

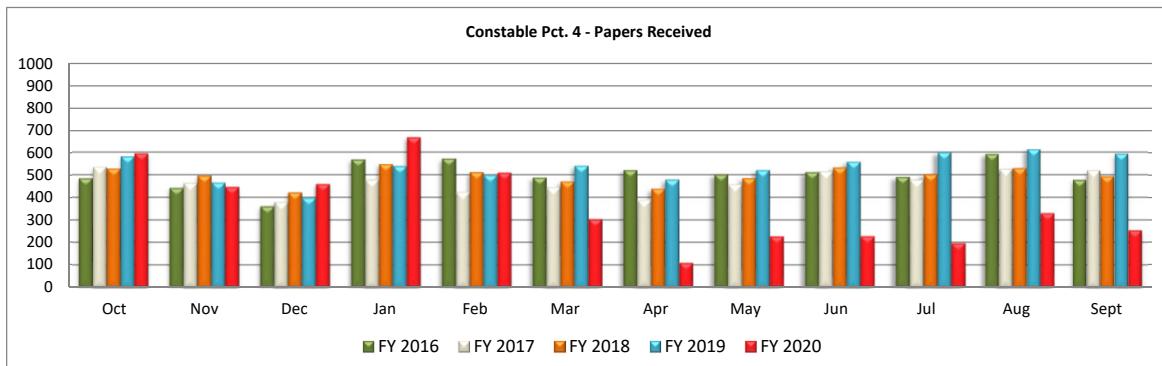
**MAJOR PROGRAMS****CIVIL**

Clerks process and deputies deliver all civil court documents such as citations, evictions, subpoenas, notices and restraining orders. Deputies work writs of possession, attachments, garnishments and orders of sale, executions, and sequestrations.

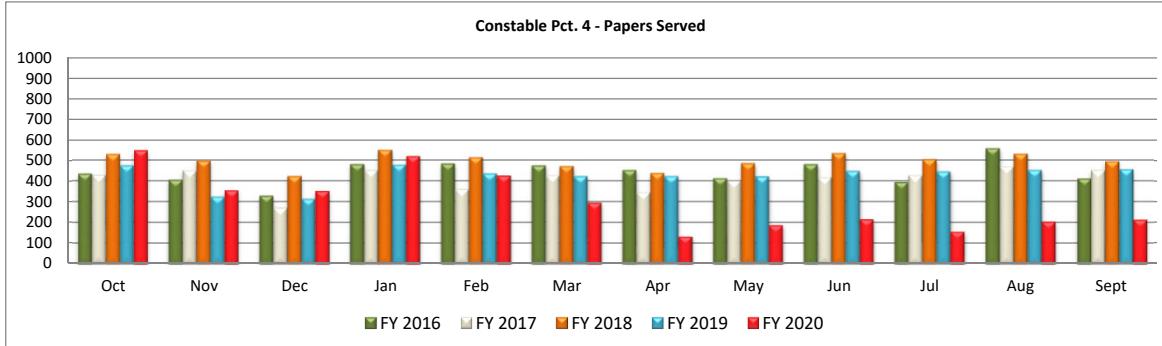
To professionally and efficiently execute all civil court documents in a timely and cost-effective manner.

**FY 2020 Goals & Objectives**

- To increase customer service through awareness, flexibility and diligence.
- To continue establishing and maintaining an open line of communication with attorneys and plaintiffs.
- To be diligent in always improving customer service.
- To continue to work closely with the County Clerk, District Clerk, County Courts, District Courts and Justice Courts.
- To develop and implement new technology to increase support for Clerks, Courts, attorneys and plaintiffs.

