

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 citizens of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total approved FY06 Operating Budget for the Office of the Sheriff is \$16,119,940, an increase of \$1,522,880 or 10.4 percent from the FY05 Approved Budget of \$14,597,060. Personnel Costs comprise 88.8 percent of the budget for 164 full-time positions and five part-time positions for 168.7 workyears. Operating Expenses account for the remaining 11.2 percent of the FY06 budget.

HIGHLIGHTS

- ❖ *Provides funds for the Safe Start Program where children exposed to domestic violence receive counseling assistance individually or in a group setting in coordination with the Health and Human Services department and the Montgomery County Public School.*
- ❖ *Fund one Public Safety Aide position, previously grant-funded, for the Domestic Violence Section in the Grants Program. The Sheriff's Office will continue to serve protective and peace orders 24 hours a day, 7 days a week with a response of time within 12 hours.*
- ❖ *Restore funds for one recruit class in the Administration Program.*
- ❖ *Productivity Enhancement*
 - *The Sheriff's Office converted and upgraded two separate systems [Card Access and Badging Systems] into one integrated system resulting in one database; thereby eliminating the dual entry of data as well as expediting security clearances of County employees.*

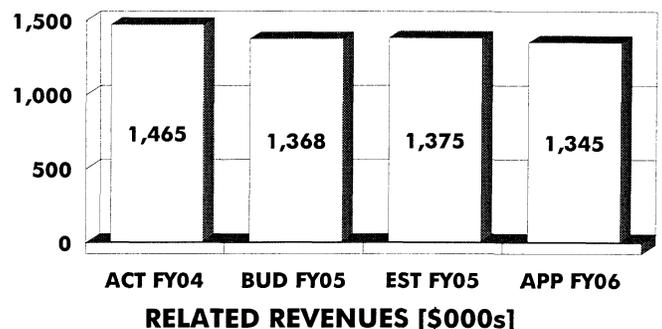
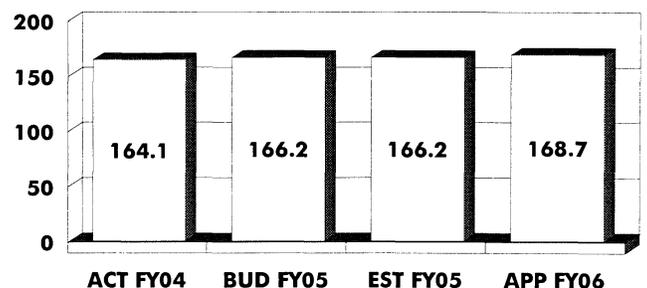
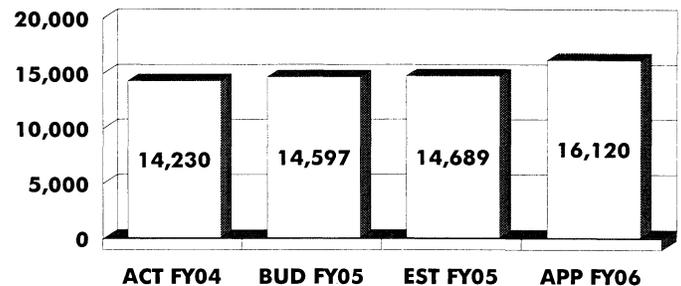
PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Belinda M. Bunggay of the Office of Management and Budget at 240.777.2794 for more information

Program Summary

	Expenditures	WYs
Administration	2,822,710	15.3
Courtroom/Courthouse Security and Transport	6,166,610	72.2
Civil Process	2,005,920	24.2
Criminal Process/Warrants and Extraditions	1,703,220	18.9
Special Operations	2,850,770	33.0
Grants	570,710	5.1
Totals	16,119,940	168.7

Trends



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 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 in 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.

FY06 Changes

	Expenditures	WYs
FY05 Approved	2,292,650	12.9
FY06 Approved	2,822,710	15.3

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.

FY06 Changes

	Expenditures	WYs
FY05 Approved	5,987,630	74.0
FY06 Approved	6,166,610	72.2

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.

FY06 Changes

	Expenditures	WYs
FY05 Approved	1,954,540	24.2
FY06 Approved	2,005,920	24.2

Criminal Process/Warrants and Extraditions

The Sheriff is responsible for serving both adult and juvenile Circuit Court and District Court civil bench warrants, Circuit Court criminal warrants, 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.

FY06 Changes

	Expenditures	WYs
FY05 Approved	1,487,720	18.9
FY06 Approved	1,703,220	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 citizens 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.

FY06 Changes

	Expenditures	WYs
FY05 Approved	2,277,290	30.1
FY06 Approved	2,850,770	33.0

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.

