

Sheriff

MISSION STATEMENT

The mission of the Sheriff's Office is to serve the citizens of Montgomery County in a lawful, fair, impartial, and non-discriminating manner by providing leadership and professional support, as required, and to ensure that Court mandates are carried out in a manner that respects individual rights and freedoms. The Sheriff's Office is committed to establishing and maintaining cooperative working relationships with all other law enforcement, governmental, and Criminal Justice agencies, and the Courts to ensure that the residents of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total approved FY09 Operating Budget for the Office of the Sheriff is \$21,219,310, an increase of \$1,482,010 or 7.5 percent from the FY08 Approved Budget of \$19,737,300. Personnel Costs comprise 88.8 percent of the budget for 176 full-time positions and five part-time positions for 183.3 workyears. Operating Expenses account for the remaining 11.2 percent of the FY09 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

❖ **A Responsive, Accountable County Government**

❖ **Safe Streets and Secure Neighborhoods**

PERFORMANCE MEASURES

This table presents the department's performance data estimates and projections from FY08 through FY10 if there are no changes in funding.

Measure	Actual FY06	Actual FY07	Estimated FY08	Approved FY09	Projected FY10
Number of Interim and Temporary Peace Orders served	1,299	1,291	1,849	1,849	1,849
Number of "welfare checks" completed	4,914	4,932	5,609	5,609	5,609
Number of Interim and Temporary Protective Orders served	1,938	1,944	2,170	2,170	2,170
Number of weapons seized as a result of Protective Orders	40	80	60	60	60
Number of "welfare check" violations resulting in arrest ¹	2	4	3	3	3

¹Welfare checks involve efforts by Sheriff's deputies to ensure that victims are safe and court orders are being obeyed after the issuance of an Interim or Temporary Protective Order.

ACCOMPLISHMENTS AND INITIATIVES

❖ **The Domestic Violence Coordinating Council (DVCC) completed a successful first year of implementation in FY07, producing an annual report with several recommendations to improve how the County handles domestic violence**

❖ **Sheriff's Office with the DVCC will support the creation of a Family Justice Center, which is scheduled to open in FY09**

❖ **Productivity Improvements**

- **Started an imaging project to create easy, electronic access to files**

- **Implemented the Law Enforcement Record's Management System to provide better reporting and statistics during FY08 and FY09**

PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Blaise DeFazio of the Office of Management and Budget at 240.777.2763 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Administration

This unit provides general administrative support to the Sheriff's Office including recruiting and hiring, training, background investigations, payroll, purchasing, internal investigations, automation, and budget-related functions. The Administration Section provides technical support for the Sheriff's Records Management System (RMS).

The Administration Unit also oversees the Sheriff's compliance with recognized accreditation standards. The Assistant Sheriffs direct research and development of policies, procedures, and regulations to meet professional standards developed for law enforcement agencies. The Assistant Sheriffs also oversee internal investigations, represent the Sheriff's Office in legislative matters, and provide legal direction.

The Sheriff's Office participates in school functions, civic association meetings, and serves on commissions and committees. The Sheriff's Office participates in environmental crime task forces, as needed, and serves on applicant, promotional, and disciplinary boards of other public safety agencies. Administrative personnel organizes in-service and specialized training of deputies and the annual weapons qualification, as required by the Maryland Police Training Commission.

FY09 Changes

	Expenditures	WYs
FY08 Approved	3,261,990	15.5
Increase Cost: Motor Pool Rate Adjustment	155,270	0.0
Increase Cost: Printing and Mail Adjustments	5,410	0.0
Decrease Cost: Adjustment for Child Support Grant operating match	-8,500	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	102,253	0.0
FY09 Approved	3,516,423	15.5

Courtroom/Courthouse Security and Transport

The Sheriff's Office provides security for the Montgomery County Judicial Center and the juvenile courtrooms located at 27 Courthouse Square. The Sheriff's Office is also responsible for transporting prisoners between the new Montgomery County Correctional Facility (MCCF), Montgomery County Detention Center (MCDC), and the various court-holding facilities, as well as to and from healthcare facilities. This program also provides for guarding prisoners while at these facilities. When a writ is received from other counties, deputies are required to transport MCDC and MCCF prisoners to other Maryland District and Circuit Courts. The Sheriff's Office administers the temporary detention facilities in the Silver Spring and Rockville District Courts and the Rockville Circuit Court for all adult prisoners and the Juvenile Court lockup located at 27 Courthouse Square.