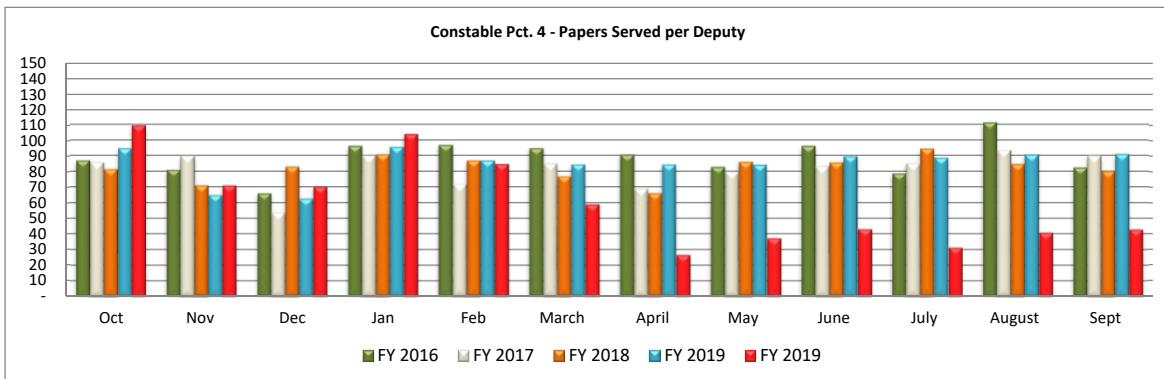


	Q1	Q2	Q3	Q4	Total	% Change
FY 2016	1,285	1,628	1,534	1,560	6,007	#REF!
FY 2017	1,375	1,344	1,361	1,520	5,600	-7%
FY 2018	1,445	1,530	1,454	1,524	5,953	6%
FY 2019	1,447	1,578	1,556	1,806	6,387	7%
FY 2020	1,499	1,479	562	779	4,319	-32%

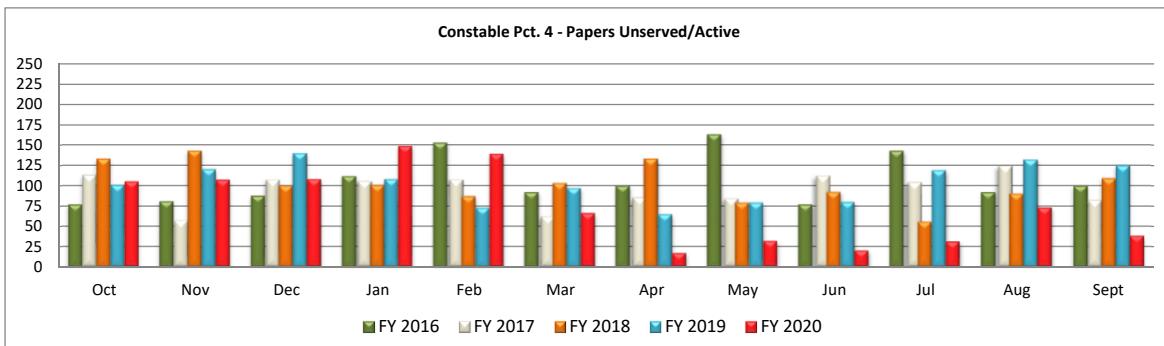


	Q1	Q2	Q3	Q4	Total	% Change
FY 2016	1,166	1,436	1,345	1,360	5,307	#REF!
FY 2017	1,145	1,231	1,157	1,341	4,874	-8%
FY 2018	1,174	1,270	1,187	1,294	4,925	1%
FY 2019	1,108	1,332	1,288	1,350	5,078	3%
FY 2020	1,252	1,238	536	577	3,603	-29%

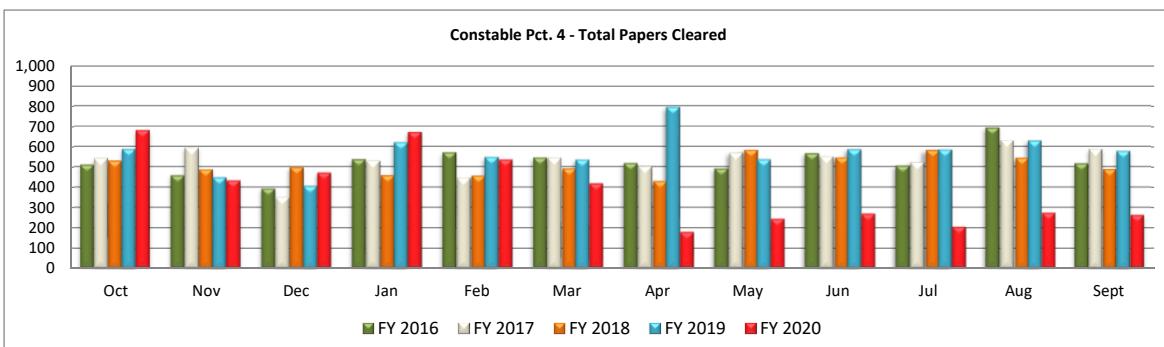
## Constable Pct. 4 Stats



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept	Average
FY 2016	87	81	66	96	97	95	90	83	96	79	111	82	78
FY 2017	86	90	54	90	72	85	69	80	83	85	93	90	76
FY 2018	81	71	83	91	87	77	66	86	86	94	84	80	78
FY 2019	95	65	62	95	87	84	84	84	89	89	90	91	74
FY 2019	109	71	70	104	85	59	27	37	43	31	41	43	83

