

DISTRICT ATTORNEY



COUNTY OF SANTA CRUZ

**KATHRYN A. CANLIS
ACTING DISTRICT ATTORNEY**

January 12, 1999

BOARD AGENDA: January 26, 1999

The Honorable Jeffrey Almquist, Chairperson
and Members of the Board of Supervisors
Governmental Center
701 Ocean Street, Room 500
Santa Cruz, California 95060

RE: VICTIM/WITNESS ASSISTANCE PROGRAM

Dear Chairperson Almquist and Members of the Board:

As your Board is aware, the District Attorney's Office currently administers a Victim/Witness Program for Santa Cruz County. The program offers financial, emotional and informational assistance to victims and witnesses of crime. These services are fully funded by revenues from the State Office of Criminal Justice Planning (OCJP) and the State Board of Control (SBOC).

We have been notified by OCJP that they have approved our request that they fund an additional halftime Clerk I position to provide clerical support for the Victim Advocates Unit within the Victim/Witness Assistance Program. The annual cost of this position is \$14,458.60. The funds for this position have already been accepted by your Board and are included in the FY 1998-1999 Victim/Witness Assistance Program budget. We are requesting that your Board authorize the addition of this .5 FTE Clerk I position. This position is needed to answer incoming telephone calls, handle the initial screening of clients that visit Victim/Witness and set appointments with the Victim Advocates. The position will also be responsible for maintaining case files, processing correspondence and carrying out other needed support functions.

SANTA CRUZ OFFICE
P.O. BOX 1159
701 OCEAN STREET
SANTA CRUZ, CA 95061
(831) 454-2400
(831) 454-2227 FAX

WATSONVILLE OFFICE
P.O. BOX 228
FREEDOM, CA 95019
1430 FREEDOM BLVD
WATSONVILLE, CA 95076
(831) 763-8120

FAMILY SUPPORT DIVISION
P.O. BOX 1841
420 MAY AVENUE
SANTA CRUZ, CA 95061
(831) 454-3700
(831) 454-3752 FAX

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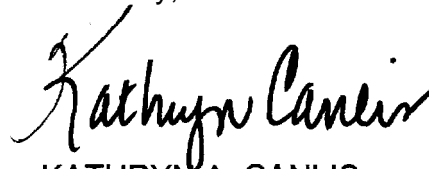
Honorable Jeffrey Almquist, Chairperson
and Members of the Board of Supervisors
January 6, 1999
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We have also been notified by OCJP that they have approved our request to spend \$4,606.56 in OCJP funds to purchase a computer, color monitor, printer, modem and software. These funds are also included in our FY 1998-1999 Victim/Witness Assistance Program budget. We are requesting that your Board authorize the expenditure of these funds for the purchase of this computer system.

IT IS THEREFORE RECOMMENDED that your Board:

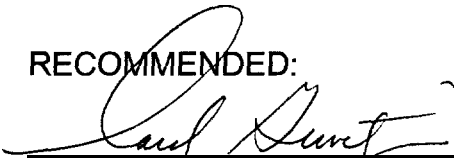
1. Authorize the addition of one Limited Term .5 FTE Clerk I position to provide clerical support for the Victim/Witness Assistance Program of the District Attorney's Office; and
2. Authorize the expenditure of \$4,606.56 for the purchase of one personal computer system for the Victim/Witness Assistance Program.

Sincerely,



KATHRYN A. CANLIS
ACTING DISTRICT ATTORNEY

RECOMMENDED:

for 
SUSAN A. MAURIELLO
COUNTY ADMINISTRATIVE OFFICER

vwclerk.bos

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B

COUNTY OF SANTA CRUZ

REQUEST FOR TRANSFER OR REVISION OF BUDGET APPROPRIATIONS AND/OR FUNDS

Department: District Attorney

Date: January 19, 1999

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 1999

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6, , , ,	, , , , 9 2,1,3,1,2	0,2	, , 0,4,3

BATCH #	
DATE	Keyed By:

		T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
T R A N S F E R	T O	0,2,1	2,7,1,4,0,0	8,4,0,4	D,0,0,0,0,6	610,615,6	Fixed Assets
	R O M	0,2,2	2,7,1,4,0,0	3,1,0,0	D,0,0,0,0,6	46,065,6	Req pay

Explanation:

TRANSFER
To ~~rebudget~~ salary savings on the Victim/Witness Assistance Program and purchase Fixed Assets that were approved by the Office of Criminal Justice Planning

Name Kathryn A. Canlis

Title Acting District Attorney

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above,

Auditor-Controller; by Ronald J. Allen, Deputy Date 1/20/99

County Administrative Officer's Action: Recommended to Board Approved Not Recommended or Approved

County Administrative Officer [Signature] Date 1/20/99

State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order
County of Santa Cruz } duly entered in the minutes of said Board on

_____, 19____, By _____, Deputy Clerk

(A-C) * Desc: _____ # _____ - Budget Transfer

Distribution: BRD. NAME AGENDA DATE ITEM NO.
 White-Board of Supervisors Green-County Administrative Officer Goldenrod-Departmental Control Copy
 Yellow-Auditor-Controller Pink-Originating Department

A-C Review		

[Signature]