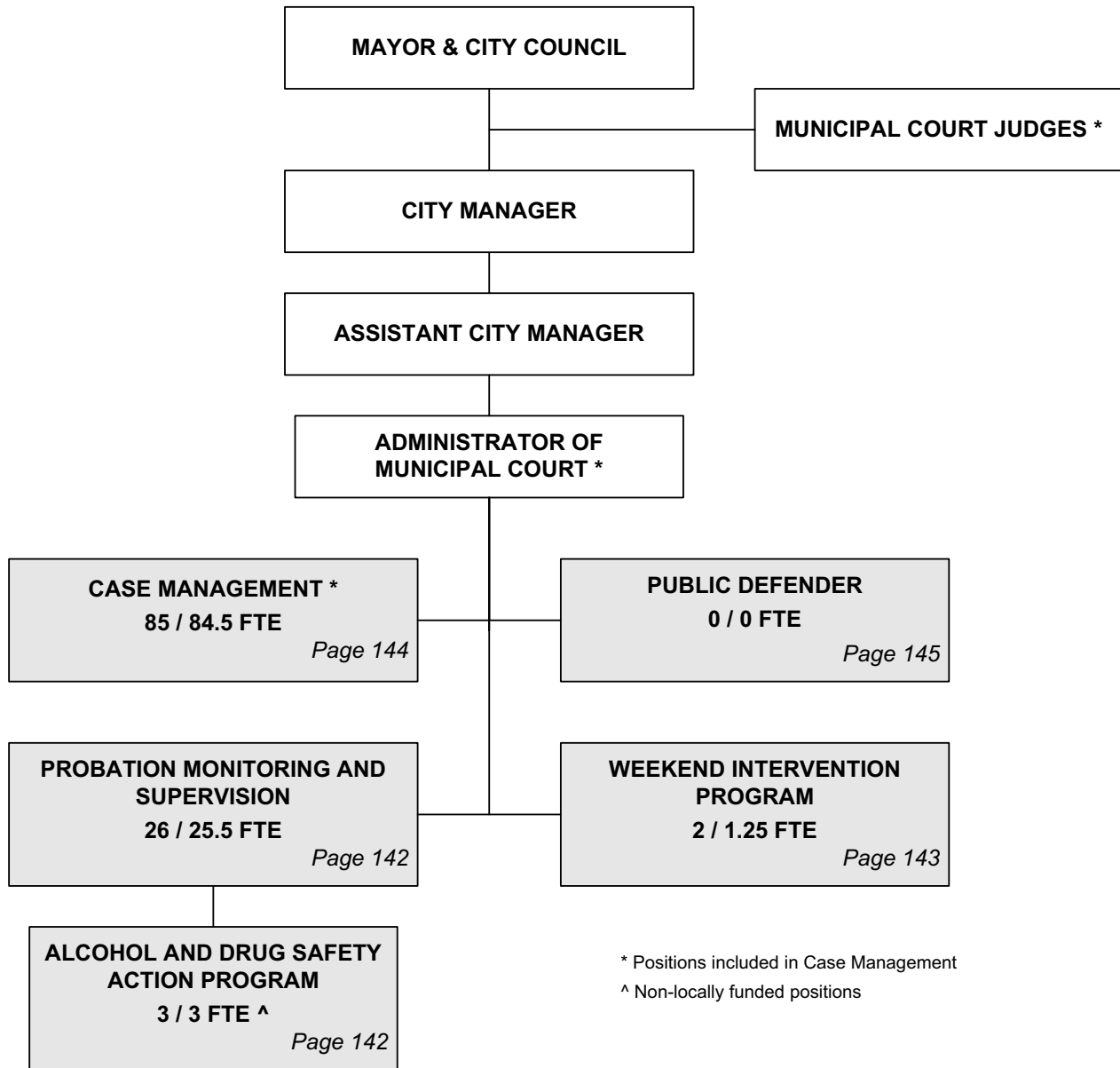




# ORGANIZATION CHART

## MUNICIPAL COURT



Total Authorized Positions/Full-Time Equivalent = 116 / 114.25 FTE (3 FTE ^)



