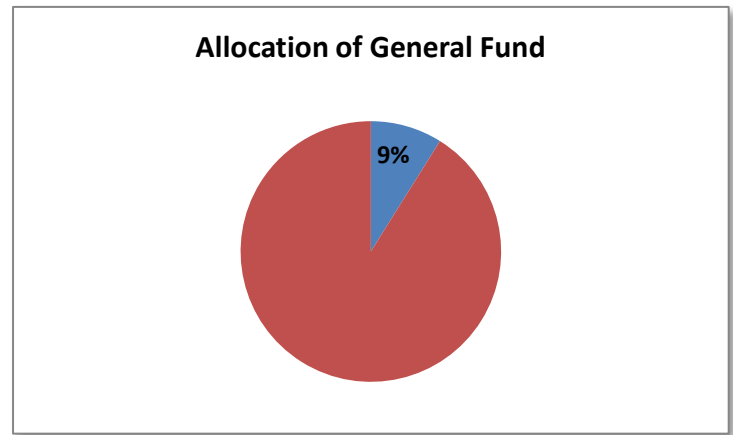
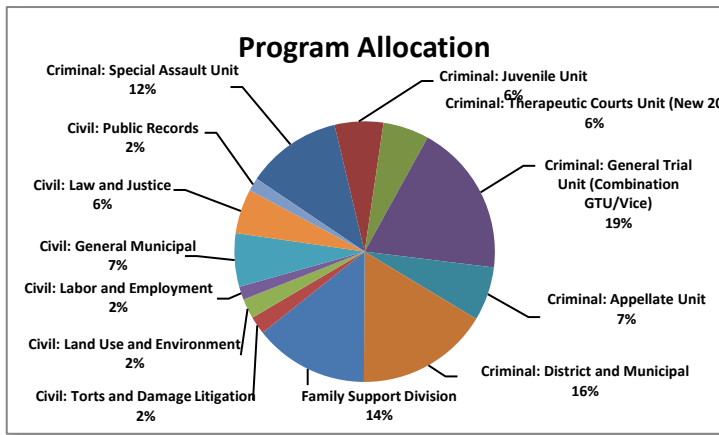
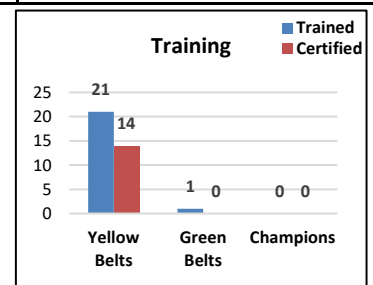
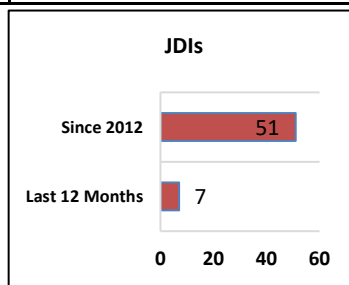
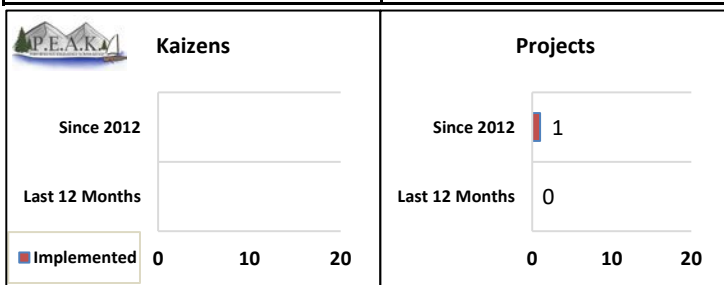




