

**ARKANSAS BUDGET SYSTEM
AGENCY PROGRAM COMMENTARY
1999 - 2001**

The Sentencing Commission is in a unique position to offer quality data analysis of criminal justice laws, policies and practices from a neutral viewpoint. Whereas the major correctional agencies have massive budgets and internal information services to serve their own needs, the Sentencing Commission, representing the court room practitioners can review the data obtained from the Department of Correction, the Department of Community Punishment, and the Administrative Office of the Courts from a neutral "criminal justice systems" viewpoint, i.e., the overall picture from the courtroom to the state agency. It is then charged with presenting this information to the Governor, the legislature, the Judicial Council and the public.

There are three major data bases involved in the system, those of the Department of Correction, Department of Community Punishment, and the Administrative Office of the Courts. In order for the Sentencing Commission to make accurate prison population projections and to track the impact which current and new laws may have on the criminal justice system, it must be able to analyze the enormous amounts of data provided by these three systems. This information is vital in planning for the best use of corrections resources. Currently the Sentencing Commission has only one research position. This researcher deals primarily with Department of Correction and Administrative Office of the Courts data. The Department of Community Punishment plans to bring their information system on line the summer of 1998. The current prison population software designed for Arkansas can be modified to also project probation and parole populations and to analyze the need for intermediate sanction programming under the Department of Community Punishment. All agencies are aware of the need to coordinate these databases, which are currently incompatible. Increased federal funding is available under the Federal Crime Act for numerous programs which require quality data analysis in the grant applications. By adding one research position to the Arkansas Sentencing Commission the following goals would be served: 1) better analysis of correctional programming and its connection to local practices, 2) better planning and budgeting for the correctional agencies, 3) increased grant applications, and 4) better coordination of system-wide information flow to support executive, legislative and judicial decisions. Improvement in any one of these areas would justify the expense of the position.

The research staff of the Arkansas Sentencing Commission should function as a research and development component of the criminal justice system as a whole. A minimum of two researchers who would coordinate their efforts with state agencies and state educational institutions would greatly benefit the system and the public which it is designed to protect and serve. Extra help positions have been available to the agency in the last biennium to improve the quality of the data gathered. New data elements are now available electronically and the need is for additional analysts. Therefore, this agency desires to redirect funding from extra help positions to one research position.

Quality data analysis depends upon quality data. In order to improve the timeliness and accuracy of data coming from the criminal justice system, the Sentencing Commission, the Administrative Office of the Courts, the Departments of Correction and Community Punishment, and the Arkansas Crime Information Center conduct training seminars in the various judicial districts of the State. The quality and effectiveness of this training depends on up-to-date information technology. The advent of Windows 95 technology and related software changes have made it necessary to update equipment needed for this training.

Dissemination of data to the public is one of the primary functions of this agency. An Internet home page is planned to aid in this endeavor. The sentencing standards would be available for downloading and answers to frequently asked questions would be more readily available. The site will be monitored and updated on a regular basis.

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| AGENCY Arkansas Sentencing Commission | DIRECTOR  Leslie M. Powell Executive Director | AGENCY PROGRAM COMMENTARY BR21 | PAGE 406 |
|---|---|---|------------------------|

ARKANSAS SENTENCING COMMISSION
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 1996

| Assets | | | | | Liabilities | | | Total Equity | |
|-------------------------|-----------|-----------|-----------|---------|-------------|----------|-----------|--------------|--|
| Cash and Investments | Fixed | Other | Total | Current | Long-Term | Total | | | |
| \$ 0 | \$ 40,341 | \$ 14,370 | \$ 54,711 | \$ 0 | \$ 7,611 | \$ 7,611 | \$ 47,100 | | |

| Revenues | | | | Expenditures | | | | | Other Sourc. | |
|------------------------|---------|----------------------|-------|--------------|--------------------------|-------------------|----------|--------------------|--------------|--------|
| Inter- governmental | Federal | Licenses and Fees | Other | Total | Salaries and Matching | Grants and Aid | Capital | Other Operating | Total | (Uses) |
| \$ 208,444 | \$ 0 | \$ 0 | \$ 0 | \$ 208,444 | \$ 143,733 | \$ 0 | \$ 1,187 | \$ 64,276 | \$ 209,196 | \$ (|

Findings

Recommendations

None.

None.

