

**AGENDA ITEM 30**

Discuss and take appropriate action on road bond program.

**Commissioner Heiligenstein** asked Paul Petrich if he had met with Capital Metro on McNeil Road. Paul stated that they have had several coordination meetings but have not had a meeting finalizing what Capital Metro's participation will be. **Commissioner Heiligenstein** asked for a progress report on McNeil Road.

**Commissioner Boatright** asked Paul for assistance on issues regarding fences and gates on property on CR 200.

**Commissioner Hays** asked Paul about the status of construction plans on Parmer Rd. north of Leander Road. Paul mentioned that they had not completed right-of-way acquisition.

**AGENDA ITEM 31**

Discuss and take appropriate action on staffing for the jail.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To authorize the immediate hiring of 15 officers for the jail. For this quarter, approximately \$180,000 is needed to fund the new positions. In the Sheriff's budget for the current year, there is \$170,000 in lapses in positions in 0100-0560-1100 (law enforcement) and approximately \$80,000 in lapses in 0100-0570-1100 (jail). The \$170,000 will be designated to be transferred from line item 0100-0560-1100 into line item 0100-0570-1100 to fund the staffing of new officers.

Vote: 4 - 0

<Attachment>



**JOHN A. MASPERO**  
**WILLIAMSON COUNTY SHERIFF**

508 South Rock Street  
Georgetown, Texas 78626  
Phone (512) 943-1300 \* Fax (512) 943-1444

RICHARD ELLIOTT  
Chief Deputy

ROBERT L. CHAPMAN  
Asst Chief Deputy - Law Enforcement

JACK HALL  
Asst Chief Deputy - Corrections

June 6, 2003

The Honorable John Doerfler  
Williamson County Judge  
710 S. Main St, Suite 201  
Georgetown, TX 78626

Dear Judge Doerfler:

Please consider the following:

**Revised Timeline for Staffing of the Newly Expanded Facility**

Staffing the expanded WCSO-Correctional Facility will require 151 positions. The hiring of those positions can occur in three phases. Those phases are: 1) Fifteen immediate new hires; 2) one hundred thirteen (113) new hires on October 1, 2003 (2004 Budget); and 3) twenty-three (23) new hires on October 1, 2004 (2005 Budget). The following proposal is a revised timeline for hiring, training, occupying and operating the newly expanded facility with a takeover date of October 15, 2003. This timeline is based on the county's consent to begin hiring in earnest on October 1, 2003.

- 1) **Hire fifteen (15) officers immediately.** This will allow time to train these new hires in order to release other more experienced officers to recruit, test, complete background investigations, conduct hiring boards, and provide the initial TCLEOSE training for the mass hiring on October 1, 2003. These recruits need to be hired by July 1, 2003. Once the hiring and training task has been completed, the fifteen experienced officers will be absorbed back into the facility's normal manning.
- 2) **Hire one hundred thirteen (113) positions** (officers, control room operators, and various clerks) on **October 1, 2003** – budget year 2004.
  - A. **Kitchen** – Contract Personnel – **no hiring needed** by County. Will begin training and stocking of the new kitchen on October 1, 2003 and be preparing/serving meals from there by October 15, 2003.
  - B. **New Control Rooms** – Hire **twenty (20) Civilian Control Room Operators** and begin training on October 1, 2003 and effect transfer of power from the old control room to the new control room on October 15, 2003. This will allow two weeks training time in the assigned control room and none for correctional training.

Judge John Doerfler  
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- C. **Corrections Officers** – Hire forty-five (45) Officers, which includes Dual Certified Deputies, Corrections Officers, and Medical Officers. Begin training October 1, 2003 through October 15, 2003. This training will be the 2-week TCLEOSE Jailer's course for licensing. Facility training and self-defense training will be conducted as time allows.
  - D. **Secure System, Fire Alarm and Elevator – No Hiring** – This training will coincide with the New Control Room training.
  - E. **Booking, Releasing, Classification/Count Room, Property Room, and various other Clerks** – Hire thirty-nine (39) Clerks and begin training on October 1, 2003 for two weeks of specialized training to conclude on October 15, 2003. This will coincide with the occupation date of the first floor of the new facility.
- 3) Hire twenty-three (23) additional positions for various functions on October 1, 2004 – the 2005 Budget Year, if the current jail population growth remains the same.

#### Temporary Recruiting and Training Staff

In anticipation of the Commissioner's Court allowing the Sheriff's Office to begin staffing in earnest the newly expanded Correctional Facility on October 1, 2003, it is requested that funds be provided and authority given to immediately hire fifteen (15) additional corrections officers. This will begin Phase One of the staffing for the newly expanded WCSO-Correctional Facility and will allow time to train these new recruits who will then replace more experienced officers that will be temporarily reassigned to recruiting and training duties for Phase Two of the staffing process.