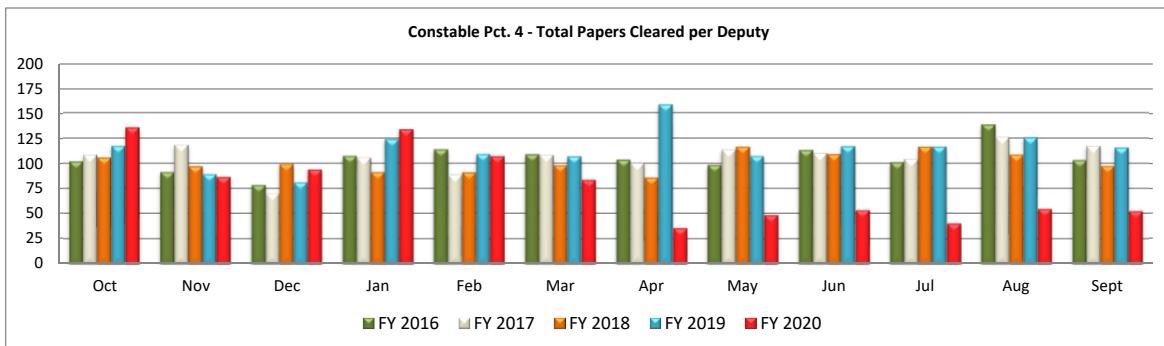


	Q1	Q2	Q3	Q4	Total	% Change
FY 2016	246	357	340	335	1,278	#REF!
FY 2017	277	274	281	310	1,142	-11%
FY 2018	376	291	304	255	1,226	7%
FY 2019	361	278	224	376	1,239	1%
FY 2020	320	354	69	142	885	-29%

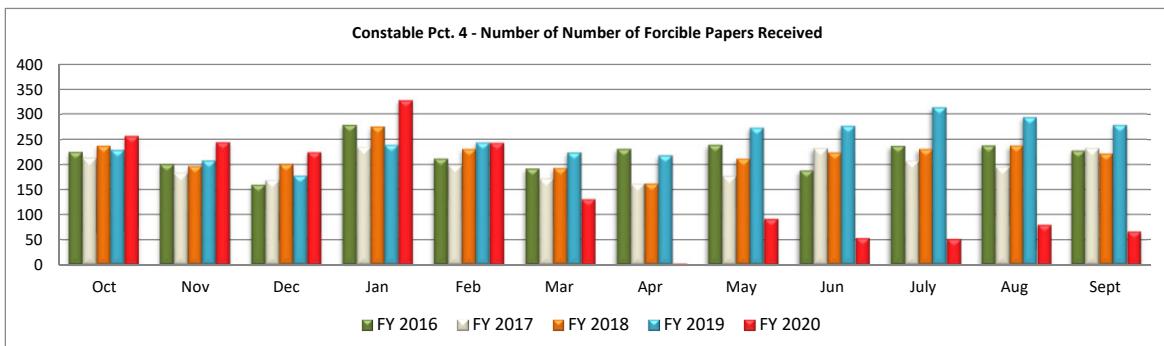


	Q1	Q2	Q3	Q4	Total	% Change
FY 2016	1,358	1,650	1,574	1,713	6,295	#REF!
FY 2017	1,482	1,514	1,617	1,736	6,349	1%
FY 2018	1,511	1,402	1,555	1,611	6,079	-4%
FY 2019	1,440	1,702	1,915	1,790	6,847	13%
FY 2020	1,580	1,621	691	740	4,632	-32%

