



OFFICE OF THE
DISTRICT ATTORNEY
EL DORADO COUNTY, CALIFORNIA

VERN PIERSON, DISTRICT ATTORNEY

April 15, 2019

Mark Ghilarducci, Director
California Governor's Office of Emergency Services
3650 Schriever Ave
Mather, CA 95655

RE: Violence Against Women Vertical Prosecution (VV) Program
Signature Requirement

Dear Mr. Ghilarducci,

Please accept this letter and the included application for consideration for the Violence Against Women Vertical Prosecution (VV) Program Request for Proposal 2019-20. El Dorado County Policy (A-6) (included) authorizes department heads to execute all documents required to apply for grants. This same policy designates the sole authority for accepting grant awards and approving grant agreements to the Board of Supervisors. As a result, the CalOES Grant Award Face Sheets, the Certificate of Assurance of Compliance form and the Subrecipient Grants Management Assessment required as part of the Violence Against Women Vertical Prosecution (VV) Program Request for Proposal 2019-20, are included but not signed. It is the intent of this Agency to comply with all terms and conditions set forth in the certification if awarded. However, until funding has been allocated or awarded and accepted by the County Board of Supervisors, these documents cannot be signed.

Once a notification of award is received, it is the intent of the Agency to prepare a Board item presenting the award notification to the Board of Supervisors, requesting the award be accepted. Once approved, the documents can be executed.

PLEASE REPLY TO:

If you have any questions, please do not hesitate to contact me.

Very Truly Yours,

Vern R. Pierson
District Attorney

** 515 Main Street
Placerville, CA. 95667
(530) 621-6472
Fax (530) 621-1280

1360 Johnson Blvd. Ste.105
South Lake Tahoe, CA 96151
(530) 573-3100
Fax (530) 544-6413

WEB SITE:
www.edcgov.us/eldoda

BLOG:
<http://vernpierson.us/blog/>



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: GRANT APPLICATIONS	Policy Number: A-6	Page Number: 1 of 2
	Date Adopted: 12/22/1987	Effective Date: 12/22/1987

I. PURPOSE

The purpose of this policy is to ensure flexibility and efficiency in the grant application process while maintaining the Board of Supervisors discretion over the acceptance of grant funding and any related obligations.

II. POLICY

The County receives financial assistance in the form of grants. For the purposes of this policy, grants shall be defined as cash or in kind assistance awarded by a government or other organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, and/or a proportional contribution by the grantee or other grantor(s). The grant process may consist of several steps including a notice of intent to apply, application, acceptance of award, and execution of grant agreement and related documents.

A. The Board of Supervisors is the sole authority for:

1. Accepting grant awards and approving grant agreements in the amount of more than \$10,000;
2. Accepting grants for which any requirements for funds, matching or otherwise, or other resources are required for funding disbursement; and
3. Delegating authority to execute the grant agreement and other grant related documents after acceptance of a grant award and approval of the grant agreement.

B. County department heads are authorized to:

1. Execute all documents required to apply for grants.
 - i. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
 - ii. The grant should be directly related to the mission and vision of the department.
 - iii. Any county match requirements must be feasible and reasonable.
2. Accept grant awards that meet all of the following criteria:
 - i. Are in an amount not to exceed \$10,000; and



COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

Subject: GRANT APPLICATIONS	Policy Number: A-6	Page Number: 2 of 2
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- ii. Do not include any requirement for County funds; and
 - iii. Relate directly to the mission of the department and directives of the Board.
 - iv. No less than three business days prior to accepting the grant, the department head will provide the Board and the CAO a written report demonstrating that the grant meets criteria 2.i through 2.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
 4. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor's guidelines for each grant.
 5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

III. RESPONSIBLE DEPARTMENT

Chief Administrative Office

IV. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	12/22/1987	Sunset Review Date:	n/a
Revision Date:	08/15/2017	Sunset Review Date:	08/15/2021

(Cal OES Use Only)						
Cal OES#		FIPS#		VS #		Subaward #

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. **Subrecipient:** County of El Dorado 1a. DUNS#: 087834029
2. **Implementing Agency:** District Attorney's Office 2a. DUNS#: 087834029
3. **Implementing Agency Address:** 778 Pacific Street Placerville 95667-6481
Street City Zip+4
4. **Location of Project:** 778 Pacific Street El Dorado 95667-6481
City County Zip+4
5. **Disaster/Program Title:** Violence Against Women Vertical Prosecution Program 6. Performance Period: 7/1/19 to 6/30/20
7. **Indirect Cost Rate:** N/A; 10% de minimis; Federally Approved ICR _____ %

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2019	8. VAWA		\$ 202,545		\$ 67,515		\$ 67,515	\$ 270,060
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
	TOTALS	\$ 0	\$ 202,545	\$ 202,545	\$ 67,515	\$ 0	\$ 67,515	12. G Total Project Cost: \$ 270,060

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:** Vern R. Pierson 16. **Federal Employer ID Number:** 94-6000511
- Name: Vern R. Pierson Title: District Attorney
- Telephone: (530) 621-6472 FAX: (530) 621-1280 Email: vern.pierson@edcgov.us
(area code) (area code)
- Payment Mailing Address: 778 Pacific Street City: Placerville Zip+4: 95667-6481
- Signature: _____ Date: _____

[FOR Cal OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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GRANT SUBAWARD FACE SHEET INSTRUCTIONS

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers.
Please do not fill in these blocks. These numbers will be entered by Cal OES.

1. Subrecipient

The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal name of the Subrecipient that is registered with the Internal Revenue Service (IRS). PLEASE NOTE: that all CBOs must be registered, active, and current with the IRS, Department of Justice (DOJ), and Secretary of State (SOS) websites. Failure to be current will result in funds being withheld from Cal OES.

1a. Federal DUNS Number (Subrecipient)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.

2a. Federal DUNS Number (Implementing Agency)

Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.

3. Implementing Agency Address

Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).

4. Location of Project

Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).

5. Disaster/Program Title

Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.

6. Performance Period

Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yy)

7. Indirect Cost Rate

Indicate whether you are using the 10% de minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. *Indirect costs may or may not be allowable under all Federal fund sources.*

8A – 12G. Fund Allocations and Total Project Cost

For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.

13. Certification Paragraph

Please review the certification paragraph.

14. CA Public Records Act

Please review, and if applicable, provide the necessary documentation.

15. Official Authorized to sign for the Subrecipient

Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.

16. Federal Employer ID Number

Enter the 9-digit Federal Employer Identification Number for the Agency.

Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.

PROJECT CONTACT INFORMATION

Subrecipient: El Dorado County District Attorney's Office

Subaward #: _____

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6472 Fax#: 530-621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

2. The **Financial Officer** for the project:

Name: Kerri Williams-Horn Title: Chief Fiscal Officer

Telephone #: 530-621-5309 Fax#: 530-626-5730 Email Address: kerri.williams-horn@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: James Clinchard Title: Assistant District Attorney

Telephone #: 530-621-6405 Fax#: 530-621-1280 Email Address: james.clinchard@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Megan Arevalo Title: Department Analyst

Telephone #: 530-621-5147 Fax#: 530-626-5730 Email Address: megan.arevalo@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6472 Fax#: 530-621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Vern R. Pierson Title: District Attorney

Telephone #: 530-621-6472 Fax#: 530-621-1280 Email Address: vern.pierson@edcgov.us

Address/City/Zip: 778 Pacific Street, Placerville, CA 95667

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Sue Novasel Title: Chair, District Five Supervisor

Telephone #: 530-621-6577 Fax#: 530-622-3645 Email Address: bosfive@edcgov.us

Address/City/Zip: 330 Fair Lane, Placerville, CA 95667

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Chair** of the **governing body** of the subrecipient.

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

SIGNATURE AUTHORIZATION

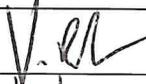
Subaward #: _____

Subrecipient: County of El Dorado

Implementing Agency: District Attorney's Office

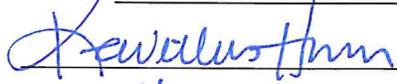
*The Project Director and Financial Officer are **REQUIRED** to sign this form.

*Project Director: Vern R. Pierson

Signature: 

Date: 4/15/19

*Financial Officer: Kerri Williams-Horn

Signature: 

Date: 4/15/19

The following persons are authorized to sign for the
Project Director

Signature

Print Name

The following persons are authorized to sign for the
Financial Officer

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

The applicant must complete a Certification of Assurance of Compliance-VAWA (Cal OES 2-104g), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

I, Vern R. Pierson hereby certify that
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: County of El Dorado

IMPLEMENTING AGENCY: District Attorney's Office

PROJECT TITLE: Violence Against Women Vertical Prosecution Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Tameka Usher

Title: Human Resources Director

Address: 330 Fair Lane, Placerville, CA 95667

Phone: (530) 621-5572

Email: tameka.usher@edcgov.us

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)
(This applies to federally funded grants only.)

Cal OES funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain a signed resolution from the City Council/Governing Board illustrating that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain the signed resolution on-site, and a copy must be readily available upon request by Cal OES.

VIII. Civil Rights Compliance

The subrecipient complies will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Violence Against Women Act (VAWA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

5. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

6. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- E-mail: oig.hotline@usdoj.gov;
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or

subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

11. OVW Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/grantees>.

12. Supplanting

The Subrecipient understands and agrees that funds must be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

13. Statutory Requirements

The Subrecipient agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, and OVW's implementing regulations at 28 CFR Part 90.

14. Misuse of Award Funds

The Subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

The Subrecipients understands and agrees that grant funds may be used only for the purposes in the Subrecipient's approved application.

15. Consultant Rates

The Subrecipient understands approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be approved by the grantor prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, Subrecipients are required to maintain documentation to support all daily or hourly rates.

16. Materials and Publications

The Subrecipient understands and agrees that all materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by Subgrant No. _____ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

17. Victim Safety

The Subrecipient understands and agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

18. Copyright Approval

The Subrecipient understands advance written approval must be obtained to copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. In addition, the Subrecipient (or contractor or subcontractor) must comply with all conditions specified by the program manager in connection with an that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

The Subrecipient understands and agrees the Office on Violence Against Women reserves a royalty- free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so.

The Subrecipient understands and agrees it is their responsibility (and of each contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) The Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: Vern R. Pierson

Authorized Official's Title: District Attorney

Date Executed: _____

Federal Employer ID #: 94-6000511 Federal DUNS # 087834029

Current System for Award Management (SAM) Expiration Date: 06/05/19

Executed in the City/County of: Placerville, County of El Dorado

AUTHORIZED BY: *(not applicable to State agencies)*

- | | |
|---|---|
| <input type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input checked="" type="checkbox"/> Governing Board Chair | |

Signature: _____

Typed Name: Sue Novasel

Title: Chair, District Five Supervisor

Budget Narrative

The El Dorado County District Attorney's Office 2019/2020 Violence Against Women Vertical Prosecution (VV) Program budget details the Agency's continuing plans to support the objectives and activities of the project through the efficient prosecution of crimes against women and strengthening the services provided to victims of these crimes. The crime types the District Attorney's Office will continue to focus on for this grant are Adult Sexual Assault, aggravated felony cases of Domestic Violence and Stalking.

The Governor's Office of Emergency Services (Cal OES) has allocated \$202,545 in 2019 VAWA funds with a \$67,515 2018 VAWA local match for this program.

Personal Services – Salaries/Employee Benefits:

Employee salary and benefits represent 70.4% of the District Attorney's Office 2019/2020 Violence Against Women Vertical Prosecution (VV) Program budget. A 1.0 FTE Project Attorney will maintain assignment to the program with salary and benefits totaling \$145,986. 15% of the total salary and benefits of the Project Attorney will be used as a General Fund cash match. A 0.27 FTE District Attorney Investigator (Project Investigator) will maintain assignment to this program with salary and benefits totaling \$44,158. 100% of the 0.27 FTE salary and benefits for the Project Investigator will be used as a General Fund cash match.

The project-funded staff duties provided by the Project Attorney will include, but not be limited to, vertical prosecution of only project cases, maintaining regular contact with the Project Investigator and Victim Advocate, report preparation and attending quarterly multidisciplinary team meetings and regularly scheduled Project team

meetings. The services to be performed by the Project Attorney support the proposed objectives and activities outlined in the project narrative. By assigning a full-time dedicated Attorney to the project, the District Attorney's Office is able to ensure the time commitment necessary to support the strengthening of the criminal justice system response to violence crimes against women occurs.

The qualifications of the Project Attorney include reviewing warrants, participating in forensic interviews, preparing cases for filing, conducting preliminary hearings and other pre-trial hearings, writing legal briefs, and conducting jury trials. The Project Attorney has maintained a position in the Special Victims Unit (SVU) for the past two years. The Project Attorney has four years' experience prosecuting felony cases including homicide, rape, child molestation and domestic violence cases involving great bodily injury.

The education level of the Project Attorney is a Juris doctor (JD) with an emphasis in advocacy and dispute resolution.

The Project Attorney will be housed in the main Placerville office but will split time between the Placerville and South Lake Tahoe offices as needed. All qualifications for employment and the required training/certifications have been met by the Project Attorney.

The project-funded staff duties provided by the Project Investigator will include, but are not limited to, coordinating and scheduling interviews for law enforcement, conducting follow-up investigations related to project cases, documenting MDI Interviews, preparing Affidavit's and Search and Arrest Warrants, serving as Investigative Officer for both preliminary hearings and jury trials, and attending quarterly

multidisciplinary team meetings and regularly scheduled Project team meetings. The services to be performed support the proposed objectives and activities as explained in the project narrative. When not working on project-funded cases, the Project Investigator will perform the regular duties of a District Attorney Investigator as outlined in the attached job description.

The qualifications of the Project Investigator include 22 years of law enforcement experience and the completion of trainings and workshops for sexual assault, domestic violence, violent crimes and human trafficking.

The education level of the Project Investigator is a Bachelor's Degree in Recreation Administration, an Associate's degree in Administration of Justice and an advanced POST certificate.

The Project Investigator will be housed in the main Placerville office and will commute between the Placerville (west slope) and South Lake Tahoe (east slope) office as needed. The salary and benefits for the Project Investigator is budgeted from the Agency's Core Investigations budget (General Fund). All qualifications for employment and the required training/certification have been met by the Project Investigator.

The salaries and benefits of the Fiscal Division are not currently paid by funds from this grant; however, this division does provide direct services for the fiscal requirements of this grant. The Chief Fiscal Officer and Department Analyst provide services that include, but are not limited to, reviewing grant documents for financial matters, preparing budgets and modifications, monitoring compliance with regulations and procedures mandated by the funding source, ensuring the appropriate expenditure of grant funds and preparing quarterly reports.

All job descriptions are included in this grant application and any required certificates are available upon request. All positions maintain functional, detailed time sheets and are submitted on a bi-weekly basis.

There are no mid-year salary range adjustments required and no shared costs. Salaries have been calculated over a twelve-month period and are reflected in the Personal Service section of this report.

Operating Expenses:

The budgeted operating expenses covered by this grant are necessary expenditures and are required in order to meet the program objectives. The operating expenses include a participating staff agreement for a Victim Advocate, in-state training/travel expenses, computer tablets and accessories, and a cell phone/data stipend for the Victim Advocate.

Upon approval of the Violence Against Women Vertical Prosecution (VV) Program grant award, the District Attorney's Office will renew a Participating Staff contract for advocate services provided by a Victim Advocate from The Center for Violence-Free Relationships (CVFR). The services provided by the advocate will include immediate crisis intervention, support services, as needed referrals to appropriate agencies, providing support during the interview process and court proceedings and exchanging information at quarterly multi-disciplinary team meetings. The agreement and contracted rate with CFVR will comply with Section 3700 of the 2017 Subrecipient Handbook.

The services to be performed by the Victim Advocate support the proposed objectives and activities outlined in the project narrative. By assigning a full-time

dedicated advocate to the project, the District Attorney's Office is able to ensure the necessary time commitment needed to support the strengthening of the criminal justice system response to violence crimes against women occurs.

The Victim Advocate for CFVRr meets Evidence Code §1035-1036.2 requirements for a sexual assault counselor and §1037-1037.7 for a domestic violence counselor and has completed the California Crime Victim Assistance Association (CCVAA) Entry Level Advocate Certification required for this grant project.

The qualifications of the Victim Advocate includes completion of the required 60 hour + advocate counselor training for domestic violence and sexual assault through the Department of Justice, attending mandatory yearly training's (12 hrs) required to maintain counselor certification (now overseen by Cal OES), 18 years of domestic violence and sexual assault counseling with crisis intervention and victim advocacy and 15 years' experience as a Paralegal.

Staff for CFVR possesses the qualifications necessary to supply the required services under this program as outlined in the attached Victim Advocate Job description and Operational Agreement. A non-competitive bid request is attached to this application.

In-state training/travel expenses for Project staff to attend all necessary and required training conferences and/or workshops is included in the operating budget. The trainings will include a California District Attorney's Association (CDAA) sponsored training on domestic violence, dating violence, sexual assault and/or stalking and a two-day regional grants management training during the grant subaward performance period.

Computer tablets and accessories as well as a cell phone/data stipend are also included in the operating budget. The tablets and accessories will be purchased to ensure the Project Advocate is able to swiftly facilitate the on-line application process while in the office or in the field. The cell phone/data stipend will help ensure the Project Advocate can obtain cellular and data service while in most rural areas of the county.

The facility and administrative costs of the SVU Unit of the El Dorado County District Attorney's Office include, but are not limited to, facility rental and associated security system, office equipment and supplies, postage, liability insurance, data processing, utilities, and telecommunication services. The District Attorney's Office is focused on minimizing administrative costs in support of direct services and unless additional grant funding becomes available, it is anticipated these costs will be absorbed by the Core Prosecution and Investigation budget (General Fund).

There are no subcontracts or unusual expenses included in the operating expenses budget page.

Equipment:

There are no funds budgeted for equipment.

Cash Match:

The Cash Match will be derived partly from services provided by the Project Attorney and the Project Investigator. The services provided will be directly related to accomplishing the objectives and goals of the program.

Subrecipient: El Dorado County District Attorney's Office Subaward #: VV

All work performed by the Project Attorney and Investigator for this grant are in direct support of the Violence Against Women Vertical Prosecution (VV) Program and is further detailed in the Project Narrative.



THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Jun 12, 2018

DEPUTY DISTRICT ATTORNEY I/II/III/IV

Class Code:
5201/5202/5203/5204

Bargaining Unit: Criminal Attorneys

SALARY RANGE

\$36.49 - \$69.17 Hourly
\$6,324.93 - \$11,989.47 Monthly
\$75,899.20 - \$143,873.60 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision (Deputy District Attorney I and II), direction (Deputy District Attorney III), and general direction (Deputy District Attorney IV), performs professional legal duties in support of the District Attorney's Office and the prosecution of criminal activities; represents the District Attorney's Office and litigates assigned cases in courts of law; performs legal research; plans and coordinates investigations for the prosecution of legal cases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Deputy District Attorney I and II), direction (Deputy District Attorney III) and general direction (Deputy District Attorney IV) from the Assistant District Attorney and Chief Assistant District Attorney. All levels exercise no supervision of staff or attorneys. May provide training to less experienced staff.

CLASS CHARACTERISTICS

This is a multi-level professional classification series in which incumbents may be assigned to any of four (4) levels, depending upon experience, proficiency gained, and the complexity and sensitivity of assigned cases. The work may be related to prosecuting cases in a number of legal specialty areas of criminal and civil law. Incumbents must be a member in good standing of the California State Bar Association. Positions in these classes are flexibly staffed and are normally filled by advanced from the lower-level classification.

Deputy District Attorney I: This is the first working level class in the Deputy District Attorney series. Incumbents with professional-level experience perform misdemeanors and less complex felony case management and prosecution within the District Attorney's Office, such as misdemeanor, domestic violence, theft, DUI and controlled substance cases, as well as felony preliminary hearings and potentially less complex felony matters. The work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney II: This is the second working level class in the Deputy District Attorney series performing professional legal work for a broader range of increasingly complex misdemeanor cases and moderately complex felony criminal cases within the District Attorney's Office. Incumbents regularly work on cases that are varied, requiring considerable discretion and independent judgment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney III: This is the third working, and full journey-level, classification in the Deputy District Attorney series responsible for performing the full range of professional legal work within the District Attorney's Office; typical cases include those assigned to the Deputy District Attorney II level, as well as additional ongoing assignments to investigate and litigate complicated, criminal cases. Positions in this

classification rely on experience and judgment to ensure the efficient and effective prosecution of assigned cases. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to deliver legal services. Work may be reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. As experience is gained, assignments become more varied and are performed with greater independence.

