

SM

THE CITY OF

PORTSMOUTH

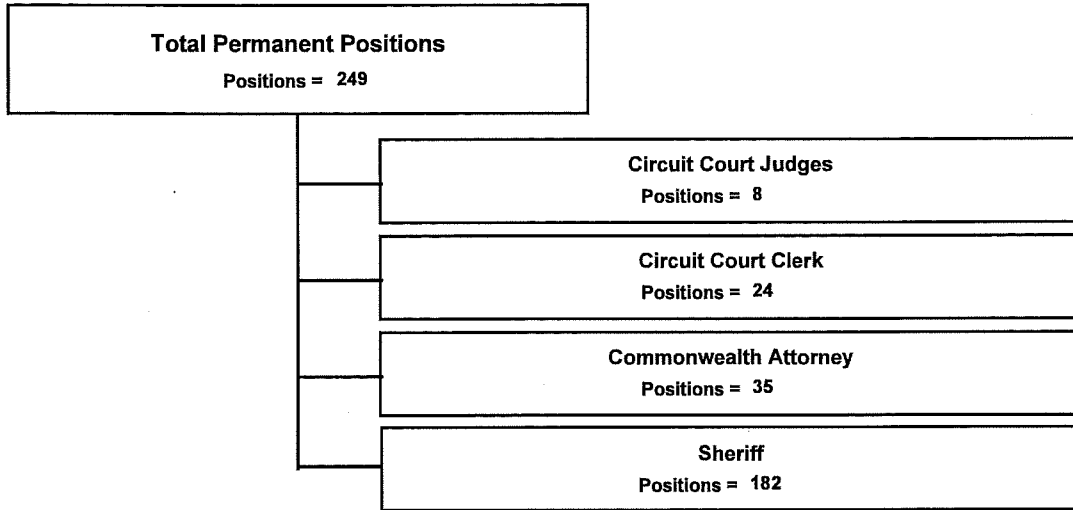


**Judicial**  
**Business Center Index**

---

|  |               |
|--|---------------|
| <b>Organizational Chart</b>                  | <b>6 - 2</b>  |
| <b>Business Center Summary</b>               | <b>6 - 3</b>  |
| <b>Circuit Court Judges</b>                  | <b>6 - 4</b>  |
| <b>Circuit Court Clerk</b>                   | <b>6 - 5</b>  |
| <b>Magistrate</b>                            | <b>6 - 6</b>  |
| <b>General District Court</b>                | <b>6 - 7</b>  |
| <b>Juvenile And Domestic Relations Court</b> | <b>6 - 8</b>  |
| <b>Juvenile Court Services</b>               | <b>6 - 9</b>  |
| <b>Commonwealth Attorney</b>                 | <b>6 - 11</b> |
| <b>Sheriff</b>                               | <b>6 - 12</b> |

**Judicial**  
**Business Center Organizational Chart**



**City of Portsmouth  
Fiscal Year 2010-2011 Adopted Budget**

**Judicial**

**Description of Services Provided**

This business center includes civil and criminal agencies pertaining to the prosecution and adjudication including the Circuit Court Judges, Circuit Court Clerk, Magistrate, General District Court, Juvenile and Domestic Relations Court, Juvenile Court Services, the Sheriff and the Commonwealth Attorney. Services provided include the provision of a judicial procedure for the enforcement of State laws and City ordinances; assisting the Circuit Court Judges; maintaining and preserving court documents; hearing criminal; traffic and civil cases; and protecting the welfare of children and families. Prevention and reduction of juvenile delinquency and the provision of constitutional and municipal services for the City of Portsmouth is also included.

