

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	1	Deputy Constable

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	Pct 2 covers the largest sq. miles adding to length of time to respond to calls for service. Stats support the addition of at least 2 deputies, possibly 3 if trend continues. However, the department only requested 1 deputy. Pct. 2 has had 3 deputies since FY 2010.

WHY is this position needed? This request is for the addition of one Deputy Constable to our workforce. Precinct 2 currently operates with one Chief Deputy and two Deputies, and no new personnel have been added since 2015—despite a significant increase in workload. Our annual averages now include 3,865 papers received, 697 warrants, and a growing number of writs of possession and protective orders, each of which requires two deputies to execute safely and properly. Additionally, expanded bailiff hours in the Justice of the Peace Court have increased the need for courtroom coverage. Most jury trials require a deputy for security, which removes a deputy from their assigned district when the Constable is unavailable due to off site meetings or other official responsibilities. Juvenile cases continue to rise with population growth across the four independent school districts we serve. JP2 sends these cases directly to our office, adding to deputy workload. These cases often require deputies to leave the field to take juveniles and their parents into custody and bring them before the court. The volume of writs of possession and protective orders has also steadily increased. Because of ongoing staffing shortages, the Constable currently serves as the bailiff for JP2 Court five days per week, covering both morning and afternoon dockets. This results in the Constable spending five to six hours per day in court, significantly limiting the time available to fulfill essential Constable duties. With only two deputies available, the Chief Deputy must also work a district due to the large geographic area we serve. In addition to Collin County, Precinct 2 covers portions of Dallas, Rockwall, Hunt, and Fannin counties, requiring considerable drive time to adequately cover the precinct. Precinct 2 also relies on one Deputy who manages specialized civil process, including Orders of Sale and Writs of Execution (30/60/90 days). These cases require extensive preparation—such as property evaluations, issuing demands, and contacting plaintiffs and defendants before receiving or selling property. Each court ordered action takes approximately six hours to complete. Beyond processing a broad range of civil documents, our office is responsible for protecting the Judge and court staff, maintaining order during proceedings, managing juries, and supervising prisoners in the courtroom. We also provide building security for employees and visitors during business hours. Bailiff duties alone average five hours per day, five days per week—representing roughly half of a full time deputy's workload dedicated solely to court security. Currently, the Constable performs these duties so the deputies can continue working within their assigned districts.

HOW will this position benefit your office and/or the County? Adding one Deputy Constable will significantly improve Precinct 2's ability to meet operational demands and maintain safe, efficient service to the public. Our office has not received additional personnel since 2015, even though caseloads, geographic coverage, and court responsibilities have grown substantially. An additional deputy will provide the following benefits: 1. Strengthened Field Operations and Civil Process Efficiency With increasing volumes of civil papers, warrants, writs of possession, and protective orders—many requiring two deputies for safe execution—a fourth deputy will allow us to process cases more quickly and reduce delays caused by current staffing limits. 2. Increased Courtroom Security and Reduced Reliance on the Constable as Bailiff Court dockets and bailiff hours have expanded, requiring a deputy for security in most jury trials. Currently, the Constable must serve as bailiff five days a week for both morning and afternoon dockets, limiting time available for essential administrative and leadership duties. A new deputy will restore adequate court coverage while allowing the Constable to resume full oversight of precinct operations. 3. Improved Response to Rising Juvenile Casework Population growth in the four school districts we serve has led to a rise in juvenile cases, which require deputies to take juveniles and parents into custody and appear before the court. Additional staffing will reduce the strain these cases place on regular field duties. 4. Coverage for a Large and Multi County Geographic Area Precinct 2 spans parts of Collin, Dallas, Rockwall, Hunt, and Fannin counties. With only two deputies assigned to districts, even routine calls require significant drive time. An additional deputy will increase coverage, reduce response times, and improve overall service across this large region. 5. Support for Specialized Civil Process Work One deputy is dedicated to complex processes such as Orders of Sale and Writs of Execution, each requiring extensive preparation and an average of six hours per order. A fourth deputy will help balance workloads and ensure these time intensive tasks do not reduce district coverage. 6. Enhanced Safety and Security for the Court and Public Bailiff duties alone average five hours per day, representing roughly half of a full time position. Adding another deputy ensures continuous building security, protection of the Judge and staff, management of juries, and supervision of prisoners—without pulling resources away from field duties.
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Is there statutory authority for this request?	Will this generate revenue?	If Yes, potential amount?
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Job Duties of NEW Position A Deputy Constable serves criminal warrants and civil papers to individuals and makes arrests when necessary. Performs investigations when the individuals to serve/arrest cannot be located. Serves evictions and writs by driving to the location and maintaining peace while persons and/or property are forcibly removed. Enforces traffic laws by patrolling farm to market roads, county roads, and city streets within the county while issuing citations as necessary. A Deputy Constable performs in-office duties by verifying information on documents to be served, preparing routing information to locations in the county, and answering the phone. Executes Mental Health warrants/commitments when required. Performs related duties as assigned.
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NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
Deputy Constable	1	555	Full-Time	\$65,228.00	\$100,016.00	\$70,201.00	Deputy Constable / 555	\$105,897.00	1	\$105,897.00
Requested NEW Position(s) Subtotal:					\$100,016.00	CORRECTED New Position(s) Subtotal:				
						SUPPORTED New Position(s) Subtotal:				
						\$105,897.00				

TRAINING INCREASE REQUESTS								
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total
TBD	Mandated Training per TCOLE	\$400.00	1	\$400.00		\$400.00	1	\$400.00
	Firearms Training	\$400.00	1	\$400.00		\$400.00	1	\$400.00
Training Requested Subtotal:						Supported Training Subtotal:		
						\$800.00		

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):				
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount
	JPCA Dues	\$45.00		\$45.00
	Office Supplies	\$200.00		\$200.00
Psych Eval - HR		\$300.00		\$300.00
Uniforms - Recurring	(Shirts, Pants, Badge, Etc)	\$400.00		\$400.00
Uniforms - 1-Time	(Shirts, Pants, Badge, Etc)	\$400.00		\$400.00
M&O Requested Subtotal:		\$1,345.00	Supported M&O Subtotal:	
			\$1,345.00	

