

OFFICE OF THE PROSECUTOR COORDINATOR

Enabling Laws

Act 67 of 2014
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.

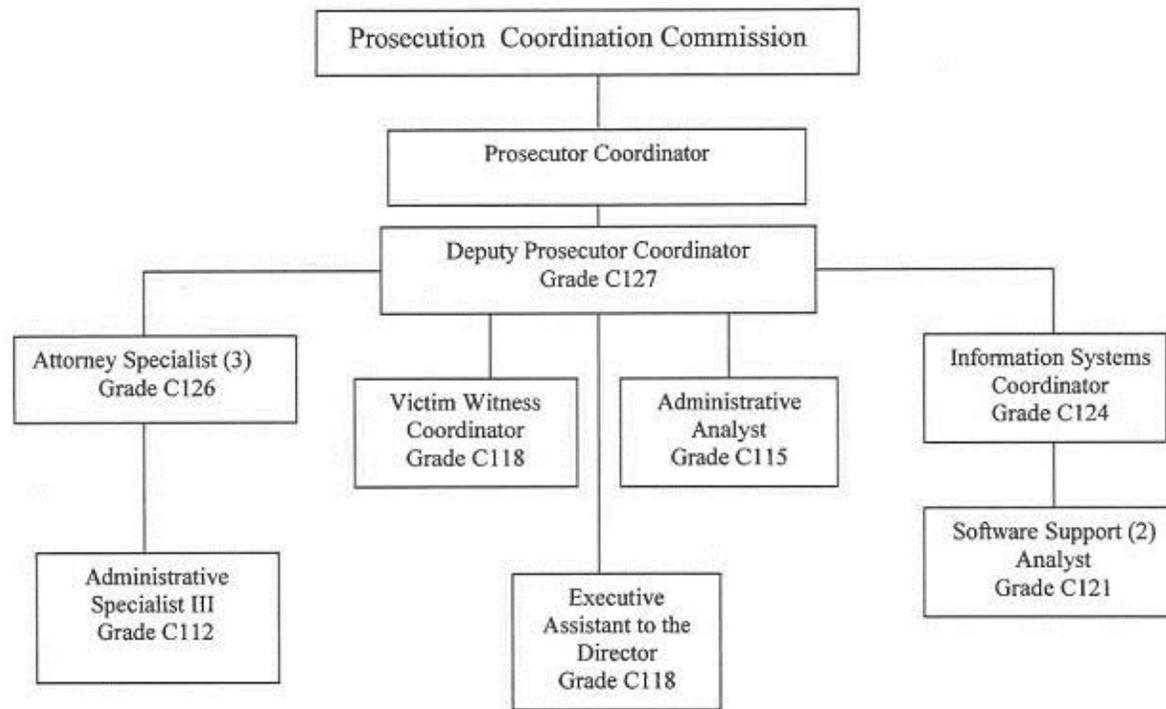
LENDING LIBRARY - A lending library of educational materials, e.g., books, videotapes, and audio cassettes is maintained.

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 and Family Violence Newsletter 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.

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 the Prosecutor Coordinator is requesting \$1,125 for the first year of the biennium to provide for a 2% increase in rent charged by the Catlet-Prien Firm, bringing the rate up from \$11.77 to \$12.25 per square foot, and \$1,143 for the second year of the biennium to provide for an anticipated 2% escalator, bringing the rate up from \$12.25 per square foot to \$12.50.

Operating Expense - Additional appropriation and funding is requested by the Office of the Prosecutor Coordinator to provide for an additional \$9,600 for operating expense for each year of the biennium. This request is being made to cover the increased cost of housing state conflict attorneys.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
OFFICE OF THE PROSECUTOR COORDINATOR
FOR THE YEAR ENDED JUNE 30, 2013

Findings

Recommendations

None

None

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	3	6	9	90 %
Black Employees	0	1	1	10 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			1	10 %
Total Employees			10	100 %

Publications

A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
None	N/A	N	N	0	N/A	0	0.00

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2013-2014		2014-2015		2014-2015		2015-2016						2016-2017					
	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	61,316	0	70,660	0	70,660	0	70,660	0	70,660	0	70,660	0	70,660	0	70,660	0	70,660	0
090 Prosecutor Coordinator Oprs	917,150	10	1,023,509	12	1,023,509	12	1,023,509	12	1,034,234	12	1,034,234	12	1,023,606	12	1,034,349	12	1,034,349	12
Total	978,466	10	1,094,169	12	1,094,169	12	1,094,169	12	1,104,894	12	1,104,894	12	1,094,266	12	1,105,009	12	1,105,009	12

