



**Judge Kimberly M. Laseter**  
**401st Judicial District Court**

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To: Commissioners Court  
From: Judge Kimberly M. Laseter  
Date: February 25, 2025  
Re: 401st Court Officer Position

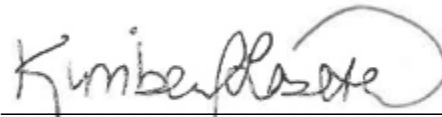
I request Commissioners Court approval to use and carry forward FY 2025 Salary & Benefits savings in 25401-10 to fill the vacant 401<sup>st</sup> Court Officer position as follows:

Tyrell Jones will transfer to this position effective March 3, 2025, subject to an underfill agreement until Officer Jones obtains his Basic Peace Officer Certification. Officer Jones will attend the evening police academy at Grayson College to obtain his certification. The next available class begins on August 11, concludes on June 2, 2026 and meets from 6:00pm - 10:00pm, Monday through Friday and a few Saturdays. This schedule will allow Officer Jones to maintain all of his responsibilities in the 401st.

The total cost of attending the police academy will be less than \$3,000 (enrollment and fees, ammunition, uniforms) plus the cost of mileage. No new funds are requested -- all costs associated with this request will be paid using FY 2025 department funds. Finally, I do not intend to request approval for overtime pay.

This plan closely follows a plan approved on May 15, 2023 to fill a vacant CAC Court Officer position, the result of which was overwhelmingly successful. Please contact me with any questions.

Respectfully,

  
Kimberly M. Laseter