

BURNET COUNT

EQUIPMENT & TECHNOLOGY

BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☒ NEW EQUIPMENT OR VEHICLE ☐ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) Rifles x 4

Is the new equipment for a: ☒ new employee ☐ replacement equipment ☐ new process

Comments: _____

Item description: Springfield Saint Victor 11.5 in 5.56 mm SBR NF, Red Dot, Sling, Streamlight

One Time Estimated cost: \$1,240.60 X 4 = \$4,962.40

Ongoing Estimated cost: \$0.00

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. Rifles for new Deputies

PLEASE ATTACH ANY INFORMATION AVAILABLE FOR TECHNOLOGY AND EQUIPMENT REQUESTS. ATTACH A DETAILED QUOTE IF AVAILABLE.



GT Distributors - Austin
1124 New Meister Ln., Ste 100
Pflugerville TX 78660
(512) 451-8298 Ext. 0000

Quote	QTE0180335
Date	10/16/2023
Page:	1

Bill To:

Burnet County (TX)
Attn: Auditors Office
133 E. Jackson St.
Burnet TX 78611

Ship To:

Burnet County Sheriff's Office
1601 E. Polk St.
Burnet TX 78611

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
SPRF 101623	000019	BF	FACTORY DIRECT	NET 15	0/0/0000	2,822,285
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
6	SPRF-STV9115556B*	Springfield Saint Victor 11.5in 5.56mm SBR NF	EA	\$908.00	\$5,448.00	
6	VORTEX-SPC-AR2	Vortex SPARC AR Red Dot (LED Upgrade)	EA	\$180.00	\$1,080.00	
6	VTAC-MK1	Viking Tactics Sling Black	EA	\$39.50	\$237.00	
6	STL-88059	Streamlight ProTac Rail Mount 2 Long Gun Ligt	EA	\$104.77	\$628.62	
1	NOTES:	Notes: Quotation reflects BuyBoard Contract 698-23. Contract period 4/1/23-3/31/24. Email BuyBoard PO's to info@buyboard.com	EA	\$0.00	\$0.00	

**QUOTE IS GOOD FOR 30 DAYS. IN ORDER TO RECEIVE QUOTED PRICE
PLEASE PRESENT A COPY OF QUOTE AT POINT OF SALE IN STORES OR
REFERENCE QUOTE NUMBER ON PO OR REQUISITION**

Thank you, your salesman was Adam Balak

Subtotal	\$7,393.62
Misc	\$0.00
Tax	\$0.00
Freight	\$50.00
Total	\$7,443.62

Per RFL - #1740 60

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☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☒ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) Toughbooks x 35

Is the new equipment for a: ☐ new employee ☒ replacement equipment ☐ new process

Comments: The listed Toughbooks will be out of compliance as of
October 1, 2025 and will no longer accept software updates.

Item description: Panasonic Toughbook 55 - 14" Intel Core i7-1370P- 32GBRAM-1TB SSD

One Time Estimated cost: \$3,302.42 x 35 = \$115,584.70

Ongoing Estimated cost: _____

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. SEE ATTACHED LIST

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Shopping Cart

[Sign in](#) to Save this Cart, View Saved Carts or E-mail this Cart

ADD ITEM TO CART

Enter CDW# or MFG#

Add

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
 Panasonic Toughbook 55 - 14" - Intel Core i7 - 1370P - 32 GB RAM - 1 TB SSD MFG Part: FZ-55GZ009BM CDW Part: 7785438 UNSPSC: 43211503	4-6+ Weeks Expected in-stock date for this item is between 4-6 weeks. Item will ship once it is in stock.	\$3,584.02 \$3,302.42 TXDIR - Panasonic DIR-CPO-5225	1	\$3,302.42

Top Recommendations

 Microsoft 365

Order Summary

Subtotal: **\$3,302.42**

Tax and Shipping calculated at checkout.

Lease Option Pricing ●
\$95.00 / Month

Checkout

BURNET COUNT

EQUIPMENT & TECHNOLOGY

BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☐ NEW EQUIPMENT OR VEHICLE ☒ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) Handheld Radios x 14

Is the new equipment for a: ☐ new employee ☐ replacement equipment ☐ new process

Comments: _____

Item description: APX Next Single Band Model 4.5 Portable

One Time Estimated cost: \$10,855.34 x 14 = \$151,974.76

Ongoing Estimated cost: 5 year maintenance included

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. Upgrading radio equipment to solve the problem of communications in a building or

in an area with limited radio access.

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Billing Address:
BURNET, COUNTY OF
902 S WESTERN ST
LAMPASAS, TX 76550
US

Quote Date:04/08/2025
Expiration Date:06/07/2025
Quote Created By:
Daniel Howard
Dan.Howard1@
motorolasolutions.com

End Customer:
BURNET, COUNTY OF
Contract: 17212 - CITY OF AUSTIN (TX)

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Hand Held w/5 Year Programming

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	APX™ NEXT	APX NEXT SINGLE BAND					
1	H45TGT9PW8AN	APX NEXT SINGLE BAND MODEL 4.5 PORTABLE	1		\$6,641.00	\$4,515.88	\$4,515.88
1a	QA00569AR	ADD: 7/800MHZ BAND+	1		\$800.00	\$544.00	\$544.00
1b	QA00570AT	ADD: VHF BAND	1		\$0.00	\$0.00	\$0.00
1c	H499KC	ENH: SUBMERSIBLE (DELTA T)	1		Included	Included	Included
1d	H38DA	ADD: SMARTZONE OPERATION	1		Included	Included	Included
1e	Q806CH	ADD: ASTRO DIGITAL CAI OPERATION	1		Included	Included	Included
1f	Q361CD	ADD: P25 9600 BAUD TRUNKING	1		Included	Included	Included
1g	QA00580BA	ADD: TDMA OPERATION	1		Included	Included	Included
1h	QA09001AM	ADD: WIFI CAPABILITY	1		Included	Included	Included
1i	QA01767BL	ADD: P25 LINK LAYER AUTHENTICATION	1		Included	Included	Included
1j	Q498BN	ENH: ASTRO 25 OTAR W/ MULTIKEY	1		Included	Included	Included
1k	QA09113AA	ADD: BASELINE RELEASE SW	1		\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
1l	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA*	1		\$6.00	\$4.08	\$4.08
1m	QA09017AA	ADD: LTE WITH ACTIVE SERVICE AT&T US*	1		\$0.00	\$0.00	\$0.00
1n	Q387CB	ADD: MULTICAST VOTING SCAN	1		Included	Included	Included
1o	Q698AE	ALT: PLASTIC CARRY HOLSTER WITH 3 INCH CLIP	1		\$0.00	\$0.00	\$0.00
1p	QA09030AB	ADD: MOTOROLA APX HOSTED RADIOCENTRAL	1		\$0.00	\$0.00	\$0.00
1q	BD00001AA	ADD: CORE BUNDLE	1		\$3,106.00	\$2,112.08	\$2,112.08
1r	BD00040AB	PROVISIONING NON-FEDERAL BUNDLE	1		\$206.00	\$140.08	\$140.08
1s	H797DW	ENH: DVP-XL ENCRYPTION AND ADP	1		Included	Included	Included
1t	QA09028AA	ADD: VIQI VC RADIO OPERATION	1		Included	Included	Included
1u	Q15AU	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	1		Included	Included	Included
1v	QA03399AK	ADD: ENHANCED DATA	1		Included	Included	Included
1w	BD00010AB	ADD: SECURITY BUNDLE	1		\$1,147.00	\$779.96	\$779.96
1x	G996AP	ADD: PROGRAMMING OVER P25 (OTAP)	1		Included	Included	Included
1y	QA07680AA	ADD: MULTI SYSTEM OTAR	1		Included	Included	Included
1z	Q53BF	ADD: FRONT PANEL PROGRAMMING & CLONING	1		Included	Included	Included
2	LSV01S03446A	APX NEXT DMS ESSENTIAL	1	5 YEARS	\$384.60	\$384.60	\$384.60
3	SSV01S01406A	SMARTCONNECT	1	5 YEARS	\$375.00	\$375.00	\$375.00
4	SSV01S01476A	SMARTLOCATE	1	5 YEARS	\$375.00	\$375.00	\$375.00
5	SSV01S01907A	SMARTMAPPING	1	5 YEARS	\$375.00	\$375.00	\$375.00
6	PSV03S02465A	APX DMS PROVISIONING PD3	1		\$0.00	\$0.00	\$0.00
7	NNTN9216A	BATTERY PACK,IMPRES GEN2, LIION,IP68, 4400T	1		\$248.05	\$186.04	\$186.04
8	SSV01S01407A	SMARTPROGRAMMING	1	5 YEARS	\$375.00	\$375.00	\$375.00



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
9	LSV01S03082A	RADIOCENTRAL PROGRAMMING	1	5 YEARS	\$160.20	\$160.20	\$160.20
10	NNTN9199A	IMPRES 2 SUC, 3.0A, 120VAC, TYPE A PLUG, NA	1		\$169.56	\$127.17	\$127.17
11	PMMN4136BTAA	XVP830 REMOTE SPEAKER MICROPHONE NO CHANNEL KNOB, TAA	1		\$535.00	\$401.25	\$401.25
Grand Total					\$10,855.34(USD)		

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



APX NEXT RADIO SOLUTIONS

Overview

APX NEXT is Motorola Solutions' next-generation P25 platform purpose-built for first responders to access and act on information while maintaining focus in critical situations. Across all aspects of the radio experience—deployment, operation, maintenance, and evolution—APX NEXT brings critical advancements to usability and performance. Equipped with broadband, LTE, Wi-Fi, Bluetooth 5.0, and GPS capabilities, APX NEXT extends future-ready performance, applications, and full interoperability to the field and control room to transform accurate data into smarter action.

Key benefits of the APX NEXT include the following:

- **SmartTouch Experience** – Easier operation centered around a redefined 3.6" impact resistant touch display and shallow menu hierarchy. This cleaner and more intuitive visual layout increases the usability of the APX NEXT radio and helps users find the information they need without pause or distraction.
- **Ruggedized, Ergonomic Design** – Increased personnel safety and efficiency with an improved T-Grip ergonomic design, full-color top display, and tactile knobs for efficient use in emergency situations. Patented touch technology enables for reliable gloved use, while also making the screen immune to false actuations from water, snow, ice, or debris. The APX Next device meets the same MIL standards for ruggedization achieved by Motorola Solutions' APX platform radios.
- **Easy Fleet Management** – Easier and quicker radio provisioning, remote software updates, and streamlined management reduce downtime and support control center staff. Motorola Solutions' Device Management Services (DMS) maximize the effectiveness of APX NEXT, reducing maintenance risk, workload, and total cost of ownership. DMS brings RadioCentral (RC) programming to APX NEXT, as well, supporting faster provisioning and deployment to get devices in the hands of responders and out into the field.
- **Secure Communications** – Hardened End-to-End security allows only authorized units in the system to listen to transmissions. Real-time security provides seamless protection from the device and data in transit to the cloud and the LMR system

Evolving with Applications Services

APX NEXT Application Services enhance device capabilities and improve user experience. These applications are subscription-based offerings for easier optimization and scaling to meet evolving needs.



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BURNET COUNT EQUIPMENT & TECHNOLOGY BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☒ NEW EQUIPMENT OR VEHICLE ☒ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☒ Vehicle

☒ Other (please describe) Vehicles with upfit x 14 (10 replace/4 new)

Is the new equipment for a: ☒ new employee ☒ replacement equipment ☐ new process

Comments: _____

Item description: Fourteen (14) Ford PIUS with upfit

One Time Estimated cost: \$1,132,069.96

Ongoing Estimated cost: 0

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. SEE ATTACHED LIST

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**BURNET COUNTY AUDITOR**

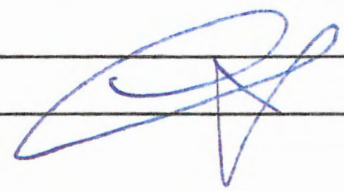
220 S. Pierce St.
Burnet, TX 78611

PURCHASE ORDER**PO Number:** 25-3339**Date:** 05/14/2025**Requisition #:** 25-3339**Vendor #:** 13630

ISSUED TO: SILSBEE FORD INC.
1211 HWY 96 N.
SILSBEE, TX 77656

SHIP TO:
220 SOUTH PIERCE STREET
Burnet, TX 78611

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 SO - FIVE (5) FORD PIUS WITH UPFIT TIPS CONTRACT 240901 TIPS CONTRACT 240-102	720-5600-5710		0.00	363,883.00
2	0 SO - FIVE (5) FORD PIUS WITH UPFIT TIPS CONTRACT 240901 TIPS CONTRACT 240-102	180-5602-5710		0.00	40,427.70

Requested By: ALAN TREVINO**Department:** COUNTY SHERIFF**Authorized by:** 

SUBTOTAL:	404,310.70
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	404,310.70

1. Original invoice with remittance slip must be sent to: Burnet County Auditor, 220 S. Pierce St., Burnet, TX 78611.
2. Payment may be expected within 30 days of receipt of goods and invoice.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the County.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The County is exempt from all federal excise and state tax - ID# 99-9999999

÷ 5 = \$ 80,862.14
PO2 Vehicle

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☐ NEW TECHNOLOGY ☒ NEW EQUIPMENT OR VEHICLE ☐ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) In Car Radios x 14

Is the new equipment for a: ☐ new employee ☐ replacement equipment ☐ new process

Comments: _____

Item description: Enhanced APX 6500 Systems

One Time Estimated cost: \$6,870.42 x 14 = \$98,185.88

Ongoing Estimated cost: _____

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. Upfit for requested new vehicles.

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BURNET COUNT

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BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☒ NEW EQUIPMENT OR VEHICLE ☐ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) Watch Guard in Car Camera System x 14

Is the new equipment for a: ☐ new employee ☐ replacement equipment ☐ new process

Comments: _____

Item description: M500 Watch Guard Camera System

One Time Estimated cost: \$5,783.00 x 14= \$80,962.00

Ongoing Estimated cost: _____

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. Upfit for requested new vehicles.

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QUOTE-3180123
Burnet Co. SD.- (1)APX6500 &
(1)M500

Quote Date:06/25/2025
Expiration Date:06/27/2025
Quote Created By:
Nicholas Czubernat
Inside Sales Rep
Nick.Czubernat@
motorolasolutions.com
312-833-4529

End Customer:
BURNET COUNTY SHERIFF DEPT
Josh Swain
jswain@burnetsheriff.com
512-755-2637

Contract: 39000 - DIR-CPO-5433

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500					
1	M25KSS9PW1BN	APX6500 ENHANCED VHF MOBILE	1		\$3,518.00	\$2,568.14	\$2,568.14
1a	GA00318AF	ENH: 5 YEAR ESSENTIAL SVC	1		\$480.00	\$480.00	\$480.00
1b	G831AD	ADD: SPKR 15W WATER RESISTANT	1		\$66.00	\$48.18	\$48.18
1c	GA00580AA	ADD: TDMA OPERATION	1		\$495.00	\$361.35	\$361.35
1d	G629AB	ADD:1/4 WAVE BROADBAND ANT 146-174	1		\$70.00	\$51.10	\$51.10
1e	G51AU	ENH: SMARTZONE OPERATION APX6500	1		\$1,320.00	\$963.60	\$963.60
1f	G67DT	ADD: REMOTE MOUNT E5 APXM	1		\$327.00	\$238.71	\$238.71
1g	W12DK	ADD: RF PREAMP APX	1		\$73.00	\$53.29	\$53.29
1h	GA09001AA	ADD: WI-FI CAPABILITY	1		\$330.00	\$240.90	\$240.90
1i	G843AH	ADD: AES ENCRYPTION AND ADP	1		\$523.00	\$381.79	\$381.79
1j	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1		\$0.00	\$0.00	\$0.00
1k	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1		\$567.00	\$413.91	\$413.91



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



QUOTE-3180123
Burnet Co. SD.- (1)APX6500 &
(1)M500

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
1l	GA01767AG	ADD: RADIO AUTHENTICATION	1		\$110.00	\$80.30	\$80.30
1m	GA01670AA	ADD: APX E5 CONTROL HEAD	1		\$717.00	\$523.41	\$523.41
1n	QA09113AB	ADD: BASELINE RELEASE SW	1		\$0.00	\$0.00	\$0.00
1o	GA01630AA	ADD: SMARTCONNECT	1		\$0.00	\$0.00	\$0.00
1p	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1		\$330.00	\$240.90	\$240.90
1q	GA00250AA	ADD: GNSS/BT-WIFI THRU MNT ANT, 17FT LOW LOSS PFP-100A/240, QMA	1		\$110.00	\$80.30	\$80.30
1r	W20CA	ADD: KEYPAD MIC GCAI APX	1		\$198.00	\$144.54	\$144.54
	M500						\$6870.42
2	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	1		\$6,575.00	\$5,260.00	\$5,260.00
3	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5GH ZANT	1		\$410.00	\$328.00	\$328.00
4	WGP02225-130-KIT2	BRKT4RE DISP/VISTA/CAMVR POST 2020+EXPL	1		Included	Included	Included
	VideoManager EL or EX: Video Evidence Management						
5	WGP02400-510	VIDEOMANAGER EL, IN-CAR VIDEO SYSTEM ANNUAL LICENSE	1	1 YEAR	\$243.75	\$195.00	\$195.00
Grand Total					\$12,653.42(USD)		

In CAR CAMERA System

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

**BURNET COUNTY AUDITOR**

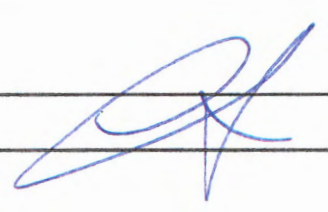
220 S. Pierce St.
Burnet, TX 78611

PURCHASE ORDER**PO Number:** 25-3341**Date:** 05/14/2025**Requisition #:** 25-3341**Vendor #:** 11970

