

CRIMINAL JUSTICE, PUBLIC SAFETY AND EMERGENCY SERVICES COMMITTEE MEETING
DISTRICT ATTORNEY AGENDA
September 24, 2024

COMMITTEE MEMBERS: Supervisors - GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Etu
- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: to apply for Crimes Against Revenue Prosecution Grant (CARP)
Rationale: Resolution request to apply for Crimes Against Revenue Prosecution Grant (CARP) in an amount to be determined.
 2. Request: to apply for 2024-25 Criminal Justice Discovery Reform Grant
Rationale: Resolution request to apply for the 2024-25 Criminal Justice Reform Grant in an amount to be determined.
- V. Discussion Items:
 1. Discuss the updated web traffic portal created with the help of our IT department.
 2. Received notification of receipt of Aid to Prosecution Grant funding for the grant period of April 1, 2024 to March 31, 2025, in the amount of \$284,168.00.
 3. Review 2025 District Attorney's Budgets: A.1165 District Attorney
 A.1168 Crime Victims-Assist. DA
 A.4220 Narcotics Control DA
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 5 – Request to Apply for a Grant Application and Grant Agreement – Crimes Against Revenue Prosecution Grant (CARP), with Grant Award Notice for January 1, 2024 – December 31, 2024, awaiting application.
2. Resolution Request Form No. 5 – Request to Apply for a Criminal Justice Discovery Reform Grant Application and Grant Agreement – Criminal Justice Discovery Reform Grant, with Grant Award Notice for April 1, 2023 – March 31, 2024, awaiting application.
3. Grant Award Notice for April 1, 2024 – March 31, 2025 – Aid to Prosecution Program.
4. A.1165 District Attorney Budget
5. A.1168 Crime Victims-Assist. DA Budget
6. A.4220 Narcotics Control DA Budget

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: District Attorney

DATE: September 24, 2024

- (a) Purpose of Grant: **To apply for renewal of Crimes Against Revenue Prosecution Grant (CARP), DCJS No. CR23450446**
- (b) Name of Grantor: **New York State Division of Criminal Justice Services**
- (c) Address of Contractor: **80 South Swan Street, Albany NY 12210**
- (d) Grantor's Contact Person and Telephone Number: **Katelyn Mallick, Ph. (518) 457-3776**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No - awaiting additional information**
- (f) Effective Date of Grant: **January 1, 2025**
- (g) Termination Date of Grant: **December 31, 2025**
- (h) Total Dollar Amount Involved (not to exceed): **TBD**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **TBD**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Warren County District Attorney	Date: April 5, 2024
Program Name: Crimes Against Revenue Program	Award Amount: \$59,600¹
Signatory Name and Title: Kevin Geraghty, County Board Chair	Term Dates: 1/1/2024 - 12/31/2024
Email: allena@warrencountyny.gov	Contract Number: C450446
Program Description: Crimes Against Revenue Program	
Additional Programmatic Information: The purpose of the Crimes Against Revenue Program (CARP) is to combat financial crimes that deprive New York State of taxes and certain other financial obligations and funds rightfully owed to the State. CARP grants support local investigation and prosecution efforts to recover evaded State revenue and do so in a manner that deters non-compliance with State laws.	
Grant Questions	
PRIMARY CONTACT Katelyn Mallick Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: (518) 457-3776 Email: Katelyn.Mallick@dcjs.ny.gov	SECONDARY CONTACT Robert Frost Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: (518) 485-2979 Email: Robert.frost@dcjs.ny.gov

Thank you for all the work you do. We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

cc: Jason Carusone

[1] The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: District Attorney

DATE: September 24, 2024

- (a) Purpose of Grant: **To apply for renewal of Criminal Justice Discovery Reform Grant, DCJS No. DG23-1052-D00**
- (b) Name of Grantor: **New York State Division of Criminal Justice Services**
- (c) Address of Contractor: **80 South Swan Street, Albany NY 12210**
- (d) Grantor's Contact Person and Telephone Number: **Katie Nardolillo, Email: katie.nardolillo@dcjs.ny.gov**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No - awaiting additional information**
- (f) Effective Date of Grant: **April 1, 2024**
- (g) Termination Date of Grant: **March 31, 2025**
- (h) Total Dollar Amount Involved (not to exceed): **TBD**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **TBD**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

DEAN DEFRUSCIO
Deputy Commissioner

Grant Award Notice

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State’s Discovery Reform Grant Program for State Fiscal Year (SFY) 2023-24.

Grantee: Warren County	Date: September 28, 2023
Program Name: Criminal Justice Discovery Reform Grant	Award Amount: \$346,168
Name of Official: The Honorable Kevin Geraghty	SFY 2023-24 (April 1, 2023 to March 31, 2024)
Email: Kevin.Geraghty@TownOfWarrensburg.net	Contract #: C460169

Criminal Justice Discovery Reform Grant - Additional Information:

DCJS is pleased to provide funding to your county to support local law enforcement agencies with expenses related to the implementation of discovery and pretrial reforms that took effect January 1, 2020. Your county’s award amount has been determined based on the prorated share of 2018-2022 criminal court arraignments statewide.

This funding is contingent upon the submission by the county, and subsequent DCJS approval of, a Discovery Reform Funding Plan. Please see the attached *2023-24 Discovery Reform Application* and the *Discovery Reform Funding Plan* for additional information. All funding provided is primarily intended to support costs incurred on or after the start of SFY 2023-24 (April 1, 2023); however, this funding may also be used to cover any costs incurred in SFY 2022-23 (April 1, 2022 to March 31, 2023).

In your county’s application, the District Attorney’s (DA) minimum amount must match the greatest amount that was allocated to the DA in your county’s previously submitted budget to DCJS from either of the preceding years of discovery funding. If your county had not previously submitted a budget for this funding, the minimum should be calculated as 67% of the total county award amount.

The county’s Discovery Reform Funding Plan should be submitted to DCJS using the DCJS Grants Management System (GMS). Additional information about GMS is provided in the attached application document. Questions about the submission of the plan should be emailed to DCJS at dcjsfunding@dcjs.ny.gov. Please include “Discovery Reform Question” in the subject line of your email.

Once plans are approved by DCJS, grantees will be notified and shall receive payment for their entire award. **The county shall subsequently and promptly make this funding available to the recipient agencies (e.g., DA, probation department, sheriff’s offices, local police department) within 60 days of receipt.** Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

Attachment (2)



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

July 3, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (FY) 2024-25.

Table with 4 columns: Project Name, Award Amount, Budget, Term Dates. Row 1: Warren County District Attorney Aid to Prosecution Program, \$284,168. Row 2: FY 2024-25, April 1, 2024 to March 31, 2025.

Additional Information:

Your SFY 2024-25 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2024 to March 31, 2025.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

NYS Division of Criminal Justice Services, Finance Office
dcjsgrantsunitvoucherinquiry@dcjs.ny.gov

NYS Division of Criminal Justice Services, Law Enforcement & Legal Services
dcjs.sm.lslsunit@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: District Attorney
BUDGET ACCOUNT CODE: A.1165

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$1,424,425.16	\$1,569,262.00	\$1,584,947.00	\$1,583,307.00
200's EQUIPMENT	\$2,834.52	\$500.00	\$1,980.00	\$500.00
400's CONTRACTUAL	\$66,868.76	\$106,100.00	\$99,004.00	\$100,600.00
800's EMPLOYEE BENEFITS	\$435,770.54	\$514,883.00	\$518,406.00	\$575,750.00
TOTALS	\$1,929,898.98	\$2,190,745.00	\$2,204,337.00	\$2,260,157.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$643,594.19	\$647,099.00	\$647,099.00	\$681,911.00

SIGNED: 
DEPARTMENT HEAD
TITLE: District Attorney
DATE: 9/5/2024

Budget Worksheet Report

Budget Year 202

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
REVENUE						
Department 1165 - District Attorney						
State Aid						
3030	State Rev D.A. Salary	72,189.00	72,189.00	72,189.00	.00	72,189.00
3031	D.A. Prosecution	258,899.00	249,356.00	249,356.00	.00	284,168.00
3043	Crimes Against Prosecution	45,520.90	59,600.00	59,600.00	7,235.90	59,600.00
3047	Discovery Reform	237,079.00	237,079.00	237,079.00	190,300.00	237,079.00
	<i>State Aid Totals</i>	\$613,687.90	\$618,224.00	\$618,224.00	\$197,535.90	\$653,036.00
Federal Aid						
4960	Emergency Disaster Assist	35.88	.00	.00	.00	.00
	<i>Federal Aid Totals</i>	\$35.88	\$0.00	\$0.00	\$0.00	\$0.00
Fines & Forfeitures						
2611	Stop DWI Fines - DA	28,875.00	28,875.00	28,875.00	.00	28,875.00
	<i>Fines & Forfeitures Totals</i>	\$28,875.00	\$28,875.00	\$28,875.00	\$0.00	\$28,875.00
Sale of Property And Compensation for Loss						
2692	Other Compensation for Loss	995.41	.00	.00	.00	.00
	<i>Sale of Property And Compensation for Loss Totals</i>	\$995.41	\$0.00	\$0.00	\$0.00	\$0.00
	Department 1165 - District Attorney Totals	\$643,594.19	\$647,099.00	\$647,099.00	\$197,535.90	\$681,911.00
	REVENUE TOTALS	\$643,594.19	\$647,099.00	\$647,099.00	\$197,535.90	\$681,911.00

Budget Worksheet Report

Budget Year 202

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1165 - District Attorney						
Personal Services						
110	Salaries - Regular	1,424,423.73	1,568,762.00	1,584,447.00	980,374.23	1,582,807.00
120	Salaries - Overtime	1.43	500.00	500.00	64.10	500.00
<i>Personal Services Totals</i>		<u>\$1,424,425.16</u>	<u>\$1,569,262.00</u>	<u>\$1,584,947.00</u>	<u>\$980,438.33</u>	<u>\$1,583,307.00</u>
Comments						
	<i>Account</i>		<i>Level</i>	<i>Comment</i>		
	110		Departmental Request	- Utilize 3031 D.A Prosecution Grant (Aid to Prosecution) for Attorney retention. - COLA for all non-bargaining employees. - Adjust weekend DA On Call pay from \$28,500.00 to \$28,750.00 to cover Juneteenth holiday. - Add weekday DA On Call pay \$25,000.00 (\$100.00 per day), for a total of \$53,750.00.DA. On Call changes are fully funded by the D.A Prosecution Grant (Aid to Prosecution).		
Equipment						
210	Furniture/Furnishings	1,708.26	.00	1,480.00	1,296.00	.00
220	Office Equipment	1,126.26	.00	.00	.00	.00
250	Technical Equipment	.00	500.00	500.00	.00	500.00
<i>Equipment Totals</i>		<u>\$2,834.52</u>	<u>\$500.00</u>	<u>\$1,980.00</u>	<u>\$1,296.00</u>	<u>\$500.00</u>
Contractual Expense						
410	Supplies	11,341.00	12,000.00	10,400.00	5,605.86	11,500.00
422	Repair/Maint-Equipment	175.00	.00	.00	.00	.00
423	Telephone	2,652.45	3,500.00	3,500.00	1,398.05	3,500.00
424	Postage	1,877.79	2,600.00	2,600.00	1,025.79	2,100.00
426	Subscriptions	972.29	6,900.00	1,284.00	920.06	1,500.00
428	Data Processing & Internet Fees	2,241.92	2,600.00	2,600.00	2,089.86	2,600.00
439	Misc Fees & Expenses	.00	.00	120.00	120.00	.00
440	Legal/Transcript Fees	33,541.22	60,000.00	57,701.00	21,903.24	58,000.00
444	Travel/Education/Conference	8,582.24	13,000.00	13,000.00	4,861.49	13,000.00
445	Foods	362.48	500.00	500.00	.00	500.00
453	Uniforms & Clothing	124.37	.00	.00	.00	.00
470	Contract	4,998.00	5,000.00	7,299.00	7,299.00	7,900.00
<i>Contractual Expense Totals</i>		<u>\$66,868.76</u>	<u>\$106,100.00</u>	<u>\$99,004.00</u>	<u>\$45,223.35</u>	<u>\$100,600.00</u>
Employee Benefits						
810	Retirement	142,142.86	203,194.00	205,516.00	118,161.29	231,430.00
830	Social Security	82,437.72	94,803.00	95,776.00	58,174.42	94,912.00
831	Medicare Contribution	19,766.20	22,754.00	22,982.00	13,605.31	22,958.00
860	Hospitalization	172,452.12	172,566.00	172,566.00	106,021.34	196,216.00

Budget Worksheet Report

Budget Year 202

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1165 - District Attorney						
Employee Benefits						
865	Dental Insurance	3,335.76	3,264.00	3,264.00	1,894.10	3,024.00
	<i>Employee Benefits Totals</i>	<u>\$420,134.66</u>	<u>\$496,581.00</u>	<u>\$500,104.00</u>	<u>\$297,856.46</u>	<u>\$548,540.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	7,122.00	7,762.00	7,762.00	7,762.00	8,098.00
861	Retirees Hospitalization	7,430.37	7,540.00	7,540.00	6,314.50	15,362.00
862	Health Insurance Cost Reimbursement	1,083.51	3,000.00	3,000.00	1,294.04	3,000.00
863	Health Insurance Cost Reimbursement-Retiree	.00	.00	.00	313.69	750.00
	<i>Other Benefits Totals</i>	<u>\$15,635.88</u>	<u>\$18,302.00</u>	<u>\$18,302.00</u>	<u>\$15,684.23</u>	<u>\$27,210.00</u>
Department 1165 - District Attorney Totals		<u>\$1,929,898.98</u>	<u>\$2,190,745.00</u>	<u>\$2,204,337.00</u>	<u>\$1,340,498.37</u>	<u>\$2,260,157.00</u>
EXPENSE TOTALS		<u>\$1,929,898.98</u>	<u>\$2,190,745.00</u>	<u>\$2,204,337.00</u>	<u>\$1,340,498.37</u>	<u>\$2,260,157.00</u>
Fund A - General Totals						
REVENUE TOTALS		\$643,594.19	\$647,099.00	\$647,099.00	\$197,535.90	\$681,911.00
EXPENSE TOTALS		\$1,929,898.98	\$2,190,745.00	\$2,204,337.00	\$1,340,498.37	\$2,260,157.00
Fund A - General Totals		(<u>\$1,286,304.79</u>)	(<u>\$1,543,646.00</u>)	(<u>\$1,557,238.00</u>)	(<u>\$1,142,962.47</u>)	(<u>\$1,578,246.00</u>)
Net Grand Totals						
REVENUE GRAND TOTALS		\$643,594.19	\$647,099.00	\$647,099.00	\$197,535.90	\$681,911.00
EXPENSE GRAND TOTALS		\$1,929,898.98	\$2,190,745.00	\$2,204,337.00	\$1,340,498.37	\$2,260,157.00
Net Grand Totals		<u>(<u>\$1,286,304.79</u>)</u>	<u>(<u>\$1,543,646.00</u>)</u>	<u>(<u>\$1,557,238.00</u>)</u>	<u>(<u>\$1,142,962.47</u>)</u>	<u>(<u>\$1,578,246.00</u>)</u>

