

Scope of Work

Municipal Court Best Practices and Assessment Project for Griffin Municipal Court

Background:

Pamela Allen, hereinafter referred to “contractor” has extensive experience in management of court operations. Contractor is a seasoned Court Administrator with 17 years of experience in a Georgia Municipal Court. Served as President of Georgia Municipal Court Clerk’s Association and chairperson/member of several committees of the association. Prior court experience includes 13 years of experience with Georgia Superior Court Judges Council as Director of Superior Court Sentence Review Panel and Project Coordinator. Served as Court Services Director of Chatham County Superior Court for 5 years and worked 2 years as Administrative Assistance to a US Congressman.

Basic Scope of Work

With courts impacted with growing volume of cases, staffing needs, and operations of municipal courts, in general, having become the focus of Federal and State inquiries into the need for uniform, efficient judicial delivery, this project will serve as a pilot “peer-to-peer” operational review. The goal of this project is to provide City of Griffin, Griffin Municipal Court (pilot court site) and Georgia Municipal Association, Inc. (GMA) with a guide and/or recommendations specific to Best Practices related to efficient management and oversight. Through GMA’s evaluation of the review process, consideration will be for a potential service to other member local governments. Areas of concentration will focus on structure of the court, the operational business rules to carry out statutory requirements, compliance with specific reporting functions, case flow management, cash handling, records management system and technology associated with such.

Specific areas to be studied:

- Study will encompass all areas associated with court operations and procedures
Examples:
 - Organizational structure, leadership, allocation of staffing/workloads, job descriptions;
 - Processes related to case flow management and delay reduction (case initiation, court scheduling, jail arraignments, failure to appear processes (warrants, bond forfeitures, license suspension/release), jury demands, indigent defense, interpreter services, case disposition, court recording system, records retention).
 - Daily, monthly and annual reporting requirements (Georgia Superior Court Clerks Authority Fines and Fees Reporting, Department of Driver Services electronic disposition reporting, Georgia Crime Information System electronic disposition reporting and warrant validation, and Annual Caseload Count to Administrative Office of the Courts).
 - Cash handling, electronic processing of payments (web payments), bond processing (trust accountability and reporting), reconciliation and general ledger distributions.
 - Review of court technology/records management system(s).

Materials needed by contractor to perform study/assessment

- Job descriptions of employees assigned to Municipal Court Clerk's Office.
- Standard Operating Procedures or Business Rules of Municipal Court Clerk's Office, if available.
- Access to and cooperation of court employees, access to court files, demonstration and/or overview of any electronic records management system(s).
- Required Georgia Crime Information Center (GCIC) Awareness Statement for signature of contractor which is required to be maintained by Griffin Police Department/Court GCIC Terminal Agency Coordinator (TAC).
- Contractor will supply the TAC a copy of the contractor's current Certificate of Training, Security and Integrity, for GCIC audit/compliance regulations.

Deliverables**Create Working Plan of Actions/Recommendations**

- Provide City of Griffin and GMA with recommendations related to Best Practices for Municipal Court and Clerk of Court Office operations to include goals and objectives for operational effectiveness, transparencies of processes and overall management.

Project Timeline

- Onsite 3 to 5 business days: The contractor will meet with the Municipal Court Judge, Prosecutor, Municipal Court Clerk and staff, City Manager, Chief of Police, and City Attorney and/or their designees to interview and focus on the parameters of the assessment. Review current operations and procedures with Clerk of Court and support staff and observe at least one court session.
- Within 30 days of final site visit: Provide written recommendations for Best Practices and Assessment; provide City and Court Management onsite presentation (2 – 3 hours) of recommendations with Q & A.

Compensation

To perform the scope of work described above, the fee for services of onsite observation, written Best Practices and Assessment and, presentation of project to contracted party:

Contracted services: \$2,450.00

Plus, expenses not to exceed: \$1,000.00

Actual expenses contemplated to include:

Hotel 4 nights (average \$100/night)

Mileage @ .55 miles (estimated 160 roundtrip x 3 trips)

Per Diem for meals and miscellaneous expenses (\$40 x 6 days)

After presentation of project to contracted party, contractor will present final invoice with payment due within fifteen (15) days.

Contractor can provide additional services, priced accordingly and under separate contract/scope of work. Services may include written Standard Operating Procedures specific to Griffin Municipal Court, job descriptions for court staff, and onsite implementation of organizational changes/training.

Pamela Allen is an independent contractor and is not an employee of City of Griffin (and not in capacity of Court Administrator for the City of Marietta Municipal Court) and is not eligible for unemployment compensation or any employment benefits including, but not limited to, life and health insurance, retirement accrual or benefits, workers compensation, medical, or personal leave benefits from City of Griffin or GMA.

The Best Practices and Assessment being supplied is solely intended to be a guide for further development of efficiency of court operations. The contractor shall only provide the written document to individuals agreed upon and named in the Agreement for Services. Any further requests for inspection or copying of the report shall be directed to the Griffin City Manager for response.