

Justice Court Ajo

Expenditures: 534,308

FTEs 8.8

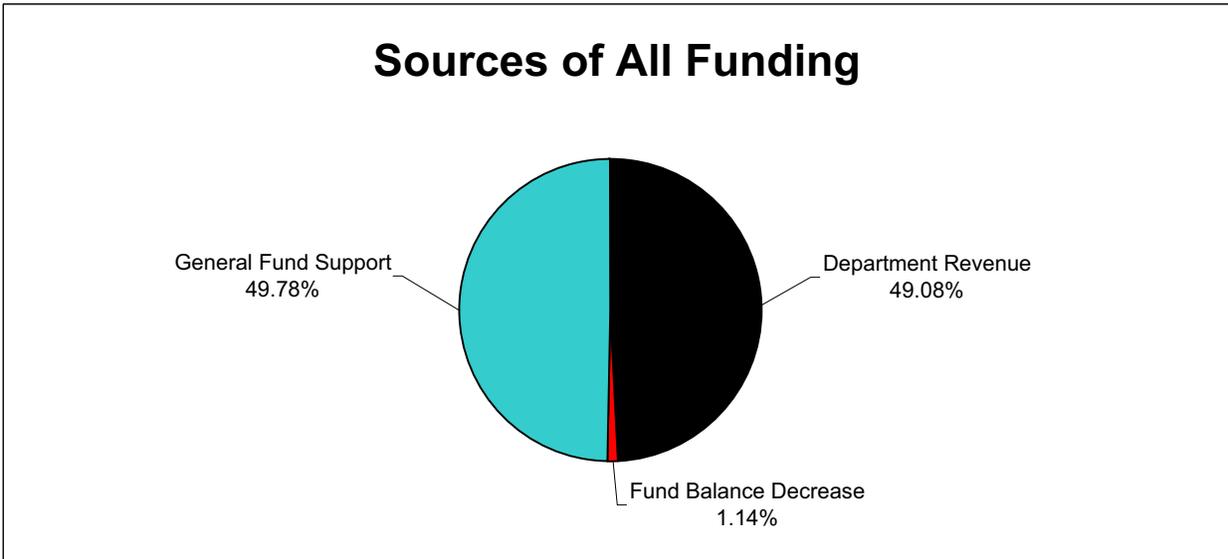
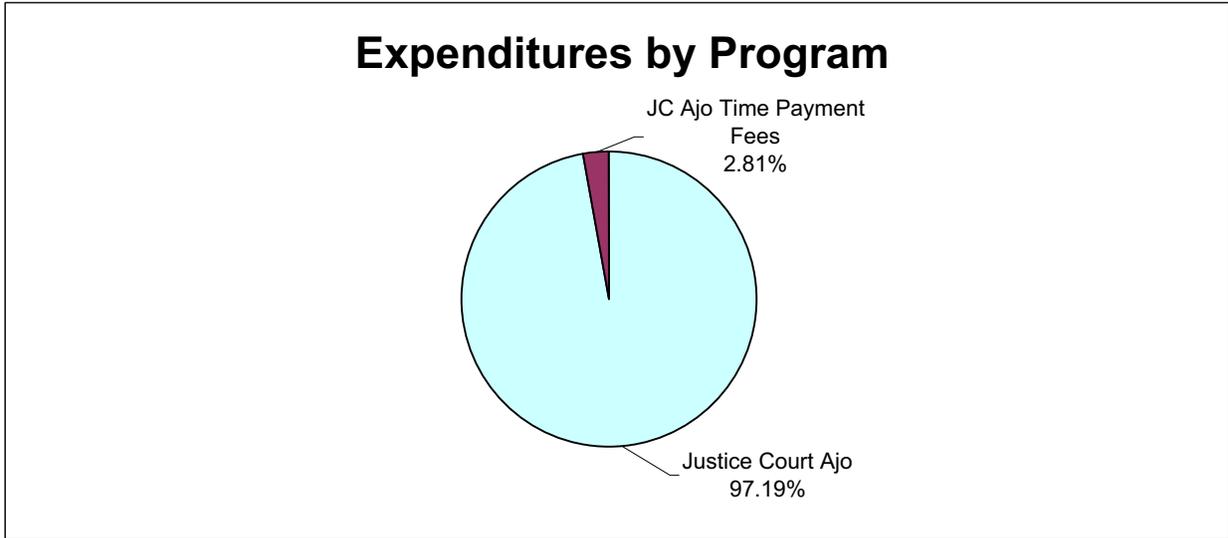
Revenues: 262,225