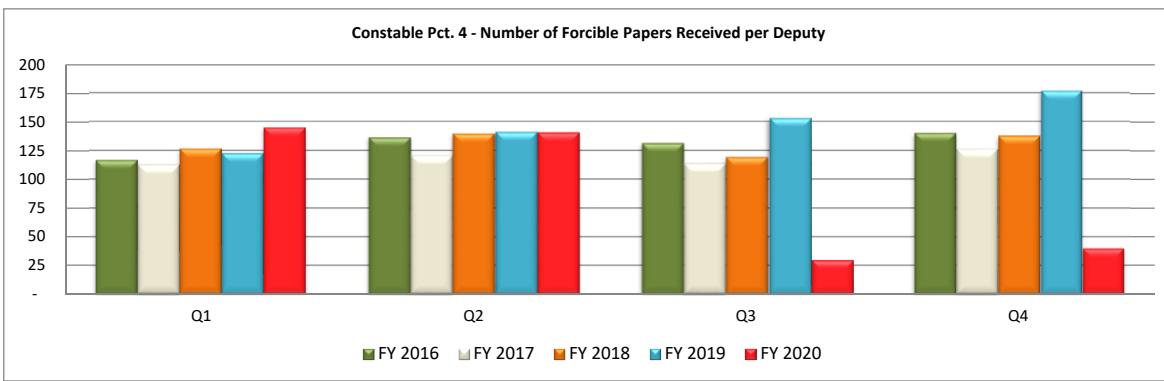
## Constable Pct. 4 Stats



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept	Average
FY 2016	102	91	78	107	114	109	104	98	113	101	138	103	105
FY 2017	108	118	70	106	89	108	100	113	110	104	126	117	99
FY 2018	106	97	99	91	91	98	86	116	109	116	109	97	101
FY 2019	117	89	81	124	109	107	159	107	117	117	126	116	96
FY 2020	136	86	94	134	107	83	36	49	54	41	55	53	105



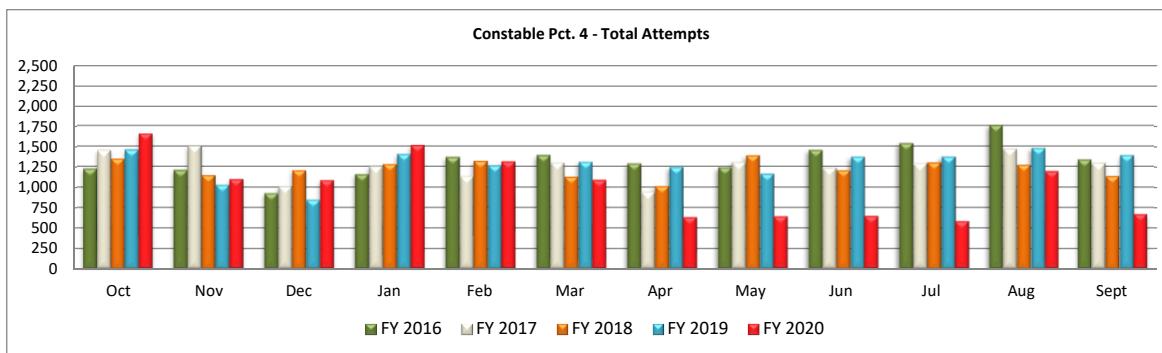
	Q1	Q2	Q3	Q4	Total	% Change
FY 2016	583	680	655	700	2,618	#REF!
FY 2017	562	603	568	631	2,364	-10%
FY 2018	632	697	595	688	2,612	10%
FY 2019	612	704	765	884	2,965	14%
FY 2020	724	701	149	199	1,773	-40%



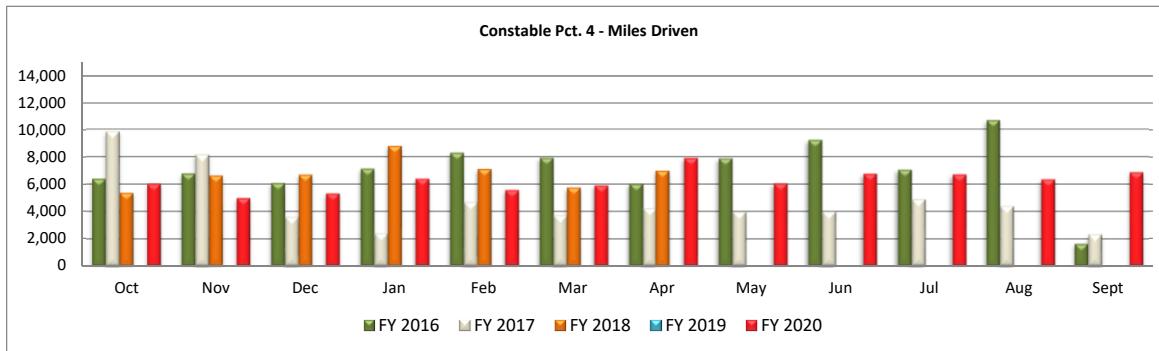
\* Along with Writs of Possession-Eviction, Forcible is one of the most time consuming type of paper processed and served by Constable Offices.

	Q1	Q2	Q3	Q4	Tot/Deputy	% Change
FY 2016	117	136	131	140	524	#REF!
FY 2017	112	121	114	126	473	-10%
FY 2018	126	139	119	138	522	10%
FY 2019	122	141	153	177	593	14%
FY 2020	145	140	30	40	355	-40%

## Constable Pct. 4 Stats



	Q1	Q2	Q3	Q4	Total	% Change
<b>FY 2016</b>	3,355	3,910	3,977	4,622	15,864	#REF!
<b>FY 2017</b>	3,953	3,671	3,471	4,040	15,135	-5%
<b>FY 2018</b>	3,694	3,719	3,597	3,701	14,711	-3%
<b>FY 2019</b>	3,326	3,968	3,773	4,229	15,296	4%
<b>FY 2020</b>	3,825	3,903	1,909	2,441	12,078	-21%



	Q1	Q2	Q3	Q4	Total	% Change
<b>FY 2016</b>	19,188	23,265	23,043	19,283	84,779	#REF!
<b>FY 2017</b>	21,547	10,681	12,105	11,521	55,854	-34%
<b>FY 2018</b>	18,644	21,586	6,952	-	47,182	-16%
<b>FY 2019</b>	-	-	-	-	-	-100%
<b>FY 2020</b>	16,226	17,768	20,618	19,834	74,446	#DIV/0!

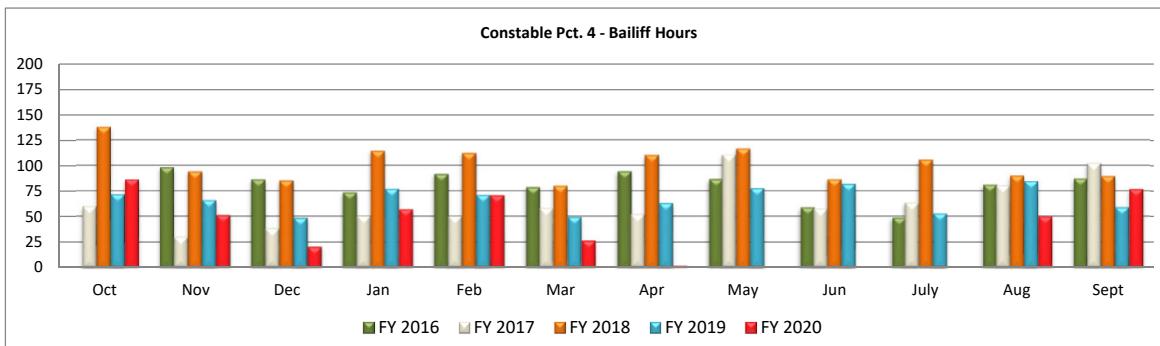
\*Miles driven have not been reported by system since mid Q3 in FY 2018 due to a transition to a new ERP system

### **COURT SECURITY**

Protect the Judge & Staff of the court and to ensure order in a court session, keeping order of the jury and custody of the prisoners while in the court. Protecting and securing the building, employees and visitors during business hours.

#### **FY 2020 Goals & Objectives**

- To ensure the safety of the Judge and court staff by providing security as court bailiff.



\* This information is collected by the Chief Deputy

	Q1	Q2	Q3	Q4	Total	% Change
<b>FY 2016</b>	184	244	240	217	884	#REF!
<b>FY 2017</b>	128	159	220	246	752	-15%
<b>FY 2018</b>	317	306	313	285	1,221	62%
<b>FY 2019</b>	186	198	222	196	802	-34%
<b>FY 2020</b>	158	154	2	127	441	-45%

### **WARRANT**

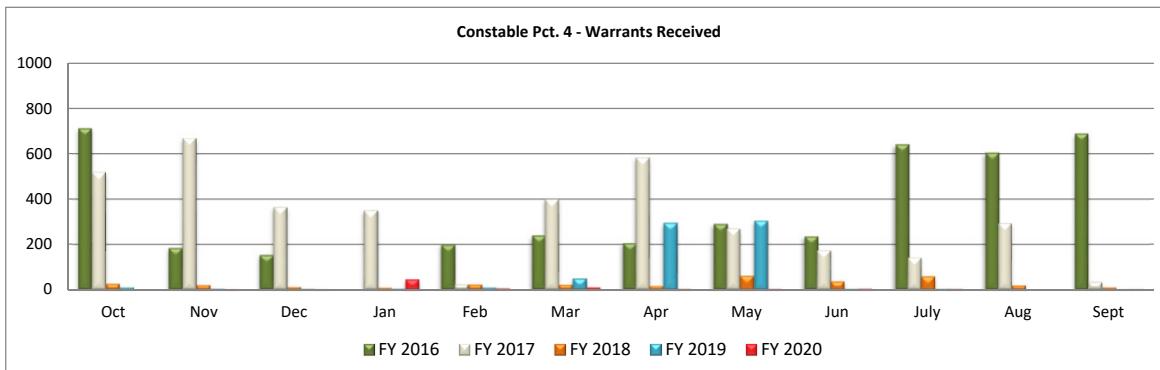
Clerks process and deputies execute all warrants issued by the court, such as traffic warrants, hot check warrants, toll way warrants and anyone found to have outstanding misdemeanor or felony warrants.

To professionally and efficiently execute all criminal court documents in a timely and cost-effective manner.

Constable's are mandated by the State of Texas to diligently execute all warrants issued to their office by any District, County or Justice Court.

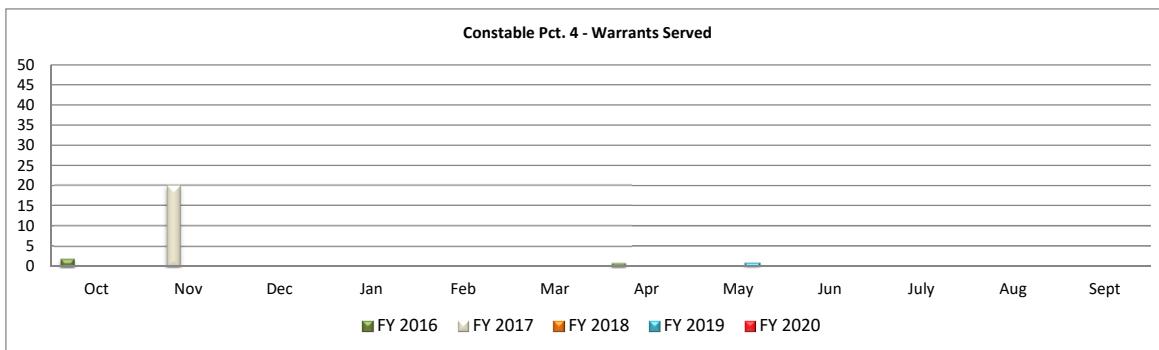
#### **FY 2020 Goals & Objectives**

- To pro-actively reduce the thousands of Class-C Collin County Justice of the Peace warrants.
- To quickly respond to District, County and Justice Court judges requests to immediately apprehend violators and bring them to the respective court.
- To provide all payment options available to those wanted on Class-C warrants to avoid incarceration and additional County expense to taxpayers. Failing that, violators will be placed in the County jail.
- To continue to develop and maintain relationships with other area local, county, state and federal agencies in apprehending fugitives.
- To utilize all possible means available in locating and arresting fugitives from justice.
- To develop and implement new technology to increase efficiency and reduce expense in the issuance and maintenance of Class C warrants

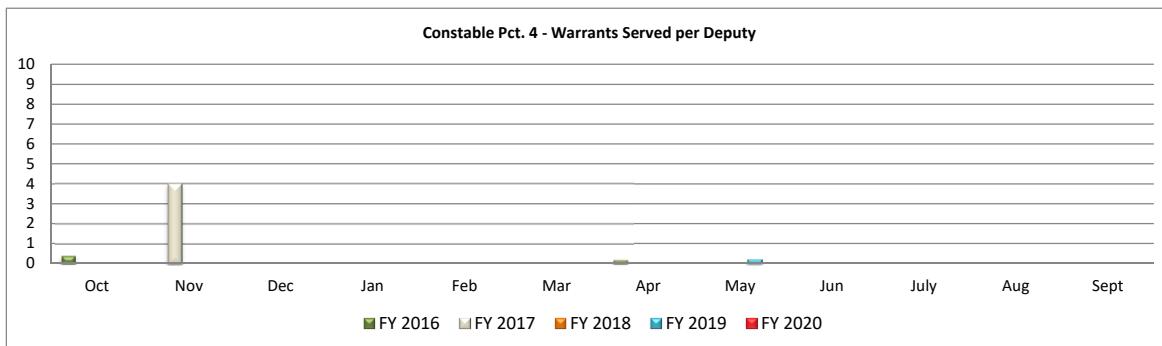


	Q1	Q2	Q3	Q4	Total	% Change
<b>FY 2016</b>	1,046	437	729	1,932	4,144	#REF!
<b>FY 2017</b>	1,547	770	1,024	466	3,807	-8%
<b>FY 2018</b>	58	55	113	87	313	-92%
<b>FY 2019</b>	18	66	600	6	690	120%
<b>FY 2020</b>	2	62	12	6	82	-88%

