

District Court

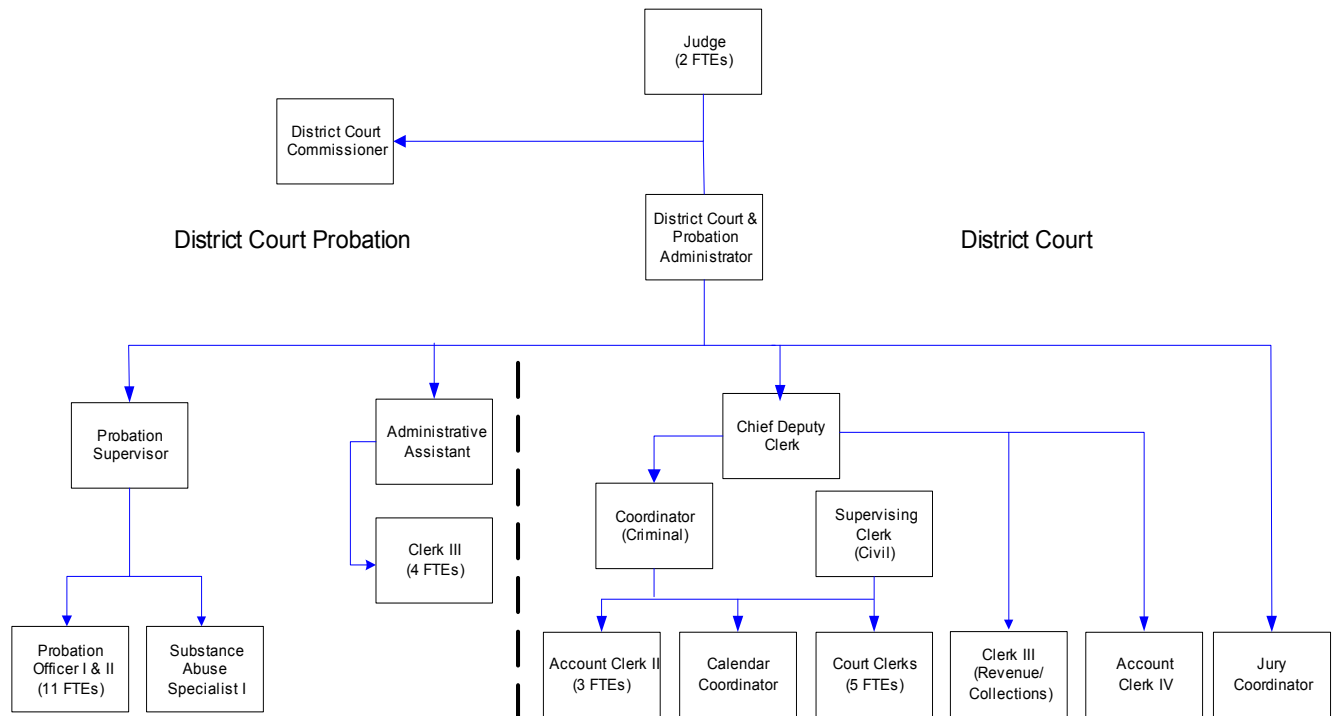
With two elected judges and one appointed commissioner, District Court processes Sheriff, State Patrol, some City of Bellingham, Department of Fisheries, State Park and WWU traffic citations. It also handles small claims, civil claims, name changes and protection orders (as referred by Superior Court).

FTE's for this department

Year	2001	2002	2003	*2004	*2005	*2006
FTE	16.00	16.00	16.00	17.00	18.00	18.00

**budget*

The chart below shows the organizational structure for 2005 only.



Mission & Objectives

Mission

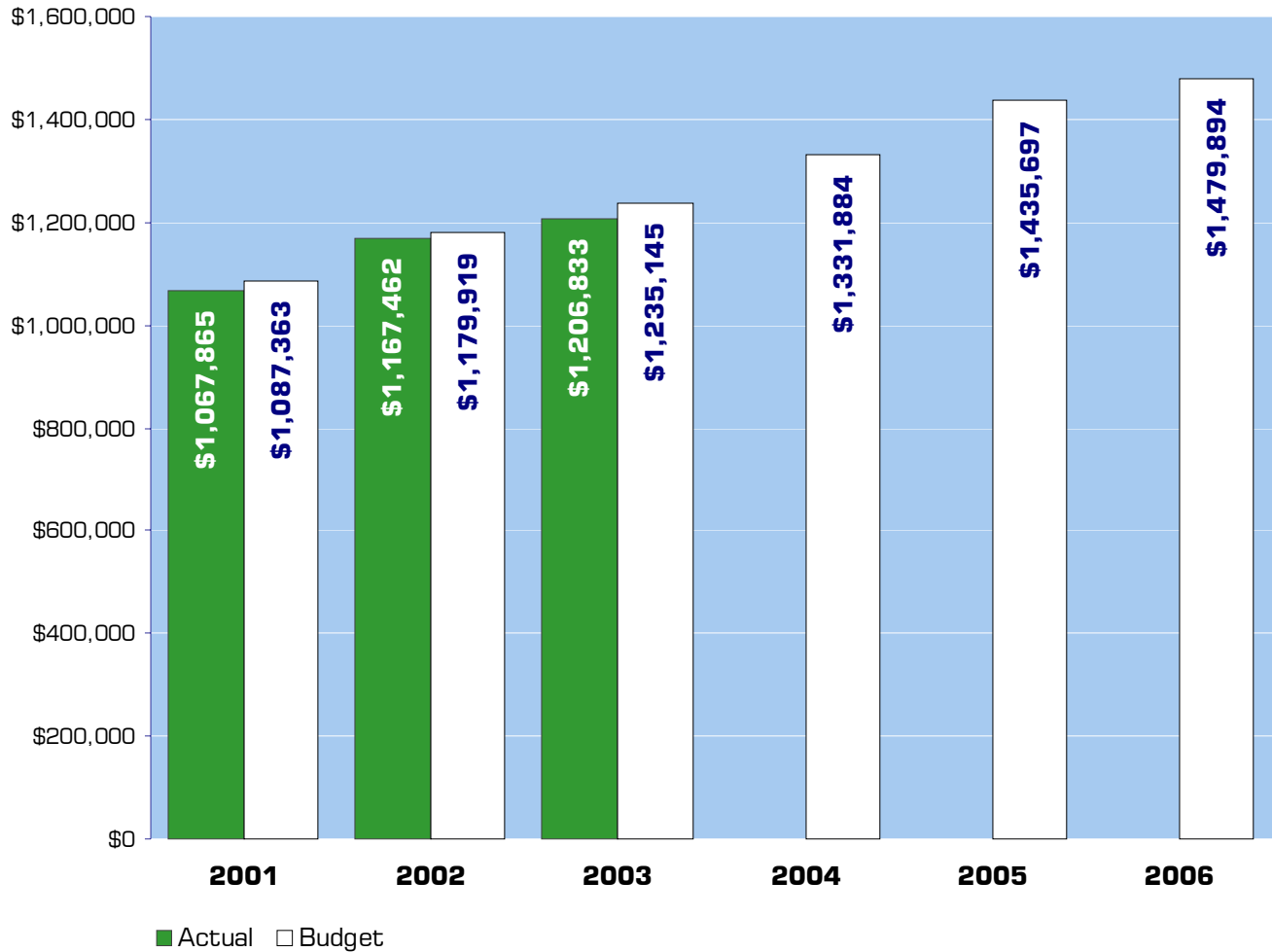
Provide fair and equal access to all members of the public to services provided by District Court. Develop and maintain systems and policies that provide for outstanding service to the public. Hear and determine criminal cases involving misdemeanors and gross misdemeanors.

Additionally, District Court has jurisdiction over civil matters in which the amount in controversy does not exceed \$50,000. Small Claims Court, which is a subsection of District Court, has jurisdiction concurrent with the District Court over civil matters in which the controversy is \$4,000 or less. Traffic and non-traffic infraction cases, domestic violence and anti-harassment orders for protection are also heard in District Court. Collect all fines and fees assessed by the court.

