



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 FY17 Operating Budget for the Sheriff's Office is \$22,984,197, a decrease of \$843,289 or 3.54 percent from the FY16 Approved Budget of \$23,827,486. Personnel Costs comprise 88.43 percent of the budget for 187 full-time position(s) and five part-time position(s), and a total of 189.80 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 11.57 percent of the FY17 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 (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY16 estimates reflect funding based on the FY16 approved budget. The FY17 and FY18 figures are performance targets based on the FY17 approved budget and funding for comparable service levels in FY18.

Initiatives

- ★ Add three new deputies to both the July and January recruit training classes to address workload growth over the past several years.
- ★ The Family Justice Center (FJC), in collaboration with the Domestic Violence Coordinating Council, is working on a proposal to bring supervised visitation and monitored exchange services to Montgomery County in an effort to provide a safe, secure environment in which parents can exchange and/or visit with their children, especially important in situations such as cases of intimate partner violence and high-conflict custody disputes.
- ★ The Family Justice Center is in discussions to launch a pilot program to bring DVS Legal Services on site at the FJC. DVS is a non-profit organization providing legal services to domestic violence survivors and families in need and would supplement the legal services already being provided several days per week by House of Ruth Maryland.

Accomplishments

- ☑ The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) received a Community Grant to support an on-site representative at the Family Justice Center to provide culturally sensitive services to victims of domestic violence and sexual assault in many Asian/Pacific Islander languages.
- ☑ The Family Justice Center, in collaboration with the Montgomery County Family Justice Center Foundation, the Domestic Violence Coordinating Council and Chesapeake Counseling Associates, coordinated four regional "Identify, Support, Encourage" trainings for individuals who work with children exposed to domestic violence on the warning signs, appropriate responses, and resources available

in the community.

- ✓ The Family Justice Center, in collaboration with the Montgomery County Family Justice Center Foundation and the Domestic Violence Coordinating Council (DVCC), further expanded the Coaching Boys Into Men (CBIM) program to include Richard Montgomery High School for a total of three participating high schools. This program utilizes the unique leadership role of athletics coaches in the lives of young men.
- ✓ The Family Justice Center, in collaboration with the Domestic Violence Coordinating Council, coordinated three public regional community meetings throughout the County to discuss domestic violence that were held at various locations throughout the County.

Productivity Improvements

- ★ The Family Justice Center (FJC) has created a new FJC Volunteer and Internship Program. The new program currently includes five volunteers and two interns providing nearly 65 hours of assistance per week in a variety of administrative tasks and hospitality/child care services. Prior to the creation of this program, the FJC had 2 volunteers, contributing 5 hours of assistance per week.

Program Contacts

Contact Mary Lou Wirdzek of the Sheriff's Office at 240.777.7078 or Richard H. Harris 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 Service, and other law enforcement agencies, and in responses to mutual-aid calls as necessary.

Program Performance Measures	Actual FY14	Actual FY15	Estimated FY16	Target FY17	Target FY18
Number of Interim and Temporary Peace Orders served ¹	1402	1506	1506	1506	1506
Number of Interim and Temporary Protective Orders served ²	1695	1819	1819	1819	1819
Number of safety check violations resulting in arrest ³	1	1	1	1	1
Number of weapons seized as a result of Protective Orders ⁴	184	219	184	184	184

¹ The Sheriff's Office is required to immediately serve Court issued Peace and Protective orders in cases where petitioners seek protection from abuse. In FY15, 5,773 Interim and Temporary Orders were received that required full processing through state and federal law enforcement databases prior to physical service of the orders on the respondent. This number was 5,168 in FY14.

² The Sheriff's Office is required to immediately serve Court issued Peace and Protective orders in cases where petitioners seek protection from abuse. In FY15, 5,773 Interim and Temporary Orders were received that required full processing through state and federal law enforcement databases prior to physical service of the orders on the respondent. This number was 5,168 in FY14.