| <b>Business Units</b>                 | <b>FY 2008<br/>Actual</b> | <b>FY 2009<br/>Adopted</b> | <b>FY 2009<br/>Amended</b> | <b>FY 2010<br/>Adopted</b> | <b>FY 2011<br/>Planned</b> |
|---------------------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Commonwealth Attorney                 | 2,930,920                 | 2,858,299                  | 2,858,299                  | 2,355,594                  | 2,449,999                  |
| Magistrate                            | 10,741                    | 12,269                     | 12,269                     | 12,115                     | 14,096                     |
| Juvenile And Domestic Relations Court | 22,296                    | 24,909                     | 24,909                     | 25,627                     | 25,693                     |
| Circuit Court Judges                  | 546,406                   | 551,700                    | 551,700                    | 565,583                    | 572,511                    |
| Sheriff                               | 12,231,345                | 14,065,613                 | 14,050,319                 | 12,839,734                 | 13,004,926                 |
| General District Court                | 38,737                    | 49,938                     | 54,688                     | 51,140                     | 51,052                     |
| Juvenile Court Services               | 1,128,756                 | 1,247,647                  | 1,247,647                  | 1,237,343                  | 1,247,805                  |
| Circuit Court Clerk                   | 1,554,113                 | 1,400,107                  | 1,400,182                  | 1,342,852                  | 1,378,737                  |
| <b>Total Budget</b>                   | <b>18,463,314</b>         | <b>20,210,482</b>          | <b>20,200,013</b>          | <b>18,429,988</b>          | <b>18,744,819</b>          |
| <b>Total Permanent Positions</b>      | <b>252</b>                | <b>252</b>                 | <b>252</b>                 | <b>249</b>                 | <b>249</b>                 |

| <b>Funding Sources</b> | <b>FY 2008<br/>Actual</b> | <b>FY 2009<br/>Adopted</b> | <b>FY 2009<br/>Amended</b> | <b>FY 2010<br/>Adopted</b> | <b>FY 2011<br/>Planned</b> |
|------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 100 General Fund       | 18,463,314                | 20,210,482                 | 20,200,013                 | 18,429,988                 | 18,744,819                 |
| <b>Total Funding</b>   | <b>18,463,314</b>         | <b>20,210,482</b>          | <b>20,200,013</b>          | <b>18,429,988</b>          | <b>18,744,819</b>          |

**City of Portsmouth  
Fiscal Year 2010-2011 Adopted Budget**

**Judicial  
Circuit Court Judges**

**Business Unit Mission Statement**

The Circuit Court Judges have the primary responsibility of providing a judicial procedure for the enforcement of state laws and city ordinances.

**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 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|----------------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Salaries                         | 349,806           | 340,367            | 340,367            | 360,429            | 360,429            |
| Benefits                         | 137,911           | 133,503            | 133,503            | 119,375            | 123,665            |
| Other Operating Expenses         | 37,431            | 58,074             | 58,074             | 58,074             | 58,074             |
| Internal Service Charges         | 21,258            | 19,756             | 19,756             | 27,705             | 30,343             |
| <b>Net Budget</b>                | <b>546,406</b>    | <b>551,700</b>     | <b>551,700</b>     | <b>565,583</b>     | <b>572,511</b>     |
| <b>Total Budget</b>              | <b>546,406</b>    | <b>551,700</b>     | <b>551,700</b>     | <b>565,583</b>     | <b>572,511</b>     |
| <b>Total Permanent Positions</b> | <b>8</b>          | <b>8</b>           | <b>8</b>           | <b>8</b>           | <b>8</b>           |

| Funding Sources      | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|----------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| 100 General Fund     | 546,406           | 551,700            | 551,700            | 565,583            | 572,511            |
| <b>Total Funding</b> | <b>546,406</b>    | <b>551,700</b>     | <b>551,700</b>     | <b>565,583</b>     | <b>572,511</b>     |

**City of Portsmouth  
Fiscal Year 2010-2011 Adopted Budget**

**Judicial  
Circuit Court Clerk**

**Business Unit Mission Statement**

The Clerk of Circuit Court is a constitutional officer elected for a term of eight years. This office is responsible for assisting the five 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.

