



## Budget Change Request

### Change request information

Title Funding for Digital Discovery Repository  
Number B-09-08 Department 09 - Prosecuting  
Requester Heidi Pihoda  
Published by Jennifer Smith Publish Date 2023-08-26  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision  
Board Changes

### Funds affected

Fund 0010 - General Fund  
General Fund Affected? No More Than One Fund Affected? No

### Policy request priority and connection to the strategic plan

Priority # 2 Strategic Plan Responsive Law,

### Does this request include federal, state, or private grants?

Grant Funded? None  
Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? No Position Impact Adds Position(s)  
Current position numbers affected This request

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

The Thurston County Prosecuting Attorney's Office and Public Defender's Office require an application to receive, process, distribute, manage and store their digital evidence. With the recent implementation of law enforcement body worn cameras and in-car cameras our offices are seeing a significant increase in digital evidence.

For one week in July 2023, the Thurston County Prosecutor's Office received 700 GB of digital discovery, which does not include the 131 GB of discovery that we received that is unable to be processed with our current applications as the files are too large for processing.

This digital evidence increases our need to receive, process, distribute, manage and store all digital discovery from law enforcement. After researching and talking with other Washington State Prosecuting Attorney offices, Axon Justice Premier is the product that can meet all of our needs and replace eProsecutor and eDefender's "file cabinet" as the default cloud storage as well as become the conduit for sending all digital discovery including documents, videos, and audio files.

## How will this change the performance of your office or department?

### Statement of Need

In adapting to receiving body worn camera and in-car camera footage, the Prosecutor's Office was paying staff overtime to process the large increase in digital media. Even with the overtime being paid and with additional staff being assigned to the task of downloading digital media, the Prosecutor's Office is experiencing a delay in our ability to process incoming discovery. The goal is to streamline, process, manage discovery in a timelier fashion without having to burden either the Prosecuting Attorney's Office or Defense with voluminous discovery to download individually that is collected from various methods. The objective is to replace our current discovery process significantly by the end of the year 2024 where both the Prosecuting Attorney's Office and Public Defense can receive, manage, and retain their discovery in a more cost-effective and efficient manner.

## Expenditure, FTE and revenue assumptions plus current budget level

### Assumptions

Licenses: The following are the proposed yearly cost for a 5-year service contract, including a 5% County-wide procurement discount:

FY Product & Service Description Proposed Year Cost

2023 Justice Premier Year 1 & Implementation (\$30,000.00) \$176,716.52

2024 Justice Premier Year 2 \$152,585.18

2025 Justice Premier Year 3 \$158,688.59

2026 Justice Premier Year 4 \$165,036.13

2027 Justice Premier Year 5 \$171,637.58

Three Legal Assistant 1 positions are only needed if the licenses are NOT purchased. The Legal Assistant I positions would be required to perform all the digital downloading, uploading, and disseminating of large digital files in order to meet the discovery requirements pursuant to law. The cost is \$253,188 per year for three Legal Assistant Is compared to license expense per year stated above.

### Current Budget Level

There is zero budget for either the licenses or support staff. The PAO will likely be able to pay a portion of the initial costs given the estimate in the 2023 second quarter financial plan for unspent funds in 2023.

## What happens if this isn't funded? Are there other options?

### Impacts and Alternatives

If this is not funded, the Prosecutor's Office will need to add three Legal Assistant I positions to process the digital evidence along with two laptops for each position. The cost of support staff for each year is \$253,188. Licenses per year range from \$152,585 to \$171,637 per year which is \$100,000 less per year. Adding support staff does not eliminate the additional time necessary for attorneys to review the videos in a very cumbersome, time-consuming process with the Getac option. Currently, PAO has been having to download discovery from Getac to provide to Thurston County Public Defense's Panel Attorney's as they are having trouble viewing video from the Getac links that we provide.

This alternative option to purchasing Axon Justice Premier doesn't include the issue of storage. Both offices would still need to address the storage of this digital discovery. Axon Justice Premier is by far the superior product for receiving, processing, distributing, managing and storing the discovery and working with the evidence.

**How does this request affect other offices and departments?**

Impact to Other Departments

IT Services

Which Other Departments are Affected?

IT, Public Defense, and the Sheriff's Office. Public Defense and the Prosecuting Attorney's office have been working together with IT to find a solution to this issue since the beginning of the year, if not sooner.

Operating Transfer Needed?

No

Operating Transfer Coding and Amount

**Personnel Information**

FTE	Number	Name	Start Date	End Date
1.00	@ Legal Assistant I	LEGAL ASSISTANT I	2024-01-01	
1.00	@ Legal Assistant I	LEGAL ASSISTANT I	2024-01-01	
1.00	@ Legal Assistant I	LEGAL ASSISTANT I	2024-01-01	
3.00	<b>&lt; Total</b>			

**Operating Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Capital Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Operating Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
0109A930	510000	SALARIES		49,116	50,592.00
0109A930	521000	SOCIAL SECURITY		3,757	3,871.00
0109A930	522000	RETIREMENT		4,612	4,751.00
0109A930	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0109A930	524000	WORKERS COMPENSATION-L&I		360	360.00
0109A930	525000	UNEMPLOYMENT COMPENSATION		147	152.00
0109A930	526000	PAID FAMILY MEDICAL LEAVE		107	110.00
0109A930	527000	LONG TERM DISABILITY		280	288.00
0109A960	510000	SALARIES		49,116	50,592.00
0109A960	521000	SOCIAL SECURITY		3,757	3,871.00
0109A960	522000	RETIREMENT		4,612	4,751.00
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0109A960	525000	UNEMPLOYMENT COMPENSATION		147	152.00
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0109A970	525000	UNEMPLOYMENT COMPENSATION		147	152.00
0109A970	526000	PAID FAMILY MEDICAL LEAVE		107	110.00
0109A970	527000	LONG TERM DISABILITY		280	288.00
			<b>Total:</b>	<b>253,185.00</b>	<b>262,200.00</b>

**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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