³ 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.

⁴ In FY15 there were 3 separate cases where 10 or more firearms were seized.

FY17 Approved Changes	Expenditures	FTEs
FY16 Approved	6,144,638	36.00
Decrease Cost: Child Support Grant	(53,723)	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.	(1,200,904)	(15.03)
FY17 Approved	4,890,011	20.97

Courtroom/Courthouse Security and Transport

The Sheriff's Office provides security for the Montgomery County Circuit Court. 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 as well as the Juvenile Court holding facility located in the South Tower of the Circuit Court complex.

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 three 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 Section is also the primary responder for explosive device detection calls, Monday through Friday 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.

FY17 Approved Changes	Expenditures	FTEs
FY16 Approved	7,401,622	57.50
Enhance: Six Additional Deputy Sheriff Positions	411,226	6.00
Increase Cost: Security Services Contract to Align With Actual Costs	211,500	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.	574,130	14.00
FY17 Approved	8,598,478	77.50

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, personal and real 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.

FY17 Approved Changes	Expenditures	FTEs
FY16 Approved	2,282,603	21.00
Increase Cost: Project Search Intern	29,418	0.50
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	131,939	3.64
FY17 Approved	2,443,960	25.14

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.

FY17 Approved Changes	Expenditures	FTEs
FY16 Approved	2,874,781	22.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(479,612)	(1.00)
FY17 Approved	2,395,169	21.00

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.

FY17 Approved Changes	Expenditures	FTEs
FY16 Approved	5,123,842	46.80
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(467,263)	(1.61)
FY17 Approved	4,656,579	45.19

Budget Summary

	Actual FY15	Budget FY16	Estimate FY16	Approved FY17	%Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	13,659,226	13,801,994	13,907,504	14,575,872	5.6 %
Employee Benefits	7,257,523	6,932,600	6,478,152	5,201,129	-25.0 %
County General Fund Personnel Costs	20,916,749	20,734,594	20,385,656	19,777,001	-4.6 %
Operating Expenses	2,492,745	2,309,612	2,558,670	2,477,639	7.3 %
County General Fund Expenditures	23,409,494	23,044,206	22,944,326	22,254,640	-3.4 %
PERSONNEL					
Full-Time	173	173	173	179	3.5 %
Part-Time	4	4	4	5	25.0 %
FTEs	178.13	178.33	178.33	184.83	3.6 %
REVENUES					
Facility Rental Fees	0	500	500	500	---
Miscellaneous Revenues	0	4,000	4,000	4,000	---
Other Charges/Fees	3,337	23,900	20,000	20,000	-16.3 %
Other Intergovernmental	4,624	20,460	20,460	20,460	---
Sheriff Fees	970,866	1,200,000	1,200,000	1,200,000	---
County General Fund Revenues	978,827	1,248,860	1,244,960	1,244,960	-0.3 %
GRANT FUND - MCG					
EXPENDITURES					
Salaries and Wages	440,110	390,815	390,815	395,562	1.2 %
Employee Benefits	251,890	204,396	204,396	152,486	-25.4 %
Grant Fund - MCG Personnel Costs	692,000	595,211	595,211	548,048	-7.9 %
Operating Expenses	204,415	188,069	188,069	181,509	-3.5 %
Grant Fund - MCG Expenditures	896,415	783,280	783,280	729,557	-6.9 %
PERSONNEL					
Full-Time	8	8	8	8	---
Part-Time	0	0	0	0	---
FTEs	5.17	4.97	4.97	4.97	---
REVENUES					
Federal Grants	1,074,530	783,280	783,280	729,557	-6.9 %
Miscellaneous Revenues	24,562	0	0	0	---
State Grants	36,978	0	0	0	---
Grant Fund - MCG Revenues	1,136,070	783,280	783,280	729,557	-6.9 %
DEPARTMENT TOTALS					
Total Expenditures	24,305,909	23,827,486	23,727,606	22,984,197	-3.5 %
Total Full-Time Positions	181	181	181	187	3.3 %
Total Part-Time Positions	4	4	4	5	25.0 %
Total FTEs	183.30	183.30	183.30	189.80	3.5 %
Total Revenues	2,114,897	2,032,140	2,028,240	1,974,517	-2.8 %

