

District Court

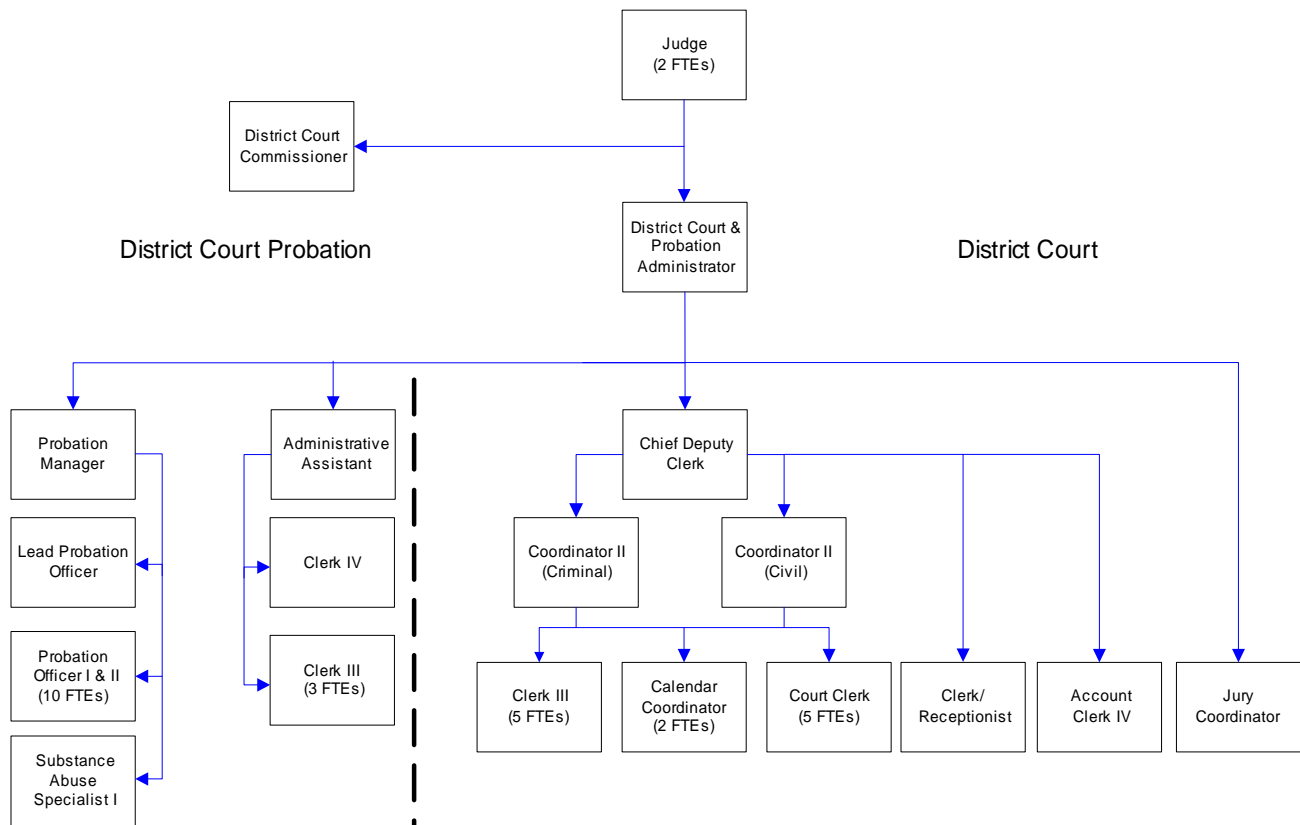
With two elected judges and one appointed commissioner, District Court processes Sheriff, State Patrol, some City of Bellingham, Department of Fisheries, State Park and WWU traffic citations. It also handles small claims, civil claims, name changes and protection orders (as referred by Superior Court).

FTE's for this department

Year	2003	2004	2005	*2006	*2007	*2008
FTE	16.00	17.00	18.00	19.00	21.00	21.00

**budget*

The chart below shows the organizational structure for 2007 only.



