

**AGENDA ITEM 26**

Consider approving a Cooperative Agreement between Williamson County and the Housing Authority of Travis County, Texas.

No action was taken on this agenda item, which was postponed until further notice.

**AGENDA ITEM 27**

Discuss and take appropriate action concerning appointing Commissioner's Assistant in Pct #2 to fill vacancy of Director of Transportation/Planning at grade 23 step 4 (same salary as Director of Projects - \$36,012.09) and fill the Commissioners Assistant Pct. #2 with a new employee at grade 16 step 4 (same salary as Commissioner's Assistant Pct. #1 - \$25,497.05).

Moved: **Commissioner Boatright**

Seconded: **Commissioner Heiligenstein**

Motion: To approve appointing the Commissioner's Assistant from Precinct 2 to fill the vacancy of the Director of Transportation/Planning at grade 23, step 4 and to fill the Commissioner's Assistant position for Precinct 2 with a new employee at grade 16, step 4.

Vote: 2 – 2. **Commissioner Limmer and Judge Doerfler voted against the motion.**

Moved: **Judge Doerfler**

Seconded: **Commissioner Limmer**

Motion: To approve appointing the Commissioner's Assistant from Precinct 2 to fill the vacancy of the Director of Transportation/Planning at grade 23, step 4 and to fill the Commissioner's Assistant position for Precinct 2 with a new employee at grade 16, step 1.

Vote: 4 - 0

**AGENDA ITEM 28**

Consider and take appropriate action on request from Sheriff's Office for a Construction Security Officer for the Corrections Bureau.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve request from Sheriff's Office for a construction security officer for the Corrections Bureau.

Vote: 4 - 0

< Attachment >





**MEMORANDUM**  
**Williamson County Sheriff's Office**  
***Administration***

**TO:** John Doerfler, Judge  
**FROM:** Sheriff Maspero  
**DATE:** June 3, 2002  
**SUBJECT:** Justification for 1 immediate Construction Security Officer

Attached is a request for an immediate (Construction Security Officer for the Corrections Bureau.)

Currently there is no officer of any type for construction work currently being done in and around secured areas. This allows an unsafe condition to remain undetected with all subcontractors and inmates. These officers would greatly help maintain the security and safety of officers, inmates, visitors and the public. Failure to do so only puts the county at risk.

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Cm. Request from Sheriff  
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**MEMORANDUM**  
**Williamson County Sheriff's Office**  
***Corrections Bureau***

**REQUEST:**  
**1 Safety /Security Officer**

The Williamson County Sheriff's Office is requesting 1 addition to form a Safety and Security Team (see **Exhibit A** for job description). This officer would be assigned to the Corrections Bureau/Support Division. As construction has proceeded on the new jail facility, a need has arisen for officers to escort and supervise subcontractors who will be performing their duties in the current jail. This will ensure that there is limited contact between subcontractors and inmates and accountability of equipment brought into the facility.

**CONCERN**

**There is a large probability of contraband being introduced into the jail facility.**

- Due to the number of subcontractors who will be working in the current jail facility, the probability of tools being misplaced or items given to inmates is great. Current staffing does not allow for officers being assigned to escort the subcontractors.
- The team will focus on ensuring the safety of the subcontractors, staff, and inmates. The team will ensure that subcontractors will abide by all rules as set forth by the Williamson County Security Requirements (see **Exhibit B**).
- There is a high probability that subcontractors working in the existing facility will know or be related to an individual incarcerated. Without the staff to supervise the subcontractors, we cannot ensure that there is no contact or misconduct between subcontractors and inmates.

**PROPOSAL**

The Office needs the addition of an officer to form a Safety and Security Team. This will allow for the constant supervision and escort of subcontractors while they are performing their duties. At the completion of construction of the new jail facility, the team would be dissolved and the officers would be reassigned to shift positions to meet the required staffing.

**CONCLUSION:**

The enormous amount of work and subcontractors required to complete the new jail facility requires additional staff to monitor and escort the subcontractors. This officer would work flexible hours as needed to ensure safety and compliance of rules.

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## **SAFETY & SECURITY TEAM CORRECTIONS**

May 2002

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Job Title: Safety & Security Officer

Current Position Group/Step and Salary: 18/2

Proposed Position Salary: \$26,776.92

Department: Corrections Bureau

FLSA: NE

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### **GENERAL DESCRIPTION:**

Responsible for the safety and security of the facility and for the safety and security of Subcontractors

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports To: Support Sergeant
- Directs: N/A
- Other: Has frequent contact with county employees, other law enforcement agencies, inmates and the general public.

### **EXAMPLES OF TASKS:**

#### *Essential Duties:*

- Ensures all Subcontractors and Management Personnel receive identification badges
- Ensures there is a inventory of all tools carried in and out of the jail
- Ensures sure all missing tools are reported immediately to their supervisor
- Ensures No Alcohol, Prescription Drugs or Tobacco products are taken into the facility
- Ensures no person takes or gives any item to an inmate
- Ensures no verbal interaction takes place between subcontractors and inmates
- Ensures Security Cameras are functioning
- If the subcontractor has a family member arrested or incarcerated in the facility they make sure to notify the officer and Support Sergeant
- Ensures the work is done between the hours of 8am – 5pm

### **MINIMUM REQUIREMENTS:**

- High School graduate or GED
  - County Corrections Officer Certification from TCLEOSE
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- Must be 21 years of age
- One year experience with the Department as a Corrections Officer

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Texas Commission on Jail Standards, Texas Transportation Code
- Department rules of conduct, procedures and county policies

**PHYSICAL REQUIREMENTS/ENVIRONMENT FACTORS:**

- Works in inclement weather, including extreme heat or cold
- Works various schedules, including weekends and holidays as needed
- Must be able to handle extreme stress in crisis situations
- Constant standing, handling, use of vision, depth perception and hearing
- Frequent reaching, forceful gripping, use of fine dexterity
- Occasional sitting, walking, running, climbing, kneeling, crouching, bending, squatting, lifting, carrying, pushing, pulling and talking
- Job may involve danger due to contact with criminals and other persons with illnesses

**LICENSES:**

- Must be a Commissioned Corrections Officer Certification form TCLEOSE
  - Must possess a valid Texas Class C Driver's license
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**AGENDA ITEM 29**

Discuss and take appropriate action on allowing animals other than seeing eye dogs to be allowed in county buildings.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Boatright**

Motion: To authorize Judge Doerfler to address the situation as he sees fit.

Vote: **3 - 1. Judge Doerfler voted against the motion.**

**AGENDA ITEM 30**

Consider approving Child Welfare Board non-financial contract.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To approve the Child Welfare Board non-financial contract.

Vote: **4 - 0**

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