Objectives

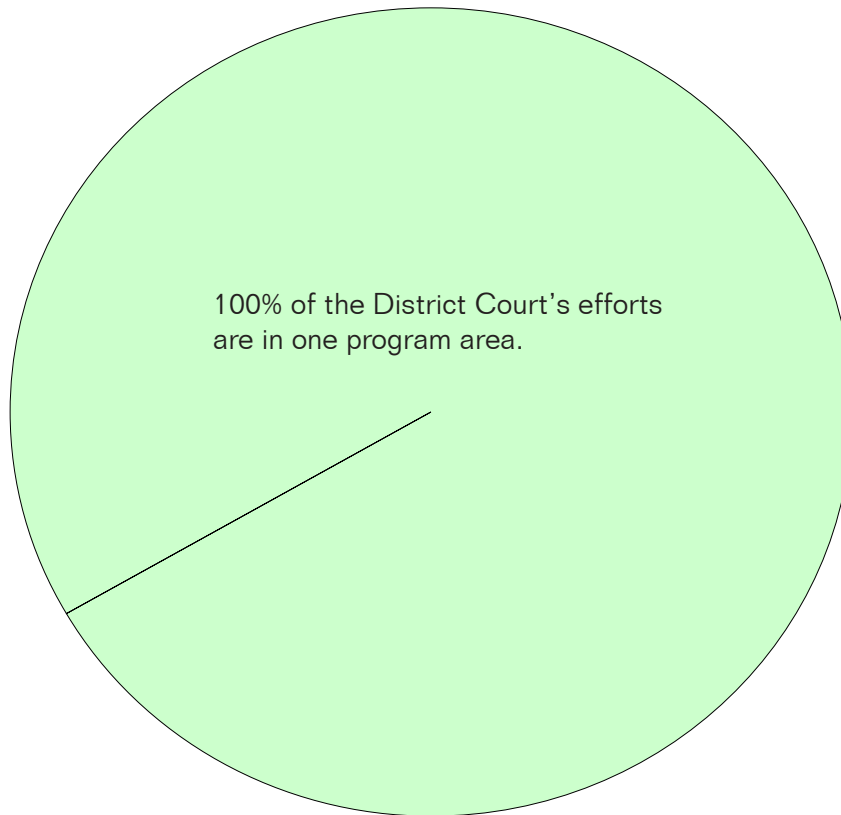
- Create complete desk manuals for the following District Court positions by December, 2005:
 - A. Calendar Coordinator
 - B. Courtroom Clerk
 - C. Account Clerk IV
- Create a complete desk manual for the District Court Civil Department by December, 2006.
- Implement a "Supervisors' Checklist" by January, 2005.
- The following internal audits will be completed monthly by the Chief Deputy Clerk:
 1. Restitution Out of Balance Audit Report
 2. Restitution Adjustments Audit Report
 3. Non-Cash Credit Audit Report
 4. Accounts Payable Adjustment Audit Exception Report
 5. Adjusted Receipt Audit Report
 6. Accounts Receivable Adjustment Audit Report
 7. Overpayment Report
 8. Deleted Cases Report
- Complete a review of the applicable records retention schedule, and transfer appropriate accounting and jury documents to off-site storage by June, 2005.

Expenditure Trends



NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.

2005-2006 Budget by Program



NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.

Program Summary

Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
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OPERATIONS

General Fund

1300 District Court	1,067,865	1,167,462	1,206,833	1,331,884	1,435,697	1,479,894
<i>Total District Court Operations</i>	1,067,865	1,167,462	1,206,833	1,331,884	1,435,697	1,479,894

CAPITAL

General Fund

1300 District Court	-	-	7,589	-	45,835	-
<i>Total District Court Capital</i>	-	-	7,589	-	45,835	-

TRANSFERS

General Fund

1300 District Court	9,169	-	-	-	-	-
<i>Total District Court Transfers</i>	9,169	-	-	-	-	-

TOTAL DISTRICT COURT	1,077,034	1,167,462	1,214,422	1,331,884	1,481,532	1,479,894
<i>Percent change from previous year</i>	8.2%	8.4%	4.0%	9.7%	11.2%	-0.1%

2005-2006 Funding Sources

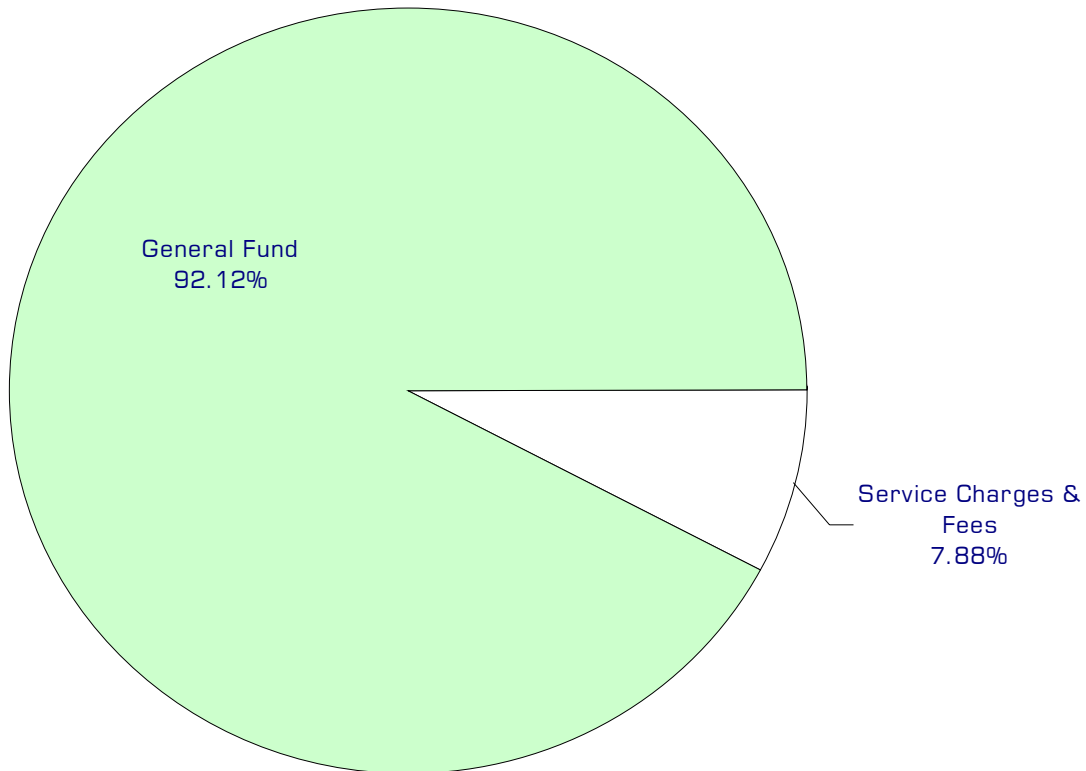
	2005	2006
Service Charges & Fees	114,850	114,850
General Fund	1,320,847	1,365,044
Total Funding	1,435,697	1,479,894

