STATE OF TEXAS § **DATE: July 14, 2026**
REGULAR MEETING
COUNTY OF POLK § **ALL PRESENT**

COMMISSIONER'S COURT
AGENDA POSTING # 2026 - 019

Call to Order. * Invocation * Pledges of Allegiance
Be it remembered on this the 14th day of July 2026, the Honorable Commissioners Court met in "REGULAR" called meeting with the following officers and members present, to wit;

Honorable Sydney Murphy – County Judge presiding,
Guylene Robertson – Commissioner Pct #1,
Mark DuBose – Commissioner Pct #2,
Milton Purvis – Commissioner Pct #3,
Jerry Cassity - Commissioner Pct #4,
Schelana Hock – County Clerk and
Louis Ploth – County Auditor.

WELCOMED & CALLED TO ORDER AT 10:00 AM BY JUDGE SYDNEY MURPHY.

- INVOCATION LED BY ERNIE TURNERY, RETIRED PASTOR FROM UNITED METHODIST CHURCH.
- PLEDGES TO U.S. & TEXAS FLAGS LED BY SCHELANA HOCK.

Public Comments
SUSAN MUZNY, JOHN MUZNY AND RICHARD BURR SPOKE IN FAVOR OF CONTINUING WITH THE RECYCLING PROGRAM.

LINDA SMITH WITH INDIAN HILLS SUBDIVISION EXPRESSED OPPOSITION TO AN APPLICATION TO TEXAS COMMISSION ON ENVIRONMENTAL QUALITY FOR A WASTEWATER TREATMENT PLANT AT THE FRONT OF THEIR SUBDIVISION.

Informational Reports
NONE. MOVED TO AGENDA ITEM 27.

Old Business

1. REVIEW AND CONSIDER ANY AND ALL NECESSARY ACTION REGARDING RESULTS FOR RE-BID OF CRACKED FUEL PRODUCTS, AS FOLLOWS:
   MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, TO APPROVE BIDS OF CRACKED FUEL PRODUCTS.
   VOTES NO: 0
   VOTES YES: 5
   VOTES RESULT: CARRIED

A. PRECINCT 1 RE-BID #2026.01.02.2

B. PRECINCT 2 RE-BID #2026.02.02.2

C. PRECINCT 3 RE-BID #2026.03.02.2

D. PRECINCT 4 RE-BID #2026.04.02.2

New Business - Consent Agenda

JUDGE MURPHY NOTED AN ADDENDUM TO ITEM 3 IN THE AMOUNT OF $72,330.17. MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO APPROVE THE CONSENT AGENDA AS FOLLOWS: (ALL VOTING YES)

2. APPROVE MINUTES OF PREVIOUS MEETING: June 23, 2026 (Regular Session)

3. APPROVE SCHEDULES OF BILLS.

DATE	AMOUNT	FUND	CHECK #
6/23/2026	17,349.68	General	316942-316943
6/23/2026	22.50	General	316946
6/23/2026	351,481.66	General	316947-316955
6/26/2026	12,803.56	General	316956-316963
6/26/2026	3,527.47	Grants	1551-1554
6/29/2026	20,000.00	Grants	ACH 035/1555/ ACH 010/316971-316972
6/29/2026	2,457.43	General	316973-316978
6/29/2026	187,622.92	Grants	ACH 035/1556
6/30/2026	28,395.66	Grants	ACH 035/1563/ ACH 010/316983-316989
6/30/2026	2,480.00	General	317010
7/1/2026	17,600.00	General	317012
7/1/2026	152.77	General	317013-317014
7/1/2026	351,849.78	Retiree Health	ACH 083/652-653/ ACH 010/317015-317020
7/1/2026f	21,800.00	General	316979-316982
7/2/2026	169,921.58	General	ACH 5330,5339,5340,5341, 5335,5337,5338
7/2/2026	12,894.77	Historical Commission	ACH 028/1677
7/2/2026	62,168.65	General	316990-317005
7/2/2026	2.00	General	317021
7/7/2026	411.99	Grants	1566
7/7/2026	244,153.25	Grants	1567-1568
7/14/2026	610,088.98	Grants	ACH 035/1569/

			ACH 010/317024-317193
TOTAL:	**2,117,184.65**		

4. APPROVE ORDER DESIGNATING SURPLUS PROPERTY.
   The Exhibit reflects various items no longer in use by the Sheriff's Office, Maintenance and Environmental Enforcement Office.

5. RECEIVE AND RECORD PERSONNEL ACTION FORMS SUBMITTED BY ELECTED OFFICIALS SINCE LAST MEETING.

6. RECEIVE AND RECORD INDEPENDENT CONTRACT ATTORNEY AGREEMENT BETWEEN THE DISTRICT ATTORNEY'S OFFICE AND SCOTT FERGUSON, EFFECTIVE APRIL 24, 2026, THROUGH MAY 17, 2026.

7. APPROVE APPOINTMENT OF CORLIS HULETT TO WORKFORCE DEVELOPMENT BOARD FOR A THREE YEAR TERM, BEGINNING AUGUST 1, 2026.

8. APPROVE TO FILE CLAIM WITH STATE COMPTROLLER, PURSUANT TO GOV'T CODE, SEC. 61.0015(B), FOR REIMBURSEMENT OF A PORTION OF THE JUROR FEES PAID BY POLK COUNTY DURING THE PERIOD OF APRIL 1 THROUGH JUNE 30, 2026.

9. APPROVE ENROLLMENT IN TEXAS ASSOCIATION OF COUNTIES ARTIFICIAL INTELLIGENCE TRAINING.

10. APPROVE AGREEMENT WITH GOVOLUTION (DELUXE) PAYMENTS FOR CREDIT CARD PROCESSING IN THE FIRE MARSHAL AND ENVIRONMENTAL ENFORCEMENT OFFICES.

11. RATIFY APPROVAL OF AGREEMENT WITH EFAX UNITE FOR USE IN THE SOCIAL SERVICES DEPARTMENT.

12. RATIFY RENEWAL OF AGREEMENT FOR PITNEY BOWES POSTAGE MACHINE.

13. APPROVE MEMORANDUMS OF UNDERSTANDING WITH VOLUNTEER FIRE DEPARTMENTS FOR ASSIGNMENT AND USE OF HANDHELD RADIOS.

14. RECEIVE AND RECORD RESOLUTION OF THE BOARD OF DIRECTORS OF IAH PUBLIC FACILITY CORPORATION FOR BANKING AUTHORIZATION, RESERVE FUND POLICY, AND ANNUAL ALLOCATIONS.

15. APPROVE RELEASE AGREEMENT BETWEEN IAH PUBLIC FACILITY CORPORATION, POLK COUNTY, TEXAS, AND U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION, AS SUCCESSOR TRUSTEE; AND AUTHORIZE COUNTY TREASURER TERRI WILLIAMS TO ESTABLISH BANK ACCOUNTS FOR THE IAH PUBLIC FACILITY CORPORATION WITH THE COUNTY DEPOSITORY.

New Business - Regular Agenda

16. CONSIDER APPROVAL OF PERSONNEL MATTERS, AS FOLLOWS:

A. PERSONNEL ACTION FORM REQUESTS SUBMITTED BY DEPARTMENT HEADS SINCE LAST MEETING AND REVIEW OF ANY AUTHORIZED EMERGENCY HIRING.
MOTIONED BY MILT PURVIS, SECONDED BY MARK DUBOSE, APPROVAL WITH ONE EMERGENCY HIRE IN HUMAN RESOURCE DEPT.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

B. REQUEST FOR PAYMENT OF VACATION TIME ACCRUED BY JAIL ADMINISTRATOR LARRY DAWSON.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

C. REQUEST FROM THE DISTRICT CLERK TO RECLASSIFY ONE DEPUTY CLERK TO COURT CLERK.
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, APPROVAL OF RECLASSIFICATION.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

D. REQUEST TO APPROVE REVISED JOB DESCRIPTIONS SUBMITTED BY THE SHERIFF'S OFFICE.
MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, APPROVE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

17. CONSIDER REQUESTS FOR REVISIONS AND AMENDMENTS TO THE BUDGET, AS FOLLOWS:

A. FY2026 BUDGET REVISIONS AND AMENDMENTS, AS PRESENTED BY THE COUNTY AUDITOR’S OFFICE;
MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, APPROVE REVISIONS #2026-21 & AMENDMENTS #2026-21(A).
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

18. CONSIDER APPROVAL OF OFFERS TO PURCHASE TAX FORECLOSED PROPERTIES, AS FOLLOWS:

A. LOTS 125, 127 & 129, SECTION 1, HOOT OWL HOLLOW, CAUSE #T23-0228, LOCATED IN PRECINCT 1.
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, APPROVAL.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

19. CONSIDER ANY/ALL NECESSARY ACTION RELATING TO EXPENDITURES FROM MAINTENANCE CAPITAL OUTLAY BUILDINGS (BUDGETED FUNDS), AS FOLLOWS:

A. ROOF REPAIR AT THE POLK COUNTY OFFICE ANNEX, IN THE AMOUNT OF $7,000, TO BE COMPLETED BY BRAZOS URETHANE, INC.
MOTIONED BY MILT PURVIS, SECONDED BY MARK DUBOSE, APPROVE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

B. HVAC SYSTEM UPGRADES AT THE POLK COUNTY JAIL, IN THE AMOUNT OF $70,898.47, TO BE COMPLETED BY FERRARA'S HEATING & AIR CONDITIONING.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO DELETE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

20. CONSIDER APPROVAL TO ADVERTISE BID #2026-18 FOR COURTHOUSE LANDSCAPING.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, APPROVAL.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

21. CONSIDER APPROVAL OF ORDER TO ADOPT UPDATED POLICY FOR MASS GATHERINGS AND OUTDOOR MUSIC FESTIVALS IN UNINCORPORATED AREAS OF POLK COUNTY, PURSUANT TO CHAPTER 751 OF THE TEXAS HEALTH AND SAFETY CODE AND CHAPTER 2104 OF THE TEXAS OCCUPATIONS CODE.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, APPROVAL OF ORDER.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

22. CONSIDER APPROVAL OF AGREEMENT BETWEEN POLK COUNTY AND GOODRICH ISD FOR THE ASSIGNMENT OF A SCHOOL RESOURCE OFFICER UNDER THE DIRECTION AND SUPERVISION OF CONSTABLE PRECINCT 1.
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MARK DUBOSE, APPROVAL OF AGREEMENT.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

23. CONSIDER ANY AND ALL NECESSARY ACTION REGARDING THE IAH PUBLIC FACILITY CORPORATION BOARD OF DIRECTORS.
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, TO APPROVE APPOINTMENT OF COMMISSIONER MILTON PURVIS TO FILL VACANCY.
VOTES NO: 0
VOTES YES: 5

VOTES RESULT: CARRIED

24. DISCUSS AND TAKE ACTION ON CHANGE ORDER #2 FOR TEXAS MATERIALS ON THE GENERAL LAND OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT REGIONAL MITIGATION ROAD PROJECTS, GLO CONTRACT NO. 24-065-045-E536.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, APPROVE CHANGE ORDER #2 FOR TIME EXTENSION DUE TO MATERIAL DELAYS, WEATHER DELAYS, AND EXPANDED SCOPE OF WORK.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

25. DISCUSS AND TAKE ACTION ON CHANGE ORDERS FOR THE GENERAL LAND OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT REGIONAL MITIGATION WATER PROJECTS, AS FOLLOWS:

A. CHANGE ORDER #2 TO GLO CONTRACT NO. 24-065-044-E536 MODIFYING THE SCOPES FOR SHILOH RIDGE AND SODA WATER SUPPLY CORPORATIONS' PROJECTS.
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, APPROVAL OF CHANGE ORDER FOR TIME EXTENSION DUE TO MATERIAL AND WEATHER DELAYS.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

B. CHANGE ORDER #2 TO GLO CONTRACT NO. 24-065-045-E537 MODIFYING THE SCOPE FOR DAMASCUS STRYKER WATER SUPPLY CORPORATION PROJECT.
MOTIONED BY MILT PURVIS, SECONDED BY MARK DUBOSE, APPROVE TIME EXTENSION DUE TO MATERIAL AND WEATHER DELAYS.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

26. CONSIDER APPROVAL OF REVISED RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT AND REVITALIZATION (GLO-CDR) COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY 2024 DISASTERS LOCAL COMMUNITIES PROGRAM, SUPERSEDING THE RESOLUTION ADOPTED MAY 12, 2026.
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, APPROVAL OF RESOLUTION.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

27. RECEIVE NOTICE FROM POLK COUNTY RECYCLING AND BEAUTIFICATION OF THEIR DISCONTINUATION OF RECYCLING CENTER OPERATIONS AND DISCUSS OPTIONS FOR FUTURE COUNTY RECYCLING OPERATIONS.
RECEIVED INFORMATION FROM KARI MILLER. COURT REQUESTED KARI PROVIDE A BUDGET PROPOSAL FOR COUNTY-RUN RECYCLING CENTER

OPERATIONS AND JERRY CASSITY AGREED TO BE ON COMMITTEE TO PROVIDE ASSISTANCE.

Budget Workshop

28. DISCUSS FY2027 BUDGET DEVELOPMENT.
    Judge Murphy reviewed the preliminary draft budget, which is posted to the County website, noting the positions and reclassifications that had been included, along with her recommendation to maintain the county's matching retirement contribution at 250%.

29. DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW VEHICLE LEASES FOR FY2027 AND AUTHORIZE THE COUNTY JUDGE TO EXECUTE LEASE ORDER AGREEMENTS UPON RELEASE.
    MOTIONED BY MILT PURVIS, SECONDED BY GUYLENE ROBERTSON, TO APPROVE ORDER AUTHORIZING NEW AND ROTATING VEHICLE LEASES.
    VOTES NO: 0
    VOTES YES: 5
    VOTES RESULT: CARRIED

Adjourn

MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO ADJOURN AT 11:15 A.M.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

_____
SYDNEY MURPHY, COUNTY JUDGE

ATTEST:

_____
SCHELANA HOCK, COUNTY CLERK

Re-Bid Number: 2026-01.02.2

Description: Pct 1 Cracked Fuel

Item	**Bidder:**	Ergon Asphate & Emulsions
	Bid price per ton	$691.00
	Demurrage Fee	$0.00
	Restocking Fee	None
	Unloading & Spreading Fee	$0.00
	Delivery Time Minimum / Maximum hours	24 / 48
	Delivery Amt Minimum / Maximum tons	10 / 25
	road oil will be refined & supplied by:	Ergon Asphate & Emulsions

Notes:

Re-Bid Number: 2026-02.02.2

Description: Pct 2 Cracked Fuel

Item	**Bi**	Ergon Asphate & Emulsions
	Bid price per ton	$691.00
	Demurrage Fee	$0.00
	Restocking Fee	None
	Unloading & Spreading Fee	$0.00
	Delivery Time Minimum / Maximum hours	24 / 48
	Delivery Amt Minimum / Maximum tons	10 / 25
	road oil will be refined & supplied by:	Ergon Asphate & Emulsions
	Notes:	

Re-Bid Number: 2026-03.02.2

Description: Pct 3 Cracked Fuel

Item	**Bi**	Ergon Asphate & Emulsions
	Bid price per ton	$691.00
	Demurrage Fee	$0.00
	Restocking Fee	None
	Unloading & Spreading Fee	$0.00
	Delivery Time Minimum / Maximum hours	24 / 48
	Delivery Amt Minimum / Maximum tons	10 / 25
	road oil will be refined & supplied by:	Ergon Asphate & Emulsions
	Notes:	

Re-Bid Number: 2026-04.02.2

Description: Pct 4 Cracked Fuel

Item	**Bi**	Ergon Asphate & Emulsions
	Bid price per tons	$691.00
	Demurrage Fee	$0.00
	Restocking Fee	None
	Unloading & Spreading Fee	$0.00
	Delivery Time Minimum / Maximum hours	24 / 48
	Delivery Amt Minimum / Maximum tons	10 / 25
	road oil will be refined & supplied by:	Ergon Asphate & Emulsions
	Notes:	

STATE OF TEXAS §

COUNTY OF POLK §

DATE: June 23, 2026
REGULAR MEETING
ALL PRESENT

COMMISSIONER'S COURT
AGENDA POSTING # 2026 - 018

Call to Order. * Invocation * Pledges of Allegiance

Be it remembered on this the 23rd day of June 2023, the Honorable Commissioners Court met in "REGULAR" called meeting with the following officers and members present, to wit;

Honorable Sydney Murphy – County Judge presiding,
Guylene Robertson – Commissioner Pct #1,
Mark DuBose – Commissioner Pct #2,
Milton Purvis – Commissioner Pct #3,
Jerry Cassity - Commissioner Pct #4,
Schelana Hock – County Clerk and
Louis Ploth – County Auditor.

WELCOMED & CALLED TO ORDER AT 10:00 AM BY JUDGE SYDNEY MURPHY.

- INVOCATION LED BY ROBERT MURPHY OF FIRST BAPTIST CHURCH OF PROVIDENCE.
- PLEDGES TO U.S. & TEXAS FLAGS LED BY SCHELANA HOCK.

PUBLIC HEARING.

1. CONDUCT PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON REQUEST TO REPLAT OF INDIAN HILLS ESTATE SECTION 1 BLOCK 2 LOT3-6 AS LOTS 3-6A AND 3-6 B.
   Began at 10:01 A.M. No comments were received.
   The property owners have satisfied all notice requirements, including posting of required signage and written notification to adjacent property owners. The replat divides an existing lot between the two adjoining landowners.

2. CLOSE PUBLIC HEARING.
   CLOSED AT 10:02 A.M.

3. CONSIDER REQUEST TO REPLAT INDIAN HILLS ESTATE SECTION 1 BLOCK 2 LOTS 3-6 LOCATED IN PRECINCT 1 AS LOTS 3-6A AND 3-6B.
   CORRECTION: THIS REPLAT IS LOCATED IN PRECINCT 2.
   MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO APPROVE.
   VOTES NO: 0
   VOTES YES: 5
   VOTES RESULT: CARRIED

Public Comments

None.

Informational Reports

4. PRESENT PROCLAMATION IN RECOGNITION OF ELDER ABUSE PREVENTION MONTH.

June is nationally recognized as Elder Abuse Prevention Month, with June 11th designated as World Elder Abuse Awareness Day. This observance raises awareness about the abuse, neglect, and exploitation of older adults and encourages communities to take action to protect vulnerable elders.

5. RECEIVE PRESENTATION FROM TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM REPRESENTATIVE.
Richard Ashcraft, Account Manager with the Texas County & District Retirement System, presented to Commissioners Court regarding Polk County's current retirement plan and potential plan modifications under consideration for Plan Year 2027. Specifically, he provided an analysis prepared by TCDRS showing the projected impact on employee retirement benefits at various tenure levels if the county match were reduced from the current 250% to 200%.

New Business - Consent Agenda
JUDGE MURPHY NOTED 8 ADDENDUMS TO ITEM 7 IN THE AMOUNTS OF $63,693.17, $28,570.04, $3,196.24, $929,447.16, $37,910.63, $152.77, $175,222.28 AND $464,272.43. MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE THE CONSENT AGENDA AS FOLLOWS: (ALL VOTING YES)

6. APPROVE MINUTES OF PREVIOUS MEETING: June 9, 2026 (Regular Session)

7. APPROVE SCHEDULES OF BILLS.

DATE	AMOUNT	FUND	CHECK #
5/22/2026	311,638.22	General	ACH 5254,5261,5265,5274, 5280
6/8/2026	351,635.25	Retiree Health Trust	ACH 083/650-651/ACH 010/316683-316689
6/9/2026	360.00	General	316692
6/12/2026	114,976.45	General	316705-316715
6/12/2026	2,620.00	General	316716
6/16/2026	203,564.25	Grants	ACH 035/1532-1533
6/23/2026	461,035.11	Grants	ACH 035/1539/ACH 010/316717-316815
TOTAL:	**1,445,829.28**		

8. APPROVE ORDER DESIGNATING SURPLUS PROPERTY.
The Exhibit reflects various items no longer in use by the Justice of the Peace, Precinct 1 and Maintenance.

9. RECEIVE COUNTY AUDITOR'S MONTHLY REPORT, PURSUANT TO LOCAL GOVERNMENT CODE SEC. 114.025.

10. RECEIVE COUNTY TREASURER'S REPORT FOR MAY 2026.

11. RECEIVE AND RECORD PERSONNEL ACTION FORMS SUBMITTED BY ELECTED OFFICIALS SINCE LAST MEETING.

12. APPROVE CONSTABLE PRECINCT 3 KEVIN BURMAN'S REQUEST TO APPOINT SHAWN SMITH AND PAUL BENFER TO RESERVE DEPUTY CONSTABLES.

13. ACCEPT DONATION FROM POLK COUNTY HIGHER EDUCATION & TECHNOLOGY FOUNDATION EQUIVALENT TO POLK COUNTY COMMERCE CENTER PROPERTY INSURANCE RENEWAL.

New Business - Regular Agenda

14. CONSIDER APPROVAL OF PERSONNEL MATTERS, AS FOLLOWS:

A. PERSONNEL ACTION FORM REQUESTS SUBMITTED BY DEPARTMENT HEADS SINCE LAST MEETING AND REVIEW OF ANY AUTHORIZED EMERGENCY HIRING.
MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO APPROVE. (NO EMERGENCY HIRES)
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

B. PAYMENT OF FLSA TIME ACCRUED BY TELECOMMUNICATIONS OPERATOR JENNIFER NORRIS.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE PAYMENT AS REQUESTED.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

C. UPDATE TO PERSONNEL MANAGEMENT SYSTEM BOOK 2 TO REPLACE SECTION 11.07 WITH A COMPUTER AND INFORMATION SECURITY POLICY.
MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, APPROVAL OF UPDATE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

15. CONSIDER REQUESTS FOR REVISIONS AND AMENDMENTS TO THE BUDGET, AS FOLLOWS:

A. FY2026 BUDGET REVISIONS AND AMENDMENTS, AS PRESENTED BY THE COUNTY AUDITOR'S OFFICE;
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MILT PURVIS, APPROVE REVISIONS #2026-20 & AMENDMENTS #2026-20(A).
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

16. CONSIDER APPROVAL OF OFFERS TO PURCHASE TAX FORECLOSED PROPERTIES, AS FOLLOWS:

A. LOTS 243 & 244, SECTION 22, BIG THICKET LAKE ESTATES, CAUSE #T25-0039, LOCATED IN PRECINCT 4.
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, TO ACCEPT OFFER.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

17. CONSIDER APPOINTMENT OF THREE (3) POLK COUNTY ELECTED OFFICIALS TO SERVE ON THE DEEP EAST TEXAS COUNCIL OF GOVERNMENTS (DETCOG) BOARD OF DIRECTORS FOR THE 2026-2027 TERM.
MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, APPROVE APPOINTMENT OF COMMISSIONERS GUYLENE ROBERTSON, MILTON PURVIS, AND JERRY CASSITY.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

18. REVIEW AND CONSIDER ANY AND ALL NECESSARY ACTION REGARDING RESULTS FOR RE-BID OF CRACKED FUEL PRODUCTS, AS FOLLOWS:
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MARK DUBOSE, TO TABLE FOR CLARIFICATION.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

A. PRECINCT 1 RE-BID #2026.01.02.2

B. PRECINCT 2 RE-BID #2026.02.02.2

C. PRECINCT 3 RE-BID #2026.03.02.2

D. PRECINCT 4 RE-BID #2026.04.02.2

19. CONSIDER ANY/ALL NECESSARY ACTION RELATING TO EXPENDITURES FROM MAINTENANCE CAPITAL OUTLAY BUILDINGS (BUDGETED FUNDS), AS FOLLOWS:

A. DP FLOOR CARE & INTERIOR PROPOSAL TO REPAIR DRAINAGE AT POLK COUNTY MEMORIAL MUSEUM IN THE AMOUNT OF $9,650 .
MOTIONED BY MARK DUBOSE, SECONDED BY MILT PURVIS, TO DELETE (PER GRADY WOODS' REQUEST).
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

B. REPLACEMENT OF AIR CONDITIONING UNIT AT ANNEX BUILDING, NOT TO EXCEED $11,990.00.
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, APPROVE PROPOSAL FROM FERRARA'S HEATING & A/C IN THE AMOUNT OF $11,606.
VOTES NO: 0

VOTES YES: 5
VOTES RESULT: CARRIED

20. CONSIDER ANY AND ALL NECESSARY ACTION RELATED TO PURCHASE OF EVENTIDE 9-1-1 VOICE RECORDER SYSTEM FOR THE SHERIFF'S OFFICE, TO INCLUDE METHOD OF FUNDING.
MOTIONED BY MILT PURVIS, SECONDED BY MARK DUBOSE, APPROVAL OF PURCHASE TO BE FUNDED FROM GENERAL FUND BALANCE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

21. CONSIDER APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH TEXAS LEGAL SERVICES CENTER FOR TEXAS LAW HELP KIOSK, TO BE LOCATED AT THE POLK COUNTY JUDICIAL CENTER.
MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, TO APPROVE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

22. CONSIDER APPROVAL OF FIVE-YEAR AGREEMENT WITH NEOGOV FOR APPLICANT INSIGHT AND ONBOARD MODULES.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE, EFFECTIVE JULY 1, 2026 THROUGH SEPTEMBER 30, 2030, WITH A TOTAL CONTRACT AMOUNT OF $112,386.45, TO BE PAID FROM INFORMATION TECHNOLOGY CONTRACTS LINE ITEM.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

BUDGET WORKSHOP:

23. CONSIDER ANY AND ALL NECESSARY ACTION RELATED TO EMPLOYEE HEALTH COVERAGE - MAJOR MEDICAL.
MOTIONED BY JERRY CASSITY, SECONDED BY MILT PURVIS, TO PREPARE TO SELECT A BROKER IN NOVEMBER TO SHOP THE HEALTHCARE MARKET FOR FY2028 GROUP HEALTH INSURANCE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

MOTIONED BY JERRY CASSITY, SECONDED BY GUYLENE ROBERTSON, TO RENEW THE CURRENT PLAN WITH TEXAS ASSOCIATION OF COUNTIES FOR FY2027 GROUP HEALTH INSURANCE.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

24. DISCUSS AND CONSIDER CHANGES TO THE 2027 PLAN OPTIONS AND CONTRIBUTION RATE FOR TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM.

DISCUSSION ONLY. NO ACTION TAKEN.

25. DISCUSS FY2027 BUDGET DEVELOPMENT.

26. DISCUSS AND CONSIDER NEW STAFFING REQUESTS TO BE INCLUDED IN THE FY2027 PROPOSED BUDGET.
DISCUSSION ONLY. NO ACTION TAKEN.

27. DISCUSS SALARIES, EXPENSES AND ALLOWANCES OF ELECTED OFFICIALS FOR FY2027.
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, APPROVE JUDGE MUPRHY'S RECOMMENDATION FOR NO CHANGES TO EXISTING COMPENSATION SCHEDULE FOR ELECTED OFFICIALS.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

Adjourn
MOTIONED BY MILT PURVIS, SECONDED BY JERRY CASSITY, ADJOURN AT 10:58 A.M.
VOTES NO: 0
VOTES YES: 5
VOTES RESULT: CARRIED

SYDNEY MURPHY, COUNTY JUDGE

ATTEST:

SCHELANA HOCK, COUNTY CLERK

Polk County, Texas

ORDER

OF THE POLK COUNTY COMMISSIONERS COURT

Designating Surplus/Salvage Property and Disposition thereof

WHEREAS, in a regular meeting of the Polk County Commissioners Court held July 14, 2026 certain item/s as listed on Asset Management Forms attached hereto as Exhibit "A" were determined to be surplus/salvage property as defined by Local Government Code, Chapter 263 Subchapter D, Section 263.151;

THEREFORE, the aforementioned item/s listed on Exhibit "A" of this Order are hereby designated as Surplus/Salvage Property of the County and shall be disposed of in a Public Auction to be held online by the County's contracted auctioneer and administered by the County Auditor;

BE IT FURTHER ORDERED, that any or all of the property listed on Exhibit "A" of this Order may be destroyed as worthless if the County undertakes to sell that property (by public auction) and is unable to do so because no bids are made or the property is unclaimed by a successful bidder for a period of thirty (30) days following the close of the auction. In this instance, the Auditor shall properly note such disposition for each item so destroyed.

Sydney Murphy, County Judge

CERTIFICATE OF THE COUNTY CLERK

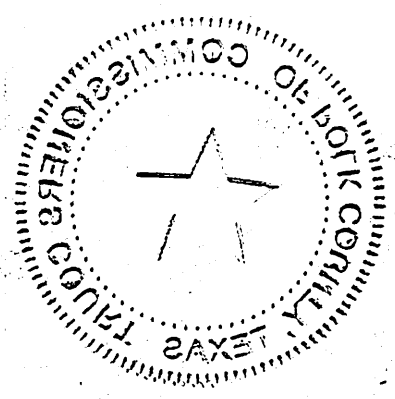
The undersigned, being the County Clerk of Polk County, Texas, does hereby certify that this ORDER was duly adopted by the Commissioners Court for Polk County on July 14, 2026.

IN WITNESS WHEREOF, I have affixed my signature and the official seal of the Polk County Commissioners Court.

(Seal)

COMMISSIONERS COURT OF POLK COUNTY, TEXAS

Schelana Hock, County Clerk
Polk County, Texas


NOTARY PUBLIC
YORK COUNTY, MAINE

Polk County
Asset Management Form

Type of Request (check one):	
Transfer	
Surplus/Salvage	✓
Waste	

Date of Request: 6-30-26

Inventory Items	Description of Equipment	Serial Number/VIN	County Asset Number
	HP tower	2UA8071WJP	100216
	monitor HP	3CQ124BNNJ	N/A

Transferring/Selling Dept: Maintenance

Dept Head Signature: [signature]

Receiving Department: Electronic Recycling

Dept Head Signature: _____

Notes:
Mike removed harddrive 6-30-26

Polk County
Asset Management Form

Type of Transaction (check one)

Transfer	
Surplus/Salvage	X
Waste	

Date of Transaction: 6/22/2026

Inventory Items

Description of Equipment	Serial Number
#1344 2013 FORD F150 TAN IN COLOR	1FTFW1CFXDKE57425
#1432 2014 CHEVY TAHOE RED IN COLOR	1GNLC2E02ER181329
#1704 2017 WHITE TAHOE	1GNLCDEC9HR205118
#1719 2017 WHITE TAHOE	1GNLCDEC8HR204655
#1723 2017 WHITE TAHOE	1GNLCDEC5HR205262
#1747 2017 WHITE TAHOE	1GNLCDEC2HR203131
#1834 2018 WHITE TAHOE	1GNLCDEC1JR229211
#1837 2018 WHITE TAHOE	1GNLCDEC1JR230911

Transferring/Selling Dept.: Polk County SHERIFF'S OFFICE

Dept. Head Signature: 802 A Lowrie

Receiving Department:

Dept. Head Signature:

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Polk County
Asset Management Form

Type of Transaction (check one)		
	Transfer	
	Surplus/Salvage	
	Waste	X

Date of Transaction: 6/24/2026

Inventory Items

Description of Equipment	Serial Number	Property Number
battery pack	p000K07WDB	

Transferring/Selling Dept. ENVIRONMENTAL ENFORCEMENT OFFICE

Dept. Head Signature [signature]

Receiving Department Recycling Center

Dept. Head Signature

DISPOSITION OF ASSET IF SURPLUSED OR SALVAGED:

Copy to Transferring Dept., Receiving Dept., Maintenance Engineering and County Auditor

JUNE 24, 2026 THROUGH JULY 14, 2026

NO.	EMPLOYEE	DEPT	JOB DESCRIPTION	TYPE OF EMPLOYMENT	GROUP STEP & WAGE	ACTION TAKEN
(1)	JODI BARNES	DISTRICT CLERK	106 COURT CLERK	REGULAR FULL-TIME	110/1 $38,600.00	EMERGENCY NEW HIRE EFFECTIVE 7/13/2026
(2)	MICHAEL DAVIS	DISTRICT ATTORNEY	1128 FIRST ASSISTANT DA	REGULAR FULL-TIME	UNCLASSIFIED $130,000.00	RESIGNATION EFFECTIVE 7/2/2026
(3)	JUAN ARMENTA	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 $46,169.00	RESIGNATION EFFECTIVE 6/13/2026
(4)	RASHIDA HOPKINS	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 $46,169.00	RESIGNATION EFFECTIVE 7/23/2026
(5)	LARRY SMITH	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/6 $48,946.00	DISCRETIONARY INCREASE TO 211/7, $49,918 EFFECTIVE 7/14/2026
(6)	JOSHUA STANLEY	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 $46,169.00	EMERGENCY NEW HIRE EFFECTIVE 6/29/2026
(7)	DAVID LOWE	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 $46,169.00	EMERGENCY NEW HIRE EFFECTIVE 7/6/2026
(8)	NICHOLAS LINARES	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 $46,169.00	EMERGENCY NEW HIRE EFFECTIVE 7/6/2026
(9)	COLEMAN ELLIS	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 $46,169.00	EMERGENCY NEW HIRE 6/29/2026
(10)	RACHEAL DARSEY	JAIL	1055 CORRECTIONS OFFICER	REGULAR FULL-TIME	211/3 $46,169.00	EMERGENCY NEW HIRE EFFECTIVE 7/13/2026
(11)	JOHN YOUNG	ROAD & BRIDGE PRECINCT 4	110 FOREMAN II	REGULAR FULL-TIME	120/3 $61,800.00	RESIGNATION EFFECTIVE 7/6/2026
(12)	JESSICA HUTCHINS	GRANTS & CONTRACTS	204 GRANTS & CONTRACTS COORDINATOR	REGULAR FULL-TIME	117/5 $56,652.00	RECLASSIFICATION OF JOB TO #214 DIRECTOR OF GRANTS, CONT EFFECTIVE 7/13/2026
(13)	CHRISTINE ASHMORE	COMMISSIONERS COURT	103 SECRETARY II	REGULAR FULL-TIME	109/1 $37,047.00	SEPARATION EFFECTIVE 7/20/2026
(14)						
(15)						
(16)						
(17)						
(18)						
(19)						
(20)						
(21)						
(22)						
(23)						
(24)						
(25)						
(26)						

TEMPORARY INDEPENDENT CONTRACT ATTORNEY AGREEMENT FOR PROSECUTORIAL SERVICES

Polk County District Attorney's Office
State of Texas

This Contract Labor Attorney Agreement ("Agreement") is entered into by and between Polk County, Texas ("County"), acting by and through its duly elected Criminal District Attorney, and Scott Ferguson, an independent contract attorney ("Contractor"), collectively referred to as the "Parties."

Scope of Services

Contractor agrees to provide part-time legal services on an as-needed basis to support the Polk County District Attorney's Office, including but not limited to:

- Prosecutorial assistance
- Court appearances and docket coverage
- Legal research and writing
- Case review, preparation, and trial support
- Any other assigned duties authorized by the District Attorney

All services will be performed in accordance with the Texas Disciplinary Rules of Professional Conduct, ethical obligations, and directives of the District Attorney.

Independent Contractor Status

Contractor is an independent contractor and not an employee of Polk County. Nothing in this Agreement creates an employment relationship, partnership, or joint venture. Contractor retains discretion as to the means and methods of providing services, subject to professional and ethical standards.

Term

This Agreement becomes effective on April 24, 2026 and continues until terminated by either party in accordance with Section 10 of this Agreement.

Compensation

Contractor shall be compensated at an hourly rate of $67.31 (annualized compensation of $140,000). ~~It is intended that this hourly rate will be paid through bi-weekly invoicing. It is anticipated that Contractor will convert to full-time employment on or about May 18, 2026. Contractor shall have the right to be paid upon presentation of bi-weekly invoice or, in the event that Contractor elects full-time employment as currently offered, Contractor shall be entitled to convert any unpaid hours worked during the contract period to accrued compensation hours (paid leave hours hereinafter referred to as "converted hours") upon transfer from Contractor status to~~

~~Full-time employee status. In the event of such election, Once Contractor is employed as a full-time employee, and until such converted hours are exhausted, Contractor shall be permitted to use them to perform contract services for the City of Livingston, Texas. During the use of any converted hours in which Contractor performs the duties of City Attorney for the City of Livingston, he shall be considered to be representing the City of Livingston, and shall owe all duties, loyalties and attorney-client privilege solely to the City of Livingston. The County neither undertakes any representation, nor any responsibility for these potential services, as they will be performed solely as extraneous employment.~~

Contractor shall submit approved invoices to the District Attorney's Office for payment consistent with Polk County's payment schedule, ~~modified by the option of accepting that compensation as approved compensation hours as set out above.~~ No other compensation shall be owed.

No County Benefits

As an independent contractor:

- Contractor will not be provided health, dental, retirement, or any employee benefit program of Polk County.
- Contractor acknowledges sole responsibility for all federal, state, and local taxes, including income tax and self-employment tax.

Professional Licensure & Dues

Contractor represents and warrants that they are:

- Licensed and in good standing to practice law in the State of Texas, and
- In compliance with continuing legal education (CLE) requirements.

Contractor is exclusively responsible for:

- State Bar dues
- CLE costs
- Professional association fees
- Any liability or malpractice coverage they choose to obtain

Polk County shall not pay or reimburse any such costs.

Confidentiality & Records

Contractor shall maintain confidentiality of all privileged or legally protected information related to prosecution matters. All work product, case files, and documents prepared or handled under this Agreement are the exclusive property of Polk County.

Work Location & Schedule

Work hours will vary according to the needs of the District Attorney's Office. Contractor may be required to appear in court and attend mandatory office meetings when directed by the District Attorney.

Compliance

Contractor agrees to comply with:

- All applicable federal, state, and local laws
- County policies and courtroom protocols
- Ethical standards required in criminal prosecution

Termination

Either party may terminate this Agreement with or without cause by providing 14 days' written notice. This contract shall terminate upon the transfer of Contractor to full time employee status. Contractor shall be compensated for services performed up to the effective date of termination.

Indemnification

Contractor agrees to indemnify and hold harmless Polk County and its officials from claims, actions, or liabilities arising from Contractor's performance, except to the extent caused by the County's own negligence or misconduct.

Entire Agreement

This Agreement constitutes the full understanding of the Parties and may only be amended in writing and signed by both Parties.

Signatures

POLK COUNTY, TEXAS
By: _____
Shelly Sitton, Criminal District Attorney
Date: 5-1-26

CONTRACTOR
By: _____
Scott Ferguson, Contract Labor Attorney
Date: 5-1-26

WORKFORCE SOLUTIONS
DEEP EAST TEXAS

(936) 639 - 8898
www.detwork.org
415 S. First St., Suite 110B
Lufkin, TX 75901

June 04, 2026

The Honorable Sydney Murphy
Polk County Judge
101 W Church Street, Suite 300
Livingston, TX 77351

Re: Appointment of Corlis Hulett to the Workforce Board

Dear Judge Murphy;

The Deep East Texas Local Workforce Development Board is requesting your approval for the appointment of Corlis Hulett to the Workforce Board. Ms. Hulett has agreed to serve a three (3) year term representing the Childcare Workforce Industry for Polk County.

We will work with Ms. Hulett in processing the required paperwork for her appointment. To process and request her appointment with the Texas Workforce Commission, we must have the approval and signed support form from the County Judge.

If you agree and support the appointment of Ms. Hulett, please sign below and return the letter. Thank you for your support of the Deep East Texas Local Workforce Development Board. If you have any questions, please feel to contact Leyla Bozer either by email lbozer@detwork.org, or by phone at 936-631-8628.

Sincerely,

Ty Cauthen

Ty Cauthen, Ed.D.
Executive Director
Workforce Solutions Deep East Texas
936-631-8610

Sydney Murphy, Polk County Judge

July 6, 2026
Date

Workforce Solutions Deep East Texas is an equal opportunity employer/program. Auxiliary aids and services are available, upon request, to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD); 1-800-735-2988 (Voice); 1-800-662-4954 (Español); or 7-1-1

Docusign Envelope ID: 12B3BDE6-E326-44FB-B521-EE1B167E407F

TEXAS ASSOCIATION *of* COUNTIES

AI Course Enrollment Form for Counties

Texas Government Code § 2054.5191 requires all county employees, elected officials, and appointed officials who have access to a local government computer system or database and use a computer to perform at least 25 percent of their duties to complete an annual artificial intelligence training that has been certified by the Texas Department of Information Resources (DIR).

In response to the artificial intelligence training mandate and in furtherance of our continued commitment to our county family, TAC is offering an artificial intelligence course that has been certified by DIR and fulfills the requirements of the law. This course is available to counties for free. Please note that TAC will not be responsible for monitoring, enforcing, or reporting course completion - this will be performed entirely within your county.

Should your county choose to participate in TAC's artificial intelligence training program, **please have your Commissioners Court approve your county's participation and complete the enclosed form and return it via email to SecurityTraining@county.org.** For more information about the underlying legislation and TAC's artificial intelligence training course, please visit county.org/ai-training.

Your course administrator will receive an email notification when your county is enrolled. Counties are required to report their compliance with the mandate by August 31, 2026. Enrollment is available on a rolling basis through July 31, 2026.

Printed Name

Carlie Bulgier

County Name

Polk County

Authorized Signature

Signed by:
Carlie Bulgier
3681B9370A06485...

Date

6/24/2026

Docusign Envelope ID: 12B3BDE6-E326-44FB-B521-EE1B167E407F

Course Administrator (Required)

Please indicate the individual who will serve as the primary point of contact with TAC staff for purposes of enrolling participating county officials and employees in the artificial intelligence training course. The designated individual will be asked to provide a list of all participating county employees and elected officials' names, email addresses and positions held. The designated individual will also be asked to regularly add or remove users from access to the training program upon separation from county employment.

The course administrator will have access to reports reflecting the course completion status of all participating county employees and elected officials. If your county would like multiple administrators, please include their contact information on the following page.

Name of Administrator: Carlie Bulgier

Email of Administrator: carlie.bulgier@polktx.gov

Phone Number of Administrator: 936-327-6888

Position/Office of Administrator: Information Technology Office Manager

County IT Administrator (Required)

Please indicate the individual responsible for IT administration for your county. Upon request, TAC will coordinate with your IT administrator to facilitate smooth deployment of the artificial intelligence training program for your personnel and elected officials.

Name of IT Administrator: Carlie Bulgier

Email of Registrant: carlie.bulgier@polktx.gov

Phone Number of Registrant: 936-327-6888

Docusign Envelope ID: 12B3BDE6-E326-44FB-B521-EE1B167E407F

Additional Course Administrators (Optional)

Please indicate any additional county employees who will have access to regularly add/remove users from training according to employment changes within the county. Administrators will have access to reports reflecting the course completion status of all county employees.

Name of Administrator: _____

Email of Administrator: _____

Phone Number of Administrator: _____

Position/Office of Administrator: _____

Additional Course Administrators (Optional)

Name of Administrator: _____

Email of Administrator: _____

Phone Number of Administrator: _____

Position/Office of Administrator: _____

Name of Administrator: _____

Email of Administrator: _____

Phone Number of Administrator: _____

Position/Office of Administrator: _____

Polk County

This eFax Unite™ Order is entered into by the customer named in the signature block below ("Customer"), and is effective as of the date of last signature (the "Service Effective Date").

Customer wishes to purchase the eFax Unite™ services pursuant to the terms of this Order. The eFax Unite services are further subject to the eFax Corporate® Customer Agreement found at https://www.efax.com/legal#efaxcorpcustomeragreement and the eFax Unite™ Terms of Service found at https://www.efax.com/legal#efaxunitetermsofservice (collectively and individually, "Terms of Service"), which are expressly and fully incorporated herein.

In the event of a conflict, the eFax Corporate® Customer Agreement and eFax Unite Terms of Service, the eFax Corporate Customer Agreement shall govern. In the event of a conflict between the Terms of Service and this Order, this Order shall govern.

The pricing set forth under this Order shall be valid for 30 days from the Generated Date set forth below or until an updated Order is provided by Supplier, whichever occurs first. Supplier reserves the right at any time to change its pricing or reject this Order.

Generated Date : 6/16/2026
Quote No : Q-19734

Sales Person Detail : Lana Nunez

Recurring Monthly Service Fees

DESCRIPTION	QTY	UNIT PRICE	PRICE
Location Fee	1	USD 16.0000	USD 16.00
Phone Number (MTM)	1	USD 6.0000	USD 6.00
eFax Corporate DID (Free)	1	USD 0.0000	USD 0.00
Unite 30	1	USD 34.9900	USD 34.99

If you exceed the included monthly transactions more than three (3) times within a rolling twelve (12) month period you will automatically placed in the applicable tier based on such overage, which shall be effective in the next billing cycle and continue thereafter.

Monthly Service Total : USD 56.9900

Additional Fees

Total : USD 0.0000

Order Summary

DESCRIPTION	PRICE
Monthly Service Fee	USD 56.9900
Additional Fees	USD 0.00
Training	USD 0.00

Total : USD 56.99

Payment: Payments under this Order are due 30 days from the date of invoice.

Term: This Order shall commence on the Service Effective Date and continue for an initial term of 1 month. Thereafter, this Order shall automatically renew on a month to month basis, unless either party provides a notice of termination or nonrenewal at least 30 days prior to the start of the next renewal month.

By signing below, Customer agrees to the terms of this Order and the Terms of Service.

Agreed and Acknowledged:

Customer: Polk County Indigent Healthcare Services

Polk County

Signature: Tammy Plattenburg

Name: Tammy Plattenburg

Title: Social Service Director

Date: 06/16/2026

Notice Address: 602 E. Church Street Ste 152 Livingston Texas 77351

101 W Church St, Ste 302,
Livingston,Texas,77351,
United States

Polk County

BYRON LYONS
Sheriff
1733 N. Washington
Livingston, Texas 77351
(936) 327-6810

ANTHONY LOWRIE
Chief Deputy

SHERRY SPRAYBERRY
Adm. Assistant

Honorable Sydney Murphy and Commissioner's

Larry Dawson currently has 96 hours of vacation time he is about to lose on the books. He has recently put in for an extension for the 96 hours but as time progresses he will be unable to use his time. Capt. Dawson has been filling holes in the schedule allowing his staff to take much needed time off. 96 hours x $35.63 = $3,420.48, this money can be taken out of unpaid salaries from the jail line item for this expense.

Byron A. Lyons

Sheriff Byron Lyons

Chief Deputy A Lowrie

MONICA GOODSON
POLK COUNTY DISTRICT
CLERK

POLK COUNTY JUDICIAL CENTER
101 W. MILL STREET, SUITE 216
LIVINGSTON, TEXAS 77351-3233

OFFICE (936) 327 6814
FAX (936) 327-6851

To: County Judge and County Commissioners

From: Monica Goodson, Polk County District Clerk

Date: June 24, 2026

Re: Request to change Deputy Clerk position to Court Clerk Position

Dear Judge and Commissioners:

I am respectfully asking the Court to change one Deputy Clerk position in my civil department to a Court Clerk position. I currently only have one Court Clerk in my civil department and she is solely responsible for all of the hearings held in the County Court at Law. I believe we need more than one Court Clerk for this department due to the high volume of court held in our County Court.
As I still have vacancies in my office, including the position of Office Manager, this should not put a strain on the current or future budget.

Thank you for your consideration of this matter.

Sincerely,

Monica Goodson
Polk County District Clerk

POLK COUNTY, TEXAS

Classification and Pay Plan

Procedures for Classification and Pay Administration

Revised: June 2026

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STATEMENT OF PURPOSE

Purpose

The following Classification and Pay Plan has been formulated for Polk County in order to organize and facilitate fair and orderly decision making for personnel matters.

Specific objectives of the Classification and Pay Plan are to:

- Properly determine the duties, responsibilities, and necessary qualifications for each position within the county;
- Assist employees and job applicants in understanding each job and the relationships among jobs;
- Group similar positions into classes that can be described by the same job titles, organize these positions, and assign them to pay groups with other classes that should be compensated at approximately the same level;
- Provide an organized system of pay groups and steps to be used to (1) assure equity across departmental lines and (2) reward employees for exceptional performance with discretionary pay increases; and
- Establish procedures for administering and updating the plans.

INTRODUCTION

These procedures for Classification and Pay Administration apply to all employees of the county. They are adopted to provide both an orderly and fair system of compensating employees for their services and a merit-based framework for personnel decisions.

The county is committed to administering this plan in compliance with applicable federal and state employment laws, including the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and all applicable equal employment opportunity requirements. Nothing in this plan shall be interpreted to conflict with those requirements.

DEFINITIONS

For the purpose of Classification and Pay Administration, the following definitions apply:

Position

An organizational slot (or job) consisting of a group of duties or responsibilities requiring the full-time or part-time employment of one person.

Class

A group of positions having similar duties and responsibilities that can be described by the same job title (e.g., Secretary).

Job Description (Class Description)

A written description of the duties, responsibilities, reporting relationships, and requirements for one class of positions.

Classification Plan

An organized inventory of classes of positions arranged in groupings under broad functional categories (e.g., administration, public safety, public works) and by level of difficulty within each class. It includes (1) the grouped listing of jobs by title and (2) the procedures for administering the plan.

Reclassification

A reassignment of a position to a different (lower, higher, or equivalent) class based on an evaluation of the current duties and responsibilities of the position. Such changes may be made necessary by reorganization of departments, assignment of new or changed duties, or changes in work procedures or technology.

Pay Plan

A document that assigns dollar values to each job class, groups classes into pay groups, arrays pay groups on a pay schedule showing salary and wage steps and ranges for each group, and sets forth procedures for administering the pay schedule.

TYPES OF POSITIONS

Classified Position

A classified position is an authorized and budgeted position which is assigned to a job class and to a pay group of the county pay plan. A classified position may be full-time, part-time, or seasonal.

Unclassified (Special) Position

An unclassified position is an authorized and budgeted position for which pay is set by individual determination. Unclassified positions for the county include: (1) elected county officials, (2) positions funded from non-county funds, and (3) those hourly, part-time, or seasonal positions which, in the judgment of the Commissioners Court, should not be placed in a regular classified position.

Temporary/Emergency Employees

Before a department head or elected official may hire a temporary or emergency employee, the department's budget must contain a line item authorized by the Commissioners Court for payment of temporary or emergency employees' salaries. There must also be sufficient funds available in that line item to cover the incoming employee's salary for the specified temporary period of employment. Under no circumstances will the county issue a paycheck to any temporary or emergency employee if all of these conditions are not met.

CLASSIFICATION AND PAY ADMINISTRATION

Hiring

New employees are hired into classified positions unless specifically designated as unclassified. New employees are normally hired at Step 1 of the pay group to which their position is assigned.

A new employee may not be hired above Step 1 in the appropriate pay group without specific written approval from the Commissioners Court. Commissioners Court approval to hire above Step 1 will be conditioned upon all of the following:

1. The prospective employee's unusually high qualifications or significant relevant experience clearly warrant higher compensation;
2. Hiring above Step 1 will not disrupt current internal salary relationships;
3. Funds are available in the county's personnel budget to finance the higher pay rate for the remainder of the fiscal year; and
4. The action is in the best interest of the county.

Hiring above Step 3 is extremely rare and requires the advance written approval of the Commissioners Court. Extraordinary justification is required.

Introductory Hiring in a Lower Pay Group

A new employee, or an existing employee being considered for promotion, whose qualifications or experience for the position are marginal, may be placed at a salary below Step 1 of the pay group for the position. An employee hired below Step 1 will be advanced to the proper step after a period of introductory employment not to exceed six months, if the employee is to remain in that position.

The department head, after consultation with the Commissioners Court, is authorized to extend the introductory period beyond six months for a period not to exceed an additional 90 days. Introductory hiring should not be used for current employees who meet all job qualifications, but only for those whose qualifications fall short of the job's stated requirements and who may take longer than normal to fully meet the job requirements.

Discretionary Increases

A discretionary increase is an advancement to a higher step within the same pay group and is granted at the supervisor's discretion. A discretionary increase cannot increase an employee's salary beyond the maximum step for the pay group of the position.

Discretionary increases are distinct from cost-of-living adjustments and are not used to recognize increased duties and responsibilities (see Promotion below). Discretionary increases are recommended by the employee's department head or elected official and approved by the Commissioners Court within authorized budget limits. Discretionary increases are limited to 2 steps per fiscal year unless specific approval is authorized by Commissioners Court.

Promotion

A promotion is a change in the duty assignment of an employee from a position in one classification to a higher position in another classification in a higher pay group. A promotion recognizes advancement to a position requiring higher qualifications and involving greater responsibility.

Promotions are recommended by the employee's department head or elected official and approved by the Commissioners Court within the staffing pattern and budget limits approved by the Court. A typical promotional increase is the greater of five percent (5%) or Step 1 of the new pay group. For exceptions involving marginally qualified employees, see the section on Introductory Hiring in a Lower Pay Group above.

Demotion

A demotion is a change in the duty assignment of an employee from a position in one classification to a position in another classification in a lower pay group. An employee who is demoted will have their pay reduced to a rate at least one pay step below the rate received prior to demotion. Demotions are made by the employee's department head or elected official with the concurrence of the Commissioners Court.

Reclassification of Positions

A reclassification is a reassignment of a position to a lower, higher, or different class based on the current duties and responsibilities of the position. Reclassifications are approved and implemented by the Commissioners Court within budget limitations. Reclassification of a position does not automatically result in a change in compensation;

any associated pay adjustment is determined by the Commissioners Court at the time of reclassification.

Reallocation of Classes to Pay Groups

Reallocation is the reassignment of an entire class of positions to a new pay group, either lower or higher. Reallocations are approved and implemented by the Commissioners Court within budget limitations.

Cost-of-Living Adjustment to Pay Schedule

Polk County maintains a pay schedule organized into pay groups, with each group containing a series of pay steps. Overall increases or decreases in the pay schedule are authorized only upon approval of the Commissioners' Court.

Cost-of-living adjustments (COLAs) to the pay schedule may be approved by the Commissioners' Court as either a percentage-based increase applied uniformly across all steps and groups, or a flat dollar amount added uniformly to all steps and groups. The method of adjustment is determined by the Commissioners' Court at the time of approval and will be specified in the authorized pay schedule.

Following any approved COLA, the HR Director will update the pay schedule to reflect the new rates and distribute the revised schedule to all department heads.

MAINTENANCE OF PAY PLANS

At least annually, the Human Resources Director in conjunction with the County Judge's Office will review the Classification and Pay Plans and may recommend changes to the Commissioners Court.

This review and, where appropriate, recommendations will include consideration of:

- Positions to be designated unclassified;
- Reclassification of positions to a lower, higher, or different class based on changes in the duties and responsibilities of the position;
- Reallocation of classes to new pay groups if changes in prevailing rates of pay for certain job classes have rendered the original pay group placement outdated;
- Percentage changes in the entire pay schedule to adjust pay rates to be competitive with other employers in the relevant labor market or to recognize changes in the cost of living; and
- The continuing validity and effectiveness of the procedures for Classification and Pay Administration.

DEVELOPMENT OF A JOB (CLASS) DESCRIPTION

It will become necessary to develop a new job description when:

- A new position is created;

- A current position is divided into two positions, or two positions are combined into one; or
- A job description no longer accurately reflects the actual responsibilities and duties of a position.

To develop a job description, the employee in the position (if applicable) and the supervising department head or elected official should document the job using the county's current standardized job description format. Where a new position has been created and no incumbent exists, the supervisor or department head should complete the description. The completed description should then be reviewed by the HR Director and the County Judge's Office before submission to the Commissioners Court.

Job descriptions must be submitted to and authorized by the Commissioners Court before recruitment procedures are initiated for any position not already listed in the department's approved budget. New positions created during the year should be included in a revised classification plan presented to the Commissioners Court by the HR Director and the County Judge's Office during the annual budget cycle.

All job descriptions shall include the following components in the county's approved format:

- Class Number, Pay Group, EEOC Category, and FLSA Status;
- Summary of Position;
- Organizational Relationships (reporting, supervising, and other contacts);
- Examples of Work, divided into Essential Duties and Other Important Duties;
- Required Knowledge, Skills, and Abilities;
- Acceptable Experience and Training;
- Certificates and Licenses Required; and
- Physical Requirements.

All job descriptions are subject to the Americans with Disabilities Act (ADA) notice: essential functions are identified as such for ADA compliance purposes, and descriptions do not take into account potential reasonable accommodations.

POLK COUNTY, TEXAS

Job Inventories

Revised: June 2026

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Alphabetical Inventory of Positions 1
Job (Class) Descriptions (In Class Numerical Order) 4

Polk County Inventory **By Alpha**

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1237	9-1-1 Addressing & GIS Coordinator	113	Non-exempt	Technician
1047	Assistant to the Sheriff	113	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Official and Manager
1269	Aging Services Worker	107	Non-exempt	Service Worker
1030	Animal Control Officer	211	Non-exempt	Protective Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
302	Assistant County Auditor I	Unclassified	Non-exempt	Administrative Support
303	Assistant County Auditor II	Unclassified	Non-exempt	Administrative Support
1132	Assistant Criminal District Attorney/Civil	Unclassified	Exempt	Professionals
1124	Assistant Criminal District Attorney/Felony	Unclassified	Exempt	Professionals
1122	Assistant Criminal District Attorney/Misdeme	Unclassified	Exempt	Professionals
1059	Assistant Jail Administrator (Lieutenant)	219	Non-exempt	Protective Service Worker
806	Assistant Maintenance Technician	108	Non-exempt	Service Worker
212	Assistant to Commissioners Court	115	Exempt	Administrative Support
1046	Assistant to the Commissioner	115	Exempt	Administrative Support
304	Assistant to the County Auditor	Unclassified	Exempt	Administrative Support
203	Assistant to the County Judge	118	Exempt	Administrative Support
1242	Assistant Veteran Service Officer	113	Non-exempt	Administrative Support
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
301	Auditor	Unclassified	Exempt	Professionals
1063	Bailiff	215	Non-exempt	Protective Service Worker
1062	Bailiff/District Court	Unclassified	Non-exempt	Protective Service Worker
1067	Bond Conditions Supervisor	114	Non-exempt	Administrative Support
107	Bookkeeper	114	Non-exempt	Administrative Support
1033-D	Captain - CID	221	Exempt	Protective Service Worker
1033-P	Captain - Patrol	221	Exempt	Protective Service Worker
603	Chief Deputy - Treasurer	114	Exempt	Administrative Support
104	Chief Deputy Clerk	114	Exempt	Administrative Support
1032	Chief Deputy Sheriff	222	Exempt	First/Mid Level Official and Manager
1113	Chief Investigator	219	Exempt	Protective Service Worker
1129	Chief Prosecutor	Unclassified	Exempt	Professionals
1048	CID/Evidence Officer	217	Non-exempt	Protective Service Worker
211	Commissioner	Unclassified	Not Covered	Executive/Senior Level Official
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
703	Computer Specialist	116	Non-exempt	Professionals
1001	Constable	Unclassified	Not Covered	Executive/Senior Level Official
1265	Cook	105	Non-exempt	Service Worker
1057	Corporal	213	Non-exempt	Protective Service Worker
1041	Corporal (FTO)	216	Non-exempt	Protective Service Worker
1055	Corrections Officer	211	Non-exempt	Protective Service Worker
1053	Corrections Officer / Shift Supervisor	215	Non-exempt	Protective Service Worker
501	County Clerk	Unclassified	Not Covered	Executive/Senior Level Official
1101	County Court-at-Law Judge	Unclassified	Not Covered	Executive/Senior Level Official
912	County Fire Marshal/Chief Investigator	117	Non-exempt	Protective Service Worker
911	County Fire Marshal/Fire Investigator	117	Non-exempt	Protective Service Worker
201	County Judge	Unclassified	Not Covered	Executive/Senior Level Official

601	County Treasurer	Unclassified	Not Covered	Executive/Senior Level Official
106	Court Clerk	110	Non-exempt	Administrative Support
1103	Court Coordinator	116	Exempt	Administrative Support
1106	Court Recorder	Unclassified	Non-exempt	Administrative Support
1105	Court Reporter	119	Non-exempt	Administrative Support
1064	Crime Victims Liaison	109	Non-exempt	Administrative Support
1121	Criminal District Attorney	Unclassified	Not Covered	Executive/Senior Level Official
1123	Criminal Investigator	217	Non-exempt	Protective Service Worker
801	Custodial Coordinator	110	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	106	Non-exempt	Service Worker
404	Delinquent Tax Specialist	117	Exempt	First/Mid Level Official and Manager
105	Deputy Clerk	108	Non-exempt	Administrative Support
1233	Deputy Emergency Management Coordinator	116	Exempt	Professionals
1037	Deputy Sheriff (Patrol)	215	Non-exempt	Protective Service Worker
1038	Deputy Sheriff (Transport)	215	Non-exempt	Protective Service Worker
1023	Deputy Sheriff Cadet (Patrol)	211	Non-exempt	Protective Service Worker
1035	Detective	216	Non-exempt	Protective Service Worker
1034	Detective and Crime Stoppers Coordinator	216	Non-exempt	Protective Service Worker
214	Director of Grants, Contracts & Procurement	117	Exempt	First/Mid Level Official and Manager
1131	District Clerk	Unclassified	Not Covered	Executive/Senior Level Official
1231	Emergency Management Coordinator	117	Exempt	First/Mid Level Official and Manager
1230	Emergency Management Director	121	Exempt	First/Mid Level Official and Manager
910	Environmental Enforcement Officer	115	Non-exempt	Protective Service Worker
112	Equipment Mechanic	113	Non-exempt	Craft Workers
1060	Evidence / Procurement Manager	112	Non-exempt	Protective Service Worker
1128	First Assistant District Attorney	Unclassified	Exempt	Professionals
115	Foreman I - Road & Bridge	117	Non-exempt	Operative
110	Foreman II - Road & Bridge	120	Non-exempt	Operative
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
1264	Head Cook	108	Non-exempt	Service Worker
108	Heavy Equipment Operator	112	Non-exempt	Operative
206	Human Resources Analyst	112	Non-exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Official and Manager
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
1271	Indigent Health Care Director	117	Exempt	First/Mid Level Official and Manager
215	Inmate Work Supervisor	214	Non-exempt	Protective Service Worker
305	Internal Auditor	Unclassified	Non-exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
710	IT Director	120	Exempt	Professionals
1051	Jail Administrator	221	Non-exempt	Protective Service Worker
1145	JP Chief Court Clerk	114	Exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Exempt	Administrative Support
1141	Justice of the Peace	Unclassified	Not Covered	Executive/Senior Level Official
1029	Kennel Attendant	211	Non-exempt	Protective Service Worker
1266	Kitchen Helper	105	Non-exempt	Service Worker
114	Laborer	107	Non-exempt	Laborers and Helpers
1120	Law Clerk	Unclassified	Exempt	Professionals
702	Lead Computer Specialist	116	Non-exempt	Professionals
405	Legal Assistant/File Manager	115	Non-exempt	Administrative Support

1126	Legal Secretary	110	Non-exempt	Administrative Support
1058	Licensed Vocational Nurse - Jail Nurse	216	Non-exempt	Technician
1039-N	Lieutenant - Narcotics	219	Non-exempt	Protective Service Worker
1039-P	Lieutenant - Patrol	219	Non-exempt	Protective Service Worker
109	Light Equipment Operator	110	Non-exempt	Operative
800	Maintenance Supervisor	120	Exempt	First/Mid Level Official and Manager
805	Maintenance Technician	113	Non-exempt	Service Worker
802	Maintenance Technician - Lead	114	Non-exempt	Service Worker
1054	Medical Assistant	214	Non-exempt	Technician
1282	Museum Curator	114	Non-exempt	Professionals
902	Office Manager	112	Non-exempt	Administrative Support
1235	Permit Coordinator	112	Non-exempt	Administrative Support
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Official and Manager
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support
503	Probate Court	108	Non-exempt	Administrative Support
306	Procurement Coordinator	114	Non-exempt	Administrative Support
1236	Project Liaison	114	Non-exempt	Administrative Support
1201	Public Records Officer	117	Exempt	Administrative Support
101	Receptionist	105	Non-exempt	Administrative Support
113	Road & Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
1050	School Resource Officer	215	Non-exempt	Protective Service Worker
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
1061	Senior Bailiff	217	Non-exempt	Protective Service Worker
1117	Senior Trial Associate	117	Exempt	Professionals
1036	Sergeant	217	Non-exempt	Protective Service Worker
1031	Sheriff	Unclassified	Not Covered	Executive/Senior Level Official
1262	Site Manager (Aging Services)	113	Non-exempt	Service Worker
1270	Social Services Director		Exempt	First/Mid Level Official and Manager
1040	Special Project Officer	215	Non-exempt	Protective Service Worker
1052	Special Victim Liaison	115	Non-exempt	Administrative Support
401	Tax Assessor-Collector	Unclassified	Not Covered	Executive/Senior Level Official
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
1127	Trial Associate	110	Non-exempt	Professionals
905	Truck Driver	108	Non-exempt	Service Worker
1243	Veteran's Intake Specialist	107	Non-exempt	Administrative Support
1241	Veteran's Service Officer	115	Exempt	First/Mid Level Official and Manager
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1056	Warrant Officer	215	Non-exempt	Protective Service Worker

Polk County Inventory **By Job (Class) Description**

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
101	Receptionist	105	Non-exempt	Administrative Support
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
104	Chief Deputy Clerk	114	Exempt	Administrative Support
105	Deputy Clerk	108	Non-exempt	Administrative Support
106	Court Clerk	110	Non-exempt	Administrative Support
107	Bookkeeper	114	Non-exempt	Administrative Support
108	Heavy Equipment Operator	112	Non-exempt	Operative
109	Light Equipment Operator	110	Non-exempt	Operative
110	Foreman II - Road & Bridge	120	Non-exempt	Operative
112	Equipment Mechanic	113	Non-exempt	Craft Workers
113	Road & Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
114	Laborer	107	Non-exempt	Laborers and Helpers
115	Foreman I - Road & Bridge	117	Non-exempt	Operative
201	County Judge	Unclassified	Not Covered	Executive/Senior Level Official
203	Assistant to the County Judge	118	Exempt	Administrative Support
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Official and Manager
206	Human Resources Analyst	112	Non-exempt	Administrative Support
211	Commissioner	Unclassified	Not Covered	Executive/Senior Level Official
212	Assistant to Commissioners Court	115	Exempt	Administrative Support
214	Director of Grants, Contracts & Procurement	117	Exempt	First/Mid Level Official and Manager
215	Inmate Work Supervisor	214	Non-exempt	Protective Service Worker
301	Auditor	Unclassified	Exempt	Professionals
302	Assistant County Auditor I	Unclassified	Non-exempt	Administrative Support
303	Assistant County Auditor II	Unclassified	Non-exempt	Administrative Support
304	Assistant to the County Auditor	Unclassified	Exempt	Administrative Support
305	Internal Auditor	Unclassified	Non-exempt	Administrative Support
306	Procurement Coordinator	114	Non-exempt	Administrative Support
401	Tax Assessor-Collector	Unclassified	Not Covered	Executive/Senior Level Official
404	Delinquent Tax Specialist	117	Exempt	First/Mid Level Official and Manager
405	Legal Assistant/File Manager	115	Non-exempt	Administrative Support
501	County Clerk	Unclassified	Not Covered	Executive/Senior Level Official
503	Probate Court	108	Non-exempt	Administrative Support
601	County Treasurer	Unclassified	Not Covered	Executive/Senior Level Official
603	Chief Deputy - Treasurer	114	Exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
702	Lead Computer Specialist	116	Non-exempt	Professionals
703	Computer Specialist	116	Non-exempt	Professionals
710	IT Director	120	Exempt	Professionals
800	Maintenance Supervisor	120	Exempt	First/Mid Level Official and Manager
801	Custodial Coordinator	110	Non-exempt	Service Worker
802	Maintenance Technician - Lead	114	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	106	Non-exempt	Service Worker
805	Maintenance Technician	113	Non-exempt	Service Worker
806	Assistant Maintenance Technician	108	Non-exempt	Service Worker

902	Office Manager	112	Non-exempt	Administrative Support
905	Truck Driver	108	Non-exempt	Service Worker
910	Environmental Enforcement Officer	115	Non-exempt	Protective Service Worker
911	County Fire Marshal/Fire Investigator	117	Non-exempt	Protective Service Worker
912	County Fire Marshal/Chief Investigator	117	Non-exempt	Protective Service Worker
1001	Constable	Unclassified	Not Covered	Executive/Senior Level Official
1023	Deputy Sheriff Cadet (Patrol)	211	Non-exempt	Protective Service Worker
1029	Kennel Attendant	211	Non-exempt	Protective Service Worker
1030	Animal Control Officer	211	Non-exempt	Protective Service Worker
1031	Sheriff	Unclassified	Not Covered	Executive/Senior Level Official
1032	Chief Deputy Sheriff	222	Exempt	First/Mid Level Official and Manager
1033-D	Captain - CID	221	Exempt	Protective Service Worker
1033-P	Captain - Patrol	221	Exempt	Protective Service Worker
1034	Detective and Crime Stoppers Coordinator	216	Non-exempt	Protective Service Worker
1035	Detective	216	Non-exempt	Protective Service Worker
1036	Sergeant	217	Non-exempt	Protective Service Worker
1037	Deputy Sheriff (Patrol)	215	Non-exempt	Protective Service Worker
1038	Deputy Sheriff (Transport)	215	Non-exempt	Protective Service Worker
1039-N	Lieutenant - Narcotics	219	Non-exempt	Protective Service Worker
1039-P	Lieutenant - Patrol	219	Non-exempt	Protective Service Worker
1040	Special Project Officer	215	Non-exempt	Protective Service Worker
1041	Corporal (FTO)	216	Non-exempt	Protective Service Worker
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
1046	Assistant to the Commissioner	115	Exempt	Administrative Support
1047	Assistant to the Sheriff	113	Non-exempt	Administrative Support
1048	CID/Evidence Officer	217	Non-exempt	Protective Service Worker
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1050	School Resource Officer	215	Non-exempt	Protective Service Worker
1051	Jail Administrator	221	Non-exempt	Protective Service Worker
1052	Special Victim Liaison	115	Non-exempt	Administrative Support
1053	Corrections Officer / Shift Supervisor	215	Non-exempt	Protective Service Worker
1054	Medical Assistant	214	Non-exempt	Technician
1055	Corrections Officer	211	Non-exempt	Protective Service Worker
1056	Warrant Officer	215	Non-exempt	Protective Service Worker
1057	Corporal	213	Non-exempt	Protective Service Worker
1058	Licensed Vocational Nurse - Jail Nurse	216	Non-exempt	Technician
1059	Assistant Jail Administrator (Lieutenant)	219	Non-exempt	Protective Service Worker
1060	Evidence / Procurement Manager	112	Non-exempt	Protective Service Worker
1061	Senior Bailiff	217	Non-exempt	Protective Service Worker
1062	Bailiff/District Court	Unclassified	Non-exempt	Protective Service Worker
1063	Bailiff	215	Non-exempt	Protective Service Worker
1064	Crime Victims Liaison	109	Non-exempt	Administrative Support
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
1067	Bond Conditions Supervisor	114	Non-exempt	Administrative Support
1101	County Court-at-Law Judge	Unclassified	Not Covered	Executive/Senior Level Official

1103	Court Coordinator	116	Exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Exempt	Administrative Support
1105	Court Reporter	119	Non-exempt	Administrative Support
1106	Court Recorder	Unclassified	Non-exempt	Administrative Support
1113	Chief Investigator	219	Exempt	Protective Service Worker
1117	Senior Trial Associate	117	Exempt	Professionals
1120	Law Clerk	Unclassified	Exempt	Professionals
1121	Criminal District Attorney	Unclassified	Not Covered	Executive/Senior Level Official
1122	Assistant Criminal District Attorney/Misdeme	Unclassified	Exempt	Professionals
1123	Criminal Investigator	217	Non-exempt	Protective Service Worker
1124	Assistant Criminal District Attorney/Felony	Unclassified	Exempt	Professionals
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
1126	Legal Secretary	110	Non-exempt	Administrative Support
1127	Trial Associate	110	Non-exempt	Professionals
1128	First Assistant District Attorney	Unclassified	Exempt	Professionals
1129	Chief Prosecutor	Unclassified	Exempt	Professionals
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1131	District Clerk	Unclassified	Not Covered	Executive/Senior Level Official
1132	Assistant Criminal District Attorney/Civil	Unclassified	Exempt	Professionals
1141	Justice of the Peace	Unclassified	Not Covered	Executive/Senior Level Official
1145	JP Chief Court Clerk	114	Exempt	Administrative Support
1201	Public Records Officer	117	Exempt	Professionals
1230	Emergency Management Director	121	Exempt	First/Mid Level Official and Manager
1231	Emergency Management Coordinator	117	Exempt	First/Mid Level Official and Manager
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Official and Manager
1233	Deputy Emergency Management Coordinator	116	Exempt	Professionals
1235	Permit Coordinator	112	Non-exempt	Administrative Support
1236	Project Liaison	114	Non-exempt	Administrative Support
1237	9-1-1 Addressing & GIS Coordinator	113	Non-exempt	Technician
1241	Veteran's Service Officer	115	Exempt	First/Mid Level Official and Manager
1242	Assistant Veteran Service Officer	113	Non-exempt	Administrative Support
1243	Veteran's Intake Specialist	107	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Official and Manager
1262	Site Manager (Aging Services)	113	Non-exempt	Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
1264	Head Cook	108	Non-exempt	Service Worker
1265	Cook	105	Non-exempt	Service Worker
1266	Kitchen Helper	105	Non-exempt	Service Worker
1269	Aging Services Worker	107	Non-exempt	Service Worker
1270	Social Services Director		Exempt	First/Mid Level Official and Manager
1271	Indigent Health Care Director	117	Exempt	First/Mid Level Official and Manager
1282	Museum Curator	114	Non-exempt	Professionals

POLK COUNTY, TEXAS

Pay Schedule

Revised: August 2025

Pay Scale - Annual Salary

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
105	$31,543	$32,184	$32,841	$33,514	$34,204	$34,913	$35,638	$36,382	$37,144	$37,926	$38,727	$39,549	$40,391	$41,254	$42,139	$43,046
106	$32,820	$33,493	$34,183	$34,890	$35,615	$36,358	$37,120	$37,901	$38,702	$39,523	$40,364	$41,227	$42,111	$43,018	$43,947	$44,899
107	$34,161	$34,868	$35,592	$36,335	$37,096	$37,876	$38,676	$39,496	$40,337	$41,199	$42,082	$42,988	$43,917	$44,868	$45,844	$46,844
108	$35,569	$36,311	$37,072	$37,851	$38,651	$39,470	$40,310	$41,171	$42,054	$42,959	$43,887	$44,838	$45,812	$46,812	$47,836	$48,886
109	$37,047	$37,826	$38,625	$39,444	$40,283	$41,144	$42,025	$42,930	$43,856	$44,807	$45,781	$46,780	$47,803	$48,852	$49,928	$51,031
110	$38,600	$39,418	$40,256	$41,116	$41,997	$42,901	$43,827	$44,776	$45,749	$46,747	$47,770	$48,818	$49,893	$50,995	$52,124	$53,282
111	$40,230	$41,089	$41,969	$42,872	$43,797	$44,746	$45,718	$46,715	$47,737	$48,785	$49,859	$50,960	$52,088	$53,245	$54,431	$55,647
112	$41,941	$42,843	$43,768	$44,715	$45,687	$46,683	$47,704	$48,751	$49,823	$50,924	$52,052	$53,207	$54,392	$55,607	$56,852	$58,129
113	$43,738	$44,685	$45,656	$46,651	$47,671	$48,717	$49,789	$50,888	$52,015	$53,170	$54,354	$55,568	$56,812	$58,087	$59,395	$60,735
114	$45,625	$46,620	$47,639	$48,684	$49,755	$50,853	$51,979	$53,132	$54,315	$55,528	$56,771	$58,046	$59,352	$60,691	$62,064	$63,471
115	$47,606	$48,650	$49,721	$50,818	$51,943	$53,096	$54,278	$55,489	$56,731	$58,005	$59,310	$60,648	$62,020	$63,426	$64,868	$66,345
116	$49,687	$50,783	$51,907	$53,059	$54,240	$55,450	$56,691	$57,964	$59,268	$60,605	$61,976	$63,381	$64,821	$66,297	$67,811	$69,362
117	$51,871	$53,022	$54,202	$55,412	$56,652	$57,923	$59,226	$60,562	$61,931	$63,335	$64,774	$66,249	$67,762	$69,312	$70,901	$72,530
118	$54,165	$55,373	$56,612	$57,882	$59,184	$60,519	$61,887	$63,290	$64,728	$66,202	$67,713	$69,262	$70,850	$72,478	$74,146	$75,857
119	$56,573	$57,842	$59,143	$60,477	$61,844	$63,245	$64,682	$66,154	$67,664	$69,212	$70,799	$72,425	$74,092	$75,801	$77,553	$79,349
120	$59,101	$60,434	$61,800	$63,200	$64,636	$66,107	$67,616	$69,162	$70,747	$72,373	$74,039	$75,747	$77,497	$79,292	$81,132	$83,017
121	$61,757	$63,156	$64,590	$66,060	$67,568	$69,113	$70,697	$72,320	$73,984	$75,692	$77,441	$79,234	$81,073	$82,957	$84,889	$86,869
122	$64,544	$66,014	$67,520	$69,063	$70,646	$72,268	$73,931	$75,636	$77,384	$79,176	$81,013	$82,896	$84,826	$86,804	$88,832	$90,911
211	$44,430	$45,289	$46,169	$47,072	$47,997	$48,946	$49,918	$50,915	$51,937	$52,985	$54,059	$55,160	$56,288	$57,445	$58,631	$59,847
213	$45,538	$46,485	$47,456	$48,451	$49,471	$50,517	$51,589	$52,688	$53,815	$54,970	$56,154	$57,368	$58,612	$59,887	$61,195	$62,535
214	$47,425	$48,420	$49,439	$50,484	$51,555	$52,653	$53,779	$54,932	$56,115	$57,328	$58,571	$59,846	$61,152	$62,491	$63,864	$65,271
215	$49,406	$50,450	$51,521	$52,618	$53,743	$54,896	$56,078	$57,289	$58,531	$59,805	$61,110	$62,448	$63,820	$65,226	$66,668	$68,145
216	$51,487	$52,583	$53,707	$54,859	$56,040	$57,250	$58,491	$59,764	$61,068	$62,405	$63,776	$65,181	$66,621	$68,097	$69,611	$71,162
217	$53,671	$54,822	$56,002	$57,212	$58,452	$59,723	$61,026	$62,362	$63,731	$65,135	$66,574	$68,049	$69,562	$71,112	$72,701	$74,330
219	$58,373	$59,642	$60,943	$62,277	$63,644	$65,045	$66,482	$67,954	$69,464	$71,012	$72,599	$74,225	$75,892	$77,601	$79,353	$81,149
221	$63,557	$64,956	$66,390	$67,860	$69,368	$70,913	$72,497	$74,120	$75,784	$77,492	$79,241	$81,034	$82,873	$84,757	$86,689	$88,669
222	$66,344	$67,814	$69,320	$70,863	$72,446	$74,068	$75,731	$77,436	$79,184	$80,976	$82,813	$84,696	$86,626	$88,604	$90,632	$92,711

Effective September 22, 2025

Approved by Commissioners Court
August 26, 2025

Pay Scale - Hourly Rates

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
105	$15.16	$15.47	$15.79	$16.11	$16.44	$16.79	$17.13	$17.49	$17.86	$18.23	$18.62	$19.01	$19.42	$19.83	$20.26	$20.70
106	$15.78	$16.10	$16.43	$16.77	$17.12	$17.48	$17.85	$18.22	$18.61	$19.00	$19.41	$19.82	$20.25	$20.68	$21.13	$21.59
107	$16.42	$16.76	$17.11	$17.47	$17.83	$18.21	$18.59	$18.99	$19.39	$19.81	$20.23	$20.67	$21.11	$21.57	$22.04	$22.52
108	$17.10	$17.46	$17.82	$18.20	$18.58	$18.98	$19.38	$19.79	$20.22	$20.65	$21.10	$21.56	$22.03	$22.51	$23.00	$23.50
109	$17.81	$18.19	$18.57	$18.96	$19.37	$19.78	$20.20	$20.64	$21.08	$21.54	$22.01	$22.49	$22.98	$23.49	$24.00	$24.53
110	$18.56	$18.95	$19.35	$19.77	$20.19	$20.63	$21.07	$21.53	$21.99	$22.47	$22.97	$23.47	$23.99	$24.52	$25.06	$25.62
111	$19.34	$19.75	$20.18	$20.61	$21.06	$21.51	$21.98	$22.46	$22.95	$23.45	$23.97	$24.50	$25.04	$25.60	$26.17	$26.75
112	$20.16	$20.60	$21.04	$21.50	$21.96	$22.44	$22.93	$23.44	$23.95	$24.48	$25.03	$25.58	$26.15	$26.73	$27.33	$27.95
113	$21.03	$21.48	$21.95	$22.43	$22.92	$23.42	$23.94	$24.47	$25.01	$25.56	$26.13	$26.72	$27.31	$27.93	$28.56	$29.20
114	$21.94	$22.41	$22.90	$23.41	$23.92	$24.45	$24.99	$25.54	$26.11	$26.70	$27.29	$27.91	$28.53	$29.18	$29.84	$30.51
115	$22.89	$23.39	$23.90	$24.43	$24.97	$25.53	$26.10	$26.68	$27.27	$27.89	$28.51	$29.16	$29.82	$30.49	$31.19	$31.90
116	$23.89	$24.41	$24.96	$25.51	$26.08	$26.66	$27.26	$27.87	$28.49	$29.14	$29.80	$30.47	$31.16	$31.87	$32.60	$33.35
117	$24.94	$25.49	$26.06	$26.64	$27.24	$27.85	$28.47	$29.12	$29.77	$30.45	$31.14	$31.85	$32.58	$33.32	$34.09	$34.87
118	$26.04	$26.62	$27.22	$27.83	$28.45	$29.10	$29.75	$30.43	$31.12	$31.83	$32.55	$33.30	$34.06	$34.85	$35.65	$36.47
119	$27.20	$27.81	$28.43	$29.08	$29.73	$30.41	$31.10	$31.80	$32.53	$33.28	$34.04	$34.82	$35.62	$36.44	$37.29	$38.15
120	$28.41	$29.05	$29.71	$30.38	$31.08	$31.78	$32.51	$33.25	$34.01	$34.79	$35.60	$36.42	$37.26	$38.12	$39.01	$39.91
121	$29.69	$30.36	$31.05	$31.76	$32.48	$33.23	$33.99	$34.77	$35.57	$36.39	$37.23	$38.09	$38.98	$39.88	$40.81	$41.76
122	$31.03	$31.74	$32.46	$33.20	$33.96	$34.74	$35.54	$36.36	$37.20	$38.07	$38.95	$39.85	$40.78	$41.73	$42.71	$43.71
211	$21.36	$21.77	$22.20	$22.63	$23.08	$23.53	$24.00	$24.48	$24.97	$25.47	$25.99	$26.52	$27.06	$27.62	$28.19	$28.77
213	$21.89	$22.35	$22.82	$23.29	$23.78	$24.29	$24.80	$25.33	$25.87	$26.43	$27.00	$27.58	$28.18	$28.79	$29.42	$30.06
214	$22.80	$23.28	$23.77	$24.27	$24.79	$25.31	$25.86	$26.41	$26.98	$27.56	$28.16	$28.77	$29.40	$30.04	$30.70	$31.38
215	$23.75	$24.25	$24.77	$25.30	$25.84	$26.39	$26.96	$27.54	$28.14	$28.75	$29.38	$30.02	$30.68	$31.36	$32.05	$32.76
216	$24.75	$25.28	$25.82	$26.37	$26.94	$27.52	$28.12	$28.73	$29.36	$30.00	$30.66	$31.34	$32.03	$32.74	$33.47	$34.21
217	$25.80	$26.36	$26.92	$27.51	$28.10	$28.71	$29.34	$29.98	$30.64	$31.31	$32.01	$32.72	$33.44	$34.19	$34.95	$35.74
219	$28.06	$28.67	$29.30	$29.94	$30.60	$31.27	$31.96	$32.67	$33.40	$34.14	$34.90	$35.69	$36.49	$37.31	$38.15	$39.01
221	$30.56	$31.23	$31.92	$32.63	$33.35	$34.09	$34.85	$35.63	$36.43	$37.26	$38.10	$38.96	$39.84	$40.75	$41.68	$42.63
222	$31.90	$32.60	$33.33	$34.07	$34.83	$35.61	$36.41	$37.23	$38.07	$38.93	$39.81	$40.72	$41.65	$42.60	$43.57	$44.57

Effective September 22, 2025

Approved by Commissioners Court
August 26, 2025

POLK COUNTY, TEXAS

Job Descriptions

Information, Listings, and Other Materials Relating to Job Descriptions

Revised: June 2026

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EXPLANATION OF SECTION HEADINGS WITHIN EACH JOB DESCRIPTION

Job Description. Title assigned to the position. Some position titles (e.g., Secretary, Clerk) may appear across various departments.

Class No. Number assigned to each position according to the program or area in which that position first appears, as reflected in the Inventory of Job Classes by Department. Gaps in the numbering system are reserved for adding future job titles that would logically be placed between existing job titles.

Pay Group. The pay group number on the county pay schedule to which this position is assigned.

EEOC Category. The occupational category used by the U.S. Equal Employment Opportunity Commission for required reports from local governments. See the EEOC Descriptions of Job Categories section of this document for definitions of each category.

FLSA. Establishes whether the position is subject to (Non-exempt) or not subject to (Exempt) the wage and hour provisions of the Fair Labor Standards Act. Law enforcement positions subject to the partial overtime exemption are designated Non-exempt (FLSA § 207(k)). See the FLSA Definitions of Exempt Employees section of this document for guidelines on exempt status.

Summary of Position. A brief general statement of the duties involved in performing the job. This section is also used in posting notices of job vacancies.

Organizational Relationships. Clearly defines to whom a person in this position reports for supervision and lists job titles of any employees supervised by a person holding this position. The “Other” subsection describes relationships or contacts with individuals, groups, organizations, and associations outside the county’s own workforce.

Examples of Work. Representative examples of the kinds of tasks involved in performing the job, divided into Essential Duties and Other Important Duties. Essential Duties are identified as such for purposes of compliance with the Americans with Disabilities Act (ADA). This section does not include a listing of every task that might be expected; therefore, the last example in Other Important Duties is always, “Performs such other duties as may be assigned.”

Required Knowledge, Skills, and Abilities. Lists the technical, practical, general, or specific knowledge, skills, and abilities considered necessary to perform the duties and responsibilities of the job in a satisfactory manner. This section is important for posting job vacancies, reviewing applications and interviewing applicants, and for employee performance planning and evaluation to identify areas where additional development may be needed.

Acceptable Experience and Training. A statement of the minimum level of work experience and formal educational training required to perform the job satisfactorily. This section begins with the most formal educational qualification and then states requirements in a variety of combinations of experience and education, each of which is considered equivalent, that together produce the required knowledge, skills, and abilities.

Certificates and Licenses Required. Lists any specific certificates or licenses required to be held by an applicant to be considered for the position. Positions requiring travel may

require a valid Texas driver's license or available alternate means of transportation. Positions involving handling of public funds may require the candidate to be bondable. Certain positions require special certifications from state or federal agencies, including law enforcement and fire protection commissions.

Physical Requirements. Describes the physical demands of the position, identified for purposes of compliance with the ADA. This section does not take into account potential reasonable accommodations.

FLSA DEFINITIONS OF EXEMPT EMPLOYEES

Reference: 29 CFR Part 541 (current DOL regulations). See also DOL Fact Sheet #17A and related series at www.dol.gov/agencies/whd/fact-sheets.

Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than $684 per week.

Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations at 29 CFR Part 541.

Executive

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than $684 per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.

Administrative

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $684 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional (Learned)

To qualify for the learned professional employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $684 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;

- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

Computer Employee

To qualify for the computer employee exemption, all of the following tests must be met:

- The employee must be compensated either on a salary or fee basis (as defined in the regulations) at a rate not less than $684 per week, or, if compensated on an hourly basis, at a rate not less than $27.63 per hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field performing the duties described below; and
- The employee's primary duties must consist of one or more of the following:
  1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
  2. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
  3. The design, documentation, testing, creation, or modification of computer programs related to machine operating systems; or
  4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

Highly Compensated Employees

Employees performing office or non-manual work and paid total annual compensation of $107,432 or more (which must include at least $684 per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative, or professional employee identified in the standard tests above.

Blue Collar Workers

The exemptions provided by FLSA Section 13(a)(1) apply only to "white collar" employees who meet the salary and duties tests set forth in the Part 541 regulations. The exemptions do not apply to manual laborers or other "blue collar" workers who perform work involving repetitive operations with their hands, physical skill, and energy. FLSA-covered, non-management employees in production, maintenance, construction, and similar occupations — such as mechanics, electricians, plumbers, heavy equipment operators, carpenters, and construction laborers — are entitled to minimum wage and overtime premium pay under the FLSA regardless of how highly paid they might be.

Law Enforcement Partial Exemption (§ 207(k))

Section 207(k) of the FLSA provides a partial overtime exemption for employees engaged in law enforcement or fire protection activities who are employed by a public agency. Under this exemption, overtime is calculated based on a work period of 7 to 28 days rather than the standard 40-hour workweek. For law enforcement employees on a 14-day work period, overtime is required only after 86 hours worked. Polk County positions

designated Non-exempt (FLSA § 207(k)) are subject to this partial exemption rather than the standard 40-hour overtime threshold. Dispatchers, administrative staff, and other non-sworn positions within a law enforcement department do not qualify for the § 207(k) exemption and are subject to standard overtime rules.

EEOC DESCRIPTIONS OF JOB CATEGORIES

Excerpted from EEOC Form EEO-4 — State and Local Government Information. These categories are used for required EEO reporting and appear in the EEOC Category field of each Polk County job description.

Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners, inspectors (construction, building, safety, fire, license), assessors, tax appraisers and investigators, coroners, and kindred workers.

Professionals

Occupations which require specialized and theoretical knowledge usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, surveyors and mapping scientists, and kindred workers.

Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing), and kindred workers.

Protective Service Workers

Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Administrative Support (Including Clerical)

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and information, and other administrative tasks required in an office environment. Includes: bookkeepers, dispatchers, statistical clerks, payroll clerks, office and computer equipment operators, legal assistants, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers

Occupations in which workers perform jobs requiring special manual skill and thorough, comprehensive knowledge of the processes involved, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance

Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the general public, or that contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), craft apprentices/trainees/helpers, and kindred workers.

Job Description: RECEPTIONIST

Class No.	101	**EEOC Category**	Administrative Support
Pay Group	105	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Operates a multiline telephone system, answering, directing, and taking messages for calls; performs general clerical and secretarial support duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated Departmental Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates a multiline telephone system; answers, screens, directs, and takes messages for incoming calls;
- Greets visitors courteously; answers or refers inquiries from the public, county staff, and vendors;
- Performs clerical and secretarial support functions, including word processing, copying, and filing;
- Processes and distributes incoming and outgoing mail;
- Maintains departmental records, logs, and files as assigned.

Other Important Duties*

- May perform light bookkeeping or data entry as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a multiline telephone system and standard office equipment including copier and computer; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Establish and maintain effective working relationships with county employees, vendors, and the general public; perform mathematical computations; understand and follow oral and written instructions; communicate effectively both orally and in writing.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SECRETARY I

Class No.	102	**EEOC Category**	Administrative Support
Pay Group	107	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Provides effective and efficient general secretarial duties for a designated supervisor and/or other staff members within a county department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated departmental supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees in other county departments, organizations, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs direct secretarial support services for designated supervisor and/or other staff members, including preparing and drafting reports, letters, memos, and other documents;
- Establishes, maintains, and organizes office files and records, both manual and computerized;
- Responds to routine inquiries about the program(s) administered by the department and may be assigned primary responsibility for processing work relating to a specific function;
- Schedules meetings, appointments, and training sessions; maintains an up-to-date calendar;
- Receives, sorts, and distributes incoming mail; prepares and processes outgoing mail;
- Maintains current knowledge of regulations and policies affecting the department.

Other Important Duties*

- Performs receptionist duties, including greeting the public, answering the telephone, taking messages, and providing information;
- Receives and is accountable for funds;
- May maintain central files or a departmental library;

- May maintain an inventory of supplies and equipment and notify supervisor when reorder is needed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with other county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least one year of secretarial experience (college or business school training may be substituted equally for work experience);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SECRETARY II

Class No.	103	**EEOC Category**	Administrative Support
Pay Group	109	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs detailed secretarial and support duties for the Elected Official, Department Head, and/or other staff members. Exercises judgment regarding procedures and processes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official/Department Head or designated supervisor.
2. Directs: May be required to supervise subordinate staff.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs primary secretarial and administrative support services for the Elected Official or Department Head, including drafting reports, correspondence, and official documents;
- Maintains sensitive and confidential files; maintains current knowledge of state rules and regulations regarding department-related laws and advises the public accordingly;
- Maintains schedules for supervisory staff, including appointments, meetings, interviews, and training sessions; maintains up-to-date departmental calendar;
- Manages daily accounting functions as assigned, including balancing worksheets, receipting funds collected, and making deposits; may co-sign checks for departments requiring two signatures;
- Prepares purchasing forms and orders; maintains current inventory of supplies;
- Proofreads and edits official documents, correspondence, contracts, and publications;
- Uses computer to prepare and maintain forms, rosters, mailing lists, reports, memos, manuals, grant applications, contracts, and budgets.

Other Important Duties*

- Performs receptionist duties including greeting the public, answering phones, taking messages, and providing information;
- Establishes and maintains manual and/or computerized office files and records;
- May conduct interviews, evaluate and recommend qualified persons for hiring;

- May take and transcribe dictation;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Professional office practices, equipment, and materials.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply business English, spelling, punctuation, and arithmetic; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public; understand oral and written instructions and apply sound judgment in expanding upon those instructions; interact effectively with persons of all ages and socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with at least two years of advanced secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Revised: May 2026

Job Description: CHIEF DEPUTY CLERK

Class No.	104	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs a variety of clerical, bookkeeping, personnel, and related activities for a specific unit or subunit of a department; manages, prioritizes, and plans duties at the discretion of the departmental official.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected or appointed official in the department.
2. Directs: Deputy Clerks and other subordinate employees.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Instructs, supervises, and trains subordinate employees; assumes duties of departmental official in their absence;
- Maintains current knowledge of statutes, rules, and regulations relating to department responsibilities; resolves problems arising with the public or other county departments;
- Reviews, validates, and processes documents requiring considerable departmental knowledge and expertise;
- Issues licenses, permits, certificates, warrants, citations, writs, or other legal documents in accordance with departmental rules and regulations; prepares and issues receipts or other proof of transaction;
- Records, maintains, and compiles statistical, operational, and fiscal data; prepares and submits required reports;
- Creates and maintains manual and/or computerized files and records; performs general clerical duties including filing, indexing, copying, sorting and distributing mail, and providing Notary Public services;
- Assists the public, responding orally and in writing to requests; provides information about departmental policies and procedures.

Other Important Duties*

- May perform receptionist duties including greeting the public, answering phones, taking messages, and providing information;
- May provide an accounting of cash balances daily and ensure that cash balances with receipts issued;
- May prepare cash and checks for deposit;
- May deliver and deposit monies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a computer using standard word processing, spreadsheet, and/or database software packages and operate other types of routine office equipment.

Ability to: Train, supervise, motivate, and evaluate staff; apply business English, spelling, math, and office practices; make decisions in accordance with departmental rules, regulations, and statutes; maintain complex records and files; prepare technical, legal, or statistical reports; keep accurate bookkeeping records; establish and maintain effective working relationships with county employees, officials, and the general public; make sound decisions in stressful situations; communicate effectively both orally and in writing; and work with interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus two years of responsible clerical work experience (preferably with a governmental entity), including some supervisory experience;

or high school graduation, or its equivalent (further education in business, accounting, management, or legal training preferred), and three years of responsible clerical work experience (preferably with a governmental entity), including some supervisory experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

May be required to be bondable and/or hold or obtain certification as a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;

- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DEPUTY CLERK

Class No.	105	**EEOC Category**	Administrative Support
Pay Group	108	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Provides a variety of accurate, general clerical or bookkeeping support work for a specific unit or subunit of a county department in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Assists the public, responding orally and in writing to requests; assists the Elected Official, Chief Deputy and other employees with assigned duties;
- Types and processes correspondence, reports, notices, forms, and other documents using standard word processing, spreadsheet, and/or database software;
- Maintains manual and/or computerized statistical data and records; conducts research of records; checks, analyzes, and classifies or alphabetizes materials as needed;
- Issues licenses, permits, titles, certificates, warrants, citations, and/or other legal documents in accordance with departmental rules and regulations; receives payments and issues receipts;
- Performs a variety of clerical functions as needed, including copying, filing, sorting, matching files with reports or correspondence as requested, and processing incoming and outgoing mail.

Other Important Duties*

- May perform receptionist duties including greeting the public, answering phones, taking messages, and providing information;
- May prepare purchasing forms, maintain current inventory of supplies, and/or process bills for payment;

- May maintain general ledger on daily and monthly cash transactions and reconcile bank statements;
- May assist with payroll record preparation;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Current business practices and procedures.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages;

Ability to: Correctly utilize business English, spelling, punctuation, arithmetic, and office practices; understand and carry out oral and written instructions; learn assigned clerical tasks readily; become familiar with legal terminology; establish and maintain effective working relationships with county employees, officials, and the general public; make sound decisions under stress; and work well with interruptions.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent (some college work preferred), and one year of responsible clerical and/or bookkeeping work experience, preferably with a governmental entity in, or working with, the legal system;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

May be required to be bondable and/or hold or obtain certification as a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COURT CLERK

Class No.	106	**EEOC Category**	Administrative Support
Pay Group	110	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Assists the Elected Official or Department Head by greeting the public, answering telephones, and handling a variety of clerical and bookkeeping functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official/Department Head or designated supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with various state and local government agencies, constables' offices, attorneys, the Sheriff's Department, other county departments, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Answers telephones and greets visitors, responding to inquiries as appropriate;
- Maintains docket for criminal and civil trials and administrative hearings; coordinates interaction between the court and various agencies and individuals; files all incoming cases or complaints including civil and criminal cases, hot checks, and administrative hearings;
- Types complaints, correspondence, forms, reports, and various legal documents; enters data and documents into computer using standard word processing and/or spreadsheet programs;
- Maintains up-to-date court files, docketing all motions, payments to court, appearances, judgments, defendants' statements, and appeals;
- Supplies information regarding case status, trial dates, court procedures, and jurisdiction and makes appropriate referrals;
- Prepares inquests and death certificates; issues receipts for payments of fines and fees; prepares, expedites, and recalls citations, warrants, summons, writs, and other legal documents; maintains current knowledge of relevant legislation and regulations.

Other Important Duties*

- May make daily deposits and maintain daily record of money received;
- May issue checks; may prepare daily, weekly, and monthly reports;
- May assist in mental commitments;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedures and associated clerical functions.
Skill to: Operate standard word processing and spreadsheet computer software.

Ability to: Apply legal terminology; use independent judgment regarding release of confidential information; establish and maintain effective working relationships with county employees, attorneys, judges, and the general public; remain calm and courteous in high-stress situations; establish appropriate priorities; and work independently.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of clerical experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification by Justice Court Training Center preferred. May be required to be a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: BOOKKEEPER

Class No.	107	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Prepares and maintains accurate accounting records for the department; reconciles accounts, processes financial transactions, and prepares reports for supervisory and audit review.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, the general public, and a variety of other county departments.

EXAMPLES OF WORK

Essential Duties*

- Prepares, analyzes, and makes adjusting entries to general ledger control accounts; records official records and cash receipts in the county computer system;
- Reconciles bank statements and prepares revenue reports on cash received; investigates and corrects discrepancies between ledger balances and bank reconciliations;
- Prepares journal entries for corrections due to posting errors, incorrect expense account charges, or other discrepancies;
- Maintains accurate records of departmental expenses including payroll, maintenance purchases, and inventory transactions;
- Prepares daily, weekly, bi-weekly, monthly, and annual financial reports; prepares schedules and supporting documents for auditors;

Other Important Duties*

- Greets the public in person or by telephone, responding to questions and requests and referring complex issues to the appropriate person.
- May maintain payroll records including vacation, sick, and year-end accrued payroll liabilities;
- May open, sort, and distribute daily mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Bookkeeping theories and practices and accepted office procedures.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; Operate a 10-key calculator; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Perform a high volume of numerical detail work with speed and accuracy; perform difficult mathematical computations; understand and follow complex oral and written instructions and technical terminology; prepare financial and other records in a systematic, neat, and legible manner; establish and maintain effective working relationships with other county employees; and enter financial data into a computer to generate specified reports.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least three years of experience in accounting, one year of which included governmental accounting and computer operation;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

May be required to be bondable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: HEAVY EQUIPMENT OPERATOR

Class No.	108	**EEOC Category**	Operatives
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Operates various types of large, heavy-duty equipment to accomplish assigned road, bridge, and grounds maintenance activities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor and/or foreman.
2. Directs: May provide on-the-job supervision to other crew members, especially in the absence of the assigned supervisor.
3. Other: May have contact with other county departments and the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates heavy and light equipment such as a maintainer, backhoe, bulldozer, motor grader, spreader box, track loader, paddle wheel scraper, trash compactor, or heavy truck as required and instructed;
- Performs routine pre-operation inspections, checking oil, water, fuel, tires, and hydraulic systems; performs routine maintenance to ensure vehicles and equipment are in proper working condition;
- Provides assistance with and suggestions for increased safety during assigned projects;
- Grades, maintains, patches, or resurfaces streets; flags traffic during repairs; constructs, paints, and installs road signs;
- Digs holes; compacts, covers, and grades solid waste; cleans drains, culverts, rights-of-way, and ditches; collects brush, garbage, and debris;
- Loads, transports, and unloads necessary materials for assigned projects; repairs bridges; performs welding and fabrication when necessary.

Other Important Duties*

- May perform light plumbing, maintenance, construction, and/or carpentry duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of the equipment used; the provisions of the Texas Motor Vehicle Code relating to operation of light and heavy motorized equipment; and safety standards to prevent hazards.

Skill to: Operate equipment effectively and safely; service and make minor repairs on equipment.

Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions; work effectively and cooperatively with other county employees and the general public; tolerate outside working conditions including adverse

weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience operating light or heavy equipment;

or sufficient education to read and write, plus at least two years of experience operating light or heavy equipment;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class B (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: LIGHT EQUIPMENT OPERATOR

Class No.	109	**EEOC Category**	Operatives
Pay Group	110	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Operates light equipment to accomplish assigned road, grounds, and drainage maintenance activities. Performs manual labor tasks including pothole patching, mowing, clearing, and cleaning drainage infrastructure.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor and/or foreman.
2. Directs: This is a non-supervisory position; however, may direct other employees in the absence of the supervisor.
3. Other: May have contact with other county departments and the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates light equipment such as a tractor, mower, chainsaw, weed eater, or shredder as required and instructed;
- Performs routine pre-operation inspections, checking oil, water, fuel, tires, and hydraulic systems; performs routine maintenance to ensure vehicles and equipment are in proper working condition;
- Provides assistance with and suggestions for increased safety during assigned projects;
- Patches potholes and performs minor road surface repairs; flags and directs traffic during roadway maintenance activities; assists with painting and installing road signs;
- Cleans drains, culverts, right-of-ways, and ditches; collects brush, garbage, and debris and loads onto truck;
- Loads and unloads necessary materials and hand tools for assigned projects; assists heavier equipment operators with support tasks as directed.

Other Important Duties*

- May perform light plumbing, maintenance, construction, and/or carpentry duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of the light equipment used; the provisions of the Texas Motor Vehicle Code relating to the operation of light motorized equipment.
Skill to: Operate light equipment effectively and safely.
Ability to: Service and make minor repairs on light equipment; follow safety standards to prevent hazards; understand and follow written and oral instructions; work effectively and cooperatively with other employees; tolerate outside working conditions including

adverse weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience operating light equipment;

or sufficient education to read and write plus two years of experience operating light equipment;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: FOREMAN II – ROAD AND BRIDGE

Class No.	110	**EEOC Category**	Operatives
Pay Group	120	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Coordinates and performs manual and machine-assisted labor involved in the construction, repair, and maintenance of county roads, bridges, and landfills. Provides daily organization and supervision of precinct work crew activities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Commissioner.
2. Directs: Other precinct work crew employees.
3. Other: Has daily contact with other employees on the job and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Coordinates, assigns, and may evaluate work of employees under supervision to ensure proper policies and procedures are followed, work and safety standards are maintained, and schedules are met;
- Operates heavy gasoline and/or diesel equipment such as a maintainer, bulldozer, front-end loader, tractor-mower, backhoe, or other road and bridge construction equipment;
- Checks oil, water, fuel, tires, and hydraulic systems before leaving for job sites; examines machinery for needed repairs and performs maintenance including welding;
- Builds new roads and reworks roadways with minimal supervision; assists in the construction and repair of streets, culverts, and bridges including digging ditches, setting drainage pipes, and removing debris;
- Responds to complaints and requests by citizens concerning repairs of county roads, culverts and bridges within the precinct;
- Trains new employees in their duties and equipment operation; assesses supply needs and purchases supplies for the department; completes routine paperwork including time sheets and purchase orders.

Other Important Duties*

- May perform light carpentry, painting, or other related work as needed;
- May drive dump truck or other vehicles hauling materials to construction or repair sites;
- May operate mower to mow lawns and/or clear rights-of-way, culverts, ditches, etc.;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of all equipment used; the provisions of the Texas Motor Vehicle Code relating to heavy motorized equipment; and safety standards to prevent hazards.
Skill to: Operate sophisticated equipment effectively and safely; service and make minor repairs on equipment.
Ability to: Train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with county employees and the general public; tolerate outside working conditions including adverse weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus four years of experience in operation of heavy equipment, one of which involved supervising others;

or sufficient education to read and write plus six years of experience in the operation of heavy equipment, two of which involved supervising others;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class A (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: EQUIPMENT MECHANIC

Class No.	112	**EEOC Category**	Craft Workers
Pay Group	113	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures the county's vehicles and equipment are maintained in good working condition. Performs minor repairs, adjustments, and preventive maintenance on automotive vehicles, trucks, tractors, and other power-driven equipment. Purchases necessary parts for repairs at the direction of the supervisor.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official or Department Head.
2. Directs: This is a non-supervisory position.
3. Other: Frequent contact with other county departments regarding services and repair of their vehicles and equipment.

EXAMPLES OF WORK

Essential Duties*

- Performs preventive maintenance on county automotive and mechanical equipment, including tune-ups, oil changes, battery checks, tire and lubrication checks, and routine transmission servicing;
- Removes and replaces external engine parts; performs minor brake and clutch repairs and other repairs as directed;
- Diagnoses minor engine and mechanical problems and performs needed repairs;
- Test drives vehicles and motorized equipment to verify repairs and proper operation;
- Maintains tools and equipment; keeps shop clean and orderly; procures necessary parts and supplies for repairs.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Auto mechanics and the operation and repair of light-duty equipment.
Skill to: Repair vehicles including oil changes, transmission service, brakes, clutches, general automotive preventive maintenance, removal and replacement of external engine parts, and other minor repairs.
Ability to: Work with a variety of hand and power tools; establish and maintain effective working relationships with county employees; communicate effectively.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus training as a mechanic and six months of experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ROAD & BRIDGE MAINTENANCE WORKER

Class No.	113	**EEOC Category**	Laborers and Helpers
Pay Group	107	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs a variety of manual labor duties to support the timely and efficient maintenance of county roads, bridges, and rights-of-way.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated foreman.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other employees in the department and may have contact with the general public.

EXAMPLES OF WORK

Essential Duties*

- Mows, trims trees, picks up brush, and loads brush onto a truck;
- Shovels dirt, gravel, or asphalt; tamps, packs, and levels dirt, asphalt, or other material;
- Loads and unloads materials and equipment;
- Operates equipment such as a pickup truck, chainsaw, tractor, and mower as directed;
- Assists with road and bridge construction and maintenance tasks as assigned by the foreman.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow oral instructions; learn to use power and/or hand-operated tools; tolerate outside working conditions including adverse weather; and establish and maintain effective working relationships with other county employees.

ACCEPTABLE EXPERIENCE AND TRAINING

None required, but some experience in road construction and use of related equipment is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver’s license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: LABORER

Class No.	114	**EEOC Category**	Laborers and Helpers
Pay Group	107	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs a variety of manual labor duties to support the timely and efficient maintenance of county grounds and facilities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other employees in the department and may have contact with the general public.

EXAMPLES OF WORK

Essential Duties*

- Trims trees, picks up brush, and loads brush onto a truck;
- Shovels dirt, gravel, or asphalt; tamps, packs, and levels dirt, asphalt, or other material;
- Loads and unloads materials and equipment;
- Operates equipment such as a chainsaw, tractor, and mower as directed;
- Assists with manual labor tasks as assigned by the foreman.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow oral instructions; learn to use power and/or hand-operated tools; tolerate outside working conditions including adverse weather; and establish and maintain effective working relationships with other county employees.

ACCEPTABLE EXPERIENCE AND TRAINING

None required, but some experience in the use of tools and landscaping equipment is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: FOREMAN I – ROAD AND BRIDGE

Class No.	115	**EEOC Category**	Operatives
Pay Group	117	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Coordinates and performs manual and machine-assisted labor involved in the construction, repair, and maintenance of county roads, bridges, and landfills. Assumes supervisory responsibilities in the absence of, or as required by, the County Commissioner.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Commissioner.
2. Directs: Serves as lead worker with light supervision duties.
3. Other: Has daily contact with other employees on the job and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Operates heavy and light gasoline and/or diesel equipment such as a maintainer, backhoe, bulldozer, motor grader, spreader box, track loader, trash compactor, or light or heavy truck as required and instructed; operates other equipment used in road and bridge construction, maintenance and repair, such as front-end loaders, tractor-mowers, trucks, street sweepers, backhoes, and rovers;
- Checks oil, water, fuel, tires, and hydraulic systems before leaving for job sites; examines machinery for needed repairs and performs maintenance including welding;
- Builds new roads and reworks roadways with minimal supervision; assists in the construction and repair of streets, culverts, and bridges including digging ditches, setting drainage pipes, and removing debris;
- May coordinate and assign work of employees under supervision to ensure policies and procedures are followed, standards are maintained, and schedules are met; trains new employees in their duties and equipment operation;
- Responds to complaints and requests from citizens regarding repairs of county roads, culverts, and bridges; may assess need for and purchase department supplies.

Other Important Duties*

- May perform light carpentry, painting, or other related work as needed;
- May drive dump truck or other vehicles hauling materials to construction or repair sites;
- May operate mower to mow lawns and/or clear rights-of-way, culverts, ditches, etc.;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of all equipment used; the provisions of the Texas Motor Vehicle Code relating to heavy motorized equipment; and safety standards to prevent hazards.
Skill to: Operate sophisticated equipment effectively and safely; service and make minor repairs on equipment.
Ability to: Train, supervise, and motivate staff; establish and maintain effective working relationships with county employees and the general public; tolerate outside working conditions including adverse weather; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus four years of experience in operation of heavy equipment, one of which involved supervising others;

or sufficient education to read and write plus six years of experience in the operation of heavy equipment, two of which involved supervising others;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class A (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY JUDGE

Class No.	201	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

The County Judge is the executive officer of Polk County and acts as chief administrator, presiding judge, and voting member of the Commissioners Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: County department heads and elected officials as the executive officer of the county.
3. Other: Has contact with all county departments, state and federal agencies, civic organizations, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as presiding officer of the Commissioners Court; oversees the agenda process for meetings; renders informal legal opinions to Commissioners Court; ensures that notice is given of all court meetings and that meetings are conducted in accordance with state law;
- Serves as budget officer of the county; develops, presents, and administers the annual county budget; maintains county-wide oversight of financial operations and debt issuance requirements;
- Provides executive oversight and county-wide coordination in concert with the Emergency Management Coordinator for the county, including declarations of disaster and applying for and receiving aid from the Federal Emergency Management Agency;
- Carries out statutory responsibilities related to elections, including calling, holding, canvassing, and certifying elections; issues delayed birth certificates; approves or denies requests for hardship driver's licenses;
- Performs judicial functions including conducting marriage ceremonies, serving as Chairman of the County Juvenile Board, serving as conservator of the peace, and serving as County School Superintendent responsible for distributing funds to each independent school district within the county;
- Represents the county before state legislative committees, federal agencies, and other governing bodies; serves as voting representative and/or officer on various quasi-public entities; assists individuals and organizations needing information from other governments; welcomes organizations and assists with economic development activities.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental

programs and committees, providing sound input; seek self-improvement and continued professional development;

QUALIFICATION REQUIREMENTS

A candidate for County Judge must be a citizen of the United States, be well-informed in the law of the State of Texas, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before any such election.

Texas county judges are required to complete 30 credit hours of continuing education during their first 12 months in office and at least 16 credit hours for every 12-month reporting period thereafter.

TERM OF OFFICE

The County Judge is elected to a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT TO THE COUNTY JUDGE

Class No.	203	**EEOC Category**	Administrative Support
Pay Group	118	**FLSA Status**	Exempt

SUMMARY OF POSITION

Coordinates, facilitates, and/or performs administrative, promotional, secretarial, budgetary, and legal support duties for the County Judge. Represents the Judge at meetings, responds to inquiries from elected officials and the public, maintains support documentation for Commissioners Court, research and review of contracts and other documents presented to Commissioners Court, and supervises office personnel.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge.
2. Directs: Subordinate departmental personnel.
3. Other: Has daily contact with elected officials, county employees, department heads, legal professionals, vendors, civic and governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Promotes the public and professional image of the County Judge; represents the Judge at special functions; provides information to the media when appropriate; tactfully responds to a wide variety of public inquiries regarding county actions and procedures;
- Develops, maintains, and compiles data for the preparation and publication of the Annual County Budget, including supporting schedules, legal notices, and departmental communications; compiles information relating to debt issuance and annual debt requirements;
- Interviews, recommends, trains, supervises, and provides recommendations regarding discipline of subordinate departmental personnel; maintains county-wide employee wage and benefit information for budgeting purposes;
- Attends and ensures record of each session of the Commissioners Court; reviews preparation of Commissioners Court notice, agenda, and supporting documentation; compiles and distributes support documentation for elected officials; maintain files and supplement records of the County Court and Commissioners Court;
- Acts as mediator and liaison among county departments, including addressing communication issues, budget and contract inquiries, and various other issues or concerns; maintains current knowledge of laws and legislative decisions relating to county government; reviews requisitions prior to submitting to Judge for final approval.
- Implements cost and time productivity procedures, both intradepartmentally and interdepartmentally; reviews requisitions prior to submitting to County Judge for final approval.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Structure and operation of county government and statutes relating to Texas counties; basic accounting principles; local activities and concerns; and standard office management procedures.

Ability to: Communicate effectively both orally and in writing; interpret and apply complex rules, regulations, and statutes to non-routine situations; make sound judgments regarding appropriate responses to difficult questions; proofread for completeness and accuracy; apply basic bookkeeping techniques; train, supervise, motivate, and evaluate staff; operate word processing and spreadsheet software; establish and maintain effective working relationships with county employees, officials, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of related experience, including at least two years of office management experience with supervisory responsibilities;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: GRANTS & CONTRACTS COORDINATOR

Class No.	204	**EEOC Category**	Administrative Support
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Responsible for the administration of grants, contracts, and subcontracts on behalf of Polk County. Assists in managing responsibilities related to grant and contract applications, awards, compliance, financial reporting, and proper statutory procedures for county government grant and contract activity. Works under the direction of the Director of Grants, Contracts & Procurement.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Director of Grants, Contracts & Procurement (Class 214); or Commissioners' Court when the Director position is not filled.
2. Directs: Secretary or other assigned staff.
3. Other: Has frequent contact with all county departments, Commissioners' Court, municipalities, and regional, state, and federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Serves as point of contact for grant and contract administration matters between county officials, departments, and external entities; maintains current knowledge of applicable state and federal regulations relating to grant and contract activity;
- Manages grants and contracts by tracking progress, developing internal reporting systems, assisting departments in compiling financial and personnel reports, maintaining historical records, and keeping an executive summary and timeline of grant and contract activity for notification to the budget office and Commissioners' Court;
- Collects, prepares, and disseminates grant and contract information for compliance, financial management, budgeting, and reporting; distributes contractual provisions and obligations to appropriate individuals;
- Coordinates activities in establishing grant and contract protocol; oversees closeout of grants and contracts; assists with site inspections by external agencies and financial reviews by auditors;
- Prepares a wide variety of written materials including reports, memoranda, correspondence, and presentations; performs general administrative work in support of the department.

Other Important Duties*

- Attends job-related training and may provide training to other departments in assigned grant and contract areas;
- Works with county departments to prioritize and evaluate prospects for grant and contract opportunities;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Grant and contract processes including the ability to review, administer, and monitor grants through completion; organizational policies, procedures, and systems; financial and budgeting aspects of county government; computer systems and applications; basic accounting to calculate, balance, and reconcile figures.
Skills in: Oral and written communication; proficiency in Microsoft Office programs; use of standard office equipment including internet, fax, copier, scanner, and telephone.
Ability to: Write and organize reports and gather required information; maintain strong organizational skills and attention to detail; establish and maintain positive and cooperative working relationships with staff, county officials, and external agencies; exercise initiative, problem-solving, and appropriate decision making; manage multiple tasks and deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree from an accredited college or university in a field related to finance, business, or public administration preferred, plus at least two years of relevant work experience;

or high school graduation, or its equivalent, and technical training with at least three years of experience dealing with the public and local governments in a related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas motor vehicle operator's license required. Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: HUMAN RESOURCES DIRECTOR

Class No.	205	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Performs all aspects of personnel administration, including employee relations, counseling, recruitment, compensation program management, benefits administration, compliance, and training coordination.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has frequent contact with all county departments, outside organizations, representatives from retirement systems, insurance companies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Administers the county's classification and pay plan, including compensation benchmarking, reclassification requests, and step increase processing; prepares Commissioners' Court reports on employment and compensation changes;
- Manages the full-cycle recruitment and hiring process, including posting vacancies, accepting and disbursing applications to appropriate departments, screening applicants, coordinating pre-employment testing, and supporting onboarding and orientation for all new employees;
- Administers and serves as *Correspondent of Record* for employee benefits programs, including health insurance, retirement, workers' compensation, COBRA, HIPAA, FMLA, and unemployment claims, processing necessary paperwork for these programs; serves as primary liaison to benefit providers and third-party administrators;
- Processes unemployment claims, collects additional information from managers and/or supervisors as requested by Unemployment compensation claim administrator;
- Maintains all human resources records, including personnel files, job descriptions, and internal HR forms; ensures confidentiality and compliance with applicable federal, state, and local employment laws and regulations;
- Counsels employees and supervisors on personnel policies, disciplinary procedures, and employee relations matters; conducts, coordinates, and/or assist with interviews on an infrequent basis, including all exit interviews;

- Oversees payroll coordination with the Treasurer's Office, including processing bi-weekly payroll entries, leave balance distribution, and employee status changes;
- Maintains current knowledge of appropriate legislation and rules for personnel administration; Participates in relevant legal proceedings, when necessary.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.
- Oversees preparation of Commissioners Court reports of employment changes;
- Processes invoices for payment and monitors expenditure of Human Resources budget;
- Oversees scheduling of labor pool employees;
- Assists with collecting and compiling data and preparing accurate statistical and other various reports, projects and surveys, including EEOC reports;
- Assists in evaluating training needs and gathers information from outside resources to meet those needs;
- Oversees the Spanish Proficiency Program, including scheduling original and re-certification examinations;
- Oversees the Annual Service Awards program;
- Serves on the County Safety Committee and as administrator of the Sick Leave Pool;
- May develop and update organizational charts for departments;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Objectives, methods, and applicable regulations governing personnel administration in the public sector; federal and state employment law (FLSA, FMLA, ADA, COBRA, HIPAA, EEOC); compensation and classification principles.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; Operate a 10-key calculator; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Communicate effectively both orally and in writing; operate standard word processing and spreadsheet software; analyze problems and develop solutions; organize complex projects; interact diplomatically with the public; and comprehend and apply the principles and techniques of personnel administration to the public sector.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus three years of related human resources experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: HUMAN RESOURCES ANALYST

Class No.	206	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs administrative and clerical functions in direct support of the Human Resources Director. Handles secretarial details, assists with pre-employment screening and enrollment procedures, and supports day-to-day HR operations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Human Resources Director.
2. Directs: May be required to supervise subordinate staff.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives and screens phone calls and visitors; assists the public with information regarding job openings, applications, and employment references and verifications; observes confidentiality of all human resources information;
- Manages the job posting process, including preparing and distributing job advertisements; receives, enters, and forwards applications to affected departments for review;
- Schedules post-offer pre-employment testing, prepares new hire packets, processes new hire paperwork, provides orientation to all new employees, establishes personnel files, and reports new hires to the State of Texas; coordinates with the Treasurer's Office on new hire and termination information required for payroll;
- Posts time from bi-weekly payroll sheets, coordinates payroll entries with the Treasurer's Office, and reviews/updates leave balance information monthly, ensuring correct information is accessible in employee timesheet portal;
- Processes all workers' compensation claims; completes required paperwork, tracks injuries and coordinates with supervisors and third-party administrators on case status and benefit payments; monitors employees on workers' compensation leave, assisting with procedural questions and necessary paperwork; stays in contact with the department until disposition of the injury;
- Assists with processing necessary paperwork for FMLA absences, including notification letters, tracking time and making necessary adjustments upon return to work;
- Maintains and updates personnel files, departmental files, and all active and inactive employee records in an organized manner.

Other Important Duties*

- Prepares necessary paperwork for elected officials and department heads for employee status changes;
- Acts as liaison for employees and health insurance company and retirement system;
- Assists with the annual Service Awards process;
- Assists with overseeing the Spanish Proficiency Program, including scheduling original and recertification examinations;
- Performs Employee Exit Interviews;
- Reports terminations to the Unemployment Commission;
- Assists with preparation for Commissioners' Court reports of employment changes;
- Attends and reports to Commissioners' Court, Safety Committee, and Department meetings in the absence of the Human Resources Director;
- Presides at Sick Leave Pool Committee meetings in the absence of the Human Resources Director;
- Assists with preparing work schedules with requesting departments for personnel labor pool employees;
- Assists with all human resources records, including but not limited to job descriptions, employee handbooks and all internal forms;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Objectives, methods, and applicable principles of personnel administration.

Ability to: Communicate effectively both orally and in writing; operate standard word processing and spreadsheet software; organize complex tasks and manage multiple deadlines; interact diplomatically with the public; and apply the principles and techniques of personnel administration to the public sector. Computer proficiency required; background in Personnel or Human Resources preferred.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of advanced secretarial or human resources experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;

- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COMMISSIONER

Class No.	211	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

Each of the four County Commissioners represents one of the four precincts into which the county is divided. The four Commissioners and the County Judge together constitute the Commissioners Court, which serves as the governing body of Polk County.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Precinct work crew employees and other assigned departmental staff.
3. Other: Has contact with county employees, department heads, other governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

As a member of the Commissioners Court:

- Approve and control the county budget, supervise the expenditure of all county funds, set the annual tax rate, and approve the county's tax roll; Issue bonds, subject to public approval, for construction of buildings, roads, etc.;
- Oversee the county's responsibilities for roads, bridges, parks, courthouse, jail, and other facilities;
- Oversee the county's responsibilities for human services, health services, law enforcement, prosecution, courts, corrections, safety, and other services;
- Set policy, appoint department heads, authorize expenditures, and address countywide administrative matters; issues notices, citations, writs, and processes as necessary for the proper execution of posers and duties imposed by the Commissioners Court and to enforce its jurisdiction.
- Contracts with other governments for accomplishments of mutual concern and responsibility;

As a precinct elected official:

- Hire, supervise, and directs precinct employees; ensures that county policies and procedures are followed;
- Represents the county in intergovernmental and community matters; serves as designated liaison to governmental entities and community groups as assigned by the Commissioners Court;

- Assists the Commissioners Court, county departments, elected officials, and other individuals and organizations in regard to park and facilities planning, subdivisions and septic systems, road and bridge facilities, drainage, fire and EMS services and facilities, and other matters affecting their precinct.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.
- Assists individuals and organizations who need information or services from other governmental entities;
- Appears on behalf of the county before state legislative committees, state boards and commissions, federal congressional committees and agencies, and other governments' governing bodies;
- Welcomes organizations and individuals to the county and assists with economic development;
- Performs other duties as specified by law.

QUALIFICATION REQUIREMENTS

A candidate for County Commissioner must be a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election and in the precinct for which the office is to be filled.

TERM OF OFFICE

Each County Commissioner is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT TO COMMISSIONERS COURT

Class No.	212	**EEOC Category**	Administrative Support
Pay Group	115	**FLSA Status**	Exempt

SUMMARY OF POSITION

Coordinates, facilitates, and/or performs administrative, promotional, secretarial, budgetary, and legal support duties for Commissioners' Court. Represents the Court at meetings and events, responds to inquiries from elected officials, county employees, and the general public, and maintains support documentation for the Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has daily contact with elected officials, county employees, legal professionals, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Promotes the public and professional image of Commissioners Court; represents the Court at special functions and attends meetings with public groups on issues within the scope of the county;
- Ensures court agendas are prepared and posted within statutory guidelines; prepares Commissioners Court packets and assists Commissioners with court preparation; ensures proper placement of complete applications and action items on the agenda, including subdivision, RV Park, and Tiny Home/Mobile Home Park Rental Community matters;
- Maintains the county website, ensuring the county remains compliant with statutory guidelines for public notices; schedules and prepares Proclamations and Resolutions for monthly observations;
- Maintains Oaths & Bonds for elected officials and Reserve Deputy Constables; reviews, tracks, and invoices as required; maintains the Personnel Database for Commissioners' Court records, including adding new contacts and entering Personnel Action Forms after court approval;
- Coordinates off-system bridge replacement correspondence: upon TxDOT notification to the Commissioner identifying a bridge to be replaced and the impacted landowners, prepares and mails letters with required pamphlets to affected landowners;
- Administers school land lease agreements: processes yearly lease payments and maintains current insurance documentation from leaseholders; assists the Court in negotiating lease agreement contracts every five years; maintains the relationship between the Court and leaseholders; and assists AgriLife in maintaining annual reports for leased land improvements;

- Receives and processes lease payments from renters; tracks payment receipts to ensure timely collection;

Other Important Duties*

- Prepares Personnel Action Form court listings for Commissioners' Court consideration; reviews exit interviews for the County Judge's signature and returns completed documents to HR and the applicable Department Head or Elected Official;
- Maintains capacity count logs for the jail and IAH Secure Adult Detention Facility; prepares Detention Facility billing for ICE and USMS;
- Reviews and processes Pauper Burial and Mental Health Court Commitment expenses; prepares monthly and quarterly payments for the Commissioners' Court department;
- Manages the Amazon purchasing process for county departments: receives requests, places orders, sends receipts to the requesting department and copies the Auditor's Office and Purchasing/Procurement, tracks delivery, coordinates returns and exchanges for defective or incorrect items, and tracks refunds;
- Keeps a log of legal advisory activity and billing for Polk County;
- Assists with budget preparation for the Commissioners' Court department;
- Performs direct secretarial support for the Commissioners and other staff, including composing and typing reports, memos, and correspondence; prepares and issues purchase order numbers; maintains current inventory of supplies; performs bookkeeping tasks including issuing invoices, accepting deposits, receipting monies received, and balancing ledgers;
- Performs receptionist duties including greeting the public, answering the telephone, taking messages, and providing information;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Structure and operation of county government; Commissioners' Court procedures and statutory requirements; business English, spelling, punctuation, math, and office practices.

Skill to: Operate a computer using standard word processing and spreadsheet software packages with a high degree of accuracy.

Ability to: Use equipment and materials; communicate effectively both orally and in writing; exercise independent judgment on routine matters; manage multiple concurrent responsibilities and deadlines; establish and maintain effective working relationships with county employees and officials, other agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from high school, or its equivalent, plus two years of related experience, including at least two years of office management experience with supervisory responsibilities;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: DIRECTOR OF GRANTS, CONTRACTS & PROCUREMENT

Class No.	214	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Serves as department head of the Grants, Contracts & Procurement Department. Leads countywide grant and contract administration, manages designated County grant programs through the full funding lifecycle, supervises department staff, and serves as the County's representative on assigned grant-funded capital and infrastructure projects from initiation through closeout. Reports directly to Commissioners' Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Purchasing & Procurement Coordinator; assigned support staff.
3. Other: Has frequent contact with all county departments, elected officials, Commissioners' Court, municipalities, regional, state, and federal agencies, and contractors.

EXAMPLES OF WORK

Essential Duties*

- Leads the full grant lifecycle for assigned County programs, including identifying and pursuing funding opportunities, developing applications, managing implementation, monitoring compliance, overseeing financial activities including expenditures, reimbursements, and reporting, and coordinating closeout; develops and manages program and departmental budgets related to assigned grants;
- Serves as the central countywide point of coordination for grant and contract activities; assists departments in identifying funding opportunities and developing applications; provides guidance on compliance requirements, reporting obligations, and grant administration processes; maintains centralized tracking systems, timelines, and documentation for all departmental grant and contract activity;
- Serves as the County's representative on assigned grant-funded projects from initiation through closeout; monitors project scope, schedule, and budget; reviews contractor invoices, change orders, and project financials for accuracy and compliance; conducts site visits; coordinates with architects, engineers, contractors, and consultants; identifies and mitigates risks, delays, and conflicts;
- Supervises department staff, including the Purchasing & Procurement Coordinator and assigned support personnel; provides hiring recommendations, training, performance evaluation, and disciplinary oversight;
- Prepares and presents reports, project updates, financial summaries, and recommendations to Commissioners' Court; serves as primary liaison for assigned programs with external agencies, community partners, and stakeholders.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Supports grant-related audits, site visits, and monitoring reviews across county departments;
- Facilitates project meetings, supports decision-making processes, and documents key actions and outcomes;
- Provides training and technical assistance to county departments on grant, contract, and compliance matters;
- Supports special projects and county initiatives as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Grant lifecycle management and compliance requirements; federal, state, and local funding regulations, including disaster recovery programs; government budgeting and financial practices; contract administration principles; construction project coordination and owner's representation.
Skills in: Leadership and staff management; program and project coordination; strategic planning and problem-solving; written and verbal communication; financial tracking and reporting; Microsoft Office and database systems.
Ability to: Manage multiple complex programs and projects simultaneously; balance independent program leadership with countywide coordination responsibilities; interpret and apply regulatory and contractual requirements; build and maintain effective working relationships across departments and agencies; exercise sound judgment; maintain organization and accuracy in a high-responsibility environment.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree from an accredited college or university in public administration, finance, business, project management, or a related field, plus at least three years of relevant work experience including grant administration or project coordination;

or high school graduation, or its equivalent, and technical training with at least five years of progressively responsible experience in grant administration, contract management, or a closely related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas motor vehicle operator's license. Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;

- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: INMATE WORK SUPERVISOR

Class No.	215	**EEOC Category**	Protective Service Workers
Pay Group	214	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in both correctional facility and public work settings. Directs inmate work crews on projects for Road & Bridge and other county departments, monitors prisoner activities, and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: Inmates.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, Road & Bridge administration, other county departments, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises all inmates and they work they perform while in public settings and in the correctional facility; ensures the safety, security, and appropriate conduct of inmates at all times; intervenes in and resolves crisis situations including physical restraint of inmates as necessary;
- Works with Road & Bridge Administration to plan and ascertain completion of assigned projects; works with all county departments and the public supervising inmates on special projects;
- Photographs and fingerprints new inmates; conducts inspections, shakedowns, and inmate searches; confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners; dresses out inmates and escorts them to their cells;
- Completes, checks, and processes official papers and documents; ensures all inmate information is entered into the computer; maintains and updates inmate records including personal history and medical records; keeps records of incidents and activities during shift;
- Conducts head counts; conducts safety inspections of fire exits and equipment; assists medical staff with distributing medications to inmates; serves or supervises the serving of meals to inmates; assists with the personal needs of inmates including telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary; monitors and assists visitors and maintains visitor lists; conducts and supervises recreational programs including overseeing religious services.

Other Important Duties*

- Assists dispatch with calls when necessary, including answering Crime Stoppers calls;
- Assists with warrants and researches records for Deputies and/or Detectives;
- May be assigned to transportation and court security duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.
Ability to: Train, supervise, motivate, and evaluate staff; understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications.
Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education. Certification as a Peace Officer or as an Armed Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education is required.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY AUDITOR

Class No.	301	**EEOC Category**	Professionals
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Appointed by the District Judges. Responsible for overall managerial responsibility for internal county auditing and accounting functions, approving all claims against the county prior to submission to Commissioners Court, and reporting on the county's financial status to the Commissioners Court and District Judges.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Judges.
2. Directs: Subordinate departmental staff.
3. Other: Has contact with all county department heads, Commissioners Court, and accounting and audit officials in local, state, and federal government agencies and the private sector.

EXAMPLES OF WORK

*Essential Duties**

- Provides general oversight of county books and records related to collection and disbursement of revenues, funds, and fees; supervises complex accounting systems showing all transactions of the county relating to accounts; contracts, indebtedness, receipts, and disbursements;
- Examines and approves all claims, bills, and accounts against the county before submission to Commissioners Court; checks all reports relating to finance and reports on same to the Commissioners Court;
- Organizes and supervises internal audits of county departments and funds; assists external auditors; prepares monthly and annual reports to the Commissioners Court and District Judges showing the aggregate amounts received and disbursed from each fund, the condition of each account, the amount of county, district, and school funds on deposit in the county depository, and such other data as requested;
- Maintains accounts of all monies accruing to county offices; has access to all financial accounts of other offices and the Commissioners Court and monitors these accounts for correctness;
- Prescribes and prepares forms for use by all persons in collection of county revenues; establishes methods for keeping accounts and making reports; prepares estimates of revenues and expenses for the Commissioners Court.

*Other Important Duties**

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and

report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Performs such other duties as may be required by statute or as assigned by the District Judges or Commissioners Court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern office procedures and equipment, including extensive knowledge of computerized accounting systems; fiscal management and budget control; state and federal laws applicable to administrative and regulatory functions.

Ability to: Apply generally accepted accounting and financial management principles with special emphasis on governmental accounting, reporting, and auditing; establish and maintain effective working relationships with county officials, department heads, and audit officials; hire, supervise, and train employees; communicate effectively both orally and in writing; present complex financial data in a format easily understood by a non-financial audience; and make sound decisions under stress.

QUALIFICATION REQUIREMENTS

Statutory requirements: good moral character, intelligence, and competent business ability; residence in county during term of appointment; and two years of experience as an accountant.

Any combination of education and experience equivalent to a bachelor's degree in accounting, finance, business, or a related field plus six years of related experience, at least two years of which were as an accountant and included managerial and supervisory responsibilities.

CERTIFICATES AND LICENSES REQUIRED

CPA is desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT COUNTY AUDITOR I

Class No.	302	**EEOC Category**	Administrative Support
Pay Group	Unclassified	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Manages front office operating activities for the County Auditor's Office. Operates the multiline phone system, scans and files documents, assists with purchase requisition preparation, prepares reports, and performs secretarial and clerical duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assistant to the County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with all county departments and external auditors; works closely with the County Treasurer's Office.

EXAMPLES OF WORK

Essential Duties*

- Answers incoming calls and disseminates calls and/or messages to the appropriate individual; greets visitors and assists the public with inquiries;
- Scans, files, and maintains all documentation and supporting information; maintains office supply inventory and places orders as necessary;
- Enters information into computer database, compiles report data, and produces computerized reports;
- Examines and verifies billing and disbursement information for the county; prepares utility billings for processing;
- Ensures receipts and expenditures for county funds are properly accounted for and that work papers are prepared for internal and external auditor use;
- Assists Auditor with assigned duties, including but not limited to, internal auditing, accounting, and budgeting for the county.

Other Important Duties*

- Assists other county departments with financial reports, purchase requisitions, assignment of appropriate budget codes, and miscellaneous questions;
- Assists external auditors in locating claims, assets, and documentation and in preparing work papers;
- May assists in the preparation, review, and posting of purchase requisitions to the appropriate accounts;
- May reconcile billing for proper payment including credit cards;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a multiline telephone system and standard office equipment including copier and computer; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Establish and maintain effective working relationships with county employees, vendors, and the general public; perform mathematical computations; understand and follow instructions and communicate effectively both orally and in writing.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT COUNTY AUDITOR II

Class No.	303	**EEOC Category**	Administrative Support
Pay Group	Unclassified	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs an integral role in the financial operations and safeguarding of county assets. Duties include processing accounts payable, accounting for fixed assets and registrations, completing monthly billings, and completion and review of bank reconciliations. Assists the County Auditor with internal auditing and accounting functions and ensures receipts and expenditures are properly accounted for.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assistant to the County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with all county departments and external auditors; works closely with the County Treasurer's Office.

EXAMPLES OF WORK

Essential Duties*

- Enter payables, assign expenses from the county budget, and process payment of invoices correctly for each department throughout the county;
- Examine and verifies billing and disbursement information; review and post requisitions to appropriate accounts; balance funds and accounts with other intra-county departments; assist other county departments with financial reports;
- Prepare bank reconciliations for county departments and probation; review departmental reports and receipts to determine if cash is posted correctly; analyze monthly/quarterly reports to ensure account balances;
- Complete monthly billing and quarterly reporting; run monthly Auditor’s report, email it to Commissioners Court, and upload it to the county website;
- Track fixed assets and manage surplus asset disposition; document errors found in analysis of monthly reporting and receipts for correction;
- Assists external auditors in location claims, assets, documentation, etc.
- Review and enter payables, print checks, and check batch reports; issue 1099s to vendors annually.

Other Important Duties*

- Assist the County Auditor in annual budget preparations;
- Prepare documentation for standard audits of county departments;
- May assist with purchase requisitions, assignment of appropriate budget codes, and miscellaneous questions or problems;

- May assist with annual bid process;
- May attend educational seminars and conferences;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Accepted accounting practices and principles; current office practices and procedures; state laws and statutes pertaining to records and accounting procedures required in maintaining and auditing statutory county offices; computerized accounting systems.

Skill to: Operate a 10-key calculator in performing complex arithmetic calculations quickly and accurately; operate office equipment and computers efficiently; create spreadsheets for various tasks.

Ability to: Learn departmental policies, rules, regulations, and procedures; adopt and apply established methods to varied accounting transactions; interpret financial statements; complete and prepare accurate accounting reports of moderate complexity with minimal supervision; enter and retrieve data; establish and maintain effective working relationships with county employees and external auditors; make sound decisions under stress.

QUALIFICATION REQUIREMENTS

High school graduation, or its equivalent (further education with an emphasis on accounting, auditing, or business preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certified as a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT TO THE COUNTY AUDITOR

Class No.	304	**EEOC Category**	Administrative Support
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Assists the County Auditor with internal auditing, accounting, and budgeting for the county. Ensures receipts and expenditures for county funds are properly accounted for and documentation is prepared for internal and external auditor use. Acts as County Auditor in the event of the Auditor's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Auditor.
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with all county departments and external auditors; works closely with the County Treasurer's Office.

EXAMPLES OF WORK

Essential Duties*

- Examines and verifies billing and disbursement information for the county; reviews and posts requisitions and receipts to appropriate accounts; balances funds and accounts with other intra-county departments;
- Maintains various insurance and tax reports; maintains property and auto insurance and submits all claims;
- Assists external auditors in locating claims, assets, and documentation; prepares work papers for standard audits of county departments;
- Assists other county departments with financial reports, purchase requisitions, budget codes, and miscellaneous financial questions; assists the County Auditor in annual budget preparations;
- Assumes duties of the County Auditor in that person's absence, including attending Commissioners' Court meetings.

Other Important Duties*

- Attends educational seminars related to county auditing and accounting;
- Notarizes documents for the public.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Generally accepted accounting practices and principles; current office practices and procedures; state laws and statutes pertaining to records and accounting

procedures required in maintaining and auditing statutory county offices; computerized accounting systems.

Skill to: Operate office equipment and computers in performing routine and complex mathematical calculations, spreadsheet, and word processing functions accurately and efficiently.

Ability to: Learn departmental policies, rules, regulations, and procedures; adopt and apply established methods to varied accounting transactions; interpret financial statements and prepare accurate accounting reports of moderate complexity with minimal supervision; enter and retrieve data; establish and maintain effective working relationships with county employees and external auditors; make sound decisions under stress; and maintain appropriate certifications.

QUALIFICATION REQUIREMENTS

High school graduation, or its equivalent (further education with an emphasis on accounting, auditing, or business preferred), plus four years of accounting or related work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Certified Public Accountant or satisfactory completion of parts of the CPA examination preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: INTERNAL AUDITOR

Class No.	305	**EEOC Category**	Administrative Support
Pay Group	Unclassified	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs grant compliance and internal audit work for the County Auditor across all departments and entities that collect revenues or receives financial assistance from the county or grants. Assesses the effectiveness of controls, the accuracy of financial records, and the efficiency of county operations. Responsible for the timely scheduling and performance of financial, operational, compliance, and assurance audits countywide.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with all county departments and external auditors.

EXAMPLES OF WORK

Essential Duties*

- Completes various grant related activities to ensure that grants remain in compliance;
- Develops and prepares audit programs for county departments and agencies receiving county or grant funding
- Plans, conducts, and reports on county-wide activities such as financial reporting, internal controls, and revenue collections;
- Performs audit fieldwork including transaction testing, account reconciliations, on-site audits, physical inventory counts and reconciliation, cash counts, bank account reconciliation reviews, and on-site inspections of accounting and budget systems;
- Analyzes data for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with laws and policies; prepares written reports of findings and recommendations for management;
- Interviews staff and department heads while verifying department records to ensure recording of transactions and compliance with applicable laws and regulations;
- Conducts audit follow-ups for timeliness and accuracy; maintains audit control logs; consults with and advises county department heads and officials regarding internal audit scheduling and results.

Other Important Duties*

- Assists in the development or modification of existing auditing policies and procedures;
- Performs such other duties as may be assigned by the County Auditor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, state, and local laws and protocols related to county government and public accounting and auditing; principles, practices, and techniques of the auditing process and governmental accounting; Polk County regulations, policies, and procedures; budgetary accounting, procurement, and inventory control; accounting software systems and modern business office practices and procedures.

Skill to: Direct and participate in internal auditing activities; maintain accounting records and prepare reports; apply mathematical and statistical concepts; work with sensitive information under stressful conditions; establish and maintain effective working relationships; communicate clearly and concisely both orally and in writing.

Ability to: Work independently; manage multiple tasks and deadlines; identify problems and develop solutions; keep others appropriately informed.

QUALIFICATION REQUIREMENTS

Bachelor's degree in business, accounting, or closely related area plus three years of work experience, preferably in governmental accounting and auditing. CPA, CIA, CFE, or CGAP certification may substitute for one year of experience;

or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

CIA or other internal auditing certification is a plus. Must have or obtain a valid Texas driver’s license with a driving record acceptable to Polk County.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Revised: June 2026

Job Description: PROCUREMENT COORDINATOR

Class No.	306	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs purchasing and procurement work involving the acquisition of commodities, equipment, and services for Polk County in accordance with applicable guidelines, rules, policies, and laws. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Grants & Contracts Coordinator.
2. Directs: Does not supervise other employees.
3. Other: Has frequent contact with all county departments, Commissioners Court, municipalities, regional, state and federal agencies, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Ensures that county purchases under Chapter 262, Subchapter C of the Texas Local Government Code comply with competitive bidding requirements; ensures that procurement for all grants meets federal requirements;
- Prepares bid specifications and formal solicitation documents for commissioners court approval, verifying accuracy, terminology, and specifications; distribute bid invitations to vendors; review and tabulate vendor responses for presentation to commissioners court, attending scoring committee meetings as needed to ensure Local Government Code is followed in scoring process; notify vendors of award; may negotiate with vendors to develop best offer and recommend contract awards;
- Ensures vendors are eligible to conduct business in the State of Texas; monitors vendor performance to ensure proper and timely delivery of goods and services; administers corrective actions with vendors and negotiates extensions or modifications to contracts;
- Reviews requisitions for completeness and compliance before processing; generates purchase orders accurately and in a timely manner; coordinates with internal stakeholders to obtain necessary approvals; track and monitor purchase orders to ensure timely delivery and resolve any discrepancies;
- Manages the county credit card program, issuing cards pursuant to approved credit card policies; processes and audits credit card receipts for accuracy, receipt of material, and compliance with purchasing policies; reconcile county credit card bills;
- Manages the county shared use vehicle program;

- Routinely reviews purchasing-related policies, procedures, and systems, recommending revisions as needed; monitors legal and regulatory requirements pertaining to purchasing and procurement; provides training to county departments on procurement practices.

Other Important Duties*

- Compiles and maintains a qualified bidders list; prepares and distributes bid invitations; tabulates bids;
- Maintains organized records of purchase orders, contracts, and supplier information using the county financial system;
- Provide a wide variety of written materials, including reports, memoranda, correspondence, questionnaires, directives and presentations, and disseminates to appropriate individuals;
- Maintains purchasing and procurement reports, records, and files;
- Provide documentation for all records requests pertaining to formal bids;
- Prepare regularly scheduled and ad hoc reports;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Purchasing and procurement methods and procedures; state procurement principles and practices; assigned commodities and products on the open market; supply sources; principles of business administration and accounting.

Skills in: Problem solving and use of a computer and applicable software.

Ability to: Work well in a fast-paced environment and manage multiple priorities; perform arithmetical computations; evaluate bids; develop methods and procedures for locating supply sources; maintain a system of recordkeeping; maintain effective working relationships with vendors and suppliers; communicate effectively; develop work plans and evaluate program goals.

ACCEPTABLE EXPERIENCE AND TRAINING

Experience in the purchasing and procurement of goods and services. Bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another;

or high school graduation, or its equivalent, and technical training with at least two years of experience in purchasing or procurement;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas motor vehicle operator’s license required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Revised: May 2026

Job Description: TAX ASSESSOR-COLLECTOR

Class No.	401	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

Responsible for assessing property for the purpose of taxation, receiving and processing taxes collected in the county, and administering motor vehicle registration.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with all county taxing entities, the Polk County Appraisal District, the Texas Department of Motor Vehicles, other governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with budge authorized by Commissioners Court; plans for the future services and budgetary needs of the department; manages the personnel, equipment, facilities, and finances assigned to the department;
- Assesses and collects property taxes for the county and other taxing entities in Polk County; receives, deposits, accounts for, and remits taxes collected to all taxing entities on a daily basis;
- Prepares a current and cumulative delinquent tax roll each year, delivers notices of delinquency, and seizes property if applicable; prepares and delivers reports to taxing entities on a weekly and monthly basis;
- Registers and transfers motor vehicle registrations; issues certificates of title for automobiles and motor boats;
- Collects and deposits motor vehicle and motor boat sales taxes, use taxes, and registration fees; issues liquor, beer, and wine licenses;
- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

Other Important Duties*

- Evaluates the services and employees of the department;
- Performs other duties as specified by law.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election.

TERM OF OFFICE

The Tax Assessor-Collector is elected for a four-year term.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable as prescribed by Section 6.28 of the State Property Tax Code. Must be certified by the State Board of Tax Professional Examiners and recertified every five years as prescribed by applicable statutes.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: DELINQUENT TAX SPECIALIST

Class No.	404	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Performs administrative, legal clerical, and secretarial support services associated with the collection of delinquent taxes. Serves the Tax Office, county personnel, and the law firm contracting with the county for the collection of delinquent taxes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge and the County's contracted Delinquent Tax Collection firm.
2. Directs: Supervises Legal Assistant/Abstractor.
3. Other: Works closely with departmental employees, other county departments, tax-related entities, the general public, and the county's delinquent tax collection law firm.

EXAMPLES OF WORK

Essential Duties*

- Proofs legal documents including abstracts, petitions, citations, and other documents related to Sheriff's tax sales; monitors the progress of accounts in the litigation process and makes appropriate updates;
- Provides administrative support for the preparation and execution of Sheriff's tax sales, including gathering buyer information and preparing disbursement requisitions;
- Maintains the inventory of properties held in trust by the county; ensures correct application and disbursement of court costs related to delinquent tax collection litigation;
- Assists taxpayers, Tax Office personnel, other entities, and the general public with inquiries regarding delinquent accounts; arranges payment installment agreements with taxpayers and approves agreements established by other Tax Office personnel for accounts in litigation;
- Processes tax payments; supervises, trains, and evaluates the Legal Assistant/Abstractor;
- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

Other Important Duties*

- May assist Tax Office personnel with current tax collection efforts;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal terminology, applicable codes, procedures, statutes, and courtroom procedures.

Skill to: Operate a computer using standard word processing software and operate basic office equipment.

Ability to: Communicate effectively both orally and in writing (requires good interviewing skills); gather, analyze, and evaluate facts and report results clearly and impartially; establish and maintain files; work under pressure; train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with county employees, outside agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus one year of experience in a legal setting;

or high school graduation, or its equivalent, and graduation from an accredited legal assistant or paralegal program plus two years of experience in a legal setting;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Paralegal desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: LEGAL ASSISTANT/ABSTRACTOR

Class No.	405	**EEOC Category**	Administrative Support
Pay Group	115	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs administrative, legal clerical, and secretarial support services for the delinquent tax collection division of the Tax Assessor-Collector's office. This position is contingent upon the agreement executed between the County and the law firm contracting for the collection of delinquent taxes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Delinquent Tax Specialist.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other county departments, the general public, and the delinquent tax collection firm contracted by the county.

EXAMPLES OF WORK

Essential Duties*

- Provides assistance and support services to the Delinquent Tax Specialist; prepares title work associated with delinquent tax collection litigation efforts;
- Provides information to the Appraisal District and property owners regarding changes in the tax roll associated with delinquent taxes;
- Contacts individuals and/or entities that may have an interest in property targeted for litigation;
- Files and distributes responses to notifications of legal action pertaining to delinquent taxes;
- Receives and logs all bankruptcy correspondence associated with delinquent tax collection; assists taxpayers, Tax Office personnel, and others with inquiries regarding delinquent tax accounts.

Other Important Duties*

- May assist other Tax Office personnel with current tax collection efforts;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal terminology, applicable codes, procedures, statutes, and other information related to abstract/title procedures.
Skill to: Operate a computer using standard word processing software and operate basic office equipment.
Ability to: Communicate effectively both orally and in writing; gather, analyze, and evaluate facts and report results clearly and impartially; establish and maintain files; work under pressure; establish and maintain effective working relationships with county employees, outside agencies, and the general public; and maintain appropriate certifications as required.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and two years of experience in a legal setting related to abstract/title work;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY CLERK

Class No.	501	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

Responsible for recording and filing legal instruments that prove ownership or interest in real or personal property, instruments concerning commercial activities, and instruments concerning the identity of persons. Serves as clerk of the Commissioners Court and the county's voter registrar, and administers county elections.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with county employees, attorneys, courts, other governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with budge authorized by Commissioners Court; plans for future services and budgetary needs; manages personnel, equipment, facilities, and finances of the department;
- Records all deeds, conveyances, mortgages, liens, births, deaths, military discharges, marriage licenses, business licenses, and other official instruments, taking payment and issuing receipts; maintains alphabetical indexes for easy retrieval;
- Serves as clerk of the Commissioners Court: posts notices, prepares and maintains minutes of all voting sessions, and indexes and preserves official Commissioners Court records;
- Conducts county-wide elections in accordance with the Texas Election Code; manages voter registration and election records;
- Delegates and performs duties of clerks (records, prepares issuances, collects costs and fines, maintains minutes of proceedings, and indexes records) of the County Court at Law, Probate, and County Civil Courts; maintains the County Clerk's accurate accounting system for all financial transactions;
- Registers and maintains a current list of voters, and provides list of voters to use in selecting names for jury wheel; prepares and delivers voter lists for all taxing jurisdictions prior to elections; retains election documents for statutorily required period;

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election.

TERM OF OFFICE

The County Clerk is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PROBATE CLERK

Class No.	503	**EEOC Category**	Administrative Support
Pay Group	108	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Provides a variety of accurate clerical or bookkeeping support work involving typing and/or data entry skills for a specific unit or subunit of a county department in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated Departmental Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, abstract and tax offices, and law enforcement officials. May have contact with other county departments, public schools, and with local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Issues, receives, files, and receipts wills, administration, guardianship, heirship, and small estate papers; processes official records, assumed names, financing statements, and vital statistics including birth certificates, death records, marriage licenses, and school records;
- Prepares and types correspondence, reports, bills, vouchers, dockets, receipts, schedules, minutes, requisitions, notices, court waivers, discharge forms, jury lists, statistical data, and other documents using word processing, spreadsheet, and database software; takes information from the public to complete forms;
- Accepts and posts funds received from taxes, fees, fines, restitutions, judgments, capiases, licenses, certificates, and services; issues receipts accordingly;
- Checks, analyzes, classifies, and alphabetizes materials; maintains statistical data and records; and conducts research as necessary;
- Acts as receptionist, answering questions and directing visitors; operates standard office equipment including computer, copier, postage meter, and cash register; and processes incoming and outgoing mail;
- Performs a variety of clerical functions as needed, including making copies, posting information, ordering office supplies, and assisting with preparation of payroll records;

Other Important Duties*

- Processes and verifies voter registration;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: operate a computer using standard word processing, data inquiry, or spreadsheet software packages; recommended typing speed is 30 net words per minute with a high degree of accuracy.

Ability to: correctly apply business English, spelling, punctuation, arithmetic, and office practices and procedures; understand and carry out oral and written instructions; learn assigned clerical tasks readily; establish and maintain effective working relationships with other county employees and officials and the general public; and work well with interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and six months of responsible clerical work experience, preferably with a governmental entity;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Required to be bondable. Certification as a Notary Public desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COUNTY TREASURER

Class No.	601	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

The County Treasurer is the chief custodian of county funds and has primary responsibility for receiving, investing, and disbursing county funds.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Subordinate departmental personnel.
3. Other: Has contact with all county departments, the County Auditor's Office, financial institutions, and other governmental agencies.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with budge authorized by Commissioners Court; plans for the future services and budgetary needs of the department; manages the personnel, equipment, facilities, and finances assigned to the department;
- Receives, deposits, and accounts for all county funds; issues receipts for all funds received; collects revenues owed to the county (except delinquent taxes); keeps accounts of all receipts and expenditures and makes required reports; keeps daily cash balances; safekeeps all funds collected by the county;
- Disburses funds on the order of the Commissioners Court and honors warrants issued by authorized county officials; signs and disburses bi-weekly payroll checks;
- Serves as investment officer for county funds, maximizing yield after safety and liquidity requirements have been met; keeps records on each investment and maintains an overall investment report; ensures the depository's ability to collateralize county deposits;
- Serves as transfer agent and paying registrar for county-issued bonds;
- Remains current on new laws and regulations pertaining to county funds;

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Evaluates the services and employees of the department;
- Performs other duties as specified by law.

QUALIFICATION REQUIREMENTS

Must be a qualified voter and resident of the county, a citizen of the United States, have lived in the State of Texas for a period of twelve months before any primary, general, or special election, and have lived in Polk County for six months before such election.

TERM OF OFFICE

The County Treasurer is elected for a four-year term.

CERTIFICATES AND LICENSES REQUIRED

Must be bonded and must attend a continuing education course of twenty classroom hours at least once in any 24-month period.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CHIEF DEPUTY – TREASURER

Class No.	603	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs a variety of clerical, bookkeeping, and financial activities for the County Treasurer in accordance with departmental procedures and regulations. May manage and prioritize duties at the discretion of the Treasurer. Assumes some duties of the Treasurer in the Treasurer's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Treasurer.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other county employees, the general public, public schools, and local, state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Records, maintains, and compiles statistical, operational, and fiscal data, exercising judgment as to proper categorization of data; prepares and submits required reports; transfers information from reports, code numerically, and post to a prepared code sheet, ledger, or journal; types correspondence, bills, vouchers, receipts, schedules, and other financial documents;
- Maintains current knowledge of statutes, rules, and regulations relating to Treasury functions; resolves problems arising with the public or other county departments relating to department responsibilities;
- Reviews, validates, and processes documents requiring considerable knowledge and expertise in particular area(s); provides information to the public about the policies and procedures of the department;
- Receives and issues receipts for tax payments; provides an accounting of cash balances daily and ensures that cash balances with receipts issued;
- Prepares payroll, including reviewing employee time sheets;
- Coordinates yearly tax levy received by the County Treasurer;
- Creates and maintains manual and/or computerized files and records; assumes duties of the Treasurer in that person's absence.

Other Important Duties*

- Receives and processes bills for payment; may monitor expenditures and/or revenues related to department;

- Answers incoming calls and disseminates calls and/or messages to the appropriate individual; greets visitors and assists the public with inquiries;
- Performs general clerical duties, including filing, indexing and recording information, making copies, and sorting and distributing mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a computer using standard word processing, data inquiry, or spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Keep accurate bookkeeping records; apply business English, spelling, math, and office practices; make decisions in accordance with departmental rules, regulations, and statutes; maintain complex records and files; prepare technical or statistical reports; establish and maintain effective working relationships with county employees, officials, and the general public; make sound decisions in stressful situations; communicate effectively both orally and in writing; and work with interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus two years of responsible clerical work experience (preferably with a governmental entity);

or high school graduation, or its equivalent (further education in business, accounting, management, or legal training preferred), and three years of responsible clerical work experience (preferably with a governmental entity);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Required to be bondable. Certification as a Notary Public desirable.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: IT AND SYSTEMS ADMINISTRATOR

Class No.	701	**EEOC Category**	Professionals
Pay Group	120	**FLSA Status**	Exempt

SUMMARY OF POSITION

Oversees acquisition, implementation, and operation of county computer hardware and software systems. Duties include purchasing hardware and software, instructing employees in their use, maintaining network infrastructure, and performing various technical and complex information technology projects as required.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has frequent contact with other county employees (especially department heads), vendors, computer professionals, and state and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Assesses need for, plans, and executes county hardware and software acquisitions; solicits bids for and negotiates sales of surplus hardware;
- Oversees and implements installation, operation, and modification of county computer hardware and software, including networking infrastructure, cables, and operating systems;
- Conducts daily activities associated with the user support system, including technical advice and assistance to county employees regarding programs and operations;
- Coordinates training schedules on computer equipment and software; educates county employees in the operation of hardware and software, as necessary;
- Maintains inventory of computer and server equipment; maintains current knowledge of hardware and software availability and issues; prepares county-wide backups.

Other Important Duties*

- Performs various assigned projects including networking infrastructure, internet connectivity, and computer upgrades for county offices;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Hardware and software installation and operation procedures; networking installations; tools and equipment used in computer installation, repair, and maintenance.

Ability to: Train, supervise, motivate, and evaluate staff; efficiently utilize software packages; understand and apply computer networking procedures; establish and maintain effective working relationships with vendors and county employees; communicate effectively both orally and in writing; assess and diagnose computer malfunctions; and teach software operation to county employees.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree plus four years of related experience;

or bachelor's degree in computer science or related field with two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: LEAD COMPUTER SPECIALIST

Class No.	702	**EEOC Category**	Professionals
Pay Group	116	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs and delegates computer systems support work for Polk County. Provides hardware support, troubleshooting, and technical assistance for end users; assists with systems maintenance; and serves as lead worker in the IT department, delegating assignments and providing guidance to Computer Specialists.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: IT Director.
2. Directs: Assists in training and delegating assignments to all Computer Specialists.
3. Other: Has regular contact with other departmental employees, county departments, and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Installs, maintains, and repairs hardware, software, and computer equipment; assists in troubleshooting and resolving routine and moderately complex hardware and software problems; assists in updates to personal computer and server application programs;
- Provides technical advice and assistance to users, including setting up equipment for employee use, ensuring proper installation of cables, operating systems, and appropriate software, and assisting departments with implementation and use of programs;
- Assists in training and delegating assignments to Computer Specialists; reviews and guides the work of Computer Specialists to ensure accuracy and consistency; may develop user guides for products, systems, and training;
- Conducts daily backup of the county computer system; maintains and interprets current information regarding county computer systems and technical data; maintains an inventory of county computer equipment;
- Maintains appropriate security controls over hardware and software at the end-user level; performs virus removal and PC cleanup; escalates network-level or infrastructure-level security matters to the IT Director.

Other Important Duties*

- Assists the IT Director with vendor coordination and equipment procurement as assigned;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of information technology and personal computer applications as applied to systems support and operations; computer equipment and network hardware including switches, routers, and servers; Microsoft Office applications; website components and general internet requirements.

Ability to: Communicate concisely and accurately both in writing and verbally with county staff in a professional, courteous, and friendly manner; present technical concepts to department staff; provide lead-worker direction and guidance to Computer Specialists; establish and maintain effective working relationships with vendors and county employees; use a variety of business computer networking technology and software applications; maintain confidentiality of county information; work independently and manage tasks in a timely manner; multi-task and handle frequent interruptions.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in computer science or related field with two years of related experience in computer systems and/or support;

Or 5 years of related experience with business computers in a multi-user office or local government;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Active pursuit of appropriate hardware/software certifications preferred.

CERTIFICATES AND LICENSES REQUIRED

Posses or actively pursue appropriate hardware/software certifications, i.e. Microsoft, A+, Cisco, etc. preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COMPUTER SPECIALIST

Class No.	703	**EEOC Category**	Professionals
Pay Group	116	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Provides technical support for all county computer systems, network infrastructure, and technology resources. Performs hardware, software, and network installation, maintenance, and troubleshooting; supports county users with programs, equipment, and training; and assists with systems administration, data security, and technology planning. Participates in an on-call rotation as scheduled by the IT Director.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: IT Director.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, county departments, elected officials, and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Provides user support for desktop applications, county software, and online systems; installs, maintains, and repairs hardware, software, and computer equipment; assists in updates to PC and server application programs; may design or configure PC equipment and software for departmental use;
- Manages county servers, switches, routers, and cabling with attention to security and uptime; configures and replaces network components as needed; maintains and troubleshoots network connections, Wi-Fi access, VPN, and VOIP phone systems; manages user accounts, passwords, and access permissions;
- Manages backups, antivirus updates, and system patching; monitors system performance and performs preventive maintenance; maintains IT asset inventory and software licensing records; maintains documentation for systems, passwords, configurations, and procedures;
- Ensures compliance with all applicable state and federal data-protection requirements including CJIS, HIPAA, and PCI standards; maintains confidentiality of all county information not considered public by statute; maintains current knowledge of software, technology, and hardware developments;
- Provides setup, support, and troubleshooting for Commissioners' Court, County Court, and District Court audiovisual and meeting equipment; assists with technology planning, procurement, and vendor coordination for IT purchases; participates in on-call rotation for after-hours maintenance, emergencies, and system updates.

Other Important Duties*

- May develop user guides and training materials for county systems and software;
- May require occasional overnight travel for training and professional development;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of information technology and personal computer applications as applied to systems support and operations; network fundamentals including TCP/IP, DHCP, DNS, VPN, and firewalls; computer equipment and network hardware including switches, routers, and servers; Microsoft Windows and Office applications; VOIP phone and network printer setup and support; website components and internet requirements; applicable federal and state data security requirements including CJIS, HIPAA, and PCI.

Ability to: Communicate concisely and accurately both in writing and verbally with county staff and other individuals in a professional, courteous, and friendly manner; present technical concepts in plain language to non-technical staff; prioritize multiple support requests and meet deadlines under limited supervision; establish and maintain effective working relationships with vendors, elected officials, county employees, and the general public; use a variety of business computer networking technology and software applications; maintain confidentiality of county information; work independently and perform duties in a timely manner; multi-task and handle frequent interruptions; safely perform assigned duties without posing a direct threat to the health and safety of self or others.

PREFERRED QUALIFICATIONS

Familiarity with county government software preferred, including configuration, troubleshooting, and management. CompTIA A+, Network+, or equivalent certification. Knowledge of audiovisual systems, surveillance cameras, and access control systems.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in computer science or a related field with one year of related experience in computer systems and/or support;

or an Associate's degree or technical certifications in Information Technology, plus two years of experience in computer support, networking, systems administration, or a related information technology field;

or high school diploma or GED plus three years of experience with business computers in a multi-user office or local government environment;

or any equivalent combination of experience, education, training, and certifications which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None required at hire. CompTIA A+, Network+, or equivalent certification is preferred and may be required within a defined period of employment as directed by the IT Director.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, cabling, and equipment installation;
- Occasional standing, walking, bending, kneeling, stooping, and working in confined spaces such as server rooms and wiring closets;
- Ability to climb ladders and reach overhead to install and maintain cabling and equipment;

- Ability to lift and carry up to 50 pounds occasionally to move and install IT equipment;
- Visual acuity sufficient for extended screen-based work and close inspection of hardware and cabling;
- Ability to communicate clearly by phone and in person; ability to respond to on-call situations outside of normal business hours.

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Job Description: IT DIRECTOR

Class No.	710	**EEOC Category**	Professionals
Pay Group	120	**FLSA Status**	Exempt

SUMMARY OF POSITION

Oversees acquisition, implementation, and operation of county computer hardware and software systems. Directs the maintenance, operation, and support of the County's computer and telecommunications systems. Responsibilities include purchasing hardware and software, supervising IT department employees, and managing day-to-day operations and complex technology projects.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate department personnel.
3. Other: Has frequent contact with other county employees (especially department heads), vendors, computer professionals, and state and local agencies.

EXAMPLES OF WORK

Essential Duties*

- Directs all computer operations for the county including the maintenance and user support for a cross-platform network; manages the operations of the Information Technology Department including establishing goals and objectives, developing proposed budgets, and monitoring approved IT budgets;
- Assesses need for, plans, and executes county hardware and software acquisitions; procures and installs computer systems and equipment including hardware, software, and wiring; solicits bids for and negotiates sales of surplus hardware;
- Plans and implements the technical growth and development of the County's computer and telecommunications systems; oversees all county telephone and security camera systems and maintains the county-wide email system;
- Oversees and implements installation, operation, and modification of county computer software; maintains inventory of computer and server equipment; ensures county-wide backups;
- Provides user support, including technical advice and assistance regarding programs and operations; educates county employees in hardware and software operation as necessary;
- Maintains current knowledge of hardware and software availability and issues; performs various assigned projects including networking infrastructure, internet connection, and computer upgrades for county offices;

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Hardware and software installation and operation procedures; purchasing and personnel rules and regulations; tools and equipment used in computer installation, repair, and maintenance; networking installations; general administration practices including budgeting, project management, supervision, and training of IT employees.

