

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

David J. O'Leary
INITIATED BY



David J. O'Leary
DRAFTED BY

Public Safety & Justice
Committee
SUBMITTED BY

August 16, 2016
DATE DRAFTED

**AUTHORIZING THE DISTRICT ATTORNEY TO INCREASE A .4 LEGAL
STENOGRAPHER POSITION TO A 1.0 LEGAL STENOGRAPHER POSITION**

1 **WHEREAS**, the number of criminal referrals to District Attorney's Office has increased significantly in
2 2015 and 2016; and
3
4 **WHEREAS**, the amount of digital evidence in criminal cases has increased dramatically, especially in
5 serious felony cases, and
6
7 **WHEREAS**, discovery of all evidence must be provided to each defense attorney in a timely manner
8 requiring the collecting, documenting and copying of often a dozen or more discs in a single case; and
9
10 **WHEREAS**, the additional discovery, limited space and record retention requirements necessitate the
11 sorting and scanning of every file upon closing in addition to the regular data entry, transcription and file
12 management, has put a considerable strain on existing staff to attempt to keep up on the volume of case
13 work; and
14
15 **WHEREAS**, the Office of District Attorney is staffed at 8.0 FTE Legal Stenographers assigned to
16 handle this work which is inadequate; and
17
18 **WHEREAS**, currently there is a vacant 0.4 FTE Legal Stenographer position; and
19
20 **WHEREAS**, to handle the current case work, it is proposed that the District Attorney's Office increase
21 the 0.4 FTE Legal Stenographer position to a 1.0 FTE Legal Stenographer position; and
22
23 **WHEREAS**, funding in the amount of \$14,544 is available in the District Attorney regular wages
24 account due to the vacant 0.4 FTE Legal Stenographer and other short term vacancies this year.
25
26
27 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
28 this 8th day of September, 2016 to approve the District Attorney's Office request to
29 increase the 0.4 FTE Legal Stenographer position to a 1.0 FTE Legal Stenographer position with funds to
30 come from the available Office budget.

16-9A-110

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Heaver
Mary Heaver, Chair

Henry Brill
Henry Brill, Vice Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

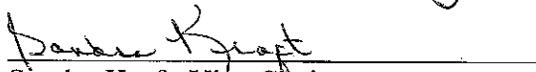
Phil Owens
Phil Owens

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Page 2

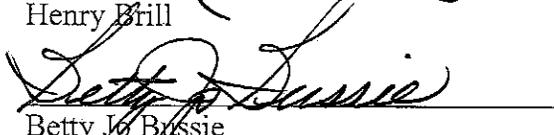
COUNTY BOARD STAFF COMMITTEE

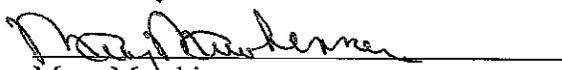

J. Russell Podzilni, Chair

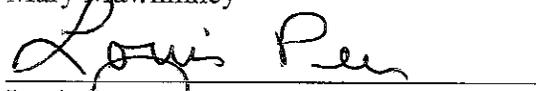

Sandra Kraft, Vice Chair

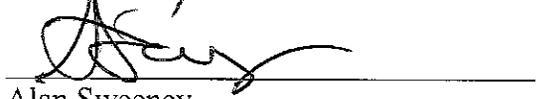
Absent
Eva Arnold


Henry Brill


Betty Jo Bussie


Mary Mawhinney

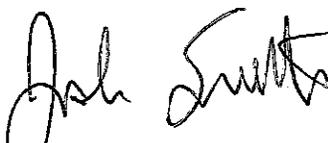

Louis Peer


Alan Sweeney


Terry Thomas

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

FISCAL NOTE:

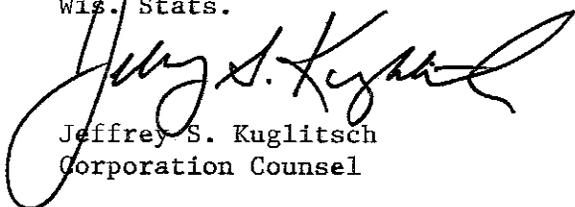
This resolution authorizes the increase of a .4 FTE Legal Stenographer position to a 1.0 FTE Legal Stenographer position. Sufficient funding is available in the District Attorney's budget for the increased wages and fringe benefits due to staff vacancies.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

- EXECUTIVE SUMMARY -

**AUTHORIZING DISTRICT ATTORNEY TO INCREASE A 0.40 FTE
LEGAL STENOGRAPHER TO A 1.0 FTE LEGAL STENOGRAPHER**

The District Attorney's Office is requesting to increase a vacant 0.40 Legal Stenographer position to a 1.0 FTE Legal Stenographer position at a cost, for the balance of 2016, of \$14,544 with funds to come from available budgeted monies in the salary & wages account.

The Office is budgeted at 8.4 FTE Legal Stenographers with the 0.40 position currently vacant.

Since last year, the District Attorney's Office has seen a significant increase in the number of criminal referrals from law enforcement agencies. The amount of digital evidence in criminal cases has increased dramatically, especially in serious felony cases. Defense attorneys must be provided evidence during the discovery process in a timely manner requiring the collecting, documenting and copying of often a dozen or more discs in a single case.

Existing staff are under considerable strain in an attempt to keep up with the volume of casework in such areas as data entry, transcription and file management. Further, the limited records space and record retention requirements necessitate the sorting and scanning of every file upon closing.

The 0.60 FTE increase in Legal Stenographers would greatly alleviate the workload.