

# CONSTABLE PRECINCT 1

## MISSION

The statutory duties of the office of the Constable are to execute all civil and criminal process recorded throughout the County of Fort Bend and the State of Texas. This includes all civil citations, notices, writs, subpoenas, and criminal arrest warrants. The Constables receive all misdemeanor arrest warrants from the District Attorney’s Office of Fort Bend County. Duties included enforcing all state criminal laws and traffic codes. Constables are also bound to respond to any requests for assistance from the constituents of Fort Bend County. Bailiffs for the Justices of the Peace are provided when courts are in session.

## GOALS

### GOAL 1

**Improve the current rate of process to all aspects regarding civil and criminal documents from entry to service.**

**Objective 1** Cross train staff – Clerical & Deputies.

**Objective 2** Implement technological improvements.

<b>PERFORMANCE MEASURES</b> <i>Civil Process Support Staff</i>	<b>2010</b> <b>ACTUAL</b>	<b>2011</b> <b>ACTUAL</b>	<b>2012</b> <b>PROJECTED</b>
Number of civil process received by the department annually	16,093	16,434	17,500
Average time spent processing papers	2 min per paper	2 min per paper	3 min per paper
Number of complaints received regarding entry or editing of civil process annually	7	7	7
Total number of process entered and edited out by support staff annually	16,640	16,934	18,000

## CONSTABLE PRECINCT 1

<b>PERFORMANCE MEASURES</b> <i>Field Operations</i>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 PROJECTED</b>
Number of Civil Process received annually	16,690	16,200	17,500
Average time required to execute civil process	2 days	2 days	2 days
Average number of attempts per civil process	4	4	4

<b>PERFORMANCE MEASURES</b> <i>Civil Process – Support Staff</i>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 PROJECTED</b>
Total number of walk-in civil process entered and edited out by support staff annually.	300	300	300
Total amount of time spent per walk in paper received.	4 min per	4 min per	5 min per paper
Number of complaints received regarding entry or editing of civil process annually.	5	4	4

# CONSTABLE PRECINCT 1

FUND: 100 General

ACCOUNTING UNIT: 100550100 Constable, Pct. 1

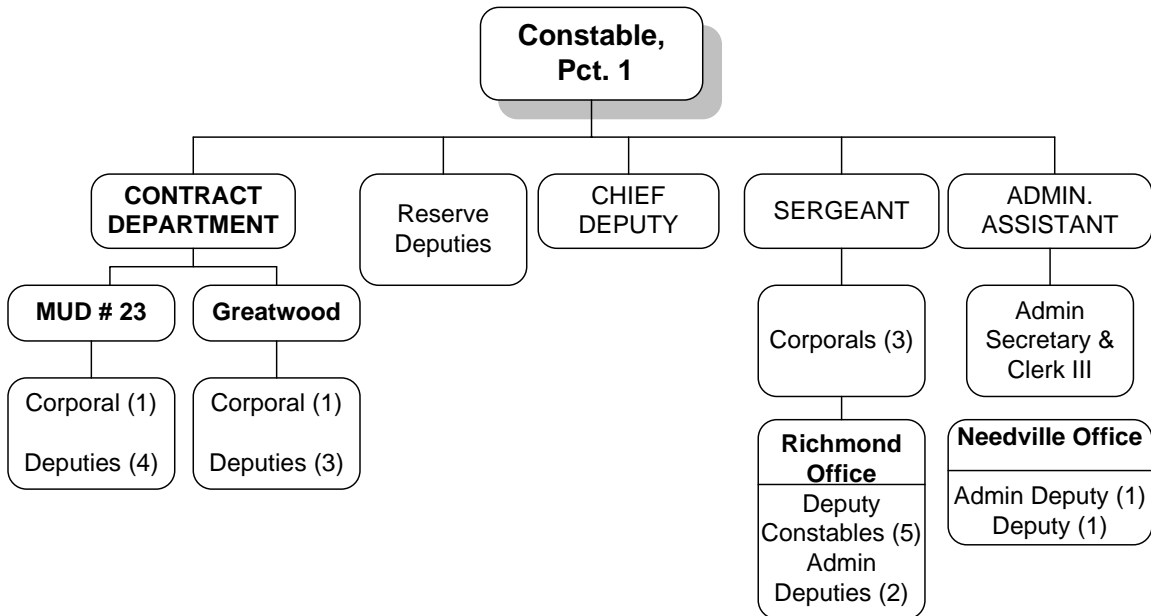
## EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries & Personnel Costs	\$ 1,265,460	\$ 1,322,083	\$ 1,336,071
Operating & Training Costs	\$ 119,892	\$ 124,741	\$ 100,749
Information Technology Costs	\$ 4,338	\$ 3,776	\$ 3,647
Capital Acquisitions	\$ 28,818	\$ 57,354	\$ 33,321
<b>TOTAL</b>	<b>\$ 1,418,507</b>	<b>\$ 1,507,954</b>	<b>\$ 1,473,788</b>

