

WARREN MUNICIPAL COURT 2020 ANNUAL REPORT

JUDGE TERRY F. IVANCHAK
ADMINISTRATIVE AND PRESIDING JUDGE

JUDGE THOMAS P. GYSEGEM

DAN GERIN, MAGISTRATE AND COURT ADMINISTRATOR

MARGARET SCOTT, CLERK OF COURTS

Serving the citizens of Warren and Trumbull County, Ohio



Jurisdiction and Organization

The Warren Municipal Court operates under the rule of law to assure that the court and the protections of the law are open to all people. The court is a limited jurisdiction court of record whose purpose is to apply the law to specific controversies brought before it, and to resolve disputes between people and other legal entities

On August 25, 1800 the first Court was held in Warren. It convened in Ephraim Quinby's corn crib, which stood on Main Street, near what is now the Erie Railroad crossing. The chief accomplishment of the Court, said to be the first formal governmental agency to be established in the Western Reserve, was the appointment of a committee to select a place for the jail. The Southwest room in Ephraim Quinby's log house was chosen, temporarily; and Quinby, a founder of the town, became the town's first jailer.

The court was created in 1913 by the Ohio State Legislature, and has a geographic jurisdiction in the City of Warren, Warren Township, Howland Township and Champion Township. The court has jurisdiction over a violation of any ordinance of the City of Warren; and State of Ohio statutory misdemeanor and traffic violations committed within its jurisdiction, and to preside over preliminary hearings for felony cases that occur within its jurisdiction. Jurisdiction also includes civil cases where the amount in dispute is \$15,000 or less and for small claims cases when the claim is \$6,000 or less. The Warren Municipal Court has two full time judges, each elected on a nonpartisan ballot to serve a six year term of office. Judges must be attorneys, must live within the Court's jurisdiction and are required to be licensed to practice law for a minimum of six years prior to becoming a judge. Yearly, the judges elect a Presiding Judge and Administrative Judge. All judges have been sworn to administer justice and to ensure that the proceedings before them are conducted in an equitable and impartial manner.

The Warren Municipal Court has two elected judges, with each judge having a personal office staff consisting of a bailiff and court reporter or secretary. The judge's personal staff assists in the daily operations of both their office and the court docket.

The Court employs a full time Magistrate/Court Administrator that provides support/ judicial services to the two elected judges of the Warren Municipal Court. The Magistrate presides over the following: all forcible entry and detainer matters, unless a trial by jury has been requested; all small claims cases; post judgment debtor's examinations and garnishment/attachment hearings; rent escrow application cases; and other civil cases and damages hearings. The Magistrate also acts as Acting Judge when the Judges are on vacation. As Court Administrator, the office provides a number of management and administrative functions to facilitate the operation of the court. Administrative and management support and assistance is provided to the judges and staff for the development and implementation of court policies, procedures and programs.

The Clerk of Court's Office is the repository of the public records for the Warren Municipal Court operation. The Clerk, her management staff and a staff of 13 Deputy Clerks ensure that the tasks of the office, as set forth in the Ohio Revised Code, are adhered to and carried out. Established administrative functions and legal processes make certain that the municipal court case documentation is recorded and maintained appropriately.

The Clerk of the Warren Municipal Court is an appointed position. The office records all case documentation filings and receipts, then disburses funds according to the orders and directive of the Court and according to law. Office hours for the Clerk of Court are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, for the acceptance of case filings and payments.

COURT ORGANIZATION

JUDICIAL STAFF

JUDGE TERRY IVANCHAK

JOSEPH SEKULA, BAILIFF
ASHLEY DOUGLASS, SECRETARY

JUDGE THOMAS GYSEGEM

JEFFREY HOVANIC, BAILIFF
LOUISE ROWLAND, BAILIFF

DANIEL GERIN, MAGISTRATE/COURT ADMINISTRATOR

DEBORAH GAYDOSH, CIVIL ASSIGNMENT COMMISSIONER

MARGARET SCOTT, CLERK OF COURTS

DEBORAH ALBERINI, CHIEF DEPUTY CLERK/SYSTEMS ADMINISTRATOR

VALERIE GREEN, SENIOR ACCOUNTANT

LORETTA ESTLACK, HEAD CLERK/COMPUTER ADMINISTRATOR

SHARON BENNETT

TERRI GRANT

PAMELA VINES

SHANICE PETERSON

ASHLEY DOUGLASS

ASHLEY BROWN

ROSE DURCH

MARGIE JOHNSON

LAUREN CALE

LISA BENNETT

LYN STEWART

PROBATION OFFICE

DANA BROWN, PROBATION OFFICER

HALEY DAVIES, PROBATION OFFICER

ROBERT TRIMBLE, PART TIME PROBATION OFFICER/LICENSE RECOVERY

RICHARD MANOFSKY, PART TIME COLLECTION OFFICER

OUTSIDE BAILIFFS

DAVID DOMENICK, CHIEF BAILIFF

JESSIE HOWARD, BAILIFF

DOMESTIC VIOLENCE ADVOCATES

WANDA CUNNINGHAM

TERESA SHAMBACH

CHRISTOPHER DELAHUNTY, DEPUTY BAILIFF/SYSTEMS ADMINISTRATOR

YEAR ONE OF THE COVID 19 PANDEMIC

This year the COVID-19 pandemic has affected the operation of this court including:

1. In March, much of the State of Ohio was shut down and people were encouraged to work from home if possible. The effects of the virus on human beings were (and still remains) a mystery, e.g. how it spreads, how contagious it is, symptoms or lack of symptoms, lasting effects of the virus, etc. As a result, fewer vehicles were on the road and some law enforcement officers curtailed their discretionary encounters with the public to avoid unnecessary interaction with the public to avoid the spread of the virus. As a result, the volume of cases for traffic offenses diminished to unprecedented lows negatively affecting the revenue of this court.

2. Modifications and changes were made to the court facility including the following:
 - a. Plexiglass barriers were added to the courtrooms.
 - b. Distancing of seating by making a distance of at least 6 feet between seats and labeling seats.
 - c. Plexiglass was installed at the security entrance.
 - d. Prior to entering the court facility, all persons, including employees, were required to wear a mask and all persons were required to have their temperature taken. All persons are still required to wear masks in the common areas of the courthouse.
 - e. Persons entering the courthouse are limited to only those having business before the court. No friends or family are permitted on the premises.

