



## JEROME MUNICIPAL COURT

Hon. Angela M. Bradshaw Napper, Magistrate

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TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: April 27, 2023

April has flown by, and the Court remains quite busy.

The court security grant application remains pending. A final estimate from the vendor for materials and installation is anticipated very soon. Three new administrative orders were entered relating to Court security updates. One order remains pending finalization which will re-establish the Court's Security and Emergency Preparedness Committee. The Court wishes to thank other town employees who have volunteered to participate.

Revision of court policies and procedures is near completion; the new policy and procedures manual will be available by the end of May. Additional administrative orders were deemed necessary. To that end, an order was implemented regarding overpayment of court fines. A second remains pending which will serve to allow great flexibility for defendants participating in defensive driving school to resolve certain types of civil traffic citations. Administrative orders are now available on the Court's webpage.

The Court is reorganizing financial records by fiscal year rather than calendar year, as was done previously. Doing so will improve budgeting and review of court expenses. We are reducing our reliance on paper records and moving toward digitized records and spreadsheets for much of our bookkeeping as well as document retention.

Above and beyond the required annual minimum, the Court clerk has enrolled in and been attending Arizona Court Management training sessions sponsored by the Arizona Supreme Court; she attended three days in February and three days in March. I am dedicated to professional and personal growth and believe both will enhance the quality of services we are able to provide. She is scheduled to continue with sessions later in 2023 and in 2024.

The Court clerk is also participating as a member of a workgroup in the Yavapai County Courts 2022-2026 Strategic Plan. Specifically, she is working with a group of staff and judges on one of the nine initiatives (Social Media Presence & Interaction) as part of Strategic Focus Area 1 – Access, Programs, and Services. Our court hosted the work group's second meeting earlier this month with great success and forward progress. For those interested, the Strategic Plan can be found on-line at: [Superior Court Home \(yavapaiaz.gov\)](https://www.yavapaiaz.gov)

As always, I am grateful to be of service and welcome visitors to the Court.