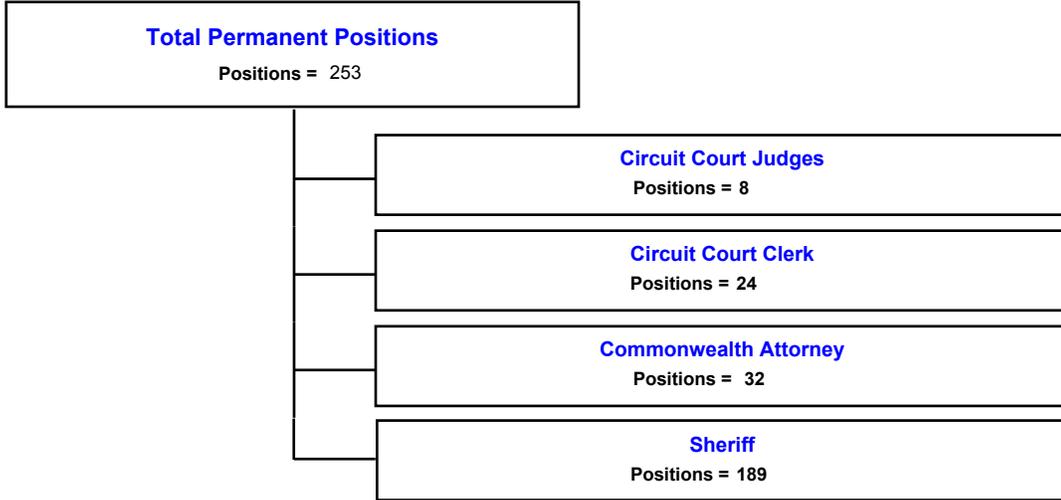


Judicial

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Judicial
Business Center Organizational Chart



**City of Portsmouth
Fiscal Year 2015 Adopted Budget**

Judicial

Description of Services Provided

This business center includes civil and criminal agencies pertaining to the prosecution and adjudication including:

- * Circuit Court Judges - The Circuit Court is the Court of record for the City of Portsmouth with jurisdiction of proceedings pursuant to Virginia Code Section 17.1-513.
- * Circuit Court Clerk - serves as custodian of all permanent records for the citizens of the City of Portsmouth.
- * Magistrate - judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputied, and citizens.
- * General District Court - responsible for the processing and management of traffic, criminal, and civil cases.
- * Juvenile and Domestic Relations Court - responsible to protect the confidentiality and privacy of juveniles coming before the Court and in their commitment to rehabilitate those who come before the Court, in addition to protecting the public and holding juvenile offenders accountable for their actions.
- * Juvenile Court Services - consists of several programs whos goal is to provide community-based alternatives for youth referred by the Portsmouth Juvenile and Domestic Relations Court.
- * Sheriff - responsible for the incarceration of adult offenders in the City Jail; serves all civil process for the General district, Juvenile, and Circuit Courts, and every other state court within the Commonwealth for persons residing within the City of Portsmouth; provides security for the courthouse, individual courtrooms, and monitors the court holding areas, and other designated areas.
- * Commonwealth Attorney - responsible for prosecuting all felonies, misdemeanor appeals and certain misdemeanor and criminal forfeiture cases originating in the City of Portsmouth. The Commonwealth's Attorney also advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest, and responds to citizen's inquiries regarding State law, local ordinances and the criminal justice system.

Business Units	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
Circuit Court Clerk	1,418,330	1,565,365	1,565,365	1,601,502
Circuit Court Judges	576,567	554,989	554,989	601,468
Commonwealth Attorney	2,644,687	2,980,477	2,980,477	2,933,726
General District Court	53,305	50,905	50,905	50,953
Juvenile And Domestic Relations Court	43,432	29,963	29,963	30,622
Juvenile Court Services	1,177,114	1,180,891	1,180,891	1,257,816
Magistrate	4,681	11,743	11,743	11,665
Sheriff	12,801,576	12,993,041	12,993,041	13,583,633
Total Budget	18,719,691	19,367,374	19,367,374	20,071,385

Funding Sources	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
100 General Fund	18,719,691	19,367,374	19,367,374	20,071,385
Total Funding	18,719,691	19,367,374	19,367,374	20,071,385

**City of Portsmouth
Fiscal Year 2015 Adopted Budget**

**Judicial
Circuit Court Judges**

Business Unit Mission Statement

The Circuit Court will maintain and improve the quality of justice for all city citizens, emphasize efficiency, effectiveness and fairness, and value and respect the individual.