Ability to: Motivate and evaluate staff; efficiently utilize software packages; understand and apply computer networking procedures; establish and maintain effective working relationships with vendors and county employees; communicate effectively both orally and in writing; assess and diagnose computer malfunctions; and handle multiple tasks simultaneously.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in computer science or related field with four years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: MAINTENANCE SUPERINTENDENT

Class No.	800	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	120	**FLSA Status**	Exempt

SUMMARY OF POSITION

Develops and administers programs to maintain county buildings and equipment in accordance with regulations and administrative guidelines. Maintains buildings and facilities in efficient and workable condition relative to heat, light, power, air conditioning, plumbing, and other environmental factors. Directs custodial and maintenance department staff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Custodial and Maintenance Department staff as needed.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Oversees, performs, and directs the maintenance and custodial care of county buildings and equipment; establishes and administers an effective preventive maintenance program;
- Analyzes costs and work schedules; sets appropriate priorities; expedites operations and repairs; participates in planning and execution of facility renovation projects; coordinates with contractors from bid process through project acceptance;
- Directs the utilities management program in an efficient and cost-effective manner; promotes energy conservation; conducts energy audits; assures reliability of backup systems;
- Develops standards of performance and assigns responsibilities to staff; ensures staff compliance with departmental policies, procedures, and Health & Safety standards; promotes a safe work environment;
- Prepares annual operational and capital equipment budgets; monitors budget performance and variances; implements departmental activities within approved budget guidelines; keeps Commissioners' Court informed on departmental activity and needs through timely and accurate reports.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Ensures administrative personnel actions are completed in a timely and professional manner;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance activities including minor electrical repair and installation, plumbing repair and installation, HVAC repair and preventive maintenance, and structural repair of buildings.
Ability to: Prepare and maintain work schedules for employees at different locations; supervise and motivate employees in unskilled or semi-skilled positions; evaluate the need for various repairs and maintenance; apply good judgment to varied problems; prepare listings for inventory and ordering supplies; prepare records and reports; understand and communicate written and oral instructions; and establish and maintain effective working relationships with county personnel, vendors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of related experience, two of which included supervisory duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

HVAC certification as Type II or Universal Technician as required by 40 CFR Part 82, Subpart F. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CUSTODIAL COORDINATOR

Class No.	801	**EEOC Category**	Service Worker
Pay Group	110	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Coordinates, oversees, and performs custodial maintenance and cleaning of county facilities. Supervises subordinate custodial and groundskeeping employees, maintains supply inventory, and coordinates community service and other work programs.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: Custodial/Maintenance Worker and Groundskeeper.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Oversees and/or performs custodial maintenance of county facilities, including mopping, sweeping, vacuuming, waxing floors, cleaning and sanitizing restrooms, and performing various groundskeeping duties, including mowing pruning and edging;
- Supervises, evaluates, and trains subordinate personnel; prepares work schedules for Groundskeeper and Custodial/Maintenance Worker; directs daily work assignments;
- Supervises assigned community service and other work programs;
- Maintains inventory of custodial supplies; purchases necessary supplies and equipment through the approved county purchasing process;
- Prepares reports and documentation as necessary; may assist the Maintenance Supervisor as requested.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Techniques and equipment used in general custodial and groundskeeping work; budgeting and performance procedures.

Ability to: Prepare and maintain work schedules for employees at different locations; supervise and motivate employees in unskilled positions; prepare listings for inventory and ordering supplies; prepare records and reports; understand and communicate written and oral instructions; and establish and maintain effective working relationships with county personnel, vendors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of related experience, two of which included supervisory duties;

or sufficient education to read and write plus six years of related experience, two of which included supervisory duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: MAINTENANCE TECHNICIAN – LEAD

Class No.	802	**EEOC Category**	Service Worker
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Coordinates and performs all duties as a Maintenance Technician. Assumes supervisory responsibilities in the absence of, or as required by, the Maintenance Supervisor when performing work on county buildings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: Serves as lead worker with light supervision duties.
3. Other: Has contact with other employees on the job, vendors and contractors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs installation, repairs, replacement, and/or maintenance of county facilities and equipment, including HVAC systems, electrical wiring, generators, light fixtures, plumbing fixtures, and appliances;
- Performs a variety of electrical and plumbing installations, repairs, and maintenance; assists in installing HVAC units and components;
- Performs a variety of carpentry duties including construction of walls, doorways, and ceilings; installation of sheetrock, ceiling tile, and floor coverings; texturing, painting, finishing, and refinishing;
- Loads, transports, and unloads necessary tools, materials, and equipment for assigned projects; performs tasks in conjunction with preventive maintenance programs established by the department;
- May coordinate and assign work of employees under supervision to ensure policies and procedures are followed, standards are maintained, and schedules are met; trains new employees in their duties and equipment operation.

Other Important Duties*

- Reports any safety or policy standards not being met to the Maintenance Supervisor;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance and construction activities, including minor electrical repair and installation, plumbing repair and installation, and structural repair of buildings.

Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment; maintain effective working relationships with county

personnel, vendors, and the general public; maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: CUSTODIAL/MAINTENANCE WORKER

Class No.	803	**EEOC Category**	Service Worker
Pay Group	106	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs manual and machine-assisted tasks in cleaning and maintaining the interior and exterior of county offices and the grounds surrounding county buildings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with county personnel and may have contact with the general public.

EXAMPLES OF WORK

Essential Duties*

- Cleans and sanitizes restrooms; mops, sweeps, vacuums, waxes, and polishes floors; cleans windows, walls, doors, water fountains, and furniture; empties and cleans waste receptacles and properly disposes of trash;
- Mows and trims grass; trims trees and bushes; rakes leaves; picks up trash on and around grounds and parking areas; plants flowers and weeds flower beds as needed;
- Opens and closes the courthouse daily; waters lawn areas; checks buildings for damage and unauthorized entry;
- Utilizes power and hand-operated equipment to perform cleaning and groundskeeping tasks;
- Sweeps, cleans, and mops interior areas and sidewalk and curb areas around buildings.

Other Important Duties*

- May perform minor carpentry work, painting, and plumbing as directed by the Maintenance Supervisor;
- May take mail to the post office after applying appropriate postage;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate power and hand-operated equipment used in mowing and trimming.
Ability to: Follow oral and written instructions; learn to use janitorial equipment, supplies, and cleaning chemicals; and establish and maintain effective working relationships with other county employees and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Sufficient education to read and write in the English language; six months of related experience preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: MAINTENANCE TECHNICIAN

Class No.	805	**EEOC Category**	Service Worker
Pay Group	113	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs construction, reconstruction, installation, repair, and preventive maintenance of county buildings, facilities, and equipment. Maintains buildings, facilities, and equipment in efficient and workable condition relative to heat, light, power, air conditioning, plumbing, and other environmental factors.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs installation, repairs, replacement, and/or maintenance of county facilities and equipment, including HVAC systems, electrical wiring, generators, light fixtures, plumbing fixtures, and appliances;
- Assists in installing HVAC units and components; performs a variety of electrical and plumbing installations, repairs, and maintenance;
- Performs a variety of carpentry duties including construction of walls, doorways, and ceilings; installation of sheetrock, ceiling tile, and floor coverings; texturing, painting, finishing, and refinishing;
- Performs tasks assigned in conjunction with preventive maintenance programs established by the department;
- Loads, transports, and unloads necessary tools, materials, and equipment for assigned projects.

Other Important Duties*

- May be responsible for maintaining an adequate inventory of office supplies for the assigned department;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance and construction activities, including minor electrical repair and installation, plumbing repair and installation, HVAC preventive maintenance, and structural repair of buildings.
Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment; establish and maintain effective working relationships with

county personnel and the general public; maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: ASSISTANT MAINTENANCE TECHNICIAN

Class No.	806	**EEOC Category**	Service Worker
Pay Group	108	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs construction, reconstruction, installation, repair, and preventive maintenance of county buildings, facilities, and equipment. Works in coordination with the Maintenance Technician on assigned tasks.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists with installation, repairs, replacement, and/or maintenance of county facilities and equipment, including HVAC systems, electrical wiring, generators, light fixtures, plumbing fixtures, and appliances;
- Assists the Maintenance Technician with installation of HVAC units and components; assists with a variety of electrical and plumbing installations, repairs, and maintenance;
- Performs a variety of carpentry duties including construction of walls, doorways, and ceilings; installation of sheetrock, ceiling tile, and floor coverings; texturing, painting, finishing, and refinishing;
- Performs tasks assigned in conjunction with preventive maintenance programs established by the department;
- Loads, transports, and unloads necessary tools, materials, and equipment for assigned projects.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Skills, techniques, and equipment used in general maintenance and construction activities, including minor electrical repair and installation, plumbing repair and installation, assisting with HVAC repair and preventive maintenance, and structural repair of buildings.

Ability to: Read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment; establish and maintain effective working relationships with county personnel, vendors, and the general public; maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus one year of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: OFFICE MANAGER

Class No.	902	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Acts as liaison between the Department Head and other departmental employees, managing all aspects of daily departmental activity. Provides administrative support for the department head and/or other staff members, maintains departmental personnel records, and exercises judgment regarding procedures and processes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated Elected Official or Department Head.
2. Directs: Subordinate staff members, as assigned.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs direct administrative support services for the department head and other staff members; composes and prepares routine reports, memos, correspondence, manuals, grant applications, contracts, budgets, etc.;
- Oversees departmental staffing by maintaining work and leave schedules for departmental employees; keeps departmental time sheets including vacation and sick leave;
- Establishes and maintains manual and/or computerized office files and records; maintains data collection system including preparation of routine statistical or numerical reports;
- Prepares purchasing forms and issues purchase order numbers; orders and maintains current inventory of supplies;
- Performs bookkeeping tasks including issuing invoices, accepting deposits, receipting monies received for services, and balancing ledgers; performs receptionist duties including greeting the public and answering the telephone.

Other Important Duties*

- May act as a dispatcher, relaying messages from employees in the field to appropriate personnel;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Business English, spelling, punctuation, math, and office practices.

Skill to: Use a computer and software applications, such as Microsoft Office and Adobe Pro; must possess strong attention to detail and demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Use equipment and materials; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus five years of increasingly responsible secretarial, accounting, clerical, and computer experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Required to be bondable. Notary Public may be required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: TRUCK DRIVER

Class No.	905	**EEOC Category**	Service Worker
Pay Group	108	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures safe and efficient operation of county vehicles in various maintenance and field activities, including hauling and dumping brush, trash, and gravel, and assisting with road and grounds maintenance.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated department head.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees and the general public.

EXAMPLES OF WORK

Essential Duties*

- Drives truck to designated areas throughout the county; operates equipment for hauling and dumping debris, brush, gravel, and other materials;
- Assists in maintaining vehicle in ready working condition, including fueling, lubrication, and cleaning; examines vehicle for needed repairs and routine maintenance and reports necessary repairs;
- Digs holes; compacts, covers, and grades solid waste; grades, maintains, patches, or resurfaces streets;
- Cleans drains, culverts, rights-of-way, and ditches;
- Works outdoors in hot, cold, and/or wet weather as required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The safe operation of the equipment used; the provisions of the Texas Motor Vehicle Code relating to the operation of this equipment.
Skill to: Operate equipment effectively and safely.
Ability to: Service and make minor repairs on equipment to prevent hazards; learn the layout of county roads and navigate to designated destinations; understand and follow written and oral instructions; work effectively and cooperatively with fellow employees; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least one year of related experience driving a truck;

or sufficient education to read and write, plus at least two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Class A (commercial) driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

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Job Description: ENVIRONMENTAL ENFORCEMENT OFFICER

Class No.	910	**EEOC Category**	Protective Service Workers
Pay Group	115	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Patrols the county to identify, investigate, and alleviate sources of illegal dumping, littering, and public nuisance as defined by county order and/or state and federal codes, statutes, and regulations. Issues notices of violation and/or citations to offenders and participates in prosecution as necessary. Provides public education on solid waste disposal to citizens and organizations within the county.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff.
3. Other: Has daily contact with the public; frequent contact with county law enforcement personnel, other county departments, and Waste Management; occasional contact with state regulatory agencies including TCEQ and TDSHS.

EXAMPLES OF WORK

Essential Duties*

- Patrols rural areas of the county to locate sites of illegal dumping; identifies offenders and takes necessary measures to alleviate dumping in accordance with applicable law;
- Investigates complaints of illegal dumping, littering, and public nuisance as defined within the Health and Safety Code; issues environmentally related notices of violation and/or citations as authorized;
- Generates required reports of department activity and data for submission to supervisor; maintains records pertaining to the enforcement office; keeps a daily log of activities;
- Monitors loads for hazardous materials and directs such loads appropriately;
- Provides public education on solid waste disposal and littering issues through individual contact, media contact, and public instructional forums including schools, clubs, and businesses;
- Works outdoors in hot, cold, and/or wet weather as required.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Environmentally related Orders of the Polk County Commissioners Court; the Litter Abatement Act; the Health and Safety Code of the State of Texas; and other associated rules, regulations, and standards.
Ability to: Communicate effectively with citizens in a direct but polite manner; establish and maintain effective working relationships with other county offices and employees, as well as appropriate state agencies and their representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and two years of work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Preference will be given to candidates with certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education.

CERTIFICATES AND LICENSES REQUIRED

Must complete the Texas Department of Health Code Enforcement Officer application requirements and/or necessary training. Valid Texas driver's license required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY FIRE MARSHAL/FIRE INVESTIGATOR

Class No.	911	**EEOC Category**	Protective Service Workers
Pay Group	117	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Participates in fire and arson investigations including evidence collection, photography, interviews, reporting, and court testimony. Performs annual fire and life safety inspections and investigation reports. Investigates complaints and issues citations as necessary. Coordinates with fire-fighting and fire prevention units throughout the county and with the State Fire Marshal's Office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff and reserve deputies.
3. Other: Has daily contact with the public; frequent contact with county law enforcement personnel, the Environmental Enforcement Officer, the Office of Emergency Management, and Commissioners Court.

EXAMPLES OF WORK

Essential Duties*

- Investigates the cause, origin, and circumstances of fires occurring within the county outside of municipalities that destroy or damage property or cause injury; determines whether a fire was the result of negligent or intentional conduct;
- Records all facts, statistics, and circumstances determined by an investigation; collects, preserves, and properly documents evidence; prepares criminal cases for prosecution;
- Conducts inspections for fire or life safety hazards of any structure in accordance with nationally recognized codes or standards adopted by the State; reviews plans of public, commercial, and multi-family structures for fire or life safety hazards;
- Coordinates with state and federal agencies regarding investigations as needed; obtains and serves search and arrest warrants associated with criminal investigations; issues citations for applicable offenses;
- Conducts annual fire and life safety inspections, fire drills, and prepares inspection reports; enforces all state and county regulations relating to fires, explosions, and related damages.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Commission on Fire Protection standards; NFPA 101 (Life Safety Code); and any other standard, regulation, order, or code relating to fire protection, prevention, and safety.
Ability to: Communicate effectively in written and oral forms; operate technological equipment; establish and maintain effective working relationships with other county offices and employees, as well as appropriate state agencies and their representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and two years of experience in fire inspections or related experience, plus 30 college hours in fire science technology or related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education. Basic Fire Inspector certification and Basic Fire Investigator certification issued by the Texas Commission on Fire Protection. Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: COUNTY FIRE MARSHAL/CHIEF INVESTIGATOR

Class No.	912	**EEOC Category**	Protective Service Workers
Pay Group	117*	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Serves as the county's chief fire prevention and investigation authority. Investigates the cause, origin, and circumstances of fires and explosions; conducts fire and life safety inspections; enforces applicable state and county fire codes; and prepares criminal cases for prosecution. Serves as Agency Chief Administrator for the fire prevention agency under the Texas Commission on Law Enforcement (TCOLE) and as Head of Department Prevention under the Texas Commission on Fire Protection (TCFP), carrying the statutory reporting obligations of both designations. Coordinates with fire-fighting and fire prevention units throughout the county and with the State Fire Marshal's Office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff and reserve deputies.
3. Other: Has daily contact with the public; frequent contact with county law enforcement personnel, the Environmental Enforcement Officer, the Office of Emergency Management, and Commissioners' Court. Coordinates with state and federal agencies including the State Fire Marshal's Office, TCOLE, and TCFP.

EXAMPLES OF WORK

Essential Duties*

- Investigates the cause, origin, and circumstances of fires and explosions occurring within the county outside of municipalities that destroy or damage property or cause injury; determines whether a fire was the result of negligent or intentional conduct; records all facts, statistics, and circumstances; collects, preserves, and properly documents evidence; prepares criminal cases for prosecution;
- Conducts inspections for fire or life safety hazards of any structure in accordance with nationally recognized codes or standards adopted by the State; reviews plans of public, commercial, and multi-family structures for fire or life safety hazards within unincorporated areas; conducts annual fire and life safety inspections, fire drills, and prepares inspection reports;
- Enforces all state and county regulations relating to fires, explosions, and related damages; obtains and serves search and arrest warrants associated with criminal investigations; issues citations for applicable offenses; coordinates with state and federal agencies regarding investigations as needed;
- Serves as Agency Chief Administrator for the county fire prevention agency under TCOLE: complies with all commission reporting requirements including appointment and termination notifications, arrest/charge/conviction reporting within 30 days, and agency information updates; ensures all fire prevention personnel hold required

commission licenses prior to appointment; notifies TCOLE of appointment to and vacation of the chief administrator position within required timeframes;
- Serves as Head of Department Prevention under TCFP Rule §449.203: provides oversight and direction for all certified fire prevention personnel; ensures compliance with applicable TCFP standards; completes required Standards Review Assignment, attends required commission or advisory committee meetings, and maintains NIMS certification requirements (ICS 100, 200, 300, 400, 700, and 800) as required for the designation.

Other Important Duties*
- Establishes departmental performance benchmarks and monitors key operational indicators; analyzes budget performance and variances and reports findings to Commissioners' Court; actively participates in interdepartmental programs and committees; pursues continued professional development and self-improvement in fire investigation, prevention, and emergency management;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Commission on Fire Protection standards and rules, including Rule §449.203 (Head of Department Prevention); NFPA 101 (Life Safety Code); NFPA 1 (Fire Code); TCOLE statutory reporting requirements under Texas Occupations Code Chapter 1701 and Commission Rule 211.19; fire investigation techniques and evidence collection; applicable state and county regulations relating to fire protection, prevention, and safety.
Ability to: Communicate effectively in written and oral forms; operate technological equipment; manage multiple regulatory compliance obligations across two commission jurisdictions simultaneously; supervise and direct departmental staff and reserve deputies; exercise independent judgment in investigation and enforcement activities; establish and maintain effective working relationships with other county offices, law enforcement agencies, and appropriate state agencies and their representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's degree or higher in fire science technology or a related field, plus at least five years of experience appointed to a fire prevention discipline in Texas while holding active TCFP certification as a fire inspector, fire investigator, or arson investigator, as required for Head of Department Prevention qualification under TCFP Rule §449.203;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies the minimum qualifications for both TCOLE Agency Chief Administrator appointment and TCFP Head of Department Prevention designation.

CERTIFICATES AND LICENSES REQUIRED

The following certifications are required for this position:

- Certification as a Peace Officer by the Texas Commission on Law Enforcement (TCOLE);

- Qualification for appointment as Agency Chief Administrator under TCOLE, with compliance with all associated reporting requirements under Texas Occupations Code §1701 and Commission Rule 211.19;
- Basic Fire Inspector certification issued by the Texas Commission on Fire Protection (TCFP);
- Basic Fire Investigator certification issued by TCFP;
- Plans Examiner I certification issued by TCFP;
- Qualification for Head of Department Prevention designation under TCFP Rule §449.203, including completion of the Standards Review Assignment within one year of appointment, attendance at a required commission or advisory committee meeting in the first year, and documentation of NIMS courses ICS 100, 200, 300, 400, 700, and 800;
- Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors and at fire scenes in varying weather and hazardous conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching during inspections and evidence collection;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Visual and auditory acuity sufficient to conduct inspections, document evidence, and operate safely in field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours and respond to fire scenes outside of normal business hours as required;
- Ability to tolerate exposure to smoke, hazardous materials, structural debris, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CONSTABLE

Class No.	1001	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

Each Constable is an authorized Texas peace officer and is the chief process server of the Justice of the Peace Court. Each has statewide jurisdiction to execute any criminal or civil processes issued by any court, whether county, state, or federal. The Constable may also execute processes issued by some state agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Staff as authorized by Commissioners Court.
3. Other: Has contact with court personnel, law enforcement agencies, attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans for the future services and budgetary needs of the office; manages the personnel, equipment, facilities, and finances assigned to the office; evaluates the services and employees of the office;
- Serves a variety of judicial processes and notices; workload focuses primarily on civil processes, hot checks, and traffic violations; seizes property or collects money by court order;
- Enforces state and federal laws; transports prisoners to jail; assists in Justice of the Peace Court, County Court, or District Court when a threat of violence occurs;
- Research and investigate addresses and character of individuals to whom papers must be served; apprehends persons for emergency commitment to state hospital for alcohol, chemical dependency, or mental health;
- Writes reports on cases served; answers questions of plaintiffs and defendants; enforces compulsory school attendance laws; keeps accounts of all financial transactions of the office.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Occasionally arrests offenders;

- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

Each candidate for Constable must be a qualified voter and resident of the precinct; must be a citizen of the United States and have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived for six months before such election in Polk County and the precinct for which the office is to be filled. Any Constable taking office who is not a licensed peace officer has two years from taking office to obtain certification by the Texas Commission on Law Enforcement Officer Standards and Education.

TERM OF OFFICE

Each Constable is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DEPUTY SHERIFF CADET (PATROL)

Class No.	1023	**EEOC Category**	Protective Service Workers
Pay Group	211	**FLSA Status**	Non-exempt

sUMMARY OF POSITION

Attends an accredited law enforcement academy approved by the Polk County Sheriff's Office. This is a temporary classification held only for the duration of academy training. Upon successful completion of the academy and passage of the TCOLE State Exam, the Cadet is promoted to Deputy Sheriff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Lieutenant.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with academy staff, training personnel, and other cadets during the academy period.

EXAMPLES OF WORK

Essential Duties*

- Attends all required academy classes; maintains comprehensive notebooks; completes all homework assignments and written examinations; participates in classroom discussions and group projects;
- Complies with all rules, regulations, standards of conduct, and attendance requirements governing the Police Academy; maintains satisfactory academic standing throughout the academy program;
- Participates in and successfully completes all required physical training, including fitness assessments, defensive tactics, and practical scenario-based exercises;
- Participates in and successfully completes required firearms training, qualifying with all required weapons per TCOLE standards;
- Passes the Texas Commission on Law Enforcement (TCOLE) State Licensing Examination within 30 days of academy graduation.

Other Important Duties*

- Signs and adheres to the conditions of the Cadet employment agreement with the Polk County Sheriff's Office;
- Performs such other duties as may be assigned during the academy period.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow written and oral instructions, departmental policy, rules, and regulations; establish and maintain professional working relationships with academy staff

and fellow cadets; apply focused effort to academic, physical, and technical training requirements; communicate effectively orally and in writing; and maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent. Must sign an agreement and conditions form for employment as a Cadet prior to beginning the academy. Upon successful graduation from an approved Police Academy and passage of the TCOLE State Exam, the Cadet will be promoted to the Deputy Sheriff classification.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license required at time of hire. Basic Peace Officer certification by the Texas Commission on Law Enforcement (TCOLE) is the goal of this position and must be obtained within 30 days of academy graduation as a condition of promotion to Deputy Sheriff.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during training activities;
- Ability to participate in physical fitness training, defensive tactics, and firearms training;
- Sufficient strength and stamina to meet the physical standards required for law enforcement academy completion;
- Visual and auditory acuity sufficient to participate in firearms training and observe field conditions;
- Ability to operate a motor vehicle;
- Ability to tolerate high-stress training situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: KENNEL ATTENDANT

Class No.	1029	**EEOC Category**	Protective Service Workers
Pay Group	211	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Performs duties involving the protection and control of animals, enforcement of animal-related codes, and protection of public safety. Responsible for the care, housing, and humane treatment of animals at the Animal Control Center, maintenance of kennel facilities, and coordination with Animal Control Officers and external agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Coordinates with the Sheriff of assigned designee to plan for long and short-term needs of the Animal Control Center ("Center");
- Provides humane treatment to animals at the Center, including daily feeding, watering, exercising, and interaction; isolates sick or injured animals; coordinates with pet adoption programs for transfer of adoptable animals;
- Maintains the cleanliness and hygiene of the Center's building and grounds, including disinfecting and securing animal runs and cages and ensuring the facility is free of distemper and related diseases; ensures the proper disposal of deceased animals;
- Enforces Polk County Animal Ordinances; receives animal complaints and reports them to Animal Control Officers; determines ownership of animals as needed;
- Ensures euthanasia is performed in a humane and safe manner in accordance with Texas Administrative Code Rule 169.84; observes animals in quarantine daily and maintains Rabies Logbook and Lab Reports; promptly inform the appropriate veterinary service provider of any problems with quarantined animals;
- Maintains kennel equipment and supply inventory, preparing and submitting purchase requests as necessary; compiles daily and weekly kennel reports including kennel count, inventory, and euthanasia reports; maintains updated Animal Control information on the county website and social media.

Other Important Duties*

- Will maintain safekeeping and security of inmates checked out under their care; will be assigned to the jail as needed for staffing;
- Trains staff, inmate work crew, and volunteers as required by state law;

- Train and equip staff and volunteers to provide information and assistance to citizens looking for lost pets;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate standard office equipment including a computer.
Ability to: Establish and maintain effective working relationships with county employees, vendors, and the general public; perform mathematical computations; understand and follow instructions and communicate effectively both orally and in writing; maintain updated information on online platforms such as the website and social media.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Corrections Officer from the Texas Commission on Law Enforcement Standards and Education at the time of hire or within the first 12 months of employment. Certification as an Animal Control Officer (ACO) at the time of hire or within the first 6 months of employment. Euthanasia Training/Certificate required within the first 6 months of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ANIMAL CONTROL OFFICER

Class No.	1030	**EEOC Category**	Protective Service Workers
Pay Group	211	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects residents from and educates the community about stray or vicious animals and related diseases. Operates the animal control center; captures, impounds, and when necessary disposes of animals; maintains records; and prepares and submits required reports.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, local veterinarians, Texas Department of Health inspectors, city and county law enforcement officers, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises and maintains the animal shelter, grounds, vehicle, and equipment in accordance with state regulations;
- Removes, impounds, and cares for stray and unwanted animals; returns pets to owners; destroys animals as necessary using humane methods;
- Organizes the annual vaccination and licensing program; supervises issuance of livestock permits;
- Maintains up-to-date records and files reports with supervisor, Justice of the Peace court, and Texas Department of Health on activities; may be called on to testify in court;
- Prepares policies and procedures for departmental operations and assists in developing animal control regulations; is subject to emergency call-in and weekend duty.

Other Important Duties*

- Makes presentations to schools and civic groups about animal control; publicizes animal control activities;
- Will maintain safekeeping and security of inmates checked out under their care, including searching inmates entering the jail to maintain security of the jail; will be assigned to the jail as needed for staffing;
- Provides light maintenance duties for various departments;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Euthanasia procedures and the laws and regulations governing the licensing, quarantine, and impounding of animals.
Ability to: Use a tranquilizer gun; chase and apprehend animals; load and unload animals; develop and maintain cooperative relationships with co-workers and the public; and communicate effectively.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Corrections Officer from the Texas Commission on Law Enforcement Standards and Education at the time of hire or within the first 12 months of employment. Certification as an Animal Control Officer (ACO) at the time of hire or within the first 6 months of employment. Euthanasia Training/Certificate required within the first 6 months of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and working outdoors in varying weather conditions;
- Frequent bending, stooping, kneeling, crouching, and reaching;
- Ability to lift, carry, push, and pull up to 50 pounds regularly and heavier loads with assistance;
- Ability to operate motorized equipment, commercial vehicles, and hand tools for extended periods;
- Sufficient strength and stamina to perform sustained physical labor;
- Visual and auditory acuity sufficient to operate equipment safely and observe field conditions;
- Ability to tolerate exposure to dust, fumes, noise, and adverse weather conditions.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SHERIFF

Class No.	1031	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

The Sheriff serves as the chief law enforcement officer for the county and security officer for both the County and the District Courts.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Jail Administrator, Chief Deputy Sheriff, Dispatch Supervisor, and all other employees of the Sheriff's Department.
3. Other: Works closely with other law enforcement agencies, District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints deputies and other staff necessary to carry out statutory duties in accordance with the budget authorized by Commissioners Court; plans for future services and budgetary needs; manages the personnel, equipment, facilities, and finances of the department;
- Oversees patrol of the unincorporated area of the county; enforces traffic regulations on county and state roads; coordinates transportation of prisoners and mental health patients;
- Supervises operation of the county jail; serves as a member of the County Bail Bond Board; manages monies and other items seized in narcotics investigations;
- Serves warrants and a variety of judicial processes; provides for their return; collects fees for services; enforces state and federal laws;
- Works closely with and maintains communications with other law enforcement agencies, state agencies, courts, and the general public; evaluates the services and employees of the department; performs other duties as specified by law.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

A candidate for Sheriff must be a qualified voter, a citizen of the United States, have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, have lived for six months before such election in Polk County, and must meet one of the following criteria:

Option A: Hold an active, permanent peace officer license with at least 5 years of experience as a full-time paid peace officer or federal special investigator.

Option B: Be a military veteran with 10 years of combined active-duty or National Guard service, and hold an intermediate, advanced, or master TCOLE proficiency certificate.

Once in office, they are required to complete at least 40 hours of TCOLE continuing education training every 24 months, with specific mandated courses required to be completed every 48 months

TERM OF OFFICE

The Sheriff is elected to a four-year term.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: CHIEF DEPUTY SHERIFF

Class No.	1032	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	222	**FLSA Status**	Exempt

SUMMARY OF POSITION

Assists the County Sheriff in planning, organizing, and directing all departmental activities. Manages the department in the Sheriff's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff.
2. Directs: Jail Administrator, Detective Captain, Dispatch Supervisor, and all other employees of the Sheriff's Department.
3. Other: Works closely with other law enforcement agencies, District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists the Sheriff in planning the work and schedules of the department, preparing budgets and records, and directing departmental activities; manages the department in the Sheriff's absence;
- Supervises and assists officers in all major crime investigations; prepares and performs case investigations; assists other law enforcement agencies in clearing cases;
- Performs forceful arrests including chasing and apprehending suspects; supervises narcotics raids; assists and coordinates searches for lost persons and wanted felons;
- Has organizational responsibility for the jail and for patrol deputies' schedules; reviews all departmental reports; coordinates and assigns training schedules for new employees;
- Serves warrants and civil papers as necessary; transports prisoners and mental health patients in and out of county; maintains 24-hour availability for crime investigation; testifies in court as necessary.

Other Important Duties*

- Interviews prospective employees;
- Performs patrol functions including issuing citations;
- Coordinates traffic control procedures for funerals, special escorts, and accident scenes;
- Extradites out-of-state prisoners;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Police administration; criminal and civil law; investigation and crime prevention methods; and identification records and procedures.

Ability to: Train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with departmental employees, other law enforcement officials, and the general public; communicate effectively both orally and in writing; and maintain appropriate certifications, a valid Texas driver's license applicable to job responsibilities, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in criminal justice or a related field, and at least three years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or high school graduation, or its equivalent, and at least six years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description
CAPTAIN - CRIMINAL INVESTIGATIONS DIVISION (CID)

Class No.	1033-D	**EEOC Category**	Service Workers
Pay Group	221	**FLSA Status**	Non-Exempt

SUMMARY OF POSITION

Assists the Chief Deputy and Sheriff. Prepares and performs felony criminal case investigations. Acts as senior investigator at crime scenes. Participates in assignment of work to and evaluation of detective and other subordinate personnel. Carries and actively investigates an assigned caseload to assist with the overall workload of the Criminal Investigations Division; conducts follow-up investigations, interviews, interrogations, evidence review, case preparation, and other investigative duties as necessary to support division operations and ensure timely case completion.

Responsible for the overall administration, supervision, coordination, and operational effectiveness of the Sheriff's Office Criminal Investigations Division. Provides leadership and direction to investigative personnel and specialized units, ensuring thorough, professional, and legally sound investigations of criminal offenses. The position serves as a member of the Sheriff's Office Command Staff and works closely with prosecutors, law enforcement agencies, and community stakeholders to support the agency's mission and public safety objectives.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy and Sheriff.
2. Directs: Participates in assignment of work and evaluation of Detectives and other subordinate personnel.
3. Other: Works closely with other law enforcement agencies, District Attorney, courts, and the general public.

EXAMPLES OF WORK

*Essential Duties**

- Prepares and performs felony criminal case investigations including evidence collection, photography, fingerprinting, interviewing, and interrogation; acts as senior investigator at crime scenes; and maintains own case load to assist CID.
- Supervises and assists officers in major crime investigations; chases and apprehends suspects; maintains on-call availability for crime investigation; transports prisoners and mental health patients;
- Interviews, screens, and performs background checks on prospective departmental employees; assists Chief Deputy Sheriff with scheduling of maintenance for departmental equipment;

- Assists in handling criminal investigations and responds to calls for service to assist as needed; prepares cases for prosecution and provides testimony in court proceedings.
- Maintains oversight of the Property and Evidence Division; ensures the proper receipt, storage, security, documentation, inventory, release, and disposal of evidence and property in accordance with applicable laws, policies, accreditation standards, and chain-of-custody requirements; conducts and/or oversees inventory and inspections to ensure accountability and compliance.
- Plans, directs, coordinates, and supervises all activities of the Criminal Investigations Division.
- Provides leadership and supervision to lieutenants, sergeants, detectives, task force officers, and civilian personnel assigned to CID.
- Oversees investigations involving major crimes, crimes against persons, property crimes, narcotics, organized criminal activity, and other complex criminal offenses.
- Reviews, approves, and ensures the quality and completeness of investigative reports, affidavits, warrants, and case documentation.
- Ensures investigations are conducted in accordance with applicable laws, agency policies, and constitutional requirements.
- Coordinates investigative efforts with local, state, and federal law enforcement agencies.
- Maintains liaison with prosecutors and assists in case preparation for successful prosecution.
- Directs and oversees specialized investigative operations, task forces, and covert operations when assigned.
- Monitors case management systems to ensure investigations are progressing efficiently and effectively.
- Develops and implements investigative strategies, operational plans, and division objectives.
- Evaluates crime trends and investigative data to identify emerging criminal activity and allocate resources accordingly.
- Participates in critical incidents and major investigations, providing command-level oversight and direction.
- Assists with budget preparation, equipment procurement, and resource management for the division.
- Conducts personnel evaluations and ensures proper training, development, and accountability of assigned personnel.
- Investigates complaints involving CID personnel and addresses performance or disciplinary matters as required.
- Prepares reports, correspondence, statistical data, and presentations as required.
- Represents the Sheriff's Office at meetings, court proceedings, community events, and interagency functions.

- Serves in an on-call status and responds to major incidents, crime scenes, and emergencies as necessary.
- Conducts traffic enforcement and selective traffic operations as needed; initiates traffic stops, investigates traffic violations and crashes, enforces state and local traffic laws, and takes appropriate enforcement action including warnings, citations, and arrests when warranted.
- Oversees the Sheriff's Office Internal Affairs function; receives, reviews, and assigns complaints and administrative investigations involving agency personnel, ensures investigations are conducted thoroughly and impartially, reviews findings and recommendations, maintains confidential records, and ensures compliance with departmental policies, procedures, and applicable laws.
- Performs other related duties as assigned by the Sheriff or Chief Deputy.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Criminal law, constitutional law, and rules of evidence.
- Criminal investigative techniques and procedures.
- Crime scene management and evidence handling.
- Interview and interrogation methods.
- Search warrant and arrest warrant procedures.
- Case management and investigative documentation.
- Modern law enforcement management principles and supervisory practices.
- Personnel administration, and strategic planning.
- Applicable federal, state, and local laws governing criminal investigations.

Ability to:

- Analyze complex criminal investigations and make sound decisions.
- Effectively lead, supervise, and motivate investigative personnel.
- Develop operational plans and implement investigative strategies.
- Establish and maintain effective working relationships with prosecutors, judges, law enforcement agencies, and community members.
- Communicate effectively both verbally and in writing.
- Prepare clear and concise reports and correspondence.
- Manage multiple investigations and priorities simultaneously.
- Exercise sound judgment in routine and emergency situations.
- Testify effectively in court proceedings.

- Analyze data, prepare reports, evaluate operational performance, and recommend improvements.
- Respond to and manage critical incidents, major emergencies, and high-risk situations.
- Maintain appropriate certifications, a valid Texas Driver License, and an acceptable driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus the following:

Licensed Texas Peace Officer in good standing;

at least four (4) years of experience as a law enforcement officer in the State of Texas, and at least two (2) years of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes and meets all requirements established by the Sheriff's Office and Texas Commission on Law Enforcement (TCOLE).

Preferred Qualifications:

Graduation from recognized law enforcement leadership programs.

Command-level training and experience in incident management, emergency operations, and organizational leadership.

The Patrol Captain serves as a key member of the Sheriff's Office command staff and is responsible for ensuring professional, effective, and community-oriented law enforcement services throughout the jurisdiction.

CERTIFICATES AND LICENSES REQUIRED

Advanced Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license.

Master Peace Officer Certification and other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;

- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description:
CAPTAIN – PATROL DIVISION

Class No.	1033-P	**EEOC Category**	Service Workers
Pay Group	221	**FLSA Status**	Exempt

SUMMARY OF POSITION

Responsible for the overall administration, supervision, and operational effectiveness of the Patrol Division. Oversees patrol operations, special operations, personnel management, training compliance, policy implementation, local law enforcement relations, and law enforcement services provided by the agency. This position serves as a senior command staff member and assists the Chief Deputy and Sheriff in achieving the agency's mission, goals, and objectives.

May perform misdemeanor and felony criminal case investigations. Acts as senior investigator at crime scenes in the absence of the CID Captain. Monitors patrol activity, calls for service, and major incidents, responding as necessary to assist personnel, coordinate resources, and ensure effective incident management.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy.
2. Directs: Participates in assignment of work and evaluation of Patrol deputies and other subordinate personnel.
3. Other: Works closely with other law enforcement agencies, District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides leadership, direction, and supervision to Patrol Lieutenants, Sergeants, Deputies, and civilian personnel assigned to the Patrol Division.
- Plans, coordinates, and evaluates patrol operations to ensure efficient delivery of law enforcement services.
- Develops, implements, and enforces departmental policies, procedures, and operational directives.
- Reviews and approves reports, investigations, arrests, use-of-force incidents, pursuits, and other patrol-related documentation for accuracy and compliance.
- Oversees specialized units and operations assigned to the Patrol Division, including narcotics, traffic enforcement, marine patrol, K-9, tactical operations, and other special assignments as directed.

- Coordinates responses to critical incidents, major crimes, natural disasters, civil disturbances, and other emergency situations.
- Conducts administrative and criminal investigations involving agency personnel when assigned.
- Monitors staffing levels, schedules, overtime usage, and resource allocation to ensure operational readiness.
- Participates in the hiring, background investigations, promotions, discipline, performance evaluations, and career development of personnel.
- Ensures compliance with all TCOLE requirements, state laws, federal laws, and agency standards.
- Reviews training needs and ensures personnel maintain required certifications and qualifications.
- Serves as liaison with local, state, and federal law enforcement agencies.
- Assists with budget preparation, equipment procurement, fleet management, and operational planning.
- Responds to citizen complaints, inquiries, and community concerns and works to resolve issues professionally.
- Represents the Sheriff's Office at meetings, public events, community programs, and interagency functions.
- Prepares reports, correspondence, operational plans, and statistical data as required.
- Performs other duties as assigned by the Sheriff or Chief Deputy.

Other Important Duties:

- May speak and give briefings to community groups;
- Direct supervision of Patrol Lieutenants and assigned supervisory personnel and Patrol Division.
- Responsible for employee performance management, coaching, counseling, discipline, and professional development.
- Responsible for conducting and overseeing applicant background investigations, coordinating hiring processes, and making employment recommendations to ensure the selection of qualified personnel.
- Conducts traffic enforcement and selective traffic operations as needed; initiates traffic stops, investigates traffic violations and crashes, enforces state and local traffic laws, and takes appropriate enforcement action including warnings, citations, and arrests when warranted. Provides operational oversight and support to deputies during traffic enforcement activities.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Criminal and civil law; constitutional law; traffic law; criminal investigations; crime prevention techniques; identification records and procedures; modern law enforcement practices; emergency management principles; organizational leadership; personnel management; and supervisory practices and procedures.

- Extensive knowledge of criminal law, traffic law, constitutional law, and law enforcement practices.
- Modern police management principles, leadership techniques, and supervisory practices.
- Patrol operations, critical incident response, and resource deployment strategies.
- Personnel administration, performance management, disciplinary procedures, and employee development.
- Assisting with budgeting, operational planning, and organizational management principles.

***Skills and Ability to*:**

- Effectively lead, supervise, train, motivate, and evaluate subordinate personnel.
- Develop operational plans, implement strategic objectives, and manage agency resources.
- Make sound decisions and exercise independent judgment in routine and emergency situations.
- Analyze complex situations, identify solutions, and solve problems effectively.
- Conduct and oversee criminal investigations and administrative reviews.
- Oversee recruitment efforts, conducts comprehensive background investigations, and provides hiring recommendations to ensure the agency employs qualified and professional personnel.
- Establish and maintain effective working relationships with departmental personnel, other law enforcement agencies, elected officials, community organizations, and the public.
- Communicate effectively, both orally and in writing, including preparing reports, correspondence, policies, and presentations.
- Interpret and apply federal, state, and local laws, regulations, and departmental policies.
- Analyze data, prepare reports, evaluate operational performance, and recommend improvements.
- Respond to and manage critical incidents, major emergencies, and high-risk situations.
- Maintain appropriate certifications, a valid Texas Driver License, and an acceptable driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus the following:

Licensed Texas Peace Officer in good standing.

At least five (5) years of progressively responsible law enforcement experience, with a minimum of two (2) years serving in a supervisory role;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes and meets all requirements established by the Sheriff's Office and Texas Commission on Law Enforcement (TCOLE).

Preferred Qualifications:

Graduation from recognized law enforcement leadership programs.

Command-level training and experience in incident management, emergency operations, and organizational leadership.

The Patrol Captain serves as a key member of the Sheriff's Office command staff and is responsible for ensuring professional, effective, and community-oriented law enforcement services throughout the jurisdiction.

CERTIFICATES AND LICENSES REQUIRED

Advanced Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license.

Master Peace Officer Certification and other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations and pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DETECTIVE AND CRIME STOPPERS COORDINATOR

Class No.	1034	**EEOC Category**	Protective Service Workers
Pay Group	216	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Conducts criminal investigations and prepares criminal cases for court to protect county residents and property and enforce local, state, and federal laws. Acts as Coordinator for the county Crime Stoppers program.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Detective Captain.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other law enforcement agencies, county, district and state agencies, judges, attorneys, victims of crime, and the general public.

EXAMPLES OF WORK

*Essential Duties**

- Administers the Polk County Crime Stoppers program: records and reviews information from anonymous callers, distributes press releases to media, determines reward monies and appropriate allocation, and completes all required internal and external monthly activity reports;
- Conducts investigations of murders, burglaries, assaults, thefts, forgeries, narcotic offenses, and other criminal offenses; conducts and assists in narcotic raids; interviews complainants and witnesses, obtains statements and depositions, and writes investigation reports;
- Prepares and maintains adequate records for case presentation to the court or grand jury; executes arrest warrants; files charges before an appropriate judge; arrests suspects and takes suspects before a judge for arraignment and setting of bond;
- Gathers and labels evidence; takes photographs; guards and transports prisoners; assists in the preparation and execution of search warrants; patrols an assigned area to prevent crimes and enforce laws; chases and apprehends suspects;
- Testifies in court; works with other law enforcement agencies sharing information and assisting them in clearing cases; maintains availability for crime investigation at any time of day or night.

*Other Important Duties**

- Trains deputies in investigative techniques;
- Addresses and works with community groups on crime prevention;

- May serve civil papers;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Law enforcement and administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

Skill to: Use a computer to prepare records and reports; use vehicles, firearms, and specialized equipment.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least three years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: DETECTIVE

Class No.	1035	**EEOC Category**	Protective Service Workers
Pay Group	216	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Conducts criminal investigations and prepares criminal cases for court. Protects county residents and property and enforces local, state, and federal laws.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Captain.
2. Directs: May directly supervise other departmental personnel.
3. Other: Works closely with other law enforcement agencies, victims of crime, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts investigations of murders, burglaries, assaults, thefts, forgeries, narcotics offenses, and other criminal offenses; interviews complainants and witnesses, obtains statements and depositions, and writes investigation reports;
- Gathers and labels evidence; takes photographs and fingerprints; prepares and maintains adequate records for case presentation to the court or grand jury;
- Serve civil papers; executes arrest warrants; chases and apprehends suspects; files charges before an appropriate judge; arrests suspects and takes them before a judge for arraignment and setting of bond;
- Guards and transports prisoners; assists in the preparation and execution of search warrants; conducts and assists in narcotic raids; patrols an assigned area to prevent crimes and enforce laws;
- Testifies in court; works with other law enforcement agencies to share information and assist in clearing cases; maintains 24-hour on-call availability for crime investigation.

Other Important Duties*

- Trains other officers in investigative techniques;
- May address and work with community groups on crime prevention;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the care of vehicles, firearms, and specialized equipment.

Skill to: Use vehicles, firearms, and specialized equipment; operate a computer to prepare records and reports.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, county employees, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least three years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SERGEANT

Class No.	1036	**EEOC Category**	Protective Service Workers
Pay Group	217	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects the county's residents and property and enforces laws and ordinances by supervising a shift. Directs the shift activities of the patrol division and performs patrol and emergency response functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy.
2. Directs: Deputy Sheriff (Patrol); may supervise Detectives.
3. Other: Has frequent contact with other county departments, attorneys and judges, social workers, probation officers, other law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Directly supervises law enforcement officers on a shift; conducts performance evaluations of supervised employees and makes recommendations for personnel actions including hiring, disciplining, and termination;
- Trains new recruits assigned to the shift, including orientation to county geography, policies and ordinances, departmental regulations and procedures, forms, logs, and other recordkeeping requirements;
- Assigns tasks to and reviews performance of subordinate officers, including arrest and accident reports; ensures the accuracy, completeness, and legality of all police operations and paperwork during a shift; counsels deputies on corrections needed;
- Performs patrol functions including investigating accidents or criminal complaints, enforcing ordinances, issuing citations, and making arrests; responds to public calls for assistance; assists deputies at the scene of crimes, disturbances, or accidents;
- Chases and apprehends suspects; assists Fire Department and other law enforcement agencies; prepares complaints and reports; assists with special activities and community relations.

Other Important Duties*

- May feed and check on the welfare of prisoners;
- May conduct background and reference checks on applicants for Deputy Sheriff positions;
- May assist with and transport mental health patients;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, state, and local laws; care of vehicles, firearms, and specialized equipment; and county geography.

Skill to: Use vehicles, firearms, and specialized equipment.

Ability to: Train, supervise, motivate, and evaluate staff; understand, follow, and communicate departmental policies, rules, and regulations to subordinates; establish and maintain effective working relationships with law enforcement agencies, county employees, judicial officials, and the general public; communicate effectively both orally and in writing (above-average communication skills required); analyze situations and adopt a quick, effective, and reasonable course of action; and maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus a minimum of two years of law enforcement experience (some college work in criminal justice, intermediate certification, and/or prior supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description:
DEPUTY SHERIFF (PATROL)

Class No.	1037	**EEOC Category**	Service Workers
Pay Group	215	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects county residents and property and enforces laws and ordinances. Patrols assigned areas, responds to emergency calls, investigates crimes, and performs other general law enforcement functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Corporal, Sergeant.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, other local officials, community groups, the media, and the general public.

- Patrols assigned areas to prevent crime, preserve the peace, and enforce federal, state, and local laws; responds to emergency calls, complaints, and requests for service and takes appropriate action.
- Conducts traffic enforcement and selective traffic operations as needed; initiates traffic stops, investigates traffic violations and crashes, enforces state and local traffic laws, and takes appropriate enforcement action including warnings, citations, and arrests when warranted.
- Investigates traffic crashes, criminal offenses, suspicious activities, and disturbances involving persons and property; interviews victims, witnesses, and suspects; obtains statements; gathers, documents, and preserves evidence; and takes photographs and fingerprints as needed.
- Pursues and apprehends suspects; serves arrest warrants and civil process documents, including writs, summonses, subpoenas, and capiases; and transports individuals under protective custody orders to appropriate facilities.
- Investigates and manages misdemeanor criminal cases (Class A, B, and C) from initial report through case completion, including evidence collection, report preparation, suspect identification, and filing charges when warranted.
- Prepares reports and maintains records concerning criminal activity, complaints, crashes, arrests, citations, and investigations; issues warnings and citations and directs traffic when necessary.
- Performs animal control-related duties as assigned, including responding to livestock and cattle hazards on roadways and other public safety concerns involving animals.

- Guards, transports, and supervises prisoners; testifies in court proceedings; and assists federal, state, and local law enforcement agencies during investigations, special operations, and emergency incidents.
- Maintains and operates assigned vehicles, firearms, communications equipment, and other county-issued equipment in a safe and professional manner.

Other Important Duties*

- Participates in community outreach activities and works with community groups to foster positive public relations and promote crime prevention and public safety awareness.
- Assists with special events, emergency operations, disaster response, and other departmental activities as needed.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; learn the use and care of vehicles, firearms, and specialized equipment; communicate effectively orally and in writing; and maintain appropriate TCOLE certifications and mandates, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Licensed Texas Peace Officer through the Texas Commission on Law Enforcement (TCOLE), or eligible for licensing;

Valid Texas Driver License with an acceptable driving record;

Ability to meet all physical, psychological, and medical standards required by law and department policy;

Must successfully pass background investigation and all pre-employment requirements.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;

- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description:
DEPUTY SHERIFF (TRANSPORT)

Class No.	1038	**EEOC Category**	Service Workers
Pay Group	215	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Fully licensed Texas Peace Officer assigned to the Jail Division. Responsible for the safe, secure, and timely transportation of inmates and detainees to courts, correctional facilities, medical facilities, and other authorized destinations. Maintains custody and security of prisoners during transport and assists the Jail Administrator with parole in absentia processing and other administrative and detention-related functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, court personnel, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Safely transports inmates, prisoners, and detainees to and from courts, correctional institutions, medical and mental health facilities, and other authorized destinations.
- Maintains custody, control, and security of inmates during transport, court appearances, medical appointments, hospital stays, extraditions, and other off-site assignments; applies and removes restraints in accordance with department policy.
- Conducts searches of inmates, vehicles, and property; monitors inmates for medical, behavioral, and security concerns; and takes appropriate action to ensure the safety and security of all involved.
- Receives, verifies, and processes warrants, court orders, commitments, transfer paperwork, release documents, and other required records to ensure lawful inmate movement and custody.
- Completes transport logs, mileage reports, chain-of-custody documentation, and other required reports and records.
- Coordinates inmate movement and transportation with detention personnel, courts, medical providers, correctional facilities, and law enforcement agencies.

- Picks up and returns prisoners on bench warrants, arrest warrants, transfer orders, and court commitments.
- Inspects and maintains transport vehicles, restraints, communications equipment, and other assigned equipment to ensure operational readiness and safety.
- Assists with inmate booking, releases, housing transfers, cell checks, jail operations, parole in absentia processing, and other detention-related administrative functions as assigned.
- Serves warrants, civil process, and other legal documents when assigned.
- Responds to emergencies involving inmates, transport operations, vehicles, or security incidents and takes appropriate corrective action.
- Testifies in court and administrative proceedings when required.
- Maintains proficiency in firearms, defensive tactics, prisoner restraint techniques, emergency vehicle operations, and other required law enforcement or detention skills.
- Investigates criminal offenses and administrative incidents occurring within the jail facility, during inmate transports, or at off-site assignments as directed; gathers and preserves evidence, obtains statements, prepares offense and supplemental reports, coordinates with Sheriff's Office administration, investigators, and prosecutors, and files criminal charges when appropriate.
- Participates in a rotating on-call schedule and must be available to respond to transportation requests, extraditions, emergency inmate movements, court orders, and other operational needs outside of normal working hours, including nights, weekends, holidays, and emergency situations.

Other Important Duties*

- Assists Patrol, Jail, CID, and other divisions with operational needs, special assignments, extraditions, emergency operations, disaster response, and special events as assigned.
- May perform any other duties of a Deputy Sheriff or Certified Armed Jailer consistent with training and certification.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; learn the use and care of vehicles, firearms, and specialized equipment; communicate effectively orally and in writing; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of work experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire.

Appropriate Texas driver's license, with acceptable driving record.

Authorized to carry a firearm in accordance with TCOLE standards and Sheriff's Office policy.

Ability to successfully complete all required training, firearms qualifications, and transportation certifications.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Revised: June 2026

Job Description:
LIEUTENANT - NARCOTICS UNIT

Class No.	1039-N	**EEOC Category**	Service Workers
Pay Group	219	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

The Narcotics Lieutenant is responsible for the supervision, administration, coordination, and operational oversight of the Narcotics Unit. This position directs narcotics investigations involving the illegal possession, distribution, manufacturing, and trafficking of controlled substances, while ensuring compliance with federal, state, and local laws, agency policies, and applicable task force regulations. The Narcotics Lieutenant serves as a leader, mentor, and supervisor to assigned personnel and coordinates investigations with local, state, and federal law enforcement agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: CID Captain, Chief Deputy.
2. Directs: Narcotics Unit Detectives and Patrol Deputies, as appropriate. May supervise CID Detectives in absence of CID Captain.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, other local officials, community groups, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises and directs all personnel assigned to the Narcotics Unit.
- Plans, organizes, and oversees narcotics investigations, undercover operations, surveillance activities, search warrant executions, and interdiction efforts.
- Reviews, approves, and monitors investigative reports, affidavits, warrants, case files, and evidence submissions.
- Ensures investigations are conducted professionally, legally, and in accordance with agency policies and procedures.
- Coordinates investigations with agencies such as the Drug Enforcement Administration, Federal Bureau of Investigation, Texas Department of Public Safety, and regional task forces.
- Oversees the management of confidential informants and ensures compliance with agency informant policies.
- Monitors controlled substance seizures, evidence handling, asset forfeitures, and chain-of-custody procedures.

- Maintains and actively investigates an assigned caseload to assist with the workload of the Narcotics Division; conducts narcotics investigations, surveillance operations, interviews and interrogations, search warrant and arrest warrant preparation and execution, evidence collection, confidential informant management, case preparation, and related enforcement activities to support division operations and successful prosecution.
- Assists in developing intelligence on narcotics trafficking organizations and criminal enterprises.
- Evaluates crime trends and develops proactive enforcement strategies.
- Prepares operational plans, risk assessments, and staffing recommendations for narcotics operations.
- Conducts personnel evaluations, counseling, discipline, and performance reviews.
- Reviews and approves employee leave requests, schedules, and training needs.
- Ensures personnel maintain required certifications and training standards.
- Assists with budget preparation, equipment procurement, and grant management.
- Represents the Sheriff's Office at meetings, task force boards, and community events.
- Responds to major incidents, search warrant executions, and critical operations as needed.
- Monitors and responds to calls for service to assist Patrol when needed.
- Conducts traffic enforcement and selective traffic operations as needed; initiates traffic stops, investigates traffic violations and crashes, enforces state and local traffic laws, and takes appropriate enforcement action including warnings, citations, and arrests when warranted.
- This is a working supervisory position that requires regular field enforcement and investigative activity. The Narcotics Lieutenant is expected to actively participate in narcotics investigations, surveillance operations, search warrant and arrest warrant executions, undercover and interdiction operations, intelligence gathering, and other enforcement activities while providing direct supervision, leadership, and operational oversight to assigned personnel in the field.
- Assists the Patrol Division with responding to and investigating calls for service when needed; conducts criminal investigations, gathers and preserves evidence, interviews witnesses and suspects, prepares reports, and takes appropriate enforcement action as warranted by the circumstances.
- Performs other duties as assigned by command staff.

*Other Important Duties**

- May address and work with school and community groups on crime prevention, narcotics awareness, drug education, and public relations programs to promote community engagement and public safety.

- Reviews, evaluates, and approves reports, case documentation, and other patrol-related records involving narcotics investigations, arrests, seizures, and enforcement operations to ensure accuracy, completeness, and compliance with agency policies and applicable laws.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Criminal and constitutional law.
- Criminal investigation techniques and procedures.
- Rules of evidence, search warrants, arrest warrants, and courtroom procedures.
- Interview and interrogation techniques.
- Crime scene management and evidence handling procedures.
- Intelligence gathering and criminal analysis.
- Modern law enforcement management and supervisory principles.
- Budget preparation and personnel administration.
- Applicable federal, state, and local laws, regulations, and policies.

Ability to:

- Lead and manage personnel in both routine and critical incidents.
- Direct complex criminal investigations and specialized operations.
- Analyze facts, evidence, and investigative information to make sound decisions.
- Develop operational plans and implement strategic objectives.
- Establish and maintain effective working relationships with employees, prosecutors, judges, law enforcement agencies, and the public.
- Communicate effectively both verbally and in writing.
- Prepare clear and concise reports, correspondence, and administrative documents.
- Exercise sound judgment under stressful and rapidly evolving circumstances.
- Maintain confidentiality and professionalism in sensitive investigations.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus the following:

- Licensed Texas Peace Officer in good standing.

- Minimum of (3) years of law enforcement experience, including significant experience in narcotics investigations.
- Previous supervisory experience required; experience in narcotics investigations, drug interdiction, undercover operations, or related specialized law enforcement assignments preferred.
- Knowledge of narcotics laws, search and seizure law, confidential informant management, surveillance techniques, and asset forfeiture procedures.
- Strong leadership, decision-making, and organizational skills.
- Ability to supervise personnel in high-risk and rapidly changing situations.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes and meets all requirements established by the Sheriff's Office and Texas Commission on Law Enforcement (TCOLE).

CERTIFICATES AND LICENSES REQUIRED

Advanced Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license.

Master Peace Officer Certification and other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Frequently exposed to hazardous and high-risk law enforcement environments.
- May be required to work nights, weekends, holidays, and extended hours.
- Subject to call-out for major investigations and critical incidents.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description:
LIEUTENANT – PATROL DIVISION

Class No.	1039-P	**EEOC Category**	Service Workers
Pay Group	219	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Supervises patrol and dispatch operations and may investigate felony criminal cases depending on assignment. Duties include directing the activities of the patrol division, supervising and scheduling officers and dispatchers, and/or conducting criminal investigations and properly preparing cases for court. Monitors and responds to calls for service.

Serves as a mid-level supervisor within the Sheriff's Office and is responsible for the direct supervision, coordination, and management of Patrol Sergeants, Deputies, and assigned personnel. Ensures the effective delivery of law enforcement services, oversees daily patrol operations, assists with administrative functions, and ensures compliance with agency policies, procedures, and applicable laws.

The Lieutenant serves as a key member of the command staff and acts on behalf of the Patrol Captain when assigned.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Captain, Chief Deputy.
2. Directs: Sergeants, Patrol Deputies and other sworn personnel. May supervise Dispatchers and civilian personnel. May supervise jail employees in absence of Jail Administrator.
3. Other: Has frequent contact with federal, state, and local law enforcement agencies, other local officials, community groups, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises Patrol Sergeants, Deputies, Dispatchers, and other assigned personnel; assigns and reviews work; evaluates performance; and makes recommendations regarding hiring, transfers, promotions, disciplinary actions, and dismissals.
- Plans, coordinates, and directs patrol operations to ensure effective law enforcement services throughout the county.
- Reviews and evaluates employee performance, conduct, productivity, and adherence to agency policies and procedures.
- Investigates and reviews felony crimes and criminal cases when necessary.

- Monitors patrol operations and responds to calls for service, critical incidents, emergencies, and major events.
- Maintains and oversees fleet management operations for assigned vehicles and equipment; monitors vehicle maintenance and repair needs, coordinates service and replacement schedules, maintains fleet records, ensures operational readiness, and reports equipment deficiencies or damage.
- Performs traffic enforcement and assists with enforcement operations as needed.
- Collects, processes, inventories, and transports evidence while ensuring proper chain of custody procedures are maintained.
- Transports prisoners, juveniles, mental health patients, and other persons as required.
- Supervises dispatch and 9-1-1 operations to ensure efficient communications services.
- Maintains oversight of the evidence and property room and ensures compliance with evidence handling procedures.
- Reviews daily reports, activity logs, offense reports, use-of-force reports, pursuit reports, and other deputies' work product for accuracy, completeness, and compliance with agency standards.
- Serves as a Field Training Officer and mentor for patrol personnel when assigned.
- Maintains and ensures accountability for issued county equipment and resources.
- Conducts inspections of personnel, vehicles, equipment, and facilities.
- Assists with staffing, scheduling, manpower allocation, and shift coverage.
- Assists in developing and implementing operational plans, special enforcement initiatives, and crime prevention strategies.
- Coordinates law enforcement activities with other divisions, agencies, and emergency response partners.
- Handles citizen complaints, inquiries, and concerns regarding patrol operations.
- Ensures personnel maintain required certifications, training, and qualifications.
- Assists with budget planning, equipment requests, and resource management.
- Represents the Sheriff's Office at meetings, community events, and interagency functions as assigned.
- Testifies in court and administrative proceedings when required.
- This is a working supervisory position requiring regular field operations, including responding to calls for service, conducting traffic enforcement, handling investigations, and providing direct supervision and leadership to patrol personnel in the field.

- Conducts traffic enforcement and selective traffic operations as needed; initiates traffic stops, investigates traffic violations and crashes, enforces state and local traffic laws, and takes appropriate enforcement action including warnings, citations, and arrests when warranted.

Other Important Duties*

- May address and work with school and community groups on crime prevention and public relations;

- Reviews and approves reports and other patrol related documentation;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Criminal, traffic, and civil law.
- Constitutional law and legal procedures affecting law enforcement operations.
- Modern law enforcement principles, practices, and techniques.
- Patrol operations, crime prevention methods, and emergency response procedures.
- Supervisory and management principles.
- Personnel administration and performance evaluation methods.
- Incident command and emergency management systems.
- Agency policies, procedures, and operational standards.

Ability to:

- Effectively supervise, lead, and motivate personnel.
- Make sound decisions during routine and emergency situations.
- Plan, organize, and coordinate law enforcement operations.
- Analyze situations quickly and take appropriate action.
- Communicate effectively both verbally and in writing.
- Prepare clear and concise reports and correspondence.
- Establish and maintain effective working relationships with employees, elected officials, outside agencies, and the public.
- Exercise discretion and sound judgment in sensitive matters.
- Manage multiple priorities while maintaining professionalism and efficiency.
- Monitor and respond to calls for service to assist patrol when needed.

ACCEPTABLE EXPERIENCE AND TRAINING

- High school diploma or GED required.
- Licensed Texas Peace Officer in good standing.
- Minimum of three (3) years of progressively responsible law enforcement experience.
- Two (2) years of supervisory experience as a Sergeant or equivalent preferred.
- Valid Texas Driver License.

CERTIFICATES AND LICENSES REQUIRED

Advanced Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire and appropriate Texas driver's license.

Master Peace Officer Certification and other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: SPECIAL PROJECT OFFICER

Class No.	1040	**EEOC Category**	Protective Service Workers
Pay Group	215	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Assists the Sheriff by preparing and performing investigations of citizen complaints and conducting internal investigations of the department. Conducts in-house training of personnel and reviews and updates departmental policies and procedures.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies, the District Attorney, courts, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists the Sheriff in the preparation and execution of special projects, including the investigation of citizen complaints and internal investigations of the department;
- Trains law enforcement personnel; reviews, develops, and updates departmental policies and procedures;
- Interviews, screens, and performs background checks on prospective departmental employees;
- Assists the Chief Deputy with scheduling the maintenance of equipment including vehicles and radios;
- Testifies in court.

Other Important Duties*

- May speak and give briefings to community groups as directed by the Sheriff;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Criminal and civil law; investigations and crime prevention methods; and identification records and procedures.

Ability to: Train, supervise, motivate, and evaluate staff; establish and maintain working relationships with departmental employees, other law enforcement officials, and the general public; communicate effectively both orally and in writing; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in criminal justice or a related field, and at least two years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or high school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas, at least one year of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Advanced Certification by the Texas Commission on Law Enforcement Officers Standards and Education. Appropriate Texas driver's license. Instructor's Certification by the Texas Commission on Law Enforcement Officers Standards and Education. Other TCOLE certifications preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description:
CORPORAL (FTO) – SHERIFF'S DEPARTMENT

Class No.	1041	**EEOC Category**	Service Workers
Pay Group	216	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects the county's residents and property and enforces laws and ordinances. Primary function is to supervise and train new Deputies through the Field Training Officer program. Also directs shift patrol activities and performs patrol and emergency response functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sergeant, Lieutenant, Captain, Chief Deputy.
2. Directs: Deputy (Patrol).
3. Other: Has frequent contact with other Sheriff's Department employees, other county departments, attorneys and judges, probation officers, other law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides first-line supervision of Patrol Deputies during assigned shifts; assigns and reviews work, monitors activity, ensures compliance with department policies and procedures, and reports significant incidents to supervisory personnel.
- Serves as a Field Training Officer (FTO) by training, mentoring, evaluating, and documenting the performance and progress of newly assigned deputies, lateral transfers, cadets, and trainees.
- Responds to calls for service and assists deputies with criminal investigations, traffic crashes, civil disturbances, emergency situations, and other law enforcement activities.
- Conducts traffic enforcement and selective traffic operations as needed; initiates traffic stops, investigates traffic violations and crashes, enforces state and local traffic laws, and takes appropriate enforcement action including warnings, citations, and arrests when warranted.
- Reviews reports, affidavits, citations, case files, and other documentation for accuracy, completeness, and compliance with agency standards.
- Investigates criminal offenses, collects and preserves evidence, interviews victims, witnesses, and suspects, and ensures appropriate enforcement action is taken when warranted.

- Conducts traffic enforcement, serves warrants and civil process, makes arrests, and transports prisoners when required.
- Responds to major incidents, critical events, and emergency situations; assumes scene control until relieved by a supervisor and ensures proper scene management and documentation.
- Provides guidance and corrective instruction to deputies regarding officer safety, legal updates, report writing, investigations, and departmental procedures.
- Monitors deputy activity, productivity, appearance, equipment, and conduct to ensure professionalism and adherence to agency standards.
- Ensures sufficient shift staffing and operational readiness; communicates information, directives, and updates; and ensures assigned personnel remain informed of current policies, procedures, training requirements, and operational issues.
- Maintains proficiency in law enforcement skills and ensures trainees demonstrate competency in all required performance objectives.
- Maintains county-issued equipment and vehicles and ensures assigned personnel properly maintain their equipment.

Other Important Duties*

- Assists Sergeants and Administration with inspections, special assignments, investigations, and operational planning.
- Participates in community outreach programs, crime prevention efforts, and public relations activities.
- Assists with special events, disaster response, search operations, and emergency management functions.
- Evaluates trainee performance and makes recommendations regarding retention, advancement, remedial training, or release from the Field Training Program.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Federal, state, and local laws; care of vehicles, firearms, and specialized equipment; and county geography.

Skill to: Use vehicles, firearms, and specialized equipment.

Ability to: Train, supervise, motivate, and evaluate staff; understand, follow, and communicate departmental policies, rules, and regulations to subordinates; establish and maintain effective working relationships with law enforcement agencies, county employees, judicial officials, and the general public; communicate effectively both orally and in writing (above-average communication skills required); analyze situations and adopt a quick, effective, and reasonable course of action; and maintain a valid Texas driver's license and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus a minimum of two years of law enforcement experience (some college work in criminal justice, intermediate certification, and/or prior supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire. Other TCOLE certifications preferred.

- Certified Field Training Officer or ability to obtain certification within a designated period.
- Minimum of two (2) years of law enforcement experience, with patrol experience preferred.
- Previous supervisory or leadership experience preferred.
- Valid Texas Driver License.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: TELECOMMUNICATIONS SUPERVISOR

Class No.	1042	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures smooth operation of day-to-day dispatching functions of the Sheriff's Communications Center. Plans and monitors the work of dispatchers, supervises telecommunications personnel, and maintains radio and telephone contact with law enforcement field units; keeping a of pertinent information received during the shift.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy Sheriff.
2. Directs: Telecommunications Operators and Assistant Supervisor.
3. Other: Works with all protective services to coordinate efficient emergency response. Works closely by telephone, two-way radio, computer, and in person with other county departments, local and state officials, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives incoming calls on both telephone and two-way radio, evaluates calls, dispatches units, and relays information pertinent to field operations; maintains radio contact with mobile law enforcement units and other agencies;
- Supervises, trains, monitors, and evaluates the work of Telecommunications Operators and the Assistant Supervisor; ensures dispatchers perform assigned duties in accordance with departmental policies; may recommend disciplinary action for noncompliance;
- Interviews, evaluates, and recommends qualified persons for hiring as dispatch personnel;
- Maintains a log or other record of all radio communications, offense numbers, arrests, prisoner releases, wrecker rotation, and fuel usage as required; prepares records and reports;
- Runs computer checks on vehicle registrations, stolen property, wanted persons, and other law enforcement data; enters information into Texas and National Crime Information Computer systems; operates telecommunications and video devices, and tests equipment for proper operation;
- Monitors burglar, robbery, and fire alarms and dispatches appropriate personnel; monitors internal communication systems to operate electronic entrance into secured areas.
- Maintains current knowledge of federal, state, and local rules regarding telecommunications operations;

Other Important Duties*

- Receives after-hour calls for Road & Bridge Precincts and pages personnel as required;
- Assists officers with prisoners including audio and/or visual welfare checks and searches; maintains prisoner log;
- Prepares documentation of requests for police services including house watch; keeps local radio stations informed of radar locations;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Use radio and electronic data communications equipment; operate a computer.

Ability to: Train, supervise, motivate, and evaluate staff; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, other county departments, local and state officials, and the general public; handle several tasks simultaneously during stressful situations; and maintain appropriate certifications.

Other: May be required to type at least 45 words per minute with a high degree of accuracy.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of related experience. Related business or technical school training may be substituted equally for up to one year of experience (special law enforcement telecommunications training and supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: TELECOMMUNICATIONS OPERATOR

Class No.	1043	**EEOC Category**	Administrative Support
Pay Group	111	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures efficient, effective handling of all incoming telephone and two-way radio calls from the public, county departments, and law enforcement personnel; performs necessary documentation and computer-assisted records functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Telecommunications Assistant Supervisor and Telecommunications Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Works closely by telephone, radio, and computer, or in person with other employees, county departments and agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives incoming calls on both telephone and two-way radio, evaluates calls, dispatches units, and relays information pertinent to field operations; monitors and responds to radio traffic; logs and prepares regular summaries of phone and radio activities;
- Creates and maintains case files;
- Performs computer-assisted and manual records checks for officers on individuals, locations, vehicles, and property; verifies warrants or reports of stolen property with originating agencies;
- Maintains, updates, and accesses logs and computer data files including incident reports, stolen or repossessed property logs, and wrecker rotation logs; enters information into Texas and National Crime Information Computer systems;
- Operates jail control board, runs checks on all visitors to inmates, and monitors surveillance cameras; responsible for security of all incoming doors;
- Confirms and clears warrants; logs stolen articles, missing persons, and runaways; maintains records of emergency vehicle use and maintenance; completes forms, dispatch cards, and complaint cards.

Other Important Duties*

- Contacts child welfare, livestock owners, utility companies, and wrecker services as necessary;
- Assists the general public with traffic, weather, and general questions when necessary;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Radio transmission procedures and Federal Communications Commission rules and regulations governing operation of radio and teletype transmitting and receiving; federal, state, and local rules regarding telecommunications operations.

Skill to: Use radio and electronic data communications equipment; operate a computer; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees and the general public; speak clearly and concisely; handle several tasks at one time, possibly in a stressful situation; keep accurate records; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent; related experience desirable; special law enforcement telecommunications training desirable but not required;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education required at the time of hire or within one year of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: TELECOMMUNICATIONS ASSISTANT SUPERVISOR

Class No.	1044	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Assists in ensuring smooth operation of day-to-day dispatching functions of the Sheriff's Communications Center. Plans and monitors the work of dispatchers, reads and transmits telephone and radio messages to and from law enforcement field units, and keeps a log of pertinent information received during the shift.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Telecommunications Supervisor.
2. Directs: Telecommunications Operators.
3. Other: Works with all protective services to coordinate efficient emergency response. Works closely by telephone, two-way radio, computer, or in person with other county departments, local and state officials, and the general public.

EXAMPLES OF WORK

*Essential Duties**

- Receives incoming calls on both telephone and two-way radio, evaluates calls, dispatches units, and relays information pertinent to field operations; maintains radio contact with mobile law enforcement units and other agencies, relaying information to personnel in the field; tests equipment for proper operation;
- Maintains, updates, and accesses various logs and computer files for officers (incident reports, stolen or repossessed property logs, wrecker rotation logs, maps, etc.)
- Trains, monitors and evaluates the work of Telecommunications Operators; ensures dispatchers perform assigned duties in accordance with departmental policies; may recommend disciplinary action for noncompliance;
- Maintains a log or other record of all radio communications, offense numbers, arrests, prisoner releases, wrecker rotation, and fuel usage as required;
- Runs computer checks on vehicle registrations, stolen property, wanted persons, and other law enforcement data; enters information into Texas and National Crime Information Computer systems; operates telecommunications and video devices;
- Monitors burglar, robbery, and fire alarms and dispatches appropriate personnel; monitors internal communication systems to operate electronic entrance into secured areas.

*Other Important Duties**

- May receive after-hour calls for Road & Bridge Precincts and page personnel as required;

- Prepares documentation of requests for police services including house watch; keeps local radio stations informed of radar locations;
- May prepare records and reports;
- May assist officers with prisoners including welfare checks and searches;
- May keep local radio station informed of radar locations;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Radio transmission procedures and Federal Communications Commission rules and regulations governing operation of radio and teletype transmitting and receiving; federal, state, and local rules regarding telecommunications operations.

Skill to: Use radio and electronic data communications equipment; operate a computer.

Ability to: Train, supervise, motivate and evaluate staff; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, other county departments, local and state officials, and the general public; handle several tasks simultaneously during stressful situations; and maintain appropriate certifications.

Other: May be required to type at least 40 words per minute with a high degree of accuracy.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of related experience (special law enforcement telecommunications training and supervisory experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COMPUTER RECORDS SPECIALIST

Class No.	1045	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Compiles monthly and annual reports based on departmental records; ensures deadlines are met for reporting periods; oversees data entry for specific departmental computer programs; and reviews the work of Records Clerks.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected Official/Department Head.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other departmental personnel, other county and state agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Prepares information for tabulation according to codes for use in department surveys and municipal, state, and federal reports; files cases according to classification;
- Types all statements and case reports, adding all appropriate supplemental information; indexes cases according to number, names, and locations; maintains updated logs and files;
- Prepares and maintains computerized files including case reports and department inventories; accepts, prepares, and contacts necessary sources for information to process central records;
- Prepares monthly and yearly reports and surveys; answers correspondence for the central records section;
- Assists other staff by pulling files, finding reports, and performing special surveys for information they need; reviews information before it is released.

Other Important Duties*

- May serve on the interview board when hiring new personnel;
- May act as central records department liaison officer for state records management;
- Assembles jury lists and notices for court;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Records operations and general office equipment and procedures.
Skill to: Operate a computer using standard word processing, data inquiry, and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with other county employees and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus six months of experience with law enforcement records (schooling in Uniform Crime Reporting preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT TO COMMISSIONER

Class No.	1046	**EEOC Category**	Administrative Support
Pay Group	115	**FLSA Status**	Exempt

SUMMARY OF POSITION

Coordinates, facilitates, and/or performs administrative, promotional, secretarial, budgetary, and legal support duties for the Precinct Commissioner. Represents the Commissioner at meetings and events, maintains precinct records and documents, and supervises precinct office personnel.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Precinct Commissioner.
2. Directs: Subordinate departmental personnel.
3. Other: Has daily contact with elected officials, county employees, legal professionals, vendors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Promotes the public and professional image of the Precinct Commissioner; represents the Commissioner at special functions, attends meetings with public groups, and assists in coordinating all precinct work in conjunction with the Foreman;
- Interviews, recommends, trains, supervises, and provides recommendations regarding discipline of subordinate departmental personnel; oversees departmental staffing by maintaining work and leave schedules;
- Reviews bids and contracts for the precinct, meeting with vendors as necessary; reviews Commissioners Court packets and assists the Commissioner in court preparation;
- Computes all expenses including road work, supplies, equipment, and employee pay to keep costs within budget constraints; prepares purchasing forms, issues purchase order numbers, and maintains current inventory of supplies;
- Performs direct secretarial support for the Commissioner and staff; establishes and maintains precinct records in an organized manner; maintains data collection system and prepares routine statistical or numerical reports.

Other Important Duties*

- May complete applications and associated paperwork for state and federal grant requests;
- May act as a dispatcher, relaying messages from employees in the field to appropriate personnel;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Business English, spelling, punctuation, math, and office practices.

Skill to: Use a computer with standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Use equipment and materials; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience, including at least two years of office management experience with supervisory responsibilities;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description:
ASSISTANT TO THE SHERIFF

Class No.	1047	**EEOC Category**	Administrative Support
Pay Group	113	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Under the general supervision of the Sheriff, performs a variety of complex administrative, clerical, and confidential secretarial duties in support of the Sheriff's Office. Serves as the primary administrative assistant to the Sheriff and command staff, coordinates office operations, prepares correspondence and reports, maintains records, and provides professional customer service to employees, government officials, and the public. Also serves as the department's Victim Liaison.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff.
2. Directs: All civilian employees of the Sheriff's Office.
3. Other: Has regular contact with other departmental employees, employees in other county departments, organizations, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as the Victim Liaison for the Sheriff's Department; assists victims with information, referrals, and guidance throughout the legal process;
- Serves as Terminal Agency Coordinator for the department; manages TCIC/NCIC terminal access, ensures compliance with CJIS security requirements, and coordinates required training and certification of terminal operators;
- Issues and maintains files on various permits and licenses; receives, receipts, and accounts for funds received for citations, writs, and other reports;
- Performs direct secretarial support for the Sheriff and other staff; prepares and maintains forms, rosters, mailing lists, reports, letters, statements, memos, and news releases; receives, sorts, and distributes incoming and outgoing mail; maintains departmental records and files; reviews supply inventories and orders supplies as needed.
- Researches, prepares, submits, and tracks grant applications; maintains grant records and assists with grant compliance, reporting, and reimbursement requirements.

- Coordinates special events, ceremonies, training programs, community outreach activities, and agency functions.
- Schedules and coordinates meetings, conferences, interviews, training sessions, and public events involving Sheriff's Office personnel and outside agencies.

Other Important Duties*

- Gathers information for and prepares reports in standardized formats on program or project activities;
- May serve civil documents, assist in the jail, and/or perform relief dispatch duties as time permits;
- Performs such other duties as may be assigned.
- Serves as the agency's TCOLE coordinator; prepares, submits, and maintains all required Texas Commission on Law Enforcement (TCOLE) licensing, training, appointment, separation, proficiency, and compliance documentation.
- Ensures timely submission of TCOLE reports, forms, mandates, and licensing records in accordance with state requirements and deadlines.
- Maintains employee personnel and training files/records for the Sheriff's Office, Jail and Courthouse S.O. personnel and monitors compliance with TCOLE training, continuing education, and licensing requirements.
- Assists with agency inspections, audits, and reviews related to TCOLE standards and regulatory compliance.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate office equipment including computer and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with other county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

Knowledge of (Preferred):

- Knowledge of Texas Commission on Law Enforcement (TCOLE) rules, regulations, licensing requirements, and reporting procedures.
- Ability to maintain accurate training, certification, and personnel records.
- Ability to monitor compliance deadlines and submit required reports in a timely manner.
- Ability to interpret and apply TCOLE regulations, mandates, and agency policies.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least two years of office management experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

- Certification as a Notary Public is desirable.
- Must agree to serve as the Sheriff's Office designated Texas Commission on Law Enforcement (TCOLE) Agency Administrator and fulfill all associated reporting, recordkeeping, licensing, and compliance responsibilities.
- Must successfully complete any training, schools, certifications, or continuing education courses required by the Sheriff, Polk County, and the Texas Commission on Law Enforcement (TCOLE) to perform assigned duties and maintain agency compliance.
- Must maintain all required certifications and training necessary to perform the duties of the position.

PHYSICAL REQUIREMENTS*

- Prolonged periods ofsitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CRIMINAL INVESTIGATION DIVISION/EVIDENCE OFFICER

Class No.	1048	**EEOC Category**	Protective Service Workers
Pay Group	217	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Preserves crime scenes and evidence; ensures all recovered evidence is immediately and properly labeled and handled in accordance with Chain of Custody procedures. Acts as Coordinator for the county Crime Stoppers program, assists victims through the VINE program, coordinates the Polk County Wise Eye's Community Watch Program, and oversees all Sheriff's Office property and the county wrecker rotation policy.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Deputy Captain.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other law enforcement agencies, county, district and state agencies, judges, attorneys, victims of crime, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Collects, photographs, and preserves evidence including hair, fingerprints, clothing, and other physical samples at crime scenes; operates videotape and digital recording equipment; prepares crime scene sketches to document evidence collection;
- Administers the Polk County Crime Stoppers program: records and reviews information from anonymous callers, distributes press releases, determines reward allocations, and completes all required monthly activity reports;
- Prepares evidence for submission to state and federal investigative bureaus and private laboratories; assists officers with criminal investigations including photo arrays, video reproduction, and photography; responds to hospitals to document and collect evidence;
- Maintains adequate records for case presentation to the court or grand jury; maintains 24-hour on-call availability for crime investigations; collaborates with other government offices and law enforcement agencies to exchange information and coordinate activities; testifies in court and before grand juries regarding forensic evidence;
- Tracks Crime Scene Unit inventory and keeps it fully stocked; oversees the Polk County Wrecker Rotation Policy; maintains and records all Sheriff's Office property;

is responsible for disposal of property by return to owner or destruction by court order in compliance with Texas law.

Other Important Duties*

- Addresses and works with community groups to inform citizens of Sheriff's office activities and crime prevention;
- Assists victims through the VINE program; coordinates the Polk County Wise Eye's Community Watch Program;
- Routine patrol and traffic enforcement; serves as liaison for school zone traffic enforcement;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Crime scene investigation procedures; law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

Skill to: Use a computer to prepare records and reports; use vehicles, firearms, and specialized equipment.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes. CID/Crime Scene experience preferred.

CERTIFICATES AND LICENSES REQUIRED

Intermediate Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;

- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: WARRANT CLERK

Class No.	1049	**EEOC Category**	Administrative Support
Pay Group	111	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Enters and clears warrants into local database and TCIC/NCIC. Files and maintains warrants from local jurisdictions and some out-of-county jurisdictions. Communicates with other law enforcement agencies regarding warrant and prisoner status and prepares required monthly reports.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Lieutenant.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Enters new warrants into the in-house computer system and the TCIC/NCIC; clears old warrants from the in-house computer system and the TCIC/NCIC;
- Maintains warrants from Justice of the Peace, district and county courts, and some out-of-county warrants; sends notification letters to persons on whom a warrant is issued;
- Sends teletypes and confirms warrants using TLETS; communicates with other law enforcement agencies to check status of prisoners;
- Prepares monthly reports of warrant activity;
- Files and organizes warrant documentation; maintains complete and accurate records as required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Departmental policies, rules, regulations, and instructions; procedures for handling warrants, capias, TCIC/NCIC; correctional procedures regarding the custody of persons.

Skill to: Operate a computer with word processing and spreadsheet software; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees, officials, inmates, and the general public; handle multiple tasks simultaneously; and maintain appropriate certifications and a valid Texas driver's license.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Telecommunications Operator certification from the Texas Commission on Law Enforcement Officer Standards and Education required at the time of hire or within one year of employment.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: SCHOOL RESOURCE OFFICER

Class No.	1050	**EEOC Category**	Protective Service Workers
Pay Group	215	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Protects county residents and property and enforces laws and ordinances, with primary assignment to school district property. Patrols assigned areas by vehicle or on foot to prevent crimes and enforce laws. Responds to emergency calls and campus incidents, protects students, personnel, and visitors from physical harm, and prevents property loss due to theft and vandalism.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy Sheriff and/or designee.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with school district personnel, students, federal, state, and local law enforcement agencies, community groups, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Patrols an assigned area by vehicle or on foot to prevent crimes and enforce laws and regulations within the school district's jurisdiction;
- Responds to all campus emergency calls, crisis situations, accidents, reports of crime, and routine complaints; takes appropriate action including performing first aid; resolves conflicts and confrontations between students, reporting disturbances to principal or assistant principal;
- Directs and escorts traffic, assisting with controlling traffic and parking on campus grounds and at athletic events; operates traffic radar monitoring equipment; issues traffic citations;
- Investigates criminal offenses within the district's jurisdiction; questions witnesses, complainants, and suspects; takes statements and depositions; collects and preserves evidence; arrests perpetrators and files appropriate charges; writes effective legal incident reports; testifies in court;
- Keeps records of activities and prepares reports concerning crimes, complaints, accidents, and investigations; shares information and works with other law enforcement agencies as appropriate; assists emergency medical personnel, firefighters, and Animal Control Officer.

Other Important Duties*

- Give directions or act as guide to authorized visitors;
- Fosters good police community relations among residents in the community; Performs departmental public relations activities including speaking to schools, churches, and other civic organizations;
- May act as specialist in traffic, suspect apprehension, internal affairs, or other specialized assignments;
- Ensures completion of routine maintenance of department vehicle;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; operate a vehicle under emergency conditions; establish and maintain effective working relationships with law enforcement agencies, school district personnel, and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; tolerate outside working conditions including adverse weather; maintain emotional control under stress; operate a motor vehicle, firearms, and specialized equipment; communicate effectively orally and in writing; compile, maintain, and file all required reports and records; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent (some college work in law enforcement and/or previous law enforcement experience preferred);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license. Certification as a Peace Officer by the Texas Commission on Law Enforcement Officers Standards and Education. Have or obtain School-Based Law Enforcement Proficiency Certificate from the Texas Commission on Law Enforcement (TCOLE) within 180 days of your placement in the district. This position is designated as essential personnel and may be required to provide services during emergency situations.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;

- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: JAIL ADMINISTRATOR

Class No.	1051	**EEOC Category**	Protective Service Workers
Pay Group	221	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Responsible for the management of the Sheriff's Department corrections division, including the development and implementation of departmental programs and activities; ensures departmental operations comply with governmental rules and regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or designee.
2. Directs: All corrections personnel.
3. Other: Works closely with court personnel, various government and law enforcement agencies, other county departments, parole and probation officers, the media, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans the development and deployment of departmental resources; manages the corrections budget; assigns work to and evaluates Corrections Officers, Cadet Corrections Officers, and medical personnel; initiates or approves disciplinary action and letters of commendation for jail personnel;
- Evaluates all stages of corrections operations and initiates actions to correct deficiencies; ensures jail operations comply with established legal standards; prepares for periodic inspections by state, city, county, and federal agencies;
- Reviews and approves all requests for releases under bond; approves food service and religious education programming; formulates responses and defense on matters of litigation involving current and former employees and jail inmates;
- Balances and keeps records of inmates' commissary money accounts; disburses fine money by hand or through the mail for the county; prepares reports and correspondence;
- Transports inmates to and from the courthouse and to medical and dental appointments; ensures prescriptions are filled; performs routine checks of facilities and equipment and makes recommendations regarding maintenance required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, regulations, and procedures governing custody of persons; the Texas Penal Code; and required standards for jail operations.

Ability to: Communicate effectively both orally and in writing; supervise, train, motivate, and evaluate staff; establish and maintain effective working relationships with law enforcement agencies, court personnel, county employees, prisoners, and the general public; manage a complex organization; keep accurate records; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree with management and criminal justice courses and at least four years of progressively responsible corrections experience;

or high school graduation and at least eight years of progressively responsible corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Jailer certification and Basic Law Enforcement certification by the Texas Commission on Law Enforcement Officers Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SPECIAL VICTIM LIAISON

Class No.	1052	**EEOC Category**	Administrative Support
Pay Group	115	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures that juvenile victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely with law enforcement agencies, prosecuting attorneys, and the judiciary. Promotes public awareness of crime victim rights for juveniles and their parents.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or designee.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as victim liaison with law enforcement agencies, prosecuting attorneys, and community social services; ensures juvenile victims of violent crimes are aware of and understand their rights under the Texas Code of Criminal Procedure and how they will navigate the criminal justice system;
- Informs juvenile victims of violent crimes of the Crime Victim Compensation Act; assists in preparing benefit applications including information on compensable costs, eligibility procedures, and payment for forensic medical examinations;
- Attends juvenile forensic interviews; prepares reports for the Criminal Investigation Division; accompanies juvenile victims or relatives to court procedures, hospitals, or law enforcement when requested;
- Refers juvenile victims to available social service agencies for additional services; organizes and promotes social activities for juveniles affected by violence;
- Presents Juvenile Victim Awareness Programs to local schools, churches, and the community; compiles data and reports for tracking juvenile crime victim services; attends and represents the Sheriff's Office at MDT, SART, Juvenile Fatality Review, and Community Involvement Association meetings.

Other Important Duties*

- Performs general filing, telephone answering, and office duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.
Skill to: Operate a computer to process and retrieve data and information.

Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, and two years of related experience as an advocate or in a social work setting;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CORRECTIONS OFFICER/SHIFT SUPERVISOR

Class No.	1053	**EEOC Category**	Protective Service Workers
Pay Group	215	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility; monitors prisoner activities; and maintains necessary records. Supervises all personnel and activities on the assigned shift.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: Corrections Officers.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises all activities and personnel on the assigned shift; trains new officers in the procedural aspects of the job; ensures officers complete arrest reports and tickets before end of shift;
- Photographs and fingerprints new inmates; conducts inspections, shakedowns, and inmate searches; books, classifies, transfers, transports, and releases inmates with attention to health, safety, and security; confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners; dresses out inmates and escorts them to their cells;
- Prepares arraignment sheets and issues court dates; completes, checks, and processes official papers and documents; ensures all inmate information is entered into the computer; keeps records of incidents and activities during shift; collects fines for offenses committed;
- Conducts head counts; conducts safety inspections of fire exits and equipment; intervenes in and resolves crisis situations including fights and medical emergencies; provides physical restraint of inmates as necessary; assists medical staff with distributing medications to inmates;
- Maintains and updates inmate records including personal history and medical records; supervises work performed by inmates; assists with the personal needs of inmates including telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary; receives and deposits money for commissary accounts; monitors and assists visitors and maintains visitor lists; conducts and supervises recreational programs including overseeing religious services.

Other Important Duties*

- Serves as Bailiff in Justice of the Peace Court when necessary;
- Assists dispatch with calls when necessary, including answering Crime Stoppers calls;
- Assists with warrants and researches records for Deputies and/or Detectives;
- Maintains inventory of jail supplies;
- Serves or supervises the serving of meals to inmates;
- May be assigned to transportation and court security duties;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.
Ability to: Train, supervise, motivate, and evaluate staff; understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications.
Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education. Certification as a Peace Officer may be preferred for some positions.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: MEDICAL ASSISTANT

Class No.	1054	**EEOC Category**	Technicians
Pay Group	214	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility; monitors and assists with the medical care of inmates; and maintains necessary records. Works under the direction of the LVN/Jail Nurse and Jail Physician.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Departmental: LVN/Jail Nurse, Jail Administrator, and/or Sheriff.
   Medical: LVN/Jail Nurse, Jail Physician, Jail Administrator, and/or Sheriff.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, physicians, hospital personnel, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides procedures for inmates' regularly scheduled sick calls, referrals for medical, mental, and dental services, efficient and prompt care of acute and emergency situations, and long-term and convalescent care necessary for disabled inmates;
- Supervises the control, distribution, secured storage, and inventory of medical items including prescriptions and over-the-counter medications in accordance with written instructions from a physician; supervises the disposal of prescriptions, medications, syringes, needles, and hazardous waste containers in accordance with federal, state, and local regulations;
- Completes, checks, and processes official papers and documents; ensures all inmate medical information is entered into the computer; maintains and updates medical records on inmates;
- Intervenes in and resolves crisis situations such as medical emergencies, including physical restraint of inmates as necessary; completes security rounds through the jail; maintains the safekeeping of prisoners and security of the clinic;
- Assists medical staff as directed; observes and reports changes in inmate medical condition to the supervising LVN/Jail Nurse or Jail Physician.

Other Important Duties*

- May be assigned to train new officers in procedural aspects of the job;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody and medical supervision of inmates.
Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications, a valid Texas driver's license as applicable to job responsibilities, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Nurse aide with five years of experience (county jail or state/federal prison system experience preferred but not required);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

High school graduation or equivalent and current Nurse Aide certification including: (a) TB Testing Administration, (b) Advances in Skin & Wound Care, (c) First Aid, (d) Medication Aide, and (e) CPR. All certificates must remain active during employment. Must be eligible to obtain Jailer certification from the Texas Commission on Law Enforcement Officer Standards and Education within one year of the date of hire.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking throughout the jail facility;
- Frequent bending, reaching, and use of hands for patient care and documentation;
- Ability to lift and carry up to 30 pounds; ability to assist in physical restraint of inmates during medical emergencies;
- Visual and auditory acuity sufficient for patient assessment and medication administration;
- Ability to work irregular hours, rotating shifts, and on-call as medically necessary;
- Ability to tolerate exposure to bloodborne pathogens, communicable diseases, and hazardous materials; must be physically fit and maintain required immunizations.

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Job Description: CORRECTIONS OFFICER

Class No.	1055	**EEOC Category**	Protective Service Workers
Pay Group	211	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility; monitors prisoner activities; and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Corrections Officer/Shift Supervisor or Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Photographs and fingerprints new inmates; conducts inspections, shakedowns, and inmate searches; books, classifies, transfers, transports, and releases inmates with attention to health, safety, and security; confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners; dresses out inmates and escorts them to their cells;
- Prepares arraignment sheets and issues court dates; completes, checks, and processes official papers and documents; ensures officers leave arrest reports and tickets; ensures all inmate information is entered into the computer; keeps records of incidents and activities during shift;
- Conducts head counts; conducts safety inspections of fire exits and equipment; intervenes in and resolves crisis situations including fights and medical emergencies; provides physical restraint of inmates as necessary; assists medical staff with distributing medications to inmates;
- Maintains and updates inmate records including personal history and medical records; assists with the personal needs of inmates including telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary; receives and deposits money for commissary accounts;
- Monitors and assists visitors and maintains visitor lists; maintains inventory of jail supplies;
- Conducts and supervises recreational programs for inmates, including overseeing religious services; collects fines for offenses committed; serves or supervises the serving of meals to inmates; supervises work performed by inmates;

Other Important Duties*

- Serves as Bailiff in Justice of the Peace Court when necessary;

- Assists dispatch with calls when necessary, including answering Crime Stoppers calls;
- May be assigned to train new officers in procedural aspects of the job;
- May be assigned to transportation and court security duties;
- May assist with warrants and research records for Deputies and/or Detectives;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.
Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education at the time of hire or within the first 12 months of employment and appropriate Texas driver's license. Certification as a Peace Officer may be preferred for some positions.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: WARRANT OFFICER

Class No.	1056	**EEOC Category**	Protective Service Workers
Pay Group	215	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public. Monitors prisoner activities and maintains necessary records. Serves warrants and executes arrests, enters and clears warrants from the in-house computer system and TCIC/NCIC.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Enters new warrants into the in-house computer system and the TCIC/NCIC; clears old warrants from the in-house computer system and the TCIC/NCIC; files and maintains warrants from Justice of the Peace, district and county courts, and some out-of-county warrants;
- Serves warrants and executes arrests; sends notification letters to all persons on whom a warrant is issued;
- Sends teletypes and confirms warrants using the TLETS computer; communicates with other law enforcement agencies to check status of prisoners;
- Takes Crime Stopper tips by telephone and assigns anonymous tip numbers; prepares monthly reports of warrant activity;
- Maintains complete and accurate records; handles multiple concurrent tasks as required.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, court systems, departmental policies, rules, regulations, instructions, and procedures for handling warrants, capias, and TCIC/NCIC; correctional literature regarding the custody of persons.
Skill to: Operate a computer with word processing and spreadsheet software.
Ability to: Understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with

county employees, officials, inmates, and the general public; handle multiple tasks simultaneously; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education at the time of hire or within the first 12 months of employment and appropriate Texas driver's license. Certification as a Peace Officer may be preferred.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description:
CORPORAL - JAIL

Class No.	1057	**EEOC Category**	Service Workers
Pay Group	213	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility. Monitors prisoner activities, maintains necessary records, and provides intermediate supervision in the absence of the Corrections Officer/Shift Supervisor.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Corrections Officer/Shift Supervisor, Jail Lieutenant, Jail Administrator.
2. Directs: Corrections Officers.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises and directs Jailers and Detention Officers during assigned shifts in the absence of the Shift Supervisor; assigns duties, reviews work performance, provides training and guidance, and ensures compliance with Sheriff's Office policies, procedures, and jail standards.
- Oversees the daily operation, safety, security, and orderly management of the detention facility, inmates, and assigned personnel.
- Conducts and supervises inmate intake, booking, classification, housing assignments, transfers, transports, releases, and inmate movement throughout the facility; photographs, fingerprints, searches, and processes inmates and their property.
- Ensures inmates are properly supervised and cared for in accordance with applicable laws, court orders, Texas Commission on Jail Standards (TCJS) requirements, and facility policies.
- Conducts inmate counts, security inspections, shakedowns, and searches of inmates, housing areas, and jail facilities to identify and correct safety or security concerns.
- Responds to and resolves inmate disturbances, fights, medical emergencies, use-of-force incidents, and other critical situations, including the physical restraint of inmates when necessary.

- Reviews, prepares, and maintains inmate records, reports, logs, disciplinary actions, court paperwork, arraignment documents, and other required documentation; ensures accurate data entry and recordkeeping.
- Conducts and supervises inmate visitation, mail, telephone access, commissary accounts, meal service, laundry services, medication distribution, and other inmate programs and services.
- Receives and processes inmate funds, fines, commissary deposits, and property in accordance with established procedures.
- Coordinates inmate transportation, court appearances, medical appointments, and releases as assigned.
- Maintains discipline, professionalism, and morale among assigned personnel and ensures proper maintenance of county-issued equipment and jail facilities.
- Conducts, documents and ensures mandatory inmate welfare checks, cell checks, inmate counts, security inspections, shakedowns, and searches are conducted and documented in a timely manner and in accordance with Sheriff's Office policy, Texas Commission on Jail Standards (TCJS) requirements, and facility procedures.

Other Important Duties*

- Assists Jail Administration with inspections, audits, investigations, emergency preparedness activities, and special projects.
- Coordinates with courts, law enforcement agencies, medical providers, religious volunteers, and outside service providers regarding inmate matters.
- May assist with transportation, court security, warrants, records research, dispatch operations, and training of newly assigned personnel.
- Supervises inmate recreation, educational, and religious programs as assigned.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

Ability to: Train, supervise, and motivate staff; understand and follow oral instructions; write clear and concise reports; maintain complete records; establish and maintain effective working relationships with county employees, officials, inmates, and the general public; and maintain appropriate certifications.

Other: May be required to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and one year of corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education. Certification as a Peace Officer may be preferred for some positions.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: LVN – JAIL NURSE OR LICENSED PARAMEDIC

Class No.	1058	**EEOC Category**	Technicians
Pay Group	216	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Supervises jail personnel performing medical duties; remains on call to respond to emergency situations at the jail facility; assists the Jail Physician in evaluating and meeting the total health care needs of inmates; and arranges for or provides medical treatment under the direct supervision of the Jail Physician.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Physician and Jail Administrator and/or Sheriff.
2. Directs: Medical Assistant.
3. Other: Works closely with jail personnel, the Jail Physician, various government and law enforcement agencies, other county departments, prisoners, and local area hospitals and medical personnel.

EXAMPLES OF WORK

Essential Duties*

- Assesses inmates' medical needs and arranges for or provides treatment as directed by the Jail Physician, including wound treatment, suture removal, TB skin tests, lab orders, insulin and other injections, blood pressure and blood sugar monitoring for hypertensive and diabetic inmates, and dispensing of prescribed medications and self-administered medications;
- Processes new inmates by screening and evaluating medical and mental health histories in accordance with Texas Commission on Jail Standards protocols and under the direct supervision of the Jail Physician; provides health care evaluations, instructions, and counseling to inmates; reviews medical requests following established protocol; provides medical care services to inmates;
- Supervises the Medical Assistant including assigning and reviewing work, completing performance evaluations, training, and making recommendations on hiring; supervises training of departmental employees regarding managing contagious diseases per Texas Department of Health and CDC policy under the direction of the Jail Physician;
- Maintains medical charts, records, and all required medical documentation; makes requests for medical records transfers of new inmates; prepares medical summaries of inmates being transferred to other correctional facilities; orders lab tests as directed and completes associated paperwork; requests special inmate diets as necessary;
- Maintains the safekeeping of prisoners and security of the clinic; completes security rounds through the jail; adheres to all security and safety procedures for inmates and staff; works on call as medically necessary.

Other Important Duties*

- Serves as liaison between the jail and other medical/mental health agencies as directed by the Jail Physician;
- Schedules medical appointments for inmates as authorized by the Jail Physician; maintains inventory and orders medical equipment, supplies, and medications as directed;
- Answers inmate and staff inquiries regarding inmate medical care; maintains cleanliness in the work area;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: First aid, pharmacology, cardiopulmonary resuscitation, nursing, supervisory management, standard jail practices and procedures, laws, departmental policies, rules, regulations, and federal and state laws regarding health care services and correctional literature regarding the custody of persons.

Ability to: Train, supervise, and motivate departmental personnel; understand and follow oral instructions; recognize problems and recommend solutions; analyze data; reason and make medical judgments and decisions, especially in emergencies; write clear and concise reports; maintain complete records; operate computers; establish and maintain effective working relationships with county employees and officials, inmates, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma or GED, plus at least two years of experience in nursing or as a paramedic and attainment of certification as a Licensed Vocational Nurse (LVN) or Licensed Paramedic.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license. Certification as a Licensed Vocational Nurse (LVN) or Licensed Paramedic. Must be eligible to obtain Jailer certification from the Texas Commission on Law Enforcement Officer Standards and Education within one year of the date of hire. Must maintain active immunizations against identified bloodborne pathogen and other occupational exposure risks as required.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking throughout the jail facility;
- Frequent bending, reaching, and use of hands for patient care and documentation;
- Ability to lift and carry up to 30 pounds; ability to assist in physical restraint of inmates during medical emergencies;
- Visual and auditory acuity sufficient for patient assessment and medication administration;
- Ability to work irregular hours, rotating shifts, and on-call as medically necessary;
- Ability to tolerate exposure to bloodborne pathogens, communicable diseases, and hazardous materials; must be physically fit and maintain required immunizations.

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Job Description: ASSISTANT JAIL ADMINISTRATOR (LIEUTENANT)

Class No.	1059	**EEOC Category**	Protective Service Workers
Pay Group	219	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Responsible for supervising the Sheriff's Office Corrections Division, including the development and implementation of departmental programs and activities. Ensures departmental operations comply with governmental rules and regulations. Provides corrections services involving the health, safety, and security of inmates and the public; monitors prisoner activities; and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Administrator.
2. Directs: Shift Supervisor, Corporal, and Corrections Officers.
3. Other: Works closely with court personnel, governmental and law enforcement agencies, other county departments, parole and probation officers, the media, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans the development and deployment of departmental resources; assigns work to and evaluates Corrections Officers, Cadet Corrections Officers, and medical personnel; initiates or approves disciplinary action and letters of commendation for jail personnel; trains new officers in departmental procedures and standards;
- Evaluates all stages of corrections operations and initiates actions to correct deficiencies; ensures jail operations comply with established legal standards; manages the corrections budget; prepares for and coordinates periodic inspections by state, city, county, and federal agencies; conducts safety inspections of fire exits and equipment;
- Reviews and approves all reports; in the absence of the Jail Administrator, approves requests for releases under bond, approves food service, and approves religious education programming; formulates responses and defenses on matters of litigation involving employees and jail inmates;
- Ensures all inmate information is correctly entered into the computer database; maintains and updates inmate records including personal history and medical records; balances and keeps records of inmates' commissary money accounts; prepares arraignment sheets and issues court dates; keeps records of incidents and activities during shift;
- Conducts inspections, shakedowns, and inmate searches; spervises work performed by inmates; intervenes in and resolves crisis situations, including physical

restraint of inmates; photographs and fingerprints new inmates; completes, checks, and processes official papers and documents.

Other Important Duties*

- Collects fines for offenses committed; disburses fine money by hand or through the mail for the county;
- Transports inmates to and from the courthouse, medical and dental appointments; ensures prescriptions are filled;
- Performs routine checks of facility and equipment and recommends necessary maintenance;
- Assists with warrants and researches records for Deputies and/or Detectives;
- May assist dispatch with calls;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Laws, regulations, and procedures governing custody of persons; the Texas Penal Code; and required standards for jail operations.

Ability to: Communicate effectively both orally and in writing; supervise, train, motivate, and evaluate staff; establish and maintain effective working relationships with law enforcement agencies, court personnel, county employees, prisoners, and the general public; manage a complex organization; keep accurate records; and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree with management and criminal justice courses and at least four years of progressively responsible corrections experience;

or high school graduation and at least eight years of progressively responsible corrections experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Jailer certification and Basic Law Enforcement certification by the Texas Commission on Law Enforcement Officers Standards and Education and appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;

- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: EVIDENCE/PROCUREMENT MANAGER

Class No.	1060	**EEOC Category**	Protective Service Workers
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Preserves crime scene evidence and ensures all evidence is immediately and properly labeled, handled, and stored in accordance with Chain of Custody procedures. Oversees proper identification and storage of all Polk County Sheriff's Office property and the county wrecker rotation policy.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Captain.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other law enforcement agencies, county, district and state agencies, judges, attorneys, victims of crime, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Collects, photographs, and preserves evidence including hair, fingerprints, clothing, and other physical samples at crime scenes; operates videotape and digital recording equipment; prepares crime scene sketches to document evidence collection;
- Prepares evidence for submission to state and federal investigative bureaus and private laboratories; assists officers with criminal investigations including photo arrays and photography; responds to hospitals to document and collect evidence;
- Maintains adequate records for case presentation to the court or grand jury; testifies in court and before grand juries providing expert testimony regarding forensic evidence; collaborates with other agencies to exchange information and coordinate activities;
- Tracks Crime Scene Unit inventory and ensures it is fully stocked; oversees the Polk County Wrecker Rotation Policy; maintains and records all Sheriff's Office property;
- Responsible for disposal of property by return to owner or destruction by court order; Certificate of Destruction must be witnessed by a disinterested person and at least one law enforcement officer in compliance with Texas law.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Crime scene investigation procedures; law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.
Skill to: Use a computer to prepare records and reports; use vehicles, firearms, and specialized equipment.

Ability to: Apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; communicate effectively both orally and in writing (above-average skills required); and maintain appropriate certifications, a valid Texas driver's license, and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes. CID/Crime Scene experience preferred.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: SENIOR BAILIFF

Class No.	1061	**EEOC Category**	Protective Service Workers
Pay Group	217	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Assists judges in administering courtroom procedure and maintaining order. Provides security of the courthouse during and outside normal business hours. Supervises community service workers assigned to the courthouse.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or Designee.
2. Directs: Subordinate departmental staff and individuals assigned to the courthouse for community service.
3. Other: Has frequent contact with the District Attorney's Office, Sheriff's Department, Probation Department, juries, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides general security of the courthouse during normal business hours through informal patrolling and investigation and reporting of any suspicious behavior; secures the courthouse outside normal hours when authorized groups use the facility;
- Supervises individuals assigned to the courthouse for community service; schedules and organizes community service work;
- Instructs spectators, prospective jurors, and jurors regarding courtroom conduct; calls witnesses to the stand; escorts jurors to and from the jury box and ensures all parties are present before proceedings begin;
- Assists the judge in maintaining order in the courtroom; escorts persons found in contempt of court and holds them in custody until picked up by a Deputy Sheriff; assists in administering the jury selection process;
- Attends to the needs of jurors during deliberations; supplies copies of court schedules to appropriate parties;
- Conducts routine traffic stops, traffic control on major incidents, and assists with school zones; occasionally transports prisoners to and from the courtroom.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedure and activities.

Ability to: Understand and follow written and oral instructions, rules, regulations, and laws; establish and maintain effective working relationships with county employees and persons of widely divergent backgrounds; maintain order in difficult situations;

communicate effectively both orally and in writing; supervise community service workers performing a variety of functions; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience in a courtroom, a court clerk's office, or a law enforcement agency;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire or within six months of employment, and appropriate Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: BAILIFF/DISTRICT COURT

Class No.	1062	**EEOC Category**	Protective Service Workers
Pay Group	Unclassified	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Assists the District Judge in administering courtroom procedure and maintaining order in the courtroom.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assigned District Judge.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with the District Attorney's Office, Sheriff's Department, juries, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Instructs spectators, prospective jurors, and jurors regarding courtroom conduct; calls witnesses to the stand;
- Escorts jurors to and from the jury box and ensures all parties and counsel are present before proceedings begin;
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a Deputy Sheriff;
- Assists the judge in maintaining order in the courtroom; assists in administering the jury selection process;
- Attends to the needs of jurors during deliberations; supplies copies of court schedules to appropriate parties; occasionally transports prisoners to and from the courtroom.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedure and activities.
Ability to: Understand and follow written and oral instructions, rules, regulations, and laws; establish and maintain effective working relationships with county employees and persons of widely divergent backgrounds; maintain order in difficult situations; communicate effectively both orally and in writing; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience in a courtroom, a court clerk's office, or a law enforcement agency;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education at the time of hire or within six months of employment, and appropriate Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: BAILIFF

Class No.	1063	**EEOC Category**	Protective Service Workers
Pay Group	215	**FLSA Status**	Non-exempt (FLSA § 207(k))

SUMMARY OF POSITION

Assists judges in administering courtroom procedure and maintaining order.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Senior Bailiff.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with the District Attorney's Office, Sheriff's Department, law enforcement agencies, Probation Department, juries, Judicial Center staff, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Instructs spectators, prospective jurors, and jurors regarding courtroom conduct; calls witnesses to the stand;
- Escorts jurors to and from the jury box and ensures all parties and counsel are present before proceedings begin;
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a Deputy Sheriff;
- Assists the judge in maintaining order in the courtroom; assists in administering the jury selection process; attends to the needs of jurors during deliberations;+
- Supplies copies of court schedules to appropriate parties;
- Conducts routine traffic stops, traffic control on major incidents, and assists with school zones; occasionally transports prisoners to and from the courtroom.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedure and activities.
Ability to: Understand and follow written and oral instructions, rules, regulations, and laws; establish and maintain effective working relationships with county employees and persons of widely divergent backgrounds; maintain order in difficult situations; communicate effectively both orally and in writing; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and at least one year of experience in a courtroom or a law enforcement agency;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic certification by the Texas Commission on Law Enforcement (TCOLE) Standards at the time of hire. Appropriate Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CRIME VICTIM LIAISON

Class No.	1064	**EEOC Category**	Administrative Support
Pay Group	109	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures that victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely with law enforcement agencies, prosecuting attorneys, and the judiciary. Promotes public awareness of crime victim rights.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff or designee.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as victim liaison with law enforcement agencies, prosecuting attorneys, and community social services; ensures victims of violent crimes are aware of and understand their rights under the Texas Code of Criminal Procedure and the criminal justice process;
- Informs victims of violent crimes of the Crime Victim Compensation Act; assists in preparing benefit applications; assists with return of property after final disposition; provides information regarding defendant's rights to bail and procedures in a criminal investigation;
- Provides victims of domestic violence with Protective Order information; assists law enforcement with accompaniment when dealing with victims of domestic violence, sexual assault, or other violent crimes;
- Refers victims to available social service agencies for additional services; accompanies victim or relatives to court proceedings, hospitals, or law enforcement when requested;
- Compiles data and reports for tracking crime victim services; performs general filing, telephone answering, and office duties.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation and/or Associate's Degree and one year of related experience as an advocate or in a social work setting;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Bilingual preferred.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: PRE-TRIAL SERVICES COORDINATOR

Class No.	1065	**EEOC Category**	Administrative Support
Pay Group	110	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Responsible for interviewing offenders at the jail, reviewing eligibility for pre-trial services, making recommendations to the Court regarding offender eligibility, supervising offenders placed on pre-trial bonds, and reporting violation or status reports to the courts. Administers alcohol and drug testing on participants and notifies participants of court settings and dates.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The Board of Judges, with supervision by the County Court at Law Administrating Judge.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with court staff, the District Attorney's Office, and jail personnel. Requires contact with offenders and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts interviews for pre-trial services; reviews and evaluates offender eligibility for pre-trial bond placement; makes recommendations to the court regarding eligibility;
- Supervises a case load of pre-trial bond cases; monitors participant compliance with bond conditions; reports violations to the appropriate court in a timely and accurate manner;
- Administers alcohol and drug testing to participants in accordance with program guidelines;
- Notifies participants of court settings and dates; enters and maintains case information in the pre-trial database, including courtesy supervisions, bonds, and other required data;
- Receives and receipts payments from clients; prepares daily deposits; answers telephone and greets visitors.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Office procedures and equipment including Microsoft Word and Excel.
Skill to: Type and enter data with appropriate speed and efficiency; must have outstanding organizational skills and be able to perform duties with minimal supervision.

Ability to: Work with staff, other departments, and the public in an effective, courteous, professional, and positive manner; maintain confidentiality with respect to sensitive information.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and experience in a related or similar capacity is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: INDIGENT DEFENSE COORDINATOR

Class No.	1066	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Charged with appointing attorneys as designee of the judges, maintaining records, and reporting to the state as required by the Fair Defense Act. Administers the Polk County Indigent Defense Program.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District and County Court at Law Judges.
2. Directs: May supervise and assign work to other employees.
3. Other: Works closely with the judges of all Polk County courts, local defense attorneys, the Pre-Trial Services Coordinator, jail personnel, and defendants.

EXAMPLES OF WORK

Essential Duties*

- Performs all appointments of counsel for indigent criminal defendants, in and out of court, as the designee of the judges; reviews all defendant applications for court-appointed attorneys to determine qualification;
- Maintains the rotation and default system of assigned counsel; monitors the frequency and reasons for off-list appointments; reports a summary of appointment data to judges at least monthly;
- Manages the graduated list of court-appointed attorneys; receives applications for advancements as higher qualifications are met; monitors attorney completion of continuing legal education (CLE) requirements;
- Reviews invoices submitted by attorneys and compares to the appointment schedule prior to judicial approval; develops procedures to track attorney contact with clients and investigate allegations of non-compliance with statutory requirements;
- Performs training for law enforcement, magistrates, local bar, and other personnel on indigent defense plans adopted by the courts.

Other Important Duties*

- Performs other duties necessary to the optimal function of the Indigent Defense Program of Polk County as the program progresses.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic office equipment; county procedures; the legal defense system.
Skill to: Operate all office equipment with sufficient speed and efficiency to accomplish required tasks; demonstrate outstanding interview and organizational skills. Bilingual skills would be extremely helpful.

Ability to: Understand and operate efficiently within the parameters of the legal system; communicate effectively both through speech and the written word; exercise diplomacy in working with a variety of disciplines within and outside the county legal system.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, as well as a bachelor's degree preferably in Criminal Justice or other social science;

or high school graduation with experience and training such as significant employment in a law office in combination with paraprofessional training;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: BOND CONDITIONS SUPERVISOR

Class No.	1067	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Responsible for overseeing individuals released under court-ordered bond conditions, ensuring compliance, and reporting any violations to the appropriate court. Monitors and supervises participants, coordinates drug and alcohol testing, and maintains timely communication with courts and program participants.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The Board of Judges, with supervision provided by the appointed Justice of the Peace, as Administrative Judge.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with staff from the courts, District Attorney's Office, and jail. Requires contact with offenders and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises a case load of bond condition requirements; monitors participant compliance with court-mandated bond conditions until cases are filed with the Polk County Court at Law or District Courts;
- Reports status updates and any violations of bond conditions to the court in a timely and accurate manner;
- Administers drug and alcohol testing to participants at the supervisor's discretion and in accordance with program guidelines;
- Notifies participants of first appearance dates with the courts; prepares and submits case updates and compliance reports to judges as requested;
- Maintains accurate case records through timely data entry in the bond supervision database; responds to telephone inquiries; greets and assists visitors; processes and receipts payments; compiles daily financial deposits.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Office procedures and equipment including Microsoft Word and Excel.
Skill to: Type and enter data with appropriate speed and efficiency; must have outstanding organizational skills and be able to perform duties with minimal supervision.
Ability to: Work with staff, other departments, and the public in an effective, courteous, professional, and positive manner; maintain confidentiality with respect to sensitive information.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and experience in a related or similar capacity is preferred;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COUNTY COURT AT LAW JUDGE

Class No.	1101	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

Has jurisdiction over civil cases, eminent domain proceedings, criminal misdemeanors, appeals from Justice of the Peace and Municipal Courts, all matters under the Texas Family Code, juvenile matters, and other cases as authorized by law. Serves as the only resident judge of the court of record exercising judicial responsibility for juvenile and family matters, search warrants, and related proceedings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Court Coordinator, Judicial Programs Coordinator, Court Reporter, and other assigned staff.
3. Other: Has contact with attorneys, court personnel, law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts daily docket calls of criminal cases for entry of plea, sentencing, revocation of probation, arraignment, and designation of attorney;
- Conducts uncontested docket for civil matters;
- Conducts pre-trial hearings, trials before the court, and jury trials in civil, criminal, and domestic relations cases; impanels juries when needed;
- Signs orders incident to the court's jurisdiction; establishes and periodically amends local rules of practice as authorized by law;
- Works with other judges and branches of government to improve the administration of justice; attends continuing legal education programs as required by law;
- Makes public appearances before schools, civic groups, and the general public incidental to elective office; performs other duties as specified by law.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

A candidate for County Court at Law Judge in Polk County must be at least 25 years old, a qualified voter and resident of Polk County for at least two consecutive years, and an

attorney licensed in Texas who has actively practiced law for at least four consecutive years before election.

County Court at Law judges must complete 30 hours of continuing education within their first year in office, and at least 16 hours each year thereafter.

TERM OF OFFICE

A County Court at Law Judge is elected for a four-year term and may be appointed by the Commissioners Court to complete an unexpired term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COURT COORDINATOR

Class No.	1103	**EEOC Category**	Administrative Support
Pay Group	116	**FLSA Status**	Exempt

SUMMARY OF POSITION

Assists the elected or appointed official in department with various preparation activities for legal processes, including coordination of court proceedings, notification of involved parties, research, documentation, and recordkeeping.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Court at Law Judge.
2. Directs: May supervise and assign work to other employees.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, prospective jurors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Acts as Court Coordinator for the County Court at Law (criminal, juvenile, civil, and probate); prepares and maintains dockets for criminal and/or civil cases; facilitates all aspects of case flow management including setting and supervising special dockets;
- Sets juvenile matters for court with Probation Officers;
- Attends court proceedings with the judge; may assist the departmental official in the courtroom during trial; obtains information from individuals and agencies needed to assist the court for trial;
- Creates, maintains, and supervises accurate filing and database systems for information relating to assigned cases; prepares various legal documents including forfeitures, extradition papers, and case summaries for trial;
- Acts as liaison among attorneys, law enforcement, other court personnel, and the court; notifies appropriate county departments of relevant court schedule and deadline information; notarizes instruments in civil and criminal matters;
- Arranges for Court Reporter, Bailiff, and interpreter for court proceedings; assists in jury preparation and selection; supervises maintenance of the law library; screens documents requesting emergency warrants in the absence of the judge.

Other Important Duties*

- Keeps detailed records regarding departmental concerns, including jail logs, un-apprehended defendants, cases on appeal, etc.;
- Prepares or assists in preparation of departmental reports including budget, federal, and outside agency reports;
- Performs secretarial duties; answers telephone and acts as receptionist;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: County procedures.
Skill to: Operate modern office equipment including computer with word processing software, calculator, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.
Ability to: Understand and operate efficiently within the parameters of the legal system; take accurate notes at meetings from which to prepare statements; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside agencies, and the general public; make decisions in stressful situations; understand and follow oral and written instructions; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of legal training courses or trial management experience and at least two years of experience in a related position;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Certified Legal Assistant preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: JUDICIAL PROGRAMS COORDINATOR

Class No.	1104	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Assists the elected or appointed official in department with various preparation activities for legal processes, including coordination of court proceedings, notification of involved parties, research, documentation, recordkeeping, and monitoring of judicial reporting to state entities and compliance with legal reporting requirements.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Court at Law Judge and/or Court Coordinator.
2. Directs: May supervise and assign work to other employees.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, prospective jurors, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assumes duties of Court Coordinator for the County Court at Law (criminal, juvenile, civil, and probate) in their absence; prepares and maintains dockets for criminal and/or civil cases; sets juvenile matters for court with Probation Oficers; facilitates all aspects of case flow management;
- Obtains information from individuals and agencies need to assist court for trial;
- Monitors county compliance with state case reporting requirements; attends court proceedings with the judge and assists in the courtroom during trial;
- Creates, maintains, and supervises accurate filing and database systems for cases; prepares various legal documents including forfeitures, extradition papers, and case summaries;
- Acts as liaison among attorneys, law enforcement, other court personnel, and the court; notarizes instruments in civil and criminal matters; assists in jury preparation and selection;
- Arranges for Court Reporter, Bailiff, and interpreter; assists in preparation of departmental reports; supervises maintenance of the law library; screens documents requesting emergency warrants in absence of judge.

Other Important Duties*

- Keeps detailed records regarding departmental concerns, including jail logs, un-apprehended defendants, cases on appeal, etc.;
- Notifies appropriate county departments of relevant court schedule and deadline information;
- Oversees supplies and maintenance of equipment for office;
- Performs secretarial duties; answers telephone and acts as receptionist;

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: County procedures and state judicial reporting.
Skill to: Operate modern office equipment including computer with word processing software, calculator, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.
Ability to: Understand and operate efficiently within the parameters of the legal system; take accurate notes at meetings; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside agencies, and the general public; make decisions in stressful situations; understand and follow oral and written instructions; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of legal training courses or trial management experience and at least two years of experience in a related position;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Certified Legal Assistant preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COURT REPORTER

Class No.	1105	**EEOC Category**	Administrative Support
Pay Group	119	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Records and accurately transcribes all court proceedings.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Judge of the appropriate court.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with the District and County Clerks' offices and all parties involved in trying a case, including attorneys, witnesses, jury members, defendants, prosecutors, and spectators.

EXAMPLES OF WORK

Essential Duties*

- Attends all sessions of the assigned court and makes a full record of evidence, objections, rulings, voir dire, and arguments; takes full shorthand notes (by hand or by machine) of oral testimony, objections, court rulings, and remarks as required;
- Preserves all shorthand or machine notes taken in court for three years from the date taken; prepares accurate transcripts of court proceedings for appeals or future court use as instructed;
- Marks and files with the court all exhibits introduced into evidence during trials or hearings; indexes and files notes taken in court; prepares jury charges in civil cases;
- Locates and reads testimony adduced in court for court or jury assistance; conducts the deposition of witnesses; receives, executes, and returns commissions; and makes a certificate of the proceedings;
- Maintains current knowledge of Texas law and proper court procedure; applies correct English punctuation, spelling, and vocabulary including legal and medical terminology.

Other Important Duties*

- May perform secretarial services assisting in the administrative functions of the court;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Shorthand theory by hand or machine.

Ability to: Meet standards established for certification as a Certified Shorthand Reporter by the Supreme Court of Texas (180–225 words per minute, scoring at least 95% accuracy); demonstrate general knowledge of Texas law and proper court procedure; apply correct English punctuation, spelling, and vocabulary including legal and medical terminology; establish and maintain effective working relationships with court clerk offices and all parties involved in cases; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus graduation from court reporting school and experience sufficient to permit certification as a Certified Shorthand Reporter by the Supreme Court of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (VCTA, Government Code, Sec. 52.023).

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: COURT RECORDER

Class No.	1106	**EEOC Category**	Administrative Support
Pay Group	Unclassified	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Maintains an accurate audio record of all court proceedings using professional multi-channel digital recording systems in accordance with Texas Rules of Appellate Procedure.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Judge of the appropriate court.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with the District and County Clerks' offices and all parties involved in cases, including witnesses, attorneys, jury members, defendants, prosecutors, and spectators.

EXAMPLES OF WORK

Essential Duties*

- Captures audio of legal proceedings using professional multi-channel digital recording systems, mixers, and microphones while simultaneously making detailed, legible, synced notes pursuant to Texas Rules of Appellate Procedure 13.1 and 13.2;
- Assigns separate, discrete sound channels to case participants to avoid voice overlap; monitors and adjusts mixer and recording levels to ensure a clear record throughout proceedings;
- Maintains an accurate record of all trial proceedings and hearings; compiles trial and hearing worksheets; performs as liaison for all requested hearing transcripts;
- Coordinates deadlines for all appellate records;
- Reconciles daily court activity and decisions; takes notes in proceedings and creates log notes of speaker identification and key words; logs and files all exhibits with the Clerk of Court;
- Maintains records according to retention guidelines; assists with docket management, generating DWOP reports, delinquent reports, and assisting staff and attorneys.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Computer software and technology, its maintenance and operation; multi-channel digital court recording software and equipment; case citation verification and specialized terminology (medical, legal, technical).

Ability to: Develop expertise in multi-channel digital court recording systems; maintain professionalism in proceedings containing graphic or emotional case details; maintain concentration throughout proceedings; organize, keep track of, and manage trial and hearing exhibits; demonstrate good interpersonal and communication skills and excellent organizational skills.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's degree or equivalent job experience in this field.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CHIEF INVESTIGATOR

Class No.	1113	**EEOC Category**	Protective Service Workers
Pay Group	219	**FLSA Status**	Exempt

SUMMARY OF POSITION

Supervises and conducts investigations and provides support for the trial of criminal cases in the District Attorney's Office. Provides evaluation and analysis of investigative work completed by law enforcement agencies. Acts as liaison between the District Attorney's Office and all law enforcement agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected or appointed official in the department.
2. Directs: Other Investigators.
3. Other: Has contact with other departmental employees, the general public, attorneys, and law enforcement officials. May have contact with other county departments, public schools, and local, state, out-of-state, and/or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Reviews all cases referred to the office (misdemeanor and felony); requests prior judgments and penitentiary packets; requests additional information needed to ensure cases are ready for prosecution; reviews cases post-indictment to ensure they are trial-ready;
- Conducts follow-up interviews with witnesses, victims, and law enforcement; interviews suspects when necessary; locates and interviews persons deemed relevant to cases; assists with victim assistance in court;
- Prepares and presents courtroom and trial materials; manages and organizes witnesses for trial testimony; prepares all necessary exhibits for trial; manages all courtroom electronic equipment used in court and trial; testifies in court when necessary; aid in vetting process for every Voir Dire
- Acts as liaison between the District Attorney’s Office and all law enforcement agencies; assists local law enforcement agencies with criminal investigations when requested; assists in preparation and execution of arrest and search warrants; obtains and subpoenas evidence and records; subpoena all witnesses for trial testimony; serves citations and subpoenas;
- Supervises other investigators; attends autopsies and forensic interviews when necessary; accompanies victims to hospitals for statements; attends multi-disciplinary team meetings; accompanies and conducts sex offender compliance checks.

Other Important Duties*

- Attend and maintain all training requirements for TCOLE licensing;
- Assists with department vehicle maintenance requirements;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Working knowledge of spreadsheet, word processing, and database software; TCIC/NCIC databases; law enforcement procedures and criminal investigations.

Ability to: Complete projects and tasks in a timely and accurate manner; communicate effectively both orally and in writing; demonstrate good interpersonal skills and the ability to deal effectively with the public and victims of crime and their families.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus eight years of law enforcement experience with a minimum of five years of investigative experience, including at least two years of office management experience with supervisory responsibilities.

CERTIFICATES AND LICENSES REQUIRED

Must be licensed as a Texas Peace Officer. Advanced TCOLE Certification preferred but not required. Must possess or be willing to obtain a TCOLE Instructor's License.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: SENIOR TRIAL ASSOCIATE

Class No.	1117	**EEOC Category**	Professional
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Assists division attorneys in the completion of their daily responsibilities and preparation of cases for trial. Participates in planning of programs, policies, and objectives of the work group and department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Elected or appointed official in department.
2. Directs: Subordinate departmental staff.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials.

EXAMPLES OF WORK

Essential Duties*

- Gathers and reviews legal and evidentiary material to ensure compliance with rules of evidence; ensures criminal discovery law compliance to ensure each accused is entitled to a fair and impartial trial and due process;
- Prepares delegated motion practice documents; prepares drafts of pretrial prosecution motions, post-trial motions, and responses to defense motions;
- Prepares trial exhibits, witness lists, exhibit lists, and trial briefs;
- Assists division attorneys in court hearings and trials; communicates with court personnel and defense attorneys regarding court settings and details of discovery, filings, pleadings, and motions;
- Reviews court orders for discovery considerations and prepares disclosure; reviews and edits computer database entries and electronic files associated with criminal cases.

Other Important Duties*

- Participates in activities and duties related to emergency management during a local state of disaster as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic Texas criminal laws, procedures, and evidence; working knowledge of legal terminology, legal office practices, and legal research, writing, and drafting skills.

Ability to: Draft legal documents; analyze and comprehend legal arguments from criminal pleadings and filings; demonstrate strong computer skills; communicate effectively verbally and in writing with the public, other employees, and elected officials.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's or Bachelor's degree in Criminal Justice, Paralegal Studies, or a related field.

CERTIFICATES AND LICENSES REQUIRED

Paralegal Program Certificate or comparable experience.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: LAW CLERK

Class No.	1120	**EEOC Category**	Professionals
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Assists supervising prosecutors in the District Attorney's Office with felony and misdemeanor cases. Provides support in trial preparation, legal research, hearings, briefs, and case review. This is a paid position intended to provide law students practical experience in county prosecution.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other departmental employees, law enforcement agencies, witnesses, court personnel, other governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Reviews felony cases to determine the legal and factual sufficiency of the case; advises law enforcement agencies on procedure, policy, and law;
- Litigates felony prosecutions, including handling pleas, arraignments, probation revocations, and other hearings as authorized; represents cases to the grand jury;
- Performs legal research necessary for felony criminal prosecution; writes appeals, briefs, and correspondence;
- Interviews and prepares witnesses for court hearings; communicates with county and district clerks, law enforcement agencies, attorneys, and the general public regarding cases before the court;
- Responds to correspondence from persons making inquiry to or requesting information from the department.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Code of Criminal Procedures; Texas Penal Code; and public law.
Skill to: Operate a computer to process and retrieve data and information.
Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

Applicants must be current law school students who have completed at least year one of law school. Students applying for school credit must be enrolled with a faculty advisor or externship program. Must be available for at least 20 hours per week.

CERTIFICATES AND LICENSES REQUIRED

None. (Current enrollment in accredited law school required.)

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: CRIMINAL DISTRICT ATTORNEY

Class No.	1121	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

The District Attorney is primarily an attorney for the state who prosecutes felony cases in the District Courts. Performs management and oversight functions and works to improve the criminal justice system. In Polk County, the District Attorney's Office is also responsible for prosecution of misdemeanor cases in the County Court-at-Law and Justice of the Peace Courts.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: First Assistant District Attorney, Chief Prosecutor, assistant attorneys, investigators, and support staff.
3. Other: Has contact with all law enforcement agencies, courts, county departments, civic organizations, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans for the future services and budgetary needs of the department; manages the personnel, equipment, facilities, and finances of the department; ensures the planning, development, and implementation of office policy and procedures;
- Litigates felony and misdemeanor criminal cases in the county; reviews and evaluates witness statements, case reports, and financial documents; conducts legal research; determines whether to accept or decline prosecution based upon the evidence presented; monitors the progress and disposition of individual cases to ensure statutory deadline requirements are met;
- Prepares and submits appellate briefs in a timely manner; presents oral arguments before appellate courts; acts as legal advisor to outside law enforcement agencies; makes presentations to the grand jury as needed;
- Maintains liaison with Commissioners Court and other public and private agencies related to the criminal justice system; maintains close coordination with law enforcement and the courts;
- Interviews complainants and witnesses; drafts search and arrest warrants, charging instruments, trial and pretrial motions, and jury charges; maintains and supervises maintenance of case files, statistics, and evidence;
- Performs other duties specified by law.

QUALIFICATION REQUIREMENTS

A candidate for District Attorney must be a qualified voter and licensed attorney, must be a citizen of the United States, have lived in the State of Texas for a period of twelve

months before the date of any primary, general, or special election, and have lived for six months before such election in Polk County.

TERM OF OFFICE

The District Attorney is elected from a judicial district for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY

Class No.	1122	**EEOC Category**	Professionals
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Screens misdemeanor and juvenile cases for legal sufficiency of charges; prepares cases for prosecution and/or court hearings; and presents and/or prosecutes cases in the county court-at-law, juvenile court, justice of the peace courts, and/or district court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Prosecutor – Misdemeanors and Juveniles.
2. Directs: Does not supervise other employees but may assign and review work of investigator and secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Screens and reviews cases to determine the legal and factual sufficiency of the case; conducts investigations and negotiations to determine recommendations for court action;
- Performs legal research necessary for felony or misdemeanor criminal prosecutions; prepares cases for trial and researches and briefs areas of the law related to cases and potential appeals;
- Prepares legal documents including subpoenas, motions, writs, warrants, and other related instruments; confers with supervisors, defense attorneys, investigators, law enforcement officials, victims, witnesses, and other parties concerning assigned cases;
- Litigates misdemeanor and juvenile cases before appropriate court and/or jury; assesses the need for protective orders; writes appellate briefs and argues cases before appellate courts;
- Interviews and prepares witnesses for court hearings; responds to correspondence; compiles statistical reports; may assume responsibilities of Chief Prosecutor in their absence.

Other Important Duties*

- May act as attorney advocate in juvenile, CPS, or state mental commitment hearings;
- Assists clerical and legal secretarial staff as needed; may supervise clerical or secretarial staff on the processing of an assigned case; confers with para-legal

regarding assigned cases; compiles statistical reports, utilizing a computer to process, retrieve and disseminate information;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Family Code; Texas Code of Criminal Procedures; Texas Penal Code; and public law.
Skill to: Operate a computer to process and retrieve data and information.
Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing including presenting cases before courts and juries.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CRIMINAL INVESTIGATOR

Class No.	1123	**EEOC Category**	Protective Service Workers
Pay Group	217	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Conducts criminal investigations with primary emphasis on felony cases and performs a variety of law enforcement functions for the District Attorney's Office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other departmental employees, law enforcement agencies, prisoners, witnesses, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts all aspects of criminal investigations, primarily involving felony cases but occasionally misdemeanor or civil cases as required; conducts pretrial crime scene investigations;
- Collects evidence for use at trial; locates physical evidence; handles and preserves chain of custody of evidence;
- Locates prosecution witnesses; conducts background investigations of suspects and witnesses; obtains criminal histories; obtains statements from witnesses and suspects;
- Receives subpoenas for and issues copies of civil case records; serves as custodian of these records; serves subpoenas; transports evidence and prisoners as needed;
- Works closely with law enforcement agencies in conducting criminal investigations; assists others within and outside the department on special cases.

Other Important Duties*

- May assist in selecting of jurors;
- May review certain cases to determine if restitution should be substituted for prosecution;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Law enforcement administration; criminal and civil law; investigation and crime prevention methods and techniques; rules of evidence; laws governing custody of persons; general business practices; and personal computers.

Ability to: Communicate effectively both orally and in writing including good interviewing techniques; draft complaints and search warrants; operate cameras and video equipment; establish and maintain effective working relationships with county employees, officials, attorneys, court personnel, law enforcement agencies, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, training in basic criminal investigation, and two years of experience as a law enforcement officer;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Peace Officer from the Texas Commission on Law Enforcement Officer Standards and Education.

PHYSICAL REQUIREMENTS*

- Ability to stand, walk, run, kneel, crouch, and climb as required during field operations;
- Ability to pursue, restrain, and control individuals when necessary;
- Sufficient strength and stamina to perform physically demanding tasks, including lifting and carrying up to 50 pounds;
- Visual and auditory acuity sufficient to operate a firearm safely and observe field conditions;
- Ability to operate a motor vehicle and department-issued equipment for extended periods;
- Ability to work irregular hours, rotating shifts, nights, weekends, and on-call as required;
- Ability to tolerate high-stress situations and respond calmly and effectively.

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Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY – FELONY PROSECUTOR

Class No.	1124	**EEOC Category**	Professionals
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Screens felony cases for legal sufficiency; prepares cases for prosecution and court hearings; and presents and/or prosecutes cases in district court. Responsible for case intake, grand jury, plea negotiations, trials, and appeals. Provides regular advice to law enforcement and has daily interaction with the Community Supervision Department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: First Assistant Criminal District Attorney.
2. Directs: Does not supervise other employees but may assign and review work of investigator and secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Screens and reviews cases to determine the legal and factual sufficiency of the case; conducts investigations and negotiations to determine recommendations for court action;
- Performs legal research necessary for felony criminal prosecutions; prepares cases for trial and researches and briefs areas of the law related to cases and potential appeals;
- Prepares legal documents including subpoenas, motions, writs, warrants, and other related instruments; confers with supervisors, defense attorneys, investigators, law enforcement officials, victims, witnesses, and other parties concerning assigned cases;
- Litigates felony cases before appropriate court and/or jury; writes appellate briefs and argues cases before appellate courts; interviews and prepares witnesses for court hearings;
- Prosecutes cases or assists in the prosecution of cases in District Court;
- Assesses the need for protective orders; responds to correspondence; compiles statistical reports; advises law enforcement agencies on procedure, policy, and law.

Other Important Duties*

- Assists clerical and legal secretarial staff as needed; may supervise clerical or secretarial staff on the processing of an assigned case; confers with para-legal regarding assigned cases;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Penal Code; Texas Code of Criminal Procedures; and public law.
Skill to: Operate a computer to process and retrieve data and information.
Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: ASSISTANT VICTIM ASSISTANCE COORDINATOR

Class No.	1125	**EEOC Category**	Administrative Support
Pay Group	109	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures that victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely as victim liaison with law enforcement agencies, prosecuting attorneys, and the judiciary in carrying out that duty.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Victim Assistance Coordinator or designated staff.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Establishes an immediate relationship with crime victims; informs them of their rights and refers them for counseling and/or assistance with shelter, food, clothing, or immediate needs;
- Notifies victims of violent crimes of court proceedings, the criminal justice system process, guilty plea negotiations, and restitution; informs victims of the Crime Victims Compensation Act and assists in preparing benefit applications;
- Provides and assists victims with a Victim Impact Statement, ensuring a copy gets back to the court; provides victims of domestic violence with Family Violence Protective Order information and assists with the application;
- Refers victims to available social service agencies for additional services; accompanies victims and/or family to court, law enforcement, or hospitals when requested; provides safeguards to minimize victim contact with the offender;
- Compiles data and reports tracking crime victim services; performs general filing, telephone answering, and office duties.

Other Important Duties*

- Makes presentations concerning Crime Victim Rights Awareness to local agencies, church groups, and civic clubs;
- Assists with educating individuals and children about therapy options and providing related information;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.
Skill to: Operate a computer to process and retrieve data and information.
Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Bilingual preferred.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: LEGAL SECRETARY

Class No.	1126	**EEOC Category**	Administrative Support
Pay Group	110	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Provides general secretarial assistance with legal and other documents for a specified departmental supervisor. May serve as Crime Victim's Advocate/Coordinator.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position, but may assign work to other employees.
3. Other: May serve as Crime Victim's Advocate/Coordinator.

EXAMPLES OF WORK

Essential Duties*

- Receives, logs, and files necessary legal documents and reports in the adjudication and disposition of cases or in connection with business transactions of the county; maintains case dockets and accurate filing systems for assigned cases;
- Types a variety of documents including letters, statements, memos, reports, and legal forms; transcribes legal and other technical dictation; prepares agendas and schedules;
- Receives and logs money and is accountable for daily receipts; provides Notary Public services;
- Responds to inquiries from law enforcement agencies and the general public regarding case status; performs receptionist duties including answering the phone, greeting the public, and providing information about the department's or division's functions and procedures;
- Conducts research to aid in locating witnesses; maintains various records and statistics for reporting purposes; prepares and submits required reports.

Other Important Duties*

- May be responsible for maintaining an adequate inventory of office supplies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal, courtroom, and county procedures.
Skill to: Operate office equipment including computer, word processor, calculator, dictation/transcribing equipment, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.
Ability to: Take sufficiently accurate notes at meetings; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside law enforcement agencies, and the general public;

understand and follow oral and written instructions; make decisions in stressful situations; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of secretarial experience involving the use of legal terminology;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Paralegal certification preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: TRIAL ASSOCIATE

Class No.	1127	**EEOC Category**	Professional
Pay Group	110	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Provides legal assistance with legal and other documents for a specified departmental supervisor. Supports division attorneys in case preparation and trial assistance functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Senior Trial Associate or other designated supervisor in the department or unit.
2. Directs: This is a non-supervisory position, but may assign work to other employees.

EXAMPLES OF WORK

Essential Duties*

- Receives, logs, and files necessary legal documents and reports in the adjudication and disposition of cases or in connection with business transactions of the county; maintains accurate filing systems for assigned cases; maintains case dockets;
- Types a variety of documents including letters, statements, memos, reports, and legal forms; transcribes legal and other technical dictation; prepares agendas and schedules;
- Ensures compliance with rules of evidence; provides any legal trial assistance as identified by prosecutors for individual cases; conducts research to aid in locating witnesses;
- Receives and logs money and is accountable for daily receipts; provides Notary Public services;
- Maintains various records and statistics for reporting purposes; prepares and submits reports; responds to inquiries from law enforcement agencies regarding case status.

Other Important Duties*

- Receives, sorts and distributes incoming mail; stuffs, seals and posts outgoing mail;
- May be responsible for maintaining an adequate inventory of office supplies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Legal, courtroom, and county procedures.
Skill to: Operate office equipment including computer, word processor, calculator, dictation/transcribing equipment, and copy machine; demonstrate keyboarding proficiency with a high degree of accuracy.
Ability to: Take sufficiently accurate notes at meetings; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with county departments, outside law enforcement agencies, and the general public;

understand and follow oral and written instructions; make decisions in stressful situations; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and one year of secretarial experience involving the use of legal terminology;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public. Paralegal certification preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: FIRST ASSISTANT DISTRICT ATTORNEY

Class No.	1128	**EEOC Category**	Professionals
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Reviews felony cases; prepares cases for prosecution and/or court hearings for which the District Attorney's Office has responsibility; and presents and/or prosecutes cases for the grand jury and/or district court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Criminal District Attorney.
2. Directs: Does not supervise other employees but may assign and review work of investigator and secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Reviews felony cases to determine the legal and factual sufficiency of the case; litigates felony prosecutions including handling pleas, arraignments, probation revocations, and other hearings; represents cases to the grand jury;
- Advises law enforcement agencies on procedure, policy, and law;
- Performs legal research necessary for felony criminal prosecution; writes appeals, briefs, and correspondence;
- Interviews and prepares witnesses for court hearings; communicates with clerks, law enforcement, attorneys, and the public regarding cases before the court;
- Responds to correspondence from persons making inquiry to or requesting information from the department.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Code of Criminal Procedures; Texas Penal Code; and public law.
Skill to: Operate a computer to process and retrieve data and information.
Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school plus two years of litigation experience.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: CHIEF PROSECUTOR

Class No.	1129	**EEOC Category**	Professionals
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Reviews misdemeanor and juvenile cases; prepares cases for prosecution and/or court hearings; and presents and/or prosecutes cases in the county court-at-law, juvenile court, justice of the peace courts, and/or district court. Supervises assigned assistant attorneys and support staff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Criminal District Attorney.
2. Directs: Assistant Criminal District Attorneys and secretaries and investigators assigned to the misdemeanor and juvenile division.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Supervises assigned personnel including assigning and reviewing work, completing performance reviews, and making recommendations for personnel actions;
- Reviews misdemeanor and juvenile case files to determine the legal and factual sufficiency of the case; attends meetings with juvenile probation to review cases on the docket; negotiates pleas and sets cases for trial or motion settings;
- Litigates misdemeanor and juvenile cases before appropriate court and/or jury; prosecutes cases in justice of the peace courts, county courts-at-law, juvenile court, and district court;
- Reviews cases for Texas Department of Family and Protective Services (CPS); represents CPS at trials and hearings; interviews protective order applicants and attends protective order hearings;
- Assists with budget preparation; writes grant applications; signs restitution checks and reviews restitution account information; responds to correspondence.

Other Important Duties*

- Purchases department equipment and supplies;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Supervisory management; judicial principles; criminal law principles; Texas Family Code; Texas Code of Criminal Procedures; Texas Rules of Civil Procedure; Texas Penal Code; and public law.

Skill to: Operate a computer to process and retrieve data and information.

Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school plus five years of litigation experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: VICTIM ASSISTANCE COORDINATOR

Class No.	1130	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Ensures that victims of violent crimes, guardians of victims, or close relatives of deceased victims are afforded the rights granted by Article 56.02 of the Code of Criminal Procedure. Works closely with law enforcement agencies, prosecuting attorneys, and the judiciary. Supervises victim assistance staff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Attorney.
2. Directs: Supervises victim assistance staff
3. Other: Has regular contact with other departmental employees, employees of outside agencies, representatives of the legal profession, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Serves as victim liaison with law enforcement agencies; notifies victims of violent crimes of court proceedings, the criminal justice system process, guilty plea negotiations, and restitution;
- Informs victims of the Crime Victims Compensation Act; assists in preparing benefit applications; provides and assists victims with a Victim Impact Statement;
- Refers victims to available social service agencies for additional services; provides victims of domestic violence with Family Violence Protective Order information and assists with the application;
- Accompanies victim or relatives to law enforcement, hospital, and court proceedings when requested; supervises victim assistance staff and coordinates case tracking and reporting;
- Makes presentations concerning Crime Victim Rights Awareness to local agencies, church groups, and civic clubs; compiles data and reports tracking crime victim services; performs general office duties.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Code of Criminal Procedure; general information concerning benefits available to crime victims.
Skill to: Operate a computer to process and retrieve data and information.
Ability to: Communicate well with citizens in a direct but polite manner; establish and maintain effective working relationships with county employees; organize large volumes of work in a timely manner; demonstrate good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Bilingual preferred.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Valid Texas Driver's License.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: DISTRICT CLERK

Class No.	1131	**EEOC Category**	Executive/Senior Level Official and Manager
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

Serves as clerical support for the County Court-at-Law and State District Courts. Specific statutory responsibilities include administrative, recordkeeping, finance, and related functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Staff as authorized by Commissioners Court.
3. Other: Has contact with attorneys, court personnel, law enforcement agencies, state agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Appoints and supervises staff necessary to carry out statutory functions in accordance with the budget authorized by commissioners court; plans for future services and budgetary needs; manages personnel, equipment, facilities, and finances of the department;
- Maintains files for all acts and proceedings of the District Court; organizes, facilitates, and tracks criminal and civil case dockets; sets docket and notifies all parties for judges;
- Reconstitutes jury wheels; participates in selecting names from the jury wheel; certifies jury lists; swears in jurors; impounds grand juries; receives indictments; and empanels Petit Juries;
- Issues and tracks citations, subpoenas, and writs; administers oaths and affirmations;
- Collects child support payments, notifies employers of wage garnishments, and makes required child support reports;
- Maintains records associated with a court registry; maintains working relationships with state boards and organizations; serves as a member on local councils of government; serves as Court Administrator.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- May take the depositions of witnesses;
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States and have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election, and have lived in Polk County for six months before such election. Must be bonded.
Texas district clerks must complete 20 hours of continuing education each calendar year following their initial election or appointment. In their first year of taking office, they must complete these hours before their first anniversary, which must include 1 hour of instruction specifically on impaneling petit and grand juries

TERM OF OFFICE

The District Clerk is elected for a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY – CIVIL

Class No.	1132	**EEOC Category**	Professionals
Pay Group	Unclassified	**FLSA Status**	Exempt

SUMMARY OF POSITION

Requires a thorough knowledge of civil law and court procedures. Responsible for handling bond forfeitures, asset forfeitures, county government inquiries, civil law cases and/or litigation matters, and all related matters. Also provides support to Commissioners' Court on legal matters.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Prosecutor.
2. Directs: Does not supervise other employees but may assign and review work of secretary.
3. Other: Works closely with other departmental employees, county departments, law enforcement agencies, court personnel, governmental and social service agencies, outside attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Handles bond forfeitures: attends hearings, negotiates and settles forfeitures with bondsmen, conducts legal research, and updates bond forfeiture procedures as needed; provide assistance to other county prosecutors on the Texas Bond Forfeiture group;
- Handles asset forfeitures: interacts with law enforcement agencies regarding forfeiture proceedings; drafts pleadings, discovery, and motions; conducts legal research; and conducts asset forfeiture hearings and trials;
- Handles Public Information Act matters: oversees the Public Information Act division and prepares legal briefs to the Texas Attorney General’s Office regarding public information requests; supervises assigned paralegal;
- Provides legal support to Commissioners' Court: conducts research and drafts legal memoranda, orders, and other documents; prepares backup Assistant District Attorney functions as necessary for Commissioners' Court agenda items;
- Drafts contracts, memoranda of understanding, interlocal agreements, policies, procedures, and other legal documents as required; performs any task needed for the office to function in an efficient and professional manner as directed.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Judicial principles; criminal law principles; Texas Code of Civil Procedure; Texas Code of Criminal Procedures; Texas Penal Code; and public law.
Skill to: Operate a computer to process and retrieve data and information.
Ability to: Develop research methods and perform legal research; consult knowledgeably with victims, witnesses, law enforcement, and defendants; analyze facts, procedures, and legal precedent; present facts effectively in court and in writing; establish and maintain effective working relationships with county employees, officials, court personnel, and attorneys; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. or L.L.B. degree from an accredited law school;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License from the Texas State Bar to practice law in the State of Texas.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: JUSTICE OF THE PEACE

Class No.	1141	**EEOC Category**	Executive/Senior Level Officials and Managers
Pay Group	Unclassified	**FLSA Status**	Not Covered

SUMMARY OF POSITION

Serves as the presiding judge of the justice court and small claims court with exclusive jurisdiction in all Class C criminal misdemeanor cases and in civil cases within limits established by law. Also acts as Magistrate.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The citizens of Polk County (elected position).
2. Directs: Staff as authorized by Commissioners Court.
3. Other: Has contact with attorneys, court personnel, law enforcement agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Hires, supervises, and evaluates office staff in accordance with budget authorized by commissioners court; plans for the future services and budgetary needs of the department; manages personnel, equipment, facilities, and finances assigned to the department;
- Presides over justice and small claims court in civil suits within the monetary limits established by law; presides over eviction suits; resolves Class C criminal misdemeanor cases through trial, plea, or dismissal; conducts examining trials in felony cases to determine if probable cause exists to bind defendant over for grand jury;
- Issues search and arrest warrants on Class C misdemeanors; issues civil processes and writs; conducts marriage ceremonies and serves as ex officio notary public;
- Performs magistrate duties: reviews affidavits requesting warrants on Class A and B misdemeanors and felonies, determines probable cause, and issues appropriate warrants; interviews persons seeking mental health or alcoholism commitments and processes commitment papers as appropriate;
- Conducts inquests, both formal and informal, on a 24-hour basis;
- Presides over hearings pertaining to suspension of drivers' licenses;
- Collects fees and maintains records of all financial transactions of the office.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development.

QUALIFICATION REQUIREMENTS

Each candidate must be a qualified voter and resident of the precinct, a citizen of the United States, have lived in the State of Texas for a period of six months before any primary, general, or special election, and have lived in Polk County and the precinct for at least six months before such election. Must maintain statutorily required annual education credits after election.

Texas Justices of the Peace are required to complete an 80-hour new judge training course during their first year in office. Afterward, they must complete 20 hours of continuing education each academic year, which must include 10 hours of in-person training and 10 hours covering civil topics.

TERM OF OFFICE

Each Justice of the Peace is elected to a four-year term.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: JP CHIEF COURT CLERK

Class No.	1145	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Assists the Justice of the Peace by completing all required legal paperwork, managing the office, prioritizing all activity in the office and court, and assisting the public in filing cases. Acts as liaison between law enforcement, the District Attorney's Office, and the public.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Justice of the Peace.
2. Directs: May be required to supervise subordinate staff.
3. Other: Has regular contact with state and local government agencies, Constables' offices, attorneys, the Sheriff's Department, internal auditors, county treasurer and other county departments, public schools, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists the Justice of the Peace by completing all required legal paperwork; manages office operations and prioritizes all activity in the office and court; assumes duties as directed by the elected official in their absence;
- Types correspondence, reports, notices, forms, and other documents using word processing and database software; designs computer programming to fit office needs and program system; records, maintains, and compiles statistical, operational, and fiscal data; creates and maintains manual and or computerized files and records for the department;
- Reviews, validates, and processes documents requiring considerable knowledge and experience; issues certified copies, warrants, citations, writs, judgments, and payment agreements in accordance with departmental rules and regulations;
- Resolves problems arising with the public or other county departments; provides information to the public about department policies and procedures; prepares and mails responses to routine inquiries;
- Performs and oversees the performance of general clerical duties including filing, indexing, recording information, copying, and sorting and distributing mail; provides Notary Public services; runs TCIC/NCIC terminal to check criminal history and wanted status of defendants;
- Provides an accounting of cash balances daily; prepares cash and checks for deposit; prepares and issues receipts or other proof of transaction; delivers and deposits monies collected.

Other Important Duties*

- Responsible for answering the telephone and/or greeting visitors, taking messages, or assisting callers as needed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Courtroom procedures and associated clerical functions.
Skill to: Operate modern office equipment including computer, copy machine, fax, and scanner using word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.
Ability to: Apply legal terminology; use independent judgment regarding release of confidential information; establish and maintain effective working relationships with county employees, attorneys, judges, and the general public; remain calm and courteous in high-stress situations; establish appropriate priorities; and work independently.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of court clerk or law enforcement experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

State of Texas Court Clerk Certification and State of Texas Law Enforcement Crime Information Certification (TLETS) preferred. May be required to be a Notary Public.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting in a courtroom or office setting;
- Frequent use of hands and fingers for keyboarding and handling documents;
- Occasional standing, walking, and moving between office and courtroom environments;
- Visual and auditory acuity sufficient for extended reading, document review, and courtroom proceedings;
- Ability to communicate clearly and effectively in a formal setting;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PUBLIC RECORDS OFFICER

Class No.	1201	**EEOC Category**	Professionals
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Responsible for managing and responding to public information requests in accordance with the Texas Public Information Act (TPIA). Coordinates with county departments to ensure timely and accurate disclosure of public records, maintains records request logs, and ensures compliance with all applicable legal requirements.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court.
2. Directs: Subordinate departmental personnel.
3. Other: Works closely with the Civil Division Assistant District Attorney. Has daily contact with elected officials, county employees, department heads, legal professionals, vendors, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives, logs, and tracks all public information requests submitted to the county; coordinates with relevant departments to locate, compile, and review requested records;
- Ensures responses to public records requests are completed within the timeframes specified by the TPIA; prepares legal requests to the Texas Attorney General's Office as required;
- Reviews documents to determine applicability of exemptions; redacts confidential information as necessary; maintains an organized and current database of all public records requests and responses;
- Develops, implements, and maintains policies and procedures for processing public records requests; provides training and guidance to county staff on public records compliance;
- Stays informed about changes in public records laws and regulations; prepares reports on public records request activities for county leadership.

Other Important Duties*

- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Thorough understanding of the Texas Public Information Act and related regulations; strong organizational skills and attention to detail; excellent communication and interpersonal skills.

Ability to: Communicate effectively both orally and in writing; make sound judgments regarding appropriate response to difficult questions or situations; proofread for completeness, accuracy, and content; handle sensitive information with discretion and

maintain confidentiality; efficiently utilize records management systems and standard office software; work independently and manage multiple tasks simultaneously; establish and maintain effective working relationships with county employees, officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in Public Administration, Legal Studies, Information Management, or a related field preferred, plus a minimum of two years of experience in records management, legal compliance, or a related area;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: EMERGENCY SERVICES DIRECTOR

Class No.	1230	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	121	**FLSA Status**	Exempt

SUMMARY OF POSITION

Responsible for overseeing the Offices of Emergency Management, Fire Marshal, Environmental Enforcement, Permits, and 9-1-1 Addressing. Develops and implements policies, procedures, and programs to ensure community preparedness and response to emergencies and ensures compliance with regulations related to fire safety and environmental protection. This role requires excellent communication and leadership skills, as well as the ability to manage a team of professionals.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge.
2. Directs: Departmental staff and volunteer workers when necessary.
3. Other: Has frequent contact with all county departments, Commissioners Court, Fire Department, EMS, municipalities, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Advises and provides staff assistance to the County Judge and Commissioners Court on emergency matters; develops and implements emergency management plans for natural disasters, hazardous materials incidents, and other emergency situations;
- Oversees the Offices of Emergency Management, Fire Marshal, Environmental Enforcement, Permits, and 9-1-1 Addressing; ensures all divisions are operating effectively and in compliance with applicable laws and regulations, including environmental regulations and floodplain management;
- Provides leadership and direction to all emergency services personnel, including training, coaching, and mentoring; manages the departmental budget for emergency services programs;
- Develops and maintains relationships with community stakeholders, including elected officials, business leaders, and residents; represents Emergency Management in meetings, public forums and community events;
- Collaborates with other departments and agencies to coordinate emergency response efforts; develops and implements communication protocols and disaster recovery procedures.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- May be required to work in adverse weather conditions or lift and move heavy emergency equipment;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Civil preparedness policies and procedures; county operations; relevant laws and regulations related to emergency services, including Health & Safety statutes, Flood Plain Management, development and sewage facility permitting, and 9-1-1 addressing systems.
Skills: Demonstrated ability to develop and implement emergency services policies and procedures; strong analytical, problem-solving, leadership, and management skills.
Ability to: Work under pressure and handle multiple priorities; communicate effectively both orally and in writing with a variety of stakeholders; establish and maintain effective working relationships with county employees, civic groups, schools, other governmental agencies, and the general public; and continue training in civil preparedness throughout employment; lead and motivate a team of professionals.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in emergency management, public administration, or a related field;

or high school graduation, or its equivalent, and at least five years of experience in emergency services including emergency management, fire services, environmental enforcement, or related fields;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Satisfactory completion of Texas Department of Emergency Management Professional Development Series coursework preferred. Valid Texas Driver's License required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: EMERGENCY MANAGEMENT COORDINATOR

Class No.	1231	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Coordinates the emergency planning and general preparedness activities of the county; serves as liaison with the State Preparedness Organization; advises the County Judge on emergency matters; maintains the emergency plan; and oversees the County Employee Health, Safety, and Risk Management Program and the County 9-1-1 addressing and mapping department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge or Emergency Services Director.
2. Directs: Departmental staff and volunteer workers when necessary.
3. Other: Has frequent contact with all county departments, Commissioners Court, Fire Department, EMS, municipalities, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Advises and provides staff assistance to the County Judge and Commissioners Court on emergency matters; keeps the County Judge apprised of the county's current preparedness status and future needs;
- Coordinates the planning and general preparedness activities of county government; maintains and updates the emergency operations plan; monitors increased readiness actions when disaster threats occur;
- Acts as liaison for the county to the Texas Division of Emergency Management and other state preparedness organizations; maintains liaison with organized emergency volunteer groups and private agencies; coordinates and supervises volunteers during emergencies;
- Oversees the 9-1-1 Addressing, Mapping, and Flood Boundary functions; oversees any independent contracting for these services;
- Prepares and maintains civil preparedness resource inventory; analyzes training needs of county forces and arranges necessary training; disseminates informational materials to schools, the public, and department heads;
- Maintains current knowledge of civil preparedness policies, procedures, methods, and techniques through reading appropriate publications and materials and through attending training courses, seminars, and workshops.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental

programs and committees, providing sound input; seek self-improvement and continued professional development;
- Receives and maintains all county Health and Safety information, incident reports, and records;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Civil preparedness policies and procedures; county operations; current Health & Safety statutes and rules; state and local government orders relating to Health and Safety/Risk Management, Flood Plain Management, and 9-1-1 addressing systems.
Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, civic groups, schools, other governmental agencies, and the general public; and continue training in civil preparedness techniques throughout employment.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in emergency management, public administration, homeland security, or a related field, plus at least two years of experience in emergency management, public safety, or a closely related field;

or high school graduation, or its equivalent, plus at least five years of progressively responsible experience in emergency management, public safety, or a closely related field, at least two of which involved coordination with local governments or state/federal agencies;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Satisfactory completion of Texas Department of Emergency Management Professional Development Series coursework preferred. Valid Texas Driver’s License required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PERMIT/INSPECTION SUPERVISOR

Class No.	1232	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	115	**FLSA Status**	Exempt

SUMMARY OF POSITION

Oversees and performs activities necessary to ensure responsible and safe utilization of county resources, specifically relating to septic system procedures, flood boundary regulations, 9-1-1 mapping and addressing, and abatement of public nuisance violations. Supervises the Permit Coordinator.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Permit Coordinator.
3. Other: Has frequent contact with county citizens, state and local health departments and organizations, and other county offices.

EXAMPLES OF WORK

Essential Duties*

- Receives and reviews applications for permits (9-1-1 addressing, development, septic, etc.) and determines eligibility in accordance with Rural Addressing Guidelines, NFIP Flood Hazard Boundary regulations, and county sewage and floodplain ordinances;
- Enforces rules and regulations of the Health and Safety Code Chapter 366 and the Texas Water Code; performs soil evaluations; approves designs and performs inspections of residential and commercial sewage facility installations;
- Performs field duties required for mapping and addressing related to 9-1-1 systems; maintains records of all permit applications, correspondence, and actions;
- Responds to sewage complaints from the general public, TCEQ, and TDSHS; maintains current knowledge of state regulations and laws affecting local government administration of septic and floodplain regulations;
- Reviews and approves permit applications to ensure compliance with Polk County Subdivision Regulations, RV Park and Manufactured Home Rental Community Regulations; prepares and submits quarterly report of activities to Commissioners Court.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Attends pertinent educational seminars and maintains appropriate certifications;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Septic system installation, basic engineering, soil and water management, and floodplain management.

Ability to: Perform appropriate chemical testing; interact tactfully with the public and members of state and local organizations; understand, give, and follow oral and written instructions; create and maintain an organized system of filing; locate coordinates on a map; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in a related field plus one year of experience performing similar duties;

or high school graduation, or its equivalent, plus four years of experience performing similar duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Designated Representative License issued by Texas Commission on Environmental Quality (TCEQ). Appropriate Texas Driver's License. Registered Sanitarian certification preferred.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: DEPUTY EMERGENCY MANAGEMENT COORDINATOR

Class No.	1233	**EEOC Category**	Professionals
Pay Group	116	**FLSA Status**	Exempt

SUMMARY OF POSITION

Supports the Emergency Management Coordinator in the coordination of the Polk County Office of Emergency Management and inter-jurisdictional emergency management programs, including planning for emergency responses, coordinating services during emergencies, and maintaining ongoing relationships with responding agencies. Must be available 24/7 for disaster response. In the Coordinator's absence, serves in the capacity of Coordinator at the direction of the County Judge.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Emergency Management Coordinator.
2. Directs: Secretary or other assigned staff.
3. Other: Has frequent contact with all county departments, Commissioners Court, Fire Departments, EMS, municipalities, governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Assists with coordinating the organization and operation of the Polk County Office of Emergency Management and the Inter-jurisdictional Emergency Management Program; provides support to the Emergency Management Coordinator with any or all departmental duties and functions;
- Assists with coordinating responses to emergency events and processes for emergency and disaster declarations; provides technical support and works closely with local, state, and federal agencies to ensure a coordinated effort for the safety of citizens and property; works with EMC to plan, conduct and evaluate emergency drills and exercises as needed, including the training of Polk County personnel as it relates to emergency preparedness, disaster response/recovery, incident command, etc.;
- Assists in establishing and maintaining emergency preparedness programs encompassing all aspects of emergency management planning (mitigation, planning, preparedness, response, and recovery); assists in developing and maintaining policies and procedures for emergency response;
- Monitors hazards, emergency, and disaster situations affecting Polk County; may activate and assist in directing emergency management staff and other designated response staff during times of emergency operations;
- Assists with the development and management of the departmental work plan and budget; assists with Emergency Management-related grants and reimbursement programs; seeks additional grant funds for emergency planning programs.

Other Important Duties*

- Performs general administrative work in support of the department;
- Maintains emergency response equipment and technology to ensure it is updated and in good working order;
- Provides administrative and technical support to the Local Emergency Planning Committee; provides county input and assistance by serving on various committees with local, regional, state and federal entities and/or public agencies to ensure coordinated emergency response;
- Attends meetings, training courses, and conferences with and in the absence of the Emergency Management Coordinator;
- Develops and maintains databases/directories of emergency resources, contacts, and documents;
- May be required to work overtime and irregular hours;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Civil preparedness policies and procedures; county operations and geography; emergency management policies and procedures; budget and cost analysis principles.
Skills in: Organization; group and individual instruction; preparation of clear and precise administrative reports; and problem analysis.
Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, civic groups, schools, other governmental agencies, and the general public; continue training in civil preparedness throughout employment; operate word processing and spreadsheet software; manage multiple tasks and deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING

Associate's degree or higher from an accredited college or university with major coursework in emergency planning, public administration, fire service, public safety, or a related field plus at least three years of relevant work experience;

or high school graduation, or its equivalent, and at least one year of experience dealing with the public and local governments in an emergency management-related field;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Satisfactory completion of Texas Department of Emergency Management Professional Development Series coursework preferred or obtained within six months of employment. Valid Texas motor vehicle operator’s license required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat, cold and/or wet weather, is required;

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: PERMIT COORDINATOR

Class No.	1235	**EEOC Category**	Administrative Support
Pay Group	112	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs activities necessary to ensure responsible and safe utilization of county resources related to septic procedures, flood boundary regulations, 9-1-1 mapping and addressing, and public nuisance violations. Receives and processes permit applications, responds to public inquiries, and supports the Permit/Inspection Supervisor.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Permit/Inspection Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees in other county departments, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Answers questions related to permit requirements for Polk County; sells permits to citizens for the 9-1-1 addressing system, development and on-site septic systems, and commercial permits for the Fire Marshal;
- Establishes and maintains manual and/or computerized office files and records; maintains up-to-date knowledge of county regulations and policies affecting the department;
- Gathers information for and prepares various reports, letters, complaints, court filings, memos, and other documents as requested; prepares a variety of mail-outs (i.e., certified, bulk, express, etc.); prepares end-of-month reports for the Permit/Inspection Supervisor's review;
- Researches permit applications to ensure compliance with Polk County Subdivision Regulations, RV Park, Tiny Home Park, and Manufactured Home Rental Community Regulations; provides research findings to the Permit/Inspection Supervisor for final approval;
- Responds to routine inquiries about programs administered by the department; receives and is accountable for funds received for permits and fees.

Other Important Duties*

- Performs secretarial duties, including greeting the public, answering the phone, taking messages, and providing information;
- Maintains central files or a departmental library, including various records on departmental activities;
- May maintain inventory of supplies and equipment and notifies supervisor when they need to be reordered;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate modern office equipment including a computer using standard word processing software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least one year of secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public preferred. Designated Representative License issued by Texas Commission on Environmental Quality preferred or obtained within six months of employment. Valid Texas motor vehicle operator's license required.

PHYSICAL REQUIREMENTS*

- Ability to work in adverse weather conditions, including extreme heat and cold, is required;
- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: PROJECT LIAISON

Class No.	1236	**EEOC Category**	Administrative Support
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Identifies possibilities for grants related to county programs, gathers information, writes grant proposals, assists county departments in preparing submissions, and provides support and compliance monitoring throughout the grant period until expiration of grant funds.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assigned elected official or department head.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, engineers, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Identifies potential grant funds from federal, state, and intergovernmental agencies, foundations, and private organizations; attends professional workshops and maintains contact with peers to stay current on funding sources; meet with representatives of funding sources to learn the grantor's guidelines and requirements;
- Discusses county programs and needs with elected officials and department heads to determine the likelihood of a match with available grant opportunities; explains grant application processes and reporting requirements;
- Prepares and submits grant applications; meets with representatives of funding sources to understand grantor guidelines and requirements;
- Maintains a system of organized grant information, applications, and related files; monitors that grant guidelines adhere to all applicable codes and regulations;
- Inspects county grant projects; ensures environmental and compliance requirements are within the scope of grant guidelines; provides ongoing reporting as required.

