

OFFICE OF THE PROSECUTOR COORDINATOR

Enabling Laws

Act 574 of 2007
Act 925 of 1975
A.C.A. §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.

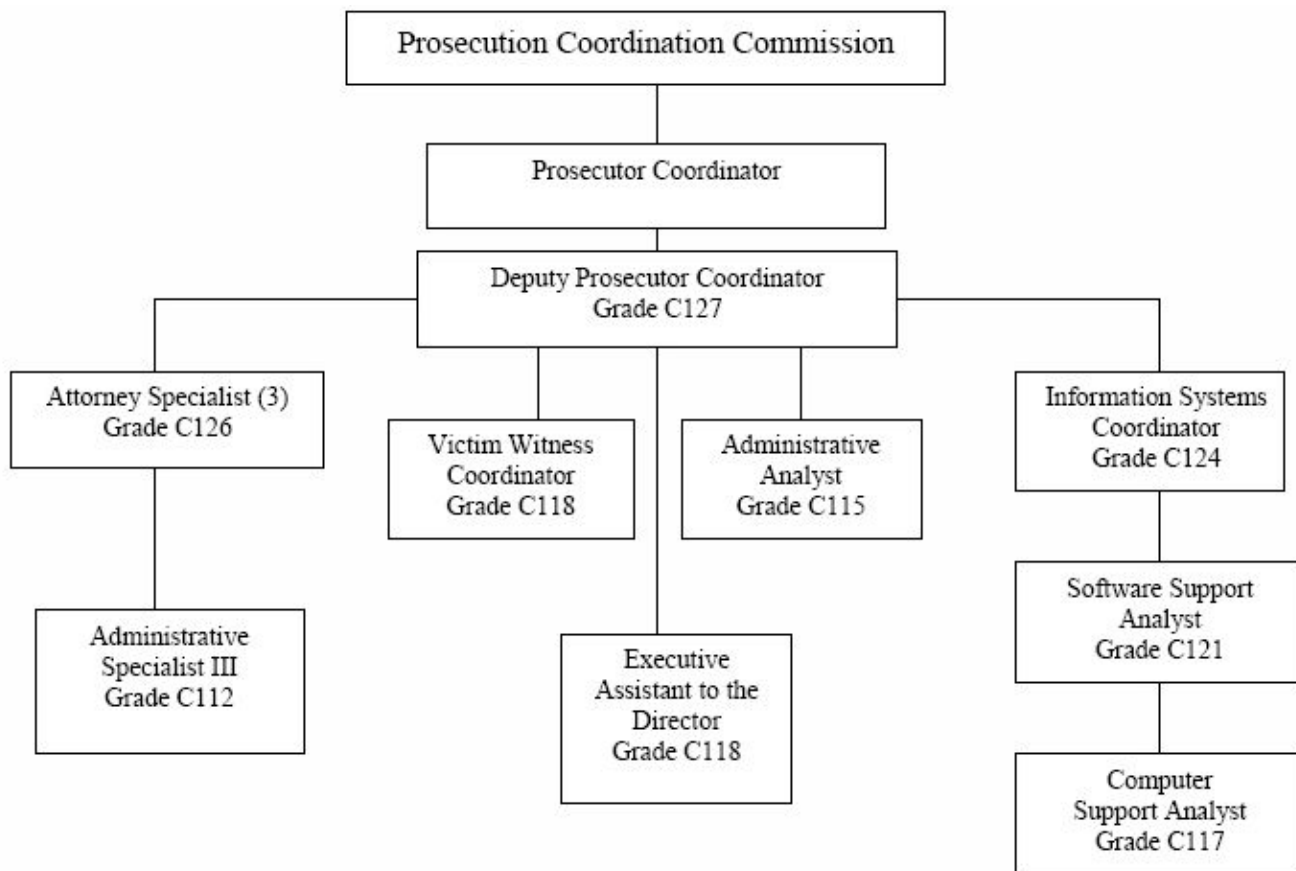
PUBLICATIONS - Newsletters capsizing the latest appellate court opinions and other information are distributed as follows: APAA Newsletter to members of the Prosecuting Attorneys' Association; Crackdown to drug prosecutors and narcotics officers; and Advocates in Action to victim services providers. 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 2,221 hearings during 2006-2008.

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

One New Position - Additional appropriation and funding is requested by the Office of the Prosecutor Coordinator to provide for salary and matching cost for a grade C121 Software Support Analyst position. This position is essential in assisting in the continued development, maintenance, training and support of the agency's "in-house" computer systems. Since the last time a new position was added to the IT department, an additional 30 prosecuting attorney's offices have begun using our Case Management system which comprises 150 users statewide. This program provides an automated system of tracking defendants, victims, witnesses and trial information to aid prosecutors, case coordinators and victim witness coordinators in handling cases and document generation. This position will also provide technical support to 27 of the 28 Judicial Districts which use our Hot Check Collection system. This program provides an automated system for the prosecuting attorneys offices to track down bad check writers, collect restitution on the bad checks and return the money to the victims. It creates a partnership between the prosecuting attorneys office and the business community; provides new avenues to obtain restitution, protects the public, and ensures that offenders are punished. This position will also provide training for Office of the Prosecutor Coordinator staff and prosecuting attorney support staff.

Rent Increase - The Office of the Prosecutor Coordinator is requesting \$1,452 for the first year of the biennium to provide for a 3% increase in rent charged by the Catlet-Prien Firm, bringing the rate up from

\$11.46 to \$11.80 per square foot, and \$1,512 for the second year of the biennium to provide for an anticipated 3% annual escalator, bringing the rate up from \$11.80 per square foot to \$12.15.

