

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

Mailing address:
Post Office Box 7869
Madison, WI 53707-7869

TOMMY G. THOMPSON
GOVERNOR
JAMES R. KLAUSER
SECRETARY



STATE PROSECUTORS OFFICE ----- MEMORANDUM/CORRESPONDENCE
Telephone No. (608) 267-2700 ----- FAX (608) 264-9500

DATE: June 23, 1994 SPO 94-25
TO: District Attorneys
FROM: Stuart Morse, Director S.M.
State Prosecutors Office

SUBJECT: **BUDGET INSTRUCTIONS FOR THE 1995-97 STATE BIENNIAL BUDGET**

I. DISTRICT ATTORNEY BUDGET REQUESTS

Attached are the instructions and forms for your use in submitting your office's 1995-97 biennial budget request. Under s. 978.05(9), it is the responsibility of each district attorney to submit to the Department of Administration a biennial budget request by **September 1st** of each even numbered year. Under s. 978.11 and s. 16.42 (1), it is the responsibility of the Department of Administration to submit the budget for the entire prosecutorial system to the Governor and State Budget Office no later than **September 15th** of each even numbered year. In previous biennia, the due date for submission to the Governor was October 1st. Therefore, given the 50% reduction in preparation time available, the Department of Administration must ask you to adhere strictly to the September 1 submission deadline. Any budget requests for additional positions from district attorneys that are received after September 1st will not be included in the submission to the Governor. Rather, the Department will include a cost-to-continue budget request for any such district attorney offices. A cost-to-continue budget request is simply a request for authorization of the currently existing prosecutorial positions. If circumstances require you to mail the budget request to the Department of Administration such that it is likely that it will be received after September 1st, please FAX an advanced copy on or before September 1st to the State Prosecutors Office. The FAX number is (608) 264-9500. Your budget request is also sent to the Legislature (i.e., Legislative Fiscal Bureau) at the same time that it is sent to the Governor and State Budget Office.

Please submit a budget request form even if you only wish to continue your current level of prosecutorial staffing, i.e., a cost-to-continue budget request. In this case, only one, very simple form is required. If you wish additional prosecutorial positions, a detailed justification of each is required on forms which are also included in the attachment. The Department of Administration will include in its submission to the Governor all materials submitted by district attorneys as a part of their budget requests, including any letters. Should you make a request for additional prosecutorial staff and, after the request is submitted to the Department of Administration, you receive a letter of support, please send a copy to me and I will forward it to the Governor and Legislature.

II. BUDGET PROCESS AFTER THE BUDGET REQUESTS ARE SENT TO THE GOVERNOR

The Governor, with assistance from the State Budget Office, reviews the budget requests from all State agencies from mid-September through early January 1995. The result of that review is a budget request submitted to the Legislature in late January. A part of that legislative submission is his recommendation for additional or reduced district attorney positions as well as any legislative initiatives affecting the district attorney program.

The Governor's Budget Proposal, once submitted to the Legislature, is sent to the Joint Committee on Finance where it is analyzed by the Legislative Fiscal Bureau and amended through May. In 1995, the budget bill will originate as an Assembly bill. Thus after Joint Finance completes its work, the bill will go to the Assembly and then the Senate. Usually this process is completed by the end of June or early July.

Upon final passage, the bill returns to the Governor who will sign the bill usually in late July or August. The Governor may line item veto portions of the bill. Normally, any new district attorney positions cannot begin before the first pay period in October, which will be October 2, 1995. It is possible that some positions may be authorized and funded to start at a later point in the biennium.

III. CRITICAL INFORMATION

It is very important that you submit, by the September 1st deadline, your complete biennial budget request including any additional positions. This is true not only because of the limited time available to the Department of Administration to process the request before the new September 15th deadline, but also because **under s. 19.45 (12) State employees and others acting on their behalf are prohibited from requesting additional positions and funds from the Legislature beyond what is submitted in agency budget requests to the Governor. From a practical point of view, this means that under s. 19.45 (12) you must request additional positions by September 1 if you wish to pursue them during the 1995-97 budget process. Given this, it is critical that you do a comprehensive review of your office's prosecutorial staffing needs this summer.**

District attorney costs borne by the State are mostly paid by general purpose revenue (GPR). This is the general revenue source for most State operations and aids. The result of the new State commitment to assume a significantly larger portion of local educational expenses will mean that the competition for the GPR dollar will be extremely strong. Therefore, if you are requesting any additional positions, it is very important that you fully justify each one.

