

1380 - Child Support Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$29,702	\$19,656	\$17,213	\$11,455	\$15,000	\$15,000	\$3,545
Other Gov't Agencies	4,989,954	4,828,971	4,358,675	4,086,677	5,151,250	5,151,250	1,064,573
Charges for Services	0	0	341,895	0	0	0	0
Other Revenues	0	0	238	256	0	0	(256)
(To)/From Non-GF Fund Balance	(23,229)	(220,262)	(25,125)	191,063	0	0	(191,063)
Total Revenues	\$4,996,427	\$4,628,365	\$4,692,897	\$4,289,452	\$5,166,250	\$5,166,250	\$876,798
Expenditures							
Salaries & Benefits	\$4,094,087	\$3,887,341	\$3,681,604	\$3,610,554	\$4,282,416	\$4,282,416	\$671,862
Supplies & Services	729,552	554,253	850,151	537,572	635,408	635,408	97,836
Other Charges	137,312	118,050	121,566	129,132	98,426	98,426	(30,706)
Fixed Assets	35,476	68,721	39,576	12,194	150,000	150,000	137,806
Total Expenditures	\$4,996,427	\$4,628,365	\$4,692,897	\$4,289,452	\$5,166,250	\$5,166,250	\$876,798
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Allocated Positions	60.00	60.00	60.00	60.00	60.00	60.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	60.00	60.00	60.00	60.00	60.00	60.00	0.00

Purpose

Since 1975, federal law has mandated that all states operate a child support enforcement program. To ensure uniformity of effort statewide, California Family Code Sections 17000-17802 require each California county to have a stand-alone child support department which must enter into a plan of cooperation with the State's Department of Child Support Services for the undertaking of child support services.

Mission

The mission of the California Child Support Program is to promote the well-being of children and the self-sufficiency of families by delivering first-rate child support services that include paternity establishment, the establishment of child support orders, and the collection and accurate distribution of court-ordered child support that help both parents meet the financial, medical, and emotional needs of their children.

Recommended Budget

The FY 2013-14 recommended budget for Child Support Services is \$5,166,250, which represents no change from FY 2012-13's Adopted Budget. This is based on no changes being anticipated in State and federal funding levels. Funding of \$150,000 is recommended for fixed assets; additional detail on the proposed equipment and projects is available in the Capital Expenditures table.

Recommended Personnel Allocation

For Child Support Services the total positions recommended for FY 2013-14 are 60.0 FTE, with 3.0 FTE positions frozen and unfunded. A vacant 1.0 FTE Child Support Specialist III position and a vacant 1.0 FTE Legal Clerk III position are being deleted. A 1.0 FTE Child Support Assistant III position and a 1.0 FTE Legal Clerk I/II position are being added. The changes are the result of streamlining through business process redesign which has resulted in a more appropriate match of tasks to job descriptions. There is no net change to the total positions allocated.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Department of Child Support Services is a federally funded program that takes the necessary legal actions to establish paternity and establish and enforce child-support orders. The Department's child-support collections for Federal Fiscal Year (FFY) 2011-12 were \$9,958,297. That amount is \$711,494 lower than the collections for FFY 2010-11 (\$10,669,791). Collection levels for the FFY 2012-13 are still trending lower (5.95%) when measured against this same point during the last fiscal year. The Department's drop in collections mirrors a similar drop in its caseload. Ten years ago the Department's caseload hovered just above 12,000

cases. In April of 2013, the Department was carrying approximately 6,600 cases.

2012-13 Accomplishments

1. Created a comprehensive training plan designed to increase the amount of appropriate training being provided to Department staff members at all levels. The Department is now providing a cost-effective mix of in-house and external training to its employees. This ongoing training will be an investment in the staff members who the Department believes will ultimately serve as the future managers in the agency.
2. Expanded and refined the Department's contempt process through the creation of a special enforcement team charged with specifically monitoring that subset of child-support cases placed on probation by the court for contempt to ensure that payments continue to be made through the probation period. This enhanced the Department's ability to collect support in its most difficult cases and helped protect vulnerable populations.
3. Redesigned the Department's training room to more accurately reflect the types of training and activities undertaken in that room. To remain as cost effective as possible and still provide internal training it is necessary to have an appropriate in-house facility to serve as a venue for training. This invests in County employees.

4. Played a major role in the State's only Internal Revenue Service's full collection effort in the *Jesse Short*, Yurok Tribal litigation. The Department intercepted hundreds of thousands of dollars in the initial Washington D.C. Court of Claims action in 1996. In this second iteration of collection efforts, several plaintiffs who had not received money in the initial settlement action are receiving funds. The Department has taken a lead role because of its experience in the 1996 litigation. This is expected to result in a recovery in excess of \$100,000 and will protect vulnerable populations.
5. Implemented a Department-wide change in organizational structure designed to break caseworkers into teams. This approach has been internally termed as "segmentation." This reorganization will provide better service to clients and provide community-appropriate levels of service.

2013-14 Objectives

1. To meet or exceed all performance goals given to the Department by the State Department of Child Support Services. Collecting on child support orders permits parents who are taking care of children to be more self-reliant. It also protects the children, who are a vulnerable population in Humboldt County.
2. To increase staff attention to case closing and make it a priority task. In studying State performance numbers, it was discovered that cases marked for closure but not

actually closed, impact performance because they remain in the overall case counts and those cases that have arrears owing and ongoing child support ordered when they are closed are statistically still carried as cases without any collections until the closure has become final. Closing cases in a timely manner is required by regulations. This will manage resources to ensure sustainability of services.

3. To establish an Early Intervention Program. The Department will build a process where it strives to establish good working relationships with the parties responsible for paying child support beginning right at the onset of a case being opened with the Department. Collecting child support as early as possible and as regularly as possible will provide a reliable source of income for children and add to the self-reliance of families who may otherwise use services such as cash aid to make ends meet. In addition, the Department will work with businesses partners in the process of obtaining timely child-support payments which supports the Board's priorities of forming partnerships in the community to promote quality service.
4. To further refine the segmentation process the Department began in late 2012. The overall segmentation scheme involved changing the way that caseloads are distributed among case managers and assigning cases based on the case managers' skills and strengths. The Department needs to further refine the rules or guidelines that determine precisely when cases will move from segment to segment within the agency. This will invest in County employees. It should also result in increased performance and collections, which protects children in the community thus protecting a vulnerable population.
5. To undertake a complete study and revamping of the Department's internal business processes with the goal of making them more efficient. Like many successful private industries, the Department will begin a regular cycle of the "Plan, Do, Act, Check" process. This will help manage resources to ensure sustainability of services.

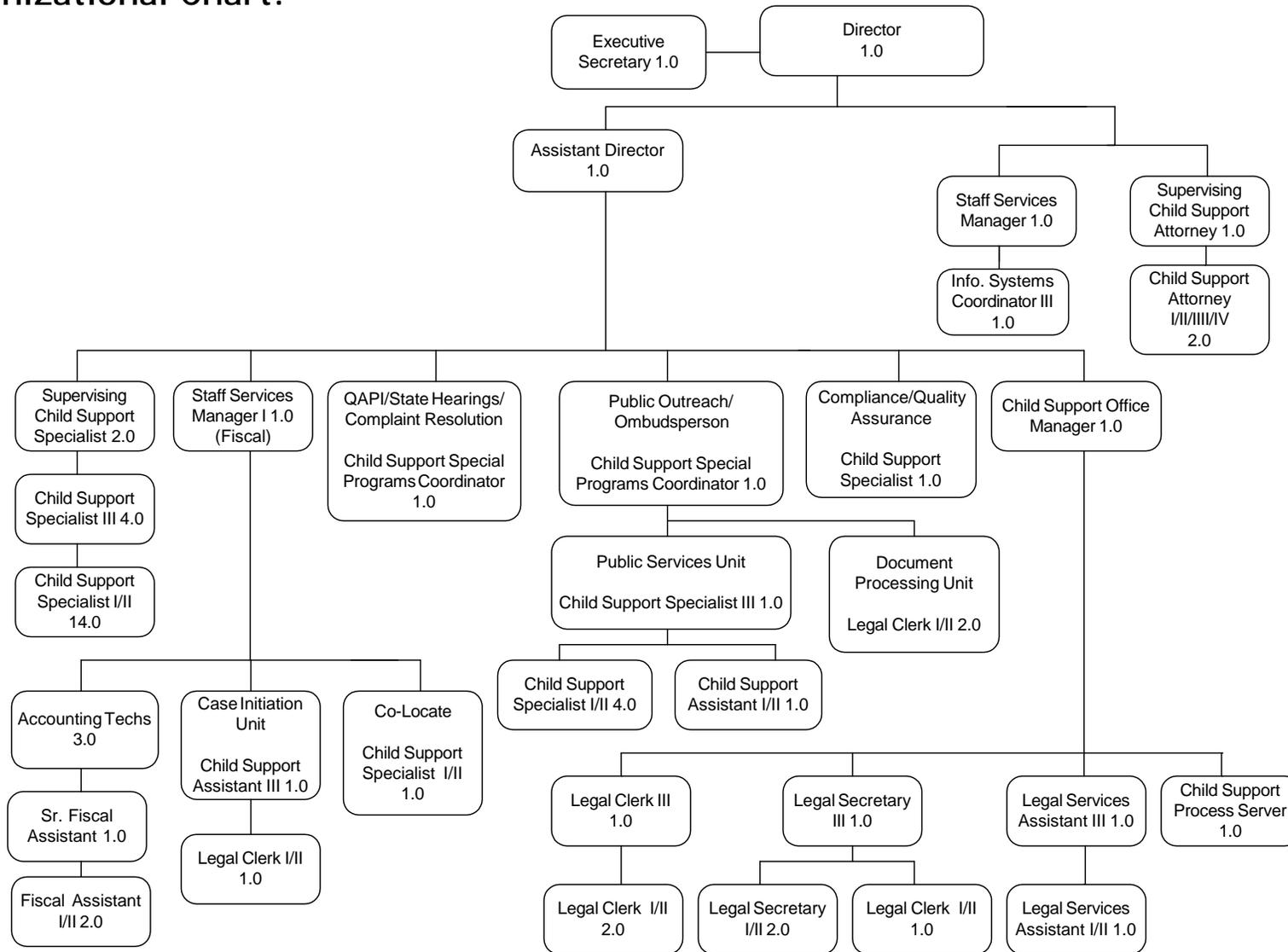
Performance Measures

1. Description of Performance Measure: Paternity Establishment				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
106.1%	101.29%	106.1 %	106%	106%
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This performance measure tells the total number of children in the caseload who have been born out of wedlock and for whom paternity has been established compared to the total number of children in the caseload at the end of the preceding fiscal year who were born out of wedlock expressed as a percentage. Child support cannot be collected until the child’s parents have been identified. The Department is required by law to establish paternity if it is able to do so. Doing so protects vulnerable populations and supports self reliance of citizens.</p>				
2. Description of Performance Measure: Cases with Support Orders				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
93.4%	94.8%	93.8%	93.8%	94%
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure reports the number of cases with support orders as compared with the total caseload expressed as a percentage. Once paternity has been established, the Department must immediately move forward and obtain an enforceable order for child support. As of February of 2012, the statewide average on this measure was 82.8%. This indicates that services are matched with residents’ needs and helps support self reliance of citizens.</p>				
3. Description of Performance Measure: Collections on Current Support				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
64%	62%	69.2%	70.7%	71%
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure reports the amount of current support collected as compared to the total amount of current support owed, expressed as a percentage. This is the single most important measure for any child support department. It reflects how much of what is owed is being collected. As of February of 2012, the statewide average on this measure was 58.6%. This helps protect vulnerable populations.</p>				

4. <i>Description of Performance Measure: Collections of Cases with Arrears</i>				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
68.7%	67.8%	70%	70.7%	71.2%
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure details the number of cases paying on arrears as compared with the total number of cases within the Department’s caseload that have arrears owing, expressed as a percentage. This factor measures how successful a department is at obtaining past-due child support. As of February of 2012, the statewide average on this measure was 61.6%. The Department is required by law and court order to use its best efforts to collect past-due child support. Doing so protects vulnerable populations and supports self reliance of citizens.</p>				



Organizational Chart:





1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$205,825	\$229,993	\$269,528	\$264,897	\$278,046	\$278,046	\$13,149
Charges for Services	125,433	157,220	159,374	50,960	55,000	55,000	4,040
General Fund Support	300,576	231,627	223,136	375,381	449,477	377,550	2,169
Total Revenues	\$631,834	\$618,840	\$652,038	\$691,238	\$782,523	\$710,596	\$19,358
Expenditures							
Salaries & Benefits	\$442,307	\$440,632	\$465,231	\$492,986	\$583,658	\$511,731	18,745
Supplies & Services	173,772	163,118	175,442	186,495	186,408	186,408	(87)
Other Charges	14,098	13,201	11,365	11,756	12,457	12,457	701
Fixed Assets	1,657	1,889	0	0	0	0	0
Total Expenditures	\$631,834	\$618,840	\$652,038	\$691,238	\$782,523	\$710,596	\$19,358
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Allocated Positions	5.00	5.00	5.00	5.00	6.00	5.00	0.00
Temporary (FTE)	0.20	0.20	0.00	0.00	0.00	0.00	0.00
Total Staffing	5.20	5.20	5.00	5.00	6.00	5.00	0.00

Purpose

The office of the Coroner-Public Administrator is an elected constitutional office. The duties and responsibilities are defined in statutes including the Penal Code, Probate Code, Government Code, and Health and Safety Code. The general duties and responsibilities are to investigate and determine the manner and cause of death, protect the property of the decedent, ensure that the decedent is properly interred, and administer the decedent's estate where appropriate. The coroner's investigation is called an inquest, the results of which are public information. The Coroner signs the death certificate, listing the manner and cause of death, as a result of the inquest. The Coroner can recover costs from the decedent's estate. Where appropriate, the Public Administrator will administer the estate of a decedent. This can occur when there is no known next of kin, or when the next of kin declines to act. It can also occur where there is no will, or when the Public Administrator is appointed by the Court.

The Coroner's Office is a Police Agency as defined in Penal Code Section 830.35. The Coroner and Deputy Coroners have police powers under Penal Code section 836. In addition to these general duties, there are many specific responsibilities mandated to the Coroner-Public Administrator. The Coroner is notified and coordinates tissue and organ transplants from decedents. There are also 40 specially trained community volunteers who assist in duties related to autopsies, field investigations, public administration duties and training.

Recommended Budget

The recommended budget for FY 2013-14 is \$710,596, an increase of \$32,753, or 5% from the previous year's Adopted Budget of \$677,843. The General Fund contribution is \$377,550, which represents a \$19,921 increase from FY 2012-13. This increase is primarily due to increased salary and benefit costs.

Supplemental Requests

The Coroner's Office submitted one supplemental funding request for \$71,927 to cover salaries and benefits for one additional Deputy Coroner position. Current staffing of three Deputies is not adequate to properly cover 24 hour on call service. The long term sustainability of current staffing levels is dangerously low under the current work loads. This request supports the Board's Strategic Framework by providing community appropriate levels of service, ensuring safety and health and protecting vulnerable populations.

This supplemental request was not recommended for funding. While the departmental request has merit, the County Administrative Office proposed to direct the limited financial resources in the General Fund to reserves in accordance with the Board's articulated goals for FY 2013-14.

Recommended Personnel Allocation

For the Coroner's Office, a total of 5.0 FTE positions are recommended for FY 2013-14. No positions are being

added or deleted.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Coroner's Office serves the people of Humboldt County by providing professional death investigation of all unattended and unnatural violent deaths. The office is on call 24 hours each day of the year to respond anywhere in Humboldt County. As Public Administrator, the office assists attorneys and private citizens with management of estates. In addition to these mandated duties, the Coroner is involved in teaching and public awareness presentations to the medical community, law enforcement, and local schools.

The Coroner's Office has continued to expand its Citizen Volunteer Program with a total of 40 members. Their duties have also expanded to include assisting the department in all areas of the Coroner's Office and the Public Administration duties. The volunteers have donated in excess of 2,500 hours of service.

It is anticipated that revenue from Public Administration, specifically in the area of probate, will not change significantly. Probate cases have decreased in numbers due to local private attorneys seeking the work through advertising. In FY 2012-13, the office saw a decrease in revenue of over

\$100,000. It is estimated that indigent burial costs will stay at similar levels for FY 2013-14.

