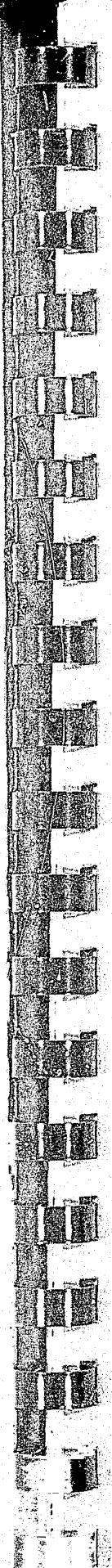
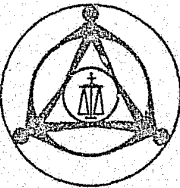


NCJRS

U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531



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**THE AMERICAN UNIVERSITY**  
Criminal Courts Technical Assistance Project  
Institute for Studies in Justice and Social Behavior  
The American University Law School  
Washington, D.C.

THE FEASIBILITY OF ESTABLISHING  
AND OBTAINING CONTINUING LEGISLATIVE SUPPORT  
FOR AN ADMINISTRATIVE OFFICE OF  
THE DISTRICT ATTORNEYS OF NEW MEXICO

Prepared by:

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Criminal Division  
Office of the Attorney General of Arizona

James R. Heelan  
Assistant Executive Director  
National District Attorneys Association

17  
ADDITIONS

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## FOREWORD

In July 1972, the New Mexico District Attorneys Association requested from the New Mexico State Planning Agency (Governor's Council on Criminal Justice Planning) assistance in determining the feasibility of creating and obtaining funding for an Office of Executive Director of the District Attorneys Association.

Both the Association and the New Mexico State Legislature (which funds District Attorneys Offices in New Mexico) had, in the past, expressed an interest in establishing an office which would coordinate district attorneys offices throughout the state as well as act as a liaison with the Legislature. In the summer of 1972 the District Attorneys Association concretely discussed the possibility of establishing an Executive Office which would coordinate the activities of the district attorneys in all areas of their work, serve as a central source of information on recent court decisions and new legislation, and provide guidance to other law enforcement officials, as well as acting as a liaison with the State Legislature.

The request for outside technical assistance in developing a formal justification for this objective was forwarded from the New Mexico State Planning Agency, through the Dallas Regional Office of LEAA, to the national LEAA office and then to the Criminal Courts Technical Assistance Project, with a recommendation that the services of William Schafer of the Office of the Attorney General of Arizona be secured. Both Mr. Schafer and Mr. James Heelan of the National District Attorneys Association acted as consultants on this assignment.

Mr. Schafer and Mr. Heelan spent September 17 through 19, 1972, on-site in Albuquerque and Santa Fe, meeting with members of the New Mexico District Attorneys Association, the New Mexico Department of Finance and Administration, the Legislative Finance Committee of the New Mexico State Legislature, and the New Mexico Attorney Generals Office. Their report, including as an appendix a proposed grant application, follows.

The proposed grant application is currently being reviewed by the staffs of the Governor's Council on Criminal Justice Planning and of the Dallas Regional Office of LEAA. It will be submitted to the policy board of the Governor's Council in early November 1972, for consideration for submission for funding on a pilot basis. The Criminal Courts Technical Assistance Project, in its commitment to evaluate the impact of technical assistance services in the courts area, will follow the progress of the grant application, and a report will be presented to LEAA on the steps taken to implement the consultants' recommendations.

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I. STATEMENT OF THE PROBLEM

While in New Mexico the consultants contacted District Attorneys from ten of New Mexico's Judicial Districts, members of the Governor's Council on Criminal Justice, members of the State Legislative Council, members of the State Budget Department and members of the New Mexico Attorney General's Office.

The New Mexico District Attorneys Association is presently without permanent staff and therefore lacks the manpower and resources to provide adequate statewide central services either to its own members or to other state agencies seeking and needing information with regard to the Office of the Prosecutor. Consequently, the progress of the professionalism of the office of the prosecutor is greatly impeded. Specifically, there presently exists no functional mechanisms with prosecutorial background and expertise to organize, promote and execute intra-state prosecutorial training on a regular, structured basis, e.g., categorized seminars, rural versus urban; experienced versus neophyte, basic training versus inter-service training; trial tactics versus management. Similarly there exists no such function with regard to the collection and dissemination of information in regard to worthwhile inter-state schools and seminars of national scope which would be of benefit and available to New Mexico's prosecutorial personnel.

The legislature, in performing its duties and obligations to consider appropriate administrative functions of the office of prosecutor and proposed criminal laws, can, under present conditions, turn to no central source of information with regard to the advisable disposition of monies, preparation of budgets, more specific allocations of funds. The question which arises is on what bases shall monies be allocated to individual prosecutorial offices.

II. CREATION OF THE OFFICE OF EXECUTIVE DIRECTOR

A central office, such as is contemplated here, could survey all such prosecutorial offices in the state to provide statistics for the orderly and systematic disbursement of monies. Such collection of data could be on a regular systematic basis and would include such things as the relative size, population and population deployment of each district; the number of assistants per capita; the existing salary structure for assistants, especially in relation to experience; the number of full-time versus part-time prosecutors and their assistants; the number of violent crimes, numbers of other crimes; numbers of felonies versus misdemeanors; existing caseload and existing backlog; location and need for additional personnel, screening units, diversionary programs for certain types of first offenders, etc.

In short, the legislature and other such agencies could look to not 13 but one central source of information regarding the office of prosecutor in the state of New Mexico. The executive director would act as liaison not only to the legislature but to numerous other agencies of government having a need for knowledge of and having an interest in the affairs of the office of prosecutor, such as the Office of Governor, the Office of Attorney General, Corrections, Criminal Justice Council, Police, Sheriffs, the State Bar Association, etc. With respect to the flow of information to the district attorneys, the central office would serve as a central clearinghouse for recent governmental and legislative actions, and information would then be channeled back to the district attorneys.

To ensure uniform policy and procedure throughout the state, the executive director would prepare manuals dealing with such policy and procedure and also with respect to uniform forms.



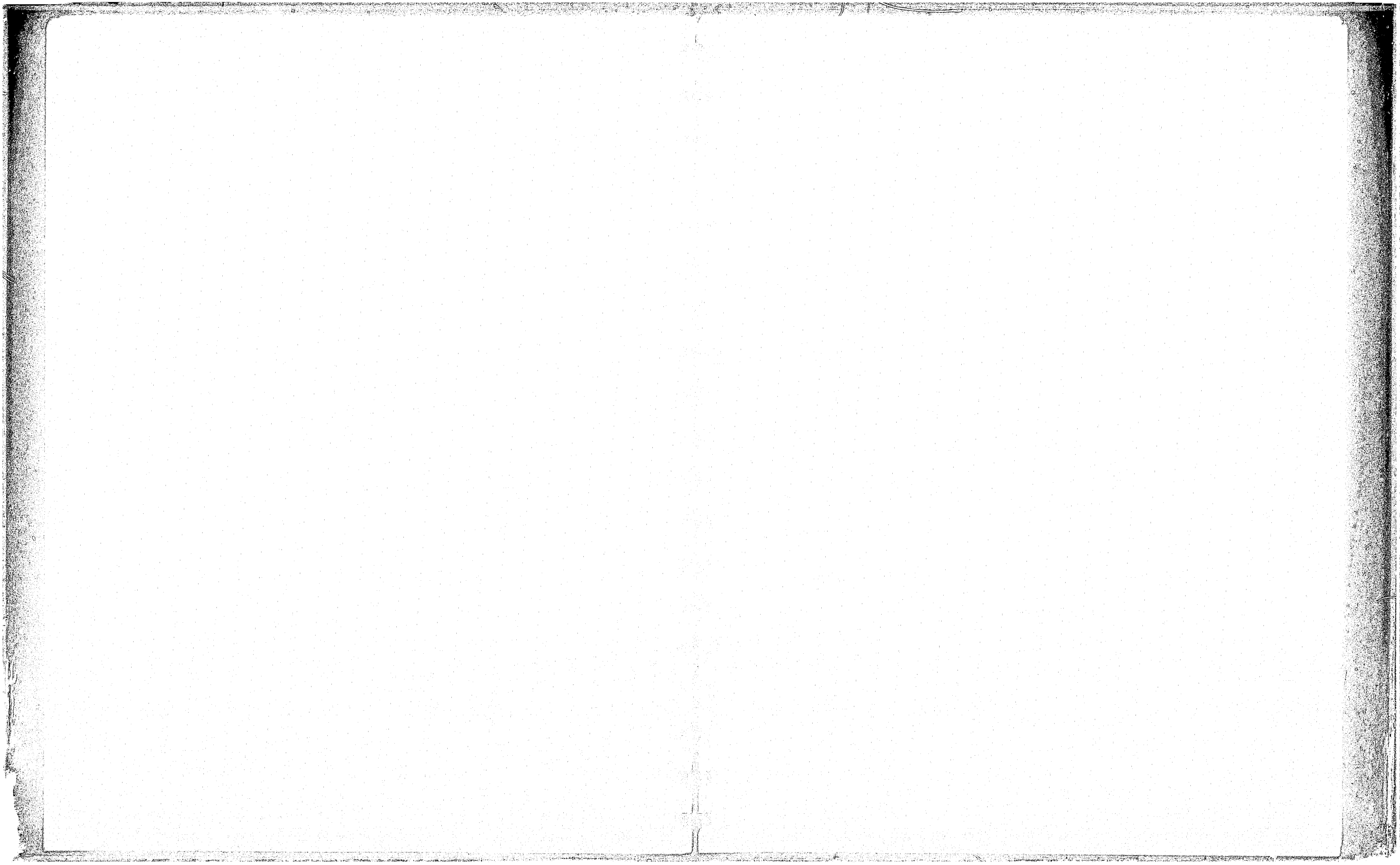
The time, duplication of effort and resultant loss of money experienced in New Mexico today by reason of each agency dealing with 13 offices on an individual basis, on each and every item of an administrative and substantive nature, (and vice versa, 13 offices dealing with each and every agency) is incalculable. Of course, the loss is measured not merely in terms of dollars, but also in terms of safety and the lives of the citizens of New Mexico. That such loss could be curtailed by a central office working for professionalism of the office of prosecutor is too apparent to need clarification.

