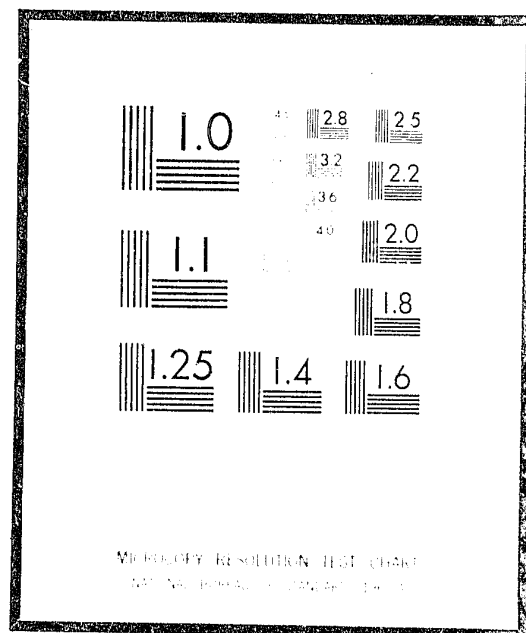


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## NATIONAL ASSOCIATION OF PROSECUTOR COORDINATORS



### AN ANALYSIS OF TRAINING COORDINATOR FUNCTIONS: A COMPARATIVE SURVEY



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DUP

National District Attorneys Association

211 EAST CHICAGO AVENUE, SUITE 515, CHICAGO, ILLINOIS 60611

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NATIONAL DISTRICT ATTORNEYS ASSOCIATION

AN ANALYSIS OF TRAINING COORDINATOR FUNCTIONS

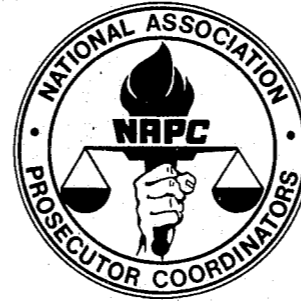
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PREFACE

This report is based on the results of two surveys conducted in the Summer and Fall of 1975 by the Office of the National Coordinator. One was a written survey, the other a telephone survey. Thirty-nine responses were returned on the written survey. Forty-two offices provided information on the telephone survey.

Primary responsibility for the preparation of the survey belongs to the Legislative Committee of the National Association of Prosecutor Coordinators with the assistance of the National Coordinator's office. Mr. Thomas R. Burney has been responsible for analyzing the survey returns and writing this report. Without the assistance of Ms. Elaine Wilburn, Executive Secretary to the National Coordinator, this report would not have been possible.

The continuing cooperation of the state training coordinators and executive directors in responding to the surveys and in making necessary corrections is gratefully acknowledged.

The support of the Executive Committee to the National Association of Prosecutor Coordinators and its Chairman, Mr. James Shonkwiler, is also sincerely appreciated.

And special thanks to the National District Attorneys Association members, Executive Officers, and Personnel.

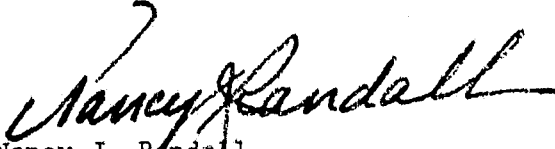
  
Nancy J. Randall  
National Coordinator  
February, 1976

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INTRODUCTION

The prosecutor stands in a unique position in the criminal justice system. He is the link between law enforcement officers, the courts and correctional institutions. He has the potential to exert a strong and progressive influence on the quality of criminal justice administration. Standing in such a position of influence and responsibility, the system can ill afford undertrained and overworked prosecutors.

In the 70's we have witnessed the government's recognition of this by Federal and State funding of agencies of continuing centralized research, development and training resources for local prosecutors. This report, based on a survey conducted in 1975, seeks to describe and characterize the operation of these offices.

This survey was disseminated to the state coordinators in the summer of 1975. Thirty-nine (39) states in all responded to the survey in some form. These responses were compiled and a draft was returned to them in late December for any corrections. The statistics presented herein are valid characterizations of state training coordinator offices in fiscal year 1975-76.

SPONSORS

Sponsors of statewide offices of central services vary from state to state. Sponsors include a separate state agency, the state prosecuting attorneys association, the state Attorney General's office, the governor's office, the state university, a combination of the above. This survey includes the responses of 9 of the 10 state agencies, 19 of the 23 prosecuting attorneys association sponsored programs, 9 of the 13 Attorney General's office sponsored programs, and 2 of the 4 miscellaneous sponsored programs. (Table I)

TABLE I - Sponsors of Prosecutor Coordinator Office

<u>State</u>	<u>State Abbre.</u>	<u>State Agency</u>	<u>Pros. Atty. Association</u>	<u>Attorney General</u>	<u>Other</u>
Alabama	AL	X			
Alaska	AK			X*	
Arizona	AZ		X		
Arkansas	AR	X			
California	CA		X		
Colorado	CO		X		
Connecticut	CT			X	
Delaware	DE			X	
Florida	FL		X		
Georgia	GA	X*			
Hawaii	HI				X
Idaho	ID			X	
Illinois	IL	X			
Indiana	IN	X			
Iowa	IA	X			
Kansas	KS		X		
Kentucky	KY			X	
Louisiana	LA		X		

TABLE I (Cont'd)

<u>State</u>	<u>State Abbre.</u>	<u>State Agency</u>	<u>Pros. Atty. Association</u>	<u>Attorney General</u>	<u>Other</u>
Maine	ME			X	
Maryland	MD		X*		
Massachusetts	MA		X*		
Michigan	MI	X			
Minnesota	MN	X			
Mississippi	MS		X		
Missouri	MO				X
Montana	MT			X	
Nebraska	NE		X		
Nevada	NV		X		
New Hampshire	NH			X*	
New Jersey	NJ			X	
New Mexico	NM		X		
New York	NY	X			
North Carolina	NC				X*
North Dakota	ND			X	
Ohio	OH		X		
Oklahoma	OK		X		
Oregon	OR		X		
Pennsylvania	PA		X		
Rhode Island	RI			X*	
South Carolina	SC			X	
South Dakota					X*
Tennessee	TN	X			
Texas	TX		X		



TABLE I (Cont'd)

<u>State</u>	<u>State Abbre.</u>	<u>State Agency</u>	<u>Pros. Atty. Association</u>	<u>Attorney General</u>	<u>Other</u>
Utah	UT		X		
Vermont	VT		X		
Virginia	VA		X		
Washington	WA		X		
West Virginia				X*	
Wisconsin	WI		X*		
Wyoming	WY		X*		
Totals		10	23	13	4

\*No response to survey

ORGANIZATION AND OPERATION OF OFFICE (Appendix A)

The prosecuting attorney's association sponsored office of prosecutor services is managed by either a board of directors, an executive committee, or a coordinating council. These managing bodies are normally composed of five (5) to seven (7) members. A few states have even larger representative bodies, i.e., Ohio (25) Tennessee (27) Colorado (30).

Those offices sponsored by the Attorney General are managed by the Attorney General and his staff. Such centralization is not always advantageous to the local prosecutor. Decisions about the training programming and the direction of the coordination effort are made by the Attorney General's staff who are often removed from the concerns of the prosecutor. Furthermore, such an organizational structure loses the unique advantages of local responsiveness. The National District Attorneys Association restated the problem of centralizing prosecutor services in the Attorney General's office in a position paper:

(The Attorney General's responsibilities) usually civil in nature, concerned mostly with the application of the law to the administration of various State boards and agencies. He is generally not involved in the application of the criminal law and for that . . . reason is ill-equipped to advise a local prosecuting attorney.  
(NDAA Position Paper The Role of the Local Prosecutor in a Charging Society: A Confrontation with the Major Issues of the Seventies (1974). Part I: Decentralization v. Consolidation at 4.)

However, recognition must be given to those states who recognize the need for centralized services, and initiate such a program with the assistance of the Attorney General's office as an implementing vehicle. There are benefits to established office space and available equipment, especially in those states where prosecutor associations do not exist as a separate office.

In those states where there is a prosecuting attorney sponsored office, the office of central services and its director may also take advantage of pre-existing support services, i.e., clerical and secretarial personnel, office equipment and space, mailing and membership lists, etc. In addition the legal talents of its membership are readily available to the central service office.

Furthermore, the broad base of statewide political support that the statewide prosecutors' association can draw upon increases the possibility of securing continuing financial support from the state legislature for this office.

This has been borne out by the number of coordinators offices now fully funded which evolved in large part out of the state prosecuting attorneys association, i.e., Alabama, Arkansas, Georgia, Illinois, Indiana, Iowa, Michigan, Minnesota, New York, and Tennessee.

PROJECT DIRECTOR'S EMPLOYMENT EXPERIENCE (Appendix B)

Most of those holding the position of Prosecutor Coordinator/Executive Director have been in that position a relatively short time. Twenty-five (25) of the thirty-nine (39) responding have held this position less than three (3) years. Only three (3) have held the position five (5) years or more. Short-term funding arrangements for this office, the questionable source of future funding, and the short time that such offices have been in operation in many states partly explain these statistics.

Based on the findings of this survey, the composite picture of the typical State Training Coordinator is as follows:

He has a law degree and had served as a prosecutor on the local level 3.5 to 4.5 years. He probably practiced law privately for about four (4) years. He held some administrative position five (5) years and served in the state Attorney General's office 2.5 to 3.5 years. He also probably has one (1) to two (2) years of experience in law enforcement and has a background in legal education training. Finally, he might have served in the legislature in some capacity.

This composite is based on certain patterns concerning prior employment experience which emerged from the survey. Thirty-one (31) of the thirty-nine (39) coordinators who responded earned a law degree. A large share (19) had experience as a local prosecutor on either the county or municipal level. The median number of years of such experience was four (4) years. Fifteen (15) of those responding were in private practice prior to assuming their present position. A large number (12) held an administrative position and/or served on the staff of the State Attorney General. A smaller number (10) held some position in law enforcement. It is significant that five (5) of the ten (10) held such a position three years or longer. Similarly, nine (9) of those responding had experience in legal education. Seven (7) of the nine (9) responding had three or more years of such experience. An analysis of the job experience by years follows. (Table II)

TABLE II - Length of Project Director's Prior Job Experience

Experience	YEARS										Total
	.1-1.99	1.0-1.99	2.0-2.99	3.0-3.99	4.0-4.99	5.0-9.99	10 or more	Time length not specified			
Prosecutor Coordinator Executive Director	11	8	6	5	3	2	1	3	39		
Legal Education Training	1	-	1	4	1	1	1	-	9		
Administration	-	1	-	2	3	2	2	2	12		
State Prosecution	1	3	-	5	1	1	-	1	12		
Local Prosecution	1	1	3	2	2	5	1	4	19		
Private Practice	-	4	2	2	-	5	2	-	15		
Legislature	-	2	1	-	-	2	-	1	6		
Law Enforcement	-	3	-	2	1	2	-	2	10		

Total responding to survey - 39

Law Degree - 31

Graduate Work - 4

N = 39

COORDINATOR'S OFFICE STAFF AND SALARY (Appendix A)

In all Coordinators' offices an Executive Director or Prosecutor Training Coordinator directs the day-to-day operations of the office. The director's salary varies from state to state. It ranges from \$15,600 in Arkansas to \$35,000 in California. The average director's salary is approximately \$23,000. (Table III)

In Attorney General sponsored offices the salary range varies from \$18,000 in South Carolina to \$32,000 in New Jersey. Of those Attorney General sponsored offices responding to the survey, the approximate average salary is \$19,950. Two (2) of the six (6) Attorney General sponsored offices employ their director on a part-time basis.