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55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN				1	Deputy Constable				
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommend Amount
Vehicle (SUV)/Make Ready/Fuel/Maint	New	1		\$95,426.00	\$95,426.00	\$68,000.00	Vehicle - Patrol SUV	1	\$68,000.00	\$0.00
		1				\$30,000.00	Vehicle - Make Ready	1	\$30,000.00	\$0.00
		1				\$2,000.00	Fuel	1	\$2,000.00	\$0.00
		1				\$1,500.00	Auto Maintenance	1	\$1,500.00	\$0.00
MDC w/ Accessories	New	1		\$4,600.00	\$4,600.00	\$8,928.00	Computer - MDC w/ Gobi Card	1	\$8,928.00	\$0.00
		1				\$396.00	Gobi Card - Service	1	\$396.00	\$0.00
		1			\$0.00	\$0.00	Vehicle - Docking Station	1	\$0.00	\$0.00
Software - EA/Adobe Pro/ICS	New	1		\$11,815.00	\$11,815.00	\$13,054.00	Software - ICS	1	\$13,054.00	\$0.00
		1				\$624.00	Software - EA	1	\$624.00	\$0.00
		1				\$130.00	Software - Adobe Pro	1	\$130.00	\$0.00
Cradlepoint - Modem/Router & Antenna	New	1		\$2,123.00	\$2,123.00	\$2,113.00	Sierra Wireless Device	1	\$2,113.00	\$0.00
		1				\$396.00	Sierra Wireless Device - Service	1	\$396.00	\$0.00
Watchguard - Vehicle	New	1		\$11,688.00	\$11,688.00	\$8,489.00	Vehicle - Watchguard	1	\$8,489.00	\$0.00
Mobile Radio - APX6000 - Vehicle	New	1		\$4,576.00	\$4,576.00	\$8,713.00	Vehicle - In-Car Radio	1	\$8,713.00	\$0.00
Portable Radio - APX6000	New	1		\$4,045.00	\$4,045.00	\$8,180.00		1	\$8,180.00	\$0.00
County Cell Phone and Service	New	1		\$540.00	\$540.00	\$130.00	Phone - Cell Phone Voice & Data	1	\$130.00	\$0.00
		1				\$509.00	Phone Service - Voice & Data	1	\$509.00	\$0.00
Body Armor-Ballistic Vest	New	1		\$650.00	\$650.00	\$1,478.00	HL6AD1BV0M AXIIIA-1 HILITE CARRIER-BLACK, 1 HILITE CARRIERS	1	\$1,478.00	\$0.00
Watch Guard Body Camera w/ accessories	New	1			\$0.00	\$1,822.00	Body Camera - Watchguard w/ accessories	1	\$1,822.00	\$0.00
MDC Desk Monitor & Docking Station & Accessories	New	1		\$555.00	\$555.00	\$221.00		1	\$221.00	\$0.00
Taser	New	1		\$1,400.00	\$1,400.00	\$2,576.00	YELLOW X26P HANDLE w/4 YEAR WARRANTY, HOLSTER, BATTERY	1	\$2,576.00	\$0.00
Cubicle Package	New	1		\$13,000.00	\$13,000.00	\$14,000.00		1	\$14,000.00	\$0.00
Estimated Requested Equipment Subtotal:					\$150,418.00	Supported Equipment Subtotal:			\$173,259.00	\$0.00
Total Estimated Department Request:					\$252,579.00	Updated Total Department Request:			\$281,301.00	
SUPPORTED Total Department Request Utilizing FY 2027 Funds:						\$281,301.00				
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:						\$0.00				

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ANALYSIS

Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment

Constable Kurtz	3/13/2026		3/19/2026	Constable Kurtz	
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Questions TO Department	Response From Department																																								
• Training & Equipment: Will this position require funding for arms training (if so, how much)?	Yes, updated budget ss																																								
• Workspace: You did not request furniture. Does this position require any? Additionally, do you have existing office space for them? If not, what is the plan for accommodations?	Yes, updated budget ss																																								
• Workload Data: For both Juvenile cases and protective orders: o Briefly describe your department's process (personnel involved, time required, etc.). o Please provide a 5-year history trend of these measures.	Juvenile numbers are mixed with different paper entries-Notice, Summons, Subpoenas, etc. which is hard for me to find a definitive number. I have attached a 5 year history for Protective Orders. Temporay Ex Parte Order <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Temporary Ex ParteProtective Order Out of County Issued <table style="width: 100%; border-collapse: collapse;"> <tr><td>10/01/2025 through 03/16/2006</td><td style="text-align: right;">6</td></tr> <tr><td>10/01/2024 through 09/30/2025</td><td style="text-align: right;">7</td></tr> <tr><td>10/01/2023 through 09/30/2024</td><td style="text-align: right;">4</td></tr> <tr><td>10/01/2022 through 09/30/2023</td><td style="text-align: right;">5</td></tr> <tr><td>10/01/2020 through 09/30/2021</td><td style="text-align: right;">6</td></tr> </table> </td><td style="width: 50%; vertical-align: top;"> Temporary Ex Parte Protective Order Collin County Issued <table style="width: 100%; border-collapse: collapse;"> <tr><td>10/01/2025 through 03/16/2026</td><td style="text-align: right;">25</td></tr> <tr><td>10/01/2024 through 09/30/2025</td><td style="text-align: right;">51</td></tr> <tr><td>10/01/2023 through 09/30/2024</td><td style="text-align: right;">37</td></tr> <tr><td>10/01/2022 through 09/30/2023</td><td style="text-align: right;">43</td></tr> <tr><td>10/01/2020 through 09/30/2021</td><td style="text-align: right;">23</td></tr> </table> </td></tr> </table> Protective Orders are typically processed within one hour of receiving the court document. Due to officer safety concerns related to the nature of these orders, this office strives to assign two deputies to carry out service. Some orders require the individual being served to vacate the premises at the time of service. Deputies attempt to contact both the applicant and the respondent to gather information that may assist with service. However, not all respondents are located at the listed address, and service may need to be attempted at alternate locations. Many cases involve multiple attempts across several addresses, often requiring two deputies to complete service. The amount of time needed to serve Protective orders have many factors, distance of service, location of address, time of day, attempts need for service, etc.) Respectfully, Dwayne Kurtz Constable Pct 2 Collin County, Texas	Temporary Ex ParteProtective Order Out of County Issued <table style="width: 100%; border-collapse: collapse;"> <tr><td>10/01/2025 through 03/16/2006</td><td style="text-align: right;">6</td></tr> <tr><td>10/01/2024 through 09/30/2025</td><td style="text-align: right;">7</td></tr> <tr><td>10/01/2023 through 09/30/2024</td><td style="text-align: right;">4</td></tr> <tr><td>10/01/2022 through 09/30/2023</td><td style="text-align: right;">5</td></tr> <tr><td>10/01/2020 through 09/30/2021</td><td style="text-align: right;">6</td></tr> </table>	10/01/2025 through 03/16/2006	6	10/01/2024 through 09/30/2025	7	10/01/2023 through 09/30/2024	4	10/01/2022 through 09/30/2023	5	10/01/2020 through 09/30/2021	6	Temporary Ex Parte Protective Order Collin County Issued <table style="width: 100%; border-collapse: collapse;"> <tr><td>10/01/2025 through 03/16/2026</td><td style="text-align: right;">25</td></tr> <tr><td>10/01/2024 through 09/30/2025</td><td style="text-align: right;">51</td></tr> <tr><td>10/01/2023 through 09/30/2024</td><td style="text-align: right;">37</td></tr> <tr><td>10/01/2022 through 09/30/2023</td><td style="text-align: right;">43</td></tr> <tr><td>10/01/2020 through 09/30/2021</td><td style="text-align: right;">23</td></tr> </table>	10/01/2025 through 03/16/2026	25	10/01/2024 through 09/30/2025	51	10/01/2023 through 09/30/2024	37	10/01/2022 through 09/30/2023	43	10/01/2020 through 09/30/2021	23																		
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Chief Wylie	6/12/2026		6/15/2026	Chief Wylie	
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Questions TO Department	Response From Department
Could you please provide a breakdown of your department's district assignments. To ensure our employee counts and metrics align accurately, could you please specify which metrics apply to each position? Without knowing who handles what, our data will be inaccurate. Comparison Metrics Tracked: 9.-papers received 10.-attempts 11.-writs 12.-forcibles 13.-calls for service 14.-protective orders 15.-warrants issued 16.-warrants served	Comparison Metrics Tracked: 1.-papers received - 2 2.-attempts - 2 3.-writs – 1 (Tom Wylie) 4.-forcibles - 2 5.-calls for service - 2 6.-protective orders - 2 7.-warrants issued – 1 (Constable Kurtz) 8.-warrants served - 1

