

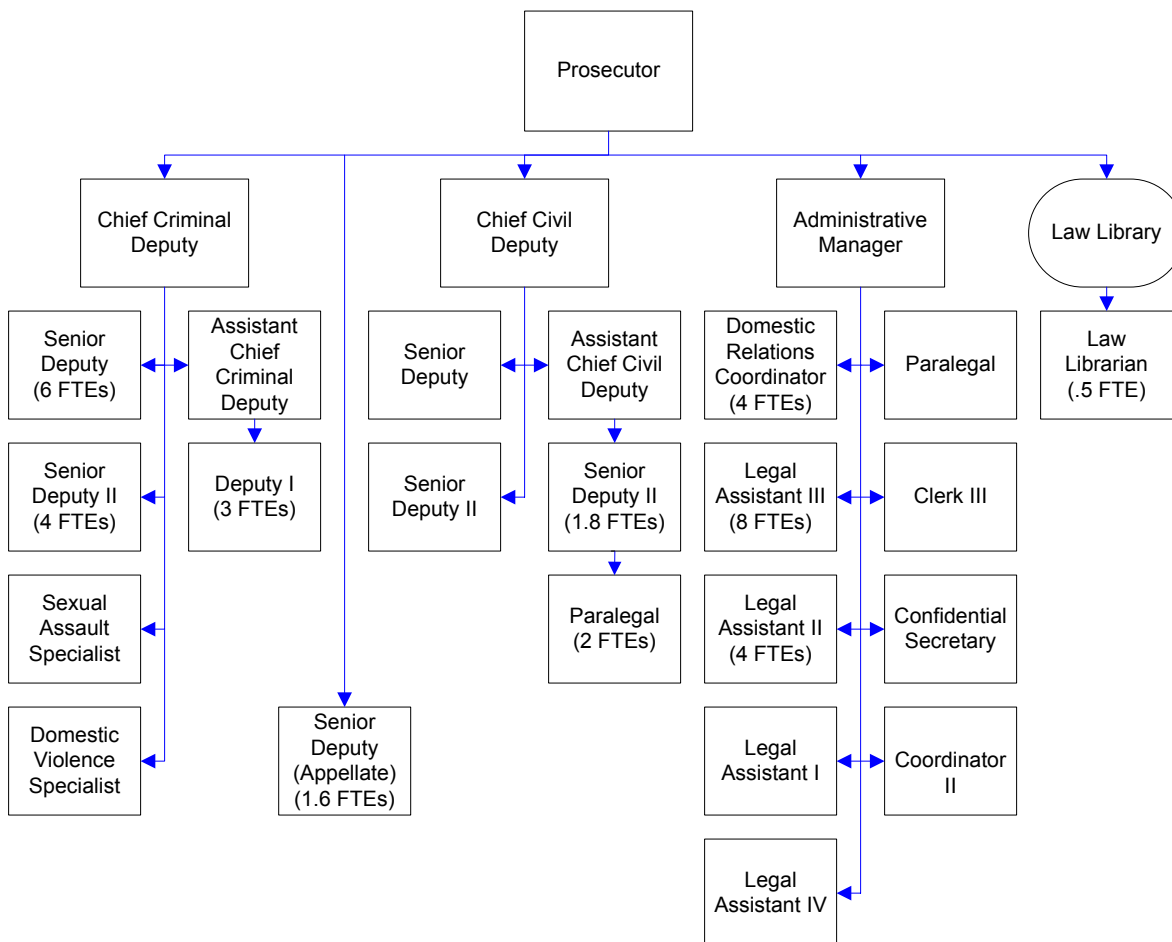
# Prosecuting Attorney's Office

An elected official, the Prosecuting Attorney prosecutes criminal acts within the county, provides legal advice and legal services to county officials and staff, and represents and defends the county. The Prosecuting Attorney's Office also provides assistance to victims of crime, sexual abuse and domestic violence.

## FTEs for this department

Year	2007	2008	2009	*2010	*2011	*2012	*Budget
FTEs	54.60	54.60	54.60	54.60	50.90	50.90	

The chart below shows the organizational structure for 2011 only.



# Mission & Objectives

## Mission

### Prosecuting Attorney

Provide just, equitable and high quality legal representation, effectively and efficiently, when prosecuting criminal actions, when advising or defending county officials or employees on civil matters that pertain to or affect the interests of the county and when carrying out statutorily mandated duties on behalf of the State of Washington.

Seek to ensure that justice is accomplished within the framework of the United States Constitution, the state constitution and the laws of this state. Provide services to victims and witnesses to ensure their fair treatment within the criminal justice system.

Identify, locate and compel the absent parents of children receiving state assistance to pay for the support of their children instead of the public. Assist in developing goals and objectives for the criminal justice system that assure delivery of services to the community that enhance public safety.

### Law Library

Provide a fundamental level of current legal materials unavailable elsewhere in the county. Meet the legal research needs of the courts, the bar association, county employees, and the citizens of Whatcom County. To implement this mission, the library provides access to legal information sources in the most cost-effective manner through print or electronic means and through interlibrary loan.

## Objectives

### Prosecuting Attorney

- Maintain sufficient staff to provide just, equitable and high quality legal representation on both the criminal and civil sides of the office. This goal seems to be more difficult to reach due to the economic crisis we are presently facing. Our staffing goals have remained the same for years and have only been met in the Juvenile Division. The goal continues to be having sufficient staff to meet the caseload standards per attorney that have been established for the criminal divisions, as follows: Felony -150 cases per attorney; Juvenile 350 cases per attorney; District Court -800 cases per attorney. We have lost an attorney in the felony division due to budget problems, which has caused us to move further from the caseload standards that we have established. We hope that the economic picture will brighten in the next few years which will allow us to fill this lost position. The civil division staffing should be at a level that allows for thorough and high quality legal representation for Whatcom County.
- Maintain and use the following performance measures as a means to define sufficient staffing and funding levels:
  - a. Felony cases: 10 working days from receipt of incident report to a charging decision. In 2011 the goal is 20 days.
  - b. Juvenile Division: 7 working days from receipt of incident report to charging decision. In 2011 the goal is 25 days.

## Objectives continued

- c. District Court Division: 180 days from filing to final disposition. In 2011 the goal is 185 days.
- Identify and implement procedures that use technology to maximize efficiency and ensure production of consistent, high quality work product. Research, design and implement innovative technological solutions that improve efficiency in case processing. Complete the implementation of Laserfiche and notes applications that will allow the District Court Division to move toward a paperless environment. Additionally, work with District Court to implement the E-ticketing (SECTOR) applications developed by the State that will allow our office and the Court to move more seamlessly to a fully digital case processing environment.
- Continue to strengthen the bail forfeiture process, begun in 2010, to ensure that the program produces the intended results.
- Work closely with the District Court Administrator and Judges to develop and implement a new contested infraction process, including a monthly stacked calendar, that produces additional fine revenue amounting to at least \$100,000.
- Continue to expand the use of technology in the courtrooms for presentations of evidence to juries.
- Expand the "Fast Track" case process which has been very effective and continues to result in the expeditious handling of cases in the Superior Court Division. This program will continue to be utilized as a model to promote the handling of cases in a just, equitable fashion that also provides an early and fair resolution of a case. This program has helped the entire criminal justice system, since it eases the burden on the jail and the court system by rapidly processing

the cases. Currently, the average number of days from filing to disposition for a Superior Court felony case is 241. The 2011 goal for this overall average is 238 and for those cases strictly designated FasTrack the goal is an average of 21 days.

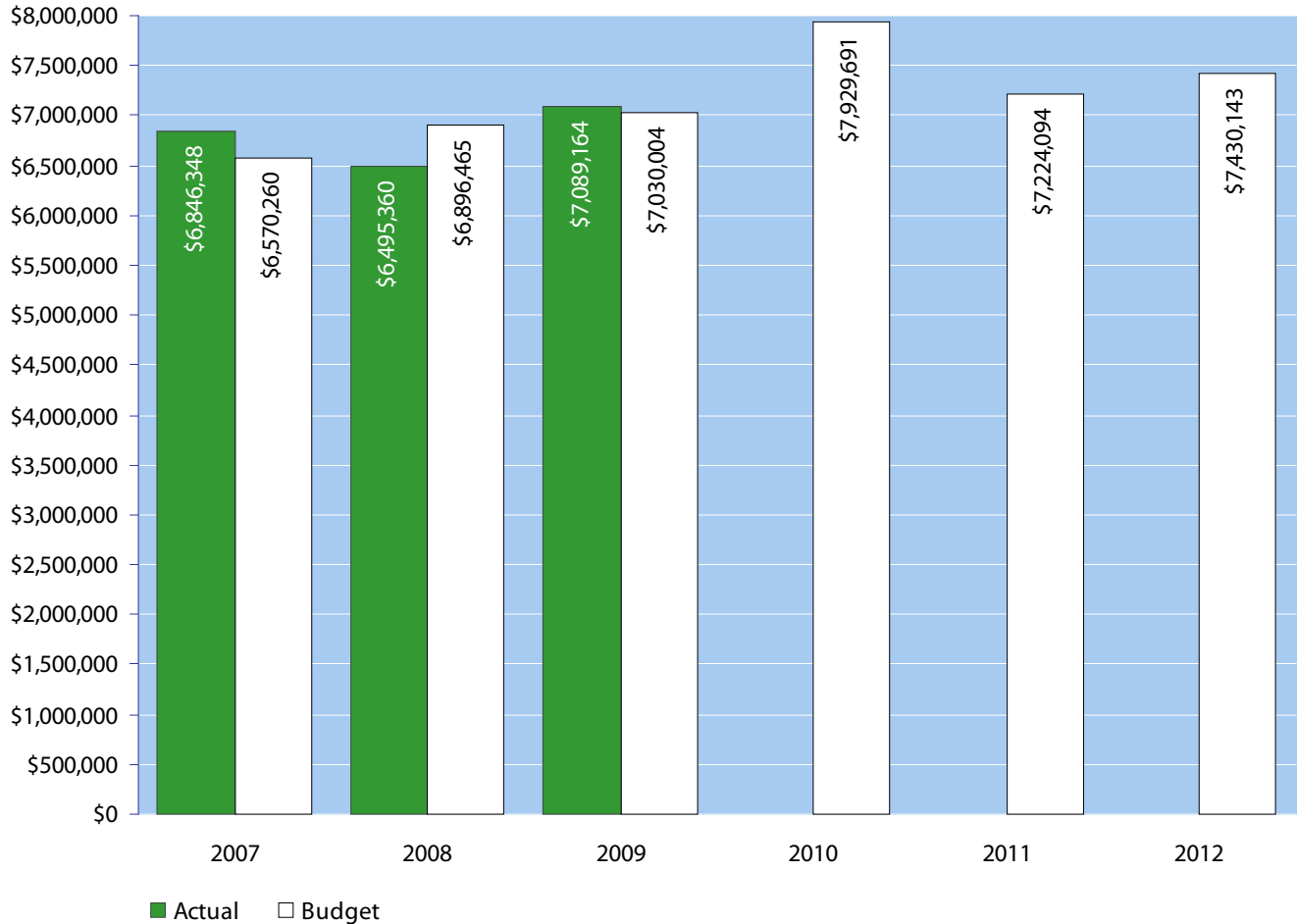
### Victim/Witness

- As a result of the reduction in staff in this Unit, continue to provide as much support as possible to assist victims and witnesses throughout the litigation process, while focusing primarily on preparation for trial and the securing of restitution.

