



BURNET COUNTY JAIL

BURNET COUNTY JAIL

FY 2026 BUDGET PROPOSAL

Presented to:

Burnet County Commissioners Court

Prepared by:

Burnet County Jail Administration

Burnet County Sheriff's Office

Summary:

This proposal outlines the projected financial needs and priorities of the Burnet County Jail for Fiscal Year 2026, including personnel, operations, maintenance, and capital requests to ensure safety, compliance, and efficient facility operations.

Total Budget	
1	2

Account Number	Account Name	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Budget Remaining	Percent Remaining	FY26 Request	Description or Additional Notes
5120 - COUNTY JAIL									
180 - RESTRICTED									
40 - OTHER CHARGES & SERVICES									
180-5120-4912	JAIL OPERATIONS	\$50,000.00	\$0.00	\$18,948.00	\$18,524.00	\$12,528.00	25.06%	\$50,000.00	
	40 Total:	\$50,000.00	\$0.00	\$18,948.00	\$18,524.00	\$12,528.00	25.06%		
50 - CAPITAL OUTLAY									
180-5120-5760	MACH/EQUIP(CAPITALIZE D)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	100.00%	\$200,000.00	fire panel/water heaters etc
	50 Total:	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	100.00%	\$250,000.00	
	180 Total:	\$150,000.00	\$0.00	\$18,948.00	\$18,524.00	\$112,528.00	75.02%		
270 - COUNTY JAIL									
10 - PERSONNEL									
270-5120-1040	CLERK /SUPPORT STAFF	\$125,011.33	\$9,822.41	\$80,543.69	\$0.00	\$44,467.64	35.57%	\$131,261.89	5% increase shown
270-5120-1055	COMMAND STAFF	\$299,889.83	\$23,068.46	\$189,161.37	\$0.00	\$110,728.46	36.92%	\$314,884.32	5% increase shown
270-5120-1056	SERGEANT	\$482,300.58	\$37,983.37	\$308,902.07	\$0.00	\$173,398.51	35.95%	\$506,415.60	5% increase shown
270-5120-1058	DEPUTIES/CO'S- SHIFT	\$3,930,683.10	\$290,538.97	\$2,327,545.79	\$0.00	\$1,603,137.31	40.79%	\$4,127,217.28	5% increase shown
270-5120-1100	LONGEVITY	\$82,140.00	\$0.00	\$80,045.00	\$0.00	\$2,095.00	2.55%	\$82,500.00	5% increase shown
270-5120-1105	CERTIFICATE	\$10,000.00	\$992.36	\$8,054.24	\$0.00	\$1,945.76	19.46%	\$50,000.00	5% increase shown
270-5120-1410	TECHNICIAN/MAINT	\$119,343.75	\$9,180.80	\$75,354.62	\$0.00	\$43,989.13	36.86%	\$125,310.93	5% increase shown
270-5120-1990	OVERTIME	\$30,000.00	\$13,090.46	\$117,794.70	\$0.00	-\$87,794.70	-292.65%	\$100,000.00	or leave and use lapse salary
270-5120-2010	FICA/MDCR	\$360,000.00	\$28,518.44	\$235,597.67	\$0.00	\$124,402.33	34.56%	\$360,000.00	
270-5120-2020	GROUP INSURANCE	\$895,000.00	\$78,129.46	\$625,022.31	\$0.00	\$269,977.69	30.17%	\$895,000.00	
270-5120-2030	RETIREMENT	\$548,064.37	\$40,814.07	\$339,600.33	\$0.00	\$208,464.04	38.04%	\$548,064.37	
270-5120-2040	WORKERS COMP INSURANCE	\$85,000.00	\$6,836.41	\$59,353.32	\$0.00	\$25,646.68	30.17%	\$85,000.00	
270-5120-2050	UNEMPL INSURANCE	\$11,500.00	\$192.35	\$1,702.03	\$0.00	\$9,797.97	85.20%	\$11,500.00	
270-5120-2070	SUPPLEMENTAL DEATH BENEFIT	\$13,500.00	\$846.31	\$6,992.40	\$0.00	\$6,507.60	48.20%	\$13,500.00	
	10 Total:	\$6,992,432.96	\$540,013.87	\$4,455,669.54	\$0.00	\$2,536,763.42	36.28%	\$7,350,654.37	
30 - SUPPLIES									
270-5120-3300	OPERATING SUPPLIES	\$24,637.28	\$226.17	\$12,502.80	\$127.13	\$12,007.35	48.74%	\$40,000.00	
270-5120-3310	GASOLINE/DIESEL/ETC	\$20,000.00	\$2,836.33	\$12,606.76	\$0.00	\$7,393.24	36.97%	\$25,000.00	over leave and use reserve
270-5120-3350	INMATE FOOD COSTS	\$665,570.00	\$72,394.93	\$430,289.17	\$0.00	\$235,280.83	35.35%	\$850,000.00	4.7 cpi, can bid in Feb
270-5120-3400	JANITORIAL SUPPLIES	\$60,000.00	\$0.00	\$46,883.36	\$171.95	\$12,944.69	21.57%	\$60,000.00	
270-5120-3450	MAINTENANCE SUPPLIES & RE...	\$182,735.00	\$2,993.78	\$57,373.06	\$61,964.25	\$63,397.69	34.69%	\$180,000.00	
270-5120-3990	SECURITY SUPPLIES	\$3,770.47	\$54.89	\$3,825.36	\$0.00	-\$54.89	-1.46%	\$7,800.00	original dollar amount
	30 Total:	\$956,712.75	\$78,506.10	\$563,480.51	\$62,263.33	\$330,968.91	34.59%	\$1,172,800.00	
40 - OTHER CHARGES & SERVICES									