Function Statement:

Provide prompt and consistent delivery of services to the public, litigants, and attorneys within the judicial precinct in compliance with court mandates. Provide prompt and orderly disposition of civil, criminal, and traffic cases. Maintain orderly, complete, and accurate records. Collect, record, and disburse fees and fines in accordance with statutes, County ordinances, court orders, and policies and guidelines established by the Administrative Office of the Courts. Issue marriage licenses. Prepare various reports prescribed by law. Provide general information to the public regarding various County departments. The Adult Probation office serves and protects society while offering selected offenders the opportunity to become law-abiding and productive citizens.

Mandates:

ARS Title 22: Justices of the Peace and Other Courts Not of Record; ARS Title 12: Courts and Civil Proceedings; ARS Title 13: Criminal Code; ARS Title 21: Juries; ARS Title 28, Chapter 3: Traffic and Vehicle Regulation, Chapter 4: Driving Under the Influence, Chapter 5: Penalties and Procedures for Vehicle Violations



Department Summary by Program

Department: JUSTICE COURT AJO

<u>Expenditures by Program</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
JUSTICE COURT AJO	413,106	509,876	519,308
JUSTICE COURT AJO TIME PAY FEES	0	8,500	15,000
Total Expenditures	413,106	518,376	534,308
<u>Funding by Source</u>			
Revenues			
JUSTICE COURT AJO	335,863	253,317	253,317
JUSTICE COURT AJO TIME PAY FEES	8,657	8,908	8,908
Total Revenues	344,520	262,225	262,225
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(8,655)	(408)	6,092
General Fund Support	77,241	256,559	265,991
Total Program Funding	413,106	518,376	534,308
<u>Staffing (FTEs) by Program</u>			
JUSTICE COURT AJO	8.8	8.8	8.8
Total Staffing (FTEs)	8.8	8.8	8.8

Program Summary

Department: JUSTICE COURT AJO

Program: JUSTICE COURT AJO

Function

Provide prompt and consistent delivery of services to the public, litigants, and attorneys within the judicial precinct in compliance with court mandates.

Description of Services

Comply with court policies, procedures, rules, and Arizona Revised Statutes. Act as liaison between Ajo Justice Court and the Pima County Sheriff Department. Provide information to the public regarding other county agencies, office hours, and telephone numbers. Maintain orderly, complete, and accurate records. Process payroll. Collect and disburse monies in accordance with statutes, County ordinances, and court orders. Collect restitution and fees from probationers. Screen probationers for needs and risk to the community and provide appropriate services. Provide drug and alcohol treatment programs for probationers. Provide prompt and orderly disposition of civil, criminal, and traffic cases. Dispense justice in criminal, traffic, and civil matters according to the laws of the state in a fair and impartial manner. Be responsive and receptive to the needs of victims, defendants, and self represented litigants. Contribute to the quality of life in our community by fairly, impartially, and promptly administering justice in an effective, accountable, and professional manner. Serve and protect society while offering selected offenders the opportunity to become law abiding and productive citizens.