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Chief Wylie	6/15/2026		6/15/2026	Chief Wylie	
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Questions TO Department	Response From Department
In regards to warrants issued/served metric. Is Constable Kurtz handling all warrants issued/served for your department. If so, has this always been the case or a new process that Constable Kurtz has implemented. Thank you for the clarification. Just to recap, Constable Kurtz is processing the warrants and the two deputies are working serving the warrants out in the field.	Due to current staffing, Constable Kurtz is processing (receiving and issuing) the warrants and 2 deputies are subject to work warrants. Yes

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Q & A Discussions with IT

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
C.Carpenter	6/11/2026		6/11/2026	C.Carpenter	

Questions to IT	Response From IT
Do you have an update on Constable 2 warrant stats report. Can you please confirm what dates/years were incorrect that needed to be addressed. Also, do all precincts report protective order data to you?	Yes there is a ticket for the additional requested info that you need pulled from the system. I will check on this for you as it will need to be pulled by one of the programmers within IT - I believe we identified the months needed are below. We need- SEPT 2025 OCT 2025 NOV DEC JAN 2026 FEB MARCH The protective Orders should be collected in the civil paper stat report by paper type. Please let me know if you do not see them and I can assist.

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
C.Carpenter	6/12/2026				

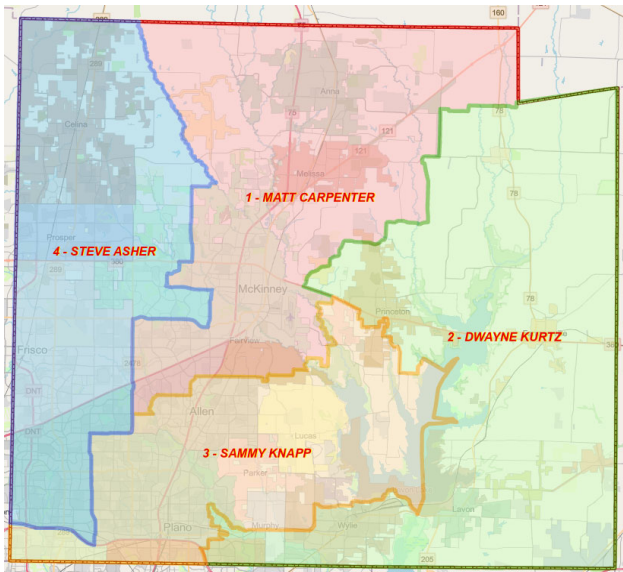
Questions to IT	Response From IT
I was looking over the civil paper reports and noticed that not all precincts are reporting the same parameters. Could you pull an isolated historical comparison report from FY2018 to YTD FY2026 for warrants issues and served, truancy and protective orders across all four precincts? This will help us map out exactly what's been reported so far.	

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
			6/15/2026	B.Mestas	

Questions to IT	Response From IT
	Please see attached, these are Sept 2025 to March 2026 as mentioned below. Let me know if you need more months.

Statistical Analysis

STATISTICS RELATED TO NEW POSITION REQUEST



Constable 2 Districts Map Not Available

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STATISTICS - MULTI DEPARTMENT COMPARISON									
Precinct Square Miles - GIS									
	Constable 1		Constable 2		Constable 3		Constable 4		
Fiscal Year	Square Miles	% Change in sq. miles	Square Miles	% Change in sq. miles	Square Miles	% Change in sq. miles	Square Miles	% Change in sq. miles	Comment
Prior to 2022	185.93		348.65		219.09		131.58		Pct. 2 has largest sq. miles to cover
Effective 2022 (Current)	232.01	24.8%	302.26	-13.3%	156.30	-28.7%	195.07	48.3%	Pct. 2 has largest sq. miles to cover
Constable Precinct Population Estimate - GIS									
	Constable 1		Constable 2		Constable 3		Constable 4		
Year	Population	% Change	Population	% Change	Population	% Change	Population	% Change	
2016	160,714		95,272		373,904		313,700		
2017	160,859	0.1%	95,397	0.1%	375,426	0.4%	316,945	1.0%	
2018	169,859	5.6%	103,718	8.7%	378,174	0.7%	328,910	3.8%	
2019	178,889	5.3%	107,032	3.2%	389,907	3.1%	363,684	10.6%	
2020	194,602	8.8%	114,739	7.2%	401,074	2.9%	381,548	4.9%	
2021	201,344	3.5%	120,291	4.8%	404,126	0.8%	383,992	0.6%	
2022	219,815	9.2%	134,657	11.9%	420,495	4.1%	407,015	6.0%	
2023	228,413	3.9%	140,308	4.2%	422,828	0.6%	411,443	1.1%	
2024	239,634	4.9%	151,169	7.7%	433,153	2.4%	418,642	1.7%	
2025	282,114	17.7%	167,213	10.6%	451,159	4.2%	454,065	8.5%	
2026 ESTIMATE (5 YEAR AVERAGE)	304,226	7.8%	180,367	7.9%	461,955	2.4%	470,353	3.6%	
Constable Staffing History									
Fiscal Year	Position Titles	Constable 1	Constable 2	Constable 3	Constable 4	Comments			
FY 2018	Chief Deputy	-	-	1	-				
	Deputy II	1	-	-	1				
	Deputy I	4	3	8	4				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	1	1				
FY 2019	Chief Deputy	-	-	1	-	Pct. 3 received 1 Deputy I Pct. 3 received 1 Legal Clerk I			
	Deputy II	1	-	-	1				
	Deputy I	4	3	9	4				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	2	1				
FY 2020	Chief Deputy	-	-	1	-	Pct. 1 received 1 Deputy I			
	Deputy II	1	-	-	1				
	Deputy I	5	3	9	4				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	2	1				
FY 2021	Chief Deputy	-	-	1	-	Pct. 3 and Pct. 4 received 1 Deputy I			
	Deputy II	1	-	-	1				
	Deputy I	5	3	10	5				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	2	1				
FY 2022	Chief Deputy	-	-	1	-				
	Deputy II	1	-	-	1				
	Deputy I	5	3	10	5				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	2	1				
FY 2023	Chief Deputy	-	-	-	-	Chief Deputy position changed to Deputy II			
	Deputy II	1	-	1	1				
	Deputy I	5	3	10	5				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	2	1				
FY 2024	Chief Deputy	-	-	-	-				
	Deputy II	1	-	1	1				
	Deputy I	5	3	10	5				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	2	1				
FY 2025	Chief Deputy	-	-	-	-	Pct. 1 and Pct. 4 each received 1 Deputy I			
	Deputy II	1	-	1	1				
	Deputy I	6	3	10	6				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	1	-	2	1				
FY 2026	Chief Deputy	1	1	1	1	Deputy II changed to Chief Deputy in Pct. 1, 3 and 4. Deputy 1 changed to Chief Deputy in Pct. 2 Pct. 1 and 4 each received 1 Legal Clerk I			
	Deputy II	-	-	-	0				
	Deputy I	6	2	10	6				
	Admin Secretary	1	1	1	1				
	Legal Clerk I	2	-	2	2				
FY 2027 Requested	Chief Deputy	1	1	1	1	Pct. 1 and 3 requesting 2 Deputy I / Pct. 2 and 4 requesting 1 Deputy I Pct. 4 requesting 1 part-time Bailiff Pct. 2 requested 1 Legal Clerk I			
	Deputy II	-	-	-	0				
	Deputy I	8	3	12	7				
	Bailiff	-	-	-	1				
	Admin Secretary	1	1	1	1				
Legal Clerk I	2	1	2	2					