Although the effects of this pandemic have made the performance of our duties at the court a great challenge, the implementation of technology during these trying times has permitted us to continue to perform our most important public function. We look forward to the day when we can once again conduct business without these restrictions. With these things in mind, we are pleased to present the 2020 Annual Report.

CASE FILINGS

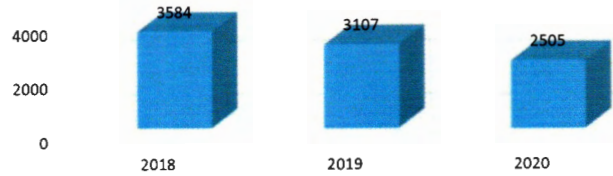
The following pages give a three year comparison of the case filings in the Warren Municipal Court.



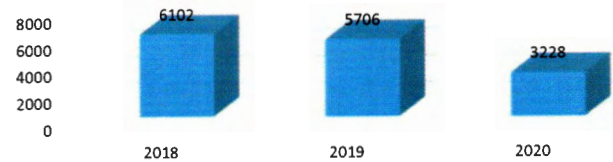
THREE YEAR CASE COMPARISON REPORT			
	2018	2019	2020
Criminal Case Filings			
Felonies	1147	1013	812
Misdemeanors	2437	2094	1693
Total Criminal	3584	3107	2505
Traffic Case Filings			
DWI Cases	489	441	344
Other Traffic	5613	5265	2884
Total Traffic Cases	6102	5706	3228
Civil Case Filings			
Injury and Damage- CVE	31	27	29
Contracts - CVF	767	881	1265
Evictions-CVG	1836	1862	521
Other Civil-CVH	14	28	17
Small Claims -CVI	418	344	161
Rent Escrow	5	6	3
Total Civil Cases	3071	3148	1996
Parking Ticket Case Filings	1460	1349	1412
Miscellaneous Filings			
Fee payment plan, Home Rule, Non Compliance, Miscellaneous	126	110	128
Journals			
TOTAL CASES FILED	14,343	13,420	9,269

The content of this report is based on data assembled and tabulated by Clerk of Court Margaret M. Scott.
The Court has no control over the number of cases filed.

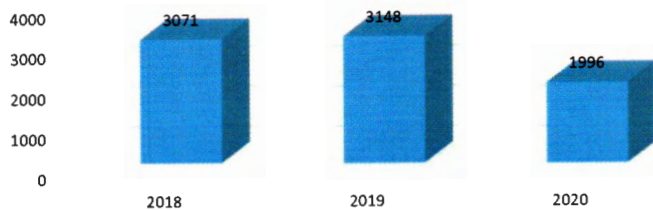
CRIMINAL CASES



TRAFFIC CASES



CIVIL CASES



**WARREN MUNICIPAL COURT
2020 CRIMINAL /TRAFFIC CASE FILINGS BY JURISDICTION**

JURISDICTION/AGENCY	FELONIES	MISDEMEANORS	OVI	TRAFFIC	PARKING	TOTALS
WARREN POLICE DEPT	606	1158	162	1549	1412	4887
TRUMBULL COUNTY SHERIFF	35	44	1	86		166
HOWLAND POLICE DEPARTMENT	79	247	9	313		648
CHAMPION POLICE DEPARTMENT	14	61	12	48		135
WARREN TOWNSHIP DEPARTMENT	26	54	9	64		153
OHIO STATE HIGHWAY PATROL	52	129	151	824		1156
TOTALS	812	1693	344	2884	1412	7145

WARREN MUNICIPAL COURT

FINANCIAL RECAPITULATION



The following pages give a complete breakdown of all receipts and disbursements in the civil, criminal, trusteeship, bond and deposit and rent escrow accounts, along with a complete breakdown of all disbursements to the state, county, city and non-governmental departments.

THREE YEAR COMPARISON-RECEIPTS AND DISBURSEMENTS			
	2018	2019	2020
NET REVENUE/GENERAL FUND	944,244.25	1,000,168.21	770,581.49
EXPENSES	(1,854,941.00)	(1,989,637.76)	\$ (2,113,851.13)
TRANSFERS INTO GENERAL FUND			
SPECIALIZED DOCKET PAYROLL SUBSIDY			
CITY SUPPORT	910,695.75	987,450.55	1,343,269.64
NET REVENUE/COMPUTER	89,971.37	89,100.48	47,435.16
TRANSFERS OUT TO GENERAL FUND			
EXPENSES	(50,862.56)	(72,376.71)	\$ (44,509.46)
PERCENT USED	56%	81%	74%
NET REVENUE/LEGAL RESEARCH	26,042.19	26,065.77	17,070.63
EXPENSES	(20,167.53)	(17,265.00)	\$ (22,762.70)
PERCENT USED	77%	66%	1.29%
NET REVENUE/SPECIAL PROJECTS	222,001.32	240,522.53	171,006.31
TRANSFERS OUT			
EXPENSES	(246,027.61)	(359,694.39)	\$ (173,393.62)
PERCENT USED	1.10%	1.59%	1%
NET REVENUE/PROBATION	93,977.98	97,889.55	93,222.33
EXPENSES	(58,328.22)	\$ (108,278.20)	\$ (56,114.72)
PERCENT USED	62%	1.1	60%



WARREN MUNICIPAL COURT

YEAR END REPORT 2020

Paid to City

General Revenue	\$	770,581.49
Computer		57,435.16
Indigent Drivers Fund		371.90
Interest		-
Legal Research		17,070.63
Special Project		171,006.31
City DWI		852.50
Probation		93,222.33
Total	\$	<u>1,110,540.32</u>

Prepared by Valerie Green, Deputy Clerk

Warren Municipal Court

CIVIL BRANCH

RECEIPTS:

Clerk & Bailiff	286,379.72	Jury	(350.00)
Legal Aid (State)	48,722.85	Witness	100.00
Legal Aid (City)	492.15	Deposits	150.00
Computer	57,435.16	Judgment	858,238.62
Special Project	171,006.31	Refund	1,745.50
Legal Research	17,070.63	Other Deposits	620.50
	<u>\$ 581,106.82</u>		<u>\$ 860,504.62</u>

TOTAL CIVIL RECEIPTS

\$ 1,441,611.44

DISBURSEMENTS:

Treas., State of Ohio		\$ 48,722.85
Treas., City of Warren		532,383.97
Clerk & Bailiff	\$ 286,871.87	
Computer	57,435.16	
Special Project	171,006.31	
Legal Research	17,070.63	
Total		\$ 581,106.82

