

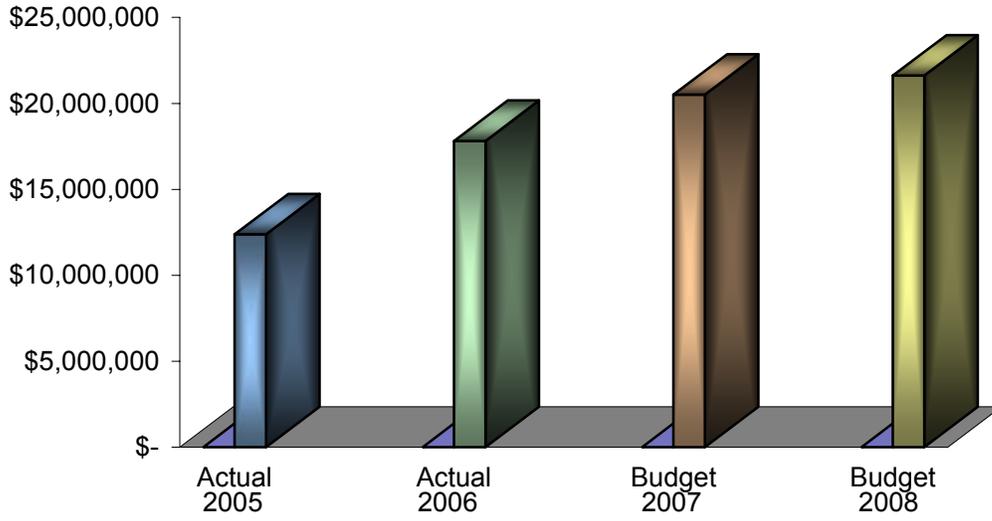
## **Constitutional Offices**

The Constitutional Offices of Hamilton County, Tennessee are established pursuant to the constitution of the State of Tennessee. They are independently elected officials with the exception of the Clerk and Master who is an appointed official of Hamilton County, Tennessee.

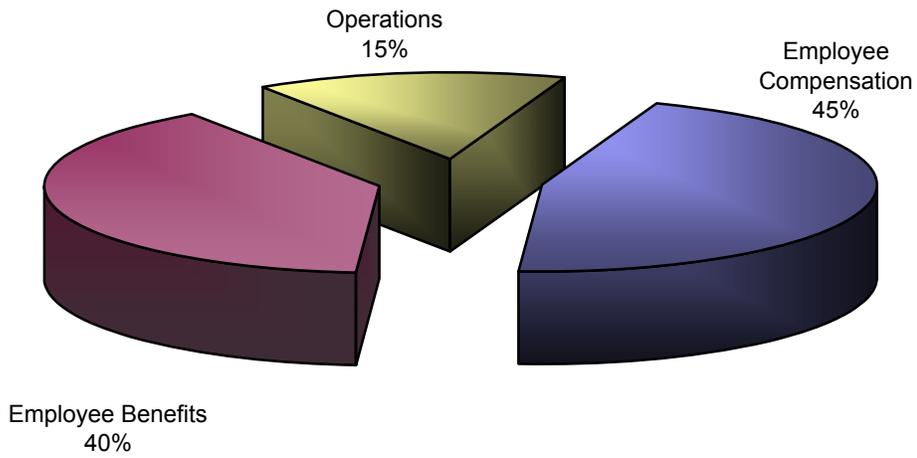
The General Fund accounts for the activities of each officer's Fee and Commission account. It is used to account for all revenue and certain expenditures applicable to the general operations of the Constitutional Offices.

In an effort to present all Constitutional Offices consistently, the Juvenile Judge, Juvenile Court Detention Center, Juvenile Court IV D Child Support, Juvenile Court Volunteer Services, Juvenile Court Youth Corrections, Juvenile Court CASA, and Juvenile Court Youth and Alcohol were moved from Supported Agencies to Constitutional Offices.

## Constitutional Offices Expenditures



## FY 2008 Expenditures by Type



## Constitutional Offices Expenditures by Departments

Departments	Actual 2005	Actual 2006	Budget 2007	Budget 2008
Medical Examiner	\$ 718,806	\$ 726,142	\$ 818,220	\$ 893,593
Clerk and Master	578,361	659,679	736,986	724,450
Circuit Court Clerk	882,792	943,169	1,025,864	1,055,667
County Clerk	1,242,842	1,361,106	1,531,569	1,637,417
Register of Deeds	412,627	403,714	526,815	549,061
Trustee	279,974	276,455	366,589	377,406
Assessor of Property	2,638,386	2,653,128	3,019,135	3,242,855
District Attorney General	1,136,464	935,005	944,199	1,047,456
County Election Commission	1,530,868	1,108,202	1,654,171	1,569,366
Criminal Court Clerk	951,212	1,020,722	1,224,797	1,242,646
Public Defender	282,156	291,680	322,092	476,225
Board of Equalization	3,690	630	2,000	2,000
General Sessions Court	929,610	968,138	1,096,108	1,152,785
Juries	176,328	182,789	180,000	200,000
Criminal Court Judges	162,932	175,192	182,474	191,829
Chancery Court Judges	4,932	9,016	10,500	12,000
Circuit Court Judges	218,058	229,147	240,360	242,563
Judicial Commission - Magistrate	230,223	271,335	225,103	235,693
Juvenile Court Judge	-	2,867,258	3,109,658	3,594,252
Juvenile Court Detention Unit	-	1,656,492	1,898,394	1,994,893
Juvenile Court IV-D Child Support	-	520,713	588,459	619,193
Juvenile Court-Volunteer Services	-	166,724	286,974	124,131
Juvenile Court-Youth Corrections	-	283,046	353,676	310,327
Juvenile Court-CASA	-	58,513	116,925	64,619
Juvenile Court-Youth Alcohol Safety Proj	-	43,262	47,625	53,715
	\$ 12,380,261	\$ 17,811,257	\$ 20,508,693	\$ 21,614,142
<b>Authorized Positions</b>	<b>373.26</b>	<b>477.76</b>	<b>480.89</b>	<b>486.76</b>