2025 Salary Schedule (Position Budgeting)
District Attorney.District Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13903	Breault, Hayley 05-00 / \$19.12	Legal Clerk #3 05-01 / \$19.43	\$40,210.00	Full Time	CSEA/FT	4/8/2024
10929	Burin, Matthew N/A / \$71.74	1st Assistant DA N/A / \$71.74	\$130,574.00	Full Time	Appointed F/T	6/6/2005
13544	Caivano, Emily 10-03 / \$23.94	Legal Clerk III #1 10-04 / \$24.30	\$50,194.00	Full Time	CSEA/FT	6/3/2021
9824	Carusone, Jason N/A / \$121.48	District Attorney N/A / \$121.48	\$221,100.00	Full Time	Elected/FT	6/7/1999
13597	Christensen, Ryan N/A / \$47.52	9th Assistant DA N/A / \$47.52	\$86,478.00	Full Time	Appointed F/T	9/7/2021
13600	Cosentino, Morgan N/A / \$50.59	8th Assistant DA N/A / \$50.59	\$92,073.00	Full Time	Appointed F/T	10/12/2021
13655	Davis, Deondra 08-02 / \$22.14	Legal Clerk II #3 08-03 / \$22.47	\$46,530.00	Full Time	CSEA/FT	4/11/2022
13570	DeFalco, Stephanie 08-03 / \$22.47	Legal Clerk II #2 08-04 / \$22.81	\$47,095.00	Full Time	CSEA/FT	6/23/2021
13139	Goldstein, Avi N/A / \$59.68	4th Assistant DA N/A / \$59.68	\$108,616.00	Full Time	Appointed F/T	1/2/2018
13405	Jones, Grant N/A / \$53.26	5th Assistant DA N/A / \$53.26	\$96,936.00	Full Time	Appointed F/T	11/22/2019
12996	McCarty, Robert N/A / \$59.68	3rd Assistant DA N/A / \$59.68	\$108,616.00	Full Time	Appointed F/T	1/1/2017
10233	McDonald, Paulette N/A / \$32.58	Secretary to DA N/A / \$32.58	\$67,773.00	Full Time	Out of UnitFT	5/3/2001
13774	Oshier, Bridgett 08-01 / \$21.81	Legal Clerk II #1 08-02 / \$22.14	\$45,868.00	Full Time	CSEA/FT	4/3/2023

10531	Ovitt, Nancy 10-21 / \$28.19	Legal Clerk III #2 10-22 / \$28.19	\$58,644.00 Full Time	CSEA/FT	1/2/2003
12695	Smith, Benjamin N/A / \$65.38	2nd Assistant DA N/A / \$65.38	\$118,995.00 Full Time	Appointed F/T	11/17/2014
13417	Smith, Connor N/A / \$53.26	6th Assistant DA N/A / \$53.26	\$96,936.00 Full Time	Appointed F/T	1/24/2020
12870	Troelstra, Laura 05-08 / \$21.92	Legal Clerk #4 05-09 / \$21.92	\$45,596.00 Full Time	CSEA/FT	1/5/2016
13588	Vondrak, Ann N/A / \$50.59	7th Assistant DA N/A / \$50.59	\$92,073.00 Full Time	Appointed F/T	8/23/2021
	N/A / \$0.00	DA On Call Pay N/A / \$0.00	\$28,500.00		
	N/A / \$0.00	District Attorney - Overtime N/A / \$0.00	\$500.00		
			20		
					\$1,583,307.00

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney's Office

BUDGET CODE: A.1165 110 Salaries - Regular

TITLE OF POSITION: 1st Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in Non-Bargaining Salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: D.A. Prosecution Grant fully funds the request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 2nd Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 3rd Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 4th Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 5th Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 6th Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 7th Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 8th Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: District Attorney

BUDGET CODE: A.1165 110 Salaries regular

TITLE OF POSITION: 9th Assistant District Attorney

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Change in non-bargaining salary

Justification for Request: At no added cost to Warren County taxpayers, The Aid to Prosecution Grant will fully fund this request. District Attorneys across the state have seen an influx in Grant funding, which is being used to recruit and retain assistant district attorneys through increased salaries and other inducements. As discussed in last year's budget process, salaries would need to be revisited in an effort to retain existing attorneys and remain competitive as positions become available. Several regional counties offer *entry-level* attorneys 6 figure plus salaries with some starting at \$116,000 for newly admitted attorneys. Perks, which are not currently available to our attorneys, include, flexible residency, reduced summer hours, free cell phones, stipends, and other enticements.

Projected change in Salary Dollars: \$10,000.00

Is there expected Revenue impact from this change? If so, please explain: The D.A. Prosecution (Aid to Prosecution) grant fully funds this request.

ASSISTANT DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Office of the District Attorney. The work involves representing the People of the State of New York at every stage of proceedings including arrest through conclusion of the case, and may involve appeals and/or post-conviction motions. The Assistant District Attorney assists the District Attorney in all aspects of criminal prosecution including legal research, writing, appearing in court, conducting hearings, conducting trials, and arguing appeals. Work is performed under the general supervision of the District Attorney with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Represents the People of the State of New York;
- Handles such proceedings as are necessary to protect the rights of the People;
- Assists the District Attorney in the preparation of various court proceedings;
- Assists in the initial stages of case preparation including obtaining discovery, reviewing and redacting protected material, filing protective orders when necessary, serving discoverable material, disclosing Brady material and filing certificates of compliance pursuant to CPL 245;
- Presents cases to the Grand Jury;
- Prepares cases for trial by reviewing case evidence, meeting with witnesses, responding to motions, preparing and handling pre-trial hearings, reviewing cases with the team, and develops a trial strategy;
- Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records to assist in the discovery process;
- Tries cases, including jury selection, presentment of cases, preparing opening statements, examining witnesses and presenting closing arguments;
- May handle post-conviction motions, including motions to vacate judgment, by preparing a written response and arguing the motion in Superior Court;
- May handle appeals by reviewing records on appeal, research and writing legal argument for each point at issue, and conducting oral arguments at County Court, the Appellate Division and the Court of Appeals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of criminal law and court proceedings;
- Thorough knowledge of judicial procedures and rules of evidence;
- Ability to interpret and work with New York State criminal code;
- Ability to communicate effectively both orally and in writing;
- Ability to reason quickly and logically in stressful situations;
- Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion as well as analyze and organize facts effectively;
- Ability to prepare for and present cases in court;
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

- A) Possession of a Law License; and
- B) Admission in good standing to practice law in the State of New York.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

July 3, 2024

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (FY) 2024-25.

Table with 4 columns: Project Name, Award Amount, Budget, Term Dates. Row 1: Warren County District Attorney Aid to Prosecution Program, \$284,168. Row 2: FY 2024-25, April 1, 2024 to March 31, 2025.

Additional Information:

Your SFY 2024-25 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2024 to March 31, 2025.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

NYS Division of Criminal Justice Services, Finance Office
dcjsgrantsunitvoucherinquiry@dcjs.ny.gov

NYS Division of Criminal Justice Services, Law Enforcement & Legal Services
dcjs.sm.lelsunit@dcjs.ny.gov

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

2025 1165 Departmental request:

Cost of living adjustment for all non-bargaining employees, which includes secretary to the district attorney and assistant district attorneys. COLA for DA Investigator in 4220.

Utilize the New York State DA Prosecution Grant (\$284,168.00) for:

- the DA *weekend* and holiday on-call pay cost for the addition of the Juneteenth Holiday.
- *Weekday* DA on-call pay
- Assistant district attorney retention.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Crime Victims-Assist.DA
BUDGET ACCOUNT CODE: A.1168

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$128,748.99	\$131,721.00	\$131,721.00	\$134,161.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$5,273.98	\$11,066.00	\$11,066.00	\$10,496.00
800's EMPLOYEE BENEFITS	\$36,067.24	\$43,887.00	\$43,887.00	\$49,151.00
TOTALS	\$170,090.21	\$186,674.00	\$186,674.00	\$193,808.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$164,804.76	\$171,389.00	\$171,389.00	\$171,389.00

SIGNED: 
DEPARTMENT HEAD
TITLE: DISTRICT ATTORNEY 4
DATE: 9/10/24

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	REVENUE					
	Department 1168 - Crime Victims-Assist.DA					
	State Aid					
3032	Crime Victims Advocate -DA	164,804.76	171,389.00	171,389.00	84,335.73	171,389.00
	<i>State Aid Totals</i>	<u>\$164,804.76</u>	<u>\$171,389.00</u>	<u>\$171,389.00</u>	<u>\$84,335.73</u>	<u>\$171,389.00</u>
	Department 1168 - Crime Victims-Assist.DA Totals	<u>\$164,804.76</u>	<u>\$171,389.00</u>	<u>\$171,389.00</u>	<u>\$84,335.73</u>	<u>\$171,389.00</u>
	REVENUE TOTALS	<u>\$164,804.76</u>	<u>\$171,389.00</u>	<u>\$171,389.00</u>	<u>\$84,335.73</u>	<u>\$171,389.00</u>

Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 1168 - Crime Victims-Assist.DA						
<i>Personal Services</i>						
110	Salaries - Regular	128,703.49	131,221.00	131,221.00	74,760.22	133,661.00
120	Salaries - Overtime	45.50	500.00	500.00	.00	500.00
<i>Personal Services Totals</i>		\$128,748.99	\$131,721.00	\$131,721.00	\$74,760.22	\$134,161.00
<i>Contractual Expense</i>						
410	Supplies	1,562.86	4,606.00	4,606.00	377.02	4,250.00
423	Telephone	891.55	1,500.00	1,500.00	432.36	1,300.00
424	Postage	233.45	300.00	300.00	117.12	300.00
427	Memberships & Dues	25.00	50.00	50.00	.00	50.00
428	Data Processing & Internet Fees	140.00	164.00	164.00	164.00	150.00
444	Travel/Education/Conference	2,421.12	4,446.00	4,446.00	42.21	4,446.00
<i>Contractual Expense Totals</i>		\$5,273.98	\$11,066.00	\$11,066.00	\$1,132.71	\$10,496.00
<i>Employee Benefits</i>						
810	Retirement	14,780.56	18,782.00	18,782.00	10,639.52	21,551.00
830	Social Security	7,748.61	8,166.00	8,166.00	4,447.23	8,318.00
831	Medicare Contribution	1,812.17	1,910.00	1,910.00	1,040.07	1,945.00
860	Hospitalization	11,536.48	14,789.00	14,789.00	8,532.15	17,097.00
865	Dental Insurance	189.42	240.00	240.00	138.60	240.00
<i>Employee Benefits Totals</i>		\$36,067.24	\$43,887.00	\$43,887.00	\$24,797.57	\$49,151.00
Department 1168 - Crime Victims-Assist.DA Totals		\$170,090.21	\$186,674.00	\$186,674.00	\$100,690.50	\$193,808.00
EXPENSE TOTALS		\$170,090.21	\$186,674.00	\$186,674.00	\$100,690.50	\$193,808.00
Fund A - General Totals						
REVENUE TOTALS		\$164,804.76	\$171,389.00	\$171,389.00	\$84,335.73	\$171,389.00
EXPENSE TOTALS		\$170,090.21	\$186,674.00	\$186,674.00	\$100,690.50	\$193,808.00
Fund A - General Totals		(\$5,285.45)	(\$15,285.00)	(\$15,285.00)	(\$16,354.77)	(\$22,419.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$164,804.76	\$171,389.00	\$171,389.00	\$84,335.73	\$171,389.00
EXPENSE GRAND TOTALS		\$170,090.21	\$186,674.00	\$186,674.00	\$100,690.50	\$193,808.00
Net Grand Totals		(\$5,285.45)	(\$15,285.00)	(\$15,285.00)	(\$16,354.77)	(\$22,419.00)

2025 Salary Schedule (Position Budgeting)
 District Attorney.Crime Victims Assistance Unit

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11177	Affinito, Manon 21-18 / \$35.91	Victim Assist Program Director 21-19 / \$35.91	\$74,700.00	Full Time	CSEA/FT	9/1/2006
13347	Choppa, Michaela 14-05 / \$28.35	Crime Victim Specialist 14-06 / \$28.35	\$58,961.00	Full Time	CSEA/FT	7/8/2019
	N/A / \$0.00	Crime Victims Assistance - OT N/A / \$0.00	\$500.00			
		3	\$134,161.00			

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Warren County District Attorney's Office / Victim Assistance

BUDGET CODE: 1168

TITLE OF POSITION: Senior Crime Victim Specialist

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): Grade 17 \$55,743


List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Retain but unfund crime victim specialist Grade 14 position - \$49,634

Is this a mandated position? If so, please explain: No

Is there expected Revenue from this position? If so, please explain: The crime victim specialist program receives funding from the Office of Victim Services (OVS). The latest award amount is \$171,389.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed : 

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Restore Senior Crime Victim Specialist position

Justification for Request: In 2019 the Warren County Crime Victim Assistance Program was staffed by 3 people, a Director, a Senior Crime Victim Specialist and a Part-Time Crime Victim Specialist. Due to funding constraints, the part-time position was eliminated. In 2021 our Senior Crime Victim Specialist departed county service for a new job and at that time I modified the Senior Crime Victim Specialist to Crime Victim Specialist to allow our new hire to gain experience before restoring the position to Senior Crime Victim Specialist. Three years have passed since the position change and the demands placed on the employee have increased commensurate with experience. The employee began as a part-time crime victim specialist five years ago in 2019. When we lost the part-time position, at my request, she moved to legal clerk to help with the new Discovery demands created by the state's criminal justice reforms. When the Senior Crime Victim Specialist departed in 2021, the employee, who had become a legal clerk, returned to victim services at the lowered position of crime victim specialist. The position was lowered to give the employee the opportunity to gain experience in victim services and hone her skills so that she could eventually work on more serious cases. In her five years with the office she has proven to be a tremendous co-worker, who is professional, respectful, and she has provided excellent service to crime victims in our community. Her responsibilities now include more serious felony cases and she has proven extremely capable at handling a large caseload, including more serious felony files. I

have worked directly with this employee on numerous cases and each time I am impressed with her abilities. She not only assists victims, but her insight into cases and her knowledge of the files has helped me and the assistant district attorneys with the prosecution of our cases. In 2024, to enhance her abilities to service child victims, the employee has been granted approval to receive forensic training and certification in conducting interviews of child victims. This employee has been a true asset to the County and I request that her position be modified to match the work that she is currently performing. The crime victim program is predominantly funded by grant money received from the office of victim services.

Projected change in Salary Dollars: 6,109

Is there expected Revenue impact from this change? If so, please explain: No

SENIOR CRIME VICTIM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the District Attorney's Office and involves responsibility for delivery of program services to individuals who are victims of crimes. This position is distinguished from Crime Victims Specialist in that, through training and experience, Senior Crime Victim Specialists independently handle more complex assignments and situations and independently prepare crime victim statements, accompany victims to court appearances and assist the victim in communications with other representatives of the criminal justice system. Work is performed under the general direction of the Victim Assistance Program Director with wide leeway allowed for the use of independent judgment within established guidelines. Supervision may be exercised over the Intern/ volunteer program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews crime victims to determine types of assistance needed;
- Refers crime victims needing medical assistance, counseling, emergency shelter or legal assistance to appropriate agencies;
- Provides support to crime victims throughout court proceedings;
- Assists crime victims in preparing victim impact statements and claim forms to be submitted to the Crime Victims Board;
- Arranges for rape crisis and domestic violence counseling for victims of sexual assault and domestic violence;
- Assists victims in completing forms and paperwork regarding compensation, insurance claims, property and ancillary services;
- Provides follow-up services for continuing cases;
- May arrange appointments, transportation, lodging, interpreters and other services for crime victims;
- Acts as a liaison between victim and the District Attorney's office attorneys and staff;
- Assists the prosecutor in preparing victims to testify in Grand Jury or Court proceedings;
- Accompanies victim to court when sentencing occurs, assists in the development of sentencing victim impact statements, reads victim statements into court when requested on behalf of the victim and provides support to the victim when speaking at sentencing;
- May be present in local courts for victim's assistance during scheduled court proceedings;
- Meets with all victims when referred to the program, including cross-complaint witness and victims in uncharged cases;
- Assists the Director, as assigned, with program audits;
- Maintains a variety of records and prepares statistical and financial reports regarding service delivery and program operations;
- May supervise interns and/or volunteers;
- Assists with coordinating activities during National Crime Victim's Rights Week and at a local level Crime Victim's Day;
- Attends local conferences and meetings relating to victim advocacy, domestic violence and sexual assault.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of the structure, organization and procedures of the criminal justice system;
- Good knowledge of the rights of victims;
- Good knowledge of the policies and procedures of the District Attorney's Office;
- Good knowledge of community resources and services available to crime victims;
- Working knowledge of the principles and practices of interviewing;
- Working knowledge of legal terminology;
- Ability to assess the need for professional counseling and make appropriate referrals;
- Ability to develop and maintain satisfactory working relationships with crime victims, professional staff and the public;
- Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree or higher in criminal justice, psychology, sociology, social work or a related human services field; or
- B) Associate's degree in criminal justice, psychology, sociology, social work or a related human services field and two (2) years of experience working in the criminal justice system.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.



Office of
Victim Services

KATHY HOCHUL

Governor

BEA HANSON, PhD

Director

Warren County District Attorney's Office
1340 Sate Route 9
Lake George NY 12845

RE: Contract Number C11415GG

DATE: 7/12/2024

Year 3 Contract Period: 10/1/24-9/30/25

Dear Colleague:

The Office of Victim Services (OVS) previously awarded your program a grant for the period October 1, 2022, through September 30, 2025. It is now time to submit and finalize your budget for Year Three of this grant award, which covers October 1, 2024, through September 30, 2025.

Your award amount for the 2024-25 contract year is: \$171389.59.

Attached are the documents needed to complete this budget renewal. OVS requests that these documents be returned to your Contract Management Specialist (CMS) via email by 8/16/2024. Please do not upload them to SFS. Once all renewal documents are received, the review process will begin offline. When everything is finalized, your CMS will open Year 3 in SFS and enter the budget and narrative information. It will then be returned to you in SFS for approval.