Judgments and Deposits Disbursements

Jury	\$ -	
Witness	-	
Deposits	-	
Judgment	-	
Other Deposits	-	
Refund	-	
	<u>907,864.60</u>	<u>907,864.60</u>

Total

TOTAL CIVIL DISBURSEMENTS

\$ 1,488,971.42

Judgements and Deposits

Beginning Balance JAN 2020	\$ 79,626.98
Plus Receipts	860,504.62
Minus Disbursements	907,864.60
Ending Balance DEC 2020	<u>\$ 32,267.00</u>

CRIMINAL BRANCH

RECEIPTS:

Fines & Forfeitures:			
State Fines OSP	\$	110,962.88	
DWI-Agency		3,353.84	
Pharmacy		-	
Indigent Defense Support Fund		100,809.61	
License Forfeiture		60.00	
Warrant Block		120.00	
House Bill 562- Capital Appropriations		7,616.45	
Indigent Driver's Alcohol Treatment		8,330.90	
Total State	\$		231,253.68
County			15,238.73
Trumbull Co. Drug Force			-
City DWI			852.50
City			124,812.43
TOTAL	\$		<u>372,157.34</u>

Costs:

General Revenue	\$	454.00	
Reparation		28,370.95	
City		288,349.77	
Probation		93,222.33	
Diversion		-	
Police Officer		-	
Computer		-	
Jurors		-	
Special Project		-	
Special Project-DUI		9,491.14	
Immobilization		320.00	
Legal Research		-	
TOTAL:			<u>420,208.19</u>
Parking Tickets			18,059.72
Howland PD			27,029.64
Howland DWI			238.95
Champion PD			8,748.34
Champion DWI			196.25
Warren Twp. PD			10,978.52
Warren Twp. DWI			150.00
TCSO			6,285.88
TCSO DWI			20.02
Witness Fees			158.59
Sheriff			1,887.06
Seat Belt			8,944.59
Board of Pharmacy			61.33
Liquor			-
Law Library			6,137.44
Child Restraint			-
Expungment			2,550.00
Housing			9,848.96
Public Defender			21,962.56
Indigent			371.90
Interest			-
Animal Humane Society			-
Niles Police Dept.			-
Wildlife			-
Newton Falls Municipal			-
Domestic Violence Visitation			-
Collection Cost			32,586.35
TOTAL	\$		<u><u>948,581.63</u></u>

CRIMINAL BRANCH (cont)

DISBURSEMENTS:

Treas., State (Seat Belt)		\$ 8,944.59
Treas., State (Expungment)		1,530.00
Treas., State (50% of H.P. Fines)		58,234.28
Treas., State (H.P. Fines Pharmacy)		-
Treas., State (H.P.D.U.I.)		3,353.84
Treas., State (General Revenue)		454.00
Treas., State (Reparation)		28,370.95
Treas., State (Liquor)		-
Treas., State (License Forfeiture Processing)		60.00
Treas., State (Indigent Defense Support Fund)		100,809.61
Treas., State (Indigent Driver's Alcohol Treatment)		8,330.90
Treas., State (House Bill 562- Capital Appropriations)		7,616.45
Treas., State (Warrant Block Processing)		120.00
Ohio Board of Pharmacy		61.33
Wildlife		-
Child Restraint		-
<hr/>		
Treasure of Trumbull County		\$ 111,941.21
10% of H. P. Fines	10,846.72	
Champion Traffic	5,335.00	
Champion DWI	196.25	
Howland Traffic	15,747.94	
Howland DWI	238.95	
Warren TWSP Traffic	6,279.19	
Warren DWI	150.00	
Misc. Traffic	14,802.58	
State Criminal	26,116.40	
Witness	16.66	
Liquor	-	
Juror	-	
Expungment	400.00	
Housing Prisoner	9,848.96	
Public Defender	21,962.56	
Law Library		6,137.44
<hr/>		
Treas., City of Warren		\$ 568,260.56
40% of H.P. Fines	41,881.88	
City Fines	124,812.43	
City DWI	852.50	
Parking Fines	18,059.72	
Costs	288,349.77	
Witness	141.93	
Expungment	620.00	
Juror	-	
Immobilization	320.00	
Probation	93,222.33	
Treas., City of Warren	(Indignet Dr. Fund)	371.90
	(Interest)	-
	(Computer Fund)	-
	Special Project-DUI	9,491.14
	(Special Project)	-
	(Legal Research)	-
<hr/>		
Sheriff		\$ 1,887.06
Sheriff DWI		20.02
Niles Police Department		-
Animal Humane Services		-
Trumbull County Drug Force		-
Newton Falls Municipal Court		-
Collection Cost		32586.35
Domestic Violence Visitation		0.00
TOTAL		\$ 948,581.63

<u>TRUSTEESHIP BRANCH</u>			
New Cases Filed		0	
Cases Terminated		0	
Total		0	
Active		0	
Total Active		<u>0</u>	
Beginning Balance JAN 2020			<u>\$ -</u>
RECEIPTS:			
For Costs	\$ -		
For Creditors	-		
TOTAL RECEIPTS			-
DISBURSEMENTS:			
Treas., City	\$ -		
To Creditors			
TOTAL DISBURSEMENT			<u>-</u>
Ending Balance DEC 2019			<u>\$ -</u>

<u>RENT ESCROW ACCOUNT</u>			
RECEIPTS			
Beginning Balance JAN 2020			\$ -
Money paid into account	\$ 3,275.00		
TOTAL RECEIPTS:			\$ 3,275.00
DISBURSEMENTS:			
City of Warren	32.75		
Rent paid to landlord	1,856.25		
Rent paid to tenant			
TOTAL DISBURSEMENTS:			<u>1,889.00</u>
Ending balance DEC 2020			<u>\$ 1,386.00</u>

<u>BONDS & DEPOSITS</u>			
Beginning Balance JAN 2020			\$ 191,306.43
RECEIPTS			
Refund TR/CR	\$ 6,954.19		
Restitution	19,688.30		
Theft Restitution	-		
Payout	-		
Bond	57,254.64		
Deposits	5,980.00		
TOTAL RECEIPTS	<u>\$ 89,877.13</u>		
DISBURSEMENTS:	<u>81,703.48</u>		
NET BALANCE			<u>8,173.65</u>
Ending Balance DEC 2020			<u>\$ 199,480.08</u>

