



# HIDALGO COUNTY Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** HIDALGO COUNTY CONSTABLE PRECINCT 4 - 294 - 001

**DATE:** 5/14/2015

**CURRENT POSITION TITLE:** SENIOR DEPUTY CONSTABLE STEP IV- BIKE PATROL

**CURRENT SLOT. #:** 0012

**REQUESTED POSITION TITLE:** SENIOR DEPUTY CONSTABLE STEP IV  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other POSITION TITLE CHANGE

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 47,734.00                      \$ 47,734.00                      \$ 0  
    Current Budgeted Salary                      Proposed Budgeted Salary                      Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113      
 Part Time Employee Object 114  \_\_\_\_\_  
 Full Time Temporary Object 121      
 Part Time Temporary Object 122  \$ \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**  
 Exempt       FLSA: Exempt   
 Non-Exempt       Non-Exempt   
 N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

OUR DEPARTMENT NO LONGER HAS OFFICERS ON BIKE PATROL

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>Hilda Soto</u> DEPARTMENT HEAD	<u>5/14/2015</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Colunga</u> HUMAN RESOURCES DIRECTOR	<u>6/1/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/19/2015</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** HIDALGO COUNTY CONSTABLE PRECINCT 4 - 294 -001

**DATE:** 5/14/2015

**CURRENT POSITION TITLE:** SENIOR DEPUTY CONSTABLE STEP II - BIKE PATROL

**CURRENT SLOT. #:** 0014

**REQUESTED POSITION TITLE:** SENIOR DEPUTY CONSTABLE STEP II  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other POSITION TITLE CHANGE

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ 44,561.00 Current Budgeted Salary    \$ 44,561.00 Proposed Budgeted Salary    \$ 0 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_  
 Full Time Temporary Object 121     Part Time Temporary Object 122  \$ \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:    FLSA:

Exempt     Exempt

Non-Exempt     Non-Exempt

N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

OUR DEPARTMENT NO LONGER HAS OFFICERS ON BIKE PATROL

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**NEW POSITION:** Brief job description and attach a copy of the new job description.

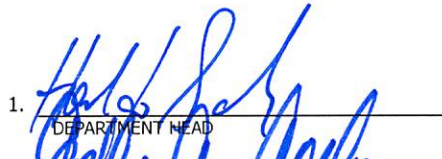
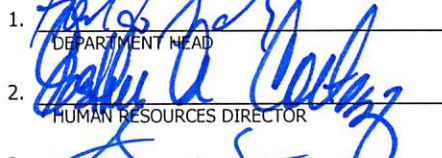

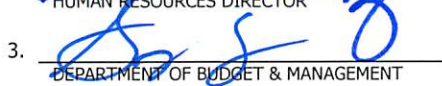

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	5/14/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>Harold S. S.</u> DEPARTMENT HEAD	<u>5/14/2015</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Robert A. Cook</u> HUMAN RESOURCES DIRECTOR	<u>5/14/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>05/14/2015</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

# **HIDALGO COUNTY CONSTABLE PRECINCT #4**

## **DEPUTY CONSTABLE**

### **GENERAL DESCRIPTION**

Protects county residents and property, enforces laws and serves legal documents, as appropriate. Depending on the assigned precinct, duties include primarily law enforcement and patrol or execution of civil and criminal processes.

### **EXAMPLES OF WORK PERFORMED**

Serve warrants and make arrests

Patrols an assigned area, generally by vehicle to prevent crimes and enforces laws and regulations

Issues traffic citations; directs traffic and assists other law enforcement agencies in working accidents

Investigates traffic accidents and crimes against persons and property, and assists federal, state and local law enforcement officials

Keeps record of activities and prepare reports concerning crimes, complaints, accidents and investigations

Questions witnesses and suspects and take statements

Gathers and labels evidence, takes photographs and fingerprints, guard and transports prisoners, and testifies in court

Transports and books prisoners

Serve as substitute dispatcher or bailiff as required

Train new deputies and reserves in performance of various job duties

Respond to emergency calls and routine complaints and takes action as necessary

May assist emergency vehicles on escorts and on traffic control

Regular attendance is a must

Ability to work well with others

Performs other duties as may be assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED)

One (1) year of law enforcement experience

Experience as a dispatcher or peace officer

Must have good computer skills

Bilingual (Spanish and English) with the ability to converse fluently in both languages

### **Certificates, Licenses, Registrations**

Must possess basic certification by the Texas Commission on Law Enforcement Officer Standards and Education

May be required to be certified as a Jailer or Radar Operator

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Clean driving record

May be required to post a bond or security

### **Other Skills and Abilities**

Ability to understand and follow written and oral instructions; departmental policy, rules, regulations and laws

Ability to establish and maintain effective working relationships with other law enforcement officials, agencies and the general public

Ability to analyze situations and adopt a quick, effective and reasonable course of action

Ability to communicate effectively orally and in writing

May be required to type accurately at a speed of at least forty (40) words per minute

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of County

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

#### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations