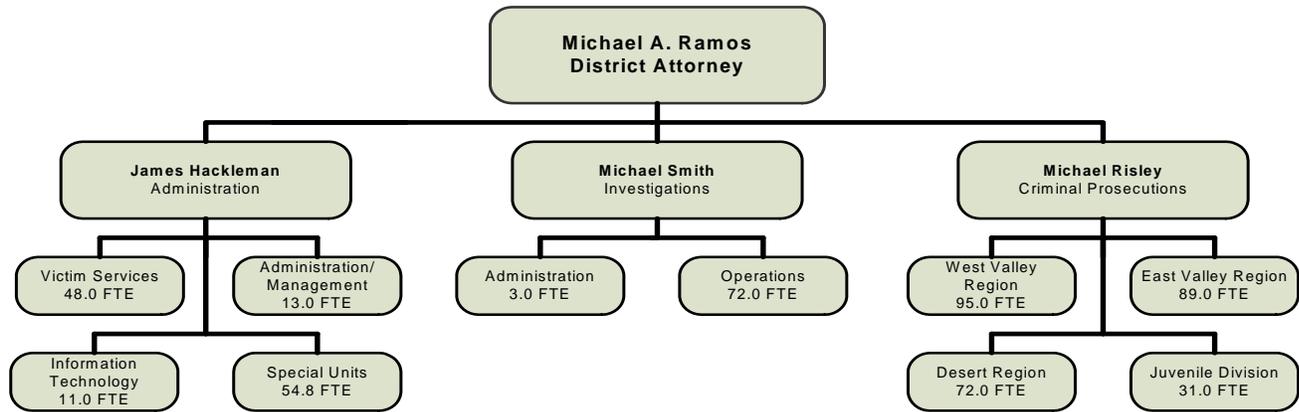


# DISTRICT ATTORNEY Michael A. Ramos

## I. MISSION STATEMENT

It is the mission of the San Bernardino County District Attorney’s Office to represent the interests of the people in the criminal justice system, as mandated by California State law. The San Bernardino County District Attorney’s Office serves the residents of San Bernardino County by: seeking the truth; protecting the innocent; holding the guilty accountable; preserving the dignity of victims and their families; and ensuring that justice is done while always maintaining the highest ethical standards.

## II. ORGANIZATIONAL CHART



## III. DESCRIPTION OF MAJOR SERVICES

The District Attorney is the public prosecutor and has the mandated responsibility to prosecute crimes committed within the County of San Bernardino, including all city jurisdictions, pursuant to Government Code 26500. Additionally the District Attorney’s Office: provides legal assistance for criminal investigations conducted by law enforcement agencies throughout the county; is the legal advisor to the Grand Jury and is authorized to submit evidence and seek Indictments from that body; initiates civil commitment petitions to keep Mentally Disordered Offenders and Sexually Violent Predators in locked facilities; employs civil proceedings in asset forfeiture matters to seek the proceeds of criminal activity; and utilizes civil proceedings to seek sanctions and injunctive relief against businesses that pollute or create dangerous conditions for employees and citizens.

The District Attorney also has a duty to investigate crimes: District Attorney investigators work to prepare cases for trial and initiate special criminal investigations. The office also administers several state grants and other state revenues that fund prosecutors and investigators who handle Real Estate Fraud, Auto Insurance Fraud, Workers’ Compensation Fraud, and other special areas of prosecution.

The District Attorney also has an ethical and legal responsibility to the victims of crime. The office seeks restitution for victims and provides emotional and financial support for victims and their families.

Finally, as the public prosecutor who handles all cases in the name of The People, the District Attorney has a responsibility to keep the citizens of this county informed through regular interaction with the media and the public.