The project is designed to create an office of central services to and from the locally elected prosecutor, such office to be that of the Executive Director of the New Mexico District Attorneys Association.

A. Purposes

The Executive Director shall further professionalize the office of prosecutor, and provide a liaison to and from other governmental and non-governmental agencies.

The further professionalism of the office of New Mexico Prosecutor shall be accelerated by the creation and execution of training seminars and other seminar programs and the collection and dissemination of material concerning the training function; by publishing and disseminating a legal newsletter to all prosecutorial staff in the state; by developing manuals for basic training, policy and procedure; by establishing a library of resource materials and the creation of a brief bank for appellate assistance; by providing trial assistance upon request in significant cases and a source of instant research for those presently on trial; by providing grantsmanship assistance for those persons in need of specific projects (e.g., create a screening unit to prevent undesirable cases from entering the criminal justice system); by structuring a program of





spent in providing assistance to such agencies on a policy level. Therefore, those offices initially structured on a one-man basis suffer on the day-to-day operational level. Moreover, the executive director should visit each district attorney's office at least two or three times a year to personally confer with the district attorney, observe operations, the physical premises and the function of such office to better understand his needs and problems. This involves considerable time away from the office. The Assistant Executive Director would then be available to receive incoming calls and visits and provide the day-to-day assistance required and to see to the collection and dissemination of such information as actions by the office of Governor, legislature, case reports, and national cases and trends in the area of criminal law.

Since a primary function of the office of Executive Director is to provide a central clearinghouse of governmental actions, cases, trends in the area of criminal law, and answer all inquiries from the office of prosecutor, a highly skilled full-time secretary is an absolute necessity.

With respect to travel, as previously mentioned, the Executive Director should travel to the 13 prosecutor offices at least twice per year to gather personnel and statistical information. Both the Executive Director and Assistant Executive Director will travel to at least four intra-state seminars during the course of a year. (The funding for such seminars will be provided by individual grant applications.) Either the Executive Director or Assistant should travel to the three meetings per year of the National Association of Prosecutor Training Coordinators. The significance cannot be overemphasized since they will be his primary source of information with regard to the operations and innovative actions taken by his counterparts across the nation. The Executive Director or Assistant Executive Director will travel to at least two institutes

to be named outside of the state per year such as grantsmanship seminars or conferences conducted by the National District Attorneys Association or the National College of District Attorneys. The Executive Director will attend at least four intra-state meetings, e.g., New Mexico District Attorneys Association conferences, the non-session legislative committee meetings or those conferences sponsored by other state agencies.

### C. Facilities

The equipment necessary will be that to furnish the personnel, Executive Director, Assistant Executive Director and full-time secretary with sufficient space and furniture for three offices, with open space for part-time secretarial help when necessary. There should be at least one electric typewriter available on a permanent basis and provisions for typewriters for part-time help. This would mean at least four desks, four chairs, two extra chairs, dictating equipment so as not to lose time when the secretary is busy or one is on the road; a modest law library and periodicals, an adding machine, copier and duplicator.