## 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Constable	J00020	G00	1
Administrative Secretary	J07001	G07	1
Clerk III	J07008	G07	1
Administrative Assistant	J08000	G08	1
Administrative Deputy	J09003	G09	1
Deputy Constable	J09019	G09	8
Corporal Constables	J10010	G10	3
Sergeant - Constables	J11053	G11	1
LT. Chief Operations Officer	J12020	G12	1
<b>Total Authorized Positions</b>			<b>18</b>

## ORGANIZATION CHART



## CONSTABLE PRECINCT 2

### MISSION

The men and women of the Fort Bend County Precinct 2 Constable's office are dedicated to serving our community in a fair and impartial manner by working in partnership with our community to execute all court orders, both civil and criminal and to promote a safe and secure environment.

<b>PERFORMANCE MEASURES</b> <i>Civil Process Support Staff</i>	<b>2010</b> <b>ACTUAL</b>	<b>2011</b> <b>ACTUAL</b>	<b>2012</b> <b>PROJECTED</b>
Number of civil process received by the department annually	5,550	6,921	8,000
Average time spent processing papers	4,800	4,800	4,800
Number of complaints received regarding entry or editing of civil process annually	0	0	0
Total number of process entered and edited out by support staff annually	5,600	6,663	8,000
Total number of walk-in civil process entered and edited out by support staff annually	450	375	400
Total amount of time spent per walk in paper received	80 hrs	80 hrs	80 hrs
Number of complaints received regarding entry or editing of civil process annually	0	0	0

<b>PERFORMANCE MEASURES</b> <i>Field Operations</i>	<b>2010</b> <b>ACTUAL</b>	<b>2011</b> <b>ACTUAL</b>	<b>2012</b> <b>PROJECTED</b>
Number of Civil Process received annually	5,550	6,921	8,000
Average time required to execute civil process	N/A	N/A	N/A
Average number of attempts per civil process	3	3	3

**CONSTABLE PRECINCT 2**

PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 PROJECTED
<b>Visibility/Reserves</b>			
Increase law enforcement visibility in the community utilizing reserve deputies	-	1. Recruit qualified candidates to fill reserve deputy positions who have experience.	1. Increase reserve applicant pool. a). Recruit from local law enforcement academy classes.
Reserve Deputy volunteers approved within each fiscal year	14 Reserve volunteers	35 Reserve Deputy volunteers	35 Reserve Deputy volunteers
Reserve Volunteer Hours Worked	18 hrs monthly	18 hrs monthly	18 hrs monthly
Reserve Deputy citizen contacts made while on routine neighborhood patrol	1,200	1,572	2,039

It should be noted that the reserve deputy law enforcement program performance measures should not be compared to programs implemented by other FBC departments.

