

OFFICE OF PROSECUTOR COORDINATOR

Enabling Laws

Act 669 of 2005
Act 925 of 1975
ACA §16-21-201

History and Organization

The Office of the Prosecutor Coordinator (PCO) was created under Act 925 of 1975. The Prosecution Coordination Commission, a seven-member board chosen by all elected prosecuting attorneys, sets the overall policy of the Coordinator's office. The mission statement for PCO is to *improve the criminal justice system by promoting professionalism in the offices of Arkansas Prosecuting Attorneys and Victim Service Providers through education, information, liaison, and advocacy*. The Office provides a broad range of technical assistance and support services for prosecuting attorneys, their deputies, and crime victim service providers. The support services include:

LEGAL RESEARCH - Upon request, the staff prepares extensive trial briefs, legal memoranda, county government opinions, sample ordinances, and basic litigation forms. Emergency assistance during a trial is a special service. The research center is especially important to deputies in rural areas who do not have ready access to a law library. In addition, PCO staff attorneys may serve as special deputy prosecuting attorneys' as needed.

CONTINUING LEGAL EDUCATION - PCO sponsors continuing legal education seminars for prosecutors, deputies, victim/witness coordinators, hot check coordinators, law enforcement, and other support staff.

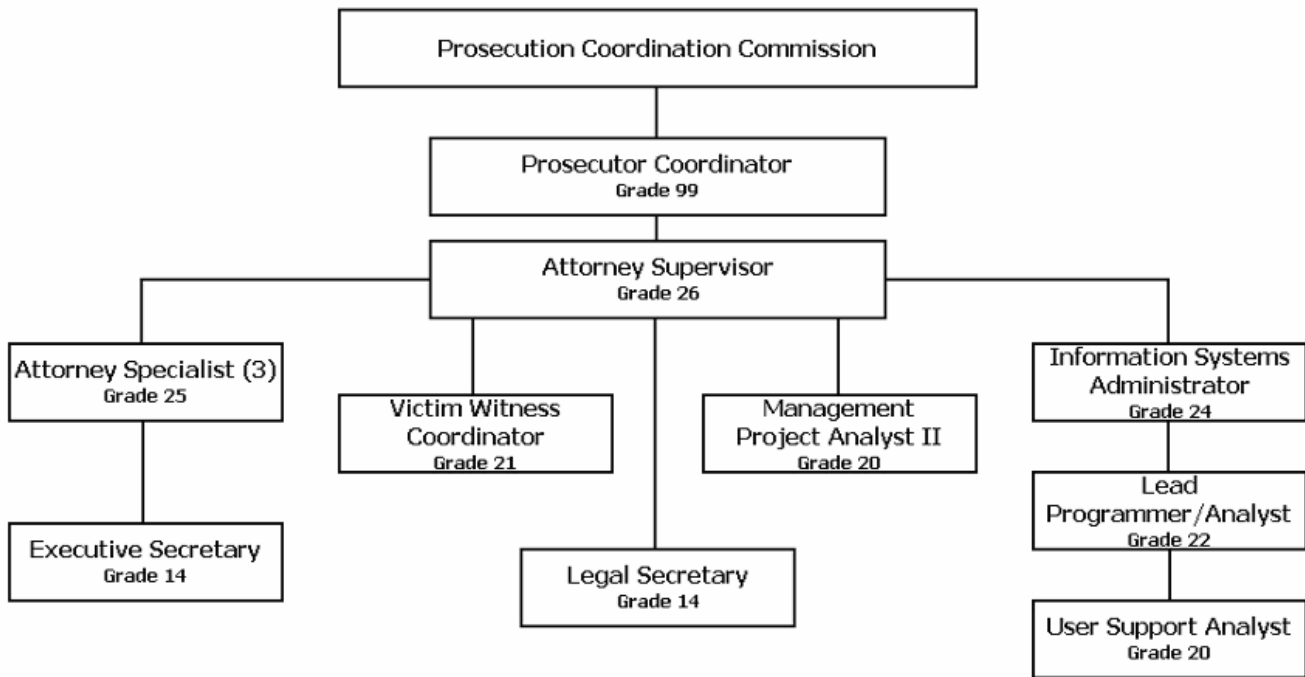
LENDING LIBRARY - A lending library of educational materials, e.g., books, videotapes, and audiocassettes is maintained.

PUBLICATIONS - Newsletters capsizing the latest appellate court opinions and other information are distributed as follows: APAA Newsletter to members of the Prosecuting Attorneys' Association; Crackdown to drug prosecutors and narcotics officers; and Advocates in Action to victim services providers. Training manuals on a variety of subject matters have been developed and supplemented on an as needed basis.

CIVIL COMMITMENTS - Pursuant to Act 861 of 1989, Act 10 of the Third Extraordinary Session of 1989, and Act 911 of 1989, PCO is responsible for representing the State in all civil and criminal commitment hearings held on the State Hospital grounds. PCO participated in approximately 2,680 hearings during 2004-2006.