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	1,457	0.1	8	0.0			8	0.0	8	0.0	8	0.0	8	0.0	8	0.0	8	0.0
State Central Services 4000035	917,150	93.7	1,023,509	93.5			1,023,509	93.5	1,034,234	93.6	1,034,234	93.6	1,023,606	93.5	1,034,349	93.6	1,034,349	93.6
State Administration of Justice 4000470	59,867	6.1	70,660	6.5			70,660	6.5	70,660	6.4	70,660	6.4	70,660	6.5	70,660	6.4	70,660	6.4
Total Funds	978,474	100.0	1,094,177	100.0			1,094,177	100.0	1,104,902	100.0	1,104,902	100.0	1,094,274	100.0	1,105,017	100.0	1,105,017	100.0
Excess Appropriation/(Funding)	(8)		(8)				(8)		(8)		(8)		(8)		(8)		(8)	
Grand Total	978,466		1,094,169				1,094,169		1,104,894		1,104,894		1,094,266		1,105,009		1,105,009	

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
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	10	1	11	1	16.67 %	12	10	2	12	0	16.67 %	12	10	2	12	0	16.67 %

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 Agency's Base Level Request of \$70,660 for both years of the biennium provides for appropriation equal to the maximum allocation authorized by Act 285 of 2014, Section 62.

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			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	2015-2016			2016-2017		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Law Enforcement/Prosecutorial 5900046	61,316	70,660	70,660	70,660	70,660	70,660	70,660	70,660	70,660
Total	61,316	70,660	70,660	70,660	70,660	70,660	70,660	70,660	70,660
Funding Sources									
Fund Balance 4000005	1,457	8		8	8	8	8	8	8
State Administration of Justice 4000470	59,867	70,660		70,660	70,660	70,660	70,660	70,660	70,660
Total Funding	61,324	70,668		70,668	70,668	70,668	70,668	70,668	70,668
Excess Appropriation/(Funding)	(8)	(8)		(8)	(8)	(8)	(8)	(8)	(8)
Grand Total	61,316	70,660		70,660	70,660	70,660	70,660	70,660	70,660

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 Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Bases level salaries will not include Merit Pay Increases.

The Base Level salary of unclassified positions reflects the FY15 line item maximum plus the previously authorized 2015 1% Cost of Living Adjustment.

The Base Level Request is \$1,023,509 in FY16 and \$1,023,606 in FY17.

The Agency's Change Level Request is \$10,725 in FY16 and \$10,743 in FY17 in Operating Expenses for a promised two percent (2%) increase in rent for both years of the biennium and for operating expenses relating to two deputy prosecutors that are using office space belonging to the Agency. Those operating expenses include overhead, supplies, dues and subscriptions.

The Executive Recommendation provides for the 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		Historical Data			2015-2016			2016-2017		
		2013-2014 Actual	2014-2015 Budget	2014-2015 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	592,474	677,117	677,117	677,117	677,117	677,117	677,214	677,214	677,214
#Positions		10	12	12	12	12	12	12	12	12
Personal Services Matching	5010003	198,140	219,856	219,856	219,856	219,856	219,856	219,856	219,856	219,856
Operating Expenses	5020002	121,844	121,844	121,844	121,844	132,569	132,569	121,844	132,587	132,587
Conference & Travel Expenses	5050009	4,692	4,692	4,692	4,692	4,692	4,692	4,692	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	0	0	0	0	0	0	0	0	0
Total		917,150	1,023,509	1,023,509	1,023,509	1,034,234	1,034,234	1,023,606	1,034,349	1,034,349
Funding Sources										
State Central Services	4000035	917,150	1,023,509		1,023,509	1,034,234	1,034,234	1,023,606	1,034,349	1,034,349
Total Funding		917,150	1,023,509		1,023,509	1,034,234	1,034,234	1,023,606	1,034,349	1,034,349
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		917,150	1,023,509		1,023,509	1,034,234	1,034,234	1,023,606	1,034,349	1,034,349

Change Level by Appropriation

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

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	1,023,509	12	1,023,509	100.0	1,023,606	12	1,023,606	100.0
C01	Existing Program	10,725	0	1,034,234	101.0	10,743	0	1,034,349	101.0

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	1,023,509	12	1,023,509	100.0	1,023,606	12	1,023,606	100.0
C01	Existing Program	10,725	0	1,034,234	101.0	10,743	0	1,034,349	101.0

Justification

C01	The Agency is requesting appropriation and funding in order to pay for increases in rent and costs associated with providing space for state conflict attorneys.
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