



UPSHUR COUNTY COMMISSIONERS COURT

GILMER, TEXAS

December 13, 1976

Commissioners Court met in regular session on December 13, 1976, with members of court J. W. Meadows, Charles Still, Floyd Drennan and Judge Everett Dean present. Judge Dean presided.

Judge Dean read the minutes of the November 29, 1976 meeting to the court. J. W. Meadows made a motion to approve the minutes. Seconded by Charles Still. Motion carried.

A permit application from San Juan Exploration to place an oil flow line within the right-of-way of Zinnia Road was presented to the court. J. W. Meadows made a motion to approve the application. Seconded by Floyd Drennan. Motion carried. (Copy attached).

J. W. Meadows made a motion that Mr. M. A. Green be appointed chairman of the Upshur County Historical Commission. Seconded by Charles Still. Motion carried. This appointment is for two years.

Judge Dean asked that a statement of policy of C. M. U. W. Probation System be approved and placed in the court minutes. Motion was made by J. W. Meadows to approve the policy. Seconded by Floyd Drennan. Motion carried.

Judge Dean made a motion to designate December 24 and 27, 1976 as Christmas holidays and January 3, 1977 as New Year holiday. Seconded by J. W. Meadows. Motion carried.

J. W. Meadows made a motion to approve the bills. Seconded by Charles Still. Motion carried.

Judge Dean made a motion that the court adjourn until Monday, December 20, 1976. Seconded by Charles Still. Motion carried.

Everett Dean

Charles Still

Floyd Drennan

J. W. Meadows

PERMITS AND APPLICATION FOR
RIGHT OF WAY IN COUNTY RIGHT OF WAY

Date 12/13/76

TO: THE UPSHUR COUNTY COMMISSIONERS COURT
COUNTY OF UPSHUR
TILMER, TEXAS

Formal notice is hereby given that San Juan Exploration
whose principal address is P.O. Box 458, Harleton, Texas 75651
does propose to place a Oil Flowline
within the ROW of County Road Zinnia
as follows:

Will be bored

The location and description of the proposed lines or appertenances
is more fully shown by three (3) copies of drawings attached to
this application.

All work will be as directed by the County Commissioner or his
designate in full accordance with Upshur County Road & Bridge
Department policies and specifications.

Proposed construction will begin, if approved, on or after
_____ day of _____ 19__

Firm: _____
Title: _____
Address: _____

*Approved
12-13-76*

*Cody Newman
Off: 777-3080 or 777-2960
Home 777-4417*

M-U-W-C COUNTY PROBATION SYSTEM

P. O BOX 637
GILMER, TEXAS 75644

76TH JUDICIAL DISTRICT
114TH JUDICIAL DISTRICT
116TH JUDICIAL DISTRICT
JUVENILE COURTS

MARION COUNTY
UPSHUR COUNTY
WOOD COUNTY
CAMP COUNTY

STATEMENT OF POLICIES

July 15, 1972
Revised July 31, 1974
Revised October 29, 1976

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Supervision of Probationers

I. Adult

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We, the Texas County Commissioners Courts of Camp, Marion, Upshur, and Wood Counties, in order to establish probation services, both adult and juvenile, and make such services available to each county, do hereby contract, as provided in Texas Civil Statutes, Vernon's Annotated Civil Statutes, Article 44.13 (32c), to organize such probation services, hereafter named C-M-U-W Probation System, to be administered by a board composed of the Judges of the Courts to be served, including the Judges of District Courts with jurisdiction in these counties, and the County Judge of each county.

Financial support for the C-M-U-W Probation System shall be distributed as directed by the Texas Code of Criminal Procedure, Article 42.12, section 10, which states, in part, "approximately in the same proportion as the population in each county bears to the total population of all those counties, according to the last preceding or any future Federal Census."

Fees for supervision of probation collected by Courts shall be distributed as directed by the Texas Code of Criminal Procedure, Article 42.12, section 6b, "To the county or counties in which the Court has jurisdiction for use in administering the probation laws. In instances where a District Court has jurisdiction in two or more counties, the Court shall distribute the fees received to the counties in proportion to population as prescribed by paragraph 7, section 10, of this article." (quoted in paragraph 2 of this contract)

Each County Commissioners Court will receive a copy of the succeeding year's budget for the Probation System during the month of June each year. The budget will report the financial support required from each county. As a tool for budget study, a report will also be submitted reflecting the

amount of supervisory fees remitted by each of the County's Courts during the previous year.

This contract will become effective January 1, 1977, and will continue in effect under the administration of the above name Administrative Board. Administration will follow the policies established and published by the Board, such publication being available by request from either member of the Board or the Chief Probation Officer. Minutes of the meetings of the Board will also be available on request from the annually elected Secretary of the Board.

Audit of the Probation System will be made at least annually, by an auditor appointed by agreement of the District Judges who are members of the Administrative Board.

Warrants for payment of expenditures will be approved by the Chairman of the Board, the Vice-Chairman, and the Chief Probation Officer, to be reported in a financial report to the Administrative Board at its regular quarterly meeting. The financial report will then be submitted by the County Judge to the next regular meeting of the Commissioner's Court for adoption in the records of the Court.

Personnel relationships will be assigned to Upshur County for the purpose of FICA, withholding taxes, retirement, insurance, and other payroll expenses. This relationship may be changed by action of the Administrative Board.

This contract is submitted for approval and acceptance to each of the County Commissioner's Courts, effective January 1, 1977. It is requested that it be formally adopted, such notice of adoption entered into the minutes of respective County Courts, and a true and exact copy of such action supplied to the Chairman of the Administrative Board of the C-M-U-W Probation System.

Each of the four (4) participating counties reserve the option to reject this contract should any of the four (4) counties refuse to sign and accept said contract by December 31, 1976. Said counties must exercise option within forty-five (45) days after notice.

Each of the four (4) counties reserve the right to reject any other county that may apply to become a member of this probation system. Said rejection must be exercised within forty-five (45) days after notice has been received that an application has been made by another county.

CAMP-MARION-UPSHUR-WOOD COUNTY PROBATION SYSTEM

OPERATING OBJECTIVE

STATEMENT OF OBJECTIVE

"The primary objective of the project is to provide competent services in four counties of East Texas---Camp, Marion, Upshur, and Wood---"

"---to achieve effective rehabilitation of both juvenile and adult offenders at a home area level rather than a state level---. Create an economic, practical, and effective probation department for each of the participating counties."*

Presentence investigation "in all felony cases and in all misdemeanor cases upon request of the appropriate judge," will be reported to the respective courts.

* The progoma: "Application for Grant" to Texas Criminal Justice Council by East Texas Council of Governments, for period May 1, 1972 through April 31, 1975, approved April 17, 1972, P5a