## IV. 2005-06 ACCOMPLISHMENTS

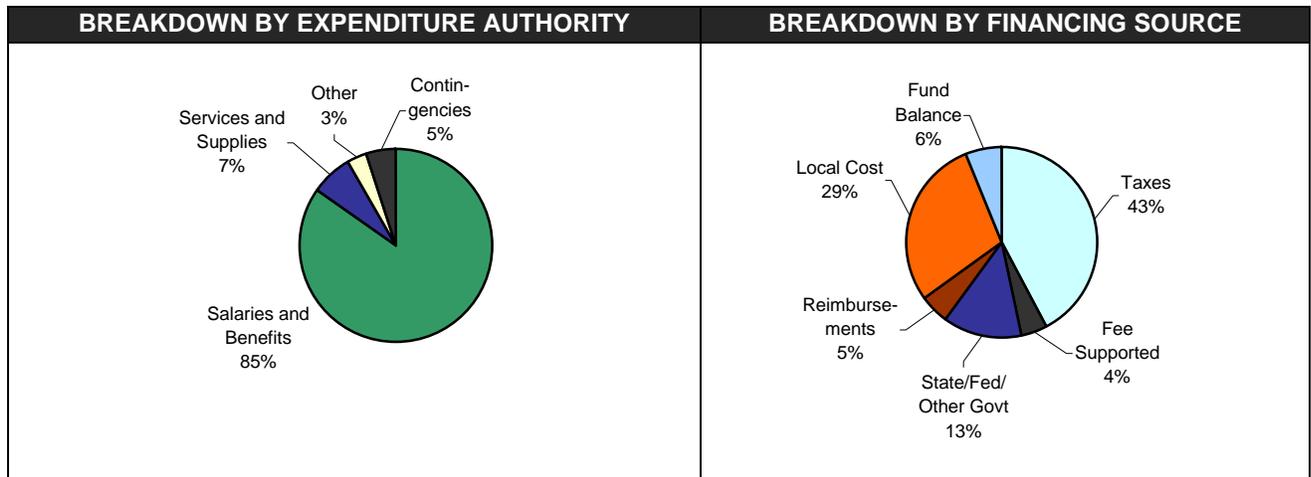
- Expansion of Gang Units to all areas of the county.
- Expanded Family Violence Units in the three major regions of the county.
- Created Identity Theft Unit.



**V. 2006-07 SUMMARY OF BUDGET UNITS**

	2006-07				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
<b>General Fund:</b>					
Criminal Prosecution	51,315,220	32,481,610	18,833,610		449.0
Child Abduction	850,475	850,475			6.0
<b>Special Revenue Funds:</b>					
Real Estate Fraud	4,225,650	1,625,000		2,600,650	11.0
Auto Insurance Fraud	1,080,140	650,063		430,077	6.0
Workers' Compensation Insurance Fraud	1,761,785	1,402,418		359,367	11.0
State Asset Forfeitures	411,168	400,000		11,168	3.3
Specialized Prosecutions	925,658	806,500		119,158	6.5
Vehicle Fees-Auto Theft	1,205,596	833,500		372,096	
Federal Asset Forfeitures	167,560	27,500		140,060	
<b>TOTAL</b>	<b>61,943,252</b>	<b>39,077,066</b>	<b>18,833,610</b>	<b>4,032,576</b>	<b>492.8</b>

**VI. 2006-07 BUDGET**



**VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**

**GOAL 1: PROMOTE PUBLIC SAFETY BY PUNISHING CRIMINAL CONDUCT**

*Objective A: To continue to promptly, effectively, and ethically prosecute criminal offenses.*

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1A. Average number of days between felony case filing and disposition.	110	90	109	90

**Status**

It is critical to the system of justice that it be administered in a timely fashion. Delays in concluding prosecutions frustrate victims and cause witness recollection to fade; and, punishment becomes less meaningful the farther removed the defendant becomes from the criminal act itself. Slow moving cases increase the size of court calendars and reduce the quality of justice for all. Making every meaningful effort to resolve cases in a timely fashion will meet our objective of efficient and effective criminal prosecution and assist greatly in accomplishing the critical goal of holding the guilty accountable. Workload indicators for the first quarter of 2006-07 show increases over the prior year for cases reviewed and filed.



