

# **PANOLA COUNTY SHERIFF'S OFFICE**

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

October 7, 2020

The Honorable LeeAnn Jones  
Panola County Judge  
110 S. Sycamore  
Carthage, Texas 75633

Dear Judge Jones,

Please add the following item(s) to the next scheduled meeting of the Panola County Commissioner's Court:

Please record a change in rate of pay for Madison Davis, a Detention Officer for the Panola County Sheriff's Office, from \$14.62 to \$15.86 per hour effective October 10, 2020.

Sincerely,

A handwritten signature in black ink, appearing to read "KL" followed by a stylized flourish.

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**

# **PANOLA COUNTY SHERIFF'S OFFICE**

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

October 9, 2020

The Honorable LeeAnn Jones  
Panola County Judge  
110 S. Sycamore  
Carthage, Texas 75633

Dear Judge Jones,

Please add the following item(s) to the next scheduled meeting of the Panola County Commissioner's Court:

Please record a change in rate of pay for Jonathon Williamson, a Detention Officer for the Panola County Sheriff's Office, from \$14.62 to \$15.86 per hour effective October 10, 2020.

Sincerely,

A handwritten signature in blue ink, appearing to read "KSL", is written over a horizontal line.

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**

October 12, 2020

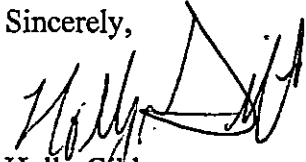
Panola County Commissioners Court  
Panola County Courthouse

Gentlemen:

Please record the salary increase from \$15.00 per hour to \$15.33 per hour for Kerry Wilson, Deputy Clerk in the Panola County Tax Assessor's Office, effective November 9, 2020.

Thank you for your continued support and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly Gibbs", with a stylized flourish extending to the right.

Holly Gibbs  
Panola County Tax Assessor-Collector

cc, Joni Reed, County Treasurer  
Jennifer Stacy, County Auditor

# **JOB DESCRIPTION**

**Job Title:** CCAL Assistant

**Location:** Judicial Annex

**Job Status:** Vacancy

**Dept.:** County Court at Law

**Pay Range:** \$33,000 - \$36,000 Year

**Date Written:** 10/19/20

**Written By:** Judge Terry Bailey

**Approval(s):**

**Job Summary:** To manage, direct, supervise, coordinate and plan the operations of the Court at Law and to assist the Judge of the County Court at Law.

**Essential Functions:** Docket management, maintain contact and notifications with the District Attorney's office, counsel and parties; attend docket call; utilize case management systems; set trial dockets and coordinate with the availability of counsel; reset cases not reached for trial; plan and order at the proper time summons for jurors; plan and coordinate court security; prepare periodic reports as requested by the Judge or the State of Texas; plan for the acquisition of operating supplies, routinely inspect office and court equipment for maintenance and repair.

**Other Responsibilities:** Pursuant to County Court at Law Judge.

**Accountability:** County Court at Law Judge.

**Supervision:** Moderate.

## **Job Specifications:**

**Education:** High School graduate. Some college preferred. This position will require 16 hours of continuing education each year that is approved by the Texas Center for the Judiciary.

**Skills:** Typing, 10-Key, Computer and Word Processing experience, legal secretarial and/or general office experience preferred.

**Initiative:** The Assistant must perform varied duties as assigned by the County Court at Law Judge and must have the ability to adapt to a variety of working conditions and personalities.



**Responsibility:** Responsible for Essential Functions as set out above.

**Contacts:** Most County elected officials, employees, counsel and the general public.

**Physical Requirements:** Must be able to pass physical exam which includes blood pressure, hearing and vision screening.

**Mental Requirements:** Must be able to read and write. Must show ability to understand and carry out directions with minimum supervision. Must be able to keep confidential information.

**Equipment Used:** Word processor, computer, copy machine, 10-Key, postage machine, fax machine.

**NOTICE OF PROPOSED INSTALLATION  
PIPELINE AND/OR UTILITY LINES**

TO: THE PANOLA COUNTY COMMISSIONER'S COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARTHAGE, TEXAS  
Formal notice is hereby given that:

FHR Crockett Acquisition Company, LLC proposes to place a  
(COMPANY NAME)

6 inch line within the Right-of-Way  
(PIPE SIZE)

of County Road: 1244 as follows:  
(NUMBER OF ROAD)

The proposed pipeline will cross under the indicated roads on the attached sheet.  
Installation shall be made by boring a total length of ~151.2 feet line in Panola County.

The location and description of the proposed line and appurtenances is more fully shown by the copies of the drawings attached to this notice. The line will be constructed and maintained on the County Right-of-Way as directed by the County Commissioners in accordance with current Panola County Specifications.

