C R I M I N A L D I V I S I O N

ADMINISTRATIVE OFFICE OF THE COURTS

LEE COUNTY PRETRIAL SERVICES

STRATEGIC WORK PLANS

FISCAL YEAR 2014 - 2015

PRETRIAL SERVICES

The mission of the Lee County Pretrial Services Department is to provide comprehensive case management services to the courts, from case inception through case disposition, via professional staff committed to the highest standards of excellence.

Component 1 Intake & Investigation: Enhance the screening process to determine risk level, flight risk and danger to the community while simultaneously identify veterans and those with mental health and substance abuse needs.

Output Deliverables:
1. Identify most appropriate target questions to obtain critical information
2. Provide training for staff to help make appropriate identification
3. Continue to identify veterans and work with local providers for referrals and linkage
4. Educate stakeholders on importance of Validated Risk Instrument
5. Develop guidelines for release and best processes for Widman warrants

Measure:
Track those identified and referred, establish linkage processes, provide education to stakeholders

Resources:
Intake and Investigation Unit, VA Coordinator, Local providers, Supervision Unit, Counsel

Outcomes:

Component 2 Case Management: Ensure comprehensive case management services are provided

Output Deliverables:
1. Review those un-sentenced, incarcerated for consideration of release or resolution and facilitate case progression
2. Track cases over 365 days old and those with competency matters, identify delays and facilitate case progression
3. Facilitate early case disposition or entry into diversionary programs where appropriate
4. Facilitate meaningful court events and increase trial date certainty
5. Research options for jail management and enhancement of EID caseflow management

Measure:
Track un-sentenced jail population; track referrals into diversionary programs, identify case delays, track age pending caseloads and time goals

Resources:
Intake and Investigation Unit, Sheriff's Office, Case Management Unit, Counsel

Outcomes:

Component 3 Supervision: Incorporate evidenced based practices to increase overall supervision and diversion success rates.

Output Deliverables:
1. Incorporate supervision techniques based on risk level and need
2. Modify reporting based on compliance and condition only when necessary
3. Review non-compliance and consider alternative approaches to revocation when appropriate
4. Standardize orientations
5. Implement use of motivational interviewing

Measure:
Track success rates and investigate reasons for failure

Resources:
Supervision Unit, local providers, Judiciary

Outcomes:

Component 4 Administration: Enhance overall customer service, employee and judicial satisfaction

Output Deliverables:
1. Enhance overall training system
2. Enhance quality assurance
3. Enhance customer service
4. Develop satisfaction surveys
5. Enhance operations with a focus on evidence based practices
6. Streamline and enhance policies and procedures to meet legislative changes and accreditation standards
7. Assess staffing and overall division operations and make appropriate admustments for best use of resources

Measure:
Track training attendance; schedule cross training, enhance quality assurance reviews, develop and review results of satisfaction surveys

Resources:
Training Coordinator, Supervisors, Team Leads, Administration, Call Center reports

Outcomes:

Component 5 Technology: Increase technological and reporting capabilities.

Output Deliverables:
1. Enhance reporting capabilities to better track relevant statistics and measure progress
2. Establish a dashboard
3. Establish paperless procedures and reduce storage
4. Promote pretrial justice and education through transparent reporting and community outreach initiatives

Measure:

Develop IJIS capabilities, develop scanning and shredding policies; enhance community outreach via statewide organizations, local partnerships, media support and the public

Resources:
IJIS, CJIS programmers, APPF, Administration, Community Outreach Committee, Public Information Officer

Outcomes: