

UTAH PROSECUTION COUNCIL MEETING AGENDA

Wednesday, April 15, 2015, 10:30 a.m.

Salt Lake District Attorney's Office
111 E. Broadway, Salt Lake City, UT
5th Floor Conference Room

- I. Welcome and Approval of the minutes from the January 9, 2015 meeting. *Tab A*
- II. UPC Update, Current Issues, Issues to be Addressed and Summary of Events - Bob
 - A. Completed Conferences
 1. New County Attorney
 2. Mental Health
 - B. Upcoming Conferences - Bob and Marilyn
 1. Spring Conference
 - a. April 15, 2015, Sheraton, Salt Lake
 - b. Agenda, *Tab B*
 2. Remainder of Year, *Tab C*
 3. Regional Updates, *Tab D*
 - C. Logo - Bob
 1. New Logo *Tab E*
 - D. Webpage - Debut during Conference
- III. Financial Report - Bob
 - A. Surcharge FY15, *Tab F*
 - B. Comparison Report FY 15, *Tab G*
 - C. Detailed Expenditure Report, *Tab H*
- IV. U.C.A. 51-9-406
- V. Case Management - Bob
 - A. Summary of events
 - B. Grant Application *Tab I*
- VI. PIMS - Ron
- VII. Offense Table

- VIII. Training Committee Report - Steve
- IX. UPAA Report - Chris Stevens, UPAA Chair
- X. Staff Attorneys Activity Reports
 - A. Donna: *Tab J*
 - B. Ed *Tab K*
 - 1. Offense Table
- XI. Utah Prosecutor Policy Advisory Committee (UPPAC) (Best Practices Committee) - Bob, Mark Thomas
- XII. Review of Bob's First Year
- XIII. Other Business
- XIV. Employee incentive awards *Tab L*
- XV. Closed door to discuss incentive award?
- XVI. Next Meeting:
- XVII. Adjourn

Director's Summary of UPC Agenda Items

- I. Welcome and Approval of the Minutes.
 - A. See the enclosed minutes from the September 10, 2014 meeting. *Tab A*
- II. UPC Update, Current Issues, Issues to be Addressed and Summary of Events - Bob
 - A. Completed the following conferences:
 1. New County Attorney Conference
 - a. In attendance:
 - (1) Emery County - Mike Olsen
 - (2) Kane County - Robert Van Dyke
 - (3) Millard County - Pat Finlinson
 - (4) Rich County - Gary Heward
 - (5) San Juan County - Kendell Laws
 - (6) Summit County - Robert Hilder
 - (7) Tooele County - Scott Broadhead
 - (8) Wayne County - LeEllen MacCartney
 - (9) Weber County - Christopher Allred
 - b. Unable to attend:
 - (1) Piute County - Scott Burns
 - c. Good comments, especially appreciated the civil portions.
 - d. Governor Herbert, General Reyes and Acting U.S. Attorney Christensen were able to speak to attendees.
 - (1) John Huber, US Attorney designee came as well.
 2. Mental Health
 - a. 30+ attendees
 - b. State Hospital was good location: free
 - (1) Would not be able to accommodate more than 45 attendees
 - (2) Had to bring in lunch but provided opportunity for Ethics during lunch.
 - c. Mental health professionals were excited to work with us. They appreciated the opportunity to train prosecutors. While some of the questions were difficult or challenging, it opened up a good dialogue.
 - d. There were issues that could not be resolved or were not addressed. Good feedback on topics for future conference.
 - e. Has potential for becoming regular conference but not in February. Will need to look at overall training calendar. Training Committee is aware of these issues.

B. Upcoming Conferences

1. Spring Conference
 - a. April 15, 2015, Sheraton, SLC
 - b. Agenda: *Tab B*
 - (1) Everything ready..
 - (2) Boyden warned to wear a bullet proof vest when presenting HB 348.
 - c. Special thanks to Mark Nash for formatting, compiling, indexing, preparing the Table of Contents of the summaries and delivering a final product.
2. Remainder of Year, *Tab C*
 - a. No Advanced Trial Practices Class. Substituting White Collar Crime instead.
 - b. White Collar Crime
 - (1) Thursday, November 5, 2015
 - (2) Veridian Center - SL County Library
 - (3) Keynote speaker: Borden Bennett, Partner at DrinkerBiddle, Washington DC firm with offices all over the country and in London. He specializes in information governance and e-discovery.
 - (a) FREE!
3. Regional Updates
 - a. See attached Brochure dates, times, *Tab D*
 - b. Two presentations in Vernal and Washington County
 - c. In the past it has been a free service. Do we need to consider charging a minimal fee?

III. Logo *Tab E*

A. UPC|Utah Prosecution Council - \$390

B. Actions I took.

1. I was provided a list of graphic design firms from the AG's finance department.
 - a. This list contained preapproved designers.
 - b. The lowest bidder charged \$47/hour. I was concerned that it would take more than 10 hours to come up with a design so looked at other options.
2. I contacted BYU graphic arts department asking about sponsoring a contest among students, offering a \$500 cash prize.
3. Received e-mail from Department Head that included a link to an article in the graphics design field discussing why it is improper to ask students to

essentially work for free. Sponsoring a contest is asking the student to spend a lot of time with no guarantee of being selected. The article discussed that the “honor” of designing someone’s logo and putting it on their resume is insufficient compensation for asking someone to work for free.

4. It was suggested that I register on their department job board and post a job announcement, which I did.
5. I asked the department head if he thought we could hire someone and get a logo for \$500 - my budget. He thought I could.
6. I received four responses to my job announcement and had the UPC staff review each applicant’s webpage to review their work.
 - a. The lowest bidder charged \$40 an hour.
7. UPC’s law clerk said that a fellow law student, Trent Lowe, was a designer and had come up with some designs. I had him send me his work.
 - a. He charged \$30 an hour.

C. UPC Staff Review of Applicants

1. We reviewed all the applicants and their work. There were two strong contenders, Trent and a BYU student.
2. We liked the font used by the BYU student but liked Trent’s work a little better. We set up a meeting with Trent.
 - a. He suggested a couple different actual logos but as a staff we liked what he did with our initials in creating the look of a logo.
 - b. We all agreed that we are UPC. That’s how people refer to us. We felt that that was our logo, instead of some symbol.

D. Meeting with Trent

1. He met with UPC staff and we discussed terms of our agreement. He then worked through a couple different designs, refining what he had proposed with what we wanted. He agreed to develop:
 - a. Two versions of our log for use on our webpage.
 - b. Header/footer for our letterhead.
 - c. Business cards.
 - d. Logo for imprinting on SWAG.
2. We showed him our webpage and he offered suggestions on how to modernize it, how to incorporate the proposed logo into what Ron was working on.
 - a. He came back and spent two hours helping us refine our webpage.

E. Final product

1. We’re pleased with what he came up with
2. He’s been great to work with.

- F. UPC Webpage
 - 1. Beta Test
 - a. Got good feedback from several people.
 - b. Ron's made dozens of changes and worked very hard. He has the technical skills to develop the page but laments not having a designer's eye. He's done a great job.
 - 2. It is clearly a work on progress as we don't have everything we want or need.
 - 3. Will continually be looking for feedback on ways to improve.
 - 4. Motion Bank
 - a. The question was asked that if we announce that we have a Motion Bank will defense counsel file GRAMA requests to get copies of what we have.
 - b. Spoke with one of the AG's who handles offices GRAMA requests. He agreed that it was possible we'd receive GRAMA requests for whatever Motions we have. However, how likely is that to happen? Do other public agencies/offices get GRAMA requests. In the end the risk is probably outweighed by the benefit of making them available.
 - c. Right now it's a moot point as only two Motions/Memos have been submitted.

IV. FY 15 Financial Report - Bob

A. Surcharge Report *Tab F*

- 1. Monthly totals

a.	Jan 15: \$47,485.39	Jan 14: \$41,396.08
b.	Feb 15 : \$48,282.88	Feb 14: \$ \$44,355.51
c.	Mar 15: \$52,186.65	Mar 14: \$62,952.91

B. Comparison Report - Budget vs Actual, see attached *Tab G*

- 1. PIMS Income
 - a. In the hopes the we would get a case management system and/or that more users would leave PIMS, I underestimated the amount of income we would receive.
 - b. PIMS User Fees: \$56,753.00
- 2. Conference Materials
 - a. Embroidery fee for shirts was more than expected. Hoped to have them before Spring but with the lateness of getting the logo, getting the logo to the vendor, etc., they have not arrived.
- 3. Training Committee: huge expense for mileage since the meeting was in St. George.

4. Out of State Travel
 - a. Need to readjust what grants paid.
 - b. December NAPC meeting cost more than expected.
5. TOX-E is mini grant Ed applied for and received for developing training materials on packaging samples for the toxicology lab.

C. Detailed Expense Reports for New County Attorney and Mental Health. *Tab H*

1. New County Attorney

a. Budgeted:	\$2,000.00
b. Expenses:	<u>\$1,768.73</u>
	\$231.27
2. Mental Health 101

a. Budgeted:	\$0.00
b. Registration Fees:	\$2,250.00
c. Expenses:	<u>\$1,026.92</u>
(1) Net:	<u>\$1,223.08</u>

V. 51-9-406. Victims of Domestic Violence Services Account established -- Funding -- Uses.

(1) There is created a restricted account in the General Fund known as the Victims of Domestic Violence Services Account.

(2) (a) The Division of Finance shall allocate to the Victims of Domestic Violence Services Account from the collected surcharge established in Section 51-9-401:

- (i) 4% for the Division for Domestic Violence Services, but not to exceed the amount appropriated by the Legislature; and
- (ii) **.5% for the Office of the Attorney General**, but not to exceed the amount appropriated by the Legislature.

(b) *The attorney general shall use the allocation for training municipal and county attorneys in the prosecution of domestic violence offenses.*

- A. Surcharge allocation YTD: \$67,783.46.
- B. Once Donna came to UPC the AG's office essentially quit training municipal and county attorney's on DV issues.
 1. In the last year there has been limited AG involvement in DV training.
 - a. Helped Donna edit DV 101 manual.
 - b. Stalking presentation in Ogden/Davis County.
- C. There has been discussion that if AG provides UPC with some of these funds that Donna will be required to assist AG with their DV cases.

1. She has assisted AG's office on Motions/Memo's, provided expert advice, etc. but does not have time to handle actual case load, if that becomes the request.
- D. Proposed use of funds would include funding DV Bootcamp - similar to Basic, pay portion of Donna's salary, acquire and provide DV related tools to prosecutors.

VI. PIMS

- A. PIMS will continue to be supported in its current format.
- B. Ron will install it for any jurisdiction that requests.
- C. He continues to monitor and fix any bugs that arise.
- D. PIMS should remain viable option for 3-5 more years.

VII. Case Management

- A. Summary of events
 1. Meetings with Rep Hutchings
 - a. Met with him three times during session. Each time he conveyed sense that he could find additional money for UPC's request.
 - b. Last meeting occurred approximately a week before the end of the session. At the meeting was Brian Tarbet, Spence Austin (on the phone), Wade Farroway, Gary Crane, me and Rep Hutchings.
 - c. Brian and Spence made it very clear that the AG and UPC were separate when it came to seeking funds. Because the AG's office has no case management system for the largest law firm in the state they could not allow UPC's request for funds jeopardize their request for funding. Brian did state that the AG's office supports UPC's mission but their priority was getting the case management system for their office.
 - d. I made it clear that all along UPC had no intention of jeopardizing the AG's ability to get funding. I reminded everyone that from the very beginning, from the first time I met with Rep Hutchings, UPC's request for funding included the AG's office but now the requests had become bifurcated.
 - e. Hutchings understood the AG's need but also recognized the need for all prosecutors to be on the same page.
 - f. Again, he implied that there would be funding for the AG's office as well as some extra funding for UPC.
 - g. The final days of the session I contacted Rep Hutchings handler and set up a phone call that never happened.