IV. QUESTIONS

If you have any questions, please call me at (608) 267-2700. If I am not available, please call Dick Wagner in the Department's Bureau of Financial Management at (608) 266-0653.

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Attachment

I. Budget Base

Under separate cover in July, after the June 26, 1994 ADA and DDA wage increases have been completed, each District Attorney will be furnished the personnel data for his/her office. These data establish each prosecutorial unit's base (cost-to-continue) budget. The State budget system operates on an adjustment to base methodology.

**DEPARTMENT 475: DISTRICT ATTORNEYS
INSTRUCTIONS FOR 1995-1997 BUDGET
FOR COST-TO-CONTINUE CURRENT POSITIONS**

II. Cost-to-Continue

If you wish to maintain your office as it presently is constituted for State funded positions, your budget request requirements and documentation are designed to be as simple as possible. A one-page form requiring only your signature is all you need complete for cost-to-continue. Please send a copy of your request for cost-to-continue to the appropriate county official(s).

Under a cost-to-continue choice, your office will be afforded the standard budget adjustments that all agencies are provided relating to compensation plan adjustments on salaries and fringe benefits for represented and non-represented employees.

DEADLINE: RETURN BY SEPTEMBER 1, 1994

To State Prosecutors Office
P.O. Box 7869, Madison, WI 53707-7869

CRITICAL STATUTORY DEADLINE NOTICE

Because of a statutory change in the 1993-95 State Budget, all State agencies, including the Department of District Attorneys, must submit their biennial budget requests to the Governor and Legislature no later than September 15th of even numbered years. In the past it had been October 1st. Therefore, the State Prosecutors Office has only half of the time (15 days vs. 30 days) it had in the past to combine the 71 individual District Attorney budgets into the required single submission that must be sent to the Governor and Legislature. As a result, the September 1, 1994 statutory deadline for submitting your 1995-97 budget request to the State Prosecutors Office must be strictly observed. Therefore, any district attorney's budget request for more staff that is not received by the State Prosecutors Office by September 1, 1994 will not be considered and the office will be in the combined District Attorney budget submission as a cost-to-continue budget request, that is, as a request to continue that district attorney office's 1993-95 prosecutorial staffing level through the 1995-97 biennium. If your budget request is likely to be received by this office after September 1, 1994, please FAX an advance copy to the State Prosecutors Office with the original following by mail. The FAX number is (608) 264-9500.

**DEPARTMENT 475: DISTRICT ATTORNEYS
1995-97 BIENNIAL BUDGET REQUEST
FORM FOR REQUESTING A COST-TO-CONTINUE CURRENT POSITIONS BUDGET**

Prosecutorial Unit (County) Brown

1. Position Management Information System (PMIS) data for this prosecutorial unit was reviewed.
2. A cost-to-continue budget is requested for the 1995-97 biennium for this prosecutorial unit. This means that presently authorized positions would continue to be available and standard funding adjustments would be made by Department of Administration staff, in line with the statewide compensation plan and union contract.
3. A copy of this request has been sent to the County Board Chairperson/County Executive/Administrative Coordinator as appropriate for this county.

Signed



Date September 1, 1994

**DEPARTMENT 475: DISTRICT ATTORNEYS
INSTRUCTIONS FOR 1995-1997 BUDGET
FOR INCREASE IN CURRENT POSITIONS**

III. Increase in Current Positions or New Positions

If you wish to increase the number and/or the full time equivalent (FTE) level of your positions, more information is requested. Detailed questions are asked during the budget process; consequently, the more complete the information you provide at the start, the better the information that will be immediately available to the State Budget Office or Legislative Fiscal Bureau budget analyst to answer them when critical decisions are being made.

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Cover Sheet: Form for Use in Requesting Additional Positions

To request any additional positions, please return the signed cover sheet for additional positions with appropriate attachments identified as P-1 through P-7. In some cases multiples of a "P" sheet may be appropriate, depending on your request.

**DEPARTMENT 475: DISTRICT ATTORNEYS
1995-97 BIENNIAL BUDGET REQUEST
FORMS FOR USE IN REQUESTING ADDITIONAL POSITIONS**

Prosecutorial Unit (County) Brown

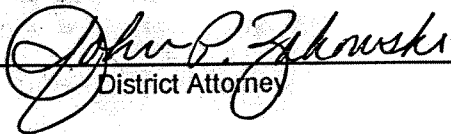
Personnel data for this prosecutorial unit was reviewed.

