

WARREN MUNICIPAL COURT 2021 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



JOURNALIZED
Warren Municipal Court

MAR 03 2022

MARGARET M. SCOTT
CLERK OF COURT

FILED
OFFICE OF THE CLERK

MAR 03 2022

MUNICIPAL COURT
WARREN, OHIO
MARGARET M. SCOTT, CLERK

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 com 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 employees 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

VALERIE GREEN, SENIOR ACCOUNTANT
LORETTA ESTLACK, HEAD CLERK/COMPUTER ADMINISTRATOR
SHARON BENNETT
TERRI GRANT
PAMELA VINES
SHANICE PETERSON
ASHLEY BROWN
ROSE DURCH
MARGIE JOHNSON
LAUREN CALE
LISA BENNETT
LYN STEWART
RENEE PARKER

PROBATION OFFICE

DANA BROWN, PROBATION OFFICER – JUDGE GYSEGEM
HALEY DAVIES, PROBATION OFFICER – JUDGE IVANCHAK

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

YEAR TWO OF THE COVID 19-CORONAVIRUS

This Pandemic has continued into its second year and has affected everyone and everything and none in a good way. As our calendar flipped to 2021, pandemic life didn't feel particularly different than in 2020. A vaccine became available, however it was marred by vaccine hesitancy within some percentage of the population. Then the virus mutations hit, and still plenty of challenges remain two years after the virus first appeared. The Court still maintains a mask mandate for everyone coming into the Court. To comply with the COVID restrictions of social distancing and mask wearing, the Court continues to supply masks to anyone coming to the Court who may not have a mask. We continue to maintain the marked off six-foot distancing where lines might occur to assist the public. We have continued from the beginning of this pandemic to work every day and provide the services that are required by law.

The Court saw a slight increase in case filings from 2020, and we would like to extend the Court's appreciation to the City of Warren for the financial support that was required to continue operations.

CASE FILINGS

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



THREE YEAR CASE COMPARISON REPORT

	2019	2020	2021
Criminal Case Filings			
Felonies	1013	812	828
Misdemeanors	2094	1693	1750
Total Criminal	3107	2505	2578
Traffic Case Filings			
DWI Cases	441	344	402
Other Traffic	5265	2884	3828
Total Traffic Cases	5706	3228	4230
Civil Case Filings			
Injury and Damage- CVE	27	29	18
Contracts - CVF	881	1265	1150
Evictions-CVG	1862	521	643
Other Civil-CVH	28	17	11
Small Claims -CVI	344	161	176
Rent Escrow	6	3	6
Total Civil Cases	3148	1996	2004
Parking Ticket Case Filings	1349	1412	1156
Miscellaneous Filings			
Fee payment plan, Home Rule, Non Compliance, Miscellaneous	110	128	300
Journals, Towing			
TOTAL CASES FILED	13,420	9,269	10,268

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.

WARREN MUNICIPAL COURT**ALL CASE FILINGS BY AGENCY-2021**

JURISDICTION/AGENCY	FELONIES	MISDEMEANORS	OVI	TRAFFIC	PARKING	TOTALS
CITY OF WARREN	626	1273	214	1833	1156	5102
HOWLAND TOWNSHIP	63	183	21	340		607
CHAMPION TOWNSHIP	20	36	4	52		112
WARREN TOWNSHIP	20	47	15	55		137
OHIO STATE HIGHWAY PATROL	71	176	147	1505		1899
TRUMBULL COUNTY SHERIFF	28	35	1	43		107
TOTALS	828	1750	402	3828	1156	7964

WARREN MUNICIPAL COURT

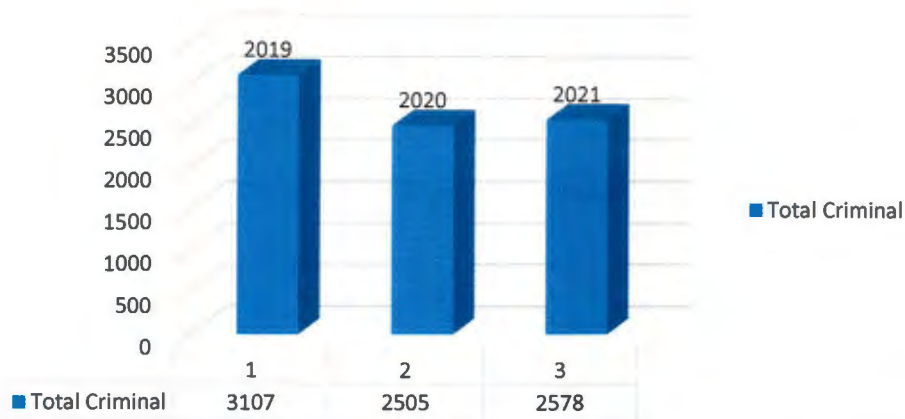
CIVIL CASE FILINGS FOR 2021

CVE CASE FILINGS - INJURY AND DAMAGE				18
CVF - CONTRACTS				1150
CVG-EVICTIONS				643
CVH - OTHER CIVIL				11
CVI - SMALL CLAIMS				176
RENT ESCROW				6
TOTAL CIVIL CASES				2004

