
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:

Cases and severity of cases continue to increase - currently ADA's are carrying caseload of around 300 cases per attorney (this is cases NOT counts). According to American Bar Association, ADA's should have no more than an average of 150 felony cases per attorney.

Adding two new positions would still not get us there, but we'd certainly be closer.

- Job description is attached.

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: ASSISTANT DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: DISTRICT ATTORNEY
CLASSIFICATION:

GENERAL DESCRIPTION

The District Attorney's Office is responsible for handling felony cases committed by adults which include a maximum penalty of life without parole or the death penalty and/or a fine of \$10,000, whereas the County Attorney's office is charged by statute with prosecuting misdemeanor offenses that have a maximum penalty of one year in jail and/or a \$4,000 fine. Necessarily the assessment, preparation and trial of felony offenses is more complex than misdemeanor offenses.

Cases handled by Assistant District Attorneys involve offenses extending to murder and capital murder; assaults using deadly weapons or involving serious bodily injury; aggravated sexual assaults; burglaries of residences as well as business; as well as many other violent offenses. Assistant District Attorneys have the responsibility for assessing and prosecuting cases for which the punishment ranges from 180 days in a State Jail all the way to life in prison without parole, or the death penalty. The maximum fine for cases which Assistant District Attorneys handle is \$10,000.

This position is an exempt position that requires the need for a valid Texas State Bar License in good standing. This position requires knowledge of Texas law, and the ability to do courtroom trial work on criminal matters and certain civil hearings. Document processing, and/or record keeping, and preparation and presentation of legal cases in jury and bench trials is necessary to fulfill this position. Additionally, this person must be able to analyze cases and negotiate with other attorneys. Court room presence is required and frequent travel to other courts within the district is required. Frequent overtime hours are necessary, and being on call for questions from law enforcement and to respond to scenes to give advice is required. This position requires work experience and an effective knowledge of criminal law, and at least three years' experience as a trial lawyer to develop trial skills.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Screen cases to determine the need for additional information, offenses committed, and appropriate charges to be filed. Follow up by overseeing the preparation of indictments and presentation of the cases to the Grand Jury.
- 2 Once the case is indicted by the Grand Jury, the assistant district attorney (ADA) must interview witnesses, prepare discovery for the defense, prepare for trial, then litigate cases in which the defendant may be sentenced to a state jail or the penitentiary, or including the death penalty as an option in some cases. Litigation

by assistant district attorneys involves complex cases including violence resulting in serious bodily injury or death, financial loss in excess of \$1500, controlled substance possession or distribution, such as engaging in organizing criminal activity in methamphetamine organizations, or offenses violating the public trust.

- 3 The Assistant District Attorney must assess cases and determine appropriate punishment and restitution to victims, and then conduct pleas on behalf of the State of Texas.
- 4 When convictions are appealed the Assistant District Attorney must review the trial record, research applicable law, and prepare the trial brief for the Court of Appeals.
- 5 When a defendant files a motion alleging he is being unconstitutionally held (Writ of Habeas Corpus), the Assistant District Attorney must review the facts of the case, and conduct hearings or advise the District Court of the appropriate action to be taken in the case pending trial or even after trial.
- 6 An Assistant District Attorney must determine whether assets used to commit crimes will be seized and then pursue forfeiture of those assets. This requires an Assistant District Attorney to determine who actually owned the assets and whether the ends of justice are served by taking these assets from the owner.
- 7 The position requires the Assistant District Attorney to pursue bond forfeitures when defendants fail to appear in court at scheduled hearings.
- 8 The Assistant District Attorney must be proficient in the English language; possess good writing skills and knowledge of computers in formatting correspondence.
- 9 The ADA must accurately enter data into computer system concerning cases, defendants, victims and witnesses. Further, the ADA must be able to understand all computer systems used by office to find relevant information on cases to conduct research by computer.
- 10 The ADA must answer telephone calls from the public, other attorneys, elected officials, and agencies. Proper telephone and speaking skills are essential.
- 11 Be able to answer office correspondence in a timely and effective manner.
- 12 Must be proficient at use of copy machines, fax machines, and scanning machines.
- 13 Must be able to take notes on all cases handled, and document files so other prosecutors having contact with the file may quickly evaluate the activity, status, and progress in the particular case.
- 14 Must be able to meet and serve the public in a professional, efficient, and friendly manner at all times. The ability to understand and respond to the concerns of victims is essential.
- 15 Greet clients, witnesses, victims, other county personnel, and attorneys in a professional manner at all times, and be able to explain the law as well as District Attorney policies and procedures to the public as well as persons involved in the Criminal Justice System.
- 16 Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- 17 Prepare legal documents such as petitions and court motions and have knowledge of the Texas Civil and Criminal Procedure, the Texas Family Code, the Texas Penal Code, and the Texas Local Government Code.
- 18 Other duties as assigned within the scope of the office.
- 19 Must maintain confidentiality of all information learned in the scope of employment until time when information is made public by Elected Official or his/her direction OR upon time when information is required to be made public by law.
- 20 Interact with other state agencies and/or law enforcement agencies in a professional manner and provide training when necessary to assist in accomplishing the goal of effective enforcement and prosecution. Must be able to educate the public as to the processes followed by the office in handling its cases.
- 21 Be able to coordinate with all parties involved in cases including the office and

- victims in an efficient and effective manner.
- 22 Be a spokesperson for the office at victim's functions and serve as an educator regarding victims' rights in the community. Furthermore, must be able to represent the elected official in any function related to the operation of the office at times that may be outside the scope of a normal workday.
 - 23 ADA must be prepared for trial and be up-to-date with all documents filed and to-be filed and prepare any last minute negotiations; several trials scheduled throughout the month.
 - 24 ADA must be prepared to attend several court hearings a week with proper paperwork and case preparation.

ADDITIONAL RESPONSIBILITIES

- 1 Run errands on behalf of the office.
- 2 Must be able to perform assigned duties in an efficient manner and work well with others without posing a direct threat to the health and safety of themselves and/or others. Must possess a cooperative and positive attitude at all times at work.
- 3 Must have and maintain a valid Texas State Bar License in good standing at all times.
- 4 Shall be required to attend court regularly and participate in trials. Must maintain a professional appearance at all times, fulfilling the dress code requirements of a court in which they may appear. Frequent overtime hours required.
- 5 Travel to various courthouses, meetings, and conferences is required frequently.
6. Serve as an on call prosecutor to answer questions from officers that arise after hours, and respond to scenes as necessary to effectively assist in the investigation. This includes being able to draft search and arrest warrants for law enforcement personnel, and assist the direction of the investigation in order to ensure proper admissibility of all evidence obtained.

EDUCATION REQUIREMENTS

A Doctor of Jurisprudence degree from an accredited legal institution.

EXPERIENCE AND SKILLS

- Must have three years' experience as a trial lawyer demonstrating skills in all functions of trial including charging decisions, conducting voir dire, opening statement, direct and cross examination, drafting jury instructions, and closing argument.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Must also have the ability to read and understand information and ideas presented in writing. Must have the ability to speak English clearly to be understood by others. Must have the ability to meet and serve the public in a friendly and efficient manner.
- Must have and maintain the ability to work independently, including in a trial setting.
- Must have and maintain the ability to use computer systems necessary to perform duties.
- Must have and maintain the ability to operate basic office equipment.
- Must be able to type accurately and check and correct work of persons working with the attorney.
- Must possess and maintain a valid Texas Driver's License at all times. A

- driving permit or occupational license is not allowed.
- Must possess and maintain a Texas State Bar License and be in good standing at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach and carry. The employee must be able to lift up to 15 pounds regularly. Specific vision is required by this job, including the ability to see up close and at distance.

SPECIAL CONDITIONS

This position determines how to prioritize work so that it is accomplished in a timely and professional manner. Incumbent proofs work to determine if revisions are required. Determines how to handle hostile clients/public members and where to refer difficult phone calls. Decisions regarding personnel issues and legal and/or policy questions are to be referred to the elected official.

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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:

An Assistant Chief Deputy position would significantly enhance our daily operations and would ensure continuous access and oversight of cash controls, policies and procedures. This position would be responsible for pulling cash drawers, making change for clerks throughout the day, securing excess cash, and have the ability to assist in all areas of bookkeeping within the department. An assistant chief deputy will assist in training TAC staff with laws from the TXDMV and the State Comptroller to ensure all personnel are in compliance as laws and statute change - as well as assist in ensuring personnel are up to date in county and office policies and procedures. In addition to these daily operational duties, the Assistant Chief Deputy will serve as the records retention specialist for the Tax Assessor Collector office. This position would be available to work in, and assist either tax office location.

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: ASSISTANT CHIEF DEPUTY
DEPARTMENT: TAX ASSESSOR-COLLECTOR
REPORTS TO: TAX ASSESSOR-COLLECTOR
CLASSIFICATION: GROUP 63

GENERAL DESCRIPTION

This position performs a variety of clerical duties to provide support for the office of the tax assessor-collector. This position is assigned a variety of clerical duties in accordance with office procedures. This is a full time regular position.

This position supervises personnel and manages the daily operations of the department.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Supervises day to day operations under the guidance of the Tax Assessor-Collector, such as training, work assignments, customer complaints or other MV problems.
- 2 Process documents for state registration, filling out the proper paperwork and ensuring that tax and title documents are also filled out completely.
- 3 Proofread work daily to check for accuracy, ensuring that all information provided is recorded accordingly.
- 4 Acts as first level resource for staff questions regarding customer issues, policies and procedures, enhancing their comprehension level, productivity and efficiency.
- 5 Researches MV questions and provides appropriate responses.
- 6 Directly responsible for daily deposit and ensures that there is adequate change for cash drawer operations.
- 7 Keeps detailed inventory records, conducts audits and orders inventory as needed.
- 8 Collect, count and disburse money, do basic bookkeeping and complete a variety of banking transactions ensuring that adequate change is kept in cash drawer to conduct business.
 - a. Accountable for funds collected
 - b. Balance cash drawer at the end of each day
- 9 Communicate with customers, employees and other individuals to answer questions, disseminate or explain information and address complaints.
- 10 Answer telephones, direct calls and take messages.
- 11 Compile, copy, sort and file records of the office.
- 12 Operate office machines such as computers, phone systems, copiers, scanners, fax machines, calculators and shredders.
- 13 Maintain and update filing, inventory, mailing and data base systems either manually or using a computer.
- 14 Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.

- 15 Process and prepare documents such as government forms, letters, memos, billings and reports.
- 16 Review files, records and other documents to obtain information to respond to requests from the public and Tax Assessor.
- 17 Regular attendance and timeliness is required.

ADDITIONAL RESPONSIBILITIES

- 1 Run errands for the office including going to the post office, supply store, courthouse, annex or bank.
- 2 Record Retention Specialist.
- 3 Any other duties as assigned within the scope of the department.

EDUCATION REQUIREMENTS

Requires a high school diploma or GED.

EXPERIENCE AND SKILLS

- 1 year of supervisory experience and 2 years clerical experience which includes handling of cash
- Must have good organizational skills
- Ability to adapt and retain knowledge of changing regulatory information which pertains to this department and implementing those changes when in effect
- Must work well with others.
- Requires knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Requires knowledge of administrative and clerical procedures and systems such as work processing, managing files and records, transcription, completing forms and reports and other office procedures and terminology.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Requires knowledge of basic arithmetic including adding, subtracting, multiplication, division and fractions. Must be able to choose the right mathematical method or formula to solve a problem.
- Requires knowledge of basic bookkeeping and accounting principles and practices including banking and reporting of financial data.
- Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Must be able to read and understand written sentences and paragraphs in work related documents in English.
- Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively. Must also speak clearly so that others can understand you.
- Must communicate effectively in writing. Must also have the ability to read and understand information and ideas presented in writing.
- Must have the ability to concentrate on a task over a period of time without being distracted.

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 position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of times. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

This position is inside the county annex in a normal office environment. It has frequent contact with the public. There is occasional travel to local locations within the county in all types of weather conditions. The noise level in this office varies, but is usually moderately quiet. There may be occasionally unpleasant orders and hostile public.

SPECIAL CONDITIONS

Required to be bondable under the County Tax Assessor's Official Bond. Employee must maintain a valid Texas drivers license and valid Texas automobile insurance. Employee will use their personal vehicle to run errands for the office. Position requires business-casual attire and to be at work daily. This position may rotate to other locations as needed.

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 Annual - \$53,934.40

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 Annual - \$69,243.20

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%
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

0

Consumers diverted from ER

x

\$80 day

#####

=

times 30 days

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 Annual - \$61,630.40 X4 - \$246,521.60

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:

JAIL

Current Position Title:

Proposed Position Title:

TRANSPORT OFFICER

Requested Classification:

160 STEP 6 CURRENTLY \$27.76

Funding Source:

NEW POSITION

Proposed Salary Amount:

\$27.76 PG 160 / Annual \$57,740.80

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:

DUE TO THE AMOUNT OF TRANSPORTS CONDUCTED BY THE JAIL YEARLY, INCREASE IN FEDERAL TRANSPORTS. (COURT, JPATS, DEL RIO, AUSTIN) OVERTIME FROM SHIFT OFFICERS BEING USED TO FULFILL CURRENT NEEDS CREATING UNDUE STRESS ON STAFFING.

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

BURNET COUNTY CONSTABLE'S OFFICE, PRECINCT 1 (BCCO1)

Constables are the chief process servers for the Justice of the Peace courts. Constables serve a variety of judicial processes and notices from justice, county, district and other state courts. They also enforce traffic laws, transport prisoners and assist other law enforcement agencies and the public as needed. Constables' offices also serve as bailiffs to the Justice of the Peace courts. Burnet County has four Constables, each elected to four-year terms by the voters of Burnet County.

ELECTED OFFICIAL: LESLIE RAY

BUDGET PROPOSAL

FY2026

ELECTED CONSTABLE SALARY

- BCCO1 IS REQUESTING THAT COMMISSIONERS COURT CONSIDER ADDITIONAL FUNDING TO INCREASE THE SALARY OF ALL BURNET COUNTY ELECTED CONSTABLES TO BE EQUIVALENT TO BURNET COUNTY ELECTED JUSTICES OF PEACE. REVIEWING SALARIES OF SURROUNDING COUNTIES, AS WELL AS OTHER TEXAS COUNTIES, MY RESEARCH FOUND THAT IN MOST CASES THE SALARIES OF CONSTABLE'S AND JUSTICE'S OF PEACE ARE EQUIVALENT.
- IN ADDITION TO SERVING THE JUSTICE COURT, CONSTABLES AND THEIR POTENTIAL DEPUTIES PROVIDE PROACTIVE POLICE SERVICES TO BOTH CONSTITUENTS AND VISITORS WITHIN THEIR RESPECTIVE PRECINCTS. THIS INCLUDES, BUT IS NOT LIMITED TO, COMMUNITY POLICING PRACTICES SUCH AS; PROACTIVE BUSINESS CHECKS, NEIGHBORHOOD AND COUNTY ROAD PATROLS, SCHOOL CAMPUS CHECKS, TRAFFIC ENFORCEMENT, VACATION WATCHES, ETC. CRIME PREVENTION IS THE FOUNDATIONAL PURPOSE OF LAW ENFORCEMENT.
- CONSTABLES HAVE THE SAME AUTHORITY AS SHERIFFS AND POLICEMAN ALIKE. CONSTABLES ARE REQUIRED TO RECEIVE ALL THE SAME TRAINING AS THOSE LAW ENFORCEMENT POSITIONS IN ADDITION TO THEIR MANDATED CIVIL TRAINING.
- TEXAS CONSTABLES CELEBRATED 200 YEARS IN 2023, THE OLDEST FORM OF LAW ENFORCEMENT IN TEXAS AND THE OLDEST FORM OF LAW ENFORCEMENT IN RECORDED HISTORY.

Constable Precinct 1

NEW POSITION REQUEST - DEPUTY CONSTABLE

- BURNET COUNTY CURRENTLY HAS ONE ELECTED CONSTABLE IN EACH OF IT'S FOUR PRECINCTS. BCCO1 IS REQUESTING THAT COMMISSIONER'S COURT CONSIDER ADDING FUNDING FOR TWO DEPUTY CONSTABLE POSITIONS. THOSE DEPUTIES WOULD BE SHARED AMONG THE FOUR CONSTABLE OFFICES AND WOULD ALLOW COVERAGE IN THE EVENT THAT ONE OF THE CONSTABLES IS ABSENT FROM HIS/HER OFFICE. IN ADDITION, THE ADDED POLICE PRESENCE WILL HELP PREVENT CRIME AND PROMOTE A SAFER BURNET COUNTY. IF IT IS DETERMINED THAT THE FUNDING FOR TWO DEPUTIES IS INAPPROPRIATE AT THIS
- BASED ON CURRENT NUMBERS PROVIDED BY THE BURNET COUNTY AUDITOR, THE OVERALL COST OF ADDING A SINGLE DEPUTY CONSTABLE, WITH AN EQUIVALENT SALARY TO A DEPUTY SHERIFF, IS \$84,124.50.
- FOR OFFICER SAFETY PURPOSES, JPCA HIGHLY RECOMMENDS THAT AT LEAST TWO OFFICERS PERFORM VARIOUS WRITS, SUCH AS POSSESSIONS, ATTACHMENTS AND EXECUTIONS TO NAME A FEW. HAVING SPARE DEPUTIES WILL HELP ACHIEVE THIS RECOMMENDATION AND PROVIDE A SAFER WORKING ENVIRONMENT IN BURNET COUNTY.

NEW EQUIPMENT AND SOFTWARE REQUEST - HAND HELD RADIO

- ! I WOULD LIKE A NEW HAND HELD RADIO THEREFORE I AM REQUESTING \$7,100 FOR A NEW MOTOROLA RADIO
- ! I NEED TO BE ABLE TO STORE AND SECURE MY OWN VIDEO EVIDENCE THEREFORE I AM REQUESTING \$3,500 FOR SOFTWARE

BCCO1 OUTPUT MEASURES - FY2025

- ! MANY MILES OF PROACTIVE PATROL EFFORTS AND COMMUNITY POLICING ON COUNTY ROADWAYS AND HUNDREDS OF NEIGHBORHOOD AND BUSINESS CHECKS. ATTENDING NUMEROUS COMMUNITY EVENTS. HELPING OUT COUNTY RESIDENTS IN MANY DIFFERENT WAYS. THIS HAS LED TO VERY POSITIVE FEEDBACK FOR OUR BURNET COUNTY RESIDENTS AND BUSINESS OWNERS.
- ! HOURS SPENT FOLLOWING SCHOOL BUSES FOR DROP OFFS AND PICK UPS TO CUT DOWN ON VEHICLES PASSING BUSES AS THEY DROP OFF OR PICK UP KIDS.

• SERVING CIVIL PROCESS FOR JP1 AND OTHER COURTS AND SECURITY IN JP1 COURTS

BCCO1 GOALS - FY2026:

- CONTINUE TO EMPLOY CRIME PREVENTION EFFORTS TO PREVENT CRIME.
- ENCOURAGE MORE COOPERATION BETWEEN LAW ENFORCEMENT PARTNERS TO PROMOTE REDUCED CRIME IN BURNET AND SURROUNDING COUNTIES.

BURNET COUNTY CONSTABLE PCT 1

LESLIE RAY

A handwritten signature in blue ink, appearing to read "Leslie Ray", is written below the printed name.

Position Budget Request Form

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

Department:

BCCO 2

Current Position Title:

Proposed Position Title:

DEPUTY CONSTABLE

Requested Classification:

Funding Source:

Proposed Salary Amount:

EQUIVALENT TO DEPUTY SHERIFF

40.44 Hourly/ Annual \$84,124.50

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 WOULD PROVIDE AN INCREASED POLICE PRESENCE TO PREVENT CRIME IN PCT 2 & Burnet County. IN ADDITION, THIS POSITION WOULD SERVE AS A FILL-IN FOR OTHER PRECINCTS IN TIMES OF NEED. THE QUANTITY OF CIVIL PAPERS DOUBLED FROM FISCAL YEAR 2022 TO 2023. 2024 CIVIL ACTIVITY increased THE SAME. THE NUMBER OF COURT APPEARANCES HAS INCREASED 25% YEAR OVER A YEAR, or more. With JP 2 Court hearing TDPS Handgun & DL Hearings, along with PCT 2 Court hearing Truancy. There were 65 Truancy Cases in the school Year 2024-2025. JP 2 Hears all BCISD Truancy in turn makes the work load on the Constable PCT 2 Serving more Papers.

WITH THE CURRENT GROWTH TRAGECTORY OF BOTH POPULATION AND BUSINESS DEVELOPMENT, THE NEED FOR AN ADDITIONAL POSITION(S) IS WARRANTED TO KEEP BURNET COUNTY ONE OF THE SAFEST COUNTIES IN TEXAS.

DEPUTY CONSTABLES EXECUTE CRIMINAL ARREST WARRANTS AND CIVIL PROCESS. Just like any other law enforcement officer, to include the task of Civil Process.

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

BURNET COUNTY CONSTABLE'S OFFICE, PRECINCT 2 (BCCO2)

Constables are the Chief process servers for the Justice of the Peace courts. Constables serve a variety of judicial processes and notices from justice, county, district and other state, county, municipal courts. They also enforce traffic laws, transport prisoners and assist other law enforcement agencies and the public as needed. Constable's offices also are mandated to serve as bailiffs to the Justice of the Peace Courts and Serve its Precinct Court Papers. Burnet County has four Constables, each elected to four-year terms by the voters of Burnet County.

ELECTED OFFICIAL: GARRY ADAMS

BUDGET PROPOSAL

FY2026

ELECTED CONSTABLE SALARY

- BCCO2 IS REQUESTING THAT COMMISSIONERS COURT CONSIDER ADDITIONAL FUNDING TO INCREASE THE SALARY OF ALL BURNET COUNTY ELECTED CONSTABLES TO BE EQUIVALENT TO BURNET COUNTY ELECTED JUSTICES OF PEACE. REVIEWING SALARIES OF SURROUNDING COUNTIES, AS WELL AS OTHER TEXAS COUNTIES, Our RESEARCH FOUND THAT IN MOST CASES THE SALARIES OF CONSTABLES AND JUSTICES OF PEACE ARE EQUIVALENT.
- IN ADDITION TO SERVING THE JUSTICE COURT, CONSTABLES, THEIR POTENTIAL DEPUTIES AND RESERVE DEPUTIES PROVIDE PROACTIVE POLICE SERVICES TO BOTH CONSTITUENTS AND VISITORS WITHIN THEIR RESPECTIVE PRECINCTS. THIS INCLUDES, BUT IS NOT LIMITED TO, COMMUNITY POLICING PRACTICES SUCH AS; PROACTIVE BUSINESS CHECKS, NEIGHBORHOOD AND COUNTY ROAD PATROLS, SCHOOL CAMPUS CHECKS, TRAFFIC ENFORCEMENT, VACATION WATCHES, ETC. CRIME PREVENTION IS THE FOUNDATIONAL PURPOSE OF LAW ENFORCEMENT.
- CONSTABLES HAVE THE SAME AUTHORITY AS SHERIFFS AND POLICEMAN ALIKE. CONSTABLES ARE REQUIRED TO RECEIVE ALL THE SAME TRAINING AS THOSE LAW ENFORCEMENT POSITIONS IN ADDITION TO THEIR MANDATED CIVIL TRAINING.
- TEXAS CONSTABLES CELEBRATED 200 YEARS IN 2023, THE OLDEST FORM OF LAW ENFORCEMENT IN TEXAS AND THE OLDEST FORM OF LAW ENFORCEMENT IN RECORDED HISTORY.