For the 1995-97 biennial budget for this prosecutorial unit, an increase in the number or full time equivalent (FTE) status of positions is requested. The increase represents 2 position(s) on a FTE basis with a total estimated salary and fringe cost of \$ 97,200 on an annual basis.

Detail supporting this request is provided on the completed attachments. Additionally, standard funding adjustments made by Department of Administration staff are expected. These adjustments will be provided to all prosecutorial units in line with the statewide compensation plan.

CHECKLIST OF ATTACHMENTS

- current organizational chart for the office (P-1)
- proposed organizational chart with request (P-2)
- summary list of requested positions by fund source (P-3)
- position description for each position (P-4)
- narrative justification for each requested position (P-5)
- workload data for prosecutorial unit and positions (P-6)
- county impact statement for request (P-7)

Signed  Date September 1, 1994
District Attorney

Telephone number (414) 448-4190

cc: County Board Chairperson/County Executive



ATTACHMENTS

P-1 Current Organizational Chart

Please furnish an organizational chart that represents your office on September 1, 1994. Identify State-funded positions by name and/or position number from the personnel data provided to you and the source of funding. Use GPR for General Purpose Revenue and use PR for Program Revenue (special grants). You may also show county-funded positions such as paralegal, investigators, clerical, etc. In most cases the source of funds for State positions is GPR, but a few offices have program revenue (e.g. grants) funded prosecutorial positions. If your prosecutors are organized into sub-divisions please indicate this clearly on the organizational chart. Label the chart P-1 and include your county's name.

P-2 Proposed Organizational Chart

Please furnish an additional organizational chart showing how the requested position(s) would be incorporated into your office structure. Clearly identify new or modified positions. Label the chart P-2 and include your county's name.

P-3 Summary List of Requested Positions by Fund Source

Most positions are funded by GPR. Some offices have program revenue funds. Increases in positions must be kept separate by fund source as they are assigned to different appropriations. The P-3 summary list asks that you specify the type of funding. An explanation of program revenue is provided on the form.

For the summary form, indicate the position classification, usually an Assistant District Attorney. Show the current Full Time Equivalent (FTE) if it is an existing part-time position that you are requesting to increase. Show the new FTE as the added position authority. Thus an existing 6/10ths position (60.0 FTE) going to full time would have a new FTE of 4/10ths or 40.0 FTE. If you are increasing an existing FTE, show the position number. An entirely new full-time position would show 100.0 FTE under the new FTE heading and would not show a position number. An entirely new part-time position would show whatever amount (percentage) of a full-time position is being requested (e.g., 50.0 FTE for a new half-time position) under the new FTE heading and would not show a position number. A request for a new, stand-alone part-time position may not be for less than 30.0 FTE.

Estimate the cost of new FTEs, remembering to use proportional costs for any new FTE that is less than 100.0. The starting salary for new ADA positions will be budgeted at the beginning of the range for Assistant District Attorneys under their contract, which is \$17.762 per hour as of June 26, 1994. For a year, 2,080 hours should be budgeted. Thus, a full year's position would cost \$36,900 (rounded) for salary. State fringe costs should be estimated at 31.65% or \$11,700 (rounded). Therefore, the total annual cost for one full-time FTE would be \$48,600. You should show the full annual cost even if the position will begin after the start of the State's fiscal year (July 1). For the first year of the biennium the state, traditionally budgets for a lag time in hiring. Assume you will be permitted to fill the position at the start of the first pay period in October, unless you request a specific later starting date. If you have requested a hire date later than October 1, 1995, please indicate the date. If no date is indicated, October 1, 1995 will be assumed. (Note: Actual hiring must begin at the start of a two-week State pay period.)

If you request program revenue position(s), there should be a summary sheet for each type of funding (e.g. Drug Enforcement, Child Support, etc.)

P-4 Position Description

For each position identified on the P-3, provide a description of duties. In some cases this may be generic, or it may be specific, depending on how you manage your office. The choice is yours, but explicit information on your intentions and plans is required.

P-5 Justification for Requesting Additional Prosecutorial Position(s)

For each part-or full-time position increase identified on the P-3, fill out a separate P-5 sheet. You may photocopy the sample copy or provide your own format as long as the key information is provided. This includes the name of your county, the type of funding, responses to the four items, and a priority ranking among the requested positions, if more than one is requested.