**Description of Services Provided**

- Recording and indexing deeds
- Executing bonds and probating wills
- Recording charters and partnerships
- Issuing notaries
- Qualifying ministers to perform marriage ceremonies
- Administering oaths
- Issuing concealed weapon permits
- Recording and indexing judgments
- Issuing hunting and fishing licenses
- Issuing marriage licenses
- Processing all adoption proceedings
- Preparing records for the Virginia Court of Appeals, Supreme Court of Virginia, United States District Court and United States Supreme Court
- Processing indictments and bench warrants in criminal cases
- Processing warrants in misdemeanor cases
- Keeping minutes and preparing court orders in court proceedings
- Processing payments for fines and cost in criminal cases

| Expenditure Categories           | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|----------------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Salaries                         | 874,663           | 818,351            | 818,351            | 829,154            | 829,154            |
| Allowances                       | 39,698            | 33,666             | 33,666             | 10,088             | 40,000             |
| Benefits                         | 388,422           | 364,743            | 364,743            | 308,652            | 321,550            |
| Other Operating Expenses         | 214,760           | 132,360            | 132,435            | 140,074            | 140,074            |
| Internal Service Charges         | 36,570            | 50,987             | 50,987             | 54,884             | 47,959             |
| <b>Net Budget</b>                | <b>1,554,113</b>  | <b>1,400,107</b>   | <b>1,400,182</b>   | <b>1,342,852</b>   | <b>1,378,737</b>   |
| <b>Total Budget</b>              | <b>1,554,113</b>  | <b>1,400,107</b>   | <b>1,400,182</b>   | <b>1,342,852</b>   | <b>1,378,737</b>   |
| <b>Total Permanent Positions</b> | <b>24</b>         | <b>24</b>          | <b>24</b>          | <b>24</b>          | <b>24</b>          |

| Funding Sources      | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|----------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| 100 General Fund     | 1,554,113         | 1,400,107          | 1,400,182          | 1,342,852          | 1,378,737          |
| <b>Total Funding</b> | <b>1,554,113</b>  | <b>1,400,107</b>   | <b>1,400,182</b>   | <b>1,342,852</b>   | <b>1,378,737</b>   |

**Strategic Goals**

- To develop a mechanized method of storage for all documents.
- To preserve the historical records.

**Outcomes and Accomplishments**

- Improving the storage of records by converting documents to digital format.
- 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.

**City of Portsmouth  
Fiscal Year 2010-2011 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. Our principle function is to provide independent, unbiased review of complaints.

**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. Our 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 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|--------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Other Operating Expenses | 6,082             | 6,589              | 6,589              | 5,239              | 5,239              |
| Internal Service Charges | 4,659             | 5,680              | 5,680              | 6,876              | 8,857              |
| <b>Net Budget</b>        | <b>10,741</b>     | <b>12,269</b>      | <b>12,269</b>      | <b>12,115</b>      | <b>14,096</b>      |
| <b>Total Budget</b>      | <b>10,741</b>     | <b>12,269</b>      | <b>12,269</b>      | <b>12,115</b>      | <b>14,096</b>      |
| <br>                     |                   |                    |                    |                    |                    |
| Funding Sources          | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
| 100 General Fund         | 10,741            | 12,269             | 12,269             | 12,115             | 14,096             |
| <b>Total Funding</b>     | <b>10,741</b>     | <b>12,269</b>      | <b>12,269</b>      | <b>12,115</b>      | <b>14,096</b>      |

**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 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|--------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Other Operating Expenses | 28,573            | 40,219             | 44,969             | 40,219             | 40,219             |
| Internal Service Charges | 10,164            | 9,719              | 9,719              | 10,921             | 10,833             |
| <b>Net Budget</b>        | <b>38,737</b>     | <b>49,938</b>      | <b>54,688</b>      | <b>51,140</b>      | <b>51,052</b>      |
| <b>Total Budget</b>      | <b>38,737</b>     | <b>49,938</b>      | <b>54,688</b>      | <b>51,140</b>      | <b>51,052</b>      |

| Funding Sources      | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|----------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| 100 General Fund     | 38,737            | 49,938             | 54,688             | 51,140             | 51,052             |
| <b>Total Funding</b> | <b>38,737</b>     | <b>49,938</b>      | <b>54,688</b>      | <b>51,140</b>      | <b>51,052</b>      |

**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:

- Children alleged to be delinquent, abused, neglected, in need of services, supervision and status offender.
- Children charged with violating traffic laws.
- Children subject to entrustment agreements and proceedings seeking termination of residual parental rights.
- Proceedings filed pursuant to "The Psychiatric Inpatient Treatment of Minors Act".
- Under specific statutory provisions, judicial consent requisite that of a parent including emergency, surgical/medical treatment.
- Petitions seeking support, custody or visitation of a child.
- Petitions seeking spousal support.
- Petitions seeking emancipation, parentage determination, approval of standby guardians and judicial authorization of abortion without notice to an unauthorized person.
- Petitions and protective orders in cases of family abuse and the issuance of emergency protective orders.
- Prosecution of persons charged with offenses against children and offenses wherein a family or household member is the victim.
- Petitions for enforcement of administrative support orders and de novo appeals from the State Department of Social Services per Section 63.1-249 et. seq of the Code of Virginia.
- Presentation of driver's license to drivers under the age of 18.

| Expenditure Categories   | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|--------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Other Operating Expenses | 17,112            | 20,334             | 20,334             | 20,325             | 20,325             |
| Internal Service Charges | 5,184             | 4,575              | 4,575              | 5,302              | 5,368              |
| <b>Net Budget</b>        | <b>22,296</b>     | <b>24,909</b>      | <b>24,909</b>      | <b>25,627</b>      | <b>25,693</b>      |
| <b>Total Budget</b>      | <b>22,296</b>     | <b>24,909</b>      | <b>24,909</b>      | <b>25,627</b>      | <b>25,693</b>      |

| Funding Sources      | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|----------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| 100 General Fund     | 22,296            | 24,909             | 24,909             | 25,627             | 25,693             |
| <b>Total Funding</b> | <b>22,296</b>     | <b>24,909</b>      | <b>24,909</b>      | <b>25,627</b>      | <b>25,693</b>      |

**Strategic Goals**

- Clients receive a speedy and fair trial
- Cases are timely
- Excellent customer service

Due to the current economy, most likely there will be an increase in support petitions, making the first three goals more challenging.

**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 Regional Group Home Commission (TRGHC) 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 TRGHC "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 Regional Group Home residential and non-residential services.
- Probation supervision
- Parole supervision
- Special services/placement referrals to the Tidewater Regional Group Home Commission and other entities to support Portsmouth Juvenile and Domestic Relations Court dispositions, including referrals to enhance probation and parole supervision.

| Expenditure Categories   | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|--------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Other Operating Expenses | 1,117,032         | 1,236,562          | 1,236,562          | 1,225,950          | 1,236,412          |
| Internal Service Charges | 11,724            | 11,085             | 11,085             | 11,393             | 11,393             |
| <b>Net Budget</b>        | <b>1,128,756</b>  | <b>1,247,647</b>   | <b>1,247,647</b>   | <b>1,237,343</b>   | <b>1,247,805</b>   |
| <b>Total Budget</b>      | <b>1,128,756</b>  | <b>1,247,647</b>   | <b>1,247,647</b>   | <b>1,237,343</b>   | <b>1,247,805</b>   |

| Funding Sources      | FY 2008<br>Actual | FY 2009<br>Adopted | FY 2009<br>Amended | FY 2010<br>Adopted | FY 2011<br>Planned |
|----------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| 100 General Fund     | 1,128,756         | 1,247,647          | 1,247,647          | 1,237,343          | 1,247,805          |
| <b>Total Funding</b> | <b>1,128,756</b>  | <b>1,247,647</b>   | <b>1,247,647</b>   | <b>1,237,343</b>   | <b>1,247,805</b>   |

**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

## Judicial Juvenile Court Services

### 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 Regional Group Home detention alternative programming. It has been demonstrated that the services provided by these referrals contribute significantly to a reduction in delinquency and recidivism.

Recidivism data collected from FY01 (reconvictions: 33.1%) to FY06 (reconvictions: 30.1% - FY08 DJJ Data Resource Guide) indicates a reduction in recidivism estimated at 30.1%. The FY06 reconviction rate is lower for Portsmouth as compared to our neighboring localities (Chesapeake, Virginia Beach, Norfolk, Newport News and Hampton). The Length of Stay via the JTS Locality Childcare Days Report for FY08 is 23 days (number of youths divided into the number of days). The State Length of Stay is 26.

Average Daily Population in secure detention for FY08 (14) and FY09 (14.73) indicates a slight increase (information supplied via JTS Locality Childcare Days Report: total number of days divided by 365) over FY08.

**City of Portsmouth  
Fiscal Year 2010-2011 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 purveyors and 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.

| <b>Expenditure Categories</b>    | <b>FY 2008<br/>Actual</b> | <b>FY 2009<br/>Adopted</b> | <b>FY 2009<br/>Amended</b> | <b>FY 2010<br/>Adopted</b> | <b>FY 2011<br/>Planned</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Salaries                         | 1,611,609                 | 1,626,572                  | 1,632,572                  | 1,353,009                  | 1,419,598                  |
| Allowances                       | 387,067                   | 378,668                    | 372,668                    | 374,668                    | 374,668                    |
| Benefits                         | 705,231                   | 663,378                    | 663,378                    | 484,181                    | 501,364                    |
| Other Operating Expenses         | 163,738                   | 107,385                    | 107,385                    | 69,160                     | 69,160                     |
| Internal Service Charges         | 63,274                    | 82,296                     | 82,296                     | 74,576                     | 85,209                     |
| <b>Net Budget</b>                | <b>2,930,920</b>          | <b>2,858,299</b>           | <b>2,858,299</b>           | <b>2,355,594</b>           | <b>2,449,999</b>           |
| <b>Total Budget</b>              | <b>2,930,920</b>          | <b>2,858,299</b>           | <b>2,858,299</b>           | <b>2,355,594</b>           | <b>2,449,999</b>           |
| <b>Total Permanent Positions</b> | <b>38</b>                 | <b>38</b>                  | <b>38</b>                  | <b>35</b>                  | <b>35</b>                  |

| <b>Funding Sources</b> | <b>FY 2008<br/>Actual</b> | <b>FY 2009<br/>Adopted</b> | <b>FY 2009<br/>Amended</b> | <b>FY 2010<br/>Adopted</b> | <b>FY 2011<br/>Planned</b> |
|------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 100 General Fund       | 2,930,920                 | 2,858,299                  | 2,858,299                  | 2,355,594                  | 2,449,999                  |
| <b>Total Funding</b>   | <b>2,930,920</b>          | <b>2,858,299</b>           | <b>2,858,299</b>           | <b>2,355,594</b>           | <b>2,449,999</b>           |

**Strategic Goals**

The Commonwealth Attorney Office's primary goals are the following:

- 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 2010-2011 Adopted Budget**

**Judicial  
Sheriff**

**Business Unit Mission Statement**

To serve and protect the citizens of Portsmouth with compassion, understanding, unquestioned integrity, total dedication, and genuine pride in our community and ourselves.

The future will find the Portsmouth Sheriff's Office leading the way with professionalism, teamwork, and individual leadership. Our units will be responsive, effective, and efficient. Our success will be the result of a commitment to excellence on the part of every individual, every unit, and the office as a whole.

**Description of Services Provided**

The Sheriff is a constitutional officer elected for a term of four years. The Portsmouth Sheriff's Office has the primary responsibility for the care and custody of all inmates within the city's jail facility. The department provides secure court operations and serves over 10,000 court documents annually. The department establishes goals, services and operations for the jail facility, as well as for other divisions within the department.

The department offers humane care and custody of inmates and the protection of the community from those incarcerated in the jail. The Sheriff's Department maintains a police lock-up where deputies book prisoners into the jail as opposed to having police officers performing the task. The Court Security Division maintains security for all courts and transportation of prisoners to and from court, to other correctional facilities, and to court ordered destinations. The department is also responsible for service of all civil and criminal process directed by the courts or other legal authority. The department provides funeral escorts for the citizens of Portsmouth. The Criminal Apprehension Unit serves all criminal warrants. The Inmate Work Program makes available a volunteer program whereby qualifying inmates may carry out public service work, i.e., individuals work in a variety of city departments, litter control and mowing services, for example.

The Training Division provides training for all new deputies, as well as keeping current mandated in-service training for established personnel. The Training Division works hand-in-hand with the Coast Guard, State Forensics Unit, and provides mutual aid with other cities for training of deputies, as well as police and fire departments. Community Corrections provides an alternative method of supervision other than incarceration. The Sheriff's Office also maintains a Traffic Safety Unit ensuring the safe operation of vehicles on the city streets.

Other services provided are Ident-A-Kid, Kidwatch, TRIAD, Elder Watch, Project Lifesaver, Honor Guard, C.E.R.T., Marine Patrol, and Sex Offender Registry Program in partnership with the State Police.

| <b>Expenditure Categories</b>    | <b>FY 2008<br/>Actual</b> | <b>FY 2009<br/>Adopted</b> | <b>FY 2009<br/>Amended</b> | <b>FY 2010<br/>Adopted</b> | <b>FY 2011<br/>Planned</b> |
|----------------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Salaries                         | 5,927,436                 | 5,618,321                  | 5,629,084                  | 6,375,753                  | 6,375,753                  |
| Allowances                       | 645,097                   | 718,254                    | 718,254                    | 666,899                    | 666,899                    |
| Benefits                         | 2,614,535                 | 4,229,477                  | 4,229,477                  | 2,309,578                  | 2,393,625                  |
| Other Operating Expenses         | 2,024,665                 | 2,148,174                  | 2,122,117                  | 2,215,707                  | 2,332,245                  |
| Internal Service Charges         | 1,019,612                 | 1,351,387                  | 1,351,387                  | 1,271,797                  | 1,236,404                  |
| <b>Net Budget</b>                | <b>12,231,345</b>         | <b>14,065,613</b>          | <b>14,050,319</b>          | <b>12,839,734</b>          | <b>13,004,926</b>          |
| <b>Total Budget</b>              | <b>12,231,345</b>         | <b>14,065,613</b>          | <b>14,050,319</b>          | <b>12,839,734</b>          | <b>13,004,926</b>          |
| <b>Total Permanent Positions</b> | <b>182</b>                | <b>182</b>                 | <b>182</b>                 | <b>182</b>                 | <b>182</b>                 |
| <b>Funding Sources</b>           | <b>FY 2008<br/>Actual</b> | <b>FY 2009<br/>Adopted</b> | <b>FY 2009<br/>Amended</b> | <b>FY 2010<br/>Adopted</b> | <b>FY 2011<br/>Planned</b> |
| 100 General Fund                 | 12,231,345                | 14,065,613                 | 14,050,319                 | 12,839,734                 | 13,004,926                 |
| <b>Total Funding</b>             | <b>12,231,345</b>         | <b>14,065,613</b>          | <b>14,050,319</b>          | <b>12,839,734</b>          | <b>13,004,926</b>          |

## Judicial Sheriff

### 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 implement innovative programs such as the Community Enforcement Unit, and by educating inmates and teaching them a trade in order to find employment once released and become productive members of society.

### Outcomes and Accomplishments

To date, the Senior Watch Program has been responsible for saving the lives of three Portsmouth senior citizens.

The Sheriff's Office has successfully registered 100% of the known sex offenders in the City of Portsmouth.

The Sheriff's Office established the Community Enforcement Unit, using non-tax funds, and works in partnership with the Portsmouth Police Department. The program has been very successful in reducing crime in various areas throughout the City. This unit is responsible for over 175 arrests, retrieving two stolen vehicles, nine weapons and many illegal drugs.

With limited resources and funding, and an aged Jail facility, which protects an average of over 600 inmates per day, the Sheriff's office has achieved an overall compliance rating of 99% from the Department of Corrections.

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 Sheriff's Office, by a request from the Portsmouth City Treasurer, implemented a personal property tax "booting" program seizing vehicles for non-payment of taxes. This program has resulted in an average of \$20,000 per month in tax collections.

In addition to all of the other missions of the Sheriff's Office, which includes providing security for the Courts, serving warrants, serving processes, providing training for our own, as well as other departments, we also provide funeral escorts.

### Major Budget Variances

The shortage of jail deputies continues to be an issue. Jail population is increasing with a daily population of approximately 600 inmates. This is the norm rather than the exception.

Off-site medical treatment costs have increased significantly due to the number of inmates requiring treatment at outside facilities. It is the Sheriff's Office responsibility to provide housing, clothing, food, and hygiene supplies for the inmates. These costs increase every year.