
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 FY14 Operating Budget for the Office of the Sheriff is \$22,969,172, an increase of \$1,333,277 or 6.2 percent from the FY13 Approved Budget of \$21,635,895. Personnel Costs comprise 87.7 percent of the budget for 178 full-time positions and seven part-time positions, and a total of 185.48 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 12.3 percent of the FY14 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 FY13 estimates reflect funding based on the FY13 approved budget. The FY14 and FY15 figures are performance targets based on the FY14 approved budget and funding for comparable service levels in FY15.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***The Sheriff's Office will add two new positions in FY14; one to coordinate the volunteers and interns in the Family Justice Center (FJC), and another to assist with information technology support.***
- ❖ ***The Sheriff's Office will begin to replace six X-ray machines securing the Judicial Building as well as the new Judiciary Annex.***
- ❖ ***In FY14, the Sheriff's Office will lease an expansion of the FJC to provide more space for FJC partners and allow for further expansion of volunteer and intern programs.***

PROGRAM CONTACTS

Contact Mary Lou Wirdzek of the Office of the Sheriff at 240.777.7078 or Corey Orlosky of the Office of Management and Budget at 240.777.2762 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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	3,829,897	18.64
Add: Add Information Technology Position - Information Technology Specialist 1 to Provide Additional Information Technology Support	34,033	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,560,167	9.31
FY14 Approved	5,424,097	28.95

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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	8,502,140	75.00
Increase Cost: Replacement Plan to Update Obsolete Equipment at Security Stations	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.	-360,848	-3.50
FY14 Approved	8,164,835	71.50

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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	2,112,300	20.50
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	588,113	5.50
FY14 Approved	2,700,413	26.00

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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	2,236,215	19.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	147,610	1.00
FY14 Approved	2,383,825	20.00

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. 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 FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Number of Interim and Temporary Peace Orders served	1,513	1,584	1,584	1,584	1,584
Number of Interim and Temporary Protective Orders served	1,995	1,893	1,893	1,893	1,893
Number of "safety check" violations resulting in arrest ¹	12	0	1-2	1-2	1-2
Number of weapons seized as a result of Protective Orders ²	143	270	200	200	200

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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	4,292,343	40.00
Enhance: Expansion of Family Justice Center	130,172	0.00
Add: Create Volunteer Coordinator for Family Justice Center	18,907	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-1,180,702	-11.58
FY14 Approved	3,260,720	29.42

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.

FY14 Approved Changes	Expenditures	FTEs
FY13 Approved	663,000	4.36
Add: Arrest Grant	162,682	2.25
Add: Arrest Grant - Charges from State's Attorney	134,361	2.00
Add: Protective Order grant	74,907	1.00
Increase Cost: Child Support Grant	332	0.00
FY14 Approved	1,035,282	9.61

BUDGET SUMMARY

	Actual FY12	Budget FY13	Estimated FY13	Approved FY14	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	12,330,781	12,654,040	12,875,300	12,653,222	0.0%
Employee Benefits	6,099,018	6,106,058	6,302,799	6,609,760	8.2%
County General Fund Personnel Costs	18,429,799	18,760,098	19,178,099	19,262,982	2.7%
Operating Expenses	2,386,060	2,212,797	2,287,898	2,670,908	20.7%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	20,815,859	20,972,895	21,465,997	21,933,890	4.6%
PERSONNEL					
Full-Time	170	170	170	172	1.2%
Part-Time	5	5	5	5	—
FTEs	159.60	173.14	173.14	175.87	1.6%
REVENUES					
Facility Rental Fees	839	500	500	500	—
Miscellaneous Revenues	3,734	4,000	4,000	4,000	—
Sheriff Fees	1,038,897	1,200,000	1,200,000	1,200,000	—
Other Charges/Fees	24,374	23,900	23,900	23,900	—
Other Intergovernmental	18,449	20,460	20,460	20,460	—
County General Fund Revenues	1,086,293	1,248,860	1,248,860	1,248,860	—
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	493,851	333,566	333,566	590,840	77.1%
Employee Benefits	197,396	164,954	164,954	279,962	69.7%
Grant Fund MCG Personnel Costs	691,247	498,520	498,520	870,802	74.7%
Operating Expenses	234,286	164,480	164,480	164,480	—
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	925,533	663,000	663,000	1,035,282	56.2%
PERSONNEL					
Full-Time	7	6	6	6	—
Part-Time	0	0	0	2	—
FTEs	6.00	4.36	4.36	9.61	120.4%
REVENUES					
Federal Grants	864,853	663,000	663,000	1,035,282	56.2%
State Grants	27,047	0	0	0	—
Other Intergovernmental	33,633	0	0	0	—
Grant Fund MCG Revenues	925,533	663,000	663,000	1,035,282	56.2%
DEPARTMENT TOTALS					
Total Expenditures	21,741,392	21,635,895	22,128,997	22,969,172	6.2%
Total Full-Time Positions	177	176	176	178	1.1%
Total Part-Time Positions	5	5	5	7	40.0%
Total FTEs	165.60	177.50	177.50	185.48	4.5%
Total Revenues	2,011,826	1,911,860	1,911,860	2,284,142	19.5%