ISSUED TO: MOTOROLA SOLUTIONS INC
13108 COLLECTION CENTER DRIVE
CHICAGO, IL 60693

SHIP TO:
220 SOUTH PIERCE STREET
Burnet, TX 78611

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 SO- (5) WATCHGUARD CAMERAS AND (5) IN CAR RADIOS CONTRACT: 39000 - DIR - CPO - 5433	100-5600-5710		0.00	63,267.10

Requested By: ALAN TREVINO**Department:** COUNTY SHERIFF**Authorized by:** 

SUBTOTAL:	63,267.10
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	63,267.10

1. Original invoice with remittance slip must be sent to: Burnet County Auditor, 220 S. Pierce St., Burnet, TX 78611.
2. Payment may be expected within 30 days of receipt of goods and invoice.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the County.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The County is exempt from all federal excise and state tax - ID# 99-9999999

$\div 5 = \$12,653.42$
Per vehicle

Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Burnet County Sheriff's Office

Current Position Title:

Proposed Position Title:

LE Specialist Case Manager

Requested Classification:

61

Funding Source:

NEW

Proposed Salary Amount:

\$25.93

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Separate the current job description of Law Enforcement Specialist - Records/Case Manager and create a stand alone position of LE Specialist Case Manager and keep the LE Specialist Records Position. We currently have 2 positions covering 3 jobs. A few years back, a part-time admin position was created to help with Records and Evidence. The use of that part-time position has been inconsistent and the part-time aspect of it is undesirable for applicants. With the demands of Records, Case Management and Evidence, the position of Evidence has suffered greatly. The evidence room is significantly backing up with new cases and the destruction of old resolved cases has ceased. The division of responsibility would allow for a focus and accountability for each of those LE Specialist positions.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: LAW ENFORCEMENT SPECIALIST - CASE MANAGER
DEPARTMENT: BURNET COUNTY SHERIFF'S OFFICE
REPORTS TO: CAPTAIN CID
CLASSIFICATION: GROUP 61

GENERAL DESCRIPTION

This position is responsible for the ongoing daily operations required by this department. Duties are varied and diverse. This position maintains law enforcement case files, and manages case distribution. This position deals with confidential information needed by state and local governments. Must be able to multi-task and possess excellent organizational skills to coordinate multiple assignments and remain knowledgeable of any related practices, policies, and procedures.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required.
- 2 Establish, maintain, and quality check case files (physical and/or electronic) and monitor/manage the case status until disposition.
- 3 Retrieve items from South Annex that is secured by patrol for evidence and case documents; advances them to the necessary next-steps.
- 4 Prepare and/or quality check case files for submission to the prosecuting agency, including physical documents and electronic media.
- 5 Transfer completed case files to the prosecuting agency, documenting the transfer.
- 6 Receive and coordinate the response to requests from the prosecuting agency for additional records or investigation.
- 7 Maintain and disseminate new lab reports, attach them in subject cases, and deliver to to prosecutors.
- 8 Receive requests for records from other law enforcement or governmental agencies, prepare and distribute said records, and document the transfer.
- 9 Provide clerical assistance to the CID Captain, prepare files, assist with data entry, scan/copy/duplicate documents or gigital media, obtain documents/reports from other agencies, and other general clerical as directed by command staff.
- 10 Assist by performing evidence intake, particularly on items retrieved from south annex.
- 11 Prepare periodic or ad-hoc statistical to include TIBRS, case management, or other reports as required.
- 12 Prepare SART Statistics.
- 13 Answer the telephone, take and relay messages and respond to general inquiries from the public, federal state, and local government.

ADDITIONAL RESPONSIBILITIES

- 1 Perform all other related duties involved in the efficient operation of the department as assigned or required.
- 2 Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.
- 3 Orders Supplies for CID and for evidence as needed.
- 4 Perform relief duty, as required, for the Receptionist/PBX operator.
- 5 Support field investigations, generally by accomplishing the written logs of evidence located/seized when evidence specialist needs assistance or is not available.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.
- Must be bondable
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Four (4) years of comprehensive administrative clerical or secretarial experience.
- Must have the ability to maintain confidentiality
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work-related documents
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility, and balance. This position requires occasional physical labor, endurance, and mental well being.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing

the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation.
- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)
a/an _____. I also understand that if I ever have a question
regarding my job description I am encouraged to request a meeting with my supervisor
and that I will be given a copy of my job description.

Employee Signature

Date

Supervisors Signature

Date

CASE MANAGER DUTIES

Scan/attach case documents	Daily	Obtain documents from patrol squadroom and then scan/attach/verify those documents into RMS media. This is a finicky process that takes patrol off the streets for longer than necessary. Case manager has been doing this for several years and it has proven to be a real time-saver for patrol
Retrieve items from S. Annex	1-2 / week	Evidence and case documents are often secured at the South Annex by patrol. This is a matter of convenience for the south-end deputies to save time on trips to the SO. Case manager retrieves these items and advances them to the necessary next-steps.
Prepare cases for prosecutor	Daily	Case submission is extremely detailed and requires the case manager to compile and inventory all reports, documents, images, and video. There is a case submission form that demands detailed case information and documentation of the inventory of the case file. Further, the case manager compiles, exports, and transmits the dash and body cam videos for every case.
Manage case return letters from DA/CA	Daily	Prosecutors often send "return letters" requesting additional investigation or information. The case manager is responsible for receiving these and disseminating the task to the appropriate Deputy for follow-up. The case manager is then responsible for ensuring that the follow-up information is conveyed to the prosecutor's office.
Manage case delivery to outside agency (OSA)	Daily	Cases where BCSO assists outside agencies are compiled in a manner similar to a case that will be sent to the prosecutor. BCSO pushes these "Assist OSA" reports to the primary agency proactively.
Manage Laboratory Report dissemination	Daily	Check the email for new lab reports. Attach any to the subject case, disseminate reports to primary or investigating deputy, ensure that the prosecutor's office received a copy of the lab report.
Disseminate parole/release notices	Weekly	Receive emailed notices, compile and provide to Capt. and others as requested.
Conduct/Assist with TIBRS reporting	Monthly	Texas Incident Based Reporting System (TIBRS) is the current standard crime reporting system that collects data for use in various state and federal level crime reports. This is a process that requires the submitting agency to work through several data-quality checks and often requires multiple submissions to correct errors. The state requests that data be submitted by the 10 th of each month for the prior month. A typical month's submissions and corrections might take 2-4 hours to complete. A case with a "buggy" error might take days of coordination with the state to resolve.
Prepare SART statistics	Monthly	The Statutory Sexual Assault Response Team is required to collect stats on adult sexual assault reports, investigations, and prosecutions. These stats are collected monthly for an annual report.
Provide clerical / administrative assistance to Capt and CID	Daily	Answer CID general-line calls, prepare files, assist with data entry, scan/copy/duplicate documents or digital media, obtain documents/reports from other agencies, other general clerical.
Assist with evidence intake	On demand	Assist by performing evidence intake, particularly on items retrieved from the south annex.
Field investigation support	On demand	Support field investigations, generally by accomplishing the written logs of evidence located/seized.
Supplies ordering	On Demand	Prices/bids supplies for CID and for evidence collection/storage. (bags, gloves, test kits, evidence tape, etc).

Duties:

TASK	CURRENT RATE OF ACCOMPLISHMENT	NEEDED RATE OF ACCOMPLISHMENT	DESCRIPTION OF TASK & PROBLEM
Intake of property	Regularly accomplished	Daily Task	Receive property from temp storage locations (SO, SO exterior cage, South Annex), QC packaging and marking, return for corrections as required, process into inventory, label, store.
Prep for lab	Regularly accomplished	Daily Task	Prepare items that require laboratory analysis to be submitted. Each case requires at least one detailed lab submission form, which identifies the type of crime, victim and suspect information, each item submitted for analysis, and a listing of the analysis that is requested for each item. Sexual Assaults, DNA evidence, and digital evidence require additional forms and many cases require a synopsis of the crime to guide the analysis.
Transport to/from lab	Regularly accomplished	Weekly Task	The DPS lab prefers a by-appointment approach to lab submissions and has limits on the number of cases/items submitted in one trip. This makes a weekly trip, on average, the most efficient for this agency. A typical trip is 3-4 hours. Trips made without an appointment may take much longer.
Disposition – paperwork	On demand only	Daily Task	Disposition of property and evidence should be an ongoing process that is “touched” daily to ensure prompt return of personal property and to prevent overloading the storage capacity. Dispositions often require specific filings with the court, coordinated through a prosecutor’s office in a process that can take weeks to accomplish for any given item. This is not a process that can be efficiently run in the “spare time” of an employee. Currently, this is only accomplished on a demand bases (e.g. when a property owner in a disposed case is demanding return of the property).
Disposition – execution	On demand only	Weekly Task	After the paperwork to authorize the disposition comes the actual process of disposing of the items. Many items must be returned to owner, which requires research and coordination. Some items may be processed as refuse, while others may be donated or converted to agency use. Additionally, digital evidence on a server must be identified and marked for purge in a manner that does not conflict with other retention requirements in order to conserve storage space.

