



# STATE OF WYOMING

# 151

Agency Number

## 2015-2016

# BIENNIUM BUDGET REQUEST

**DISTRICT ATTORNEY/JUD. DIST. #1**

Agency Name

The information in this budget request has been developed in accordance with the agency plan prepared according to W.S. 28-1-115 & 28-1-116 [W.S. 9-2-101(b)(vi)]. Submitted by:

Signature

A handwritten signature in black ink, appearing to read "Scott A. Homar", written over a horizontal line.

Name

Scott A. Homar

Title

District Attorney

Person(s) responsible for the preparation of this budget:

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Prepared for the February 2014 Legislature

**Budget Division**, Department of Administration & Information

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Description	Code	Base Budget	Standard Budget 2015-2016	Total Exception Request	Total Agency Request	Total Governor Recs Changes	Governor Recommendation
DIVISION							
ADMINISTRATION	0100	4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
TOTAL BY DIVISION		4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
OBJECT SERIES							
PERSONAL SERVICES	0100	3,667,393	3,688,923	0	3,688,923	0	3,688,923
SUPPORTIVE SERVICES	0200	262,073	262,073	46,024	308,097	0	308,097
CONTRACTUAL SERVICES	0900	222,498	222,498	0	222,498	0	222,498
TOTAL BY OBJECT SERIES		4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
TOTAL BY FUNDS		4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		18	18	0	18	0	18
PART TIME EMPLOYEE COUNT		1	1	0	1	0	1
AWEC EMPLOYEE COUNT		1	1	0	1	0	1
TOTAL AUTHORIZED EMPLOYEES		20	20	0	20	0	20

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**SECTION 1. DEPARTMENT STATUTORY AUTHORITY**

W.S. 9-1-801 through 9-1-811	Enabling statutes; duties and powers
W.S. 6-1-101 through 6-10-301	Criminal code
W.S. 7-1-101 through 7-22-116	Criminal Procedure
W.S. 14-1-101 through 14-11-109	Children and Juvenile code
W.S. 23-1-101 through 23-6-304	Game and Fish enforcement
W.S. 31-1-101 through 31-18-903	Motor Vehicles
W.S. 35-7-1001 through 35-7-1060	Controlled substances

And other assorted misdemeanor and felony provisions scattered throughout the statutes.

**SECTION 2. QUALITY OF LIFE RESULT**

"Wyoming families and individuals live in a stable, safe, supportive, nurturing, healthy environment."

**SECTION 3. CONTRIBUTION TO WYO QUALITY OF LIFE**

The 1<sup>st</sup> First Judicial District, Office of the District Attorney is responsible for the enforcement of all criminal provisions found throughout all 42 Titles of the Wyoming Statutes, as well as ensuring compliance with the Juvenile Code, for all such crimes, offenses and violations that occur in Laramie County. The District Attorney and staff work in conjunction with local, state and federal law enforcement, executive branch agencies, local school districts, the medical community and several other public and private organizations, to assist families and individuals in need of services and protection as a result of criminal conduct or violations of the Juvenile Code. Further, this office is responsible for ensuring all victims of crime in the jurisdiction are assisted throughout the criminal justice process and referred to appropriate resources for monetary and other assistance.

**SECTION 4. BASIC FACTS**

In 1981, the Wyoming State Legislature created the office of the District Attorney in each judicial district in which any one county's population reached 60,000 or more. Both the First and Seventh Judicial Districts (encompassing Laramie and Natrona Counties respectively) have elected a District Attorney since January of 1983. The current District Attorney in the First Judicial District, Laramie County, is Scott A. Homar who was elected in November 2006 and took office in January of 2007.

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The Office of the District Attorney is empowered by statute with exclusive jurisdiction over all criminal matters (other than municipal ordinances) that arise within Laramie County, ranging from misdemeanors such as petty theft and speeding, to violent felonies such as first degree sexual assault and first degree murder. The District Attorney is also responsible for the protection of all children [defined as under age 18] and with enforcement of the Juvenile Code as it concerns abused, neglected, delinquent or children in need of supervision. In addition, the District Attorney is responsible for handling extradition proceedings, revocation proceedings, responding to Writs of Habeas Corpus, expungement, restoration of rights, pardon and sex offender termination requests within the district as well as criminal appeals from the Circuit Courts to the District Courts. The District Attorney advises law enforcement agencies on procedural and legal matters, reviews investigations and assists in providing ongoing training to law enforcement, the Department of Family Services and other relevant agencies. Additionally, the District Attorney is mandated by law to be a member of all multidisciplinary teams with regard to juveniles, Community Corrections Board for the Community Alternatives Center, Child Protection Team, Drug Court program, Juvenile Community Services Board and coroner's inquests.

