FY 2018-2019

Twentieth Judicial Circuit Administrative Office of the Courts
Lee County Criminal Division Work Plans

Component 1 Intake & Investigation: Enhance screening processes to determine risk while simultaneously identifying veterans and those with mental health and substance abuse needs.

Output Deliverables:
1. Identify appropriate defendants for referral to the Triage Center and measure success outcomes.
2. Evaluate risk instrument levels and outcomes for failure to appear and new arrest.
3. Enhance jail management efforts through continuous review of un-sentenced, incarcerated defendants.
4. Identify and address contributing factors to jail population to include violations of probation, supervision releases with simultaneous bonds and electronic monitoring in which financial means is a factor.
5. Further educate stakeholders on intake processes and use of the Validated Risk Instrument.

Measure:
Track those identified and referred with outcomes, continuously review un-sentenced jail population; provide education to stakeholders, research release types and current jail population status

Resources:
Intake and Investigation Unit, Management Team

Outcomes:

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

Output Deliverables:
1. Assist in meeting 90% or more dispositions within time goals by identifying delays and working with track leaders on cases outside of time goals, specifically in custody and 365 days old.
2. Implement procedures in Early Resolution Court to identify any delays and provide pertinent data, specifically on returns to the regular felony track.
3. Enhance trial coordination and certainty.
4. Coordinate and monitor senior judge utilization utilizing available allotment as equitable as possible.
5. Enhance reporting capabilities and management of cases involving competency.
6. Implement VOP packaging for earlier, global resolution.
7. Implement effective responses (alternative sanctions) for state probation to reduce judicial VOP dockets.

Measure:
Identify case delays, track age pending caseloads, time goals and case clearance, monitor dockets

Resources:
Case Management Unit, Clerk, Offices of the SAO & PD/Regional Counsel and State Probation

Outcomes:

Component 3 Case Supervision: Utilize evidenced based practices to increase overall success rates.

Output Deliverables:
1. Identify resources and provide linkage and referrals within the community.
2. Enhance Motivational Interviewing and skill building techniques.
3. Manage maximum caseload ratios of 175 defendants per officer for pretrial supervision and probation and 200 for diversion and re-allocate resources when appropriate.
4. Maintain overall success rates of 80% or higher for pretrial supervision and misdemeanor diversion.
5. Increase overall success rate to 60% or higher for probation.
6. Streamline violation of probation court preparation processes.
7. Increase use of needs assessments to effectively address specific needs of probationers.
8. Identify a more comprehensive risk instrument to determine the most appropriate supervision level for pretrial supervision and county probation.

Measure:
Track success rates and investigate reasons for failure
Review caseload ratios, consider case management coverage and resources

Resources:
Supervision Unit, Probation committee, Management Team, providers, Judiciary, research options for effective responses to minor violations

Outcomes:

Component 4 Treatment Courts: Utilize evidenced based practices to increase overall success rates.

Output Deliverables:
1. Identify and track all appropriate referrals at the earliest stage.
2. Streamline and enhance best practices across treatment courts.
3. Increase overall success rate to 60% or higher for Drug Court.
4. Maintain overall success rate of 70% or higher in Mental Health Court and Veterans Court.
5. Develop circuit-wide committee for treatment court AOC personnel.
6. Provide oversight to contracts and ensure service deliverables are being met.
7. Identify key performance measures and work with providers to ensure reporting of same.
8. Identify drug testing protocols that are in line with current budget allocation.
9. Implement use of DCCM software for real-time drug screening results.

Measure:
Track success rates, identify reasons for failure, and research best practices

Resources:
Intake & Investigation Unit, Treatment Court Team, CJIS team

Outcomes:

Component 5 Administration: Enhance overall customer service and quality assurance.

Output Deliverables:
1. Promote career development opportunities for succession planning and employee growth.
2. Ensure thorough training and seamless operations during key personnel transition.
3. Enhance customer service by best utilizing resources unifying the division clerical teams.
4. Sustain efforts to enhance public understanding of the judicial process and our role within the AOC by providing information on court processes and procedures.
5. Educate staff on best practices and encourage state and national involvement in pretrial, probation and treatment organizations.
6. Ensure necessary security awareness training to maintain compliance with FDLE requirements.
7. Streamline and enhance policies to meet legislative changes and accreditation standards.
8. Consolidate processes and shared drives/documents across the division and promote a unified message.
9. Assess staffing and overall operations and make appropriate adjustments for best use of resources.
10. Enhance committees to ensure meaningful and relevant topics are discussed.

Measure:
Schedule and track training, review policies and monitor accreditation compliance, research and share best practices

Resources:
Training Coordinator, Management Team, Judiciary, Local partnerships/committees

Outcomes:

Component 6 Technology: Increase technological and reporting capabilities.

Output Deliverables:
1. Enhance reporting capabilities to better track key performance measures and progress.
2. Incorporate more paperless options.
3. Promote education through transparent reporting and community outreach initiatives.
4. Implement and enhance the IJIS Diversion module and build reporting capabilities.
5. Increase E Filing options for the Probation Department.
6. Identify reporting capabilities for use of DCCM for case management.

Measure:
Maximize technology, enhance public website to make more user friendly

Resources:
IJIS, CJIS programmers, APPF, Management Team

Outcomes: