

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN

0001 - 50030-0001

Request Title **Additional Detention Officers x 42** **NOT Included in the FY 2021 Recommended Budget** **Priority #** **1**

State Jail Standards require our facility to maintain a minimum staffing level. To meet the state's requirements there must be 41 detention officers on duty in housing at any given time. When added to the Sheriff's Office required staffing in Admissions - Release (9) the total number is 50 posts. This includes 36 in Main Jail Housing, 5 in Minimum Security Housing and 9 in Admissions - Release. This does not include all of the detention officer positions such as Kitchen, Laundry and Services. The Detention Officer Net Annual Work Hours (NAWH) calculate to 1,667 hours per FTE. This calculation includes time away from posts for the different types of leave available to our staff, including PTO, PCOMP, SCOMP, CTO, MILVT, WCOMP, and LOA. Here are our calculations: 2,086 annual work hours (40 hrs./wk x 52.14 weeks) 315 leave hours (from HR on Feb. 24, 2020) 64 training hours 40 holiday hours (10 holiday x 8 hrs./day x .5 (staffing for 1/2 of holidays)) 1,667 Net Available Work Hours per avg. DO. 50 posts x 24 Hours x 365 Days = 438,000 hours needing coverage 438,000 hours needing coverage / 1,667 Net Annual Work Hours = 263 officers to meet staffing requirements 289 Detention Officers Needed - 247 Current Detention Officers (Currently standing these 50 posts) = 42 Detention Officer shortage 263 Officers x 1.1 (employee + 10% turnover) = 289 Detention Officers needed. Based on the NAWH calculations Sheriff's Office Detention Facility is short 42 Detention Officers. Note: On February 24, 2020 HR provided the leave hours and workforce vacancies used to calculate turnover rate.

Job Duties of New Position: Inmate housing unit management, response to emergency situations in the Detention Facility, facility security inspections, inmate transports, inmate escorts for activities outside of housing units, and providing relief for officers off post for, approved time off, unscheduled time off, training, etc. A Detention Officer provides custodial care necessary for the security and well-being of inmates confined in the Collin County jail. Responsibilities include preparing inmates for transport to court appearances, processing new inmates, assisting victim's advocates, supervising inmate visitation, distributing food to inmates, conducting security checks, overseeing inmate sentence calculation and releases by reviewing court commitments, handling control room operations, and reviewing and verifying inmates trust fund accounts. Work is performed under the general supervision of a Sergeant, Lieutenant or Captain.

TCJS 275.1 / 275.4

Item Description / Account Description	Recommendation	User Name / Title	New / Replace	Requested Qty	Requested Unit Cost	Recommended Qty	Final Unit Cost	Final Total Amount
Uniforms (1st Year)	Court Consideration - Not Funded	Detention Officer	New	42	\$271.00	42	\$300.00	\$0.00
Uniforms (Recurring)	Court Consideration - Not Funded	Detention Officer	New	42	\$271.00	42	\$300.00	\$0.00
Detention Officer / 550 (Requested Title/Grade) SALARY	Court Consideration - Not Funded			42	\$40,001.00	42	\$40,001.00	\$0.00
Full-Time Detention Officer / 550 (HR Recommended Title/Grade) SALARY								

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN

0001 - 50030-0001

Detention Officer / 550 (Requested) BENEFITS	Court Consideration - Not Funded	42	\$21,212.00	42	\$22,412.00	\$0.00
Full-Time						
Detention Officer / 550 (Recommended) BENEFITS						
Detention Officer	Court Consideration - Not Funded	42	\$120.00	42	\$120.00	\$0.00
BCOC \$120 x 42						
Office Supplies	Court Consideration - Not Funded	42	\$60.00	42	\$60.00	\$0.00
Additional Detention Officers x 42 Request Total					\$2,601,270.00	
Additional Detention Officers x 42 Recommended Total					\$0.00	

Request Title Additional Lieutenants x 4 NOT Included in the FY 2021 Recommended Budget Priority # 2

The Collin County Sheriff's Office Detention Facility currently has eight detention lieutenants assigned to the housing area. These lieutenants are assigned primarily to the maximum security detention facility providing service to an 1,106 bed jail and supervising 165 jailers. These positions were originally established in 1994, but over the years, the growth of the detention facility has increased the workload for these eight lieutenants to the point that the work is not getting done. These lieutenants attempt to conduct Sheriff's Office & Human Resources related duties that involve supervision; while simultaneously maintaining compliance with TCJS assignments in two separate detention facilities (maximum security facility and minimum security). The eight housing lieutenants assigned to the maximum security detention facility attempt to manage the 1,106 beds and 165 jailers, but need additional manpower that provides adequate staffing for them to complete all their daily assignments. At any given time in the Collin County detention facility, only one lieutenant is responsible for all activities in main jail housing and minimum security during any given shift. This is an unsustainable paradigm because the workload has surpassed the ability of a single lieutenant to perform.

Job Duties of New Position: The four lieutenants will be split among the three shifts (8 hour shifts - 1 A, 1 B, 2 C, totaling 16 lieutenants (bringing the total to 4 per shift). The lieutenants will be front line supervisors in the detention facility, and report to the sole Housing Captain for that shift. The lieutenants will be responsible for maintaining compliance with TCJS, enforcement of detention facility policies & procedures, and provide supervision and mentorship to detention officers. The lieutenants daily activities will involve conducting face-to-face observations of the housing units to ensure that the rights and privileges of inmates are being met, while maintaining sanitation/maintenance of the facility, responding to inmate correspondences by kiosk, processing incident reports submitted by detention officers, conduct training for detention staff, responding to emergency incidents, performing first responder responsibilities as a peace officer (internal and external calls for service) and coordinating daily activities for staff and inmates. The lieutenants will also work directly with contract employees and volunteers of the detention facility to ensure that their security is being met and that there is coordination of services in their area to meet program objectives.

Item Description / Account Description	Recommendation	User Name / Title	New / Replace	Requested Qty	Requested Unit Cost	Recommended Qty	Final Unit Cost	Final Total Amount
--	----------------	-------------------	---------------	---------------	---------------------	-----------------	-----------------	--------------------

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN

0001 - 50030-0001

Bullet Proof Vest	Court Consideration - Not Funded	Lieutenant	New	4	\$1,217.00	4	\$869.00	\$0.00
Uniform (1st Year)	Court Consideration - Not Funded	Lieutenant	New	4	\$715.00	4	\$771.00	\$0.00
Uniform (Recurring)	Court Consideration - Not Funded	Lieutenant	New	4	\$720.00	4	\$771.00	\$0.00
Handgun	Court Consideration - Not Funded	Lieutenant	New	4		4	\$409.00	\$0.00
Holster	Court Consideration - Not Funded	Lieutenant	New	4		4	\$84.00	\$0.00
Magazine	Court Consideration - Not Funded	Lieutenant	New	4		4	\$29.00	\$0.00
OC Spray	Court Consideration - Not Funded	Lieutenant	New	4		4	\$15.00	\$0.00

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN

0001 - 50030-0001

Lieutenant / 570 (Requested Title/Grade) SALARY	Court Consideration - Not Funded			4	\$72,825.00	4	\$72,825.00	\$0.00
Full-Time								
Lieutenant / 570 (HR Recommended Title/Grade) SALARY								
Lieutenant / 570 (Requested) BENEFITS	Court Consideration - Not Funded			4	\$26,477.00	4	\$27,677.00	\$0.00
Full-Time								
Lieutenant / 570 (Recommended) BENEFITS								
Computer - Desktop	Court Consideration - Not Funded	Lieutenant	New	1	\$875.00	1	\$1,480.00	\$0.00
Phone - Employee Desk Phone	Court Consideration - Not Funded	Lieutenant	New	1	\$681.00	1	\$355.00	\$0.00
Portable Radio	Court Consideration - Not Funded	Lieutenant	New	1	\$2,078.00	1	\$3,390.00	\$0.00
Printer - Color Large	Court Consideration - Not Funded	Lieutenant	New	1	\$3,500.00	1	\$2,765.00	\$0.00
Printer - All in One								
Scanner - Top Feed	Court Consideration - Not Funded	Lieutenant	New	1	\$957.00	1	\$957.00	\$0.00
Fujitsu FI-7160 Document Scanner								