Deputy District Attorney IV: This is the fourth working, and highest (non-lead or supervisor) advanced-level, classification in the Deputy District Attorney series responsible for performing the most complex and difficult professional legal work within the District Attorney's Office; typical cases include regular assignment to investigate and litigate complicated, high profile criminal cases or an assignment to a specialized misdemeanor and felony caseloads such as homicide, sexual assault, domestic violence, major fraud and drug cases. Incumbents may also, serve as a law enforcement liaison, task forces, and grand jury liaison. Positions in this classification require extensive experience and judgment to ensure the efficient and effective prosecution of assigned cases. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver legal services.

These classes are distinguished from the Sr. Deputy District Attorney in that the latter provides technical and functional direction to an assigned team of Deputy District Attorneys and various task force and liaison functions of the department

Positions in the Deputy District Attorney class series are flexibly staffed. Positions at the II-level are normally filled by advancement from the I-level; similarly, positions at the III-level are normally filled by advancement from the II-level; and positions at the IV-level are normally filled by the III-level at the discretion of the Department Head. Progression to each higher classification level is subject to all of the following (i) management affirmation that the incumbent is performing the full range of duties assigned; (ii) management approval for progression to the next higher level in the series; (iii); satisfactory work and office performance at the current classification level; and (iv) the incumbent meeting the minimum qualifications for the next classification.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Performs the full range of routine to complex legal activities, involving the investigation and prosecution of routine to complex criminal or civil cases; prepares and presents cases in court.
- Evaluates incoming law enforcement reports involving juvenile and adult offenders; review reports and files cases, and handles all aspects of prosecution from arraignment to sentencing.
- Reviews, analyzes, and researches allegations; makes determination on the appropriate charge following receipt of the agency reports; files criminal charges; keeps victims and witnesses informed of the status of legal proceedings.
- Interviews witnesses and victims; reviews and analyzes evidence, police reports, and other materials related to pending cases.
- Provides direction to law enforcement and investigative personnel related to investigation of criminal offenses; provides advice as to applicable laws, court decisions, and legal authorities.
- Negotiates with defense counsel at pre-trial hearings regarding case disposition or modification.
- Prepares and appears in court for trials, hearing, and pleadings.
- Makes recommendations regarding sentencing and presents the position at sentencing and revocation hearings.
- Assists and advises district attorney investigators and law enforcement agencies regarding in progress investigations.
- Researches law and precedents to obtain information needed to prosecute pending cases.
- Performs appellate research and drafts appellate briefs, pleadings, bail recommendations, motions, and other legal documents; appears in the designated court of appeal.
- Manages court calendars to ensure that cases are resolved quickly; prepares for weekly settlement conferences; conducts in-chambers discussions with court staff and defense attorneys to facilitate case settlement.
- Performs trial work, including jury selection, examination and cross-examination, and argument of the prosecution case.
- Maintains accurate records and files, and compiles reports of work performed.
- Participates in various task forces with surrounding counties.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on the prosecution of civil and criminal cases and recommends appropriate action.

- Communicates with victims and witness to advise on the status of the case; obtain information and schedule meetings or court appearances.
- May provide training to Deputy District Attorneys I-III. (applies to the IV level only)
- May serve as a lead attorney on projects, task forces, including law enforcement training and liaison tasks. (applies to the IV level only)
- Performs related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the I or II level while in a learning capacity.

Knowledge of:

- Civil and criminal law and procedures, particularly as related to areas of legal specialty.
- Practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Responsibilities and obligations of public officials and administrative agencies.
- Applicable state and federal laws, criminal law, constitutional law, and provisions affecting the prosecution of alleged criminals.
- Organization and procedures of the District Attorney's Office.
- Pleadings procedures.
- Appellate court procedures.
- Principles, methods, and techniques of legal research, legal writing, and investigation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Prosecute the full range of criminal and civil cases.
- Define issues, perform legal research, analyze complex problems, evaluate alternatives, and make appropriate recommendations.
- Present statements of fact, law, and argument clearly and logically.
- Perform legal research.
- Conduct effective negotiations.
- Interview and prepare witnesses for testimony.
- Interpret and explain legal principles and relate them to both trained legal professionals and the public.
- Exercise sound, independent judgment within the general policy guidelines and legal parameters.
- Handle difficult situations and respond quickly to changing situations.
- Prepare clear, concise, and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence, and other written material.
- Present statements of fact, law, and argument clearly and logically, often times in front of large groups.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in hearings, courts of law, meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently multitask, organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Deputy District Attorney I: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law.

Deputy District Attorney II: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and two (2) year of legal experience, preferably in the areas of criminal prosecution. Demonstrated increased ability to prosecute complex misdemeanor cases is required for advancement to the level of Deputy District Attorney II.

Deputy District Attorney III: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and three (3) years of legal experience, preferably in the area of criminal prosecution. Demonstrated increased ability to prosecute complex misdemeanor cases is required for advancement to the level of Deputy District Attorney III.

Deputy District Attorney IV: Equivalent to a bachelor's degree from an accredited four-year college or university, plus a Juris Doctorate from an accredited school of law, and five (5) years of experience, preferably in the area of criminal prosecution. Demonstrated increased ability to prosecute complex and/or high penalty cases with minimal supervision is required for advancement to the level of Deputy District Attorney IV.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of an active membership in good standing with the State Bar of California.

OTHER REQUIREMENTS:

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office and court environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in a court room environment and may interact with members of the public under emotionally stressful conditions and situations. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

CLASS SPEC TITLE 7:

HISTORY

JCN: 5201 – Deputy District Attorney I, 5202 – Deputy District Attorney II, 5203 – Deputy District Attorney III, 5204 – Deputy District Attorney IV.

Created: JUN 1990
Revised: JUL 2013 – HRD
Revised: JUN 2016 – HRD
Revised: JUN 2018 BOS



INVESTIGATOR (DISTRICT ATTORNEY)

Class Code:
5603

Bargaining Unit: Sheriff's Association

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1990
Revision Date: Jun 12, 2018

SALARY RANGE

\$43.74 - \$53.17 Hourly
\$7,581.60 - \$9,216.13 Monthly
\$90,979.20 - \$110,593.60 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general direction, plans, organizes, and participates in the investigation activities of one or more units of the Criminal Investigations Division of the District Attorney's Office, including investigations related to felony, misdemeanor, juvenile, civil and related cases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Investigator Supervisor (District Attorney). Exercises no direct supervision over staff, but may supervise daily operations of specialized investigation units or tactical operations. May provide training to less experienced staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the investigations series. As a sworn peace officer incumbents are responsible for providing investigative support for a variety of District Attorney cases. In addition, incumbents may supervise daily operations of specialized investigation units or tactical operations such as consumer fraud, narcotic task force, auto theft task force, cold case task force, or the service of search warrants and arrest warrants. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from Investigator Supervisor (District Attorney) in that the latter is the full supervisory-level in the Investigator series.

This class is further distinguished from the Investigator (Public Defender) in that the Investigator (District Attorney) is a sworn class with peace officer status.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Plans, directs, and conducts complex investigations related to a variety of criminal, civil and juvenile cases, including child abuse, code enforcement, narcotics, sexual assault, environmental crimes, consumer fraud, real estate fraud, workers' compensation fraud and welfare fraud.
- Locates and interviews defendants, complainants, law enforcement officials, witnesses, and other involved parties; interviews defendants in custody, juvenile hall, and mental facilities.
- Analyzes and evaluates police, court, and other records; prepares and serves subpoenas; prepares search and arrest warrants.
- Arranges for transportation, housing, and protection of witnesses who are under grant of immunity, or for paid operators and informants.
- Collects, secures, and preserves evidence, photographs, fingerprints, and diagrams; prepares court exhibits.

- Maintains possession and control over evidence and secures the District Attorney's vault in accordance with state laws.
- Makes arrests and conducts raids and highly sensitive investigations.
- Researches and locates witnesses; maintains a list of expert witnesses and Special Masters.
- Collects and verifies documents, statements, evidence, and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; prepares statistical data; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.
- Initiates and processes special legal procedures pertaining to court and/or child abduction cases.
- Operates and maintains a variety of recording equipment.
- Assists in developing investigation policies and procedures.
- Independently organizes work, sets priorities, meets critical deadlines, and follows up on assignments.
- Provides formal training to staff on work and safety procedures and in the operation and use of equipment; develops and implements training procedures and standards.
- May be assigned to oversee equipment, including firearms and vehicles.
- May supervise daily operations of specialized investigation units or the service of search warrants and arrest warrants
- May supervise operations of grant funded units, track statistical information and grant budgets.
- May participate in authoring and submitting grant applications.
- May act as a representative of the District Attorney's Office and participate in county multi-disciplinary teams.
- Performs related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement, including crime scene and arrest and custody procedures.
- Principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to rules of evidence and criminal investigations.
- Recordkeeping and reporting requirements for criminal investigations.
- Principles and techniques of interviewing and interrogation.
- Sources of information used in locating persons.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Investigate and analyze crime scene and other evidence, evaluate findings, and reach sound conclusions.
- Interview and obtain information from witnesses, suspects, and others.
- Maintain accurate records and files.
- Gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusions, and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field, and one (1) year of criminal investigative experience with a law enforcement agency; or three (3) years of law enforcement experience that is equivalent to a patrol deputy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a current California basic or above P.O.S.T. certificate, pursuant to Penal Code 830.1. Applicants must meet California Government Codes 1029 and 1031 (Minimum Standards for Peace Officers) requirements.

OTHER REQUIREMENTS:

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations, visiting various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while investigating. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work after hours, weekends, holidays, off-hours, or on-call.

CLASS SPEC TITLE 7:

HISTORY

JCN: 5603

Created: June 1990

Revised: July 1996

Revised: February 2007

Revised: March 2013 - HRD

Revised: July 2013 - Dept. Updates

Revised: August 2013 - Dept. Updates

Revised: June 2018 - BOS

THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB DESCRIPTION

POSITION: Victim Advocate

REPORTS TO: Legal Services Coordinator

WORK WEEK: 40 Hours per week (Mon. - Fri., 8:00 AM - 5:00 PM; occasional evening and weekend functions including on-call for victim support on the crisis line when required by DVPU)

STATUS: Exempt

POSITION SUMMARY: Under the direct supervision of the Legal Services Coordinator the Victim Advocate serves as a member of the District Attorney's Domestic Violence Prosecution Unit (DVPU).

AGENCY DESCRIPTION: The Center for Violence-free Relationships is dedicated to building healthy relationships, families and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

RESPONSIBILITIES:

1. Serve as a liaison between the victim and the District Attorney's Office.
2. Provides immediate and long term support and referrals to DVPU domestic violence victims.
3. Provides victim advocacy and assists victims in various processes of the criminal justice system.
4. Assist with civil restraining orders as needed.
5. Provide services for the DVPU investigator; including outreach, victim confirmation of written reports, and encourage victim cooperation with the District Attorney's Office.
6. Participate in the development of a five part training program for Law Enforcement.
7. Work collaboratively to develop and implement necessary reporting protocols for consistent with the training for Law Enforcement.
8. Provide training to law enforcement officers and other first responders.
9. Participate on the Domestic Violence Coordinating Council.
10. Other duties as assigned.

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.

QUALIFICATIONS:

1. AA degree or paralegal/computer training.
2. At least one year legal secretarial and/or paralegal experience (prefer family law experience). Paralegal training may be substituted for part of the experience requirement.
3. Ability to work effectively in Microsoft Office including Excel, Word, and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks, and data security.
4. Excellent proofreading skills and attention to detail.
5. Excellent communication skills, both orally and written.
6. Ability to type at least 60 wpm, with accuracy.
7. Sensitive to the needs and concerns of victims of domestic violence and sexual assault.
8. An ability to relate well to people of diverse ethnic and socio-economic backgrounds.
10. Bi-lingual skills (Spanish) preferred.
11. Possess a domestic violence and sexual assault certified training certificate or the ability to complete the certification training.
12. Knowledge of local community and court system.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

1. Sit for 75% of their working hours.
2. Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
3. Bend and stoop while filing.
4. Twist and reach while at a desk or computer terminal.
5. Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
6. Hear and speak well enough to converse over the phone or in person at all times.
7. Legally and physically able to drive their own and/or agency vehicles during and after work hours.
8. Attend functions in evenings and on weekends when necessary.

Accommodations may be made for some of the above requirements. It is the employee's responsibility to make their supervisor and other management personnel aware of any special needs that they may have.

Received: _____ Signed: _____

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.



CHIEF FISCAL OFFICER

Class Code:
0325

Bargaining Unit: Management

THE COUNTY OF EL DORADO
Established Date: Oct 1, 2008

SALARY RANGE

\$47.36 - \$57.57 Hourly
\$8,209.07 - \$9,978.80 Monthly
\$98,508.80 - \$119,745.60 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under executive direction of the Department Director, the Chief Fiscal Officer is responsible for the administration of the department's fiscal planning, control, audit, billing and accounting and administrative programs and functions, which includes developing fiscal and administrative policies and procedures consistent with the requirements of funding sources; conducting budgetary and statistical evaluations and analyses; preparing complex and technical financial and administrative reports as required by the funding sources and as requested by the Director, Assistant Director or other management positions; managing and directing two or more management or supervisory accounting and administrative staff and other subordinate fiscal and administrative positions engaged in accounting, budgetary, administrative and statistical work.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are fiscal experts who analyze fiscal rules and regulations and who install, modify, or reconcile accounting systems. The Chief Fiscal Officer differs from the Fiscal Administrative Manager in that the Chief Fiscal Officer oversees fiscal operations in a large County Department. In addition Chief Fiscal Officer is considered a second level management position that manages functions through subordinate management, professional and other staff over multiple operational areas such as fiscal analysis, personnel, staff development and program analysis.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Administers the fiscal and administrative responsibilities for department programs, including grant funded programs.
- Plans, organizes, directs, and coordinates fiscal system planning, control, audit, billing and accounting programs.
- Manages, through subordinate staff, the formulation and administration of department and division budgets, grants and contracts.
- Manages, through subordinate staff, department level procurement and/or personnel functions.
- Oversees the collection and analysis of data and makes recommendations on the formulation of policy and procedures, staffing and organizational changes.
- Performs research and statistical analysis on administrative, fiscal, personnel and/or programmatic issues.
- Manages, through subordinate staff, all fiscal and administrative functions of the department, including the compilation of materials and the preparation of budgets, reports, manuals and publications.
- Manages, through subordinate staff, the performance of various fiscal analyses, fund balance projections, fiscal transactions, patient/client and grant billing, and related financial activities.
- Develops, implements, and reviews policies and procedures for the department.
- Manages staff in identifying and analyzing program administration problems and develops solutions.

- Studies and evaluates accounting procedures of the department and develops and installs new and improved data collection and billing systems and processes, including the use of technology, in accordance with modern accounting principles and practices.
- Coordinates the methods, procedures, and work of the fiscal division.
- Oversees and/or assists in the preparation of the departmental budget by assembling and directing the compilation of financial data.
- Reviews and presents to management financial and statistical analyses on status of funds showing expenditures, balances, and relationship to appropriations.
- Provides leadership in modifying controls to meet recordkeeping needs.
- Reviews laws, legislation and policies for guidance in performing accounting and fiscal operations.
- Coordinates accounting practices with County Auditor regarding, for example, reconciling records and closing the fiscal year accounting records.
- Prepares complex and technical financial reports as required by the funding sources and as requested by the Director, Assistant Directors, and other management positions.
- Ensures effective coordination of departmental activities with other departments, divisions, units and outside agencies.
- Represents the department head in committee meetings.
- Responds to the most sensitive and difficult complaints and requests for information.
- Prepare letters, memos, and other documents related to fiscal and administrative matters for submission to the Chief Administrative Officer, Board of Supervisors, and/or State or Federal government.
- Confers with county, state and federal officials.
- Assigns and reviews the work of assigned management, professional and other staff.
- Oversees the personnel selection, training, evaluation and discipline of subordinate staff.
- Plans, schedules, and conducts meetings.
- Serves as the primary liaison to the media and community on fiscal and administrative matters.
- Serves on community based committees as appropriate.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, finance, economics or closely related field **AND** one year of full time experience performing duties comparable to a Deputy Director of Administration, Assistant Director or Fiscal Administrative Manager in managing significant financial and administrative responsibilities through subordinate staff. Possession of a Master's Degree is desirable.

OR

Possession of an Associate's Degree from an accredited college or university with major course work in business administration, public administration, finance, economics or closely related field **AND** three years of full time experience performing duties comparable to a Deputy Director of Administration, Assistant Director or Fiscal Administrative Manager in managing significant financial and administrative responsibilities through subordinate staff

OR

Education as listed above **AND** two years of full-time increasingly responsible experience equivalent to a Supervising Accountant/Auditor in supervising accounting, auditing and administrative functions in a public agency. Qualifying experience may be substituted for education. A master's degree in any of the above fields is highly desirable.

Knowledge of:

- General and advanced accounting principles, practices, and procedures.
- Methods of procedures of governmental accounting, budget preparation and control.
- Principles and practices of public and business administration.
- Governmental functions and organization.
- Departmental program goals, requirements, and operations.
- Cost accounting practices and procedures.

- Auditing principles, practices and procedures.
- Federal, state, and county laws pertaining to accountability of department funds.
- Principles of public funding.
- Principles of business management, office methods, and procedures.
- Principles and practices of personnel management, supervision, and employee development.
- Theories, principles, goals and objectives of public service.
- Principles and practices of public relations.

Skill in:

- Planning, organizing, directing, and coordinating a department's complex fiscal program and administrative functions.
- Analyzing accounting, administrative and program data and draw sound conclusions.
- Analyzing situations accurately and adopting an effective course of action.
- Communicating effectively, both orally and in writing.
- Preparing clear, concise, and complex accounting, statistical, technical, and other reports.
- Presenting technical financial and other data and reports before groups.
- Maintaining effective internal communications within a division and department.
- Enlisting the cooperation of, and working effectively with, community organizations, government agencies, and others.
- Working effectively with the county Board of Supervisors and other county officials.
- Developing or revising accounting systems and work procedures to meet changing needs.

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be available for after hours meetings.

OTHER REQUIREMENTS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh 16 – 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

CLASS SPEC TITLE 7:**HISTORY****JCN: 0325**

Created: October 2008

Revised: February 2013 ADA



THE COUNTY OF EL DORADO
Established Date: May 1, 2000
Revision Date: Apr 1, 2012

DEPARTMENT ANALYST I/II

Class Code:
7901/02

Bargaining Unit: Local 1 Professional

SALARY RANGE

\$27.48 - \$37.11 Hourly
\$4,763.20 - \$6,432.40 Monthly
\$57,158.40 - \$77,188.80 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under general supervision, performs responsible administrative, organizational, systems, budgetary, statistical and community liaison work and other analyses and staff support related to a department, division, or specified program within a department, performs professional development, implementation and administration of department/program policy and procedure; and may provide day-to-day and project supervision to administrative support staff.

DISTINGUISHING CHARACTERISTICS

Department Analyst I is the entry level in this professional analyst series. Initially under close supervision, incumbents perform the more routine department administrative support and analysis functions while learning County policies and procedures and specific techniques related to administrative analysis. As experience is gained, assignments become more diversified and are performed under more general supervision. Incumbents may provide day-to-day and project supervision to administrative support staff, and may have specific program responsibility. This class is alternately staffed with Department Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class.

Department Analyst II is the journey level class of the series, fully competent to perform responsible and difficult analytical work in varied department and program support areas. Projects may include statistical analyses, operations support, policy, procedure and budget development, or other areas specific to the assigned department. Incumbents may provide day-to-day and project supervision to administrative support staff, and may have specific program responsibility. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques, and in making sound recommendations. This class is distinguished from Administrative Analyst in that the latter performs analysis and policy development, which substantially impact countywide operations.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Analyzes alternatives and makes recommendations regarding such matters as the assigned departments organizational structural, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure, etc.
- Assists in the development and implementation of department or division goals and objectives.
- Assists in developing and administering specified portions of the department's annual budget, including gathering information and monitoring expenditures.
- Provides direction and supervision to administrative support staff on a project and/or day-to-day basis.
- Confers with representatives of other governmental agencies, business, professional and citizen's groups, vendors and the public.

- Provides liaison and staff support to a variety of committees and commissions.
- Reviews, develops and administers grants; performs analyses to ensure compliance with grant requirements; prepares required reports for federal, state, county, department or other grant agencies.
- Plans and organizes administrative studies relating to the activities or operations of the department or program to which assigned.
- Determines analytical techniques and information gathering processes and obtains required information and data for analysis.
- Conducts a variety of special projects and studies related to the functions of the department or program to which assigned.
- Discusses findings with management staff and prepares reports of study conclusions; makes recommendations based on study results.
- Provides technical assistance to others on administrative and analytical matters.
- Prepares technical reports, correspondence and other written materials.
- May participate in hiring of support staff; trains staff in department policies and procedures.
- May evaluate employee performance, counsel employees and effectively recommend discipline and other personnel decisions.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

Department Analyst I:

Education:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration or a related field. Paraprofessional administrative experience, which would provide the knowledge and skills listed above, may be substituted for the general education on a year for year basis to a maximum of two years.

Department Analyst II:

Experience:

In addition to the above, two (2) years of professional level experience in administrative, management, operation, budgetary or similar analyses at a level equivalent to the County's class of Department Analyst I. Experience in a public agency setting is desirable.

Other Requirements:

Specified positions may require a valid driver's license. Specified positions may be assigned full supervisory responsibilities.

Knowledge of:

- Principles, practices and methods of administrative, budgetary and organizational analysis.
- Basic Accounting practices and principles.
- Supervisory principles and practices including work planning and evaluation, employee training and discipline.
- Financial/statistical/comparative analysis techniques and formulae.
- Basic budgetary principles and practices.
- Business computer applications, particularly as related to budgetary and statistical analysis.

Skill in:

- Analyzing administrative, operational and organization problems, evaluating alternatives, and reaching sound conclusions.
- Interpreting and applying laws, regulations, policies and procedures.
- Planning, assigning, supervising and evaluating the work of staff.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.

- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment within established guidelines.
- Preparing clear, concise and complete reports and other written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS:

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh 16 - 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

CLASS SPEC TITLE 7:

HISTORY

JCN: # 7901 - Department Analyst I, 7902 - Department Analyst II

Created: MAY 2000

Revised: MAR 2013 - HRD

Revised: APR 2015 - HRD

Project Narrative

A. Problem Statement

Not included.

B. Plan

1) *New Cases Referred to the Vertical Prosecution Unit*

The El Dorado County District Attorney's Office (EDCDAO) maintains a Special Victims Unit (SVU) where experienced deputy district attorneys are assigned to vertically review and prosecute cases involving domestic violence, adult sexual assault, elder abuse, human trafficking, stalking, sexual and physical abuse on children, sex offender registration and child pornography. Currently SVU consists of five attorneys, three investigators, five victim/witness specialists, and one mental health counselor. The VV Prosecutor (Project Attorney), VV Investigator (Project Investigator), and VV Advocate (Project Advocate) are all a part of this larger unit.

Each attorney within SVU is required to review cases for filing decisions. All filed felony cases involving adult female victims are sent to the SVU Lead Deputy District Attorney to determine if the case falls within the VV Program.

2) *New Cases Accepted for Vertical Prosecution*

Once a case is determined to fall within the VV Program, the case is referred to the Project Advocate for victim notifications, the Project Investigator for any additional follow-up requests, and a deputy district attorney for vertical prosecution. The Project Attorney then vertically prosecutes VV Program cases unless his caseload is too high (above 25 active cases), at which time a VV Program case will be vertically prosecuted by another deputy district attorney within SVU. The Project Attorney only prosecutes

VV Program cases. VV Program cases that are rejected for prosecution are still referred to the Project Advocate for victim services. Cases where more investigation is needed before a filing decision can be made are referred to the Project Investigator who then works closely with the deputy district attorney to ensure all relevant information is obtained for an informed filing decision.

3) *Cases Prosecuted Using "True Vertical Prosecution"*

No cases were handled using a true vertical prosecution model.

4) *Cases Prosecuted Using "Major Stage Vertical Prosecution"*

All VV Program cases are being handled using major stage vertical prosecution. The Project Attorney is present in court for all major stages including, pretrial release hearings, bail modification requests, preliminary hearings, pre-trial motions, readiness and settlement conferences, trials and judgment and sentencings. The Project Attorney is also present to argue all defense motions for a continuance and object when appropriate in order to ensure victims receive swift justice.

5) *Cases Prosecuted Using "Unit Vertical Prosecution"*

No cases under the VV Program were prosecuted by a deputy district attorney using this model of prosecution.

6) *Cases Resulting in a Conviction During the Report Period*

Since October 2018 when the Project Attorney began Major Stage Vertical Prosecution, the Project Attorney was responsible for 22 different perpetrators of violence against women being convicted under the VV Program.

One case that resulted in a successful prosecution involved a defendant with a lengthy history of abusing the woman he was dating. He had been previously convicted

twice of felony level domestic violence against two other victims. On this occasion he was in an argument with his girlfriend over the dog they owned together. The argument reached a point where he punched his girlfriend several times in the face and ribs. The victim fell to the ground where the defendant jumped on top of her and bit her. She had to go to the hospital to be treated for multiple injuries. The victim was immediately provided services by the Project Advocate, including referrals to the local women's shelter, assistance with completing an application for compensation from the California Victim Compensation Board (CalVCB), and constant updates about the status of the case. Before the preliminary hearing the perpetrator pled no contest to the charges against him and was sentenced to five years in state prison.

In another case that resulted in a conviction, the perpetrator and his girlfriend were arguing over a three day period. During one of these arguments the perpetrator held a knife to the victim's throat and threatened to kill her and her entire family. The perpetrator also struck the victim several times in the face and even threw the knife at her, striking her in the stomach. Once the case was filed, thanks to the VV Program, the Project Investigator was able to quickly contact the victim and obtained a more detailed statement about what occurred over those three days. Thanks to the diligent investigation of EDSO and the Project Investigator, the perpetrator plead guilty and the victim did not have to endure the mental anguish of a jury trial. The Project Advocate was also integral in providing appropriate services to the victim including a referral to the CVFR, assistance with applying to the CalVCB, and accompanying the victim to court appearances to serve as a support person.

7) *Cases Resulting in Acquittal or Mistrial During the Reporting Period*

No cases resulted in an acquittal or mistrial during this reporting period.

8) *Cases Dismissed During the Reporting Period*

The Project Attorney dismissed one open case during the reporting period. The case qualified under the VV Program since a gun was involved during a domestic dispute. Although the victim was initially cooperative with prosecution, it was later learned she may have had an ulterior motive for reporting the crime. The Investigator, Project Attorney, and Advocate met with the victim for a follow up investigative interview and to see what the victim's wishes were regarding the outcome of the case. We discovered that the victim did not want to pursue charges, and at the preliminary hearing the victim refused to testify and requested that she be appointed an attorney. The case could not be proved without the victim's cooperation. The Project Advocate provided victim services and remained in contact with her throughout the process.

9) *Multi-Disciplinary Team Meetings Attended by Unit Staff*

While our initial objective was to attend multi-disciplinary meetings on a quarterly basis, we were determined to quickly bridge gaps between social workers, investigating agencies, and the prosecuting agency. Therefore, we have exceeded our initial expectations and have maintained monthly meetings both in Placerville and in South Lake Tahoe.

The monthly meeting in Placerville is held at the EDCDAO and is attended by representatives from the Center for Violence Free Relationships (CVFR), Child Protective Services (CPS), our SART partner (Bridging Evidence Assessment and Resources (BEAR)), Placerville Police Department, El Dorado County Sheriff's Office, the Project Attorney, Project Advocate, and Project Investigator, as well as other SVU

members from the District Attorney's Office. During each meeting we collectively address cases that are in the investigation or prosecution stages and determine what additional services can be provided to victims of these violent crimes, and also address what additional investigation needs to be performed to ensure a successful prosecution of the case. The social workers who attend these meetings are also able to provide invaluable information about how the victim is coping with the trauma from the incident so that we as a prosecuting agency can tailor our strategy to suit the needs of that victim.

The meeting in South Lake Tahoe is held at Live Violence Free (LVF), the women's shelter for the area, and is attended by representatives from LVF, CPS, Northern Nevada Medical Center, South Lake Tahoe Police Department, El Dorado County Sheriff's Office, the Project Attorney, Project Advocate, Project Investigator, as well as other SVU members. The purpose of these meetings is the same as those held in Placerville, and have proven successful at ensuring everyone works together to assist the victims of these violent crimes.

10) *Victims Served by the Advocate*

Since the start of the Grant Subaward performance period in July 1, 2018, the Project Advocate has provided services to 191 victims. These services have included court accompaniment, crisis intervention, resource and referral assistance, criminal justice system orientation and compensation claim assistance.

One such case is when the Project Advocate provided services to a victim who endured horrendous torture and assault by her husband. The trauma included extreme physical and emotional abuse she endured throughout her 10 year marriage. She was

Subrecipient: El Dorado County District Attorney's Office Subaward #: VV

provided with information about the criminal justice system and applied for CalVCB benefits. The Project Advocate scheduled this victim to meet with the local domestic violence agency, CVFR, to obtain immediate crisis intervention services, as well as financial and housing assistance. In addition, the Project Advocate advocated for the victim to get CalVCB Claims Department to pay the \$1,000 homeowners deductible for the crime scene cleanup after the SWAT team was deployed in her home during the apprehension of the suspect. The victim was cooperative with the prosecution of this case and testified at the preliminary hearing. She was accompanied and supported by the Project Advocate who helped this victim to remain calm and focused as she relived the fear and pain of that devastating and life-altering experience. As a result of the VV Program, such services and support dramatically helped the victim make great strides in overcoming her fear and anxiety and begin a path of healing from the trauma she experienced. She has obtained and maintained employment to be self-sufficient and is now living a life that is free of domestic violence. She has expressed her appreciation many times for the support, encouragement and assistance she has received from the Project Advocate and her life has improved beyond what she had ever envisioned for herself.

Similarly, the VV Program allowed the Project Advocate to work closely with a woman who was violently assaulted by her husband in front of their two minor children. Despite a language barrier, the victim was able to receive all the case updates and services available to her and her children to assist in their healing. The Project Advocate referred the victim to CVFR for crisis intervention services and family law legal assistance and enrolled the victim and her children into CalVCB for private counseling,

medical payments for the victim's injuries and relocation for their safety. The Project Advocate assisted in scheduling a multi-disciplinary interview of the two minor children and the victim was provided with transportation to and from court to testify at the preliminary hearing. Through the advocacy of the Project Advocate and the partnership with CVFR Latina Outreach Project, the victim is receiving assistance through the McGeorge School of Law Immigration Clinic to apply for a U visa. She has been cooperative throughout the investigation and criminal process and has been appreciative of the assistance she has received by the Project Advocate and is now living without fear and concern for her safety and the safety of her children.

11) *Cases Declined*

All potential VV Program cases submitted to the EDCDAO undergo thorough review by an SVU attorney. Cases are rejected only after all investigation is completed by the local law enforcement agency and the Project Investigator. On all cases, whether charges are filed or not, the Project Advocate provides appropriate services to the victim including referral to the local women's center, assistance with applying to the CalVCB, and assistance with applying for a civil restraining order. Additionally, all victims served under the VV Program are afforded the opportunity to meet with the Project Attorney to discuss why a case was rejected.

12) *Cases Transferred to Higher or Lower Court that is Outside Grant-Funded Jurisdiction*

Since receiving the VV Program grant, there have been no cases that were transferred out of our jurisdiction to any other prosecuting agency once charges were filed.

C. Capabilities1) *Training and Qualifications of All Proposed Staff***Project Attorney**

The attorney assigned to the project has a juris doctor degree specializing in advocacy and dispute resolution. The Project Attorney has been with the EDCDAO for five years and served as the vertical prosecutor for all automobile fraud crimes in El Dorado County for two years before transitioning into the SVU. The Project Attorney has four years' experience prosecuting felony cases including homicide, stalking, residential burglary, child and adult sexual assault, and aggravated domestic violence crimes.

The Project Attorney has attended several trainings specific to prosecuting our most serious domestic violence cases including a four-day homicide training, a three-day training on prosecuting child physical and sexual abuse, and a one-day strangulation training.

Project Advocate

The Project Advocate has completed the required sixty hour training to become a certified domestic violence and sexual assault crisis counselor and meets the requirements outlined in Evidence Code sections 1035-1036.2 for a sexual assault counselor and sections 1037-1037.7 for a domestic violence counselor. The Project Advocate has continued to attend twelve hours of mandatory yearly training to maintain her certification. In addition, the Project Advocate has completed the forty hour Entry Level Victim-Witness Advocacy Certification Course through the California Crime Victim Assistance Association (CCVAA). The Project Advocate has eighteen years of

experience advocating for and assisting victims of domestic violence and sexual assault as well as fifteen years of experience as a Paralegal providing family law assistance, advocacy and court support to victims and their families. During the eighteen year span, the Project Advocate has attended several International Family Violence Conferences and trainings throughout California with sessions to include stalking and family safety civil restraining order preparation.

Project Investigator

The Project Investigator has been a sworn peace officer for the last twenty-three years, and has more than five years' experience investigating sexual assault and domestic violence as a primary assignment. The Project Investigator has also attended numerous trainings on the topics specific to the VV caseload including strangulation, sexual assault and domestic violence, commercial sexual exploitation of children and human trafficking.

The Project Investigator has earned a Bachelor's degree in Recreation Administration, an Associate's degree in Administration of Justice, and an advanced Peace Officer Standards and Training certificate.

2) *Implementation of the Required Program Components*

a. Vertical Prosecution

Having a designated prosecutor with a reduced caseload assigned to handle our most complex and serious domestic violence, stalking and sexual assault cases has allowed the Project Attorney to give those cases and victims the attention they deserve. A reduced caseload has resulted in better and more constant communication between the Project Attorney, Project Investigator and Project Advocate resulting in

better services for our victims. The Project Attorney makes sure victims are notified of all upcoming court appearances and makes sure victims know they can always set up a meeting to talk directly to the Project Attorney, or any other member of the team, if they have any questions or concerns as their case navigates through the criminal justice system. The Project Attorney is also able to spend the time necessary to formally object to any pretrial releases, ensuring courts have all of the relevant information before making such rulings. The Project Attorney argues for criminal protective orders for victims, researches prior acts of violence committed by the defendant and writes motions to have such evidence admitted at trial. The Project Attorney is able to work closely with the Department of Justice Crime Lab on complicated DNA evidence and with law enforcement on reviewing search warrants. The Project Attorney is able to object to defense stall tactics and attempts to continue cases unnecessarily. One such delay tactic is to file last minute motions or to produce last minute discovery. The Project Attorney is able to promptly respond to these last minute changes to ensure the case moves efficiently towards a final resolution, and to ensure there is an appropriate record for appeal.

A reduced caseload has also allowed the Project Attorney to keep up to date on the constant changes in the law, and inform other prosecutors, investigators, and local law enforcement agencies about those changes.

The Project Attorney also wrote an article for the California District Attorneys Association to be published in "The Prosecutor's Brief" that will be disseminated to every district attorney in California. The article covers how to properly introduce social media evidence in cases involving charges of violence against women at trial since the

use of social media by perpetrators of violent domestic violence has increased in recent years and will only continue to increase as technology advances.

Prior to the creation of the Project Investigator position, violent crimes against women cases, whether they are domestic violence, stalking, sexual assault, or human trafficking, were randomly assigned for follow up investigation to many different investigators who were also tasked with handling a variety of other cases. Due to pending court proceedings and workloads, violent crimes against women cases were often not handled as expeditiously as possible. Since the funding of the Project Investigator position, all cases of violent crimes against women that are under the VV Program are assigned to one Project Investigator.

The Project Investigator works directly with the Project Attorney, the Project Advocate, and other law enforcement agencies assigned to handle cases of violent crimes against women. As soon as a victim of a violent crime case is evaluated by the Project Attorney, requests for any follow-up investigations are communicated to the Project Investigator. Similarly, once the Project Advocate has reached out to the victim, the Project Advocate communicates the feelings and mindset of the victim to the Project Investigator. The Project Investigator then decides if a task or follow-up is appropriate for the originating law enforcement agency to complete, or if the victim would be served better by the Project Investigator completing the task. If the decision is made to have the originating agency conduct the follow-up, the Project Investigator tracks the request and ensures proper investigation is conducted in a timely manner. Since the Project Investigator has been using this approach, less last minute follow-up requests have been needed and cases are moving through the criminal court system at a faster pace.

The Project Investigator is able to prioritize investigative requests with the Project Attorney at weekly meetings to ensure important deadlines are being met, cases are properly prepared for trial, and victims of violent crimes are receiving proper justice. This model has allowed the investigation of violent crimes against women to operate much more thoroughly, efficiently and consistently than before the Project Investigator position was funded.

b. Victim Advocacy

Funding from the VV Program has allowed a unique collaboration and combination of resources and expertise between the El Dorado County District Attorney Victim Witness Program Team (EDCDAWW) and CVFR which translates into improved effectiveness of the victim services activities provided to and received by victims. The Project Advocate is housed within the EDCDAO, has completed the CCVAA Beginning Advocacy Training, attends monthly certification DOJ trauma informed training and has the expertise of working within a domestic violence agency. The Project Advocate is dedicated to domestic violence and stalking crimes and works directly with the Project Attorney and Project Investigator to address the needs and concerns of victims by relaying information without delays or lag time in agency communication. The expertise, knowledge of resources for referrals and trust from the victims that the Project Advocate brings provides a positive interaction for victims including the helpfulness and effectiveness of the services offered by the CVFR as well as the legal system. The Project Advocate attends weekly SVU meetings and monthly multi-disciplinary meetings with county partners. The Project Advocate services all VV cases. The Project Advocate provides support for MDI interviews for child witnesses and victims of

domestic violence as well as court accompaniment in both the Placerville and South Lake Tahoe Courts. Victims are often reluctant to go to law enforcement or the prosecutor and hence scared to use victim services from a government agency. Having a Project Advocate connected with CVFR gives victims a more positive experience resulting in an increased percentage of victim's using services more often. The Project Advocate is a part of the EDCDAVW, attends weekly meetings and works directly with VWA advocates. One example of a Project Advocate service and benefit of the EDCDAVW partnership, is the assistance of transportation for victims to and from court proceedings, whereas CVFR only provides transportation for shelter clients, the EDCDAVW has means to provide transportation for victims on a consistent basis.

c. Highly Qualified Staff

The EDCDAO created SVU to focus on a victim based approach to prosecutions involving vulnerable victims. SVU consists of a Team Lead Deputy District Attorney with twenty-five years of experience prosecuting the most violent and serious crimes against women. All four of the SVU line deputy district attorneys are carefully selected into the unit. They must not only have several years of experience prosecuting misdemeanors and non-violent felonies, most importantly, they each must demonstrate a commitment to the vertical prosecution model and passion for helping prosecute those who commit violence upon women. The Project Attorney fits these qualifications.

Thanks to the VV Program, EDCDAO was able to fund the Project Advocate position with an employee from the CFVR. VV Program victims now benefit from an extremely qualified advocate who has experience and training in trauma informed response, Marsy's Rights as well as the legal system.

Prior to the VV Program funding, the CVFR had discontinued its position of victim advocates within their agency that provided court accompaniment and prosecutorial case updates. They felt the governmental victim assistant (program specialist/coordinator) from EDCDAVW was the primary resource for court accompaniment, prosecution liaison, Marsy's Rights expert and legal systems professional. The primary role of the CVFR victim advocate was to provide victims with trauma informed response, counseling and confidentiality but lacked a full understanding of the orientation to the criminal justice system and the services that victim assistants provided. With the inception of the Project Advocate, victims are benefitting from an advocate who has experience and training in trauma informed response, Marsy's Rights and legal systems. Confidentiality terms are adjusted and limited in the role of Project Advocate. The Project Advocate no longer has access to the CVFR client records and no longer acts as a counselor to victims and instead refers victims to CVFR for counseling, shelter, civil restraining orders and family law matters.

d. Community Coordination

The Project Attorney, Project Advocate, and Project Investigator attend regularly scheduled, multi-disciplinary monthly meetings where the investigation, prosecution, and prevention of violent crimes against women are discussed.

EDCDAO also attends monthly meetings with Adult Protective Services to collaborate on victims of elder and dependent adult abuse. EDCDAO, EDC DHHS, and EDC County Council regularly correspond and collaborate when child victims are involved in both systems, including being secondary victims and witnesses to violence against women.

e. Required Policies

- All reasonable prosecutorial efforts are being made to resist pretrial release of a charged defendant.

The Project Attorney accomplishes this objective by filing a written request for bail with every new case that is filed. The Project Attorney is also present in court to argue against any request for a bail reduction or if the defendant is seeking to be released on his or her own recognizance. It is essential to have a full understanding of the facts of each case and the defendant's criminal history to effectively argue against these requests. A reduced caseload has allowed the Project Attorney to dedicate the time necessary for a full review of each case file so that he can communicate those facts to the judge which ensures the judge has all the necessary information before making such an important decision.

- All reasonable prosecution efforts are being made to reduce the time between arrest and disposition of the case.

The Project Attorney has been focusing on attempting to expedite the criminal justice process. The Project Attorney has been consistently objecting to continuances both on and off the record and strongly advocating VV Program cases be given top priority, arguing victim's rights and the serious nature of these cases. For example, the Project Attorney immediately obtains and provides all discovery in the case to the defense attorney. Lack of discovery is often an excuse defense attorneys use to obtain continuances in order to age a case.

- All prosecutors, advocates and investigators funded (in full or in part) by this grant will maintain a reduced caseload.

The Project Attorney maintains a caseload of no more than twenty-five open and active cases. The Project Investigator focuses on VV Program cases and other domestic violence cases. The VV Advocate only handles VV Program cases and other domestic violence cases.

- All cases submitted for filing are to receive an initial review for filing decision and victim safety within two business days of the deputy district attorney receiving the case for review.

As a result of the VV Program recognizing the importance of having a specialized Project Attorney and Project Advocate, we have instituted a policy that all domestic violence, stalking, sexual assault, and elder abuse cases submitted for filing to the SVU is screened by a deputy district attorney within two days of being logged into our office for review of charges. This new policy has already proved instrumental in allowing the Project Advocate to reach out to victims of violence in a timely manner. For example, on a recent case the Project Advocate was notified by the deputy district attorney to reach out to a victim of a violent domestic violence case right away, even though the suspect had been bailed out of jail and the case was submitted without strict legal time restraints for filing. The Project Advocate learned that because of the violence, the victim and her minor child were planning to leave the state in just a few days. The minor had been a witness to the violence and had not been interviewed, but we were able to facilitate a forensic interview of the minor in a timely manner and gained valuable corroborating evidence that will hopefully assist in a successful prosecution of the case. Additionally, the early screening of cases permits the Project Attorney to follow the most serious crimes against women from the very beginning and assess

which victims would best be served by having the Project Attorney assigned as the prosecutor. Further, the new procedure allows for the Project Investigator to gather important follow-up interviews, take photographs of injuries to capture those not initially visible, obtain medical records, texting strings before they are deleted, and other important leads faster, ensuring a more thorough and accurate investigation. Also, the Project Advocate is able to coordinate services and quickly secure protective orders to better protect and serve victims of violent crimes.

- The Project Advocate shall be notified immediately upon any VV Program case review so victims can begin to receive services and case status information as early as possible.

Once a case is reviewed for a filing decision, the Project Attorney immediately notifies the Project Advocate about the decision so that the victim can be notified. The Project Advocate then contacts the victim and ensures the victim has been referred to the CVFR, begins the application process to the CalVCB, assists with other relevant services, explains the criminal justice process, and notifies the victim about the case status. If a case is rejected, the Project Attorney and Advocate always provide the victim an opportunity to meet in person to discuss that decision.

A copy of these required policies have been given to the entire SVU unit, including the Project Attorney, Project Investigator, and Project Advocate. A hard copy is kept with the SVU Team Lead as well as the Assistant District Attorney overseeing the SVU.

f. Assistance with California Victim Compensation Board Claims

The Project Advocate provides information to every victim about the availability of benefits to them by applying to the program. The Project Advocate prepares the applications for the victims and their children to request the benefits and explains the procedures and documentation necessary to facilitate their requests. Once the application process is completed and submitted to the claims department, the Project Advocate monitors the claim status and updates the victim. The Project Advocate acts as a liaison between the Claims Department and the victim to ensure all required documentation is provided to the Board for the benefits they are requesting. When necessary, the Project Advocate problem-solves when unusual circumstances arise in their request and advocates on behalf of the victims with CalVCB supervisors and staff.

Since July of 2018, 142 VV Program victims have filled out CalVCB assistance forms.

g. Operational Agreement

EDCDAO currently has operational agreements in place with the CVFR, LVF, El Dorado County Sheriff's Office, Placerville Police Department, and South Lake Tahoe Police Department. The purpose of each of these agreements is to ensure the victims of our most violent crimes receive the treatment they need from each of our respective agencies and to have standard practices in place to further that objective.

EDCDAO also has a working Memorandum of Understand (MOU) and protocols for a collaborative team approach for sexual assault cases and SART protocols. EDCDAO utilizes a SART operational agreement established by CVFR while

working on the MOU. It is anticipated the EDCDAO MOU and protocols will be in fully-implemented during the FY 2019/20 Grant Subaward period.

EDC is also in the process of formalizing protocols for a human trafficking task force.

3) *Criteria Used to Identify Cases to be Assigned to the Unit*

The Project Attorney maintains a dedicated caseload of our most serious crimes perpetrated against adult women. Crimes identified to be considered VV Program cases include: aggravated crimes of domestic violence include felony violations of PC 273.5(a) where great bodily injury was inflicted on the victim, there is a history of domestic violence, weapons were used, or criminal threats were made. VV Program criteria also includes violations of PC 664/187, aggravated violations of PC 646.9 (stalking) and PC 422 (criminal threats), The sexual assault cases include criminal charges for violations of PC 261, PC 262, PC 264.1, PC 288a, and PC 289.

4) *Cases Referred to the Victim Advocate*

The Project Advocate attempts to contact victims immediately upon receiving a referral from a deputy district attorney. Cases are reviewed to obtain contact information for the victims. The Project Advocate contacts the victims and provides information about the criminal case status and educates victims about the criminal justice system and clarifies any misinformation they may have received. During that initial contact by the Project Advocate, victims are provided with detailed information about Marsy's Law to inform them of their rights as well as information about the CalVCB benefits that victims are eligible to receive as a result of being the victim of a crime. The Project Advocate assists in completing applications with the victims and

submits them to the CalVCB Claims Department for processing and eligibility. The Project Advocate also makes referrals to the appropriate domestic violence/sexual assault community based organization for crisis intervention and counseling assistance. The Project Advocate contacts victims to provide case updates when new information is available and provides court accompaniment, assistance and support when a victim is subpoenaed to attend a court hearing, trial or exercises their right to present a victim impact statement at sentencing. The Project Advocate also ensures court ordered protective orders are provided to victims in a timely manner and information is offered on completing and submitting restitution claim forms. Victims are given contact information for the Project Advocate and are encouraged to reach out to address their questions and concerns. Overall, the Project Advocate covers a multitude of tasks including educating, problem-solving, listening, speaking, supporting, empathizing and helping victims regain some sense of control during the stressful criminal case process.

Almost every victim that the Project Advocate has been in contact with to date indicates that they have received appropriate victim literature from patrol level law enforcement.

5) *Unit Staff Rotation*

The Project Attorney will be assigned to this position for a minimum of two years. When an assignment rotation takes place, special attention will be given to ensure victims are not adversely affected by the rotation. The goal will be for the current Project Attorney to continue to vertically prosecute any outstanding VV Program case where the Project Attorney has already met with the victim and established a trusting relationship.

There are currently no time limits or constraints from CVFR on how long the Project Advocate may remain in her position. The intent is for her to remain as long as VV Program funding allows for this opportunity. Similarly the Project Investigator will remain in his current position as long as VV Program funding allows for this opportunity.

The Project Attorney, Project Advocate, and Project Investigator will all create files of important information, training materials, check lists, VV Program requirements and contacts regarding their respective positions to ease any staffing rotations necessitated by sudden unforeseen events.

The Project Attorney and Advocate have maintained their positions throughout the reporting period. The Project Investigator who was initially assigned to the Program retired during the reporting period. As a result, the EDCDAO sought a suitable replacement from the largest investigating agency in the county, the El Dorado County Sheriff's Office. This was done, in part, to further the relationships between investigating and prosecuting agencies. At the time the Project Investigator was interviewed for the position he was the detective assigned to investigate all sexual assault and domestic violence crimes for the greater Placerville area.

6) *Unit Communication*

All case assignments are made by the SVU Team Lead. All SVU team members meet weekly to determine what new cases should be classified as VV Program, get updates from the Project Advocate on how victims are doing, obtain updates on Project Investigator follow-up investigations, discuss upcoming trial strategies, and determine case coverage if the Project Attorney has a conflict or is otherwise unavailable.

The Project Attorney is able to request all follow up investigation directly to the Project Investigator through our electronic case management system. The Project Attorney and Project Investigator are able to collaborate daily and prioritize investigations. Additionally, the Project Investigator is able to ensure that follow up requests from the originating law enforcement agencies are being conducted in a more timely and efficient manner.

The Project Attorney discusses all violent and serious felonies with the SVU Team Lead and Assistant District Attorney before each major stage of the case, and before drafting any potential settlement offer. The Assistant District Attorney and/or SVU Team Lead regularly verify the Project Attorney caseload remains around twenty-five open cases and ensures the Project Attorney has enough time to effectively prosecute VV Program cases.