<b>GOAL 2: ASSIST VICTIMS AND THEIR FAMILIES TO OVERCOME THE EFFECTS OF CRIME AND HELP THEM SUPPORT SUCCESSFUL PROSECUTION</b>
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*Objective A: To minimize the impact of crime upon the lives of victims and assist them as they participate in the criminal justice system.*

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
2A. Percentage increase of felony cases where victim services are provided. (5,676 cases in 2005-06).	26%	10%	29%	32%

**Status**

The personal contact with a trained Victim Witness Advocate is the best reassurance this office can provide for traumatized victims as they find their way through an often-confusing criminal justice system. Advocates provide emotional support and information regarding services and restitution to our victims. It is the objective of this office to provide that personal contact in as many cases as possible and to increase that level of contact in succeeding years in service to our victims of crime. First quarter numbers for 2006-07 indicate that the number of victims served will increase over the prior fiscal year.

**VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)**

**Policy Item 1: The department received \$299,942 in ongoing funding to increase Special Units management staff by 2.0 positions.**

**Policy Item 2: The department received \$323,651 in ongoing funding to increase support staff by 7.0 positions.**

**Policy Item 3: The department received \$133,716 in ongoing funding to increase Victim Services staff by 2.0 positions.**

**Policy Item 4: The department received \$178,644 in ongoing funding to expand Lifer Prison Parole Unit by 1.0 position.**

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
P1. Increase the number of Special Units' filings.	253	263	266	279
P2. Increase efficiency in case processing resulting in increased cases entered.	68,139	69,502	69,502	72,282
P3a. Serve more victims in felony cases.	5,107	5,362	5,362	5,630
P3b. Process more cases at the Children's Assessment Center.	569	597	586	615
P4. Increase the number of hearings where the District Attorney appears on behalf of the victim.	197	296	260	325

**Status**

The department anticipates achieving the first three measurements shown above. Since some of the positions associated with the above policy items have recently been filled, or are in the process of being filled, the department does not anticipate achieving the final two measurements.

In addition to the above performance measures, the department is also monitoring the reduction in clerical sick hours due to increased staffing. In 2005-06, the department tracked 12,858 clerical sick hours; the department estimates a 1% decrease in the number of sick hours in 2006-07 and a 5% decrease in the number of sick hours in 2007-08. The 1% for 2006-07 is lower than projected; the department believes this is due to approved positions not being filled for the entire fiscal year.



**IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)**

2007-08 OBJECTIVES FOR POLICY ITEMS	2007-08 POLICY ITEMS
<p>1. To implement a secure information exchange environment that complies with state mandated requirements to protect, from public dissemination, criminal offender record information.</p>	<p>A. Eliminate risk that unauthorized persons will access criminal record information. Although implementation of system is scheduled for completion by June 30, 2007, this policy item requests funding for ongoing costs of the system including \$35,000 ongoing system maintenance and 1.0 Supervising Automated Systems Analyst.</p> <p><b>Additional Funding Requested:</b> \$139,000 - ongoing funding.</p>
<p>2. To address facilities issues in the Victorville location where all currently available space has been utilized. This request would consolidate criminal and juvenile offices into one location.</p>	<p>A. Obtain additional office space in Victorville.</p> <p><b>Additional Funding Requested:</b> \$350,000 total funding (one time funding - \$30,000, ongoing funding - \$320,000).</p>
<p>3. To continue working toward maximizing attorney staff time by increasing support staff to process files, minimize backlog, and provide better services to victims and the community.</p>	<p>A. Increase support staff countywide by 3.0 Transcribers, 8.0 Office Assistants, 1.0 Fiscal Assistant, 2.0 Victim Witness Advocates, 2.0 Automated Systems Techs, and 1.0 Legal Research Attorney.</p> <p><b>Additional Funding Requested:</b> \$1,174,989 - ongoing funding.</p>
<p>4. To continue to increase the department's effectiveness in the areas of trial preparation, witness location, pardon-rehabilitation investigations, and criminal investigations by expanding the Bureau of Investigation toward a lawyer/investigator ratio of comparable counties in accordance with the District Attorney's Business Plan.</p>	<p>A. Increase Bureau of Investigation staff by 1.0 Supervising Investigator, 7.0 Investigative Technicians for a subpoena unit, 4.0 District Attorney Investigators, 1.0 Investigative Technician for Chino, and 1.0 Cold Case Investigator.</p> <p><b>Additional Funding Requested:</b> \$1,853,292 total funding (one time funding - \$280,000, ongoing funding - \$1,573,292).</p>
<p>5. To work toward full implementation of family violence units in each major region of the county. All units would be staffed with senior level lawyers, investigators, victim witness advocates, and support staff with special expertise in dealing with family violence crimes that have far reaching societal impact.</p>	<p>A. Increase Family Violence Unit staffing by 2.0 Deputy District Attorney's, 8.0 Investigators, 3.0 Victim Witness Advocates, 3.0 Trial Prep Coordinators, and 2.0 Office Assistants.</p> <p><b>Additional Funding Requested:</b> \$2,318,555 total funding (one time funding - \$224,000, ongoing funding - \$2,094,555).</p>
<p>6. To further implement the gang units in each region of the county to deal with complexities of gang related cases/crimes (level of violence, difficult witness, witness relocation, criminal threats, etc.).</p>	<p>A. Increase Gang Units staffing by 4.0 Deputy District Attorney's, 4.0 Investigators, and 1.0 Office Assistant.</p> <p><b>Additional Funding Requested:</b> \$1,496,512 total funding one time funding - \$112,000, ongoing funding - \$1,384,512).</p>