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN 0001 - 50030-0001

Software - EA	Court Consideration - Not Funded	Lieutenant	New	1	\$762.00	1	\$634.00	\$0.00
Software - Odyssey	Court Consideration - Not Funded	Lieutenant	New	1	\$0.00	1	\$0.00	\$0.00
Lieutenant	Court Consideration - Not Funded			4	\$2,000.00	4	\$2,000.00	\$0.00
Basic Peace Officer Course - Collin County Public Safety Training Center CE								
Office Supplies	Court Consideration - Not Funded			4	\$250.00	4	\$250.00	\$0.00

Additional Lieutenants x 4 Request Total **\$425,669.00**

Additional Lieutenants x 4 Recommended Total **\$0.00**

Request Title **Additional Court Detention Personnel** **NOT Included in the FY 2021 Recommended Budget** Priority # **3**

Job Duties of New Position: Perform Inmate Transports to Court appearances, Medical appointments. Court security functions, take new admissions from courts, provide bailiff coverage for courts, provide relief for mandatory post, provide hospital security, perform inmates transports for surrounding agencies and state facilities. Operate as building control staff for any incident that may take place in or around the building including medical, criminal, structural and inclement weather emergencies.

Item Description / Account Description	Recommendation	User Name / Title	New / Replace	Requested Qty	Requested Unit Cost	Recommended Qty	Final Unit Cost	Final Total Amount
Bullet Proof Vest	Court Consideration - Not Funded	Detention Officer	New	9	\$1,200.00	9	\$869.00	\$0.00

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN

0001 - 50030-0001

Uniforms (1st Year)	Court Consideration - Not Funded	Detention Officer	New	9	\$271.00	9	\$300.00	\$0.00
Uniforms (Recurring)	Court Consideration - Not Funded	Detention Officer	New	9	\$271.00	9	\$300.00	\$0.00
Handgun Glock	Court Consideration - Not Funded	Detention Officer	New	9	\$500.00	9	\$409.00	\$0.00
Helmet	Court Consideration - Not Funded	Detention Officer	New	9	\$550.00	9	\$526.00	\$0.00
Tourniquet w/ Holster	Court Consideration - Not Funded	Detention Officer	New	9	\$50.00	9	\$32.00	\$0.00
Detention Officer / 550 (Requested Title/Grade) SALARY Full-Time	Court Consideration - Not Funded			9	\$40,001.00	9	\$40,001.00	\$0.00
Detention Officer / 550 (HR Recommended Title/Grade) BENEFITS								
Detention Officer / 550 (Requested) BENEFITS Full-Time	Court Consideration - Not Funded			9	\$21,212.00	9	\$22,412.00	\$0.00
Detention Officer / 550 (Recommended) BENEFITS								

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN

0001 - 50030-0001

Portable Radio	Court Consideration - Not Funded	Detention Officer	New	9	\$4,100.00	9	\$3,390.00	\$0.00
Arms Qualifying	Court Consideration - Not Funded			9	\$50.00	9	\$50.00	\$0.00
Duty Ammo								
Arms Qualifying	Court Consideration - Not Funded			9	\$250.00	9	\$250.00	\$0.00
Academy Ammo								
Detention Officer	Court Consideration - Not Funded			9	\$200.00	9	\$200.00	\$0.00
Basic jailer academy for 9 Ofc. CCLEA Basic training required by State of Texas Cert. (\$200/ea)								
Leather Gear Stipend	Court Consideration - Not Funded			9	\$800.00	9	\$800.00	\$0.00
Leather Gear Stipend - FICA	Court Consideration - Not Funded			9	\$62.00	9	\$62.00	\$0.00
Leather Gear Stipend - Retirement	Court Consideration - Not Funded			9	\$64.00	9	\$64.00	\$0.00