In independent state offices the director's salary range is a high of \$32,000 in Illinois to a low of \$15,600 in Arkansas. The average director's salary in these offices is \$25,600. All of the independent state offices retain their director on a full-time basis.

Among Prosecuting Attorney Association sponsored offices the director's salary ranges from a high of \$35,000 in California to \$16,500 in Vermont. The average salary among these offices is \$23,300. Two (2) of the twenty-three (23) Prosecuting Attorney Association sponsored offices, Florida and Ohio, retain their directors on a part-time basis.

TABLE III - Director's Salary by State

State	State Training Coordinator Annual Salary	Part-time	Full-time
Alabama	\$22,250		X
Arizona	31,000		X
Arkansas	15,600		X
California	35,000		X
Colorado	24,000		X
Florida	20,000	X	
Hawaii	16,200		X
Idaho	N/A	X	
Illinois	32,000		X
Indiana	31,200		X
Iowa	23,000		X

TABLE III (Cont'd)

State	State Training Coordinator Annual Salary	Part-time	Full-time
Kansas	\$21,600		X
*Kentucky	18,500		X
Louisiana	30,000		X
Maine	17,300		X
Michigan	26,000		X
Minnesota	23,000		X
Mississippi	18,000		X
Missouri	N/A	X	
*Montana	20,000		X
Nebraska	20,000		X
Nevada	18,500		X
*New Jersey	32,000		X
New Mexico	27,000		X
New York	30,600		X
North Carolina	N/A	X	
*North Dakota	N/A	X	
Ohio	N/A	X	
Oklahoma	21,000		X
Oregon	23,000		X
Pennsylvania	25,800		X
*South Carolina	18,000		X
Tennessee	27,500		X
Texas	N/A		X
Utah	20,000		X

TABLE III (Cont'd)

State	State Training Coordinator Annual Salary	Part-time	Full-time
Vermont	\$16,500		X
Virginia	20,000		X
Washington	25,000		X
Totals		6	32

\*State Attorney General Sponsored

N = 38

N/A - information not available

STAFF (Appendix A)

The size of the Coordinator's office staff depends in large part upon the number of prosecutors served and the size of the office budget. Thirty-three (33) of the thirty-nine (39) offices responding retain a secretary on some basis. Twenty-nine of these offices have at least one full-time secretary. The remaining four have at least 1 part-time secretary. The salary range is consistent from state to state. A secretary earns between \$5,000 and \$10,000.

Seventeen (17) of the offices responding have an Assistant Director. The medium salary range for this position is \$15,000 to \$20,000. Only one state, Indiana, retains its Assistant Director on a part-time basis.

Fourteen (14) of the offices have a Research and/or Administrative Assistant. The median salary range is \$10,000 to \$15,000. Another eleven (11) states have hired interns at an hourly salary range of \$3.50 to \$5.00 per hour. Nine (9) of the eleven (11) states use their interns on a part-time basis.

A breakdown on the salary range by position of the offices responding to the survey is presented below. Some states have hired more than one person for each position. This is not reflected below unless the salary range is different. The salary range for both full-time and part-time employees is reflected in the figures below.

TABLE IV - Salary Levels of Office Staff

Position	Part time	Full time	\$5,000 to \$9,999		\$10,000 to \$14,999		\$15,000 to \$19,999		\$20,000 to \$24,999		\$25,000 to \$29,999		\$30,000+		Not specified	Total
			6	32	-	-	8	12	5	7	6	38				
Director	1	16	1	6	4	5	1	-	-	-	-	-	-	-	-	17
Assistant Director	2	12	1	8	3	1	-	-	-	-	-	-	-	-	1	14
Research/Administrative Assistant	4	30	30	1	-	-	-	-	-	-	-	-	-	-	3	34
Secretary	9	2	11	-	-	-	-	-	-	-	-	-	-	-	-	11

N = 38

The median size of the staff is three (3) to four (4). Eleven (11) states have an office staff of one (1) to two (2) persons. On the other end of the scale, the Louisiana's Coordinator's Office has a staff of fifteen (15) persons.

TABLE V - Office Staff Size

Staff Size	1-2	3-4	5-6	7-8	9-10	11-12	13+
N = 38	11	12	7	5	-	2	1

A few states have retained the services of other professionals including attorneys, editors, training officers, bookkeepers, and graphic artists. (See Appendix A)

BUDGET EXPENDITURES (Appendix C)

Almost one-half of the states who reported had an annual budget between \$25,000 and \$75,000. The disparity between the lowest and highest budget, however, is great. Arkansas has the smallest budget of \$13,200 while Texas with a budget of \$446,000 and Illinois with a budget of \$350,000 have the highest. The median budget is \$75,000 with fifteen (15) states below this figure and fifteen (15) states above it. (Table VI)

The average budget for all coordinators offices is \$112,000. Independent state agencies have the greatest appropriations. The average budget for these coordinator's offices is \$162,000. Based on budget figures from three (3) of the thirteen (13) Attorney General sponsored programs, the average annual budget is \$109,000. Among the eighteen Prosecuting Attorney sponsored coordinator's offices who reported their budget, the average annual budget is \$94,500.

In terms of actual expenditures, personal services is the greatest single expense. Twenty-six (26) states reported spending over \$25,000 on this item. Three (3) states, Illinois, Indiana and Michigan, spent over \$200,000 on this item. These larger expenditures are attributable to larger staffs. The median expense for this item was between \$25,000 and \$50,000. (Table VII)

Twenty-four (24) of the states reported that personal services constituted over 50% of their annual budget. Mississippi, Oklahoma and Texas reported spending less than 40% of their budget on personal services. The median percentage expenditure on personal services is 60 to 70%. (Table VIII)

Operating expenses is the next largest expense. One-half of the states reported spending more than \$15,000 on this item. Almost half reported that in terms of percentages, operating expenses constitute between 10% to 20% of their budget.

Travel also constitutes a large expenditure for many offices. Eight (8) of the thirty (30) states reporting spend in excess of \$10,000 on this item; yet, for the great majority, travel represents less than 10% of their budget.

TABLE VI - Coordinators Office Annual Budgets by Number of States

\$0 to \$24,999	\$25 to \$49,999	\$50 to \$74,999	\$75 to \$99,999	\$100 to \$149,999	\$150 to \$199,999	\$200 to \$249,999	\$250 to \$299,999	\$300+
No. of States	1	8	6	5	4	1	1	2

TABLE VII - Budget Expenditures in Real Dollars by Number of States

	\$1 to \$4,999	\$5,000 to \$9,999	\$10,000 to \$14,999	\$15,000 to \$24,999	\$25,000 to \$49,999	\$50,000 to \$74,999	\$75,000 to \$99,999	\$100,000 to \$199,999	\$200,000+	Total
Personal Services			1	3	14	4	5		3	30
Travel	15	7	1	2	4				1	30
Operating Expenses	4	9	2	6	7	2				30
Equipment & Capital Outlay	18	3	1							22
Contractual Services	9	3	1	1	2	1				17
Other	3	1				1				5

N = 30

TABLE VIII - Budget Expenditures in Percentages by Number of States

	.1% to 9.9%	10% to 19.9%	20% to 29.9%	30% to 39.9%	40% to 49.9%	50% to 59.9%	60% to 69.9%	70% to 79.9%	80% to 100%	Total
Personnel Services		2		1	3	6	5	10	3	30
Travel	21	5	1		2		1			30
Operating Expenses	6	14	7	3						30
Equipment & Capital Outlay	19									19
Contractual Services	13	5	1							19
Other	4	1								5

N = 30

#### PRIORITY OF TRAINING COORDINATION FUNCTIONS (Appendix D)

As is to be expected, prosecutor training is an activity performed by all of those offices responding to the survey. Other activities that all engage in are the dissemination of newsletters and memos, office administration and out-of-state travel. Thirty-two (32) of the thirty-three (33) offices engage in legislative liaison and intra-state travel. Other activities conducted by the large majority of offices are research and technical assistance, liaison with other agencies, preparation of budget requests and grant applications, and manual writing.

A smaller number of offices (24-26) are involved in training others in the criminal justice system, statistics gathering, management assistance and the organization of a brief bank. Twenty-one offices handle appeals and a minority of the offices (16) engage in trial work.

In terms of priority, prosecutor training, newsletter and memo production, and office administration are listed by the most states as their "primary functions." A "primary function" for purposes of this survey is any job function listed by the coordinators office in the top half of its priorities. Other "primary functions" include legislative liaison and research and technical assistance.

Job activities considered as "secondary functions," i.e., those activities listed in the bottom half of the coordinator's priority of job functions, are out-of-state travel, form production, intra-state travel, training for others in the criminal justice system, appeals, and management assistance.

#### NATURE OF WORK ELEMENTS (Appendix E)

##### A. Training Programs

Thirty-nine (39) of the forty-two states responding to the NAPC summer phone survey conducted some form of training program during the last year. The nature, variety and extent of the programs vary from state to state. Statewide training is the most frequent type of program conducted. Other programs include regional training programs, special seminars on management, and topics of current interest to the prosecutor, i.e., search and seizure, plea bargaining. Attendance at these programs varies. Some programs attracted as many as 300 participants while seminars on specialized areas of the law attracted 25 attendees. Information about the type of training meetings, attendance, frequency and cost is compared on a state by state basis in Appendix E. Although figures are not firm concerning the total cost of any one type of program, the range is from \$3,000 to \$70,000. For a breakdown on which portion of that cost is attributable to material and labor, see the Appendix.

##### B. Manuals

When analyzing the cost of producing a manual, it is important to make an initial distinction between a major research effort and a compilation of existing resources. A description of the manual, an estimate of the man hours expended, and the material cost is presented in Appendix E on a state by state basis.

A compilation of existing resources completed during the last year by Arizona cost \$1,000. On the other end of the scale, 10,000 copies of an annotated version of the Colorado Criminal Statutes cost \$60,000 in materials and approximately 240 hours of labor.

Many state coordinators offices, recognizing that a prosecutor's manual is of great assistance in the effort to make law enforcement uniform throughout the state, have invested a great deal of time and money in the production of prosecutors manuals and handbooks. In comparing the five states which completed such an effort within the last year, the following costs were reported. Florida's manual cost \$5,000 in labor and \$2,000 in materials for 150 copies. Idaho reported spending \$13,000 for materials alone. In Kentucky the manual cost 8,000 hours in labor and \$25,000 in materials. In Louisiana, 15,000 copies of their prosecutors handbook cost \$4,300 in materials. Utah produced 500 copies of their manual at an expense of 100 hours and \$4,500 in materials.

##### C. Newsletters

All of the states responding to the survey print or have plans to print a newsletter. Circulation is on a weekly, bi-monthly, monthly or quarterly basis, depending on the state. The majority of the offices disseminate their

newsletter on a monthly basis. Circulation is another factor that varies widely. The low is 56 in Montana. The high is 4,200 in Maine. Appendix E contains a state by state comparison of the cost of such a publication. Where available, the total cost is broken into its labor and material portions.

#### D. Publications

Some states are engaged in the preparation of other publications. These include legislative news, memos on subjects of current interest, attorney general and appellate updates. The cost of these efforts is included in the appendix.

APPENDICES



ORGANIZATION & OPERATION OF OFFICE

Appendix A

STATE	1	2	3	4	5	6	7	8
	(1) Gov'ng Body	(1) Director	(1) Asst. Dir.	(1) Research (RA) Admin. Asst. (AA)	(1) Secretary	(1) Interns	(1) Other	Statutorily
	(2) # of Members	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	Created Office
AL	(1) Executive Committee (2) 5	(1) Full-time (2) \$22,250	(1) Asst. Dir. (2) \$12-13	(1) AA Full-time (2) \$10.5-11.1	(1) Full-time 1 (2) \$6.6-7.2	(1) Full-time (2) \$7,200		Pending
AK								
AZ	(1) Board of Directors (2) 15	(1) Full-time (2) \$31,000	(1) Training Coordinator (2) \$20-24,000	(1) RA Fulltime (2) \$17-20,000	(1) Full-time 2 (2) \$550-650 Month	(1) 2 (2) \$4-5/hr.		Pending
AR	(1) Prosecution Coord. Comm. (2) 7	(1) Full-time (2) \$15.6						No
CA	(1) Calif. D.A. Association (2) \$35,000	(1) Full-time (2) \$25,000	(1) Full-time		(1) Exec. & Legal-2 Part-time-2 PT-\$3+4.50/hr. (2) \$9-12,000	(1) Full-time (2) \$10,000		No

ORGANIZATION & OPERATION OF OFFICE

STATE	(1) Gov'ng Body	(1) Director	(1) Asst. Dir.	(1) Research (RA) Admin. Asst. (AA)	(1) Secretary	(1) Interns	(1) Other	Statutorily
CO	(2) # of Members	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	Created Office
CO	(1) Board of Directors (2) 30	(1) Full-time (2) \$24,000	(1) Full-time (2) \$14,000		(1) Full-time (2) \$8,100	(1) Part-time (2) \$3.50/hr.		No
CT	(1) Judicial Dept.							
DE	(1) Dept. of Justice							
FL	(1) Board of Directors (2) \$20,000	(1) Part-time (2) \$20,000		(1) AA Full-time (2) \$12,000	(1) Full-time (2) \$8,000		(1) Special Counsel Full-time (2) \$19,000	No
GA								

ORGANIZATION & OPERATION OF OFFICE

STATE	(1) Gov'ng Body	(1) Director	(1) Asst. Dir.	(1) Research (RA) Admin. Asst. (AA)	(1) Secretary	(1) Interns	(1) Other	Statutorily
HI	(2) # of Members	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	Created Office
HI	(1) Coordinating Committee (2) 10	(1) Full-time (2) \$16,200	(1) Full-time (2) \$9,000		(1) Full-time (2) \$8,500			No
ID	(1) Attorney General	(1) Part-time		(1) AA Part-time			(1) Managing Editor Part-time (2) \$7,700-\$8,400	
IL	(1) Advisory Council (2) 12	(1) Full-time (2) \$32,000	(1) Full-time (2) \$22,000	(1) RA Full-time (2) \$14,400	(1) Full-time (2) \$8,000		(1) Admin. Asst. Full-time (2) \$12,000	Yes
IN	(1) Board of Directors (2) 10	(1) Full-time (2) \$31,200	(1) Part-time (2) \$15,600	(1) RA Full-time 4 (2) \$13,800	(1) Full-time 6 (2) \$7,700			Yes
IA	(1) Coordinating Council (2) 5	(1) Full-time (2) \$23,000						Yes

ORGANIZATION & OPERATION OF OFFICE

STATE	1		2		3		4		5		6		7		8	
	(1) Gov'ng Body	(1) Director	(1) Asst. Dir.	(1) Research (RA) Admin. Asst. (AA)	(1) Secretary	(1) Interns	(1) Other	Statutorily	(2) # of Members	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	Created Office
KS	(1) Board of Directors	(1) Full-time				(1) Full-time	(1) Part-time		(2) 9	(2) \$21,600		(2) \$7,200	(2) \$2,500			Pending
KY	(1) Attorney General	(1) Full-time	(1) Full-time		(1) Full-time				(2) \$18,500	(2) \$18,500		(2) \$7,000				No
LA	(1) Board of Directors	(1) Full-time		(1) Full-time AA	(1) Full-time	(1) Part-time			(2) \$30,000	(2) \$10,000	(2) \$6,600-7,800	(2) \$3/hr.				FT Training Officer - \$20,000 FT Fiscal Officer - \$19,000 FT Police Liaison - \$16,000 2 FT Staff Attyns - \$10-16,000 PT Graphic Artist - \$7,200 PT Printer - \$4.50/hr. PT News Consultant - \$3,600
ME	(1) None	(1) Full-time	(1) Full-time		(1) Full-time				(2) \$17,300	(2) \$13,700	(2) \$6,000			(2) \$7,300		(1) Librarian Yes
MD																

ORGANIZATION & OPERATION OF OFFICE

STATE	1		2		3		4		5		6		7		8	
	(1) Gov'ng Body	(1) Director	(1) Asst. Dir.	(1) Research (RA) Admin. Asst. (AA)	(1) Secretary	(1) Interns	(1) Other	Statutorily	(2) # of Members	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	Created Office
MA																
MI	(1) Board of Directors	(1) Full-time		(1) Full-time 2 RA	(1) Full-time				(2) \$25-27,000	(2) \$12-23,500	(2) \$8-10,000			(2) \$13-22,000		(1) Appellate Attyns 2 Yes
MN	(1) Board of Governors	(1) Full-time				(1) Full-time			(2) \$18-27,000		(2) \$6-9,000					Yes
MS	(1) Board of Directors	(1) Full-time	(1) Full-time			(1) Full-time			(2) \$18,000	(2) \$14-15,000	(2) \$5,400					No
MO	(1) Executive Committee	(1) Part-time				(1) Full-time			(2) 5							No

STATE	(1) Gov'ng Body	(1) Director	(1) Asst. Dir.	(1) Research (RA) Admin. Asst. (AA)	(1) Secretary	(1) Interns	(1) Other	Statutorily
	(2) # of Members	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	Created Office
MT	(1) Board of Directors	(1) Full-time						Yes
	(2) 6	(2) \$20,000						
NE	(1) Board of Directors	(1) Full-time			(1) Full-time	(1) Part-time 2		No
	(2) 6	(2) \$20,000			(2) \$6,600	(2) \$3/hr.		
NV	(1) DA Assn.	(1) Full-time			(1) Part-time		(1) Bookkeeper Part-time	No
		(2) \$18,500			(2) \$5,750		(2) \$5,750	
NH								
NJ	(1) Attorney General	(1) Full-time	(1) Full-time	(1) 2 RA Part-time 2 AA Full-time	(1) Full-time 2			No
		(2) \$27-37,000	(2) \$22-30,000	(2) \$10-30,000	(2) \$8-12,000			

STATE	(1) Gov'ng Body	(1) Director	(1) Asst. Dir.	(1) Research (RA) Admin. Asst. (AA)	(1) Secretary	(1) Interns	(1) Other	Statutorily
	(2) # of Members	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	(2) Salary Rng.	Created Office
NM	(1) Board of Directors DA Assn.	(1) Full-time	(1) Full-time		(1) Full-time			No
	(2) 6	(2) \$27,000	(2) \$18,000		(2) \$8,400			
NY	(1) Div. of Criminal Justice	(1) Full-time	(1) Full-time	(1) Full-time	(1) Full-time	(1) Part-time 2-4		Yes (Repealed)
		(2) \$30,600	(2) \$24,000	(2) \$14,000	(2) \$8,500	(2) \$4/hr.		
NC	Not fully applicable, as North Carolina District Attorneys Association has no staff. Prosecutor services are provided by Administrative Office of the Courts, Institute of Government (University of N.C.), and Attorney General. Answers below are for Association officers and Training Coordinator from Institute of Government:							
	(1) Assn. Officers	(1) Part-time Training Coordinator			(1) Part-time			No
	(2) 4	(2) No extra compensation			(2) No extra compensation			
ND	(1) Attorney General	(1) Part-time						No
OH	(1) Executive Committee	(1) Part-time			(1) Part-time			No
	(2) 25							

STATE	(1)Research(RA) (1)Gov'ng Body (1)Director (1)Asst.Dir. Admin.Asst.(AA) (1)Secretary (1)Interns (1)Other Statutorily							Created Office
	(2)# of Members	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	
OK	(1) Exec. Comm. DA Assn. (2) 10+	(1) Full-time (2) \$21,000		(1) Full-time (2) \$8,400				No
OR	(1) Executive Committee (2) 7	(1) Full-time (2) \$23,000			(1) Full-time (2) \$7,000			No
PA	(1) Executive Committee (2) 5	(1) Full-time (2) \$25,800		(1) Full-time Training Coordinator (2) \$12,800	(1) Full-time AA (2) \$8,500		(1) Comptroller Part-time (2) \$3,900	Pending
RI								
SC	(1) Attorney General (2) \$18,000	(1) Full-time (2) \$18,000	(1) Full-time (2) \$13,500	(1) Full-time (2) \$11,500	(1) Full-time (2) \$7,000		(1) (a) Grant Coordinator (b) Statistician (2) \$11,000	Yes

STATE	(1)Research(RA) (1)Gov'ng Body (1)Director (1)Asst.Dir. Admin.Asst.(AA) (1)Secretary (1)Interns (1)Other Statutorily							Created Office
	(2)# of Members	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	(2)Salary Rng.	
SD								
TN	(1) DA's General Conference (2) 27	(1) Full-time (2) \$27,500	(1) Full-time (2) \$12,500	(1) Full-time (2) \$15,000	(1) Full-time (2) \$9,750		(1) Bookkeeper Full-time (2) \$6,500	Yes
TX	(1) Board of Directors (2) \$24,700		(1) Full-time (2) \$24,700		(1) Full-time (2) \$9,800	(1) Part-time (2) \$3.50/hr.		No
UT	(1) Advisory Board (2) 7	(1) Full-time (2) \$20,000	(1) Full-time (2) \$14-18,000		(1) Full-time (2) \$6600-8000	(1) Part-time (2) \$3.50/hr.		No
VT	(1) Governing Board (2) 5	(1) Full-time (2) \$16,500			(1) Full-time (2) \$8,000			No

STATE	1	2	3	4	5	6	7	8
	(1) Gov'ng Body (2) # of Members	(1) Director (2) Salary Rng.	(1) Asst. Dir. (2) Salary Rng.	(1) Research (RA) Admin. Asst. (AA) (2) Salary Rng.	(1) Secretary (2) Salary Rng.	(1) Interns (2) Salary Rng.	(1) Other (2) Salary Rng.	Statutorily Created Office
VA	(1) Exec. Board of Assn. (2) 14	(1) Full-time (2) \$20,000				(1) Full-time (2) \$7,000		No
WA	(1) Board of Directors (2) 7	(1) Full-time (2) \$25,000			(1) Full-time (2) \$7,800	(1) Part-time (2) \$4/hr.		No
WV								
WI								
WY								

PROJECT DIRECTOR EXPERIENCE

STATE	1	2	3	4	5	6	7	8
	Proj. Dir's Name (1) Title (2) # of yrs. in Legal Educ.	# of yrs. Tr'g Exp.	# of yrs. (1) Admin. Exp. (2) Position	# of yrs. Pros. Exp. (1) A.C. (2) D.A.	# of yrs. Private Practice	# of yrs. (1) Legis. Exp. (2) Office	# of yrs. (1) Law Enf. Exp. (2) Office	Educ. Bkgr. (1) Law School (2) Grad. work
AL	John D. Whetstone (1) Exec. Dir. (2) 2 yrs.	5 yrs.		(1) 3 yrs.			(1) 1 yr. (2) Ala. Law Institute	(1) Yes
AK	Daniel W. Hickey (1) Depty. A.G.							
AZ	Allen Heinze (1) Exec. Dir. (2) 3 yrs.	3 yrs.	(1) 10 yrs. (2) LEAA Dir. Region of Arizona 3 yrs.	(1) 3 yrs.		(1) Registered Lobbyist		
AR	Jim Petty (1) Pros. Coord. (2) .5 yrs.				3 yrs.	(1) 1 yr. (2) Legislative Council		(1) Yes
CA	John E. Dobroth (1) Exec. Dir.	3		(2) 4 yrs.				(1) Yes (2) Yes

PROJECT DIRECTOR EXPERIENCE

STATE	Proj. Dir's Name (1) Title (2) # of yrs. in	# of yrs. Tr'g Exp. Legal Educ.	# of yrs. (1) Admin. Exp. (2) Position	# of yrs. Pros. Exp. (1) A.G. (2) D.A.	# of yrs. Private Practice	# of yrs. (1) Legis. Exp. (2) Office	# of yrs. (1) Law Enf. Exp. (2) Office	Educ. Bkgr. (1) Law School (2) Grad. work
CO	Andrew A. Vogt (1) Exec. Dir. (2) ½ yrs.	½ yr.	(1) 5 yrs. (2) Community Development Administrator, City & County of Denver		1 yr.	(1) 1 yr. as Staff Asst. to Member of Congress		(1) J.D. 1971
CT	Jos. T. Gormley, Jr. (1) Chief State's Attorney (2) 2.2 yrs.			(2) 12 yrs.				
DE	E. C. Pankowski, Jr. (1) Deputy A.G.	3 yrs.		(1) 3 yrs.			(1) 3 yrs	(1) Yes
FL	C. L. Fordham, Jr. (1) Exec. Dir. (2) 4.2 yrs.		(1) 4 yrs. (2) Admin. Asst.				(1) 4 yrs. (2) Investigator in Police Dept.	
GA	Tony H. Hight (1) Exec. Dir.							

PROJECT DIRECTOR EXPERIENCE

STATE	Proj. Dir's Name (1) Title (2) # of yrs. in	# of yrs. Tr'g Exp. Legal Educ.	# of yrs. (1) Admin. Exp. (2) Position	# of yrs. Pros. Exp. (1) A.G. (2) D.A.	# of yrs. Private Practice	# of yrs. (1) Legis. Exp. (2) Office	# of yrs. (1) Law Enf. Exp. (2) Office	Educ. Bkgr. (1) Law School (2) Grad. work
HI	Dale M. Oliva (1) Planner (2) 4.2 yrs.							(2) Yes (M.L.S.)
ID	Lynn E. Thomas (1) Tr'g. Coord.							
IL	Robert N. Hutchison (1) Exec. Dir. (2) 3.75 yrs.	(1) 2 yrs.	(1) 1.25 yrs. (2) Project Director	(2) 3.5 yrs.	2.25 yrs.			(1) Yes
IN	Richard P. Good, Jr. (1) Exec. Dir. (2) .5 yrs.	(1) 4 yrs.	(1) 15 yrs.	(1) 3 yrs. (2) 3 yrs. ADA	16 yrs.	(1) 2 yrs. (2) Legislator	(1) 5 yrs. (2) APA City Atty.	(1) Yes
IA	Ronald M. Kayser (1) Exec. Dir./ Pros. Tr. Coord. (2) .17 yrs.			(2) 5 yrs.				(1) Yes

PROJECT DIRECTOR EXPERIENCE

STATE	Proj. Dir's Name (1) Title (2) # of yrs. in	# of yrs. Tr'g Exp. in Legal Educ.	# of yrs. (1) Admin. Exp. (2) Position	# of yrs. Pros. Exp. (1) A.G. (2) D.A.	# of yrs. Private Practice	# of yrs. (1) Legis. Exp. (2) Office	# of yrs. (1) Law Enf. Exp. (2) Office	Educ. Bkgr. (1) Law School (2) Grad. work
KS	James Reardon (1) Exec. Dir./ Pros. Tr. Coord. (2) 1.6 yrs.							(1) Yes
KY	Miles Franklin (1) Asst. A.G./Dir. (2) 1 yr.			(1) 3 yrs.				(1) Yes
LA	Jack E. Yelverton (1) Exec. Dir. (2) 2 yrs.							
ME	John N. Ferdico (1) Asst. A.G./Dir.							(1) Yes
MD	Andrew L. Sonner (1) President							

PROJECT DIRECTOR EXPERIENCE

STATE	Proj. Dir's Name (1) Title (2) # of yrs. in	# of yrs. Tr'g Exp. in Legal Educ.	# of yrs. (1) Admin. Exp. (2) Position	# of yrs. Pros. Exp. (1) A.G. (2) D.A.	# of yrs. Private Practice	# of yrs. (1) Legis. Exp. (2) Office	# of yrs. (1) Law Enf. Exp. (2) Office	Educ. Bkgr. (1) Law School (2) Grad. work
MA	Beryl W. Cohen (1) Pros. Coord.							
MI	James L. Shonkwiler (1) Exec. Dir. (2) 5 yrs.		(1) 3 yrs. (2) Assoc. Dir. on State Law Enforcement Comm.	(2) 2 yrs.	2 yrs.		(1) 3 yrs. (2) Assoc. Dir. Mich. Comm. on Law Enforcement	(1) Yes
MS	Ann W. Ball (1) Exec. Dir. (2) 1 yr.				1 yr.			(1) Yes
MN	Steve Askew (1) Exec. Dir. (2) 6 mos.		(1) 4 yrs. (2) Admin. Asst. Anoka County	(1) Military Prosecutor 1 yr.				(1) Yes
MO	Wm. E. Hurt (1) Staff Coord. (2) 1.75 yrs.			(1) Missouri Div. of Welfare			(2) Clerk for State Appellate Court	(1) Yes



STATE	Proj. Dir's Name	# of yrs. Tr'g Exp.	# of yrs. (1) Admin. Exp. (2) Position	# of yrs. Pros. Exp. (1) A.G. (2) D.A.	# of yrs. Private Practice	# of yrs. (1) Legis. Exp. (2) Office	# of yrs. (1) Law Enf. Exp. (2) Office	Educ. Bkgr. (1) Law School (2) Grad. work
MT	Tom C. Ronzel (1) Tr. Coord. (2) 1.66 yrs.		(2) Deputy Cty. Attorney					
NE	Roger C. Lott (1) Exec. Dir. (2) 1 yr.		(2) 6 mo.		3 yrs.			(1) Yes (2) 2 yrs.
NV	Walter O'Neal (1) Exec. Dir./ Tr. Coord. (2) 9 mo.		(2) Cty. D.A. Office		12 yrs.			(1) Yes
NH								
NJ	Clinton E. Cronin (1) Deputy A.G. (2) 5 yrs.		(2) City Pros.				(2) Director, Criminal Investigations	(1) Yes

PROJECT DIRECTOR EXPERIENCE

STATE	Proj. Dir's Name	# of yrs. Tr'g Exp.	# of yrs. (1) Admin. Exp. (2) Position	# of yrs. Pros. Exp. (1) A.G. (2) D.A.	# of yrs. Private Practice	# of yrs. (1) Legis. Exp. (2) Office	# of yrs. (1) Law Enf. Exp. (2) Office	Educ. Bkgr. (1) Law School (2) Grad. work
NM	Jay F. Rosenthal (1) Director (2) 3 mos.			(1) 7 yrs. (2) City Pros. D.A.	5 yrs.			(1) Yes (2) Yes
NY	Richard L. Friedman* (1) Exec. Dir. (2) 3 yrs. * He no longer holds this position.			(2) 4 yrs.			(1) 1 yr. (2) Felony Ct. Planner	(1) Yes
NC	L. Poindexter Watts (1) Training Coordinator (2) 12 yrs.	18 yrs.						(1) Yes
ND	Calvin N. Rolfson (1) Deputy A.G./ Chief of Cr. Div. (2) 2 mo.		(1) 4 yrs. (2) State S.Ct. Administrator	(1) 1 yr. (2) 5 yrs.	5 yrs.			(1) Yes
OH	K. Michael Foley (1) Exec. Dir. (2) 2 yrs.			(1) 1½ yrs. (2) 1 yr.	7 yrs.			(1) Yes

PROJECT DIRECTOR EXPERIENCE

STATE	Proj. Dir's Name	# of yrs. Tr'g Exp.	(1) Admin. Exp.	Pros. Exp.	Private Practice	(1) Legis. Exp.	(1) Law Enf. Exp.	(1) Law School
	(2) # of yrs. in Legal Educ.	(2) Position	(1) A.G.	(2) D.A.		(2) Office	(2) Office	(2) Grad work
OR	Jos. H. Humphrey (1) Exec. Dir. (2) 8 mo.			(2) 9 yrs.	1 yr.			(1) Yes
OR	Mike Genna (1) Coordinator (2) 7 mo.			(1) .5 (2) 2.5 yrs.				(1) Yes
PA	Jos. J. Kelley, Jr. (1) Exec. Dir. (2) 2 yrs.		(1) 3 yrs. (2) Secy. of the Commonwealth					(1) Yes
RI	Julius Michaelson (1) Atty. General							
SC	Edgar S. Kneece (1) Director (2) 2 yrs.						(1) 1 yr. (2) Courts Coord.	(1) Yes

PROJECT DIRECTOR EXPERIENCE

STATE	Proj. Dir's Name	# of yrs. Tr'g Exp.	(1) Admin. Exp.	Pros. Exp.	Private Practice	(1) Legis. Exp.	(1) Law Enf. Exp.	(1) Law School
	(2) # of yrs. in Legal Educ.	(2) Position	(1) A.G.	(2) D.A.		(2) Office	(2) Office	(2) Grad work
SD								
TN	Edward L. Jennings* (1) Exec. Secy. (2) 3 yrs. *He no longer holds this position.		(1) - (2) Dir. of Admin. Tenn. Judicial System					(1) Yes
TX	Dain P. Whitworth (1) Exec. Dir. (2) 4.4 yrs.			(2) 5 yrs.	1 yr.	(1) 5 yrs. (2) State Reps.		(1) Yes
UT	David Young (1) Exec. Dir. (2) 3 yrs.	3 yrs.	(1) 6 yrs.	(1) 4 yrs. (2) 2 yrs.	6 yrs. Part-time	(1) 6 yrs. (2) Various	(1) 6 yrs. (2) A.G.S.	(1) Yes
VT	Robert Greamore (1) Exec. Dir. (2) 2 mo.		(1) - (2) Bus. Mgr.					

(1) Exec. Dir.  
 (2) 1 yr.  
 Ronald L. Hendry  
 (1) Exec. Secy.  
 (2) 1 yr.  
 E. Leslie Hoffman III  
 (1) Asst. Atty. Gen.

(1) Yes  
 8 yrs.  
 (2) 8 yrs.

WA	WI	WY
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BREAKDOWN OF EXECUTIVE DIRECTORS/TRAINING COORDINATORS OFFICE BUDGET

	1 Personnel a)		3 Travel		Operating Expenses b)		4 Equip. and Capital Outlay		5 Contractual Services		6 Other		7 Total	
	(1) \$'s	(2) %	(1) \$'s	(2) %	(1) \$'s	(2) %	(1) \$'s	(2) %	(1) \$'s	(2) %	(1) \$'s	(2) %	(1) \$'s	(2) %
ALABAMA	(1) 40,413	(2) 72.7	(1) 1,800	(2) 3.2	(1) 9,204	(2) 16.5	(1) 1,138	(2) 2.0	(1) 3,000	(2) 5.4			(1) 55,555	(2) 99.8
ALASKA														
ARIZONA	(1) 181,600	(2) 65.3	(1) 12,925	(2) 10.3	(1) 23,500	(2) 18.8			(1) 1,700	(2) 1.4	(1) 5,212	(2) 4.2	(1) 124,937	(2) 100.0
ARKANSAS	(1) 11,185	(2) 84.7	(1) 300	(2) 2.2	(1) 515	(2) 3.9	(1) 1,200	(2) 9.1					(1) 13,200	(2) 99.9
CALIFORNIA	(1) 90,145	(2) 48.5	(1) 40,500	(2) 21.8	(1) 37,500	(2) 20.2	(1) 13,700	(2) 7.4	(1) 3,865	(2) 2.1			(1) 185,710	(2) 100.0
COLORADO	(1) 45,500	(2) 57.3	(1) 1,000	(2) 1.3	(1) 31,000	(2) 38.5	(1) 500	(2) .1	(1) 2,000	(2) 2.5			(1) 80,000	(2) 99.7
CONNECTICUT	No breakdown on Training Coordinator's Budget available.													
DELAWARE	No breakdown on Training Coordinator's budget available.													

a) "Personnel Services" includes Staff Salaries and Employee Benefits.

b) "Operating Expenses" includes outlays for Maintenance and Repairs, Supplies and Materials, and Operating Expenses.

BREAKDOWN OF EXECUTIVE DIRECTORS/TRAINING COORDINATORS OFFICE BUDGET

	1	2		3	4	5	6	7
	Personnel <sup>a)</sup> Services	Travel	Operating <sup>b)</sup> Expenses	Equip. and Capital Outlay	Contractual Services	Other	Total	Total
	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %
ARIZONA	(1) 1,089,793 (2) 74.8	(1) 5,480 (2) 6.7	(1) 13,497 (2) 16.6	(1) 1,532 (2) 1.9			(1) 81,300 (2) 100.0	
ARIZONA								
HAWAII	(1) 15,362 (2) 10.4	(1) 1,330 (2) 2.9	(1) 11,836 (2) 25.2	(1) 508 (2) 1.0			(1) 47,036 (2) 100.0	
IDAHO	No budget information rendered.							
ILLINOIS	(1) 200,620 (2) 49.5	(1) 11,250 (2) 8.9	(1) 18,700 (2) 5.3	(1) 3,100 (2) .9	(1) 21,600 (2) 6.2	(1) 67,000 (2) 19.2 (Training Expenses)	(1) 349,970 (2) 100.0	
INDIANA	(1) 21,695 (2) 22.8	(1) 8,000 (2) 3.7	(1) 61,900 (2) 21.1	(1) 8,124 (2) 2.8	(1) 2,000 (2) .1		(1) 293,719 (2) 99.5	
IOWA	(1) 31,000 (2) 39.0	(1) 2,000 (2) 5.5	(1) 1,952 (2) 5.4				(1) 35,850 (2) 99.9	
KANSAS	(1) 29,700 (2) 51.1	(1) 2,782 (2) 4.8	(1) 20,789 (2) 35.2	(1) 1,850 (2) 3.2	(1) 3,000 (2) 5.2		(1) 58,121 (2) 99.5	

<sup>a)</sup>"Personnel Services" includes Staff Salaries and Employee Benefits.

<sup>b)</sup>"Operating Expenses" includes outlays for Maintenance and Repairs, Supplies and Materials, and Operating Expenses.

BREAKDOWN OF EXECUTIVE DIRECTORS/TRAINING COORDINATORS OFFICE BUDGET

	1	2		3	4	5	6	7
	Personnel <sup>a)</sup> Services	Travel	Operating <sup>b)</sup> Expenses	Equip. and Capital Outlay	Contractual Services	Other	Total	Total
	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %
KENTUCKY	No breakdown on Training Coordinator's budget available.							
LOUISIANA	No breakdown on Training Coordinator's budget available.							
MAINE	(1) 41,071 (2) 50.0	(1) 7,018 (2) 8.6	(1) 31,088 (2) 38.2		(1) 2,193 (2) 2.7		(1) 81,370 (2) 99.5	
MARYLAND								
MASSACHUSETTS								
MICHIGAN	(1) 226,500 (2) 76.6	(1) 24,000 (2) 8.1	(1) 40,000 (2) 13.5	(1) 5,000 (2) 1.7			(1) 295,500 (2) 99.9	
MINNESOTA	(1) 60,000 (2) 46.9	(1) 3,000 (2) 2.3	(1) 30,000 (2) 23.3		(1) 35,000 (2) 27.3		(1) 128,000 (2) 99.8	
MISSISSIPPI	(1) 15,966 (2) 16.4	(1) 43,260 (2) 44.5	(1) 28,335 (2) 29.1	(1) 3,243 (2) 3.3	(1) 6,449 (2) 6.3		(1) 97,253 (2) 99.6	

<sup>a)</sup>"Personnel Services" includes Staff Salaries and Employee Benefits.

<sup>b)</sup>"Operating Expenses" includes outlays for Maintenance and Repairs, Supplies and Materials, and Operating Expenses.

BREAKDOWN OF EXECUTIVE DIRECTORS/TRAINING COORDINATORS OFFICE BUDGET

	1	2	3	4	5	6	7
	Personnel Services	Travel	Operating Expenses	Equip. and Capital Outlay	Contractual Services	Other	Total
	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %
MISSOURI	No budget information tendered.						
MONTANA	(1) 23,855 (2) 62.5	(1) 4,050 (2) 10.6	(1) 7,790 (2) 20.2		(1) 2,515 (2) 6.6		(1) 38,210 (2) 99.9
NEBRASKA	(1) 31,031 (2) 64.6	(1) 1,520 (2) 3.2	(1) 6,080 (2) 12.7		(1) 9,405 (2) 19.6		(1) 48,036 (2) 100.1
NEVADA	(1) 34,718 (2) 68.3	(1) 2,804 (2) 5.5	(1) 5,012 (2) 9.8	(1) 4,313 (2) 8.5	(1) 4,000 (2) 7.9		(1) 50,847 (2) 100.0
NEW HAMPSHIRE							
NEW JERSEY	No budget information tendered.						
NEW MEXICO	(1) 56,500 (2) 86.2	(1) 4,000 (2) 6.1	(1) 5,000 (2) 6.7				(1) 65,500 (2) 99.0
NEW YORK	(1) 92,141 (2) 74.4	(1) 8,350 (2) 6.7	(1) 17,950 (2) 14.5	(1) 2,240 (2) 1.8	(1) 3,097 (2) 2.5		(1) 123,778 (2) 99.9

a) "Personnel Services" includes Staff Salaries and Employee Benefits.  
 b) "Operating Expenses" includes outlays for Maintenance and Repairs, Supplies and Materials, and Operating Expenses.

