

AGENDA ITEM # 25

August 26, 1997

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Consider renewing Equal Employment Opportunity Employment Plan.

John Willingham addressed the court and answered all questions.

Moved: Commissioner Hays

Seconded: Judge Doerfler

Motion: To renew Equal Employment Opportunity Employment Plan.

Vote: Motion carried 4 - 0 with Commissioner Heiligenstein abstaining

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**The County of Williamson
State of Texas**

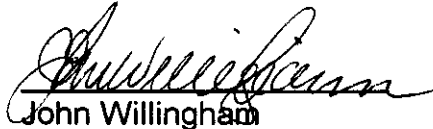
**1998
Equal Employment Opportunity Plan**

710 Main Street
Georgetown, Texas 78626

Inclusive dates of the Equal Employment Opportunity Plan document:

From September 1, 1997 to August 31, 1998

Program prepared by:



John Willingham
Human Resources Director
Williamson County
(In conjunction with Glenn R. Graham, Wmsn. Co. Asst. Auditor)

Program reviewed by:



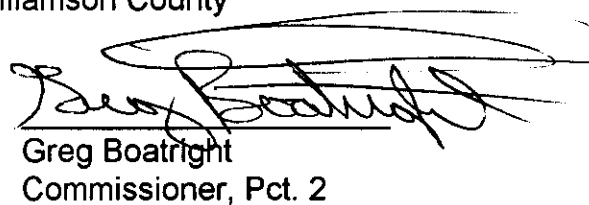
John Doerfler
County Judge
Williamson County

Program accepted by:

The Commissioners Court of Williamson County



Mike Heiligenstein
Commissioner, Pct. 1



Greg Boatright
Commissioner, Pct. 2



David Hays
Commissioner, Pct. 3



Jerry Mehevec
Commissioner, Pct. 4

Date: 8-26-97

ONGOING EQUAL OPPORTUNITY EFFORTS

Williamson County has taken the following goal specific actions to provide equal employment opportunities for the applicants and employees interested in becoming part of the County's workforce:

Williamson County recruits, hires, trains and promotes persons in all job classifications without regard to race, color, religion, sex, national origin, age, handicap or veterans' status.

Personnel decisions such as compensation, benefits, transfers, county sponsored training or education will be administered without regard to race, religion, color, sex, national origin, age, handicap or veterans' status.

Recruitment sources are used to provide equal employment opportunity to all persons, without regard to race, religion, color, sex, national origin, age, handicap or veterans' status.

The following Equal Employment Opportunity Plan formulated by Williamson County is not all-inclusive and will not be considered as an admission of neglect or discrimination based on intentional or non-intentional, actions, omissions, or any other related factor. Revisions, amendments, and updates will be made as necessary. This document does not contain a description of all actions and good faith efforts made regarding the attempts by Williamson County to be in full compliance with all applicable laws and regulations regarding employment practices. This document should be considered to be a summary of actions taken, and to be taken, as needs are identified.

**RESPONSIBILITY FOR IMPLEMENTATION OF
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

The Williamson County Commissioners Court has the overall responsibility for implementation of the equal opportunity policy. Human Resources has been designated as the EEO focal point and will be responsible for the day-to-day implementation of the policy. The Director of Human Resources, as EEO Officer, has the full support of the Court. Elected and appointed officials of various departments will be responsible for initiating, administering and controlling activities within their area of responsibility in order to ensure full implementation of the policy. The roles and responsibilities of EEO program officials of Williamson County include but are not limited to the following:

DUTIES OF EEO OFFICER

1. Developing policy statements, affirmative action programs, internal and external communication programs.
2. Assisting department heads and management (Commissioners Court) in the identification of problem areas and arriving at solutions to those problems.
3. Measuring the effectiveness of Williamson County EEO programs.
4. Determining the degree to which the County goals and objectives have been attained.
5. Serving as liaison between employees, department heads and management.
6. Serving as liaison between Williamson County and organizations or community action groups concerned with employment opportunities.
7. Keeping management informed of the latest developments in the equal employment opportunity area.

RESPONSIBILITIES OF DEPARTMENT HEADS

1. Assisting in the identification of problem areas.
2. Meeting with supervisors and employees to be certain Williamson County policies are being followed.
3. Reviewing the qualifications of employees to ensure that minorities and women are given equal opportunities for transfers and promotions.
4. Ensuring: (a) EEO Posters are properly displayed.
(b) Minority and female employees are afforded a full opportunity and are encouraged to participate in all Williamson County sponsored educational, training, recreational and social activities.
5. Preventing harassment of employees placed through affirmative action efforts.

CURRENT PERSONNEL PRACTICESHiring Procedures

The current personnel process is under the direction of the Human Resource Director. Job openings are posted in the Human Resource office and advertised in county newspapers. Most job postings are centralized through the personnel department. Job applications have been reviewed to make sure that it limits information that could identify the race, sex, or national origin of the applicant. Applications are reviewed by the Human Resources Director and forwarded to the department head. The final decision to hire remains with the office or department in which the opening has occurred. Hiring authorities are encouraged to work with the Human Resources Department to ensure that the process is conducted in the best interests of Williamson County and its potential employees.

Grievance Procedures

Williamson County has adopted grievance procedures approved by the Commissioners Court. A complaint may be filed by employees on one or several grounds, (i.e. unfair treatment, illegal discrimination, improper dismissal). Termination complaints must be filed within 5 working days from the termination date and all other complaints must be filed within 10 working days of the incident. The Human Resources Director may then attempt an informal resolution. After the complaint has been reviewed, a hearing date may be set. A committee of three persons, none of which may be from the department of the grievant, will consider grievances, render a decision, and give a final written report to the Williamson County Commissioners Court within 5 working days of the hearing.

Sexual Harassment Policy

Williamson County has also adopted a sexual harassment policy with guidelines set by the Equal Employment Opportunity Commission. Williamson County strongly condemns sexual harassment in any county office or department.

EEO POLICY STATEMENT

It is the operating policy of Williamson County to afford all persons Equal Employment Opportunity without regard to their race, color, religion, national origin, sex, handicap, or veterans' status.

Furthermore, Williamson County will make every good faith effort to ensure that applicants and employees are treated without regard to their race, color, religion, sex, or national origin, in all personnel practices, including but not limited to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training.

All present employees are requested to encourage any individuals, regardless of race, color, religion, sex, national origin, handicap, or veterans' status, to make application for employment.

Any complaint of alleged discrimination by this entity, its Commissioners Court or employees, or any person acting on behalf of Williamson County should immediately be called to the attention of the Williamson County Equal Employment Opportunity Officer: Mr. John Willingham.

Williamson County takes the issue of discrimination seriously and will take disciplinary actions against individuals identified as discriminating or harassing any individual because of race, color, religion, sex, national origin, age, marital status, disability, or veterans' status.

Signed by: John Doerfler
John Doerfler
County Judge, Williamson County

8-26-97

Date

Signed by: John Willingham
John Willingham
Human Resources Director
(512) 930-3338

**UNDERUTILIZATION ANALYSIS AND
JOB CLASSIFICATION ANALYSIS**

The following four pages provide a statistical breakdown of Williamson County's workforce and the available community workforce based on 1990 census statistics. The breakdown is done by race, sex, national origin, and job category. These statistics are then compared in order to determine if, and in what job categories, minorities and/or women are under-represented in the Williamson County workforce. This is done by using the Job Area Acceptability Range (J.A.A.R.) analysis formula. This underutilization analysis forms the basis for the plan. The J.A.A.R. is used to conduct analysis that compares the internal workforce with the community workforce to identify areas of "concentrations" and "under-representations". It is formula-based using a 20% difference. When there is at least a 20% representation for minorities or females above the community workforce percentage, a concentration occurs. Likewise, when there is at least a 20% representation below the community workforce percentage, an under representation occurs. If the percentage of employees is within the 20% range, neither situation occurs and employment representations are "OK".

J.A.A.R. FINDINGS

(Please refer to pages 10 and 11 for corroborative statistical information.)

In interpreting the J.A.A.R. analysis, each "U" may reflect a need for enhanced recruiting efforts to find qualified group members for employment. Each "C" may reflect a need to review salaries and responsibilities to make sure that the group members are not clustered in the bottom salary ranges or are not hired into the positions based on stereotyping or similar actions.

BLACK MALES—There is an overall concentration of black males in the county's internal labor force, but under-representations exist in the Professional, Technical, and Administrative Support job categories.

BLACK FEMALES—There is an adequate overall representation of black females in the internal labor force, although under-representations exist in all individual job categories except Protective Services, where the concentration compensates for the other shortfalls.

HISPANIC MALES—There is an adequate overall representation of Hispanic males in the internal labor force, with the only significant deficiencies occurring in the Administrative Support, Skilled Craft, and Service Maintenance categories.

HISPANIC FEMALES—There is an adequate overall representation of Hispanic females in the internal labor force. The only significant deficiency is in the Officials/Administrators job category, where there are no members of this group.

ASIAN MALES—There is an unsatisfactory representation in this category, although the eligible workforce is less than 1%.

ASIAN FEMALES—There is an adequate overall representation in this category even though only 4 current employees are members of this group. Their percentage of the eligible workforce is only .19%.

OTHER—There is no representation in this category. The overall percentage of this group in the eligible workforce is only .4%.

There are some under-representations of females as a group, especially in the Officials/Administrators, Protective Services, Skilled Craft, and Service Maintenance job categories. The largest concentrations of females are in the Professional and Administrative Support job categories (54.5% and 94.6% respectively).

JOB CLASSIFICATION ANALYSIS
Statistical breakdown of the current community labor force of Williamson County

Job Category	Total					Total Male
	Population	White	Black	Hispanic	Asian	Other
Officials/Admin.	11,125	5,468 (49.2%)	124 (1.1%)	464 (4.2%)	47 (.4%)	20 (.2%)
Professional	9,962	4,110 (41.1%)	134 (1.4%)	234 (2.5%)	213 (2.1%)	15 (.1%)
Technical	4,151	2,364 (57.0%)	74 (1.8%)	191 (4.6%)	50 (1.2%)	7 (.16%)
Protective Serv.	1,184	864 (73.0%)	37 (3.1%)	91 (7.7%)	0	8 (.7%)
ParaProfessional	This category is classified the same as the Technical Category above.					
Admin. Support	13,408	2,197	99 (.7%)	407 (3.0%)	30 (.2%)	14 (.1%)
Skilled Craft	2,801	2,044 (73.0%)	144 (5.0%)	468 (16.7%)	0	6 (.3%)
Service Maint.	1,854	1,443 (77.9%)	21 (1.1%)	346 (18.7%)	0	6 (.3%)
Totals	44,485	18,490 (41.6%)	633 (1.4%)	2,201 (4.9%)	340 (.8%)	76 (.2%)

Job Category	Total					Total Female
	Population	White	Black	Hispanic	Asian	Other
Officials/Admin.	11,125	4,469 (40.2%)	118 (1.1%)	382 (3.4%)	21 (.2%)	12 (.1%)
Professional	9,962	4,657 (46.8%)	201 (2.0%)	335 (3.4%)	45 (.5%)	18 (.2%)
Technical	4,151	1,243 (30.0%)	75 (1.8%)	110 (2.7%)	30 (.7%)	7 (.2%)
Protective Serv.	1,184	136 (11.5%)	7 (.5%)	41 (3.5%)	0	0
ParaProfessional	This category is classified the same as the Technical Category above.					
Admin. Support	13,408	9,248 (70.0%)	379 (2.8%)	935 (7.0%)	53 (.4%)	46 (.3%)
Skilled Craft	2,801	124 (4.4%)	7 (.3%)	8 (.3%)	0	0
Service Maint.	1,854	38 (2.0%)	0	0	0	0
Totals	44,485	19,915 (44.7%)	787 (1.8%)	1,811 (4.1%)	149 (.3%)	83 (.2%)

TOTAL LABOR FORCE PERCENTAGES, BY RACE

	White	Black	Hispanic	Asian	Other
Internal Labor Force	85.7%	4.1%	9.4%	0.8%	0%
Community Labor Force	86.3%	3.2%	9.0%	1.1%	0.4%

JOB CLASSIFICATION ANALYSIS
Statistical breakdown of the current internal labor force of Williamson County

Total						
Job Category	Population	White	Black	Hispanic	Asian	Other
Officials/Admin.	10	6 (60%)	0	1 (10%)	0	0
Professional	44	17 (38.6%)	1 (2.3%)	2 (4.6%)	0	0
Technical	67	41 (61.2%)	0	4 (6.0%)	0	0
Protective Serv.	230	156 (67.8%)	12 (5.2%)	14 (6.1%)	1 (.4%)	0
ParaProfessional	13	9 (69.2%)	0	0	0	0
Admin. Support	223	12 (5.4%)	0	0	0	0
Skilled Craft	80	68 (85.0%)	5 (6.3%)	7 (8.7%)	0	0
Service Maint.	7	6 (85.7%)	1 (14.3%)	0	0	0
Totals	674 (100%)	315 (46.7%)	19 (2.8%)	28 (4.2%)	1 (.2%)	0
Community Labor Force Percent =		41.6%	1.4%	4.9%	0.8%	0.2%
						48.9%