Description of Services Provided

- Trial of Appeals from the General District Court and Juvenile and Domestic Relations Court.
- Set bonds in criminal cases.
- Trial of Appeals of grievability relative to City employees' grievances.
- Hear certain appeals for Virginia Employment Commission.
- Issue Capias' (Warrants) for those persons failing to appear for court hearing dates.
- Trial Support and Custody matters relative to divorce actions and on appeal from Juvenile and Domestic Relations Court.
- Prepare Venire Facias (list of potential jurors) on a monthly basis.
- Preside over Grand Jury which meets monthly.
- Hear Mental/Incompetence Petitions (appoints guardians, etc.).
- Appoint and Swear-In Magistrate, Probation Officers and Special Police Officers.
- Appoint members of the Board of Zoning Appeals, Equalization Board, Chesapeake Bay Bridge Tunnel Commission and Electoral Board.
- Appoint Judges and substitute Judges of the General District Court and the Juvenile and Domestic Relations Court when a vacancy occurs and the Legislature is not in session.
- Appoint Marriage Commissioners.
- Appoint Commissioners in Chancery to hear evidence and report finding to the Court in divorce cases.
- Appoint Trustees of religious congregations.

Expenditure Categories	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
Salaries	367,151	364,570	364,570	407,063
Benefits	118,492	112,348	112,348	117,749
Other Operating Expenses	53,617	58,074	58,074	58,074
Internal Service Charges	37,307	19,997	19,997	18,582
Net Budget	576,567	554,989	554,989	601,468
Total Budget	576,567	554,989	554,989	601,468

Funding Sources	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
100 General Fund	576,567	554,989	554,989	601,468
Total Funding	576,567	554,989	554,989	601,468

Strategic Goals

- * To hear and decide promptly matters brought before the court, without bias or prejudice, remaining faithful to the law, and not be swayed by partisan interests, public clamor or fear of criticism.
- * To require order, decorum, and civility in proceedings before the court.
- * To require staff, court officials, and others subject to the court's control to refrain from bias or prejudice and employ courtesy and decorum in the performance of their duties.
- * To exercise the power of appointment impartially and on the basis of merit.

Outcomes and Accomplishments

- * Successful move into the new Judicial Center offices.

**City of Portsmouth
Fiscal Year 2015 Adopted Budget**

**Judicial
Circuit Court Clerk**

Business Unit Mission Statement

To provide excellent services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

Description of Services Provided

The Clerk of Circuit Court is a constitutional officer elected for a term of eight years. This office is responsible for assisting the four Circuit Court Judges as well as maintaining and preserving all court documents. All pleadings and orders relating to civil claims, criminal cases, and appeals are filed with the Clerk of Circuit Court. Land records, judgments, gun permits, UCC financial statements, fictitious names, bonds, marriage licenses, military discharges, registration of ministers, oaths of office, notaries, elections and referenda are recorded in this office. The Clerk of Circuit Court is responsible for processing all probate and estate records as well as issues relating to the appointment of guardians and conservators.

Expenditure Categories	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
Salaries	855,676	895,517	895,517	919,494
Allowances	33,426	39,282	39,282	39,282
Benefits	357,543	363,805	363,805	376,311
Other Operating Expenses	102,087	206,474	206,474	206,474
Internal Service Charges	69,598	60,287	60,287	59,941
Net Budget	1,418,330	1,565,365	1,565,365	1,601,502
Total Budget	1,418,330	1,565,365	1,565,365	1,601,502

Funding Sources	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
100 General Fund	1,418,330	1,565,365	1,565,365	1,601,502
Total Funding	1,418,330	1,565,365	1,565,365	1,601,502

Strategic Goals

- To preserve the historical records.
- To eliminate paper files for court cases.
- To provide remote access to case files for Officers of the Court (OCRA).
- To utilize mechanization to improve office efficiency

Outcomes and Accomplishments

- Improving the storage of records by converting documents to digital format.
- Maintaining historical documents in acid free preservation boxes.
- Improving customer service by installing a user friendly computer system.
- Informing the community of probate process by conducting workshops.
- Providing notary service to the general public at no cost.
- Providing assistance with Restoration of Rights Workshop for the public.

