

## Civil and Records Bureau (3015P)

### Program Locator

- County
  - Criminal Justice
    - Sheriff's Office
      - Administration and Support Services
      - Professional Standards Bureau
      - ▷ **Civil and Records Bureau**
        - Sheriff's Forensic Laboratory
        - Patrol Bureau
        - Investigations Bureau
        - Office of Emergency Services
        - Maguire Correctional Facility
        - Custody Programs
        - Transportation and Court Security

### Program Outcome Statement

The Civil and Criminal Records Bureau provides service and enforcement of warrants and civil processes; maintains criminal records, warrants, and statistics; conducts criminal identification; provides information to support allied agencies; maintains secure storage of evidence and property seized or recovered by law enforcement agencies; and administers applicant fingerprint processing services.

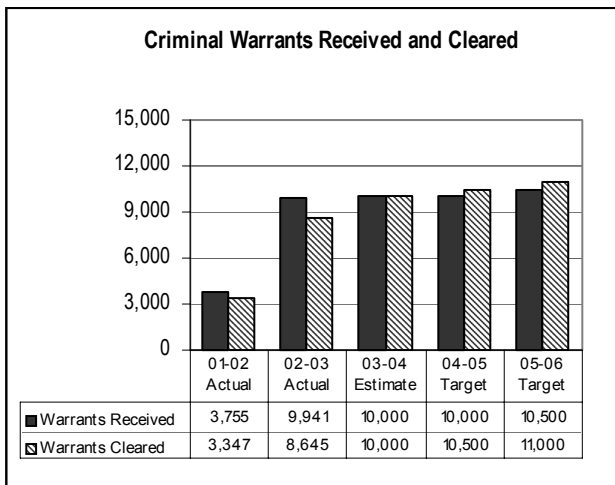
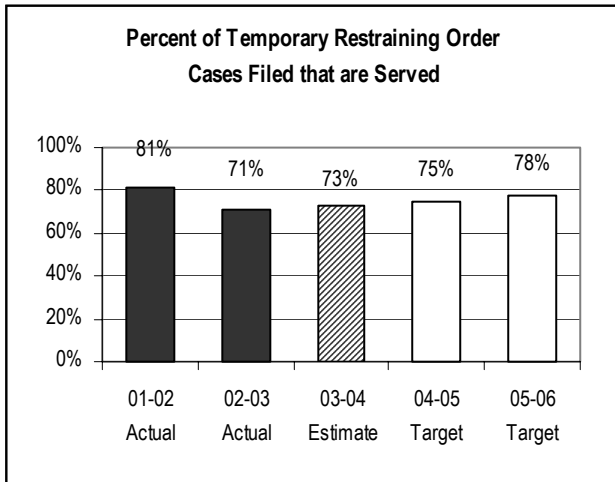
### Services and Accomplishments

The Civil and Records Program is comprised of three units: Civil Support and Enforcement, Criminal Records, and Property and Evidence. Civil Support and Enforcement personnel are responsible for the processing of all Sheriff's civil services, maintaining independent records for plaintiffs and respondents. The Criminal Records unit maintains criminal and public records, including crime reports occurring in the unincorporated and contract jurisdictions, on a 24-hour, 7-day/week basis. The Property and Evidence Unit receives and securely stores incoming evidence; receives recovered or found property and notifies owners; lawfully releases or destroys unclaimed property or evidence after a case is adjudicated; and provides documentation and maintenance of evidence for court purposes.

The following are major accomplishments in the current year:

- Upgraded the Automated Warrant System (AWS) database
- Completed initial implementation of a new Records Management System (RMS)

### Headline Measures



### Story Behind Baseline Performance

Civil support and enforcement services are mandated and follow strict procedures. The Unit performs countywide evictions, possession levies and service of domestic violence restraining orders, and welfare fraud warrants. Every effort is made to serve notice and orders in a timely fashion. In FY 2003-04 the Sheriff's Office expects to serve 73% of all Temporary Restraining Orders (TROs). Efforts are made to serve all TROs, including three service attempts at various times and days of the week. State law requires a minimum of two attempts. The number served is affected by availability and schedules of those being served. With fewer available deputies and less dedicated overtime to serve the Orders, the percent served is not likely to increase.