Other Important Duties*

- May perform light bookkeeping related to grant activities;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate standard office equipment including a computer; proficiency in Microsoft Excel and internet research tools; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Establish and maintain effective working relationships with county employees, vendors, engineers, and the general public; perform mathematical computations; meet deadlines in a timely manner; understand and follow instructions; communicate effectively both orally and in writing; and manage grant compliance from beginning to end.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent; construction background helpful but not required;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: 9-1-1 ADDRESSING & GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

Class No.	1237	**EEOC Category**	Technicians
Pay Group	113	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Coordinates with organizations in the public and private sectors to establish the correct physical addresses of homes and businesses. Monitors, maintains, and seeks to improve the county's geospatial (GIS) data. Serves as the county's primary point of contact for ALI/GIS database maintenance issues.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Emergency Management Coordinator.
2. Directs: This is a non-supervisory position.
3. Other: Serves as the county's primary point of contact with telecommunications companies, USPS, database providers, elected officials, incorporated cities, and adjacent counties for all county-level ALI/GIS database maintenance issues.

EXAMPLES OF WORK

Essential Duties*

- Coordinates with USPS, telecommunications companies, incorporated cities, adjoining counties, elected officials, the general public, and DETCOG staff to resolve errors and issues in the GIS database and electronic map;
- Identifies and corrects addresses and other attribution or location errors in the structures and roads feature classes of the county 9-1-1 addressing geodatabase and GIS electronic map;
- Uses GPS and mapping tools to add, identify, confirm, and correct GIS data; communicates with county residents and organizations regarding physical addressing information and changes; maintains adequate documentation of all communications;
- Enters 9-1-1, development, and OSSF permits into the GIS database; electronically links documentation to address points to create a paperless record;
- Maintains and updates key map books, maps, and other geospatial data products; maintains adequate and timely documentation and records for quarterly reports.

Other Important Duties*

- Serves as TxDOT-county liaison for correcting errors and updating county road inventory through the TxDOT online mapping system;
- Serves as Census-county liaison for updating county boundary changes and residential address records;
- May work extended hours in the Emergency Operations Center during emergencies or disasters;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate standard office equipment and a computer; excellent oral and written communication skills; excellent interpersonal skills; self-motivated and able to work with limited supervision; proficiency in Microsoft Office; ability to use ESRI ArcGIS software, TxDOT online mapping, and Census TIGER files; ability to research, interpret, and apply federal, state, and local laws related to GIS and 9-1-1 addressing.

Ability to: Meet deadlines in a timely manner; understand and follow instructions; communicate effectively both orally and in writing; utilize a computer for extended periods; and demonstrate adequate visual and auditory acuity.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent; graduation from an accredited two-year college with major coursework involving GIS database use is beneficial but not required;

Experience in Geographic Information Systems, data analysis, or quality control preferred;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

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Job Description: VETERAN'S SERVICES OFFICER

Class No.	1241	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	115	**FLSA Status**	Exempt

SUMMARY OF POSITION

Assists applicants for Veterans Administration benefits or other veterans' benefits in completing and filing claims and follows through to ensure that all benefits to which veterans are entitled are received.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Social Services Director.
2. Directs: Subordinate Veterans' Services personnel.
3. Other: Has frequent contact with county residents, representatives of state, federal, and local veterans' service organizations, and other county employees.

EXAMPLES OF WORK

*Essential Duties**

- Provides information to persons calling or visiting in person regarding benefits available to veterans and their dependents or survivors through the Veterans Administration or other organizations; discusses circumstances with applicants to determine potential eligibility for benefits including educational assistance, vocational rehabilitation, aid to dependent children, apprenticeship, burial allowances, hospital commitments, insurance benefits, reemployment rights, pensions, loans, medals, and awards;
- Assists applicants in completing the appropriate forms and files them with the Veterans Administration or other appropriate agency for processing;
- Refers persons deemed ineligible for Veterans Administration benefits to other potentially helpful groups or organizations as applicable;
- Supervises and directs subordinate Veterans' Services personnel;
- Maintains current knowledge of laws and regulations regarding veteran benefits; attends required seminars sponsored by the Veterans Administration each year; and maintains appropriate certifications.

*Other Important Duties**

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Statutes, regulations, guidelines, and procedures relating to governmental assistance for veterans and their dependents and survivors; interviewing techniques; and veterans' programs.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with veterans, Veterans Administration officials and employees, representatives of veterans-related organizations, and the general public; work independently; attend required seminars; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least three years of progressively responsible experience, at least one of which was related to veterans' programs and involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification by Texas Veterans Commission.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: ASSISTANT VETERAN SERVICES OFFICER

Class No.	1242	**EEOC Category**	Administrative Support
Pay Group	113	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Performs detailed secretarial and support duties for the Veterans Services Officer. Exercises judgment regarding procedures and processes.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Veterans Services Officer.
2. Directs: May be required to supervise subordinate staff.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

EXAMPLES OF WORK

Essential Duties*

- Performs secretarial support services for the Veterans Services Officer; maintains sensitive and confidential client files;
- Assists clients with forms, including assembling documents, preparing forms, and mailing claims; responds to inquiries about departmental programs; may conduct client interviews to determine eligibility;
- Enters client data into database; maintains current knowledge of state rules and regulations regarding department-related laws and advises the public accordingly;
- Maintains schedules for supervisory staff including appointments, meetings, interviews, and training sessions; maintains up-to-date departmental calendar;
- Prepares purchasing forms and orders; maintains current inventory of supplies; establishes and maintains manual and computerized office files and records; performs receptionist duties;
- Create reports, memos, correspondence and other documents; develop and/or maintain forms, rosters, mailing lists, mailouts, manuals, grant applications, contracts, budgets, etc.

Other Important Duties*

- Proofreads and edits manuals, newsletters, brochures, fliers, technical reports, proclamations, contracts, correspondence, etc.;
- May open, log, and distribute incoming mail;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Professional office practices, equipment, and materials.

Skill to: Operate modern office equipment including a computer using standard word processing and spreadsheet software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply business English, spelling, punctuation, and arithmetic; communicate effectively both orally and in writing; establish and maintain effective working relationships with county employees, officials, other agencies, and the general public; understand oral and written instructions and apply sound judgment; interact effectively with persons of all ages and socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with at least two years of advanced secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Veterans County Service Officer through the Texas Veterans Commission. Certification as a Notary Public preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

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Job Description: VETERAN'S INTAKE SPECIALIST

Class No.	1243	**EEOC Category**	Administrative Support
Pay Group	107	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

This position is funded through the Texas Veterans Commission Funds for Veterans Assistance grant. Performs grant-related duties for the Veterans Services Officer, including client intake, eligibility screening, recordkeeping, and required grant reporting.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Veterans Services Officer.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, organizations, agencies outside county government, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Conducts client interviews to determine eligibility for veterans' assistance programs under the Texas Veterans Commission Funds for Veterans Assistance grant;
- Maintains sensitive and confidential client files; establishes and maintains manual and computerized office files and records;
- Responds to routine inquiries about grant-funded programs; performs all monthly and quarterly reimbursement requests and performance reports required by the grant;
- Gathers information and prepares various reports in standardized formats on program or project activities; uses a computer to prepare and maintain forms, rosters, mailing lists, reports, letters, memos, manuals, and contracts;
- Performs receptionist duties; receives, sorts, and distributes incoming and outgoing mail; prepares a variety of mail-outs; maintains up-to-date knowledge of regulations and policies affecting the grant.

Other Important Duties*

- May maintain central files or a departmental library;
- May maintain an inventory of supplies and equipment;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate modern office equipment including a computer using standard word processing software packages; demonstrate keyboarding proficiency with a high degree of accuracy.

Ability to: Apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with county departments, outside agencies, and the general public; understand and follow oral and written instructions and request clarification when needed; interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, with secretarial and computer coursework, plus at least one year of secretarial experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

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Job Description: AGING SERVICES DIRECTOR

Class No.	1261	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Develops and administers the county's senior centers and multiple aging services programs, including direct service delivery and management of contract services. Serves as liaison to all county offices, state and federal agencies, DETCOG, and the general public on county Aging Services matters.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Subordinate departmental personnel.
3. Other: Works closely with the County Judge and Commissioners, other county offices, federal, state, and local social service agencies, DETCOG, HHSC, the media, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Plans for and advises Commissioners' Court of future direct and indirect service and budgetary needs; manages the personnel, equipment, facilities, and finances of the department, including interviewing, hiring, training, evaluating, disciplining, and dismissing staff;
- Develops and implements managerial and monitoring systems to ensure compliance with applicable state and federal laws, contractual requirements, and Commissioners' Court directives; develops and recommends policies and guidelines for service delivery; maintains current awareness of laws, regulations, and events that could affect the level, quality, or cost of county Aging Services;
- Prepares and submits proposals for grant funding to enhance non-county subsidies of Aging Services activities; develops grant and contractual agreements with city, state, and federal funding entities on behalf of the county; establishes and maintains effective working relationships with representatives of other agencies, governmental entities, and funding sources on issues related to contracts and delivery of county Aging Services;
- Manages monthly billing; prepares and submits required reports for Commissioners' Court, DETCOG, and HHSC; manages daily correspondence with DETCOG and HHSC; prepares for and coordinates all county, DETCOG, and HHSC audits; summarizes and analyzes data concerning Aging Services activities and costs;
- Serves as site manager; coordinates with the dietician to establish nutritionally appropriate menus for all sites; prepares food menus; places food orders; ensures meals are properly prepared, packaged, and frozen as needed; coordinates health inspections at Aging Kitchen;

- Maintains client relationships and program integrity: contacts clients by telephone on a regular basis; ensures all client applications are updated annually; maintains organized client files; conducts or coordinates meal deliveries and redeliveries as needed.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Serves at senior centers as needed to maintain program operations;
- Researches and price-searches for best available costs on supplies and food purchases; prepares purchase orders for supplies;
- Maintains departmental vehicles; ensures routine maintenance is scheduled and completed;
- Prepares sign-in sheets and supporting paperwork for each senior center;
- Completes and submits departmental timesheets;
- Attends departmental, DETCOG, and other required meetings;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Management principles and practices; federal and state grant programs and compliance requirements; various budgeting techniques; aging services program delivery; food service operations and nutritional standards.

Ability to: Train, supervise, motivate, and evaluate staff; develop, analyze, and interpret policies and procedures; exercise sound judgment in administrative decisions involving staff and service activities; work with multiple public and private agencies and advisory groups; develop grants and contracts; review and manage complex budgets with multiple revenue sources; establish and maintain effective working relationships with county employees, officials, outside funding agencies, and the general public; and maintain appropriate certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in public administration, gerontology, health services administration, business administration, or a related field, plus three years of experience in program administration, human services, or a related field, at least two of which involved supervisory responsibility;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Manager's Food Handler Card. CPR Certification. HIPAA Training. Civil Rights Training. Valid Texas Driver's License. Licensure by the State of Texas as a Certified Social Worker desirable. Licensure as a Certified Social Worker – Advanced Clinical Practitioner (CSW-ACP) preferred.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

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Job Description: KITCHEN HELPER

Class No.	1266	**EEOC Category**	Service Workers
Pay Group	105	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Assists in assembling meals and food items in accordance with established requirements. Keeps kitchen area, equipment, and utensils clean and orderly. Assists with meal delivery and prep cooking duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Aging Services Director/Assistant Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other departmental employees and persons for whom the meals are prepared.

EXAMPLES OF WORK

Essential Duties*

- Appropriately packages food, drink items, and other materials for delivery to other senior citizen community centers and to individual homebound senior citizens, ensuring proper proportions and correct quantities;
- Acts as prep cook for frozen meals; assists in cooking and serving meals to senior citizens;
- Maintains kitchen area, equipment, and utensils in a safe, clean, and neat manner according to health regulations; assists in maintaining adequate inventory of food and staples; stocks and rotates products;
- Maintains organization at each assigned center; keeps clients and visitors safe; contacts emergency services as needed; makes reports and follows up on complaints or concerns;
- Washes dishes and utensils; cleans tables, floors, and kitchen equipment; assists in washing food before preparation; presents a clean personal appearance and washes hands frequently during food preparation and cleanup;
- Assists in cleaning facilities including bathrooms and proper disposal of garbage.

Other Important Duties*

- May deliver meals to other centers and homebound senior citizens;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: Follow oral and written instructions in counting, measuring, and packaging food items; establish and maintain effective working relationships with senior citizens and other county employees; and maintain a valid Texas driver's license applicable to job responsibilities and a good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Adequate educational training to read, write, and follow directions;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

- Appropriate Texas driver's license.
- Food Handlers Certificate
- CPR Certification
- HIPAA Training

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: AGING SERVICES WORKER

Class No.	1269	**EEOC Category**	Service Workers
Pay Group	107	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Assists in the day-to-day operation of the Aging Services centers, including maintaining records and files, preparing routine reports, and providing direct assistance to the elderly in a manner that best facilitates their needs.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Aging Services Director or Site Manager.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with other departmental employees at a senior center and with seniors who participate in the different programs.

EXAMPLES OF WORK

Essential Duties*

- Greets the public in person or by telephone; provides information on programs; responds to inquiries and refers more complex issues to the appropriate person; takes messages as appropriate;
- Assists in preparing, serving, packaging, and delivering meals to senior citizens who participate in the Aging Services program, including home delivery of frozen meals and congregate hot meals;
- Reviews, validates, and processes documents requiring basic knowledge and expertise in assigned area(s);
- Keeps records of temperatures for kitchen, freezers, and deliveries;
- Stocks and rotates products; performs inventory;
- Maintains records and files for assigned program areas; prepares routine statistical or numerical reports as directed;
- Provides direct assistance to elderly clients in a respectful, patient, and supportive manner; observes and reports any changes in client condition or need to the Site Manager or Director.

Other Important Duties*

- Keeps all areas clean inside and outside; keeps vehicles clean;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to: Operate a computer using standard word processing, data inquiry, or spreadsheet software packages as needed.

Ability to: Understand and interact effectively with elderly persons; establish and maintain effective working relationships with other county employees and senior citizens; establish and maintain simple records and files; and organize statistical or financial data for reports.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus two years of related experience working with the elderly;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

- Appropriate Texas driver's license or available alternate means of transportation.
- Employee Food Certificate as directed by the State of Texas.
- CPR Certification
- HIPAA Training

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing and walking, particularly in food service, care, or client-visit settings;
- Frequent bending, reaching, and lifting of up to 30 pounds;
- Visual and auditory acuity sufficient to monitor and communicate with elderly, disabled, or vulnerable populations;
- Ability to operate a motor vehicle and travel to multiple program sites as required;
- Ability to communicate clearly and compassionately with clients in person and by telephone;
- Ability to tolerate the physical and emotional demands of working with aging or vulnerable populations.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: SOCIAL SERVICES DIRECTOR

Class No.	1270	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	TBD	**FLSA Status**	Exempt

SUMMARY OF POSITION

Provides strategic leadership and administrative oversight for Polk County's human services functions, including the Indigent Health Care Program, Aging Services, and Veterans Services. Ensures coordinated, effective, and compliant delivery of services to vulnerable county residents across all three program areas. Reports directly to Commissioners' Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Indigent Health Care Director, Aging Services Director, and Veterans Services Officer.
3. Other: Has regular contact with the County Judge and Commissioners, DETCOG, HHSC, Texas Veterans Commission, other county departments, state and federal agencies, community partners, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Provides unified administrative oversight of the Indigent Health Care, Aging Services, and Veterans Services departments; ensures each program is adequately staffed, funded, and operating in compliance with applicable state and federal requirements; monitors program performance and reports to Commissioners' Court on service levels, outcomes, and emerging needs;
- Develops and presents a consolidated human services budget to Commissioners' Court; monitors expenditures across all three programs; identifies opportunities for operational efficiencies and shared resources without disrupting program-specific funding compliance requirements;
- Serves as the primary liaison between Commissioners' Court and the three human services departments; prepares reports, presentations, agenda items, and recommendations; represents the county at regional and state human services forums and interagency meetings;
- Coordinates cross-program service delivery to minimize duplication and ensure residents are connected to all available resources; facilitates referral pathways among the Indigent Health Care, Aging Services, and Veterans Services programs;
- Monitors compliance with all applicable grant requirements, funding agreements, and state and federal program standards across the three departments; supports audit preparation and coordinates responses to external monitoring visits.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;

- Pursues grant funding and partnership opportunities to expand or enhance county human services capacity;
- Attends Commissioners' Court and Department Head meetings as required;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Human services program administration; state and federal funding streams including HHSC, DETCOG, Texas Veterans Commission, and Medicaid; governmental budgeting and financial management; intergovernmental coordination; applicable federal and state laws and regulations governing human services programs.

Ability to: Lead, supervise, and motivate department directors and their staff; manage complex multi-program budgets with multiple funding sources; interpret and apply regulatory requirements across multiple program areas simultaneously; exercise sound administrative judgment; prepare and present clear and accurate reports and recommendations to elected officials; establish and maintain effective working relationships with county employees, officials, state and federal agency representatives, community partners, and the general public; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, social work, health administration, or a related field, plus at least five years of progressively responsible experience in human services program administration, at least two of which involved supervisory responsibility over programs or staff;

or bachelor's degree in public administration, social work, health administration, or a related field, plus at least seven years of progressively responsible experience in human services administration, at least three of which involved supervisory responsibility;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally;
- Ability to travel to multiple program sites and off-site meetings as required.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: INDIGENT HEALTH CARE DIRECTOR

Class No.	1271	**EEOC Category**	First/Mid Level Officials and Managers
Pay Group	117	**FLSA Status**	Exempt

SUMMARY OF POSITION

Responsible for all operational aspects of the Indigent Health Care Program, including leadership, staffing, organization, financial management, and coordination with community partners and agencies. Directs day-to-day operations and ensures compliance with the Texas Indigent Health Care statutes and all applicable state, federal, and county policies set forth by Commissioners' Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court.
2. Directs: Subordinate departmental personnel.
3. Other: Has regular contact with the County Judge and Commissioners, other county offices, the County Physician, hospital administration and staff, physicians and their offices, federal and state agencies, Medicaid and Medicare administrators, healthcare providers, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Prescreens and processes Indigent Health Care applications in accordance with the Texas Indigent Health Care Program (CIHCP), Chapter 61 of the Health and Safety Code; determines client eligibility; refers eligible clients to the County Physician for medical services;
- Under the direction of the County Physician, facilitates medical orders to specialized physicians or hospitals by preparing and processing pre-authorizations; assists staff with interpretation of ICD-10 diagnostic codes, CPT billing codes, referral processes, and documentation requirements to promote accuracy and compliance;
- Reviews all medical invoices to ensure the medical provider met filing deadlines and to confirm client eligibility at the time services were rendered; processes payable invoices in accordance with Medicaid standards; coordinates with medical providers, law offices, and insurance companies to ensure the county is payer of last resort; submits approved invoices to the County Auditor's Office for payment processing;
- Develops, implements, and maintains departmental policies and procedures in compliance with state, federal, and county requirements; ensures program effectiveness, accountability, and compliance with all applicable regulations; prepares for and participates in audits, inspections, and program reviews;
- Provides leadership and supervision to departmental staff; recruits, trains, evaluates, and supports personnel; ensures adequate staffing and organizational structure to meet program needs;

- Prepares and manages the proposed departmental budget; monitors expenditures, ensures fiscal responsibility, and approves eligible medical services and vendor payments according to established guidelines.

Other Important Duties*

- Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to the Commissioners Court; Actively participate in interdepartmental programs and committees, providing sound input; seek self-improvement and continued professional development;
- Coordinates services with other public agencies, healthcare providers, and community organizations; serves as liaison between Polk County and external partners; promotes awareness of available services and program eligibility;
- Maintains working knowledge of the Texas Cares Rx Program administered through HHSC and Integrated Prescription Management (IPM) and Patient Assistance Programs (PAPs) to ensure clients have access to appropriate prescription assistance resources;
- Maintains current knowledge of laws and legislative decisions relating to Indigent Health Care; maintains updated federal, state, and county policies; engages with the Texas Indigent Health Care Association (TIHCA) to remain aligned with statewide best practices and policy updates;
- Attends Commissioners' Court and Department Head meetings as directed;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Indigent Health Care Program operations, Chapter 61 statutes, and IHS software systems; Medicaid, Medicare, and self-pay billing and reimbursement processes; ICD-10 diagnostic codes and CPT billing codes; social service programs, healthcare systems, and community resources; governmental operations and regulatory compliance; principles of budget administration and fiscal management.

Ability to: Train, supervise, motivate, and evaluate staff; develop, analyze, and interpret policies and procedures as set forth by state, federal government, and Commissioners' Court; manage multiple priorities and meet deadlines; maintain accurate and confidential client records; prepare reports and supporting documentation for Commissioners' Court and regulatory agencies; establish and maintain effective working relationships with county employees, officials, healthcare providers, and outside agencies; communicate effectively both orally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus three to five years of experience in social services, healthcare administration, indigent health care, or a related field, at least one to two years of which involved supervisory or management responsibility;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. A background in medical administration, hospital or clinical services, or health services is preferred.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.

PHYSICAL REQUIREMENTS*

- Prolonged periods of sitting at a desk and working on a computer;
- Frequent use of hands and fingers for keyboarding, filing, and operating standard office equipment;
- Occasional standing, walking, bending, reaching, and stooping;
- Visual acuity sufficient for extended periods of screen-based work and review of printed documents;
- Ability to communicate clearly by phone and in person;
- Ability to lift and carry up to 25 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Job Description: MUSEUM CURATOR

Class No.	1282	**EEOC Category**	Professionals
Pay Group	114	**FLSA Status**	Non-exempt

SUMMARY OF POSITION

Responsible for the appropriate care and maintenance of each object within the Museum. Greets and assists visitors, accepts and documents new acquisitions and donations, completes and maintains reports, sets up new exhibits, writes periodic news articles, and serves as a resource for County historical information including, but not limited to, cemeteries, historical homes, buildings, other locations, and genealogy.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Polk County Historical Commission and the Commissioners Court.
2. Directs: May be required to supervise subordinate staff.
3. Other: Has contact with all active members of the Polk County Historical Commission, Commissioners Court members, the general public, and some county personnel.

EXAMPLES OF WORK

Essential Duties*

- Greets visitors courteously, conducts tours, and maintains the museum guest book;
- Creates, assembles, and maintains museum displays and exhibits; processes and archives new acquisitions following current archival standards;
- Implements and maintains digital archives, including scanning and preserving historic documents in a digital filing system;
- Prepares and presents monthly and annual reports to the Historical Commission and Commissioners Court; assists with the Annual Report to the State Historical Commission;
- Manages museum social media platforms; designs promotional brochures; conducts promotion and marketing to draw visitors;
- Works with groups and entities that promote preservation, history, and heritage tourism, including the Alabama-Coushatta Tribe of Texas, Heritage Societies, and Chambers of Commerce throughout the County;
- May be required to attend State Historical Commission and museum profession seminars and/or workshops; reviews publications concerning the museum profession;

Other Important Duties*

- Oversees the maintenance and upkeep of the museum building and grounds in cooperation with the County Maintenance Department;
- Works with schools and teachers on curriculum for students relating to Polk County history;
- Responds to inquiries pertaining to genealogy and assists researchers in the museum to understand County resources for study;

- Promotes the sale of Polk County History Books;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The identity of objects in the museum and how they relate to local history; working knowledge of Polk County history, preferred — including original settlers and founders of towns and communities; techniques of handling, preservation, and storage of the museum's documents and objects of art, following current archival standards; professional office practices, equipment, and materials.
Skill to: Operate modern office equipment, including a computer and current software.
Ability to: Meet the general public graciously; communicate effectively with others; adapt to new technology; assemble creative exhibits that represent local history, preserve the nostalgia of times past for citizens, inspire in young people an appreciation of history, and ultimately stimulate interest in the history of Polk County.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree, with museum-related course study;
or High school graduation, or its equivalent, plus two years of museum-related work experience;
or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL REQUIREMENTS*

- Prolonged periods of standing, walking, and moving throughout the museum;
- Frequent use of hands and fingers for handling, cataloging, and operating standard office equipment;
- Occasional lifting, bending, reaching, stooping, and climbing to access or position display items;
- Visual acuity sufficient for detailed examination of museum objects, documents, and screen-based work;
- Ability to communicate clearly in person and by phone;
- Ability to lift and carry up to 30 pounds occasionally.

**for the purpose of compliance with the Americans With Disabilities Act (ADA) This job description does not take into account potential reasonable accommodations.*

Polk County, TX

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT17520 - K26A21/K26R21

Adjustment Number	Budget Code	Description	Adjustment Date
K26A21	FY2026 General Budget	K26A21 BUDGET AMENDMENTS	7/14/2026

Summary Description: K26A21 BUDGET AMENDMENTS FOR COMMISSIONERS COURT APPROVAL

Account Number		Account Name	Adjustment Description	Before	Adjustment	After
010-2560-4500		VEHICLE REPAIRS-INSURANCE	INS CLAIM DAVALOS	24,090.17	10,185.41	34,275.58
July:	10,185.41					
010-342-4600		INSURANCE CLAIMS	INS CLAIM DAVALOS	-29,073.93	-10,185.41	-39,259.34
July:	-10,185.41					
020-340-2900		COURT FACILITY FEE	CERTIFY REVENUES CC@L TECHNOLOGY EXP	-2,057.00	-1,000.00	-3,057.00
July:	-1,000.00					
020-5600-4501		COURT FACILITY EXPENSES	CERTIFY REVENUES CC@L TECHNOLOGY EXP	2,057.00	1,000.00	3,057.00
July:	1,000.00					
021-6621-3370		SHOP MATERIALS/SUPPLIES	FROM 021 FUND BALANCE FOR DOORS	11,950.00	8,200.00	20,150.00
July:	8,200.00					

Adjustment Number	Budget Code	Description	Adjustment Date
K26R21	FY2026 General Budget	K26R21 BUDGET REVISIONS	7/14/2026

Summary Description: K26R21 BUDGET REVISIONS FOR COMMISSIONERS COURT APPROVAL

Account Number		Account Name	Adjustment Description	Before	Adjustment	After
010-1503-3560		CONTRACTS	K26R21 BUDGET REVISIONS	568,310.82	9,810.00	578,120.82
July:	9,810.00					
010-1503-5780		CAPITAL OUTLAY-REPAIR/REPL	K26R21 BUDGET REVISIONS	30,000.00	-9,810.00	20,190.00
July:	-9,810.00					
010-3694-3300		FURNISHED TRANSPORTATION	K26R21 BUDGET REVISIONS	4,350.00	-1,000.00	3,350.00
July:	-1,000.00					
010-3694-4560		SOFTWARE MAINTENANCE	K26R21 BUDGET REVISIONS	1,340.00	1,000.00	2,340.00
July:	1,000.00					
022-6622-3380		CULVERTS	K26R21 BUDGET REVISIONS	61,250.00	20,000.00	81,250.00
July:	20,000.00					
022-6622-4420		WATER	K26R21 BUDGET REVISIONS	1,000.00	400.00	1,400.00
July:	400.00					
022-6622-4560		PARTS & REPAIRS	K26R21 BUDGET REVISIONS	142,498.16	15,000.00	157,498.16
July:	15,000.00					
022-6622-4900		MISCELLANEOUS	K26R21 BUDGET REVISIONS	191,308.93	-35,400.00	155,908.93
July:	-35,400.00					
024-6624-3390		ROAD MATERIALS	K26R21 BUDGET REVISIONS	850,000.00	200,000.00	1,050,000.00
July:	200,000.00					
024-6624-3540		TIRES	K26R21 BUDGET REVISIONS	25,000.00	5,000.00	30,000.00
July:	5,000.00					
024-6624-4900		MISCELLANEOUS	K26R21 BUDGET REVISIONS	488,595.22	-5,000.00	483,595.22
July:	-5,000.00					
024-6624-4900		MISCELLANEOUS	K26R21 BUDGET REVISIONS	488,595.22	-200,000.00	288,595.22
July:	-200,000.00					

Budget	Budget Description	Account
FY2026 General	FY2026 General Budget	010-1503-3560
		010-1503-5780
		010-2560-4500
		010-342-4600
		010-3694-3300
		010-3694-4560
		020-340-2900
		020-5600-4501
		021-6621-3370
		022-6622-3380
		022-6622-4420
		022-6622-4560
		022-6622-4900
		024-6624-3390
		024-6624-3540
		024-6624-4900

Budget Code Summary

Account Description	Before	Adjustment	After
CONTRACTS	568,310.82	9,810.00	578,120.82
CAPITAL OUTLAY-REPAIR/REPLACE	30,000.00	-9,810.00	20,190.00
VEHICLE REPAIRS-INSURANCE CLAI	24,090.17	10,185.41	34,275.58
INSURANCE CLAIMS	-29,073.93	-10,185.41	-39,259.34
FURNISHED TRANSPORTATION	4,350.00	-1,000.00	3,350.00
SOFTWARE MAINTENANCE	1,340.00	1,000.00	2,340.00
COURT FACILITY FEE	-2,057.00	-1,000.00	-3,057.00
COURT FACILITY EXPENSES	2,057.00	1,000.00	3,057.00
SHOP MATERIALS/SUPPLIES	11,950.00	8,200.00	20,150.00
CULVERTS	61,250.00	20,000.00	81,250.00
WATER	1,000.00	400.00	1,400.00
PARTS & REPAIRS	142,498.16	15,000.00	157,498.16
MISCELLANEOUS	191,308.93	-35,400.00	155,908.93
ROAD MATERIALS	850,000.00	200,000.00	1,050,000.00
TIRES	25,000.00	5,000.00	30,000.00
MISCELLANEOUS	488,595.22	-205,000.00	283,595.22
FY2026 General Total:	**2,370,619.37**	**8,200.00**	**2,378,819.37**
Grand Total:	**2,370,619.37**	**8,200.00**	**2,378,819.37**

Fund Summary

Fund	Before	Adjustment	After
Budget Code:FY2026 General - FY2026 General Budget Fiscal: 2025-2026			
010	599,017.06	0.00	599,017.06
020	0.00	0.00	0.00
021	11,950.00	8,200.00	20,150.00
022	396,057.09	0.00	396,057.09
024	1,363,595.22	0.00	1,363,595.22
Budget Code FY2026 General Total:	**2,370,619.37**	**8,200.00**	**2,378,819.37**
Grand Total:	**2,370,619.37**	**8,200.00**	**2,378,819.37**

Photo Report

POLK COUNTY
101 W CHURCH ST
LIVINGSTON, TEXAS 77351

FACILITY: Annex Building	**ROOF SECTION:** Main Building	**TITLE:** Leak Report	**DATE:** 06/26/2026

Map



Summary

Project Overview & Context

Facility: Polk County Office Annex

Location: 101 W Church St, Livingston, Texas 77351

Roof Section: Main Building

System Type: Granular Modified Bitumen Roofing System

Assessment Date: June 26, 2026

Project Type: Target Leak Remediation & Flashing Restoration

Site Diagnostics & Observations

Interior Evidence of Active Infiltration

- Multiple ceiling tiles exhibit heavy water staining patterns directly beneath areas of missing tile. Staining configuration indicates active and ongoing roof leakage.
- Structural conduit and electrical wiring are currently exposed. Staining is also visible on secondary ceiling grids located directly above active office illumination fixtures.
- Water damage and severe surface discoloration are documented in the corner quadrants of adjacent office spaces.

Roof Exterior Deficiencies

Degraded Previous Repairs: Multiple localized, non-engineered emergency asphalt mastic patches are present along the field seams, membrane splits, and around rooftop mechanical units. These areas show advanced wear, granule loss, and exposed patch edges.

Improper Curb & Penetration Flashings: Temporary duct tape has been applied to the base of mechanical curb flashings This

temporary material shows multiple tears, gaps, and severe degradation of the adjacent coating layer.

Transition Failures: The membrane transition area between the upper and lower roof fields shows deterioration, including open seams and exposed insulation matrices.

Parapet & Seam Vulnerabilities: Elevated seams, inter-ply blistering, and localized ponding water are evident in proximity to traffic pathways. A continuous linear feature along the main expansion joint show signs of compromised membrane integrity.

Comprehensive Scope of Work

Phase 1: Substrate Preparation & Excision of Failed Patch Repairs

- **Defect Excision:** Identify and chalk out all previous temporary asphalt mastic patches, localized repairs, and degraded seams. Mechanically cut out and cleanly excise all failed plies down to a sound, underlying structural substrate.
- **Moisture Inspection:** Inspect the exposed roof insulation and underlying deck infrastructure within the cut-out areas for trapped moisture or structural rot. Replace any damp or compromised roof insulation with new insulation of equivalent type and thickness, matching the surrounding system profile.
- **Cleaning & Debris Removal:** Clear the designated work area of all loose granules, dust, organic dirt accumulation, and residual mastic chunks to ensure a clean, weldable base surface.

Phase 2: Priming & Torch-Applied Cap Sheet Field Repair

- **Bituminous Priming:** Treat all cleanly cut-out repair areas, exposed underlying plies, and surrounding weathered membrane borders with a high-tack asphalt primer. Allow the primer to dry completely to a tacky state before starting any torch application.
- **Tie-In & Base Layer Preparation:** Install a modified bitumen base sheet over the patch openings where insulation was replaced, extending the new material at least 6 inches onto the existing sound roof system.
- **Torch-Applied Cap Sheet Application:** Utilizing a propane torch assembly, apply a high-quality granular SBS or APP modified bitumen cap sheet over all prepared repair sections. Heat the underside of the roll evenly to achieve a glossy asphalt melt flow. Ensure a minimum 3-inch side lap and 6-inch end lap overlap onto the existing field membrane.
- **Expansion Joint Strip-In:** Install a continuous 3-foot wide strip of granular modified bitumen cap sheet centered directly over the targeted main roof expansion joint. Ensure a full, uniform bleed-out of modified asphalt compound along all edges to guarantee a total, watertight fusion weld.

Phase 3: Parapet Base Flashing Replacement (Leak Zone)

- **Demolition:** Strip out and remove the failed base flashing plies down to the bare wall substrate along the designated mini parapet wall over the reported leak area.
- **Substrate Preparation:** Scrape away old adhesives, sealants, or loose mortar components from the vertical wall surface. Ensure the wall-to-deck intersection transitions via a clean, secure cant strip to prevent sharp 90-degree membrane bends.
- **Flashing Installation:** Prime the vertical wall surface. Torch-apply a heavy-duty modified bitumen flashing system consisting of a target base ply and a granular cap sheet over the parapet wall. Run the new base flashing vertically up the parapet to the counterflashing line, and extend it horizontally onto the main field roof by at least 8 inches.
- **Termination & Counterflashing:** Mechanically secure the top edge of the flashing system using an aluminum termination bar. Seal the top edge of the termination bar with a commercial polyurethane seal, and reinstall or adjust the existing counterflashing to shelter the upper termination line completely.

Phase 4: Liquid-Applied High-Performance Silicone Flashing

- **Surface Prep at Penetrations:** Clean all mechanical penetration points, electrical conduits, and curb frames down to bare metal or substrate. Wire-brush any areas showing active rust or structural scale accumulation on piping brackets.
- **Silicone Application:** Apply a thick coat of premium high-performance liquid silicone flashing around the bases of all penetrations and structural pipe supports within the repair zone.
- **Reinforcement Details:** Embed a reinforcing polyester mesh matrix directly into the wet silicone layer around complex geometries, then follow with a secondary wet-on-wet silicone topcoat. Ensure the liquid flashing tapers cleanly onto the surrounding new granular cap sheet to prevent edge peeling and water pockets.

Project Budget & Constraints

- **Contract Value:** This specific project is authorized under a **Not-To-Exceed (NTE) cap of $7,000.00**.
- **Material Management:** Any field variances or hidden substrate anomalies requiring work beyond this scope must be documented and approved via a written change order before exceeding the authorized financial limit.



Multiple ceiling tiles show visible water staining directly below a section of missing tiles, exposing conduit and wiring; staining patterns indicate ongoing roof leakage above this area.



Water stains observed on multiple ceiling tiles above light fixture indicate active or prior roof leak in this area. No visible ceiling tile displacement or collapse at time of inspection.



Staining and discoloration visible on multiple ceiling tiles in the corner of the office indicate active or previous water intrusion from the roof above this area.



Multiple patch repairs and applications of roof sealant are visible around rooftop HVAC units. Surface granule loss and discoloration are observed at areas surrounding patched sections. Roof-mounted piping is properly supported. No debris is present in the visible work area.



Multiple asphalt patch repairs visible along roof membrane seams beneath gas piping; mechanical curbs show active sealant application at penetration points. Rust accumulation on gas piping stands and brackets. HVAC units on curbs appear secured with mastic and caulk at base flashing. Evidence of previous leak repair and wear in areas of heavier foot traffic near equipment. Crew is working in the background near additional HVAC units.



Multiple areas of roof membrane display dark discoloration, indicating foot traffic pathways and possible membrane wear; recent patch repairs with asphalt mastic are visible around several pipe penetrations near the HVAC units, with no observed standing water or significant debris.



White coating applied at the base of the rooftop curb appears intact, with a black patch repair visible at the membrane transition; no visible cracks or open seams in the inspected area.



Multiple areas of deteriorated and patched membrane observed at the transition between the upper and lower roof, including exposed insulation and open seams. Granule loss and staining evident at the base of the transition. Gutter is clear of debris; broom observed on roof near inspection area.



Sealant application at the base of the parapet wall appears recent and continuous, with no visible voids or cracks along the seam. Minor staining from previous water flow is present on the membrane near the drain pipe penetration. No standing water observed in the photographed area at the time of inspection.



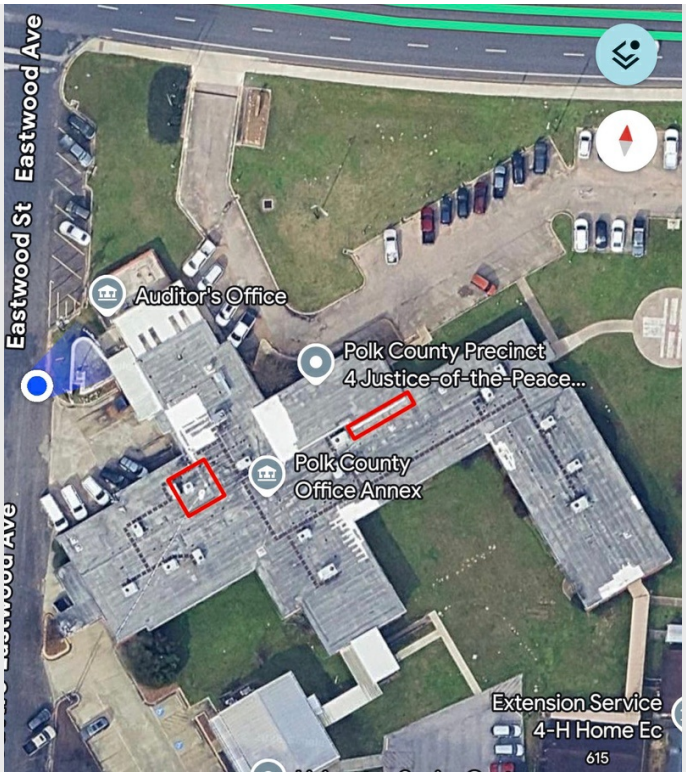
Localized patch repair observed at center of photo, indicating previous roof membrane damage. Patch edges are exposed and loose granules are visible in surrounding area. Elevated seams and ponding water also present in background.

11



Duct tape applied at the base of rooftop curb flashing shows multiple tears and gaps; deterioration is visible in the adjacent coating layer. Versatac tool included for scale.

12



Red rectangles indicate two roof areas highlighted for inspection. The west section (near the Polk County Office Annex) includes multiple rooftop penetrations and flashings. The eastern section shows a continuous linear feature, possibly a roof expansion joint or seam, that may require close attention for membrane integrity or sealant condition. No visible debris accumulation or significant rooftop ponding in these areas based on the image.

BRAZOS URETHANE

Zachary Scoggins
z.scoggins@brazosurethane.com
(409) 330-3657

PROJECT PROPOSAL

06/30/2026

Grady Woods
POLK COUNTY
101 W CHURCH ST
LIVINGSTON, TEXAS 77351
grady.woods@co.polk.tx.us
936-328-2873

Polk County Annex Repairs
Bid # BS2026296
Date: 06/30/2026
POLK COUNTY
101 W CHURCH ST
LIVINGSTON, TEXAS 77351

SCOPE OF WORK

We propose to furnish all of the materials and perform all necessary labor to complete the following scope of work: **PER Garland Report**

1. Setup all safety as required and necessary to complete the work.
2. Perform repair work from Garland's Scope of Work Report.
3. Clean area of all work debris and demobilize materials and equipment used.
4. Provide a 1-year workmanship warranty on work completed.

EXCLUSIONS

The following items are specifically excluded from this proposal:

Asbestos, Bonds, Decking, Cutting or Patching Decking, Dumpsters, Dust Control, Electrical, Engineering, Interior Protection, Mechanical, Noise Control, Plumbing, Crane, Riggers, Rigging, Roof Penetrations, Supplying Roof Supports, Damage to work by other trades, All work not listed above.

OWNER RESPONSIBILITIES

Owner shall provide power and water for the duration of the project. Owner shall provide parking and laydown areas as needed. Owner to carry liability, fire, tornado and other necessary insurance.

BRAZOS URETHANE

Zachary Scoggins
z.scoggins@brazosurethane.com
(409) 330-3657

PROJECT PROPOSAL

PRICING

We proposed to furnish the work outlined in the SCOPE OF WORK for the amount of:

NTE Price : $7,000.00
Sales Tax: $0
Total Contract Amount: $7,000.00
Sales tax (if itemized above) can be removed upon receipt of a valid Resale, Exemption or Direct Pay Certificate.

This pricing is valid for 60 days from date of proposal.

PAYMENT TERMS

We will invoice on completion. Invoices Net 30 days.

ACCEPTANCE AND APPROVAL

The representative signing below represents that they have full authority to bind the entity listed for the work outlined in this proposal. By signing below the representative acknowledges and agrees to all conditions listed, included agreement of payment terms.

Owner:

Company: Polk County

Date of Acceptance: July 14, 2026

Signature: _____

Printed Name: Sydney Murphy

Title: Polk County Judge

Brazos Urethane, Inc.

Submitted by:

Zach Scoggins
Project Manager

Zachary Scoggins
z.scoggins@brazosurethane.com
(409) 330-3657

Additional Terms & Conditions:

Owner recognizes that if moisture has entered the dwelling prior to the contractor beginning work, contractor is not liable for property damage or bodily injury claims allegedly resulting from insect damage or fungus and mold infestation.

All materials are guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from specifications outlined above, or any changes to the scope of work, scope of supply or schedule, including delays caused by actions out of Brazos Urethane, Inc.'s control, may result in price or schedule adjustment.

Changes and Additional work will be executed only upon written approval, and will become an extra charge over and above the estimate.

Brazos Urethane, Inc. maintains Auto, General Liability and Workers Compensation Insurance at standard limits, proof of which can be provided upon request. Where this proposal serves as the construction contract, the Owner of the property shall be listed as additional insured.
If proposal is accepted by a party other than to whom the proposal is addressed, that party will be deemed to be jointly and severally liable with the party to whom the quotation was addressed, unless Brazos agrees otherwise in writing.

Ferrara's Heating and Air Conditioning, Inc.
Phone 936-639-5259
P.O. Box 154107 Lufkin, TX 75915
www.ferrarashvac.com TACLA26820C

Commercial Office	Residential Office	Nacogdoches Office
1810 W. Frank Ave.	1810 N. Timberland Dr.	3415 NW Stallings Dr.
Lufkin, TX 75904	Lufkin, TX 75901	Nacogdoches, TX 75964

PROPOSAL

Polk Couty Jail 1773 N. Washington Street Livingston Tx.	YORK Chiller M/N YCIV177PA46V S/N 2FWM007018 Date 7-1-26

We are pleased to submit our proposal/estimate for the HVAC system upgrades outlined below. Proposal specifically includes the following:

SCOPE OF WORK

1. To recover the refrigerant that in the system.
2. Remove compressor that is leaking out of the terminals.
3. Install compressor, new oil and new liquid driers'
4. Evacuate system to 500 microns.
5. Start compressor and charge to proper charge with 177 lbs 134A.
6. Monitor System and check operation.
7. All work is based on regular working hours M-F 7:30 AM to 4:30 PM

NOTE : Estimated lead time of equipment 3 to 4 weeks from acceptance.
Remanufacture Compressor (1) Year Warranty
Total $ 56,366.00 (1) Year Warranty
New Compressor (1) Year Warranty
Total $ 70,163.00 (1) Year Warranty (5) Year Extended Warranty ADD $ 15,750.00

Proposal scope specifically excludes the following:

- Cutting, framing, and patching of holes in roof, walls, ceilings, or floors
- Any work with voltages greater than 50 volts, AC or DC
- Electrical disconnects that are not integral to the HVAC equipment being installed.
- Connections, interlock, sensors, detectors, or wiring associated with any life safety equipment.

Thank you for the opportunity to present this proposal.

ALL WORK SHALL BE COMPLETED IN A WORKMAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE.

Submitted by:

JOHN MARSHALL
COMMERCIAL SERVICE
JMARSHALL@FERRARASHVAC.COM

Acceptance of Proposal

THIS PROPOSAL AND THE TERMS CONSTITUTE THE ENTIRE AGREEMENT. THIS PROPOSAL BECOMES A CONTRACT UPON WRITTEN APPROVAL BY AUTHORIZED REPRESENTATIVE AND IF ACCEPTED IN WRITING BY THE CUSTOMER WITHIN 30 DAYS OF SUBMISSION DATE.

SIGNATURE: _____ DATE: _____

Ferrara's Heating and Air Conditioning, Inc.
Phone 936-639-5259
P.O. Box 154107 Lufkin, TX 75915
www.ferrarashvac.com TACLA26820C

Commercial Office	Residential Office	Nacogdoches Office
1810 W. Frank Ave.	1810 N. Timberland Dr.	3415 NW Stallings Dr.
Lufkin, TX 75904	Lufkin, TX 75901	Nacogdoches, TX 75964

PROPOSAL

Polk County Jail 1773 N. Washington Street Livingston Tx.	Chiller 1 Date 7-1-26

We are pleased to submit our proposal/estimate for the HVAC system upgrades outlined below. Proposal specifically includes the following:

SCOPE OF WORK

1. To remove existing IGBT control module and clean connections.
2. Install new IGBT control module and check perimeter.
3. Start system and check operation.
4. All work is based on regular working hours M-F 7:30 AM to 4:30 PM

Note: Estimated lead time of equipment 3 to 5 days from acceptance.

Total $ 14,532.47

Proposal scope specifically excludes the following:

- Cutting, framing, and patching of holes in roof, walls, ceilings, or floors
- Any work with voltages greater than 50 volts, AC or DC
- Electrical disconnects that are not integral to the HVAC equipment being installed.
- Connections, interlock, sensors, detectors, or wiring associated with any life safety equipment.

Thank you for the opportunity to present this proposal.

ALL WORK SHALL BE COMPLETED IN A WORKMAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE.

Submitted by:

JOHN MARSHALL
COMMERCIAL SERVICE
JMARSHALL@FERRARASHVAC.COM

Acceptance of Proposal

THIS PROPOSAL AND THE TERMS CONSTITUTE THE ENTIRE AGREEMENT. THIS PROPOSAL BECOMES A CONTRACT UPON WRITTEN APPROVAL BY AUTHORIZED REPRESENTATIVE AND IF ACCEPTED IN WRITING BY THE CUSTOMER WITHIN 30 DAYS OF SUBMISSION DATE.

SIGNATURE: _____ DATE: _____

Request for Proposal

RFP 2026-18

Professional Services for: Courthouse Landscaping and Irrigation

RFP Schedule

EVENT	DATE
RFP Issue Date	07/14/2026
Pre-Proposal Conference (field measurements)	07/24/2026 9:00 AM
Deadline for Questions	07/30/2026
Proposal Due Date	08/06/2026 1:30 PM

If You have any questions or need additional information, contact the Procurement Coordinator:

Nacole Reeks | nacole.reeks@polktx.gov

All questions should be emailed with the **RFP 2026-18** *in the subject line.*

Submit proposals (sealed) to:

Polk County
Procurement

Nacole Reeks
602 E. Church Street
Suite 120
Livingston, Texas 77351

I. OVERVIEW AND GOALS:

The goal of this Request for Proposal (RFP) is to secure professional services to provide all necessary labor, equipment, and miscellaneous items for installation trees, shrubs, ground cover and maintenance for beautification and landscape improvements at the Polk County Courthouse.

We enthusiastically look forward to receiving your proposal.

II. BACKGROUND:

The county has partnered with the Texas Historic Commission to renovate the County's historic courthouse in 2022. Now that renovations are coming to an end and county offices will be moving back to the building we need to enhance the exterior lawn areas.

III. TIMELINE:

The schedule below provides dates for the RFP and contracting process. The County may adjust this schedule as needed and make said changes via the county website www.polktx.gobv

EVENT	DATE
RFP Issue Date	07/14/2026
Pre-Proposal Conference (field measurements)	07/24/2026 @ 9:00 AM
Deadline for Questions	07/30/2026
PROPOSAL DUE DATE	08/06/26 @1:30 PM
Begin proposal evaluations	08/06/26
Present Proposals and Evaluations to Commissioners Court	08/11/2026
Execute contract (anticipated)	08/11/2026
Begin service delivery (anticipated)	09/01/2026

IV. SCOPE OF SERVICES:

1. **General**

1.1 Scope: The purpose of this Request for Proposals (RFP) is to secure a qualified Contractor to provide all labor, materials, equipment, supervision, and incidental items necessary to complete the removal of all current plants with the exception of two Pecan Trees as indicated in the drawing provided, installation of trees, shrubs, ground cover, landscape beds, staking, irrigation systems, and all related work. The Contractor shall also provide all associated maintenance services and warrant all installed work for a period of two (2) years following final acceptance.

1.2 The Contractor shall perform an assessment of existing trees at all designated project sites and develop a comprehensive inventory of those trees. In addition, the Contractor shall prepare and provide Polk County with accurate, dimensioned drawings identifying all existing and newly installed trees, shrubs, planting beds, and irrigation infrastructure, including irrigation zones, valves, controllers, main lines, and lateral lines, as applicable. Drawings shall clearly depict the location of all landscape and irrigation features in relation to existing structures, roadways, sidewalks, property lines, and other permanent site features to facilitate future maintenance and improvements.

1.3 As work progresses, the Contractor shall maintain accurate **as-built drawings** documenting all installed landscaping and irrigation components. Upon completion of the project, the Contractor shall provide Polk County with finalized, dimensioned as-built drawings that accurately reflect the completed installation. These drawings shall include sufficient measurements, offsets, and identifying information to allow Polk County to locate and maintain all landscape and irrigation components. Final drawings shall be submitted in both electronic and hard-copy formats suitable for future maintenance, planning, and recordkeeping.

1.4 A project map is included as **Exhibit "B"** for reference, identifying the project sites and the proposed installation schedule by year.

Storage, and Handling:

1.4.1 Storage

1.4.1.1 Plants not installed on the day of arrival at the site shall be stored and protected. This includes providing on-site storage if necessary to protect from climatic conditions or theft until installation occurs.

1.4.1.2 All plants stored on the project site shall be protected from drying out at all times by covering the balls or roots with organic mulch material. Approved mulch material includes wood chips, shredded bark, peat moss or other similar mulching material.

1.4.2 Handling

1.4.2.1 Care shall be taken to avoid damaging plants being moved from the nursery or other storage areas to the planting site.

1.4.1.3 Plants shall not be handled by the trunk or stems.

1.4.1.4 Cracked or mushroomed plant balls will be rejected. A suitable method of handling shall be employed to preclude cracked or mushroomed plant balls at the point of delivery.

1.4.1.5 Plants shall be protected from freezing or drying out by a covering of burlap, tarpaulin, or mulching material during transportation from the storage location to the planting location.

1.4.1.6 Damaged/diseased plants will be rejected and shall be removed from the site immediately.

1.5 **Compliance:** All work and Contractor operations shall comply with all local, state, and federal requirements.

1.6 **Warranty:** All plant material shall be warranted for two (2) years. If the planting dies the Contractor will be required to replace the plant with an equal size and species at the correct planting time. If a tree dies during the summer, the Contractor will be required to remove the tree immediately and then plant a replacement in the appropriate planting season that immediately follows. This will be followed for all types of plantings handled and be included in any resulting contract.

1.7 **Insurance:** The Contractor must provide and maintain all insurance required by applicable law. No bond is required as a condition of submitting a proposal or performing under any resulting contract.

2. Products

2.1 Plants:

2.1.1 Plants shall conform to the varieties specified in the plant list and be true to the botanical name.

2.1.2 Planting stock shall be well-branched and well-formed, sound, vigorous, healthy, and free from disease, sun scald, windburn, abrasion, harmful insects or insect eggs, and shall have healthy, normal, and unbroken root systems.

2.1.3 Trees shall be symmetrically developed; their structure and habit of growth shall be typical for the species or variety and shall have stems free from objectionable disfigurements.

2.1.4 Ground covers shall be the clump size specified and be the proper age for the grade of plants specified. Plants shall be well established in removable containers with healthy root systems and good top growth.

2.1.5 Plants of the same species shall be matching in height, spread and branching habit unless otherwise noted.

2.1.6 Plants shall have been grown or acclimatized under similar conditions to the locality of the project.

2.1.7 Plant material shall be nursery grown unless otherwise indicated.

Plants shall be dug and prepared for shipment in a manner that will not cause damage to branches, shape, and future development after planting.

2.1.7.1 Balled and bur lapped (B&B) shall have ball sizes and ratios conforming to industry standards. Plants shall be balled with firm, natural balls of soil. B&B plants shall be wrapped firmly with burlap or strong cloth and tied. The wrapping material shall be capable of rotting in the ground and shall not be a permanent material.

2.1.7.2 Container grown plants shall have sufficient root growth to hold the earth intact when the plants are removed from the containers. The plants shall not be root bound.

2.2 Topsoil:

2.2.1 Contractor shall provide topsoil where required. The topsoil shall be a sandy loam topsoil and be a natural, friable soil from a local source.

2.2.2 Topsoil shall be obtained from well-drained areas and shall be free of admixture of subsoil and foreign matter or objects larger than 1-inch in any dimension. The topsoil shall also be free of any toxic substances and any material or substances that might be harmful to plant growth.

2.2.3 The pH range shall be 6.5 to 7.5 and have an organic content of not less than 2%.

2.3 Soil Conditioners:

2.3.1 Organic soil conditioner in flower beds shall be "Back to Nature" cotton burr compost or pre-approved substitute at a rate of 75% top soil and 25% conditioner/compost.

2.4 Fertilizer:

2.4.1 Shall be a commercial grade and uniform in composition and shall conform to applicable federal regulations.

2.4.2 Granular fertilizer shall be 14-14-14, 18-6-12, or pre- approved substitute.

2.5 Mulch:

2.5.1 Shall be free from deleterious materials and shall be stored as to prevent inclusion of foreign materials.

2.5.2 Organic mulch shall be shredded mulch, free of any reproducing plant parts or deleterious materials.

2.6 Staking and Guying:

2.6.1 Stakes shall be eight-foot (8') T-Posts. Wood posts will be considered as acceptable.

2.6.2 Guy wire shall be twelve gauge annealed galvanized steel.

2.6.3 Chafing guards shall be reinforced garden hose.

2.6.4 Turnbuckles shall be galvanized metal and have a three inch (3") minimum lengthwise opening fitted with screw eyes.

2.7 Metal Bed Edging:

2.7.1 Shall be commercial grade three sixteenth by six-inch (3/16"x6") steel, with tapered stakes (sixteen (16") long) and have 4 stakes per 10ft of length. The manufacturer shall be Col-met or approved equal. The color shall be black.

3 Execution

3.1 Planting Seasons and Conditions:

3.1.1 Planting shall commence on September 1, 2026 and be completed by October 9, 2026.

3.1.2 If special conditions exist that may warrant a variance in the above planting dates or conditions, a written request shall be submitted to the County stating the special conditions and proposed variance.

Layout:

3.1.3 The Contractor shall be responsible for following the landscape layout provided by the County. The Contractor shall not make changes to the provided layout without prior written consent from the county.

3.1.4 Shrub locations shall be staked on the project site according to drawing provided to the Contractor and approved by the County prior to any plant pits or beds are dug. The County may adjust plant material locations to meet field conditions.

3.1.5 After layout is approved, all weeds and grass shall be removed from beds.

3.2 Excavation for Planting:

3.2.1 Damage to utility lines shall be repaired at the Contractor's expense.

3.2.2 Rocks and other underground obstructions shall be removed to a depth necessary to permit proper planting according to plans and specifications.

3.2.3 If underground utilities, construction or solid rock ledges are encountered, other locations may be selected by the County.

3.2.4 All standard planting beds shall have a 12" depth of planting mix. Planting mix shall consist of 25% "Back to Nature" and 75% sandy loam topsoil and be well blended forming a consistent mix. Tree plantings shall have a 24" depth of planting mix. Planting mix shall consist of 25% "Back to Nature" and 75% sandy loam topsoil and be well blended forming a consistent mix.

3.3 Excess Topsoil: Shall be removed from the project site as directed by the County.

3.4 Setting Plants:

3.4.1 Balled and bur lapped and container grown plants shall be handled and moved only by the ball or container.

3.4.2 Plants shall be set plumb and be held in position until sufficient soil has been firmly placed around the roots or ball.

3.4.3 Plants shall be set in relation to surrounding grade so that they will be the same depth at which they were grown in the nursery or container.

3.4.4 Tree pits shall be backfilled with one bag of "Back to Nature" and the native soil that came from the hole and be well blended forming a consistent mix. The blended mix shall be placed around the tree root ball.

3.4.5 Balled and bur lapped stock shall be backfilled to approximately half the depth of the ball and then tamped and watered. Excess burlap and tying materials shall be carefully removed or folded back. Wire cages shall have the top three rows of rungs removed. The remainder shall then be backfilled up to a height equal to the top of the root ball. If plastic wrap is used in lieu of burlap, it shall be completely removed before the placement of backfill.

3.4.6 Container-grown stock shall be removed from containers in such a way as to prevent damage to plant or root system. Planting shall be completed as specified herein under balled and bur lapped plants.

3.5 Staking and Guying:

3.5.1 Trees shall be guyed.

3.5.2 Trees shall be held firmly to posts with a double strand guy wire with chafe guards where wire contacts the tree.

3.6 Fertilization: All bed areas shall be top-dressed with 18-6-12 Ozmocote at a rate of two pounds per 100 square feet for beds and one-half pound per caliper inch for trees. If any fertilizer adheres to plants, it shall be carefully flushed off.

3.7 Mulching:

3.7.1 Placing organic material – Mulch shall be spread to a uniform thickness of three inches or as otherwise approved by the County.

3.7.2 Mulch shall be kept out of the crowns of shrubs, sidewalks, lights and any other structures.

3.7.3 Mulch ring on trees shall be large enough to extend past the root ball area.

3.8 Pruning:

New plant material shall be pruned in the following manner:

3.8.1.1 Dead and broken branches shall be removed.

3.8.1.2 Typical growth habit of individual plants shall be retained with as much height and spread as is practical.

3.8.1.3 Cuts shall be made with sharp instruments and shall be flush with the trunk or adjacent branch to insure elimination of stubs. "Headback" cuts at right angles to line of growth shall not be permitted.

3.8.1.4 Trees shall not be poled or the leader removed.

3.8.1.5 Trimmings shall be removed from the site and disposed of properly.

3.8.1.6 Do not remove any top growth to compensate for diminished root ball size.

3.8.2 Existing trees on the property shall not be pruned.

3.9 Restoration and Clean-up:

3.9.1 Excess and waste materials shall be removed from the sites daily.

3.9.2 When planting in an area has been completed, the area shall be cleaned of all debris, spoil piles, and containers.

3.9.3 The west pedestrian access route to the building shall be kept clean at all times. Other paving shall be cleaned when work in adjacent areas is completed.

3.10 Maintenance During Installation:

3.10.1 Maintenance operations shall begin immediately after each plant is planted and shall continue as required until acceptance.

3.10.2 Plants shall be kept in a healthy, growing condition by watering, pruning, spraying, weeding and any other necessary operations of maintenance.

3.10.3 Plant water basins and beds shall be kept free of weeds, grass and other undesired vegetation.

3.10.4 Plants shall be inspected at least once per week by Contractor, and needed maintenance performed promptly.

3.10.5 Plants shall be hand watered or watered by irrigation system to provide at least 1- 1/2" per week when there has been insufficient rain to sustain the plants.

4 Extended Warranty

4.1 Warranty Period: The warranty period shall begin on the date that an inspection by the County shows that all plants are acceptable, in place, and have been installed in accordance with the specifications.

4.2 During the Warranty Period:

4.2.1 All plants shall be guaranteed for a period of two (2) years from the date of the beginning of the warranty period and shall be maintained as living, healthy specimens at all times during this period.

4.2.2 During the warranty period, the Contractor shall be responsible for the following work:

4.2.2.1 Immediately remove dead plants and plants not in a vigorous condition and replace as soon as weather conditions permit. Match with adjacent plants of the same species in size and

form. Each replacement shall be covered with a minimum of a two-year warranty commencing at the time of planting. If the planting dies during the first year, then the remainder of the two-year warranty period will be provided.

4.2.2.2 Weeding of plant beds and tree pits.

4.2.2.2.1 Area around all trees within saucer rim should be freed of all grass and weed growth. Saucer rim shall be maintained around the cultivated area to hold water.

4.2.2.2.2 Perennial beds to be maintained substantially weed free.

4.2.2.2.3 Weeds may be manually or chemically removed and/or controlled. Submit type and frequency of chemical control to the County for approval prior to application.

4.2.2.3 Watering sufficiently to maintain optimum moisture level.

4.2.2.3.1 Tree Watering: Trees shall be watered a minimum of once per week during the growing season (March through October). During the winter months (November through February) water as needed to establish and maintain proper tree health.

4.2.2.4 Pruning

4.2.2.4.1 Trees: Prune as necessary to remove broken or dead branches and maintain natural character in accordance with acceptable horticultural standards. Pruning should be accomplished at least once a year.

4.2.2.4.2 Deadhead all perennials after bloom period each year.

4.2.2.4.3 Cleanup: Remove all debris created by pruning as work proceeds.

4.2.2.5 Disease and Insect Control: If an insect outbreak occurs, chemically remove and/or control. Submit type and frequency of chemical control to the County for approval prior to application.

4.2.2.6 Maintain plants in an upright, plumb position, and repair any settling.

4.2.2.7 Maintenance of wrappings, guys, turnbuckles and stakes.

4.2.2.7.1 Contractor shall adjust turnbuckles or otherwise keep the guy wires tight.

4.2.2.7.2 The Contractor shall be responsible for repairing or

replacing accessories as needed.

4.2.2.7.3 Remove all tree guys after one year and turn over to the County.

4.2.2.8 Fertilization

4.2.2.8.1 Apply evenly within the saucer rim or planting bed.

4.2.2.8.2 Apply in April or May

4.2.2.8.3 Trees 2-1/2" caliper and greater – 1 pound of 14/14/14 Osmocote slow release.

4.2.2.8.4 Shrubs – 3 pounds/1000 square feet of bed area of 14/14/14 Osmocote slow release.

4.2.2.9 Trash Removal – all litter and trash in shrubs, grass, and tree planting areas shall be removed.

4.2.2.10 Remulching

4.2.2.10.1 Tree saucers shall be mulched as necessary to maintain a 3" mulch depth. This item shall be performed at least every six months if replenishment is necessary.

4.2.2.10.2 Shrub beds shall be mulched as necessary to maintain a 3" mulch depth. This item shall be performed at least every six months if replenishment is necessary.

4.3 End of Warranty Period:

4.3.1 A preliminary inspection by the Contractor and the County will be held at twenty months from the date of the beginning of the warranty period to determine acceptability of the plantings. Any plantings found to be unacceptable shall be replaced within two weeks of the inspection unless otherwise approved by the County.

4.3.2 A final inspection shall be held at the twenty four month date and verify that all plantings are still viable. Any planting found to be non-viable shall be replaced and upon acceptance the warranty period for the original tree shall be considered to be complete.

4.3.3 Any delay by the Contractor to replace the plantings at the final inspection shall delay the completion of the warranty period and the Contractor shall continue to be responsible for the plantings.

5 Irrigation System

5.1 General Requirements

5.1.1 The Contractor shall furnish all labor, materials, equipment, permits, and incidentals necessary to provide a complete, fully operational automatic irrigation system for all designated project areas.

5.1.2 The irrigation system shall be designed and installed to provide uniform and efficient water coverage to all landscaped areas while minimizing overspray onto buildings, sidewalks, parking areas, roadways, and other non-landscaped surfaces.

5.1.3 The Contractor shall verify all existing field conditions and shall be solely responsible for the design and installation of an irrigation system that accommodates the site conditions and available water supply.

5.2 Irrigation System Components

5.2.1 At a minimum, the irrigation system shall include the following components:

5.2.1.1 Automatic irrigation controller(s) with sufficient stations for the proposed installation and future expansion if identified by Polk County.

5.2.1.2 Master valve.

5.2.1.3 Rain and freeze sensor.

5.2.1.4 Backflow prevention device installed in accordance with all applicable federal, state, and local regulations.

5.2.1.5 Mainline piping, lateral piping, sleeves beneath paved areas where required, fittings, valves, valve boxes, wiring, and all accessories necessary for a complete irrigation system.

5.2.1.6 Spray heads, rotary heads, drip irrigation tubing, bubblers, or other irrigation devices appropriate for the specific planting materials and landscape areas.

5.2.1.7 Separate irrigation zones based on plant water requirements, sun exposure, slope, and precipitation rates.

5.2.1.8 Quick-coupler valve(s), where specified by Polk County.

5.2.1.9 Flush valves or other approved means of flushing the irrigation system.

5.3 Installation Requirements

5.3.1 Prior to construction, the Contractor shall verify the location of all existing underground utilities and coordinate utility locates as required.

5.3.2 The Contractor shall verify available static pressure, operating pressure, and flow at the point of connection and shall design the irrigation system accordingly.

5.3.3 All underground piping shall be installed at depths consistent with manufacturer recommendations and accepted irrigation industry standards.

5.3.4 Valve boxes shall be installed flush with finished grade and located to provide convenient access for future maintenance.

5.3.5 Sprinkler heads shall be installed at finished grade with proper spacing and nozzle selection to provide head-to-head coverage.

5.3.6 Drip irrigation shall be installed in planting beds and around trees and shrubs where appropriate.

5.3.7 Sleeves have been installed and shall be utilized beneath sidewalks, driveways, and other paved surfaces wherever irrigation piping crosses beneath such improvements.

5.3.8 The Contractor shall furnish and install all wiring, conduit, electrical connections, and associated components required for complete operation of the irrigation controller.

5.4 Testing and Adjustment

5.4.1 The Contractor shall pressure test the irrigation system prior to backfilling and shall repair all leaks or deficiencies before proceeding with construction.

5.4.2 All piping shall be flushed prior to installation of sprinkler nozzles, emitters, or drip components.

5.4.3 Upon completion of installation, the Contractor shall adjust all sprinkler heads, nozzles, rotors, and drip emitters to provide complete

coverage while preventing runoff, misting, overspray, and water waste.

5.4.4 The irrigation system shall operate without leaks, excessive pressure loss, or malfunction.

5.4.5 A complete operational test of every irrigation zone shall be conducted in the presence of Polk County prior to final acceptance.

5.5 Controller Programming and Training

5.5.1 The Contractor shall program the irrigation controller with seasonal watering schedules approved by Polk County.

5.5.2 The Contractor shall provide on-site training for designated Polk County personnel regarding operation of the irrigation controller, seasonal programming adjustments, manual operation, and routine maintenance procedures.

5.6 Closeout Requirements

5.6.1 Upon completion of the work, the Contractor shall provide a complete and fully operational irrigation system.

5.6.2 The Contractor shall provide manufacturer warranties and product literature for all installed irrigation equipment.

5.6.3 The Contractor shall provide controller programming instructions and recommended seasonal watering schedules.

5.6.4 The Contractor shall provide accurate, dimensioned as-built drawings identifying the locations of all controllers, valves, valve boxes, backflow prevention devices, sleeves, mainlines, lateral lines, irrigation zones, sprinkler heads, drip irrigation components, and quick-coupler valves.

5.6.5 As-built drawings shall include measurements from permanent structures or other fixed reference points sufficient to facilitate future maintenance and repairs.

5.6.6 As-built drawings shall be submitted in both hard-copy and electronic PDF format prior to final acceptance.

5.7 Warranty

5.7.1 The Contractor shall warrant the irrigation system, including all labor, materials, equipment, and workmanship, for a period of one (1) year from the date of final acceptance by Polk County.

5.7.2 During the warranty period, the Contractor shall repair or replace defective materials, equipment, workmanship, leaks, controller failures, valve failures, sprinkler heads, drip components, wiring, or other irrigation system components at no additional cost to Polk County.

5.7.3 Warranty repairs shall be initiated within five (5) business days after notification by Polk County unless otherwise approved by the County.

V. DELIVERABLES:

The products, reports, and plans to be delivered to the County will include:

1) Mapped inventory list of existing locations and materials installed throughout the Contract including irrigation.

2) Proposed plantings per location with a site plan.

3) Annual summary of work accomplished

VI. PERFORMANCE METRICS AND CONTRACT MANAGEMENT:

Performance Metrics
The following performance metrics highlight key priorities that will be analyzed with the awarded Respondent collaboratively during the life of the contract.This is not an exhaustive list, but rather an indication of significant performance metrics of interest to County. The County looks forward to working with awarded Respondents to define additional important performance metrics during contract negotiations. The final set of performance metrics and frequency of collection will be negotiated by the successful Respondent and the County prior to the finalization of an agreement between parties and may be adjusted over time as needed.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility
Landscaping Installed	TBD	At Completion	Contractor
Landscaping Replaced Annually	TBD	Annual	Contractor
Irrigation Installed	TBD	At Completion	Contractor

Contract Performance Monitoring
As part of the County's commitment to becoming more outcomes-oriented, we seek to actively and regularly collaborate with awarded Respondents to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive

service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. During the regular meetings that occur throughout the term of the contract, it is anticipated that the following topics will be regularly discussed:

- Current status of performance metrics
- Topics of interest or concern to the Respondent
- Discussion and troubleshooting of challenges
- Review of activities on the horizon
- Review of budget and spending this year-to-date

VII. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

A. Proposals must be received by **1:30 p.m. on Thursday, August 6, 2026, Central Daylight Time.** Please place proposals in a sealed envelope or box clearly labeled "**RFP 2026-18**". **Courthouse Landscape and Irrigation**

Proposals received late will be returned unopened.

B. Interested Respondents should submit:

One (1) unbound original and three (4) bound copies of the proposal.

C. Proposals shall be delivered and sealed to:

Polk County Procurement
Nacole Reeks
602 E. Church
Suite 120
Livingston, Texas 77351

D. Inquiries or questions to the Buyer requesting clarification regarding the Request for Proposal must be made via e-mail and must be received prior to the end of the business day on Thursday, July 30, 2026.

Nacole Reeks, Procurement Coordinator
nacole.reeks@polktx.gov

Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only minor clarification of instructions or specifications, it will be handled via e-mail. If any question results in a substantive change or addition to the RFP, the change or addition will be forwarded to all registered Respondents as quickly as possible by addendum.

E. Proposals will be opened on the afternoon of the due date, August 6, 2026 at 2:00 PM, at the:

Polk County Annex
Procurement Office
602 E. Church Street,
Ste 120
Livingston, Texas 77351

VIII. EVALUATION OF PROPOSALS:

The approval of the selected Respondent will be subject to the final determination of the County and will be contingent on the successful execution of a contract between the County and the selected Respondent(s).

All bids will be evaluated using the following criteria:

Category	Total Points
Firm Experience and History	**30**
Capacity and Project Organization	**30**
Support – for Mapping Software	**15**
Pricing, Cost Proposal	**25**

Evaluation Criterion 1	**Firm Experience and History**

Respondent shall demonstrate the experience of the firm considering the type of services required. Recent experience of the firm and successful completion of services or work of a similar type and complexity will be a material consideration.

Include information such as firm's past record of performance on contracts with other government agencies or public bodies and with private industry, including such factors as quality of work, ability to meet schedules, cooperation and responsiveness.

The County may also consider its own past performance information and experience when evaluating proposals from firms that have performed work for the County.

Submittal Requirements

Respondent shall

1. Provide a brief description of your company to include your length of experience in performing the work described in Section IV, Scope of Work.
2. Describe recent services provided by your company and any proposed sub-Contractors that demonstrate the company's ability to perform the requirements as indicated in the scope of services. Be sure to point out if the services were of similar size and if they were for a governmental entity.
3. Describe how well your company has been able to meet schedules and the response times you have provided.
1. Provide four (4) client references that your firm has completed for projects that are similar to the County's current RFP using the template contained in Attachment A.

Evaluation Criterion 2	Capacity and Project Organization

Respondent shall demonstrate the firm's capacity, available additional resources, and ability to provide the County with the required services. This should be demonstrated through the firm's understanding of County's needs, the scope of work to be provided to manage and complete the work, and submittal of the following required information.

Submittal Requirements

Respondent shall:

1. Provide a detailed description of your company's methodology, work plan and anticipated timeline for implementing the proposed scope of work. Discuss any special considerations, challenges, or assumptions made.
2. Describe what personnel would be assigned to this contract and describe their qualifications, physical location and their knowledge of the Polk County area.
3. Describe your company's ability to communicate and complete necessary paperwork to achieve project goals and benchmarks.

Evaluation Criterion 3	Designability

Respondent shall demonstrate the firm's ability to provide accurately drawn irrigation plans and as built drawings.

Submittal Requirements

Respondent Shall:

1. Provide a sample drawing of a prior project that includes both landscaping and an irrigation system that demonstrates your ability to provide completed project drawings.

Evaluation Criterion 4	Price

The County is not obligated to award a contract to the lowest priced proposal and may accept the proposal that the County determines provides the best value to the County based upon evaluation criteria described above.

The price in the Price Sheet Summary, must include all direct hourly rates, direct costs including travel, parking, overhead, and profit. The County may, in its discretion, pay for extraordinary, unanticipated costs, subject to prior written approval by the County.

Submittal Requirements

Respondent shall:

Complete and submit Exhibit A, the Price Sheet Summary, as contained in this RFP.

In Your proposal, please include a response to the following:

A. Provide a total cost proposal for all products and services to be delivered. Fixed fee is preferred. Provide details of a fee-based schedule. If any portion of the project is proposed at an hourly rate and not included in the fixed fee, include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to the project.

IX. MISCELLANEOUS

A. The County expects to enter into a written Agreement (the "Agreement") with the chosen Respondent that shall incorporate this RFP and your proposal. Further, Respondent will be bound to comply with the provisions set forth in this RFP. In addition to any terms and conditions included in this RFP, the County may include in the Agreement other terms and conditions as deemed necessary. Your response to this RFP will be considered part of the Agreement, if one is awarded to you.

B. All data included in this RFP, as well as any attachments, are proprietary to the County.

C. The County notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.

D. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination. They shall also comply with the Americans with Disabilities Act (ADA).

E. The use of the County's name in any way as a potential customer is strictly prohibited except as authorized in writing by the County.

F. The County assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings or contract negotiations.

G. The County is bound to comply with Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics on the Open Records Act, see the link here: https://www.foia.gov/

The County shall not be under any obligation to return any materials submitted in response to this RFP request.

H. The County shall not infringe upon any intellectual property right of any Respondent but reserves the right to use any concept or methods contained in the proposal. Any desired restrictions on the use of information contained in the proposal should be clearly stated. Responses containing your proprietary data shall be safeguarded with the same degree of protection as the County's own proprietary data. All such proprietary data contained in your proposal must be clearly identified.

I. The County also notifies all Respondents that the County has the right to modify the RFP and the requirements herein, to request modified proposals from Respondents, and to negotiate with the selected Respondent on price and other contract terms, as necessary to meet the County's Objectives.

Polk County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat.252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it willaffirmatively ensure that any contract entered into pursuant to this advertisement, disadvantagedbusiness enterprises will be afforded full and fair opportunity to submit bids in response to thisinvitation and will not be discriminated against on the grounds of race, color, or national originin consideration for an award.

RESPONDENT CHECKLIST

Use this checklist to ensure You have properly read and completed all documents listed below. This document (the RFP) contains all the following materials, which must be completed and returned to the County's Procurement Office. We recommend You include this checklist with your proposal.

Respondent's Name: _____

RESPONDENT CHECKLIST	
RESPONDENT DOCUMENTS	**INCLUDED?**
Cover Letter	
Proposal Narrative	
Respondent Information Sheet	
Acknowledgement of Receipt of Addenda / Amendments	
Client References – Attachment A	
Price Sheet Summary - Exhibit A	
Project Map – Exhibit B	
Affidavit (Non-Collusion and Interest)	
Acknowledgement of Receipt of Addenda / Amendments	
Additional Information (Optional)	

RESPONDENT INFORMATION SHEET

Respondent's Legal Name: _____
(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

State of Organization:

_____

Respondent's Type of Legal Entity: (check one)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Company
- ☐ Limited Partnership
- ☐ Limited Liability Partnership
- ☐ Limited Liability Limited Partnership
- ☐ Other: _____

Respondent's Address: _____
Street County State Zip Code

Respondent's Website Address: _____

Sales Contact:	**Contact for Legal Notice:**
Name: _____	Name: _____
Title/Position: _____	Title/Position: _____
Street: _____	Street: _____
County: _____	County: _____
State: _____	State: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

How did you learn about this business opportunity with the County?

- ☐ Email from Assigned Buyer
- ☐ County Website
- ☐ Beacon Bid
- ☐ Polk County Enterprise posting
- ☐ Purchasing search engine
- ☐ Industry colleague
- ☐ Other:

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

_____

_____

_____

_____

_____

_____

Sign Here ▶ _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT A - Client References

Organization: _____

Address: _____

Contact Person:_____Phone Number: _____

Date of Services _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contact Person:_____Phone Number: _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contact Person:_____Phone Number: _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contact Person:_____Phone Number: _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contact Person:_____Phone Number: _____

Date of Services: _____

Description/Scope of Services: _____

EXHIBIT A - Price Sheet Summary

Respondent's Legal Name: _____
(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

PROPOSAL FOR COUNTYWIDE BEAUTIFICATION & LANDSCAPE IMPROVEMENTS

DESCRIPTION	UNIT	EST. QTY	Unit Cost	Extended Cost
Land Scaping Bid				
Tifway 419 Bermuda Sod	SF		$	$
Steel Metal Bed Edging	LF		$	$
Mexican Plum Tree (Prunus Mexicana): 15-Gallon	EA	2	$	$
Southern Magnolia Tree (Magnolia grandiflora): 30-Gallon	EA	1		
Dwarf Yaupon Holly(Ilex vomitoria "Nana"): 3 Gallon	EA	51	$	$
3-gallon Rosemary	EA	5	$	$
Topsoil (for lawn) 6 inches	CY		$	$
Topsoil (for beds) 9 inches Soil Conditioner 3 inches	CY		$	$
Soil Conditioner - "Back to Nature"	CY		$	$
3 inches of Mulch	CY		$	$
Red Yucca(Hesperaloe parviflora): 1-Gallon	EA	11	$	$
'New Gold' Lantana: (Lantana X hybrida 'New Gold'): 1-Gallon	EA	20	$	$
Frog Fruit(Phyla nodiflora):4-inch	EA	200	$	$

Skullcap(Scutellaria drummondi): 1-Gallon	EA	15	$	$
Pink Muhly Grass-Gulf Coast(Muhlenbergia capillaris): 2-Gallon	EA	30	$	$
White Guara (Oenothera lindheimeri 'Steffi White"): 1-Gallon	EA	40	$	$
Midnight Raider Daylily(Hemerocallis 'Midnight Raider'): 1-Gallon	EA	18	$	$
Mystic Spires Salvia (Salvia longispicata X farinacea): 1-Gallon	EA	24	$	$
Turkscap(Malaviscus arboreus var. drummondi): 1-Gallon	EA	5	$	$
Virginal Sweet Spire "Little Henry"(Itea Virginica 'Sprich'): 2-Gallon	EA	6	$	$
Drift Roses-pink(Rosa 'Drift'): 3-Gallon	EA	9	$	$
Lemon Bee Balm(Monarda citriodora): 4-inch	EA	10	$	$
Purple Coneflower((Echinacea purpura): 4-inch	EA	15	$	$
Texas Blue Bonnet Seeds	EA	2,000	$	$
Brown-eyed Susans (Rudbeckia triloba): 4-inch	EA	10	$	$
Milk Weed(Asclepias texana): 4 inch	EA	10	$	$
Milkweed(Asclepias tuberosa): 4-inch	EA	10	$	$
Prairie coreopsis or Lanceleaf coreopsis: 4-inch	EA	10	$	$
TOTAL COST: (All costs must be included or your Bid will be disqualified)		$_____		
Irrigation Bid				
1" Mainline Pipe	LF		$	$

1½" Mainline Pipes	LF		$	$
2" Mainline Pipe	LF		$	$
Lateral Pipe	LF		$	$
Spray Head	EA		$	$
Rotor Head	EA		$	$
Drip Tubing	LF		$	$
Irrigation Valve	EA		$	$
Valve Box	EA		$	$
Irrigation Controller	EA		$	$
Backflow Preventer	EA		$	$
TOTAL COST: **(All costs must be included or your Bid will be disqualified)**		$___		

Hourly labor charge beyond the anticipated Scope of Services		$ /hr	$

The County does not guarantee any specific quantity or number of purchases, if any, that will be made during the agreement period.

By signing here, I affirm that these prices are my formal offer and agree to the inclusion of County's general contract terms and conditions as listed in Appendix A in any contract with Polk County.

Company Name:_____ Date:_____

Signature: _____

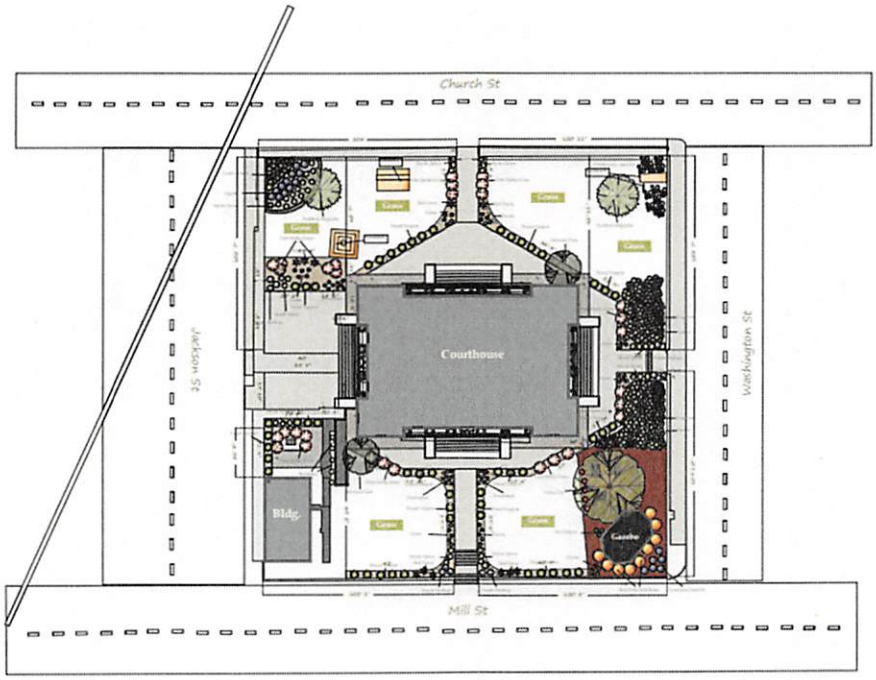
Name Printed: _____

Title: _____

EXHIBIT B - Project Maps

POLK COUNTY TX

Landscape Project
101 W. Church St
Livingston, Texas 77351



Plant Legend

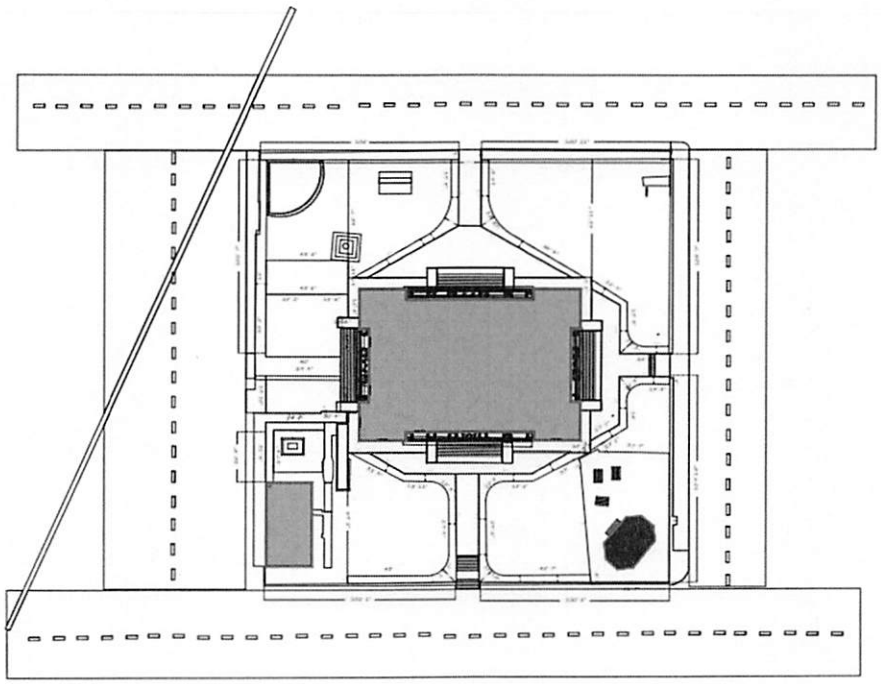
Symbol	Qty	Common Name
Cacti & Succulents\Succulents		
	11	Yucca, Red
Groundcovers\Annuals		
	20	New Gold Lantana
Groundcovers\Evergreen		
	200	Prog Fruit
	15	Purple Skullcap
Groundcovers\Ornamental Grass		
	30	Pink Muhly Grass
Groundcovers\Perennials		
	40	Gaura - Snett White
Herbaceous\Annuals		
	14	Assorted Wildflowers
	28	Corn Poppy
	42	French Marigold
Herbaceous\Perennials		
	18	Daylily
	24	Mystic Spires
	27	Shell Leaf Penstemon
	5	Turks Cap
Shrubs\Deciduous		
	8	Virginia Sweet Spire "Little Henry"
Shrubs\Evergreen		
	51	Dwarf Yaupon Holly
	5	Rosemary
Shrubs\Roses		
	9	Drift Roses
Trees\Deciduous		
	1	Mexican Plum
Trees\Evergreen		

Polk County Courthouse

Prepared By:
Becky McGraw
Lori Cross
07.09.2026

POLK COUNTY TX

Landscape Project
101 W. Church St
Livingston, Texas 77351



Plant Legend		
Symbol	Qty	Common Name
Groundcovers\Annuals		
	20	New Gold Lantana
Groundcovers\Evergreen		
	200	Prog Fruit
Groundcovers\Ornamental Grass		
	30	Pink Muhly Grass
Herbaceous\Perennials		
	24	Hyotis Spirea

Polk Courthouse Dimensions

Prepared By:
Becky McGraw
Lori Cross
07.09.2026

AFFIDAVIT
NON-COLLUSION AND INTEREST

STATE OF_____)
)ss.
COUNTY OF_____)

I,_____, of lawful age, being first duly sworn, state that:

(Contractor's Authorized Agent)

1. I am the Authorized Agent of Contractor herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.

2. I am fully aware of the facts and circumstances surrounding the making of Contractor's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and

3. Neither the Contractor nor anyone subject to the Contractor's direction or control has been a party:
   a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding,
   b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
   c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

4. No officer or employee of the County either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the County own an interest in the Bidders business which is less than a controlling interest, either direct or indirect.

_____

By: _____
Signature
Title: _____

Subscribed and sworn to before me this_____day of_____, 20____.

_____

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

The Affidavit must be signed by an authorized agent and notarized

APPENDIX A – County's General Contract Terms

It is anticipated that Polk County will enter into an Agreement with the selected Contractor for an initial term ending one (1) year from the date of its execution by the County's Judge, with four (4) one-year renewals available at the option of the County. Contracts entered into by the County generally include, but are not limited to, the following terms:

1. **Renewals.** Contractor understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by County of the Services set forth in this Agreement is subject to County's needs and to County's annual appropriation of sufficient funds in County's fiscal year (October 1st to September 30th) in which such Services are purchased. In the event County does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by County.

2. **No Indemnification or Arbitration by County.** Contractor understands and acknowledges that County is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Texas law, County shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to County for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. County reserves the right to pursue all legal and equitable remedies to which it may be entitled. County will not agree to binding arbitration of any disputes.

3. **Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless County and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.

4. **General Liability and Indemnification.** Contractor shall hold County harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Contractor agrees to indemnify and hold the County harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.

5. **No Confidentiality.** Contractor understands and acknowledges that County is subject to the Open Records Act and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with County's compliance with its statutory requirements there under.

6. **Compliance with Laws.** Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

7. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by County or its designees. Contractor shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three-year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

8. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Texas without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Polk County, Texas and each party waives any objection to such venue.

9. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

10. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the County does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without County's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.

Equal Employment Opportunity. Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

Top Left Corner of Label

FROM: Name
Respondent's legal name
Street Address
County, State, Zip Code

PACKING LABEL

FROM:

County of Polk- Procurement Office
602 E. Church St, Suite 120
Livingston, Texas 77351

Respondent Submission For:
RFP2026-18
RFP DESCRIPTION: Courthouse Landscape and Irrigation

This label ensures that Your proposal will be sent to the correct office (Procurement) and that it is associated with the correct Solicitation (indicated by the RFP number). Proposals must be sealed and either mailed or delivered to the Polk County Procurement's Office. Proposals must also be received no later than 1:30 PM (CST) on date listed on the first page of the RFP.

Polk County, Texas

Mass Gatherings and Outdoor Music Festivals Rules & Regulations

State law requires that both "Mass Gatherings" and "Outdoor Music Festivals" in unincorporated areas of the county obtain a permit from Polk County. If an event meets the definitions of both a "Mass Gathering" and an "Outdoor Music Festival", then both permits will be required.

In order to determine which, permit(s) an applicant needs to obtain for a specific event, the applicant may complete a "Request for Initial Determination or Exemption" form and return to the County Fire Marshal's Office for determination.

1. Per Texas Health and Safety Code Chapter 751:

Mass gathering is a gathering:

a. All or any part of which is held in the unincorporated areas of Polk County and outside the limits of a municipality;
b. That attracts or is expected to attract:
    i. More than 2,500 persons; or
    ii. More than 500 persons, if 51 percent or more of those persons may reasonably be expected to be younger than 21 years of age and it is planned or may reasonably be expected that alcoholic beverages will be sold, served, or consumed at or around the gathering; and
c. At which the persons will remain:
    i. For more than five continuous hours; or
    ii. For any amount of time during the period beginning at 10:00 p.m. and ending at 4:00 a.m.

2. Per Texas Occupations Code Chapter 2104:

Outdoor Music Festival means any form of musical entertainment provided by live performances that occurs on two or more consecutive days or on any two days during a three-day period if:

a. More than 5,000 persons attend any performance;
b. Any performer or audience member is not within a permanent structure; and
c. The performance occurs outside the boundaries of a municipality.

Part A: Mass Gatherings Rules and Regulations

The Polk County Mass Gathering Rules and Regulations are hereby established pursuant to the authority of Chapter 751 of the Texas Health and Safety Code (the Texas Mass Gathering Act).

Section One: *Definitions*

For purposes of these Rules and Regulations, the following words shall have the meaning ascribed:

1. *Hearing Examiner*:

   the County Judge or the County official whom the County Judge has appointed to hear reports regarding a mass gathering and to make a determination as to whether a permit should be granted or denied.

2. *Mass gathering*:

   a gathering:

   i. all or any part of which is held in the unincorporated areas of Polk County and outside the limits of a municipality;
   ii. that attracts or is expected to attract:
      a. more than 2,500 persons; or
      b. more than 500 persons, if 51 percent or more of those persons may reasonably be expected to be younger than 21 years of age and it is planned or may reasonably be expected that alcoholic beverages will be sold, served, or consumed at or around the gathering; and
   iii. at which the persons will remain:
      a. for more than five continuous hours; or
      b. for any amount of time during the period beginning at 10:00 p.m. and ending at 4:00 a.m.

3. *Person*: an individual, group of individuals, firm, corporation, partnership, or association.
4. *Promote*: to organize, manage, finance, or hold the gathering.
5. *Promoter*: a person who promotes a mass gathering.

Section Two: *Exemptions*

Any mass gathering described in this Section may apply for an exemption by completing and submitting a "Request for Initial Determination or Exemption" form to the Polk County Fire Marshal's Office.

Qualifications for exemptions include:

1. Any mass gathering held at a permanently constructed venue being used for its intended purpose. For example, a football game at a football stadium, spectator or sporting events, and arenas. Venues requiring setting up of tents, restrooms, or stages in order to hold the event may not qualify under this exemption
2. Any mass gathering which, because of the venue, time, or other condition for use of the intended location, the promoter has already been required to obtain authorizations from the Fire Marshal, Sheriff, and the Polk County Permit Department.
3. Any mass gathering approved by a public entity to take place on a publicly-controlled site and for which the promoter has already been required to obtain authorizations from the Fire Marshal, Sheriff, and the Polk County Permit Department.
4. Any mass gathering held on private residential property and not commercial in nature and which will be contained on that property.
5. If a promoter of an event is uncertain as to whether the event that they are promoting is covered under an exemption or not, the promoter may file an application and indicate "Request for Initial Determination or Exemption" on the web form. The County shall review the application and make an initial determination whether the event is exempted from these Mass Gathering Rules and Regulations. The County may revoke its initial determination at any time if it becomes aware of material changes in the plans for the mass gathering. The promoter shall inform the County of any material changes to the plans for the mass gathering.

Section Three: *Permit Required*

A person may not promote a mass gathering without a current, valid permit issued under these Rules and Regulations and the Texas Mass Gathering Act. A person who does so without a current, valid permit, commits an offense.

An offense under this Section is a misdemeanor punishable by a fine of not more than $1,000, confinement in the Polk County jail for not more than 90 days, or both. Each day of the violation is a separate offense. Any law enforcement agency with jurisdiction over the location of the event shall have enforcement power under this Section.

A permit issued under these Rules and Regulations is valid for one mass gathering event. Permits will not be issued for multiple events.

In addition to the permit requirements detailed herein, the county may require a contract from the promoter to include certain provisions, including liability insurance coverage.

These Rules and Regulations apply in addition to any and all other permit requirements of Polk County, and rules, laws and regulations of the State of Texas.

Section Four: *Application Procedure*

At least 45 days before the date on which a mass gathering will be held, the promoter shall file a permit application with the County Fire Marshal's Office. A permit application will not be accepted later than 45 days prior to the event. **A promoter may not promote an event without a permit.**

The application shall include at least the following information:

1. the promoter's full name and addresses (physical and mailing), and copy of State Identification;
2. a financial statement that reflects the funds being supplied to finance the mass gathering and each person supplying the funds;
3. the full name and addresses (physical and mailing) of the owner of the property on which the mass gathering will be held;
4. a certified copy of the agreement between the promoter and the property owner(s);
5. the location and a description of the property on which the mass gathering will be held;
6. the dates and times that the mass gathering will be held;
7. the maximum number of persons the promoter will allow to attend the mass gathering and the plan the promoter intends to use to limit attendance to that number;
8. the name and contact information for each performer who has agreed to appear at the mass gathering and the name and address of each performer's agent;
9. a description of each agreement between the promoter and a performer;
10. a description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the mass gathering, including a copy of all agreements with sanitation provider(s);
11. a description of all preparations being made to provide traffic control, to ensure that the mass gathering will be conducted in an orderly manner, and to protect the physical safety of the persons who attend the mass gathering, including a copy of all agreements with traffic control agency(ies);
12. a description of the preparations made to provide adequate medical and nursing care, including a copy of all agreements with medical service provider(s); and
13. a description of the preparations made to supervise minors who may attend the mass gathering and ensure that they are not able to obtain alcohol, including a copy of all agreements with appropriate security agency(ies).

Section Five: *Investigation*

After a permit application is filed, the Fire Marshal's Office shall send a copy of the application to the Polk County Permit Department, the Polk County Sheriff, the Polk County Emergency Management Coordinator, the Hearing Examiner, and the County Judge (if different from the Hearing Examiner).

The Polk County Permit Department shall investigate preparations for the mass gathering and whether the preparations in place would comply with the Minimum Standards for Health and Sanitation for Mass Gatherings, which are attached to this document and incorporated herein for all purposes. At least five days before the date on which the hearing prescribed in Section Six is held, the Polk County Permit Department Shall submit to the Hearing Examiner a report stating whether the Polk County Permit Department believes that the minimum standards of health and sanitation prescribed by state and local laws, rules and orders will be maintained.

The Polk County Fire Marshal shall investigate preparations for the mass gathering. At least five days before the date on which the hearing prescribed in Section Six is held, the Polk County Fire Marshal shall submit to the Hearing Examiner a report stating whether the Polk County Fire Marshal believes that the minimum standards for ensuring public fire safety and order as prescribed by state and local laws, rules, and orders will be maintained. This may include the submission of additional information, including a site-plan for the event. The County Fire Marshal is authorized to place a Fire Safety Coordinating Officer at a Command and Control Point for the Event, as well as require additional fire safety personnel as the authority having jurisdiction.

The Polk County Sheriff shall investigate preparations for the mass gathering and whether the preparations in place would comply with the Minimum Standards for Public Safety for Mass Gatherings. At least five days before the date on which the hearing prescribed in Section Six is held, the sheriff shall submit to the Hearing Examiner a report stating whether the sheriff believes that the minimum standards for ensuring public safety and order that are prescribed by state and local laws, rules, and orders will be maintained. The County Sheriff is authorized to place a Security Coordinating Officer at a Command and Control Point for the Event, as well as required additional law enforcement personnel as the authority having jurisdiction.

Upon request from the Hearing Examiner, the Polk County Emergency Management Coordinator shall investigate preparations for the mass gathering. If requested, at least five days before the date on which the hearing prescribed in Section Six is held, the Polk County Emergency Management Coordinator shall submit to the Hearing Examiner a report stating whether the Polk County Emergency Management Coordinator believes that the minimum standards for ensuring public safety and order as prescribed by state and local laws, rules, and orders will be maintained. The Emergency Management Coordinator is authorized to place a Medical Coordinating Officer at a Command and Control Point for the Event, as well as require additional County EMS Personnel as the authority having jurisdiction.

Each Mass Gathering Event shall be required to establish a Command and Control Point for coordination of the event. The promoter or other person authorized by the promoter to manage the event shall be present and available to coordinate with the Sheriff's Office, Emergency Services and EMS, Fire Marshal's Office, and the Polk County Permit Department.

The Hearing Examiner may conduct or request any additional investigation that the Hearing Examiner considers necessary.

The Polk County Permit Department, the Polk County Fire Marshal, the Polk County Sheriff, and, if requested by the Hearing Examiner, the Polk County Emergency Management Coordinator shall be available at the hearing prescribed by Section Six to give testimony on their reports.

Section Six: *Hearing*

In no event later than the 10th day before the date on which a mass gathering will begin, the Hearing Examiner shall hold a hearing on the application. The Hearing Examiner shall set the date, location and time of the hearing.

Notice of the time and place of the hearing shall be filed with the County Clerk and posted on the County website, given to the promoter and to each known person who has an interest in whether the permit is granted or denied.

At the hearing, any person may appear and testify for or against the permit.

At the hearing, the Hearing Examiner may request information from any other department or organization with knowledge or experience related to the mass gathering.

Section Seven: *Timeline*

At least 45 days prior to the proposed event an application must be submitted to the Polk County Fire Marshal's Office. A Hearing to approve or deny the permit will be scheduled within 45 days of receiving the application, **and** at least ten days prior to the scheduled event. **The Promoter may not promote the event until a Permit has been issued,** and should provide sufficient time for the investigation and hearing process to occur.

Upon receiving the permit application, the Fire Marshal will immediately notify the Hearing Examiner, Permit Department, Sheriff's Office, and Office of Emergency Management. Within thirty days of receiving the application, the Permit Department, the Fire Marshal, and the Sheriff's Office will investigate the mass gathering and submit a report to the Hearing Examiner. At the request of the Hearing Examiner, the Emergency Management Coordinator shall also investigate and submit a report within this same time frame.

The Permit Department, the Fire Marshal, the Sheriff's Office, or the Emergency Management Coordinator may request additional time to complete their investigation from the Hearing Examiner in 5-day increments if there are at least ten days until the date of the Hearing.

Section Eight: *Findings and Decision*

After the completion of the hearing prescribed by Section Six, the Hearing Examiner shall enter his/her findings in the record and shall either grant or deny the permit.

The Hearing Examiner may deny or revoke the permit upon a finding of any of the following grounds:

1. The application contains false or misleading information or omits required information;
2. The promoter's financial backing is insufficient to ensure that the mass gathering will be conducted in the manner stated in the application;
3. The location selected for the mass gathering is inadequate for the purpose for which it will be used;
4. The promoter has not made adequate preparations to limit the number of persons attending the mass gathering
5. The promoter has not provided for adequate supervision for minors attending the mass gathering;
6. The promoter does not have assurance that scheduled performers will appear;
7. The preparations for the mass gathering do not ensure that minimum standards of sanitation and health will be maintained;
8. The preparations for the mass gathering do not ensure that the mass gathering will be conducted in an orderly manner and that the physical safety of persons attending will be protected;
9. Adequate arrangements for traffic control have not been provided; or
10. Adequate medical and nursing care will not be available.

Section Nine: *Permit Revocation*

The Hearing Examiner may revoke a permit issued under Section Eight if the Hearing Examiner finds that preparations for the mass gathering will not be completed by the time the mass gathering will begin, on any grounds listed in Section Eight, Subsection 2, or that the permit was obtained by fraud or misrepresentation.

The Hearing Examiner must give notice to the promoter that the permit will be revoked at least 24 hours before the revocation takes effect. If requested by the promoter, the Hearing Examiner shall hold a hearing on the revocation.

If the Hearing Examiner revokes a permit upon a finding of one of the above grounds, the promoter shall have five business days to cure the deficiency. If the deficiency has been cured, as determined by the Hearing Examiner, then the permit shall be reissued.

Section Ten: *Appeal*

A promoter or a person affected by the granting, denying, or revoking of a permit may appeal final action to a district court having jurisdiction in Polk County.

Section Eleven: *Inspections*

The Polk County Permit Department may inspect a mass gathering during the event to ensure that the minimum standards of health and sanitation prescribed by state and local laws, rules, and orders are being maintained. If the Polk County Permit Department determines a violation of the minimum standards is occurring or is likely to occur, the Polk County Permit Department may order the promoter of the mass gathering to correct the violation.

The Polk County Fire Marshal may inspect a mass gathering during the event to ensure that the minimum standards for ensuring public fire safety and order as prescribed by state and local laws, rules, and orders are being maintained. If the Polk County Fire Marshal determines a violation of the minimum standards for fire protection and safety is occurring or likely to occur, the Fire Marshal may order the promoter of the mass gathering to correct the violation.

The Polk County Sheriff's Office may inspect a mass gathering during the event to ensure that the minimum standards for ensuring public safety are being maintained. If the Polk County Sheriff determines a violation of the minimum standards is occurring or is likely to occur, the Polk County Sheriff may order the promoter of the mass gathering to correct the violation.

The Polk County Sheriff's Office or the Polk County Fire Marshal's Office may stop an event and/or halt attendance of the event if attendance exceeds capacity, the permit application contains false information, a provision of the permit was not adhered to by the promoter, or conditions at the event become unsafe. The County may require information from the promoter regarding pre-sales for the event in order to verify this information.

A promoter or person designated to manage or work at the mass gathering shall not prohibit, impede, or delay an employee of the Polk County Permit Department, Polk County Fire Marshal's Office, Polk County Sheriff's Office, or Polk County Emergency Management Coordinator from accessing the event to conduct inspections or respond to emergencies.

A promoter who fails to comply with an order issued under this section commits an offense. An offense under this section is a Class C misdemeanor. Any law enforcement agency with jurisdiction over the location where the event is held shall have citation power under this Section.

Section Twelve: *Fees*

An application for a permit to promote a mass gathering must be accompanied by payment of the minimum inspection fee in the amount set out herein.

Special events that require more extensive review from the Fire Marshal, the Sheriff, or the Polk County Permit Department may be assessed a reasonable surcharge to compensate for the additional time spent inspecting the event. Applicants will be informed of any surcharges via an invoice sent through the electronic permitting system. The surcharge must be paid before the permit will be issued.

All fees relating to the issuance of a Mass Gathering Permit shall be determined by Commissioners' Court and incorporated into these Mass Gathering Rules and Regulations. These fees shall remain in effect from the effective date hereof until changed by Commissioners' Court. Fees may be changed at any time and from time-to-time by Commissioners' Court, as it deems appropriate. The fees shall be approved or amended by Commissioners' Court in the manner authorized by law for the taking of official action by a political subdivision. Any changes shall be effective for events in which the application is filed after the date of the change.

The minimum fee for the health inspection, fire marshal inspection and sheriff's inspection must be paid at the time of the filing of the application. Special events that require more extensive review from the Fire Marshal, the Sheriff, or the Permit Department may be assessed additional inspection fees to compensate for the additional time spent inspecting the event.

$300.00 for Mass Gathering.
*Additional inspection fees per existing fee schedules adopted by Commissioners Court.

All payments of fees shall be non-refundable; payments must be made by cashier's check or money order payable to **Polk County, Texas**.

Section Thirteen: *Effect of Other Laws*

It is not intended, and no provision herein should be construed, to contravene any applicable law or to pre-empt any federal statute. To the extent any part or any provision in these Rules and Regulations might otherwise be construed as invalid, illegal, or unenforceable in any respect, it should be construed as being limited in its scope and applicable to only those circumstances to which it can legally apply. To the extent that any provision or part hereof is found to be invalid, illegal or unenforceable in any respect, it shall not affect any other provision. A Mass Gathering Permit is obtained in addition to any other permits that may be required under any local, state or federal law.

Section Fourteen: *Effective Date*

These Rules and Regulations, with approval of Polk County Commissioners' Court, shall become effective on May 16, 2023. Consequently, on and after May 16, 2023, a promoter of a mass gathering shall be subject to the provisions herein.

Section Fifteen: *Communications and County Contact*

Questions concerning these rules may be submitted to the Polk County Fire Marshal's Office:

Email: firemarshal@co.polk.tx.us

Address: 602 E Church St. Ste. 145
Livingston, TX 77351

Phone: 936-327-6831

Section Sixteen: *Material Changes in Plans*

If after a permit has been granted, a material change in the plans for the mass gathering has occurred, the promoter shall notify the Hearing Examiner so that the Hearing Examiner may determine whether the permit shall be revoked or not.

If Polk County becomes aware of road construction in the vicinity of the mass gathering that may affect the mass gathering, Polk County will make every effort to notify the Promoter so that accommodations may be made. Polk County reserves the right to revoke a Permit for a mass gathering because of unexpected road construction if the unexpected road construction causes there to be inadequate parking or traffic control. Every effort will be made to avoid revoking a permit based on unexpected road construction.

Part B: Outdoor Music Festivals Rules and Regulations

The Polk County Outdoor Music Festivals Rules and Regulations are hereby established pursuant to the authority of Chapter 2104 of the Texas Occupations Code.

Section One: *Definitions*

For purposes of these Rules and Regulations, the following words shall have the meaning ascribed:

1. *Live Performances:*

   any form of musical entertainment, including the playing of recorded music or "DJs".

2. *Outdoor Music Festival*:

   any form of musical entertainment provided by live performances that occurs on two or more consecutive days or on any two days during a three-day period if:

   a. More than 5,000 persons attend any performance;
   b. Any performer or audience member is not within a permanent structure; and
   c. The performance occurs outside the boundaries of a municipality.

3. *Promoter*:

   a person who attempts to organize or promote an outdoor music festival, or to solicit funds for the organization or promotion of an outdoor music festival.

Section Two: *Permit Required*

Pursuant to Texas Occupations Code Sec. 2104.151, **a person may not promote an outdoor music festival without first registering as a promoter** with the County Clerk of the County in which the festival is to be held. **A person may not direct, control, or participate in the direction or control of an outdoor music festival unless the festival is authorized by a permit issued** under Texas Occupations Code Chapter 2104.

An offense under this Section is a misdemeanor punishable by a fine of not more than $1,000, confinement in the Polk County jail for not more than 30 days, or both. Each day of the violation is a separate offense. Any law enforcement agency with jurisdiction over the location of the event shall have citation power under this Section.

A permit issued under these Rules and Regulations is valid for one outdoor music festival event. Permits will not be issued for multiple events. These Rules and Regulations apply in addition to any and all other permit requirements, codes, laws or regulations of Polk County and the State of Texas.

In addition to the permit requirements detailed herein, the county may require a bond and/or contract from the promoter to include certain provisions, including liability insurance coverage, and fines and/or penalties.

Section Three: *Registration Procedure*

A promoter shall register with the Polk County Clerk prior to submitting a permit application.

The registration must include:

1. the name and address of:
    i. the promoter; and
    ii. each of the promoter's associates or employees assisting in the promotion of the festival; and
2. a statement indicating whether the promoter, or an associate or employee of the promoter, has been convicted of a crime involving the misappropriation of funds, theft, burglary, or robbery.

The promoter must submit a $5 registration fee with the registration.

The registration must be verified by the promoter and be based on the promoter's best information and belief.

Section Four: *Application Procedure*

At least 60 days before the date on which an outdoor music festival will be held, the promoter shall file a permit application with the Polk County Fire Marshal's Office. A permit application will not be accepted later than 60 days prior to the event.

The application shall include at least the following information:

1. the full name and address (physical and mailing) of:
    i. the promoter; and
    ii. each of the promoter's associates or employees assisting in the promotion of the festival; and
    iii. the owner(s) of the property on which the festival will be held;
2. a financial statement of the promoter and a statement specifying the sources and amounts of capital being supplied for the festival;
3. a description of the festival location;
4. the name and address of the owner of the festival location;
5. a certified copy of the agreement between the property owner(s) and the promoter to use the festival location;
6. the dates and times of the festival;

7. the maximum number of persons the promoter will allow to attend the festival;
8. a statement describing the promoter's plan to control the number of persons attending the festival;
9. a description of the agreement between the promoter and each performer who is scheduled to appear at the festival; and
10. a complete statement describing the promoter's festival preparations to comply with the minimum standards of sanitation and health prescribed by Chapter 341, Health and Safety Code, including a copy of all agreements with sanitation provider(s).
11. a description of all preparations being made to provide traffic control, to ensure that the festival will be conducted in on orderly manner, and to protect the physical safety of the persons who attend the festival, including a copy of all agreements with traffic control agency(ies);
12. a description of the preparations made to provide adequate medical and nursing care, including a copy of all agreements with medical provider(s);
13. a description of the preparations made to supervise minors who may attend the festival and insure they are not able to obtain alcohol, including a copy of all agreements with appropriate security agency(ies)

The promoter shall submit a fee with the permit application, consistent with the Fee Schedule provided in Section Eleven of these Rules and Regulations.

The permit application must be verified by the promoter and be based on the promoter's best information and belief.

Section Five: *Health Report and Investigation*

After a permit application is filed, the Fire Marshal's Office shall send a copy of the application to the Polk County Permit Department, the Polk County Sheriff, the Polk County Emergency Management Coordinator, and the County Judge.

The Polk County Permit Department shall investigate preparations for the festival and whether the preparations in place would comply with the Minimum Standards for Health and Sanitation for festivals, which are attached to this document and incorporated herein for all purposes. At least five days before the date on which the hearing prescribed in Section Six is held, the Polk County Permit Department Shall submit to the Commissioners Court a report stating whether the Polk County Permit Department believes that the minimum standards of health and sanitation prescribed by state and local laws, rules and orders will be maintained. At least two days before the date on which the hearing is held, the Polk County Permit Department shall file a copy of the report with the County Clerk.

The Polk County Fire Marshal shall investigate preparations for the festival. At least five days before the date on which the hearing prescribed in Section Six is held, the Polk County Fire Marshal shall submit to the Commissioners Court a report stating whether the Polk County Fire Marshal believes that the minimum standards for ensuring public fire safety and order as prescribed by state and local laws, rules, and orders will be maintained. This may include the submission of additional information, including a site-plan for the event. The County Fire Marshal is authorized to place a Fire Safety Coordinating Officer at a Command and Control Point for the Event, as well as require additional fire safety personnel as the authority having jurisdiction.

The Polk County Sheriff shall investigate preparations for the festival and whether the preparations in place would comply with the Minimum Standards for Public Safety for Festivals. At least five days before the date on which the hearing prescribed in Section Six is held, the sheriff shall submit to the Commissioners Court a report stating whether the sheriff believes that the minimum standards for ensuring public safety and order that are prescribed by state and local laws, rules, and orders will be maintained. The County Sheriff is authorized to place a Security Coordinating Officer at a Command and Control Point for the Event, as well as required additional law enforcement personnel as the authority having jurisdiction.

Upon request from the County Judge, the Polk County Emergency Management Coordinator shall investigate preparations for the festival. If requested, at least five days before the date on which the hearing prescribed in Section Six is held, the Polk County Emergency Management Coordinator shall submit to the Commissioners Court a report stating whether the Polk County Emergency Management Coordinator believes that the minimum standards for ensuring public safety and order as prescribed by state and local laws, rules, and orders will be maintained. The Emergency Management Coordinator is authorized to place a Medical Coordinating Officer at a Command and Control Point for the Event, as well as require additional County EMS Personnel as the authority having jurisdiction.

Each Festival shall be required to establish a Command and Control Point for coordination of the event. The promoter or other person authorized by the promoter to manage the event shall be present and available to coordinate with the Sheriff's Office, Emergency Services and EMS, Fire Marshal's Office, and the Polk County Permit Department.

The Commissioners Court may conduct or request any additional investigation that the Commissioners Court considers necessary.

The Polk County Permit Department, the Polk County Fire Marshal, the Polk County Sheriff, and, if requested by the Commissioners Court, the Polk County Emergency Management Coordinator shall be available at the hearing prescribed by Section Six to give testimony on their reports.

Section Six: *Hearing*

The Commissioner's Court shall set a date and time for a hearing on the permit application.

The hearing must be held:

1. after the 15th day after the date the permit application is filed; and
2. before the 30th day before the date set for the first performance of the outdoor music festival.

A promoter is entitled to at least 10 days' notice before the hearing date.

Any person may appear at the hearing and testify for or against the grant of the permit.

Section Seven: *Timeline*

At least 60 days prior to the proposed festival a promoter must register with the County Clerk's Office and then submit an application to the Polk County Fire Marshal's Office. A Hearing to approve or deny the permit will be scheduled between 15 days of receiving the application and 30 days prior to the music festival. **The Promoter may not promote the festival until they have registered with the County Clerk**. An application must be submitted following registration for a hearing to be scheduled. **A person may not direct, control, or participate in the direction or control of an outdoor music festival unless the festival is authorized by a permit issued under these Regulations.**

Upon receiving the permit application, the Fire Marshal will immediately notify the County Judge, Permit Department, Sheriff's Office, and Office of Emergency Management. Within twenty-one days of receiving the application, the Permit Department, the Fire Marshal, and the Sheriff's Office will investigate the location of the outdoor music festival and submit a report to the Commissioners Court. At the request of the County Judge, the Emergency Management Coordinator shall also investigate and submit a report within this same time frame.

The Permit Department, the Fire Marshal, the Sheriff's Office, or the Emergency Management Coordinator may request additional time to complete their investigation from the County Judge in 5-day increments if there are at least ten days until the date of the Hearing.

Section Eight: *Decision on Permit Application*

The Commissioners Court shall grant a permit application filed under Section 2104.101 unless, by a majority vote, the court finds, from a preponderance of the evidence presented at the hearing, that:

1. the permit application contains false or misleading information;
2. required information is omitted from the application;
3. the promoter does not have sufficient financial backing or stability to:
    i. carry out the preparations described in the application; or
    ii. ensure the faithful performance of the promoter's agreements;

4. the preparations described in the application are insufficient to:
    i. protect the community or the persons attending the outdoor music festival from health dangers; or
    ii. avoid a violation of Chapter 341, Health and Safety Code;
5. the times of the festival and the festival location create a substantial danger of congestion and disruption of other lawful activities in the immediate vicinity of the festival;
6. the preparations described in the application are insufficient to limit the number of persons attending the festival to the maximum number stated in the application; or
7. the promoter does not have adequate agreements with performers to ensure with reasonable certainty that persons advertised to perform at the festival will appear.

Section Nine: *Permit Revocation*

At any time before the fifth day before the date of the first performance of the outdoor music festival, the commissioners court may, after reasonable notice to the promoter and a hearing, revoke the permit on a finding, by a majority of the court, that:

1. the preparations for the event will not be completed in time for the first performance; and
2. the failure to carry out the preparations will result in a serious threat to the health of the community or persons attending the festival.

A permit may not be revoked during the period beginning with the fifth day before the date of the first performance of the festival and ending with the final day of the festival.

Section Ten: *Appeal*

A promoter or a person affected by the granting, denying, or revoking of a permit may appeal final action to a district court having jurisdiction in Polk County.

Section Eleven: *Inspections*

The Polk County Permit Department may inspect an outdoor music festival during the event to ensure that the minimum standards of health and sanitation prescribed by state and local laws, rules, and orders are being maintained. If the Polk County Permit Department determines a violation of the minimum standards is occurring or is likely to occur, The Permits Department may order the promoter of the outdoor music festival to correct the violation.

The Polk County Fire Marshal may inspect an outdoor music festival during the event to ensure that the minimum standards for ensuring public fire safety and order as prescribed by state and local laws, rules, and orders are being maintained. If the Polk County Fire Marshal determines a violation of the minimum standards for fire protection and safety is occurring or likely to occur, the Fire Marshal may order the promoter of the outdoor music festival to correct the violation.

The Polk County Sheriff's Office may inspect an outdoor music festival during the event to ensure that the minimum standards for ensuring public safety are being maintained. If the Polk County Sheriff determines a violation of the minimum standards is occurring or is likely to occur, the Polk County Sheriff may order the promoter of the outdoor music festival to correct the violation.

The Polk County Sheriff's Office or the Polk County Fire Marshal's Office may stop an event and/or halt attendance of the event if attendance exceeds capacity, the permit application contains false information, a provision of the permit was not adhered to by the promoter, or conditions at the event become unsafe. The County may require information from the promoter regarding pre-sales for the event in order to verify this information.

A promoter or person designated to manage or work event shall not prohibit, impede, or delay an employee of the Polk County Permit Department, Polk County Fire Marshal's Office, Polk County Sheriff's Office, or Polk County Emergency Management Coordinator from accessing the event to conduct inspections or respond to emergencies.

A promoter who fails to comply with any order issued under this Section commits an offense. An offense under this section is a Class C misdemeanor punishable by a fine of up to $500.00. Each day of violation is a separate offense. Any law enforcement agency with jurisdiction over the location where the event is held shall have citation power under this Section.

Section Twelve: *Fees*

An application for a permit to promote a festival must be accompanied by payment of the minimum inspection fee in the amount set out herein.

Special events that require more extensive review from the Fire Marshal, the Sheriff, or the Polk County Permit Department may be assessed a reasonable surcharge to compensate for the additional time spent inspecting the event. Applicants will be informed of any surcharges via an invoice sent through the electronic permitting system. The surcharge must be paid before the permit will be issued.

All fees relating to the issuance of a Festival Permit shall be determined by Commissioners' Court and incorporated into these Outdoor Music Festivals Rules and Regulations. These fees shall remain in effect from the effective date hereof until changed by Commissioners' Court. Fees may be changed at any time and from time-to-time by Commissioners' Court, as it deems appropriate. The fees shall be approved or amended by Commissioners' Court in the manner authorized by law for the taking of official action by a political subdivision. Any changes shall be effective for events in which the application is filed after the date of the change.

The minimum fee for the health inspection, fire marshal inspection and sheriff's inspection must be paid at the time of the filing of the application. Special events that require more extensive review from the Fire Marshal, the Sheriff, or the Permit Department may be assessed additional inspection fees to compensate for the additional time spent inspecting the event.

$300.00 for an Outdoor Music Festival.
*Additional inspection fees per existing fee schedules adopted by Commissioners Court.

All payments of fees shall be non-refundable; payments must be made by cashier's check or money order payable to **Polk County, Texas**.

Section Thirteen: *Effect of Other Laws*

It is not intended, and no provision herein should be construed, to contravene any applicable law or to pre-empt any federal statute. To the extent any part or any provision in these Rules and Regulations might otherwise be construed as invalid, illegal, or unenforceable in any respect, it should be construed as being limited in its scope and applicable to only those circumstances to which it can legally apply. To the extent that any provision or part hereof is found to be invalid, illegal or unenforceable in any respect, it shall not affect any other provision. An outdoor music festival permit is obtained in addition to any other permits that may be required under any local, state or federal law.

Section Fourteen: *Effective Date*

These Rules and Regulations, with approval of Polk County Commissioners Court, shall become effective on May 16, 2023. Consequently, on and after May 16, 2023, a promoter of an Outdoor Music Festival shall be subject to the provisions herein.

Section Fifteen: *Communications and County Contact*

Questions concerning these Rules may be submitted to the Polk County Fire Marshal:

Email: firemarshal@co.polk.tx.us

Address: 602 E Church St. Ste. 145
Livingston, TX 77351

Phone: 936-327-6831

Section Sixteen: *Material Changes in Plans*

If after a Permit has been granted, a material change in the plans for the outdoor music festival has occurred, the promoter shall notify the commissioners court so that they may determine whether the Permit shall be revoked or not.

If Polk County becomes aware of road construction in the vicinity of the outdoor music festival that may affect the festival, Polk County will make every effort to notify the Promoter so that accommodations may be made. Polk County reserves the right to revoke a Permit for an outdoor music festival because of unexpected road construction if the unexpected road construction causes there to be inadequate parking or traffic control. Every effort will be made to avoid revoking a permit based on unexpected road construction.

Part C: Forms

1. Request for Initial Determination or Exemption
2. Mass Gathering Permit Application
3. Fire Code Requirements for Temporary Events
4. Promoter Registration (Outdoor Music Festivals)
5. Outdoor Music Festival Permit Application

Polk County, Texas

Request for Initial Determination or Exemption
Mass Gatherings and Outdoor Music Festivals

Event Description

1. Promoter's Name

   _____

2. Promoter's Address and other Contact Information:

   _____

   _____

   _____

   Telephone: _____

   Fax: _____

   Email: _____

3. Location of the Property where the Event will be held:

   _____

   _____

   _____

   _____

4. Description of the Property where the Event will be held: (barn, open field, stadium, etc.)

   _____

   _____

5. Date(s) of Event: _____

6. Time of Event: _____

7. Maximum number of persons to be allowed to attend: _____

8. How will attendance be limited? _____

_____

_____

_____

9. Will alcohol be served? _____

10. Will live music be provided? YES, or NO. If so, which day(s): _____

11. Brief Description of the Event? (entertainment, purpose etc.)

_____

_____

_____

12. Security Contact Information

Agency providing Security _____

Contact Name / Phone Number _____

Please return form to the Polk County Fire Marshal's Office ***at least*** 45 days prior to a Mass Gathering or ***at least*** 60 days prior to an Outdoor Music Festival.
Email: firemarshal@co.polk.tx.us
Physical: 602 E Church St. Ste. 145 Livingston, TX 77351
Phone: 936-327-6831

Polk County
Mass Gathering and Outdoor Music Festival Permitting Application Checklist and Coversheet for:

_____

(name of event)

Have you included the following in your application packet?

- ☐ Signed and Completed Mass Gathering Application
- ☐ Mass Gathering Permit Fee (required upon submittal of application)
- ☐ Site Layout, indicating emergency exits, location of management point, medical station, security location, etc.
- ☐ Event Security Plan, including the location of security personnel, number of officers, and contact information for security. The required officer-to-attendee ratio is 1:50 when the officer is TCOLE certified. A ratio of 2:100 is acceptable when at least one officer is TCOLE certified and the second is a licensed security officer. TCOLE identification must be provided for all certified officers.
- ☐ Event Medical Plan, including location of first aid station, number of medical personnel, name and contact for medical care & state certification.
- ☐ Event Communications Plan (How will you communicate with internal and external agencies during the event?)
- ☐ Signed/Notarized Music Festival Permits from County Clerk's Office (if applicable)
- ☐ Damage Deposit of $2,000.00 per 24 hours (money order)
- ☐ Traffic Control Plan

***Please do not staple** together any of the documents in your application packet. Paperclips ok.

I acknowledge and represent that I have received and read the "Mass Gathering and Outdoor Music Festival Rules and Regulations", as approved by Polk County Commissioners Court. I further acknowledge and represent that the information that I have provided in it is true and correct. In addition to these rules and regulations, I also confirm that all state and local laws, rules, and regulations will be followed.

_____ Date: _____

Signed (applicant)

_____

Print Name

MASS GATHERING PERMIT APPLICATION

Polk County Fire Marshal's Office

602 E. Church St. Ste. 145 Livingston, TX 77351 Phone: (936) 327-6831 Fax: (936)327-6890

Event Name:

Address or Location of Proposed Event:

Identify the two (2) closest streets to the proposed event location:

Date of Event: *

Anticipated Attendance:

Start Time:

Ending Time:

Total Hours:

Will alcoholic beverages be sold/consumed? ☐ Yes ☐ No

Is a fireworks/pyrotechnics display proposed for this event? ** ☐ Yes ☐ No

Event Promoter/Sponsor:

Address:

City, State, Zip Code:

Phone 1:

Phone 2:

Email:

List of Performers:

Performer:	Address:
Agent:	Address:
Performer:	Address:
Agent:	Address:
Performer:	Address:
Agent:	Address
Performer:	Address:
Agent:	Address:

Property Owner:

Address and Telephone Number:

Will attendance be limited? If so, indicated how.

* The completed packet, with all required information and paperwork, must be submitted a minimum of 45days prior to the event.

** Fireworks displays are regulated by the Polk County Fire Marshal's Office based on conditions at the time of the event.

*** All state laws and local rules, regulations, and ordinances must be followed in addition to the stipulations specified in this application.

Per HSC 751 the application must include the below items. Please include and/or describe the information as requested under each item. Attach additional pages if necessary.

Briefly describe the event and what type of activities it will include.

Describe steps to be taken to ensure that minimum standards of sanitation and health will be maintained during the mass gathering.

A description of preparations made to provide traffic control, to ensure that the mass gathering will be conducted in an orderly manner and to protect the physical safety of the persons who attend the mass gathering.

Describe the preparations made to provide adequate medical and nursing care.

Describe the preparations made to supervise minors who may attend the event.

Attach the following documents:

Event Financial Statement

Copy of Agreement between Promoter & Performer

Copy of Agreement between Promoter and Property Owner

Site plan/layout of property showing any special features, entrances, exits, location of medical station, management location, etc.

_____ _____

Promoter's Signature Date

*** Email completed application to** firemarshal@co.polk.tx.us

Fire Code Requirements for Temporary Events
Polk County Fire Code/International Fire Code 2021 Edition

Name of Proposed Event: _____Date(s): _____

☐ All booths with any type of heat-producing or cooking devices must have at least one (1) 2A:10BC rated fire extinguisher with a current inspection tag and pin-seal on it.

☐ Booths that are frying any food (french fries, funnel cakes, etc.), or using cooking appliances with wood (BBQ pits, etc.) must also have a 'Class K' fire extinguisher within 20 feet of the cooking area. Min. 1.5-gallon rating.

☐ All vendors who are cooking with charcoal, wood or gas must do so in a safe and responsible manner.

☐ All booths using a generator, must position it at least (20) feet from any side or the roof of any tent or canopy. Re-fueling must be done at least 20 feet from any heat producing device (including the generator).

☐ Propane and butane cylinders must be secured to prevent them from being overturned. Tanks must be at least 4 feet from a heat producing device or mounted in an assembly designed to prevent heating of the tank. Line(s) between the tank and the heat producing device must be arranged to prevent thermal or mechanical damage of the line(s).

☐ All canopies or tents must be fire resistant. Tags stating such rating must be attached to the canopy and legible for inspection.

☐ Extension cords must be located so as to prevent the public from touching, walking on, or contacting.

☐ Combustible vegetation must be removed within 30' of the tent.

☐ Smoking is not allowed inside of tents.

I, _____, will comply with the above-listed fire safety requirements, and require vendors to do the same. I understand that the event is subject to fire-safety inspections before or during the time(s) which it is held.

Applicant Signature: _____

Name (print): _____

Date: _____

*Please include this completed page in the application and email to firemarshal@co.polk.tx.us

Helpful Contact Numbers

Polk County Sheriff

Office: 936-327-6810

Fax: 936-327-6892

Email: dispatch@polkcounty.net

Polk County Fire Marshal

Office: 936-327-6831

Fax: 936-327-6890

Email: firemarshal@co.polk.tx.gov

The Polk County Permit

Department Office: 936-327-6820

Fax: 936-327-6867

Email: permits@co.polk.tx.us

Allegiance Mobile Health

Office: 936-327-0123



Schelana Hock
COUNTY CLERK

Fill out the following by typing or printing in blue or black ink ONLY. If you need additional space, attach the page(s) to the back of the application and note it on that section.

Date of Registration: _____

PROMOTER REGISTRATION

(Registration Fee $5.00)

Pursuant to Occupational Code § 2104.051, a Promoter shall register with the County Clerk of the County in which the outdoor music festival is to be held.

Promoter's Information: _____

Name:

_____

Address: City: State: Zip:

_____

Phone Number: Email Address:

Have you ever been convicted of a crime involving the misappropriation of funds, theft, burglary or robbery? ☐ YES ☐ NO

If Yes, what crime, county, state and date: _____

_____

Name and address of each of the Promoter's associates or employees assisting in the promotion of the festival:

1. _____

   Name:

   _____

   Address: City: State: Zip:

_____

_____

Phone Number: Email Address:

Have you ever been convicted of a crime involving the misappropriation of funds, theft, burglary, or robbery? ☐ YES ☐ NO

If Yes, what crime, county, state and date: _____

_____

2. _____

Name:

_____

Address: City: State: Zip:

_____

Phone Number: Email Address:

Have you ever been convicted of a crime involving the misappropriation of funds, theft, burglary, or robbery? ☐ YES ☐ NO

If Yes, what crime, county, state and date: _____

_____

3. _____

Name:

_____

Address: City: State: Zip:

_____

Phone Number: Email Address

Have you ever been convicted of a crime involving the misappropriation of funds, theft, burglary, or robbery? ☐ YES ☐ NO

If Yes, what crime, county, state and date: _____

_____

I solemnly swear (or affirm) that the information I have given in this document is correct and I hereby set my hand this _____day of _____, 20____.

_____
Promoter's Signature

STATE OF TEXAS
COUNTY OF POLK

This instrument was acknowledged before me by _____.

Given under my hand and seal of office this _____ day of _____, 20_____.

SCHELANA HOCK, COUNTY CLERK
POLK COUNTY, TX

_____
By: Deputy

This application is to be filed at the County Clerk's office. DO NOT sign this application until you are in the presence of a County Clerk's office. Upon completion, provide a copy to the Fire Marshal.

Schelana Hock
COUNTY CLERK

Fill out the following by printing or typing in blue or black ink ONLY. If you need additional space attach the page(s) to the back of the application and note it on that section.

Date of Application: _____

FESTIVAL PERMIT APPLICATION

(Permit Application Fee $5.00)

Pursuant to Occupational Code § 2104.101, a Promoter shall, before the 60th day before the date the Promoter holds an outdoor music festival, file a permit application with the County Clerk of the county in which the festival is to be held.

Promoter's Information: _____

Name:

_____

Address: City: State: Zip:

_____

Phone Number: Email Address:

Name and address of each of the Promoter's associates or employees assisting in the promotion of the festival:

1. _____

   Name:

   _____

   Address: City: State: Zip:

   _____

   Phone Number: Email Address:

2. _____

   Name:

   _____

   Address: City: State: Zip:

Phone Number: Email Address:

3. Name:

Address: City: State: Zip:

Phone Number: Email Address:

Description of the festival location: _____

Owner of the festival location:

Name:

Address: City: State: Zip:

Phone Number: Email Address:

Statement describing the terms and conditions of the agreement allowing the promoter to use the festival location:

Dates and times of festival operation:

_____ to _____ _____to _____

Start Date End Date Start Time End Time

Maximum number of people the promoter will allow to attend the festival: _____

Promoter's plan to control the number of people attending the festival:

_____

_____

_____

Give a description of the agreements between the promoter and each festival performer.

_____

_____

_____

_____

Give a statement describing the promoter's preparations to comply with the minimum standards of sanitation and health prescribed by The Health and Safety Code § 341.

_____

_____

_____

Promoter must attach the following to this Festival Permit Application:

1. Financial Statement
2. Statement specifying the sources and amounts of capital being supplied for the Festival

_____

I solemnly swear (or affirm) that the information I have given in this document and its attachments are correct and I hereby set my hand this _____day of _____, 20____.

_____
Promoter's Signature

STATE OF TEXAS
COUNTY OF POLK

This instrument was acknowledged before me by _____.

Given under my hand and seal of office this _____ day of _____, 20_____.

SCHELANA HOCK, COUNTY CLERK
POLK COUNTY

_____
By: Deputy

- **This application is to be filed at the Polk County Clerk's office. DO NOT sign this application until you are in the presence of a County Clerk Deputy.**
- **Upon completion, provide a copy to the Fire Marshal for approval. The Fire Marshal will follow up with the County Clerk's Office regarding the approval of the permit.**
- **The Fire Marshal will forward this application to the Polk County Commissioners' Court and add it to the meeting agenda once it is approved.**
- **The Fire Marshal will notify the promoter of the date of the Commissioners' Court meeting where their permit will be discussed.**
- **The Fire Marshal will send a letter to the promoter with the decision of the Commissioners' Court regarding their permit.**

ORDER

OF THE POLK COUNTY COMMISSIONERS COURT
ADOPTING UPDATED MASS GATHERING AND OUTDOOR MUSIC FESTIVAL RULES AND REGULATIONS

WHEREAS, Polk County Commissioners Court adopted the Mass Gathering and Outdoor Music Festival Rules and Regulations on May 16, 2023, pursuant to the authority granted under Chapter 751 of the Texas Health and Safety Code (the Texas Mass Gathering Act) and Chapter 2104 of the Texas Occupations Code; and

WHEREAS, the Polk County Fire Marshal's Office has recommended certain updates to the Rules and Regulations to reflect the Office's current location and contact information, to update the referenced edition of the International Fire Code, and to strengthen event security, traffic control, and damage deposit requirements for applicants; and

WHEREAS, the proposed updates do not alter the underlying statutory framework, definitions, exemptions, permit procedures, hearing process, revocation procedures, appeal rights, or fee structure established under the 2023 Rules and Regulations; and

WHEREAS, the Commissioners Court has reviewed the proposed updates and finds that adoption of the updated Rules and Regulations is in the best interest of Polk County;

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF POLK COUNTY, TEXAS, THAT:

1. The updated Mass Gathering and Outdoor Music Festival Rules and Regulations, attached hereto and incorporated herein by reference, are hereby ADOPTED and shall supersede and replace the Rules and Regulations approved May 16, 2023, in their entirety.

2. The updates adopted herein include, without limitation:

(a) revised Polk County Fire Marshal's Office contact information (602 E. Church Street, Suite 145, Livingston, Texas 77351; telephone 936-327-6831);

(b) reference to the 2021 edition of the International Fire Code in place of the 2018 edition;

(c) a required event security officer-to-attendee ratio of 1:50 for TCOLE-certified officers, or 2:100 where at least one officer is TCOLE-certified and the second is a licensed security officer, with TCOLE identification required for all certified officers;

(d) a required damage deposit of $2,000.00 per 24-hour period, payable by money order; and

(e) a required Traffic Control Plan as part of the permit application packet.

3. All forms associated with the Rules and Regulations, including the Request for Initial Determination or Exemption, the Mass Gathering Permit Application, the Fire Code Requirements for Temporary Events, the Promoter Registration form, and the Outdoor Music Festival Permit Application, are likewise updated and adopted as attached.

4. This Order and the updated Rules and Regulations shall become effective immediately upon adoption by the Commissioners Court.

5. All other provisions of the Rules and Regulations not specifically amended herein shall remain in full force and effect.

PASSED AND APPROVED this 14th day of July 2026, in a duly called and posted meeting of the Commissioners Court of Polk County, Texas.

Sydney Murphy, County Judge
Polk County, Texas

Attest;

Schelana Hock, County Clerk

(seal)

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PROJECT MEMORANDUM

TO: See Distribution **FROM:** Jim Owens, P.E. **PAGE:** 1 OF

SUBJECT: Hurricane Harvey HUD MID – Water Plant Improvements – GLO Contract No. 24-065-044-E536 **DATE:** January 6, 2026

Job Number: 367096

Time Extension for Construction Contract:

Due to both equipment delivery delays (electrical and controls for Soda WSC Plant #3) and the unusually wet season (impacting site grading/drainage and clean-up at Shiloh Ridge WSC Plant #3), the Contractor is requesting to extend the project 45 days. Based on construction progress so far, we believe this extension is fair and feasible.

Jim Owens, P.E.

Distribution:
Sydney Murphy, County Judge, Polk County
Jessica Hutchins, Polk County
Brandon Knebel, Manager, Soda W.S.C.
Susan Stover, David J. Waxman & Associates

1609 S. CHESTNUT • SUITE 202
LUFKIN, TEXAS • 75901

PHONE: 936-637-4900
FAX: 936-637-6330

T.B.P.E.L.S. FIRM NO. F-413
T.B.A.E. FIRM NO. BR 351

T.B.P.E.L.S. FIRM NO. 10110900
GLSTEXAS.COM

COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Construction Change Order Request

NOTE: Texas Local Government Code Sec. 262.031 "CHANGES IN PLANS AND SPECIFICATIONS" regulations apply. Generally, a cumulative increase in the contract price in excess of 25% or a cumulative decrease in excess of 18% are disallowed.

Subrecipient:	Polk County	GLO Contract Number:	24-065-044-E536	Date:	7/1/2026

Engineer Name Address & Phone	Subrecipient Name, Address, & Phone Number:	Contractor Name, Address & Phone Number:
GLS 1609 S. Chestnut, Suite 202 Lufkin, TX 75901 Phone No.:(936)637-4900	Polk County 101 West Church St Livingston, Texas 77351 Phone No.:(936) 327-6813	Duplichain Contractors P.O. Box 637 Alto, TX 75925 Phone No.:(936) 858-4100

Project #:		Bid Package #:		Change Order #:	Two (2)
Contract Origination Date	9/9/2025	Project Description:	Water Plant Improvements		

You are hereby requested to comply with the following changes from the contract plans and specifications.

Item No.	Description of Changes: Quantities, Units, Unit Prices, Change in Completion Schedule etc.	Decrease in Contract Price	Increase in Contract Price

See sheet 2 to add additional entries

Change in Construction Contract Price

Original Contract Price:	560600
Cumulative Previous Change Order(s) Total:	-104966
Contract Price Prior to this Change Order:	455634
Net Increase/Decrease of this Change Order:	

Change in Contract Time (Calendar Days)

Original Contract Time in Days:	240
Net Change from Previous Change Order(s) in Days	0
Contract Time Prior to this Change Order in Days	240
Net Increase/Decrease of this Change Order in Days:	45

COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Construction Change Order Request

Contract Price with All Approved Change Orders:	455634	Contract Time with All Approved Change Orders in Days:	285
Cumulative Percent Change in Contract Price (+/-)	-18.72	Subrecipient Contract End Date:	12/31/2026
Construction Contract Start Date:	11/3/2025	Construction Contract End Date:	8/15/2026

Reimbursements of costs included in this change order are subject to review by GLO-CDR.

*This document may be executed prior to submission for GLO-CDR review, but all parties involved will be held responsible if the change order or amendment warranted as a result of this change order is not in compliance with CDBG or HUD Requiremements

Subrecipient Signature	Engineer Signature	Contractor Signature
Sydney Murphy, County Judge	Jim Owens, P.E.	Jason Duplichain, VP
Subrecipient Nam and Title (Printed)	Engineer Name and Title (Printed)	Contractor Name and Title (Printed)
Polk County	GLS	Duplichain Contractors, LLC
Subrecipient Signature	Engineer Signature	Contractor Signature

Justification for Change Order

1. Will this change order increase or decrease the number of beneficiaries? ☐ Increase ☐ Decrease ☑ No Change

If there is a change, how many beneficiaries will be affected? Total [ ] LMI [ ]

2. Effect of this change on the scope of work: ☐ Increase ☐ Decrease ☑ No Change

3. Effect on operation and maintenance costs: ☐ Increase ☐ Decrease ☑ No Change

4. Are all prices in the change order dependent upon unit prices found in the original bid? ☑ Yes ☐ No

If "no", explain:

5. Has the change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction? ☐ Yes ☐ No

If "yes", is an environmental assessment required?

N/A

6. Is the Texas Council on Environmental Quality (TCEQ) clearance still valid (if applicable)?	☑ Yes	☐ No
7. Is the CCN permit still valid? (*sewer projects only*)	☐ Yes	☐ No
8. Are the disability access requirements/approval still valid (if applicable)?	☐ Yes	☐ No
9. Are other Disaster Recovery contractural special condition clearances still valid?	☑ Yes	☐ No

If "no", explain:

Disclaimer: *The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*

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PROJECT MEMORANDUM

TO: See Distribution **FROM:** Jim Owens, P.E. **PAGE:** 1 OF

SUBJECT: Hurricane Harvey State MID – Water Plant Improvements – GLO Contract No. 24-065-045-E537 **DATE:** July 1, 2026

Job Number: 367125

Time Extension for Construction Contract:

Due to both equipment delivery delays (electrical and controls for Damascus-Stryker WSC Plant #2) and the unusually wet season (impacting sandblasting/painting at Damascus-Stryker WSC Plant #3), the Contractor is requesting to extend the project 75 days. Based on construction progress so far, we believe this extension is fair and feasible.

Jim Owens, P.E.

Distribution:
Sydney Murphy, County Judge, Polk County
Jessica Hutchins, Polk County
Carolyn Ann Standley, Director/Secretary, Damascus Stryker W.S.C.
Susan Stover, David J. Waxman & Associates

1609 S. CHESTNUT • SUITE 202
LUFKIN, TEXAS • 75901

PHONE: 936-637-4900
FAX: 936-637-6330

T.B.P.E.L.S. FIRM NO. F-413
T.B.A.E. FIRM NO. BR 351

T.B.P.E.L.S. FIRM NO. 10110900
GLSTEXAS.COM

COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Construction Change Order Request

NOTE: Texas Local Government Code Sec. 262.031 "CHANGES IN PLANS AND SPECIFICATIONS" regulations apply. Generally, a cumulative increase in the contract price in excess of 25% or a cumulative decrease in excess of 18% are disallowed.

Subrecipient:	Polk County	GLO Contract Number:	24-065-045-E537	Date:	7/1/2026

Engineer Name Address & Phone	Subrecipient Name, Address, & Phone Number:	Contractor Name, Address & Phone Number:
GLS 1609 S. Chestnut, Suite 202 Lufkin, TX 75901 Phone No.: (936) 637-4900	Polk County 101 West Church St Livingston, TX 77351 Phone No. : (936) 327-6813	Duplichain Contractors P.O. Box 637 Alto, TX 75925 Phone No.: (936) 858-4100

Project #:		Bid Package #:		Change Order #:	Two (2)
Contract Origination Date	9/9/2025	Project Description:	Water Plant Improvements		

You are hereby requested to comply with the following changes from the contract plans and specifications.

Item No.	Description of Changes: Quantities, Units, Unit Prices, Change in Completion Schedule etc.	Decrease in Contract Price	Increase in Contract Price

See sheet 2 to add additional entries

Change in Construction Contract Price

Original Contract Price:	403500
Cumulative Previous Change Order(s) Total:	61825
Contract Price Prior to this Change Order:	465325
Net Increase/Decrease of this Change Order:	0

Change in Contract Time (Calendar Days)

Original Contract Time in Days:	240
Net Change from Previous Change Order(s) in Days	0
Contract Time Prior to this Change Order in Days	240
Net Increase/Decrease of this Change Order in Days:	75

COMMUNITY DEVELOPMENT & REVITALIZATION
The Texas General Land Office
Construction Change Order Request

Contract Price with All Approved Change Orders:	465325	Contract Time with All Approved Change Orders in Days:	315
Cumulative Percent Change in Contract Price (+/-)	15.32218092	Subrecipient Contract End Date:	
Construction Contract Start Date:	11/3/2025	Construction Contract End Date:	9/14/2026

Reimbursements of costs included in this change order are subject to review by GLO-CDR.

*This document may be executed prior to submission for GLO-CDR review, but all parties involved will be held responsible if the change order or amendment warranted as a result of this change order is not in compliance with CDBG or HUD Requiremements

Subrecipient Signature	Engineer Signature	Contractor Signature
Sydney Murphy, County Judge	Jim Owens, P.E.	Jason Duplichain, VP
Subrecipient Nam and Title (Printed)	Engineer Name and Title (Printed)	Contractor Name and Title (Printed)
Polk County	GLS	Duplichain Contractors, LLC
Subrecipient Signature	Engineer Signature	Contractor Signature

Justification for Change Order

1. Will this change order increase or decrease the number of beneficiaries? ☐ Increase ☐ Decrease ☑ No Change

If there is a change, how many beneficiaries will be affected? Total [ ] LMI [ ]

2. Effect of this change on the scope of work: ☐ Increase ☐ Decrease ☑ No Change

3. Effect on operation and maintenance costs: ☐ Increase ☐ Decrease ☑ No Change

4. Are all prices in the change order dependent upon unit prices found in the original bid? ☑ Yes ☐ No

If "no", explain:

N/A

5. Has the change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction? ☐ Yes ☐ No

If "yes", is an environmental assessment required?

N/A

6. Is the Texas Council on Environmental Quality (TCEQ) clearance still valid (if applicable)?	☑ Yes	☐ No
7. Is the CCN permit still valid? (*sewer projects only*)	☐ Yes	☐ No
8. Are the disability access requirements/approval still valid (if applicable)?	☐ Yes	☐ No
9. Are other Disaster Recovery contractural special condition clearances still valid?	☑ Yes	☐ No

If "no", explain:

Disclaimer: *The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*

RESOLUTION

A RESOLUTION OF THE COMMISSIONERS COURT OF POLK COUNTY, TEXAS, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT AND REVITALIZATION (GLO-CDR) COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY 2024 DISASTERS LOCAL COMMUNITIES PROGRAM; AND AUTHORIZING THE COUNTY JUDGE TO ACT AS THE COUNTY'S EXECUTIVE OFFICER AND THE AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE COUNTY'S PARTICIPATION IN THE CDBG DISASTER RECOVERY 2024 DISASTERS LOCAL COMMUNITIES PROGRAM.

WHEREAS, the Commissioners Court of Polk County, Texas desires to develop a viable community, including decent housing and suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income, and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of Polk County, Texas to apply for funding under the Texas General Land Office CDBG 2024 Disasters Local Communities Program;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF POLK COUNTY , TEXAS:

1. **THAT** a CDBG 2024 Disasters Local Communities Program Grant application for the CDBG-24D LCP is hereby authorized to be filed on behalf of the County with the Texas General Land Office.

2. **THAT** the County's application be placed in consideration for funding under the CDBG 2024 Disasters Local Communities Program.

3. **THAT** the application be for $5,000,000.00 of grant funds to provide for Street Improvements. The County is committing an amount of $250,000.00 from its General Fund as a cash contribution toward the project.

4. **THAT** the Commissioners Court directs and designates the County Judge as the County's Chief Executive Officer and Authorized Representative to act in all matters in connection with the application and the County's participation in the CDBG 2024 Disasters Local Communities Program.

5. **THAT** all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition and civil rights requirements.

PASSED AND APPROVED this 14 day of July, 2026.

COMMISSIONERS COURT OF POLK COUNTY, TEXAS

Sydney Murphy, County Judge
Polk County, Texas

ATTEST:

Schelana Hock, County Clerk
Polk County, Texas

COMMISSIONERS COURT OF POLK COUNTY, TEXAS

PCRB
POLK COUNTY
RECYCLING & BEAUTIFICATION

June 23, 2026

Polk County Commissioners Court

Re: Notice of Discontinuation of Recycling Center Operations & Request for Agenda Placement — July 14, 2026

Dear Honorable Judge Sydney Murphy and Members of the Commissioners Court,

On behalf of the Board of Directors of Polk County Recycling & Beautification (PCRB), I am writing to formally notify the Commissioners Court that PCRB will no longer be able to operate the Polk County Recycling Center beyond the end of this fiscal year. We are proud of what this community has built together, and it is not a decision the board has made lightly. After careful consideration, the board has approved a plan to wind down operations by September 29, 2026.

Approved Wind-Down Timeline

- **June 19, 2026** — Last day of operation for the Onalaska drop-off location
- **July 11, 2026** — Last day the recycling center will accept plastic materials
- **September 29, 2026** — Last day of PCRB operation of the recycling center

Request for Consideration

It is our sincere hope that the Commissioners Court will recognize the value this center has provided to Polk County residents over the last five years, and will consider continuing its operation in some capacity. PCRB has been working to streamline operations to the materials most compatible for ongoing management — which we believe positions the county well to continue the service with minimal overhead.

Should the Court elect to take over operations in October, PCRB commits to working closely with the county through December 2026 to ensure a smooth and orderly transition. If the county is not in a position to continue operations, PCRB will work to ensure all remaining materials are properly processed and sold before the end of the year.

We respectfully request placement on the Commissioners Court agenda for July 14, 2026, to present this information and address any questions the Court may have. Thank you for your time and for the support Commissioners Court has shown PCRB over the years. Please do not hesitate to contact me with any questions prior to the meeting.

Respectfully submitted,

Kari Miller

Kari Miller
Board President
Polk County Recycling & Beautification

PCRB
10311 N Hwy 146
Livingston, TX 77351
www.PCRBTexas.org
936-337-3315
Kari.Miller@PCRBTexas.org
PCRB

POLK COUNTY RECYCLING CENTER

Path Forward — Options & Request for Direction

COMMUNITY IMPACT

Since November 2021, Polk County Recycling & Beautification has diverted over 400,000 pounds of recyclable material from the landfill. Seventy percent of that material has been cardboard.

By documenting every drop-off and conducting occasional surveys, we estimate that almost 10% of Polk County households have utilized our recycling services. We've accommodated 18,000 drop-offs. These numbers demonstrate a demand for this service in our community.

Our organization employs two part-time employees, but we have been supported by more than 60 volunteers who have contributed at least 8,000 hours.

At the end of this year, PCRB's 5-year total revenue from the sale of recyclable materials will be an estimated $30,000. Our total operating expenses will be at least $200,000. This gap reflects the reality of community recycling - it is a public service, not a self-sustaining enterprise.

Our expenses have been covered with donations, fundraising activities, grants, and recycling revenue. Almost 70% of our expenses have been covered by local donations and fundraising activities. Our organization has received a lot of support from within the community.

All the heavy equipment and machinery at the Center were paid for with grants.

WHY THIS IS BEFORE THE COURT

With the future relocation of some of our key members, the PCRB Board has reluctantly concluded that we will not be able to handle operation of the Polk County Recycling Center after this year.

Due to long-term complications in the recycled plastics markets, we ended plastic collections on July 11. All other material collections will end September 29, 2026. We will finish processing and attempt to ship all remaining material by December.

The Court will need to decide whether the County will continue to provide recycling services. This memo lays out realistic options and requests direction so we can focus on a proposal the Court will support.

WHAT THE COUNTY HAS

Recycling Center

- 40' x 80' metal building with 2 large roll-up doors and a bathroom (no climate control)
- 52' x 30' concrete parking and drive-through area, 20' x 30' is covered
- 8' x 80' covered side porch
- 2 twenty-foot shipping containers for material storage

Onalaska Drop-Off Station

- Covered drive-through with covered sorting area and a bathroom
- 2 twenty-foot shipping containers for material storage

Equipment

- Electric forklift
- 2 vertical balers — best suited for baling cardboard
- 10 stackable metal storage cages - larger than a cubic yard - used for collecting cardboard
- 1 portable loading dock
- Pallet jack with built-in scale (currently owned by PCRB, will transfer to Polk County if recycling continues)

OPTIONS

- Option A — County takes over Operation – requires at least 1 employee – Continue cardboard recycling. Consider accepting electronics, appliances, and metal. Manageable, and no new equipment required. Consider the addition of a trailer at the Onalaska Drop-Off site for cardboard collections.
- Option B — County uses facilities for recycling in a very reduced capacity – no new staff required – Periodic Collection Events (large household items, mattresses, tires, electronics); hold scheduled collection events at either or both sites for select materials.
- Option C — Discontinue Site Operations – end use of county recycling sites entirely. PCRB will clean up sites by the end of the year. Polk County will decide what to do with the heavy equipment, machinery, and shipping containers.

ON PLASTIC

Plastic recycling is not recommended at this time. If the plastics recycling market improves and the court elects to take that on, we recommend investing in a horizontal baler; currently approx. $20,000 - $40,000 refurbished plus freight and installation. Will need to consider additional storage or collections space.

DIRECTION REQUESTED

- Which option does the Court want PCRB to develop further? Or do they have any alternative options to consider?
- If a position (or positions) is approved, should it sit within a Road & Bridge Dept(s), Maintenance, Environmental, or other?
- How many employees does the Court consider appropriate?
- Would hours need to align with normal hours for the overseeing department? Would Saturdays be an option?



FY2027 Preliminary Budget

Polk County, Texas

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Government Finance Officers Association News Release

5/6/2026 (Chicago, Illinois)—Government Finance Officers Association is pleased to announce that Polk County, Texas received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,900 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 25,000 members and the communities they serve.

GFOA Award

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Polk County
Texas

For the Fiscal Year Beginning

October 01, 2025

Christopher P. Morrill

Executive Director

A Message from Polk County Judge, Sydney Murphy

Fellow Polk County Residents,

I am pleased to present the updated FY2027 Preliminary Budget for Polk County.

This version builds on the first, now including both the department requests and my current working draft — reflecting the items I believe are necessary to maintain the services our residents rely on. Please note that this draft does not yet include any changes to the county's pay scale; that review remains ongoing and will be addressed as the process continues.

As with the first release, this preliminary budget book is available online throughout the budget development process, giving you the opportunity to follow along in real time as the budget is built, reviewed, and refined prior to final adoption. Transparency is not just a goal — it is a responsibility — and we want our citizens to clearly see how decisions are made from beginning to end.

The county budget is more than numbers on a page. It is our plan for delivering essential services such as law enforcement, road and bridge maintenance, emergency response, court operations, and many other services that support daily life in Polk County. Every dollar represents the hard-earned tax contributions of our residents, and we take that responsibility seriously.

The Commissioners Court will hold budget workshops on July 14 and July 28 to carefully evaluate department requests, operational needs, capital improvements, and available funding. Following those workshops, a proposed budget will be completed, filed, and posted for public review by the end of July, ahead of final adoption in August. This is a deliberate and thoughtful process, and adjustments will continue to be made as needed to ensure we maintain critical services, meet our financial obligations, and remain fiscally responsible under state law.

I encourage every citizen to review the information provided online, attend the July workshops if possible, and stay engaged throughout the process. An informed and involved community strengthens local government and helps us make better decisions for the future of Polk County.

On behalf of the Commissioners Court, thank you for your continued trust and involvement.



Sydney Murphy, Polk County Judge

Budgeting Process

Each year, the County Judge develops a Tax Rate / Budget Planning Calendar. Her office creates a base budget, including all currently filled and vacant positions and other known operating expenditures. Budget packets are sent out to all departments, and requests are submitted back to the County Judge. Those requests are built into the preliminary draft budget for presentation to Commissioners Court. Budget planning meetings are then held with individual officials and department heads to review departmental requests.

The Polk Central Appraisal District provides preliminary estimated tax roll values, and budget discussions continue through the spring and summer, culminating in a Budget Workshop where the Court discusses proposed salaries, expenses, and allowances for elected officials and employees, as well as the Capital Purchase Projection Listing for the upcoming fiscal year.

The County Judge provides written notices to elected officials of proposed salary and personal expenses, and provides information and schedules to the Tax Assessor/Collector for tax rate calculation. The Chief Appraiser then delivers the certified appraisal roll and estimated values under protest. The Tax Assessor/Collector certifies the anticipated collection rate and provides No New Revenue and Voter Approval Tax Rate calculations to Commissioners Court for publication and posting.

At a Commissioners Court meeting, the Court votes to publish the proposed increase in salaries of elected county and precinct officers, votes to approve the Capital Purchase Projection Listing, receives the No New Revenue and Voter Approval Tax Rates, votes on the proposed tax rate, and schedules public hearings on the tax rate and budget. Should the Court choose to adopt a tax rate above the Voter Approval Rate, that action must occur no later than the Court's regularly scheduled meeting on August 11th in order to place the measure on the November general election ballot. If the motion does not pass, the tax rate will revert to the Voter Approval Rate. The County Judge then files the proposed budget with the County Clerk for public inspection, and required notices of the public hearings on the budget and — if applicable — a tax increase are published in the local newspaper and on the county website.

A Public Hearing on the Proposed Tax Rate and a Public Hearing on the Proposed Budget will be held at a Commissioners Court meeting. The Court sets elected officials' salaries, expenses, and allowances for the new fiscal year, adopts the budget, and — if applicable — holds a separate vote to ratify a property tax increase reflected in the adopted budget, and adopts an Order Setting the Tax Rate. The County Judge files the adopted budget with the County Clerk, County Auditor, and the county website. All departments then submit personnel action forms reflecting approved personnel changes, and October 1 marks the start of the new Fiscal Year.

Budget Timeline

Date	Activity	Responsible Official
April	Budget Requests are submitted to the County Judge.	Elected Officials & Department Heads
April/May	Budget planning meetings are held with individual departments.	County Judge, Elected Officials & Department Heads
May	"Notice of Appraised Value" mailed to property owners.	Chief Appraiser (Appraisal District)
July	The Chief Appraiser delivers a certified Appraisal Roll and the estimated value of properties under protest. (Tax Assessor/Collector submits the same to the Commissioners Court and certifies the anticipated collection rate).	Chief Appraiser (Appraisal District) & Tax Assessor Collector
	The proposed budget filed with the County Clerk.	County Judge
August	"Notice of Elected Officials salaries, expenses or allowance proposed to be increased" must be published before the 10th day before the date to be set.	County Judge
	Publication of No-New-Revenue and Voter Approval Tax Rates	Tax Assessor/Collector
	Commissioners Court meets to discuss Tax Rate. If the proposed rate exceeds the No-New-Revenue or Voter-Approval rate, take a record vote to adopt the specified rate at a future meeting and schedule public hearings on the tax rate and the proposed budget.	Commissioners Court
	(if applicable) "Notice of Public Hearing on Tax Increase: published on or before the 7th day prior to the public hearing.	Tax Assessor/Collector
	(if applicable) Post "Notice of Public Hearing on Tax Rate" (open meeting notice) at least 72 hours before said meeting.	County Judge
	Post "Notice of Public Hearing on Budget" at least 72 hours before said meeting.	County Judge
	Publish "Notice of Vote on Tax Rate" prior to said meeting.	Tax Assessor/Collector
	Public Hearing on Budget and Tax Rate; Budget & Tax Rate adopted.	Commissioners Court
	The budget is filed with the County Clerk & posted on the county website.	County Judge
	Reproduce, distribute & publish budget.	County Judge

Polk County Roadmap to Progress

This roadmap outlines Polk County's countywide objectives and goals, reflecting priorities set by the Commissioners Court with input from elected officials and department heads. Each objective is tied to one or more overarching county goals.

> ***Our Mission***
>
> *Polk County Government exists in order to provide the highest quality of public service for our citizens. In the fulfillment of this mission, an exemplary quality of life is created for all the people of the County — ensuring health, safety and economic opportunity.*

> ***Our Vision***
>
> *Presenting a cohesive county government, committed to effective governing by operating as a team to guarantee our continued success in public service. The Citizens of Polk County trust their elected officials and participate fully in the governance of the County. There is maximum effort to determine each Citizen's needs and to respond to those needs appropriately, while expending the least amount of public funds in the most responsible and efficient manner.*

Overarching County Goals

The following goals guide policy decisions, budget development, and operational planning across all departments:

- Manage Growth
- Enhance Revenues & Financial Stability
- Improve Efficiency & Productivity
- Foster a Supportive Employee Environment
- Increase Communication & Services to Citizens.

Objectives

Objective 1: Use Planning Processes to Guide the County Establish a unified, data-informed planning cycle, align departmental operating plans and budgets with Commissioners Court priorities, and maintain a long-range strategic plan for all departments.

Supports: Manage Growth · Improve Efficiency & Productivity

Objective 2: Provide the Most Effective and Efficient Services Possible Benchmark service delivery against best practices, streamline processes to reduce costs and improve outcomes, and expand continuous improvement practices across departments.

Supports: Improve Efficiency & Productivity

Objective 3: Promote Economic Development for the Creation of Opportunities Foster partnerships to attract investment and create jobs, support infrastructure improvements that enable growth, and ensure predictable and timely permitting processes.

Supports: Manage Growth · Enhance Revenues & Financial Stability

Objective 4: Raise Public Awareness of County Government Increase transparency through proactive communication, enhance citizen engagement via outreach and digital platforms, and provide easy access to public records and decisions.

Supports: Increase Communication & Services to Citizens

Objective 5: Develop New Revenue Sources Diversify revenue streams through grants and partnerships, implement cost-recovery strategies and asset optimization, and reduce reliance on property taxes.

Supports: Enhance Revenues & Financial Stability

Objective 6: Maximize the Use of Technology Modernize systems to improve efficiency and security, expand online services for residents and businesses, and strengthen cybersecurity and data protection.

Supports: Improve Efficiency & Productivity · Increase Communication & Services to Citizens

Objective 7: Attract, Train, and Retain Qualified Employees Build competitive compensation and benefits programs, provide ongoing training and professional development, and foster a culture of recognition and retention.

Supports: Foster a Supportive Employee Environment

Objective 8: Work Cooperatively with All Levels of Government Expand interlocal agreements and shared services, coordinate planning with municipalities and state agencies, and pursue joint initiatives to improve outcomes and reduce costs.

Supports: Manage Growth · Improve Efficiency & Productivity · Increase Communication & Services to Citizens

History of Polk County



Polk County, named in honor of President James K. Polk, was one of twenty-three counties formed by the first state legislature of Texas in 1846. Subsequently, in 1870, much of the area now known as San Jacinto County was divided out of the larger Polk County. The present area of Polk County was fixed on March 11, 1875, when a portion of Trinity County was annexed.

Polk County is located in the tall pine forests of Deep East Texas, about 70 miles north of downtown Houston. It is bounded by the Trinity River on the south-west and the Neches River on the north-east. To the north and east lie more than 100 miles of scenic roads, four Texas Woodland Trails, and the home of the Alabama-Coushatta Tribe of Texas. Livingston is the county seat and largest city with a population of 5,651 according to the most recent census data. The city is situated less than one hour from Bush International Airport in Houston via U.S. Highway 59 (proposed Interstate 69 Corridor). Polk County has the most abundant water supply in the State of Texas and an available labor force of over 155,000 within the Deep East Texas Workforce Development Area.

In the late 1700s, Polk County became the home of the Alabama and Coushatta Indian tribes when they established camps on the Trinity and Neches Rivers after their migration from the Southern United States. In fact, many of the present day communities and waterways bear the names of famous Alabama and Coushatta Indian leaders, such as Colita and Long King. Through the interest and concern of Sam Houston (then General of the Republic of Texas), the Alabama Indians were given a permanent home in the eastern portion of the County. Subsequently, members of the Coushatta tribes also settled on the reservation. Today, the federally recognized 4,600 acre reservation uses the hyphenated “Alabama-Coushatta” to reflect the blending of the two tribes. The “Alabama-Coushatta Tribe of Texas”, as it is officially known, is the largest and oldest in the state and, with the recent opening of the Naskila Gaming facility, the Tribe has become the third-largest employer in the county.

The coming of the railroads to the Polk County area in the 1800s drastically changed the local economy. The railroads were instrumental in the transition of Polk County from a farming industry to a timber economy. Logs cut and milled by local residents were transported by rail to help build a growing nation. Today, Union Pacific rail runs north/south through Polk County, mainly along U.S. 59. The timber industry is still a vital part of the local economy and remains the county’s leading agricultural crop. Over 80 percent of the county’s land is forest (predominately pine trees), with half owned by the timber industry. Georgia Pacific and the RoyO’Martin Corrigan OSB facility are major wood product

producers. Oil and gas also contribute greatly to the economy, especially in the eastern and central parts of the county, where mineral values make up a large portion of the taxable value for some taxing jurisdictions.

Major transportation corridors include U.S. Highway 190, which roughly runs East/West and divides the County, and U.S. 59, a major route to Houston (North/South) that continues down to the Texas Rio Grande Valley. The Hwy 59 corridor is being improved as a part of I-69, the superhighway connecting Canada to Mexico.

Construction of the 93,000 acre Lake Livingston was completed in 1968 (located in the west and south-west portion of the County) and continues to play a significant role in the local economy. Lake Livingston is surrounded by some 450 miles of timbered shoreline (Polk County having the largest amount of that perimeter) filled with vacation and primary homes, marinas, parks, campgrounds, boat launches and fishing piers. Public access to the lake is provided by the 700 acre Lake Livingston State Park (with 2.5 miles of shoreline), which is open year round, as well as a number of smaller parks and boat launches. Lake Livingston's deep, clean water is alive with a variety of bass, crappie, catfish, and bream reeled in by fishermen from around the country. Water stored in the lake is used to supply industrial, municipal and agricultural needs in the lower Trinity River Basin and the greater Houston area as well as municipalities within the county, and East Texas Electric Cooperative's construction of the R.C. Thomas Hydroelectric Plant below the Lake Livingston Dam was completed in late 2020.

Polk County is a premier destination for recreation. The lake, Lake Livingston State Park, the Alabama-Coushatta Indian Reservation and Naskila Gaming are huge draws for tourism in Polk County, along with "Trade Days" held quarterly at Pedigo Park. Lake Livingston State Park alone draws over 500,000 visitors annually. Birds and other wildlife species abound in the county's scenic forests and wetlands, while our deer populations bring hunters from across the state during the season that spans November and December. Recent reports indicate that tourism contributes $67 million annually to Polk County's economy and $22.4 million is paid out in payroll alone for this segment.

In 1993, the Department of Criminal Justice completed construction of a maximum security prison, the Polunsky Unit, located in the south-west portion of the County, which had an immediate impact on the local economy by becoming the county's second-largest employer. Construction of correctional detention space in Texas continued to move to the forefront and, in 2005, Phase I of the IAH Secure Adult Detention Facility was completed with 526 beds. A request from Immigrations and Customs Enforcement (ICE) prompted almost immediate expansion with Phase II (528 additional beds), completed in 2007. The Facility provides detention space for contracted agencies, which include the Federal Bureau of Prisons and the U.S. Marshals Service. The Facility provides over a hundred jobs and a source of revenue for the County from contracted per diem charges. In addition, Livingston is the regional headquarters for the Sam Houston Electric Cooperative and home to over five hundred small businesses. Polk County is also the national headquarters for Escapees, Inc., a nearly 60,000 active member organization of recreational vehicle owners, roughly 10,000 of whom have listed Polk County as their home. At any one time, five hundred Escapees are in residence at the headquarters community south-east of Livingston.

