

17,251



**HUNT COUNTY
SHERIFF**

Terry Jones, Sheriff

2801 Stuart Street
Greenville, TX 75401
903.453.6800

MEMORANDUM

FILED FOR RECORD
at 1:00 o'clock P M

FEB 08 2022

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By

DATE: February 1, 2022
TO: Bobby Stovall, County Judge
FROM: Buddy Oxford, Chief Deputy
SUBJECT: New Captain Position Request

The purpose of this memorandum is to ask for your consideration and support for a new position within the Sheriff's Office. This new position is for a Captain-Operation.

This Captain would be responsible for the Patrol Division, Criminal Investigation Division, the Criminal Interdiction Unit and an Investigator assigned to the Drug Enforcement Administration as a Task Force Officer. A total of forty-two (42) employees.

The Captain would be supervised by the Chief Deputy.

This position would greatly enhance the Sheriff's Office to meet the objectives of Hunt County for the safety and well-being of its residents. The position would increase the Leadership making the Agency more efficient.

If approved this position would not be filled until July 16, 2022. This is two and half months in the current budget year. No more than six (6) paydays the remainder of the budget year.

We have a Deputy's position open currently, the Sheriff's Office could cover the expense for the position this current budget year.

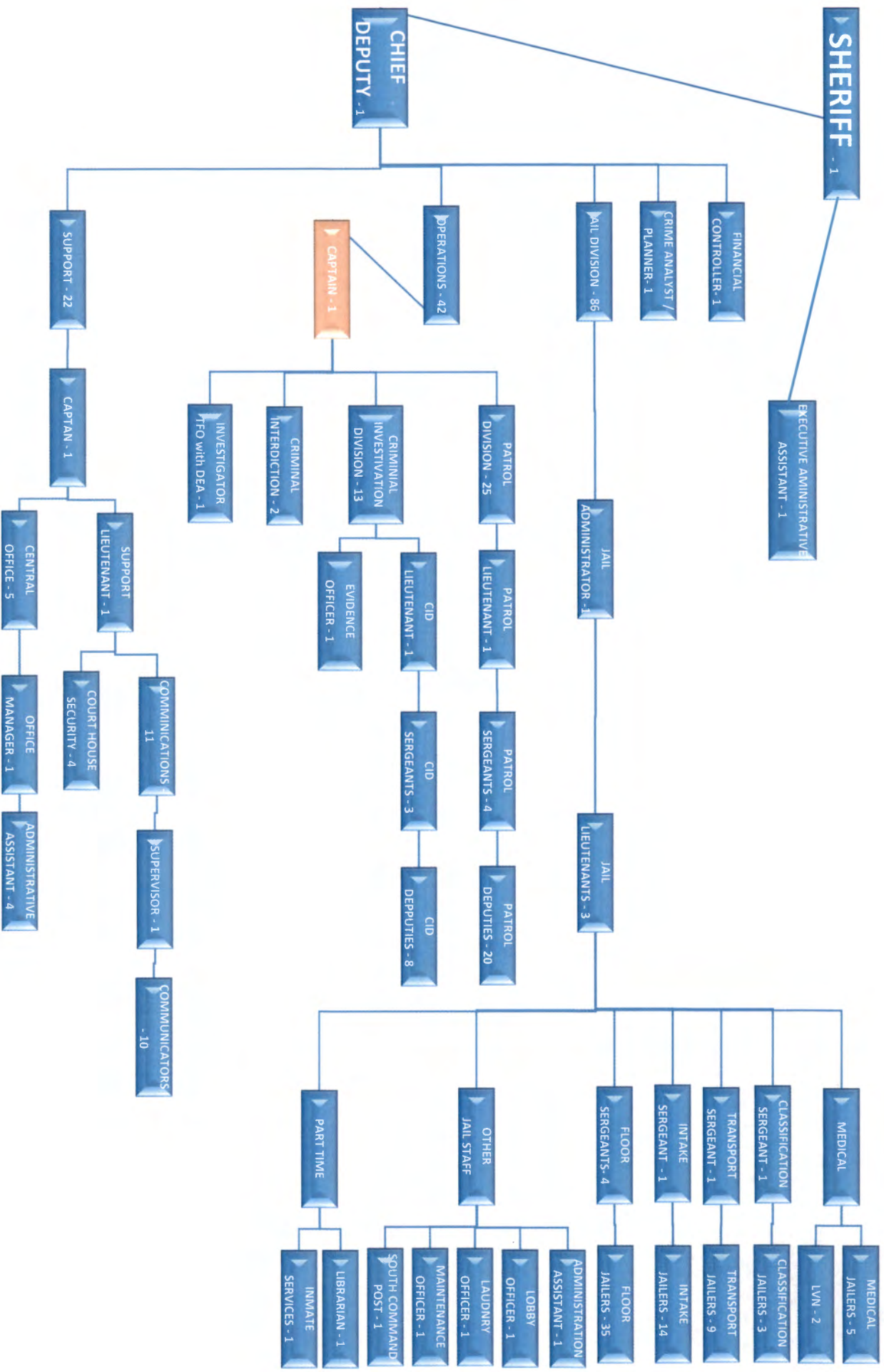
Currently a Captain's salary is \$60,057 with the total cost to the County is \$85,955.