BREAKDOWN OF EXECUTIVE DIRECTORS/TRAINING COORDINATORS OFFICE BUDGET

	1	2	3	4	5	6	7
	Personnel Services	Travel	Operating Expenses	Equip. and Capital Outlay	Contractual Services	Other	Total
	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %
NORTH CAROLINA	Prosecutor services provided by Administrative Office of the Courts, Institute of Government (University of N.C.), and Attorney General. No breakdown available of the portions of their budgets allocated to prosecutor services.						
NORTH DAKOTA	No budget information tendered.						
OHIO	(1) 30,000 (2) 71.8	(1) 5,000 (2) 12.0	(1) 4,250 (2) 10.2	(1) 2,500 (2) 6.0			(1) 41,750 (2) 100.0
OKLAHOMA	(1) 36,544 (2) 36.5	(1) 43,384 (2) 43.4	(1) 17,332 (2) 17.3	(1) 2,400 (2) 2.4		(1) 340 (2) .3	(1) 100,000 (2) 99.9
OREGON	(1) 31,000 (2) 54.9	(1) 3,031 (2) 5.4	(1) 7,224 (2) 12.8	(1) 252 (2) .4	(1) 10,965 (2) 19.4	(1) 4,000 (2) 7.1	(1) 56,472 (2) 100.0
PENNSYLVANIA	(1) 25,500 (2) 78.2	(1) 1,200 (2) 3.7	(1) 3,734 (2) 11.4	(1) 150 (2) .5	(1) 150 (2) .5	(1) 1,875 (2) 5.7	(1) 32,609 (2) 100.0
RHODE ISLAND							
SOUTH CAROLINA	(1) 95,830 (2) 47.2	(1) 7,960 (2) 3.9	(1) 57,567 (2) 28.3	(1) 5,380 (2) 2.6	(1) 36,458 (2) 17.9		(1) 203,195 (2) 99.9

a) "Personnel Services" includes Staff Salaries and Employee Benefits.  
 b) "Operating Expenses" includes outlays for Maintenance and Repairs, Supplies and Materials, and Operating Expenses.

PRIORITIES OF EXECUTIVE DIRECTORS/TRAINING COORDINATORS OFFICE BUDGET

	1	2	3	4	5	6	7
	Personnel Services	Travel	Operating Expenses	Equip. and Capital Outlay	Contractual Services	Other	Total
	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %	(1) \$'s (2) %
ALABAMA							
ARIZONA							
CALIFORNIA							
CONNECTICUT							
DELAWARE							
FLORIDA							
GEORGIA							
HAWAII							
IDAHO							
ILLINOIS							
INDIANA							
IOWA							
KANSAS							
KENTUCKY							
LOUISIANA							
MAINE							
MARYLAND							
MASSACHUSETTS							
MICHIGAN							
MINNESOTA							
MISSISSIPPI							
MISSOURI							
MONTANA							
NEBRASKA							
NEVADA							
NEW HAMPSHIRE							
NEW JERSEY							
NEW MEXICO							
NEW YORK							
NORTH CAROLINA							
OHIO							
PENNSYLVANIA							
RHODE ISLAND							
TENNESSEE							
Texas	(1) 80,000 (2) 18.6	(1) 270,000 (2) 60.1	(1) 35,000 (2) 7.8	(1) 1,000 (2) -	(1) 60,000 (2) 13.5		(1) 446,000 (2) 99.4
UTAH	(1) 5,912 (2) 57.6	(1) 15,165 (2) 16.2	(1) 15,013 (2) 16.0		(1) 9,528 (2) 10.2		(1) 93,618 (2) 100.0
VIRGINIA	(1) 29,989 (2) 79.1	(1) 2,124 (2) 5.7	(1) 5,056 (2) 13.3	(1) 647 (2) 1.7			(1) 37,416 (2) 99.8
WASHINGTON	(1) 92,704 (2) 99.1	(1) 8,500 (2) 4.4	(1) 8,880 (2) 16.4				(1) 53,984 (2) 99.9
WEST VIRGINIA							
WISCONSIN							
WYOMING							

\* "Personnel Services" includes Staff Salaries and Employee Benefits.  
 \* "Operating Expenses" includes outlays for Maintenance and Repairs, Supplies and Materials, and operating Expenses.

PRIORITY OF OFFICE FUNCTIONS IN COORDINATOR'S OFFICE

Appendix D

Page D-1

State	Training Programs		Newsletters Memos	Research/Tech. Assistance	Appeals	Brief Bank	Legislative Liaison	Liaison with Other Agencies
	for Prosecutors	for Others						
Alabama	11-19	12-19	2-19	1-19	13-19	14-19	5-19	4-19
Alaska	-	-	-	-	-	-	-	-
Arizona	-	-	-	-	-	-	-	-
Arkansas	1-9	-	2-9	3-9	-	9-9	4-9	-
California	-	-	-	-	-	-	-	-
Colorado	2-18	18-18	3-18	4-18	7-18	16-18	1-18	5-18
* Connecticut	6-18	12-18	14-18	8-18	7-18	11-18	4-18	3-18
* Delaware	-	-	-	-	-	-	-	-
Florida	1-19	14-19	2-19	7-19	19-19	16-19	3-19	4-19
Georgia	-	-	-	-	-	-	-	-
Hawaii	4-16	13-16	3-16	9-16	-	5-16	7-16	10-16
* Idaho	2-19	-	7-19	3-19	1-19	8-19	19-19	17-19
Illinois	1-19	19-19	7-19	11-19	-	-	2-19	5-19
Indiana	3-17	9-17	8-17	1-17	16-17	10-17	5-17	11-17
Iowa	1-13	-	2-13	11-13	-	-	8-13	7-13
Kansas	1-15	2-15	4-15	3-15	-	-	5-15	6-15
* Kentucky	3-19	4-19	5-19	1-19	2-19	16-19	17-19	7-19
Louisiana	-	-	-	-	-	-	-	-
Maine	3-18	4-18	1-18	2-18	15-18	12-18	13-18	14-18
Maryland	-	-	-	-	-	-	-	-
Massachusetts	-	-	-	-	-	-	-	-
Michigan	1-14	13-14	4-14	11-14	2-14	2-14	6-14	7-14
Minnesota	2-13	-	1-13	6-13	-	-	10-13	5-13
Mississippi	1-11	-	2-11	-	-	-	-	11-11
Missouri	-	-	-	-	-	-	-	-
* Montana	4-15	7-15	3-15	2-15	10-15	5-15	1-15	9-15
Nebraska	1-17	-	2-17	4-17	17-17	12-17	3-17	5-17
Nevada	2-19	11-19	10-19	3-19	14-19	9-19	16-19	15-19
New Hampshire	-	-	-	-	-	-	-	-
* New Jersey	1-18	1-18	7-18	3-18	2-18	9-18	8-18	11-18
New Mexico	6-16	10-16	2-16	4-16	-	16-16	7-16	3-16
New York	2-18	16-18	1-18	3-18	17-18	7-18	15-18	12-18
North Carolina	-	-	-	-	-	-	-	-

\* A.G. Offices

See "Note of Explanation" below (at Page D-4)

State	Production Programs for Broadcast on the Lines		Newsletters		Research Tech. Association		Special	State	Legislative Liaison	liaison with other Agencies
	1948	1949	1948	1949	1948	1949				
* North Dakota	7-49	10-49	4-49	1-49	10-49	11-49	11-49	4-49	4-49	4-49
Ohio	9-49	12-49	1-49	10-49	17-49	16-49	16-49	8-49	8-49	2-49
Oklahoma	1-49	9-49	1-49	12-49	14-49	17-49	17-49	8-49	8-49	9-49
Oregon	1-49	-	1-49	10-49	10-49	8-49	8-49	4-49	-	-
Pennsylvania	12-48	4-49	10-48	-	-	-	4-49	10-49	-	-
Rhode Island	-	-	-	-	-	-	-	10-49	-	9-49
* South Carolina	5-49	11-49	9-49	8-49	10-49	10-49	10-49	10-49	-	-
South Dakota	-	-	-	-	-	-	-	10-49	10-49	4-49
Tennessee	5-49	-	4-49	8-49	10-49	14-49	14-49	3-49	-	-
Texas	1-49	-	5-49	7-49	7-49	-	-	2-49	-	3-49
Utah	-	-	-	-	-	-	-	-	-	-
Vermont	6-48	7-48	10-48	-	-	-	-	-	-	-
Virginia	12-48	14-48	5-48	15-48	-	-	10-48	4-48	-	1-48
Washington	2-49	16-49	6-49	9-49	19-49	14-49	14-49	1-49	-	7-49
West Virginia	-	-	-	-	-	-	-	-	-	-
Wisconsin	-	-	-	-	-	-	-	-	-	-
Wyoming	-	-	-	-	-	-	-	-	-	-
Total Number of States	33	24	33	30	22	26	32	30		
Primary Function	30	8	29	22	6	9	23	18		
Secondary Function	3	16	4	8	16	17	9	12		
* A.G. Offices										

See "Note of Explanation" below (at Page D-4)

State	Management Assistance	Statistics gathering on Pros. wk. load	Produce Forms	Office Administration	Budget Requests	Grant Applications	Intra-state Travel	Out-of-state Travel	Manual Writing	Trial Work	Other
Alabama	6-49	15-49	16-49	7-49	8-49	3-49	9-49	10-49	17-49	7-49	19-49
Alaska	-	-	-	-	-	-	-	-	-	-	-
Arizona	-	-	-	-	-	-	-	-	-	-	-
Arkansas	-	-	7-49	5-49	6-49	-	-	8-49	-	-	-
California	-	-	-	-	-	-	-	-	-	-	-
Colorado	8-48	9-48	10-48	6-48	15-48	13-48	12-48	14-48	11-48	17-48	-
Connecticut *	2-48	13-48	-	1-48	5-48	9-48	16-48	17-48	15-48	10-48	18-48
Delaware *	-	-	-	-	-	-	-	-	-	-	-
Florida	5-49	8-49	12-49	6-49	13-49	11-49	10-49	15-49	9-49	18-49	17-49
Georgia	-	-	-	-	-	-	-	-	-	-	-
Hawaii	14-46	-	15-46	1-46	2-46	6-46	8-46	16-46	12-46	-	11-46
Idaho *	18-49	16-49	15-49	10-49	14-49	9-49	6-49	5-49	15-49	4-49	12-49
Illinois	12-49	11-49	8-49	3-49	4-49	9-49	6-49	18-49	13-49	-	-
Indiana	12-47	14-47	7-47	4-47	15-47	6-47	10-47	13-47	2-47	17-47	-
Iowa	13-43	6-43	5-43	3-43	9-43	3-43	10-43	12-43	4-43	-	-
Kansas	-	10-45	8-45	11-45	12-45	13-45	9-45	14-45	7-45	-	15-45
Kentucky *	18-49	13-49	12-49	6-49	14-49	15-49	10-49	11-49	9-49	8-49	19-49
Louisiana	-	-	-	-	-	-	-	-	-	-	-
Maine	16-48	18-48	9-48	6-48	7-48	8-48	10-48	17-48	5-48	11-48	-
Maryland	-	-	-	-	-	-	-	-	-	-	-
Massachusetts	-	-	-	-	-	-	-	-	-	-	-
Michigan	3-44	3-44	3-44	8-44	9-44	10-44	12-44	14-44	5-44	-	-
Minnesota	-	4-43	13-43	3-43	11-43	12-43	9-43	8-43	7-43	-	-
Mississippi	-	9-41	10-41	4-41	5-41	7-41	6-41	8-41	3-41	-	-
Missouri	-	-	-	-	-	-	-	-	-	-	-
Montana *	-	14-45	13-45	8-45	-	15-45	6-45	12-45	11-45	-	-
Nebraska	11-47	14-47	6-47	7-47	15-47	9-47	10-47	16-47	8-47	-	-
Nevada	17-49	12-49	13-49	8-49	7-49	5-49	10-49	4-49	1-49	18-49	19-49
New Hampshire	-	-	-	-	-	-	-	-	-	-	-
New Jersey *	10-48	4-48	12-48	13-48	14-48	6-48	17-48	18-48	16-48	15-48	5-48
New Mexico	14-46	8-46	15-46	1-46	5-46	11-46	9-46	12-46	13-46	-	-
New York	5-48	9-48	8-48	4-48	14-48	13-48	10-48	11-48	6-48	18-48	-
North Carolina	-	-	-	-	-	-	-	-	-	-	-
* A.G. Offices											

