

## **SHERIFF - ENFORCEMENT**

### **MISSION**

The mission of the Fort Bend County Sheriff's Office Enforcement Division is to protect the lives, property, and rights of all persons within the county in a courteous, impartial and diligent manner. Our actions shall be guided by those constitutional and legal principles which are the foundation of the United States of America and the State of Texas.

### **VISION**

The focus of the Enforcement Division is to strive for excellence in our duties by continuous recruitment and employment of the highest quality applicants. Additionally, training of our personnel will exceed the standards established by state licensing. Promotional and supervisory opportunities will be afforded to candidates based upon skills, talents, and educational superiority. Success in achieving established goals are based upon the effectiveness of all involved personnel having clear understanding of their duties and reporting structure. Accomplishing our vision is dependent upon:

1. Constant review in the scope of our strategic plan of action for effectiveness and clarity of duties.
2. Effectively delineating goals to division units that are attainable and measureable.
3. Maintaining a reporting structure that establishes a clear understanding of responsibility and authority to convey policy and directives.
4. Establishing an increased presence to job seekers through media
5. Adjust the minimum and maximum number of personnel reporting to a single supervisor

### **GOALS**

The FY2012 goals and objectives listed below will support and enhance the mission of the Sheriff's Office Enforcement Division.

#### **Goal 1**

##### **Increased visibility for recruitment**

**Promote job opportunities and increase exposure to applicants beyond local market for increased selection pool.**

**Objective** Maximize exposure of all employment opportunities by utilization of electronic media, inclusive of trade publications, industry job databases, and internet website.

#### **Goal 2**

##### **Continuing Education**

**Provide CEU training inclusive of latest practice, methodology, and techniques to stay abreast of criminal conduct.**

**Objective** Catalog all training available meeting the objective criteria with an emphasis on those courses that may be presented through GGLEA complimentary for hosting or a reduced cost. Maximize providing distance learning programs through on-line access by creating an appropriate lab area for the purpose.

## SHERIFF - ENFORCEMENT

### Goal 3

#### Update to rank structure

Upgrade ranking positions to effectively minimize the number of personnel for which a supervisor has immediate responsibility.

**Objective** Modify existing command structure in line with established incident command protocol to reduce errors in directives issued and communication up line to management.

PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 GOAL
<p><b>Increase Applicant Pool</b></p> <p>1. Analysis of opportunities known to job seekers beyond local base.</p>	<p>Number of Enforcement Applicants: 426</p> <p>Analysis: 1. Local 85% 2. Outside Co.: 15%</p>	<p>Number of Enforcement Applicants: 216</p> <p>Analysis: 1. Local 80% 3. Outside Co.: 20%</p>	<p>Number of Enforcement Applicants 400:</p> <p>Analysis: 1. Local 60% 4. Outside Co.: 40%</p>
<p><b>Increase media utilization:</b></p> <p>1 Websites where openings are publicized</p>	1	1	4
<p><b>Training:</b></p> <p>1. Increase the average number of TCLEOSE hours held per officer</p> <p>2. Increase the number of specialized new courses offered at the academy</p> <p>3. Increase the number of online classes available to personnel</p>	<p>Average number held/employee: 1250</p> <p>4</p>	<p>Average number held/employee: 1370</p> <p>6</p>	<p>Average number held/employee: 1500</p> <p>10</p>
<p><b>Supervision:</b></p> <p>1. Reduce the number of personnel reporting to a single supervisor</p>	<p>Ratio of Supervisors to employee 14 to 1</p>	<p>Ratio of Supervisors to employee 16 to 1</p>	<p>Ratio of Supervisors to employee 7 to 1</p>

**SHERIFF – ENFORCEMENT**

FUND: 100 General

ACCOUNTING UNIT: 100560100 Sheriff Enforcement

**EXPENSE BUDGET**

<b>CATEGORY</b>	<b>2010 ACTUAL</b>	<b>2011 ADOPTED</b>	<b>2012 ADOPTED</b>
Salaries and Personnel Costs	\$ 22,663,496	\$ 23,516,540	\$ 24,390,856
Operating and Training Costs	\$ 2,549,591	\$ 3,216,355	\$ 3,375,392
Information Technology Costs	\$ 100,804	\$ 139,815	\$ 104,532
Capital Acquisitions	\$ 1,226,936	\$ 977,481	\$ 1,040,654
<b>TOTAL</b>	<b>\$ 26,540,827</b>	<b>\$ 27,850,191</b>	<b>\$ 28,911,433</b>