Abandoned/Unclaimed	On demand only	Weekly Task	Abandoned and unclaimed property may often be disposed after 30 days, but this also is difficult to stay on top of in “spare time”. As a result. These items languish and use up storage space.
Property Hearings	On demand only	Monthly Task	Many items that are not “evidence” in an active case require special handling, typically through the JP or municipal courts. This requires various filings and hearings that are not being done on a proactive basis.
Supplies Monitoring	On demand only	Weekly Task	Monitoring levels of supplies for evidence collection, marking, and packaging is purely reactive at this time, resulting in shortages becoming apparent only when the agency is out of a given item. A dedicated technician would maintain these stores, project needs, establish and monitor minimum levels, and replenish stores.
Inventory – rolling	Not accomplished	Weekly Task	It is a widely accepted best-practice to do a rolling 10% inventory of the property and evidence room on a monthly basis. This is not being accomplished because it is at least a full-day task, which is difficult to accomplish with employees using “spare time”. Broken down further to rolling 3% per week makes it more manageable, but also harder to commit “spare time” to
Inventory – 100%	Not accomplished	ANNUAL	Likewise, an annual 100% inventory should be accomplished. This is a multi-day process that requires planning and organization before the inventory and prompt follow-up to research and remedy any discrepancies.
Storage surveillance	Not accomplished	Weekly Task	Along with inventories is storage surveillance, which detects damaged or degraded packaging/marking, identifies any source of the damage (vermin, leaks, etc), and seeks to remedy those issues. This includes cleaning, sanitation, and re-warehousing as-needed.
Field assistance	Not accomplished	Monthly Task (on average)	A dedicated tech would be available to provide assistance to field personnel who encounter large amounts of evidence or complex scenes to process for evidence. This increases integrity of the collected evidence and provides a manpower relief for the sworn personnel.
Office assistance	Not accomplished	Monthly Task (on average)	Similarly to field assistance, a tech would be available to assist with documentation and packaging of evidence at the office, should there be a case with a large number of items.

Inventory Migration	Not accomplished	ONGOING PROJECT	Currently, property and evidence is recorded in 2 different computer systems depending upon which system was in use at the time of the evidence collection. The older system (Odyssey) has an inadequate inventory system. The new system will allow input of items from the older cases, but the process to move items from one system to the other is a multi-step manual process that is time and attention intensive. Many of the remaining items from the Odyssey system have very long (50+ year) retention, so migration to a more robust inventory system is increasingly important.
Storage Upgrade	Not accomplished	ONGOING PROJECT	The storage facility is presently adequate, but is not well designed for all best-practices and for future storage needs. Legislative mandates over the last 10 years have placed long retention times (up to 75 years) on many items or cases, particularly those related to major cases or those that include DNA evidence. This means that storage space will be increasingly dedicated to this retention, decreasing available storage space despite the best efforts to dispose of evidence in a timely manner.
Molly Jane's Law	Not Accomplished	ONGOING PROJECT	This law requires any sexual assault case with unknown offender DNA to be entered into the federal Violent Crime Apprehension (VICAP) database. The research required to accomplish this and the detail demanded by the VICAP program are extensive. The state provided no funds to accomplish this. This cannot be done in "spare time"
CASE/EVIDENCE REVIEW	On Demand	On Demand (2-3 per year)	Prosecutors and defense attorneys often need to review evidence prior to a trial or as part of a post-conviction appeal. We accommodate those reviews, which often take hours, by dedicating an employee away from their primary duties, which represents complete lost productivity for that time period.

CURRENT CASES	CURRENT ITEMS	Estimated items	
2184 + UNK ODYSSEY	4000 + UNK ODYSSEY	~6000	

Cases/Yr*	Items/yr*	Cases/ mo*	Items/mo*
336	674	28	56

*NOT INCLUDING DIGITAL EVIDENCE ON SERVER- EVERY CASE IS GENERATING THAT EVIDENCE

Court Dispositions/year**		Court Dispositions/Mo**	
2183		181	

** Not all are BCSO, but they are not broken down by agency, so they must be combed through

	Time per task	Tasks per week	Minutes	hours
Intake	7m/item	14 items	98	1.5
LAB prep	30m / case	7 cases	210	3.5
LAB transport	4 Hrs / trip	1	240	4
Disposition paperwork	1 hour / case	9	540	9
Disposition execution	.5 hour / case	9	270	4.5
Rolling inventory	3.5hr / 3% (180ish items)	1	210	3.5
Supplies Monitoring	1 hr	1	60	1
Storage Surveillance	2 hr	1	120	2
Projects	2 hr	1	120	2
Routine office work, field/office support, breaks, training, meetings, hearings, etc.				9
TOTAL				40

Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Burnet County Sheriff's Office

Current Position Title:

Proposed Position Title:

CIT Deputy

Requested Classification:

III

Funding Source:

NEW

Proposed Salary Amount:

33.29

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

This position had been funded by BBTCS for the past 12 years. Funding source ended.

This position responds to varying types of mental health crisis. This position will divert people in a crisis from the criminal justice system, to an appropriate mental health facility for proper treatment. This is a highly trained position with the officer knowing: deescalation skills, psychopharmacology, traits commonly associated with mental illness, mental retardation, downs syndrome, autism, dealing with the mental health system, while looking for the least restrictive treatment options.

Follow up visits for compliance of treatment plans to reduce recidivism.

Qualifications: minimum of an Advanced Certification

The funds saved from jail diversions can offset a large majority of the costs as indicated by stats.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: CRISIS INTERVENTION TEAM OFFICER
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: SUPPORT SERVICES SGT.
CLASSIFICATION: GROUP 114

GENERAL DESCRIPTION

This position is responsible for evaluating individuals suspected of emotional problems for the purpose of assessment and possible involuntary commitment. Duties include an element of personal danger; i.e. exposure to life-threatening circumstances, apprehending criminals, and transporting arrestees. Must be able to act without close supervision while exercising independent judgment. Performs duties in accordance with state and local statutes, as well as established departmental policies, procedures and guidelines. This position is non-supervising and non-exempt.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Enforces the civil and criminal laws of Texas.
- 2 Testifies in court as needed.
- 3 Maintains patrol vehicles and issued equipment.
- 4 Assists investigators and supervisors as needed.
- 5 Evaluates individuals suspected of emotional problems and determine the need for involuntary commitment.
- 6 Takes reports from victims and witnesses and enters the information obtained into appropriate software.
- 7 Remains current on legislative rules and procedural changes regarding law enforcement changes in the state of Texas as well as the Texas Mental Health Code.
- 8 Answers civil questions and assists public as appropriate.
- 9 Provides exceptional customer service to County employees and the public, both in-person and by phone.
- 10 Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
- 11 Maintains confidentiality and security of all casework and any additional information provided.
- 12 Completes all documentation according to SO and mental health agency standards and operating procedures.
- 13 Performs related work or duties as assigned by the supervisor.

ADDITIONAL RESPONSIBILITIES

- 1 Performs other job-related duties as directed by supervisor(s).
- 2 Regular attendance is considered an Essential Function of this Job.
- 3 The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a

comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by anyone employee so classified.

EDUCATION REQUIREMENTS

High School diploma or GED.

Preferred Bachelors's or Master's degree or licensure related to mental health or psychology. Must have knowledge of mental illness symptoms and recovery-oriented approaches and interventions.

Preferred knowledge of the legal aspects of the Texas Mental Health Code and/or have TCLEOSE Mental Health Certification.

Hold and Maintain Basic Peace Officer License from the Texas Commission on Law Enforcement Officer Standards and Education

Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must have knowledge of: General principles and practices of law enforcement; General principles and practices of the investigative process; Applicable laws as related to the operation of the agency; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills; Basic math skills; Proper English usage, spelling, grammar and punctuation; Standard office policies, procedures and equipment; Burnet County Sheriff's Office policies and procedures; Burnet County policies and procedures.
- Must have ability to: Perform multiple tasks simultaneously in a timely manner; Communicate clearly and concisely, both verbally and in writing; in person and by telephone; Understand and follow verbal and written instructions; Complete routine business correspondence; Effectively speak to small audiences to convey information; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public in a professional and courteous manner; Record and disseminate accurate information from telephone conversations and personal contact; Function independently, exercise good judgment, manage multiple projects and meet deadlines; Establish and maintain effective working relationships with those contacted in the course of the job; Operate equipment required to perform essential job functions; Work independently in the absence of supervision; Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals; Maintain confidentiality of information encountered in work activities at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations, reading and writing, operating assigned equipment and communicating with others;

- The employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision and the ability to adjust focus.
- Maintain the physical conditions needed to accomplish the performance of assigned duties and responsibilities, which may include:
 - Walking, sitting, or standing for long periods of time; lifting and carrying materials weighing up to 50 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.
 - Regular exposure to factors causing moderate physical discomfort from such things as dust, fumes, odors or outdoor exposure;
 - Ability to physically restrain combative and/or resistive individuals using legally acceptable restraint methods.
- Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:
 - Handling stressful situations;
 - Interpreting federal laws and regulations;
 - Effective interactions and communication with others;
 - Prepare clear and concise reports;
 - Making sound decisions in a manner consistent with the essential job functions.

