

TUCSON CITY COURT ARIZONA'S 2ND LARGEST VOLUME COURT MONTHLY UPDATE FOR MARCH 2017

Tucson City Court is now Arizona's 2nd largest volume Court. The Arizona Supreme Court's Administrative Office of the Courts (AOC) published statistics for Fiscal Year (FY) 16 and Tucson City Court dropped to the 2nd largest volume court. During FY16 Phoenix Municipal Court once again became Arizona's largest volume court with total filings of 156,993 with 267 employees while Tucson City Court had total filings of 152,271 with 127 employees. There are two main reasons for the change. The first is the change regarding the method of processing parking tickets, which are now processed by Park Tucson and only filed with the court if not paid within the first 30 days. The second is the significant decrease in civil traffic charges filed with the court.

In its capacity as a Limited Jurisdiction Court (LJC), Tucson City Court is responsible for adjudicating misdemeanor crimes, violations of criminal traffic, civil traffic, parking, and city ordinances within the city limits. Tucson City Court processes an average of 243,000 charges annually; approximately 30% of the charges filed are criminal. The court building averages 336,931 visitors each year. The court collects an average of \$24.7 million per year in gross collections and disburses about \$13.3 million to the City of Tucson with the remainder disbursed to the state and other local governments. The Court's customer call center receives roughly 129,600 calls per year and approximately 60,000 pieces of mail per year. In FY15 and FY16 the Court was authorized 135.8 employees: 12 judicial officers and 123.8 administrative staff. As of FY17 the Court reduced its employees to 112.8; 9 judicial officers and 101 administrative staff which includes 2.8 grant funded employees.

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MARCH'S FOCUS: COURT SECURITY

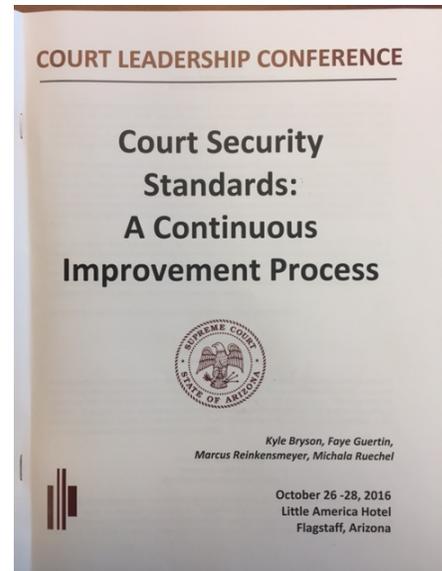
Security for all organizations is a serious and important topic. Court security is an ongoing, continuous improvement process to ensure the safety of the public, victims, defendants, jurors, witnesses, prosecutors, defense counsel and court staff. Due to the nature of the work done by courts, courthouses have very unique and specific requirements for security.

The courts in Arizona are a separate and distinct department of government, pursuant to Article 3 of the Arizona State Constitution. Under Article 6, Section 3 of the State Constitution, the Supreme Court has administrative authority over all courts in this state. Arizona Supreme Court Administrative Order 2005-32, Presiding Judge's Authority, authorizes presiding municipal court judges to provide court security policies and procedures to provide a safe work environment for judicial employees, litigants and users of the court. Court security may include technology, security personnel or architectural features needed to provide a safe work environment. The presiding judge may also prohibit or regulate the possession of weapons or potential weapons in an area assigned to or controlled by the court.

For obvious security reasons, not all aspects of court security will be addressed or discussed in this month's report.

Court security can be viewed as being grouped into five categories:

1. Governance and Administration
2. Entry Screening
3. In-Custody Defendants
4. Facilities, Alarms, and Equipment
5. Training



GOVERNANCE AND ADMINISTRATION

Governance and administration of court security is managed by a Court Security, Emergency Preparedness Committee (SPEC), which operates at the county level as well as the local court level. The county SEPC is made up of representatives of the local courts and must meet twice a year. Tucson City Court's SEPC is available monthly to address building security and emergency preparedness issues, but must meet at least quarterly.

Tucson City Court has issued several documents related to court security, emergency preparedness and prohibited items including:

- Court Administrative Order 50-2, Prohibited Items in Tucson City Court
- Court Administrative Directive 220-1, Access to Court Buildings and Controlled Areas
- Court Administrative Directive 220-2, City Court Building Evacuation Procedures

There are also Post Orders for the security screening stations, roving contracted security guards and a Tucson Police Department (TPD) security officer (on paid overtime). The post orders provide additional guidance and protocols for various situations that may develop in the court building.

The TPD security officer is needed, as they have arrest authority which allows them to take individuals into custody by order of a judge or when an individual misbehaves to the level of a criminal violation while in the court building. The Court has three holding cells where individuals can be held until transport to the Pima County Jail is arranged.

SECURITY SCREENING

Tucson City Court provides security screening of visitors to the court building through one main public entrance which is now in the final phase of an improvement project. City Court has signage at the building entrance indicating that all persons entering the building and all packages, containers, etc... will be searched and that weapons are prohibited. The Court provides storage for weapons. All visitors to the court building are screened using a walk-through magnetometer and all items, packages, bags, purses etc... must pass through an X-Ray device.



IN-CUSTODY DEFENDANTS

The court building has a separate entrance (sally port) for in-custody defendants. This entrance is used for the transportation of prisoners from the Pima County Jail and for Alternative to Jail (ATJ). The court constructed a transport courtroom and an ATJ courtroom on the first floor in order to restrict movement and segregate in-custody defendants from the public and building employees. Significant effort is made to keep in-custody defendants on the first floor but there are occasions when it is necessary to move prisoners to a courtroom on the second or third floor. In-custody defendants are supervised, controlled and monitored at all times by TPD.

Occasionally it is necessary to take a person into custody while they are in the court building. This can be a defendant in a courtroom or a person who decided to violate the law while in the court building. The court has a TPD officer (hired on overtime) providing court security and who has arrest authority and may take an individual into custody until they can be transported to a detention facility.

FACILITIES, ALARMS, AND EQUIPMENT

City Court has video surveillance throughout the court building in strategic locations which is recorded. There are also monitored panic/duress alarms located in various areas of the building for use by staff. City Court has two roving contracted security guards in addition to a TPD security officer patrolling the building. Together these security officers conduct sweeps of the court public areas, courtrooms and interact with the public.

It is a requirement that court records (case files) and court employees are segregated from the public and other building employees. This is accomplished through the use of doors with key card readers that only allow persons with the proper access level entry into the area. Court records are bar coded and tracked to various locations using bar code readers so that they may be located quickly and efficiently.

TRAINING

Court staff is trained in court building security to include active shooter classes. Court security is covered for new employees during New Employee Orientation (NEO). Training classes in court security are also made available as part of the annual requirement for 16 hours of Commission on Judicial Education and Training (COJET), that each court employee must attend. Court staff are also provided training on how to deal with difficult customers and de-escalation methods when dealing with aggressive customers.

Contracted security staff train continuously for various contingencies that may occur within or outside the court building. One primary training issue is the orderly evacuation of the court building which is why the court conducts two evacuation drills each year; one more than required. Other training involves use of force training, de-escalation tactics and use of screening devices.

CYBER SECURITY TRAINING

This is an area of growing importance with all public and private sector entities. Court staff are required to complete an annual course on electronic communications and network security. This course covers such things as password and log-on security, malware, ransom ware and proper use of items such as flash drives and software downloads. The Court IT Unit coordinates with the City IT Department and the Arizona Supreme Court's IT Department on network and systems security.

SECURITY SUMMARY

The Court does a good job with security and despite many years of budget reductions has managed to maintain minimum security levels. We continue to train staff in security issues and update them on current trends affecting security in general and specifically those affecting court buildings. When needed, the court requests additional security from TPD, which is generally provided.

IMPLEMENTING JUSTICE FOR ALL REPORT RECOMMENDATIONS

Tucson City Court has implemented recommendations #6, 7 and 8 of the Justice for All Report in our Improved Compliance Assistance Program (ICAP). This program began on January 30, 2017 after a period of testing. Since inception the program has:

- Enrolled 1,057 defendants with 3,008 cases.
- Collected \$258,084 in good faith down payments.
- Brought cases assessed at \$1.8 million back on track (for now).

Additionally,

- The average good faith down payment is \$24.17.
- The average ICAP monthly payment is \$40.18.
- The average number of cases per defendant is 2.8 cases.
- The average debt per defendant is \$1,764.95.
- The failure rate is 33%, meaning 33% of enrollees fail to make their first scheduled payment.

Failures of the ICAP will be placed back into the Fines, Fees and Restitution Enforcement (FARE) Program where they will remain. The Administrative Office of the Courts (AOC) is developing guidance for Compliance Assistance Programs and our court anticipates no changes to our ICAP until we receive further guidance from the AOC.

Our next priority is recommendation #22, Increasing Access to Court by Offering Extended or Off Hours Services. This project is **planned to go live on Tuesday, May 30, 2017. This date was selected as it is a Tuesday after a three day weekend and the court is usually busier than normal.** We've begun coordinating with Pima County Consolidated Justice Court (PCCJC) in an effort to control costs for extended hours court. One of the main costs to extended operating hours are security costs. By limiting extended hours to a single location we may be able to cut the security costs in half. We are planning to operate out of the Pima County Public Service Center on the one Tuesday a month that the Pima County Consolidated Justice Court will be operating extended hours court. We have chosen to have extended hours court once a week, while Pima County Consolidated Justice Court has chosen once per month.