P-6 Workload Data Supporting Request for Increased Positions

This is the area where the greatest discretion rests with you. The listing of five items is to help you in thinking about the kind of information to furnish. You may have this data in various formats for your county. The better the response we have from you, the better the information available to support your request.

Certain standard data items will be collected by the Department of Administration for District Attorneys' Offices use and provided to you under separate cover. It is your responsibility to supplement such data as appropriate to reflect factors unique to your county.

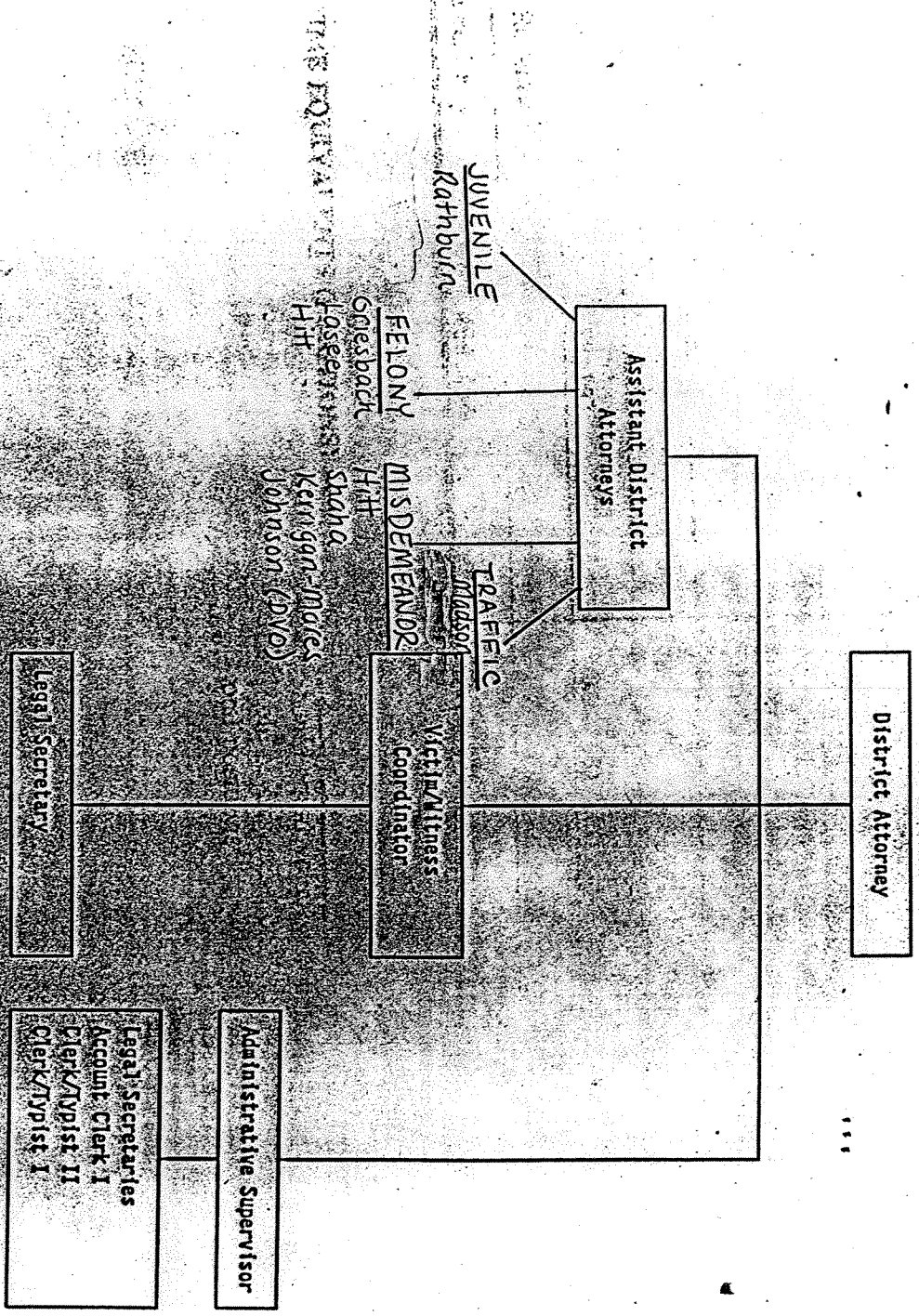
P-7 County Impact Statement

Since the operation of District Attorneys' Offices is a joint State and county financial responsibility, we ask that you inform appropriate county officials of your State budget request and its possible impact upon your annual county budget request. The sheet provides a format to do this, and again we ask that you attest to this with your signature.

