



JOHN R. ROACH, JR.
296th Judicial District Court
Russel A. Steindam Courts Building
McKinney, Texas 75071

Date: April 14, 2023
To: Collin County Commissioners Court
From: Judge John R. Roach, Jr.
Re: CAC Court Officer – Position 200223

I am writing on behalf of the District Judges to describe our plan for filling the open CAC Court Officer position:

Cletis Rose will transfer to this position effective May 1, 2023. This transfer will be subject to a standard underfill agreement until Officer Rose obtains his Basic Peace Officer Certification by attending a local evening course.

Available evening courses meet 16-20 hours per week, Monday-Friday, with occasional weekend coursework. Because CAC jury trials are scheduled twice monthly, Officer Rose can maintain his job duties while attending the police academy and should expect to work about 80-84 hours in each 2 week pay period. The total cost of attendance will be approximately \$3,000 plus mileage.

No new funds are requested. All costs associated with this request will be paid for using savings in FY23 department funds. We do not intend to request approval to pay for overtime or any other expenses at this time. If changed circumstances create additional expenses at a later date, however, we would limit any future request only to already-approved department funds.

We request Commissioners Court approval to use and carryforward FY23 Salary & Benefits savings in 25000-10 for the purpose described in this memorandum.

Respectfully,

A handwritten signature in blue ink, appearing to read "John R. Roach, Jr.", written over a horizontal line.

John R. Roach, Jr.