SPECIAL CONDITIONS

This position requires the passing of an extensive pre-employment background investigation.

This position may require specific training or experience that is relevant to the department and tasks required

2024

Burnet County Sheriff's Office
Crisis Intervention Team

CIT generated case numbers: 311
Total dollars saved through jail diversions / follow-up calls 153,600

(See footnotes for formulas on page 5 & 6)

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total	% of Total CIT Calls
Number Diverted from Jail	4	3	3	2	7	10	6	8	5	8	4	4	64	11.53%
Number Diverted from ER													0	0.00%
CIT Calls Generated from these Sources														
Burnet Co. Sheriff's Office	27	13	13	18	21	16	20	23	21	31	19	29	251	45.2%
Burnet Co. Jail	3	2		1	2	2	5	7	2	6	2	3	35	6.3%
Bertram Police Dept.	1	2	3		2	3	1	2				3	17	3.1%
Burnet Police Dept.	11	6	3	3	5	7	2	6	5	4	3	1	56	10.1%
Marble Falls Police Dept.	3	7	3	6	4	2	4		4	5	5	10	53	9.5%
Granite Shoals Police Dept.		3	1	2	1	1	3		2	2	1	4	20	3.6%
Cottonwood Shores Police Dept						2	1			2			5	0.9%
DPS													0	0.0%
Other Law Enforcement Agency													0	0.0%
Seton Highland Lakes (Burnet)	4	3	2	5	1	3	6	3	1	3	2	2	35	6.3%
													0	0.0%
Scott & White MF	2	5	3	4	2	4	5	9	1	4	6	5	50	9.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
													0	0.0%
Other Hospital													0	0.0%
Respite Home													0	0.0%
Citizens													0	0.0%
Juvenile Justice Center		1											1	0.2%
Courts/County Clerk		1	1				1						3	0.5%
Schools				1	2			2		1			6	1.1%
Doctor/Clinic													0	0.0%
Roadway/Parking lot													0	0.0%
Other													0	0.0%
MHMR	2	1		3	2		4	3	1	2	2	3	23	4.1%
Agency Assist			0										0	0.0%
Other Contacts				0									0	0.0%
TOTAL for 2024	53	44	29	43	42	40	52	55	37	60	40	60	555	100.0%
	0	0	0	0	0		0	0	0	0	0	0	0	

Crisis Intervention Team

BREAKDOWN BY CLIENT DEMOGRAPHICS

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	%	Total
White male	27	21	19	14	20	24	22	26	21	27	23	41	92.8%	285
Black male		1		2					1		2		2.0%	6
Hispanic male		2		1	2	1	3	1		2	2	2	5.2%	16
Other male													0.0%	0
TOTAL Males	27	24	19	17	22	25	25	27	22	29	27	43	55.3%	307
White female	24	17	8	20	14	12	22	25	13	20	8	13	78.4%	196
Black female	2				1	1				3		3	4.0%	10
Hispanic female	1	2	1	8	3	2	5	2	2	8	5	1	16.0%	40
Other female			1		2			1					1.6%	4
TOTAL Females	27	19	10	28	20	15	27	28	15	31	13	17	45.0%	250
Juveniles	8	7	4	7	2	4	6	8	4	13	3	11	13.9%	77
Veterans										1			0.2%	1
Homeless													0.0%	0
Cutter													0.0%	0

NUMBER OF CALLS BROKEN DOWN BY SIX HOUR INCREMENTS

		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	%	Total
0000-0559	(12:00 a.m. to 5:59 a.m.)	4	5	6	7	7	10	4	2	5	3	7	11	12.7%	71
0600-1159	(6:00 a.m. to 11:59 a.m.)	9	10	4	10	6	2	13	22	4	17	7	13	21.0%	117
1200-1759	(12:00 p.m. to 5:59 p.m.)	26	17	11	13	15	17	17	17	15	21	13	22	36.6%	204
1800-2359	(6:00 p.m. to 11:59 p.m.)	14	12	8	15	14	11	18	14	13	19	13	14	29.6%	165
TOTAL CALLS		53	44	29	45	42	40	52	55	37	60	40	60	100%	557

NUMBER OF CALLS BROKEN DOWN BY DAY OF THE WEEK

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	%	Total
Monday	9	6	3	8	5	2	12	7	9	8	5	11	15.3%	85
Tuesday	10	7	7	10	5	1	8	10	1	7	11	7	15.1%	84
Wednesday	5	11	6	8	11	7	10	11	5	10	4	8	17.2%	96
Thursday	9	7	6	4	8	5	13	12	1	9	2	7	14.9%	83
Friday	5	4	3	6	9	8	2	6	2	12	5	11	13.1%	73
Saturday	11	2	1	6	3	8	4	3	12	8	6	3	12.0%	67
Sunday	4	7	3	3	1	9	3	6	7	6	7	13	12.4%	69
TOTAL CALLS	53	44	29	45	42	40	52	55	37	60	40	60	100%	557

[illegible]

	VOL														
TOTALS	21	15	10	16	24	25	18	29	13	29	23	21		244	

Crisis Intervention Team

Percentage of Calls Resulted in a Notification of Emergency Detention (NED)

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Average
% to Austin Lakes Hosp.	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% to Austin Oaks Hosp.	0.0%	0.0%	3.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.7%	0.0%	1.7%	0.6%
% to Austin State Hosp.	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% to Cedar Crest Hospital & RTC	0.0%	2.3%	0.0%	2.2%	0.0%	2.5%	1.9%	3.6%	2.7%	0.0%	2.5%	1.7%	1.6%
% to Cross Creek Hospital	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	3.6%	2.7%	0.0%	5.0%	1.7%	1.2%
% to Extended Observation Unit	0.0%	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%
% to Georgetown Behavioral H.I.	11.3%	11.4%	3.4%	6.7%	14.3%	17.5%	5.8%	7.3%	5.4%	5.0%	5.0%	1.7%	7.9%
% to Rock Springs Hospital	3.8%	6.8%	0.0%	0.0%	7.1%	10.0%	5.8%	5.5%	2.7%	11.7%	12.5%	3.3%	5.8%
% Shoal Creek Hospital	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.2%
% to V.A. Medical Ctr.	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.7%	0.0%	0.0%	0.1%
Other	5.7%	0.0%	10.3%	8.9%	9.5%	20.0%	9.6%	7.3%	2.7%	11.7%	7.5%	6.7%	8.3%

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
Follow-up calls in 2011	20												0
	0	0	0	0	0	0	0	0	0	0	0	0	0
Restraints													
Calls Outside City Limits	32	14	12	21	24	19	25	27	25	38	20	32	289
Calls Inside City Limits	21	30	17	24	18	21	27	28	12	22	20	28	268

COURTESY RIDES:	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Public Place												1	1
Business/Building													
Private Residence													
Hospital													
Treatment Center							2	2		1	7	1	13
PES													
MHMR/Respite							2		1			1	4

TOTAL COURTESY RIDES													18
----------------------	--	--	--	--	--	--	--	--	--	--	--	--	----

Man Hours Spent on Calls	77.0	60.0	45.0	61.0	72.0	67.0	91.0	83.0	59.0	100.0	74.0	101.0	TOTAL 890
Average Time Spent on Calls (in hours)	1.45	1.36	1.55	1.36	1.71	1.68	1.75	1.51	1.59	1.67	1.85	1.68	Average 1.60
CIT Awareness/Training Provided: (hours)			30	30	30	40	8	38	33	0	0	1.5	Total 210.5

Burnet County Crisis Intervention Team Savings

2024 Savings

64

Consumers diverted from jail

\$80 day

times 30 days

0

Consumers diverted from ER

x

#####

=

2024

0

Consumers diverted from follow up

x

\$1,552.00

=

\$0.00

TOTAL 2024 SAVINGS TO COUNTY \$153,600 NTY \$153,600

In 2024 average stay at \$80 a day at average stay of 30 c 80
**** Savings amount reflects yearly re-evaluation by Sheriff's Office Auditor

Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Burnet County Sheriff's Office

Current Position Title:

Proposed Position Title:

Field Deputy x 4

Requested Classification:

111

Funding Source:

New

Proposed Salary Amount:

\$29.63

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

By increasing the field deputy positions (currently 27) by 4, we can add 1 deputy to each patrol shift to make it seven deputies per shift plus a sergeant and corporal.