### Law Library

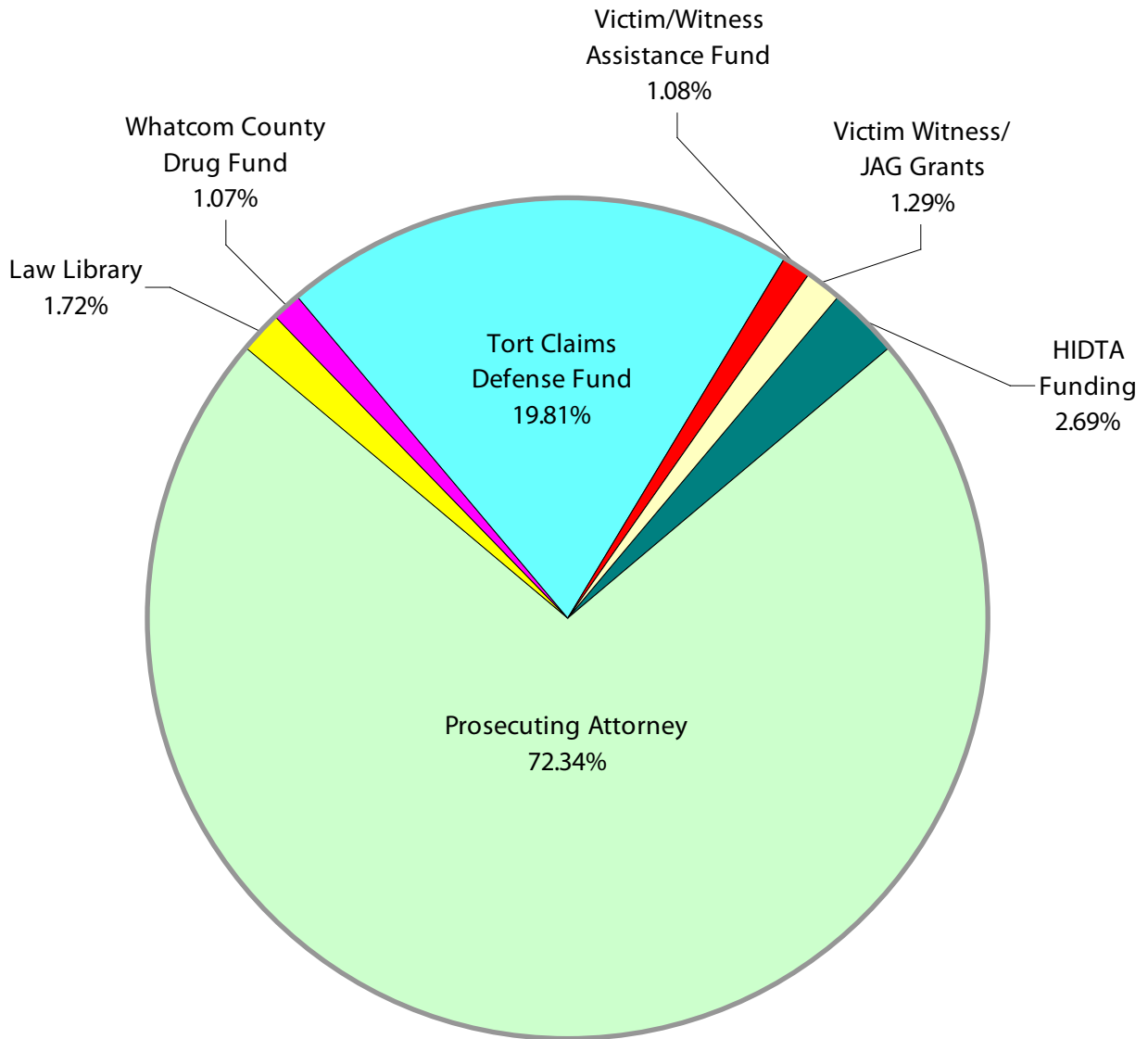
- Provide a fundamental level of current legal materials unavailable elsewhere in the county, to meet the legal research needs of the courts, the bar, county employees and citizens of Whatcom County.
- Provide access to legal information sources in the most cost-effective manner through print or electronic formats maintained in or accessed through the library and interlibrary loan.
- Participate in cooperative efforts with other public and academic libraries, community agencies, and other public institutions to improve public access to legal information.
- Evaluate and apply information technologies to maximize efficient and cost-effective access to legal research resources, and to facilitate management of the Law Library's information resources.
- Continue networking with additional funding sources and cost-saving measures to keep pace with rising costs of legal materials.

