



Date: December 3, 2025
To: Commissioners Court
From: Sheriff Jim Skinner *JOS*
Re: Sheriff's Office Personnel Changes

Pursuant to the discussion between the Sheriff and the County Judge at a December 1, 2025 meeting with local municipal officials, the Sheriff's Office respectfully asks the Commissioners Court to consider replacing these positions for the remaining 9 months of FY2026:

1. Add the following to the SO Admin 50001

- 2 - Criminal Justice Information Specialist (532) \$111,696
 - 1 - Open Records Tech (532) \$ 55,848
 - 2 - Tech II (531) \$105,848
- TOTAL* \$273,392

Remove the following from Jail Ops 50030, as an offset

- 4 - Detention Officer Positions (552) \$277,996

Once the County hires, and the SO trains, persons in these positions, they will be able to assist Warrants & Records to continue entering pre-indictment arrest warrants into TCIC/NCIC and to assist the Dispatch Center in confirming on them 24/7 as TCIC/NCIC rules require. Recently, the SO discussed returning some of this work to four local municipalities and the City of Dallas.

In the FY26 budget, the Court added 60 Detention Officer positions to the SO, and it funded 42 of them for all 12 months of FY26. Because the SO currently has 13 open detention officer positions, removing four of them now will not cause an individual to lose employment.



TO PREVENT FRAUD, WE WILL **NEVER**
CALL TO REQUEST PAYMENT OF FINES
OR WARRANTS OVER THE PHONE.