SATURDAY WARRANT COURT

The next Saturday Warrant Court is scheduled to be held Saturday, April 8, 2017 in conjunction with Pima County Consolidated Justice Court. Each court will operate in their own building for this Saturday Warrant Court. After this event Tucson City Court plan to operate Saturday Warrant Courts in the Pima County Public Service Center.

PROJECT UPDATES

Tucson City Court has several projects underway which will enhance service provided to the public. The top three priority projects are:

INTERACTIVE VOICE RESPONSE (IVR) SYSTEM

This project is now progressing after the successful upgrade to the City's phone system. The main focus of the project now is the certification of the server environment on which the IVR system will reside. A major expectation is that out bound reminder calls will reduce Failures to Appear (FTA) at arraignments and scheduled court hearings which will reduce the number of FTA warrants issued. The arraignment FTA rate for FY16 was 29%.

BUILDING IMPROVEMENT PROJECT

The project is nearly complete. We are waiting for temperatures to rise in order to complete the flooring on the balcony walkways. We must have two days 65 degree temperatures in order for the floor adhesive to properly cure. We expect to complete the flooring sometime in April 2017. We are currently awaiting delivery of benches to be installed on various floors and in our courtyard and have completed renovations of courtroom #9, which has made this jury courtroom compliant with the Americans with Disabilities Act (ADA).



BEFORE



AFTER





COURT HUMAN RESOURCES

Tucson City Court’s general fund authorization heading into FY18 will be for 113.8 positions: 9 magistrates and 104.8 administrative staff. The Court has 2.8 positions funded by federal grants and 5 positions funded through court restricted funds bringing our total authorizations to 118.8 positions.

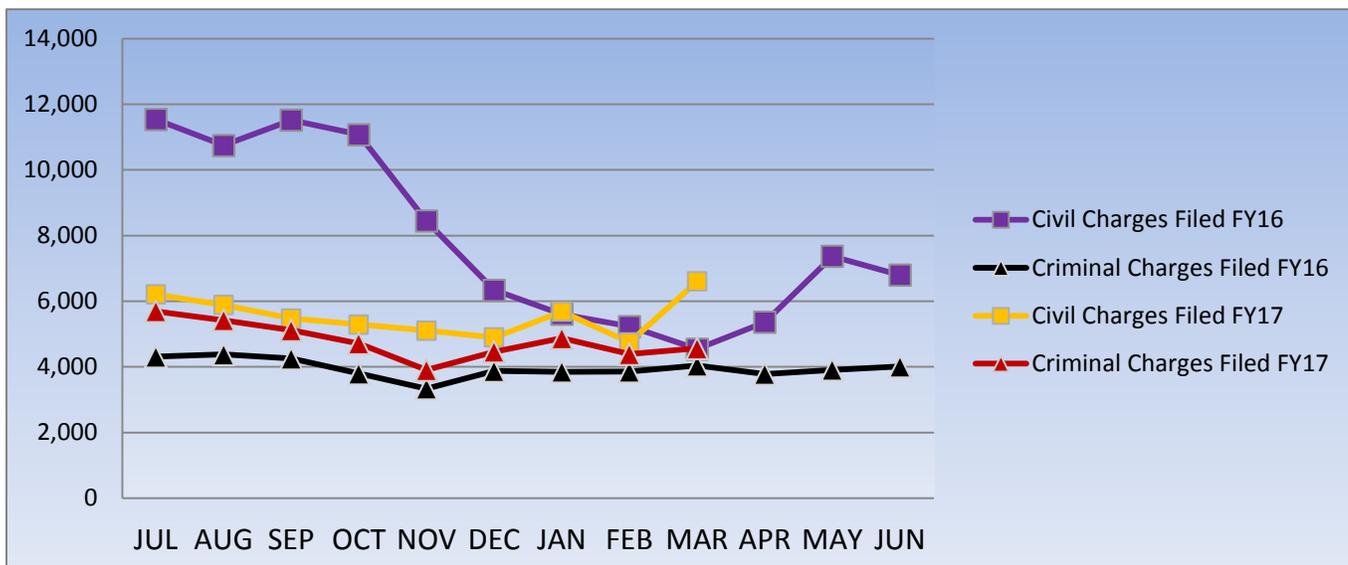
Title	Authorized	Actual	Over/Under
CITY MAGISTRATE (UC)	8	8	0
PRESIDNG MAGISTRATE (UC)	1	1	0
EXECUTIVE ASSISTANT	1	1	0
ADMINISTRATIVE ASSISTANT	2.8	2.8	0
MANAGEMENT ASSISTANT	1	0	1
DEPUTY COURT ADMINISTRATOR	1	1	0
COURT ADMINISTRATOR	1	1	0
INFO TECH SPECIALIST	2	1	1
SYSTEMS ANALYST	2	2	0
INFORMATION TECHNOLOGY MANAGER	1	1	0
DATABASE ADMINISTRATOR	1	1	0
ACCOUNTANT	1	1	0
COURT CLERK	38	34	4
SENIOR COURT CLERK	45	44	1
COURT INTERPRETER - SPANISH	2	0	2
COURT SUPERVISOR	8	8	0
COURT MANAGER	3	3	0
TOTAL	118.8	109.8	9