<u>FEDEX</u>			
Beginning Balance JAN 2020			\$2,918.70
RECEIPTS			
Money paid into account	\$ 49,933.50		
TOTAL RECEIPTS:			\$ 52,852.20
DISBURSEMENT PAID TO FEDEX			\$ (38,584.07)
Ending Balance DEC 2020			<u>\$ 14,268.13</u>

Account Balance Listing

101 Seat Belt	8,944.59	X	
102 Expungment	1,530.00	X	
103 Ohio State Patrol-50%	58,234.28	X	
104 OSP DWI	3,353.84	X	
105	-		
106 General Revenue	454.00	X	
107 Reparation	28,370.95	X	
108 Liquor	-		
109 Board of Pharmacy	61.33	X	
110 Wildlife	-		
111	-		
112 Legal Aid State	48,722.85	X	
113 Child Restraint	-		
114 Animal Humane	-		
115 License Forfeiture	60.00	X	
116 Warrant Block	120.00	X	
117 Indigent Defense Supc	100,809.61		-25.36
118 House Bill 562- Capita	7,616.45	X	
119 Indigent Driver's Alcoh	8,330.90	X	
201 OSP 10% 4511-45	9,222.75	X	
202 Champion Traffic	4,585.28	X	
203 Champion Misc	749.72	X	
204 Champion Crimin	3,413.34	X	
205 Champion DWI	196.25	X	
206 Howland Traffic	8,885.65	X	
207 Howland Misc	6,862.29	X	
208 Howland Crim	11,281.70	X	
209 Howland DWI	238.95	X	
210 WTPD Traffic	3,423.73	X	
211 WTPD Misc	2,855.46	X	
212 WTPD Crim	4,699.33	X	
213 WTPD DWI	150.00	X	
214 Witness Fee State	16.66	X	
215 Liquor(State)	-		
216	-		
217 Expungment(County)	400.00	X	
218 Law Library	6,137.44	X	
219 Housing Prisoners	9,848.96	X	
220 City Arrest-State Tra	9,314.10	X	
221 City Arrest-State-Misc	1,125.00	X	
222 City Arrest-State-Crim	4,799.63	X	
223 Juror State	-		
224 OSP Fine-10%Misc	1,440.40	X	
225 OSP Fine-10%Crim	183.57	X	
226 OHIO Public Defender	21,962.56	X	
301 OSP Fines 40%	41,881.88	X	
302 City Fine	124,812.43	X	
303 Parking Tickets	18,059.72	X	
304 City Cost	288,349.77		
305	-		
306 City Wit Fee	141.93	X	
307 IDD Fund	371.90	X	
308 Civil/CR/TR Computer	57,435.16	X	
	-		
309 Legal Aid (City)	492.15	X	
310 Clerk & Bailiff	286,379.72	X	
311	-		
312	-		
313 WPD DWI	852.50	X	
314 Police Officer	-		

315 Probation Fee	93,222.33	X
316 Diversion	-	
317 JurorsC/T	-	
318 Expungement (City)	620.00	
319	-	
321 Immobilization	320.00	X
322 Legal Research(Cv, TI	17,070.63	X
Legal Research(TR/Cr	-	
323 Special Project(CV/CF	171,006.31	
Special Project(CR/TR	-	
324 Interest/Escheated Fu	-	
325 Landlord/Tenant	32.75	X
326 Trusteeship Filing	-	
327 Trusteeship Poundage	-	
328 Special Project-DUI	9,491.14	
401 TCSO/Traffic	2,054.00	X
402 TCSO/Misc	2,309.48	X
403 TCSO CR	1,922.40	X
404 TCSO DWI	20.02	X
405 TCSO COST	1,887.06	X
501 Trumbull County Drug	-	
503 NILES POLICE	-	
504 COST OF COLLECTIK	32,586.35	X
506 Newton Falls Municipa	-	
507 Domestic Violence	-	
601 Dep Tr/Cr	5,980.00	x
602 Bonds	57,254.64	x
603 Refund TR/Cr	6,954.19	x
604 Restitution	19,688.30	x
605 Judgement	858,238.62	x
606 Dep CV	150.00	x
607 Wit Fee Cv	100.00	x
608 Jury Fee CV	(350.00)	x
609 Jury Demand	525.00	x
611 Trustee Payments	-	
612 Misc Cv Dep	95.50	x
613 Foreign Bond	-	
614 Refund Civil	1,745.50	x
615 Landlord/Tenant	3,242.25	x
616 Theft Restitution	-	
618 Bond Forfeiture	-	

2,483,345.20

Trustee Checks

FEDEX	49,933.50
TOTAL	2,533,278.70

Bond and Deposit Checks

Dep Traffic and Criminal	-
Foreign Bond	-
Bond	-
Refund Traffic and Criminal	-
Restitution	-

Total

81,703.48

VOCA / SVAA GRANT INFORMATION

The VOCA grant was established in 1997 by Judge Thomas P. Gysegem. Funds from the grant ensure the rights, safety, and protection of crime victims. Domestic violence has evolved into a difficult problem in society. Historically, men's violence within the family and in interpersonal relationships was somewhat tolerated in our society. This perspective provides some scope of the problem relative to violence against women, children, men, transgender, LGQT, and the elderly. The dynamics of the family violence are expansive, and a unified community response is needed to address the various issues surrounding domestic violence.

Although victims of Domestic Violence are the primary focus of the advocacy program, it also serves victims of Assault/Sexual Assault, Child Endangering, Rape, Sexual Imposition, Stalking/Harassment, Menacing, Robbery, Burglary, Receiving Stolen Property, Theft, Breaking and Entering, Forgery, Passing Bad Checks/Credit Card Fraud/Identity Theft, Arson, and Violating Protection Orders (TPO/CPO/CSPO). As the drug epidemic and job loss continue to overtake our communities, the list of victims of crimes continues to expand. The victim advocate provides a variety of services including notifying crime victims of court hearings, the disposition of cases, educating victims relative to the criminal justice system and their rights, court processes, providing court support as well as providing information on job listings, resources for assistance with utilities, issues with housing, counseling, and drugs/alcohol. The court advocate aids in filing temporary protection orders or vacating (TPO), the request of no contact order or vacating (NCO), and providing information for Civil/Stalking Protection order (CPO) as well as making referrals to social service agencies and treatment programs. Last year, over 1081 crimes of violence were processed through this court. This program ensures that crime victims are aware of their rights, and what services are available to assist the victim in obtaining medical care, counseling, housing emergency services and other types of assistance as needed.