<b>MEASUREMENT</b>	<b>2005-06 (Actual)</b>	<b>2006-07 (Projected)</b>	<b>2006-07 (Estimated)</b>	<b>2007-08 (Projected)</b>
P1. Secure sensitive criminal offender information per state mandated requirements.	NEW	NEW	75%	100%
P2. Obtain additional office space in Victorville area.	13,400	13,400	13,400	19,980
P3. Increase number of cases entered into the District Attorney Standardized Tracking and Reporting (STAR) system. (68,139 cases in 2005-06).	NEW	NEW	69,502	72,282
P4. Increase number of completed Investigative Services Requests (ISR). (8,802 ISRs in 2005-06).	NEW	NEW	8,978	9,876
P5. Increase number of cases filed by the Family Violence Units. (1,003 cases in 2005-06).	NEW	NEW	1,023	1,064
P6. Increase number of cases filed by the Gang Units. (1,012 cases in 2005-06).	NEW	NEW	1,032	1,073

### **Status**

For 2007-08, the department chose the objectives for requested policy items as follows:

1) The department's exchange environment is currently serviced and maintained by ISD. The department anticipates adopting a law enforcement model, which will bring its network infrastructure in-house. This will be accomplished by migrating from Exchange 5.5 to Exchange 2003, which will move the department to its own email system thereby securing sensitive criminal offender information per state mandated requirements. The department is requesting funding for ongoing systems maintenance and one systems analyst position. Total cost \$139,000.

2) The department currently houses the Victorville criminal and juvenile units in two separate locations that occupy a total of 13,400 square feet. This Policy Item proposes combining the offices to increase efficiency as well as allow for anticipated expansion in the Victorville area. Total cost \$350,000.

3) The department will continue to work toward maximizing attorney staff time by increasing support staff to process files and minimize backlog, which will allow the department to provide better services to victims and the community. Approval of this Policy Item will assist the department in decreasing the number of backlogged cases that need to be entered into the STAR system as current case numbers continue to rise. Total cost \$1,174,989.

4) Deputy District Attorneys submit Investigative Service Requests (ISRs) when they require a trial prep investigator's assistance. The department is requesting additional investigative staff to increase effectiveness of the trial preparation functions by increasing investigation unit staffing. Total cost \$1,853,292.

5) The department will work toward full implementation of a family violence unit in each major region of the county, which would be staffed with senior level attorneys, investigators, victim advocates, and support staff who would have the expertise to deal with family violence crimes that have far reaching negative societal impact. Total cost \$2,318,555.

6) The department would implement gang units in each region of the county by increasing staffing to meet workload demands. Total cost \$1,496,512.

The total cost for these objectives is \$7,332,348 (\$646,000 one-time monies and \$6,686,348 ongoing monies); the objectives would add a total of 59.0 additional staff.

### **X. 2007-08 PROPOSED FEE ADJUSTMENTS**

The department is not requesting any proposed fee adjustments for 2007-08.

If there are questions about this business plan, please contact Jane Allen, at (909) 387-6613.
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