With respect to supplies and operating expenses, office space should be sufficient for at least two private offices with sufficient space and furniture for a full-time secretary, part-time secretarial help. storage area, filing area, research area, area for posting copying and duplicating. Other operating expenses will consist of telephone and postage cost. There will also be a need for printing of those materials which cannot be feasibly copied or duplicated, e.g., brochures for seminars, etc. A fund for miscellaneous office supplies will be needed.

The following professional services will be required for the ultimate success of the grant. A Certified Public Accountant should audit the Criminal Justice Council funds at least quarterly for the first three quarters, and then provide a full audit at the end of the twelve month period. Each and every time a staff member travels it will be his function to consult with other professionals, especially with the district attorneys on his visits to their individual offices. It will also be necessary to consult with district attorneys and/or their assistants and other outside sources with respect to the gathering of information for the legal newsletter. Especially initially, the officers of the New Mexico District Attorneys Association, President, Vice President, Secretary and Treasurer, will be required to meet for the purpose of developmental and progress conferences with respect to the office of Executive Director. At times throughout the year the entire body of the District Attorneys Association will be called up to assess the development of such office and to make constructive suggestions for change and improvement therein.

### III. CONCLUSION

In conclusion, our study clearly establishes the need for an office of central services emanating from and to the Office of the Prosecutor in the State of New Mexico. The feasibility of establishing same has been set out above in some detail. From our detailed discussions with those persons and agencies set forth in paragraph one above, the probability of obtaining continuing legislative support for such an office is good. The need for such an office was recognized by all such agencies and personnel with whom the problem was discussed. Whether the New Mexico District Attorneys Association obtains such a grant to the degree proposed in their initial grant application depends to a large

extent upon the consent of the Legislative Financial Council. Hard match for the project must come from the legislature and be specifically allocated for this grant as the District Attorney in New Mexico is considered a statewide agency since the Office of Prosecutor is funded wholly by the State Legislature.

IV.

APPENDIX

APPLICATION FOR 1973 SUBGRANT ASSISTANCE  
FROM GOVERNOR'S COUNCIL ON CRIMINAL JUSTICE PLANNING  
TO IMPLEMENT A STATEWIDE PRIORITY PROGRAM FOR  
THE NEW MEXICO DISTRICT ATTORNEYS ASSOCIATION

Application For 1973 Subgrant Assistance From Governor's Council On Criminal Justice Planning To Implement A Statewide Priority Program for New Mexico District Attorneys Assn.

1. Implementing Agency and Locality:

New Mexico District Attorneys Association  
President: Ernest Williams

2. Name, title, agency, address and telephone No. of Project Director:

To be selected

3. Council Statewide Priority Program:

V. Prosecution and Court Activities and Law Reform

A. Establish an administrative office of the District Attorney

4. Problem Description:

The New Mexico District Attorneys Association is presently without permanent staff and therefore lacks the manpower and resources to provide adequate statewide central services either to its own members or to other state agencies seeking and needing information with regard to the Office of Prosecutor. Consequently, the progress of the professionalism of said office of prosecutor is greatly impeded. Specifically, there presently exists no functional mechanisms with prosecutorial background and expertise to organize, promote and execute intra-state prosecutorial training on a regular, structured basis, e.g., categorized seminars, rural versus urban; experienced versus neophyte, basic training versus inter-service training; trial tactics versus management. Similarly there exists no such function with regard to the collection and dissemination of information in regard to worthwhile inter-state schools and seminars of national scope, which would be of benefit and available to New Mexico's prosecutorial personnel.

(Continued on Attachment A)

5. Project Activity Intent and Target Objective:

The project is designed to create an office of central services to and from the locally elected prosecutor, such office to be that of the Executive Director of the New Mexico District Attorneys Association.

The Executive Director shall: (1) Further professionalize the office of Prosecutor and (2) Provide a liaison to and from other governmental and non-governmental agencies.

(Continued on Attachment B)



(To Be Completed By Governor's Council:

ID # \_\_\_\_\_

Grant Request Amount \_\_\_\_\_

Applicant \_\_\_\_\_)

6. Description of Activity:

The office of Executive Director should consist of at least one other attorney, with prior prosecutorial experience, and one fulltime secretary, with provisions for parttime secretarial help for periods of peak activity such as preparation for seminars, submission of reports or budgets to the legislature, etc. There are approximately 20 states having the office of Executive Director of the state Prosecuting Attorneys Association and a total of approximately 35 states having such office or an office of statewide prosecutor training coordinator in one form or another. Experience has shown that once such office is established, knowledge of its existence quickly spreads to other governmental and non-governmental agencies and hence much of the executive director's time is providing assistance to such agencies on a policy level. Therefore, those offices initially structured on a one-man basis suffer on the day-to-day operational level. Moreover such executive director should visit each district attorney's office at least two or three times a year to personally confer with the district attorney, observe operations, the physical premises and the function of such office to better understand his needs and problems. This involves considerable time away from the office. The Assistant Executive Director would then be available to receive incoming calls and visits and provide the day-to-day assistance required and to see to the collection and dissemination of such information as actions by the office of Governor, legislature, case reports and national cases and trends in the area of criminal law.

Since a primary function of the office of Executive Director is to provide a central clearinghouse of governmental actions, cases, trends, in the area of criminal law, and answer all inquiries from the office of prosecutor, a highly skilled full-time secretary is an absolute necessity.

7. State Consequences of Activity for other Agencies: (Continued on Attachment C)

The legislature, of course, will be required to appropriate the hard match for this statewide project. Other agencies should be made aware that such central office will be in existence for them to contact in regard to information on the Office of Prosecutor.

8. Description of Project Evaluation Procedures:

(See Attachment D)

## 4. Problem Description: (Continued)

The legislature, in performing its duties and obligations to consider appropriate administrative functions of the office of prosecutor and proposed criminal laws, can, under present conditions, turn to no central source of information with regard to the advisable disposition of monies, preparation of budgets, more specific allocations of funds; query, on what bases shall monies be allocated to individual prosecutorial offices?

Such central office, as is contemplated here, could survey all such prosecutorial offices in the state to provide statistics for the orderly and systematic deployment of monies -- such collection of data could be on a regular systematic basis and would include such things as the relative size, population and population disbursement of each district; the number of assistants per capita; the existing salary structure for assistants especially in relation to experience; the number of fulltime versus parttime prosecutors and their assistants; the number of violent crimes; numbers of other crimes; numbers of felonies versus misdemeanors; existing caseload and existing backlog; location and need for additional personnel, screening units, diversionary programs for certain types of first offenders, etc.

In short, the legislature and other such agencies could look to -- not 13 but one source of information regarding the office of prosecutor in the state of New Mexico. The executive director would act as liaison not only to the legislature but to numerous other agencies of government having a need for and knowledge of an interest in the affairs of the office of prosecutor, such as the Office of Governor, the Office of Attorney General, Corrections, Criminal Justice Council, Police, Sheriffs, the State Bar Association, etc. With respect to the flow of information to the district attorneys, such central office would of course be a central clearinghouse for recent governmental and legislative actions, which information would then be channeled back to the district attorneys.

To insure uniform policy and procedure throughout the state, the executive director would prepare manuals dealing with such policy and procedure and also with respect to uniform forms.

The time, duplication of effort and resultant loss of money experienced in New Mexico today by reason of each agency dealing with 13 offices on an individual basis, on each and every item of an administrative and substantive nature (and vice versa, 13 offices dealing with each and every agency) is incalculable. Of course, the loss is measured not merely in terms of dollars, but also in terms of safety and the lives of the citizens in New Mexico. such loss could be curtailed by a central office working for the professionalism of the office of prosecutor is too apparent to need clarification.

## 5. Project Activity Intent and Target Objective: (Continued)

(I) The further professionalism of the office of New Mexico Prosecutor shall be accelerated by the creation, promotion and execution of training seminars and other seminar programs and the collection and dissemination of material concerning the training function; by publishing and dissemination a legal newsletter to all prosecutorial staff in the state by developing manuals for basic training, policy and procedure; by establishing a library of resource materials and the creation of a brief bank for appellate assistance; by providing trial assistance upon request in significant cases and a source of instant research for those presently on trial; by providing assistance for those persons in need of specific project (e.g., create a screening unit to prevent undesirable cases from entering the criminal justice system); by structuring a program of attendance by district attorney's and assistants at out of state schools for office management and training; by providing staff support for the district attorneys association officers and committees, to arrange such association and committee meetings and follow-up on their recommendations; by urging and planning management studies and surveys of individual prosecutorial offices to assay the existing organizational structures and operating policies, paper flow systems, information retrieval, manpower allocation and utilization. By increasing the efficiency of the individual office (and therefore the efficiency of the trial system), cost to the state and the people will be significantly reduced; the number of cases originally entering the system will be reduced, trial time will be decreased. With the advent of a more professional office, the likelihood of career prosecutor will be advanced; prosecutor turnover will be reduced and, therefore, money spent in training will be better spent and longer lasting; by past experience, a consequent increase in conviction rate will occur and an overall reduction in the delay of justice.

