

CONSTABLE PRECINCT 1

MISSION

The statutory duties of the office of the Constable are to execute all civil and criminal process recorded throughout the County of Fort Bend and the State of Texas. This includes all civil citations, notices, writs, subpoenas, and criminal arrest warrants. The constables receive all misdemeanor arrest warrants from the District Attorney's Office of Fort Bend County. Duties included enforcing all state criminal laws and traffic codes. Constables are also bound to respond to any requests for assistance from the constituents of Fort Bend County. Bailiffs for the Justices of the Peace are provided when courts are in session.

GOALS

Goal 1

Improve the current percentage of criminal cases disposed.

- Objective 1** Dedicate one staff member to process warrants.
- Objective 2** Implement technological improvements.

PERFORMANCE MEASURES	2002 ACTUAL	2003 ACTUAL	2004 PROJECTED
No measures submitted.			

CONSTABLE PRECINCT 1

FUND: 010 General

AGENCY: 023 Constable, Pct. 1

ORGANIZATION: 0230 Constable, Pct. 1

ACTIVITY: 1600 Public Safety

EXPENSE BUDGET

CATEGORY	2002 ACTUAL	2003 ADOPTED	2004 ADOPTED
Salaries & Personnel Costs	\$ 486,483	\$ 756,460	\$ 758,561
Operating & Training Costs	\$ 19,115	\$ 39,383	\$ 89,676
Information Technology Costs	\$ -	\$ 1,917	\$ 2,684
Capital Acquisitions	\$ 39,115	\$ 79,060	\$ -
TOTAL	\$ 544,712	\$ 876,820	\$ 850,921

FUND: 010 General

AGENCY: 023 Constable, Pct. 1

ORGANIZATION: 0231 Teal Run, 0232 Sienna Plantation, 0233 Greatwood Contract Deputy

ACTIVITY: 1600 Public Safety

CONTRACT DEPUTY EXPENSE BUDGET

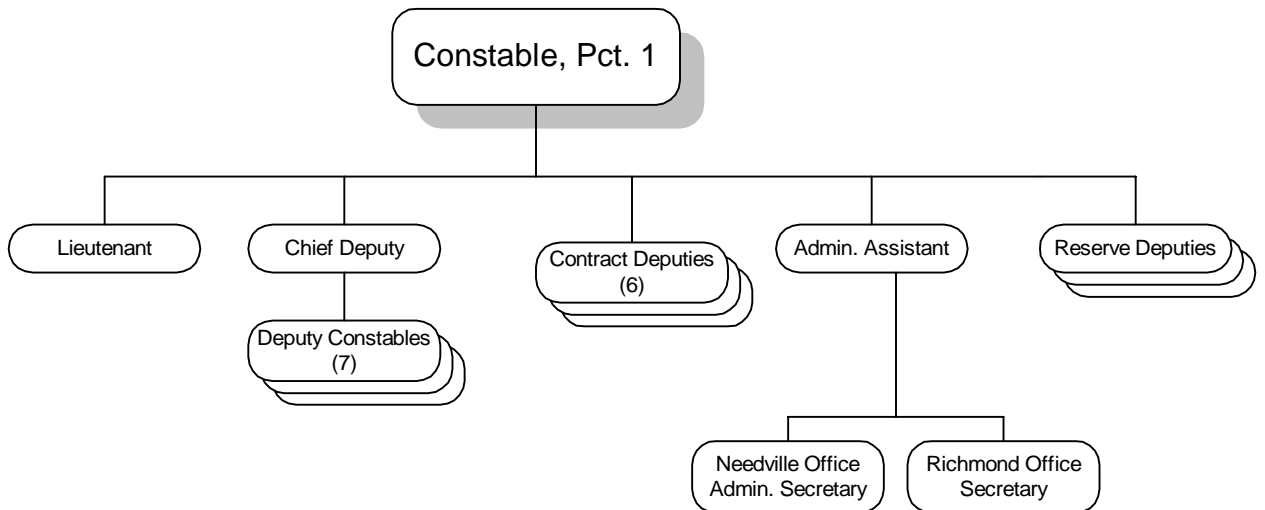
CATEGORY	2002 ACTUAL	2003 ADOPTED	2004 ADOPTED
Salaries & Personnel Costs	\$ 202,542	\$ 275,149	\$ 283,839
Operating & Training Costs	\$ 15,539	\$ 22,031	\$ 8,750
Information Technology Costs	\$ 1,140	\$ 1,215	\$ -
Capital Acquisitions	\$ 30,094	\$ 34,060	\$ 22,000
TOTAL	\$ 249,315	\$ 332,455	\$ 314,589