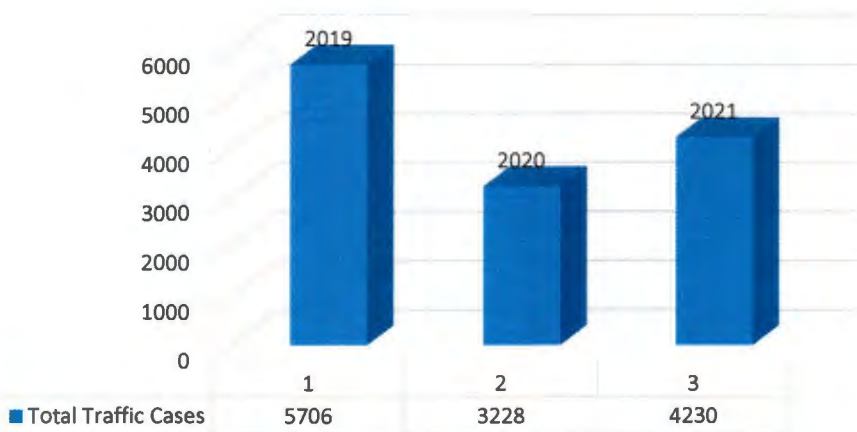
**WARREN MUNICIPAL COURT
MISCELLANEOUS CASE TYPE FILINGS FOR 2021**

TOWING CASES						179
MISCELLANEOUS CASES						8
NON COMPLIANCE						19
JOURNALS						60
FEE PAYMENT PLAN						34
TOTALS						300

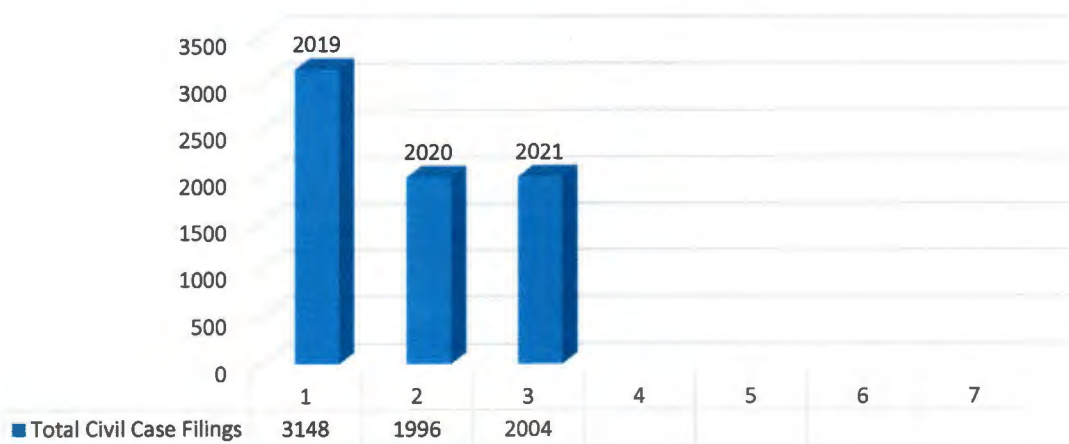
TOTAL CRIMINAL CASE FILINGS



TOTAL TRAFFIC CASE FILINGS



TOTAL CIVIL CASE FILINGS



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			
	2019	2020	2021
NET REVENUE/GENERAL FUND	1,000,168.21	770,581.49	887,349.75
EXPENSES	(1,989,637.76)	\$ (2,113,851.13)	(2,012,219.00)
TRANSFERS INTO GENERAL FUND			
SPECIALIZED DOCKET PAYROLL SUBSIDY			
CITY SUPPORT	987,450.55	1,343,269.64	1,124,869.25
NET REVENUE/COMPUTER	89,100.48	47,435.16	66,840.74
TRANSFERS OUT TO GENERAL FUND			
EXPENSES	(72,376.71)	\$ (44,509.46)	\$ (56,997.57)
PERCENT USED	81%	74%	85%
NET REVENUE/LEGAL RESEARCH	26,065.77	17,070.63	19,893.94
EXPENSES	(17,265.00)	\$ (22,762.70)	\$ (10,463.16)
PERCENT USED	66%	1.29%	52%
NET REVENUE/SPECIAL PROJECTS	240,522.53	171,006.31	191,516.40
TRANSFERS OUT			
EXPENSES	(359,694.39)	\$ (173,393.62)	\$ (102,938.07)
PERCENT USED	1.59%	98%	54%
NET REVENUE/PROBATION	97,889.55	93,222.33	94,290.68
EXPENSES	\$ (108,278.20)	\$ (56,114.72)	\$ (62,856.96)
PERCENT USED	1.1	60%	68%



WARREN MUNICIPAL COURT

YEAR END REPORT 2021

Paid to City

General Revenue	\$	886,452.24
Computer		66,840.74
Indigent Drivers Fund		362.86
Interest		-
Legal Research		19,893.94
Special Project		191,516.40
City DWI		897.51
Probation		94,290.68
Total	\$	<u>1,260,254.37</u>

Prepared by Valerie Green, Deputy Clerk

Warren Municipal Court

CIVIL BRANCH

RECEIPTS:

Clerk & Bailiff	307,807.01	Jury	-
Legal Aid (State)	48,608.01	Witness	18.00
Legal Aid (City)	490.99	Deposits	-
Computer	66,840.74	Judgment	1,029,230.40
Special Project	191,516.40	Refund	-
Legal Research	19,893.94	Other Deposits	1,754.50
	<u>\$ 635,157.09</u>		<u>\$ 1,031,002.90</u>

TOTAL CIVIL RECEIPTS

\$ 1,666,159.99

DISBURSEMENTS:

Treas., State of Ohio		\$ 48,608.01	
Treas., City of Warren		586,549.08	
Clerk & Bailiff	\$ 308,298.00		
Computer	66,840.74		
Special Project	191,516.40		
Legal Research	19,893.94		
Total		\$ 635,157.09	

Judgments and Deposits Disbursements

Jury	\$ -	
Witness	-	
Deposits	-	
Judgment	-	
Other Deposits	-	
Refund	-	
	<u>1,031,870.19</u>	<u>1,031,870.19</u>

Total

TOTAL CIVIL DISBURSEMENTS

\$ 1,667,027.28

Judgements and Deposits

Beginning Balance JAN 2021	\$ 77,029.74
Plus Receipts	1,031,002.90
Minus Disbursements	1,031,870.19
Ending Balance DEC 2021	<u>\$ 76,162.45</u>

CRIMINAL BRANCH

RECEIPTS:

Fines & Forfeitures:

State Fines OSP	\$ 123,074.17
DWI-Agency	2,829.87
Pharmacy	-
Indigent Defense Support Fund	121,591.98
License Forfeiture	120.00
Warrant Block	183.00
House Bill 562- Capital Appropriations	9,198.68
Indigent Driver's Alcohol Treatment	7,799.18

Total State	\$ 264,796.88
County	16,505.76
Trumbull Co. Drug Force	-
City DWI	897.51
City	<u>150,954.38</u>

TOTAL

\$ 433,154.53

Costs:

General Revenue	\$ 607.00
Reparation	34,671.63
City	356,927.17
Probation	94,290.68
Diversion	-
Police Officer	-
Computer	-
Jurors	-
Special Project	-
Special Project-DUI	8,448.96
Immobilization	300.00
Legal Research	-
TOTAL:	<u>495,245.44</u>

Parking Tickets	16,477.14
Howland PD	31,215.68
Howland DWI	203.63
Champion PD	7,753.90
Champion DWI	161.25
Warren Twp. PD	10,959.14
Warren Twp. DWI	150.00
TCSO	6,332.88
TCSO DWI	-
Witness Fees	234.97
Sheriff	3,456.65
Seat Belt	16,410.73
Board of Pharmacy	311.98
Liquor	300.00
Law Library	6,288.12
Child Restraint	-
Expungment	4,850.00
Housing	8,605.99
Public Defender	27,235.01
Indigent	362.86
Interest	-
Amimal Humane Society	-
Niles Police Dept.	-
Wildlife	-
Newton Falls Municipal	-
Domestic Violence Visitation	-
Collection Cost	27,247.50

TOTAL

\$ 1,096,957.40

CRIMINAL BRANCH (cont)

DISBURSEMENTS:

Treas., State (Seat Belt)		\$ 16,410.73
Treas., State (Expungment)		2,910.00
Treas., State (50% of H.P. Fines)		68,231.05
Treas., State (H.P. Fines Pharmacy)		-
Treas., State (H.P.D.U.I.)		2,829.87
Treas., State (General Revenue)		607.00
Treas., State (Reparation)		34,671.63
Treas., State (Liquor)		150.00
Treas., State (License Forfeiture Processing)		120.00
Treas., State (Indigent Defense Support Fund)		121,591.98
Treas., State (Indigent Driver's Alcohol Treatment)		7,799.18
Treas., State (House Bill 562- Capital Appropriations)		9,198.68
Treas., State (Warrant Block Processing)		183.00
Ohio Board of Pharmacy		311.98
Wildlife		-
Child Restraint		-
<hr/>		
Treasure of Trumbull County		\$ 121,299.77
10% of H. P. Fines	11,088.53	
Champion Traffic	5,036.16	
Champion DWI	161.25	
Howland Traffic	15,486.74	
Howland DWI	203.63	
Warren TWSP Traffic	7,075.74	
Warren DWI	150.00	
Misc. Traffic	15,509.61	
State Criminal	29,659.11	
Witness	78.00	
Liquor	150.00	
Juror	-	
Expungment	860.00	
Housing Prisoner	8,605.99	
Public Defender	27,235.01	
Law Library		6,288.12
<hr/>		
Treas., City of Warren		\$ 664,838.44
40% of H.P. Fines	43,754.59	
City Fines	150,954.38	
City DWI	897.51	
Parking Fines	16,477.14	
Costs	356,927.17	
Witness	156.97	
Expungment	1,080.00	
Juror	-	
Immobilization	300.00	
Probation	94,290.68	
Treas., City of Warren	(Indignet Dr. Fund)	362.86
	(Interest)	-
	(Computer Fund)	-
	Special Project-DUI	8,448.96
	(Special Project)	-
	(Legal Research)	-
<hr/>		
Sheriff		\$ 3,456.65
Sheriff DWI		-
Niles Police Department		-
Animal Humane Services		-
Trumbull County Drug Force		-
Newton Falls Municipal Court		-
Collection Cost		27247.50
Domestic Violence Visitation		0.00
TOTAL		<u>\$ 1,096,957.40</u>

<u>TRUSTEESHIP BRANCH</u>			
New Cases Filed		0	
Cases Terminated		0	
Total		0	
Active		0	
Total Active		0	
Beginning Balance JAN 2021			\$ -
RECEIPTS:			
For Costs	\$ -		
For Creditors	-		
TOTAL RECEIPTS			-
DISBURSEMENTS:			
Treas., City	\$ -		
To Creditors			
TOTAL DISBURSEMENT			-
Ending Balance DEC 2021			<u>\$ -</u>

<u>RENT ESCROW ACCOUNT</u>			
RECEIPTS			
Beginning Balance JAN 2021			\$ 1,386.00
Money paid into account	\$ 5,503.00		
TOTAL RECEIPTS:			\$ 5,503.00
DISBURSEMENTS:			
City of Warren	55.03		
Rent paid to landlord	2,215.95		
Rent paid to tenant	3,927.00		
TOTAL DISBURSEMENTS:			6,197.98
Ending balance DEC 2021			<u>\$ 691.02</u>

<u>BONDS & DEPOSITS</u>			
Beginning Balance JAN 2021			\$ 206,211.44
RECEIPTS			
Refund TR/CR	\$ 7,234.21		
Restitution	21,564.05		
Theft Restitution	-		
Payout	-		
Bond	69,953.70		
Deposits	8,725.00		
TOTAL RECEIPTS	\$ 107,476.96		
DISBURSEMENTS:	119,215.04		
NET BALANCE			(11,738.08)
Ending Balance DEC 2021			<u>\$ 194,473.36</u>

<u>FEDEX</u>			
Beginning Balance JAN 2021			\$14,268.13
RECEIPTS			
Money paid into account	\$ 57,654.24		
TOTAL RECEIPTS:			\$ 71,922.37
DISBURSEMENT PAID TO FEDEX	\$ 63,672.07		(\$63,672.07)
Ending Balance DEC 2021			<u>\$ 8,250.30</u>

Account Balance Listing
101 Seat Belt

16,410.73

102 Expungment	2,910.00
103 Ohio State Patrol-50%	68,231.05
104 OSP DWI	2,829.87
105	-
106 General Revenue	607.00
107 Reparation	34,671.63
108 Liquor	150.00
109 Board of Pharmacy	311.98
110 Wildlife	-
111	-
112 Legal Aid State	48,608.01
113 Child Restraint	-
114 Animal Humane	-
115 License Forfeiture	120.00
116 Warrant Block	183.00
117 Indigent Defense Supr	121,591.98
118 House Bill 562- Capita	9,198.68
119 Indigent Driver's Alcoh	7,799.18
201 OSP 10% 4511-45	9,953.95
202 Champion Traffic	3,929.31
203 Champion Misc	1,106.85
204 Champion Crimin	2,717.74
205 Champion DWI	161.25
206 Howland Traffic	9,095.90
207 Howland Misc	6,390.84
208 Howland Crim	15,728.94
209 Howland DWI	203.63
210 WTPD Traffic	5,631.42
211 WTPD Misc	1,444.32
212 WTPD Crim	3,883.40
213 WTPD DWI	150.00
214 Witness Fee State	78.00
215 Liquor(State)	150.00
216	-
217 Expungment(County)	860.00
218 Law Library	6,288.12
219 Housing Prisoners	8,605.99
220 City Arrest-State Tra	9,586.73
221 City Arrest-State-Misc	1,697.00
222 City Arrest-State-Crim	5,222.03
223 Juror State	-
224 OSP Fine-10%Misc	974.31
225 OSP Fine-10%Crim	160.27
226 OHIO Public Defender	27,235.01
301 OSP Fines 40%	43,754.59
302 City Fine	150,954.38
303 Parking Tickets	16,477.14
304 City Cost	356,927.17
305	-
306 City Wit Fee	156.97
307 IDD Fund	362.86
308 Civil/CR/TR Computer	66,840.74
	-
309 Legal Aid (City)	490.99
310 Clerk & Bailiff	307,807.01
311	-
312	-
313 WPD DWI	897.51
314 Police Officer	-
315 Probation Fee	94,290.68
316 Diversion	-
317 JurorsC/T	-

318 Expungement (City)	1,080.00
319	-
321 Immobilization	300.00
322 Legal Research(Cv, T	19,893.94
Legal Research(TR/Ci	-
323 Special Project(CV/CF	191,516.40
Special Project(CR/TF	-
324 Interest/Escheated Fu	-
325 Landlord/Tenant	55.03
326 Trusteeship Filing	-
327 Trusteeship Poundage	-
328 Special Project-DUI	8,448.96
401 TCSO/Traffic	1,316.52
402 TCSO/Misc	2,909.36
403 TCSO CR	2,107.00
404 TCSO DWI	-
405 TCSO COST	3,456.65
501 Trumbull County Drug	-
503 NILES POLICE	-
504 COST OF COLLECTIO	27,247.50
506 Newton Falls Municipa	-
507 Domestic Violence	-
601 Dep Tr/Cr	8,725.00
602 Bonds	69,953.70
603 Refund TR/Cr	7,234.21
604 Restitution	21,564.05
605 Judgement	1,029,230.40
606 Dep CV	-
607 Wit Fee Cv	18.00
608 Jury Fee CV	-
609 Jury Demand	1,750.00
611 Trustee Payments	-
612 Misc Cv Dep	4.50
613 Foreign Bond	-
614 Refund Civil	-
615 Landlord/Tenant	5,447.97
616 Theft Restitution	-
618 Bond Forfeiture	-

2,876,097.35

Trustee Checks

FEDEX 57,654.24

TOWING **22,545.00**

Total 2,956,296.59

Bond & Deposit Totals

Dep Traffic and Crimir	-
Foreign Bond	-
Bond	-
Refund Traffic and Cri	-
Restitution	-

TOTAL 119,215.04

**VICTIMS OF VIOLENT CRIMES
VOCA AND SVAA GRANT INFORMATION**



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, Murder, and or any other victim of crime and Violating Protection Orders (/TPO/CPO/CSPO/POST CONVICTION NCO). As the drug epidemic and job loss continue to overtake our communities, along with the covid 19 pandemic 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 / CSPO) as well as making referrals to social service agencies and treatment programs. Last year, over 2214 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 \$69,274.95 for 2021. This is the total of the SVAA (\$3,000.00) and VOCA (\$66,274.95). The grant money was applied toward a portion of the wages for the Domestic Violence Court Coordinator and the full-time victim advocate assistance. 2021 grant did not increase. However, the grant monies did decrease substantially by \$31,737.49 from 2020 due to cuts in monies available from the VOCA grant. Monies from other categories were moved to the categories deemed most important to provide for the advocates and the victims of crime.