**City of Portsmouth
Fiscal Year 2015 Adopted Budget**

**Judicial
Magistrate**

Business Unit Mission Statement

The Office of the Magistrate traces its development through centuries of English and American history in the Commonwealth of Virginia. The magistrates are part of the Judicial System and act as a buffer between law enforcement and society. Magistrates are independent judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and civilians. They are specially trained to determine probable cause, issue warrants, temporary detention orders, subpoenas, arrest warrants, summonses, set bail, and commit persons to jail.

Description of Services Provided

The primary goal for the Office of the Magistrate is to provide courteous, efficient, unbiased professional services to law-enforcement officers, mental health professionals, medical doctors and citizens. The Magistrate's Office is open seven days a week, twenty-four hours a day. Daily functions include: the issuance of warrants of arrest; search warrants; summonses; subpoenas; bail bond; civil and criminal temporary detention orders; medical temporary detention orders; and emergency protective orders.

When a person is arrested in this jurisdiction, they are either admitted to bail or committed to jail. The Magistrate's Office takes guilty pleas and prepayments of traffic infractions and Class 4 misdemeanors. The Magistrate's Office serves the Portsmouth City Jail and the Hampton Roads Regional Jail, which houses inmates for the Hampton Roads area.

Expenditure Categories	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
Other Operating Expenses	-215	5,239	5,239	5,239
Internal Service Charges	4,896	6,504	6,504	6,426
Net Budget	4,681	11,743	11,743	11,665
Total Budget	4,681	11,743	11,743	11,665

Funding Sources	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
100 General Fund	4,681	11,743	11,743	11,665
Total Funding	4,681	11,743	11,743	11,665

**Judicial
General District Court**

Business Unit Mission Statement

The Portsmouth General District Court has primary responsibility for hearing criminal, traffic and civil cases within the Third Judicial District of Virginia. The General District Court does not conduct jury trials. A judge hears all cases in this court. Fines collected for violations of City ordinances are paid to the City Treasurer. All fines collected for violation of State law are paid to the State Treasury. Court costs are set by the State Legislature. The court cannot suspend or waive costs.

Description of Services Provided

CIVIL CASES: The General District Court decides civil suits involving amounts of money up to \$15,000. A suit is begun by filing a civil warrant or motion for judgement with the clerk of the court and paying a fee. Small claims are those civil suits involving amounts of money of \$1,000 or less and are within the exclusive jurisdiction of this court.

CRIMINAL CASES: The General District Court decides cases in which a person is charged with a misdemeanor. A misdemeanor is any charge which carries a penalty of no more than one year in jail or a fine of up to \$2,500 or both. The General District Court holds preliminary hearings in felony cases. Any charge which may be punishable by more than one year in jail is a felony. Preliminary hearings are held to determine whether there is enough evidence to justify holding the defendant for a grand jury hearing. The grand jury determines whether the accused will be indicted and held for trial by the Circuit Court.

Each defendant in a criminal case is presumed innocent until proven guilty beyond a reasonable doubt. Upon consideration of evidence, the judge decides the question of guilt or innocence and on the finding of guilt determines which penalty, if any, is proper and lawful.

TRAFFIC CASES: The General District Court hears cases in which a person is charged with a traffic offense. Most traffic offenses are infractions, which are punishable by a fine but no jail penalty. (Cases involving awards to individuals for damages in connection with traffic violations are civil in nature.) If a traffic violator is convicted of certain traffic violations, the Virginia Division of Motor Vehicles will assess points against their driver's license. This is an administrative action by DMV and is in addition to any sentence imposed by the judge.