Polk County's close proximity to the greater Houston area (4th largest city in the U.S.) provides the county with numerous benefits, the first of which is access to an international airport only 56 miles from the County Courthouse. Polk County's recreational opportunities also provide an excellent retreat for big city dwellers wanting to escape to a more relaxed lifestyle. Although Polk County is easily accessible to the Texas Medical Center in Houston, first-class medical services are available from CHI St. Luke's Health Memorial Livingston (formerly Memorial Medical Center Livingston), which opened its $25 million facility in the summer of 2000 and completed a five-year, $30 million expansion and improvement program. The complex, located on the Hwy 59 Bypass, includes a 90-bed hospital with emergency, surgery, intensive/critical care, cardiopulmonary and radiology services, and women's health departments supported by a community of skilled physicians and specialists. The Polk County College/Commerce Center, located on the Hwy 59 Bypass near the Hospital, provides advanced curriculum study and technical training through Lamar College and offers much-needed public auditorium space.
The county boasts one of the most enjoyed environments in the state. Pleasant springs and falls, long warm summers and mild winters entice vacationers year round and encourage relocation to the area. The average annual rainfall of 48

inches provides abundant forest vegetation and feeds major rivers in the area, making conditions favorable for principal activities such as agriculture, forestry, ranching and — of course — tourism. Polk County's overall environment is increasingly why Polk County is being selected as home to individuals searching for a better way of life.

The county experienced a 10.4% population growth in the ten-year period between the 2010 Census (45,413) and the 2020 Census (50,123), making us by far the fastest growing county in the Deep East Texas region. Click here to learn more about our county demographics.

Located in the heart of East Texas, Polk County offers a unique blend of country living and urban accessibility. Additional information regarding the advantages and opportunities in Polk County is available from the Livingston-Polk County Chamber of Commerce by telephone at (936) 327-4929 or by visiting their website polkchamber.com. Also, Polk County's website, PolkTX.gov, offers detailed information about our county and a variety of online services.

Capital Expense Plan

Capital Expenses refer to those purchases and projects treated as an amortizable investment in capital assets, rather than as an ordinary operating expense. The County does not adopt a separate budget for capital expenses, opting to include the revenues and expenditures for capital spending within the associated department or fund when funds are available within the budget, unless otherwise directed by law for state or federal funds granted to such a project.

Each year, however, Departments are asked to identify and discuss capital needs within their respective budget request. During budget workshops, the Commissioner Court balances the needs identified against available and projected funding sources. Capital expenses with an expected cost exceeding that which can reasonably be included in the annual budget are included in a listing of Capital Purchase Projections, rather than adopted within the fiscal year budget. Through a Reimbursement Resolution approved at the beginning of each fiscal year, the Commissioners Court considers each listed purchase request or project individually and may approve payment from available fund balance, which is then reimbursed by proceeds of legally authorized debt (tax notes) issued at fiscal year-end.

Description of Expenses Included in the Plan

Categories of expenses considered for a Reimbursement Resolution have been developed in response to and in accordance with the County's Strategic and Capital Plan, and in support of the Overarching County Goals and Objectives outlined in Polk County's Roadmap to Success.

Goal: Manage Growth Objective: Use planning processes and infrastructure investment to accommodate growth while maintaining a safe, functional environment for all citizens.

- Construction and improvement of roads and bridges
- Acquisition of road right-of-way and real property
- Purchase of road maintenance and public safety equipment
- Infrastructure improvements that support economic development and predictable growth

Goals: Improve Efficiency & Productivity | Foster a Supportive Employee Environment Objective: Address increased usage, need, and functionality of County facilities; reduce repair and maintenance costs for buildings and vehicles; and provide staff with the tools and environment needed to serve the public effectively.

- Construction of and improvements to County buildings and facilities
- Acquisition of vehicles and after-market equipment
- Purchase of equipment and tools that support departmental operations and employee productivity

Goals: Increase Communication & Services to Citizens | Improve Efficiency & Productivity | Maximize the Use of Technology Objective: Modernize County systems and leverage technology to improve service delivery, expand public access to County records and services, and strengthen data security and operational efficiency.

- Acquisition of computer equipment and software
- Acquisition of office furnishings and equipment
- Scanning, organization, and digital imaging of County records
- Expansion of online services and electronic public access to applicable County data and records
- Cybersecurity infrastructure and data protection improvements

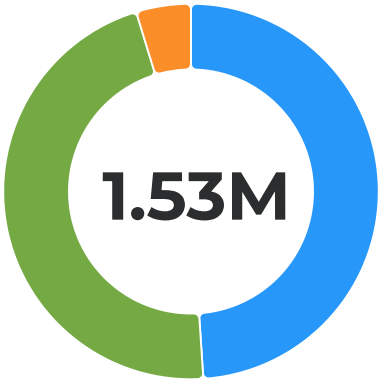
Goal: Enhance Revenues & Financial Stability Objective: Pursue capital investments and cost-recovery strategies that reduce long-term costs, support grant eligibility, and contribute to the County's overall financial sustainability.

- Capital projects supporting grant match requirements or reimbursement eligibility
- Asset acquisition or improvement that reduces ongoing maintenance or operational costs
- Investments that support economic development and revenue diversification efforts

FY2027 Capital Purchase Requests

The following capital purchase requests, if approved, will be funded from General Fund reserves and may be reimbursed through the Court's issuance of seven-year tax notes, should sufficient alternative funding not be available. The Court's most recent tax note issuance occurred in FY2022, with final payoff anticipated in FY2029. In subsequent years, elevated interest rates allowed the Court to certify surplus depository interest revenues in lieu of issuing debt. When capital requests are modest in scale, the Court has the option to absorb them within the operating budget — as was done in FY2026.

FY2027 Capital Costs By Project Type



Computers and Related Equipment	**$747,400**	48.96%
Law Enforcement Equipment	**$707,191**	46.32%
Office Furnishings & Equipment	**$72,000**	4.72%

Computers and Related Equipment

Category	FY2027
County Clerk - Election Equipment	$644,000
IT - Annual Technology Rotation	$46,400
IT - Southern Software Server Replacement	$43,000
Emergency Management - 3 Computers for EOC AV System	$14,000
Total Computers and Related Equipment	**$747,400**

Law Enforcement Equipment

Category	FY2027
Sheriff - Aftermarket Vehicle Equipment	$226,795
Sheriff / Jail / Constables - Axon Cameras	$150,000
Jail - aftermarket vehicle equipment	$127,376
Jail - Kitchen Equipment	$56,000
Pct. 4 Constable - Aftermarket Vehicle Equipment	$49,565
Pct. 3 Constable - Aftermarket Vehicle Equipment	$49,565
Courthouse Security - Metal Detector	$27,500
Pct. 1 - Constable Aftermarket Vehicle Equipment	$20,390
Total Law Enforcement Equipment	**$707,191**

Office Furnishings & Equipment

Category	FY2027
Multi-Department - Courthouse Furnishings & Equipment	$72,000
Total Office Furnishings & Equipment	**$72,000**

Debt Overview Summary

As of October 1, 2026, the County's outstanding (principal) debt obligation is projected to be $7,020,000, a decrease of $1,120,000 from October 1, 2025.

The County is authorized under Article III, Section 52 of the State Constitution to issue bonds payable from ad valorem taxes for the construction and maintenance of roads. There is no constitutional or statutory limit as to the rate on bonds issued pursuant to such constitutional provision. However, the amount of bonds that may be issued is limited to 25% of the assessed valuation of real property.

2026 Assessed valuation of Real Property:	**$6,289,638,631 (estimated)**
Debt Limit (25% of the above value):	**$1,572,409,658**
Amount of Debt Applicable to Limit:	**$0**

In addition to unlimited tax bonds, the County may issue statutorily authorized bonds payable from the proceeds of limited ad valorem tax provided for in Article VIII, Section 9 of the State Constitution. Such constitutional provision provides that a county is limited to an ad valorem tax rate of $.80 per $100 of assessed valuation for general, permanent improvement, road & bridge and jury fund purposes. All the County's current outstanding debt is payable from the levy and collection of this tax.

Tax Rate Limit:	**$0.800000 per $100**
2026 Total County Tax Rate:	**$NA per $100**
2026 Debt Portion of (Total) Rate:	**$NA**
Amount of Debt Applicable to Limit:	**$7,020,000**

Certain County bonds payable from such limited tax may be issued under the provision of Chapter 2, Title 22, Vernon's Texas Civil Statutes. The principal amount of all bonds that may be issued under such Chapter is limited to an aggregate of 5% of the (total) assessed valuation of all property.

2026 Assessed valuation of All Property:	**$7,637,962,156 (estimated)**
Debt Limit (5% of the above value):	**$381,898,108**
Amount of Debt Applicable to Limit:	**$0**

The County will not use long–term debt for current operations in accordance with Article XI, Section 7 and Article VIII, Section 9, of the Constitution and the Local Government Code of the Revised Statutes of Texas. When Polk County finds it necessary to issue bonds, the following policy will be adhered to:

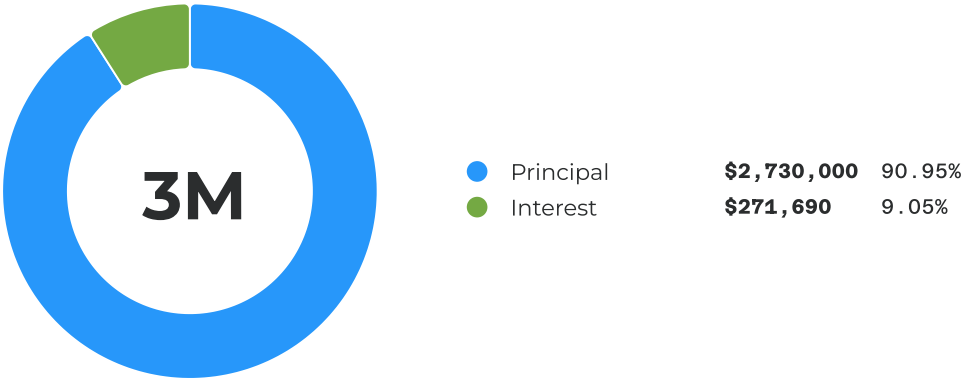
* Reserve funds will be provided to adequately meet debt service requirements in the subsequent year.
* Interest earned on these reserve fund balances will be used for debt service purposes.
* Bond finance will be confined to capital improvement projects, which could not feasibly be financed from current revenues.
* The term of any bond issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.

The presently outstanding tax-supported debt of the county was upgraded from A+ Stable to AA- Stable by Standard & Poor's in July 2022. Moody's Investor Service issued a rating update in June 2017 which affirmed the County's outstanding general obligation limited tax debt at A2, and revised the outlook from negative to stable. The stable outlook represents Moody's expectation that financial operations have stabilized due to the county no longer relying on an uncertain revenue stream from the IAH Secure Adult Detention Facility.

FY2027 Debt Service

Overall, FY2027 debt service obligations reflect a manageable and declining debt load, with one instrument reaching full retirement and the remaining obligations progressing on schedule. The County is preparing for a new Series 2026 Tax Note issuance, and the estimated FY2027 principal and interest payments associated with this issuance are now included in this preliminary draft budget.

FY2027 Debt Payments By Type



FY2027 Debt Service Payments

$3,001,690

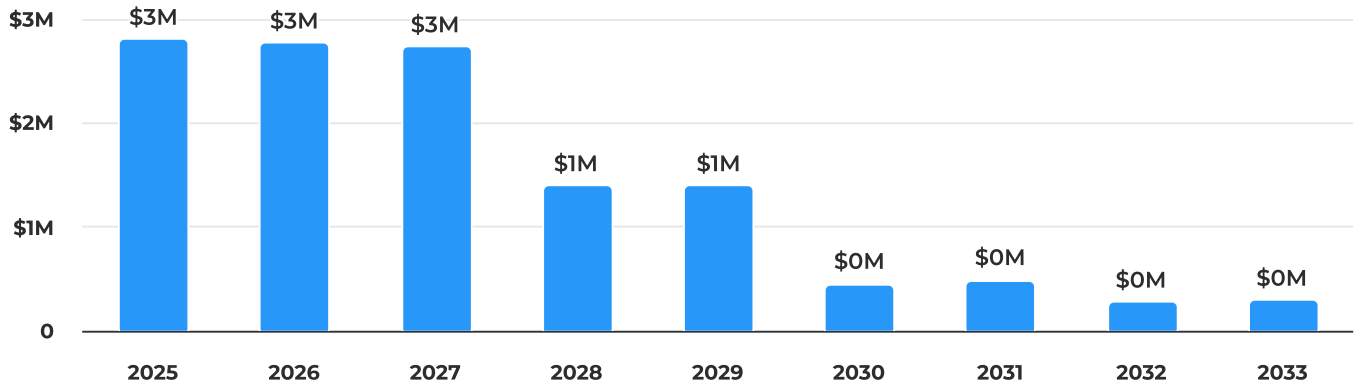
-$90,289 (-2.92% vs. FY26)

Fund Name	FY2026 Debt Service	FY2027 Debt Service	% Change	$ Change
Principal	$2,770,000.00	$2,730,000.00	-1.44%	-$40,000.00
Interest	$321,978.26	$271,689.76	-15.62%	-$50,288.50
Total Debt	**$3,091,978.26**	**$3,001,689.76**	**-2.92%**	**-$90,288.50**

Principal

Total principal debt service payments for FY2027 are estimated at $2,730,000, a decrease of $40,000 (1.44%) from the FY2026 adopted budget of $2,770,000. This decline is driven primarily by the retirement of the Series 2019 Tax Notes, which carried an annual payment of $265,000 and are fully retired entering FY2027.

Among the remaining obligations, the Series 2020 General Obligation Refunding Bonds — issued to restructure the 2007 Jail Expansion debt — remain the largest single debt service payment at $1,375,000, an increase of $65,000 (4.96%) over FY2026. The Series 2022 Tax Notes follow at $875,000, up $45,000 (5.42%). The remaining obligations — the 2016 Energy Savings Program contractual payment, the Series 2020 Tax Notes, and the Series 2021 Tax Notes — show changes ranging from flat to modestly higher. Additionally, new debt anticipated to be issued in FY2026 is projected to add $100,000 to the FY2027 principal payment.



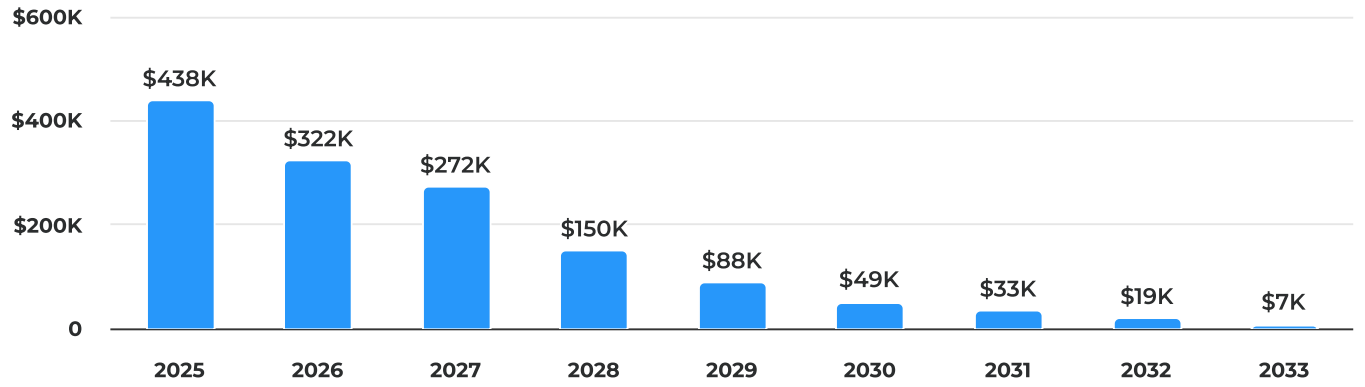
Fund Name	FY2026 Debt Service	FY2027 Debt Service	% Change	$ Change
2016 Contractual Obligations - Energy Savings Program	$160,000.00	$170,000.00	6.25%	$10,000.00
Series 2019 Tax Notes - $1,750,000 Total Issued at 2.3%	$265,000.00	-	-	-$265,000.00
Series 2020 Tax Notes - $855,000 Total Issued at 1.291459%	$135,000.00	$135,000.00	-	-
Series 2020 General Obligation Refunding Bonds - Restructuring of 2007 Jail Expansion	$1,310,000.00	$1,375,000.00	4.96%	$65,000.00
Series 2021 Tax Notes - $500,000 Total Issued at 1.209991%	$70,000.00	$75,000.00	7.14%	$5,000.00
Series 2022 Tax Notes - $5,875,000 Total Issued at True Interest Cost 2.325311%	$830,000.00	$875,000.00	5.42%	$45,000.00
Series 2026 Tax Notes - $1,650,000 Total Proposed Issuance (Estimated Payments)	-	$100,000.00	-	$100,000.00
Total Debt	**$2,770,000.00**	**$2,730,000.00**	**-1.44%**	**-$40,000.00**

Interest

Total interest payments projected for FY2027 are $271,689.76, a decrease of $50,288.50 (15.62%) from the FY2026 adopted budget of $321,978. This reduction reflects the natural progression of the County's debt portfolio, as outstanding principal balances on existing debt decline and interest accruals decrease accordingly — a decline that more than offsets the new interest obligation associated with the Series 2026 Tax Notes.

Interest on the Series 2022 Tax Notes and the Series 2020 General Obligation Refunding Bonds remain the two largest interest obligations at $115,875 and $68,750, respectively — both down significantly from FY2026 as principal balances continue to be paid down. The Series 2019 interest obligation is eliminated entirely in FY2027 following that instrument's retirement. Partially offsetting these reductions, the newly issued Series 2026 Tax Notes introduce a new interest obligation of $66,844 in FY2027. All other remaining series reflect meaningful reductions in interest costs, ranging from approximately 15% to 49%.

Overall, the FY2027 interest budget reflects a county debt portfolio that is actively maturing: declining balances across existing instruments are driving substantially lower carrying costs year over year, even as new debt issuance introduces a modest offsetting cost.



Fund Name	FY2026 Debt Service	FY2027 Debt Service	% Change	$ Change
2016 Energy Savings Interest	$20,027.26	$16,834.51	-15.94%	-$3,192.75
Series 2026 Interest (Estimated Payment)	-	$66,844.00	-	$66,844.00
Series 2019 Interest	$3,047.50	-	-	-$3,047.50
Series 2020 Interest	$3,915.00	$2,025.00	-48.28%	-$1,890.00
Series 2020 Refunding Interest	$134,250.00	$68,750.00	-48.79%	-$65,500.00
Series 2021 Interest	$2,238.50	$1,361.25	-39.19%	-$877.25
Series 2022 Interest	$158,500.00	$115,875.00	-26.89%	-$42,625.00
Total Debt	**$321,978.26**	**$271,689.76**	**-15.62%**	**-$50,288.50**

Use of Debt Obligations

Public Property Finance Contractual Obligations

A Contractual Obligation is a constitutionally authorized debt which may be issued in accordance with Texas Local Government Code, Chapter 271, for the purpose of paying all or a portion of contractual obligations to be incurred in connection with the acquisition or purchase of personal property and to pay for professional services and costs of issuance.

Series 2016: The County issued $2,120,000 in June, 2016 to fund water and energy savings improvements in county buildings with outdated and inefficient systems. By contract, savings realized through this project are guaranteed to meet or exceed the annual principal and interest payments of this debt.

General Obligation Refunding Bonds

A Refunding Bond is a constitutionally authorized debt which may be issued for the purpose of refunding a portion of the County's outstanding debt in order to lower the overall annual debt service requirements of the County and to pay the costs of issuance of the Bonds.

Series 2020: In February 2020, the County issued General Obligation Refunding Bonds in the amount of $8,340,000 in order to refund the outstanding principal balance of the Series 2012 Certificates of Obligation issued for the refund of the outstanding principal balance of the Series 2007 Certificates of Obligation issued for the expansion of the County Jail Facility ($19,000,000 original issue) - resulting in approximately $500,000 in savings for the County's Debt Service.

Certificates of Obligation

Bonds and Certificates of Obligation (often called CO's) are financing methods utilized for large capital projects. Currently, the County has no outstanding debt of this type.

Tax Notes

Tax Notes are a type of constitutionally authorized debt which may be issued by the County for purposes subject to the approval of the Attorney General of Texas. The Notes are payable as to principal & interest from, and secured by, the receipt of a direct and continuing ad valorem tax levied within the limits prescribed by law on all taxable property within the County. Currently, the County has seven outstanding debts of this type.

Series 2019: The County issued $1,750,000 in Tax Notes at FY2019 end to reimburse funds balances for capital purchases made during the fiscal year, as follows: $30,321.06 for Annual Technology Rotation initiated by Information Technology Department to replace outdated coomputers; $26,290 for Industrial Washer & Dryer at the Jail; $486.77 for computer monitors & electric bill counter for Treasurer; 870.12 for scanner for Human Resources; $24,316.99 for Incident Response Equipment for the Jail; $635,260 for twelve new vehicles, including 1 Constable Unit, 1 Extension Office Truck, 5 Sheriff Patrol Units, 1 Sheriff K-9 Unit, 1 Sheriff Animal Control Truck, 1 Sheriff School Resource Officer Unit, and 2 Jail Transport Units; $13,000 for Museum Sprinkler System; $28,795 for Jail Fingerprint System; $1,783.02 for 2 scanners for JP2 Office; $11,822 for 1 Emergency Command Station for Emergency Management; $754,881 for Judicial Software System; and $180,476 for an Excavator for Road & Bridge Precinct 4. The Series total also includes the costs of issuance.

Series 2020: The County issued $855,000 in Tax Notes at FY2020 end to reimburse funds balances for capital purchases made during the fiscal year, as follows: $308,000 for Dispatch Console & Radio Tower Upgrade for the Sheriff's Office; $251,926 for six new vehicles, including 2 Investigation Units for the District Attorney's Office, 1 Constable Unit, 2 Maintenance Pickup Trucks and 1 Transport SUV for Aging's Meals On Wheels service; $117,346 for a Jail Cell Surveillance System; $50,213 for a new Ballot Counter with Hardware for the County Clerk's election needs; $46,495 for Security Upgrades in various county buildings; $24,574.72 for 8 Portable Radios and 1 Satellite Phone for Emergency Management; $17,300 for a Crash Data Retrieval system for the local DPS officer; $5,500 for Orion Disaster & Damage Assessment software for Emergency Management; $2,745 for Livescan Equipment Upgrade for the District Clerk; and $1,870.28 for twelve 2-way Radios for the Jail. The Series total also includes the costs of issuance.

Series 2021: The County issued $500,000 in Tax Notes at FY2021 end to reimburse funds balances for capital purchases made during the fiscal year, as follows: $305,341 for (8) vehicles assigned to Maintenance, Information Technology, the Sheriff, Jail and Road & Bridge Pct. 2; $121,410 for Server & Software updates at the Jail and Judicial Center; $43,881 for equipment and computer hardware/software in the offices of Permits, Environmental Enforcement, Fire Marshal, County Clerk, District Clerk, District Attorney, Justice of the Peace Pct. 3, and Constable Precinct 4. The Series Total also includes the cost of issuance.

Series 2022: The County issued $5.43 M in Tax Notes with a $556,734 Premium at the end of FY2022 to fund a portion of the Historic Courthouse Restoration Project ($5.73M) and to reimburse fund balances for capital purchases made during the fiscal year, as follows: $53,194.46 for Floor repair at the Sheriff's Office; $19,162.74 for Computer Equipment & Software for IT, Constable Pct. 3, County Clerk, Human Resources and Permits; $13,005 for Office Furnishings & Equipment for Human Resources, County Clerk, Auditor, Justice of the Peace Pct. 1, District Attorney, District Clerk, and County Court at Law; $30,499 for Public Safety Equipment for the Fire Marshal, Environmental Enforcement, Emergency management, the 411th District Court, and Courthouse Security; and, $28,500 for Road Maintenance Equipment for Precinct 1. The Series Total also includes the cost of issuance.

Series 2026: The County intends to issue $1.65 M in Tax Notes in August 2026 to reimburse fund balances for capital purchases made during the fiscal year, as follows: $765,378.81 for law enforcement vehicles and equipment; $704,398.12 for a Generator for the Jail; $69,516.02 for cabinets and shelving for the County Clerk Land Records Office; $58,506.71 for IT Network Equipment; and $5,470.00 for Project & Contracts Accounting software. The Series Total also includes the cost of issuance.

Funds Summary Overview

Polk County's budget is organized into two broad categories: Major Funds and Special Funds.

Major Funds include the General Fund, the Road and Bridge Funds (one for each precinct, plus a Road and Bridge Leasing Fund), and the Debt Service Fund. These funds are primarily supported by ad valorem (property) tax revenues, along with a combination of other revenue sources. They cover the core operations and obligations of county government — from day-to-day services and road maintenance to long-term debt obligations.

Special Revenue Funds collect revenues that are designated for specific purposes and may only be spent accordingly. These funds ensure that certain revenues — whether from grants, fees, or other restricted sources — are used exclusively for the purposes for which they were received.

Each of these funds is discussed in greater detail in the sections that follow.

Major Funds

The County's Major Funds fall into three types: General, Road & Bridge, and Debt Service. An annually appropriated budget is adopted for each, with any unused appropriations lapsing at the end of the fiscal year. All three fund types use a modified accrual basis of accounting, which is discussed further in the Statement of Financial Policies.

The **General Fund (010)** is the County's primary operating fund, supporting departments across four broad service areas: General Operating, Administrative, Justice and Public Safety, and Health and Human Services.

The **Road & Bridge Funds** serve as the primary operating funds for the County's Road & Bridge Commissioners. A separate fund is maintained for each precinct — Precinct 1 (021), Precinct 2 (022), Precinct 3 (023), and Precinct 4 (024) — along with a Road & Bridge Lease Fund (015).

The **Debt Service Fund (061)** accumulates resources for the payment of principal and interest on the County's long-term debt obligations, including tax notes and certificates of obligation.

Special Revenue Funds

Hotel Tax (011) - Funded by revenue from the Hotel/Motel Occupancy Tax, this fund supports the promotion of tourism within the County through various marketing initiatives, events, and related activities.

Justice Court Technology (013) - Created by statute, this fund collects fees from the County's four Justice Courts and is dedicated exclusively to technological enhancements—such as hardware, software, and digital systems—to improve court operations.

Child Abuse Prevention (014) - Established by law, this fund derives fees from individuals convicted of certain child-related offenses. Proceeds are used strictly to support local programs aimed at preventing child abuse.

Fire Marshal Inspection Fees (017) - These fees, restricted by law, are generated from Fire Marshal inspections and support administrative, operational, and enforcement responsibilities under the fire code.

Guardianship (019) - Backed by legislated fees in probate cases, this fund is administered by the Commissioners Court to provide guardianship services, ensuring proper oversight and care for individuals who need assistance.

Court Facility Fees (020) - Revenues from these fees are utilized for constructing, renovating, or enhancing facilities that house the courts, as well as paying bond obligations (principal, interest, issuance costs) tied to those

improvements.

County Specialty Court Fee (025) - Collects revenue specifically to fund the County's specialty courts (e.g., drug, veterans, mental health). Expenditures focus on supporting operations, rehabilitative services, and program compliance requirements.

Justice Court Building Security (026) - Legislated fees collected by Justice Courts outside the Courthouse are deposited here to fund security-related expenditures exclusively for those courts.

Courthouse Security (027) - This fund comprises fees gathered by District and County Clerks, dedicated to maintaining and improving security measures within County courtrooms.

Polk County Historical Commission (028) - Holds donations dedicated to preserving Polk County's history and heritage. While recorded in County accounts, expenditures are not budgeted by the Commissioners Court.

Court Reporter Service (029) - Contains legislated fees assessed in civil cases to help cover costs for court reporting services, supporting the accurate documentation of legal proceedings.

Waste Management (032) - Established to manage revenue generated by the County's contracted landfill operator and collection stations, this fund supports overall waste disposal and environmental services.

American Rescue Plan Act (033) - Holds federal funds from the U.S. Treasury, earmarked for projects such as water or broadband infrastructure. Expenditures must align with ARPA's specified public health and economic recovery goals.

Grant (035) - Aggregates funds awarded by State or Federal grant programs, which can only be used for authorized purposes, including disaster recovery and other designated projects.

CDBG Buyout Program (037) - Financed by State funds strictly for the Hurricane Harvey CDBG Buyout Program, used to acquire and remove properties in high-risk flood areas.

Language Access (038) - Supports services like interpreting and translation for non-English-speaking individuals involved in court proceedings or seeking court services.

Law Library (040) - Collects special fees to maintain the law library at the County Courthouse, aiding legal research for judges, attorneys, and the public.

Local Assistance & Tribal Consistency ARPA Fund (041) - Receives ARPA funds aimed at revenue replacement to sustain local government operations. Spending follows federal guidelines and focuses on economic recovery and essential services.

Opioid Abatement Trust Funds (042) - Derived from opioid litigation settlements or grants, these funds are dedicated to opioid abuse prevention, treatment, and recovery efforts in the community.

Salary Grants (043) - Supports salaries and benefits for specific positions identified in grant agreements. These funds are restricted to personnel costs approved under the grant's terms.

Restoration Projects (045) - Reserved for restoration efforts—such as the Courthouse Restoration—ensuring the preservation of historically and architecturally significant County facilities.

Rural Law Enforcement Grant (046) - Supports law enforcement operations by funding personnel, equipment, and other essential resources through the Texas Rural Law Enforcement Grant Program.

Pre-Trial Intervention (047) - Collects special fees managed by the District Attorney, focusing on pre-trial programs that aim to reduce recidivism and support rehabilitation prior to trial.

District Attorney Special (048) - Holds State allocations that bolster the Criminal District Attorney's operations, with spending overseen by the District Attorney for prosecutorial functions.

District Attorney Hot Check (049) - Uses fees gathered under Code of Criminal Procedure Art. 102.007(f) related to hot checks, administered by the District Attorney for authorized expenditures.

Truancy Court Cost (050) - Collected in school-attendance-violation cases, this fund supports truancy prevention and intervention programs designed to enhance student attendance.

Aging (051) - Finances nutritional services for senior citizens in Polk County, drawing on participant contributions, federal funding via DETCOG, and a County subsidy to sustain these programs.

Sheriff Commissary Commission (Jail) (056) - Operates from proceeds of the Jail Commissary, with expenditures restricted by law (L.G.C. Sec. 351.0415) to benefit inmates through approved goods and services.

Retiree Health Benefits Trust (083) - Accounts for the County's Other Post-Employment Benefits (OPEB), currently covering eligible retirees' health insurance premiums.

Drug Forfeiture (090) - Manages funds seized in certain drug-related cases, which are expended by the Sheriff, District Attorney, or Constable for lawfully approved enforcement operations.

Permanent School (091) - Funded by proceeds from the sale of State-granted school lands. Oil royalties increase the principal, while interest flows to the Available School Fund.

Available School (092) - Collects revenues from the lease of school lands, distributing funds to county school districts for their educational programs.

County Clerk Records Management (093) - Supported by fees for filing official documents with the County Clerk. Monies are devoted to preserving, restoring, or automating those records.

County Records Management (094) - Utilizes fees from District and County Clerks (excluding those for the County Clerk's own records management) to fund approved records management and digital modernization initiatives.

Sheriff's Federal Revenue Sharing (095) - Accounts for federal funds allocated to the Sheriff's Office, used at the Sheriff's discretion to enhance law enforcement resources.

District Clerk Records Management (098) - Collects fees from District Clerk filings, dedicated to preserving, restoring, or automating court records in the District Clerk's office.

County & District Court Technology (099) - Formed by statute to gather fees from District Courts for specified cases, with expenditures limited to technology improvements for County and District Courts.

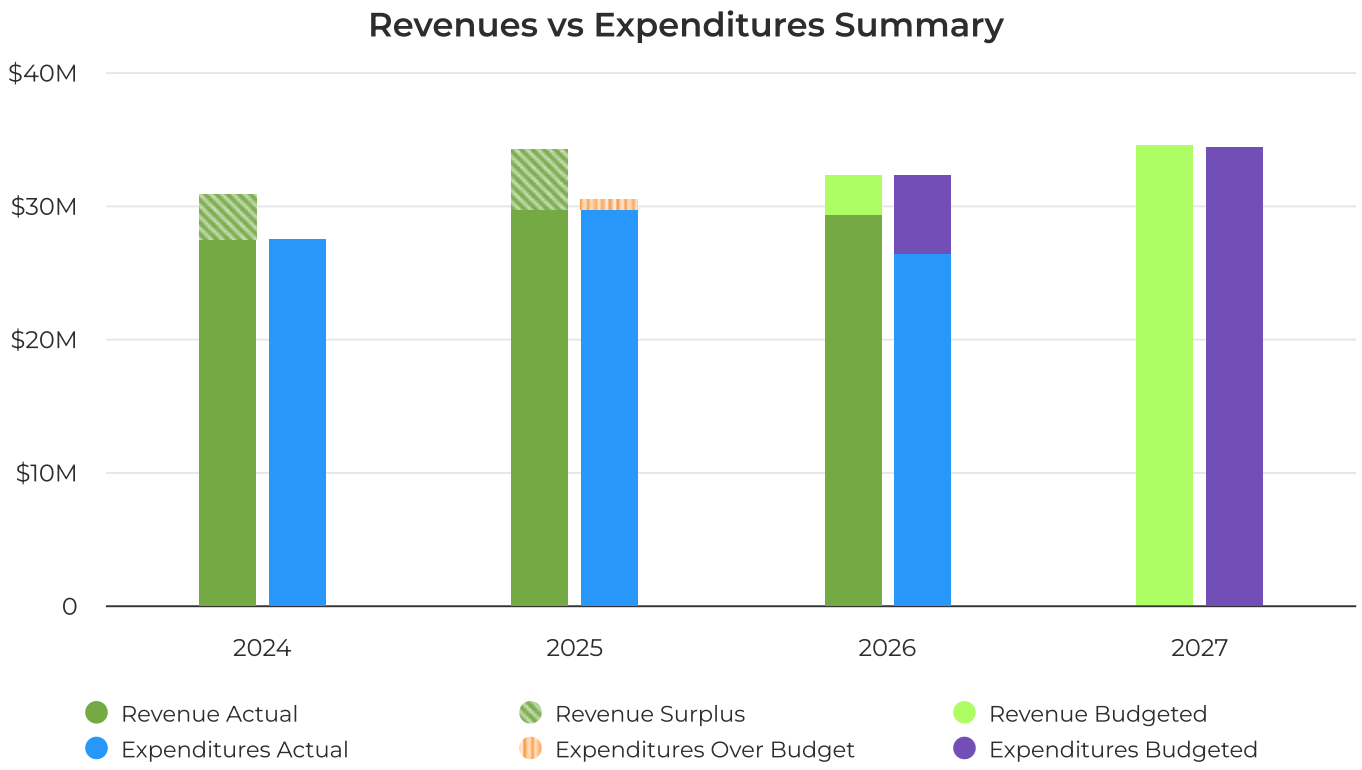
General Fund - Major Fund

The **General Fund (010)** is the cornerstone of Polk County's financial structure and serves as the primary operating fund supporting a wide range of essential governmental functions. It underwrites everyday operations, such as administrative services and departmental costs, while also funding critical services like justice and public safety, health and human services, and other core County operations. With its broad scope, the General Fund ensures the County meets both state-mandated obligations and community-driven needs, providing stability and continuity across departments.

Typically, this fund is sustained by property taxes, fees, and intergovernmental revenues, making it the County's most significant and versatile source of income. These revenue streams allow for both predictable funding of ongoing expenses and the flexibility to address unforeseen needs. In addition, the General Fund's fiscal health is often a key indicator of the County's overall financial condition. A strong fund balance can help safeguard against economic uncertainties, maintain essential services during revenue shortfalls, and uphold the County's bond ratings.

Through careful oversight by the Commissioners Court, the General Fund remains a reliable, centralized mechanism for allocating resources. This stewardship ensures that mandated services are not only financed but also continually adapted to meet evolving community requirements, sustaining Polk County's commitment to efficient and responsible governance.

Summary



This is the preliminary FY2027 budget, presented to Commissioners Court on July 14. It reflects the staffing and purchasing requests submitted by County departments that Judge Murphy is recommending for the final budget.

Property taxes are the largest source of funding for the General Fund. We don't have final numbers yet, but we're estimating a 6% increase in property tax revenue for FY2027. That estimate will become more accurate once the

County completes its Tax Rate Calculation Worksheet, which requires data we expect to have by the July 28 budget meeting. At that point, the budget will be updated with final revenue and expense numbers before it's made available for public review.

The General Fund's preliminary FY2027 spending plan totals $34.4 million, a 6.99% increase over the $32.2 million approved for FY2026. This continues a trend of rising costs, following last year's 8.38% increase, as the County works to keep employee pay competitive with similar public entities. Based on the preliminary 6% revenue estimate, the County expects to bring in approximately $34,500,000in FY2027 — a 7.20% increase over FY2026. The County also plans to update its employee pay scale once sufficient salary comparison data is available; that update will be reflected in the personnel budget before final adoption on August 11.

For comparison, here's where FY2026 stands with about nine months of the year complete: the County has brought in $29.2 million and spent $26.4 million so far. Because the fiscal year isn't finished yet, these numbers shouldn't be compared directly to the full-year FY2026 budget or to the FY2027 numbers above — they're included here for reference only.

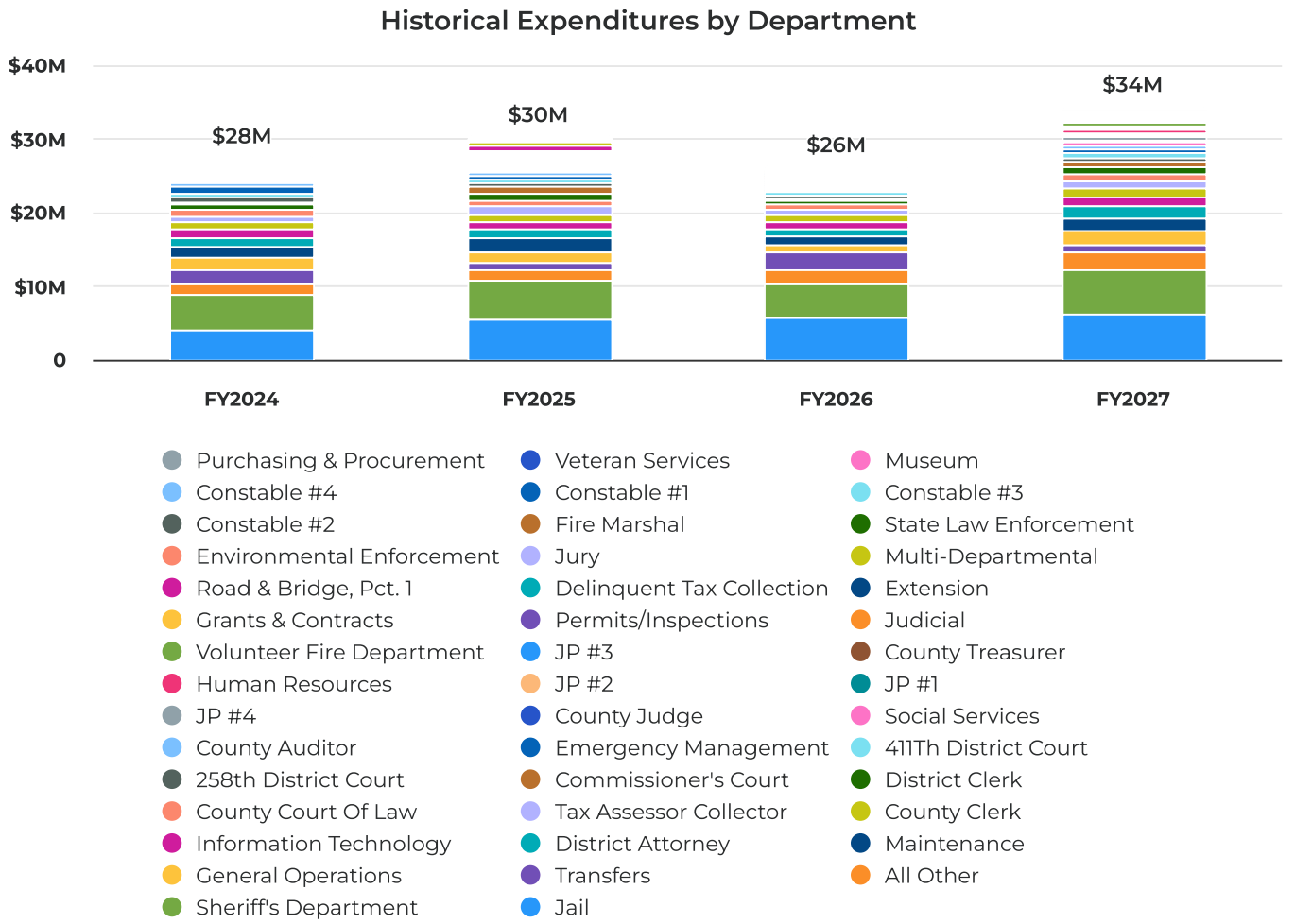
Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 17,000,861.63**	**$ 20,866,288.56**	**$ 20,866,288.56**	**$ 20,866,288.56**	**$ 20,866,288.56**
Revenues					
Property Tax	$ 19,736,910.36	$ 21,699,901.55	$ 20,656,430.94	$ 21,699,901.55	$ 22,972,797.11
Sales Tax	$ 3,932,259.74	$ 3,800,000.00	$ 2,283,851.24	$ 3,900,000.00	$ 4,000,000.00
Other Tax	$ 808,479.39	$ 540,000.00	$ 673,621.79	$ 620,000.00	$ 620,000.00
Court Fines, Fees & Forfeitures	$ 1,016,105.80	$ 832,000.00	$ 998,470.12	$ 1,267,000.00	$ 1,315,000.00
Permits & Licenses	$ 344,759.01	$ 307,000.00	$ 243,364.88	$ 307,000.00	$ 312,000.00
Charges & Fees for Services	$ 1,393,225.31	$ 1,396,251.48	$ 983,793.63	$ 1,396,251.48	$ 1,388,851.48
Interest	$ 1,387,011.08	$ 510,000.00	$ 829,161.78	$ 510,000.00	$ 510,000.00
Other Revenues	$ 5,085,548.65	$ 2,739,675.19	$ 2,030,562.49	$ 3,005,428.67	$ 3,005,428.67
Federal & State Funding	$ 554,221.41	$ 360,810.00	$ 538,148.27	$ 378,810.25	$ 394,260.00
Total Revenues	**$ 34,258,520.75**	**$ 32,185,638.22**	**$ 29,237,405.14**	**$ 33,084,391.95**	**$ 34,518,337.26**
Expenditures					
Salary And Benefits	$ 17,167,537.77	$ 20,496,574.44	$ 14,873,293.28	$ 24,530,913.16	$ 22,076,492.44
Operating Expenses	$ 9,492,056.23	$ 10,369,228.18	$ 7,820,920.86	$ 10,838,125.70	$ 10,924,883.00
Capital Expenses	$ 2,806,495.89	$ 381,400.00	$ 1,186,574.64	$ 384,400.00	$ 381,400.00
Transfers	$ 923,621.93	$ 938,435.60	$ 2,480,953.00	$ 1,021,249.72	$ 971,696.53
Total Expenditures	**$ 30,389,711.82**	**$ 32,185,638.22**	**$ 26,361,741.78**	**$ 36,774,688.58**	**$ 34,354,471.97**
Total Revenues Less Expenditures	**$ 3,868,808.93**	**-**	**$ 2,875,663.36**	**$ -3,690,296.63**	**$ 163,865.29**
Ending Fund Balance	**$ 20,869,670.56**	**$ 20,866,288.56**	**$ 23,741,951.92**	**$ 17,175,991.93**	**$ 21,030,153.85**

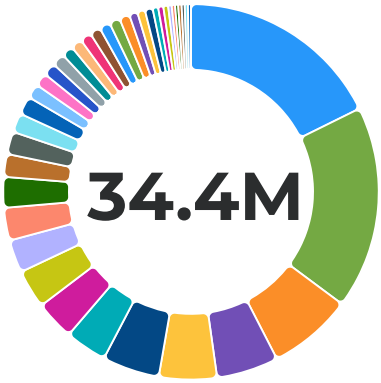
Expenditures by Department

This chart reflects actual expense activity by department for FY2024 and FY2025, Year-to-Date activity for FY2026, and preliminary expenses budgeted for FY2027. Expense estimates will be refined as budget workshops progress.



The following reflects total expenses currently budgeted for each department for FY2027. All new vehicles appear as requested vehicle leases under the *All Other* department. Aftermarket vehicle equipment for law enforcement and other significant capital expense requests are listed in the Capital Purchase Requests section of this book.

FY27 Preliminary Expenditure Projections by Department



Jail	$6,079,204	17.70%
Sheriff's Department	$6,001,983	17.47%
All Other	$2,498,482	7.27%
General Operations	$1,834,440	5.34%
District Attorney	$1,711,427	4.98%
Maintenance	$1,690,914	4.92%
Information Technology	$1,235,006	3.59%
County Clerk	$1,161,870	3.38%
Tax Assessor Collector	$1,143,630	3.33%
Transfers	$971,697	2.83%
County Court Of Law	$968,692	2.82%
District Clerk	$906,651	2.64%
411Th District Court	$674,933	1.96%
258th District Court	$665,534	1.94%
Commissioner's Court	$568,142	1.65%
County Auditor	$544,907	1.59%
Social Services	$424,455	1.24%
Judicial	$394,354	1.15%
Emergency Management	$383,137	1.12%
JP #4	$380,520	1.11%
County Judge	$345,933	1.01%
Volunteer Fire Department	$336,926	0.98%
Human Resources	$332,826	0.97%
JP #1	$321,576	0.94%
JP #2	$319,541	0.93%
County Treasurer	$316,191	0.92%
JP #3	$305,544	0.89%
Delinquent Tax Collection	$250,859	0.73%
Permits/Inspections	$229,703	0.67%
Grants & Contracts	$228,462	0.67%
Extension	$162,430	0.47%
Environmental Enforcement	$154,027	0.45%
Jury	$140,474	0.41%
Fire Marshal	$102,920	0.30%
State Law Enforcement	$101,584	0.30%
Constable #3	$94,194	0.27%
Constable #2	$94,143	0.27%
Constable #4	$93,225	0.27%
Constable #1	$92,305	0.27%

Museum	**$87,134**	0.25%
Veteran Services	**$2,997**	0.01%
Purchasing & Procurement	**$1,500**	0.00%

Judge Murphy's recommended FY2027 General Fund budget by department is led by the Jail at $6.1 million (17.66%) and the Sheriff's Department at $6 million (17.53%), together accounting for more than a third of the total. The "All Other" category totals $2.5 million (7.25%), covering items that don't fit neatly within a single department. General Operations, at $1.8 million (5.33%), similarly spans multiple departments and captures shared expenses.

Other notable recommended allocations include the District Attorney at $1.7 million (4.97%) and Maintenance at a similar $1.7 million (4.91%); Information Technology at $1.2 million (3.59%); the County Clerk at $1.2 million (3.37%); the Tax Assessor-Collector at $1.1 million (3.32%); and Transfers at $1 million (2.96%). The remaining balance is distributed across the remaining smaller categories.

These figures reflect Judge Murphy's current budget recommendations and do not yet incorporate any pay scale adjustments. Personnel expenses have been updated to include the new health insurance premium totals, which have increased by $1,591 per person per year, and the minimum required 2027 retirement contribution rate of 12.56%. Once sufficient market compensation data is available, a revised pay scale will be prepared and applied to the proposed personnel budget, which is expected to materially affect departmental totals — particularly for departments with larger personnel counts, such as the Sheriff's Department and the Jail.

However, the Court will need to identify potential items to cut back in order to have sufficient funds available for changes in the pay scale.

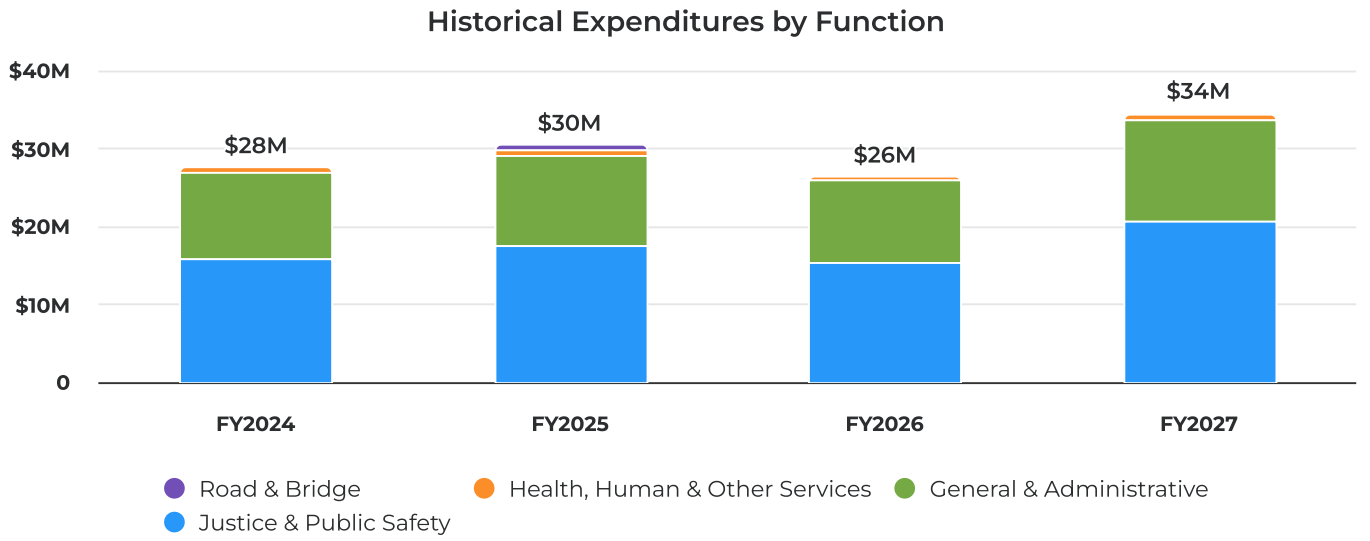
Expenditures by Department

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
County Judge	$ 312,778.39	$ 340,897.80	$ 248,995.22	$ 346,528.99	$ 345,932.80
Commissioner's Court	$ 993,247.26	$ 1,026,312.45	$ 312,422.07	$ 411,808.87	$ 568,141.87
Purchasing & Procurement	$ 66,321.82	-	-	$ 1,500.00	$ 1,500.00
County Clerk	$ 1,008,473.81	$ 1,127,185.75	$ 933,653.81	$ 1,158,289.17	$ 1,161,870.45
General Operations	$ 1,612,486.16	$ 1,870,840.00	$ 1,080,754.15	$ 1,834,440.00	$ 1,834,440.00
Grants & Contracts	$ 126,212.12	$ 219,143.64	$ 152,749.58	$ 225,670.83	$ 228,462.10
County Auditor	$ 478,014.85	$ 512,885.98	$ 361,283.76	$ 535,983.50	$ 544,907.25
County Treasurer	$ 223,722.84	$ 241,942.10	$ 179,396.98	$ 356,007.19	$ 316,190.63
Information Technology	$ 948,887.01	$ 1,113,055.85	$ 934,245.91	$ 1,247,194.80	$ 1,235,006.42
Maintenance	$ 1,887,799.07	$ 1,641,975.77	$ 1,067,061.46	$ 1,690,499.15	$ 1,690,914.20
Volunteer Fire Department	$ 277,640.68	$ 306,387.08	$ 55,419.54	$ 336,925.79	$ 336,925.79
All Other	$ 1,319,311.17	$ 2,185,975.14	$ 1,764,813.00	$ 2,498,482.13	$ 2,498,482.13
Emergency Management	$ 358,070.15	$ 372,459.40	$ 257,989.97	$ 382,044.86	$ 383,137.35
Human Resources	$ 250,206.03	$ 322,715.56	$ 211,397.12	$ 332,654.41	$ 332,826.16
State Law Enforcement	$ 91,487.78	$ 99,012.32	$ 64,659.80	$ 101,709.80	$ 101,584.16
County Court Of Law	$ 882,041.11	$ 966,455.42	$ 667,694.65	$ 974,417.88	$ 968,692.19
Jury	$ 121,522.16	$ 135,927.42	$ 89,552.44	$ 140,474.04	$ 140,474.04
District Clerk	$ 774,046.40	$ 943,032.07	$ 555,037.97	$ 923,534.69	$ 906,651.39
JP #1	$ 284,515.45	$ 313,312.33	$ 231,420.89	$ 323,041.60	$ 321,575.66
JP #2	$ 271,644.69	$ 304,393.27	$ 236,119.97	$ 319,722.82	$ 319,541.05
JP #3	$ 226,321.85	$ 243,241.30	$ 179,666.27	$ 338,233.66	$ 305,544.48
JP #4	$ 292,734.63	$ 312,971.77	$ 235,184.26	$ 420,751.33	$ 380,519.77
Judicial	$ 162,261.27	$ 367,817.36	$ 116,918.29	$ 394,652.21	$ 394,353.67
258th District Court	$ 560,937.52	$ 661,691.60	$ 396,267.78	$ 666,988.39	$ 665,534.45
411Th District Court	$ 498,468.95	$ 669,023.49	$ 384,154.70	$ 713,879.15	$ 674,933.07
District Attorney	$ 1,273,955.63	$ 1,677,253.48	$ 957,465.80	$ 1,704,660.96	$ 1,711,427.00

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Jail	$ 5,447,470.88	$ 4,848,322.28	$ 5,691,811.03	$ 6,479,092.99	$ 6,079,204.00
Constable #1	$ 84,832.34	$ 88,959.66	$ 59,998.28	$ 175,722.69	$ 92,304.71
Constable #2	$ 85,149.09	$ 90,820.29	$ 81,806.88	$ 91,677.00	$ 94,143.07
Constable #3	$ 93,521.04	$ 91,257.80	$ 63,347.92	$ 117,630.74	$ 94,193.74
Constable #4	$ 83,412.35	$ 89,930.03	$ 60,486.02	$ 116,012.33	$ 93,224.96
Sheriff's Department	$ 5,327,898.85	$ 5,550,828.66	$ 4,640,295.46	$ 7,893,535.43	$ 6,001,982.92
Veteran Services	$ 76,490.25	-	$ 74.79	$ 2,996.64	$ 2,996.64
Social Services	$ 262,011.49	$ 460,989.45	$ 291,125.45	$ 420,480.05	$ 424,455.14
Museum	$ 75,772.54	$ 84,480.93	$ 57,972.53	$ 87,214.00	$ 87,133.59
Extension	$ 176,022.34	$ 149,941.15	$ 112,645.45	$ 157,647.84	$ 162,430.21
Permits/Inspections	$ 144,845.77	$ 217,739.95	$ 153,358.75	$ 242,178.90	$ 229,703.19
Environmental Enforcement	$ 120,524.36	$ 150,827.70	$ 48,564.34	$ 153,133.00	$ 154,026.68
Fire Marshal	$ 87,873.12	$ 99,489.99	$ 65,236.61	$ 114,644.47	$ 102,919.84
Tax Assessor Collector	$ 1,008,187.69	$ 1,099,221.51	$ 811,315.25	$ 1,141,708.74	$ 1,143,630.07
Delinquent Tax Collection	$ 89,012.98	$ 248,484.87	$ 68,424.63	$ 179,667.82	$ 250,858.60
Transfers	$ 923,621.93	$ 938,435.60	$ 2,480,953.00	$ 1,021,249.72	$ 971,696.53
Multi-Departmental	$ 468,567.00	-	-	-	-
Road & Bridge, Pct. 1	$ 531,389.00	-	-	-	-
Total Expenditures	**$ 30,389,711.82**	**$ 32,185,638.22**	**$ 26,361,741.78**	**$ 36,774,688.58**	**$ 34,354,471.97**

Expenditures by Function

The chart below reflects actual expense activity by function *(Health, Human & Other Services, General & Administrative, and Justice & Public Safety)* for FY2024 and FY2025, Year-to-Date activity for FY2026, and preliminary expenses requested for FY2027.

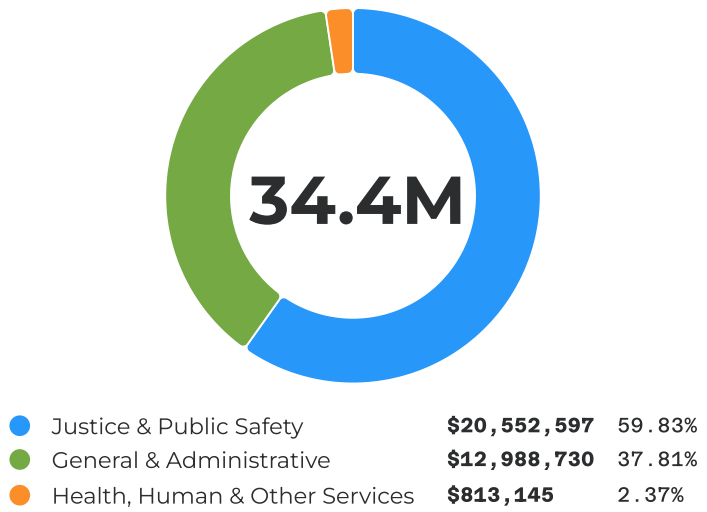


Justice & Public Safety represents the largest budgeted category at $20.6 million (60.59% of the total), compared to $18.6 million in the FY2026 adopted budget — an increase of approximately $2 million or 10.7%, which is largely driven by the 10 additional corrections officers and changes in the compensation policy for non-exempt peace officers and corrections officers that were approved after the FY2026 budget was adopted.

General & Administrative expenditures are currently budgeted at $13 million (34.48%), essentially flat compared to the FY2026 adopted budget of $12.8 million — an increase of $285,340 or 2.24%.

Health, Human & Other Services are currently budgeted at $813,145 (2.5%), compared to $831,541 in the FY2026 adopted budget — a reduction of approximately $18,400 or 2.2% thanks in large part to the cost savings found by our Indigent Health Care Director for indigent healthcare and jail medical expenses.

FY27 Expenditures by Function



Expenditures by Function

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
General & Administrative	$ 11,582,657.63	$ 12,752,943.02	$ 10,492,336.94	$ 12,845,556.32	$ 12,988,730.21
Health, Human & Other Services	$ 724,489.12	$ 831,540.53	$ 576,947.22	$ 804,467.53	$ 813,144.58
Justice & Public Safety	$ 17,551,176.07	$ 18,601,154.67	$ 15,292,457.62	$ 23,124,664.73	$ 20,552,597.19
Road & Bridge	$ 531,389.00	-	-	-	-
Total Expenditures	**$ 30,389,711.82**	**$ 32,185,638.22**	**$ 26,361,741.78**	**$ 36,774,688.58**	**$ 34,354,471.97**

County Judge

The Polk County Judge's Office is a cornerstone of county government, responsible for executive, legislative, judicial, and administrative functions that impact every aspect of county operations. Led by the County Judge and supported by an Assistant to the County Judge and a Chief Deputy Clerk, the office ensures the effective administration of county affairs while upholding the highest standards of service and governance.

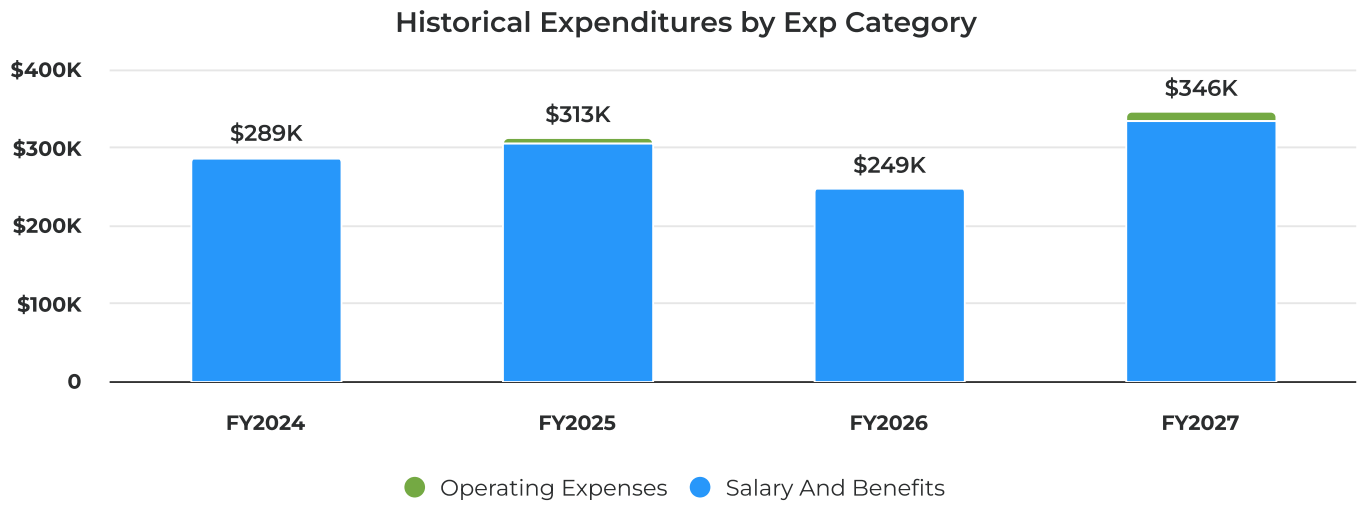
As the Chief Budget Officer, Presiding Officer of the Commissioners Court, and Judge of the County Court, the County Judge is often regarded as the Chief Executive Officer of Polk County. This role includes overseeing financial management, directing the county's budgeting process, and ensuring fiscal accountability. The Judge also exercises judicial authority in probate cases, including guardianship and mental health commitments. In addition, the County Judge serves as the Emergency Management Director, leading the county's disaster preparedness, response, and recovery efforts to protect residents and critical infrastructure.

Beyond these administrative and judicial duties, the County Judge plays a crucial role in governance, issuing delayed birth certificates, and officiating weddings in accordance with state law. Legislative advocacy is also a key responsibility, with the County Judge representing Polk County before state and federal legislative bodies, engaging with policymakers, and collaborating with county associations to advance policies that support the county's residents and economic interests.

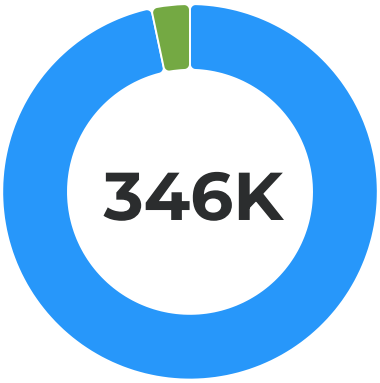
The County Judge's Office is deeply involved in regional development and intergovernmental relations, working closely with state agencies, local municipalities, and community organizations to promote economic growth, infrastructure improvements, and quality-of-life initiatives. By balancing these diverse responsibilities, the County Judge ensures that Polk County remains financially stable, well-managed, and positioned for future success.

Currently, the office is located in Suite E of the Regional Health Building, but will return to its historic home in the Polk County Historic Courthouse in Livingston upon completion of the ongoing restoration project.

Expenditures by Exp Category



FY27 Expenditures by Exp Category



Salary And Benefits	**$334,480**	96.69%
Operating Expenses	**$11,453**	3.31%

Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-1400-1010	$ 73,000.00	$ 54,188.42	$ 73,000.00	$ 73,000.00
SALARY SUPPLEMENT - CO JUDGE	010-1400-1020	$ 27,501.31	$ 20,414.38	$ 27,501.31	$ 27,501.31
SALARIES	010-1400-1050	$ 114,483.00	$ 86,195.74	$ 115,581.00	$ 115,581.00
DISCRETIONARY SALARY	010-1400-1055	-	-	$ 908.00	$ 908.00
SALARIES-PART TIME	010-1400-1080	$ 1,315.11	$ 262.72	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-1400-2000	$ 4,000.00	$ 3,000.00	$ 4,000.00	$ 4,000.00
SOCIAL SECURITY	010-1400-2010	$ 18,382.91	$ 13,574.82	$ 18,536.36	$ 18,536.37
HEALTH INSURANCE	010-1400-2020	$ 36,733.32	$ 27,573.05	$ 38,505.60	$ 41,507.64
RETIREMENT	010-1400-2030	$ 34,939.54	$ 26,013.21	$ 35,231.22	$ 31,632.98
WORKERS COMPENSATION	010-1400-2040	$ 398.90	$ 201.44	$ 402.23	$ 402.23
UNEMPLOYMENT INSURANCE	010-1400-2060	$ 93.19	$ 58.03	$ 94.79	$ 94.79
TRAVEL ALLOWANCE-CO JUDGE	010-1400-2250	$ 20,000.00	$ 14,846.14	$ 20,000.00	$ 20,000.00
Total Salary And Benefits		$ 330,847.28	$ 246,327.95	$ 335,075.71	$ 334,479.52
Operating Expenses					
OFFICE SUPPLIES	010-1400-3150	$ 1,325.00	$ 433.27	$ 1,000.00	$ 1,000.00
COMMUNICATIONS	010-1400-4200	$ 1,085.52	$ 595.34	$ 893.28	$ 893.28
County Issued Cell Phones	010-1400-4200	-	-	$ 893.28	$ 893.28
TRAVEL TRAINING	010-1400-4270	$ 6,000.00	$ 172.20	$ 6,000.00	$ 6,000.00
SOFTWARE MAINTENANCE	010-1400-4560	$ 1,440.00	$ 1,466.46	$ 360.00	$ 360.00
BONDS	010-1400-4800	-	-	$ 3,000.00	$ 3,000.00
DUES	010-1400-4810	$ 200.00	-	$ 200.00	$ 200.00
TAC Judicial Academy	010-1400-4810	-	-	$ 200.00	$ 200.00
Total Operating Expenses		$ 10,050.52	$ 2,667.27	$ 11,453.28	$ 11,453.28
Total Expenditures		**$ 340,897.80**	**$ 248,995.22**	**$ 346,528.99**	**$ 345,932.80**

Personnel Summary

Polk County Judge, Sydney Murphy

- Assistant to the County Judge, Kari Miller
- Chief Deputy Clerk, Jennifer Thompson

Summary of Goals

Objective

The Polk County Judge's Office is committed to providing strong leadership, financial stewardship, and strategic coordination to ensure the effective governance of Polk County. By engaging citizens, employees, governmental entities, and community leaders, the office works to guide and support the Commissioners Court in implementing policies and program initiatives that enhance the County's long-term stability, efficiency, and service delivery.

Goals

1. Strengthen the County's Financial Position
Maintain Polk County's strong financial standing through responsible budgeting, sound fiscal management, and long-term planning. Preserve a healthy General Fund balance to support daily operations, respond to emergencies, and invest strategically in the County's future.

2. Continuously Improve Business Practices
Improve operational efficiency and transparency by streamlining processes, leveraging technology, and supporting consistent, timely decision-making. Continue prioritizing probate hearing timeliness, with Judge Murphy making every effort to hold hearings within **10 business days** of a request whenever possible.

3. Engage County Offices & Departments in Strategic Planning
Promote collaborative planning across County functions by encouraging departments to adopt measurable performance indicators, track progress, and improve service delivery. While elected officials cannot be required to track performance measures, the County Judge's Office provides support, guidance, and tools to increase participation and promote consistency across departments.

4. Ensure Active Representation & Engagement
Maintain Polk County's visibility and representation at county, regional, and state-level meetings to stay informed, strengthen partnerships, advocate for local priorities, and respond proactively to policy and funding opportunities affecting residents.

5. Expand Countywide ADA & Title VI Compliance
Strengthen compliance with the Americans with Disabilities Act (ADA) and Title VI of the Civil Rights Act across all County offices and departments. As the County's appointed ADA Coordinator and Title VI Coordinator, the Assistant to the County Judge will provide guidance, coordination, and training to ensure all offices understand compliance requirements, adopt consistent practices, and improve accessibility and nondiscrimination protections for the public.

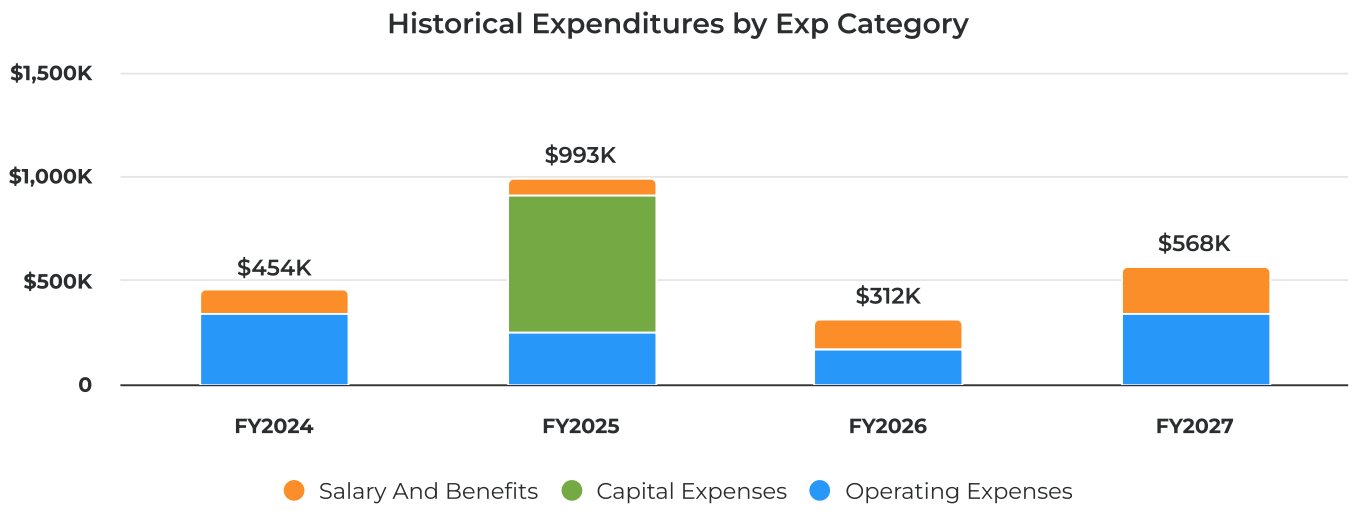
Commissioners Court

The Commissioners Court, supported by the Assistant to the Commissioners Court, is the governing body of Polk County. The Texas Constitution establishes the Court as consisting of the County Judge, elected at large and serving as the presiding officer, along with four County Commissioners elected by the voters of individual precincts. The Local Government Code outlines the duties and authorities of the Commissioners Court, as well as those of other County Officers.

Key responsibilities of the Court include approving the County budget and supervising the expenditure of County funds, setting the annual tax rate, providing for the care of indigent residents, establishing County precinct boundaries, issuing bonds for public works construction, and overseeing non-elected County offices.

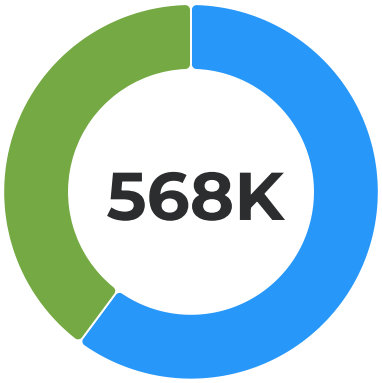
The Commissioners Court convenes on the second and fourth Tuesdays of each month in Suite A of the Regional Health Building, with the Assistant to the Commissioners Court providing essential administrative and operational support to ensure the smooth functioning of this governing body.

Expenditures by Exp Category



In FY2025, Commissioners Court approved $666,161 in capital expenditures, funded from General Fund reserves, for mobile and handheld radios for law enforcement and emergency management, and body cameras for Constable offices.

FY27 Expenditures by Exp Category



Operating Expenses	**$341,760**	60.15%
Salary And Benefits	**$226,382**	39.85%

The FY2026 Commissioners Court Budget included a discretionary salary pool and related expenses reserved for distribution to departments following budget adoption. On September 9, 2025, Commissioners Court approved the following allocations from this pool: $88,000 was directed to grant two additional pay steps to all Corrections Officer and Telecommunications Operator positions, with incoming hires in those classifications also authorized to begin at Step 3. Of the remaining balance, 25% was allocated to the Sheriff's Office and 25% to the Jail. The remaining 50% was distributed proportionately among all other General Fund-supported departments.

Because these salary adjustments were added to department budgets mid-cycle after the FY2026 budget was adopted, most departments entered FY2027 budget planning with a higher base salary threshold than their FY2026 adopted budget reflected. This is a primary reason why nearly all department salary requests for FY2027 show an increase over the FY2026 adopted budget — the FY2026 adopted figures do not capture the full compensation baseline that was actually in place by the end of the fiscal year.

Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-1401-1050	$ 143,192.00	$ 95,817.32	$ 143,201.19	$ 143,201.19
DISCRETIONARY SALARY	010-1401-1055	-	-	$ 5,835.00	$ 5,835.00
SALARIES-PART TIME	010-1401-1080	$ 1,315.11	-	$ 1,315.20	$ 1,315.20
DISCRETIONARY SALARY POOL	010-1401-1095	$ 343,000.00	-	-	-
LONGEVITY PAY	010-1401-2000	$ 2,000.00	$ 2,500.00	$ 2,500.00	$ 2,500.00
SOCIAL SECURITY	010-1401-2010	$ 37,424.19	$ 7,481.09	$ 11,693.13	$ 11,693.13
HEALTH INSURANCE	010-1401-2020	$ 36,733.32	$ 23,346.67	$ 39,304.80	$ 41,507.64
RETIREMENT	010-1401-2030	$ 71,130.42	$ 14,295.41	$ 22,224.59	$ 19,954.75
WORKERS COMPENSATION	010-1401-2040	$ 11,259.78	$ 104.62	$ 253.73	$ 253.73
UNEMPLOYMENT INSURANCE	010-1401-2060	$ 390.31	$ 65.73	$ 121.23	$ 121.23
Total Salary And Benefits		$ 646,445.13	$ 143,610.84	$ 226,448.87	$ 226,381.87
Operating Expenses					
OFFICE SUPPLIES	010-1401-3150	$ 1,530.00	$ 758.99	$ 1,800.00	$ 1,800.00
EMPLOYEE APPRECIATION	010-1401-3220	$ 10,000.00	$ 8,698.65	$ 10,000.00	$ 10,000.00

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
CONTINGENCIES	010-1401-3520	$ 151,467.32	$ 29,467.77	-	$ 150,000.00
ATTORNEY CONSULTING FEES	010-1401-4000	$ 50,000.00	$ 6,075.03	$ 50,000.00	$ 50,000.00
AG OPINION POSTAGE & FILING FEES	010-1401-4001	-	$ 440.00	-	$ 1,000.00
AUDITING FEES	010-1401-4010	$ 55,300.00	$ 49,090.00	$ 60,000.00	$ 60,000.00
GFOA BUDGET PROGRAM	010-1401-4030	$ 1,390.00	$ 665.00	$ 1,390.00	$ 1,390.00
Distinguised Budget Presentation Program	010-1401-4030	-	-	$ 665.00	$ 665.00
Excellence in Financial Reporting Program	010-1401-4030	-	-	$ 725.00	$ 725.00
RURAL TRANSIT	010-1401-4250	$ 36,750.00	$ 24,500.00	$ 36,750.00	$ 36,750.00
TRAVEL TRAINING	010-1401-4270	$ 4,000.00	$ 2,855.24	$ 6,000.00	$ 6,000.00
SOFTWARE MAINTENANCE	010-1401-4560	-	-	$ 150.00	$ 150.00
INMATE PHONE CARDS-IAH	010-1401-4600	$ 40,000.00	-	-	-
SCHOLARSHIP DISBURSEMENTS	010-1401-4801	$ 16,500.00	$ 16,500.00	$ 11,100.00	$ 16,500.00
Linebarger Scholarships	010-1401-4801	-	-	$ 600.00	$ 6,000.00
MTC Scholarships - Law Enforcement	010-1401-4801	-	-	$ 10,500.00	$ 10,500.00
DUES	010-1401-4810	$ 2,917.00	$ 2,792.00	$ 2,792.00	$ 2,792.00
County Judges & Commissioners Association	010-1401-4810	-	-	$ 2,592.00	$ 2,592.00
North & East TX CJCA	010-1401-4810	-	-	$ 200.00	$ 200.00
DEPT. HEAD DISCRETIONARY FUNDS	010-1401-4830	$ 5,698.00	-	-	-
BI-LINGUAL INCENTIVE	010-1401-4860	$ 315.00	$ 378.00	$ 378.00	$ 378.00
Test Fee	010-1401-4860	-	-	$ 378.00	$ 378.00
SERVICE AWARDS	010-1401-4870	$ 4,000.00	$ 4,209.30	$ 5,000.00	$ 5,000.00
ECONOMIC DEVELOPMENT	010-1401-4881	-	$ 20,000.00	-	-
COURTHOUSE REST PLANNING NON GRANT	010-1401-4905	-	$ 2,381.25	-	-
Total Operating Expenses		$ 379,867.32	$ 168,811.23	$ 185,360.00	$ 341,760.00
Total Expenditures		**$ 1,026,312.45**	**$ 312,422.07**	**$ 411,808.87**	**$ 568,141.87**

The Economic Development line item is supported by revenues previously received from Unclaimed Capital Credits, which may only be used for certain eligible expenses, including economic development. After the budget is adopted, the County Judge initiates a budget amendment to draw the county's membership contribution to the Polk County Economic Development Corporation from General Fund Reserves.

Personnel Summary

Assistant to the Commissioners Court, Becky Marsh

- Public Records Officer, Pam Knighton
- Secretary II, Christine Ashmore

Summary of Goals

Strategic Growth and Infrastructure Development: The Commissioners Court is committed to managing Polk County's rapid growth in a thoughtful and responsible way. In recent years, the Court has taken important steps to prepare for the community's long-term needs. This includes purchasing land to extend the life of the County landfill and acquiring additional property near the Courthouse to support future office space, parking, and public access as the population continues to grow.

The Court has also launched a comprehensive review of all county-owned buildings to better understand current conditions, identify critical repairs, and develop a long-term maintenance and replacement plan. This effort will help the County budget more accurately, prevent costly emergency failures, and ensure that public buildings remain safe, functional, and able to meet service demands for decades to come.

Looking ahead, Polk County will continue investing in essential infrastructure, such as Central Dispatch modernization, expanding road and bridge planning efforts and supporting commercial growth along the US-59/I-69 corridor.

Financial Resilience and Accountability: The Court continues to strengthen Polk County's financial position by maintaining strong reserves, managing debt responsibly, and keeping the tax rate within the voter approval rate while meeting growing needs. Surplus revenues received in FY2025 have been allocated to necessary building repairs and road and bridge capital improvements—without increasing the tax burden on residents.

The County also secured millions in grants for public safety, emergency management, indigent defense, and environmental programs. Updates to the County website and budget books make financial information easier for the public to access, reinforcing transparency and accountability.

Collaboration and Engagement: Polk County has improved coordination across departments and with community partners to solve problems more effectively. Examples include ongoing collaboration with law enforcement and Volunteer Fire Departments, and joint initiatives with the Burke Center to support mental health response.

The Commissioners Court also works closely with cities, state agencies, legislators, solid waste partners, local nonprofits, and regional planning groups.

Community Development and Well-Being: The Court continues to invest in projects that make Polk County a better place to live and work, including increased access to broadband throughout the county, emergency communication and response, water and road infrastructure improvements, and government transparency and accessibility. Plans are underway to enhance services provided online and within county facilities, support tourism initiatives, and partner with local organizations on community events and environmental education.

Emergency Preparedness and Resilience: Strengthening Polk County's ability to prepare for and respond to emergencies remains a top priority. Recent actions include the emergency procurement of a new HVAC communication system at the jail, updates to the Emergency Operations Plan, and ongoing coordination with TDEM and the General Land Office on hazard mitigation planning.

The Sheriff's Office expanded its Mental Health Deputy program, and facility upgrades—including generators and communication systems—are being incorporated into long-term planning. The County continues to pursue grant funding for dispatch systems, equipment modernization, and disaster recovery efforts.

Efficient Resource Management: To improve service delivery, the Commissioners Court has reorganized staff, updated job classifications, and added critical positions such as the Public Records Officer and public safety personnel. The FY2026 budget also included a cost of living adjustment for every employee and countywide discretionary salary funds to improve retention and recruitment.

Operational efficiencies were strengthened through technology upgrades and more structured internal processes. The County continues to evaluate opportunities for cost savings, shared resources, and streamlined workflows.

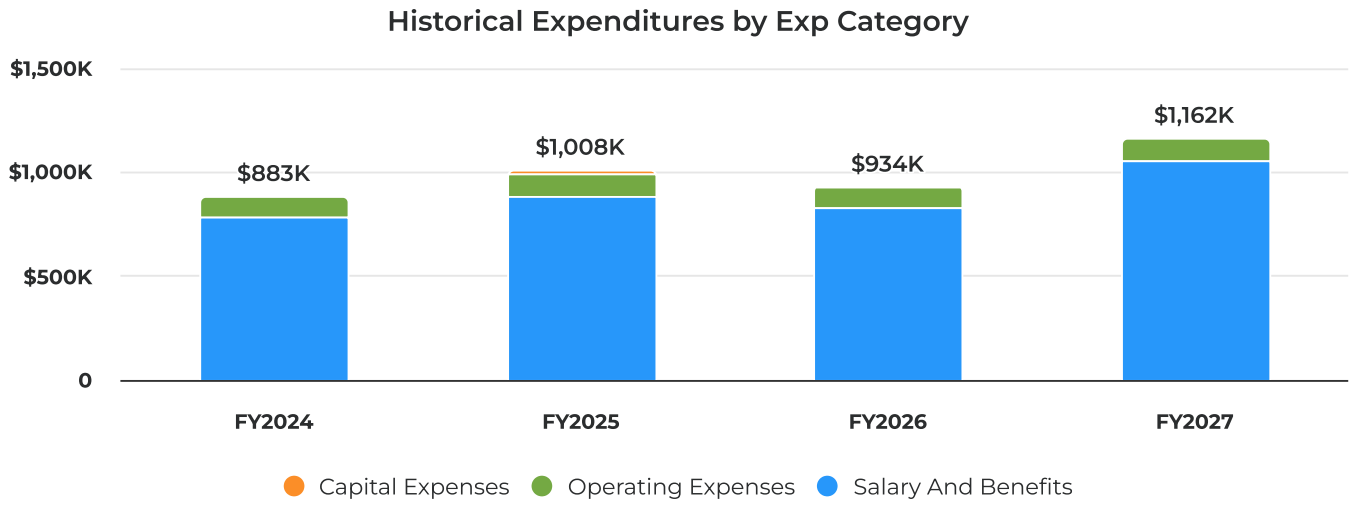
Sustainable Land Use and Environmental Stewardship: Polk County has made significant progress in balancing growth with environmental responsibility. The acquisition of 325 acres for landfill expansion ensures long-term waste capacity while protecting surrounding land uses. Through its partnership with Fidem Energy, the County is advancing a landfill gas-to-energy project that will reduce emissions and create a new revenue stream through the sale of a renewable energy resource.

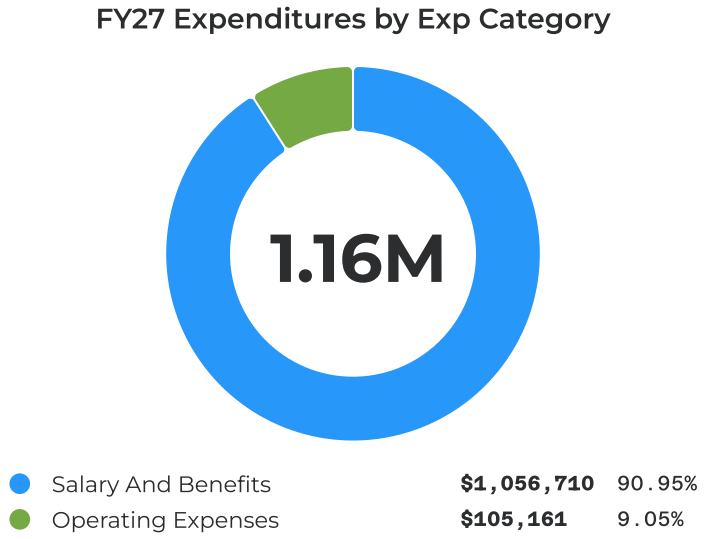
More recently, the Commissioners Court approved an Industrial High-Load Impact Permit Policy & Fee Schedule, to help protect the county's natural resources from developments such as data centers and cryptomining facilities, and we continue to advocate for our legislature to give us greater authority to regulate these types of facilities.

Together, these goals and achievements reflect the Commissioners Court’s commitment to building a prosperous, resilient, and inclusive future for Polk County. By planning ahead, using resources wisely, and working together, the County is creating a foundation that will support residents and businesses for generations to come.

County Clerk

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-1403-1010	$ 70,000.00	$ 51,961.58	$ 70,000.00	$ 70,000.00
SALARIES	010-1403-1050	$ 534,398.00	$400,249.26	$ 549,703.00	$ 550,464.00
DISCRETIONARY SALARY	010-1403-1055	$ 2,306.00	-	$ 39.00	$ 39.00
ELECTION WORKERS	010-1403-1070	$ 70,000.00	$124,037.42	$ 92,000.00	$ 92,000.00
LONGEVITY PAY	010-1403-2000	$ 15,500.00	$ 12,500.00	$ 15,500.00	$ 17,000.00
SOCIAL SECURITY	010-1403-2010	$ 47,598.61	$ 38,798.85	$ 48,596.02	$ 48,768.98
HEALTH INSURANCE	010-1403-2020	$ 171,422.16	$127,388.20	$ 183,422.40	$ 193,702.32
RETIREMENT	010-1403-2030	$ 90,468.46	$ 74,982.48	$ 92,364.18	$ 83,226.02

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	010-1403-2040	$ 1,032.86	$ 645.84	$ 1,054.49	$ 1,058.25
UNEMPLOYMENT INSURANCE	010-1403-2060	$ 438.98	$ 305.21	$ 449.40	$ 451.20
Total Salary And Benefits		$1,003,165.07	$830,868.84	$1,053,128.49	$1,056,709.77
Operating Expenses					
OFFICE SUPPLIES	010-1403-3150	$ 15,000.00	$ 9,233.38	$ 20,000.00	$ 20,000.00
Standard Office Supply Budget	010-1403-3150	-	-	$ 15,000.00	$ 15,000.00
New Elected Official	010-1403-3150	-	-	$ 5,000.00	$ 5,000.00
FURNISHED TRANSPORTATION	010-1403-3300	$ 800.00	$ 1,254.28	$ 800.00	$ 800.00
COMMUNICATIONS EXPENSE	010-1403-4230	$ 1,420.68	$ 1,649.25	$ 1,420.68	$ 1,420.68
TRAVEL TRAINING	010-1403-4270	$ 6,000.00	$ 3,531.34	$ 6,000.00	$ 6,000.00
EQUIPMENT MAINTENANCE	010-1403-4520	-	-	$ 720.00	$ 720.00
BONDS	010-1403-4800	-	-	$ 1,300.00	$ 1,300.00
DUES	010-1403-4810	$ 300.00	$ 639.18	$ 420.00	$ 420.00
HAVA ELECTION SECURITY GRANT MATCH EXP	010-1403-4818	$ 8,500.00	$ 4,160.63	-	-
ELECTION EXPENSE	010-1403-4840	$ 65,000.00	$ 54,344.51	$ 67,500.00	$ 67,500.00
ELECTION WORKER UNIFORM	010-1403-4840	-	-	$ 2,500.00	$ 2,500.00
Standard Election Expenses	010-1403-4840	-	-	$ 65,000.00	$ 65,000.00
VOTER REGISTRATION CARDS	010-1403-4841	$ 20,000.00	$ 19,645.82	-	-
(RESTRICTED USE) CHAPTER 19 VOTER EXP	010-1403-4842	$ 7,000.00	$ 1,539.08	$ 7,000.00	$ 7,000.00
Total Operating Expenses		$ 124,020.68	$ 95,997.47	$ 105,160.68	$ 105,160.68
Capital Expenses					
CAPITAL OUTLAY-PROJECTS	010-1403-5730	-	$ 6,787.50	-	-
Total Capital Expenses		-	$ 6,787.50	-	-
Total Expenditures		**$1,127,185.75**	**$933,653.81**	**$1,158,289.17**	**$1,161,870.45**

The County Clerk's Office has requested $644,000 to replace aging election equipment and maintain certification. The new machines will improve check-in speed and accuracy, and are much lighter, making it easier for our election workers to manage. This purchase was added to the Court's capital purchase projection listing, which will be finalized prior to budget adoption.

Personnel Summary

County Clerk, Schelana Hock

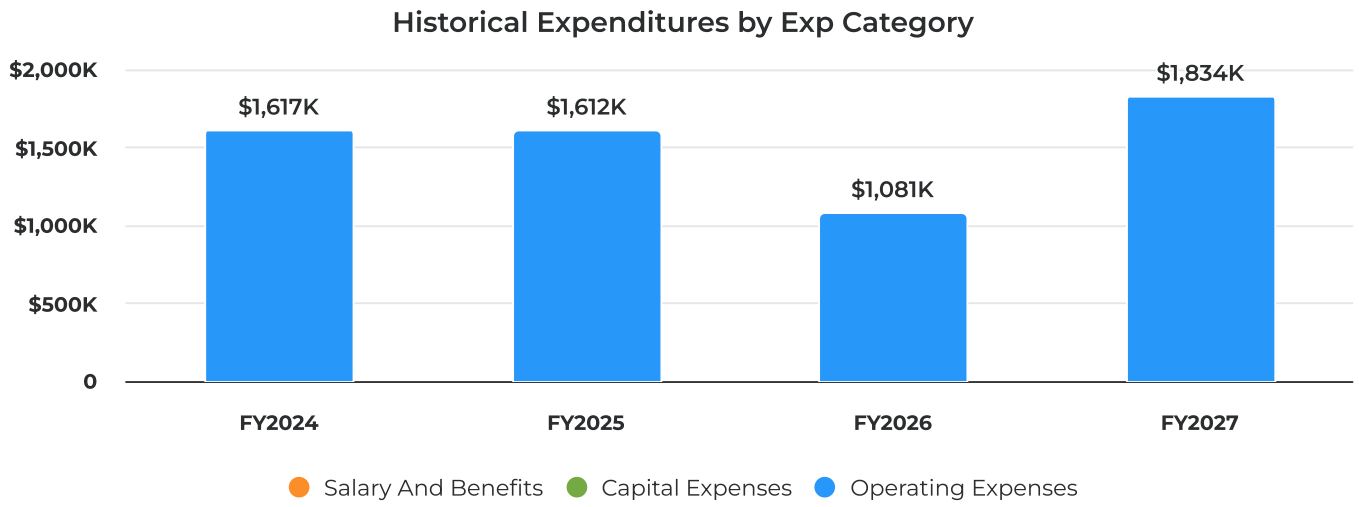
- Chief Deputy Clerk, Jasmin Zuniga
- Bookkeeper, Marjorie West
- Office Manager, Wendy Timm
- Office Manager, Stacy Handley
- Computer Records Specialist, Lennie Swander
- Court Clerk, Paula Rinehart
- Court Clerk, Celine Hicks
- Deputy Clerk, Kristie Salas
- Deputy Clerk, Lucinda Garcia
- Deputy Clerk, Cassie Simmons
- Deputy Clerk, Shawna Martinez
- Deputy Clerk, Alexis Martinez
- Deputy Clerk, Andrea Schmidt

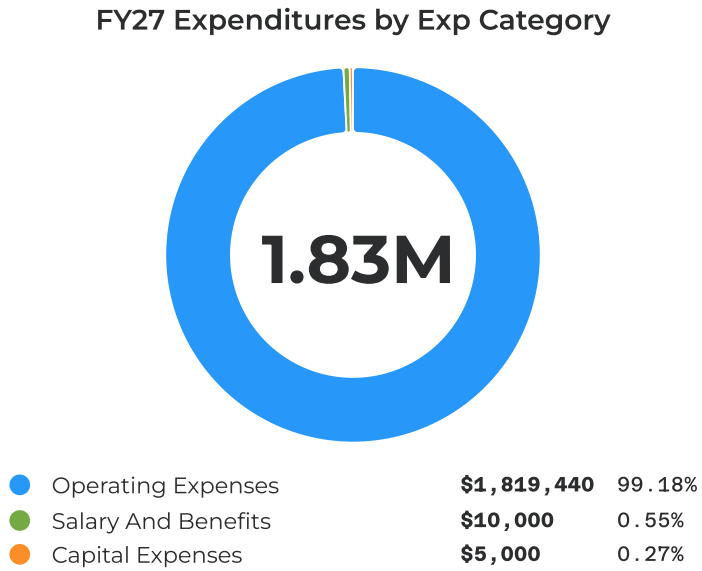
General Operations

The General Operations Department plays an essential role in Polk County's budget. Instead of assigning certain countywide expenses to individual offices, the Court places them in this department so they can be managed centrally and more efficiently. These shared costs include the County's utilities—such as electricity, water, telephone service, and internet—as well as insurance coverage for buildings, vehicles, and general liability. The department also covers countywide postage, shared office supplies, and contracts that support multiple departments.

Oversight of the General Operations budget is assigned to the County Judge, under the direction of the Commissioners Court. Managing these expenses in one place helps ensure bills are paid on time, resources are used efficiently, and long-term operational needs can be planned more strategically. The County Judge works closely with the County Auditor and department heads to monitor expenditures, identify opportunities for cost savings, and ensure spending aligns with approved budget goals.

Expenditures by Exp Category





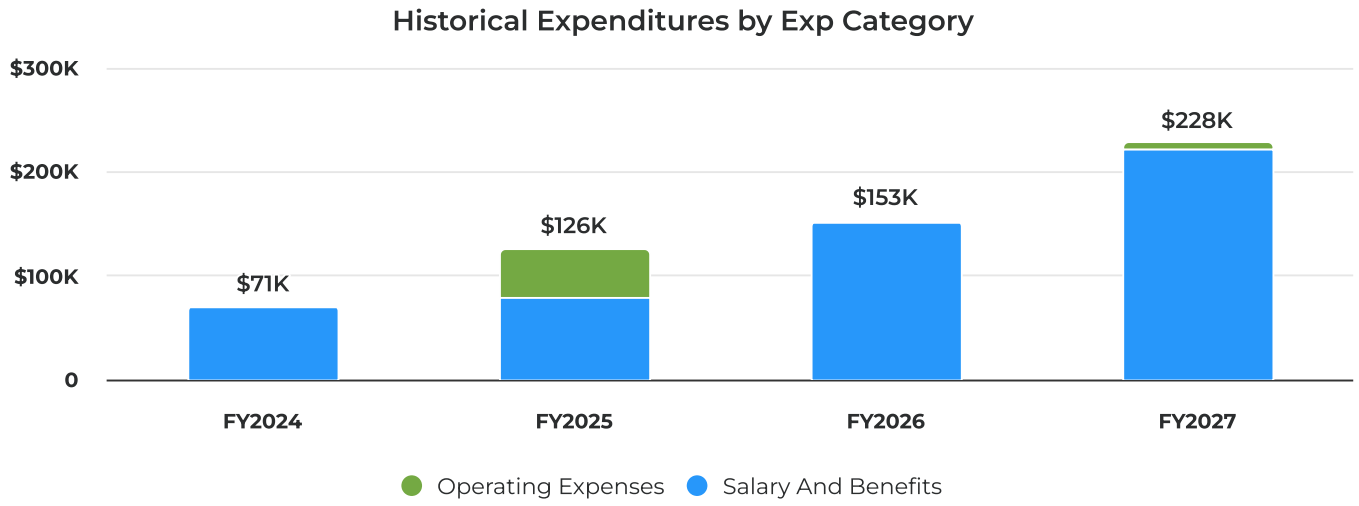
Expenditures by Exp Category

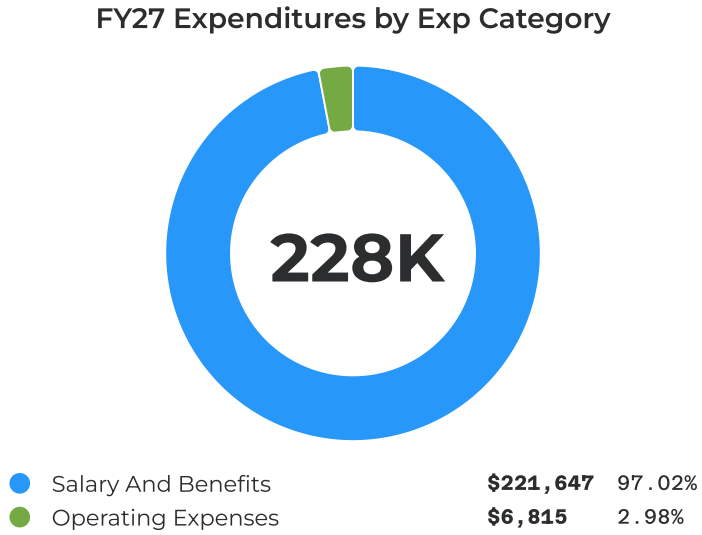
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
UNEMPLOYMENT INSURANCE	010-1409-2060	$ 10,000.00	$ 0.00	$ 10,000.00	$ 10,000.00
Total Salary And Benefits		$ 10,000.00	$ 0.00	$ 10,000.00	$ 10,000.00
Operating Expenses					
POSTAGE	010-1409-3110	$ 90,000.00	$ 72,682.94	$ 90,000.00	$ 90,000.00
OFFICE SUPPLIES	010-1409-3150	$ 30,000.00	$ 20,103.13	$ 30,000.00	$ 30,000.00
COPY/POSTAGE MACHINE EXPENSE	010-1409-3290	$ 132,000.00	$ 101,734.54	$ 145,000.00	$ 145,000.00
COMMUNICATION EXP	010-1409-4200	$ 98,840.00	$ 98,112.26	$ 99,440.00	$ 99,440.00
Landline Phones - Eastex Telephone	010-1409-4200	$ 0.00	$ 0.00	$ 54,000.00	$ 54,000.00
Panic Buttons - Eastex	010-1409-4200	$ 0.00	$ 0.00	$ 4,000.00	$ 4,000.00
Cell phones - Verizon	010-1409-4200	$ 0.00	$ 0.00	$ 5,040.00	$ 5,040.00
Vehicle Tracking - Quartix	010-1409-4200	$ 0.00	$ 0.00	$ 6,400.00	$ 6,400.00
Contingencies	010-1409-4200	$ 0.00	$ 0.00	$ 30,000.00	$ 30,000.00
ELECTRICITY	010-1409-4400	$ 600,000.00	$ 287,100.86	$ 600,000.00	$ 600,000.00
GAS/HEAT	010-1409-4410	$ 60,000.00	$ 46,289.67	$ 65,000.00	$ 65,000.00
WATER	010-1409-4420	$ 100,000.00	$ 62,869.25	$ 100,000.00	$ 100,000.00
PROPERTY INSURANCE	010-1409-4820	$ 500,000.00	$ 381,824.00	$ 450,000.00	$ 450,000.00
GENERAL LIABILITY INSURANCE	010-1409-4822	$ 35,000.00	$ 0.00	$ 30,000.00	$ 30,000.00
PUBLIC OFFICIALS LIABILITY	010-1409-4823	$ 55,000.00	$ 10,000.00	$ 55,000.00	$ 55,000.00
VEHICLE INSURANCE	010-1409-4901	$ 155,000.00	$ 0.00	$ 155,000.00	$ 155,000.00
Total Operating Expenses		$1,855,840.00	$1,080,716.65	$1,819,440.00	$1,819,440.00
Capital Expenses					
CAPITAL OUTLAY-OFFICE FURN/EQUIP	010-1409-5720	$ 5,000.00	$ 0.00	$ 5,000.00	$ 5,000.00
CAPITAL OUTLAY PROJECTS	010-1409-5730	$ 0.00	$ 37.50	$ 0.00	$ 0.00
Total Capital Expenses		$ 5,000.00	$ 37.50	$ 5,000.00	$ 5,000.00
Total Expenditures		**$1,870,840.00**	**$1,080,754.15**	**$1,834,440.00**	**$1,834,440.00**

Grants, Contracts & Purchasing

In FY2026, the Grants & Contracts and Purchasing & Procurement departments — each previously staffed by a single employee — were consolidated, and a Secretary II position was added to support both functions. Based on the duties currently being performed by the Secretary, Judge Murphy's proposed budget would appropriately reclassify that position to Office Manager.

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-1415-1050	$ 140,318.98	$ 103,650.74	$ 143,951.00	$ 146,232.00
DISCRETIONARY SALARY	010-1415-1055	-	-	$ 208.00	$ 208.00
CERTIFICATE PAY	010-1415-1200	-	-	$ 600.00	$ 600.00
Nacole	010-1415-1200	-	-	$ 300.00	$ 300.00

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Courtney	010-1415-1200	-	-	$ 300.00	$ 300.00
LONGEVITY	010-1415-2000	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
SOCIAL SECURITY	010-1415-2010	$ 10,657.90	$ 6,790.69	$ 11,181.17	$ 11,355.66
HEALTH INSURANCE	010-1415-2020	$ 36,733.32	$ 26,416.18	$ 39,304.80	$ 41,507.64
RETIREMENT	010-1415-2030	$ 20,256.98	$ 11,465.51	$ 21,251.51	$ 19,378.84
WORKERS COMP	010-1415-2040	$ 245.00	$ 116.72	$ 242.62	$ 246.41
UNEMPLOYMENT INSURANCE	010-1415-2060	$ 106.66	$ 70.30	$ 116.93	$ 118.75
Total Salary And Benefits		$ 210,318.84	$ 150,510.14	$ 218,856.03	$ 221,647.30
Operating Expenses					
OFFICE SUPPLIES	010-1415-3150	$ 1,000.00	$ 396.51	$ 1,000.00	$ 1,000.00
Office Supplies	010-1415-3150	-	-	$ 1,000.00	$ 1,000.00
COMMUNICATION EXPENSE	010-1415-4200	$ 964.80	$ 595.34	$ 964.80	$ 964.80
TRAVEL TRAINING	010-1415-4270	$ 4,000.00	$ 1,247.59	$ 2,550.00	$ 2,550.00
Uniform	010-1415-4270	-	-	$ 50.00	$ 50.00
Travel Training	010-1415-4270	-	-	$ 2,500.00	$ 2,500.00
SOFTWARE MAINTENANCE	010-1415-4560	$ 1,260.00	-	-	-
OFFICE FURNISHINGS/EQUIPMENT	010-1415-4980	$ 1,600.00	-	$ 2,300.00	$ 2,300.00
Printer	010-1415-4980	-	-	$ 700.00	$ 700.00
conference table & chairs	010-1415-4980	-	-	$ 1,600.00	$ 1,600.00
Total Operating Expenses		$ 8,824.80	$ 2,239.44	$ 6,814.80	$ 6,814.80
Total Expenditures		**$ 219,143.64**	**$ 152,749.58**	**$ 225,670.83**	**$ 228,462.10**

The Grants & Contracts Coordinator has requested Certificate Pay for her two employees. Nacole and Courtney will both have their procurement and contracting certification by August. They have to take a one-week course followed by a scheduled exam. The certification expires and must be maintained. This is additional training to increase proficiency within this office.

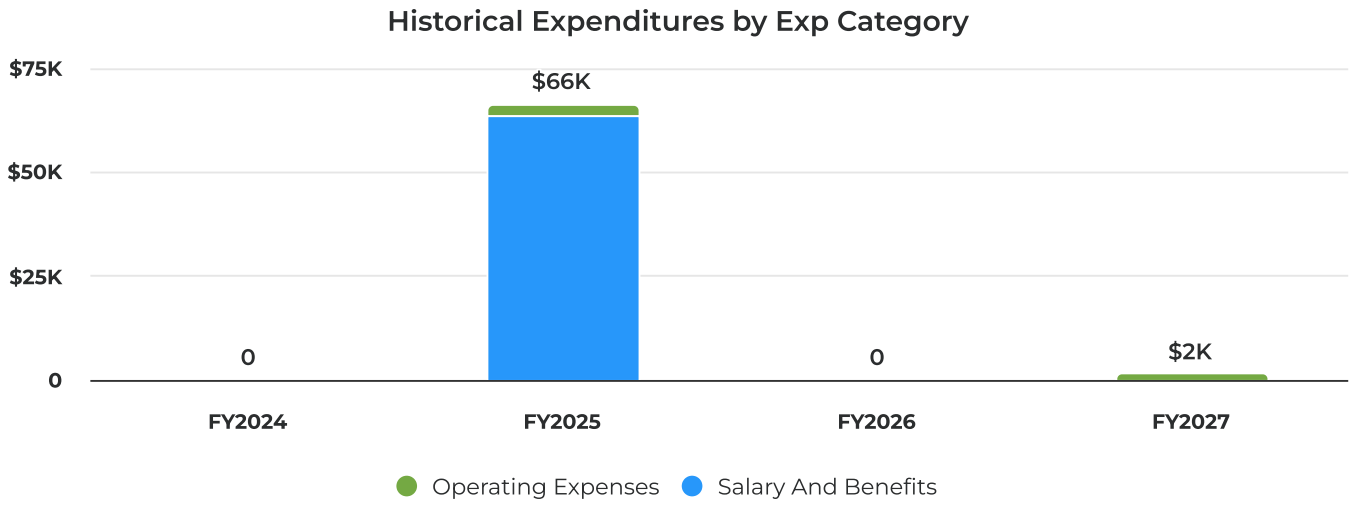
Personnel Summary

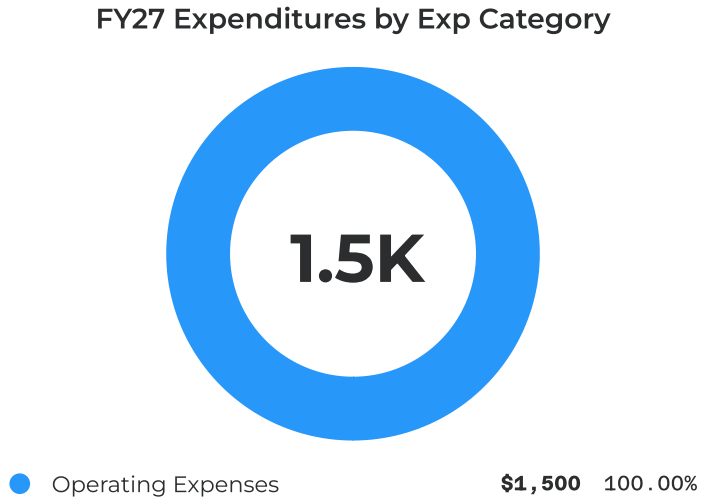
Grants, Contracts & Purchasing Director, Jessica Hutchins

- Procurement Coordinator, Nacole Reeks
- Secretary II, Courtney Farmer

Purchasing & Procurement

Expenditures by Exp Category



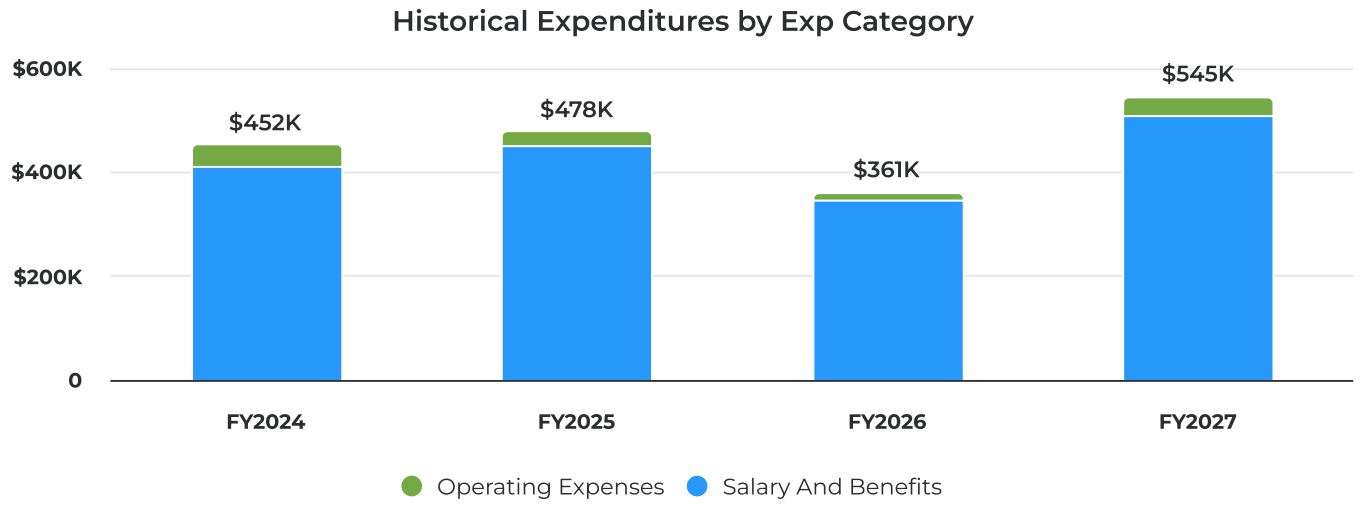


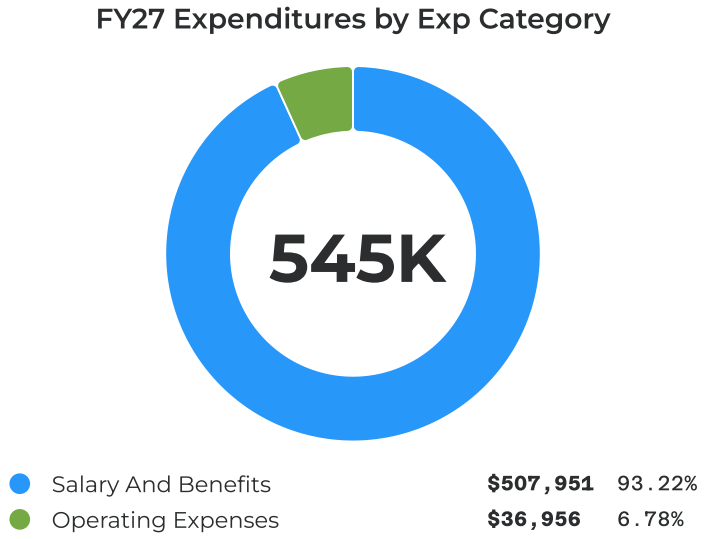
Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Operating Expenses					
TRAVEL TRAINING	010-1402-4270	$ 0.00	$ 0.00	$ 1,500.00	$ 1,500.00
Total Operating Expenses		$ 0.00	$ 0.00	$ 1,500.00	$ 1,500.00
Total Expenditures		**$ 0.00**	**$ 0.00**	**$ 1,500.00**	**$ 1,500.00**

County Auditor

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-1495-1050	$ 236,048.17	$ 171,669.36	$ 248,063.17	$ 255,514.52
SALARIES-PART TIME	010-1495-1080	$ 1,315.11	$ 722.48	$ 1,315.20	$ 1,315.20
SALARY - COUNTY AUDITOR	010-1495-1100	$ 85,000.00	$ 63,096.14	$ 85,000.00	$ 85,000.00
LONGEVITY PAY	010-1495-2000	$ 8,000.00	$ 6,000.00	$ 9,000.00	$ 9,500.00
SOCIAL SECURITY	010-1495-2010	$ 25,272.79	$ 17,104.60	$ 26,268.45	$ 26,876.72
HEALTH INSURANCE	010-1495-2020	$ 73,466.64	$ 51,757.47	$ 78,609.60	$ 83,015.28
RETIREMENT	010-1495-2030	$ 48,034.82	$ 35,112.44	$ 49,927.21	$ 45,866.09
WORKERS COMPENSATION	010-1495-2040	$ 248.40	$ 280.83	$ 570.01	$ 583.21
UNEMPLOYMENT INSURANCE	010-1495-2060	$ 263.24	$ 160.45	$ 273.65	$ 280.01

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 477,649.17	$ 345,903.77	$ 499,027.29	$ 507,951.04
Operating Expenses					
OFFICE SUPPLIES	010-1495-3150	$ 7,000.00	$ 3,657.72	$ 8,000.00	$ 8,000.00
SUBSCRIPTIONS	010-1495-3900	$ 50.00	$ 0.00	$ 60.00	$ 60.00
COMMUNICATIONS	010-1495-4200	$ 965.28	$ 595.34	$ 1,348.68	$ 1,348.68
County issued cell phones	010-1495-4200	$ 0.00	$ 0.00	$ 892.80	$ 892.80
NEW REQUEST: Mifi Unit	010-1495-4200	$ 0.00	$ 0.00	$ 455.88	$ 455.88
TRAVEL TRAINING	010-1495-4270	$ 5,000.00	$ 129.20	$ 6,000.00	$ 6,000.00
OUTSIDE CONTRACT SERVICES	010-1495-4400	$ 20,447.53	$ 10,477.73	$ 20,447.53	$ 20,447.53
BONDS	010-1495-4800	$ 375.00	$ 100.00	$ 600.00	$ 600.00
DUES	010-1495-4810	$ 400.00	$ 420.00	$ 500.00	$ 500.00
OFFICE FURNISHINGS/EQUIPMENT	010-1495-4980	$ 999.00	$ 0.00	$ 0.00	$ 0.00
Total Operating Expenses		$ 35,236.81	$ 15,379.99	$ 36,956.21	$ 36,956.21
Total Expenditures		**$ 512,885.98**	**$ 361,283.76**	**$ 535,983.50**	**$ 544,907.25**

The Auditor has requested salary adjustments for the two Assistant County Auditor I positions, to better reflect the balance of the workload within his office, and a minimal increase in operating expenses. Additional furnishings will be needed for the transition to the Courthouse, and that has been added to the Capital Purchase Projections.

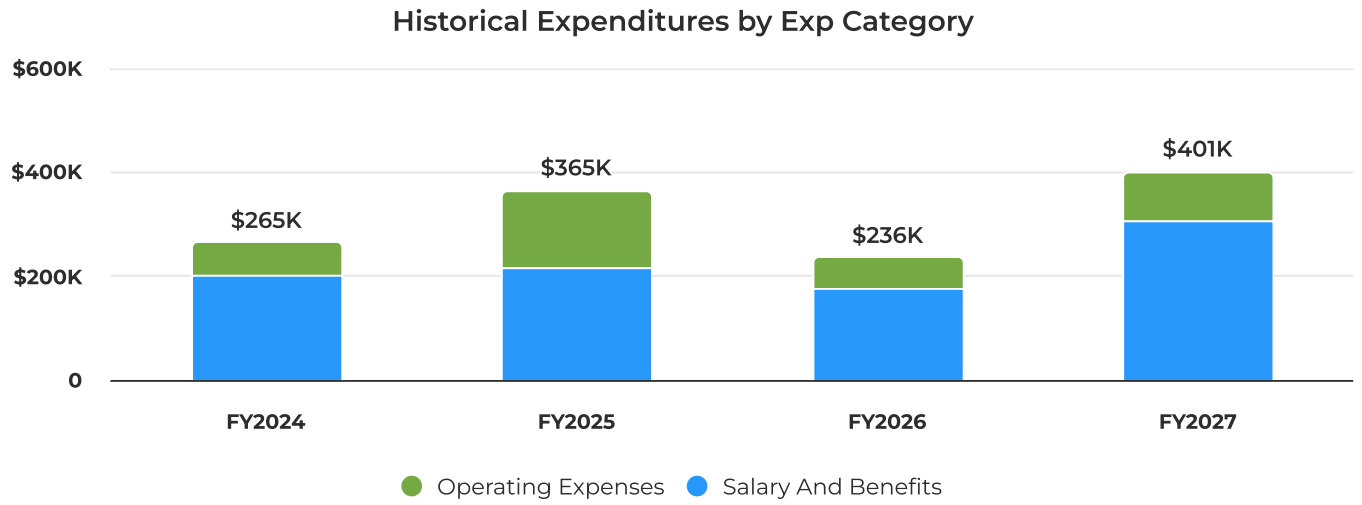
Personnel Summary

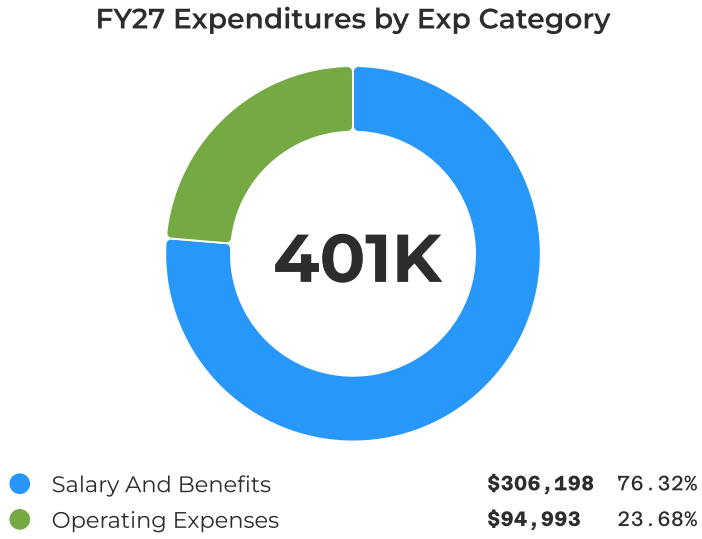
County Auditor, Louis Ploth

- Assistant to the County Auditor, Stephanie Dale
- Assistant County Auditor II, Shana Jackson
- Assistant County Auditor II, Charlie Coleman
- Assistant County Auditor I, Sharon Sommers
- Internal Auditor, John Carter

County Treasurer

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-1497-1010	$ 70,000.00	$ 51,961.58	$ 70,000.00	$ 70,000.00
SALARIES	010-1497-1050	$ 85,324.00	$ 64,525.03	$ 171,046.00	$ 129,105.00
Add a new full time Office Manager Position	010-1497-1050	$ 0.00	$ 0.00	$ 41,941.00	$ 0.00
DISCRETIONARY SALARY	010-1497-1055	$ 12.00	$ 0.00	$ 178.00	$ 178.00
SALARIES-PART TIME	010-1497-1080	$ 1,315.11	$ 262.72	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-1497-2000	$ 4,000.00	$ 4,000.00	$ 5,000.00	$ 5,000.00
SOCIAL SECURITY	010-1497-2010	$ 12,289.81	$ 9,066.73	$ 15,728.26	$ 15,728.26
HEALTH INSURANCE	010-1497-2020	$ 36,733.32	$ 27,440.95	$ 52,406.40	$ 55,343.52
RETIREMENT	010-1497-2030	$ 23,358.67	$ 17,556.92	$ 29,893.98	$ 26,840.84

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	010-1497-2040	$ 266.68	$ 136.93	$ 341.29	$ 2,581.74
UNEMPLOYMENT INSURANCE	010-1497-2060	$ 69.87	$ 44.42	$ 105.42	$ 105.43
Total Salary And Benefits		$ 233,369.46	$ 174,995.28	$ 346,014.55	$ 306,197.99
Operating Expenses					
OFFICE SUPPLIES	010-1497-3150	$ 3,350.00	$ 2,022.78	$ 3,350.00	$ 3,350.00
Normal Office Supplies	010-1497-3150	$ 0.00	$ 0.00	$ 3,350.00	$ 3,350.00
COMMUNICATIONS	010-1497-4200	$ 482.64	$ 297.67	$ 482.64	$ 482.64
TRAVEL TRAINING	010-1497-4270	$ 4,500.00	$ 1,866.25	$ 4,500.00	$ 4,500.00
BONDS	010-1497-4800	$ 0.00	$ 0.00	$ 320.00	$ 320.00
My bond every 4 years at 178.00	010-1497-4800	$ 0.00	$ 0.00	$ 178.00	$ 178.00
Notary bonds for Michelle and Ruby (every 3 years)	010-1497-4800	$ 0.00	$ 0.00	$ 142.00	$ 142.00
DUES	010-1497-4810	$ 240.00	$ 215.00	$ 240.00	$ 240.00
OFFICE FURNISHINGS/EQUIPMENT	010-1497-4980	$ 0.00	$ 0.00	$ 1,100.00	$ 1,100.00
Printer	010-1497-4980	$ 0.00	$ 0.00	$ 0.00	$ 400.00
scanner	010-1497-4980	$ 0.00	$ 0.00	$ 0.00	$ 700.00
HOTEL TAX DISTRIBUTION	011-7800-4880	$ 63,750.00	$ 17,349.68	$ 0.00	$ 63,750.00
PRO-RATA HOTEL TAX SHARE	011-7800-4881	$ 21,250.00	$ 39,529.07	$ 0.00	$ 21,250.00
Total Operating Expenses		$ 93,572.64	$ 61,280.45	$ 9,992.64	$ 94,992.64
Total Expenditures		**$ 326,942.10**	**$ 236,275.73**	**$ 356,007.19**	**$ 401,190.63**

Judge Murphy has included the County Treasurer's request to add an Office Manager position to this department based on the increased level of transaction activity (Grants, IAH Public Facility Corporation, Investment Accounts, etc.)

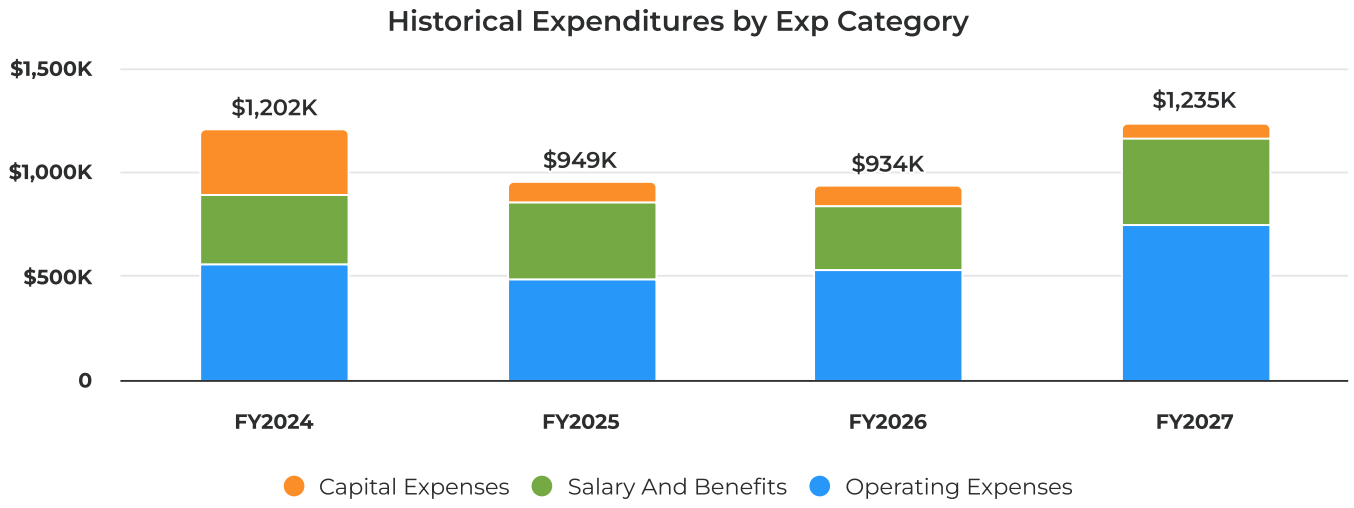
Personnel Summary

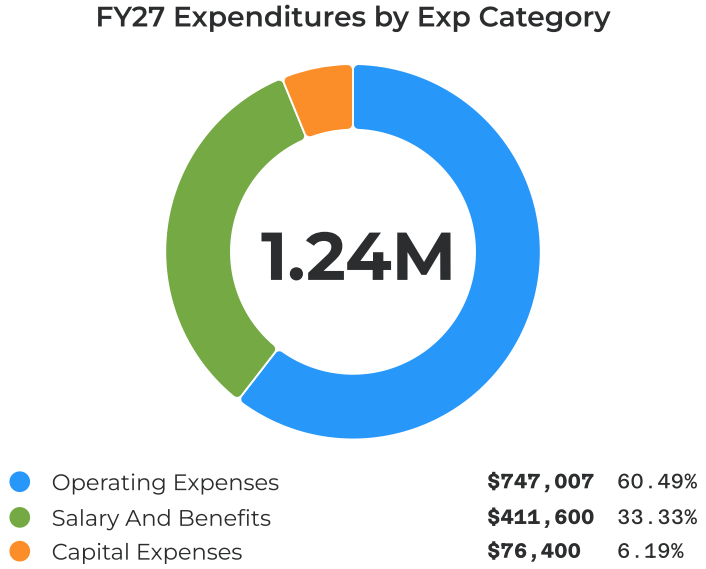
County Treasurer, Terri Williams

- Chief Deputy Clerk, Michelle Laird
- Deputy Clerk, Ruby Sundquist
- FY2027 Request - Office Manager

Information Technology

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-1503-1050	$ 263,619.00	$ 206,758.31	$ 293,612.00	$ 273,547.00
Reclassification - Secretary to Office Manager	010-1503-1050	$ 0.00	$ 0.00	$ 4,065.00	$ 0.00
DISCRETIONARY SALARY	010-1503-1055	$ 564.00	$ 0.00	$ 232.00	$ 232.00
SALARIES-PART TIME	010-1503-1080	$ 1,315.11	$ 0.00	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-1503-2000	$ 6,500.00	$ 6,500.00	$ 8,000.00	$ 8,000.00
SOCIAL SECURITY	010-1503-2010	$ 20,807.86	$ 15,599.14	$ 22,880.70	$ 21,656.71
HEALTH INSURANCE	010-1503-2020	$ 61,222.20	$ 46,596.79	$ 65,508.00	$ 69,179.40

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
RETIREMENT	010-1503-2030	$ 39,548.53	$ 31,007.73	$ 43,488.30	$ 36,957.95
WORKERS COMPENSATION	010-1503-2040	$ 467.37	$ 246.87	$ 513.85	$ 486.21
UNEMPLOYMENT INSURANCE	010-1503-2060	$ 216.56	$ 142.29	$ 238.22	$ 225.42
Total Salary And Benefits		$ 394,260.63	$306,851.13	$ 435,788.27	$ 411,599.89
Operating Expenses					
UNIFORMS	010-1503-3000	$ 800.00	$ 0.00	$ 800.00	$ 800.00
OFFICE SUPPLIES	010-1503-3150	$ 2,000.00	$ 1,808.02	$ 2,000.00	$ 2,000.00
FURNISHED TRANSPORTATION	010-1503-3300	$ 5,000.00	$ 1,344.04	$ 5,000.00	$ 5,000.00
COMPUTER EXPENSES	010-1503-3520	$ 10,500.00	$ 13,907.17	$ 10,500.00	$ 10,500.00
CONTRACTS	010-1503-3560	$ 563,765.82	$480,794.15	$ 653,746.97	$ 665,746.97
(NEW) ZOHO Corp.	010-1503-3560	$ 0.00	$ 0.00	$ 3,210.00	$ 3,210.00
(NEW) My Government Online (MGO)	010-1503-3560	$ 0.00	$ 0.00	$ 0.00	$ 12,000.00
(NEW) Duo MFA	010-1503-3560	$ 0.00	$ 0.00	$ 1,885.00	$ 1,885.00
Adobe	010-1503-3560	$ 0.00	$ 0.00	$ 1,365.00	$ 1,365.00
Blue Iron Data Backup	010-1503-3560	$ 0.00	$ 0.00	$ 22,092.72	$ 22,092.72
Bomgar BeyondTrust Remote	010-1503-3560	$ 0.00	$ 0.00	$ 9,928.76	$ 9,928.76
Briggs Marketing	010-1503-3560	$ 0.00	$ 0.00	$ 495.00	$ 495.00
Canva Teams	010-1503-3560	$ 0.00	$ 0.00	$ 500.00	$ 500.00
CivicPlus Agenda	010-1503-3560	$ 0.00	$ 0.00	$ 7,500.00	$ 7,500.00
CivicPlus Website, NextRequest, & Social Media Archiving	010-1503-3560	$ 0.00	$ 0.00	$ 20,414.99	$ 20,414.99
ClearGov Budgeting Software	010-1503-3560	$ 0.00	$ 0.00	$ 15,600.00	$ 15,600.00
ClearGov - Ops, Capital, & Transparency	010-1503-3560	$ 0.00	$ 0.00	$ 11,830.32	$ 11,830.32
Crowdstrike Falcon Complete	010-1503-3560	$ 0.00	$ 0.00	$ 66,636.32	$ 66,636.32
Digicert (Secured Sites)	010-1503-3560	$ 0.00	$ 0.00	$ 578.00	$ 578.00
Fortinet Firewall Service Agreement	010-1503-3560	$ 0.00	$ 0.00	$ 12,000.00	$ 12,000.00
Internet Services - Eastex Telephone - Polk Ring	010-1503-3560	$ 0.00	$ 0.00	$ 22,200.00	$ 22,200.00
MTS	010-1503-3560	$ 0.00	$ 0.00	$ 35,450.00	$ 35,450.00
Survey Monkey	010-1503-3560	$ 0.00	$ 0.00	$ 1,080.00	$ 1,080.00
TAC - State Mandated Cybersecurity Training	010-1503-3560	$ 0.00	$ 0.00	$ 1,650.00	$ 1,650.00
(NEW) TAC - State Mandated AI Awareness Training	010-1503-3560	$ 0.00	$ 0.00	$ 1,650.00	$ 1,650.00
Tyler ERP Pro 10 (Includes Incode, App. Track, Onboarding, Proj. Acct)	010-1503-3560	$ 0.00	$ 0.00	$ 77,450.04	$ 77,450.04

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Tyler Land & Vital Records	010-1503-3560	$ 0.00	$ 0.00	$ 37,749.00	$ 37,749.00
Tyler Odyssey (Includes Jury Mgmt)	010-1503-3560	$ 0.00	$ 0.00	$ 228,650.22	$ 228,650.22
Tyler - Judges Edition	010-1503-3560	$ 0.00	$ 0.00	$ 4,305.00	$ 4,305.00
(NEW) NinjaOne Backups	010-1503-3560	$ 0.00	$ 0.00	$ 6,027.00	$ 6,027.00
Internet - Eastex - Outer Areas	010-1503-3560	$ 0.00	$ 0.00	$ 17,754.60	$ 17,754.60
DocAccess	010-1503-3560	$ 0.00	$ 0.00	$ 10,400.00	$ 10,400.00
TrueComp	010-1503-3560	$ 0.00	$ 0.00	$ 20,000.00	$ 20,000.00
Tyler Tech - TicketWriter	010-1503-3560	$ 0.00	$ 0.00	$ 15,345.00	$ 15,345.00
COMMUNICATIONS EXPENSE	010-1503-4230	$ 2,412.00	$ 1,488.35	$ 2,412.00	$ 2,412.00
TRAVEL TRAINING	010-1503-4270	$ 6,000.00	$ 3,541.35	$ 6,000.00	$ 6,000.00
CIRA WEBSITE SERVICE	010-1503-4280	$ 36,917.40	$ 15,504.80	$ 39,547.56	$ 39,547.56
CIRA SOFTWARE	010-1503-4290	$ 0.00	$ 822.70	$ 0.00	$ 0.00
EQUIPMENT MAINTENANCE	010-1503-4520	$ 15,000.00	$ 6,381.71	$ 15,000.00	$ 15,000.00
Total Operating Expenses		$ 642,395.22	$525,592.29	$ 735,006.53	$ 747,006.53
Capital Expenses					
CAPITAL OUTLAY PROJECTS	010-1503-5730	$ 0.00	$ 56,239.73	$ 0.00	$ 0.00
CAPITAL OUTLAY-TECH ROTATION	010-1503-5770	$ 46,400.00	$ 39,682.76	$ 46,400.00	$ 46,400.00
CAPITAL OUTLAY-REPAIR/REPLACE IT EQUIP	010-1503-5780	$ 30,000.00	$ 5,880.00	$ 30,000.00	$ 30,000.00
Total Capital Expenses		$ 76,400.00	$101,802.49	$ 76,400.00	$ 76,400.00
Total Expenditures		**$1,113,055.85**	**$934,245.91**	**$1,247,194.80**	**$1,235,006.42**

The IT Director has requested a reclassification of the Secretary I position to Office Manager, reflecting an increase of $4,065, along with a $4,000 salary adjustment for other staff. On May 12, 2026, the Commissioners Court approved the reclassification, effective May 18, 2026. Changes to the pay scale will be considered at a future Budget Workshop.

Additional funding has also been requested in the contracts line item to cover mobile device management, multi-factor authentication devices, and cloud storage backup. Also, software requested by the Permits Department has been placed in the IT Contracts line item for consideration.

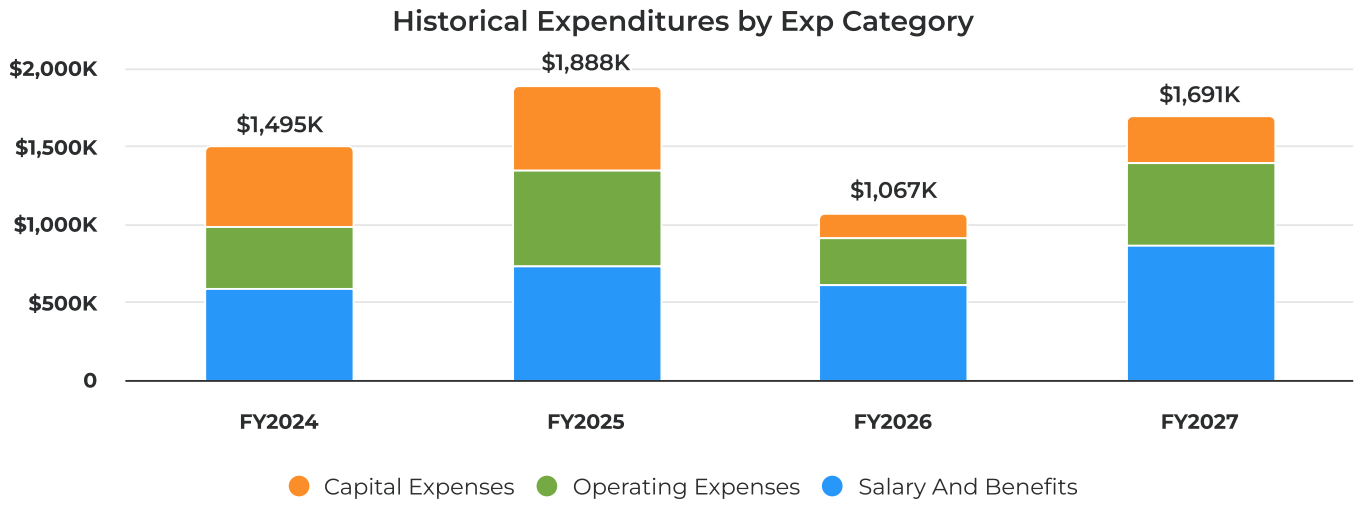
Personnel Summary

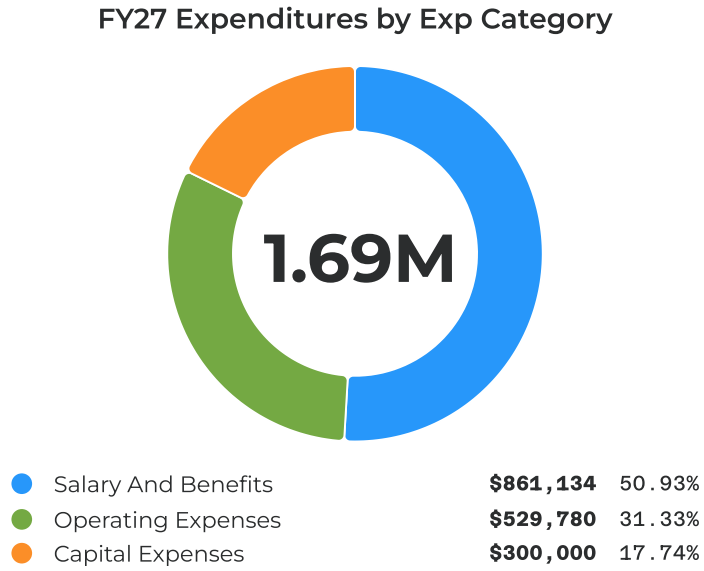
IT Director, Casey Lowrie

- Computer Specialist, Mike Ainsworth
- Computer Specialist, Kyle Durr
- Computer Specialist, Donald Weisman
- Office Manager, Carlie Bulgier

Maintenance

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-1511-1050	$ 505,211.00	$ 389,411.88	$ 516,641.00	$ 516,641.00
DISCRETIONARY SALARY	010-1511-1055	$ 564.00	$ 0.00	$ 1,212.00	$ 1,212.00
SALARIES-PART TIME	010-1511-1080	$ 36,180.13	$ 8,242.84	$ 36,554.62	$ 36,554.61
LONGEVITY PAY	010-1511-2000	$ 8,000.00	$ 6,000.00	$ 11,000.00	$ 11,000.00
SOCIAL SECURITY	010-1511-2010	$ 39,350.54	$ 29,950.18	$ 43,253.69	$ 43,253.68
HEALTH INSURANCE	010-1511-2020	$ 146,933.28	$ 109,206.67	$ 157,219.20	$ 166,030.56
RETIREMENT	010-1511-2030	$ 74,791.71	$ 58,691.48	$ 82,210.27	$ 73,813.96
WORKERS COMPENSATION	010-1511-2040	$ 11,534.65	$ 5,718.43	$ 12,177.10	$ 12,177.11

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
UNEMPLOYMENT INSURANCE	010-1511-2060	$ 410.46	$ 269.10	$ 451.27	$ 451.27
Total Salary And Benefits		$ 822,975.77	$ 607,490.58	$ 860,719.15	$ 861,134.20
Operating Expenses					
UNIFORMS	010-1511-3000	$ 3,000.00	$ 7,703.32	$ 11,000.00	$ 11,000.00
OFFICE SUPPLIES	010-1511-3150	$ 1,200.00	$ 911.50	$ 1,200.00	$ 1,200.00
FURNISHED TRANSPORTATION	010-1511-3300	$ 25,000.00	$ 11,305.46	$ 25,000.00	$ 25,000.00
PEST CONTROL	010-1511-3350	$ 8,000.00	$ 7,238.62	$ 8,000.00	$ 8,000.00
CUSTODIAL SUPPLIES/REPAIRS	010-1511-3450	$ 45,000.00	$ 22,338.79	$ 45,000.00	$ 45,000.00
SIGNS	010-1511-3770	$ 6,000.00	$ 3,736.66	$ 6,000.00	$ 6,000.00
COMMUNICATIONS EXPENSE	010-1511-4230	$ 2,800.00	$ 1,703.87	$ 2,580.00	$ 2,580.00
TRAVEL TRAINING	010-1511-4270	$ 1,500.00	$ 1,382.35	$ 1,500.00	$ 1,500.00
REPAIR/REPLACE BUILDINGS	010-1511-4500	$ 350,000.00	$ 207,394.88	$ 350,000.00	$ 350,000.00
INSPECTIONS	010-1511-4510	$ 50,000.00	$ 16,910.50	$ 50,000.00	$ 50,000.00
EQUIPMENT MAINTENANCE	010-1511-4520	$ 4,000.00	$ 2,800.44	$ 4,000.00	$ 4,000.00
VEHICLE MAINTENANCE	010-1511-4540	$ 20,000.00	$ 14,628.55	$ 23,000.00	$ 23,000.00
TIRE DISPOSAL	010-1511-4890	$ 2,500.00	$ 534.82	$ 2,500.00	$ 2,500.00
Total Operating Expenses		$ 519,000.00	$ 298,589.76	$ 529,780.00	$ 529,780.00
Capital Expenses					
CC APPROVAL REQ-CAPITAL OUTLAY-BUILDINGS	010-1511-5740	$ 300,000.00	$ 160,981.12	$ 300,000.00	$ 300,000.00
Total Capital Expenses		$ 300,000.00	$ 160,981.12	$ 300,000.00	$ 300,000.00
Total Expenditures		**$1,641,975.77**	**$1,067,061.46**	**$1,690,499.15**	**$1,690,914.20**

Request for 2 Ford Mavericks is included in the requested Lease Payments (010-1691-4660).

Personnel Summary

Maintenance Superintendent, Grady Woods

- Office Manager, Nicole Fisher
- Maintenance Technician-Lead, James Knowlton
- Custodial Coordinator, Victoria Guajardo
- Custodial/Maintenance Worker, Tracy Seager
- Custodial/Maintenance Worker, Marisol Reyes
- Custodial/Maintenance Worker, Brittany Langley
- Custodial/Maintenance Worker, Kristi Moore
- Maintenance Technician, Caleb Heavin
- Maintenance Technician, Justin Faulkner
- Assistant Maintenance Tech, Vernon Cain
- Equipment Mechanic, Bradly Wylie
- Assistant Maintenance Tech (PT), William Santuago
- Laborer (PT), Jessie Heavin

Volunteer Fire Departments

This budget provides financial support to the 10 Volunteer Fire Departments (VFDs) that serve communities throughout Polk County. These departments are essential partners in protecting lives and property—particularly in rural areas where volunteer firefighters are often the first to arrive during emergencies. County assistance helps ensure residents have access to timely, dependable fire protection and emergency response services across all precincts.

VFD funding is distributed using a formula developed collaboratively by the fire chiefs, helping ensure resources are allocated fairly and reflect shared operational priorities and service demands. To strengthen emergency response capacity countywide, the Commissioners Court has increased VFD funding by 10% each year since FY2022, demonstrating an ongoing commitment to supporting these critical organizations and the volunteers who serve our communities. At the recommendation of the fire chiefs, those increases have been allocated equally each year to each of the departments.

To promote accountability and ensure public funds are used effectively, VFD payments are tied to several compliance requirements. Each department must provide proof of workers' compensation insurance to protect volunteer firefighters in the event of an injury sustained while responding to calls. Departments must also verify submission of required information to the Insurance Services Office (ISO), which evaluates local fire protection capabilities. ISO ratings play an important role in determining homeowners' insurance premiums, and maintaining this documentation helps protect residents from avoidable increases in property insurance costs.

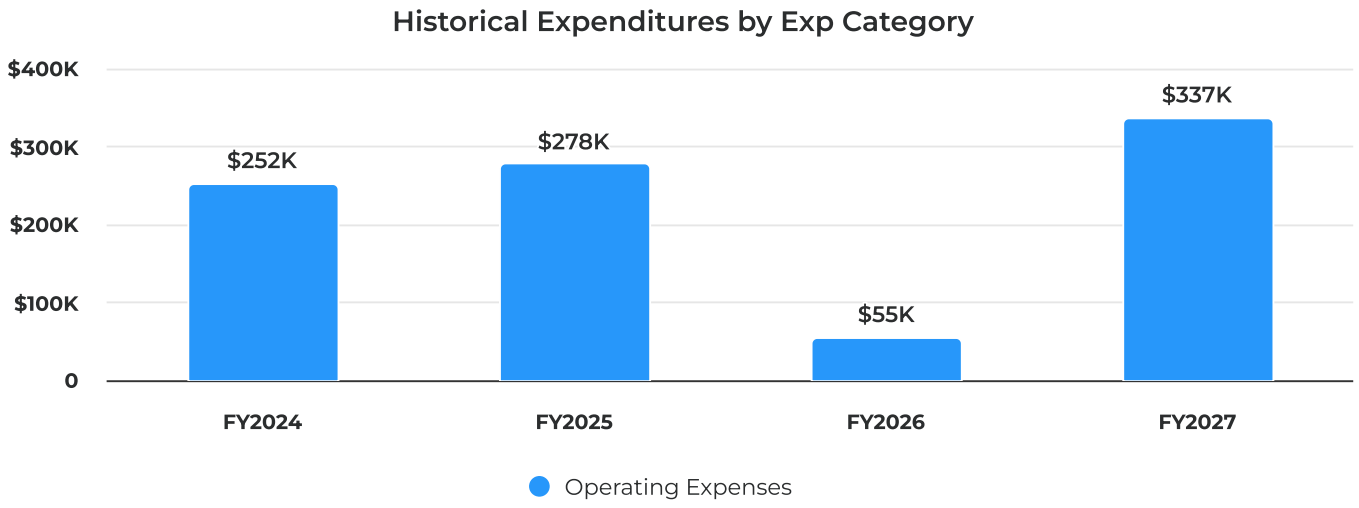
In addition, VFDs are required to submit quarterly activity and financial reports. These reports allow the County to track department activity, monitor spending, and confirm that funding is supporting readiness, equipment needs, training, and operational stability. Together, these requirements strengthen transparency, support good stewardship of taxpayer dollars, and reinforce the County's partnership with the VFDs.

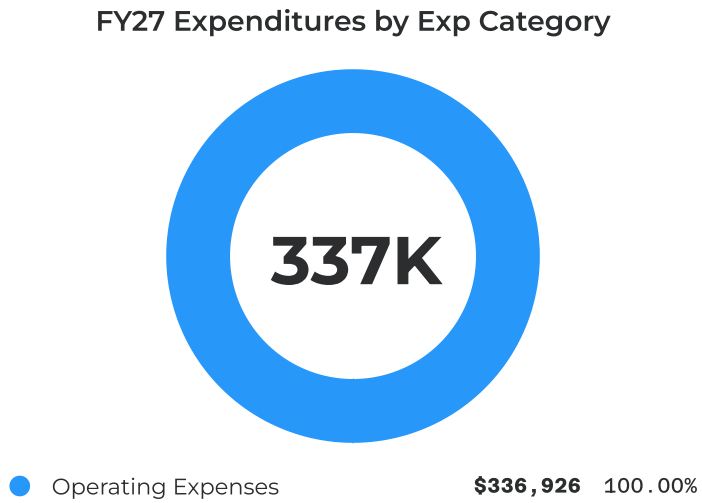
This investment is a key component of Polk County's emergency response system. By supporting VFD operations and the volunteers who dedicate their time, skills, and service to public safety, the County helps maintain strong, reliable fire protection services for residents across Polk County.

Alabama-Coushatta Indian Nation VFD 571 State Park Rd. 56 Livingston, TX 77351 Phone: 936-563-1200	**Corrigan VFD** 1001 N. Home Street Corrigan, TX 75939 Phone: 936-398-2551
Goodrich VFD 954 State HWY Loop 393 Goodrich, TX 77335 Phone: 936-365-2121	**Holiday Lake Estates VFD** 224 Drews Landing Rd. Goodrich, TX 77335 Phone: 936-252-2889
Indian Sprigs VFD 210 Pichetto Trail Livingston, TX 77351 Phone: 936-563-4747	**Livingston VFD** 119 W Abbey Street Livingston, TX 77351 Phone: 936-327-4411

Onalaska VFD 181 Old Groveton Road South Onalaska, TX 77360 Phone: 936-646-5111	**Scenic Loop VFD** 1406 FM 3277 Livingston, TX 77351 Phone: 936-967-5555
Segno VFD 157 Magnolia Hills Road Livingston, TX 77351 Phone: 936-685-7195	**South Polk County VFD** 3036 FM 2610 Livingston, TX 77351 Phone: 936-685-7115

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Operating Expenses					
FURNISHED TRANSPORTATION	010-1543-3300	$ 1,000.00	$ 0.00	$ 1,000.00	$ 1,000.00
FIRE DEPARTMENTS	010-1543-4872	$ 243,531.75	$ 55,419.54	$ 267,884.93	$ 267,884.93
LIVINGSTON CITY FIRE AGREEMENT	010-1543-6900	$ 61,855.33	$ 0.00	$ 68,040.86	$ 68,040.86
Total Operating Expenses		$ 306,387.08	$ 55,419.54	$ 336,925.79	$ 336,925.79
Total Expenditures		**$ 306,387.08**	**$ 55,419.54**	**$ 336,925.79**	**$ 336,925.79**

Includes 10% increase.

All Other

The All Other Department serves as a centralized budget category for County expenses that do not belong exclusively to a single office or department, but are nonetheless essential to the day-to-day operation of Polk County government. Rather than duplicating these costs across multiple departments, the County groups them here to promote transparency, efficiency, and consistent oversight.

This category includes a wide range of services and obligations that support public safety, public health, regulatory compliance, infrastructure coordination, and community partnerships. Many of these costs are recurring and required by statute, contract, or interlocal agreement, while others provide shared services that benefit multiple departments and the public as a whole.

Key expenditures within the All Other Department include public safety and justice-related services, such as autopsies required for death investigations, inmate mental health assessments, and contracted mental health services through the Burke Center. These services support law enforcement, the courts, and the jail, and are critical to maintaining public safety, meeting legal standards, and ensuring appropriate care for individuals in custody.

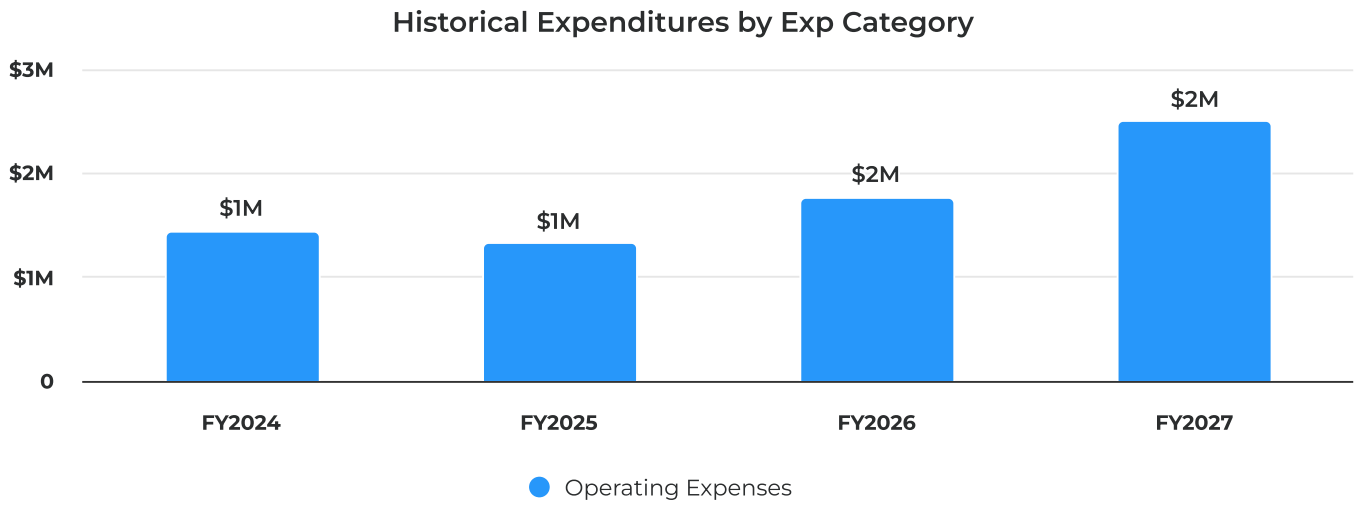
The department also includes funding for required governmental functions such as the Polk County Appraisal District, and regional partners such as water planning organizations, soil and conservation efforts, and regional planning groups. These partnerships allow Polk County to participate in long-term planning for land use, water resources, environmental protection, and economic development—often at a lower cost than providing these services independently.

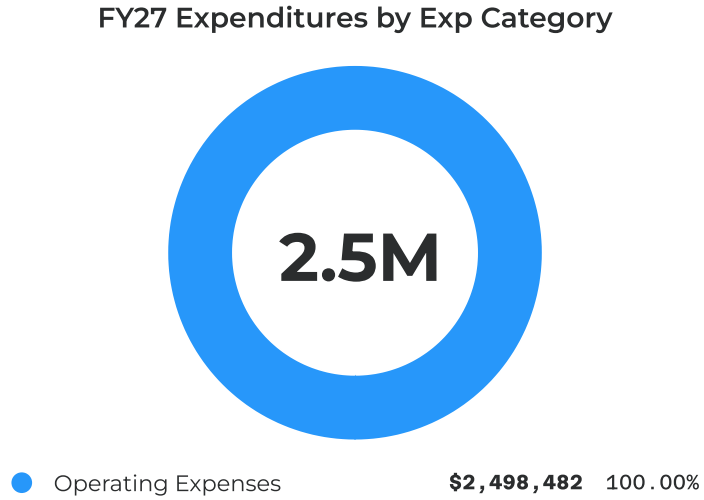
Additional expenditures support community and human service programs, including child welfare initiatives, counseling services, senior volunteer programs, and literacy support. While these programs may not fall under a single department's mission, they contribute to community well-being and help reduce long-term costs associated with social services, criminal justice involvement, and public health challenges.

The All Other Department also accounts for shared operational costs, such as lease payments for vehicles and facilities, required memberships and dues, advertising and public notices, and countywide landscaping. These expenses support the physical operations of county government and ensure compliance with legal notice requirements, contractual obligations, and facility maintenance standards.

Expenditures within this category are overseen by the County Judge and authorized by the Commissioners Court, ensuring that funds are used appropriately, legally, and in alignment with County priorities. Each expense is reviewed as part of the budget process and monitored throughout the year to maintain accountability and fiscal discipline.

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Operating Expenses					
MHMR/BURKE CENTER	010-1691-4025	$ 43,629.00	$ 43,629.00	$ 43,629.00	$ 43,629.00
AUTOPSIES	010-1691-4026	$ 200,000.00	$ 122,535.00	$ 200,000.00	$ 200,000.00
REGION 1 WATER PLANNING GROUP	010-1691-4027	$ 350.00	-	$ 350.00	$ 350.00
INMATE MENTAL HEALTH ASSESSMENT	010-1691-4028	$ 72,000.00	$ 60,000.00	$ 72,000.00	$ 72,000.00
Serenity House Counseling - Jail Mental Health	010-1691-4028	-	-	$ 72,000.00	$ 72,000.00
APPRAISAL DISTRICT	010-1691-4061	$ 814,735.32	$ 811,637.12	$ 857,591.95	$ 857,591.95
RSVP PROGRAM	010-1691-4130	$ 1,000.00	-	$ 1,000.00	$ 1,000.00
DETCOG Retired & Senior Volunteer Program - Voluntary Dues	010-1691-4130	-	-	$ 1,000.00	$ 1,000.00

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
ADAC COUNSELING	010-1691-4150	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00
Alcohol & Drug Abuse Council of Deep East Texas	010-1691-4150	-	-	$ 2,500.00	$ 2,500.00
ADVERTISING	010-1691-4300	$ 12,500.00	$ 2,144.77	$ 10,000.00	$ 10,000.00
CHILD WELFARE	010-1691-4450	$ 12,000.00	$ 9,000.00	$ 12,000.00	$ 12,000.00
READ PROGRAM	010-1691-4453	$ 5,000.00	-	$ 5,000.00	$ 5,000.00
LEASE PAYMENTS	010-1691-4660	$ 947,284.40	$ 667,269.37	$1,218,979.76	$1,218,979.76
NEW REQUEST - AGING (X3)	010-1691-4660	-	-	$ 34,391.52	$ 34,391.52
NEW REQUEST - MAINTENANCE (X2)	010-1691-4660	-	-	$ 18,078.24	$ 18,078.24
NEW REQUEST - CONSTABLE 1 TRUCK	010-1691-4660	-	-	$ 12,743.28	$ 12,743.28
NEW REQUEST - CONSTABLE 3 TAHOE (Priority)	010-1691-4660	-	-	$ 15,427.92	$ 15,427.92
NEW REQUEST - CONSTABLE 4 TRUCK (Priority)	010-1691-4660	-	-	$ 12,743.28	$ 12,743.28
NEW REQUEST - JAIL (x2)	010-1691-4660	-	-	$ 26,425.68	$ 26,425.68
NEW REQUEST - SHERIFF TRUCK	010-1691-4660	-	-	$ 25,498.56	$ 25,498.56
NEW REQUEST - CONSTABLE 3 TRUCK	010-1691-4660	-	-	$ 12,743.28	$ 12,743.28
NEW REQUEST - CONSTABLE 4 TAHOE	010-1691-4660	-	-	$ 15,427.92	$ 15,427.92
NEW REQUEST - JAIL (X4)	010-1691-4660	-	-	$ 53,145.60	$ 53,145.60
NEW REQUEST - SHERIFF (K9)	010-1691-4660	-	-	$ 15,559.44	$ 15,559.44
NEW REQUEST - SHERIFF PATROL TAHOES (x5)	010-1691-4660	-	-	$ 77,139.60	$ 77,139.60
Existing Vehicle Lease Payments	010-1691-4660	-	-	$ 899,655.44	$ 899,655.44
MEMBERSHIPS	010-1691-4700	$ 18,274.50	$ 12,547.50	$ 18,729.50	$ 18,729.50
Alliance for I-69, Texas	010-1691-4700	-	-	$ 9,487.50	$ 9,487.50
I-14 Gulf Coast Strategic Highway Coalition	010-1691-4700	-	-	$ 5,000.00	$ 5,000.00
TAC Annual County Membership	010-1691-4700	-	-	$ 1,560.00	$ 1,560.00
Government Finance Officers Association	010-1691-4700	-	-	$ 1,000.00	$ 1,000.00
National Association of Counties	010-1691-4700	-	-	$ 1,002.00	$ 1,002.00
SETx Resource Conservaton & Development	010-1691-4700	-	-	$ 500.00	$ 500.00
Amazon Prime	010-1691-4700	-	-	$ 180.00	$ 180.00
DUES	010-1691-4810	$ 5,201.92	$ 5,250.92	$ 5,201.92	$ 5,201.92

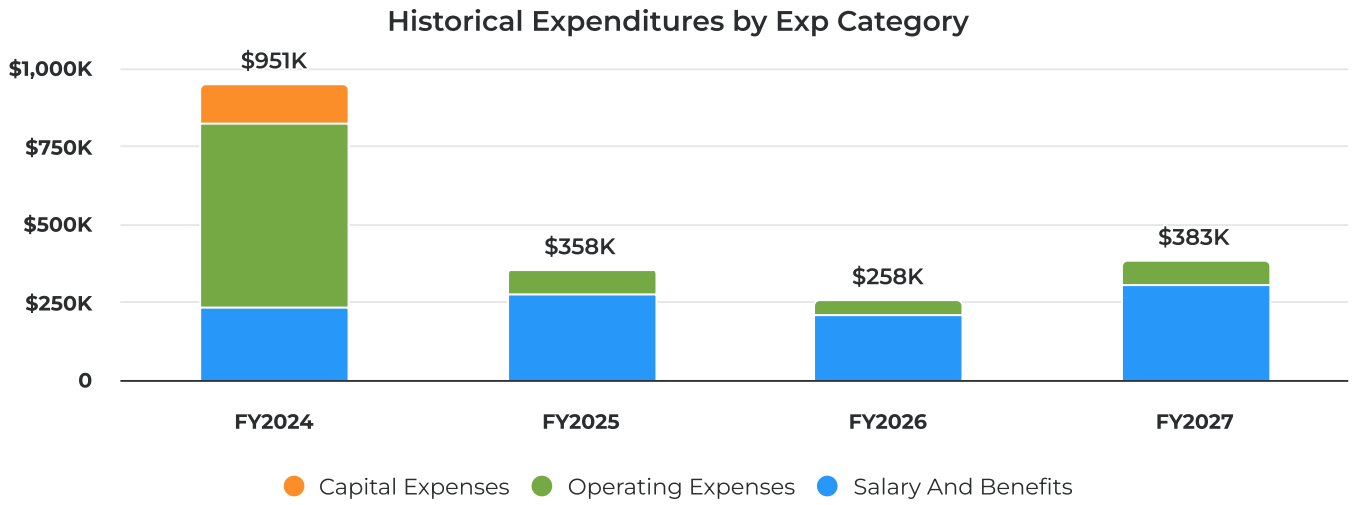
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
DETCOG Economic Development District	010-1691-4810	-	-	$ 5,166.92	$ 5,166.92
Texas Social Security Program	010-1691-4810	-	-	$ 35.00	$ 35.00
COUNTY LANDSCAPING	010-1691-4950	$ 50,000.00	$ 26,799.32	$ 50,000.00	$ 50,000.00
SOIL CONSERVATION	010-1691-6700	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
Total Operating Expenses		$2,185,975.14	$1,764,813.00	$2,498,482.13	$2,498,482.13
Total Expenditures		**$2,185,975.14**	**$1,764,813.00**	**$2,498,482.13**	**$2,498,482.13**

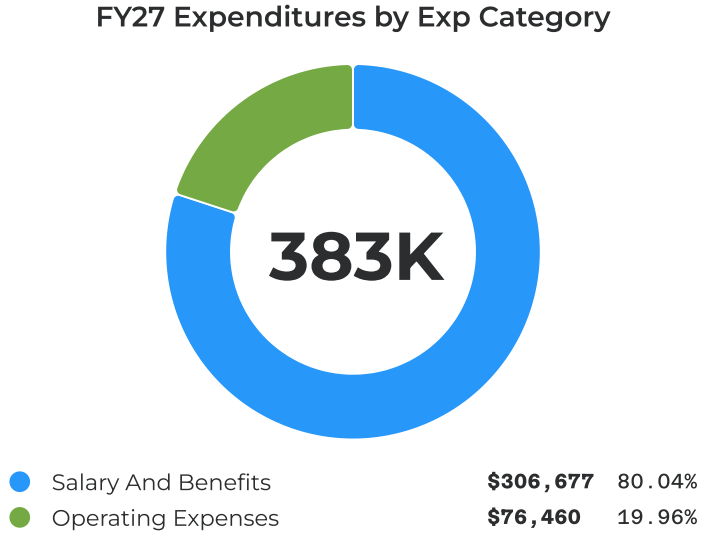
24 new vehicles have been requested, including:

- Sheriff:
  - 2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft. (x2)
  - 2026 Chevrolet Tahoe Police Vehicle 4x4 (K9)
  - 2026 Chevrolet Tahoe Police Vehicles 4x4 (x5)
- Jail
  - 2026 Ford Police Interceptor Utility Base AWD (x6)
- Constable Pct. 1
  - 2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft.
- Constable Pct. 3
  - 2026 Chevrolet Tahoe Police Vehicle 4x4 (priority request)
  - 2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft.
- Constable Pct. 4
  - 2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft. (priority request)
  - 2026 Chevrolet Tahoe Police Vehicle 4x4
- Aging
  - 2027 Chrysler Pacifica LX FWD Passenger Van (x3)
- Maintenance
  - 2026 Ford Maverick XLT AWD SuperCrew 4.5 ft. box (x2)

Emergency Management

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-1695-1050	$ 195,348.00	$ 143,767.80	$ 196,752.00	$ 199,882.00
DISCRETIONARY SALARY	010-1695-1055	$ 0.00	$ 0.00	$ 3,009.00	$ 892.00
SALARIES-PART TIME	010-1695-1080	$ 1,315.11	$ 0.00	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-1695-2000	$ 5,000.00	$ 2,500.00	$ 5,500.00	$ 5,500.00
SOCIAL SECURITY	010-1695-2010	$ 15,427.23	$ 10,628.04	$ 15,803.09	$ 15,880.57
HEALTH INSURANCE	010-1695-2020	$ 48,977.76	$ 31,397.64	$ 52,406.40	$ 55,343.52
RETIREMENT	010-1695-2030	$ 29,321.82	$ 20,980.25	$ 30,036.18	$ 27,100.77
WORKERS COMPENSATION	010-1695-2040	$ 590.38	$ 293.49	$ 598.35	$ 597.85
UNEMPLOYMENT INSURANCE	010-1695-2060	$ 160.28	$ 98.83	$ 164.22	$ 165.02

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 296,140.58	$ 209,666.05	$ 305,584.44	$ 306,676.93
Operating Expenses					
UNIFORMS	010-1695-3000	$ 800.00	$ 307.45	$ 800.00	$ 800.00
OFFICE SUPPLIES	010-1695-3150	$ 5,000.00	$ 2,551.18	$ 5,000.00	$ 5,000.00
FURNISHED TRANSPORTATION	010-1695-3300	$ 5,000.00	$ 1,496.69	$ 5,000.00	$ 5,000.00
SUBSCRIPTIONS	010-1695-3900	$ 35,424.82	$ 18,475.37	$ 35,169.33	$ 35,169.33
The Response Group	010-1695-3900	$ 0.00	$ 0.00	$ 4,900.00	$ 4,900.00
Canva	010-1695-3900	$ 0.00	$ 0.00	$ 120.00	$ 120.00
DirectTV	010-1695-3900	$ 0.00	$ 0.00	$ 2,177.40	$ 2,177.40
DTN Weather Sentry Radar	010-1695-3900	$ 0.00	$ 0.00	$ 2,200.00	$ 2,200.00
Polk County Enterprise	010-1695-3900	$ 0.00	$ 0.00	$ 60.00	$ 60.00
ESRI Mapping	010-1695-3900	$ 0.00	$ 0.00	$ 1,108.00	$ 1,108.00
Futurity IT/ Orion	010-1695-3900	$ 0.00	$ 0.00	$ 3,150.00	$ 3,150.00
Genasys- Mass Notification System	010-1695-3900	$ 0.00	$ 0.00	$ 4,779.00	$ 4,779.00
National Safety Council	010-1695-3900	$ 0.00	$ 0.00	$ 849.00	$ 849.00
VEOCI Emergency Management Software	010-1695-3900	$ 0.00	$ 0.00	$ 10,395.00	$ 10,395.00
VEOCI- Technical Assistance	010-1695-3900	$ 0.00	$ 0.00	$ 2,000.00	$ 2,000.00
Weather Link/ Davis Instruments	010-1695-3900	$ 0.00	$ 0.00	$ 51.53	$ 51.53
WebEOC	010-1695-3900	$ 0.00	$ 0.00	$ 2,793.20	$ 2,793.20
ZOOM-Meetings	010-1695-3900	$ 0.00	$ 0.00	$ 586.20	$ 586.20
SAFETY/TRAINING SUPPLIES	010-1695-3940	$ 15,000.00	$ 17,442.66	$ 15,000.00	$ 15,000.00
WEBSITE HOSTING/PROGRAMMING	010-1695-3960	$ 3,200.00	$ 200.00	$ 35.00	$ 35.00
Wix.com- Hold Old Website Domain	010-1695-3960	$ 0.00	$ 0.00	$ 35.00	$ 35.00
COMMUNICATION EXP	010-1695-4200	$ 4,798.00	$ 2,370.46	$ 4,860.09	$ 4,860.09
County Issued Cell Phones	010-1695-4200	$ 0.00	$ 0.00	$ 1,001.52	$ 1,001.52
GlobalStar Satellite Phone	010-1695-4200	$ 0.00	$ 0.00	$ 1,050.93	$ 1,050.93
MiFi Units x 3	010-1695-4200	$ 0.00	$ 0.00	$ 1,367.64	$ 1,367.64
ToughBook Units x3	010-1695-4200	$ 0.00	$ 0.00	$ 1,440.00	$ 1,440.00
TRAVEL TRAINING	010-1695-4270	$ 3,000.00	$ 2,019.30	$ 3,000.00	$ 3,000.00
TOWER EXPENSES	010-1695-4630	$ 396.00	$ 396.00	$ 396.00	$ 396.00
DUES	010-1695-4810	$ 700.00	$ 0.00	$ 700.00	$ 700.00
911 EXPENSES	010-1695-4920	$ 2,000.00	$ 668.76	$ 2,000.00	$ 2,000.00
OFFICE FURNISHINGS/EQUIPMENT	010-1695-4980	$ 0.00	$ 0.00	$ 3,500.00	$ 3,500.00
New ID Printer	010-1695-4980	$ 0.00	$ 0.00	$ 3,500.00	$ 3,500.00
LEPC EXPENSES	010-1695-6940	$ 1,000.00	$ 333.60	$ 1,000.00	$ 1,000.00
WINTER STORM ENZO	010-1695-6957	$ 0.00	$ 667.20	$ 0.00	$ 0.00
2026 WINTER STORM FERN	010-1695-6958	$ 0.00	$ 1,395.25	$ 0.00	$ 0.00
Total Operating Expenses		$ 76,318.82	$ 48,323.92	$ 76,460.42	$ 76,460.42
Total Expenditures		**$ 372,459.40**	**$ 257,989.97**	**$ 382,044.86**	**$ 383,137.35**

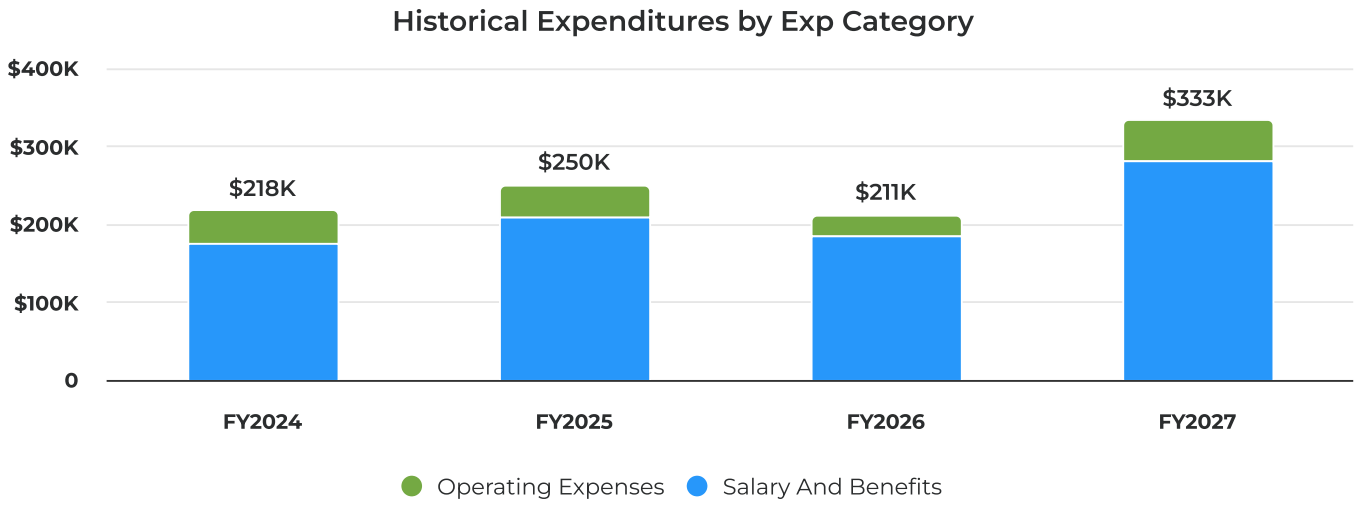
Personnel Summary

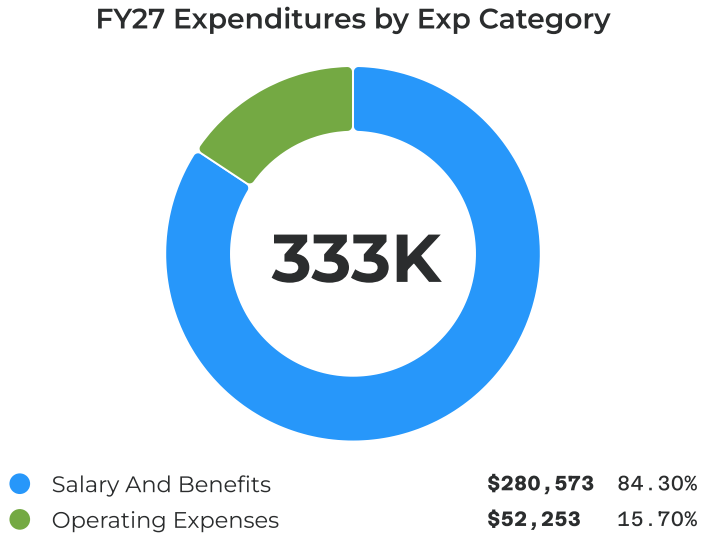
Emergency Management Coordinator, Courtney Comstock

- Deputy Emergency Management Coordinator, Sheri Atchley
- 9-1-1 Addressing & GIS Coordinator, Linda Sloan
- Secretary II, Madison Gardner

Human Resources

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-1696-1050	$ 172,245.00	$ 124,396.78	$ 174,049.00	$ 176,606.00
DISCRETIONARY SALARY	010-1696-1055	$ 1,746.00	$ 0.00	$ 2,951.00	$ 394.00
SALARIES-PART TIME	010-1696-1080	$ 7,042.39	$ 170.77	$ 7,720.39	$ 7,720.39
LONGEVITY PAY	010-1696-2000	$ 0.00	$ 0.00	$ 1,500.00	$ 1,500.00
SOCIAL SECURITY	010-1696-2010	$ 13,849.05	$ 9,162.57	$ 14,245.86	$ 14,245.86
HEALTH INSURANCE	010-1696-2020	$ 48,977.76	$ 33,383.49	$ 52,406.40	$ 55,343.52
RETIREMENT	010-1696-2030	$ 26,322.25	$ 18,112.01	$ 27,076.44	$ 24,311.07
WORKERS COMPENSATION	010-1696-2040	$ 300.52	$ 136.58	$ 309.13	$ 309.13
UNEMPLOYMENT INSURANCE	010-1696-2060	$ 139.19	$ 85.54	$ 142.79	$ 142.80

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 270,622.16	$ 185,447.74	$ 280,401.01	$ 280,572.76
Operating Expenses					
OFFICE SUPPLIES	010-1696-3150	$ 4,000.00	$ 1,198.07	$ 4,000.00	$ 4,000.00
SUBSCRIPTIONS	010-1696-3900	$ 3,840.00	$ 106.95	$ 0.00	$ 0.00
EMPLOYEE PHYSICALS	010-1696-4053	$ 36,000.00	$ 24,030.00	$ 40,000.00	$ 40,000.00
COMMUNICATIONS	010-1696-4200	$ 482.40	$ 297.67	$ 482.40	$ 482.40
TRAVEL TRAINING	010-1696-4270	$ 4,500.00	$ 316.69	$ 4,500.00	$ 4,500.00
ADVERTISING	010-1696-4300	$ 2,000.00	$ 0.00	$ 2,000.00	$ 2,000.00
BONDS	010-1696-4800	$ 71.00	$ 0.00	$ 71.00	$ 71.00
OFFICE FURNISHINGS/EQUIPMENT	010-1696-4980	$ 1,200.00	$ 0.00	$ 1,200.00	$ 1,200.00
Total Operating Expenses		$ 52,093.40	$ 25,949.38	$ 52,253.40	$ 52,253.40
Total Expenditures		**$ 322,715.56**	**$ 211,397.12**	**$ 332,654.41**	**$ 332,826.16**

Personnel Summary

Human Resources Director, James Mostek

- Office Manager, Kathleen Winter
- Human Resource Analyst, Carol Hughes
- Secretary I, Marissa Garcia

State Law Enforcement

The State Law Enforcement Department supports the day-to-day operations of several state agencies that serve Polk County, including the Department of Public Safety (DPS)—both State Troopers and the License & Weights Division—Texas Parks & Wildlife Game Wardens (TPW), and the Texas Ranger assigned to the area. These agencies play an essential role in protecting residents, enforcing state laws, and responding to emergencies, and the County provides targeted resources to help them operate effectively.