VOCA / SVAA GRANT INFORMATION
VICTIMS OF VIOLENT CRIME
INITIATIVES

MONEY RECEIVED FROM VOCA AND SVAA GRANT	\$69,274.95
EXPENSES INCURRED	\$194,050.99

CITY EXPENSE	\$124,776.04
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2021 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 still 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 2214 victims were assisted in 2021.

Case Files Statistics dated 03/01/2022

2021 Cases	1743
2020 & Prior Cases Disposed in 2021	471
Total Cases Assisted in 2021	2214

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 **5214 in person or phone interviews in 2021**. On average, the Victim Advocate Office fields over **3000 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 2021, there were referrals made to CSB in Trumbull and surrounding counties concerning 138 defendants and 146 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 03/01/2022

Active	122
Vacated	10
Denied	0
Total	132

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 03/01/2022

Issued	639
Vacated	83
Total	722

Training:

Each year, the Victim Advocate is required to attend training sessions with up-date information on victim advocacy. Due to the pandemic and cut in funding the advocate did not do a lot of training in 2021, the Victim Advocate attended:

OHIO VICTIM WITNESS ASSOCIATION (Wanda)

VOCA / SVAA Update for 2020-2021 Grant Funding

Ethics in Victim Advocacy

The virtual training: 09/17/2021

Continuing education hours total of 3.5

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.

2019-20 Grant Funds Received:

VOCA - \$ 98,012.44

SVAA - \$3,000.00

2020-21 Grant Funds Received

VOCA - \$ 66,274.95

SVAA - \$ 3,000.00

Case File Statistics:

Charge	2019 Total	2020 Total	2021 Total
DV	457	433	513
Assault	121	143	152
Violation Protection Order	29	25	50
(Agg) Menacing	39	47	82
(Agg) Burglary/Robbery	72	47	116
Rape/Gross Sexual Imposition/Sexual Assault	7	3	4
Other	356	300	413
Total	1081	998	1330

**Warren Municipal Court
Probation Department
2021 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 the Victim Advocate from 2011 to 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 15 years in various capacities: adult probation, juvenile probation, juvenile detention, victim / legal advocacy, and case work. Additionally, she is as an Adjunct Professor at Zane State College, teaching Sociology and Criminology.

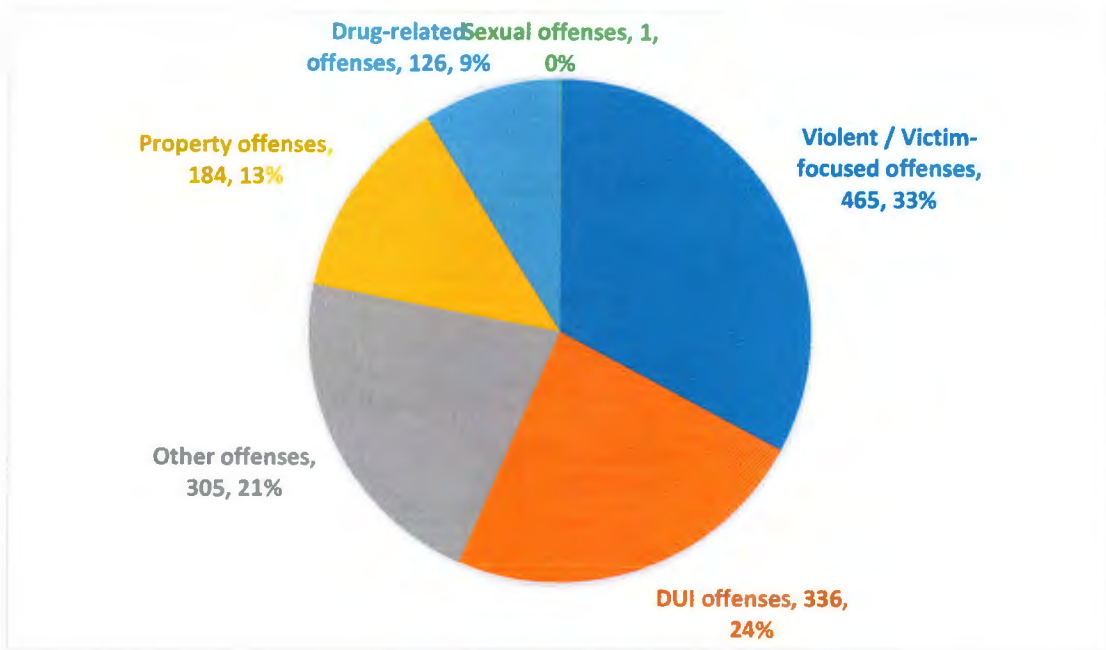
Haley N. Davies was sworn in as a full-time Probation Officer / Deputy Bailiff in September 2020. She first joined the Court during the summers of 2018 and 2019 as an intern through the Inspiring Minds Summer Career Development Program. She continued to intern with the Court, assisting the Probation Department from late 2019 through spring 2020 with 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 and is now working toward her OPOTA certification.

