



## Legislation Text

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**File #:** 24-2079, **Version:** 1

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**Department:** Constables

**Department Head/Elected Official:**

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Financial Authorization

**Project ID** (if applicable): N/A

**Vendor/Entity Legal Name** (if applicable): N/A

**MWDBE Contracted Goal** (if applicable): N/A

**MWDBE Current Participation** (if applicable): N/A

**Justification for 0% MWDBE Participation Goal:** N/A - Goal not applicable to request

**Request Summary (Agenda Caption):**

Request by the Constable of Precinct 5 for approval to use surplus labor budget funds to pay for overtime hours worked to enter data into the Open Text system in order to create a digital database for personnel files.

**Background and Discussion:**

Current Harris County Personnel Policies and Procedures states compensatory time is earned for hours worked over 40. HRRM has stated Commissioner Court approval is required for Constable agencies to pay for overtime hours in lieu of compensatory time. Harris County is using the Open Text program to allow participating agencies to convert large personnel files into digital format. It is estimated that this process will take two to three months and this has been discussed with our OMB Portfolio Team.

**Expected Impact:**

Open Text will allow for the personnel and medical files to be queried easier and save a large amount of manhours that is currently being used to manually search through the paper files.

**Alternative Options:**

No other recommended solution.

**Alignment with Goal(s):**

- ☒ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding

- ☐ Environment  
☐ Governance and Customer Service

**Prior Court Action** (if any):

Date	Agenda Item #	Action Taken

**Location:**

Address (if applicable):

Precinct(s): Precincts 1, 3, & 4

### Fiscal and Personnel Summary

Service Name	Data Entry			
	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expenses
<b>Funding Sources</b>				
<b>Existing Budget</b>				
1000 - General Fund	\$50,000	\$	\$50,000	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Current Budget	\$50,000	\$	\$50,000	\$
<b>Additional Budget Request</b> ( <i>Requires Fiscal Review Request Form</i> )				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Additional Budget Request	\$	\$	\$	\$
<b>Total Funding Request</b>	<b>\$50,000</b>	<b>\$</b>	<b>\$50,000</b>	<b>\$</b>
<b>Personnel</b> (Fill out section only if requesting new PCNs)				
Current Position Count for Service	-	-	-	-
Additional Positions Request	-	-	-	-
<b>Total Personnel</b>	-	-	-	-

**Anticipated Court Date:** 04/23/2024

**Anticipated Implementation Date** (if different from Court date):

**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item

**Contact(s) name, title, department:** Terry Allbritton, Assistant Chief, Constable Pct. 5

**Attachments** (if applicable): N/A