



**GWINNETT COUNTY RECORDERS
COURT CLERKS OFFICE
BUSINESS PLAN
AND
BUDGET PROCESS
2012**



MISSION STATEMENT

The mission of Gwinnett County Records Court is to handle every case with care, security and fairness while providing the Public the highest quality of service possible in a timely, efficient, and courteous manner.



VISION STATEMENT

To implement technology that will enable
Recorders Court to “Do more with less”.



VALUE STATEMENT

Recorders Court core values are integrity, honesty, fairness, personal excellence, continual self-improvement, and mutual respect.



MANDATED SERVICES

- ▶ Record all proceedings of the Recorder's Court
- ▶ Collecting all cost, fines, and forfeitures; and remitting these funds by the 15th day of the following month to the Gwinnett County Director of Finance of their designee
- ▶ Submit dispositions to Georgia Crime Information Center



MANDATED SERVICES

- ▶ Submit dispositions and failure to appear notices to Department of Driver Services
- ▶ Retain records according to Georgia Secretary of State
- ▶ DUI Publications



2011 Summary

- ▶ We temporarily filled two full time vacant positions with two temporary employees.
- ▶ Did not repair a broken file retrieval system.
- ▶ Increased fine amounts on a majority of traffic codes.
- ▶ Implemented a new red light camera system.



2011 Summary

- ▶ Reduced revenue mid year due to Service Delivery Dispute.
 - Loss of radar = fewer speeding citations.

SPEEDING CITATIONS ISSUED		
	<u>2010</u>	<u>2011</u>
January	2,294	229
February	1,464	791
March	1,745	1,178
April	1,676	949
May	1,566	883
June	1,561	687



2011 Summary

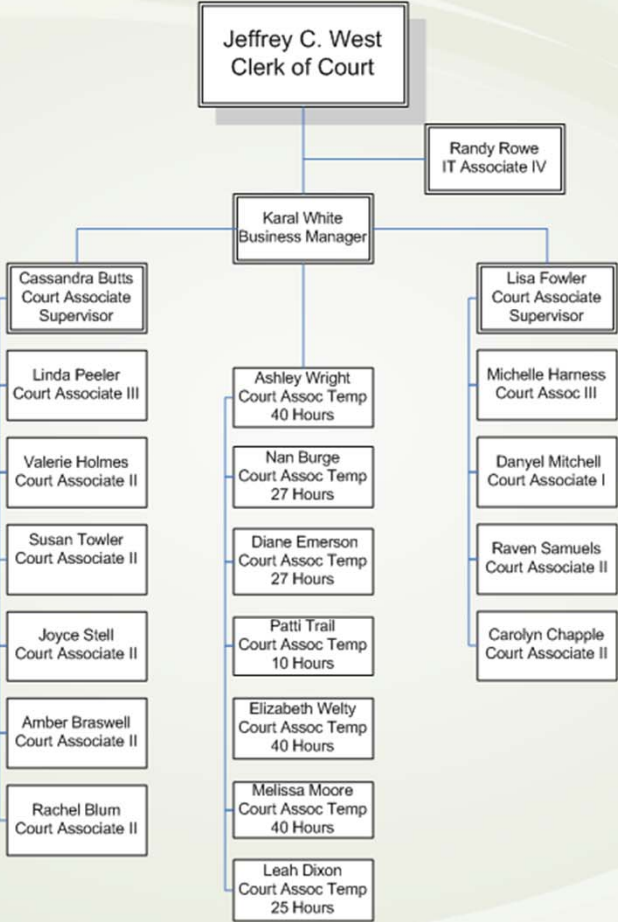
Revenues

	<u>2010</u>	<u>2011</u>
January	\$804,237	\$697,727
February	\$800,361	\$669,398
March	\$903,676	\$734,521
April	\$760,562	\$713,084
May	\$670,427	\$752,614
June	\$754,862	\$757,098
July	\$664,979	\$604,160
August	\$781,277	\$781,277
September	\$743,021	\$743,021
October	\$809,588	\$809,588
November	\$702,584	\$702,584
December	<u>\$732,577</u>	<u>\$732,577</u>
	\$9,128,151	\$8,697,649

