

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

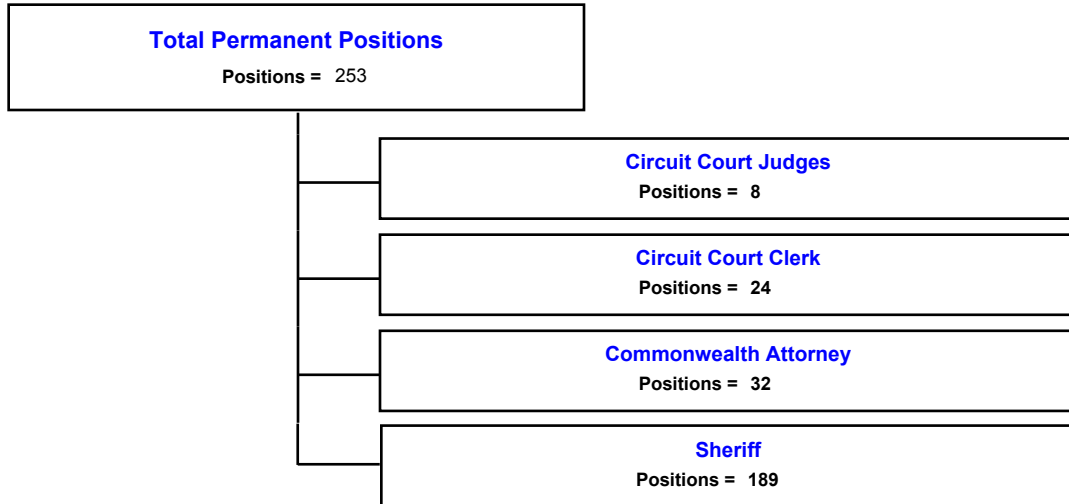
Judicial

Business Center Index

Organizational Chart	7 - 2
Business Center Summary	7 - 3
Circuit Court Judges	7 - 4
Circuit Court Clerk	7 - 5
Magistrate	7 - 6
General District Court	7 - 7
Juvenile And Domestic Relations Court	7 - 8
Juvenile Court Services	7 - 9
Commonwealth Attorney	7 - 10
Sheriff	7 - 11

Judicial

Business Center Organizational Chart



**City of Portsmouth
Fiscal Year 2014 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 deputies, 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 whose 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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Circuit Court Clerk	1,418,160	1,461,522	1,461,522	1,565,365
Circuit Court Judges	554,440	624,228	624,228	554,989
Commonwealth Attorney	2,484,332	2,564,102	2,564,102	2,980,477
General District Court	41,092	71,631	71,631	50,905
Juvenile And Domestic Relations Court	19,312	48,123	48,123	29,963
Juvenile Court Services	922,109	1,198,656	1,198,656	1,180,891
Magistrate	8,061	10,127	10,127	11,743
Sheriff	11,636,707	12,696,823	12,696,823	12,993,041
Total Budget	17,084,213	18,675,212	18,675,212	19,367,374

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	17,084,213	18,675,212	18,675,212	19,367,374
Total Funding	17,084,213	18,675,212	18,675,212	19,367,374

**City of Portsmouth
Fiscal Year 2014 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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	367,991	351,210	351,210	364,570
Benefits	122,097	177,644	177,644	112,348
Other Operating Expenses	46,779	58,074	58,074	58,074
Internal Service Charges	17,572	37,300	37,300	19,997
Net Budget	554,440	624,228	624,228	554,989
Total Budget	554,440	624,228	624,228	554,989

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	554,440	624,228	624,228	554,989
Total Funding	554,440	624,228	624,228	554,989

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 2014 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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	853,044	832,372	832,372	895,517
Allowances	36,463	37,000	37,000	39,282
Benefits	371,094	382,480	382,480	363,805
Other Operating Expenses	110,139	140,074	140,074	206,474
Internal Service Charges	47,421	69,596	69,596	60,287
Net Budget	1,418,160	1,461,522	1,461,522	1,565,365
Total Budget	1,418,160	1,461,522	1,461,522	1,565,365

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	1,418,160	1,461,522	1,461,522	1,565,365
Total Funding	1,418,160	1,461,522	1,461,522	1,565,365

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).

