

VSM - Citations

Wednesday, 6/10/15 & Thursday, 6/11/15

1:00pm - 4:00pm

City Hall - Second Floor Conference Room

PARTICIPANTS: Matt Wallander, Erik Kowalski, Lynn Heyduk, Jane Rhode, Steve Corbeille, Kathleen McDaniel, Brian Helminger, Jeri Lynn Christiansen, Kris Zipperer, Steve Olson

FACILITATOR(S): Jim Muenzenmeyer, Stacie Pajewski

NOTES: Heather Sohlden

TASK: Problem Solving Process - Municipal Court Citations - Adult Ordinance Process

DEFINE ISSUE: * Collecting * Delivery * Timeliness

GOALS:

* Eliminate Waste	* Comply with Law
* Speed Up Collection	* Consistency in Collections (Payment Plans)
* Increase Accountability	* Education on Process
* Eliminate Redundancy	* Renotify Letters (Juvenile)
* Increase Efficiency	

ROLES:

* Kris Zipperer	<i>Court Evidence Clerk</i> : Court Sheet (Traffic & Ordinance) Prep, Warrant & Commitment Checks, Enter Dispositions, Renotification Notices, Forward Reports to Prosecuting Atty on "Not Guilty" Pleas / Commitment Information
* Matt Wallander	<i>Shift Commander / Officer</i> : Issue Citation, Pickup on Warrant & Commitments, Review Citation Paperwork
* Kathleen McDaniel	<i>Prosecuting Attorney</i> : Prosecution
* Steve Olson	<i>Municipal Judge</i>
* Jane Rhode	<i>Paralegal</i> : Process "Not Guilty" Paperwork, Pretrials, Enter Report Information, Rescheduling of Pretrials & Trials, Schedule Trials, Discovery Requests, Subpoenaes, Disposition Sheets
* Lynn Heyduk	<i>Court Clerk</i> : Prepare Citations for Initial Appearances, Prpeare Court Sheet for Municipal Court, Process Outcome of Municipal Court, Complete Various Documents During Initial Appearances, Suspend Drivers Licenses, Schedule Indigency Hearings, Payment Plans, Prepare Commitments for Police Department, Lift Drivers License Suspensions, Pretrial & Trial Notices
* Jeri Lynn Christensen	<i>PD Office Mgr</i> : Oversees Clerical Process at Police Department
* Erik Kowalski	<i>Court Officer</i> : Defendant Sign In Sheets, Security for Court Personnel, Answer Court Questions That May Arise Regarding Incident