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**ADMINISTRATIVE OFFICE  
OF THE COURTS**

**LEE COUNTY  
PRETRIAL SERVICES**

**STRATEGIC WORK PLANS  
FISCAL YEAR 2013 - 2014**



# 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. Begin working with veterans outreach and local providers for referrals and linkage
4. Educate stakeholders on importance of Validated Risk Instrument

**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. Establish EID caseload 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

**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

**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:**