270-5120-4000	CONTRACTS & AGREEMENTS	\$22,000.00	\$1,379.17	\$16,710.74	\$0.00	\$5,289.26	24.04%	\$25,000.00	pest control, grease trap
270-5120-4020	INMATE SUPPLIES COST	\$37,000.00	\$1,393.20	\$475.37	\$5,132.30	\$31,392.33	84.84%	\$37,000.00	
270-5120-4090	INSURANCE	\$60,000.00	\$0.00	\$38,968.00	\$0.00	\$21,032.00	35.05%	\$60,000.00	
270-5120-4120	JAIL MEDICAL COSTS	\$1,420,000.00	\$5,064.48	\$781,745.73	\$0.00	\$638,254.27	44.95%	\$1,473,980.00	3.8% cpi
270-5120-4130	EMPL PHYSICAL/PSYCH EXAMS	\$11,000.00	\$0.00	\$3,840.00	\$1,000.00	\$6,160.00	56.00%	\$15,000.00	employee turnover- dr appts
270-5120-4200	TELEPHONE/CELL/MOBILE BB	\$42,000.00	\$2,765.88	\$11,058.03	\$0.00	\$30,941.97	73.67%	\$42,000.00	
270-5120-4250	TRAVEL/MILEAGE	\$26,500.00	\$114.00	\$16,594.61	\$1,800.00	\$8,105.39	30.59%	\$50,000.00	inmate transports
270-5120-4270	CONFERENCE/DUES/TRAINING	\$15,000.00	\$1,773.67	\$11,311.67	\$2,643.75	\$1,044.58	6.96%	\$25,000.00	oss academy portion
270-5120-4370	UTILITIES-BCJ	\$340,000.00	\$27,746.98	\$201,337.62	\$0.00	\$138,662.38	40.78%	\$340,000.00	
270-5120-4510	VEHICLE REPAIRMENT	\$12,000.00	\$53.50	\$6,514.20	\$793.00	\$4,692.80	39.11%	\$15,000.00	tire cost up
270-5120-4620	COPIER RENTAL	\$1,000.00	\$155.56	\$1,011.69	\$0.00	-\$11.69	-1.17%	\$1,500.00	under budgeted now
270-5120-4820	UNIFORMS	\$10,800.00	\$177.50	\$648.49	\$1,211.75	\$8,939.76	82.78%	\$10,800.00	
	40 Total:	\$1,997,300.00	\$40,623.94	\$1,090,216.15	\$12,580.80	\$894,503.05	44.79%	\$2,105,260.00	
50 - CAPITAL OUTLAY									
270-5120-5750	MACH/EQUIP(INVENTORIED)	\$1,579.00	\$1,544.00	\$1,544.00	\$541.55	-\$506.55	-32.08%	\$10,000.00	tool replacments, G.L.O.V.E
270-5120-5760	MACH/EQUIP(CAPITALIZED)	\$2,813.25	\$0.00	\$2,813.25	\$0.00	\$0.00	0.00%	\$70,000.00	vehicle
	50 Total:	\$4,392.25	\$1,544.00	\$4,357.25	\$541.55	-\$506.55	-11.53%	\$80,000.00	
	270 Total...	\$9,950,837.96	\$660,687.91	\$6,113,723.45	\$75,385.68	\$3,761,728.83	37.80%		
296 - SB 22 - Sheriff									
10 - PERSONNEL									
296-5120-1055	COMMAND STAFF - JAIL	\$13,340.98	\$1,026.24	\$8,723.04	\$0.00	\$4,617.94	34.61%	\$13,340.98	
	10 Total:	\$13,340.98	\$1,026.24	\$8,723.04	\$0.00	\$4,617.94	34.61%	\$13,340.98	
20 - FRINGE BENEFITS									
296-5120-2010	FICA/MCARE	\$1,030.00	\$75.18	\$640.71	\$0.00	\$389.29	37.80%	\$1,030.00	
296-5120-2030	RETIREMENT	\$1,605.00	\$108.88	\$931.96	\$0.00	\$673.04	41.93%	\$1,605.00	
296-5120-2040	WORKERS COMP	\$250.00	\$18.36	\$157.77	\$0.00	\$92.23	36.89%	\$250.00	
296-5120-2050	UNEMPLOYMENT	\$10.00	\$0.50	\$4.61	\$0.00	\$5.39	53.90%	\$10.00	
296-5120-2070	SUPPLEMENTAL DEATH BENEFITS	\$45.00	\$2.24	\$19.04	\$0.00	\$25.96	57.69%	\$45.00	
	20 Total:	\$2,940.00	\$205.16	\$1,754.09	\$0.00	\$1,185.91	40.34%	\$2,940.00	
	296 Total...	\$16,280.98	\$1,231.40	\$10,477.13	\$0.00	\$5,803.85	35.65%		
719 - CAPITAL PROJECTS-SERIES 2019									
719-5120-5550	BUILDING AND IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$487,376.00	-\$487,376.00	0.00%	\$0.00	