NEW POSITION REQUEST - DEPUTY CONSTABLE

- BURNET COUNTY CURRENTLY HAS ONE ELECTED CONSTABLE IN EACH OF ITS FOUR PRECINCTS. BCCO2 IS REQUESTING THAT COMMISSIONER'S COURT CONSIDER ADDING FUNDING FOR ONE DEPUTY CONSTABLE POSITION FOR PRECINCT 2, OR ADDING TWO POSITIONS, THOSE DEPUTIES WOULD BE SHARED AMONG THE FOUR CONSTABLE OFFICES AND WOULD ALLOW COVERAGE IN THE EVENT THAT ONE OF THE CONSTABLES IS ABSENT FROM HIS/HER OFFICE. IN ADDITION, THE ADDED POLICE PRESENCE WILL HELP PREVENT CRIME AND PROMOTE A SAFER BURNET COUNTY.

IF IT IS DETERMINED THAT THE FUNDING FOR TWO DEPUTIES IS INAPPROPRIATE AT THIS TIME, I REQUEST FUNDING FOR ONE DEPUTY BE CONSIDERED.

- IF IT IS DETERMINED THAT ADDING A DEPUTY TO THE BCCO2 OFFICE, OR ADDING 2 FOR THE FOUR PRECINCT TO SHARE IS INAPPROPRIATE. I AM ASKING FOR 2 MORE POSITIONS FOR RESERVE DEPUTIES.
- COMPARING THE CIVIL PAPER ACTIVITY REPORTS FROM 2022 AND 2023, THERE WAS A 110% INCREASE IN PCT 2, FROM (92) IN 2022 TO (195) IN 2023 or MORE. THOSE NUMBERS ARE EXPECTED TO INCREASE BASED ON POPULATION AND BUSINESS GROWTH. IN 2023, PCT 2 SAW A 20% (107) INCREASE IN COURT HEARINGS (BY JUDGE OR JURY) COMPARED TO 2022 (85). ANOTHER 20% INCREASE WAS EXPERIENCED IN COURT APPEARANCES IN FY2025 TO DATE. ACCORDING TO A RECENT ARTICLE IN THE DAILY TRIBUNE, BURNET COUNTY IS RANKED 2ND IN TEXAS AND 6TH IN THE NATION FOR INCOMING INVESTMENTS IN 2024. BASED ON THE STUDY CITED IN THE ARTICLE (SMARTASSET), BURNET COUNTY HAS SEEN A 33.88% RISE IN THE NUMBER OF NEW BUSINESSES STARTED OVER THE PAST THREE YEARS AND A REPORTED 63.57% (PER 1,000) HOMES INCREASE IN NEW HOME BUILDING PERMITS.
- BASED ON CURRENT NUMBERS PROVIDED BY THE BURNET COUNTY AUDITOR, THE OVERALL COST OF ADDING A SINGLE DEPUTY CONSTABLE, WITH AN EQUIVALENT SALARY TO A DEPUTY SHERIFF, IS \$84,124.50.
- FOR OFFICER SAFETY PURPOSES, JPCA HIGHLY RECOMMENDS THAT AT LEAST TWO OFFICER PERFORM VARIOUS WRITS, SUCH AS POSSESSIONS, ATTACHMENTS AND EXECUTIONS TO NAME A FEW. BURNET COUNTY PCT 2 ALSO HAS A STATE PRISON (TDCJ) FOR SERVING CITATIONS, CHILD SUPPORT OR ALTERATION DOCUMENTS AND SUCH. HAVING SPARE DEPUTIES WILL HELP ACHIEVE THIS RECOMMENDATION AND PROVIDE A SAFER WORKING ENVIRONMENT IN BURNET COUNTY.

