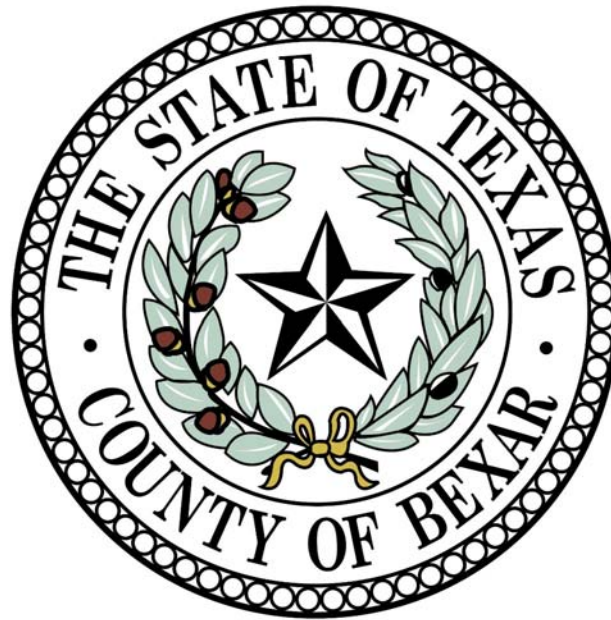


# Bexar County

*Our mission is to build a better community through quality service.*



**Updated March 2010**

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# Overview of County Government

## COUNTY

- Created by State
- Not granted charter
- Primarily performs functions of the state
- Limited powers by State Constitution and State Legislature

## CITY

- Created at request of local citizens
- Granted a charter
- Primarily serves local residents
- Limited primarily by charter

# County Functions

- Criminal Justice
- Public Safety
- Fire Marshal
- Medical Examiner
- Law Enforcement
- Juvenile Justice
- Civil Courts
- Public records
- Tax Collection
- Elections
- Streets and Drainage
- Economic Development
- Quality of Life

# County Elected Officials

- County Judge
- County Commissioners
- District Attorney
- Sheriff
- County Clerk
- District Clerk
- Tax Assessor-Collector
- District Court Judges
- County Court Judges
- Probate Court Judges
- Justices of the Peace
- Constables

# Elected Officials: Commissioners Court

- Four Commissioners and County Judge
- Adopt County budget
- Determine County tax rate
- Approve Hospital District tax rate
- Supervise and control the County Courthouse, County buildings and facilities
- Fill in vacancies in some elected and appointive positions
- Approve most contracts in name of County
- Build and maintain County roads and bridges
- Administer welfare programs, parks and playgrounds
- Make other decisions relating to County welfare

# Elected Officials: District Attorney

- Investigates, prepares, prosecutes and appeals all criminal cases except Municipal Class C Misdemeanors
- Prepares protective orders and mental health commitments and researches, prepares and litigates asset and bond forfeiture cases
- Researches, prepares and litigates civil suits filed against the County or its elected or appointed officials
- Prepares contracts for Commissioners Court
- Represents County and its officials

# Elected Officials: Sheriff

- Law enforcement in unincorporated areas
- Civil and criminal warrant service
- Security for all Bexar County courts, Justice Center and Courthouse
- Organized crime, intelligence, and vice units
- Responsible for Adult Detention Center
  - Fingerprints, photographs, processes all inmates; responsible for storage of personal property
  - Provides supervision for all inmates, meals, sanitary facilities, recreation, rehabilitative programs and law library for inmates

# Elected Officials: County Clerk

- Records Division indexes, copies, exhibits and preserves land and personal official records of Bexar County and citizens:
  - Deeds, deeds of trust, abstracts of judgment, UCC documents, prenuptial agreements, military discharges, hospital liens and assumed business names
  - Deeds Unit maintains historical records dating from 1699 to 1836
  - Vital Statistics maintains business name records and marriage records from 1836 to present, birth and death records prior to 1967, school records, cattle brands and warehouse bonds
- Responsible for duties, powers and functions of County Treasurer (Treasurer abolished in 1985)
  - Receives, records, and deposits daily all monetary receipts collected by various County operations

# Elected Officials: County Clerk

- Statutory Clerk for Bexar County's 12 County Courts-At-Law
  - Civil suits up to \$100,000
  - Criminal Class A and B misdemeanors
  - Bond Forfeiture Cases
  - Clerk of County's Two Probate Courts
    - Files, prepares, preserves permanent record of wills, administrations, guardianships, condemnations, related matters
  - Responsible for Mental Health Division
    - Coordinates mental health patient activity in 30-county area
    - Files and maintains records, docket hearings related to probable cause, commitment, chemical/substance abuse, mental retardation cases

# Elected Officials: District Clerk

- Provides support services to all Criminal, Juvenile and Civil District Courts
- Records acts and proceedings of the Courts, enters all judgments of the Courts and records all issued executions and returns on executions
- Prepares annual written statement of fines and jury fees received and operates the Register of the Court
- Indexes and maintains District Court reports
- Processes passport applications

# Elected Officials:

## Tax Assessor-Collector

- Collects current and delinquent ad valorem taxes on real and personal property for Bexar County and 36 other taxing units, including the City of San Antonio
- Acts as the agent for TxDOT – Division of Motor Vehicles and State Comptroller in registering, licensing, titling and collecting sales tax on motor vehicles in Bexar County

# Elected Officials:

## District Court Judges

- 13 Civil, 9 Criminal and 2 Juvenile Courts
- Criminal District Courts have original jurisdiction over all criminal matters
- Civil District Courts have original and appellate jurisdiction over all civil matters
- Juvenile Courts adjudicate all cases involving juveniles under 17 years of age charged with both felony and misdemeanor offenses
- Jury Operations under supervision of District Court Administrator – coordinate and administer qualifications, notifications, exemptions, excuses, selection, service and compensations of petit jurors for City and County

