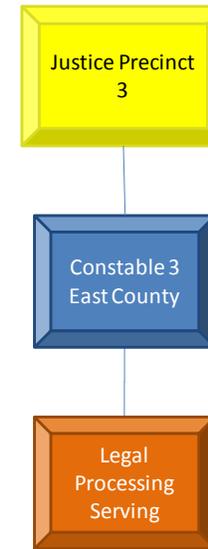


## MISSION STATEMENT

The Mission of the Constable for Precinct #3 is guided by three principles: Service, Diligence and Justice. The service of all legal processes in a fair and consistent manner with all involved, diligence through timely, accurate, and safe service of those legal processes to ensure that justice is served. These three principles will be applied with dignity to all customers. The duties of safety and security of the court, the litigants, witnesses, and staff will be performed with service, diligence, and justice.

## ORGANIZATION



Constables are elected officials in the same geographical districts as the County's Justice of the Peace. The Constables serve the process for the Justice of the Peace and their districts.

# CONSTABLE



## MAJOR FUNCTIONS

**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, skip tracing, and JAU notices.

## PERFORMANCE REPORTING

Vacant - No new objectives.

## INITIATIVES NEW FOR 2014

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



## STAFFING LEVELS

### Authorized Positions by Major Function

	2010-11	2011-12	2012-13	2013-14
Constable	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

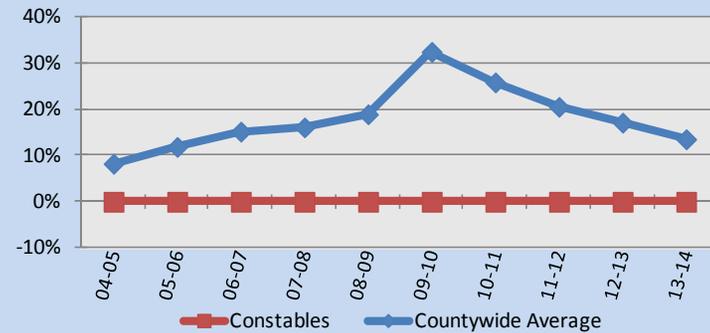
### Authorized Positions by Classification

	2010-11	2011-12	2012-13	2013-14
Constable	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

There is no change in staffing levels for fiscal year 2013-14.

The Constable position is an elected position and is a regular employment position.

**Constable's Growth in Positions Compared to FY04  
Base Yr. - All Funds**



The Constable #3 Office has remained staffed solely by the Constable for over 10 fiscal years.



## FUNDING LEVELS

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

**Personnel:** The decrease is due to a temporary reallocation of the budget.

**Supplies and Services:** There are no substantial changes this fiscal year.

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

Constable Precinct #3	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
<b>Sources</b>						
General Revenue	\$ 2,926	\$ 1,341	\$ 11,794	\$ 1,750	\$ 4,116	-65.10%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>\$ 2,926</b>	<b>\$ 1,341</b>	<b>\$ 11,794</b>	<b>\$ 1,750</b>	<b>\$ 4,116</b>	<b>-65.10%</b>
<b>Uses</b>						
Personnel	970	193	7,678	-	-	N/A
Supplies & Services	1,956	1,148	4,116	1,750	4,116	0.00%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 2,926</b>	<b>\$ 1,341</b>	<b>\$ 11,794</b>	<b>\$ 1,750</b>	<b>\$ 4,116</b>	<b>-65.10%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	N/A
Transfers Out	-	-	-	-	-	N/A
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
Other Restricted	-	-	-	-	-	N/A