



CONSTABLES



Vacant, Precinct #3

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.

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 Judicial Assistance Unit notices.

2013-2018 OBJECTIVES

Vacant - No new objectives.

PERFORMANCE REPORTING

None

AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2013-14	2014-15	2015-16	2016-17
Constable	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

The department has no staffing changes for fiscal year 2016-17.

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

2017 ANNUAL BUDGET

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

Personnel: There is no Personnel budget this fiscal year.

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 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
Sources						
General Revenue	\$ -	\$ 258	\$ 1,921	\$ 1,921	\$ 1,916	-0.26%
Special Revenue	-	-	-	-	-	-
Balance Forward	-	-	-	-	-	-
Total Sources	\$ -	\$ 258	\$ 1,921	\$ 1,921	\$ 1,916	-0.26%
Uses						
Personnel	-	-	-	-	-	-
Supplies & Services	-	258	1,921	1,921	1,916	-0.26%
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	-	-	-	-
Total Uses	\$ -	\$ 258	\$ 1,921	\$ 1,921	\$ 1,916	-0.26%
Other Sources & Uses						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Other Sources & Uses	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	-



(This page intentionally left blank)