
Sheriff

MISSION STATEMENT

The mission of the Sheriff's Office is to provide general law enforcement, judicial enforcement, and specialized public safety services to the residents of Montgomery County in a lawful, fair, impartial, and non-discriminatory manner and to ensure that Court mandates are carried out with respect for individual rights and freedoms. The Sheriff's Office is committed to establishing and maintaining cooperative working relationships with all other law enforcement, governmental, criminal justice agencies, and the Courts to ensure that the residents of Montgomery County receive the full range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total approved FY15 Operating Budget for the Office of the Sheriff is \$23,762,689, an increase of \$793,517 or 3.5 percent from the FY14 Approved Budget of \$22,969,172. Personnel Costs comprise 89.5 percent of the budget for 181 full-time positions and four part-time positions, and a total of 183.30 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 10.5 percent of the FY15 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***

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY14 estimates reflect funding based on the FY14 approved budget. The FY15 and FY16 figures are performance targets based on the FY15 approved budget and funding for comparable service levels in FY16.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***Due to the lapse of federal funds through the ARREST grant, continue the services provided at the Montgomery County Family Justice Center (FJC) by adding \$147,812 (2.25FTEs) to fund three bilingual Client Assistance Specialists.***
- ❖ ***The new space expansion at the FJC has made it possible for the community grants partners - the Muslim Community Center, Asian/Pacific Islander program, Jewish Coalition Against Domestic Abuse, and Family Justice Center Foundation - to bring their clients to the Center to coordinate services through enhancing service delivery.***
- ❖ ***The Safe Start Program, with collaboration from the Family Justice Center, the Family Justice Center Foundation, and Chesapeake Counseling, has extended its program to begin an art therapy program for children who have witnessed domestic violence.***
- ❖ ***The "Choose Respect - Teen Dating Conference," sponsored by the Domestic Violence Coordinating Council and the Family Justice Center, has successfully completed its fifth annual event hosting 275 attendees.***
- ❖ ***The newly formed scholarship program by the FJC and Montgomery College has successfully enrolled three clients at Montgomery College for degree and certificate programs.***

PROGRAM CONTACTS

Contact Mary Lou Wirdzek of the Office of the Sheriff at 240.777.7078 or Jahantab Siddiqui of the Office of Management and Budget at 240.777.2795 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Administration

This division provides general administrative support to the Sheriff's Office including personnel and labor relation matters, planning and policy, training, background investigations, payroll, purchasing, internal investigations, automation, grants, and budget-related functions. The Administrative Division provides technical support for the Sheriff's Records Management System (E*Justice).

The Administrative Division 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 serves on applicant, promotional, and disciplinary boards of other public safety agencies. Administrative personnel organize and teach in-service and specialized deputy training and periodic weapons qualification, as required by the Maryland Police Training Commission.

The Sheriff's Office also participates in law enforcement task forces and units such as the Special Response Team, Special Events Response Team, and Hostage Negotiation Team in cooperation with the Montgomery County Police Department, Montgomery County Fire and Rescue Services, and other law enforcement agencies, and in responses to mutual-aid calls as necessary.

| FY15 Approved Changes | Expenditures | FTEs |
|---|---------------------|--------------|
| FY14 Approved | 5,424,097 | 28.95 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 273,410 | 0.05 |
| FY15 Approved | 5,697,507 | 29.00 |

Courtroom/Courthouse Security and Transport

The Sheriff's Office provides security for the Montgomery County Circuit Court and the juvenile courtrooms located in 27 Courthouse Square. The Sheriff's Office is also responsible for transporting prisoners between the Montgomery County Correctional Facility (MCCF), Montgomery County Detention Center (MCDC), and various jails and court-holding facilities, as well as to and from healthcare facilities. The Sheriff's Office also guards 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 temporary detention facilities in the Silver Spring and Rockville District Courts, the Circuit Court for adult prisoners, and the Juvenile Court holding facility located at 27 Courthouse Square.