REQUEST FOR NEW VEHICLE

- BCCO2 CURRENT PATROL UNIT IS A 2015 CHEVROLET TAHOE. AT THE START OF THE 2026 BUDGET YEAR, THAT SAME UNIT WILL BE ELEVEN (11) YEARS OLD.
- BCCO PCT 2 IS REQUESTING A REPLACEMENT UNIT (4X4 TRUCK or POLICE PACKAGE PURSUIT CHEVROLET TAHOE AND EQUIPMENT) IF NO DEPUTY IS GRANTED. IF A DEPUTY IS GRANTED THEN THIS REQUEST WOULD BE FOR AN ADDITIONAL UNIT, UPFITTED WITH EQUIPMENT. COST OF UNIT AND UPFITTING FROM BCSO LAST PURCHASED WAS 97,000.00 USING THE OLDER UNIT FOR THE NEW POSITION.
- CONSIDERING THE TERRAIN, TOPOGRAPHY, COUNTY PARKS AND SUCH AND AREA PARKS, A 4X4 TRUCK WOULD BE MORE SUITABLE THAN THE LOW TO GROUND SUV CURRENTLY IN USE. BURNET COUNTY PCT 2 HAS 190 LINEAR MILES AND UNKNOWN SQUARE (INCLUDING STATE ROADS) MILES TO PATROL.
- BCCO PCT 2 WOULD ALSO ADD LPR FOR SECURITY OF SCHOOLS (LOCATING SEX OFFENDER) AMBER ALERTS, OTHER ALERTS AND STOLEN VEHICLES.

BCCO2 OUTPUT MEASURES - FY2025:

- MANY THOUSANDS OF MILES OF PROACTIVE PATROL EFFORTS AND COMMUNITY POLICING ON COUNTY ROADWAYS AND HUNDREDS OF NEIGHBORHOOD AND BUSINESS CHECKS. THIS RESULTED IN VERY POSITIVE FEEDBACK FOR OUR BURNET COUNTY RESIDENTS AND BUSINESS OWNERS.
- ROUTINE SCHOOL CAMPUS CHECKS WERE CONDUCTED TO PROMOTE SAFETY FOR OUR STUDENTS AND SCHOOL FACULTY. SPEAKING ENGAGEMENTS WITH STUDENTS AT AREA SCHOOLS PROMOTES FUTURE COOPERATION FROM OUR YOUTH AND THEIR EDUCATION OF LAW ENFORCEMENT IN GENERAL.
- ASSISTED BURNET COUNTY AND DISTRICT ATTORNEY'S OFFICES AS A SPECIAL INVESTIGATOR IN MAJOR INVESTIGATIONS. THIS PROMOTES THE COOPERATION AMONG OUR LOCAL LAW ENFORCEMENT PARTNERS AND STRENGTHENS TEAMWORK OVERALL

BCCO2 GOALS - FY2026:

- CONTINUE TO EMPLOY CRIME PREVENTION EFFORTS TO PREVENT CRIME.
- ENCOURAGE MORE COOPERATION BETWEEN LAW ENFORCEMENT PARTNERS TO PROMOTE REDUCED CRIME IN BURNET AND SURROUNDING COUNTIES.
- CREATE A DEPUTY POSITION TO AID LAW ENFORCEMENT PARTNERS AND PLAY A CRUCIAL ROLE IN IDENTIFYING AND ANALYZING SIGNIFICANT THREATS TO THE SAFETY AND SECURITY OF THE PUBLIC.

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:

I am requesting that the Part-Time Clerk position be converted to a Full-Time role due to an increase in workflow, as well as evolving requirements within our office. This position plays a vital role in managing the day-to-day operations of the office, including the processing of paperwork, data entry in Odyssey, and maintaining multiple-state required databases, such as the Public Safety Reporting System. In addition, this position handles inmate correspondence & phone calls. This position has begun the development of resource packets for inmates in need of assistance. These packets include information on obtaining many things including mental health & substance abuse treatment, housing, food, medication & many other needs. At the current limit of 24 hours per week, it is not feasible for this position to adequately keep up with essential clerical duties, let alone additional responsibilities aimed at supporting reentry efforts & reducing recidivism. Our office's statistics support the increased demand & clearly show the need for expanding this position to full-time. Doing so will enhance both operational efficiency & our ability to provide meaningful support to those with specific needs such as mental health.

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

BURNET COUNTY MAGISTRATE OFFICE

Overview

The Burnet County Magistrate Department was established under Government Code §54.1501, which authorizes the Commissioners Court to appoint magistrates based on specific qualifications. The department is comprised of a Chief Magistrate, a Magistrate, and—beginning in FY25—a part-time clerk.

The Magistrate Department is responsible for safeguarding the civil rights of all defendants and ensuring compliance with statutory requirements to guarantee fair and just treatment throughout every interaction with our office.

Key functions of the department include:

- Conducting initial bail hearings and reviewing bail reduction requests.
- Granting personal bonds and issuing statutory personal bonds for defendants who remain in custody beyond the legally allowed time for unfiled cases.
- Evaluating and setting bond terms and conditions appropriate to each unfiled case. These cases remain under the jurisdiction of the Magistrate's Office until formally filed with the appropriate court.
- Issuing Bond Revocation and Surety Surrender Warrants.