The Court received a grant in the sum of \$101,012.44 for 2020. This is the total of the SVAA (\$3,000.00) and VOCA (\$98,012.44). The grant money was applied toward a portion of the wages for the Domestic Violence Court Coordinator and the full-time victim advocate assistance. 2020 grant did not increase. However it did decrease by \$7377.28 from 2019. Monies from other categories were moved to the categories deemed most important to provide for the advocate and the victims of crime.

MONEY RECEIVED FROM VOCA AND SVAA GRANT	\$101,012.44
EXPENSES INCURRED	\$128,106.40
CITY EXPENSE	\$ 27,093.96

VOCA / SVAA GRANT INFORMATION
VICTIMS OF VIOLENT CRIME
INITIATIVES

2020 Annual Report

Warren Municipal Court

Victim Advocate Office

Victim Assistance Program:

The Warren Municipal Court Victim Assistance Program was established in 1997 by the Honorable Judge Thomas P. Gysegem to ensure that the rights, needs, and safety of crime victims are protected during the judicial process. The Victim Advocate is an integral part of this program, which receives funding through grants at the state and federal levels by way of the Ohio Attorney General's Office. The Advocate provides a variety of services including, but not limited to:

- Notifying victims of court proceedings and case dispositions
- Educating victims on their rights and on the criminal justice process
- Advocating on behalf of the victims in court
- Providing court support
- Explaining and assisting in filing Temporary Protection Orders (TPO)
- Referring victims to local social service agencies for additional assistance
- Providing victims with educational pamphlets to ensure their rights and their safety

The Victim Advocate position is currently held by Wanda J. Cunningham. Wanda has certificates for attendance with Domestic Violence Advocacy Fundamental, for completion of Attorney General 2 Days in May Conference (which she has attended for the last 3 years). She plans to attend for the 2021 year. She has a certificate of completing The Attorney General's ADVANCE Academy BASICS. Wanda is certified through the National Advocate Credentialing Program (NACP) as a Provisional Advocate and through The Ohio Advocate Network (OAN) as a Registered Advocate. She holds a Bachelor of Social Work from Youngstown State University (YSU) where she graduated cum laude. Prior to working at Warren Municipal Court, Wanda held the position of Eligibility/Referral Specialist II at The Trumbull County Department of Jobs and Family Services. She also worked at the Northeast Ohio Community Alternative Program (NEOCAP) as a Resident Supervisor. While attending YSU she did her internship at the Trumbull County Adult Probation Department. She served as the Coordinator for the Employee Assistance Program (EAP) for Local 1375 United Steel Workers for 12 years. Wanda continues to learn about victim advocacy through out of state training / local training and conferences.

The 2016-2017 grants allotted funding for a full-time victim advocate assistant. This position is held by Teresa Shambach. She is a graduate of Trumbull Business College with an associate degree in Secretarial Science. Teresa has a Diploma for Legal Secretarial. Teresa continues to bring vast knowledge of computer programs. She is quick to learn and it shows through the

training she has and continues to receive in this position. Teresa continues to learn about victim advocacy through on the job training and local training.

Case Management:

Each case processed through Warren Municipal Court involving a violent crime committed against an individual is designated for case management through the Victim Advocate Office.

The Victim Advocate prepares each case by obtaining all relevant information from the complaint form and the police report. The Advocate then researches the Defendant’s criminal history including prior criminal charges and convictions, active paroles, active probations, and warrants / capiases. The Advocate speaks to the victim to discern if a Temporary Protection Order (TPO), No Contact Order (NCO) or Civil Protection Order (CPO) is desired. As this court does not handle CPO the victim is directed to the proper agency. All pertinent case information is supplied to the Judge upon arraignment. At each hearing following the arraignment, the Victim Advocate discusses the case with the Victim, Prosecutor and the Defense Attorney.

Up to 1199 victims were assisted in 2020.

Case Files Statistics dated 02/24/2021

2020 Cases	953
2019 & Prior Cases Disposed in 2020	246
Total Cases Assisted in 2020	1199

Victim Interviews:

During a pending case, the Victim Advocate may interview the victim approximately 4 times. The Victim Advocate consults with the victim to determine what the victim would like to see as a result / conclusion of filing charges, such as if the victim wants contact with the defendant, what issues the defendant may need help with, and to provide as many as possible answers to any of the victim’s questions. Defense Attorneys often request to speak to the victim, so the Victim Advocate speaks on behalf of the victim or is present during these conversations as well as the prosecutor.

At the initial interview, usually before / after the arraignment, the Victim Advocate provides the victim a purple folder containing pertinent information for court such as case number, next court date, how court may proceed, frequently asked questions, contact information for local agencies, and educational information concerning victim’s right. Also in these folders are informational pamphlets from the Attorney General on Criminal Law / Domestic Violence and the Victim Information Notification Everyday (VINE). The VINE service notifies the victim when the defendant is in and out of jail / prison. This folder is a great resource for the victim to use as he or she proceeds through the judicial process.

The Victim Advocate office is estimated to have conducted close to **4100 in person or phone interviews in 2020**. On average, the Victim Advocate Office fields over **2900 phone calls** during the year.

Domestic Violence Court (DVC):

The “Special Docket Domestic Violence Court” was suspended in November 2019.

Children Services Board (CSB) Referrals:

If a case involves a minor child or minor child is present at the time of the incident in question, the Victim Advocate is responsible for notifying CSB. This would occur in all Endangering Children cases and many violent crime cases.

A referral is made by faxing to CSB a document indicating the charge, the case number, the defendant’s name, the children’s name, the victim’s name, the next court date, bond information, criminal history of the defendant, and existence of a TPO or NCO. In 2020, there were referrals made to CSB in Trumbull and surrounding counties concerning 60 defendants and 56 case numbers.

Temporary Protection Order (TPO):

A Temporary Protection Order (TPO) is a legal document granted by the Judge in a criminal case. The TPO orders the defendant to have no contact with the individual(s) named in the legal document. This is limited to the person(s) named as the victim on the complaint form. The details of the protection order are listed in the official document. The active TPO is served to the defendant and emailed to the 911 call center.

The TPO remains in effect until the case is disposed or a written request by the victim for the TPO to be vacated is approved by the Judge. Once the defendant is sentenced, the TPO automatically expires and a vacated copy of the TPO is emailed to the 911 call center. The Victim Advocate Office prepares all TPOs for issuance, filing, and vacating. Victims must sign the TPO for the Judge to consider it valid.