The Sheriff's Office provides security for the County's Circuit Court and operates X-ray machines and magnetometers to screen visitors entering the buildings at five public entrances. The Sheriff's Office uses trained canines to detect explosives, weapons, and to serve as a general crime deterrent within the courthouses. The Sheriff's Office Canine Unit is also the primary responder for explosive device detection calls, Monday through Friday, 8:00 a.m. until 4:00 p.m. and responds to mutual-aid calls from the Montgomery County Police Department, Montgomery County Fire and Rescue Services, and other law enforcement agencies as necessary.

| FY15 Approved Changes | Expenditures | FTEs |
|---|---------------------|--------------|
| FY14 Approved | 8,164,835 | 71.50 |
| Enhance: Restore Three Lapsed Deputy Sheriff Positions | 108,750 | 0.00 |
| Increase Cost: Security Equipment Replacement Plan | 23,543 | 0.00 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | -1,073,908 | -13.00 |
| FY15 Approved | 7,223,220 | 58.50 |

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 held). As a final step in resolution of a court judgment, the Sheriff's Office conducts sales of seized or attached property. In the case of evictions, the Sheriff's Office restores real property to property owners by evicting tenants and their possessions as directed by the Court. When appropriate, tenants are referred to human service agencies.

| FY15 Approved Changes | Expenditures | FTEs |
|---|---------------------|--------------|
| FY14 Approved | 2,700,413 | 26.00 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 160,469 | 1.00 |
| FY15 Approved | 2,860,882 | 27.00 |

Criminal Process/Warrants and Extraditions

The Sheriff is responsible for serving District Court civil warrants, District Court criminal warrants associated with domestic violence, all Circuit Court warrants, both adult and juvenile, and Child Support Enforcement warrants. The Warrant Section maintains on-line warrants in the following systems: Maryland Electronic Telecommunications Enforcement Resource System (METERS), National Crime Information Center (NCIC), and E*Justice. METERS and NCIC are used to share data with other state and federal systems. E*Justice is a local database used by Montgomery County law enforcement agencies to track warrants. It also interfaces with LInX to enable data sharing with law enforcement agencies in the National Capital Region.

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.

| FY15 Approved Changes | Expenditures | FTEs |
|---|---------------------|--------------|
| FY14 Approved | 2,383,825 | 20.00 |
| Increase Cost: Extradition Costs | 50,000 | 0.00 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 410,858 | 2.00 |
| FY15 Approved | 2,844,683 | 22.00 |

Domestic Violence

The Sheriff's Office is the lead agency in Montgomery County for serving court orders related to domestic violence, including Protective and Peace Orders. The Sheriff is also responsible for serving Child Custody orders. The Sheriff's Office Domestic Violence Section serves domestic violence court orders twenty-four hours a day, seven days a week. The Section works collectively with other county agencies to ensure that the petitioners are referred to essential county services available to them and their families. In an effort to enhance protection for the victims of domestic violence, the Sheriff's Office offers cellular phones to domestic violence victims and has a partnership with ADT Security for alarm pendants for victims who are most vulnerable. The Sheriff's Office also serves Emergency Evaluation Petitions that include obtaining custody and transporting residents to the hospital for court ordered mental evaluation.

In collaboration with state, local, and private agencies and the support of the Maryland Judiciary, the Montgomery County Family Justice Center (FJC) implemented video court hearings for Temporary Protective Orders in December 2010. This pilot video hearing project was the first of its kind in Maryland. The equipment was donated by the Verizon Wireless Hopeline Foundation through the Montgomery County Family Justice Center Foundation, Inc.. Protective Order hearings are conducted by video from the center allowing petitioners to use FJC services instead of waiting at court for a hearing. While at the FJC, petitioners are able to receive other emergency and social services in a timely manner that previously took numerous phone calls, travel to multiple locations, and days to receive.

| Program Performance Measures | Actual FY12 | Actual FY13 | Estimated FY14 | Target FY15 | Target FY16 |
|--|--------------------|--------------------|-----------------------|--------------------|--------------------|
| Number of Interim and Temporary Peace Orders served | 1,584 | 1,427 | 1,427 | 1,427 | 1,427 |
| Number of Interim and Temporary Protective Orders served | 1,893 | 1,827 | 1,827 | 1,827 | 1,827 |
| Number of "safety check" violations resulting in arrest ¹ | 0 | 1 | 1 | 1 | 1 |
| Number of weapons seized as a result of Protective Orders ² | 270 | 105 | 105 | 105 | 105 |

¹ Safety 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 Order. Safety checks are conducted by site visit or phone.

² One weapons seizure in FY12 resulted in collection of 85 firearms.

| FY15 Approved Changes | Expenditures | FTEs |
|---|---------------------|--------------|
| FY14 Approved | 3,260,720 | 29.42 |
| Decrease Cost: Arrest Grant - State's Attorney's Office Charge-back | -134,631 | -2.00 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 1,218,308 | 14.21 |
| FY15 Approved | 4,344,397 | 41.63 |

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 State 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.

