
JUDICIAL



CIRCUIT COURT JUDGES

MISSION STATEMENT

To ensure that all of the citizens of Norfolk who are affected by judicial processes are provided with an independent, accessible, and responsible forum for the just resolution of disputes, and to preserve the rule of law while protecting citizens' rights and liberties.

DEPARTMENT OVERVIEW

Provides administrative support for the judges who hear cases brought before the court. Ensures that all of the citizens of Norfolk who appear before the court are provided with an independent, accessible, and responsible forum for the just resolution of disputes to preserve the rule of law and protect the rights and liberties guaranteed by the United States and Virginia Constitutions.

KEY GOALS AND OBJECTIVES

This is a support staff budget for the Circuit Court Judges. There are no new initiatives planned for FY 2007.

BUDGET HIGHLIGHTS

The total FY 2007 budget for the Circuit Court Judges is \$476,800. This is a \$14,100 increase compared to the FY 2006 budget. This 3.0 percent increase is attributable to personnel cost increases.

PRIOR YEAR ACCOMPLISHMENTS

The staff assigned to the judiciary administrates the scheduling of cases, judges' schedules, and correspondence. Staff members also assist the judges in performing legal research and preparing memoranda on various points of law.

Expenditure Summary

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services	384,210	411,897	423,362	437,478
Materials, Supplies and Repairs	7,752	7,589	11,942	11,988
General Operations and Fixed Costs	10,346	10,038	20,446	20,400
Equipment	9,690	5,644	6,950	6,950
TOTAL	411,998	435,168	462,700	476,816

Programs & Services

	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED	POSITIONS
Circuit Court Judges	435,168	462,700	476,816	5
<p>Five full-time positions and four temporary positions provide administrative support to the nine Circuit Court Judges who preside over a court of general jurisdiction in Norfolk, Virginia. This means that the court has authority to try a full range of both civil and criminal cases. Jury trials are provided in Circuit Court.</p>				
TOTAL	435,168	462,700	476,816	5

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2006 Positions	Change	FY 2007 Positions
Judicial Executive Assistant	OPS12	37,053	59,233	1	-1	0
Legal Assistant	OPS12	37,053	59,233	1		1
Legal Secretary II	OPS10	31,504	50,362	3		3
Programs Manager	MAP11	51,040	81,597	0	1	1
TOTAL				5	0	5

CLERK OF THE CIRCUIT COURT

MISSION STATEMENT

- The Clerk of the Circuit Court strives to provide an efficient, citizen-friendly organization, employing e-government technologies when available in order to enhance service delivery and maximize operational efficiency,
 - To provide recordation and maintenance of all required public records,
 - To provide support for the adjudication of all cases brought before the Circuit Court, and
 - To accomplish all other duties of the Clerk, as required by law.
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DEPARTMENT OVERVIEW

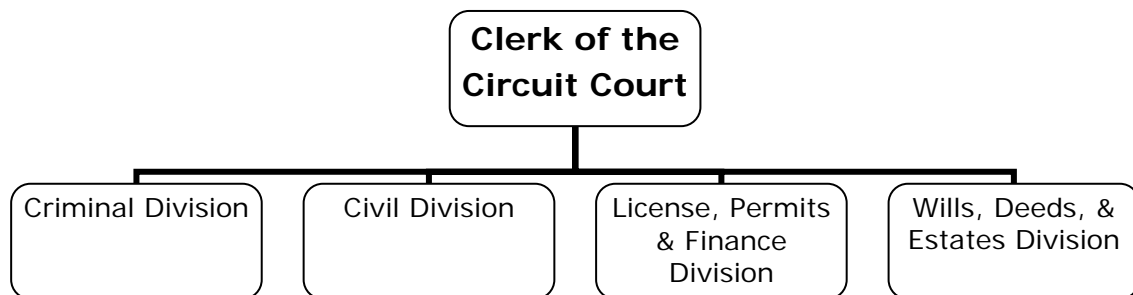
Executive: Includes the Clerk of Court, Chief Deputy Clerk and Executive Assistant. Manages the day-to-day operations of the Clerk's Office, oversees all personnel, policies, and procedures.

Criminal Division: Handles all presentments, indictments and information related to criminal offenses committed within the circuit.

Law and Chancery Division: Handles disputes between individuals, groups or corporations where monetary damages are alleged, handles cases involving custody, divorce, adoptions and property ownership.

License, Permits & Finance Division: Handles all issues related to the issuance of any license or permits, and notaries. Acts as primary interface between the Clerk's Office and the general public. The Comptroller is a part of this division with the following primary responsibilities: oversight of all financial functions of the Clerk's Office including, but not limited to, daily receipts, bank reconciliations, trust accounts, billing statements and remote access fees.

Wills, Estates and Deeds Division: Manages all estate and will transactions, meets the public during times of extreme loss and/or hardship, records all transfers of land records, certificates of satisfaction and powers of attorney, maintains the Land Record Indexing System and the remote access system.