FY06 Changes

	Expenditures	WYs
FY05 Approved	597,230	6.1
FY06 Approved	570,710	5.1

BUDGET SUMMARY

	Actual FY04	Budget FY05	Estimated FY05	Approved FY06	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	8,836,850	9,096,540	9,100,030	9,906,470	8.9%
Employee Benefits	3,111,505	3,336,400	3,336,400	3,959,120	18.7%
County General Fund Personnel Costs	11,948,355	12,432,940	12,436,430	13,865,590	11.5%
Operating Expenses	1,360,295	1,566,890	1,648,880	1,683,640	7.5%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	13,308,650	13,999,830	14,085,310	15,549,230	11.1%
PERSONNEL					
Full-Time	155	155	155	159	2.6%
Part-Time	5	5	5	5	—
Workyears	159.0	160.1	160.1	163.6	2.2%
REVENUES					
Sheriff Fees	733,542	725,000	725,000	725,000	—
Bond Forfeiture-Sheriff	76,653	20,000	20,000	20,000	—
Fingerprint Fees	1,190	1,200	1,200	3,900	225.0%
Child Support Enforcement: Incentive Funds	6,847	4,000	4,000	4,000	—
Medical Transport Sheriff	9,908	10,000	10,000	10,000	—
Child Support Enforcement: Warrant Service	0	5,970	5,970	5,970	—
Sheriff - Miscellaneous	1,033	4,000	4,000	4,000	—
Rental of Courthouse	500	1,000	1,000	1,000	—
County General Fund Revenues	829,673	771,170	771,170	773,870	0.4%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	477,677	319,330	319,330	308,320	-3.4%
Employee Benefits	159,225	135,680	135,680	136,560	0.6%
Grant Fund MCG Personnel Costs	636,902	455,010	455,010	444,880	-2.2%
Operating Expenses	284,841	142,220	149,020	125,830	-11.5%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	921,743	597,230	604,030	570,710	-4.4%
PERSONNEL					
Full-Time	5	5	5	5	—
Part-Time	0	2	2	0	—
Workyears	5.1	6.1	6.1	5.1	-16.4%
REVENUES					
Child Support Grant - Equipment Replacement	0	0	15,360	15,360	—
Child Support Enforcement Grant	459,225	500,550	491,990	555,350	10.9%
Domestic Violence Grant	3,500	0	0	0	—
Local Law Enforcement Block Grant (LLEBG)	70,208	0	0	0	—
Stop Domestic Violence (VAWA)	-1,410	0	0	0	—
Domestic Violence Assistant (VAWO)	90,581	96,680	96,680	0	—
County & Municipal Agency Domestic Preparedness	13,160	0	0	0	—
Grant Fund MCG Revenues	635,264	597,230	604,030	570,710	-4.4%
DEPARTMENT TOTALS					
Total Expenditures	14,230,393	14,597,060	14,689,340	16,119,940	10.4%
Total Full-Time Positions	160	160	160	164	2.5%
Total Part-Time Positions	5	7	7	5	-28.6%
Total Workyears	164.1	166.2	166.2	168.7	1.5%
Total Revenues	1,464,937	1,368,400	1,375,200	1,344,580	-1.7%

FY06 APPROVED CHANGES CROSSWALK

	Expenditures	WYs
COUNTY GENERAL FUND		
FY05 ORIGINAL APPROPRIATION	13,999,830	160.1
<u>Changes (with service impacts)</u>		
Add: Safe Start Program for Children Exposed to Domestic Violence	100,000	0.0
Add: Non-sworn security positions for Courthouse main security room	34,430	2.4
Reduce: Workyears for overtime	0	-1.3
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY06 Compensation	536,600	0.0
Increase Cost: Annualization of FY05 Personnel Costs	340,200	0.0
Increase Cost: FY06 Group Insurance Rate Adjustments	180,800	0.0
Increase Cost: Sheriff Academy - One Recruit Class (3 positions) [Administration]	98,030	1.4
Increase Cost: Motor Pool [Administration]	69,250	0.0
Increase Cost: FY06 Retirement Rate Adjustments	66,420	0.0
Increase Cost: FY06 Group Insurance	60,000	0.0
Replace: One Full-time Public Safety Aide Position for Domestic Violence Section in the Byrne Grant [Special Operations]	42,340	1.0
Increase Cost: FY06 Pay Matrix Impact	23,350	0.0
Increase Cost: Records Management [Administration]	17,280	0.0
Increase Cost: Miscellaneous Operating Expenses [Administration]	5,700	0.0
Decrease Cost: Operating expenses for DFS maintenance chargeback	-5,000	0.0
Decrease Cost: Operating expenses for computer installation	-20,000	0.0
FY06 APPROVED:	15,549,230	163.6
GRANT FUND MCG		
FY05 ORIGINAL APPROPRIATION	597,230	6.1
<u>Changes (with service impacts)</u>		
Eliminate: Violence Against Women Organization Grant Expiring 6/30/2005 [Special Operations]	-96,680	-1.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Annualization of FY05 Personnel Costs [Special Operations]	30,350	0.0
Increase Cost: FY06 Compensation [Special Operations]	19,500	0.0
Increase Cost: Annualization of FY05 Operating Expenses [Special Operations]	11,730	0.0
Increase Cost: FY06 Group Insurance Rates Adjustments	8,580	0.0
FY06 APPROVED:	570,710	5.1