

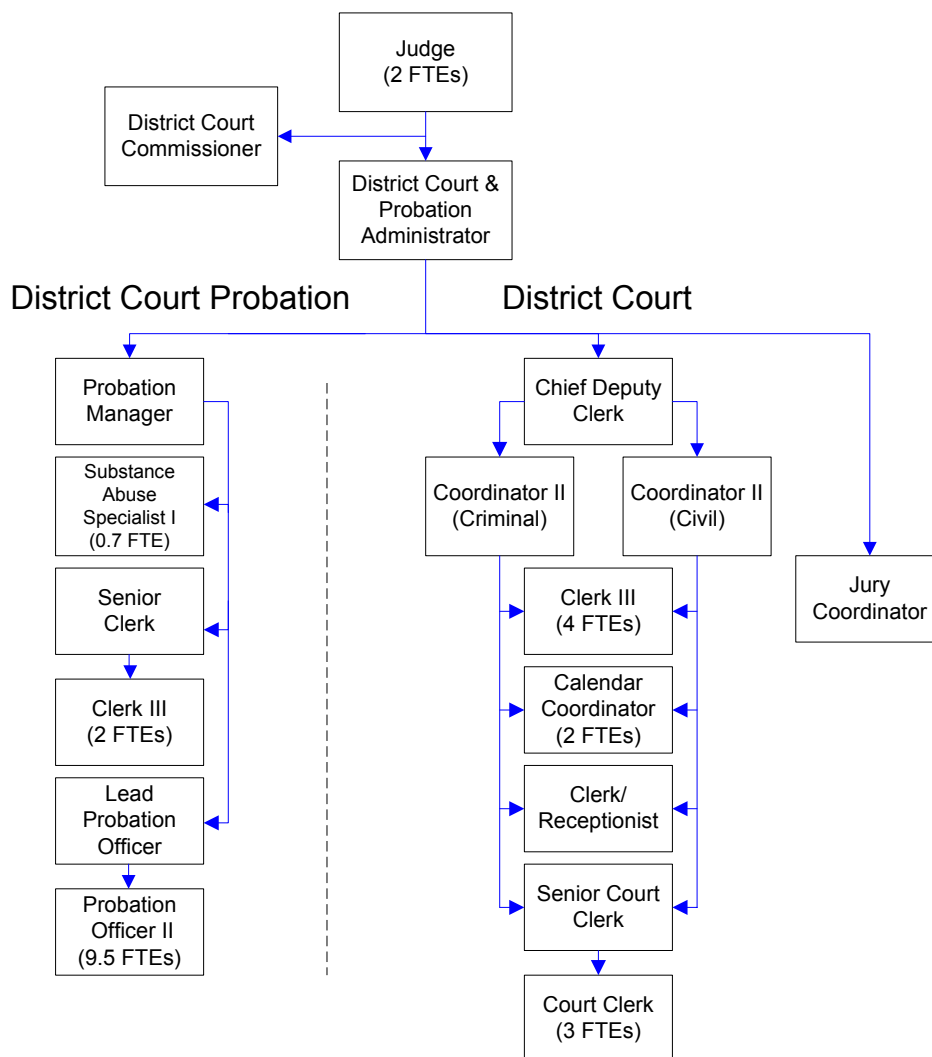
# District Court

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

## FTEs for this department

Year	2007	2008	2009	*2010	*2011	*2012	*Budget
FTEs	21.00	21.00	20.00	20.00	18.50	17.50	

The chart below shows the organizational structure for 2011 only.



# Mission & Objectives

## Mission

As an independent and impartial branch of government, District Court will promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution and resolve legal matters in a just, efficient and timely manner.