The First Judicial District is the largest district in terms of population in the State. According to the Attorney General's Crime in Wyoming Annual Report for 2012, this office's trial attorneys handle more serious felonies and juvenile cases than any other jurisdiction in the state.

It is important to note that the National Advisory Commission on Criminal Justice Standards and Goals Standard 13.12 for criminal defense attorneys' states defense attorneys' maximum cases **per year** should not exceed: 150 felonies, 400 misdemeanors, 200 juvenile, 200 mental health, or 25 appeals.

The agency staff currently consists of eighteen (18) full time positions, one (1) part-time position, one (1) AWEC position and four and one-half (4.5) grant positions. Non-grant positions include the District Attorney, who is an elected official and seven and three-quarters (7.75) attorneys.

This Office consists of the following:

- The District Attorney
- Two (2) Deputy District Attorneys – Felony Prosecution
- Two (2) Assistant District Attorneys – Felony Prosecution
- One (1) Sr. District Attorney – Juveniles, Children In Need of Supervision (CHINS) cases as well as all abuse and neglect cases
- One (1) Assistant District Attorney – Juveniles, delinquency
- One (1) Assistant District Attorney – Misdemeanors/Circuit Court Proceedings
- One Part-time (3/4) Assistant District Attorney – Misdemeanor & Felony Traffic/DUI Violations

This group of attorneys is supported by a staff of:

- one (1) investigator,
- five (5) legal/administrative assistants,
- one (1) staff supervisor/office manager,
- one (1) fiscal/human resource officer
- one (1) victim/witness coordinator,
- one (1) receptionist/legal assistant,
- one (1) contracted legal support specialist,

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- One Part-time (3/4) AWEC clerical person.

Additional grant positions have been added that include one:

- one (1) full-time attorney through a Violence Against Women Act (VAWA) grant who is dedicated solely to the prosecution of misdemeanor and felony level cases involving domestic violence (approx. 861 cases in 2012 [highest in State].
- one (1) Victim Assistant under the Violence Against Women Act (VAWA) Grant,
- one (1) High Intensity Drug Trafficking Area (HIDTA) attorney
- one (1) High Intensity Drug Trafficking Area (HIDTA) legal assistant. The HIDTA Attorney is cross designated as a Special Assistant United States Attorney and is required by the stipulations of the Grant to dedicate 100% of his/her attention to State felony drug cases as well as Federal drug prosecutions (primarily highway interdiction and major methamphetamine cases).
- one (1) part-time attorney through the Community Advocacy Response Initiative (CARI) Grant. CARI is a collaborative initiative between the Cheyenne Police Department, Laramie County Sheriff's Department.

First Judicial District Attorney Office and Safehouse / Sexual Assault Services, Inc. provide for a coordinated and consistent enforcement of laws against domestic violence and enforcement of protection orders for all citizens of Laramie County. This initiative also provides for immediate advocacy for the victim and their families.

We also are involved in the attorney intern program through the University of Wyoming and have one (1) to two (2) interns assisting and shadowing attorneys at most times.

At the present time the agency is totally funded through the general fund, with grant positions as noted above.

The "primary functions and programs" of the agency are focused around the statutory responsibility of the agency to enforce the law and protect our children and vulnerable adults. To that end, the programs and functions may be categorized as follows:

Protection	to keep children and vulnerable adults safe
Enforcement	to aggressively prosecute all levels of crime
Pro-active programs	to prevent crime, such as identity theft, fraud, internet crimes against children
Safety	for safe neighborhoods for everyone to live and play, to include online safety
Quality	to improve the laws, and to enforce and continually improve the quality of prosecutions

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**SECTION 5. PERFORMANCE MEASURES**

The performance of the office is difficult to measure due to the tremendous volume of cases each attorney must push through the system in accordance with Supreme Court and juvenile statutory time constraints. While major felonies receive the most attention and the success rate as it concerns convictions for these offenses is outstanding, this success comes at a cost in comparison to other, lesser cases. According to the 2012 Attorney General's Crime in Wyoming Annual Report, approx. 2,942 index\* felonies were received from 1/1/2012 through 12/31/2012. These index crimes do not include any additional felonies, misdemeanors, juvenile delinquency, CHINS, or neglect proceedings. Because of the overwhelming volume of cases that are ever-present in the office, it is necessary to "triage" the cases much like a field medical team: you quickly assess each case and decide which can be "saved" with the resources available and which will be disposed of through plea agreements. Index Crimes are defined as murder, rape, robbery, aggravated assault, burglary, lacy, and motor vehicle theft..

