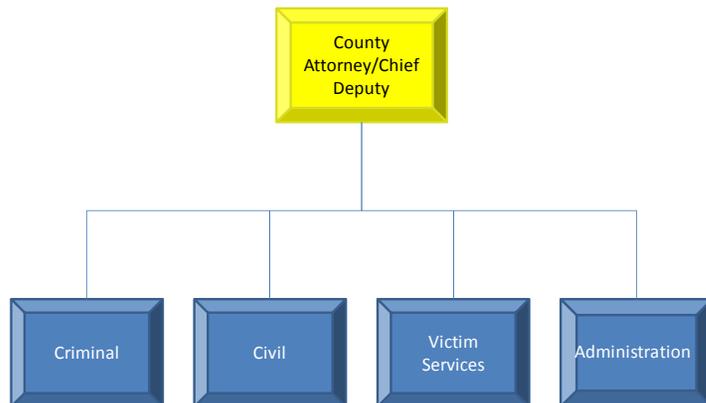


MISSION STATEMENT

To hold accountable those who commit crimes within the County, to support the statutory rights and emotional needs of the victims and witnesses involved in the prosecutorial process, and to provide skilled and efficient legal representation to the County, its officers and the political subdivisions that represent the citizens of Yuma County.

ORGANIZATION



The department is directed by the County Attorney. The County Attorney is the Chief Law Enforcement Officer of the County and is elected by the Yuma County voters.

MAJOR FUNCTIONS

Civil: Represents the County in civil matters, including defending civil lawsuits, advising on liability matters and bringing actions when indicated. The County Attorney is also the legal advisor for the Board of Supervisors; County elected officials and County officers. The County Attorney also represents the State in civil mental health commitment hearings and uncontested adoptions. The County Attorney may also represent various special taxing districts, school districts, and any other entity for which such a duty is mandated by statute.

Criminal: Responsible for the review of all law enforcement related investigations of any felony criminal conduct or juvenile delinquencies, rising to either a felony or misdemeanor offense, occurring in Yuma County, without restriction, or any misdemeanor criminal conduct occurring in Yuma County but outside of any incorporated area or tribal land. Prosecutes all petitions for violation of probation, prepares written responses to all requests for post-conviction relief and attends all grand jury hearings. In conjunction with Victim Services, works to ensure that crime victims are informed and have a chance to express their concerns.

Victim Services: In conjunction with the Criminal Division, this division of the County Attorney's Office, works to ensure all victims are informed of all automatic rights and requested rights as provided to victims pursuant to Arizona Statute. It also provides advocates for victims, assists in the Yuma County Victim Compensation Program, and makes referrals to community resources, assists with crisis intervention and orientation to victims of the criminal justice system.

Administration: Provides administrative, financial and human resources support for the department.



PERFORMANCE REPORTING

Performance Measure Actuals & Benchmarks - Attorney

The following measures are departmental priorities identified in the County-wide Strategic Plan:

County Goal:	Actual				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
To continue to maintain the service/operating performance levels while at the same time improving the overall office performance by improving and/or expanding said services and adding new services.					
% of victims with access to information about rights and resources.	100%	100%	100%	100%	100%
To ensure that the rights and needs of victims of crime are adequately addressed in Yuma County.					
% of victims with access to information about rights and resources.	100%	100%	100%	100%	100%
To hold accountable those who commit crimes within the County, while taking into account the statutory rights and emotional needs of the victims and witnesses involved in the prosecutorial process.					
% of matters adequately and efficiently managed.	100%	100%	100%	100%	100%
To provide skilled and efficient legal representation to the County, its Officers and the political subdivisions that represent the citizens of Yuma County.					
% of legal needs maintained in a manner that is cost effective and highly competent.	100%	100%	100%	100%	100%

STRATEGIC GOALS

Administration County Resources

Goal: To ensure that the rights and needs of victims of crime are adequately addressed in Yuma County.

Objective: Annually, ensure that 100% of victims of crime have access to information about rights and resources.

Indicator: Percentage of victims with access to information about rights and resources.