Mission & Objectives

Mission

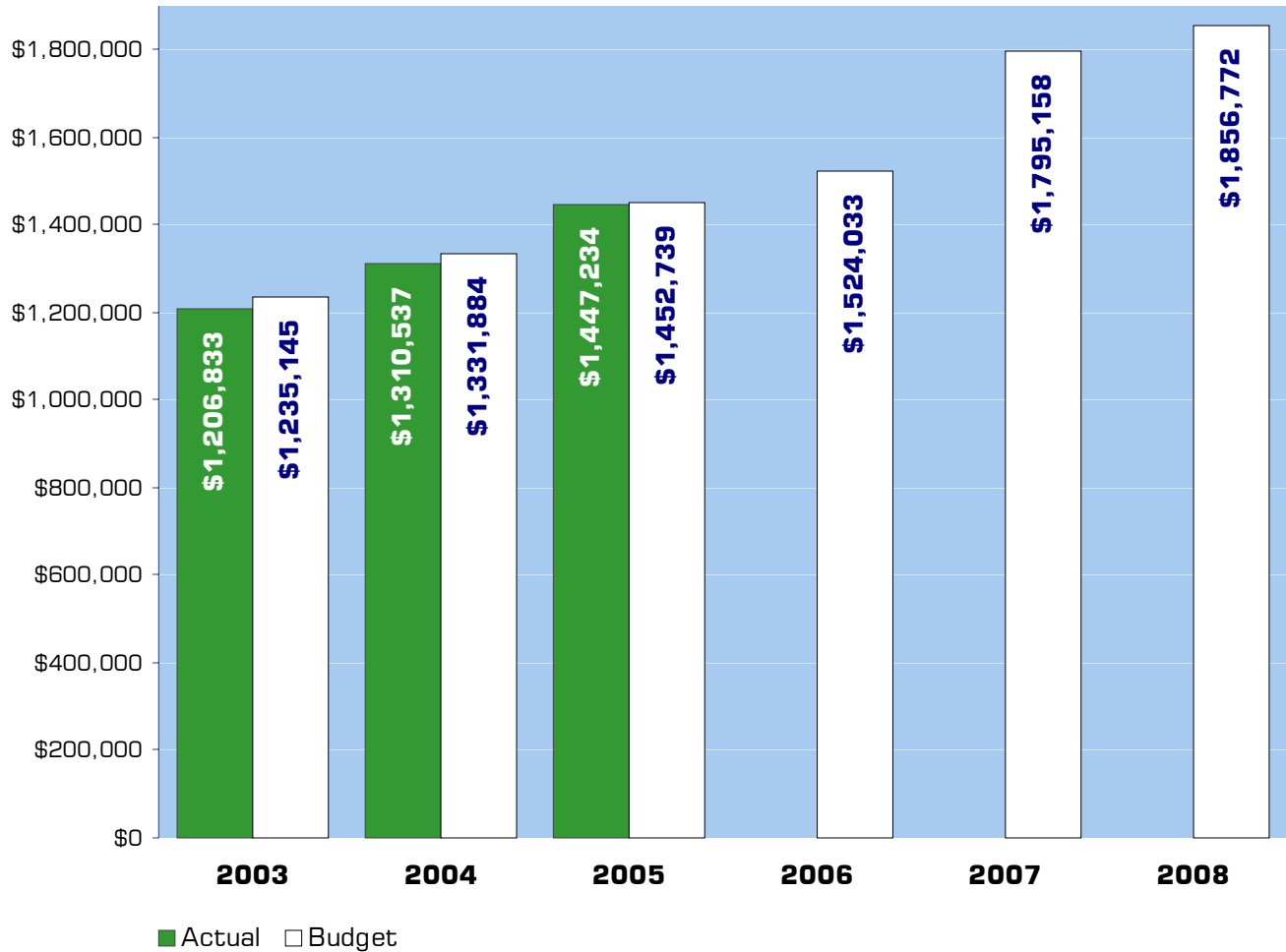
Provide fair and equal access to all members of the public to services provided by District Court. Develop and maintain systems and policies that provide for outstanding service to the public. Hear and determine criminal cases involving misdemeanors and gross misdemeanors.