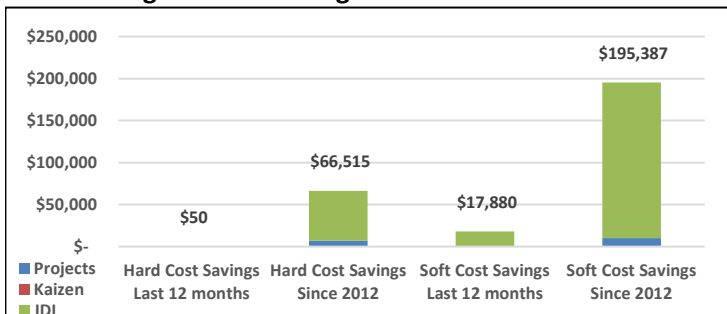
Mission: Pursuing justice with integrity and respect



Revenue	2019	2020	Change
Taxes	\$0	\$0	N/A
License and Permits	\$0	\$0	N/A
Intergovernmental	\$2,095,773	\$2,101,006	0%
Charges for Services	\$286,989	\$303,434	6%
Fines and Forfeits	\$31,869	\$21,340	-33%
Misc/Other	\$300,976	\$303,862	1%
<b>TOTAL REVENUE</b>	<b>\$2,715,607</b>	<b>\$2,729,642</b>	<b>1%</b>
Expenses	2019	2020	Change
Salaries & Benefits	\$9,037,604	\$9,195,416	2%
Supplies	\$64,173	\$62,573	-2%
Services	\$308,050	\$315,280	2%
Interfund Payments	\$573,978	\$573,355	0%
Other Uses	\$0	\$0	N/A
<b>TOTAL EXPENSES</b>	<b>\$9,983,805</b>	<b>\$10,146,624</b>	<b>2%</b>
<b>FTEs (Full Time Equivalents)</b>	<b>78.60</b>	<b>77.60</b>	<b>-1.00</b>



### PEAK Program Cost Savings



### Key Outcomes

The Kitsap County Prosecutor's Office is dedicated to providing the highest quality of service to the citizens of Kitsap County. To achieve performance excellence, we are committed to the continual evaluation of all processes for their effectiveness, efficiency, and merit.



**Program Title: Criminal: Special Assault Unit**

**Program Budget: \$1,200,452**

**Purpose**

The Kitsap County mission states: Kitsap County government exists to protect and promote the safety, health, and welfare of our citizens in an efficient, accessible, and effective manner. It is difficult to imagine another program in Kitsap County government that is more vital in meeting the goals of this mission statement. County government has an obligation to seek justice and protect its most vulnerable citizens. Crimes against children, sexual assault, human trafficking, abuse of vulnerable adults and domestic violence are the most complex in the criminal justice system, for a variety of reasons.

**Strategy**

The Special Assault Unit (SAU) reviews law enforcement referrals for charging and aggressively prosecutes crimes of domestic violence, sexual assault, human trafficking, crimes against children, and abuse of vulnerable adults. Victims of sexual assault and domestic violence are often reluctant to engage in the justice system. Children often don't understand how the justice system works and what protections are available to them. SAU provides both victim support and advocacy and seeks to hold offenders accountable in the most aggressive manner available under the law.

**Results**

The building that houses SAU also houses additional members of Kitsap Special Assault Investigative and Victims' Services (SAIVS). The National Children's Alliance has accredited the building as a Child Advocacy Center. Along with the lawyers, forensic interviewers, human trafficking specialist and staff at SAU who specialize in crimes of domestic violence, sexual assault, human trafficking crimes against children, and abuse of vulnerable adults, SAIVS is able to synchronize all of the services required for these types of crimes in one location including victim legal advocates and child therapists.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Victims Served	752	1,182	1029	790	836	774
2. Child Victims	348	548	431	329	342	309
<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Total Felony Referrals	834	960	870	727	790	757
2. Total Felony Cases Filed	332	422	428	326	346	281
3. Total Felony Dispositions	368	276	334	295	308	242

<b>Budget Totals</b>						
	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$201,716	\$190,348	\$145,429	\$154,474	\$244,915	\$244,074
<b>Expenditures</b>	\$1,200,452	\$1,134,270	\$1,007,153	\$1,058,706	\$1,004,851	\$958,731
<b>Difference</b>	(\$998,736)	(\$943,922)	(\$861,723)	(\$904,232)	(\$759,935)	(\$714,657)
<b># of FTEs</b>	9.21	8.88	7.77	8.44	8.27	8.27