FUND: 100 General

ACCOUNTING UNIT: 100550200 Constable, Pct. 2

**EXPENSE BUDGET**

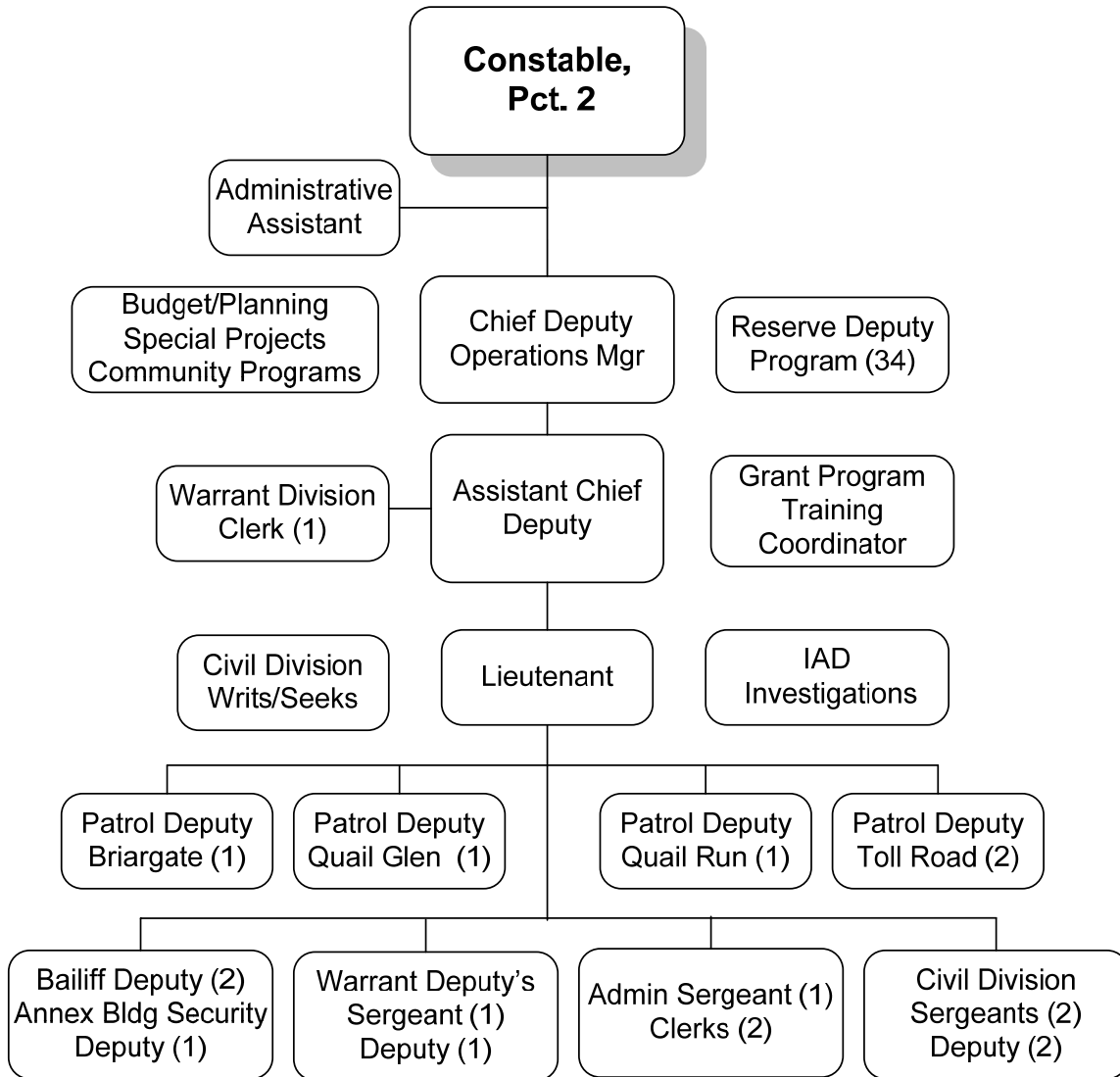
CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries & Personnel Costs	\$ 983,927	\$ 1,056,723	\$ 1,077,001
Operating & Training Costs	\$ 93,077	\$ 98,550	\$ 92,984
Information Technology Costs	\$ 2,389	\$ 6,702	\$ 2,684
Capital Acquisitions	\$ 385	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 1,079,778</b>	<b>\$ 1,161,975</b>	<b>\$ 1,172,669</b>

**2012 AUTHORIZED POSITIONS**

Job Title	Job Code	Grade	Count
Constable	J00020	G00	1
Clerk I	J05005	G05	1
Constable Clerk	J05024	G05	1
Administrative Assistant	J08000	G08	2
Deputy Constable	J09019	G09	2
Corporal Constables	J10010	G10	5
Sergeant - Constables	J11053	G11	1
LT. Chief Operations Officer	J12020	G12	1
<b>Total Authorized Positions</b>			<b>14</b>

## CONSTABLE PRECINCT 2

### ORGANIZATION CHART



## **CONSTABLE PRECINCT 3**

### **MISSION**

The Fort Bend County Precinct 3 Constable's Office performs many different duties and services to the citizens in their precinct. We are statutory responsible to provide security for the Justice of the Peace court when in session, serve civil and criminal process, execute writs and also criminal arrest warrants. The Constable's office is the enforcement branch of the court system and we receive a wide variety of process and orders from courts, including JP courts, District and County Courts as well as out of state courts. Our mission is to provide outstanding and professional service to our citizens and the public in general.