Please note that match continues to be waived for this contract year. As a result, budget submissions will be accepted excluding match.

On behalf of the Office of Victim Services and the Grants Unit, we look forward to continuing our shared efforts to serve victims of crime in New York State.

Sincerely,

Kathleen Joslin
Contract Management Specialist 3
New York State Office of Victim
Services

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Narcotics Control-DA

BUDGET ACCOUNT CODE: A.4220

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$59,654.83	\$70,872.00	\$70,872.00	\$70,872.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$3,131.48	\$6,320.00	\$6,320.00	\$5,912.00
800's EMPLOYEE BENEFITS	\$4,563.60	\$5,423.00	\$5,423.00	\$5,423.00
TOTALS	\$67,349.91	\$82,615.00	\$82,615.00	\$82,207.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:


DEPARTMENT HEAD

TITLE:

DISTRICT ATTORNEY

DATE:

9/04/2024

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4220 - Narcotics Control-DA						
Personal Services						
130	Salaries - Part Time	59,654.83	70,872.00	70,872.00	39,957.07	70,872.00
	<i>Personal Services Totals</i>	<u>\$59,654.83</u>	<u>\$70,872.00</u>	<u>\$70,872.00</u>	<u>\$39,957.07</u>	<u>\$70,872.00</u>
	Comments					
	Account					
	Level					
130	Departmental Request					
	Comment					
	- COLA for all non-bargaining employees.					
<i>Contractual Expense</i>						
418	Ins-General Liability	238.43	270.00	283.45	283.45	312.00
423	Telephone	374.60	450.00	450.00	218.62	400.00
441	Auto-Supplies & Repair	1,200.85	2,000.00	1,986.55	1,181.78	2,000.00
442	Automotive - Gas & Oil	1,317.60	1,600.00	1,600.00	573.83	1,600.00
444	Travel/Education/Conference	.00	2,000.00	2,000.00	.00	1,600.00
	<i>Contractual Expense Totals</i>	<u>\$3,131.48</u>	<u>\$6,320.00</u>	<u>\$6,320.00</u>	<u>\$2,257.68</u>	<u>\$5,912.00</u>
<i>Employee Benefits</i>						
830	Social Security	3,698.60	4,395.00	4,395.00	2,477.34	4,395.00
831	Medicare Contribution	865.00	1,028.00	1,028.00	579.38	1,028.00
	<i>Employee Benefits Totals</i>	<u>\$4,563.60</u>	<u>\$5,423.00</u>	<u>\$5,423.00</u>	<u>\$3,056.72</u>	<u>\$5,423.00</u>
Department 4220 - Narcotics Control-DA Totals		<u>\$67,349.91</u>	<u>\$82,615.00</u>	<u>\$82,615.00</u>	<u>\$45,271.47</u>	<u>\$82,207.00</u>
EXPENSE TOTALS		<u>\$67,349.91</u>	<u>\$82,615.00</u>	<u>\$82,615.00</u>	<u>\$45,271.47</u>	<u>\$82,207.00</u>
Fund A - General Totals		<u>\$67,349.91</u>	<u>\$82,615.00</u>	<u>\$82,615.00</u>	<u>\$45,271.47</u>	<u>\$82,207.00</u>
EXPENSE TOTALS		<u>\$67,349.91</u>	<u>\$82,615.00</u>	<u>\$82,615.00</u>	<u>\$45,271.47</u>	<u>\$82,207.00</u>
Fund A - General Totals		<u>(\$67,349.91)</u>	<u>(\$82,615.00)</u>	<u>(\$82,615.00)</u>	<u>(\$45,271.47)</u>	<u>(\$82,207.00)</u>
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		<u>\$67,349.91</u>	<u>\$82,615.00</u>	<u>\$82,615.00</u>	<u>\$45,271.47</u>	<u>\$82,207.00</u>
Net Grand Totals		<u>(\$67,349.91)</u>	<u>(\$82,615.00)</u>	<u>(\$82,615.00)</u>	<u>(\$45,271.47)</u>	<u>(\$82,207.00)</u>

2025 Salary Schedule (Position Budgeting)
District Attorney.Narcotics Control

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
8881	Corsones, Lee N/A / \$34.07	PT Investigator #4 N/A / \$34.07	\$28,349.00	Part Time	Less P/T12/21/12	7/7/2022
10493	Huskie, Michael N/A / \$34.07	Investigator #2 N/A / \$34.07	\$14,174.00	Part Time	Less than P/T	10/1/2002
12825	Lail, Russell N/A / \$34.07	Investigator #3 - PT N/A / \$34.07	\$28,349.00	Less than Half	Less P/T12/21/12	9/1/2015
		3	\$70,872.00			