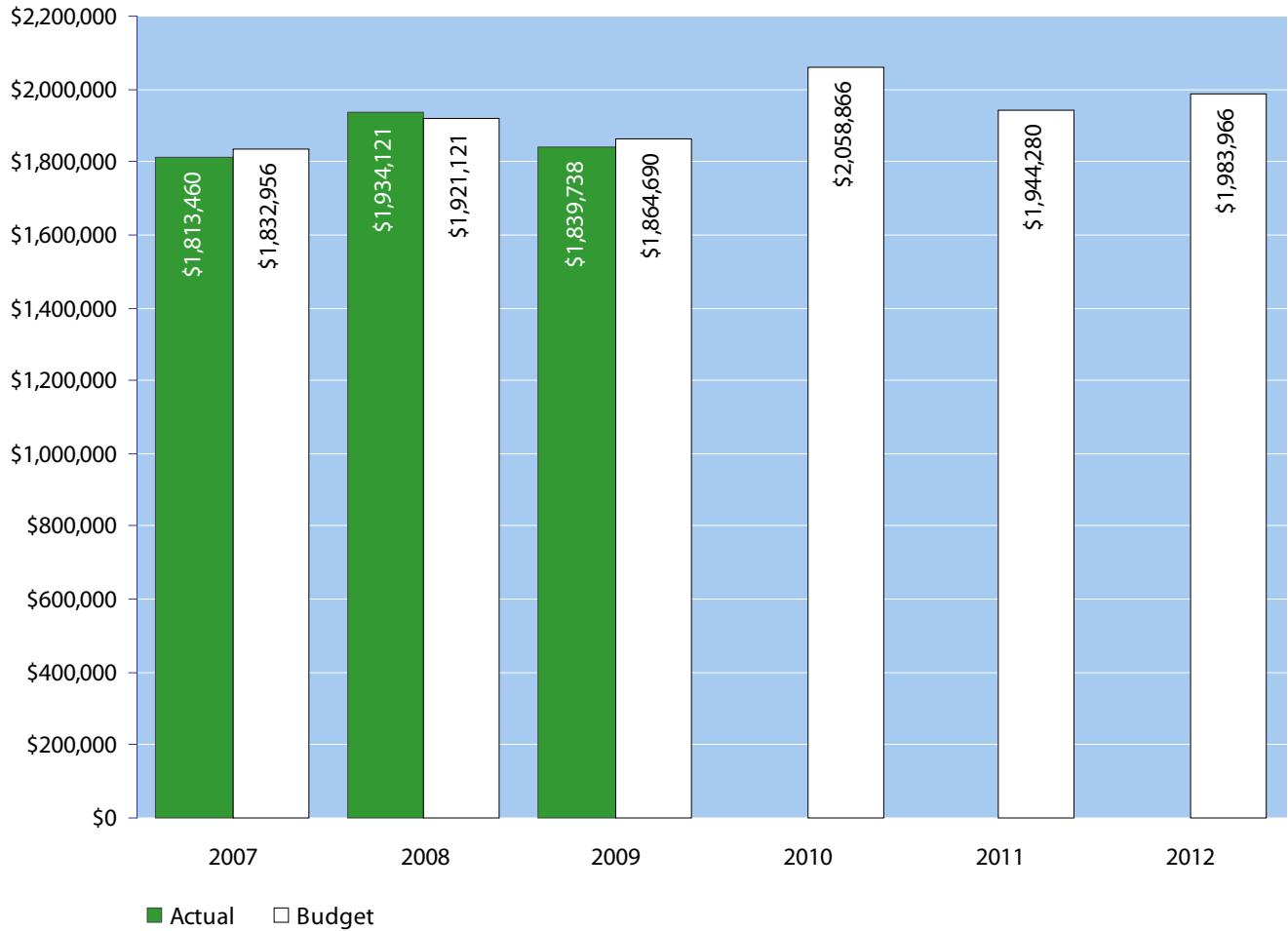
## Objectives

- Implement E-Ticket processing system. Train and cross train designated District Court staff to process citations using the new E-Ticket processing system.
- Install and implement new jury management software. Train and cross train designated District

Court staff to use the new jury software program.