VICTIM/WITNESS SUPPORT - A victim/witness coordinator position at PCO was established by Act 408 of 1985 to provide training and technical assistance to victim service providers and crime victims. There are currently victim assistance programs in all 28 judicial districts. Some of these districts have programs in multiple counties.

COMPUTERS - The Office of the Prosecutor Coordinator has developed programs to automate functions within the Prosecuting Attorneys' Offices. The Hot Check System handles hot check offenses which have resulted in millions of dollars in collected restitution for merchants. PCO has implemented a new case management system for tracking defendants, victims, witnesses and trial information to aid prosecutors, case coordinators and victim witness coordinators in handling cases.



Agency Commentary

Rent - The Office of Prosecutor Coordinator is requesting \$2,556 for office space for the first year of the biennium to provide for a 5% increase in rent charged by the Catlet-Prien Firm, bringing the rate up from \$11.10 to \$11.66 per square foot, and \$2,682 for the second year of the biennium to provide for an anticipated 5% increase, bringing the rate up from \$11.66 per square foot to \$12.24.

Department of Information Systems (DIS) - The Office of Prosecutor Coordinator is requesting \$900 for the first year of the biennium to provide for rate increase in telecommunications/telephone/Internet/e-mail services provided by DIS and \$1,100 for the second year of the biennium to provided for the additional anticipated rate increase.

Technology - Additional appropriation and funding is requested by the Office of Prosecutor Coordinator in the amount of \$4,000 the first year of the biennium to replace computer workstations that were purchased in July, 2000. These computer workstations are used in the agency training room to train prosecutor support staff from across the state, which manage the statewide hot check recovery and case management programs. A request is being made for \$8,000 additional appropriation and funding the second year to the biennium to replace employee computer workstations purchased in June 2003. With the rapid advances in technology, it is necessary to replace and upgrade these computer workstations.

Travel - The Office of Prosecutor Coordinator is requesting \$3,000 additional appropriation and funding for each year of the biennium for out of state travel. This request is being made to cover the increased cost of registration, airfare, meals and lodging to attend the National Association of Prosecutor Coordinators' (NAPC), National District Attorneys Association (NDAA), and the National Office for Victim Assistance (NOVA) meetings. These meetings and trainings are necessary to keep informed of current prosecution practices, legislation, and victim services. As a board member of both the NAPC and NDAA, the Prosecutor Coordinator is involved in the decision making process at the national level which has resulted in training and financial benefit to Arkansas prosecuting attorneys, deputy prosecuting attorneys, and victims service providers.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 OFFICE OF PROSECUTOR COORDINATOR
 FOR THE YEAR ENDED JUNE 30, 2005

Findings	Recommendations
None	None

Employment Summary

	Male	Female	Total	%
White Employees	4	8	12	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			12	100 %

Publications

A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

Department Appropriation Summary

Historical Data						Agency Request and Executive Recommendation								
Appropriation	2005-2006		2006-2007		2006-2007		2007-2008				2008-2009			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
065 Law Enforcement & Prosecutorial Program	72,000	0	72,000	0	72,000	0	72,000	0	72,000	0	72,000	0	72,000	0
090 Prosecutor Coordinator Oprs	792,011	12	812,032	12	805,477	12	826,778	12	826,778	12	831,104	12	831,104	12
Total	864,011	12	884,032	12	877,477	12	898,778	12	898,778	12	903,104	12	903,104	12

Funding Sources		%		%		%		%		%		%	
Special Revenue 4000030	72,000	8.3	72,000	8.1		72,000	8.0	72,000	8.0	72,000	8.0	72,000	8.0
State Central Services 4000035	736,461	85.2	754,981	85.4		769,727	85.6	769,727	85.6	774,053	85.7	774,053	85.7
Special State Asset Forfeiture 4000465	55,550	6.5	57,051	6.5		57,051	6.4	57,051	6.4	57,051	6.3	57,051	6.3
Total Funds	864,011	100.0	884,032	100.0		898,778	100.0	898,778	100.0	903,104	100.0	903,104	100.0
Excess Appropriation/(Funding)	0		0			0		0		0		0	
Grand Total	864,011		884,032			898,778		898,778		903,104		903,104	

The FY07 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2005-2007 biennium.

FY06 Authorized amount for Operating Expenses was \$124,442 in Prosecutor Coordinator - Operations (090).