This agency has been excused in the past from developing a "strategic plan" simply because the mission and responsibility of the agency is self-evident as mandated by the enabling statutes: to aggressively pursue all violations of the criminal code and the Juvenile Code, in order to protect and secure the safety of the citizens of Laramie County. In order to reach this goal, agency priorities must include reaching out to countless other agencies in an effort to build strong, cooperative relationships. These agencies include, but are not limited to, the Laramie County Sheriff's Department, Cheyenne Police, Division of Criminal Investigation, Drug Enforcement Administration, U.S. Customs, F.E. Warren Air Force Base Judge Advocate General's Office, United States Attorney's Office, Department of Family Services, Game and Fish, Workers Compensation, Medicaid Fraud Unit, Wyoming Department of Employment Office, Laramie County School Districts and the Office of Youth Alternatives.

Although these are not designated programs through any strategic plan, they are programs that the District Attorney's Office either initiated or participates in on a regular basis. These programs, which have proven track records and are some of the most successful prosecution strategies in the State, would likely be the first eliminated if budget cuts continue to be required.

- Drug Court Program
- DUI Court Program
- Veteran's Court Program
- CHINS/Educational Neglect Diversion Program
- Drug Diversion Program
- Joint Drug Task Force
- Internet Crimes Against Children Task Force
- Assisting Federal prosecutors with Internet crimes against children as Special Assistant U.S. Attorney
- Safe Harbor Child Protection Team

It is also important to note that due to legislation passed at virtually every session of the State Legislature, District and County Attorneys are being required to perform additional duties such as, expungement responses and victim notification, human trafficking victim identification and notification, juvenile single point of entry, Juvenile Community Services Board, ACC Board, etc. These are in addition to our stated mission and duties stated above. Should additional budget cuts be required, we will have to make decisions regarding prioritizing our main responsibilities of prosecuting crimes and protecting children or potentially violating these unfunded mandates.

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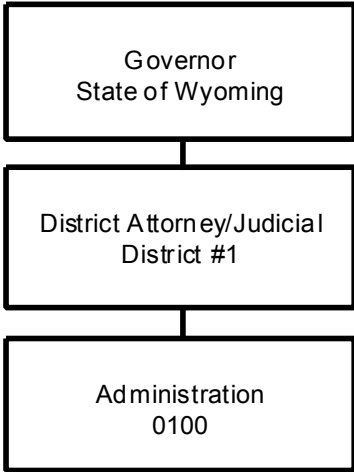
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**SECTION 6. DEPARTMENT PRIORITIES**

151- District Attorney -Jud.Dist 1 2015-2016 Biennium Budget Request								
Priority	Page #	Unit #	Item Requested	Department Request	General Fund	Federal Fund	Other Fund	Governor's Recs
1	15	0101	Software Renewals, Purchases, Maintenance Contracts, Computers	34,293	34,293	0	0	34,293
2	16	0101	WestLaw OnLine Research Charges Increase	8,981	8,981	0	0	8,981
3	16	0101	Office Equipment Replacement	2,750	2,750	0	0	2,750
<b>TOTAL</b>				<b>\$46,024</b>	<b>\$46,024</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,024</b>
General Fund				46,024				
Federal Funds				0				
Other Funds				0				
<b>Total Funding</b>				<b>\$46,024</b>				



SECTION 7. DEPARTMENT ORGANIZATION



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DIVISION ADMINISTRATION							DIV NO 0100
1	2	3	4	5	6	7	
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## **SECTION 1. UNIT STATUTORY AUTHORITY**

Not applicable

## **SECTION 2. STANDARD BUDGET REQUEST**

### **Part A: Narrative**

The District Attorney is the chief law enforcement officer for Laramie County and as such is responsible for prosecution of all criminal cases (other than municipal violations) occurring within Laramie County and for the protection of all individuals within the county, which at times will exceed 100,000 people on any given day. This number is based not only on the population for the county as published of approximately 86,353 people (according to [www.city-data.com](http://www.city-data.com) as of July 2007); it is also based upon the heavy tourist and commercial traffic that travels through the county each day via both interstates, the railroad and airport. Additionally, since all state agencies have their primary office in Cheyenne, this office also handles their complaints ranging from employee theft to fraudulent applications mailed to Cheyenne for processing.

