

Collin County Position Requisition

Position title DETENTION OFFICER	Position Number 200576	Department Name/Number Jail Operations 5030	New Position/Replacement Replacement
Person Being Replaced Cheryl Sadler		Tenure of Person Replaced 3/22/10 to 5/26/10	Desired Start Date 05/26/10
Is This Position Legally Mandated? Yes	Legislation/Code Mandating Position Texas Jail Standards		

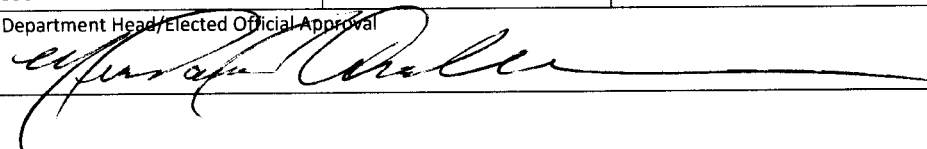
Processes new inmates by booking, interviewing, completing paperwork, fingerprinting, taking photos, searching inmate, and taking all property including clothes to be held while in custody, and using physical force when necessary. Conducts security checks by performing checks on the fence line, doors, 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.

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

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.

Failure to replace a terminating Detention Officer will result in additional overtime to fill required housing post.

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 May 25, 2010