**2012 AUTHORIZED POSITIONS**

<b>Job Title</b>	<b>Job Code</b>	<b>Grade</b>	<b>Count</b>
Sheriff	J00027	G00	1
Mail Room Clerk	J03004	G03	1
Administrative Clerk	J05000	G05	1
Clerk I	J05005	G05	1
Records Clerk	J05015	G05	4
HR Clerk	J06023	G06	2
Victim Liaison Assistant	J06024	G06	1
Administrative Clerk II	J06029	G06	2
Administrative Clerk III	J07046	G07	1
Administrative Assistant	J08000	G08	2
Clerk III-Records Supervisor	J08012	G08	2
Teaching/Personnel Assistant	J08047	G08	1
Fugitive Warrants Coordinator	J08061	G08	3
Maintenance Supervisor	J09041	G09	1
Victim Liaison & PR Coordinator	J09057	G09	1
HR Assistant – SO	J09070	G09	1
Admin Asst - Fiscal Affairs	J09072	G09	1
Telecommunications Officer I	J09078	G09	22
Deputy Sheriff	J09093	G09	143
ID Technician	J10020	G10	8
Investigator	J10022	G10	53
Communications Sys Specialist	J10043	G10	2
Administrative Assistant	J10054	G10	2
Civilian Comm Sys Specialist	J10081	G10	1
Telecommunications Officer II	J11074	G11	25
Communications Coordinator	J11080	G11	3
Corporal	J11084	G11	1
Communications Development Coordinator	J12066	G12	1
Sergeant	J12067	G12	28
HR Coordinator	J12071	G12	1
Fiscal Coordinator	J12077	G12	1
Communications Manager	J13039	G13	1
Lieutenant	J13040	G13	10
Captain	J14034	G14	6
Chief Deputy	J15006	G15	1
Major	J15032	G15	1
<b>Total Authorized Positions</b>			<b>336</b>

**SHERIFF - ENFORCEMENT****2012 NEW POSITIONS**

<b>Job Title</b>	<b>Job Code</b>	<b>Grade</b>	<b>Count</b>
Cadet	J04009	G04	5
Investigator	J10022	G10	1
<b>Total New Positions</b>			<b>6</b>