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

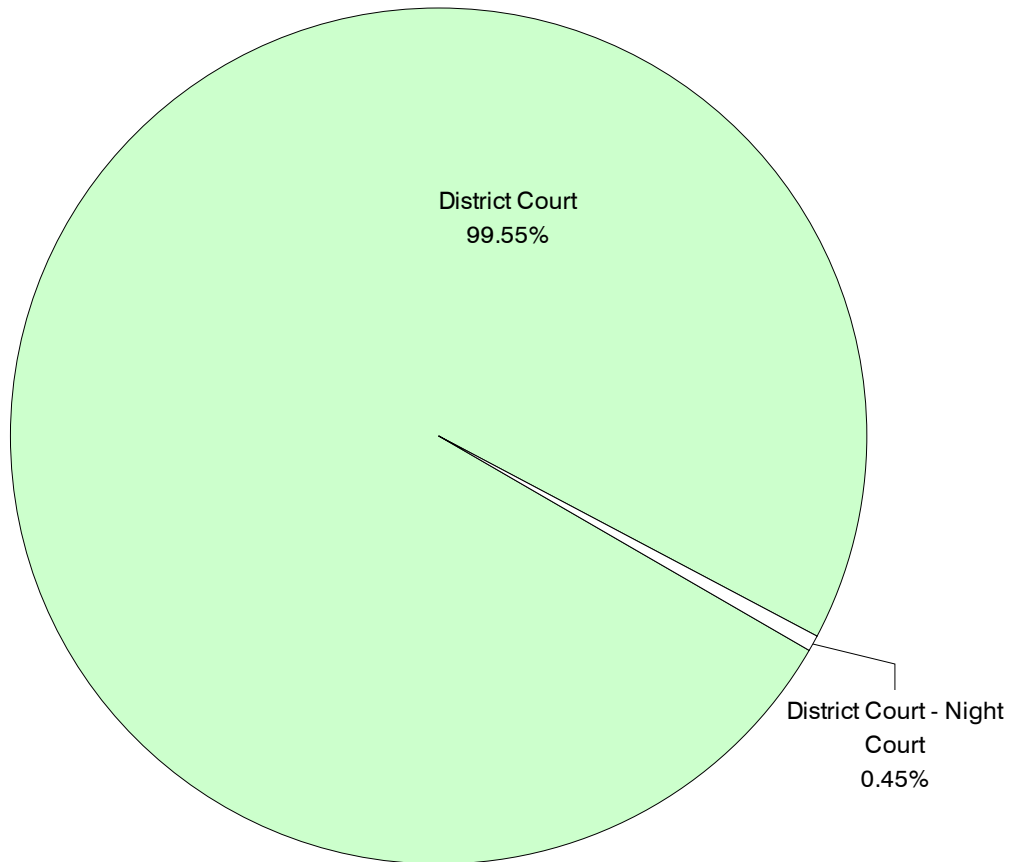
- Create complete desk manuals for the following District Court positions by December, 2007:
 - ◆ Lead Court Clerk
 - ◆ Revenue/Collections Clerks
 - ◆ Civil Department
- Implement Online Mitigation program by June, 2007.
- The following internal audits will be completed monthly by the Chief Deputy Clerk:
 - ◆ Restitution Out of Balance Audit Report
 - ◆ Restitution Adjustments Audit Report
 - ◆ Non-Cash Credit Audit Report
 - ◆ Accounts Payable Adjustment Audit Exception Report
 - ◆ Adjusted Receipt Audit Report
 - ◆ Accounts Receivable Adjustment Audit Report
 - ◆ Overpayment Report
 - ◆ Deleted Cases Report
- Implement Mail-In Mitigation program by June, 2007.

Expenditure Trends



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

2007-2008 Budget by Program



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

Program Summary

Actual 2003	Actual 2004	Actual 2005	Budget 2006	Budget 2007	Budget 2008
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OPERATIONS

General Fund

1300 District Court	1,206,833	1,310,537	1,447,234	1,518,847	1,787,075	1,848,689
1305 District Court - Night Court	-	-	-	5,186	8,083	8,083
<i>Total District Court Operations</i>	<i>1,206,833</i>	<i>1,310,537</i>	<i>1,447,234</i>	<i>1,524,033</i>	<i>1,795,158</i>	<i>1,856,772</i>

CAPITAL

General Fund

1300 District Court	7,589	3,234	-	-	110,523	-
<i>Total District Court Capital</i>	<i>7,589</i>	<i>3,234</i>	<i>-</i>	<i>-</i>	<i>110,523</i>	<i>-</i>

TOTAL DISTRICT COURT	1,214,422	1,313,771	1,447,234	1,524,033	1,905,681	1,856,772
<i>Percent change from previous year</i>	<i>4.0%</i>	<i>8.2%</i>	<i>10.2%</i>	<i>5.3%</i>	<i>25.0%</i>	<i>-2.6%</i>

