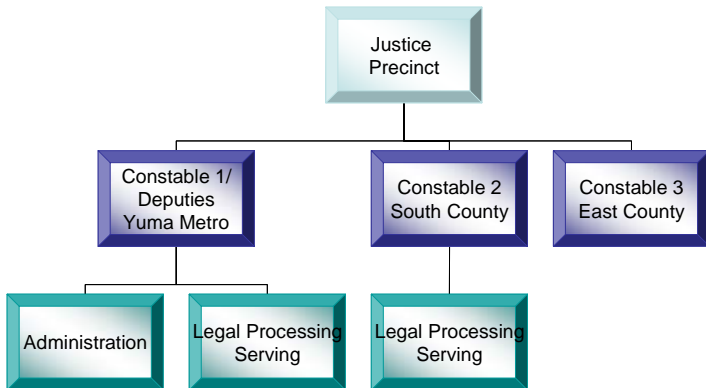


## MISSION STATEMENT

The office of the Constable in Justice Precinct #1 is committed to providing accurate and timely legal process service to all people of Yuma County. The Office executes the eviction process with sensitivity and compassion for all parties involved. The Office is dedicated to providing excellent internal and external customer service by constantly reviewing process and procedure during everyday duties.

## ORGANIZATION



The offices are managed by the respective precinct Constable. Constables are elected officials in the same geographical districts as the County’s Justice of the Peace. The Constables serve the Justice of the Peace of their districts.

## SERVICES

**Administration:** Supports the department from an administrative role.

**Legal Process Serving:** Serves for the Justice of the Peace and other competent authorities. These legal processes include criminal and civil summons and complaints, subpoenas, small claims summons and subpoenas, special detainers / forcible detainers, writs of restitution, writs of garnishments, injunctions prohibiting harassment, order of protections, cost recovery, orders to show cause, landlord / tenant communications and skip tracing.

The **Constables** are:

- Precinct 1: John Nozar
- Precinct 2: Ernie Lugo
- Precinct 3: Matthew Brooks

# CONSTABLES



## STRATEGIC PLAN PERFORMANCE

### Performance Measure Actuals & Benchmarks - Constables

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Actual	Current	Benchmarks		
Measure:	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
The County's internal and external customers and the general public are satisfied with the quality of services provided.					
% of customers surveyed by the Constable reporting they are satisfied with services received	98%	96%	96%	96%	96%
To keep required Peace Officer Certification current.					
% of staff required to be certified as Peace officers possessing an up-to-date certification.	N/A	100%	100%	100%	100%
To locate and serve legal documents in a timely manner.					
% of papers served within three days.	91%	95%	95%	95%	95%

## EXPECTATIONS

### CONSTABLE #1. # 2 & # 3:

#### ○ Customer satisfaction:

County Strategic Goal: Customer Satisfaction.

Objective: By the next survey, to have 46% or more of residents who agree that legal processes provided by Constables are done timely.

Status: This objective is being achieved. The 2007 Countywide Survey shows that 46% agreed.

Strategy: Precinct 2 – Add funding for mileage and a computer and printer.

### CONSTABLE PRECINCT #1:

#### ○ Point of service customer satisfaction:

County Strategic Goal: Customer Satisfaction.

Objective: To have 95% of customers who rate the overall quality of service received as excellent or good.

Status: This objective is being achieved. The current average is 96%.

Strategy: No changes in the department's budget is needed to continue achieving this objective.



## EXPECTATIONS (CONCLUDED)

### CONSTABLE PRECINCT #1, # 2 & #3:

- **To locate and serve legal documents in a timely manner:**

County Strategic Goal: County Resources.

Objective: To efficiently and effectively serve legal documents.

Status: Currently, 95% of papers are served within three days.

Strategy: Ensure all servers have reliable vehicles and continue to improve all aspects of serving.

### CONSTABLE PRECINCT #1:

- **To keep Peace Officer certification current:**

County Strategic Goal: County Resources.

Objective: Maintain Peace Officer certification.

Status: 100% certification.

Strategy: Provide annual training to maintain certification and coordinate with Arizona Peace Officer Standards Training and Select Council on Progressive Enforcement to locate training.

## INITIATIVES NEW FOR 2010

This is a continuation budget. There are no major new initiatives, programs or additional resources.

## INITIATIVES PRIOR YEAR STATUS

### Constable Precinct #1:

- Any newly hired Deputy Constables to be Arizona P.O.S.T. (PeaOfficer Standard Training) certified.

Status: Complete

### Constable Precinct #2:

- Initiate public classes on the importance and proper installation of car seats.

Status: Ongoing

# CONSTABLES



## STAFFING LEVELS

### Authorized Positions by Major Function

	2006-07	2007-08	2008-09	2009-10
Constables	3	3	3	3
Administration	1.5	1.5	1.5	1.5
Legal Process Serving	1.5	1.5	1.5	1.5
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

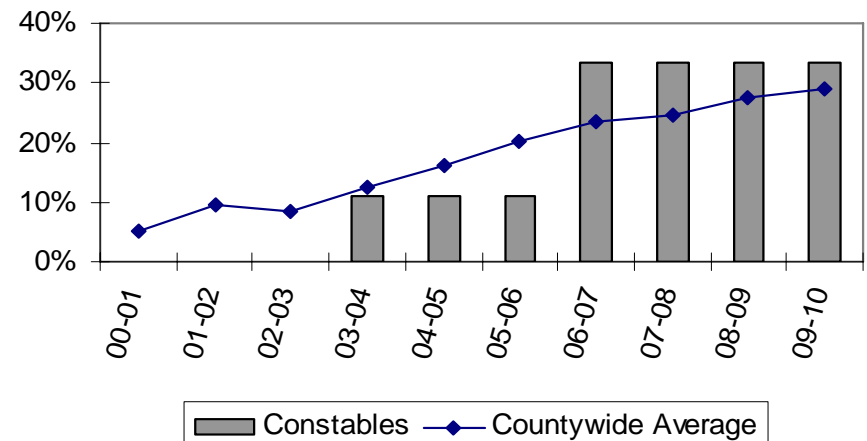
### Authorized Positions by Classification

	2006-07	2007-08	2008-09	2009-10
Constables	3	3	3	3
Deputy Constable	1	1	1	1
Administrative Assistant	1	1	1	1
Clerk I	1	1	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

There is no change in staffing levels for fiscal year 2009-10.

The three Constable positions are elected and all other positions are all regular employment positions; there are no grant employees.

**Constables' Growth in Positions  
Compared to FY00 Base Yr. - All Funds**  
(no agency changes in years without gray bars)



The Constable Departments have grown 33.3% since fiscal year 1999/00. This is higher than the "County average" of 28.8%. This seemingly high percentage increase is a product of having a smaller base compared to other departments. The Constables' had 4.5 positions in fiscal year 1999-00.



## FUNDING LEVELS

**Revenue:** General Fund support is at the level needed for General Fund expenditures.

**Personnel:** There are no substantial changes for this Fiscal Year.

**Supplies and services:** The net increase from FY08/09 is primarily due to increases for Fuel and Electricity.

**Capital outlay:** There is no capital outlay budget for this fiscal year.

<b>Constable Precinct #1</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Budget 2008-09</b>	<b>Estimate 2008-09</b>	<b>Budget 2009-10</b>	<b>% Change</b>
<b>Sources</b>						
General Revenue	\$ 197,366	\$ 239,487	\$ 236,159	\$ 232,550	\$ 244,850	3.68%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>197,366</b>	<b>239,487</b>	<b>236,159</b>	<b>232,550</b>	<b>244,850</b>	<b>3.68%</b>
<b>Uses</b>						
Personnel	178,505	194,111	207,391	204,058	210,375	1.44%
Supplies & Services	18,861	25,469	28,768	28,492	34,475	19.84%
Capital Outlay	-	19,907	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
Transfers In & Out	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 197,366</b>	<b>\$ 239,487</b>	<b>\$ 236,159</b>	<b>\$ 232,550</b>	<b>\$ 244,850</b>	<b>3.68%</b>
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

# CONSTABLES



## FUNDING LEVELS

**Revenue:** General Fund support is at the level needed for General Fund expenditures.

**Personnel:** There are no substantial changes for this Fiscal Year.

**Supplies and services:** There are no substantial changes to Supplies & Services for this Fiscal Year.

**Capital outlay:** There is no capital outlay budget for this fiscal year.

<b>Constable Precinct #2 &amp; #3</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Budget 2008-09</b>	<b>Estimate 2008-09</b>	<b>Budget 2009-10</b>	<b>% Change</b>
<b>Sources</b>						
General Revenue	\$ 32	\$ 37,300	\$ 46,027	\$ 47,703	\$ 46,043	0.03%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>32</b>	<b>37,300</b>	<b>46,027</b>	<b>47,703</b>	<b>46,043</b>	<b>0.03%</b>
<b>Uses</b>						
Personnel	32	37,300	40,549	42,964	40,565	0.04%
Supplies & Services	-	-	5,478	4,739	5,478	0.00%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
Transfers In & Out	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 32</b>	<b>\$ 37,300</b>	<b>\$ 46,027</b>	<b>\$ 47,703</b>	<b>\$ 46,043</b>	<b>0.03%</b>
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	N/A