**SHERIFF – COMMISSARY ADMINISTRATION**

FUND: 100 General

ACCOUNTING UNIT: 100560112 Sheriff's – Commissary Administration

**EXPENSE BUDGET**

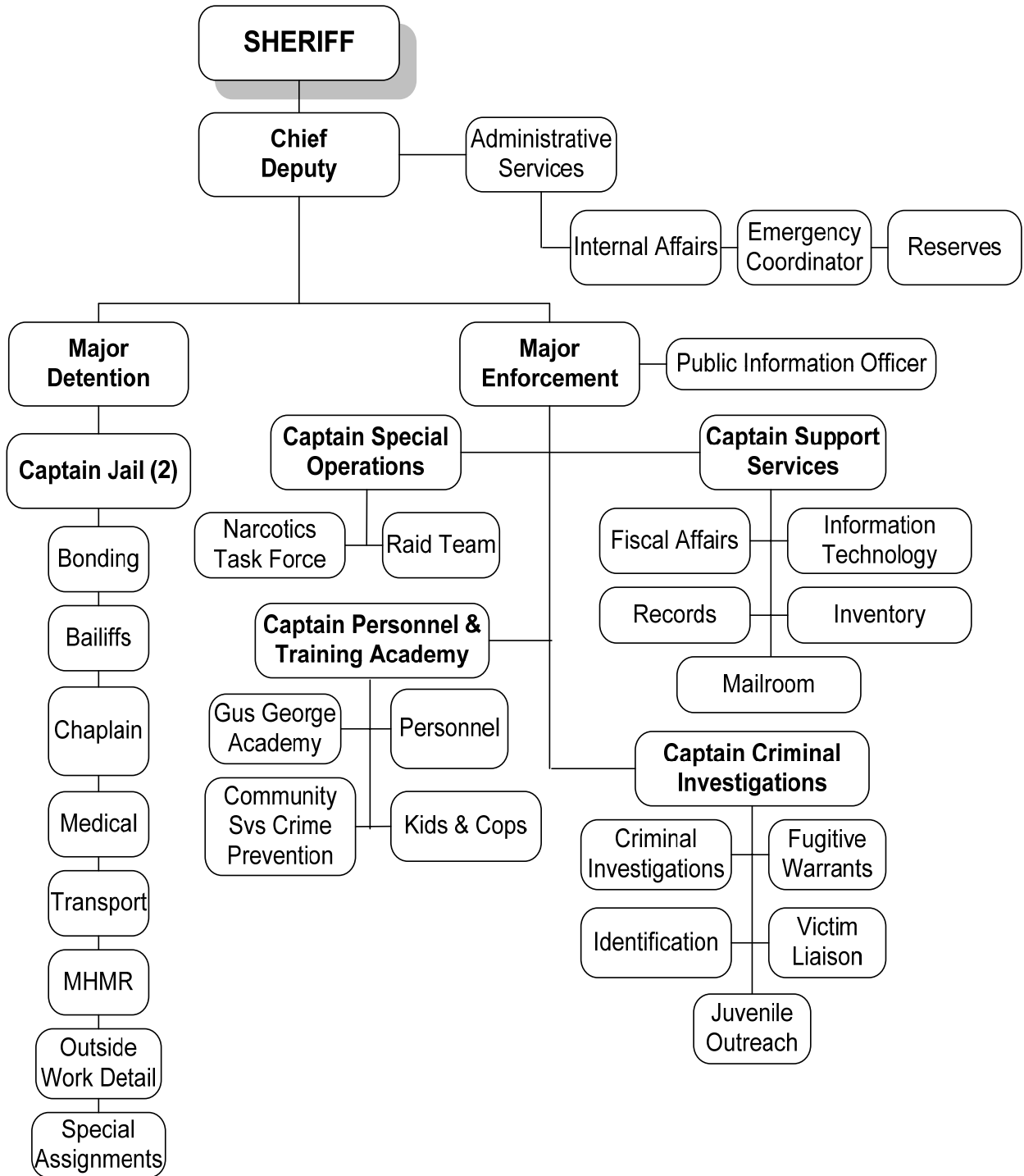
<b>CATEGORY</b>	<b>2010 ACTUAL</b>	<b>2011 ADOPTED</b>	<b>2012 ADOPTED</b>
Salaries and Personnel Costs	\$ 129,512	\$ 0	\$ 140,995
Operating and Training Costs	\$ 0	\$ 0	\$ 0
Information Technology Costs	\$ 0	\$ 0	\$ 0
Capital Acquisitions	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 129,512</b>	<b>\$ 0</b>	<b>\$ 140,995</b>

**2012 AUTHORIZED POSITIONS**

<b>Job Title</b>	<b>Job Code</b>	<b>Grade</b>	<b>Count</b>
Detention Deputy	J09024	G09	1
Corporal	J11084	G11	1
<b>Total Authorized Positions</b>			<b>2</b>

# SHERIFF - ENFORCEMENT

## ORGANIZATIONAL CHART



## **SHERIFF - DETENTION**

### **MISSION**

The mission of the Fort Bend County Sheriff's Office Detention Division is to provide safe, secure, humane and effective detention services to Fort Bend County.

### **VISION**

The Detention Division is focused on providing a positive environment to detain inmates awaiting trial, transport, or completion of their sentence. The vision of the County Jail is to provide the safest incarceration and working environment possible for inmates and officers in the following ways:

6. Establish more effective, efficient and creative procedures to provide superior detention resources to the County.
7. Effectively and legally solve the problems that threaten the safety and security of the detention division.
8. Proactively analyze our performance and services provided to meet the challenges of Fort Bend County's future growth.

### **GOALS**

The FY2012 goals and objectives listed below will support and enhance the mission of the Sheriff's Office Detention Division.

#### **GOAL 1**

##### **Staff Retention**

**Strive to provide fair and equal compensation, which should be competitive to other surrounding agencies.**

- Objective 1** Analyze exit interviews to statistically represent reasons employees are leaving Fort Bend County.