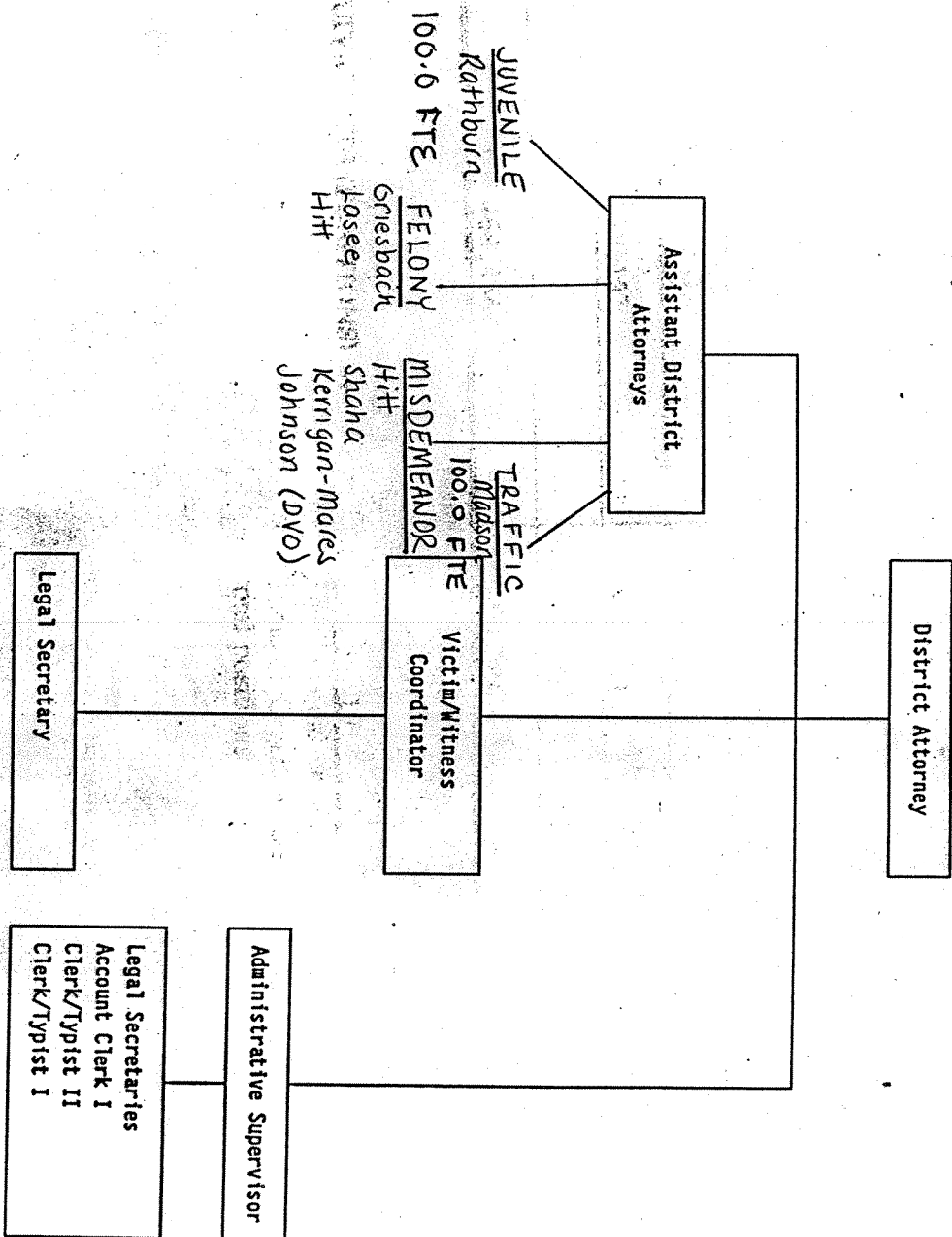
QUESTIONS?

For technical assistance contact Stuart Morse, Director, State Prosecutors Office (608) 267-2700.

BROWN
DISTRICT ATTORNEY



BROWN
DISTRICT ATTORNEY



P-3 Summary List of Increased Positions

Prosecutorial Unit (County) Brown

A separate summary form is required for each type of funding.