Construction of this line will begin on or after the 16th day of  
October

FIRM: Flint Hills Resources, LC  
BY: Mercedes Osbern  
TITLE: Right of Way Agent  
ADDRESS: 11055 A Eastex Fwy  
Beaumont, TX 77708  
PHONE: (612) 849-0825

# APPROVAL

October 27, 2020

TO: FHR Crockett Acquisition Company, LLC  
Attn: Mercedes Osbern  
11055 A Eastex Fwy  
Beaumont, Tx. 77708

RE: **CR #1244**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **6" line** within the right-of-way of County Road **#1244** as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

1. All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch.
2. All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground.
3. Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe.
4. All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

5. Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court.
6. Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line.
7. Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

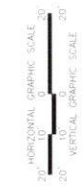
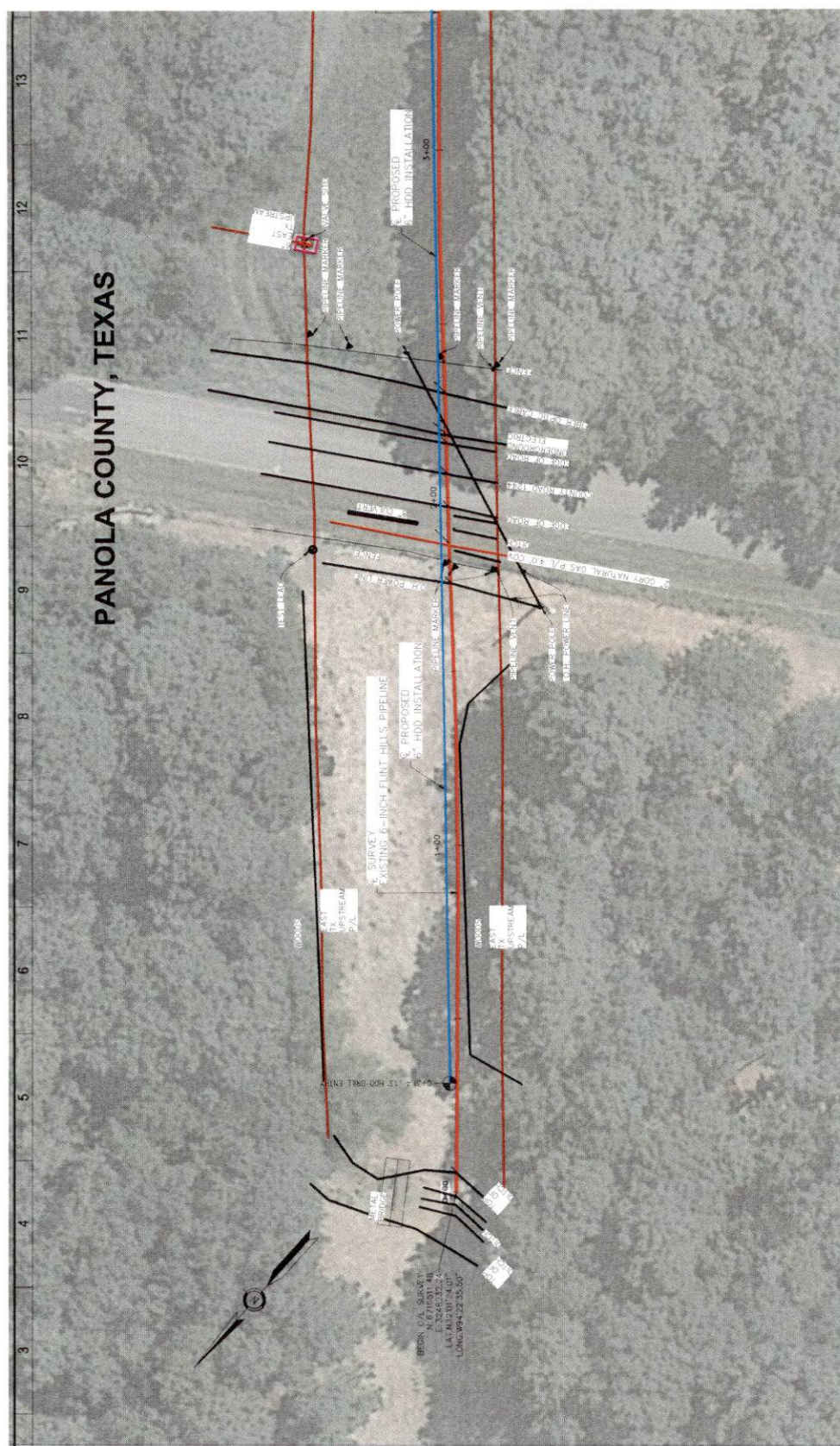
Approved:   
COUNTY JUDGE

COMMISSIONERS:

Precinct #1	Ronnie LaGrone
Precinct #2	David A. Cole
Precinct #3	Craig M. Lawless
Precinct #4	Dale LaGrone