# Expenditure Trends



NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.

# 2011-2012 Budget by Program



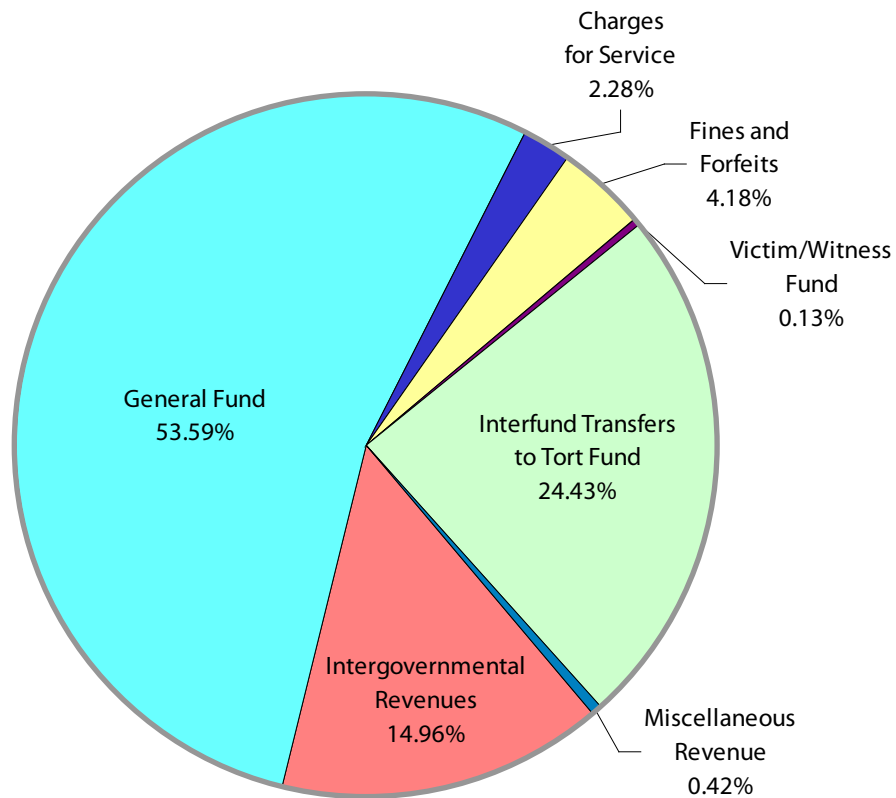
*NOTE: Capital expenditures, and interfund operating and residual equity transfers are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>OPERATIONS</b>						
<b>General Fund</b>						
2600 Pros Atty/Support Enfrcmt	4,412,266	4,768,530	4,874,898	5,355,252	5,175,462	5,424,780
2621 PA-Victim Witness Grant	-	25,183	50,927	57,519	58,096	63,157
2625 PA-Rapid Border Prosecution	151,304	184,826	159,258	206,195	-	-
2628 PA-ARRA	-	-	77,058	-	-	-
2630 Law Library	109,531	112,611	109,025	113,557	123,938	128,100
2632 JAG Grant	-	-	2,025	-	67,530	-
2640 PA-HIDTA Funding	164,849	166,396	164,657	190,802	193,351	200,628
<b>507 AS - General Liability</b>	<b>1,768,987</b>	<b>977,096</b>	<b>1,472,806</b>	<b>1,775,907</b>	<b>1,431,522</b>	<b>1,471,848</b>
<b>142 Victim/Witness Assist Fund</b>	<b>68,077</b>	<b>73,525</b>	<b>76,228</b>	<b>81,459</b>	<b>77,195</b>	<b>81,630</b>
<b>165 Whatcom Co. Drug Fund</b>	<b>171,334</b>	<b>187,193</b>	<b>102,282</b>	<b>149,000</b>	<b>97,000</b>	<b>60,000</b>
<i>Total Prosecuting Atty Operations</i>	<b>6,846,348</b>	<b>6,495,360</b>	<b>7,089,164</b>	<b>7,929,691</b>	<b>7,224,094</b>	<b>7,430,143</b>
<b>TRANSFERS</b>						
<b>General Fund</b>						
2600 Pros. Atty/Support Enforcmt	31,057	-	-	-	-	-
<b>507 AS - General Liability</b>	<b>146,415</b>	<b>150,213</b>	<b>170,497</b>	<b>179,090</b>	<b>179,540</b>	<b>179,540</b>
<b>142 Victim/Witness Assist Fund</b>	<b>51,061</b>	<b>59,132</b>	<b>66,659</b>	<b>64,752</b>	<b>65,679</b>	<b>65,679</b>
<b>165 Whatcom Co. Drug Fund</b>	<b>516,228</b>	<b>537,467</b>	<b>511,967</b>	<b>511,967</b>	<b>511,967</b>	<b>511,967</b>
<i>Total Pros Attorney Transfers</i>	<b>744,761</b>	<b>746,812</b>	<b>749,123</b>	<b>755,809</b>	<b>757,186</b>	<b>757,186</b>
<b>TOTAL PROSECUTING ATTORNEY</b>	<b>7,591,109</b>	<b>7,242,172</b>	<b>7,838,287</b>	<b>8,685,500</b>	<b>7,981,280</b>	<b>8,187,329</b>
<b>Percent Change from Previous Year</b>	<b>36.9%</b>	<b>-4.6%</b>	<b>8.2%</b>	<b>10.8%</b>	<b>-8.1%</b>	<b>2.6%</b>