2012-13 Accomplishments

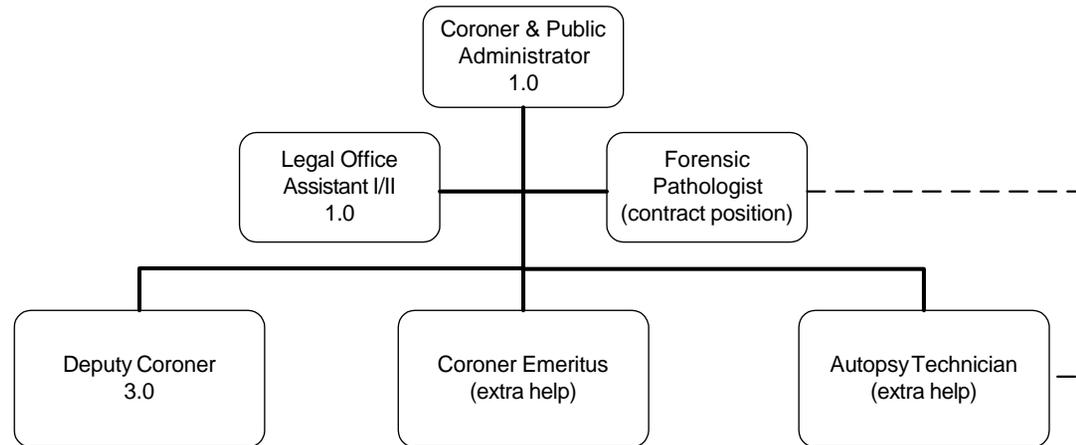
1. Assisted local community partner agencies in interfacing with the Humboldt County Coroner's Office, which increases department efficiency. This ongoing training provides for continued investment in County goals of partnering with other agencies to provide a quality level of service to the community.
2. Provided additional training for Deputy Coroners in specialized areas such as interviewing and interrogation. This ongoing training will invest in County employees and enhance their job knowledge and proficiency.
3. Participated in teaching local police academy students in specialized areas of investigation. Participating in local schools and the police academy enhances base training of new employees entering the field. This supported workforce development.
4. Completed recommendations of the Humboldt County Grand Jury, including building safety codes and employee office restructuring. This will help protect employees and the general public while visiting the facility.
5. Increased public awareness by use of the media relating to missing person and unsolved death cases. This

enhanced public awareness and provided better service to the community in meeting goals of providing a professional service. This provided community-appropriate levels of service.

2013-14 Objectives

1. To expand the volunteer program to include increasing numbers and training of present volunteers in the area of forensic investigation. This will assist in recruiting additional volunteers and assist retention of current volunteers. This will help manage resources to ensure sustainability of services.
2. To expand available office space through support of restructuring of the Clark Complex. This will provide additional office space for employees and enhance morale and working conditions. This will provide for infrastructure.
3. To revamp training aids used in making presentations to the community and new employees. This will provide up to date technology in the field and a more professional presentation. This will provide community-appropriate levels of service.
4. To enhance relationships with local and out of the area mortuaries. This will enhance working relationships with these agencies, set expectations and facilitate public/private partnerships.
5. To increase and enhance cross training local law enforcement, hospitals and first responders in field investigations performed by the Coroner/Public Administrator. This will improve agency relations and expectations of the office of County Coroner and Public Administrator. This will help enforce laws and regulations.

Organizational Chart:



1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Fines, Forfeits & Penalties	\$1,360,504	\$1,362,608	\$1,313,069	\$1,237,266	\$1,352,400	\$1,352,400	\$115,134
Charges for Services	106,179	93,793	98,041	115,374	102,200	102,200	(13,174)
General Fund Support	234,573	231,975	627,418	458,388	305,773	305,773	(152,615)
Total Revenues	\$1,701,256	\$1,688,376	\$2,038,528	\$1,811,027	\$1,760,373	\$1,760,373	(\$50,654)
Expenditures							
Supplies & Services	\$650,571	\$577,502	\$927,378	\$700,154	\$649,500	\$649,500	(\$50,654)
Other Charges	1,050,685	1,110,874	1,111,150	1,110,873	1,110,873	1,110,873	0
Total Expenditures	\$1,701,256	\$1,688,376	\$2,038,528	\$1,811,027	\$1,760,373	\$1,760,373	(\$50,654)
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Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This budget unit includes the required County contribution of \$993,701, which is a fixed direct payment to the State toward operation of the court system. In addition, there is also a fixed payment to the State of \$177,273 for the Court Facilities Payment. Also included are appropriations for outside counsel, investigators and experts for indigent defense that could not be assigned to the Offices of the Public Defender or Conflict Counsel. Some of these costs are offset by that portion of court fine and forfeiture revenues that are allocated to the County.

Recommended Budget

The recommended budget for FY 2013-14 is \$1,760,373, which represents a decrease of \$190,601 or 10% from the previous year's Adopted Budget of \$1,569,772. The General Fund contribution is \$305,773, a decrease of \$69,601 from FY 2012-13. The budget is based on costs in FY 2012-13 and there is potential that actual costs could be less in FY 2013-14. On January 1, 2013, all County indigent defense offices were merged under the Public Defender, and Alternate Counsel was re-established; this could result in lower outside counsel costs.

Program Discussion

Trial courts in California were historically a part of the county government structure. In 1997, the State assumed

responsibility for operations and funding of the Superior Court. Since that transition, many issues concerning cost-sharing and physical space utilization have been resolved between the local Court and Humboldt County. This culminated with a Joint Occupancy Agreement in June 2007, which specifies the terms of Court/County sharing of the County Courthouse.

Pursuant to the Trial Court Funding Act of 1997, as well as subsequent agreements, the County remains responsible for payment of certain costs and also receives some court-generated revenues. Budget unit 250 was established to account for these funds. This budget unit is administered by the County Administrative Office, but the County has little control over either the revenues or the expenditures that flow through the budget unit.

The Trial Court Funding Act requires each county and its respective Superior Court to enter into a Memorandum of Understanding (MOU) regarding which specific services the county will provide to the Court, and how the county will be repaid. The County entered into its first MOU with the Court in 1998. That document was updated in January 2007. The agreement has been extended twice since then, with the current version expiring on December 31, 2013.

Board Adopted

The Board adopted this budget as recommended.

1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$1,958,979	\$2,467,546	\$2,556,471	\$1,804,198	\$1,995,518	\$1,995,518	\$191,320
Charges for Services	291,703	7,178	338,818	14,071	0	0	(14,071)
Other Revenues	156,487	193,737	0	698,645	613,920	613,920	(84,725)
General Fund Support	2,880,561	2,635,162	2,268,543	1,906,012	2,344,125	2,112,066	206,054
Total Revenues	\$5,287,730	\$5,303,623	\$5,163,832	\$4,422,926	\$4,953,563	\$4,721,504	\$298,578
Expenditures							
Salaries & Benefits	\$4,524,906	\$4,759,084	\$4,451,273	\$3,919,237	\$4,487,096	\$4,255,037	\$335,800
Supplies & Services	665,014	492,748	615,118	545,604	505,500	505,500	(40,104)
Other Charges	251,064	327,366	200,561	151,623	253,021	253,021	101,398
Fixed Assets	2,248	4,425	44,316	36,039	0	0	(36,039)
Expense Transfer	(155,502)	(280,000)	(147,436)	(229,578)	(292,054)	(292,054)	(62,476)
Total Expenditures	\$5,287,730	\$5,303,623	\$5,163,832	\$4,422,926	\$4,953,563	\$4,721,504	\$298,578
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Allocated Positions	55.80	53.80	55.30	55.30	55.30	55.30	0.00
Temporary (FTE)	1.32	4.25	5.61	6.90	6.90	6.90	0.00
Total Staffing	57.12	58.05	60.91	62.20	62.20	62.20	0.00

Purpose

Article 11, Section 1(b) of the California State Constitution provides that the Legislature must provide each county with an elected district attorney. Elections for the Office of District Attorney are held every four years at the same time as elections for the Governor. While a district attorney's duties are not limited to criminal prosecution, California Government Code Section 26500 provides that the district attorney's most essential duty is investigating and prosecuting criminal offenses on behalf of the People.

The District Attorney is responsible for representing the People of the State of California in prosecutions within Humboldt County. The District Attorney is an administrator of justice, an advocate for the People, and an officer of the Court. The duty of the District Attorney is to search for the truth and to seek justice.

As stated by the United States Supreme Court in *Berger v. The United States*, (295 U.S. 78, 88 (1935)) the District Attorney

“is the representative not of an ordinary party to a controversy, but of a sovereignty whose obligation to govern impartially is as compelling as its obligation to govern at all; and whose interest, therefore, in a criminal prosecution is not that it shall win a case, but that justice shall be done. As such, he is in a peculiar and very definite sense the servant of the law, the twofold aim of which is that guilty shall not escape nor innocence suffer.”

The District Attorney's Office includes the following budget units: District Attorney (205), Victim-Witness Program (208), Child Abuse Services Team (211), State Board of Control (220), and Underserved/Underserved Victim Advocacy & Assistance (291).

Mission

The mission of the Humboldt County District Attorney's Office is to promote public safety and the general welfare of all people by defending liberty and delivering justice in an equal, just, and ethical manner.

Goals

Promote public safety and general welfare of all people by advancing the rule of law through:

1. Defending liberty and delivering justice in an equal, just and ethical manner;
2. Increasing public understanding of and respect for the rule of law, the legal process, and the role of the law in protecting the freedoms and liberties of all people;
3. Holding all people and persons accountable under the law;

4. Working for just laws that both protect and promote the freedoms and liberties of all people;
5. To promote, preserve and protect the independence of the District Attorney and advocate for the People of the State of California within Humboldt County.

Recommended Budget

The recommended budget for FY 2013-14 is \$4,721,504, a decrease of \$84,228 or 2% from the previous year's Adopted Budget of \$4,805,732. This decrease is primarily due to reduced asset forfeiture funds being included in the budget. The General Fund contribution is \$2,112,066, which represents an \$82,090 increase from FY 2012-13. This increase is due to changes in salary, benefit and insurance costs.

Supplemental Requests

The District Attorney's Office submitted three supplemental funding requests totaling \$232,059. Requests are prioritized and outlined as follows:

1. A supplemental request for \$111,816 would unfreeze a Deputy District Attorney IV. The District Attorney's office is requesting funding for an additional position to better handle the workload and protect the safety of the community. Funding this position would support the

Board's Strategic Framework by enforcing laws and regulations to protect residents, creating opportunities for improved safety and health, and protecting vulnerable populations.

2. A supplemental request of \$71,966 would unfreeze a Deputy District Attorney I. Funding this position would support the Board's Strategic Framework by enforcing laws and regulations to protect residents, creating opportunities for improved safety and health, and protecting vulnerable populations.
3. A supplemental request of \$48,277 would provide extra-help funding for two part-time Legal Office Assistant I/II positions and overhead costs that cannot be absorbed by the Victim Witness Assistance grant. This funding request will allow the District Attorney's Office to better support crime victims and their families. This community function directly supports the Board's Strategic Framework by enforcing laws and regulations to protect residents, creating opportunities for improved safety and health and protecting vulnerable citizens.

These supplemental requests were not recommended for funding. While the departmental requests have merit, the County Administrative Office proposed to direct the limited financial resources in the General Fund to reserves in accordance with the Board's articulated goals for FY 2013-14.

Recommended Personnel Allocation

The recommended personnel allocation for the District Attorney's Office is 55.3 FTE positions with 12.5 FTE positions frozen and unfunded due to prior year budget reductions. There are no changes from the previous fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

1100 205 District Attorney

This is the main operational budget for the District Attorney's Office. This budget unit funds the core functions of the District Attorney's Office which include, but are not limited to, the receipt and review of all State and County law enforcement and regulatory agency reports for a determination of whether there is sufficient evidence to charge a criminal case, the review and/or preparation of search and arrest warrants, the investigation and prosecution of all criminal cases, litigation of bail and own recognizance hearings, preliminary hearings, motions to suppress, pretrial, pre-trial motions, criminal jury and court trials, sentencing hearings, probation violations, mental competency hearings, sexually violent mentally disordered offender commitment extension hearings, juvenile offenses, misdemeanor appeals, writs of habeas corpus,

forfeiture actions, parole violations (as of this year, due to realignment), and unfair business practice lawsuits.

1100 208 Victim-Witness

This budget unit funds the core functions of the County's Victim Witness Assistance Center which includes, but is not limited to, providing the following services to victims of crime:

- Crisis Intervention;
- Emergency Assistance;
- Case Information and Referral;
- Case Status, Disposition and Tracking Information;
- Court Orientation, Escort and Support;
- Restraining Order Assistance; and
- Assistance with Opening State Victim of Crime Applications.

These services were provided to people who were:

- Families of Homicide Victims;
- Victims of Sex Crimes;
- Children Victims of Sex, Abuse and Neglect Crimes;
- Victims of Crimes of Violence;
- Victims of Domestic Violence;
- Victims of Elder Abuse;
- Victims of Drunk Drivers; and
- Victims of Property Crimes.

The amount of funding allocated from the State of California Emergency Management Agency for FY 2013-14 is \$174,470.

The budget is recommended at this same level, which represents no change from FY 2012-13. In Victim-Witness the total number of positions allocated is 3.0 FTE, with one position frozen.

1100 211 Child Abuse Services Team

This budget unit funds part of the District Attorney’s Office commitment to the Child Abuse Services Team (CAST). Specifically, the Office commits:

- An Attorney (currently staffed by the District Attorney);
- An Investigator;
- A Victim Witness Advocate; and
- Clerical Staff and extra-help support to CAST.

CAST is a multi-agency organization, recognized by the National Children’s Alliance, that:

- Prevents child abuse and keeps children safe by providing child sexual abuse prevention education;
- Saves money by saving court, child protection and investigation dollars;
- Provides efficient and coordinated investigations of child abuse between law enforcement, Child Protective Services and the District Attorney’s Office;
- Increases successful prosecutions of child abuse perpetrators;

- Helps children heal from child abuse by providing forensic medical exams, referrals and services for mental health treatment; and
- Provides training and education to law enforcement and the community on effective, minimally intrusive investigations of child abuse allegations.

For FY 2013-14, the Humboldt County Department of Health and Human Services has been able to continue to provide partial funding for CAST from their budget. The recommended budget for FY 2013-14 is \$230,000, which represents no change from the previous year. In CAST, the total number of positions allocated is 4.0 FTE, with two positions frozen.

1100 220 State Board of Control

This budget unit funds the core functions of the Office’s Victim Compensation and Government Claims Board services. These services verify and submit claims for unreimbursed financial losses of local crime victims. By verifying claims locally, this program expedites reimbursement to victims and health care providers.

The program provides:

- Emergency funding for funeral and burial costs;
- Relocation costs to victims of domestic violence and/or sexual assault crimes;
- Crime scene clean-up expenses; and
- Other verified emergency expenses.

The recommended budget for FY 2013-14 is \$122,740, which represents no change from the previous fiscal year. In State Board of Control, the total number of positions allocated is 1.8 FTE, with no positions frozen.

1100 291 Unserved/Underserved Victim Advocacy and Outreach

The Unserved/Underserved Victim Advocacy and Outreach program is grant funded through the California Emergency Management Agency under the Victims of Crime Act. The objective of the program is to provide outreach to victims in the American Indian community, as well as to educate and collaborate with both tribal and non-tribal entities to better serve the American Indian population, who have been historically underserved in our community.

The program focuses on:

- Domestic violence;
- Sexual assault;
- Homicide;
- Elder abuse; and
- Hate crimes.

The budget for FY 2013-14 is \$116,420, a decrease of \$8,580, or 7%, from FY 2012-13. The change is the result of reduced grant funding. The total number of positions allocated is 1.5 FTE, with a 0.5 FTE position frozen.

2012-13 Accomplishments

1. Received the Outstanding Prosecutor Award for outstanding dedication to holding defendants accountable for committing the crime of DUI. This award was presented to Deputy District Attorney Elan Firpo. This conformed to the Core Role of enforcing laws and regulations to protect residents.
2. Received Significant Contribution to Environmental Training and Enforcement recognition from the California Hazardous Materials Investigators Association. This created opportunities for improved safety and health.
3. Received commendation from Mayor Rex Parris of the City of Lancaster, California for the \$3,600,000 settlement in *People of the State of California v Costco Wholesale Corporation* (joint prosecution).
4. Received the second \$1,000,000 disbursement to the District Attorney's Office from settlement of *People v Skilled Healthcare, et al.* These funds were placed in the County Consumer/Environmental Protection trust fund. This will allow for the enforcement of laws and regulations to protect citizens, create opportunities for improved safety and health, support businesses, protect vulnerable populations and provide community-appropriate levels of service.

5. Recovered \$26,011, which represented \$22,989 to victims and \$3,022 to the District Attorney's Office from the Check Enforcement Program. This helped support business and workforce development.

