



**THE OFFICE OF CRIMINAL DISTRICT ATTORNEY**  
**GREG WILLIS**

## **MEMO**

**TO:** Collin County Commissioners

**FROM:** Greg Willis *GW*

**DATE:** November 13, 2025

**RE:** **Budget Amendment to Authorize Overtime Pay from Surplus Budgeted Salary for Intake Backlog**

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### **Summary:**

I'm requesting authorization for a \$15,000 budget amendment to fund temporary overtime for Intake staff, paid from existing DA salary surplus, to clear a growing backlog of electronic case filings awaiting entry into Odyssey. Staff vacancies, retirements, and maternity leave have left Intake short-handed, and the backlog has grown from roughly 150 to over 700 cases, with 100 new cases added weekly. Overtime will let us keep prosecutors reviewing time-sensitive cases - especially jail, domestic-violence, and statute-limited cases - until new hires are trained in about seven weeks. I am requesting the Court to authorize a Budget Amendment that would fund DA overtime in the amount of \$15,000 from DA surplus budgeted salary in order to reduce the growing Intake backlog.

### **Surplus Salary:**

Since the start of the FY2026 Budget year, my office has had open positions and under-hired positions which have created a surplus in our budgeted salary.

**Staff Shortages:**

My office does not usually experience a high turnover rate in secretarial staff, but in the last five months I have lost 4 staff members to either retirement, relocation, or job change, while at the same time had multiple staff members out on maternity leave. With the requisite promotions and re-assignments needed to cover these positions, my Intake staff positions have been hit the hardest.

**Intake Backlog:**

Due to these staffing shortages, the electronically filed cases from law enforcement which are waiting to be entered into the Odyssey system have risen from an average of 100-150, to over 700, with 100 cases being added to this backlog each week.

**Reasons for Concern:**

Prosecutors cannot look at and review cases until they have been entered into the Odyssey system. These backlogged cases include jail cases, cases with statute of limitations issues, domestic violence cases, and other cases which need to be prioritized. We cannot identify these issues or prioritize these cases until they are entered into the Odyssey system for prosecutor review.

We have been interviewing candidates to fill these positions, but expect that it will be another seven weeks before candidates are hired, working, and fully trained. Until then, this overtime project is needed to help my office catch up and stay caught up on new cases filed by law enforcement.

End of Memo