TPO Statistics dated 02/12/2021

Active	127
Vacated	19
Denied	0
Total	146

No Contact Order (NCO):

A No Contact Order (NCO) is a verbal order issued by the Judge and is normally a condition of a defendant’s bond or probation. The NCO orders the defendant to have no contact with the individual named as the alleged victim of the committed crime. In this way, it is very similar to the TPO. The difference is the NCO is verbally issued and the defendant may or may not be arrested by a police officer. If the defendant is not arrested the victim must come to the prosecutor’s office to see if they will press charges on the defendant for violating a condition of the bond or probation, whereas the TPO is a legal document that is signed by the judge and served to the defendant. The defendant signs the TPO. It is then faxed / email to the 911 call center either from the jail (if the defendant is in jail) or the court (if the defendant is served at the court). If the defendant violated the TPO he / she can be arrested right on the spot.

The NCO / TPO remains in effect until the case is disposed or a written request by the victim for the NCO / TPO to be vacated is approved by the Judge. Once the case is disposed, the Judge may issue an NCO as a condition of probation. This NCO could remain until the term of probation is expired or the victim requests in writing to the Judge to have the NCO vacated.

NCO Statistics Dated 02/12/2021

Issued	747
Vacated	148
Total	895

Training:

Each year, the Victim Advocate is required to attend training sessions with up-date information on victim advocacy. In 2020, the Victim Advocate attended:

Attorney General Webinar (Wanda)

VOCA / SVAA Update for 2019-2020 Grant Funding

NOVA’s 2020 Virtual Training (Wanda)

The virtual training began on July 20th and ended on July 31st

A total of 24.25 hours accumulated for continuing education

Grant Requirements:

The Victims Advocate Office is partially funded by 2 grants awarded by the Ohio Attorney General’s Office. The Victims of Crime Act and the State Victims Assistance Act funds are designated specifically for the program to provide direct services to victims of crime. As a condition of these funds, each victim is required to complete surveys to evaluate the program’s

performance. Additionally, each year, the Victim Advocate must complete the grant application (39 pages), and acceptance award package (18 pages), and quarterly performance reports, monthly and quarterly financial reports, and quarterly survey reports.

2018-19 Grant Funds Received:

VOCA - \$ 105,389.72

SVAA - \$3,000.00

2019-20 Grant Funds Received

VOCA - \$ 98,012.44

SVAA - \$ 3,000.00

Case File Statistics:

Charge	2018 Total	2019 Total	2020 Total
DV	425	457	433
Assault	165	121	143
Violation Protection Order	20	29	25
(Agg) Menacing	50	39	47
(Agg) Burglary/Robbery	69/37 (106)	45/27 (72)	32/15 (47)
Rape/Gross Sexual Imposition/Sexual Assault	04/03/02 (9)	3/4/0 (7)	2/0/1 (3)
Other	657	356	300
Total	1432	1081	998

**Warren Municipal Court
Probation Department
2020 Annual Report**

The primary goal and mission of probation is to reduce recidivism. Per the American Probation and Parole Association, this is accomplished by: assisting the courts in decision-making through probation reports and in the enforcement of court orders; providing services and programs that afford opportunities for offenders to become more law-abiding; providing and cooperating in programs and activities for the prevention of crime and delinquency; and furthering the administration of fair and individualized justice. The Warren Municipal Court Probation Department is tasked with supervising individuals placed on probation, as well as those under pretrial court orders. Continue reading for further information on the responsibilities of the probation department.

Staff:

Dana M. Brown joined the Warren Municipal Court Probation Department in September 2018, previously serving the Court as a Victim Advocate from 2011-2015. She holds a Master of Science degree in Criminal Justice from the University of Cincinnati, as well as a Bachelor of Arts degree from Ohio University in Sociology / Criminology with a minor in music, and an Associate of Applied Science degree in Criminal Justice Technology from Eastern Gateway Community College. Dana has worked in the criminal justice field for close to 14 years in various capacities: adult probation, juvenile probation, juvenile detention, victim advocacy, legal advocacy, and case work. Additionally, she teaches at the collegiate level as an Adjunct Professor at Zane State College, teaching Sociology and Criminology.

Haley N. Davies was sworn in as a full-time Probation Officer / Deputy Bailiff in September 2020. She first joined the Court during the summer of 2018 as an intern through the Inspiring Minds Summer Career Development Program. She continued to intern with the Court, assisting the Probation Department and Victim Advocate Office through 2019, then focusing solely on Probation at the end of 2019 through spring 2020 with the Kent State's Criminal Justice Internship program. Haley graduated from Kent State University in May of 2020 with a bachelor's degree in Criminal Justice studies with a concentration in Policing, Drug Use and Misuse.

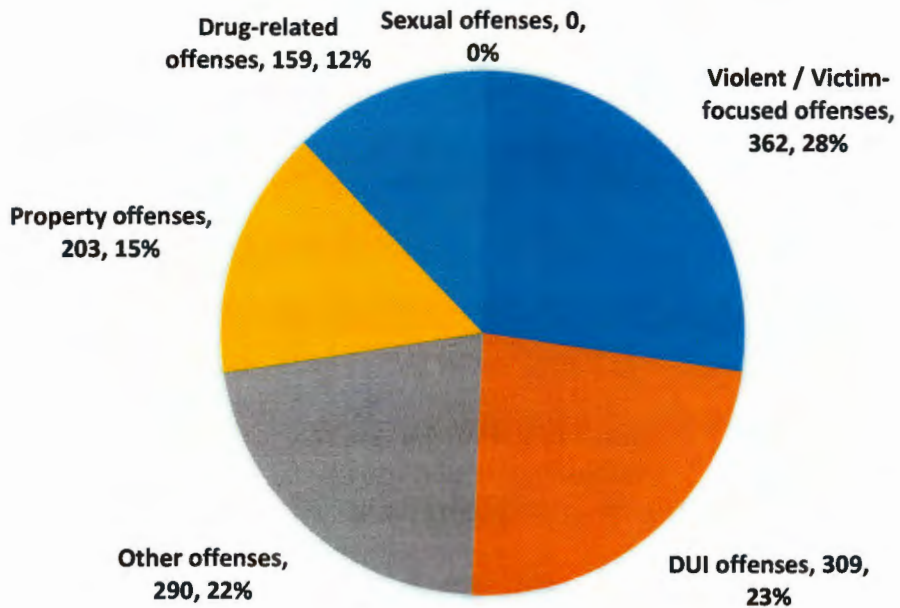
2020 COVID-19 Impact:

Warren Municipal Court's Probation Department adapted during the 2020 COVID-19 pandemic to continue providing services while maintaining the safety of probationers and staff. In-person reporting switched to telephone and email reporting, unless the individual needed to attend a scheduled hearing or make a payment in-person. Drug screens were conducted using oral fluid screens. Urine screens were only conducted if absolutely necessary. Lastly, due to the small size and enclosed nature of our probation offices, we limited entry into our offices. This was all facilitated in addition to social distancing, mask-wearing, increased hand-washing, and increased sanitizing.