The final step in the Phase Two process is the basic training school, which will coincide with their hiring date of October 1, 2003. The phase one recruits need to be hired by July 1, 2003 so their basic school can begin. It is intended that once Phase Two has been completed, the fifteen experienced officers will be absorbed back into the facility's normal manning.

15	Corrections Officers	19/1	\$544,526.10
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#### New Positions for New Facility

The following is a breakdown of one hundred thirteen (113) new positions needed to open the new facility. This does not include the current staff of 126. The majority of the current positions will be absorbed into security operations.

Judge John Doerfler

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Most of the support functions have been cut in this plan. As an example, there will be - Booking - 2 clerks; Releasing - 1 clerk; Classification - 1 clerk; Floor Control Room - 1 operator; Access Control/Switchboard - 1 clerk (no deputies) per shift. The Security Operations functions (Inmate Control) have been reduced, but the 1-to-48 ratio will be maintained. There will only be three officers per shift for intake, search, escort, and move-ups and no new supervisory positions are included in this phase of training. The new third floor is estimated to be ready for use in January 2004, and because of staffing it will not be able to be fully utilized at that time.

45	Corrections Officers	19/1	\$1,633,578.30
20	Civilian Control Room Operators	17/1	657,678.60
39	Clerks	13/1	1,053,413.79
8	Medical Officers	23/1	353,859.04
1	Administrative Technician	15/1	<u>29,797.96</u>
<b>113</b>	<b>Total New Positions</b>		<b>\$3,728,327.69</b>

**Phase Three Positions for New Facility**

The following is a breakdown of 23 new positions for Phase Three Hiring Plan for proper staffing of the new facility to be hired on October 1, 2004 (2005 Budget Year). This does not include the current staff of 126, the Phase One new hires of 15 officers, or the Phase Two 113 new hires. These figures are based on the current salaries paid by Williamson County.

6	Corrections Officers	19/1	\$ 217,810.44
5	Civilian Control Room Operators	17/1	164,419.65
10	Clerks	13/1	270,106.10
2	Deputies (requires dual licensed as C/O)	21/1	<u>80,102.70</u>
<b>23</b>	<b>Total New Positions</b>		<b>\$ 732,438.89</b>

Please call me if you need any further information.

Respectfully,



John A. Maspero  
Sheriff

cc: Commissioner Mike Heiligenstein, Pct. 1  
Commissioner Greg Boatright, Pct. 2  
Commissioner David Hays, Pct. 3  
Commissioner Frankie Limmer, Pct. 4

# TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR

Terry Julian



May 7, 2003

The Honorable John C. Doerfler  
Williamson County Judge  
710 Main Street, #201  
Georgetown, Texas 78626

and

Sheriff John A. Maspero  
Williamson County  
508 South Rock Street  
Georgetown, Texas 78626

Dear Judge Doerfler and Sheriff Richards:

Attached is our staffing analysis for the new addition to the Williamson County Jail, to assist you in adequately staffing your new facility. At your request, a thorough analysis of intake and release, inmate services and activities, transportation needs and staff relief ratios was conducted. Information regarding operational activities, the configuration of the facility, the inmate population, and staff input were also used to develop this report.

It is our understanding that the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the existing jail will continue to be used. If that is the case, each of these floors would require 1 control room officer and 3 floor officers per shift (with relief, the total for both floors would be 40 officers). If and when the existing first floor is renovated, another officer (with relief, a total of 5) will be required for that 48 beds. If you have any questions regarding this report, please do not hesitate to call Beverly Scott at 512-463-8852.

Sincerely,

A handwritten signature in cursive script, appearing to read "Terry Julian".

Terry Julian  
Executive Director

bjs

Attachment

cc Mark Wilson, Inspector

Commissioner Jimmy Jackson, Vice Chair  
Gonzalo R. Gallegos, San Antonio  
Sheriff David Gutierrez, Lubbock

Marvalette C. Hunter, Houston  
Kelly McVay, Katy  
Sheriff Ted Montgomery, Dumas

Judge William C. Morrow, Midland  
Dr. Michael M. Seale, M.D., Houston  
Charles I. Sabesta, Jr., Caldwell

**TEXAS COMMISSION ON JAIL STANDARDS  
STAFFING ANALYSIS  
WILLIAMSON COUNTY JAIL ADDITION  
May 7, 2003**

Chapter 275 of the Texas Minimum Jail Standards states that, "Inmates shall be supervised by an adequate number of corrections officers to comply with state law and these standards. One corrections officer shall be provided on each floor of the facility where 10 or more inmates are housed, with no less than one corrections officer per 48 inmates or increment thereof on each floor for direct inmate supervision. This officer shall provide visual inmate supervision not less than hourly. Sufficient staff to include supervisors, correctional officers and other essential personnel as accepted by the Commission shall be provided to perform required functions." "... This rule shall not preclude the Texas Commission on Jail Standards from requiring staffing in excess of minimum requirements when deemed necessary to provide a safe, suitable, and sanitary facility ...".

