



# CONSTABLES



**Braulio Alvarez,  
Precinct #2**

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.

## 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.

## 2013-2018 OBJECTIVES

**CR-** Annually, serve 100% of legal process documents within 3 days.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## 2014 RESULTS

✓ 100% of legal process documents are served within three days.

## 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%



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## AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2011-12	2012-13	2013-14	2014-15
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 2014-15.

The Constable position is an elected position.

## 2015 ANNUAL BUDGET

**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 this fiscal year.

Constable Precinct #2	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
<b>Sources</b>						
General Revenue	\$ 79,420	\$ 83,074	\$ 83,693	\$ 5,062	\$ 85,842	2.57%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>\$ 79,420</b>	<b>\$ 83,074</b>	<b>\$ 83,693</b>	<b>\$ 5,062</b>	<b>\$ 85,842</b>	<b>2.57%</b>
<b>Uses</b>						
Personnel	73,435	76,322	78,631	-	80,845	2.82%
Supplies & Services	5,985	6,752	5,062	5,062	4,997	-1.28%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 79,420</b>	<b>\$ 83,074</b>	<b>\$ 83,693</b>	<b>\$ 5,062</b>	<b>\$ 85,842</b>	<b>2.57%</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