Additional Court Detention Personnel Request Total \$626,229.00

Additional Court Detention Personnel Recommended Total **\$0.00**

FY 2021 Department Requests - Court Consideration

50030 - SO JAIL OPERATIONS/0001 - ADMIN 0001 - 50030-0001

50030 - SO JAIL OPERATIONS/0001 - ADMIN Total Requests \$3,653,168.00

50030 - SO JAIL OPERATIONS/0001 - ADMIN Total Recommended \$0.00

FY 2021 Department Requests - Court Consideration

55040 - CONSTABLE PCT4/0001 - ADMIN

0001 - 55040-0001

Request Title Chief Deputy Constable **NOT Included in the FY 2021 Recommended Budget Priority #** 3

Old Position Duties: Supervises sworn and civilian staff within the office. Oversees employee schedules and fleet maintenance schedules. Pulls statistical reports monthly to create and submit office activity statistical reports. Maintains stats on deputy and district activity for the purposes of adjusting civil districts to maintain office efficiency as needed. Creates and maintains policy for Pct. 4. Reviews technology and new platforms that would enhance productivity within the office. Assists Constable with creating and maintaining the office budget throughout fiscal year. Is the official Constable designee in his absence maintaining a seamless chain of command presence within the office. Represents Pct. 4 at community functions and events in an official capacity.

Job Duties of New Position: Supervises sworn and civilian staff within the office. Oversees employee schedules and fleet maintenance schedules. Pulls statistical reports monthly to create and submit office activity statistical reports. Maintains stats on deputy and district activity for the purposes of adjusting civil districts to maintain office efficiency as needed. Creates and maintains policy for Pct. 4. Reviews technology and new platforms that would enhance productivity within the office. Assists Constable with creating and maintaining the office budget throughout fiscal year. Is the official Constable designee in his absence maintaining a seamless command presence within the office. Represents Pct. 4 at community functions and events in an official capacity.

Item Description / Account Description	Recommendation	User Name / Title	New / Replace	Requested Qty	Requested Unit Cost	Recommended Qty	Final Unit Cost	Final Total Amount
Chief Deputy Constable / 570 (Requested) BENEFITS Full-Time	Court Consideration - Not Funded			1	\$28,393.00	1	\$28,933.00	\$0.00
Deputy Constable II / 556 (Recommended) BENEFITS								
Chief Deputy Constable / 570 (Requested Title/Grade) SALARY Full-Time	Court Consideration - Not Funded			1	\$84,762.00	1	\$80,644.00	\$0.00
Deputy Constable II / 556 (HR Recommended Title/Grade) SALARY								
Deputy Constable II / 556 (Requested Title/Grade) SALARY Full-Time	Court Consideration - Not Funded			-1	\$80,276.00	-1	\$80,644.00	\$0.00
Deputy Constable II / 556 (Requested) BENEFITS Full-Time	Court Consideration - Not Funded			-1	\$27,675.00	-1	\$28,933.00	\$0.00

Chief Deputy Constable Request Total **\$5,204.00**

Chief Deputy Constable Recommended Total **\$0.00**

FY 2021 Department Requests - Court Consideration

55040 - CONSTABLE PCT4/0001 - ADMIN 0001 - 55040-0001

55040 - CONSTABLE PCT4/0001 - ADMIN Total Requests \$5,204.00

55040 - CONSTABLE PCT4/0001 - ADMIN Total Recommended \$0.00