

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: June 8, 2018

To: Theodore Lipscomb, Sr. Chairman, County Board of Supervisors

From: Joe Lamers, Budget Director, Department of Administrative Services

Subject: Creation of 3.0 FTE Position of Paralegal in the District Attorney's Office

REQUEST

The District Attorney is requesting the creation of 3.0 FTE Paralegal's in the District Attorney's office, job code 00086162 (existing), pay range 19Z2, to continue to implement the MacArthur Foundation Safety and Justice Challenge Phase II.

BACKGROUND/ANALYSIS

On April 13th, 2018, members of the Milwaukee Safety & Justice Challenge (SJC) Administrative Team met with representatives of the MacArthur Foundation (the Foundation). During that discussion the Foundation requested a revised budget and memo, explaining the new allocations to support SJC strategies at Milwaukee County.

Outlined in the report is the District Attorney's commitment to the Foundation and the request to the Milwaukee County Board of Supervisors for three additional full time paralegals in order to alleviate workload and bolster capacity in three areas: Early Intervention (EI), Domestic Violence (DV) and Post Booking Stabilization (PBS). The Paralegals will share the following three primary responsibilities:

- Assume victim notification, information gathering, and case monitoring responsibilities from the PBS attorney. This will increase the program capacity, allowing the attorney to review more cases and divert more people through PBS.
- Support case management and monitoring for the DV Deferred Prosecution Agreement (DPA) strategy. This will include gather defendant updates from batterers intervention programs, providing progress reports to the courts, and compiling DV DPA outcome data. This will provide case management and oversight to facilitate agreement compliance, while participants are out of custody.
- Assist the DA's office with EI review. Following the risk principle for release, EI paralegal will flag cases that are eligible for earlier release and likely reduce recidivism.

By adding these positions, the Milwaukee County DA's office can provide coverage seven days a week and expand its capacity. The Courts, through the MacArthur Foundation Safety and Justice Challenge Phase II, are providing \$315,000 over an 18 month period from approximately July 2018 to December 2019, for the salaries and fringe benefits of three new positions of paralegal in the District Attorney early intervention and domestic violence units. The courts, through the Foundation, are also funding \$3,900 costs, of a desktop and software for each of the three new paralegals. Creation of the three positions will have no tax levy impact because of the offsetting revenue from the courts MacArthur grant.

Two paralegals will be assigned to the early intervention unit, and the third will be assigned to the domestic violence unit. The goal is reducing unnecessary incarceration and identifying early in the criminal justice process offenders whose criminal risk could be safely managed through community based programming.

FISCAL NOTE

Creation of the three new positions would increase expenses by roughly \$104,444 for the rest of 2018. This number includes salary, fringe, social security, and the 1% increase as of pay period 14.

Position Requested	2018 Cost
Three Paralegal	\$104,444
Total (includes fringe and SS)	\$104,444

RECOMMENDATION

The Department of Administrative Services – Performance, Strategy and Budget recommends that the request to create 3.0 FTE Paralegals, be approved.



Joe Lamers
Director, Office of Performance, Strategy, and Budget