



# COLLIN COUNTY

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To: Commissioners Court

From: Kerry Lindsey, Director of Strategic Initiatives

Date: April 5, 2022

Subject: Emergency Request for Staffing to handle incremental workload of Senate Bill 6

The Second Called Session of the 87<sup>th</sup> Legislature (2021) enacted Senate Bill 6 (“SB6”) (<https://capitol.texas.gov/tlodocs/872/billtext/pdf/SB00006F.pdf#navpanes=0>) which made sweeping changes to bail processes, procedures and reporting. SB6 added substantial new duties to the County and **passed after the Commissioners adopted the FY22 Budget**. Portions of SB6 were effective December 2, 2021 and January 1, 2022, with the final provisions implemented April 1, 2022.

Monthly, Magistrate Court sees approximately 1,000 inmates on about 2,300 charges and issues an average of 475 bond conditions. In addition to a Court Administrator, Magistrate Court’s current headcount includes 2 full-time clerks and 1 part-time clerk. The passing of SB6 has resulted in an added 138 hours of work per week for the Magistrate Clerks (Legal Clerk I positions).

Among other tasks, the major workload groupings of the newly required tasks include:

- Effective April 1, 2022, the newly created Public Safety Reporting System must be used for data entry of Defendant information and criminal charges; pulling of criminal history; inclusion of Public Safety Report in inmate packet for court; and data entry of bail, bail type and bond conditions issued to each Defendant. Modifications to bail and bail type are also entered into this new reporting system.
- Effective January 1, 2022, bail, bail type and bond conditions are also entered into the existing TLETS system for each Defendant. Modifications to bail, bail type and bond conditions are also entered into this system.

See the attached Time Study for more details on these incremental tasks and their timing around the court’s twice a day, 7 days a week magistrations sessions in the Adult Detention Center and weekly Tuesday docket at the courthouse. Also attached is a summary calculation showing how the new SB6 duties translates into the addition of 4 full-time clerks and the conversion of the existing part-time clerk position to full-time.

At this time, staffing from the temporary pool is being used to fill this workload gap, but they will not be able to continue their work past June due to their position as contractors. Also, please note that these temps are performing work that requires full-access to TLETS and the relevant training this entails.

Please consider this request for 4 additional full-time clerks and the conversion of the existing part-time clerk to full-time, in order to enable Magistrate Court to perform the requirements legislatively mandated by SB6.