2013-14 Objectives

1. To pursue funding to fully staff the District Attorney's Office with knowledgeable, dedicated prosecutors, investigators and clerical staff in order to ensure effective, timely prosecution and resolution of criminal cases. This will allow for the enforcement of laws and regulations to protect citizens, create opportunities for improved safety and health, support businesses, protect vulnerable populations and provide community-appropriate levels of service.
2. To continue to provide leadership in creating ways to more effectively and efficiently develop and deliver public safety efforts and prosecution and victim witness services to the victims of crime and the People of the State of California within Humboldt County. This will protect vulnerable populations and provide community-appropriate levels of service.
3. To obtain a permanent location for Victim Witness. Victim Witness' current temporary position, located in leased space, results in costs to the District Attorney's Office that could be avoided if they could be placed on County property and would also result in necessary infrastructure improvements not being a loss to the

District Attorney's Office and a gain to a private entity. This would help manage resources to ensure sustainability of services.

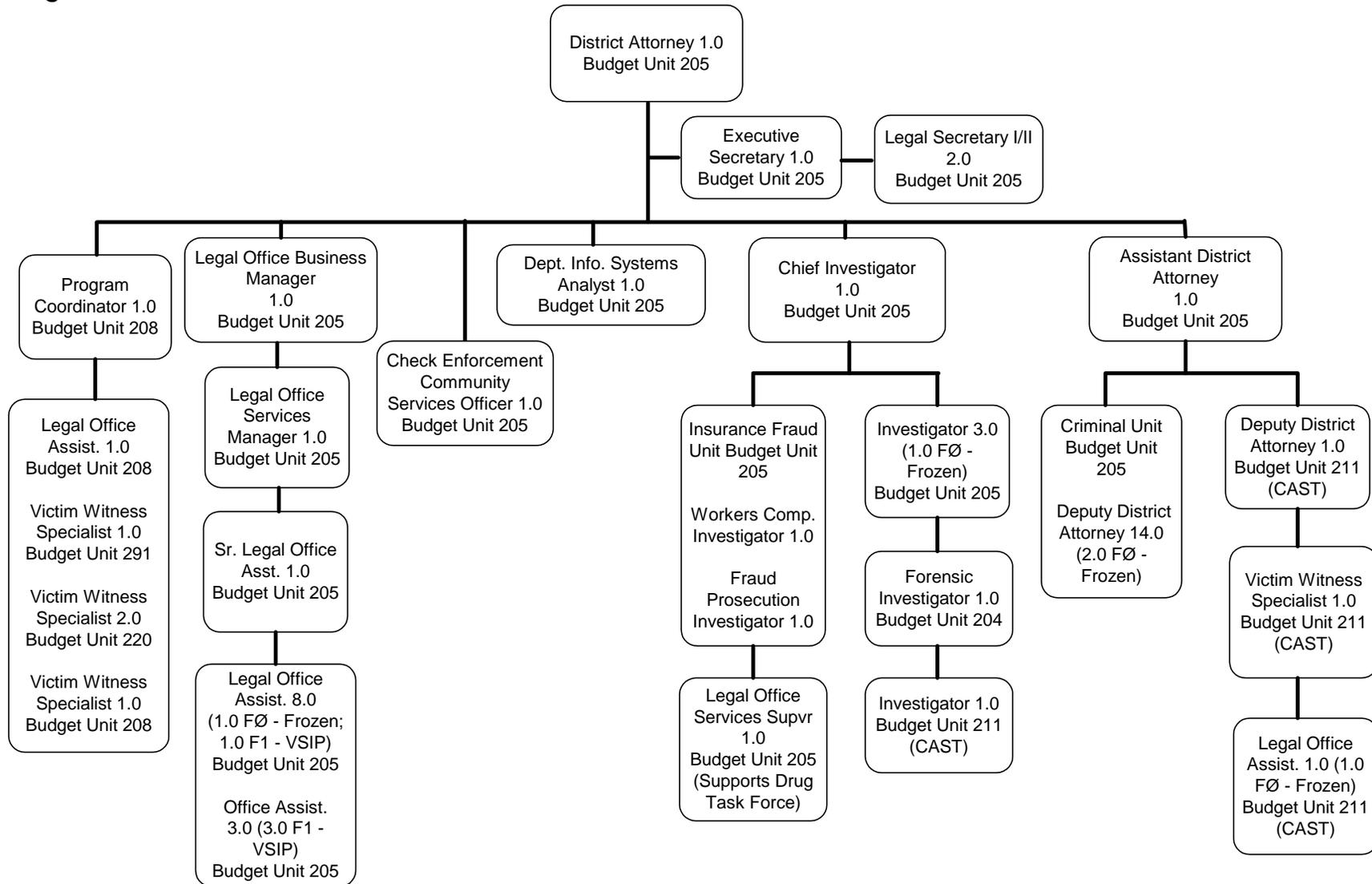
4. To hire, train and support the most qualified staff to represent the Humboldt County District Attorney's Office. This will invest in County employees and provide community-appropriate levels of service.
5. To continue to promote, preserve and protect the People of the State of California, the State and federal constitutions, the human and natural resources, the political and legal system and the quality of life of the people of State of California and the County of Humboldt for this and for future generations. This will provide community-appropriate levels of service.



Performance Measures

1. <i>Description of Performance Measure:</i> Number of Criminal Referrals				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
11,018	9,483	9,144	9,460	9,700
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Increases in the number of reports referred for review and evaluation for possible prosecution indicate increased workload for District Attorney Office staff and increased criminal offenses and/or criminal activity in the community, necessitating more resources being allocated to address that increase. This information is also a measure of the productivity of office staff. This helps determine community-appropriate levels of service.				
2. <i>Description of Performance Measure:</i> Number of Cases Charged				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
7,494	8,524	6,434	6,406	6,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Increases in the number of cases charged indicate increased workload for District Attorney Office staff and increased criminal offenses in the community, necessitating more resources being allocated to address that increase. This information is also a measure of the productivity of office staff. This helps determine community-appropriate levels of service.				
3. <i>Description of Performance Measure:</i> Dollar amount of drug-related assets seized.				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
\$1,013,376	\$1,288,327	\$2,562,630	\$1,540,260	\$1,750,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Greater amounts indicate increased collaboration and effectiveness in law enforcement agencies to deprive criminals of the monetary benefits of their criminal activities. This facilitates public partnerships to solve problems and build interjurisdictional and regional cooperation.				

Organizational Chart:





1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$56,629	\$43,818	\$57,378	\$48,476	\$58,004	\$58,004	\$9,528
Total Revenues	\$56,629	\$43,818	\$57,378	\$48,476	\$58,004	\$58,004	\$9,528
Expenditures							
Supplies & Services	\$55,355	\$42,326	\$56,139	\$47,377	\$56,400	\$56,400	\$9,023
Other Charges	1,274	1,492	1,239	1,099	1,604	1,604	505
Total Expenditures	\$56,629	\$43,818	\$57,378	\$48,476	\$58,004	\$58,004	\$9,528
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

The Grand Jury is part of the judicial branch of government. Consisting of nineteen citizens, it is an arm of the court, yet an entirely independent body.

Recommended Budget

The recommended budget for the Grand Jury is \$58,004, which represents a \$505, or 1%, increase from the FY 2012-13

Adopted Budget of \$58,509. This increase is primarily due to higher central service costs. This budget is fully funded by General Fund contribution.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The civil Grand Jury is an investigative body having for its objective the detection and correction of flaws in government. The primary function of the Grand Jury is to examine all

aspects of County and city government (including special districts and joint powers agencies) to see that the monies are handled judiciously and that all accounts are properly audited. The Grand Jury serves as an ombudsperson for citizens of the County. It may receive and investigate complaints by individuals concerning the actions and performances of public officials. Members of the Grand Jury are sworn to secrecy and most of the jury's work is conducted in closed session. All testimony and deliberations are confidential.

Grand jurors serve for one year. Some jurors may serve for a second year to provide an element of continuity from one jury to the next. Continuity of information is also provided by documents collected and retained in the Grand Jury library.



Departmental Summary	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Department	\$5,072,729	\$4,224,684	\$5,499,374	\$5,961,552	\$6,854,495	\$6,854,495	\$892,943
General Fund Support	3,679,525	4,029,888	3,247,108	3,555,599	3,965,961	3,879,961	324,362
Total Revenues	\$8,752,254	\$8,254,572	\$8,746,482	\$9,517,151	\$10,820,456	\$10,734,456	\$1,217,305
Expenditures							
Salaries & Benefits	\$7,085,863	\$7,305,684	\$7,538,338	\$7,907,601	\$8,857,254	\$8,857,254	\$949,653
Supplies & Services	1,399,922	1,093,511	1,361,744	1,726,029	2,101,557	2,015,557	289,528
Other Charges	250,653	251,353	205,665	220,391	266,303	266,303	45,912
Fixed Assets	15,816	20,122	75,972	39,389	19,500	19,500	(19,889)
Expense Transfer	0	(416,098)	(435,237)	(376,259)	(424,158)	(424,158)	(47,899)
Total Expenditures	\$8,752,254	\$8,254,572	\$8,746,482	\$9,517,151	\$10,820,456	\$10,734,456	\$1,217,305
<hr/>							
Allocated Positions	115.40	113.40	114.40	122.40	122.40	122.40	0.00
Temporary (FTE)	6.86	3.27	5.06	4.04	4.65	4.65	0.61
Total Staffing	122.26	116.67	119.46	126.44	127.05	127.05	0.61

The Probation Department includes the following budget groupings:

Probation Court Investigations & Field Services

- 1100 202 Juvenile Justice Crime Prevention Act
- 1100 235 Probation Services
- 1100 245 Adult Drug Court
- 1100 257 Title IV-E Waiver
- 1100 294 Public Safety Realignment

Juvenile Detention Services

- 1100 234 Juvenile Hall
- 1100 254 Regional Facility New Horizons Program

In addition, the following budget units are no longer in use but are included in the summary table for prior years:

- 1100 258 Substance Abuse Treatment (Prop 36) through FY 2010-11
- 1100 285 Probation Environmental Preservation Program through FY 2011-12

Mission

As an agent of the Court, Probation reduces the impact of crime in communities through investigation, prevention, supervision, collaboration, detention, and victim restoration.

Goals

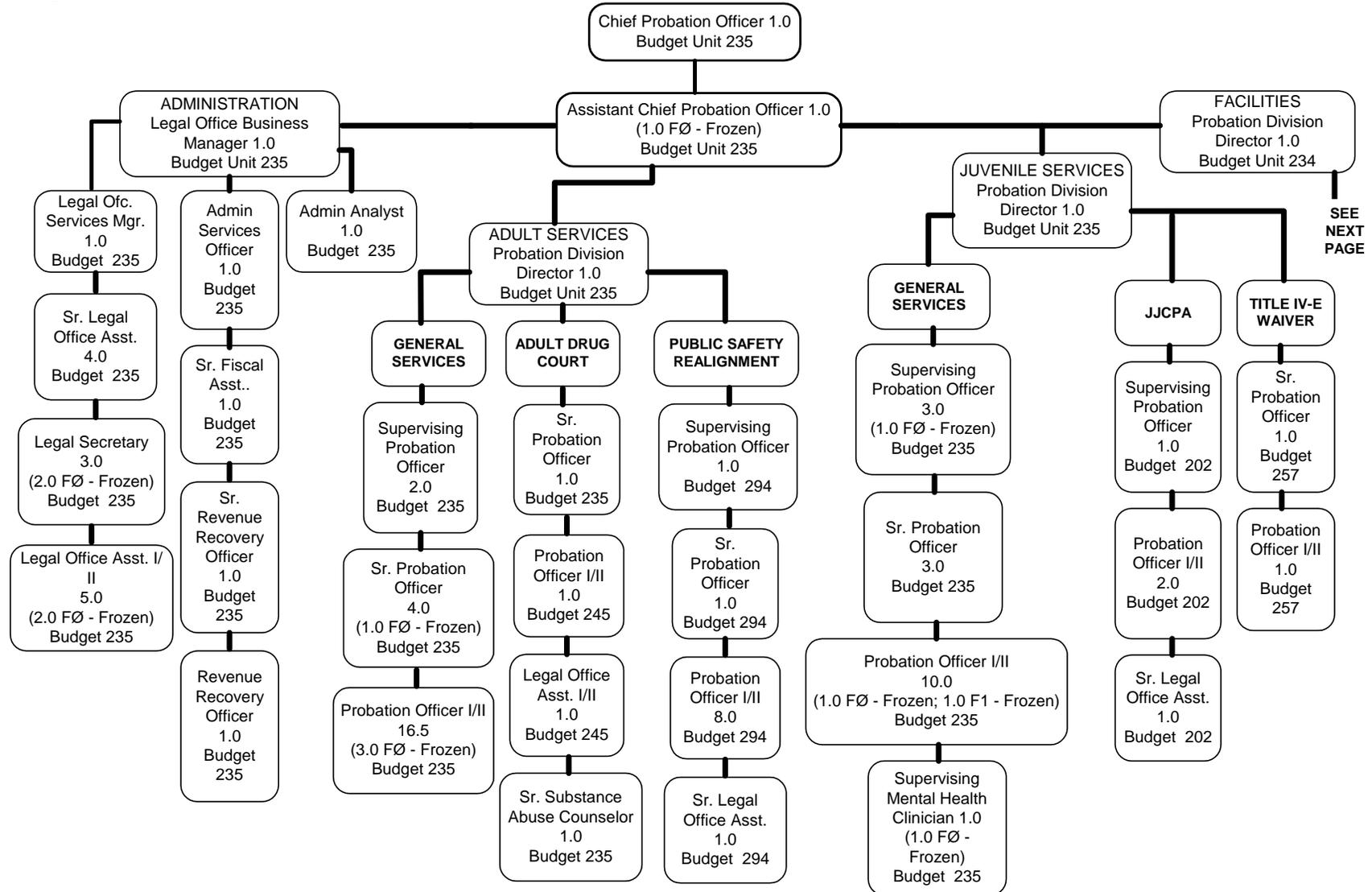
1. **Build Organizational Capacity:** The Humboldt County Probation Department provides a variety of services to the Court and community. In a manner consistent with our mission, the Department must build and sustain the organizational knowledge, skills, belief systems, fiscal mechanisms and infrastructure necessary to respond to the changing needs of the Department and the community.
2. **Develop Partnerships with Other Disciplines and the Community:** Probation occupies a unique and central position in the criminal and juvenile justice systems, providing linkages between many diverse stakeholders. The development of formal legal, operational, and fiscal partnerships is critical to enhancing the Department's ability to meet its mission.
3. **Staff Development:** In order to maximize the Department's ability to meet its mission, the County must invest in opportunities to expand knowledge, skills, competency and experience of staff in all classifications and at all levels of the Department.