BUDGET HIGHLIGHTS

The total FY 2007 budget for the Clerk of the Circuit Court is \$2,763,000. This is a \$187,300 increase compared to the FY 2006 budget. This 7.3 percent increase is attributable to personnel cost increases and increased costs for data processing charge outs.

KEY GOALS AND OBJECTIVES

- Complete the conversion of microfilmed records to digital format for remote access, enhancing the remote access service, thereby reducing storage space requirements.
- Provide sufficient technology and simplicity to allow greater "self-serve" operations for the citizens of Norfolk.
- Within State guidelines, move the Clerk's Office into an e-Government forum, thereby reducing recurring costs while generating additional revenue.

PRIOR YEAR ACCOMPLISHMENTS

- Remote Land Access to records from 1990 to present.
- Streamlined office operations, reducing manpower requirements.
- Extended office hours to meet public need with no impact on operating budget.

Expenditure Summary

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services	2,018,468	2,028,508	2,069,880	2,247,598
Materials, Supplies and Repairs	82,961	101,872	161,572	175,141
General Operations and Fixed Costs	181,806	247,739	293,296	289,170
Equipment	44,942	19,981	15,000	15,000
All-Purpose Appropriations	36,000	36,000	36,058	36,058
TOTAL	2,364,177	2,434,100	2,575,700	2,762,967

Programs & Services

	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED	POSITIONS
CIRCUIT COURT	2,434,100	2,575,700	2,762,967	52
<p>A court of record having appellate jurisdiction for appeals from the Norfolk General District Court. The Circuit Court tries all felony cases presented by the Commonwealth's Attorney.</p>				
TOTAL	2,434,100	2,575,700	2,762,967	52

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2006 Positions	Change	FY 2007 Positions
Accounting Technician	CCC	N/A	N/A	1	-1	0
Administrative Assistant CC	CCC	34,151	54,598	4		4
Administrative Technician	CCC	N/A	N/A	8	-8	0
Cashier-CC	CCC	24,871	39,762	0	2	2
Chief Deputy Circuit Court	CCC	61,441	108,136	0	1	1
Chief Deputy I	CCC	N/A	N/A	2	-2	0
Chief Deputy II	CCC	N/A	N/A	2	-2	0
Chief Deputy III	CCC	N/A	N/A	1	-1	0
City Clerk	CCC	N/A	N/A	1	-1	0
Clerk of the Circuit Court	CCC	80,077	133,565	0	1	1
Comptroller-CC	CCC	54,461	87,063	0	1	1
Custodian	CCC	17,085	27,315	2		2
Deputy I-CC	CCC	23,029	36,814	0	15	15
Deputy II-CC	CCC	24,871	39,762	0	8	8
Deputy III-CC	CCC	26,885	42,978	0	6	6
Deputy II	CCC	N/A	N/A	5	-5	0
Deputy III	CCC	N/A	N/A	8	-8	0
Deputy IV	CCC	N/A	N/A	4	-4	0
Executive Assistant-CC	CCC	42,207	67,471	0	1	1
In-Court Clerk	CCC	31,504	50,362	0	7	7
Supervising Deputy Clerk	CCC	51,040	81,597	0	4	4
Office Aide	CCC	N/A	N/A	14	-14	0
TOTAL	N/A	N/A	N/A	52	0	52

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COMMONWEALTH'S ATTORNEY

MISSION STATEMENT

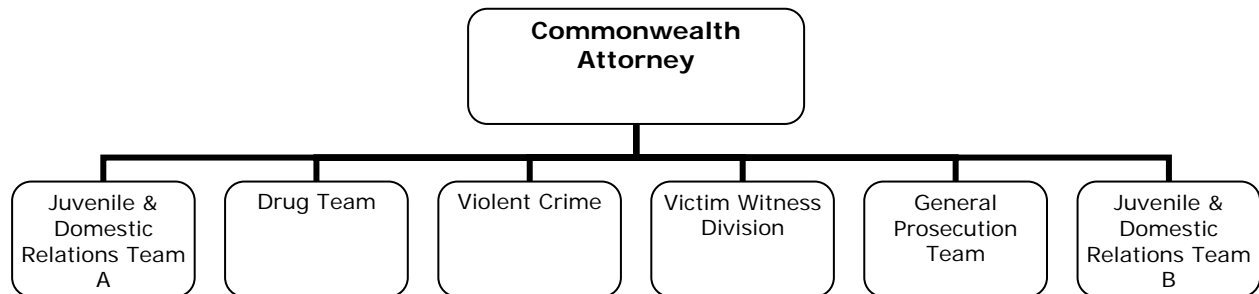
To provide effective and ethical prosecution of criminal violations of State and local laws in a manner that holds offenders accountable for their actions, deters further criminal actions, reduces crime in the community and provides a comprehensive support system for victims and witnesses of crime.

