

# OFFICE OF THE PROSECUTOR COORDINATOR

## **Enabling Laws**

Act 284 of 2010  
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.

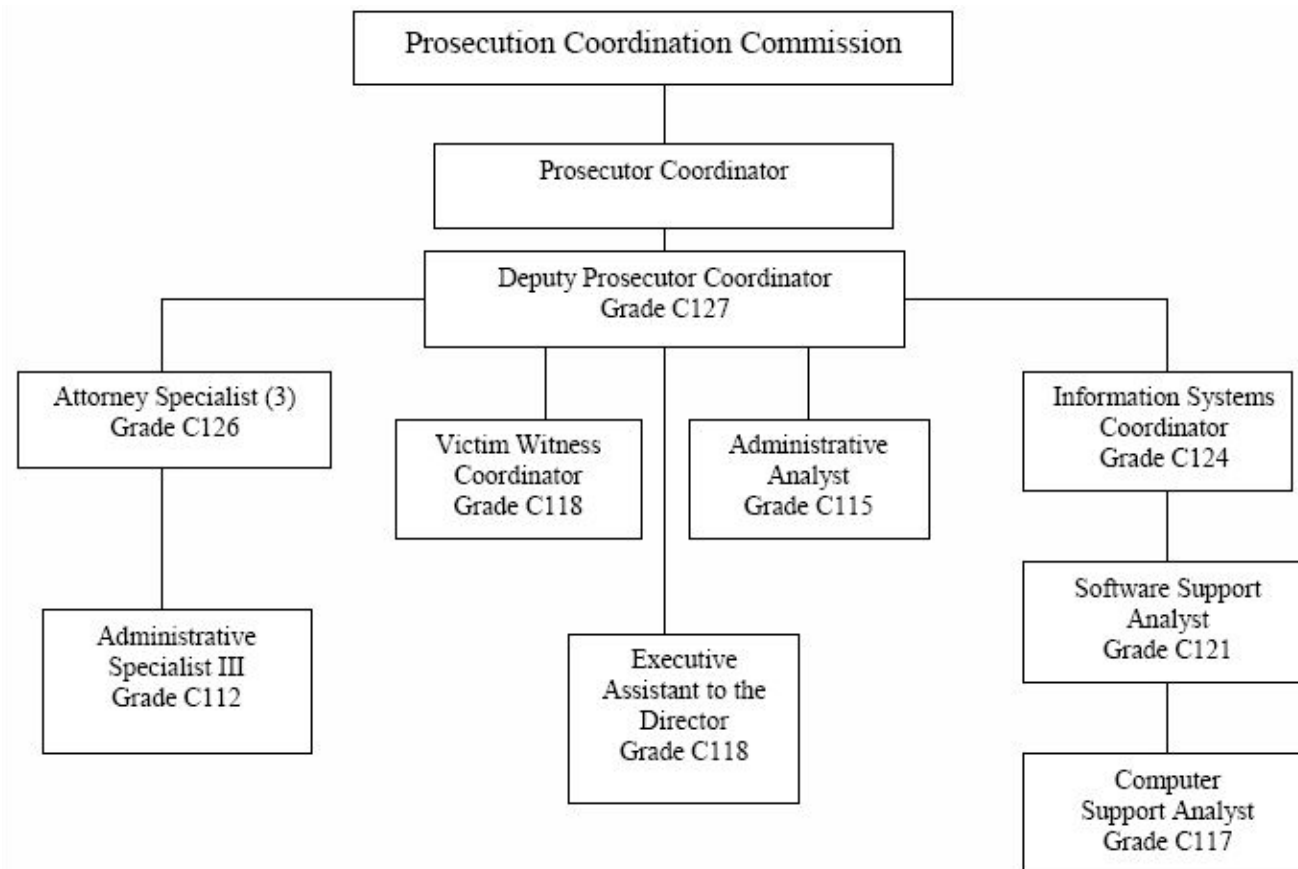
**LENDING LIBRARY** - A lending library of educational materials, e.g., books, videotapes, and audio cassettes is maintained.

**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 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**

The Office of the Prosecutor Coordinator requests Base Level for the 2011-2013 biennium, with a reduction in Law Enforcement & Prosecutorial Programs (Appropriation 065) of \$1,340 each year to match available funding.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
OFFICE OF PROSECUTOR COORDINATOR  
FOR THE YEAR ENDED JUNE 30, 2008

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	2009-2010		2010-2011		2010-2011		2011-2012						2012-2013					
	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	71,995	0	71,424	0	72,000	0	72,000	0	70,660	0	70,660	0	72,000	0	70,660	0	70,660	0
090 Prosecutor Coordinator Oprs	938,853	12	951,464	12	944,662	12	960,201	12	960,201	12	960,201	12	960,201	12	960,201	12	960,201	12
Total	1,010,848	12	1,022,888	12	1,016,662	12	1,032,201	12	1,030,861	12	1,030,861	12	1,032,201	12	1,030,861	12	1,030,861	12