2007-2008 Funding Sources

	2007	2008
Service Charges & Fees	141,500	146,500
General Fund	1,625,875	1,688,489
Miscellaneous Revenue	27,783	21,783
Total Funding	1,795,158	1,856,772

Service Charges & Fees

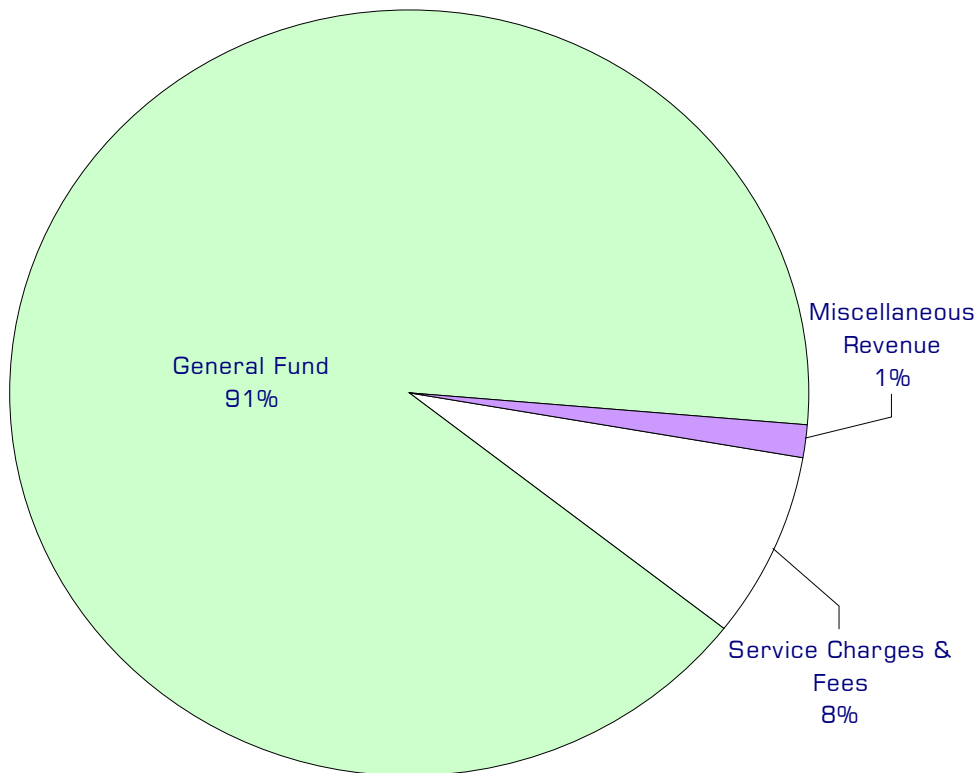
District Court charges for transcripts, warrants, filing and various other services. Judicial fines and forfeits are not included as District Court revenue.

General Fund

Undedicated General Fund resources.

Miscellaneous Revenue

Interest income, transfer from Trial Court Improvement Fund to fund Night Court and other small amounts of revenue not otherwise classified.



Performance / Activity Measures

	Actual 2003	Actual 2004	Actual 2005	Projected 2006	Projected 2007	Projected 2008
Infractions	17,810	19,016	18,393	20,000	21,000	23,000
DUI	973	1,113	996	1,000	1,050	1,100
Other Criminal Traffic	1,806	1,287	1,025	2,300	2,500	2,700
Criminal	1,468	1,843	1,600	1,450	1,600	1,600
Civil	4,541	4,251	4,211	4,400	4,400	4,400

Expenditures Summary

	Actual 2003	Actual 2004	Actual 2005	Budget 2006	Budget 2007	Budget 2008
GENERAL FUND						
1300 District Court						
Salaries & Wages	801,762	825,060	931,827	943,954	1,027,764	1,049,786
Benefits	192,422	217,496	238,109	299,429	381,873	419,272
Supplies	27,954	40,401	40,812	26,984	29,468	25,448
Other Services & Charges	184,695	227,580	236,486	248,480	347,970	354,183
Capital Outlay	7,589	3,234	-	-	110,523	-
<i>Total District Court</i>	1,214,422	1,313,771	1,447,234	1,518,847	1,897,598	1,848,689
<i>Percent Change from Previous Year</i>	4.0%	8.2%	10.2%	4.9%	24.9%	-2.6%
1305 District Court - Night Court						
Salaries & Wages	-	-	-	3,426	4,400	4,400
Benefits	-	-	-	-	683	683
Other Services & Charges	-	-	-	1,760	3,000	3,000
<i>Total District Court - Night Court</i>	-	-	-	5,186	8,083	8,083
<i>Percent Change from Previous Year</i>	0.0%	0.0%	0.0%	0.0%	55.9%	0.0%
TOTAL DISTRICT COURT	1,214,422	1,313,771	1,447,234	1,524,033	1,905,681	1,856,772
<i>Percent Change from Previous Year</i>	4.0%	8.2%	10.2%	5.3%	25.0%	-2.6%

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 and Post Judgment Filings; Civil Trials, Post Judgment Hearings and Filings; Name Change Orders; Civil Orders for Protection, Domestic and 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	2003	2004	2005	*2006	*2007	*2008
FTE	18.00	18.00	19.00	20.00	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, and monitors offenders' compliance with Judges' court orders. These services increase public and victim safety by holding offenders accountable for their crimes, and reduce the cost of incarceration. They also provide the opportunity for offenders to obtain treatment for the behavior or addiction that contributed to their criminal offense, so 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:
 - ◆ Did you agree with the treatment diagnosis recommended?
 - ◆ Was the assessment information useful in treatment planning?

Alternatively, 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.

Domestic Violence Unit

- 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 2008.
- 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:
 - ◆ Referrals due to close.
 - ◆ Treatment reports 75 days overdue.
 - ◆ 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.

Objectives continued

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

- Provide timely services to individuals referred to probation by the court

- ◆ 90% of all assault cases will be scheduled within two weeks.

- ◆ 90% of all DUI cases will be scheduled within one month.

- ◆ 90% of all Domestic Violence Unit cases will be scheduled within five working days.

- Create and update standard policy and procedures for reporting violations to the court. They will include, at a minimum, the following topic areas:

- ◆ File closures and terminations.

- ◆ Monitoring Disulfiram (Antabuse) requirement.

- ◆ Supervision requirements based on risk and rerisk.

- ◆ Urinalysis testing.

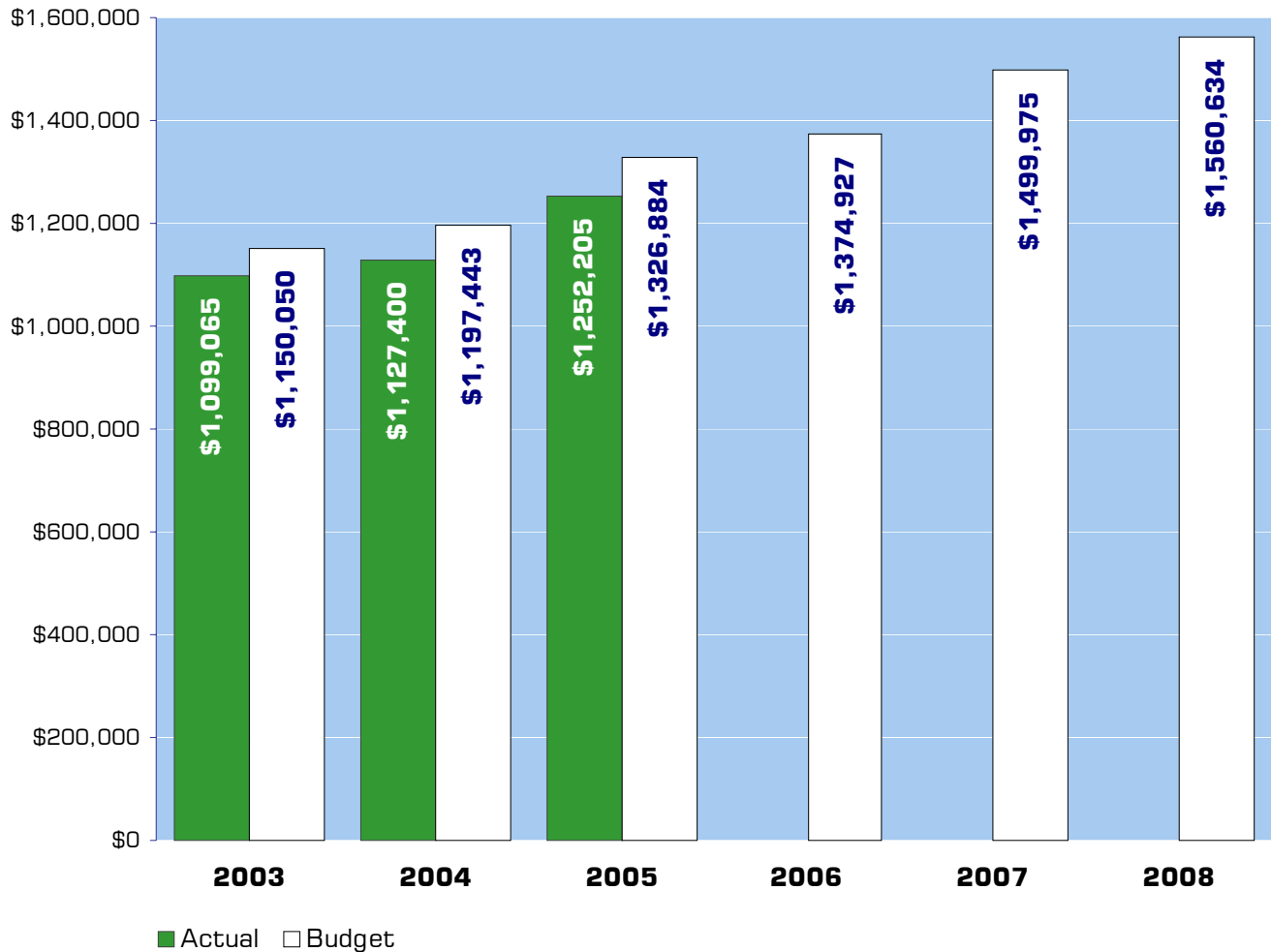
- Create efficient and effective communication between local treatment agencies and Whatcom County District Court Probation.