## 6. Description of Activity: (Continued)

The equipment necessary will be that to furnish the personnel, Executive Director, Assistant Executive Director and full time secretary with sufficient space and furniture for three offices, with open space for parttime secretarial help when necessary. There should be at least one electric typewriter available on a permanent basis and a typewriter for part time help. This would mean at least four desks, four chairs, two extra chairs; dictating equipment so as not to lose time when the secretary is busy or one is on the road; a modest law library and periodicals, an adding machine, copier and duplicator.

With respect to travel, as previously mentioned, the Executive Director should travel to the thirteen prosecutor offices at least twice per year to gather personnel and statistical information. Both the Executive Director and Assistant Executive Director will travel to at least four intra-state seminars during the course of the year. (The funding for such seminars will be provided by individual grant applications). Either the Executive Director or Assistant should travel to the three meetings per year of the National Association of Prosecutor Training Coordinators. The significance of these meetings cannot be overemphasized since this will be his primary source of information with regard to the operations and innovative actions taken by his counterparts across the nation. The Executive Director or Assistant Executive Director will travel to at least two institutes to be named outside of the state per year such as grantsmanship seminars or conferences conducted by the National District Attorneys Association or the National Center for Prosecution Management or the National College of District Attorneys. The Executive Director will attend at least four intra-state meetings, e.g., New Mexico District Attorneys Association conferences, the non-session legislative committee meetings or those conferences sponsored by other state agencies.

With respect to supplies and operating expenses as mentioned above, office space should be sufficient for at least two private offices with sufficient space and furniture for a fulltime secretary, parttime secretarial help, storage area, filing area, research area, area for posting, copying and duplicating. Other operating expenses will consist of telephone and postage cost. There will also be a need for printing of those materials which cannot be feasibly copied or duplicated, e.g., brochures for seminars, etc. There will also be a fund for miscellaneous office supplies. The following professional services will be required for the ultimate success of the grant. A Certified Public Accountant should audit the Criminal Justice Council funds at least quarterly for the first three quarters and then provide a full audit at the end of the twelve month period. Each and every time a staff member travels it will be his function to consult with other professionals, especially with the district attorneys on his travels to their individual offices. It will also be necessary to consult with district attorneys and/or their assistants and other outside sources with respect to the gathering of information for the legal newsletter. Especially initially, the officers of the New Mexico District Attorneys Association, President, Vice President, Secretary and Treasurer, will be required to meet for the purpose of developmental and progress conferences with respect to the office of Executive Director. At times throughout the year the entire body of the District Attorneys Association will be called up to assess the development of such office and to make constructive suggestions for change and improvement therein.

8. Description of Project Evaluation Procedures:

Project evaluation will be an on-going function both of the Office of Executive Director and that of the President of the New Mexico District Attorney's Association. Evaluation will fall into several different categories:

(1) Evaluation of training methods and seminars; this will be done by the Executive Director by means of a questionnaire distributed at the end of each such seminar, such questionnaire to be similar to Exhibit B attached hereto.

(2) By survey of District Attorneys, to be done by the President. Such survey to inquire into the effectiveness as to what is being done and what further can be done under the resources actually allocated under this grant.

(3) Survey of other agencies by the Executive Director seeking opinions as to the access of obtaining information and the effectiveness of releasing information; the feasibility of format used and suggestions for improvements and changes therein.

(4) At the termination of the grant, a survey by the President aided by the Executive Director evaluating the changes accomplished in the individual office of prosecutor with respect to budget, management, training of personnel, etc.