Total						
Job Category	Population	White	Black	Hispanic	Asian	Other
Officials/Admin.	10	3 (30%)	0	0	0	0
Professional	44	22 (50%)	0	2 (4.6%)	0	0
Technical	67	19 (28.4%)	0	3 (4.5%)	0	0
Protective Serv.	230	31 (13.5%)	7 (3.0%)	7 (3.0%)	2 (.9%)	0
ParaProfessional	13	4 (30.8%)	0	0	0	0
Admin. Support	223	184 (82.5%)	2 (.9%)	23 (10.3%)	2 (.9%)	0
Skilled Craft	80	0	0	0	0	0
Service Maint.	0	0	0	0	0	0
Totals	674 (100%)	263 (39.0%)	9 (1.3%)	35 (5.2%)	4 (.6%)	0
Community Labor Force Percent =		44.7%	1.8%	4.1%	0.3%	0.2%
						51.1%

TOTAL LABOR FORCE PERCENTAGES, BY RACE

	White	Black	Hispanic	Asian	Other
Internal Labor Force	85.7%	4.1%	9.4%	0.8%	0%
Community Labor Force	86.3%	3.2%	9.0%	1.1%	0.4%

WILLIAMSON COUNTY INTERNAL WORKFORCE
 JOB AREA ACCEPTABILITY RANGE (J.A.A.R.)
 Analysis Formula Form

J.A.A.R. = % "+" or "-" (% x .20)

	1	2	3	4	5	6	7	8
Category	Workforce	# of...	%	(% x20%)	Under. %	Concen. %	County %	U/OK/C
Black Males	44,485	633	1.42%	0.28%	1.14%	1.71%	2.80%	C
Officials/Admin	11,125	124	1.11%	0.22%	0.89%	1.34%	0.00%	U
Professional	9,962	134	1.35%	0.27%	1.08%	1.61%	2.30%	C
Tech/Para-Prof	4,151	74	1.78%	0.36%	1.43%	2.14%	0.00%	U
Protective Serv	1,184	37	3.13%	0.63%	2.50%	3.75%	5.20%	C
Admin. Support	13,408	99	0.74%	0.15%	0.59%	0.89%	0.00%	U
Skilled Craft	2,801	144	5.14%	1.03%	4.11%	6.17%	6.30%	C
Service Maint.	1,845	21	1.14%	0.23%	0.91%	1.37%	14.30%	C
Hispanic Males	44,845	2,201	4.95%	0.99%	3.96%	5.94%	4.90%	OK
Officials/Admin.	11,125	464	4.17%	0.83%	3.34%	5.00%	10.00%	C
Professionals	9,962	234	2.35%	0.47%	1.88%	2.82%	4.60%	C
Tech/Para-Prof	4,151	161	3.88%	0.78%	3.10%	4.65%	6.00%	C
Protective Serv	1,184	91	7.69%	1.54%	6.15%	9.22%	6.10%	U
Admin. Support	13,408	407	3.04%	0.61%	2.43%	3.64%	0.00%	U
Skilled Craft	2,801	468	16.71%	3.34%	13.37%	20.05%	8.70%	U
Service Maint.	1,845	346	18.75%	3.75%	15.00%	22.50%	0.00%	U
Asian Males	44,485	340	0.76%	0.15%	0.61%	0.92%	0.20%	U
Officials/Admin	11,125	47	0.42%	0.08%	0.34%	0.51%	0.00%	U
Professionals	9,962	213	2.14%	0.43%	1.71%	2.57%	0.00%	U
Tech./Para-Prof	4,151	50	1.20%	0.24%	0.96%	1.45%	0.00%	U
Protective Serv	1,184	0	0.00%	0.00%	0.00%	0%	0.40%	C
Admin. Support	13,408	30	0.22%	0.04%	0.18%	0.27%	0.00%	U
Skilled Craft	2,801	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK
Service Maint.	1,845	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK
Other Males	44,485	76	0.17%	0.03%	0.14%	0.21%	0.00%	U
Officials/Admin	11,125	20	0.18%	0.04%	0.14%	0.22%	0.00%	U
Professionals	9,962	15	0.15%	0.03%	0.12%	0.18%	0.00%	U
Tech./Para-Prof	4,151	7	0.17%	0.03%	0.13%	0.20%	0.00%	U
Protective Serv	1,184	8	0.68%	0.14%	0.54%	0.81%	0.00%	U
Admin. Support	13,408	14	0.10%	0.02%	0.08%	0.13%	0.00%	U
Skilled Craft	2,801	6	0.21%	0.04%	0.17%	0.26%	0.00%	U
Service Maint.	1,845	6	0.33%	0.07%	0.26%	0.39%	0.00%	U