Program Goals and Objectives

- Provide support in the areas of administration, human resources, security, and accounting in compliance with court mandates and rules
 - . Comply with 100% of court mandates, Supreme Court orders, and rules
 - . Complete special projects within allotted time frames
 - . Comply with 100% of court policies, and County policies and procedures
 - . Provide information and forms for Human Resources to Ajo County employees
 - . Comply with 100% of the minimum accounting standards for the State Auditor General, Supreme Court, and County Administrative Procedures
 - . Dispense/exonerate bonds and overpayments in a timely manner as set forth by minimum accounting standards
 - . Maintain court ledgers along with the computer system and ensure that monies are being distributed to the appropriate accounts and agencies with 99% accuracy
 - . Contact Administrative Office of the Courts (AOC) within 15 minutes of being informed that a problem exists with the State of Arizona case management system (AZTEC).
 - . Respond within 15 minutes regarding any equipment failure whether it be computers, copiers, air conditioning units, water leaks, etc.
 - . Contact maintenance or vendors to make repairs within a specified time frame
 - Provide prompt, courteous, and expeditious service to the public while processing cases in a timely manner
 - Provide prompt and efficient telephone service to all customers
 - . Provide prompt, consistent, and courteous service to public with 99% customer satisfaction
 - . Process telephone inquiries within 3 minutes
 - Provide administrative support to the Justice of the Peace pertaining to records, case management, courtroom services, and judicial operations
 - . Provide 99% customer satisfaction with interpreter services, services of counsel, and jurors for jury trial
 - . Complete 90% of docketing and minute entry processed and signed in courtroom for proceedings
 - Maintain public trust by fairly and impartially rendering decisions
 - . Dispense justice in a fair, impartial, and prompt manner in compliance with statutes and rules
 - . Process cases in a timely manner
 - . Rule on cases taken under advisement in less than 60 days
 - Hold probationers accountable and offer rehabilitative services designed to reduce or eliminate future criminal activity
 - Ensure that probationers are in compliance with probation requirements and complete their community service hours
 - Supervise DUI and domestic violence probationers to ensure compliance with court orders
 - Ensure ongoing training is provided for judicial staff, probation personnel, and all court staff
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Program Performance Measures	FY2002/03 Actual	FY2003/04 Estimated	FY2004/05 Planned
Cases filed	6,579	6,878	6,200
Revenue generated	\$335,863	\$253,317	\$253,317
Projects completed	100%	100%	100%
Court staff Committee on Judicial Education and Training (COJET) compliant	100%	100%	100%
Minimum accounting standards complied with	100%	100%	100%
Bonds exonerated and refunded	99%	99%	99%
Error rate - technical support	5%	5%	5%
In-custody defendants	484	484	408
Defaults/suspensions/nonresident violators compacts (NRVCs) issued	1,818	1,818	1,732
Orders to show cause issued	162	162	175

Program Summary

Department: JUSTICE COURT AJO

Program: JUSTICE COURT AJO

Minute entries filed	1,738	1,604	3,092
Proceedings (hearings/pretrial/sentencing)	3,653	3,653	3,937
Telephone calls/correspondence answered	7,564	7,564	7,700
Customers satisfied with service	99%	99%	99%
Misdemeanor cases per probation officer	45	45	45
Probationers not convicted of new crime	90%	90%	80%
Warrants addressed	65%	65%	90%
Probationers in behavioral health treatment	85%	85%	85%
Probationers requiring court assessment	60%	60%	60%

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	329,180	380,724	400,658
SUPPLIES AND SERVICES	83,926	129,152	118,650
Total Program Expenditures	413,106	509,876	519,308
<u>Program Funding by Source</u>			
Revenues			
INTERGOVERNMENTAL	37,867	30,214	30,214
CHARGES FOR SERVICES	31,721	19,613	19,613
FINES AND FORFEITS	265,700	203,140	203,140
MISCELLANEOUS	573	350	350
Operating Revenue Sub-Total	335,861	253,317	253,317
INTEREST	2	0	0
Grant Revenue Sub-Total	2	0	0
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	2	0	0
General Fund Support	77,241	256,559	265,991
Total Program Funding	413,106	509,876	519,308
Program Staffing (FTEs)	8.8	8.8	8.8

Program Summary

Department: JUSTICE COURT AJO

Program: JUSTICE COURT AJO TIME PAY FEES

Function

Collect and record time payment fees assessed on each person who pays (on a time payment basis) a court ordered penalty, fine, or sanction.

Description of Services

Assess a fee when a fine/civil sanction is imposed, and the fine/civil sanction is not paid in full.

Program Goals and Objectives

- Collect 100% of Justice Court time payment fees
- Comply with ARS Title 12, Chapter 116: Time Payment Fee

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Cases assessed time payment fee	2,700	2,923	2,502
Time payment fees collected	\$7,936	\$5,900	\$5,800
Interest collected	\$972	\$600	\$550

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
SUPPLIES AND SERVICES	0	8,500	15,000
Total Program Expenditures	0	8,500	15,000

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	7,907	7,936	7,936
INTEREST	750	972	972
Special Programs Revenue Sub-Total	8,657	8,908	8,908
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(8,657)	(408)	6,092
General Fund Support	0	0	0
Total Program Funding	0	8,500	15,000

Program Staffing (FTEs)	0.0	0.0	0.0
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