See "Note of Explanation" below (at Page D-4)

State	Priority	Priority	Priority	Priority	Priority	Priority	Priority	Priority	Priority	Priority	Priority
Alabama	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Alaska	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Arizona	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Arkansas	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
California	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Colorado	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Connecticut	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Delaware	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
District of Columbia	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Florida	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Georgia	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Idaho	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Illinois	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Indiana	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Iowa	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Kansas	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Kentucky	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Louisiana	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Maine	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Maryland	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Massachusetts	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Michigan	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Minnesota	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Mississippi	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Missouri	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Montana	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Nebraska	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Nevada	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
New Hampshire	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
New Jersey	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
New Mexico	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
New York	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
North Carolina	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
North Dakota	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Ohio	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Oklahoma	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Oregon	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Pennsylvania	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Rhode Island	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
South Carolina	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
South Dakota	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Tennessee	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Texas	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Utah	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Vermont	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Virginia	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Washington	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
West Virginia	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Wisconsin	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
Wyoming	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19	1-19
<b>Total</b>	<b>27</b>	<b>27</b>	<b>29</b>	<b>28</b>	<b>28</b>	<b>31</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>
<b>Primary Function</b>	<b>9</b>	<b>10</b>	<b>4</b>	<b>21</b>	<b>14</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Secondary Function</b>	<b>18</b>	<b>17</b>	<b>25</b>	<b>7</b>	<b>17</b>	<b>15</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>

\* A.G. Offices

NOTE OF EXPLANATION: This is a compilation of the responses from question number five (5) of the National Association of Prosecutor Coordinators (NAPC) 1975 Survey (Appendix F). The first figure represents the priority accorded the particular job activity by the particular state office. The lower the number the more man-hours expended, to wit, one (1) for most man hours, nineteen (19) for least man hours. The second figure following the dash represents the total number of job activities that the state office prioritized on the NAPC Survey. A dash denotes that the office didn't prioritize the activity

- Total 1
- Primary Function 1
- Secondary Function 1

1. See text at p. 16 of report for explanation.

COST OF COORDINATOR'S OFFICE WORK ELEMENTS: MEETINGS, MANUALS, NEWSLETTERS AND PUBLICATIONS

STATE	Type of Meeting	MEETINGS			MANUALS		NEWSLETTERS				PUBLICATIONS					
		Attendance (1) Frequency (2)	Labor Costs (man hrs.)	Material Cost	Total Cost	Type of Manual Labor Cost (man hrs.)	Material Cost	Frequency (1) Circulation (2)	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost	Name - Description	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost	
AL		80-100	\$ 1,825	\$ 1,175	\$ 3,000	NONE		Mo. 500	Planning & Prep. 16h. Secy. 16h.	\$ 303	N/A		Cavel Clints Monthly	N/A	\$ 275	\$ 1,400
													Legislative News			543
AK		NONE														
AZ	Training Regional	150 6/yr.	\$ 350	\$ 1,000	N/A	Major Research \$3,500	\$ 3,000	Bi-Mo. 350	N/A	\$ 50	\$ 200		Ex. Rel. Bi-Mo.		\$ 100	\$ 300
	Training Statewide		\$ 1,500	\$ 3,000	N/A	Compilation \$350	\$ 650									
AK		NONE				NONE		Mo. 1,000	NO ESTIMATE							
CA	3-Day State-wide Advanced Seminars	150 3/yr.			\$ 70,000	No estimate		Mo.	N/A	N/A	\$ 425 *					
	Week-long Management Seminars				\$ 50,000											
CO	Training	135 2/yr.	80 h.	\$ 8,500	N/A	Annotated Statutes 240 hrs. Criminal Law Handbook 400 hrs.	\$60,000/10,000 Copies \$6,200	Wk. 300	N/A	N/A	N/A		Legislative Report 5/yr.	20 h.	N/A	\$ 700
CT	Search and Seizure	75	N/A	N/A	N/A	NONE		Q. 350	Volunteer	\$ 1,000 *	N/A		Keos	N/A	206 *	N/A
	Plea Bargaining	75	Pl. & Prep. 35h. Secy. 20h.	\$ 810												
	Criminal Law Outline	75	N/A	\$ 225	N/A											
DE		NONE														
FL	Statewide Training	150	\$ 1,200	\$ 300	\$ 4,000	Pros.'s Manual \$5,600	\$2,000/150 copies	Mo. 600	N/A	N/A	\$ 150					



STATE	Type of Meeting	Attendance (1) Frequency (2)	Labor Cost (man hrs.)	Material Cost	Total Cost	Type of Manual	Labor Cost (man hrs.)	Material Cost	Frequency (1) Circulation (2)	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost	Description	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000
CA	Statewide Training	40	PI & Prep Secy. 40h \$1,000	\$1,000	\$1,000	Statewide Manual N/A	40		Mo. 400	PI & Prep Secy. 40h		\$1,000	Statewide Manual	40		\$1,000

STATE	Type of Meeting	MEETINGS				MANUALS		NEWSLETTERS				PUBLICATIONS				
		Attendance (1) Frequency (2)	Labor Cost (man hrs.)	Material Cost	Total Cost	Type of Manual	Labor Cost (man hrs.)	Material Cost	Frequency (1) Circulation (2)	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost	Name-Description	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost
ME	Statewide Training	62 (1) (2)	PI & Prep Secy. 40h \$ 7,000	\$ 7,000	\$ 7,500	Police Office Manual N/A	\$19,000/400 copies	Mo. 4,200	PI & Prep Secy. 60h \$ 750		\$ 1,350	Prosecutor's Bulletin Mo./400 circ.	PI & Prep Secy. 30h	\$ 350	N/A	
MD	Statewide Training	30	PI & Prep Secy. 75h \$ 1,500	N/A	N/A	NONE		Mo. 450	PI & Prep Secy. 6h \$ 16h		N/A		NONE			
MA	I N F O R M A T I O N T E M P E R E D															
MI	Statewide Training	50-130	PI & Prep Secy. 35h \$ 5,000		N/A	Office Mgmt. Manual	\$2,500	Bi-Wk. 300	PI & Prep Secy. 16h \$ 8h		N/A		NONE			
MI	Special Subjects	20-25	N/A	\$ 50	N/A	Marriage Manual (Revision)	\$ 800									
MI	Statewide Training	40	PI & Prep Secy. 120h \$ 3,000	\$ 3,000	\$ 4,000	Speedy Trial (rewrite)	\$800	Mo. 600	PI & Prep Secy. 16h \$ 4h		180		NONE			
MS	Statewide Training	40 5/yr.	PI & Prep Secy. 40h \$ 2,500	\$ 2,500	\$ 5,000	NONE		Mo. 300	PI & Prep Secy. 9h \$ 6h		345	Criminal Digest Bi-Mo	PI & Prep Secy. 9h \$ 6h	\$ 250	\$ 295	
MO	Statewide Training 3 days	200	PI & Prep Secy. 75h \$ 18,326		N/A			Bi-Mo. 300	PI & Prep Secy. 16h \$ 12h		45		NONE			
MT	Statewide Training 2 days	40	PI & Prep Secy. 35h \$ 3,750		N/A	Form Book	N/A	Mo. 56	PI & Prep Secy. 3h \$ 1h		448	Legislative Bulletin	PI & Prep Secy. 3h \$ 1h	N/A	N/A	
NE	Statewide Training	70	PI & Prep Secy. 80h \$ 2,500	\$ 500	\$ 2,500	Criminal Procedure	\$2,700/200 copies	Mo. 275	PI & Prep Secy. 72h \$ 35h		100	Legislative Report	PI & Prep Secy. 3h \$ 1h	\$ 100	\$ 100	

STATE	STATE	Type of Meeting	Attendance (1) Frequency (2)	Labor Cost (man hrs.)	Material Cost	Total Cost	Type of Manual	Labor Cost (man hrs.)	Material Cost	Frequency (1) Circulations (2)	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost	Name - Description	Labor Cost (man hrs.)	Material Cost per Edition
CA	CA	Statewide Training	60	PI.&Prep. 160h. Secy. 40h.	\$ 6,200	\$ 12,000	Trial Manual PI.&Prep. 700h. Jury Instrct PI.&Prep. 85h.	\$7,500/ 300 copies	\$6,000	Mo. 300	PI.&Prep. 8h.	\$ 55 *	\$ 300	Legis. Reports (1-2 yrs.)	N/A	\$ 55 *
CA	CA	Regional Training (1 day)	125	6/yr. PI.&Prep. 16h. Secy. 1h.	\$ 60	N/A	NONE	NONE	Mo. 250	PI.&Prep. 16h. Secy. 8h.	\$ 95	N/A	NONE	NONE	N/A	
CA	CA	Statewide Training (1 day)	12	N/A	\$ 650	\$ 3,500	Compilation N/A	\$ 460	Mo. 400	N/A	\$ 500	N/A	NONE	NONE	N/A	
SC	SC	Statewide Seminar	60	1/yr. PI.&Prep. 150h. Secy. 60h.	1,160	9,845	N/A	N/A	To be published December, 1975					N/A		
SC	SC	Regional Workshop	40	3/yr. N/A	N/A	11,163										
SD	SD	NO INFORMATION														
TENNESSEE	RI	Statewide Convention	128	PI.&Prep. 200h. Secy. 200h.	8,760	N/A	NONE	NONE						Daily Memo	PI.&Prep. 1h. Secy. 1h.	N/A
TEXAS	TX	Statewide Training (4 days)	200	PI.&Prep. 144h. Secy. 54h.	N/A	N/A	Search & Seizure Law & Forfeiture PI.&Prep. 50h. Secy. 20h.	\$2,400	Mo. 1,000	PI.&Prep. 8h. Secy. 16h.	\$ 175 *		NONE			
UTAH	UT	Statewide Training	70	PI.&Prep. 140h. Secy. 168h.	6,000	N/A	Prosecutors Handbook PI.&Prep. 80h. Secy. 20h. Update	\$4,500/ 500 copies	\$2,000/ 500 copies	Mo. 300	PI.&Prep. 60h.	\$ 250	N/A	NONE		
VERMONT	VT	Workshop	27	N/A	\$ 1,571	N/A	NONE	NONE						NONE		
VIRGINIA	VA	Annual Convention	80	N/A	N/A	\$ 6,000	Prosecutors Handbook (Revision)	\$2,000	Bi-Mo. 200	PI.&Prep. 16h. Secy. 16h.	\$ 26 *	N/A	Legis. News	PI.&Prep. 16h. Secy. 16h.	\$ 26 *	
VIRGINIA	VA	Homestead Institute	170	N/A	N/A	27,500								A.G. and Appellate Opinions		

