



DEPUTY REQUEST

WILLIE HOWELL
Constable

MIKE FULTON
Chief Deputy

ANNA ZEPEDA
Office Manager



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Position's Requested - Defined

Deputy Constable – Grade 36 up to Step 7

Accountable to the Constable of the Brazoria County Constable's Department Pct. 2 by performing the following duties.

Example of Duties:

- Performs patrols of designated areas of the precinct; performs traffic control as necessary.
- Transports juvenile offenders from juvenile court; processes documentation regarding transportation.
- Performs warrant service; contacts defendants to advise them on the disposition of outstanding traffic warrants.
- Provides judicial officer duties and court room security for the justice of the peace courts; maintains order; makes arrests in court; aids attorneys, plaintiffs and defendants within the court.
- Receives documents from courts, law firms and the general public; performs data entry prior to distribution for service.
- Executes all civil processes issued by the courts.
- Conducts seizures with property owners, attorneys, landlords and other parties.
- Conducts traffic stops; issues citations or warnings; responds to stranded motorists.
- Assists in emergency situations by participating with the command center.
- Serves as a liaison with local, state and federal law enforcement and/or criminal justice agencies.
- Works with school groups and civic groups as necessary.
- Interviews witnesses, victims and suspects.
- Serves subpoenas, writs and search and arrest warrants.
- Prepares various monthly and annual reports of activities.
- Oversees vehicle maintenance, radio and computer programming or updates.
- May serve on special committees or task forces as assigned.

Qualifications:

MINIMUM QUALIFICATIONS:

Education, Experience and Training Guidelines:

High school diploma or equivalent; AND five years of law enforcement experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

LICENSE & CERTIFICATION REQUIREMENTS:

Texas Peace Officer license.

TCOLE certification.

Possession of a valid Texas state driver's license.

- You will be required to attend a 20-hour Civil Process course after being hired
- Minimum requirements:
- Be at least 21 years of age.
- Have no more than 20/200 vision that is correctable to 20/20.
- No past convictions for Driving While Intoxicated (DWI or DUI).
- No more than three (3) moving violations within the last 2 years.
- Possess a valid, current Texas Driver's License.
- Not have ANY felony convictions.
- Not have ANY misdemeanor convictions for any offense involving moral turpitude or family violence.
- Be a United States Citizen [born or naturalized] Possess a high school diploma or G.E.D.
- If prior military service, possess an honorable discharge.
- Be prepared to purchase regulation departmental uniforms [a minimum of \$200]
- Have a current, working telephone.

Supplemental Information:

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed both in an indoor and outdoor work environment. May be exposed to dangerous machinery, potential physical harm, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to lift and carry items weighing up to 200 pounds.

Employee List for Precinct 1, Brazoria County Constable's Office

Constable Pct. 1 Employee Information	
David Thacker	Constable
Jeremy Burch	Chief Deputy Constable
Richard Riden	Sergeant Deputy Constable
Jeffery Dodson	Deputy Constable
Leonard Bustos	Deputy Constable
William Morrison	Deputy Constable
Steven Wade	Deputy Constable
Gilbert Soriana	Deputy Constable - <i>Speciality Courts</i>
Courts	
David Crawford	Deputy Constable - Part Time - Parks
Angela Perry	Part Time LE Bailiff
Elizabeth Cope	Part Time LE Bailiff
Paid Reserves	
Evan Bissett	Paid Reserve Deputy
Joshua Cosme	Paid Reserve Deputy
Paul Gonzalez	Paid Reserve Deputy
Jonathan Kirk	Paid Reserve Deputy
	Paid Reserve Deputy
Office	
Brittnee Duby	Lead Civil Process Clerk

TOTALS:
7 Full Time Deputies
1 Full Time Deputy - Speciality
3 Part Time Deputies
5 Paid Reserve Deputies
1 Full Time Office
17 Total Employees
15 Active Employees
(9 Full Time // 8 Part Time)
2 Vacant Positions