DEPARTMENT OVERVIEW

The Office of the Commonwealth's Attorney is staffed with 35 attorneys who are assigned to the following specialized teams:

- General Prosecution
- Violent Crime Team including a unit specializing on criminal street gang crimes
- Drug Team
- Two Juvenile and Domestic Violence Teams
- Additionally, the Office maintains a Victim Witness Program

The duties and responsibilities of the office are outlined in the State Code of Virginia.



BUDGET HIGHLIGHTS

The total FY 2007 budget for the Commonwealth's Attorney's Office is \$4,903,800. This is a \$320,900 increase over the FY 2006 budget. This 7.0 percent increase is attributable to personnel cost increases. The City is providing funding to continue services which were previously funded by a federal grant.

KEY GOALS AND OBJECTIVES

- Prosecute all felony crimes committed in the City of Norfolk.
- Prosecute misdemeanor cases appealed from the Norfolk General District Court and the Juvenile and Domestic Relations Court for Norfolk.
- Prosecute selected misdemeanor offenses in the District Courts: domestic violence-related crimes (both adult and juvenile), school premises-related misdemeanor offenses, and all DUI offenses, prostitution related offenses, violations of probation, stalking and sexual battery offenses occurring in the City of Norfolk.
- Provide substantial revenue to the City of Norfolk through the generation and collection of court-ordered debts and the procurement of community service work within the City by convicted persons. Last year over three million dollars in delinquent court costs and fines was collected.
- Increase victim and witness satisfaction with the criminal justice system through the use of effective communications, notification of the status of criminal cases, and assisting victims in the recovery of due restitution or compensation.

PRIOR YEAR ACCOMPLISHMENTS

During the past fiscal year, the Commonwealth's Attorney's Office has continued to demonstrate commitment to ensuring a high quality of life by the active prosecution of various types of misdemeanor offenses such as domestic violence, prostitution, school property, DUI, stalking and sexual battery. This is in addition to the Office's core mission of prosecuting felony crimes ranging from theft offenses to Capital Murder offenses. In September the Project Safe Neighborhood program was refocused to combat criminal street gangs in partnership with the Police Detective Division.

Expenditure Summary

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services	3,684,828	3,833,273	4,039,151	4,305,761
Materials, Supplies, and repairs	203,542	177,982	258,716	309,198
Contractual Services	90,175	162,056	224,933	226,772
Equipment	65,918	97,823	60,100	62,101
TOTAL	4,006,463	4,271,134	4,582,900	4,903,832

Programs & Services

	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED	POSITIONS
Commonwealth's Attorney Office	4,271,134	4,582,900	4,903,832	59
Provide management and oversight to staff involved in the prosecution of felony crimes committed in the City of Norfolk. Increase victim satisfaction with the criminal justice system through effective communication, notification as to case status, and through assisting victims due restitution or compensation.				
TOTAL	4,271,134	4,582,900	4,903,832	59

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2006 Positions	Change	FY 2007 Positions
Administrative Assistant II CWA	COF 002	31,215	49,900	1		1
Asst Commonwealth's Attorney I	COF 008	49,712	82,916	8		8
Asst Commonwealth's Attorney II	COF 009	58,226	97,114	8	-1	7
Asst Commonwealth's Attorney III	COF 010	68,253	113,843	8		8
Chief Deputy Commonwealth's Attorney	COF 012	89,119	148,647	1		1
Commonwealth's Attorney	COF 013	125,660	209,594	1		1
Deputy Commonwealth's Attorney	COF 011	80,077	133,565	5		5
Legal Administrator CWA	COF 007	48,737	79,042	1		1
Legal Assistant CWA	COF 005	37,054	59,232	1		1
Legal Secretary I	OPS 008	26,885	42,979	3		3
Legal Secretary I CWA	COF 001	26,885	42,979	8		8
Legal Secretary II CWA	COF 003	31,504	49,900	5		5
Paralegal	OPS 010	31,504	50,362	1		1
Paralegal CWA	COF 003	31,504	49,900	7		7
Victim/Witness Program Asst Dir	COF 001	26,885	42,979	1		1
Director of Communications	COF 006	37,980	60,713	1		1
TOTAL				60	-1	59

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GENERAL DISTRICT COURT

MISSION STATEMENT

Criminal Division: The division handles State law and City ordinances except traffic-related cases and holds preliminary hearings in felony cases, and trials in misdemeanor cases, and health and housing code violations. Lunacy hearings are also heard under this division.

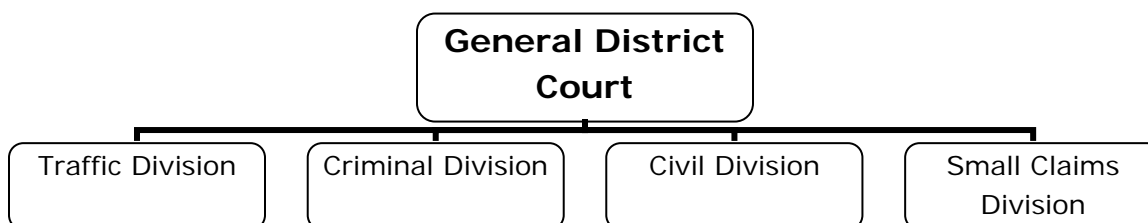
Civil Division: The division hears attachments and other cases not exceeding \$15,000. Other cases include claims to specific personal property or any debt, fine or other money or to damages for breach of contract or for injury to a person.