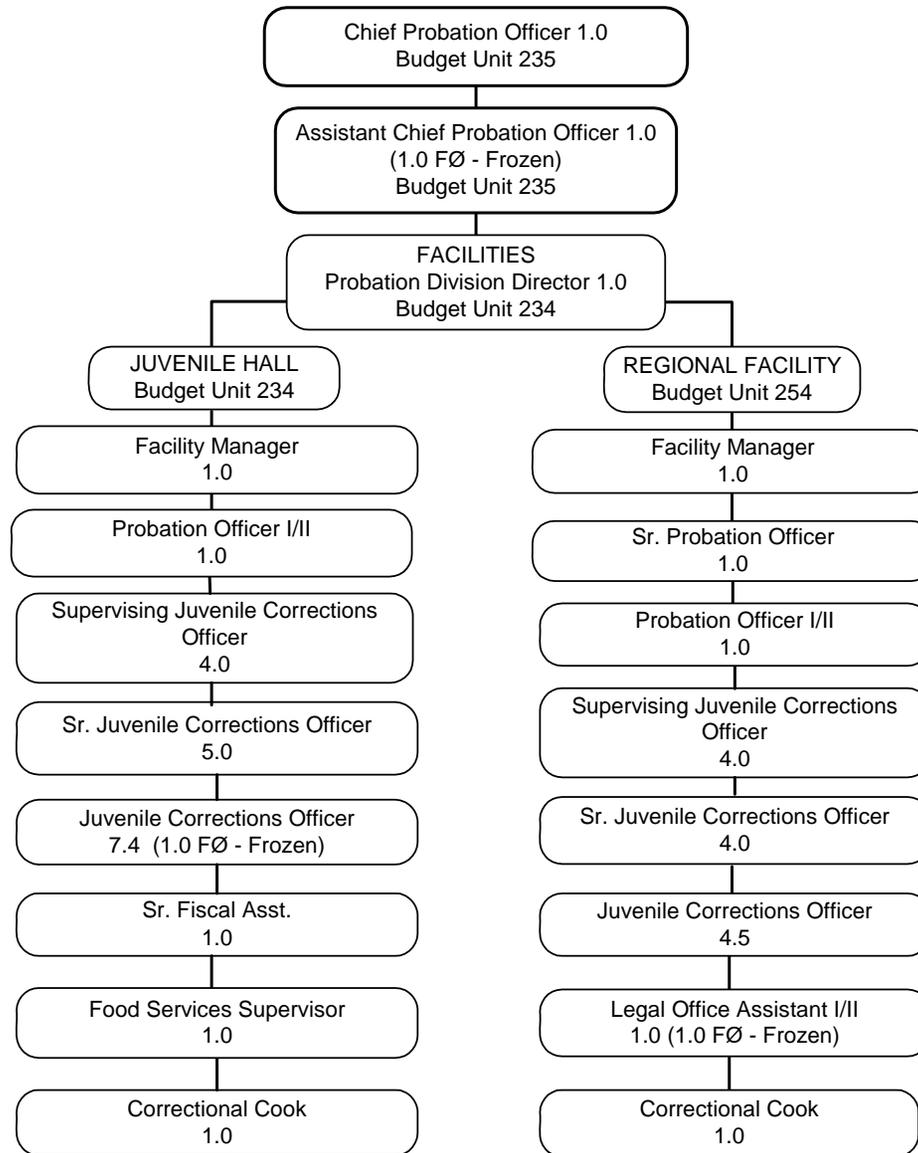
Performance Measures

1. <i>Description of Performance Measure:</i> Amount of victim restitution collected				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
\$138,307	\$108,002	\$101,500	\$110,000	\$110,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> A goal of the Department is to provide for victim restoration through the collection of restitution, as ordered by the Court. This activity supports the enforcement of laws and protects vulnerable populations.				
2. <i>Description of Performance Measure:</i> Juvenile Hall will maintain an annual average daily population (ADP) below or at its rated capacity (26), while maintaining a 70-75% successful completion rate for those juvenile offenders placed on detention alternative programs				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
Juvenile Hall ADP: 22.14 Home Supervision success comp. rate: 72%	Juvenile Hall ADP: 21.34 Home Supervision success comp. rate: 68.77%	Juvenile Hall ADP: 18.48 Home Supervision success comp. rate: 72%	Juvenile Hall ADP: 19 Home Supervision success comp. rate: 70%	Juvenile Hall ADP: 20 Home Supervision success comp. rate: 70%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Public safety is maintained while using secure detention for only the most serious and high risk juvenile offenders. This allows the Department to enforce laws and regulations to protect residents and provide community-appropriate levels of service.				
3. <i>Description of Performance Measure:</i> On-time completion/submission rate for adult and juvenile court investigations and reports				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
88%	88%	89%	88%	90%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The timely completion/submission of investigations and reports to the Courts is a measure of the efficiency and effectiveness of services delivered, while ensuring proper due process for offenders and victims alike. This activity enforces laws and regulations.				

4. <i>Description of Performance Measure:</i> Rate of successful completion of terms of probation for adult offenders				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
61%	62%	58%	61%	65%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The ability of an offender to satisfactorily complete his/her term of probation is directly related to the long-term rehabilitation of the client and the reduced likelihood that he/she will re-offend. These positive outcomes are the result of the enforcement of laws and court orders to protect residents, improving the health and safety of the community and protecting vulnerable populations.				
5. <i>Description of Performance Measure:</i> Rate of recidivism, as defined by the adjudication/conviction for a new offense, for adult and juvenile probationers				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
4.7%	8.7%	8.0%	7.0%	6.0%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Recidivism is a direct indicator of the effectiveness of probation services, and a gauge of probation's impact upon crime in the community. Again, these outcomes are the direct result of the enforcement of laws and regulations, which result in improved health and safety of the community and protection of vulnerable populations.				

Organizational Chart:





1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Fines, Forfeits & Penalties	\$1,381	\$1,572	\$2,166	\$3,155	\$1,500	\$1,500	(\$1,655)
Other Govt'l Agencies	2,598,532	2,567,205	3,224,066	3,725,813	4,347,147	4,347,147	621,334
Charges for Services	333,762	345,417	432,373	603,538	294,000	294,000	(309,538)
Other Revenues	575,275	102,657	394,125	194,583	831,806	831,806	637,223
General Fund Support	2,444,332	2,312,945	1,638,284	1,948,356	1,829,035	1,743,035	(205,321)
Total Revenues	\$5,953,282	\$5,329,796	\$5,691,014	\$6,475,445	\$7,303,488	\$7,217,488	\$742,043
Expenditures							
Salaries & Benefits	\$4,753,841	\$4,833,898	\$4,939,812	\$5,334,509	\$5,916,082	\$5,916,082	\$581,573
Supplies & Services	967,160	663,740	948,691	1,287,410	1,559,177	1,473,177	185,767
Other Charges	228,189	229,628	186,229	194,346	232,637	232,637	38,291
Fixed Assets	4,092	4,607	48,443	32,265	19,500	19,500	(12,765)
Expense Transfer	0	(402,077)	(432,161)	(373,083)	(423,908)	(423,908)	(50,825)
Total Expenditures	\$5,953,282	\$5,329,796	\$5,691,014	\$6,475,445	\$7,303,488	\$7,217,488	\$742,043
<hr/>							
Allocated Positions	77.50	75.50	76.50	83.50	83.50	83.50	0.00
Temporary (FTE)	0.86	0.61	0.49	0.64	1.00	1.00	0.36
Total Staffing	78.36	76.11	76.99	84.14	84.50	84.50	0.36

Purpose

Numerous code sections in the Civil, Government, Penal, Welfare and Institutions, and Civil Procedure codes mandate or describe probation services. Penal Code Section 1202.7 reads in part, “the Legislature finds and declares that the provision of probation services is an essential element in the administration of criminal justice.”

The essential function of probation services is to provide comprehensive and timely investigations/reports to the Court and to effectively supervise both juvenile and adult offenders to reduce the rate of re-offending and further victimization of the community.

Court Investigation and Field Services contain the following budget units: Juvenile Justice Crime Prevention Act (202); Probation Services (235); Adult Drug Court (245); Title IV-E Waiver (257); and Public Safety Realignment (294).

Recommended Budget

The recommended budget for FY 2013-14 is \$7,217,488, an increase of \$258,202, or 4%, from the previous year’s Adopted Budget of \$6,959,246. The General Fund contribution is \$1,743,035, which represents a \$149,783 increase from FY 2012-13. This increase is primarily due to changes in salary, benefit and insurance costs. Funding of \$19,500 is recommended for fixed assets; additional detail is available in the Capital Expenditures table.

Supplemental Requests

Three supplemental requests totaling \$336,310 were submitted by Probation. The requests are prioritized and described as follows:

1. A supplemental request for \$250,310 would replace incentive-based revenue formerly provided through the California Community Corrections Performance Incentives Act of 2009 (SB 678) that will be lost starting in FY 2013-14 as a direct result of the Governor’s 2011 Public Safety Realignment. This funding has been used to fund 3.0 FTE Deputy Probation Officer positions that, without continued funding, will have to be left unfunded and frozen. Providing the appropriate level of supervision to offenders who are at the highest risk to recidivate reduces the likelihood they will commit new offenses and prevents the necessity for more costly interventions such as jail or prison commitments.
2. A supplemental request for \$45,000 would fund replacement of ballistic vests (body armor) for all officers in a community supervision assignment. These vests come with a manufacturer’s 5-year warranty. The National Institute of Justice recommends that vests be replaced after 5 years of use. A majority of vests are at, or exceed, the warranty period at this time. This would invest in County employees and create opportunities for improved safety.

3. A supplemental request for \$41,000 would replace 30 outdated computers and software. This represents about one-third of the Department's computers. This would manage resources to ensure sustainability of services.

These supplemental requests were not recommended for funding. While the departmental requests have merit, the County Administrative Office proposed to direct the limited financial resources in the General Fund to reserves in accordance with the Board's articulated goals for FY 2013-14.

Recommended Personnel Allocation

The recommended personnel allocation is 83.5 FTE positions. Of these, thirteen positions will remain unfunded and frozen due to prior year budget reductions. A vacant Senior Legal Office Assistant is being deleted and a Legal Office Assistant I/II is being added. There is no net change to the number of allocated positions.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

1100 202 Juvenile Justice Crime Prevention Act (JJCPA)

The JJCPA program was established legislatively under the auspices of the State Crime Prevention Act of 2000, and since 2011, has been funded through a combination of State Vehicle License Fees (VLF) and sales tax revenues. The JJCPA program has been named Primary Assessment and Intervention to Reduce Recidivism (PAIRR) and includes the use of an evidence based risk-needs screening tool to assist in appropriate identification of an offender's risk to re-offend and his or her strengths and criminogenic needs related to risk reduction.

The total JJCPA program budget for FY 2013-14 is \$269,088, an increase of \$10,048 or 4%, from the FY 2012-13 Adopted Budget of \$259,040. The change is primarily due to increases in salary and benefits costs.

1100 235 Probation Services

This budget unit funds the major operations of the Probation Department:

Adult Services

- Adult intake & investigations
- Adult supervision/field services
- Interstate compact
- Public safety realignment

Juvenile Services

- Juvenile diversion
- Juvenile intake & investigations
- Juvenile field
- Juvenile home supervision
- Juvenile placement services

Core/mandated services for the Probation Department include:

- **Adult Pre-Sentence Investigation Services:** Mandated service providing the courts with investigation reports and recommendations for sentencing in accordance with the law for all adults convicted of a felony, and for misdemeanor convictions as referred by the court. Assessment of risk to reoffend and identification of criminogenic needs and strengths guide recommendations and rehabilitative case planning.
- **Juvenile Intake and Investigation Services:** The Welfare and Institutions Code requires that a probation officer investigate law enforcement referrals, provide diversion/informal services where appropriate, or request the District Attorney to file a delinquency petition with the Juvenile Court. The probation officer interviews the minor, family and victims; gathers school, health, mental health, and social services information; completes an assessment; and recommends a case plan for the minor and the family.

- **Adult and Juvenile Field Supervision:** Convicted offenders placed on probation by the Court are placed under the supervision of an assigned probation officer. The probation officer determines the level and type of supervision, consistent with the court ordered conditions of probation. Probation field supervision provides for public safety and the rehabilitation of offenders through the enforcement of conditions of probation and the provision of case management services. The Probation Department is also responsible for several specialized field supervision programs for both adult and juvenile offenders.

Other ancillary services include:

- *Community Service Work Programs:* The Probation Department runs both adult and juvenile community service work programs. These programs provide an alternative sanction for the Court and serve as a means of restitution/retribution to the community. The adult community service work program is partially self-funded through fees paid by offenders. The juvenile program is funded through the State Juvenile Justice Crime Prevention Act (JJCPA).
- *Guardianship and Step-Parent Adoption Investigations:* These investigations are completed by the Probation Department upon the referral/appointment of cases through the Family Court.

- *Revenue Recovery Services:* The Penal Code, Welfare and Institutions Code, and Family Code allow for the recommendation and setting of fines and fees at the time of sentencing or disposition. Probation revenue recovery staff conducts family financial investigations to determine ability to pay for services, fines and fees. Probation Officers monitor and enforce payments.
- *Fiscal / Administrative Support Services:* Administrative support services personnel are responsible for the processing of court related documents, accounting/tracking of revenues and expenditures, budget preparation and monitoring, the preparation of employee payroll, and the processing of time studies and associated federal and State administrative claims. Administrative claiming for federal/state revenue continues to be a critical function within administrative services due to the on-going reliance upon alternative funding streams to support the sustainability of core programs and services.

Grants supporting Probation Services:

1. The Evidence-Based Probation Supervision Program (EBPSP) was funded through the federal American Reinvestment and Recovery Act-Justice Assistance Grant program through September 2012 and was attached to SB 678. The goal of SB 678 is to support the implementation of evidence-based practices in adult community corrections, thereby improving outcomes of felony offenders and reducing the likelihood of

offenders being sentenced to prison. Another aspect of this legislation is that it incentivizes improved outcomes. The Department's program has continued to successfully reduce the number and percentage of total offenders revoked to prison. As a result, the Probation Department will receive a third incentive payment in FY 2013-14. The amount of this payment will likely be significantly reduced as a result of the Governor's Public Safety Realignment of 2011, which shifted persons convicted of non-serious, non-violent, non-sex offenses to local jail custody in lieu of prison. EBSP grant funding supported retention of 1.0 FTE Probation Officer position, which was picked up at the end of the grant with SB 678 funds. Senate Bill 678 funding also supports 2.0 FTE additional Probation Officer positions in Adult Field Services, essentially restoring what would have been cut two years ago, maintaining caseloads for high risk offenders at a ratio of 1:50. Incentive payment funding is restricted to enhancing formal probation supervision services and may not supplant existing services.

2. The Department also receives the Disproportionate Minority Contact –Technical Assistance Project II (DMC-TAP II) Grant. This project includes a 3-plus-year graduated cycle of funding to support counties in evaluating and addressing the overrepresentation of minority youth who come into contact with the juvenile justice system. The grant requires contracting with a DMC consultant to advise and guide the Department in the DMC assessment process, identification of data system needs, and DMC stakeholder training. The grant

also supports the activities of a departmental project coordinator responsible for overseeing data collection and analysis, facilitating stakeholder meetings, and reporting. The third and final cycle of funding began October 1, 2012, for a 15-month grant period, which will conclude December 31, 2013. This funding supports a part-time DMC coordinator position that has been filled by a retired annuitant. With the end of grant funding, contract services and the coordinator position will be unfunded at mid-year.

3. The Department is in its final year of the Evidence Based Practices Program Grant, which began October 1, 2011. This project has involved a consulting contract with the University of Cincinnati, School of Criminal Justice Research (UC). The grant funding has supported UC conducting an organizational assessment of the Department's implementation of evidence-based practices (EBP), hiring of an Administrative Analyst to assist with development of an EBP data management plan, and UC training of probation officers in Effective Practices in Community Supervision, among other things. The grant officially ends September 30, 2013. The Department will have to assume the cost of the 1.0 FTE Administrative Analyst position going forward.

Overall, budgeted revenues have remained relatively static while costs have risen significantly; at the same time, the State passed legislation realigning significant additional responsibilities to counties with regard to juvenile and adult corrections populations (the 2011 Realignment Act Addressing

Public Safety, or AB109). The total FY 2013-14 budget for Probation Services is \$5,420,511, an increase of \$204,906, or 4%, from the FY 2012-13 Adopted Budget of \$5,215,605. This increase is primarily due to higher salary and benefit costs. The recommended personnel allocation is 64.5 FTE positions. Of these, thirteen positions will remain unfunded and frozen due to prior year budget reductions. A vacant Senior Legal Office Assistant is being deleted and a Legal Office Assistant I/II is being added.

1100 245 Adult Drug Court

The Adult Drug Court program is a successful collaborative therapeutic court program focusing on high and moderate risk adult felony probationers who have known alcohol/drug involvement. Offenders are referred to treatment and other social services within the community, which promote a clean, sober, productive and crime-free lifestyle. Regular monitoring and drug testing by the treatment team supports public safety objectives, and are reinforced by the use of incentives and graduated sanctions. Successful cases significantly reduce local and state costs by reducing crime, incarceration, and the health and social service impacts of untreated addictions.

Funding for Adult Drug Court is a blend of State funds and client fees. The Governor's 2011 Public Safety Realignment shifted funding and oversight for the Drug Court Partnership and Comprehensive Drug Court Implementation programs to local jurisdictions, so they are no longer considered grant funded. The drug court funds now flow through a 2012 Realignment Behavioral Health subaccount.

The Adult Drug Court budget for FY 2013-14 is \$219,252, which represents no change from FY 2012-13. For Adult Drug Court, 2.0 FTE positions are recommended.

1100 257 Title IV-E Waiver

Senate Bill 163 (1997) allows counties to seek a waiver from State and federal regulations that govern the use of State and county foster care funds to provide individualized Wraparound services to children and their families. The children must have been or must be at risk of being placed in Rate Classification Levels (RCL) 10-14 group homes, which are homes providing the highest level of care at the highest cost. Humboldt County sought and received this authorization to become one of the pilot counties through the waiver process and this budget represents Probation's participation with the Department of Health & Human Services in the local plan.

The FY 2013-14 budget for the Title IV-E Waiver program is \$216,679, an increase of \$11,437, or 6%, from FY 2012-13. This increase is due to higher program and salary and benefit costs. There are 2.0 FTE positions recommended for this budget unit.

1100 294 Public Safety Realignment

Assembly Bill 109 (2011) and subsequent legislation made significant changes to felony sentencing options and realigned responsibility for State adult corrections populations to counties in response to a federal mandate to reduce the prison population and address ongoing State budget shortfalls. The legislation requires counties to form Community Corrections

Partnerships (CCP) made up of various public and private stakeholders, which are to develop local community corrections plans to manage the realigned offenders and deal with other resulting impacts to local corrections and the criminal justice system. On October 1, 2011, counties assumed these responsibilities.