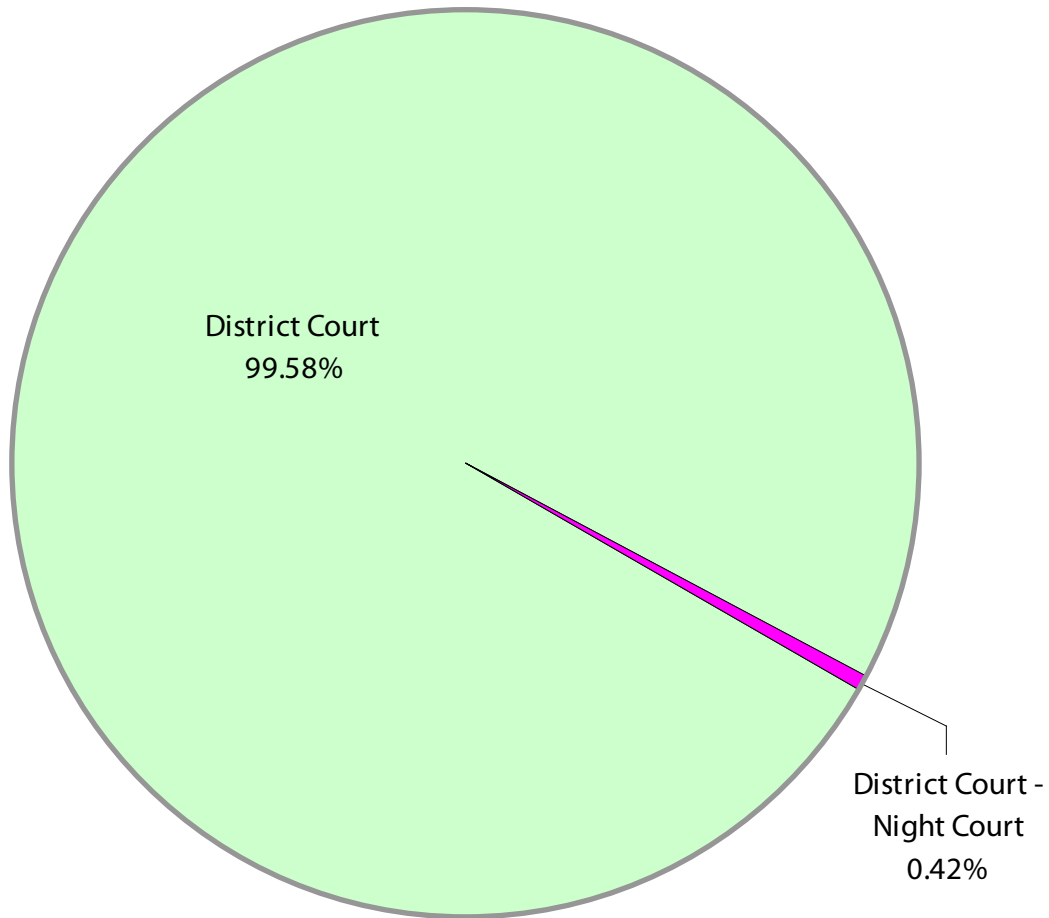
- Work with the Whatcom County Prosecutor's Office and local law enforcement to complete local law table updates and post them on the website.
- Work with the Administrative Office of the Courts and the Whatcom County Information Technology Department to obtain and install eleven new computers, three lap tops, receipt printers, and tally printers, for court staff. The equipment will be acquired on a local purchase option with reimbursement provided by the State of Washington.
- Install and implement upgraded JAVS courtroom recording equipment for the courtrooms. Train and cross train designated District Court staff to work with the new equipment.

# Expenditure Trends



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

# 2011-2012 Budget by Program



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

# Program Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>OPERATIONS</b>						
<b>General Fund</b>						
1300 District Court	1,804,425	1,931,973	1,836,822	2,050,631	1,936,045	1,975,731
1305 District Court - Night Court	9,035	2,148	2,916	8,235	8,235	8,235
<i>Total District Court Operations</i>	1,813,460	1,934,121	1,839,738	2,058,866	1,944,280	1,983,966
<b>CAPITAL</b>						
<b>General Fund</b>						
1300 District Court	-	99,017	-	52,523	16,000	16,000
<i>Total District Court Capital</i>	-	99,017	-	52,523	16,000	16,000
<b>TOTAL DISTRICT COURT</b>	1,813,460	2,033,138	1,839,738	2,111,389	1,960,280	1,999,966
<b>Percent change from previous year</b>	24.2%	12.1%	-9.5%	14.8%	-7.2%	2.0%

# 2011-2012 Funding Sources

	2010	2011
Service Charges & Fees	159,250	159,250
General Fund	1,725,095	1,763,281
Miscellaneous Revenue	59,935	61,435
<b>Total Funding</b>	<b>1,944,280</b>	<b>1,983,966</b>

### Service Charges & Fees

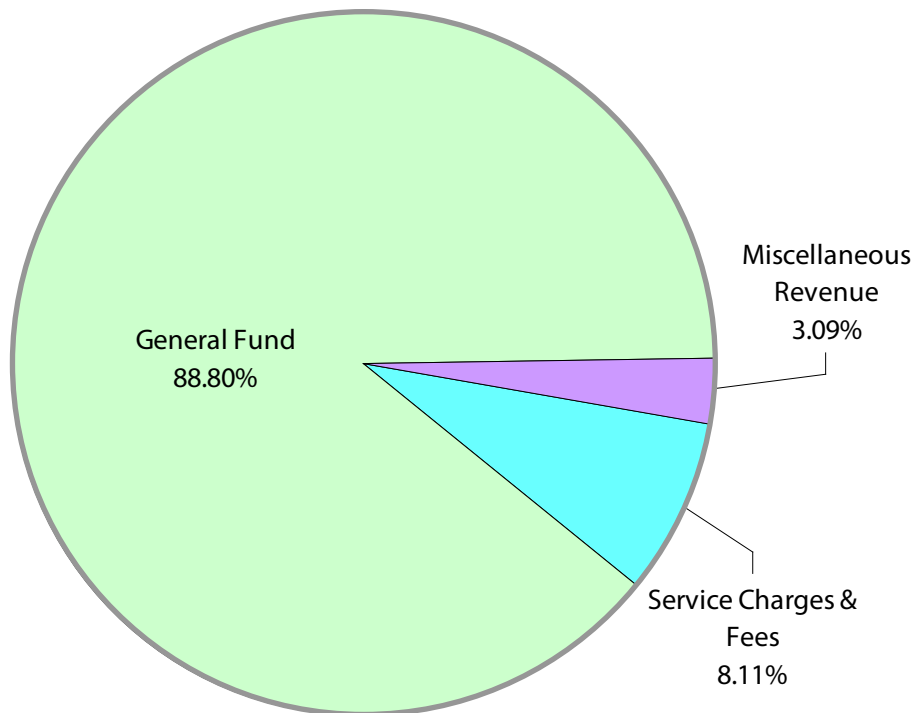
District Court charges for transcripts, warrants, filing and various other services. Judicial fines and forfeits are not included as District Court revenue.

### 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.



# Expenditures Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>GENERAL FUND</b>						
1300 District Court						
Salaries & Wages	1,013,574	1,076,893	1,021,877	1,148,972	1,071,767	1,074,606
Benefits	338,414	390,550	364,752	455,138	425,121	455,265
Supplies	63,564	44,463	34,034	28,577	34,813	34,813
Other Services & Charges	388,873	420,067	416,159	417,944	404,344	411,047
Capital Outlay	-	99,017	-	52,523	16,000	16,000
<i>Total District Court</i>	1,804,425	2,030,990	1,836,822	2,103,154	1,952,045	1,991,731
<i>Percent Change from Previous Year</i>	23.8%	12.6%	-9.6%	14.5%	-7.2%	8.4%
1301/1305 STOP Grant/Night Court						
Salaries & Wages	1,706	959	1,820	4,400	8,235	8,235
Benefits	281	170	177	835	-	-
Other Services & Charges	7,048	1,019	919	3,000	-	-
<i>Total District Court - Night Court</i>	9,035	2,148	2,916	8,235	8,235	8,235
<i>Percent Change from Previous Year</i>	471.5%	-76.2%	35.8%	182.4%	0.0%	0.0%
<b>TOTAL DISTRICT COURT</b>	1,813,460	2,033,138	1,839,738	2,111,389	1,960,280	1,999,966
<i>Percent Change from Previous Year</i>	24.2%	12.1%	-9.5%	14.8%	-7.2%	8.7%

## Services

### ***Criminal & gross misdemeanor (DUI, Criminal Traffic)***

Processing criminal misdemeanor and gross misdemeanor cases filed in District Court.

### ***District Court Civil Cases***

Processing civil and small claims cases filed in District Court.

### ***District Court Infractions***

Processing infraction citations filed in District Court.

# 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).

## FTEs for this department

Year	2007	2008	2009	*2010	*2011	*2012	<i>*Budget</i>
FTEs	19.50	19.50	18.50	18.50	15.70	15.70	

*See District Court section for organization chart on page 55.*

# Mission & Objectives

## Mission

Make Whatcom County a safer place by holding offenders accountable through the provision of timely monitoring, professional guidance and stern enforcement of judicial orders.

## Objectives

### Alcohol/Drug Unit

- Complete accurate alcohol/drug assessment and refer clients to treatment services that are appropriate for their needs. Work quarterly with the treatment agencies and resources in the community to review how accurate the assessment unit is and submit an annual questionnaire to the treatment agencies. Success will be measured by 90% accuracy reported by the treatment agencies.
- Work with the Department Of Alcohol and Substance Abuse to complete state audit requirements. This includes updating all policies and procedures to comply with WAC 388-805 requirements.
- 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.
- Review potential funding sources to pay for the indigent cases being referred to the assessment unit. We currently provide almost 40% reduced or free evaluations to people who are low income or indigent.

### Behavioral Health Unit

- Work closely with the Health Department, the 1/10th of 1% Committee, and the contracted mental health professional to evaluate appropriate goals and evaluation techniques.

- Increase access to mental health services and access to community support. Probation will create a client assessment form which will be completed by the behavioral health unit staff at the first appointment. It will then be completed quarterly with the goal of increasing access to mental health and community resources by a minimum of 80%.

### Domestic Violence Unit

- Review the domestic violence unit by taking a sample of 200 domestic violence clients who have completed probation and review for recidivism. The sample would pull 100 domestic violence unit clients and 100 standard probation population clients to review for new convictions for the same or reduced charges.
- Continue providing evening and day check in groups for domestic violence offenders. Create a questionnaire to be completed by those offenders completing probation. The goal is to allow defendants an opportunity to provide feedback to the department on the effectiveness of the group meetings and to review how well the group enabled clients to succeed on probation.
- Management will provide at least twice yearly training on topics related to domestic violence.