Meet with the alcohol/drug treatment agencies in Whatcom County quarterly, and review and update the memorandum of understanding annually (March 2007, 2008).

Meet quarterly with the Whatcom County batterer's treatment agencies and review and update the memorandum of understanding annually (June 2007, 2008).

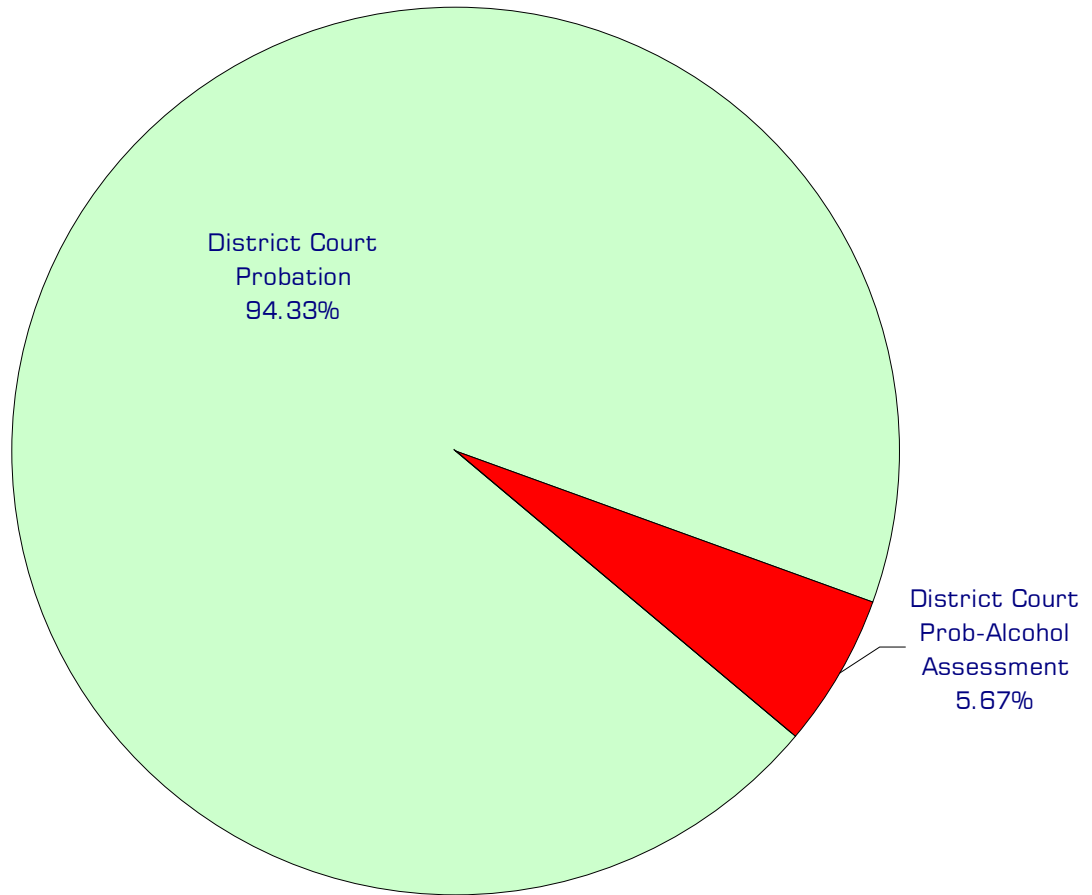
- Coordinate use of community resources with probation services to provide efficient and effective communication between these systems. Invite one local agency at least every other month to present their services to probation staff.

Expenditure Trends



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

2007-2008 Budget by Program



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

Program Summary

	Actual 2003	Actual 2004	Actual 2005	Budget 2006	Budget 2007	Budget 2008
OPERATIONS						
General Fund						
1310 Dist Court Probation	879,686	902,175	1,000,992	1,093,676	1,413,097	1,474,117
1311 Dist Ct Prob-Alcohol Assment	39,730	31,833	41,447	82,031	86,878	86,517
1312 Dist Court Prob- Contract*	179,649	193,392	209,766	199,220	-	-
<i>Total Dist Court Probation Operations</i>	<i>1,099,065</i>	<i>1,127,400</i>	<i>1,252,205</i>	<i>1,374,927</i>	<i>1,499,975</i>	<i>1,560,634</i>
TOTAL DIST COURT PROBATION	1,099,065	1,127,400	1,252,205	1,374,927	1,499,975	1,560,634
<i>Percent Change from Previous Year</i>	<i>15.9%</i>	<i>2.6%</i>	<i>11.1%</i>	<i>9.8%</i>	<i>9.1%</i>	<i>4.0%</i>

*Combined with cost center 1310 in the 2007 - 2008 budget.

2007-2008 Funding Sources

	2007	2008
General Fund	182,656	223,315
Adult Probation Service Fee	860,500	880,500
Substance Abuse Service Fee	86,819	86,819
Intergovernmental Services	370,000	370,000
Total Funding	1,499,975	1,560,634

General Fund

Undedicated General Fund resources.

Adult Probation Service Fee

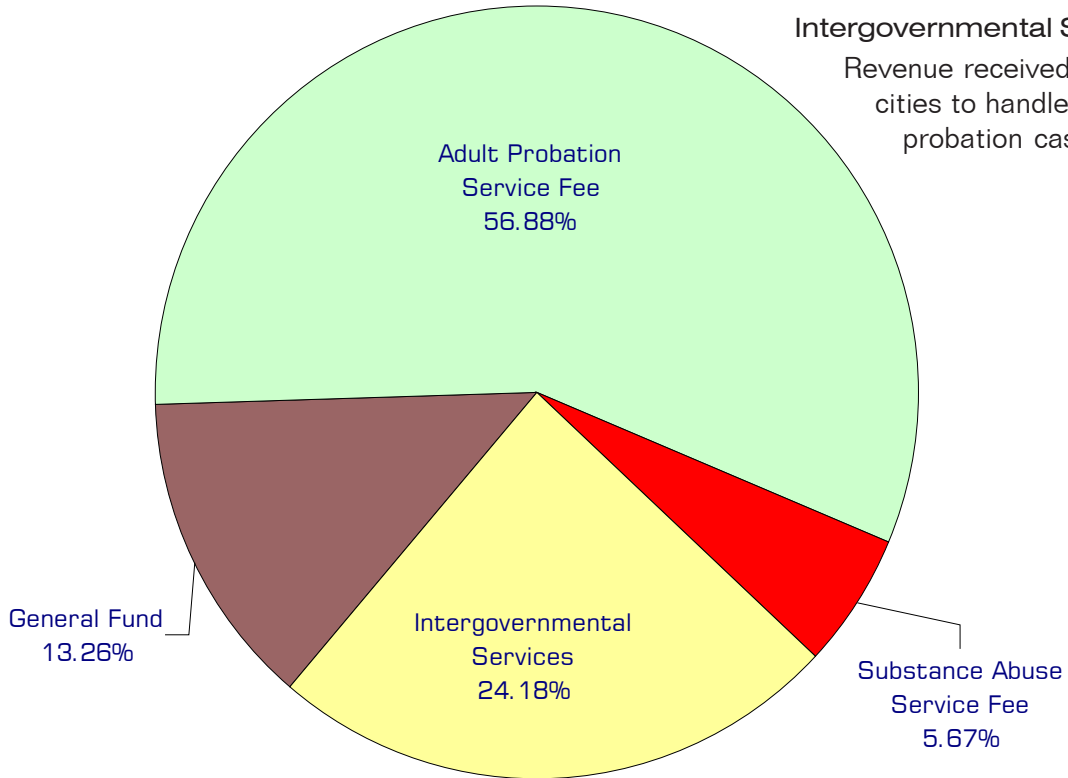
Service fees are paid by adult probationers to cover part of the cost of their supervision.