CONSTABLE PRECINCT 1

2003 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Admin Secretary-Constable Pct.1	0678T	06	1
Admin Deputy-Constable Pct. 1	0704	07	1
Deputy-Constable Pct. 1	0763T	07	13
Corporal-Constable Pct. 1	0800TB	08	1
Sergeant-Constable Pct. 1	0974T	09	1
Chief Operations Officer Lieutenant-Constable Pct. 1	1068T	10	1
Constable-Constable Pct. 1	0020	14	1
Total Authorized Positions			19

Office of Constable, Pct. 1



CONSTABLE PRECINCT 2

MISSION

The statutory duties of the office of the Constable are to execute all civil and criminal process recorded throughout the County of Fort Bend and the State of Texas. This includes all civil citations, notices, writs, subpoenas, and criminal arrest warrants. The constables receive all misdemeanor arrest warrants from the District Attorney's Office of Fort Bend County. Duties included enforcing all state criminal laws and traffic codes. Constables are also bound to respond to any requests for assistance from the constituents of Fort Bend County. Bailiffs for the Justices of the Peace are provided when courts are in session.

PERFORMANCE MEASURES <i>Civil Process Support Staff</i>	2002 ACTUAL	2003 ACTUAL	2004 PROJECTED
Number of civil process received by the department annually	7,455	NA	NA
Average time spent processing papers	2,880	NA	NA
Number of complaints received regarding entry or editing of civil process annually	NA	NA	NA
Total number of process entered and edited out by support staff annually	6,215	NA	NA

PERFORMANCE MEASURES <i>Field Operations</i>	2002 ACTUAL	2003 ACTUAL	2004 PROJECTED
Number of Civil Process received annually	7,455	NA	NA
Average time required to execute civil process	NA	NA	NA
Average number of attempts per civil process	59,640	NA	NA

CONSTABLE PRECINCT 2

PERFORMANCE MEASURES <i>Civil Process – Support Staff</i>	2002 ACTUAL	2003 ACTUAL	2004 PROJECTED
Total number of walk-in civil process entered and edited out by support staff annually.	240	NA	NA
Total amount of time spent per walk in paper received.	60 HRS	NA	NA
Number of complaints received regarding entry or editing of civil process annually.	NA	NA	NA

FUND: 010 General
 AGENCY: 024 Constable, Pct. 2
 ORGANIZATION: 0240 Constable, Pct. 2
 ACTIVITY: 1600 Public Safety

EXPENSE BUDGET

CATEGORY	2002 ACTUAL	2003 ADOPTED	2004 ADOPTED
Salaries & Personnel Costs	\$ 464,755	\$ 681,715	\$ 679,504
Operating & Training Costs	\$ 66,016	\$ 88,062	\$ 113,967
Information Technology Costs	\$ 1,263	\$ 1,964	\$ 6,476
Capital Acquisitions	\$ 20,581	\$ 45,000	\$ 39,476
TOTAL	\$ 552,615	\$ 816,741	\$ 839,423

FUND: 010 General
 AGENCY: 024 Constable, Pct. 2
 ORGANIZATION: 0242 Ridgemont Contract, 0423 Quail Glen Contract, 0244 Quail Run, 0245 Briar Villa Contract Deputy
 ACTIVITY: 1600 Public Safety

CONTRACT DEPUTY EXPENSE BUDGET

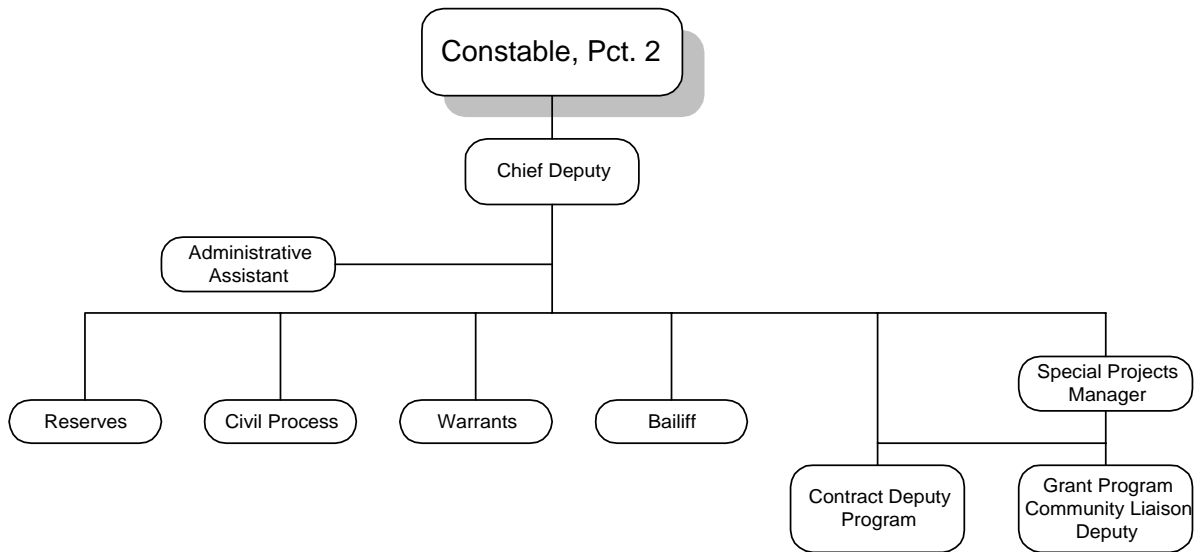
CATEGORY	2002 ACTUAL	2003 ADOPTED	2004 ADOPTED
Salaries & Personnel Costs	\$ 130,603	\$ 189,953	\$ 179,531
Operating & Training Costs	\$ -	\$ 1,260	\$ 1,080
Information Technology Costs	\$ -	\$ -	\$ -
Capital Acquisitions	\$ -	\$ -	\$ -
TOTAL	\$ 130,603	\$ 191,213	\$ 180,611