2. Funding from CCJJ
 - a. I had been told by one of the staffers that there might be grant money left over after the session that could be diverted to UPC.
 - b. That is no longer an option.
 - c. CCJJ's mandate from the Governor's office is that any unappropriated grant funds will be used to fund HB348.

- B. Grant Application, *Tab I*
 1. Applying for \$500,000 under CCJJ's application for funds for the FY2015 National Criminal History Improvement Program (NCHIP)
 2. If awarded, would have to match 10% in cash or kind.
 - a. In the grant stated that those counties and cities who received the program under the grant would be required to pay a percentage of the match.
 - b. Also indicated that we would have an IT person help with questions, training, etc. but would not be paid by the grant.
 3. Realistically, there is a slim chance that we will get \$500,000 or even anything but I was encouraged to submit a request.

- C. Lessons learned
 1. I should have camped out on the hill but don't know if it would have done any good.
 2. Speculation: the funds that Rep Hutchings thought he could tap into are being diverted to fund HB348 and/or prison relocation.

- D. Journal Technologies, formerly New Dawn
 1. Their sales rep, Shaw Moser, contacted me hoping I would be the POC for negotiating a statewide contract on behalf of the counties and cities. He said that he's heard that counties and cities felt that Journal Technologies was not willing to work with individual jurisdictions so he drafted a letter he wanted to send to the counties and cities.
 2. Thankfully sent it to me first for review. He wrote that Journal Technologies was working with me and UPC to come up with a solution that would provide for a collective contract.
 3. I thanked him for sending me the letter for review as I/UPC would not be doing what he was suggesting in his letter. His letter implied that UPC and Journal Technologies had already reached an agreement, which we have not.
 4. I told him I couldn't be the facilitator for a state-wide contract without first going through the RFP process. I told him that I wasn't qualified to negotiate such a contract nor was I/UPC willing to be the funnel through which individual jurisdictions would pay their bill to Journal Technologies.

5. I told him that I would pass on to the Council their desire to enter into some sort of collective agreement with those counties and cities who were still interested in purchasing their product.

E. Tooele County has just entered contract with Karpel.

VIII. Offense Table

A. PIMS

1. UPC/Ed - will continue to update the offense table for as long as PIMS is supported

B. Other Case Management System

1. My ***STRONG*** opinion is that it is not UPC's responsibility to update the offense table for third party vendors.
2. But what about allowing those jurisdiction to copy our offense table and paste it into a third party product?
3. What are agencies that have already purchased third party software doing in terms of the offense table?

IX. Training Committee Report - Steve Garside

A. In addition to what Steve may report, Janise Macanas from the AG's office and represented Greg Ferbrache. She had several excellent suggestions:

1. For Advanced Trial Skills hold several different tracks, similar to what the Bar does to address specific interests or needs.
2. 1-hour video brown bag seminars monthly or at least regularly.
 - a. David Cole echoed, stating he does this for NDAA and it is easy to do and very effective. He uses Go To Meetings. UPC has a subscription for this service.
 - b. Topics were discussed. We just need to put together a schedule and topics.

B. Rich Hamp, SLDA, new training coordinator. Very anxious to work with UPC as much as possible.

X. UPAA Report - Chris Stevens

A.

XI. Resource Prosecutors Reports

A. Donna, *Tab J*

B. Ed, *Tab K*

XII. Utah Prosecutor Policy Advisory Committee (UPPAC)

A. The name was selected by the committee instead of "best practices." It reflects that the committee is "advising" on "policy" issues. Not making mandates.

- B. We had our first meeting Monday, April 6, 2015. Bob Church will be the chair for the first year, but in a non-voting capacity.
- C. The following are voting members of the committee:
- D. First meeting, Monday April 6, 2015
- E. Executive Committee (EC), Bob Church - Chair (nonvoting)
 - 1. Voting Members
 - a. Mark Thomas - Uintah, UCDAА
 - b. Ryan Robinson - WVC
 - c. Julia Thomas - Utah
 - d. AnnMarie Howard - Juab
 - e. Marlesse Jones - Layton
 - f. Matt Bates - Summit
 - g. Robert Cosson - St. George, UMPA
 - 2. Non-Voting Members
 - a. UCDAА chair elect, past chair
 - b. UMPA chair elect, past chair
 - 3. In order to get buy-in from UCDAА and UMPA, it was decided to include the Chairs of those organization as voting members. It helps that Mark is the current chair. It was also decided to include the chair elects, as non-voting members, so they can get a feel for the committee before becoming a voting member. Once their Chair term is over, they'll be invited to stay on in a non-voting, advisory role.
 - 4. Currently members will serve four year terms. The committee voted to address this issue in two years and look at ways to stagger the terms.
- F. Four Areas of Focus/Subcommittees
 - 1. *Brady/Giglio*
 - 2. Body Cameras
 - 3. Officer Involved Shootings
 - 4. Ethics
- G. EC Members are assigned to each focus area and are responsible for establishing a subcommittee. The subcommittees will be tasked with becoming experts in these areas and develop policies in those areas that the EC will then vote on to whether recommend them to the prosecutors in the state.
 - 1. The EC must vote unanimously before it makes any recommendations.
 - 2. Those recommendations are just that, recommendations. There will be no requirement that every office adopt the recommendation.
- H. Meetings
 - 1. The EC meets again June 4, 2015.
 - a. Will review assignments and see where we're at.
 - b. Continue to develop policies, guidelines.
 - 2. Open Meetings
 - a. The EC will hold open meetings where any interested party may attend and share ideas.
 - b. The subcommittees will make recommendations during these open meetings.
 - c. The EC will then meet separately to discuss the recommendations

and can do any number of things, including:

- (1) Adopt recommendation and publish to entire state;
- (2) Request more information, make additional assignments to subcommittees;
- (3) Not approve.

Review of Bob's First Year

- I. Conferences
 1. Successfully navigated through all the conferences.
 2. Comments from UMPA, Fall and Civil were that 2014 were best conferences in a long time.
 3. Added Mental Health and White Collar Crime.
- J. As I traveled to various conferences I was able to meet with at least half of the County Attorney's in their offices. I also met with many city prosecutors.
- K. Oversaw the development of our new webpage with many new features.
- L. Oversaw the development of our new logo.
- M. Updated office equipment allowing staff to be more mobile - take their computers and files with them.
- N. Oversaw the dispersal of funds via the John R. Justice (JRJ) grant, \$56,059.00.
 1. There have been continuing issues with last years grants and we still haven't been able to close out the grant. All information requested from the grant manager has been provided. We're simply waiting on them.
 2. Managing the grant has taken up quite a bit of my time.
- O. Applied for and have been provisionally awarded another JRJ grant, \$31,871.00 However this year's amount is quite a bit less.
- P. Tried to get funding from the state for a case management system. Met with Rep Hutchings five times. Met with Spence Austin, Brian Tarbet, Wade Farroway, Gary Crane, Roger Tew, Blake Nakamura, representatives from Salt Lake County, Steve Garside, Paul Boyden, Scott Morrill and many others in the state. Also met with representatives from Journal Technologies (formerly New Dawn) and Karpel. Appeared before the Appropriations Subcommittee in November.
- Q. Budget. Have learned many lessons, i.e. need to reduce the amount of Donna's grant to account for yearly decrease, underestimated a few things. QuickBooks is the program we use and it has many nuances that I still haven't grasped despite taking a class. It has more features than UPC needs so have considered looking at programs more tailored to what we do.
- R. Navigated personnel issues in relation to UPC's role in the AG's office.

- S. Established a best practices committee, Utah Prosecutor Policy Advisory Committee (UPPAC).
- T. Quickly established a presence among peers in the National Association of Prosecutor Coordinators. Was asked to help moderate a discussion at my second meeting. Volunteered to host the National Conference in Utah during 2017.

XIII. Other Business

XIV. Employee Incentive Awards *Tab L*

- A. As requested by the Council, I've prepared a proposed UPC Employee Incentive Award program. It is essentially the AG's program but with additional language and provisions.
- B. There are two drafts.
 - 1. Only provides for awards for non-merit employees, employees of UPC: Bob, Donna and Ed. This is because Marilyn and Ron, being merit employees of the AG's office are eligible for nomination under the AG's program.
 - 2. Allows for awards for all UPC staff. If the Council were to adopt this version of the policy it would be with the understanding that UPC's merit employees could not be nominated for an award from the AG's office for the same work. The rationale being that Ron and Marilyn's work is viewed by UPC clients more readily than other employees of the AG's office.
- C. Cash awards would only be given if there are funds.
- D. Administrative days are also an option.

XV. Closed Door to Discuss Incentive Awards?

XVI. Next Meeting:

- A.

XVII. Adjourn

Tab A

UTAH PROSECUTION COUNCIL
Friday, January 9, 2015
Utah Association Counties
Murray, Utah

PENDING MINUTES

UPC : Stephen Foote, Chair, Duchesne County Attorney
Steven Garside, Chair-elect, Layton City Attorney
Paul Bitmann, Cedar City Attorney
Jann Farris, Morgan County Attorney
Sim Gill, Salt Lake District Attorney
Barry Huntington, Garfield County Attorney
Kelly Sparks, Deputy Director of P.O.S.T (*designee of Commissioner Keith Squires*)
Christine Stevens, UPAA Chair, Millard County Attorney's Office
Scott Sweat, Wasatch County Attorney

EXCUSED: Sean Reyes, Utah Attorney General
Commissioner Lance Davenport, Utah Department of Public Safety

UPC STAFF: Bob Church, Director
Marilyn Jaspersen, Training Coordinator
Edward Berkovich, Staff Attorney
Donna Kelly, Staff Attorney
Ronald Weight, IT Director
Steven Young, UPC Law Clerk

GUESTS: Christopher Allred, Deputy Weber County Attorney
Matt Bates, Deputy Summit County Attorney
Brock Belnap, Washington County Attorney
Paul Boyden, Executive Director, SWAP
Jami Brackin, Deputy Summit County Attorney
Scott Broadhead, Tooele County Attorney
Pat Finlayson, Millard County Attorney
Scott Garrett, Iron County Attorney
Gary Heward, Rich County Attorney / Deputy Weber County Attorney
Brody Keisel, San Pete County Attorney
Mike Olsen, Emery County Attorney
Chad Platt, Deputy Salt Lake District Attorney
Scott Stephenson, Director, Department of Public Safety
G. Mark Thomas, Uintah County Attorney
Kelly Wright, Deputy Salt Lake District Attorney

I. WELCOME AND APPROVAL OF THE SEPTEMBER 10, 2014 MEETING MINUTES

- A. The Council members were welcomed and the meeting convened. Christine Stevens, UPAA Chair from Millard County was welcomed as a new member of the council. Christine replaces CeCelia Zarbock whose term as UPAA Chair ended December 31, 2014.
- B. Jann Farris moved to approve the minutes from September 10, 2014, seconded by Paul Bittman. The motion passed unanimously.

II. UPC UPDATE, CURRENT ISSUES, ISSUES TO BE ADDRESSED AND SUMMARY OF EVENTS

Marilyn Jasperson made the following report. Please reference the directory's summary for details.

A. Completed Conferences:

- 1. Fall Prosecutor Course: The conference was well received with 94 in attendance. The conference was held September 10-12, 2014 at the St. George Courtyard Marriott. Attendance was slightly down, most likely, because it was held off the Wasatch Front. The conference was budgeted at \$17,000. Expenses came to \$18,152.26. \$6,045.00 were collected in registration fees with a total of \$4892.74 to the good.
- 2. Government Civil Practice Conference: There was 60 in attendance. The conference was held October 15-17, 2014 at the Zion Park Inn in Springdale, Utah. The conference was budgeted at \$12,000. Expenses came to \$9,585.31. \$4,631.44 were collected in registration fees leaving \$7,046.13 to the good.
- 3. County Executive Seminar: This event was held November 13-14, 2014 at the St. George Dixie Convention Center. There was \$1,000 budgeted which is to cover travel costs for Bob Church and Marilyn Jasperson who attend this event. \$1096.00 was expended leaving an overage of 96.00.
- 4. Additionally, the Advanced Trial Skills Course was held November 19-21, 2014 at the Hilton Garden Inn in Sandy, Utah. \$5,050.00 was budgeted with expenses in the amount of \$4,870.00 \$2,025.00 was realized in registration fees leaving \$2,204.42 to the good.

B. Upcoming Conferences:

- 1. Newly Elected County Attorney Seminar. Will be held on January 21-23, 2015 at the West Jordan Hampton Inn. All new elected county attorneys were encouraged to attend.
- 2. Mental Health Conference:
There has been interest in providing training that addresses competency issues of people with mental or intellectual disabilities. The training will be held March 5, 2015 at the Utah State Mental Hospital. More details are forthcoming.
- 3. Spring Conference:
The annual legislative and case law update conference will be held April 16-17, 2015 at the Salt Lake Sheraton Hotel.
- 4. Remainder of Year:
 - a. Regional Updates:
The Legislative Regional Update training will hit the road again. Dates and locations are to be determined and will be announced.

- b. National Trauma Conference:
Donna Kelly reported that Utah has received national recognition regarding the Trauma Informed Response training and the protocol she and Det. Boardman developed. She stated that West Valley City implemented the trauma protocol and their prosecution case rates improved from 6% to 70%. Also, Donna and Det. Boardman have been invited to speak on the Trauma Informed Response Protocol at the National Crimes Against Women Conference to be held March 16-18, 2015 in Dallas, Texas.
Because this type of training has been so well received, Donna and Bob suggested holding a national conference on trauma and the criminal justice system with the goal of not only being informative but provide training for potential expert witnesses, along with training law enforcement and prosecutors on the protocol. Their suggestion will be made to the UPC training committee as plans begin for the 2017 training schedule. It was suggested that Bob and Donna be mindful of the proprietary implications of what has been developed here in Utah. Bob will keep the Council apprised as things unfold.
Donna announced the one day training featuring Dr. Rebecca Campbell scheduled for January 7, 2015 on "Trauma Informed Response to Sexual Assault" has been rescheduled.

- C. UPC Web Page:
 - 1. Ron is in the process of redesigning the UPC web page. He is working to improve its overall appearance, make it more user friendly, and interactive. Improvements also include making it a better resource of information such as being able to access old conference materials. He invited the Council to visit the site and welcomed any input. Beta testing will begin the end of January. It is hoped to launch the final product by April.
- D. Logo:
 - 1. After reviewing the top three logo designs, the Council agreed to hire a logo designer. Barry Huntington made the motion to authorize Bob to hire a logo designer with a budget of \$500. Steve Garside seconded the motion and the motion passed unanimously. Bob will keep the Council apprized of the product outcome.
- E. Council Members and Terms:
 - 1. The "Terms of Current UPC Members" was distributed. Barry Huntington, of Region III, term will expire April 4, 2015. Barry was contacted by six of the nine members of Region III and was voted by acclamation to remain on the council.

III. FY 15 FINANCIAL REPORT

Bob Church made the following financial report. Additional information is included in the Director's Summary

- A. Surcharge Report:
 - 1. December surcharge receipts ended at \$46,179.69. An increase of \$10,146.61 from November surcharge receipts. December 2013 surcharge receipts ended at \$37,647.53. The Council discussed if there were other ways to affect UPC's surcharge collections.

- B. Comparison Report:
 - 1. The Comparison Report through November 2014 which covered Fall Conference, Civil Conference and County Attorney Executive Seminar were reviewed.
- C. PIMS User Fees:
 - 1. PIMS income came in at \$8,858.00. Bob will continue to send out invoices. The fee still remains at \$103 per user for six months or \$206 per user the year.
- D. Detailed Expenditure Report:
 - 1. The Detailed Expenditure Report through November 2014 were reviewed.

IV. PIMS

Ron made the following PIMS report:

- A. PIMS user fees, please see above III. C.1.
- B. Ron continues to make maintenance calls. There have been no changes in PIMS users with the exception of Utah, Weber and Uintah counties.

V. CASE MANAGEMENT

Bob Church made the following case management report. Additional Summary of Events are included in the Director's Summary.

- A. State-wide Case Management Software Purchase:
 - 1. Bob and Blake Nakamura along with representatives from the Attorney General's Office had a second meeting with Rep. Eric Hutchings. Rep. Hutchings is still supportive of appropriating funds for a unified statewide case management system on a one-time basis. However, because the Attorney General's office seems to be taking a different direction, Bob will continue to meet and work with Rep. Hutchings in obtaining funding for county and city prosecutors. Bob indicated he will keep the Council up to date as things develop.
 - 2. Meeting with League of Cities & Towns:
Bob met with Gary Crane, Steve Garside and Roger Tew and discussed the best way to approach the legislature for one-time appropriation to cover the cost of patches compatible with agencies software, in particular, the e-filing patch and duplicating work. The issue is that not all agencies are using the same case management software. Bob will continue to work with the state, counties and cities to help facilitate obtaining a statewide case management software system.
- B. Updating Offense Table:
 - 1. The question was raised as to who should be responsible for updating the offense table. Is UPC to continue maintaining it or is it a SWAP responsibility? This item was tabled and will be address at SWAP.

VI. TRAINING COMMITTEE REPORT

Steve Garside, UPC Training Committee Chair gave the following report.

- A. In addition to the above report under II.B.1-4, the Training Committee will meet March 26, 2015 in Ogden for its annual Spring planning session. There has been a request to add a White Collar Crime Conference to the 2015 schedule and Train the Trainer in 2016. A planning committee has been determined and they will meet sometime in March to set the agenda. Steve will give an updated report at the next council.

VII. CCJJ/PEW Report

Jeff Buhman reported that Utah County just signed a contract with Justware. The contract allows cities to share the data base, costs for licenses, of which the cities reimburse the county. The benefits being shared data, cost savings, and more training available. Justware contracted with a third part to cover e-filing which is part of the contract price.

VIII. UPAA REPORT

Marilyn Jasperson introduced Christine Stevens as the new UPAA Chair effective January 1, 2015. She will serve as the UPAA Chair for the next two years. Christine gave the following report.

- A. The 2015 UPAA Conference was held at the St. George Courtyard by Marriott on June 24-26.
- B. The UPAA Board elected Kim Lee to remain on the Board for another term. This will be Kim's fifth term. UPAA Board members serve a 4 year term. Also, Haley Christensen was elected as UPAA Co-Chair.

IV. STAFF ATTORNEYS ACTIVITY

Donna Kelly and Ed Berkovich referred the Council to the in depth SA/DVRP and TSRP reports as outlined in the handouts.

X. CLOSED DOOR SESSION

Steve Garside made the motion to close the general meeting of the council for a closed door session. Scott Sweat seconded the motion. The motion passed was unanimously. Bob discussed Employee Incentives. The Attorney General's office has a policy to award employees of the AG's office for exceptional work. Bob had nominated Donna for an award but it was rejected because Donna is not an employee of the AG's office. Because Bob, Donna and Ed are employed by UPC, not the AG's office, the AG's policy does not include them. Bob was instructed to draft a proposed UPC Employee Incentive Award policy and present it at the next meeting.

XI. NEXT MEETING:

Wednesday, April 15, 2015
10:30 a.m.
Salt Lake District Attorney's Office

V. ADJOURN

Tab B

Utah Prosecution Council

2015 SPRING CONFERENCE

APRIL 16-17, 2015

Annual Legislative &

Case Law Updates & More



Sheraton Salt Lake City Hotel

150 West 500 South

Salt Lake City, Utah

REGISTRATION FEE

\$75.00 - Public Employees

\$150.00 - Private Employees

Utah Prosecution Council
PO BOX 140841
Salt Lake City, Utah 84114-0841

2015 SPRING CONFERENCE REGISTRATION FORM

NAME: _____

AGENCY: _____

ADDRESS: _____

PHONE NUMBER: () _____

EMAIL: _____

BAR #: _____ (If Applicable)

To register online go to www.upc.utah.gov

You may fax your registration form to 801-366-0204.

Mail your registration fee of \$75 for public employees or \$150 for private employees to Utah Prosecution Council at the above address.

State employees may pay by IAT by providing the following information

Fund _____ Agency _____ ORG _____ APP Unit _____ Object _____

Activity _____ Category _____ Project _____

Any questions contact Marilyn Jaspersen at 801-366-0202 or mjaspersen@utah.gov

Please download or print your copies of the conference materials prior to the event in order to avoid possible spotty internet reception. No hard copy material will be available at the conference.

Thursday, April 16th:

- 8:30 Registration Desk Open
- 9:00 Welcome and Administrative
- 9:10 Case Law Update
 - ~ Laura Dupaix - Chief, Criminal Appeals Division, Utah Attorney General's Office
 - ~ Matthew Bates - Deputy Summit County Attorney
- 12:00 Lunch - on your own
- 1:30 Case Law Update - continued
- 4:00 Civility Presentation
 - ~ The Honorable Thomas Low - Fourth District Court Judge
- 5:00 Adjourn

Friday, April 17th:

- 8:00 Registration Desk Open
- 8:30 2015 Legislative Update
 - ~ Paul Boyden - Executive Director, SWAP
 - ~ Steven Garside - Assistant Layton City Attorney
 - ~ Chad Platt - Deputy Salt Lake District Attorney & Chair, SWAP- Legislative Affairs Committee
- 11:10 An Update from the Board of Pardons
 - ~ Clark Harms - Utah Board of Pardons and Parole
- 12:10 Lunch - provided
 - Luncheon Speaker
 - "Do No Wrong" Ethics Presentation
 - ~ Robert Church - Director, Utah Prosecution Council
- 2:00 Adjourn

LODGING ACCOMMODATIONS

Sheraton Hotel

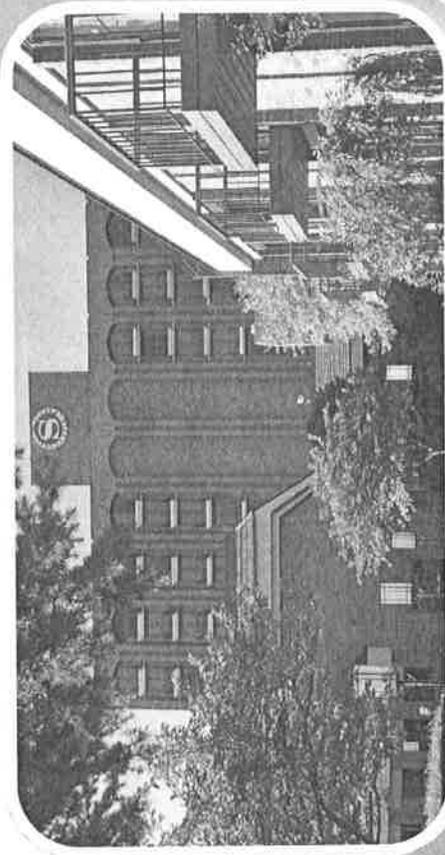
150 West 500 South

Salt Lake City, Utah

801-401-2000

Ask for the UPC rate of \$95.00

Make reservations by March 27, 2015



**MCLE 10 Hours - Includes 1 Hour of Ethics and
1 hour of Civility and Professionalism**

All conference materials will be posted online by March 27th.

The website is www.upc.utah.gov

Please download or print your copies of the conference materials prior to the event in order to avoid possible spotty internet reception. No hard copy material will be available at the conference.

Tab C

2015 TRAINING SCHEDULE

UTAH PROSECUTION COUNCIL

Jan. 21-23	NEW COUNTY ATTORNEY SEMINAR	WJ Hampton Inn
March 5	Mental Health Training	Utah State Hospital
April 16-17	SPRING CONFERENCE <i>Legislative and case law updates, civility/professionalism and more</i>	Sheraton Hotel Salt Lake City, UT
April & May	REGIONAL LEGISLATIVE UPDATES	23 Locations around the state
June 8-10	CJC/DV CONFERENCE For anyone who has a role in DV or Child Abuse Cases	Snowbird
June 24-26	UTAH PROSECUTORIAL ASSISTANTS ASSN. ANNUAL CONFERENCE <i>Training for para-legals and secretarial staff in prosecutor offices</i>	Courtyard by Marriott St. George, UT
August 6-7	UTAH MISDEMEANOR PROSECUTORS ASSN. SUMMER CONFERENCE <i>Training for city prosecutors and others who carry a misdemeanor case load</i>	Moab Valley Inn Moab, UT
August 17-21	BASIC PROSECUTOR COURSE <i>Trial advocacy and substantive legal instruction for new prosecutors</i>	University Inn Logan, UT
September 16-18	FALL PROSECUTORS TRAINING CONFERENCE <i>The annual CLE and idea sharing event for all Utah prosecutors</i>	Park City Marriott Park City, UT
October 14-16	GOVERNMENT CIVIL PRACTICE CONFERENCE <i>Training designed specifically for government civil attorneys from counties and cities</i>	Moab Valley Inn Moab, UT
November	WHITE COLLAR CRIME CONFERENCE	Viridian Center West Jordan, Utah
November 12-13	COUNTY/DISTRICT ATTORNEYS' EXECUTIVE SEMINAR <i>An opportunity for all county/district attorneys to discuss common issues</i>	Dixie Center St. George, UT

NATIONAL DISTRICT ATTORNEY'S ASSOCIATION TRAINING

http://www.ndaa.org/upcoming_courses.html

Evidence for Prosecutors

May 4-8, 2015, Long Beach, CA

The Executive Program

June 1-5, 2015, Washington, DC.

Career Prosecutor Course

June 22-30, 2015, San Diego, CA

Prosecuting Homicide Cases

July 27-31, 2015, Minneapolis, MN

Prosecuting Sexual Assault and Related Crimes

August 24-28, 2015, location TBD

More information forthcoming!

The Digital Prosecutor

Prosecution Technology course

August 31-September 4, 2015, Long Beach, CA

Prosecuting Drug Cases

October 12-16, 2015, Las Vegas, NV

More information forthcoming!

Office Administration and Management

November 9-13, 2015, Tampa, FL

More information forthcoming!

Forensic Evidence

December 7-11, 2015, Savannah, GA

More information forthcoming!

Tab D

2015 Legislative Update

Law Enforcement
Public Attorneys
and other
Public Officials



Sponsored by:

Utah Prosecution Council
Statewide Association of Public Attorneys
Peace Officer Standards and Training

*See the statewide schedule
inside for the date and
location nearest you.*

Utah Prosecution Council
P O Box 140841
Salt Lake City, UT 84114-0841

*Utah Prosecution Council
Peace Officer Standards & Training
and*

*The Statewide Association
of Prosecutors*

*will again sponsor regional legislative
updates throughout the state in 2015.*

*Come and learn what new laws have
been passed and how they affect the way
you do your jobs.*

**All law enforcement
officers, public attorneys
and other public officials
are invited to attend.**

Two hours of MCLE credit for lawyers.

***Two hours of P.O.S.T. training credit for
law enforcement officers.***

UPC | UTAH
PROSECUTION
COUNCIL

Training and Serving Utah Prosecutors Since 1991

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PROSECUTION
COUNCIL

Wasatch Front & Adjacent Counties

BOX ELDER: Brigham City 442 West Forest St.
Tuesday April 28th, 9:30 - 11:30 a.m.
Brigham City Emergency Services Center,
442 West Forest Street, Brigham City

CACHE & RICH: Logan 1225 W. 200 N.
Tuesday, April 28th, 1:30 - 3:30 p.m.
3rd Floor Training Rm, Cache County Sheriff's Office,
1225 West 200 North, Logan

DAVIS & MORGAN: Farmington 800 W. State
Tuesday, April 21st, 1:30 - 3:30 p.m.
Training Room, Davis County Sheriff's Office
800 West State Street, Farmington

JUAB: Nephi 425 W. Sheep Lane Dr.
Monday, April 27th, 2:00 - 4:00 p.m.
Juab County Sheriff's Conference Room,
425 West Sheep Lane Drive, Nephi

MORGAN - See Davis and Weber County listings

RICH - See the Cache County listing

SUMMIT: Park City 6300 N. Silver Creek Rd.
Wednesday, April 29th, 9:30 - 11:30 a.m.
Summit County Sheriff's Training Room,
6300 North Silver Creek Road, Park City

TOOELE: Tooele 90 N. Main Street
Thursday, April 23rd, 9:30 - 11:30 a.m.
Tooele City Council Chambers, Tooele City Office
90 North Main Street, Tooele
(Please park in the gravel lot on the east side of
Garden St.)

UTAH: Provo 151 S. University Ave.
Monday, April 27th, 9:30 - 11:30 a.m.
Utah County Health and Justice Building,
Rooms 1600, 1601,
151 South University Ave., Provo

Wasatch Front & Adjacent Counties Cont'd

WASATCH: Heber 1361 S. Highway 40
Wednesday, April 29th, 1:30 - 3:30 p.m.
Wasatch County Sheriff's Search & Rescue Building,
1361 South Highway 40, Heber City

WEBER & MORGAN: Ogden 721 W. 12th Street
Tuesday, April 21st, 9:30 - 11:30 a.m.
Training Rooms A & B, Weber County Sheriff's Office
721 West 12th Street, Ogden

Eastern Utah Counties

CARBON: Price 149 E. 100 S.
Tuesday, May 5th, 9:30 - 11:30 a.m.
7th Judicial District Court Conference Room,
149 East 100 South, Price

DUCHESNE: Duchesne 21554 W. 9000 S.
Monday, May 4th, 9:30 - 11:30 a.m.
Duchesne County Sheriff, EOC Conference Room,
21554 W. 9000 S. Duchesne

EMERY: Castle Dale 180 N. 550 W.
Tuesday, May 5th, 2:00 - 4:00 p.m.
Emery County Sheriff's Training Room, 1850 North 550
West, Castle Dale

GRAND: Moab 217 E. Center St.
Wednesday, May 6th, 9:00 - 11:00 a.m.
Moab City Center Conference Room, 217 E. Center
Street, Moab

SAN JUAN: Monticello 290 S. 100 E.
Wednesday, May 6th, 1:30 - 3:30 p.m.
San Juan County Sheriff's Public Safety Annex
290 South 100 East, Monticello

UINTAH & DAGGETT: Vernal 641 E. 300 S.
Monday, May 4th, 2:00 - 4:00 p.m. AND
6:00 - 8:00 p.m. Uintah County Sheriff's Training
Room, 2nd Floor, 641 East 300 South, Vernal

Central & Southwest Utah Counties

BEAVER: Beaver 2160 S. 600 W.
Thursday, May 21st, 9:00 - 11:00 a.m.
Training Room, Beaver County Public Safety Facility,
2160 South 600 West, Beaver

GARFIELD & PIUTE: Panguitch 55 S. Main
Tuesday, May 19th, 9:00 - 11:00 a.m.
County Commission Chambers, Garfield County
Courthouse, 55 South Main Street, Panguitch

IRON: Cedar City 105 N. 100 E.
Wednesday, May 20th, 2:00 - 4:00 p.m.
Festival Hall - Room 1, 105 North 100 East, Cedar City
(Park on 2nd level of the parking garage and take
the skyway)

KANE: Kanab 67 N. Main St.
Tuesday, May 19th, 2:00 - 4:00 p.m.
Kane County Commission Chambers, 67 North Main
Street, Kanab

MILLARD: Fillmore 765 S. Highway 99
Thursday, May 21st, 2:00 - 4:00 p.m.
4th Judicial District Courtroom, Public Safety
Building, 765 South Highway 99, Fillmore

SANPETE: Manti 1500 S. Highway 89
Monday, May 18th, 9:30 - 11:30 a.m.
Training Room, Sanpete County Public Safety Complex,
1500 South Highway 89, Manti

SEVIER, WAYNE & PIUTE: Richfield 935 E 300N
Monday, May 18th, 2:00 - 4:00 p.m.
Training Room, Sevier County Sheriff's Department,
835 East 300 North, Richfield

WASHINGTON: Hurricane 620 S. 5300 W.
Wednesday, May 20th, 9:00 - 11:00 a.m. AND
6:00 - 8:00 p.m. Washington County Sheriff's
Training Facility, 620 South 5300 West, Hurricane

Tab E

LOGO

UPC | UTAH PROSECUTION COUNCIL

COLORS



C 97
M 88
Y 32
K 21

C 85
M 50
Y 0
K 0

C 70
M 16
Y 0
K 0

FONTS

JOSEFIN SANS

AaBbCcDdEeFfGgHhIiJjKkLlMm
NnOoPpQqRrSsTtUuVvWwXxYyZz

RALEWAY

AaBbCcDdEeFfGgHhIiJjKkLlMm
NnOoPpQqRrSsTtUuVvWwXxYyZz



ALTERNATE LOGO

UPC | UTAH PROSECUTION COUNCIL

Training and Serving Utah Prosecutors Since 1991

STATIONERY HEADER

UPC | UTAH PROSECUTION COUNCIL

ROBERT J. CHURCH, DIRECTOR

COUNCIL MEMBERS
STEPHEN D. FOOTE, CHAIR
PAUL A. BITTMENN
JANN L. FARRIS
STEVEN L. GARSIDE
SIM S. GILL
BARRY L. HUNTINGTON
SEAN D. REYES
KEITH D. SQUIRES
SCOTT H. SWEAT
CHRISTINE STEVENS

STATIONERY FOOTER

UPC.UTAH.GOV | PO BOX 140841, SALT LAKE CITY, UTAH 84111 | 801.366.0202



Tab F

THROUGH MARCH OF 2015

FY 2015
Criminal Fine Surcharge
Allocation Schedule

Please remember to spend the lessor of the (AMOUNT COLLECTED plus ending fund balance) or the Appropriation. To Receive Amounts Up To 1

