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**MEMORANDUM**

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**TO:** TAMMY BATES -PERSONNEL AND FINANCE COMMITTEE  
**FROM:** KEB/ ALPENA COUNTY PROSECUTOR'S OFFICE  
**SUBJECT:** CRIME VICTIM RIGHTS ADVOCATES  
**DATE:** 8/15/2019  
**CC:** KRISTEN FRIES

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**CRIME VICTIM RIGHTS PART-TIME ADVOCATE**

Julie Jackson is the part-time crime victim advocate for the Office of the Prosecuting Attorney. She earns \$15.35 hourly and is scheduled for 20 hours weekly. The 2019 Crime Victim Rights Grant is able to financially sustain both the full and part-time advocate positions through the end of the grant year (September 30, 2019). However, due to the full-time advocate's scheduled pay increase May 2020, the grant will not sustain both positions as they currently stand.

While budgeting for the 2020 CVR Grant, it was necessary to cut the part-time advocate's hours 2.5hrs per week to remain in compliance with the allocated funding amount. This poses a problem for the execution of Crime Victim Rights daily tasks and operation of the Office of the Prosecuting Attorney.

This position is necessary to assist the full-time advocate and cover the front desk to help free up legal secretarial staff for other tasks.

The Prosecuting Attorney has funds in the current year's overtime line item which can be used to offset the shortage in the Crime Victim Rights grant for next year. We request permission to transfer \$2,000 from the overtime budget so that we may keep the part-time crime victim advocate at 20 hours per week in 2020. These monies will be expended prior to the new fiscal year and do not require the additional allocation of any financial resources by the County.

**Action Items**

1. Permit the transfer of \$2,000 from the overtime line item 101-229-706.000 to 101-309-702.000.