

North Las Vegas Municipal Court

Strategic Budget Priorities
Process (SBPP) Group

July 2010



What services does your department provide?

The North Las Vegas Municipal Court is a high-volume, limited jurisdiction court, which adjudicates criminal misdemeanors, e.g., domestic violence, DUI, petty theft, code enforcement violations, and traffic violations that have occurred within the City of North Las Vegas.



Judicial Department

The Court has two elected Judges

- Department #1 –

Judge Warren VanLandschoot

- Department #2 –

Chief Judge Sean Hoeffgen

(2 FTE's)

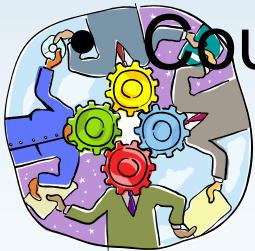


Divisions within the Court

The Court has 9 divisions

- Administration
- Customer Service Division
- Court Programs Division
- Courtroom Support Division
- Judicial Enforcement Division
- Warrant Division
- Information Technology Division
- Marshal Division

Court Compliance Division



Administration

In Administration we:

- Develop and implement
 - * Goals and objectives for the court
 - * Policies and procedures
- Personnel matters
 - * Hiring
 - * Allocation of personnel within the court



(4 FTE's)



Administration

- Prepares and monitors the budgets for
 - * General Fund
 - * Court Facilities Fund
 - * Administrative Assessment Fund
 - * Judicial Enforcement Fund
 - * Marshal Fund
- Directs and implements new ways to provide improved customer service



Administration

- Ensures that the court is compliant with all mandates from the Nevada Supreme Court
- Ensures that the court is compliant with all reporting
 - * City Reporting
 - * Department of Motor Vehicles
 - * State and County Reporting
 - * Nevada Criminal Statistical Reporting



Administration

- Manages and reports on all grants
- Trains new and existing employees in the court processes



Customer Service Division

This division is the primary interface between the court and the public. They service approximately 8,000 customers per month.

- Process all payments made on court-ordered fines and bails
 - * In Person Payments
 - * Mail Payments
 - * Drop Box Payments
 - * Internet Payments

Schedule court appearances

(11 FTE's)



Customer Service

- Maintains all account receivables files
- Provides public documentation on case history, including archived cases
- Assists all customers at the information booth and on the phone
- Manages the work program sign-ups which is a program designed to assist customers that are unable to pay court-ordered fines



Court Programs Division

This division is responsible for managing all alternative sentencing programs and services.

- Traffic School (English and Spanish)
 - Level I 5 hour course
 - Level II 8 hour course
- Driving Under the Influence (DUI) Class (English and Spanish)
- Drug and Alcohol Evaluations
- Monitors SCRAM Program (Alcohol Tracking Bracelets)



(5 FTE's & 3 PT FTE's)



Court Programs Division

- Monitors and maintains the work and community service programs
- Works directly with the defendants to:
 - *Provide in-depth information regarding requirements
 - *Collect payment on fines and all fees for the classes
 - *Track cases to ensure compliance



Courtroom Support Division

This division is comprised of a court preparatory unit, a courtroom unit and the court interpreter unit.



Courtroom Support Division Preparatory Unit

- Responsible for processing, and preparing all paperwork sent to the court from local law enforcement and the city attorney
- Organizes all traffic citations
- Prepares all paperwork for scheduled court dates including checklists for the judges review.
- Receipts all bonds posted at the detention center
- Check in defendants, witnesses, medical staff and police officers for scheduled court sessions
- Updates jail logs



(6 FTE's)



Courtroom Support Division Courtroom Unit

This unit is the staff in the courtroom

- Records disposition of all cases heard before the court
- Ensures that all documents related to each case are collected and properly maintained
- Issues pre-trial and trial dates
- Manages cases that are forwarded to District Court on appeal
- Compiles an active list of bonding agencies to ensure that they are in good standing with the court
- Removes active warrants from the state criminal system



(7 FTE's)



Courtroom Support Division Interpreter Unit

- Provides live in court Spanish interpretation for all parties
- Translates all court documents from English to Spanish
- Provides interpretation and translation as needed throughout the court and other city departments



(2 FTE's)



Judicial Enforcement Division

Enforces judicial orders through
collection of delinquent fines

- Locate defendants by contacting local community agencies, subpoenaing utility records, reviewing credit reports and contacting employers
- Manages outside collection agency for uncollectible cases
- Suspends driver's licenses with Nevada Department of Motor Vehicles for non-compliance
- Arranges payment plans to assist the defendants with compliance
- Sends notification letters to defendants with old warrants

(6 FTE's)



Warrant Division

- Prepares failure to appear and bench warrants
- Enters all warrant information into the Nevada Criminal Justice Information System (NCJIS) to provide law enforcement with the most current information
- Suspends driver's licenses for non-compliance with Nevada Department of Motor Vehicles
- Prepares warrant packets for the marshals to serve
- Operates 24 hours a day / 7 days a week to provide warrant confirmation to all law enforcement

(13 FTE)



Information Technology and File Retention Division

This division is made up of Court IT Unit, Records Retention Unit and a Terminal Agency Coordinator (TAC)

IT Unit

- Provides technical support for all court computer systems, phones and in court technology
- Conducts all computer training
- Manages all new technical projects
- Tests and implements enhancement and updates for the current case management system
- Researches and directs the court in ways to use technology to streamline processes

(3 FTE's)



Information Technology and File Retention Division

Records Retention Unit

- Manages file storage
- Monitors up-coming due dates to ensure that past due files are moved to the Warrant Division for processing
- Ensures compliance with the retention schedules set by the Nevada Revised Statutes for retention and deletion of paper records
- Responsible for the destruction of files after purged



(2 FTE's)



Information Technology and File Retention Division

Terminal Agency Coordinator

- Liaison between the court and the Nevada Criminal Justice Information Systems Network and the Federal Bureau of Investigation with regard to their agency's use and access to the National Crime Information Center
- Ensures our agency is in compliance with policy and procedures regarding all system accessible through the NCJIS network
- Maintains up-to-date manuals of all systems, as well as establishes internal written procedures that relate to the responsibilities, legalities and operational guidelines applicable to system use with our agency.



(1 FTE's)



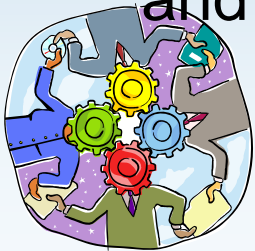
Information Technology and File Retention Division

- Inspects and validates all documents for completeness before forwarding to NCIC/NCJIS.
- Validates current entries in the NCIC/NCJIS system
- Trains and certifies all terminal operators and new hires in accordance with established policies and procedures
- Monitors system access



Marshal Division

- Provide security for judges, court staff and the public
- Operation of the scanners, metal detectors, and x-ray machines which reduces the risk of deadly weapons and contraband from entering the facility
- Direct all court proceedings
- Provide warrant service for the defendants at residential and employment locations
- Collection of bails
- Detains, arrests, and transports non-compliant defendants.
- Provides security for the North Las Vegas City Campus and public meetings



(21 FTE's and 12 PT FTE's)



Court Compliance Division

- Monitors the mandates of the Uniformed System for Judicial Records
- Prepares monthly statistical reporting for the state
- Records and reconciles all revenue generated by the court –ensuring that it is properly assigned and accounted for
- Ensures compliance of Minimal Accounting Standards set by the Nevada Supreme Court
- Issues refund and restitution checks and tracks returned checks and charge backs on credit/debit cards
- Prepares weekly violation reports for the Nevada Department of Motor Vehicles



(1 FTE)



Statistics To Know FY 2009/2010

- Processed over 10,000 misdemeanors
- Processed over 38,000 traffic citations
- Issued 19,000 bench warrants
- Served 17,000 bench warrants
- The court had an average of 4,400 court appearances per month



Statistics To Know FY 2009/2010

- The court has 114 calendared court sessions per month
- Total operating budget \$9.8 million
- Total revenue collected for the general fund \$11.6 million



Who do you serve?

- Anyone who has been issued a traffic citation or arrested for a misdemeanor crime
- Citizens cited for violations of code enforcement
- Local business owners cited for licensing infractions and violations of code enforcement
- Local law enforcement and detention centers
- Local prosecuting agencies
- Other local courts



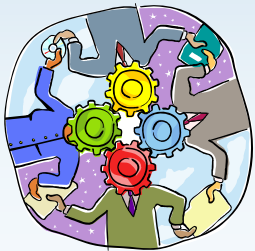
Recent Budget Cuts & Impacts?

- Eliminated the marshals' take-home vehicles - \$31,000 annual savings
- Eliminated Marshal Division's training officer positions - \$28,000 annual savings
- Discontinued night court - \$10,000 annual savings
- Senior Office Assistant position eliminated - \$62,000 annual savings
- Court Interpreter position (1 FTE) eliminated - \$71,280 annual savings



Recent Budget Cuts & Impacts?

- Eliminated temporary/intern positions -\$105,000 annual savings
- Chief Marshal took the Voluntary Separation Package – position now frozen - \$220,000 annual saving
- Reduced services and supplies - \$107,500 annual saving
- Delay courtroom 3 operating costs -\$956K annual savings



Service Delivery Challenges

- Reduction in staff
 - * Longer wait times
 - * Delay in case processing
 - * Revenue loss
 - * Reduction in case compliance
 - * Delay in-custody hearings due to workload increase
 - * Reduction in warrant entry into Nevada Criminal Justice Information System (NCJIS)



Discussion with Group

Questions?