**Program Title: Criminal: Juvenile Unit**

**Program Budget: \$613,912**

**Purpose**

The Juvenile unit provides a necessary and legally-mandated program for dealing with juvenile crime and delinquency in Kitsap County. The program directly aligns with the Board’s mission to protect and promote the safety, health, and welfare of our citizens by handling juvenile criminal cases in an efficient and accessible manner. Holding juveniles accountable for their criminal behavior and seeking rehabilitative services through the Kitsap County Juvenile Court is a top priority of Kitsap County Government.

**Strategy**

The goal of protecting citizens in Kitsap County is reached by prosecuting juveniles and holding them accountable for the offenses they commit against the citizenry, making this a better community in which to live, work, and play. The Juvenile unit is responsible for review, screening, diversion, charging, processing, prosecution, and disposition of all referrals related to criminal conduct committed in Kitsap County by anyone under the age of eighteen. This includes serious violent crime cases on down to simple infractions.

**Results**

Since 1995, the Juvenile division has maintained efficient and cost-effective methods for handling juvenile cases within its office and the juvenile court. The Juvenile division developed out-of-court hearings in response to necessary juvenile court congestion and delays in processing juvenile cases. We have adapted many of the same technical efficiencies as our adult divisions to maximize delivery and quality in our caseloads.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Victims Served	792	1,160	1,007	1002	726	813
2. Drug, ITC, Diversion Participants	148	264	177	175	163	223
<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Total Referrals	996	1,012	913	884	833	887
2. Total Cases Filed	356	464	402	422	408	529
3. Total Dispositions	404	468	361	433	431	534

<b>Budget Totals</b>						
	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$103,158	\$99,247	\$98,637	\$99,566	\$156,071	\$155,534
<b>Expenditures</b>	\$613,912	\$591,404	\$683,101	\$682,388	\$640,334	\$610,945
<b>Difference</b>	(\$510,754)	(\$492,157)	(\$584,464)	(\$582,822)	(\$484,263)	(\$455,410)
<b># of FTEs</b>	4.71	4.63	5.27	5.44	5.27	5.27



**Program Title: Criminal: Therapeutic Courts Unit (New 2019)**

**Program Budget: \$578,720**

**Purpose**  
 In Kitsap County, the Therapeutic Courts programs consist of Felony Adult Drug Court, Veterans Court, Residential Drug Offender Sentencing Alternative Court (ResDOSA), Behavioral Health Court, Felony Diversion Court and Human Trafficking Court. The Therapeutic Court Unit (TCU) provides cohesive and integrated prosecutorial services to all of Kitsap County’s therapeutic programs and offers alternatives to prosecution for individuals suffering from mental health or chemical dependency issues who face criminal charges that are a result of untreated behavioral health conditions. Identifying and treating the core issues that bring these individuals into the criminal justice system has proven far more efficient both to address criminal recidivism and to protect the community.

**Strategy**  
 The TCU acts as a centralized-referral unit for all Therapeutic Courts, providing undivided focus to quickly and thoroughly review referrals for initial eligibility and start the evaluative process. Prosecutors work to find the unique balance between protecting public safety and building consistent eligibility criteria that can assist in diverting appropriate participants from the traditional criminal-justice paradigm focused on punishment to the therapeutic-court paradigm focused on identification and treatment of behavioral health conditions that, left untreated, doom the person to “recycle” through the criminal justice system over and over.

**Results**  
 The TCU provides cohesive and integrated prosecutorial services to all of Kitsap County’s therapeutic programs and offers alternatives to prosecution for individuals suffering from mental health or chemical dependency issues who face criminal charges that are a result of untreated behavioral health conditions. Identifying and treating the core issues that bring these individuals into the criminal justice system has proven far more efficient both to address criminal recidivism and to protect the community.

