

# 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 FY08 Operating Budget for the Office of the Sheriff is \$19,737,300, an increase of \$778,740 or 4.1 percent from the FY07 Approved Budget of \$18,958,560. Personnel Costs comprise 88.7 percent of the budget for 176 full-time positions and five part-time positions for 183.3 workyears. Operating Expenses account for the remaining 11.3 percent of the FY08 budget.

## HIGHLIGHTS

- ❖ *Add two lieutenants for supervision of courtroom and courthouse security*

## PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Edmond M. Piesen of the Office of Management and Budget at 240.777.2764 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).

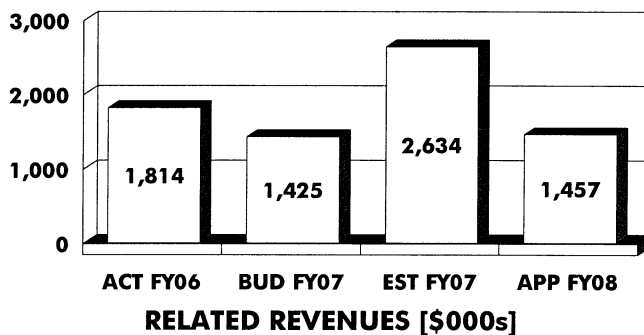
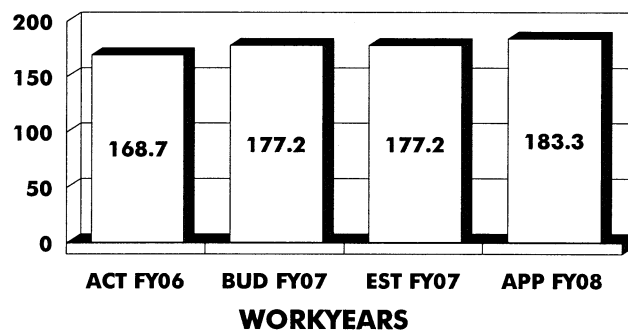
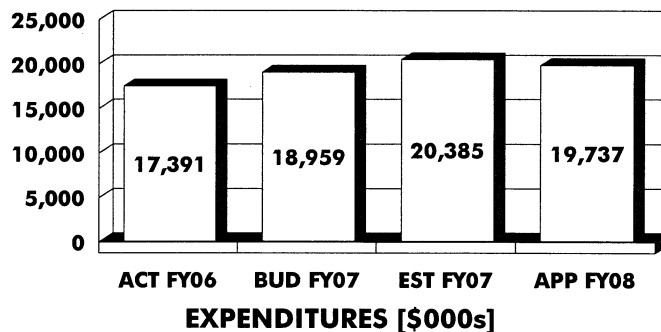
The Administration Unit also oversees the Sheriff's compliance with recognized accreditation standards. The Assistant Sheriffs direct research and development of policies, procedures, and regulations to meet professional standards developed for law enforcement agencies. The Assistant Sheriffs also oversee 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

## Program Summary

	Expenditures	WYs
Administration	3,261,990	15.5
Courtroom/Courthouse Security and Transport	8,032,600	78.4
Civil Process	2,209,330	24.2
Criminal Process/Warrants and Extraditions	1,969,520	18.9
Special Operations	3,581,530	38.8
Grants	682,330	7.5
<b>Totals</b>	<b>19,737,300</b>	<b>183.3</b>

## Trends



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.

**FY08 Changes**

	Expenditures	WYs
<b>FY07 Approved</b>	<b>3,163,630</b>	<b>15.2</b>
<b>FY08 Approved</b>	<b>3,261,990</b>	<b>15.5</b>

**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.

**FY08 Changes**

- Two Lieutenants for supervision of courtroom and courthouse security*

	Expenditures	WYs
<b>FY07 Approved</b>	<b>7,941,840</b>	<b>77.8</b>
<b>FY08 Approved</b>	<b>8,032,600</b>	<b>78.4</b>

**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.

**FY08 Changes**

	Expenditures	WYs
<b>FY07 Approved</b>	<b>2,062,430</b>	<b>24.2</b>
<b>FY08 Approved</b>	<b>2,209,330</b>	<b>24.2</b>

**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.

**FY08 Changes**

	Expenditures	WYs
<b>FY07 Approved</b>	<b>1,863,950</b>	<b>18.9</b>
<b>FY08 Approved</b>	<b>1,969,520</b>	<b>18.9</b>

**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.

**FY08 Changes**

	Expenditures	WYs
<b>FY07 Approved</b>	<b>3,275,490</b>	<b>36.1</b>
<b>FY08 Approved</b>	<b>3,581,530</b>	<b>38.8</b>