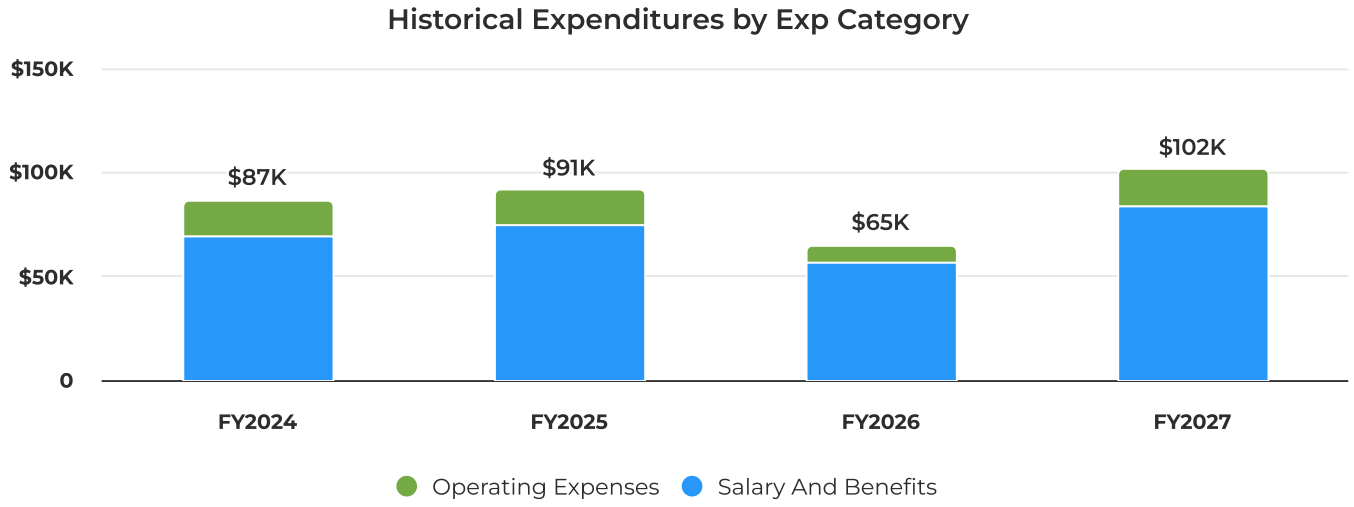
A major component of this support includes funding a full-time DPS Office Manager and maintaining office spaces for DPS and TPW at the Law Enforcement Center. The County also assists with the procurement of necessary equipment, ensuring that these agencies have reliable tools and safe, functional facilities.

By providing shared infrastructure and administrative support, the County strengthens coordination among the various law enforcement agencies serving Polk County. Centralized offices make it easier for personnel to communicate, collaborate, and respond quickly across the county's wide and diverse geography.

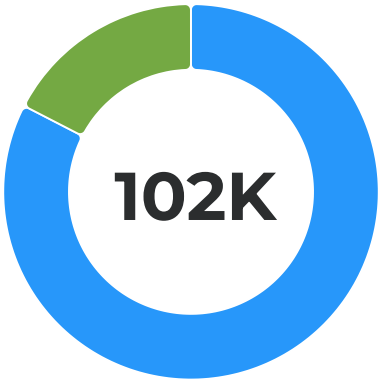
This investment directly benefits residents by enhancing public safety, improving emergency response, and supporting enforcement efforts ranging from highway patrol and commercial vehicle oversight to criminal investigations and wildlife protection. The County's commitment to equipping these agencies reflects an understanding of the increasingly complex demands placed on law enforcement and the importance of maintaining strong partnerships at every level.

Through continued investment in the State Law Enforcement Department, Polk County helps ensure that DPS, TPW, and the Texas Ranger remain well-supported and fully operational—contributing to a safer, stronger community.

Expenditures by Exp Category



FY27 Expenditures by Exp Category



Salary And Benefits	**$83,874**	82.57%
Operating Expenses	**$17,710**	17.43%

Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-2402-1050	$ 50,924.00	$ 38,625.65	$ 52,052.00	$ 52,052.00
DISCRETIONARY SALARY	010-2402-1055	$ 665.00	$ 0.00	$ 540.00	$ 540.00
SALARIES-PART TIME	010-2402-1080	$ 1,315.11	$ 0.00	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-2402-2000	$ 3,500.00	$ 0.00	$ 4,000.00	$ 4,000.00
SOCIAL SECURITY	010-2402-2010	$ 4,314.91	$ 2,954.80	$ 4,429.90	$ 4,429.90
HEALTH INSURANCE	010-2402-2020	$ 12,244.44	$ 9,370.30	$ 13,101.60	$ 13,835.88
RETIREMENT	010-2402-2030	$ 8,201.16	$ 5,616.14	$ 8,419.71	$ 7,559.78
WORKERS COMPENSATION	010-2402-2040	$ 93.63	$ 43.13	$ 96.12	$ 96.13
UNEMPLOYMENT INSURANCE	010-2402-2060	$ 44.07	$ 25.61	$ 45.27	$ 45.27
Total Salary And Benefits		$ 81,302.32	$ 56,635.63	$ 83,999.80	$ 83,874.16
Operating Expenses					
DPS OPERATING	010-2402-4000	$ 13,000.00	$ 6,668.74	$ 13,000.00	$ 13,000.00
GAME WARDEN-OPERATING	010-2402-4100	$ 3,000.00	$ 766.48	$ 3,000.00	$ 3,000.00
TX RANGER-OPERATING	010-2402-4300	$ 1,710.00	$ 588.95	$ 1,710.00	$ 1,710.00
Total Operating Expenses		$ 17,710.00	$ 8,024.17	$ 17,710.00	$ 17,710.00
Total Expenditures		**$ 99,012.32**	**$ 64,659.80**	**$ 101,709.80**	**$ 101,584.16**

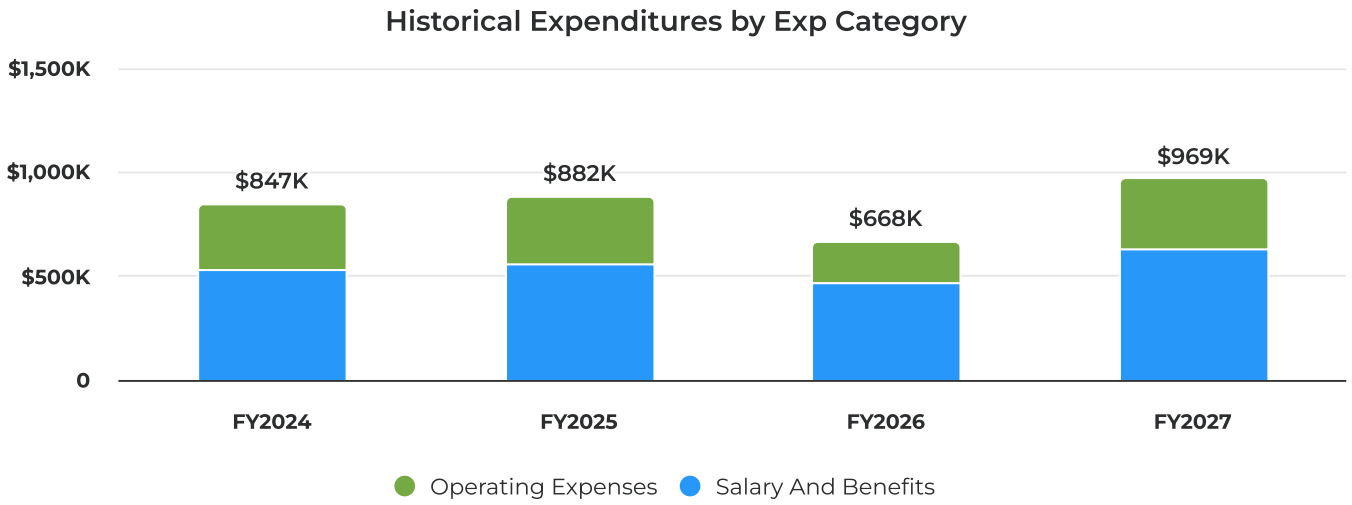
Personnel Summary

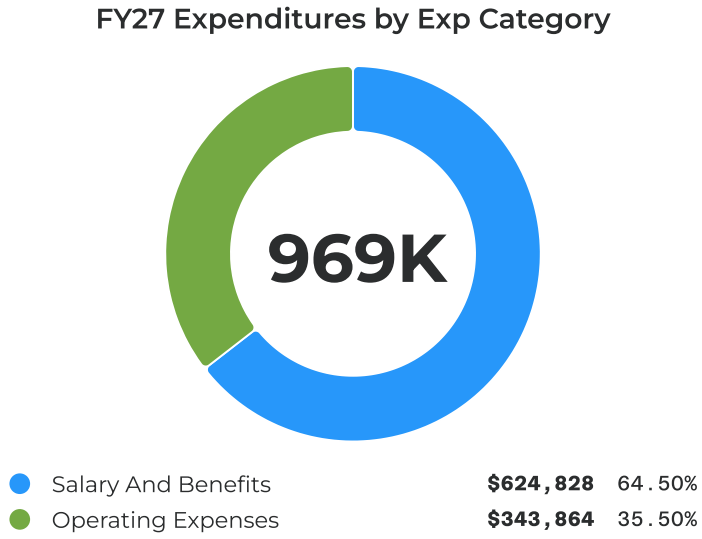
Agents of the State, supported by Polk County support staff: Texas Ranger Roggan Stanzel, Texas Department of Public Safety Trooper Ethan McAdoo, and Game Warden David Johnson

- Office Manager, Lori Weiss

County Court at Law

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY - ELECTED OFFICIAL	010-2426-1010	$ 216,086.16	$ 160,402.49	$ 216,086.16	$ 216,086.16
SALARY SUPPLEMENT (EQUIPMENT)	010-2426-1020	$ 10,000.00	$ 5,799.09	$ 10,000.00	$ 10,000.00
SALARIES	010-2426-1050	$ 224,958.00	$ 164,770.66	$ 224,958.00	$ 224,958.00
DISCRETIONARY SALARY	010-2426-1055	$ 0.00	$ 4,260.44	$ 0.00	$ 0.00
LONGEVITY PAY	010-2426-2000	$ 8,000.00	$ 8,000.00	$ 8,500.00	$ 8,500.00
SOCIAL SECURITY	010-2426-2010	$ 35,116.88	$ 25,111.79	$ 35,155.12	$ 35,155.13
HEALTH INSURANCE	010-2426-2020	$ 61,222.20	$ 46,706.14	$ 65,080.89	$ 69,179.40
RETIREMENT	010-2426-2030	$ 66,745.02	$ 49,905.99	$ 66,817.73	$ 59,993.49

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	010-2426-2040	$ 762.01	$ 360.87	$ 762.83	$ 762.84
UNEMPLOYMENT INSURANCE	010-2426-2060	$ 192.75	$ 117.85	$ 193.15	$ 193.17
Total Salary And Benefits		$ 623,083.02	$ 465,435.32	$ 627,553.88	$ 624,828.19
Operating Expenses					
OFFICE SUPPLIES	010-2426-3150	$ 3,000.00	$ 290.37	$ 3,000.00	$ 3,000.00
ATTORNEY FEES	010-2426-4000	$ 310,000.00	$ 193,579.40	$ 310,000.00	$ 310,000.00
INTERPRETER FEES	010-2426-4020	$ 2,500.00	$ 0.00	$ 2,500.00	$ 2,500.00
INVESTIGATIONS	010-2426-4040	$ 0.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
PSYCHOLOGICAL EVALUATIONS	010-2426-4050	$ 3,500.00	$ 1,040.00	$ 3,500.00	$ 3,500.00
APPEALS & TRANSCRIPTS	010-2426-4065	$ 5,000.00	$ 635.00	$ 5,000.00	$ 5,000.00
VISITING JUDGE	010-2426-4080	$ 1,000.00	$ 1,639.71	$ 1,000.00	$ 1,000.00
COMMUNICATIONS	010-2426-4200	$ 482.40	$ 391.92	$ 964.00	$ 964.00
Need a second cell phone	010-2426-4200	$ 0.00	$ 0.00	$ 964.00	$ 964.00
TRAVEL TRAINING	010-2426-4270	$ 5,500.00	$ 876.93	$ 10,000.00	$ 10,000.00
EQUIPMENT MAINTENANCE	010-2426-4520	$ 1,800.00	$ 1,800.00	$ 2,400.00	$ 2,400.00
DUES	010-2426-4810	$ 590.00	$ 0.00	$ 1,000.00	$ 1,000.00
COURT REPORTER CONTRACT SERVICES	010-2426-4861	$ 10,000.00	$ 506.00	$ 3,000.00	$ 3,000.00
Total Operating Expenses		$ 343,372.40	$ 202,259.33	$ 343,864.00	$ 343,864.00
Capital Expenses					
CAPITAL OUTLAY-OFFICE FURN/EQUIP	010-2426-5720	$ 0.00	$ 0.00	$ 3,000.00	$ 0.00
Total Capital Expenses		$ 0.00	$ 0.00	$ 3,000.00	$ 0.00
Total Expenditures		**$ 966,455.42**	**$ 667,694.65**	**$ 974,417.88**	**$ 968,692.19**

Personnel Summary

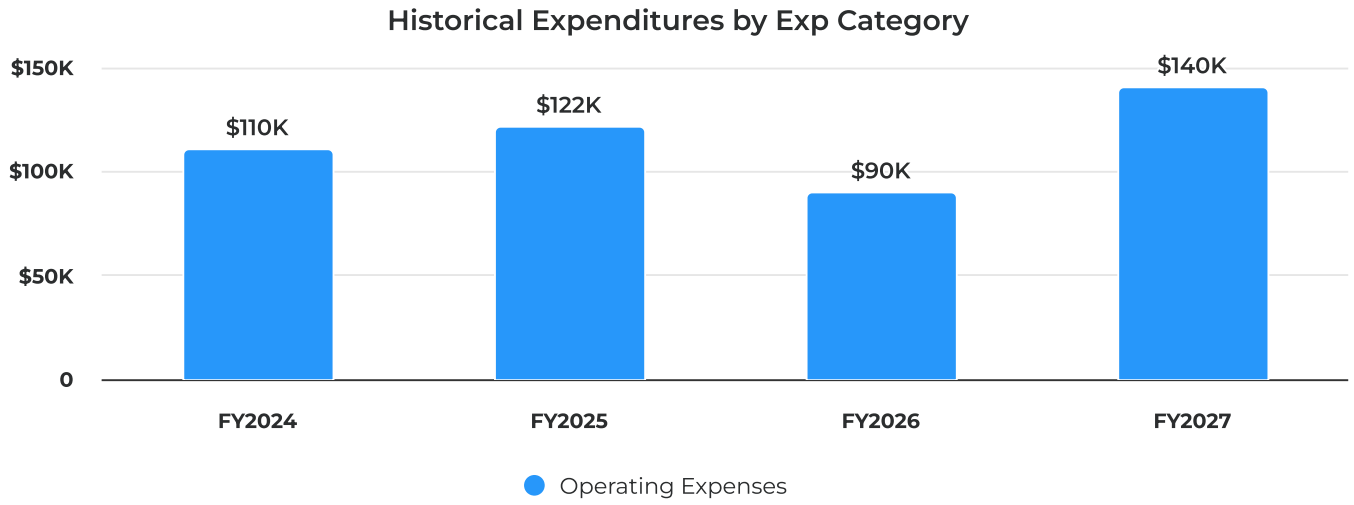
County Court at Law Judge, Tom Brown

- Court Coordinator, Joanna Brown
- Judicial Programs Coordinator, Jeremy Thompson
- Court Reporter, Andrea Simmons
- Legal Secretary, Sabrena Richards

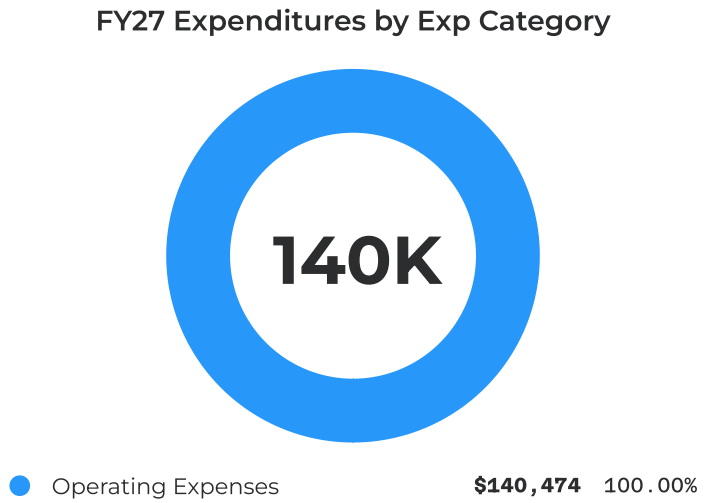
Jury

Jury service is essential to our court system. Without our jury, justice could not be properly served. The jury fund covers the expenses associated with summoning jurors, including the cost of printing and mailing jury summonses. This fund is also used to compensate jurors for their service and to provide meal expenses when necessary. In addition, our jury management system requires annual updates to maintain accurate records. These updates include processing permanent exemptions and ensuring that exempt individuals are properly removed from the jury wheel.

Expenditures by Exp Category



In



Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Operating Expenses					
ADMINISTRATIVE JUDGE FEE	010-2435-4080	$ 9,841.42	$ 8,880.19	$ 9,841.42	$ 9,841.42
JURY PAYMENTS	010-2435-4850	$ 90,000.00	$ 47,674.00	$ 90,000.00	$ 90,000.00

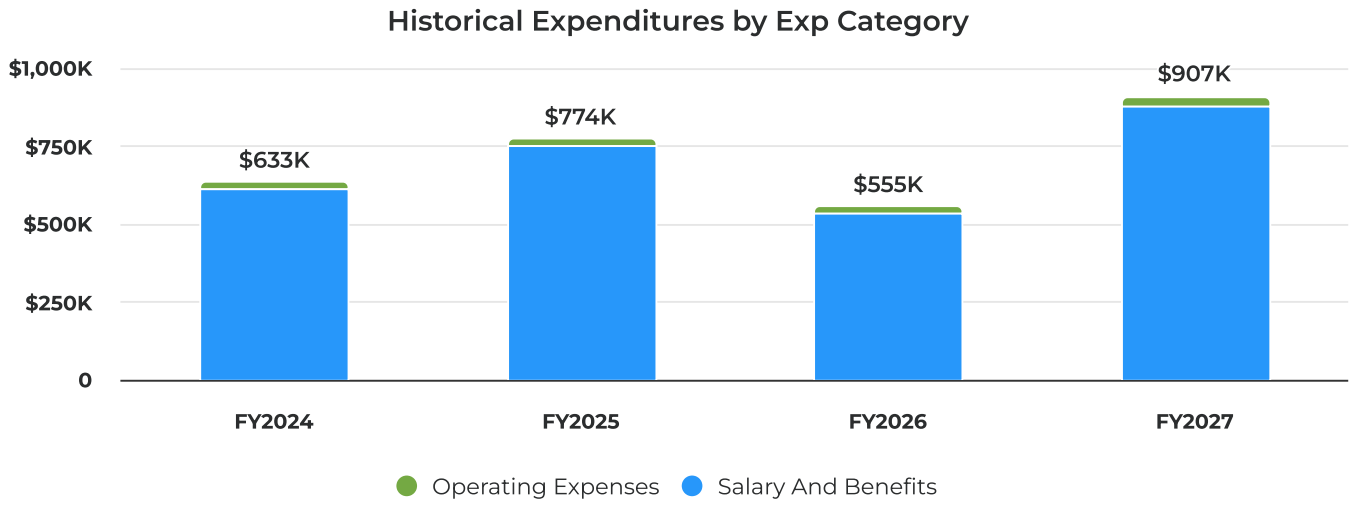
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
JUROR SUPPLIES	010-2435-4903	$ 36,086.00	$ 32,998.25	$ 40,632.62	$ 40,632.62
Total Operating Expenses		$ 135,927.42	$ 89,552.44	$ 140,474.04	$ 140,474.04
Total Expenditures		**$ 135,927.42**	**$ 89,552.44**	**$ 140,474.04**	**$ 140,474.04**

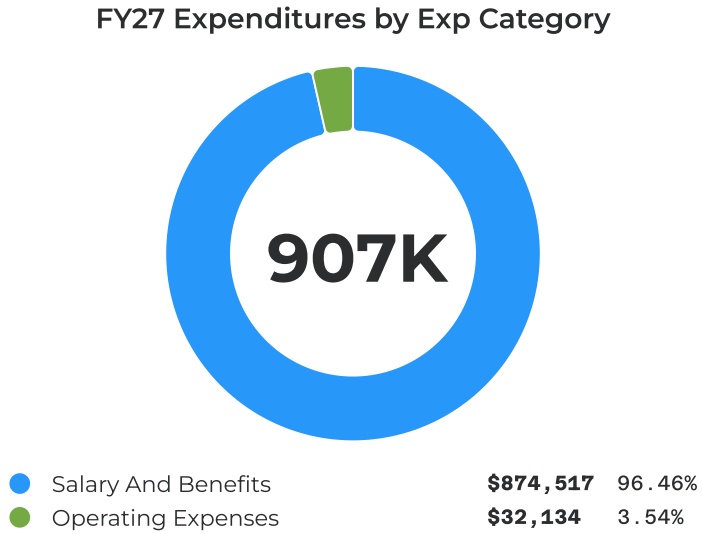
As you can see, there has been a gradual increase in jury-related expenses each year. When preparing our budget, we must account for cost increases from our vendor as well as rising postage rates. These factors directly impact the overall cost of administering our jury program.

District Clerk

The District Clerk's office is an essential part of our court system and is often referred to as the record keeper of the court. We serve both our District Courts and County Court at Law by processing all filings associated with these cases in these courts. Our responsibilities include ensuring that filings are accurately entered into the court record, issuing citations, writs, and other service documents correctly, and forwarding orders, requests, and other case-related matters to the appropriate judge or court coordinator. Accuracy and efficiency in these processes are critical to the administration of justice. In addition to case management responsibilities, the District Clerk's Office oversees the jury system, including juror summons and management. We are also responsible for maintaining court records and keeping them accessible to the public. Through these duties, the District Clerk's Office plays a vital role in supporting the courts and serving the public.

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
SALARY-ELECTED OFFICIAL	010-2450-1010	$ 70,000.00	$ 48,460.11	$ 70,000.00	$ 70,000.00
SALARIES	010-2450-1050	$ 516,412.00	$ 308,175.67	$ 507,479.00	$ 512,220.00
DISCRETIONARY SALARY	010-2450-1055	$ 2,516.00	$ 0.00	$ 6,980.00	$ 6,980.00
SALARIES-PART TIME	010-2450-1080	$ 3,090.08	$ 0.00	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-2450-2000	$ 12,000.00	$ 5,000.00	$ 7,500.00	$ 7,500.00
SOCIAL SECURITY	010-2450-2010	$ 46,207.39	$ 26,759.12	$ 42,130.48	$ 39,540.26
HEALTH INSURANCE	010-2450-2020	$ 171,422.16	$ 93,634.01	$ 170,320.80	$ 166,030.56
RETIREMENT	010-2450-2030	$ 87,824.23	$ 52,581.50	$ 80,075.45	$ 67,476.88
WORKERS COMPENSATION	010-2450-2040	$ 1,002.67	$ 432.25	$ 5,216.63	$ 3,098.44
UNEMPLOYMENT INSURANCE	010-2450-2060	$ 423.14	$ 220.65	$ 382.73	$ 355.64
Total Salary And Benefits		$ 910,897.67	$ 535,263.31	$ 891,400.29	$ 874,516.99
Operating Expenses					
OFFICE SUPPLIES	010-2450-3150	$ 18,000.00	$ 13,694.77	$ 18,000.00	$ 18,000.00
EQUIPMENT MAINTENANCE	010-2450-3510	$ 1,825.00	$ 680.00	$ 1,825.00	$ 1,825.00
COMMUNICATION EXP	010-2450-4200	$ 482.40	$ 297.67	$ 482.40	$ 482.40
TRAVEL TRAINING	010-2450-4270	$ 7,500.00	$ 1,452.90	$ 7,500.00	$ 7,500.00
BONDS	010-2450-4800	$ 412.00	$ 2,302.00	$ 412.00	$ 412.00
DUES	010-2450-4810	$ 315.00	$ 150.00	$ 315.00	$ 315.00
OFFICE FURNISHINGS/EQUIPMENT	010-2450-4980	$ 3,600.00	$ 1,197.32	$ 3,600.00	$ 3,600.00
Total Operating Expenses		$ 32,134.40	$ 19,774.66	$ 32,134.40	$ 32,134.40
Total Expenditures		**$ 943,032.07**	**$ 555,037.97**	**$ 923,534.69**	**$ 906,651.39**

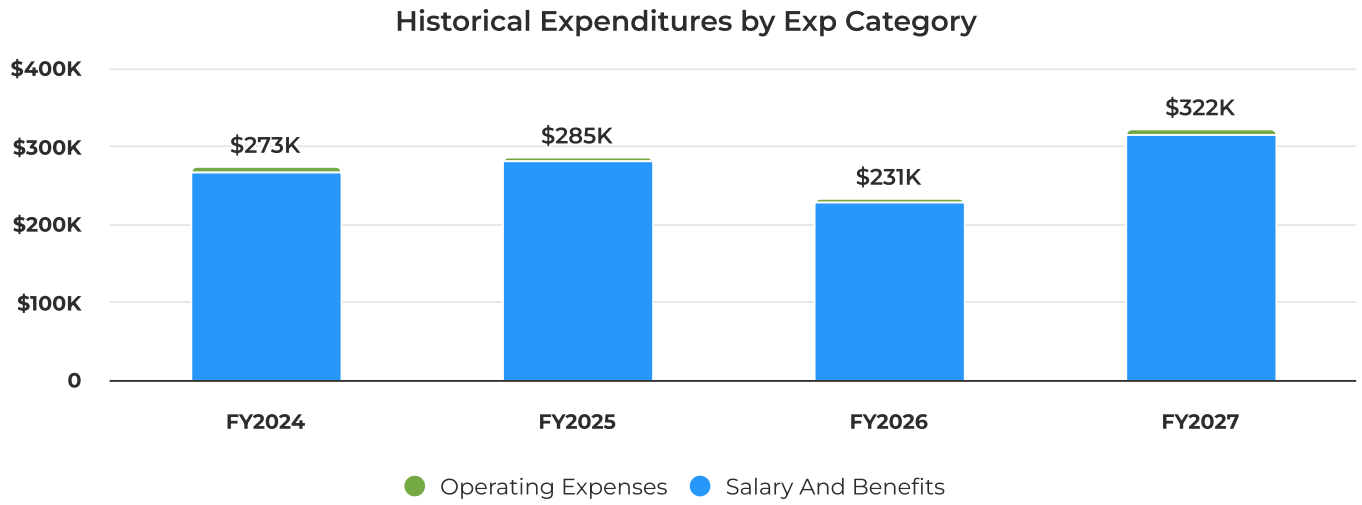
Personnel Summary

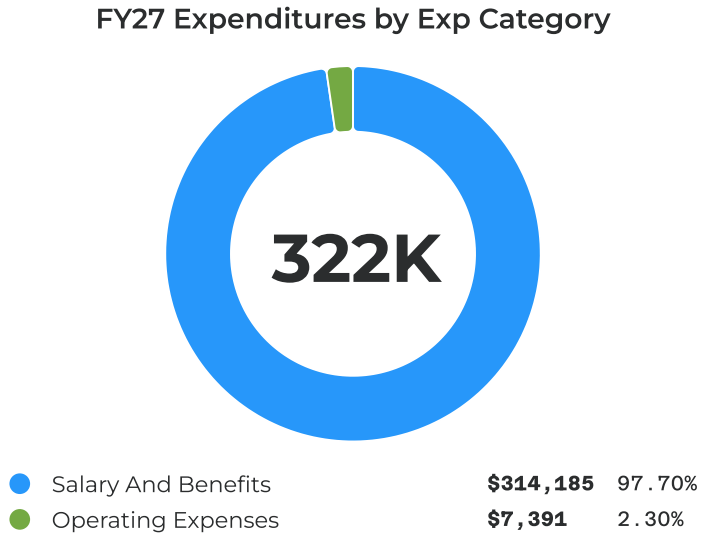
District Clerk, Monica Goodson

- Chief Deputy, Kayla Nicholson
- Office Manager, vacant
- Court Clerk, Megan White
- Court Clerk, Colette Schonfeld
- Court Clerk, Nadine Smith
- Court Clerk, Elisa Carry
- Court Clerk, Vacant
- Deputy Clerk, Kimberli Welsh
- Deputy Clerk, Lisa Roberts
- Deputy Clerk, John Phillips
- Deputy Clerk, Madison Garcia
- Deputy Clerk, Vacant - requesting reclassification to Court Clerk
- Deputy Clerk, Vacant

Justice of the Peace, Pct. 1

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2455-1010	$ 67,000.00	$ 49,734.56	$ 67,000.00	$ 67,000.00
SALARIES	010-2455-1050	$ 130,916.00	$ 99,215.10	$ 136,557.00	$ 135,557.00
DISCRETIONARY SALARY	010-2455-1055	$ 2,712.00	$ 0.00	$ 1,080.00	$ 1,080.00
SALARIES-PART TIME	010-2455-1080	$ 1,315.11	$ 394.08	$ 1,315.20	$ 1,315.20
CERTIFICATE PAY	010-2455-1200	$ 600.00	$ 332.98	$ 600.00	$ 600.00
LONGEVITY PAY	010-2455-2000	$ 7,500.00	$ 6,500.00	$ 8,500.00	$ 8,500.00
SOCIAL SECURITY	010-2455-2010	$ 16,068.30	$ 11,161.32	$ 16,451.50	$ 16,374.99
HEALTH INSURANCE	010-2455-2020	$ 48,977.76	$ 37,837.05	$ 52,406.40	$ 55,343.52
RETIREMENT	010-2455-2030	$ 30,540.27	$ 22,688.40	$ 31,268.60	$ 27,944.51

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	010-2455-2040	$ 348.67	$ 173.18	$ 356.99	$ 355.33
UNEMPLOYMENT INSURANCE	010-2455-2060	$ 110.82	$ 68.53	$ 114.99	$ 114.19
TRAVEL ALLOWANCE- JP1	010-2455-2250	$ 0.00	$ 134.62	$ 0.00	$ 0.00
Total Salary And Benefits		$ 306,088.93	$ 228,239.82	$ 315,650.68	$ 314,184.74
Operating Expenses					
OFFICE SUPPLIES	010-2455-3150	$ 2,000.00	$ 907.56	$ 2,000.00	$ 2,000.00
FURNISHED TRANSPORTATION	010-2455-3300	$ 1,500.00	$ 421.42	$ 750.00	$ 750.00
EQUIPMENT MAINTENANCE	010-2455-3510	$ 750.00	$ 35.99	$ 750.00	$ 750.00
COMMUNICATIONS EXPENSE	010-2455-4230	$ 482.40	$ 160.00	$ 482.40	$ 482.40
INTERNET EXPENSE	010-2455-4250	$ 230.00	$ 0.00	$ 0.00	$ 0.00
TRAVEL TRAINING	010-2455-4270	$ 2,000.00	$ 1,541.10	$ 2,000.00	$ 2,000.00
BONDS	010-2455-4800	$ 71.00	$ 0.00	$ 75.00	$ 75.00
DUES	010-2455-4810	$ 190.00	$ 115.00	$ 190.00	$ 190.00
OFFICE FURNISHINGS/EQUIPMENT	010-2455-4980	$ 0.00	$ 0.00	$ 1,143.52	$ 1,143.52
Total Operating Expenses		$ 7,223.40	$ 3,181.07	$ 7,390.92	$ 7,390.92
Total Expenditures		**$ 313,312.33**	**$ 231,420.89**	**$ 323,041.60**	**$ 321,575.66**

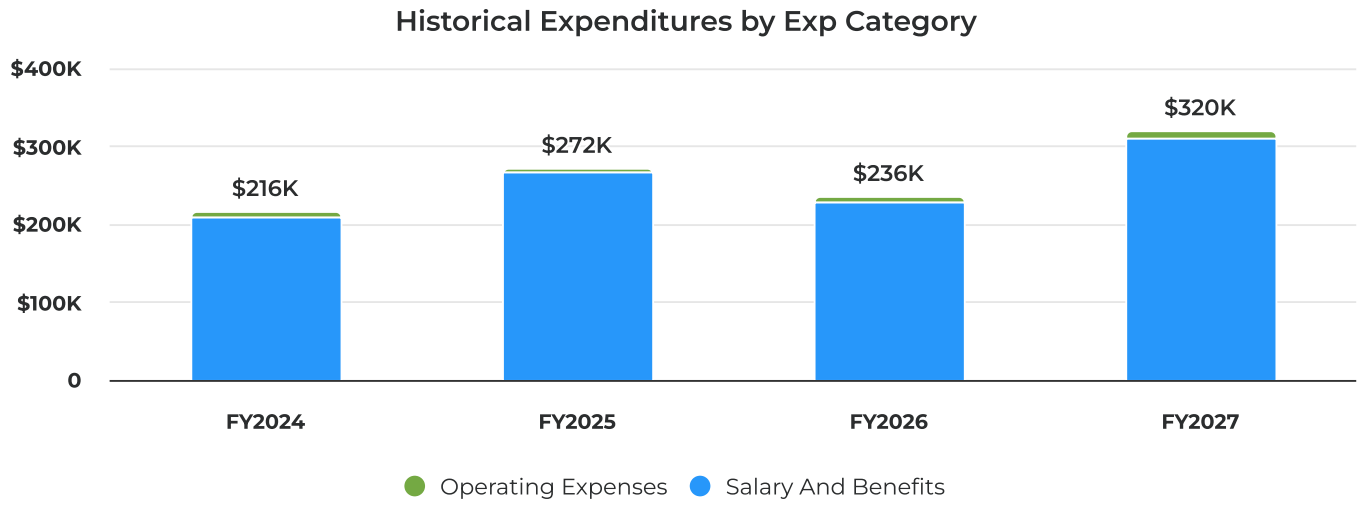
Personnel Summary

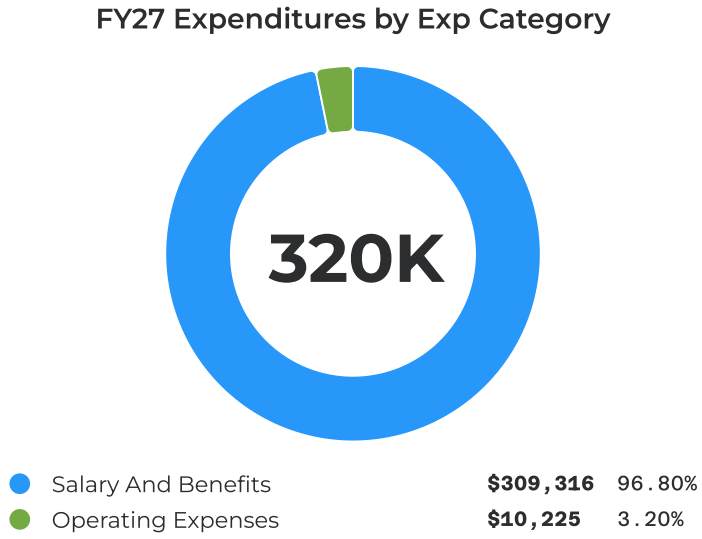
Justice of the Peace, Terri Mayer

- Chief Court Clerk, Donna Durr
- Court Clerk, Brandi Lowrie
- Court Clerk, Sharon Cain

Justice of the Peace, Pct. 2

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2456-1010	$ 67,000.00	$ 49,734.56	$ 67,000.00	$ 67,000.00
SALARIES	010-2456-1050	$ 128,400.00	$ 101,681.74	$ 137,210.00	$ 137,210.00
DISCRETIONARY SALARY	010-2456-1055	$ 0.00	$ 1,224.00	$ 0.00	$ 0.00
SALARIES-PART TIME	010-2456-1080	$ 1,315.11	$ 0.00	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-2456-2000	$ 4,000.00	$ 4,000.00	$ 4,500.00	$ 4,500.00
SOCIAL SECURITY	010-2456-2010	$ 15,354.71	$ 11,475.09	$ 16,066.93	$ 16,066.93
HEALTH INSURANCE	010-2456-2020	$ 48,977.76	$ 37,480.00	$ 52,406.40	$ 55,343.52
RETIREMENT	010-2456-2030	$ 29,183.98	$ 22,755.85	$ 30,537.67	$ 27,418.79
WORKERS COMPENSATION	010-2456-2040	$ 333.19	$ 172.14	$ 348.65	$ 348.64

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
UNEMPLOYMENT INSURANCE	010-2456-2060	$ 105.12	$ 70.15	$ 112.57	$ 112.57
TRAVEL ALLOWANCE- JP2	010-2456-2250	$ 0.00	$ 134.62	$ 0.00	$ 0.00
Total Salary And Benefits		$ 294,669.87	$ 228,728.15	$ 309,497.42	$ 309,315.65
Operating Expenses					
OFFICE SUPPLIES	010-2456-3150	$ 2,000.00	$ 1,558.74	$ 2,000.00	$ 2,000.00
FURNISHED TRANSPORTATION	010-2456-3300	$ 1,500.00	$ 459.45	$ 1,500.00	$ 1,500.00
BOND CONDITION SUPERVISION	010-2456-4175	$ 1,500.00	$ 809.80	$ 2,000.00	$ 2,000.00
COMMUNICATIONS EXPENSE	010-2456-4250	$ 2,462.40	$ 1,658.66	$ 2,464.40	$ 2,464.40
TRAVEL TRAINING	010-2456-4270	$ 2,000.00	$ 2,745.17	$ 2,000.00	$ 2,000.00
BONDS	010-2456-4800	$ 71.00	$ 0.00	$ 71.00	$ 71.00
DUES	010-2456-4810	$ 190.00	$ 160.00	$ 190.00	$ 190.00
Total Operating Expenses		$ 9,723.40	$ 7,391.82	$ 10,225.40	$ 10,225.40
Total Expenditures		**$ 304,393.27**	**$ 236,119.97**	**$ 319,722.82**	**$ 319,541.05**

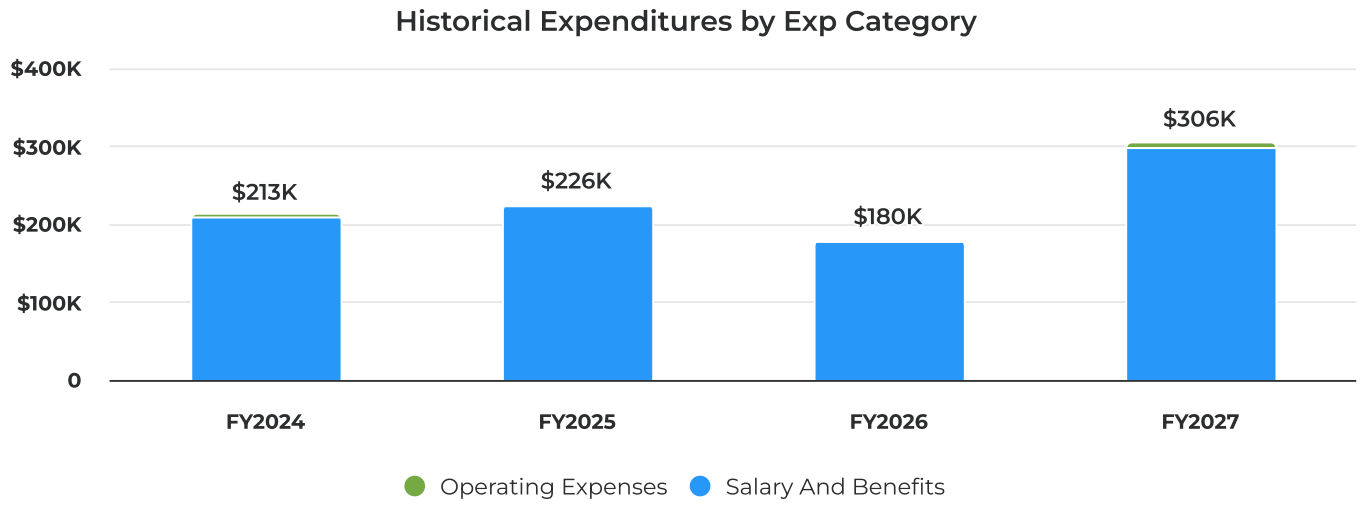
Personnel Summary

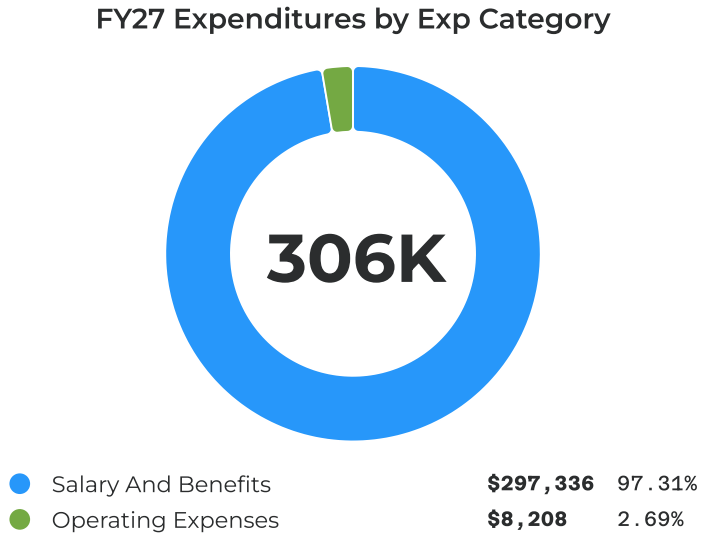
Justice of the Peace, Sarah Rasberry

- Chief Court Clerk, Sherilyn Epperson
- Court Clerk, Sara Armstrong
- Bond Conditions Supervisor, Brittany Brooks

Justice of the Peace, Pct. 3

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2457-1010	$ 67,000.00	$ 49,734.56	$ 67,000.00	$ 67,000.00
SALARIES	010-2457-1050	$ 90,871.00	$ 68,298.87	$ 157,609.00	$ 124,789.00
3RD POSITION-WAGES-JP3 - Receptionist	010-2457-1050	$ 0.00	$ 0.00	$ 32,820.00	$ 0.00
DISCRETIONARY SALARY	010-2457-1055	$ 259.00	$ 0.00	$ 1,167.00	$ 1,167.00
SALARIES-PART TIME	010-2457-1080	$ 1,315.11	$ 1,018.04	$ 2,630.40	$ 1,315.20
CERTIFICATE PAY	010-2457-1200	$ 400.00	$ 296.83	$ 400.00	$ 400.00
LONGEVITY PAY	010-2457-2000	$ 3,000.00	$ 2,000.00	$ 4,000.00	$ 4,000.00
SOCIAL SECURITY	010-2457-2010	$ 12,457.65	$ 9,134.34	$ 15,298.96	$ 15,198.35
HEALTH INSURANCE	010-2457-2020	$ 36,733.32	$ 28,110.90	$ 52,406.40	$ 55,343.52

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
RETIREMENT	010-2457-2030	$ 23,677.68	$ 17,624.29	$ 29,078.03	$ 25,936.52
WORKERS COMPENSATION	010-2457-2040	$ 270.32	$ 136.91	$ 331.98	$ 2,083.01
UNEMPLOYMENT INSURANCE	010-2457-2060	$ 74.82	$ 47.65	$ 103.49	$ 103.48
TRAVEL ALLOWANCE- JP3	010-2457-2250	$ 0.00	$ 134.62	$ 0.00	$ 0.00
Total Salary And Benefits		$ 236,058.90	$ 176,537.01	$ 330,025.26	$ 297,336.08
Operating Expenses					
OFFICE SUPPLIES	010-2457-3150	$ 1,500.00	$ 518.65	$ 1,500.00	$ 1,500.00
FURNISHED TRANSPORTATION	010-2457-3300	$ 1,500.00	$ 779.83	$ 1,500.00	$ 1,500.00
SUBSCRIPTIONS	010-2457-3900	$ 340.00	$ 275.00	$ 351.00	$ 351.00
INTERPRETER FEES	010-2457-4020	$ 500.00	$ 0.00	$ 500.00	$ 500.00
COMMUNICATIONS EXPENSE	010-2457-4250	$ 482.40	$ 297.67	$ 482.40	$ 482.40
TRAVEL TRAINING	010-2457-4270	$ 2,000.00	$ 1,022.38	$ 2,500.00	$ 2,500.00
BONDS	010-2457-4800	$ 0.00	$ 0.00	$ 270.00	$ 270.00
DUES	010-2457-4810	$ 160.00	$ 160.00	$ 205.00	$ 205.00
OFFICE FURNISHINGS/EQUIPMENT	010-2457-4980	$ 700.00	$ 75.73	$ 900.00	$ 900.00
Total Operating Expenses		$ 7,182.40	$ 3,129.26	$ 8,208.40	$ 8,208.40
Total Expenditures		**$ 243,241.30**	**$ 179,666.27**	**$ 338,233.66**	**$ 305,544.48**

Judge Murphy has included the Precinct 3 Justice of the Peace request to add a Receptionist position to this department based on the increased workload in that office, which is reflected in the increased revenue brought in by that office.

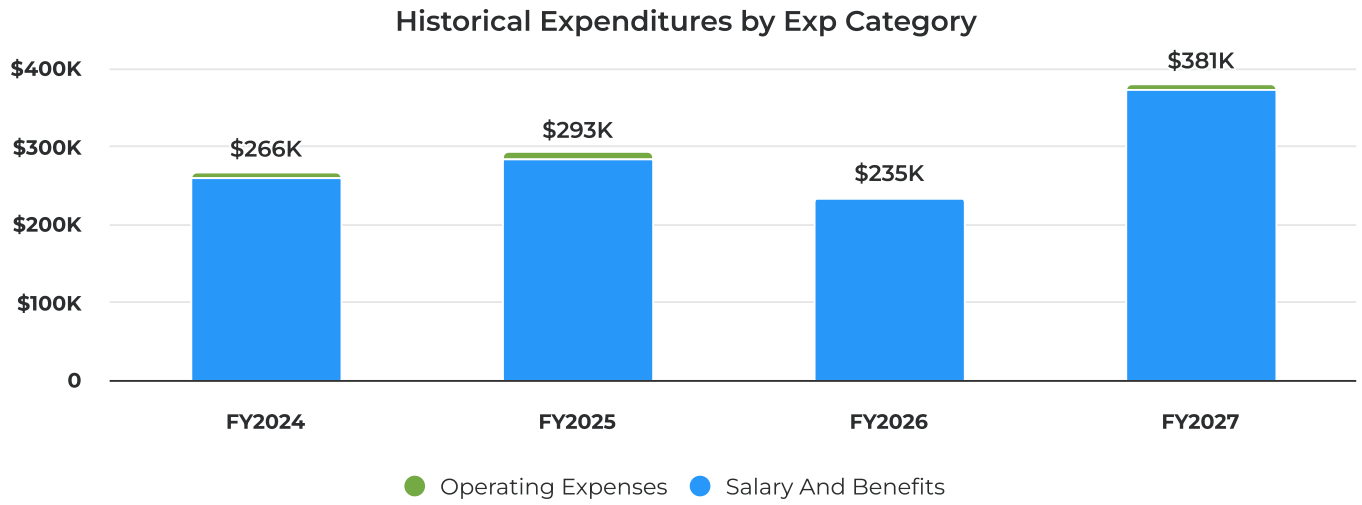
Personnel Summary

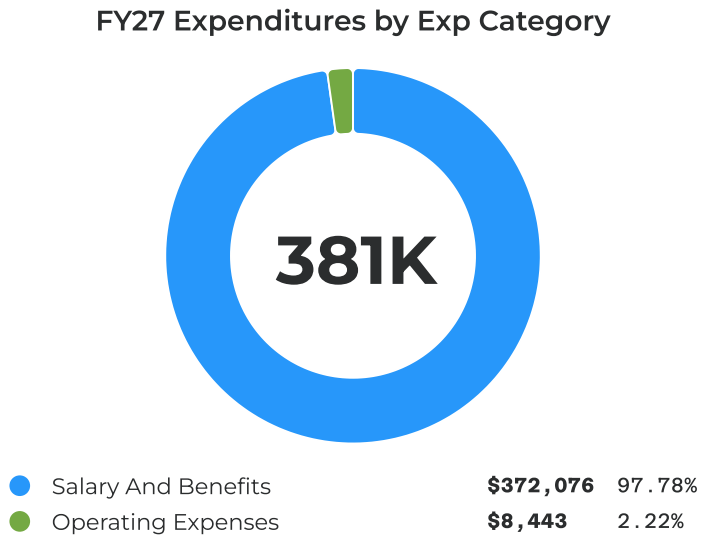
Justice of the Peace, Robert Johnson

- Chief Court Clerk, Sandra Fails
- Court Clerk, Angie Openshaw
- FY2027 Request - Receptionist

Justice of the Peace, Pct. 4

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2458-1010	$ 67,000.00	$ 49,734.56	$ 70,000.00	$ 67,000.00
SALARIES	010-2458-1050	$ 133,361.00	$ 99,683.85	$ 211,556.00	$ 172,956.00
New Position Full TIme Court Clerk	010-2458-1050	$ 0.00	$ 0.00	$ 38,600.00	$ 0.00
DISCRETIONARY SALARY	010-2458-1055	$ 0.00	$ 2,013.99	$ 0.00	$ 0.00
SALARIES-PART TIME	010-2458-1080	$ 1,315.11	$ 246.30	$ 1,315.20	$ 1,315.20
CERTIFICATE PAY	010-2458-1200	$ 1,000.00	$ 445.25	$ 1,000.00	$ 1,000.00
LONGEVITY PAY	010-2458-2000	$ 6,500.00	$ 6,500.00	$ 6,500.00	$ 6,500.00
SOCIAL SECURITY	010-2458-2010	$ 16,001.97	$ 11,799.94	$ 19,260.49	$ 19,031.00
HEALTH INSURANCE	010-2458-2020	$ 48,977.76	$ 37,481.20	$ 65,508.00	$ 69,179.40

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
RETIREMENT	010-2458-2030	$ 30,414.21	$ 23,044.19	$ 36,607.54	$ 32,477.08
WORKERS COMPENSATION	010-2458-2040	$ 347.23	$ 181.81	$ 417.93	$ 2,474.93
UNEMPLOYMENT INSURANCE	010-2458-2060	$ 111.09	$ 71.27	$ 142.77	$ 142.76
TRAVEL ALLOWANCE- JP4	010-2458-2250	$ 0.00	$ 134.62	$ 0.00	$ 0.00
Total Salary And Benefits		$ 305,028.37	$ 231,336.98	$ 412,307.93	$ 372,076.37
Operating Expenses					
OFFICE SUPPLIES	010-2458-3150	$ 3,000.00	$ 2,393.12	$ 3,500.00	$ 3,500.00
FURNISHED TRANSPORTATION	010-2458-3300	$ 1,500.00	$ 417.24	$ 1,500.00	$ 1,500.00
SUBSCRIPTIONS	010-2458-3900	$ 200.00	$ 194.84	$ 200.00	$ 200.00
COMMUNICATIONS EXPENSE	010-2458-4230	$ 482.40	$ 297.67	$ 482.40	$ 482.40
TRAVEL TRAINING	010-2458-4270	$ 2,500.00	$ 474.41	$ 2,500.00	$ 2,500.00
BONDS	010-2458-4800	$ 71.00	$ 0.00	$ 71.00	$ 71.00
DUES	010-2458-4810	$ 190.00	$ 70.00	$ 190.00	$ 190.00
Total Operating Expenses		$ 7,943.40	$ 3,847.28	$ 8,443.40	$ 8,443.40
Total Expenditures		**$ 312,971.77**	**$ 235,184.26**	**$ 420,751.33**	**$ 380,519.77**

Judge Murphy has included the Precinct 4 Justice of the Peace request to add a Court Clerk position to this department based on the increased workload in that office, which is reflected in the increased revenue brought in by that office.

Personnel Summary

Justice of the Peace, Jamie Richardson

- Chief Court Clerk, Sharon Patterson
- Chief Court Clerk, Mamie M. Robinson
- Court Clerk, Claudia Davalos
- FY2027 Request - Court Clerk

Judicial

The Judicial Department budget provides funding for the salaries and related personnel costs of the judges who serve on the Polk County Juvenile Board, including the County Judge, the County Court at Law Judge, and the Judges of the 258th and 411th District Courts. These judges collectively oversee a wide range of cases that directly affect public safety, families, and the rights of individuals across the county. In addition to judicial compensation, the budget includes essential operating expenses that support the administration and coordination of court functions.

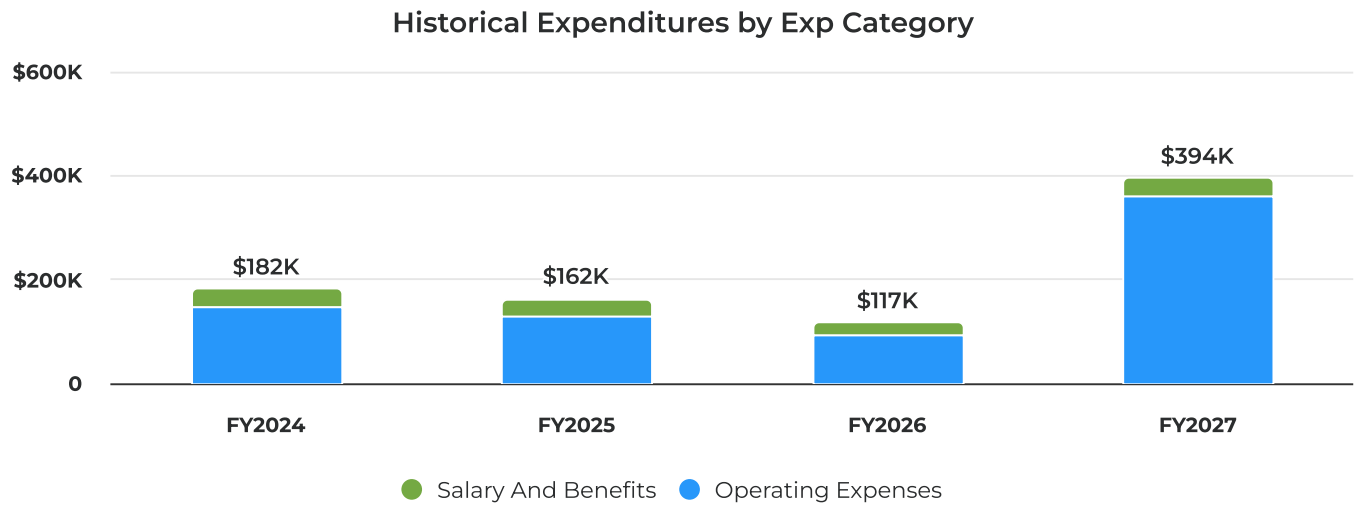
Judges serving on the Juvenile Board play a critical role in addressing matters involving juveniles and families, often handling complex and sensitive cases that require careful consideration, legal expertise, and coordination with multiple agencies. Their work impacts not only individual cases but also broader community outcomes related to youth rehabilitation, family stability, and public safety. Stable funding ensures that these responsibilities can be carried out consistently and in accordance with state law.

Unlike many county departments, the Judicial Department's budget is driven primarily by statutory obligations rather than discretionary programming or performance-based metrics. Judges are required by law to perform specific functions, preside over assigned cases, and meet mandated timelines established by the Texas Legislature and the judicial system. As a result, the department's budget is designed to provide predictable and reliable funding that supports the uninterrupted operation of the courts, regardless of fluctuations in caseload volume or case complexity.

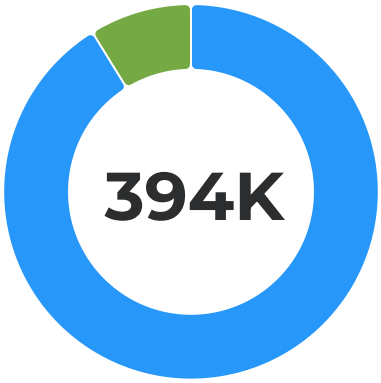
Maintaining stable funding for the Judicial Department helps ensure that court proceedings remain timely, fair, and accessible to the public. It allows judges to focus on the careful application of the law, protects the constitutional rights of all parties, and reduces the risk of case backlogs that can delay justice. This stability also supports coordination among the courts, prosecutors, defense counsel, probation departments, and social service providers.

By structuring the Judicial Department budget around statutory duties and required functions, Polk County reinforces its commitment to the rule of law and the orderly administration of justice. This approach ensures that the courts remain equipped to serve the community effectively, uphold legal standards, and maintain public confidence in the local judicial system.

Expenditures by Exp Category



FY27 Expenditures by Exp Category



Operating Expenses	**$359,615**	91.19%
Salary And Benefits	**$34,739**	8.81%

Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SUBSIDIES-DIST/COUNTY JUDGES	010-2465-1010	$ 29,850.00	$ 21,823.67	$ 29,400.00	$ 29,400.00
SOCIAL SECURITY	010-2465-2010	$ 2,283.52	$ 1,629.40	$ 2,249.12	$ 2,249.10
HEALTH INSURANCE	010-2465-2020	$ 0.00	$ 845.41	$ 1,226.31	$ 1,146.08
RETIREMENT	010-2465-2030	$ 2,159.19	$ 1,586.46	$ 2,137.38	$ 1,919.09
WORKERS COMPENSATION	010-2465-2040	$ 24.65	$ 12.18	$ 24.40	$ 24.40
Total Salary And Benefits		$ 34,317.36	$ 25,897.12	$ 35,037.21	$ 34,738.67
Operating Expenses					
EXPERT WITNESS	010-2465-4040	$ 50,000.00	$ 0.00	$ 50,000.00	$ 50,000.00
VISITING JUDGE	010-2465-4080	$ 3,000.00	$ 3,291.42	$ 5,000.00	$ 5,000.00
CAPITAL TRIAL EXPENSES	010-2465-4170	$ 200,000.00	$ 0.00	$ 200,000.00	$ 200,000.00
MEDIATION FEES-CPS	010-2465-4201	$ 500.00	$ 0.00	$ 500.00	$ 500.00
JUVENILE PROBATION	010-2465-4750	$ 44,115.00	$ 44,115.00	$ 44,115.00	$ 44,115.00
JUVENILE DETENTION EXPENSE	010-2465-4760	$ 25,885.00	$ 38,614.75	$ 50,000.00	$ 50,000.00
CHILDRENZ HAVEN	010-2465-4770	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
CASA	010-2465-4780	$ 5,000.00	$ 0.00	$ 5,000.00	$ 5,000.00
Total Operating Expenses		$ 333,500.00	$ 91,021.17	$ 359,615.00	$ 359,615.00
Total Expenditures		**$ 367,817.36**	**$ 116,918.29**	**$ 394,652.21**	**$ 394,353.67**

Juvenile Detention expenses have already exceeded the FY2026 adopted budget by more than 42%, underscoring the need for increased funding in the FY2027 Budget.

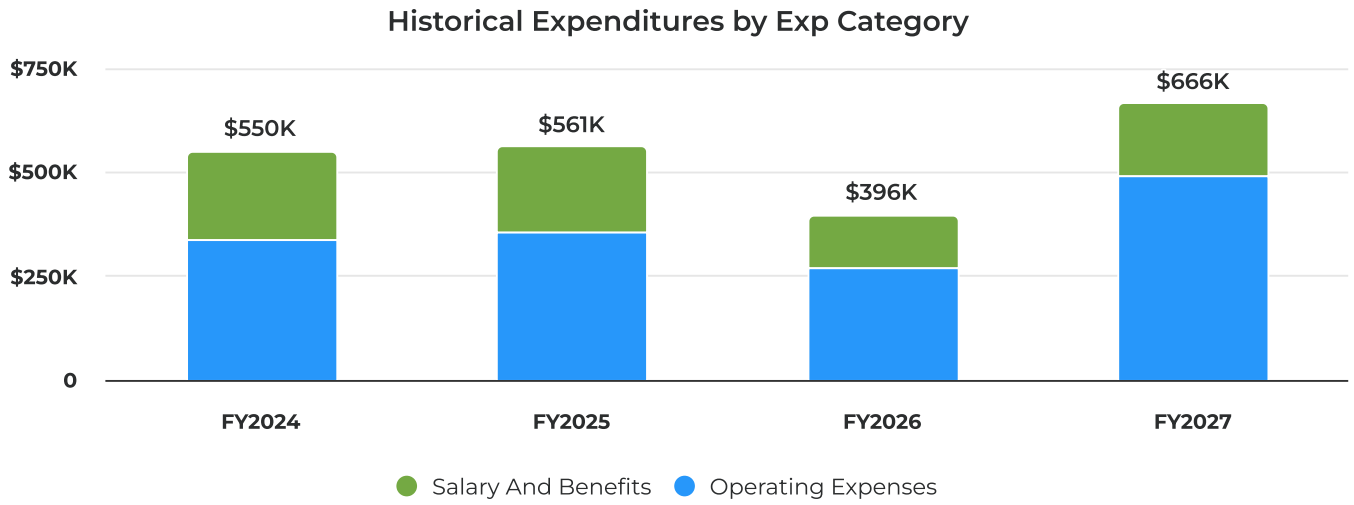
Personnel Summary

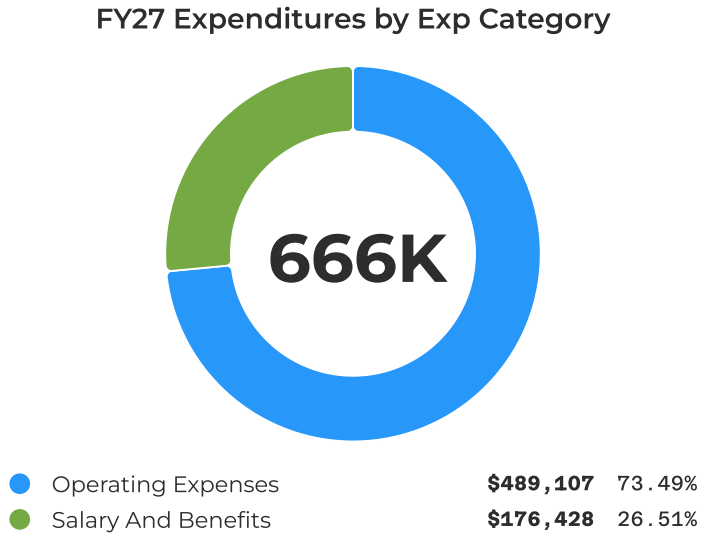
Juvenile Board

- 258th District Judge, Travis Kitchens
- 411th District Judge, John Wells
- County Court at Law Judge, Tom Brown
- County Judge, Sydney Murphy

258th District Court

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-2466-1050	$ 115,787.00	$ 85,949.65	$ 118,735.00	$ 115,787.00
DISCRETIONARY SALARY	010-2466-1055	$ 0.00	$ 0.00	$ 2,006.00	$ 2,006.00
SALARIES-PART TIME	010-2466-1080	$ 2,500.00	$ 0.00	$ 0.00	$ 2,500.00
CERTIFICATE PAY	010-2466-1200	$ 1,800.00	$ 1,336.14	$ 1,800.00	$ 1,800.00
SOCIAL SECURITY	010-2466-2010	$ 9,186.66	$ 6,408.23	$ 9,565.64	$ 9,340.11
HEALTH INSURANCE	010-2466-2020	$ 24,488.88	$ 18,740.60	$ 26,203.20	$ 27,671.76
RETIREMENT	010-2466-2030	$ 17,460.65	$ 12,691.29	$ 18,180.97	$ 15,939.24
WORKERS COMPENSATION	010-2466-2040	$ 1,267.54	$ 610.52	$ 1,292.75	$ 1,287.86
UNEMPLOYMENT INSURANCE	010-2466-2060	$ 94.07	$ 58.02	$ 98.03	$ 95.67

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 172,584.80	$ 125,794.45	$ 177,881.59	$ 176,427.65
Operating Expenses					
POSTAGE	010-2466-3110	$ 650.00	$ 0.00	$ 650.00	$ 650.00
OFFICE SUPPLIES	010-2466-3150	$ 2,500.00	$ 3,419.62	$ 2,500.00	$ 2,500.00
ATTORNEY FEES - POLK CASES ONLY	010-2466-4000	$ 300,000.00	$ 137,681.48	$ 300,000.00	$ 300,000.00
INTERPRETER FEES - POLK CASES ONLY	010-2466-4020	$ 5,000.00	$ 1,007.00	$ 5,000.00	$ 5,000.00
INVESTIGATION - POLK CASES ONLY	010-2466-4040	$ 30,000.00	$ 30,507.18	$ 30,000.00	$ 30,000.00
PSYCHOLOGICAL EVALUATIONS - POLK CASES ONLY	010-2466-4050	$ 20,000.00	$ 9,400.00	$ 20,000.00	$ 20,000.00
APPEALS & TRANSCRIPTS - POLK CASES ONLY	010-2466-4065	$ 15,000.00	$ 1,454.00	$ 15,000.00	$ 15,000.00
COMMUNICATION EXP	010-2466-4200	$ 1,456.80	$ 626.09	$ 1,456.80	$ 1,456.80
TRAVEL TRAINING	010-2466-4270	$ 2,500.00	$ 85.00	$ 2,500.00	$ 2,500.00
CRT RPRTR/BAILIFF CONTRACT SERV POLK CASES	010-2466-4861	$ 12,000.00	$ 2,959.66	$ 12,000.00	$ 12,000.00
CRT RPRTR/BAILIFF CONTRACT SERV TRI-COUNTY	010-2466-4864	$ 100,000.00	$ 83,333.30	$ 100,000.00	$ 100,000.00
Total Operating Expenses		$ 489,106.80	$ 270,473.33	$ 489,106.80	$ 489,106.80
Total Expenditures		**$ 661,691.60**	**$ 396,267.78**	**$ 666,988.39**	**$ 665,534.45**

Judge Kitchens requests an increase in the Court Coordinator's Salary. Judge Murphy recommends utilizing the discretionary funds that have already been awarded to that office. Additional funds may be considered based on the results of the compensation analysis.

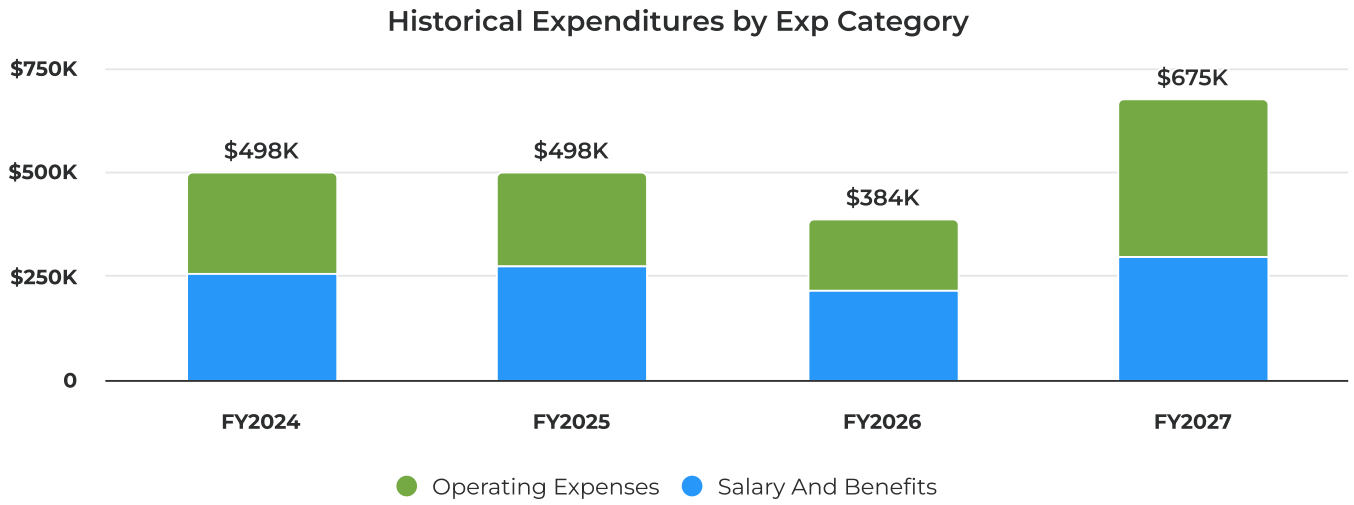
Personnel Summary

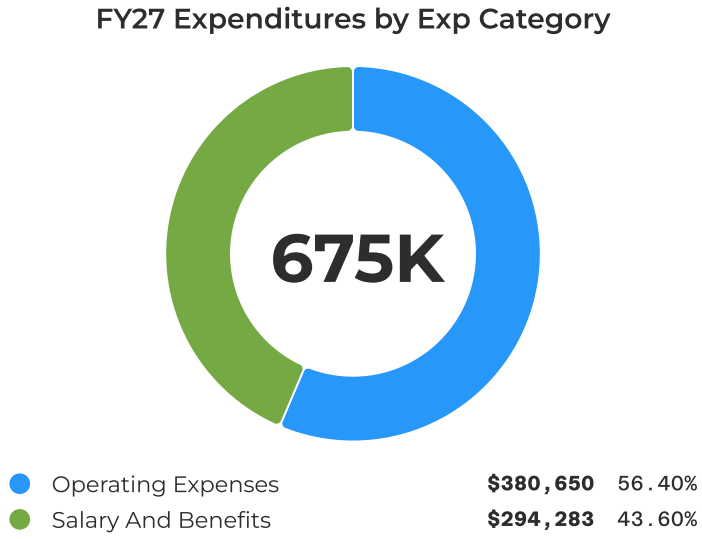
District Judge, Travis Kitchens

- Court Coordinator, Lianne Mueck
- Bailiff, John Spillman

411th District Court

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-2467-1050	$ 200,912.00	$ 149,138.43	$ 231,912.00	$ 200,912.00
DISCRETIONARY SALARY	010-2467-1055	$ 0.00	$ 0.00	$ 3,009.00	$ 3,009.00
SALARIES-PART TIME	010-2467-1080	$ 2,500.00	$ 0.00	$ 2,500.00	$ 2,500.00
CERTIFICATE PAY	010-2467-1200	$ 1,800.00	$ 1,336.14	$ 1,800.00	$ 1,800.00
SOCIAL SECURITY	010-2467-2010	$ 15,698.73	$ 11,495.47	$ 18,300.42	$ 15,928.91
HEALTH INSURANCE	010-2467-2020	$ 36,733.32	$ 28,110.90	$ 39,304.80	$ 41,507.64
RETIREMENT	010-2467-2030	$ 29,837.82	$ 21,879.06	$ 34,782.74	$ 27,183.25
WORKERS COMPENSATION	010-2467-2040	$ 1,272.65	$ 604.60	$ 1,430.82	$ 1,277.69
UNEMPLOYMENT INSURANCE	010-2467-2060	$ 162.17	$ 99.92	$ 189.37	$ 164.58

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 288,916.69	$ 212,664.52	$ 333,229.15	$ 294,283.07
Operating Expenses					
POSTAGE	010-2467-3110	$ 650.00	$ 302.00	$ 650.00	$ 650.00
OFFICE SUPPLIES	010-2467-3150	$ 2,500.00	$ 1,139.31	$ 2,500.00	$ 2,500.00
ATTORNEY FEES - POLK CASES ONLY	010-2467-4000	$ 300,000.00	$ 163,822.78	$ 300,000.00	$ 300,000.00
INTERPRETER FEES - POLK CASES ONLY	010-2467-4020	$ 5,000.00	$ 0.00	$ 5,000.00	$ 5,000.00
INVESTIGATION - POLK CASES ONLY	010-2467-4040	$ 30,000.00	$ 0.00	$ 30,000.00	$ 30,000.00
PSYCHOLOGICAL EVALUATIONS - POLK CASES ONLY	010-2467-4050	$ 20,000.00	$ 5,200.00	$ 20,000.00	$ 20,000.00
APPEALS & TRANSCRIPTS - POLK CASES ONLY	010-2467-4065	$ 15,000.00	$ 0.00	$ 15,000.00	$ 15,000.00
COMMUNICATION EXP	010-2467-4200	$ 1,456.80	$ 626.09	$ 2,000.00	$ 2,000.00
TRAVEL TRAINING	010-2467-4270	$ 2,500.00	$ 160.00	$ 2,500.00	$ 2,500.00
CRT RPRTR/BAILIFF CONTRACT SERV POLK CASES	010-2467-4861	$ 3,000.00	$ 240.00	$ 3,000.00	$ 3,000.00
Total Operating Expenses		$ 380,106.80	$ 171,490.18	$ 380,650.00	$ 380,650.00
Total Expenditures		**$ 669,023.49**	**$ 384,154.70**	**$ 713,879.15**	**$ 674,933.07**

Judge Wells requests salary increases for all three positions, totaling $31,000. Judge Murphy recommends utilizing the discretionary funds that have already been awarded to that office. Additional funds may be considered based on the results of the compensation analysis.

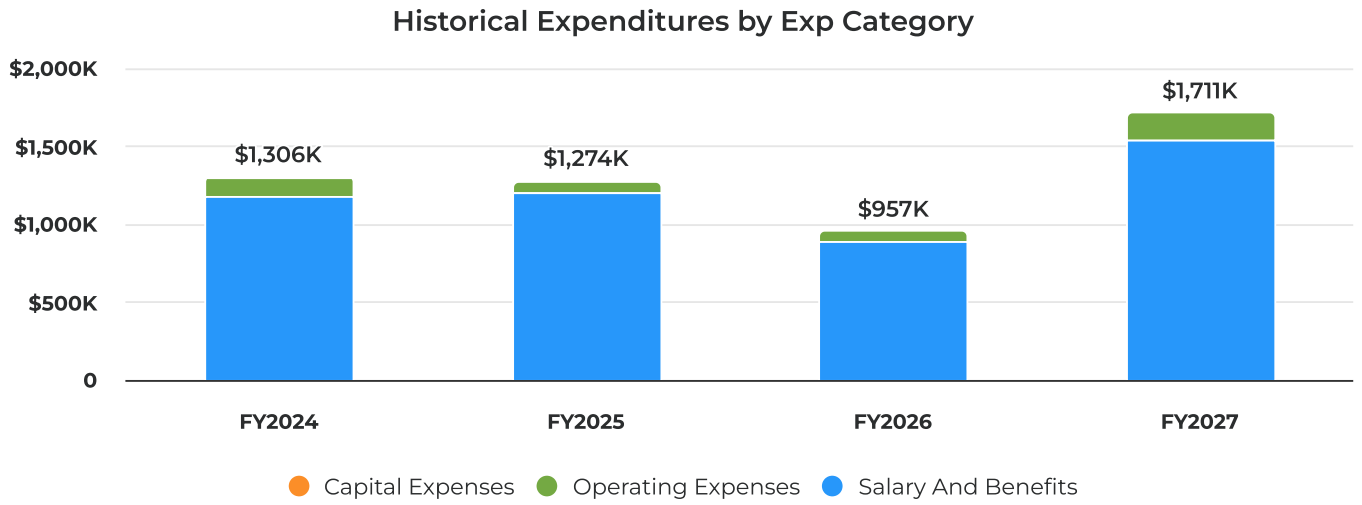
Personnel Summary

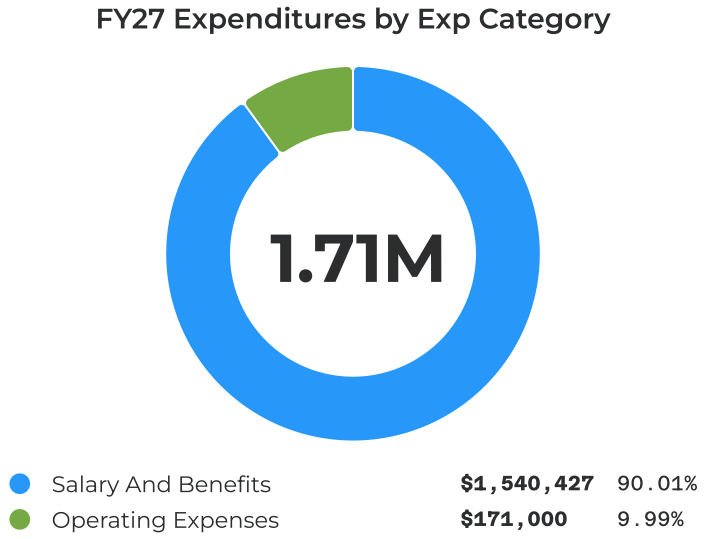
District Judge, John Wells

- Court Coordinator, Elizabeth Cooksey
- Court Reporter, Wendy Wilkerson
- Bailiff, Larry Pitts

District Attorney

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2475-1010	$ 10,000.00	$ 7,423.17	$ 10,000.00	$ 10,000.00
SALARIES	010-2475-1050	$ 956,238.19	$ 593,041.79	$ 1,020,067.99	$ 1,020,547.53
DISCRETIONARY SALARY	010-2475-1055	$ 0.00	$ 0.00	$ 10,500.00	$ 12,030.00
SALARIES-PART TIME	010-2475-1080	$ 143,620.40	$ 37,154.74	$ 22,371.74	$ 22,371.74
CERTIFICATE PAY	010-2475-1200	$ 4,800.00	$ 2,693.05	$ 7,200.00	$ 3,600.00
Third Investigator - to be filled prior to yearend	010-2475-1200	$ 0.00	$ 0.00	$ 1,800.00	$ 0.00
LONGEVITY PAY	010-2475-2000	$ 10,000.00	$ 6,500.00	$ 9,000.00	$ 8,500.00
SOCIAL SECURITY	010-2475-2010	$ 85,745.53	$ 48,214.89	$ 82,725.08	$ 82,397.31
HEALTH INSURANCE	010-2475-2020	$ 196,520.33	$ 105,141.23	$ 209,625.60	$ 235,209.96

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
RETIREMENT	010-2475-2030	$ 162,972.55	$ 88,952.10	$ 157,231.74	$ 140,613.98
WORKERS COMPENSATION	010-2475-2040	$ 4,013.71	$ 1,633.25	$ 4,081.87	$ 4,302.97
UNEMPLOYMENT INSURANCE	010-2475-2060	$ 888.69	$ 430.04	$ 857.10	$ 853.67
Total Salary And Benefits		$1,574,799.40	$891,184.26	$1,533,661.12	$1,540,427.16
Operating Expenses					
OFFICE SUPPLIES	010-2475-3150	$ 25,000.00	$ 5,457.27	$ 25,000.00	$ 25,000.00
TRIAL SUPPLIES	010-2475-3170	$ 1,000.00	$ 0.00	$ 1,500.00	$ 1,500.00
FURNISHED TRANSPORTATION	010-2475-3300	$ 12,000.00	$ 8,850.49	$ 12,000.00	$ 12,000.00
APPELLATE EXPENSES	010-2475-4060	$ 1,500.00	$ 0.00	$ 1,000.00	$ 1,000.00
COMMUNICATIONS EXPENSE	010-2475-4230	$ 5,709.24	$ 3,572.04	$ 5,500.00	$ 5,500.00
TRAVEL TRAINING	010-2475-4270	$ 31,000.00	$ 6,640.69	$ 31,000.00	$ 31,000.00
TDCAA - Annual Conference	010-2475-4270	$ 0.00	$ 0.00	$ 11,000.00	$ 11,000.00
TDCAA KP/VAC Conference	010-2475-4270	$ 0.00	$ 0.00	$ 2,300.00	$ 2,300.00
CIVIL Conference and ORR Conference	010-2475-4270	$ 0.00	$ 0.00	$ 2,050.00	$ 2,050.00
Special class for each prosecutor	010-2475-4270	$ 0.00	$ 0.00	$ 3,150.00	$ 3,150.00
TDCAA First ADA Conference	010-2475-4270	$ 0.00	$ 0.00	$ 2,100.00	$ 2,100.00
Investigators Conference	010-2475-4270	$ 0.00	$ 0.00	$ 3,900.00	$ 3,900.00
Investigators Fingerprint (Basic, intermediate & expert)	010-2475-4270	$ 0.00	$ 0.00	$ 4,500.00	$ 4,500.00
Other	010-2475-4270	$ 0.00	$ 0.00	$ 2,000.00	$ 2,000.00
ONLINE RESEARCH	010-2475-4370	$ 18,744.84	$ 12,696.56	$ 19,044.84	$ 19,044.84
TransUnion	010-2475-4370	$ 0.00	$ 0.00	$ 1,200.00	$ 1,200.00
Lexis Nexis	010-2475-4370	$ 0.00	$ 0.00	$ 17,844.84	$ 17,844.84
CONTRACT SERVICES	010-2475-4400	$ 0.00	$ 26,583.75	$ 66,045.00	$ 66,045.00
Previously salaries	010-2475-4400	$ 0.00	$ 0.00	$ 54,000.00	$ 54,000.00
Reclassification of related Benefits	010-2475-4400	$ 0.00	$ 0.00	$ 12,045.00	$ 12,045.00
DUES	010-2475-4810	$ 4,500.00	$ 2,480.74	$ 3,910.00	$ 3,910.00
TDCAA - DA	010-2475-4810	$ 0.00	$ 0.00	$ 100.00	$ 100.00
TDCAA - ADAs	010-2475-4810	$ 0.00	$ 0.00	$ 595.00	$ 595.00
TDCAA - Legal Asst.	010-2475-4810	$ 0.00	$ 0.00	$ 675.00	$ 675.00
TDCAA - Investigators	010-2475-4810	$ 0.00	$ 0.00	$ 240.00	$ 240.00
State Bar Dues	010-2475-4810	$ 0.00	$ 0.00	$ 1,955.00	$ 1,955.00
Notary Bond Fees	010-2475-4810	$ 0.00	$ 0.00	$ 195.00	$ 195.00
Investigator Bonds	010-2475-4810	$ 0.00	$ 0.00	$ 150.00	$ 150.00
OFFICE FURNISHINGS/EQUIPMENT	010-2475-4980	$ 3,000.00	$ 0.00	$ 6,000.00	$ 6,000.00
Industrial Shelving - Allie Bean	010-2475-4980	$ 0.00	$ 0.00	$ 2,500.00	$ 2,500.00
Digital Media External Hard drive	010-2475-4980	$ 0.00	$ 0.00	$ 2,100.00	$ 2,100.00

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Laptop for Trial Usage	010-2475-4980	$ 0.00	$ 0.00	$ 700.00	$ 700.00
Printer and Scanners	010-2475-4980	$ 0.00	$ 0.00	$ 700.00	$ 700.00
Total Operating Expenses		$ 102,454.08	$ 66,281.54	$ 170,999.84	$ 170,999.84
Total Expenditures		**$1,677,253.48**	**$957,465.80**	**$1,704,660.96**	**$1,711,427.00**

Personnel Summary

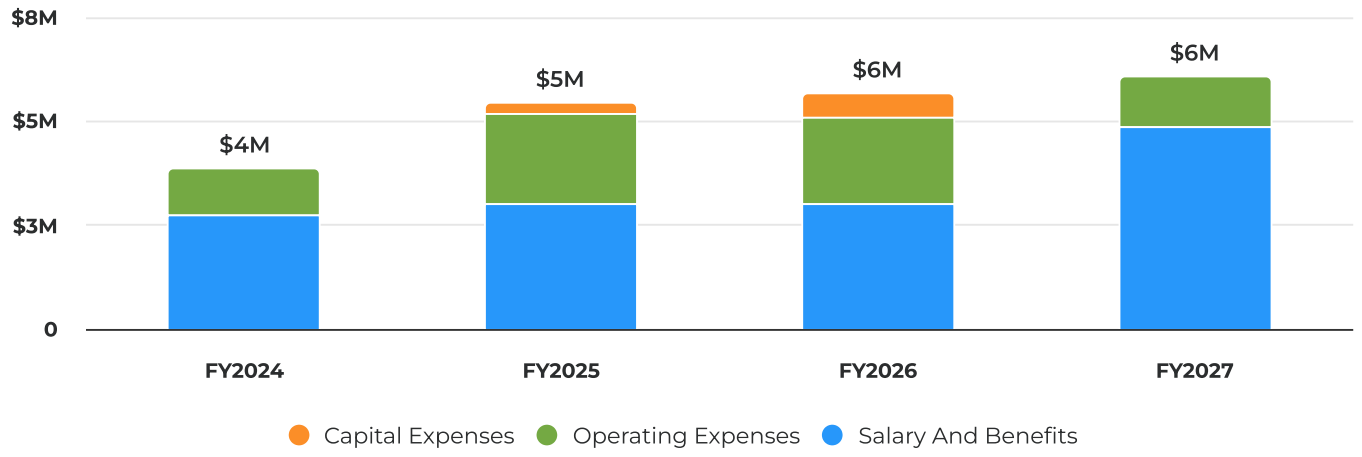
Criminal District Attorney, Shelly Sitton

- First Assistant District Attorney, Scott Ferguson
- Chief Prosecutor, Anthony Dodson
- Asst. Criminal District Atty. Felony Prosecutor, Mark Boemio
- Asst. Criminal District Atty. Felony Prosecutor, vacant
- Asst. Criminal District Atty. Civil, vacant
- Asst. Criminal District Atty. Misdemeanor/Juvenile Prosecutor, Tyler Jones
- Senior Trial Associate, Jodie Richey
- Senior Trial Associate, Taylor Grimm
- Trial Associate, Katrina Brittain
- Trial Associate, Noel Timm
- Trial Associate, Adriana Jimenez
- Trial Associate, Renata McClure
- Trial Associate, Rachel Stinson
- Secretary I, vacant
- Chief Investigator, Leon Middleton
- Criminal Investigator, Jason Thomas
- Criminal Investigator, vacant
- Victim Assistance Coordinator, Megan Knighton
- Assistant Victim Assistance Coordinator (Grant Funded), Blakeney Whitworth
- Receptionist (PT), Cynthia Bell

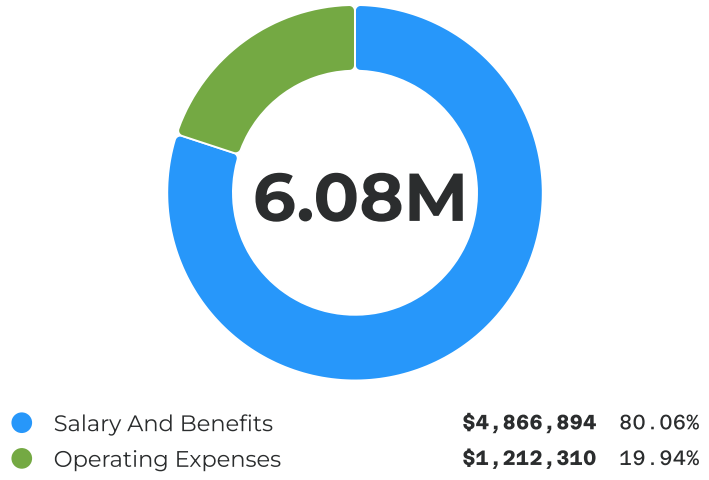
Jail

Expenditures by Exp Category

Historical Expenditures by Exp Category



FY27 Expenditures by Exp Category



Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-2512-1050	$2,418,943.00	$2,088,652.58	$3,598,789.97	$3,199,690.00
JAIL MAINTENANCE OFFICER	010-2512-1050	$ 0.00	$ 0.00	$ 61,405.98	$ 0.00
NIGHT SHIFT PAY	010-2512-1050	$ 0.00	$ 0.00	$ 42,000.00	$ 0.00
DISCRETIONARY SALARY	010-2512-1055	$ 5,641.00	$ 0.00	$ 14,135.00	$ 13,090.00
SALARIES-PART TIME	010-2512-1080	$ 30,000.00	$ 937.25	$ 30,000.01	$ 30,000.01
CERTIFICATE PAY	010-2512-1200	$ 3,600.00	$ 1,246.32	$ 5,600.00	$ 2,400.00
LONGEVITY PAY	010-2512-2000	$ 19,000.00	$ 12,000.00	$ 25,000.00	$ 23,500.00
SOCIAL SECURITY	010-2512-2010	$ 185,692.59	$ 158,172.69	$ 273,160.09	$ 250,099.92
HEALTH INSURANCE	010-2512-2020	$ 648,955.32	$ 396,405.34	$ 720,588.00	$ 857,824.56

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
RETIREMENT	010-2512-2030	$ 352,937.29	$ 305,882.90	$ 519,182.47	$ 426,804.50
WORKERS COMPENSATION	010-2512-2040	$ 51,035.20	$ 23,668.23	$ 63,894.85	$ 60,293.58
UNEMPLOYMENT INSURANCE	010-2512-2060	$ 1,917.88	$ 1,398.99	$ 2,832.60	$ 2,591.42
CLOTHING ALLOWANCE	010-2512-2240	$ 600.00	$ 900.00	$ 600.00	$ 600.00
Total Salary And Benefits		$3,718,322.28	$2,989,264.30	$5,253,782.99	$4,866,894.00
Operating Expenses					
UNIFORMS	010-2512-3000	$ 6,550.00	$ 5,135.83	$ 13,600.00	$ 600.00
Uniforms	010-2512-3000	$ 0.00	$ 0.00	$ 13,000.00	$ 0.00
OFFICE SUPPLIES	010-2512-3150	$ 12,000.00	$ 3,776.69	$ 12,000.00	$ 12,000.00
PAPER/SUNDRIES	010-2512-3320	$ 50,400.00	$ 36,878.68	$ 50,400.00	$ 50,400.00
FOOD-INMATES	010-2512-3330	$ 530,000.00	$ 366,820.65	$ 609,500.00	$ 609,500.00
LAUNDRY SUPPLIES	010-2512-3420	$ 15,000.00	$ 12,781.99	$ 23,760.00	$ 23,760.00
MEDICAL SERVICES	010-2512-3910	$ 150,000.00	$ 112,873.09	$ 150,000.00	$ 150,000.00
MEDICAL SUPPLIES	010-2512-3920	$ 30,000.00	$ 18,865.60	$ 30,000.00	$ 30,000.00
PHARMACY	010-2512-3990	$ 120,000.00	$ 65,553.02	$ 120,000.00	$ 120,000.00
MEDICAL DR'S/NURSES	010-2512-4052	$ 116,400.00	$ 97,000.00	$ 116,400.00	$ 116,400.00
TRAVEL EXP-PRISONER TRANSPORT	010-2512-4260	$ 12,000.00	$ 14,600.93	$ 12,000.00	$ 12,000.00
TRAVEL TRAINING	010-2512-4270	$ 20,250.00	$ 7,463.78	$ 20,250.00	$ 20,250.00
CONTRACT-INMATE HOUSING	010-2512-4401	$ 0.00	$1,329,580.00	$ 0.00	$ 0.00
EQUIPMENT MAINTENANCE	010-2512-4520	$ 12,500.00	$ 11,473.38	$ 12,500.00	$ 12,500.00
INMATE WORK CREW EXP	010-2512-4560	$ 10,000.00	$ 5,602.07	$ 10,000.00	$ 10,000.00
CORRECTIONAL SECURITY EQUIPMENT	010-2512-4905	$ 11,500.00	$ 1,934.87	$ 11,500.00	$ 11,500.00
INMATE SUPPLIES	010-2512-4910	$ 32,000.00	$ 18,237.19	$ 32,000.00	$ 32,000.00
OFFICE FURNISHINGS/EQUIPMENT	010-2512-4980	$ 1,400.00	$ 1,496.87	$ 1,400.00	$ 1,400.00
SCAAP EXPENSES	010-2512-5640	$ 0.00	$ 485.08	$ 0.00	$ 0.00
Total Operating Expenses		$1,130,000.00	$2,110,559.72	$1,225,310.00	$1,212,310.00
Capital Expenses					
CAPITAL OUTLAY	010-2512-5710	$ 0.00	$ 437,198.01	$ 0.00	$ 0.00
CAPITAL OUTLAY-OFFICE FURN/EQUIP	010-2512-5720	$ 0.00	$ 5,609.00	$ 0.00	$ 0.00
CAPITAL OUTLAY PROJECTS	010-2512-5730	$ 0.00	$ 149,180.00	$ 0.00	$ 0.00
Total Capital Expenses		$ 0.00	$ 591,987.01	$ 0.00	$ 0.00
Total Expenditures		**$4,848,322.28**	**$5,691,811.03**	**$6,479,092.99**	**$6,079,204.00**

FY2027 Preliminary Budget includes the 10 corrections officers that were approved after the FY2026 Budget was adopted. New Requests Include:

- Maintenance Officer (Not currently in job inventory)
- $3,000 Stipend for Night Shift Employees
- $12,000 Raise for each employee
- Food Budget - 15% Increase
- Increase in Uniforms (for additional staff) and Laundry Supplies.

- 6 Ford Explorers for Transport - Included in requested Lease Payments (010-1691-4660) and Capital Purchase Projections
- 80 Gallon Kettle (kitchen equipment) - Added to Capital Purchase Projections
- Three ovens (kitchen equipment) - Added to Capital Purchase Projections

Personnel Summary

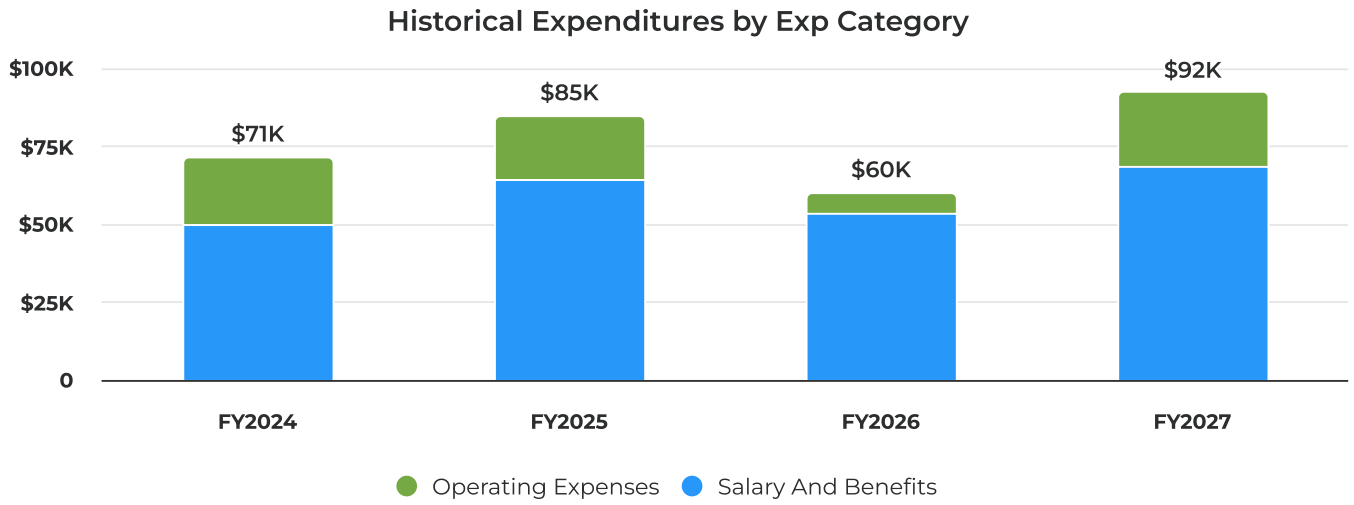
Jail Administrator, Larry Dawson

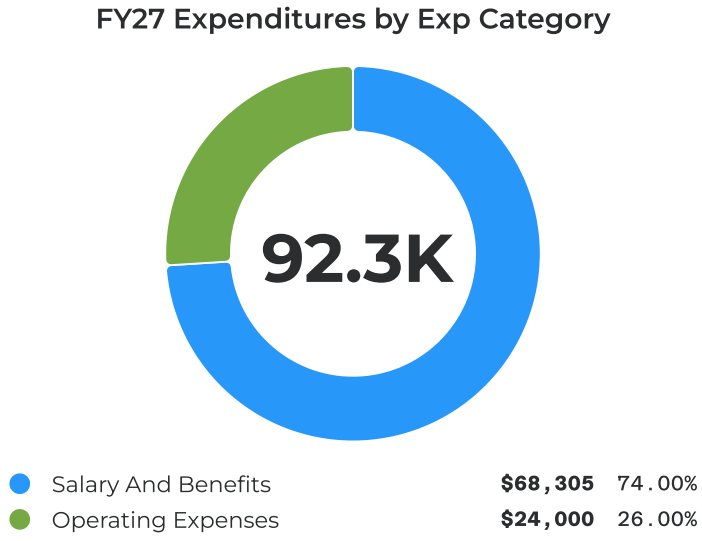
- Asst. Jail Administrator/Lieutenant, Paul Tolly
- Sergeant, Devon Freeman
- Office Manager, Sara Vega
- Secretary I, Tessa Smith
- Deputy Sheriff(Transport), Samantha Love
- Deputy Sheriff(Transport), Mark Pickett
- Deputy Sheriff(Transport), vacant
- Deputy Sheriff(Transport), vacant
- Corrections Officer/Shift Suprv., Camillia Fiscal
- Corrections Officer/Shift Suprv., Tracy Brown
- Corrections Officer/Shift Suprv., Wendy Guest
- Corrections Officer/Shift Suprv., vacant
- Inmate Workcrew Supervisor, Bryon Miller
- Inmate Workcrew Supervisor, vacant
- Corporal, Bobbi Jo Songer
- Corporal, Tiree Jones
- Corporal, vacant
- Corporal, vacant
- Jail Nurse (LVN), Aurora Orosco
- Jail Nurse (LVN), Ginger Shults
- Jail Nurse (LVN), vacant
- Medical Assistant, Jessica Padgett
- Corrections Officer, Matthew Brown
- Corrections Officer, Lisa Dodson
- Corrections Officer, Allison Silcox
- Corrections Officer, Jase Whiteside
- Corrections Officer, Larry Smith
- Corrections Officer, Shanta Williams
- Corrections Officer, Mason Dunaway
- Corrections Officer, Angela Williams
- Corrections Officer, Rineshia Hadnot
- Corrections Officer, Christopher Evans
- Corrections Officer, Pamala Ring
- Corrections Officer, Billy Shults
- Corrections Officer, Jarrod Jinkins
- Corrections Officer, Jacqueline McGowan
- Corrections Officer, Lisa Thomure
- Corrections Officer, Ann-Lanette Noles
- Corrections Officer, Michael Dudley
- Corrections Officer, Darrell Newman
- Corrections Officer, Dezarai Stewart
- Corrections Officer, Brian Burks

- Corrections Officer, Itzairy Perez
- Corrections Officer, Casey Cazalas
- Corrections Officer, Juan Merino
- Corrections Officer, Phillip Sinnet
- Corrections Officer, Kayleigh Roebeck
- Corrections Officer, Rashida Hopkins
- Corrections Officer, Joseph Walker
- Corrections Officer, Lacy Simerly
- Corrections Officer, Cody Kuhn
- Corrections Officer, Carmen Christie
- Corrections Officer, Juan Aementa
- Corrections Officer, Nicholas Hancock
- Corrections Officer, Josh Bebee III
- Corrections Officer, Autumn Toon
- Corrections Officer, vacant
- Corrections Officer, vacant
- Corrections Officer, vacant
- Corrections Officer, vacant
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- Corrections Officer, vacant
- Corrections Officer, vacant

Constable, Pct. 1

Expenditures by Exp Category





Expenditures by Exp Category

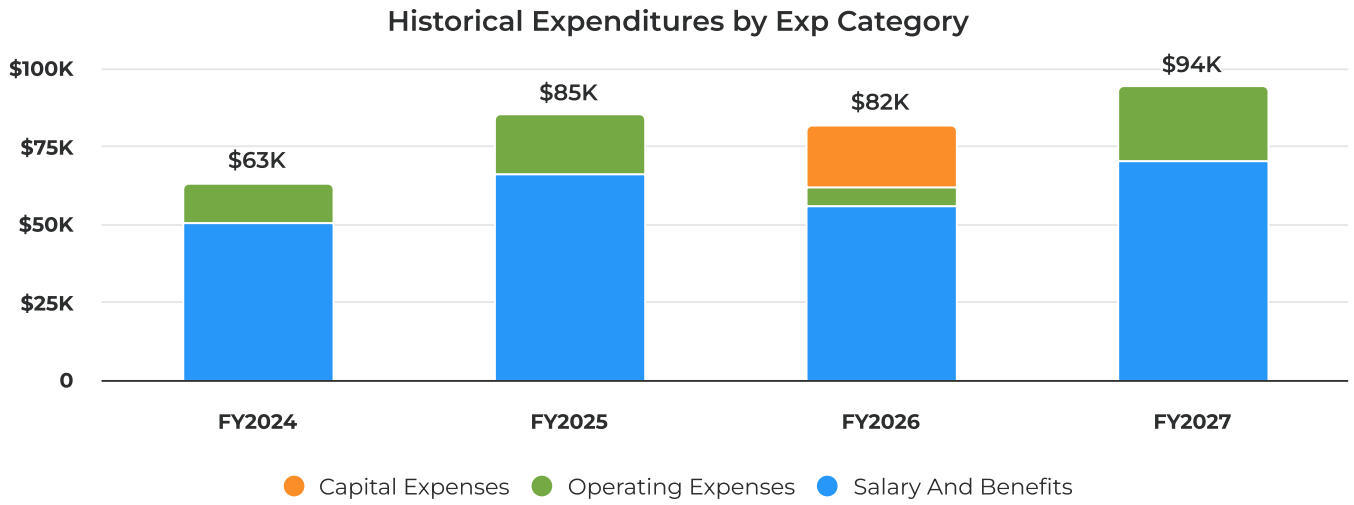
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2551-1010	$ 42,441.00	$ 34,517.28	$ 84,958.66	$ 42,440.55
SALARIES	010-2551-1050	$ 0.00	$ 0.00	$ 23,808.00	$ 0.00
REQUEST - Wages - NEW Const.1 - PT Env. Enf. Dep / Admin Asst.	010-2551-1050	$ 0.00	$ 0.00	$ 23,808.00	$ 0.00
LONGEVITY PAY	010-2551-2000	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
SOCIAL SECURITY	010-2551-2010	$ 3,399.70	$ 1,836.34	$ 6,657.98	$ 3,399.70
HEALTH INSURANCE	010-2551-2020	$ 12,244.44	$ 9,369.10	$ 13,101.60	$ 13,835.88
RETIREMENT	010-2551-2030	$ 6,461.66	$ 5,309.57	$ 12,654.52	$ 5,801.71
WORKERS COMPENSATION	010-2551-2040	$ 826.86	$ 469.80	$ 1,638.38	$ 826.86

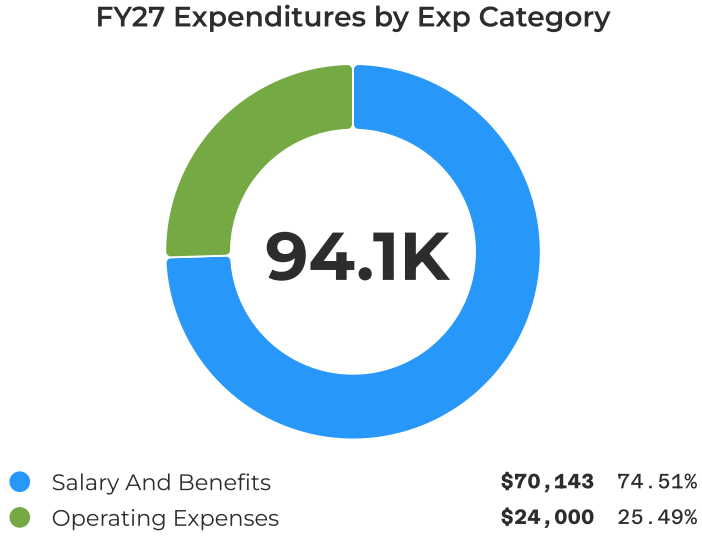
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMP	010-2551-2060	$ 0.00	$ 0.00	$ 19.05	$ 0.00
Total Salary And Benefits		$ 67,373.66	$ 53,502.09	$ 144,838.19	$ 68,304.71
Operating Expenses					
UNIFORMS	010-2551-3000	$ 750.00	$ 0.00	$ 750.00	$ 750.00
OFFICE SUPPLIES	010-2551-3150	$ 2,750.00	$ 419.56	$ 2,887.50	$ 2,750.00
FURNISHED TRANSPORTATION	010-2551-3300	$ 12,500.00	$ 3,974.19	$ 15,625.00	$ 14,000.00
SUBSCRIPTIONS	010-2551-3900	$ 0.00	$ 0.00	$ 530.00	$ 530.00
Southern Software	010-2551-3900	$ 0.00	$ 0.00	$ 530.00	$ 530.00
COMMUNICATIONS EXPENSE	010-2551-4230	$ 3,810.00	$ 2,102.44	$ 4,191.00	$ 4,194.00
TRAVEL TRAINING	010-2551-4270	$ 1,250.00	$ 0.00	$ 6,375.00	$ 1,250.00
Constable Travel / Training	010-2551-4270	$ 0.00	$ 0.00	$ 1,375.00	$ 0.00
Environmental Travel	010-2551-4270	$ 0.00	$ 0.00	$ 5,000.00	$ 0.00
BONDS	010-2551-4800	$ 526.00	$ 0.00	$ 526.00	$ 526.00
Total Operating Expenses		$ 21,586.00	$ 6,496.19	$ 30,884.50	$ 24,000.00
Total Expenditures		**$ 88,959.66**	**$ 59,998.28**	**$ 175,722.69**	**$ 92,304.71**

Constable 1 requests $20,500 increase in salary (to match JP), Part-Time Environmental Deputy / Admin. Asst., ~43% increase in operating expenses, and a new truck for patrol. The vehicle request is included in requested Lease Payments (010-1691-4660) and Capital Purchase Projections.

Constable, Pct. 2

Expenditures by Exp Category





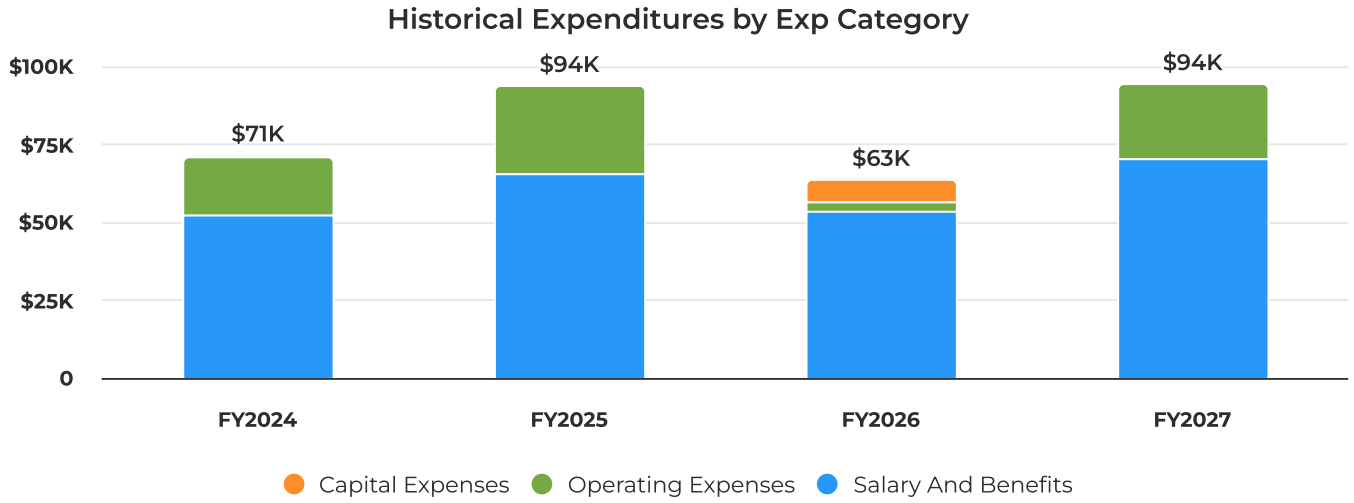
Expenditures by Exp Category

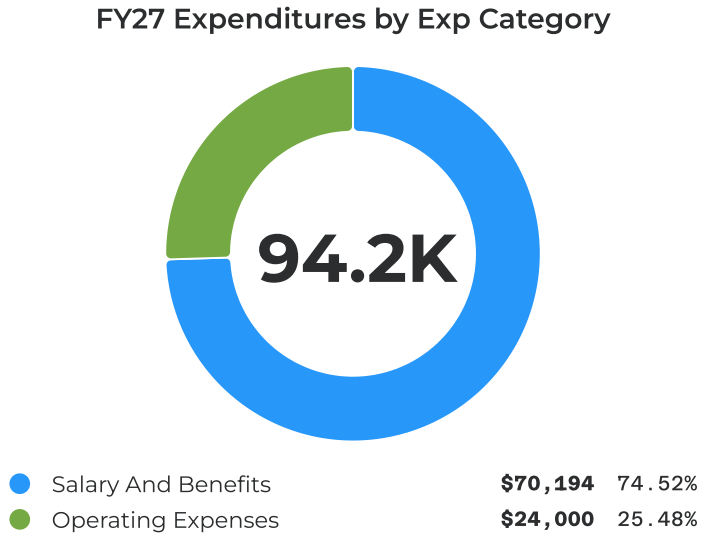
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2552-1010	$ 42,441.00	$ 34,517.28	$ 42,440.55	$ 42,440.55
LONGEVITY PAY	010-2552-2000	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00
SOCIAL SECURITY	010-2552-2010	$ 3,514.41	$ 2,164.98	$ 3,514.41	$ 3,514.41
HEALTH INSURANCE	010-2552-2020	$ 12,244.44	$ 9,440.73	$ 13,101.60	$ 13,835.88
RETIREMENT	010-2552-2030	$ 6,679.68	$ 5,527.67	$ 6,679.68	$ 5,997.47
WORKERS COMPENSATION	010-2552-2040	$ 854.76	$ 432.59	$ 854.76	$ 854.76
Total Salary And Benefits		$ 69,234.29	$ 55,583.25	$ 70,091.00	$ 70,143.07
Operating Expenses					
UNIFORMS	010-2552-3000	$ 1,150.00	$ 350.96	$ 1,150.00	$ 1,500.00

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
OFFICE SUPPLIES	010-2552-3150	$ 2,750.00	$ 2,417.00	$ 2,750.00	$ 4,596.00
FURNISHED TRANSPORTATION	010-2552-3300	$ 13,782.00	$ 2,474.74	$ 13,782.00	$ 14,000.00
COMMUNICATIONS EXPENSE	010-2552-4230	$ 1,878.00	$ 863.38	$ 1,878.00	$ 1,878.00
TRAVEL TRAINING	010-2552-4270	$ 1,500.00	$ 0.00	$ 1,500.00	$ 1,500.00
BONDS	010-2552-4800	$ 526.00	$ 0.00	$ 526.00	$ 526.00
Total Operating Expenses		$ 21,586.00	$ 6,106.08	$ 21,586.00	$ 24,000.00
Capital Expenses					
CAPITAL OUTLAY-VEHICLES	010-2552-5750	$ 0.00	$ 20,117.55	$ 0.00	$ 0.00
Total Capital Expenses		$ 0.00	$ 20,117.55	$ 0.00	$ 0.00
Total Expenditures		**$ 90,820.29**	**$ 81,806.88**	**$ 91,677.00**	**$ 94,143.07**

Constable, Pct. 3

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2553-1010	$ 43,687.00	$ 35,853.42	$ 62,946.50	$ 43,686.75
CERTIFICATE PAY	010-2553-1200	$ 1,800.00	$ 0.00	$ 1,800.00	$ 1,800.00
LONGEVITY PAY	010-2553-2000	$ 0.00	$ 0.00	$ 500.00	$ 500.00
SOCIAL SECURITY	010-2553-2010	$ 3,479.90	$ 2,619.61	$ 4,992.91	$ 3,515.93
HEALTH INSURANCE	010-2553-2020	$ 12,244.44	$ 9,370.30	$ 13,101.60	$ 13,835.88
RETIREMENT	010-2553-2030	$ 6,614.09	$ 5,213.12	$ 9,489.78	$ 6,000.06
WORKERS COMPENSATION	010-2553-2040	$ 846.37	$ 449.34	$ 1,214.35	$ 855.13
Total Salary And Benefits		$ 68,671.80	$ 53,505.79	$ 94,045.14	$ 70,193.74
Operating Expenses					

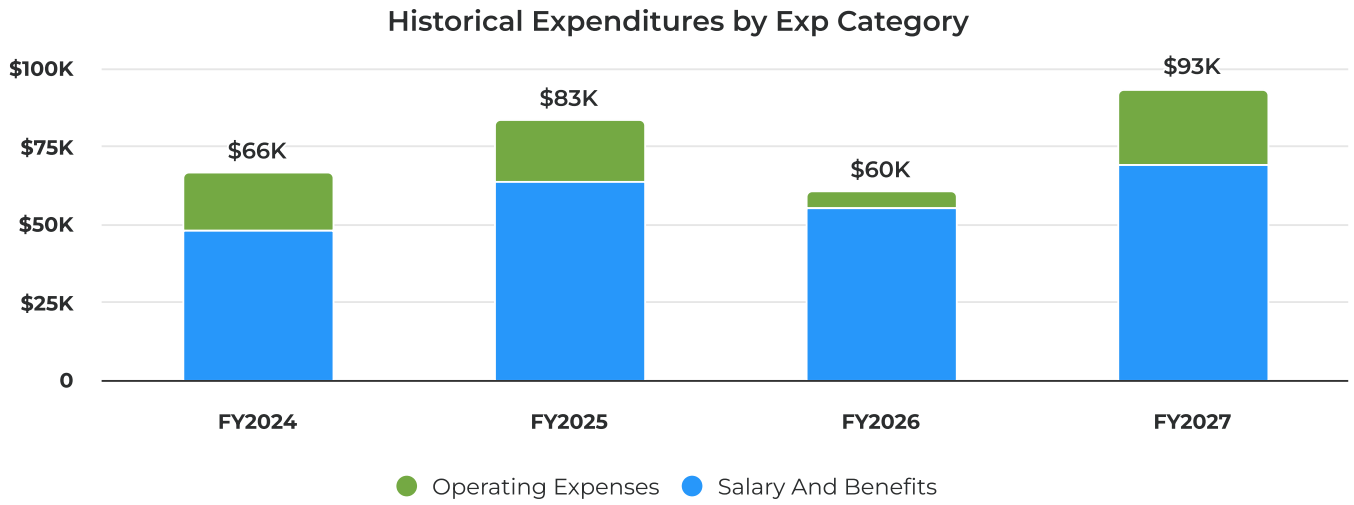
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
UNIFORMS	010-2553-3000	$ 1,500.00	$ 0.00	$ 1,500.00	$ 1,500.00
OFFICE SUPPLIES	010-2553-3150	$ 3,243.60	$ 0.00	$ 3,243.60	$ 3,658.00
FURNISHED TRANSPORTATION	010-2553-3300	$ 12,500.00	$ 1,444.62	$ 12,500.00	$ 12,500.00
COMMUNICATIONS EXPENSE	010-2553-4230	$ 2,816.40	$ 905.51	$ 2,816.00	$ 2,816.00
TRAVEL TRAINING	010-2553-4270	$ 2,000.00	$ 520.00	$ 3,000.00	$ 3,000.00
BONDS	010-2553-4800	$ 526.00	$ 0.00	$ 526.00	$ 526.00
Total Operating Expenses		$ 22,586.00	$ 2,870.13	$ 23,585.60	$ 24,000.00
Capital Expenses					
CAPITAL OUTLAY PROJECTS	010-2553-5730	$ 0.00	$ 6,972.00	$ 0.00	$ 0.00
Total Capital Expenses		$ 0.00	$ 6,972.00	$ 0.00	$ 0.00
Total Expenditures		**$ 91,257.80**	**$ 63,347.92**	**$ 117,630.74**	**$ 94,193.74**

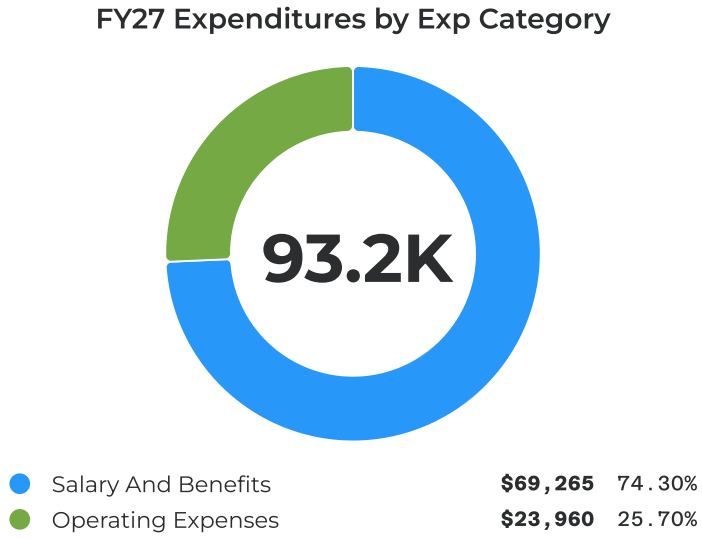
Constable Pct. 3 requests $20,500 salary increase & $1,000 increase in Travel/Training.

Also requests 1 new Tahoe and 1 new Chevy Truck (police package units). The vehicle request is included in requested Lease Payments (010-1691-4660) and Capital Purchase Projections.

Constable, Pct. 4

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2554-1010	$ 42,441.00	$ 35,853.42	$ 61,150.90	$ 42,440.55
CERTIFICATE PAY	010-2554-1200	$ 1,800.00	$ 0.00	$ 1,800.00	$ 1,800.00
LONGEVITY PAY	010-2554-2000	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
SOCIAL SECURITY	010-2554-2010	$ 3,453.89	$ 2,819.42	$ 4,890.10	$ 3,453.89
HEALTH INSURANCE	010-2554-2020	$ 12,244.44	$ 9,370.30	$ 13,101.60	$ 13,835.88
RETIREMENT	010-2554-2030	$ 6,564.66	$ 5,358.52	$ 9,294.38	$ 5,894.19
WORKERS COMPENSATION	010-2554-2040	$ 840.04	$ 467.95	$ 1,189.35	$ 840.04
Total Salary And Benefits		$ 68,344.03	$ 54,869.61	$ 92,426.33	$ 69,264.56
Operating Expenses					

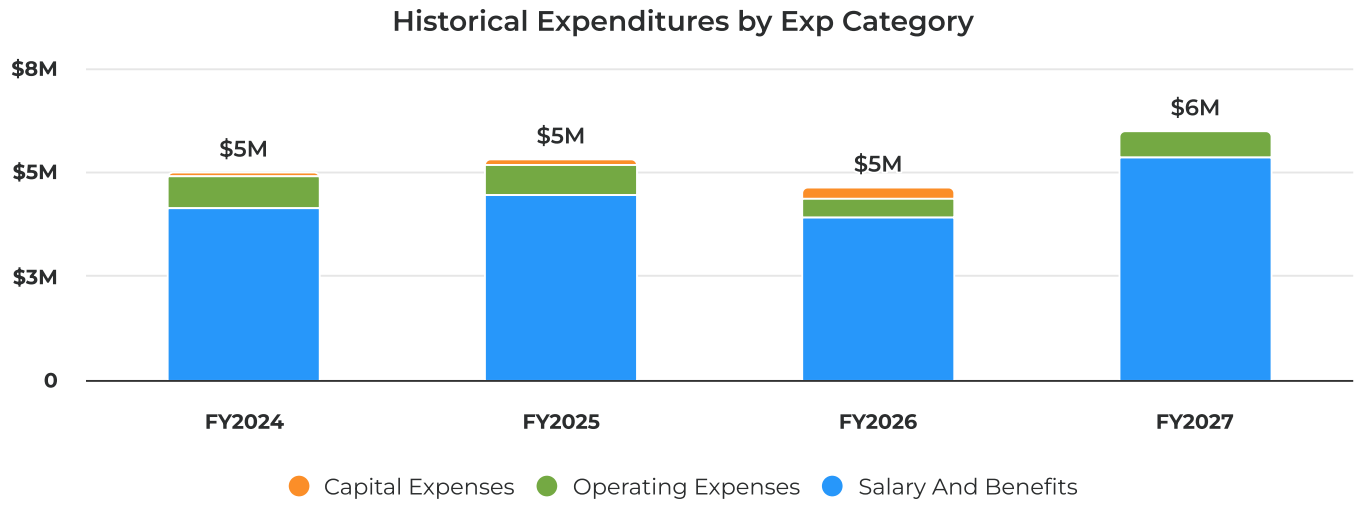
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
UNIFORMS	010-2554-3000	$ 1,000.00	$ 45.00	$ 1,500.00	$ 1,500.00
OFFICE SUPPLIES	010-2554-3150	$ 3,570.00	$ 1,630.75	$ 3,570.00	$ 3,570.00
FURNISHED TRANSPORTATION	010-2554-3300	$ 12,629.60	$ 1,661.83	$ 12,629.60	$ 13,004.00
COMMUNICATIONS EXPENSE	010-2554-4230	$ 2,360.40	$ 1,209.43	$ 2,360.40	$ 2,360.40
TRAVEL TRAINING	010-2554-4270	$ 1,500.00	$ 1,069.40	$ 3,000.00	$ 3,000.00
BONDS	010-2554-4800	$ 526.00	$ 0.00	$ 526.00	$ 526.00
Total Operating Expenses		$ 21,586.00	$ 5,616.41	$ 23,586.00	$ 23,960.40
Total Expenditures		**$ 89,930.03**	**$ 60,486.02**	**$ 116,012.33**	**$ 93,224.96**

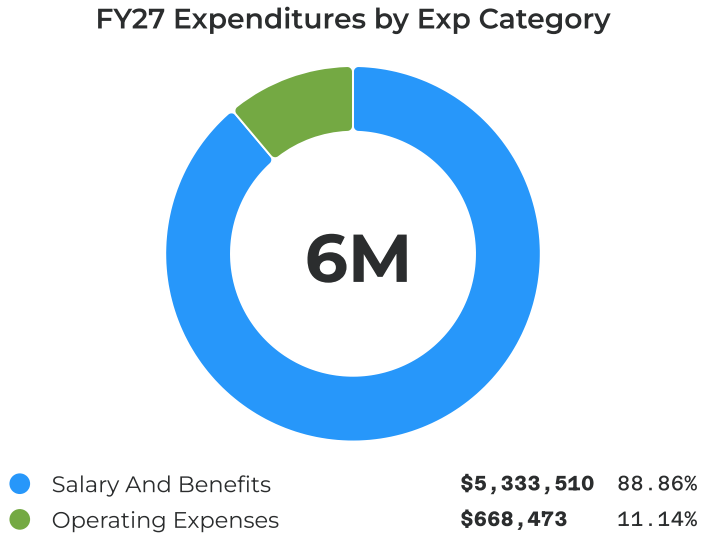
Constable Pct. 4 requests $20,500 salary increase and ~ 9.3% increase in operating budget.

Also requests 2 new 4x4 trucks (police package units). The vehicle request is included in requested Lease Payments (010-1691-4660) and Capital Purchase Projections.

Sheriff

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-2560-1010	$ 85,000.00	$ 63,096.14	$ 85,000.00	$ 85,000.00
SALARIES - SHERIFF OFFICE	010-2560-1050	$2,824,458.16	$2,406,106.82	$4,604,514.03	$3,127,397.01
(NEW) NIGHT SHIFT PAY	010-2560-1050	-	-	$ 54,000.00	-
(NEW) BUY BACK PROGRAM	010-2560-1050	-	-	$ 82,080.00	-
(NEW) 4 NEW PATROL POSITIONS	010-2560-1050	-	-	$ 255,480.00	-
(NEW) 1 CID DETECTIVE	010-2560-1050	-	-	$ 63,487.00	-

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
(NEW) EVIDENCE OFFICE POSITION	010-2560-1050	-	-	$ 55,768.00	-
DISCRETIONARY SALARY	010-2560-1055	$ 8,708.00	-	-	-
TRA-OT SALARIES	010-2560-1060	$ 350,487.62	$ 240,721.86	$ 350,487.62	$ 350,487.62
SALARIES-PART TIME	010-2560-1080	$ 27,910.00	$ 13,041.45	$ 27,913.21	$ 27,913.21
CERTIFICATE PAY	010-2560-1200	$ 34,200.00	$ 21,405.92	$ 97,400.00	$ 43,800.00
LONGEVITY PAY	010-2560-2000	$ 44,500.00	$ 29,000.00	$ 47,500.00	$ 47,500.00
SOCIAL SECURITY	010-2560-2010	$ 249,654.23	$ 207,586.02	$ 359,042.93	$ 281,883.94
HEALTH INSURANCE	010-2560-2020	$ 734,666.40	$ 498,847.44	$ 825,400.80	$ 816,316.92
RETIREMENT	010-2560-2030	$ 474,506.22	$ 404,164.53	$ 682,416.21	$ 481,045.08
WORKERS COMPENSATION	010-2560-2040	$ 62,440.47	$ 30,157.56	$ 80,529.31	$ 62,712.78
UNEMPLOYMENT INSURANCE	010-2560-2060	$ 2,516.19	$ 1,813.68	$ 3,658.20	$ 2,853.24
CLOTHING ALLOWANCE	010-2560-2240	$ 7,200.00	$ 6,300.00	$ 7,200.00	$ 6,600.00
REQUEST - New CID Detective	010-2560-2240	-	-	$ 600.00	-
Total Salary And Benefits		$ 4,906,247.29	$ 3,922,241.42	$ 7,171,062.31	$ 5,333,509.80
Operating Expenses					
UNIFORMS	010-2560-3000	$ 17,800.00	$ 9,543.65	$ 17,800.00	$ 17,800.00
OFFICE SUPPLIES	010-2560-3150	$ 4,000.00	$ 2,083.02	$ 4,000.00	$ 4,000.00
FURNISHED TRANSPORTATION	010-2560-3300	$ 240,000.00	$ 155,599.45	$ 240,000.00	$ 240,000.00
TIRES	010-2560-3540	$ 30,000.00	$ 10,523.39	$ 30,000.00	$ 30,000.00
CONTRACTS	010-2560-3560	$ 20,872.00	$ 18,835.50	$ 80,888.00	$ 26,888.00
REQUEST Flock Camera Maintenance Agreement (NEW)	010-2560-3560	-	-	$ 54,000.00	-
Celebrite	010-2560-3560	-	-	$ 15,450.00	$ 15,450.00
Leads Online	010-2560-3560	-	-	$ 3,922.00	$ 3,922.00
Biddle Consulting Group	010-2560-3560	-	-	$ 2,490.00	$ 2,490.00
Genasys	010-2560-3560	-	-	$ 3,060.00	$ 3,060.00
TransUnion	010-2560-3560	-	-	$ 1,966.00	$ 1,966.00
LAW ENFORCEMENT SUPPLIES	010-2560-3930	$ 26,000.00	$ 23,904.21	$ 26,000.00	$ 26,000.00
SEXUAL ASSUALT KITS	010-2560-3960	$ 15,000.00	-	$ 15,000.00	$ 15,000.00
ANIMAL CONTROL FACILITY	010-2560-3970	$ 25,000.00	$ 14,875.10	$ 25,000.00	$ 25,000.00
K9 EXPENSES	010-2560-3980	$ 6,000.00	$ 4,173.12	$ 6,000.00	$ 6,000.00
COMMUNICATION EXP	010-2560-4200	$ 62,966.37	$ 55,018.72	$ 79,785.12	$ 79,785.12
Verizon Air Cards	010-2560-4200	-	-	$ 13,292.73	$ 13,292.73
County Issued Cell Phones	010-2560-4200	-	-	$ 22,190.40	$ 22,190.40
Dispatch Console Maintenance	010-2560-4200	-	-	$ 15,103.56	$ 15,103.56
Wix Yearly Renewal	010-2560-4200	-	-	$ 245.68	$ 245.68
Radio Internet Corrigan PD	010-2560-4200	-	-	$ 1,560.00	$ 1,560.00

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Vistacom Voice Recorder	010-2560-4200	-	-	$ 8,126.00	$ 8,126.00
Cloud Storage Backup - LivCom	010-2560-4200	-	-	$ 2,448.00	$ 2,448.00
Motorola BWC/MVC Maintenance Agreement	010-2560-4200	-	-	$ 16,818.75	$ 16,818.75
TXDPS REMOTE RECORDS	010-2560-4210	$ 33,943.00	$ 2,800.00	$ 35,000.00	$ 35,000.00
TRAVEL TRAINING	010-2560-4270	$ 25,000.00	$ 19,445.13	$ 25,000.00	$ 25,000.00
CADET TRAINING EXPENSES	010-2560-4275	-	$ 14,996.00	-	-
INVESTIGATOR STATE SPECIAL TRAINING	010-2560-4280	$ 5,000.00	$ 1,195.00	$ 5,000.00	$ 5,000.00
VEHICLE REPAIRS-INSURANCE CLAIMS	010-2560-4500	-	$ 34,275.66	-	-
EQUIPMENT MAINTENANCE	010-2560-4520	$ 10,000.00	$ 256.38	$ 10,000.00	$ 10,000.00
VEHICLE MAINTENANCE	010-2560-4540	$ 60,000.00	$ 49,705.54	$ 60,000.00	$ 60,000.00
BONDS/INSURANCE	010-2560-4800	$ 63,000.00	$ 2,934.70	$ 63,000.00	$ 63,000.00
TAPEIT AWARD GRANT	035-7409-6229	-	$ 73.74	-	-
Total Operating Expenses		$ 644,581.37	$ 420,238.31	$ 722,473.12	$ 668,473.12
Capital Expenses					
CC APPROVAL REQ-CAPITAL OUTLAY	010-2560-5710	-	$ 53,844.77	-	-
CAPITAL OUTLAY-VEHICLES	010-2560-5750	-	$ 244,044.70	-	-
Total Capital Expenses		-	$ 297,889.47	-	-
Total Expenditures		**$5,550,828.66**	**$4,640,369.20**	**$7,893,535.43**	**$6,001,982.92**

New Requests Include:

- CID Detective
- 4 Patrol Deputies
- Evidence/Procurement Manager (currently grant funded)
- $12,000 raise for each employee
- Increase Certificate Pay from $600 to $1,400 per certificate (max 3)
- $54,000 for Stipend for Night Shift Employees (per officer stipend amount not provided)
- $82,080 for BuyBack Program (to pay off-duty deputies overtime to cover absences)
- 6 Tahoes and 2 Trucks. The vehicle request is included in requested Lease Payments (010-1691-4660) and Capital Purchase Projections.
- $54,000 for Flock Cameras (currently grant funded)

Personnel Summary

Sheriff, Byron Lyons

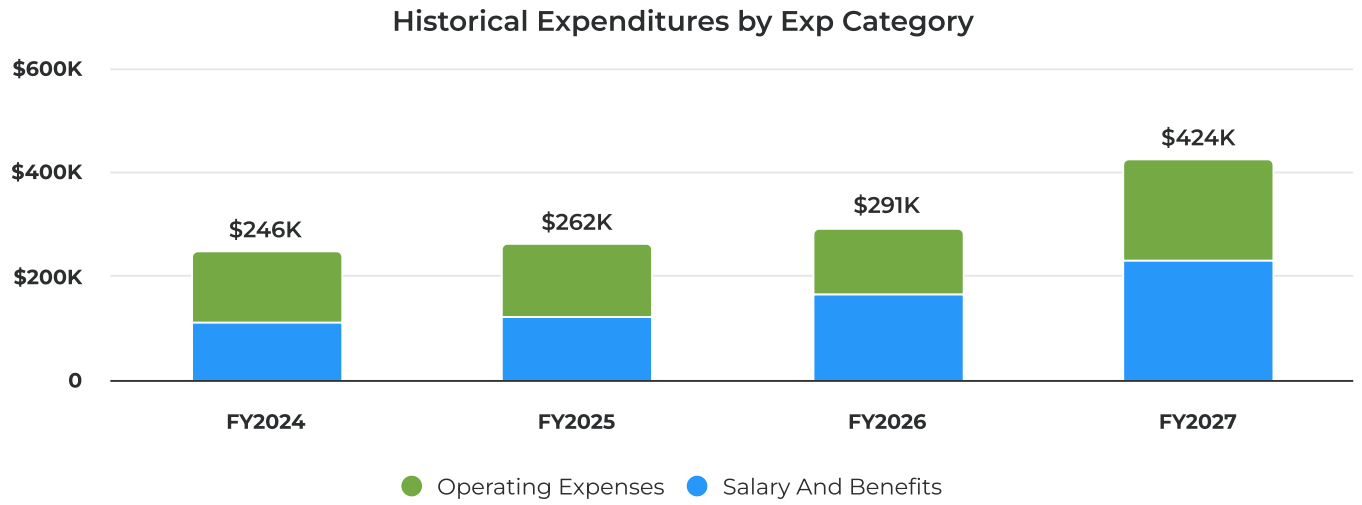
- Chief Deputy, Andy Lowrie
- Captain, David Sottosanti
- Captain, Craig Finegan
- Lieutenant, Jason Paske

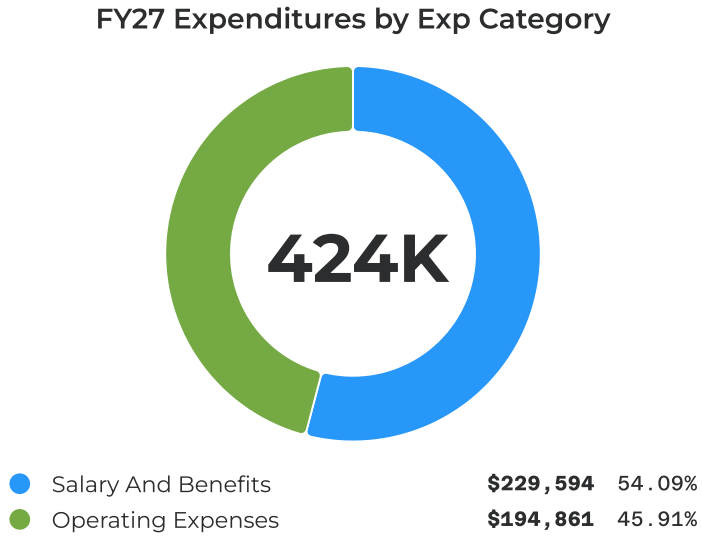
- Lieutenant, Christian Schanmier
- Sergeant, Robert Lawson
- Sergeant, Rey Davalos
- Sergeant, Adam McDowell
- Sergeant, Trent Jones
- Sergeant, Kayla Hemperly
- CID Evidence Officer, Kristoffer Acly
- Detective, Roper Ellison
- Detective, Ronald Goertz
- Detective, Adrian Ontiveros
- Detective, Jamee Davis
- Detective, Francisco Segura
- Detective, Keagen Newman
- Detective, Jessica Stanton
- Corporal (FTO), Albert Richard
- Corporal (FTO), Dakota Martinez
- Corporal (FTO), Brandon Sanford
- Corporal (FTO), Glen Edwards
- Corporal (FTO), Tobias Martinez
- Deputy Sheriff (Patrol), Derek Foster
- Deputy Sheriff (Patrol), Aaron Martinez
- Deputy Sheriff (Patrol), Andrew Arocha
- Deputy Sheriff (Patrol), Hanna Vickers-Gilbreath
- Deputy Sheriff (Patrol), Nicholas Tenney
- Deputy Sheriff (Patrol), Ted Smith
- Deputy Sheriff (Patrol), Dylan Dickerson
- Deputy Sheriff (Patrol), Perk Ostrewich
- Deputy Sheriff (Patrol), Devon Franz
- Deputy Sheriff (Patrol), Rafael Herrera Jr.
- Deputy Sheriff (Patrol), Anderson Walker
- Deputy Sheriff (Patrol), Odalis Penado
- Deputy Sheriff (Patrol), Nicholas McClenathan
- Deputy Sheriff (Patrol), Gary Wright
- Deputy Sheriff (Patrol), Vance Berry
- Deputy Sheriff (Patrol), Christopher Smith
- Deputy Sheriff (Patrol), Richard Walicki
- Deputy Sheriff (Patrol), vacant
- Deputy Sheriff (Patrol), vacant
- Animal Control Officer, Krista Lawson
- Animal Control Officer, Matthew Sanders
- Kennel Attendant, Christina White
- Telecommunications Supervisor, Kandyce Jones
- Telecommunications Assistant Supervisor, Jennifer Norris
- Telecommunications Operator, Meagan Lockwood
- Telecommunications Operator, Ashley Burnett
- Telecommunications Operator, Angela Ainsworth
- Telecommunications Operator, Krystal A. Wells
- Telecommunications Operator, Matthew Jackson
- Telecommunications Operator, Lindsey Knight
- Telecommunications Operator, Brittany Prince
- Telecommunications Operator, Bethany Evans

- Telecommunications Operator, Savannah Bratcher
- Sheriff's Administrative Assistant, Sherry Sprayberry
- Computer Records Specialist, Dawn Liby
- Warrant Clerk, Jessica Slack
- Secretary I, Victoria Findley
- Evidence Procurement Manager (partially grant funded), Allison Underwood

Social Services

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-3645-1050	$ 143,994.00	$ 107,474.78	$ 144,794.00	$ 148,059.00
DISCRETIONARY SALARY	010-3645-1055	$ 433.00	$ 0.00	$ 819.00	$ 819.00
SALARIES-PART TIME	010-3645-1080	$ 2,630.22	$ 0.00	$ 2,630.40	$ 2,630.40
LONGEVITY PAY	010-3645-2000	$ 3,500.00	$ 3,500.00	$ 4,000.00	$ 4,000.00
SOCIAL SECURITY	010-3645-2010	$ 11,517.63	$ 8,168.53	$ 11,646.61	$ 11,896.39
HEALTH INSURANCE	010-3645-2020	$ 36,733.32	$ 28,110.90	$ 39,304.80	$ 41,507.64
RETIREMENT	010-3645-2030	$ 21,891.02	$ 16,135.81	$ 22,136.19	$ 20,301.62
WORKERS COMPENSATION	010-3645-2040	$ 249.92	$ 121.64	$ 252.72	$ 258.14
UNEMPLOYMENT INSURANCE	010-3645-2060	$ 118.34	$ 72.04	$ 119.69	$ 122.30

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 221,067.45	$ 163,583.70	$ 225,703.41	$ 229,594.50
Operating Expenses					
OFFICE SUPPLIES	010-3645-3150	$ 2,500.00	$ 703.23	$ 2,500.00	$ 2,500.00
COMPUTER EXPENSES	010-3645-3520	$ 1,686.00	$ 948.66	$ 1,600.00	$ 1,600.00
Desk Top Copier Black White Ink only	010-3645-3520	$ 0.00	$ 0.00	$ 1,600.00	$ 1,600.00
CONTRACTS	010-3645-3560	$ 22,380.00	$ 16,785.00	$ 22,980.00	$ 23,064.00
eFax	010-3645-3560	$ 0.00	$ 0.00	$ 600.00	$ 684.00
Indigent Healthcare Solutions	010-3645-3560	$ 0.00	$ 0.00	$ 22,380.00	$ 22,380.00
INDIGENT HEALTH CARE	010-3645-4045	$ 200,000.00	$ 99,842.64	$ 150,000.00	$ 150,000.00
PAUPER CARE/LUNACY	010-3645-4110	$ 10,500.00	$ 7,905.00	$ 15,000.00	$ 15,000.00
COMMUNICATIONS	010-3645-4200	$ 456.00	$ 223.27	$ 446.64	$ 446.64
Social Service County Cell phone	010-3645-4200	$ 0.00	$ 0.00	$ 446.64	$ 446.64
TRAVEL TRAINING	010-3645-4270	$ 2,000.00	$ 1,133.95	$ 2,000.00	$ 2,000.00
DUES	010-3645-4810	$ 400.00	$ 0.00	$ 250.00	$ 250.00
Total Operating Expenses		$ 239,922.00	$ 127,541.75	$ 194,776.64	$ 194,860.64
Total Expenditures		**$ 460,989.45**	**$ 291,125.45**	**$ 420,480.05**	**$ 424,455.14**

In FY2026, the Social Services and Veterans Services departments were consolidated, allowing a single Secretary position to support both offices. Based on the duties currently performed in that role, Judge Murphy's proposed FY2027 budget reclassifies the position from Secretary to Office Manager.

The current Social Services Director position has been reclassified as Indigent Health Care Director, a title that more accurately reflects the position's current responsibilities. As the department continues to grow to meet the needs of Polk County residents, a new Social Services Director job description has also been developed, envisioning a central department head position that would ultimately oversee Indigent Health Care, Veterans Services, and Aging Services. Until that structure is implemented, the Indigent Health Care Director, Veterans Services Officer, and Aging Services Director will continue to report directly to the Commissioners Court.

In FY2026, the Veterans Services Officer secured grant funding for a part-time Veterans Intake Specialist to assist veterans eligible for grant-funded veterans assistance benefits. That grant has been renewed and will continue through FY2027.

Personnel Summary

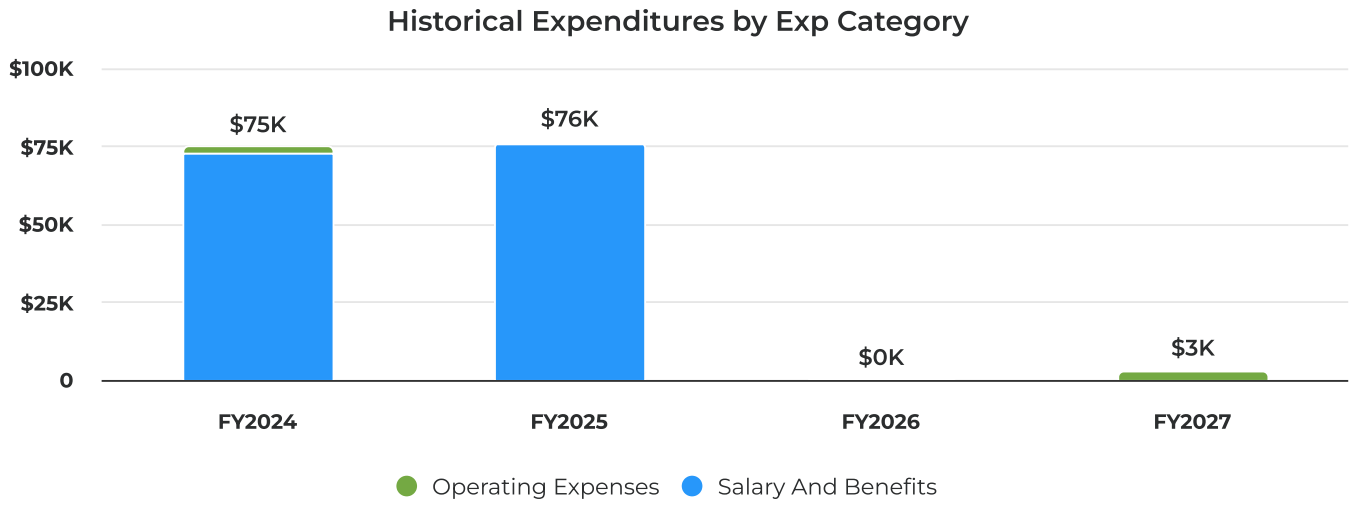
Indigent Health Care Director, Tammy Plattenburg

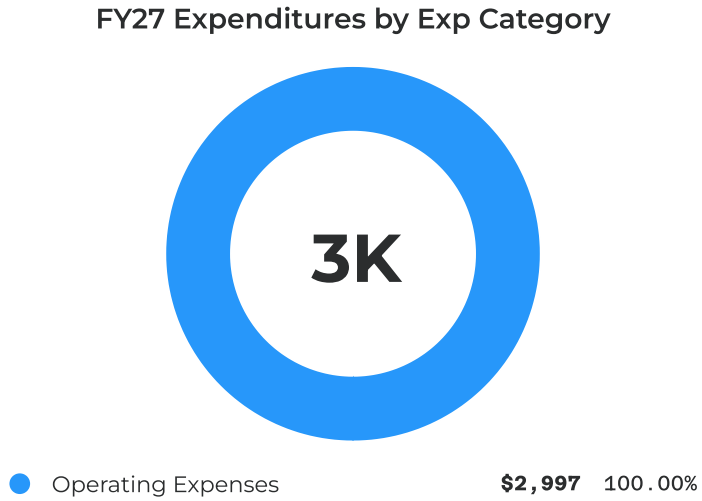
Veterans Service Officer, Melissa Gates

- Secretary I, Misty Murphy
- Veterans Intake Specialist-P/T (Grant Funded), Kathryne Leloux

Veteran Services

Expenditures by Exp Category





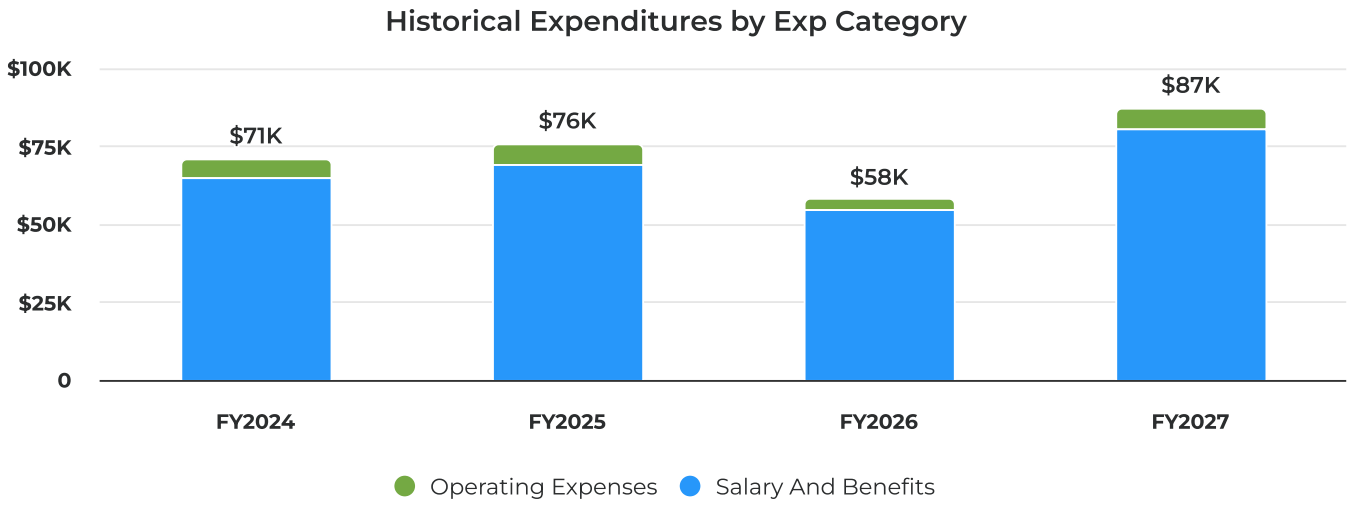
Expenditures by Exp Category

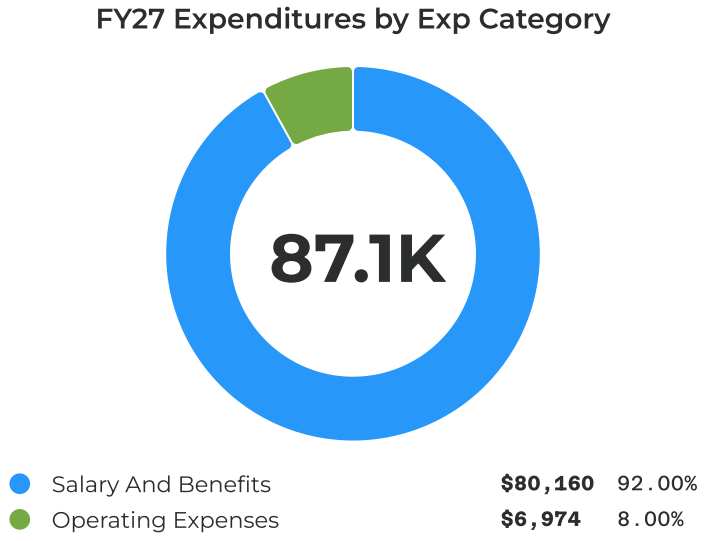
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
UNEMPLOYMENT INSURANCE	010-3405-2060	$ 0.00	$ 0.39	$ 0.00	$ 0.00
Total Salary And Benefits		$ 0.00	$ 0.39	$ 0.00	$ 0.00
Operating Expenses					
OFFICE SUPPLIES	010-3405-3150	$ 0.00	$ 0.00	$ 1,000.00	$ 1,000.00
COMPUTER EXPENSES	010-3405-3520	$ 0.00	$ 0.00	$ 550.00	$ 550.00
VetPro National User Annual License Fee	010-3405-3520	$ 0.00	$ 0.00	$ 550.00	$ 550.00
COMMUNICATIONS	010-3405-4200	$ 0.00	$ 74.40	$ 446.64	$ 446.64
County-Issued Cell Phone	010-3405-4200	$ 0.00	$ 0.00	$ 446.64	$ 446.64
TRAVEL TRAINING	010-3405-4270	$ 0.00	$ 0.00	$ 1,000.00	$ 1,000.00

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Operating Expenses		$ 0.00	$ 74.40	$ 2,996.64	$ 2,996.64
Total Expenditures		**$ 0.00**	**$ 74.79**	**$ 2,996.64**	**$ 2,996.64**

Museum

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-3650-1050	$ 48,684.00	$ 36,921.27	$ 49,755.00	$ 49,755.00
SALARIES-PART TIME	010-3650-1080	$ 3,745.55	$ 0.00	$ 4,106.15	$ 4,106.15
LONGEVITY PAY	010-3650-2000	$ 1,000.00	$ 0.00	$ 1,000.00	$ 1,000.00
SOCIAL SECURITY	010-3650-2010	$ 4,087.36	$ 2,767.41	$ 4,196.88	$ 4,196.88
HEALTH INSURANCE	010-3650-2020	$ 12,244.44	$ 9,370.30	$ 13,101.60	$ 13,835.88
RETIREMENT	010-3650-2030	$ 7,768.66	$ 5,368.38	$ 7,976.81	$ 7,162.12
WORKERS COMPENSATION	010-3650-2040	$ 61.17	$ 27.47	$ 62.96	$ 62.95
UNEMPLOYMENT INSURANCE	010-3650-2060	$ 39.75	$ 24.52	$ 40.60	$ 40.60
Total Salary And Benefits		$ 77,630.93	$ 54,479.35	$ 80,240.00	$ 80,159.59

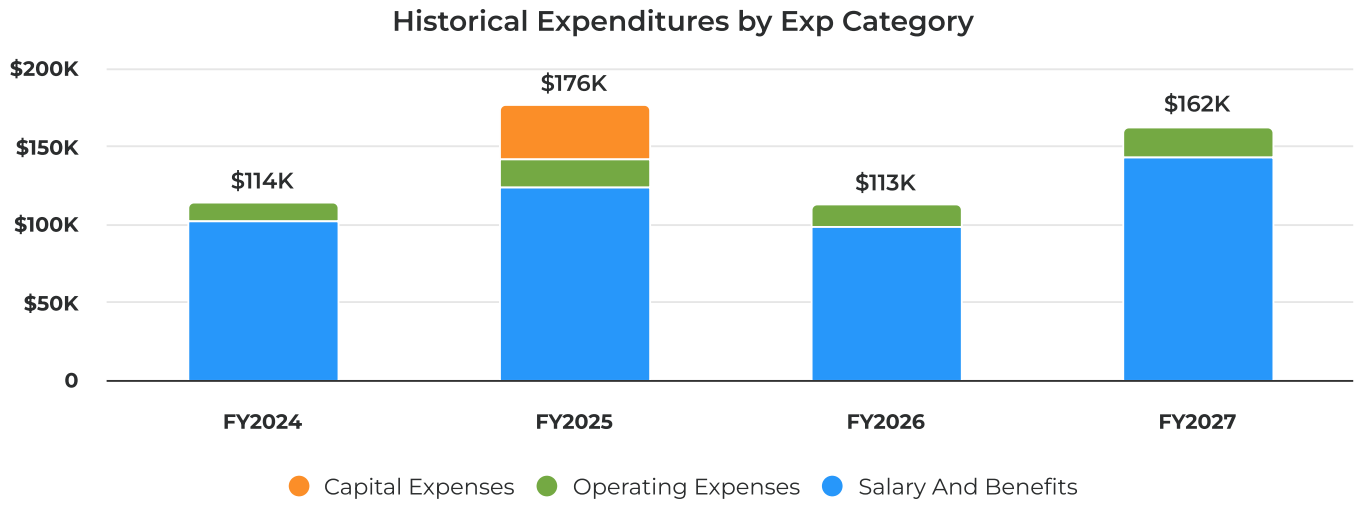
Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Operating Expenses					
OFFICE SUPPLIES	010-3650-3150	$ 2,000.00	$ 1,061.83	$ 2,000.00	$ 2,000.00
SUBSCRIPTIONS	010-3650-3900	$ 350.00	$ 429.40	$ 350.00	$ 350.00
TRAVEL TRAINING	010-3650-4270	$ 1,500.00	$ 1,488.95	$ 1,800.00	$ 1,800.00
ADVERTISING	010-3650-4300	$ 1,000.00	$ 503.00	$ 1,000.00	$ 1,000.00
CONSERVATION/PRESERVATION	010-3650-4360	$ 1,500.00	$ 0.00	$ 1,500.00	$ 1,500.00
SECURITY ALARM EXPENSE	010-3650-4950	$ 500.00	$ 10.00	$ 324.00	$ 324.00
Monthly service fee	010-3650-4950	$ 0.00	$ 0.00	$ 264.00	$ 264.00
LPD Permit	010-3650-4950	$ 0.00	$ 0.00	$ 10.00	$ 10.00
Response Fee	010-3650-4950	$ 0.00	$ 0.00	$ 50.00	$ 50.00
Total Operating Expenses		$ 6,850.00	$ 3,493.18	$ 6,974.00	$ 6,974.00
Total Expenditures		**$ 84,480.93**	**$ 57,972.53**	**$ 87,214.00**	**$ 87,133.59**

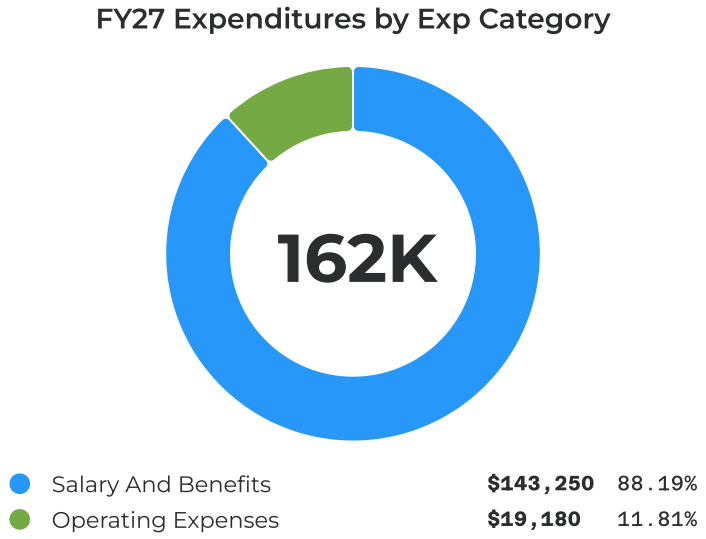
Personnel Summary

Museum Curator, Betsy Deiterman

AgriLife Extension

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-3665-1050	$ 97,742.00	$ 72,616.82	$ 100,485.00	$ 104,091.00
DISCRETIONARY SALARY	010-3665-1055	$ 0.00	$ 0.00	$ 260.00	$ 260.00
SALARIES-PART TIME	010-3665-1080	$ 1,315.11	$ 788.16	$ 1,315.20	$ 1,315.20
LONGEVITY PAY	010-3665-2000	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00
SOCIAL SECURITY	010-3665-2010	$ 8,075.12	$ 5,970.50	$ 8,496.11	$ 8,771.96
HEALTH INSURANCE	010-3665-2020	$ 12,244.44	$ 9,370.30	$ 13,101.60	$ 13,835.88
RETIREMENT	010-3665-2030	$ 5,438.99	$ 4,030.47	$ 5,657.54	$ 5,811.59
WORKERS COMPENSATION	010-3665-2040	$ 62.10	$ 31.02	$ 64.59	$ 73.90
UNEMPLOYMENT INSURANCE	010-3665-2060	$ 83.39	$ 52.14	$ 87.80	$ 90.68

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
TRAVEL ALLOWANCE-EXTENSION	010-3665-2250	$ 6,000.00	$ 4,534.43	$ 8,000.00	$ 8,000.00
Total Salary And Benefits		$ 131,461.15	$ 97,893.84	$ 138,467.84	$ 143,250.21
Operating Expenses					
OFFICE SUPPLIES	010-3665-3150	$ 2,000.00	$ 1,079.73	$ 2,000.00	$ 2,000.00
OPERATING EXPENSES	010-3665-3340	$ 1,000.00	$ 14.70	$ 1,000.00	$ 1,000.00
CEA-4H SPECIAL TRAVEL	010-3665-4240	$ 4,000.00	$ 4,995.65	$ 4,000.00	$ 4,000.00
CEA SPECIAL TRAVEL	010-3665-4250	$ 4,000.00	$ 4,865.90	$ 4,000.00	$ 4,000.00
TRAVEL TRAINING	010-3665-4270	$ 180.00	$ 0.00	$ 180.00	$ 180.00
EQUIPMENT MAINTENANCE	010-3665-4520	$ 800.00	$ 0.00	$ 1,500.00	$ 1,500.00
FURNISHED TRANSPORTATION	010-3665-4540	$ 1,500.00	$ 0.00	$ 1,500.00	$ 1,500.00
4H EQUIPMENT/SUPPLIES	010-3665-4904	$ 5,000.00	$ 3,795.63	$ 5,000.00	$ 5,000.00
Total Operating Expenses		$ 18,480.00	$ 14,751.61	$ 19,180.00	$ 19,180.00
Total Expenditures		**$ 149,941.15**	**$ 112,645.45**	**$ 157,647.84**	**$ 162,430.21**

Judge Murphy has included the extension agents request for a $1,000 increase in travel allowance, which reflects the increased cost of fuel; and additional funds for technology rotation, as Texas A&M requires their computers to be upgraded at regular intervals.

Based on the duties currently performed by the Secretary, Judge Murphy's proposed FY2027 budget reclassifies the position from Secretary to Office Manager.