## Medical Examiner – 1001

### FUNCTION

The County Medical Examiner is required by the “Post Mortem Examination Act” (Tennessee Code - Annotated, Sections 38-7-101 through 38-7-117) to investigate certain types of deaths occurring in the County and to keep records on investigations and examinations of such deaths. In this way, the medical and legal circumstances of a death can be properly documented and provisions can be made for the completion of a Tennessee Death Certificate. The primary goals of the “Post Mortem Examination Act” are as follows:

1. To detect unsuspected homicides
2. To protect the health of the community
3. To clarify workmen compensation claims, insurance claims and civil lawsuits
4. To provide more accurate vital statistics

By law, “the death of any person resulting from sudden violence or by casualty or by suicide, or suddenly when in apparent health, or when found dead, or in prison, or in any suspicious, unusual, or unnatural manner, or where the body is to be cremated”, must be reported to the County Medical Examiner. Furthermore, the death of an individual occurring in a suspicious, unusual or unexpected manner while in a hospital, outpatient facility, nursing home, treatment resource clinic, or other health care facility must be reported to the County Medical Examiner. The types of death reported to the office include, but are not limited to the following:

Homicides, Suicides, Drowning, Electrocutions and Lightning, Traffic, Home and Industrial Accidents, Poisonings, Deaths in Prison or Falls, Aircraft Accidents, Falls, Burns and Scalds, Freezing or Exposure, Suddenly when no obvious serious disease is present, Anesthetic Deaths, and any “Delayed Death” following treatment and/or hospitalization for traumatic injuries.

### PERFORMANCE GOALS AND OBJECTIVES

1. The County Medical Examiner’s Office provides vital information that is needed by the family of the deceased, Public Health Department, law enforcement, and many other agencies.
2. Comprehensive investigations include selected death scene visits, postmortem examinations and/or autopsy with photographic and narrative documentation of various medical evidence, toxicology and serology, x-rays, and consultation in anthropology, odontology, or other specialties as needed.
3. In addition, the County Medical Examiner is responsible for the preparation of various reports and other documentation related to an individual’s death, and subsequent expert medical testimony in judicial proceedings. This office is also actively involved in the training of area law enforcement personnel, medical institutions, and other interest groups.

Expenditures by type	Actual 2005	Actual 2006	Budget 2007	Budget 2008
Employee Compensation	\$ 482,286	\$ 408,141	\$ 406,898	\$ 581,452
Employee Benefits	134,205	135,413	194,240	191,404
Operations	102,315	182,588	217,082	120,737
<b>Total Expenditures</b>	<b>\$ 718,806</b>	<b>\$ 726,142</b>	<b>\$ 818,220</b>	<b>\$ 893,593</b>

<b>Authorized Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
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## **PROGRAM COMMENTS**

The administrative and investigative responsibilities of the County Medical Examiner are established by the "Post Mortem Examination Act" (Tennessee Code Annotated, Sections 38-7-101 through 38-7-117). This office is notified to investigate approximately 40% of the deaths occurring in Hamilton County each year. It is the goal of the Hamilton County Medical Examiner Office to provide vital information that is needed by the family of the deceased, Public Health Department, law enforcement, and other agencies in an effective, timely, and courteous manner. Some deaths, due to natural causes, in which the circumstances and medical history is known, require about one-half hour to document. Other deaths, due to natural causes or non-natural causes (accident, suicide, or homicide), in which the circumstances need to be further proven require between two hours to two weeks to investigate. The County Medical Examiner must rely on outside laboratory work for processing of collected evidence, which can take from two months to over a year to complete. The paperwork needed to document death investigations varies widely from case to case, and is often delayed due to pending laboratory reports. There are seven full time employees in the office that work together to cover the seven day twenty-four response to death investigation. The State of Tennessee has requested that we investigate all the deaths that occur in Hamilton County even though their injury or illness may have occurred in Georgia, Alabama, or North Carolina because of the complication of completing the Death Certificate which would increase the number of cases coming to our office which would be from 150 to 200 cases.

## Clerk & Master – 1002

### FUNCTION

The Clerk & Master serves in the dual role of Clerk of the Chancery Court and the Master in Chancery for the Eleventh Judicial District of Tennessee. As Clerk, the officer exercises all of the duties and powers conferred upon clerks of court generally, which role is almost exclusively clerical, and law or orders of the court strictly define the powers exercised. As Master, the officer is a judicial officer clothed with many of the powers of a Chancellor. There is no question of Law or Equity, or disputed fact, which the Clerk & Master may not have occasion to decide, or respecting which the Clerk & Master may not be called upon to report his opinion to the Court.

### PERFORMANCE GOALS AND OBJECTIVES

The goal of this office is to discharge the duties of the office diligently, honestly, impartially, courteously and efficiently.

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Benefits	\$ 420,398	\$ 458,784	\$ 546,344	\$ 533,808
Operations	157,963	200,895	190,642	190,642
<b>Total Expenditures</b>	<b>\$ 578,361</b>	<b>\$ 659,679</b>	<b>\$ 736,986</b>	<b>\$ 724,450</b>

<b>Authorized Positions</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
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### PROGRAM COMMENTS

Our goal is to operate the Clerk & Master's office in an efficient manner and to serve the public to the best of our ability. We are confident that we can accomplish the task by working closely with our deputies through special training programs and the reorganization of job duties, to utilize their interests and talents. We believe this budget is minimal for the effective operation and maintenance of the Clerk & Master's office.

## Circuit Court Clerk – 1003

### FUNCTION

The Clerk of the Circuit Court maintains Circuit and Sessions Civil Courts. The Clerk is a state mandated constitutional official. The Clerk's responsibility is to aid the court by providing staff, which performs all the clerical functions for the courts. The Clerk is responsible for the management of all complaints, petitions, summons, orders and other documents relating to lawsuits filed with the court. The Clerk also handles the collection, receipt, and accounting for all litigation taxes, court costs, fines, fees, and restitution as ordered by the court. The Clerk also handles the collection and receipt, of civil warrants, detainer warrants, executions, garnishments, subpoenas and other related documents as assigned by law, and then prepares these reports for Hamilton County and the State of Tennessee. The Clerk collects and disburses child support payments as ordered by the Circuit Court Judges. The Clerk is also responsible for filing Orders of Protection, Judicial Hospital cases and Emergency Commitments.

The Circuit Court Clerk also serves as a clerk to the Board of Jury Commissioners and maintains current data on all prospective jurors and handles the empanelling of jurors for Circuit, Criminal and Chancery Courts.

The Parenting Coordinator for Hamilton County, who assists the courts and litigants in domestic cases with children, is also under the supervision of the Circuit Court Clerk.

### PERFORMANCE GOALS AND OBJECTIVES

1. Serve the Judges, lawyers and citizens of the County in an efficient, attentive and courteous manner
2. Provide the most cost-effective service possible to the public and to members of the legal profession
3. Manage and process court documents with speed and accuracy
4. Collect litigation taxes, fees, fines and court costs as cases are concluded
5. Receipt and disburse collections timely
6. Prepare reports to the State of Tennessee in compliance with established guidelines
7. Research new technology that would increase the efficiency and decrease the cost of operation

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Benefits	\$ 591,037	\$ 654,754	\$ 750,130	\$ 770,728
Operations	291,755	288,415	275,734	284,939
<b>Total Expenditures</b>	<b>\$ 882,792</b>	<b>\$ 943,169</b>	<b>\$ 1,025,864</b>	<b>\$ 1,055,667</b>

<b>Authorized Positions</b>	<b>39.5</b>	<b>39.5</b>	<b>39.5</b>	<b>39.5</b>
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### PROGRAM COMMENTS

Sessions Court and Circuit Court are fully automated. Both offices continue to make every effort to serve the public courteously and to explore new and better ways to deliver our services.

## County Clerk – 1004

### FUNCTION

The County Clerk is a constitutional officer and is elected by the voters for a term of four years. Duties of the office range from secretary to the County Commission to conducting a great deal of the state's taxation duties within the County. Included are collections and remittance to County of funds derived from Vehicle Title and Registration, collection of Business Tax and Beer Tax and issuance of Driver and Marriage Licenses. The office also is required by State Air Pollution law to enforce motor vehicle emission testing.

### PERFORMANCE OBJECTIVES

To provide annual services mandated by the legislature such as processing of motor vehicle transactions and the enforcement of motor vehicle emissions testing. Also, miscellaneous tax transactions (business, marriage, hunting/fishing licenses, etc.) and serving as secretary to the County Legislative body. These functions represent more than \$35.4 million accounted for by the Clerk's office.

### SERVICE ACCOMPLISHMENTS

	<u>Actual</u> <u>2005</u>	<u>Actual</u> <u>2006</u>	<u>Projected</u> <u>2007</u>	<u>Estimated</u> <u>2008</u>
<b><u>Motor Vehicle Division</u></b>				
Full Time Equivalent	48.25	50.5	50	50
Workload - # of transactions processed	404,066	381,072	381,500	382,000
Efficiency - # of transactions per FTE	8,374.4	7,546.0	7,600.0	7,690.0
Effectiveness - Accuracy % for all transactions	96.55%	96.23%	96.00%	96.00%
<b><u>Miscellaneous Tax Division</u></b>				
Full Time Equivalent	12	12	13	13
Workload - # of transactions processed	38,478	45,700	46,000	46,000
Efficiency - # of transactions per FTE	3,206.50	3,808.30	3,538.50	3,538.50
<b><u>County Commission Records</u></b>				
Full Time Equivalent	1.5	1.5	1.25	1.25
Workload - Research Tasks	298	314	340	340
Workload - Minutes sets produced	64	62	59	60
Workload - Units	362	376	399	400
Efficiency - # of Workload units per FTE	241.33	250.67	319.92	320
Effectiveness - Research taking < 1 hour	98.7%	98.1%	99.0%	99.0%

<b>Expenditures by type</b>	<b>Actual</b> <b>2005</b>	<b>Actual</b> <b>2006</b>	<b>Budget</b> <b>2007</b>	<b>Budget</b> <b>2008</b>
Employee Benefits	\$ 1,009,859	\$ 1,123,016	\$ 1,305,379	\$ 1,406,417
Operations	232,983	238,090	226,190	231,000
<b>Total Expenditures</b>	<b>\$ 1,242,842</b>	<b>\$ 1,361,106</b>	<b>\$ 1,531,569</b>	<b>\$ 1,637,417</b>

<b>Authorized Positions</b>	<b>72</b>	<b>74</b>	<b>74</b>	<b>74</b>
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## **PROGRAM COMMENTS**

In providing services, our goal is to serve the public in a courteous and efficient manner. Also diligent enforcement of tax laws under our jurisdiction generates revenue for the general government. Revenue generated for County General government was \$5.4 million coming from administration of the Business Tax Act, issuance of driver licenses and marriage licenses and receiving motor vehicle title and registration applications. The branch office at Bonny Oaks provides easier access and greatly reduces the traffic and parking problems in the Courthouse area. Sixty-nine percent of all walk-in tag & title and renewal work was processed at the Branch office. Of the 164,554 branch transactions, 90,647 were renewals. This is beneficial to the public, other Courthouse offices and courts. The public has been extremely complimentary of this extension of services provided by the Commission. The Courthouse location processed 60,325 walk-in transactions of which 37,272 were renewals.

We continue to transfer historic marriage records from microfilm to the data program. The "tickler file" on contract expirations and commission appointments that the Commission requested that we implement is beneficial to County Government as a whole.

## Register – 1005

### FUNCTION

The principal duty of the County Register's Office is to record deeds and other instruments required or allowed to be filed by law. Writings eligible for registration include deeds, powers of attorney, mortgages, marriage settlements, plats, military discharges, etc. The Register is responsible for collecting and accounting for all fees and taxes due as allowed by law. Excess fees are turned over to the County Trustee twice per year. 2006-2007 fiscal year excess fees collected were \$2,034,517.94.

### PERFORMANCE GOALS AND OBJECTIVES

1. To record, process, and optically scan documents.
2. To provide electronic access to the public and commercial users.
3. To bill departments through the computer accounts receivable application.
4. To microfilm all records using TIFF images and converting them using archive writer software and hardware to rolls of microfilm.
5. To assist the public with information in a genuine and caring manner.
6. To print and track copies made by users from computer images. A program was written by our computer programmer/administrator, which calculates copy charges by a company's password and writes the total money due for all companies to the charge book/billing software.
7. To keep the general ledger, etc. with a computer application, and provide auditing capabilities remotely.
8. To work with all governmental departments exchanging information via the computer system to eliminate steps for the public and County governmental departments.
9. To deputize the GIS department's employees (located at the City/County Development Resource Office for permits and plat approval process) so that the public may complete the plat approval and recording process with our recording software at that location.
10. To provide a satellite office for the public's convenience for retrieving information and recording legal documents. The Register's Satellite Office is located by the Trustee's, Assessor's, & County Clerk's Satellite Offices. This satellite office opened in January 2001.
11. To provide an e-recording process. (Implemented in May 2006.)

### PERFORMANCE MEASUREMENTS

	<u>Actual</u> <u>04 - 05</u>	<u>Actual</u> <u>05 - 06</u>	<u>Actual</u> <u>06 - 07</u>
Documents Recorded	80,580	81,687	78,300
Excess Fees	2,023,169	2,095,849	2,034,518
Rolls of Film, estimated	82	83	79
5 books of 1,000 pages per 1 roll of film			

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Compensation	\$ 83,117	\$ -	\$ -	\$ -
Employee Benefits	255,055	267,767	291,132	299,048
Operations	74,455	135,947	235,683	250,013
<b>Total Expenditures</b>	<b>\$ 412,627</b>	<b>\$ 403,714</b>	<b>\$ 526,815</b>	<b>\$ 549,061</b>

<b>Authorized Positions</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>17</b>
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## **OFFICE HOURS**

### Courthouse

Open 7:30 am until 5:00 pm (employees are scheduled 7:30-5:30) Monday – Friday open 50 hours during the regular workweek. Implemented this schedule on September 1, 1994. Employees work 4 day work week.

### Satellite

8:00am until 4:00pm Monday - Friday

## **ACCOMPLISHMENTS**

Remote access to the records offered since August 1998 for data and images from 7/1/1969 to present. Images have been back scanned behind the index to Book 1791 which dates back to 1968. Access available all hours of every day, except in the scheduled backup hours of 11PM – 3AM and for any maintenance requirements. The remote user base continues to grow daily. We presently have 1,348 remote access accounts and produced \$122,950 in remote fees for fiscal year 2005-2006.

*Register's Office Training & Document Requirement Guide* written by our office and posted on our webpage at <http://register.hamiltontn.gov>. This guide is used by many Registers throughout the state. Many companies – instate and out – that prepares documents to be recorded in Tennessee, may use this manual. Local law firms and title companies are also using the guide as evidenced by their calls and references to the guide.

The electronic filing process will be enabled in May of 2006.

Pam Hurst is the Hamilton County Register of Deeds and was took office September 1, 1994. She is currently serving her third term. The County seat is Chattanooga, Tennessee.

## Trustee – 1006

### FUNCTION

The Trustee is the treasurer for the County and serves three primary functions: (1) collect all County property taxes; (2) keep a fair and regular account of all money received; and (3) invest temporary idle funds. The following are major funding sources handled by the Trustee: real property taxes, personal property taxes, state assessed property taxes, hotel-motel taxes, grants, state and federal government funding. The Trustee provides services to County General Government and the Board of Education.

### PERFORMANCE GOALS AND OBJECTIVES

1. Reduce customer wait times
2. Increase customer convenience
3. Upgrade accounting system
4. Increase number of taxpayers receiving State Tax Relief
5. Employee training

### METHODS OF ACHIEVING GOALS AND OBJECTIVES:

1. Accept counter payments at 25 locations within Hamilton County
  - A. Trustee's Courthouse Office (Downtown)
  - B. Trustee's Satellite Office (Bonny Oaks)
  - C. First Tennessee Bank Branches
2. Credit Card and e-Check payments available on the internet
3. Tax records available to the public on the internet
4. Integrate County's IFAS Accounting System with Trustee Office Accounting
5. Promote State Tax Relief program through media and civic organizations
6. Staff members to attend State Tax Relief seminar
7. Train staff members in cash handling

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Benefits	\$ 216,161	\$ 250,364	\$ 292,862	\$ 270,720
Operations	63,813	26,091	73,727	106,686
<b>Total Expenditures</b>	<b>\$ 279,974</b>	<b>\$ 276,455</b>	<b>\$ 366,589</b>	<b>\$ 377,406</b>

<b>Authorized Positions</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>
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### SERVICE ACCOMPLISHMENTS

1. During tax year 2006, First Tennessee Bank branches accepted 10,000 County tax payments.
2. During tax year 2006, the Trustee's office processed 1,327 transactions for \$1,125,182.
3. Tax relief applications are processed online resulting in faster processing of approvals and payments.
4. All major media outlets have covered the State Tax Relief Program for the 2006 tax year.
5. The Trustee and his staff are scheduling speaking engagements on the topic of State Tax Relief.
6. Currently, 64 percent of the Trustee's staff has been certified as cash handlers by the Association of Public Treasurers United States and Canada.