2020-21 COVID-19 Impact:

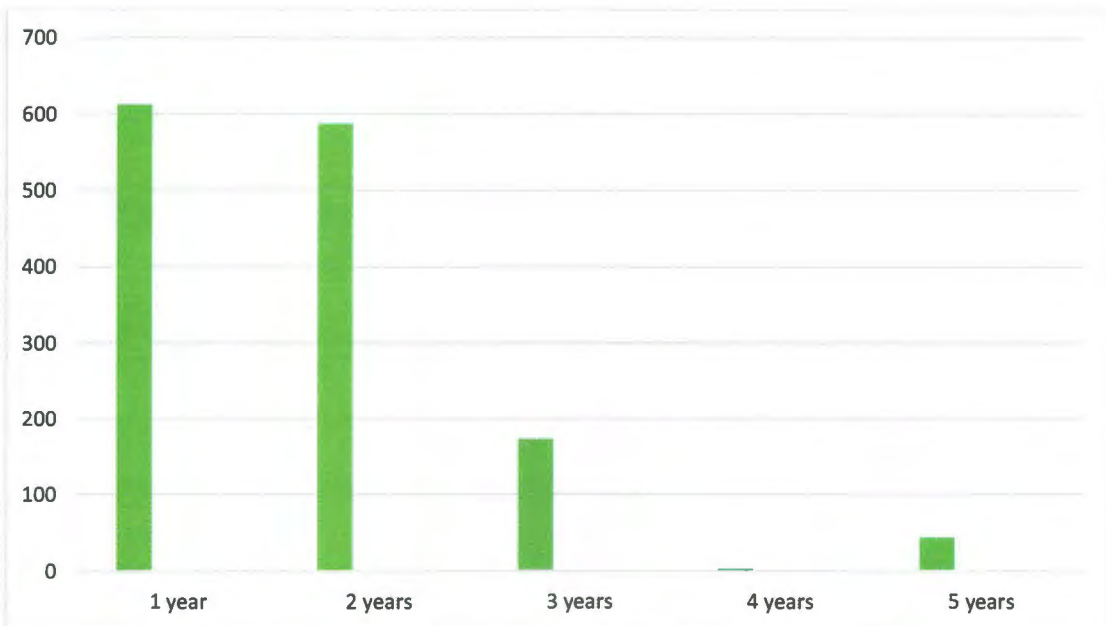
Warren Municipal Court's Probation Department continues to adapt during the COVID-19 pandemic (and subsequent variants) to provide services while maintaining the safety of all probationers and staff. Precautions are taken through wearing masks, practicing social distancing, increased sanitizing and handwashing, and limited in-office contact.