I have attached the current Organizational Chart, Salary break down and a job description.

Thank you for your consideration. If the request is approved can it be placed on the Commissioners Court Agenda?

DEPARTMENT	SALARY	RETIREMENT	FICA	INSURANCE	UNEMP	W/COMP	TOTAL
Captain	60,057	7,363	4,594	12,674	385	882	85,955
SO Deputy	48,541	5,951	3,713	12,674	385	882	72,147

DRAFT HUNT COUNTY SHERIFF'S OFFICE LETTER ORGANIZATION CHART



HUNT COUNTY, TEXAS - Job Description

Identification:

Job Title:	Captain-Operations
Department:	Hunt County Sheriff's Department
Reports to:	Chief Deputy
Immediate Supervisor:	Chief Deputy

Job Summary:

Perform supervisory law enforcement work, of considerable difficulty, in the operation and administration of the Hunt County Sheriff's Office and perform related work as required. Work is performed under the general direction of the Chief Deputy.

Job Scope:

Through the chain of command, or through direct contact when necessary, supervises all subordinate Sheriff's Office employees. Supervisory and budgetary responsibilities are required. Any employee responsible for the handling of monies will be held accountable for losses or shortages that result from employee negligence.

Essential Job Duties and Responsibilities:

- Assist Chief Deputy in developing major operational policy
- In absence of Sheriff and Chief Deputy assume command of the sheriff's Office
- Advise and instruct subordinate employees in complex law enforcement situations
- Participate in the interviewing and selection of new employees
- Conduct special inquiries and investigations for the Sheriff/Chief Deputy
- May testify in court
- Perform all other duties as may be directed by the Sheriff/Chief Deputy
- Perform/review evaluations of employees under your command

Physical and Environmental Conditions:

Office environment: working closely with others and alone: exposure to computer screens. Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time: lifting and carrying light materials.

Minimum Education, Experience, and Certifications:

High school diploma or equivalent required. Five years progressively responsible supervisor experience in law enforcement or any equivalent combination of training and experience. Possession of an Advanced State Police Certification or above and an appropriate motor vehicle license.

Knowledge, Skills and Abilities:

Considerable knowledge of laws pertaining to law enforcement work and the methods and practices used to achieve effective law enforcement. Must have good knowledge of Hunt County Administrative procedures and practices. Ability to direct, coordinate, and supervise the activities of a large group of employees and to deal effectively with the public. Knowledge of equipment, tools, and chemical safety rules. Skills in the operation of equipment. Ability to follow orders and communicate with people. Ability to read and understand directions and work requests.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

Signature/Approval:

Employee's Signature

Date

Human Resources Department

Date