Traffic Division: The division handles motor vehicle related cases under State law and City Ordinances, holds preliminary hearings and felony cases and trials in misdemeanors, traffic infraction and parking violations.

Small Claims Division: The Small Claims Division hears civil cases in which the plaintiff is seeking a monetary judgment or personal property recovery claim up to \$2,000.

DEPARTMENT OVERVIEW

The Norfolk General District Court has three divisions: Criminal, Civil, and Traffic; six courts; six judges; and seven clerks' offices located in the General District Court Building.



BUDGET HIGHLIGHTS

The total FY 2007 budget for the General District Court is \$334,300. This is a \$2,400 increase compared to the FY 2006 budget. This increase of less than one percent is attributable to retirement increases.

Expenditure Summary

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services	15,111	20,950	20,876	23,281
Materials, Supplies and Repairs	77,205	93,407	48,350	48,324
General Operations and Fixed Costs	188,021	189,866	246,684	246,700
Equipment	18,735	14,781	16,000	16,000
TOTAL	299,072	319,004	331,900	334,305

Programs & Services

	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED	POSITIONS
GENERAL DISTRICT COURT Tries all civil and traffic cases, and criminal cases not presented by the Commonwealth's Attorney.	319,004	331,900	334,305	0
TOTAL	319,004	331,900	334,305	0

JUVENILE & DOMESTIC RELATIONS COURT

MISSION STATEMENT

The Norfolk Juvenile and Domestic Relations District Court is committed to ensuring that all of the citizens of the City of Norfolk who appear before this court are provided with an independent, accessible, and responsible forum for the just resolution of disputes in order to preserve the rule of law and protect the rights and liberties guaranteed by the U.S. and Virginia Constitutions. To ensure that all persons have equal access to justice and the opportunity to resolve disputes without undue hardship, costs, and inconvenience. To ensure that our court system will maintain human dignity and the rule of law, by equal application of the judicial process in all controversies and increase the public's confidence and respect for legal authority and the courts. To protect the confidentiality and privacy of juveniles and to rehabilitate those who come before the court, in addition to protecting the public and holding juvenile offenders accountable for their actions.

DEPARTMENT OVERVIEW

The Norfolk Juvenile and Domestic Relations District Court includes the following personnel: M. Randolph Carlson, II, Chief Judge. The duties of the Chief Judge primarily include administrative responsibilities as well as presiding over cases set before the court. Jerrauld C. Jones, Joseph P. Massey, Joan C. Skeppstrom, and William P. Williams are all Judges currently presiding over cases at the Norfolk Juvenile and Domestic Relations District Court. Debra A. Hill, Clerk of Court, maintains the court's budget, monitors the needs of the Court, public, and criminal justice agencies and ensures the court's compliance with statutory requirements, policies and procedures. Brenda Barrett, Pre-Court Supervisor, Norma Link, In-Court Supervisor, and Sara Artis, Accounting Supervisor all maintain direct supervision over their respective departments. They also participate with other team members on ensuring efficient and effective caseload processing. The court currently has two File Clerks, a Receptionist, five Pre-Court Clerks, 10 Deputy Clerks, and two Accounting Clerks.

BUDGET HIGHLIGHTS

The total FY 2007 budget for the Juvenile & Domestic Relations Court is \$115,300. This is a \$6,000 increase compared to the FY 2006 budget. This 5.5 percent increase is attributable to office equipment lease and maintenance cost increases.

KEY GOALS AND OBJECTIVES

The Norfolk Juvenile and Domestic Relations District Court will continue to provide court services to the citizens of the City of Norfolk in matters involving the following types of cases: delinquents; juveniles accused of traffic violations; children in need of services or supervision; children who have been subjected to abuse or neglect; family or household members who have been subjected to abuse; adults accused of child abuse, neglect or other offenses against members of their own family; adults involved in disputes concerning the support, visitation, parentage or custody of a child; abandonment of children; foster care and entrustment agreements; court-ordered rehabilitation services, court consent for certain medical treatments, and truancy of juveniles.

PRIOR YEAR ACCOMPLISHMENTS

The Norfolk Juvenile and Domestic Relations District Court has continued to provide outstanding court services to the citizens of the City of Norfolk. In doing so, the Norfolk Juvenile and Domestic Relations District Court has ensured that all of the citizens of the City of Norfolk who have appeared before the court have been provided with an independent, accessible, and responsible forum for the just resolution of disputes in order to preserve the rule of law and protect the rights and liberties guaranteed by the U.S. and Virginia Constitutions. Likewise, the Norfolk Juvenile and Domestic Relations District Court has continuously expedited the filing and processing of court documents; therefore, helping to ensure the citizens of the City of Norfolk their right to a fair and speedy trial.

