

PANOLA COUNTY SHERIFF'S OFFICE

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314 W. Wellington
Carthage, Texas 75633

Sheriff Cutter Clinton

January 7, 2025

The Honorable Judge Rodger McLane
Panola County Judge
110 S. Sycamore, Room 216-A
Carthage, TX 75633

Re: Warrant Deputy

Dear Judge McLane,

During a recent meeting with Criminal District Attorney Larry Fields, he requested assistance with clearing up some of the existing arrest warrants that have been issued in our county, district, and justice of the peace courts, particularly failure to appear warrants. This is no small undertaking due to the amount of research necessary to determine the whereabouts of defendants who have possibly moved, died, or been incarcerated since their cases were initially filed.

In order to fulfill this goal I believe it is necessary to create a part-time Warrant Deputy position. The Deputy would be tasked with serving felony and misdemeanor warrants, following up on leads on fugitive offenders, and working with local and outside agencies such as the Joint East Texas Fugitive Taskforce. The Warrant Deputy would be directly supervised by the Criminal Investigations Division Lieutenant.

I am requesting that this part-time position be funded through the Senate Bill 22 grant funding at a rate of pay equivalent to the existing part-time Precincts 1 & 4 Deputy Constable position. This position would not have a set work schedule in order to remain flexible and serve warrants outside of regular business hours.

Respectfully,

A handwritten signature in black ink, appearing to read "Clinton".

Honesty, Integrity, Service

Deputy Sheriff (Warrants) – Part Time

Job Description

The Warrant Deputy will be responsible for serving misdemeanor and felony warrants issued by the County, District, and Justice of the Peace Courts as well as any valid out of county and federal fugitives. The Warrant Deputy will research and organize existing warrants and report to the issuing Court and Criminal District Attorney if the defendant is deceased or has moved out of the area. During fugitive investigations the Warrant Deputy will coordinate with outside agencies including the Joint East Texas Fugitive Taskforce, Texas Pardon and Parole Board, and the Panola County Community Supervision and Corrections Department.

The Warrant Deputy will be licensed as a peace officer by the Texas Commission On Law Enforcement (TCOLE) and will have a minimum of 5 years full time experience in an enforcement role (patrol or investigations).

Due to the flexible nature of the assignment the Warrant Deputy will work in both a uniformed and plainclothes capacity. The Warrant Deputy will perform any other duties assigned by the Sheriff.

Pay Scale

This is a part-time position working less than 29 hours per week. This position will be paid at a rate of \$25.70 per hour. There is no set schedule and duties may include working weekends, holidays, and after normal business hours.

Supervision

The Warrant Deputy will report to the Lieutenant of the Criminal Investigation Division.