The Court is projected to generate \$301,728 in vacancy savings for FY17 or approximately 4% of our personnel budget. Keeping certain positions vacant is not presenting any problems as for most of this FY the number of charges filed has remained low. There was a significant increase in March for the number of civil traffic charges filed (1,583), please see table and graph on the next page. Should the increase in the number of charges filed with the Court continue to increase the Court may have to reevaluation the need to fill vacant positions.

TUCSON CITY COURT STATISTICS

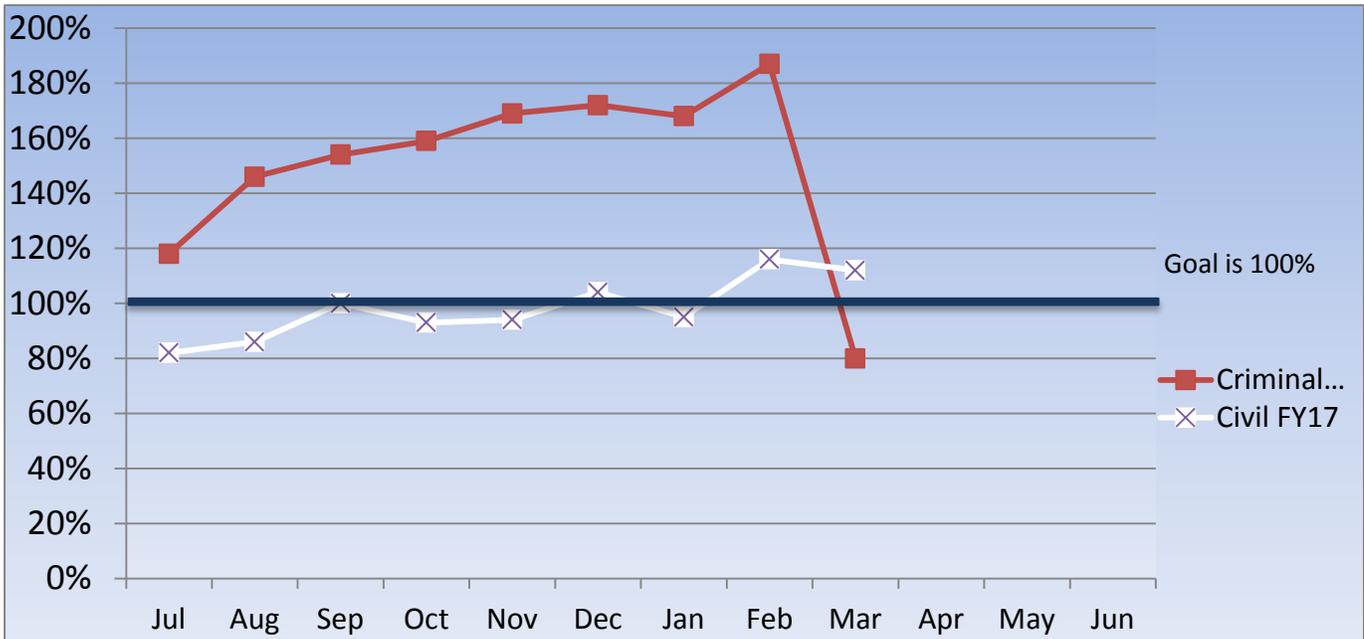
CHARGES FILED

March-17	MONTHLY				FISCAL YEAR TO DATE			
	March Filed/ Issued	Feb Filed/ Issued	Change	Variance	2017 YTD Filed/ Issued	2016 YTD Filed/ Issued	Change	Variance
Type Of Charge								
Civil Traffic	5,458	3,875	1,583	40.85%	39,439	57,442	(18,003)	-31.34%
Parking	997	657	340	51.75%	8,699	15,818	(7,119)	-45.01%
Civil Ordinance Violations (non parking)	146	213	(67)	-31.46%	1,586	1,773	(187)	-10.55%
DUI	296	306	(10)	-3.27%	2,935	2,841	94	3.31%
Misdemeanors	3,922	3,789	133	3.51%	36,647	27,929	8,718	31.21%
Criminal Traffic Serious	21	20	1	5.00%	151	387	(236)	-60.98%
Criminal Traffic (all others)	325	275	50	18.18%	3,396	4,427	(1,031)	-23.29%
Others	1	0	1	0.00%	1	3,594	(3,593)	-99.97%
TOTAL Charges	11,166	9,135	2,031	22.23%	92,854	114,211	(21,357)	-18.70%
Petitions								
Orders Of Protection	113	87	26	29.89%	1,018	947	71	7.50%
Injunctions Against Harassment	72	65	7	10.77%	563	523	40	7.65%
TOTAL Petitions	185	152	33	21.71%	1,581	1,470	111	7.55%