<u>Expenditure Categories</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Adopted</u>	<u>FY 2014 Amended</u>	<u>FY 2015 Adopted</u>
Other Operating Expenses	22,729	41,057	41,057	41,057
Internal Service Charges	30,576	9,848	9,848	9,896
Net Budget	53,305	50,905	50,905	50,953
Total Budget	53,305	50,905	50,905	50,953
<u>Funding Sources</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Adopted</u>	<u>FY 2014 Amended</u>	<u>FY 2015 Adopted</u>
100 General Fund	53,305	50,905	50,905	50,953
Total Funding	53,305	50,905	50,905	50,953

Strategic Goals

- * Fully implement video arraignment
- * Fully implement Case Imaging for Criminal, Traffic and Civil cases reducing the flow of paper.

Outcomes and Accomplishments

- * Successful move into the new Judicial Center Offices.

Judicial Juvenile And Domestic Relations Court

Business Unit Mission Statement

The Juvenile and Domestic Relations District Court is a component of the unified court system of the Commonwealth of Virginia subordinate to the Supreme Court and subject to the administrative supervision of the Chief Justice of the Supreme Court in accordance with Chapter 4.1 of Title 16.1 Code of Virginia. The purpose of the Juvenile and Domestic Relations District Court is to protect the welfare of the child and family. This court provides impartial and timely services to litigants and the paramount concern is the protection of victims' rights and liberties in accordance with the Code of Virginia.

Description of Services Provided

The goal of the Juvenile and Domestic Relations District Court is to protect the welfare of children and families. The court does this by exercising exclusive original jurisdiction over cases involving the following:

- * Delinquent juveniles and juveniles charged with traffic infractions and violations.
- * Children in need of services and supervision and children who have been subjected to abuse and/or neglect.
- * Family or household members who have been subjected to abuse.
- * Adults accused of child abuse or neglect, or of offenses against any child, except for certain labor violations, or in which members of their families are victims.
- * Adults accused of abuse of a spouse, ex-spouse, person with whom they have a child in common, or family or household member.
- * Parentage determinations.
- * Foster care and entrustment agreements and the execution of consent in certain adoption cases.

<u>Expenditure Categories</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Adopted</u>	<u>FY 2014 Amended</u>	<u>FY 2015 Adopted</u>
Other Operating Expenses	15,628	20,325	20,325	20,325
Internal Service Charges	27,804	9,638	9,638	10,297
Net Budget	43,432	29,963	29,963	30,622
Total Budget	43,432	29,963	29,963	30,622
<u>Funding Sources</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Adopted</u>	<u>FY 2014 Amended</u>	<u>FY 2015 Adopted</u>
100 General Fund	43,432	29,963	29,963	30,622
Total Funding	43,432	29,963	29,963	30,622

Strategic Goals

- Clients receive a speedy and fair trial
- Cases are timely
- Excellent customer service

Outcomes and Accomplishments

- * Successful move into the new Judicial Center Offices.

**Judicial
Juvenile Court Services**

Business Unit Mission Statement

The Virginia Department of Juvenile Justice protects the public by preparing court-involved youth to be successful citizens. The Virginia Department of Juvenile Justice is committed to excellence in public safety by providing effective interventions that improve the lives of youth, strengthening both families and the communities within the Commonwealth. The core function is to protect the public through a balanced approach of comprehensive services that prevent and reduce juvenile delinquency through partnerships with families, schools, communities, law enforcement and other state agencies, while providing the opportunity for delinquent youth to develop into responsible and productive citizens. Third District Juvenile Court Services (Portsmouth Court Services) is a sub-organizational community entity within the Commonwealth of Virginia's Department of Juvenile Justice (1 of 35 throughout the Commonwealth) and serves the City of Portsmouth and the Portsmouth Juvenile and Domestic Relations Court.