Funding for Public Safety Realignment comes from a combination of State sales tax, vehicle license fees and State general funds should revenues fall short. The allocation formula for FY 2012-13 and FY 2013-14 was based on county population, the county's average daily population in State prison of qualifying offenders, and county performance data associated with Senate Bill 678 (2009) – the Probation Performance Incentive Fund program. The Governor secured and protected this funding constitutionally in November 2012 with the voter-passed initiative, Proposition 30 (a sales and income tax increase).

Humboldt County's plan was developed over a period of several months and was based on data provided by the State, a needs assessment of the local corrections system, recommendations regarding best practices, and with input from the CCP. The plan incorporates options for community supervision, treatment and other support services for offenders, the addition of secure housing jail beds and expanded jail alternative programs, with the goal of maximizing community safety by reducing offender recidivism. The plan established a Community Corrections Resource Center, operational since April 2012, which serves as a "one stop shop" within a block of the courthouse. Additionally, the plan re-creates the County's supervised own recognizance and electronic

monitoring program. These collaborative programs involve staff from Probation, the Sheriff's Office, Department of Health and Human Services and local service providers.

The Public Safety Realignment budget for FY 2013-14 is \$1,509,866, an increase of \$43,516, or 3%, from FY 2012-13. This increase is primarily due to higher salary and benefit costs. For Public Safety Realignment, 11.0 FTE positions are recommended for FY 2013-14.

2012-13 Accomplishments

1. Completed training and began implementation of EPICS case management skills, improving health and safety by affecting positive offender outcomes.
2. Secured the final cycle of funding related to the Disproportionate Minority Contact grant and rolled out policy and program changes developed in the first two phases of the program with juvenile justice stakeholders, further improving services to vulnerable over-represented minority populations.
3. Continued to work toward bringing the Community Corrections Partnership plan for 2011 Public Safety Realignment to full implementation and monitored for effectiveness to improve public health and safety.

4. Developed and implemented policies and practices to increase the utilization of performance and outcome data to provide for and maintain infrastructure that should result in enhanced public safety and health as well as management of resources to ensure sustainability of services.

2013-14 Objectives

1. To revisit the Department's strategic plan and establish new goals and objectives for the next 5 to 10 years, incorporating Evidence-Based Practices and lessons learned from recent initiatives and stakeholder input. This will help provide community-appropriate levels of service and help enforce laws and regulations to protect residents.
2. To develop and implement a data management plan that will support the Department's new strategic goals and objectives as well as providing a feedback loop for continuous quality improvement of services. This will manage resources to ensure sustainability of services and help enforce laws and regulations to protect residents.



1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Other Gov't'l Agencies	\$1,260,365	\$1,041,379	\$1,299,234	\$1,255,461	\$1,282,492	\$1,282,492	\$27,031
Charges for Services	117,854	110,228	144,400	175,904	96,500	96,500	(79,404)
Other Revenues	185,560	56,226	3,010	3,098	1,050	1,050	(2,048)
General Fund Support	1,235,193	1,716,943	1,608,824	1,607,243	2,136,926	2,136,926	529,683
Total Revenues	\$2,798,972	\$2,924,776	\$3,055,468	\$3,041,706	\$3,516,968	\$3,516,968	\$475,262
Expenditures							
Salaries & Benefits	\$2,332,022	\$2,471,786	\$2,598,526	\$2,573,092	\$2,941,172	\$2,941,172	\$368,080
Supplies & Services	432,762	429,771	413,053	438,620	542,380	542,380	103,760
Other Charges	22,464	21,725	19,436	26,045	33,666	33,666	7,621
Fixed Assets	11,724	15,515	27,529	7,124	0	0	(7,124)
Expense Transfer	0	(14,021)	(3,076)	(3,175)	(250)	(250)	2,925
Total Expenditures	\$2,798,972	\$2,924,776	\$3,055,468	\$3,041,706	\$3,516,968	\$3,516,968	\$475,262
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Allocated Positions	37.90	37.90	37.90	38.90	38.90	38.90	0.00
Temporary (FTE)	6.00	2.66	4.57	3.40	3.65	3.65	0.25
Total Staffing	43.90	40.56	42.47	42.30	42.55	42.55	0.25

Purpose

Juvenile Detention Services contains the following budget units: Juvenile Hall (234) and Regional Facility (254).

Juvenile Hall is mandated under Section 850 of the Welfare and Institutions Code. The primary mission of the Juvenile Hall is to provide for the safe and secure confinement of juvenile offenders determined to be a serious threat of harm to themselves and/or the community. Section 210 of the Welfare and Institutions Code mandates minimum standards for Juvenile Hall and is defined in Titles 15 and 24, California Code of Regulations.

The Regional Facility is an 18-bed secure treatment facility authorized pursuant to Chapter 2.5, Article 6, Sections 5695-5697.5 of the Welfare and Institutions Code. The facility is specifically designed and operated to serve those juvenile wards of the court with serious emotional problems and a history of treatment/placement failures in less restrictive residential settings. The Regional Facility currently provides a vital resource for the County's most high need, high risk youth while holding down County costs associated with out of home placements.

Recommended Budget

The recommended budget for FY 2013-14 is \$3,516,968, an increase of \$257,502 or 8% from the previous year. The General Fund contribution is \$2,136,926, which represents a

\$227,431 increase from FY 2012-13. This increase is primarily due to changes in salary, benefit and insurance costs.

Recommended Personnel Allocation

The recommended personnel allocation is 38.9 FTE positions. Of these, two positions will remain unfunded and frozen due to prior year budget reductions. There are no changes from the previous fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Between the Juvenile Hall and the Regional Facility, the Detention Services Division provides a total of 44 secure beds for juvenile wards of the court ranging in age from eight to eighteen. Detention Services provides a wide array of programming including but not limited to education, health/mental health care, substance abuse services, recreation, independent living skills, supervision, case management, counseling, and professional staff who act as parental role models.

As the result of the 2007 State Department of Juvenile Justice (DJJ) realignment shifting lower risk juvenile offenders from State to local jurisdiction, the State, through Senate Bill 81, appropriated Youthful Offender Block Grants to counties to

provide funding for programs and services to serve this population in lieu of commitment to DJJ. These funds support the Regional Facility New Horizons program in budget unit 254.

1100 234 Juvenile Hall

The primary function of Juvenile Hall is to provide detention and short-term care for delinquent youth within specified provisions of the California Welfare and Institutions Code. Juvenile Hall is designed to house juvenile offenders in a safe, humane environment while maintaining the level of security necessary to prevent escape and assault or intimidation by other juveniles. Juvenile Hall has limited control over who is admitted and no control over length of stay. Once a minor is admitted to Juvenile Hall he/she has certain fundamental rights regarding conditions of confinement. Juvenile Hall, unlike many County agencies, has the responsibility for the 24-hour custodial care of detained minors and has no discretion with regard to providing mandated services and supervision.

In January 2009, the Department submitted a juvenile facilities state construction grant application requesting funding assistance to replace the existing 40 year old building with a new 30-bed facility. Unfortunately, the County's application was not selected for funding at that time. However, on October 19, 2010, Assembly Bill 1628 was signed by the Governor authorizing a \$200 million augmentation in lease-revenue bond financing to the Local Youthful Offender Rehabilitative Facilities Construction Financing Program. On December 1, 2010, the Department was notified of a conditional award of \$12,930,869 for the construction of a new juvenile hall. On

March 1, 2011, the Board of Supervisors recognized the grant award and authorized appropriate County departments to proceed without yet formally committing to acceptance of the grant award until a future date. Probation, in conjunction with the County Administrative Office, Public Works and the Treasurer, is working with the State toward ultimate contractual acceptance of the grant award.

The total FY 2013-14 budget is \$2,046,846, an increase of \$125,223 or 7%, from FY 2012-13. The increase is primarily due to changes in salary and benefit costs. For Juvenile Hall, 21.4 FTE positions are recommended, with 1.0 FTE frozen for FY 2013-14.

1100 254 Regional Facility

The New Horizons program is a multi-disciplinary 180 day intensive treatment program provided within the secure environment of the 18-bed Northern California Regional Facility. The program is designed to improve the County's capacity to reduce juvenile crime by focusing on juvenile court wards with co-occurring mental health disorders who are at imminent risk of out of home placement, and have a history of treatment failures in open residential settings, but whose adjudicated crimes do not meet the threshold for commitment to the State Division of Juvenile Justice.

Treatment services include a combination of medication support, individual, group and family counseling, alcohol/drug assessment and counseling, skills development focused on anger management, the development of moral judgment, conflict resolution, victim awareness and independent living

skills. The evidence-based Aggression Replacement Training, Trauma Focused Cognitive Behavioral Treatment, and the MATRIX substance abuse treatment curricula are used as the primary treatment modalities for the program.

Individualized, strength-based case plans are developed using the Family to Family-Team Decision Making process followed by the integration of wraparound services to support the youth and family throughout the youth's re-entry to community care programming.

The total FY 2013-14 budget is \$1,470,122, an increase of \$132,279, or 10%, from FY 2011-12. This increase is due to additional program costs and changes in salaries and benefits. For the Regional Facility 17.5 FTE positions are recommended, with 1.0 FTE frozen for FY 2013-14.

2012-13 Accomplishments

1. Maintained the Juvenile Hall average daily population at or below its rated capacity of 26 minors, enforcing laws and regulations to protect residents and staff.
2. Submitted real estate due diligence packet to the State, secured County match funding and completed the RFP/RFQ process related to Juvenile Hall replacement.

Continued work toward securing State contracts to move the project toward beginning construction. This project, when completed, will provide for and maintain infrastructure associated with juvenile detention mandates, enforce laws and regulations, and will improve the safety and health of detainees, staff and visitors to that institution.

2013-14 Objectives

1. To continue to maintain the Juvenile Hall average daily population at or below its rated capacity of 26 minors. This will help enforce laws and regulations to protect residents and staff.
2. To complete contract negotiations with the selected design firm and finalize a design for the new Juvenile Hall project. This will provide for and maintain infrastructure.
3. To maintain contracts with outside counties for up to 2-3 beds in the Regional Facility New Horizons program. This will help manage resources to ensure sustainability of services and build regional cooperation.

1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$359,837	\$402,089	\$487,187	\$493,235	\$516,338	\$516,338	\$23,103
Charges for Services	730,571	708,696	40,386	42,305	44,000	44,000	1,695
Other Revenues	546	305	140	150	100	100	(50)
General Fund Support	1,999,095	2,036,784	2,243,647	2,410,710	2,532,758	2,485,598	74,888
Total Revenues	\$3,090,049	\$3,147,874	\$2,771,360	\$2,946,399	\$3,093,196	\$3,046,036	\$99,637
Expenditures							
Salaries & Benefits	\$2,879,892	\$2,941,567	\$2,585,604	\$2,674,144	\$2,790,930	\$2,790,930	\$116,786
Supplies & Services	153,425	155,918	135,070	216,176	249,838	202,678	(13,498)
Other Charges	56,732	50,389	50,686	47,775	52,428	52,428	4,653
Fixed Assets	0	0	0	8,304	0	0	(8,304)
Total Expenditures	\$3,090,049	\$3,147,874	\$2,771,360	\$2,946,399	\$3,093,196	\$3,046,036	\$99,637
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Allocated Positions	29.90	29.80	25.60	28.40	28.40	28.40	0.00
Temporary (FTE)	0.50	0.00	1.01	0.40	0.50	1.00	0.60
Total Staffing	30.40	29.80	26.61	28.80	28.90	29.40	0.60

Purpose

The Public Defender Department is the primary provider of Court-appointed legal services to persons who lack the funds to hire counsel and are facing criminal charges or other potential deprivation of civil rights. In order to level the playing field, the US Supreme Court, California Legislature and California Courts have ordered that the County provide an attorney whenever a person faces the forcible deprivation of liberty by incarceration, loss of income or loss of rights, and that person cannot afford an attorney. In Humboldt County, the attorney appointed most often a deputy Public Defender.

The Public Defender protects the rights of persons, adult or juvenile, charged with criminal activity, or who are deprived of liberty and property because they are alleged to be gravely disabled. The Public Defender acts for the County in protecting these vulnerable and disenfranchised persons. The Public Defender helps protect and defend those who are the subject of proceedings during or after confinement where the continued confinement or other deprivation of civil liberties is alleged to be improper or illegal. In so doing, the Public Defender promotes a safe and healthy community by making certain that laws and regulations are enforced in a non-discriminatory and constitutional manner.

A number of overlapping mandates apply: See the U.S. Constitution (Amendments VI and XIV); the Constitution of California (Article 1, Section 15); California Penal Code sections 686, 859, 982.2, and 987; and Government Code sections 27700 and 27706.

The right of indigent persons to competent and effective counsel supplied by the government has been established by the United States Supreme Court in a number of specific areas: *Powell vs. Alabama* (1932) 287 U.S. 45; *Gideon vs. Wainwright* (1963) 273 U.S. 335 (felony cases); *Argersinger vs. Hamlin* (1972) 407 U.S. 25, 37-38 (misdemeanor cases); *In re Gault* (1967) 387 U.S. 1 (juvenile cases).

Additionally, California law requires a publicly funded legal defense in other proceedings: See Welfare and Institutions Code sections 317 and 300 (child dependency proceedings); Welfare and Institutions Code sections 5365 and 6500 (involuntary mental illness commitments), and Probate Code section 1470 *et seq.* (involuntary conservatorships).

The federal constitution, state constitution, and California statutory law guarantee that all persons who face the potential loss of significant liberty in criminal or other special proceedings have the right to an attorney, and if unable to afford an attorney, one will be provided at government expense.

The Public Defender Department includes the following budget units: Public Defender (219), Conflict Counsel (246), and Alternate Counsel (253).

Recommended Budget

The recommended budget for FY 2013-14 is \$3,046,036, an increase of \$137,197 from the previous year's Adopted Budget of \$2,908,839. The General Fund contribution is \$2,485,598,

which represents an \$111,626 increase from FY 2012-13. This increase is primarily due to changes in salary, benefit and insurance costs.

Supplemental Requests

The Public Defender submitted a supplemental request for \$47,160 for 39 computers that need to be replaced or purchased, along with software to be updated for each computer. Updating the basic hardware and software systems for the Department will help manage resources to ensure sustainability of services. The need for replacement and updates is increasingly urgent. The Public Defender office has had to replace on an emergency basis several computers over the past two years due to hardware being so outdated that it was beyond repair. Along with new computers for each workstation, the Department is also seeking to purchase a laptop for each attorney in order to upgrade the file management system away from a paper-based system. Laptops will also better assist attorneys in currently managing numerous cases in court, and allow attorneys to manage files in a safer manner.

This supplemental request was not recommended for funding because it did not achieve a priority level that allowed it to be funded based on limited financial resources. Some of the oldest computers and software were replaced as part of a technology upgrade done during the third quarter of FY 2012-13.

Recommended Personnel Allocation

The recommended personnel allocation for the Public Defender Department is 28.40 FTE with 2.90 FTE remaining frozen. A 1.00 FTE Supervising Legal Secretary was deleted from Conflict Counsel and transferred to Alternate Counsel and a 1.00 FTE Supervising Legal Secretary was deleted from Alternate Counsel and added to Conflict Counsel. There is no change in the total number of positions allocated.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

On January 1, 2013, all County indigent defense offices were merged under the Public Defender and the department head position of Conflict Counsel was eliminated. This model provides maximum flexibility in addressing the indigent defense needs of the County in a cost-efficient manner while centralizing the administrative responsibilities for all indigent counsel offices.

The Public Defender Department in all its divisions provides appointed counsel as mandated in certain cases by the federal and State Constitutions, statutory and case law.

1100 219 Public Defender

This is the main office of the Public Defender. Continuing increases in workload and responsibility in providing legal services to indigent persons create challenges for the Public Defender due to this office's work environment and its staffing levels. Long term, improvements in the work environment and training regimes will allow the Public Defender to continue to improve in its ability to effectively provide services to Humboldt County.

The Public Defender main office provides primary representation in 60% of the appointments by the Humboldt County Superior Court for indigent adults charged with crimes. This office represents adults charged with criminal activity who are cited to appear in the Klamath/Trinity Court, the Garberville Court, and the Arcata, Eureka and Garberville homeless courts. Public Defender attorneys are appointed to represent persons released from the California Department of Corrections and Rehabilitation who are alleged to have violated the terms of their Post Release Community Supervision. Additionally they are appointed to represent persons involuntarily detained as gravely disabled who object to their continued detention or refuse prescribed medications while detained involuntarily in locked psychiatric facilities.

The Public Defender main office is also the primary source for appointed counsel in petitions alleging a juvenile is engaged in criminal activity and facing wardship.