ID # \_\_\_\_\_

Grant Amt. Requested \_\_\_\_\_

Applicant \_\_\_\_\_

9. Itemized Budget Request:

a. Describe the source, type and amount of proposed financing by 12-month periods:

SOURCE	TYPE	PROPOSED 1ST PD.	APPROVED 1ST PD.	ANTICI-	ANTICI-
		AMOUNT 1973	AMOUNT 1973 *	PATED 2ND	PATED 3RD
				PD. AMT.	PD. AMT.
WICJC	Cash				
State Agency	Cash				
State Agency	In-Kind				
State Buy-In	Cash				
Local	Cash				
Local	In-Kind				
TOTAL PROJECT BUDGET					

b. If State buy-in assistance is sought, provide justification for State buy-in assistance request along with statement as to alternative funding source should State buy-in assistance be denied:

c. Describe State or Local matching funding as follows:

SOURCE NAME	STATUS	AMOUNT		TYPE OF IN-KIND	VERIFIED *
		CASH	IN-KIND		
TOTAL					

\* For Governor's Council use only.



ID # \_\_\_\_\_

Applicant \_\_\_\_\_

d. Describe cost distribution of budget:

COST CATEGORY	NMCJC FUNDS	OTHER		TOTAL
		CASH	IN-KIND	
Personnel	\$50,000.00	\$6,000		\$56,000
Equipment	\$ 7,720.00	300		8,020
Travel	\$ 2,855.00			2,855
Supplies & Operating Expenses	\$ 7,500.00	\$4,200		11,700
Consultants & Contracts	\$ 500.00		\$9,125	9,625
TOTAL	\$68,575.00	10,500	9,125	\$88,200

e. Describe anticipated timing of grant expenditures:

MONTH	NMCJC FUNDS	OTHER		TOTAL
		CASH	IN-KIND	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL				



I.D. # \_\_\_\_\_

APPLICANT \_\_\_\_\_

b. Describe the basis for determining the budgeted amounts for fringe benefits.

FICA, 5.2% of the first \$7,800 of salary for fulltime employees; 5.2% of the total of \$4,000 for parttime help. 6.8% of the total salary for benefits such as doctors and hospitalization and retirement funds.

c. Equipment - Describe budgeted equipment costs as follows:

Type of Equipment	Estimated Life	Cost Basis	Cost	
			Cash	In-Kind
Office Furniture				
4 rooms	10 yrs	Purchase	\$2,000	
3 filing cabinets	10 yrs	Purchase	\$ 300	
Electric Typewriters	10 yrs		1 at 750 1 at 500	
Adding Machine	10 yrs		\$ 150	
Copier	1 yr	Lease	\$1,200	
Duplicator	1 yr	Lease	\$ 500	
Tape Recorder	10 yrs	Purchase	\$ 120	
Law Bks, Periodicals		Purchase	Library-\$2,000	
			Periodicals-\$ 500	
TOTAL			\$8,020	

- d. Travel - Describe the basis for determining budgeted travel costs (mileage, subsistence, etc).

Executive Director - Travel to 13 offices, each twice per year, at average mileage of 250 miles per round trip; 26 trips (50% overnight); 11¢ per mile;  $26 \times 250 \times 11 = \$715.00$ . 13 trips x 1 day x \$25 = \$325.00; 13 x \$10 per diem = \$130.

Executive Director - Travel to 3 meetings of National Association of Prosecutor Training Coordinators, outside the state at average coach plane fare and ground transportation, \$175 = \$525; 4 days each at \$25 per diem = \$300.

Executive Director or Assistant Executive Director - Travel to 2 out-of-state conferences; 2 x 4 days at \$25 per diem = \$200; 2 x \$175 (average coach plane fare with ground transportation) = \$350 (e.g., National College of District Attorneys/ National District Attorneys Association).

Executive Director or Assistant Executive Director - Travel to 4 intra-state conferences (e.g., non-session legislative committee hearings, District Attorneys Association general meetings or committee meetings; other agency meetings) =  $4 \times 2 \text{ days} \times \$25 \text{ per diem} = \$200$ ;  $4 \times 250 \text{ miles} \times 11¢ \text{ per mile} = \$110$ .

Total \$2,855.00

- e. Supplies and Operating Expenses - List items within this category by major type and describe basis for determining budgeted costs.

Rent = 600 square feet at \$7.00 per square foot = \$4,200.

Postage = About 10 oz. mail per month to each of the prosecutors and assistant prosecutors, etc. (approximately 60) at 8¢ bulk or first class; 200 letters per month regular correspondence at 8¢ each -- \$1,000.

Telephone - \$100 per month; \$1,200 per year.

4 Filing Cabinet -- \$400.

Supplies -- paper stock, tapes, film, storage boxes, binders, correspondence, etc. -- \$2,000.