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 2014 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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Other Operating Expenses		3,163	5,239	5,239	5,239
Internal Service Charges		4,898	4,888	4,888	6,504
	Net Budget	8,061	10,127	10,127	11,743
	Total Budget	8,061	10,127	10,127	11,743
Funding Sources		FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund		8,061	10,127	10,127	11,743
	Total Funding	8,061	10,127	10,127	11,743

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**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.

Expenditure Categories	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Other Operating Expenses	32,612	41,057	41,057	41,057
Internal Service Charges	8,480	30,574	30,574	9,848
Net Budget	41,092	71,631	71,631	50,905
Total Budget	41,092	71,631	71,631	50,905
Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	41,092	71,631	71,631	50,905
Total Funding	41,092	71,631	71,631	50,905

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.

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**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.

Expenditure Categories	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Other Operating Expenses	11,718	20,325	20,325	20,325
Internal Service Charges	7,594	27,798	27,798	9,638
Net Budget	19,312	48,123	48,123	29,963
Total Budget	19,312	48,123	48,123	29,963
Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	19,312	48,123	48,123	29,963
Total Funding	19,312	48,123	48,123	29,963

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.

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**Judicial
Juvenile Court Services**

Business Unit Mission Statement

The Department of Juvenile Justice's 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 31 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 (TYS; formerly named Tidewater Regional Group Home) and secure detention placements in Chesapeake Juvenile Services (formerly named the Tidewater Detention Home). 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 Chesapeake Juvenile Services 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 TYS "alternative to secure detention" referrals provide critical alternatives to secure detention referrals at a substantial cost savings.

Juvenile Court Services include:

- * Intake processing of juvenile and domestic relations matters for the Court that includes the use of diversionary alternatives to court and the processing of matters referred to the Portsmouth Juvenile and Domestic Relations docket.
- * Court ordered pre-dispositional investigations and recommendations to assist the Portsmouth Juvenile and Domestic Relations Court in making final dispositions which includes the use of Tidewater Youth Services residential and non-residential services.
- * Probation supervision
- * Parole supervision
- * Special services/placement referrals to the Tidewater Youth Services and other entities to support Portsmouth Juvenile and Domestic Relations Court dispositions, including referrals to enhance probation and parole supervision.

Expenditure Categories	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Other Operating Expenses	918,488	1,176,913	1,176,913	1,176,913
Internal Service Charges	3,621	21,743	21,743	3,978
Net Budget	922,109	1,198,656	1,198,656	1,180,891
Total Budget	922,109	1,198,656	1,198,656	1,180,891

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	922,109	1,198,656	1,198,656	1,180,891
Total Funding	922,109	1,198,656	1,198,656	1,180,891

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 Chesapeake Juvenile Services (secure detention) and the Tidewater Youth Services detention alternative programming. It has been demonstrated that the services provided by these referrals contribute significantly to a reduction in delinquency and recidivism.

**City of Portsmouth
Fiscal Year 2014 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 year. 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 Attorneys 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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	1,458,085	1,550,680	1,510,580	1,758,302
Allowances	367,957	367,970	387,970	484,252
Benefits	513,204	470,461	470,461	543,701
Other Operating Expenses	66,579	69,160	89,260	92,350
Internal Service Charges	78,506	105,831	105,831	101,872
Net Budget	2,484,332	2,564,102	2,564,102	2,980,477
Total Budget	2,484,332	2,564,102	2,564,102	2,980,477

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	2,484,332	2,564,102	2,564,102	2,980,477
Total Funding	2,484,332	2,564,102	2,564,102	2,980,477

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 citizenry 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 offense now equal or exceed federal sentences for like offenses.

**City of Portsmouth
Fiscal Year 2014 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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	5,772,476	6,475,007	6,475,007	6,666,017
Allowances	435,216	536,702	536,702	546,705
Benefits	2,002,972	2,293,227	2,293,227	2,334,451
Other Operating Expenses	2,212,934	2,323,331	2,323,331	2,398,427
Internal Service Charges	1,213,109	1,068,556	1,068,556	1,047,441
Net Budget	11,636,707	12,696,823	12,696,823	12,993,041
Total Budget	11,636,707	12,696,823	12,696,823	12,993,041

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	11,636,707	12,696,823	12,696,823	12,993,041
Total Funding	11,636,707	12,696,823	12,696,823	12,993,041

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.