Warren Municipal Court
Probation Department
2021 Annual Report

Cases placed on Probation – Case Type
Total = 1,417

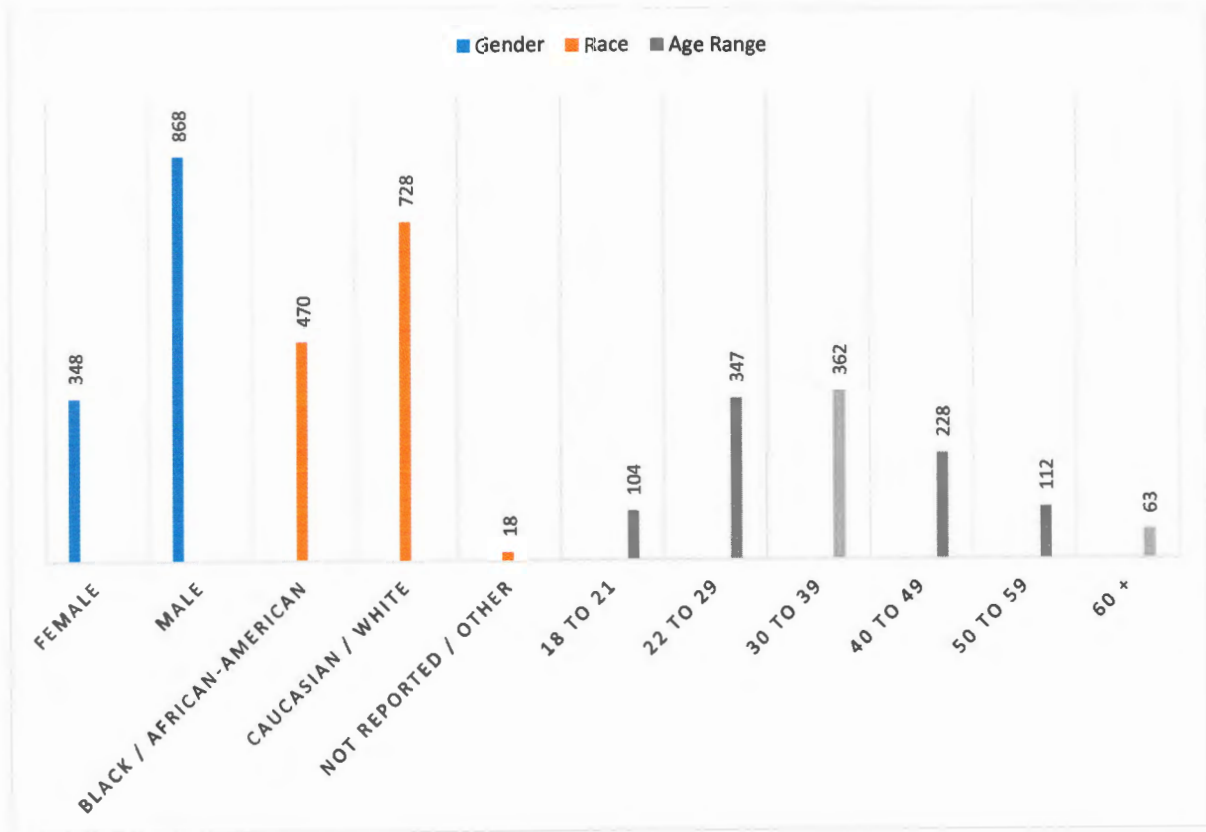


Cases placed on Probation – Length
Total = 1,417



**Warren Municipal Court
Probation Department
2021 Annual Report**

**Persons placed on Probation
Total = 1,216**

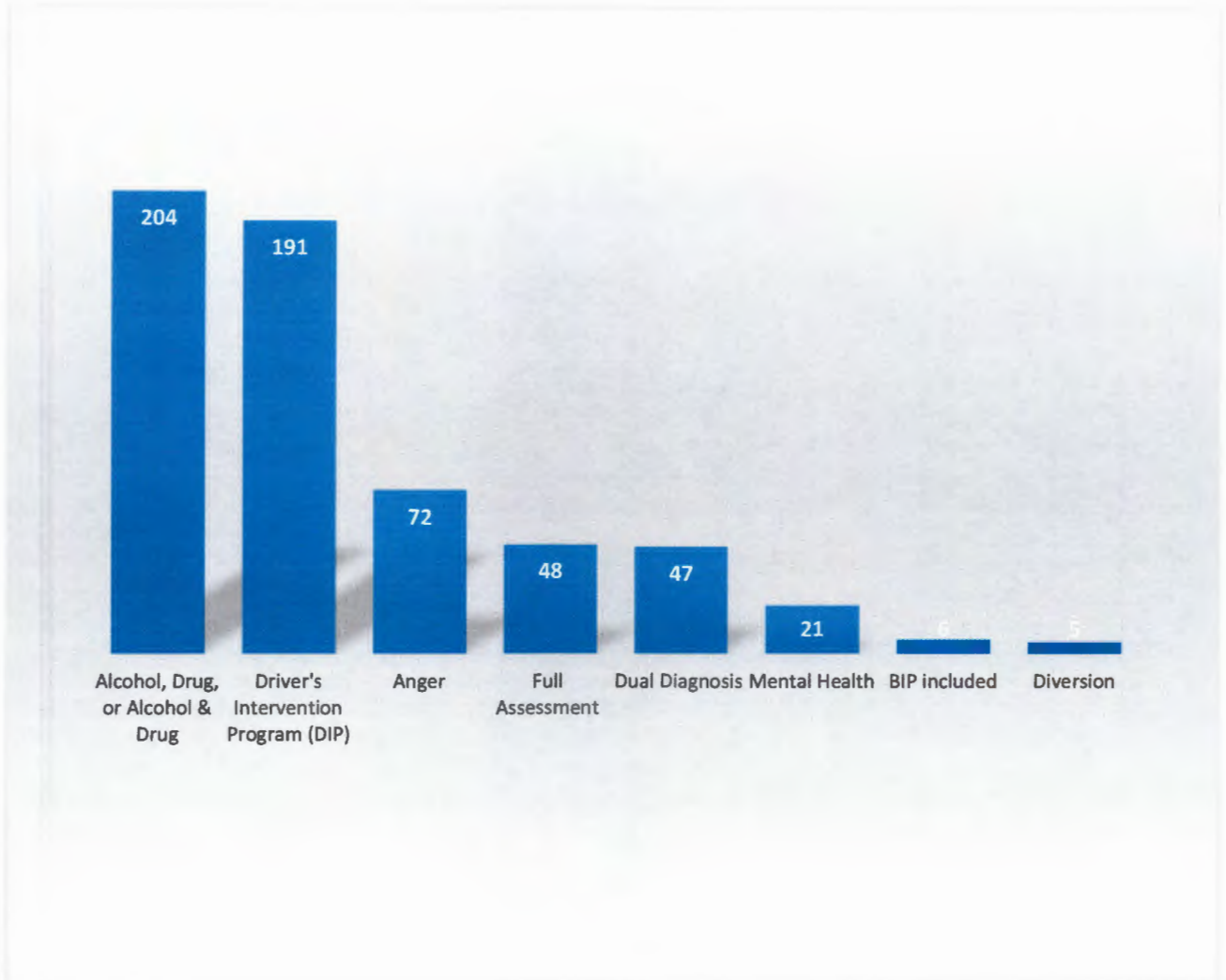


**Warren Municipal Court
Probation Department
2021 Annual Report**

Linkage Orders and Program Referrals

Total Cases = 595

Total Persons = 569



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
2021 Annual Report**

As of 12/31/2021, there are **3,794** active probation cases (1,653 in 1; 2,141 in 2)