Service Charges & Fees

District Court charges for transcripts, warrants, filing and various other services. Judicial fines and forfeits are not included as District Court revenue.

General Fund

Undedicated General Fund resources.



Performance / Activity Measures

	Actual 2001	Actual 2002	Actual 2003	Projected 2004	Projected 2005	Projected 2006
Infractions	11,597	16,412	17,810	18,500	19,500	20,000
DUI	739	927	973	1,000	950	950
Other Criminal Traffic	1,445	1,726	1,806	1,200	1,000	1,000
Criminal	1,555	1,706	1,468	1,700	1,700	1,700
Civil	4,563	4,502	4,541	4,400	4,500	4,500

Expenditures Summary

	Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
GENERAL FUND						
1300 District Court						
Salaries & Wages	695,443	762,184	801,762	862,240	881,219	897,532
Benefits	170,902	174,723	192,422	216,045	278,231	310,998
Supplies	28,549	31,379	27,954	22,600	30,384	22,884
Other Services & Charges	172,971	199,176	184,695	230,999	245,863	248,480
Capital Outlay	-	-	7,589	-	45,835	-
Operating Transfers	9,169	-	-	-	-	-
<i>TOTAL DISTRICT COURT</i>	1,077,034	1,167,462	1,214,422	1,331,884	1,481,532	1,479,894
<i>Percent Change from Previous Year</i>	8.2%	8.4%	4.0%	9.7%	11.2%	-0.1%

Services

Criminal & gross misdemeanor (DUI, Criminal Traffic)

Trials, probation, collection of fines and fees, jury coordination, criminal orders for protection, warrants for arrest.

District Court Civil Cases

Small Claims Trials & Post Judgment Filings; Civil Trials & Post Judgment Hearings & Filings; Name Change Orders; Civil Orders for Protection, Domestic & Anti Harassment.

District Court Infractions

Contested hearings and collection of penalties.



District Court Probation

This department provides adult probation services for offenders charged with misdemeanors in the District Court and some municipal courts that contract with the county. This office does not supervise offenders convicted of felonies in the Superior Court (these are handled by the state probation office).

FTE's for this department

Year	2001	2002	2003	*2004	*2005	*2006
FTE	17.00	18.00	18.00	18.00	19.00	19.00

**budget*

See District Court section for organization chart.

Mission & Objectives

Mission

Provide adult misdemeanor probation services to District, Superior, Everson, Lynden, Sumas, and Bellingham courts. The Probation Department is an arm of the court, serving and fulfilling the requests of the Judges. These services increase public and victim safety by holding offenders accountable for their crimes, reduce the cost of incarcerating offenders in jail, and provide offenders the opportunity to obtain treatment for their behavior or addiction that contributed to their criminal offense, that they may become more productive members of society. The department coordinates offenders' supervision, evaluation, and treatment with all outside community resources, including, but not limited to, alcohol/drug, batterers, and mental health treatment.

Objectives

Alcohol/Drug Unit

- Complete accurate alcohol/drug assessment and refer clients to treatment services that are appropriate for their needs.
- Measure quality of services by surveying local treatment agencies at least one time per year to gather the following information:
 - a. Did you agree with the treatment diagnosis recommended?
 - b. Was the assessment information useful in treatment planning?

Alternately, analyze "requests for change in level of service" submitted by the treatment agencies. Success will be based on a 80% or more positive response from the agencies.