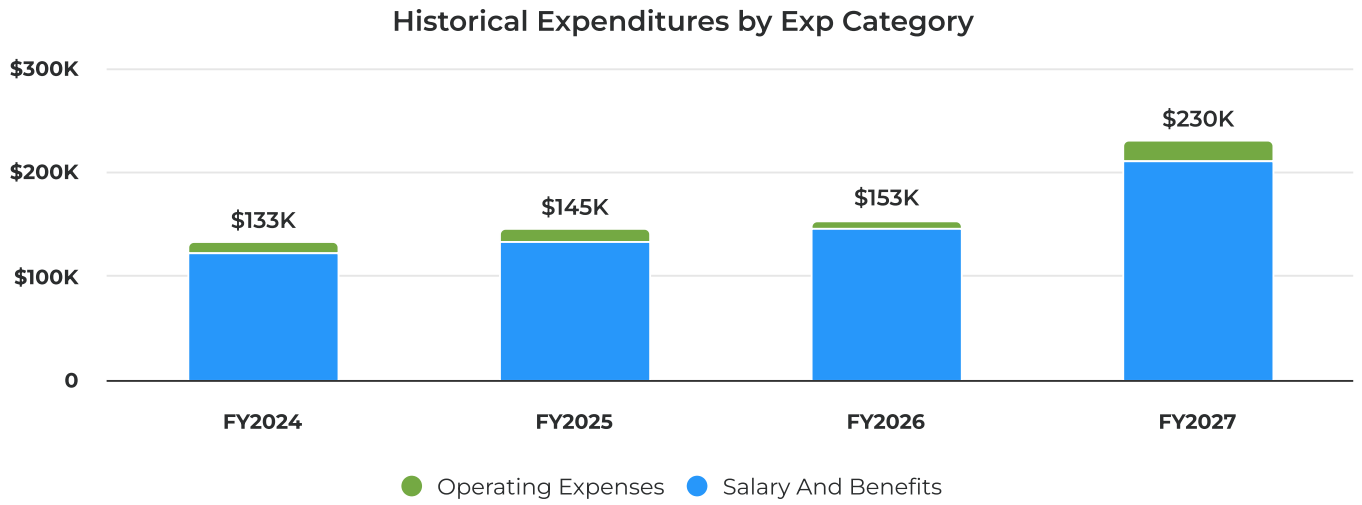
Personnel Summary

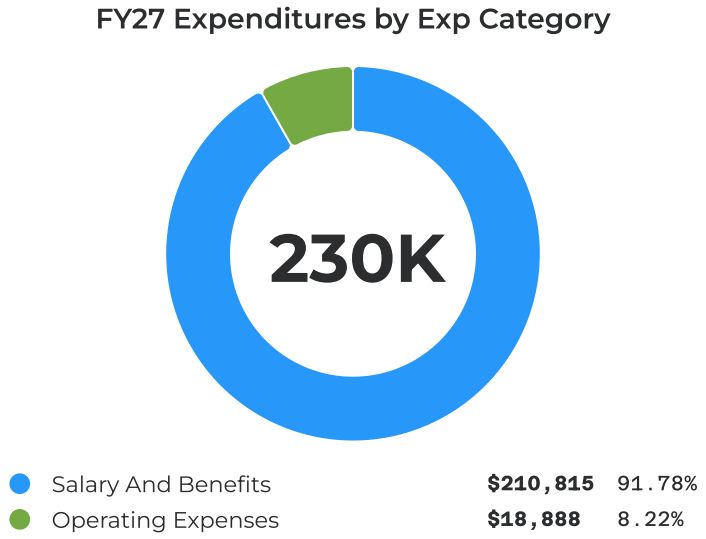
County Extension Agents Alyssa Kimbrough & Jay Diehl

- Secretary I, Kamryn Alvarez

Permit Office

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-3694-1050	$ 131,688.00	$ 96,803.13	$ 131,459.00	$ 130,859.00
DISCRETIONARY SALARY	010-3694-1055	$ 878.00	$ 0.00	$ 2,884.00	$ 2,884.00
SALARIES-PART TIME	010-3694-1080	$ 2,626.80	$ 0.00	$ 2,626.98	$ 2,626.98
CERTIFICIATE PAY	010-3694-1200	$ 0.00	$ 0.00	$ 600.00	$ 600.00
Sunnie Graham	010-3694-1200	$ 0.00	$ 0.00	$ 600.00	$ 600.00
LONGEVITY PAY	010-3694-2000	$ 1,000.00	$ 1,000.00	$ 3,000.00	$ 3,000.00
SOCIAL SECURITY	010-3694-2010	$ 10,189.25	$ 7,054.09	$ 10,707.71	$ 10,707.70
HEALTH INSURANCE	010-3694-2020	$ 36,733.32	$ 26,416.18	$ 39,304.80	$ 41,507.64
RETIREMENT	010-3694-2030	$ 19,366.23	$ 14,220.64	$ 20,351.63	$ 18,273.08

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	010-3694-2040	$ 230.62	$ 113.05	$ 246.63	$ 246.63
UNEMPLOYMENT INSURANCE	010-3694-2060	$ 104.45	$ 65.00	$ 109.87	$ 109.87
Total Salary And Benefits		$ 202,816.67	$ 145,672.09	$ 211,290.62	$ 210,814.91
Operating Expenses					
UNIFORMS	010-3694-3000	$ 800.00	$ 140.96	$ 850.00	$ 850.00
POSTAGE	010-3694-3110	$ 50.00	$ 0.00	$ 50.00	$ 50.00
OFFICE SUPPLIES	010-3694-3150	$ 2,000.00	$ 1,443.07	$ 3,000.00	$ 3,000.00
FURNISHED TRANSPORTATION	010-3694-3300	$ 4,800.00	$ 1,160.22	$ 4,800.00	$ 4,800.00
COMMUNICATIONS EXPENSE	010-3694-4230	$ 938.28	$ 944.72	$ 938.28	$ 938.28
TRAVEL TRAINING	010-3694-4270	$ 1,800.00	$ 1,357.69	$ 4,000.00	$ 4,000.00
CONTRACT SERVICES	010-3694-4400	$ 0.00	$ 100.00	$ 0.00	$ 0.00
EQUIPMENT MAINTENANCE	010-3694-4520	$ 440.00	$ 0.00	$ 0.00	$ 0.00
SOFTWARE MAINTENANCE	010-3694-4560	$ 450.00	$ 1,400.00	$ 13,400.00	$ 1,400.00
My Government Online (MGO)	010-3694-4560	$ 0.00	$ 0.00	$ 12,000.00	$ 0.00
ArcGIS	010-3694-4560	$ 0.00	$ 0.00	$ 950.00	$ 950.00
SAFE	010-3694-4560	$ 0.00	$ 0.00	$ 450.00	$ 450.00
DUES	010-3694-4810	$ 145.00	$ 0.00	$ 350.00	$ 350.00
TCEQ Licensing & Renewal Fees (Designated Representatives)	010-3694-4810	$ 0.00	$ 0.00	$ 205.00	$ 205.00
Floodplain Management Association Dues	010-3694-4810	$ 0.00	$ 0.00	$ 145.00	$ 145.00
STATE SEWAGE FEES	010-3694-4911	$ 3,500.00	$ 1,140.00	$ 3,500.00	$ 3,500.00
Total Operating Expenses		$ 14,923.28	$ 7,686.66	$ 30,888.28	$ 18,888.28
Total Expenditures		**$ 217,739.95**	**$ 153,358.75**	**$ 242,178.90**	**$ 229,703.19**

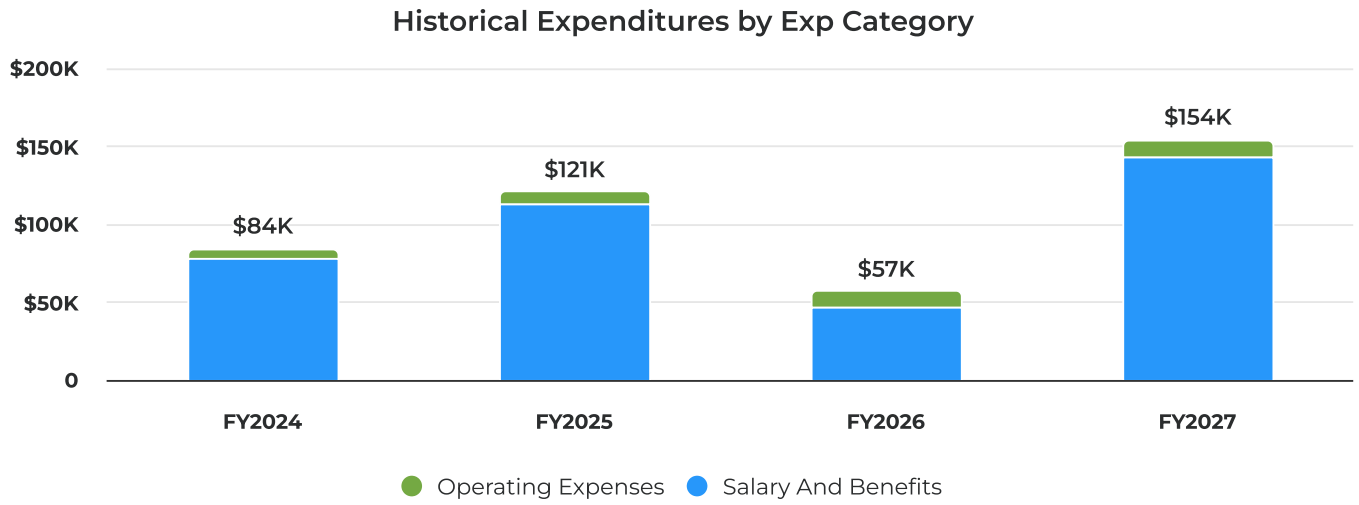
Personnel Summary

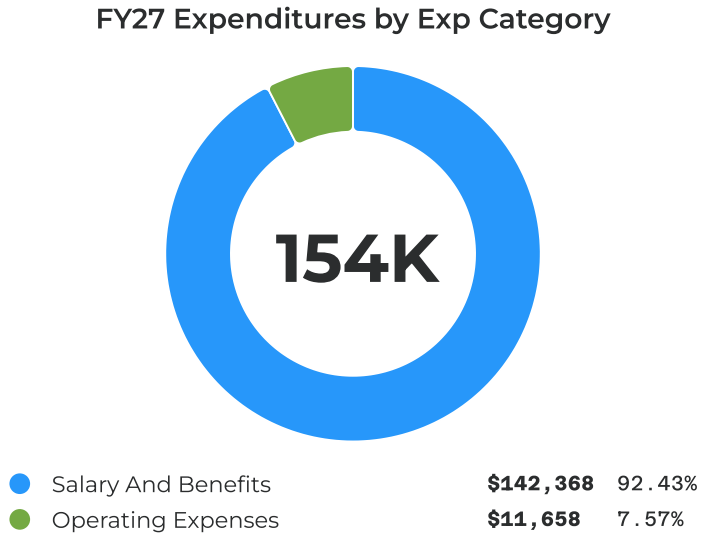
Permit / Inspection Supervisor, Tarra Reynolds

- Permit Coordinator, Kevin Munson
- Secretary II, Sunnie Graham

Environmental Enforcement

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-3697-1050	$ 86,231.00	$ 29,659.86	$ 89,165.00	$ 91,662.00
DISCRETIONARY SALARY	010-3697-1055	$ 463.00	$ 0.00	$ 647.00	$ 647.00
SALARIES-PART TIME	010-3697-1080	$ 1,315.11	$ 0.00	$ 1,315.20	$ 1,315.20
CERTIFICATE PAY	010-3697-1200	$ 0.00	$ 0.00	$ 1,800.00	$ 0.00
LONGEVITY PAY	010-3697-2000	$ 500.00	$ 500.00	$ 500.00	$ 500.00
SOCIAL SECURITY	010-3697-2010	$ 6,770.95	$ 2,258.57	$ 7,147.18	$ 7,200.50
HEALTH INSURANCE	010-3697-2020	$ 24,488.88	$ 9,727.35	$ 26,203.20	$ 27,671.76
RETIREMENT	010-3697-2030	$ 12,869.22	$ 4,385.20	$ 13,584.32	$ 12,287.91
WORKERS COMPENSATION	010-3697-2040	$ 961.50	$ 33.56	$ 1,039.13	$ 1,009.78

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
UNEMPLOYMENT INSURANCE	010-3697-2060	$ 69.76	$ 20.01	$ 73.69	$ 74.25
Total Salary And Benefits		$ 133,669.42	$ 46,584.55	$ 141,474.72	$ 142,368.40
Operating Expenses					
UNIFORMS	010-3697-3000	$ 1,000.00	$ 0.00	$ 1,000.00	$ 1,000.00
OFFICE SUPPLIES	010-3697-3150	$ 1,500.00	$ 290.13	$ 1,500.00	$ 1,500.00
FURNISHED TRANSPORTATION	010-3697-3300	$ 3,500.00	$ 268.17	$ 3,500.00	$ 3,500.00
SUBSCRIPTIONS	010-3697-3900	$ 450.00	$ 450.00	$ 450.00	$ 450.00
COMMUNICATIONS EXPENSE	010-3697-4230	$ 938.28	$ 601.59	$ 938.28	$ 938.28
TRAVEL TRAINING	010-3697-4270	$ 1,000.00	$ 0.00	$ 1,000.00	$ 1,000.00
EQUIPMENT MAINTENANCE	010-3697-4520	$ 1,500.00	$ 369.90	$ 1,500.00	$ 1,500.00
BONDS	010-3697-4800	$ 70.00	$ 0.00	$ 70.00	$ 70.00
DUES	010-3697-4810	$ 200.00	$ 0.00	$ 200.00	$ 200.00
INVESTIGATION EXP	010-3697-4889	$ 1,000.00	$ 0.00	$ 1,000.00	$ 1,000.00
LANDFILL FEES	010-3697-4895	$ 500.00	$ 0.00	$ 500.00	$ 500.00
FURNISHINGS/EQUIPMENT	010-3697-4980	$ 5,500.00	$ 0.00	$ 0.00	$ 0.00
DETCOG 582 26 00077 SG 26-14-07	035-7409-6237	$ 0.00	$ 8,343.98	$ 0.00	$ 0.00
Total Operating Expenses		$ 17,158.28	$ 10,323.77	$ 11,658.28	$ 11,658.28
Total Expenditures		**$ 150,827.70**	**$ 56,908.32**	**$ 153,133.00**	**$ 154,026.68**

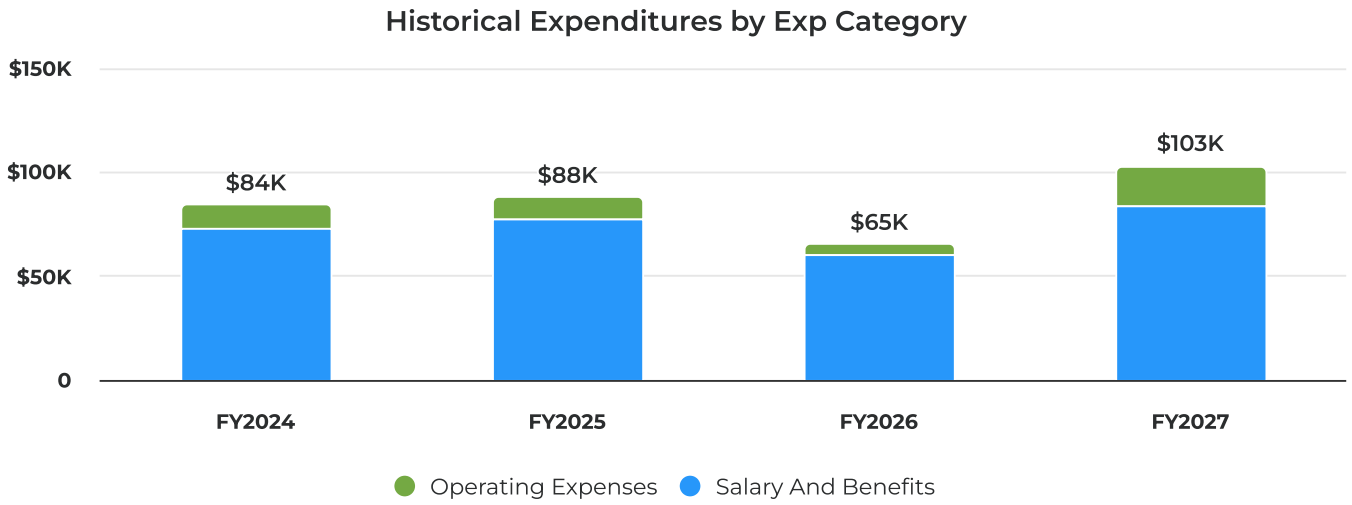
Personnel Summary

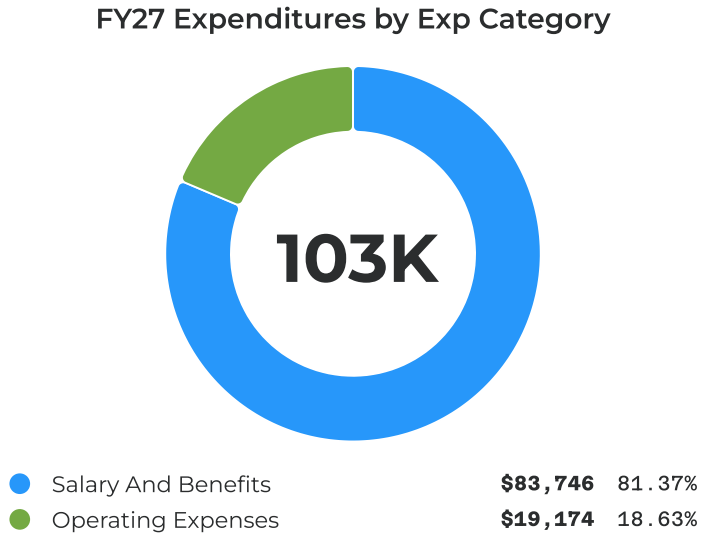
Environmental Enforcement Officer, vacant

- Office Manager (Assists Fire Marshal & Environmental Officer), Sharee Pike

Fire Marshal

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-3698-1050	$ 54,202.00	$ 40,234.56	$ 63,557.00	$ 54,202.00
CERTIFICATE PAY	010-3698-1200	$ 1,800.00	$ 1,336.14	$ 1,800.00	$ 1,800.00
LONGEVITY PAY	010-3698-2000	$ 500.00	$ 0.00	$ 1,000.00	$ 1,000.00
SOCIAL SECURITY	010-3698-2010	$ 4,322.40	$ 2,604.66	$ 5,076.31	$ 4,360.65
HEALTH INSURANCE	010-3698-2020	$ 12,244.44	$ 9,369.10	$ 13,101.60	$ 13,835.88
RETIREMENT	010-3698-2030	$ 8,215.39	$ 6,044.37	$ 9,648.31	$ 7,441.61
WORKERS COMPENSATION	010-3698-2040	$ 1,051.28	$ 520.99	$ 1,234.64	$ 1,060.58
UNEMPLOYMENT INSURANCE	010-3698-2060	$ 45.20	$ 27.60	$ 53.09	$ 45.60
Total Salary And Benefits		$ 82,380.71	$ 60,137.42	$ 95,470.95	$ 83,746.32

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Operating Expenses					
UNIFORMS	010-3698-3000	$ 750.00	$ 0.00	$ 1,250.00	$ 1,250.00
Dress Uniform	010-3698-3000	$ 0.00	$ 0.00	$ 500.00	$ 500.00
UNIFORMS	010-3698-3000	$ 0.00	$ 0.00	$ 750.00	$ 750.00
OFFICE SUPPLIES	010-3698-3150	$ 2,000.00	$ 1,101.66	$ 2,200.00	$ 2,200.00
Inflation	010-3698-3150	$ 0.00	$ 0.00	$ 2,200.00	$ 2,200.00
FURNISHED TRANSPORTATION	010-3698-3300	$ 4,500.00	$ 1,089.99	$ 4,500.00	$ 4,500.00
SUBSCRIPTIONS	010-3698-3900	$ 2,350.00	$ 1,700.56	$ 2,350.00	$ 2,350.00
Lesix-Nexis Accurant	010-3698-3900	$ 0.00	$ 0.00	$ 1,500.00	$ 1,500.00
ESR Master Electronic Inspections Case Management	010-3698-3900	$ 0.00	$ 0.00	$ 850.00	$ 850.00
COMMUNICATIONS EXPENSE	010-3698-4230	$ 938.28	$ 601.59	$ 902.52	$ 902.52
TRAVEL TRAINING	010-3698-4270	$ 2,000.00	$ 50.89	$ 2,000.00	$ 2,000.00
EQUIPMENT PRTS/REPAIRS	010-3698-4560	$ 1,500.00	$ 432.89	$ 2,500.00	$ 2,500.00
Increase due to front end problems with vehicle	010-3698-4560	$ 0.00	$ 0.00	$ 1,000.00	$ 1,000.00
annual budget	010-3698-4560	$ 0.00	$ 0.00	$ 1,500.00	$ 1,500.00
BONDS	010-3698-4800	$ 71.00	$ 0.00	$ 71.00	$ 71.00
DUES	010-3698-4810	$ 500.00	$ 121.61	$ 900.00	$ 900.00
NFPA	010-3698-4810	$ 0.00	$ 0.00	$ 400.00	$ 400.00
TFMA	010-3698-4810	$ 0.00	$ 0.00	$ 50.00	$ 50.00
TCFP	010-3698-4810	$ 0.00	$ 0.00	$ 255.00	$ 255.00
TCOLE	010-3698-4810	$ 0.00	$ 0.00	$ 145.00	$ 145.00
SFMA	010-3698-4810	$ 0.00	$ 0.00	$ 50.00	$ 50.00
INVESTIGATION EXP	010-3698-4889	$ 2,500.00	$ 0.00	$ 2,500.00	$ 2,500.00
Total Operating Expenses		$ 17,109.28	$ 5,099.19	$ 19,173.52	$ 19,173.52
Total Expenditures		**$ 99,489.99**	**$ 65,236.61**	**$ 114,644.47**	**$ 102,919.84**

The Fire Marshal has requested a reclassification of his position to Chief Fire Investigator, a classification not currently in the County's job inventory. Additional one-time requests include funding for a dress uniform, an increase in professional membership dues, and vehicle repair costs.

Justification for the above-mentioned requests:

The current job description did not accurately describe the duties and qualifications needed for the position. The position in Polk County needed to be more specific to Polk County, which operates as a stand-alone Law Enforcement Agency and a stand-alone Fire Prevention Department, as recognized by the Texas Commission on Law Enforcement and the Texas Commission on Fire Protection. This department is the only County Department that is both a Law Enforcement Agency and a Fire Agency. The Fire Marshal position in Polk County requires the person holding this position to hold several State Certifications necessary to lead this agency. This request will align more accurately with other agency administrators in the County.

The increase in the uniform budget and professional membership dues is necessary to enable the Fire Marshal to present a professional appearance at mandatory training events and when representing the County.

We need to increase vehicle repair costs due to wear and tear from responding to incidents across the County.

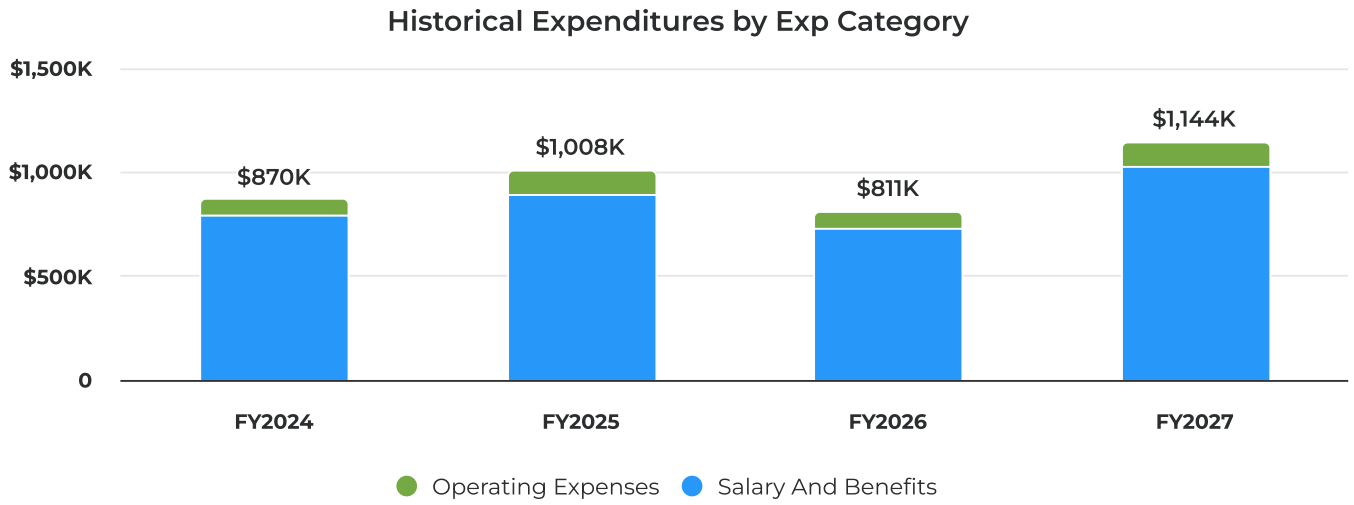
Personnel Summary

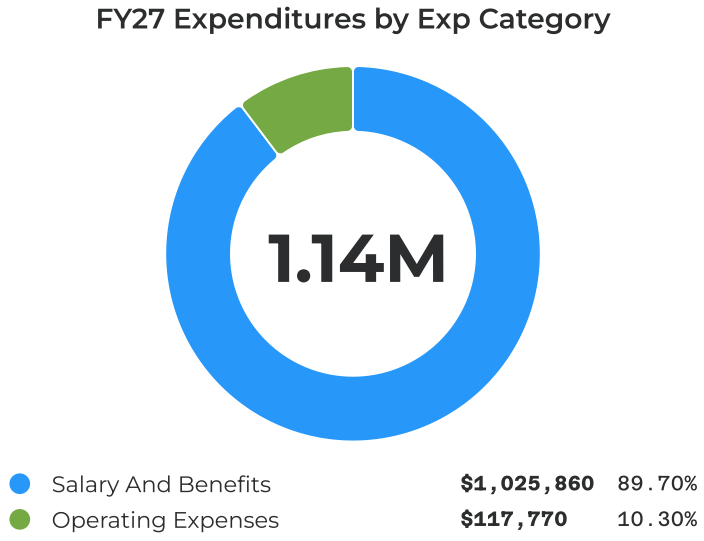
County Fire Marshal/ Chief Fire Investigator, John Fugate

- Office Manager (Assists Fire Marshal & Environmental Officer), Sharee Pike

Tax Assessor / Collector

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	010-4499-1010	$ 70,000.00	$ 51,961.58	$ 70,000.00	$ 70,000.00
SALARIES	010-4499-1050	$ 569,069.00	$ 421,377.19	$ 582,960.00	$ 582,960.00
DISCRETIONARY SALARY	010-4499-1055	$ 0.00	$ 0.00	$ 161.00	$ 161.00
SALARIES-PART TIME	010-4499-1080	$ 0.00	$ 1,512.49	$ 0.00	$ 0.00
LONGEVITY PAY	010-4499-2000	$ 20,500.00	$ 16,500.00	$ 23,500.00	$ 23,500.00
SOCIAL SECURITY	010-4499-2010	$ 50,457.03	$ 35,792.59	$ 51,761.53	$ 51,761.51
HEALTH INSURANCE	010-4499-2020	$ 183,666.60	$ 131,207.53	$ 196,524.00	$ 207,538.20
RETIREMENT	010-4499-2030	$ 95,901.33	$ 71,442.23	$ 98,380.71	$ 88,332.87

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	010-4499-2040	$ 1,094.88	$ 548.99	$ 1,123.19	$ 1,123.19
UNEMPLOYMENT INSURANCE	010-4499-2060	$ 469.67	$ 325.80	$ 483.31	$ 483.30
Total Salary And Benefits		$ 991,158.51	$730,668.40	$1,024,893.74	$1,025,860.07
Operating Expenses					
OFFICE SUPPLIES	010-4499-3150	$ 10,000.00	$ 4,683.04	$ 20,000.00	$ 20,000.00
TRAVEL TRAINING	010-4499-4270	$ 6,500.00	$ 714.44	$ 6,500.00	$ 6,500.00
CONTRACT SERVICES	010-4499-4400	$ 2,000.00	$ 0.00	$ 0.00	$ 0.00
EQUIPMENT MAINTENANCE	010-4499-4520	$ 39,248.00	$ 32,636.00	$ 40,000.00	$ 40,955.00
BONDS	010-4499-4800	$ 1,850.00	$ 1,000.00	$ 1,850.00	$ 1,850.00
DUES	010-4499-4810	$ 1,465.00	$ 310.00	$ 1,465.00	$ 1,465.00
TAX STATEMENT EXPENSES	010-4499-4871	$ 47,000.00	$ 41,303.37	$ 47,000.00	$ 47,000.00
Total Operating Expenses		$ 108,063.00	$ 80,646.85	$ 116,815.00	$ 117,770.00
Total Expenditures		**$1,099,221.51**	**$811,315.25**	**$1,141,708.74**	**$1,143,630.07**

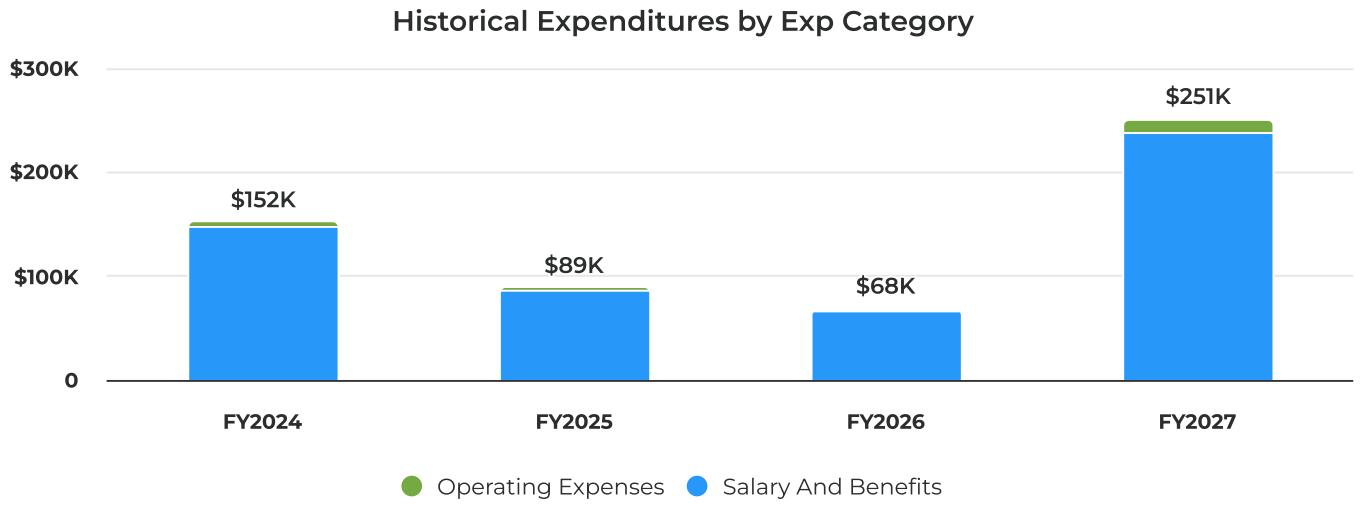
Personnel Summary

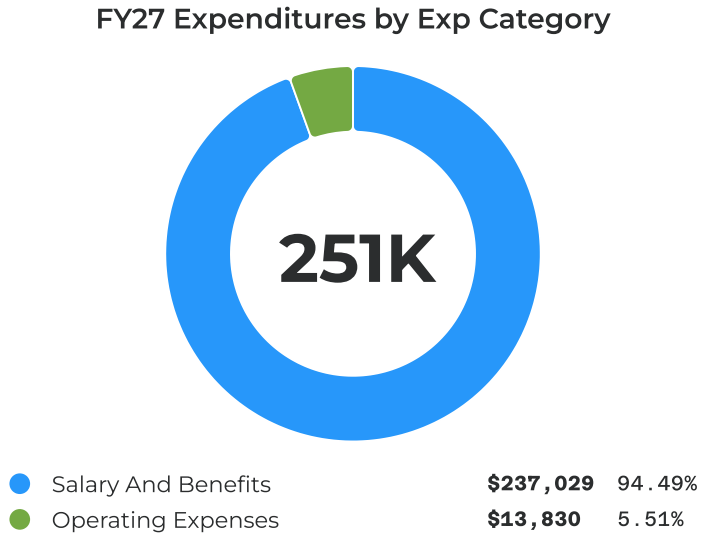
Tax Assessor Collector, Tatum White

- Chief Deputy Clerk, Brandy Johnson
- Chief Deputy Clerk, Karen Needham
- Office Manager, Cassie Kosina
- Office Manager, Cathy Watson
- Office Manager, Oralia Lawson
- Deputy Clerk, Amanda Anderson
- Deputy Clerk, Cheryl Bumpus
- Deputy Clerk, Jordan Laird
- Deputy Clerk, Edwina Odom
- Deputy Clerk, Carla Simons
- Deputy Clerk, Denise David
- Deputy Clerk, Megan Wright
- Deputy Clerk, Jodi St. Clair
- Deputy Clerk, Stacy Fister-Walley

Delinquent Tax Office

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	010-4501-1050	$ 155,774.04	$ 44,955.67	$ 108,168.00	$ 155,774.00
DISCRETIONARY SALARY	010-4501-1055	$ 3,879.00	$ 0.00	$ 3,879.00	$ 3,879.00
LONGEVITY PAY	010-4501-2000	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
SOCIAL SECURITY	010-4501-2010	$ 12,366.46	$ 2,681.26	$ 8,724.60	$ 12,366.45
HEALTH INSURANCE	010-4501-2020	$ 36,733.32	$ 9,369.10	$ 26,203.20	$ 41,507.64
RETIREMENT	010-4501-2030	$ 23,504.35	$ 6,827.32	$ 16,582.43	$ 21,103.80
WORKERS COMPENSATION	010-4501-2040	$ 268.34	$ 53.59	$ 189.32	$ 268.34
UNEMPLOYMENT INSURANCE	010-4501-2060	$ 129.32	$ 31.25	$ 91.23	$ 129.32
Total Salary And Benefits		$ 234,654.83	$ 65,918.19	$ 165,837.78	$ 237,028.56

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Operating Expenses					
OFFICE SUPPLIES	010-4501-3150	$ 3,000.00	$ 757.24	$ 3,000.00	$ 3,000.00
COMMUNICATION EXP	010-4501-4200	$ 4,580.04	$ 1,749.20	$ 4,580.04	$ 4,580.04
TRAVEL TRAINING	010-4501-4270	$ 3,000.00	$ 0.00	$ 3,000.00	$ 3,000.00
DUES	010-4501-4810	$ 250.00	$ 0.00	$ 250.00	$ 250.00
OFFICE FURNISHINGS/EQUIPMENT	010-4501-4980	$ 3,000.00	$ 0.00	$ 3,000.00	$ 3,000.00
Total Operating Expenses		$ 13,830.04	$ 2,506.44	$ 13,830.04	$ 13,830.04
Total Expenditures		**$ 248,484.87**	**$ 68,424.63**	**$ 179,667.82**	**$ 250,858.60**

Personnel Summary

Delinquent Tax Specialist, Jennifer Moffett

- Legal Assistant/File Manager, vacant
- Legal Assistant/File Manager, vacant

*All Personnel & Office Expenses are fully reimbursed by Linebarger Goggan Blair & Sampson, LLP

Operating Transfers

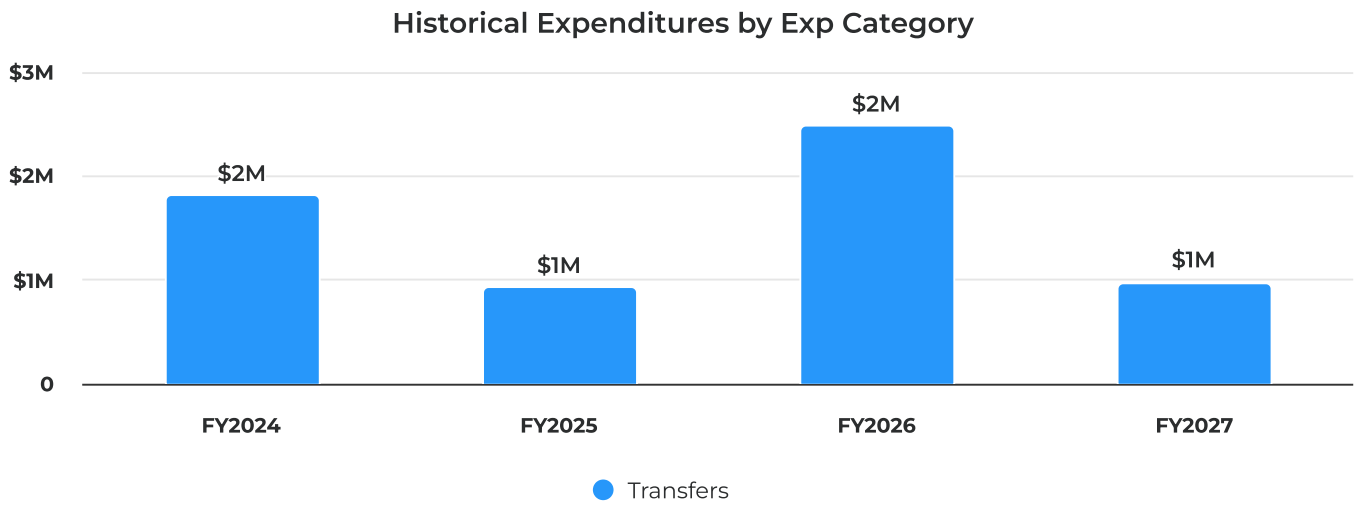
Operational Transfers describe how the County uses General Fund dollars to support certain programs and services that cannot fully fund themselves through fees or dedicated revenues. These transfers help stabilize important County functions such as Courthouse Security, Justice Court Technology, and Aging Services. While these funds are designed to be as self-supporting as possible, rising costs and state-mandated responsibilities have made ongoing General Fund support necessary to ensure services remain reliable and effective.

A major portion of these transfers is directed to the Retiree Health Benefits Trust Fund, which helps the County responsibly manage the long-term cost of providing health insurance benefits to retired employees. In the past, these benefits were paid on a “pay-as-you-go” basis, which created a growing unfunded liability and negatively affected the County’s financial standing. The current approach—making consistent, planned contributions—reflects a long-term commitment to fiscal stability and has strengthened the County’s overall financial position.

The General Fund may also provide support to Road & Bridge Precincts when the County experiences surplus or unexpected revenues. These transfers are carefully restricted and may only be used for infrastructure and operational needs such as materials, equipment, and maintenance—not for ongoing payroll costs. In addition, the General Fund helps offset costs related to nuisance abatement. Previously, precincts bore the full cost of these clean-up efforts. To encourage timely removal of health and safety hazards, the County Judge proposed—and the Commissioners Court approved—a policy allowing the General Fund to reimburse up to 75 percent of approved nuisance abatement expenses.

Together, these operational transfers reflect the Commissioners Court’s effort to balance financial discipline with practical flexibility—using available resources to support essential services, address infrastructure needs, and improve quality of life for Polk County residents without creating long-term budget pressures.

Expenditures by Exp Category



FY27 Expenditures by Exp Category



Transfers **$971,697** 100.00%

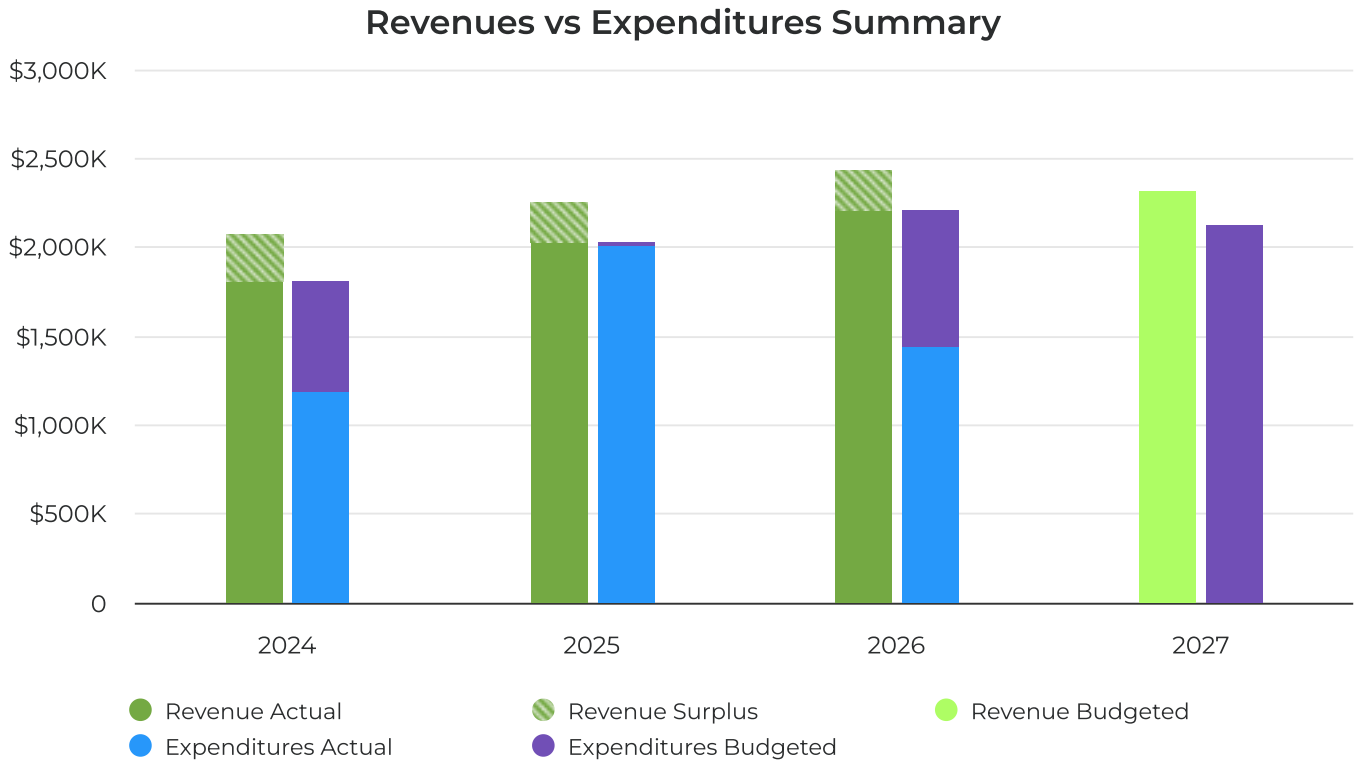
Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Transfers					
TRANSFER TO JUSTICE CRT TECH	010-8700-0130	$ 62,625.00	$ 62,625.00	$ 62,625.00	$ 62,625.00
TRANSFER TO R&B PCT 1	010-8700-0210	$ 0.00	$ 312,441.36	$ 0.00	$ 0.00
TRANSFER TO R&B PCT 2	010-8700-0220	$ 0.00	$ 326,643.24	$ 0.00	$ 0.00
TRANSFER TO R&B PCT 3	010-8700-0230	$ 0.00	$ 383,450.76	$ 0.00	$ 0.00
TRANSFER TO R&B PCT 4	010-8700-0240	$ 0.00	$ 397,652.64	$ 0.00	$ 0.00
TRANSFER TO CRTHOUSE SECU	010-8700-0270	$ 179,568.56	$ 0.00	$ 262,382.68	$ 212,829.49
TRANSFER TO RESTORATION PROJECTS 045	010-8700-0450	$ 0.00	$ 300,000.00	$ 0.00	$ 0.00
TRANSFER TO AGING	010-8700-0510	$ 191,242.04	$ 191,242.04	$ 191,242.04	$ 191,242.04
TRANSFER TO LONG-TERM RECOVERY	010-8700-0540	$ 5,000.00	$ 6,897.96	$ 5,000.00	$ 5,000.00
TRANSFER TO HEALTH TRUST083	010-8700-0830	$ 500,000.00	$ 500,000.00	$ 500,000.00	$ 500,000.00
Total Transfers		$ 938,435.60	$ 2,480,953.00	$ 1,021,249.72	$ 971,696.53
Total Expenditures		**$ 938,435.60**	**$ 2,480,953.00**	**$ 1,021,249.72**	**$ 971,696.53**

Road & Bridge Pct. 1 - Major Fund

The **Precinct 1 Road & Bridge Fund (021)** is the primary funding source for Road & Bridge Precinct 1, covering routine maintenance (e.g., pothole repairs, signage), major projects (e.g., bridge replacements), and administrative support (e.g., engineering). Because these funds are legally restricted to roads and bridges, they cannot be used for unrelated purposes. This exclusive focus on transportation infrastructure helps ensure safer, more reliable travel throughout Precinct 1.

Summary

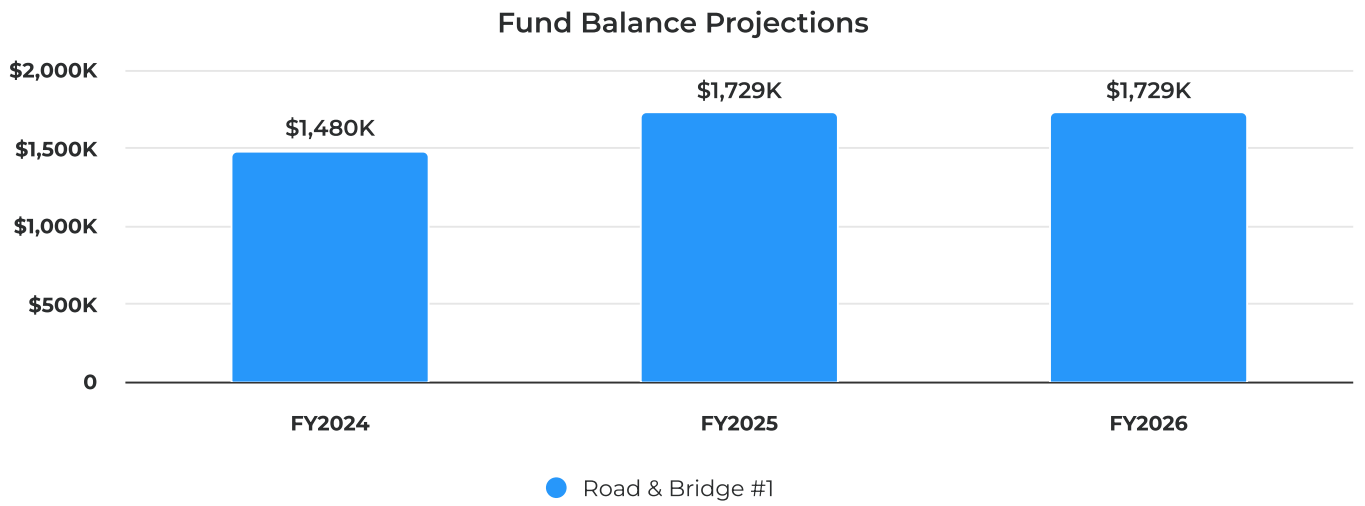


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 1,480,377.69**	**$ 1,728,869.49**	**$ 1,728,869.49**	**$ 1,728,869.49**
Revenues				
Property Tax	$ 1,799,388.92	$ 1,949,850.48	$ 1,856,089.24	$ 2,064,226.85
Court Fines, Fees & Forfeitures	$ 20,731.57	$ 18,700.00	$ 21,190.94	$ 18,700.00
Auto Registration & Licensing	$ 215,744.38	$ 213,400.00	$ 193,088.44	$ 213,400.00
Interest	$ 22,324.90	$ 10,000.00	$ 13,391.20	$ 10,000.00
Other Revenues	$ 178,152.05	-	$ 333,066.86	-
Federal & State Funding	$ 11,361.66	$ 10,846.00	$ 11,414.80	$ 10,846.00

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Revenues	**$ 2,247,703.48**	**$ 2,202,796.48**	**$ 2,428,241.48**	**$ 2,317,172.85**
Expenditures				
Salary And Benefits	$ 572,022.49	$ 702,079.23	$ 451,466.28	$ 704,283.32
Operating Expenses	$ 881,986.03	$ 1,391,438.04	$ 985,503.21	$ 1,224,000.00
Capital Expenses	$ 363,037.75	-	-	-
Transfers	$ 185,001.41	$ 109,279.21	-	$ 190,000.00
Total Expenditures	**$ 2,002,047.68**	**$ 2,202,796.48**	**$ 1,436,969.49**	**$ 2,118,283.32**
Total Revenues Less Expenditures	**$ 245,655.80**	**-**	**$ 991,271.99**	**$ 198,889.53**
Ending Fund Balance	**$ 1,726,033.49**	**$ 1,728,869.49**	**$ 2,720,141.48**	**$ 1,927,759.02**

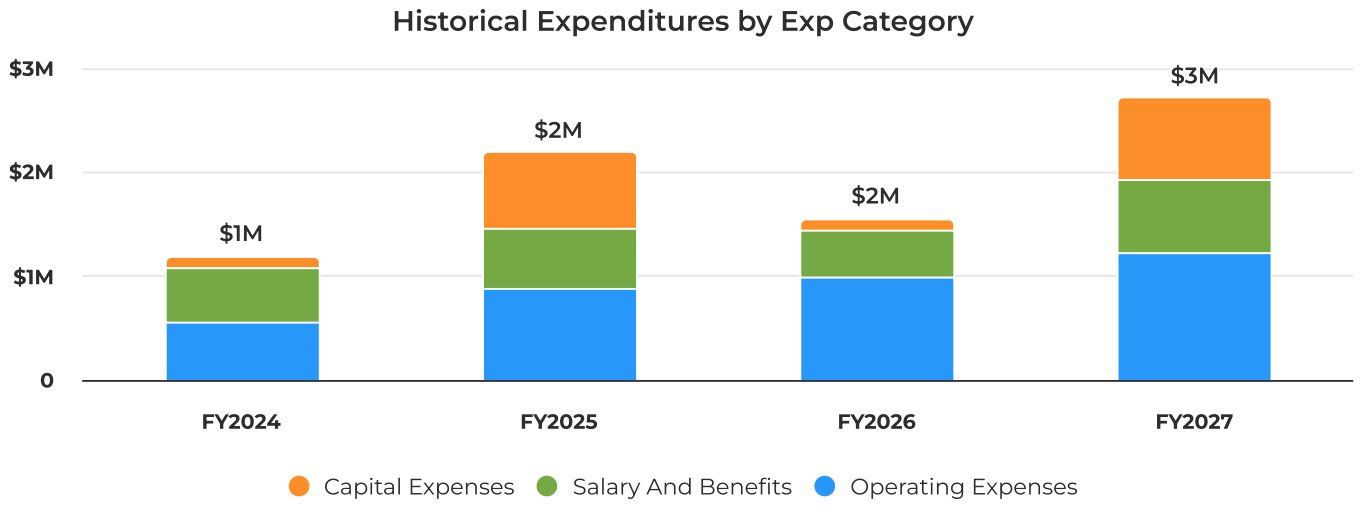


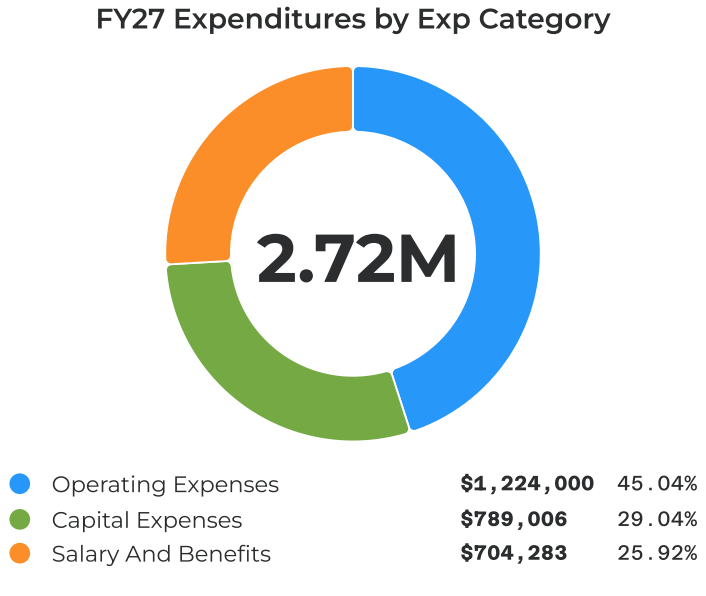
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Road & Bridge #1	$540,934.26	$597,833.08	$1,480,377.69	$1,728,869.49
Total Fund Balance	**$540,934.26**	**$597,833.08**	**$1,480,377.69**	**$1,728,869.49**

Road & Bridge, Pct. 1

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	021-6621-1010	$ 65,000.00	$ 48,250.00	$ 65,000.00	$ 65,000.00
SALARIES	021-6621-1050	$ 368,931.00	$ 242,700.65	$ 377,942.00	$ 365,307.00
SALARIES-PART TIME	021-6621-1080	$ 18,035.00	$ 1,247.92	$ 18,035.00	$ 18,035.00
LONGEVITY PAY	021-6621-2000	$ 6,500.00	$ 2,000.00	$ 6,500.00	$ 6,000.00
SOCIAL SECURITY	021-6621-2010	$ 36,602.65	$ 23,039.62	$ 37,292.00	$ 36,287.16
HEALTH INSURANCE	021-6621-2020	$ 110,199.96	$ 71,340.49	$ 117,914.40	$ 124,522.92
RETIREMENT	021-6621-2030	$ 69,568.95	$ 44,934.57	$ 70,879.17	$ 61,925.35

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	021-6621-2040	$ 6,942.13	$ 2,944.07	$ 7,036.94	$ 6,909.65
UNEMPLOYMENT INSURANCE	021-6621-2060	$ 299.54	$ 162.82	$ 306.74	$ 296.25
TRAVEL ALLOWANCE-COMMISSIONER	021-6621-2250	$ 20,000.00	$ 14,846.14	$ 20,000.00	$ 20,000.00
Total Salary And Benefits		$ 702,079.23	$ 451,466.28	$ 720,906.25	$ 704,283.32
Operating Expenses					
UNIFORMS	021-6621-3000	$ 14,000.00	$ 1,052.78	$ 1,500.00	$ 1,500.00
OFFICE SUPPLIES	021-6621-3150	$ 300.00	$ 533.03	$ 1,000.00	$ 1,000.00
FURNISHED TRANSPORTATION	021-6621-3300	$ 50,000.00	$ 61,514.29	$ 62,500.00	$ 62,500.00
SHOP MATERIALS/SUPPLIES	021-6621-3370	$ 1,000.00	$ 10,374.96	$ 5,000.00	$ 5,000.00
CULVERTS	021-6621-3380	$ 7,000.00	$ 21,388.70	$ 15,000.00	$ 15,000.00
ROAD MATERIALS	021-6621-3390	$ 804,667.25	$ 638,750.37	$ 805,000.00	$ 805,000.00
TIRES	021-6621-3540	$ 10,000.00	$ 5,363.54	$ 10,000.00	$ 10,000.00
SIGNS	021-6621-3770	$ 3,000.00	$ 1,255.60	$ 4,000.00	$ 4,000.00
COMMUNICATION EXP	021-6621-4200	$ 5,162.40	$ 4,998.71	$ 5,200.00	$ 5,200.00
TRAVEL TRAINING	021-6621-4270	$ 200.00	$ 6,414.74	$ 1,500.00	$ 1,500.00
ELECTRICITY	021-6621-4400	$ 3,500.00	$ 4,251.19	$ 4,500.00	$ 4,500.00
GAS/HEAT	021-6621-4410	$ 600.00	$ 0.00	$ 150.00	$ 150.00
WATER	021-6621-4420	$ 600.00	$ 542.30	$ 750.00	$ 750.00
PARTS & REPAIRS	021-6621-4560	$ 50,000.00	$ 99,335.63	$ 75,000.00	$ 75,000.00
EQUIPMENT RENTAL	021-6621-4610	$ 2,000.00	$ 16,000.00	$ 7,500.00	$ 7,500.00
TOWER EXPENSES	021-6621-4630	$ 396.00	$ 396.00	$ 400.00	$ 400.00
LEASE PAYMENTS	021-6621-4660	$ 70,311.96	$ 51,707.94	$ 75,000.00	$ 75,000.00
MOBILE EQUIPM INSURANCE	021-6621-4821	$ 4,000.00	$ 3,148.00	$ 0.00	$ 0.00
MISCELLANEOUS	021-6621-4900	$ 214,700.43	$ 58,475.43	$ 0.00	$ 0.00
NUISANCE ABATEMENT	021-6621-4912	$ 150,000.00	$ 0.00	$ 150,000.00	$ 150,000.00
Total Operating Expenses		$1,391,438.04	$ 985,503.21	$1,224,000.00	$1,224,000.00
Capital Expenses					
PCT. 1 LEASE INTEREST PAYMENT	015-7621-5690	$ 25,964.86	$ 13,748.51	$ 25,964.86	$ 25,964.86
PCT. 1 LEASE PAYMENT	015-7621-5700	$ 397,491.85	$ 98,243.27	$ 397,491.85	$ 397,491.85
PCT. 1 CAPITAL OUTLAY	015-7621-5710	$ 365,549.21	$ 0.00	$ 365,549.21	$ 365,549.21
Total Capital Expenses		$ 789,005.92	$ 111,991.78	$ 789,005.92	$ 789,005.92
Total Expenditures		**$2,882,523.19**	**$1,548,961.27**	**$2,733,912.17**	**$2,717,289.24**

Personnel Summary

Commissioner, Guylene Robertson

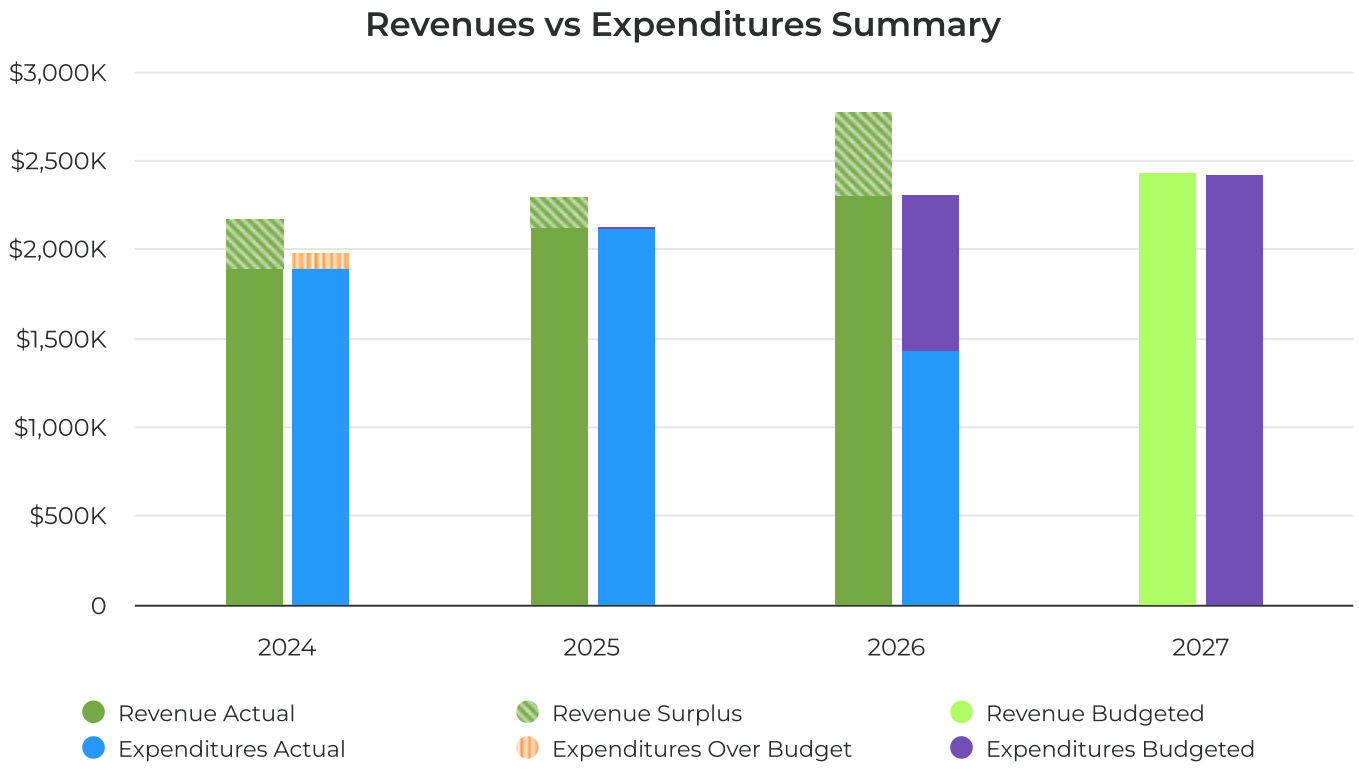
- Foreman I, Quentin Tolar
- Heavy Equipment Operator, Shawn King
- Heavy Equipment Operator, Jeffery Brooks
- Heavy Equipment Operator, John Edwards
- Heavy Equipment Operator, Tracy Walker

- Heavy Equipment Operator, vacant
- Road & Bridge Maintenance Worker, vacant
- Office Manager, Crystal Bolton

Road & Bridge Pct. 2 - Major Fund

The **Precinct 2 Road & Bridge Fund (022)** is the primary funding source for Road & Bridge Precinct 2, covering routine maintenance (e.g., pothole repairs, signage), major projects (e.g., bridge replacements), and administrative support (e.g., engineering). Because these funds are legally restricted to roads and bridges, they cannot be used for unrelated purposes. This exclusive focus on transportation infrastructure helps ensure safer, more reliable travel throughout Precinct 2.

Summary

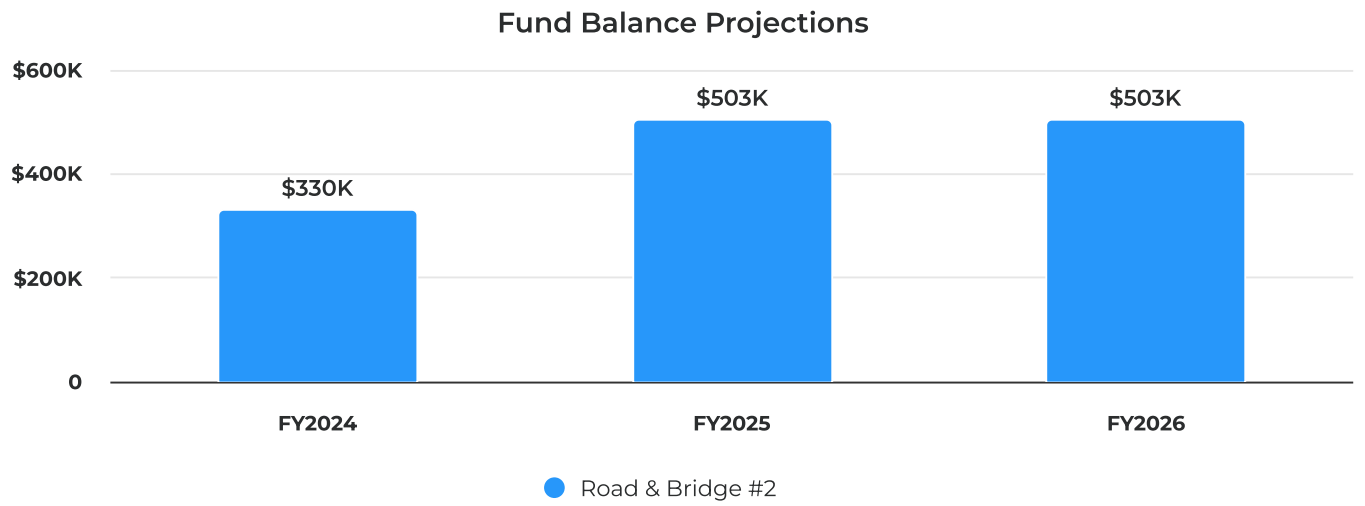


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 330,421.00**	**$ 503,247.56**	**$ 503,247.56**	**$ 503,247.56**
Revenues				
Property Tax	$ 1,891,048.93	$ 2,048,757.43	$ 1,950,240.12	$ 2,168,935.59
Court Fines, Fees & Forfeitures	$ 21,679.13	$ 19,550.00	$ 20,544.46	$ 19,550.00
Auto Registration & Licensing	$ 225,545.73	$ 223,100.00	$ 201,924.53	$ 223,100.00
Interest	$ 5,519.80	$ 3,800.00	$ 3,482.67	$ 3,800.00
Other Revenues	$ 131,720.57	-	$ 362,765.49	-
Federal & State Funding	$ 11,898.10	$ 11,339.00	$ 231,747.21	$ 11,339.00

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Revenues	**$ 2,287,412.26**	**$ 2,306,546.43**	**$ 2,770,704.48**	**$ 2,426,724.59**
Expenditures				
Salary And Benefits	$ 793,273.49	$ 870,888.85	$ 601,332.26	$ 867,926.63
Operating Expenses	$ 1,156,465.74	$ 1,384,285.87	$ 719,149.69	$ 1,494,946.00
Capital Expenses	$ 111,588.27	-	$ 107,588.30	-
Transfers	$ 51,549.20	$ 51,371.71	-	$ 51,371.00
Total Expenditures	**$ 2,112,876.70**	**$ 2,306,546.43**	**$ 1,428,070.25**	**$ 2,414,243.63**
Total Revenues Less Expenditures	**$ 174,535.56**	**-**	**$ 1,342,634.23**	**$ 12,480.96**
Ending Fund Balance	**$ 504,956.56**	**$ 503,247.56**	**$ 1,845,881.79**	**$ 515,728.52**

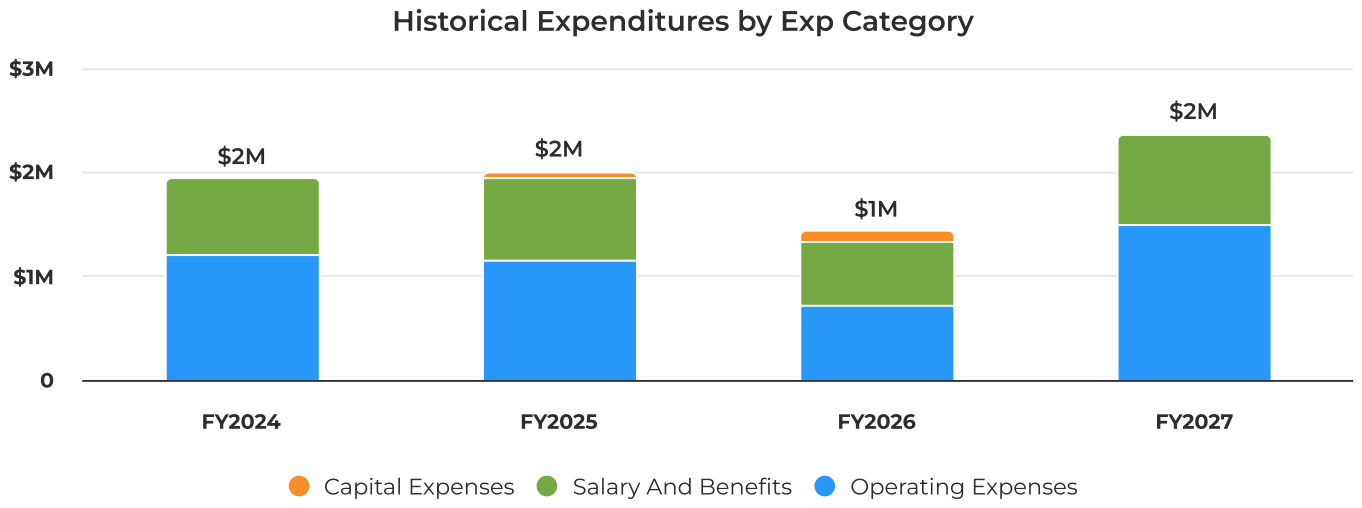


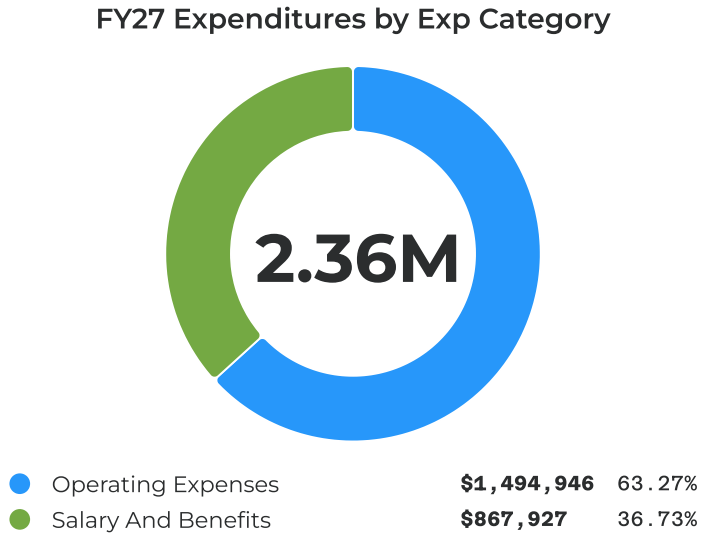
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Road & Bridge #2	$45,690.21	$134,802.29	$330,421.00	$503,247.56
Total Fund Balance	**$45,690.21**	**$134,802.29**	**$330,421.00**	**$503,247.56**

Road & Bridge, Pct. 2

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	022-6622-1010	$ 65,000.00	$ 48,250.00	$ 65,000.00	$ 65,000.00
SALARIES	022-6622-1050	$ 495,063.33	$ 345,844.47	$ 476,499.00	$ 476,499.00
DISCRETIONARY SALARY	022-6622-1055	$ 0.00	$ 0.00	$ 9,000.00	$ 9,000.00
SALARIES-PART TIME	022-6622-1080	$ 8,142.25	$ 2,101.76	$ 8,142.25	$ 8,142.25
LONGEVITY PAY	022-6622-2000	$ 13,500.00	$ 6,000.00	$ 15,000.00	$ 15,000.00
SOCIAL SECURITY	022-6622-2010	$ 46,244.68	$ 31,317.61	$ 44,939.26	$ 45,627.76
HEALTH INSURANCE	022-6622-2020	$ 122,444.40	$ 84,893.55	$ 131,016.00	$ 138,358.80
RETIREMENT	022-6622-2030	$ 87,895.11	$ 61,003.05	$ 85,413.95	$ 77,865.41

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
WORKERS COMPENSATION	022-6622-2040	$ 9,390.39	$ 4,388.76	$ 9,053.48	$ 9,231.18
UNEMPLOYMENT INSURANCE	022-6622-2060	$ 408.69	$ 236.92	$ 395.04	$ 402.24
CLOTHING ALLOWANCE	022-6622-2240	$ 2,800.00	$ 2,450.00	$ 3,600.00	$ 2,800.00
TRAVEL ALLOWANCE-COMMISSIONER	022-6622-2250	$ 20,000.00	$ 14,846.14	$ 20,000.00	$ 20,000.00
Total Salary And Benefits		$ 870,888.85	$ 601,332.26	$ 868,058.98	$ 867,926.63
Operating Expenses					
UNIFORMS	022-6622-3000	$ 0.00	$ 459.99	$ 2,800.00	$ 0.00
OFFICE SUPPLIES	022-6622-3150	$ 1,000.00	$ 3,472.64	$ 1,000.00	$ 1,000.00
FURNISHED TRANSPORTATION	022-6622-3300	$ 70,000.00	$ 45,017.73	$ 70,000.00	$ 70,000.00
SHOP MATERIALS/SUPPLIES	022-6622-3370	$ 6,000.00	$ 8,864.34	$ 7,500.00	$ 7,500.00
CULVERTS	022-6622-3380	$ 26,250.00	$ 65,320.95	$ 40,000.00	$ 40,000.00
ROAD MATERIALS	022-6622-3390	$ 750,000.00	$ 405,621.06	$ 1,000,000.00	$ 1,000,000.00
TIRES	022-6622-3540	$ 8,000.25	$ 20,448.04	$ 15,000.00	$ 15,000.00
SIGNS	022-6622-3770	$ 2,500.00	$ 1,920.50	$ 2,500.00	$ 2,500.00
COMMUNICATION EXP	022-6622-4200	$ 2,282.40	$ 1,806.55	$ 2,200.00	$ 2,200.00
TRAVEL TRAINING	022-6622-4270	$ 3,000.00	$ 3,989.94	$ 3,000.00	$ 3,000.00
ELECTRICITY	022-6622-4400	$ 3,500.00	$ 1,615.36	$ 3,500.00	$ 3,500.00
GAS/HEAT	022-6622-4410	$ 350.00	$ 40.00	$ 350.00	$ 350.00
WATER	022-6622-4420	$ 1,000.00	$ 1,129.42	$ 1,500.00	$ 1,500.00
PARTS & REPAIRS	022-6622-4560	$ 40,000.00	$ 137,535.80	$ 40,000.00	$ 40,000.00
EQUIPMENT RENTAL	022-6622-4610	$ 0.00	$ 7,050.00	$ 2,500.00	$ 2,500.00
TOWER EXPENSES	022-6622-4630	$ 396.00	$ 396.00	$ 396.00	$ 396.00
MOBILE EQUIPM INSURANCE	022-6622-4821	$ 5,500.00	$ 2,877.00	$ 5,500.00	$ 5,500.00
MISCELLANEOUS	022-6622-4900	$ 464,507.22	$ 11,584.37	$ 300,000.00	$ 300,000.00
Total Operating Expenses		$ 1,384,285.87	$ 719,149.69	$ 1,497,746.00	$ 1,494,946.00
Capital Expenses					
CAPITAL OUTLAY	022-6622-5710	$ 0.00	$ 107,588.30	$ 0.00	$ 0.00
Total Capital Expenses		$ 0.00	$ 107,588.30	$ 0.00	$ 0.00
Total Expenditures		**$ 2,255,174.72**	**$ 1,428,070.25**	**$ 2,365,804.98**	**$ 2,362,872.63**

Personnel Summary

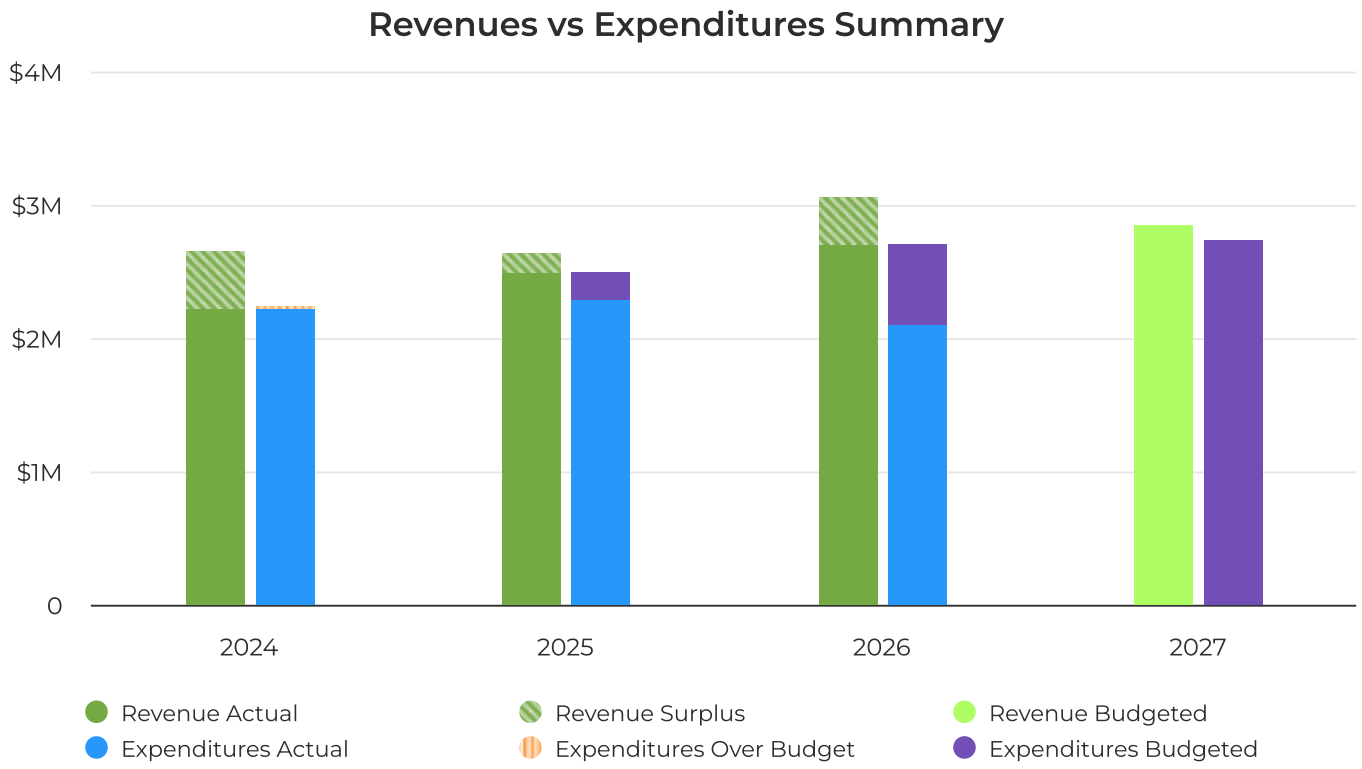
Commissioner, Mark DuBose

- Foreman I, Billy Jordan
- Foreman I, Mario Fiscal
- Foreman I, Thomas Sheffield
- Heavy Equipment Operator, Richard Hock
- Heavy Equipment Operator, Joseph A. Rice
- Heavy Equipment Operator, Theron Harrison
- Heavy Equipment Operator, vacant
- Light Equipment Operator, Hunter Baxter
- Office Manager, Dana Murphy

Road & Bridge Pct. 3 - Major Fund

The **Precinct 3 Road & Bridge Fund (023)** is the primary funding source for Road & Bridge Precinct 3, covering routine maintenance (e.g., pothole repairs, signage), major projects (e.g., bridge replacements), and administrative support (e.g., engineering). Because these funds are legally restricted to roads and bridges, they cannot be used for unrelated purposes. This exclusive focus on transportation infrastructure helps ensure safer, more reliable travel throughout Precinct 3.

Summary

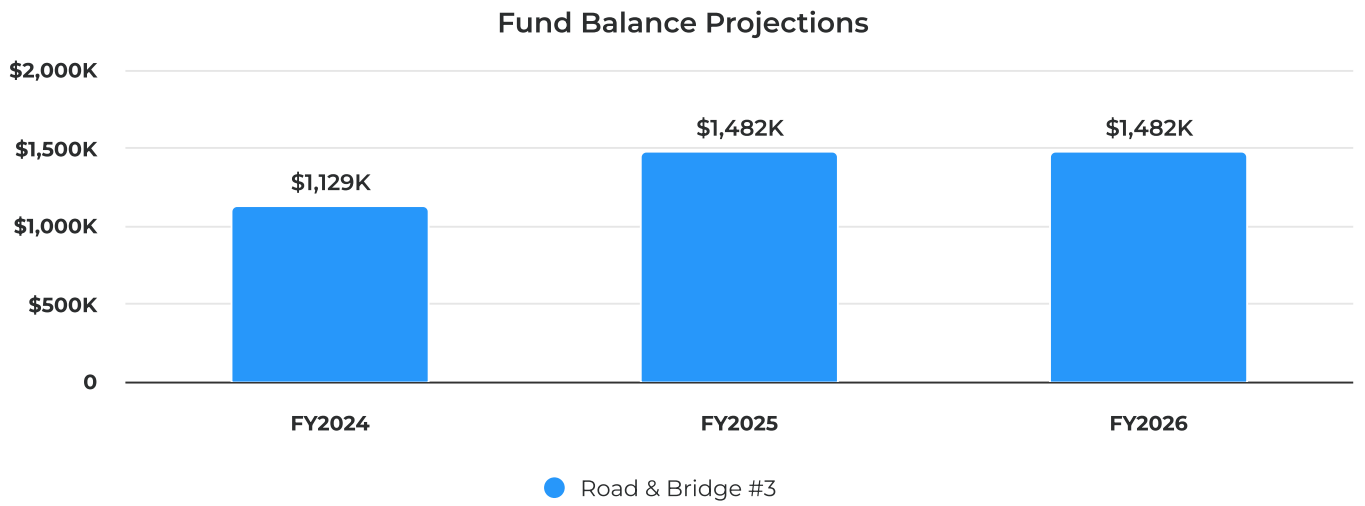


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 1,129,001.48**	**$ 1,481,582.59**	**$ 1,481,582.59**	**$ 1,481,582.59**
Revenues				
Property Tax	$ 2,201,470.18	$ 2,389,517.62	$ 2,274,614.30	$ 2,529,684.45
Court Fines, Fees & Forfeitures	$ 25,449.42	$ 22,950.00	$ 24,097.54	$ 22,950.00
Auto Registration & Licensing	$ 264,771.07	$ 261,900.00	$ 236,952.09	$ 261,900.00
Interest	$ 40,549.92	$ 21,000.00	$ 24,196.34	$ 21,000.00
Other Revenues	$ 87,314.60	-	$ 397,523.11	-
Federal & State Funding	$ 13,943.86	$ 13,311.00	$ 104,032.66	$ 13,311.00

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Revenues	**$ 2,633,499.05**	**$ 2,708,678.62**	**$ 3,061,416.04**	**$ 2,848,845.45**
Expenditures				
Salary And Benefits	$ 1,003,727.19	$ 1,156,336.13	$ 783,467.41	$ 1,181,573.96
Operating Expenses	$ 1,133,742.46	$ 1,500,970.78	$ 1,321,783.80	$ 1,500,970.78
Capital Expenses	$ 116,179.79	-	-	-
Transfers	$ 30,117.50	$ 51,371.71	-	$ 51,371.71
Total Expenditures	**$ 2,283,766.94**	**$ 2,708,678.62**	**$ 2,105,251.21**	**$ 2,733,916.45**
Total Revenues Less Expenditures	**$ 349,732.11**	-	**$ 956,164.83**	**$ 114,929.00**
Ending Fund Balance	**$ 1,478,733.59**	**$ 1,481,582.59**	**$ 2,437,747.42**	**$ 1,596,511.59**

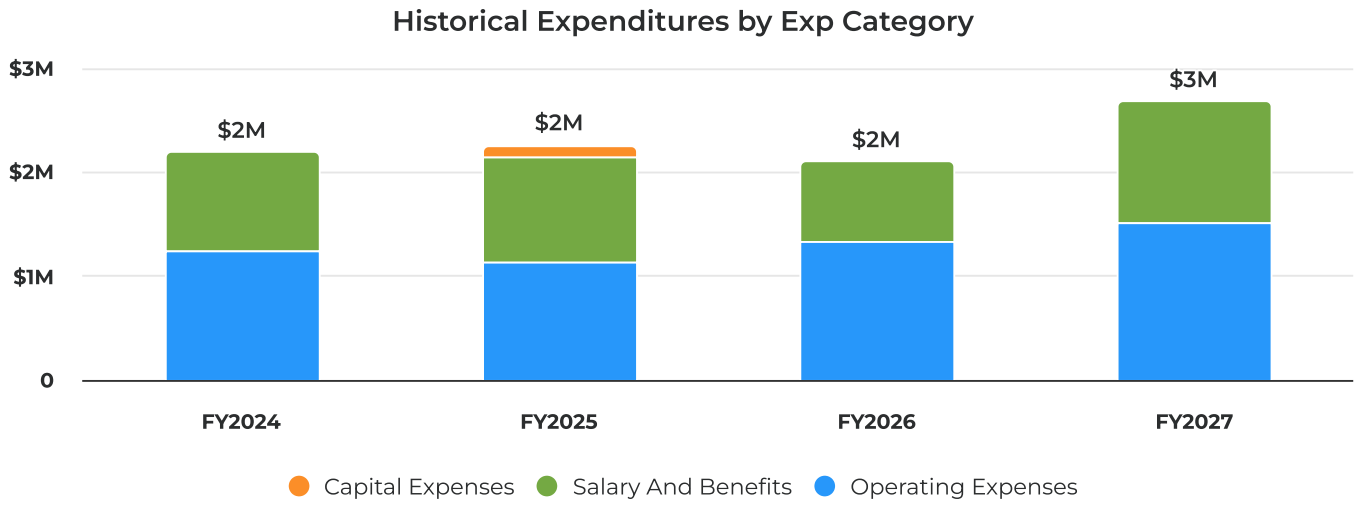


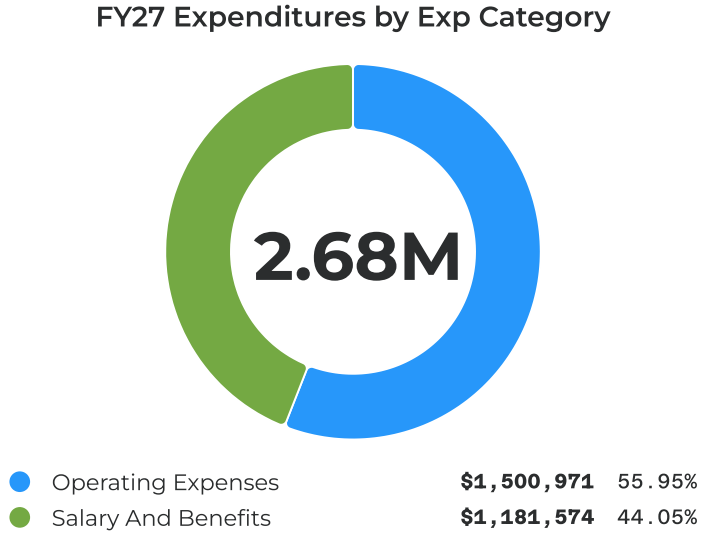
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Road & Bridge #3	$836,582.26	$720,107.70	$1,129,001.48	$1,481,582.59
Total Fund Balance	**$836,582.26**	**$720,107.70**	**$1,129,001.48**	**$1,481,582.59**

Road & Bridge, Pct. 3

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	023-6623-1010	$ 65,000.00	$ 48,250.00	$ 65,000.00	$ 65,000.00
SALARIES	023-6623-1050	$ 647,597.00	$ 458,708.71	$ 662,053.00	$ 662,053.00
SALARIES-PART TIME	023-6623-1080	$ 46,630.99	$ 0.00	$ 46,630.99	$ 46,630.99
LONGEVITY PAY	023-6623-2000	$ 20,500.00	$ 19,000.00	$ 19,500.00	$ 19,500.00
SOCIAL SECURITY	023-6623-2010	$ 61,557.87	$ 41,133.99	$ 62,552.84	$ 62,587.25
HEALTH INSURANCE	023-6623-2020	$ 159,177.72	$ 111,602.88	$ 170,320.80	$ 179,866.44
RETIREMENT	023-6623-2030	$ 117,000.18	$ 79,287.70	$ 118,891.26	$ 106,807.39
WORKERS COMPENSATION	023-6623-2040	$ 13,385.93	$ 5,820.07	$ 13,622.79	$ 13,631.68

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
UNEMPLOYMENT INSURANCE	023-6623-2060	$ 536.44	$ 317.92	$ 546.84	$ 547.20
CLOTHING ALLOWANCE	023-6623-2240	$ 4,950.00	$ 4,500.00	$ 0.00	$ 4,950.00
TRAVEL ALLOWANCE-COMMISSIONER	023-6623-2250	$ 20,000.00	$ 14,846.14	$ 20,000.00	$ 20,000.00
Total Salary And Benefits		$1,156,336.13	$ 783,467.41	$1,179,118.52	$1,181,573.96
Operating Expenses					
UNIFORMS	023-6623-3000	$ 0.00	$ 226.00	$ 4,500.00	$ 0.00
OFFICE SUPPLIES	023-6623-3150	$ 1,500.00	$ 682.64	$ 1,500.00	$ 1,500.00
FURNISHED TRANSPORTATION	023-6623-3300	$ 200,000.00	$ 96,412.59	$ 200,000.00	$ 200,000.00
SHOP MATERIALS/SUPPLIES	023-6623-3370	$ 15,000.00	$ 1,880.83	$ 15,000.00	$ 15,000.00
CULVERTS	023-6623-3380	$ 30,000.00	$ 14,985.46	$ 30,000.00	$ 30,000.00
ROAD MATERIALS	023-6623-3390	$ 600,000.00	$1,031,006.41	$ 600,000.00	$ 600,000.00
TIRES	023-6623-3540	$ 25,000.00	$ 15,773.35	$ 25,000.00	$ 25,000.00
SIGNS	023-6623-3770	$ 4,000.00	$ 0.00	$ 4,000.00	$ 4,000.00
COMMUNICATION EXP	023-6623-4200	$ 7,684.80	$ 4,079.68	$ 7,684.80	$ 7,684.80
TRAVEL TRAINING	023-6623-4270	$ 4,000.00	$ 2,366.58	$ 4,000.00	$ 4,000.00
ELECTRICITY	023-6623-4400	$ 4,000.00	$ 2,330.67	$ 4,000.00	$ 4,000.00
WATER	023-6623-4420	$ 1,500.00	$ 1,043.78	$ 1,500.00	$ 1,500.00
PARTS & REPAIRS	023-6623-4560	$ 150,000.00	$ 87,460.99	$ 150,000.00	$ 150,000.00
EQUIPMENT RENTAL	023-6623-4610	$ 20,000.00	$ 0.00	$ 20,000.00	$ 20,000.00
TOWER EXPENSES	023-6623-4630	$ 396.00	$ 396.00	$ 396.00	$ 396.00
MOBILE EQUIPM INSURANCE	023-6623-4821	$ 4,500.00	$ 3,011.00	$ 4,500.00	$ 4,500.00
MISCELLANEOUS	023-6623-4900	$ 433,389.98	$ 60,127.82	$ 433,389.98	$ 433,389.98
Total Operating Expenses		$1,500,970.78	$1,321,783.80	$1,505,470.78	$1,500,970.78
Total Expenditures		**$2,657,306.91**	**$2,105,251.21**	**$2,684,589.30**	**$2,682,544.74**

Personnel Summary

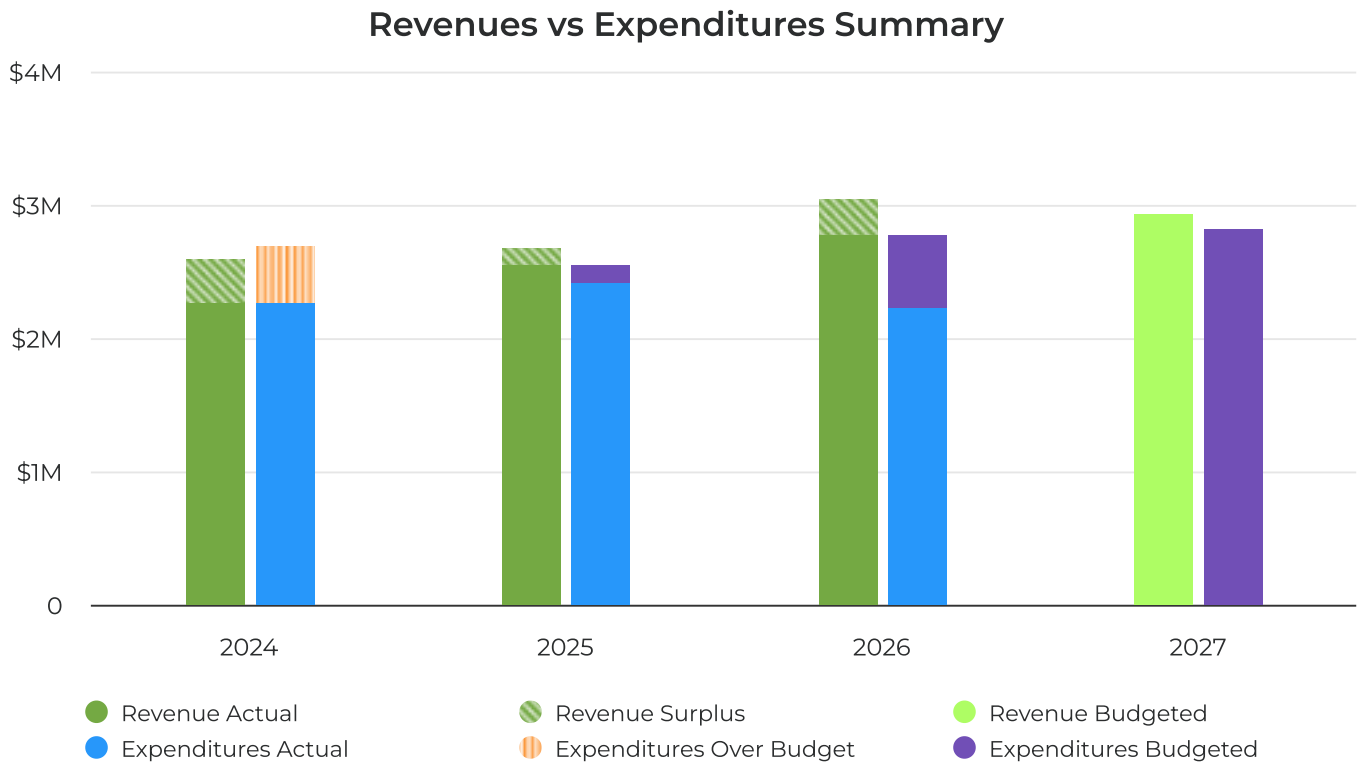
Commissioner, Milt Purvis

- Foreman II, William B. Smith
- Foreman I, Doyle Woodrome
- Foreman I, Bill Handley
- Foreman I, Clint Ward
- Heavy Equipment Operator, David Abshier
- Heavy Equipment Operator, Chad Brock
- Heavy Equipment Operator, Earl Swander
- Heavy Equipment Operator, Dustin Langston
- Heavy Equipment Operator, Marty Thompson
- Heavy Equipment Operator, vacant
- Equipment Mechanic, Robert Blakley
- Office Manager, Carol Loving

Road & Bridge Pct. 4 - Major Fund

The **Precinct 4 Road & Bridge Fund (024)** is the primary funding source for Road & Bridge Precinct 4, covering routine maintenance (e.g., pothole repairs, signage), major projects (e.g., bridge replacements), and administrative support (e.g., engineering). Because these funds are legally restricted to roads and bridges, they cannot be used for unrelated purposes. This exclusive focus on transportation infrastructure helps ensure safer, more reliable travel throughout Precinct 4.

Summary

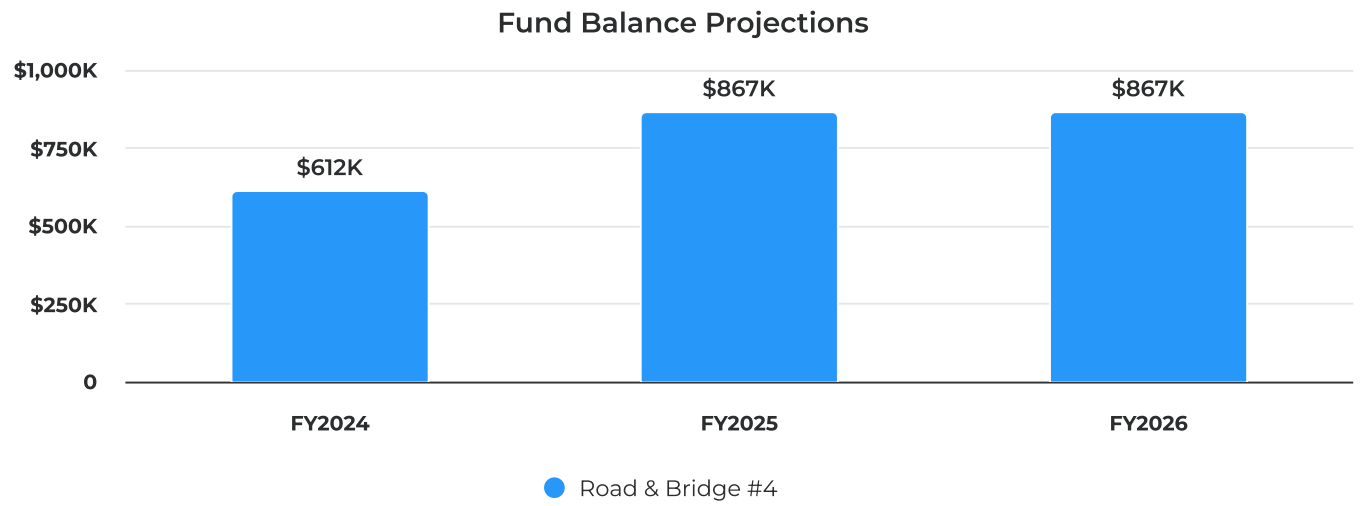


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 612,357.67**	**$ 867,170.68**	**$ 867,170.68**	**$ 867,170.68**
Revenues				
Property Tax	$ 2,265,757.95	$ 2,461,149.94	$ 2,342,802.07	$ 2,605,518.65
Court Fines, Fees & Forfeitures	$ 26,397.00	$ 23,800.00	$ 24,029.73	$ 23,800.00
Auto Registration & Licensing	$ 274,572.40	$ 271,600.00	$ 245,630.70	$ 271,600.00
Interest	$ 18,684.83	$ 11,000.00	$ 11,299.09	$ 11,000.00
Other Revenues	$ 70,242.65	-	$ 407,437.55	-
Federal & State Funding	$ 14,460.29	$ 13,804.00	$ 14,408.05	$ 13,804.00

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Revenues	**$ 2,670,115.12**	**$ 2,781,353.94**	**$ 3,045,607.19**	**$ 2,925,722.65**
Expenditures				
Salary And Benefits	$ 950,811.20	$ 1,139,268.85	$ 810,691.54	$ 1,176,682.55
Operating Expenses	$ 1,403,772.70	$ 1,590,713.38	$ 1,124,013.73	$ 1,585,763.38
Capital Expenses	-	-	$ 289,181.10	-
Transfers	$ 51,549.21	$ 51,371.71	-	$ 51,371.71
Total Expenditures	**$ 2,406,133.11**	**$ 2,781,353.94**	**$ 2,223,886.37**	**$ 2,813,817.64**
Total Revenues Less Expenditures	**$ 263,982.01**	**-**	**$ 821,720.82**	**$ 111,905.01**
Ending Fund Balance	**$ 876,339.68**	**$ 867,170.68**	**$ 1,688,891.50**	**$ 979,075.69**

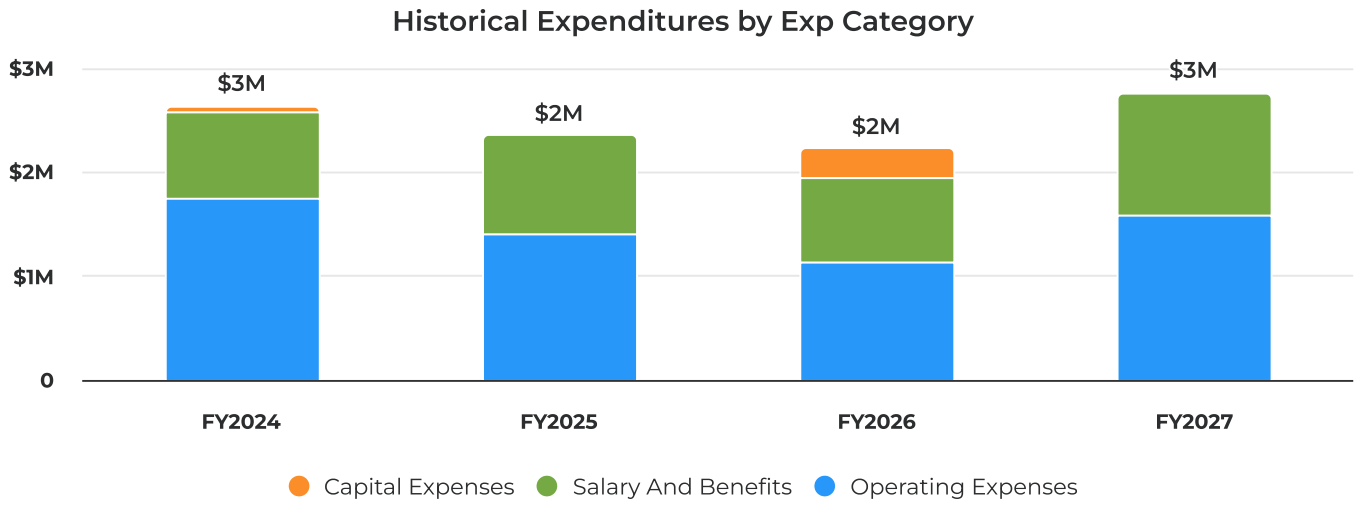


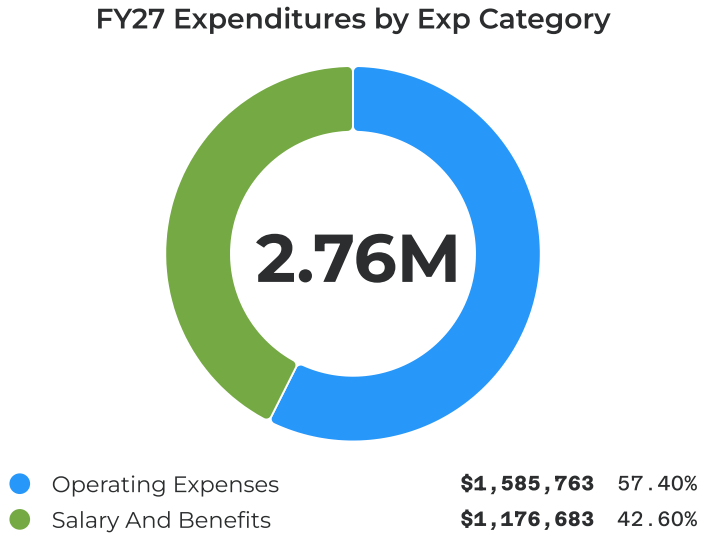
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Road & Bridge #4	$260,810.73	$703,276.54	$612,357.67	$867,170.68
Total Fund Balance	**$260,810.73**	**$703,276.54**	**$612,357.67**	**$867,170.68**

Road & Bridge, Pct. 4

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARY-ELECTED OFFICIAL	024-6624-1010	$ 65,000.00	$ 48,250.00	$ 65,000.00	$ 65,000.00
SALARIES	024-6624-1050	$ 649,435.00	$ 483,078.95	$ 703,891.00	$ 684,383.00
SALARIES-PART TIME	024-6624-1080	$ 30,612.75	$ 0.00	$ 8,142.25	$ 8,142.25
LONGEVITY PAY	024-6624-2000	$ 19,500.00	$ 15,000.00	$ 20,500.00	$ 18,500.00
SOCIAL SECURITY	024-6624-2010	$ 60,431.00	$ 42,419.24	$ 62,988.81	$ 61,343.46
HEALTH INSURANCE	024-6624-2020	$ 159,177.72	$ 113,977.77	$ 183,422.40	$ 193,702.32
RETIREMENT	024-6624-2030	$ 114,858.40	$ 82,249.27	$ 119,719.93	$ 104,684.81
WORKERS COMPENSATION	024-6624-2040	$ 14,296.93	$ 6,039.75	$ 14,934.75	$ 14,510.13

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
UNEMPLOYMENT INSURANCE	024-6624-2060	$ 557.05	$ 330.42	$ 583.79	$ 566.59
CLOTHING ALLOWANCE	024-6624-2240	$ 5,400.00	$ 4,500.00	$ 900.00	$ 5,850.00
TRAVEL ALLOWANCE-COMMISSIONER	024-6624-2250	$ 20,000.00	$ 14,846.14	$ 20,000.00	$ 20,000.00
Total Salary And Benefits		$1,139,268.85	$ 810,691.54	$1,200,082.93	$1,176,682.55
Operating Expenses					
UNIFORMS	024-6624-3000	$ 9,900.00	$ 0.00	$ 4,950.00	$ 4,950.00
OFFICE SUPPLIES	024-6624-3150	$ 2,000.00	$ 124.29	$ 2,000.00	$ 2,000.00
FURNISHED TRANSPORTATION	024-6624-3300	$ 200,000.00	$ 74,779.41	$ 200,000.00	$ 200,000.00
SHOP MATERIALS/SUPPLIES	024-6624-3370	$ 7,500.00	$ 1,160.31	$ 7,500.00	$ 7,500.00
CULVERTS	024-6624-3380	$ 40,000.00	$ 19,573.20	$ 40,000.00	$ 40,000.00
ROAD MATERIALS	024-6624-3390	$ 600,000.00	$ 800,277.42	$ 600,000.00	$ 600,000.00
TIRES	024-6624-3540	$ 25,000.00	$ 25,589.73	$ 25,000.00	$ 25,000.00
SIGNS	024-6624-3770	$ 4,000.00	$ 0.00	$ 4,000.00	$ 4,000.00
COMMUNICATION EXP	024-6624-4200	$ 2,524.80	$ 2,213.83	$ 2,524.80	$ 2,524.80
TRAVEL TRAINING	024-6624-4270	$ 5,500.00	$ 2,688.21	$ 5,500.00	$ 5,500.00
ELECTRICITY	024-6624-4400	$ 4,450.00	$ 3,395.90	$ 4,450.00	$ 4,450.00
WATER	024-6624-4420	$ 1,000.00	$ 1,109.32	$ 1,000.00	$ 1,000.00
PARTS & REPAIRS	024-6624-4560	$ 325,000.00	$ 110,399.42	$ 325,000.00	$ 325,000.00
EQUIPMENT RENTAL	024-6624-4610	$ 15,000.00	$ 9,650.00	$ 15,000.00	$ 15,000.00
TOWER EXPENSES	024-6624-4630	$ 396.00	$ 396.00	$ 396.00	$ 396.00
MOBILE EQUIPM INSURANCE	024-6624-4821	$ 7,500.00	$ 4,309.00	$ 7,500.00	$ 7,500.00
MISCELLANEOUS	024-6624-4900	$ 340,942.58	$ 68,347.69	$ 340,942.58	$ 340,942.58
Total Operating Expenses		$1,590,713.38	$1,124,013.73	$1,585,763.38	$1,585,763.38
Capital Expenses					
CAPITAL OUTLAY	024-6624-5710	$ 0.00	$ 280,179.13	$ 0.00	$ 0.00
CAPITAL OUTLAY-SPECIAL PROJECT	024-6624-5760	$ 0.00	$ 9,001.97	$ 0.00	$ 0.00
Total Capital Expenses		$ 0.00	$ 289,181.10	$ 0.00	$ 0.00
Total Expenditures		**$2,729,982.23**	**$2,223,886.37**	**$2,785,846.31**	**$2,762,445.93**

Personnel Summary

Commissioner, Jerry Cassity

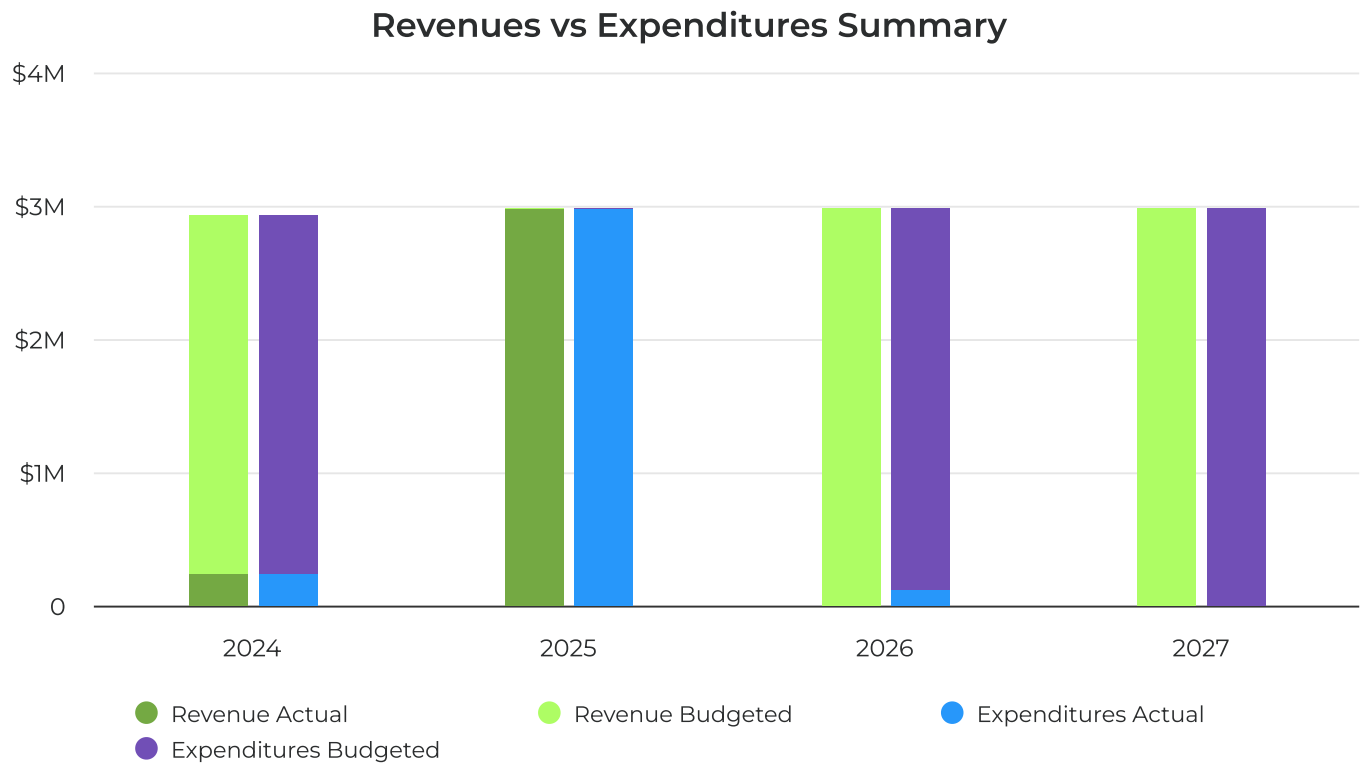
- Foreman II, John Young
- Foreman II, Larry Hensley, Jr.
- Heavy Equipment Operator, Mitchell Murphy
- Heavy Equipment Operator, Lonnie Lowe
- Heavy Equipment Operator, Mark Duff
- Heavy Equipment Operator, Phillip Lawson
- Heavy Equipment Operator, Ricky Seward
- Heavy Equipment Operator, Harrell Richey II
- Heavy Equipment Operator, Michael Savage
- Light Equipment Operator, Mackey Gibson

- Light Equipment Operator, William Richardson
- Assistant to the Commissioner, Kayla Pitts

Road & Bridge Lease Fund - Major Fund

The **Road & Bridge Capital Lease Fund (015)** was established at the end of fiscal year 2011 to address concerns raised by both the County Commissioners and the County Auditor about the way capital lease transactions were being recorded. Previously, each Precinct's fund included both the incoming capital lease revenues and corresponding lease payments, which made it difficult for taxpayers and officials to see the true amount of operational funding allocated to each Precinct. By consolidating all capital lease revenues and payments into a dedicated fund, the County provides a clearer financial picture and ensures greater transparency in how public dollars are budgeted and spent. This separation makes it easier to track and manage expenditures specific to leased equipment or infrastructure, while allowing each Precinct's primary fund to reflect only the operational and maintenance costs directly under its purview.

Summary



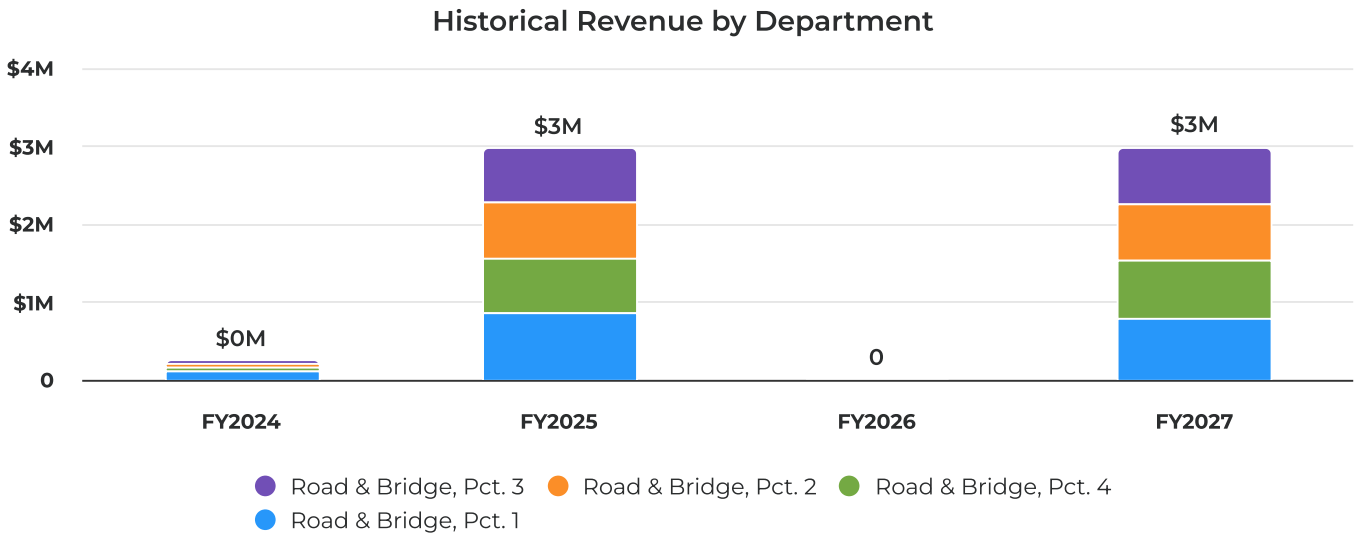
Comprehensive Fund Summary

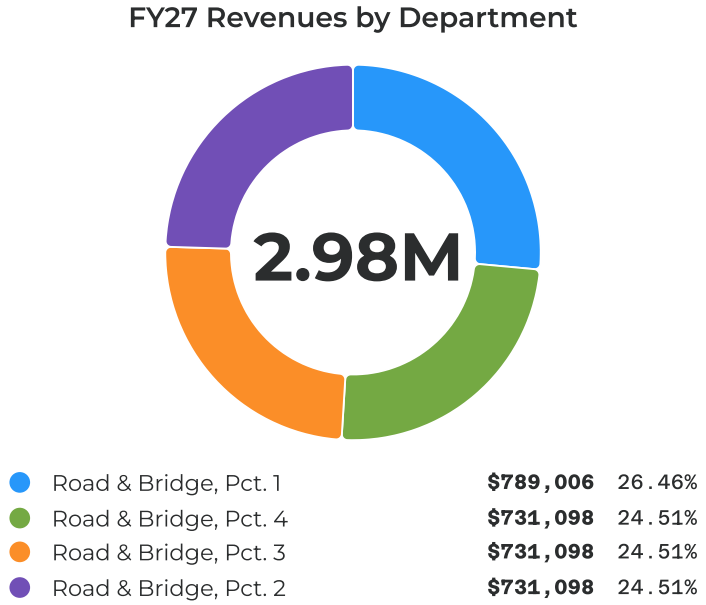
Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	-	-	-	-
Revenues				
Other Revenues	$ 2,974,762.32	$ 2,982,301.18	-	$ 2,982,301.18
Total Revenues	**$ 2,974,762.32**	**$ 2,982,301.18**	-	**$ 2,982,301.18**
Expenditures				

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Capital Expenses	$ 2,974,762.32	$ 2,982,301.18	$ 111,991.78	$ 2,982,301.18
Total Expenditures	**$ 2,974,762.32**	**$ 2,982,301.18**	**$ 111,991.78**	**$ 2,982,301.18**
Total Revenues Less Expenditures	-	-	**$ -111,991.78**	-
Ending Fund Balance	-	-	**$ -111,991.78**	-

Revenues by Department



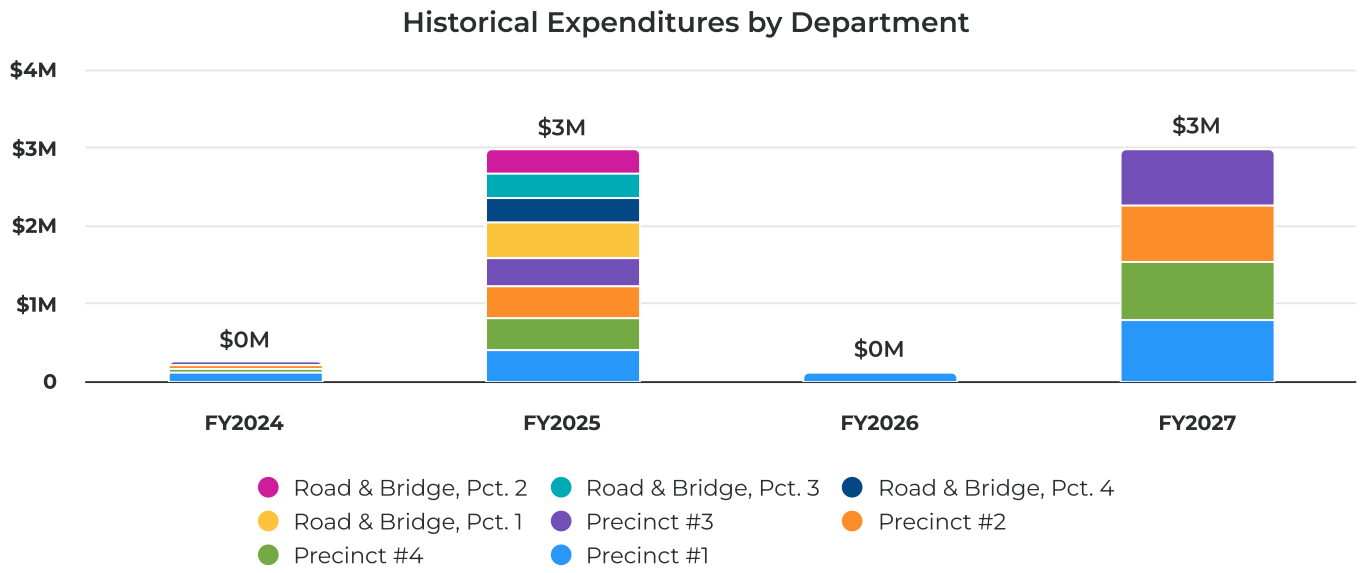


Revenues by Department

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Road & Bridge, Pct. 1		$ 849,137.66	$ 789,005.92	-	$ 789,005.92

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
PCT#1 BUY BACK PROCEEDS	015-380-8611	$ 314,000.00	$ 314,177.50	-	$ 314,177.50
PCT#1 LEASE PROCEEDS	015-380-8621	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
TRANSFER FROM PCT#1 - LEASE BAL	015-390-9621	$ 185,001.41	$ 109,279.21	-	$ 109,279.21
Road & Bridge, Pct. 2		$ 715,685.45	$ 731,098.42	-	$ 731,098.42
PCT#2 BUY BACK PROCEEDS	015-380-8612	$ 314,000.00	$ 314,177.50	-	$ 314,177.50
PCT#2 LEASE PROCEEDS	015-380-8622	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
TRANSFER FROM PCT#2 - LEASE BAL	015-390-9622	$ 51,549.20	$ 51,371.71	-	$ 51,371.71
Road & Bridge, Pct. 3		$ 694,253.75	$ 731,098.42	-	$ 731,098.42
PCT#3 BUY BACK PROCEEDS	015-380-8613	$ 314,000.00	$ 314,177.50	-	$ 314,177.50
PCT#3 LEASE PROCEEDS	015-380-8623	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
TRANSFER FROM PCT#3 - LEASE BAL	015-390-9623	$ 30,117.50	$ 51,371.71	-	$ 51,371.71
Road & Bridge, Pct. 4		$ 715,685.46	$ 731,098.42	-	$ 731,098.42
PCT#4 BUY BACK PROCEEDS	015-380-8614	$ 314,000.00	$ 314,177.50	-	$ 314,177.50
PCT#4 LEASE PROCEEDS	015-380-8624	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
TRANSFER FROM PCT#4 - LEASE BAL	015-390-9624	$ 51,549.21	$ 51,371.71	-	$ 51,371.71
Total Revenues		**$ 2,974,762.32**	**$ 2,982,301.18**	**-**	**$ 2,982,301.18**

Expenditures by Department



Expenditures by Department

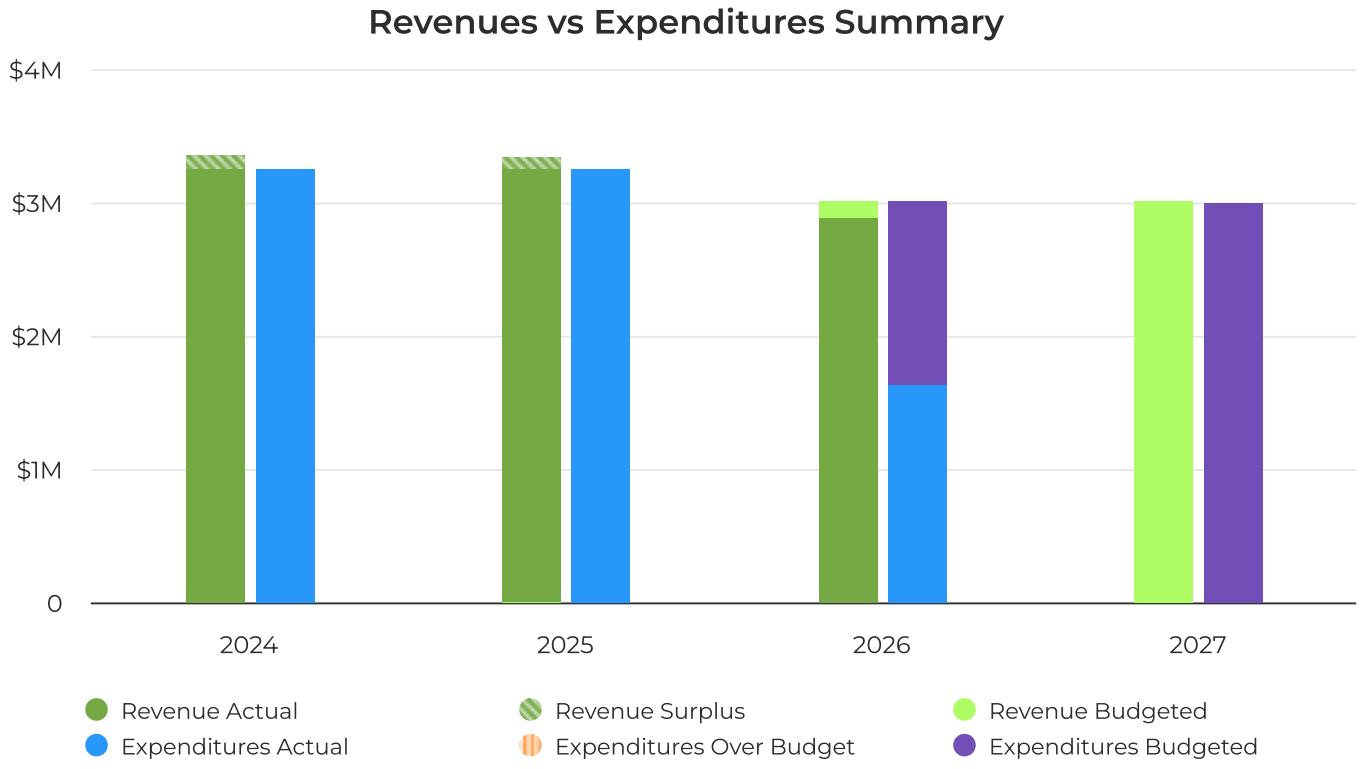
Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Precinct #1					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
PCT. 1 LEASE INTEREST PAYMENT	015-7621-5690	$ 22,995.01	$ 25,964.86	$ 13,748.51	$ 25,964.86
PCT. 1 LEASE PAYMENT	015-7621-5700	$ 30,118.40	$ 397,491.85	$ 98,243.27	$ 397,491.85
PCT. 1 CAPITAL OUTLAY	015-7621-5710	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
Total Precinct #1		$ 403,249.66	$ 789,005.92	$111,991.78	$ 789,005.92
Precinct #2					
PCT. 2 LEASE INTEREST PAYMENT	015-7622-5690	$ 21,431.70	$ 21,431.71	-	$ 21,431.71
PCT. 2 LEASE PAYMENT	015-7622-5700	$ 30,117.50	$ 344,117.50	-	$ 344,117.50
PCT. 2 CAPITAL OUTLAY	015-7622-5710	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
Total Precinct #2		$ 401,685.45	$ 731,098.42	-	$ 731,098.42
Precinct #3					
PCT. 3 LEASE INTEREST PAYMENT	015-7623-5690	-	$ 21,431.71	-	$ 21,431.71
PCT. 3 LEASE PAYMENT	015-7623-5700	$ 30,117.50	$ 344,117.50	-	$ 344,117.50
PCT. 3 CAPITAL OUTLAY	015-7623-5710	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
Total Precinct #3		$ 380,253.75	$ 731,098.42	-	$ 731,098.42
Precinct #4					
PCT. 4 LEASE INTEREST PAYMENT	015-7624-5690	$ 21,431.71	$ 21,431.71	-	$ 21,431.71
PCT. 4 LEASE PAYMENT	015-7624-5700	$ 30,117.50	$ 344,117.50	-	$ 344,117.50
PCT. 4 CAPITAL OUTLAY	015-7624-5710	$ 350,136.25	$ 365,549.21	-	$ 365,549.21
Total Precinct #4		$ 401,685.46	$ 731,098.42	-	$ 731,098.42
Road & Bridge, Pct. 2					
PCT 2 FINANCED PURCHASE PRINCIPAL	015-7622-5701	$ 314,000.00	-	-	-
Total Road & Bridge, Pct. 2		$ 314,000.00	-	-	-
Road & Bridge, Pct. 1					
PCT 1 FINANCED PURCHASE PRINCIPAL	015-7621-5701	$ 445,888.00	-	-	-
Total Road & Bridge, Pct. 1		$ 445,888.00	-	-	-
Road & Bridge, Pct. 3					
PCT 3 FINANCED PURCHASE PRINCIPAL	015-7623-5701	$ 314,000.00	-	-	-
Total Road & Bridge, Pct. 3		$ 314,000.00	-	-	-
Road & Bridge, Pct. 4					
PCT 4 FINANCED PURCHASE PRINCIPAL	015-7624-5701	$ 314,000.00	-	-	-
Total Road & Bridge, Pct. 4		$ 314,000.00	-	-	-
Total Expenditures		**$2,974,762.32**	**$2,982,301.18**	**$111,991.78**	**$2,982,301.18**

Debt Service Fund - Major Fund

The **Debt Service Fund (061)** is used to set aside money specifically for paying the principal and interest on the County's long-term debt, including tax notes and certificates of obligation. Keeping these funds separate allows the County to clearly track its debt obligations and ensure payments are made on time and in full. This structure supports sound financial planning by reserving revenues—primarily property taxes and depository interest—exclusively for debt repayment. It also helps protect the County's credit rating, which can lead to lower interest costs and more favorable terms when future borrowing is necessary.

Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 1,014,908.00**	**$ 1,077,504.96**	**$ 1,077,504.96**	**$ 1,077,504.96**
Revenues				
Property Tax	$ 3,298,569.06	$ 3,009,100.62	$ 2,864,372.66	$ 3,009,100.62
Interest	$ 40,507.27	-	$ 23,908.16	-
Total Revenues	**$ 3,339,076.33**	**$ 3,009,100.62**	**$ 2,888,280.82**	**$ 3,009,100.62**
Expenditures				
Operating Expenses	$ 3,076,066.49	$ 2,913,951.00	$ 1,463,513.75	$ 2,814,855.25

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Capital Expenses	$ 178,074.88	$ 95,027.26	$ 170,787.63	$ 186,834.51
Total Expenditures	**$ 3,254,141.37**	**$ 3,008,978.26**	**$ 1,634,301.38**	**$ 3,001,689.76**
Total Revenues Less Expenditures	**$ 84,934.96**	**$ 122.36**	**$ 1,253,979.44**	**$ 7,410.86**
Ending Fund Balance	**$ 1,099,842.96**	**$ 1,077,627.32**	**$ 2,331,484.40**	**$ 1,084,915.82**

Expenditures by Department

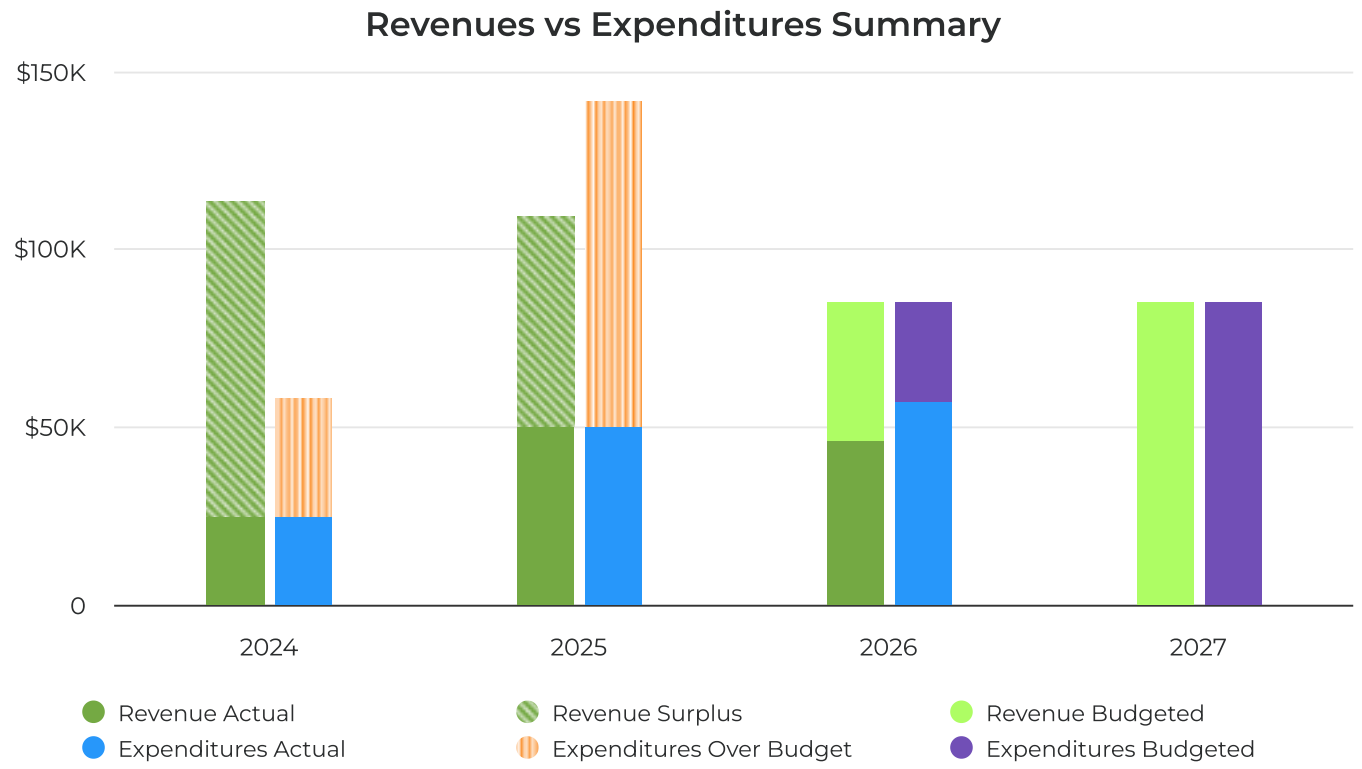
Expenditures by Department

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Commissioner's Court		$3,254,141.37	$3,008,978.26	$1,634,301.38	$3,001,689.76
2016 ENERGY SAVINGS PROGRAM	061-7830-5250	$ 155,000.00	$ 75,000.00	$ 160,000.00	$ 170,000.00
SERIES 2018 TAX NOTES	061-7830-5280	$ 165,000.00	-	-	-
SERIES 2019 TAX NOTES	061-7830-5281	$ 260,000.00	$ 265,000.00	$ 265,000.00	-
SERIES 2020 TAX NOTES	061-7830-5282	$ 130,000.00	$ 135,000.00	$ 135,000.00	$ 135,000.00
SERIES 2020 REFUNDING	061-7830-5283	$1,240,000.00	$1,310,000.00	-	$1,375,000.00
SERIES 2021 TAX NOTES	061-7830-5284	$ 70,000.00	$ 70,000.00	$ 70,000.00	$ 75,000.00
SERIES 2022 TAX NOTES	061-7830-5285	$ 790,000.00	$ 830,000.00	$ 830,000.00	$ 875,000.00
SERIES 2026 TAX NOTES	061-7830-5286	-	-	-	$ 100,000.00
2016 ENERGY SAVINGS INTEREST	061-7873-5250	$ 23,074.88	$ 20,027.26	$ 10,787.63	$ 16,834.51
SERIES 2018 INTEREST	061-7873-5280	$ 7,439.50	-	-	-
SERIES 2019 INTEREST	061-7873-5281	$ 8,571.50	$ 3,047.50	$ 2,875.25	-
SERIES 2020 INTEREST	061-7873-5282	$ 4,760.00	$ 3,915.00	$ 1,957.50	$ 2,025.00
SERIES 2020 REFUNDING INT	061-7873-5283	$ 196,250.00	$ 134,250.00	$ 67,125.00	$ 68,750.00
SERIES 2021 INTEREST	061-7873-5284	$ 3,085.49	$ 2,238.50	$ 1,331.00	$ 1,361.25
SERIES 2022 INTEREST	061-7873-5285	$ 199,000.00	$ 158,500.00	$ 89,625.00	$ 115,875.00
SERIES 2026 INTEREST	061-7873-5286	-	-	-	$ 66,844.00
BOND FEES	061-7890-6900	$ 1,960.00	$ 2,000.00	$ 600.00	-
Total Expenditures		**$3,254,141.37**	**$3,008,978.26**	**$1,634,301.38**	**$3,001,689.76**

Hotel Occupancy Tax Fund - Special Fund

The **Hotel Occupancy Tax Fund (011)** accounts for revenues generated by the hotel/motel occupancy tax established by the County that must be used to directly promote tourism and/or support the hotel/motel industry within the County. Currently, a portion of this tax is distributed to the Polk County Chamber of Commerce (35%) and the Polk County Commerce Center (30%) for the promotion of tourism within the County and the County retains the remainder for certain expenditures related to County-wide promotion of tourism.

Summary



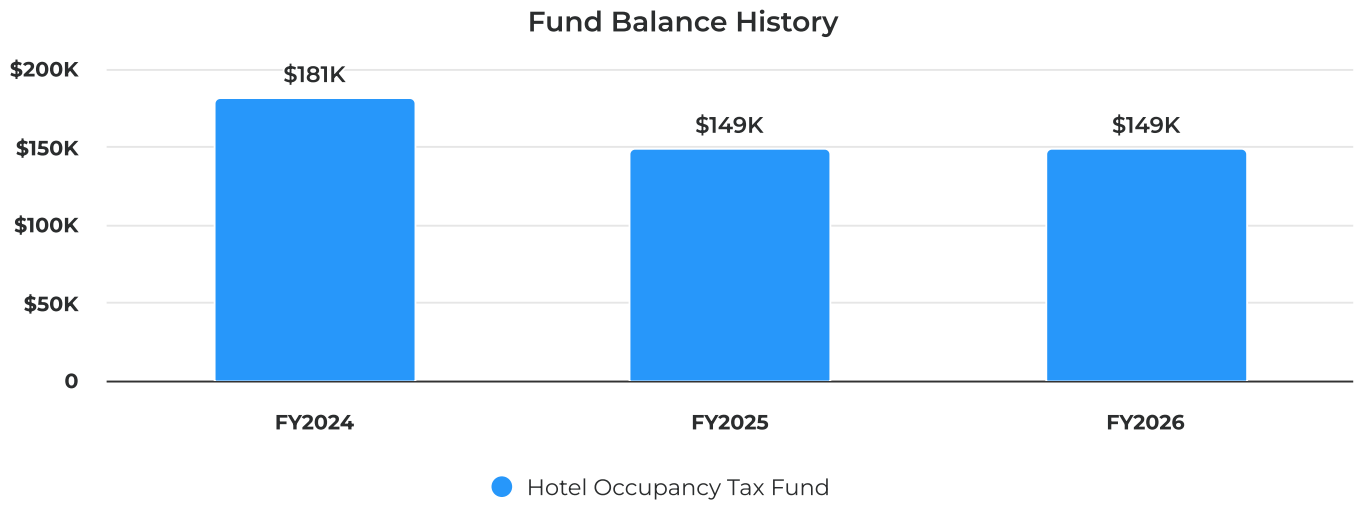
Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 181,389.82**	**$ 149,211.71**	**$ 149,211.71**	**$ 149,211.71**
Revenues					
Other Tax					
HOTEL OCCUPANCY TAX	011-318-1140	$ 109,146.53	$ 85,000.00	$ 46,010.45	$ 85,000.00
Total Other Tax		$ 109,146.53	$ 85,000.00	$ 46,010.45	$ 85,000.00
Total Revenues		**$ 109,146.53**	**$ 85,000.00**	**$ 46,010.45**	**$ 85,000.00**
Expenditures					
Operating Expenses					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
HOTEL TAX DISTRIBUTION	011-7800-4880	$ 56,000.00	$ 63,750.00	$ 17,349.68	$ 63,750.00
PRO-RATA HOTEL TAX SHARE	011-7800-4881	$ 85,324.64	$ 21,250.00	$ 39,529.07	$ 21,250.00
Total Operating Expenses		$ 141,324.64	$ 85,000.00	$ 56,878.75	$ 85,000.00
Total Expenditures		**$ 141,324.64**	**$ 85,000.00**	**$ 56,878.75**	**$ 85,000.00**
Total Revenues Less Expenditures		**$ -32,178.11**	-	**$ -10,868.30**	-
Ending Fund Balance		**$ 149,211.71**	**$ 149,211.71**	**$ 138,343.41**	**$ 149,211.71**

Fund Balance



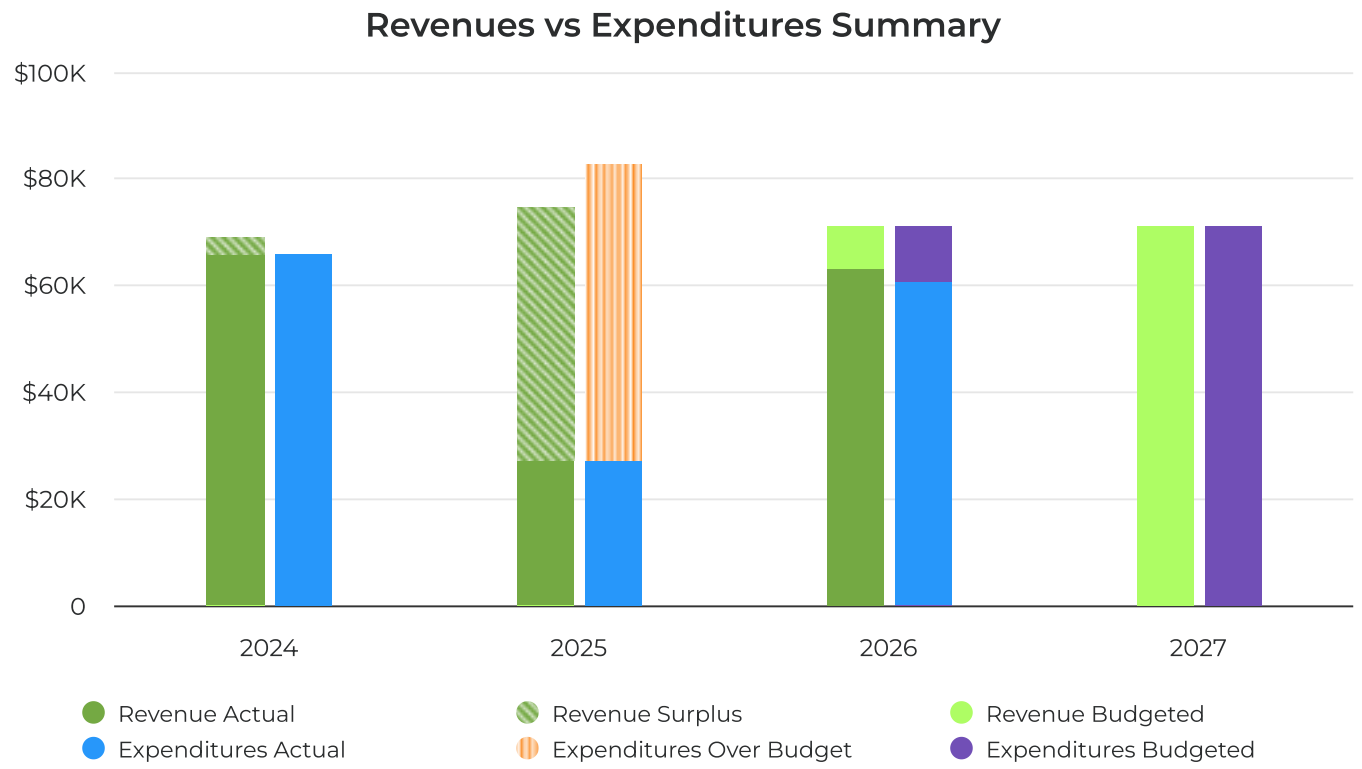
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Hotel Occupancy Tax Fund	$108,675.28	$126,019.02	$181,389.82	$149,211.71
Total Fund Balance	**$108,675.28**	**$126,019.02**	**$181,389.82**	**$149,211.71**

JP Justice Court Technology Fund - Special Fund

The **Justice Court Technology Fund (013)** was created by statute for fees collected by the four Justice Courts and expended only on improving the technology of the courts. The Justice Court Technology Fee was authorized by the state legislature for collection from September, 2001 through August 31, 2006. Subsequent legislative action repealed the end date for collection of this fee. The Fund, by statute, is to be administered by the Commissioners Court and may be spent only on the purchase of technological enhancements in the justice courts. This fund is supplemented by the General Fund, and is not performance related.

Summary



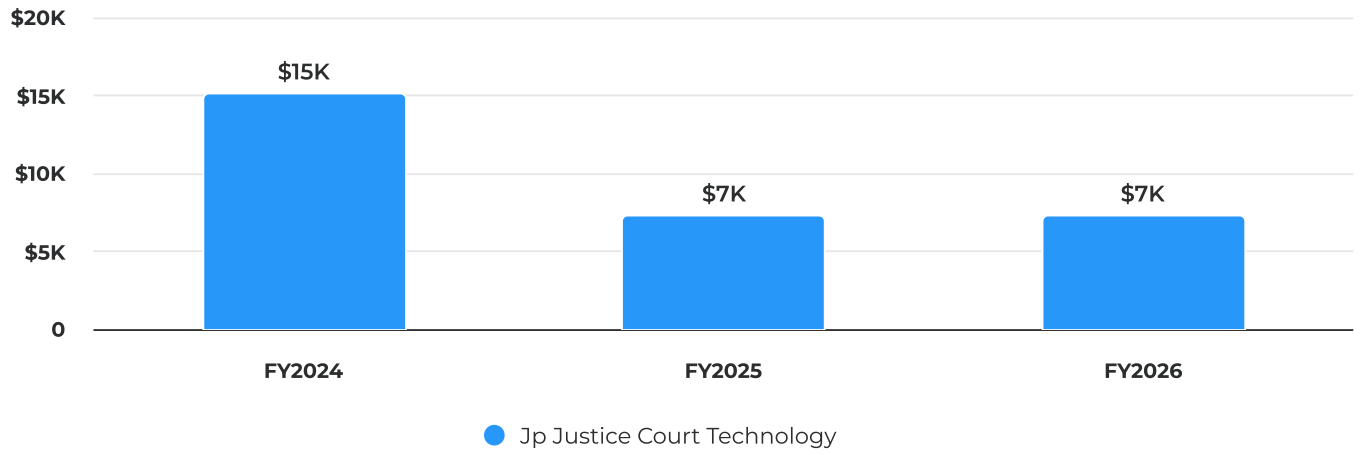
Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 15,119.67**	**$ 7,229.04**	**$ 7,229.04**	**$ 7,229.04**
Revenues					
Court Fines, Fees & Forfeitures					
LOCAL CONSOL COURT COSTS	013-325-2805	$ 13,295.32	$ 7,285.00	$ 0.00	$ 7,285.00
JUSTICE COURT TECH FEES JP1	013-340-4801	$ 288.61	$ 400.00	$ 222.80	$ 400.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
JUSTICE COURT TECH FEES JP2	013-340-4802	$ 88.81	$ 125.00	$ 66.92	$ 125.00
JUSTICE COURT TECH FEES JP3	013-340-4803	$ 327.86	$ 360.00	$ 171.55	$ 360.00
JUSTICE COURT TECH FEES JP4	013-340-4804	$ 173.77	$ 180.00	$ 60.53	$ 180.00
Total Court Fines, Fees & Forfeitures		$ 14,174.37	$ 8,350.00	$ 521.80	$ 8,350.00
Other Revenues					
TRANSFER FROM GEN FUND	013-340-4010	$ 60,610.00	$ 62,625.00	$ 62,625.00	$ 62,625.00
Total Other Revenues		$ 60,610.00	$ 62,625.00	$ 62,625.00	$ 62,625.00
Total Revenues		**$ 74,784.37**	**$ 70,975.00**	**$ 63,146.80**	**$ 70,975.00**
Expenditures					
Operating Expenses					
JP COURT SOFTWARE	013-7450-5030	$ 82,675.00	$ 70,975.00	$ 59,855.00	$ 70,975.00
JP1 TECHNOLOGY EXPENSE	013-7451-3500	$ 0.00	$ 0.00	$ 754.19	$ 0.00
Total Operating Expenses		$ 82,675.00	$ 70,975.00	$ 60,609.19	$ 70,975.00
Total Expenditures		**$ 82,675.00**	**$ 70,975.00**	**$ 60,609.19**	**$ 70,975.00**
Total Revenues Less Expenditures		**$ -7,890.63**	**$ 0.00**	**$ 2,537.61**	**$ 0.00**
Ending Fund Balance		**$ 7,229.04**	**$ 7,229.04**	**$ 9,766.65**	**$ 7,229.04**

Fund Balance History



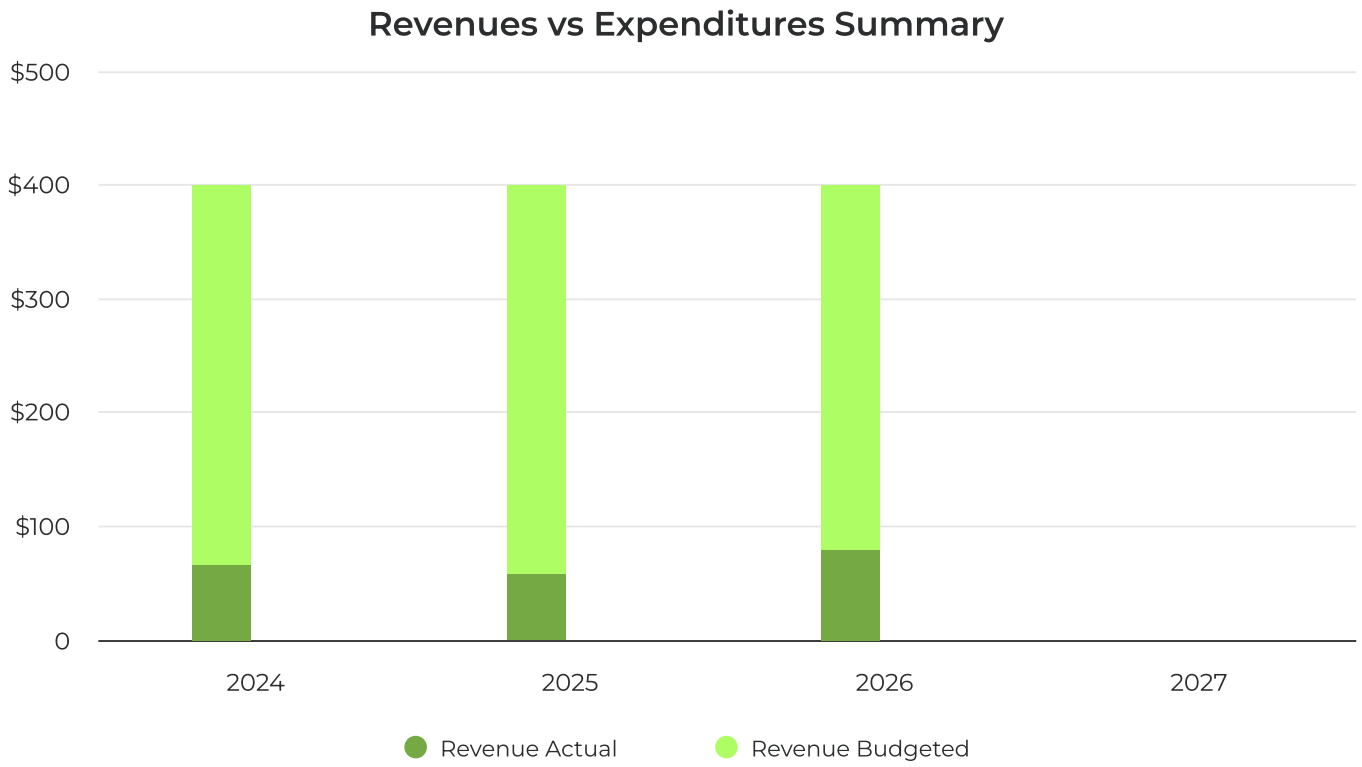
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Jp Justice Court Technology	$6,646.73	$11,806.18	$15,119.67	$7,229.04
Total Fund Balance	**$6,646.73**	**$11,806.18**	**$15,119.67**	**$7,229.04**

County Child Abuse Prevention Fund - Special Fund

The **Child Abuse Prevention Fund (014)** was established in accordance with Art. 102.0186 Code of Criminal Procedure to account for the statutory fee charged on conviction of certain child-related offenses. The Fund is administered by the Commissioners Court only for Child Abuse Prevention programs within the County.

Summary

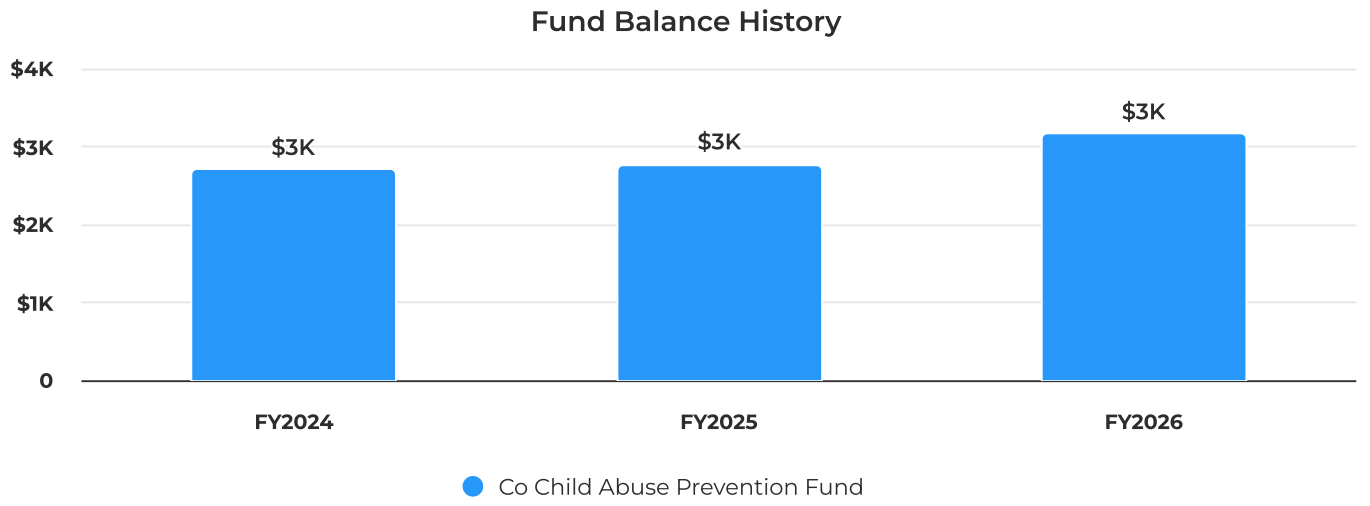


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 2,706.11**	**$ 2,763.67**	**$ 2,763.67**	**$ 3,163.67**
Revenues					
Court Fines, Fees & Forfeitures					
CHILD ABUSE PREVENTION FEE	014-340-4740	$ 57.56	$ 400.00	$ 79.30	$ 0.00
Total Court Fines, Fees & Forfeitures		$ 57.56	$ 400.00	$ 79.30	$ 0.00
Total Revenues		**$ 57.56**	**$ 400.00**	**$ 79.30**	**$ 0.00**
Expenditures					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Expenditures		$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total Revenues Less Expenditures		$ 57.56	$ 400.00	$ 79.30	$ 0.00
Ending Fund Balance		$ 2,763.67	$ 3,163.67	$ 2,842.97	$ 3,163.67



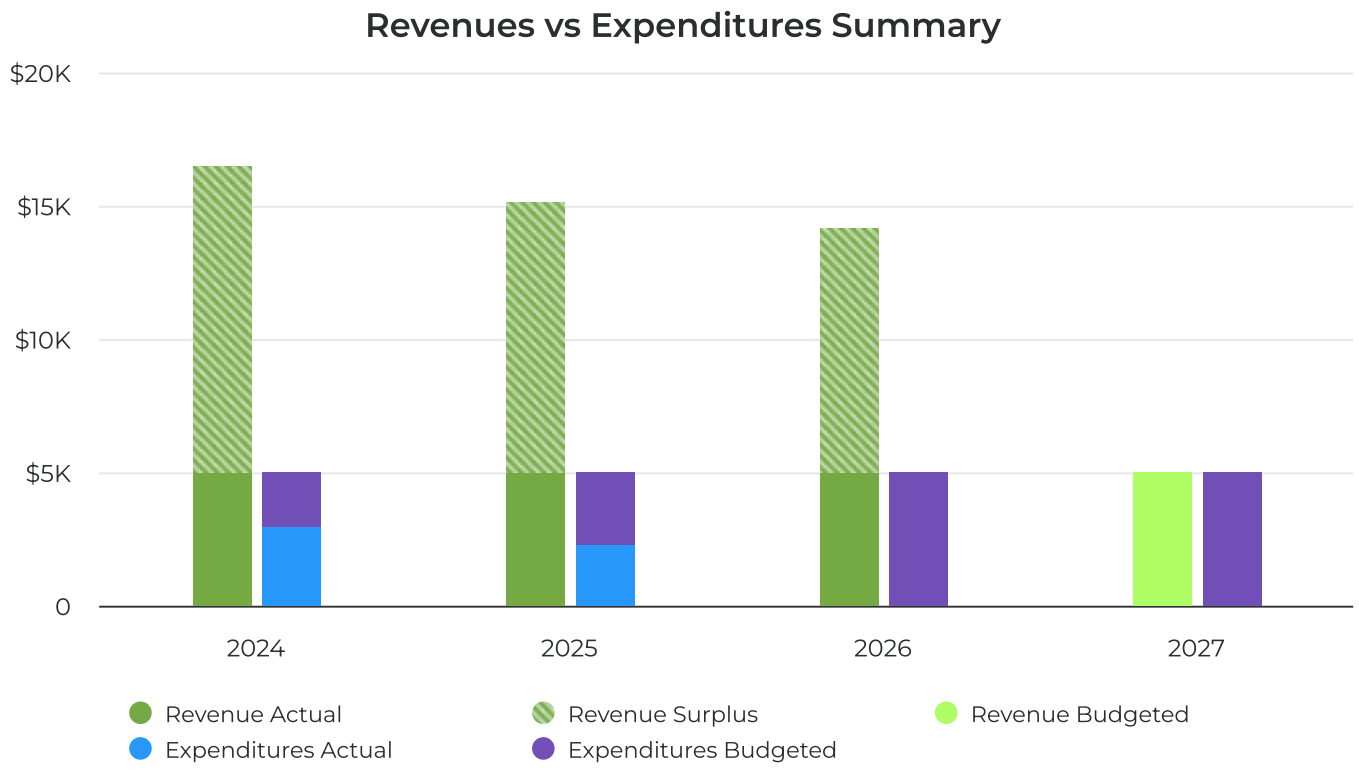
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Co Child Abuse Prevention Fund	$2,589.57	$2,640.74	$2,706.11	$2,763.67
Total Fund Balance	**$2,589.57**	**$2,640.74**	**$2,706.11**	**$2,763.67**

Fire Marshal Inspection Fee Fund - Special Fund

The **Fire Marshal Inspection Fee Fund (017)** was established in accordance with Local Government Code Sec. 233.065. Per this code, the Commissioners Court may develop a fee schedule based on building type and may set and charge fees for an inspection and the issuance of a building permit and final certificate of compliance under this subchapter. These fees must be deposited in a special fund which may only be used for the administration and enforcement of the fire code.

Summary

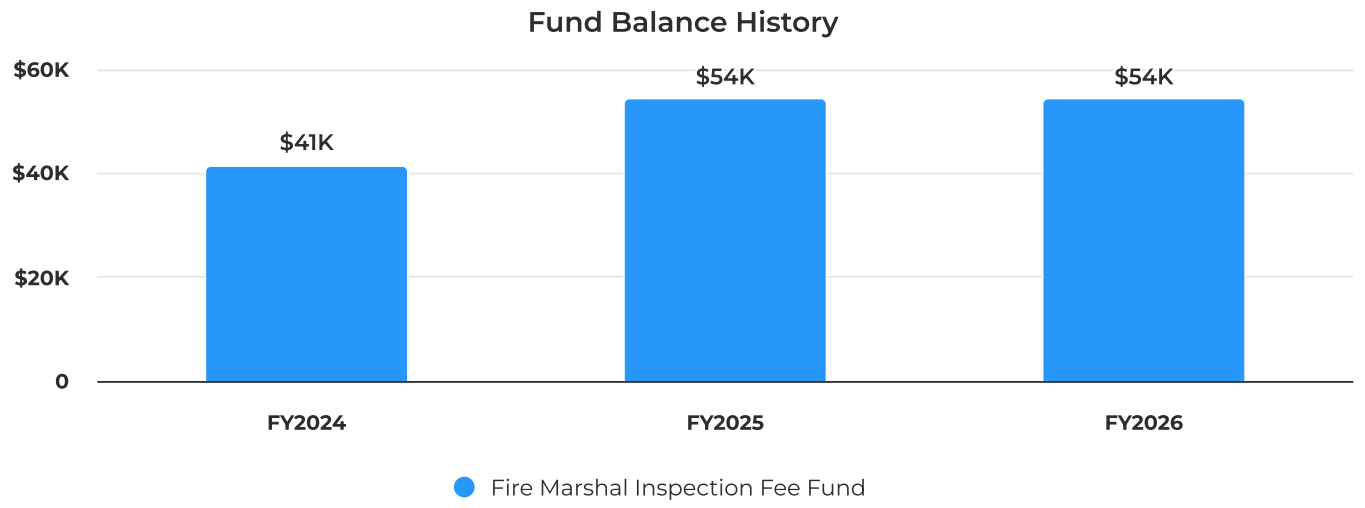


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 41,491.30**	**$ 54,344.20**	**$ 54,344.20**	**$ 54,344.20**
Revenues					
Charges & Fees for Services					
FIRE MARSHAL FEES	017-340-4550	$ 13,434.18	$ 5,000.00	$ 13,170.23	$ 5,000.00
Total Charges & Fees for Services		$ 13,434.18	$ 5,000.00	$ 13,170.23	$ 5,000.00
Interest					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
DEPOSITORY INTEREST	017-360-6100	$ 1,681.31	$ 0.00	$ 992.37	$ 0.00
Total Interest		$ 1,681.31	$ 0.00	$ 992.37	$ 0.00
Total Revenues		**$ 15,115.49**	**$ 5,000.00**	**$ 14,162.60**	**$ 5,000.00**
Expenditures					
Operating Expenses					
FIRE MARSHALL EXPENSES	017-3698-3150	$ 2,262.59	$ 5,000.00	$ 0.00	$ 5,000.00
Total Operating Expenses		$ 2,262.59	$ 5,000.00	$ 0.00	$ 5,000.00
Total Expenditures		**$ 2,262.59**	**$ 5,000.00**	**$ 0.00**	**$ 5,000.00**
Total Revenues Less Expenditures		**$ 12,852.90**	**$ 0.00**	**$ 14,162.60**	**$ 0.00**
Ending Fund Balance		**$ 54,344.20**	**$ 54,344.20**	**$ 68,506.80**	**$ 54,344.20**



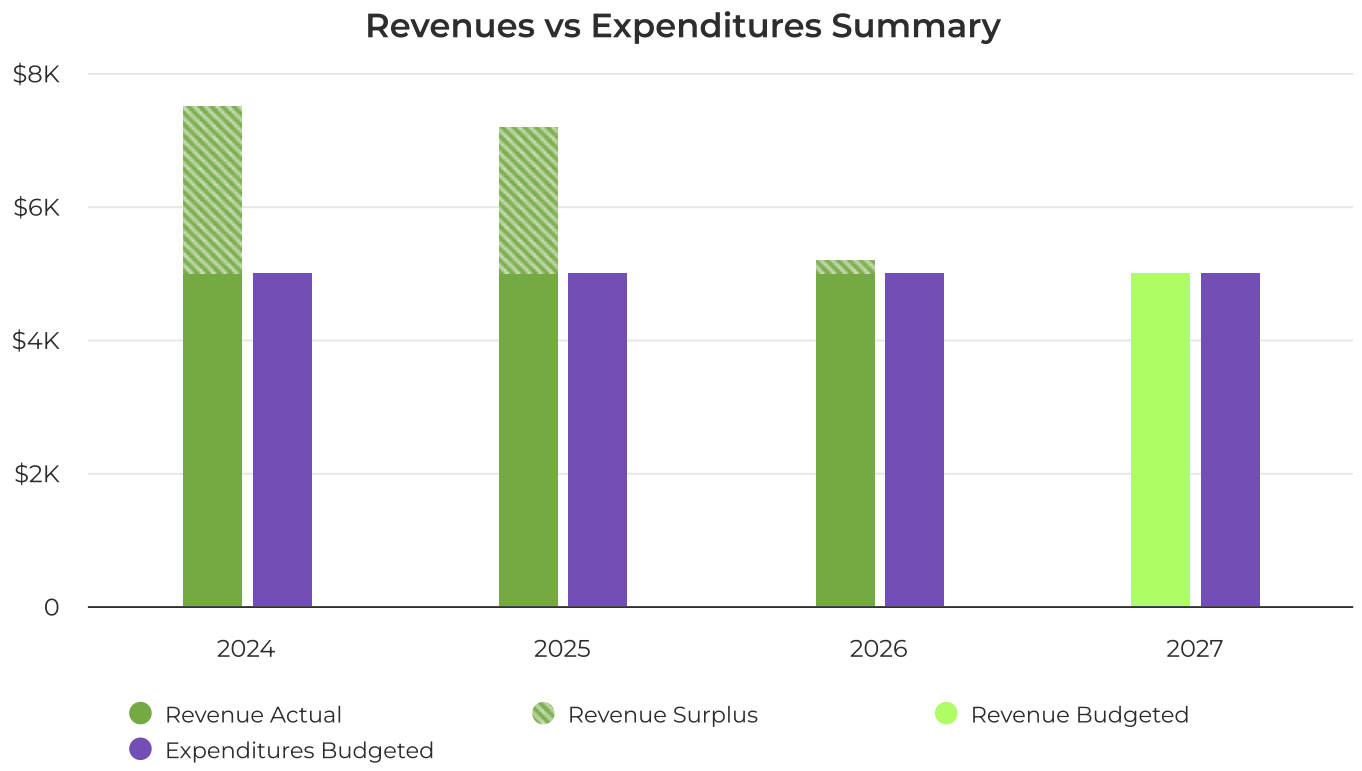
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Fire Marshal Inspection Fee Fund	$4,420.27	$27,999.99	$41,491.30	$54,344.20
Total Fund Balance	**$4,420.27**	**$27,999.99**	**$41,491.30**	**$54,344.20**

Guardianship - Special Fund

The **Guardianship Fund (019)** was established in accordance with Local Government Code Sec. 118.067 to account for the statutory Supplemental Court-Initiated Guardianship Fee in Probate Original Actions and Adverse Probate Actions. The Fund is administered by the Commissioners Court to supplement other available county funds used to 1) pay the compensation of a guardian ad litem appointed by a court under Sec. 1102.001, Estates Code; 2) pay the compensation of an attorney ad litem appointed by a court to represent a proposed ward in a guardianship proceeding initiated under Chapter 1102, Estates Code; and 3) fund local guardianship programs for indigent incapacitated persons who do not have family members suitable and willing to serve as guardians.

Summary

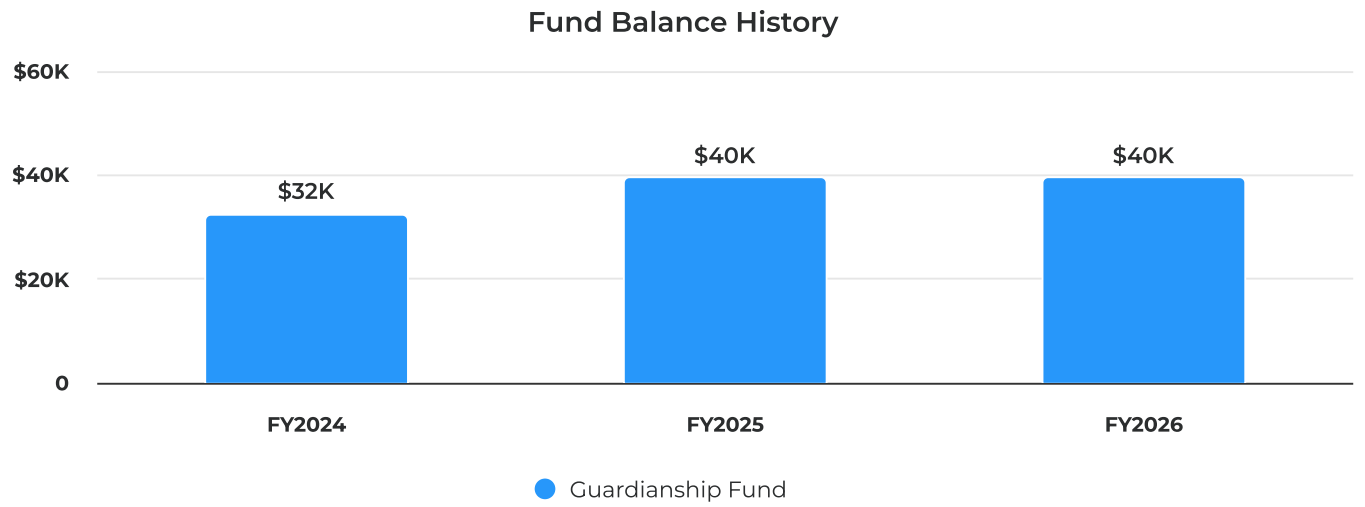


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 32,377.21**	**$ 39,547.21**	**$ 39,547.21**	**$ 39,547.21**
Revenues					
Court Fines, Fees & Forfeitures					
GUARDIANSHIP SUPPLEMENT	019-340-4401	$ 7,170.00	$ 5,000.00	$ 5,190.00	$ 5,000.00
Total Court Fines, Fees & Forfeitures		$ 7,170.00	$ 5,000.00	$ 5,190.00	$ 5,000.00
Total Revenues		**$ 7,170.00**	**$ 5,000.00**	**$ 5,190.00**	**$ 5,000.00**

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Expenditures					
Operating Expenses					
GUARDIANSHIP SUPPLEMENTAL EXPENSES	019-2465-3150	$ 0.00	$ 5,000.00	$ 0.00	$ 5,000.00
Total Operating Expenses		$ 0.00	$ 5,000.00	$ 0.00	$ 5,000.00
Total Expenditures		**$ 0.00**	**$ 5,000.00**	**$ 0.00**	**$ 5,000.00**
Total Revenues Less Expenditures		**$ 7,170.00**	**$ 0.00**	**$ 5,190.00**	**$ 0.00**
Ending Fund Balance		**$ 39,547.21**	**$ 39,547.21**	**$ 44,737.21**	**$ 39,547.21**



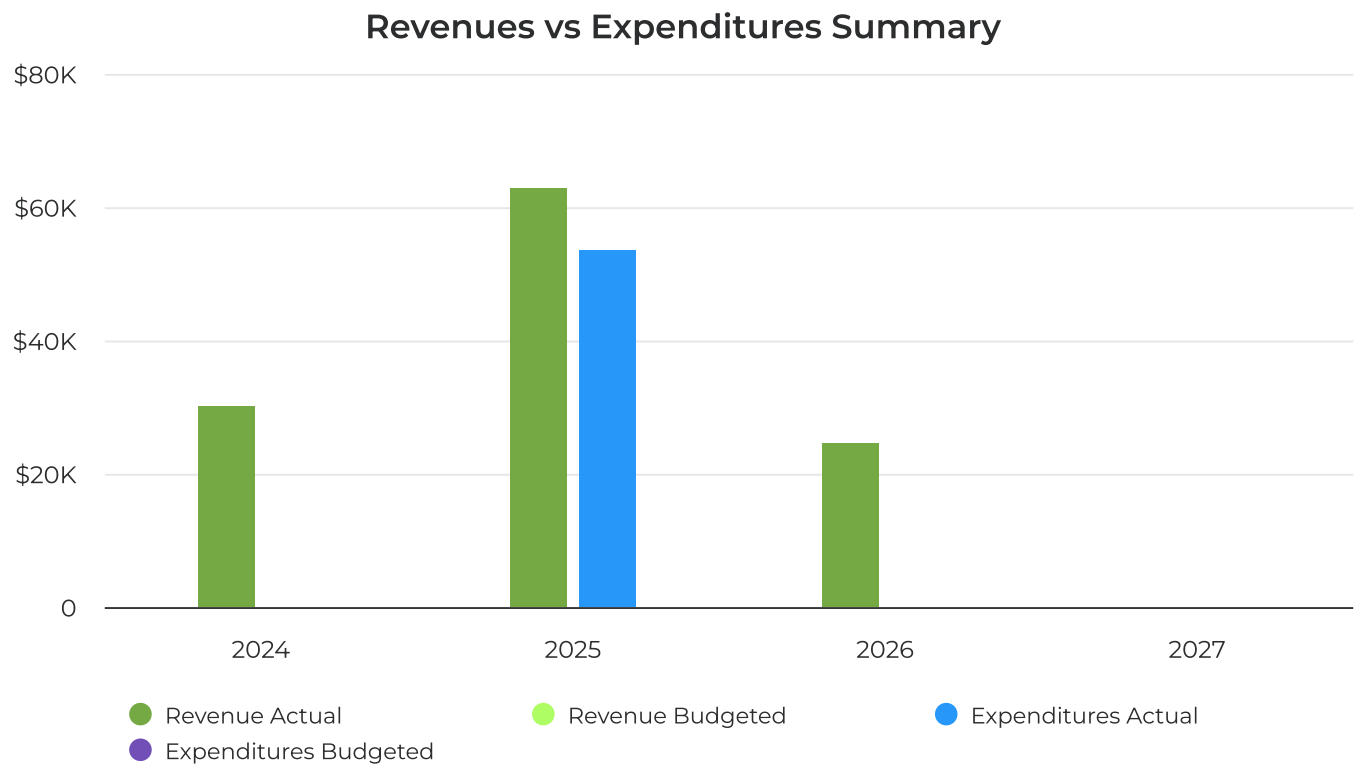
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Guardianship Fund	$16,522.38	$24,877.21	$32,377.21	$39,547.21
Total Fund Balance	**$16,522.38**	**$24,877.21**	**$32,377.21**	**$39,547.21**

Court Facility Fee Fund - Special Fund

The **Court Facility Fee Fund (020)** was established to account for fees added by Senate Bill 41 in the 87th Regular Legislative Session (2021) under Local Government Code Section 135.152. This fund can be used for the construction, renovation, or improvement of facilities that house the courts or pay the principal of, interest on, and costs of the issuance of bonds issued for the construction, renovation, or improvement of the facilities.

