

## Survey Notes

**1. Case Related Activity:** On-Views, Arrest Warrants, Bench Warrants (except VOP), and Body Attachments should be listed based on the underlying charge. All VOPs should be listed under VOPs. (Civil Body attachments will be listed under Criminal (see 2)

Bench Warrant Satisfactions - will be listed under the appropriate Bail Bond Processing

**2. Criminal:** include all criminal and mixed cases in which the underlying charges do not include DUI/DWI charges (unless the criminal charge is a serious felony.) Body attachments (civil or criminal) and fugitives will be also be listed here.

**3. Serious Traffic:** include cases that are only traffic, but doesn't include DUI/DWI.

**4. DUI/DWI:** include all cases (including mixed cases) that include at least one DUI/DWI charge, **UNLESS** the criminal charges is a serious felony, then see #2

**5. Violations of Probation:** include all VOP Bench Warrants.

**6. Presentment:** include only the advice of rights to counsel (at the IA), AAP election and indigency determination.

**7. Initial Appearance – Waiver:** include all time spent processing the case, completing record checks and conducting the hearing with no defense counsel present.

**8. Initial Appearance – Non-Waiver:** same as # 7, but with defense counsel. Consultation time is listed in “Wait Time” unless completing other tasks (see 27).

**9. Preliminary Inquiry:** include complete time involved from initial contact to completion (any interruptions or multitasking should be accounted for elsewhere on the form).

**10. Processing Criminal Applications/Informations:** include complete time from initial contact to completion. The contact time should be recorded as a case even if it does not result in a filing at that time or another commissioner processes the application.

**11. General Bond Processing:** include complete time from initial contact to completion, will include corporate bonds and UPBs.

**12. Property Bond Processing:** include complete time from initial contact to completion, will include research of property even if another commissioner does the actual bond, or the research was already completed for you.

**13. Cash Bail Processing: (includes VitalChek)**

A. If cash is dropped after each posting – this section should include the complete time from the moment you know it is a bond posting to the second the cash is dropped into the safe. (Cash Dropping under “20” below will **only** be used for Dunbar pickup)

B. If cash is held and dropped at the end of the shift – this section should include only up until the release is issued and given to surety/jail. The end of shift process will be listed below under Cash Dropping (see 20)

**14. Search Warrants:** include any time involved with duty judge and police officers to include any consequential processing completed – all should be assumed as criminal.

**15. Case Related Processing:** includes any work related to a specific case that is not included elsewhere.

**16. Interim Peace Orders:** include complete time from initial contact to completion. The contact time should be recorded as a case even if it does not result in a filing at that time or another commissioner processes the petition. Contact with sheriff for pick up should be included.

**17. Interim Protective Orders:** Same as 16, except for Protective Orders.

**18. Emergency Petitions:** include only time taken to contact duty Judge and any consequential processing completed.

**19. Non-Case-Related Administration:** include Administrative Commissioner and Managing Commissioner specific duties, also includes records checks involved in Out of State Shielding requests from the clerk's office.

**20. Cash Dropping:** See 13B above, includes Dunbar pick-up

**21. Public Contact and Customer Service:** include all phone calls and contact with citizens not otherwise noted elsewhere

**22. Judicial Education and Training:** include actual training, but not travel

**23. General Legal Reading:** include work related legal reading not for any specific case.

**24. Committee, Conference, and Work Group Meetings:** include any work related meeting but not travel

**25. Community Activities and Public Outreach:** include only sanctioned work related activities

**26. Work-Related Travel:** include any travel that would normally be compensated (excludes commute time.)

**27. Wait Time:** include any "down" time. No functions completed. (Any function completed during "down" time should be listed as such.)

**28. Vacation, Sick Leave and Holidays:** include any time not on shift due to leave.

**29. Lunch and Breaks: DO NOT USE –** Commissioners do not get lunch or breaks, any "down" time should be listed under 27. Wait Time

**30. NCSC Time Study:** include total time recording data during shift and end of shift entries into the NCSC website.

**On-Call Commissioners:** Record data at the end of a full "shift." Shift includes the total period on-call. (so if your on-call for 24 hours, the shift is 24 hours)

Entries should only include time while called in to include travel to and from when applicable.

**GENERAL NOTES:** Every day during the survey period needs to be completed by each Commissioner for valid data.

Data should be entered based on the day the shift started (not ended).

Total times should equal the total time a Commissioner is on shift, before rounding (excludes on-call)

Please enter your shift, county, and location. All paper forms should be given to your Administrative Commissioners

**THIS INFORMATION WILL ASSIST US IN CERTIFYING THE NEED FOR COMMISSIONERS IN THE FUTURE, THEREFORE IT IS IMPERATIVE THAT EVERYONE PARTICIPATE AND THAT WE TRACK OUR TIMES AS ACCURATELY AS POSSIBLE.**

**(1) Case-Related Activity**

**(2) Criminal**

**(3) Serious Traffic**

**(4) DUI/DWI**

**(5) Violations of Probation**

	<i>Time</i>	<i># Cases</i>	<i>Time</i>	<i># Cases</i>	<i>Time</i>	<i># Cases</i>	<i>Time</i>	<i># Cases</i>
(6) Presentment								
(7) Initial Appearance Waiver Hearing								
(8) Initial Appearance Non-Waiver Hearing								
(9) Preliminary Inquiry							XXXXXXXXXXXXXXXXXXXX	
(10) Processing Criminal Applications/ Informations							XXXXXXXXXXXXXXXXXXXX	
(11) General Bond Processing								
(12) Property Bond Processing								
(13) Cash Bail Processing								
(14) Search Warrants			XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX	
(15) Case-Related Processing								

**Civil**

	<i>Time</i>	<i># Cases</i>
(16) Interim Peace Orders		
(17) Interim Protective Orders		
(18) Emergency Petitions		

District / County / Location

Shift by Time ( ex. 3p-11p)

**Non-Case-Related**

	<i>Time</i>		<i>Time</i>		<i>Time</i>
(19) Non-Case-Related Administration		(23) General Legal Reading		(27) Wait Time	
(20) Cash Dropping (Cashiering)		(24) Committee, Conference, and Work Group Meetings		(28) Vacation, Sick Leave, and Holidays	
(21) Public Contact and Customer Service		(25) Community Activities and Public Outreach		(29) Lunch and Breaks	XXXX
(22) Judicial Education and Training		(26) Work-Related Travel		(30) NCSC Time Study	