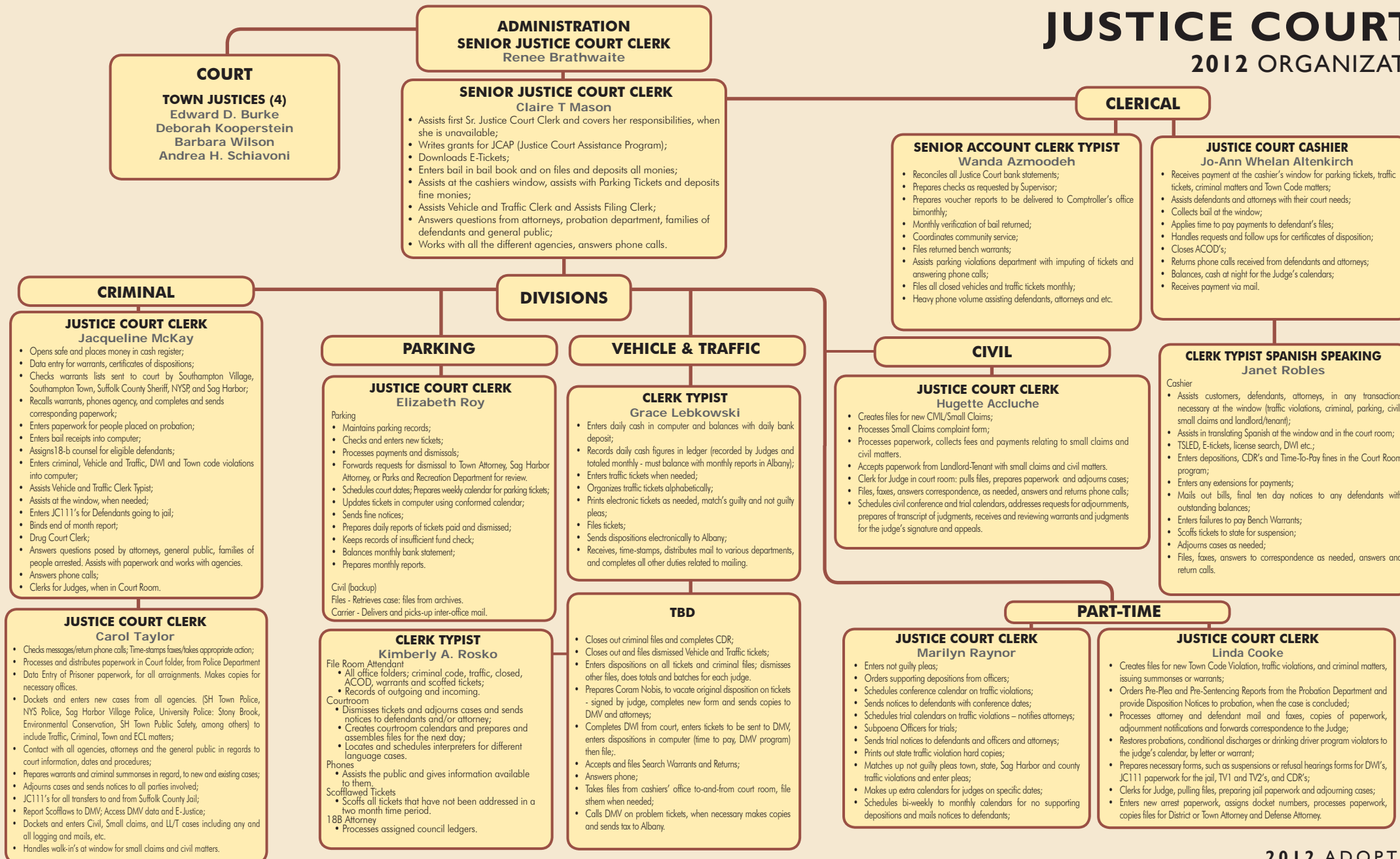


# JUSTICE COURT OFFICE

## 2012 ORGANIZATIONAL CHART



# Department Summary

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*Department: Justice Court*

**Budget Year:** 2012

**Division:** Justice Court

**Tax District:** Full Town

**Cost Center #:** 1110

**Manager:** Renee Brathwaite

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## **Departmental Mission & Responsibilities:**

The Justice Court is a multifaceted Court, processing all criminal, civil, traffic and parking summonses issued within Town of Southampton. Complaints are handled from the following agencies: Southampton Town Police, New York State Police, Sag Harbor Village Police, Suffolk County Sheriff, Suffolk County Police, Park Rangers, Environmental Conservation, Bay Constables, Fire Marshal and Building and Zoning. Each court case involves many procedures. For the cases, the initial information must be keyed in and the defendant's plea must be entered. Bail, if set and paid, must be entered, deposited in the bank and a record kept for auditing purposes. The cases must be scheduled for arraignment, for conferences, and maybe for trial. The Judge's decision must be noted, if any payment, it is posted to the computer, deposited in the bank, the processing of paperwork; and then the final procedure is to close the case manually and electronically both in CDR and TSLED, so that it can appear on the monthly report.

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**NOTES:**

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# Department Summary

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*Department: Justice Court*

**Budget Year:** 2012  
**Division:** Justice Court  
**Tax District:** Full Town

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**Manager:** Renee Brathwaite

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**NOTES:**

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## **Workload:**

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. In 2009, the Justice Court handled over 47,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. In 2009, this Court had over 45,000 people pass through the metal detector with approximately 15,000 activations.

Total revenue of \$3,064,244.10 was collected and the New York State Comptroller returned \$1,651,422.40 to the Town. In June of 2002, the Court started to accept credit cards with Master Card and Visa.

Arraignments are held on Saturday, Sunday and Monday mornings and Wednesday afternoons, as well as all Holidays. Small Claims and Civil Court is held on Monday and Friday Mornings, as well as some Wednesday evenings. Traffic tickets are heard every day of the week, whether in morning or afternoon sessions. Criminal cases are heard on Tuesday, Wednesday and Thursday in the morning and afternoon sessions. The Town Code and Parking tickets are heard on Friday afternoons. Jury and non-jury trials are heard on Thursday. Drug Court is heard on Tuesday afternoons. Night Court is held on Wednesday nights for Small Claims, Civil and some Town Code matters.

To handle this workload, there are four (4) Judges using three (3) courtrooms, along with one (1) Chief Court Clerk, thirteen (13) full time clerks, two (2) part time clerks, one (1) law clerk, two (2) stenographers, and two (2) interpreters. Every summer there are Law interns to assist the Judges. Also, assisting the Courts are four (4) court officers (budgeted through the Police Department) and a Domestic Violence staff (budgeted through the Human Services Department, as per Chapter 8 of the Town Code).

In November 2003, the Drug Court (East End Regional Intervention Court (EERIC)) was started with Southampton Town Justice Deborah Kooperstein and Riverhead Town Justice Allen Smith. It started with one defendant and now has over fifty (50) defendants and over forty (40) graduates. The Drug Court expenses are funded through an appropriation of the Justice Court Trust Fund, established by Town Board Resolution 2009-57.

With this additional workload and the volume increasing each year, the computer system had to be updated and the Court chose Service Education Inc. (SEI). In May of 2004, the system became Windows NT platform and the Court was able to electronically submit the monthly reports to the State. In 2005, the system was updated to allow the Court to upload the Criminal Dispositions (CDR) and the vehicle and traffic violations (EDATE). At that time, the system also allowed the New York State Police to be able to start the new TRACS tickets. In 2008, the Court obtained access to use the EJUSTICE system and the DMV Call system.

With such a large workload, there is a huge demand on equipment, computers and technological devices. Since 2001, the Court staff has been successfully writing and applying for grants to secure these items. The application of grants are submitted to the Office of Court Administration (OCA), the Justice Court Assistant Program (JCAP), as well as the Justice Court Survey through OCA.

# Department Summary

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*Department: Justice Court*

**Budget Year:** 2012

**Division:** Justice Court

**Tax District:** Full Town

**Cost Center #:** 1110

**Manager:** Renee Brathwaite

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**NOTES:**

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**Goals & Objectives:**

1. Continue to cross train the staff to optimize resources and improve level of service.
2. Continue to optimize the CDR, EDATE, EJUSTICE, and DMV Call programs.
3. Continue to optimize the parking procedure implemented using the system in SEI.
4. Complete the update the record keeping and microfilming of the Courts data.
5. Continue to ensure a smooth transition in court operations to the Jackson Avenue Complex.
6. Consider the expansion of the Video Arraignment with Sag Harbor Village.
7. Consider the expansion of the front lobby of the court.

**Legal Authority:**

The Traffic Violations Bureau of the Court was established pursuant to Sec. 67-1 of the Town Code.

# Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/12
<b>Justice Court</b>												
<b>Justice Court - 1110</b>												
Senior Justice Court Clerk	ADMINISTRATIVE	91,800	0	0	91,800	19,006	7,023	11,475	275	38,090	129,890	27.0
Court Clerk	ADMINSUPPORT	39,795	0	0	39,795	9,406	3,044	4,974	135	17,695	57,490	4.7
Senior Justice Court Clerk	ADMINSUPPORT	56,100	0	0	56,100	9,406	4,292	7,013	179	21,080	77,180	17.8
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 1	40,097	0	0	40,097	19,006	3,067	4,812	1,364	28,385	68,481	0.7
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / C / 1	40,097	0	0	40,097	19,006	3,067	4,812	1,364	28,385	68,481	0.6
Clerk Typist	CSEA40HOUR-NEW / B / 5	39,908	2,394	0	42,302	19,006	3,236	5,288	136	27,809	70,112	13.1
Clerk Typist Spanish Speaking	CSEA40HOUR-NEW / B / 5	39,908	0	0	39,908	19,006	3,053	4,989	136	27,319	67,227	5.3
Justice Court Cashier	CSEA40HOUR-NEW / C / 5	43,303	1,732	0	45,035	19,006	3,445	5,629	145	28,378	73,414	7.7
Justice Court Clerk	CSEA40HOUR-NEW / C / 4	42,874	1,715	0	44,589	19,006	3,411	5,574	144	28,286	72,874	5.8
Justice Court Clerk	CSEA40HOUR-NEW / C / 5	43,303	3,464	0	46,768	19,006	3,578	5,846	1,470	30,059	76,826	14.7
Senior Account Clerk Typist	CSEA40HOUR-NEW / D / 5	46,699	2,802	0	49,501	10,366	3,787	6,188	154	20,662	70,163	13.9
Senior Clerk Typist	CSEA40HOUR-NEW / C / 2	41,218	2,394	0	43,612	19,006	3,336	5,452	139	28,081	71,694	11.7
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	19,006	5,133	8,388	209	32,963	100,063	3.0
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	19,006	5,133	8,388	209	32,963	100,063	14.0
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	9,406	5,133	8,388	209	23,363	90,463	18.8
Town Justice	ELECTOFFICIALS	67,100	0	0	67,100	19,006	5,133	8,388	209	32,963	100,063	4.0
Justice Court Clerk	PART-TIME	13,520	0	0	13,520	0	1,034	0	65	1,145	14,665	
Justice Court Clerk	PART-TIME	13,000	0	0	13,000	0	995	0	64	1,102	14,102	
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	144	0	34	184	2,058	
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	144	0	34	184	2,058	
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	144	0	34	184	2,058	
Student Intern I - Vacant	SEASONAL	1,875	0	0	1,875	0	144	0	34	184	2,058	
<b>Total Justice Court - 1110</b>		<b>867,519</b>	<b>14,502</b>	<b>0</b>	<b>882,021</b>	<b>266,653</b>	<b>67,475</b>	<b>105,600</b>	<b>6,739</b>	<b>449,466</b>	<b>1,331,487</b>	

**NOTES:**

# Town of Southampton

## 2012 Adopted Budget

### Justice Court - 1110

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Difference	2012 Adopted / 2011 % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	1,377,734	1,385,523	1,537,225	1,491,894	1,492,953	1,698,876	1,654,141	1,645,741	1,528,337	36,443	2.44%	1,759,288	1,564,279	1,551,679	1,429,784
	<b>Total Real Property Taxes</b>	<b>1,377,734</b>	<b>1,385,523</b>	<b>1,537,225</b>	<b>1,491,894</b>	<b>1,492,953</b>	<b>1,698,876</b>	<b>1,654,141</b>	<b>1,645,741</b>	<b>1,528,337</b>	<b>36,443</b>	<b>2.44%</b>	<b>1,759,288</b>	<b>1,564,279</b>	<b>1,551,679</b>	<b>1,429,784</b>
<b>Other Revenue:</b>																
2610	Justice Court Fines and Fees	0	32,277	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
3021	State Aid - Court Facilities	0	1,099	0	3,953	3,955	0	0	0	0	(3,953)	(100.00%)	0	0	0	0
3330	County Aid	55,000	63,900	58,000	58,000	69,885	63,000	63,000	63,000	63,000	5,000	8.62%	65,000	65,000	65,000	65,000
5031	Interfund Transfer - Revenue	20,000	20,000	45,000	60,000	60,000	0	0	0	0	(60,000)	(100.00%)	0	40,000	40,000	40,000
	<b>Total Other Revenue</b>	<b>75,000</b>	<b>117,276</b>	<b>103,000</b>	<b>121,953</b>	<b>133,840</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>	<b>(58,953)</b>	<b>(48.34%)</b>	<b>65,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>
	<b>Total Revenue</b>	<b>1,452,734</b>	<b>1,502,799</b>	<b>1,640,225</b>	<b>1,613,847</b>	<b>1,626,793</b>	<b>1,761,876</b>	<b>1,717,141</b>	<b>1,708,741</b>	<b>1,591,337</b>	<b>(22,510)</b>	<b>(1.39%)</b>	<b>1,824,288</b>	<b>1,669,279</b>	<b>1,656,679</b>	<b>1,534,784</b>
<b>Salaries:</b>																
6100	Salaries	852,564	855,690	877,756	848,509	715,986	931,199	920,072	920,072	833,501	15,009	1.77%	946,290	873,642	873,642	785,882
6103	Accumulated Sick/Personal Days	1,703	934	1,195	1,170	1,169	0	0	0	0	1,170	100.00%	0	0	0	0
6105	Part Time Salaries	26,520	34,898	41,518	34,018	27,702	34,019	34,019	34,019	34,019	0	0.00%	34,019	34,019	34,019	34,019
6110	Longevity	23,805	23,902	24,399	23,340	20,333	19,310	25,967	25,967	14,502	8,838	37.87%	23,295	24,047	24,047	11,269
6127	Cash in Lieu of Health Benefits	2,500	2,500	2,500	2,500	833	0	0	0	0	2,500	100.00%	0	0	0	0
	<b>Total Salaries</b>	<b>907,091</b>	<b>917,923</b>	<b>947,369</b>	<b>909,538</b>	<b>766,024</b>	<b>984,528</b>	<b>980,058</b>	<b>980,058</b>	<b>882,021</b>	<b>27,517</b>	<b>3.03%</b>	<b>1,003,603</b>	<b>931,707</b>	<b>931,707</b>	<b>831,169</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	62,589	87,499	112,421	112,421	85,980	118,413	118,055	118,055	105,600	6,821	6.07%	140,175	120,981	120,981	107,201
6830	FICA Tax Expenditure	69,392	69,546	71,900	71,900	56,387	75,317	74,975	74,975	67,475	4,425	6.15%	76,776	71,276	71,276	63,585
6835	MTA Tax	0	0	0	0	0	3,347	3,332	3,332	2,999	(2,999)	(100.00%)	3,412	3,396	3,396	3,055
6840	Worker's Compensation	19,275	4,766	5,857	5,009	4,174	13,299	5,110	5,110	6,105	(1,096)	(21.88%)	13,631	5,054	5,054	6,088
6860	Medical Insurance - Active Employees	191,611	196,022	229,356	229,356	181,011	276,822	254,261	245,861	247,041	(17,685)	(7.71%)	298,967	257,760	245,160	245,910
6865	Dental & Optical	16,728	16,532	18,360	18,360	13,970	20,839	20,839	20,839	19,613	(1,253)	(6.82%)	17,211	15,593	15,593	14,293
6875	Disability	547	305	662	662	239	662	662	662	634	29	4.35%	662	662	662	634
	<b>Total Employee Benefits - Current</b>	<b>360,143</b>	<b>374,671</b>	<b>438,556</b>	<b>437,708</b>	<b>341,761</b>	<b>508,698</b>	<b>477,233</b>	<b>468,833</b>	<b>449,466</b>	<b>(11,758)</b>	<b>(2.69%)</b>	<b>550,835</b>	<b>474,722</b>	<b>462,122</b>	<b>440,765</b>
	<b>Total Employee Costs</b>	<b>1,267,234</b>	<b>1,292,594</b>	<b>1,385,925</b>	<b>1,347,246</b>	<b>1,107,784</b>	<b>1,493,226</b>	<b>1,457,291</b>	<b>1,448,891</b>	<b>1,331,487</b>	<b>15,759</b>	<b>1.17%</b>	<b>1,554,438</b>	<b>1,406,429</b>	<b>1,393,829</b>	<b>1,271,934</b>
<b>Equipment:</b>																
6200	Equipment	0	0	0	3,953	651	0	0	0	0	3,953	100.00%	0	0	0	0
	<b>Total Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,953</b>	<b>651</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,953</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual:</b>																
6401	Contracts	6,000	5,847	4,000	6,000	2,381	3,500	3,500	3,500	3,500	2,500	41.67%	3,500	3,500	3,500	3,500
6406	Repair Equipment	500	0	500	500	90	500	500	500	500	0	0.00%	500	500	500	500
6410	Postage	0	0	26,300	26,300	7,160	27,300	26,000	26,000	26,000	300	1.14%	25,500	25,500	25,500	25,500
6411	Printing and Stationery	5,000	5,084	6,000	9,000	5,215	6,000	6,000	6,000	6,000	3,000	33.33%	7,000	7,000	7,000	7,000
6412	Publications	1,500	1,301	1,500	1,500	185	2,500	1,500	1,500	1,500	0	0.00%	2,000	1,000	1,000	1,000
6415	Telephone	500	1,675	0	0	0	0	0	0	0	0	0.00%	0	0	0	0