WILLIAMSON COUNTY INTERNAL WORKFORCE
JOB AREA ACCEPTABILITY RANGE (J.A.A.R.)
Analysis Formula Form

J.A.A.R. = % "+" or "-" (% x .20)

	1	2	3	4	5	6	7	8
Category	Workforce	# of...	%	(% x20%)	Under. %	Concen. %	County %	U/OK/C
Black Females	44,485	787	1.77%	0.35%	1.42%	2.12%	1.80%	OK
Officials/Admin	11,125	118	1.06%	0.21%	0.85%	1.27%	0.00%	U
Professional	9,962	201	2.02%	0.40%	1.61%	2.42%	0.00%	U
Tech/Para-Prof	4,151	75	1.81%	0.36%	1.45%	2.17%	0.00%	U
Protective Serv	1,184	7	0.59%	0.12%	0.47%	0.71%	3.00%	C
Admin. Support	13,408	379	2.83%	0.57%	2.26%	3.39%	0.92%	U
Skilled Craft	2,801	7	0.25%	0.05%	0.20%	0.30%	0.00%	U
Service Maint.	1,845	0	0.00%	0.00%	0.00%	0.00%	0.00%	U
Hisp. Females	44,845	1,811	4.07%	0.81%	3.26%	4.89%	4.10%	OK
Officials/Admin.	11,125	382	3.43%	0.69%	2.75%	4.12%	0.00%	U
Professionals	9,962	335	3.36%	0.67%	2.69%	4.04%	4.60%	C
Tech/Para-Prof	4,151	110	2.65%	0.53%	2.12%	3.18%	4.50%	C
Protective Serv	1,184	41	3.46%	0.69%	2.77%	4.16%	3.00%	OK
Admin. Support	13,408	935	6.97%	1.39%	5.58%	8.37%	10.30%	C
Skilled Craft	2,801	8	0.29%	0.06%	0.23%	0.34%	0.00%	U
Service Maint.	1,845	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK
Asian Females	44,485	149	0.33%	0.07%	0.27%	0.40%	0.30%	OK
Officials/Admin	11,125	21	0.19%	0.04%	0.15%	0.23%	0.00%	U
Professionals	9,962	45	0.45%	0.09%	0.36%	0.54%	0.00%	U
Tech./Para-Prof	4,151	30	0.72%	0.14%	0.58%	0.87%	0.00%	U
Protective Serv	1,184	0	0.00%	0.00%	0.00%	0%	0.90%	C
Admin. Support	13,408	53	0.40%	0.08%	0.32%	0.47%	0.90%	C
Skilled Craft	2,801	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK
Service Maint.	1,845	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK
Other Females	44,485	83	0.19%	0.04%	0.15%	0.22%	0.00%	U
Officials/Admin	11,125	12	0.11%	0.02%	0.09%	0.13%	0.00%	U
Professionals	9,962	18	0.18%	0.04%	0.14%	0.22%	0.00%	U
Tech./Para-Prof	4,151	7	0.17%	0.03%	0.13%	0.20%	0.00%	U
Protective Serv	1,184	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK
Admin. Support	13,408	46	0.34%	0.07%	0.27%	0.41%	0.00%	U
Skilled Craft	2,801	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK
Service Maint.	1,845	0	0.00%	0.00%	0.00%	0.00%	0.00%	OK

EEOP GOALS

It is the goal of Williamson County to increase the representation of the previous mentioned minorities and women currently being underutilized in the internal workforce. In order to achieve and maintain employment levels for protected group members in the County, in proportion to their availability in the relevant labor force, recruiting efforts, hiring activities, promotions, and training should increase. Williamson County recognizes the need to achieve and maintain these employment levels. The following are program objectives the County has implemented, or will be working to develop and implement, within the time stated for this program. The county will continue to stress EEO and to promote equal opportunities in all activities.