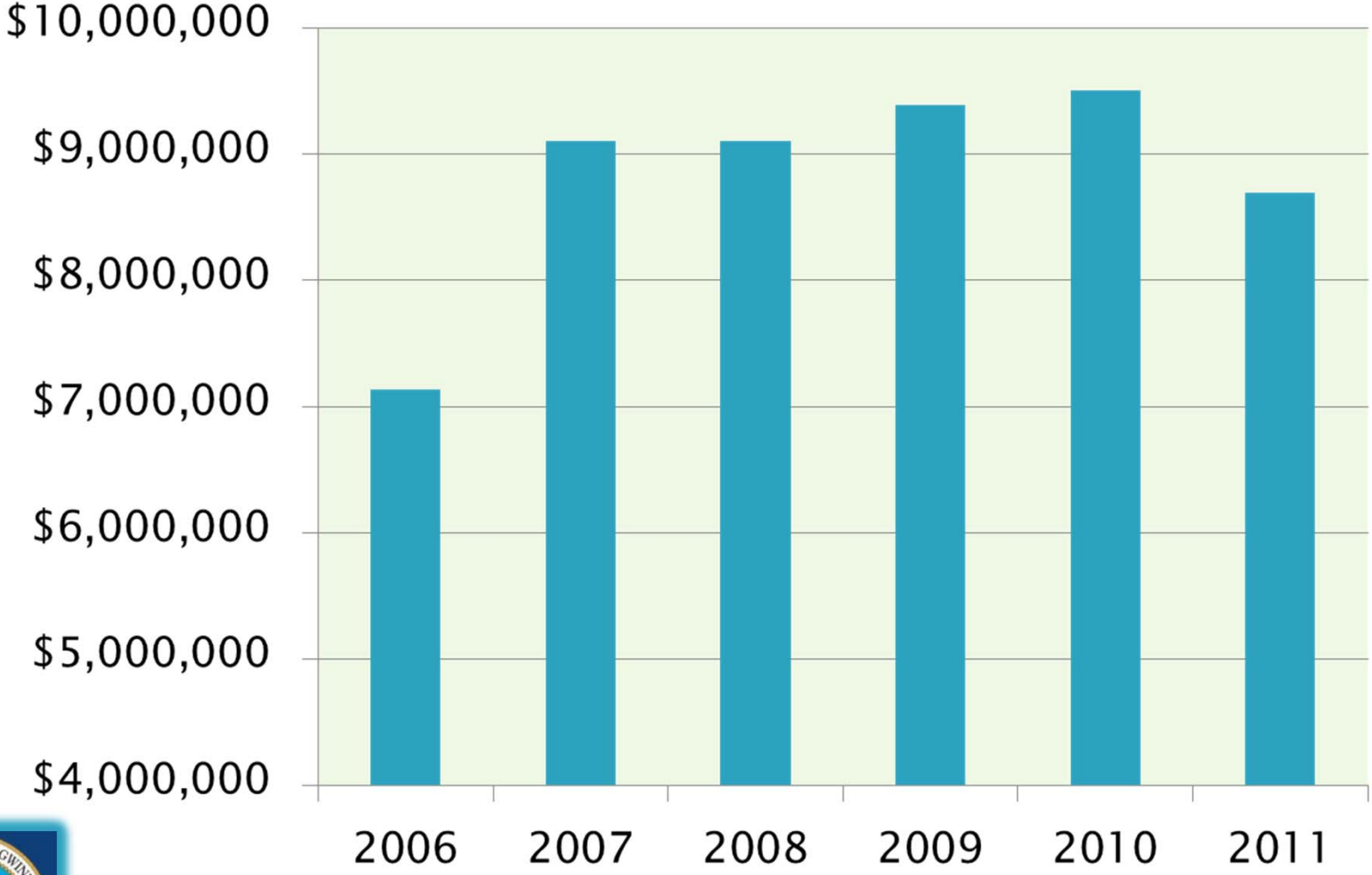
Projected



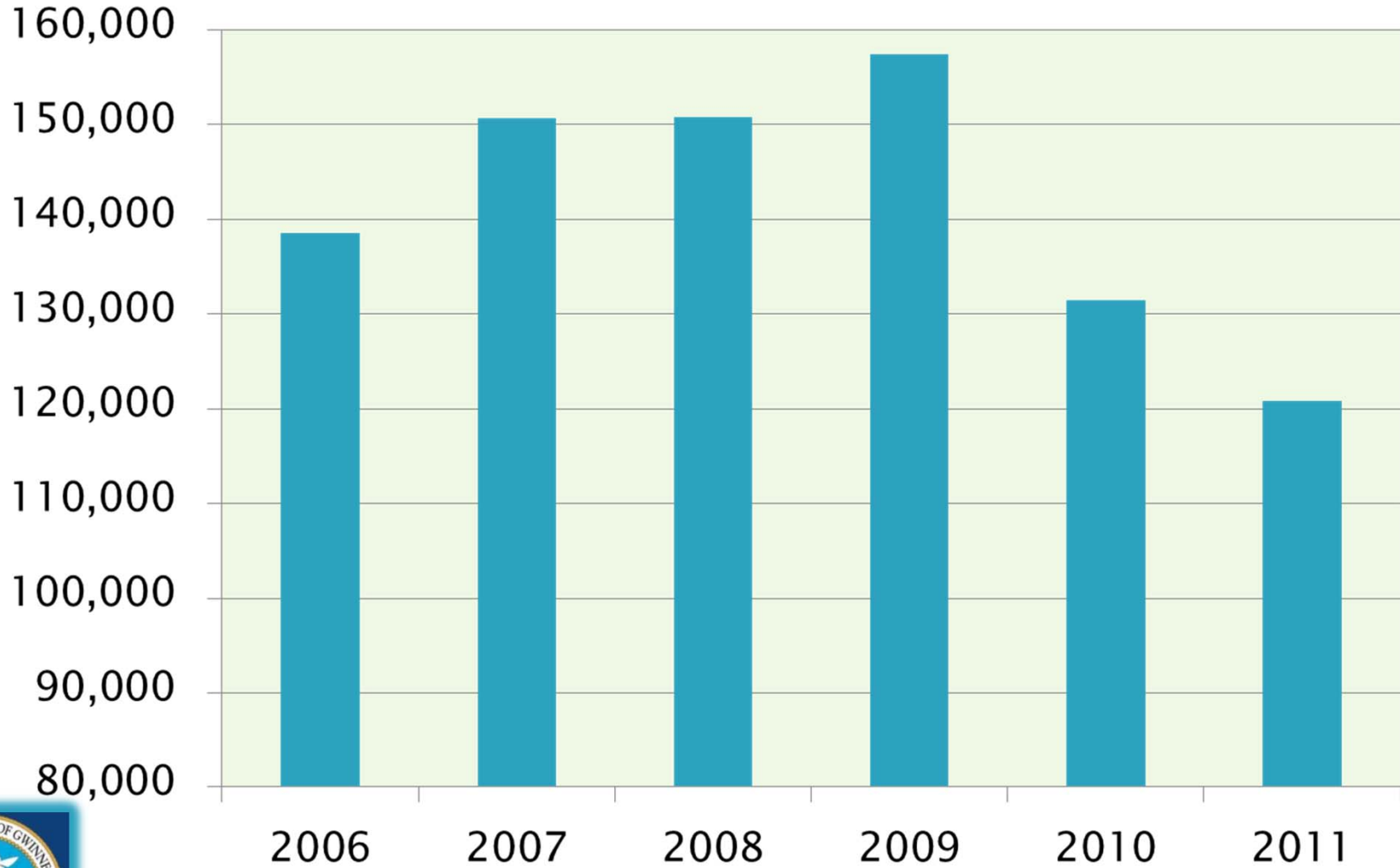
Recorder's Court Clerk's Office



REVENUE TO GENERAL FUND



CITATIONS



2012 Budget

- ▶ Increase in Professional Services
 - Increase in credit card fees estimated at \$35,000.



ENGAGE GWINNETT OBSERVATIONS

- ▶ The entire Law Enforcement and Justice System including all of its components are complex, interrelated and interdependent. It was recognized that making adjustments to one particular area will have an impact on another area within the system.



ENGAGE GWINNETT OBSERVATIONS

- ▶ The Law Enforcement and Justice System would benefit both in terms of reduced costs and greater efficiency from taking maximum advantage of technology. This should include:
 - Expediting implementation of the Criminal Justice Information System.
 - Expediting a paperless system for courts, tickets, licenses and permits, police reports.
 - Providing online access or self-service kiosk for service delivery.
 - A case management electronic court filing system.



RESPONSE TO ENGAGE GWINNETT RECOMMENDATIONS

A contract has been awarded to a Case Management System Vendor and Implementation is underway.

- Paperless court.
 - No more paper citations
 - The case will be flow eletronically through the court.
 - No lost citations
 - No misinterpretation of officers hand writing
 - Fewer phone calls
 - Citations will be available to pay online within 48 hours of being issued



RESPONSE TO ENGAGE GWINNETT RECOMMENDATIONS

- ▶ A web portal will allow the public to access case information such as fine amount, court date, and give them the option to pay their fine online.
- ▶ The web portal will also allow attorneys to electronically submit documents to the court and to manage all of their cases in Recorder's Court.
- ▶ Records management will no longer be a laborous task. All files will be easily retrieved from the database. Storing paper files for retention will no longer necessary.
- ▶ Each individual will have a unique ID that will allow us to view all open or closed cases for that individual.



RESPONSE TO ENGAGE GWINNETT RECOMMENDATIONS

▶ Exchanges:

- Probation – Demographic and payment information
- DDS – Dispositions
- GCIC – Dispositions
- Sheriff's Office – Bench Warrants and Bonds
- Police Department – Electronic Citations