# AUTHORIZED POSITIONS

## MUNICIPAL COURT

Authorized Positions	Range	2008	2009	2010
Municipal Court Judge		5	5	5
Department Director	E82	1	1	1
Municipal Court Clerk	C44/C51	1	1	1
Chief Probation Officer	C44	1	1	1
Division Supervisor	C43	1	1	1
Support Supervisor	B32	2	2	2
Information Systems Coordinator	926	1	1	1
Probation Officers	625	11	11	11
Administrative Aide II	623	1	1	1
Service Officer II	623	1	1	1
Account Clerk III	621	1	1	1
Service Officer I	620	3	3	3
Account Clerk II	619	2	2	2
Customer Service Clerk II	619	2	2	2
Secretary	619	3	3	3
Docket Clerk	618	12	12	12
Docket Clerk - DV	618	1	1	1
Customer Service Clerk I	617	18	18	18
Guard	617	6	6	6
Clerk III	617	5	5	5
Clerk II	615	10	10	10
Judge - Pro-tempore (Part-time)		21	21	21
Judge - Pro-tempore - DV (Part-time)		4	4	4
Guard (.50 FTE)	617	1	1	1
Customer Service Clerk I (.50 FTE)	617	1	1	1
Cooperative Edu. Student (.25 FTE)	420	1	1	1
<b>TOTAL AUTHORIZED POSITIONS</b>		<b>116</b>	<b>116</b>	<b>116</b>
General Fund		113	113	113
Alcohol and Drug Safety Action Program Fund		3	3	3

DV = Domestic Violence



## MISSION

To impartially uphold the community's laws and facilitate the interests of justice for all citizens in a thorough and fair manner.

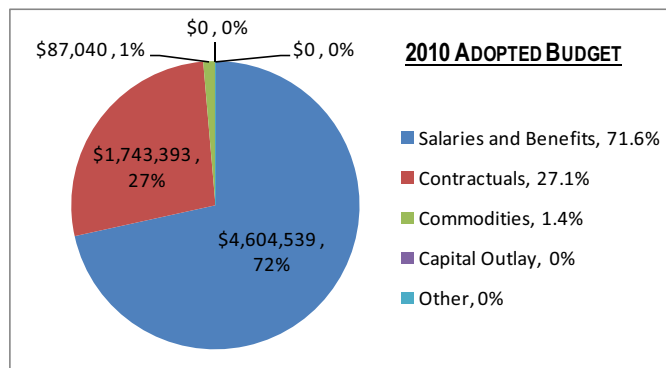
### DEPARTMENTAL GOALS

1. Effectively, efficiently and proficiently adjudicate cases to provide enhanced customer service.
2. Effectively provide indigent defendants with adequate representation.
3. Professionally and thoroughly monitor probationers.
4. Sufficiently provide education and intervention programs to willing participants to reduce the recidivism rate.

DEPT. GOAL ALIGNMENT	Service Objectives
1. & 3.	A. Reduce the number of probation violations issued by providing high quality monitoring of probationers, bringing non-compliant probationers into compliance, and presenting available community resources to probationers.
4.	B. Educate and provide intervention services to DUI offenders.
1.	C. Reduce average time to enter citations into the public safety system (PSS) by pursuing technological enhancements to the PSS.
2.	D. Ensure indigent defendants receive adequate representation through qualified legal counsel.

OBJECTIVE ALIGNMENT	PERFORMANCE MEASURES	BENCHMARK	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 TARGET	2010 TARGET
A	Number of Risk/Needs Assessments	1,500	2,106	2,195	1,728	1,835	1,875
B	Number of Weekend Intervention Program Participants	1,400	837	875	977	1,415	1,475
C	Average Time Enter Citation into Public Safety Syst. (min.)	6 min	8 min	8 min	6 min	6 min	6 min
D	Case Assignment	6,500	5,292	6,557	6,469	6,500	6,600

SERVICES EXPENDITURES BY FUND	FUND TYPE	2008 ACTUAL	2009 ADOPTED	2009 REVISED	2010 ADOPTED	2010 APPROVED
Probation Monitoring and Supervision	General Fund	1,299,059	1,352,717	1,370,576	1,413,722	1,429,386
Probation Monitoring and Supervision	Grant Fund	137,970	211,750	212,622	218,428	221,132
Weekend Intervention Program	General Fund	235,007	312,940	322,006	323,426	324,800
Case Management	General Fund	3,967,538	4,126,216	4,041,319	4,162,396	4,197,706
Public Defender	General Fund	316,900	317,000	317,000	317,000	317,000
<b>TOTAL EXPENDITURES</b>		<b>\$5,956,475</b>	<b>\$6,320,623</b>	<b>\$6,263,523</b>	<b>\$6,434,972</b>	<b>\$6,490,024</b>
	<b>2010</b>					
<b>GENERAL FUND EXPENDITURES</b>	<b>96.6%</b>	<b>\$5,818,505</b>	<b>\$6,108,873</b>	<b>\$6,050,901</b>	<b>\$6,216,544</b>	<b>\$6,268,892</b>
<b>FEDERAL/STATE GRANT FUND EXPENDITURES</b>	<b>3.4%</b>	<b>\$137,970</b>	<b>\$211,750</b>	<b>\$212,622</b>	<b>\$218,428</b>	<b>\$221,132</b>



Wichita Municipal Court provides the following services: probation monitoring and supervision, the Weekend Intervention Program, case management and adjudication and public defender for those who meet income guidelines. Of the total expenditure budget, 3.4% supports the Alcohol and Drug Safety Action Program. Almost two-thirds (71.5%) of the Court's 2010 \$6.4 million budget supports human resource costs. A little more than a quarter (27.2%) of the total budget funds contractual labor and services to assist with the following programs: the Weekend Intervention Program for DUI offenders, Public Defender services for indigent defendants, and the Alcohol and Drug Safety Action Program.



# PROBATION MONITORING AND SUPERVISION

## MUNICIPAL COURT

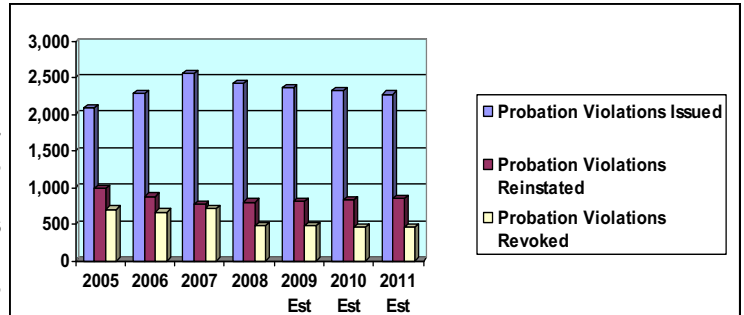
### MISSION

To impartially uphold the community's laws and facilitate the interests of justice for all citizens in a thorough and fair manner.

### SERVICE DESCRIPTION

The Wichita Municipal Court is a limited jurisdiction court, authorized under City Ordinance, with jurisdiction of the City of Wichita. The Probation Office evaluates and monitors offenders who have been sentenced to probation in lieu of incarceration. Staff monitors defendants sentenced to probation to ensure compliance of all judicial orders, performs pre-sentence investigations ordered by Municipal Court Judges, collects restitution and fingerprints defendants. The Probation Office also includes four service officers and nine bailiffs who focus on prisoner transports, court security, urinalysis testing, and video arraignment functions.

In 1982, the State legislature approved the Alcohol and Drug Safety Action Program (ADSAP). Per K.S.A. 8-1008, the community-based alcohol and drug safety action programs must be certified in accordance with K.S.A. 8-1008 (b). The Municipal Court Probation Office has maintained its certification as a community based program that provides pre-sentence evaluations for persons convicted of driving under the influence of alcohol or drugs. The Probation Office supervises and monitors probationers directly and through contracts with local agencies. In accordance with K.S.A. 8-1008 Municipal Court collects ADSAP fees from defendants convicted of DUI. These fees offset the costs of providing pre-sentence investigations as well as the costs of administering the provisions of statute. Approximately 3.4% of the Court's total expenditures budget is the funding portion for the ADSAP function.



SERVICE OBJECTIVES		DEPT. GOAL ALIGNMENT
<b>A</b>	Reduce the number of probation violations issued by providing high quality monitoring of probationers, bringing non-compliant probationers into compliance, and presenting available community resources to probationers.	1, 3
<b>B</b>	Increase productivity and reduce time and costs in the preparation of pre-sentence investigation reports.	2

OBJECTIVE ALIGNMENT	PERFORMANCE MEASURES	BENCHMARK	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 TARGET	2010 TARGET
<b>A</b>	Number of Risk/Needs Assessments	1,500	2,106	2,195	1,728	1,835	1,875
<b>A</b>	Number of Probation Violations	2,000	2,278	2,554	2,418	2,370	2,325
<b>B</b>	Pre-Sentence Investigations Turnaround Time for Court (weeks)	3 weeks	New	New	4 weeks	3 weeks	3 weeks

**STRATEGIC HIGHLIGHTS**

- ◆ Strategic issues include increased caseload demand due to increased arrests, staff turnover and language barriers.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2008 ACTUAL	2009 ADOPTED	2009 REVISED	2010 ADOPTED	2011 APPROVED
ADSAP Program Fees/Charges	137,970	211,750	212,622	218,428	221,132
General Fund Allocation	1,299,059	1,352,717	1,370,576	1,413,722	1,429,386
<b>TOTAL PROGRAM REVENUES</b>	<b>\$1,437,029</b>	<b>\$1,564,467</b>	<b>\$1,583,198</b>	<b>\$1,632,150</b>	<b>\$1,650,518</b>
Salaries and Benefits	1,286,144	1,342,407	1,365,838	1,413,388	1,431,756
Contractuals	126,551	192,310	192,610	194,012	194,012
Commodities	24,334	29,750	24,750	24,750	24,750
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
<b>TOTAL PROGRAM EXPENDITURE</b>	<b>\$1,437,029</b>	<b>\$1,564,467</b>	<b>\$1,583,198</b>	<b>\$1,632,150</b>	<b>\$1,650,518</b>
<b>TOTAL POSITIONS / FTE</b>	<b>29 / 28.50</b>	<b>29 / 28.50</b>	<b>29 / 28.50</b>	<b>29 / 28.50</b>	<b>29 / 28.50</b>



# WEEKEND INTERVENTION PROGRAM

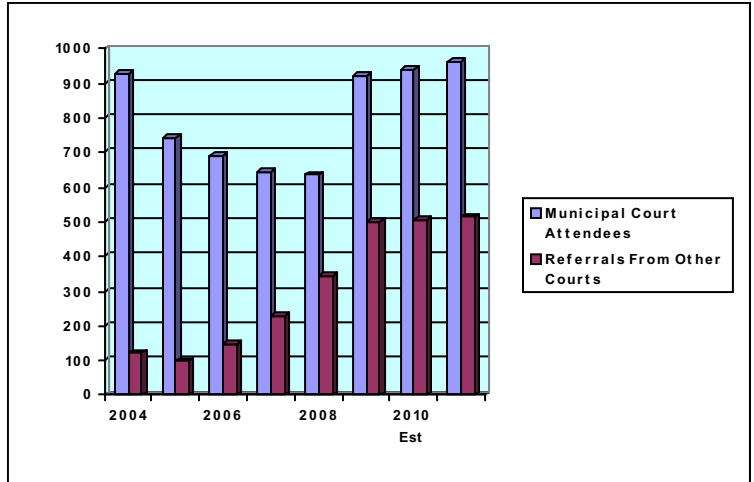
## MUNICIPAL COURT

### MISSION

To provide education and intervention to participants that focus on preventing future Driving Under the Influence (DUI) violations.

### SERVICE DESCRIPTION

The Wichita Weekend Intervention Program (WIP) was created by the Municipal Court to provide DUI offenders an alternative to the traditional jail incarceration required by law. State law requires DUI offenders to attend an alcohol/drug information program and be incarcerated for 48 hours. As a leader with efforts to prevent repeat DUI offenses, the City's WIP was only the second government-sponsored intervention program in the nation and remains the only one in Sedgwick County. The Probation Office manages the WIP which provides alcohol education and intervention for eligible first-time defendants who plead guilty to drunk driving. The program couples the State-mandated 48 hours of incarceration with a strong programmatic intervention process in an effort to eliminate future offenses. WIP classes are periodically offered in Spanish language as necessary. The program is largely provided under contract with facilitators and educators. The participants pay a fee to offset the costs of providing intervention services.



The Wichita Weekend Intervention Program seeks to break the cycle of drinking while driving, thus reducing recidivism rates and reducing the negative impact DUI has on family members, innocent victims, and the community as a whole. By helping reduce the number of DUI repeat offenders, the WIP helps make the City of Wichita a safer and more secure community.

SERVICE OBJECTIVES		DEPT. GOAL ALIGNMENT
<b>A</b>	Educate and provide intervention services to DUI offenders.	4
<b>B</b>	Reduce the number of first time DUI offenders incarcerated in jail.	4
<b>C</b>	Reduce the recidivism rate among DUI offenders attending the Weekend Intervention Program.	4

OBJECTIVE ALIGNMENT	PERFORMANCE MEASURES	BENCHMARK	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 TARGET	2010 TARGET
<b>A</b>	Number of Weekend Intervention Program Participants	1,400	837	875	977	1,415	1,475

### STRATEGIC HIGHLIGHTS

- ◆ Each weekend, 20 to 40 participants spend 48 hours in the program and receive intense alcohol education. State law requires DUI offenders to attend an alcohol/drug information program and be incarcerated for 48 hours. A continued increase in the number of case filings could result in an increased need for intervention programming.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2008 ACTUAL	2009 ADOPTED	2009 REVISED	2010 ADOPTED	2011 APPROVED
Program Fees/Charges	235,007	312,940	322,006	323,426	324,800
<b>TOTAL PROGRAM REVENUES</b>	<b>\$235,007</b>	<b>\$312,940</b>	<b>\$322,006</b>	<b>\$323,426</b>	<b>\$324,800</b>
Salaries and Benefits	35,116	43,170	43,502	44,678	45,052
Contractuals	199,900	268,290	277,024	277,268	278,268
Commodities	(9)	1,480	1,480	1,480	1,480
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
<b>TOTAL PROGRAM EXPENDITURE</b>	<b>\$235,007</b>	<b>\$312,940</b>	<b>\$322,006</b>	<b>\$323,426</b>	<b>\$324,800</b>
<b>TOTAL POSITIONS / FTE</b>	<b>2 / 1.25</b>	<b>2 / 1.25</b>	<b>2 / 1.25</b>	<b>2 / 1.25</b>	<b>2 / 1.25</b>



### MISSION





To impartially uphold the community's laws and facilitate the interests of justice for all citizens in a thorough and fair manner.

### SERVICE DESCRIPTION

The Wichita Municipal Court is a limited jurisdiction court, authorized under City Ordinance, with jurisdiction of the City of Wichita. Municipal Court Judges adjudicate cases with the assistance of the Court Clerk's Office. The Court Clerk's Office is comprised of three sections; Case Processing, Docketing, and Customer Service. These services manage multiple functions of the Court, before, during, and after trial, to ensure that the City dispenses justice in a thorough and fair manner.

The Court Clerk's Office processes violations of the City Code filed by Wichita Police Department, Wichita Fire Department, Office of Central Inspection, and Environmental Services. The Court Clerk's Office collects fines, fees, and costs, and schedules court hearings for citizens. Fines, fees, and costs collected are attributable to cases filed and adjudicated. Fines are considered penalties; court costs are collected to help offset the cost of the Court/public safety; and fees are designated to help offset the cost of programs such as diversion, record check fees, expungments, etc. By implementing an interactive voice response system (IVR) the Court will reduce the call abandonment rate, reduce caller wait times, and also increase credit card collections without the intervention of a customer service clerk.

SERVICE OBJECTIVES		DEPT. GOAL ALIGNMENT
A	Reduce average time to enter citations into the public safety system (PSS) by pursuing technological enhancements to the PSS.	1
B	Reduce call wait times through implementation of an interactive voice response system (IVR)	1
C	Reduce call abandonment rate with the assistance of an IVR system.	1

OBJECTIVE ALIGNMENT	PERFORMANCE MEASURES	BENCHMARK	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 TARGET	2010 TARGET
A	Average Time to Enter Citation into the Public Safety System (minutes)	 6 min	8 min	8 min	6 min	6 min	6 min
B	Average Customer Phone Call Wait Time (minutes)	 5 min	15 min	30 min	25 min	20 min	5 min
C	Customer Service Call Abandonment Rate	 5%	46%	56%	53%	25%	5%
C	Docket Section Call Abandonment Rate	 5%	11%	9%	7%	6%	5%

