

## Briefing for City Council Candidates

**Department:** Municipal Court

**Presiding Judge:** Mara J. Rozzano

**Administrator:** Courtney White

**Divisions within Department:** 1 (Court and Probation)

**Number of Budgeted Staff Members in Department:** 7

**2020-2021 Department Budget:** \$2,150,560

### **Mission**

The Bothell Municipal Court is committed to providing a venue for the timely resolution of alleged violations of the law in a respectful, independent, and impartial manner. The Bothell Municipal Court is dedicated to its partnership with the City of Bothell in enhancing the quality of life and safety of our community.

### **Primary Function of Bothell Municipal Court:**

Bothell Municipal Court handles all misdemeanor and gross misdemeanor crimes, civil infractions, and other offenses authorized under the Bothell Municipal Code and certain Revised Code of Washington Statutes. The Court processes an average of 3200 cases a year.

- **Misdemeanors:** Crimes where the maximum sentence is 90 days in jail and \$1,000 fine.
- **Gross Misdemeanors:** Crimes that carry a maximum sentence of 364 days in jail and a \$5,000 fine, including offenses such as driving under the influence (DUI), domestic violence, theft, and trespass.
- **Infractions:** Acts that are prohibited by law but are not legally defined as a crime such as parking tickets and traffic or non-traffic infractions.

### **Primary Function of Bothell Probation Services:**

Bothell Probation Services handles the supervision of defendants and their conditions of release while under the jurisdiction of the Bothell Municipal Court. Bothell Probation Officers are state certified and partner with state and federal agencies as well as other courts to assist defendants with court compliance and timely report violations to the Court. Probation Services provides access to social services, both to clients and the general public, including hygiene kits, clothing, health insurance enrollment assistance, DSHS benefit eligibility assistance, employment resources, and metro bus passes. Probation Services also hosts in-house cognitive therapy for domestic violence and anger management.

## **Position Descriptions:**

### **Judge (1)**

The Presiding Judge is appointed to a four-year term under RCW 3.50.040 and BMC 2.14 and is contracted by the City of Bothell to work a total of 34 hours per week. This position ensures citizens of Bothell are provided a location to resolve criminal and civil matters through a fair and impartial process.

### **Court Administrator (1)**

This position reports to the Presiding Judge and oversees all non-judicial operations including case flow management, court-related accounting and compliance reporting, facility and technology issues while directly supervising one Court Coordinator, two Court Clerks, and two Probation Officers. The Court Administrator acts as liaison between Bothell Municipal Court and City of Bothell departments as well as other agencies at the state and federal level. The Court Administrator works closely with the Presiding Judge and City officials to complete long range planning in adherence with City and State standards, laws, and goals.

### **Court Coordinator (1)**

The Court Coordinator reports directly to the Court Administrator. This position maintains a Court Clerk workload of 75% (position description below) while assisting the Court Administrator with numerous administrative duties of the Court.

### **Court Clerks (2)**

The Court Clerk reports directly to the Court Administrator. These positions perform a range of duties within the scope of processing criminal and civil matters from initial filing to final disposition. The Court Clerk provides excellent customer service to the public, attorneys, and case participants at the front counter, over the phone, via email, and in the courtroom while completing administrative tasks including entering new cases, processing payments, executing case file, bench warrant, and protection order audits, preparing court calendars, handling and processing search warrants, communicating with local agencies regarding case status issues, as well as coordinating the King and Snohomish County Jury Pool for the City of Bothell. Clerks work closely with the Judge in the courtroom and are responsible for accurately recording court proceedings, verifying treatment reports, and monitoring compliance.

## **Probation Officer (2)**

The Probation Officer reports directly to the Court Administrator. This position manages a case load of defendants assigned to active probation as a case condition by the Judge. The Probation Officer is responsible for conducting interviews and meetings with defendants, verifying treatment reports for compliance, generating reports for non-compliance, attending court hearings as needed, and cooperating with outside agencies to assist defendants in obtaining services, treatment, and maintaining compliance with the court.

## **2021-2022 Goals:**

### Access to Justice

Bothell Municipal Court staff strive to continuously improve upon existing processes to maximize public access to justice and resources. Staff quickly transitioned to a virtual platform for court sessions and probation appointments and continue to create efficiencies and provide excellent customer service on these platforms.

Bothell Municipal Court's webpages and social media platforms have been redeveloped and maintained to distribute real-time information such as jury trial updates, social justice opportunities, and emergency closure information. Staff will continue to develop efficiencies online to streamline court functions, hearings, and processes for court users.

Bothell Municipal Court participated in numerous bench warrant and legal financial obligation amnesty programs in 2021 and will continue to provide opportunities for court users to have their cases reviewed.

### Social Justice Initiatives

In Spring of 2021, Bothell Municipal Court opened a Community Court in partnership with the Bothell Prosecutor's Office and Public Defenders. Similar to others modeled throughout the nation, Bothell Community Court is an alternative problem-solving court. The Community Court team seeks to identify underlying challenges an individual may be facing that contribute to criminal activity. These efforts are made to reduce future criminal offenses and link individuals to resources in the community.

For its initial phase, Bothell Municipal Court has partnered with the King County Virtual Resource Center utilized by the Shoreline and Redmond District Courts. Bothell staff have worked closely with the King County Community Court Coordinators to link social services located in Bothell to the robust list of treatment and social service providers already offering services. The Bothell Community Court team intends to continue working on assembling its own list of local services to open an in-person resource center at the courthouse when it is safe to resume in-person activities.

### Additional Information:

Bothell Municipal Court:

<http://www.ci.bothell.wa.us/187/Municipal-Court>

Bothell Probation Services:

<http://www.ci.bothell.wa.us/1392/Probation-Services>

Bothell Youth Court:

<http://www.ci.bothell.wa.us/230/Youth-Court>

<https://www.bothellyouthcourt.org/>

King County Virtual Resource Center

<https://kingcounty.gov/courts/district-court/Community%20Courts/Virtual%20Resource%20Center.aspx>

Language Assistance Plan

<http://www.ci.bothell.wa.us/DocumentCenter/View/9325/Bothell-Language-Assistance-Plan?bidId=>

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