	New	1	\$0.00	\$0.00

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Computer - Desktop	<b>Adopted</b>	028-2401-444.87-04	New	1	\$1,058.00	\$1,058.00
Software - Odyssey	<b>Adopted</b>	028-2401-444.87-04	New	1	\$0.00	\$0.00
Printer - Black & White Small	<b>Adopted</b>	028-2401-444.87-04	New	1	\$368.00	\$368.00

**Request Total**      \$111,941.00

**JP - Shared Total Department Requests**      **\$111,941.00**