Summary

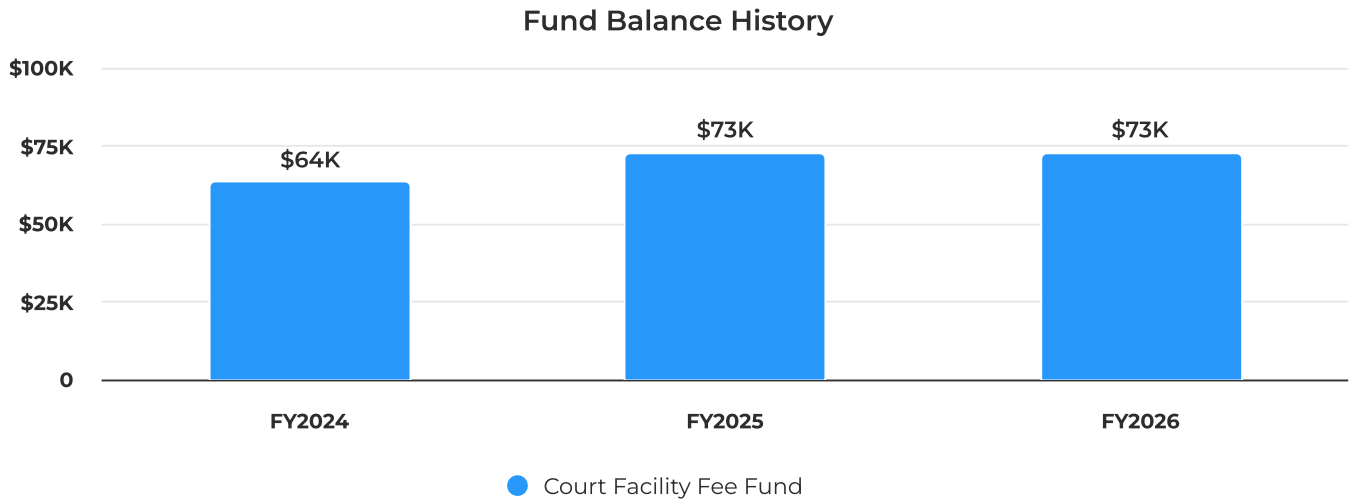


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 63,542.08**	**$ 72,720.39**	**$ 72,720.39**	**$ 72,720.39**
Revenues					
Court Fines, Fees & Forfeitures					
COURT FACILITY FEE	020-340-2900	$ 23,483.31	$ 0.00	$ 16,197.77	$ 0.00
Total Court Fines, Fees & Forfeitures		$ 23,483.31	$ 0.00	$ 16,197.77	$ 0.00
Federal & State Funding					
BOND FORFEITURE RECOVERY FEE	020-342-4473	$ 35,422.50	$ 0.00	$ 7,670.00	$ 0.00
BOND FORFEITURE RECOVERY FEE DISTRICT ATTORNEY	020-342-4475	$ 3,877.50	$ 0.00	$ 630.00	$ 0.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Federal & State Funding		$ 39,300.00	$ 0.00	$ 8,300.00	$ 0.00
Total Revenues		**$ 62,783.31**	**$ 0.00**	**$ 24,497.77**	**$ 0.00**
Expenditures					
Operating Expenses					
COURT FACILITY EXPENSES	020-5600-4501	$ 53,605.00	$ 0.00	$ 0.00	$ 0.00
Total Operating Expenses		$ 53,605.00	$ 0.00	$ 0.00	$ 0.00
Total Expenditures		**$ 53,605.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Total Revenues Less Expenditures		**$ 9,178.31**	**$ 0.00**	**$ 24,497.77**	**$ 0.00**
Ending Fund Balance		**$ 72,720.39**	**$ 72,720.39**	**$ 97,218.16**	**$ 72,720.39**

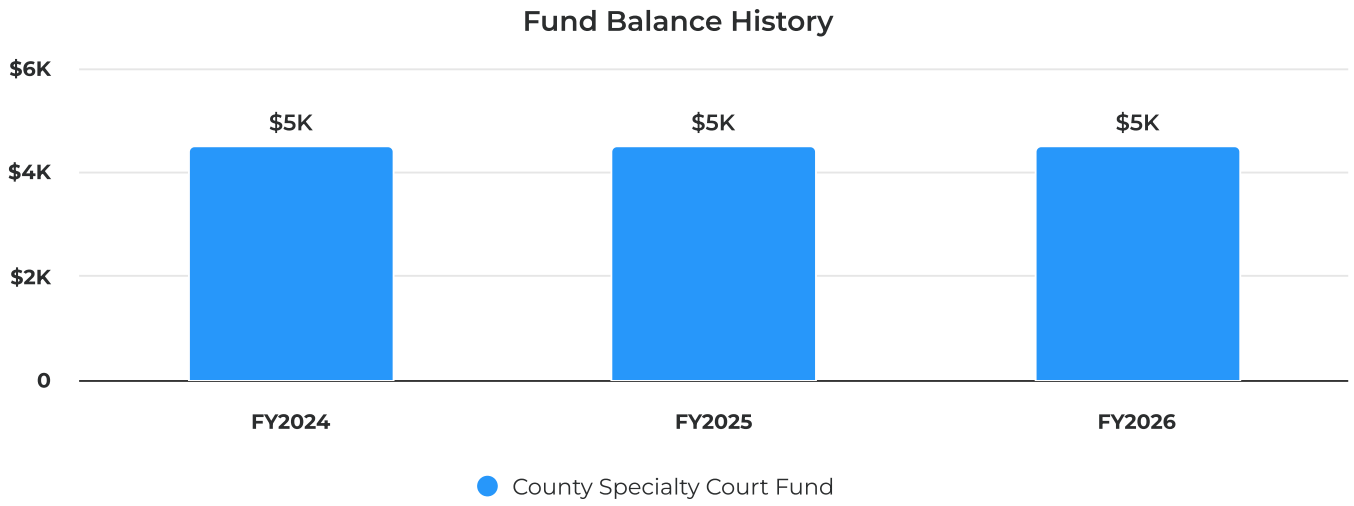


Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Court Facility Fee Fund	$12,620.00	$33,270.18	$63,542.08	$72,720.39
Total Fund Balance	**$12,620.00**	**$33,270.18**	**$63,542.08**	**$72,720.39**

County Specialty Court Fund - Special Fund

The **County Specialty Court Fund (025)** was established in FY2021 to receive court fees from certain convictions, which, by law, may only be used to support specialty court programs. Although it initially collected some revenue in FY2021, no additional deposits have been made in subsequent years. Once fee collections resume, the Commissioners Court will allocate these funds to specialized judicial initiatives—such as drug courts, mental health courts, or veterans' treatment courts—that address the root causes of criminal behavior and strive to reduce recidivism.



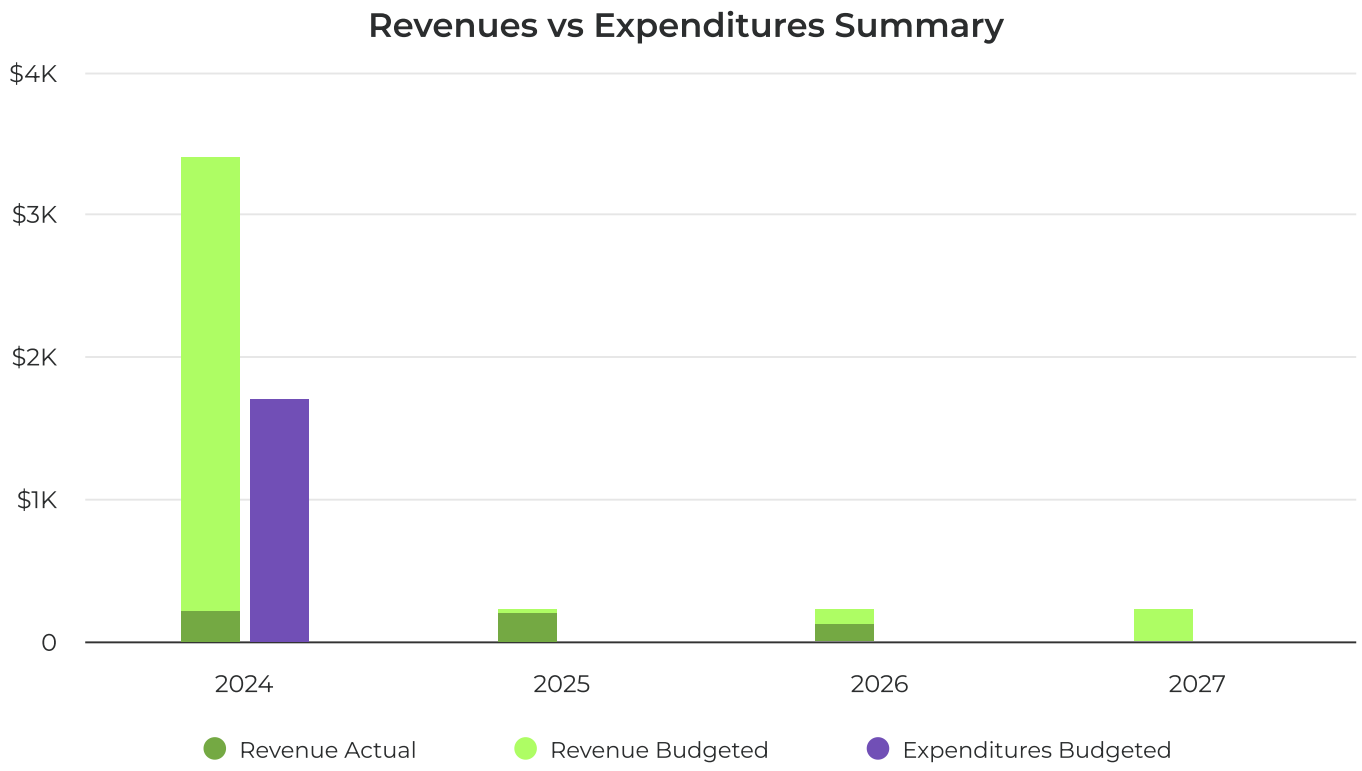
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
County Specialty Court Fund	$4,502.59	$4,502.59	$4,502.59	$4,502.59
Total Fund Balance	**$4,502.59**	**$4,502.59**	**$4,502.59**	**$4,502.59**

Justice Court Building Security - Special Fund

The **Justice Court Building Security Fund (026)** was established to account for fees authorized by the state legislature for collection from each of the four Justice (JP) Courts. The Fund, by statute, is to be administered by the Commissioners Court, and may be expended only on security-related activities/purchases in the justice courts not located in the County Courthouse, which - in Polk County - now constitutes all four JP Courts. This fund is not performance related.

Summary

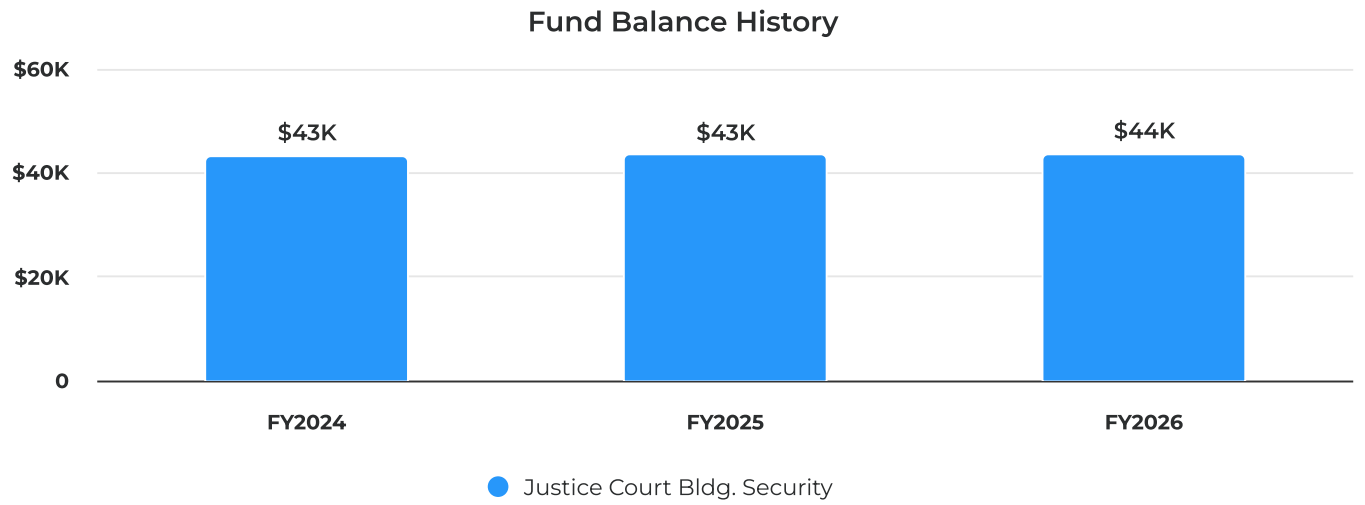


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 43,271.83**	**$ 43,469.97**	**$ 43,469.97**	**$ 43,689.97**
Revenues					
Court Fines, Fees & Forfeitures					
JP/CT BLDG SECURITY JP#1	026-340-4801	$ 69.17	$ 85.00	$ 54.71	$ 85.00
JP/CT BLDG SECURITY JP#2	026-340-4802	$ 22.20	$ 25.00	$ 16.74	$ 25.00
JP/CT BLDG SECURITY JP#3	026-340-4803	$ 64.36	$ 70.00	$ 28.89	$ 70.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
JP/CT BLDG SECURITY JP#4	026-340-4804	$ 42.41	$ 40.00	$ 15.13	$ 40.00
Total Court Fines, Fees & Forfeitures		$ 198.14	$ 220.00	$ 115.47	$ 220.00
Total Revenues		**$ 198.14**	**$ 220.00**	**$ 115.47**	**$ 220.00**
Expenditures					
Total Expenditures		**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Total Revenues Less Expenditures		**$ 198.14**	**$ 220.00**	**$ 115.47**	**$ 220.00**
Ending Fund Balance		**$ 43,469.97**	**$ 43,689.97**	**$ 43,585.44**	**$ 43,909.97**



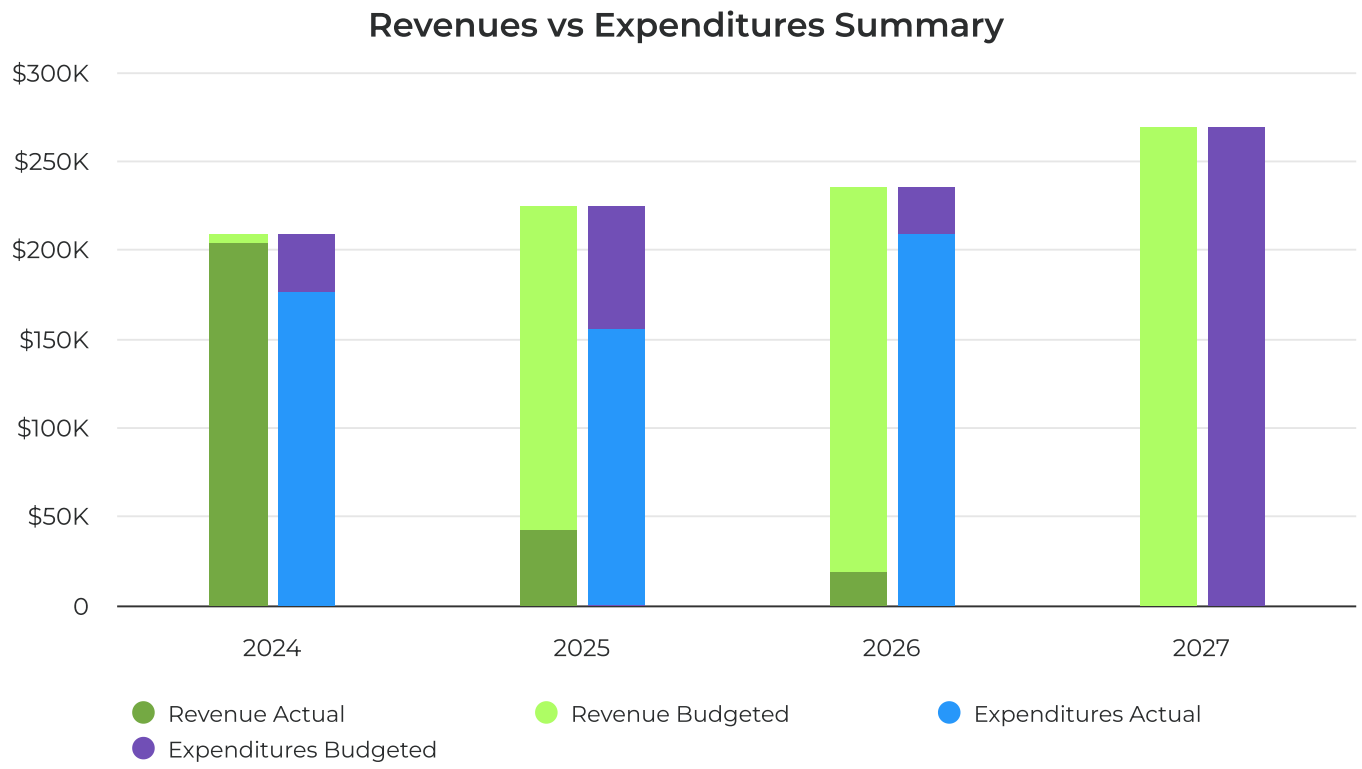
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Justice Court Bldg. Security	$43,406.52	$43,063.63	$43,271.83	$43,469.97
Total Fund Balance	**$43,406.52**	**$43,063.63**	**$43,271.83**	**$43,469.97**

Courthouse Security - Special Fund

The **Courthouse Security Fund (027)** is used to account for special fees collected by the offices of the District Clerk, County Clerk and Justices of the Peace for the purpose of defraying cost related to the Courthouse Security Department, which provides security in County and District courtrooms, and is subsidized by the General Fund.

Summary



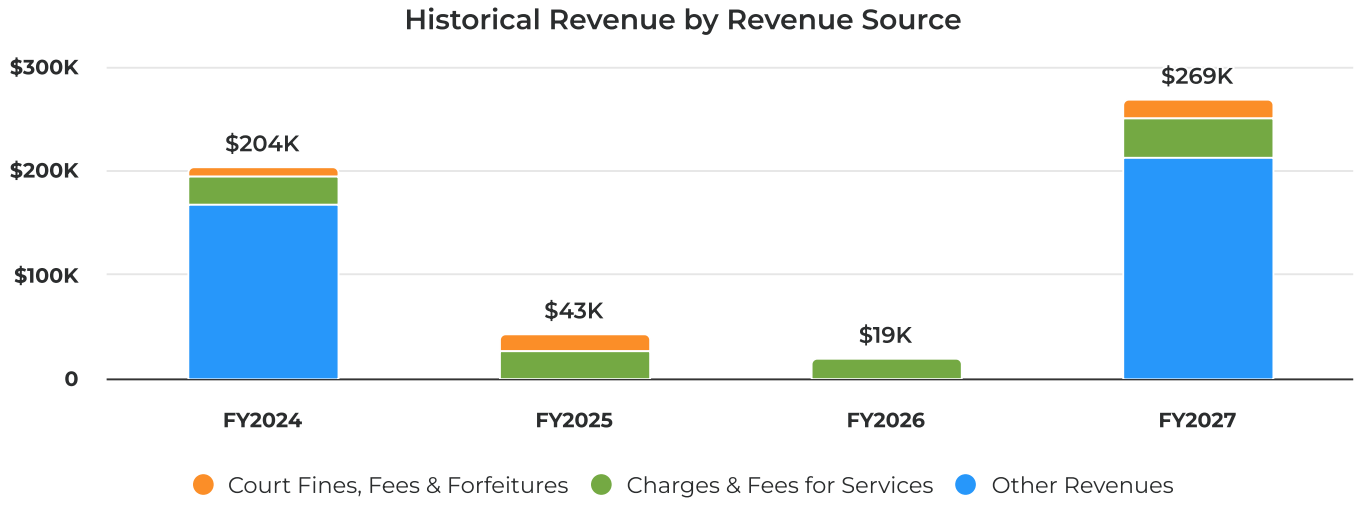
Comprehensive Fund Summary

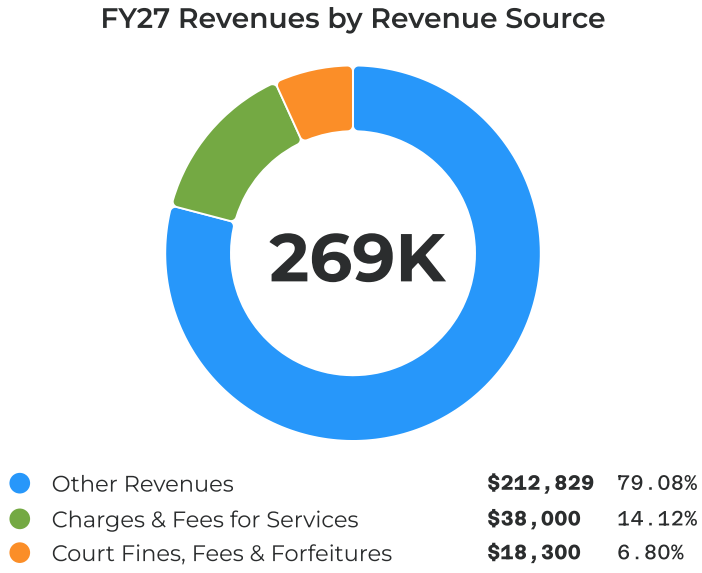
Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 226,572.05**	**$ 113,994.01**	**$ 113,994.01**	**$ 114,118.68**
Revenues				
Court Fines, Fees & Forfeitures	$ 16,956.31	$ 18,300.00	$ 400.86	$ 18,300.00
Charges & Fees for Services	$ 25,690.69	$ 38,000.00	$ 18,820.37	$ 38,000.00
Other Revenues	-	$ 179,568.53	-	$ 212,829.49
Total Revenues	**$ 42,647.00**	**$ 235,868.53**	**$ 19,221.23**	**$ 269,129.49**
Expenditures				
Salary And Benefits	$ 152,459.18	$ 227,943.86	$ 207,581.99	$ 259,829.49
Operating Expenses	$ 1,265.86	$ 7,800.00	$ 1,732.49	$ 9,300.00
Transfers	$ 1,500.00	-	-	-

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Expenditures	$ 155,225.04	$ 235,743.86	$ 209,314.48	$ 269,129.49
Total Revenues Less Expenditures	$ -112,578.04	$ 124.67	$ -190,093.25	-
Ending Fund Balance	$ 113,994.01	$ 114,118.68	$ -76,099.24	$ 114,118.68

Revenues by Revenue Source

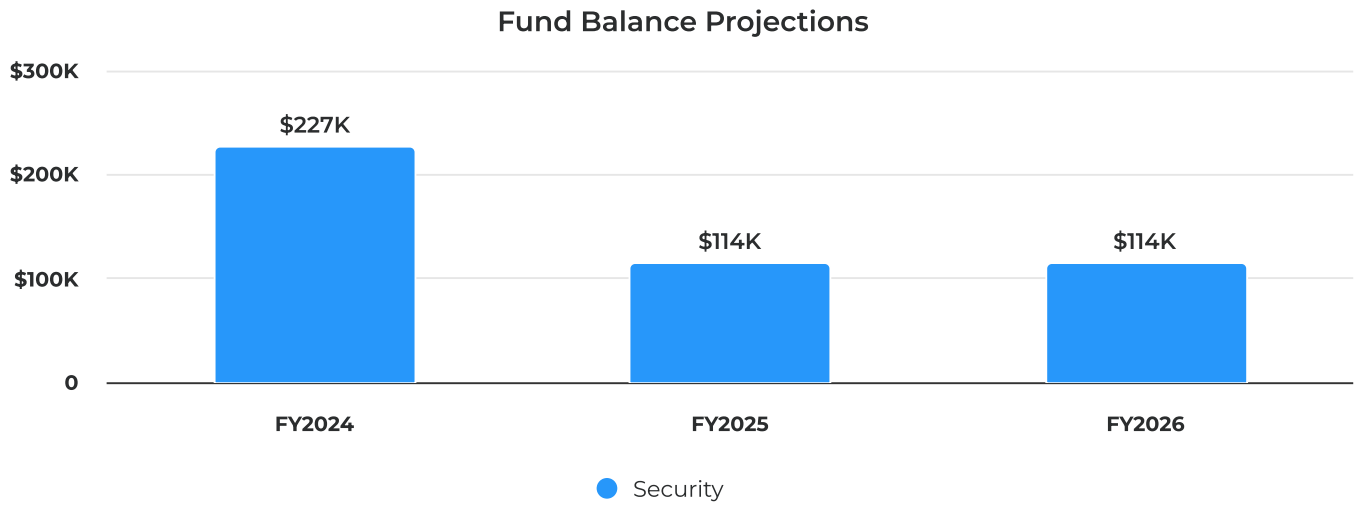




Revenues by Revenue Source

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Court Fines, Fees & Forfeitures					
LOCAL CONS COURT COSTS	027-325-2805	$ 16,286.79	$ 8,000.00	$ 0.00	$ 8,000.00
C/H SECURITY, JP #1	027-340-4801	$ 216.47	$ 3,500.00	$ 167.10	$ 3,500.00
C/H SECURITY, JP #2	027-340-4802	$ 66.59	$ 2,500.00	$ 50.19	$ 2,500.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
C/H SECURITY, JP #3	027-340-4803	$ 255.12	$ 2,400.00	$ 138.16	$ 2,400.00
C/H SECURITY, JP #4	027-340-4804	$ 131.34	$ 1,900.00	$ 45.41	$ 1,900.00
Total Court Fines, Fees & Forfeitures		$ 16,956.31	$ 18,300.00	$ 400.86	$ 18,300.00
Charges & Fees for Services					
COUNTY CLERK FEES	027-340-4400	$ 8,560.14	$ 23,000.00	$ 6,366.50	$ 23,000.00
DISTRICT CLERK FEES	027-340-4700	$ 17,130.55	$ 15,000.00	$ 12,453.87	$ 15,000.00
Total Charges & Fees for Services		$ 25,690.69	$ 38,000.00	$ 18,820.37	$ 38,000.00
Other Revenues					
TRANSFER FROM GENERAL/SUBSIDY	027-340-4010	$ 0.00	$ 179,568.53	$ 0.00	$ 212,829.49
Total Other Revenues		$ 0.00	$ 179,568.53	$ 0.00	$ 212,829.49
Total Revenues		**$ 42,647.00**	**$ 235,868.53**	**$ 19,221.23**	**$ 269,129.49**

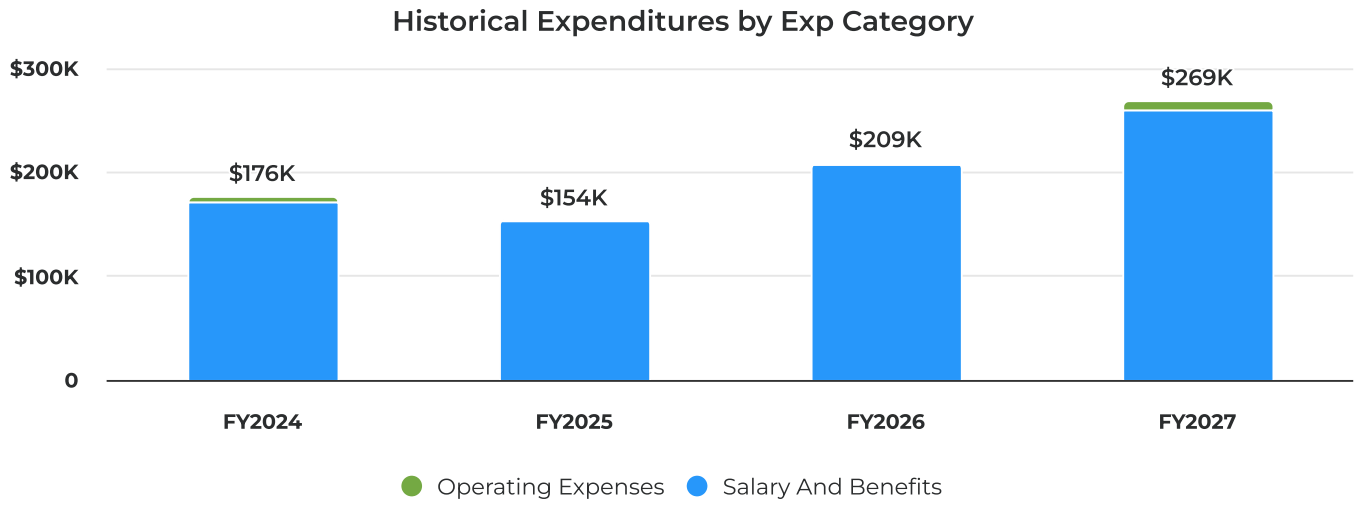


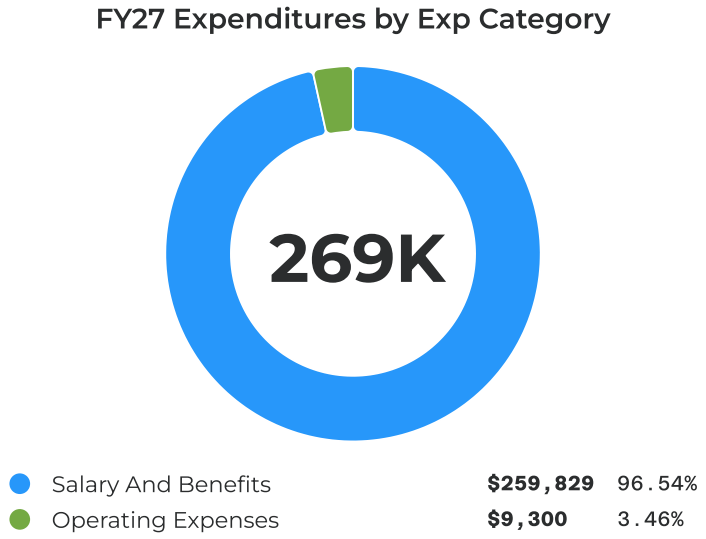
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Security	$110,377.11	$198,908.53	$226,572.05	$113,994.01
Total Fund Balance	**$110,377.11**	**$198,908.53**	**$226,572.05**	**$113,994.01**

Courthouse Security

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	027-7680-1050	$ 144,682.00	$ 143,318.97	$ 196,650.00	$ 160,650.00
SALARIES-PART TIME	027-7680-1080	$ 7,500.00	-	$ 7,499.21	$ 7,499.21
CERTIFICATE PAY	027-7680-1200	$ 1,800.00	$ 3,710.73	$ 12,600.00	$ 7,200.00
LONGEVITY PAY	027-7680-2000	$ 500.00	$ 500.00	$ 3,000.00	$ 3,000.00
SOCIAL SECURITY	027-7680-2010	$ 11,588.20	$ 10,988.24	$ 16,772.57	$ 13,505.34
HEALTH INSURANCE	027-7680-2020	$ 36,733.32	$ 25,767.50	$ 39,304.80	$ 41,507.64
RETIREMENT	027-7680-2030	$ 22,025.16	$ 21,450.83	$ 31,878.83	$ 23,047.35
WORKERS COMPENSATION	027-7680-2040	$ 3,000.00	$ 1,748.00	$ 4,079.35	$ 3,284.71
UNEMPLOYMENT INSURANCE	027-7680-2060	$ 115.18	$ 97.72	$ 169.40	$ 135.23

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 227,943.86	$ 207,581.99	$ 311,954.16	$ 259,829.49
Operating Expenses					
UNIFORMS	027-7680-3000	$ 2,000.00	$ 879.90	$ 3,000.00	$ 3,000.00
OFFICE SUPPLIES	027-7680-3150	$ 500.00	$ 452.59	$ 1,000.00	$ 1,000.00
TRAVEL TRAINING	027-7680-4270	$ 2,000.00	$ 400.00	$ 2,000.00	$ 2,000.00
SECURITY EXPENSES	027-7680-4950	$ 3,300.00	-	$ 3,300.00	$ 3,300.00
Total Operating Expenses		$ 7,800.00	$ 1,732.49	$ 9,300.00	$ 9,300.00
Total Expenditures		**$ 235,743.86**	**$ 209,314.48**	**$ 321,254.16**	**$ 269,129.49**

Sheriff Lyons has requested an additional $12,000 per employee, plus the increase of certificate pay from $600 to $1,400 per certificate. This request also includes an additional $1,000 for uniforms and $500 for office supplies to support a second office location when the Courthouse is reopened.

A request for new metal detector was added to the capital purchase projections.

Personnel Summary

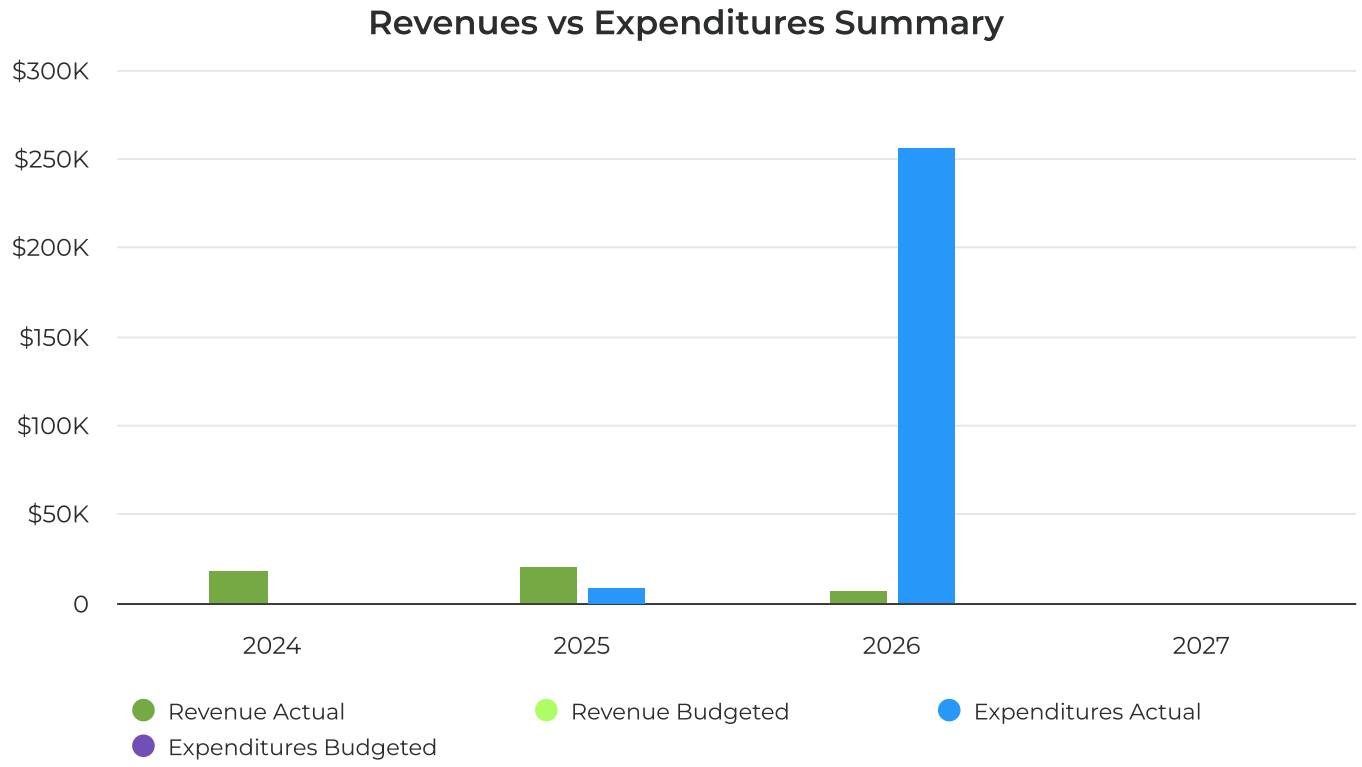
Senior Bailiff, John Sexton

- Bailiff, Andre Hines
- Bailiff, Alan LeBlanc
- Bailiff, Deryl Oates

Polk County Historical Commission - Special Fund

The **Historical Commission Fund (028)** was created to hold donations and other contributions dedicated to preserving Polk County's cultural heritage and celebrating its rich past. Managed by the Polk County Historical Commission, the fund supports a range of projects—from historical research, archiving, and educational outreach to restoring and maintaining significant landmarks, markers, and artifacts. These efforts help safeguard local stories, sites, and traditions, ensuring that future generations can explore and appreciate Polk County's unique heritage. By carefully allocating these resources, the Historical Commission not only preserves the community's legacy but also strengthens local identity and fosters a deeper sense of connection for residents and visitors alike.

Summary

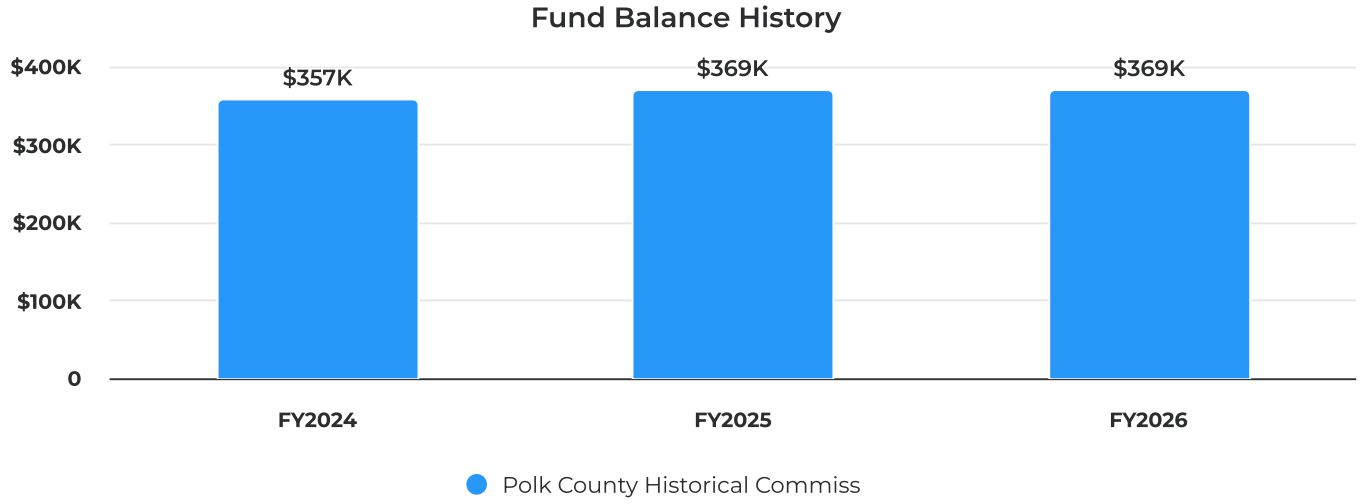


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 356,985.40**	**$ 368,875.44**	**$ 368,875.44**	**$ 368,875.44**
Revenues					
Interest					
DEPOSITORY INTEREST	028-360-6100	$ 16,071.80	$ 0.00	$ 6,068.68	$ 0.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Interest		$ 16,071.80	$ 0.00	$ 6,068.68	$ 0.00
Other Revenues					
CONTRIBUTIONS	028-367-6100	$ 4,175.00	$ 0.00	$ 0.00	$ 0.00
Total Other Revenues		$ 4,175.00	$ 0.00	$ 0.00	$ 0.00
Total Revenues		**$ 20,246.80**	**$ 0.00**	**$ 6,068.68**	**$ 0.00**
Expenditures					
Operating Expenses					
OPERATING EXPENSES	028-7861-3340	$ 8,356.76	$ 0.00	$ 255,146.78	$ 0.00
Total Operating Expenses		$ 8,356.76	$ 0.00	$ 255,146.78	$ 0.00
Total Expenditures		**$ 8,356.76**	**$ 0.00**	**$ 255,146.78**	**$ 0.00**
Total Revenues Less Expenditures		**$ 11,890.04**	**$ 0.00**	**$ -249,078.10**	**$ 0.00**
Ending Fund Balance		**$ 368,875.44**	**$ 368,875.44**	**$ 119,797.34**	**$ 368,875.44**



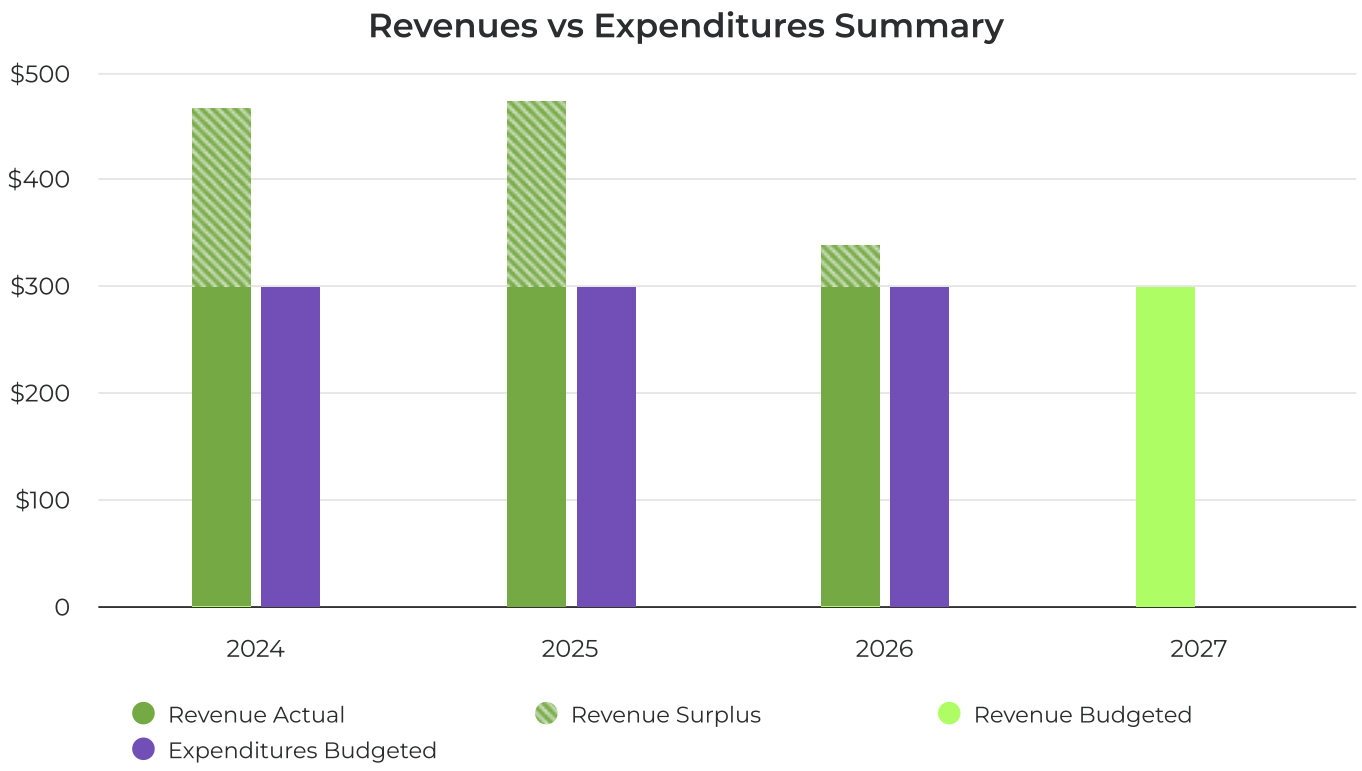
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Polk County Historical Commiss	$322,746.74	$338,537.32	$356,985.40	$368,875.44
Total Fund Balance	**$322,746.74**	**$338,537.32**	**$356,985.40**	**$368,875.44**

Court Reporter Services Fund - Special Fund

The **Court Reporter Service Fund (029)** was established in accordance with Government Code Sec. 51.601 to account for the statutory Court Reporter Service Fee collected as a court cost in each civil case filed with the court clerk to maintain a court reporter who is available for assignment in court. The Commissioners Court administers the fund to assist in the payment of court-reporter-related services, which may include maintaining an adequate number of court reporters to provide services to the courts, obtaining court reporter transcription services, closed-caption transcription machines, Braille transcription services, or other transcription services to comply with state or federal laws, or providing any other service related to the functions of a court reporter.

Summary

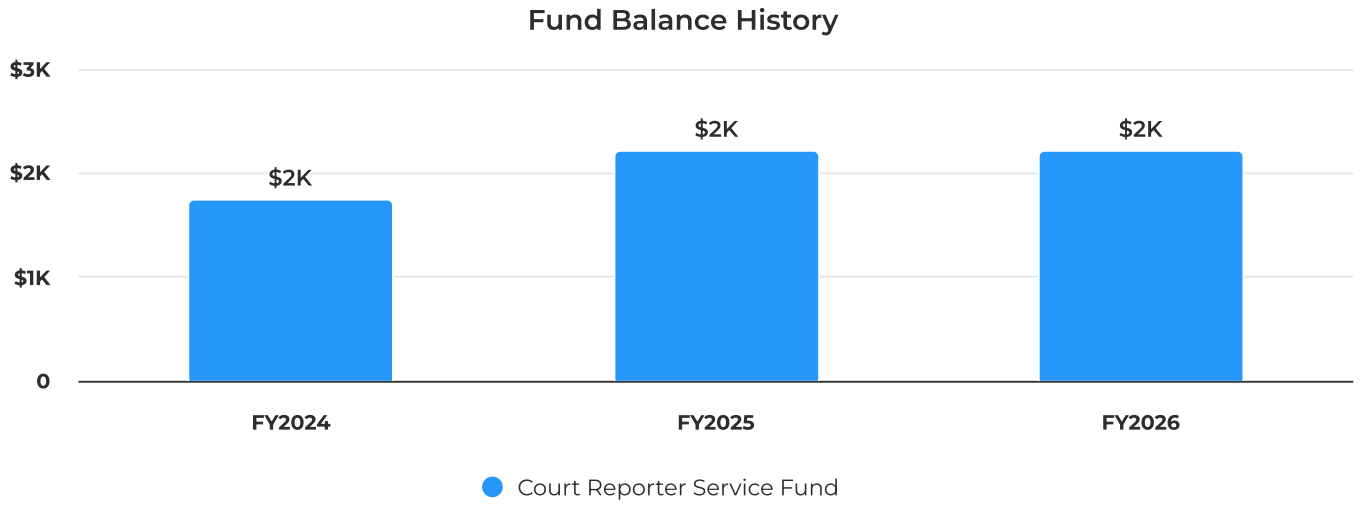


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 1,738.71**	**$ 2,211.69**	**$ 2,211.69**	**$ 2,211.69**
Revenues					
Court Fines, Fees & Forfeitures					
COUNTY CLERK FEES	029-340-4400	$ 472.98	$ 300.00	$ 338.44	$ 300.00
Total Court Fines, Fees & Forfeitures		$ 472.98	$ 300.00	$ 338.44	$ 300.00
Total Revenues		**$ 472.98**	**$ 300.00**	**$ 338.44**	**$ 300.00**

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Expenditures					
Operating Expenses					
COURT REPORTER SERVICE FEES	029-2465-3150	$ 0.00	$ 300.00	$ 0.00	$ 0.00
Total Operating Expenses		$ 0.00	$ 300.00	$ 0.00	$ 0.00
Total Expenditures		**$ 0.00**	**$ 300.00**	**$ 0.00**	**$ 0.00**
Total Revenues Less Expenditures		**$ 472.98**	**$ 0.00**	**$ 338.44**	**$ 300.00**
Ending Fund Balance		**$ 2,211.69**	**$ 2,211.69**	**$ 2,550.13**	**$ 2,511.69**



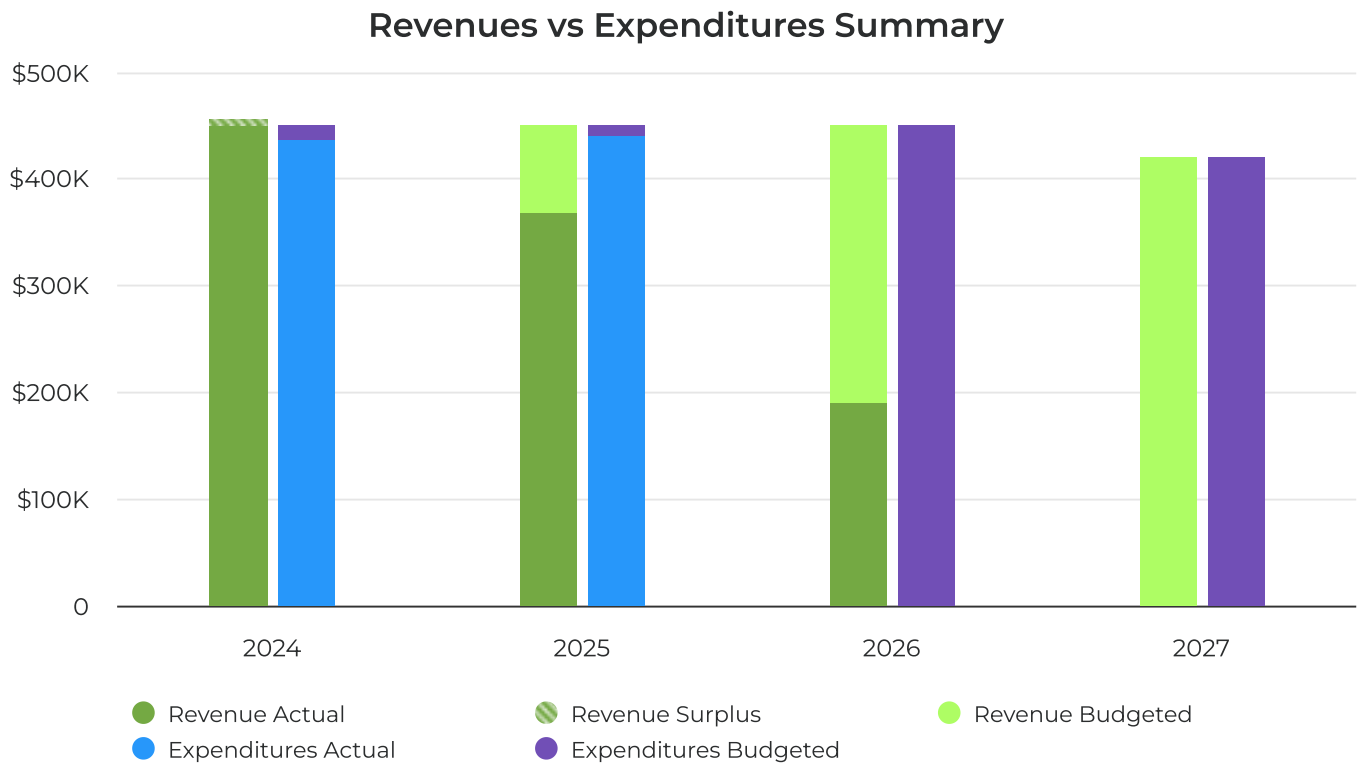
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Court Reporter Service Fund	$768.25	$1,273.03	$1,738.71	$2,211.69
Total Fund Balance	**$768.25**	**$1,273.03**	**$1,738.71**	**$2,211.69**

Waste Management Fund - Special Fund

The **Waste Management Fund (032)** was originally established by the County to account for all revenues generated by the County's environmentally related services and the associated expenses, with the major activity being the disposal and storage of solid waste. In December 2001, the County contracted with Santek Environmental for all waste management operations, including the lease of equipment and facilities such as the regional collection stations and the landfill. Santek's contract with the county was purchased by Republic Services in 2021. Budget amounts reflect the County's receipt and use of revenue from the percentage negotiated within the contract with Republic. Revenues from this fund have been utilized to help establish the county's recycling program, which has operated in partnership with the nonprofit organization, Polk County Recycling & Beautification since November 2021.

Summary

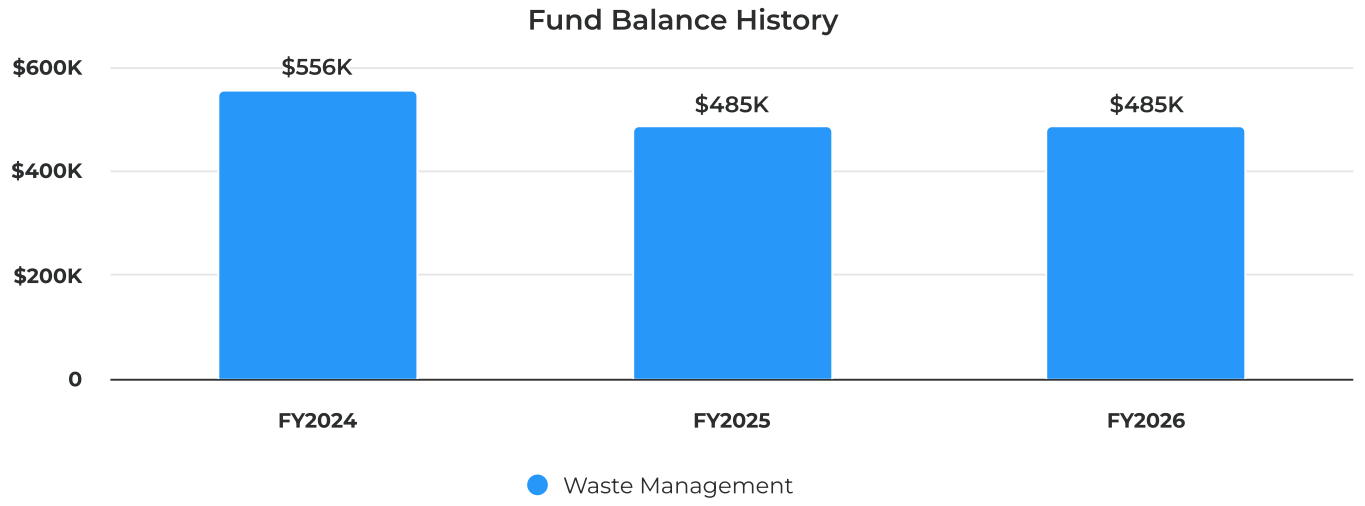


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 555,743.15**	**$ 484,625.66**	**$ 484,625.66**	**$ 484,625.66**
Revenues					
Other Revenues					
WASTE MANAGEMENT CONTRACT PAYMENTS	032-344-4601	$ 368,157.19	$ 450,000.00	$ 190,605.64	$ 420,000.00
Total Other Revenues		$ 368,157.19	$ 450,000.00	$ 190,605.64	$ 420,000.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Revenues		**$ 368,157.19**	**$ 450,000.00**	**$ 190,605.64**	**$ 420,000.00**
Expenditures					
Operating Expenses					
BUILDING MAINT/REPAIRS	032-5400-4500	$ 450.00	$ 0.00	$ 0.00	$ 10,000.00
EQUIPMENT MAINTENANCE	032-5400-4520	$ 240.00	$ 20,000.00	$ 240.00	$ 10,000.00
Total Operating Expenses		$ 690.00	$ 20,000.00	$ 240.00	$ 20,000.00
Capital Expenses					
CAPITAL OUTLAY BUILDINGS	032-5400-5740	$ 8,584.68	$ 0.00	$ 0.00	$ 0.00
Total Capital Expenses		$ 8,584.68	$ 0.00	$ 0.00	$ 0.00
Transfers					
TRANSFER TO GEN FUND	032-8700-0100	$ 430,000.00	$ 430,000.00	$ 0.00	$ 400,000.00
Total Transfers		$ 430,000.00	$ 430,000.00	$ 0.00	$ 400,000.00
Total Expenditures		**$ 439,274.68**	**$ 450,000.00**	**$ 240.00**	**$ 420,000.00**
Total Revenues Less Expenditures		**$ -71,117.49**	**$ 0.00**	**$ 190,365.64**	**$ 0.00**
Ending Fund Balance		**$ 484,625.66**	**$ 484,625.66**	**$ 674,991.30**	**$ 484,625.66**



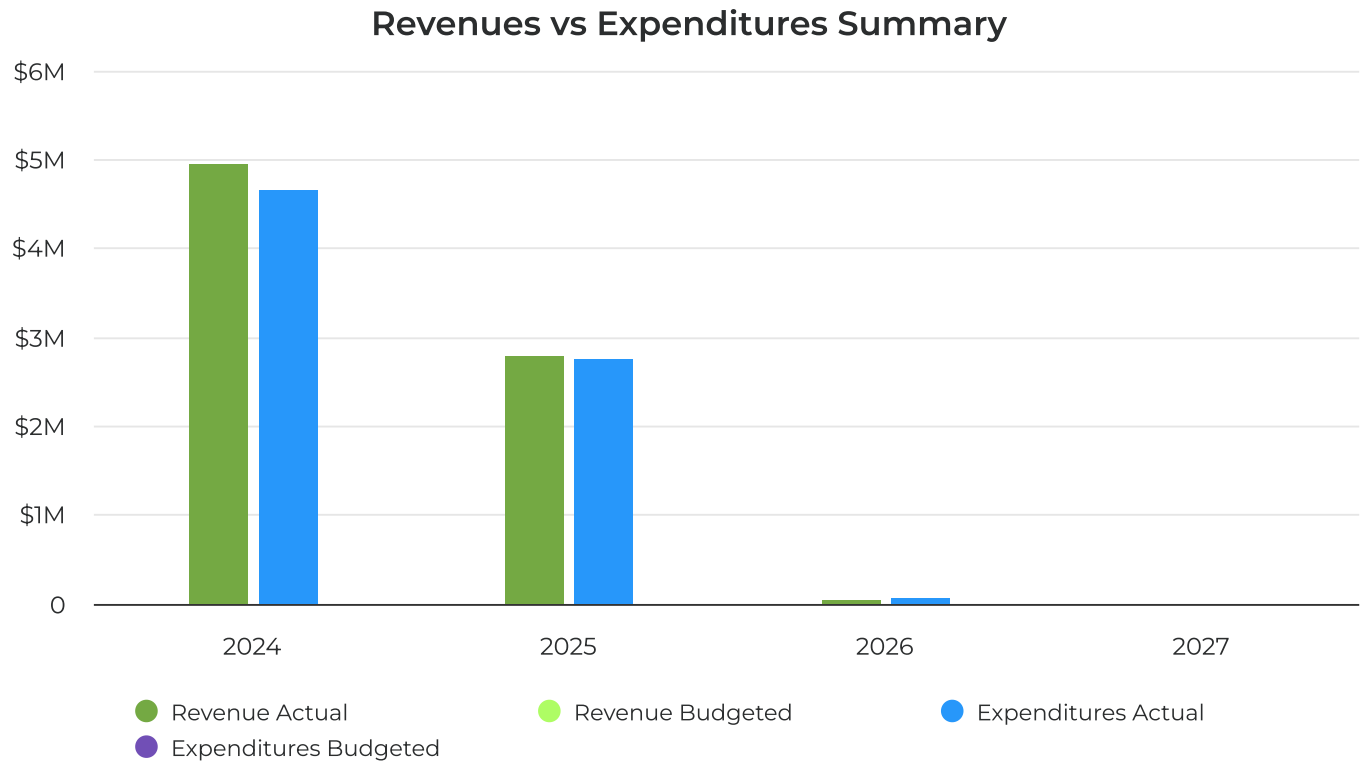
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Waste Management	$574,652.26	$535,903.28	$555,743.15	$484,625.66
Total Fund Balance	**$574,652.26**	**$535,903.28**	**$555,743.15**	**$484,625.66**

American Rescue Plan Act (ARPA) Fund - Special Fund

The **American Rescue Plan Act Fund (033)** was created to account for funds from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan, delivering $350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. Recipients may use SLFRF funds to replace lost public sector revenue; respond to the far-reaching public health and negative economic impacts of the pandemic; provide premium pay for essential workers; and invest in water, sewer, and broadband infrastructure. Polk County was allocated $9,974,718. The Commissioners Court has dedicated funding to enhance county-wide communications and broadband infrastructure, assist water supply companies to improve infrastructure, provide equipment for local ambulance services and volunteer fire departments, records preservation and digitization projects for the County and District Clerks, and infrastructure projects within each commissioner's precinct.

Summary



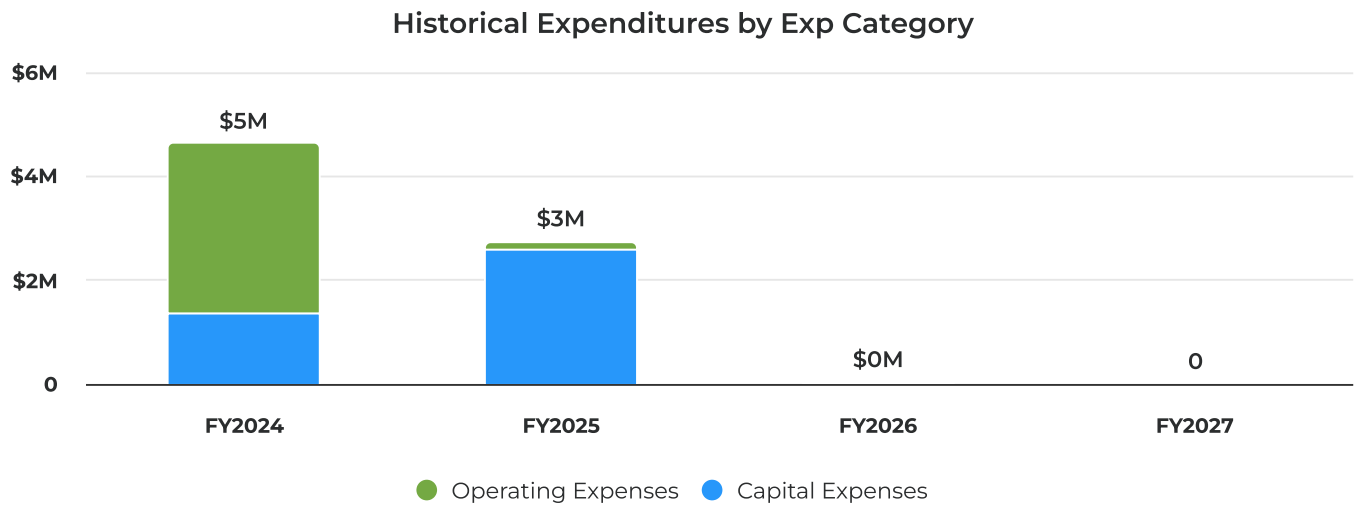
Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		$ 740,456.17	$ 157,384.53	$ 157,384.53	$ 157,384.53

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Revenues					
Interest					
DEPOSITORY INTEREST	033-360-6100	$ 135,680.36	$ 0.00	$ 37,289.28	$ 0.00
Total Interest		$ 135,680.36	$ 0.00	$ 37,289.28	$ 0.00
Other Revenues					
LOCAL COST SHARE REV-NON GRANT	033-333-3310	$ 69,604.00	$ 0.00	$ 0.00	$ 0.00
Total Other Revenues		$ 69,604.00	$ 0.00	$ 0.00	$ 0.00
Federal & State Funding					
AMERICAN RESCUE PLAN ACT REV	033-330-3697	$2,580,351.02	$ 0.00	$ 0.00	$ 0.00
Total Federal & State Funding		$2,580,351.02	$ 0.00	$ 0.00	$ 0.00
Total Revenues		**$2,785,635.38**	**$ 0.00**	**$ 37,289.28**	**$ 0.00**
Expenditures					
Operating Expenses					
AMERICAN RESCUE PLAN ACT	033-5200-6950	$ 173,357.45	$ 0.00	$ 38,617.00	$ 0.00
Total Operating Expenses		$ 173,357.45	$ 0.00	$ 38,617.00	$ 0.00
Capital Expenses					
ARPA PROJECT - TEMPE WATER PROJECT	033-5300-6916	$1,045,859.10	$ 0.00	$ 8,290.80	$ 0.00
ARPA PROJECT - PROVIDENCE WATER PROJECT	033-5300-6917	$ 481,610.55	$ 0.00	$ 0.00	$ 0.00
ARPA PROJECT - ONALASKA WATER PROJECT	033-5300-6918	$ 982,232.96	$ 0.00	$ 6,838.50	$ 0.00
ARPA PROJECT- R&B PCT 2	033-5300-6921	$ 60,176.36	$ 0.00	$ 0.00	$ 0.00
Total Capital Expenses		$2,569,878.97	$ 0.00	$ 15,129.30	$ 0.00
Total Expenditures		**$2,743,236.42**	**$ 0.00**	**$ 53,746.30**	**$ 0.00**
Total Revenues Less Expenditures		**$ 42,398.96**	**$ 0.00**	**$ -16,457.02**	**$ 0.00**
Ending Fund Balance		**$ 782,855.13**	**$ 157,384.53**	**$ 140,927.51**	**$ 157,384.53**

Expenditures by Exp Category



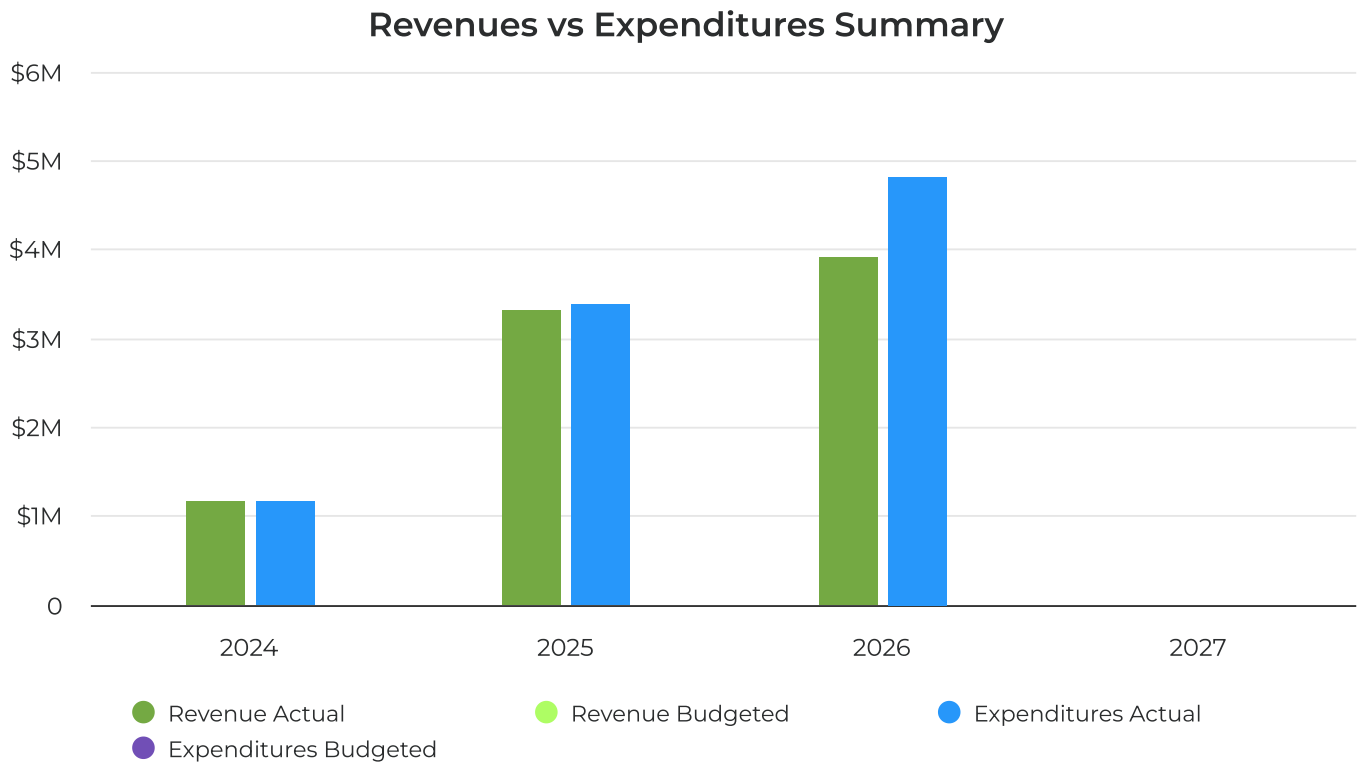
Expenditures by Exp Category

Category	FY 2022 YTD Activity	FY 2023 YTD Activity	FY 2024 YTD Activity	FY 2025 YTD Activity	FY 2026 YTD Activity
Operating Expenses	$ 181,420.75	$ 2,517,106.50	$ 3,281,705.76	$ 173,357.45	$ 38,617.00
AMERICAN RESCUE PLAN ACT	$ 181,420.75	$ 2,517,106.50	$ 3,281,705.76	$ 173,357.45	$ 38,617.00
Capital Expenses	-	$ 555,741.91	$ 1,355,997.94	$ 2,569,878.97	$ 15,129.30
ARPA PROJECT - AMBULANCE CPR DEVICES PROJECT	-	$ 96,412.80	-	-	-
ARPA PROJECT - ONALASKA SUBCOURTHOUSE	-	$ 43,868.65	-	-	-
ARPA PROJECT - RECYCLING ONALASKA	-	-	$ 19,240.56	-	-
ARPA PROJECT - R&B PCT 4 REMODEL/VARIOUS	-	$ 133,702.07	$ 34,297.93	-	-
ARPA PROJECT - SOUTH POLK COUNTY VFD	-	$ 10,000.00	-	-	-
ARPA PROJECT - ONALASKA VFD	-	$ 10,000.00	-	-	-
ARPA PROJECT - SCENIC LOOP VFD	-	$ 10,000.00	-	-	-
ARPA PROJECT - ALABAMA COUSHATA VFD	-	-	$ 10,000.00	-	-
ARPA PROJECT - CORRIGAN VFD	-	$ 10,000.00	-	-	-
ARPA PROJECT - HOLIDAY LAKE VFD	-	$ 10,000.00	-	-	-
ARPA PROJECT - LIVINGSTON VFD	-	$ 9,775.09	-	-	-
ARPA PROJECT - SEGNO VFD	-	$ 10,000.00	-	-	-
ARPA PROJECT - GOODRICH VFD	-	$ 10,000.00	-	-	-
ARPA PROJECT - INDIAN SPRINGS	-	$ 9,891.92	-	-	-
ARPA PROJECT - TEMPE WATER PROJECT	-	$ 32,472.30	$ 99,089.80	$ 1,045,859.10	$ 8,290.80
ARPA PROJECT - PROVIDENCE WATER PROJECT	-	$ 41,031.00	$ 123,904.60	$ 481,610.55	-
ARPA PROJECT - ONALASKA WATER PROJECT	-	$ 18,724.80	$ 720,643.14	$ 982,232.96	$ 6,838.50
ARPA PROJECT - COUNTY CLERK RECORDS	-	$ 30,000.00	$ 27,600.24	-	-
ARPA PROJECT - DISTRICT CLERK RECORDS	-	$ 69,863.28	$ 70,136.72	-	-
ARPA PROJECT- R&B PCT 2	-	-	$ 72,413.75	$ 60,176.36	-
ARPA PROJECT - R&B PCT 1	-	-	$ 132,000.00	-	-
ARPA PROJECTS - R&B PCT 3	-	-	$ 46,671.20	-	-
Total Expenditures	**$ 181,420.75**	**$ 3,072,848.41**	**$ 4,637,703.70**	**$ 2,743,236.42**	**$ 53,746.30**

Grant Fund - Special Fund

The **Grant Fund (035)** accounts for various grants received by the County which are not reported in a separate fund and are identified by a descriptive Account Name and associated Account number, such as "THC Historic Courthouse Round XI Construction", which refers to a Texas Historical Commission Grant for a portion of the cost to restore the historic Polk County Courthouse in Livingston, Texas.

Summary



Comprehensive Fund Summary

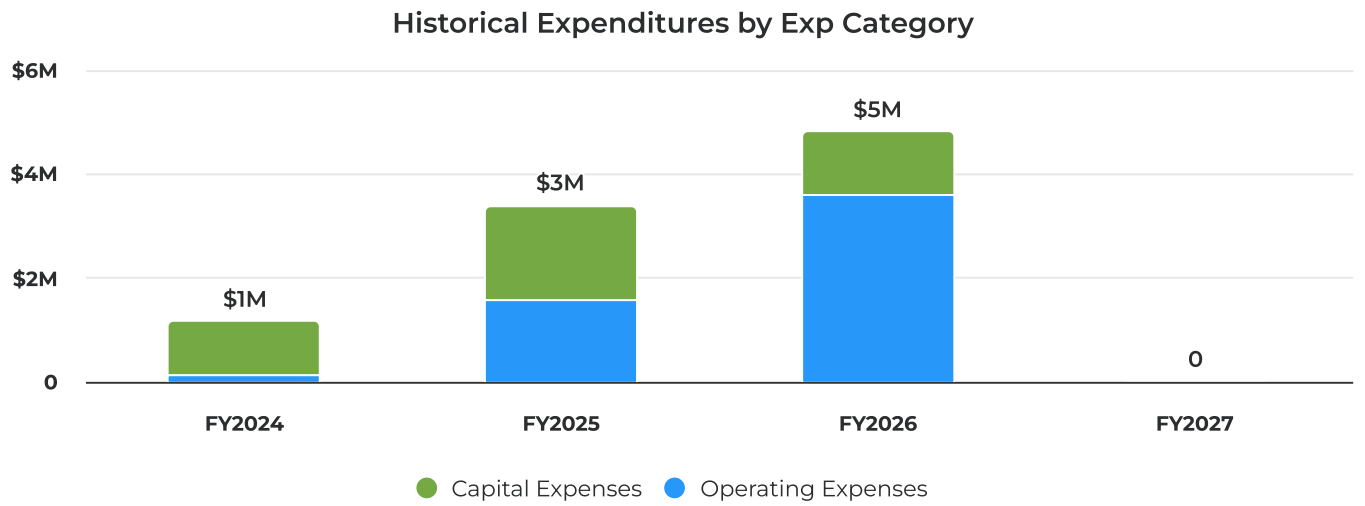
Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Revenues					
Other Revenues					
LOCAL COST SHARE REV-NON GRANT	035-333-3310	$ 34,290.00	$ 0.00	$ 0.00	$ 0.00
Total Other Revenues		$ 34,290.00	$ 0.00	$ 0.00	$ 0.00
Federal & State Funding					
THC COURTHOUSE ROUND XI CONSTRUCTION	035-331-3126	$1,330,938.84	$ 0.00	$ 4,479.18	$ 0.00
TOBACCO ENFORCEMENT GRANT (TEP)	035-331-3170	$ 11,173.90	$ 0.00	$ 8,500.00	$ 0.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
22-130-033-E029 LHMPP HAZARD MITIGATION GLO	035-331-3202	$ 75,000.00	$ 0.00	$ 0.00	$ 0.00
20-065-018-C064 HURR HARVEY INFRAS ALLOC CDBG DR	035-331-3212	$ 0.00	$ 0.00	$ 2,980.96	$ 0.00
SAVNS GRANT	035-331-3215	$ 18,571.30	$ 0.00	$ 4,718.91	$ 0.00
HAVA ELECTION SECURITY SUB GRANT	035-331-3218	$ 0.00	$ 0.00	$ 18,253.17	$ 0.00
24-065-044-E536 CDBG GLO MITIGATION PROG	035-331-3225	$1,248,848.01	$ 0.00	$2,535,800.20	$ 0.00
DR4485-0026 RC WSC COVID 19 PANDEMIC SUB GRANT	035-331-3227	$ 2,000.00	$ 0.00	$ 1,117.31	$ 0.00
24-065-045-E537 CDBG GLO MITIGATION PRGM	035-331-3228	$ 133,542.50	$ 0.00	$1,185,571.01	$ 0.00
TAPEIT AWARD GRANT	035-331-3229	$ 225.26	$ 0.00	$ 0.00	$ 0.00
5031001 CYBER SECURITY GRANT	035-331-3230	$ 66,762.17	$ 0.00	$ 0.00	$ 0.00
DR4485 DALLARDSVILLE SEGNO WSC GENERATORS	035-331-3231	$ 9,678.53	$ 0.00	$ 8,710.68	$ 0.00
DR4485 TEMPE WSC GENERATORS	035-331-3232	$ 32,868.88	$ 0.00	$ 29,581.99	$ 0.00
DR4485 SODA WSC GENERATORS	035-331-3233	$ 25,843.73	$ 0.00	$ 23,259.36	$ 0.00
DR4485 SHILOH RIDGE WSC GENERATORS	035-331-3234	$ 7,493.47	$ 0.00	$ 0.00	$ 0.00
DETCOG 582-24-50085 25-14-07 SOLID WASTE PROJECT	035-331-3235	$ 12,144.92	$ 0.00	$ 0.00	$ 0.00
VETERANS ASSISTANCE GRANT VC025-F-012	035-331-3236	$ 5,213.14	$ 0.00	$ 77,600.00	$ 0.00
DALLARDSVILLE PROJ 2-CDBG- CDV21-0368	035-331-3322	$ 307,060.00	$ 0.00	$ 3,500.00	$ 0.00
Total Federal & State Funding		$3,287,364.65	$ 0.00	$3,904,072.77	$ 0.00
Total Revenues		**$3,321,654.65**	**$ 0.00**	**$3,904,072.77**	**$ 0.00**
Expenditures					
Operating Expenses					
TOBACCO ENFORCEMENT GRANT (TEP)	035-7409-6170	$ 11,173.90	$ 0.00	$ 7,489.86	$ 0.00
SAVNS GRANT	035-7409-6215	$ 18,571.30	$ 0.00	$ 7,339.42	$ 0.00
24-065-044-E536 CDBG GLO MITIGATION PROG	035-7409-6225	$1,248,848.01	$ 0.00	$2,291,646.95	$ 0.00
DR4485-0026 RC WSC COVID 19 PANDEMIC SUB GRANT	035-7409-6227	$ 2,000.00	$ 0.00	$ 3,000.00	$ 0.00
24-065-045-E537 CDBG GLO MITIGATION PRGM	035-7409-6228	$ 133,542.50	$ 0.00	$1,062,367.88	$ 0.00
TAPEIT AWARD GRANT	035-7409-6229	$ 225.26	$ 0.00	$ 73.74	$ 0.00
5031001 CYBER SECURITY GRANT	035-7409-6230	$ 66,762.17	$ 0.00	$ 0.00	$ 0.00
DR4485 DALLARDSVILLE SEGNO WSC GENERATORS	035-7409-6231	$ 9,678.53	$ 0.00	$ 14,060.94	$ 0.00
DR4485 TEMPE WSC GENERATORS	035-7409-6232	$ 32,868.88	$ 0.00	$ 56,824.29	$ 0.00
DR4485 SODA WSC GENERATORS	035-7409-6233	$ 25,843.73	$ 0.00	$ 45,535.59	$ 0.00
DR4485 SHILOH RIDGE WSC GENERATORS	035-7409-6234	$ 7,493.47	$ 0.00	$ 0.00	$ 0.00
DETCOG 582-24-50085 25-14-07 SOLID WASTE PROJECT	035-7409-6235	$ 12,144.92	$ 0.00	$ 0.00	$ 0.00
VETERANS ASSISTANCE GRANT VC025-F-012	035-7409-6236	$ 5,213.14	$ 0.00	$ 101,825.47	$ 0.00
DETCOG 582 26 00077 SG 26-14-07	035-7409-6237	$ 0.00	$ 0.00	$ 8,343.98	$ 0.00
Total Operating Expenses		$1,574,365.81	$ 0.00	$3,598,508.12	$ 0.00
Capital Expenses					
22-130-033-E029 LHMPP HAZARD MITIGATION GLO	035-7409-6202	$ 75,000.00	$ 0.00	$ 0.00	$ 0.00
20-065-018-C064 HURR HARVEY INFRAST ALLOC	035-7409-6212	$ 0.00	$ 0.00	$ 2,980.96	$ 0.00
HAVA ELECTION SECURITY SUB GRANT	035-7409-6218	$ 0.00	$ 0.00	$ 4,623.83	$ 0.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
DALLARDSVILLE PROJ 2-CDBG- CDV21-0368	035-7409-6222	$ 341,350.00	$ 0.00	$ 0.00	$ 0.00
THC COURTHOUSE ROUND XI CONSTRUCTION	035-7409-6260	$1,396,045.81	$ 0.00	$1,208,801.90	$ 0.00
Total Capital Expenses		$1,812,395.81	$ 0.00	$1,216,406.69	$ 0.00
Total Expenditures		**$3,386,761.62**	**$ 0.00**	**$4,814,914.81**	**$ 0.00**
Total Revenues Less Expenditures		**$ -65,106.97**	**$ 0.00**	**$ -910,842.04**	**$ 0.00**
Ending Fund Balance		**$ -65,106.97**	**$ 0.00**	**$ -910,842.04**	**$ 0.00**

Expenditures by Exp Category



Expenditures by Exp Category

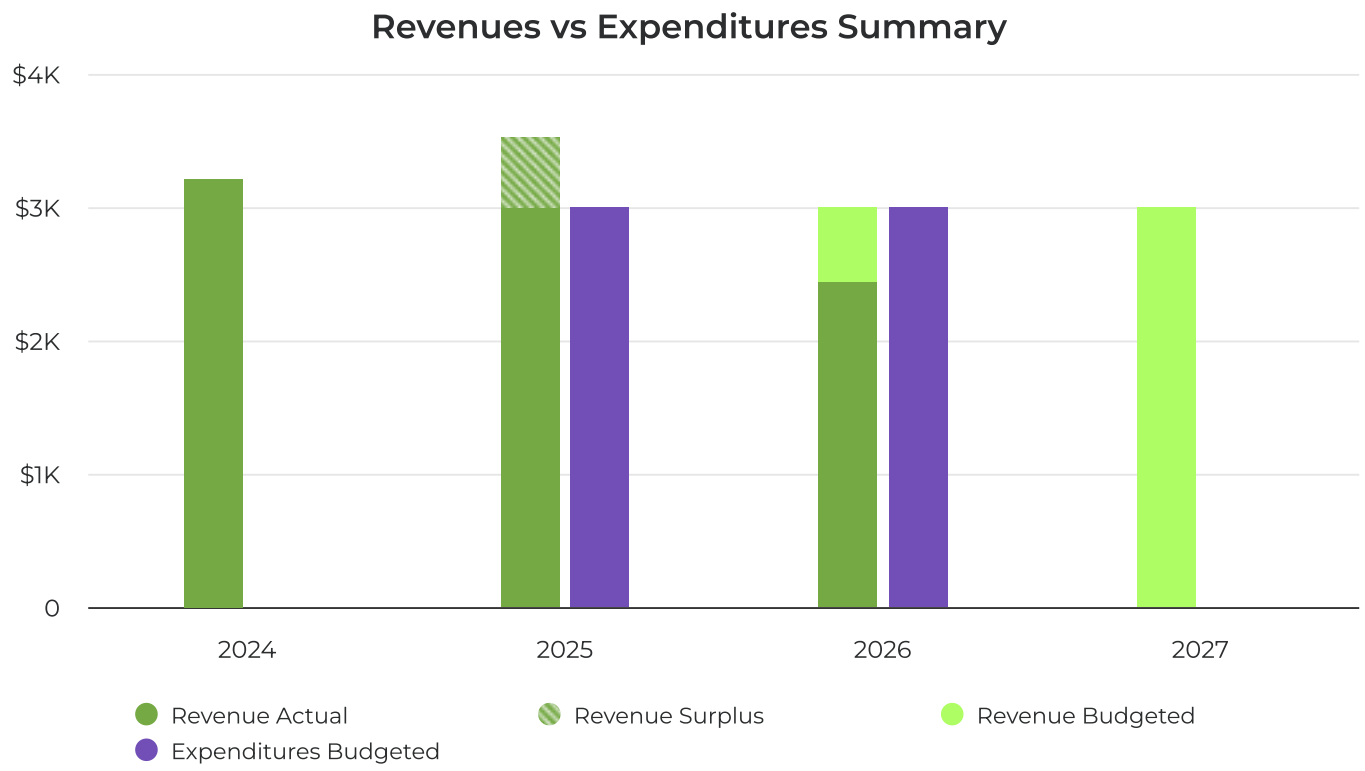
Category	FY 2022 YTD Activity	FY 2023 YTD Activity	FY 2024 YTD Activity	FY 2025 YTD Activity	FY 2026 YTD Activity
Operating Expenses	$ 71,966.91	$ 151,072.25	$ 131,521.49	$ 1,574,365.81	$ 3,598,508.12
TOBACCO ENFORCEMENT GRANT (TEP)	$ 42,374.64	$ 31,315.39	$ 22,395.00	$ 11,173.90	$ 7,489.86
4588601 BULLETPROOF SHIELDS GRANT	-	$ 88,060.05	-	-	-
SAVNS GRANT	$ 18,592.27	$ 17,505.25	$ 18,030.39	$ 18,571.30	$ 7,339.42
582-22-30114 DETCOG SOLID WASTE PROJECT	$ 11,000.00	-	-	-	-
23-14-06 DETCOG SOLID WASTE PROJECT	-	$ 14,191.56	-	-	-
582-24-50085 DETCOG 24-14-05	-	-	$ 13,500.00	-	-
24-065-044-E536 CDBG GLO MITIGATION PROG	-	-	-	$ 1,248,848.01	$ 2,291,646.95
MVCPA CATALYTIC CONVERTER CHECK	-	-	$ 55,250.00	-	-
DR4485-0026 RC WSC COVID 19 PANDEMIC SUB GRANT	-	-	$ 22,346.10	$ 2,000.00	$ 3,000.00
24-065-045-E537 CDBG GLO MITIGATION PRGM	-	-	-	$ 133,542.50	$ 1,062,367.88
TAPEIT AWARD GRANT	-	-	-	$ 225.26	$ 73.74

Category	FY 2022 YTD Activity	FY 2023 YTD Activity	FY 2024 YTD Activity	FY 2025 YTD Activity	FY 2026 YTD Activity
5031001 CYBER SECURITY GRANT	-	-	-	$ 66,762.17	-
DR4485 DALLARDSVILLE SEGNO WSC GENERATORS	-	-	-	$ 9,678.53	$ 14,060.94
DR4485 TEMPE WSC GENERATORS	-	-	-	$ 32,868.88	$ 56,824.29
DR4485 SODA WSC GENERATORS	-	-	-	$ 25,843.73	$ 45,535.59
DR4485 SHILOH RIDGE WSC GENERATORS	-	-	-	$ 7,493.47	-
DETCOG 582-24-50085 25-14-07 SOLID WASTE PROJECT	-	-	-	$ 12,144.92	-
VETERANS ASSISTANCE GRANT VC025-F-012	-	-	-	$ 5,213.14	$ 101,825.47
DETCOG 582 26 00077 SG 26-14-07	-	-	-	-	$ 8,343.98
Capital Expenses	$ 219,402.15	$ 1,240,545.68	$ 1,032,376.84	$ 1,812,395.81	$ 1,216,406.69
22-130-033-E029 LHMPP HAZARD MITIGATION GLO	-	-	$ 25,000.00	$ 75,000.00	-
20-065-018-C064 HURR HARVEY INFRAST ALLOC	-	$ 378,524.54	-	-	$ 2,980.96
7220361 CDBG DALLARDSVILLE WATER PROJECT	$ 38,870.00	$ 301,884.00	$ 2,950.00	-	-
HAVA GRANT	$ 55,561.05	-	-	-	-
HAVA ELECTION SECURITY SUB GRANT	$ 42,903.22	$ 80,457.46	-	-	$ 4,623.83
4366401 BODY WORN CAMERAS	-	$ 31,687.50	-	-	-
PATRICK LEAHY BULLETPROOF VEST (BVP)	$ 11,000.00	-	-	-	-
DALLARDSVILLE PROJ 2-CDBG- CDV21-0368	-	$ 15,950.00	$ 44,800.00	$ 341,350.00	-
THC COURTHOUSE ROUND XI CONSTRUCTION	$ 70,826.77	$ 432,042.18	$ 959,626.84	$ 1,396,045.81	$ 1,208,801.90
REBUILD TX GRANT SHERIFF BOAT	$ 241.11	-	-	-	-
Total Expenditures	**$ 291,369.06**	**$ 1,391,617.93**	**$ 1,163,898.33**	**$ 3,386,761.62**	**$ 4,814,914.81**

Language Access Fund - Special Fund

The **Language Access Fund (038)** was established in 2022 in response to Texas Local Government Code Section 135.155 added by the 87th Legislature. Money allocated to the language access fund maintained in the county treasury as required by Section 135.151 may be used by a county only to provide language access services for individuals appearing before the court or receiving court services.

Summary

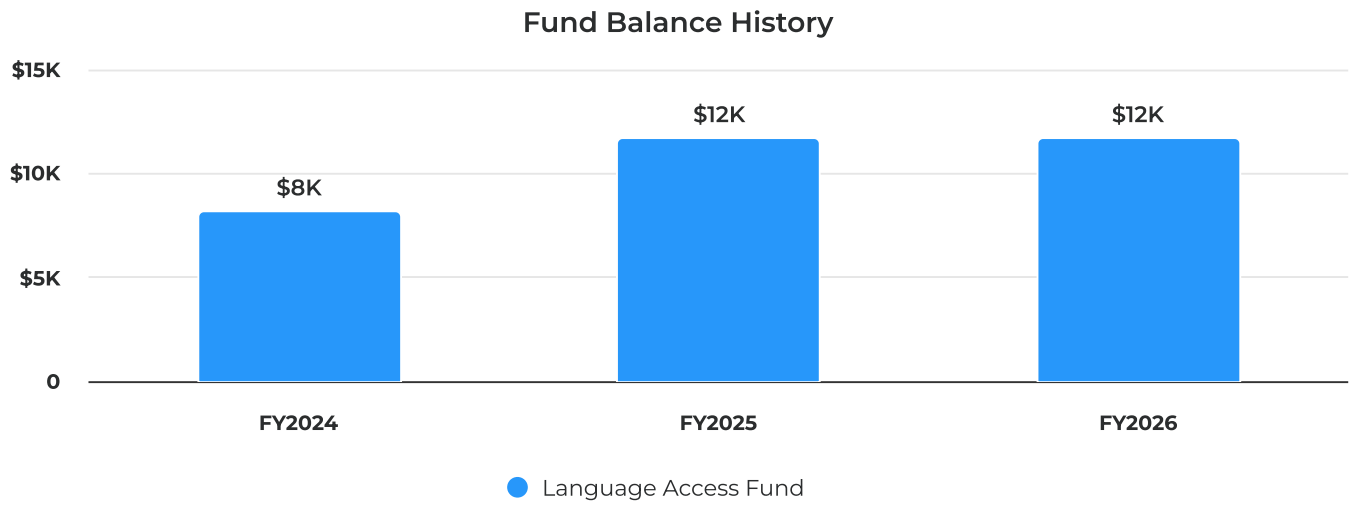


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 8,205.64**	**$ 11,730.18**	**$ 11,730.18**	**$ 11,730.18**
Revenues					
Court Fines, Fees & Forfeitures					
LANGUAGE ACCESS FUND	038-340-2902	$ 3,524.54	$ 3,000.00	$ 2,429.67	$ 3,000.00
Total Court Fines, Fees & Forfeitures		$ 3,524.54	$ 3,000.00	$ 2,429.67	$ 3,000.00
Total Revenues		**$ 3,524.54**	**$ 3,000.00**	**$ 2,429.67**	**$ 3,000.00**
Expenditures					
Operating Expenses					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
LANGUAGE ACCESS EXP	038-5601-4502	$ 0.00	$ 3,000.00	$ 0.00	$ 0.00
Total Operating Expenses		$ 0.00	$ 3,000.00	$ 0.00	$ 0.00
Total Expenditures		**$ 0.00**	**$ 3,000.00**	**$ 0.00**	**$ 0.00**
Total Revenues Less Expenditures		**$ 3,524.54**	**$ 0.00**	**$ 2,429.67**	**$ 3,000.00**
Ending Fund Balance		**$ 11,730.18**	**$ 11,730.18**	**$ 14,159.85**	**$ 14,730.18**



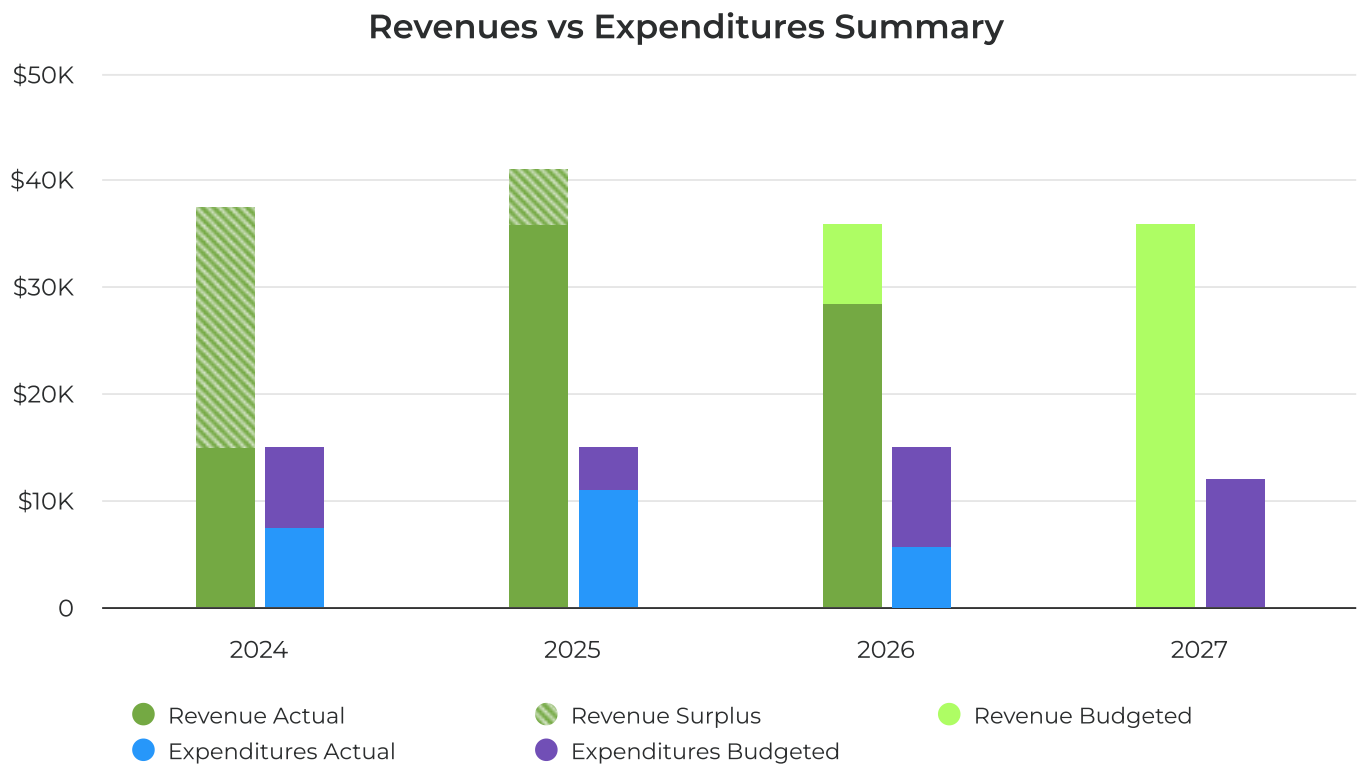
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Language Access Fund	$1,890.00	$4,987.48	$8,205.64	$11,730.18
Total Fund Balance	**$1,890.00**	**$4,987.48**	**$8,205.64**	**$11,730.18**

Law Library Fund - Special Fund

The **Law Library Fund (040)** accounts for special fees related to maintaining a law library at the County Courthouse. The Commissioners Court established a fee for each civil case filed in the County or District Courts to support the expense of the Law Library, which is administered by the County Court at Law and located in the County Court at Law office suite. The Law Library has fully transitioned to electronic media.

Summary

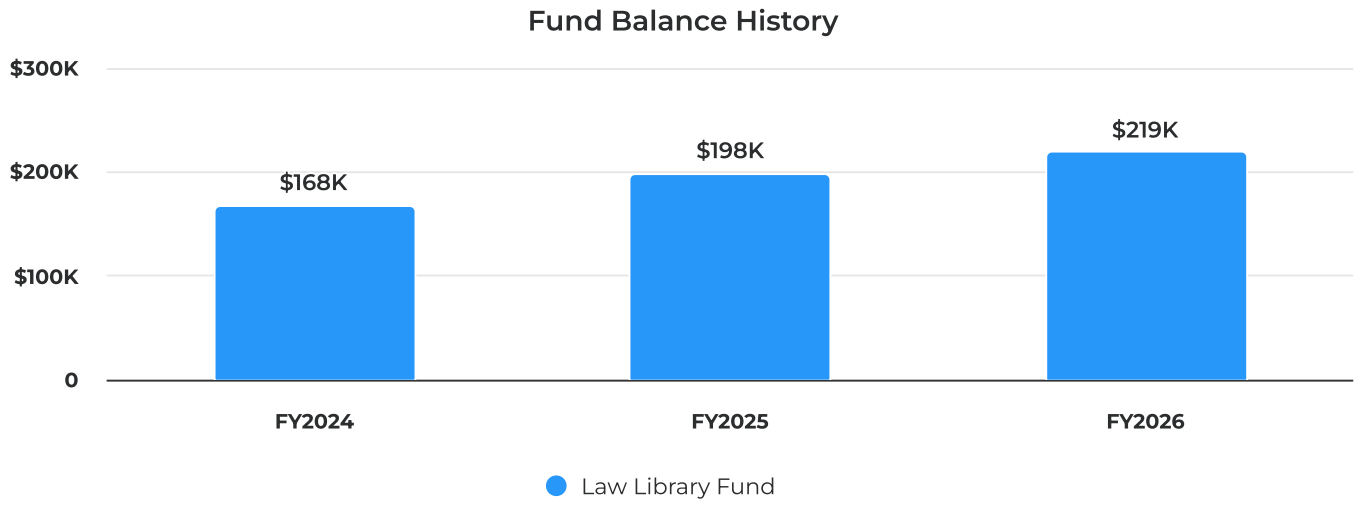


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 167,756.69**	**$ 198,002.04**	**$ 198,002.04**	**$ 219,002.04**
Revenues					
Court Fines, Fees & Forfeitures					
COUNTY COURT FEES	040-340-4400	$ 12,075.00	$ 12,000.00	$ 8,960.00	$ 12,000.00
DISTRICT COURT FEES	040-340-4700	$ 29,020.79	$ 24,000.00	$ 19,387.10	$ 24,000.00
Total Court Fines, Fees & Forfeitures		$ 41,095.79	$ 36,000.00	$ 28,347.10	$ 36,000.00
Total Revenues		**$ 41,095.79**	**$ 36,000.00**	**$ 28,347.10**	**$ 36,000.00**
Expenditures					
Operating Expenses					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
OPERATING EXPENSES	040-7650-3340	$ 10,850.44	$ 15,000.00	$ 5,586.32	$ 12,000.00
Total Operating Expenses		$ 10,850.44	$ 15,000.00	$ 5,586.32	$ 12,000.00
Total Expenditures		**$ 10,850.44**	**$ 15,000.00**	**$ 5,586.32**	**$ 12,000.00**
Total Revenues Less Expenditures		**$ 30,245.35**	**$ 21,000.00**	**$ 22,760.78**	**$ 24,000.00**
Ending Fund Balance		**$ 198,002.04**	**$ 219,002.04**	**$ 220,762.82**	**$ 243,002.04**



Financial Summary

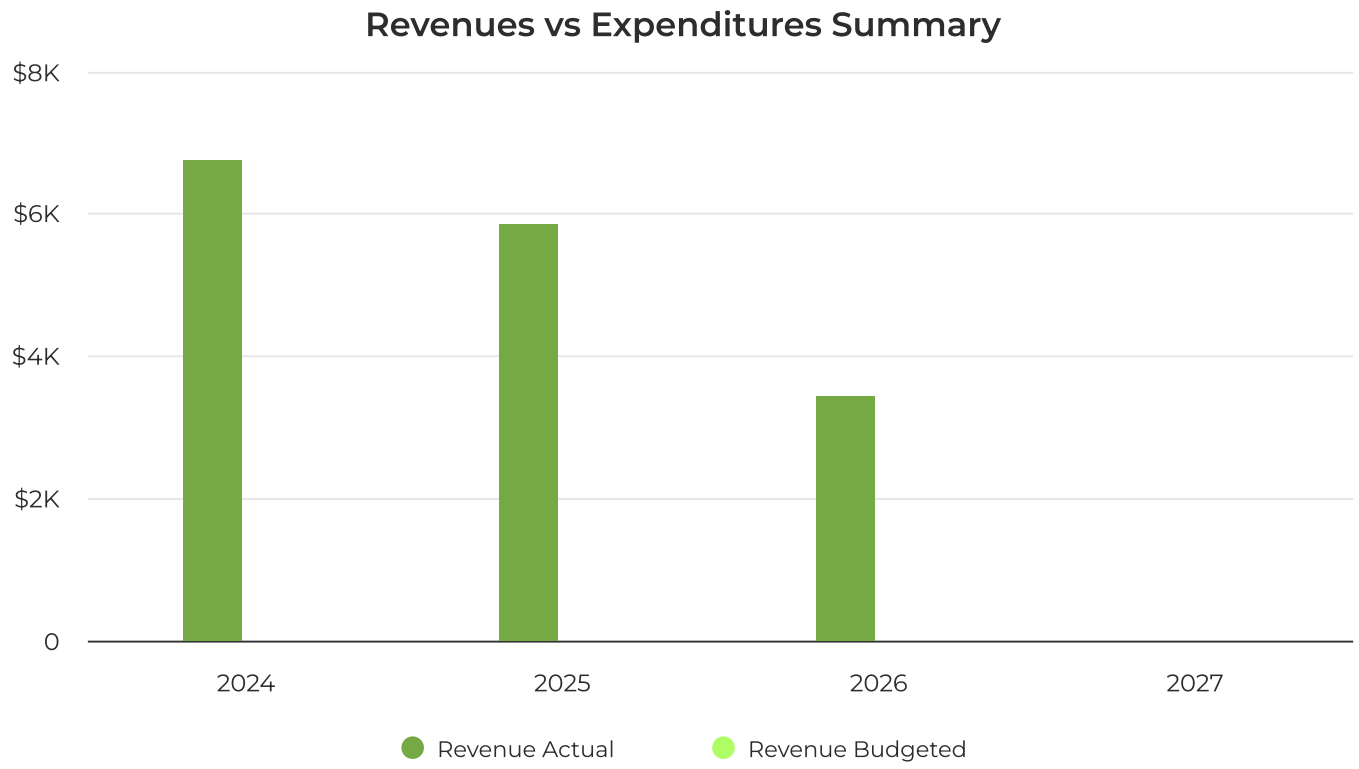
Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Law Library Fund	$107,375.00	$137,584.51	$167,756.69	$198,002.04
Total Fund Balance	**$107,375.00**	**$137,584.51**	**$167,756.69**	**$198,002.04**

Local Assistance & Tribal Consistency (ARPA) Fund - Special Fund

The **Local Assistance & Tribal Consistency ARPA Fund (041)** originates from the American Rescue Plan Act (ARPA) and are specifically designated as general revenue replacement to help stabilize local government operations. By offsetting pandemic-related revenue losses, the fund frees up financial resources for critical services within Polk County. Expenditures must adhere to federal guidelines, which permit a broad range of initiatives that support governmental services, promote economic recovery, and address the lingering impacts of the pandemic—such as healthcare, infrastructure, broadband expansion, and essential worker support.

To maintain compliance, the County must track and report expenditures in accordance with ARPA regulations, ensuring transparency and accountability for all funded activities. The Local Assistance & Tribal Consistency ARPA Fund thus plays a vital role in sustaining the County's financial health, preserving essential services, and fostering a resilient recovery for the community.

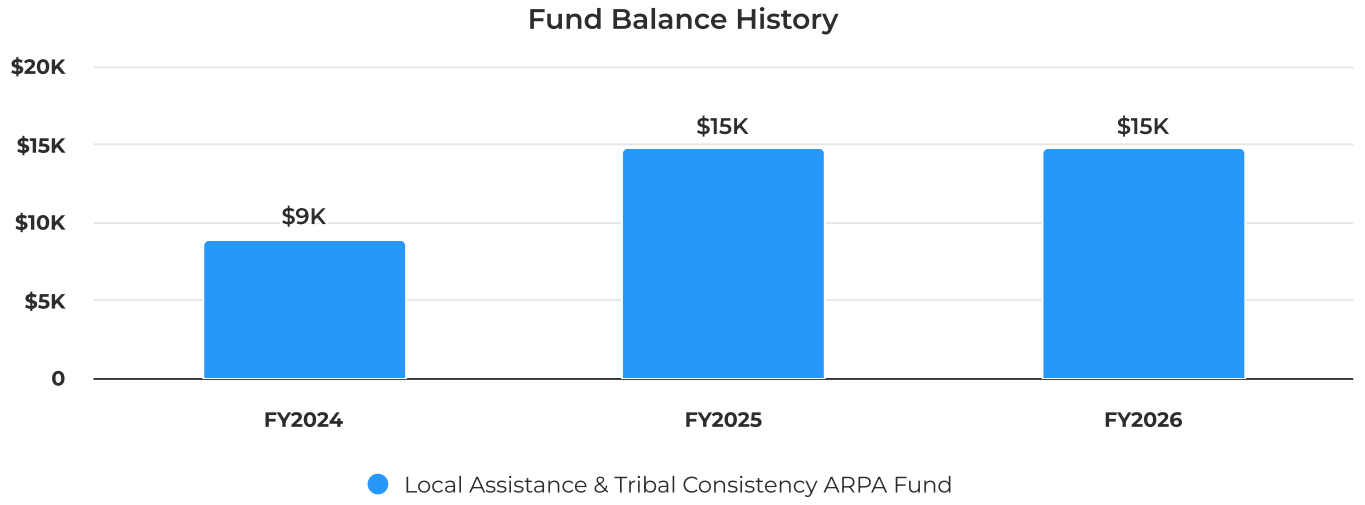
Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 8,880.79**	**$ 14,742.93**	**$ 14,742.93**	**$ 14,742.93**
Revenues					
Interest					
INTEREST	041-360-6100	$ 5,862.14	$ 0.00	$ 3,436.23	$ 0.00
Total Interest		$ 5,862.14	$ 0.00	$ 3,436.23	$ 0.00
Total Revenues		**$ 5,862.14**	**$ 0.00**	**$ 3,436.23**	**$ 0.00**
Expenditures					
Total Expenditures		**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Total Revenues Less Expenditures		**$ 5,862.14**	**$ 0.00**	**$ 3,436.23**	**$ 0.00**
Ending Fund Balance		**$ 14,742.93**	**$ 14,742.93**	**$ 18,179.16**	**$ 14,742.93**



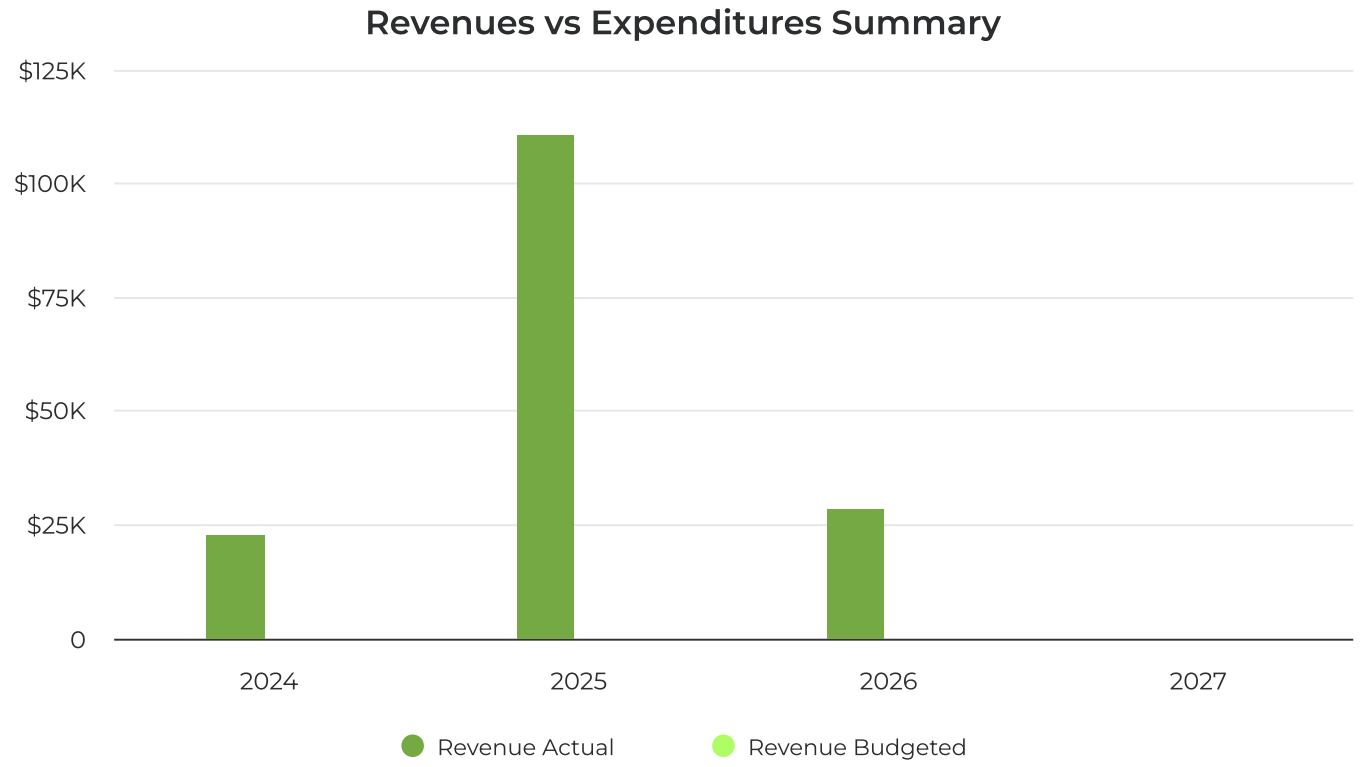
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Local Assistance & Tribal Consistency ARPA Fund	-	$2,120.67	$8,880.79	$14,742.93
Total Fund Balance	**-**	**$2,120.67**	**$8,880.79**	**$14,742.93**

Opioid Abatement Trust Fund - Special Fund

The **Opioid Abatement Trust Fund (042)** stems from opioid litigation settlements or grants that are legally required to be used for opioid abuse prevention, treatment, and recovery initiatives. Depending on the specific terms of the settlement or grant, eligible uses may include public education on the risks of opioids, support for medication-assisted treatment programs, funding for mental health and substance-use treatment facilities, training for first responders on opioid overdose response, and community-based recovery support services. By investing in these targeted interventions, the County aims to reduce the impact of opioid misuse, lower overdose rates, and ultimately strengthen the community's capacity to respond to and prevent substance abuse challenges.

Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

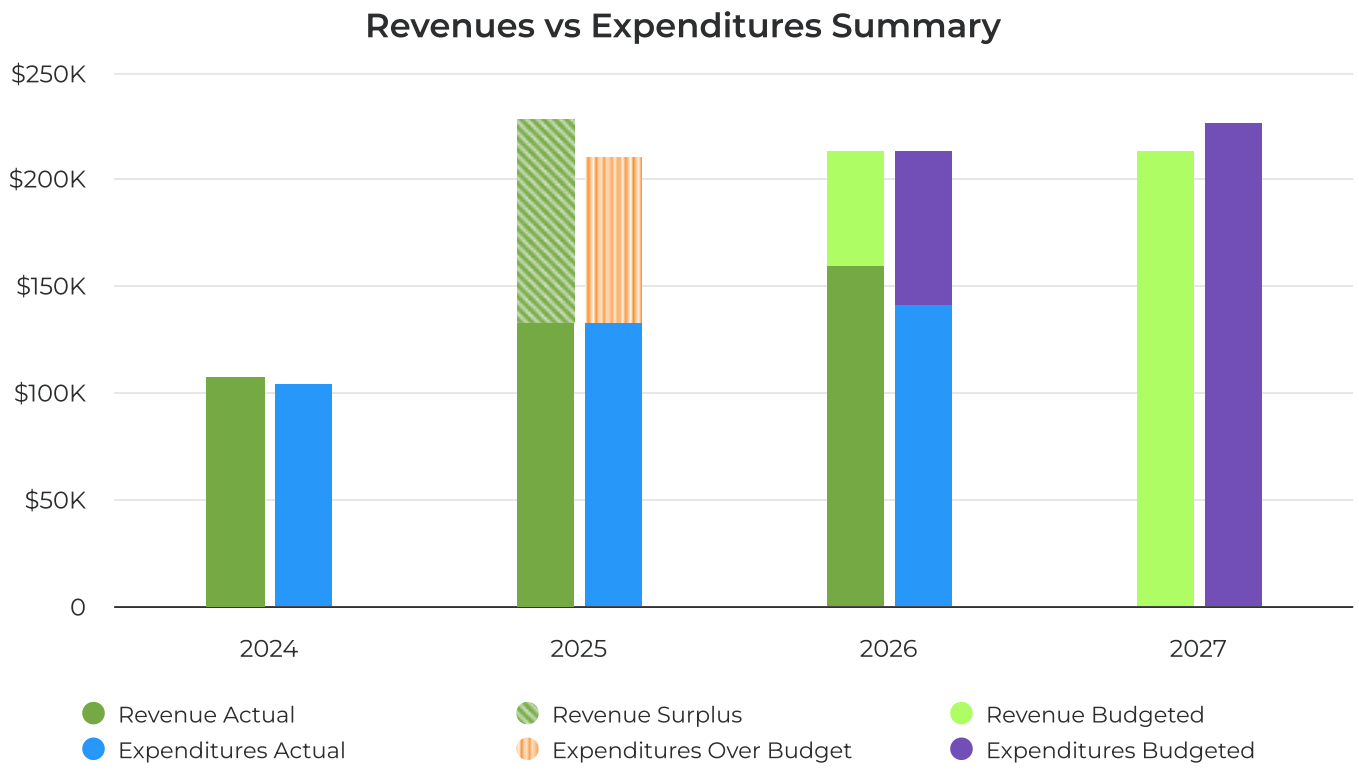
Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 139,058.90**	**$ 0.00**	**$ 0.00**	**$ 249,543.18**
Revenues					
Federal & State Funding					
OPIOID SETTLEMENT REVENUES	042-330-3445	$ 110,484.00	$ 0.00	$ 28,644.02	$ 0.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Federal & State Funding		$ 110,484.00	$ 0.00	$ 28,644.02	$ 0.00
Total Revenues		**$ 110,484.00**	**$ 0.00**	**$ 28,644.02**	**$ 0.00**
Expenditures					
Total Expenditures		**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Total Revenues Less Expenditures		**$ 110,484.00**	**$ 0.00**	**$ 28,644.02**	**$ 0.00**
Ending Fund Balance		**$ 249,542.90**	**$ 0.00**	**$ 28,644.02**	**$ 249,543.18**

Salary Grants Fund - Special Fund

The **Salary Grants Fund (043)** was established during the 2024 fiscal year for grant funds that are allocated to cover part or all of the salaries and benefits of designated positions, contingent on the stipulations outlined in the grant agreements. Salary grants can help local governments and agencies offset personnel costs for specific roles—often those tied to critical projects or programs—without straining the general fund. By directing grant money to approved positions, these funds ensure that skilled staff are in place to carry out grant-related objectives, whether in public safety, community health, economic development, or other specialized areas, while maintaining accountability through clear reporting and compliance measures.

Summary



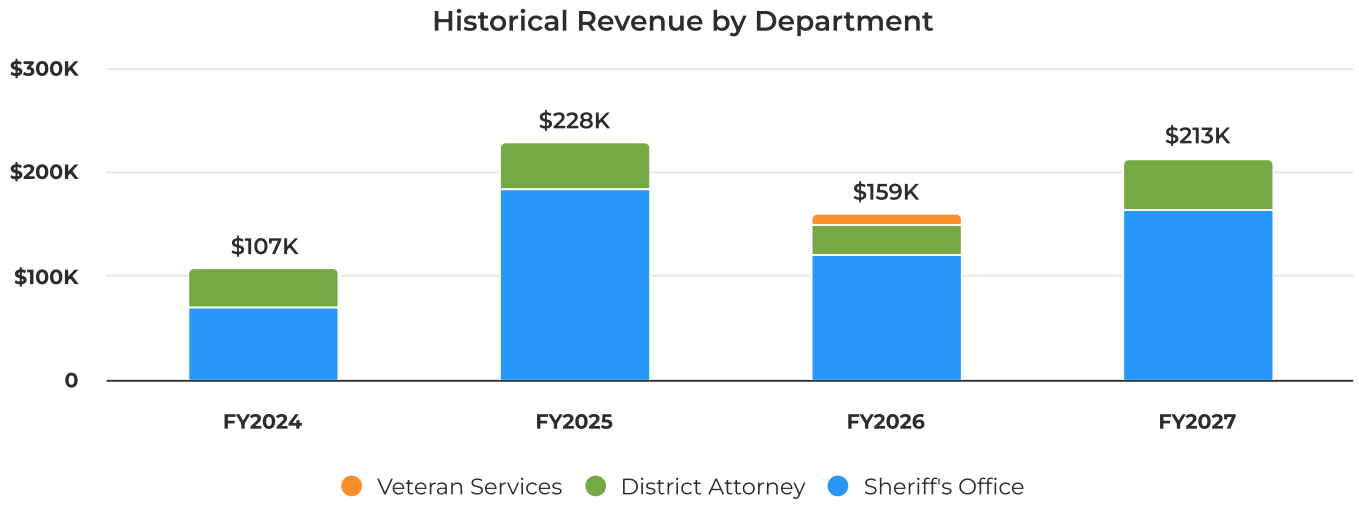
Comprehensive Fund Summary

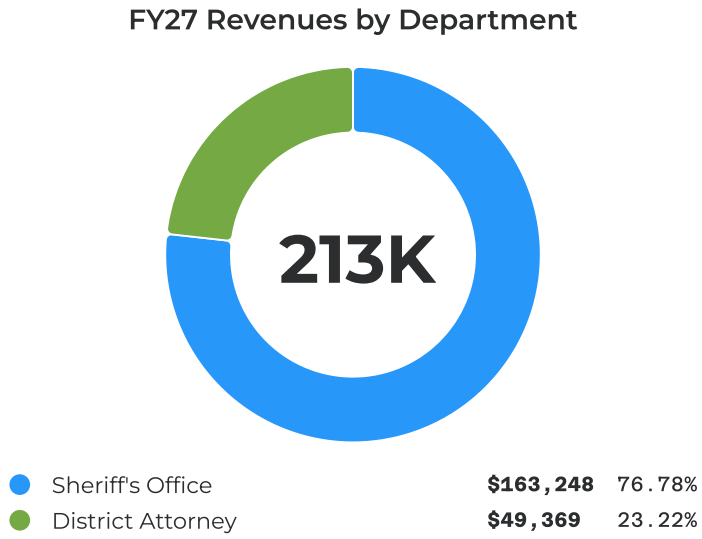
Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 165,799.33**	**$ 147,744.57**	**$ 147,744.57**	**-**
Revenues				
Federal & State Funding	$ 227,932.99	$ 212,616.71	$ 159,322.76	$ 212,616.71
Total Revenues	**$ 227,932.99**	**$ 212,616.71**	**$ 159,322.76**	**$ 212,616.71**
Expenditures				
Salary And Benefits	$ 166,436.13	$ 210,394.58	$ 138,170.71	$ 224,448.69

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Operating Expenses	$ 44,386.06	$ 2,222.13	$ 2,979.84	$ 2,222.13
Total Expenditures	**$ 210,822.19**	**$ 212,616.71**	**$ 141,150.55**	**$ 226,670.82**
Total Revenues Less Expenditures	**$ 17,110.80**	**-**	**$ 18,172.21**	**$ -14,054.11**
Ending Fund Balance	**$ 182,910.13**	**$ 147,744.57**	**$ 165,916.78**	**$ -14,054.11**

Revenues by Department



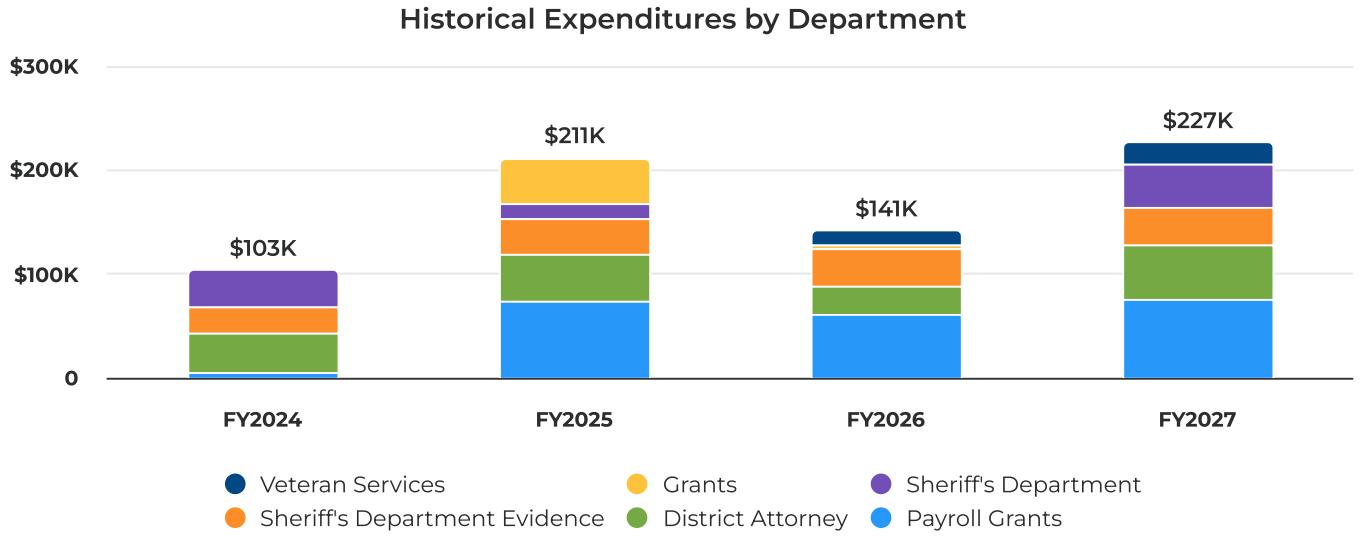


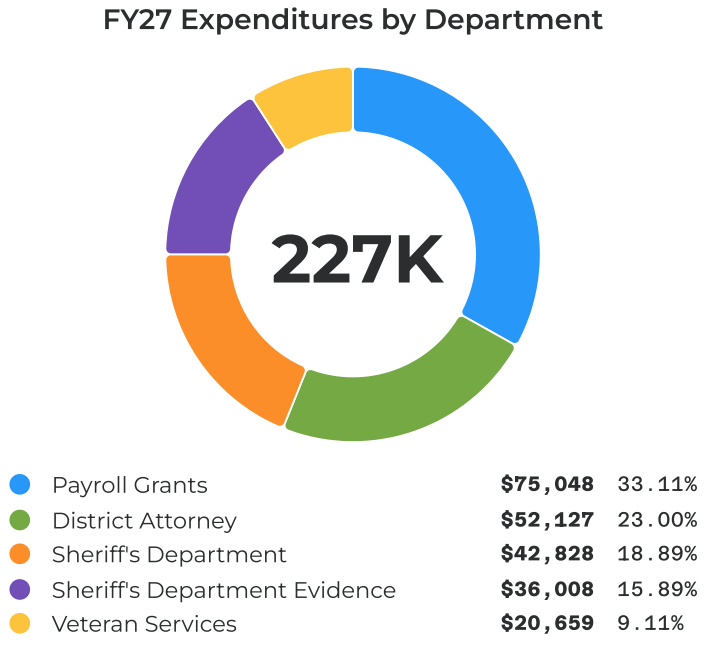
Revenues by Department

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Sheriff's Office		$ 182,838.88	$ 163,247.71	$ 120,829.71	$ 163,247.71
SVL GRANT SHERIFF REVENUE	043-330-4125	$ 13,780.14	-	-	-
VCLG SHERIFF REVENUE	043-330-4126	-	$ 47,860.82	-	$ 47,860.82

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
EVIDENCE PROCUREMENT GRANT REVENUE	043-330-4127	$ 33,920.64	$ 39,187.17	$ 12,808.80	$ 39,187.17
BURKE CEN MEN HEALTH DEP GRANT	043-330-4128	$ 135,138.10	$ 76,199.72	$ 108,020.91	$ 76,199.72
District Attorney		$ 45,094.11	$ 49,369.00	$ 28,875.27	$ 49,369.00
VCLG DISTRICT ATTORNEY REVENUE	043-330-3475	$ 45,094.11	$ 49,369.00	$ 28,875.27	$ 49,369.00
Veteran Services		-	-	$ 9,617.78	-
043-330-3405	043-330-3405	-	-	$ 9,617.78	-
Total Revenues		**$ 227,932.99**	**$ 212,616.71**	**$ 159,322.76**	**$ 212,616.71**

Expenditures by Department





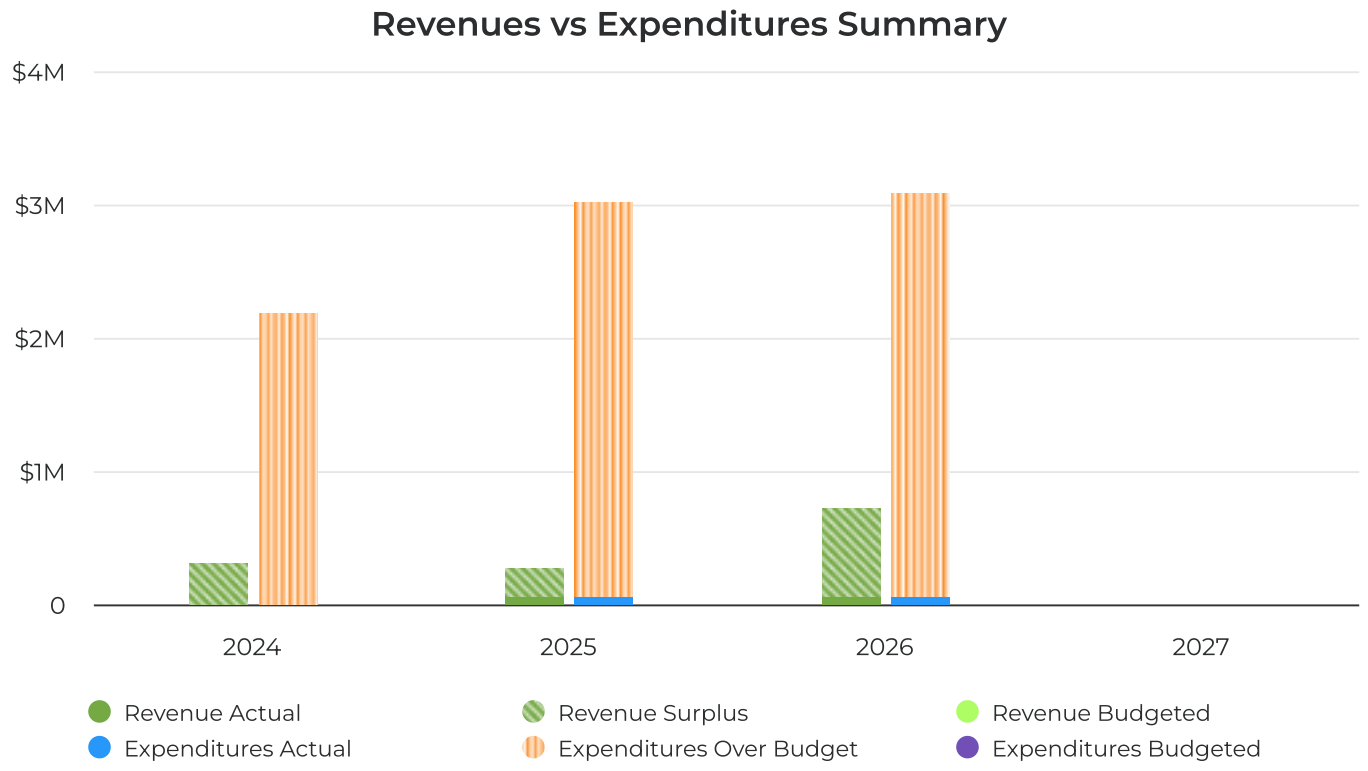
Expenditures by Department

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
District Attorney		$ 45,094.11	$ 49,369.00	$ 27,722.74	$ 52,126.96
VCLG DIST ATTORNEY GRANT SALARY	043-2475-1061	$ 26,858.27	$ 30,819.40	$ 18,127.80	$ 30,319.26
SOCIAL SECURITY	043-2475-2010	$ 2,357.67	$ 2,357.62	$ 1,275.90	$ 2,319.42
HEALTH INSURANCE	043-2475-2020	$ 11,355.36	$ 11,635.15	$ 5,663.17	$ 13,835.88
RETIREMENT	043-2475-2030	$ 4,481.11	$ 4,481.02	$ 2,635.77	$ 3,958.18
WORKERS COMPENSATION	043-2475-2040	$ 17.04	$ 51.16	$ 7.93	$ 1,669.95
UNEMPLOYMENT	043-2475-2060	$ 24.66	$ 24.65	$ 12.17	$ 24.26
Sheriff's Department		$ 13,780.14	$ 54,979.90	$ 164.97	$ 42,828.04
SVLG SHERIFF DEPT SALARY	043-2560-1062	$ 13,780.14	$ 36,775.65	-	$ 36,755.65
SOCIAL SECURITY	043-2560-2010	-	$ 5,264.30	-	$ 1,300.67
RETIREMENT	043-2560-2030	-	$ 10,005.61	$ 164.18	$ 2,219.64
WORKERS COMPENSATION	043-2560-2040	-	$ 657.16	-	$ 316.34
UNEMPLOYMENT	043-2560-2060	-	$ 55.05	$ 0.79	$ 13.60
SHERIFF SVLG EXPENSES	043-2560-4125	-	$ 2,222.13	-	$ 2,222.13
Veteran Services		-	-	$ 14,348.67	$ 20,659.04
VETERANS ASSISTANCE GRANT POSITION	043-3405-1066	-	-	$ 11,726.39	$ 17,080.50
SOCIAL SECURITY	043-3405-2010	-	-	$ 897.11	$ 1,306.66
RETIREMENT	043-3405-2030	-	-	$ 1,705.03	$ 2,229.86
WORKERS COMP	043-3405-2040	-	-	$ 12.02	$ 28.35
UNEMPLOYMENT	043-3405-2060	-	-	$ 8.12	$ 13.66
Grants		$ 44,386.06	-	$ 2,979.84	-
BURKE MH EXPENSES	043-2563-4128	$ 44,386.06	-	$ 2,979.84	-
Sheriff's Department Evidence		$ 33,920.64	$ 32,068.09	$ 35,632.73	$ 36,008.31
EVIDENCE PROCUREMENT MANAGER GRANT	043-2561-1063	$ 33,920.64	$ 32,068.09	$ 31,472.11	$ 29,770.99
VCLG SHERIFF'S DEPT GRANT	043-2561-1064	-	-	$ 978.18	-
SOCIAL SECURITY	043-2561-2010	-	-	$ 553.75	$ 2,277.48
HEALTH INSURANCE	043-2561-2020	-	-	$ 1,535.36	-
RETIREMENT	043-2561-2030	-	-	$ 1,052.47	$ 3,886.60
WORKERS COMP	043-2561-2040	-	-	$ 36.51	$ 49.42
UNEMPLOYMENT	043-2561-2060	-	-	$ 4.35	$ 23.82
Payroll Grants		$ 73,641.24	$ 76,199.72	$ 60,301.60	$ 75,048.47
BURKE MH DEPUTY SUPPLEMENT	043-2563-1065	$ 59,653.53	$ 60,000.00	$ 47,307.70	$ 64,000.00
SOCIAL SECURITY	043-2563-2010	$ 4,426.60	$ 5,135.71	$ 3,487.22	$ 3,732.33
HEALTH INSURANCE	043-2563-2020	$ -250.44	-	$ 2,010.16	-
RETIREMENT	043-2563-2030	$ 8,673.41	$ 9,761.21	$ 6,878.41	$ 6,369.35
WORKERS COMP	043-2563-2040	$ 1,105.28	$ 1,249.09	$ 589.69	$ 907.76
UNEMPLOYMENT	043-2563-2060	$ 32.86	$ 53.71	$ 28.42	$ 39.03
Total Expenditures		**$ 210,822.19**	**$ 212,616.71**	**$ 141,150.55**	**$ 226,670.82**

Restoration Projects Fund - Special Fund

The **Restoration Projects Fund (045)** was formed by the Commissioners Court in FY2022 to hold and manage non-grant revenues earmarked for the Historic County Courthouse restoration and other future restoration endeavors. Although the historic courthouse is the primary focus, the fund's scope extends to the preservation of additional buildings and valuable historical documents. By consolidating these resources into a dedicated fund, the County ensures greater oversight, transparency, and long-term planning for critical restoration projects that safeguard Polk County's heritage for generations to come.

Summary

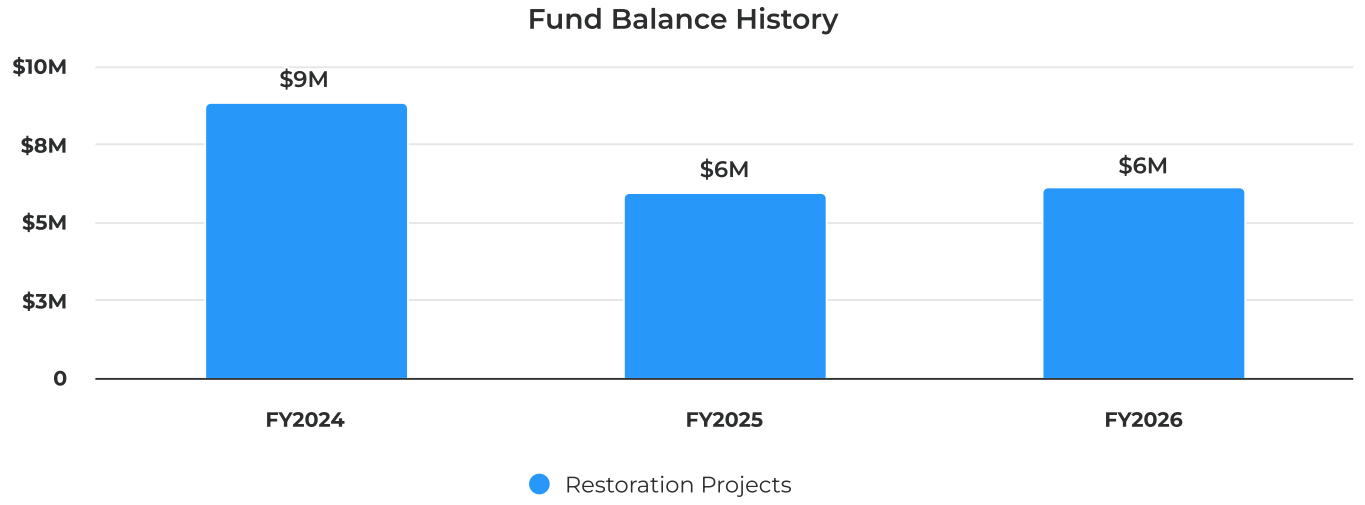


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 8,832,357.61**	**$5,955,211.98**	**$ 5,955,211.98**	**$6,106,670.92**
Revenues					
Interest					
DEPOSITORY INTEREST	045-360-6100	$ 266,389.27	$ 51,950.00	$ 157,231.35	$ 0.00
Total Interest		$ 266,389.27	$ 51,950.00	$ 157,231.35	$ 0.00
Other Revenues					
MISCELLANEOUS REVENUE	045-342-4900	$ 0.00	$ 0.00	$ 254,981.15	$ 0.00
TRANSFER FROM GENERAL FUND	045-370-7010	$ 0.00	$ 0.00	$ 300,000.00	$ 0.00
Total Other Revenues		$ 0.00	$ 0.00	$ 554,981.15	$ 0.00

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Revenues		**$ 266,389.27**	**$ 51,950.00**	**$ 712,212.50**	**$ 0.00**
Expenditures					
Operating Expenses					
RECORDS PRESERVATION	045-5600-4500	$ 0.00	$ 1,950.00	$ 0.00	$ 0.00
Total Operating Expenses		$ 0.00	$ 1,950.00	$ 0.00	$ 0.00
Capital Expenses					
CAPITAL OUTLAY PROJECTS	045-5600-5730	$ 0.00	$ 0.00	$ 391,594.00	$ 0.00
COURTHOUSE RESTORATION NON GRANT	045-5600-6260	$ 3,008,249.41	$ 50,000.00	$ 2,694,381.98	$ 0.00
Total Capital Expenses		$ 3,008,249.41	$ 50,000.00	$ 3,085,975.98	$ 0.00
Total Expenditures		**$ 3,008,249.41**	**$ 51,950.00**	**$ 3,085,975.98**	**$ 0.00**
Total Revenues Less Expenditures		**$ -2,741,860.14**	**$ 0.00**	**$ -2,373,763.48**	**$ 0.00**
Ending Fund Balance		**$ 6,090,497.47**	**$ 5,955,211.98**	**$ 3,581,448.50**	**$ 6,106,670.92**



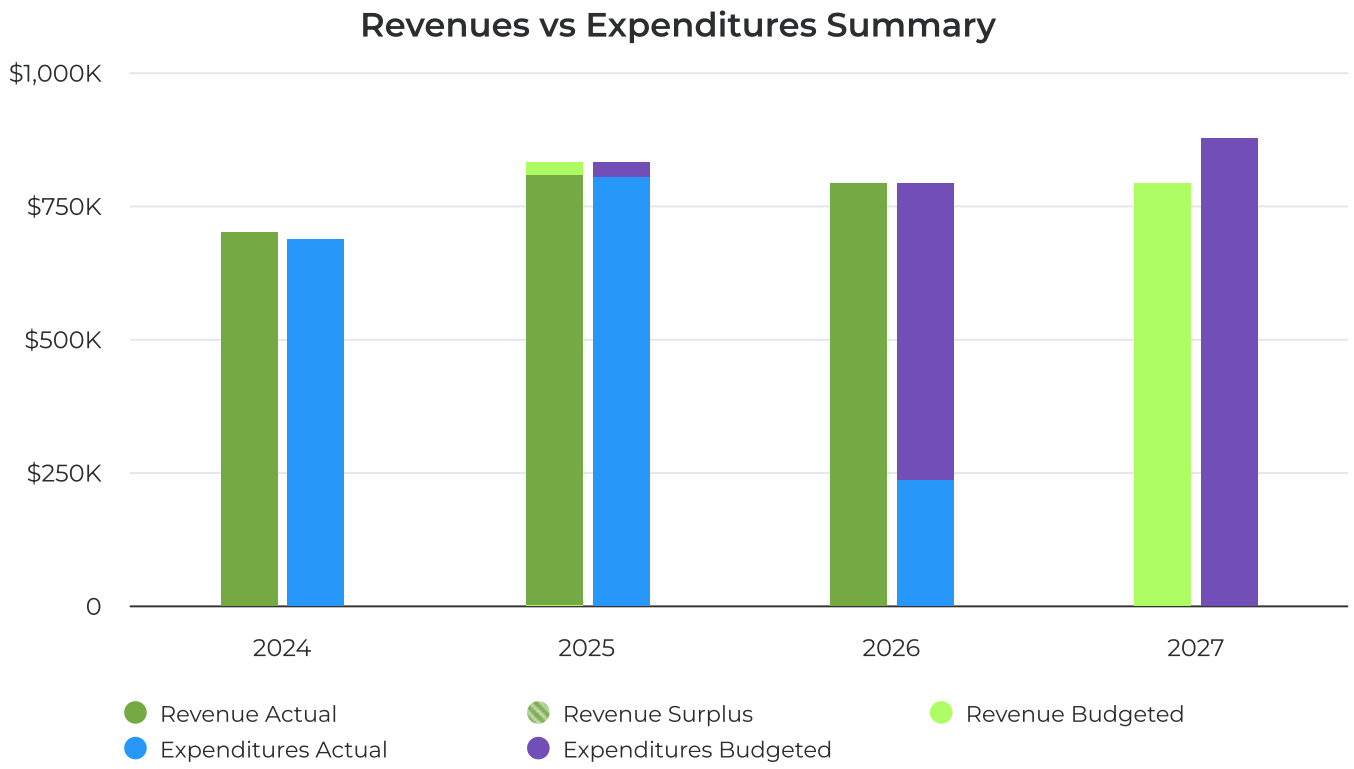
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Restoration Projects	$5,726,559.00	$10,712,122.35	$8,832,357.61	$5,955,211.98
Total Fund Balance	**$5,726,559.00**	**$10,712,122.35**	**$8,832,357.61**	**$5,955,211.98**

Rural Law Enforcement Grant (SB22) Fund - Special Fund

The **Rural Law Enforcement Grant Fund (046)** was established to manage revenues and expenditures authorized under Senate Bill 22 (88th Legislative Session)—a grant focused on bolstering rural public safety by adding personnel and raising wages for the Sheriff's Office, Constables, and the District Attorney's Office. The grant also allows the Sheriff's Office to invest in officer safety equipment, enhancing overall readiness and protection. Expenditures from this fund must adhere to legally authorized uses and are designed to strengthen law enforcement capabilities in rural communities.

Summary



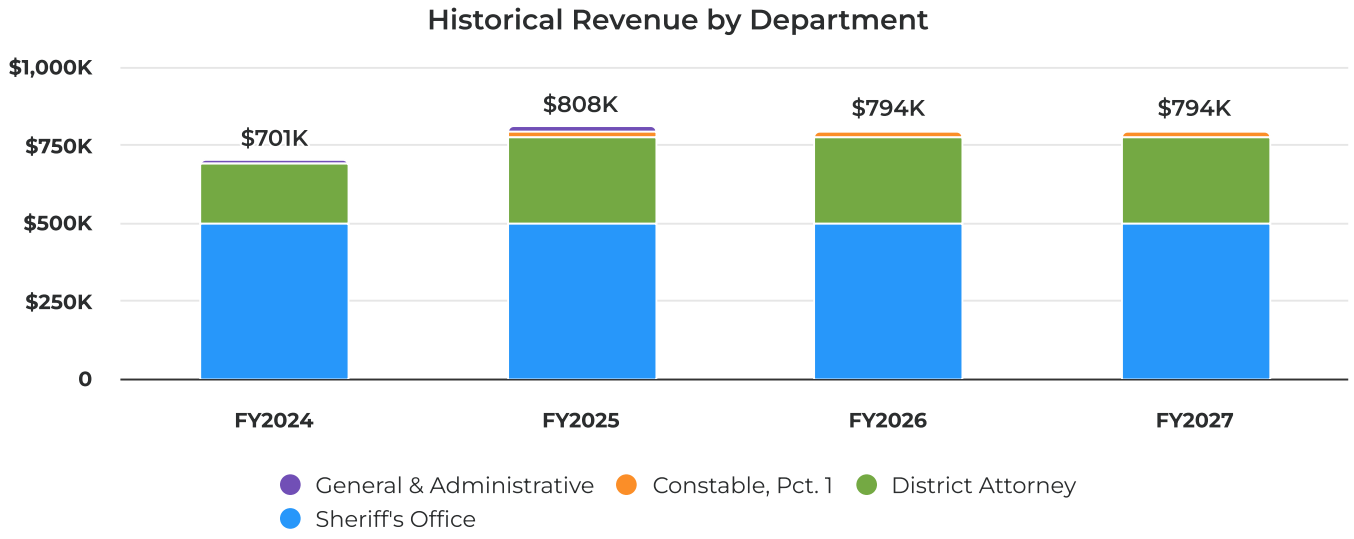
Comprehensive Fund Summary

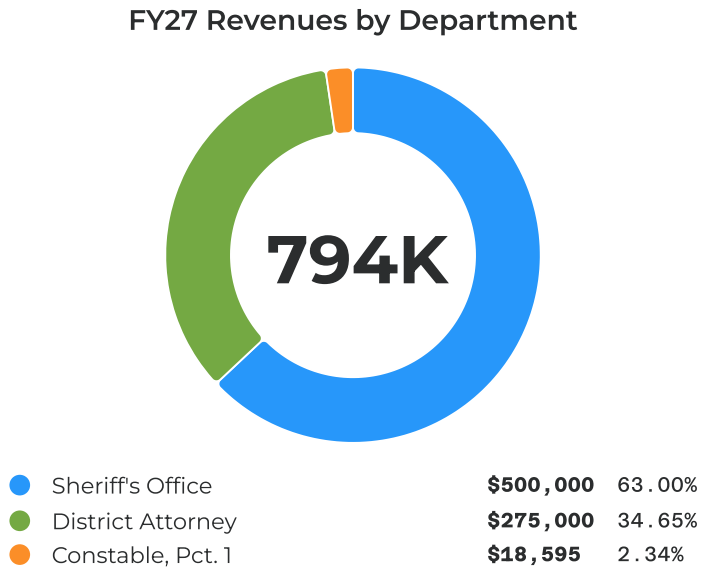
Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 13,177.28**	**$ 17,656.69**	**$ 17,656.69**	**-**
Revenues				
Interest	$ 14,349.15	-	-	-
Federal & State Funding	$ 793,614.71	$ 793,594.75	$ 793,602.80	$ 793,594.75
Total Revenues	**$ 807,963.86**	**$ 793,594.75**	**$ 793,602.80**	**$ 793,594.75**

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Expenditures				
Salary And Benefits	$ 803,484.45	$ 793,594.75	$ 143,122.43	$ 877,726.12
Operating Expenses	-	-	$ 91,761.89	-
Total Expenditures	**$ 803,484.45**	**$ 793,594.75**	**$ 234,884.32**	**$ 877,726.12**
Total Revenues Less Expenditures	**$ 4,479.41**	**-**	**$ 558,718.48**	**$ -84,131.37**
Ending Fund Balance	**$ 17,656.69**	**$ 17,656.69**	**$ 576,375.17**	**$ -84,131.37**

Revenues by Department



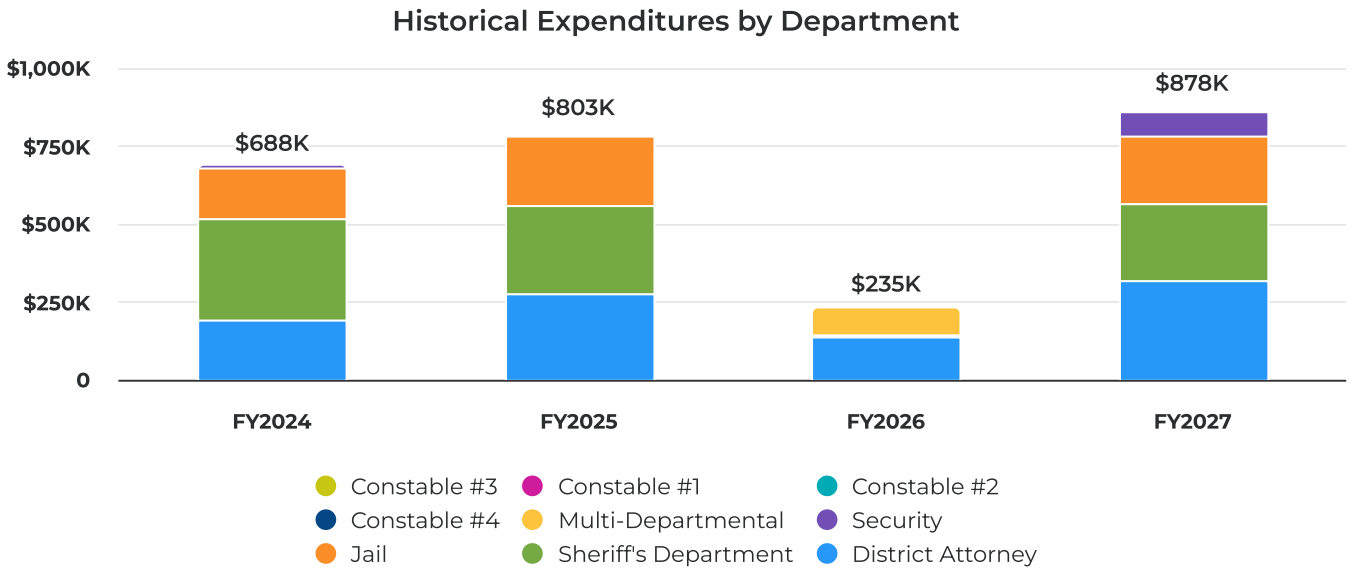


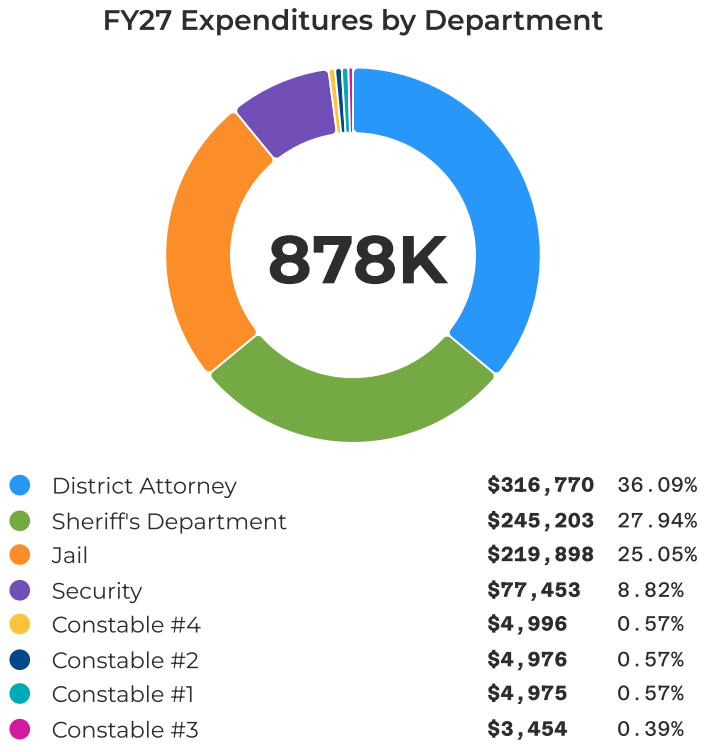
Revenues by Department

Category	FY 2025 YTD Activity	FY 2026 YTD Activity	FY 2026 Adopted Budget	FY 2027 County Judge's Draft Budget
Sheriff's Office	$ 500,000.00	$ 500,000.00	$ 500,000.00	$ 500,000.00

Category	FY 2025 YTD Activity	FY 2026 YTD Activity	FY 2026 Adopted Budget	FY 2027 County Judge's Draft Budget
District Attorney	$ 275,000.00	$ 275,000.00	$ 275,000.00	$ 275,000.00
Constable, Pct. 1	$ 18,614.71	$ 18,602.80	$ 18,594.75	$ 18,594.75
General & Administrative	$ 14,349.15	-	-	-
Total Revenues	**$ 807,963.86**	**$ 793,602.80**	**$ 793,594.75**	**$ 793,594.75**

Expenditures by Department





Expenditures by Department

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
District Attorney		$ 275,096.03	$ 274,999.91	$ 135,711.79	$ 316,770.41
SB22 SALARIES DIST ATTY	046-2475-1064	$ 209,693.88	$ 214,407.00	$ 102,910.76	$ 250,516.03
SOCIAL SECURITY	046-2475-2010	$ 15,422.22	$ 16,402.14	$ 7,745.69	$ 19,164.65
HEALTH INSURANCE	046-2475-2020	$ 19,081.17	$ 12,244.44	$ 9,910.85	$ 13,835.88
RETIREMENT	046-2475-2030	$ 30,489.62	$ 31,174.80	$ 14,963.18	$ 32,705.17
WORKERS COMPENSATION	046-2475-2040	$ 295.32	$ 600.00	$ 120.96	$ 348.26
UNEMPLOYMENT	046-2475-2060	$ 113.82	$ 171.53	$ 60.35	$ 200.41
Jail		$ 221,558.30	$ 149,592.05	-	$ 219,898.12
SB22 SALARIES- JAIL	046-2512-1064	$ 177,490.45	$ 90,857.49	-	$ 145,452.00
SOCIAL SECURITY	046-2512-2010	$ 13,578.02	$ 14,600.49	-	$ 11,127.08
HEALTH INSURANCE	046-2512-2020	-	$ 12,244.44	-	$ 41,507.64
RETIREMENT	046-2512-2030	$ 25,807.11	$ 27,750.47	-	$ 18,988.76
WORKERS COMPENSATION	046-2512-2040	$ 4,558.48	$ 3,986.48	-	$ 2,706.28
UNEMPLOYMENT	046-2512-2060	$ 124.24	$ 152.68	-	$ 116.36
Constable #1		$ 5,037.95	$ 5,035.45	-	$ 4,975.49
SB22 SALARIES - CONSTABLE 1	046-2551-1064	$ 4,061.21	$ 4,059.00	-	$ 4,059.45
SOCIAL SECURITY	046-2551-2010	$ 310.68	$ 310.65	-	$ 310.55
RETIREMENT	046-2551-2030	$ 590.50	$ 590.24	-	$ 529.96
WORKERS COMPENSATION	046-2551-2040	$ 75.56	$ 75.56	-	$ 75.53
Constable #2		$ 5,037.95	$ 5,035.40	-	$ 4,975.61
SB22 SALARIES - CONSTABLE 2	046-2552-1064	$ 4,061.21	$ 4,059.00	-	$ 4,059.45
SOCIAL SECURITY	046-2552-2010	$ 310.68	$ 310.55	-	$ 310.59
RETIREMENT	046-2552-2030	$ 590.50	$ 590.32	-	$ 530.03
WORKERS COMPENSATION	046-2552-2040	$ 75.56	$ 75.53	-	$ 75.54
Constable #3		$ 3,488.93	$ 3,488.58	-	$ 3,454.15
SB22 SALARIES - CONSTABLE 3	046-2553-1064	$ 2,812.50	$ 2,812.50	-	$ 2,813.25
SOCIAL SECURITY	046-2553-2010	$ 215.16	$ 215.05	-	$ 217.27
RETIREMENT	046-2553-2030	$ 408.94	$ 408.73	-	$ 370.78
WORKERS COMPENSATION	046-2553-2040	$ 52.33	$ 52.30	-	$ 52.84
Constable #4		$ 5,037.95	$ 5,035.32	-	$ 4,996.16
SB22 SALARIES - CONSTABLE 4	046-2554-1064	$ 4,061.21	$ 4,059.00	-	$ 4,059.45
SOCIAL SECURITY	046-2554-2010	$ 310.68	$ 310.55	-	$ 317.56
RETIREMENT	046-2554-2030	$ 590.50	$ 590.24	-	$ 541.92
WORKERS COMPENSATION	046-2554-2040	$ 75.56	$ 75.53	-	$ 77.23
Sheriff's Department		$ 282,269.55	$ 267,151.65	$ 7,410.64	$ 245,203.47
SB22 SALARIES SHERIFF'S DEPT	046-2560-1064	$ 218,083.00	$ 184,184.91	$ 5,196.12	$ 165,688.00
SOCIAL SECURITY	046-2560-2010	$ 16,683.35	$ 22,350.63	$ 391.55	$ 12,839.57
HEALTH INSURANCE	046-2560-2020	$ 11,316.82	$ 12,244.44	$ 998.59	$ 41,507.64
RETIREMENT	046-2560-2030	$ 31,709.27	$ 42,480.81	$ 755.48	$ 21,911.20
WORKERS COMPENSATION	046-2560-2040	$ 4,324.45	$ 5,657.13	$ 65.72	$ 3,122.79
UNEMPLOYMENT	046-2560-2060	$ 152.66	$ 233.73	$ 3.18	$ 134.27

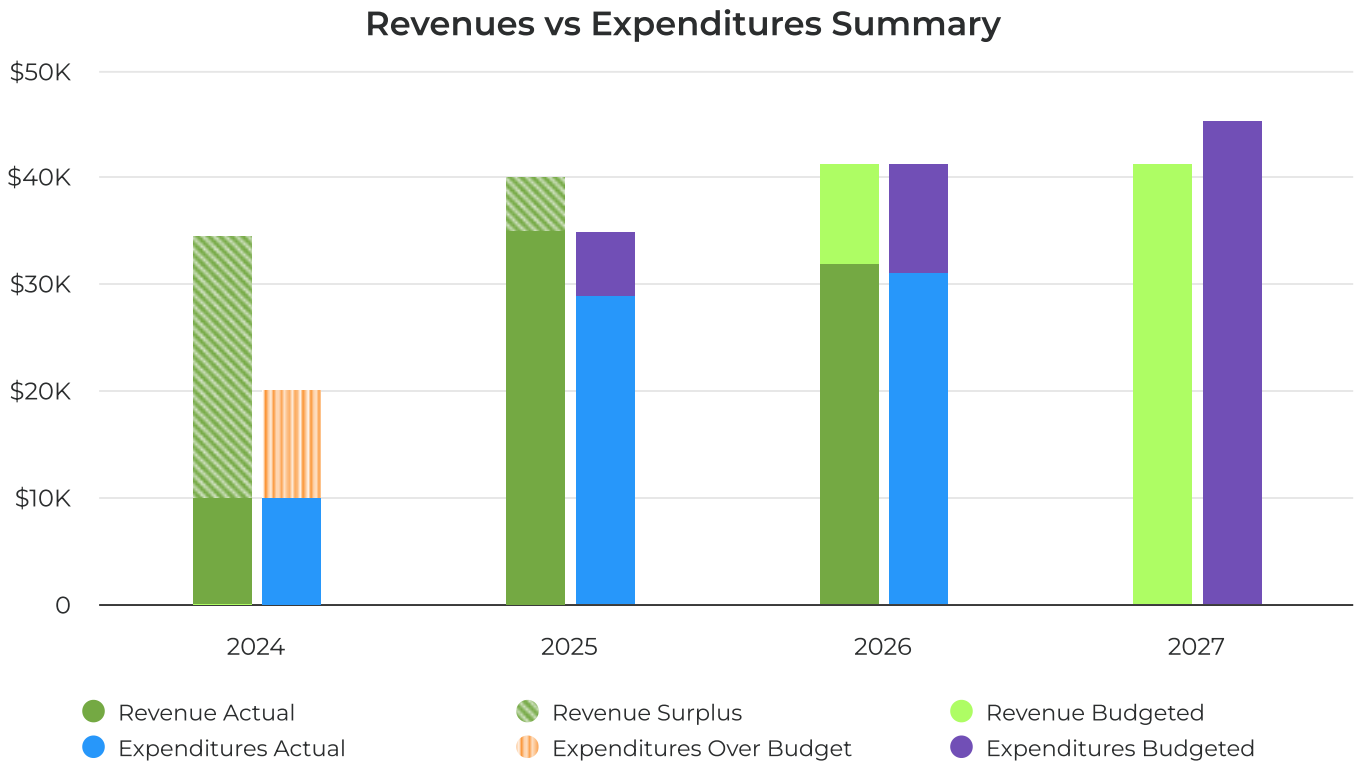
Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Security		$ 5,957.79	$ 83,256.39	-	$ 77,452.72
SB22 SALARIES-SECURITY	046-7680-1064	$ 4,800.00	$ 57,207.21	-	$ 51,870.00
SOCIAL SECURITY	046-7680-2010	$ 367.20	$ 4,376.45	-	$ 3,968.25
HEALTH INSURANCE	046-7680-2020	-	$ 12,244.44	-	$ 13,835.88
RETIREMENT	046-7680-2030	$ 697.92	$ 8,324.35	-	$ 6,771.95
WORKERS COMPENSATION	046-7680-2040	$ 89.31	$ 1,064.42	-	$ 965.14
UNEMPLOYMENT	046-7680-2060	$ 3.36	$ 39.52	-	$ 41.50
Multi-Departmental		-	-	$ 91,761.89	-
046-4900-4255	046-4900-4255	-	-	$ 91,761.89	-
Total Expenditures		**$ 803,484.45**	**$ 793,594.75**	**$ 234,884.32**	**$ 877,726.12**

Most salaries are currently budgeted in the General Fund and will require journal entries later in the year to correctly allocate eligible expenses to this fund. Some FY2027 requests included here exceed available grant funding and, if approved, will need to be reallocated to the General Fund during the budget process.

Pretrial Intervention Program Fund - Special Fund

The **Pretrial Intervention Fund (047)** tracks fees collected by the Criminal District Attorney's Office to reimburse Polk County for expenses tied to defendants' participation in a pretrial intervention program. The Criminal District Attorney administers the fund's expenditures in accordance with a budget approved by the Commissioners Court, ensuring that program costs are managed efficiently and transparently.

Summary

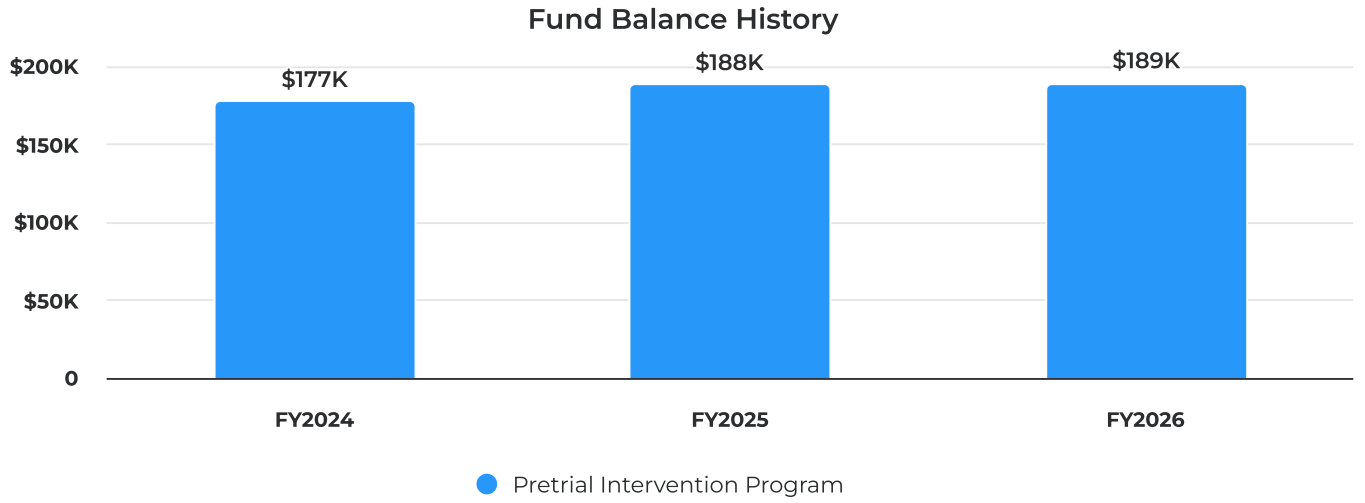


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 177,140.52**	**$ 188,107.32**	**$ 188,107.32**	**$ 188,707.32**
Revenues					
Court Fines, Fees & Forfeitures					
PRETRIAL INTERVENTION FEE	047-340-4475	$ 39,877.00	$ 41,200.00	$ 31,794.00	$ 41,200.00
Total Court Fines, Fees & Forfeitures		$ 39,877.00	$ 41,200.00	$ 31,794.00	$ 41,200.00
Total Revenues		**$ 39,877.00**	**$ 41,200.00**	**$ 31,794.00**	**$ 41,200.00**
Expenditures					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	047-2478-1050	$ 21,706.63	$ 26,669.97	$ 22,452.88	$ 37,515.17
SOCIAL SECURITY	047-2478-2010	$ 1,623.47	$ 2,062.85	$ 1,679.14	$ 2,866.69
HEALTH INSURANCE	047-2478-2020	$ 0.00	$ 0.00	$ 3,590.62	$ 0.00
RETIREMENT	047-2478-2030	$ 3,156.24	$ 3,920.76	$ 3,264.50	$ 4,892.11
WORKERS COMPENSATION	047-2478-2040	$ 11.96	$ 14.91	$ 7.07	$ 20.72
UNEMPLOYMENT INSURANCE	047-2478-2060	$ 11.90	$ 21.57	$ 12.69	$ 29.98
Total Salary And Benefits		$ 26,510.20	$ 32,690.06	$ 31,006.90	$ 45,324.67
Operating Expenses					
PRETRIAL INTERVENTION EXP	047-2478-4175	$ 2,400.00	$ 8,500.00	$ 0.00	$ 0.00
Total Operating Expenses		$ 2,400.00	$ 8,500.00	$ 0.00	$ 0.00
Total Expenditures		**$ 28,910.20**	**$ 41,190.06**	**$ 31,006.90**	**$ 45,324.67**
Total Revenues Less Expenditures		**$ 10,966.80**	**$ 9.94**	**$ 787.10**	**$ -4,124.67**
Ending Fund Balance		**$ 188,107.32**	**$ 188,117.26**	**$ 188,894.42**	**$ 184,582.65**



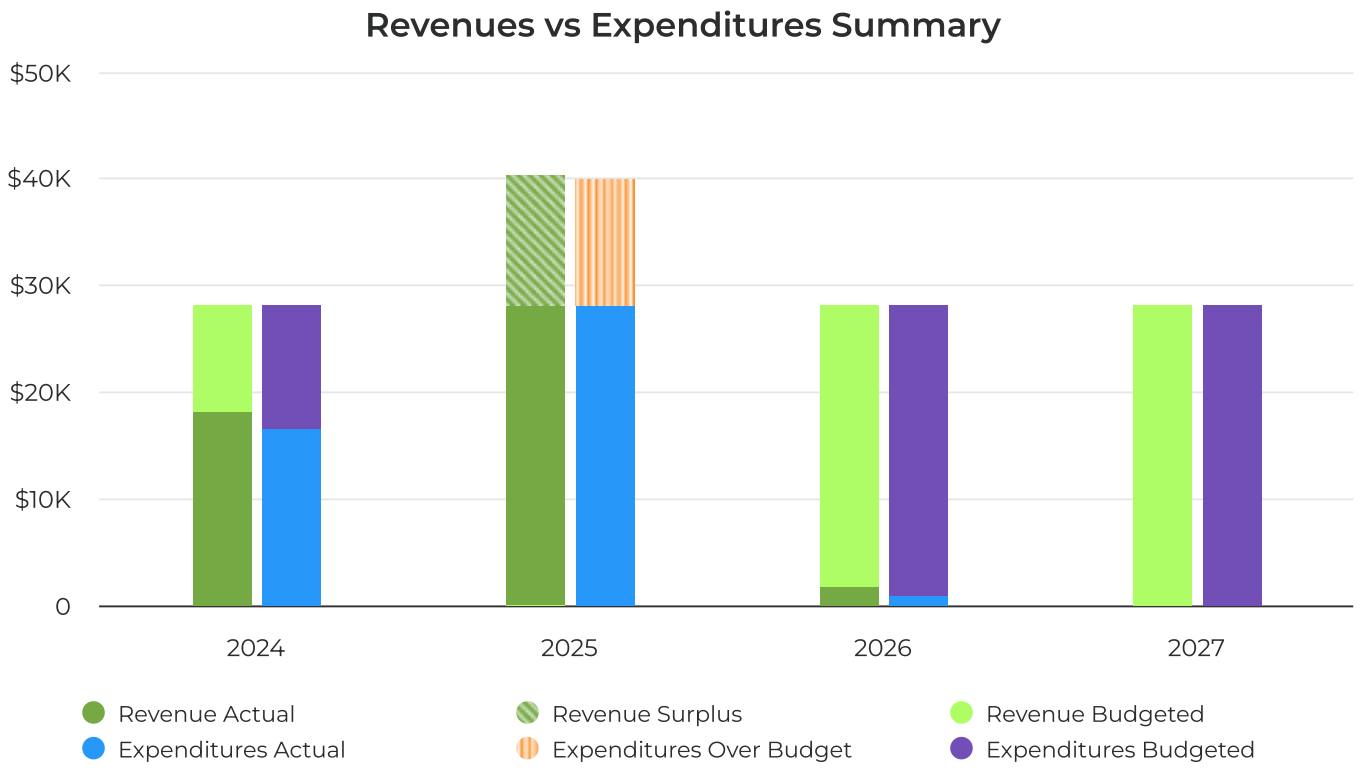
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Pretrial Intervention Program	$140,482.94	$162,631.94	$177,140.52	$188,107.32
Total Fund Balance	**$140,482.94**	**$162,631.94**	**$177,140.52**	**$188,107.32**

District Attorney - Special Fund

The **District Attorney Special Fund (048)** is used to account for state funding provided to the Criminal District Attorney's Office. Qualified expenditures are made at the discretion of the District Attorney. This fund is not performance related.