**Town of Southampton**  
**2012 Adopted Budget**  
**Justice Court - 1110**

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011	2012 Adopted / 2011	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
											Amended Difference	% of Change				
6416	Travel, Dues and Related	1,000	957	1,000	1,000	872	2,500	2,500	2,500	2,500	(1,500)	(150.00%)	2,000	2,000	2,000	2,000
6419	Microfilming	2,000	663	1,500	1,500	48	1,500	1,500	1,500	1,500	0	0.00%	500	500	500	500
6420	Other	0	1,569	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6423	Small Equipment (Non-Capital)	0	0	0	0	0	2,000	2,000	2,000	2,000	(2,000)	(100.00%)	2,000	2,000	2,000	2,000
6425	Office Supplies	3,000	3,858	3,000	3,500	2,290	5,000	4,000	4,000	4,000	(500)	(14.29%)	5,000	4,000	4,000	4,000
6428	Drug Court Expense	20,000	19,523	30,000	24,000	15,025	25,000	20,000	20,000	20,000	4,000	16.67%	25,000	20,000	20,000	20,000
6434	Interpreters	55,000	73,250	70,000	78,000	66,050	80,000	80,000	80,000	80,000	(2,000)	(2.56%)	83,000	83,000	83,000	83,000
6435	Stenographer	80,000	94,545	100,000	100,000	71,060	100,000	100,000	100,000	100,000	0	0.00%	102,000	102,000	102,000	102,000
6450	Schools & Training	2,500	2,303	2,000	2,000	1,966	3,500	3,000	3,000	3,000	(1,000)	(50.00%)	2,500	2,500	2,500	2,500
6477	Copier Leases	8,500	8,930	8,500	8,500	7,258	9,350	9,350	9,350	9,350	(850)	(10.00%)	9,350	9,350	9,350	9,350
	<b>Total Contractual</b>	185,500	219,505	254,300	261,800	179,601	268,650	259,850	259,850	259,850	1,950	0.74%	269,850	262,850	262,850	262,850
	<b>Total Expenditures</b>	<b>1,452,734</b>	<b>1,512,099</b>	<b>1,640,225</b>	<b>1,612,999</b>	<b>1,288,036</b>	<b>1,761,876</b>	<b>1,717,141</b>	<b>1,708,741</b>	<b>1,591,337</b>	<b>21,662</b>	<b>1.34%</b>	<b>1,824,288</b>	<b>1,669,279</b>	<b>1,656,679</b>	<b>1,534,784</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(9,300)</b>	<b>0</b>	<b>848</b>	<b>338,757</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	(848)	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(9,300)</b>	<b>0</b>	<b>0</b>	<b>338,757</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>