Description	Total		Fines		Fines		Fines		Fines		Fines		Fines		Fines		Fines		Fines		Fines	
	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	Ch 763	
July New FY 15	1,359,499.30	30,000.00	35,914.09	1,293,585.21	38,807.56	51,743.41	6,467.89	1,359,499.30	30,000.00	35,914.09	1,293,585.21	38,807.56	51,743.41	6,467.89	1,359,499.30	30,000.00	35,914.09	1,293,585.21	38,807.56	51,743.41	6,467.89	1,359,499.30
August	1,500,989.58	0.00	40,756.31	1,460,233.27	43,807.00	58,408.33	6,467.89	1,500,989.58	0.00	40,756.31	1,460,233.27	43,807.00	58,408.33	6,467.89	1,500,989.58	0.00	40,756.31	1,460,233.27	43,807.00	58,408.33	6,467.89	1,500,989.58
Total YTD	2,860,488.88	30,000.00	76,670.40	2,783,818.48	82,614.56	110,151.74	13,935.78	2,860,488.88	30,000.00	76,670.40	2,783,818.48	82,614.56	110,151.74	13,935.78	2,860,488.88	30,000.00	76,670.40	2,783,818.48	82,614.56	110,151.74	13,935.78	2,860,488.88
September	1,551,564.49	0.00	44,891.81	1,506,672.68	45,200.18	60,266.91	6,467.89	1,551,564.49	0.00	44,891.81	1,506,672.68	45,200.18	60,266.91	6,467.89	1,551,564.49	0.00	44,891.81	1,506,672.68	45,200.18	60,266.91	6,467.89	1,551,564.49
October	4,412,053.37	0.00	121,982.21	4,290,071.16	127,814.74	170,419.85	13,935.78	4,412,053.37	0.00	121,982.21	4,290,071.16	127,814.74	170,419.85	13,935.78	4,412,053.37	0.00	121,982.21	4,290,071.16	127,814.74	170,419.85	13,935.78	4,412,053.37
Total YTD	16,733,366.75	0.00	484,244.47	16,249,122.28	488,438.44	649,577.77	81,119.72	16,733,366.75	0.00	484,244.47	16,249,122.28	488,438.44	649,577.77	81,119.72	16,733,366.75	0.00	484,244.47	16,249,122.28	488,438.44	649,577.77	81,119.72	16,733,366.75
November	8,068,422.12	0.00	170,966.66	7,897,455.46	178,533.07	235,377.42	28,422.16	8,068,422.12	0.00	170,966.66	7,897,455.46	178,533.07	235,377.42	28,422.16	8,068,422.12	0.00	170,966.66	7,897,455.46	178,533.07	235,377.42	28,422.16	8,068,422.12
December	1,233,593.13	0.00	32,490.39	1,201,102.74	36,093.08	48,044.11	6,005.51	1,233,593.13	0.00	32,490.39	1,201,102.74	36,093.08	48,044.11	6,005.51	1,233,593.13	0.00	32,490.39	1,201,102.74	36,093.08	48,044.11	6,005.51	1,233,593.13
Total YTD	1,587,516.41	0.00	48,193.54	1,539,322.87	48,179.69	61,572.91	7,666.61	1,587,516.41	0.00	48,193.54	1,539,322.87	48,179.69	61,572.91	7,666.61	1,587,516.41	0.00	48,193.54	1,539,322.87	48,179.69	61,572.91	7,666.61	1,587,516.41
January	8,906,531.96	0.00	251,670.61	8,654,861.35	258,745.84	344,954.44	43,124.30	8,906,531.96	0.00	251,670.61	8,654,861.35	258,745.84	344,954.44	43,124.30	8,906,531.96	0.00	251,670.61	8,654,861.35	258,745.84	344,954.44	43,124.30	8,906,531.96
Total YTD	10,537,732.00	0.00	300,024.57	10,237,707.43	306,231.23	408,308.30	51,038.53	10,537,732.00	0.00	300,024.57	10,237,707.43	306,231.23	408,308.30	51,038.53	10,537,732.00	0.00	300,024.57	10,237,707.43	306,231.23	408,308.30	51,038.53	10,537,732.00
February	1,659,861.66	0.00	50,432.45	1,609,429.21	48,282.88	64,377.17	8,047.15	1,659,861.66	0.00	50,432.45	1,609,429.21	48,282.88	64,377.17	8,047.15	1,659,861.66	0.00	50,432.45	1,609,429.21	48,282.88	64,377.17	8,047.15	1,659,861.66
Total YTD	12,187,593.66	0.00	350,457.01	11,837,136.65	354,514.11	472,684.47	58,085.68	12,187,593.66	0.00	350,457.01	11,837,136.65	354,514.11	472,684.47	58,085.68	12,187,593.66	0.00	350,457.01	11,837,136.65	354,514.11	472,684.47	58,085.68	12,187,593.66
March	1,796,170.53	0.00	56,615.62	1,739,554.91	52,186.65	69,582.20	8,697.78	1,796,170.53	0.00	56,615.62	1,739,554.91	52,186.65	69,582.20	8,697.78	1,796,170.53	0.00	56,615.62	1,739,554.91	52,186.65	69,582.20	8,697.78	1,796,170.53
Total YTD	13,983,764.18	0.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	0.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	0.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Correct Adjust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April Cor Alloc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Correct Adjust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April Revised	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18
Total YTD	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Correct Adjust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May Cor Alloc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Correct Adjust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May Revised	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18
Total YTD	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Correct Adjust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June Cor Alloc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Correct Adjust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June Revised	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18
Total YTD	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18	30,000.00	407,072.53	13,576,691.65	400,700.76	542,267.67	67,783.46	13,983,764.18

Fund 8016 - Surcharge Fines - Receipts		2015 Collections		2014 Collections	
Description	RS 4107 St Courts 30% surchrg	RS 4108 St Courts 35% surchrg	RS 4109 JP Courts 90% surchrg	RS 4110 JP Courts 35% surchrg	Total Collected Surcharge 2014
July Old FY14	5,989.21	16,610.73	688,995.17	511,073.72	1,382,423.81
July New FY 15	133,142.94	20,528.49	688,995.17	511,073.72	1,382,423.81
Total YTD	139,132.15	37,139.22	1,377,990.34	1,022,147.44	2,778,299.15
August	1,42,955.34	15,716.17	782,740.37	579,577.70	1,520,489.58
Total YTD	282,087.05	52,855.39	1,460,730.71	1,601,725.14	3,298,788.73
September	2,827,808.60	37,543.96	714,627.14	516,424.79	4,136,304.49
Total YTD	885,049.65	73,594.75	2,175,357.85	1,618,149.93	4,672,152.37
October	389,652.30	29,605.21	708,689.23	545,442.01	1,673,388.75
Total YTD	854,711.99	103,200.00	2,884,047.08	2,163,592.04	5,345,551.01
November	22,389.25	608.29	669,619.47	510,976.12	1,181,593.13
Total YTD	877,101.24	103,808.29	3,		

FY 2015
Criminal Fine Surcharge
Allocation Schedule

Yearly Collection Comparisons

Description	M/C 4107 St Courts		M/C 4108 St Courts		M/C 4109 JP Courts	
	35% surch	35% surch	35% surch	35% surch	35% surch	35% surch
Total FY - 2014	3,458,361.62	258,980.88	9,381,737.40	9,515,958.43		
Total FY - 2013	3,477,219.44	272,318.28	9,989,459.89	9,815,812.80		
Total FY - 2012	3,633,751.61	311,318.07	381,274.81	9,418,245.80		
Total FY - 2011	3,592,100.42	458,829.94	427,513.65	9,425,156.14		
Total FY - 2010	3,476,779.82	482,700.66	600,659.17	8,790,531.74		
Total FY - 2009	3,500,533.58	600,659.17	717,626.35	7,828,225.41		
Total FY - 2008	3,799,353.18	807,780.01	807,780.01	7,396,508.39		
Total FY - 2007	3,875,029.24	894,188.98	694,188.98	6,631,928.30		
Total FY - 2006	3,774,211.02	777,392.23	5,782,692.45	6,169,928.43		
Total FY - 2005	3,494,397.61	775,130.13	886,816.15	5,938,168.90		
Total FY - 2004	3,503,207.26	1,394,986.37	4,596,718.66			
Total FY - 2003	3,843,161.16					
Total FY - 2002	3,952,486.08					
Total FY - 2001	4,209,865.67					
Total FY - 2000	4,213,566.46					
Total FY - 1999	3,787,301.10					
Total 85/90%		5,839,961.78	Total 35%		Total All	
Total FY - 2014	12,980,099.02	5,824,139.45	18,778,169.81	18,917,917.82		
Total FY - 2013	13,623,271.50	6,383,174.59	20,016,326.08	20,016,326.08		
Total FY - 2012	13,407,913.22	6,395,481.61	19,803,394.83	19,803,394.83		
Total FY - 2011	12,895,025.62	6,728,648.12	19,624,673.74	19,624,673.74		
Total FY - 2010	12,926,689.72	6,697,336.20	19,623,025.92	19,623,025.92		
Total FY - 2009	12,237,322.01	6,432,439.82	19,669,761.83	19,669,761.83		
Total FY - 2008	12,685,580.88	6,994,512.15	18,265,362.88	18,265,362.88		
Total FY - 2007	11,800,436.43	6,694,926.45	17,694,165.38	17,694,165.38		
Total FY - 2006	10,882,906.00	6,771,259.38	15,858,050.39	15,858,050.39		
Total FY - 2005	10,135,135.56	5,722,924.83	15,858,050.39	15,858,050.39		
Total FY - 2004	9,626,953.61	5,438,417.94	15,064,271.55	15,064,271.55		
Total FY - 2003	10,122,414.51	5,163,488.39	15,285,900.90	15,285,900.90		

Tab G

Utah Prosecution Council
Comparison Report - Budget vs. Actual
July 2014 through June 2015

	Jul 14 - Jun 15	Budget	\$ Over Budget	% of Budget
Income				
CONFERENCE REGISTRATION FEES				
Advanced Trial Skills Training	2,250.00	1,500.00	750.00	150.0%
Basic Prosecutor	975.00	1,875.00	-900.00	52.0%
Civil Conference	4,531.44	6,375.00	-1,743.56	72.7%
Domestic Violence	0.00	0.00	0.00	0.0%
Fall Conference	6,045.00	9,750.00	-3,705.00	62.0%
Mental Health 101	75.00	0.00	0.00	0.0%
Mental Health Conference	2,250.00	0.00	-18,075.00	41.9%
Sexual Assault Conf	0.00	31,125.00	750.00	128.6%
Spring Conference	13,050.00	2,625.00	-6,375.00	0.0%
UMPA	3,375.00	6,375.00	-9,375.00	0.0%
UPAA	0.00	9,375.00	-9,375.00	0.0%
White Collar	0.00	0.00	0.00	0.0%
Total CONFERENCE REGISTRATION FEES	32,551.44	69,000.00	-36,348.56	47.3%
EXPENSE REIMBURSEMENTS				
John R Justice Grant	0.00	31,871.00	-31,871.00	0.0%
Staff Atty DV & SVRP	20,171.95	37,417.22	-17,245.27	53.9%
VAWA grant for DVRP	34,689.30	88,413.00	-53,723.70	39.2%
VAWA grant for SVRP	54,861.25	125,830.22	-70,968.97	43.6%
Total Staff Atty DV & SVRP	88,777.52	132,800.00	-44,022.48	66.9%
Staff Atty Traffic Safety	88,777.52	132,800.00	-44,022.48	66.9%
DPS Traffic Safety Funds - TSRRP	143,638.77	290,501.22	-146,862.45	49.4%
Total Staff Atty Traffic Safety	88,777.52	132,800.00	-44,022.48	66.9%
Total EXPENSE REIMBURSEMENTS				
PIMS Income	0.00	0.00	0.00	0.0%
User Fees	56,753.00	23,072.00	33,681.00	246.0%
PIMS Income - Other	0.00	0.00	0.00	0.0%
Total PIMS Income	56,753.00	23,072.00	33,681.00	246.0%
SCHARGE & NON-LAPSPING CARRYOVER				
Non-lapsing carry over	0.00	50,183.00	-50,183.00	0.0%
Surcharge Receipts	406,700.76	573,865.66	-167,164.90	70.9%
Total SCHARGE & NON-LAPSPING CARRYOVER	406,700.76	624,048.66	-217,347.90	65.2%
Total Income	639,743.97	1,006,621.98	-366,877.91	63.6%
Expense				
ADMINISTRATIVE FEES				
Administrative fee to AG	11,250.00	15,000.00	-3,750.00	75.0%
Building OS&M	2,686.50	3,600.00	-913.50	74.6%
DB Purc (West Law)	1,129.53	1,512.00	-382.47	74.7%
Ins & Bonds	880.21	1,200.00	-319.79	73.4%
Total ADMINISTRATIVE FEES	15,946.24	21,312.00	-5,365.76	74.8%
Conferences				
Advanced Trial Skills Training	0.00	0.00	0.00	0.0%
Airfare	128.22	0.00	0.00	100.0%
audio-visual	2,550.51	0.00	2,550.51	100.0%
catering	2,000.00	0.00	2,000.00	100.0%
facilities charge	0.00	0.00	0.00	0.0%
honoraria	0.00	0.00	0.00	0.0%
lodging	0.00	0.00	0.00	0.0%
MCLE fee	487.50	0.00	487.50	100.0%
meals	0.00	0.00	0.00	0.0%
mileage	191.85	0.00	191.85	100.0%

Utah Prosecution Council
Comparison Report - Budget vs. Actual
July 2014 through June 2015