CONSTABLE PRECINCT 2

2003 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Chief Clerk-Constable Pct. 2	0611T	06	1
Admin Assistant-Constable Pct. 2	0749T	07	1
Deputy-Constable Pct. 2	0763T	07	2
Corporal-Constable Pct. 2	0800TB	08	4
Sergeant-Constables Pct. 2	0974T	09	1
Chief Operations Lieutenant-Constable Pct. 2	1068T	10	1
Constable-Constable Pct. 2	0020	14	1
Total Authorized Positions			11

ORGANIZATION CHART



CONSTABLE PRECINCT 3

MISSION

The statutory duties of the office of the Constable are to execute all civil and criminal process recorded throughout the County of Fort Bend and the State of Texas. This includes all civil citations, notices, writs, subpoenas, and criminal arrest warrants. The constables receive all misdemeanor arrest warrants from the District Attorney’s Office of Fort Bend County. Duties included enforcing all state criminal laws and traffic codes. Constables are also bound to respond to any requests for assistance from the constituents of Fort Bend County. Bailiffs for the Justices of the Peace are provided when courts are in session.

GOALS

Goal 1

Increase staff to meet the growing needs of the population.

Objective 1 Add additional deputies for Bailiff and Warrant Division within the next one to five years.

Objective 2 In the next five to ten years add two more Deputies to work in criminal warrants division and civil division respectfully. Also one addition clerk will be required in order to keep up with the daily processing of the paperwork.

Goal 2

Create a Crime Prevention Unit consisting of two officers to be a “proactive “ force rather than a “reactive “ force. Will become more and more important to the citizens of our County.

Goal 3

Update hardware and software to improve office efficiency.

Goal 4

Consider providing county facilities in the Cinco Ranch/Westheimer Parkway area.

PERFORMANCE MEASURES	2002 ACTUAL	2003 ACTUAL	2004 PROJECTED
Number of civil papers received by the department annually	NA	NA	NA
Average time spent processing papers	NA	NA	NA
Total annual income from processing papers	NA	NA	NA

CONSTABLE PRECINCT 3

FUND: 010 General

AGENCY: 025 Constable 3

ORGANIZATION: 0250 Constable, Pct. 3

ACTIVITY: 1600 Public Safety

EXPENSE BUDGET

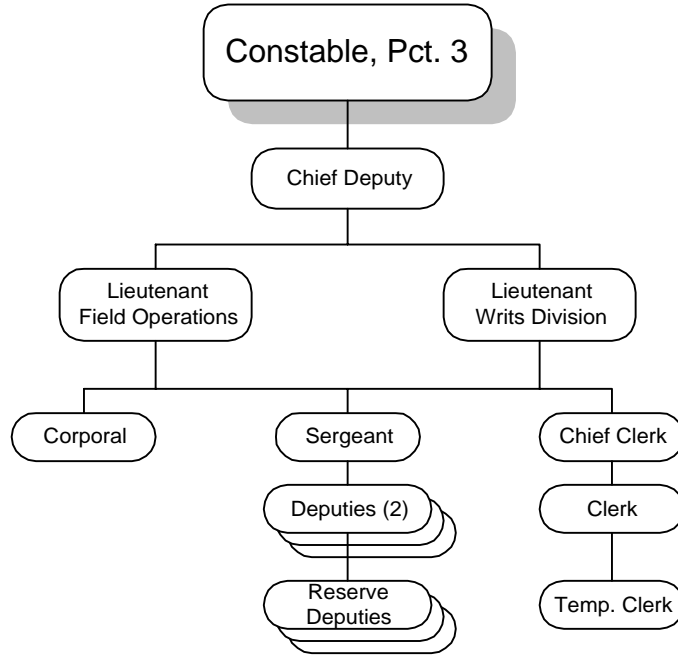
CATEGORY	2002 ACTUAL	2003 ADOPTED	2004 ADOPTED
Salaries & Personnel Costs	\$ 428,930	\$ 575,681	\$ 591,305
Operating and Training Costs	\$ 36,422	\$ 34,169	\$ 52,803
Information Technology Costs	\$ 3,801	\$ 8,196	\$ 6,482
Capital Acquisitions	\$ 49,770	\$ 21,000	\$ 22,000
TOTAL	\$ 518,922	\$ 639,046	\$ 672,590

