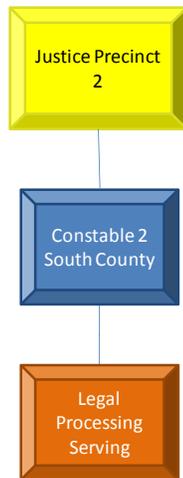


## MISSION STATEMENT

It is the mission of the Constable's Office in Precinct #2 to execute mandated civil and criminal processes to citizens of Yuma County in a professional, timely and cost effective manner.

## 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.

## 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

### Performance Measure Actuals & Benchmark - Constables

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

Department Goal: Measure:	Target/Benchmark				
	FY2014	FY2015	FY2016	FY2017	FY2018
To serve legal documents in a timely manner.					
% of legal process documents served within 3 days.	100%	100%	100%	100%	100%

## STRATEGIC GOALS

### Legal Process Serving County Resources

**Goal:** To serve legal documents in a timely manner.

**Objective:** Annually, serve 100% of legal process documents within 3 days.

**Indicator:** Percent of legal process documents served within 3 days.

**Current Status:** 100%.

**Strategy:** Continue in constant communication with Justice Precinct #2 and County Attorney's staff to learn of new documents to be served and improve method of delivery of documents.

## INITIATIVES NEW FOR 2014

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

## INITIATIVES PRIOR YEAR STATUS

### Constable Precinct #2:

- To develop a billing system for services rendered.

**Status:** Ongoing



## 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>

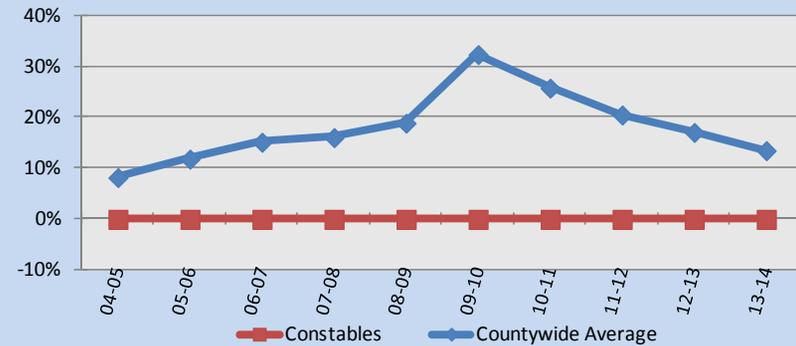
### Authorized Positions by Classification

	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.

Constables' Growth in Positions Compared to FY04 Base Yr.  
- All Funds



The Constable #2 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:** There are no significant changes this fiscal year.

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

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

Constable Precinct #2	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
<b>Sources</b>						
General Revenue	\$ 61,197	\$ 79,420	\$ 80,018	\$ 5,111	\$ 86,528	8.14%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>\$ 61,197</b>	<b>\$ 79,420</b>	<b>\$ 80,018</b>	<b>\$ 5,111</b>	<b>\$ 86,528</b>	<b>8.14%</b>
<b>Uses</b>						
Personnel	56,298	73,435	74,907	-	81,466	N/A
Supplies & Services	4,899	5,985	5,111	5,111	5,062	-0.96%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 61,197</b>	<b>\$ 79,420</b>	<b>\$ 80,018</b>	<b>\$ 5,111</b>	<b>\$ 86,528</b>	<b>8.14%</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