C-M-U-W Probation System
Policies
Relationships-Administrative Board

I. THE ADMINISTRATIVE BOARD

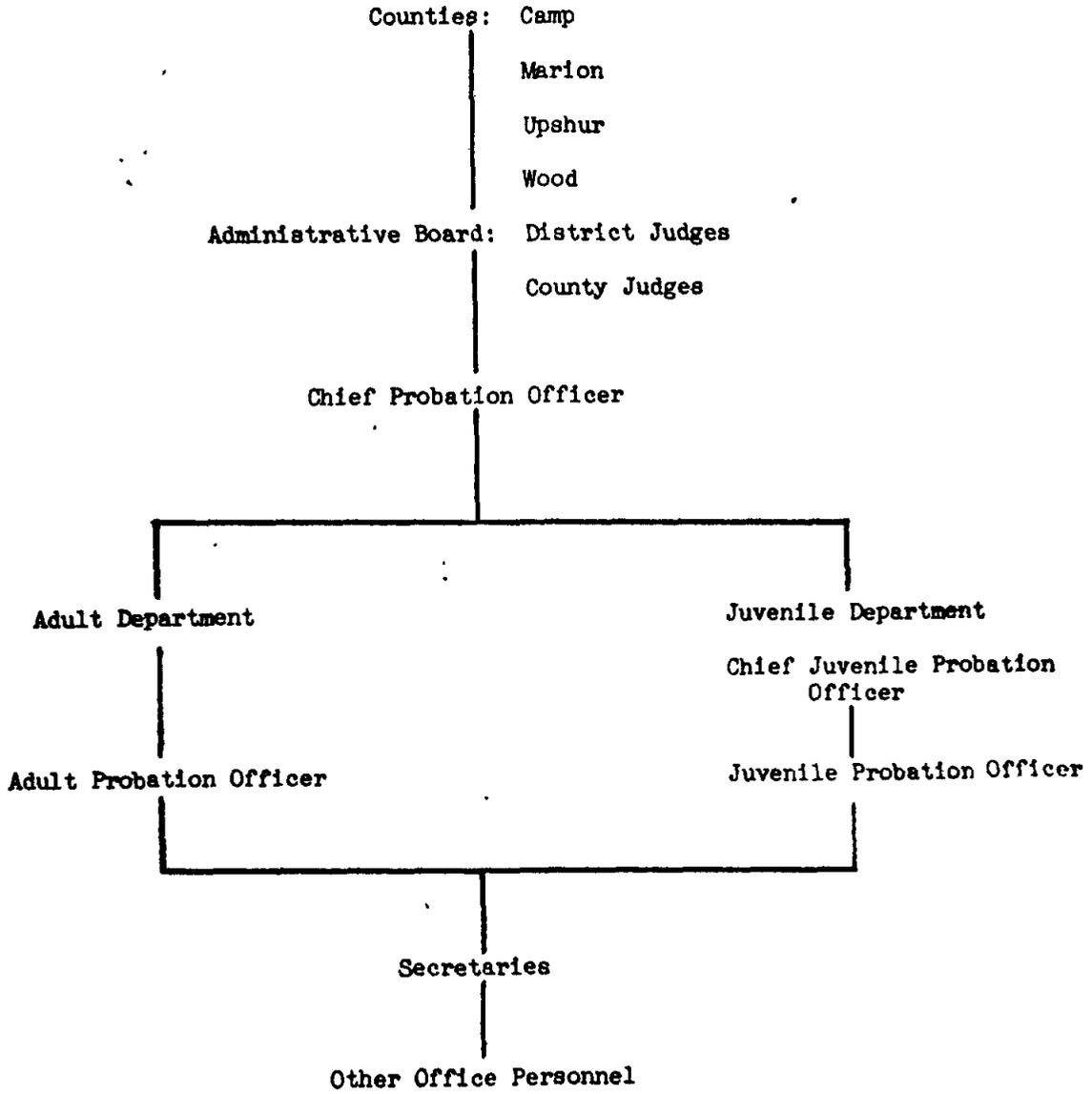
- (1) The administrative body for the probation system, know as the Camp-Marion-Upshur-Wood County Probation Board, is comprised of:
 - District Judge, 76th Judicial District, State of Texas
 - District Judge, 114th Judicial District, State of Texas
 - District Judge, 115th Judicial District, State of Texas
 - County Judge, Camp County, State of Texas
 - County Judge, Marion County, State of Texas
 - County Judge, Upshur County, State of Texas
 - County Judge, Wood County, State of Texas
- (2) The Probation Board will establish policies, select personnel, set salaries, and supervise the administration of the system.
- (3) A monthly statistical report of services, adult and juvenile, and report of probation fees collected by courts will be submitted to the Board members by the Probation Office. A current financial report will be presented, in written form, to each meeting of the Board.
- (4) Warrants for payment of expenditures will be approved by the Chairman of the Board, the Vice-Chairman, and the Chief Probation Officer, to be reported in financial report to the Administrative Board at its regular quarterly meeting. The financial report will then be submitted by the County Judge to the next regular meeting of the Commissioner's Court for adoption in the records of the Court.*
- (5) The Board will expect the Chief Probation Officer to operate the Probation Department in an effective and efficient manner. He will be responsible to the Board for all probation services.
- (6) The Administrative Board will meet quarterly, date established by the Chairman in conference with the Chief Probation Officer. Notification of meetings will be mailed by the Probation Office. (Minutes, Marion-Upshur-Wood County Probation System, October 18, 1972)

C-M-U-W Probation System
Policies
Relationships-The Staff Personnel

II. THE STAFF PERSONNEL

- (1) The Chief Probation Officer will be expected to operate the Probation Department in such a manner that effective and efficient probation services will be provided to the courts. He will be responsible for written operating policies for the system, and will provide such policies for review by the Board.
- (2) The Chief Probation Officer will also serve as Chief Adult Probation Officer, and will coordinate the activities of adult and juvenile departments on behalf of the Administrative Board.
- (3) The Chief Juvenile Probation Officer will be responsible to the Administrative Board through the Chief Probation Officer for the effective provision of juvenile services to the Juvenile Court.
- (4) Probation officer, adult and juvenile, shall assist the Chief Probation Officer in performing the services of the Probation Department, and shall be responsible to the Chief Probation Officer.
- (5) Secretaries and office personnel will perform their respective clerical responsibilities under the direction of the Probation Officers, preparing and maintaining files, assisting in preparation of reports, attending to correspondence, and maintaining the offices during specified office hours. Secretarial and office personnel will be directly responsible to the Chief Probation Officer.
- (6) The probation system will serve the sponsoring counties as a single staff, providing both adult and juvenile probation services. No staff member is to be considered an employee of any single county.