We would also move to scheduling by district which would lead to; decreased response times, decreased vehicle wear and tear expense, increased knowledge and familiarity of district.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: FIELD DEPUTY
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: PATROL SERGEANT / PATROL CORPORAL
CLASSIFICATION: Pay Group 51 - 54

GENERAL DESCRIPTION

This position is a responsible non-supervisory position. Duties include patrolling an assigned area, generally by vehicle, to prevent crime and enforce laws and ordinances; and responding to emergency calls and routine complaints and taking appropriate action.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Patrols an assigned area, generally by vehicle, to prevent crimes and enforce laws and ordinances;
- 3 Responds to emergency calls and routine complaints and disturbances and takes appropriate action as necessary;
- 4 Serves warrants and makes arrests;
- 5 Directs traffic, operates traffic radar monitoring equipment, and issues traffic citations;
- 6 Gathers and labels evidence and take photographs and fingerprints for court case preparation;
- 7 Questions witnesses and suspects and takes statements
- 8 Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary;
- 9 Appears in court as required
- 10 Conducts security checks of businesses and residential areas in assigned area;
- 11 Fosters good police-community relations among citizens of the county;
- 12 Keeps records of activities and makes reports concerning crimes, complaints, and investigations;
- 13 shares information and works with other law enforcement agencies as directed and as appropriate; and
- 14 Performs such other duties as may be assigned

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the department as assigned or required.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.

- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Basic Peace Officer License from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCLEOSE) to include but not limited to annual firearms proficiency
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, and Personnel Policies and Procedures
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation.

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)

a/an _____. I also understand that if I ever have question
 regarding my job description I am encouraged to request a meeting with my
 supervisor and that I will be given a copy of my job description.

 Employee Signature

 Date

 Supervisors Signature

 Date

Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

By increasing the field deputy positions (currently 27) by 4, we can add 1 deputy to each patrol shift to make it seven deputies per shift plus a sergeant and corporal.
We would also move to scheduling by district which would lead to; decreased response times, decreased vehicle wear and tear expense, increased knowledge and familiarity of district.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: FIELD DEPUTY
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: PATROL SERGEANT / PATROL CORPORAL
CLASSIFICATION: Pay Group 51 - 54

GENERAL DESCRIPTION

This position is a responsible non-supervisory position. Duties include patrolling an assigned area, generally by vehicle, to prevent crime and enforce laws and ordinances; and responding to emergency calls and routine complaints and taking appropriate action.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Patrols an assigned area, generally by vehicle, to prevent crimes and enforce laws and ordinances;
- 3 Responds to emergency calls and routine complaints and disturbances and takes appropriate action as necessary;
- 4 Serves warrants and makes arrests;
- 5 Directs traffic, operates traffic radar monitoring equipment, and issues traffic citations;
- 6 Gathers and labels evidence and take photographs and fingerprints for court case preparation;
- 7 Questions witnesses and suspects and takes statements
- 8 Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary;
- 9 Appears in court as required
- 10 Conducts security checks of businesses and residential areas in assigned area;
- 11 Fosters good police-community relations among citizens of the county;
- 12 Keeps records of activities and makes reports concerning crimes, complaints, and investigations;
- 13 shares information and works with other law enforcement agencies as directed and as appropriate; and
- 14 Performs such other duties as may be assigned

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the department as assigned or required.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.

- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Basic Peace Officer License from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCLEOSE) to include but not limited to annual firearms proficiency
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, and Personnel Policies and Procedures
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation.

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)

a/an _____. I also understand that if I ever have question
 regarding my job description I am encouraged to request a meeting with my
 supervisor and that I will be given a copy of my job description.

 Employee Signature

 Date

 Supervisors Signature

 Date

Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Burnet County Sheriff's Office

Current Position Title:

Proposed Position Title:

Field Deputy x 4

Requested Classification:

111

Funding Source:

New

Proposed Salary Amount:

\$29.63

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

By increasing the field deputy positions (currently 27) by 4, we can add 1 deputy to each patrol shift to make it seven deputies per shift plus a sergeant and corporal.

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THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: FIELD DEPUTY
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: PATROL SERGEANT / PATROL CORPORAL
CLASSIFICATION: Pay Group 51 - 54

GENERAL DESCRIPTION

This position is a responsible non-supervisory position. Duties include patrolling an assigned area, generally by vehicle, to prevent crime and enforce laws and ordinances; and responding to emergency calls and routine complaints and taking appropriate action.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Patrols an assigned area, generally by vehicle, to prevent crimes and enforce laws and ordinances;
- 3 Responds to emergency calls and routine complaints and disturbances and takes appropriate action as necessary;
- 4 Serves warrants and makes arrests;
- 5 Directs traffic, operates traffic radar monitoring equipment, and issues traffic citations;
- 6 Gathers and labels evidence and take photographs and fingerprints for court case preparation;
- 7 Questions witnesses and suspects and takes statements
- 8 Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary;
- 9 Appears in court as required
- 10 Conducts security checks of businesses and residential areas in assigned area;
- 11 Fosters good police-community relations among citizens of the county;
- 12 Keeps records of activities and makes reports concerning crimes, complaints, and investigations;
- 13 shares information and works with other law enforcement agencies as directed and as appropriate; and
- 14 Performs such other duties as may be assigned

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the department as assigned or required.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.

- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Basic Peace Officer License from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCLEOSE) to include but not limited to annual firearms proficiency
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, and Personnel Policies and Procedures
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing.
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- Ability to work independently without direct supervision.
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- Must have the ability to make decisions under stressful conditions and situations
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

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SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation.

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)

a/an _____. I also understand that if I ever have question
 regarding my job description I am encouraged to request a meeting with my
 supervisor and that I will be given a copy of my job description.

 Employee Signature

 Date

 Supervisors Signature

 Date

Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Burnet County Sheriff's Office

Current Position Title:

Proposed Position Title:

Field Deputy x 4

Requested Classification:

111

Funding Source:

New

Proposed Salary Amount:

\$29.63

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

By increasing the field deputy positions (currently 27) by 4, we can add 1 deputy to each patrol shift to make it seven deputies per shift plus a sergeant and corporal.

We would also move to scheduling by district which would lead to; decreased response times, decreased vehicle wear and tear expense, increased knowledge and familiarity of district.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: FIELD DEPUTY
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: PATROL SERGEANT / PATROL CORPORAL
CLASSIFICATION: Pay Group 51 - 54

GENERAL DESCRIPTION

This position is a responsible non-supervisory position. Duties include patrolling an assigned area, generally by vehicle, to prevent crime and enforce laws and ordinances; and responding to emergency calls and routine complaints and taking appropriate action.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Patrols an assigned area, generally by vehicle, to prevent crimes and enforce laws and ordinances;
- 3 Responds to emergency calls and routine complaints and disturbances and takes appropriate action as necessary;
- 4 Serves warrants and makes arrests;
- 5 Directs traffic, operates traffic radar monitoring equipment, and issues traffic citations;
- 6 Gathers and labels evidence and take photographs and fingerprints for court case preparation;
- 7 Questions witnesses and suspects and takes statements
- 8 Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary;
- 9 Appears in court as required
- 10 Conducts security checks of businesses and residential areas in assigned area;
- 11 Fosters good police-community relations among citizens of the county;
- 12 Keeps records of activities and makes reports concerning crimes, complaints, and investigations;
- 13 shares information and works with other law enforcement agencies as directed and as appropriate; and
- 14 Performs such other duties as may be assigned

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the department as assigned or required.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.

- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Basic Peace Officer License from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCLEOSE) to include but not limited to annual firearms proficiency
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, and Personnel Policies and Procedures
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation.

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)

a/an _____. I also understand that if I ever have question
regarding my job description I am encouraged to request a meeting with my
supervisor and that I will be given a copy of my job description.

Employee Signature

Date

Supervisors Signature

Date

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Convert 4 Field Deputy Positions to 4 Patrol Corporal Positions.

Benefits:

- * 24 Hour on duty field supervisor coverage.
- * Corporals will fill in as shift supervisor when the sergeant is not on duty.
- * Corporals will act as intermediate supervisors filling the gap for sergeants with field supervision and administrative tasks.
- * Sergeants or Corporals could move from shift to shift to supervise a shift if their assigned supervisors were to be out simultaneously.
- * Decreased OT for supervisors
- * Decreased liability for lack of supervision.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE:	PATROL CORPORAL
DEPARTMENT:	SHERIFF'S OFFICE
REPORTS TO:	PATROL STAFF SERGEANT
CLASSIFICATION:	PAY GROUP 111

GENERAL DESCRIPTION

This position is a responsible position that involves the supervision of other deputies. Duties include patrolling an assigned area to prevent crime and enforce laws and ordinances; conducting criminal investigations and preparing criminal cases for court; responding to emergency calls, routine complaints and taking appropriate actions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Regular attendance and adherence to work schedules is required.
2. Supervises, trains, and directs patrol deputies.
3. Patrols the county, generally by vehicle, to prevent crimes and enforce laws and ordinances.
4. Responds to emergency calls, routine complaints, disturbances and acts as necessary.
5. Serves warrants and effects arrests.
6. Directs traffic, operates radar monitoring equipment and issues traffic citations.
7. Conducts investigations of criminal offenses.
8. Gathers and labels evidence and takes photographs and fingerprints for court case preparation.
9. May interview witnesses and suspects, obtain statements and write investigative reports.
10. Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary.
11. Appears in court as required.
12. Keeps records of activities and makes reports concerning crimes, complaints, accidents and investigations.
13. Shares information and works with other law enforcement agencies as directed and appropriate.
14. Serves in the place of the Patrol Staff Sergeant in the absence of the Patrol Staff Sergeant.