The total budget for FY 2013-14 is \$1,664,138, a decrease of \$28,900 from FY 2012-13. The total number of positions

for FY 2013-14 is 16.00 FTE with 1.00 FTE position remaining frozen.

1100 246 Conflict Counsel

Conflict Counsel provides primary representation in 40% of the appointments by the Humboldt County Superior Court for indigent adults charged with crimes. Conflict Counsel also is appointed when the main office declines an appointment due to a conflict of interest.

The total budget for FY 2013-14 is \$879,064, a decrease of \$106,003 from FY 2012-13. The decrease is due to 1.9 FTE being moved to Alternate Counsel in January 2013. The total number of positions recommended for FY 2013-14 is 8.90 FTE with 1.90 positions remaining frozen.

1100 253 Alternate Counsel

Alternate Counsel is appointed when both the Public Defender and Conflict Counsel decline an appointment due to a conflict of interest. Alternate Counsel also is appointed in all cases arising out of the misdemeanor settlement court to assist indigent persons in determining whether he or she desires to settle the charges at an early stage in the process. If the misdemeanor case does not resolve, the misdemeanor case is transferred from the settlement court, the alternate counsel is relieved and the appropriate division of the Public Defender is appointed to litigate the case further. Alternate Counsel also represents persons who are subject to conservatorship proceedings.

Alternate Counsel is appointed when the main office of the Public Defender declines an appointment due to a conflict of interest in petitions alleging a juvenile is engaged in criminal activity and facing wardship due to a conflict of interest.

The total budget for FY 2013-14 is \$502,834, an increase of \$273,167 from FY 2012-13. This increase is primarily due to the budget unit being funded for only six months last fiscal year. The total number of positions requested for FY 2013-14 is 4.00 FTE with no positions frozen.

2012-13 Accomplishments

1. Expanded and maintained court for homeless persons in Arcata and Eureka while creating similar programs for persons in Southern Humboldt. The creation of these alternative problem-solving courts has enabled persons with uncertain prospects the ability to remove obstacles to further stability. This helps protect vulnerable populations.
2. Implemented realignment representation for persons returned to Humboldt County from State Prison and facing further confinement in Humboldt County on activity that would have resulted in the past in parole revocation proceedings and potential incarceration in State Prisons. This provided community-appropriate levels of service.
3. Created an effective reorganization of Public Defender Offices, creating a third office to address changes and

to effectively manage resources to ensure the sustainability of services.

2013-14 Objectives

1. To expand and maintain courts for homeless persons in Arcata, Eureka and Southern Humboldt while creating similar programs for persons in Klamath/Trinity. This will enable the Department to protect vulnerable populations.
2. To implement and expand realignment services to meet the new responsibilities of representing persons facing parole revocation proceedings. This new responsibility for the criminal justice partners in Humboldt County of dealing with hearings formerly conducted by the State of California, Board of Prison Terms, and Parole Board will be transferred to the County starting July 1, 2013. This will protect vulnerable populations and provide community-appropriate levels of service.
3. To finalize the reorganization of Public Defender Offices started in January 2013. This will allow for management of resources to ensure the sustainability of services.
4. To digitize records and processes in the Public Defender Offices so as to increase efficient use of resources and personnel. This will manage resources to ensure sustainability of services.

Goals

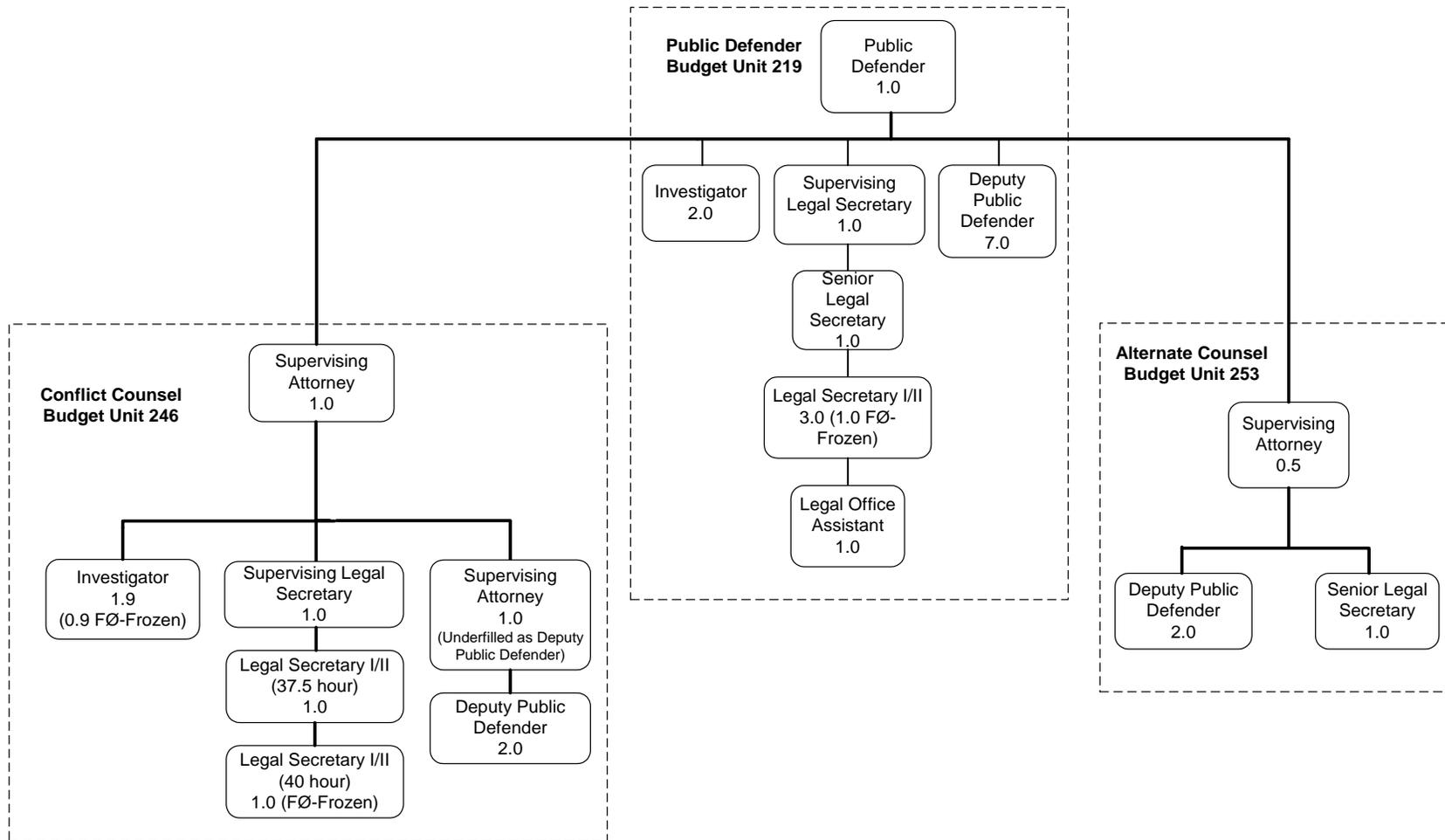
1. To implement strong and clear policy guidelines on meeting the needs of clients.
2. To implement strong and clear policy guidelines on meeting the needs of the Superior Court and County agencies.
3. To open avenues of communication between the branches of the criminal justice community to foster respect.
4. To open avenues of communication within the dependency and delinquency communities to foster respect and communication so as to articulate and effectuate the best interests of the minor.

Performance Measures

1. <i>Description of Performance Measure: Attorney Caseload – Public Defender</i>				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
5,682 total adult cases: 1,083 felony/3972 misdemeanor	8,926 total adult criminal cases: 1,853 felony/7,073 misdemeanor	7,348 total adult criminal cases: 2,051 felony/5,297 misdemeanor	3,007 total adult criminal cases: 1,335 felony/1,672 misdemeanor	3,100 total adult criminal cases: 1,400 felony/1,700 misdemeanor
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows the total number of adult criminal cases handled by the Main Office of the Public Defender. This measure shows a projected individual attorney caseload of 334 felony cases for FY 2012-13 and individual attorney caseload of 557 cases for FY 2012-13. Caseloads for FY 2009-10 through 2011-12 are prior to the restructuring of the Public Defender to include Conflict and Alternate Counsel. Although there are no "official" caseload limitations, various studies and jurisdictions have published suggested levels. This indicates the department’s ability to provide community-appropriate levels of service.				

2. <i>Description of Performance Measure: Attorney Caseload – Conflict Counsel</i>				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
Not Available	Not Available	Not Available	2,164 total adult criminal cases: 1,067 felony/1,097 misdemeanor	2,200 total adult criminal cases: 1,200 felony/800 misdemeanor
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measures the total number of adult criminal cases handled by the Conflict Office of the Public Defender. This measure shows a projected individual attorney mixed caseload of 541 felony and misdemeanor cases for FY 2012-13. This indicates the department’s ability to provide community-appropriate levels of service.				
3. <i>Description of Performance Measure: Attorney Caseload – Alternate Counsel</i>				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
Not Available	Not Available	Not Available	710 total adult criminal cases: 41 felony/502 misdemeanor	2,200 total adult criminal cases: 1,200 felony/800 misdemeanor
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measures the total number of adult criminal cases handled by the Alternate Office of the Public Defender. (The Alternate Office came into existence in January 2013.) This measure shows a projected individual attorney caseload of 41 felony cases (though the attorney is a .5FTE position) and 251 misdemeanor cases for FY 2012-13. This indicates the department’s ability to provide community-appropriate levels of service.				

Organizational Chart:



Departmental Summary Table	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Department	\$9,813,007	\$10,577,292	\$12,278,632	\$11,553,668	\$12,016,670	\$12,029,320	\$475,652
General Fund Support	16,486,477	17,043,197	14,718,893	15,368,658	16,670,277	16,000,434	631,776
Total Revenues	\$26,299,484	\$27,620,489	\$26,997,525	\$26,922,326	\$28,686,947	\$28,029,754	\$1,107,428
Expenditures							
Salaries & Benefits	\$20,674,208	\$22,522,712	\$21,945,631	\$21,879,941	\$23,415,260	\$22,809,094	\$929,153
Supplies & Services	4,783,150	4,502,230	4,541,578	\$4,976,707	5,120,453	5,131,893	155,186
Other Charges	479,840	436,453	392,042	\$439,216	497,493	497,493	58,277
Fixed Assets	603,674	409,496	474,906	\$172,844	99,717	37,250	(135,594)
Expense Transfer	(241,388)	(250,402)	(356,632)	(\$546,382)	(445,976)	(445,976)	100,406
Total Expenditures	\$26,299,484	\$27,620,489	\$26,997,525	\$26,922,326	\$28,686,947	\$28,029,754	\$1,107,428
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Allocated Positions	272.08	267.08	273.08	275.08	275.08	275.08	0.00
Temporary (FTE)	14.69	6.00	9.76	9.58	6.75	6.50	(3.08)
Total Staffing	286.77	273.08	282.84	284.66	281.83	281.58	(3.08)

The Sheriff's Office consists of the following budget groups:

Animal Control:

- 1100 278 Animal Control

Custody Services:

- 1100 243 Jail
- 1100 244 Correctional Facility Realignment

Sheriff's Office of Emergency Services:

- 1100 213 Homeland Security
- 1100 274 Office of Emergency Services

Mission

The members of the Humboldt County Sheriff's Office are committed to providing competent, effective and responsive public safety services to the citizens of Humboldt County and visitors to the community, recognizing our responsibility to maintain order, while affording dignity and respect to all persons and holding themselves to the highest standards of professional and ethical conduct.

Goals

1. To retain sufficient staff in all Sheriff's Office Divisions to continue to provide a minimum level of basic core public safety services.

Sheriff's Operations:

- 1100 221 Sheriff
- 1100 225 Airport Security
- 1100 228 Marijuana Eradication
- 1100 229 Boat Safety
- 1100 260 Court Security
- 1100 265 Drug Task Force

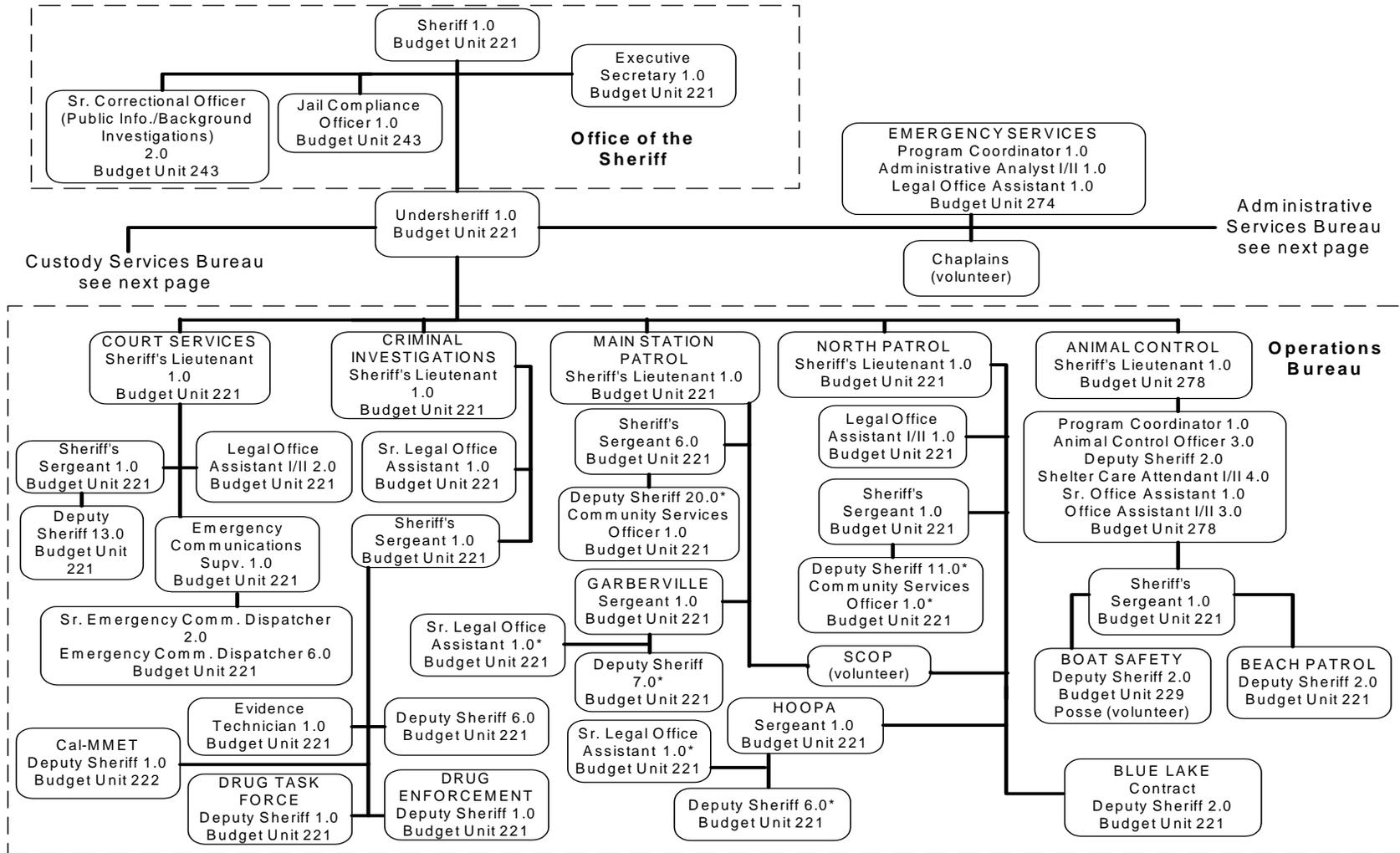
2. To obtain funding through State and federal programs and/or grant funding that will allow the Department to fill the 12 currently allocated but unfunded Deputy Sheriff positions in order to provide increased staffing at the McKinleyville and Hoopa Stations as well as re-staff the Bridgeville and Orleans resident deputy posts.
3. Complete the replacement/upgrade of the computer based Correctional Management System.
4. Continue to replace/upgrade the correctional facility video surveillance system and security systems and make necessary facility repairs.