As noted above, the District Attorney is required to sit on several committees, boards and teams. The District Attorney is also required to give notice and services to victims. In addition to those statutorily mandated duties, the District Attorney and his staff have other duties to ensure the effective administration of justice in the First Judicial District and to ensure effective execution of cases which often begin at the investigative stage by law enforcement agencies. These duties include, but are not limited to:

1. Review cases submitted by law enforcement agencies to determine if prosecution is appropriate or whether further investigation is needed;
2. Conduct supplemental and independent investigation;
3. Be available to local law enforcement on a twenty-four hour basis for questions concerning search warrants, arrest procedures, juvenile matters and investigations;
4. Appear and assist law enforcement officers' at all major crime scenes to ensure that all legal requirements concerning search and seizure, arrests and witness interrogations are met and that evidence is preserved properly for later use at trial. (It should be noted that the District Attorney and Deputy District Attorney remain on call at all times through their cellular telephones for questions and consultation from law enforcement, DFS, etc. Other attorneys rotate on call status through their cell phones as well);
5. Appear at all autopsies conducted concerning suspicious or homicide deaths and, if necessary, conduct Coroner juries and inquests;
6. Conduct continuing education for law enforcement officers regarding their duties in the interests of improving the professionalism and quality of law enforcement work;
7. Conduct continuing education for the Department of Family Services and other agencies regarding juvenile practice and procedure in Laramie County;
8. Consult with other prosecutors and with the staff of the Attorney General's Office to assist in the prosecution of criminal cases and appeals;
9. Appear in Circuit Court on cases concerning the extradition of individuals for which warrants have been issued in other states;
10. Provide information to the Governor's Office regarding pardons or commutations he may be considering;

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11. Advise and assist the Department of Corrections and the Department of Family Services in all probation revocations of defendants or juveniles in the District;
12. Prosecute all game and fish violations;
13. Prosecute all County or Highway Patrol initiated traffic violations as well as all DUI's occurring in the District;
14. Prosecute all drug violations occurring in the District (no misdemeanors are handled by municipal courts);
15. Handle all criminal appeals from the Circuit Court to the District Court
16. Provide victim notification of criminal prosecutions, procedures and hearings as well as provide services, referrals and close personal attention during the trial process (As set forth in W.S. 1-40-201 et seq);
17. Act as single point of entry for all juvenile crimes occurring in the District
18. Appear and participate in specialized court programs i.e.) Drug Court, DUI Court, Family Court, etc.

These many functions and duties require appropriate personnel. In regard to budgeted personnel, the office is currently staffed by eight (8) full-time attorneys (including the elected DA), one (1) part-time attorney, one (1) full-time staff supervisor/office manager, one (1) fiscal officer/human resource manager, five (5) legal assistants, one (1) investigator, one (1) victim assistance provider one (1) receptionist and an AWEC clerical assistant.

The part-time attorney works three-quarter ( $\frac{3}{4}$ ) time on all misdemeanor traffic and DUI cases that arise in the county, and he is also solely responsible for all felony-level DWUI prosecutions. One (1) full time attorney is dedicated to all misdemeanors and other Circuit Court proceedings. Five (5) full time attorneys cover all other cases (generally felonies) not specifically tied to grant positions described below. The Deputy District Attorneys supervise the attorney staff, head the juvenile division of the District Attorney's Office as well as maintaining a caseload of adult felonies. Two (2) full time attorneys are dedicated to the juvenile division. One works solely on delinquency. The other handles the Children In Need of Supervision (CHINS) cases as well as all abuse and neglect cases. Both attorneys maintain an average case load of approximately 190 cases. It is important to note that the National Advisory Commission on Criminal Justice Standards and Goals Standard 13.12 for criminal defense attorneys states defense attorneys' maximum cases **per year** should not exceed: 150 felonies, 400 misdemeanors, 200 juvenile, 200 mental health, or 25 appeals.