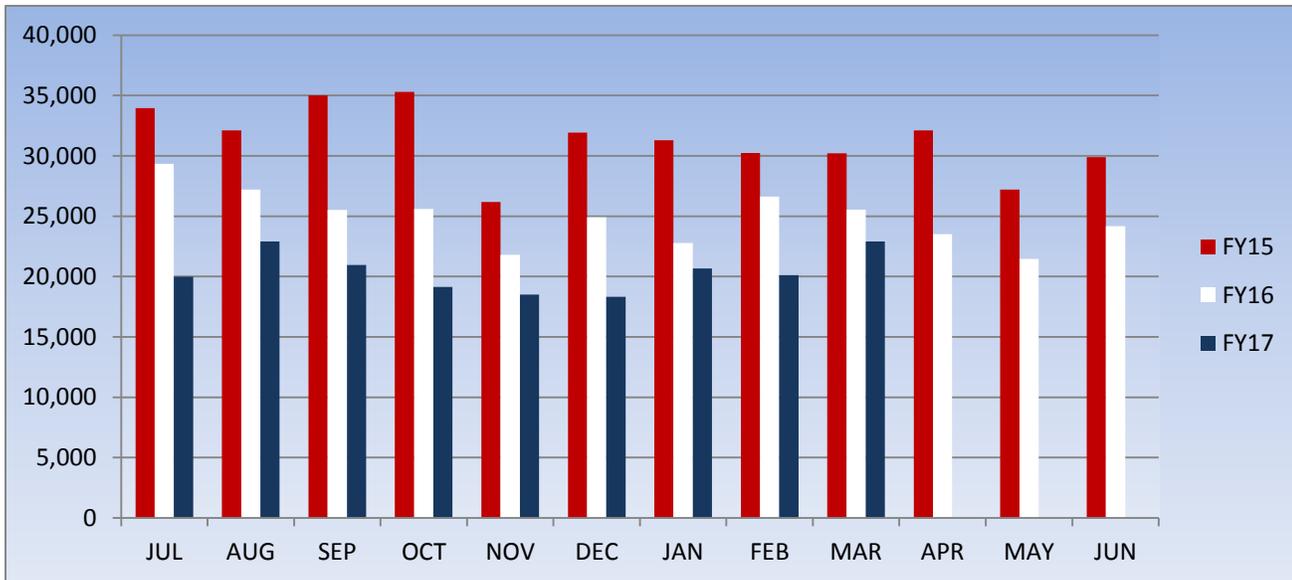




CLEARANCE RATES FY17, GOAL IS 100%

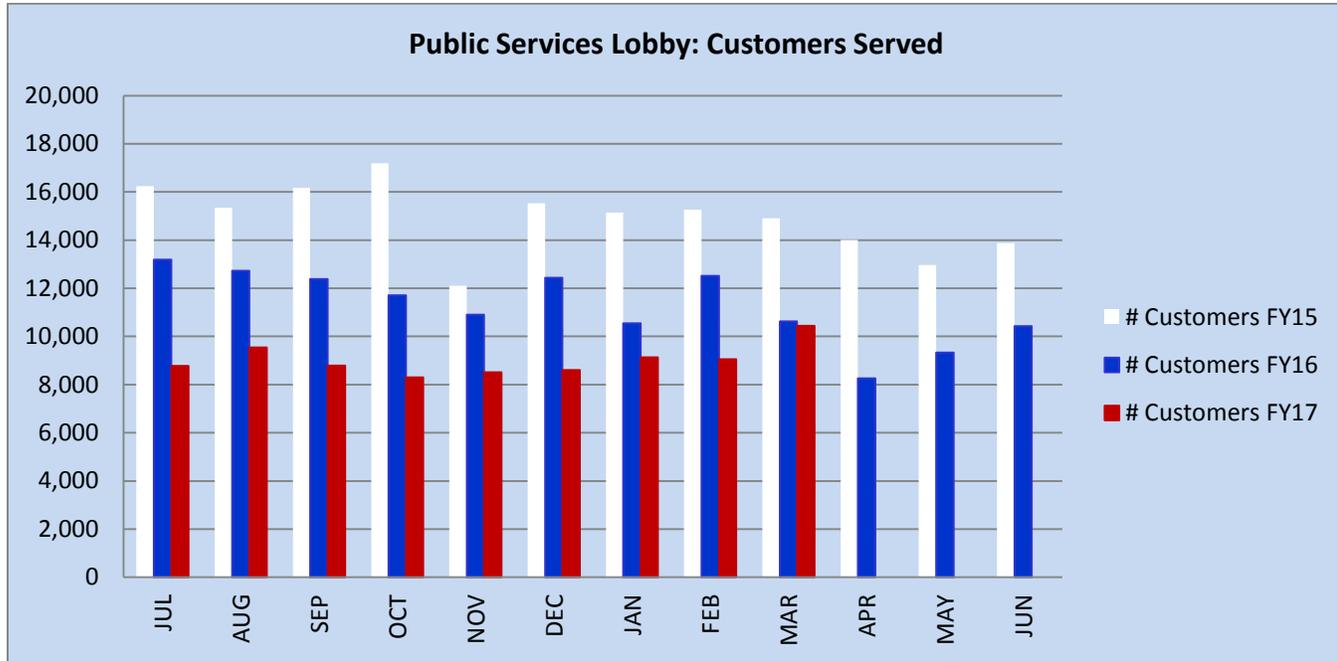


VISITORS TO COURT BUILDING