	50 Total:	\$0.00	\$0.00	\$0.00	\$487,376.00	-\$487,376.00	0.00%	\$0.00	
	719 Total:	\$0.00	\$0.00	\$0.00	\$487,376.00	-\$487,376.00	0.00%		
	5120 Total:	\$10,117,118.94	\$661,919.31	\$6,143,148.58	\$581,285.68	\$3,392,684.68	33.53%		
							TOTAL	\$10,974,995.35	
6890 - CERTIFICATE OF OBLIGATION SERIES 2015 (JAIL)									
600 - DEBT SERVICE									
60 - DEBT SERVICE									
600-6890-6100	PRINCIPAL	\$850,000.00	\$0.00	\$850,000.00	\$0.00	\$0.00	0.00%	\$850,000.00	
600-6890-6500	INTEREST	\$154,052.50	\$0.00	\$78,407.50	\$0.00	\$75,645.00	49.10%	\$154,052.50	
	60 To	\$1,004,052.50	\$0.00	\$928,407.50	\$0.00	\$75,645.00	7.53%	\$1,004,052.50	
	600 To	\$1,004,052.50	\$0.00	\$928,407.50	\$0.00	\$75,645.00	7.53%		
	6890 To	\$1,004,052.50	\$0.00	\$928,407.50	\$0.00	\$75,645.00	7.53%		
							TOTAL	\$1,004,052.50	
4740 - BLOOD DRAW PROGRAM									
510 - BLOOD DRAW PROGRAM									
30 - SUPPLIES									
510-4740-3300	OPERATING SUPPLIES	\$2,000.00	\$0.00	\$0.00	\$790.00	\$1,210.00	60.50%	\$2,000.00	
	30 TOTAL:	\$2,000.00	\$0.00	\$0.00	\$790.00	\$1,210.00	60.50%	\$2,000.00	
40 - OTHER CHARGES & SERVICES									
510-4740-4930	CONTRACT SERVICES	\$10,000.00	\$600.00	\$4,275.00	\$0.00	\$5,725.00	57.25%	\$10,000.00	blood draw city of burnet
	40 Total:	\$10,000.00	\$600.00	\$4,275.00	\$0.00	\$5,725.00	57.25%	\$10,000.00	
	510 Total...	\$12,000.00	\$600.00	\$4,275.00	\$790.00	\$6,935.00	57.79%		
	4740 Total:	\$12,000.00	\$600.00	\$4,275.00	\$790.00	\$6,935.00	57.79%		
							TOTAL	\$12,000.00	
							5120,6890, & 4740 TOTAL	\$11,991,047.85	