7) *Relationships with Law Enforcement and Victim Service Agencies*

As a result of the VV Program, EDC has established strong coordinated community response activities. The Project Attorney meets monthly in both the West Slope and SLT to collaborate on VV Program case updates with partnering agencies including EDSO Detectives, the PPD Detective, SLTPD Detectives, CPS, Program Directors for the SART clinics, EDCDAO victim program staff, victim service providers from CVFR and LVF. Agendas are prepared based on cases that need discussion for follow up decisions or updates, and in each meeting one particular case is discussed in detail to assist all team members in improving services to victims falling under the VV Program. This new practice has been very effective and has helped victims tremendously in several ways. First, the Project Advocate is able to provide the victim

and their family monthly updates, enforcing their confidence in their team and the criminal justice system. Several victims have expressed their appreciation with such updates. Additionally, necessary follow-up is being conducted in a more timely and efficient manner. Cases are also now collaboratively being discussed so investigative, filing, and disposition decisions are made by the Project Attorney with complete information.

EDCDAO invited community leaders to meet and discuss creating an overall systems change for vulnerable domestic violence victims in EDC. Since January of 2018, dedicated and motivated leaders from CVFR, New Morning, Big Brother, CASA (Court Appointed Special Advocate), The Community Foundation, El Dorado County Department of Health and Human Services (EDC DHHS), EDC Probation, EDC Department of Education, EDC Superior Court, EDC Sheriff's Department and Placerville Police Department have joined the SVU Team Lead in productive monthly meetings addressing ways to close the gap in services provided to vulnerable victims. The focus is on preventing victimization of vulnerable populations through community outreach, as well as communication and information sharing to better serve victims navigating through court systems.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: County of El Dorado District Attorney's Office	DUNS # 87834029	FIPS #:
Grant Disaster/Program Title: Violence Against Women Vertical Prosecution (VV) Program		
Performance Period: 07/01/2019 to 06/30/2020	Subaward Amount Requested: \$ 202,545	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	3-5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 2,396,748
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	N/A

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent)	Date:
Print Name and Title Vern R. Pierson	Phone Number: (530) 621-6472
<i>Program Specialist Only: SUBAWARD #</i>	

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

El Dorado County*

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4th District*
Represented by Congressman Tom McClintock

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

State Assembly Districts are split between the 6th State Assembly District and 5th State Assembly District*
5th State Assembly District represented by Frank Bigelow*
6th State Assembly District represented by Kevin Kiley

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

One State Senate District*

District formerly represented by Ted Gaines. The position is currently vacant and is anticipated to be filled through a special election on June 4, 2019.

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

El Dorado County Population 188,987 (2017)

**El Dorado County
District Attorney's Office
Organizational Chart
FY 18/19**

Executive Secretary
Nancy Anderson

District Attorney
Vern Pierson

Chief Investigator
Jeff Dreher

Chief Assistant DA
William Clark

Office Assistant
Emily Idleman

**Acting Chief Assistant
District Attorney**
Joseph Alexander

Assistant District Attorney
James Clinchard

Supervising Investigator
Shawn Eastman
Richard Pesce

Acting Admin Analyst
Shaneen May

Support Staff
Paralegals
Victoria McMahon
Vacant
Michelle Yopp
Legal Secretary
Amber Husak (UF)
Office Asst I/II
Rachel Panks (SLT)
Julie Parsons (LT)
Audrey Pifer

Lead Deputy DA
Dale Gomes
Deputy DA's
Megan Grow
Nora Hall
Jodie Jensen
Casey Mandrell
Vacant (LT)
Miles Perry
Tony Sears
Margaret Tafoya
Vacant

Program Manager**
Christy Canclini

Victim Witness Unit
Program Coordinator
Vacant (MVA)
Program Specialists
P. Harrington
Y. McGillivray
Dave Groth
Lisa Ellis
Johana Millan
Office Assistant
Karyn Hays
Participating Staff***
1 - Victim Advocate
1 - Case Manager
1 - Sexual Assault Counselor

Special Victims Unit*
Lead Deputy DA
Lisette Suder (Lead)
Deputy DA's
Cassie Cardullo
Jesse Wilson
Brett Swenson
Lydia Stuart
CAC Coordinator
Rhia King (SE)*
*Reports to Chief Investigator

Deputy DA's
Special Prosecution
Mike McCoy
Mike Pizzuti
Brittany Griffith
Erin Tognetti (LT)
Mahjoubeh Foolad (LT)

DA Investigators
Ryan Andelin (SE)
James Applegate (SE)
Michael Franzen (SE)
Bryan Kuhlmann (RP)
Ryan Lorey (SE)
Andrea Luckenbach (RP)
James Peterson (RP)
Joe Ramsey (RP)
Dave Stevenson (SE)
John Robertson (RP)
Gary Malmquist (RP)
Richard Horn (SE)
Kenneth Barber (SE)
Special Investigator
Craig Heilberg (RP)
Investigative Asst
Sandra Bice (RP)

Fiscal functions are provided by the Chief Administrative Office Central Fiscal Division
Chief Fiscal Officer – Kerri Williams-Horn
Administrative Services Officer – Hillary Crawford
Department Analyst – Megan Arevalo
Fiscal Technician – Lindsey Gonsalves

**Provides grant services to ST, KC and VV programs and coordinates with SVU
***Contracted with Outside Agency

Updated 1/29/19

NON-COMPETITIVE BID REQUEST

County of El Dorado District Attorney's Office

VV

SUBRECIPIENT NAME

GRANT SUBAWARD #

Complete this form, and provide required attachments, to request approval for a non-competitive bid procurement per Subrecipient Handbook (SRH) Section 3500. Approval is only required for contracts above \$10,000.

Contractor/Procurement:	The Center For Violence-Free Relationships
Total Contract/Procurement Amount:	\$ 75,920.00
Service Provided:	Victim Advocate Services & 24 Hour Hotline

Contract Justification – Attach a narrative response addressing the following as required by the identified SRH Section:

Cal OES Approval

Yes N/A

- | | | | |
|--------|---|-------------------------------------|-------------------------------------|
| 3511 | Explain conditions requiring a non-competitive/sole source contract. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3521.1 | Provide a brief description of the product or service being procured. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3521.2 | Explain the necessity to contract non-competitively and how the price for the contract was determined, including: | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Expertise of the contractor; | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Management capabilities to perform the tasks required; | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Contractor's responsiveness to the need identified by the project; | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Contractor's relevant knowledge and experience; and | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Justification of the reasonable of the cost. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3521.3 | Explain the uniqueness of the contract, including: | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Patents, copyrights; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Facilities, investments; or | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Continuation of an existing project. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3521.4 | Explain any time constraints, including: | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • When contractual coverage is required and why; | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Impact on project if dates are not met; and/or | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | • Time required for another contractor to reach the same level for competence. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

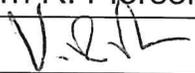
Procurement Justification – Attach a narrative response addressing the following as required by the identified SRH Section:

Cal OES Approval

Yes N/A

- | | | | |
|------|--|--------------------------|-------------------------------------|
| 3522 | Description of the product to be purchased; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Necessity of purchase; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | How the price of the product was determined; and | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Other pertinent background data. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Subrecipient Signature – Individual must be on the Signature Authorization Form (Cal OES 2-103)

I certify a non-competitive bid is necessary for the contract/procurement identified on this form.			
Typed Name:	Vern R. Pierson	Title:	District Attorney
Signature:		Date:	4/15/19

Cal OES Approvals

Program Specialist:		Date	
Unit Chief:		Date:	

Non-Competitive Bid Request – Cal OES 2-156 (Revised 01/2019)

Subrecipient: El Dorado County District Attorney's Office
Subaward #: VV

Program Title: Violence Against Women Vertical Prosecution Program

There are two primary victim service agencies in El Dorado County: The Center for Violence Free Relationships (The Center) in Placerville and Live Violence Free in South Lake Tahoe. Both agencies work with victims of Sexual Assault and Domestic Violence. Both agencies have on-call advocates who will assist victims through Sexual Assault examinations. Advocates will respond to hospitals and even transport victims for exams.

The Center for Violence Free Relationships also maintains an Operational Agreement with the local hospitals and/or medical treatment facilities.

The District Attorney's Office has collaborated with these victim service agencies on a number of projects and proceeded with a contract for services with The Center in FY 2018/19 as The Center maintains a primary location in Placerville. The District Attorney's Office was easily able to assimilate an advocate from The Center into the Project Team when this grant was first awarded in FY 2018/19.

The services being provided by The Center include 24-hour crisis line services, crisis intervention, individual and group counseling, legal assistance, compensation claims assistance, emergency food, clothing, shelter, advocacy and court accompaniment to domestic violence victims and their children and to adult sexual assault victims.

The County of El Dorado's purchasing policy states for purchases not exceeding \$100,000 competitive bidding shall not be required for items exempt from competitive bidding pursuant to resolution adopted by the Board of Supervisors.

The contract with The Center is unique in that it is a continuation of an existing project. This contract does not include any patents, copyrights, Facilities or investments.

Should the District Attorney's Office be unable to contract with The Center for these services, time constraints may prevent staff from ensuring a contract is in place prior to the start of the grant period on July 1, 2019. Should the contract be delayed, staff may also experience a delay in strengthening the victim services component of this program.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION**

**COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *Subrecipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Subaward.
2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION
COMPUTERS AND AUTOMATED SYSTEMS
PURCHASE JUSTIFICATION GUIDELINES**

**Subrecipient: El Dorado County District Attorney's Office
Program: Violence Against Women Vertical Prosecution Program**

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Subaward.

The El Dorado County District Attorney's Office is requesting to purchase 1-2 computer tablets and accessories as well as a cell phone/data stipend. The tablets and accessories will be purchased to ensure the Project Advocate is able to swiftly facilitate the on-line application process while in the office or in the field. The cell phone/data stipend will help ensure the Project Advocate can obtain cellular and data service while in most rural areas of the county.

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA		
			From:	To:	
1.	The Center for Violence Free Relationships	07/20/18	07/01/18	to	06/30/21
2.	El Dorado County Sheriff's Department	07/18/18	07/01/18	to	06/30/21
3.	Placerville Police Department	07/19/18	07/01/18	to	06/30/21
4.	South Lake Tahoe Police	07/24/18	07/01/18	to	06/30/21
5.	Live Violence Free	07/31/18	07/01/18	to	06/30/21
6.				to	
7.				to	
8.				to	
9.				to	
10.				to	
11.				to	
12.				to	
13.				to	
14.				to	
15.				to	
16.				to	
17.				to	
18.				to	
19.				to	
20.				to	

Use additional pages if necessary.