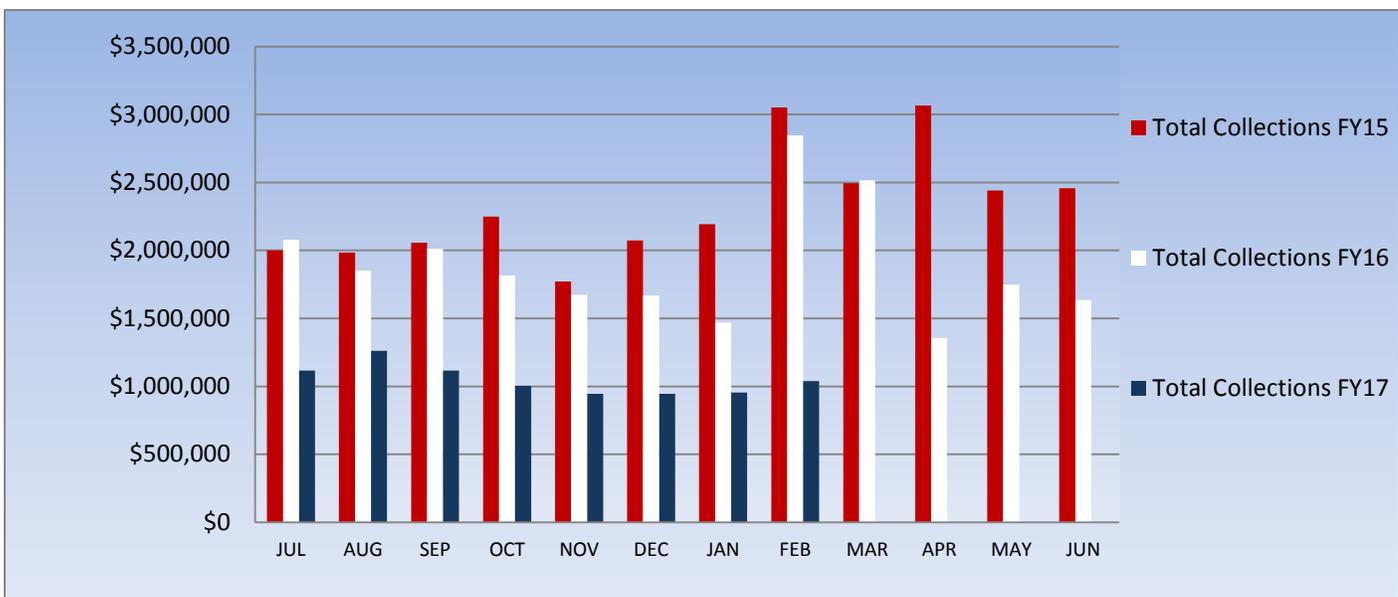




CUSTOMERS SERVED IN PUBLIC SERVICE LOBBY

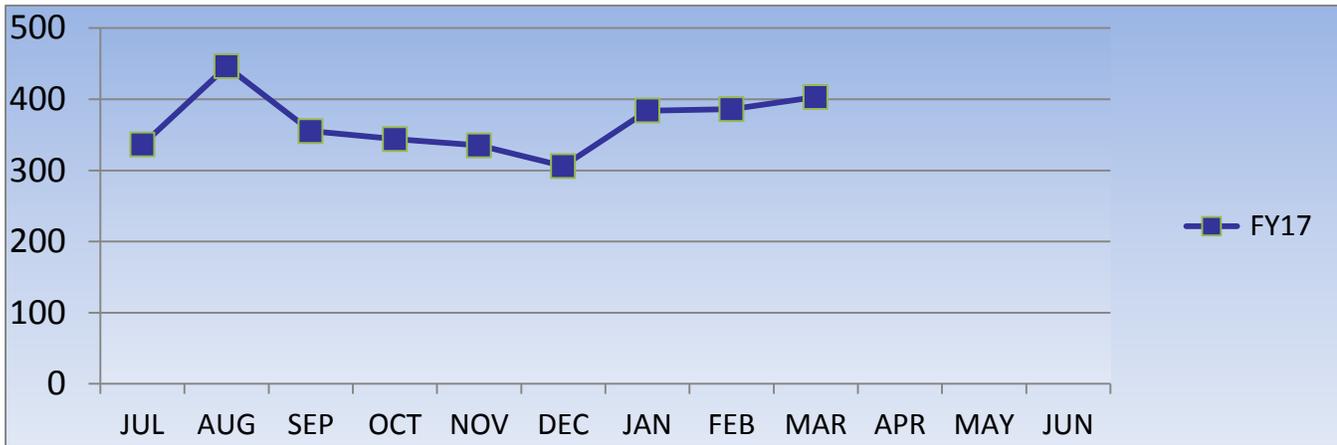


COLLECTIONS (ENFORCEMENT OF COURT ORDERED SANCTIONS)