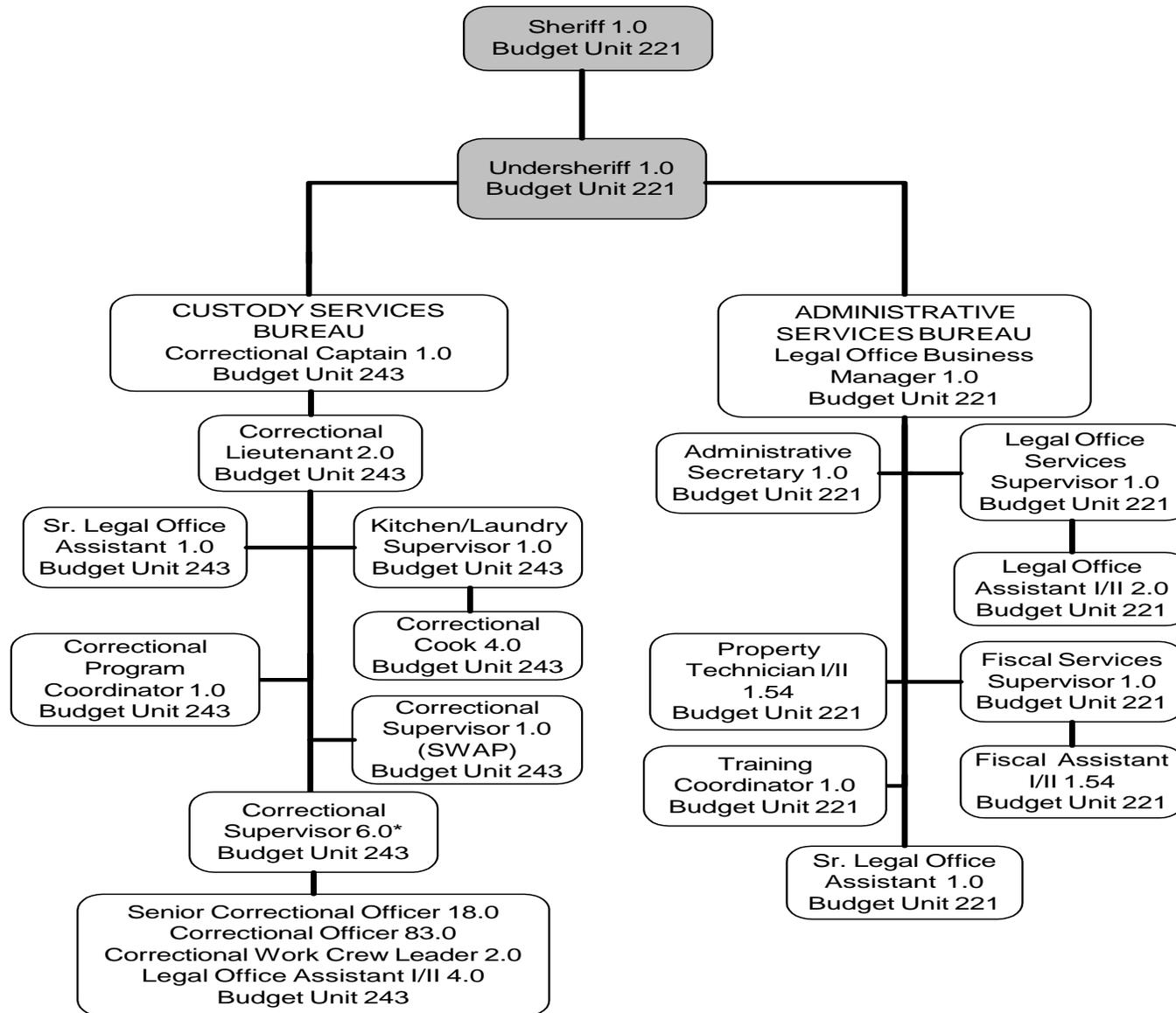
Performance Measures

1. <i>Description of Performance Measure:</i> Percentage of documented reports handled as mail-in reports versus handled in person				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-2014 Estimate</i>
10,541 cases 427 MIR 4%	10,682 511 MIR 5%	9,333 221 MIR 2%	9,500 275 MIR 3%	9,500 275 MIR 3%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows a correlation between available officers and workload, and reflects the Department's ability to reduce the number of mail-in reports, and to provide more in person contact and more thorough investigations. The decrease in staffing versus caseload levels limits further improvement and will most likely result in fewer available officers responding to non-violent cases. This affects the ability to provide community-appropriate levels of service.				
2. <i>Description of Performance Measure:</i> Percentage of civil processes served by due date				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
83%	84%	85%	84%	84%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> One of the primary duties of the Sheriff is to serve civil processes of the court. The measure shows how successful the Office is in meeting its mandate and handling the amount of processes presented within current staffing levels. This measure indicates the ability to provide community-appropriate levels of service.				
3. <i>Description of Performance Measure:</i> Number of arrests made by staff				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
3,568	3,217	3,452	3,500	3,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This is a key measure that helps demonstrate how the Office is doing repressing crime by interdicting violators and repressing criminal activity through enforcement efforts, and correlates to deputy/officer activity/workload demands. This measure indicates the ability to enforce laws and regulations to protect residents.				

4. <i>Description of Performance Measure:</i> Inmates booked into Correctional Facility and the Average Daily Population (ADP) of the Correctional Facility				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
11,009 341	11,268 369	11,421 381	10,500 380	10,750 382
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows the population trend relative to facility capacity, which also allows for more accurate prediction of food, inmate household, and medical costs. It also reflects changes at the State level that are affecting local jail inmate populations. This helps manage resources to ensure sustainability of services.				
5. <i>Description of Performance Measure:</i> Average number of persons on Sheriff's Work Alternative Program and hours of labor provided				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
80,712 hours 291	81,000 291	79,540 269	80,000 273	81,000 290
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows the average number of individuals in the work alternative program that otherwise would be in custody and impacting available bed space. This measure also shows the number of productive work hours these persons provide to governmental and non-profit community agencies as well as the County and Sheriff's Office. This demonstrates ability to provide community-appropriate levels of service.				
6. <i>Description of Performance Measure:</i> Percentage of sheltered animals (dogs and cats) adopted, reunited with owners or accepted by rescue groups				
<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>	<i>FY 2013-14 Estimate</i>
96.8% dogs 63.5% cats	97% dogs 64% cats	93% dogs 62% cats	80% dogs 58% cats	85% dogs 60% cats
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows the success of staff's intensive efforts to reunite animals with their owners, find adoptable homes, and work with other animal rescue groups to secure homes for stray animals brought to the shelter. This measure shows the Office's ability to provide community-appropriate levels of service.				

Organizational Chart:





1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Licenses & Permits	\$341,245	\$315,629	\$359,181	\$320,611	\$310,000	\$310,000	(\$10,611)
Fines, Forfeits & Penalties	50,734	45,226	36,550	30,718	40,000	40,000	9,282
Charges for Services	216,668	218,510	219,163	218,545	220,000	220,000	1,455
Other Revenues	2,775	7,349	7,500	5,000	6,000	6,000	1,000
General Fund Support	510,307	635,465	296,447	248,009	414,064	306,000	57,991
Total Revenues	\$1,121,729	\$1,222,179	\$918,841	\$822,883	\$990,064	\$882,000	\$59,117
Expenditures							
Salaries & Benefits	\$835,882	\$903,143	\$636,593	\$545,642	\$711,213	\$603,149	\$57,507
Supplies & Services	272,006	306,674	268,000	262,500	261,772	261,772	(728)
Other Charges	15,656	14,442	14,248	14,742	17,079	17,079	2,337
Fixed Assets	4,045	0	0	0	0	0	0
Expense Transfer	(5,860)	(2,080)	0	0	0	0	0
Total Expenditures	\$1,121,729	\$1,222,179	\$918,841	\$822,883	\$990,064	\$882,000	\$59,117
<hr/>							
Allocated Positions	15.00	15.00	14.00	14.00	14.00	14.00	0.00
Temporary (FTE)	0.50	0.50	0.22	0.46	0.35	0.35	(0.11)
Total Staffing	15.50	15.50	14.22	14.46	14.35	14.35	(0.11)

Purpose

The Animal Control Division is responsible for the functions of animal regulatory enforcement and for the shelter and care of stray animals for the County.

Recommended Budget

The recommended budget for FY 2013-14 is \$882,000, a decrease of \$30,576 or 4% from the previous year's Adopted Budget of \$912,576. This reduction is due to less monies being available from the Spay Neuter trust fund to help defray the cost of spaying and neutering. The General Fund contribution is \$306,000, which represents a \$7,233 decrease from FY 2012-13. This decrease is primarily due to reductions in insurance charges.

Supplemental Requests

The Sheriff's office submitted two supplemental funding requests totaling \$108,064 for Animal Control. The requests are prioritized and described as follows:

1. A supplemental request for \$41,019 would fund the frozen Office Assistant I/II position at the Animal Shelter. Minimal staffing levels due to budget reductions have resulted in lower revenue because there is insufficient staff to notice, pursue and process licenses. The staff has relied heavily on extra help to

maintain public access. This request would help provide community-appropriate levels of service.

2. A supplemental request for \$67,045 would provide reimbursement to budget unit 221 for the full time Sergeant assigned to facility. The Sergeant has replaced the frozen Lieutenant and Program Coordinator positions but the salary is not being paid by Animal Control. This would increase resources available for patrol in Sheriff Operations and would help provide community-appropriate levels of service.

These supplemental requests were not recommended for funding. While the departmental requests have merit, the County Administrative Office proposed to direct the limited financial resources in the General Fund to reserves in accordance with the Board's articulated goals for FY 2013-14.

Recommended Personnel Allocation

For Animal Control, the total recommended personnel allocation for FY 2013-14 is 14.0 FTE positions. Of these, five positions will remain unfunded and frozen due to prior year budget reductions. There are no changes from the previous fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Animal Control Division consists of Animal Control Officers and non-uniformed kennel staff under the administrative direction of a Sergeant temporarily assigned to the Shelter. In the past, uniformed field staff consisted of two livestock deputies that were assigned to complement the efforts of three animal control officers. Budget reductions resulted in the reduction of uniformed deputies to the program. Regulatory enforcement provides for the health and welfare of both people and animals throughout the unincorporated areas of Humboldt County by enforcing laws and regulations pertaining to stray animals, impounding vicious and potentially dangerous dogs, enforcing compulsory rabies vaccination and quarantine ordinances, conducting animal bite investigations and licensing dogs.

This Division is responsible for the operation of the County's 14,000 square foot Animal Shelter. Domestic animals from the unincorporated areas of the County, along with those from certain contract cities, are brought to the shelter. Over 2,100 animals are brought into this shelter annually and over 16,100 dogs are licensed. Costs of shelter operations are offset by a number of revenue streams, including payments from contract cities.

One of the issues that plagues the Animal Shelter is crowding due to an overpopulation of unwanted domestic animals in Humboldt County. Division staff is working with local animal welfare organizations to increase spaying and neutering of

animals, and with local media outlets to educate the public on the subject.

Prior budget reductions were met with transfers from the Spay Neuter trust fund, which was not sustainable and depleted the trust balance that had taken years to build. For FY 2013-14, the transfer from the trust has been reduced by \$31,000. In addition, 35% of the allocated positions remain frozen and unfunded.

2012-13 Accomplishments

1. Continued to work with local animal welfare organizations to adopt out animals. This is a public/private partnership that helps keep euthanasia rates low.
2. Completed the Humboldt County Animal Response Contingency Plan. This will create opportunities for improved safety and health for both animals and people in the event of an emergency.
3. Continued to educate the public about responsible pet ownership and the benefits of spaying and neutering, thereby inviting civic engagement and awareness of available services.
4. Educated the public about rabies vaccinations for dogs and cats and why it is important, thereby inviting civic engagement and awareness of available services.

2013-14 Objectives

1. To pursue funding to return sworn uniformed personnel to Animal Control regulatory enforcement to provide community-appropriate levels of service.
2. To continue to explore options to restore hours of operation to better serve the public and allow for more animals to be reunited with their owners. This will provide community-appropriate levels of service.
3. To continue to pursue funding to increase staffing levels to provide better oversight and a healthier environment for the animals housed in the facility, thereby providing community-appropriate levels of service.
4. To continue to increase the number of volunteers at the shelter and improve training and obedience of shelter dogs. This builds public/private partnerships to solve problems and helps protect vulnerable animal populations.



1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$2,024,957	\$2,351,523	\$2,564,134	\$2,631,014	\$2,679,750	\$2,679,750	\$48,736
Charges for Services	928,479	759,796	1,104,957	806,024	920,000	932,650	126,626
Other Revenues	14,267	106	11,325	2,500	1,050	1,050	(1,450)
General Fund Support	7,895,761	8,213,095	8,056,696	8,096,924	8,990,147	8,953,970	857,046
Total Revenues	\$10,863,464	\$11,324,520	\$11,737,112	\$11,536,463	\$12,590,947	\$12,567,420	\$1,030,957
Expenditures							
Salaries & Benefits	\$8,383,112	\$9,059,853	\$9,428,151	\$9,129,589	\$9,925,496	\$9,925,496	\$795,907
Supplies & Services	2,332,723	2,122,535	2,183,123	2,241,822	2,481,927	2,520,867	279,045
Other Charges	116,637	110,444	92,205	102,190	121,057	121,057	18,867
Fixed Assets	30,992	31,688	33,633	62,862	62,467	0	(62,862)
Total Expenditures	\$10,863,464	\$11,324,520	\$11,737,112	\$11,536,463	\$12,590,947	\$12,567,420	\$1,030,957
<hr/>							
Allocated Positions	127.00	125.00	128.00	128.00	128.00	128.00	0.00
Temporary (FTE)	5.77	3.50	2.55	1.56	1.40	1.40	(0.16)
Total Staffing	132.77	128.50	130.55	129.56	129.40	129.40	(0.16)

Purpose

The Custody Services Division is responsible for the operation of the County Jail and its related programs. Government Code Section 26605 and Penal Code Section 4000 mandate that it is the duty of the Sheriff to be the sole and exclusive authority in the operation of the County Jail and in the supervision of its inmates.

Custody Services consists of two budget units: Sheriff-Jail (243) and Correctional Facility Realignment (244).

Recommended Budget

The recommended budget for FY 2013-14 is \$12,567,420, an increase of \$363,621, or 3%, from the previous year's Adopted Budget of \$12,203,799. The General Fund contribution is \$8,953,970, which represents a \$350,589 or 4% increase from FY 2012-13. This increase is primarily due to changes in salary, benefit and insurance costs.

Supplemental Requests

The Sheriff's office submitted two supplemental funding requests totaling \$127,967 for Custody Services. The requests are prioritized and described as follows:

1. A supplemental request for \$70,000 would replace or repair required Jail equipment. This would replace security cameras throughout the facility, a dishwasher

and the battery back up system. In the event of power outage, if the generator does not kick in, the facility would be highly compromised without the battery back-up. This request supports the Board's Strategic Framework by providing for and maintaining infrastructure.

2. A supplemental request for \$57,967 would purchase a Time Keeping System which includes both hardware and software. This system would track officer rounds and cell checks and provide defensible documentation of all recorded cell checks and required checks of safety equipment. Additionally this request would repair or replace safety equipment including tasers, firearms, taser batteries, chairs/stools, garbage bins/carts, paint, repairs to the walk in refrigerator floors, cordless phones for officers in housing units, repairs to food carts, keys and cylinders.

These supplemental requests were not recommended for funding. While the departmental requests have merit, the County Administrative Office proposed to direct the limited financial resources in the General Fund to reserves in accordance with the Board's articulated goals for FY 2013-14.

Recommended Personnel Allocation

For Custody Services, the total recommended personnel allocation for FY 2013-14 is 128.0 FTE positions. Of these, 20 positions will remain unfunded and frozen due to prior year

budget reductions. There are no changes from the previous fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

1100 243 Sheriff-Jail

This budget unit primarily funds the staff and operations of the County's 391-bed Correctional Facility (Jail) and manages and operates the Sheriff's Work Alternate Programs (SWAP), which allow qualified individuals to perform community service work rather than be incarcerated. This division operates a small corrections farm where staff and SWAP workers raise beef cattle, hogs, chickens, and vegetables for the benefit of the jail and its food services. SWAP also cuts firewood and provides it to the Humboldt Senior Resource Center for sale to senior citizens. Under contract, this division operates and manages the Cal-Trans Program which provides inmate workers under the supervision of correctional officers to assist the California Department of Transportation with highway clean-up projects.

Several educational programs are provided within the Jail in conjunction with the Eureka Adult School. Under staff supervision, inmates work in the Facility Kitchen and Laundry and perform general janitorial duties. Mental health, alcohol

and other drug support and medical services are provided to incarcerated individuals on a seven-day-a-week basis.

Over the last couple of years, this Division has experienced significant correctional officer staff vacancies, which have caused overtime expenditures to steadily increase. Due to overall budget reductions, it is estimated that this trend will continue. The vacancy rate will not drop below 12% due to the number of frozen positions necessary to meet budget targets.

Another area of concern is the necessity for physical plant improvements and repairs required due to normal facility operations. There is minimal contingency in the budget to cover these costs. The Division also continues to experience increased costs for food, clothing, household supplies and costs for transporting inmates to other facilities in the State.