ARKANSAS BUDGET SYSTEM
 EMPLOYMENT SUMMARY
 AS REQUIRED BY ACT 358 OF 1993
 (A.C.A 19-4-307)

AGENCY TITLE 328 - ARKANSAS SENTENCING COMMISSION

| | MALE | FEMALE | TOTAL | PERCENTAGE OF TOTAL |
|---|----------|----------|------------------|------------------------|
| WHITE EMPLOYEES | <u>0</u> | <u>4</u> | <u>4</u> | <u>100%</u> |
| BLACK EMPLOYEES | <u>0</u> | <u>0</u> | <u>0</u> | <u>0%</u> |
| EMPLOYEES OF OTHER RACIAL MINORITIES | <u>0</u> | <u>0</u> | <u>0</u> | <u>0%</u> |
| TOTAL EMPLOYED AS OF <u>08/08/98</u> DATE | | | <u>0</u> | <u>0%</u> |
| | | | TOTAL MINORITIES | |
| | | | <u>4</u> | <u>100%</u> |
| | | | TOTAL EMPLOYEES | |

Leslie M. Powell

 AGENCY DIRECTOR

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

The Arkansas Sentencing Commission was established by Act 709 of 1993 for the purpose of instituting sentencing standards to ensure that sanctions imposed following conviction are proportional to the seriousness of the offense of conviction and the extent of the offender's criminal history. The Commission has developed the sentencing grid, the seriousness reference table and established transfer eligibility for all offenses. The Commission provides impact assessments on proposed legislation for the Governor and General Assembly through a professional services contract with the National Council on Crime and Delinquency (NCCD). This contract also has provided training to the staff of the Sentencing Commission and the Department of Correction in the use of a software program which is utilized in data analysis of criminal justice laws, policies and procedures.

This is the primary operating appropriation of the Commission. It is funded entirely by general revenue. Base Level includes a cost of living increase of 2.8% each year over the FY99 salary levels, related Personal Services Matching costs, as well as supporting Maintenance and General Operations.

Change Level Requests include:

- 1) An additional Agency Program Coordinator (Grade 21) is requested with associated operating costs for a total of \$38,814 in FY2000 and \$37,165 in FY2001. The position is needed primarily due to the additional workload that will result from the Department of Community Punishment data base becoming operational.
- 2) A reallocation of \$10,226 each year in Extra Help (\$9,000), Personal Services Matching (\$689) and Operating Expense (\$537), is requested to offset the cost of the additional position being requested.
- 3) Inflationary increases are requested in Operating Expenses (\$3,375 each year) for rent, advertising and replacement of code books; and Conference Fees and Travel (\$2,200 each year) to allow participation in national meetings and federal grant application activity.
- 4) An increase is requested in Capital Outlay (\$6,300 in FY2000 and \$2,500 in FY2001) and Operating Expenses (\$2,000 in each year) for new data processing equipment and changes in the inmate population and projection software.
- 5) Reclassification of an Executive Secretary (Grade 14) to an Administrative Assistant I (Grade 15) is requested at a cost of \$1,335 in FY2000 and \$1,373 in FY2001.

| | | | | |
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| AGENCY Name: Arkansas Sentencing Commission Code: 328 | APPROPRIATION Name: State Operations Code: 806 | TREASURY FUND Name: State General Services Code: HUA | ANALYSIS OF BUDGET REQUEST BR20 | PAGE 409 |
|--|---|---|---|------------------------|

**ARKANSAS BUDGET SYSTEM
ANALYSIS OF BUDGET REQUEST
1999 - 2001**

In addition to the Base Level Request, the Executive Recommendation provides for the following Change Level Requests:

- 1) An additional Agency Program Coordinator (Grade 21) is recommended with associated operating costs totaling \$38,814 in FY2000 and \$37,165 in FY2001.
- 2) A reallocation of resources currently authorized in Extra Help (\$9,000), Personal Services Matching (\$689) and Operating Expenses (\$537) is recommended to support the additional position.

The Executive Recommendation does not provide for the position reclassification.

Additional General Revenue funding of \$28,588 in FY2000 and \$26,939 in FY2001 is recommended for the Change Level recommendations.

| AGENCY | APPROPRIATION | TREASURY FUND | ANALYSIS OF BUDGET REQUEST | PAGE |
|---|-------------------------------------|---|----------------------------|------|
| Name: Arkansas Sentencing Commission Code: 328 | Name: State Operations Code: 806 | Name: State General Services Code: HUA | BR20 | 410 |