Summary

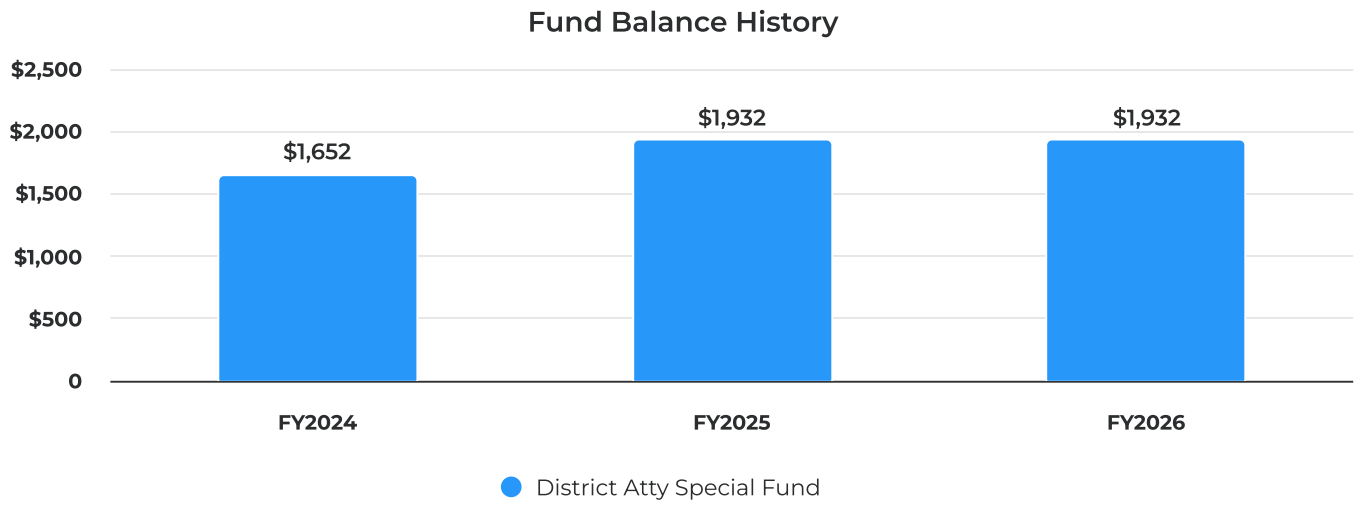


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 1,652.22**	**$ 1,932.39**	**$ 1,932.39**	**$ 1,932.39**
Revenues					
Federal & State Funding					
LEOSE DA INVESTIGATOR	048-333-3400	$ 1,777.54	$ 700.00	$ 1,726.25	$ 700.00
SALARY SUPPLEMENT REIMB	048-342-4400	$ 38,499.41	$ 27,500.00	$ 0.00	$ 27,500.00
Total Federal & State Funding		$ 40,276.95	$ 28,200.00	$ 1,726.25	$ 28,200.00
Total Revenues		**$ 40,276.95**	**$ 28,200.00**	**$ 1,726.25**	**$ 28,200.00**
Expenditures					
Salary And Benefits					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
SALARIES	048-7276-1050	$ 31,991.81	$ 22,483.82	$ 0.00	$ 22,483.82
SOCIAL SECURITY	048-7276-2010	$ 2,436.02	$ 1,720.01	$ 0.00	$ 1,720.01
RETIREMENT	048-7276-2030	$ 3,986.28	$ 3,266.90	$ 0.00	$ 3,266.90
WORKERS COMPENSATION	048-7276-2040	$ 140.29	$ 10.72	$ 0.00	$ 10.72
UNEMPLOYMENT INSURANCE	048-7276-2060	$ 20.50	$ 18.55	$ 0.00	$ 18.55
Total Salary And Benefits		$ 38,574.90	$ 27,500.00	$ 0.00	$ 27,500.00
Operating Expenses					
TRAVEL TRAINING	048-7276-4270	$ 1,421.88	$ 700.00	$ 945.00	$ 700.00
Total Operating Expenses		$ 1,421.88	$ 700.00	$ 945.00	$ 700.00
Total Expenditures		**$ 39,996.78**	**$ 28,200.00**	**$ 945.00**	**$ 28,200.00**
Total Revenues Less Expenditures		**$ 280.17**	**$ 0.00**	**$ 781.25**	**$ 0.00**
Ending Fund Balance		**$ 1,932.39**	**$ 1,932.39**	**$ 2,713.64**	**$ 1,932.39**



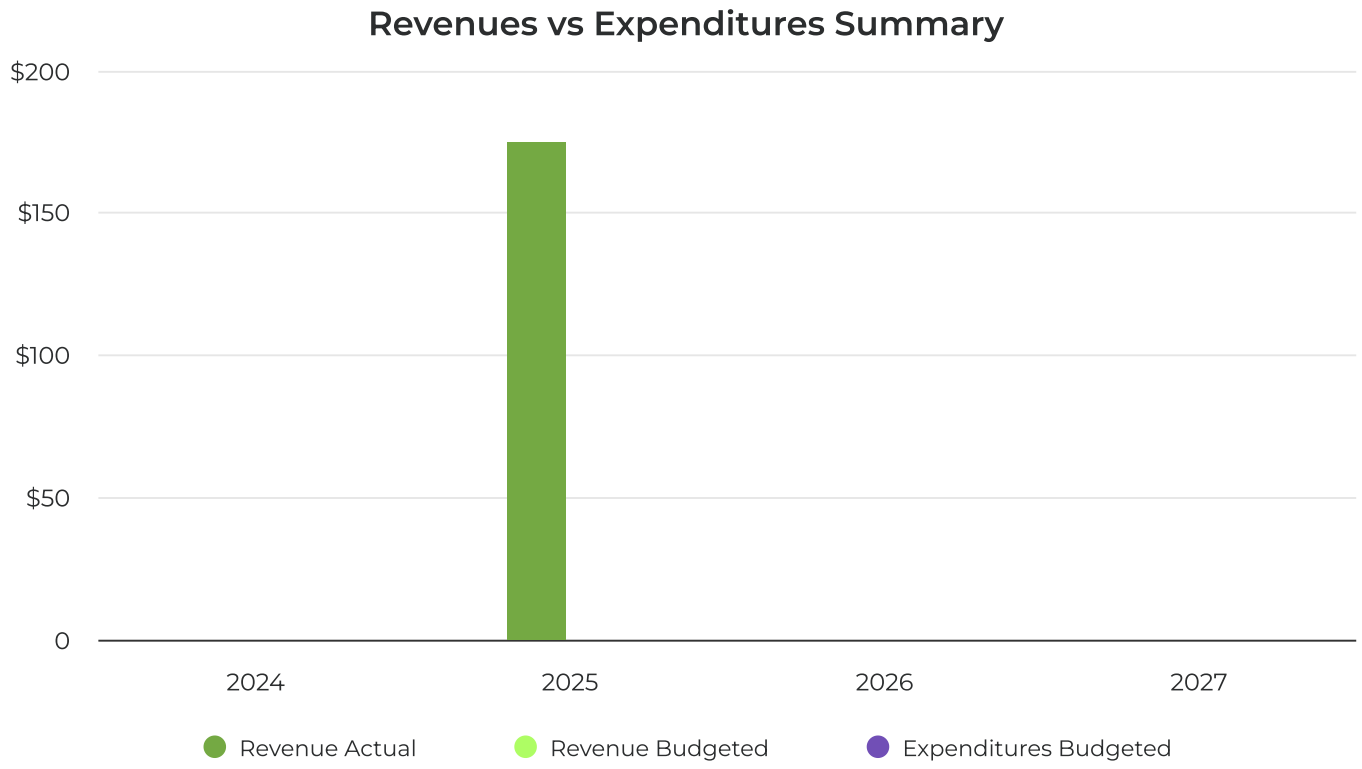
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
District Atty Special Fund	$323.51	-	$1,652.22	$1,932.39
Total Fund Balance	**$323.51**	**-**	**$1,652.22**	**$1,932.39**

District Attorney Hot Check Funds - Special Fund

The **District Attorney Hot Check Fund (049)** was established by statute to handle specific fees retained by the Criminal District Attorney's Office from collecting outstanding hot checks. Although spending from this fund is directed by the District Attorney, its purpose is not tied to performance metrics. Instead, it provides flexibility for the District Attorney's Office to address expenses linked to hot check enforcement and related prosecutorial activities.

Summary

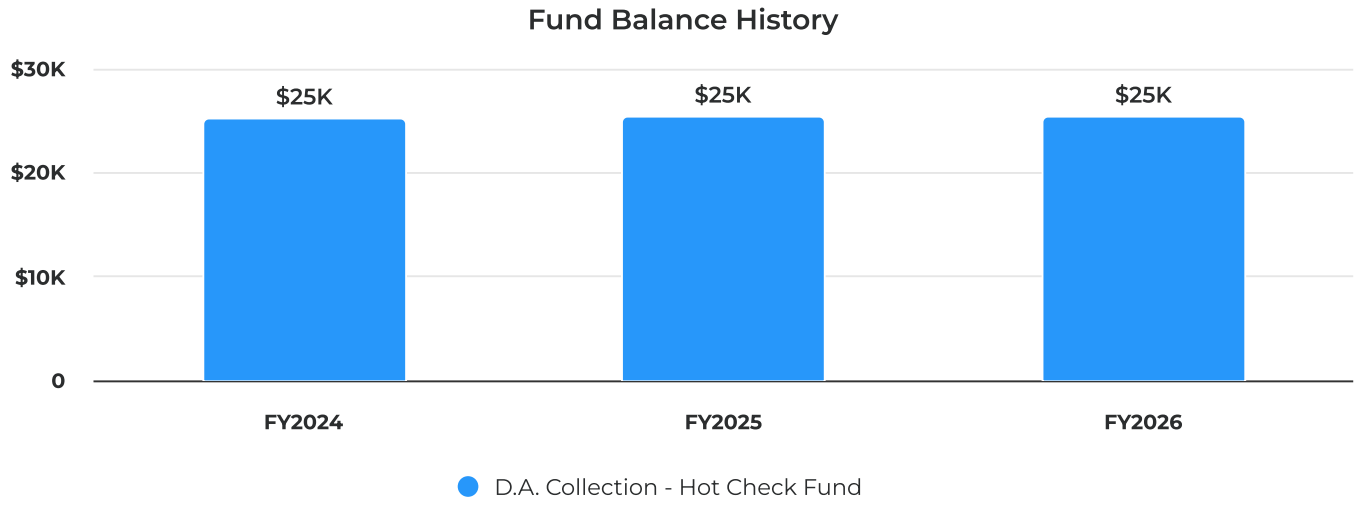


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 25,143.65**	**$ 25,318.65**	**$ 25,318.65**	**$ 25,318.65**
Revenues					
Court Fines, Fees & Forfeitures					
FEES	049-340-4600	$ 175.00	$ 0.00	$ 0.00	$ 0.00
Total Court Fines, Fees & Forfeitures		$ 175.00	$ 0.00	$ 0.00	$ 0.00
Total Revenues		**$ 175.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Expenditures					
Total Expenditures		$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total Revenues Less Expenditures		$ 175.00	$ 0.00	$ 0.00	$ 0.00
Ending Fund Balance		$ 25,318.65	$ 25,318.65	$ 25,318.65	$ 25,318.65



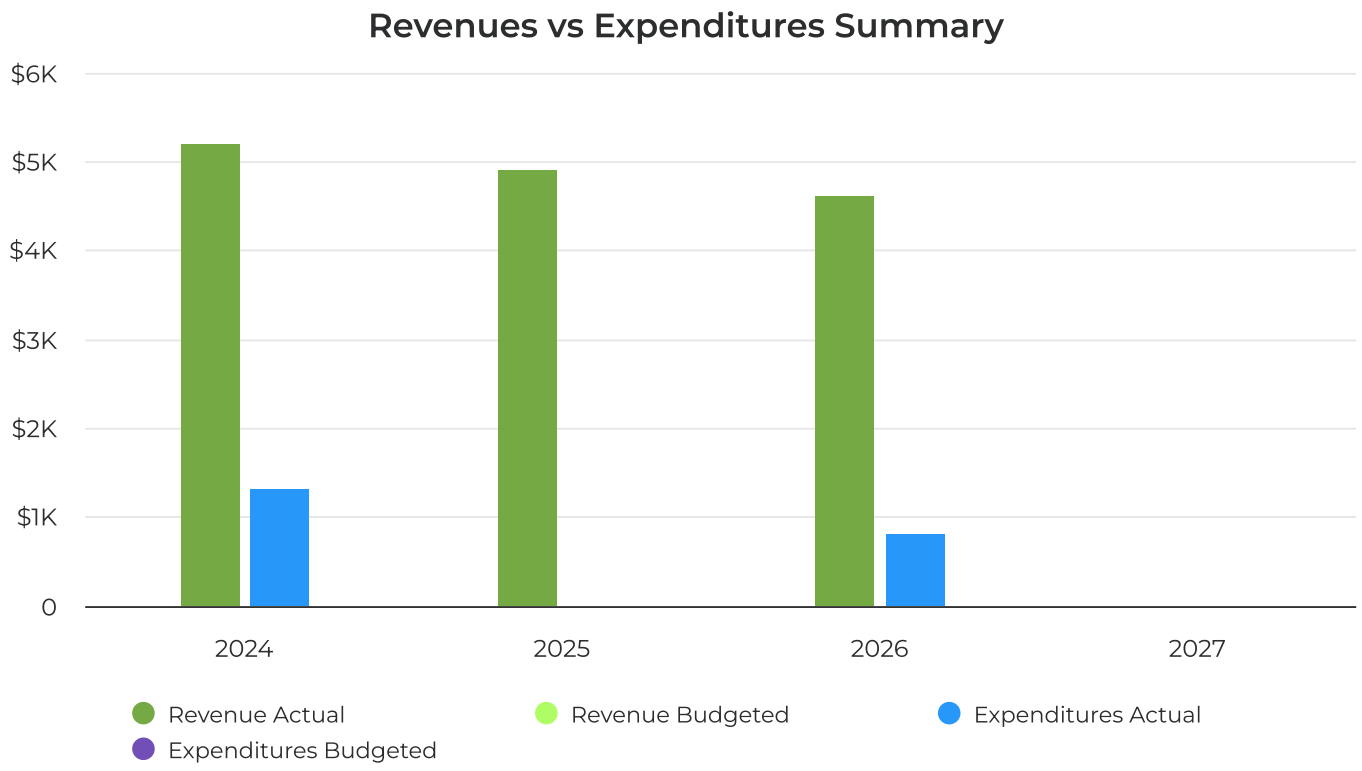
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
D.A. Collection - Hot Check Fund	$28,807.98	$25,143.65	$25,143.65	$25,318.65
Total Fund Balance	**$28,807.98**	**$25,143.65**	**$25,143.65**	**$25,318.65**

Truancy Court - Special Fund

The **Truancy Court Cost (050)** fund is supported by fees collected from individuals involved in school attendance violations. By statute, these revenues must be directed toward efforts that strengthen student attendance and reduce truancy. Such initiatives often include prevention programs, counseling services, and community outreach designed to address the underlying causes of chronic absenteeism. Funds may be allocated to education campaigns that inform families of the legal consequences of truancy, as well as intervention strategies that help students overcome barriers to regular attendance. Collectively, these measures contribute to a healthier school environment, promote academic success, and support a more engaged student population.

Summary

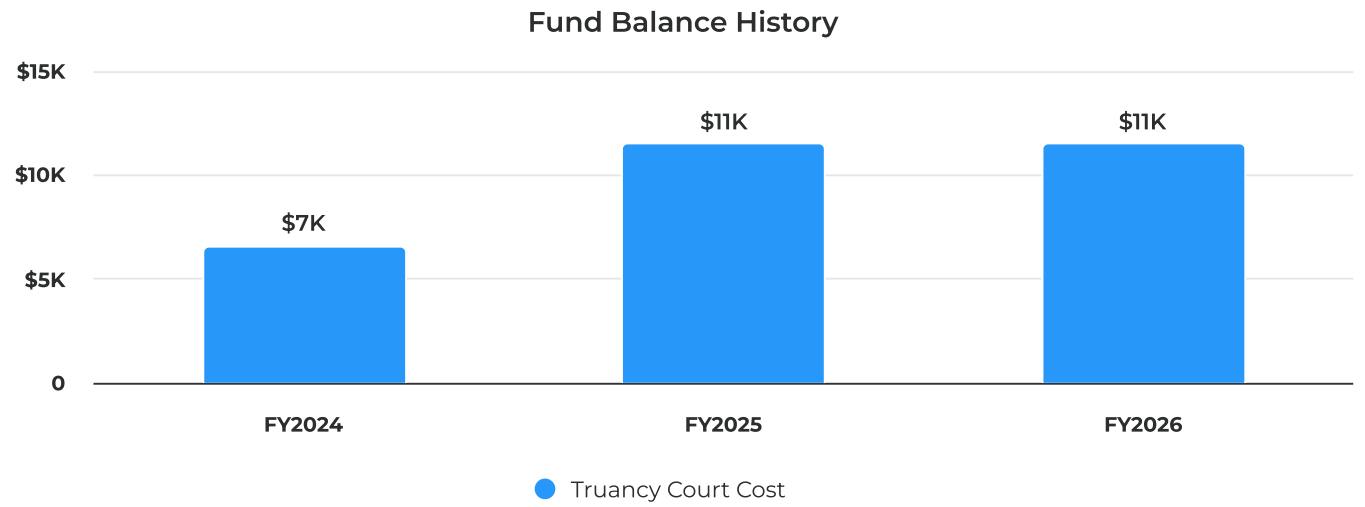


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 6,593.31**	**$ 11,493.31**	**$ 11,493.31**	**$ 11,493.31**
Revenues					
Court Fines, Fees & Forfeitures					
TRUANCY COURT COSTS	050-325-2804	$ 4,900.00	$ 0.00	$ 4,600.00	$ 0.00
Total Court Fines, Fees & Forfeitures		$ 4,900.00	$ 0.00	$ 4,600.00	$ 0.00
Total Revenues		**$ 4,900.00**	**$ 0.00**	**$ 4,600.00**	**$ 0.00**

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Expenditures					
Operating Expenses					
JP4 TRUANCY EXPENSES	050-7454-3504	$ 0.00	$ 0.00	$ 799.96	$ 0.00
Total Operating Expenses		$ 0.00	$ 0.00	$ 799.96	$ 0.00
Total Expenditures		**$ 0.00**	**$ 0.00**	**$ 799.96**	**$ 0.00**
Total Revenues Less Expenditures		**$ 4,900.00**	**$ 0.00**	**$ 3,800.04**	**$ 0.00**
Ending Fund Balance		**$ 11,493.31**	**$ 11,493.31**	**$ 15,293.35**	**$ 11,493.31**



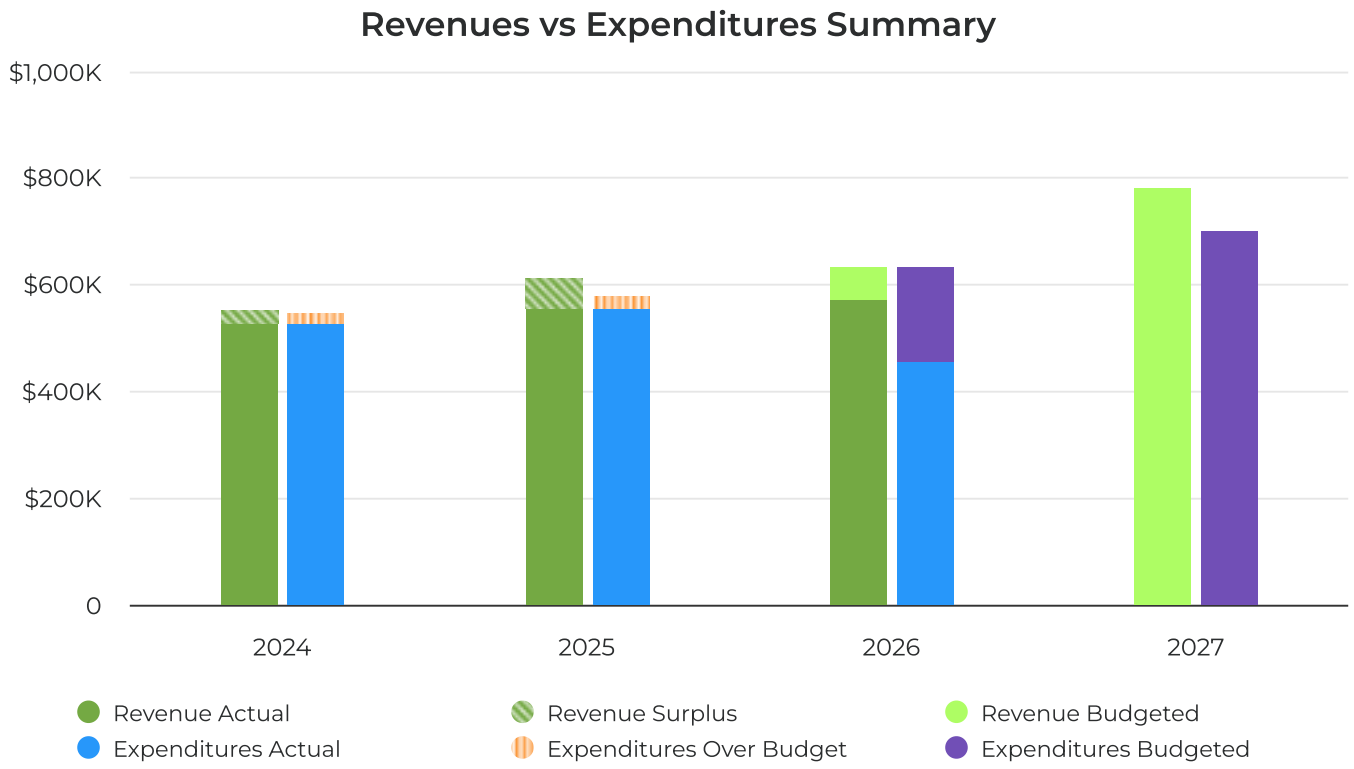
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Truancy Court Cost	-	$2,700.00	$6,593.31	$11,493.31
Total Fund Balance	**-**	**$2,700.00**	**$6,593.31**	**$11,493.31**

Aging - Special Fund

The **Aging Fund (051)** is used to account for a program created by the County and funded by the County, Deep East Texas Area Agency on Aging and, in part, by federal program funds. The program provides nutritional and support services to senior citizens in Polk County through meals delivered to home-bound participants and to Senior Centers located in Livingston, Onalaska and Corrigan. In 2007, the County consolidated its food preparation services into one kitchen facility located at the Office Annex in Livingston under the supervision of the Aging Services Department.

Summary

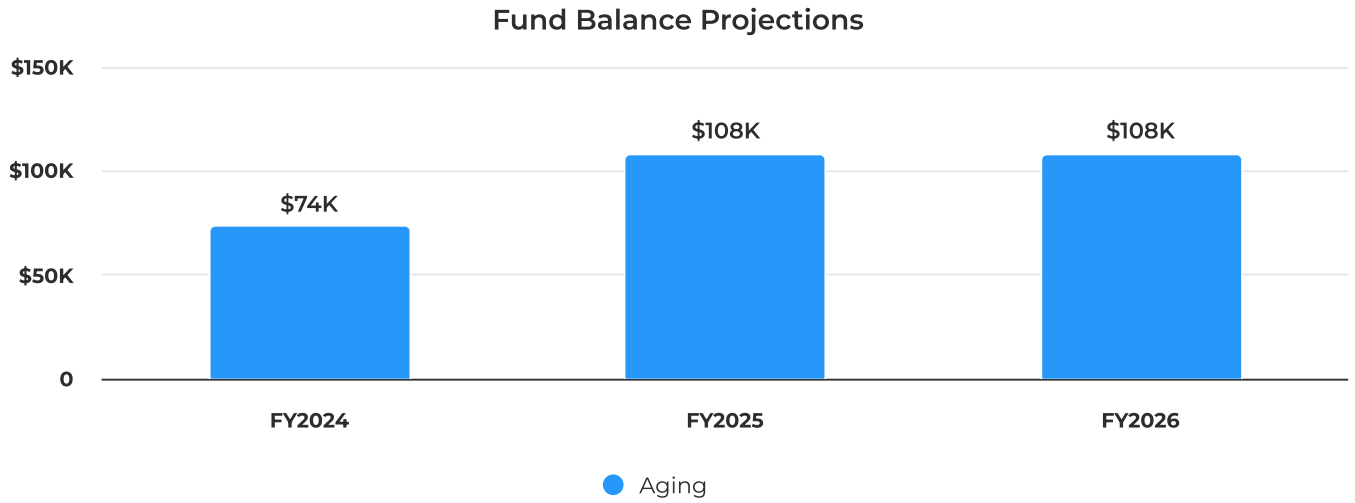


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Beginning Fund Balance	**$ 73,566.04**	**$ 108,088.07**	**$ 108,088.07**	**$ 108,088.07**	**$ 108,088.07**
Revenues					
Charges & Fees for Services					
LIVINGSTON CONTRIBUTIONS	$ 803.49	$ 500.00	$ 177.00	$ 500.00	$ 500.00
CORRIGAN CONTRIBUTIONS	$ 471.50	$ 100.00	$ 177.50	$ 100.00	$ 100.00
ONALASKA CONTRIBUTIONS	$ 6,270.57	$ 3,000.00	$ 3,706.68	$ 3,000.00	$ 3,000.00
Total Charges & Fees for Services	$ 7,545.56	$ 3,600.00	$ 4,061.18	$ 3,600.00	$ 3,600.00
Interest					

Category	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
DEPOSITORY INTEREST	$ 2,309.32	-	$ 1,363.07	-	-
Total Interest	$ 2,309.32	-	$ 1,363.07	-	-
Other Revenues					
MISCELLANEOUS REVENUE	$ 10.00	-	$ 759.00	-	-
TRANSFER FROM GEN FUND	$ 112,145.31	$ 191,242.04	$ 191,242.04	$ 191,242.04	$ 191,242.04
Total Other Revenues	$ 112,155.31	$ 191,242.04	$ 192,001.04	$ 191,242.04	$ 191,242.04
Federal & State Funding					
TITLE IIIC1 CONGREGATE MEALS	$ 71,505.92	$ 110,000.00	$ 57,189.71	$ 57,101.28	$ 57,101.28
TITLE IIIC2 HOME DELIVERY MEAL	$ 21,006.93	$ 30,000.00	$ 18,887.57	$ 25,194.00	$ 25,194.00
TITLE XX / DHS	$ 397,574.24	$ 300,000.00	$ 298,678.10	$ 503,880.00	$ 503,880.00
Total Federal & State Funding	$ 490,087.09	$ 440,000.00	$ 374,755.38	$ 586,175.28	$ 586,175.28
Total Revenues	**$ 612,097.28**	**$ 634,842.04**	**$ 572,180.67**	**$ 781,017.32**	**$ 781,017.32**
Expenditures					
Salary And Benefits					
SALARIES	$ 154,583.55	$ 165,550.00	$ 115,636.33	$ 231,657.00	$ 163,335.00
DISCRETIONARY SALARY	-	$ 1,210.00	-	$ 4,219.00	$ 4,219.00
SALARIES-PART TIME	$ 69,032.42	$ 79,433.55	$ 74,750.74	$ 85,927.36	$ 85,927.36
LONGEVITY PAY	$ 12,000.00	$ 12,000.00	$ 8,000.00	$ 9,000.00	$ 9,000.00
SOCIAL SECURITY	$ 17,588.39	$ 19,751.81	$ 14,702.57	$ 25,306.46	$ 20,079.82
HEALTH INSURANCE	$ 44,039.26	$ 48,977.76	$ 34,353.53	$ 78,609.60	$ 55,343.52
RETIREMENT	$ 34,258.70	$ 35,656.53	$ 28,845.39	$ 48,098.82	$ 34,266.94
WORKERS COMPENSATION	$ 630.87	$ 696.86	$ 367.95	$ 4,471.54	$ 708.44
UNEMPLOYMENT INSURANCE	$ 152.61	$ 205.59	$ 135.42	$ 264.65	$ 209.99
Total Salary And Benefits	$ 332,285.80	$ 363,482.10	$ 276,791.93	$ 487,554.43	$ 373,090.07
Operating Expenses					
STATE NUTRITIONIST FEE	-	$ 1,000.00	-	$ 1,500.00	$ 1,500.00
OFFICE SUPPLIES	$ 2,373.02	$ 3,000.00	$ 864.82	$ 4,000.00	$ 4,000.00
FURNISHED TRANSPORTATION	$ 8,429.53	$ 7,000.00	$ 5,356.35	$ 10,000.00	$ 10,000.00
FOOD-AGING	$ 193,619.58	$ 212,234.00	$ 139,166.03	$ 250,000.00	$ 250,000.00
PAPER SUPPLIES	$ 26,883.34	$ 38,375.94	$ 26,780.56	$ 42,000.00	$ 42,000.00
KITCHEN SUPPLIES	$ 2,372.91	$ 3,000.00	$ 3,059.88	$ 3,500.00	$ 3,500.00
EQUIPMENT MAINTENANCE	$ 367.83	$ 500.00	$ 7.96	$ 500.00	$ 500.00
CABLE TV	-	$ 1,200.00	-	$ 1,200.00	$ 1,200.00
COMMUNICATION EXP	$ 1,134.33	$ 1,800.00	$ 111.26	$ 2,600.00	$ 2,600.00
TRAVEL TRAINING	-	-	$ 72.50	-	-
VEHICLE MAINTENANCE	$ 10,108.91	$ 2,000.00	$ 1,695.03	$ 7,000.00	$ 7,000.00
LIABILITY INS VAN	-	$ 1,250.00	-	$ 1,750.00	$ 1,750.00
OFFICE FURNISHINGS/EQUIPMENT	-	-	-	$ 4,000.00	$ 4,000.00
Total Operating Expenses	$ 245,289.45	$ 271,359.94	$ 177,114.39	$ 328,050.00	$ 328,050.00
Total Expenditures	**$ 577,575.25**	**$ 634,842.04**	**$ 453,906.32**	**$ 815,604.43**	**$ 701,140.07**
Total Revenues Less Expenditures	**$ 34,522.03**	**-**	**$ 118,274.35**	**$ -34,587.11**	**$ 79,877.25**
Ending Fund Balance	**$ 108,088.07**	**$ 108,088.07**	**$ 226,362.42**	**$ 73,500.96**	**$ 187,965.32**

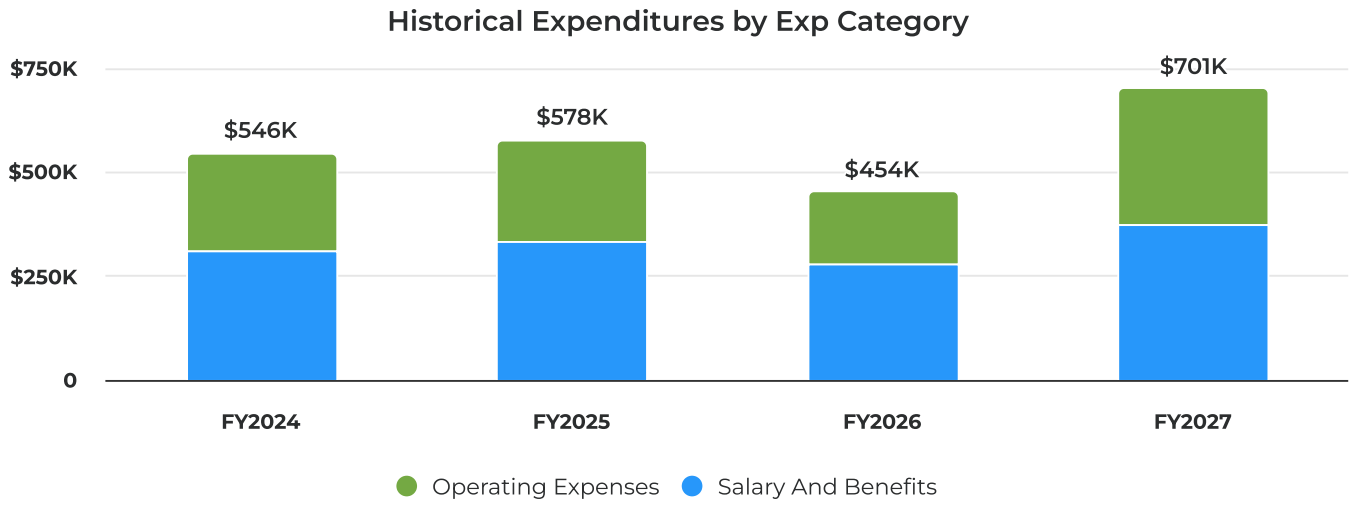


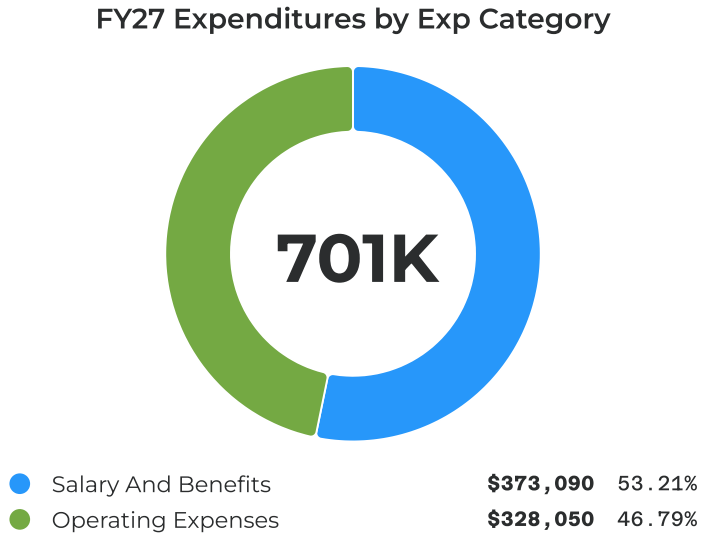
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Aging	$55,981.82	$67,960.40	$73,566.04	$108,088.07
Total Fund Balance	**$55,981.82**	**$67,960.40**	**$73,566.04**	**$108,088.07**

Aging Services

Expenditures by Exp Category





Expenditures by Exp Category

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Salary And Benefits					
SALARIES	051-7845-1050	$ 165,550.00	$ 115,636.33	$ 231,657.00	$ 163,335.00
DISCRETIONARY SALARY	051-7845-1055	$ 1,210.00	$ 0.00	$ 4,219.00	$ 4,219.00
SALARIES-PART TIME	051-7845-1080	$ 79,433.55	$ 74,750.74	$ 85,927.36	$ 85,927.36
LONGEVITY PAY	051-7845-2000	$ 12,000.00	$ 8,000.00	$ 9,000.00	$ 9,000.00
SOCIAL SECURITY	051-7845-2010	$ 19,751.81	$ 14,702.57	$ 25,306.46	$ 20,079.82
HEALTH INSURANCE	051-7845-2020	$ 48,977.76	$ 34,353.53	$ 78,609.60	$ 55,343.52
RETIREMENT	051-7845-2030	$ 35,656.53	$ 28,845.39	$ 48,098.82	$ 34,266.94
WORKERS COMPENSATION	051-7845-2040	$ 696.86	$ 367.95	$ 4,471.54	$ 708.44
UNEMPLOYMENT INSURANCE	051-7845-2060	$ 205.59	$ 135.42	$ 264.65	$ 209.99

Category	Account ID	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 Budget Requested	FY 2027 County Judge's Draft Budget
Total Salary And Benefits		$ 363,482.10	$ 276,791.93	$ 487,554.43	$ 373,090.07
Operating Expenses					
STATE NUTRITIONIST FEE	051-7645-4310	$ 1,000.00	$ 0.00	$ 1,500.00	$ 1,500.00
OFFICE SUPPLIES	051-7845-3150	$ 3,000.00	$ 864.82	$ 4,000.00	$ 4,000.00
FURNISHED TRANSPORTATION	051-7845-3300	$ 7,000.00	$ 5,356.35	$ 10,000.00	$ 10,000.00
FOOD-AGING	051-7845-3330	$ 212,234.00	$ 139,166.03	$ 250,000.00	$ 250,000.00
PAPER SUPPLIES	051-7845-3430	$ 38,375.94	$ 26,780.56	$ 42,000.00	$ 42,000.00
KITCHEN SUPPLIES	051-7845-3440	$ 3,000.00	$ 3,059.88	$ 3,500.00	$ 3,500.00
EQUIPMENT MAINTENANCE	051-7845-3510	$ 500.00	$ 7.96	$ 500.00	$ 500.00
CABLE TV	051-7845-4190	$ 1,200.00	$ 0.00	$ 1,200.00	$ 1,200.00
COMMUNICATION EXP	051-7845-4200	$ 1,800.00	$ 111.26	$ 2,600.00	$ 2,600.00
TRAVEL TRAINING	051-7845-4270	$ 0.00	$ 72.50	$ 0.00	$ 0.00
VEHICLE MAINTENANCE	051-7845-4540	$ 2,000.00	$ 1,695.03	$ 7,000.00	$ 7,000.00
LIABILITY INS VAN	051-7845-4910	$ 1,250.00	$ 0.00	$ 1,750.00	$ 1,750.00
OFFICE FURNISHINGS/EQUIPMENT	051-7845-4980	$ 0.00	$ 0.00	$ 4,000.00	$ 4,000.00
Total Operating Expenses		$ 271,359.94	$ 177,114.39	$ 328,050.00	$ 328,050.00
Total Expenditures		**$ 634,842.04**	**$ 453,906.32**	**$ 815,604.43**	**$ 701,140.07**

The Aging Services Director has requested two additional full-time employees and three new vehicles to help supply a growing need for services. Request for 3 vehicles is included in the requested Lease Payments (010-1691-4660).

Personnel Summary

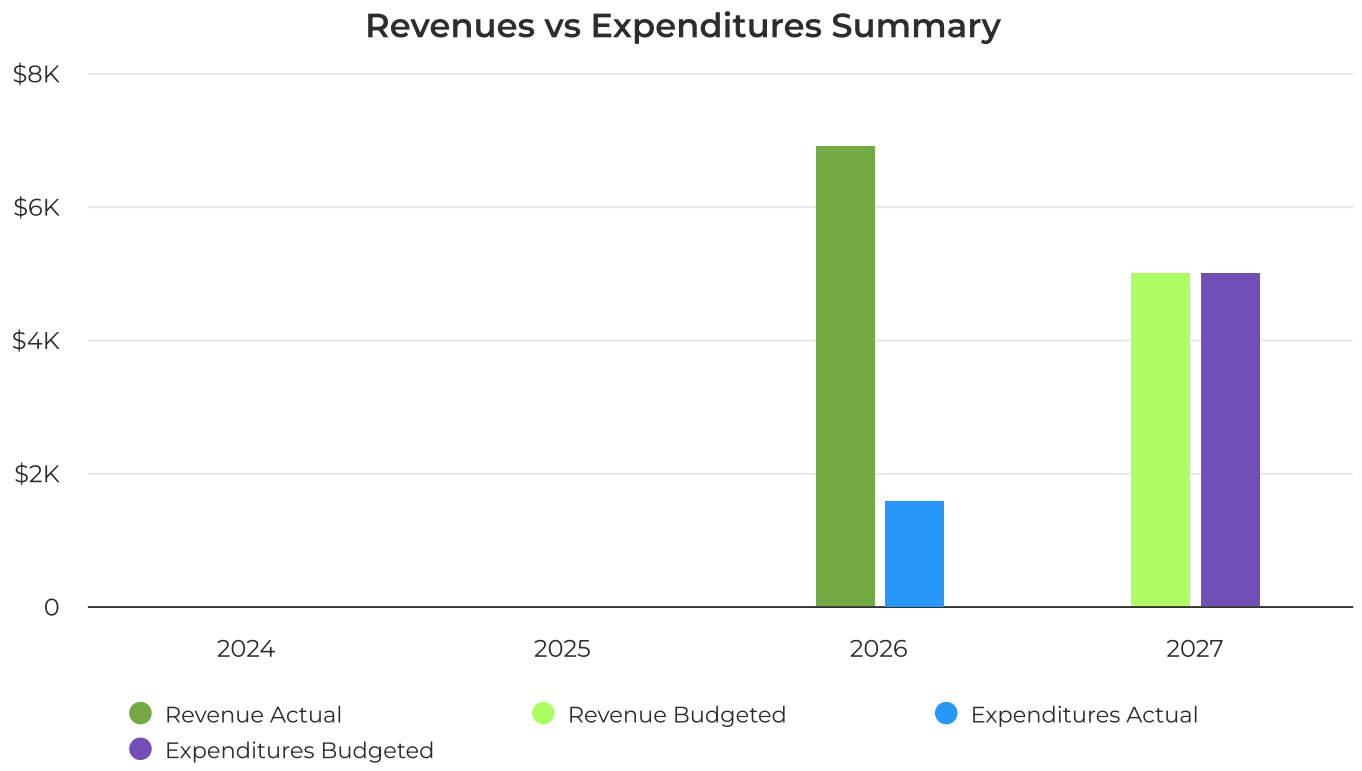
Aging Services Director, Dee Couch

- Aging Services Worker, Jessica Holman
- Aging Services Worker, Rachel Hill
- Aging Services Worker, Jennifer Pickett
- Aging Services Worker (PT), Devona Starl
- Kitchen Helper (PT), Anna Kelley
- Kitchen Helper (PT), Lisa Oliver
- Kitchen Helper (PT), Virginia Tovar

Long-Term Recovery - Special Fund

The **Long-Term Recovery Fund (054)** is maintained to support Polk County Recovers, a nonprofit organization dedicated to assisting county residents with expenses arising from long-term disaster recovery. The County annually appropriates funds to this account to cover the organization's overhead and operational needs, ensuring continuity of services to residents navigating the recovery process. Any unexpended balances are carried forward in the fund balance, preserving resources for future recovery efforts as needs arise. Through this sustained commitment, the County supports a vital community partner working to help residents rebuild stability and resilience in the aftermath of disaster.

Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Revenues					
Other Revenues					
TRANSFER FROM GENERAL FUND	054-370-7010	$ 0.00	$ 0.00	$ 6,897.96	$ 5,000.00
Total Other Revenues		$ 0.00	$ 0.00	$ 6,897.96	$ 5,000.00
Total Revenues		**$ 0.00**	**$ 0.00**	**$ 6,897.96**	**$ 5,000.00**

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Expenditures					
Operating Expenses					
LONG TERM RECOVERY EXP	054-1694-4916	$ 0.00	$ 0.00	$ 1,578.03	$ 5,000.00
Total Operating Expenses		$ 0.00	$ 0.00	$ 1,578.03	$ 5,000.00
Total Expenditures		**$ 0.00**	**$ 0.00**	**$ 1,578.03**	**$ 5,000.00**
Total Revenues Less Expenditures		**$ 0.00**	**$ 0.00**	**$ 5,319.93**	**$ 0.00**
Ending Fund Balance		**$ 0.00**	**$ 0.00**	**$ 5,319.93**	**$ 0.00**

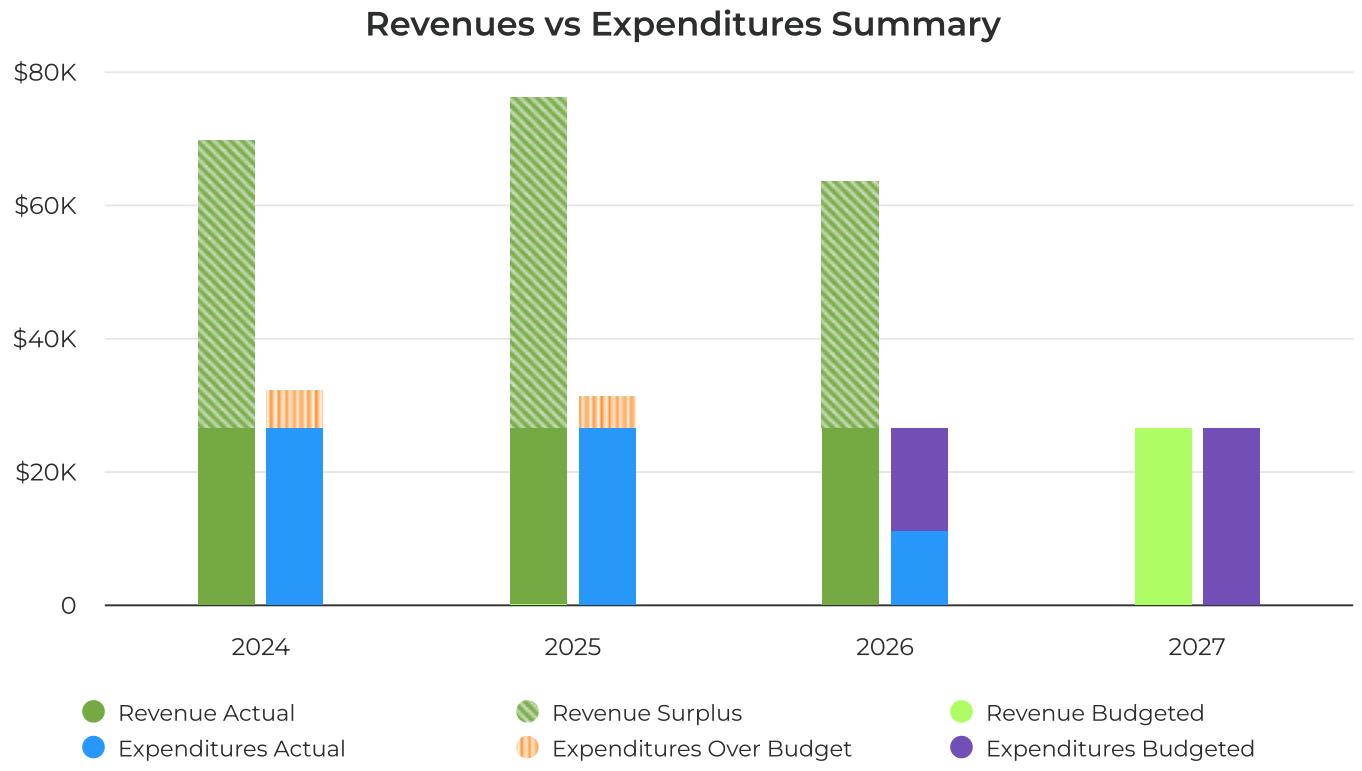
Sheriff's (Jail) Commissary Commission - Special Fund

The **Sheriff's Commissary Commission Fund (056)** operates under the supervision of the Sheriff and is governed by statutory requirements to manage monies received from commissary sales and other inmate-related revenues. The fund is designated exclusively for expenditures that benefit the inmates of the County Jail, ensuring compliance with local government regulations and providing for the welfare and needs of the inmate population.

This fund enables the purchase of goods and services that improve the quality of life for inmates, such as hygiene products, recreational materials, and educational or rehabilitative programs. These resources not only enhance the inmates' well-being but also contribute to the overall safety and management of the jail environment by reducing tension and fostering positive behavior among inmates.

Unlike other funding sources tied to performance metrics, the Commissary Fund is not performance-based. Instead, its revenues are directly tied to inmate purchases from the commissary and are reinvested to support inmate-related activities. The Sheriff ensures that all expenditures from this fund align with statutory requirements, reinforcing accountability and the proper use of resources to serve the intended purpose.

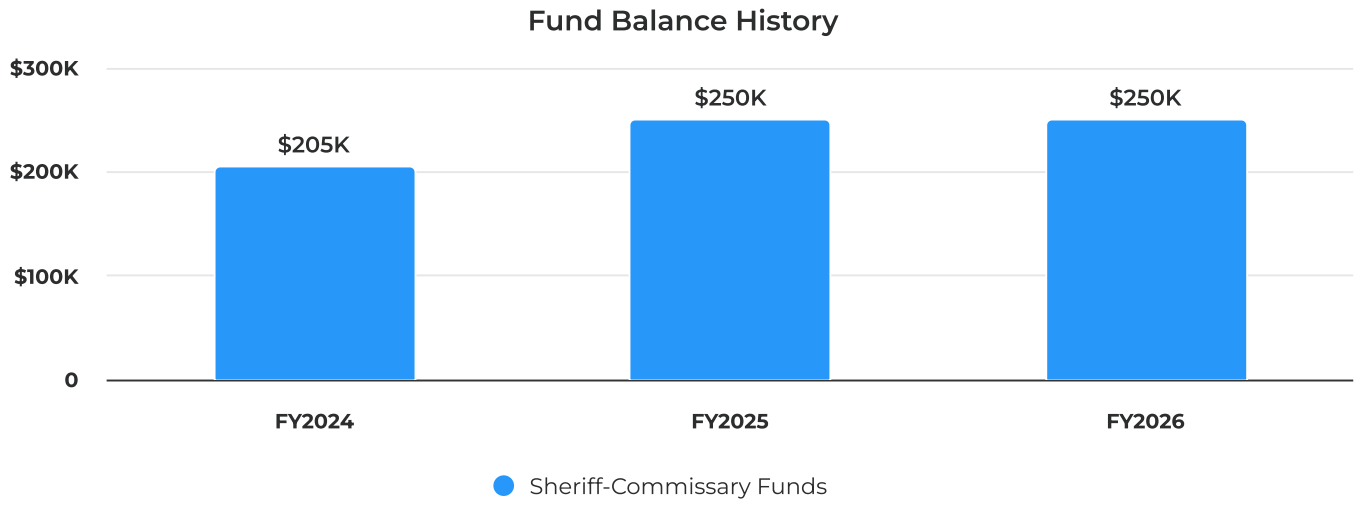
Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 204,683.61**	**$ 249,688.39**	**$ 249,688.39**	**$ 249,688.39**
Revenues					
Other Revenues					
COMMISSION ON COMMISSARY	056-367-6135	$ 76,181.22	$ 26,500.00	$ 63,418.24	$ 26,500.00
Total Other Revenues		$ 76,181.22	$ 26,500.00	$ 63,418.24	$ 26,500.00
Total Revenues		**$ 76,181.22**	**$ 26,500.00**	**$ 63,418.24**	**$ 26,500.00**
Expenditures					
Salary And Benefits					
SALARIES - PART TIME	056-7412-1080	$ 7,188.16	$ 0.00	$ 0.00	$ 0.00
SOCIAL SECURITY	056-7412-2010	$ 549.87	$ 0.00	$ 0.00	$ 0.00
RETIREMENT	056-7412-2030	$ 1,045.16	$ 0.00	$ 0.00	$ 0.00
WORKERS COMPENSATION	056-7412-2040	$ 12.88	$ 0.00	$ 0.00	$ 0.00
UNEMPLOYMENT INSURANCE	056-7412-2060	$ 3.59	$ 0.00	$ 0.00	$ 0.00
Total Salary And Benefits		$ 8,799.66	$ 0.00	$ 0.00	$ 0.00
Operating Expenses					
INMATE SUPPLIES	056-7412-4915	$ 22,376.78	$ 26,500.00	$ 10,861.05	$ 26,500.00
Total Operating Expenses		$ 22,376.78	$ 26,500.00	$ 10,861.05	$ 26,500.00
Total Expenditures		**$ 31,176.44**	**$ 26,500.00**	**$ 10,861.05**	**$ 26,500.00**
Total Revenues Less Expenditures		**$ 45,004.78**	**$ 0.00**	**$ 52,557.19**	**$ 0.00**
Ending Fund Balance		**$ 249,688.39**	**$ 249,688.39**	**$ 302,245.58**	**$ 249,688.39**



Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Sheriff-Commissary Funds	$163,547.41	$166,999.78	$204,683.61	$249,688.39
Total Fund Balance	**$163,547.41**	**$166,999.78**	**$204,683.61**	**$249,688.39**

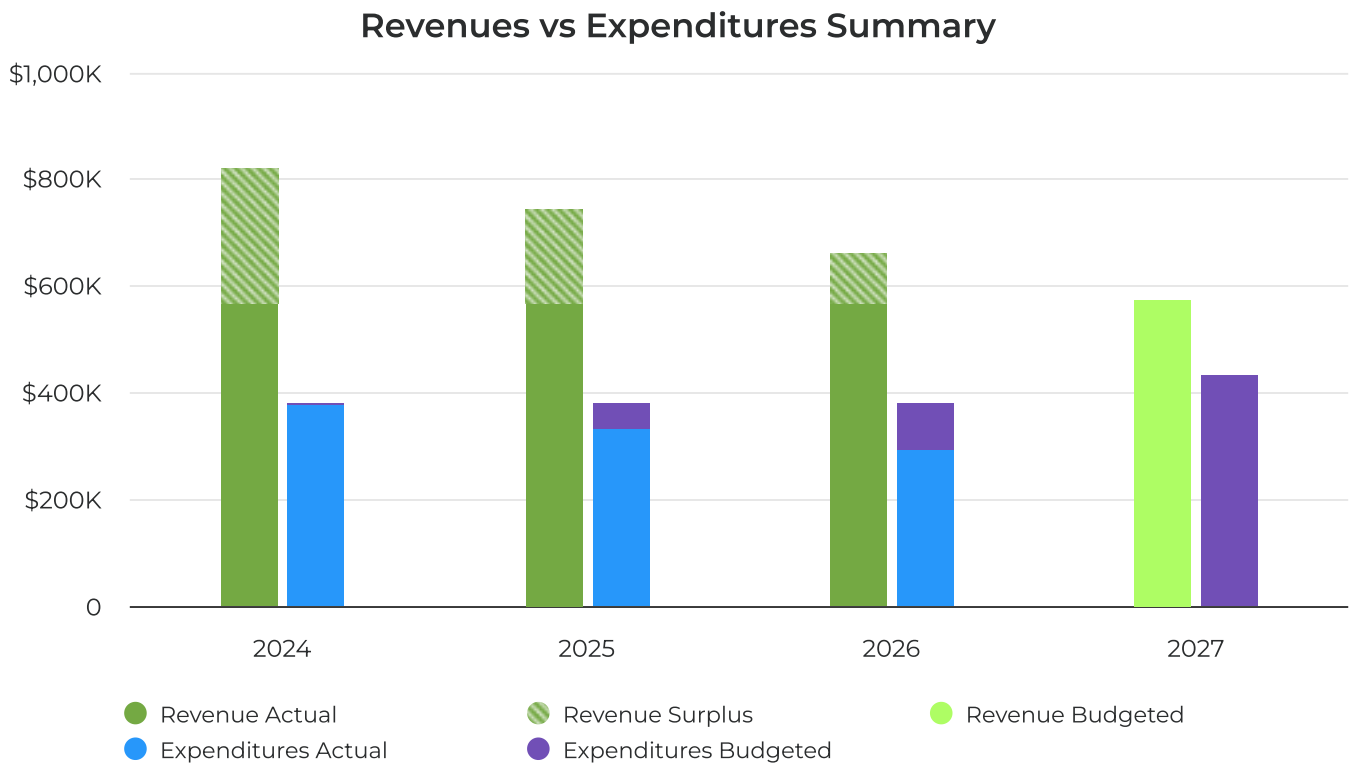
Retiree Health Benefits Trust - Special Fund

The **Retiree Health Benefits Trust Fund (083)** was established in 2011 to responsibly manage the County's long-term obligations for retiree health insurance, commonly referred to as **Other Post-Employment Benefits (OPEB)**. These benefits reflect Polk County's ongoing commitment to employees who have met eligibility requirements for continued health coverage after retirement.

Each year, the County contributes to the trust based on amounts determined through a biennial actuarial study, which evaluates future liabilities using factors such as retiree demographics, projected healthcare costs, and investment performance. By prefunding these obligations, the County reduces pressure on future operating budgets and strengthens long-term financial stability.

Maintaining this trust allows Polk County to provide reliable retiree benefits while demonstrating sound financial planning, compliance with accounting standards, and stewardship of taxpayer resources.

Summary

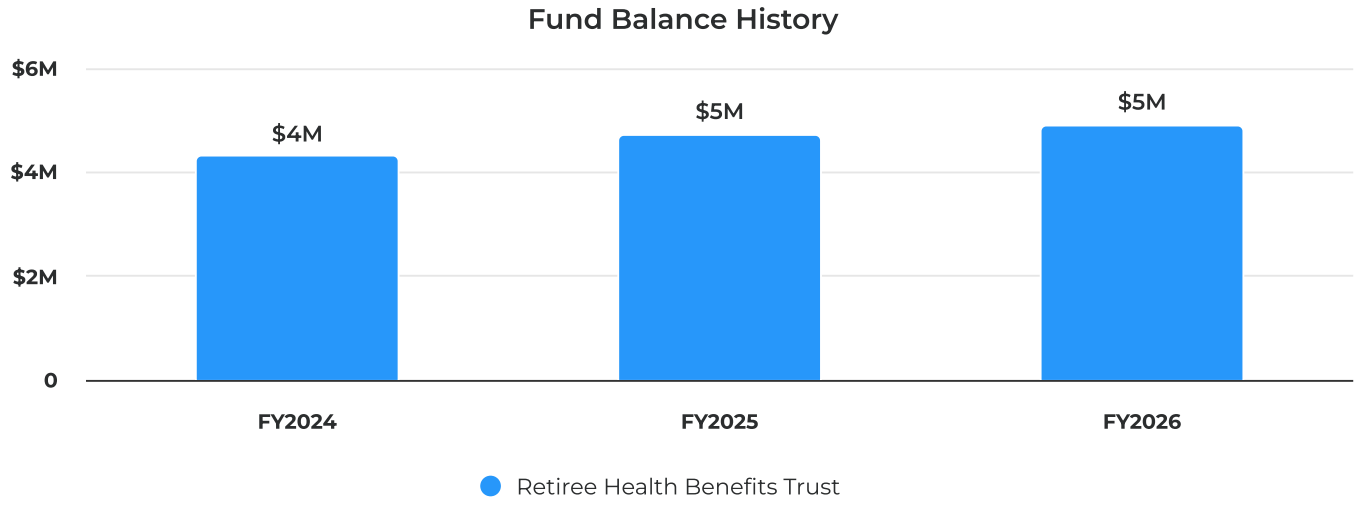


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		$4,307,000.60	$4,720,828.36	$4,720,828.36	$4,908,143.64
Revenues					
Interest					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
DEPOSITORY INTEREST	083-341-4100	$ 199,110.05	$ 12,000.00	$ 125,193.84	$ 12,000.00
Total Interest		$ 199,110.05	$ 12,000.00	$ 125,193.84	$ 12,000.00
Other Revenues					
TAC HEBP SURPLUS DISTRIBUTION	083-342-4202	$ 0.00	$ 10,000.00	$ 0.00	$ 10,000.00
RETIREE REIMB	083-342-4550	$ 20,910.60	$ 20,635.92	$ 20,634.66	$ 31,090.00
TRANSFER FROM GENERAL FUND	083-370-7010	$ 500,000.00	$ 500,000.00	$ 500,000.00	$ 500,000.00
RETIREE REIMB FROM PROBATION	083-370-7185	$ 11,157.07	$ 4,864.32	$ 7,474.68	$ 11,262.00
DELQ TAX REIMBURSEMENT	083-370-7186	$ 11,923.66	$ 19,630.80	$ 6,928.08	$ 10,438.00
Total Other Revenues		$ 543,991.33	$ 555,131.04	$ 535,037.42	$ 562,790.00
Total Revenues		**$ 743,101.38**	**$ 567,131.04**	**$ 660,231.26**	**$ 574,790.00**
Expenditures					
Salary And Benefits					
HEALTH INSURANCE	083-7808-2020	$ 324,604.12	$ 372,815.76	$ 282,021.69	$ 425,000.00
Total Salary And Benefits		$ 324,604.12	$ 372,815.76	$ 282,021.69	$ 425,000.00
Operating Expenses					
PROFESSIONAL FEES	083-7808-4010	$ 4,669.50	$ 7,000.00	$ 11,578.00	$ 7,000.00
Total Operating Expenses		$ 4,669.50	$ 7,000.00	$ 11,578.00	$ 7,000.00
Total Expenditures		**$ 329,273.62**	**$ 379,815.76**	**$ 293,599.69**	**$ 432,000.00**
Total Revenues Less Expenditures		**$ 413,827.76**	**$ 187,315.28**	**$ 366,631.57**	**$ 142,790.00**
Ending Fund Balance		**$ 4,720,828.36**	**$ 4,908,143.64**	**$ 5,087,459.93**	**$ 5,050,933.64**



Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Retiree Health Benefits Trust	$3,490,709.32	$3,862,182.90	$4,307,000.60	$4,720,828.36
Total Fund Balance	**$3,490,709.32**	**$3,862,182.90**	**$4,307,000.60**	**$4,720,828.36**

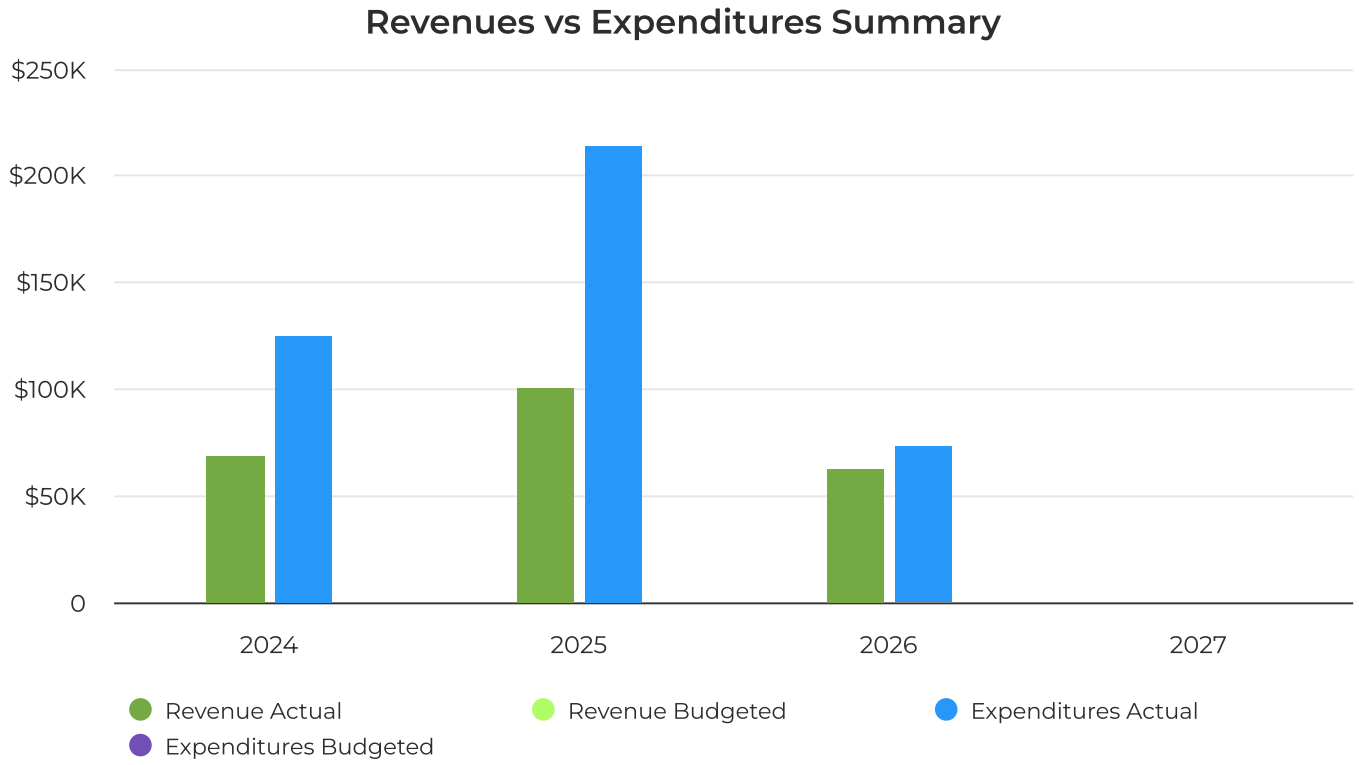
Drug Forfeitures - Special Fund

The **Drug Forfeiture Fund (090)** is a special-purpose fund used to manage revenues from the seizure and forfeiture of assets associated with drug-related criminal activity. State law strictly governs how these funds may be received and spent, limiting their use to authorized law enforcement and prosecutorial purposes.

Because forfeiture revenues are unpredictable and dependent on case outcomes, they are not budgeted in advance and are instead added to the budget as received. Expenditures—such as equipment, training, or approved operational needs—require court approval and must comply with statutory requirements.

Maintaining this fund separately promotes transparency and accountability while allowing forfeited assets to be reinvested directly into public safety efforts, ensuring the funds support lawful enforcement activities rather than general operations.

Summary

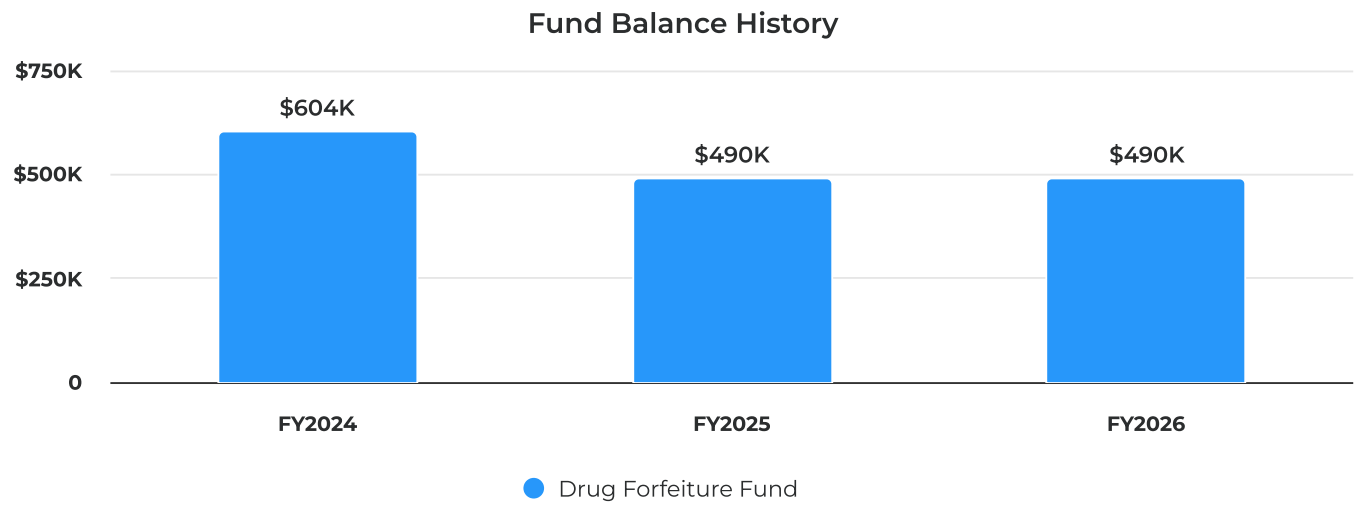


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		$ 604,250.54	$ 490,318.81	$ 490,318.81	$ 490,318.81
Revenues					
Court Fines, Fees & Forfeitures					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
SHERIFFS ACCT	090-340-4200	$ 1,110.96	$ 0.00	$ 1,793.51	$ 0.00
DISTRICT ATTY ACCOUNT	090-340-4600	$ 12,648.63	$ 0.00	$ 768.64	$ 0.00
CONSTABLE PCT1 REVENUE	090-340-4700	$ 26,010.00	$ 0.00	$ 0.00	$ 0.00
Total Court Fines, Fees & Forfeitures		$ 39,769.59	$ 0.00	$ 2,562.15	$ 0.00
Charges & Fees for Services					
DRUG SEIZURE PENDING ACCT	090-340-4901	$ 36,669.00	$ 0.00	$ 48,515.00	$ 0.00
Total Charges & Fees for Services		$ 36,669.00	$ 0.00	$ 48,515.00	$ 0.00
Interest					
DEPOSITORY INTEREST	090-360-6100	$ 0.00	$ 0.00	$ 0.02	$ 0.00
DRUG SEIZURE PENDING INTEREST	090-360-6101	$ 12,935.82	$ 0.00	$ 5,889.92	$ 0.00
INVEST INTEREST CNSTBLE PCT 1	090-360-6102	$ 1,688.24	$ 0.00	$ 37.64	$ 0.00
INVEST INT DIST ATTORNEY	090-360-6103	$ 5,958.80	$ 0.00	$ 3,517.15	$ 0.00
INVEST INTEREST SHERIFF	090-360-6104	$ 3,217.38	$ 0.00	$ 1,898.95	$ 0.00
Total Interest		$ 23,800.24	$ 0.00	$ 11,343.68	$ 0.00
Total Revenues		**$ 100,238.83**	**$ 0.00**	**$ 62,420.83**	**$ 0.00**
Expenditures					
Operating Expenses					
DIST ATTORNEY ACCOUNT	090-7476-4990	$ 0.00	$ 0.00	$ 5,120.00	$ 0.00
CONSTABLE PCT 1 ACCOUNT	090-7551-4990	$ 92,525.68	$ 0.00	$ 27,370.54	$ 0.00
SHERIFF ACCOUNT	090-7560-4990	$ 3,529.20	$ 0.00	$ 38,398.76	$ 0.00
DRUG SEIZURE PENDING	090-7581-4990	$ 118,115.68	$ 0.00	$ 2,562.15	$ 0.00
Total Operating Expenses		$ 214,170.56	$ 0.00	$ 73,451.45	$ 0.00
Total Expenditures		**$ 214,170.56**	**$ 0.00**	**$ 73,451.45**	**$ 0.00**
Total Revenues Less Expenditures		**$ -113,931.73**	**$ 0.00**	**$ -11,030.62**	**$ 0.00**
Ending Fund Balance		**$ 490,318.81**	**$ 490,318.81**	**$ 479,288.19**	**$ 490,318.81**



Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Drug Forfeiture Fund	$612,447.70	$660,268.79	$604,250.54	$490,318.81
Total Fund Balance	**$612,447.70**	**$660,268.79**	**$604,250.54**	**$490,318.81**

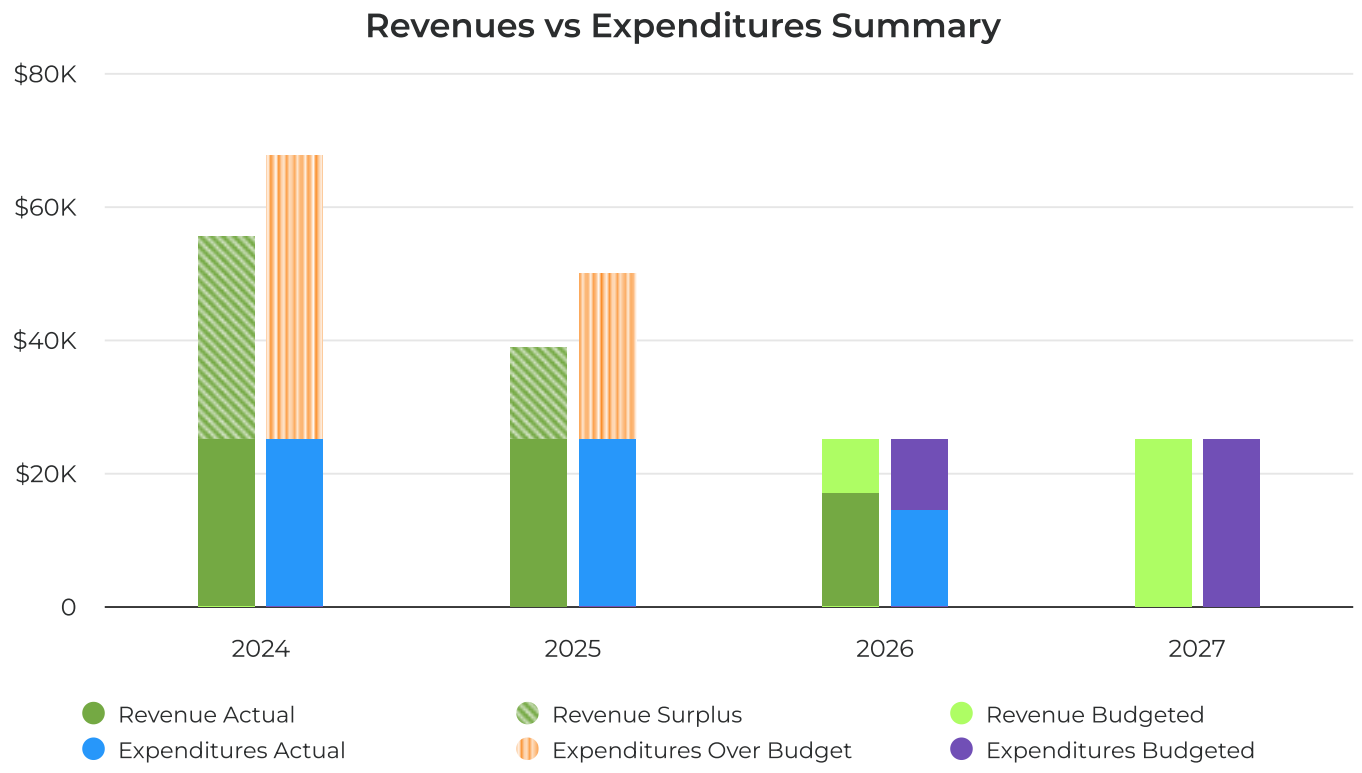
Permanent School (Trust) - Special Fund

The **Permanent School Fund (091)** is a long-term funding source that helps support public education in Polk County. The fund is made up of revenue generated from mineral leases—such as oil and gas—on land that was granted to the County by the State of Texas specifically for the benefit of local schools.

Rather than being used for day-to-day school operations, these funds are carefully managed to preserve their value over time and provide lasting benefits. When eligible, money from the fund may be distributed to local school districts for approved purposes, such as reducing school debt or helping pay for major capital projects like building or improving school facilities.

In simple terms, the Permanent School Fund turns natural resource income into long-term investments in education. By managing these resources responsibly, Polk County helps ensure that today's students—and future generations—benefit from safer, better-equipped schools and stronger educational infrastructure.

Summary

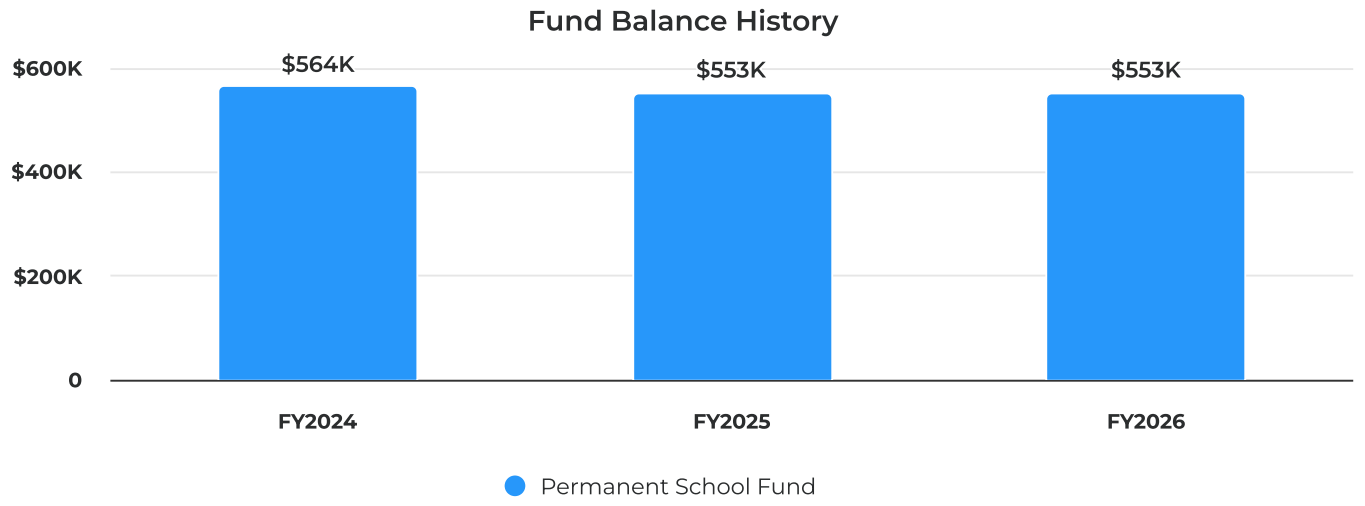


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		$ 563,986.88	$ 552,887.60	$ 552,887.60	$ 552,887.60
Revenues					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Interest					
DEPOSITORY INTEREST	091-360-6100	$ 25,150.80	$ 0.00	$ 13,908.55	$ 0.00
Total Interest		$ 25,150.80	$ 0.00	$ 13,908.55	$ 0.00
Other Revenues					
MINERAL ROYALTY REVENUE	091-370-7200	$ 13,748.02	$ 25,000.00	$ 3,080.48	$ 25,000.00
Total Other Revenues		$ 13,748.02	$ 25,000.00	$ 3,080.48	$ 25,000.00
Total Revenues		**$ 38,898.82**	**$ 25,000.00**	**$ 16,989.03**	**$ 25,000.00**
Expenditures					
Operating Expenses					
SCHOOL DISTRIBUTIONS	091-7899-4891	$ 24,320.59	$ 25,000.00	$ 210.42	$ 25,000.00
Total Operating Expenses		$ 24,320.59	$ 25,000.00	$ 210.42	$ 25,000.00
Transfers					
TRANSFER TO AVAIL SCHOOL	091-8700-0920	$ 25,677.51	$ 0.00	$ 14,205.79	$ 0.00
Total Transfers		$ 25,677.51	$ 0.00	$ 14,205.79	$ 0.00
Total Expenditures		**$ 49,998.10**	**$ 25,000.00**	**$ 14,416.21**	**$ 25,000.00**
Total Revenues Less Expenditures		**$ -11,099.28**	**$ 0.00**	**$ 2,572.82**	**$ 0.00**
Ending Fund Balance		**$ 552,887.60**	**$ 552,887.60**	**$ 555,460.42**	**$ 552,887.60**



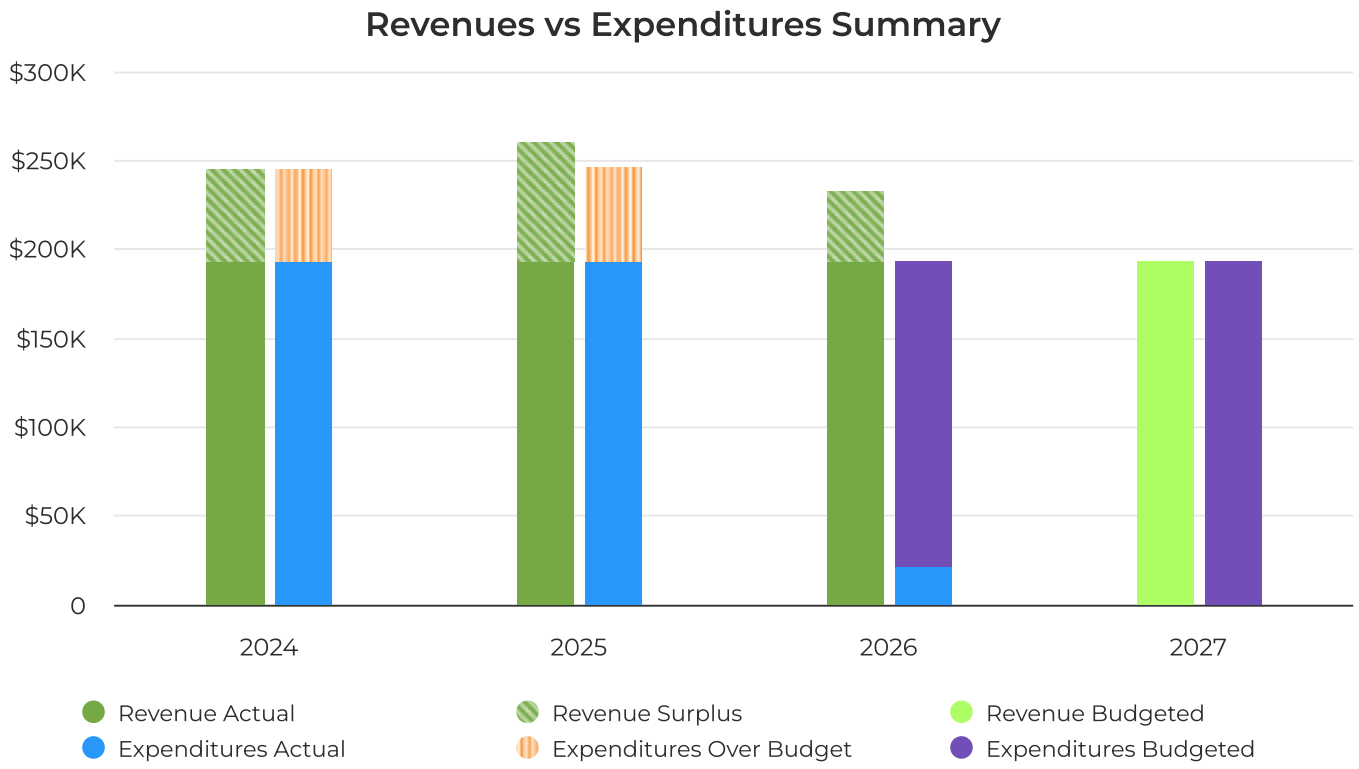
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Permanent School Fund	$756,287.03	$576,157.04	$563,986.88	$552,887.60
Total Fund Balance	**$756,287.03**	**$576,157.04**	**$563,986.88**	**$552,887.60**

Available School Funds - Special Fund

The **Available School Fund (092)** serves as an essential financial mechanism designed to directly benefit school districts within Polk County. This fund was established to account for revenue generated from the leasing of school lands, which were originally granted to the County by the State of Texas to support public education. These lands, designated specifically for the enhancement of educational resources, are a cornerstone of the County's commitment to ensuring high-quality education for its residents.

Summary

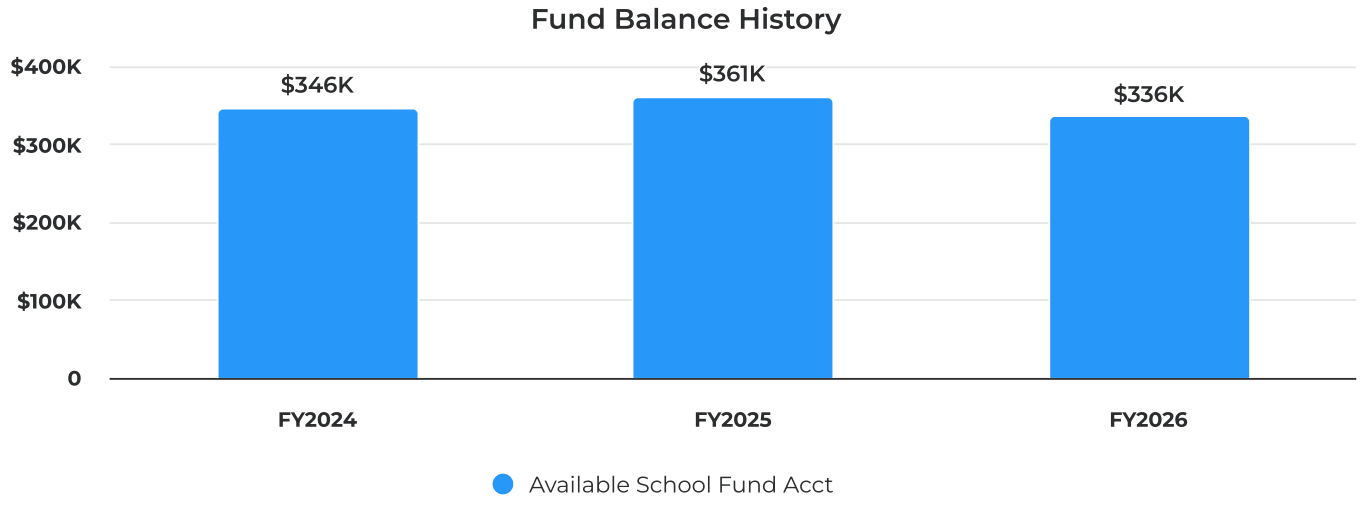


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 346,111.85**	**$ 361,228.16**	**$ 361,228.16**	**$ 335,541.16**
Revenues					
Interest					
DEPOSITORY INTEREST	092-360-6100	$ 19,024.59	$ 0.00	$ 8,290.25	$ 0.00
Total Interest		$ 19,024.59	$ 0.00	$ 8,290.25	$ 0.00
Other Revenues					
TRANSFER FROM PERM.SCHOOL FUND	092-370-7091	$ 25,677.51	$ 0.00	$ 14,205.79	$ 0.00
REVENUE - LEASES	092-370-7200	$ 214,888.76	$ 192,820.76	$ 209,915.23	$ 192,820.76

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Total Other Revenues		$ 240,566.27	$ 192,820.76	$ 224,121.02	$ 192,820.76
Total Revenues		**$ 259,590.86**	**$ 192,820.76**	**$ 232,411.27**	**$ 192,820.76**
Expenditures					
Operating Expenses					
PROPERTY TAXES	092-7699-4500	$ 20,059.83	$ 18,000.00	$ 21,011.96	$ 18,000.00
SCHOOL DISTRIBUTIONS	092-7699-4891	$ 226,018.72	$ 174,820.76	$ 0.00	$ 174,820.76
Total Operating Expenses		$ 246,078.55	$ 192,820.76	$ 21,011.96	$ 192,820.76
Total Expenditures		**$ 246,078.55**	**$ 192,820.76**	**$ 21,011.96**	**$ 192,820.76**
Total Revenues Less Expenditures		**$ 13,512.31**	**$ 0.00**	**$ 211,399.31**	**$ 0.00**
Ending Fund Balance		**$ 359,624.16**	**$ 361,228.16**	**$ 572,627.47**	**$ 335,541.16**



Financial Summary

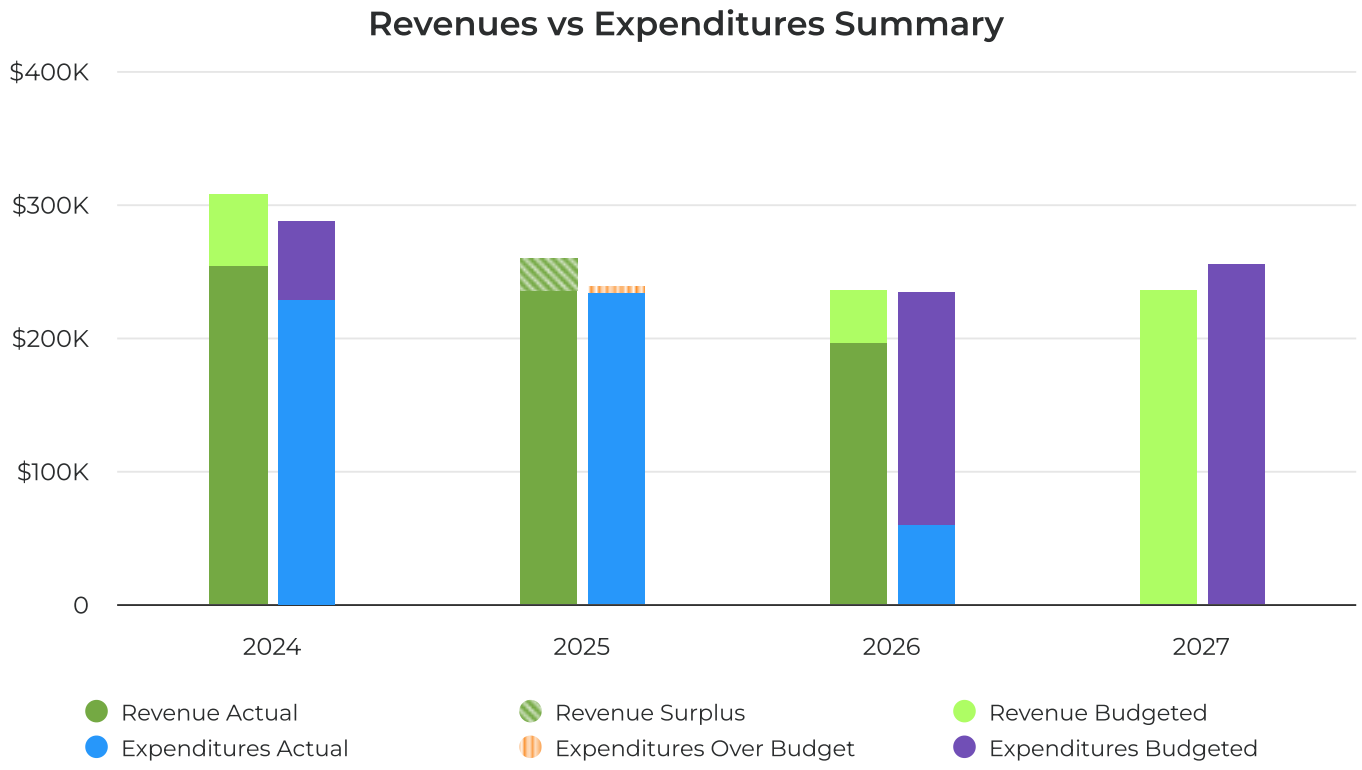
Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Available School Fund Acct	$291,795.84	$345,134.62	$346,111.85	$361,228.16
Total Fund Balance	**$291,795.84**	**$345,134.62**	**$346,111.85**	**$361,228.16**

County Clerk Records Management - Special Fund

The **County Clerk Records Management Fund (093)** supports the preservation, restoration, and automation of vital records managed by the County Clerk's office, such as birth and death certificates, marriage licenses, and property deeds. Funded through fees collected for filing official documents, it ensures secure storage, modernized record-keeping, and improved public access.

This fund enables key initiatives, including the preservation of historical documents, digitization of records, and upgrades to records management technology. By investing in secure infrastructure and efficient systems, the fund enhances transparency and ensures vital records are safeguarded and accessible for future generations.

Summary

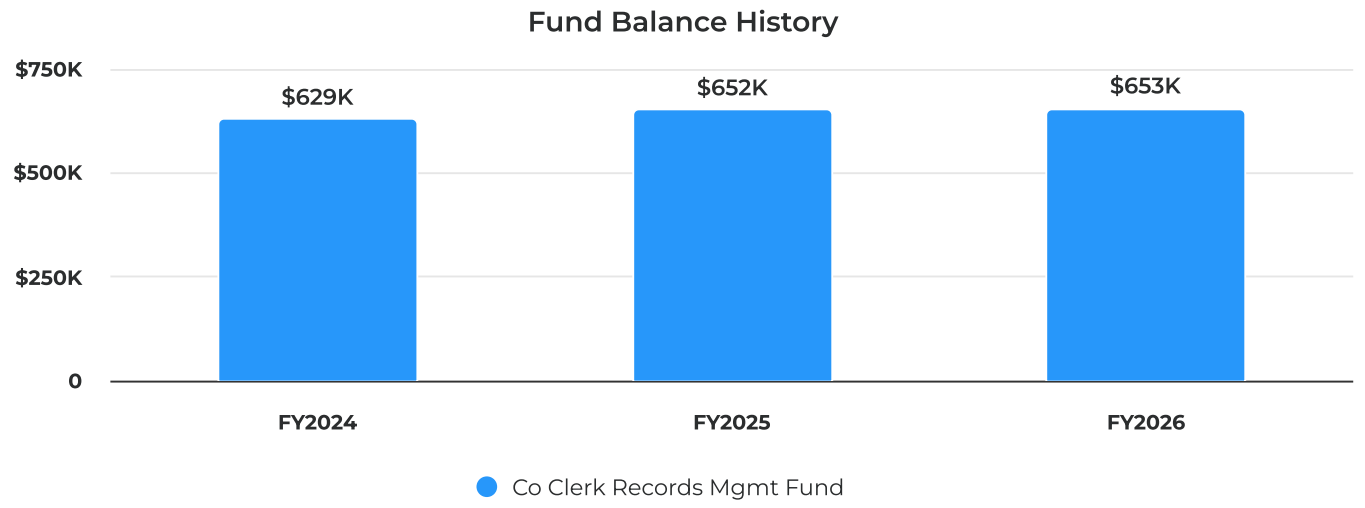


Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		$ 629,207.02	$ 651,507.27	$ 651,507.27	$ 653,022.18
Revenues					
Charges & Fees for Services					

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
COUNTY CLERK FEES	093-340-4400	$ 117,200.00	$ 110,000.00	$ 89,398.00	$ 110,000.00
COURT RECORDS PRESERVATION FEE	093-340-4405	$ 7,480.00	$ 7,200.00	$ 5,640.00	$ 7,200.00
RECORDS ARCHIVE FEE	093-340-4410	$ 116,270.00	$ 110,000.00	$ 88,754.00	$ 110,000.00
PROBATE ARCHIVAL FEE	093-340-4415	$ 75.00	$ 100.00	$ 40.00	$ 100.00
PRESERVATION-VITAL STATISTICS	093-340-4420	$ 2,824.00	$ 2,800.00	$ 2,039.00	$ 2,800.00
Total Charges & Fees for Services		$ 243,849.00	$ 230,100.00	$ 185,871.00	$ 230,100.00
Interest					
DEPOSITORY INTEREST	093-360-6100	$ 15,910.21	$ 5,000.00	$ 9,390.74	$ 5,000.00
Total Interest		$ 15,910.21	$ 5,000.00	$ 9,390.74	$ 5,000.00
Total Revenues		**$ 259,759.21**	**$ 235,100.00**	**$ 195,261.74**	**$ 235,100.00**
Expenditures					
Operating Expenses					
RECORDS ARCHIVE FEE	093-7213-4100	$ 3,738.39	$ 19,950.00	$ 0.00	$ 19,950.00
PRESERVATION -VITAL STATISTICS	093-7213-4205	$ 6,446.73	$ 7,000.00	$ 0.00	$ 7,000.00
COMPUTER NETWORK MAINTENANCE	093-7403-5000	$ 63,856.75	$ 43,218.00	$ 58,455.12	$ 43,218.00
TRANSFER TO GEN FUND	093-8700-4030	$ 163,417.09	$ 163,417.09	$ 0.00	$ 184,433.99
Total Operating Expenses		$ 237,458.96	$ 233,585.09	$ 58,455.12	$ 254,601.99
Total Expenditures		**$ 237,458.96**	**$ 233,585.09**	**$ 58,455.12**	**$ 254,601.99**
Total Revenues Less Expenditures		**$ 22,300.25**	**$ 1,514.91**	**$ 136,806.62**	**$ -19,501.99**
Ending Fund Balance		**$ 651,507.27**	**$ 653,022.18**	**$ 788,313.89**	**$ 633,520.19**



Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Co Clerk Records Mgmt Fund	$1,040,908.47	$604,968.34	$629,207.02	$651,507.27
Total Fund Balance	**$1,040,908.47**	**$604,968.34**	**$629,207.02**	**$651,507.27**

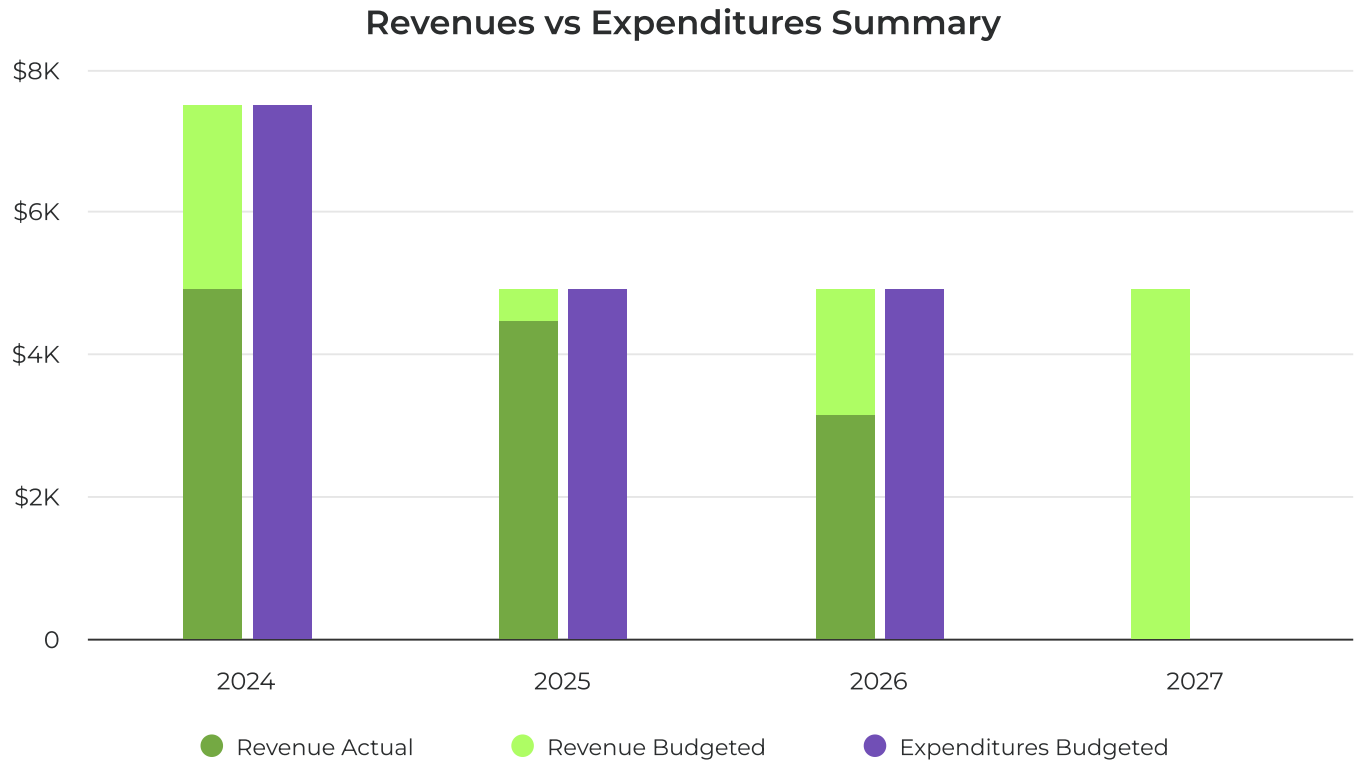
County Records Management - Special Fund

The **County Records Management Fund (094)** is designated to manage fees collected by both the District Clerk and County Clerk for filing various documents that are not covered under the County Clerk Records Management Fund. These fees are specifically earmarked for the preservation, restoration, and modernization of records maintained by the clerks, ensuring the integrity, accessibility, and security of essential public records.

This fund is instrumental in addressing the long-term needs of records management within Polk County. It supports projects such as digitizing paper records, enhancing storage systems, and implementing advanced records management technology to improve efficiency and access. Additionally, the fund aids in maintaining compliance with state-mandated standards for public record preservation and accessibility.

By strategically allocating these resources, Polk County ensures that critical public documents are preserved for future generations while also improving operational efficiency and service delivery to the community.

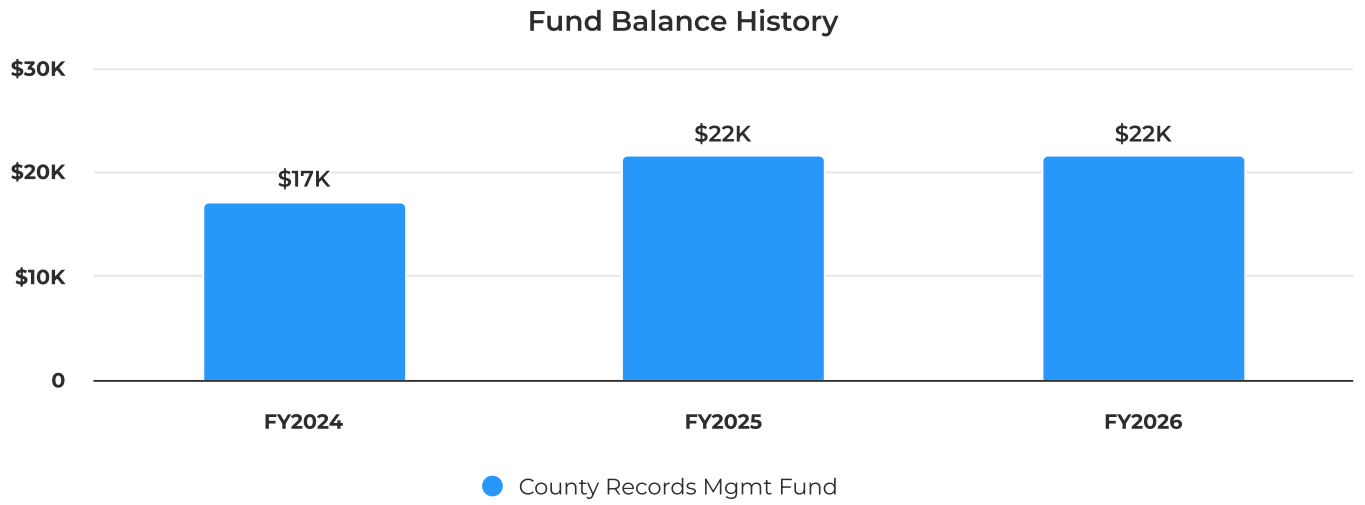
Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 17,118.70**	**$ 21,573.92**	**$ 21,573.92**	**$ 21,573.92**
Revenues					
Charges & Fees for Services					
COUNTY CLERK FEES	094-340-4400	$ 4,176.57	$ 4,000.00	$ 2,942.29	$ 4,000.00
DISTRICT CLERK FEES	094-340-4700	$ 278.65	$ 900.00	$ 212.25	$ 900.00
Total Charges & Fees for Services		$ 4,455.22	$ 4,900.00	$ 3,154.54	$ 4,900.00
Total Revenues		**$ 4,455.22**	**$ 4,900.00**	**$ 3,154.54**	**$ 4,900.00**
Expenditures					
Operating Expenses					
DIST CLERK IMAGING	094-7426-4500	$ 0.00	$ 4,900.00	$ 0.00	$ 0.00
Total Operating Expenses		$ 0.00	$ 4,900.00	$ 0.00	$ 0.00
Total Expenditures		**$ 0.00**	**$ 4,900.00**	**$ 0.00**	**$ 0.00**
Total Revenues Less Expenditures		**$ 4,455.22**	**$ 0.00**	**$ 3,154.54**	**$ 4,900.00**
Ending Fund Balance		**$ 21,573.92**	**$ 21,573.92**	**$ 24,728.46**	**$ 26,473.92**



Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
County Records Mgmt Fund	$8,891.72	$12,205.94	$17,118.70	$21,573.92
Total Fund Balance	**$8,891.72**	**$12,205.94**	**$17,118.70**	**$21,573.92**

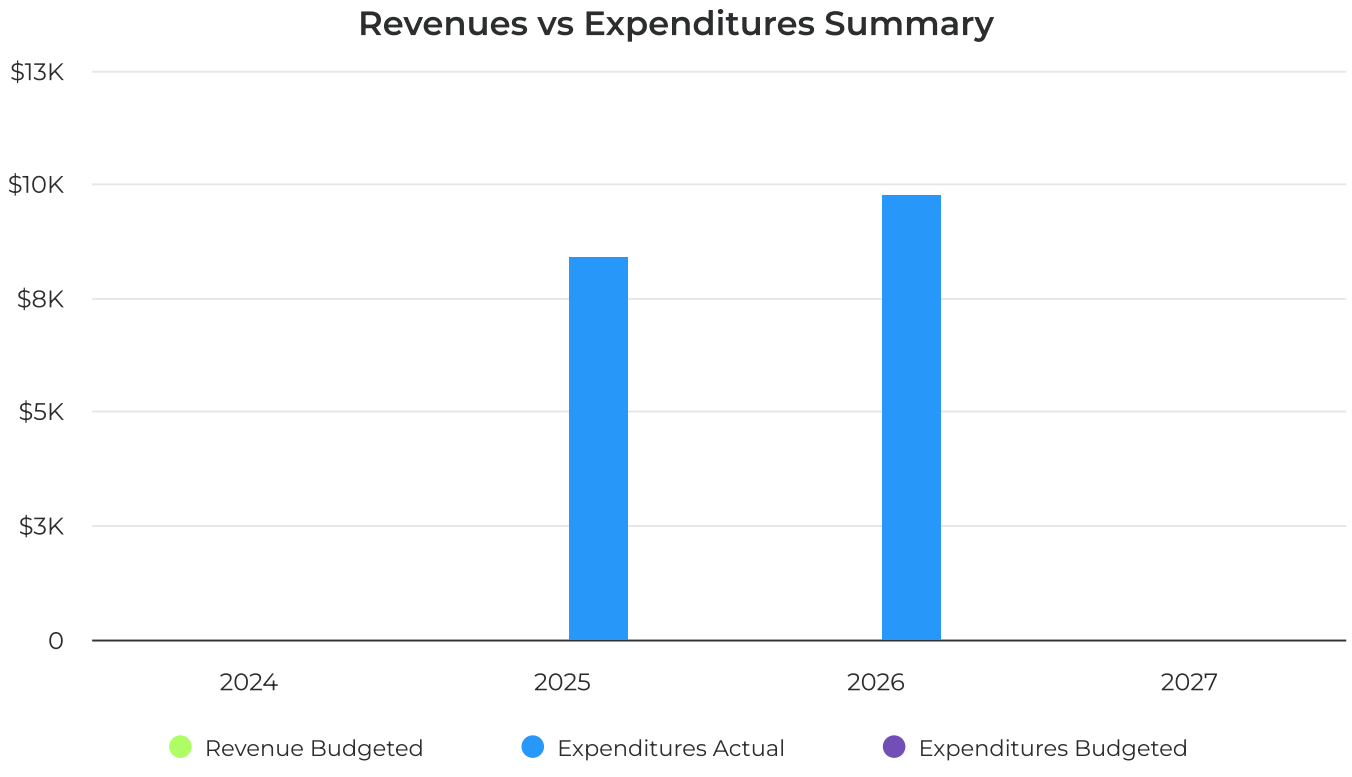
Sheriff's Federal Revenue Sharing - Special Fund

The **Sheriff's Federal Revenue Sharing Fund (095)** is a specialized account established to manage revenues that may be received by the Sheriff's Department through federal programs, often related to asset forfeitures or other law enforcement initiatives. This fund is not included in the County's annual budget due to the unpredictable and case-specific nature of its revenue stream. Funds may be received in instances such as federal seizures or joint operations with federal agencies where the Sheriff's Department is entitled to a share of proceeds.

This account remains active to record any revenues received and to facilitate the expenditure of the existing fund balance. Expenditures are at the sole discretion of the Sheriff and are typically directed toward law enforcement purposes, such as equipment purchases, training programs, or operational enhancements that support public safety initiatives.

The discretionary nature of the fund allows the Sheriff's Department to respond flexibly to emergent needs or to invest in strategic improvements that may not be covered by other budgeted resources. However, all expenditures must comply with applicable federal and state regulations governing the use of these funds, ensuring accountability and alignment with law enforcement objectives.

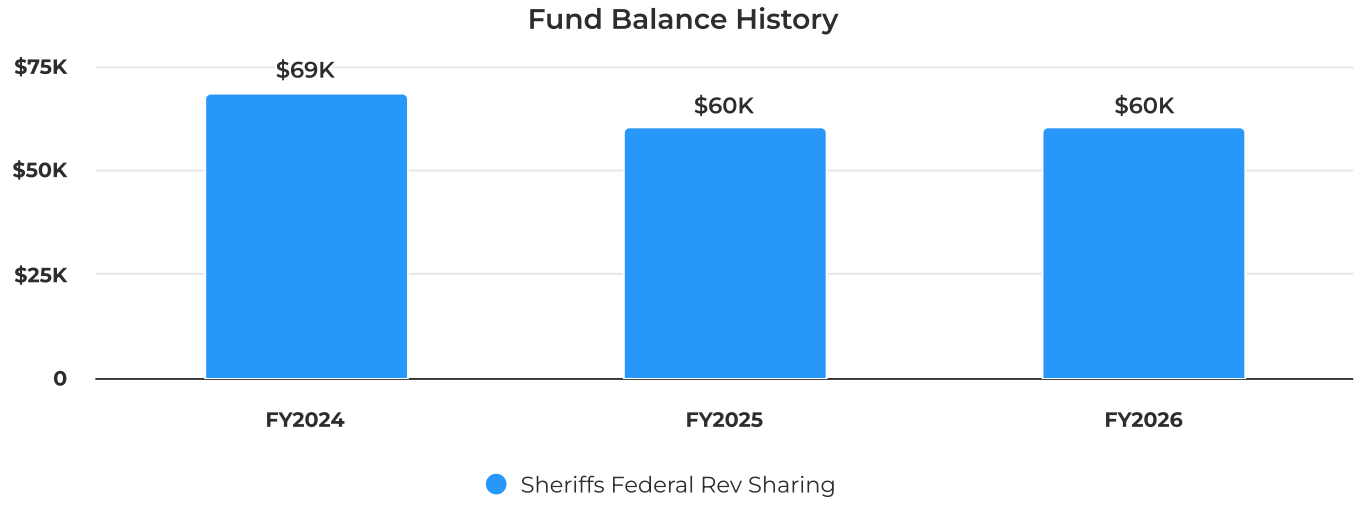
Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 68,517.91**	**$ 60,108.57**	**$ 60,108.57**	**$ 60,108.57**
Revenues					
Total Revenues		**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Expenditures					
Operating Expenses					
OPERATING EXPENSES	095-7560-3340	$ 8,409.34	$ 0.00	$ 9,788.55	$ 0.00
Total Operating Expenses		$ 8,409.34	$ 0.00	$ 9,788.55	$ 0.00
Total Expenditures		**$ 8,409.34**	**$ 0.00**	**$ 9,788.55**	**$ 0.00**
Total Revenues Less Expenditures		**$ -8,409.34**	**$ 0.00**	**$ -9,788.55**	**$ 0.00**
Ending Fund Balance		**$ 60,108.57**	**$ 60,108.57**	**$ 50,320.02**	**$ 60,108.57**



Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
Sheriffs Federal Rev Sharing	$26,537.54	$68,517.91	$68,517.91	$60,108.57
Total Fund Balance	**$26,537.54**	**$68,517.91**	**$68,517.91**	**$60,108.57**

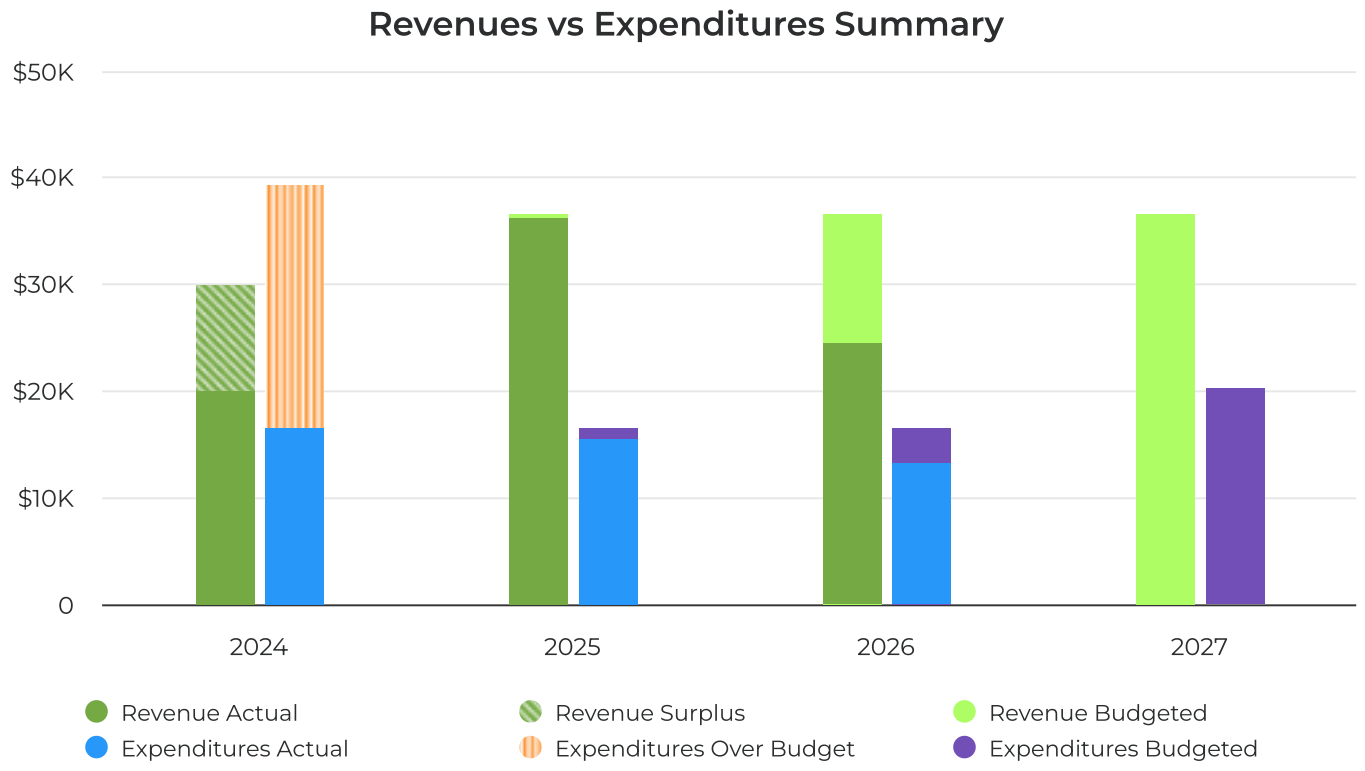
District Clerk Records Management - Special Fund

The **District Clerk Records Management Fund (098)** accounts for fees collected by the District Clerk under state law and is dedicated solely to preserving, maintaining, and modernizing official court records. These records include case files, court orders, and other legal documents that must remain secure, accessible, and reliable for both the judiciary and the public.

Revenues in this fund are used for activities such as digitizing paper records, restoring aging or damaged documents, and implementing record management systems that improve storage, organization, and retrieval. The fund may also support the purchase and maintenance of specialized equipment—such as scanners and secure storage solutions—necessary to carry out these functions efficiently.

By maintaining this dedicated fund, the District Clerk is able to meet statutory responsibilities while adapting to modern records management standards. This approach ensures that critical legal records are preserved for future generations, readily accessible when needed, and managed in a manner that supports transparency, accountability, and the effective operation of the court system.

Summary



In the 2027 budget for District Clerk Records Management, the total expenditures budgeted increased by 21.65% to $20,226 compared to the 2026 budgeted amount of $16,626. This marks a significant rise in planned spending. Meanwhile, the revenue budget remained constant at $36,650, showing no change from the previous year.

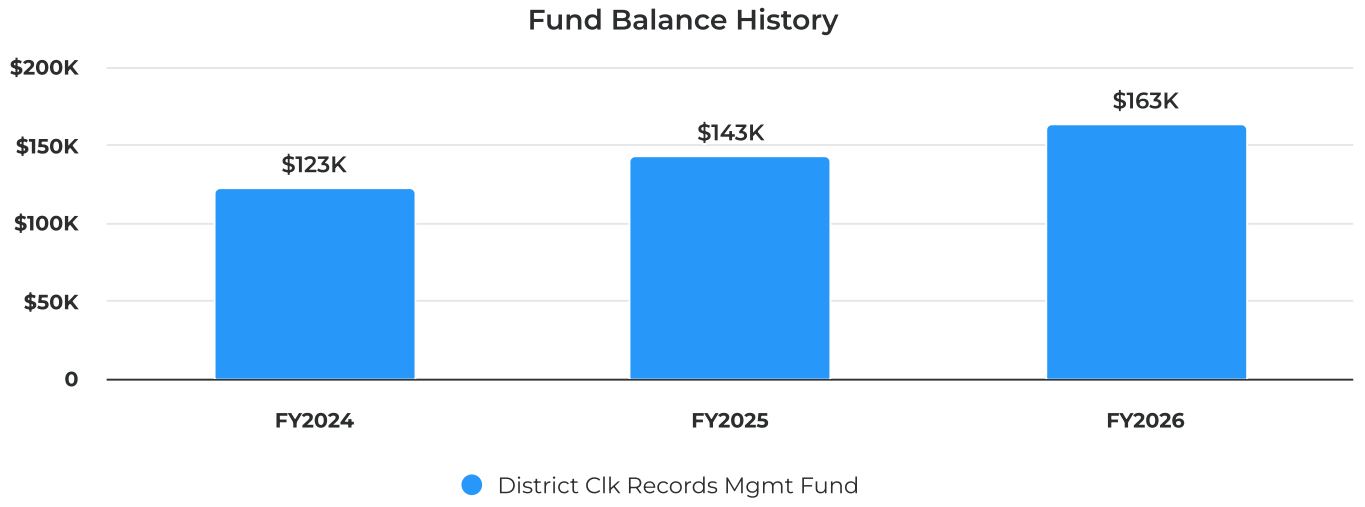
Looking back at 2026 actuals, revenues were substantially lower than budgeted, with actual revenue at $19,442, which is 46.3% less than the prior period and only 53.05% of the budgeted revenue. Expenditures actuals in 2026 were $13,127,

which is 15.63% less than the prior period and 78.96% of the budgeted expenditures. The 2027 budget anticipates higher expenditures despite the previous year's actual spending being below budget, while revenue expectations remain unchanged from the budgeted amount in 2026.

Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 122,718.63**	**$ 143,366.01**	**$ 143,366.01**	**$ 163,390.01**
Revenues					
Charges & Fees for Services					
RECORDS PASSPORT FEE	098-340-4410	$ 1,110.00	$ 1,000.00	$ 690.00	$ 1,000.00
RECORDS PRESERVATION FEE	098-340-4450	$ 34,996.05	$ 25,000.00	$ 23,693.27	$ 25,000.00
COURT RECORDS PRESERVATION FEE	098-340-4700	$ 100.00	$ 650.00	$ 20.00	$ 650.00
DIST CRT RECORDS TECHNOLOGY	098-340-4710	$ 0.00	$ 10,000.00	$ 0.00	$ 10,000.00
Total Charges & Fees for Services		$ 36,206.05	$ 36,650.00	$ 24,403.27	$ 36,650.00
Total Revenues		**$ 36,206.05**	**$ 36,650.00**	**$ 24,403.27**	**$ 36,650.00**
Expenditures					
Operating Expenses					
RECORDS ARCHIVE FEE	098-7250-4410	$ 10,646.11	$ 8,000.00	$ 0.00	$ 8,000.00
RECORDS PRESERVATION EXP	098-7250-4500	$ 4,123.78	$ 8,000.00	$ 8,739.53	$ 8,000.00
EQUIPMENT MAINTENANCE	098-7250-4520	$ 788.78	$ 626.00	$ 787.90	$ 626.00
Total Operating Expenses		$ 15,558.67	$ 16,626.00	$ 9,527.43	$ 16,626.00
Capital Expenses					
CAPITAL OUTLAY-OFFICE FURN/EQUIP	098-7250-5720	$ 0.00	$ 0.00	$ 3,600.00	$ 0.00
CAPITAL OUTLAY PROJECTS	098-7250-5730	$ 0.00	$ 0.00	$ 0.00	$ 3,600.00
Total Capital Expenses		$ 0.00	$ 0.00	$ 3,600.00	$ 3,600.00
Total Expenditures		**$ 15,558.67**	**$ 16,626.00**	**$ 13,127.43**	**$ 20,226.00**
Total Revenues Less Expenditures		**$ 20,647.38**	**$ 20,024.00**	**$ 11,275.84**	**$ 16,424.00**
Ending Fund Balance		**$ 143,366.01**	**$ 163,390.01**	**$ 154,641.85**	**$ 179,814.01**



Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
District Clk Records Mgmt Fund	$170,244.63	$131,943.66	$122,718.63	$143,366.01
Total Fund Balance	**$170,244.63**	**$131,943.66**	**$122,718.63**	**$143,366.01**

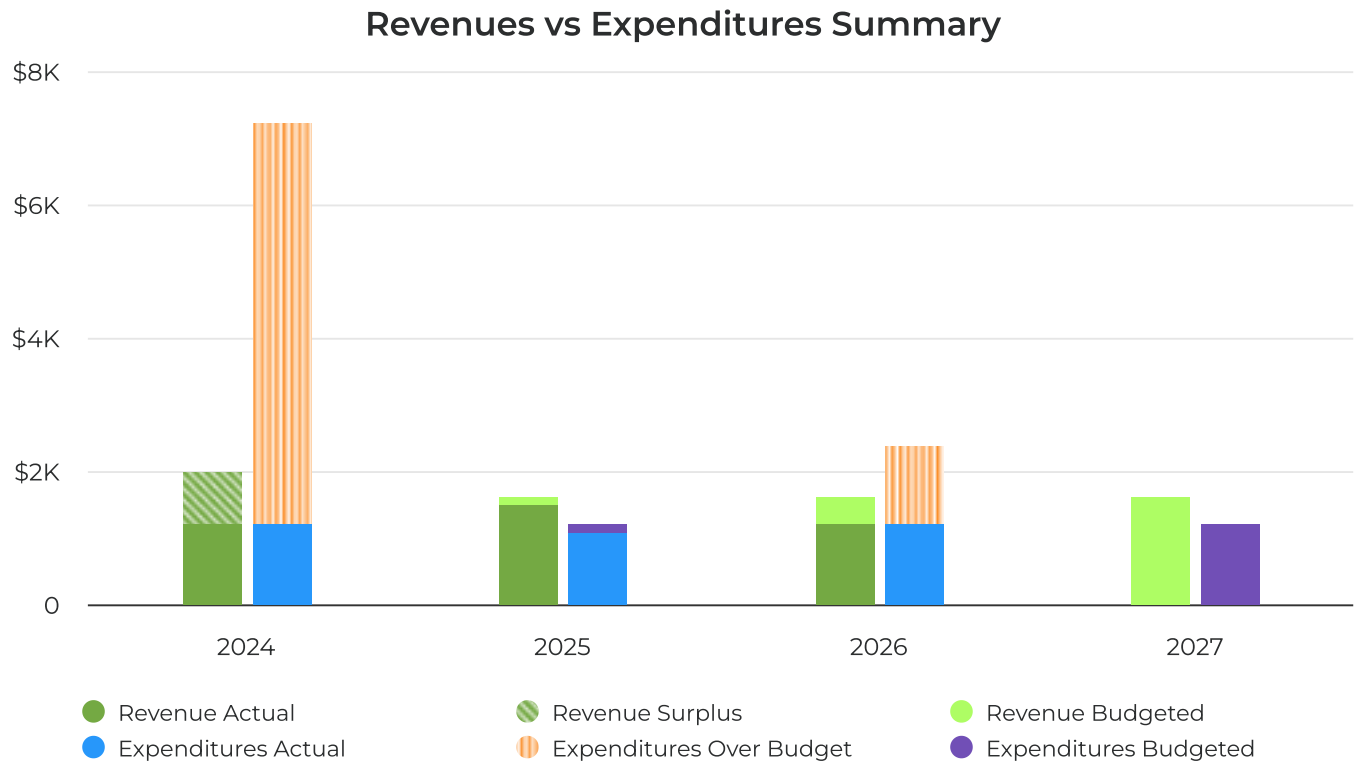
County & District Court Technology - Special Fund

The **County & District Court Technology Fund (099)** was established following the approval of legislation that authorized the collection of specific fees from offenders and certain case filings, effective in late 2009. These funds are statutorily designated to enhance and modernize the technological capabilities of the County and District Courts, enabling more efficient operations and improved access to justice.

The fees collected contribute directly to the purchase, maintenance, and upgrading of essential court technology. This includes case management systems, electronic filing platforms, digital recording equipment, and other tools designed to streamline court processes and enhance the accuracy and accessibility of judicial records. By investing in technology improvements, the fund supports efforts to reduce administrative burdens, improve data security, and facilitate faster communication and information sharing within the judicial system.

The fund ensures that the courts remain equipped to handle the increasing demands of a growing population while adapting to advancements in technology. Its strategic use reflects the County's commitment to providing an effective and modern judicial system that benefits court staff, legal professionals, and the public alike.

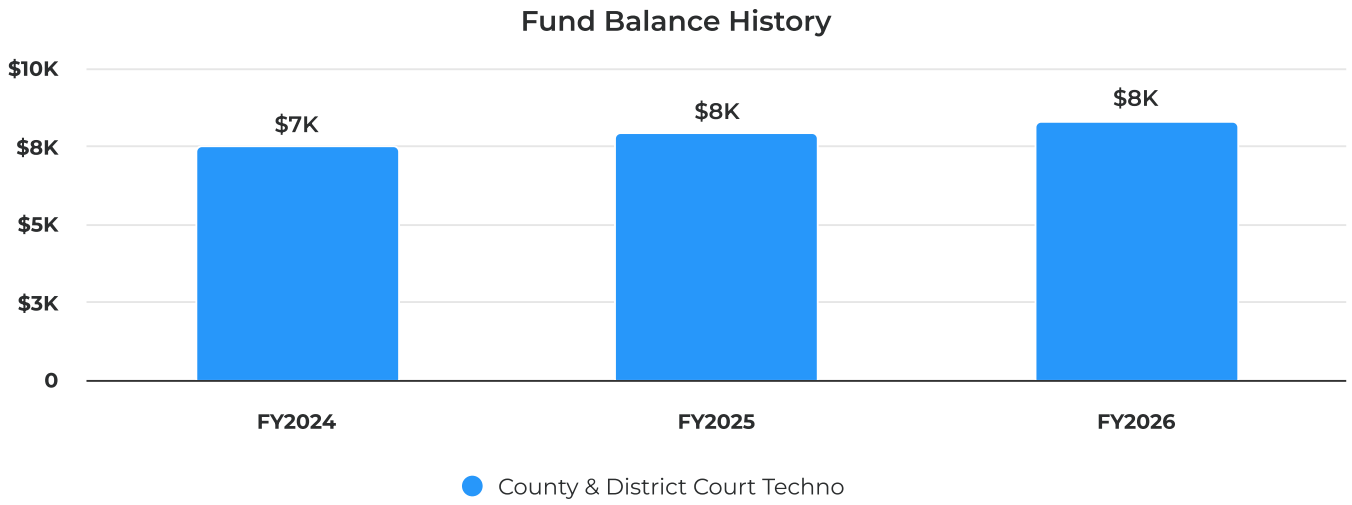
Summary



Comprehensive Fund Summary

Comprehensive Fund Summary

Category	Account ID	FY 2025 YTD Activity	FY 2026 Adopted Budget	FY 2026 YTD Activity	FY 2027 County Judge's Draft Budget
Beginning Fund Balance		**$ 7,478.10**	**$ 7,900.03**	**$ 7,900.03**	**$ 8,300.03**
Revenues					
Court Fines, Fees & Forfeitures					
COUNTY COURT & CCL FEES	099-340-4400	$ 690.76	$ 600.00	$ 541.14	$ 600.00
DISTRICT COURT FEES	099-340-4700	$ 809.66	$ 1,000.00	$ 675.85	$ 1,000.00
Total Court Fines, Fees & Forfeitures		$ 1,500.42	$ 1,600.00	$ 1,216.99	$ 1,600.00
Total Revenues		**$ 1,500.42**	**$ 1,600.00**	**$ 1,216.99**	**$ 1,600.00**
Expenditures					
Operating Expenses					
EQUIPMENT MAINTENANCE	099-7226-4520	$ 1,078.49	$ 1,200.00	$ 2,366.22	$ 1,200.00
Total Operating Expenses		$ 1,078.49	$ 1,200.00	$ 2,366.22	$ 1,200.00
Total Expenditures		**$ 1,078.49**	**$ 1,200.00**	**$ 2,366.22**	**$ 1,200.00**
Total Revenues Less Expenditures		**$ 421.93**	**$ 400.00**	**$ -1,149.23**	**$ 400.00**
Ending Fund Balance		**$ 7,900.03**	**$ 8,300.03**	**$ 6,750.80**	**$ 8,700.03**



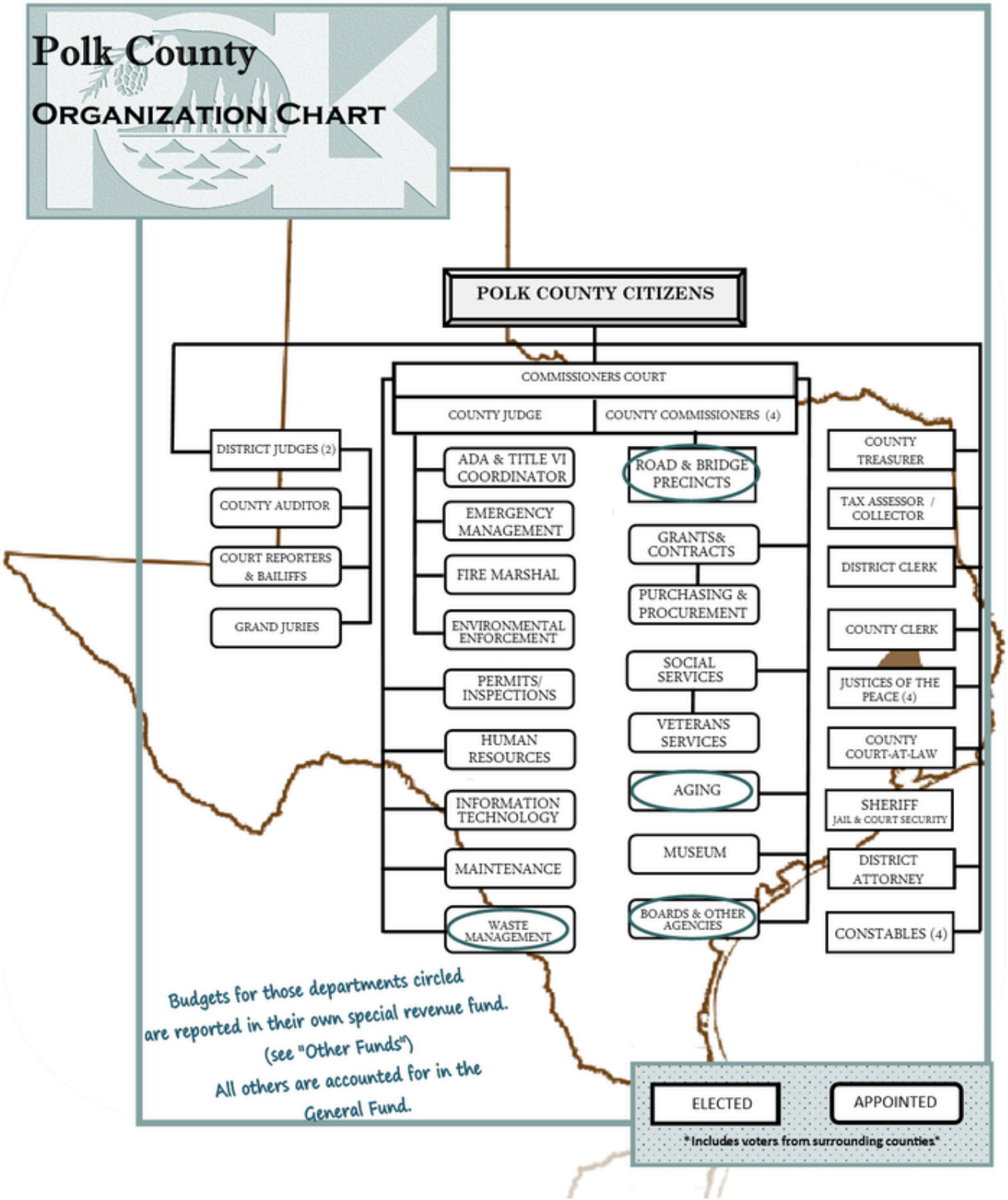
Financial Summary

Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025
County & District Court Techno	$11,969.73	$12,698.98	$7,478.10	$7,900.03
Total Fund Balance	**$11,969.73**	**$12,698.98**	**$7,478.10**	**$7,900.03**

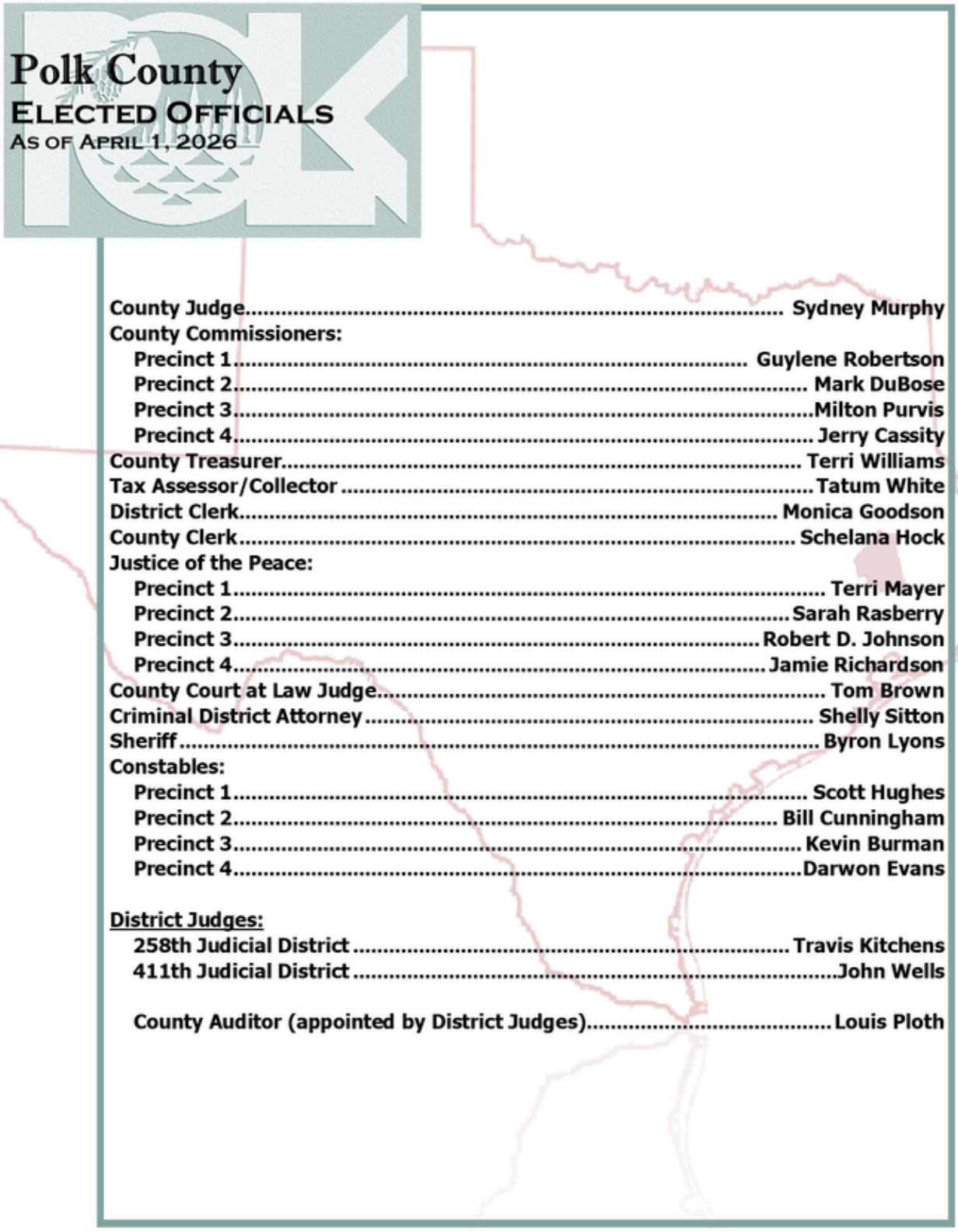
Appendix

- Organizational Structure
- Basis of Budgeting
- Financial Policies
- Demographics
- Glossary

Polk County Organization Chart



Elected Officials of Polk County



Basis of Budgeting

Polk County's budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP), with one exception: only the annual costs of capital lease expenditures are recognized as budgetary expenditures rather than the full lease amount. Annual appropriated budgets are adopted for the General, Special Revenue, and Debt Service funds. All appropriations that remain unused at the end of the fiscal year lapse and do not carry forward. For capital projects, the County adopts project-length financial plans rather than single-year budgets. The County's fiscal year runs from October 1 through September 30.

The County uses encumbrance accounting to manage its spending commitments. Under this approach, when a purchase order, contract, or other expenditure commitment is issued, the required funds are reserved against the budget at that time — before the actual expenditure occurs. This ensures that available appropriations accurately reflect what has already been committed. Any encumbrances that remain open as of September 30 are subject to reappropriation in the following year's budget.

Each year, budget packets containing forms and instructions are distributed to all county departments and elected officials. Completed budget proposals must be returned by the established deadline. The County Judge's Office is responsible for preparing revenue estimates with input from elected officials and department heads, and the proposed budget estimate is distributed to all Commissioners Court members prior to the start of the new fiscal year. The proposed budget is presented in a standard format that includes revenue estimates by major item; operating and maintenance expenditures broken down by object code, major expense category, and department; and debt service detail summarizing principal, interest, and reserve amounts by fund. The proposed budget also includes proposed personnel staffing levels with a job classification and salary range index, a detailed schedule of equipment to be purchased by each department, a detailed schedule of capital projects, and any additional information or analysis requested by Commissioners Court.

Prior to October 1, Commissioners Court is required to adopt a **balanced budget** — one in which revenues are equal to or exceed expenditures.

Only Commissioners Court has the authority to transfer appropriations between departments or between major object code categories. Any such transfer constitutes a new appropriation and must be approved before the funds are spent. These transfers require a Budget Amendment Form that is initiated by the department head and then submitted to Commissioners Court for final approval.

Department heads and elected officials may also request transfers between major expenditure categories within their own department's operating funds. These intra-departmental requests are submitted on an Intra-Departmental Operating Transfer Form to the Auditor's Office and likewise require Commissioners Court approval. In all cases, transfers into or out of the Personnel, Fringe Benefits, or Capital categories require the County Judge's approval regardless of the type of transfer.

Financial Policies

Revenues and Transfers — Polk County is committed to maintaining a diversified and stable revenue base that reduces its dependence on any single revenue source. To accomplish this, the County sets user fees and charges at levels that reflect the true cost of providing services — including indirect costs — and pursues legislative changes when needed to allow for appropriate fee increases. The County also aggressively pursues collection of property taxes, including filing suit where authorized by the Texas Property Tax Code. Vehicle registration fees authorized by the State help support Road and Bridge precinct operations, and fines and forfeitures from court operations are credited to the General Fund.

All current expenditures are funded with current resources, as required by the Texas Constitution and the Local Government Code. Transfers between funds are only made with Commissioners Court approval.

Reserves and Fund Balance — The County maintains an unappropriated contingency account to cover small increases in service costs and unanticipated needs that arise during the year. Department heads and elected officials are responsible for monitoring their expenditures to ensure spending does not exceed the approved budget. If a material deviation from the budget is anticipated, the department head must submit a written budget amendment request with justification to the Budget Office, which will forward it to Commissioners Court for consideration and approval.

The County strives to maintain a fund balance in the General and Road and Bridge funds equal to at least three months of operating expenditures. A separate balance is also maintained in the Debt Service Fund sufficient to cover any costs associated with landfill closure and post-closure activities.

In compliance with Government Accounting Standards Board Statement 54, the County has adopted a formal Fund Balance Policy. The policy recognizes five categories of fund balance:

- **Nonspendable** — amounts that are not in a spendable form or are required to be kept intact, such as inventory or permanent fund balances.
- **Restricted** — amounts that may only be spent for specific purposes stipulated by external providers, law, or enabling legislation, such as grants or child safety fees.
- **Committed** — amounts set aside for specific purposes by formal action of Commissioners Court. Only the Commissioners Court can establish, modify, or rescind a commitment, and any such action must occur before the end of the fiscal year for which the commitment applies.
- **Assigned** — amounts intended for a specific purpose, as designated by Commissioners Court or an authorized official. In all governmental funds other than the General Fund, the assigned fund balance represents amounts that are not restricted or committed but are intended to be used for the purpose of that fund.
- **Unassigned** — the remaining balance in the General Fund after all other classifications have been applied. These amounts are available for any purpose, and it is the County's goal to maintain an unassigned General Fund balance equal to at least 25% of expenditures.

When multiple categories of fund balance are available for a given expenditure, the County spends the least restricted funds first before drawing on more restricted categories.

Personnel — The number of regular full-time employees may not exceed the total number of positions approved in the budget unless Commissioners Court authorizes an exception. All personnel actions must comply with applicable federal, state, and county policies at all times.

Position deletions and downgrades may occur at any time during the fiscal year at the request of the department head or elected official, or when workload data supports a reduction. Reductions to an elected official's budgeted

positions require that official's approval. Additions, reclassifications, reorganizations, and similar changes must be included in the initial budget request; exceptions require Court approval.

Commissioners Court may also institute a freeze on hiring, promotions, transfers, and capital equipment purchases during the fiscal year if circumstances warrant. Such a freeze will not be applied arbitrarily and will allow for exceptions to address emergency needs such as natural disasters or the loss of a major revenue source.

Fixed Assets — Any physical asset with a value of $5,000 or more is added to the County inventory maintained by the County Auditor. Assets valued below that threshold are tracked on inventories maintained by individual departments.

The County is committed to maintaining its assets at a level that protects its capital investment and minimizes future maintenance and replacement costs. Routine maintenance and equipment replacement are provided for in the annual operating budget. Capital expenditures must be budgeted by item or project and spent accordingly. Any request for unbudgeted capital equipment or projects during the fiscal year must be submitted to the Budget Office and approved by Commissioners Court as a budget amendment before a requisition is issued to the Purchasing Department.

Surplus items that are still in good, usable condition are put back to work where possible — supplementing new or replacement capital purchases and supplying needed equipment that was not otherwise budgeted.

Debt Management — Polk County does not use long-term debt to fund current operations, in accordance with the Texas Constitution and the Local Government Code. When it is necessary to issue bonds, the County follows these principles: reserve funds are set aside to meet the following year's debt service requirements, and interest earned on those reserves is applied to debt service. Bond financing is limited to capital improvement projects that cannot feasibly be funded from current revenues, and the term of any bond issue will not exceed the useful life of the project, facility, or equipment being financed.

Investment and Cash Management — The County Treasurer's Office collects, disburses, and deposits all funds on a schedule designed to ensure optimum cash availability, in accordance with the Local Government Code. The Treasurer is also responsible for reconciling all Polk County bank accounts with the Depository Bank and resolving any discrepancies.

The County Treasurer serves as Polk County's Chief Investment Officer and invests County funds in accordance with the Public Funds Investment Act. Investments are evaluated and prioritized in the following order: suitability to the County's financial needs, preservation and safety of principal, liquidity, marketability, diversification, and yield.

The County maintains a written Investment Policy that is reviewed and approved annually by Commissioners Court, as required by State law. An Investment Committee — consisting of the County Treasurer, County Auditor, County Judge, and one member of Commissioners Court — provides oversight of the County's investment activities. The Treasurer's Office provides regular reports on the County's cash position and investment performance, and all banking relationships are governed by written contracts specifying compensating balances, service charges, and other terms authorized by the Local Government Code.

Demographics

Population

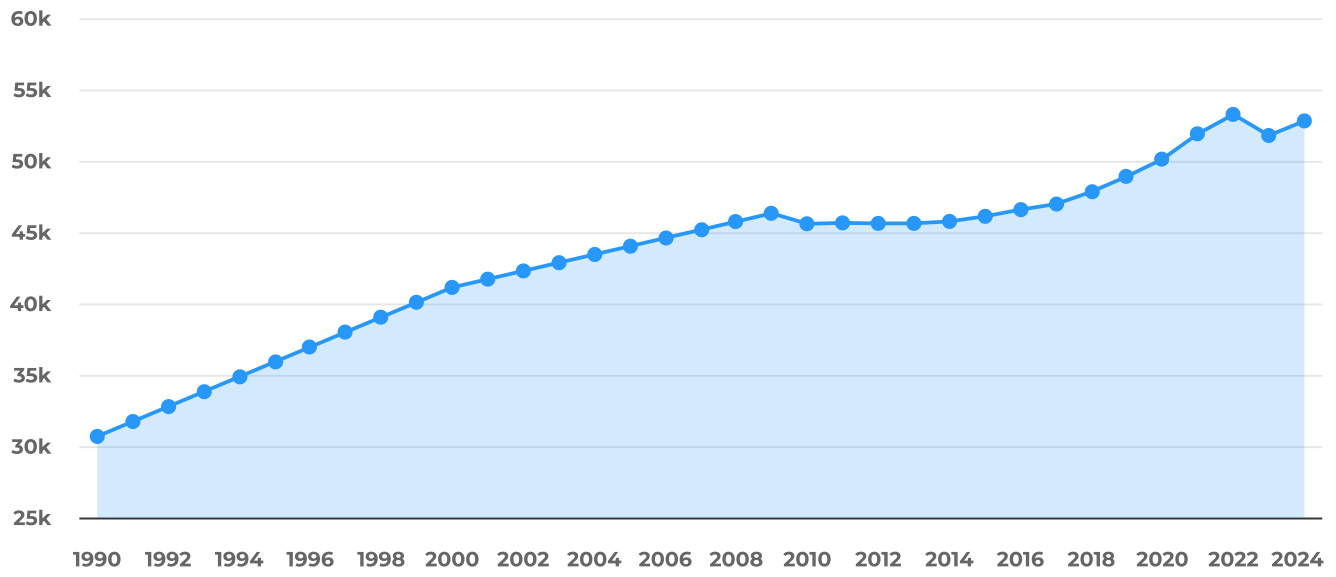
TOTAL POPULATION

52,800

1.97%
vs. 2023

GROWTH RANK

52 out of 254 Counties in Texas



** Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses*

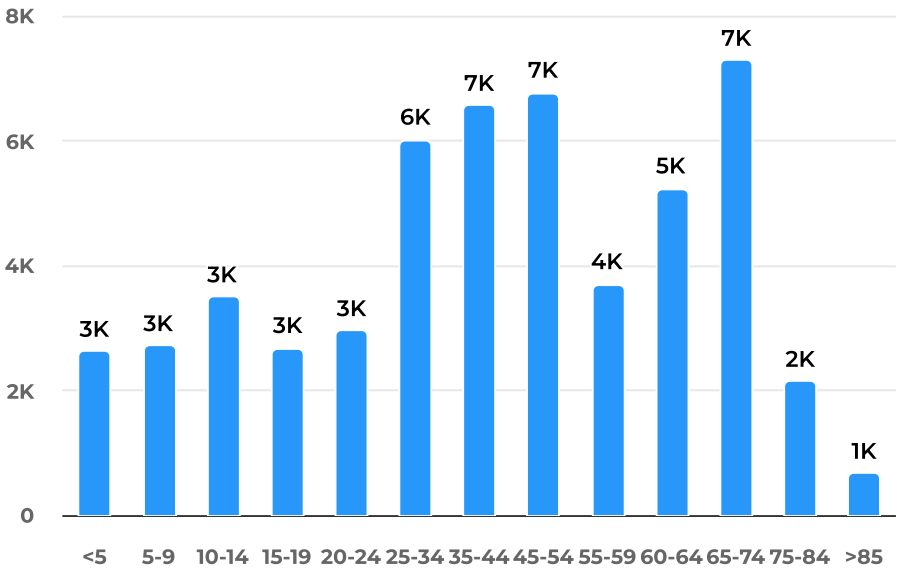
DAYTIME POPULATION

50,776

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

** Data Source: American Community Survey 5-year estimates*

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

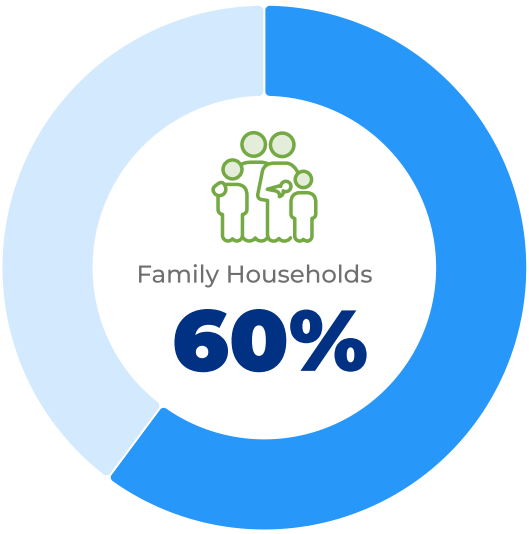
** Data Source: American Community Survey 5-year estimates*

Household

TOTAL HOUSEHOLDS

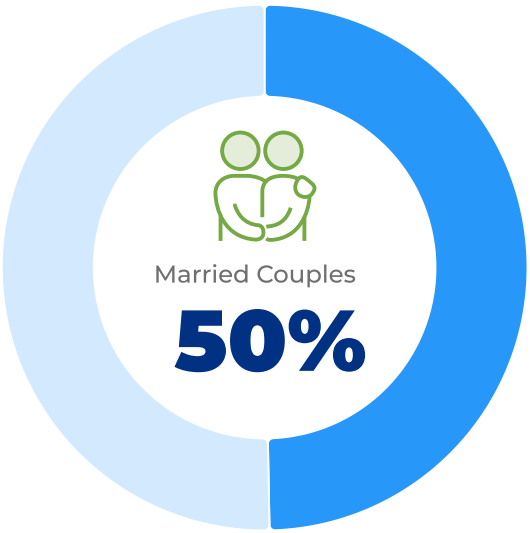
19,517

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



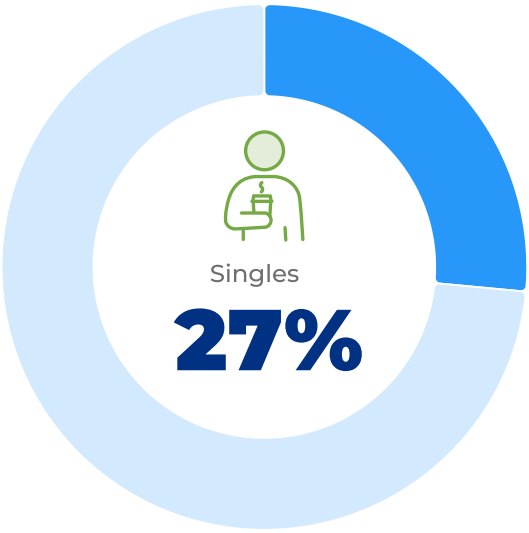
7%

higher than state average



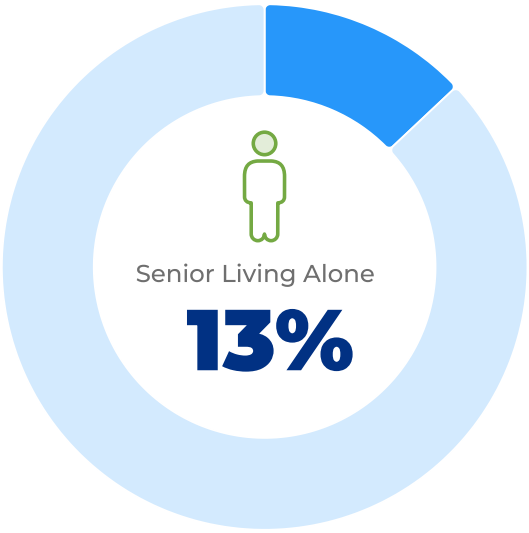
-1%

lower than state average



6%

higher than state average



45%

higher than state average

** Data Source: American Community Survey 5-year estimates*

Economic

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



HOUSEHOLD INCOME

Above $200,000

5%

-60.56%
lower than state average

Median income

$62,259

-20.66%
lower than state average

Below $25,000

21%

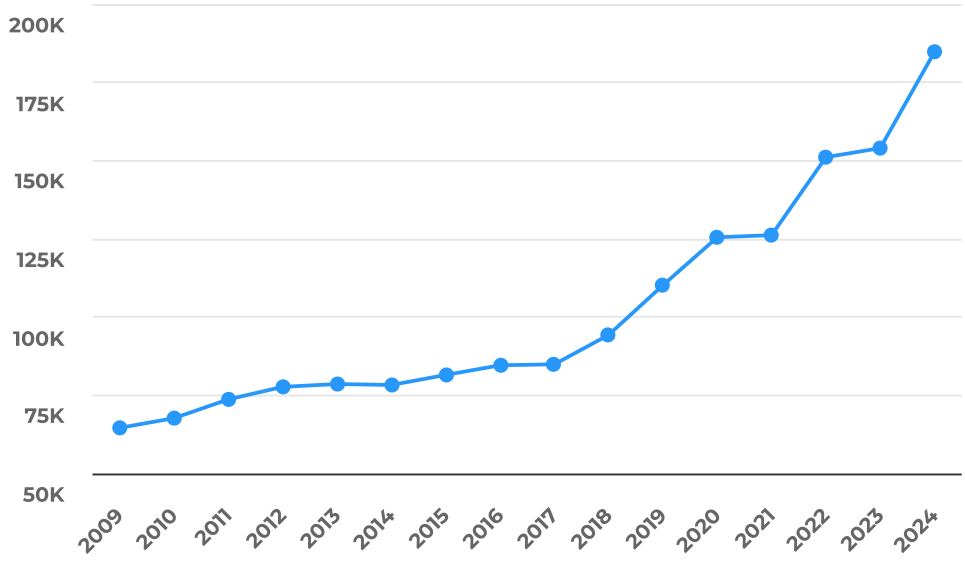
45.47%
higher than state average

** Data Source: American Community Survey 5-year estimates*

Housing

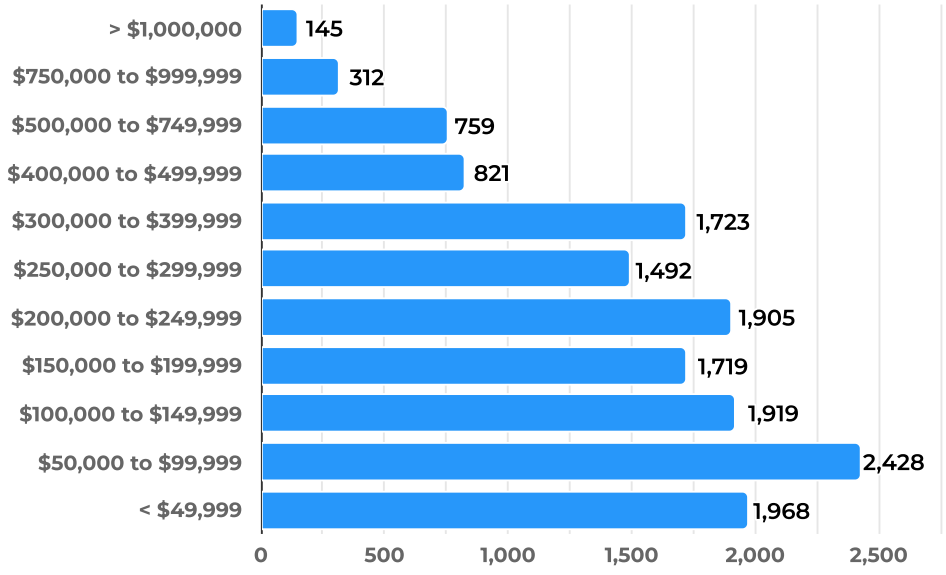
2024 MEDIAN HOME VALUE

$184,800



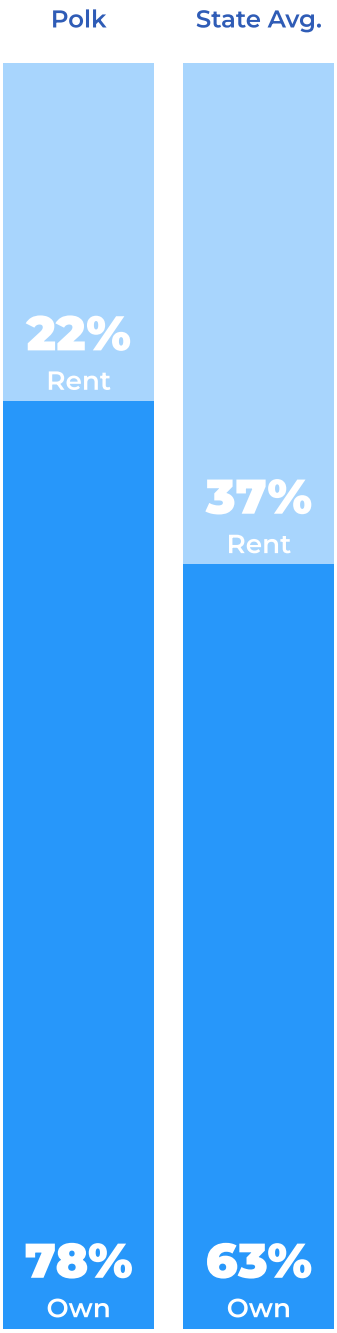
** Data Source: 2024 US Census Bureau, American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME VALUE DISTRIBUTION



** Data Source: 2024 US Census Bureau, American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME OWNERS VS RENTERS



** Data Source: 2024 US Census Bureau, American Community Survey. Home value data includes all types of owner-occupied housing.*

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

ACFR: Annual Comprehensive Financial Report - A detailed report of an organization's financial activities and performance over the fiscal year.

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Assets: Items owned by an organization that have economic value, such as cash, investments, property, and equipment.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the

betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful live extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Flow: The movement of money into or out of an organization, showing its liquidity and ability to meet financial obligations.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union, regarding wages, hours and working conditions.

Compliance: Adherence to relevant laws, regulations, and internal policies governing financial reporting and operations.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery — direct, indirect, and capital costs — are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Equity: The residual interest in the assets of an organization after deducting liabilities, representing the owners' stake in the business.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Financial Statements: Reports summarizing an organization's financial activities and position, including the balance sheet, income statement, and cash flow statement.

Fiscal Year: The 12-month period for which an organization plans the use of its funds, typically not the same as the calendar year.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GAAP: Generally Accepted Accounting Principles - Standard accounting principles, standards, and procedures that companies use to compile their financial statements.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Internal Controls: Policies and procedures implemented by an organization to ensure the reliability of financial reporting and compliance with laws and regulations, aiming to prevent fraud and errors.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Liabilities: Debts or obligations owed by an organization, including loans, accounts payable, and accrued expenses.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Net Income: The difference between an organization's revenues and expenses, representing its profit or loss for a specific period.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as “personal services,” “expenses,” or “capital outlay.”

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Proprietary Funds: Funds used to record the financial transactions of governmental entities when they engage in activities that are intended to recover the cost of providing goods or services to the general public on a user-fee basis.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenues: Inflows of resources or other enhancements of assets of an organization, usually from sales of goods or services.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, $14.80 per $1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as

directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

ORDER

OF THE POLK COUNTY COMMISSIONERS COURT

APPROVING CERTAIN LEASE VEHICLE ROTATIONS AND NEW LEASE VEHICLES FOR THE FY2027 BUDGET, AND AUTHORIZING THE COUNTY JUDGE TO EXECUTE LEASE ORDER AGREEMENTS ON BEHALF OF THE COUNTY

WHEREAS, as part of the FY2027 Budget Development process, the Commissioners Court reviewed (a) an analysis comparing current lease costs for County vehicles nearing lease-end to the projected cost of replacement vehicles ("Vehicle Rotations"), and (b) cost estimates for new vehicles requested by County departments to be added to the County's lease fleet for FY2027 ("New Fleet Vehicles"); and

WHEREAS, the Commissioners Court has this date determined and approved the specific Vehicle Rotations to be executed, as identified in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the Commissioners Court has this date determined and approved the specific New Fleet Vehicles to be purchased for FY2027, as identified in Exhibit B, attached hereto and incorporated herein by reference; and

WHEREAS, Vehicle Rotations approved in Exhibit A may be executed at any time, as the existing leases being replaced are already in service, while New Fleet Vehicles approved in Exhibit B may not be received prior to October 1, 2026, the start of the FY2027 fiscal year; and

WHEREAS, manufacturer order banks for such vehicles open for limited windows and on limited notice, such that the County must be able to act promptly to place and execute lease orders once order banks become available; and

WHEREAS, it is necessary and in the best interest of Polk County, Texas, to authorize the County Judge to execute lease order agreements for the vehicles approved in Exhibits A and B without further individual Court action for each order;

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF POLK COUNTY, TEXAS:

1. **THAT** the Vehicle Rotations identified in Exhibit A are hereby approved, and the County Judge, Sydney Murphy, is hereby authorized to execute lease order agreements, trade-in documents, purchase orders, and other documents reasonably necessary to complete such rotations on behalf of Polk County at any time, without regard to the start of the FY2027 fiscal year.

2. **THAT** the New Fleet Vehicles identified in Exhibit B are hereby approved for purchase as

part of the FY2027 budget, and the County Judge, Sydney Murphy, is hereby authorized to execute lease order agreements, purchase orders, and other documents reasonably necessary to procure such vehicles on behalf of Polk County, as manufacturer order banks become available; provided, however, that no New Fleet Vehicle shall be received by the County prior to October 1, 2026.

3. **THAT** this authorization is limited to the vehicles identified in Exhibits A and B, and does not authorize the purchase or lease of any additional vehicle not identified therein without further Court approval.

4. **THAT** all lease orders executed under this authorization shall be consistent with the terms, pricing, and funding contemplated in the FY2027 budget as adopted by the Commissioners Court.

PASSED AND APPROVED this 14th day of July 2026, in a duly called and posted meeting of the Commissioners Court of Polk County, Texas.

Sydney Murphy, County Judge
Polk County, Texas

Attest;

Schelana Hock, County Clerk

(seal)

COMMISSIONERS COURT OF POLK COUNTY, TEXAS

Attachments:
Exhibit A – Approved Vehicle Rotation List
Exhibit B – FY2027 Approved New Fleet Vehicle List

Exhibit A

Approved Vehicle Rotation List

Unit #	Driver ID	Year	Make	Model	Series	Lease Term	Months in Service	Monthly Rent	Est Equity	Est Current Odometer	Est 12 Month Equity	Est 12 Month Odometer	New Monthly Rent
26TCN3	Aging Dept	2023	Nissan	Pathfinder	SV 4dr Front-Wheel Drive	48	38	$969.24	$16,462.98	27171	$20,588.00	41376	$472.51
26TCN4	Aging Dept	2023	Nissan	Pathfinder	SV 4dr Front-Wheel Drive	48	38	$964.98	$14,004.67	42212	$17,863.00	59696	$527.69
268S4H	COUNTY CLERK	2022	Ford	Explorer	XLT 4dr 4x2	48	43	$1,139.69	$21,303.82	10201	$21,750.00	13112	$205.39
27KMC7	DA	2023	Ford	Explorer	XLT 4dr 4x2	48	28	$1,256.59	$5,730.56	6854	$14,744.91	8311	$934.05
26S25W	DA	2023	Nissan	Rogue	SV 4dr Front-Wheel Drive	48	39	$735.86	$10,632.34	15231	$14,447.34	18873	$448.85
26DSKC	Environmental Enforcement	2022	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	48	40	$1,105.07	$18,449.66	33133	$23,250.00	41140	$848.19
25HMTN	FIRE MARSHAL	2022	RAM	1500 Classic	SSV 4x4 Crew Cab 5.6 ft. box 140 in. WB	48	41	$1,135.85	$18,319.04	38876	$21,800.00	47612	$848.19
254PMH	IT	2022	Nissan	Altima	2.5 SR 4dr Front-Wheel Drive Sedan	57	51	$420.87	$16,626.43	16412	$15,900.00	20051	$307.13
256L7R	IT	2022	Chevrolet	Equinox	LS w/1LS Front-Wheel Drive	57	48	$459.23	$11,654.07	47579	$12,688.00	59010	$404.56
278HF4	MAINTENANCE,DEPT	2023	RAM	1500 Classic	Tradesman 4x2 Quad Cab 6.3 ft. box 140 in. WB	48	34	$930.61	$4,257.84	8866	$10,305.29	11415	$856.34
278HFF	MAINTENANCE,DEPT	2023	RAM	1500 Classic	Tradesman 4x2 Quad Cab 6.3 ft. box 140 in. WB	48	34	$930.61	$3,857.84	19042	$10,055.29	21591	$826.54
278HF7	MAINTENANCE,DEPT	2023	RAM	1500 Classic	Tradesman 4x2 Quad Cab 6.3 ft. box 140 in. WB	48	34	$930.61	$2,932.84	23288	$8,405.29	31665	$854.21
26TCP2	PERMITS	2023	RAM	1500	Tradesman 4x2 Crew Cab 153.5 in. WB	48	36	$933.62	$8,942.08	25,060	$16,125.08	29,066	$846.24
27C7M4	SO - CID	2023	Ford	F-150 Police Responder	XL 4x4 5.5 ft. box 145 in. WB	48	29	$1,414.50	$8,526.80	22413	$20,380.13	40261	$1,015.83
27C7M9	SO - CID	2023	Ford	F-150 Police Responder	XL 4x4 5.5 ft. box 145 in. WB	48	25	$1,287.58	$2,979.56	41323	$11,896.11	71191	$1,184.64
268C36	TRANSPORT,JAIL	2022	Ford	F-150	XL 4x2 SuperCrew Cab 5.5 ft. box 145 in. WB	48	38	$1,457.85	$6,413.54	58,971	$14,496.62	76,819	$777.45
25M3Q4	ROAD AND BRIDGE 1	2022	Ford	F-150	XLT 4x4 SuperCrew Cab 5.5 ft. box 145 in. WB	55	51	$1,125.30	$10,118.74	164500	$4,000.00	396731	$848.19
25QNXQ	ROAD AND BRIDGE 1	2022	Ford	F-150	XLT 4x4 SuperCrew Cab 5.5 ft. box 145 in. WB	56	50	$1,067.16	$21,428.23	53974	$21,838.00	66349	$848.19

Current Avg. Age of Replacement Units	2023
12 Mo. Odometer of Replacement Units	36,949
Avg. Equity Position of Replacement Units	$13,306
Current Monthly Cash Outlay	$16,073
New Monthly Cash Outlay	$11,358
Annual Cash Flow Savings (Gen Fund)	**$56,579**

Exhibit B

FY2027 Approved New Fleet Vehicle List

Department / Vehicle	Quantity	Aftermarket	Terms	Annual Mileage	Monthly Payment (Per Vehicle)	12 Month Pay Period	Total
Maintenance							
2026 FordMaverick XLT All-Wheel Drive SuperCrew 4.5 ft. box	2	**$0.00**	48	25,000	**$753.26**	$9,039.12	**$18,078.24**
Aging							
2027 Chrysler Pacifica LX Front-Wheel Drive Passenger Van	3	**$0.00**	48	25,000	**$955.32**	$11,463.84	**$34,391.52**
PCT 1							
2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft.	1	**$20,388.12**	60	20,000	**$1,070.25**	$12,843.00	**$12,843.00**
PCT 3							
2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft.	1	**$20,388.12**	60	20,000	**$1,070.25**	$12,843.00	**$12,843.00**
2027 Chevrolet Tahoe Police Vehicle 4dr 4x4	1	**$29,177.33**	48	25,000	**$1,353.76**	$16,245.12	**$16,245.12**
PCT 4							
2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft.	1	**$20,388.12**	60	20,000	**$1,070.25**	$12,843.00	**$12,843.00**
2027 Chevrolet Tahoe Police Vehicle 4dr 4x4	1	**$29,177.33**	48	25,000	**$1,353.76**	$16,245.12	**$16,245.12**
Sheriff							
2026 Chevrolet Silverado 1500 PPV 4x4 Crew Cab 5.75 ft.	1	**$20,388.12**	60	20,000	**$1,070.25**	$12,843.00	**$12,843.00**
2027 Chevrolet Tahoe Police Vehicle 4dr 4x4 (K9)	1	**$40,131.55**	48	25,000	**$1,353.76**	$16,245.12	**$16,245.12**
2027 Chevrolet Tahoe Police Vehicle 4dr 4x4	6	**$29,177.33**	48	25,000	**$1,342.80**	$16,113.60	**$96,681.60**