



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 17

DATE: _____

**SUBJECT: APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION
AND APPROVAL OF POD PAY – SHERIFF’S OFFICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve changes to the Sheriff’s Office’s (SO) Table of Organization to add twenty-eight (28) new positions including one (1) Major position, twenty (20) Sergeant positions, two (2) Deputy Sheriff positions, two (2) Recruiting Specialists, one (1) Digital Media and Communication Outreach Specialist, one (1) Digital Media Specialist, and one (1) Public Information Office Director effective February 17, 2024. It is also requested that the Commissioners Court approve a funding change for a Sergeant position, the elimination of forty-five (45) vacant Detention Officer positions, the move of a Public Information Officer position, and the reclassification of a Sheriff’s HR Admin Support Clerk position effective February 17, 2024.

Additionally, it is requested that the Commissioners Court approve POD Pay for the SO effective October 1, 2024.

BACKGROUND

The SO is requesting the addition of twenty-nine (29) General Fund positions as outlined below. First, a new Grade 57 Major position will manage large-scale projects within Confinement. The incumbent with work with leadership to manage employee and inmate concerns and assist with budgetary and policy discussions. Second, twenty (20) Grade 54 Sergeant positions will be added to the Tarrant County Corrections Center. These positions will focus on supervision of Detention Officer staff, providing leadership and managing administrative duties. Third, two (2) Grade 53-II Deputy Sheriff positions will provide support for jail investigations and carry out intelligence plans. Two (2) Grade 18 Recruiting Specialist positions will manage recruiting accounts with job posting websites and assist with job and career fairs. The incumbents will act as liaisons for candidates going through the background process and assist recruiters with outreach. Finally, a Grade 17 Digital Media and Communication Outreach Specialist, a Grade 17 Digital Media Specialist, and a Grade 75 Public Information Officer Director will plan, produce, and monitor digital and printed media for internal and external stakeholders. The positions will work to improve the overall communications and promotion of the SO. The Major, Recruiting Specialists, Digital Media and Communication Outreach Specialist, Digital Media Specialist, and Public Information Office Director positions were reviewed by the JEC and recommended to be administered at the grades outlined above. The Sergeant and Deputy Sheriff position descriptions already exist and do not require Job Evaluation Committee review.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Anjanie L. Ramnarine
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COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 02/06/2024 PAGE 2 OF 17

It is also requested that the funding for an existing Grade 54 Sergeant position (#20007557) be changed from ARPA to the General Fund. This position assists in recruiting efforts for the SO and will be needed after ARPA funding is discontinued.

Funding for the aforementioned position additions and funding change is proposed to come from the elimination of forty-five (45) vacant Grade 52 Detention Officer positions and from offsets to the SO's recruitment budget. The proposed eliminations are outlined in the attached supporting documents.

Additionally, the SO is requesting that a Grade 73 Public Information Officer position (#20007726) be moved to report to the new Public Information Office Director and that an existing Grade 15 Sheriff's HR Admin Support Clerk (#20004564) be reclassified to a Grade 16 HR Audit Clerk. This position will provide timekeeping and administrative support to the SO's Personnel Division, particularly with regards to Confinement timecards. This position has been reviewed by the Job Evaluation Committee and recommended to be administered as Grade 16.

Finally, the SO is requesting the addition of POD Pay for Detention Officers working in the Tarrant County Corrections Center (TCCC). SO Detention Officers assigned to work in a TCCC POD are secured inside the inmate area with seventy-two (72) inmates with no separation in the work environment. There is risk associated with this specific inmate housing design that does not exist in any other area. During inmate fights or medical emergencies, the sole officer working in these specific housing areas is relied upon to deal with those emergencies alone until responding officers arrive to provide assistance.

Employees who work in a TCCC POD, not including Zone Officers, will receive POD Pay at a rate of \$2 per hour. Only regular, full-time Detention Officers will be eligible to receive POD Pay. POD Pay will be paid only for hours physically worked in a TCCC POD. It will not be paid for hours not worked, which include but are not limited to holidays not worked and leaves with or without pay. POD Pay will be included in the calculation of overtime pay in accordance with Department of Labor regulations and in workers' compensation pay in accordance with the law. Time will be recorded on the timesheet based on the actual time worked.

FISCAL IMPACT

The annual savings to the General Fund for the Table of Organization changes is approximately \$53,188.00 including fringe benefits.

The estimated annual cost to the General Fund for POD Pay starting in FY 2025 is \$709,436.00 including fringe benefits.