



(Mayor's Court)

## *Strategic Business Plan*

Revised: 1-23-2019

### *Mission Statement*

*The mission of the Mayor's Court Department is to provide court hearings and case adjudication services to defendants so they can receive the efficient and convenient administration of justice in a local setting.*

### *Issue Statements*

#### Issue 1- Opiate Epidemic

The increasing incidence of opiate addiction and drug-related crimes, coupled with the City's reactive judicial system that is limited to using tickets, warrants and jail as compliance measures, if left unaddressed will lead to:

- A vicious cycle of drug-related crimes, unpaid fines, warrants and subsequent arrests
- Increased risk of overdose and death.

#### Issue 2- Electronic Communication

The increasing trend of defendants and attorneys relying on electronic means of communication (including web transactions, emails and text messaging) coupled with the police departments increased usage of electronic ticketing and documentation, if left unaddressed will lead to:

- Missed courts dates, and associated increases in warrants and invalid driver's licenses
- Delayed responses to discovery requests

## *Strategic Goals*

### Strategic Result 1 – Opiate Epidemic

Defendants charged with addiction-related crimes in Gahanna will have access to enhanced diversion and treatment options that will disrupt the cycle of repeat and/or escalating offenses, as evidenced by:

- By 1-1-2019, begin tracking number of drug citations written by the Gahanna Police Department on a quarterly basis
- By 1-1-2019, begin tracking number of drug citations filed into Franklin County Municipal Court on a quarterly basis
- By 1-1-2019, begin tracking number of drug citations filed into Gahanna's Mayor's Court on a quarterly basis

### Strategic Result 2- Electronic Communications

The Police Department, attorneys and defendants will have enhanced communication with the City of Gahanna Mayor's Court and the likelihood of missed court dates and resulting consequences will be reduced as evidenced by:

- By 12-31-2019, 70% of citations issued will be entered court software within one (1) day giving defendants electronic access to online case information within two (2) days of citation issued
- By 12-31-2019, defendants will be able to receive payments due and court date reminders via text and/or email
- By 12-31-2020, 20% reduction from 2019 in missed court dates that result in warrants being issued

<i>Department Organization</i>
1. Program: <b>Court Services</b>
<ul style="list-style-type: none"> <li>Activity: <b>Court Services</b></li> </ul>

<i>Programs &amp; Key Results</i>	
<i>Court Services Program:</i>	
Purpose Statement	The purpose of the Court Services Program is to provide Court Hearings and Case Adjudication Services to defendants so they can receive the efficient and convenient administration of justice in a local setting.
Key Results	<ul style="list-style-type: none"> <li>% Defendants with cases reviewed and/or decided upon within the Supreme Court guidelines of six (6) months – tracked on a quarterly basis</li> <li>% Citations accessible online within two (2) days of citation issued</li> </ul>

<i>Court Services Program</i>	
Purpose Statement	The purpose of the Court Services Program is to provide Court Hearings and Case Adjudication Services to defendants so they can receive the efficient and convenient administration of justice in a local setting.
<i>Court Services Activity:</i>	
Activity Purpose Statement	The purpose of the Court Services Activity is to provide efficient customer service, case management, court hearings and adjudication to defendants and attorneys so they can have access to accurate and up-to-date case information and have their cases reviewed and decided upon promptly in a local and convenient setting.
Family of Measures	<p><b><u>Results</u></b></p> <ul style="list-style-type: none"> <li>• % Defendants with cases reviewed and/or decided upon within the Supreme Court guidelines of six (6) months</li> <li>• % Citations accessible online within two (2) days of citation issued</li> </ul>
	<p><b><u>Outputs</u></b></p> <ul style="list-style-type: none"> <li>• # Cases filed</li> </ul>
	<p><b><u>Demands</u></b></p> <ul style="list-style-type: none"> <li>• # Cases received</li> </ul>
	<p><b><u>Efficiencies</u></b></p> <ul style="list-style-type: none"> <li>• \$ Program expenditures per cases filed</li> </ul>
Program Services	<ul style="list-style-type: none"> <li>• Court Hearings</li> <li>• Magistrates</li> <li>• Order of the Jailer Reports</li> <li>• Public Defenders</li> <li>• Interpreter Services</li> <li>• Forfeited Licenses</li> <li>• Dockets</li> <li>• Jail Commitments</li> <li>• Case Adjudications</li> <li>• Diversion Programs</li> <li>• Sealed Cases</li> <li>• Warrants</li> <li>• Notices to Appear</li> <li>• Warrant Recalls</li> <li>• Payment Receipts</li> <li>• BMV Report</li> <li>• Bond and Fee Schedules</li> <li>• Court Cost Schedules</li> </ul>

	<ul style="list-style-type: none"><li>• Supreme Court Reports</li><li>• Magistrate Contracts</li><li>• Record Checks</li><li>• Defendant Inquiry Responses</li><li>• Case Files</li><li>• Probation Programs</li><li>• Discovery Packets</li><li>• Disposition Reports</li><li>• Subpoenas</li><li>• Delinquent Account Collections</li><li>• License Forfeiture Releases</li><li>• Probable Cause Determinations</li><li>• Managed Cases</li><li>• Outside Agency Inquiry Responses</li><li>• Attorney Inquiry Responses</li><li>• Prosecutor Files</li></ul>
Manager	
Activity Budget	