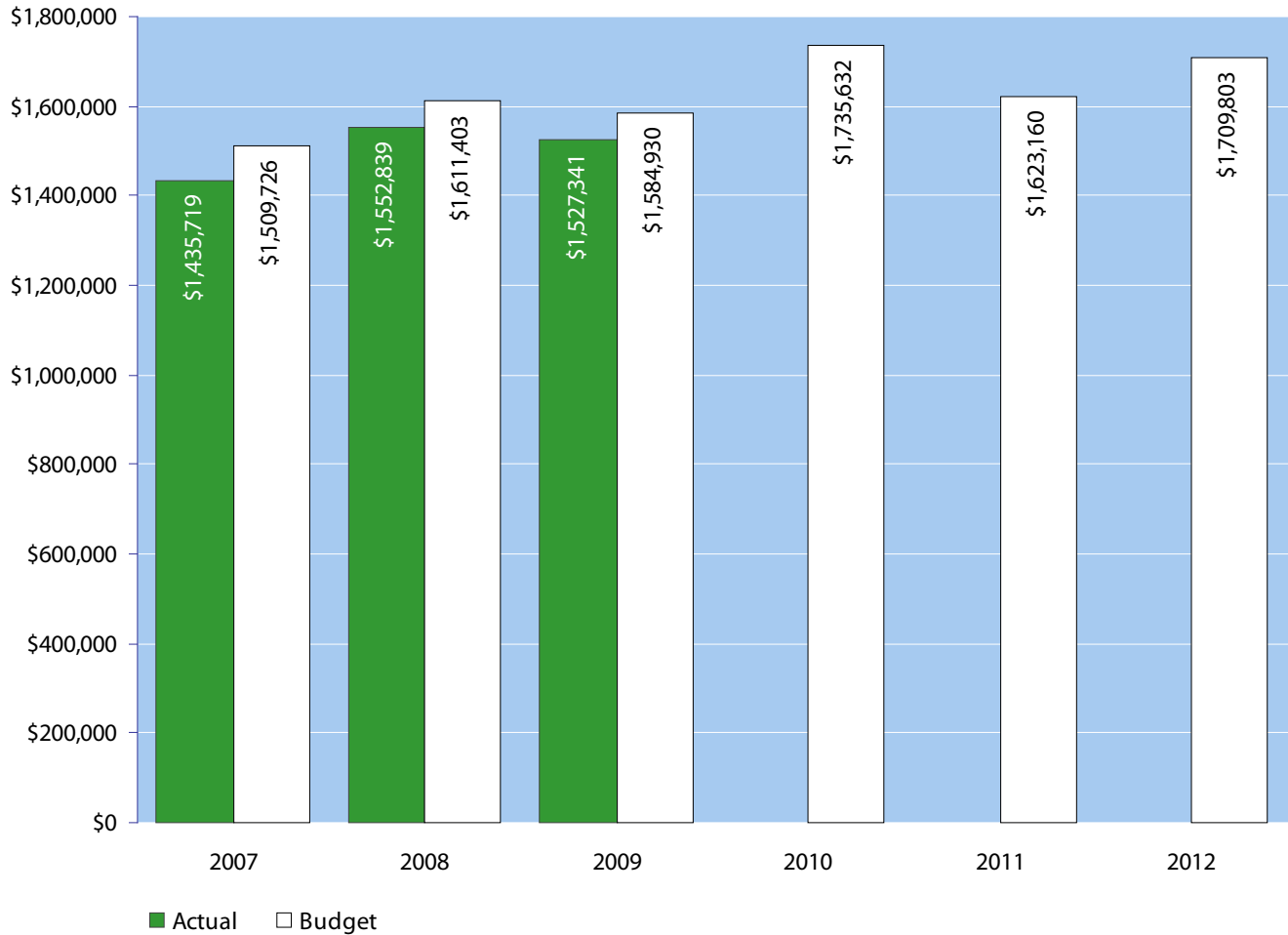
### Probation Department

- Measure defendant recidivism rates and compare with 2009 survey results in the following offender groups: DUI, deferred prosecution, and domestic violence. The survey of 2009 offenders showed an approximate reduction in new criminal charges when comparing the three and five year pre and post probation periods.
- Provide accurate monitoring of court ordered conditions for all courts served by the Department.