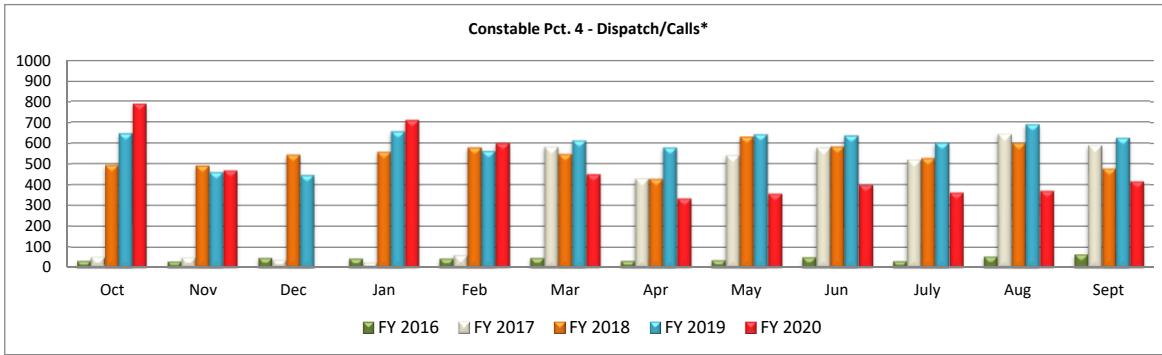
## Constable Pct. 4 Stats



	Q1	Q2	Q3	Q4	Total
FY 2016	2	-	1	-	3
FY 2017	20	-	-	-	20
FY 2018	-	-	-	-	-
FY 2019	-	-	-	1	1
FY 2020	-	-	-	-	-

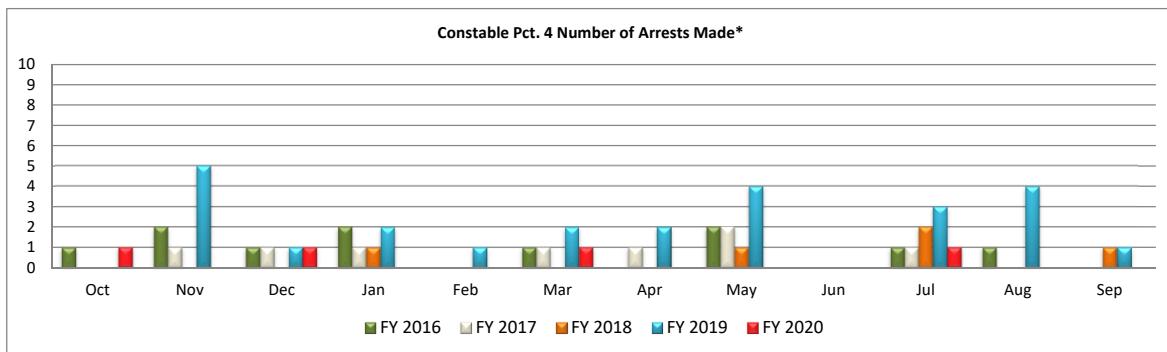


	Q1	Q2	Q3	Q4	Total
FY 2016	0	-	0	-	1
FY 2017	4	-	-	-	4
FY 2018	-	-	-	-	-
FY 2019	-	-	0	-	0
FY 2020	-	-	-	-	-



