
Sheriff

MISSION STATEMENT

The mission of the Sheriff's Office is to serve the residents 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 residents of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total approved FY13 Operating Budget for the Office of the Sheriff is \$21,635,895, an increase of \$1,261,725 or 6.2 percent from the FY12 Approved Budget of \$20,374,170. Personnel Costs comprise 89.0 percent of the budget for 176 full-time positions and five part-time positions for 177.50 FTEs. Operating Expenses account for the remaining 11.0 percent of the FY13 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 FY12 estimates reflect funding based on the FY12 approved budget. The FY13 and FY14 figures are performance targets based on the FY13 approved budget and funding for comparable service levels in FY14.

PROGRAM CONTACTS

Contact Mary Lou Wirdzek of the Office of the Sheriff at 240.777.7078 or Bruce Meier of the Office of Management and Budget at 240.777.2785 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, training, background investigations, payroll, purchasing, internal investigations, automation, grants and budget-related functions. The Administration Section provides technical support for the Sheriff's Records Management System (E*Justice).

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 serves on applicant, promotional, and disciplinary boards of other public safety agencies. Administrative personnel organize in-service and specialized deputies training and the annual 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 (SRT), Special Events Response Team (SERT), and Hostage Negotiation Team in cooperation with the Montgomery County Police Department, Montgomery County Fire and Rescue Services, and other law enforcement agencies, and responses to mutual-aid calls as necessary.

| FY13 Approved Changes | Expenditures | FTEs |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
| FY12 Approved | 3,224,540 | 14.80 |
| Increase Cost: Rookie Class for three candidates for July 2012 | 227,590 | 0.00 |
| Increase Cost: Vehicle replacement | 207,960 | 0.00 |
| Increase Cost: Rookie Class for three candidates for January 2012 | 126,575 | 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. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion. | 43,232 | 3.84 |
| FY13 Approved | 3,829,897 | 18.64 |

Courtroom/Courthouse Security and Transport

The Sheriff's Office provides security for the Montgomery County Judicial Center and the juvenile courtrooms located in 27 and 29 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 the various court-holding facilities, as well as to and from healthcare facilities. The Sheriff's Office 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 temporary detention facilities in the Silver Spring and Rockville District Courts and the Circuit Court for prisoners and the Juvenile Court located at 27 Courthouse Square.

The Sheriff's Office provides security for the County's Circuit Court located in the Montgomery County Judicial Center and operates X-ray machines and magnetometers to screen visitors entering the buildings at five Courthouse entrances public entrances. 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 Services, and other law enforcement agencies as necessary.

| FY13 Approved Changes | Expenditures | FTEs |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
| FY12 Approved | 7,942,090 | 64.50 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion. | 560,050 | 10.50 |
| FY13 Approved | 8,502,140 | 75.00 |

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 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.

| FY13 Approved Changes | Expenditures | FTEs |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
| FY12 Approved | 2,008,970 | 20.20 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion. | 103,330 | 0.30 |
| FY13 Approved | 2,112,300 | 20.50 |

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 (E*Justice). The Warrant Component in E*Justice 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.

| FY13 Approved Changes | Expenditures | FTEs |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
| FY12 Approved | 2,123,780 | 18.40 |
| Decrease Cost: Child Support Contract | -17,785 | -0.38 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion. | 130,220 | 0.98 |
| FY13 Approved | 2,236,215 | 19.00 |

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 evaluation.

In collaboration with state, local, and private agencies and the support of the Maryland Judiciary, the Montgomery County Family Justice Center 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 Family Justice Center (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 FY10 | Actual FY11 | Estimated FY12 | Target FY13 | Target FY14 |
|----------------------------------------------------------------------|--------------------|--------------------|-----------------------|--------------------|--------------------|
| Number of Interim and Temporary Peace Orders served | 1,670 | 1,513 | 1,443 | 1,443 | 1,443 |
| Number of Interim and Temporary Protective Orders served | 2,182 | 1,995 | 2,106 | 2,106 | 2,106 |
| Number of "safety check" violations resulting in arrest ¹ | 2 | 12 | 8 | 12 | 12 |
| Number of weapons seized as a result of Protective Orders | 149 | 143 | 198 | 198 | 198 |

