

COURT AND DETENTION SERVICES

DEPARTMENT MISSION

To manage and operate the Dallas Municipal Court that adjudicates Class C Misdemeanors, provide support as Official Clerk of the Court of Record, direct and manage the activity of the Municipal Court, the Dallas Marshal, the Dallas Inebriate Detention Center, and the incarceration of City of Dallas prisoners at the Dallas County Lew Sterrett Justice Center Facility.

PROGRAM DESCRIPTION

Fiscal Services

Collects and processes fines, fees, bonds and court costs on citations through cashiering window activity. Processes part pay contracts, requests for deferred disposition, all payments and program requests by mail. Processes attorney, surety and appeal bonds for the City of Dallas and other agencies. Coordinates the collection efforts with staff at the Martin Luther King, Jr. Center. Manages and monitors collection agency contract to collect delinquent fines and fees. Operates cashier windows at 2014 Main Street and 111 W. Commerce.

Case Management

Creates the original case file from the citation, which is written by enforcement departments. Prepares the court dockets, and provides a Clerk of Court for all Municipal Court settings. Processes motions to the court and maintains all court programs. Images and maintains official records for the Municipal Court of Record and the department. Manages court documents before and after court action is taken. Verifies documentation for issuance of warrants of arrest. Transmits, receives and updates case records on delinquent cases. Reports juvenile criminal conviction information to the County, reports to the State Department of Public Safety on all traffic convictions and reports to the Office of Court Administration on court activity. Updates and maintains regional warrant system. Responds to open records requests made by citizens and agencies. The 24-hour/7-day operation located at the Lew Sterrett Justice Center supports three daily magistrate court sessions for Class C Misdemeanor offenders incarcerated at the Dallas County Lew Sterrett Justice Center. This division interacts with regional enforcement agencies in the processing of prisoners. Verifies and monitors the status of Class C Misdemeanor City of Dallas warrants.

City Detention Center

Provides for 24-hour /7-day operation for the housing of persons arrested for public intoxication and temporary housing for those arrested on City of Dallas Class C Misdemeanor warrants.

Enforcement

Serves arrest warrants and subpoenas issued by the City of Dallas and perform prisoner transfers to the Lew Sterrett Justice Center and other agency detention centers. Warrant confirmation is made to the Dallas Police Department and 125 other police agencies that routinely arrest persons on Dallas warrants. Monitors and enforces violators of chronic illegal dumping in the City of Dallas.

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OBJECTIVES FOR FY 2002-2003

- Continue to investigate and implement enhancements that will increase operational efficiencies to ensure the success of existing programs and new initiatives by Court and Detention Services, Judiciary and City Attorney's Office, including Chapter 54, Ancillary Court, New Surety Bond process, Truancy Program, and Chronic Illegal Dump Team
- Continue to investigate and enhance collection mechanisms and processes through administrative initiatives, legislative proposals and other initiatives

MAJOR BUDGET ITEMS

- Add a (Courts Specialist II) (to be reimbursed by Dallas County) for the new Truancy Program, establishing up to four (4) Municipal Courts of Record
- Add \$8,756 for the purchase of ballistic vests for Dallas City Marshals
- Continue the \$441,547 and 10.0 regular FTEs (1 Assistant Director, 2 Sr. Court Specialist Supervisors, 1 Office Assistant, 6 Court Specialists) FY 2001-02 mid year reduction of the April 2002 reduction in force
- Delete 7.0 regular FTEs and \$308,819 (7 Cashiers) by elimination of cashiers at one-stop payment windows that will consolidate shifts at the 2014 Main Street facility and reduce service hours from 7:00am – 6:00pm to 8:00am – 5:00pm
- Delete 0.8 regular FTEs and \$35,335 for Human Resources Information System implementation
- Save \$8,834 and 0.2 regular FTE by implementation of Pay Card efficiencies
- Save \$89,105 and delete 1.0 regular FTE through various other operational efficiencies including reduction of cell phones, copiers, memberships, and office supplies
- Transfer 9.9 regular FTEs and \$593,587 (8 Marshals, 2 Inspectors) from Code Compliance Services for the operation of the Chronic Illegal Dump Team

COURT AND DETENTION SERVICES

EXPENDITURES (By Category)

	FY 2000-01 Actual	FY 2001-02 Budget	FY 2001-02 Estimate	FY 2002-03 Adopted
Salaries and Benefits	8,397,835	8,540,898	8,804,037	8,434,950
Supplies and Materials	333,778	322,458	316,207	318,747
Other Services and Charges	1,995,746	1,423,324	1,518,507	1,765,108
Capital Outlays	32,060	0	0	0
Reimbursements	(9,297)	0	(500)	0
TOTAL	<u>10,750,122</u>	<u>10,286,680</u>	<u>10,638,251</u>	<u>10,518,805</u>

EXPENDITURES (By Program)

Fiscal Services	2,747,350	3,158,801	2,646,865	2,425,570
Case Management	4,197,974	3,571,942	4,919,260	4,914,599
Detention Services	1,482,026	1,506,313	1,281,418	1,292,825
Enforcement	2,322,772	2,049,624	1,790,708	1,885,811
TOTAL	<u>10,750,122</u>	<u>10,286,680</u>	<u>10,638,251</u>	<u>10,518,805</u>

FTEs (By Type)

Regular	196.6	188.9	187.4	179.8
Overtime	0.7	0.6	0.8	0.6
Temporary Help	1.7	0.6	0.3	0.6
Day Labor	0.0	0.0	0.0	0.0
TOTAL	<u>199.0</u>	<u>190.1</u>	<u>188.4</u>	<u>181.0</u>

FTEs (By Program)

Fiscal Services	47.5	61.5	46.9	41.9
Case Management	82.8	65.4	85.0	84.2
Detention Services	26.7	24.0	26.0	22.8
Enforcement	42.0	39.2	30.5	32.1
TOTAL	<u>199.0</u>	<u>190.1</u>	<u>188.4</u>	<u>181.0</u>

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	FY 2002-03 Adopted
GENERAL FUND	10,518,805
ADDITIONAL OPERATING RESOURCES	
MUNICIPAL COURT SECURITY FUND	485,308
LAW ENFORCEMENT OFFICER STANDARDS & EDUCATION	1,500
TRUANCY PROGRAM FUND	1,028,655
TOTAL	1,515,463
TOTAL OPERATING RESOURCES	12,034,268

