

PURPOSE

Constable Precinct 1 is dedicated to process and serve all civil and criminal papers issued from the court and fulfill the statutory duty placed by the State of Texas and citizens of Collin County.

MAJOR PROGRAMS

Criminal

Receive warrants and criminal subpoenas from varying County Departments and other departments throughout the United States for service upon defendants residing within our precinct.

Goals & Objectives

Serve in a timely and cost- effective manner, all civil and criminal papers.

Increase warrant collections by 10% over prior fiscal year.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Total Papers Received (Criminal & Civil)	15,989	13,256	12,821	13,560	14,000
Warrants Received					
Alias Capias	49	60	21	39	40
Capias Pro Fines	1,021	518	309	385	400
Warrants	5,229	3,247	2,636	3,139	3,500
Total Papers Served (Criminal & Civil)	15,176	14,310	13,005	12,836	14,000
Warrants Served					
Alias Capias	51	77	14	24	30
Capias Pro Fines	1,084	626	304	329	350
Warrants	4,443	4,286	2,467	2,854	3,000
Cost per Warrant Paper Served					
Warrant Revenue Collected	\$ 785,029	\$ 542,800	\$ 396,912	\$ 358,596	\$ 375,000
Percent increase of warrant collections	3%	22%	2%	n/a	n/a

Civil

Receive and process civil documents from Collin County departments along with receiving through mail, civil documents from local, state and out of state attorneys requesting civil process service.

Goals & Objectives

Serve in a timely and cost- effective manner, all civil and criminal papers.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Civil Papers Received					
Citations	1,104	1,778	1,683	1,568	1,600

Civil cont'

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Civil Papers Received cont'					
Criminal Subpoenas	2,925	4,233	2,257	2,547	2,600
Forcibles	905	1,018	1,061	1,295	1,350
Civil Papers Served					
Citations	1,133	1,745	1,758	1,521	1,600
Criminal Subpoenas	2,919	4,215	2,363	2,533	2,600
Forcibles	912	997	1,076	1,303	1,400
Cost per Civil Paper Served	\$ 38.11	\$ 37.03	n/a	n/a	n/a

Traffic

Department utilizes one patrol vehicle that is equipped with a radar unit and enforces traffic code laws throughout our rural areas of the precinct. The deputy assigned to traffic duty is also responsible to the Justice of the Peace for bailiff duties at any time the Justice holds court. This enables department to have a traffic program along with the statutory responsibility for the bailiff.

Goals & Objectives

Serve in a timely and cost- effective manner, all civil and criminal papers.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Traffic Papers Received	953	774	891	494	250
Traffic Citations Issued	953	774	891	494	250
Cost per Traffic Paper Served	\$ 57.34	\$ 28.67	n/a	n/a	n/a

Administration

Administration is responsible to provide the employees of department supervision and direction which enables programs 1, 2, and 3 to operate on a daily basis. Oversees all functions, operations, and duties of the department.

Goals & Objectives

Continue with education within the department utilizing information technology in an effort to maximize efficiency.

Court Security

The goal of this organization is to provide the Justice of the Peace Court Precinct 1 with trained and qualified deputies, as bailiffs, to ensure the safety of the court, employees and the public as they conduct business with and for Collin County. The Local Government Code Section 86.021e requires that a Constable shall attend each session of Justice Court held in the Constable’s Precinct.

EXPENDITURES

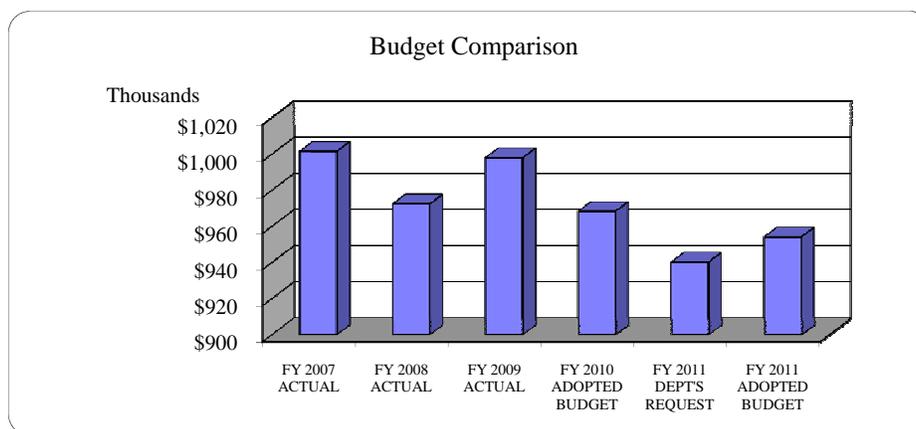
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ADOPTED BUDGET	FY 2010 ADJUSTED BUDGET	FY 2011 DEPT'S REQUEST	FY 2011 ADOPTED BUDGET
SALARIES	\$ 993,176	\$ 964,834	\$ 990,004	\$ 960,192	\$ 960,192	\$ 932,011	\$ 945,910
OPERATIONS	\$ 8,288	\$ 7,525	\$ 7,899	\$ 8,049	\$ 8,211	\$ 8,049	\$ 8,049
CAPITAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,001,464	\$ 972,359	\$ 997,903	\$ 968,241	\$ 968,403	\$ 940,060	\$ 953,959

PERSONNEL

	FY 2010 ADOPTED	CURRENT	DEPT. REQUESTED	RECOMMENDED	PROPOSED	ADOPTED
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FULL TIME POSITIONS

Administrative Secretary		1	1		1	1
Chief Deputy Constable		1	1		1	1
Constable		1	1		1	1
Deputy Constable		5	5		5	5
Deputy Constable II		1	1		1	1
Legal Clerk I		1	1		1	1
Legal Clerk II		1	1		1	1
TOTAL:		11	11	0	11	11



PURPOSE

To efficiently fulfill the Constitutional responsibilities of the Office of Constable by legally serving all civil process for the courts, serving the Justice Court as bailiff, and enforcing the laws of the State of Texas.

MAJOR PROGRAMS

Civil

Civil Process is our primary function. The courts need us to serve their process in order for them to function properly. The plaintiffs have paid their money for "service" and deserve to have their cases go forward. We make 2.5 trips to an address per paper on average.

Goals & Objectives

To provide timely, cost-effective, and professional service to the taxpayer by executing all civil and criminal documents.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Total Papers Received (Criminal & Civil)	2,800	n/a	2,507	4,264	4,350
Civil Papers Received					
Citations	442	n/a	432	610	800
Criminal Subpoenas	854	n/a	554	943	1,000
Forcibles	277	n/a	313	436	420
Total Papers Served (Criminal & Civil)	3,073	n/a	2,458	4,648	4,648
Civil Papers Served					
Citations	437	n/a	461	691	1,050
Criminal Subpoenas	853	n/a	553	977	1,000
Forcibles	278	n/a	305	411	420

2010 Sept data estimated due to Odyssey

Warrant

The courts issue orders in the form of arrest warrants. If those orders weren't carried out by law enforcement organizations, the courts would have no value and justice could not be served. We execute the arrest warrants in order to bring offenders before the Court for adjudication.

Goals & Objectives

To insure the ends of justice are served by the guilty knowing there are consequences for their actions.

To assure the merchants that the system is working for them when they are victimized by hot check writers.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Warrants Received	287	n/a	204	991	1,000
Warrants Served	651	n/a	200	735	750

Administration

Includes all supervisory functions, occasionally attending commissioners court, preparing budgets, submitting reports to auditor, maintaining office, driving to courthouse several times a week to pick and deliver our work product, etc.

Bailiff / Court Security

The Bailiff / Court Security program provides security for staff and citizens during Justice of the Peace court sessions.

Goals & Objectives

To provide security for staff and citizens by attending Justice of the Peace court sessions.

EXPENDITURES

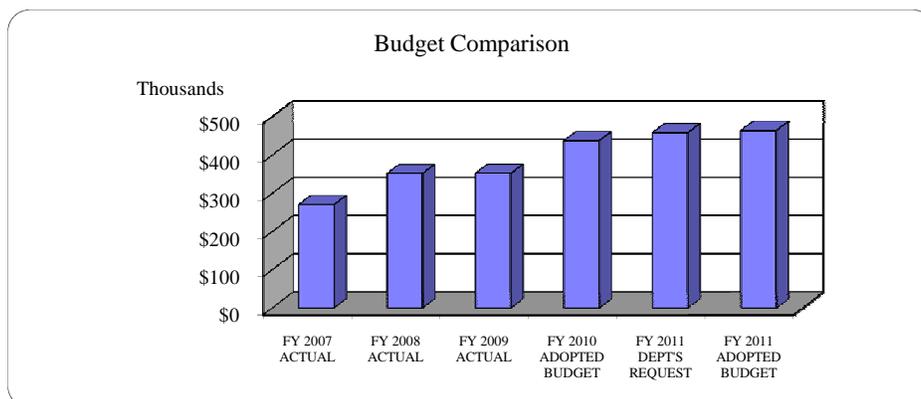
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ADOPTED BUDGET	FY 2010 ADJUSTED BUDGET	FY 2011 DEPT'S REQUEST	FY 2011 ADOPTED BUDGET
SALARIES	\$ 268,728	\$ 341,261	\$ 350,030	\$ 432,749	\$ 432,749	\$ 452,894	\$ 459,278
OPERATIONS	\$ 1,792	\$ 3,118	\$ 2,181	\$ 4,819	\$ 4,819	\$ 5,554	\$ 4,819
CAPITAL	\$ -	\$ 7,335	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 270,520	\$ 351,714	\$ 352,211	\$ 437,568	\$ 437,568	\$ 458,448	\$ 464,097

PERSONNEL

	FY 2010 ADOPTED	CURRENT	DEPT. REQUESTED	RECOMMENDED	PROPOSED	ADOPTED
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FULL TIME POSITIONS

Administrative Secretary		1	1		1	1
Constable		1	1		1	1
Deputy Constable		3	3		3	3
TOTAL:		5	5	0	5	5



PURPOSE

To professionally, diligently, and efficiently execute all civil and criminal court documents assigned to this office by the courts of Collin County and other jurisdictions; to attend the Justice of the Peace Courts as bailiff and ensure the security and safety of the judges, their staff, all court participants and secure the County facility in which their court is held; and to fairly and justly enforce the laws of the State of Texas and the United States.

MAJOR PROGRAMS

Civil

The Civil program receives, records, delivers and returns court documents that have been assigned to our organization. There are over twenty-five different types of court documents issued by the courts. This program also receives court documents from out of county courts and all documents are received, recorded, funds deposited and tracked, delivered and returned to proper jurisdiction. This program, as one of it's duties seizes and holds property for further orders of the court, seizes and sells property under court orders, delivers and executes court orders in the eviction process, delivers court subpoenas to summons witnesses to testify in civil and criminal court proceedings.

Goals & Objectives

To effectively enforce the laws of the State of Texas and the United States.

To execute and return all assigned court documents in a timely and efficient manner.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Total Papers Received (Criminal & Civil)	n/a	11,841	13,304	14,297	16,500
Civil Papers Received					
Citations	1,900	2,814	2,270	2,454	2,700
Criminal Subpoenas	1,747	2,263	2,223	2,323	2,600
Forcibles	1,354	1,872	2,053	3,256	4,200
Total Papers Served (Criminal & Civil)	n/a	12,711	14,019	14,355	16,500
Civil Papers Served					
Citations	1,894	2,778	2,258	2,390	2,650
Criminal Subpoenas	1,741	2,212	2,217	2,261	2,500
Forcibles	1,348	1,855	2,053	3,213	4,200

Warrant

The Warrant program receives, records, makes contacts, makes arrests, and returns criminal warrants issued to our organization from the court system. Additionally, the warrant program tracks and locates defendant on criminal warrants in attempts to collect unpaid fines due to the county and state.

Goals & Objectives

To effectively enforce the laws of the State of Texas and the United States. It shall be an objective of this office that all warrants assigned in area of responsibility will be attempted within seven days from the date the warrant is received in 90% to 95% of all cases.

Warrant cont'

Goals & Objectives

It shall be an objective of this office that all deputies will attempt to locate persons where warrants are to be executed on. When the address is discovered to be a bad address, use all resources available to locate the defendant. If all resources are used and no good address can be located, the warrant shall be returned to the issuing court within ten working days in 90% to 95% of all cases.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Warrants Received					
Alias Capias / Capias Pro Fines	658	947	467	148	175
Warrants	802	2,897	560	952	1,050
Warrants Served					
Alias Capias / Capias Pro Fines	999	1,361	575	226	150
Warrants	1,481	2,457	549	1,271	1,400

Court Security

The Court Security program provides bailiff and court security to protect the courts, judges, staff and litigants and participants in court proceedings as well as provides security to protect the county facility. This program provides court security to two Justice of the Peace Courts.

Goals & Objectives

To attend the Justice of the Peace Courts to ensure the security and safety of the court and all participants in court as well as to maintain a secure and safe environment for them to work, and to secure the county facility in which the court is being held.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Bailiff Hours	1,841	2,019	1,911	1,937.0	2,100

Administrative

The Administrative program is designed to monitor all office activities in order to attain the most effective, efficient, and professional operation possible. The office is broken down into different divisions to make monitoring each more effective. The administrative staff has set out policies, procedures and objectives so each employee is clear on their function within the organization.

Goals & Objectives

The goal of this organization is to provide quality public service in a cost effective manner by monitoring the day to day operations of this organization, projecting activity and making adjustments in areas of responsibility, projecting costs to operate and planning accordingly in the budget process.

It is a goal of this organization to perform our job related duties in a professional, courteous manner with accuracy and efficiency and to conduct our daily business in accordance with all State and Local rules, laws and statutes.

Writ Division

Specialized program that deals with the court ordered attempt to collect judgments handed down by the courts in Civil Law Cases. This needs to be a specialized division, requiring one full time Deputy Constable and requires specialized training on State statutes on what property the defendant has that is subject to levy and sale of the non exempt personal property. Writs carry a large amount of liability for the office, the deputy and the County if the writ is incorrectly executed and property is not seized and sold, or if the incorrect property is seized and sold.

Goals & Objectives

To have well trained, well educated individuals that can work well under pressure and make good, sound, swift decisions when working writs and know how to research land deed records and other records to determine what property is subject to levy and sale.

To work writs in a professional, efficient, diligent and effective manner and to treat all citizens fairly while working within the frame work of Texas Statutes and Laws.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011

Writ of Execution

Received	n/a	n/a	171	216	250
Cleared	n/a	n/a	132	196	200
Open Cases	n/a	n/a	39	1	50

Writ of Sequestrations

Received	n/a	n/a	67	62	75
Cleared	n/a	n/a	66	70	70
Open Cases	n/a	n/a	1	2	5

Payment Delinquent Order

Designed to Attempt to collect “hot checks” written to the Collin County Tax Assessor for registration of motor vehicles (for license plates). If the “hot checks” go uncollected, the fees are charges off to the State of Texas. By statute, any Sheriff, Constable or State Trooper may work these cases. If the person who issues the “hot check” can be located in our county and can not/does not make restitution on the check, one option we have is to remove the license number plates from the vehicle and return them to the Tax assessor Collector. Collin County also collects a \$30.00 return check fee on each case collected.

Goals & Objectives

To collect the registration and return check fees on each and every case by effective and efficient methods such as sending letters to the person that issued the “hot check”, making visits to the known addresses and by seizing the license number plates, if necessary.

To complete our assigned task in a professional, effective and efficient manner.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011

Cases Assigned	n/a	n/a	130	161	175
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Payment Delinquent Order cont'

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Cases Cleared	n/a	n/a	125	157	160
Cases Collected	n/a	n/a	86	73	80
Funds Collected	n/a	n/a	\$ 13,503	\$ 9,387	\$ 10,400
Return Check Fee Collected	n/a	n/a	\$ 2,580	\$ 2,190	\$ 2,400

EXPENDITURES

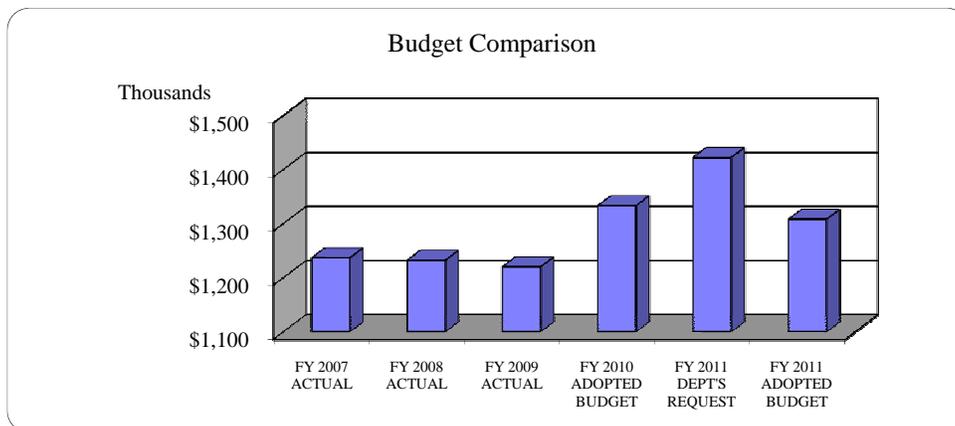
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ADOPTED BUDGET	FY 2010 ADJUSTED BUDGET	FY 2011 DEPT'S REQUEST	FY 2011 ADOPTED BUDGET
SALARIES	\$ 1,223,756	\$ 1,222,375	\$ 1,202,708	\$ 1,319,841	\$ 1,319,841	\$ 1,278,667	\$ 1,294,877
OPERATIONS	\$ 13,061	\$ 9,863	\$ 17,574	\$ 13,348	\$ 16,151	\$ 143,634	\$ 13,348
CAPITAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,236,817	\$ 1,232,238	\$ 1,220,282	\$ 1,333,189	\$ 1,335,992	\$ 1,422,301	\$ 1,308,225

PERSONNEL

	FY 2010 ADOPTED	CURRENT	DEPT. REQUESTED	RECOMMENDED	PROPOSED	ADOPTED
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FULL TIME POSITIONS

Administrative Secretary		1	1		1	1	1
Chief Deputy Constable		1	1		1	1	1
Constable		1	1		1	1	1
Deputy Constable		9	9		9	9	9
Deputy Constable II		1	1		1	1	1
Legal Clerk I		2	2		2	2	2
TOTAL:		15	15	0	15	15	15



PURPOSE

To provide the citizens of Pct. 4 and Collin County outstanding service, by professionally and diligently executing all civil and criminal court documents assigned by the courts of Collin County and other jurisdictions; ensure the safety of the Judge and all court staff by providing security as the court bailiff; fairly and justly enforce the laws of Collin County and the State of Texas.

MAJOR PROGRAMS

Civil

Clerks process and deputies deliver all civil court documents such as citations, evictions, subpoenas, notices, restraining orders. Works writs of possessions, attachments, garnishments and orders of sale.

Goals & Objectives

To professionally and efficiently execute all civil court documents in a timely and cost-effective manner.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Total Papers Received (Civil and Criminal)	18,980	24,329	15,567	11,381	13,380
Civil Papers Received					
Citations	1,153	1,291	1,666	1,800	2,350
Forcibles	2,698	2,949	3,255	3,036	2,800
Total Papers Served (Civil and Criminal)	16,702	21,896	18,586	15,027	17,240
Civil Papers Served					
Citations	1,139	1,192	1,628	1,949	2,125
Forcibles	2,712	3,168	3,242	3,116	2,965
Percent of Papers Successfully Served (Civil and Criminal)	88%	90%	119%	132%	129%

Warrant

Clerks process and deputies execute all warrants issued by the court, such as traffic warrants, hot check warrants & toll way warrants.

Goals & Objectives

To professionally and efficiently execute all criminal court documents in a timely and cost-effective manner.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Total Papers Received (Civil & Criminal)	18,980	24,329	15,567	11,381	13,380
Warrants Papers Received					
Warrants	490	558	652	219	812
Criminal Subpoenas	1,209	1,372	989	1,234	1,440
Toll way Warrants	6,501	6,739	1,605	1,630	1,678
Traffic Papers	1,121	2,170	1,562	883	1,845

Warrant cont'

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011

Warrants Papers Received cont'

Total Papers Served (Civil and Criminal)	16,702	21,896	n/a	15,027	17,240
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Warrants Papers Served

Warrants	592	675	670	755	790
Criminal Subpoenas	1,211	1,332	984	1,288	1,400
Toll way Warrants	4,747	5,696	3,022	2,457	1,600
Traffic Warrants	1,649	1,814	2,037	2,136	2,400

Traffic

Patrolling the streets of our precinct while conducting daily duties and providing public safety through the enforcement of traffic laws. Observing and writing citations to drivers for violations of traffic laws. Assisting other agencies on traffic accidents, backing up other officers on traffic stops and calls for service. Providing motorists with traffic assistance on roadways to help prevent accidents. Our deputies also go out, upon requests from schools within our precinct, and give presentations to the students in the classrooms. They describe our office functions and explain to the students the roles of the Constable and deputies. Our office has also participated in several safety fairs in cities such as Frisco, Prosper and Celina.

Goals & Objectives

To implement a crime prevention unit to enforce traffic laws and assist school districts and other law enforcement agencies, to reduce truancy, high school dropout rate, juvenile crime, and increase school attendance.

Court Security

Protect the Judge & staff of the court and to ensure order in a court session, keeping order of the jury and custody of the prisoners while in the court. Protecting and securing the building, employees and visitors during business hours.

Goals & Objectives

To ensure the safety of the Judge and court staff by providing security as court bailiff.

PERFORMANCE MEASURES	PRIOR YEAR ACTUALS			FINAL	FUTURE ESTIMATE
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010	FY 2011
Bailiff Hours	589	734	674	804	1,020

Administrative

Overseeing all office operations and functions. Providing assistance to customers by answering calls, documenting and tracking complaints and compliments, collecting money for service fees coming in mail and through personal visits. Providing support and assistance to office personnel by processing time and reporting to payroll, preparing schedules, ordering supplies, making travel arrangements for training, and tracking state mandated training requirements. Assisting with the office budget, accounts, bookkeeping & deposits and providing administrative support by preparing required monthly reports and conducting both interviews and evaluation processes.

Goals & Objectives

To continue to train and educate all staff in efforts to maximize efficiency in all areas of operation within the office.

EXPENDITURES

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ADOPTED BUDGET	FY 2010 ADJUSTED BUDGET	FY 2011 DEPT'S REQUEST	FY 2011 ADOPTED BUDGET
SALARIES	\$ 882,594	\$ 895,427	\$ 1,007,441	\$ 962,004	\$ 962,004	\$ 1,072,255	\$ 946,909
OPERATIONS	\$ 10,328	\$ 7,216	\$ 25,445	\$ 14,352	\$ 14,916	\$ 19,684	\$ 14,352
CAPITAL	\$ -	\$ -	\$ 29,213	\$ -	\$ -	\$ 70,858	\$ -
TOTAL	\$ 892,922	\$ 902,643	\$ 1,062,099	\$ 976,356	\$ 976,920	\$ 1,162,797	\$ 961,261

PERSONNEL

	FY 2010 ADOPTED	CURRENT	DEPT. REQUESTED	RECOMMENDED	PROPOSED	ADOPTED
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FULL TIME POSITIONS

Administrative Secretary		1	1		1	1	1
Chief Deputy Constable		1	1		1	1	1
Constable		1	1		1	1	1
Deputy Constable		4	4	2	4	4	4
Deputy Constable II		1	1		1	1	1
Legal Clerk I		2	2		2	2	2
Warrant Deputy		1	1		1	1	1
TOTAL:		11	11	2	11	11	11

