

**MICHAEL J. WALTON
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Date: May 13, 2022

Dear Mary –

The County Attorney's Office is ready to work on the next phase from the Vera Causa workload analysis from 2020. The study recommended to expand the Victim Services department with two additional victim services specialists and one support staff member. Victim/witness assistance specialists aid prosecutors by handling victim notification of case status, gaining victims' cooperation, preparing victims for trial, arranging transportation for victims, and completing/obtaining victim impact statements. The office currently has two dedicated staff members working in this area, but have been inundated with paperwork and are unable to complete the duties listed below.

What we need our Victim & Witness Specialist to do is to:

1. Interview victims of crime and make referrals to community and social service agencies.
2. Coordinate civilian and law enforcement witnesses assuring that witnesses are available for trials, hearings, and depositions.
3. Notify witnesses of the status of scheduled trials.
4. Assist witnesses during trial to ensure they are comfortable with the proceedings.

The Vera Causa study recommends adding two victim service specialists and one support staff member increasing the County Attorney victim services from two to five staff total.

Our recommendation is to replace/upgrade the current Victim & Witness Specialist who is scheduled to retire on 7/7/2022 with a Senior Victim & Witness Specialist. We would like to recruit skilled professionals in this field. Our office will still only have two FTE's in victim services, but during the initial phase of reworking our victim services we have reassigned tasks to better suit the needs of the office.

In the future, we may request a Senior Office Assistant if the victim paperwork becomes overwhelming not allowing the specialists adequate time with victims.

Thank you for your consideration.

Michael J. Walton
Scott County Attorney

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 9, 2022

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE ATTORNEY'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Attorney's Office increased by 1.00 FTE Senior Victim & Witness Specialist (total 2.0 FTE) to address staffing study recommendation at time of staffing change and the decrease of 1.0 FTE of Victim & Witness Specialist (total 0.0 FTE).

Section 2. This resolution shall take effect immediately.