	<i>Total</i>	<i>Courtroom 1</i>	<i>Courtroom 2</i>
Cases placed on Probation	1,417	782	635
Length – 1 year	612	403	209
Length – 2 years	587	318	269
Length – 3 years	172	31	141
Length – 4 years	3	0	3
Length – 5 years	43	30	13
Drug-related offenses	126	67	59
DUI offenses	336	167	169
Other offenses	305	191	114
Property offenses	184	94	90
Sexual offenses	1	0	1
Violent / Victim-focused offenses	465	263	202
Persons placed on Probation	1,216	642	574
Female	348	188	160
Male	868	454	414
Black / African American	470	239	231
Caucasian / White	728	395	333
Not Reported / Other	18	8	10
Ages 18 to 21	104	60	44
Ages 22 to 29	347	174	173
Ages 30 to 39	362	193	169
Ages 40 to 49	228	123	105
Ages 50 to 59	112	57	55
Ages 60 and up	63	35	28

2021 ANNUAL PROBATION SURVEY (SHORT FORM)

U.S. Department of Justice, Bureau of Justice Statistics, and acting as collection agent: RTI International

Please complete this survey before **February 28, 2022** using one of the following methods:

Online: www.bjs-aps.org

Mail: RTI International
Research Operations Center
ATTN: ASPP Data Capture
5265 Capital Blvd.
Raleigh, NC 27616

Fax: 1-866-509-7471

Please provide the contact information for the person filling out this form:

Job title: Probation Officer / Deputy Bailiff

Name: Dana Brown

Address 1: 141 South Street SE

Address 2: PO Box 1550

City: Warren

State: OH

Zip Code: 44482

Telephone: 330 841-2525 4101

Fax: 330 8412760

Email Address: dbrown@warrenmuni.us

Agency UID: 1172

***If you have any questions, contact RTI International at
1-866-334-4175 or bjs-aps-help@rti.org.***

BURDEN STATEMENT

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, DC 20531; and to the Office of Management and Budget, OMB No. 1121-0064, Washington, DC 20503.

Instructions

- **Please provide a response to each question. Blanks will be interpreted as "unknown" ("DK").**
 - *If the answer to a question is "none" or "zero":* Write "0" in the space provided.
 - *If the answer to a question is "unknown":* Write "DK" in the space provided.
 - *If the answer to a question is "not applicable":* Check the *Not applicable* box (if present) or write "NA" in the space provided.
 - *When an exact numeric answer is not available:* Provide an estimate and check the *Estimate* box.
- **Who is covered by this survey?**
 - **Include** all adults regardless of conviction status, who have been placed under the supervision of a probation agency as part of a court order. (Adults are persons subject to the jurisdiction of an adult court or correctional agency.)
 - **Include** adult probationers legally your responsibility but supervised outside your jurisdiction, such as through an interstate compact agreement.
 - **Include** adult probationers contracted out to private agencies.
 - **Include** adult probationers on active supervision, including those who report electronically, on inactive supervision, or in a residential/other treatment program but not in regular contact with a probation authority.
 - **Include** absconders who have not been discharged from probation.
 - **Include** adult probationers who may be under local jurisdiction but not reported separately by another agency.
- **Who is not covered by this survey?**
 - **Exclude** juveniles (persons under the jurisdiction of a juvenile court or corrections agency).
 - **Exclude** informal cases such as bench or paper cases.
 - **Exclude** interstate compact cases supervised by your jurisdiction for another state.
 - **Exclude** adult probationers supervised by your jurisdiction but legally the responsibility of another jurisdiction.

Your agency's adult probation population on December 31, 2020:

4,374

If this is incorrect, please update:

□□□□, □□□□

Estimate:

1. On January 1, 2021, what was your agency's adult probation population?

Include adult probationers who have been placed under the supervision of a probation agency as part of a court order, regardless of conviction status.

4,374

Estimate:

2. Between January 1, 2021, and December 31, 2021, how many adults entered probation?

Individuals entering probation more than once during the year should be counted each time (e.g., entered, discharged, and re-entered should be counted as two entries). Individuals who enter probation and, without being discharged, are placed on probation for a second offense, should be counted as one entry.

1,417

Estimate:

3. Between January 1, 2021, and December 31, 2021, how many adult probationers were discharged from supervision?

Individuals exiting probation more than once during the year should be counted each time (e.g., individuals who are discharged from all probation supervision, re-enter probation, and are fully discharged again, should be counted as two discharges).

1,997

Estimate:

4. On December 31, 2021, what was your agency's adult probation population?

The count of adult probationers at year-end 2020. This total should equal the population on January 1, 2021, plus the total entering probation in 2021. (See Instructions page for persons to INCLUDE and EXCLUDE.)

3,794

Estimate:

5. On December 31, 2021, how many adult probationers in your jurisdiction were –

a. Male.	2,675	Estimate: <input checked="" type="checkbox"/>
b. Female.	1,119	Estimate: <input checked="" type="checkbox"/>
c. Not known.	0	Estimate: <input type="checkbox"/>
d. Total (Sum of items 5a through 5c should equal Question 4).	3,794	Estimate: <input type="checkbox"/>

6. On December 31, 2021, how many adult probationers had as their most serious offense –

a. Felony.	0	Estimate: <input type="checkbox"/>
b. Misdemeanor.	3,794	Estimate: <input type="checkbox"/>
c. Other. Please describe: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	0	Estimate: <input type="checkbox"/>
d. Not known.	0	Estimate: <input type="checkbox"/>
e. Total (Sum of items 6a through 6c should equal Question 4).	3,794	Estimate: <input type="checkbox"/>

7. Does your agency have responsibility for supervising felons?

- Yes
- No