



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 03/19/2024

**SUBJECT: APPROVAL OF OUT-OF-CLASS PAY EXTENSION – SHERIFF’S  
OFFICE**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve an out-of-class pay extension effective on March 15, 2024.

**BACKGROUND**

The Sheriff’s Office has been paying out-of-class pay to the incumbent of position 20004946 – Property & Evidence Specialist, Grade 17, for performing the duties of position 20001552 – Property & Evidence Manager, Grade 18, since December 16, 2023. The Property & Evidence Manager is responsible for overseeing and supervising the daily operations of the Property and Evidence Room including personnel. The incumbent supervises various processes such as retrieving, loading, transporting, classifying, and safeguarding pieces of evidence and property. This involves maintaining a comprehensive chain of custody log to ensure the evidentiary value of the items is preserved. Additionally, they are responsible for preparing weapons and narcotics for destruction, and preparing items for auction or release, all while ensuring compliance with standard operating procedures, state laws, and court orders.

Both positions are funded by the General Fund. The policy allows out-of-class pay for ninety (90) days unless the Commissioners Court approves an extension to continue beyond that period. The department has requested that the out-of-class pay be extended through June 12, 2024, or an earlier date if the position is filled.

**FISCAL IMPACT**

The cost of the extension to the General Fund will be approximately \$1,079.66 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the position.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth Anjanie Ramnarine
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