Employee List for Precinct 2, Brazoria County Constable's Office

Constable Pct. 2 Employee Information	
Willie Howell	Constable
Mike Fulton	Chief Deputy Constable
James Ellis	Sergeant Deputy Constable
Gale Froberg	Deputy Constable
Eduardo Vargas	Deputy Constable
Juanita Segura	Deputy Constable
Courts	
Gregory Nowlin	Bailiff / Building Security
Michael de Jongh	Part Time LE Bailiff
Ronnie Eaton	Part Time LE Bailiff
Paid Reserves	
John Cantu	Paid Reserve Deputy
Rick Cary	Paid Reserve Deputy
Keith Majors	Paid Reserve Deputy
Office	
Anna Zepeda	Office Manager
Wendy Johnson	Civil Clerk
Jane Cantu	Part Time Warrant Clerk

TOTALS:
6 Full Time Deputies
1 Full Time Court Building Security Deputy
2 Part Time Bailiff Deputies
3 Paid Reserve Deputies
2 Full Time Office
1 Part Time Office
15 Total Employees
15 Active Employees
(9 Full Time // 6 Part Time)
0 Vacant Positions

Employee List for Precinct 3, Brazoria County Constable's Office

Constable Pct. 3 Employee Information	
Charles "Buck" Stevens	Constable
Carlos Bustos	Chief Deputy Constable
Gregory Hernandez	Sergeant Deputy Constable
Ramon Trevino	Deputy Constable
Paul Elton	Deputy Constable
Rachel Houston	Deputy Constable
Andrea Leija	Deputy Constable
James Lambert	Deputy Constable - MUD 16
Courts	
Ricky Hubbard	Part Time LE Bailiff
Bryan Bondzinski	Part Time LE Bailiff
Petronilo "Sonny" Esquivel	Part Time LE Bailiff
Paid Reserves	
Carlos Baez	Paid Reserve Deputy
James Coe	Paid Reserve Deputy
Marcos Davis	Paid Reserve Deputy
Steven Medellin	Paid Reserve Deputy
Alexander Watkins	Paid Reserve Deputy
Office	
Dimple Patel	Lead Civil Process Clerk
Kim Morris	Civil Process Clerk

TOTALS:
7 Full Time Deputies
1 Full Time Deputy - Contract MUD
3 Part Time Bailiff Deputies
5 Paid Reserve Deputies
2 Full Time Office
18 Total Employees <i>(10 Full Time // 8 Part Time)</i>
0 Vacant Positions

Employee List for Precinct 4, Brazoria County Constable's Office

Constable Pct. 4 Employee Information	
James Brawner	Constable
Jon Baker	Chief Deputy Constable
Tyler Freudensprung	Sergeant Deputy Constable
John Squyres	Deputy Constable
Timothy Crober	Deputy Constable
Todd Duke	Deputy Constable
Aaron Wagner	Deputy Constable
Ryan Bradberry	Deputy Constable - <i>Speciality Courts</i>
Sebastian Kwitowski	Deputy Constable - Pomona
Joshua Reed	Deputy Constable - Pomona
Rodney Koy	Deputy Constable - Pomona
Cody Gardner	Deputy Constable - Lakes of Savana
Jose Garza	Deputy Constable - Part Time - Lakes of Savana
Kylie Ross	Deputy Constable - Part Time
Courts	
Michael Manes	Bailiff / Building Security
MacDonald Akheituame	Part Time LE Bailiff
	Part Time LE Bailiff
Paid Reserves	
Sharon Arnold	Paid Reserve Deputy
Office	
Dawna Truitt	Lead Civil Process Clerk
Shanelle Henson	Civil Process Clerk
Sharon Arnold	Part Time Clerk - Warrants

TOTALS:
8 Full Time Deputies
4 Full Time Contract Deputy
1 Part Time Contract Deputy
1 Part Time Deputy
1 Paid Reserve Deputy
1 Full Time Court Building Security Deputy
2 Part Time Bailiff Deputies
2 Full Time Office
1 Part Time Office
21 Total Employees
(15 Full Time // 6 Part Time)
1 Vacant Position

Explanation for the New Positions Requested

As the smallest Constable's Department within the county, our three (3) fulltime deputies are often required to work long extended service days, ending in many hours of overtime as well as added stress and fatigue. While our primary mission is to still professionally serve all civil and criminal court papers with diligences, the fact is our county is growing and with it our department must evolve to keep up with the every changing and more demanding issues of law enforcement. Today our department is called upon more and more to enforce all local, state and federal laws within our community as well as various requests from departments within our county.

