



# CONSTABLES



**Rafael Torres,  
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.

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

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

## PERFORMANCE REPORTING

### Performance Measure Actuals & 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 legal documents in a timely manner.       |                  |        |        |        |        |
| % of legal process documents served within 3 days. | 100%             | 100%   | 100%   | 100%   | 100%   |

## AUTHORIZED FULL TIME EQUIVALENTS

| Authorized Positions by Major Function |             |             |             |             |
|--|-------------|-------------|-------------|-------------|
|  | 2012-13     | 2013-14     | 2014-15     | 2015-16     |
| 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 2015-16.

The Constable position is an elected position



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## 2016 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<br>2012-13 | Actual<br>2013-14 | Budget<br>2014-15 | Estimate<br>2014-15 | Budget<br>2015-16 | %<br>Change  |
|---------------------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|--------------|
| <b>Sources</b>                        |                   |                   |                   |                     |                   |              |
| General Revenue                       | \$ 83,074         | \$ 87,700         | \$ 85,842         | \$ 85,842           | \$ 87,539         | 1.98%        |
| Special Revenue                       | -                 | -                 | -                 | -                   | -                 | N/A          |
| Balance Forward                       | -                 | -                 | -                 | -                   | -                 | N/A          |
| <b>Total Sources</b>                  | <b>\$ 83,074</b>  | <b>\$ 87,700</b>  | <b>\$ 85,842</b>  | <b>\$ 85,842</b>    | <b>\$ 87,539</b>  | <b>1.98%</b> |
| <b>Uses</b>                           |                   |                   |                   |                     |                   |              |
| Personnel                             | 76,322            | 80,706            | 80,845            | 80,845              | 81,415            | 0.71%        |
| Supplies & Services                   | 6,752             | 6,994             | 4,997             | 4,997               | 6,124             | 22.55%       |
| Capital Outlay                        | -                 | -                 | -                 | -                   | -                 | N/A          |
| Debt Service                          | -                 | -                 | -                 | -                   | -                 | N/A          |
| Reserves & Contingencies              | -                 | -                 | -                 | -                   | -                 | N/A          |
| <b>Total Uses</b>                     | <b>\$ 83,074</b>  | <b>\$ 87,700</b>  | <b>\$ 85,842</b>  | <b>\$ 85,842</b>    | <b>\$ 87,539</b>  | <b>1.98%</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          |