FY14 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY13 ORIGINAL APPROPRIATION	20,972,895	173.14
<u>Changes (with service impacts)</u>		
Enhance: Expansion of Family Justice Center [Domestic Violence]	130,172	0.00
Add: Add Information Technology Position - Information Technology Specialist 1 to Provide Additional Information Technology Support [Administration]	34,033	1.00
Add: Create Volunteer Coordinator for Family Justice Center [Domestic Violence]	18,907	1.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY14 Compensation Adjustment	661,912	0.00
Increase Cost: Retirement Adjustment	498,896	0.00
Increase Cost: Motor Pool Adjustment	218,510	0.00
Increase Cost: Promotional Exams	80,000	0.00
Increase Cost: Other Labor Contract Costs	37,585	0.00
Increase Cost: Replacement Plan to Update Obsolete Equipment at Security Stations [Courtroom/Courthouse Security and Transport]	23,543	0.00
Increase Cost: Printing and Mail Adjustment	2,626	0.00
Technical Adj: Increase FTE to Accurately Reflect Part-Time to Full-Time Position	0	0.73
Decrease Cost: Group Insurance Adjustment	-137,425	0.00
Increase Cost: Annualization of FY13 Personnel Costs	-270,038	0.00
Decrease Cost: Elimination of FY13 \$2,000 Lump Sum	-337,726	0.00
FY14 APPROVED:	21,933,890	175.87
GRANT FUND MCG		
FY13 ORIGINAL APPROPRIATION	663,000	4.36
<u>Changes (with service impacts)</u>		
Add: Arrest Grant [Grants]	162,682	2.25
Add: Arrest Grant - Charges from State's Attorney [Grants]	134,361	2.00
Add: Protective Order grant [Grants]	74,907	1.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Child Support Grant [Grants]	332	0.00
FY14 APPROVED:	1,035,282	9.61

PROGRAM SUMMARY

Program Name	FY13 Approved		FY14 Approved	
	Expenditures	FTEs	Expenditures	FTEs
Administration	3,829,897	18.64	5,424,097	28.95
Courtroom/Courthouse Security and Transport	8,502,140	75.00	8,164,835	71.50
Civil Process	2,112,300	20.50	2,700,413	26.00
Criminal Process/Warrants and Extraditions	2,236,215	19.00	2,383,825	20.00
Domestic Violence	4,292,343	40.00	3,260,720	29.42
Grants	663,000	4.36	1,035,282	9.61
Total	21,635,895	177.50	22,969,172	185.48

ANNUALIZATION OF PERSONNEL COSTS AND FTES

	FY14 Approved		FY15 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Add: Add Information Technology Position - Information Technology Specialist 1 to Provide Additional Information Technology Support [Administration]	34,033	1.00	68,066	1.00
Add: Create Volunteer Coordinator for Family Justice Center [Domestic Violence]	18,907	1.00	75,628	1.00
Total	52,940	2.00	143,694	2.00