- Provide timely alcohol/drug assessments for the court, attorneys and probation services. Upon proof of payment, 90% of all assessment appointments will be scheduled within 4 weeks.
- Increase the number of alcohol/drug assessments by 10% in 2005.

Domestic Violence Unit

- Gather and compile statistical information on domestic violence cases to show possible variations in outcomes when comparing the Domestic Violence Unit to the main probation population.

Track approximately 200 domestic violence cases to show possible variations in outcomes when comparing the Domestic Violence Unit and 200 from the main probation population to review recidivism rates and monitor compliance issues.

Work with the University of Washington and the Administrative Office of the Courts to compile results of the statistical information by September of 2006.

- Provide support to domestic violence victims through volunteer support.

Provide at least 4 hours of volunteer work per week to victims of domestic violence. The primary use of this volunteer time will be to inform victims of available resources.

Probation

- Provide accurate monitoring of court ordered conditions for all courts served by the Department. Randomly review the following monthly audit reports for each probation officer's caseload:

- a. Referrals due to close
- b. Treatment reports 75 days overdue
- c. File reviews: no chronological entry, personal contact or court action in 3 months.

Review 6 to 10 cases per month, per probation officer, to ensure compliance with all present policies and procedures.

Monitor caseload levels to ensure that caseloads are equally balanced between officers.

Review caseload sizes with the Judges as levels increase. (Total probation cases as of July 20, 2004: 3177 cases; Average per probation officer as of July 20, 2004: 317 cases.)

- Provide timely services to individuals referred to probation by the court.
 - a. 90 % of all assault cases will be scheduled within two weeks.
 - b. 90% of all DUI cases will be scheduled within one month.
 - c. 90% of all Domestic Violence Unit cases will be scheduled within five working days.

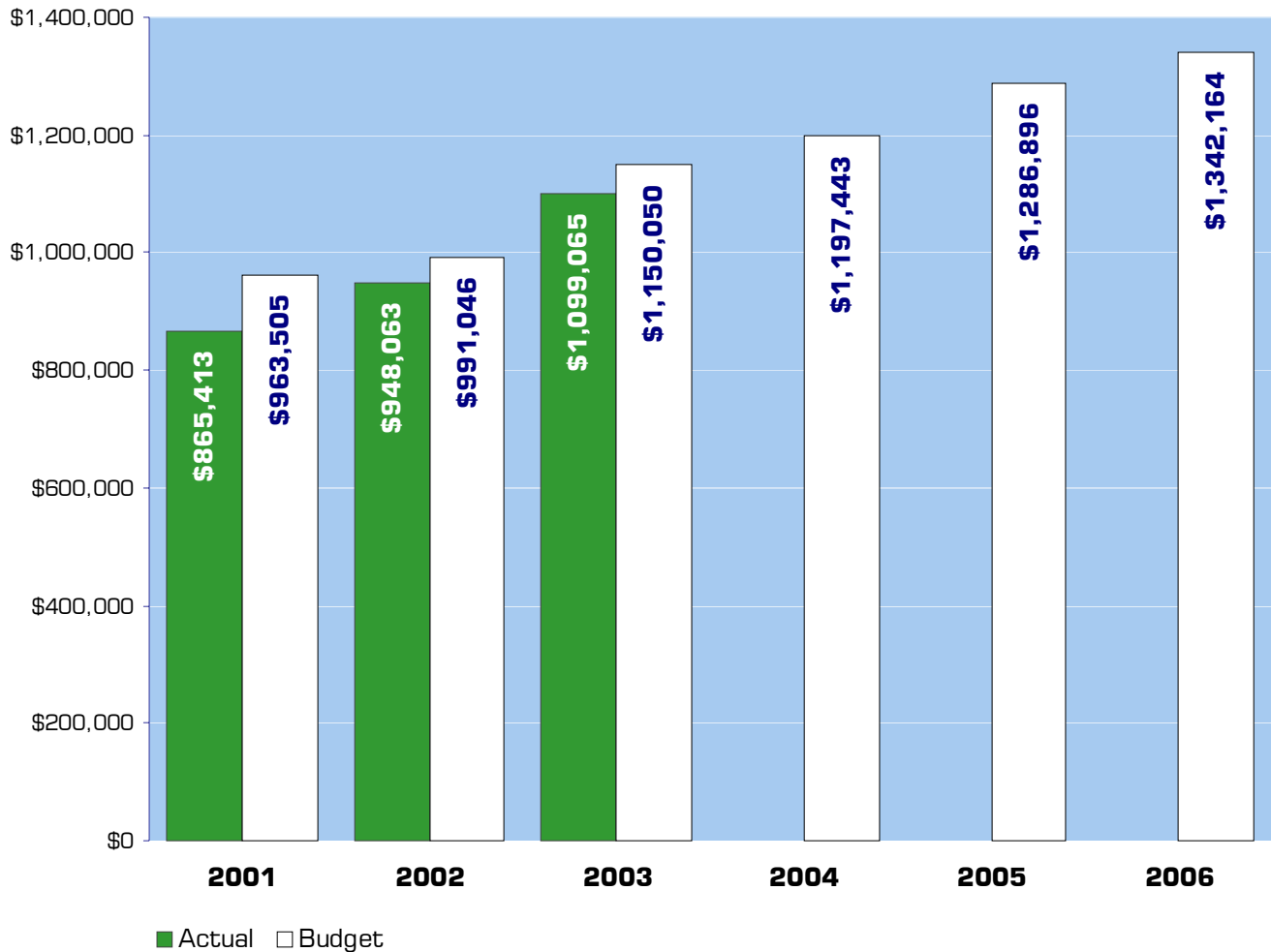
- Create efficient and effective communication between local treatment agencies and Whatcom County District Court Probation.

