

OFFICE OF THE PROSECUTOR COORDINATOR

Enabling Laws

Act 52 of 2016
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.

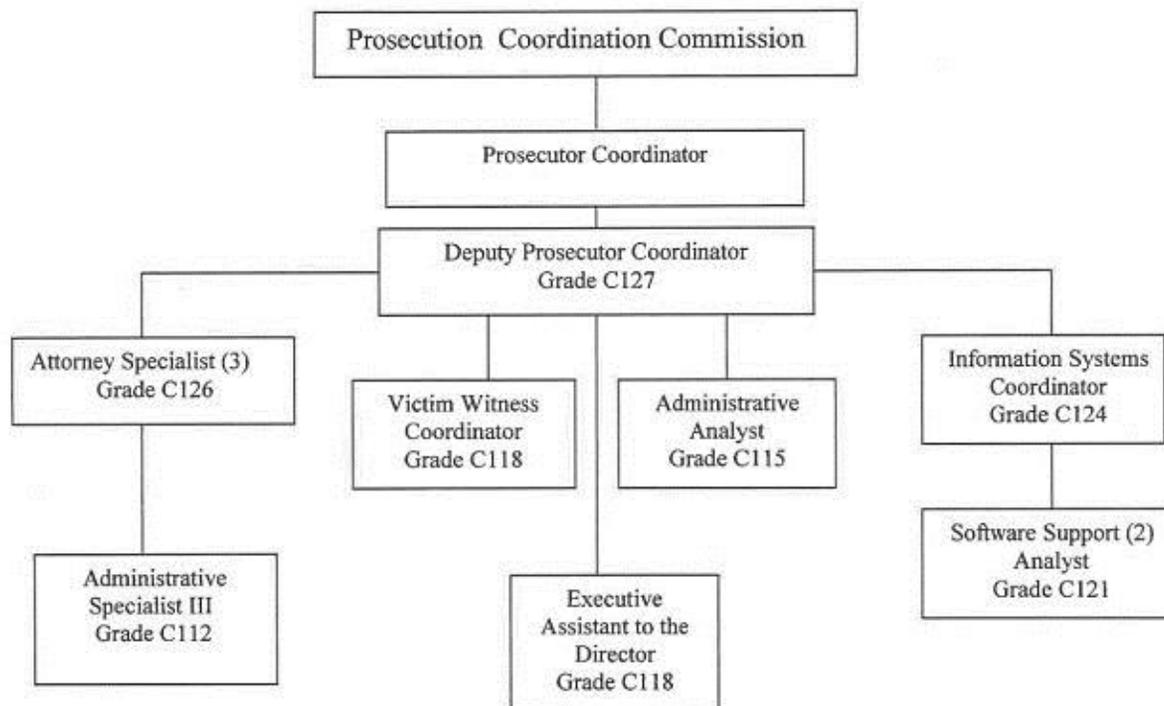
PUBLICATIONS - Newsletters capsizing the latest appellate court opinions and other information are distributed. Training manuals on a variety of subject matters have been developed and supplemented on an as needed basis.

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 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

The Office of the Prosecutor Coordinator is requesting to continue current levels of funding and appropriations for each year of the biennium.

This funding and appropriation is essential in the continuation of the support services and responsibilities delegated to this office.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
OFFICE OF 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 2016

None

Employment Summary

| | Male | Female | Total | % |
|-------------------------|------|--------|-------|-------|
| White Employees | 5 | 7 | 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. 25-1-201 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 | 2015-2016 | | 2016-2017 | | 2016-2017 | | 2017-2018 | | | | | | 2018-2019 | | | | | |
|--|-----------|-----|-----------|-----|------------|-----|------------|-----|-----------|-----|-----------|-----|------------|-----|-----------|-----|-----------|-----|
| | 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 | 45,929 | 0 | 45,929 | 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 | 1,043,346 | 12 | 1,040,303 | 12 | 1,034,349 | 12 | 1,036,074 | 12 | 1,036,074 | 12 | 1,036,074 | 12 | 1,036,320 | 12 | 1,036,320 | 12 | 1,036,320 | 12 |
| Total | 1,089,275 | 12 | 1,086,232 | 12 | 1,105,009 | 12 | 1,106,734 | 12 | 1,106,734 | 12 | 1,106,734 | 12 | 1,106,980 | 12 | 1,106,980 | 12 | 1,106,980 | 12 |