It is the mission of the Fort Bend County Precinct Three Constable's Office to protect the lives, property and rights of all people in this county. In accomplishing this mission, the Constable's Office employees shall be courteous, impartial and diligent at all times, and treating all persons as equal, regardless of race, creed, or nationality.

In the execution of their duties, they shall be guided by those constitutional and legal principles, which are the foundation of The State of Texas and the United States of America.

### **GOALS**

1. Process and execute Writs of Executions, Orders of Sale and Tax Warrants more efficiently. We need to increase the number of deputies in this division and we anticipate a 50% increase in the work load by 2015.
2. Process and execute criminal arrest warrants more quickly and efficiently. We hope to increase the clearance rate of our arrest warrants by 30% by 2015, but will need additional agency personnel in order to meet this goal.
3. Reduce and maintain records in accordance to Records Management policy and work with inventory control to reduce number of records that are not required to be maintained.
4. A full-time permanent deputy is needed in the JP court due to increased dockets and number of citizens in each docket by the court. Additionally, the utilization of the Court Security Fund could assist with hiring a part-time bailiff should we not be able to get a full-time bailiff position.
5. Process and execute civil and criminal process more quickly and efficiently. We hope to increase the clearance rate of our process by 30% by 2015, but more personnel will be needed in order to meet this goal.
6. Continue to work with the state Comptroller's office with our tobacco education and prevention grant this year. This is our 6<sup>th</sup> year and our office has been very successful with our endeavors.

### CONSTABLE PRECINCT 3

PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 PROJECTED
Number of civil papers received by the department annually	8,963	6,765	9,750
Total Number of Outstanding Warrants	14,656	17,381	21,000
Number of Warrants cleared	1,776	1,778	2,225
Number of Hours Spent as Bailiff in Court		732	950

FUND: 100 General

ACCOUNTING UNIT: 100550300 Constable, Pct. 3

#### EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries & Personnel Costs	\$ 807,703	\$ 829,148	\$ 837,192
Operating and Training Costs	\$ 79,556	\$ 122,906	\$ 82,252
Information Technology Costs	\$ 2,473	\$ 1,500	\$ 1,693
Capital Acquisitions	\$ 58,854	\$ 44,925	\$ 41,500
<b>TOTAL</b>	<b>\$ 948,587</b>	<b>\$ 998,479</b>	<b>\$ 962,637</b>