| FY15 Approved Changes | Expenditures | FTEs |
|---|---------------------|-------------|
| FY14 Approved | 1,035,282 | 9.61 |
| Replace: ARREST Grant Funds with General Fund | 147,812 | 2.25 |
| Increase Cost: Child Support Grant | 54,031 | 0.00 |
| Replace: STOP Grant Personnel Cost Increase with General Fund | 12,607 | 0.19 |
| Shift: Reallocation of Protective Order Grant Personnel Costs Increases to General Fund | 0 | -0.19 |
| Shift: Arrest Grant - Sheriff's Office Positions | -162,682 | -2.25 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | -295,050 | -4.44 |
| FY15 Approved | 792,000 | 5.17 |

BUDGET SUMMARY

| | Actual FY13 | Budget FY14 | Estimated FY14 | Approved FY15 | % Chg Bud/App |
|--|-------------------|-------------------|-------------------|-------------------|------------------|
| COUNTY GENERAL FUND | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 12,804,722 | 12,653,222 | 13,140,765 | 13,311,755 | 5.2% |
| Employee Benefits | 6,379,577 | 6,609,760 | 7,062,258 | 7,341,697 | 11.1% |
| County General Fund Personnel Costs | 19,184,299 | 19,262,982 | 20,203,023 | 20,653,452 | 7.2% |
| Operating Expenses | 2,476,494 | 2,670,908 | 3,123,470 | 2,317,237 | -13.2% |
| Capital Outlay | 0 | 0 | 0 | 0 | — |
| County General Fund Expenditures | 21,660,793 | 21,933,890 | 23,326,493 | 22,970,689 | 4.7% |
| PERSONNEL | | | | | |
| Full-Time | 170 | 172 | 172 | 173 | 0.6% |
| Part-Time | 5 | 5 | 5 | 4 | -20.0% |
| FTEs | 173.14 | 175.87 | 175.87 | 178.13 | 1.3% |
| REVENUES | | | | | |
| Facility Rental Fees | 0 | 500 | 500 | 500 | — |
| Miscellaneous Revenues | 50 | 4,000 | 4,000 | 4,000 | — |
| Sheriff Fees | 952,998 | 1,200,000 | 1,200,000 | 1,200,000 | — |
| Other Charges/Fees | 112,939 | 23,900 | 23,900 | 23,900 | — |
| Other Intergovernmental | 14,707 | 20,460 | 20,460 | 20,460 | — |
| County General Fund Revenues | 1,080,694 | 1,248,860 | 1,248,860 | 1,248,860 | — |
| GRANT FUND MCG | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 664,612 | 590,840 | 590,840 | 389,008 | -34.2% |
| Employee Benefits | 257,913 | 279,962 | 279,962 | 214,923 | -23.2% |
| Grant Fund MCG Personnel Costs | 922,525 | 870,802 | 870,802 | 603,931 | -30.6% |
| Operating Expenses | 222,269 | 164,480 | 164,480 | 188,069 | 14.3% |
| Capital Outlay | 0 | 0 | 0 | 0 | — |
| Grant Fund MCG Expenditures | 1,144,794 | 1,035,282 | 1,035,282 | 792,000 | -23.5% |
| PERSONNEL | | | | | |
| Full-Time | 6 | 6 | 6 | 8 | 33.3% |
| Part-Time | 0 | 2 | 2 | 0 | — |
| FTEs | 4.36 | 9.61 | 9.61 | 5.17 | -46.2% |
| REVENUES | | | | | |
| Federal Grants | 1,070,349 | 1,035,282 | 1,035,282 | 792,000 | -23.5% |
| State Grants | 67,644 | 0 | 0 | 0 | — |
| Other Intergovernmental | 6,801 | 0 | 0 | 0 | — |
| Grant Fund MCG Revenues | 1,144,794 | 1,035,282 | 1,035,282 | 792,000 | -23.5% |
| DEPARTMENT TOTALS | | | | | |
| Total Expenditures | 22,805,587 | 22,969,172 | 24,361,775 | 23,762,689 | 3.5% |
| Total Full-Time Positions | 176 | 178 | 178 | 181 | 1.7% |
| Total Part-Time Positions | 5 | 7 | 7 | 4 | -42.9% |
| Total FTEs | 177.50 | 185.48 | 185.48 | 183.30 | -1.2% |
| Total Revenues | 2,225,488 | 2,284,142 | 2,284,142 | 2,040,860 | -10.7% |