# 2011-2012 Funding Sources

	2011	2012
Intergovernmental Revenues	1,161,339	1,093,809
General Fund	3,906,365	4,172,183
Charges for Service	172,093	172,093
Fines and Forfeits	333,911	296,911
Victim/Witness Fund	7,324	11,759
Interfund Transfers to Tort Fund	1,841,371	1,841,371
Miscellaneous Revenue	32,000	32,000
*Fund Balance	(230,309)	(189,983)
<b>Total Funding</b>	<b>7,224,094</b>	<b>7,430,143</b>



\* Increases in Fund Balance are not included in the above chart.

## Funding Sources continued

### Intergovernmental Revenues

The Prosecuting Attorney's Office receives various federal and state grants for specific operations. The federal and state governments provide \$791,000 annually for Child Support Enforcement and \$165,000 annually for drug traffic prosecution. Additionally, Washington State pays for one-half of the Prosecuting Attorney's salary (RCW 36.17.020) and partially funds a Victim/Witness staff position.

### General Fund

Undedicated General Fund resources.

### Charges for Service

The Law Library receives fees on each District Court and Superior Court civil filing. The Victim/Witness Fund also receives a portion of fees collected by county courts.

### Fines and Forfeits

The Drug Fund receives revenue from fines and forfeits of drug related seized assets. The Victim/

Witness Fund also receives a portion of fines and forfeits collected by county courts. Fines and forfeits in the General Fund are considered part of undedicated General Fund resources.

### Victim/Witness Assistance Fund

Current year operations will result in a projected fund balance decrease in the Victim/Witness Fund of \$7,324 in 2011 and \$11,759 in 2012.

### Interfund Transfers to Tort Fund

Each county department contributes a set amount for tort claims. Reserves for tort claims are maintained in the Administrative Services Fund.

### Miscellaneous Revenues

Miscellaneous revenues not otherwise classified.

### Fund Balance

Current year operations will result in a projected Tort Fund balance increase of \$230,309 in 2011 and \$189,983 in 2012. These planned increases will be used to offset prior year shortfalls.

# Expenditures Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>GENERAL FUND</b>						
2600 Prosecuting Attorney						
Salaries & Wages	2,941,991	3,189,115	3,233,481	3,505,193	3,379,282	3,469,864
Benefits	953,132	1,064,721	1,079,596	1,243,681	1,219,263	1,371,215
Supplies	81,188	77,076	74,463	69,993	88,200	89,250
Other Services & Charges	435,955	437,618	487,358	536,385	488,717	494,451
Residual Equity/Operating Transfers	31,057	-	-	-	-	-
<i>Total Prosecuting Attorney</i>	4,443,323	4,768,530	4,874,898	5,355,252	5,175,462	5,424,780
<i>Percent Change from Previous Year</i>	13.7%	7.3%	2.2%	9.9%	-3.4%	4.8%
2621 PA-Victim Witness Grant						
Salaries & Wages	-	16,982	34,500	38,647	37,965	40,609
Benefits	-	8,201	16,427	18,872	20,131	22,548
<i>Total Prosecuting Attorney</i>	-	25,183	50,927	57,519	58,096	63,157
<i>Percent Change from Previous Year</i>	0.0%	0.0%	102.2%	12.9%	1.0%	8.7%
2625-2627 PA-Rapid Border Prosecution						
Salaries & Wages	115,707	139,848	120,537	153,564	-	-
Benefits	35,597	44,978	38,721	52,631	-	-
<i>Total Rapid Border Prosecution</i>	151,304	184,826	159,258	206,195	-	-
<i>Percent Change from Previous Year</i>	-23.2%	22.2%	-13.8%	29.5%	-100.0%	0.0%
2640 PA-HIDTA Funding						
Salaries & Wages	125,414	124,042	122,471	140,390	141,529	143,063
Benefits	39,435	42,354	42,186	50,412	51,822	57,565
<i>Total HIDTA Funding</i>	164,849	166,396	164,657	190,802	193,351	200,628
<i>Percent Change from Previous Year</i>	8.1%	0.9%	-1.0%	15.9%	1.3%	3.8%
2628-2629 ARRA Funding						
Salaries & Wages	-	-	58,460	-	-	-
Benefits	-	-	18,598	-	-	-
<i>Total ARRA Funding</i>	-	-	77,058	-	-	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	0.0%	-100.0%	0.0%	0.0%
2632 DTF-JAG Grant						
Salaries & Wages	-	-	1,569	-	51,282	-
Benefits	-	-	456	-	16,248	-
<i>Total DTF- JAG Grant</i>	-	-	2,025	-	67,530	-
<i>Percent Change from Previous Year</i>	0.0%	0.0%	0.0%	-100.0%	0.0%	-100.0%