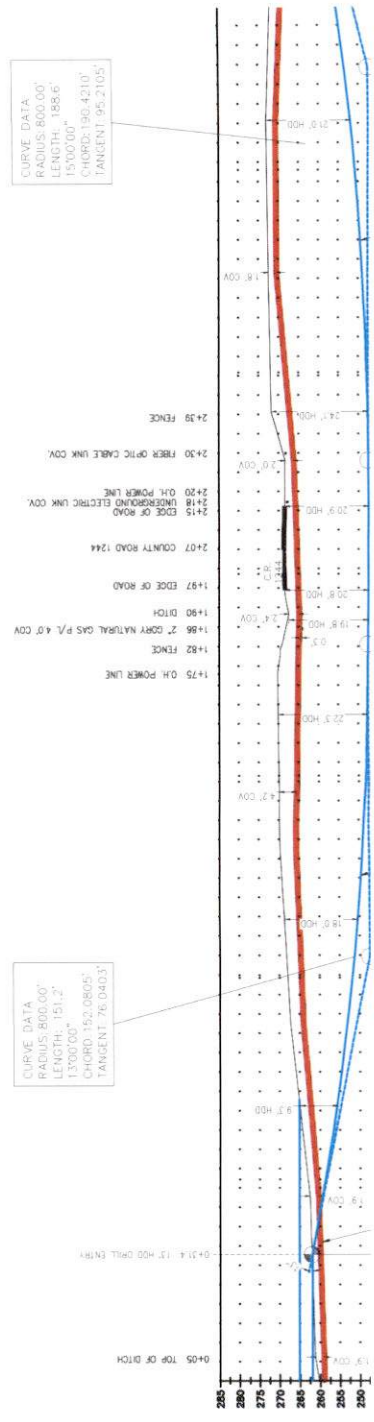


# PANOLA COUNTY, TEXAS



CURVE DATA  
 RADIUS: 800.00'  
 LENGTH: 151.2'  
 CHORD: 150.00'  
 CHORD BEARING: 95.2105°  
 TANGENT: 95.2105°

CURVE DATA  
 RADIUS: 800.00'  
 LENGTH: 151.2'  
 CHORD: 150.00'  
 CHORD BEARING: 95.2105°  
 TANGENT: 95.2105°



**NOTICE OF PROPOSED INSTALLATION  
PIPELINE AND/OR UTILITY LINES**

TO: THE PANOLA COUNTY COMMISSIONER'S COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARHTAGE, TEXAS

Formal notice is hereby given that:

KJECO, LLC Proposes to place a  
(COMPANY NAME)


steel fusion bonded 6" ID natural gas pipe & a steel fusion bonded 3" ID saltwater Line  
within & under the Right-of-Way

of County Road: 155 as follows:  
(NUMBER OF ROAD)

This proposed pipeline will cross under the indicated road(s) on the attached sheet.  
Installation shall be made by directional boring a total length of + - 60' line in Panola County.

The location and description of the proposed line and appurtenances is more fully shown  
By the copies of the drawings attached to this notice. The line will be constructed and maintained  
on the County Right-of-Way as directed by the County Commissioners in accordance with current  
Panola County Specifications.

Construction of this location & use of County Road will begin on or after the 31st  
day of October, 2020.

FIRM: KJECO, LLC  
BY:   
NAME: Rick Bartlett  
TITLE: Contract Landman  
ADDRESS: P. O. Box 8528  
Tyler, TX 75722-8528  
PHONE: 903/521-7629



# APPROVAL

October 27, 2020

TO: KJECO, LLC  
Attn: Rick Bartlett  
P.O. Box 8528  
Tyler, Tx. 75722-8528

RE: **CR #155**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **steel fusion bonded 6" ID natural gas pipe & steel fusion bonded 3" ID saltwater line** within the right-of-way of County Road **#155** as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

1. All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch.
2. All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground.
3. Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe.
4. All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

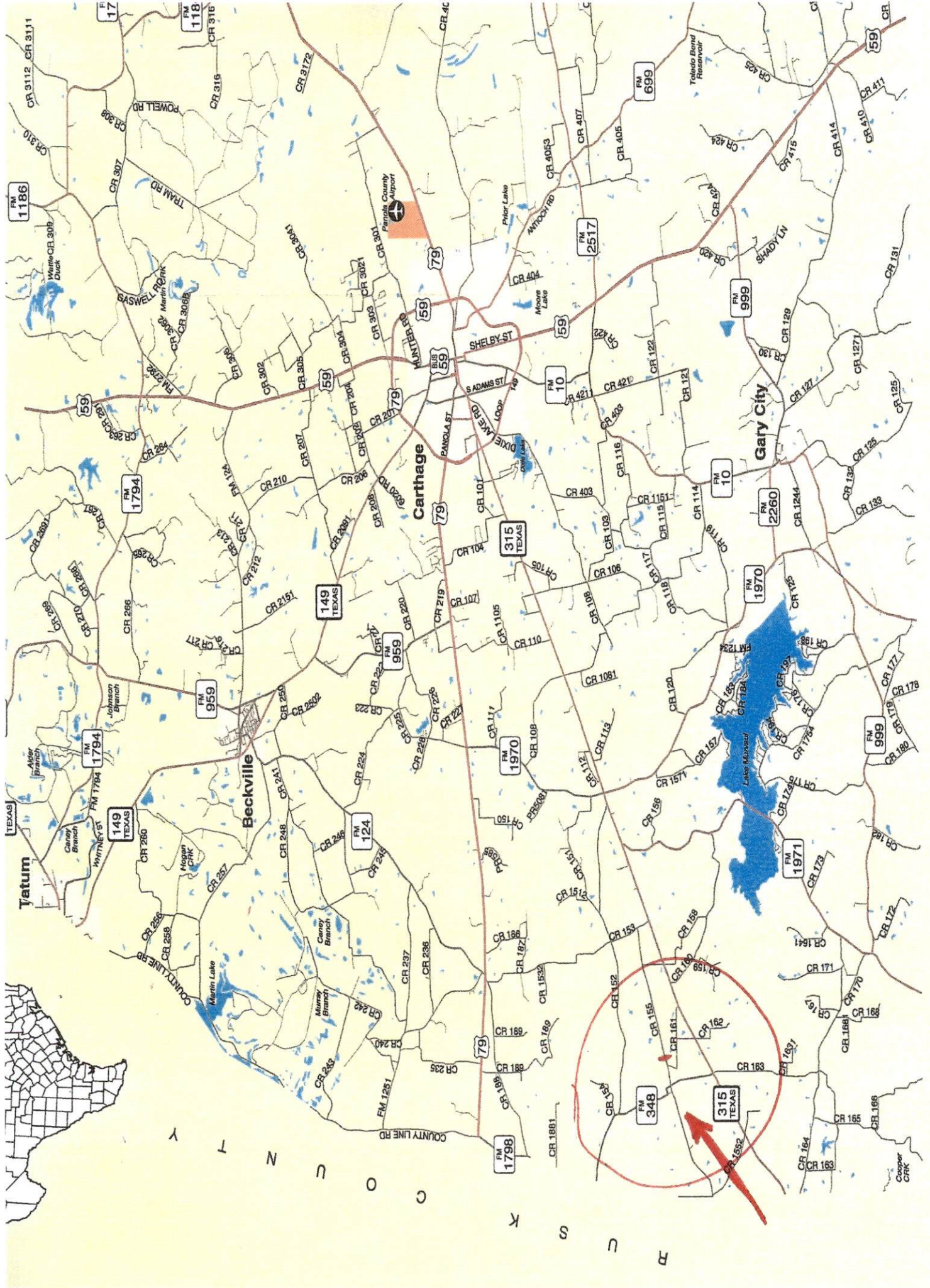
5. Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court.
6. Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line.
7. Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

Approved:   
COUNTY JUDGE

COMMISSIONERS:

Precinct #1	Ronnie LaGrone
Precinct #2	David A. Cole
Precinct #3	Craig M. Lawless
Precinct #4	Dale LaGrone





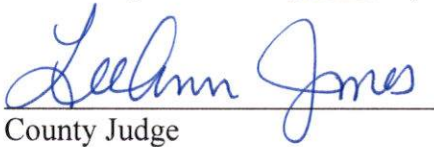
S H E L B Y C O U N T Y



**PANOLA COUNTY**  
**2020**  
**BUDGET AMENDMENT #21**

We hereby amend the Panola County Budget for the Fiscal Year 2020 as set forth above according to the procedures outlined under Local Government Code, Chapter 111, Subchapter A Sections 111.010 (c), (d). A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2020.

Signed on this 27<sup>th</sup> day of October, 2020.

  
County Judge

  
Commissioner Precinct # 1

  
Commissioner Precinct # 2

  
Commissioner Precinct # 3

  
Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 27<sup>th</sup> day of October, 2020 as the same appears on file in the office of the County Clerk of Panola County.

  
County Clerk



October 27, 2020



Panola County, Texas

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT15531 - AMD#21 10-27-2020

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001241	2020 COUNTY BUDGET JAN...	409-ANIMAL CONTROL	10/26/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	409-ANIMAL CONTROL	209,922.00	-12,636.00	197,286.00
January: -1,053.00	April: -1,053.00	July: -1,053.00	October: -1,053.00		
February: -1,053.00	May: -1,053.00	August: -1,053.00	November: -1,053.00		
March: -1,053.00	June: -1,053.00	September: -1,053.00	December: -1,053.00		
<a href="#">100-409-54870</a>	ANIMAL CONTROL	409-ANIMAL CONTROL	48,000.00	12,636.00	60,636.00
January: 1,053.00	April: 1,053.00	July: 1,053.00	October: 1,053.00		
February: 1,053.00	May: 1,053.00	August: 1,053.00	November: 1,053.00		
March: 1,053.00	June: 1,053.00	September: 1,053.00	December: 1,053.00		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001242	2020 COUNTY BUDGET JAN...	409- FURNITURE & EQUIPMENT	10/26/2020

**Summary Description:** COMPUTER FOR NEW COURT REPORTER

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	409- FURNITURE & EQUIPMENT	209,922.00	-1,500.00	208,422.00
October: -1,500.00					
<a href="#">100-409-55270</a>	FURNITURE & EQUIPMENT	409- FURNITURE & EQUIPMENT	44,500.00	1,500.00	46,000.00
October: 1,500.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001243	2020 COUNTY BUDGET JAN...	426- CTY CRT @ LAW COURT COORDINATOR	10/26/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	426- CTY CRT @ LAW COURT COORDINATOR	209,922.00	-7,359.00	202,563.00
October: -7,359.00					
<a href="#">100-426-51180</a>	COURT COORDINATOR	426- CTY CRT @ LAW COURT COORDINATOR	6,180.00	4,722.00	10,902.00
October: 4,722.00					
<a href="#">100-426-52010</a>	SOCIAL SECURITY TAXES	426- CTY CRT @ LAW COURT COORDINATOR	19,732.00	362.00	20,094.00
October: 362.00					
<a href="#">100-426-52020</a>	GROUP MEDICAL & LIFE INSUR	426- CTY CRT @ LAW COURT COORDINATOR	29,000.00	1,125.00	30,125.00
November: 1,125.00					
<a href="#">100-426-52030</a>	RETIREMENT & DEATH BENEFI	426- CTY CRT @ LAW COURT COORDINATOR	61,930.00	1,140.00	63,070.00
October: 1,140.00					
<a href="#">100-426-52060</a>	UNEMPLOYMENT INSURANCE	426- CTY CRT @ LAW COURT COORDINATOR	343.00	10.00	353.00
October: 10.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001244	2020 COUNTY BUDGET JAN...	477-PROFESSIONAL SERVICES	10/26/2020