Type of funding: X State General Purpose Revenue (GPR) Funds
 Program Revenue (PR) Funds (i.e. grants, gifts.)

Program Revenue (PR) is a source other than State GPR. For District Attorneys it might be gift or grant funds for a specific purpose within the prosecutorial duties of Chapter 978, such as a drug enforcement program. For Program Revenue please provide an estimate of the total amount available and a payments schedule (cash flow) of the expected revenue in attached material. Also provide documentation on the revenue award or likelihood of the award. **Already existing Program Revenue positions, except as noted below, should not be requested in the budget process.**

Note: position numbers 318066, 318067 and 318068 covering existing anti-drug prosecutorial positions in the Milwaukee DA Office and position number 319068 covering an existing anti-drug prosecutorial position in the Dane DA Office must be included in the budget request in order to continue to receive State funding in the 95-97 biennium.

Classification (e.g. Asst. DA)	Current FTE	New FTE	Additional Cost of new FTE Salary & Fringe	Position Number (if applicable)
1. <u>Asst. DA</u>	<u> </u>	<u>100.0</u>	<u>\$ 48,600</u>	<u> 1 </u>
2. <u>Asst. DA</u>	<u> </u>	<u>100.0</u>	<u>\$ 48,600</u>	<u> 2 </u>
3. <u> </u>	<u> </u>	<u> </u>	<u>\$</u>	<u> </u>
4. <u> </u>	<u> </u>	<u> </u>	<u>\$</u>	<u> </u>
5. <u> </u>	<u> </u>	<u> </u>	<u>\$</u>	<u> </u>

If requesting an increase in a **current part-time** position, show the current part-time position and the new increment. For example if a current part-time position is 60.0 or 6/10ths and you want to increase it to a full-time position, show the new FTE as 40.0. If you are increasing a current part-time position show the present position number.

If you are requesting a **new part-time** position, and not simply an increase in a current part-time position, indicate the specific new FTE requested, i.e., 50.0 for a new half-time position.

If you are requesting a **new full-time** position, show the new FTE requested as 100.0.



P-4 Position Description

Prosecutorial Unit (County) Brown (Please See Attached).

Provide a separate P-4 for each position listed on the P-3.

Classification of Position _____

Full Time Equivalent (FTE) _____

Type of Funding _____

Position item number listed on P-3 for this funding _____

For 1-2 below, use additional sheets if needed.

1. Any previous requests submitted to the Governor, the Department of Administration or the Legislature for this position? Please describe.

2. Provide a list of the position's duties. If this is an increase in duties for an existing position, please describe the additions.

P-4 POSITION DESCRIPTION

Prosecutorial Unit (County) Brown

Provide a separate P-4 for each position listed on the P-3.

Classification of Position Assistant District Attorney

Full Time Equivalent (FTE) 100.0

Type of Funding GPR

Position item number listed on P-3 for this funding 1

1. Any previous requests submitted to the Governor, the Department of Administration or the Legislature for this position? Please describe.

Yes. We requested this position for the 1993-95 budget. We pointed out many of the same justifications in our request.

2. Provide a list of the position's duties. If this is an increase in duties for an existing position, please describe the additions.

The position will primarily be that of a second juvenile prosecutor in light of our increasing number of serious crimes committed by juveniles. Our juvenile prosecutor spends a considerable portion of his day in court and has difficulty meeting filing deadlines for both delinquency and CHIPS petitions. He does not have sufficient time to prepare for court on occasion. We would assign CHIPS petitions to this new prosecutor and assign him or her to juvenile court assignments when necessary - for example, when two juvenile matters are being heard simultaneously in different courts. This position would also appear at juvenile intake at 8:15 a.m. every morning.

This new attorney would also handle misdemeanor cases including non-support cases. We want to increase our filings of these cases. There are hundreds of cases ready to be forwarded from the Brown County Child Support Agency to our office for prosecution. These referrals can be sent directly to our office for review. ACES and other organizations have become increasingly vocal in their desire to see more individuals prosecuted for intentionally failing to provide child support.

P-4 POSITION DESCRIPTION

Prosecutorial Unit (County) Brown

Provide a separate P-4 for each position listed on the P-3.