Current Status: 100%

Strategy: 1) Systematize Materials. Organize existing, and develop new, materials into discrete, small units and make materials user-friendly, develop user-friendly information about crime victim rights and services, and ensure that materials are culturally appropriate and available in different languages. 2) Public Awareness. Develop a marketing strategy to build public awareness of resources, and to reach multiple communities, especially the marginalized and underreported (VS). 3) Training on Victim Rights and Needs. Provide training for specific groups of professionals, law enforcements, judges, court personnel, mental health advocates, counselors and service providers who work with tribes and marginalized or underreported populations on victim rights and needs. Include the voice of victims, and approaches that respect cultural and ethnic sensitivity in curriculum development and training events (VS). 4) Consistent Approach to Meeting Victim Legal Advocacy Needs. In conjunction with Paragraph 3, support victim access to legal advocacy through the development of relevant resources and materials for service providers and victims (VS).



PERFORMANCE REPORTING (CONT)

Administration (continued)

County Resources

Goal: To continue to maintain the service/operating performance levels while at the same time improving the overall office performance by improving and/or expanding said services and adding new services.

Objective: Annually, maintain 100% of financing centralized.

Indicator: Percentage of victims with access to information about rights and resources.

Current Status: 100%

Strategy: To centralize the duties and obligation of the Office as it relates to finance.

Goal: To hold accountable those who commit crimes within the County, while taking into account the statutory rights and emotional needs of the victims and witnesses involved in the prosecutorial process.

Objective: Annually, to adequately manage and efficiently address 100% of matters brought before this office by law enforcement agencies within the County and to meet the minimum set requirements addressing the rights of a victim of crime, as set forth in State Statute.

Indicator: Percentage of matters adequately and efficiently managed.

Current Status: 100%

Strategy: 1) Prosecuting Caseload/Staffing Ratio. Maintain standard of one prosecuting attorney with one support staff member for every 200 felony equivalent cases (charged cases) or less. 2) Information Support. Identify and utilize a mechanism to effectively communicate changes in court rules, procedures and practices to all divisions within the YCAO. 3) Litigation Skills. Develop and institute an informal mentoring and information sharing opportunity whereby experienced litigators will visit divisions or units and be available to answer questions and provide guidance to less experienced litigators and staff. 4) Law Enforcement Collaboration. Seek and maintain collaborative relationships locally and nationally to maximize law enforcement's ability to reduce drug trafficking and manufacturing. Continue to participate in the Yuma County Narcotics Task Force and any other multi-jurisdictional working groups or agencies created to enhance border security and prevent illegal drugs, weapons, and money laundering substances from being trafficked in Yuma County. 5) Elder and Vulnerable Adults. Participate with the Yuma County Elder Abuse Task Force (YCEATF) and to develop proposed legislation to help deter elder and vulnerable adult abuse and to assist in events to improve public and law enforcement awareness and education to better identify, prevent and prosecute cases involving elder and vulnerable adult abuse and neglect. 6) Domestic Violence. Participate with local and state law enforcement and policy groups to form a Domestic Violence Fatality Review Board. 7) Investigation Child Abuse and Neglect. Continue to assist in the periodic update of the Yuma County Investigation Protocol for Child Abuse and neglect and provide direct support and participation in the Children's Justice Project to educate the community about state law that mandates the reporting of all suspected child abuse and neglect. 8) Public Education. Provide identity theft information and create brochures to educate the general public on the threat of identity theft and how to prevent it and continue with periodic review of changes in legislation and local multi-jurisdictional protocols with local and state law enforcement agencies.



PERFORMANCE REPORTING (CONT)

Strategy (continued): (9) Bad Check Program. Develop and implement strategies to inform vendors of the YCAO Bad Check Program (BCP) and expand the same to include a program that teaches violators who go through the BCP appropriate checking account maintenance practices to reduce reoccurrence of issuing a bad check. 10) Reduce Gang Activity in Yuma County (a) Gang Prevention and Intervention. Develop and maintain partnerships with law enforcement, legislators and policy groups to address the gang problem in Yuma County and Arizona and eventually spearhead the formation of a partnership with the same to develop a template for youth gang prevention and intervention statewide (b) Anti-Gang Law Enforcement Initiatives. Formalize partnership with law enforcement, legislators and policy groups to ensure success of gang suppression and graffiti eradication check initiatives as well as enforcement of truancy ordinances and holding parents and guardians accountable for contributing to the delinquency of a minor. (c) Additional Anti-Gang Legislation-Civil. As part of and in conjunction with 10.a and 10.b above, begin the process of studying the possible development of additional legislation to establish the power of anti-gang civil injunctions under state law and additional sanctions for gang-related criminal activity.

County Resources

Goal: To provide skilled and efficient legal representation to the County, its Officers and the political subdivisions that represent the citizens of Yuma County.

Objective: Annually, maintain 100% of financing centralized.

Indicator: Percentage of legal needs maintained in a manner that is cost effective and highly competent.

Current Status: 100%

Strategy: 1) Proactively engage in Risk Management efforts by (a) Identifying Area of Exposure/Risk. Assist the Office of Risk Management in identifying the levels of risk exposure for all agencies and offices within the County and assist in the mitigation of such risk through education and prevention (b) Universal Claim process. Assist the Office of Risk Management in providing a universal policy for all County agencies and offices to follow in the handling of a potential claim against the County, its officers, agents and employees. Such should include assistance with the dissemination of said policy and education as to the implementation of the same. 2) Client Survey. Complete client satisfaction survey and compare data with results of past three years of surveys, noting any dissimilarity as to each survey. 3) Litigation Skills and Information Support. Establish an ad hoc working group to develop and implement plans that (a) Better publicize and disseminate within the YCAO, a litigation policy and forms manual developed in and for the Civil Division, (b) Identify and utilize a mechanism to effectively communicate changes in court rules, procedures and practices to all divisions within the YCAO, and (c) Develop and institute an informal mentoring and information sharing opportunity whereby experienced litigators will visit divisions or units and be available to answer questions and provide guidance to less experienced litigators and staff.



PERFORMANCE REPORTING (CONT)

Strategy (continued): 4) Management and Assessment of Special Deputy County Attorneys (SDCA) Contracts and Costs. Modify SDCA contracting and tracking procedures to centralized information; revise typical contracts to require, as appropriate, that: (a) All invoices submitted by a contract attorney reflect the total amount of the contract, the amount remaining at the beginning of the billing period and the amount remaining after payment of the subject invoice, and (b) That contract attorney provides advance written notice when the work anticipated in the next billing cycle will exceed the remaining balance under the contract. 5) Assessment of YCAO Work. Continue to track trends in YCAO contracts and costs and systematically determine what work, if any, can be brought in-house.

INITIATIVES NEW FOR 2014

This is a continuation budget. There are no major new initiatives, programs or additional resources.

ATTORNEY



STAFFING LEVELS

Authorized Positions by Type of Employment

	2010-11	2011-12	2012-13	2013-14
General Fund	56.00	57.00	55.00	55.00
Special Revenue Funds	21.00	20.00	20.00	20.00
Total	77.00	77.00	75.00	75.00

Authorized Positions by Major Function

	2010-11	2011-12	2012-13	2013-14
County Attorney	1.00	1.00	1.00	1.00
Criminal	52.00	52.00	52.00	52.00
Civil	10.00	10.00	8.00	8.00
Victim Services	11.00	11.00	11.00	11.00
Administration	3.00	3.00	3.00	3.00
Total	77.00	77.00	75.00	75.00

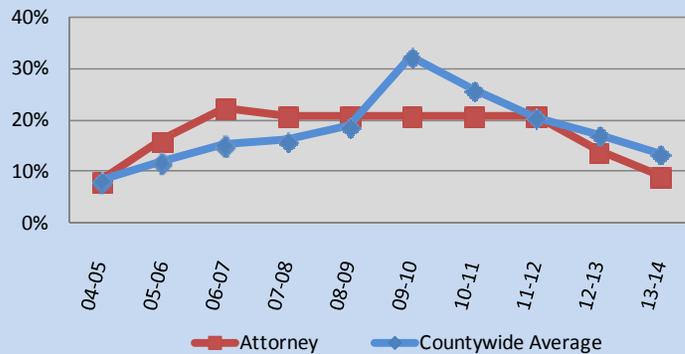
There are no staffing changes for County Attorney's Office for FY13/14.

Authorized Positions by Classification

	2010-11	2011-12	2012-13	2013-14
County Attorney	1.00	1.00	1.00	1.00
Chief Deputy Attorney	2.00	2.00	2.00	2.00
Special Project Attorney	1.00	1.00	1.00	1.00
Attorney Supvr./Trial Attorney	7.00	7.00	7.00	7.00
Criminal Deputy County Attorney	3.00	3.00	3.00	3.00
Attorney III	2.00	4.00	3.00	3.00
Attorney II	6.00	5.00	5.00	5.00
Director of Victim's Services	1.00	1.00	1.00	1.00
Attorney I	3.00	2.00	2.00	2.00
Office Administrator	1.00	1.00	1.00	1.00
Victim Witness Advocate	4.00	4.00	4.00	4.00
Victim Comp Program Coordinator	1.00	1.00	1.00	1.00
Investigator	1.00	1.00	1.00	1.00
Administrative Legal Assistant	2.00	2.00	2.00	2.00
Administrative Assistant	2.00	2.00	2.00	2.00
Legal Office Supervisor	6.00	6.00	6.00	6.00
Paralegal	4.00	4.00	4.00	4.00
Office Specialist III	1.00	1.00	1.00	1.00
Legal Secretary III	15.00	15.00	15.00	15.00
Office Specialist II	4.00	4.00	4.00	4.00
Legal Secretary II	2.00	2.00	1.00	1.00
Clerk III	1.00	1.00	1.00	1.00
Legal Secretary Trainee	2.00	2.00	2.00	2.00
Account Clerk II & Clerk II	5.00	5.00	5.00	5.00
Total	77.00	77.00	75.00	75.00

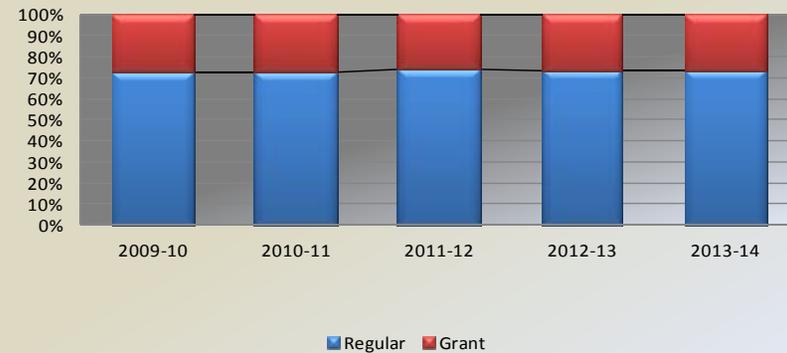
STAFFING LEVELS

Attorney's Growth in Positions Compared to FY04 Base Year - All Funds



The County Attorney's Office has grown 9.1% since fiscal year 2003-04, lower than the Countywide Average of 13.5%. The department housed 46.2 positions in fiscal year 2003-04.

General Fund VS Special Revenue Funded Positions



The County Attorney has 27% of the positions which are grant funded. This is a decrease of 1% since fiscal year 2006-07.

ATTORNEY



FUNDING LEVELS

In the Attorney's Office, the **CRIMINAL DIVISION** is the largest of the office's four divisions. It accounts for 63.7% of the Attorney's Office's resources.

Revenue: General Fund support is at the level needed for General Fund expenditures. There are no substantial changes in Special Revenue.

Personnel: There are no substantial changes this fiscal year.

Supplies and Services: The net increase is primarily due to increases in the Medical Services and Insurance Premiums line items in the General Fund Criminal Division budget plus an increase in the Administrative Costs line item in the Criminal Prosecution Enhancement fund.

Capital Outlay: There is no Capital Outlay budgeted this year.

Criminal	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 2,783,655	\$ 2,773,652	\$ 2,901,909	\$ 2,810,891	\$ 3,067,403	5.70%
Special Revenue	923,509	845,907	773,405	822,773	774,686	0.17%
Balance Forward	454,524	546,465	562,208	567,230	563,362	0.21%
Total Sources	\$ 4,161,688	\$ 4,166,024	\$ 4,237,522	\$ 4,200,894	\$ 4,405,451	3.96%
Uses						
Personnel	3,361,073	3,390,372	3,486,550	3,404,864	3,599,622	3.24%
Supplies & Services	222,997	180,215	451,885	163,322	675,431	49.47%
Capital Outlay	-	5,863	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	237,019	9	29,696	-87.47%
Total Uses	\$ 3,584,070	\$ 3,576,450	\$ 4,175,454	\$ 3,568,195	\$ 4,304,749	3.10%
Other Sources & Uses						
Transfers In	29,902	27,700	107,184	107,184	102,932	-3.97%
Transfers Out	(119,461)	(47,665)	(169,157)	(176,810)	(203,634)	20.38%
Total Other Sources & Uses	\$ (89,559)	\$ (19,965)	\$ (61,973)	\$ (69,626)	\$ (100,702)	62.49%
Other Restricted	\$ 488,059	\$ 569,609	\$ 95	\$ 563,073	\$ -	-100.00%

* Unbalanced amount due to shared funds 02327 and 02342.



FUNDING LEVELS (CONTINUED)

In the Attorney's Office, the **VICTIM SERVICES DIVISION** is the 2nd largest of the office's four divisions. It accounts for 16.6% of the Attorney's Office resources.

