



SMITH COUNTY SHERIFF'S OFFICE

FY-27 Budget Proposal

Salary Schedule

Smith County Sheriff's Office Salary Schedule (12-Year Model)

Detention Division

Detention Officer

Level	Years	Salary
Level 1	0-3	\$57,000
Level 2	3-6	\$61,500
Level 3	6-9	\$66,400
Level 4	9-12	\$71,700



Detention Sergeant

Level	Years	Salary
Level 1	0-6	\$77,700
Level 2	6-9	\$82,700
Level 3	9-12	\$87,700

Patrol Division

Patrol Deputy

Level	Years	Salary
Level 1	0-3	\$68,000
Level 2	3-6	\$73,500
Level 3	6-9	\$79,000
Level 4	9-12	\$84,600

Patrol Sergeant

Level	Years	Salary
Level 1	0–6	\$90,600
Level 2	6–9	\$95,600
Level 3	9–12	\$100,600

Investigations Division

Investigator

Level	Years	Salary
Level 1	0–3	\$76,000
Level 2	3–6	\$82,000
Level 3	6–9	\$88,000
Level 4	9–12	\$94,200

Investigations Sergeant

Level	Years	Salary
Level 1	0–6	\$100,200
Level 2	6–9	\$105,200
Level 3	9–12	\$110,200

Executive Command Staff

Command Staff Salaries

Position	Salary
Lieutenant	\$115,000
Captain	\$125,000

Chief Deputy	\$135,000
Sheriff	\$145,000

Criminal Investigation Division

CID

Additional Personnel requests:

The Criminal Investigation Division has been understaffed for many years and continues to be overloaded with case work. Property Detectives average 15 new cases per month and Persons Detectives average 10 new cases per month.

Currently staffed with:

8- Property Detectives

5 Persons Detectives

Requesting two (2) CID Detectives

1- Persons Detective

1- Property Detective

Fiscal impact for 2 Investigators is \$162,662

10.560

Administrative Assistant-Open Records

Smith County continues to grow and with that growth we have seen the need for the community to have access to records. Smith County has seen an increase in requests for information. In 2025, The Smith County Sheriff's Office received 4,513 requests from the Open Records. In contrast the rest of Smith County only received 1,895 Open records requests. From January 1, 2026, to July 8, 2026, the Smith County Sheriff's Office has already received 2,934 Open records requests and the rest of Smith County has only received 1,398. in the last 90 days the Sheriff's Office has received 1,435 requests for information. We are on pace to exceed 2025 total Open Records request. This puts more pressure on those who are assigned to answer the FOIA requests. Those assigned to fulfill the requests also have other responsibilities within the Sheriff's Office. We are in need of a full time dedicated Open Records position to complete requests within the short time period required under the law.

Fiscal impact is \$42,187

10.560

Public Information Officer

Smith County continues to grow and the requests for information by the Public consisting of Investigations, or Public Information Tips has greatly increased.

The State has added mandates. According to the new requirement from Texas Government Code 418.333, PIOs must complete mandated training and obtain certification through Texas Division of Emergency Management (TDEM) within 90 days of assuming duties. Currently the PIO is a part-time position, but with the increase in requests and the mandated training, the need for a full-time Public Information Officer is requested.

Fiscal impact of 1 PIO is \$87,476

10.560

Reclassification of Positions

1. The Sheriff Office requests to change position 94 in the black book from Administrative Assistant to Accountant/Bookkeeper.

This position is hiring and dealing with applications, salary, benefits, and scheduling medical, psychological and polygraph exams. This position requires up to date statistics on applicants, hiring, termination, and weekly Commissioner Court statistical reports. In addition, the position requires continual support to the Smith County Badging system, issuing badges for all Smith County Employees. The employee we are asking for the reclassification has over 15 years in the banking business, starting as a teller then transitioning to managing two of the Kelly Credit Union branches in Tyler, Texas.

The Fiscal Impact will be the difference from Administrative Assistant of \$46,510 to Accountant/Bookkeeper of \$57,176.