## Assessor of Property – 1007

### FUNCTION

The function of the Assessor of Property is to appraise, or cause to have appraised, each parcel of taxable real estate within the County at its market value or a percentage of market value stipulated by statute. If this function is performed, the result will be a reasonably equitable ad valorem distribution of the aggregate tax burden.

Never in theory and seldom in practice is the Assessor of Property, or his appraisal staff, directly concerned with taxation or the burden of taxation imposed either collectively or individually. The tax levied is the result of the tax rate established by the governing body and applied on an ad valorem basis throughout Hamilton County.

### PERFORMANCE GOALS AND OBJECTIVES

1. The prime objective of the Assessor of Property is a uniformity of standards, methods, and procedures, which will result in equality of assessment.
2. The ad valorem appraisal is a mass appraisal of the market value of all real estate in Hamilton County.
3. The Assessor of Property's function is not to tax, but to appraise the real estate to establish the proper base for applying the appropriate assessment ratio and tax rate.
4. Data required for ad valorem tax appraisal is generally the same as for ordinary appraisals, but is gathered on a mass basis. Aerial photographs and maps are essential data.
5. The method of estimating value for ad valorem tax includes: (a) a neighborhood analysis, (b) valuation of the land by use of comparable sales data, and (c) valuation of the improvements by application of the most suitable approach to value, depending on the type of property. The Cost Approach is the most economical for mass appraisal. The Income Approach and Market Approach are also employed where budget allows and where they are applicable; their use improves the degree in equity of the assessment.
6. Formerly, Assessors of Property relied largely on the Cost Approach to value. Today, with better training and computer equipment, the Assessor of Property can utilize all three approaches to value when applicable, and produce more accurate results.

Expenditures by type	Actual 2005	Actual 2006	Budget 2007	Budget 2008
Employee Compensation	\$ 1,820,645	\$ 1,692,770	\$ 1,784,120	\$ 1,975,787
Employee Benefits	678,909	695,022	845,317	890,222
Operations	138,832	265,336	389,698	376,846
Total Expenditures	\$ 2,638,386	\$ 2,653,128	\$ 3,019,135	\$ 3,242,855

<b>Authorized Positions</b>	<b>47.63</b>	<b>44.13</b>	<b>44.63</b>	<b>44.63</b>
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## **District Attorney General – 1008**

### **FUNCTION**

Prosecute felony and state misdemeanor cases brought before the Sessions and Criminal Courts.  
Prosecute juvenile delinquency cases brought before the Juvenile Court.  
Conduct preliminary hearings.  
Assist the Grand Jury by subpoenaing witnesses, preparing and scheduling dockets, preparing indictments and assisting with investigations.  
Enhance the judicial system by implementing plans and procedures which will move court cases through the system as rapidly, efficiently, and effectively as possible – helping to alleviate jail overcrowding and reduce costs.  
Supervise and assist local law enforcement in major felony investigations, as well as other relevant matters.  
Represent victims of crime in victim compensation hearings.  
Oversee the Victim Witness Assistance Program.  
Enjoin public nuisances.  
Advise the DUI Task Force.  
Maintain and supervise the Child Protective Investigative Team, including the screening and prosecution of its cases.  
Uphold procedures set forth in T.C.A 40-3-103 by maintaining an Economic Crime Unit for the purpose of processing fraudulent and/or worthless checks.  
Transfer fugitives to this jurisdiction, from any location in the United States, for trial.  
Locate missing witnesses - transporting them to and from court, as necessary.  
Advise and educate the public concerning the Criminal Justice System, by striving to involve the community in the judicial system.  
Properly train assistant district attorneys, as well as support personnel, in order to carry out the functions of this office.  
Represent the public in parole hearings, as needed.

### **PERFORMANCE GOALS AND OBJECTIVES**

The goal of the Office of District Attorney General is to vigorously, competently, efficiently and effectively, as well as fairly, prosecute individuals who choose to violate the criminal law in Hamilton County. In order to accomplish this primary objective, the District Attorney General has developed, and will continue to develop, an experienced and competent staff of criminal trial attorneys dedicated to this primary goal. The District Attorney General believes that effective prosecution of criminals, by his office, results in greater physical safety for the people of Hamilton County, both in their homes and on their streets. It is the goal of the District Attorney General that persons contemplating criminal activity in Hamilton County remain fully aware of the fact that his office will pursue and prosecute them to the fullest extent of the law.

The District Attorney's Office continues to contemplate and work toward implementing plans and procedures that will improve the judicial system. The judicial system's current caseload is overwhelming. However, the District Attorney General believes that an early case review system will shorten offender pretrial detention time, thus reducing jail over-crowding and costs. Early case review will enhance a more rapid movement of pending cases through the system by allowing immediate settlement or indictment.

The District Attorney General is in the process of implementing the goal of a vertical prosecution system. Vertical prosecution is the much preferred and most effective prosecution method in that it results in crime victims and law enforcement personnel dealing with the same prosecutor from the beginning of their case through to its completion. In addition, vertical prosecution eliminates much duplication of effort, reduces trial preparation time and establishes case responsibility from the beginning of the criminal process. This will result in a reduction of time required to bring cases to trial and reduce overcrowding in our jail by defendants awaiting trial or disposition of their cases.

### **PROGRAM COMMENTS**

The District Attorney General is grateful for the support and assistance of the Hamilton County Commission in its support of local law enforcement and for its belief in the judicial system as a whole. Due to the Commission's foresight and support, the materialization and effectiveness of the DUI Task Force and Child Abuse Task Force are effective and of value to the judicial system and the citizens of Hamilton County.