FY17 Approved Changes

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY16 ORIGINAL APPROPRIATION	23,044,206	178.33
Changes (with service impacts)		
Enhance: Six Additional Deputy Sheriff Positions [Courtroom/Courthouse Security and Transport]	411,226	6.00
Other Adjustments (with no service impacts)		

	Expenditures	FTEs
Increase Cost: Recruit Class Funding for 10 Deputy Sheriffs (to align with actual costs)	371,500	0.00
Increase Cost: FY17 Compensation Adjustment	325,764	0.00
Increase Cost: Security Services Contract to Align With Actual Costs [Courtroom/Courthouse Security and Transport]	211,500	0.00
Increase Cost: Group Insurance Adjustment	111,269	0.00
Increase Cost: Project Search Intern [Civil Process]	29,418	0.50
Increase Cost: Motor Pool Adjustment	15,165	0.00
Increase Cost: Printing and Mail	2,782	0.00
Shift: Telecommunications to the Telecommunications Non-Departmental Account	(78,420)	0.00
Decrease Cost: Promotional Exams	(80,000)	0.00
Decrease Cost: Annualization of FY16 Personnel Costs	(165,947)	0.00
Decrease Cost: Retirement Adjustment	(1,943,823)	0.00
FY17 APPROVED	22,254,640	184.83

GRANT FUND - MCG

FY16 ORIGINAL APPROPRIATION	783,280	4.97
<u>Other Adjustments (with no service impacts)</u>		
Decrease Cost: Child Support Grant [Administration]	(53,723)	0.00
FY17 APPROVED	729,557	4.97

Program Summary

Program Name	FY16 APPR		FY17 APPR	
	Expenditures	FTEs	Expenditures	FTEs
Administration	6,144,638	36.00	4,890,011	20.97
Courtroom/Courthouse Security and Transport	7,401,622	57.50	8,598,478	77.50
Civil Process	2,282,603	21.00	2,443,960	25.14
Criminal Process/Warrants and Extraditions	2,874,781	22.00	2,395,169	21.00
Domestic Violence	5,123,842	46.80	4,656,579	45.19
Total	23,827,486	183.30	22,984,197	189.80

Future Fiscal Impacts

Title	CC APPROVED (\$000s)					
	FY17	FY18	FY19	FY20	FY21	FY22
COUNTY GENERAL FUND						
EXPENDITURES						
FY17 Approved	22,255	22,255	22,255	22,255	22,255	22,255
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY17	0	118	118	118	118	118
New positions in the FY17 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Bi-Directional Antenna Master Lease	0	0	(16)	(16)	(16)	(16)
A master lease for the bi-directional antenna expires in FY19.						
Elimination of One-Time Items Recommended in FY17	0	(57)	(57)	(57)	(57)	(57)
Items recommended for one-time funding in FY17, including equipment for Sheriff's Deputy recruits while in training, which will be eliminated from the base in the outyears.						
Promotional Exams	0	80	0	80	0	80
Promotional exams are offered every other year and will next be offered in FY18.						
Labor Contracts	0	97	97	97	97	97
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						

Title	CC APPROVED (\$000s)					
	FY17	FY18	FY19	FY20	FY21	FY22
Subtotal Expenditures	22,255	22,494	22,398	22,478	22,398	22,478

Annualization of Personnel Costs and FTEs

	FY17 Approved Expenditures	FTEs	FY18 Annualized Expenditures	FTEs
New Sheriff's Deputies (January Class)	118,075	3.00	236,151	3.00
Total	118,075	3.00	236,151	3.00

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