The staff supervisor/office manager also acts as the legal assistant for the District Attorney. The other six (6) legal assistants, including one (1) HIDTA legal assistant are responsible for assisting the remainder of the attorneys in the office which include the one and three quarters ( $1\frac{3}{4}$ ) misdemeanor attorneys, five (5) felony attorneys (including the HIDTA attorney), two (2) juvenile attorneys, and one (1) VOCA/VAWA Grant Domestic Violence attorney, one (1) part-time CARL Grant attorney (or  $11\frac{3}{4}$  attorneys).

The office also currently employs one (1) clerical assistant through an AWEC contract. This position was instituted in February of 2007 as a result of a significant backlog in filing, file management, DCI dispositional reports and other shortfalls noted at the time. Although great strides have been made, these backlogs still exist. With the addition of the AWEC clerical person we have been able to take clerical duties from the legal assistants allowing them adequate time and making the equation of two (2) attorneys for each legal assistant a manageable situation.

The Victim/Witness Coordinator and the ARRA/VAWA Grant Victim Assistant are responsible for notification of all crime victims regarding events affecting their case status, plea negotiations and case disposition. This is an overwhelming responsibility for two individuals based upon the sheer number of cases that are dealt with on a daily basis.

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The First Judicial District, which is comprised solely of the boundaries of Laramie County, has an average of 175 - 200 hearings per week in District, Juvenile and Circuit Courts. The District Court schedules a felony criminal jury trial three to four times monthly and “stacks” up to 25 cases for each trial date, depending on the number of trials pending on the court’s docket. District Court sentencings, arraignments, revocations and dispositional hearings are set Monday, Thursday and Friday. Special hearings such as suppression hearings, motion and limine hearings, etc. are set separately.

Juvenile Court is scheduled three days a week. The juvenile caseload also requires two full days of multi-disciplinary team meetings as well as rapid settings and shelter care hearings to cover the mandated 48 hour detention period.

The Laramie County Circuit Court has daily sessions to deal with arraignments, initial appearances and bond hearings. At least one Circuit Court Judge holds preliminary hearings and misdemeanor trials each day of the week. Traffic violations are set three days per week. Most domestic violence cases and DUI cases are set separately.

Significant additional attorney time is consumed by judicially initiated and legislatively approved programs. These programs include the following:

District Court Judge Peter Arnold-Family Court;  
 Circuit Court Judge Denise Nau-Felony Drug Court;  
 Circuit Court Judge Roberta Coates-DUI Court; and  
 Circuit Court Judge Roberta Coates-Juvenile Court;  
 Multidisciplinary Juvenile Screening Committee;  
 Safe Harbor (Child Advocacy center) Child Protection Team;  
 Single Point of Entry for all Juvenile cases;  
 Community Juvenile Service Board;  
 Adult Community Corrections Board.

## **Part B. Revenue.**

This agency does not generate revenue. Defendant restitution and reimbursement for prosecution and defense costs may result from prosecution, but cannot be tracked or itemized as revenue from this agency.

Revenues in the form of Federal and other grants are as follows:

High Intensity Drug Trafficking Area (HIDTA) Grant - This position is funded through December 31, 2013. Provides funding for a cross designated attorney who will concentrate on felony drug possession, distribution and interdiction cases in both State and Federal court.

High Intensity Drug Trafficking Area (HIDTA) Grant - This position is funded through December 31, 2013. Provides legal assistance and administrative support to HIDTA Attorney in both State and Federal Court cases.

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Victims of Crime Act/Violence Against Women Act and American Reinvestment and Recovery Act (VOCA/VAWA) Grant - This position is funded through June 30, 2014. Provides funding for a Victim's Assistant whose duties include, but are not limited to providing confidential, timely notice and information to all victims of crime, under the direction of the office Victim/Witness Coordinator.

Victims of Crime Act (VOCA/VAWA) Grant – This position is funded through June 30, 2014. Provides funding for an attorney dedicated to prosecuting first, second and third time (felony) Domestic Violence cases as well as other cases such as Stalking and Sexual Assault that fall under the Domestic Violence umbrella.