**PERFORMANCE GOALS AND MEASURES**

FUNCTION 1: Prosecute all felony and state misdemeanor cases brought before the Sessions and Criminal Courts, as well as prosecute juvenile delinquency cases brought before the Juvenile Court.

Goal: To reduce juvenile delinquency in Hamilton County.

Action Items: One full-time prosecutor and one part-time grant prosecutor currently handle the Juvenile Unit located at the Hamilton County Juvenile Court.

Results:

Children served from 01/01/06 – 12/31/06: 6,644.

The average number of days from arrest to first court date of juveniles being held in the unit is one day.

FUNCTION 2: To organize and assist the Hamilton County Grand Jury by subpoenaing witnesses, preparing and scheduling docket cases, preparing indictments, and aiding in investigations.

Goal: To increase the number of charges and presentments bound over to the Grand Jury and decrease the backlog of cases waiting to be heard.

Action Items: A custom computer program has automated the Indictment/Presentment creation process. In 2000, we added a second attorney to do legal research exclusively for Indictments/Presentments. In 2002, we hired a new data entry clerk to assist in the creation of Indictment/Presentments.

Results:

	<b>Actual 2005</b>	<b>Actual 2006</b>
Indictments produced per year	10,055	9,766
Presentments produced per year	940	952

Note: The backlog of pending cases in the Grand Jury has been decreased to eight weeks for those being held in custody. The pending cases have been decreased to twelve weeks for those on bond.

FUNCTIONS 3 AND 4: To represent crime victims in victim compensation hearings, and to maintain and supervise the Victim Witness Assistance Program.

Results:

	<b>Actual 2005</b>	<b>Actual 2006</b>
Phone contacts	5,417	6,042
Office visits	601	452
Criminal Injury Compensation Fund	193	206

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Compensation	\$ 721,300	\$ 597,789	\$ 595,554	\$ 665,391
Employee Benefits	229,643	185,828	192,803	260,055
Operations	185,521	151,388	155,842	122,010
<b>Total Expenditures</b>	<b>\$ 1,136,464</b>	<b>\$ 935,005</b>	<b>\$ 944,199</b>	<b>\$ 1,047,456</b>

<b>Authorized Positions</b>	<b>37</b>	<b>39</b>	<b>39</b>	<b>42</b>
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Note: Budgeted grant monies directly related to the District Attorney General's function can be included in these expenditures; when the grant is closed, the expenditure amounts may fluctuate considerably, as reflected above in operations.

## County Election Commission – 1009

### FUNCTION

The Hamilton County Election Commission is an entity expressly created and organized by the laws of the State of Tennessee. However, it is not a part of any political subdivision of the State. Although the Hamilton County Election Commission receives certain designated funding from the State, the primary source of funding for the Hamilton County Election Commission is the Hamilton County government. Nevertheless, the Hamilton County Election Commission is not an arm of the County government.

The Hamilton County Election Commission is comprised of five election commissioners. The election commissioners are appointed by the State Election Commission, after consultation with the legislative delegation from Hamilton County. The Hamilton County Election Commission is obligated by State law to fulfill various duties including but not limited to: approving an annual operating budget, certifying voting machines prior to elections, designation of polling places, designation of precinct boundaries, appointment of poll workers and certifying election results.

The chief administrative officer of the Hamilton County Election Commission is the Administrator of Elections, who is appointed by and who serves at the collective pleasure of the five commissioners. The Administrator is responsible for the daily operations of the Hamilton County Election Commission and the execution of all elections. State law sets forth certain specific duties of the Administrator, including the employment of all office personnel.

<u>Division Functions</u>	<u>% of Total Workload</u>
Voter Registration	15%
Voter Maintenance	15%
Voter Education	10%
Conduct Elections	50%
Miscellaneous Functions	10%

<u>Quantitative Measures of Functions</u>	<u>Actual FY 2005</u>	<u>Actual FY 2006</u>	<u>Projected FY 2007</u>
Number of Registered Voters	181,446	184,099	184,826
Number of Presentations	0	10	0
Number of Elections Held	5	3	2
Number of Schools of Instruction Conducted	2	3	6
Number of Address Verification/Confirmation Notices Mailed*	8,470	500	15,046

\*State law requires that the County Election Commission implement an address verification program to be conducted at least on a biennial basis, but may do so annually. The first program was implemented in the fall of 2001; in the spring of 2003, the program was modified and completed. Periodic mailers are sent if information provided by the Postal Service indicates a change in the voter's address.

### DUTIES AND RESPONSIBILITIES

1. Conduct each election fairly, honestly and accurately
2. Maintenance of voter registrations records
3. Campaign Financial Disclosures and Reports

### GOALS AND OBJECTIVES FOR FY 2007-2008

1. Consolidate precincts, as appropriate, to reduce duplication of services and expenses
2. Modify election workers training program instituted in July 2002
3. Continue diagnostics and maintenance inspections of voting equipment to ensure accuracy
4. Institute procedures to insure the office is in full compliance with the Help America Vote Act of 2002, including purchase of DRE voting equipment, verification of polling place accessibility for the handicapped, and provisional voting procedures for the 2008 election cycle
5. Voter verification and confirmation process on a monthly basis

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Compensation	\$ 676,318	\$ 597,812	\$ 948,648	\$ 805,536
Employee Benefits	423,549	201,423	272,823	278,016
Operations	431,001	308,967	432,700	485,814
<b>Total Expenditures</b>	<b>\$ 1,530,868</b>	<b>\$ 1,108,202</b>	<b>\$ 1,654,171</b>	<b>\$ 1,569,366</b>

<b>Authorized Positions</b>	<b>22</b>	<b>22.5</b>	<b>25</b>	<b>26.5</b>
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**ACCOMPLISHMENTS DURING FY 2006-2007**