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	1	Deputy Constable

Constable Pct. 2 Stats (2% increase used for FY 2027 estimate as each document has a different estimated growth percentage.)

Constable Pct. 2 Stats Per Deputy - Not all deputies are used for the items below. The uses of all Deputy I positions for the below stats are to make comparisons equal.

Paper's Received

Fiscal Year	# of Papers Received	% Change	# of Deputy I positions	# Per Deputy I position	% Change per Employee	Comments / Findings	
FY 2018	2,758		3	919			
FY 2019	2,856	3.6%	3	952	3.6%		
FY 2020	1,951	-31.7%	3	650	-31.7%		
FY 2021	2,528	29.6%	3	843	29.6%		
FY 2022	2,797	10.6%	3	932	10.6%		
FY 2023	2,986	6.8%	3	995	6.8%		
FY 2024	2,980	-0.2%	3	993	-0.2%		
FY 2025	3,865	29.7%	3	1,288	29.7%		
FY 2026 as of 2nd Quarter	2,364		2				
FY 2026 Year-End Estimate	4,728	22.3%	2	2,364	83.5%	Papers cotinue to increase as the population has grown in this part of the county.	
Fiscal Year	# of Papers Received	Estimated % Change	Total # of Employees Requested	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Requested
FY 2027 Estimate THIS Request	4,823	2.0%	3	1,608	-32.0%		1

Fiscal Year	# of Papers Received	Estimated % Change	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Recommended
FY 2027 Estimate - Recommended	4,823	2.0%	5	965	-59.2%	3 deputies would get this prct back to 2022 levels, but they only asked for 1	3

Attempts

Attempts are the number of times a document is worked. Some documents take more than one attempt to complete the service, arrest, etc.

Fiscal Year	# of Attempts	% Change	# of Deputy I positions	# Per Deputy I position	% Change per Employee	Comments / Findings	
FY 2018	11,420		3	3,807			
FY 2019	13,189	15.5%	3	4,396	15.5%		
FY 2020	13,809	4.7%	3	4,603	4.7%		
FY 2021	10,616	-23.1%	3	3,539	-23.1%		
FY 2022	9,786	-7.8%	3	3,262	-7.8%		
FY 2023	8,108	-17.1%	3	2,703	-17.1%		
FY 2024	7,543	-7.0%	3	2,514	-7.0%		
FY 2025	8,874	17.6%	3	2,958	17.6%		
FY 2026 as of 2nd Quarter	5,585		2				
FY 2026 Year-End Estimate	11,170	25.9%	2	5,585	88.8%	Attempts vary on the type of document. Difficult to use this stat to determine workload.	
Fiscal Year	# of Attempts	Estimated % Change	Total # of Employees Requested	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Requested
FY 2027 Estimate THIS Request	11,393	2.0%	3	3,798	-32.0%		1

Fiscal Year	# of Attempts	Estimated % Change	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Recommended
FY 2027 Estimate - Recommended	11,393	2.0%	3	3,798	-32.0%		1

Writs of Possession

Along with Forcible, Writs of Possession are one of the most time consuming type of paper process and served by the Constable Deputies. Each Eviction Paper processed/served can potentially take up to several hours, and some of them might need processing time over multiple days.

Fiscal Year	# of Writs of Possession	% Change	# of Deputy I positions	# Per Deputy I position	% Change per Employee	Comments / Findings	
FY 2018	72		3	24			
FY 2019	89	23.6%	3	30	23.6%		
FY 2020	58	-34.8%	3	19	-34.8%		
FY 2021	65	12.1%	3	22	12.1%		
FY 2022	134	106.2%	3	45	106.2%		
FY 2023	150	11.9%	3	50	11.9%		
FY 2024	162	8.0%	3	54	8.0%		
FY 2025	204	25.9%	3	68	25.9%		
FY 2026 as of 2nd Quarter	108		2				
FY 2026 Year-End Estimate	216	5.9%	2	108	58.8%	Writs are steadily increasing.	
Fiscal Year	# of Writs of Possession	Estimated % Change	Total # of Employees Requested	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Requested
FY 2027 Estimate THIS Request	220	2.0%	2	110	2.0%		1

Fiscal Year	# of Writs of Possession	Estimated % Change	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Recommended
FY 2027 Estimate - Recommended	220	2.0%	4	55	-49.0%	2 deputies would get this prct back to 2022 levels, but they only asked for 1	2

FY 2027 Department Funding Request for a NEW Position

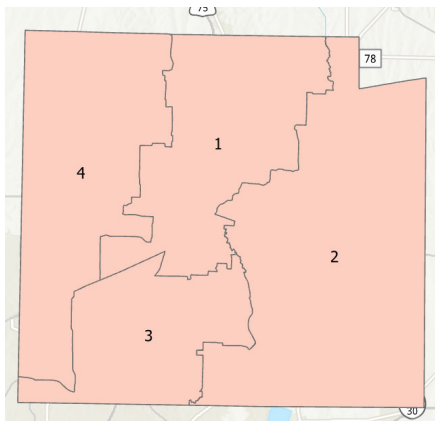
Department/Program #	Department Name / Program		Priority #	Department Improvement Title			
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN		1	Deputy Constable			
Forcible							
Along with Writs of Possession, Forcible are one of the most time consuming type of paper process and served by the Constable Deputies.							
Fiscal Year	# of Forcible	% Change	# of Deputy I positions	# Per Deputy I position	% Change per Employee	Comments / Findings	
FY 2018	609		3	203			
FY 2019	650	6.7%	3	217	6.7%		
FY 2020	358	-44.9%	3	119	-44.9%		
FY 2021	436	21.8%	3	145	21.8%		
FY 2022	618	41.7%	3	206	41.7%		
FY 2023	807	30.6%	3	269	30.6%		
FY 2024	940	16.5%	3	313	16.5%		
FY 2025	1,095	16.5%	3	365	16.5%		
FY 2026 as of 2nd Quarter	654		2				
FY 2026 Year-End Estimate	1,308	19.5%	2	654	79.2%	Forcibles are on the rise, increasing greatly each year.	
Fiscal Year	# of Forcible	Estimated % Change	Total # of Employees Requested	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Requested
FY 2027 Estimate THIS Request	1,334	2.0%	3	445	-32.0%		1