Meet with the alcohol/drug treatment agencies in Whatcom County quarterly and review and update the memorandum of understanding yearly (March 2005, 2006).

Meet quarterly with the Whatcom County batterer's treatment agencies and review and update the memorandum of understanding yearly (June 2005, 2006).

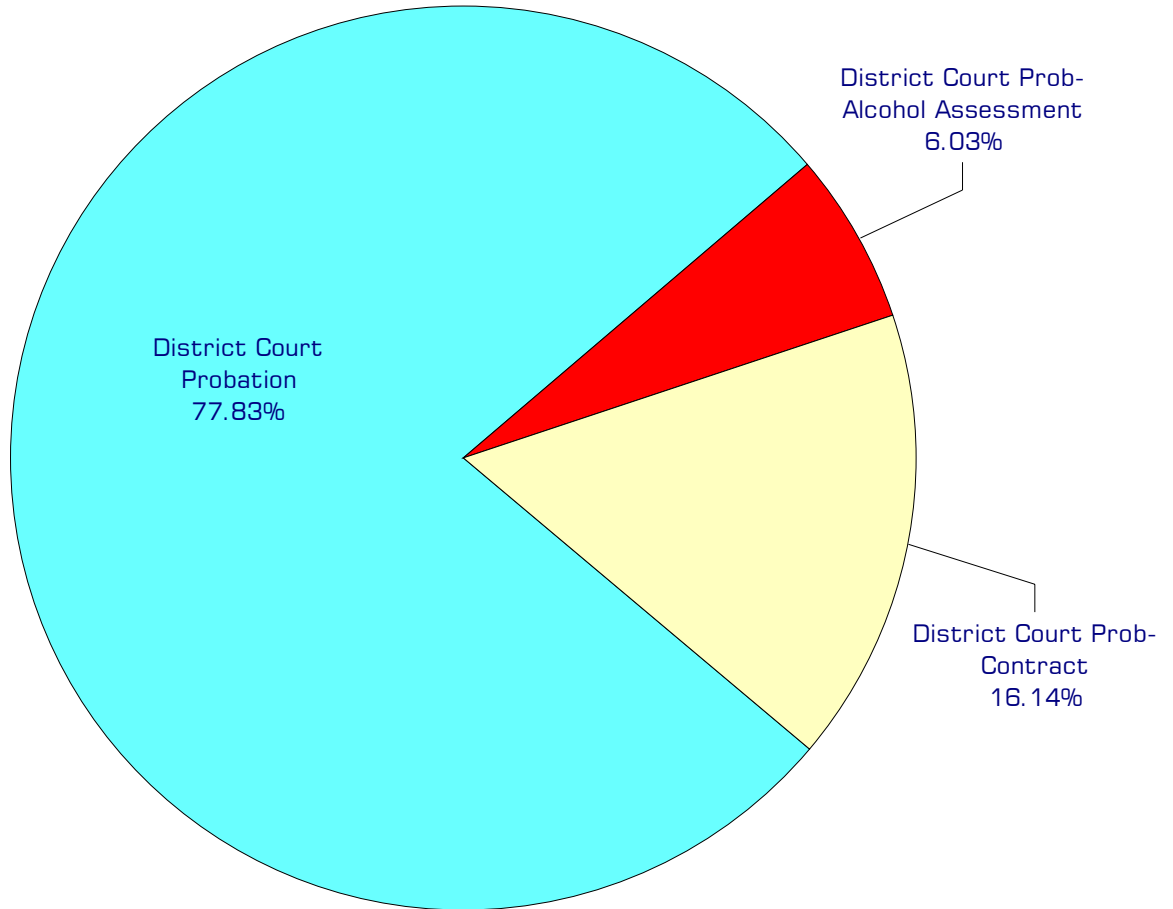
- Update policy manual to ensure consistency in the department and to lower legal liability for the probation staff and the county.
- Create and update standard policy and procedures for reporting violations to the court. They will include, at a minimum, the following topic areas:
 - a. Reporting alcohol/drug relapse
 - b. Reporting violations of the law
 - c. Monitoring Disulfiram (Antabuse) requirement
 - d. Supervision requirements based on risk
- Coordinate use of community resources with probation services to provide efficient and effective communication between these systems. Invite one local agency at least every other month to present their services to probation staff.