Printing - \$2,000 (cards, letterhead, correspondence, materials not reproduced by copier or duplicator).

Total \$11,700.00

I.D.# \_\_\_\_\_

APPLICANT \_\_\_\_\_

f. Consultants and Contracts - Describe items within this category in detail to identify and substantiate budgeted costs. Include construction costs in this category.

Audit Expenses -- for a Certified Public Accountant to conduct a review of CJC funded expenditures each quarter for the first three quarters and a full audit at the end of the fiscal year -- \$500.

Briefing Consultants -- To provide information for survey; 13 trips to District Attorney's offices, 3-man staff meetings, for one day at average salary of \$25 per day -- \$975.

13 trips - 3-man staff meetings - 2 days each - at average salary of \$25 per day -- \$1,950.

To provide information for newsletter and articles for publication; contributions, based on past experience, for newsletter produced once every two weeks (26 times per year) at an average of 3-man days per newsletter; 78 days x \$25 average salary -- \$1,950.

New Mexico District Attorneys Association -- 4 officers (President, Vice President, Secretary, Treasurer) 20 days each at average salary of \$25 per day -- \$2,000; 9 members at average of 10 days each at average salary of \$25 per day - \$2,250.

Total \$9,625.00

11. Type the Name, Title, Address and Telephone Number of the Project's Financial Officer:

Treasurer  
New Mexico District Attorneys Association

12. Type the Name, Address, Telephone Number of Applicant Unit of Local Government and Name of Party Authorized to Submit Application for Applicant:

New Mexico District Attorneys Association  
President, Ernest Williams

13. Signature of Party Authorized to Submit this Application and Date of Signature:

\_\_\_\_\_

NATIONAL DISTRICT ATTORNEYS ASSOCIATION TRAINING SEMINAR

QUESTIONNAIRE

The National District Attorneys Association wishes to have your appraisal of the Prosecutors Seminar. We would appreciate your cooperation in aiding us by evaluating this course. Your evaluation will be confidential; your identity will not be revealed unless we have your permission. For statistical purposes we would appreciate your signature. Your answer will affect other seminars to be held around the country.

1) Name \_\_\_\_\_ May we quote you? Yes No

2) Address \_\_\_\_\_

3) Year first admitted to the bar \_\_\_\_\_

4) Length of service as a prosecutor \_\_\_\_\_

5) Do you engage in the private practice of law in addition to your duties as a prosecutor?

6) If the answer to #5 is "Yes", approximately what percentage of your time is devoted to each:

\_\_\_\_\_ % Prosecutor \_\_\_\_\_ % Private Practice

7) What is your estimation of the general quality of the program?

Outstanding Excellent Good Fair Poor

8) What is your estimation of the following phases of the program?

Lectures: Outstanding Excellent Good Fair Poor

Panels: Outstanding Excellent Good Fair Poor

9) Were the speakers well prepared? Yes \_\_\_\_\_ No \_\_\_\_\_

10) Did the speakers adequately present their topics? Yes \_\_\_\_\_ No \_\_\_\_\_

Why?

11) How much value will the program be in your work?

Great Considerable Moderate Little None

12) Would you recommend this seminar to another prosecutor? Yes \_\_\_\_\_ No \_\_\_\_\_

Why?



13) What were the highlights of the seminar?

14) What topics were of most interest?

15) What topics most needed?

16) What subjects were not covered that you would like to see covered?

17) What is the proper length in days?    5    4    3    2    1

18) What is the proper length per day?    9-5    9-4    8-5    8-4

19) Were your accommodations adequate?    Yes \_\_\_ No \_\_\_  
Why?

20) Was your food?    Yes \_\_\_ No \_\_\_

21) How often should such a seminar be held?

Every year \_\_\_\_\_ Every two years \_\_\_\_\_ Every three years \_\_\_\_\_ Other \_\_\_\_\_

22) Where is the best place to hold such a seminar?

Capital \_\_\_\_\_ Large city \_\_\_\_\_ Other \_\_\_\_\_

23) Would you like to see this type of seminar conducted again?

Yes \_\_\_ Why?

No \_\_\_ Why?

24) Whose responsibility do you think it is to present this type of seminar?

NDAAs/                      State Prosecutors Association/                      Attorney General

25) Did you find the materials distributed of value?

Outstanding    Excellent    Good    Fair    Poor

26) What material will be of most value?

27) What material will be of least value?

Signature \_\_\_\_\_

**END**