Output Measures		
Office	Description	Goal
County Jail	Number of staff training hours completed	30 hours per officer/year
County Jail	Number of medical screenings completed at intake	100% of new inmates
County Jail	Number of disciplinary reports processed	Monitor for behavioral trends

Outcome Measures		
Office	Description	Goal
County Jail	Incidents of inmate violence per 100 inmates	Fewer than 3 per month
County Jail	Inmate grievances resolved within 10 days	≥ 90%
County Jail	Compliance with state/federal jail inspection standards	100% compliance
County Jail	Inmate satisfaction with medical and mental health services	≥ 85% satisfaction rate
County Jail	Inmate satisfaction with food service	less than 10 complaints a month
County Jail	Percentage of staff retention over 12 months	≥ 85%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	TX_BurnetCounty													
5	2024	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Totals
6	POPULATION STATS													
7	Average Daily Population	331	391	402	370	399	460	496	502	510	494	410	420	9106
8	On-Site Care													
9	Number of Sick Calls Recvd (SCR)	229	204	528	353	467	420	338	306	396	337	229	261	4068
10	Number of SCR's Seen by NURSE	196	160	199	280	377	278	221	182	250	220	169	169	2701
11	TOTAL INTAKES Completed	178	212	182	186	347	339	362	306	258	289	162	235	3056
12	Number Inmates Seen by PROVIDER	187	170	122	130	241	181	255	162	163	177	111	121	2020
13	Number of X-RAYS	6	10	12	15	25	14	16	10	6	16	6	15	151
14	Number of PPD IMPLANTED	117	104	106	67	77	68	71	69	96	60	25	54	914
15	Number of PPD READ	135	81	102	66	77	67	71	67	95	59	24	54	898
16	Narcan Doses Administrered	0	0	0	0	2	0	0	0	0	0	0	0	2
17	Number of Inmates PREGNANT	2	1	1	0	1	1	2	2	2	0	1	2	15
18	Number of inmates in MED housing	18	2	2	2	3	3	3	2	2	2	2	2	43
19	Mental Health Care													
20	Number of MH SCR's SEEN	113	109	104	102	99	103	211	276	193	210	104	128	1752
21	SUICIDES attempted	0	0	0	0	1	0	0	0	0	0	0	0	1
22	SUICIDES completed	0	0	0	0	0	0	0	0	0	0	0	0	0
23	Off-Site Care													
24	Number of ER VISITS	8	11	6	3	4	9	8	8	7	5	2	4	75
25	Number of HOSPITAL ADMITS	1	1	3	0	1	2	1	1	1	1	0	0	12
26	Number of HOSPITAL DAYS	26	3	5	0	2	4	3	7	7	3	0	0	60
27	Medical OR/PR Requests													
28	Medical OR Requested	0	4	2	0	1	0	0	1	0	0	0	0	8
29	Medical OR Approved	0	1	0	0	0	0	0	1	0	0	0	0	2
30	MAT STATS (If applicable)													
31	Total enrolled in MAT	16	0	0	0	0	0	0	0	0	0	0	0	16
32	Receiving Suboxone	2	0	0	1	1	2	2	1	0	1	0	1	11
33	Receiving Vivitrol	0	0	0	0	0	0	0	0	0	0	0	0	0
34	Receiving Subutex	0	0	0	0	1	1	0	0	0	0	0	1	3
35	Receing Metadone countinuation	0	0	0	0	0	0	0	0	0	0	0	0	0
36	Pts. Referred to Community Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0
37	Pts. Seen by Community Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0
38	Appoitments made by Community Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0
39	Narcan Kits Distributed	0	0	0	0	0	0	0	0	0	0	0	0	0
40	Comments													
41	Comments (Right Click on the Cell and click "Add Note")													