Fiscal Year	# of Forcible	Estimated % Change	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Recommended
FY 2027 Estimate - Recommended	1,334	2.0%	5	267	-59.2%	3 deputies would get this prct back to 2022 levels, but they only asked for 1	3

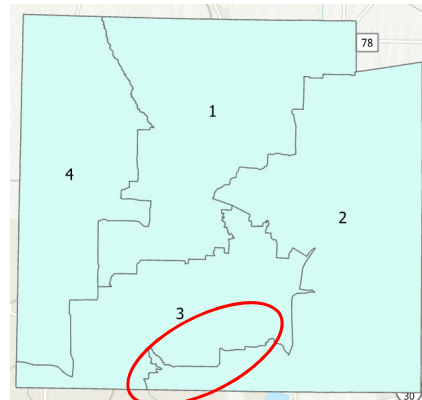
Calls for Service							
Constable Pct. 1 covers 232 square miles, Constable Pct. 2 covers 302 square miles, Constable Pct. 3 covers 156 square miles, Constable Pct. 4 covers 195 square miles.							
Fiscal Year	# of Calls for Service	% Change	# of Deputy I positions	# Per Deputy I position	% Change per Employee	Comments / Findings	
FY 2018	233		3	78			
FY 2019	274	17.6%	3	91	17.6%		
FY 2020	229	-16.4%	3	76	-16.4%		
FY 2021	139	-39.3%	3	46	-39.3%		
FY 2022	173	24.5%	3	58	24.5%		
FY 2023	94	-45.7%	3	31	-45.7%		
FY 2024	141	50.0%	3	47	50.0%		
FY 2025	168	19.1%	3	56	19.1%	More calls for service are coming in. The most recent redistricting did lower the total square miles, but the layout now has some "points"/areas that impact response time.	
FY 2026 as of 2nd Quarter	89		2			(See graphics below)	
FY 2026 Year-End Estimate	178	6.0%	2	89	58.9%		
Fiscal Year	# of Calls for Service	Estimated % Change	Total # of Employees Requested	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Requested
FY 2027 Estimate THIS Request	182	2.0%	3	61	-32.0%		1

Fiscal Year	# of Calls for Service	Estimated % Change	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Recommended
FY 2027 Estimate - Recommended	182	2.0%	4	45	-49.0%	2 deputies would get this prct back to 2021 levels, but they only asked for 1	2

Prior to 2022



After 2022



FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	1	Deputy Constable

Warrants Received

of Warrants given to the Constables varies by year. Some are handled by the Sheriff's Office and some by the Constables

Fiscal Year	# of Warrants Received	% Change	# of Deputy I positions	# Per Deputy I position	% Change per Employee	Comments / Findings	
FY 2018	242		3	81			
FY 2019	213	-12.0%	3	71	-12.0%		
FY 2020	502	135.7%	3	167	135.7%		
FY 2021	90	-82.1%	3	30	-82.1%		
FY 2022	48	-46.7%	3	16	-46.7%		
FY 2023	207	331.3%	3	69	331.3%		
FY 2024	177	-14.5%	3	59	-14.5%		
FY 2025	NA	#VALUE!	3	#VALUE!	#VALUE!	data not provided (reporting issues)	
FY 2026 as of 2nd Quarter	NA		2				
FY 2026 Year-End Estimate	#VALUE!	#VALUE!	2	#VALUE!	#VALUE!		
Fiscal Year	# of Warrants Received	Estimated % Change	Total # of Employees Requested	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Requested
FY 2027 Estimate THIS Request	#VALUE!	2.0%	3	#VALUE!	#VALUE!		1

Fiscal Year	# of Warrants Received	Estimated % Change	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Recommended
FY 2027 Estimate - Recommended	#VALUE!	2.0%	3	#VALUE!	#VALUE!		1

Protective Orders

Fiscal Year	# of Protective Orders	% Change	# of Deputy I positions	# Per Deputy I position	% Change per Employee	Comments / Findings	
FY 2018			3				
FY 2019			3				
FY 2020			3				
FY 2021	23		3	8			
FY 2022		-100.0%	3	0	-100.0%		
FY 2023	43	#DIV/0!	3	14	#DIV/0!		
FY 2024	37	-14.0%	3	12	-14.0%		
FY 2025	51	37.8%	3	17	37.8%		
FY 2026 as of 2nd Quarter	25		2				
FY 2026 Year-End Estimate	50	-2.0%	2	25	47.1%	On track to have the same number as last year	
Fiscal Year	# of Protective Orders	Estimated % Change	Total # of Employees Requested	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Requested
FY 2027 Estimate - with only 1	51	2.0%	3	17	-32.0%		1

Fiscal Year	# of Protective Orders	Estimated % Change	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings	# of Employees Recommended
FY 2027 Estimate - Recommended	51	2.0%	3	17	-32.0%	1 deputy recommended based only on this stat	1

All Stats Below Show All Precincts by Square Mile

Papers Received by Precinct - Per Square Mile

Fiscal Year	Constable 1		Constable 2		Constable 3		Constable 4		Comment
	# of Papers Received	Papers per Sq. Mile	# of Papers Received	Papers per Sq. Mile	# of Papers Received	Papers per Sq. Mile	# of Papers Received	Papers per Sq. Mile	
FY 2018	6,476	34.8	2,758	7.9	11,025	50.3	5,963	45.3	
FY 2019	7,102	38.2	2,856	8.2	12,387	56.5	6,387	48.5	
FY 2020	4,651	25.0	1,951	5.6	8,150	37.2	4,319	32.8	
FY 2021	4,180	22.5	2,528	7.3	6,769	30.9	3,841	29.2	
FY 2022	5,270	22.7	2,797	9.3	8,251	52.8	5,638	28.9	New re-districting sq. miles
FY 2023	6,570	28.3	2,986	9.9	8,812	56.4	6,790	34.8	
FY 2024	7,542	32.5	2,980	9.9	10,177	65.1	7,917	40.6	
FY 2025	8,814	38.0	3,865	12.8	10,728	68.6	8,268	42.4	
FY 2026 as of 2nd Quarter	4,706		2,364		5,444		4,516		
FY 2026 Year-End Estimate	9,412	40.6	4,728	15.6	10,888	69.7	9,032	46.3	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	1	Deputy Constable

Attempts by Precinct - Per Sq. Mile

Attempts are the number of times a document is worked. Some documents take more than one attempt to complete the service, arrest, etc.