Expenditure Summary

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services*	5,069	7,027	7,003	7,647
Materials, Supplies and Repairs	12,664	25,571	19,706	26,893
General Operations and Fixed Costs	34,265	28,656	62,882	59,106
Equipment	22,463	25,373	19,685	21,685
All Purpose Appropriations	-	-	24	-
Total	74,461	86,627	109,300	115,331

*These funds support the retirement contribution for employees grandfathered in the City's retirement system.

Programs & Services

	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED	POSITIONS
JUVENILE & DOMESTIC RELATIONS COURT	86,627	109,300	115,331	0
Maintains exclusive jurisdiction over all cases involving children; handles misdemeanors and felonies that deal with children less than 18 years of age. Hears domestic cases.				
TOTAL	86,627	109,300	115,331	0

MAGISTRATE

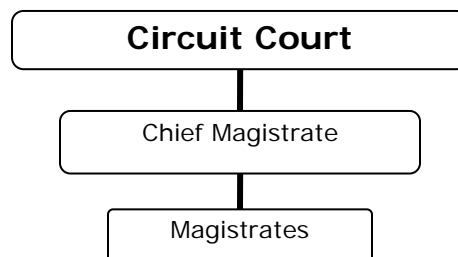
MISSION STATEMENT

The Magistrate's Office provides efficient processing services to the Norfolk Community Service Board, the Norfolk Police Department, the Norfolk Sheriff's Department, and other law enforcement agencies. Services include probable cause hearings for the issuance of Temporary Detention Orders (for the mentally ill who need to be detained) and service to law enforcement officials for the issuance of criminal warrants. The Magistrates must also provide an independent, unbiased and accessible judicial process for the citizens of Norfolk. By definition, magistrates provide "checks and balances" between the needs of law enforcement and the rights and protection of our citizens.

DEPARTMENT OVERVIEW

The Norfolk Magistrate's Office operates 24 hours a day, 7 days a week, including holidays and in hazardous weather conditions. Currently the magistrates operate two separate locations to better serve law enforcement and private citizens. From our office in the Public Safety Building, we serve citizens "in person" and also by video from the 2nd Precinct. Our office in the Tazewell Building connects via video-conferencing to all police precincts and the jail. Officers and Virginia State Police officers may also come to speak to the Tazewell magistrate in person to secure warrants.

Approximately 75-80% of all hearings are handled by way of video-conferencing system. Norfolk Police and the Sheriff's Department rely upon this system for the most efficient handling of prisoners. Magistrates are responsible for conducting probable cause hearings, and issuing felony and misdemeanor criminal warrants. They are also responsible for conducting bail hearings, setting bonds, and bond conditions, and for issuing search warrants. We also issue "Temporary Detention Orders" for the mentally ill when certain criteria are met. Magistrates are always accessible to citizens' complaints and concerns, which include domestic violence situations, as well as violent acts between unrelated individuals.



BUDGET HIGHLIGHTS

The total FY 2007 budget for the Magistrate is \$102,000. This is a \$26,000 increase compared to the FY 2006 budget. This 32.8 percent increase is attributable to an increase in City-funded salary supplements.

KEY GOALS AND OBJECTIVES

It is the Magistrate's goal to increase the efficiency of the magistrate's office in the issuing of warrants, bond hearings, and other types of judicial processes, while maintaining a level of professionalism and dignity toward not only law enforcement, but also toward private citizens.

PRIOR YEAR ACCOMPLISHMENTS

In 2004 the Norfolk Magistrate's Office handled 61,825 transactions, resulting in 37,463 processes (these include warrants, search warrants, TDO's and EPO's). These numbers place the office 6th in the state (out of 32 districts) for case volume. With the exception of Virginia Beach, the Norfolk Magistrates Office is the busiest magistrates office in the Hampton Roads region.

In order to maintain efficient service to the City, in the event of technical breakdown or the necessary closure of one of our offices, the magistrates were able to make better use of the limited space at the Public Safety Building and also provide a fully functioning office at the 2nd precinct. This was made possible by securing additional state funding for maintenance. Also, working with the Sheriff's Department, a 2nd booking area was re-claimed in order to improve accessibility during high volume periods.

The Norfolk Magistrate's Office has and will continue to provide cost saving services to the City through:

- Referrals to the Pre-trial release program, helping to defray the cost of incarceration of detainees;
- Magistrates being responsible for all criminal record checks, a definite cost saver for the Norfolk Police Department;
- Magistrate's video-conferencing system, with cameras set up in police precincts, another cost saver (and time saver) for the Norfolk Police Department and other law enforcement agencies.
- Issuing local warrants (City code violations) instead of state warrants for misdemeanors. When City warrants are written (generally our policy), all fines, costs, etc. that are collected on that particular warrant provide substantial revenue for the City.