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	TX_BurnetCounty													
5	2025	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Totals
6	POPULATION STATS													
7	Average Daily Population	440	430	480	440	462								3262
8	On-Site Care													
9	Number of Sick Calls Recvd (SCR)	227	256	347	308	249								1387
10	Number of SCR's Seen by NURSE	163	176	219	169	164								891
11	TOTAL INTAKES Completed	206	309	299	352	304								1470
12	Number Inmates Seen by PROVIDER	189	129	122	121	126								687
13	Number of X-RAYS	12	8	9	13	14								56
14	Number of PPD IMPLANTED	39	42	43	38	33								195
15	Number of PPD READ	38	42	43	38	33								194
16	Narcan Doses Administrered	0	0	0	0	0								0
17	Number of Inmates PREGNANT	1	0	1	0	0								2
18	Number of inmates in MED housing	2	2	2	2	2								10
19	Mental Health Care													
20	Number of MH SCR's SEEN	120	134	103	145	150								652
21	SUICIDES attempted	0	0	0	0	0								0
22	SUICIDES completed	0	0	0	0	0								0
23	Off-Site Care													
24	Number of ER VISITS	1	2	2	3	2								10
25	Number of HOSPITAL ADMITS	1	1	1	0	0								3
26	Number of HOSPITAL DAYS	2	1	5	0	0								8
27	Medical OR/PR Requests													
28	Medical OR Requested	0	0	3	0	1								4
29	Medical OR Approved	0	0	1	0	0								1
30	MAT STATS (If applicable)													
31	Total enrolled in MAT	1	1	2	1	0								5
32	Receiving Suboxone	1	1	2	1	0								5
33	Receiving Vivitrol	0	0	0	0	0								0
34	Receiving Subutex	1	0	0	0	0								1
35	Receing Metadone countinuation	0	0	0	0	0								0
36	Pts. Referred to Community Coordinator	0	0	0	0	0								0
37	Pts. Seen by Community Coordinator	0	0	0	0	0								0
38	Appoitments made by Community Coordinator	0	0	0	0	0								0
39	Narcan Kits Distributed	0	0	0	0	0								0
40	Comments													
41	Comments (Right Click on the Cell and click "Add Note")													

CONTRACT BILLING 10-1-2024 THRU 7-21-2025

USMS	\$2,341,120.00
BELL CO	\$1,105,600.00
BERTRAM PD	\$1,200.00
BEXAR CO	\$2,915,440.00
BURNET PD	\$9,400.00
COTTONWOOD PD	\$3,300.00
GRANITE SHOALS PD	\$5,000.00
LIBERTY CO	\$13,090.00
LLANO CO	\$409,520.00
MARBLE FALLS PD	\$17,700.00
TOTAL	\$6,821,370.00

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

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.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: **TRANSPORT OFFICER-
JAILER**

DEPARTMENT: **BURNET COUNTY JAIL**

REPORTS TO: **Transport Corporal**

CLASSIFICATION: **GROUP 160**

GENERAL DESCRIPTION *This position will be assigned to the transport team and engage in all functions related to transports and processing incoming County and USMS chains at the direction of the Lieutenant or Shift Supervisor.*