	Jul 14 - Jun 15	Budget	\$ Over Budget	% of Budget
printing	0.00	0.00	0.00	0.0%
Advanced Trial Skills Training - Other	0.00	5,050.00	-5,050.00	0.0%
Total Advanced Trial Skills Training	5,358.08	5,050.00	308.08	106.1%
Basic Prosecutor Course				
catering	1,866.94	0.00	1,866.94	100.0%
facilities charge	1,595.00	0.00	1,595.00	100.0%
lodging	9,078.26	0.00	9,078.26	100.0%
Lodging, students	0.00	0.00	0.00	0.0%
MCLE fee	343.50	0.00	343.50	100.0%
meals	1,028.00	0.00	1,028.00	100.0%
mileage	1,516.13	0.00	1,516.13	100.0%
miscellaneous	59.11	0.00	59.11	100.0%
printing	287.80	0.00	287.80	100.0%
Basic Prosecutor Course - Other	0.00	18,000.00	-18,000.00	0.0%
Total Basic Prosecutor Course	15,774.74	18,000.00	-2,225.26	87.6%
Civil Training Conference				
catering	1,255.50	0.00	1,255.50	100.0%
facilities charge	1,046.70	0.00	1,046.70	100.0%
lodging	2,887.68	0.00	2,887.68	100.0%
MCLE fee	732.00	0.00	732.00	100.0%
meals	598.00	0.00	598.00	100.0%
mileage	2,971.43	0.00	2,971.43	100.0%
printing	0.00	0.00	0.00	0.0%
Civil Training Conference - Other	0.00	12,000.00	-12,000.00	0.0%
Total Civil Training Conference	9,491.31	12,000.00	-2,508.69	79.1%
Conference Materials				
Handouts/Materials	4,472.53	4,000.00	472.53	111.8%
Utah Travel Council Calendars	1,140.00	900.00	240.00	126.7%
Total Conference Materials	5,612.53	4,900.00	712.53	114.5%
Domestic Violence				
catering	0.00	0.00	0.00	0.0%
Domestic Violence - Other	0.00	0.00	0.00	0.0%
Total Domestic Violence	0.00	0.00	0.00	0.0%
Executive				
air fare	0.00	0.00	0.00	0.0%
catering	0.00	0.00	0.00	0.0%
honoraria	0.00	0.00	0.00	0.0%
lodging	356.80	0.00	356.80	100.0%
meals	100.00	0.00	100.00	100.0%
mileage	517.16	0.00	517.16	100.0%
miscellaneous	117.00	0.00	117.00	100.0%
Executive - Other	0.00	1,000.00	-1,000.00	0.0%
Total Executive	1,090.96	1,000.00	90.96	109.1%
Fall Conference				
air fare	540.20	0.00	540.20	100.0%
audio-visual	531.25	0.00	531.25	100.0%
catering	4,626.08	0.00	4,626.08	100.0%
facilities charge	2,650.00	0.00	2,650.00	100.0%
honoraria	1,150.00	0.00	1,150.00	100.0%
lodging	2,595.94	0.00	2,595.94	100.0%
MCLE fee	1,227.00	0.00	1,227.00	100.0%
meals	1,165.00	0.00	1,165.00	100.0%
mileage	3,456.17	0.00	3,456.17	100.0%
printing	188.72	0.00	188.72	100.0%

Utah Prosecution Council
Comparison Report - Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun '15	Budget	\$ Over Budget	% of Budget
UPC Brief Cases	0.00	0.00	0.00	0.0%
Fall Conference - Other	0.00	17,000.00	-17,000.00	0.0%
Total Fall Conference	18,130.36	17,000.00	1,130.36	106.6%
Mental Health Conference				
catering	1,034.40			
mileage	188.68			
Total Mental Health Conference	1,223.08			
New County Attorneys Training				
catering	92.00			
facilities charge	506.30			
lodging	545.00			
meals	29.00			
mileage	390.18			
printing	206.25			
New County Attorneys Training - Other	0.00			
Total New County Attorneys Training	1,768.73	2,000.00	-231.27	88.4%
Other Training Event				
catering	87.66			
Other Training Event - Other	0.00	500.00	-500.00	0.0%
Total Other Training Event	87.66	500.00	-412.34	17.5%
Regional Training				
Legislative Update	0.00	0.00	0.00	0.0%
facilities charge	0.00	0.00	0.00	0.0%
lodging	0.00	0.00	0.00	0.0%
meals	0.00	0.00	0.00	0.0%
mileage	0.00	0.00	0.00	0.0%
printing	0.00	0.00	0.00	0.0%
Legislative Update - Other	0.00	7,000.00	-7,000.00	0.0%
Total Legislative Update	0.00	7,000.00	-7,000.00	0.0%
Regional Workshops				
lodging	106.02			
meals	78.00			
mileage	345.14			
0.00	0.00			
Regional Workshops - Other	529.16	7,000.00	-6,470.84	7.6%
Total Regional Workshops	529.16	7,000.00	-6,470.84	7.6%
Regional Training - Other	0.00	0.00	0.00	0.0%
Total Regional Training	529.16	14,000.00	-13,470.84	3.8%
Sexual Assault Conf				
catering	0.00	0.00	0.00	0.0%
facilities charge	0.00	0.00	0.00	0.0%
honoraria	0.00	0.00	0.00	0.0%
lodging	0.00	0.00	0.00	0.0%
MICLE fee	0.00	0.00	0.00	0.0%
meals	0.00	0.00	0.00	0.0%
mileage	0.00	0.00	0.00	0.0%
printing	0.00	0.00	0.00	0.0%
Sexual Assault Conf - Other	0.00	0.00	0.00	0.0%
Total Sexual Assault Conf	0.00	0.00	0.00	0.0%

Utah Prosecution Council
Comparison Report - Budget vs. Actual
July 2014 through June 2015

	Jul 14 - Jun 15	Budget	\$ Over Budget	% of Budget
Spring Conference	0.00	0.00	0.00	0.0%
audio-visual	0.00	0.00	0.00	0.0%
catering	0.00	0.00	0.00	0.0%
honoraria	0.00	0.00	0.00	0.0%
lodging	0.00	0.00	0.00	0.0%
MCALE fee	0.00	0.00	0.00	0.0%
meals	0.00	0.00	0.00	0.0%
mileage	0.00	0.00	0.00	0.0%
printing	0.00	0.00	0.00	0.0%
Spring Conference - Other	0.00	27,000.00	-27,000.00	0.0%
Total Spring Conference	0.00	27,000.00	-27,000.00	0.0%
Staff Attorney Training				
SV/DVVRP workshops	0.00	0.00	0.00	0.0%
lodging	0.00	0.00	0.00	0.0%
meals	0.00	0.00	0.00	0.0%
mileage/car rental	65.74	0.00	65.74	100.0%
miscellaneous	0.00	0.00	0.00	0.0%
printing	139.82	0.00	139.82	100.0%
SV/DVVRP workshops - Other	0.00	500.00	-500.00	0.0%
Total SV/DVVRP workshops	205.36	500.00	-294.64	41.1%
SVRP Training beg Jan 2012				
catering	91.38	500.00	-408.62	18.3%
SVRP Training beg Jan 2012 - Other	0.00	3,500.00	-3,500.00	0.0%
Total SVRP Training beg Jan 2012	91.38	4,000.00	-3,908.62	22.8%
TSRP Scholarships				
TSRP Training	166.96	0.00	166.96	100.0%
facilities charge	652.73	0.00	652.73	100.0%
lodging	378.00	0.00	378.00	100.0%
meals	2,505.16	0.00	2,505.16	100.0%
mileage/car rental	6,378.03	0.00	6,378.03	100.0%
miscellaneous	191.33	0.00	191.33	100.0%
printing	0.00	10,000.00	-10,000.00	0.0%
TSRP Training - Other	0.00	10,000.00	-10,000.00	0.0%
Total TSRP Training	10,272.21	10,000.00	272.21	102.7%
Total Staff Attorney Training	10,568.95	14,500.00	-3,931.05	72.9%
Train the Trainers				
UMPA Summer Conf	0.00	17,000.00	-17,000.00	0.0%
air fare	0.00	0.00	0.00	0.0%
audio-visual	0.00	0.00	0.00	0.0%
catering	1,370.92	0.00	1,370.92	100.0%
facilities charge	0.00	0.00	0.00	0.0%
lodging	1,252.00	0.00	1,252.00	100.0%
MCALE fee	568.50	0.00	568.50	100.0%
meals	394.00	0.00	394.00	100.0%
mileage	1,293.60	0.00	1,293.60	100.0%
miscellaneous	76.66	0.00	76.66	100.0%
printing	0.00	9,000.00	-9,000.00	0.0%
UMPA Summer Conf - Other	0.00	9,000.00	-9,000.00	0.0%
Total UMPA Summer Conf	4,955.68	9,000.00	-4,044.32	55.1%
White Collar Crime				
catering	69.55	7,500.00	-7,430.45	0.9%
White Collar Crime - Other	0.00	7,500.00	-7,500.00	0.0%
Total White Collar Crime	69.55	15,000.00	-14,930.45	0.4%
Total Conferences	74,660.79	149,450.00	-74,789.21	50.0%

Utah Prosecution Council Comparison Report - Budget vs. Actual July 2014 through June 2015

	Jul 14 - Jun 15	Budget	\$ Over Budget	% of Budget
COUNCIL AND COMMITTEE MEETINGS				
Council and other committees				
catering	754.34	0.00	754.34	100.0%
lodging	1,694.80	0.00	1,694.80	100.0%
meals	442.00	0.00	442.00	100.0%
mileage	2,130.92	0.00	2,130.92	100.0%
Council and other committees - Other	0.00	4,500.00	-4,500.00	0.0%
Total Council and other committees	5,022.06	4,500.00	522.06	111.6%
Training Committee				
catering	358.59	7,000.00	-6,641.41	5.1%
lodging	1,734.56	0.00	1,734.56	100.0%
meals	1,413.00	0.00	1,413.00	100.0%
mileage	4,293.24	0.00	4,293.24	100.0%
miscellaneous	160.17	0.00	160.17	100.0%
Total Training Committee	7,959.56	7,000.00	959.56	113.7%
Total COUNCIL AND COMMITTEE MEETINGS	12,981.62	11,500.00	1,481.62	112.9%
CURRENT EXPENSES				
Annual MCLE Fee	200.00	200.00	0.00	100.0%
Donations to Other Groups	1,000.00	1,000.00	0.00	100.0%
Dues & Memberships	1,890.00	900.00	990.00	210.0%
Equipment/Supplies-not Data Pro	2,541.12	4,000.00	-1,458.88	63.5%
IT (Hardware and software requirements for UPC.)				
Hardware	1,025.95	5,000.00	-3,974.05	20.5%
Network Services	870.92	370.00	500.92	235.4%
Software	867.88	1,400.00	-532.12	62.0%
UPC Website	868.71	984.00	-315.29	68.0%
Total IT (Hardware and software requirements for UPC.)	3,433.46	7,754.00	-4,320.54	44.3%
LEOJ Training	0.00	2,000.00	-2,000.00	0.0%
Library & Subscriptions	2,258.00	2,100.00	158.00	107.5%
Miscellaneous	410.25	0.00	410.25	100.0%
Miscellaneous Motor Pool	1,212.93	0.00	1,212.93	100.0%
Postage	1,338.50	1,000.00	338.50	133.9%
Telephone	4,334.41	5,800.00	-1,465.59	74.7%
Total CURRENT EXPENSES	18,618.67	24,754.00	-6,135.33	75.2%
DATA MANAGEMENT - PIMS PROGRAM				
PIMS committees				
PIMS Governance Committee	0.00	1,300.00	-1,300.00	0.0%
PIMS User Group	0.00	0.00	0.00	0.0%
Catering	0.00	0.00	0.00	0.0%
Mileage	0.00	0.00	0.00	0.0%
Total PIMS User Group	0.00	0.00	0.00	0.0%
UPC Technology Committee				
Catering	0.00	0.00	0.00	0.0%
Mileage	0.00	0.00	0.00	0.0%
Total UPC Technology Committee	0.00	0.00	0.00	0.0%
PIMS committees - Other	0.00	1,300.00	-1,300.00	0.0%
Total PIMS committees	0.00	1,300.00	-1,300.00	0.0%
PIMS Programming & Testing				
Phase II	0.00	0.00	0.00	0.0%
Court integration (e-filing)	980.50	0.00	980.50	100.0%
Phase II - Other				
Total Phase II	980.50	0.00	980.50	100.0%

Utah Prosecution Council
Comparison Report - Budget vs. Actual
July 2014 through June 2015

	Jul 14 - Jun 15	Budget	\$ Over Budget	% of Budget
Phase III	0.00	0.00	0.00	0.0%
PIMS modifications/improvements	0.00	0.00	0.00	0.0%
Software	0.00	0.00	0.00	0.0%
Total PIMS Programming & Testing	980.50	0.00	980.50	100.0%
PIMS Support & Installation				
Maintenance / Installation				
Lodging	71.22	1,725.00	-1,653.78	4.1%
Maintenance & enhancements	1,174.00	15,000.00	-13,826.00	7.9%
Meals	42.00	1,170.00	-1,128.00	3.6%
mileage	112.23	750.00	-637.77	15.0%
Maintenance / Installation - Other	104.40	0.00	104.40	100.0%
Total Maintenance / Installation	1,503.85	18,645.00	-17,141.15	8.1%
Server hosting charges	2,284.03	3,600.00	-1,315.97	63.4%
Software	0.00	0.00	0.00	0.0%
PIMS Support & Installation - Other	0.00	0.00	0.00	0.0%
Total PIMS Support & Installation	3,787.88	22,245.00	-18,457.12	17.0%
Total DATA MANAGEMENT - PIMS PROGRAM	4,768.38	23,545.00	-18,776.62	20.3%
John R Justice Grant	105.56	31,871.00	-31,765.44	0.3%
MANUALS				
Duties of County Attorneys				
Printing	0.00	0.00	0.00	0.0%
Total Duties of County Attorneys	0.00	0.00	0.00	0.0%
Total MANUALS	0.00	0.00	0.00	0.0%
OTHER IN-STATE TRAVEL	232.15	0.00	232.15	0.0%
mileage				
Total OTHER IN-STATE TRAVEL	232.15	0.00	232.15	0.0%
OUT-OF-STATE TRAVEL	1,181.20	850.00	331.20	139.0%
Best Practices				
NAJIS				
Board Meeting	1,167.70	500.00	667.70	233.5%
Summer Conference	0.00	2,000.00	-2,000.00	0.0%
Total NAJIS	1,167.70	2,500.00	-1,332.30	46.7%
NAPC				
NAPC Summer mtg	3,435.48	3,750.00	-314.52	91.6%
NAPC Winter mtg	5,387.71	4,600.00	787.71	117.1%
Total NAPC	8,823.19	8,350.00	473.19	105.7%
NDAA Committee & Board Meetings				
Other out of state travel	0.00	0.00	0.00	0.0%
SVRP Out-of-State Travel	2,114.77	0.00	2,114.77	100.0%
TSRP Out-of-State Travel	611.41	0.00	611.41	100.0%
Total OUT-OF-STATE TRAVEL	2,923.24	0.00	2,923.24	100.0%
PERSONNEL SERVICES	16,821.51	11,700.00	5,121.51	143.8%
Director				
base salary	67,519.16	101,254.40	-33,735.24	66.7%
benefits	40,788.27	53,630.33	-12,842.06	76.1%
Total Director	108,307.43	154,884.73	-46,577.30	69.9%
IT Director				
base salary	52,205.80	75,046.40	-22,840.60	69.6%
benefits	33,598.19	49,738.25	-16,140.06	67.6%
Total IT Director	85,803.99	124,784.65	-38,980.66	68.9%

Utah Prosecution Council
Comparison Report - Budget vs. Actual
July 2014 through June 2015

	Jul 14 - Jun 15	Budget	\$ Over Budget	% of Budget
Law Clerk I base salary	6,145.57	13,520.00	-7,374.43	45.5%
benefits	466.47	1,187.06	-720.59	39.3%
Total Law Clerk I	6,612.04	14,707.06	-8,095.02	45.0%
Staff Attorney - DV & SVRP base salary	67,628.02	96,720.00	-29,091.98	69.9%
benefits	30,161.60	42,557.22	-12,395.62	70.9%
Total Staff Attorney - DV & SVRP	97,789.62	139,277.22	-41,487.60	70.2%
Staff Attorney - Traffic Safety base salary	57,885.20	77,875.20	-19,990.00	74.3%
benefits	26,564.59	35,286.84	-8,722.25	75.3%
Total Staff Attorney - Traffic Safety	84,449.79	113,162.04	-28,712.25	74.6%
Training Coordinator base salary	43,581.26	62,246.40	-18,665.14	70.0%
benefits	28,352.27	38,503.88	-10,151.61	73.6%
Total Training Coordinator	71,933.53	100,750.28	-28,816.75	71.4%
Total PERSONNEL SERVICES	454,896.40	647,565.98	-192,669.58	70.2%
TOX-E Invoices	558.29			
TOX-E - Other	73.99			
Total TOX-E	632.28			
UNCATEGORIZED EXPENSES	595.00	25,000.00	-25,000.00	0.0%
UNUSUAL PROSECUTION EXPENSES	0.00	12,000.00	0.00	100.0%
UPAA APPROPRIATION	12,000.00	12,000.00	0.00	100.0%
Total Expense	612,258.60	958,697.98	-346,439.38	63.9%
Net Income	27,485.37	47,923.90	-20,438.53	57.4%

Tab H

12:10 PM
04/08/15
Cash Basis

Utah Prosecution Council
Transaction Detail By Account
July 2014 through June 2015

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount
Conferences									
New County Attorneys Training									
catering									
Check	04/10/2015	5914	Hampton Inn & Suit...	Sodas	Conferen...		UPC Expendit...	92.00	92.00
Total catering								92.00	92.00
facilities charge									
Check	04/10/2015	5914	Hampton Inn & Suit...	Facility Char...	Conferen...		UPC Expendit...	506.30	506.30
Total facilities charge								506.30	506.30
lodging									
Check	04/10/2015	5914	Hampton Inn & Suit...	Lodging	Conferen...		UPC Expendit...	545.00	545.00
Total lodging								545.00	545.00
meals									
Check	02/01/2015	5860	Jann Farris	meals	Conferen...		UPC Expendit...	29.00	29.00
Total meals								29.00	29.00
mileage									
Check	02/01/2015	5858	Gary Heward	Mileage - 3 R...	Conferen...		UPC Expendit...	141.21	141.21
Check	02/01/2015	5859	Jami Brackin	Mileage	Conferen...		UPC Expendit...	102.22	102.22
Check	02/01/2015	5860	Jann Farris	mileage	Conferen...		UPC Expendit...	63.59	63.59
Check	02/01/2015	5861	Marlesse Whittington	mileage	Conferen...		UPC Expendit...	40.32	40.32
Check	02/01/2015	5862	Cecelia Russell	mileage	Conferen...		UPC Expendit...	42.84	42.84
Total mileage								390.18	390.18
printing									
Check	04/02/2015	5873	Utah State Board of...	MCLE Fees	Conferen...		UPC Expendit...	206.25	206.25
Total printing								206.25	206.25
Total New County Attorneys Training									1,768.73
Total Conferences									1,768.73
TOTAL									1,768.73

04/08/15

Utah Prosecution Council Net Cost of Conference Mental Health 101

	<u>Mental Health Conference (Conferences)</u>	<u>Total Conferences</u>	<u>TOTAL</u>
Income			
CONFERENCE REGISTRATION FEES			
Mental Health Conference	2,250.00	2,250.00	2,250.00
Total CONFERENCE REGISTRATION F...	<u>2,250.00</u>	<u>2,250.00</u>	<u>2,250.00</u>
Total Income	2,250.00	2,250.00	2,250.00
Expense			
Conferences			
Mental Health Conference			
catering	1,034.40	1,034.40	1,034.40
mileage	188.68	188.68	188.68
Total Mental Health Conference	<u>1,223.08</u>	<u>1,223.08</u>	<u>1,223.08</u>
Total Conferences	<u>1,223.08</u>	<u>1,223.08</u>	<u>1,223.08</u>
Total Expense	<u>1,223.08</u>	<u>1,223.08</u>	<u>1,223.08</u>
Net Income	<u><u>1,026.92</u></u>	<u><u>1,026.92</u></u>	<u><u>1,026.92</u></u>

Tab I

April 10, 2015

The Utah Prosecution Council (UPC) and Statewide Association of Prosecutors (SWAP) are requesting \$500,000 for the purchase of a third-party vendor case management software program (Program) for county and municipal prosecutor offices through the 2015 National Criminal History Improvement Program (NCHIP). Such a Program will allow prosecutor offices to electronically share information and documents with each other but will also provide for direct, cost saving communication with the district courts.

There are 29 counties and over 25 cities in the state of Utah tasked with prosecuting state offenses in district court. There are at least two commercial Programs, an outdated system developed by UPC and any number of locally developed systems operating throughout the state. These systems do not allow for the sharing of electronic information between offices or filing documents with the court.

Prosecutor offices are required to electronically file (e-file) all documents with the district courts. Where court clerks once typed in all information related to each case, this burden has been shifted to prosecutor offices via the e-filing requirement. While the courts have developed a portal through which each jurisdiction may e-file documents, the portal does not allow for the transfer of data. Instead, administrative staff must retype all information into the court's system. Jurisdictions have either required their admin staff to double their workload or hire additional staff simply to comply with the courts e-filing requirement.

Having a uniform case management system in prosecutor offices will allow for the exchange of the following types of information regarding defendants: names and aliases, charges filed, dismissal, acquittal or convictions, sentencing orders, compliance with probation (i.e. non/payment of fines, non/completion of treatment (substance abuse, mental health, domestic violence, etc.), probation violations, protective orders issued, etc. Sharing this information will help reduce recidivism by identifying repeat offenders and not allowing them to slip through the cracks in the system.

Any Program purchased must allow for direct e-filing. This will eliminate the need for prosecutor admin clerks to enter data twice and increase efficiency in communicating with the courts.

The matching requirement will be met by requiring each jurisdiction to pay a percentage of the match. Second, an IT specialist will be tasked with managing the program for the state, helping with installation, training, answering questions, etc. The specialist's salary would be paid by the agency the specialist works for and not from grant funds.

Thank you for considering this request.

Respectfully,



Robert J. Church
Director, Utah Prosecution Council

Tab J

Utah Prosecution Council

Report of Donna Kelly, Sexual Assault and
Domestic Violence Resource Prosecutor
January through March 2015

1.) Training – topics and attendees

1/7	Salt Lake SART Team Start by Believing Conference	98 attendees
1/8	Department of Corrections	25 parole officers
1/30	Justice Court Judges	18 judges
2/5	Emery County Annual DV Conference	98 attendees
2/1 to 2/25 (5 sessions)	Layton PD	82 officers
2/18	SANE nurses	43 SANEs
3/3	Tooele City	34 officers
3/9	Ute Tribal Officers	32 officers
3/16	Dallas – Crimes Against Women Conference	366 attendees
3/19	Treatment Providers	130 therapists

TOTAL ATTENDEES: 926

- 2.) Domestic Violence Planning and Advisory Council (DVPAC) The DVPAC is a multidisciplinary group working on issues to improve DV response in Utah. I am on the executive board of this group and also chair of the DV Sentencing Committee. We successfully wrote and passed a bill to make a minor change in Utah's code – one that will prohibit judges from accepting guilty pleas at arraignment and will require input from prosecutors before sentence can be imposed. This committee will continue to work toward a more comprehensive proposal for revamping DV sentencing in the 2016 legislature.
- 3.) The West Valley City trauma informed interviewing protocol that I developed with WVCPD is on schedule and working well. The protocol has improved the prosecution rates of WVC PD cases, and is gaining statewide and national attention. Julie Valentine, a BYU Nursing Professor and SANE nurse, is studying the protocol and will have a report and analysis after the end date of the study in May 2015.
- 4.) I spoke at the national Crimes Against Women Conference in Dallas, Texas in March. The Trauma interviewing protocol has gotten the attention of several national organizations, and the Dallas conference contacted me and invited me to do two presentations, one on the trauma principles and a separate session on the trauma protocol we have developed for West Valley City. The training was very well received, and we had attendance of about 400 people from all over the country in two sessions. A news crew from Utah Channel 4 went to Dallas and covered our presentation, which aired on a news segment called "Good For Utah."