#### **GOAL 2**

##### **Staff Training**

**Increase the average number of TCLEOSE hours held per employee.**

- Objective 1** Increase the number of jailer courses offered at the academy.  
**Objective 2** Track the level of certifications held by employees.

#### **GOAL 3**

##### **Safety**

**Reduce the amount of officer injuries through emphasis on officer safety and specialized emergency response training.**

- Objective 1** Increase the amount of staff attending a defensive tactics courses.

## SHERIFF - DETENTION

PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 GOAL
<b>Staff Retention</b>			
5. Analysis of exit interviews	Number of employees that have resigned: 29  Analysis of reasons: 1. Other LE 38% 2. Personal: 62%	Number of employees that have resigned: 15  Analysis of reasons: 1. Other LE 27% 2. Personal: 73%	Number of employees that will resign: 30  Analysis of reasons: 1. Other LE 10% 2. Personal: 90%
<b>Staff Training:</b>			
4. Increase the average number of TCLEOSE hours held per officer	Average number held/employee: 1,014	Average number held/employee: 1,203	Average number held/employee: 1,250
5. Increase the number of jailer courses offered at the academy	14	12	18
6. Increase level of certificates held by employees			
Basic Jailers	287	272	260
Basic P.O.	163	188	200
Intermediate Jailers	2	14	20
Intermediate P.O.	15	20	25
Advanced Jailers	8	25	35
Advanced P.O.	32	34	40
Master Jailers	11	13	17
Master P.O.	20	24	27
<b>Safety:</b>			
2. Reduce the amount of officer injuries through emphasis on officer safety and specialized emergency response training(Workman's Comp Claims)	48	37	35
3. Number of officers attending independent defensive tactics training courses	59	37	75

**SHERIFF – DETENTION**

FUND: 100 General

ACCOUNTING UNIT: 100512100 Sheriff's Detention

**EXPENSE BUDGET**

<b>CATEGORY</b>	<b>2010 ACTUAL</b>	<b>2011 ADOPTED</b>	<b>2012 ADOPTED</b>
Salaries and Personnel Costs	\$ 20,752,819	\$ 19,397,836	\$ 20,224,186
Operating and Training Costs	\$ 5,285,536	\$ 6,273,820	\$ 6,397,902
Information Technology Costs	\$ 95,623	\$ 21,248	\$ 21,163
Capital Acquisitions	\$ 0	\$ 21,220	\$ 92,311
<b>TOTAL</b>	<b>\$ 26,133,978</b>	<b>\$ 25,714,124</b>	<b>\$ 26,735,563</b>