Child support warrants, previously served as criminal warrants, are now processed as civil warrants. The duty of serving warrants for child support has been transferred to the District Attorney. The Sheriff's Office's role is now limited to processing the warrants, which significantly curtails Sheriff's Office jurisdictional authority and influence. This change has reduced the overall number of warrants served by the civil unit.

The Automated Warrant System (AWS) database, which captures all warrants that have been ordered by the Court, has been upgraded and data is now more complete than prior years. This is reflected in the leveling off of new warrants from 27,028 in FY 2002-03 to approximately 28,000 in FY 2003-04. Under the old partially-manual system, reported numbers were incomplete. The number of criminal warrants cleared has been adjusted to reflect a more accurate count. The AWS is being enhanced to transfer data directly to the state warrant system. The further automation will allow staff to work more expediently.

The initial implementation of a new Records Management System (RMS) was completed in January 2004. This allows for the automation and standardization of processes and improves transmission and tracking of cases. A new document imaging system will soon enhance the RMS capabilities.

The Property and Evidence Unit has implemented use of propertybureau.com for purposes of disposing of unclaimed property and evidence after a case has been closed. The online auction house has proven to expedite the sale of property and realize higher returns than past methods of disposal. In the past, property and evidence were stored for longer periods of time while awaiting a Public Administrator estate sale. The detective sergeants have also assisted with the expeditious sale of property, further reducing the need for storage, by improving the turnaround time for filing paperwork needed to execute the transaction.

Major challenges facing the program over the next two years will be:

- To maintain the percent of warrants served or self-surrendered by respondent
- To maintain the percent of criminal warrants cleared by County criminal justice agencies
- To integrate the Records Management System (RMS) into daily operations
- To implement a document imaging system to enhance RMS capabilities

### **Program Priorities**

The Civil and Criminal Records Program will meet performance targets by doing the following:

#### Increase the Percent of Temporary Restraining Orders Served to 75%

- Provide continuing education
- Maintain staffing levels

#### Maintain the Percent of Criminal Warrants Cleared by County Criminal Justice Agencies

- Collaborate with other departments and agencies
- Integrate the Records Management System into daily operations
- Conduct training on new system

**Performance Measures Summary Table**

Performance Measures	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Estimate	FY 2004-05 Target	FY 2005-06 Target
<b>What/How Much We Do</b>					
Number of Temporary Restraining Orders filed	386	832	835	840	845
Number of Job Applicants fingerprinted	7,822	7,302	7,250	7,280	7,300
Number of criminal warrants:					
- Total Maintained	33,874	27,028	28,000	27,000	26,500
- New Warrants Received	3,775	9,941	10,000	10,000	10,500
<b>How Well We Do It (Quality)</b>					
Number of warrants served per Civil Deputy	9	18	18	18	18
Percent of Temporary Restraining Orders filed that are served	81%	71%	73%	75%	75%
<b>Is Anyone Better Off? (Outcome)</b>					
Number and percent of criminal warrants cleared by County criminal justice agencies	3,347 / 10%	8,645 / 32%	9,100 / 32%	8,450 / 32%	8,000 / 32%

**Civil and Records Bureau (3015P)  
Resource Allocation Summary**

	Actual 2001-02	Actual 2002-03	Revised 2003-04	Recommended 2004-05	Change 2004-05	Recommended 2005-06
Salary Resolution	39.0	39.0	33.0	32.0	(1.0)	32.0
Funded FTE	39.0	39.0	33.0	32.0	(1.0)	32.0
<b>Total Requirements</b>	3,218,338	4,109,815	4,529,521	4,185,497	(344,024)	4,388,430
<b>Total Sources</b>	855,548	2,512,713	1,441,869	839,178	(602,691)	853,468
<b>Net County Cost</b>	2,362,790	1,597,102	3,087,652	3,346,319	258,667	3,534,962
<b>NCC Breakdown</b>						
Federal Grants Match			108,404	158,570	50,166	
Local Grants Match			154,852	142,907	(11,945)	147,194
Mandated Services			2,824,396	3,044,842	220,446	3,387,768