The Sheriff's Office provides security for the County's Circuit Court located in the Montgomery County Judicial Center. The Sheriff's Office uses trained canines to detect explosives, weapons, and to serve as a general crime deterrent within the Courthouse. The Canine Unit also responds to mutual-aid calls from the Montgomery County Police Department, the Montgomery County Fire and Rescue Service, and other law enforcement agencies as necessary. X-ray machines and magnetometers screen visitors entering the building at the five Courthouse entrances.

FY09 Changes

	Expenditures	WYs
FY08 Approved	8,032,600	78.4
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	471,422	0.0
FY09 Approved	8,504,022	78.4

Civil Process

The Sheriff's Office is mandated to serve all civil processes as directed by the Courts or private litigants and file returns to the Court. These papers include summonses, subpoenas, failure-to-pay rent notices, and other court documents. The Civil Process function is supported by deputies, who research and serve papers, and by administrative staff, who maintain the tracking process.

The Sheriff's Office also executes court-ordered attachments, real and personal property seizures, and replevins (a civil action to recover property wrongfully taken). As a final step in resolution of a court judgement, the Sheriff's Office conducts sales of seized or attached items. In the case of evictions, the Sheriff's Office restores real property to rightful owners by evicting tenants and their possessions as directed by the Court. When appropriate, tenants are referred to human service agencies.

FY09 Changes

	Expenditures	WYs
FY08 Approved	2,209,330	24.2
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	161,706	0.0
FY09 Approved	2,371,036	24.2

Criminal Process/Warrants and Extraditions

The Sheriff is responsible for serving District Court civil warrants, all Circuit Court warrants, both adult and juvenile, and Child Support Enforcement warrants. The Warrant Section maintains on-line warrant systems including National Crime Information Center (NCIC), Maryland Interagency Law Enforcement System (MILES), and the Warrant Component in the Records Management System (RMS). The Warrant Component in Criminal Justice Information System (CJIS) is a shared resource used by the Montgomery County Police and the Sheriff's Office to track outstanding warrants. The Sheriff's Office also conducts investigations to locate and apprehend those fugitives for whom the Sheriff's Office holds a warrant. In addition, the Sheriff's Office is responsible for returning fugitives to Montgomery County from other jurisdictions for outstanding Circuit Court warrants and processing those fugitives when returned.

FY09 Changes

	Expenditures	WYs
FY08 Approved	1,969,520	18.9
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	176,615	0.0
FY09 Approved	2,146,135	18.9

Special Operations

The Sheriff's Office is the lead agency in Montgomery County for service of Domestic Violence Petitions, Protective Orders, and Peace Orders. The Sheriff's Office also transports residents to hospitals on Emergency Evaluation Petitions and Two Doctor Commitments. In an effort to enhance protection for the victims of domestic violence, the Sheriff's Office offers cellular phones to all domestic violence victims and has a partnership with ADT Security for alarm pendants for victims who are most vulnerable.

FY09 Changes

	Expenditures	WYs
FY08 Approved	3,581,530	38.8
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	414,374	0.0
FY09 Approved	3,995,904	38.8

Grants

The Sheriff's Office has a contractual agreement with the State's Department of Human Resources to serve all summonses generated by the Child Support Enforcement Division. Staff assigned to the Child Support Enforcement Program serve child support summonses and subpoenas, research complex cases dealing with defendants evading service, and respond to emergency situations that occur within the County's Child Support offices. As part of the agreement, the Sheriff's Office receives a fee for serving the warrants and partial Federal funding for salaries and operating expenses of the section.