Fiscal Year	Constable 1		Constable 2		Constable 3		Constable 4		Comment
	# of Attempts	Attempts per Sq. Mile	# of Attempts	Attempts per Sq. Mile	# of Attempts	Attempts per Sq. Mile	# of Attempts	Attempts per Sq. Mile	
FY 2018	20,298	109.2	11,420	32.8	42,450	193.8	14,711	111.8	
FY 2019	25,947	139.6	13,189	37.8	50,006	228.2	15,296	116.2	
FY 2020	19,013	102.3	13,809	39.6	31,553	144.0	12,078	91.8	
FY 2021	16,865	90.7	10,616	30.4	27,232	124.3	10,318	78.4	
FY 2022	15,237	65.7	9,786	32.4	22,665	145.0	12,082	61.9	New re-districting sq. miles
FY 2023	9,593	41.3	8,108	26.8	16,446	105.2	10,243	52.5	
FY 2024	10,617	45.8	7,543	25.0	20,572	131.6	11,164	57.2	
FY 2025	11,494	49.5	8,874	29.4	20,136	128.8	10,573	54.2	
FY 2026 as of 2nd Quarter	6,620		5,585		10,823		5,562		
FY 2026 Year-End Estimate	13,240	57.1	11,170	37.0	21,646	138.5	11,124	57.0	

Writs of Possession by Precinct - Per Sq. Mile

Along with Forcible, Writs of Possession are one of the most time consuming type of paper process and served by the Constable Deputies. Each Eviction Paper processed/served can potentially take up to several hours, and some of them might need processing time over multiple days.

Fiscal Year	Constable 1		Constable 2		Constable 3		Constable 4		Comment
	# of Writs of Possession	Writs per Sq. Mile	# of Writs of Possession	Writs per Sq. Mile	# of Writs of Possession	Writs per Sq. Mile	# of Writs of Possession	Writs per Sq. Mile	
FY 2018	232	1.2	72	0.2	612	2.8	306	2.3	
FY 2019	296	1.6	89	0.3	766	3.5	347	2.6	
FY 2020	181	1.0	58	0.2	473	2.2	186	1.4	
FY 2021	118	0.6	65	0.2	372	1.7	106	0.8	
FY 2022	247	1.1	134	0.4	757	4.8	374	1.9	New re-districting sq. miles
FY 2023	379	1.6	150	0.5	824	5.3	484	2.5	
FY 2024	411	1.8	162	0.5	1,095	7.0	619	3.2	
FY 2025	492	2.1	204	0.7	1,031	6.6	675	3.5	
FY 2026 as of 2nd Quarter	314		108		516		323		
FY 2026 Year-End Estimate	628	2.7	216	0.7	1,032	6.6	646	3.3	

Forcible by Precinct - Per Sq. Mile

Along with Writs of Possession, Forcible are one of the most time consuming type of paper process and served by the Constable Deputies.

Fiscal Year	Constable 1		Constable 2		Constable 3		Constable 4		Comment
	# of Forcible	Forcible per Sq. Mile	# of Forcible	Forcible per Sq. Mile	# of Forcible	Forcible per Sq. Mile	# of Forcible	Forcible per Sq. Mile	
FY 2018	2,016	10.8	609	1.7	4,714	21.5	2,612	19.9	
FY 2019	2,551	13.7	650	1.9	5,581	25.5	2,665	20.3	
FY 2020	1,532	8.2	358	1.0	3,155	14.4	1,773	13.5	
FY 2021	989	5.3	436	1.3	2,140	9.8	1,284	9.8	
FY 2022	1,828	7.9	618	2.0	3,487	22.3	2,477	12.7	New re-districting sq. miles
FY 2023	2,587	11.2	807	2.7	4,382	28.0	3,569	18.3	
FY 2024	3,088	13.3	940	3.1	5,131	32.8	4,245	21.8	
FY 2025	3,906	16.8	1,095	3.6	5,462	34.9	4,194	21.5	
FY 2026 as of 2nd Quarter	2,232		654		2,731		2,262		
FY 2026 Year-End Estimate	4,464	19.2	1,308	4.3	5,462	34.9	4,524	23.2	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program			Priority #	Department Improvement Title				
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN			1	Deputy Constable				
Calls for Service by Precinct - Per Sq. Mile									
Constable Pct. 1 covers 232 square miles, Constable Pct. 2 covers 302 square miles, Constable Pct. 3 covers 156 square miles, Constable Pct. 4 covers 195 square miles.									
	Constable 1		Constable 2		Constable 3		Constable 4		
Fiscal Year	# of Calls for Service	Calls for Service per Sq. Mile	# of Calls for Service	Calls for Service per Sq. Mile	# of Calls for Service	Calls for Service per Sq. Mile	# of Calls for Service	Calls for Service per Sq. Mile	Comment
FY 2018	684	3.7	233	0.7	7,845	35.8	6,436	48.9	
FY 2019	927	5.0	274	0.8	9,500	43.4	7,128	54.2	
FY 2020	1,549	8.3	229	0.7	6,911	31.5	5,230	39.7	
FY 2021	1,759	9.5	139	0.4	7,080	32.3	5,994	45.6	
FY 2022	1,889	8.1	173	0.6	8,734	55.9	8,601	44.1	New re-districting sq. miles
FY 2023	4,353	18.8	94	0.3	6,557	42.0	6,408	32.8	
FY 2024	5,620	24.2	141	0.5	9,852	63.0	8,442	43.3	
FY 2025	6,511	28.1	168	0.6	10,785	69.0	8,972	46.0	
FY 2026 as of 2nd Quarter	3,628		89		5,317		4,021		
FY 2026 Year-End Estimate	7,256	31.3	178	0.6	10,634	68.0	8,042	41.2	
Warrants Received by Precinct - Per Sq. Mile									
# of Warrants given to the Constables varies by year. Some are handled by the Sheriff's Office and some by the Constables									
	Constable 1		Constable 2		Constable 3		Constable 4		
Fiscal Year	# of Warrants Received	Warrants per Sq. Mile	# of Warrants Received	Warrants per Sq. Mile	# of Warrants Received	Warrants per Sq. Mile	# of Warrants Received	Warrants per Sq. Mile	Comment
FY 2018	0	0.0	242	0.7	1,009	4.6	313	2.4	
FY 2019	4	0.0	213	0.6	1,009	4.6	690	5.2	
FY 2020	0	0.0	502	1.4	508	2.3	82	0.6	
FY 2021	0	0.0	90	0.3	523	2.4	35	0.3	
FY 2022	0	0.0	48	0.2	624	4.0	45	0.2	New re-districting sq. miles
FY 2023	1	0.0	207	0.7	236	1.5	65	0.3	
FY 2024	4	0.0	177	0.6	1,680	10.7	47	0.2	
FY 2025	0	0.0	NA	#VALUE!	470	3.0	5	0.0	
FY 2026 as of 2nd Quarter	0		NA		749		10		
FY 2026 Year-End Estimate	0	0.0	#VALUE!	#VALUE!	1,498	9.6	20	0.1	
Protective Orders (Data not available for Pct. 1 or 4) Per Precinct - Per Sq. Mile									
	Constable 1		Constable 2		Constable 3		Constable 4		
Fiscal Year	# of Protective Orders	Orders Per Sq. Mile	# of Protective Orders	Orders Per Sq. Mile	# of Protective Orders	Orders Per Sq. Mile	# of Protective Orders	Orders Per Sq. Mile	Comment
FY 2018				0.0		0.0			
FY 2019				0.0		0.0			
FY 2020				0.0		0.0			
FY 2021			23	0.1	136	0.6			
FY 2022				0.0	132	0.8			New re-districting sq. miles
FY 2023			43	0.1	115	0.7			
FY 2024			37	0.1	116	0.7			
FY 2025			51	0.2	164	1.0			
FY 2026 as of 6/4/2026			25		84				
FY 2026 Year-End Estimate			60	0.2	202	1.3			