Agency Position Usage Report

FY2004-2005						FY2005-2006						FY2006-2007					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
13	12	0	12	1	7.69%	12	12	0	12	0	0.00%	12	12	0	12	0	0.00%

Analysis of Budget Request

Appropriation: 065 - Law Enforcement & Prosecutorial Programs

Funding Sources: MDT-Law Enforcement & Prosecutor Drug Enforcement Training Fund

The Office of Prosecutor Coordinator requests Base Level of \$ 72,000 each year of the 2007-2009 biennium for the Law Enforcement and Prosecutorial Programs appropriation. This program is funded from a portion of those funds remitted by the cities and counties from court costs and filing fees for deposit into the State Administration of Justice Fund. A share of those funds collected is then allocated to the Office of Prosecutor Coordinator for deposit in the Law Enforcement and Prosecutor Drug Enforcement Training Fund per Arkansas Code Annotated §16-10-310. Funds are used solely for law enforcement and prosecutorial purposes.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 065 Law Enforcement & Prosecutorial Programs
Funding Sources: MDT-Law Enforcement & Prosecutor Drug Enforcement Training Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Law Enforcement/Prosecutorial 5900046	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000
Total	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000
Funding Sources									
Special Revenue 4000030	72,000	72,000		72,000	72,000	72,000	72,000	72,000	72,000
Total Funding	72,000	72,000		72,000	72,000	72,000	72,000	72,000	72,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	72,000	72,000		72,000	72,000	72,000	72,000	72,000	72,000

Analysis of Budget Request

Appropriation: 090 - Prosecutor Coordinator Oprs

Funding Sources: HSC-State Central Services Fund

This appropriation represents the main operating appropriation used by the Office of Prosecutor Coordinator in meeting costs associated with fulfilling the essential mission of the Agency. This appropriation is funded from the State Central Services Fund. The Base Level for this Agency is \$816,322 in FY08 and FY09. Of the total Agency Request for this appropriation, Change Level requests totals \$ 10,456 for FY2008 and \$ 14,782 for FY 2009.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. FY07 salary levels have been held flat each year for all incumbents. Personal Services Matching may reflect increases in the Base Level due to the Social Security Tax maximum increase limit and certain increases in Worker's Compensation and Unemployment Tax rates. Personal Services Matching also includes a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

In regular Operating Expenses, \$ 3,106 for FY08 and \$3,332 in FY09 is requested as a result of an anticipated five percent (5%) increase in office space rent expense and an increase in telephone services that are provided by Department of Information System.

In Conference and Travel Expenses, \$3,000 in each year is requested for training expenses and cost associated with attending several conferences. The Prosecutor Coordinator is a board member of both the National Association of Prosecutor Coordinators' and the National District Attorneys Association.

The information technology expense of \$4,350 is requested in FY08 and \$8,450 in FY09 for additional computers, and network services expense for Internet and e-mail services.

The Executive Recommendation provides for Agency Request.

Appropriation Summary

Appropriation: 090 Prosecutor Coordinator Oprs
Funding Sources: HSC-State Central Services Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	509,616	531,281	545,153	531,281	531,281	531,281	531,281	531,281	531,281
#Positions	12	12	12	12	12	12	12	12	12
Personal Services Matching 5010003	156,644	168,997	148,570	173,287	173,287	173,287	173,287	173,287	173,287
Operating Expenses 5020002	113,798	110,062	110,062	110,062	117,518	117,518	110,062	121,844	121,844
Conference & Travel Expenses 5050009	1,692	1,692	1,692	1,692	4,692	4,692	1,692	4,692	4,692
Professional Fees 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	10,261	0	0	0	0	0	0	0	0
Total	792,011	812,032	805,477	816,322	826,778	826,778	816,322	831,104	831,104
Funding Sources									
State Central Services 4000035	736,461	754,981		759,271	769,727	769,727	759,271	774,053	774,053
Special State Asset Forfeiture 4000465	55,550	57,051		57,051	57,051	57,051	57,051	57,051	57,051
Total Funding	792,011	812,032		816,322	826,778	826,778	816,322	831,104	831,104
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	792,011	812,032		816,322	826,778	826,778	816,322	831,104	831,104

The FY07 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2005-2007 biennium.

FY06 Authorized amount for Operating Expenses was \$124,442.

Change Level by Appropriation

Appropriation: 090-Prosecutor Coordinator Oprs

Funding Sources: HSC-State Central Services Fund

Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	816,322	12	816,322	100.0	816,322	12	816,322	100.0
C01	Existing Program	6,106	0	822,428	100.7	6,332	0	822,654	100.7
C08	Technology	4,350	0	826,778	101.2	8,450	0	831,104	101.8

Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	816,322	12	816,322	100.0	816,322	12	816,322	100.0
C01	Existing Program	6,106	0	822,428	100.7	6,332	0	822,654	100.7
C08	Technology	4,350	0	826,778	101.2	8,450	0	831,104	101.8

Justification

C01	The Agency is requesting an increase in Operating Expenses for telephone and rent from Catlet-Prien Firm in the Tower Building. An increase in Conference and Travel Expenses to allow the Agency to attend training and meeting at the National Association of Prosecutor Coordinators (NASPC), National District Attorneys Association (NDAA), and the National Office for Victim Assistance (NOVA). The Agency Director is a board member of both NAPC and NDAA.
C08	The Agency is requesting to replace several outdated computers used for training Prosecutors and staff who manage the statewide hot check recovery and case management programs. In FY2009, the Agency wants to replace several computers that were purchased in 2003. The Department of Information System's network expenses for Internet and e-mail services will increase.