15. Performs such other duties as may be assigned.

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the agency as assigned or required.
- Coordination of Field Training Program between the Support Services Training Division and assigned Patrol shift.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School diploma or equivalent is required.
- Hold and Maintain an Intermediate Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE).
- Must hold a valid Texas Driver's License
- Must be able to complete the TCOLE New Supervisor School within 6 months of assignment

RECOMMENDED EDUCATION AND CERTIFICATIONS

- Formal education such as an Associate's Degree or higher
- Field Training Officer certification (TCOLE)
 - Must be able to obtain within 1 year of assignment
- Basic Instructor certification (TCOLE)
 - Must be able to obtain within 1 year of assignment

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCOLE) to include but not limited to annual firearms proficiency.
- Must have the ability to meet and serve the public in a professional and efficient manner.
- Must have the ability to perform detailed work with speed and accuracy Must have the ability to interact in a positive manner with the public and co workers
- Must have the ability to prepare records in a systematic, neat and legible manner.
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, Agency Policies and Procedures, and Employee Personnel Policies.
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing

- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information and respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well-being.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day.
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public.

Print

Signature

Date

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Convert 4 Field Deputy Positions to 4 Patrol Corporal Positions.

Benefits:

- * 24 Hour on duty field supervisor coverage.
- * Corporals will fill in as shift supervisor when the sergeant is not on duty.
- * Corporals will act as intermediate supervisors filling the gap for sergeants with field supervision and administrative tasks.
- * Sergeants or Corporals could move from shift to shift to supervise a shift if their assigned supervisors were to be out simultaneously.
- * Decreased OT for supervisors
- * Decreased liability for lack of supervision.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE:	PATROL CORPORAL
DEPARTMENT:	SHERIFF'S OFFICE
REPORTS TO:	PATROL STAFF SERGEANT
CLASSIFICATION:	PAY GROUP 111

GENERAL DESCRIPTION

This position is a responsible position that involves the supervision of other deputies. Duties include patrolling an assigned area to prevent crime and enforce laws and ordinances; conducting criminal investigations and preparing criminal cases for court; responding to emergency calls, routine complaints and taking appropriate actions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Regular attendance and adherence to work schedules is required.
2. Supervises, trains, and directs patrol deputies.
3. Patrols the county, generally by vehicle, to prevent crimes and enforce laws and ordinances.
4. Responds to emergency calls, routine complaints, disturbances and acts as necessary.
5. Serves warrants and effects arrests.
6. Directs traffic, operates radar monitoring equipment and issues traffic citations.
7. Conducts investigations of criminal offenses.
8. Gathers and labels evidence and takes photographs and fingerprints for court case preparation.
9. May interview witnesses and suspects, obtain statements and write investigative reports.
10. Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary.
11. Appears in court as required.
12. Keeps records of activities and makes reports concerning crimes, complaints, accidents and investigations.
13. Shares information and works with other law enforcement agencies as directed and appropriate.
14. Serves in the place of the Patrol Staff Sergeant in the absence of the Patrol Staff Sergeant.

15. Performs such other duties as may be assigned.

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the agency as assigned or required.
- Coordination of Field Training Program between the Support Services Training Division and assigned Patrol shift.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School diploma or equivalent is required.
- Hold and Maintain an Intermediate Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE).
- Must hold a valid Texas Driver's License
- Must be able to complete the TCOLE New Supervisor School within 6 months of assignment

RECOMMENDED EDUCATION AND CERTIFICATIONS

- Formal education such as an Associate's Degree or higher
- Field Training Officer certification (TCOLE)
 - Must be able to obtain within 1 year of assignment
- Basic Instructor certification (TCOLE)
 - Must be able to obtain within 1 year of assignment

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCOLE) to include but not limited to annual firearms proficiency.
- Must have the ability to meet and serve the public in a professional and efficient manner.
- Must have the ability to perform detailed work with speed and accuracy Must have the ability to interact in a positive manner with the public and co workers
- Must have the ability to prepare records in a systematic, neat and legible manner.
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, Agency Policies and Procedures, and Employee Personnel Policies.
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing

- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information and respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well-being.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day.
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public.

Print

Signature

Date

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Convert 4 Field Deputy Positions to 4 Patrol Corporal Positions.

Benefits:

- * 24 Hour on duty field supervisor coverage.
- * Corporals will fill in as shift supervisor when the sergeant is not on duty.
- * Corporals will act as intermediate supervisors filling the gap for sergeants with field supervision and administrative tasks.
- * Sergeants or Corporals could move from shift to shift to supervise a shift if their assigned supervisors were to be out simultaneously.
- * Decreased OT for supervisors
- * Decreased liability for lack of supervision.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE:	PATROL CORPORAL
DEPARTMENT:	SHERIFF'S OFFICE
REPORTS TO:	PATROL STAFF SERGEANT
CLASSIFICATION:	PAY GROUP 111

GENERAL DESCRIPTION

This position is a responsible position that involves the supervision of other deputies. Duties include patrolling an assigned area to prevent crime and enforce laws and ordinances; conducting criminal investigations and preparing criminal cases for court; responding to emergency calls, routine complaints and taking appropriate actions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Regular attendance and adherence to work schedules is required.
2. Supervises, trains, and directs patrol deputies.
3. Patrols the county, generally by vehicle, to prevent crimes and enforce laws and ordinances.
4. Responds to emergency calls, routine complaints, disturbances and acts as necessary.
5. Serves warrants and effects arrests.
6. Directs traffic, operates radar monitoring equipment and issues traffic citations.
7. Conducts investigations of criminal offenses.
8. Gathers and labels evidence and takes photographs and fingerprints for court case preparation.
9. May interview witnesses and suspects, obtain statements and write investigative reports.
10. Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary.
11. Appears in court as required.
12. Keeps records of activities and makes reports concerning crimes, complaints, accidents and investigations.
13. Shares information and works with other law enforcement agencies as directed and appropriate.
14. Serves in the place of the Patrol Staff Sergeant in the absence of the Patrol Staff Sergeant.

15. Performs such other duties as may be assigned.

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the agency as assigned or required.
- Coordination of Field Training Program between the Support Services Training Division and assigned Patrol shift.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School diploma or equivalent is required.
- Hold and Maintain an Intermediate Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE).
- Must hold a valid Texas Driver's License
- Must be able to complete the TCOLE New Supervisor School within 6 months of assignment

RECOMMENDED EDUCATION AND CERTIFICATIONS

- Formal education such as an Associate's Degree or higher
- Field Training Officer certification (TCOLE)
 - Must be able to obtain within 1 year of assignment
- Basic Instructor certification (TCOLE)
 - Must be able to obtain within 1 year of assignment

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCOLE) to include but not limited to annual firearms proficiency.
- Must have the ability to meet and serve the public in a professional and efficient manner.
- Must have the ability to perform detailed work with speed and accuracy Must have the ability to interact in a positive manner with the public and co workers
- Must have the ability to prepare records in a systematic, neat and legible manner.
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, Agency Policies and Procedures, and Employee Personnel Policies.
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing

- Must also have the ability to read and understand information and ideas presented in writing.
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- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well-being.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day.
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public.

Print

Signature

Date

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Convert 4 Field Deputy Positions to 4 Patrol Corporal Positions.

Benefits:

- * 24 Hour on duty field supervisor coverage.
- * Corporals will fill in as shift supervisor when the sergeant is not on duty.
- * Corporals will act as intermediate supervisors filling the gap for sergeants with field supervision and administrative tasks.
- * Sergeants or Corporals could move from shift to shift to supervise a shift if their assigned supervisors were to be out simultaneously.
- * Decreased OT for supervisors
- * Decreased liability for lack of supervision.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE:	PATROL CORPORAL
DEPARTMENT:	SHERIFF'S OFFICE
REPORTS TO:	PATROL STAFF SERGEANT
CLASSIFICATION:	PAY GROUP 111

GENERAL DESCRIPTION

This position is a responsible position that involves the supervision of other deputies. Duties include patrolling an assigned area to prevent crime and enforce laws and ordinances; conducting criminal investigations and preparing criminal cases for court; responding to emergency calls, routine complaints and taking appropriate actions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Regular attendance and adherence to work schedules is required.
2. Supervises, trains, and directs patrol deputies.
3. Patrols the county, generally by vehicle, to prevent crimes and enforce laws and ordinances.
4. Responds to emergency calls, routine complaints, disturbances and acts as necessary.
5. Serves warrants and effects arrests.
6. Directs traffic, operates radar monitoring equipment and issues traffic citations.
7. Conducts investigations of criminal offenses.
8. Gathers and labels evidence and takes photographs and fingerprints for court case preparation.
9. May interview witnesses and suspects, obtain statements and write investigative reports.
10. Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary.
11. Appears in court as required.
12. Keeps records of activities and makes reports concerning crimes, complaints, accidents and investigations.
13. Shares information and works with other law enforcement agencies as directed and appropriate.
14. Serves in the place of the Patrol Staff Sergeant in the absence of the Patrol Staff Sergeant.