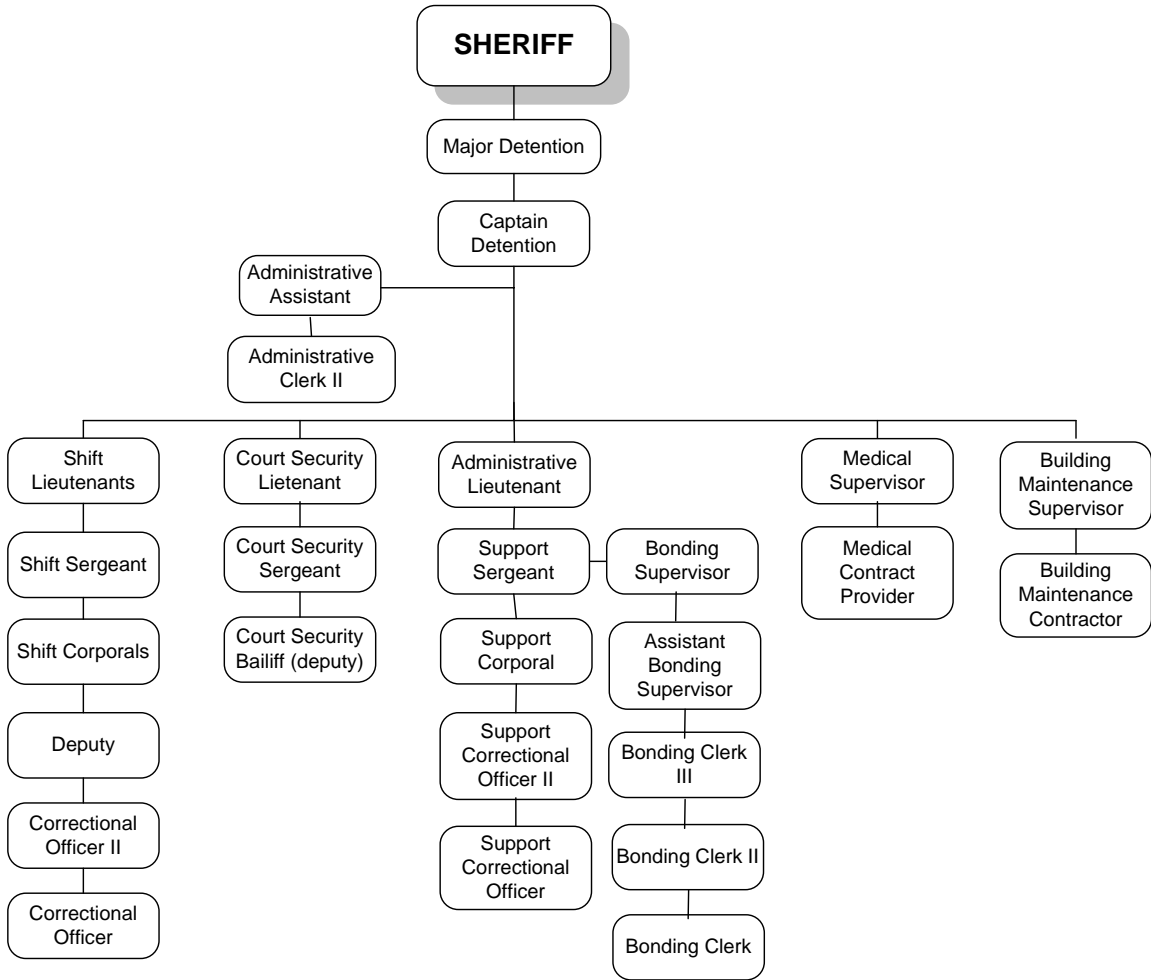
**2012 AUTHORIZED POSITIONS**

<b>Job Title</b>	<b>Job Code</b>	<b>Grade</b>	<b>Count</b>
Cadet-Detention	J04009	G04	5
Bonding Clerk	J05002	G05	13
Administrative Clerk II	J06029	G06	5
Clerk III - Bonding	J07015	G07	1
Detention Officer - Civilian	J07021	G07	109
Detention Officer - Civilian II	J08081	G08	15
Lead Clerk – Bonding	J08088	G08	1
Bonding Supervisor	J09011	G09	1
Detention Deputy	J09024	G09	146
Administrative Assistant	J10054	G10	1
Corporal	J11084	G11	12
Sergeant	J12067	G12	16
Lieutenant	J13040	G13	9
Medical Officer Supervisor	J13044	G13	1
Captain – Jail	J14006	G14	1
Captain	J14034	G14	1
Major	J15032	G15	1
<b>Total Authorized Positions</b>			<b>338</b>



# SHERIFF – DETENTION

## ORGANIZATION CHART



## SHERIFF – BAILIFFS

FUND: 100 General

ACCOUNTING UNIT: 100512101 Sheriff's – Bailiffs

### EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 0	\$ 1,309,600	\$ 1,290,864
Operating and Training Costs	\$ 0	\$ 0	\$ 23,381
Information Technology Costs	\$ 0	\$ 0	\$ 0
Capital Acquisitions	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 1,309,600</b>	<b>\$ 1,314,246</b>

### 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Detention Deputy	J09024	G09	19
Lieutenant	J13040	G13	1
<b>Total Authorized Positions</b>			<b>20</b>

## SHERIFF – COURTHOUSE SECURITY

FUND: 100 General

ACCOUNTING UNIT: 100512102 Sheriff's – Courthouse Security

### EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 0	\$ 410,067	\$ 415,853
Operating and Training Costs	\$ 0	\$ 28,335	\$ 28,957
Information Technology Costs	\$ 0	\$ 690	\$ 0
Capital Acquisitions	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 439,092</b>	<b>\$ 444,810</b>

### 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Detention Deputy	J09024	G09	4
Sergeant	J12067	G12	2
<b>Total Authorized Positions</b>			<b>6</b>