1. Conducted high school voter registration drives at 22 public and private high schools; 735 students registered; 220 applications pending until 18<sup>th</sup> birthday
2. Modified voter maintenance program to eliminate duplication of functions
3. Modified polling procedures to simplify process for workers and voters
4. Modified the procedure for conducting a back-up of data on a daily, weekly, end-of-the-month, and yearly basis, thereby enabling the staff to more efficiently access information as of a specific time frame
5. Modified the Officer of Elections Handbook to bring it into compliance with current law
6. We have upgraded the handicapped parking spaces at the precinct level
7. Bud Knowles spoke with WNOO Radio
8. Changed 6 voting precincts to help better serve the voters

## Criminal Court Clerk – 1010

### FUNCTION

The Hamilton County Criminal Court Clerk acts as an agent for the Criminal Court and the Criminal Division of General Sessions Court. The office is divided into three major departments: the Criminal Court department, the Sessions Court department, and the Delinquent Collections department. The primary function of the Criminal and Sessions departments is to maintain court records and collect and disburse litigation taxes, court costs, judgments, fees, etc. on cases tried in the respective court. The primary function of the Delinquent Collections department is to collect delinquent taxes, costs and fees due to the Criminal Court Clerk.

The expenditures below represent costs incurred by the Criminal Court Clerk that are absorbed by the General Fund. These costs are included in the Criminal Court Clerk Fund budget as a transfer from the General Fund.

Gwen Tidwell is the Criminal Court Clerk. She was first elected to the position in 1994 and has served continuously as the Criminal Court Clerk since that time.

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Benefits	\$ 832,988	\$ 892,215	\$ 1,092,447	\$ 1,110,296
Operations	118,224	128,507	132,350	132,350
<b>Total Expenditures</b>	<b>\$ 951,212</b>	<b>\$ 1,020,722</b>	<b>\$ 1,224,797</b>	<b>\$ 1,242,646</b>

<b>Authorized Positions</b>	<b>64.63</b>	<b>65.13</b>	<b>63.26</b>	<b>64.63</b>
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## Board of Equalization – 1013

### FUNCTION

The Hamilton County Board of Equalization is the first level of administrative appeal for all complaints regarding the assessment, classification and valuation of property for tax purposes. The duties include examining and equalizing the county assessments to assure that all taxable properties are included on the list.

The Assessor of Property should always make sure a staff appraiser is present for each hearing. The Assessor should always have a complete record and as much documentation on each parcel in question to assist the Board.

The Board generally always has many more appeals during the year of reappraisal. Countywide equalization is of utmost concern to the Board.

<b>Expenditures</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Salaries	\$ -	\$ 630	\$ -	\$ -
Operations	3,690	-	2,000	2,000
<b>Total Expenditures</b>	<b>\$ 3,690</b>	<b>\$ 630</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>



## Juries – 1015

### FUNCTION

The function of the Jury is to try and determine, by a true and unanimous verdict, any question or issue of fact, according to law and the evidence as given them in the court.

### PERFORMANCE GOALS AND OBJECTIVES

The performance objective of the Jury is to render a fair and impartial verdict, according to law and the evidence.

### PROGRAM COMMENTS

The Court impanels 96 jurors to serve for a two-week period. The jurors are paid only for the number of days served. A code-a-phone is used to notify jurors if their service is needed for the following day. Non-jury matters are tried during the month of August.

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Jury Fees	\$ 164,331	\$ 169,389	\$ 162,000	\$ 180,000
Operations	11,997	13,400	18,000	20,000
<b>Total Expenditures</b>	<b>\$ 176,328</b>	<b>\$ 182,789</b>	<b>\$ 180,000</b>	<b>\$ 200,000</b>



## Chancery Court Judges – 1018

### FUNCTION

Provide for the peaceful resolution of civil disputes. The Court handles cases involving domestic relations, worker's compensation, estates, trusts, contracts, review of administrative action of governmental agencies and boards, collection of delinquent taxes, guardianships, and conservatorships, dissolution of partnerships and corporations, enforcement of liens, boundary lines, breach of contract, fraud, election contests, and other matters of a civil nature.

### PERFORMANCE GOALS AND OBJECTIVES

The speedy resolution of matters submitted to the Court, after a full hearing so that both sides of a dispute have an opportunity to present evidence relevant to the dispute, is the primary objective of the Chancery Court.

### PROGRAM COMMENTS

Hamilton County provides space, equipment, utilities, furnishings, and supplies for the Court.

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Operations	\$ 4,932	\$ 9,016	\$ 10,500	\$ 12,000
Total Expenditures	\$ 4,932	\$ 9,016	\$ 10,500	\$ 12,000



## Judicial Commission – Magistrate – 1023

### FUNCTION

Under Resolution 119-25, the County Commission appointed three Judicial Commissioners to assist in relieving the over-crowding that presently exists in the Hamilton County Jail. The scope of Judicial Commissioner's duties include: setting bonds or releasing defendants on their own recognizance under the guidelines of TCA Section 40-11-101, et seq; reviewing warrantless arrests, determining probable cause, and issuing arrest warrants in those cases; to issue mittimus following compliance with the procedures prescribed by TCA Section 40-5-103, and appointing attorneys for indigent defendants in accordance with applicable law and guidelines established by the presiding judge of the General Sessions Court.

### PERFORMANCE GOALS AND OBJECTIVES

1. Maintaining a jail population within or below the acceptable levels while ensuring that defendants return to court.
2. Providing a Judicial Commissioner for the Annex at the times that no Sessions Judge is available at the Courts Building.

Expenditures by type	Actual 2005	Actual 2006	Budget 2007	Budget 2008
Employee Compensation	\$ 157,716	\$ 200,203	\$ 159,886	\$ 169,362
Employee Benefits	50,485	54,499	50,492	53,506
Operations	22,022	16,633	14,725	12,825
<b>Total Expenditures</b>	<b>\$ 230,223</b>	<b>\$ 271,335</b>	<b>\$ 225,103</b>	<b>\$ 235,693</b>

<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>
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## Juvenile Court / Juvenile Judge – 1061

### FUNCTION

The Juvenile Court of Hamilton County is the official assembly for transactions of judicial business and the administration of justice as mandated by local, state, and federal law in juvenile matters. Children are referred to the Juvenile Court for reasons of delinquency, status offenses (truancy & runaway), and dependency/neglect issues. Presently, Hamilton County Juvenile Court hears more than 7,500 new cases per year and maintains over 15,000 open cases. Habilitation and rehabilitation of youth and preservation of the family unit remain the philosophical goal of the Hamilton County Juvenile Court.

### PERFORMANCE GOALS AND OBJECTIVES

1. To expedite judicial processing of all complaints
2. To protect the needs of youth referred to the court
3. To reduce the number of youth who recidivate to criminal behavior
4. To protect youth in a state of dependency and/or neglect
5. To divert from judicial intervention those cases meeting pre-defined criteria
6. To maintain data and records for evaluation and planning of court services

Expenditures by type	Actual 2005	Actual 2006	Budget 2007	Budget 2008
Employee Compensation	\$ -	\$ 1,866,248	\$ 1,947,994	\$ 2,308,695
Employee Benefits	-	808,318	970,264	1,094,157
Operations	-	192,692	191,400	191,400
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 2,867,258</b>	<b>\$ 3,109,658</b>	<b>\$ 3,594,252</b>

<b>Authorized Positions</b>	-	<b>49</b>	<b>49</b>	<b>54</b>
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This department was reassigned from Supported Agencies under organization number 1507.



## Juvenile Court / IV-D Child Support – 1063

### FUNCTION

The IV-D Department of the Juvenile Court is responsible for hearing all cases pertaining to the obtaining of delinquent collections from absent parents. Funds collected for children on Aid to Financially Dependent Children (AFDC) are forwarded to the Department of Human Services to offset those State costs. The Court hearings from this department involve legitimacy, paternity suits, visitations, and contempts. Assistant District Attorneys handle cases from other states as well as cases involving child support matters in Chancery Court or Circuit Court. Due to computerization, the program is linked to similar programs across the nation making accessibility of child support easier for custodians of children.

### PERFORMANCE GOALS AND OBJECTIVES

To hear all cases in a timely fashion brought to obtain child support from absent parents.

### PROGRAM COMMENTS

In FY 02 the State of Tennessee began processing the Child Support collections of Hamilton County's Juvenile Court.

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Compensation	\$ -	\$ 349,850	\$ 353,523	\$ 374,275
Employee Benefits	-	129,861	146,586	156,568
Operations	-	41,002	88,350	88,350
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 520,713</b>	<b>\$ 588,459</b>	<b>\$ 619,193</b>

<b>Authorized Positions</b>	<b>-</b>	<b>8</b>	<b>8</b>	<b>8</b>
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This department was reassigned from Supported Agencies under organization number 1511.



## Juvenile Court Youth Corrections – 1065

### FUNCTION

The function of the Intensive Probation program is to provide monitoring for high risk juveniles who have been adjudicated delinquent. Typically these children are previous multiple offenders who pose a high risk of recidivism. The juveniles would normally be committed to the Tennessee Department of Youth Development for rehabilitation. However, due to the intervention of the Intensive Probation Program these juveniles can be safely maintained in the community. Intensive Probation works with approximately 100 children per year providing monitoring, mentoring and other services.

### PERFORMANCE GOALS AND OBJECTIVES

1. Three contacts are made with the child each week
2. Reduce the number of children committed to the Department of Youth Development by providing intensive community monitoring
3. Assist in improving each child's academic performance

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Compensation	\$ -	\$ 164,315	\$ 199,936	\$ 185,317
Employee Benefits	-	87,450	116,190	87,460
Operations	-	31,281	37,550	37,550
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 283,046</b>	<b>\$ 353,676</b>	<b>\$ 310,327</b>

**Authorized Positions** - 6 6 5

This department was reassigned from Supported Agencies under organization number 1513.

## Juvenile Court CASA – 1066

### FUNCTION

The Court Appointed Special Advocate (CASA) are all trained community volunteers appointed by the Judge or Referee to represent the best interests of abused and neglected children in court. The CASA provides the judge with a carefully researched background investigation of the child and their circumstances. Additionally the CASA serves as the child's advocate in dealing with agencies and court personnel, to make sure that the child's unique needs are not overlooked, and that his/her interests remain of paramount concern in the care planning process.

Hamilton County CASA presently utilizes 26 volunteers who have intervened in over 442 cases. This year 44 new children have already been served. Program volunteers contribute an average of 113 hours per month. Hamilton County CASA is a member and partially funded by the Tennessee CASA association. Additional funding is received from the national CASA associations.

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Compensation	\$ -	\$ 36,909	\$ 67,531	\$ 41,054
Employee Benefits	-	19,849	43,744	17,765
Operations	-	1,755	5,650	5,800
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 58,513</b>	<b>\$ 116,925</b>	<b>\$ 64,619</b>

**Authorized Positions** - 2 2 1

This department was reassigned from Supported Agencies under organization number 1514.

## Juvenile Court Youth & Alcohol – 1067

### FUNCTION

This department facilitates the State Youth Highway Safety Program. The program addresses issues related to juvenile drinking and drug usage. All individuals convicted in a drug or alcohol offense must complete this program.

<b>Expenditures by type</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Budget 2007</b>	<b>Budget 2008</b>
Employee Compensation	\$ -	\$ 31,818	\$ 32,569	\$ 37,542
Employee Benefits	-	10,948	12,256	13,373
Operations	-	496	2,800	2,800
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 43,262</b>	<b>\$ 47,625</b>	<b>\$ 53,715</b>

**Authorized Positions** - 1 1 1

This department was reassigned from Supported Agencies under organization number 1516.