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	2	Legal Clerk I
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
F-Supported	Supported	Administrative secretary can no longer manage the clerical workload alone. When the admin secretary is unavailable, the entire department (Constable, Chief Deputy, and two deputies) handle phones, receipts, process paperwork and other clerical duties. Constable currently processes all warrants in the system and handles other clerical duties as needed. This will relieve the Constable and deputies of daily administrative tasks so they can focus on public safety. We have researched back to FY 2006. Pct 2 has never had a Legal Clerk I. They have only had 1 Administrative Secretary.	

WHY is this position needed?

The current workload distribution for our Admin Secretary is creating significant challenges in efficiency and overall productivity. Precinct 2 receives an annual average of 3,865 papers, and this number has increased every year. Additionally, the JP2 court issued 697 warrants to our office—no other Constable's Office in Collin County receives warrants in this manner. Juvenile cases have also continued to rise due to population growth within the four (4) independent school districts we serve. JP2 sends these cases directly to our office, further increasing the clerical workload. The volume of writs of possession and protective orders has grown as well.

Since we currently have no clerk, the Constable has been responsible for entering and removing warrants, along with other clerical duties, since 2015. This clearly demonstrates an imbalance in workload distribution that reduces efficiency and impacts productivity. With the continued increase in volume, the Admin Secretary can no longer perform all required clerical tasks.

The Constable currently enters all warrants, executes all warrants, and removes warrants from the computer. When the Admin Secretary is unavailable, the Constable, Chief Deputy, and two (2) deputies must answer phones, enter and remove civil process, write receipts, and complete all remaining clerical duties. This pulls deputies away from their assigned districts and causes delays in processing legal documents.

Historically, Precinct 2 has not requested additional positions; however, the need for a clerk is now critical. This position would work a standard 40-hour week.

The growing caseloads and administrative demands make it increasingly difficult for the Admin Secretary to maintain required timelines. Because the Admin Secretary serves at a supervisory level, a clerk is essential to supporting her role and ensuring the office operates effectively. The department's ability to meet legal deadlines, process paperwork efficiently, and provide support to the courts and the public is at risk under the current staffing limitations.

Given the continued rise in clerical demands, it is imperative that a new Legal Clerk position be added.

HOW will this position benefit your office and/or the County?

We are requesting the approval and funding for one (1) additional Legal Clerk I position to help alleviate the increased workload. A Legal Clerk I is responsible for preparing legal documents, processing case files, managing records, and providing administrative support to ensure the efficient operation of the department. The addition of a Legal Clerk will allow for a more balanced workload distribution, improving efficiency and reducing the risk of errors in legal documentation. With an additional staff member, we can ensure that our clerks maintain high levels of accuracy, meet legal deadlines, and enhance overall productivity within the office.

Is there statutory authority for this request?	Will this generate revenue?	If Yes, potential amount?
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Job Duties of NEW Position

This position provides administrative and clerical support, provides customer service, receives payments and fines and performs other financial duties, and processes and issues warrants, notices, tickets, and other legal documents. Performs related duties as required to assist the Administrative Secretary.

Candidates must have the knowledge necessary to understand basic operational, technical, or office processes. Candidates must have at least one year of previous experience and a level of education equivalent to four years of high school. Must possess sufficient skill to pass a typing test at the rate of 35 words per minute. Bilingual (English/Spanish) is a plus. Must possess and maintain a valid Texas Class C Driver's License with an acceptable driving record.

NEW POSITION(S) REQUEST

Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
Legal Clerk 1	1	531	Full-Time	\$40,007.00	\$70,203.00	\$41,207.00	Legal Clerk I / 531	\$71,619.00	1	\$71,619.00
Requested NEW Position(s) Subtotal:					\$70,203.00	CORRECTED New Position(s) Subtotal:				
						SUPPORTED New Position(s) Subtotal:				
						\$71,619.00				

TRAINING INCREASE REQUESTS

Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total
TBD	JPCA Clerk School	\$400.00	1	\$400.00		\$400.00	1	\$400.00
Training Requested Subtotal:				\$400.00	Supported Training Subtotal:			
					\$400.00			

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):

Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount
	JPCA dues	\$45.00		\$45.00
	Office supplies	\$200.00		\$200.00
M&O Requested Subtotal:		\$245.00	Supported M&O Subtotal:	
			\$200.00	

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	2	Legal Clerk I

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)

Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommend Amount
Computer Desktop	New	1	Legal Clerk I	\$2,018.00	\$2,018.00	\$2,630.00		1	\$2,630.00	\$0.00
Software - EA	New	1	Legal Clerk I	\$865.00	\$865.00	\$624.00		1	\$624.00	\$0.00
Software - Odyssey/Softcode/ADOBE PRO	New	1	Legal Clerk I	\$0.00	\$0.00	\$0.00	Software - Odyssey	1	\$0.00	\$0.00
	New	1	Legal Clerk I	\$0.00	\$0.00	\$0.00	Software - Softcode	1	\$0.00	\$0.00
	New	1	Legal Clerk I	\$0.00	\$0.00	\$130.00	Software - Adobe Pro	1	\$130.00	\$0.00
Phone - Receptionist Desk phone	New	1	Legal Clerk I	\$403.00	\$403.00	\$597.00		1	\$597.00	\$0.00
Printer - BW Small	New	1	Legal Clerk I	\$470.00	\$470.00	\$302.00		1	\$302.00	\$0.00
Scanner - Top Feed	New	1	Legal Clerk I	\$1,165.00	\$1,165.00	\$999.00		1	\$999.00	\$0.00
Cubicle Package	New	1	Legal Clerk I	\$13,000.00	\$13,000.00	\$14,000.00		1	\$14,000.00	\$0.00
Estimated Requested Equipment Subtotal:					\$17,921.00		Supported Equipment Subtotal:		\$19,282.00	\$0.00