(7) Organization Table



(8) Position: Chief Probation Officer

Employment: By the Camp-Marion-Upshur-Wood County Probation Board

Supervision: Camp-Marion-Upshur-Wood County Probation Board

Qualification: (a) Must have successfully completed education in an accredited college or university; and

(b) Must have two years full time paid employment in responsible probation or correctional work with juveniles or adults, social welfare work, teaching or personnel work; or

(c) May have a license as an attorney with experience in criminal law.

(d) Additional experience in any of the categories of (b) and (c) above may be substituted year for year for the required college education, with a maximum substitution of two years.

(Statutory requirements, Texas Penal Code, Article 42.12, Sec. 10)

Automobile Allowance: An allowance of reimbursement for use of probation officer's automobile will be made at the rate of 16¢ per mile with a maximum limit of 1500 miles per month.

Salary: Set by the Probation Board

Benefits: Compare "Employee Benefits", this policy

Responsibility: (a) To operate the probation department in an effective and efficient manner.

(b) To provide written operating policies for the probation department, to supervise their implementation, and to submit such policies for review and approval by the Board.

(c) To plan, correlate, and implement all probation services:

i. Make full investigations and reports to the Court in writing, of the circumstances of the offense, criminal record, social history, and present condition of the defendant, compatible with the will of the Court.

ii. To provide a report of such investigation to the institution at time of commitment if a defendant is committed.

iii. To supervise those placed on probation in accordance with the conditions of probation as established by the Court.

(d) To ascertain that all cases are handled in accordance with the law.

(8) Job Description: Chief Probation Officer (continued)

(e) To supervise the collection of all fees, probation and others, as assessed by the Court; supervise the proper accounting, transfer and disbursement of all funds as directed by the Administrative Board; and maintain adequate and efficient book-keeping procedures.

(f) Serve with the Chairman and the Vice-Chairman as a committee for approval of all warrants for disbursement of funds, preparing a report of disbursements and finances for each quarterly Administrative Board meeting.

(g) To cause to be submitted in June annually to each Court a copy of the succeeding year's budget for the Probation System, reporting the financial support required from each county. As a tool for budget study, a report will also be submitted reflecting the amount of supervisory fees remitted by each of the County's Courts during the previous year.

(h) To maintain, on a regularly scheduled basis, an office in each county, with a measure of flexibility to meet special situations.

(i) To maintain a single staff to serve the four counties in regard to adult and juvenile probation, no staff member serving as an employee of any single county.

(j) To supervise the work of all probation staff members.

(9) Position: Adult Probation Officer

Employment: By the Camp-Marion-Upshur-Wood County Probation Board upon recommendation of the Chief Probation Officer.

Supervision: Chief Probation Officer

Qualification: (a) Must have successfully completed education in an accredited college or university; and

(b) Must have two years full time paid employment in responsible probation or correctional work with juveniles or adults, social welfare work, teaching or personnel work; or

(c) May have a license as an attorney with experience in criminal law.

(d) Additional experience in any of the categories of (b) and (c) may be substituted year for year for the required college education, with a maximum substitution of two years.

(Statutory requirements, Texas Penal Code 42.12, Sec. 10)

Automobile Allowance: An allowance of reimbursement for use of probation officer's automobile will be made at the rate of 16¢ per mile with a maximum of 1500 miles per month.

Salary: Beginning salary, \$7800.00 annually, with increases approved by the Board.

Benefits: Compare "Employee Benefits", this policy

Responsibility: (a) To make full investigations and reports to the Courts, in writing, as assigned by the Chief Probation Officer, of the circumstances of the offense, criminal record, social history, and present condition of the defendant, compatible with the will of the Court.

(b) To supervise those placed on probation by the Courts in accordance with the conditions of probation established by the respective Courts, and in accordance with the law.

(c) To supervise the payment of all fees assessed by the Court, and to report such payments in accord with the policy of the department.