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Conduct transports as directed and scheduled by Sergeants and above.
2. Notifies superiors of major crimes, serious accidents, significant employee complaints and other incidents in a timely manner.
3. Conducts inspections. Reports all major incidents and crimes to the Ranking Officer.
4. Performs mandatory security checks, and facility and vehicle inspections.
5. Monitors and enforces all Sheriff's Office policies, procedures and rules.
6. Utilizes information systems in order to perform essential duties including employee performance evaluation, incident investigation and review, use of resources, workload and performance measures, and the creation/preparation of documents and reports.
7. Documents citizen and employee allegations of misconduct and notifies the Lieutenant of the complaint.
8. Verifies that reports and logs are accurate and legible.
9. Ensure complete transport logs are filled out completely and turned into the business office daily.
10. Assists in unit operational requirements as needed.
11. Provides court testimony as required.
12. Must maintain physical fitness in order to perform the essential duties of the position.
13. Uses reasonable force when necessary.
14. Maintain clean driving records.
15. Must be flexible with work duty hours and scheduled work days to include some holidays. Hours may vary according to transport scheduling.
16. Must enforce all applied rules and regulation of given position.

17. Must complete mandatory paperwork and ensure all training requirements are current.
18. Must produce legal documents as required by assigned duties.
19. Performs all other related duties as assigned as needed, including duties required.
20. Attends and completes all training required by statute or to maintain required certification(s) and license(s).
21. Ability to obtain and maintain CDL licenses as needed or required.

ADDITIONAL RESPONSIBILITIES

- 1 Must take appropriate action to accomplish assigned duties and accept accountability for outcomes.
- 2 Must use appropriate physical force when necessary to prevent the imminent threat of death or serious bodily injury to others or self.

EDUCATION REQUIREMENTS

High School diploma or GED. Three years related experience as a Detention Officer preferred. Must have Texas Basic Jailer Certification (Intermediate preferred). Basic Texas Peace Officer Certification preferred but not required. Must possess a valid Texas Driver's License and/or obtain a license within 30 days.

EXPERIENCE AND SKILLS

- Must have good interpersonal and public relations skills.
- Must be able to understand, interpret and properly apply court orders, relevant State statutes including the code of criminal procedure, Penal Code, State Jail Standards and all other statutes, ordinances, policies and procedures required to perform essential job duties of the position assigned.
- Must be able to prepare official documents required to perform assigned functions including but not limited to interoffice memos and letters to other agencies, affidavits, investigative reports, and case filing documents.
- Must have basic computer skills.
- Must have ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Must have ability to work with employees and citizens from diverse population groups in order to comply with the Department mission and best serve the public interest.
- Must be have the ability obtain a CDL with passenger endorsement within 90 days of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the incumbent must be able to regularly stoop, sit, walk, rapidly climb stairs or ladders, run and lift up to 100 pounds. Must be able to regularly exert physical force in order to control inmates when necessary and lift, twist and throw persons during defensive tactics. May sit at a work station for prolonged periods of time writing, typing, using a computer, or telephoning citizens or personnel for information. May be exposed to communicable diseases.

SPECIAL CONDITIONS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Must have the ability to work well with others. 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.

Must be willing to work overtime, weekends, holidays, rotating shifts, evenings and nights.

TRANSPORT TRACKING AND USMS TRANSPORT BILLING

	10/23 TO 9/24	10/24 TIL 7-21-25
MEDICAL	168	159
OUT OF STATE	9	8
IN STATE	503	318
COURT	336	296
TOTAL	1016	781

USMS TRANSPORT	10/23 TO 9/24		10/2024 TIL 7-21-25	
JAN	\$16,292.10		\$10,403.40	
FEB	\$8,285.28		\$16,600.60	
MAR	\$14,547.17		\$15,433.40	
APRI	\$14,962.66		\$18,606.20	
MAY	\$15,377.04		\$13,000.50	
JUN	\$14,565.47		\$8,781.70	
JULY	\$16,080.26			
AUG	\$13,489.52			
SEP	\$12,230.24			
OCT	\$3,328.05	2023	\$12,657.60	2024
NOV	\$6,205.97	2023	\$9,620.53	2024
DEC	\$8,035.99	2023	\$10,129.35	2024
	\$143,399.75		\$115,233.28	

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:

SUPPORT SERVICES UTILITY OFFICER

Requested Classification:

155 BASED ON CURRENT STEP OF APPLICANT

Funding Source:

NEW POSITION

Proposed Salary Amount:

\$24.23- \$26.90 BASED ON STEP

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 amount of Inmates and clothing required having a full time security officer to oversee the laundry and supplies would be beneficial. The officer would ensure washer are at full capacity saving water, electric, and chemicals. They would ensure all issued items are in good repair and are not damaged due to over drying. Accountability for all supplies and oversee the sewing repairs of clothing. Officer would be able to utilize and oversee inmate labor needed throughout the facility. They would also oversee the sanitation over the jail ensuring cleaning supplies were accounted for, issued and replaced/refilled when required.