## Objectives continued

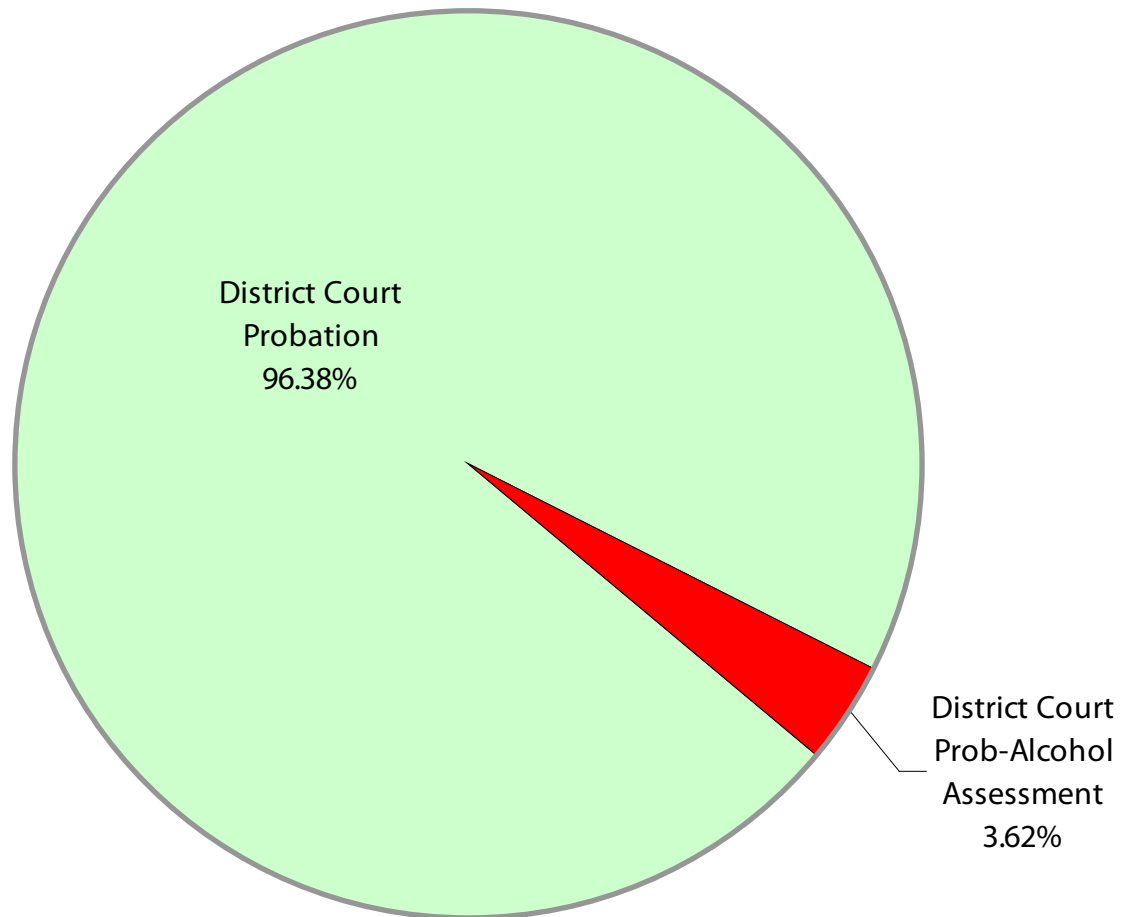
- Randomly review the following monthly audit reports for each probation officer's caseload:
  - a. Referrals due to close
  - b. Treatment reports 75 days overdue
  - c. File reviews: no chronological entry, personal contact or court action in 3 months
  - d. Review 6 to 10 cases per month, per probation officer, to assure compliance with all present policies and procedures.
- 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 with-in five working days.
- Create and update policies and procedures for reporting violations to the court. They will include, at a minimum, the following topic areas:
  - a. Reporting requirements
  - b. File closures and terminations
  - c. Monitoring Disulfiram (Antabuse) requirement
  - d. Supervision requirements based on risk and re-risk
  - e. Urinalysis testing
  - f. Clerical processing policies
- Create efficient and effective communication between local treatment agencies and Whatcom County District Court Probation. Continue to coordinate quarterly meetings with the alcohol/drug and batterers treatment agencies in Whatcom County.
- 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. The Probation Supervisor will coordinate the invitations and track whether or not the objectives have been met.

# Expenditure Trends



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

# 2011-2012 Budget by Program



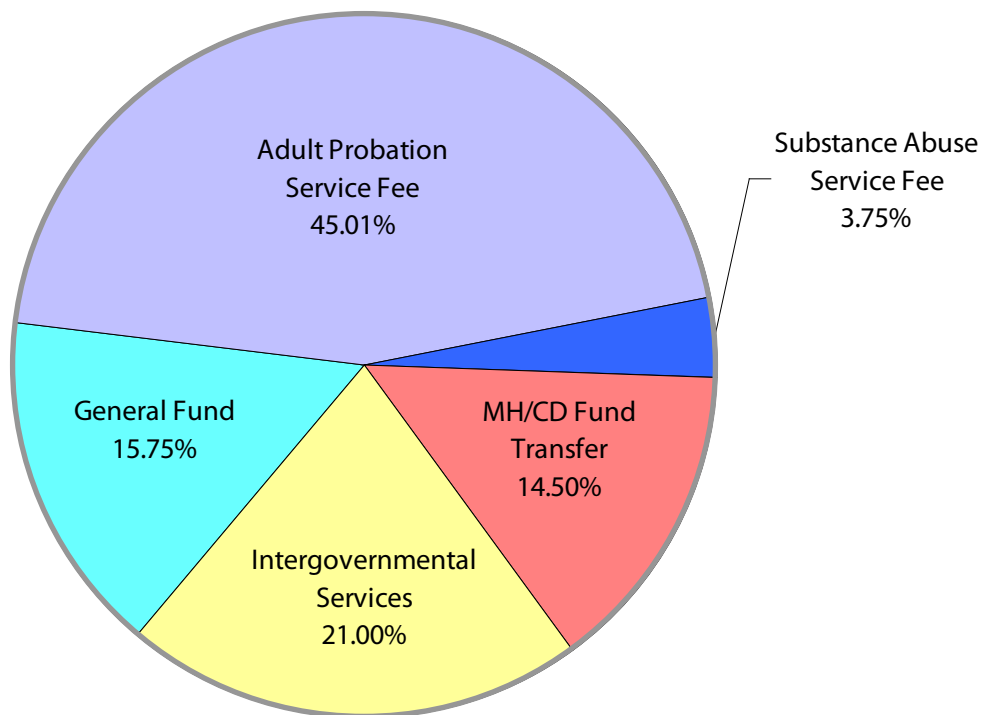
*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>OPERATIONS</b>						
<b>General Fund</b>						
1310 Dist Court Probation	1,371,065	1,494,272	1,476,530	1,675,728	1,565,569	1,646,817
1311 Dist Ct Prob-Alcohol Assessment	64,654	58,567	50,811	59,904	57,591	62,986
<i>Total Dist Court Probation Operations</i>	1,435,719	1,552,839	1,527,341	1,735,632	1,623,160	1,709,803
<b>TOTAL DIST COURT PROBATION</b>	1,435,719	1,552,839	1,527,341	1,735,632	1,623,160	1,709,803
<b>Percent Change from Previous Year</b>	7.9%	8.2%	-1.6%	13.6%	-6.5%	5.3%