(d) To keep such regularly scheduled office hours in each county as assigned by the Chief Probation Officer, yet maintaining a flexibility to meet special situations as assigned.

(10) Position: Chief Juvenile Probation Officer

Employment: By the Camp, Marion, Upshur, Wood County Probation Board upon recommendation of the Director of Probation Services.

Supervision: Director of Probation Services

Qualification: (a) Must have successfully completed education in an accredited college or university; and

(b) Must have two years full time paid employment in responsible probation or correctional work with juveniles or adults, social welfare work, teaching or personnel work; or

(c) May have a license as an attorney with experience in criminal law.

(d) Additional experience in any of the categories of (b) and (c) above may be substituted year for year for the required college education, with a maximum substitution of two years.

(Statutory requirements, Texas Penal Code, Article 42.12, Sec. 10)

Automobile Allowance: An allowance of reimbursement for use of probation officer's automobile will be made at the rate of 16¢ per mile with a maximum of 1500 miles per month.

Salary: Beginning salary, \$7800.00 annually, with increases approved by the Probation Board.

Benefits: Compare "Employee Benefits", this policy.

Responsibility:

(a) Make investigations of all juvenile cases referred by the Courts.

(b) Be present in court and represent the interest of the juvenile when the case is heard.

(c) Furnish to the Court any information and assistance as the Court shall require.

(d) Take charge of any child before and after the trial.

(e) Perform such other services for the child as may be required by the Court.

(f) Shall be diligent to handle all cases in accordance with the law.

(Statutory requirements, Article 51.42 Vernon's Annotated Civil Statutes of Texas)

(10) Position: Chief Juvenile Probation Officer (continued)

- (g) If a child is committed to an institution, the Chief Juvenile Probation Officer will submit to that institution a report, in writing, of the circumstances of the offense, delinquency record, social history, and present condition of the child.

(Statutory requirements, Article 51.43 Vernon's Annotated Civil Statutes of Texas)

- (h) Prepare and file monthly and annual reports on juvenile probation activities and administration as required.
- (i) Investigative practices of the Chief Juvenile Probation Officer will be limited to statutory provision, and no investigative practices which belong to law enforcement agencies or prosecuting attorneys will be pursued.

(Minutes, Camp, Marion, Upshur, Wood Counties Probation Board, December 6, 1973)

- (j) Shall be responsible for the day to day operation of the Juvenile Probation Department.

(11) Position: Juvenile Probation Officer

Employment: By the Camp, Marion, Upshur, Wood County Probation Board upon recommendation of the Chief Probation Officer

Supervision: Chief Juvenile Probation Officer

Qualification: (a) Must have successfully completed education in an accredited college or university; and

(b) Must have two years full time paid employment in responsible probation or correctional work with juveniles or adults, social welfare work, teaching or personnel work; or

(c) May have a license as an attorney with experience in criminal law.

(d) Additional experience in any of the categories of (b) and (c) above may be substituted year for year for the required college education, with a maximum substitution of two years.

(Statutory requirements, Texas Penal Code, Article 42.12, Sec.10)

Automobile Allowance: An allowance of reimbursement for use of probation officer's automobile will be made at the rate of 16¢ per mile with a maximum of 1000 miles per month.

Salary: Beginning salary, \$7200.00 annually, with increases approved by the Probation Board.

Benefits: Compare "Employee Benefits", this policy.

Responsibility:

- (a) Make investigations of all juvenile cases referred by the Courts.
- (b) Be present in Court and represent the interest of the juvenile when the case is heard.
- (c) Furnish to the Court any information and assistance as the Court shall require.
- (d) Take charge of any child before and after the trial.
- (e) Perform such other services for the child as may be required by the Court.
- (f) If a child is committed to an institution, the Juvenile Probation Officer will submit to that institution, a report in writing, of the circumstances of the offense, delinquency record, social history, and present condition of the child.
- (g) Prepare and file monthly and annual reports on juvenile probation activities and administration as required.

(11) Position: Juvenile Probation Officer (continued)

- (h) Shall be diligent to handle all cases in accordance with the law.
- (i) Investigative practices of the Juvenile Probation Officer will be limited to statutory provision, and no investigation practices which belong to the sheriff's departments and attorneys will be pursued.

(Minutes, Camp-Marion-Upshur-Wood Probation Board, December 6, 1973)

(12) Position: Secretaries

Supervised by: Chief Probation Officer

Principal Functions: Office reception, telephone reception, maintenance of files and records, typing correspondence and copy, receiving cash and posting individual ledgers, making deposits, making monthly reports, maintaining a clean and neat office.