**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.

### FY08 Changes

	Expenditures	WYs
FY07 Approved	651,220	5.0
FY08 Approved	682,330	7.5

## BUDGET SUMMARY

	Actual FY06	Budget FY07	Estimated FY07	Approved FY08	% Chg Bud/App
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	9,918,587	11,034,160	10,993,800	11,903,550	7.9%
Employee Benefits	3,987,640	4,864,820	4,914,520	5,072,690	4.3%
<b>County General Fund Personnel Costs</b>	<b>13,906,227</b>	<b>15,898,980</b>	<b>15,908,320</b>	<b>16,976,240</b>	<b>6.8%</b>
Operating Expenses	2,208,081	2,408,360	2,620,230	2,078,730	-13.7%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>16,114,308</b>	<b>18,307,340</b>	<b>18,528,550</b>	<b>19,054,970</b>	<b>4.1%</b>
<b>PERSONNEL</b>					
Full-Time	159	168	168	170	1.2%
Part-Time	5	4	4	3	-25.0%
Workyears	163.6	172.2	172.2	175.8	2.1%
<b>REVENUES</b>					
Sheriff Fees	800,760	725,000	725,000	725,000	—
Bond Forfeiture-Sheriff	31,470	20,000	20,000	20,000	—
Fingerprint Fees	3,000	3,900	3,900	3,900	—
Child Support Enforcement: Incentive Funds	23,090	4,000	8,500	5,000	25.0%
Medical Transport Sheriff	5,265	10,000	5,500	5,500	-45.0%
Child Support Enforcement: Warrant Service	0	5,970	9,500	10,700	79.2%
Sheriff - Miscellaneous	20,318	4,000	4,000	4,000	—
Rental of Courthouse	750	1,000	1,000	1,000	—
<b>County General Fund Revenues</b>	<b>884,653</b>	<b>773,870</b>	<b>777,400</b>	<b>775,100</b>	<b>0.2%</b>
<b>GRANT FUND MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	645,180	344,600	1,096,349	358,210	3.9%
Employee Benefits	288,968	168,920	393,107	180,340	6.8%
<b>Grant Fund MCG Personnel Costs</b>	<b>934,148</b>	<b>513,520</b>	<b>1,489,456</b>	<b>538,550</b>	<b>4.9%</b>
Operating Expenses	342,178	137,700	367,445	143,780	4.4%
Capital Outlay	0	0	0	0	—
<b>Grant Fund MCG Expenditures</b>	<b>1,276,326</b>	<b>651,220</b>	<b>1,856,901</b>	<b>682,330</b>	<b>4.8%</b>
<b>PERSONNEL</b>					
Full-Time	5	5	5	6	20.0%
Part-Time	0	0	0	2	—
Workyears	5.1	5.0	5.0	7.5	50.0%
<b>REVENUES</b>					
Child Support Grant - Equipment Replacement	0	15,360	15,360	15,360	—
Child Support Enforcement Grant	561,562	630,860	635,860	666,970	5.7%
Local Law Enforcement Block Grant (LLEBG)	25,838	0	0	0	—
Domestic Violence Advocacy and Accountability	258,646	0	1,205,681	0	—
State Homeland Security Grant	83,125	0	0	0	—
County & Municipal Agency Domestic Preparedness	0	5,000	0	0	—
<b>Grant Fund MCG Revenues</b>	<b>929,171</b>	<b>651,220</b>	<b>1,856,901</b>	<b>682,330</b>	<b>4.8%</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>17,390,634</b>	<b>18,958,560</b>	<b>20,385,451</b>	<b>19,737,300</b>	<b>4.1%</b>

	Actual FY06	Budget FY07	Estimated FY07	Approved FY08	% Chg Bud/App
<b>Total Full-Time Positions</b>	164	173	173	176	1.7%
<b>Total Part-Time Positions</b>	5	4	4	5	25.0%
<b>Total Workyears</b>	168.7	177.2	177.2	183.3	3.4%
<b>Total Revenues</b>	1,813,824	1,425,090	2,634,301	1,457,430	2.3%

## FY08 APPROVED CHANGES

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY07 ORIGINAL APPROPRIATION</b>	<b>18,307,340</b>	<b>172.2</b>
<b><u>Changes (with service impacts)</u></b>		
Enhance: Two Lieutenants for supervision of courtroom and courthouse security [Courtroom/Courthouse Security and Transport]	85,600	1.0
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: General Wage and Service Increment Adjustments	713,630	0.0
Increase Cost: Annualization of FY07 Personnel Costs	224,990	0.0
Increase Cost: Annualization of FY07 Domestic Violence Lapsed Deputies [Special Operations]	203,480	3.5
Increase Cost: Labor Contracts - Other	103,270	0.0
Increase Cost: Annualization of two Red Brick Courthouse Deputies hired in FY07 [Courtroom/Courthouse Security and Transport]	60,460	1.0
Increase Cost: Pass-Through of bargaining unit salary schedule changes	49,980	0.0
Increase Cost: Conversion of Manager III from part-time to full-time [Administration]	37,800	0.2
Increase Cost: Motor Pool Rate Adjustment	20,200	0.0
Increase Cost: Security Contract CPI Adjustment [Courtroom/Courthouse Security and Transport]	16,900	0.0
Increase Cost: Printing and Mail Adjustments	9,570	0.0
Increase Cost: Match funds for increase in Child Support Grant in FY08 [Special Operations]	6,700	0.0
Decrease Cost: Overtime [Special Operations]	-69,700	-0.7
Decrease Cost: Group Insurance Rate Adjustment	-75,950	0.0
Decrease Cost: Retirement Rate Adjustment	-116,070	0.0
Decrease Cost: Deputies Overtime at Red Brick Courthouse [Courtroom/Courthouse Security and Transport]	-130,650	-1.4
Decrease Cost: Elimination of One-Time Items Approved in FY07	-392,580	0.0
<b>FY08 APPROVED:</b>	<b>19,054,970</b>	<b>175.8</b>
<b>GRANT FUND MCG</b>		
<b>FY07 ORIGINAL APPROPRIATION</b>	<b>651,220</b>	<b>5.0</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Child Support Enforcement Grant compensation and benefits, and miscellaneous adjustments [Grants]	25,030	2.5
Increase Cost: Operating expenses in Child Support Grant [Grants]	6,080	0.0
<b>FY08 APPROVED:</b>	<b>682,330</b>	<b>7.5</b>