# 2011-2012 Funding Sources

	2011	2012
General Fund	227,909	296,976
Adult Probation Service Fee	750,000	750,000
Substance Abuse Service Fee	59,660	65,257
MH/CD Fund Transfer	235,591	247,570
Intergovernmental Services	350,000	350,000
<b>Total Funding</b>	<b>1,623,160</b>	<b>1,709,803</b>



## Funding Sources continued

### **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.

### **Mental Health/Chemical Dependency Fund Transfer**

Transfer received from the Mental Health/Chemical Dependency Fund in support of the Behavioral Health Unit.

# Expenditures Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>GENERAL FUND</b>						
1310 District Court Probation						
Salaries & Wages	850,993	925,577	913,626	1,010,013	936,367	973,739
Benefits	310,657	350,669	340,078	410,547	376,474	417,555
Supplies	25,861	14,562	11,441	15,907	16,100	16,100
Other Services & Charges	183,554	203,464	211,385	239,261	236,628	239,423
<i>Total District Court Probation</i>	1,371,065	1,494,272	1,476,530	1,675,728	1,565,569	1,646,817
<i>Percent Change from Previous Year</i>	24.3%	9.0%	-1.2%	13.5%	-6.6%	5.2%
1311 District Court Probation-Alcohol Assessment						
Salaries & Wages	37,013	31,823	33,425	36,371	37,097	40,038
Benefits	13,708	14,627	16,140	17,578	19,062	21,516
Supplies	1,613	1,574	16	1,700	-	-
Other Services & Charges	12,320	10,543	1,230	4,255	1,432	1,432
<i>Total District Court Probation-Alcohol Assess</i>	64,654	58,567	50,811	59,904	57,591	62,986
<i>Percent Change from Previous Year</i>	42.1%	-9.4%	-13.2%	17.9%	-3.9%	9.4%
<b>TOTAL DISTRICT COURT PROBATION</b>	1,435,719	1,552,839	1,527,341	1,735,632	1,623,160	1,709,803
<i>Percent Change from Previous Year</i>	7.9%	8.2%	-1.6%	13.6%	-6.5%	5.3%

## Services

### ***Behavior Health Unit***

Supervision of individuals placed on court ordered probation who meet guidelines for intensive supervision with identified mental health concerns.

### ***Deferred Prosecution - District Court Clients***

Monitor compliance with court ordered conditions of Deferred Prosecution.

### ***Pre Trial Probation - District Court Clients***

Monitor defendants for compliance with court ordered conditions of release prior to the trial. These cases usually require intensive supervision.

### ***Probation Supervision - District Court Clients***

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, Blaine, and Bellingham contract for probation, deferred prosecution and pre trial services.