The Fiscal Impact of the change will be \$10,666.

Reclassification of Positions

2. Sheriff Office, 10.560. request change of position 103 in the black book from Receptionist to Administrative Assistant.

Because additional Administrative positions are not available, the Receptionist position has expanded to include more than just greeting those that come to the Sheriff's Office for reports, or to meet with staff. The position has expanded to include assistance with sex offender's registration, searching databases to provide information to the public, and assisting the Criminal Investigation Division.

Fiscal Impact is \$10.930

Reclassification of Positions

3. Sheriff Office, 10.560. Change Civil Sergeant from Patrol Sergeant (443) to pay CID Sergeant (508).

The Civil Sergeant currently supervises 7 employees consisting of 6 Deputies and 1 administrative assistant. The divisions she supervises are Environmental, Mental Health and Civil process and are housed under the Criminal Investigative Division. Each of these units conduct various investigations which is conducive with criminal investigations. The Sergeant position is currently under the pay grade for Patrol Sgt however she performs similar duties as the other CID Sergeants within the CID umbrella. Requesting this position to be changed to reflect a CID Sgt. With this change she will be able to assist with normal CID Sgt. Operations.

Fiscal Impact will be the difference from Sergeant 443 to Sergeant 508 of \$1,219.

Credit for outside time in same type position

4. Credit for Accountant Bookkeeper position 97 in the black book to 10+ years.

The current Accountant/Bookkeeper was not credited for her past experience. She has been employed since 2013 at NDMJ Management LLC Taxi Service in Tyler and her responsibilities were in bookkeeping, accounting, payroll, billing, and accounts receivable until coming to the Sheriff's Office.

Fiscal Impact will be \$10,386.

Reclassification of Positions

5. Sheriff Office, 10.560. Change two (2) OPR Sergeants from Patrol Sergeant pay (443) to pay CID Sergeant (508).

OPR Sergeants positions are currently patrol Sergeants pay and due to duties and responsibilities it is requested that the positions be reclassified as CID Sergeants.

Fiscal Impact will be the difference from Sergeant 443 to Sergeant 508 of \$1,219 each.

