



POLK COUNTY, TEXAS

Fern Caddenhead, Human Resources Director
602 E. Church Street, Suite 105
Livingston, TX 77351
Email: fern.caddenhead@co.polk.tx.us

Phone: 936-327-6802
Fax: 936-327-6879

TO: Sydney Murphy, County Judge & County Commissioners
FROM: Fern Caddenhead, Human Resources Director
RE: Revision of Personnel Management Systems Book 1 & 2
DATE: February 8, 2024

**Book 1: Polk County Personnel Management System Job Inventories,
Job Description-Book 1**

Polk County Inventory Book 1

1023-Deputy Sheriff Cadet (Patrol) New Job Description
1061-Senior Bailiff Update Job Description
1048-Criminal Investigation Division Evidence Officer Update Job
Description
1033-Captain Update Job Description
1030-Animal Control Officer Update Job Description
1029-Kennel Attendant Update Job Description
1058-LVN Jail Nurse Update Job Description
1063-Baliff Update Job Description
1054 Medical Assistant Update Job Description

Book 2: Polk County Personnel Management Personnel Policies

1.0 General Policies Add 1.14 Safe Harbor Act
2.14 Social Media Add Social Media Application and Services Prohibited
on County Devices
18.00 Update to Travel/Expense Reimbursement Policy