Funding Sources		%		%			%		%		%		%		%		%
Fund Balance 4000005	2,099	0.2	764	0.1		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
State Central Services 4000035	867,342	85.7	878,426	85.9		885,243	85.9	885,243	85.9	885,243	85.9	885,243	85.9	885,243	85.9	885,243	85.9
Special State Asset Forfeiture 4000465	71,511	7.1	73,038	7.1		74,958	7.3	74,958	7.3	74,958	7.3	74,958	7.3	74,958	7.3	74,958	7.3
State Administration of Justice 4000470	70,660	7.0	70,660	6.9		70,660	6.9	70,660	6.9	70,660	6.9	70,660	6.9	70,660	6.9	70,660	6.9
Total Funds	1,011,612	100.0	1,022,888	100.0		1,030,861	100.0	1,030,861	100.0	1,030,861	100.0	1,030,861	100.0	1,030,861	100.0	1,030,861	100.0
Excess Appropriation/(Funding)	(764)		0			1,340		0		0		1,340		0		0	
Grand Total	1,010,848		1,022,888			1,032,201		1,030,861		1,030,861		1,032,201		1,030,861		1,030,861	

The FY11 Budget Amount in Prosecutor Coordinator - Operations (Appropriation 090) exceeds the authorized amount due to salary and matching rate adjustments during the 2009-2011 beinnium.

## Agency Position Usage Report

FY2008 - 2009						FY2009 - 2010						FY2010 - 2011					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
12	12	0	12	0	0.00 %	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 Change Level Request provides to reduce Law Enforcement & Prosecutorial Programs by (\$1,340) each year to match available funding.

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		2009-2010	2010-2011	2010-2011	2011-2012			2012-2013		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Law Enforcement/Prosecutorial	5900046	71,995	71,424	72,000	72,000	70,660	70,660	72,000	70,660	70,660
Total		71,995	71,424	72,000	72,000	70,660	70,660	72,000	70,660	70,660
<b>Funding Sources</b>										
Fund Balance	4000005	2,099	764		0	0	0	0	0	0
State Administration of Justice	4000470	70,660	70,660		70,660	70,660	70,660	70,660	70,660	70,660
Total Funding		72,759	71,424		70,660	70,660	70,660	70,660	70,660	70,660
Excess Appropriation/(Funding)		(764)	0		1,340	0	0	1,340	0	0
Grand Total		71,995	71,424		72,000	70,660	70,660	72,000	70,660	70,660

## Change Level by Appropriation

**Appropriation:** 065 - Law Enforcement & Prosecutorial Programs

**Funding Sources:** MDT - Law Enforcement & Prosecutor Drug Enforcement Training Fund

### Agency Request

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>72,000</b>	<b>0</b>	<b>72,000</b>	<b>100.0</b>	<b>72,000</b>	<b>0</b>	<b>72,000</b>	<b>100.0</b>
C03	Discontinue Program	(1,340)	0	70,660	98.1	(1,340)	0	70,660	98.1

### Executive Recommendation

Change Level		2011-2012	Pos	Cumulative	% of BL	2012-2013	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>72,000</b>	<b>0</b>	<b>72,000</b>	<b>100.0</b>	<b>72,000</b>	<b>0</b>	<b>72,000</b>	<b>100.0</b>
C03	Discontinue Program	(1,340)	0	70,660	98.1	(1,340)	0	70,660	98.1

### Justification

C03	Agency requests to reduce Law Enforcement & Prosecutorial Programs to match available funding.
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## **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 salaries and matching do not include appropriation for a Cost of Living Adjustment or Career Service Payments. The Base Level salary of the unclassified position reflects the FY11 line item maximum.

The Agency's Request provides for Base Level for the 2011-2013 biennium.

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		2009-2010	2010-2011	2010-2011	2011-2012			2012-2013		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	637,166	640,053	637,573	647,004	647,004	647,004	647,004	647,004	647,004
<b>#Positions</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
Personal Services Matching	5010003	175,151	184,875	180,553	186,661	186,661	186,661	186,661	186,661	186,661
Operating Expenses	5020002	121,844	121,844	121,844	121,844	121,844	121,844	121,844	121,844	121,844
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		938,853	951,464	944,662	960,201	960,201	960,201	960,201	960,201	960,201
<b>Funding Sources</b>										
State Central Services	4000035	867,342	878,426		885,243	885,243	885,243	885,243	885,243	885,243
Special State Asset Forfeiture	4000465	71,511	73,038		74,958	74,958	74,958	74,958	74,958	74,958
Total Funding		938,853	951,464		960,201	960,201	960,201	960,201	960,201	960,201
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		938,853	951,464		960,201	960,201	960,201	960,201	960,201	960,201

The FY11 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2009-2011 biennium.