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	477-PROFESSIONAL SERVICES	209,922.00	-150,000.00	59,922.00
October: -150,000.00					
<a href="#">100-477-54150</a>	PROFESSIONAL SERVICES	477-PROFESSIONAL SERVICES	233,000.00	150,000.00	383,000.00

## Budget Adjustment Register

Packet: GLPKT15531 - AMD#21 10-27-2020

October: 150,000.00

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001245	2020 COUNTY BUDGET JAN...	490-PROFESSIONAL SERVICES ES&S	10/26/2020

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	490-PROFESSIONAL SERVICES ES&S	209,922.00	-10,000.00	199,922.00
October:	-10,000.00				
<a href="#">100-490-54150</a>	PROFESSIONAL SERVICES	490-PROFESSIONAL SERVICES ES&S	18,000.00	10,000.00	28,000.00
October:	10,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001246	2020 COUNTY BUDGET JAN...	560-WARRANTY FOR 911 RECORDER	10/26/2020

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54080</a>	CONTINGENCY	560-WARRANTY FOR 911 RECORDER	209,922.00	-5,000.00	204,922.00
October:	-5,000.00				
<a href="#">100-560-55270</a>	FURNITURE & EQUIPMENT	560-WARRANTY FOR 911 RECORDER	226,587.00	5,000.00	231,587.00
October:	5,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001247	2020 COUNTY BUDGET JAN...	570- CLOTHING & BEDDING	10/26/2020

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-570-53010</a>	CLOTHING & BEDDING	570- CLOTHING & BEDDING	4,000.00	1,500.00	5,500.00
October:	1,500.00				
<a href="#">100-570-54630</a>	RENTALS	570- CLOTHING & BEDDING	2,000.00	-1,500.00	500.00
October:	-1,500.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001248	2020 COUNTY BUDGET JAN...	570-MISC SUPPLIES	10/26/2020

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-570-53020</a>	JAIL LAUNDRY	570-MISC SUPPLIES	3,000.00	-2,500.00	500.00
October:	-2,500.00				
<a href="#">100-570-53930</a>	MISCELLANEOUS SUPPLIES	570-MISC SUPPLIES	45,500.00	2,500.00	48,000.00
October:	2,500.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001250	2020 COUNTY BUDGET JAN...	COMMUNICATIONS TELEPHONE	10/27/2020

## Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-409-54200</a>	COMMUNICATION TELEPHONE	COMMUNICATIONS TELEPHONE	80,000.00	-2,230.00	77,770.00
January:	-185.83	April:	-185.83	July:	-185.83
February:	-185.83	May:	-185.83	August:	-185.83
March:	-185.83	June:	-185.83	September:	-185.83
				October:	-185.83
				November:	-185.83
				December:	-185.87
<a href="#">100-465-54200</a>	COMMUNICATION TELEPHONE	COMMUNICATIONS TELEPHONE	720.00	-720.00	0.00
January:	-60.00	April:	-60.00	July:	-60.00
February:	-60.00	May:	-60.00	August:	-60.00
March:	-60.00	June:	-60.00	September:	-60.00
				October:	-60.00
				November:	-60.00
				December:	-60.00

Budget Adjustment Register

Packet: GLPKT15531 - AMD#21 10-27-2020

100-491-54200

January:	204.17
February:	204.17
March:	204.17

COMMUNICATION TELEPHONE		COMMUNICATIONS TELEPHONE	
April:	204.17	July:	204.17
May:	204.17	August:	204.17
June:	204.17	September:	204.17

1,900.00	2,450.00	4,350.00
October:	204.17	
November:	204.17	
December:	204.13	

100-580-54200

January:	-66.67
February:	-66.67
March:	-66.67

COMMUNICATION TELEPHONE		COMMUNICATIONS TELEPHONE	
April:	-66.67	July:	-66.67
May:	-66.67	August:	-66.67
June:	-66.67	September:	-66.67

1,000.00	-800.00	200.00
October:	-66.67	
November:	-66.67	
December:	-66.63	

100-665-54200

January:	108.33
February:	108.33
March:	108.33

COMMUNICATION TELEPHONE		COMMUNICATIONS TELEPHONE	
April:	108.33	July:	108.33
May:	108.33	August:	108.33
June:	108.33	September:	108.33