- 5.) The first three months of every year is legislative time of year – and I spend a lot of time meeting with various groups and testifying occasionally at committee hearings. This year, in addition to the DV sentencing improvements made described above, I assisted with two pieces of legislation. House Bill 74 was clarifications to Utah’s consent statute which will aid prosecutors in presenting these cases by removing confusing language and an extra element of proof. I also assisted in House Concurrent Resolution 1 – Start by Believing, a declaration that seeks to raise public awareness of how to assist sexual assault victims, making Utah the nation’s second “Start by Believing” State.
- 6.) I worked as the chairman of this year’s annual Crime Victims Conference, which will take place on April 30 and May 1. I have also been on the planning committee for the annual CJC conference to take place at Snowbird Resort this year.

Tab K

- Responded to 56 requests for assistance (RFAs) from prosecutors, law enforcement, legislation-related, toxicology lab, driver license hearings (2). The work involved to respond to these ranges from a five-minute consultation to spending multiple hours on a project.
- Dec. 3 – co-taught with UHP, Drager Corp. personnel and NMS Labs a training re the Drager 5000 oral fluids drug testing instrument (29 attendees).
- Dec. 4 – Taught “blood draw law and practice” at Justice Court Judges Traffic Safety Conference. This was done in collaboration with Judge Brown (Maryland) and UHP Troopers Kotter and Newlin (68 attendees).
- Taught “DUI case law update for law enforcement/cops in court/report writing” to the following:
 - Dec. 5 – Ogden PD (26 attendees)
 - Dec. 9 – UHP Section 2 (28 attendees)
 - Feb. 11 – Millard Co. Sheriff’s Office (22 attendees)
 - Feb. 12 – Murray City PD (9 attendees)
 - Feb. 19 – Rich Co. Sheriff’s Office (10 attendees)
 - Feb. 25 – SLCPD (23 attendees)
 - Mar. 20 – SLCPD (10 attendees)
 - Mar. 27 – SLCPD (10 attendees)
 - Mar. 30 – Vernal PD (25 attendees)
- Taught “regional toxicology update for prosecutors” to the following:
 - Jan. 7 – Millard Co. Attorney’s Office (4 attendees)
 - Jan. 16 – Toole City Attorney’s Office (5 attendees)
 - Jan. 26 – Bountiful City Attorney’s Office (1 attendee)
 - Jan. 28 – Provo City Attorney’s Office (8 attendees)
 - Feb. 13 – S. J. Quinney College of Law (10 attendees)
 - Mar. 12 – Duchesne Co. Attorney’s Office (8 attendees)
- Jan. 22 – taught “misdemeanors matter” at UPC new county attorney seminar (9 attendees).
- Applied for and received \$4,000.00 NAPC/NHTSA mini-grant, the single purpose of which is to reduce the Utah Bureau of Forensic Toxicology’s 18 – 23% rejection rate of biological samples submitted for testing. The following work was done in furtherance of that project:

- Substantial order of materials for, and assembly of, exemplars which are being distributed one per agency.
- Jan. 22 – presented this grant and training idea to Utah Region 3 law enforcement training coordinators meeting – BL Smith (20 attendees)
- Jan. 21 & 23 – in that regard, in conjunction with the Utah Highway Safety Office, UHP, and UBFT, we created a training video which is a part of that presentation.
- Jan. 28 – co-taught Gambrelli Layco “combined regional toxicology update for prosecutors / evidence packaging for phlebotomists” at Beaver Co. Sheriff’s Office (24 attendees).
- Mar. 6 – same as above for American Fork area law enforcement and prosecutors (18 attendees).
- Co-taught with Gambrelli Layco or Nghia Nguyen (both UBFT) “evidence packaging for phlebotomists” to:
 - Feb. 2 – Weber Co. MATF (22 attendees)
 - Feb. 3 – Utah Co. MATF (25 attendees)
 - Feb. 4 – Davis Co. MATF (30 attendees)
 - Feb. 5 – Salt Lake Co. MATF (31 attendees)
 - Feb. 18 – Bountiful PD (7 attendees)
 - Mar. 10 – POST (41 total attendees at back-to-back sessions)
 - Mar. 18 – UHP Section 2 Ogden (9 attendees)
 - Mar. 25 – Cedar City PD (8 attendees)
 - Mar. 25 – St. George PD (11 attendees)

- Delivered OKN drums to: Millard County, Delta City, Bountiful City, Beaver County.

- Delivered DUI silhouettes to: Millard County, Delta City, Morgan County, Wayne County, Rich County, Daggett County (this was done as it fit in with existing travel or teaching plans; in other words special trips were not made to do this, nor were travel funds expended to do this).

- Utah Prosecution Counsel Prosecutor Forum continues to be active re DUI/traffic safety subjects, as well as other subjects.

- Updated rolling DUI case law update.

- Updated substitute toxicology entry on UPC forum, plus five other postings related to DUI/traffic safety.

- Advertised and participated in national TSRP webinar “defending a blood test” taught by Beth Barnes, Arizona TSRP.

- Performed work to bring Utah into compliance with 23 U.S.C. § 164 (and implementing regulations at 23 C.F.R. Part 175, in light of Utah Code § 41-6a-502.5.
 - This became SB 150, which passed.
- Summarized 22 passed bills from 2015 session for UPC legislative summary.
- Began updating offense table with 2015 amendments to existing offenses and new crimes.
- Various meetings, SWAPLAC, MISLAC, DUI committee, ADTEC, MATF, UPC, UDCAA, SWAP board.
- Sponsored payment of expert witness Dr. David Hanson (U of U) in Utah Co. case to defend Utah's metabolite statute (§41-6a-517) in amount of \$2,363.00, which are TSR15 funds (not UPC funds).
- Participated in annual Lifesavers Conference at Chicago – Mar. 14 –17.
- Served as point person for Utah in reference to Traffic Injury Research Foundation (TIRF) follow-up on its research and report about Utah's efforts to streamline it DUI arrest procedures, in a conference call on March 27. TIRF came to Utah in 2014 and met with most of our state DUI committee.
- Taught “traffic stop antics” as follows:
 - Mar. 2 – Weber Co. MATF (20 attendees)
 - Mar. 3 – Utah Co. MATF (23 attendees)
 - Mar. 4 – Davis Co. MATF (27 attendees)
 - Mar. 5 – Salt Lake Co. MATF (35 attendees)
 - Mar. 11 – UHP Section 4 supervisors meeting (15 attendees)

Tab L

MEMORANDUM NON-MERIT EMPLOYEES ONLY

From: Robert J. Church, Director, Utah Prosecution Council
To: Stephen Foote, Chair UPC, Council Members
Date: April 8, 2015 April 10, 2015
Re: UPC Employee Incentive Awards Policy

It is the intention of the Utah Prosecution Council (UPC) to adopt an employee Incentive Awards Program similar to that of the Utah Attorney General's (AG) office. This program is designed to eliminate the current disparity between merit employees of the AG's office and non-merit employees of the Council.

UPC Employee Incentive Awards Program

A. DEFINITIONS

- a. **Client** is defined as any person or agency that receives training or other benefit from a UPC employee. This includes, but is not limited to, prosecutors, law enforcement officers, public servants, governmental agencies, etc.
- b. **Employee** is defined as those employees of the Council not employed by the AG's office and who are ineligible for an Incentive Award from the AG's office. Currently those employees are the Director and Resource Prosecutors.
- c. **Performance evaluation period** is a six month period of time for which an Employee will be evaluated for their work and productivity. July 1 – December 31 and January 1 – June 30 will be the timer periods.

B. NOMINATIONS

- i. Employees, Council Members, other employees of the Attorney General's office or clients may nominate Employees for an incentive award by sending a written nomination to the nominee's immediate supervisor. In the case of the Director, the nomination is submitted to the UPC Chair.
- b. Each nomination should explain the basis for the nomination.
 - i. Nominations should be based on the following types of performance, including but not limited to:
 1. Exemplary performance of job duties;
 2. Completion of a project of major consequences;
 3. Completion of a project beyond what is normally expected;
 4. Proposing a change that generates savings or increases productivity;
 5. Developing new and innovative training tools, seminars, etc.
 6. Providing exceptional service to clients;
 7. Bringing great credit to UPC.
 - ii. Nominations may include the amount or type of award the nominator feels is appropriate.

- c. The supervisor or Chair adds appropriate comments and forwards the nomination to the Council for review.

C. ADDITIONAL CRITERIA

- a. The award must be for work completed during the most recent fiscal year.
 - i. If a cash award is awarded but funds are not immediately available, the Council may hold the delivery of the award in abeyance until funds are available.
 - ii. A cash award may be converted to administrative leave if sufficient funds are not available.
- b. Employees who have received unsatisfactory performance appraisals or corrective action within the preceding performance evaluation period are not eligible for incentive awards.

D. DELIBERATION

- a. The Council will meet in closed session to deliberate whether to make an award and what kind.
- b. Any award must be approved by majority vote of the Council members present when the award is deliberated.

E. AWARDS

- a. Cash awards are subject to the availability of funds in UPC's budget.
- b. Paid administrative leave may be given as an alternative to a cash award.

F. ANNOUNCEMENT OF AWARD

- a. The Council may inform the nominator whether or not an award was given. The nature of the award will remain confidential.
- b. The Council may announce that an award was given and the reasons for the award. The nature of the award will remain confidential.

MEMORANDUM

ALL UPC EMPLOYEES

From: Robert J. Church, Director, Utah Prosecution Council
To: Stephen Foote, Chair UPC, Council Members
Date: April 8, 2015 April 10, 2015
Re: UPC Employee Incentive Awards Policy

It is the intention of the Utah Prosecution Council (UPC) to adopt an employee Incentive Awards Program similar to that of the Utah Attorney General's (AG) office. UPC's program will be similar to that of the AG's office. This program is designed to eliminate the current disparity between merit employees of the AG's office and non-merit employees of the Council.

UPC Employee Incentive Awards Program

A. DEFINITIONS

- a. **Client** is defined as any person or agency that receives training or other benefit from a UPC employee. This includes, but is not limited to, prosecutors, law enforcement officers, public servants, governmental agencies, etc.
- b. **Employee** is defined as those merit and non-merit employees who work for UPC.
- c. **Merit employee** is defined as those employees of the AG's office who have merit status and work for the AG. Currently those employees are the Training Coordinator and the Director of IT.
- d. **Non-merit employee** is defined as those employees of the Council not employed by the AG's office and who are ineligible for an Incentive Award from the AG's office. Currently those employees are the Director and Resource Prosecutors.
- e. **Performance evaluation period** is a six month period of time for which an Employee will be evaluated for their work and productivity. July 1 – December 31 and January 1 – June 30 will be the timer periods.

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 4. Proposing a change that generates savings or increases productivity;
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- ii. Nominations may include the amount or type of award the nominator feels is appropriate.
- c. The supervisor or Chair adds appropriate comments and forwards the nomination to the Council for review.

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- a. The award must be for work completed during the most recent fiscal year.
 - i. If a cash award is awarded but funds are not immediately available, the Council may hold the delivery of the award in abeyance until funds are available.
 - ii. A cash award may be converted to administrative leave if sufficient funds are not available.
- b. Employees who have received unsatisfactory performance appraisals or corrective action within the preceding performance evaluation period are not eligible for incentive awards.
- c. If a Merit employee is nominated for an award under UPC's Incentive Award program, they are ineligible for nomination under the AG's Incentive Award Program.

D. DELIBERATION

- a. The Council will meet in closed session to deliberate whether to make an award and what kind.
- b. Any award must be approved by majority vote of the Council members present when the award is deliberated.

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