JUDICIAL SERVICES



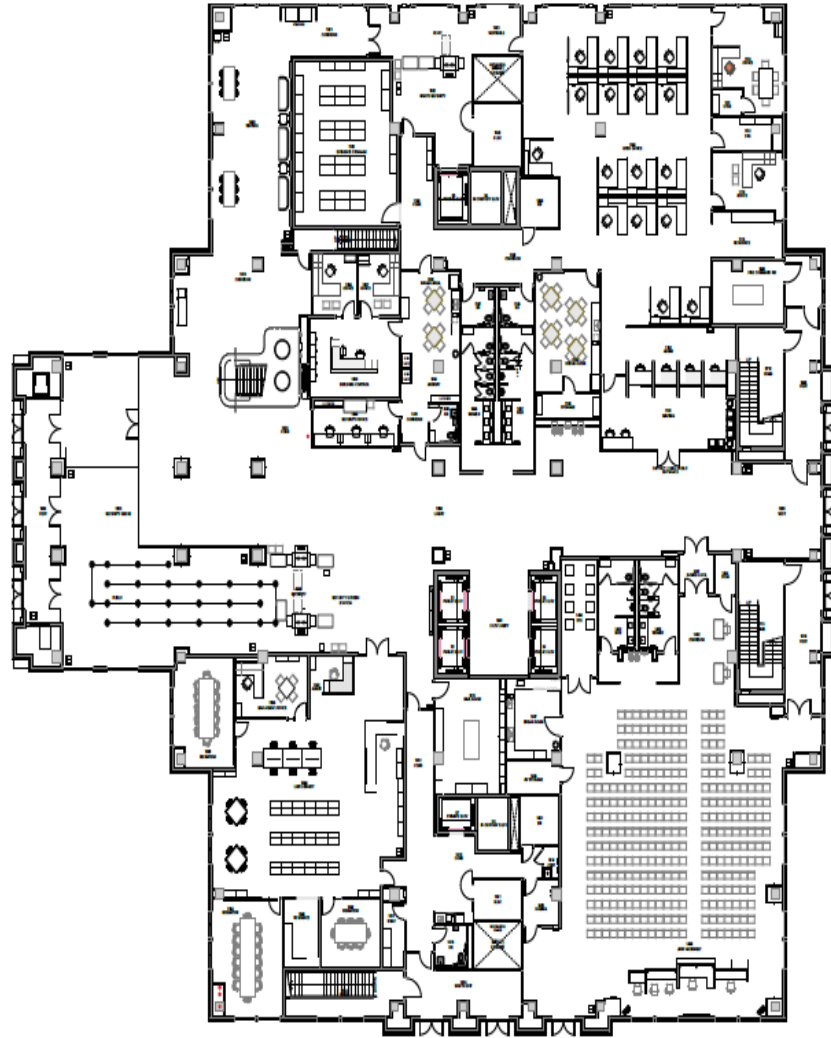
JUDICIAL SERVICES



Goal of the Smith County Sheriff's Office is to maintain a safe environment for the public and staff that do business at the Courthouse each day.

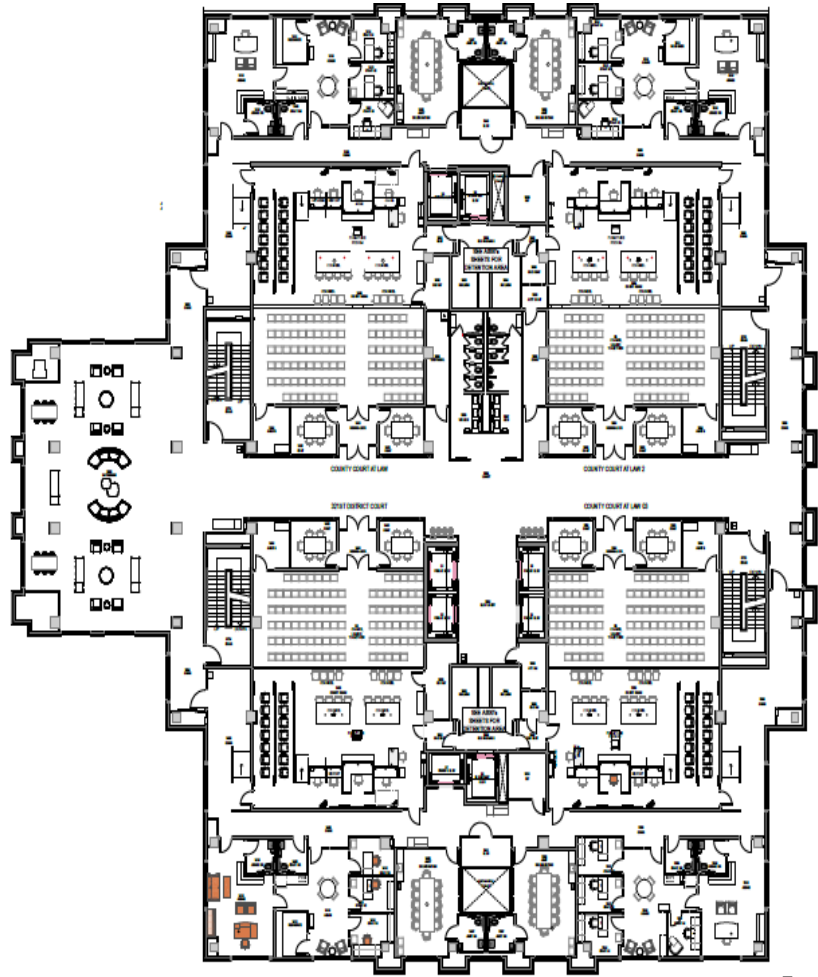
Safety at every courthouse starts with entry points / access control and the surrounding exterior and then works its way in.