ARKANSAS BUDGET SYSTEM

| CHARACTER TITLE | -----EXPENDITURES----- | | | -----99-00 FISCAL YEAR----- | | | -----00-01 FISCAL YEAR----- | | | -----R E C O M M E N D A T I O N S----- | | | |
|-----------------------------|------------------------|----------------|----------------|-----------------------------|---------------|----------------|-----------------------------|---------------|----------------|---|----------------|-------------|-------|
| | 97-98 | 98-99 | 98-99 | BASE | CHANGE | TOTAL | BASE | CHANGE | TOTAL | EXECUTIVE | | LEGISLATIVE | |
| | ACTUAL | BUDGETED | AUTHORIZED | | | | | | | 99-00 | 00-01 | 99-00 | 00-01 |
| REGULAR SALARIES | 123,893 | 128,560 | 129,839 | 134,764 | 26,991 | 161,755 | 138,537 | 27,747 | 166,284 | 160,620 | 165,117 | | |
| NUMBER OF POSITIONS | 4 | 4 | 4 | 4 | 1 | 5 | 4 | 1 | 5 | 5 | 5 | | |
| EXTRA HELP | 6,903 | 9,000 | 14,392 | 9,000 | -9,000 | 0 | 9,000 | -9,000 | 0 | 0 | 0 | | |
| NUMBER OF POSITIONS | 2 | 2 | 2 | 2 | -2 | 0 | 2 | -2 | 0 | 0 | 0 | | |
| PERSONAL SERV MATCHING | 33,943 | 37,950 | 36,144 | 37,469 | 7,319 | 44,788 | 38,137 | 7,452 | 45,589 | 44,588 | 45,383 | | |
| OPERATING EXPENSES | 49,767 | 58,427 | 69,696 | 58,427 | 7,488 | 65,915 | 58,427 | 7,488 | 65,915 | 60,540 | 60,540 | | |
| CONF FEES & TRAVEL | 10,729 | 11,000 | 11,000 | 11,000 | 2,200 | 13,200 | 11,000 | 2,200 | 13,200 | 11,000 | 11,000 | | |
| PROF FEES & SERVICES | 12,000 | 15,350 | 15,350 | 15,350 | 0 | 15,350 | 15,350 | 0 | 15,350 | 15,350 | 15,350 | | |
| CAPITAL OUTLAY | 504 | 2,500 | 2,500 | 0 | 8,800 | 8,800 | 0 | 2,500 | 2,500 | 2,500 | 0 | | |
| TOTAL | 237,739 | 262,787 | 278,921 | 266,010 | 43,798 | 309,808 | 270,451 | 38,387 | 308,838 | 294,598 | 297,390 | | |
| PROPOSED FUNDING SOURCES | | | ***** | | | | | | | | | | |
| FUND BALANCES | | | ***** | | | | | | | | | | |
| GENERAL REVENUES | 237,739 | 262,787 | ***** | 266,010 | 43,798 | 309,808 | 270,451 | 38,387 | 308,838 | 294,598 | 297,390 | | |
| SPECIAL REVENUES | | | ***** | | | | | | | | | | |
| FEDERAL FUNDS | | | ***** | | | | | | | | | | |
| STATE CENTRAL SERVICES FUND | | | ***** | | | | | | | | | | |
| NON-REVENUE RECEIPTS | | | ***** | | | | | | | | | | |
| CASH FUNDS | | | ***** | | | | | | | | | | |
| OTHER | | | ***** | | | | | | | | | | |
| TOTAL FUNDING | 237,739 | 262,787 | ***** | 266,010 | 43,798 | 309,808 | 270,451 | 38,387 | 308,838 | 294,598 | 297,390 | | |
| EXCESS APPRO/ (FUNDING) | | | ***** | | | | | | | | | | |
| TOTAL | 237,739 | 262,787 | ***** | 266,010 | 43,798 | 309,808 | 270,451 | 38,387 | 308,838 | 294,598 | 297,390 | | |

DEPT 009 OTHER BOARDS AND COMMISSIONS
 AGY 328 ARKANSAS SENTENCING COMMISSION
 APPRO 806 STATE OPERATIONS
 FUND HUA STATE GENERAL SERVICES(000)

The FY99 Budgeted amounts in Regular Salaries and/or Personal Services Matching may exceed the Authorized amounts due to the implementation of the pay plan during the 1997-99 biennium.