Additionally, the department:

- Processes applications for court-appointed attorneys for defendants in custody or with unfiled cases.
- Issues orders for mental health assessments in accordance with the Sandra Bland Act.
- Collaborates with the local Mental Health Authority and BCSO Mental Health Officers (CIT) to provide appropriate services or diversions for individuals who may benefit from mental health support.

The Magistrate Department is committed to maintaining current knowledge of statutory changes enacted by the Texas Legislature that may affect our operations. Regular training ensures that our staff remains informed and compliant with evolving legal standards including the training necessary to be in compliance with the state mandated Public Safety Reporting System, TCCP Art 17.023.

Statistics (August 2024 – May 2025)

- Magistrations – 1487
- Court Appointed Attorney Applications – 1121
- Pleas coordinated for Municipal and Justice of the Peace Courts – 122
- Order for Mental Health Assessments (16.22) – 156
- Mental Health Diversions – 24
- Emergency Protective Orders issued and modifications to EPO's – 189
- Warrants issued – 106
- Scramx, Drug Patch and Ignition Interlock Orders – 70
- Jail Release Verifications for Municipal and Justice of the Peace Courts – 165

Goals

The Burnet County Magistrate Department will continue its efforts to develop a comprehensive resource guide for individuals in need of mental health services, substance abuse treatment, and assistance with basic daily needs such as food, clothing, housing, and employment.

We are also committed to creating a separate resource guide specifically designed to support defendants and families affected by Dementia and Alzheimer's disease.

In addition, we will maintain and strengthen our efforts to divert individuals from incarceration when appropriate.

Our office remains dedicated to ongoing training and will continue to stay current with all statutory requirements to ensure we serve our community effectively and lawfully.

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE D. JUDICIAL PERSONNEL AND OFFICIALS

CHAPTER 54. MASTERS; MAGISTRATES; REFEREES; ASSOCIATE JUDGES

SUBCHAPTER DD. BURNET COUNTY CRIMINAL MAGISTRATES

The following section was amended by the 89th Legislature. Pending publication of the current statutes, see S.B. 664 and S.B. 2878, 89th Legislature, Regular Session, for amendments affecting the following section.

Sec. 54.1501. APPOINTMENT. (a) The Commissioners Court of Burnet County may select magistrates to serve the courts of Burnet County having jurisdiction in criminal matters.

(b) The commissioners court shall establish the minimum qualifications, salary, benefits, and other compensation of each magistrate position and shall determine whether the position is full-time or part-time. The qualifications must require the magistrate to:

(1) have served as a justice of the peace or municipal court judge; or

(2) be an attorney licensed in this state.

(c) A magistrate appointed under this section serves at the pleasure of the commissioners court.

Added by Acts 2011, 82nd Leg., R.S., Ch. 863 (H.B. 3844), Sec. 1, eff. June 17, 2011.

Redesignated from Government Code, Section 54.1951 by Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. 1093), Sec. 22.001(19), eff. September 1, 2013.

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:

A second position is needed in the Burnet County Office of Emergency Management to cope with the future growth of Burnet County, Operations Tempo, and establish this program in a way that reflects the needs and future needs of the program.

- The proposed salary would be commensurate with the expected duties and knowledge requirements of the individual. In short, their responsibilities would be to act in the Emergency Management Coordinator's (EMC) stead should the EMC be on vacation or otherwise indisposed. This individual would also act as the EOC Manager or Incident Commander in the EOC during 24 hr operations, working the opposite shift of the EMC. This individual would also be responsible for attending fewer meetings. Therefore giving more time towards focused efforts within the Office of Emergency Management's portfolio and priorities.

More details are attached.

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:

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

Crisis Intervention Team

BREAKDOWN OF THE TYPES OF COMMITMENTS/TRANSPORTS AND INVOLVED FACILITIES

[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
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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	#####	=		

<u>2024</u>						
0	Consumers diverted from follow up	x	\$1,552.00	=		\$0.00

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

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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:

Elections

Current Position Title:

Elections Administrator

Proposed Position Title:

Elections Administrator

Requested Classification:

72-7

Funding Source:

Budget 100-4900-1040

Proposed Salary Amount:

3,610.88 per pay period X 7 pay periods = \$25,276.16

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 is a replacement for the current Elections Admin with overlap for training and preparing the new person to be on their own starting January of 2026. Since I am retiring as of December 31, 2025, and I am requesting that the replacement person starts around September 1, 2025 since that is when the November election process officially starts, I feel like this new person should be here through the entire process of one election before being on their own.

- I would like to use money from this year FY25 budget to pay for their September payroll. I will do a line item transfer into 100-4900-1040 from my contract labor line item to fund September payroll for this new person.

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