

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, 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. Reports and disburses to the State Controller appropriate state court costs.

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.

OBJECTIVES FOR FY 2004-2005

COURT AND DETENTION SERVICES

- 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
- Coordinate with the City Attorney's Office and the Municipal Judiciary to implement and staff a community court in the Fair Park/South Dallas area in the Martin Luther King, Jr. Community Center and assist planning other community courts in the City as needed
- Coordinate with the Municipal Judiciary and City Attorney to continue the planning, implementation, and staffing for two new civil adjudication courts for certain types of property code violations cases
- Continue planning implementation of internet and possibly IVR/telephone and kiosk payment during FY 2004-05
- Collaborate with Dallas Police Department for purchase and implementation of an electronic citation issuing system
- Collaborate with Dallas Police Department and Dallas County on an adult information system for criminal reporting
- Collaborate with Dallas Police Department and Dallas County on a court calendaring and notification system for docket, scheduling witnesses, including Dallas Police officers, and other technology improvements
- Develop specifications of Phase I for the procurement of the replacement of a case management system
- Implementation of state programs in collaboration with the Texas Department of Public Safety and the collection agency to increase case resolution
- Collaboration with Dallas Police Department in the implementation of multiple violation citations
- Reduce the number of abandoned telephone calls by an estimated 47%; more calls would be responded to by an operator each month
- Conduct an aggressive warrant round-up

MAJOR BUDGET ITEMS

- Add 8.4 regular FTEs (Court Specialists, Accountant) and \$602,746 to support increased operation of mail processing, telephone operators, and FY 2003-04 mid-year establishment of surety bond program and collection enhancements

MAJOR BUDGET ITEMS (CONTINUED)

COURT AND DETENTION SERVICES

- Add 1.9 overtime FTEs and \$65,665 to support new process for Legal Complaints and other programs; payment application; legal requirement for female and Spanish speaking personnel at Detention Center; Teen and Juvenile Courts
- Add 6.1 temporary FTEs and \$217,020 for data entry and data management support until the automation of the Multiple Citation Violation takes place, and courtroom support
- Add 1.4 regular FTEs (Court Specialists) and \$73,318 to implement civil adjudication process for property code violations
- Add 1.0 regular FTE (Court Specialist) and \$46,824 for Community Court at MLK Center with \$43,124 reimbursement from the City Attorney's Office through Community Development Block Grant funding
- Add \$189,100 for electrical upgrades to support new technology at 2014 Main Street (offset by reimbursement from Technology Fund)
- Add \$113,221 for increased cost of employee health benefits
- Add reimbursement of \$93,857 from Technology Fund for data processing equipment and programming
- Technology Fund will be used to begin Phase I of the replacement of the court case management system; programming for an adult information system for criminal reporting; a court scheduler/police officer notification system for court appearance; and software and hardware to support courtroom operations and management
- Delete 4.5 regular FTEs and save \$194,923 adjusting the vacancy rate to recognize a hiring lag in FY 2004-05

COURT AND DETENTION SERVICES

EXPENDITURES (By Category)

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2003-04 Estimate	FY 2004-05 Adopted
Salaries and Benefits	8,368,420	8,568,827	8,810,966	9,436,500
Supplies and Materials	370,246	355,562	310,431	592,440
Other Services and Charges	1,870,134	1,783,571	1,889,549	1,958,707
Capital Outlays	0	0	0	0
Reimbursements	(36,073)	0	(143)	(346,081)
TOTAL	<u>10,572,727</u>	<u>10,707,960</u>	<u>11,010,803</u>	<u>11,641,566</u>

EXPENDITURES (By Program)

Fiscal Services	2,277,427	2,231,473	2,266,343	2,304,161
Case Management	5,217,374	5,376,627	5,569,342	6,201,619
Detention Services	1,407,770	1,410,924	1,437,613	1,421,878
Enforcement	1,670,156	1,688,936	1,737,505	1,713,908
TOTAL	<u>10,572,727</u>	<u>10,707,960</u>	<u>11,010,803</u>	<u>11,641,566</u>

FTEs (By Type)

Regular	179.9	180.8	179.7	187.1
Overtime	1.4	0.6	3.8	2.5
Temporary Help	0.0	0.6	4.5	6.7
Day Labor	0.0	0.0	0.0	0.0
TOTAL	<u>181.3</u>	<u>182.0</u>	<u>188.0</u>	<u>196.3</u>

FTEs (By Program)

Fiscal Services	42.8	40.0	42.3	43.0
Case Management	87.7	81.6	93.3	101.2
Detention Services	24.3	26.0	24.9	24.6
Enforcement	26.5	34.4	27.5	27.5
TOTAL	<u>181.3</u>	<u>182.0</u>	<u>188.0</u>	<u>196.3</u>

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	FY 2004-05 Adopted
GENERAL FUND	11,641,566
ADDITIONAL OPERATING RESOURCES	
MUNICIPAL COURT SECURITY FUND	436,129
MUNICIPAL COURT TECHNOLOGY FUND	2,800,000
TOTAL	3,236,129
TOTAL OPERATING RESOURCES	14,877,695