Quality Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Participants Entering	100					
Workload Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Total Applications Received	382					
2. Total Applications Accepted	100					

Budget Totals						
	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenues	\$97,244	\$0	\$0	\$0	\$0	\$0
Expenditures	\$578,720	\$0	\$0	\$0	\$0	\$0
Difference	(\$481,476)	\$0	\$0	\$0	\$0	\$0
# of FTEs	4.44	0.00	0.00	0.00	0.00	0.00



**Program Title: Criminal: General Trial Unit (Combination GTU/Vice)**

**Program Budget: \$1,918,639**

**Purpose**

NOTE: Beginning 2019 this Vice Unit was combined with GTU. For ease of reference, the statistics have been combined going back to 2014.)

The Kitsap County mission is to “protect and promote the safety, health, and welfare of the citizens in an efficient, accessible, and effective manner.” The General Trial Unit is tasked with prosecuting all felony crimes in Kitsap County that are not handled by our specialized Special Assault Unit. The General Trial Unit is responsible for prosecuting felony offenders for almost every type of crime, including burglaries, robberies, thefts, felony assaults, drug-related crimes, vehicular assaults, vehicular homicides, and homicides. Careful and deliberate prosecution of these crimes serves to “protect and promote the safety, health, and welfare of the citizens” by addressing and punishing offenders, and when appropriate, providing treatment for offenders.

**Strategy**

The General Trial Unit reviews all general adult criminal referrals made by law enforcement within the county based on established and consistent standards and procedures to ensure consistent prosecution of crime. We resolve matters efficiently, taking into consideration, when appropriate, mitigating factors which may weigh in favor of rehabilitative programs such as the various therapeutic courts operating in our county. We quickly identify and aggressively prosecute serious offenses.

**Results**

Most General Trial Unit cases have victims. In the bulk of the cases, the victim either does not know the perpetrator or does not have a familial relationship to the perpetrator. Victims often feel vulnerable, scared, and angry. The goal of the General Trial Unit is to prosecute cases in a manner that holds offenders accountable and seeks resolutions that account for the suffering of crime victims.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Victims Served	1,426	2,090	2,277	2,034	1,805	1,557
<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Total Felony Referrals	2,364	1,500	2,236	1,319	1,377	1,263
2. Total Felony Cases Filed	1424	918	1543	822	777	697
3. Total Felony Dispositions	1062	698	1467	957	708	554

<b>Budget Totals</b>						
	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$322,395	\$435,142	\$356,368	\$345,553	\$549,061	\$547,174
<b>Expenditures</b>	\$1,918,639	\$2,592,982	\$2,467,978	\$2,368,289	\$2,252,713	\$2,149,320
<b>Difference</b>	(\$1,596,243)	(\$2,157,841)	(\$2,111,611)	(\$2,022,736)	(\$1,703,652)	(\$1,602,146)
<b># of FTEs</b>	14.72	20.30	19.04	18.88	18.54	18.54



**Program Title: Criminal: Appellate Unit**

**Program Budget: \$679,083**

**Purpose**

Every criminal defendant who is convicted after a trial is entitled to one appeal as a matter of right. Thus, generally speaking, every defendant who is convicted at trial in Kitsap County Superior Court files an appeal in the Washington Court of Appeals. The Appeals Unit is responsible for responding to all adult criminal appeals (arising out of criminal convictions from Kitsap County) that are filed in either the Court of Appeals or the Washington Supreme Court. An appeal is a review by an appellate court of the trial court proceedings.

**Strategy**

The appellate practice provided by the Prosecutor’s Office is an essential and necessary part of the prosecution of criminal cases, as is the only way to ensure that criminal convictions are not needlessly overturned on appeal.

**Results**

The Appeals Unit has been a paperless unit for several years and maintains all of its records and documents electronically. This allows the attorneys to have quick and efficient access to all necessary records and documents, and has greatly reduced the need for recordkeeping or legal assistant support.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
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1. Briefs Filed	80	68	67	45	55	55
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<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
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1. Appeals Filed DCT/Muni	14	2	7	4	2	5
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2. Appeals Filed Felony	34	22	33	40	25	24
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3. Appeals Filed Collateral	36	46	42	42	13	28
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**Budget Totals**

	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
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<b>Revenues</b>	\$114,109	\$88,529	\$79,921	\$81,246	\$126,456	\$126,021
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<b>Expenditures</b>	\$679,083	\$527,538	\$553,480	\$556,949	\$518,829	\$495,016
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<b>Difference</b>	(\$564,975)	(\$439,009)	(\$473,560)	(\$475,703)	(\$392,373)	(\$368,995)
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<b># of FTEs</b>	5.21	4.13	4.27	4.44	4.27	4.27
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**Program Title: Criminal: District and Municipal**

**Program Budget: \$1,669,685**

**Purpose**  
 Courts of Limited Jurisdiction are rehabilitative courts, which means that most defendants charged in these courts require an enormous amount of attention and consideration to determine the most beneficial outcome for the defendants and for the community. While every defendant and case are different, by applying consistent charging and negotiation standards the District and Municipal Division creates efficiencies that allow for time to efficiently resolve cases and to also recognize and consider the need for rehabilitative services as a part of the resolutions.

**Strategy**  
 The District and Municipal Court Division handles pre-charging work, charging through disposition, and appeals for all misdemeanor and gross misdemeanor criminal referrals, as well as contested traffic infractions. The District/Municipal Division also contracts with two other Kitsap County municipalities to administer their municipal-criminal courts and serve their criminal-prosecution needs, which allows for efficiencies when deciding how to address recidivist offenders who commit crimes in both the county and the different municipalities. or declined.

**Results**  
 We have created efficiencies by using standardized forms for our District and Municipal courts and by having our in-custody defendants appear by video. These innovations, coupled with the recent addition of electronic discovery – whereby we receive and send law enforcement referrals, including audio and video, electronically – and District Court’s paperless system for criminal court files and court forms, helps keep costs down for law enforcement, the jail, and the courts while streamlining the administrative process for all involved agencies.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Victims Served	2,974	3,596	3,366	3,231	3,266	3,249
2. DUI Cases Filed	640	690	784	704	571	615
<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Total Referrals	8,790	9,316	8,984	8,181	7,455	7,805
2. Total Cases Filed	6,700	7,626	7,437	6,919	6,058	6,384
3. Total Dispositions	7,086	7,784	6,105	6,949	7,976	5,696

<b>Budget Totals</b>						
	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$280,563	\$287,451	\$238,639	\$217,801	\$347,975	\$346,780
<b>Expenditures</b>	\$1,669,685	\$1,712,901	\$1,652,664	\$1,492,725	\$1,427,690	\$1,362,164
<b>Difference</b>	(\$1,389,122)	(\$1,425,450)	(\$1,414,025)	(\$1,274,924)	(\$1,079,715)	(\$1,015,384)
<b># of FTEs</b>	12.81	13.41	12.75	11.90	11.75	11.75



**Program Title: Family Support Division**

**Program Budget: \$1,443,700**

**Purpose**

The Family Support division is responsible for establishing and enforcing child support obligations within the County. Four attorneys and eight staff members make up the division. In cooperation with the State Division of Child Support (DCS), the Family Support division accepts referrals involving the establishment of paternity and reviews and modifies support orders meeting state criteria. The division also enforces support obligations through civil contempt actions and appears in privately filed domestic relations cases to protect the State’s financial interest when public assistance has been paid on behalf of a child. The division operates efficiently in handling a large volume of cases.

**Strategy**

The general goals of the Family Support division are: (1) to establish paternity on behalf of minor children; (2) to obtain required support orders; and (3) to ensure support, both current and arrears, is being collected. These items must be accomplished in a cost-effective manner, meeting federal timelines and performance indicators that are tied to federal funding incentives.

**Results**

The DSHS Division of Child Support's Support Enforcement Management System (SEMS) and the Washington Association of Prosecuting Attorneys' Support Enforcement Project (WAPA-SEP) partner with the Prosecuting Attorney to implement Title IV-D policy in counties and promote uniform practice in the judicial adjudication of child support cases. They do so by giving legal and technical training, and support and tracking performance. The entities noted above, in addition to the County, are also reimbursed by the IV-D program.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Closed Paternity - Contempt	370	462	430	563	637	527
2. Closed Modification - Dissolution	316	318	284	302	375	276
<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Referrals Paternity - Contempt	350	464	441	478	577	577
2. Referrals Modification - Dissolution	358	302	302	341	391	295

<b>Budget Totals</b>						
	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$1,537,458	\$1,529,674	\$1,498,674	\$1,391,247	\$1,375,728	\$1,286,161
<b>Expenditures</b>	\$1,443,700	\$1,418,254	\$1,472,672	\$1,318,759	\$1,318,903	\$1,229,476
<b>Difference</b>	\$93,758	\$111,420	\$26,002	\$72,488	\$56,825	\$56,685
<b># of FTEs</b>	12.00	12.00	13.00	13.00	13.00	13.00





**Program Title: Civil: Torts and Damage Litigation**

**Program Budget: \$225,372**

**Purpose**  
 Tort Defense includes legal services on the following matters: evaluating and defending claims of personal injury, property damage, trespass, and nuisance; claims of violations of Constitutional Law (e.g., civil rights, freedom of speech, equal protection issues, etc.); and defending employment law claims (e.g., discrimination, retaliation, wrongful termination).

**Strategy**  
 With nearly every County action of any consequence being subject to review for conformity with state and federal laws, the Prosecuting Attorney has an important function to play in advising county decision makers on the many aspects of an action that might be challenged. When a county officer or the officer's department exercises power, a wide range of legal issues can arise. Handling the County's litigation, whether as a plaintiff or defendant, is a major part of the Civil division's work.

**Results**  
 The Prosecutor's DAMION civil division case processing system automates legal functions and responsibilities such as tracking and reporting on the types of cases and legal subject areas, attorney and paralegal time rendered, and expenses incurred for each file. This information is valuable for budgeting, auditing, and billing.

Quality Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Billable Hours	1,454	2,228	1,668	2,663	2,439	1,743

Workload Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Work Requests	10	12	7	33	29	38
2. Contract Review	2	0	0	0	1	0
3. Litigation	30	20	19	10	7	10

**Budget Totals**

	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenues	\$8,055	\$11,735	\$31,817	\$34,199	\$37,080	\$37,939
Expenditures	\$225,372	\$276,299	\$378,611	\$331,985	\$327,058	\$314,594
Difference	(\$217,317)	(\$264,564)	(\$346,795)	(\$297,786)	(\$289,979)	(\$276,655)
# of FTEs	1.60	2.10	2.70	2.50	2.50	2.50



**Program Title: Civil: Land Use and Environment**

**Program Budget: \$250,726**

**Purpose**  
 Land Use law includes legal services on the following matters: annexations; zoning; road vacations; easements; nuisances/code enforcement (regulation and abatement, building, fire, health, and other local codes); eminent domain (condemnation of property for public purposes); land use (including shoreline and growth management matters, permitting); watershed; water rights/resources; storm water; solid waste; and transportation.

**Strategy**  
 The Civil division serves as the legal advisor to County officials and their departments on legal matters - providing legal services to more than 50 departments, divisions, and affiliated agencies - assisting them in making decisions in the best legal interests of the community. By providing advice on the existence, interpretation, and application of federal and state laws and regulations, the Civil division protects the County from adopting and entering into illegal or unenforceable instruments and inadvertently violating the law.

