

I am requesting overtime approval (of up to \$15,000 to be paid for from existing DA salary surplus) for the following critical project:

Problem:

We have an unprecedented backlog of both felony and misdemeanor cases to be entered into Odyssey and from Foray, the electronic evidence submission software law enforcement agencies now utilize to “file” their cases with us. The backlog is concerning because a prosecuting attorney cannot review cases until they are entered into Odyssey. Decisions on whether to file a case, refuse or return a case cannot be made. Jail cases and cases reaching limitations cannot be determined until the cases are entered into Odyssey.

Staff shortages have exacerbated the problem. Prior to electronic filing, our largest backlog of paper cases waiting to be entered into Odyssey was around 300 cases. The current Felony backlog is 1,500 cases and the current Misdemeanor backlog is 1,600 cases.

There are several reasons for this backlog, which are more fully outlined in our budget write up and exhibit for a new intake secretarial position. (Exhibit 4 &5) In summary, the reasons are as follows:

1. Foray allows 24 hour, 7 day a week filing for agencies, where our staff can only enter cases 8 hours a day, 5 days a week.
2. It takes longer to enter electronic cases into Odyssey than paper cases.
3. There is training required and a learning curve for entering cases, which cause us to get behind.
4. Staff shortages have exacerbated the above factors.

Solution:

The long-term solution is the creation of another staff position. Even if a staff position is approved and filled next October, it will be almost impossible to dig out of this backlog without help.

As the attached Salary Surplus Exhibit (Exhibit 1) shows, our office has a budget salary surplus created by staff shortages in excess of \$500,000.

As the attached Cost Calculation Exhibit (Exhibit 3) shows, if staff is authorized to enter cases into Odyssey as part of an overtime program, we estimate a cost of approximately \$11,732. We have a sufficient salary surplus to fund this overtime project and eliminate the backlog of Felony and Misdemeanor Intake cases.

My staff came up with a set of Guidelines for the project, which are in accordance with Collin County polices. (Exhibit 2)

Time Frame:

2-4 months, depending on participation.

Cost:

I am asking for authorization for \$15,000 in overtime for this project. The rough calculations show it would cost \$11,732, but this is based on healthy participation in the program by entry-level employees and on current filing rates. Filings are on the rise, and we may need to bring in more Legal II staff if entry-level staff do not participate.