Holidays and Special Events

- Our deputies are out at every major event and holiday with support on the main roadways within Brazoria County. This includes being directly asked by DPS to assist with their traffic taskforce on July 4th weekend, motorist assists, as well as officers assisting with Pct. 1 Constable, and Sheriff's Department in beach event weekends.
 - Memorial Day Weekend
 - July 4th Weekend
 - Labor Day Weekend
 - Jeep Event Weekend
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 - Various other large events that cause extreme traffic on our main roadways

Brazoria County Sheriff's Department and surrounding local agencies Assists

- Agencies often call upon us to not only assist in supporting their deputies/officers, but also take calls as the lead deputy. Constable Howell has made it extremely clear our department will assist anywhere and anyway that we are needed. Currently this includes but not limited to:
 - Minor accident scenes
 - Alarm calls for both residence and business
 - General calls in the county that need immediate assistance
 - Active disturbances
 - BCSO will dispatch us to the calls as they do their deputies
 - Transport of prisoners

Road and Bridge Security Service

- We are called upon by Brazoria County Road and Bridge to assist their roadcrews with security detail while they perform their work duties. Often these events come with extreme emotions by the resident of Brazoria County. Issues develop extremely fast, too quick to call a deputy after the fact. Having a Constable there is a smart and much needed request for the safety of all involved. These requests have come in from all over the county, not just within our precinct 2 area, often lasting entire day or longer. With our limited staff, we often struggle to perform our normal daily functions, and end up working after hours, adding overtime costs to the already limited budget.

Traffic Complaints in the area

- We continually get traffic complaints from concerned citizens, especially within the Silverlake Subdivision area. Over the past year these complaints have begun to come in more often as the roads are widened with the county growth, allowing for more traffic on the once tiny county roads. Often, these complaints are transferred to us from the Sheriff's Department. With each complaint we contact via the telephone or with personal contact to learn more about the issue. Often, we dispatch our traffic Speed Awareness Monitors (SAM) trailers and develop Close Patrols in the area while monitoring the situation.

Voting location security

- For the past several elections, the County Clerk has reached out and requested security at all of the polling locations within our precinct. This includes the extended early voting hours, weekends, and of course the election day itself. These hours are long and with our limited staff we struggle to cover all the requested times by the voting staff volunteers and employees. In the future this duty will most likely be a mandated function of the Constable Departments in the State of Texas.

Juvenile Department

- With a Juvenile department office in our Manvel office, recently we have had more requests to assist them with hostile individuals that they deal with. While we have a building security bailiff, these events often occur for long hours and spur of the moment which require more than one deputy, which cause us to pull our already limited deputies off their normal duties.

City of Danbury and Danbury ISD

- With only one officer for the entire school district, we assist their School Resource Officer (Chief) daily with various tasks throughout the entire year.
 - Help cover the High School, Intermediate, and Elementary schools when needed
 - General traffic control within the city
 - Close patrol within the city limits to assist their only officer (Chief)

DPS Weigh Station

- When DPS activates their weight station on State Highway 288, our deputies are called to direct traffic to and from the station. While this service is not asked often, when it does, it removes a deputy for several hours up to the entire day.

Tax Office

- When an individual's payment is declined at the tax office, Precinct 2 is the agency that goes out county wide to hunt down these individuals to get their payment updated.

Environmental Complaints

- With assist the Environmental department with any possible complaint that they feel law enforcement service is needed.

Overtime Hours

- With the limited staff, our deputies are constantly working overtime hours, which causes added stress and fatigue. With the various service requests growing, this issue will only get worst. Having another Patrol Constable Deputy would greatly reduce the overtime, which in turn will provide a safer work environment for each deputy.