**Warren Municipal Court
Probation Department
2020 Annual Report**

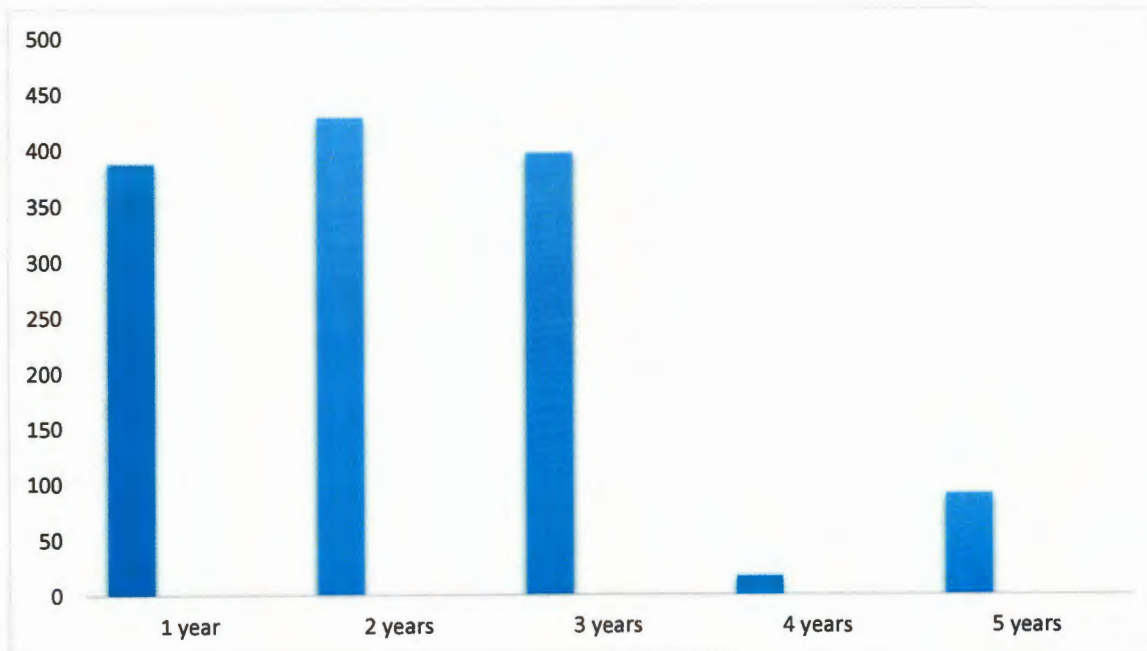
Cases placed on Probation – Case Type

Total = 1,323



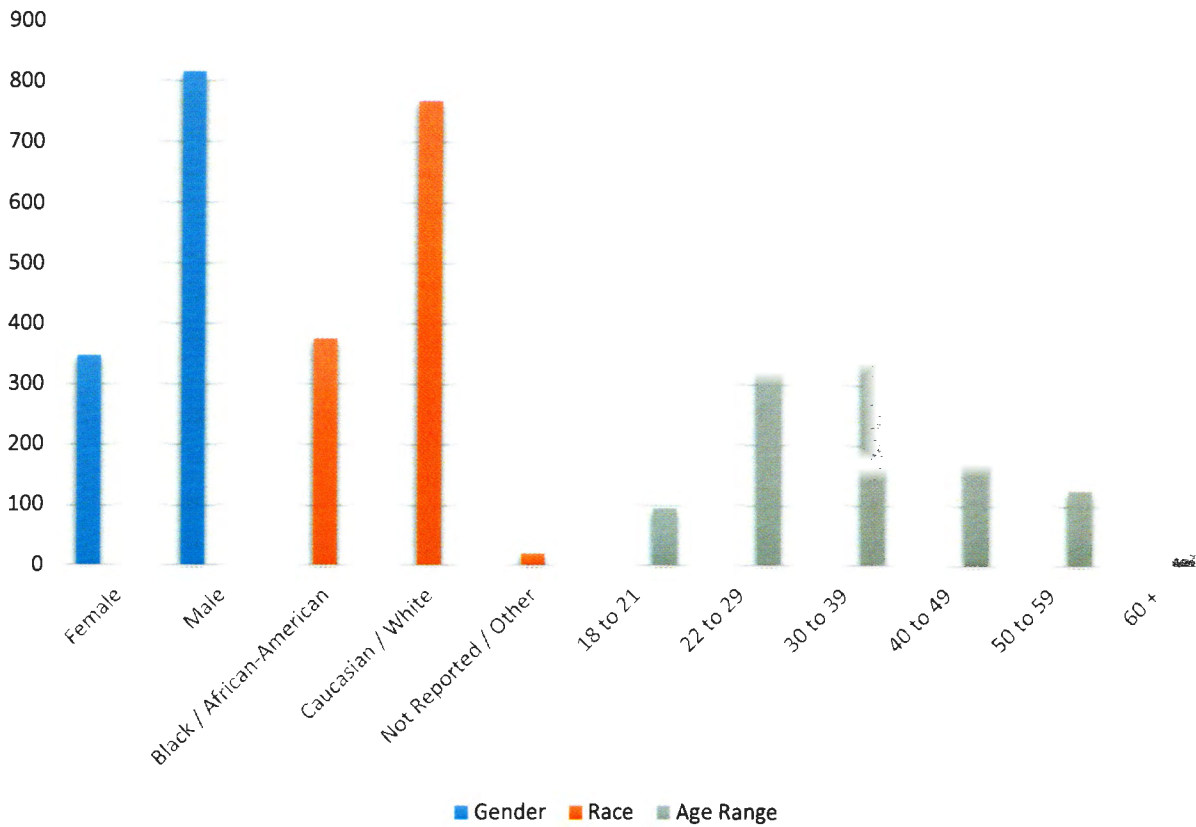
Cases placed on Probation – Length

Total = 1,323



**Warren Municipal Court
Probation Department
2020 Annual Report**

Persons placed on Probation
Total = 1,162



Medication Assisted Treatment (MAT) Court:

