

**New Position
Justification / Support Documentation**

Reset Form

Submittal Date 3/22/19

Hiring Department 440 - District Attorney

Hiring Manager Shawn Dick

Position Title DA Child Abuse/Sexual Assault Investigator

Classification FT

Grade/Step L3.10

Salary \$72,949.62

Number of positions being requested 1

1. Describe the need for the requested position to include the 5 primary or most important functions of this position and include the percentage of time spent on each function.

This is a position we asked for and did not receive in the last budget year. It is still needed to provide crucial assistance in the intake of the ever-increasing numbers of physical and sexual abuse of children and adult sexual assault cases filed by the numerous law enforcement agencies in the County. It takes a special expertise to intake, screen, and develop these cases for effective prosecution. Despite being a smaller percentage of our total case numbers, these cases take an extraordinary amount of time and personnel to review and properly intake. This investigator will be responsible for coordinating child abuse and adult sexual assault investigations within Williamson County. Specifically, they will assist local LEA's in these investigations, gather and review all reports and evidence submitted to intake, meet with victims and witnesses prior to filing charges, and develop any additional evidence available to assist the prosecution. The investigator will also assist with training local law enforcement and stakeholders in the effective investigation of these difficult and complex cases. In developing better investigations and more effective prosecutions, they will form closer working relationships with local law enforcement, CPS, the CAC, and other stakeholders to reduce the risk of an injustice to the victims of these crimes. This has been a request of law enforcement since I took office.

2. Describe how the addition of this position will strengthen and/or benefit the department and Williamson County.

The DA's Office has two investigators handling the intake of all felony cases filed with our Office. Their average caseload in 2017 was 1608 cases and in 2018 was 1518. Anyone with any understanding of law enforcement and prosecution can see that those numbers are overwhelming. The addition of this position will allow for a redistribution of workload among the current investigators allowing them to dedicate more time to each case they are involved in. The DA will seek to hire an experienced investigator with the skill-set needed to assist local LE and our office in intaking cases involving the physical and sexual abuse of children and adult sexual assault cases.

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3. Does this position currently exist within the requesting department?

No

4. How many positions with this job "type" currently exist within the department?

6

5. List the last budget year that a full-time position was recommended and funded for the department?

FY14

6a. How many vacancies currently exist within the department? (Total #)

none

6b. List vacancy by Position Control Numbers

NA

6c. Does the department anticipate to have the above vacancies filled soon? (provide estimate date)

NA

6d. Has the department requested a minor reorganization within the past year?

No

6e. Did the minor reorganization include changes to position(s) similar to the new position requested?

NA

If so please explain?

7. Describe any alternatives considered or to achieve the desired outcome in lieu of requesting a new position such as: equipment / software / technology / a change in business practices.

No equipment, software, technology, or change in business practices will achieve the desired outcome.

8. Can the desired outcome of the requested position be achieved without full-time employment status for the fiscal year? Note full-time staffing recommendations are limited countywide as a whole and the Court may consider other options to meet the needs of the county.

No

If maybe, identify plausible staffing options (i.e. temp funding, contractual labor and/or part-time staffing support options, other considerations may include prorated start dates, etc.)

9a. Should the position be recommended and funded, is there any part-time or full-time position(s) that may be cut?

No

9b. If applicable, position(s) to be cut (include the position control numbers)

NA

10. List the physical location of the workplace or office of the requested position.

Address 405 Martin Luther King

City

Georgetown

11. Describe the fiscal impact of the proposed position; i.e. revenue generation, expense reduction, etc.

There is no revenue generation related to the position of DA Investigator.

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12. Describe how functions / tasks / projects will be accomplished if the requested position is not recommended or funded to include a reallocation of work.

The tasks will either be completed by the other investigators with the understanding that there are only so many minutes in the day, meaning corners will be cut to complete the tasks, or the tasks may be skipped altogether.

13. Describe how addition of this position will reduce the workload of department staff.

This Investigator will be assigned to manage the intake caseload related to child abuse and adult sexual assault offenses. The Office of Court Administration District Court Activity Detail Reports show that in 2017, there were 34 adult sexual assault cases and 108 Indecency or sexual assault of a child cases pending in our District Courts. That year, we added 13 more adult sexual assault cases and 65 Indecency or sexual assault of a child cases. In 2018, we added 20 adult sexual assault cases and 131 Indecency or sexual assault of a child cases. The number of these complex, difficult, and time-intensive cases filed with our office has doubled. This investigator will manage the intake of these cases and the average caseload of the other two intake investigators will drop by these numbers allowing them to dedicate more time to each case they are involved in.

14. IMPORTANT list verifiable metrics, statistics specific to the requested department's workload and/or statutory mandated caseload requirements for the past 3 consecutive years that support the recommendation and funding of the position. Identify the years reported as either calendar or fiscal years, as well as, the records management system used to come up with the data. (Note general county population increases are not considered measurable stats of individual departments.) The Budget Office will verify the information and forward this data to the Court in consideration of the new position request.

See Exhibit A

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15. List, describe, or provide additional supporting information for the proposed position. Include any citations of unfunded mandate or statutory requirements that the department is unable to meet or impact services within a particular area.

There are no new unfunded mandates for this fiscal year.

16. Provide any additional information that should be considered when determining the position classification (title, grade, salary).

It has been the standard practice of the District Attorney to hire experienced and well-trained peace officers with an investigative background and a minimum of 10 years' experience as a peace officer. We do not have a "Field Training" program for new hires to be monitored and mentored during a probationary period like most law enforcement agencies, nor do we have the ability to make job assignments based on the investigator's experience or lack of experience. In short, each investigator must have the ability to work on the most serious cases from day one. With this understanding and the understanding that this issue is currently under review by the Williamson County HR Department, the District Attorney is requesting this position to start at a level comparable to the L3-10 whether it is a L3-10 or somewhere on the "B" Chart.

17. **Copy of the department organizational chart and job description are required documents and must be submitted in-order to complete the review process.** Required documents Attached? ☒

Instructions:

All New Position Requests are submitted within the Power Plan software.

When setting up the new fiscal year budget the Department creates a Decision Package for new position requests within Power Plan. The Department completes the New Position Justification form and attaches it to the Decision Package request within the Power Plan software. This will route the New Justification form to the HR department for salary/grade review of the requested position(s). Once completed HR will send notification to the Budget Office for review and recommendations.

Reminders:

When creating a Decision Package for a new position, the M&O (Maintenance & Operations) will need to include all the additional expenses for the new position (i.e. vehicle, office furniture, equipment, software licenses, etc.) Failure to add all the expenses may result in lack of funding recommended for the approved department expansion.

Exhibit A

Hiring Department 440- District Attorney

Position Title DA Child Abuse Sexual Assault Investigator Classification FT

Grade/Step: L3.10 Salary \$72,949.62 # of positions requested 1

14. Over the years, the office has divided the staffing for intake and trial responsibilities of the investigators in different ways. The following is a quick summary of the evolution of the felony caseload and the additions of investigators at the Williamson County DA's Office with a focus on the average intake workload:

<u>Year</u>	<u>Investigator Caseload</u>	<u>Case Load Source</u>
1977	1 st DA Investigator Hired	Ed Walsh, DA in 1977
1983	2 DA Investigators for @400 felony cases	Staff/Pre-Ableterm
1993	3 DA Investigators for @700 felony cases	Ableterm
2001	1 Intake & 3 Trial Investigators for @1229 felony control numbers	Odyssey
2005	2 Intake & 3 Trial Investigators for @1370 felony control numbers	Odyssey
2014	6 DA Investigators for @2450 felony control numbers (2 per court)	Odyssey

In 2017, the Intake Division was implemented. The two (2) DA Intake Investigators worked approximately 3217 felony control numbers through Intake. This number comes from List Manger in Attorney Manager. It should be noted that attorney manger speaks in terms of control numbers, that is not cases. There can be any number of actual cases associated with a control number. That same year 2552 cases were accepted for felony prosecution and filed with the District Clerk. In 2018, the two DA Intake Investigators worked 3037 felony control numbers through intake and 2794 felony cases were accepted for prosecution and filed with the District Clerk. This results in an average intake caseload of 1608 control numbers in 2017 and 1518 control numbers in 2018. These overwhelming and ever-increasing numbers don't even begin to adequately describe the reality of working as a felony intake investigator. In addition to the numerous responsibilities and task related to "intaking" and reviewing felony cases for potential prosecution, these investigators are constantly working with local law enforcement on investigations, answering questions and providing investigative strategies and advice, reviewing and assisting with drafting search warrants, arrest warrants, grand jury subpoenas. With the addition of an intake investigator focused exclusively on child abuse and adult sexual assault cases, the average caseload of the other two intake investigators will drop allowing them to dedicate more time to the other cases they are involved in.