15. Performs such other duties as may be assigned.

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the agency as assigned or required.
- Coordination of Field Training Program between the Support Services Training Division and assigned Patrol shift.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EDUCATION REQUIREMENTS

- High School diploma or equivalent is required.
- Hold and Maintain an Intermediate Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE).
- Must hold a valid Texas Driver's License
- Must be able to complete the TCOLE New Supervisor School within 6 months of assignment

RECOMMENDED EDUCATION AND CERTIFICATIONS

- Formal education such as an Associate's Degree or higher
- Field Training Officer certification (TCOLE)
 - Must be able to obtain within 1 year of assignment
- Basic Instructor certification (TCOLE)
 - Must be able to obtain within 1 year of assignment

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCOLE) to include but not limited to annual firearms proficiency.
- Must have the ability to meet and serve the public in a professional and efficient manner.
- Must have the ability to perform detailed work with speed and accuracy Must have the ability to interact in a positive manner with the public and co workers
- Must have the ability to prepare records in a systematic, neat and legible manner.
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, Agency Policies and Procedures, and Employee Personnel Policies.
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing

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- Requires communication and interpersonal skills with the ability to present information and respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well-being.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day.
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public.

Print

Signature

Date

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Title change to more accurately reflect the specific duties currently assigned. This request is also asked for due to additional support services provided for the Sheriff's Office. Such as; Admin. Scheduling, TCOLE reporting, Records Management, Time Sheet Management, Process Orders, Supervision of Records/Property Clerk, Coordinates new hire testing and completes documentation for all new hires at the Sheriff's Office and the Jail, Coordinates TCOLE Training Provider Advisory Board records, Manages the keys to the entire county, Gathers information and submits annual state mandated reports. This position is also the direct Office Administrator for the Sheriff and Chief Deputy.

NOTE This position is currently classified (65) at a lower classification than the Administrative Supervisor (Jail) (67).

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Burnet County Sheriff's Office

Current Position Title:

Investigator

Proposed Position Title:

CID Lieutenant

Requested Classification:

118

Funding Source:

Reclassification of existing position

Proposed Salary Amount:

39.53

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

The current structure of the Criminal Investigations Division (CID) places a Captain in direct supervision of an authorized staff of 8 Sergeant Investigators, a civilian Case Manager/Evidence Technician, and a civilian Crime Victim Liaison. Additionally, the CID Captain is responsible for crime reporting, management of the evidence room, management of the records management system, assignment and review of cases, liaison with various multi-disciplinary teams, internal investigations, and conducting/assisting with a great deal of training within the agency. The span of control over 10 authorized positions combined with the depth and breadth of the tasks of those positions and additional responsibilities often overwhelms the capacity of one person to provide each its necessary attention. The absence of an intermediate layer of supervision means that there is also a lack of redundancy in leadership and management; this results in lapses, delays, and omissions when the Captain is absent. Finally, the absence of an intermediate supervisor often results in the Captain being mired in "day-to-day" operational details and thus unable to engage in higher-level management tasks.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: CID LIEUTENANT
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: CID CAPTAIN
CLASSIFICATION: Pay Group 118

GENERAL DESCRIPTION

This position is responsible for overseeing the day to day investigative efforts of the Criminal Investigation Division of the Burnet County Sheriff's Office. This position deals with confidential information needed by state and local governments. Must be able to multi-task and possess excellent organizational skills to coordinate multiple assignments and remain knowledgeable of any related practices, policies and procedures. This position is classified as exempt under FLSA and the employee holding this rank is subject to call out 24 hours a day, seven days a week, or as directed by the elected official.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Directly supervise up to 7 personnel
- 3 Assigns cases to investigators for followup investigation
- 4 Read and approve investigative reports, complaints, affidavits, arrest and search warrants prepared by investigators
- 5 Receive and address citizen or internal complaints consistent with agency policy
- 6 Coordinate with supervisors or personnel from other divisions of this or any other agency to facilitate safe and effective investigations or field operations
- 7 Respond to major crime scenes or incidents and oversee and/or assist with investigative efforts or field operations
- 8 Prepare and disseminate employee performance evaluations
- 9 Ensure that proper procedures are followed in the collection, reporting, storing, and disposing of evidence and entrusted property

ADDITIONAL RESPONSIBILITIES

- 1 At the direction of the CID Captain, formulates, develops, and assists in the drafting of office policies and directives relative to the functions of the Criminal Investigations Division
- 2 At the direction of the CID Captain, conducts internal investigations and / or audits of subordinates to ensure compliance with office policies and directives
- 3 At the direction of the CID Captain, conducts criminal investigations as necessary due to the sensitivity of a particular case or the overall workload of the division
- 4 Perform all other related duties related to the efficient operation of the department as assigned or required

- 5 Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others
Requested accommodations to work hours and schedules are considered on an individual basis
- 6 As necessary, fulfil the on-call investigator duties.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.
- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Advanced Peace Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCOLE) to include but not limited to annual firearms proficiency
- Must have 3 years of verifiable experience as a full-time criminal investigator assigned to an investigative unit of a police agency. Other qualifications such as length of supervisory experience, investigative experience at a social service or regulatory agency, or total law enforcement experience may be substituted for the required experience at the discretion of the Sheriff.
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulations found in the Penal Code, Code of Criminal Procedure, Health and Safety Code, Policies and Procedures of this agency and Burnet County, and criminal provisions of other statutes.
- Must be familiar with general and specialized investigative techniques, including crime scene investigation and interview and interrogation
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful and adverse conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation
- This position may require specific training or experience that is relevant to the department and tasks required
- This position is subject to working in inclement weather and hostile work environments
- This position requires the occasional exposure to hazardous materials and conditions
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)

a/an _____. I also understand that if I ever have question
regarding my job description I am encouraged to request a meeting with my
supervisor and that I will be given a copy of my job description.

Employee Signature

Date

Supervisors Signature

Date

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Convert 1 Bailiff Positions to 1 Courts Corporal Positions.

Benefits:

- * Corporals will fill in as shift supervisor when the sergeant is not on duty.
- * Corporals will act as intermediate supervisors filling the gap for the sergeant with courts supervision and administrative tasks.
- * Sergeants or Corporals could move from court to court to supervise if their assigned supervisors were to be out simultaneously or supervising another court.
- * Decreased OT for supervisors
- * Decreased liability for lack of supervision.
- * Perform vehicle inspections
- * Maintain/perform tests on panic alarms and metal detectors
- * Assist with scheduling and training of bailiffs as needed.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: BAILIFF CORORAL
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: BAILIFF SUPERVISOR
CLASSIFICATION: GROUP 112

GENERAL DESCRIPTION

This position assists with supervising the Bailiffs and other duties of the Bailiff Supervisor. This position receives direction from the Court Judge, serves as bailiff for an assigned courtroom. Maintains courtroom security, directs parties to proper area, and provides general assistance to the Judge by delivering case files, obtaining information, and performing related tasks. Escorts individuals to the clerk's office and to Jail, and takes custody of prisoners as necessary.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Opens the courtroom and ensures its readiness for court proceedings, directs parties to the proper area and provides schedule and procedural information to attorneys, jurors and others. Secures courtroom at the end of the day.
- 3 May serve bench warrants or make arrests when Judge sentences from the bench, an individual reports to the Court on a bench warrant, when a crime occurs within the building, or as otherwise requested. Secures personal property and performs searches.
- 4 Provides general security for the court and staff. Maintains vigilance in courtrooms and hallways and attempts to defuse or prevent confrontations. Assists in security for high profile cases by clearing the hallways or implementing other security measures.
- 5 Escorts jurors to and from the courtroom and sequesters them as necessary, and attends to the needs of jurors.
- 6 Maintains order in the courtroom. Monitors individuals in the courtroom when court is in session.
- 7 Escorts defendants to the courtroom and assists in completing bail bond forms, court appointed attorney forms and other forms.
- 8 Escorts prisoners back to the jail which requires use of handcuffs. Escorts defendants to various areas of the court including the traffic, probation, or criminal department.
- 9 Guards prisoners in the Court Building.
- 10 Operate metal detector.
- 11 Conduct vehicle inspections of all bailiff assigned vehicles.
- 12 Maintain and test panic alarms and metal detectors in the county courts and official offices.
- 13 Assist with scheduling and training of bailiffs as needed.

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the efficient operation of the department as assigned or required.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and other. Requested accommodations to work hours and schedules are considered on an individual basis.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.
- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Basic Peace Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCLEOSE) to include but not limited to annual firearms proficiency
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, and Personnel Policies and Procedures
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying

weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation.
- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)

a/an _____. I also understand that if I ever have question regarding my job description I am encouraged to request a meeting with my supervisor and that I will be given a copy of my job description.

Employee Signature

Date

Supervisors Signature

Date