**Results**  
 The Prosecutor’s DAMION civil division case processing system automates legal functions and responsibilities such as tracking and reporting on the types of cases and legal subject areas, attorney and paralegal time rendered, and expenses incurred for each file. This information is valuable for budgeting, auditing, and billing.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Billable Hours	2,726	2,998	3,188	3,218	4,042	4,545

<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Work Requests	156	170	141	160	188	202
2. Contract Review	168	164	168	135	175	161
3. Litigation	10	8	7	7	11	11

**Budget Totals**

	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$8,961	\$10,617	\$35,352	\$41,039	\$44,496	\$45,527
<b>Expenditures</b>	\$250,726	\$249,985	\$420,679	\$398,382	\$392,470	\$377,513
<b>Difference</b>	(\$241,765)	(\$239,368)	(\$385,327)	(\$357,343)	(\$347,974)	(\$331,986)
<b># of FTEs</b>	1.78	1.90	3.00	3.00	3.00	3.00



**Program Title: Civil: Labor and Employment**

**Program Budget: \$166,212**

**Purpose**  
 Labor and Employment law includes legal services on the following matters: anti-discrimination laws (age, gender, race, disability, sexual orientation, ethnicity, religion); civil service; constitutional civil rights; LEOFF disability; discipline and discharge; drug and alcohol testing; employee recruitment and hiring (fitness for duty, background/credit checks, interview and selection); employee records maintenance, retention, and disclosure; employee workplace issues (safety, privacy); family medical leave laws; HIPAA; military leave; minimum wage and overtime laws; public employee collective bargaining; reduction in force (lay off and recall); and workers compensation.

**Strategy**  
 The Civil division serves as the legal advisor to County officials and their departments on legal matters - providing legal services to more than 50 departments, divisions, and affiliated agencies - assisting them in making decisions in the best legal interests of the community. By providing advice on the existence, interpretation, and application of federal and state laws and regulations, the Civil division protects the County from adopting and entering into illegal or unenforceable instruments and inadvertently violating the law.

**Results**  
 The Prosecutor's DAMION civil division case processing system automates legal functions and responsibilities such as tracking and reporting on the types of cases and legal subject areas, attorney and paralegal time rendered, and expenses incurred for each file. This information is valuable for budgeting, auditing, and billing.

Quality Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Billable Hours	1,138	1,471	1,355	1,400	1,249	2,322

Workload Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Work Requests	102	106	98	83	56	54
2. Contract Review	50	52	50	26	52	27
3. Litigation	6	2	3	15	7	10

**Budget Totals**

	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenues	\$5,941	\$8,382	\$22,389	\$27,359	\$26,698	\$27,316
Expenditures	\$166,212	\$197,356	\$266,430	\$265,588	\$235,482	\$226,508
Difference	(\$160,271)	(\$188,974)	(\$244,041)	(\$238,229)	(\$208,785)	(\$199,192)
# of FTEs	1.18	1.50	1.90	2.00	1.80	1.80



**Program Title: Civil: General Municipal**

**Program Budget: \$673,299**

**Purpose**  
 General Municipal law includes legal services on the following matters: general governance issues (public meetings, campaigns, budget, finance, resolutions, ordinances); revenue (grants, levies, taxation); real property assessment and valuation; elections and ballot titles; public procurement, bidding, and contracting; property acquisition and disposition; leases; capital projects and construction; bankruptcy and foreclosure; licenses; housing; health and human services; and information services (electronic, telecommunications, and graphic information services).

**Strategy**  
 The Civil division serves as the legal advisor to County officials and their departments on legal matters - providing legal services to more than 50 departments, divisions, and affiliated agencies - assisting them in making decisions in the best legal interests of the community. By providing advice on the existence, interpretation, and application of federal and state laws and regulations, the Civil division protects the County from adopting and entering into illegal or unenforceable instruments and inadvertently violating the law.

**Results**  
 The Prosecutor’s DAMION civil division case processing system automates legal functions and responsibilities such as tracking and reporting on the types of cases and legal subject areas, attorney and paralegal time rendered, and expenses incurred for each file. This information is valuable for budgeting, auditing, and billing.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Billable Hours	5,920	3,959	4,111	4,857	4,756	3,557

<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Work Requests	366	418	313	379	359	310
2. Contract Review	534	548	587	561	511	445
3. Litigation	18	18	17	29	38	9