¹ Safety checks involved 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.

| FY13 Approved Changes | Expenditures | FTEs |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|
| FY12 Approved | 4,448,170 | 41.70 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion. | -155,827 | -1.70 |
| FY13 Approved | 4,292,343 | 40.00 |

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.

| FY13 Approved Changes | Expenditures | FTEs |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|
| FY12 Approved | 626,620 | 6.00 |
| Increase Cost: Operating Expenses for the Child Support Enforcement Grant | 26,750 | 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. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion. | 9,630 | -1.64 |
| FY13 Approved | 663,000 | 4.36 |

BUDGET SUMMARY

| | Actual FY11 | Budget FY12 | Estimated FY12 | Approved FY13 | % Chg Bud/App |
|--------------------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| COUNTY GENERAL FUND | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 12,156,478 | 11,826,580 | 12,434,339 | 12,654,040 | 7.0% |
| Employee Benefits | 6,110,386 | 5,739,660 | 5,950,651 | 6,106,058 | 6.4% |
| County General Fund Personnel Costs | 18,266,864 | 17,566,240 | 18,384,990 | 18,760,098 | 6.8% |
| Operating Expenses | 1,880,416 | 2,181,310 | 2,245,026 | 2,212,797 | 1.4% |
| Capital Outlay | 0 | 0 | 0 | 0 | — |
| County General Fund Expenditures | 20,147,280 | 19,747,550 | 20,630,016 | 20,972,895 | 6.2% |
| PERSONNEL | | | | | |
| Full-Time | 171 | 170 | 170 | 170 | — |
| Part-Time | 3 | 5 | 5 | 5 | — |
| FTEs | 161.10 | 159.60 | 159.60 | 173.14 | 8.5% |
| REVENUES | | | | | |
| Facility Rental Fees | 0 | 500 | 500 | 500 | — |
| Health and Human Services Fees | -61 | 0 | 0 | 0 | — |
| Health Inspection: Restaurants | -144 | 0 | 0 | 0 | — |
| Miscellaneous Revenues | 8,642 | 4,000 | 4,000 | 4,000 | — |
| Sheriff Fees | 1,059,758 | 1,200,000 | 1,200,000 | 1,200,000 | — |
| Other Charges/Fees | 35,854 | 23,900 | 23,900 | 23,900 | — |
| Other Intergovernmental | 12,294 | 20,460 | 20,460 | 20,460 | — |
| Other Licenses/Permits | -1,007 | 0 | 0 | 0 | — |
| County General Fund Revenues | 1,115,336 | 1,248,860 | 1,248,860 | 1,248,860 | — |
| GRANT FUND MCG | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 647,517 | 333,170 | 333,170 | 333,566 | 0.1% |
| Employee Benefits | 260,869 | 155,720 | 155,720 | 164,954 | 5.9% |
| Grant Fund MCG Personnel Costs | 908,386 | 488,890 | 488,890 | 498,520 | 2.0% |
| Operating Expenses | 224,916 | 137,730 | 137,730 | 164,480 | 19.4% |
| Capital Outlay | 0 | 0 | 0 | 0 | — |
| Grant Fund MCG Expenditures | 1,133,302 | 626,620 | 626,620 | 663,000 | 5.8% |
| PERSONNEL | | | | | |
| Full-Time | 7 | 7 | 7 | 6 | -14.3% |
| Part-Time | 1 | 0 | 0 | 0 | — |
| FTEs | 7.90 | 6.00 | 6.00 | 4.36 | -27.3% |
| REVENUES | | | | | |
| Federal Grants | 1,069,081 | 626,620 | 626,620 | 663,000 | 5.8% |
| State Grants | 31,906 | 0 | 0 | 0 | — |
| Other Intergovernmental | 32,315 | 0 | 0 | 0 | — |
| Grant Fund MCG Revenues | 1,133,302 | 626,620 | 626,620 | 663,000 | 5.8% |
| DEPARTMENT TOTALS | | | | | |
| Total Expenditures | 21,280,582 | 20,374,170 | 21,256,636 | 21,635,895 | 6.2% |
| Total Full-Time Positions | 178 | 177 | 177 | 176 | -0.6% |
| Total Part-Time Positions | 4 | 5 | 5 | 5 | — |
| Total FTEs | 169.00 | 165.60 | 165.60 | 177.50 | 7.2% |
| Total Revenues | 2,248,638 | 1,875,480 | 1,875,480 | 1,911,860 | 1.9% |

