



Budget Change Request

Change request information

Title Add Prosecution Investigators
Number B-09-11 Department 09 - Prosecuting
Requester Heidi Pihoda
Published by Jennifer Smith Publish Date 2023-08-24
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 # 11 Strategic Plan Responsive Law,

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

Grant Funded? Existing Grant
Grantor and timeframe These positions can be charged to the ARPA fund through December 2024.

Does this request affect current positions or propose new positions?

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

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

Statement of Need

Two Prosecution Investigator positions need to be created to assist with the Criminal Division caseload. The PAO currently has no investigative resources and relies exclusively on law enforcement to conduct investigative follow up and to locate witnesses. Law enforcement follow-up has declined due to their staffing, workloads, and growing demands on their resources. Adding investigators to the Prosecutor's staff would greatly benefit the deputy prosecutors in providing investigation services. Creating two investigator positions was explored in the 2022-23 budget to be funded by ARPA and the PAO has been working with HR to finalize the creation of these positions. The investigator's primary focus will be the Criminal Division's backlog of cases which allows their time to be charged to the ARPA project through December 2024. The PAO is requesting that these investigator positions continue beyond December 2024.

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

Statement of Need

Having Investigators on staff will expedite the review of referrals and the filing of cases, meet urgent investigative needs when preparing cases for hearings and trials, and reduce the burden on law enforcement to provide follow-up investigations.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Prosecutor's Investigator, \$106,000 for salary and benefits. Two Investigators will be \$212,000 per year for salaries and benefits.

The investigator's primary focus will be the Criminal Division's backlog of cases which allows their time to be charged to the ARPA project through December 2024. The Prosecutor's office is requesting to continue these positions when the ARPA funding ends.

Current Budget Level

There is currently no budget for these two positions in the 2024-25 personnel budget. However, two positions were requested for the ARPA project but were not approved or funded until HR and the PAO completed review of the job specification for this position and set the salary. It is estimated that each position will be approximately \$106,000 per year for salary and benefits.

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

Impacts and Alternatives

The Prosecutor's Office will be asking law enforcement to conduct supplemental investigations. Because law enforcement is short staffed, cases will be delayed waiting for their response. Alternatively, the deputy prosecutors will use their time to conduct additional investigations, increasing the workload and delaying resolutions to the cases.

How does this request affect other offices and departments?

Impact to Other Departments

Which Other Departments are Affected? Any cases referred by the Sheriff's office will be returned to them for additional investigation before the case can be fully reviewed, charged, and/or tried.

Operating Transfer Needed? No

Operating Transfer Coding and Amount

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Public Defender Investigator	PUBLIC DEFENDER INVESTIGATOR		
1.00	@ Public Defender Investigator	PUBLIC DEFENDER INVESTIGATOR		
2.00	< Total			

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		134,952	139,008.00
0109A930	521000	SOCIAL SECURITY		10,324	10,634.00
0109A930	522000	RETIREMENT		12,672	13,052.00
0109A930	523000	MEDICAL/DENTAL/LIFE		52,032	54,552.00
0109A930	524000	WORKERS COMPENSATION-L&I		720	720.00
0109A930	525000	UNEMPLOYMENT COMPENSATION		404	418.00
0109A930	526000	PAID FAMILY MEDICAL LEAVE		294	302.00
0109A930	527000	LONG TERM DISABILITY		770	792.00
			Total:	212,168.00	219,478.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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