



# *Municipal Court*

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## *FY17 Budget Briefing*

*July 26, 2016*

***Dedicated Service – Every Day, For Everyone!***



# *Mission*

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## ONE MISSION:

To provide for the fair and just adjudication of all cases brought before the Court, and by doing so, enhance the safety and welfare of the citizens of Killeen.

***Dedicated Service – Every Day, For Everyone!***



# *Vision 2030 Goals*

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**To ensure that the valuable work and achievements of the Court thus far in providing for the timely, fair, and just treatment of all citizens, 2030 should see:**

**The establishment and maintenance of a modern Court facility.**

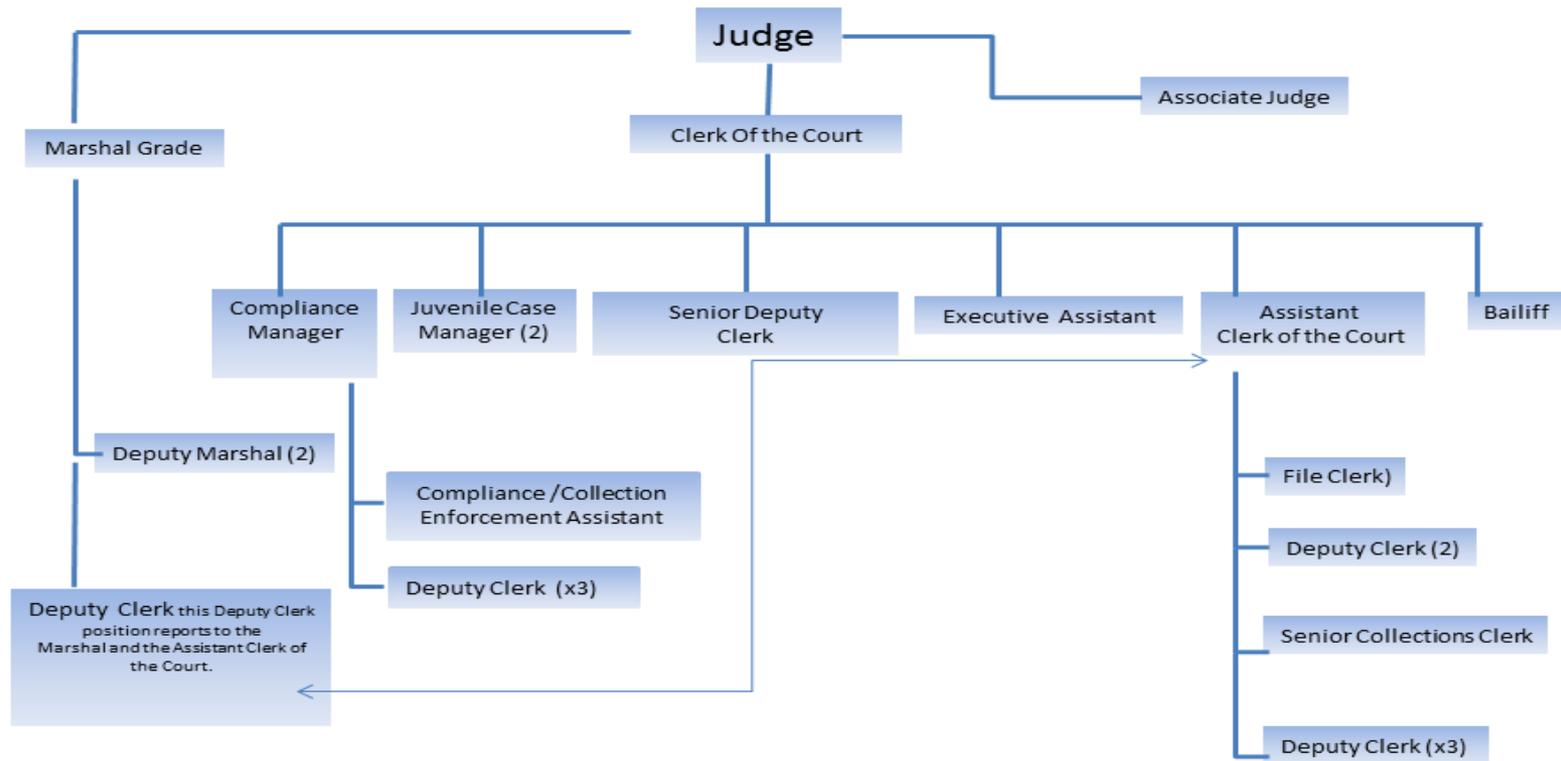
**Enhanced use of technology to ensure timely adjudication of all cases with minimum burden to defendants.**

**The recruitment and maintenance of a Court staff that is fully certified, to ensure all City, State, and Federal standards are implemented and achieved.**



# Organization

Total FTE: 26



## Municipal Court Organization Structure

**Dedicated Service – Every Day, For Everyone!**



# *Core Competencies*

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- ✓ **For the Judges**: Knowledge and experience in all applicable Laws and regulations, as well as a working knowledge of all positions within the Court.
- ✓ **For the Marshal and Deputies**: Competency as Certified Peace Officers, as well as a working knowledge of all other functions of the Court
- ✓ **For the Clerk and Staff**: A working knowledge of applicable State, Federal and Municipal laws; a full working knowledge of Court procedures; knowledge and experience in collections, to to include all State and federal regulations

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# *Municipal Court*

## Key Function

## Allocation

<b><u>Presiding Judge</u></b> – Department head and chief jurist for the Court. Responsible for the establishment of all dockets and Court procedures, adjudication of cases, personnel policies and procedures, budget oversight; training and education	1
<b><u>Associate Judge</u></b> – Responsible for one regular morning docket and assists in Teen Court docket; Serves all functions of the Presiding Judge in his absence	1 part time
<b><u>City Marshal</u></b> – Responsible for Court and Annex Security, and the processing and execution of City warrants	City Marshal and 2 deputies
<b><u>Clerk of the Court</u></b> - Responsible for supervision of all personnel (other than the Marshal and deputies) and procedures, all collections and reporting, and budget preparation. (Position is backed by the <b><u>Assistant Clerk of the Court</u></b> )	1
<b><u>Juvenile Case Manager</u></b> – Responsible for all aspects of the Teen Court and other juvenile defendants, to include supervision of Community Service and other probationary matters; educational outreach (such as school visits and Municipal Court Week)	2



# *Municipal Court*

## Key Function

## Allocation

<b><u>Compliance Manager</u></b> – Responsible for collections on all adjudicated cases, to include payment plans and cases in prewarrant status; preparation and management of <i>capias pro fine</i> cases.	
<b><u>Administrative Assistant</u></b> – Assists in all aspects of the Court; primary time keeper;	1
<b><u>Clerks</u></b> – Responsible for the processing of all pleas, to include paperwork and collections, Court duties (when the Judge is on the bench); assist in meeting reporting requirements; preparation and processing of all dockets; preparation and processing of warrants	15
<b><u>File Clerk</u></b> – Responsible for data entry and file management (all electronic now)	1



# *Unfinanced Requirements*

**Function**

**Cost**

**NONE**

Function	Cost



# *Summary*

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- ✓ Your Court operates professionally and efficiently, to include the establishment of one of the fastest trial dockets in the State;
- ✓ Changes in the past two years have resulted in the savings of thousands of dollars in police overtime, in professional translation services, in procurement sourcing for needed supplies and equipment, in technological advancements, and in the establishment of a robust Teen Court program;
- ✓ The Court has excellent working relationships with the Police and Fire Departments, Code Enforcement, the City Attorney and all other departments

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