This analysis includes an itemized list of the staff required to carry out necessary duties/tasks while providing the minimum requirements to provide Williamson County with a safe, suitable and sanitary facility.

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**TEXAS COMMISSION ON JAIL STANDARDS  
STAFFING ANALYSIS  
WILLIAMSON COUNTY JAIL ADDITION  
May 7, 2003**

CAPACITY: 840

**STAFFING RECOMMENDATIONS**

POSITION	SHIFT			SHIFT RELIEF FACTOR	TOTAL
	1	2	3		
(Shift 1, 12 am – 8 am; Shift 2, 8 am – 4 pm; Shift 3, 4 pm – 12 am)					
<b>Administration/Operations /Support</b>					
Jail Administrator	-	1	-	-	1
Asst Jail Adm. – Administration	-	1	-	-	1
Reception Clerks	1	2	2	1.66	8
Inmate Services Supervisor	-	1	-	-	1
Classification Supervisor	-	1	-	-	1
Classification Officer	1	1	1	1.66	5
Discipline/Grievance/Gang Officer	-	1	1	-	2
Inmate Property Officer	1	1	1	1.66	5
Laundry Officer	1	1	1	1.66	5
Mail Clerks	-	2	-	-	2
Transportation Supervisor	-	1	-	-	1
Transport Officers	-	9	-	-	9
Asst Jail Adm – Operations	-	1	-	-	1
Shift Supervisors	1	1	1	-	5
Work Release Program Officer	-	1	-	-	1
Work Program Officers (trustys)	1	1	1	1.66	5
				<b>Subtotal</b>	<b>(53)</b>
<b>1<sup>st</sup> Floor – 48 beds + 24 bed Infirmmary</b>					
Central Control Room Officer	2	3	3	1.66	14
Booking Officers	2	2	2	1.66	10
Release Officers	1	1	1	1.66	5
Medical Supervisor	-	1	-	-	1
Nurses/Medical Officers	2	3	3	1.66	14
Floor Officers	2	2	2	1.66	10
Movement Officers	1	1	1	1.66	5
				<b>Subtotal</b>	<b>(59)</b>
<b>2<sup>nd</sup> Floor – 384 beds</b>					
Control Room Officers	1	1	1	1.66	5
Pod Officers	8	8	8	1.66	40
Rovers	1	1	1	1.66	5
				<b>Subtotal</b>	<b>(50)</b>
<b>3<sup>rd</sup> Floor – 384 beds</b>					
Control Room Officers	1	1	1	1.66	5
Pod Officers	8	8	8	1.66	40
Rovers	1	1	1	1.66	5
				<b>Subtotal</b>	<b>(50)</b>
<b>TOTAL</b>					<b>212</b>

**TEXAS COMMISSION ON JAIL STANDARDS  
STAFFING ANALYSIS  
WILLIAMSON COUNTY JAIL ADDITION  
May 7, 2003**

**NOTES**

The new first floor contains:

Central Control Room	Booking
Holding, Detox	Release
Property Room	3 violent cells
Medical area	24 infirmary beds
Visitation	Kitchen
Laundry	Commissary
48-bed dormitory w/recreation yard	

The 2<sup>nd</sup> and 3<sup>rd</sup> floors each contain a control room and eight 48-bed direct supervision pods.

The following positions, some or all of which may be necessary to the operation of your jail, were not addressed in this analysis:

Training Supervisor	-	1	-	-	1
Training Officer	1	2	2	-	5
Supply Clerk	-	1	-	-	1
Court Clerks	-	2	-	-	2
Bond Clerks	1	1	1	1.66	5
Administrative Clerks	-	3	-	-	3
Medical Clerks	-	3	-	-	3
Vocational/GED Program*	-	2	-	-	2
Inmate Trust Fund Clerks	-	2	-	-	2
Psychologist	-	1	-	-	1
					<b>25</b>

If the cooks are not certified jailers, Kitchen Officers will be required as follows:

Kitchen Officer	1      1      1      1.66      5
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**AGENDA ITEM 32**

Discuss and take appropriate action on jail/courthouse annex expansion.

Ed Lee updated the court on the jail/courthouse annex expansion.

There was no action taken on this agenda item.

**AGENDA ITEM 33**

Consider approving professional services proposal with K. Friese and Associates for wetlands creation study at Brushy Creek Trailhead property.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To approve the professional services proposal with K. Friese and Associates for wetlands creation study at Brushy Creek Trailhead property in the amount of \$24,250.

Vote: **4 - 0**

<Attachment>