Revenue: General Fund support is at the level needed for General Fund expenditures. There are no significant changes in Special Revenue.

Personnel: There are no substantial changes this fiscal year.

Supplies and Services: There are no substantial changes this fiscal year.

Capital Outlay: There is no Capital Outlay budgeted this fiscal year.

Victim Services	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 417,938	\$ 382,761	\$ 396,306	\$ 381,883	\$ 416,447	5.08%
Special Revenue	396,944	434,613	477,741	469,694	469,694	-1.68%
Balance Forward	220,204	253,824	275,813	277,691	258,691	-6.21%
Total Sources	\$ 1,035,086	\$ 1,071,198	\$ 1,149,860	\$ 1,129,268	\$ 1,144,832	-0.44%
Uses						
Personnel	653,719	649,911	665,367	662,650	683,329	2.70%
Supplies & Services	127,543	145,951	240,811	222,350	240,273	-0.22%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	249,584	-	221,230	-11.36%
Total Uses	\$ 781,262	\$ 795,862	\$ 1,155,762	\$ 885,000	\$ 1,144,832	-0.95%
Other Sources & Uses						
Transfers In	190,167	147,265	150,014	150,014	158,072	5.37%
Transfers Out	(190,167)	(144,910)	(150,014)	(135,591)	(158,072)	5.37%
Total Other Sources & Uses	\$ -	\$ 2,355	\$ -	\$ 14,423	\$ -	N/A
Other Restricted	\$ 253,824	\$ 277,691	\$ (5,902)	\$ 258,691	\$ -	N/A

ATTORNEY



FUNDING LEVELS (CONTINUED)

The Attorney's **CIVIL DIVISION** is the 3rd largest of its four divisions, and accounts for 11.2% of the Attorney's resources.

Revenue: General Fund support is at the level needed for General Fund expenditures. There are no significant changes in Special Revenue.

Personnel: There are no significant changes this fiscal year.

Supplies and Services: The net decrease is due to a reduction in the Insurance Premiums line item.

Capital Outlay: There is no Capital Outlay budgeted this fiscal year.

Civil	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 752,819	\$ 707,184	\$ 660,391	\$ 648,384	\$ 664,763	0.66%
Special Revenue	98,262	97,035	95,342	92,645	92,188	-3.31%
Balance Forward	35,538	87,614	48,774	51,408	14,787	-69.68%
Total Sources	\$ 886,619	\$ 891,833	\$ 804,507	\$ 792,437	\$ 771,738	-4.07%
Uses						
Personnel	898,665	829,002	776,855	748,883	794,738	2.30%
Supplies & Services	13,038	29,548	39,255	40,370	27,336	-30.36%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
Total Uses	\$ 911,703	\$ 858,550	\$ 816,110	\$ 789,253	\$ 822,074	0.73%
Other Sources & Uses						
Transfers In	89,559	20,125	11,603	11,603	50,336	333.82%
Transfers Out	-	(2,000)	-	-	-	
Total Other Sources & Uses	\$ 89,559	\$ 18,125	\$ 11,603	\$ 11,603	\$ 50,336	333.82%
Other Restricted	\$ 64,475	\$ 51,408	\$ -	\$ 14,787	\$ -	N/A

* Unbalanced amount due to shared fund 02319.



FUNDING LEVELS (CONCLUDED)

The Attorney's **ADMINISTRATION DIVISION** is the smallest of the office's four divisions and accounts for 8.5% of its resources.

Revenue: General Fund support is at the level needed for General Fund expenditures.

Personnel: The net increase is primarily due to increases in the Elected Officials Retirement and Other Employee Benefits line items.

Supplies and Services: The net decrease is primarily the result of a reduction to the Insurance Premiums line item.

Capital Outlay: There is no Capital Outlay budgeted this fiscal year.

Administration	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 537,068	\$ 559,089	\$ 587,403	\$ 568,385	\$ 588,884	0.25%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
Total Sources	\$ 537,068	\$ 559,089	\$ 587,403	\$ 568,385	\$ 588,884	0.25%
Uses						
Personnel	341,362	342,571	351,023	332,005	367,343	4.65%
Supplies & Services	195,706	216,518	236,380	236,380	221,541	-6.28%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
Total Uses	\$ 537,068	\$ 559,089	\$ 587,403	\$ 568,385	\$ 588,884	0.25%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	-	-	-	-	-	
Total Other Sources & Uses	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	N/A



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