2004 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Secretary-Constable Pct. 3	0711T	07	2
Deputy-Constable Pct. 3	0763T	07	2
Corporal-Constables Pct. 3	0850T	08	2
Sergeant-Constables Pct. 3	0974T	09	2
Chief Operations Officer-Lieutenant-Constable Pct. 3	1068T	10	1
Constable-Constable Pct. 3	0020	14	1
Total Authorized Positions			10

CONSTABLE PRECINCT 3

ORGANIZATION CHART



CONSTABLE PRECINCT 4

MISSION

The statutory duties of the office of the Constable are to execute all civil and criminal process recorded throughout the County of Fort Bend and the State of Texas. This includes all civil citations, notices, writs, subpoenas, and criminal arrest warrants for class C cases issued by each Pct's representative JP court. The constable's receive all misdemeanor arrest warrants from the District Attorney's Office of Fort Bend County. Duties included enforcing all state criminal laws and traffic codes. Constable's are also bound to respond to requests for assistance from the constituents of Fort Bend County. Constable's provide bailiffs for the Justices of the Peace when courts are in session.

GOALS

Goal 1

Improve the percentage of cleared warrants in relations to total warrants on file.

Goal 2

Improve by at least 6% the efficiency that civil process documents are cleared on first attempt.

PERFORMANCE MEASURES	2002 ACTUAL	2003 GOAL	2004 PROJECTED
Percentage of total cleared warrants to the total number of warrants on file.	40%	45%	50%
Efficiency percentage of civil process attempted and cleared.	69%	75%	81%

1. Performance measure is intended to illustrate the number of total warrants cleared across the measurement period and gives a percentage of what that number represents in relations to the total number of Pct. 4 warrants currently in the system as well as added to the system.
2. Performance measure illustrates the number of attempts make to accomplish a cleared civil document and the percentage of papers cleared on first attempt. This measure illustrates the efficiency be which officers are utilizing their time and the effectiveness of the methods used to accomplish their tasks.

CONSTABLE PRECINCT 4

FUND: 010 General
 AGENCY: 026 Constable 4
 ORGANIZATION: 0260 Constable, Pct. 4
 ACTIVITY: 1600 Public Safety

EXPENSE BUDGET

CATEGORY	2002 ACTUAL	2003 ADOPTED	2004 ADOPTED
Salaries and Personnel Costs	\$ 366,908	\$ 494,251	\$ 511,186
Operating and Training Costs	\$ 27,861	\$ 25,661	\$ 80,480
Information Technology Costs	\$ 8,888	\$ 1,472	\$ 7,099
Capital Acquisitions	\$ 20,410	\$ -	\$ 22,000
TOTAL	\$ 424,067	\$ 521,384	\$ 620,765

FUND: 010 General
 AGENCY: 026 Constable 4
 ORGANIZATION: 0261 Sweetwater Contract
 ACTIVITY: 1600 Public Safety

CONTRACT DEPUTY EXPENSE BUDGET

CATEGORY	2002 ACTUAL	2003 ADOPTED	2004 ADOPTED
Salaries and Personnel Costs	\$ 169,073	\$ 239,845	\$ 244,298
Operating and Training Costs	\$ -	\$ 12,242	\$ 20,825
Information Technology Costs	\$ -	\$ -	\$ -
Capital Acquisitions	\$ -	\$ -	\$ 22,000
TOTAL	\$ 169,073	\$ 252,087	\$ 287,123

CONSTABLE PRECINCT 4

2004 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Secretary-Constable Pct. 4	0516T	05	1
Admin Assistant-Constable Pct. 4	0603T	06	1
Deputy-Constable Pct. 4	0763T	07	7
Corporal-Constable Pct. 4	0800TB	08	2
Sergeant-Constables Pct. 4	0974T	09	1
Chief Operations Officer-Lieutenant-Constable Pct. 4	1068T	10	1
Constable-Constable Pct. 4	0020	14	1
Total Authorized Positions			14

ORGANIZATION CHART