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 2003	Actual 2004	Actual 2005	Projected 2006	Projected 2007	Projected 2008
Average caseload size per officer	261	305	330	299	315	331
UA Testing	3,959	4,752	5,427	6,410	6,750	7,100
Substance Abuse Assessments	386	336	333	440	460	480

Expenditures Summary

	Actual 2003	Actual 2004	Actual 2005	Budget 2006	Budget 2007	Budget 2008
GENERAL FUND						
1310 District Court Probation						
Salaries & Wages	603,066	612,242	670,696	722,885	890,197	922,152
Benefits	157,533	167,038	196,055	238,439	325,980	356,826
Supplies	7,625	9,786	13,311	8,000	10,605	10,605
Other Services & Charges	111,462	113,109	120,930	124,352	186,315	184,534
<i>Total District Court Probation</i>	<i>879,686</i>	<i>902,175</i>	<i>1,000,992</i>	<i>1,093,676</i>	<i>1,413,097</i>	<i>1,474,117</i>
<i>Percent Change from Previous Year</i>	<i>9.2%</i>	<i>2.6%</i>	<i>11.0%</i>	<i>9.3%</i>	<i>29.2%</i>	<i>4.3%</i>
1311 District Court Prob.-Alcohol Assessment						
Salaries & Wages	23,557	16,016	22,828	47,864	49,964	51,440
Benefits	2,693	1,532	5,077	15,401	17,553	19,225
Supplies	1,548	3,167	1,158	1,784	1,784	1,784
Other Services & Charges	11,932	11,118	12,384	16,982	17,577	14,068
<i>Tot Dst Ct Prob-Alcohol Assess</i>	<i>39,730</i>	<i>31,833</i>	<i>41,447</i>	<i>82,031</i>	<i>86,878</i>	<i>86,517</i>
<i>Percent Change from Previous Year</i>	<i>504.2%</i>	<i>-19.9%</i>	<i>30.2%</i>	<i>97.9%</i>	<i>5.9%</i>	<i>-0.4%</i>
1312 District Court Probation- Contract*						
Salaries & Wages	117,768	125,500	137,375	123,068	-	-
Benefits	32,741	36,119	36,408	43,677	-	-
Supplies	1,423	1,670	2,246	1,700	-	-
Other Services & Charges	27,717	30,103	33,737	30,775	-	-
<i>Total Dst Ct Prob-Contract</i>	<i>179,649</i>	<i>193,392</i>	<i>209,766</i>	<i>199,220</i>	<i>-</i>	<i>-</i>
<i>Percent Change from Previous Year</i>	<i>32.4%</i>	<i>7.6%</i>	<i>8.5%</i>	<i>-5.0%</i>	<i>-100.0%</i>	<i>0.0%</i>
TOTAL DISTRICT CT. PROB.	1,099,065	1,127,400	1,252,205	1,374,927	1,499,975	1,560,634
<i>Percent Change from Previous Year</i>	<i>15.9%</i>	<i>2.6%</i>	<i>11.1%</i>	<i>9.8%</i>	<i>9.1%</i>	<i>4.0%</i>

*Combined with cost center 1310 in the 2007 - 2008 budget.

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

Supervise 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.