| Funding Sources | | % | | % | | % | | % | | % | | % | | % | | % | | % |
|---|-----------|-------|-----------|-------|--|---|-----------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|
| State Central Services 4000035 | 1,043,346 | 95.8 | 1,040,303 | 95.8 | | | 1,036,074 | 93.6 | 1,036,074 | 93.6 | 1,036,074 | 93.6 | 1,036,320 | 93.6 | 1,036,320 | 93.6 | 1,036,320 | 93.6 |
| State Administration of Justice 4000470 | 45,929 | 4.2 | 45,929 | 4.2 | | | 70,660 | 6.4 | 70,660 | 6.4 | 70,660 | 6.4 | 70,660 | 6.4 | 70,660 | 6.4 | 70,660 | 6.4 |
| Total Funds | 1,089,275 | 100.0 | 1,086,232 | 100.0 | | | 1,106,734 | 100.0 | 1,106,734 | 100.0 | 1,106,734 | 100.0 | 1,106,980 | 100.0 | 1,106,980 | 100.0 | 1,106,980 | 100.0 |
| Excess Appropriation/(Funding) | 0 | | 0 | | | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | |
| Grand Total | 1,089,275 | | 1,086,232 | | | | 1,106,734 | | 1,106,734 | | 1,106,734 | | 1,106,980 | | 1,106,980 | | 1,106,980 | |

FY17 Budget amount in Prosecutor Coordinator Oprs (FC 090) exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.

Agency Position Usage Report

| FY2014 - 2015 | | | | | | FY2015 - 2016 | | | | | | FY2016 - 2017 | | | | | |
|-------------------|----------|----------|-------|------------|------------------------|-------------------|----------|----------|-------|------------|------------------------|-------------------|----------|----------|-------|------------|------------------------|
| 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 Agency's Base Level Request of \$70,660 for each year of the biennium provides for appropriation equal to the maximum allocation authorized by Act 251 of 2016, Section 60.

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 | 2015-2016 | 2016-2017 | 2016-2017 | 2017-2018 | | | 2018-2019 | | |
|---|-----------|-----------|------------|------------|--------|-----------|------------|--------|-----------|
| | Actual | Budget | Authorized | Base Level | Agency | Executive | Base Level | Agency | Executive |
| Law Enforcement/Prosecutorial 5900046 | 45,929 | 45,929 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 |
| Total | 45,929 | 45,929 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 |
| Funding Sources | | | | | | | | | |
| State Administration of Justice 4000470 | 45,929 | 45,929 | | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 |
| Total Funding | 45,929 | 45,929 | | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 | 70,660 |
| Excess Appropriation/(Funding) | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 45,929 | 45,929 | | 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 2017 Salaries and Career Service Payments for eligible employees. Personal Services Matching includes the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases. The Base Level salary of unclassified positions reflects the FY17 line item maximum plus the previously authorized 2016 1% Cost of Living Adjustment authorized by Act 1007 (3 (B)) of 2015.

The Agency is requesting Base Level of \$1,036,074 in FY18 and \$1,036,320 in FY19.

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 | | | 2017-2018 | | | 2018-2019 | | |
|--------------------------------|---------|---------------------|---------------------|-------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2015-2016 Actual | 2016-2017 Budget | 2016-2017 Authorized | Base Level | Agency | Executive | Base Level | Agency | Executive |
| Regular Salaries | 5010000 | 692,320 | 683,168 | 677,214 | 683,168 | 683,168 | 683,168 | 683,368 | 683,368 | 683,368 |
| #Positions | | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| Personal Services Matching | 5010003 | 213,765 | 219,856 | 219,856 | 215,627 | 215,627 | 215,627 | 215,673 | 215,673 | 215,673 |
| Operating Expenses | 5020002 | 132,569 | 132,587 | 132,587 | 132,587 | 132,587 | 132,587 | 132,587 | 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 | | 1,043,346 | 1,040,303 | 1,034,349 | 1,036,074 | 1,036,074 | 1,036,074 | 1,036,320 | 1,036,320 | 1,036,320 |
| Funding Sources | | | | | | | | | | |
| State Central Services | 4000035 | 1,043,346 | 1,040,303 | | 1,036,074 | 1,036,074 | 1,036,074 | 1,036,320 | 1,036,320 | 1,036,320 |
| Total Funding | | 1,043,346 | 1,040,303 | | 1,036,074 | 1,036,074 | 1,036,074 | 1,036,320 | 1,036,320 | 1,036,320 |
| Excess Appropriation/(Funding) | | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| Grand Total | | 1,043,346 | 1,040,303 | | 1,036,074 | 1,036,074 | 1,036,074 | 1,036,320 | 1,036,320 | 1,036,320 |

FY17 Budget amount in Regular Salaries exceeds the authorized amount due to salary adjustments during the 2015-2017 Biennium.