FY15 APPROVED CHANGES

| | Expenditures | FTEs |
|--|-------------------|---------------|
| COUNTY GENERAL FUND | | |
| FY14 ORIGINAL APPROPRIATION | 21,933,890 | 175.87 |
| <u>Changes (with service impacts)</u> | | |
| Enhance: Restore Three Lapsed Deputy Sheriff Positions [Courtroom/Courthouse Security and Transport] | 108,750 | 0.00 |
| <u>Other Adjustments (with no service impacts)</u> | | |
| Increase Cost: FY15 Compensation Adjustment | 937,198 | 0.00 |
| Increase Cost: Retirement Adjustment | 417,205 | 0.00 |
| Replace: ARREST Grant Funds with General Fund [Grants] | 147,812 | 2.25 |
| Increase Cost: Annualization of FY14 Lapsed Positions | 90,754 | 0.00 |
| Increase Cost: Extradition Costs [Criminal Process/Warrants and Extraditions] | 50,000 | 0.00 |
| Increase Cost: Group Insurance Adjustment | 32,516 | 0.00 |
| Increase Cost: Security Equipment Replacement Plan [Courtroom/Courthouse Security and Transport] | 23,543 | 0.00 |
| Replace: STOP Grant Personnel Cost Increase with General Fund [Grants] | 12,607 | 0.19 |
| Increase Cost: Printing and Mail | 7,136 | 0.00 |
| Decrease Cost: Promotions Exams (Funded Every Two Years) | -80,000 | 0.00 |
| Decrease Cost: Elimination of One-Time Items Approved in FY14 | -130,172 | 0.00 |
| Decrease Cost: Motor Pool Rate Adjustment | -224,178 | 0.00 |
| Decrease Cost: Annualization of FY14 Personnel Costs | -356,372 | -0.18 |
| FY15 APPROVED: | 22,970,689 | 178.13 |
| GRANT FUND MCG | | |
| FY14 ORIGINAL APPROPRIATION | 1,035,282 | 9.61 |
| <u>Other Adjustments (with no service impacts)</u> | | |
| Increase Cost: Child Support Grant [Grants] | 54,031 | 0.00 |
| Shift: Reallocation of Protective Order Grant Personnel Costs Increases to General Fund [Grants] | 0 | -0.19 |
| Decrease Cost: Arrest Grant - State's Attorney's Office Charge-back [Domestic Violence] | -134,631 | -2.00 |
| Shift: Arrest Grant - Sheriff's Office Positions [Grants] | -162,682 | -2.25 |
| FY15 APPROVED: | 792,000 | 5.17 |

PROGRAM SUMMARY

| Program Name | FY14 Approved | | FY15 Approved | |
|---|-------------------|---------------|-------------------|---------------|
| | Expenditures | FTEs | Expenditures | FTEs |
| Administration | 5,424,097 | 28.95 | 5,697,507 | 29.00 |
| Courtroom/Courthouse Security and Transport | 8,164,835 | 71.50 | 7,223,220 | 58.50 |
| Civil Process | 2,700,413 | 26.00 | 2,860,882 | 27.00 |
| Criminal Process/Warrants and Extraditions | 2,383,825 | 20.00 | 2,844,683 | 22.00 |
| Domestic Violence | 3,260,720 | 29.42 | 4,344,397 | 41.63 |
| Grants | 1,035,282 | 9.61 | 792,000 | 5.17 |
| Total | 22,969,172 | 185.48 | 23,762,689 | 183.30 |

FUTURE FISCAL IMPACTS

| Title | APPR. FY15 | FY16 | FY17 | (\$000's) FY18 | FY19 | FY20 |
|---|---------------|---------------|---------------|-------------------|---------------|---------------|
| This table is intended to present significant future fiscal impacts of the department's programs. | | | | | | |
| COUNTY GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| FY15 Approved No inflation or compensation change is included in outyear projections. | 22,971 | 22,971 | 22,971 | 22,971 | 22,971 | 22,971 |
| Annualization of Positions Approved in FY15 Annualization of Lapsed Deputy Sheriff Positions Partially Funded in FY15 | 0 | 152 | 152 | 152 | 152 | 152 |
| Labor Contracts These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits. | 0 | 292 | 292 | 292 | 292 | 292 |
| Labor Contracts - Other These figures represent other negotiated items included in the labor agreements. | 0 | -27 | -27 | -27 | -27 | -27 |
| Subtotal Expenditures | 22,971 | 23,388 | 23,388 | 23,388 | 23,388 | 23,388 |

ANNUALIZATION OF PERSONNEL COSTS AND FTES

| | FY15 Approved | | FY16 Annualized | |
|---|----------------|-------------|-----------------|-------------|
| | Expenditures | FTEs | Expenditures | FTEs |
| Enhance: Restore Three Lapsed Deputy Sheriff Positions [Courtroom/Courthouse Security and Transport] | 108,750 | 0.00 | 261,000 | 0.00 |
| Total | 108,750 | 0.00 | 261,000 | 0.00 |