FY13 APPROVED CHANGES

| | Expenditures | FTEs |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| COUNTY GENERAL FUND | | |
| FY12 ORIGINAL APPROPRIATION | 19,747,550 | 159.60 |
| <u>Other Adjustments (with no service impacts)</u> | | |
| Increase Cost: Group Insurance Adjustment | 339,862 | 0.00 |
| Increase Cost: Lump Sum Wage Adjustment | 337,726 | 0.00 |
| Increase Cost: Rookie Class for three candidates for July 2012 [Administration] | 227,590 | 0.00 |
| Increase Cost: Vehicle replacement [Administration] | 207,960 | 0.00 |
| Increase Cost: Rookie Class for three candidates for January 2012 [Administration] | 126,575 | 0.00 |
| Increase Cost: Annualization of FY12 Lapsed Positions | 92,270 | 1.30 |
| Increase Cost: Motor Pool Rate Adjustment | 78,240 | 0.00 |
| Increase Cost: Longevity Adjustment | 12,604 | 0.00 |
| Increase Cost: Lapse for grant match of Principal Admin aide for Child Support | 12,508 | 0.38 |
| Increase Cost: Operating Cost adjustment for Child Support Grant Match | 10,822 | 0.00 |
| Technical Adj: Conversion of WYs to FTEs in the New Hyperion Budgeting System; FTEs are No Longer Measured for Overtime and Lapse | 0 | 12.24 |
| Shift: Help Desk - Desk Side Support to the Desktop Computer Modernization NDA | -1,710 | 0.00 |
| Decrease Cost: Printing and Mail Adjustment | -1,930 | 0.00 |
| Decrease Cost: Miscellaneous Operating Expenses | -5,545 | 0.00 |
| Decrease Cost: Child Support Contract [Criminal Process/Warrants and Extraditions] | -17,785 | -0.38 |
| Decrease Cost: Retirement Adjustment | -65,122 | 0.00 |
| Decrease Cost: Elimination of One-Time Items Approved in FY12 | -128,720 | 0.00 |
| FY13 APPROVED: | 20,972,895 | 173.14 |
| GRANT FUND MCG | | |
| FY12 ORIGINAL APPROPRIATION | 626,620 | 6.00 |
| <u>Other Adjustments (with no service impacts)</u> | | |
| Increase Cost: Decrease Lapse for Principal Administrative Aide | 27,264 | 0.00 |
| Increase Cost: Operating Expenses for the Child Support Enforcement Grant [Grants] | 26,750 | 0.00 |
| Increase Cost: Salary and Benefit adjustment | 11,655 | 0.00 |
| Technical Adj: Adjust for FY12 ARRA grant positions | 0 | -1.62 |
| Technical Adj: Conversion of WYs to FTEs in the New Hyperion Budgeting System; FTEs are No Longer Measured for Overtime and Lapse | 0 | 0.60 |
| Decrease Cost: Adjustment to Child Support Enforcement Grant FY13-Abolish Principal Administrative Aide | -29,289 | -0.62 |
| FY13 APPROVED: | 663,000 | 4.36 |

PROGRAM SUMMARY

| Program Name | FY12 Approved | | FY13 Approved | |
|---------------------------------------------|-------------------|---------------|-------------------|---------------|
| | Expenditures | FTEs | Expenditures | FTEs |
| Administration | 3,224,540 | 14.80 | 3,829,897 | 18.64 |
| Courtroom/Courthouse Security and Transport | 7,942,090 | 64.50 | 8,502,140 | 75.00 |
| Civil Process | 2,008,970 | 20.20 | 2,112,300 | 20.50 |
| Criminal Process/Warrants and Extraditions | 2,123,780 | 18.40 | 2,236,215 | 19.00 |
| Domestic Violence | 4,448,170 | 41.70 | 4,292,343 | 40.00 |
| Grants | 626,620 | 6.00 | 663,000 | 4.36 |
| Total | 20,374,170 | 165.60 | 21,635,895 | 177.50 |