It should be noted that these grant positions are not superfluous or “gravy” positions. They are absolutely necessary to the efficient operation of the office. We sought these positions only as a way to fill the need for additional staff. No additional full time staff members have been approved since the 2005 meeting of the Legislature (the 2005-2006 Supplemental Budget request). These grant positions assist in cutting the caseloads of the budgeted positions to manageable levels even though said caseloads still remain over twice that recommended by national standards. Clearly these grants are very tenuous in that they are awarded annually, on a competitive basis, with the ever-present fact that Congress could end the funding stream at any time. This office received preliminary word that the VOCA/VAWA Grant positions may not be funded at necessary levels for the remainder of the 2010/2012 biennium.

Additionally, the District Attorney's Office for the First Judicial District brought in a juvenile diversion officer to supervise and manage early diversion of juveniles in the Circuit Courts. This position is a DFS employee and is completely funded through DFS budget except for the necessary office space, computer, equipment and other supplies necessary to carry out her duties.

### **Part C. Budget Subject to Zero-Basing.**

These amounts have been identified and justified within the Chapter 17 budget document.

### **GOVERNOR'S RECOMMENDATION**

*I recommend approval of the standard budget as submitted.*

### **SECTION 3. EXCEPTION BUDGET REQUEST**

The current exception budget requests are made only in the 200 Series to maintain our current operations. These requests are due to increases in prices or in replacement of equipment that is worn or broken.

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### **1. Priority #1 Software Renewals / Purchases / Computer Replacements**

**A. EXPLANATION OF REQUEST:** The agencies established rotation plan has allowed the office to continue to have the necessary equipment for the appropriate upgrades/updates required by our software and to allow courtroom access for the attorneys. Each year 1/4 of each type computer will be rotated (three to four (3-4) laptops per year and three to four (3-4) minitowers per year. Using the four (4) year replacement plan, fourteen (14) Dell computers will need to be replaced during this biennium: 7 Dell OptiPlex Mini Towers @ \$1,213.00 each, and seven (7) – Dell Latitude E-Series Laptops with docking stations @ \$1,633 each. A total of fourteen (14) machines during the biennium, at a total anticipated cost of \$19,917.

Also during this biennium it will be necessary to replace one printer [there are three network printers] at a cost \$1,293.

Included in this request is for Renewal of security, anti-virus, GFI FaxMaker and Virtual Backup Software packages (\$5,502) and purchase of 2013 MS Office (\$6,000) totaling \$11,502. In an effort to maintain level of technological operations, our current software and computer upgrades, it is essential that we renew certain software programs and support on an annual basis. Also as software upgrades are available it is necessary for us to purchase certain programs that are compatible with those upgrades.

These requests have been reviewed and approved by ETS. ETS Request Approval #RC5Q3.

#### **B. REQUEST BY OBJECT CODE, FUNDING, AMOUNT & FUND SOURCE:**

	Object Code	Amount	Funding Source
1	0240 Intangibles / software	\$ 11,502	100% 1001
2	0292 Maintenance Contracts	\$ 1,581	100% 1001
3	0242 Computer Replacement	\$ <u>21,210</u>	100% 1001
	Total	\$ 34,293	100% 1001

**C. PERFORMANCE JUSTIFICATION:** Priority # 1 Guarantees this office will maintain its current level of computer technology for case tracking, email, virtual backup, etc. It guarantees this office will maintain its current level of computer technology for case tracking, email, virtual backup, etc. specifically for our JustWare Prosecution SoftWare.

### **GOVERNOR'S RECOMMENDATION**

*I recommend approval of \$32,712 in general fund as one time funding for the replacement of computers and software. I recommend \$1,581 general fund for maintenance contracts. This request was approved by OCIO recommendation OCIO-RC5Q3.*

*I recommend that all computer purchases be made via the Chief Information Officer's State Technology Replacement Program at standardized pricing established by the program. I further recommend that all funds appropriated for this program be restricted and not expended for any other purpose.*

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## **2. Priority #2 WestLaw OnLine Research**

**A. EXPLANATION OF REQUEST:** This amount represents increases in our current utility payments through 2016 at approximately 5% per year.

This request is to cover the annual increase of 5% for the biennium, for WestLaw Research and WestLaw Clear Investigative Services and charges from WestLaw that are outside of our plan.

### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT & FUND SOURCE:**

Object Code	Amount	Funding Source
0207 – WestLaw OnLine Research	\$8,981	100% 1001

**C. PERFORMANCE JUSTIFICATION:** Priority # 3 meets the actual needs for current utility payments, phone, WestLaw, Investigative services cable, shredding services, water delivery, Verizon.