The recommended budget is \$12,301,928, which is a \$350,589 or 4% increase from FY 2012-13. This increase is primarily due to changes in salary, benefit and insurance costs. The total number of positions is 125.00 FTE, with 20 positions unfunded and frozen.

1100 244 Correctional Facility Realignment

This program is the Correctional Facility portion of the State 2011 Realignment program that shifted certain inmate populations from the State level to the local level. Humboldt County Correctional Facility has utilized this funding to expand bed space and contribute to housing and feeding the inmates that remain in custody. Under this program, staffing

has been expanded to allow for inmates that meet the criteria to participate in work crews assisting in local projects.

The recommended budget is \$265,492, which is a decrease of \$9,303 or 3% from FY 2012-13. This decrease is primarily due to changes in insurance costs. The total number of positions is 3.0 FTE.

2012-13 Accomplishments

1. Developed a recruitment film for Correctional Officers to help with retention, which should reduce staff stress and overtime costs and manage resources to ensure sustainability of services.
2. Purchased a used skid loader to facilitate the operation of the Senior Wood Project. This will ensure sustainability of services and provide community-appropriate levels of service.
3. Purchased a new industrial clothes washer for the Jail. This provided for infrastructure.
4. Developed a program to subsidize alternative work program fees with funding from AB 109 (the 2011 Realignment Legislation affecting public safety) in an effort to reduce the jail population. This will help enforce laws and regulations to protect residents.

2013-14 Objectives

1. To continue to work on recruitment and retention of Correctional Officers to reduce staff stress and overtime costs. This will manage resources to ensure sustainability of services.
2. To continue to efficiently implement AB 109 and successfully address any resulting issues. This will enforce laws and regulations to protect residents.
3. To continue to work on deferred maintenance issues in the Correctional Facility. This will provide for infrastructure.
4. To continue to work on the development of an operational plan that helps to better manage a growing inmate population while still allowing for the enforcement of laws and regulations.



1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Other Gov't Agencies	\$282,631	\$332,587	\$461,586	\$410,668	\$250,000	\$250,000	(\$160,668)
Other Revenues	11,171	10,812	7,959	0	5,000	5,000	5,000
General Fund Support	259,681	203,774	204,057	(78,810)	92,738	92,738	171,548
Total Revenues	\$553,483	\$547,173	\$673,602	\$331,857	\$347,738	\$347,738	\$15,881
Expenditures							
Salaries & Benefits	\$213,950	\$228,294	\$101,355	\$156,944	\$187,992	\$187,992	\$31,048
Supplies & Services	51,862	130,050	126,131	72,998	90,673	90,673	17,675
Other Charges	7,598	8,970	10,131	30,979	31,823	31,823	844
Fixed Assets	280,073	179,859	435,985	70,936	37,250	37,250	(33,686)
Total Expenditures	\$553,483	\$547,173	\$673,602	\$331,857	\$347,738	\$347,738	\$15,881
Staffing							
Allocated Positions	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	1.00	1.00	1.00	1.00	1.00	1.00	0.00

Purpose

This budget grouping is for the operation of the County's Office of Emergency Services which by County ordinance is a division of the Sheriff's Office. Sheriff's Emergency Services consists of two budget units: Homeland Security (213) and Office of Emergency Services (274).

Recommended Budget

The recommended budget for FY 2013-14 is \$347,738, a decrease of \$196,935, or 36.2%, from the previous year's Adopted Budget of \$544,673. This decrease is due to reduced grant funding being included in the budget. The General Fund contribution is \$92,738, which represents a \$17,317 decrease from FY 2012-13. This decrease is primarily due to a one-time funding adjustment that provided local match on the California Emergency Management Agency (CalEMA) grant to allow the purchase of equipment for a Joint Information Center in the Courthouse.

Recommended Personnel Allocation

For Emergency Services, the total recommended personnel allocation for FY 2013-14 is 1.0 FTE. There are no changes from the previous fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

This division of the Sheriff's Office is responsible for disaster preparedness and response, and Homeland Security Coordination within the County and the Humboldt Operational Area. The creation of the Homeland Security Department at the federal and State levels has affected CalEMA. In addition, local government has received new responsibilities along with a new stream of money. Budget 213 is entirely funded with Homeland Security grants.

The Emergency Management Performance Grant is the major revenue line item for budget unit 274.

1100 213 Homeland Security

The recommended budget for this budget unit is \$103,398, a decrease of \$222,823 from the adjusted FY 2012-13 budget. Final funding for this budget unit is not yet known. Therefore, a supplemental budget will need to be adopted in FY 2013-14 based on actual revenues from the federal government.

1100 274 Office of Emergency Services

It is anticipated that funding available from the State will stay the same for FY 2013-14. It may not be possible to access all available funding, however, because of required General Fund

match. Prior year General Fund reductions have resulted in the reduction of support staff services that were utilized to secure available State funding. Emergency Services staff will continue to work with other County departments when possible to ensure that funding is maximized. The recommended budget is \$244,340, an increase of \$25,888 or 12%. This change is due to increased grant funding.

2012-13 Accomplishments

1. Facilitated specific training for numerous Operational Area agencies regarding disaster relief and response. This partnership building will continue to protect vulnerable populations.
2. Completed the Joint Information Center which will aid the Department in the enforcement of laws and regulations designed to protect citizens.
3. Identified and secured Homeland Security funding that was utilized for the replacement of the Sheriff's Automated Latent Prints System. This will help enforce laws and regulations.
4. Completed the County Flood Contingency Plan. This will enhance OES' ability to provide disaster relief and help protect vulnerable populations.
5. Started work on a County Business Continuity Plan. This will manage resources to ensure sustainability of services.

2013-14 Objectives

1. To pursue grant funding to enhance staffing levels to continue working on local disaster plans. This will provide community-appropriate levels of service.
2. To continue educating the public about tsunami risks, hazards and the probable impact of distant source events to Humboldt County. Doing so will continue to create opportunities for improved safety and health.
3. To secure funding from the Homeland Security Grant and implement said grant. Securing grant funding will provide community-appropriate levels of service.
4. To create Emergency Operations Center (EOC) web capability. This will provide community-appropriate levels of service.



1100 - General Fund	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Request	2013-14 Adopted	Increase/ (Decrease)
Revenues							
Licenses & Permits	\$22,380	\$24,280	\$24,135	\$29,783	\$25,000	\$25,000	(\$4,783)
Fines, Forfeits & Penalties	0	0	0	419	0	0	(419)
Other Govt'l Agencies	4,254,345	5,022,252	6,608,463	6,152,096	6,643,064	6,643,064	490,968
Charges for Services	1,328,256	1,252,568	449,645	269,192	267,000	267,000	(2,192)
Other Revenues	335,099	236,654	423,962	677,098	649,806	649,806	(27,292)
General Fund Support	7,735,083	7,990,863	6,161,765	7,102,535	7,173,328	6,647,726	(454,809)
Total Revenues	\$13,675,163	\$14,526,617	\$13,667,970	\$14,231,123	\$14,758,198	\$14,232,596	\$1,473
Expenditures							
Salaries & Benefits	\$11,241,264	\$12,331,422	\$11,779,532	\$12,047,765	\$12,590,559	\$12,092,457	\$44,692
Supplies & Services	2,126,559	1,942,971	1,964,324	2,399,388	2,286,081	2,258,581	(140,807)
Other Charges	339,949	302,597	275,458	291,305	327,534	327,534	36,229
Fixed Assets	202,919	197,949	5,288	39,047	0	0	(39,047)
Expense Transfer	(235,528)	(248,322)	(356,632)	(546,382)	(445,976)	(445,976)	100,406
Total Expenditures	\$13,675,163	\$14,526,617	\$13,667,970	\$14,231,123	\$14,758,198	\$14,232,596	\$1,473
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Allocated Positions	129.08	126.08	130.08	132.08	132.08	132.08	0.00
Temporary (FTE)	8.42	2.00	6.99	7.55	5.00	4.75	(2.80)
Total Staffing	137.50	128.08	137.07	139.63	137.08	136.83	(2.80)

Purpose

California Constitution, Article 11, Section 1(b) mandates the Office of the Sheriff. The duties of the Sheriff are enumerated within several codes of the State of California, including the Government Code and the Penal Code. Government Code Sections 7 and 7.6 give the Sheriff the authority to perform his duty and to designate a deputy.

Particular to this unit, Government Code Sections 26600, 26602, 26603 and 26611, mandate that the Sheriff shall preserve the peace, shall arrest and take before a magistrate all persons who attempt to commit or have committed a public offense, shall prevent and suppress any affrays, breaches of the peace, riots, and insurrections, investigate public offenses, and that he shall attend all superior courts held within his county and shall act as their crier.

This narrative includes discussion on funding and operation of six Sheriff's Office Operations Bureau budget units: the Sheriff's main operations budget unit (221), Airport Security (225), Drug Enforcement Unit (228), Boat Safety (229), Court Security (260) and Drug Task Force (265).

Recommended Budget

The recommended budget for FY 2013-14 is \$14,232,596, a decrease of \$109,312 or less than 1% from the previous year. The General Fund contribution is \$6,647,726, which represents

a \$121,827 or 2% decrease from FY 2012-13. This decrease is primarily due to changes in insurance costs.

Supplemental Requests

The Sheriff's office submitted two supplemental funding requests totaling \$354,259 for Operations. The requests are prioritized and described as follows:

1. A supplemental request for \$208,779 would fund two Deputy Sheriffs and one Evidence Technician. Current staffing levels are insufficient to meet the needs of the community. Existing staff is required to routinely work overtime hours to provide a very basic level of service. This practice not only impacts the budget, but also leads to staff burn-out and increased work related injuries and could potentially lead to a significant incident that would adversely impact the community. The current staffing level of Deputy Sheriffs directly impacts the level of service that is provided. The minimal staffing results in less Deputy contact and a longer response time that could put both the public and Deputies in unsafe situations.
2. A supplemental request for \$145,480 would fund two Deputy Sheriffs. As discussed above, this would increase Deputies available for patrol and provide services that enforce laws and regulations.

These supplemental requests were not recommended for funding. While the departmental requests have merit, the

County Administrative Office proposed to direct the limited financial resources in the General Fund to reserves in accordance with the Board's articulated goals for FY 2013-14.

Recommended Personnel Allocation

For Sheriff's Operations, the total recommended personnel allocation for FY 2013-14 is 132.08 FTE positions. Of these, 23.54 positions will remain unfunded and frozen due to prior year budget reductions. There are no changes from the previous fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Sheriff's Operations include several necessary and important functions: the Administration Division, which includes fiscal support, records, property/evidence, technical services, training, and administrative services; the Operations Division which includes patrol, special operations, boating safety, beach patrol, search and rescue, volunteer forces – Sheriff's Explorers Post, Sheriff's Citizens On Patrol and the Sheriff's Posse; the Criminal Investigation Division which includes investigations, Crime Analysis Unit, Drug Enforcement Unit and Forensic Services; the Airport Security Unit which provides law enforcement to the County's regional commercial airport in

order to meet the requirements of the Transportation Security Administration; and the Court Security/Civil Unit, which includes civil process services, Bailiffs (by contract with the Superior Courts), and contracted entrance screening for the County Courthouse.

1100 221 Sheriff

This is the main operational budget unit for the Sheriff's Office, providing funding for most of the major operations of the Department. The recommended budget for this budget unit is \$11,873,535, an increase of \$230,341 or 2% from FY 2012-13. This increase is primarily due to increased salary and benefit costs resulting from the addition of a new position in FY 2012-13 and transferring in one Deputy position previously in budget unit 222 (Cal-MMET). The total number of positions is 117.08 FTE, with 22.54 FTE positions unfunded and frozen. This is an increase of one position from FY 2012-13.

1100 222 California Multijurisdictional Methamphetamine Enforcement Team (Cal-MMET)

This budget unit targets methamphetamine manufacturing and trafficking within counties by providing focused investigations, aggressive prosecutions, and seizure of assets used in drug activities. The Sheriff also provides oversight to the Anti-Drug Abuse grant that provides financial support to agencies participating in eradication efforts consistent with Cal-MMET. This program is 100% funded by State and federal funding. No budget is recommended for FY 2013-14; the program has been

moved into budget unit 221. A Deputy Sheriff position is being moved to 221.

1100 225 Airport Security

This budget unit performs the activities outlined in the Transportation Security Administration (TSA) agreement for the deployment of law enforcement personnel to ensure passenger safety and national security at the Arcata/Eureka airport. Typically Extra-Help Deputy Sheriff I/II positions are used to perform necessary tasks since the agreement does not allow for the reimbursement of anything other than base salary.

The budget for FY 2013-14 is \$236,945, an increase of \$609. The General Fund portion of this budget is \$11,357; all other expenditures are expected to be fully reimbursed by the TSA through the Aviation division of Public Works. Airport Security has no permanent positions allocated; it is staffed with 2.5 FTE of extra-help.

1100 228 Drug Enforcement Unit

This budget unit receives funding from both the State and federal governments to enhance efforts to conduct year round investigations of major illegal commercial marijuana growing operations.

The budget for FY 2013-14 is \$537,801, an increase of \$115,182, or 27% from FY 2012-13. This increase is the result of additional funding from both the State and federal

governments. The total number of recommended positions is 2.0 FTE.

1100 229 Boating Safety

This budget unit was established to provide State financial aid to local governmental agencies whose waterways have high usage by transient boaters and an insufficient tax base from boating sources to support an adequate and effective boating safety and law enforcement program.

The budget for FY 2013-14 is \$167,984, a decrease of \$9,139 or 5%, from FY 2012-13. This is due to a reduction in the General Fund allocation as a result of changes in insurance costs. The unit continues to operate with one Deputy Sheriff position, which is a reduction from the 2.0 FTE allocations that existed in FY 2010-11. The unit requires the resources of a second Deputy Sheriff to ensure safe boating operations. Currently, that resource is secured from Operations but can mean that there could be delayed or non-existent response in an emergency situation.

1100 260 Court Security

This budget unit provides contracted bailiff/courtroom security and inmate coordination to the Superior Courts and security screening for the Courthouse entrances. Funding continues to be an issue for this service. The calculations used to determine baseline funding were flawed and did not calculate a reasonable cost for the services required. The recommended budget for Court Security is \$1,256,121, a decrease of

\$125,202, or 9%. This decrease is primarily due to reduced revenue estimates and General Fund contribution. The General Fund contribution is set at 20% of the contracted cost for Courthouse security, or \$30,000. This is a reduction of \$79,373 from FY 2013-14. The total number of positions is 12.0 FTE, with 1.0 FTE unfunded and frozen.

1100 265 Drug Task Force

This budget unit funds the Humboldt County Drug Task Force. This is a multi-jurisdictional task force that has been in existence for over 20 years. The Task Force is comprised of local law enforcement agencies which dedicate staff to combat mid to major level narcotic offenders in all jurisdictional boundaries of the County. Originally the Task Force operated under a Commander assigned from the Bureau of Narcotic Enforcement (BNE). State budget cuts in FY 2011-12 resulted in the elimination of command staff assigned to task forces throughout the State. When notice of the elimination of BNE participation was received, the Drug Task Force Executive Board (made up of Chiefs from local law enforcement agencies, the Sheriff and the District Attorney) agreed that the Task Force has been a valuable tool in Humboldt County and needed to continue to operate. The Executive Board agreed to place the Task Force under the control of the Sheriff in FY 2012-13. Day to day functions follow Sheriff's practices and policies with assigned agents still under the authority of their parent agencies.

The recommended budget for the Drug Task Force is \$160,210, an increase of \$20,360 or 15%. The additional

funding is for transportation and travel and supplies. There is no General Fund allocation for this budget unit. The Sheriff has assigned a Lieutenant to the Task Force to oversee daily operations; that position is paid from Sheriff's budget #221.

2012-13 Accomplishments

1. Transitioned from a State run, County-wide Drug Task Force to a Drug Task Force under the command of the Office of the Sheriff. This local control will provide community-appropriate levels of service.
2. Finalized an agreement with Bear River Rancheria for funding for one additional Deputy Position. This will help provide community-appropriate levels of service.
3. Renewed the Vehicle Abatement Fee to provide funding for removal of abandoned vehicles. This will create opportunities for improved safety.

2013-14 Objectives

1. To continue to seek ways to restore staffing to FY 2010-11 levels. This will allow the Department to more efficiently enforce laws and regulations to protect residents.
2. To increase financial and budget related staff in order to adequately maintain and monitor the 11 budget units

- that comprise the Sheriff's Office. This will manage resources to ensure sustainability of services.
3. To restore the resident deputies in the Eel River Valley, Shelter Cove, Orick and Hoopa. This will allow the Department to enforce laws and regulations to protect residents.
 4. To implement a new California Law Enforcement Telecommunications System that meets Department of Justice and the Federal Bureau of Investigations requirements. This will provide community-appropriate levels of service.