RECRUITING

- (a) Identify numerous recruiting sources, including minority colleges and various training institutions having a high representation of minority and female enrollments.
- (b) Encourage minority and female employees to refer qualified applicants.
- (c) Encourage the participation of minorities and females in part time or temporary positions in the County, which often lead to regular employment.
- (d) Encourage officials and department heads to list English/Spanish bilingual preferred or required if appropriate to job openings.
- (e) Ensure that all announcement, advertisements, pamphlets, brochures, and other related information publicizes the County's commitment to EEO.

HIRING/PROMOTIONS

- (a) Conduct evaluations of all selection processes to ensure that they are nondiscriminatory.
- (b) Regular positions will be publicly posted so that any county employee may be aware of openings within his or her department.
- (c) All individuals having any part in the selection process will be offered training materials to ensure that the process remains nondiscriminatory.

TRAINING

- (a) The opportunity to attend training sessions will be offered to all employees.

EEOP GOALS Cont.Training Cont.

- (b) Training and career improvement programs are to be provided to employees without regard to race, religion, color, sex, national origin, age, handicap or veteran's status.

The opportunities for change within Williamson County are greater in the job categories of Protective Services, Administrative Support, and Skilled Craft because of the number of employees and turnover rates. Implementation of all EEOP goals is the responsibility of the Human Resource Director and the Williamson County Commissioners Court. However, all officials will be advised of areas of underutilization in order to help create a well balanced workforce for Williamson County.

DISSEMINATION OF THE EEOPInternal Dissemination

Williamson County's plan on equal employment opportunity will be publicized internally by:

1. Including the plan in the Williamson County Benefits Plan and Personnel Policy manual issued to every employee.
2. Discussing the plan in both employee orientation and department head training programs and meetings.
3. Posting the plan on county bulletin boards containing but not limited to job openings.

External Dissemination

Williamson County's plan on equal employment opportunity will be publicized externally by:

1. Informing recruiting sources of Williamson EEOP, stipulating that these sources may refer minorities and women for positions listed.
2. Sending written notification of the County's plan to all subcontractors, vendors, and suppliers bidding for county business.
3. Including an EEO tag line on all advertisements for job openings within Williamson County.

AGENDA ITEM # 26

August 26, 1997

*

Consider approving request for removal of utility easements between Lot 3 & 4, Block B, 79 Business Park.

Moved: Commissioner Hays

Seconded:

Motion: To approve request for removal of utility easements between Lots 3 & 4, Block B, 79 Business Park.

Commissioner Hays withdrew motion

Moved: Commissioner Mehevec

Seconded: Judge Doerfler

Motion: To place this item on the September 2, 1997 agenda.

Vote: Motion carried 5 - 0

AGENDA ITEM # 27

August 26, 1997

*

Consider approving Constable Precinct #3 request for Keith Couch to replace reserve officer John Groom.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To approve Constable Precinct #3 request for Keith Couch to replace reserve officer John Groom.

Vote: Motion carried 5 - 0

< Clerk copy here >

Williamson County
Precinct 3



312 Main Street
Georgetown, TX 78626
(512) 869-3312

DENNIS J. JAROSZEWSKI
CONSTABLE

TO: JUDGE JOHN AND THE COMM. COURT
REF: REPLACEMENT OFFICER

After the recent transfer of officer John Groom to the Pct. 4 Constable's office I find myself short a man. We are in the process of trying some new things we will need to increase the reserve power in the near future and this man will be a huge help in this endeavor.

KEITH COUCH is a long time resident of Williamson Co. living near the Andice area. Keith has worked for the county in the past and has served Williamson and Travis counties in a very professional manner. Keith and officer Bill Schwettmann will be heading the warrant end of this dept. Both officers have a great deal of experience in this field and will make the unit work to its utmost, with little expense but high returns.

Keith has a intermediate cert. And a instructor's cert. From TECLOSE along with the training in Civil process, Adult and Juvenile warrants, Family violence, Gangs, Search warrants and Drug seizure.

I feel that we would very lucky if we could add him to the staff of this dept. At this time as a NON-PAID officer as he has a job now, but would like to keep his peace officer's comm. And still be a helping hand in his community.

Thank you for your time in this manner and all you do for the Constable's offices.

Respectfully,

Dennis Jaroszewski

approved 8-26-97
John C. Doerfler

134