Expenditure Trends



NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.

2005-2006 Budget by Program



NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.

Program Summary

Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
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OPERATIONS

General Fund

1310 Dist Court Probation	708,000	805,851	879,686	918,125	1,002,298	1,043,824
1311 Dist Ct Prob-Alcohol Assment	-	6,576	39,730	86,819	77,687	80,904
1312 Dist Court Prob- Contract	157,413	135,636	179,649	192,499	206,911	217,436
<i>Total Dist Court Probation Operations</i>	865,413	948,063	1,099,065	1,197,443	1,286,896	1,342,164

CAPITAL

General Fund

1310 Dist Court Probation	-	-	-	-	12,586	-
1312 Dist Court Prob- Contract	1,667	-	-	-	-	-
<i>Total Dist Court Probation Capital</i>	1,667	-	-	-	12,586	-

TRANSFERS

General Fund

1310 District Court Probation	6,764	-	-	-	-	-
<i>Total Dist Court Probation Transfers</i>	6,764	-	-	-	-	-

TOTAL DIST COURT PROBATION	873,844	948,063	1,099,065	1,197,443	1,299,482	1,342,164
<i>Percent Change from Previous Year</i>	5.1%	8.5%	15.9%	9.0%	8.5%	3.3%

2005-2006 Funding Sources

	2005	2005
General Fund	54,377	59,645
Adult Probation Service Fee	755,700	805,700
Substance Abuse Service Fee	86,819	86,819
Intergovernmental Services	390,000	390,000
Total Funding	1,286,896	1,342,164

General Fund

Undedicated General Fund resources.

Adult Probation Service Fee

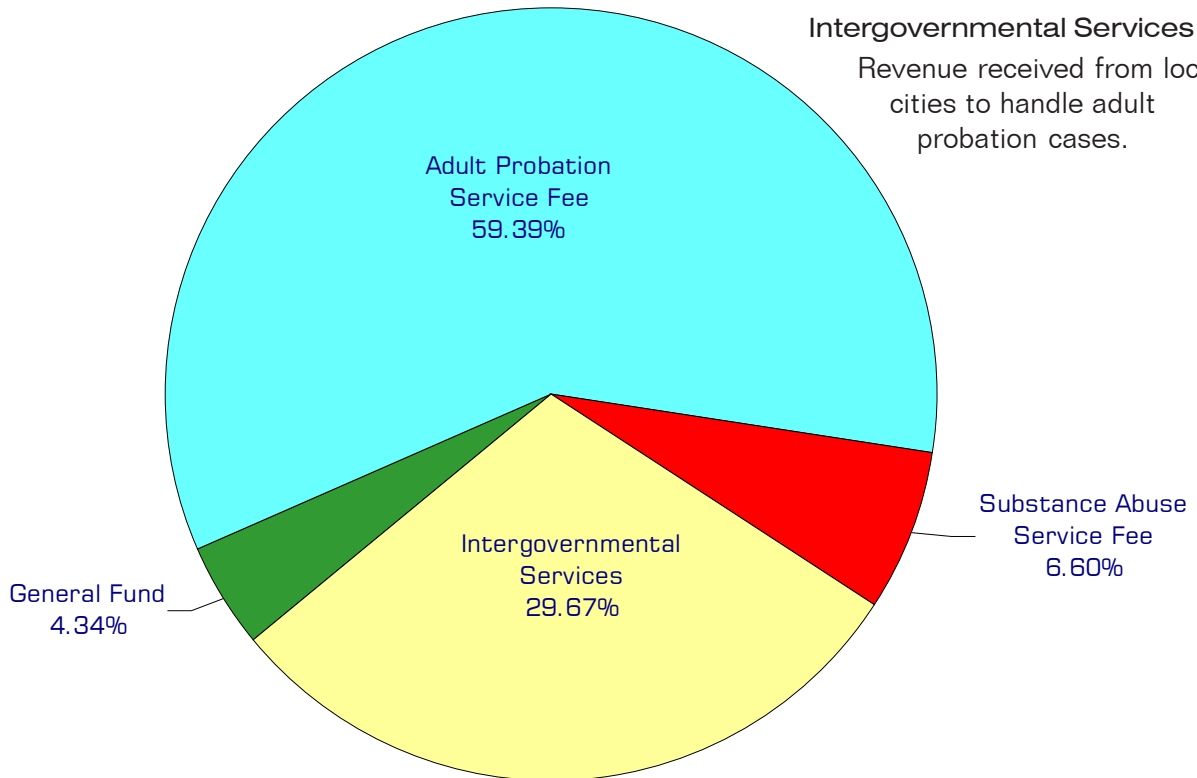
Services fees are paid by adult probationers to cover part of the cost of their supervision.