APPROPRIATION SUMMARY

BR 215

ARKANSAS BUDGET SYSTEM
PROGRAM/SERVICE INFORMATION LIST
RANK BY APPROPRIATION

02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19

| PROGRAM DESCRIPTION | FUND | ACCOUNTING INFORMATION | D E S | -----EXPENDITURES----- | | -----1999 - 01 BIENNIUM REQUESTS----- | | | | -----R E C O M M E N D A T I O N S----- | | | |
|--|------|------------------------|-------------|------------------------|----------------|---------------------------------------|---------|------------------------|---------|---|--------------|-----------------------|--|
| | | | | ---ACTUAL--- | ---BUDGETED--- | -----FY 1999 - 00----- | | -----FY 2000 - 01----- | | -----EXECUTIVE----- | | -----LEGISLATIVE----- | |
| | | | | 97-98 | 98-99 | REQUEST | REQUEST | 1999-00 | 2000-01 | 1999-00 | 2000-01 | | |
| | HUA | 328 806 | B | 237,739 4 | 262,787 4 | 266,010 4 | | 270,451 4 | | 266,010 4 | 270,451 4 | | |
| | HUA | 328 806 | C01 | | | 38,814 1 | | 37,165 1 | | 38,814 1 | 37,165 1 | | |
| <p>This agency is in a unique position to offer quality data analysis of criminal justice laws, policies and practices from a neutral viewpoint. The three major data bases involved in the system are the Departments of Correction and Community Punishment, and the Administrative Office of the Courts. All agencies are aware of the need to coordinate these currently incompatible databases. The Sentencing Commission has only one research position which deals primarily with Department of Correction and Administrative Office of the Courts data. Increased federal funding, available under the Federal Crime Act for numerous programs, requires quality data analysis in the grant applications. Adding one research position would serve the following goals: better analysis of correctional programming and its connection to local practices; better planning and budgeting for the correctional agencies; increased grant applications; and better coordination of system-wide information flow to support executive, legislative and judicial decisions. Improvement in any one of these areas would justify the expense of the position. The research staff of this agency should function as a research and development component of the criminal justice system as a whole and would coordinate their efforts with state agencies and educational institutions to benefit the system and the public which it is designed to protect and serve.</p> | | | | | | | | | | | | | |
| | HUA | 328 806 | C02 | | | -10,226 0 | | -10,226 0 | | -10,226 | -10,226 | | |
| <p>In keeping with the Governor's directive, these funds for extra help positions and honorarium for expert practitioners are being re-directed to support the addition of one additional researcher. The previous positions assisted in enhancing the quality of the data gathered. The redirection of this money to a new research position will now enhance the quality of the analysis of the data and assist in new projections and planning for probation, parole and intermediate sanctions as well.</p> | | | | | | | | | | | | | |

009 OTHER BOARDS AND COMMISSIONS
328 ARKANSAS SENTENCING COMMISSION
0 806 STATE OPERATIONS
HUA STATE GENERAL SERVICES(000)

RANK BY APPROPRIATION
BR 264

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

| 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|---|---------------------|------|------------------------|-------------|--------------|----------|--|----|----|--------------|----|-------|---------------------------|---------|-------------|---------|----|----|
| LNK | PROGRAM DESCRIPTION | FUND | ACCOUNTING INFORMATION | D E S | EXPENDITURES | | -----1999 - 01 BIENNIIUM REQUESTS----- | | | | | | -----RECOMMENDATIONS----- | | | | | |
| | | | | | ACTUAL | BUDGETED | FY 1999 - 00 | | | FY 2000 - 01 | | | EXECUTIVE | | LEGISLATIVE | | | |
| | | | | | 97-98 | 98-99 | REQUEST | | | REQUEST | | | 1999-00 | 2000-01 | 1999-00 | 2000-01 | | |
| 13 | | HUA | 328 806 | C03 | | | 5,575 | | | | | 5,575 | | | | | | |
| <p>This change represents a general increase in operation expenses. Rent on state-owned office space increased by 12% for the next biennium. Legislative changes require increased legal advertisement for public notice and the need to replace code books. Criminal justice planning and data analysis is a growing field across the country and with the federal government. Increased participation in the national criminal justice arena and federal grant applications will require more travel for staff.</p> | | | | | | | | | | | | | | | | | | |
| 14 | | HUA | 328 806 | C08 | | | 8,300 | | | | | 4,500 | | | | | | |
| <p>These changes cover the purchase of new data processing equipment and modifications to the population and impact projection software. This agency is statutorily charged with analyzing the impact of sentencing practices on correctional resources. This duty requires up-to-date information technology and equipment to accurately and swiftly analyze large amounts of data from the courts, the prisons, and to support additional research of probation, parole, and intermediate sanctions under the Department of Community Punishment.</p> | | | | | | | | | | | | | | | | | | |
| 15 | | HUA | 328 806 | C10 | | | 1,335 | | | | | 1,373 | | | | | | |
| <p>This change is to upgrade this agency's grade 14 Executive Secretary position to a grade 15 Administrative Assistant I. In this small agency, this employee is responsible for all administrative support for the staff. This position is responsible for payroll preparation, maintaining insurance records, preparing purchase orders, accounts payable vouchers and other general clerical and secretarial duties.</p> | | | | | | | | | | | | | | | | | | |

PT 009 OTHER BOARDS AND COMMISSIONS
 Y 328 ARKANSAS SENTENCING COMMISSION
 PRO 806 STATE OPERATIONS
 ND HUA STATE GENERAL SERVICES(000)

RANK BY APPROPRIATION
 BR 264