Daily Routines:

- (a) Process files of new probationers as stated in "Procedures".
- (b) Record follow-up dates on appropriate calendars.
- (c) Post and file all "locator cards" in alphabetical sequence.
- (d) Maintain suspense files as directed, in proper file drawer.
- (e) Record all funds from receipt copy to the individual file ledger.
- (f) Open mail and distribute to proper recipients.
- (g) Daily, place in tub file the folders of reporting probationers and follow-up folders.
- (h) Receive correspondence notes from Probation Officers.
- (i) Make deposit each afternoon as directed.
- (j) Report uncompleted correspondence to respective Officer, at end of day.
- (k) Check chronological records attached to files of probationers interviewed during the day, record follow-up information, report schedule changes, and post other developed information to proper files.
- (l) Make book-keeping entries as directed.

Other Duties:

- (a) Order supplies and printed forms (check for revisions).
- (b) Type copy and reports, as assigned.
- (c) Assist with reports.
- (d) Request "Rap" sheets as they are requested.
- (e) Notify Department of Public Safety of all new probationers.
- (f) Maintain "Pending File" for investigations of Probation Officers during their next visits to Marion and Wood Counties.

(12) Position: Secretaries (continued)

- (g) Answer telephone
- (h) Maintain a neat and orderly office.
- (i) Make monthly reports as directed.
- (j) Keep a daily log of probation activities as directed.

Cautions:

- (a) All revisions of reporting or payment schedule must be made by probation officers only.
- (b) All probationers must be scheduled for interview initially by a probation officer. The secretary may complete all other files.
- (c) No correspondence is to be released to the mails without the signature of a probation officer. THIS POLICY MAY NOT BE ALTERED!
- (d) In cases where a decision is needed, advise the probationer or other contact, that the matter will be referred to the Probation Officer, and a notification of decision will be promptly mailed.

Skills and other requirements:

- (a) Typing, shorthand, and filing.
- (b) Maintain rapport with sheriff's offices, district and county clerks, and district and county attorneys.

Salary and salary reviews:

- (a) Beginning salary is \$300.00 per month.
- (b) Salary reviews are scheduled each six months of first year.
- (c) Other salary adjustments will be made by the Board.
- (d) Employee benefits are listed in "Policies--Personnel".

I. SERVICES OF THE PROBATION SYSTEM

(a) Adult Probation

--A presentence report will be made in all felony cases, and in all misdemeanor cases upon request of the appropriate court. A gradation of investigation is provided ranging between a screening report of offenders and a full investigative report, copies of each approved by the several courts and attached in the section "Procedures". The completed investigation report will be attached to a brief summary which will include the probation officer's evaluation, recommendation with regard to probation, any special conditions desirable, and recommendation of payment schedule for restitution when applicable.

--Those adults placed on probation will be supervised in accordance with such conditions of probation as are set by the courts.

--Those committed to institutions will be accompanied by a copy of the report at time of commitment.

--A resource file will be maintained in the probation office listing agencies and institutional assistance for the rehabilitation of defendants.

(b) Juvenile Probation

--Investigation will be made on all juvenile cases referred by the court.

--The probation officer will be present in court and representing the interest of the juvenile when the case is heard.

--The officer will take charge of any child before and after the trial.

--The probation officer will perform such other services for the juvenile as required by the court.

--A rapport will be established with school authorities on the junior high and high school levels to anticipate and seek to prevent school drop out.

--Efforts will be made to enlist community provision for coordination of summer employment opportunities, and the provision of summer recreation programs and special interest projects, as time and opportunity is available.

I. SERVICES OF THE PROBATION SYSTEM (continued)

- (c) All cases shall be handled in strict compliance with the law.
- (d) Probation fees assessed by the courts will be used to defray the cost of the probation program.
- (e) Psychological evaluation by a licensed psychologist will be provided for both juveniles and adults at the discretion of the court, and subject to budgetary provision of 25 hours each year at the rate of \$25 per hour.

II. OFFICES

- (a) Offices of the probation department will be located in each County Courthouse as space is made available. Office hours will be maintained on a demand basis except that offices in Upshur and Wood counties will maintain the same schedules as the District Clerk's office in each county.
- (b) Services of the probation system will not be limited to regularly scheduled office hours, but will be available on a flexible basis as the court or its officers demand.
- (c) Offices will observe the holiday schedules of other county offices where they are located.