**Budget Totals**

	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$24,065	\$27,381	\$45,957	\$51,983	\$50,429	\$49,321
<b>Expenditures</b>	\$673,299	\$644,697	\$546,883	\$504,617	\$444,800	\$408,972
<b>Difference</b>	(\$649,234)	(\$617,316)	(\$500,926)	(\$452,634)	(\$394,371)	(\$359,652)
<b># of FTEs</b>	4.78	4.90	3.90	3.80	3.40	3.25



**Program Title: Civil: Law and Justice**

**Program Budget: \$560,613**

**Purpose**  
 Law Enforcement law includes civil legal services on the following matters: law enforcement and criminal justice; mutual aid agreements; jail and corrections; juvenile detention and corrections; court services (Superior Court, District Court, Clerk); Coroner; drug and alcohol commitments; mental health commitment hearings; asset, real property, and firearm forfeitures; public safety communications (CenCom); and emergency management and communications.

**Strategy**  
 The Civil division serves as the legal advisor to County officials and their departments on legal matters - providing legal services to more than 50 departments, divisions, and affiliated agencies - assisting them in making decisions in the best legal interests of the community. By providing advice on the existence, interpretation, and application of federal and state laws and regulations, the Civil division protects the County from adopting and entering into illegal or unenforceable instruments and inadvertently violating the law.

**Results**  
 The Prosecutor’s DAMION civil division case processing system automates legal functions and responsibilities such as tracking and reporting on the types of cases and legal subject areas, attorney and paralegal time rendered, and expenses incurred for each file. This information is valuable for budgeting, auditing, and billing.

<b>Quality Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Billable Hours	3,312	2,918	3,222	1,890	1,963	1,453

<b>Workload Indicators:</b>	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
1. Work Requests	170	154	164	176	133	143
2. Contract Review	230	68	133	113	98	123
3. Litigation	410	536	446	95	55	62

**Budget Totals**

	<b>2020 Submission</b>	<b>2019 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>Revenues</b>	\$20,037	\$19,837	\$17,676	\$20,519	\$34,114	\$34,904
<b>Expenditures</b>	\$560,613	\$467,077	\$210,340	\$199,191	\$300,894	\$289,426
<b>Difference</b>	(\$540,575)	(\$447,240)	(\$192,664)	(\$178,672)	(\$266,780)	(\$254,523)
<b># of FTEs</b>	3.98	3.55	1.50	1.50	2.30	2.30



**Program Title: Civil: Public Records**

**Program Budget: \$166,212**

**Purpose**  
 Due to the increase in legal assistance sought by County officers and their departments responding to requests for public records, in 2013, the Civil division began tracking hours spent advising and representing the County when responding to requests under the Public Records Act. In recent years, the law and requests for records have become more complex, and legal assistance to ensure compliance has become increasingly necessary.

**Strategy**  
 The Civil division serves as the legal advisor to County officials and their departments on legal matters - providing legal services to more than 50 departments, divisions, and affiliated agencies - assisting them in making decisions in the best legal interests of the community. By providing advice on the existence, interpretation, and application of federal and state laws and regulations, the Civil division protects the County from adopting and entering into illegal or unenforceable instruments and inadvertently violating the law.

**Results**  
 The Prosecutor's DAMION civil division case processing system automates legal functions and responsibilities such as tracking and reporting on the types of cases and legal subject areas, attorney and paralegal time rendered, and expenses incurred for each file. This information is valuable for budgeting, auditing, and billing.

Quality Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Billable Hours	1,456	851	993	1,391	1,935	1,484

Workload Indicators:	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1. Work Requests	166	148	170	198	216	188
2. Contract Review	0	0	0	0	0	0
3. Litigation	4	0	1	0	1	1

**Budget Totals**

	2020 Submission	2019 Budget	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenues	\$5,941	\$7,264	\$17,676	\$20,519	\$19,282	\$19,728
Expenditures	\$166,212	\$171,042	\$210,340	\$199,191	\$170,070	\$163,589
Difference	(\$160,271)	(\$163,778)	(\$192,664)	(\$178,672)	(\$150,789)	(\$143,861)
# of FTEs	1.18	1.30	1.50	1.50	1.30	1.30