MEETINGS				MANUALS				NEWSLETTERS				PUBLICATIONS				
STATE	STATE	Type of Meeting	Attendance (1) Frequency (2)	Labor Cost (man hrs.)	Material Cost	Total Cost	Type of Manual	Labor Cost (man hrs.)	Material Cost	Frequency (1) Circulations (2)	Labor Cost (man hrs.)	Material Cost per Edition	Total Cost	Name - Description	Labor Cost (man hrs.)	Material Cost per Edition
OREGON	OR	Statewide Convention (week long)	60	PI.&Prep. 160h. Secy. 40h.	\$ 6,200	\$ 12,000	Trial Manual PI.&Prep. 700h. Jury Instrct PI.&Prep. 85h.	\$7,500/ 300 copies	\$6,000	Mo. 300	PI.&Prep. 8h.	\$ 55 *	\$ 300	Legis. Reports (1-2 yrs.)	N/A	\$ 55 *
PENNSY	PA	Regional Training (1 day)	125	6/yr. PI.&Prep. 16h. Secy. 1h.	\$ 60	N/A	NONE	NONE	Mo. 250	PI.&Prep. 16h. Secy. 8h.	\$ 95	N/A	NONE	NONE	N/A	
RHODE	RI	Statewide Training (1 day)	12	N/A	\$ 650	\$ 3,500	Compilation N/A	\$ 460	Mo. 400	N/A	\$ 500	N/A	NONE	NONE	N/A	
SOUTH	SC	Statewide Seminar	60	1/yr. PI.&Prep. 150h. Secy. 60h.	1,160	9,845	N/A	N/A	To be published December, 1975					N/A		
SOUTH	SC	Regional Workshop	40	3/yr. N/A	N/A	11,163										
SOUTH	SD	NO INFORMATION														
TENNESSEE	RI	Statewide Convention	128	PI.&Prep. 200h. Secy. 200h.	8,760	N/A	NONE	NONE						Daily Memo	PI.&Prep. 1h. Secy. 1h.	N/A
TEXAS	TX	Statewide Training (4 days)	200	PI.&Prep. 144h. Secy. 54h.	N/A	N/A	Search & Seizure Law & Forfeiture PI.&Prep. 50h. Secy. 20h.	\$2,400	Mo. 1,000	PI.&Prep. 8h. Secy. 16h.	\$ 175 *		NONE			
UTAH	UT	Statewide Training	70	PI.&Prep. 140h. Secy. 168h.	6,000	N/A	Prosecutors Handbook PI.&Prep. 80h. Secy. 20h. Update	\$4,500/ 500 copies	\$2,000/ 500 copies	Mo. 300	PI.&Prep. 60h.	\$ 250	N/A	NONE		
VERMONT	VT	Workshop	27	N/A	\$ 1,571	N/A	NONE	NONE						NONE		
VIRGINIA	VA	Annual Convention	80	N/A	N/A	\$ 6,000	Prosecutors Handbook (Revision)	\$2,000	Bi-Mo. 200	PI.&Prep. 16h. Secy. 16h.	\$ 26 *	N/A	Legis. News	PI.&Prep. 16h. Secy. 16h.	\$ 26 *	
VIRGINIA	VA	Homestead Institute	170	N/A	N/A	27,500								A.G. and Appellate Opinions		

SURVEY - 1975

NATIONAL ASSOCIATION OF PROSECUTOR COORDINATORS

To hopefully give all of us a better understanding as to the functioning of each of our various offices, we urge your cooperation in answering the following questions, and attaching the requested documents.

In that your response will be utilized as is, it is necessary that you type the answers to all questions. Accordingly, we have included two copies of the survey -- one for you to use as a draft, and the other for your secretary's use in typing.

Upon receipt of your completed survey, Nancy Randall, National Coordinator, will place it in a three-ring loose-leaf notebook with the surveys and attachments returned by other coordinators. This notebook will then be copied and distributed as soon as all responses are returned. It is hoped that if the surveys are returned by July 11, as requested, that the completed copy will be available for distribution at our Montreal Conference.

*Walsh*  
Walter M. Lawson III, Chairman  
State Legislature Committee  
National Association of  
Prosecutor Coordinators

1. Name of person completing survey: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Hire date of present Director and brief summary of previous experience: \_\_\_\_\_

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NO INFORMATION TENDERED  
NO INFORMATION TENDERED  
NO INFORMATION TENDERED

3. Title of governing body of your agency: \_\_\_\_\_  
 What is its member composition? \_\_\_\_\_

(Please attach a copy of both your Constitution and By-laws)

4. Agency Personnel Summary:

Title & General Responsibilities	No. of Persons currently filling this position	Salary Range	Number	
			Full-Time	Part-Time
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____
E. _____	_____	_____	_____	_____
F. _____	_____	_____	_____	_____

5. Please rank in priority (by placing number in space provided) the functions of your office, to-wit 1 for most man-hours to 19 for least man-hours:

- A. Training programs for your prosecutors . . . . . \_\_\_\_\_
- B. Training programs for others . . . . . \_\_\_\_\_
- For whom: \_\_\_\_\_
- C. Newsletter and/or memos to prosecutors . . . . . \_\_\_\_\_
- D. Technical assistance through research and other information on case law . . . . . \_\_\_\_\_
- E. Appeals . . . . . \_\_\_\_\_

- F. Brief Bank . . . . . \_\_\_\_\_
- G. Legislative liaison. . . . . \_\_\_\_\_
- H. Liaison with other branches, agencies, departments, etc. . . . . \_\_\_\_\_
- I. Management assistance for your prosecutors' offices. . . . . \_\_\_\_\_
- J. Statistics gathering on prosecutors' workload. . . . . \_\_\_\_\_
- K. Production of forms for prosecutors' use . . . . . \_\_\_\_\_
- L. Administration of own office . . . . . \_\_\_\_\_
- M. Budget requests for your office. . . . . \_\_\_\_\_
- N. Grant applications for both your office and your prosecutors . . . . . \_\_\_\_\_
- O. Travel intra-state . . . . . \_\_\_\_\_
- P. Travel out of state . . . . . \_\_\_\_\_
- Q. Manual writing . . . . . \_\_\_\_\_
- R. Trial work . . . . . \_\_\_\_\_
- S. Other . . . . . \_\_\_\_\_

6. Breakdown of office budget (satellite programs included under No. 7):

Category	Amount		
	State	LEAA	Other(Indicate)
Personal Services	_____	_____	_____
Employee Benefits	_____	_____	_____
Travel	_____	_____	_____
Maintenance and Repairs	_____	_____	_____
Supplies and Materials	_____	_____	_____
Operating Expenses	_____	_____	_____
Equipment & Other Capital Outlay	_____	_____	_____
Contractual Services	_____	_____	_____
TOTALS	_____	_____	_____
GRAND TOTAL:	_____		

7. If you have satellite programs such as training, etc., list below the program, budget, and budget source:

<u>Program</u>	<u>Budget</u>	<u>Budget Source</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Have you attempted to obtain statutory creation of your office?      Yes      No

9. Were you successful?      Yes      No (Please attach a copy of your legislation and any amendments.)

10. Have you published any manuals?      Yes      No

If yes, what topics were covered? (Please attach copies of Tables of Contents.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. If you publish a general newsletter, how often is it mailed? \_\_\_\_\_

12. If you publish a supplemental newsletter devoted only to state legislation, how often is it mailed? \_\_\_\_\_ (Please attach a copy of your newsletters.)

13. What is the approximate cost to your office of one single copy of each newsletter? \_\_\_\_\_

14. How many receive your mailings? \_\_\_\_\_

15. Please attach a copy of your brochure on each training seminar and/or convention your office sponsored in 1974 and 1975.

16. What is the average attendance at one of your training conferences? \_\_\_\_\_

17. What has been the average cost of a seminar to your office? \_\_\_\_\_

18. What is your usual registration fee? \_\_\_\_\_

19. If you reimburse your prosecutors for attending in-state seminars, for what do you reimburse?

Travel \_\_\_\_\_ (amount) Per Diem \_\_\_\_\_ (amount)

20. If you offer scholarships to national programs, please indicate:

<u>How and/or by whom scholarship decision is made</u>	<u>Amount awarded each year</u>	<u>Number attending</u>
_____	_____	_____
_____	_____	_____

21. If your office houses a Brief Bank, how often is it used?      rarely      occasionally      frequently:      times a month for on the average of      requesting prosecutors: approximate number of briefs in bank     .

22. What travel do you do?  
In-state: \_\_\_\_\_  
Out-of-state: \_\_\_\_\_

23. In what areas do you work as a legislative liaison?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. How often are you with the Legislature while they are in session? \_\_\_\_\_  
\_\_\_\_\_

25. What management assistance does your office provide to your prosecutors? \_\_\_\_\_

26. If you are involved in a statistics gathering effort, please attach a copy of the form you use.

27. State what your office's efforts have been in the area of the standardization of forms used by your prosecutors: \_\_\_\_\_

28. What specific assistance does your office offer to your prosecutors on L.E.A.A. grants, and how often? \_\_\_\_\_

29. Other areas in which your office is involved, not covered above, or projects in which your office hopes to involve itself in the future: \_\_\_\_\_

30. What are the Evaluation Components of your office?

Office itself \_\_\_\_\_

Training programs \_\_\_\_\_

Performed by whom \_\_\_\_\_

STATE ABBREVIATIONS

AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

PLEASE COMPLETE THIS QUESTIONNAIRE BY JULY 11, 1975, AND RETURN TO:

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