**Program Net County Cost**

The portion of this program's FY 2004-05 Recommended Budget which is funded by the General Fund or Net County Cost (NCC) is \$3,346,319, or 79.9%, of which \$1,480,892 or 35% is discretionary. This amount includes Mandated criminal records services provided with no specified maintenance-of-effort or local match requirements. The remaining amount represents mandated civil enforcement and Civil Court support services which are currently provided at minimum legally required levels and costs paid to Information Services for support and operation of the CJIS automated system without which the Sheriff's mandated criminal and correctional services could not operate. The

County's budget for Public Safety services currently exceeds the Public Safety Sales Tax MOE by \$48 million. The Mandated Services amount reflected in this program includes a portion of this Public Safety overmatch.

### **FY 2004-05 Program Funding Adjustments**

The following are significant changes from the FY 2003-04 Revised Budget to the FY 2004-05 Recommended Budget:

#### **1. Adjustments to Provide Current Level of Service**

Budget adjustments have been made as follows: inclusion of merit increases; annualization of mid-year position changes and negotiated labor increases; a mid-year internal transfer of one support position into the Civil Unit to help address the significant workload growth in that unit; adjustments to miscellaneous services and supply expenses; an increase in some County Service Charges; and adjustments to ongoing revenues reflecting historical experience and anticipated fee increases or contractual adjustments.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
22,239	371,774	0	0	349,535	1

#### **2. Elimination of Special Projects Manager Position**

The Special Projects Records Manager position will be eliminated. This position handles a variety of special assignments and projects for CAL-ID, Criminal Records and the Support Services Bureau. One key function is the tracking and monitoring of incoming, processed, cleared, and ongoing countywide criminal arrest warrants. The department's ability to handle ongoing and new informational projects will be reduced to mandated reports only. This position has been a key participant in managing the Sheriff's role in the countywide CJIS criminal justice system.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(112,136)	0	0	(112,136)	(1)

#### **3. Elimination of Public Information Officer Position**

The Public Information Officer management position will be eliminated. A short-term contract for grant and OES public information functions has been included. Media attention and policy focus for critical public law enforcement issues will be reduced, and a variety of special projects which highlight County services for the public will no longer be performed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(87,136)	0	0	(87,136)	(1)

#### **4. Records Management System (RMS) Project Balance Re-appropriation**

One-time costs and grant revenues for completed portions of the Records Management project have been eliminated. The remaining project balance is either re-appropriated or will be rolled over at year-end; the remaining funds are allocated for the mobile data terminal installation that will allow Patrol Bureau Deputies to most effectively receive and transmit RMS data and reports from their police cars, as well as upgrading the current photo database to allow interface with State CAL-Photo specifications so that prior offenders can be identified in the field.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(624,930)	(516,526)	0	0	108,404	0

### **TOTAL FY 2004-05 PROGRAM FUNDING ADJUSTMENTS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(602,691)	(344,024)	0	0	258,667	(1)

**FY 2005-06 Program Funding Adjustments**

The following are significant changes from the FY 2004-05 to the FY 2005-06 Recommended Budget:

**5. Adjustments to Provide Current Level of Service**

Salaries and Benefits have been increased to include annualization of negotiated increases, as well as merit increases and higher benefit costs. County Service Charges have been increased reflecting an anticipated increase in these operating and utility costs for the department. Revenue from various service charges and contracts has been increased based on projected fee adjustments or contractual adjustments.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
14,290	47,030	0	0	32,740	0