Expenditure Summary

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services	29,991	31,637	32,470	57,669
Materials, Supplies, and Repairs	7,198	8,061	9,180	9,180
General Operations and Fixed Cost	33,274	33,709	35,150	35,150
Equipment	0	0	0	0
TOTAL	70,463	73,407	76,800	101,999

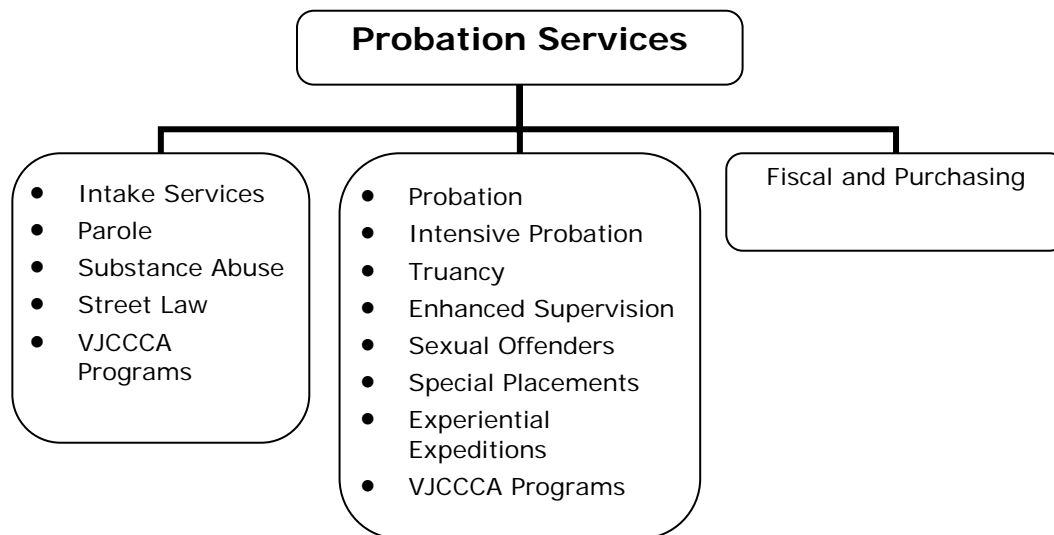
PROBATION SERVICES

MISSION STATEMENT

The mission of the Probation Services Unit and the Department of Juvenile Justice 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 agencies, while providing the opportunity for delinquent youth to develop into responsible and productive citizens.

DEPARTMENT OVERVIEW

Under the direction of the Probation Services Unit director, deputy directors, supervisors, and probation officers provide a comprehensive system of juvenile justice and human service programs and services to support the Juvenile and Domestic Relations Court, and to assist the rehabilitation of juveniles charged with criminal and non-criminal violations. All programs and services are designed to ensure community protection, the accountability and the improved competency of juvenile offenders.



BUDGET HIGHLIGHTS

The total FY 2007 budget for the Probation Services is \$209,200. This is a \$19,200 increase compared to the FY 2006 budget. This 10.1 percent increase is attributable to rent increases due to staff relocation.

KEY GOALS AND OBJECTIVES

- Maintain capability to process 12,000 complaint intake cases in FY 2007.
- Process Court and Diagnostic Reports – 1,300 annually
- Provide Court Services for 900 juveniles under various forms of Supervision.

PRIOR YEAR ACCOMPLISHMENTS

- Domestic relations complaints decreased 4%.
- Juvenile felony complaints reduced 7%.
- 13% of juvenile complaints were diverted or resolved.
- While staff and resources were reduced, the number of juveniles under court supervision remained constant.
- Decreased the number of youth committed to Department of Juvenile Justice.
- Increased the number of youth receiving community-based services.
- Decreased the number of youth needing secure detention.
- Decreased the number of females committed and placed in detention.

Expenditure Summary

	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services	13,202	18,303	10,629	0
Materials, Supplies, and Repairs	15,888	11,662	11,922	11,922
General Operations and Fixed Cost	122,451	121,206	162,476	192,305
Equipment	2,446	5,002	4,973	4,973
TOTAL	153,987	156,173	190,000	209,200

Program & Services

	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED	POSITIONS
Probation Services Unit	156,173	190,000	209,200	0
Operate many special programs designed to correct anti-social behavior, delinquent activity and family dysfunction. Contracts with many private treatment providers using a variety of state and local funding streams to provide additional residential, group home and community based programs.				
TOTAL	156,173	190,000	209,200	0

SHERIFF AND JAIL

MISSION STATEMENT

The mission of the Norfolk Sheriff's Office is to serve the citizens of Norfolk by providing for the incarceration of adult and certified juvenile offenders in methods that protect public safety; to maintain institutional safety in a cost effective manner that meets statutory and constitutional standards; to provide services and programs for inmates seeking assistance with the intent to reduce recidivism; to provide a safe and secure environment for the Circuit Courts and the District Courts of the City of Norfolk, ensuring that order and decorum are maintained during all court proceedings; and to provide for the timely service of all process and criminal warrants received by the Norfolk Sheriff's Office.