Classification of Position Assistant District Attorney

Full Time Equivalent (FTE) 100.0

Type of Funding GPR

Position item number listed on P-3 for this funding 2

1. Any previous requests submitted to the Governor, the Department of Administration or the Legislature for this position? Please Describe.

We requested a 60.0 FTE position along with a 100.0 FTE during the last budget cycle.

2. Provide a list of the position's duties. If this is an increase in duties for an existing position, please describe the additions.

This attorney would be our second traffic prosecutor. (S)He would appear for traffic court at least two days per week (while our other traffic prosecutor is in another court handling his own traffic matters). This individual would be assigned many of the felony traffic cases as well as other felony cases. The attorney would appear in felony court the other three days per week. Felonies assigned would include sexual assault and property crimes.

P-5 Justification for Increased Prosecutorial Position(s)

Prosecutorial Unit (County) Brown (Please See Attached).

Classification of Position _____

Full Time Equivalent (FTE) _____

Provide a separate P-5 for each position listed in the P-3.

Type of Funding _____

Position item number listed on P-3 for this funding _____

For 1-4 below, use additional-sheets if needed.

1. Provide a narrative explaining why the position is needed in the 1995-1997 period.

2. Describe the alternatives considered for managing in the 1995-1997 period without the requested position.

3. Indicate any consequences of not approving the request for this position for the 1995-1997 period.

4. If more than one position is being requested, please give a priority rank to this position among the requests and state the reasons for the priority ranking. Number 1 equals the highest priority.

Priority ranking _____

Reasons:

P-5 JUSTIFICATION FOR INCREASED PROSECUTORIAL POSITION(S)

Prosecutorial Unit (County) Brown

Classification of Position Assistant District Attorney

Full Time Equivalent (FTE) 100.0

Type of Funding GPR

Position item number listed on P-3 for this funding 1

1. Provide a narrative explaining why the position is need in the 1995-1997 period.

This position is necessary due to the particular staffing need of our office. We need additional people to attend to court hearings. As one public defender confided "I believe your office is beyond the breaking point." We need another juvenile prosecutor, or a "back-up" for case referrals and court assignments. There are three courts hearing juvenile cases instead of one as was the practice. We need to have a prosecutor familiar with juvenile files present at juvenile intake while our juvenile prosecutor is in juvenile court. Our Social Services Department is concerned about court preparations for certain cases.

We have not been in a position to establish a "sensitive crimes" unit, those particular attorneys handling sexual assault and child abuse cases. We also need to establish one particular attorney who specializes in white collar crime cases. A position allowing the attorney to do misdemeanors would allow us the flexibility to accomplish these goals. It would also greatly alleviate the problem of court coverage for the prosecutorial staff by giving attorneys more office time, perhaps "office hours" to meet with witnesses and prepare for trials.

3. Indicate any consequences of not approving the request for this position for the 1995-1997 period.

The major consequence will still be a problem of resources in juvenile court. Furthermore, without this additional position, there will still be a delay in the number of prosecutions. We will not be able to significantly reassign case assignments to provide specialization in the difficult areas of sexual assault and child abuse cases and fraud referrals. We will continue to receive complaints from Human Services regarding our office in juvenile court. No significant increase in non-support prosecutions will develop.

4. If more that one position is being requested, please give a priority ranking. Number 1 equals highest priority.

Priority ranking 1

Reasons: We need help with both traffic and juvenile court. Due to the nature of the cases and those involved, if we must prioritize, we believe it is imperative we attend to our juvenile concerns first. Our major reasons for additional positions is rooted in not having enough attorneys to cover courts and to avoid the backlog of criminal referrals. Increased court time, coupled with our comparatively heavy caseload has resulted in many cases not getting into court in a timely fashion. Our traffic and juvenile prosecutors are in court more than 30 hours a week and need assistance. If we obtain this position, we will be better prepared for juvenile cases and be more aggressive in our recommendations to court.

We should make a better effort at helping children whose parents do not pay child support.

When the new position is assigned there will be less misdemeanor pressure on Assistant Hitt and he will be able to help shoulder some of the felonies currently assigned other prosecutors.

P-5 JUSTIFICATION FOR INCREASED PROSECUTORIAL POSITION(S)

Prosecutorial Unit (County) Brown

Classification of Position Assistant District Attorney

Full Time Equivalent (FTE) 100.0

Type of Funding GPR

Position item number listed on P-3 for this funding 2

1. Provide a narrative explaining why the position is needed in the 1995-1997 period.

This position is necessary because of our large criminal traffic caseload and our staff shortage in attempt to cover courtroom assignments. The criminal traffic caseload in Brown County is the largest per prosecutor in the state outside Milwaukee and the new court rotation plan has increased the number of traffic courts from two to four. We also need another attorney to share in the prosecution of felony cases. The number of felony referrals in Brown County has increased substantially.