# Elected Officials: County Court Judges

- Three Civil, nine Criminal Courts
- Jurisdiction in civil cases \$500 to \$100,000
- General jurisdiction in misdemeanor criminal cases where punishment may be fine not to exceed \$4,000 or jail sentence not exceeding 2 years

# Elected Officials: Probate Court Judges

- Bexar County's two Statutory Probate Courts have jurisdiction over all matters or proceedings related to the estate of a decedent
- General jurisdiction over all applications, petitions, motions for probate, administrations, guardianships and mental health matters

# Elected Officials: Justices of the Peace

- Preside over Justice and Small Claims Court
- Magistrate for juvenile warnings, felony warrants and examining trials
- Jurisdiction includes civil disputes and small claims of \$10,000 or less and criminal cases on Class C misdemeanors of \$500 or less
- Conduct hearings, perform marriage ceremonies, serve as notary public and handle truancy cases
- Office responsible for collecting fees of Court, issuing warrants, various types of civil process, issuance of summons and monitoring compliance of mandatory drug and alcohol rehabilitation classes

# Elected Officials: Constables

- First level law enforcement
- Serve civil and criminal process originating in JP Courts, District Courts and County Courts-At-Law
- Provide bailiff services to JP Courts, transport prisoners and summon jurors

# Appointed Officials

- Auditor
- Elections Administrator
- Purchasing Agent
- Community Supervision and Corrections Dept  
(Adult Probation)
- Juvenile Probation

# Appointed Officials: Auditor

- 24 District Judges appoint Auditor
- Chief Financial Officer for the County
- Maintains all financial records, processes all financial transactions and produces monthly and annual financial reports
- Audits all County offices

# Appointed Officials: Elections Administrator

- Elections Administrator is appointed by the Elections Commission
- Administers elections and serves as County Voter Registrar

# Appointed Officials: Purchasing Agent

- Appointed by Committee of three District Judges and two Commissioners
- Supervises all purchases made by the County by competitive bids or proposals and directly procures all supplies, equipment and services, except real property and professional services
- Maintains fixed assets inventory, transfers supplies and materials as necessary and disposes of surplus property

# Appointed Officials: Community Supervision and Corrections (Probation)

- Director appointed by District Judges
- Responsible for supervision of all individuals within Bexar County who have been convicted of a criminal offense and placed on probation by a District or County Court-At-Law

# Appointed Officials: Juvenile Probation

- Supervised by Juvenile Board
- Provides array of special services to juvenile offenders
- Responsible for operations and management:
  - Mission Road Detention Center – 192-bed pre-adjudication holding facility
  - Cyndi Taylor Krier Juvenile Correctional Treatment Center – 96-bed post-adjudication facility

# Bexar County Departments

- Four Department Directors are appointed by and are under the supervision of Commissioners Court
  - Community Resources
  - Information Services
  - Infrastructure Services
  - Planning and Resource Management
- The offices of Economic Development, Government Relations and the Fire Marshal/Emergency Management also report directly to Commissioners Court

# Bexar County Departments

- Community Resources
  - Aurora Sanchez, Executive Director
    - Community Programs
    - Direct Client Services
    - Texas Cooperative Extension
    - Veterans Services
    - CDBG
    - HOME
    - Community and Mental Health
    - Criminal Investigation Laboratory
    - Medical Examiner's Office

# Bexar County Departments

- Information Services Department
  - Catherine Maras, Chief Information Officer
    - Applications Development
    - Enterprise Data Center
    - Geographic Information Systems
    - Planning and Technical Services
    - Technical Support

# Bexar County Departments

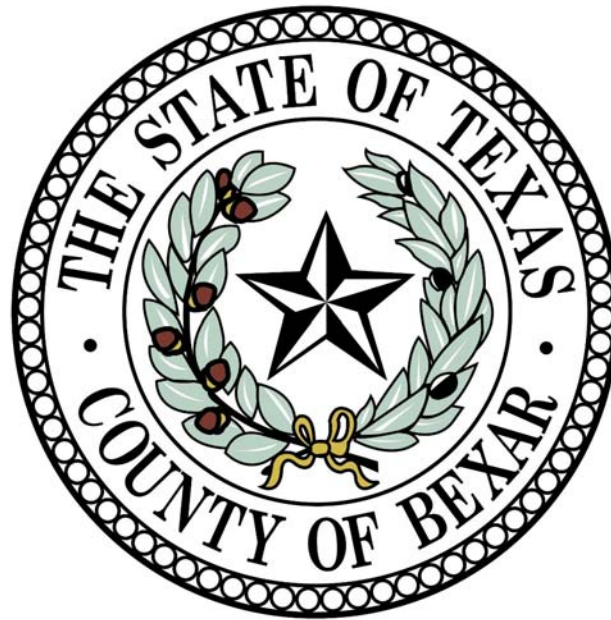
- Infrastructure Services Department
  - Joe Aceves, Executive Director
    - Administration
    - Capital Projects
    - Energy
    - Environmental
    - FMLR/Public Works
    - Facilities Maintenance
    - Fleet Maintenance
    - Flood Control
    - Parking Facilities
    - Special Road and Bridge

# Bexar County Departments

- Planning and Resource Management
  - David Smith, Executive Director
    - Administration
    - Budget
    - Central Mail
    - Human Resources
    - Management and Financial Services
    - Pretrial Services
    - Judicial oversight, management and services

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**March 2010**