

Collin County Commissioners Court
Sheriff's Office Detention Facility
Annual Relief Factor Calculation Policy

The Collin County Commissioners Court, Sheriff's Office, and Human Resources Department annually review the staffing of the Sheriff's Office Detention Facility. Following national best practices, the Commissioners Court outlines the following policy for the annual Relief Factor calculation of the Sheriff's Office Detention Facility.

- 1.0 The detention facility relief factor shall be calculated annually based on a three-year rolling average of the previous three completed fiscal years. This calculated relief factor shall be used when determining appropriate staffing for the Sheriff's Office detention facility at the annual budget workshop (e.g., Fiscal Year 2026 shall utilize Fiscal Year 2022, Fiscal Year 2023, and Fiscal Year 2024 numbers for the three-year rolling average).
- 2.0 The relief factor calculation shall utilize the number of filled position for a fiscal year calculated by the number of monthly filled positions, as determined by Human Resources Sheriff's Office turnover report, averaged across twelve months.
- 3.0 If an employee shall be on leave for more than one hundred and eighty days (180) due to either workers' compensation leave or activation in the National Guard or military, a department should request a temporary employee from the Commissioners Court for the duration of the employee's activation or service.
- 4.0 The categories utilized to determine the net annual works hours (NAWH) shall include:
 - 4.1 Paid Time Off (PTO) – weighted average of paid time off annual accruals based on years of service (service bracket), the number of position incumbents in each service bracket, and the annual accrual rate of each bracket.
 - 4.2 Holidays – county holidays as determined by the Commissioners Court shall be maintained at zero. Staff working designated holidays are paid for the holiday and thus have a net neutral impact on the relief factor calculation.
 - 4.3 National Guard/Military Leave – employees called up to National Guard or to military service that have a duration of less than one hundred and eighty (180) days shall be included as calculated from timesheets (paid) and Human Resources Information System records (unpaid).
 - 4.4 Training – training hours are calculated according to the annualized required hours using a weighted method for the four categories below:
 - 4.4.01 New Hire Training – hours established for new hire training.
 - 4.4.02 Detention Response Team (DRT) – hours needed to provide detention response team training is 136 hours per DRT position up to 4,080 total hours for 30 positions.

- 4.4.03 Honor Guard – hours needed to provide honor guard training is 96 hours per Honor Guard position up to 768 total hours for 8 positions.
 - 4.4.04 Required/Ongoing – hours needed to provide training for Basic Jailer designation for the following Texas Commission on Law Enforcement (TCOLE), Texas Commission on Jail Standards (TCJS), or Sheriff's Office required training courses: CPR/AED training, suicide prevention, defensive tactics, and cultural diversity.
- 4.5 Administrative Leave with Pay – hours placed on administrative leave with pay as calculated from timesheets.
- 4.6 Administrative Leave without Pay – hours placed on administrative leave without pay as calculated from timesheets.
- 4.7 Workers Compensation – hours utilizing workers' compensation as calculated from timesheets (paid) and Human Resources Information System records (unpaid) where the absence has a duration of less than one hundred and eighty (180) days.
- 4.8 Leave without Pay (No Pay) – calculated from timesheets to cover portions of continuous leave not reflected in leave totals due to FMLA, ADA, Worker's Compensation, Military, National Guard activation, and absences not yet eligible for use accruals.
- 4.9 Family Medical Leave Act (FMLA) – unpaid medical leave as calculated from the Human Resource Information System records. Paid FMLA is reflected in the use of accruals (PTO).
- 5.0 The annual relief factor shall be calculated annually for the following scheduled positions: five-day-a-week with eight-hour post coverage, five-day-a-week with twelve-hour post coverage, seven-day-a-week with eight-hour post coverage, seven-day-a-week with twelve-hour post coverage, five-day-a-week with twenty-four hour post coverage, and seven-day-a-week with twenty-four hour post coverage.
- 6.0 Sheriff's Office, Human Resources, and Administrative Services staff shall review this policy after each session of the Texas Legislature to ensure that it is compliant with all applicable laws and regulations and make recommendations to Commissioners Court if necessary.
- 7.0 The Sheriff's Office shall request, through the budget process, additional posts with appropriate justification.
- 8.0 The Sheriff's Office, Human Resources, and Administrative Services shall utilize the worksheet included herein to calculate the NAWH and shift relief factor.