Description of Services Provided

The Juvenile Court Services Unit utilizes pre-dispositional and post-dispositional programs/services, which are obtained through "alternative to secure detention" referrals to the Tidewater Youth Services Commission (TYSC) and secure detention placements in Chesapeake Juvenile Services (CJS). All of these programs/services/placements complement the intake, probation, parole and social history services provided to the Portsmouth Juvenile and Domestic Relations Court by the Third District Court Service Unit. The secure detention placements at CJS are critical to public safety, the safety of the youths and when the Court deems necessary the assurance that a youth will appear in juvenile court, as prescribed in the Code of Virginia. The TYSC "alternative to secure detention" referrals provide critical alternatives to secure detention referrals at a substantial cost savings.

Expenditure Categories	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
Other Operating Expenses	1,155,343	1,176,913	1,176,913	1,253,566
Internal Service Charges	21,771	3,978	3,978	4,250
Net Budget	1,177,114	1,180,891	1,180,891	1,257,816
Total Budget	1,177,114	1,180,891	1,180,891	1,257,816

Funding Sources	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
100 General Fund	1,177,114	1,180,891	1,180,891	1,257,816
Total Funding	1,177,114	1,180,891	1,180,891	1,257,816

Strategic Goals

To achieve appropriate public safety recommendations and referrals for juveniles, which include the following:

- * Pre-disposition secure detention placement
- * Appropriate alternative and less expensive services and programs

Outcomes and Accomplishments

Positive outcomes are impacted by the availability of the graduated sanctions and services purchased via the referrals to CJS (secure detention) and the Tidewater Youth Services Commission detention alternative programming. It has been demonstrated that the services provided by these referrals contribute significantly to a reduction in delinquency and recidivism.

Major Budget Variances

A request is being made to increase the amount to \$835, 242 for the Contractual -Detention Home due to the increased use of detention by the court. This is due to a rise in charges of breaking and entering and larceny by juveniles in Portsmouth. Currently, funds are budgeted for 339 child care days per month, but between July1, 2013 and December 31, 2013, the average child care days have been 368. This is an average daily population of 13. Fiscal year 2013 saw an increase in the daily population with an average of 11. Fiscal years 2012, 2011 and 2010 had an average daily population of 10.

There is a request in an increase of \$17,154 in Contractual-Outreach Program. Funding for the Violation Intervention Program (VIP) was previously funded by the Juvenile Accountability Block Grant (JABG) Grant and that funding has ended. VIP is used by the Probation/Parole Officers as a graduated sanction for violations of probation and parole. This program is an integral part of supporting the mission of providing public safety while providing effective interventions.

**City of Portsmouth
Fiscal Year 2015 Adopted Budget**

**Judicial
Commonwealth Attorney**

Business Unit Mission Statement

In affiliation with Local, State and Federal Law Enforcement Authorities, the Commonwealth Attorney is a constitutional officer elected for a term of four years. The mission of this office is to courageously, aggressively and expeditiously challenge individual criminal activity; to oppose crime and promote justice without fear of personal, professional, or political consequences; to execute justice without regard to race, religion, gender, political affiliation or socio-economic status; to employ all the department's resources objectively fostering a crime free community while nurturing strong moral development and personal responsibility; and finally to earn the citizenry's trust and respect in which we are honored to serve within Portsmouth and throughout the Commonwealth of Virginia.

Description of Services Provided

The Commonwealth Attorney's Office is responsible for prosecuting the City of Portsmouth's criminal offenders. This office prosecutes felony and most misdemeanor cases including Driving Under the Influence and Domestic Violence cases. This office also is responsible for fielding questions from the citizens of Portsmouth on criminal issues. The Office of the Commonwealth Attorney administers one grant program, the Victim/Witness program which provides direct service for criminal victims and witnesses. This grant provides funding for six full-time appointees. One attorney is dedicated to the prosecution of violent crimes against women.