Total Estimated Department Request: \$88,769.00

Updated Total Department Request: \$91,546.00

SUPPORTED Total Department Request Utilizing FY 2027 Funds: \$91,546.00

RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00

ANALYSIS

Q & A Discussions with Department

Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Constable Kurtz	3/13/2026		3/19/2026	Constable Kurtz	
Questions TO Department			Response From Department		
Please provide two versions: your current org chart and a proposed version reflecting all requested changes (new positions or add/deletes).			See attached "Constable Staff 2026"		
• Equipment: Does this position require office supplies (if so, how much) or a file marker?			Updated budget ss		
• Furniture: Since the cubicle package already includes a chair, please confirm if the second chair requested is necessary or can be removed.			Do not need, Updated budget ss		
• Workload Data: Regarding the increase in Juvenile cases and protective orders, do you track these measures? If so, please provide a 5-year history of this data.			Yes, we do track them – Jessica Griffith said it's hard to give an accurate count due to the numerous type of truancy and juvenile entries. See attached "Truancy Related Services" document.		
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Chief Wylie	6/15/2026		6/15/2026	Chief Wylie	
Questions TO Department			Response From Department		
In regards to warrants issued/served metric. Is Constable Kurtz handling all warrants issued/served for your department. If so, has this always been the case or a new process that Constable Kurtz has implemented.			Due to current staffing, Constable Kurtz is processing (receiving and issuing) the warrants and 2 deputies are subject to work warrants.		
In regards to the workload of processing warrants, would this be a duty that the legal clerk I would take over if approved?			Yes		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title				
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	2	Legal Clerk I				
STATISTICS RELATED TO NEW POSITION REQUEST							
Constable Staffing History							
Fiscal Year	Position Titles	Constable 1	Constable 2	Constable 3	Constable 4	Comments	
FY 2018	Chief Deputy	-	-	1	-		
	Deputy II	1	-	-	1		
	Deputy I	4	3	8	4		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	1	1		
FY 2019	Chief Deputy	-	-	1	-	Pct. 3 received 1 Deputy I	
	Deputy II	1	-	-	1		
	Deputy I	4	3	9	4		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	2	1		
FY 2020	Chief Deputy	-	-	1	-	Pct. 1 received 1 Deputy I	
	Deputy II	1	-	-	1		
	Deputy I	5	3	9	4		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	2	1		
FY 2021	Chief Deputy	-	-	1	-	Pct. 3 and Pct. 4 received 1 Deputy I	
	Deputy II	1	-	-	1		
	Deputy I	5	3	10	5		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	2	1		
FY 2022	Chief Deputy	-	-	1	-		
	Deputy II	1	-	-	1		
	Deputy I	5	3	10	5		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	2	1		
FY 2023	Chief Deputy	-	-	-	-	Chief Deputy position changed to Deputy II	
	Deputy II	1	-	1	1		
	Deputy I	5	3	10	5		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	2	1		
FY 2024	Chief Deputy	-	-	-	-		
	Deputy II	1	-	1	1		
	Deputy I	5	3	10	5		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	2	1		
FY 2025	Chief Deputy	-	-	-	-	Pct. 1 and Pct. 4 each received 1 Deputy I	
	Deputy II	1	-	1	1		
	Deputy I	6	3	10	6		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	1	-	2	1		
FY 2026	Chief Deputy	1	1	1	1	Deputy II changed to Chief Deputy in Pct. 1, 3 and 4. Deputy 1 changed to Chief Deputy in Pct. 2	
	Deputy II	-	-	-	0		
	Deputy I	6	2	10	6		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	2	-	2	2		
FY 2027 Requested	Chief Deputy	1	1	1	1	Pct. 1 and 3 requesting 2 Deputy I / Pct. 2 and 4 requesting 1 Deputy I Pct. 4 requesting 1 part-time Bailiff	
	Deputy II	-	-	-	0		
	Deputy I	8	3	12	7		
	Bailiff	-	-	-	1		
	Admin Secretary	1	1	1	1		
	Legal Clerk I	2	1	2	2	Pct. 2 requested 1 Legal Clerk I	
Paper's Received							
Fiscal Year	# of Papers Received	% Change				Comments / Findings	
FY 2018	2,758						
FY 2019	2,856	3.6%					
FY 2020	1,951	-31.7%					
FY 2021	2,528	29.6%					
FY 2022	2,797	10.6%					
FY 2023	2,986	6.8%					
FY 2024	2,980	-0.2%					
FY 2025	3,865	29.7%					
FY 2026 as of 2nd Quarter	2,364						
FY 2026 Year-End Estimate	4,728	22.3%				Papers cotinue to increase as the population has grown in this part of the county.	
Fiscal Year	# of Papers Received	Estimated % Change	Total # of Employees Requested			Comments / Findings	# of Employees Requested
FY 2027 Estimate THIS Request	4,823	2.0%	1			Department does not have a Legal Clerk I. Workloads continues to increase.	1

FY 2027 Department Funding Request

Recommended by Administration To Keep Constables The Same

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
55020-0001	55020 - CONSTABLE PCT2/0001 - ADMIN	100	Education and Conference

Budget Category, FINAL Recommendation and Comments

FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	Additional funding would support mandated training for designated department PIO as required by change in statute. Recommend Chief Deputy be the position designated as department's PIO.

WHY is this request needed?

Under the provisions of HB 33, law enforcement agencies are required to have a designated public information officer (PIO) (Texas Government Code Section 411.3735). The PIO must complete training and certification from the Texas Division of Emergency management (TDEM) within one year of appointment to the position, and complete continuing education annually (Texas Government Code 418.333). An agency is only required to have one designated PIO. A PIO is required to produce proof of certification and proof of continuing education certificates upon inspection. The only approved courses are mandated by TCOLE and must be submitted to TDEM upon certification. This mandate is required as of January 1, 2026.

WHAT are you requesting?

Requesting an additional \$1000.00 to the education and conference line item due to this mandated training required as of January 1, 2026.

HOW will this benefit your office and/or the County?

This is a mandate of HB 33, Texas Government Code 411.3735 and 418.333. Will provide an internal PIO for the release of public information as needed.

Is there statutory authority for this request?	HB 33, Texas Government Code 411.3735	Will this generate revenue?	No	If Yes, potential amount?	
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TRAINING INCREASE REQUESTS

Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Recommend Amount	Budget Dept. Comments	Supported Quantity	FY 2027 Supported Total
				\$0.00	\$1,000.00	Public Information Officer Required by HB 33, Texas Government Code 411.3735 and 418.333	1	\$1,000.00
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.				Training Requested Subtotal:	\$0.00	Supported Training Total:		\$1,000.00

Total Estimated Department Request: \$0.00

Updated Total Department Request: \$0.00

SUPPORTED Total Department Request Utilizing FY 2027 Funds: \$1,000.00

RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00