2. Describe the alternatives considered for managing in the 1995-1997 period without the requested position.

If we do not receive the requested position, we will have to assign one of our current misdemeanor prosecutors to handle some traffic cases an traffic court appearances. We would then have to reassign that attorney's misdemeanor referrals among our other misdemeanor prosecutors or perhaps our felony prosecutors. The problem of who will be available to cover court (especially if an attorney is absent from the office) becomes more acute. We will not be in a position to review increased numbers of referrals. The alternative is to maintain the status quo and have the cases sit until our staff can attend to them.

3. Indicate any consequences of not approving the request for this position for the 1995-1997 period.

There will remain the problem of being able to cover all court assignments. On occasion as we have done in the past, we will have to inform the courts that our office cannot make a court appearance. We have had to dismiss cases because we have not had anyone available to spend a whole day in court trying the case. There has been double scheduling of traffic jury trials among the four traffic courts. Without a new full time position we will not have necessary flexibility among attorneys to reduce the backlog of case referrals. Attorneys will probably have to spend more time in court and less time to review, evaluate and prepare cases. Some referrals will not be prosecuted which otherwise might be.

4. If more than one position is being requested, please give a priority ranking. Number 1 equals highest priority.

Priority ranking 2

Reasons: We need help with both traffic and juvenile court. Due to the nature of the cases and those involved, if we must prioritize, we believe it is imperative we attend to our juvenile concerns first. Even having just one more attorney in the office will help our traffic prosecutor. The new attorney will be able to cover a court which previously has been taking up someone else's time. Our office will be better able to pick up the slack and cover court when traffic cases are double scheduled.

P-6 Workload Data Supporting Request for Increased Positions

Prosecutorial Unit (County) Brown

To analyze and support your request through the budgetary process, we seek your cooperation in gathering information that will justify it. Please provide whatever data you reasonably can. Provide information to support each position requested.

1. Present workload data for existing positions in the office. This data should cover several years to demonstrate trends and to provide a baseline. If the office is organized into sub-divisions, provide the data within the divisional framework if possible. (Attach as many sheets as necessary.)
2. Projections of annual workload data per prosecutor for 1995, 1996 and 1997, assuming no new positions are granted. Provide both numeric data and explanations for workloads expected to decrease or increase. What factors are driving these trends and how might each factor be subject to change? (Attach as many sheets as necessary.)
3. Revised workload data per prosecutor for 1995, 1996, and 1997 if all of the positions you request are approved. (Attach as many sheets as necessary.)
4. Data from other parts of the criminal justice system in your area that support the request.
5. Any other supporting data and information on your office, your county and its trends. For example, if one of the positions you are requesting is to be primarily for drug enforcement, you may wish to present data focusing on drug use in your area.

**P-7 County Impact Statement
For Requested Increase in Prosecutorial Positions**

Prosecutorial Unit (County) Brown

I. Space Provisions for Newly Requested Prosecutorial Positions

A. The number new positions requested is 200.0. (Exclude any FTE where you are only requesting that an existing part-time position be increased.)

B. Is there space available in the district attorney office to accommodate these new prosecutorial positions and any support staff and equipment needed for them?

YES ___ NO X PARTIAL OR UNKNOWN _____ (if checked, please explain)

II. Other County Costs for all Newly Requested Positions (i.e., as shown on the P-3)

Estimated total annualized county costs needed to support all additional prosecutorial staff you are requesting from the State, if they were approved by the Governor and Legislature: \$ 4,253. (Exclude all costs, such as ADA wages, that are borne by the State.)

Please Check

X All appropriate county budgetary and other officials have been informed of this State budget request. Attach any supporting letters or resolutions. (If such documents are received after submission of your budget to the State, please submit them to the State Prosecutors Office whenever they become available.) The county official to whom a complete copy of this request was sent is:

Name/Signature Tom Cuene, County Executive

Title County Executive

Phone number (414) 448-4001 Date September 1, 1994

Budget Submission Prepared by John P. Zakowski

Title District Attorney Phone number (414) 448-4190 Date September 1, 1994