Substance Abuse Service Fee

Service fees are paid by DUI offenders to cover the cost of court ordered substance abuse evaluations.

Intergovernmental Services

Revenue received from local cities to handle adult probation cases.



Performance / Activity Measures

	Actual 2001	Actual 2002	Actual 2003	Projected 2004	Projected 2005	Projected 2006
Caseloads per Probation Officer	255	230	261	305	330	356
Court ordered urinalysis tests	2,821	3,760	3,959	5,000	5,500	6,000

Expenditures Summary

	Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
GENERAL FUND						
1310 District Court Probation						
Salaries & Wages	470,922	547,477	603,066	621,093	661,235	677,202
Benefits	124,687	137,579	157,533	174,255	208,833	234,270
Supplies	9,544	9,069	7,625	8,000	11,475	8,000
Other Services & Charges	102,847	111,726	111,462	114,777	120,755	124,352
Capital Outlay	-	-	-	-	12,586	-
Operating Transfers	6,764	-	-	-	-	-
<i>Total District Court Probation</i>	<i>714,764</i>	<i>805,851</i>	<i>879,686</i>	<i>918,125</i>	<i>1,014,884</i>	<i>1,043,824</i>
<i>Percent Change from Previous Year</i>	<i>5.5%</i>	<i>12.7%</i>	<i>9.2%</i>	<i>4.4%</i>	<i>10.5%</i>	<i>2.9%</i>
1311 District Court Prob.-Alcohol Assessment						
Salaries & Wages	-	6,378	23,557	55,136	45,200	46,484
Benefits	-	198	2,693	13,658	14,120	15,654
Supplies	-	-	1,548	1,784	1,784	1,784
Other Services & Charges	-	-	11,932	16,241	16,583	16,982
<i>Tot Dst Ct Prob-Alcohol Assess</i>	<i>-</i>	<i>6,576</i>	<i>39,730</i>	<i>86,819</i>	<i>77,687</i>	<i>80,904</i>
<i>Percent Change from Previous Year</i>	<i>0.0%</i>	<i>0.0%</i>	<i>504.2%</i>	<i>118.5%</i>	<i>-10.5%</i>	<i>4.1%</i>
1312 District Court Probation- Contract						
Salaries & Wages	104,964	87,928	117,768	127,119	132,436	137,656
Benefits	28,634	20,760	32,741	36,905	42,000	47,305
Supplies	1,268	1,156	1,423	1,700	1,700	1,700
Other Services & Charges	22,547	25,792	27,717	26,775	30,775	30,775
Capital Outlay	1,667	-	-	-	-	-
<i>Total Dst Ct Prob-Contract</i>	<i>159,080</i>	<i>135,636</i>	<i>179,649</i>	<i>192,499</i>	<i>206,911</i>	<i>217,436</i>
<i>Percent Change from Previous Year</i>	<i>3.3%</i>	<i>-14.7%</i>	<i>32.4%</i>	<i>7.2%</i>	<i>7.5%</i>	<i>5.1%</i>
TOTAL DISTRICT CT. PROB.	873,844	948,063	1,099,065	1,197,443	1,299,482	1,342,164
<i>Percent Change from Previous Year</i>	<i>5.1%</i>	<i>8.5%</i>	<i>15.9%</i>	<i>9.0%</i>	<i>8.5%</i>	<i>3.3%</i>

Services

Deferred Prosecution (Probation)

Monitor compliance with conditions of Deferred Prosecution. Bring to the attention of the courts any noncompliance with Deferred Prosecution conditions. Make recommendations to the courts when changes in the conditions are necessary. Coordinate with the service providers in the community.

Pre-Trial Probation

Monitor Defendant for compliance with conditions of release, pending trial date. These cases usually require intensive supervision.

Probation Supervision

Supervision of individuals placed on court-ordered probation.

Assessment Unit

Provide court ordered substance abuse assessments for offenders charged with alcohol/drug related offenses.

Probation, City Contracts

Municipal courts of Sumas, Lynden, Everson-Nooksack and Bellingham contract for probation, deferred prosecution and pre-trial services.