4,750.00	1,300.00	6,050.00
October:	108.33	
November:	108.33	
December:	108.37	



Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2020	2020 COUNTY BUDGET JA	<a href="#">100-409-54080</a>	CONTINGENCY	209,922.00	-186,495.00	23,427.00
		<a href="#">100-409-54200</a>	COMMUNICATION TELEPHONE	80,000.00	-2,230.00	77,770.00
		<a href="#">100-409-54870</a>	ANIMAL CONTROL	48,000.00	12,636.00	60,636.00
		<a href="#">100-409-55270</a>	FURNITURE & EQUIPMENT	44,500.00	1,500.00	46,000.00
		<a href="#">100-426-51180</a>	COURT COORDINATOR	6,180.00	4,722.00	10,902.00
		<a href="#">100-426-52010</a>	SOCIAL SECURITY TAXES	19,732.00	362.00	20,094.00
		<a href="#">100-426-52020</a>	GROUP MEDICAL & LIFE INSURAN	29,000.00	1,125.00	30,125.00
		<a href="#">100-426-52030</a>	RETIREMENT & DEATH BENEFITS	61,930.00	1,140.00	63,070.00
		<a href="#">100-426-52060</a>	UNEMPLOYMENT INSURANCE	343.00	10.00	353.00
		<a href="#">100-465-54200</a>	COMMUNICATION TELEPHONE	720.00	-720.00	0.00
		<a href="#">100-477-54150</a>	PROFESSIONAL SERVICES	233,000.00	150,000.00	383,000.00
		<a href="#">100-490-54150</a>	PROFESSIONAL SERVICES	18,000.00	10,000.00	28,000.00
		<a href="#">100-491-54200</a>	COMMUNICATION TELEPHONE	1,900.00	2,450.00	4,350.00
		<a href="#">100-560-55270</a>	FURNITURE & EQUIPMENT	226,587.00	5,000.00	231,587.00
		<a href="#">100-570-53010</a>	CLOTHING & BEDDING	4,000.00	1,500.00	5,500.00
		<a href="#">100-570-53020</a>	JAIL LAUNDRY	3,000.00	-2,500.00	500.00
		<a href="#">100-570-53930</a>	MISCELLANEOUS SUPPLIES	45,500.00	2,500.00	48,000.00
		<a href="#">100-570-54630</a>	RENTALS	2,000.00	-1,500.00	500.00
		<a href="#">100-580-54200</a>	COMMUNICATION TELEPHONE	1,000.00	-800.00	200.00
		<a href="#">100-665-54200</a>	COMMUNICATION TELEPHONE	4,750.00	1,300.00	6,050.00
			2020 Total:	1,040,064.00	0.00	1,040,064.00
			Grand Total:	1,040,064.00	0.00	1,040,064.00

PANOLA COUNTY, TEXAS

**INVITATION TO BID**

RETURN BID TO:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

**1:30 P.M.** Tuesday **insert date** November 24, 2020

MARK ENVELOPE

**“BID, LAW ENFORCEMENT TOWING”**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this invitation to Bid and specifications should be directed to Jeff Ivy, Chief Deputy, at (903) 693-0333.

---

SIGNATURE OF BIDDER

## **INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners Court of Panola County, Texas, sealed bids will be received for:

### **BID, LAW ENFORCEMENT TOWING**

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633**

Not later than 1:30 P.M., Tuesday insert date November 24, 2020

MARK ENVELOPES:

**“BID, LAW ENFORCEMENT TOWING”**

**ALL BIDS MUST BE RECEIVED IN THE COUNTY JUDGE’S OFFICE  
BEFORE OPENING DATE AND TIME**

\_\_\_\_\_  
SIGNATURE OF BIDDER



## **BID, LAW ENFORCEMENT TOWING**

**PANOLA COUNTY IS CURRENTLY ACCEPTING BIDS FOR TOWING VEHICLES FOR THE PANOLA COUNTY SHERIFF'S OFFICE. THE BIDS SHOULD MEET THE FOLLOWING SPECIFICATIONS:**

**Definitions:** Law Enforcement Tow—A non-consensual tow requested by a peace officer at a crime scene, arrest, traffic hazard, recovered stolen vehicle or abandoned vehicle, or a disabled law enforcement vehicle. Does NOT include vehicles involved in a traffic collision.

### **SPECIFICATIONS:**

1. The successful bidder shall comply with all Texas Department of Licensing and Regulation rules and regulations including tow trucks, towing, security of stored vehicles, and storage facilities.
2. The successful bidder shall have at least 2 trucks located in Panola County. One for light/medium duty towing and one for heavy duty towing, each must be radio equipped and be available to respond to calls 24 hours a day.
3. The successful bidder shall provide no more than 2 telephone numbers to the PCSO and the truck shall be in service and responding within 30 minutes.
4. The successful bidder shall maintain a business office and storage yard in Panola County. The towed vehicle shall be taken to and stored at the Panola County storage yard unless directed to store it elsewhere.
5. The storage yard shall be readily accessible to the public, free of hazards in public access areas, and shall display a sign identifying the facility by name and a 24 hour telephone number.
6. The storage fee for any towed vehicle shall be the responsibility of the registered owner or driver (except disabled law enforcement vehicles). The successful bidder assumes the risk of nonpayment of notification fees and storage fees except for disabled law enforcement vehicles.
7. Panola County shall not be responsible for storage fees except for disabled law enforcement vehicles.
8. Any invoices for unpaid towing fees for law enforcement tows shall be submitted to the Panola County Auditor's office within 45 days of the tow. It

is understood if the tow fee for a law enforcement tow is paid by the owner, driver, or by insurance then no invoice shall be submitted to the Auditor.

QUESTIONS CONCERNING THIS BID SHOULD BE DIRECTED TO JEFF IVY,  
CHIEF DEPUTY, AT 903-693-0333.

SIGNATURE OF BIDDER \_\_\_\_\_

BID FORM AND CONTRACT

**BID, LAW ENFORCEMENT TOWING**

TO THE COMMISSIONERS COURT OF PANOLA COUNTY, TEXAS FOR  
FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS  
IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisement, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids.

Law Enforcement Tows within Panola County

Light \$ \_\_\_\_\_ Medium \$ \_\_\_\_\_ Heavy \$ \_\_\_\_\_

Law Enforcement Tows within 25 miles of Panola County

Light \$ \_\_\_\_\_ Medium \$ \_\_\_\_\_ Heavy \$ \_\_\_\_\_

Storage Fee for disabled law enforcement vehicles (after 24 hours) under 25 feet in length  
\$ \_\_\_\_\_ per day

Storage Fee for disabled law enforcement vehicles (after 24 hours) over 25 feet in length  
\$ \_\_\_\_\_ per day

ANY NOTIFICATION FEES SHOULD NOT BE INCLUDED IN THE BID

LOWEST DOLLAR BID WILL BE CALCULATED AND AWARDED BASED ON  
THE AVERAGE FEE CHARGED FOR TOWING ONLY. STORAGE FEES WILL  
NOT BE INCLUDED IN THE AVERAGE.

SIGNATURE OF BIDDER \_\_\_\_\_

SIGNATURE

COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY                  STATE                  ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

ACCEPTED:

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
DATE

INVITATION TO BID  
INSTRUCTIONS / TERMS OF CONTRACT

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners Court for **JANUARY 1, 2020 thru December 31, 2020**.

**LATE BIDS:** Bids received in the County Judge's Office after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the bidder without the permission of the county for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submittal of their bid.

**SALES TAX:** Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales taxes.

**BID AWARD:** Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of the county.

**CONTRACT:** This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

**IF DURING THE life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Panola County.**

**DELIVERY:** All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such costs, fee or charge will be paid.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

\_\_\_\_\_  
SIGNATURE OF BIDDER

**EXCEPTIONS / SUBSTITUTIONS:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners Court reserves the right to accept any and all or none of the exceptions(s) / substitution(s) deemed to be in the best interest of the county.

**DESCRIPTIONS:** Any reference to model and/or make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

**ADDENDA:** Any interpretations, corrections or changes in this "Invitation To Bid and Specifications" will be made by addenda. Sole issuing authority of addenda shall be vested in Panola. Addenda will be mailed to all who are known to have received a copy of this Invitation To Bid. Bidders shall acknowledge receipt of all addenda.

**BIDS MUST COMPLY** with all federal, state, county and local laws concerning these types of service.

**DESIGN, STRENGTH, QUALITY** of materials must conform to the highest standards of manufacturing practice.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

Panola County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

**REFERENCES:** Panola County may request bidder to supply a list of references where like services/products have been supplied by their firm.

**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

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SIGNATURE OF BIDDER

SUCCESSFUL BIDDER SHALL defend, indemnify and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which ;may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment with costs which may be obtained against Panola County growing out of such injury or damages.

WAGES: Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State Law.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to next lowest and best bidder as it deems to be in the best interest of the county.

TERMINATION FOR DEFAULT: Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. Meet schedules;
2. Defaults in the payment of any fees; or
3. Otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any of all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

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SIGNATURE OF BIDDER

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees that Panola County shall not be liable to prosecution for damages in the event that the county declares the bidder in default.

NOTICE: Any notice provided by this bid (or required by Law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS / COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATOR: Under this contract, Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder, (b) Panola County Purchase Order number, and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the County. If item is not picked up within one (1) week after notification, the item will become a donation to the County for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

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SIGNATURE OF BIDDER

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

REMEDIES: The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to **Jeff Ivey, Chief Deputy, Panola County Sheriff's Office at (903)693-0333.**

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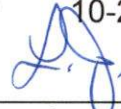
SIGNATURE OF BIDDER



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

10-27-2020



Lee Ann Jones,  
County Judge

NAME:

Madison Davis

POSITION:

Detention Officer

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

October 7, 2020

CONFERENCE:

Basic County Corrections

LOCATION:

Kilgore, Texas

DATES:

September 14, 2020 to October 4, 2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

17

Does the conference meet your educational requirements for the year?

If not, how much of your requirements will be met by this conference?

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

Do you have sufficient funds in your budget for this conference?

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Required for license

APPROVED

10-27-2020

*[Signature]*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Jonathon Williamson

POSITION:

Detention Officer

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

October 7, 2020

CONFERENCE:

Basic County Corrections

LOCATION:

Kilgore, Texas

DATES:

September 14, 2020 to October 4, 2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

17

Does the conference meet your educational requirements for the year? \_\_\_\_\_

If not, how much of your requirements will be met by this conference? \_\_\_\_\_

How much of your requirements have been met already, not counting this conference?  
\_\_\_\_\_

How many days have you been away from your job this year for conferences, not counting this conference? \_\_\_\_\_

Do you have sufficient funds in your budget for this conference? \_\_\_\_\_

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Required for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Christopher Benton

POSITION:

Detention Officer

DEPARTMENT:

Panola County Sheriff

DATE:

10-19-20

CONFERENCE:

De-Escalation - SB 1849

LOCATION:

PCSO (EOC Room)

DATES:

11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

NONE

Does the conference meet your educational requirements for the year?

NO

If not, how much of your requirements will be met by this conference?

8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference?

NONE

Do you have sufficient funds in your budget for this conference?

YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

*Lee Ann Jones*

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Madison Davis  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10.19.20

CONFERENCE: De-Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Robert Deleconte  
POSITION: Patrol Deputy  
DEPARTMENT: Panola County Sheriff  
DATE: 10.19.2020

CONFERENCE: CIT Update 3843  
LOCATION: PCSO (EOC Room)  
DATES: 11.12.20 to 11.12.20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?  
NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Robert DeIcote

POSITION:

Patrol Officer

DEPARTMENT:

Panola County Sheriff

DATE:

10-19-20

CONFERENCE:

De-Escalation - SB 1849

LOCATION:

PCSO (EOC Room)

DATES:

11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

*LAJ*

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Christian Fyffe  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De-Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

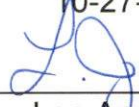
Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020



Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Stephen Gillie  
POSITION: Patrol Deputy  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: CIT Update 3843  
LOCATION: PCSO (EDC Room)  
DATES: 11-19-20 to 11-19-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Jason Gradberg

POSITION: Patrol Deputy

DEPARTMENT: Panola County Sheriff

DATE: 10.19.20

CONFERENCE: CIT Update (3843

LOCATION: PCSO (EOC Room)

DATES: 11-12-20 to 11-12-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Required for Licence.

APPROVED

10-27-2020



Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Chadd Gray

POSITION:

Investigator

DEPARTMENT:

Panola County Sheriff

DATE:

10-19-20

CONFERENCE:

De Escalation Tech (SBI 849)

LOCATION:

PCSO (EOC Room)

DATES:

11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

NONE

Does the conference meet your educational requirements for the year?

NO

If not, how much of your requirements will be met by this conference?

8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference?

NONE

Do you have sufficient funds in your budget for this conference?

yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirements for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Robert Hudnall  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De-Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Brenton Humphries  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Casey Jones  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?  
NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Scott Jones

POSITION: Patrol Deputy

DEPARTMENT: Panola County Sheriff

DATE: 10-19-20

CONFERENCE: CIT Update 3843

LOCATION: PCSO (EOC Room)

DATES: 11-19-20 to 11-19-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for License



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Scott Jones  
POSITION: Patrol Deputy  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Michelle Landreneau  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Shakami Manning  
POSITION: Dispatch Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De-Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

James McBrayer

POSITION:

Detention Officer

DEPARTMENT:

Panola County Sheriff

DATE:

10-19-20

CONFERENCE:

De Escalation - SB 1849

LOCATION:

PCSO (EOC Room)

DATES:

11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

NONE

Does the conference meet your educational requirements for the year?

NO

If not, how much of your requirements will be met by this conference?

8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference?

NONE

Do you have sufficient funds in your budget for this conference?

yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Matthew Mitchell  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Drake Murry  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Holden Ritter

POSITION:

Detention Officer

DEPARTMENT:

Panola County Sheriff

DATE:

10-19-20

CONFERENCE:

De-Escalation - SB 1849

LOCATION:

PCSO (EOC Room)

DATES:

11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

NONE

Does the conference meet your educational requirements for the year?

NO

If not, how much of your requirements will be met by this conference?

8 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference?

NONE

Do you have sufficient funds in your budget for this conference?

YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Jonathan Williamson

POSITION:

Detention Officer

DEPARTMENT:

Panola County Sheriff

DATE:

10-19-20

CONFERENCE:

De Escalation - SB 1849

LOCATION:

PCSO (EOC Room)

DATES:

11-24-20 to 11-24-2020

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

NONE

Does the conference meet your educational requirements for the year?

NO

If not, how much of your requirements will be met by this conference?

8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference?

NONE

Do you have sufficient funds in your budget for this conference?

yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license



APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Matthew Williamson  
POSITION: Detention Officer  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: De-Escalation - SB 1849  
LOCATION: PCSO (EOC Room)  
DATES: 11-17-20 to 11-17-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8 hrs

How much of your requirements have been met already, not counting this conference?  
NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for license

APPROVED

10-27-2020

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Robert Wilson  
POSITION: Patrol Deputy  
DEPARTMENT: Panola County Sheriff  
DATE: 10-19-20

CONFERENCE: CIT Update 3843  
LOCATION: PCSO (EOC Room)  
DATES: 11-19-20 to 11-19-20

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: NONE

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 8hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for License