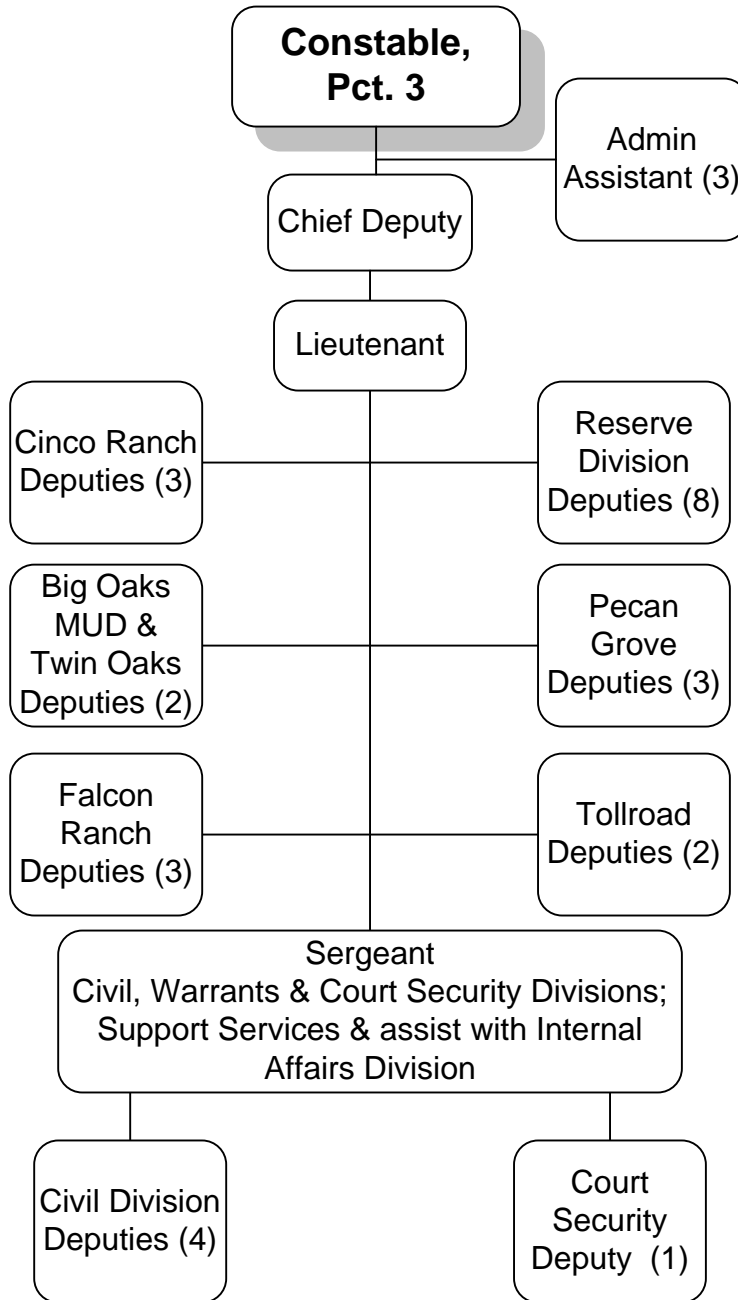
#### 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Constable	J00020	G00	1
Clerk III	J07008	G07	1
Administrative Assistant	J08000	G08	2
Deputy Constable	J09019	G09	4
Corporal Constables	J10010	G10	1
Sergeant – Constables	J11053	G11	2
LT. Chief Operations Officer	J12020	G12	1
<b>Total Authorized Positions</b>			<b>12</b>



# CONSTABLE PRECINCT 3

## ORGANIZATION CHART



## CONSTABLE PRECINCT 4

### MISSION

The statutory duties of the office of the Constable are to execute all civil and criminal process recorded throughout the County of Fort Bend and the State of Texas. This includes all civil citations, notices, writs, subpoenas, and criminal arrest warrants for class C cases issued by each Pct's representative JP court. The constable's receive all misdemeanor arrest warrants from the District Attorney's Office of Fort Bend County. Duties include enforcing all state criminal laws and traffic codes as well as responding to requests for assistance from the constituents of Fort Bend County. The Constable also provide bailiffs for the Justices of the Peace when courts are in session.

### GOALS

#### GOAL 1

**Improve the percentage of cleared warrants in relations to total warrants on file.**

#### GOAL 2

**Improve the efficiency that civil process documents are cleared on first attempt.**

PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 PROJECTED
Efficiency percentage of civil process attempted within 24 hours of receipt.	78%	85%	85%

1. Performance measure illustrates the number of attempts made to accomplish a cleared civil document and the percentage of papers cleared on first attempt. This measure illustrates the efficiency by which officers are utilizing their time and the effectiveness of the methods used to accomplish their tasks.

# CONSTABLE PRECINCT 4

FUND: 100 General

ACCOUNTING UNIT: 100550400 Constable, Pct. 4

## EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 737,804	\$ 781,288	\$ 788,442
Operating and Training Costs	\$ 103,210	\$ 131,363	\$ 73,928
Information Technology Costs	\$ 1,158	\$ 0	\$ 0
Capital Acquisitions	\$ 11,078	\$ 23,000	\$ 0
<b>TOTAL</b>	<b>\$ 853,250</b>	<b>\$ 935,651</b>	<b>\$ 862,370</b>

## 2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Constable	J00020	G00	1
Administrative Deputy	J09003	G09	2
Deputy Constable	J09019	G09	4
Corporal Constables	J10010	G10	1
Sergeant - Constables	J11053	G11	1
LT. Chief Operations Officer	J12020	G12	1
<b>Total Authorized Positions</b>			<b>10</b>

## ORGANIZATION CHART