Additional Office Space - The Office of the Prosecutor Coordinator is requesting an additional \$3,972 for office space for the first year of the biennium and \$4,092 for the second year of the biennium to provide for office space for the requested Software Support Analyst position.

Travel - The Office of the 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 Coordinator's (NAPC), National District Attorneys Association (NDAA), National Association for Justice Information Systems (NAJIS) and the National Office for Victim Assistance (NOVA) meetings. These meetings and trainings are necessary to keep staff informed of current prosecution practices, legislation, and victim services.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
OFFICE OF PROSECUTOR COORDINATOR

FOR THE YEAR ENDED JUNE 30, 2006

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	2007-2008		2008-2009		2008-2009		2009-2010						2010-2011					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
065 Law Enforcement & Prosecutorial Programs	72,000	0	72,000	0	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	862,603	12	877,416	12	857,517	12	926,955	12	987,017	13	926,955	12	944,662	12	1,005,973	13	944,662	12
Total	934,603	12	949,416	12	929,517	12	998,955	12	1,059,017	13	998,955	12	1,016,662	12	1,077,973	13	1,016,662	12

Funding Sources		%		%		%		%		%		%		%		%
Special Revenue 4000030	72,000	7.7	72,000	7.6			72,000	7.2	72,000	6.8	72,000	7.2	72,000	7.1	72,000	6.7
State Central Services 4000035	804,411	86.1	818,060	86.2			855,444	85.6	915,506	86.4	855,444	85.6	871,624	85.7	932,935	86.5
Special State Asset Forfeiture 4000465	58,192	6.2	59,356	6.3			71,511	7.2	71,511	6.8	71,511	7.2	73,038	7.2	73,038	6.8
Total Funds	934,603	100.0	949,416	100.0			998,955	100.0	1,059,017	100.0	998,955	100.0	1,016,662	100.0	1,077,973	100.0
Excess Appropriation/(Funding)	0		0				0		0		0		0		0	
Grand Total	934,603		949,416				998,955		1,059,017		998,955		1,016,662		1,077,973	

The Actual / Budget amounts exceeds the Authorized amount due to salary adjustments during the 2007-2009 biennium.

Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
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	
12	11	1	12	0	8.33 %	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

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 Office of Prosecutor Coordinator requests Base Level of \$72,000 each year of the 2009-2011 biennium for the Law Enforcement and Prosecutorial Programs appropriation.

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	Historical Data			2009-2010			2010-2011		
	2007-2008 Actual	2008-2009 Budget	2008-2009 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 and is funded from the State Central Services Fund. Base Level for this appropriation is \$926,955 in FY10 and \$944,662 in FY11.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and unclassified positions reflect similar adjustments in line item salaries. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency Request is \$ 60,062 for FY10 and \$ 61,311 for FY11 as follows:

- Regular Salaries and Personal Services Matching cost for one new position, a Software Support Analyst, to provide technical support to all judicial districts which operate the automated Hot Check Collection system. The position will also assist in the development, training, maintenance, and support of the Agency's Case Management system.
- Operating Expenses, \$ 5,424 for FY10 and \$5,604 in FY11, for an anticipated increase in office rent expense and leasing additional office space for the new position.
- Conference and Travel Expenses, \$3,000 in each year, 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 Executive Recommendation provides for Base Level.

Appropriation Summary

Appropriation: 090 - Prosecutor Coordinator Oprs

Funding Sources: HSC - State Central Services Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	566,363	590,325	552,733	622,657	661,856	622,657	637,573	677,673	637,573
#Positions		12	12	12	12	13	12	12	13	12
Personal Services Matching	5010003	174,030	160,555	178,248	177,762	190,201	177,762	180,553	193,160	180,553
Operating Expenses	5020002	117,518	121,844	121,844	121,844	127,268	121,844	121,844	127,448	121,844
Conference & Travel Expenses	5050009	4,692	4,692	4,692	4,692	7,692	4,692	4,692	7,692	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	0	0	0	0	0	0	0	0	0
Total		862,603	877,416	857,517	926,955	987,017	926,955	944,662	1,005,973	944,662
Funding Sources										
State Central Services	4000035	804,411	818,060		855,444	915,506	855,444	871,624	932,935	871,624
Special State Asset Forfeiture	4000465	58,192	59,356		71,511	71,511	71,511	73,038	73,038	73,038
Total Funding		862,603	877,416		926,955	987,017	926,955	944,662	1,005,973	944,662
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		862,603	877,416		926,955	987,017	926,955	944,662	1,005,973	944,662

The Actual / Budget amounts exceeds the Authorized amount due to salary adjustments during the 2007-2009 biennium.

Change Level by Appropriation

Appropriation: 090 - Prosecutor Coordinator Oprs

Funding Sources: HSC - State Central Services Fund

Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	926,955	12	926,955	100.0	944,662	12	944,662	100.0
C01	Existing Program	60,062	1	987,017	106.5	61,311	1	1,005,973	106.5

Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
BL	Base Level	926,955	12	926,955	100.0	944,662	12	944,662	100.0
C01	Existing Program	0	0	926,955	100.0	0	0	944,662	100.0

Justification

C01	One additional new position, a software support analyst position is being requested. This position will provide technological support in all judicial districts in operating the Hot Check Collection System, Case Management System, and develop, maintain, train, and support the agency's computer systems and agency's staff. The Agency is requesting an increase in Operating Expenses for rent and additional office space from Catlet-Prien Firm in the Tower Building. The Agency is requesting an increase in 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).
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