FY09 Changes

	Expenditures	WYs
FY08 Approved	682,330	7.5
Increase Cost: Expenditure changes in the Child Support Enforcement Grant	3,460	0.0
FY09 Approved	685,790	7.5

BUDGET SUMMARY

	Actual FY07	Budget FY08	Estimated FY08	Approved FY09	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	10,729,448	11,903,550	12,223,430	12,758,780	7.2%
Employee Benefits	4,811,266	5,072,690	5,483,030	5,535,070	9.1%
County General Fund Personnel Costs	15,540,714	16,976,240	17,706,460	18,293,850	7.8%
Operating Expenses	2,749,504	2,078,730	2,384,970	2,239,670	7.7%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	18,290,218	19,054,970	20,091,430	20,533,520	7.8%
PERSONNEL					
Full-Time	168	170	170	170	—
Part-Time	4	3	3	3	—
Workyears	172.2	175.8	175.8	175.8	—
REVENUES					
Sheriff Fees	813,898	725,000	1,000,000	1,200,000	65.5%
Bond Forfeiture-Sheriff	5,929	20,000	20,000	20,000	—
Fingerprint Fees	3,380	3,900	3,900	3,900	—
Child Support Enforcement: Incentive Funds	13,421	5,000	5,000	5,000	—
Medical Transport Sheriff	4,011	5,500	5,500	5,500	—
Child Support Enforcement: Warrant Service	0	10,700	14,780	14,780	38.1%
Sheriff - Miscellaneous	3,740	4,000	4,000	4,000	—
Rental of Courthouse	525	1,000	500	500	-50.0%
County General Fund Revenues	844,904	775,100	1,053,680	1,253,680	61.7%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	767,569	358,210	358,210	356,520	-0.5%
Employee Benefits	393,304	180,340	180,340	185,070	2.6%
Grant Fund MCG Personnel Costs	1,160,873	538,550	538,550	541,590	0.6%
Operating Expenses	355,319	143,780	143,780	144,200	0.3%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	1,516,192	682,330	682,330	685,790	0.5%
PERSONNEL					
Full-Time	5	6	6	6	—
Part-Time	0	2	2	2	—
Workyears	5.0	7.5	7.5	7.5	—
REVENUES					
Child Support Grant - Equipment Replacement	0	15,360	15,360	8,640	-43.8%
Child Support Enforcement Grant	654,398	666,970	666,970	677,150	1.5%
Domestic Violence Advocacy and Accountability	450,773	0	0	0	—
State Homeland Security Grant	11,944	0	0	0	—
Grant Fund MCG Revenues	1,117,115	682,330	682,330	685,790	0.5%
DEPARTMENT TOTALS					
Total Expenditures	19,806,410	19,737,300	20,773,760	21,219,310	7.5%
Total Full-Time Positions	173	176	176	176	—
Total Part-Time Positions	4	5	5	5	—
Total Workyears	177.2	183.3	183.3	183.3	—
Total Revenues	1,962,019	1,457,430	1,736,010	1,939,470	33.1%

FY09 APPROVED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY08 ORIGINAL APPROPRIATION	19,054,970	175.8
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: General Wage and Service Increment Adjustments	870,120	0.0
Increase Cost: Annualization of FY08 Personnel Costs and Service Increment	230,650	0.0
Increase Cost: Group Insurance Adjustment	198,260	0.0
Increase Cost: Motor Pool Rate Adjustment [Administration]	155,270	0.0
Increase Cost: Overtime Increase Due to Wage Increases	72,380	0.0
Increase Cost: Labor Contracts - Other	29,180	0.0
Increase Cost: Printing and Mail Adjustments [Administration]	5,410	0.0
Decrease Cost: Adjustment for Child Support Grant operating match [Administration]	-8,500	0.0
Decrease Cost: Retirement Adjustment	-74,220	0.0
FY09 APPROVED:	20,533,520	175.8
GRANT FUND MCG		
FY08 ORIGINAL APPROPRIATION	682,330	7.5
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Expenditure changes in the Child Support Enforcement Grant [Grants]	3,460	0.0
FY09 APPROVED:	685,790	7.5

PROGRAM SUMMARY

	FY08 Approved		FY09 Approved	
	Expenditures	WYs	Expenditures	WYs
Administration	3,261,990	15.5	3,516,423	15.5
Courtroom/Courthouse Security and Transport	8,032,600	78.4	8,504,022	78.4
Civil Process	2,209,330	24.2	2,371,036	24.2
Criminal Process/Warrants and Extraditions	1,969,520	18.9	2,146,135	18.9
Special Operations	3,581,530	38.8	3,995,904	38.8
Grants	682,330	7.5	685,790	7.5
Totals	19,737,300	183.3	21,219,310	183.3