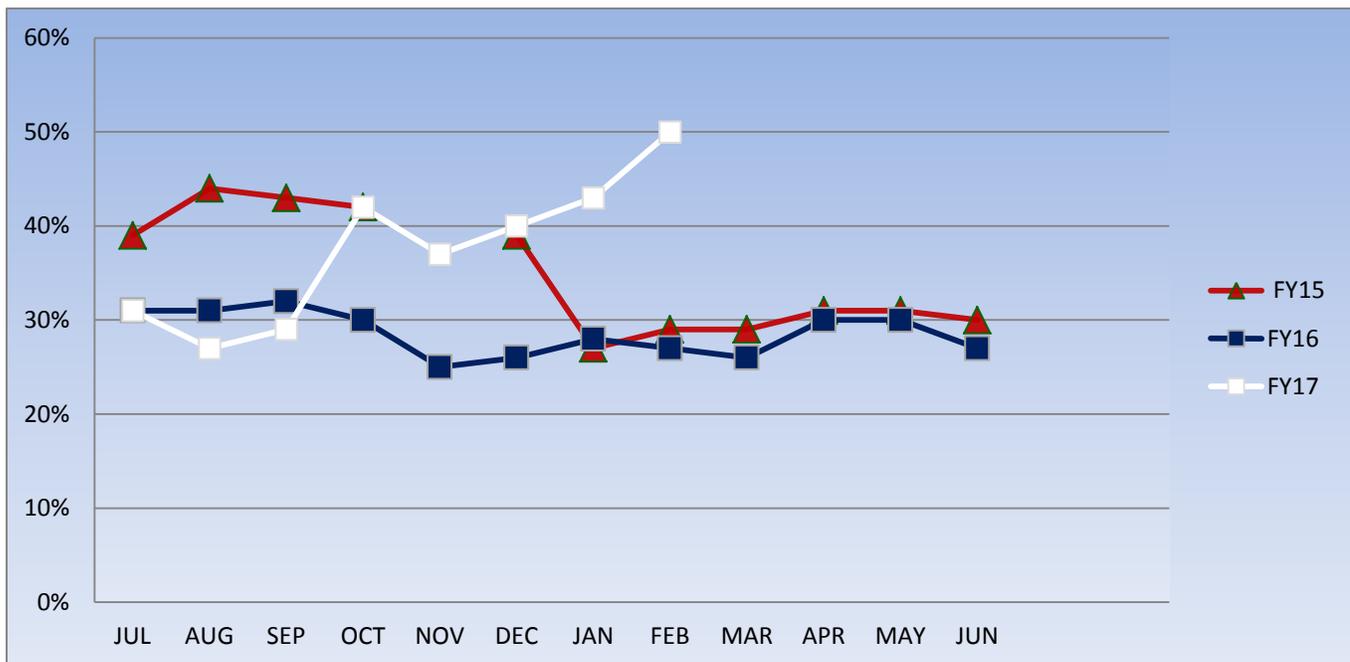


DEFENDANTS SEEN AT WALK-IN WARRANT COURT



*In FY16 Walk-in Warrant Court saw 5,100 defendants
In FY17 year to date 3,295*

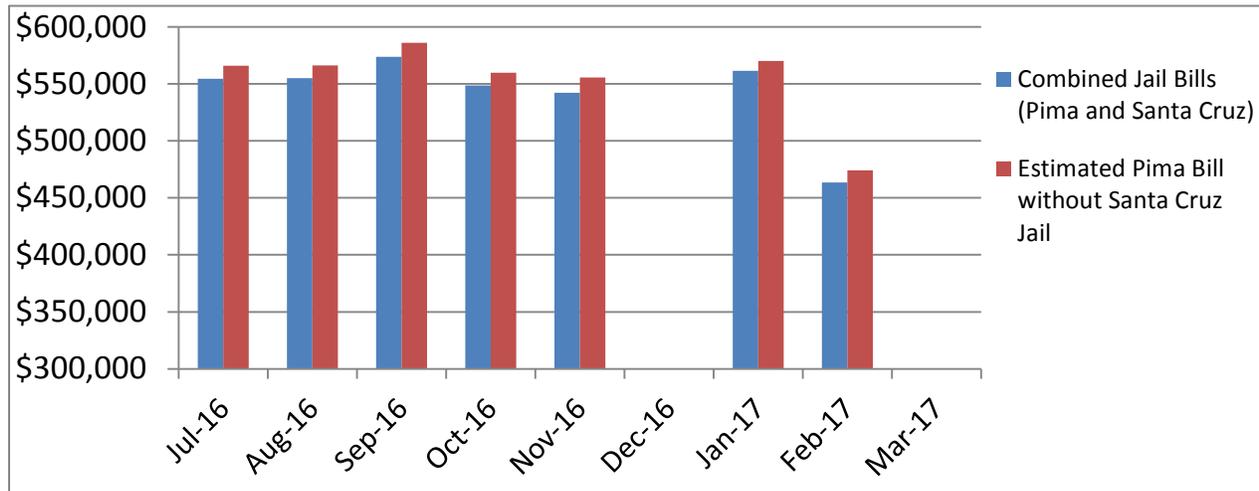
FAILURE TO APPEAR (FTA) RATE AT OUT OF CUSTODY CRIMINAL ARRAIGNMENTS



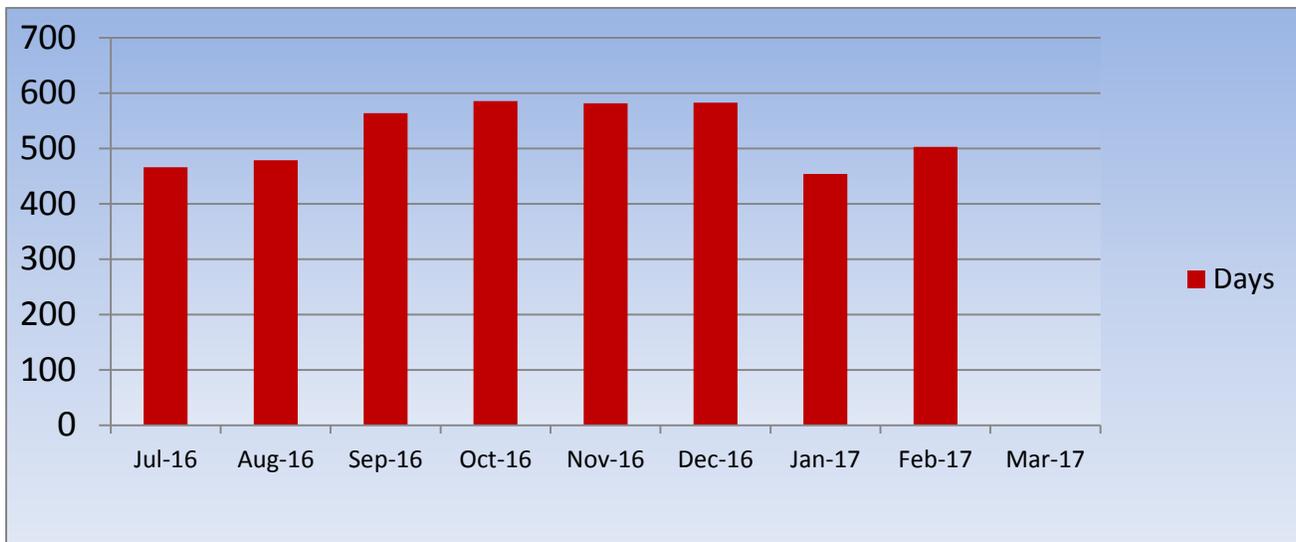
JAIL COST REDUCTION

There are several ongoing collaborative efforts between the City Prosecutor, City Public Defender, Tucson Police Department (TPD) and the Court to control jail costs. These include plea offers made at initial appearances at the jail, video reviews for defendants being held, cite and release on appropriate crimes by TPD, Alternative to Jail Program (ATJ), use of Santa Cruz County Jail for confinement sentences longer than 10 days, walk-in warrant court held every afternoon Monday through Thursday and Saturday Warrant Days conducted twice a year in January/February and again in June/July time frame.

USE OF SANTA CRUZ COUNTY JAIL (Jail bill for March has not been received by publication)



DAYS USED SANTA CRUZ COUNTY JAIL





CITY OF TUCSON

TUCSON CITY COURT
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SHOULD YOU HAVE ADDITIONAL QUESTIONS, CONCERNS OR SUGGESTIONS FOR ITEMS TO BE INCLUDED IN THIS REPORT PLEASE CONTACT COURT ADMINISTRATION AT 520-791-4189 OR SEND AN EMAIL TO courtweb@tucsonaz.gov.