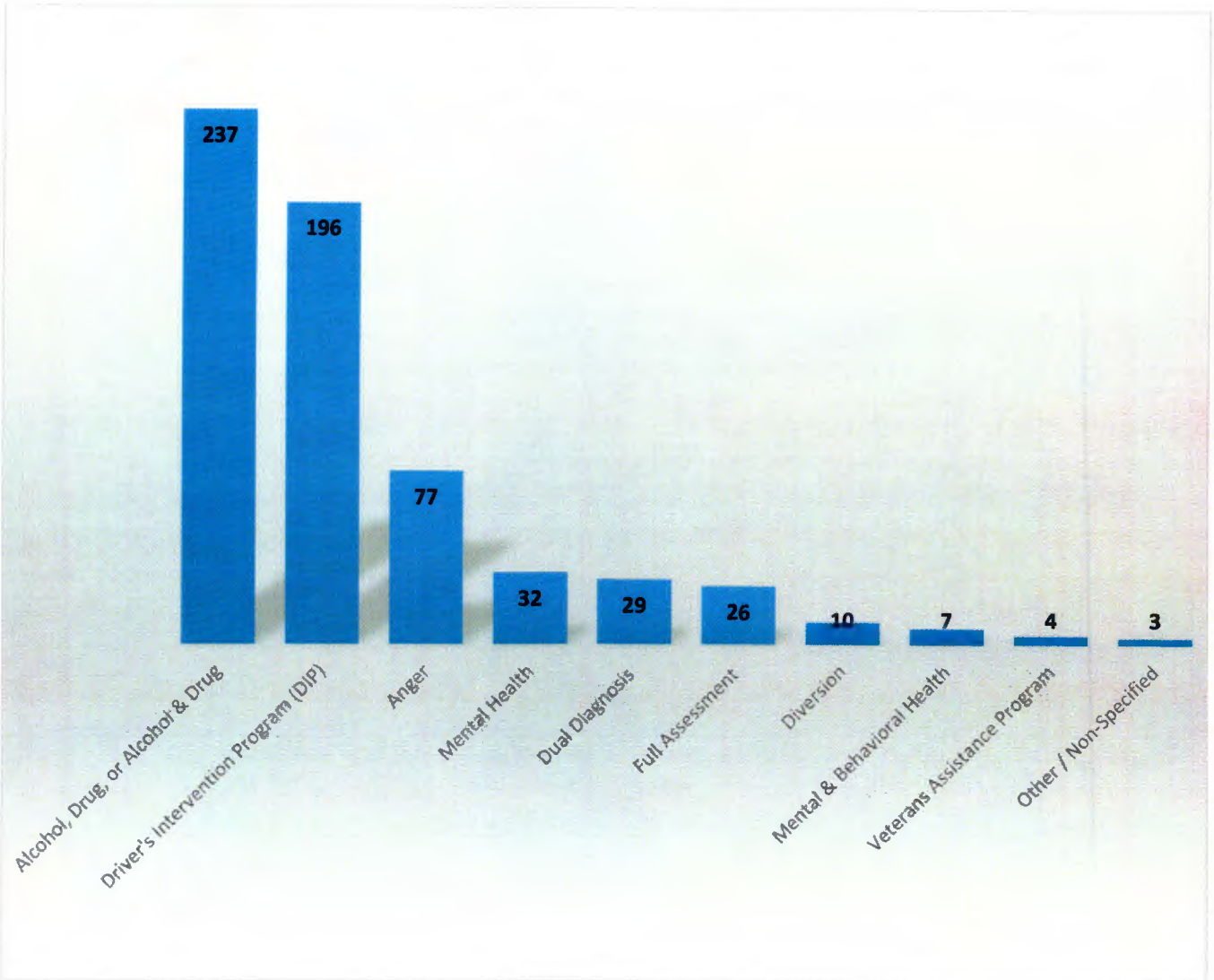
Warren Municipal Court has partnered with Meridian Healthcare and Treatment Accountability for Safer Communities (TASC), a division of Meridian, to provide Medication Assisted Treatment (MAT) services to offenders being processed through our court who experience addiction to opioids. MAT combines counseling and medication to treat said addiction. Participants follow a specialized case plan which includes MAT services, case management, counseling, increased supervision, random drug screens, and regular review hearings in front of the Judge.

**Warren Municipal Court
Probation Department
2020 Annual Report**

Linkage Orders and Program Referrals

Total Cases = 620

Total Persons = 584



In many cases, the Judge will issue what the court refers to as a “Linkage Order”. This order mandates the defendant or probationer to be assessed for any possible concerns over mental health, behavioral health, and / or substance use. The probation department is tasked with “linking” the individual with one of the many local service agencies in our community for treatment purposes, monitoring to ensure that the individual satisfies all treatment recommendations, then reporting to the Court on the defendant’s progress. This includes referrals to Driver Intervention Programs (DIP), Trumbull County’s Veterans Assistance Program (VAP), and Diversion.

**Warren Municipal Court
Probation Department
2020 Annual Report**

As of 12/31/2020, there are **4,476** active probation cases (1,912 in 1; 2,564 in 2)

	<i>Total</i>	<i>Courtroom 1</i>	<i>Courtroom 2</i>
Cases placed on Probation	1,323	637	686
Length – 1 year	388	310	78
Length – 2 years	429	182	247
Length – 3 years	397	79	318
Length – 4 years	18	0	18
Length – 5 years	91	66	25
Drug-related offenses	159	70	89
DUI offenses	309	143	166
Other offenses	290	150	140
Property offenses	203	110	93
Sexual offenses	0	0	0
Violent / Victim-focused offenses	362	164	198
Persons placed on Probation	1,162	533	629
Female	347	168	179
Male	815	365	450
Black / African American	374	158	216
Caucasian / White	768	369	399
Not Reported / Other	20	6	14
Ages 18 to 21	95	38	57
Ages 22 to 29	339	147	192
Ages 30 to 39	349	175	174
Ages 40 to 49	195	94	101
Ages 50 to 59	126	55	71
Ages 60 and up	58	24	34