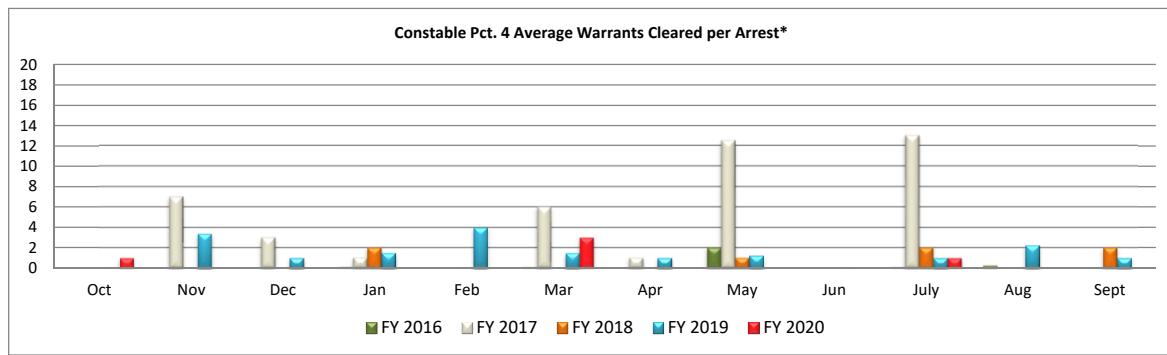
	Q1	Q2	Q3	Q4	Total	% Change
FY 2016	108	135	118	147	508	#REF!
FY 2017	142	666	1,542	1,746	4,096	706%
FY 2018	1,524	1,677	1,636	1,599	6,436	57%
FY 2019	1,547	1,823	1,848	1,910	7,128	11%
FY 2020	1,252	1,753	1,083	1,142	5,230	-27%

## Constable Pct. 4 Stats



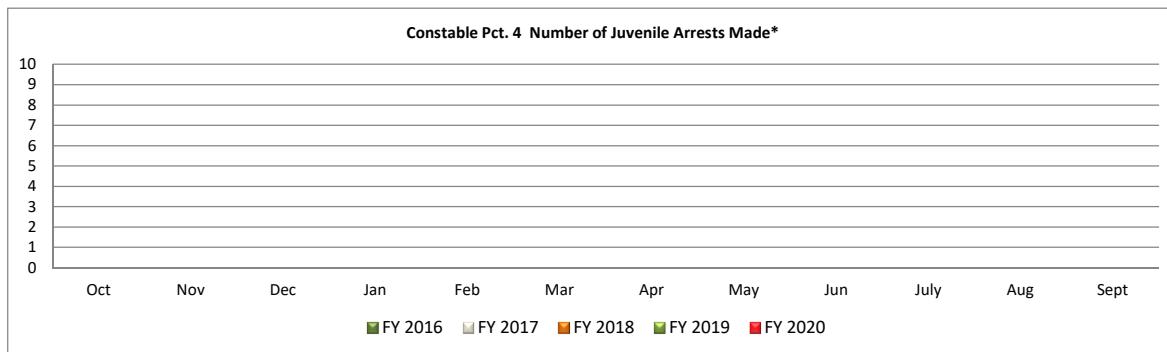
\*Began tracking in FY 2015.

	Q1	Q2	Q3	Q4	Total
FY 2016	4	3	2	2	11
FY 2017	2	2	3	1	8
FY 2018	-	1	1	3	5
FY 2019	6	5	6	8	25
FY 2020	2	1	-	1	4



\*Began tracking in FY 2015.

	Q1	Q2	Q3	Q4	Total
FY 2016	-	0	1	0	1
FY 2017	3	2	5	4	15
FY 2018	-	2	1	4	7
FY 2019	4	7	2	4	18
FY 2020	1	3	-	1	5



\*Began tracking in FY 2015.

	Q1	Q2	Q3	Q4	Total
FY 2016	-	-	-	-	-
FY 2017	-	-	-	-	-
FY 2018	-	-	-	-	-
FY 2019	-	-	-	-	-
FY 2020	-	-	-	-	-

**ADMINISTRATIVE**

Overseeing all office operations and functions. Providing assistance to customers by answering calls, documenting and tracking complaints and compliments, collecting money for service fees coming in mail and through personal visits. Providing support and assistance to office personnel by processing time and reporting to payroll, preparing schedules, ordering supplies, making travel arrangements for training, and tracking state mandated training requirements. Assisting with the office budget, accounts, bookkeeping & deposits and providing administrative support by preparing required monthly reports and conducting both interviews and evaluation processes.

**FY 2020 Goals & Objectives**

- To continue to train and educate all staff in efforts to maximize efficiency in all areas of operation within the office.

**EDUCATION**

Deputies are mandated by the state to maintain more training and education hours than other Texas Peace Officers. In addition, it is the policy of this office to require continuous training and education for clerks and deputies in fields related to their specific duties. It is the goal of this office to employ the most qualified, highly trained and most motivated peace officers and clerks in the state.