Expenditure Categories	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
Salaries	1,542,607	1,758,302	1,758,302	1,722,195
Allowances	386,535	484,252	484,252	408,588
Benefits	501,829	543,701	543,701	607,394
Other Operating Expenses	113,004	92,350	92,350	92,350
Internal Service Charges	100,712	101,872	101,872	103,199
Net Budget	2,644,687	2,980,477	2,980,477	2,933,726
Total Budget	2,644,687	2,980,477	2,980,477	2,933,726

Funding Sources	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
100 General Fund	2,644,687	2,980,477	2,980,477	2,933,726
Total Funding	2,644,687	2,980,477	2,980,477	2,933,726

Strategic Goals

- * To effectively, aggressively, and expeditiously prosecute the City of Portsmouth's criminal purveyors ultimately fostering a crime free community.
- * To stem the rising tide of violent crime in the City of Portsmouth by building solid relationships with the police department and other law enforcement agencies.
- * To reach out to the Portsmouth citizens through civic leagues and other community outreach programs such as the Victim Witness Program.
- * To counsel the citizens about the department's activities and cooperative citizen efforts to reduce violent crime in their community.
- * To continue to build Federal Authority relationships in an effort to more aggressively fight the City's ever pervasive drug problem.
- * Dedication of an attorney to concentrate on the prosecutions of crimes involving gang members

Outcomes and Accomplishments

- * Recognizing the direct impact the illegal drug trade has on violent crime and quality of life issues, this office has implemented a specialized illegal drug prosecution unit. Sentences for successful drug trafficking offenses now equal or exceed federal sentences for like offenses.

**City of Portsmouth
Fiscal Year 2015 Adopted Budget**

**Judicial
Sheriff**

Business Unit Mission Statement

The Sheriff is a constitutional officer elected for a term of four years. The mission of the Portsmouth Sheriff's Office is to serve and protect the citizens of Portsmouth with compassion, understanding, unquestionable integrity, total dedication, and genuine pride in our community and ourselves.

Description of Services Provided

The Portsmouth Sheriff's Office provides incarceration of adult offenders utilizing methods that protect public safety. It provides services and programs for inmates seeking assistance with the intent to reduce recidivism.

The Sheriff's Office provides a safe and secure environment for the Circuit Courts and the District Courts of the City of Portsmouth, ensuring that order and decorum is maintained during all court proceedings, and also provides timely service of all process received by the Portsmouth Sheriff's Office.

Other services provided are Ident-A-Kid, Kidwatch, TRIAD, Elder Watch, Project Lifesaver, Honor Guard, C.E.R.T., and a nationally recognized Scared Straight Program.

Expenditure Categories	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
Salaries	6,610,911	6,666,017	6,666,017	6,729,199
Allowances	460,981	546,705	546,705	546,705
Benefits	2,201,425	2,334,451	2,334,451	2,559,508
Other Operating Expenses	2,293,056	2,398,427	2,398,427	2,495,047
Internal Service Charges	1,235,203	1,047,441	1,047,441	1,253,174
Net Budget	12,801,576	12,993,041	12,993,041	13,583,633
Total Budget	12,801,576	12,993,041	12,993,041	13,583,633

Funding Sources	FY 2013 Actual	FY 2014 Adopted	FY 2014 Amended	FY 2015 Adopted
100 General Fund	12,801,576	12,993,041	12,993,041	13,583,633
Total Funding	12,801,576	12,993,041	12,993,041	13,583,633

Strategic Goals

- * The City Jail will be operated in a safe, efficient and humane manner providing a safe custodial environment for those who are incarcerated.
- * The Sheriff and his deputies will continue to provide services to the City in an effort to advance the quality of life in the City of Portsmouth.
- * To work in conjunction with City Management to develop new programs and methodologies to improve the standard of living and reduce the tax burden on the citizens of Portsmouth.

Outcomes and Accomplishments

- * With limited resources and funding, and an aged Jail facility, which protects an average of over 400 inmates per day, the Sheriff's office has achieved an overall compliance rating of 100% from the Department of Corrections. In addition, the Portsmouth Sheriff's Office received a 100% compliance from the National Commission on Correctional Health Care for medical services supplied to the inmates.
- * The Sheriff's Office assists the City of Portsmouth by providing inmate work crews to help keep the City clean, which results in a substantial savings in tax dollars to residents and the City. The Sheriff's Office also provides inmates to work in various departments throughout the City, which also results in significant savings to the City. The inmates are non-paid workers.
- * The Portsmouth Sheriff's Office also assists with Project Lifesaver. The average recovery time in finding these individuals is less than 20 minutes.