## **GOVERNOR'S RECOMMENDATION**

*I recommend approval of this request for \$8,981 for Westlaw OnLine Research.*

## **3. Priority #3 Office Equipment**

**A. EXPLANATION OF REQUEST:** This amount represents equipment needs for the agency. The chairs in our small conference room have broken or become extremely worn and need replaced at this time. We are requesting funding to replace 8 chairs in the conference room. Also during the year several desk chairs have worn out or broken and we need to replace 3 desk chairs. The total request for office equipment replacement is \$2,750.

### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT & FUND SOURCE:**

Object Code	Amount	Funding Source
0241 – Office Equipment	\$2,750	100% 1001

**C. PERFORMANCE JUSTIFICATION:** Priority # 3 meets the actual current needs for this offices daily operation.



**DEPARTMENT** DISTRICT ATTORNEY/JUD. DIST. #1  
**DIVISION** ADMINISTRATION  
**UNIT** ADMINISTRATION

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
151	0100	0101	001	101

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**GOVERNOR'S RECOMMENDATION**

*I recommend approval of this request for \$2,750 for the purchase of office equipment.*

DEPARTMENT DIVISION UNIT		Wyoming On Line Financial Codes					
DISTRICT ATTORNEY/JUD. DIST. #1 ADMINISTRATION ADMINISTRATION		DEPT 151	DIVISION 0100	UNIT 0101	FUND 001	APPR 101	
1		2	3	4	5	6	7
Description	Code	Base Budget	Standard Budget 2015-2016	Total Exception Request	Total Agency Request	Total Governor Recs Changes	Governor Recommendation
EXPENDITURES							
SALARIES-SET BY LAW	0101	199,999	199,999	0	199,999	0	199,999
SALARIES CLASSIFIED	0103	2,164,156	2,156,492	0	2,156,492	0	2,156,492
SALARIES OTHER	0104	138,306	138,306	0	138,306	0	138,306
EMPLOYER PD BENEFITS	0105	1,114,848	620,838	0	620,838	0	620,838
AWEC SALARY & BENEFITS	0110	34,887	33,969	0	33,969	0	33,969
EMPLOYER HEALTH INS BENEFITS	0196	0	524,126	0	524,126	0	524,126
RETIREEES INSURANCE	0197	15,197	15,193	0	15,193	0	15,193
PERSONAL SERVICES	0100	3,667,393	3,688,923	0	3,688,923	0	3,688,923
EQUIPMENT REP & MNTC	0202	250	250	0	250	0	250
UTILITIES	0203	59,292	69,292	0	69,292	0	69,292
COMMUNICATION	0204	3,507	3,507	0	3,507	0	3,507
DUES-LICENSES-REGIST	0207	31,138	41,138	8,981	50,119	0	50,119
TRAVEL IN STATE	0221	14,000	19,000	0	19,000	0	19,000
TRAVEL OUT OF STATE	0222	31,250	26,250	0	26,250	0	26,250
OFFICE SUPPL-PRINTNG	0231	74,224	64,224	0	64,224	0	64,224
EDUCA-RECREATNL SUPP	0236	1,000	1,000	0	1,000	0	1,000
INTANGIBLES	0240	0	0	11,502	11,502	0	11,502
OFFICE EQUIP-FURNISH	0241	0	0	2,750	2,750	0	2,750
DP REPRODUCT OTH EQ	0242	0	0	21,210	21,210	0	21,210
EQUIPMENT RENTAL	0252	22,500	12,500	0	12,500	0	12,500
MAINTENANCE CONTRACTS EXTERNAL	0292	24,912	24,912	1,581	26,493	0	26,493
SUPPORTIVE SERVICES	0200	262,073	262,073	46,024	308,097	0	308,097
PROFESSIONAL FEES	0901	222,498	222,498	0	222,498	0	222,498
CONTRACTUAL SERVICES	0900	222,498	222,498	0	222,498	0	222,498
EXPENDITURE TOTALS		4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
SOURCE OF FUNDING							
GENERAL FUND	1001	4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
GENERAL FUND/BRA	G	4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
TOTAL FUNDING		4,151,964	4,173,494	46,024	4,219,518	0	4,219,518
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		18	18	0	18	0	18
PART TIME EMPLOYEE COUNT		1	1	0	1	0	1
AWEC EMPLOYEE COUNT		1	1	0	1	0	1
TOTAL AUTHORIZED EMPLOYEES		20	20	0	20	0	20