

COURT AND DETENTION SERVICES

DEPARTMENT MISSION

To manage and operate the Dallas Municipal Court that adjudicates Class C Misdemeanors and civil cases - Chapter 54, 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 two daily magistrate court sessions for Class C Misdemeanor offenders incarcerated at the Dallas County Lew Sterrett Justice Center. This division interacts with regional law 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 performs prisoner transfers to the Lew Sterrett Justice Center from other agency detention centers. Performs warrant confirmation for 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 2003-2004

- 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 implementation of legislative changes, new Surety Bond process, automated collections initiatives, and State aided programs
- Conduct an aggressive warrant round-up

MAJOR BUDGET ITEMS

- Add 1.0 regular FTE (Court Specialist II) and \$14,258 for full year funding of the newly created Dallas Municipal Magistrate Court
- Add \$60,000 for increased costs to security contract at 2014 Main and armored car services
- Save \$163,444 as a result of transitioning Employee Health Benefits to a Catastrophic Coverage Program with a Preventive Care component
- Save \$105,347 by implementing Service Incentive Pay program that is consistent with the State mandated Uniform Service Incentive Pay program
- Save \$12,767 from improved procurement of various supplies and materials
- Save \$6,141 for Good Faith Effort consolidation
- Line-Item and Zero Base budget review resulted in deletion of \$57,325 from reduction in data processing reports and programs and from reduction in equipment rental

COURT AND DETENTION SERVICES

EXPENDITURES (By Category)

	FY 2001-02 Actual	FY 2002-03 Budget	FY 2002-03 Estimate	FY 2003-04 Adopted
Salaries and Benefits	8,919,405	8,466,000	8,388,084	8,548,992
Supplies and Materials	282,527	318,939	369,604	305,168
Other Services and Charges	1,521,727	1,765,108	1,853,233	1,768,821
Capital Outlays	58	0	0	0
Reimbursements	(4,899)	0	0	0
TOTAL	<u>10,718,818</u>	<u>10,550,047</u>	<u>10,610,921</u>	<u>10,622,981</u>

EXPENDITURES (By Program)

Fiscal Services	2,752,431	1,851,153	1,852,966	1,908,315
Case Management	3,800,478	4,559,372	4,581,071	4,587,382
Detention Services	1,770,559	1,850,694	1,861,576	1,848,015
Enforcement	2,395,350	2,288,828	2,315,308	2,279,269
TOTAL	<u>10,718,818</u>	<u>10,550,047</u>	<u>10,610,921</u>	<u>10,622,981</u>

FTEs (By Type)

Regular	187.4	179.8	175.2	180.8
Overtime	0.8	0.6	0.9	0.6
Temporary Help	0.2	0.6	0.0	0.6
Day Labor	0.0	0.0	0.0	0.0
TOTAL	<u>188.4</u>	<u>181.0</u>	<u>176.1</u>	<u>182.0</u>

FTEs (By Program)

Fiscal Services	39.8	41.9	38.2	40.0
Case Management	80.1	84.2	79.6	81.6
Detention Services	24.3	22.8	24.4	26.0
Enforcement	44.2	32.1	33.9	34.4
TOTAL	<u>188.4</u>	<u>181.0</u>	<u>176.1</u>	<u>182.0</u>

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	FY 2003-04 Adopted
GENERAL FUND	10,622,981
ADDITIONAL OPERATING RESOURCES	
MUNICIPAL COURT SECURITY FUND	531,478
LAW ENFORCEMENT OFFICER STANDARDS & EDUCATION	6,785
TOTAL	538,263
TOTAL OPERATING RESOURCES	11,161,244