1st Floor Main Entry



FIRST FLOOR

- Security Entrance controlling public entry.
- Employee Entrance on North Side of the Building
- This is the main entrance floor which the public and most employees will enter and exit.
- The public would then move through a series of rope lines to two Security Screening stations with two (2) magnetometers and two (2) x ray machines. These two (2) stations would require 6 Security personnel.
- Additionally,
 - two (2) Security Deputies would be required for the control room
 - two (2) deputies at the employee entrance.
 - **Total staffing for the 1st Floor = ten (10)**
 - Currently have 4 assigned.
 - Additional needed =6 Security Deputy positions.



fitzpatrick
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SMITH COUNTY
COURTHOUSE FURNITURE
TYLER, TX

THIS DOCUMENT IS
A PRELIMINARY DESIGN
AND NOT A CONTRACT.
IT IS THE USER'S RESPONSIBILITY
TO OBTAIN NECESSARY
PERMITS, APPROVALS, AND
CONSULTATIONS.

PROJECT MANAGER
JULIANNA BROWN

DATE
23.001 12/10/25

PROJECT NUMBER
SD04
THIRD FLOOR

3rd Floor Courtroom

- Four (4) Courtrooms, each with their own holding facility
- Restricted corridors, secure court office space, jury rooms.
- Public area, meeting rooms.
- **Request 1 additional Bailiff as a rover to courtrooms as needed.**
- Total Staffing for this floor would be five (5) Bailiffs.
- Current staffing is four (4) Bailiffs.
- The request is for one roving Bailiff position to be assigned to a Courtroom as needed to handle the security gaps that are occurring when the (1) one assigned bailiff must leave the courtroom, and or leave the inside bar area to attend to assigned duties as the lone bailiff. A second roving bailiff will allow for the orderly running and functioning of the security of the courtroom as needed.



7th Floor

• Texas 12th Court of Appeals

- 12th Court of Appeals Courtroom
- 3 Justice's Offices
- Break rooms, Law Library, Clerks Offices, conference rooms
- Roughly 30% of the floor will not be built out and will be open for expansion.
- There will be public elevators to this floor which open to a public area and access to the courtroom. To enter the office are you will have to be allowed in or key carded in.
- One (1) deputy assigned to this floor would be needed and would be assigned from other floors when in session.



Total Staffing
for Courthouse
with requested
increase: to **20**

- Current we have **12** Deputies and Sergeant in the Courthouse
- **3** new positions given in 2026 budget and are being hired now.
- Requesting **5** New Deputies
 - **2** bailiffs to increase security in all courts
 - **3** for staffing the 1st floor entry points

CURRENT JUDICIAL SERVICES STAFFING AT ALL LOCATIONS

Courthouse

- 4 Deputies assigned to 1st Floor
- 7 Bailiffs (4 District Courts, 3 County Courts)
- ❖ 1 Courthouse Sergeant
- ❖ 1 Lieutenant

Annex

- 3 Deputies assigned to screening station
- 1 Bailiff assigned to 321st District Court

Cotton Belt

- 2 Deputies assigned to building security and assist with 12th Court of Appeals
- 1 Security Sergeant that is responsible for all personnel outside Courthouse.

Juvenile

- 2 Deputies assigned to screening station

Probation

- 2 Deputies assigned to screening station

Total:

- **21 Deputies**
- **2 Sergeants**
- **1 Lieutenant**

BAILIFF Request

Positions requested = 2

Fund 10.562

Fiscal Impact = \$114,674 Grade Level 200 without benefits

Security Deputies

Number of positions requested = 3

Fund 10.562

Fiscal Impact = \$171,999 without benefits

Security Deputies

Number of positions requested = 3

Fund 10.562

Fiscal Impact = \$171,999 without benefits

Jail Division

6- Detention Division Positions six positions are needed to meet the demands of the new court holding area at the Smith County Courthouse. The holding cells can house 30 inmates awaiting transfer to court.

Four positions will be Detention Officers,

Two positions will be Peace Officers assigned to the Transportation Division, that escort inmates to court hearings.

DO I (0-3 years) Basic salary \$48,305

Transportation Deputy I (0-3) Basic \$55,565