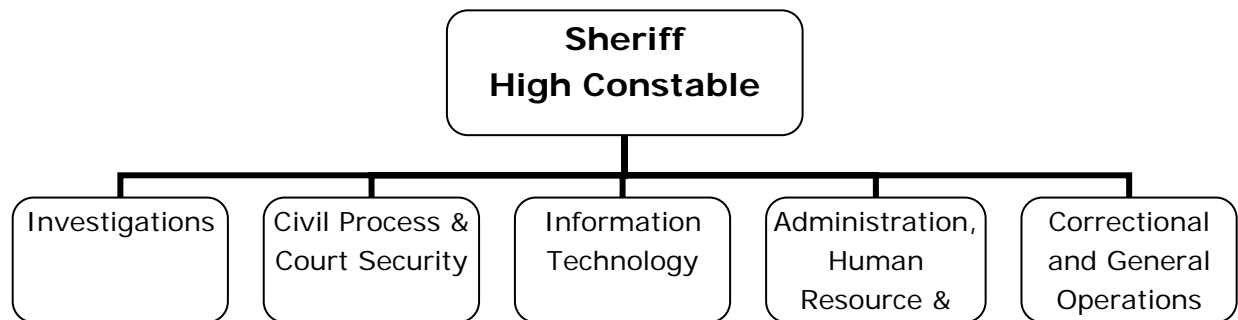
DEPARTMENT OVERVIEW

The Norfolk Sheriff's Office is required by the State Constitution to operate in three capacities: maintain a safe and secure jail facility; ensure public safety in the Norfolk court system; and execute various types of civil processes. In addition, the Norfolk Sheriff's Office provides services and programs to incarcerated offenders with the intention to reduce recidivism. The Norfolk Sheriff's Office also provides the citizens of Norfolk with community and crime prevention programs.

Civil Process: The purpose of service of civil process is to provide a timely notice to a person or legal entity of pending legal action in which they somehow may be involved.

Community Corrections: The Inmate Work Force and Work Release Programs provide an opportunity for qualified inmates to receive credit for fines and court costs, to receive job training, to earn early release credit, secure paid employment and to be considered for home electronic monitoring. The Pretrial Services Program allows nonviolent defendants awaiting trial to be placed on intensive community supervision until their court date. These programs also help reduce jail overcrowding and introduce a work ethic to young inmates.

Community Affairs: The Norfolk Sheriff's Office works within the community by offering programs and services to the citizens of the City of Norfolk; particularly the elderly.



BUDGET HIGHLIGHTS

The total FY 2007 budget for the Sheriff & Jail is \$33,881,200. This is a \$3,105,100 increase compared to the FY 2006 budget. This 10.1 percent increase is attributable to personnel salary increases; addition of eight new deputy positions; Virginia Retirement System rate increases; and medical, food, and Regional Jail contract increases due to jail population growth.

KEY GOALS AND OBJECTIVES

Install a video visitation system in the jail to enhance the visitor process, to better utilize manpower and reduce vandalism and contraband in the jail.

Continue to examine innovative employee retention tools such as education and special pay allowances, a process to encourage participation in the promotion process and sick leave incentives to increase morale and retention of employees.

Investigate feasibility of constructing an off-site work release facility to make more space available in the jail and increase annual revenues available to the City from the state and other sources.

Implement a GPS Electronic Monitoring Program to divert up to 100 non violent offenders to intensive supervision in the community while serving a punitive sentence. This equipment would allow Sheriff's Office staff to track offender's movements 24 hours a day in the community and provide mapping data for crime analysis. The program could provide the jail an additional 100 beds for more serious offenders.

PRIOR YEAR ACCOMPLISHMENTS

Tactical Spanish for Law Enforcement – With a rise in the diversity of inmates, the Sheriff initiated a Spanish language course for jail deputies and civilian staff. Students learn from staff mentors who speak the language.

Gang Awareness Course – This course helps staff detect, identify and reduce the threat of gang activity and violence in concentrated inmate areas within the Norfolk Sheriff's Office. The course provides specific information on early recognition of gang members and their activities, and provides examples about their use of signs, symbols, and graffiti, as well as intervention.

Norfolk Youth Football Camp – This three day free camp was provided by the Norfolk Sheriff Foundation. Over 100 middle school aged children from the city attended. Football and life skills such as character building and leadership were taught by many current and former NFL players.

Assistance to Transportation Security Administration – TSA security screeners attended the Norfolk Sheriff’s Office Training Academy’s General Instructor class. This course “trains the trainer” in liability and ethics of instructors, organizing lesson plans, provides tips for speaking in front of groups and creating Power Point presentations.

Renovations to Norfolk SCOPE Arena – Inmates from the Norfolk Sheriff’s Office Community Corrections program reupholstered, sanded and painted thousands of arena seats, performed all the carpentry work in the Showcase restaurant upgrade and converted a restroom into an upscale dressing room. The inmate workforce saved the City of Norfolk \$300,000 by completing this work.