III. ACCOUNTING AND AUDITING

- (a) The Chief Probation Officer will cause to be maintained an efficient and accurate record of all receipts and disbursements.
- (b) Each officer's field receipt book will be initialed by the office secretary at time funds for that receipt is received, and the secretary's receipt number will be affixed to the officer's receipt. In cases where the officer receives cash from another office in the field, he will make an individual receipt for each probationer and reflect from what office the payment was received. That information will be transferred to the office receipt and the yellow copy will be destroyed.
- (c) The Wood County office will maintain the records for Camp County, and the Upshur County office will maintain records for Marion County.
- (d) Probation supervision funds will be deposited with the County Treasurer of each county and the deposit will list the receipt numbers covered by that deposit. A copy of the deposit will then be attached to the receipts it covers.
- (e) A County Probation Office Account will be maintained in Wood and Upshur counties, and funds received for court costs, restitution, fines, and other items will be deposited in that account with the deposit slip cross-referenced with the receipt upon which the funds were collected. These funds will be disbursed by the secretary, countersigned by the probation officer, at least once per month to the proper recipient, i.e. County Clerk, District Clerk, etc., with a notation on the check for the matter covered. A bound ledger book will be maintained in each office in which these transactions will be entered.
- (f) The Upshur County office will receive funds from each County Treasurer on the first day of each month and will record the receipt in the ledger, and deposit the funds in an account, C-M-U-W Probation System, in a bank designated by the Board.
- (g) Disbursement vouchers will be made for each bill to be paid and forwarded to the Chief Probation Officer who will approve and submit them to the Chairman and Vice-Chairman of the Board for their approval. After all approvals have been made the secretary of the Upshur County office will issue a check for the proper amount and enter the check number on the voucher and post the disbursement ledger.
- (h) The Chief Probation Officer will cause to be made a financial report each quarter in budget form to the Board, and bearing the signatures of the voucher approval committee of the Chief Probation Officer, the Chairman, and the Vice-Chairman of the Board. Each County Judge will also be mailed a copy which will be submitted to his Commissioner's Court at its next regular meeting for inclusion in that county's records.
- (i) Audit of the Probation System will be made at least annually, by an auditor appointed by agreement of the District Judges who are members of the Board.

IV. FISCAL

1. Restitution funds and probation fees will be collected by the probation officer as specified in the "Conditions of Probation" set by the respective courts.
2. Deposits of all collected funds will be made by the first day after collection.
3. Probation officers have authority to pay minor incidental emergency expenses for probationers relative to their detention and disposition with the understanding that such expenses are of unusual nature and shall be minor. Reimbursement will be made on individual expense receipts bearing the date, time, name of probationer, a brief description of the circumstance, and approved by the Chief Probation Officer. (Minutes, Marion-Upshur-Wood County Probation System, December 6, 1973)
4. Purchase of equipment above the cost of \$25.00 will receive prior approval from the Administrative Board (Board Minutes, Camp-Marion-Upshur-Wood County Probation System, December 6, 1973)
5. No monies shall be paid from the probation funds for court costs, fines, restitution, or other items except by check, properly executed. (Administrative Board Minutes, September 28, 1976, Item 5)

I. EQUAL OPPORTUNITY STATEMENT

1. This agency employs fewer than 50 people and is therefore not required to file an Equal Opportunity Program in accordance with 28 CFR 42.301 Et. Seq., Subpart C.
2. However, no person in the United States shall, on the grounds of race, religion, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the CMUW Probation System.

II. EMPLOYEE BENEFITS

1. Salaries and expenses accounts

- (1) Salaries and expense accounts shall be determined by the Board and shall be disbursed in compliance with the annual budget, once per month.
- (2) Travel allowances for probation officers are based on travel commitments of 16¢ per mile, maximum allowance 1500 miles per month, and shall be disbursed once per month. (Administrative Board Minutes, August 28, 1975, Item 13)

The Juvenile Probation Officer will receive a maximum allowance of 1000 miles per month.