### STRATEGIC HIGHLIGHTS

- Wichita is the largest municipal court in the State of Kansas, processes 133,000 cases docketed annually and handles an average of 33 dockets per week.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2008 ACTUAL	2009 ADOPTED	2009 REVISED	2010 ADOPTED	2011 APPROVED
General Fund Allocation	3,967,538	4,126,216	4,041,319	4,162,396	4,197,706
<b>TOTAL PROGRAM REVENUES</b>	<b>\$3,967,538</b>	<b>\$4,126,216</b>	<b>\$4,041,319</b>	<b>\$4,162,396</b>	<b>\$4,197,706</b>
Salaries and Benefits	3,069,914	3,077,976	3,042,909	3,146,473	3,185,143
Contractuals	847,697	979,910	936,730	955,113	955,113
Commodities	49,928	68,330	61,680	60,810	57,450
Capital Outlay	0	0	0	0	0
Other		0	0	0	0
<b>TOTAL PROGRAM EXPENDITURE</b>	<b>\$3,967,538</b>	<b>\$4,126,216</b>	<b>\$4,041,319</b>	<b>\$4,162,396</b>	<b>\$4,197,706</b>
<b>TOTAL POSITIONS / FTE</b>	<b>85 / 84.50</b>	<b>85 / 84.50</b>	<b>85 / 84.50</b>	<b>85 / 84.50</b>	<b>85 / 84.50</b>



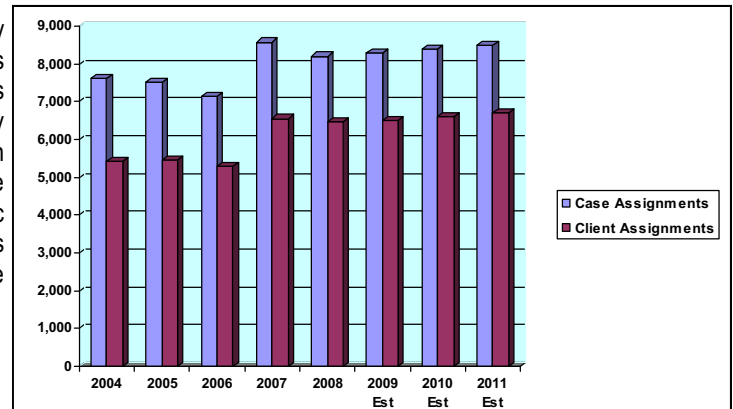
**MISSION**

To provide effective legal representation to indigent defendants.

**SERVICE DESCRIPTION**

In accordance with Section 1.04.210 of the City Code, the Court is required to provide indigent defense services to persons accused of a crime where jail time may be imposed but the individual cannot afford to hire a private attorney. For the past ten years the Court has provided indigent defense services contractually.

This service seeks to provide indigent defendants high quality and zealous representation. Municipal Court Judges determine whether defendants accused of jailable offenses qualify for representation by a public defender. The City Public Defenders will represent defendants as their own clients. However, once the client chooses to appeal the deposition of his or her case in District Court, then the Public Defender will no longer represent the client, and the City is no longer obligated to provide legal representation to the defendant.



SERVICE OBJECTIVES		DEPT. GOAL ALIGNMENT
<b>A</b>	Ensure indigent defendants receive adequate representation through qualified legal counsel.	2
<b>B</b>	Provide cost-effective legal representation to indigent defendants.	1

OBJECTIVE ALIGNMENT	PERFORMANCE MEASURES	BENCHMARK	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 TARGET	2010 TARGET
A, B	Case Assignments	8,300	7,142	8,584	8,213	8,300	8,400
A, B	Client Assignments	6,500	5,292	6,557	6,469	6,500	6,600

**STRATEGIC HIGHLIGHTS**

- ◆ Strategic issues encountered by this mandated service include high volume of cases and the difficulties of collecting fees to offset the cost of providing attorney representation to indigent clients.

REVENUES BY SOURCES / EXPENDITURES BY CATEGORY	2008 ACTUAL	2009 ADOPTED	2009 REVISED	2010 ADOPTED	2011 APPROVED
Program Fees/Charges	316,900	317,000	317,000	317,000	317,000
<b>TOTAL PROGRAM REVENUES</b>	<b>\$316,900</b>	<b>\$317,000</b>	<b>\$317,000</b>	<b>\$317,000</b>	<b>\$317,000</b>
Salaries and Benefits	0	0	0	0	0
Contractuals	316,900	317,000	317,000	317,000	317,000
Commodities	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
<b>TOTAL PROGRAM EXPENDITURE</b>	<b>\$316,900</b>	<b>\$317,000</b>	<b>\$317,000</b>	<b>\$317,000</b>	<b>\$317,000</b>
<b>TOTAL POSITIONS / FTE</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>