Replacement of Ocean View Golf Course Fence - Inmates from the Norfolk Sheriff’s Office Community Corrections program replaced the fencing from Granby Street to Chesapeake Boulevard for the cost of the fence and finished the work in the off season months of December and January to minimize the impact on the operation of the golf course. This work resulted in a cost savings for the City.

PRIDE - Expanded the management employee accountability system (PRIDE) to improve all levels of departmental efficiency and maximum utilization of financial services.

Certificate of Accreditation - Maintained the Certificate of Accreditation from the Virginia Law Enforcement Professional Standards Commission. The Norfolk Sheriff’s Office is the only accredited sheriff’s office in South Hampton Roads.

Expenditure Summary				
	FY 2004 ACTUAL	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED
Personnel Services	18,659,995	20,048,903	19,894,162	21,696,437
Materials, Supplies, and Repairs	5,287,191	5,837,547	6,857,520	7,960,019
General Operations and Fixed Cost	532,598	584,027	672,668	662,780
Equipment	93,524	231,217	158,000	173,000
All Purpose Appropriations	2,517,273	3,013,130	3,193,750	3,389,000
TOTAL	27,090,581	29,714,824	30,776,100	33,881,236

Programs & Services

	FY 2005 ACTUAL	FY 2006 APPROVED	FY 2007 APPROVED	POSITIONS
ADMINISTRATION/HUMAN RESOURCES/ FINANCE	760,675	2,056,096	2,804,007	31
Provide leadership, management, human resources, finance, training, accounting, and purchasing services.				
REGIONAL JAIL	3,013,130	3,193,750	3,389,000	0
Provide City share of operating and capital cost.				
CORRECTIONAL OPERATIONS/ GENERAL OPERATIONS	24,974,010	24,433,788	26,595,763	442
Provide for the care and custody of inmates. Provide security for nine Circuit, four General District, and five Juvenile and Domestic Relations Courts. Provide transportation for inmates within the state. Provide service of legal papers.				
INFORMATION TECHNOLOGY	877,804	972,466	972,466	4
Provide communications and technology services.				
INVESTIGATIONS	89,205	120,000	120,000	7
Provide inter-state extradition of inmates and internal investigative services.				
TOTAL	29,714,824	30,776,100	33,881,236	484

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2006 Positions	Change	FY 2007 Positions
Assistant Procurement Specialist	SHF11	33,313	52,956	1	1	2
Asst Inmate Classification Mgr	SHF15	39,331	62,520	0	2	2
Corrections Director	SHF21	49,218	78,241	1		1
Deputy Sheriff	SHF06	28,777	45,745	257	-1	256
Deputy Sheriff (Captain)	SHF18	44,643	70,967	7	1	8
Deputy Sheriff (Colonel)	SHF23	56,977	90,574	0	1	1
Deputy Sheriff (Corporal)	SHF09	31,728	50,434	34		34
Deputy Sheriff (Lieutenant Colonel)	SHF22	54,264	86,261	3	-1	2
Deputy Sheriff (Lieutenant)	SHF14	38,565	61,303	12	2	14
Deputy Sheriff (Major)	SHF20	46,875	74,521	3	2	5

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2006 Positions	Change	FY 2007 Positions
Deputy Sheriff (Master)	SHF06	28,777	45,745	73	3	76
Deputy Sheriff (Sergeant)	SHF13	36,729	58,384	25	1	26
Education Program Manager	SHF15	39,331	62,520	2		2
Education Programs Specialist	SHF12	35,674	56,708	3		3
Electronic Surveillance Supervisor	SHF08	30,817	48,987	1	-1	1
Fleet Coordinator	SHF04	26,620	42,317	1		1
Grievance Coordinator	SHF12	35,674	56,708	1	1	2
Human Resources & Budget Director	SHF19	45,529	72,377	1		1
Inmate Classification Specialist	SHF12	35,674	56,708	5	2	7
Inmate Classification Manager	SHF17	43,361	68,929	1		1
Inmate Rehabilitation Coordinator	SHF16	41,297	65,647	1	1	2
Jury Administrator	SHF7	29,349	46,654	1		1
Legal Counsel	SHF17	43,361	68,929	1		1
Library Assistant I	OPS04	19,799	31,655	2		2
Maintenance Mechanic I	SHF04	26,620	42,317	1		1
Public Affairs Officer	SHF15	39,331	62,520	2		2
Records Clerk	SHF02	22,995	36,555	5	-2	3
Secretary to the Sheriff	SHF07	29,349	46,654	0	1	1
Secretary I	SHF03	25,353	40,301	12	-5	7
Secretary II	SHF05	27,951	44,432	14	2	16
Sheriff	SHF18	80,077	133,565	1		1
Staff Accountant	SHF12	35,674	56,708	1		1
Systems Administrator	SHF16	41,297	65,647	2		1
TOTAL				474	10	484

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