- (3) Travel beyond the geographical limits of the four-county area will be in addition to the monthly travel allowance, and shall be reported on a per-trip basis at the rate of 12¢ per mile. (Board Minutes, Camp-Marion-Upshur-Wood Probation System, August 9, 1973)

II. EMPLOYEE BENEFITS (continued)

2. Retirement benefits

- (1) Each employee is covered under the Social Security (FICA) Act.
- (2) Retirement cost of 6% in the Texas County and District Retirement Program will be paid by the individual employee on a salary deduction basis. (Camp-Marion-Upshur-Wood Probation System, January 29, 1976)

II. EMPLOYEE BENEFITS (continued)

3. Hospitalization

- (1) Hospitalization Insurance is provided without charge to the employee under the Upshur County Group-Plan with Great Southern Insurance Company.
- (2) In event of illness of an employee the county will continue salary, at no decrease in rate, for one month, at which time the Great Southern Life Insurance Company will provide \$30.00 per week for a period of 26 weeks.
- (3) Family members may be added to an employee's contract, but at employee's expense.
- (4) A cancer indemnification is available on payroll deduction plan.
- (5) An intensive care, life insurance, and other benefits are available on payroll deduction plan.

II. EMPLOYEE BENEFITS (continued)

4. Life Insurance

- (1) Life insurance is provided without cost to employees, in the amount of \$4000.00 until age 65 at which time the amount will be reduced to \$1500.00.
- (2) Carrier for the life insurance is Great Southern Life Insurance Company.
- (3) Other life insurance is available on group plan by individual employees.

II. EMPLOYEE BENEFITS (continued)

5. Vacation and holidays

- (1) Each employee will be allowed a two-week vacation period.
- (2) Schedule of vacations shall be approved by the Chief Probation Officer.
- (3) Holidays observed will be different in each office and will conform to those observed by the Courthouse out of which the employee ordinarily works.

II. EMPLOYEE BENEFITS (continued)

6. Sick leave

- (1) The sick leave policy will be the policy observed by Upshur County as approved by that County's Commissioner's Court. A statement of that policy is attached.*

* Administrative Board Minutes, April 1, 1976, Item 7

COUNTY OF UPSHUR
PERSONNEL POLICY

Sick leave-- Sick leave is a period of absence with pay granted employees when incapacitated for duty by sickness, injury, or confinement for medical reasons. Employees shall be extended 20 days or one month absence with pay due to illness or injury in any one year. After 20 days the employee will be placed on leave without pay, but shall receive weekly Indemnity from County insurance for a maximum of 26 weeks if so certified by a licensed physician and approved by the Insurance Company. If the employee is sick and unable to work after this period of time, then all compensation ceases. Sick leave cannot be accumulated. Written notice shall be given to the County Auditor anytime an employee is absent from work because of illness and the day the employee returns to work. Notice in writing shall be given if the employee has an accident on the job. Notice of termination of an employee or when an employee is on vacation shall be given in writing to office of County Auditor. These procedures are necessary to comply for reports on insurance and workmens compensation--V.T.C.S. 8307 (7).

I. ADULT

- (1) Adult probation supervision will follow statutory requirements, Vernon's Annotated Criminal Code procedures, Articles 42.12 and 42.13, and the expressed orders of respective Courts.
- (2) Practices shall be consistent with those stated in the Texas Adult Probation Manual.
- (3) The Adult Probation Department may "destroy the files (of individual probationers) two years and older and retain a card system with a record of transaction on the back of the card with a certification by the persons who are destroying the files." * Such files will be aged from the date of probation termination, and will be destroyed by two persons.

* Administrative Board Meeting Minutes, November 6, 1975, Page 1

II. JUVENILE

- (1) Juvenile probation supervision will follow statutory requirements, Texas Family Code, Title 3, and the expressed orders or respective courts.
- (2) The Juvenile Probation Department may "destroy the files (of individual probationers) two years and older and retain a card system with a record of transaction on the back of the card with a certification by the persons who are destroying the files." Such files shall not be destroyed prior to the person's eighteenth birthdate nor less than two years after the person is released from probation.

REPUBLIC TITLE CORPORATION
505 W. 5TH 793-3134
TEXARKANA, TEXAS 75501

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Dec. 16 1976 81-73
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DAY TO THE ORDER OF J. B. Hill, Jr. \$150⁰⁰

One Hundred Fifty and no/100 DOLLARS

STATE
FIRST NATIONAL BANK
TEXARKANA, ARKANSAS 75501

FOR Jayes Hyde

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1976 DEC 17 AM 8 58
FILED
J. B. HILL, JR.
CLERK DEPUTY COUNTY