continued on next page

## Expenditures Summary continued

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
<b>LAW LIBRARY</b>						
2630 Law Library Operations						
Salaries & Wages	22,207	24,144	25,577	27,691	28,662	28,662
Benefits	13,930	15,020	15,944	17,413	18,953	20,823
Supplies	44,980	44,320	41,993	36,465	43,657	45,657
Other Services & Charges	28,414	29,127	25,511	31,988	32,666	32,958
<i>Total Law Library</i>	109,531	112,611	109,025	113,557	123,938	128,100
<i>Percent Change from Previous Year</i>	6.2%	2.8%	-3.2%	4.2%	9.1%	3.4%
<i>Total General Fund</i>	4,869,007	5,257,546	5,437,848	5,923,325	5,618,377	5,816,665
<i>Percent Change from Previous Year</i>	11.6%	8.0%	3.4%	8.9%	-5.1%	3.5%
<b>507 ADMIN SERVICES - GENERAL LIABILITY</b>						
Other Services & Charges	1,768,987	977,096	1,472,806	1,775,907	1,431,522	1,471,848
Operating Transfers	146,415	150,213	170,497	179,090	179,540	179,540
<i>Total Adm Svcs - Gen'l Liability</i>	1,915,402	1,127,309	1,643,303	1,954,997	1,611,062	1,651,388
<i>Percent Change from Previous Year</i>	455.0%	-41.1%	45.8%	19.0%	-17.6%	2.5%
<b>142 VICTIM/ WITNESS FUND</b>						
Salaries & Wages	45,000	47,265	49,161	51,360	50,569	52,355
Benefits	16,758	18,065	18,587	21,090	21,292	23,807
Other Services & Charges	6,319	8,195	8,480	9,009	5,334	5,468
Operating Transfers	51,061	59,132	66,659	64,752	65,679	65,679
<i>Total Victim/Witness Fund</i>	119,138	132,657	142,887	146,211	142,874	147,309
<i>Percent Change from Previous Year</i>	-6.9%	11.3%	7.7%	2.3%	-2.3%	3.1%
<b>165 DRUG FUND</b>						
Supplies	35,491	28,648	20,073	19,000	14,000	-
Other Services & Charges	135,843	154,324	82,209	130,000	83,000	60,000
Intergovernmental Services	-	4,221	-	-	-	-
Operating Transfers	516,228	537,467	511,967	511,967	511,967	511,967
<i>Total Drug Fund</i>	687,562	724,660	614,249	660,967	608,967	571,967
<i>Percent Change from Previous Year</i>	-2.9%	5.4%	-15.2%	7.6%	-7.9%	-6.1%
<b>TOTAL PROSECUTING ATTY</b>	7,591,109	7,242,172	7,838,287	8,685,500	7,981,280	8,187,329
<i>Percent Change from Previous Year</i>	36.9%	-4.6%	8.2%	10.8%	-8.1%	2.6%

## Services

### ***Administration***

Managerial and administrative functions.

### ***Appellate Division***

Attorneys represent the interest of the State regarding proceedings required by the State Court of Appeals and Supreme Court.

### ***Civil Practice***

Provide legal counsel and representation to all county departments, the Executive's Office and the County Council.

### ***Criminal Prosecution/Felony***

Represents the State of Washington in the prosecution of adults and remanded juveniles who commit felony offenses. Assists authorities in determining probable cause, obtaining search warrants, interpretation and application of the law, and on case investigation issues.

### ***Criminal Prosecution/Juvenile***

Represent the interests of the State of Washington in the adjudication of juvenile offenders who commit felony or misdemeanor criminal acts, excluding criminal traffic misdemeanors committed by offenders over the age of sixteen.

### ***Criminal Prosecution/Misdemeanor & Criminal Traffic***

Represent the State of Washington in the prosecution of misdemeanor and criminal traffic offenses committed by adults and in criminal traffic matters committed by juveniles who are over the age of sixteen.

### ***Paternity / Support Enforcement Unit***

Represent the interest of the child and State in legal actions brought under RCW 26, to establish paternity and/or enforce the payment of child support in an effort to reduce public assistance expenditures.

### ***Victim/ Witness Unit***

Provide information, assistance and advocacy to victims or witnesses in order to facilitate prosecution efforts.

## Law Library

### ***Interlibrary Loan/ Resource Sharing***

Provides access to legal research resources not available in this library or within Whatcom County.

### ***Law Library***

Provides effective access to legal research materials to support the legal research needs of the courts, the bar, county administration, and the public in Whatcom County.