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: Support Services Utility
DEPARTMENT: BURNET COUNTY JAIL
REPORTS TO: SHERIFF, THROUGH CHAIN OF COMMAND
CLASSIFICATION: GROUP 155 - BASED ON CERTIFICATIONS

GENERAL DESCRIPTION

This position will supervise inmates who are confined 24 hours a day, seven days a week in the Burnet County Jail system to ensure the safe keeping of all inmate property and maintain care for all persons in the custody of the Sheriff. This position may also perform basic administrative duties to arrange and coordinate the surrender and transfer to Burnet County Texas of individuals accused or convicted of offenses outside the territory of the asylum state and within the territorial jurisdiction of Texas. This position description applies to all BCSO Corrections Officer positions and functions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Performs required duties in all areas of assigned responsibilities
- 2 Maintains physical fitness required to perform essential job duties
- 3 Must immediately respond to emergency situations and routine drills
- 4 Must use reasonable force when necessary to prevent a direct threat to the health and safety of individuals in jail facilities
- 5 Ensure all clothing items are in good repair, repair as needed.
- 6 Oversee the entire Laundry operation to ensure clothing is cleaned, in good repair.
- 7 Monitor machines for accurate usage.
- 8 Over see the Sanitation program of the Facility to include inventory and distribution.
- 9 Supervises the cleaning of Jail.
- 10 Supervises inmate movement within the facility
- 11 Distributes hygiene, clothing items and approved items to inmates
- 12 Supervises inmate recreational activities
- 13 Must be able to effectively utilize emergency equipment including all fire and emergency medical equipment
- 14 Must work shift assigned
- 15 Enforces all applied rules and regulations of given position
- 16 Remains current on all departmental policies and procedures. Ensures that these policies are followed and applied
- 17 Handles volatile situations quickly, responsively and professionally
- 18 Maintains control and custody of inmates during tour of duty
- 19 Maintains safety and security of facilities assigned
- 20
- 21 Completes mandatory paperwork relating to the custody and care of inmates
- 22 Produces legal documents required in daily performance of duties
- 23 Conducts security checks as required
- 24 Attends and completes all training required by statute or TCOLE to maintain required certification(s) and license(s).

- 25 Must be able to be trained in the proficient use of firearms (shotguns and hand guns).
- 26 Must be able to be trained in the use of chemical agents.

- 27 Performs all other related duties and or assignment as directed by Supervisors.

ADDITIONAL RESPONSIBILITIES

- 1 Ability to control emotions and focus on professional duties and obligations in all circumstances regardless of provocations or stresses encountered
- 2 Ability to work with employees and citizens from diverse population groups to meet Department mission and serve public interest

EDUCATION REQUIREMENTS

High School diploma or GED. Minimum 18 years of age. Must obtain Basic Jailer License within twelve (12) months. Must possess a valid Driver's License and obtain a Texas license within 30 days of hiring. Must be a U.S. Citizen

EXPERIENCE AND SKILLS

- Communications skills, both oral and written
- Basic computer skills
- Knowledge of security procedures

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the incumbent is regularly required to stand frequently, sit, twist the upper body, lift, stoop, walk, run on occasion, and strenuously climb stairs or ladders. Must be able to exert physical force when necessary. May be exposed to extreme noise levels. Occasional exposure to communicable diseases. Possible riots and escape. Subjected to verbal and physical abuse. Must be willing to work overtime, weekends, holidays, rotating shifts, evenings and nights.

SPECIAL CONDITIONS

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent 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.

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:

To separate the rank of Jail Administrator from Captain.

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