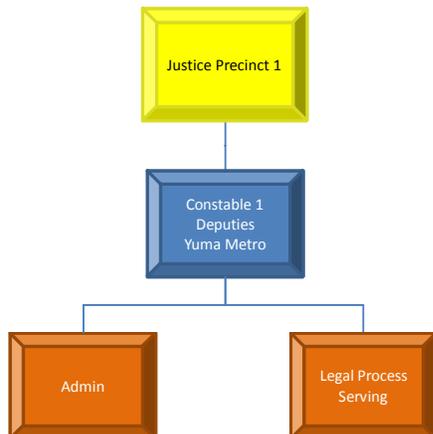


MISSION STATEMENT

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 processes and procedures during everyday duties.

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

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, skip tracing, and JAU notices.



PERFORMANCE REPORTING

Performance Measure Actual & Benchmark - Constables

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

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
To serve Judicial Assistance Unit (JAU) Notices for the collection of unpaid fines.					
% of legal process documents served within three days.	87%	89%	91%	93%	95%

STRATEGIC GOALS

Legal Process Serving

County Resources

Goal: To serve Judicial Assistance Unit (JAU) Notices for the collection of unpaid fines.

Objective: Serve 95% of JAU notices within 3 days by June 30, 2018.

Indicator: Percent of legal process documents served within three days

Current Status: 87%

Strategy: 1) To partner with Judicial Assistance Unit to prepare and serve notices to bring persons in to renew or set up new contracts to collect unpaid fines owed to Justice Court, 2) To partner with Judicial Assistance Unit to serve Clerk of Superior Court notices for unpaid fines owed to Superior Court.

SIGNIFICANT ACCOMPLISHMENTS

Service of JAU Notices for the collection of unpaid fines and completion of new database using Destiny software.



INITIATIVES NEW FOR 2014

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

INITIATIVES PRIOR YEAR STATUS

Legal Process Serving:

- To partner with the Judicial Assistance Unit to serve notices to bring persons in to renew or set up new contracts to collect unpaid fines owed to Justice Court.

Status: Ongoing

- Research debtor accounts for JAU that are delinquent due to unpaid fines owed to Justice Court #1 and generate notice to be served.

Status: Ongoing



STAFFING LEVELS

Authorized Positions by Major Function

	2010-11	2011-12	2012-13	2013-14
Constable & Deputy	2.00	2.00	2.00	2.00
Administration	1.00	1.00	1.00	1.00
Legal Process Serving	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

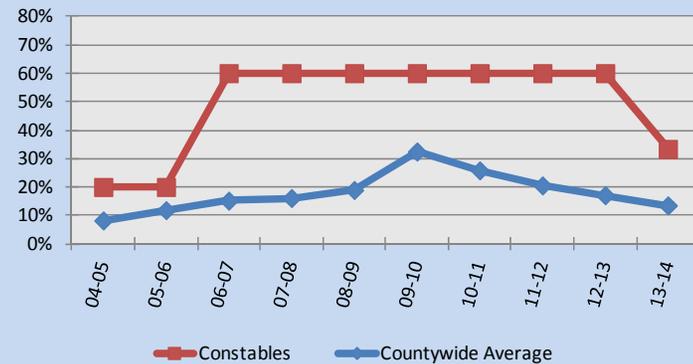
Authorized Positions by Classification

	2010-11	2011-12	2012-13	2013-14
Constables	1.00	1.00	1.00	1.00
Deputy Constable	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Clerk II	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

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

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

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



The Constable's Department has grown 33.3% since fiscal year 2003-04. This is higher than the "Countywide Average" of 13.5%. The seemingly high percentage increase is a product of having a smaller base compared to other departments.



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: The Capital Outlay budget is for a replacement vehicle.

Constable Precinct #1	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 248,148	\$ 254,528	\$ 268,670	\$ 258,752	\$ 298,735	11.19%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
Total Sources	\$ 248,148	\$ 254,528	\$ 268,670	\$ 258,752	\$ 298,735	11.19%
Uses						
Personnel	213,233	221,538	231,870	223,782	238,833	3.00%
Supplies & Services	34,915	32,304	36,800	34,970	37,437	1.73%
Capital Outlay	-	-	-	-	22,465	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
Total Uses	\$ 248,148	\$ 253,842	\$ 268,670	\$ 258,752	\$ 298,735	11.19%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	-	(686)	-	-	-	N/A
Total Other Sources & Uses	\$ -	\$ (686)	\$ -	\$ -	\$ -	N/A
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

CONSTABLE



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